

HNB GARHWAL UNIVERSITY, SRINAGAR GARHWAL

Minutes of the 12th Meeting of Finance Committee held on 19th January, 2018

The 12th Meeting of the Finance Committee of HNB Garhwal University was held on 19th January, 2018 in the Committee Room, AIU, New Delhi.

Following were present –

1. Prof. A.B. Bhatt, Vice Chancellor, HNBGU- Chairman
2. Dr. K.P. Singh, Finance Office, MANUU, Hyderabad- Member (Nominee of the University Court)
3. Dr. J.K. Tripathi, Joint Secretary, UGC – Member (Visitor's Nominee)
4. Shri Surat Singh, Dy. Secretary, MHRD- Nominee of Joint Secretary (CU & L), MHRD (Visitor's Nominee)
5. Prof. S.P. Agarwal, Principal, Ramanujan College, University of Delhi, New Delhi – Member (EC Nominee)
6. Shri. Ram Dutt, Registrar, Central University of Haryana- Member (EC Nominee)
7. Dr. Manoj Kr. Agarwal, Deptt. of Commerce, Meerut College, Meerut- Member (EC Nominee)
8. Dr. Padmakar Mishra, Finance Officer, HNBGU – Secretary.

Prof. J.P. Pachauri, DSW, HNBGU and Dr. A.K. Jha, Registrar, HNBGU were also present in the meeting as Special Invitees.

The Joint Secretary & FA, MHRD (Visitor's Nominee) could not attend the meeting. However, the comments on the agenda points were received by the university just on the eve of the meeting, which were later circulated to the hon'ble members

for their kind perusal. As desired, the comments have been annexed as part of the minutes.

At the outset, the Chairman welcomed all the hon'ble members of the Finance Committee and expressed his sincere gratitude to all out going members for their valuable contribution during their association with the university in various policy making process in general and in financial matters in particular. The Chairman, gave a brief introduction of the new members and requested for their support and guidance for the smooth functioning of the university under the ambit of prescribed rules and regulations.

Thereafter, the agenda items were taken up and after extensive discussion and deliberation following resolutions were made-

Agenda Item No. 12-1: Confirmation of the Minutes of 11th Meeting of Finance Committee held on 28.06.2017.

Draft Minutes of the 11th Meeting of Finance Committee held on 28.06.2017 were circulated to all the members vide letter No. HNBGU/FO/2017/695 dated 05.07.2017 through email followed by speed post inviting suggestions/comments on the recording of the minutes. Taking into consideration the suggestions/comments of the members, the final minutes had been circulated vide letter No. HNBGU/FO/2017/814 dated 27.07.2017. Copy of the minutes is placed at **Annexure-1** for confirmation.

RESOLUTION

Considering the circulation of the minutes, the committee confirmed the minutes of the 11th meeting of Finance Committee held on 28.06.2017.

B

Agenda Item No. 12-2: To consider and approve the "Action Taken Report" on the decisions taken by the Finance Committee in its' 11th Meeting held on 28.06.2017.

A brief Report of Action Taken on the resolutions of the 11th meeting of the Finance Committee held on 28.06.2017 is placed at **Annexure-2** for consideration and approval.

RESOLUTION

The Action Taken Report on the resolution of the 11th meeting of Finance Committee held on 28.06.2017 was approved by the committee.

The committee emphasized that the university should strictly follow the instructions issued by the MHRD/UGC from time to time specially those relating to the GFR 2017/Delegation of Financial Power Rules and the guidelines/instructions issued by the Deptt. of Expenditure and the CVC.

Agenda Item No. 12-3: A power point presentation to appraise the august body regarding various developmental activities of the university along with a progress of expenditure under various budget heads.

RESOLUTION

The committee expressed satisfaction on the developmental activities that were completed during the 12th five year plan and on the expenditure. The committee suggested that efforts should be made by the university to make a fuller utilization of grants by following due process and as per prescribed rules.

Agenda Item No. 12-4: To consider and approve the Revised Budget Estimates 2017-18 and Budget Estimates 2018-19 of the University in new UGC format.

The University submitted the R.B.E 2017-18 and B.E 2018-19 under Salary & Recurring heads to the UGC in the prescribed format with the approval of the Chairperson of the FC/EC.

R.B.E 2017-18 & B.E 2018-19 (Salary & Recurring)

(Rs. In Lacs)

Major Budget Heads	R.B.E 2017-18	B.E 2018-19
Salary including other related components	9207.07	12534.29
Recurring including Merged Schemes, Pensionary benefits and Non-NET Fellowship and others	5775.90	6090.54
Total	14982.97	18624.83
Internal Receipt	1624.69 (Actual up to 30.09.17)	2500.00 (estimated)

Submitted before the committee for report and record.
(Annexure-3)

Note:

1. The above projections of R.B.E 2017-18 and B.E 2018-19 do not include estimates for Non-Recurring /capital expenditure as the format provided by the UGC does not contain the same. This will be submitted as and when directed by the UGC.
2. Projection of revised salary and arrears on account of the likely implementation of 7TH Pay recommendation has not been included.
3. Arrear on account of rationalization of non-teaching posts has also not been included as the process is still underway.

RESOLUTION

The Committee ratified the R.B.E 2017-18 and B.E 2018-19 under the budget heads Salary and Recurring in principle. However, the actual Revised Budget Estimates 2017-18 and

Budget Estimates 2018-19 will be sanctioned against the estimates submitted by the university after a meeting with the university officials at the UGC.

Agenda Item No. 12-5: To consider and approve the audited Annual Accounts for the financial year 2016-17 of the university.

The unaudited Annual Accounts 2016-17 of the university was approved by the committee in its 11th meeting held on 28.06.2017. Audit of the accounts has been completed in due time by the C&AG. Annual Accounts 2016-17 along with SAR has already been submitted to the MHRD with due approval of the Chairman of FC/EC, to meet out the deadline.

Annual Accounts 2016-17 along with Separate Audit Report (SAR) is placed before the committee separately as **Annexure-4** for consideration and approval please.

RESOLUTION

The Committee approved the audited Annual Accounts 2016-17 of the University and expressed satisfaction for the timely submission of the Annual Accounts along with SAR to the MHRD for laying the same in the Parliament.

In the light of the audit observation about the existing internal audit system of the university, the Committee was informed that as per the direction in the 11th meeting of the Finance Committee, the process of hiring of a Chartered Accountant Firm for strengthening the internal audit mechanism of the university is underway.

Agenda Item No. 12-6: Details of Pending audit paras/observations raised by the C&AG.

In compliance of the decision of the Finance Committee in its 9th Meeting held on 23.01.2016, details of audit paras/observations raised by C&AG along with the

reply/action taken submitted by the university are placed at **Annexure-5** for kind perusal please.

RESOLUTION

The standing audit paras were discussed in detail and during discussion the committee was informed that for the first time after conversion to central university, this year 4 para had been dropped and another 3 para had been dropped with the condition that it will be verified in the next round of audit.

The Committee was also informed that substantial progress had been made by the university in settling the outstanding advances to institutions and persons. At the same time, there were quite a few cases of outstanding advances from the time it was a state university and which were being probed by CBCID.

The Committee suggested that a Standing Audit Review Committee may be constituted at the university level to pursue the early settlement of pending audit paras in consultation with the respective department/section heads and the concerned official/C&AG audit team.

Agenda Item No. 12-7: To consider delegation of financial as well as administrative power up to Rs. 25,000/- to all Principal Investigators/Consultants of various major/minor research projects/consultancy projects etc.

To facilitate smooth functioning of research/consultancy work of the faculty members it is proposed to delegate financial as well as administrative power up to Rs. 25,000/-(Rupees Twenty Five thousand only) to the Principal Investigators/Consultants of research projects/consultancy works sanctioned by various funding agencies subject to compliance of project guidelines/GFR 2017/university rules as

applicable under various heads of the projects/consultancy work.

RESOLUTION

The committee discussed the proposal and agreed in-principle that administrative as well as financial power of Rs. 5000/- (Rupees Five Thousand only) may be delegated to the Principal Investigators of research projects and consultancy projects funded by various funding agencies. The PIs would incur the expenditure strictly in accordance with the GFR 2017/project guidelines and university rules as applicable.

However, the university is directed to put up a comprehensive proposal of power delegation in respect of other officers following the prescribed rule as per the Delegation of Financial Power Rules and Act/Statute and Ordinances of the University.

Agenda Item No. 12-8: To approve payment of Rs. 25,000 per month as consultancy fee to Dr. K.D. Purohit.

Dr. K.D. Purohit, Associated Professor, Deptt. of Physics was looking after the work of Controller of Examinations (mains) as there was no full time CoE in place. He superannuated from the university service on 31.07.2017. Since the appointment of a new controller of examination was likely to take some time, it was decided by the then Hon'ble Vice Chancellor to take his services as a consultant during the interim period. Engagement letter is enclosed at **annexure -6**.

It is proposed to pay a consolidated consultancy fee @Rs. 25000/- per month for two months.

RESOLUTION

The Committee approved the proposal to pay the consultancy fee @Rs. 25000/ (Rupees Twenty Five Thousand only) only for two months.

Agenda Item No. 12-9: Reporting the action taken by Vice Chancellor in approving Rs. 200.00 lacs from the carry over funds of the university while it was still under the state govt. for the procurement of student furniture.

Tenders for the procurement of various items of student furniture which included class room, laboratory as well as Hostel furniture and office furniture were floated in December, 2016 itself. Funds for these furniture items was available under the 12th Plan Grant meant for the period 2012- 2017. However, the entire process took some time and because of the code of conduct in force in Uttarakhand as also for some other reasons, the procurement could not be made even though the period of utilization of 12th Plan Grant was extended upto 30th September, 2017.

In the meantime, the non availability of student furniture was creating a lot of problem in all the three campuses of the University. On account of the persistent demand by the students and in view of the pressing and genuine urgent requirement of student furniture, it was recommended by the Registrar that the student furniture items may be procured from the already completed process of tendering done earlier and which was still valid, if funds could be made available by the Finance Section.

Two options were considered:- (i) The 40% University share of funds available with the University from the self finance courses and (ii) Funds available as a carry-over from the days the University was under the State Government before conversion into a Central University. After due consideration Hon'ble Vice Chancellor approved an amount of Rs. 200.00 Lacs from option no. (ii) i.e. from the funds available as a carry-over from the State Government and directed that the matter may be reported in the next meeting of the Finance Committee. Subsequently the purchase order was issued and partly the supply has also been made.

Submitted for report and record please.

RESOLUTION

The Committee took note of the decision for report and record.

Agenda Item No. 12-10: To consider and approve the Minutes of the Building Committee meeting.

The Fourteenth meeting of the Building Committee of the university was held on 29.07.2017. Minutes of the Building Committee including main highlights of the minutes along with abstract of cost of each new building project as per the prescribed UGC format are placed before the committee for consideration and approval separately at **Annexure-7**.

RESOLUTION

The Committee approved the Minutes of the Building Committee meeting held on 29.07.2017 and directed the university for further necessary action as per the prescribed procedure with the suggestion that the Civil Works be awarded strictly as per the relevant provisions of GFRs 2017 and CVC guide lines. Progress of "Works" should be monitored by a duly constituted "Monitoring committee" on a continuing and sustained basis, to avoid any cost and time over-runs.

It was also suggested that fresh proposal for grants be sent to the UGC at the earliest if funds are not available for a particular project.

Any Other Agenda Items with the permission of the Chair

Agenda Item No. AO-12-1: To consider admitting bills/vouchers without GSTN/TIN etc. from faculty/researchers of the university visiting very remote hilly areas for research purposes.

The university is spread over a large area covering seven far flung districts of Uttarakhand. Many of the research centres are situated in very remote areas where regular customer service providers like restaurants, hotels, potters, travellers having GSTN registration are not available. In majority of such cases this is probably due to very low annual turn-over of such service providers and hence they do not have GSTN/TIN etc. Researchers, faculty members visiting such places for research/academic purposes, therefore are not in a position to furnish proper GSTN/TIN etc. bearing bills/vouchers etc. as they do not get it in those remote areas. The accounts section finds it very difficult to settle such claim in view of the existing rules which has come in force. Many of the faculty members/researchers are represented to consider admitting the bills without GSTN/TIN etc. duly verified by the concerned person and a certificate to that effect. **(Annexure- 8)**

It is therefore proposed that the university may be allowed to consider admitting the bills/vouchers without GSTN/TIN etc. for journey undertaken on research/academic purposes in remote hilly region along with a certificate from the concerned person.

RESOLUTION

On the request of the Chairman, the agenda item was withdrawn.

Agenda Item No. AO-12-2: Purchase of vehicle in place of old disposed off vehicle (Ambassador car, Petrol) for HAPPRC to facilitate action oriented research and development work from the savings of the earnings of the Centre.

Purpose of the purchasing of Vehicle:-High Altitude Plant Physiology Research Center (HAPPRC) of the HNBGU is involved in extension oriented Research and Developmental (R&D) work for the welfare of people of the region. In connection to this the Centre has established three field stations/Herbal Gardens (Tungnath, 3400 m asl; Pothibasa, 2200 m asl & Lamkundi, 1200 m asl) where propagation, multiplication and conservation based R & D work on valuable medicinal and aromatic plants is going on. These Stations need to be kept in constant touch and serviced regularly. To carry out the R & D work in field Stations, transportation of planting materials/germplasm some of which is perishable as most of these areas are not well connected with the formal transport and to smoothly carry out the work in far flung and remotely located field Stations/ Herbal gardens and maintain these Stations, Centre (HAPPRC) needs to purchase one new vehicle in place of old and not-in-used disposed off Ambassador Car out of the funds available in the Centre.

Difficulties facing without Vehicle:- To carry out the said work, most of the time the Centre is facing great problems of transportation of planting materials/ germplasm some of which is perishable and as most of these areas are not well connected with the frequently plying public transport. Concurrently, the Centre/University have not own Utility Vehicle for the above said purpose. To smoothly carry out the work in far flung and remotely located field Stations/ Herbal gardens and maintain these Stations, one Utility Vehicle is needed to be purchased out of the funds available with the Centre that was generated for the maintenance of field Stations.

Source of Funds for Purchasing of Vehicle:- The Centre (HAPPRC) has been working on the nursery technology of the mountain tree species and alpine medicinal plants for last almost one decade. During this period the Centre generated planting materials (seeds & seedlings) through various experimental exercises. In view of growing demand for the planting materials and its proper utilization, the Centre has been selling the material (seeds & seedlings) to different organization on nominal cost basis time to time. The funds/ money generated/collected out of selling the planting materials have been regularly deposited in separate bank account for the purpose of utilization of funds in maintenance of field station or any other contingent expenses.

Funds available for Purchasing of Proposed Vehicle:- Out of the sale of the planting materials (seeds & seedlings), about Rupees Fifteen Lakh (Rs. 15.0 lakhs) are available with the Centre in the form of running amount and fixed deposits.

Fund Required for Purchasing of vehicle:- On the basis of verbal inquiry from different vehicle selling companies, minimum Rupees 10.0 lakh required for the purchasing of vehicle with RTO expenses.

Running/Maintenance and liability of the Purchased Vehicle:- The purchased vehicle will be run and maintained by the Centre from the funds created for maintenance of field stations and running projects time to time, so that the vehicle does not become liability of the University in any form.
(Annexure-9)

RESOLUTION

The committee approved the proposal for purchase of a vehicle as a replacement for the old and condemned vehicle for the HAPPRC. However no additional fund shall be given by the university for the purchase, running and maintenance of the vehicle.

Table agenda:

Table Agenda Item No 12-TA-01: The Ministry of HRD vide its letter No. No.1-712015-U.11(1) dated 2 November, 2017; No.1-712015-U.11(2) dated 2 November, 2017 and subsequently letter No. F.19-62/2017-CU-Cdn 2 January 2018 have approved/decided to revise the pay scales of teachers, officers and other members of non-teaching staff of all central universities as per the recommendations of the 7th CPC and also issued guidelines in this regard. However, the communication from the UGC is awaited for its implementation.

In the mean time, the university has made a rough estimate of the financial implications of implementation of the revised pay scales. The tentative percentage increase in case of teachers/officers and other non-teaching employees, the monthly increase, annual increase and the financial liability for paying the arrears shall be roughly as per the table given below-

Rs. In Lakh

Salary	One month salary as per 6 th CPC	Approx. % of increase of salary as per 7 th CPC	Per month increase of salary as per 7 th CPC	Arrear from Jan 2016 to Jan 2018
Teaching Staff	406.00	21%	85.26	2131.50
Non-Teaching Staff	226.00	15%	34.00	850.00
Total	632.00	-	119.26	2981.50

The august body may like to accord its in-principle approval for the implementation of 7th pay commission recommendations as per the guidelines and formal approval which is likely to be received from the UGC.

RESOLUTION

The Committee accorded 'in principle' approval to the proposal of implementing the 7th CPC recommendation in respect of revision of pay scales for teaching and non-teaching staff of the university subject to the condition as issued by the MHRD/UGC in this regard and the availability of funds.

Table Agenda Item No. 12-TA-02: The HNB Garhwal University is situated in a hilly place of Garhwal region with 3 distantly located campuses. In this hilly region the public transport facility is minimum. As per the approval of UGC and appropriate authority of the university three buses were purchased for the transport facility of the student during 11th Five year plan.

At present the campus student strength is more than 12 thousand. Students of all the three campuses have been demanding for more buses for the transport facility.

Therefore, it is proposed that permission for purchase of 2 new buses for the student transport facility may be considered so that budget provision for the same may be made accordingly.

RESOLUTION

The proposal was not approved as there is a ban on purchase of new vehicle.

Table Agenda Item No. 12-TA-03: To consider and approve the Minutes of the Building Committee meeting.

The Fifteenth meeting of the Building Committee of the university was held on 13.01.2018. Minutes of the Building Committee including main highlights of the minutes along with abstract of cost of each new building project as per the

prescribed UGC format are placed before the committee for consideration and approval as a separate **Annexure**.

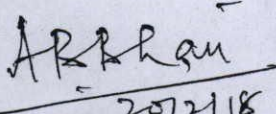
RESOLUTION

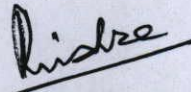
The Committee approved the Minutes of the Building Committee meeting held on 13.01.2018 and directed the university to place the matter before the EC for approval.

Further, the committee also suggested that the Civil Works be awarded strictly as per the relevant provisions of GFRs 2017 and CVC guide lines. Progress of "Works" should be monitored by a duly constituted "Monitoring committee" on a continuing and sustained basis, to avoid any cost and time over-runs.

It was also suggested that fresh proposal for grants be sent to the UGC at the earliest if funds are not available for a particular project.

Note: The Committee members opined that so far as practicable placing table agenda for the consideration of the committee should be avoided.


20/2/18
(Prof. A.B. Bhatt)
Vice Chancellor
Chairman


(Padmakar Mishra)
Finance Officer
Secretary

No. 9-8/2014-IFD
Government of India
Ministry of Human Resource Development
Department of Higher Education
(Integrated Finance Division)

New Delhi, 13th January, 2018

To,

Dr. P. Mishra
Finance Officer,
Hemwati Nandan Bahuguna Garhwal University
Srinagar (Garhwal),
Uttarakhand-246174.

Subject: Comments on the Agenda Items for the 12th meeting of the Finance Committee of HGNB Garhwal University, to be held on 19th January, 2018 at 11.30 A. M. at New Delhi.

Sir,

Please refer to your E-mail dated 6th January, 2018, on the subject mention above.

The following comments are made on the agenda items:

Sl. No	Agenda	Comments
01	Confirmation of the Minutes of the 11 th meeting of the Finance Committee held on 28.06.2017.	Subject to strict compliance of the relevant Statutory provisions of the University and also strict compliance of the related Govt. of India Instructions and guidelines including those issued by the Central Vigilance Commission, the minutes may be confirmed.
02	To consider and approve the 'Action Taken Report' on the decision taken by the Finance Committee in its 11 th meeting held on 28.06.2017.	-As above-
03	A power point presentation to apprise the august body regarding various developmental activities of the university along with a progress of expenditure under various budget heads.	No comments.
04	To consider and approve the Revised Budget Estimates 2017-18 and Budget Estimates 2018-19 of the University in new UGC format.	May be recommended for eligible expenditure, as per GOI Rules/UGC norms and subject to availability of funds with UGC.

05	To consider and approve the unaudited Annual Accounts for the financial year 2016-17 of the University.	Subject to the condition that the preparation and presentation of Annual Accounts for the year 2015-16 are strictly as per the Revised Formats of Accounts for CEIs and instructions/guidelines for which were issued vide MHRD's letter No. 29-4/2012-IFD dated 17.04.2015; the Annual Accounts for 2015-16 may be recommended for approval.
06	Details of Pending audit paras/observations raised by the C&AG.	Pending Audit Paras may be settled in consultation with the DGACE, at the earliest. The Time-Frame settlement of Audit Paras, as issued by the Department of Expenditure, <u>vide</u> their O.M. No. 1/70/2012-13/MC/03 dated 09.01.2018 should be strictly adhered to by the University. In case of serious and proven act of irregularities or delays in furnishing replies to long pending audit paras, responsibilities should be fixed and disciplinary action should be initiated.
07	To consider delegation of financial as well as administrative power up to Rs.25,000/- to all Principal Investigators/Consultants of various major/minor research projects/consultancy projects etc.	Existing arrangement may continue. The proposal is <u>not</u> supported.
08	To approve payment of Rs.25,000/- per month as consultancy fee to Dr. K.D. Purohit.	The proposal is not supported.
09	Report the action taken by Vice Chancellor in approving Rs.200.00 lacs from the carry over funds of the University while it was still under the state govt. for the procurement of student furniture.	There is no clarity in the proposal. The Agenda Item may be discussed in the F C meeting.

10	To consider and approve the Minutes of the Building Committee meeting to be held on 16.01.2017.	As no minutes have been made available, we are unable to offer any comments. The Agenda Item is, therefore, <u>not</u> supported at this stage. As per the instructions issued by MHRD vide letter No.61-19/2015-Desk-U, hard copy of the complete Agenda item along with Annexure, if any, need to be made available to MHRD at least 15 days before the date of the FC Meeting. This has not been done.
	Any other Agenda Items with the permission of the Chair.	To the extent possible, table agenda may be avoided.

3. In addition to the above comments, following comments are also made:

- a) It should be clearly clarified / stated that the award of Civil Works is strictly as per the relevant provisions of GFRs, 2017 and CVC guide lines. Progress of "Works" should be monitored by a duly constituted "Monitoring committee" on a continuing and sustained basis, to avoid any cost and time over-runs.
- b) In every Finance Committee Meeting, the University should furnish the details of the pending Audit Paras (with small description of the Audit Para) and the Action Taken to settle / liquidate the pending Paras. In case there are no Pending Audit Paras; this fact should be clearly stated as part of the agenda items for the FC meeting.
- c) Procurement of "Goods and Services" should be strictly as per the relevant provisions of GFRs, 2017. Instructions relating to procurement through GeM, E-Publishing [Rule 159 of GFRs, 2017] E-Procurement [Rule 160 of GFRs, 2017] may also be kept in view.

Also guidelines and procedures, as contained in the (i) "Manual for procurement of Goods" **and** (ii) "Manual for procurement of Consultancy & Other Services 2017" as issued by the Deptt. of Expenditure, M/o. Finance, may also be strictly followed, wherever applicable.

- d) Further, the University, while considering the agenda items, of FC, should strictly follow the instructions issued by MHRD vide letter No. 61-19/2015-Desk U dated 3.3.2016. Rules and regulations of Government of India and amendments / modifications issued, there under from time to time especially those relating to the GFRs, 2017 DFPRs and the Guidelines/Instructions issued by the Department of Expenditure, Central Vigilance Commission (CVC) etc may also be strictly followed. It is the sole responsibility of the University and its concerned officials viz VC, Finance Officer, Registrar etc to ensure strict compliance to the above mentioned extant rules, instructions and guidelines issued by the Government.

- e) The above comments may be brought before the members of the FC and should be suitably reflected / included in the minutes against each Agenda Points. In case it is not found possible to do so due to divergence of views; these comments should invariably be enclosed with the minutes, as a separate annexure and a clear mention to this effect should be made in the main body of the minutes, as per the statutory provisions.

This has the approval of JS&FA, MHRD.

Yours faithfully


(Kiran Arora)

Under Secretary to the Government of India