

NOIABLE FEATURES CONTAINED IN THE EXECUTIVE COUNCIL MEETING MINUTES

FIRST Meeting held on 26.9.54 : (Could not be traced)

SECOND meeting held on 3/11/54 at Raj Bhawan, Darjeeling

Item No. II. Draft Constitution and Transitory provisions of the Institute approved as contained in the minutes of the first meeting (which could not be traced)

Item No. IV. Terms and conditions in regard to the appointment and training of Sherpa Instructors approved.

(a) There may be two grades, Senior and Junior according to the experience and attainments of the Sherpa Instructors.

(b) Junior grade - Rs.150/- (fixed) Senior grade Rs.200/- and Rs.250/- (fixed) (Scale of Rs.180-4-200-5-250 approved vide item No.VIII of 9th. meeting held on 17/2/60)

(c) Sherpa Instructors when engaged outside Headquarters either for training or ex-pedition, they may draw extra remuneration, (Council will determine on recommendation of the Principal and D.F.T.)

(d) The date of appointment of six Sherpa Instructors who were deputed for training in Switzerland would be 9/9/54 (the day on which they returned to India on completion of training)

Item No. V. The Council considered the question of setting up a Sherpa Colony under the auspices of the H.M.I.

Item No. VIII. (i) Council considered the question of delegation of financial powers to Principal and approved of the following financial rules.

Treasurer in consultation with the Principal shall submit to the council an estimate of receipts and expenditures for the following financial year along with statement of accounts for the previous year.

(ii) Local Advisory Committee may transfer grants from one head to the other, subject to limitations of the approved budget.

(iv) The Principal is empowered to spend grants on the purpose subject to the conditions laid down.

(vi) All cases of loss of stores, equipment etc. shall be reported by the Principal to the Council.

(viii) To grant advances of pay to the staff who accompany training expeditions up to a limit of one months pay in each case.

Item No. VIII. Plans and estimates of HMI Buildings prepared by Prof. Joseph Steins.

THIRD meeting held on 25th. July - 1955 at Prime Minister's House, New Delhi.

Item No. I. (i) Members of Executive Council amended as under:
(6) A representative of Sikkim (7) A representative of Nepal, (8-12) five members to be elected by the members other than Hony members at the General Meeting. (13-14) Principal & D.F.T. (15-19) to be nominated by the by the President. (20) A representative of Sherpa Climbers Association to be nominated by the President.
(ii) Smt. Indira Gandhi nominated as a members of the Executive Council.

Item No. 2(c) Basic Course - A+B two types based on educational qualifications 42 days course - 24 students capacity.
Advance Course 42 to 54 ^{days} No. of students - 12 in each course. 3 Basic course and 1 Advance course- 1955.
4 Basic course and 1 Advance course- 1956.

(d) Some of the Instructors pay fixed. Paid w.e.f. 17/7/54; D.A. not admitted.

Item No. V. Shri Manda Lal Bose's crest of the Institute approved.

FOURTH meeting held on 16/1/57 at Raj Bhawan, Calcutta

Item No. IV. (ii) Sherpa Instructors entitled to draw House rent allowance;
(iii) Hill allowance & D.A. to DFT not admitted.

FIFTH meeting held on 25.12.57 at Raj Bhawan, Darjeeling.

Item No. II. (iii) Scale of requirements for field training to be laid down by the Principal for Audit Purposes.

SIXTH meeting held on 2.10.58 at Kalighore Bungalow, Darjeeling

Item No. I. Condolence resolution on the death of Major (H) Jayal, first Principal of the Institute, in the ChoOyu Expedition (date of appointment 12.5.54)

Item No. 6. (Audit report - 1957-58 - para 10)
Recoveries for trunk telephone calls for private purposes made.

Item No. 8. Local Advisory Committee empowered to appoint non-technical staff on a pay below Rs.250/- p.m.

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- Item No. 10. The Institute should prepare a 'Book of Instructions' on mountains trekking, climbing etc. and advise on the use of various type of equipments.
- Item No. 11. (i) 2/3 Sherpas should be selected for training in the Basic Course every year. No fees to be charged from them.
- (ii) Auditorium named as "Jayal Hall"
- (iii) Col. Gyan Singh's terms & conditions of employment approved. Civil Scale - 1250-50-1500.
- Item No. 4. (a) With effect from 1.10.58 Shri Tenzing Norgay's pay increased to a consolidated sum of Rs.1000/- p.m.
- (b) Payment of Entertainment allowance of Rs.500/- per year to D.F.T. approved.
- (c) Payment of the rent of the residential telephone of DFT from the Institute approved.
- Item No. 5. Scheme of Zoological Park explained by Dr. B.C. Roy i.e. systemetic study & research on Himalayan Fauna.
- Item No. 6. Election of Life members. The council decided that life members should be proposed and seconded by two members of the Institute and should be declared elected after approval of the President which will be given in consultation with the Vice-President.

SEVENTH meeting held on 15.3.59 at Raj Bhavan, Calcutta

- Item No. IV. ✓ The proposal to have an officer on the Army Medical Corps on deputation to the Institute was approved to provide Medical Cover to Students.
- Item No. V. Insurance against fire of the buildings and stores was approved.
- Item No. VII. To report the receipt and offer of donations and gifts to the Institute.
- Other items: (3) Scale of Register :- 300-15-450.

EIGHTH meeting held on 20.3.1960 at P.M.'s House

- Item No. 4. (b) Refer Audit Report - 1958-59 - for objections on Scale of furnitures of Principal's quarter. Rent free and furnished accommodation approved.
- Item No. 5. Col. Puri died while undergoing training in the 8th. Basic Course.
- Item No. 6. (v) President directed that in the matter of entrance fees, some special consideration should be shown to children, specially to School going children who visit the Institute in a body.

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- Item No. 7 Appointment of staff and Dr. Hiralal Saha, Professor of Physiology, Nil Ratan Sarkar Medical College as Hony. Advisor for the Physiology Research Wing approved.

NINETH meeting held on 17.2.60 at P.M.'s House

- Item No. V. Motto for the Institute " SANOH SANUM ARUJHAT "
- Item No. VIII. The Council approved the following Scale of pay for the Instructors :- Rs.180-4-200-5-250 (Bank Ref. item No. IV of 22nd meeting held on 3/11/54)
- Senior Instructor will get a special pay of Rs.25/- p.m.
- Item No. XII. (ii) Post of Officer on Special Duty (Equipment Officer) for one year for development of indigenous equipment approved.

TENTH meeting held on 1.11.61 at Raj Bhavan, Calcutta

- Item No. 5. (i) Schedule of powers of the Principal approved.
Principal to send a report to the Secretaries.
- (ii) Use of the Institute's Motor Vehicle. Vehicle can be used on bonafied Institute duty within the District of Darjeeling only.
- The following to be treated as official duty.
- a) Going to Post office, Rly. station, Bank for collecting cash or crediting cash when the amount exceeds Rs.5,000/- and collection of essential stores when engagement of porters is not economical.
- For welfare purposes vehicle can be allowed to be used by officers against payment of Rs.0.37 p. per miles.
During such duty Drivers overtime allowance to be paid by the user. (Rate of aminity charges incurred to Re.1/- per Km vide O.O. No. 682 dated 11.5.74)
- Item No. 9. 20% of gate collection to go to staff Welfare Fund. 80% to go to Institute. (Superseded by subsequent order: Rs.1500/- to go to SIF and not 20% Ref item No. 2(b) of 18th meeting held on 26/11/69)
- Item No. 12. When W.B. Govt. finalises the revision of scales of pay, the Scales in HMI may also be suitably revised.

ELEVENTH meeting held on 29.9.62 at C.M.'s residence, Calcutta

- Item No. V. Proposed ration scales were approved.
- (iii) One student may be asked to help maintaining the account of ration during the field training.
- Item No. VI. Capacity of Basic course to be revised from 24 to 20 students and of Advance course from 6 to 8 students.

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Item No. XI. Purchase of two Buildings, Victoria Lodge and Victoria Cottage for accommodation of Doctor and Registrar at a cost of Rs. 90,000 was sanctioned.

Item No. XIV. (i) Accounting procedure approved.
(iv) The Principal should maintain a register regarding presentation of badges, replicas etc. to VIPs. Each item should be reported to the Secretaries and an expenditure not exceeding Rs. 1,000/= per year should be incurred on this a/c.

TWELVTH meeting held on 8.11.63 at P.M.'s residence

Item No. 7. HMI Instructors joining major expeditions on leave without pay, should count towards increment in their respective scales of pay.

Item No. 8. Terms and conditions for allotment of residential quarters to officer and staff.

- (a) (i) Personnel deputed from the Defence Services
(ii) Instructors.
(iii) Personnel on deputation from state governments or whose services may be required by the Principal outside normal office hours and whose presence in the premises is considered essential
- (b) Concessions already granted to wholetime staff to continue.
- (c) All other officers & staff whose cases are not covered by (a), (b) above will be required to pay 10% of their salary for rent and 2% of to cover rent of furniture.
- (d) All the officers and staff provided with Institute accommodation should pay charges for water and electricity.

Item No. 9. **Additional staff sanctioned as under :-**

- 1) Cashier (one)
2) Senior Technical Assistant - incharge of FMI Journal and Library (one)
3) LEC-cum-Typist (three) one for Admin. Section
one for Museum, Library and
and Journal.
One Typist.
4) Mess Clerk - One
5) Mail - one
6) Peon - one

Item No. 10. Equipment officer appointed.

Addition

THIRTEENTH meeting held on 16.12.73

- Item No. 8. The council agreed to the proposal to pay dearness allowance on the lines of the orders issued by the Govt. of West Bengal for its employees.
- Item No. 9. Shri N. Gombu DDFT given one advance increment wef 1.7.64 in recognition of his climb of Nanda Devi.

FOURTEENTH meeting held on 6.1.66

- Item No. 2. (ii) (a) Shri N. Gombu promoted as Dy. Director of Field Training in the Scale of Rs.400-25-800 (Ref item No. 9 of the 13th. meeting)
- Item No. 6. Rates of wages of porters fixed.
- Item No. 8. Amendments to ration Scale approved.

FIFTEENTH meeting held on 23.8.66

- Item No. 4. Guest House Rules Approved
- Item No. 5. D.F.T. and DDFT granted DA as per WB Rules
- Item No. 6. Badge for members of HMI approved.

SIXTEENTH meeting held on 31.1.68

- Item No. 2. 2/Lt AG Desai student expired in course due to plumonary Oedema.
- Item No. 6. Entertainment allowance to DDGT Rs.300/- per year approved
- Item No. 7. Printing of HMI Journal. Rs.30- per copy. To print between 500 to 1000 copies. Local representative of the Statesman to be paid Rs. 300/- per year for editing the Journal.
- Item No. 9. Rs.5000/- already granted for the Everest Heroes House Building Fund approved.
- Item No. 10. 15 Australian boys first time participated in the Adventure course. They have been charged @ Rs.300/- per head
- Item No. 15. Appointment of Vice Principal. This item was the Secretaries for further consideration.

SEVENTEENTH meeting held on 12.2.69

- Item No. 2(ii) Financial Officer selected. Miss Padmaje Naidu enquired whether the Financial Officer would be there only for 2-3- years or as a permanent measure. Shri Sarin replied that the position would be reviewed before the tenure of officer now to be appointed was over.
- Item No. 3. Consideration of the Special Audit Report on HMI for 1962-63 to 1966 to 67.
The Council considered the report of the committee set up to examine the Special Audit Report on HMI and approved the recommendations made by the Committee. 7/

The Council in particular covered the following:-

- i) Equipment Wing, Souvenir Shop and Canteen should form part and parcel of the Institute.

The accounts of the JMF to be maintained separately but should be merged with the total accounts of the Institute.

SWF should remain outside the Institute accounts.

- ii) Additional financial powers of the Principal as suggested by the committee in para 6 of their final report subject to the conditions mentioned therein.

SCHEDULE OF FINANCIAL POWERS DELEGATED TO THE PRINCIPAL:

(a) **Filling of Posts:** All posts except those of officers and Instructional staff created by the Council may be filled by the Principal, subject to availability of funds in the budget.

(b) Recurring and non-recurring contingent expenditure subject in all cases to allocations made in the budget:

- i) Electricity and water charges: Full powers
- ii) Fixtures and furniture : Rs.1,000/- per annum.
- iii) (a) Freight ; Full powers
- (b) Demurrage wharfage charges ; Subject to ex-post facto approval by Executive Council
- iv) Maintenance and upkeep of motor vehicles and mountaineering equipment (excluding major repair of more than Rs.500/=) :- Full powers
- v) Municipal rates and taxes; Full powers.
- vi) Petty works and repairs to buildings and furniture:- Full powers subject to condition that all items over Rs.500/= will be reported to Secretaries.
- vii) Purchase of Publications etc :- Full powers subject to grant.
- viii) Stationery and printing articles - Full powers
- ix) Telephone charges:- Full powers
- x) Supply of liveries badges (subject to scale approved by Executive Council) :- Full powers
- xi) Powers to write off losses, damages etc.:-
Not exceeding Rs.100/- in any individual case.

3. Tenders should be normally invited for purchase of articles costing more than Rs.1000/= Articles costing less than Rs.1000/= may be purchased by calling quotations from at least three firms of repute. This rule is not applicable in respect of mountaineering equipment procured from Ordnance Factories and foodstuffs etc.

- iii) Different sets of rules for officers and staff on deputation to HMI from different departments shall cease. TA/DA and medical reimbursement rules shall

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Travelling and Daily Allowance Rules:

1. Travelling and Daily Allowance shall not be a source of profit to employees. Subject to this condition the following rules are laid down and shall apply to all employees of the Institute including Government servants on deputation.
2. Grade of employees for purposes of TA/DS
 - 1st Grade - Employees in receipt of pay exceeding Rs.750/- p.m.
 - 2nd. Grade - Employees in receipt of pay exceeding Rs.200/- p.m. but not exceeding Rs.750/- p.m.
 - 3rd. Grade - All other employees except Peons Drivers etc.
 - 4th. Grade - Peons, Drivers etc.
3. The tour programme of the Principal should as far as possible be drawn up in advance and prior sanctions of the Secretaries for the moves as also the mode of travel should be obtained. If for some reason a move has to be undertaken before obtaining sanction, full details should be reported to the Secretaries before leaving Head Quarters for Ex-post-facto sanction. For all other personnel the competent authority to sanction the moves shall be the Principal. The Principal shall be his own controlling officer for the authentication and settlement of TA claims strictly in accordance with these rules. He shall also be the controlling officer for countersigning the claims of all other personnel of the Institute, under these rules.
4. (i) The Principal may at his discretion authorise an employee in Grade 1 to travel by air between Bagdogra and Calcutta but all other moves beyond Calcutta should be by rail.
(ii) All moves should normally be by rail if the places are connected by rail and for this purpose employees in Grades 1 and 2 shall be authorised to travel by Ist Class, those in Grade 3 by II Class and those in Grade 4 by III Class.
(iii) The Principal may authorise an employee to travel by road either by public transport or in Institute's vehicle.
5. In addition to the actual fare by the authorised class or mode of travel the following incidental and daily allowances shall be admitted for halts at outstations and for absence from the Hqrs on Institute's business.

Grade of Employee

Bombay, Calcutta
Delhi & Madras

Other places

Grade of Employee	Bombay, Calcutta Delhi & Madras	Other places
1	Rs.30.00 per day	Rs.20.00 per day
2.	Rs.20.00 per day	Rs.15.00 per day
3	Rs.15.00 per day	Rs.10.00 per day
4	Rs.10.00 per day	Rs. 7.50 per day

Daily allowance shall be admitted at the above rates as applicable, from the time of commencement of journey from the headquarters upto the time of return to the headquarters and absence of over 12 hours from the duty station or a halt of over 12 hours will be counted as a full day and more than 6 hours but upto 12 hours will be counted as half a day. The DA for journey periods will be counted at the lower rate.

6. No TA/DA is admissible for training moves connected with the courses run by the Institute at Darjeeling.

7. The rates for daily allowance include a reasonable element on account of travel at the halting station and the question of claiming taxi fare should not normally arise. However, if a number of places have to be visited on the same day at the outstation or materials for the Institute have to be carried, actual bus or tram fares for Grades 3 and 4 and portage may be sanctioned by the Principal. However, such claims of the Principal should be supported by details and finally admitted only on the basis of approval by the Secretaries.

8. The above principles apply to journeys on tour for transacting Institute's business and do not apply for permanent duty moves of officers on deputation to the Institute on their journey for joining the Institute or return to the parent department on completing their tenure of posting. In such cases, the officers shall be admitted in consultation with their parent department their normal entitlement under the rules applicable to them, though the incidence of the charges shall be on the Institute as the borrowing department. As the Institute has no branch establishments the question of payment of permanent duty scale of TA to other than deputationists does not arise.

iv) Guests limited to 250 -300 and an expenditure not exceeding Rs.300/- on tea parties for each graduation ceremony (lately extended to Rs.350/- vide letter No.91/HMI/70 dated 10.4.74 filed in R/1/297.

ii) Guests of the Institute to have direct arrangements with the Khansama for their food. No charge should be recovered from the guests entertained 'as the guests of the Institute'. The Principal should draw on the funds of the Institute for meeting expenditure on them at a rate not exceeding a½ times the rates for food charges mentioned in para 5 of the existing rules.

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RULES FOR GUEST HOUSE AT THE HIMALAYAN MOUNTAINEERING INSTITUTE,
DARJEELING

1. The Guest House is primarily intended for the use of the guests of the Institute.

2. For the purpose of these rules, the following shall be treated as guests:-

- i) Persons specially invited on occasions;
- ii) The President and the Vice-President of the Himalayan Mountaineering Institute, Darjeeling, and the Members of the Executive Council
- iii) Reputed mountaineers including foreigners
- iv) Government officials visiting the Himalayan Mountaineering Institute Darjeeling on official business,
- v) Heads of mountaineering Institutes and schools in India and abroad;
- vi) Heads of Mountaineering Inxx Associations and Clubs;
- vii) Any other person named as a guest by the Secretary/Secretaries of the Himalayan Mountaineering Institute, Darjeeling.

3. Accommodation will be allotted to a Guest for a period not exceeding three days at a time. For longer periods, special permission of the Institute shall be necessary.

4. Except in cases where it is decided by the Secretary/Secretaries of the Himalayan Mountaineering Institute to entertain a 'guest' at the expense of the Institute, a guest shall pay the following charges for the occupation of the guest house and for the supply of food etc. at the Guest House:-

- i) Room Rent :- Rs.3/- per day;
Electricity & water Rs. 1/ per day
- ii) Food charges :-
 - a) Morning Tea & Break fast Rs.2 .50
 - b) Lunch Rs.3.00
 - c) Afternoon Tea & Snacks Rs.1.00
 - d) Dinner Rs.3.50

Note:- (a) For the purposes of these rules, part of a day not exceeding eight hours of stay during one calendar day shall count for a half-day in the calculation of rent and other charges.

(b) A continuous stay for a period exceeding eight hours but not exceeding twenty hours on two consecutive calendar days shall count for one full day.

5. For the entertainment of a 'guest' at the expense of the Institute the following shall be ceiling of expenditure per day:-

- | | |
|----------------------------|---------|
| (a) Breakfast | Rs.3.00 |
| (b) Lunch | Rs.4.50 |
| (c) XXXX Dinner | Rs.5.50 |
| (d) Tea, Coffee and snacks | Rs.1.75 |

6. A Register shall be kept in which the name, official designation and address and also date and time of arrival and departure of the Guests will be entered.

vi) Entertainment allowance of the Principal increased from Rs.1200 to 1800 per year.

- Item No. 6 Physiologi Research Cell merged with Defence R&D organisation
- Item No. 9 The point for purchase of Diesel Water Pump withdrawn for further examination by the Secretaries.
- ItemNo. 11 Wages of the porters increased from Rs.4/- to Rs.5/-
- Item No.12 Rs.3000/- as compensation to the Sherpa Porters who die on course approved.

Final Report of the Committee appointed to examine the situation in HMI in relation to the Special Audit Report rendered by the AG West Behgal for the period 1962-63 to 1966 -67

HMI is audited on 'consent basis' with the approval of comptroller and Auditor Geberal, by the AG West Bengal. They do not persue the finality of the various points raised from time to time and their role ceases in relation to each report after submission of Audit Report. It is, therefore the responsibility of the HMI and the executive council to take adequate action on the Audit Report.

ItemNo. 6 Posting of SAO&FA recommended to assist Principal. Principal would undoubtedly be the undisputed chief executive.

Item No.7 IA/DA Rules recommended and accepted

ItemNo. 8. Grants for the Graduation ceremony tea party limited to 220-250 and expenditure to Rs.300/-
(Subsequently raised to Rs.350 vide Delhi Secretary's letter No.91/HMI/70 dated 10.4.70)

Item No.9 Guest House Rules framed Servant/Cook post sanctioned for Guest House. Charges for boarding should be paid directly to the cook at the rates already approved by the coqncil, Guest Book to be filled in by the Guests.

In case of the dignitaries who are to be entertained as Guests at the expense of the Institute, no charges are to be recovered. Principal may draw 1/2 times of the rate for entertsining such guests.

ItemNo 10 Entertainment Allowance of the Principal increased from 1200 to 1800 per year. A certificate showing that the amount drawn in the last month/quarter has been spent in full in entertaining official visitors to be given.

Item No. 11 P.R.W. of HMI handed over to R&D organisation of the Ministry of Defence.

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Item No. 12. Publication of journal encouraged.

EIGHTEENTH meeting of the Executive Council held on 26.11.69

- Item No. 2. (i) The Council noted that the Ministry of Defence have reduced the pension of Col. BS Jeswal, Ex-Principal of HMI from Rs.675/= to Rs.600 p.m. as a measure of disciplinary action.
- (v) Special Audit of the accounts of the SWF, Souvenir Shop Canteen, JMF and Equipment Wing. Secretaries undertook to study the irregularities thus detected in detail to ensure whether these irregularities related only to lack of procedure or misuse of money also.
- (b) Rs.1500/= to be contributed per year by HMI to SWF of the Institute.
- (c) Equipment officer should deal with the stores (of the Equipment Wing) only after they are received physically in HMI or be taken charge of documents for collection of stores and he should not be saddled with the work relating to cash or cheques. The order for purchase should be issued from the Principal's office and the E.O. may be associated with the Selection and inspection of materials. The physical custody and accounting of stores should be under the E.O.
- Post of A-countant sanctioned.
- (d) The other recommendations contained in the Bulletin (item No.2 Annexure "A") were also approved which are as under.
- S.W.F. (Recommendations approved by Executive Council which are as under)
- Rules & regulations for the SWF should be framed immediately covering inter-alia.
- i) Limit to which loans may be sanctioned (i.e. not exceeding one months pay without security and three months pay with security)
 - ii) Interest to be charged on loans.
 - iii) Issue of sanction for loans and issue of receipts for money repaid by staff.
 - iv) Type of expense and extent to which expenses may be incurred in each case of welfare activity such as payments for Magic shows, picnics, sports activities, purchase of CSD stores for sale to staff, funeral expenses etc.

- (22)
- v) Payment of an allowance for account keeping and other services. The appointment should be for a tenure of one year at a time, at the end of which change must be made.
 - vi) What type of standing charges may be authorised by the Principal and what items meet the approval of the Committee, as also the frequency of meetings of the committee.
 - vii) Prompt submission of an annual statement of accounts to the Secretaries every year, in the form of an income ~~of an income~~ and expenditure account and a statement of assets and liabilities, by the end of May, and also submission of audit comments with action proposed thereon, as soon as the audit is completed by the auditor appointed by the committee.

Points for Executive Council's consideration

- i) The officers and staff should pay subscription to the Welfare Fund.
- ii) The HMI's grant to SWF should be limited to say Rs. 300/- per year (Revised to Rs. 1500/- per year)
- iii) Recovery of outstanding loan. Funds to be kept in fixed deposit to earn more interest.
- iv) Purchase and sale of CSD items may be made out of this fund, so that the profit goes to this Fund.

SOUVENIR SHOP (Points for E.C.'s consideration - subsequently approved)

- i) Souvenir shop should be treated as a part of the Institute.
- ii) Employees to be treated as the Institute's employees
- iii) Separate account to be maintained though it is a part of the Principal's A/c. Principal to maintain a Register of Presentations given to important visitors.
- iv) Procedure for purchases, their payment and taking on charge to be framed by the Principal in consultation with SMO&FA. Sale proceeds to be deposited every day.
- v) Sale on a/c of M/S. Agrawal stores may continue

CANTEEN (Executive Council considered and approved)

- i) Canteen fund to be merged with that of Principal a/c
- ii) Purchase should be made out of SWF and sale proceeds deposited to SWF
- iii) SMO&FA to draw a procedure for separating the two types of transactions - one for the Institute property and the other for the welfare fund.
- iv) Unsold stocks in the canteen may be treated as the

assets of the welfare fund, in which case the question of repaying the outstanding loan of Rs. 3000 granted from the SWF to the canteen in Sept 1968 will not arise.

The canteen services of the officers, staff, students and others in the HMI campus should be the exclusive concern of the welfare Fund and should not be mixed up with the Institute's accounting or activities.

J.M.F. (Executive Council considered and approved)

- i) SAO&FA to study and lay down procedures in writing.
- ii) Statement of accounts to be produced to the Executive Council once a year. Separate account to be maintained and not to be merged with HMI accounts.
- iii) Periodical stock verification to be undertaken.
- iv) Staff should be governed by the HMI service rules
- v) No loan to be paid from JM without approval of the Secretaries.

Equipment Wing

- i) Equipment wing should be treated as part of the Institute.
- ii) E.O. to deal with stores and effecting that they are received physically in the stores or taken charge of document for collecting stores and he should not be saddled with work relating to cash a cheque.
- iii) Orders for purchasing of stores to be issued from the Principal's office and E.O. should be associated with the selection and inspection of materials.
- iv) Proforma account to be introduced

NINETEENTH meeting of the Executive Council held on 3.8.70

- Item No. 2. i) Generator for water pump not to be purchased since the supply of electricity is improved.
- ii) Duration of course reduced from 33 days to 32 days

- Item No. 7. The proposal for the allotment of free furnished accommodation also to civil officers on deputation from the CCW organization to the Institute Office was accepted.

TWENTIETH meeting of the Executive Council held on 10.12.70

- Item No. 1. The resignation of Mrs. A.S. Chhabra as Secretary of the Institute was accepted.
2. The resignation of Mr. Lal N. Kumar as Secretary of the Institute was accepted.

TWENTY FIRST meeting of the Executive Council held on 17.7.72

- Item No. 1. The resignation of Mrs. Chhabra as Secretary of the Institute was accepted.
2. The resignation of Mr. Kumar as Secretary of the Institute was accepted.

TWENTYSECOND meeting of the Executive Council held on 23.10.72

Item No. 2 Steps taken to increase the circulation of HMI Journal.

THIRTYTHIRD meeting of the Executive Council held on 23.10.73

Item No. 3(d) IMF held an International Mountaineers meet. at HMI Darjeeling from 14.5.73 to 21.5.73 to celebrate 8th. anniversary of the first ascent of Everest.

(g) 50,000 persons visited HMI Museum during the period from June 1972 to Aug 1973.

Item No. 8 Revision of scales of pay for the post of Principal. The Executive Council notified the revised scale of Rs. 1200-50-1300-60-1400-100-2000 for the post of Principal and the fixation of pay of Wg Cdr. J. S. Ghoshal at Rs. 1600/- (wef December 1972).

Item No. 9 Rs. 18,975=71 outstanding hire charges due to IMF written off.

Rs. 18,920=18 due from University of Calcutta on account of hire charge to be chased up by Smt. D. K. Guha, Secretary, HMI (Calcutta).