

**Minutes of the Board of Governors' meeting held on 3rd February, 2017 at 2.00 pm at the office of the Director ELTI, Assam, Kahilipara, Guwahati -19**

The Hon'ble Chairman, Board of Governors, ELTI, Assam and the Commissioner and Secretary to the Govt. of Assam, Education (Elementary) Department presided over the meeting and welcome all the members to the meeting.

Members present :

1. Sri Preetom Saikia IAS  
The Commissioner & Secretary to the Govt of Assam  
Department of Education (Elementary)  
Dispur, Guwahati – 6  
----- Chairman
2. Sri Sanjib Kumar Bhuyan  
The Director, Elementary Education Assam  
Kahilipara, Guwahati – 19  
----- Member
3. Mrs Mizo Prabha Borah  
Lecturer, SCERT, Assam  
Representative of  
The Director, SCERT, Assam  
Kahilipara, Guwahati – 19  
----- Member
4. Mrs Rumi Choudhury  
Dy. Director, Elementary Education, Assam  
Representative of  
The Director, Elementary Education Assam  
Kahilipara, Guwahati – 19  
----- Member
5. Mrs. Ranjumoni Mahanta  
Academic Officer, SEBA  
Representative of  
The Secretary  
Board of Secondary Education Assam  
Bamunimaidam, Guwahati – 21  
----- Member
6. Mrs Chitra Lekha Sarma  
The Director  
English Language Teaching Institute, Assam  
Kahilipara, Guwahati – 19  
----- Member Secretary

**Agenda No. 1**

The Board Members discussed the Minutes of last Board of Governors' meeting held on 19th February, 2016. Regarding item no. 5 the Chairman of the Board said that he would take up the matter for obtaining necessary approval of the Finance Deptt., Govt. of Assam to continue the existing current account of the Institute.

Regarding item no. 8 the Chairman asked the Director to prepare the text of a letter to the Executive Engineer, P.W.D (Magazine Division) for reassessment of the rent of ELTI Guest house. The letter would be signed by the Chairman.

Regarding item no. 9 the Board was informed by the Director that the Handbook for class I teachers could not be published due to shortage of time required for editing and money had not been drawn for the purpose. She also said that the publication of the Handbook would be done very shortly but with some changes.

After detailed discussion the Board Members approved the minutes of the last meeting and asked the Director to do the needful for accomplishment of the above mentioned items.

**Agenda No. 3**

The Board members discussed the Audit report for the financial year 2015-16 of ELTI, Assam and approved it.

**Agenda No. 4**

The Board discussed the budget for the financial year 2017-18 submitted to the Govt. of Assam and Govt. of India and approved them. The Chairman asked the Director, ELTI, Assam to submit proposals for teacher training to the Govt. of India through SCERT, Assam.

**Agenda No. 5**

The Board Members discussed the academic programmes planned for the year 2017-18. The Chairman asked the Director to prepare the academic calendar of the institute.

**Agenda No. 6**

The Board discussed the decision of the review meeting of SCERT, Assam held on 21st November, 2016 in the office chamber of the Principal Secretary, Education Department, Govt. of Assam regarding filling up of the vacant posts of ELTI, Assam. The Chairman said that before starting the recruitment process it is necessary to know that the budget allotment to the institute for the financial year 2017-18 has been enhanced as per budget requirement. The decision has been put off till fund is received.

**Agenda No. 7**

The Board discussed the proposals of merging ELTI, Assam with SCERT, Assam and Restructuring of SCERT, Assam. The Chairman said if the proposal for restructuring of SCERT, Assam is approved by the Govt. of Assam then ELTI, Assam can be merged with SCERT and the employees of ELTI, Assam can be accommodated in SCERT, Assam by a Cabinet Memorandum.

**Agenda No. 8**

The matter has already been discussed in Agenda 1.

**Agenda No. 9**

In any other matter with the permission of the Chairman, decisions were taken on the following issues.

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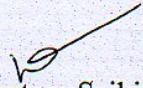
(1) The Board of Governors instructed the Director, ELTI, Assam to deposit the surplus amount of Rs. 336/- received under salary head during 2016 – 17 to the Govt. Exchequer through treasury challan.

(2) The Director ELTI, Assam requested the Board to enhance the wages of the part-time sweeper Mrs. Rita Basfar, ELTI, Assam. The Board agreed to the proposal and asked the Director to enhance the wages to Rs. 4,000/- per month from the existing Rs. 2,000/- per month from the financial year 2017-18 if fund is available. The Board also asked the Director to ascertain the attendance of the Sweeper.

(3) The Director enquired about the possibility of taking a decision to enhance the salary of the employees as per the 7th Pay Commission. The Board said that as the formal notification of it had not come out till that day the decision would be taken in the next meeting of the Board of Governors, provided fund is available. The employees of ELTI, Assam are drawing their salary as per the 6th Pay Commission of Govt. of Assam.

(4) The Director enquired whether wooden desks and benches and utensils for ELTI Guest house and computers and computer related accessories for the office can be purchased out of the O.E. fund as the condition of the existing items were beyond repairing. The Board allowed the Director to purchase the essential items out of the O.E. fund, if it is available.

The meeting of the Board of Governors ended with the vote of thanks to the Hon'ble Chairman & honourable members of the Board.

  
(Sri Pretom Saikia)  
Commissioner & Secretary Govt of Assam  
Education (Elementary) Deptt.  
Dispur, Guwahati – 6  
&  
Chairman  
Board of Governors, ELTI, Assam