

**HEMVATI NANDAN BAHUGUNA GARHWAL
UNIVERSITY**

(A CENTRAL UNIVERSITY)

SRINAGAR (GARHWAL), UTTARAKHAND



MINUTES

OF THE 23rd MEETING OF

THE FINANCE COMMITTEE OF THE UNIVERSITY

Dated: 18.07.2024

Time: 3:00 P.M.

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY

Minutes of the 23rd Meeting of the Finance Committee

Dated: July 18, 2024 at 15:00 hours onwards

The 23rd Meeting of the Finance Committee of the University held on 18.07.2024 through online mode.

Following members were present-

1. Prof. Annpurna Nautiyal, Vice Chancellor – Chairperson
2. Prof. R.C. Bhatt, Pro-Vice Chancellor, HNDBGU
3. Prof. Shivani Sharma, Department of Philosophy, Panjab University, Chandigarh (EC Nominee)
4. Prof. M. P. Thapliyal, Dean School of Engineering, HNB Garhwal University, Srinagar Garhwal (EC Nominee)
5. Shri Praveer Saxena, Under Secretary, MoE, New Delhi (Representative of JS, MoE - Visitor's Nominee)
6. Dr. Anju Mohan Galhotra, Under Secretary, UGC, New Delhi (Representative of Joint Secretary of CU- Visitor's Nominee)
7. Shri Vivek Kumar, Under Secretary, IFD, (Representative of JS&FA, MoE- Visitor's Nominee)
8. Prof. N.S. Panwar, Finance Officer - Secretary.
9. Dr. Sanjay Dhyani, Registrar (officiating), HNDBGU - Special Invitee.
10. Sh Anis Uz Zaman, Deputy Registrar (Administration) - Special Invitee.

Prof. Manu Pratap, Head, Department of Computer Science, Institute of Engineering & Technology, Dr. Bhimrao Ambedkar University, Agra, U.P. (EC Nominee) could not attend the meeting.

At the outset, the Chairperson welcomed all the distinguished members of the Finance Committee and expressed special gratitude to the members for attending and participating in the meeting. She also mentioned that the University is looking forward for valuable suggestions and support of the committee members in various affairs of the University, particularly in financial matters, for smooth functioning of the University.

Thereafter, the items were taken up with thorough discussions and deliberations. Comments on agenda received from MoE, UGC and Integrated Finance Division were well taken into consideration, while discussion on the agenda items.

Agenda Item No. 23-1: Confirmation of the Minutes of 22nd Meeting of the Finance Committee.

Draft Minutes of the 22nd Meeting of Finance Committee, held on **10.04.2024**, were circulated to all the members through email inviting suggestions/comments on recording of the minutes. Taking into consideration the suggestions/comments of the members, the final minutes were circulated vide letter dated 11.04.2024 through email, followed by speed post.

Copy of the minutes is placed at **Annexure-01** for confirmation.

Resolution:

The minutes are confirmed subject to compliance of the relevant statutory provisions of the University and the related Govt. of India instructions/guidelines including those of issued by the Central Vigilance Commission.

Agenda Item No. 23-2: Action taken report on the proceedings of 22nd meeting of Finance Committee held on April 10, 2024:-

Agenda	Resolution	Action Taken
<u>Agenda Item No. 22-1:</u> Confirmation of the Minutes of 21 st Meeting of the Finance Committee.	The minutes are confirmed subject to adherence and compliance of the relevant statutory provisions of the University and also strict compliance of the related document of Govt. of India instructions and guidelines including those issued by the CVC.	Noted
<u>Agenda Item No. 22-2:</u> Action taken report on the proceedings of 21 st meeting of Finance Committee held on June 30, 2023.	Committee noted the action taken report subject to adherence and compliance of the relevant statutory provisions of the University and also strict compliance of the related document of Govt. of India instructions and guidelines including those issued by the CVC.	Noted
<u>Agenda Item No. 22-3.1:</u> Expenditure incurred during the period April 01, 2023 to March 2024.	The Finance Committee noted the contents subject to compliance of the relevant statutory provisions of the University and the related Govt. of India instructions and guidelines including those issued by the CVC	Noted
<u>Agenda Item No. 22-3.2:</u> Progress of construction of the Building Projects.	The Finance Committee noted the contents.	Noted
<u>Agenda Item No. 22-3.3:</u> To report the pending parliamentary assurance in the University.	The Finance Committee noted the contents.	Noted
<u>Agenda Item No. 22-3.4:</u> To report the status of Inspection Audit Para	The Finance Committee appreciated the efforts of the Finance Team of the University in settling the outstanding audit para(s). It was also suggested that the	The F&A Section working to settle the remaining paras.

pending up to Financial Year 2022-23.	Pending Audit Para(s) may be settled at the earliest as per Govt. of India rules in consultation with the office of DGACE.	
Agenda Item No. 22-3.5: Status Report of HEFA Projects.	The Finance Committee noted the contents.	Noted
Agenda Item No. 22-3.6: To consider the Separate Audit Report for the FY 2022-23 received from the office of Director General of Audit (Central), Lucknow.	The Finance Committee noted the contents and suggested to settle the discrepancies, if any, in the SAR for the Financial Year 2022-23.	Noted
Agenda Item No. 22-3.7: To consider and approve the Budget estimates 2024-25 (salary, recurring and capital assets heads) of the University.	The Finance Committee suggested to enhance the budget in Salary head in view of the fresh recruitments recently completed and also on going. For providing the better lab facilities and Infrastructure to the students of the University, it was advised to enhance the budget in the Capital Head also. Accordingly, the budget estimate (for FY 2024-25) has been updated and approved by the Finance Committee (budget copy attached).	The revised budget as per the suggestions has been submitted to UGC.
Agenda Item No. 22-3.8: Emoluments for Medical officer on contract.	The members enquired about the calculation of remuneration amount for the Part-time engagement of the Medical Officer. It was informed by the Finance Officer that the emoluments of Rs. 45000/- per month for Legal Consultant were approved by the Finance Committee in its 18 th meeting on dated 05 th January 2022, which was further approved by the Executive Council in its 17 th meeting on dated 21 st March 2022. Since the services of the medical officer are also professional in nature, the emoluments already approved by the FC and EC for Legal Consultant @ Rs 45000/- per month were taken for part time Medical Officer. The Finance Committee noted and ratified the emoluments for Full-time and Part-time engagement of the Medical Officer.	Noted
Agenda Item No. 22-4.1 To consider payment of Leave Encashment to the eligible teaching staff of the University as per provisions of the UGC Regulations, 2010.	The matter was deliberated in detail and it was informed that the payment of encashment is sought for those members of the teaching staff, who rendered their services during the summer/winter vacation period in the capacity of Director, Dean and/or Head of the Departments. Therefore, the benefit of payment of encashment of leave to such	As per the resolution of 22nd FC, the matter was referred to UGC vide university letter dated 13.4.2024 in continuation to earlier letter of even nos. In response to the university letter, the UGC has sent a clarification

	superannuated teaching staff may be extended as per the UGC Regulations, 2010, who have not availed the summer/winter vacations during Academic Session. The committee resolved that the matter may be referred to the UGC with detailed proposal on this matter	dated 10.05.2024 along with a speaking order dated 3.8.2022. In continuation of this and in the light of a writ petition in this regard, the university has again requested clarification from UGC vide letter dated 5.6.2024 and reply from UGC is awaited. (all copies are attached for ready reference Annexure-02).
Agenda Item No. 22-5: Table item(s).	No item was presented.	

Placed before Finance Committee for information and ratification.

Resolution:

The committee noted the action taken report subject to compliance of the relevant statutory provisions of the University and the related Govt. of India instructions/guidelines including those of issued by the Central Vigilance Commission. Further, the committee suggested/observed/noted the following-

- (i) To take up the pending audit paras for settlement on priority basis.
- (ii) To update the reply received from the UGC in the matter of Leave Encashment to the teaching staff of the University as per the provisions of the UGC Regulations 2010 for the Agenda Item no. 22-3.4. The UGC conveyed through letter dated 16/07/2024 that benefits of payment of encashment cannot be extended to those members of the teaching staff who rendered their services during summer/winter vacation in position like Director, Dean, and or Head of the Department/Officiating Registrar/Officiating Finance Officer/Officiating Controller of Examination etc. The University may strictly follow the concerned UGC Regulations in this regard. {Action: DR(Adm)}

Agenda Item No. 23-3: Reporting items:

Agenda Item No. 23-3.1: Approved Budget for the Financial Year 2024-25:

The details of budget sanctioned to the University in the Financial Year 2023-24 is as under:-

S.No.	Head	Proposed Budget (Rs in Lakhs)	Sanctioned Budget (Rs in Lakhs)
1	OH-31	9138.00	4800.00
2	OH-35	2500.00	800.00
3	OH-36	16,190.00	13000.00

Placed before Finance Committee for information.

Resolution:

The Finance Committee noted the contents. It was further suggested to send proposals for additional demand of budget with proper justifications. {Action: DR(F)}

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Agenda Item No. 23-3.2: Expenditure incurred during the period April 01, 2024 to June 2024:

As directed by the UGC vide its letter dated 29.05.2012, the expenses incurred during the period 01.04.2024 to 30.06.2024 and progress of expenditure under Salary, Recurring and Non-Recurring is prepared and enclosed as **Annexure-3**.

Placed before Finance Committee for information.

Resolution:

The Finance Committee noted the contents subject to compliance with the relevant statutory provisions of the University and the concerned instructions/guidelines/ provisions of GFRs, 2017, Govt. of India & Central Vigilance Commission. {Action: DR(F)}

Agenda Item No. 23-3.3: Progress of construction of the Building Projects:

As directed by the UGC vide its latter dated 29.05.2012, the status of on-going building projects in prescribed format is to be reported to Finance Committee in its each meeting. Presently there are three building projects are under construction/on-going and details are enclosed as **Annexure-4**.

Placed before Finance Committee, for information.

Resolution:

The Finance Committee noted the contents, and suggested devising regular monitoring system of the work contracts to ensure completion of the work within the stipulated period. The committee also directed to issue instructions to the work agency CPWD to complete the work as per the timelines defined in the work orders/agreement and directed concerned section to report the progress in the next meeting(s). (Action: EE)

Agenda Item No. 23-3.4: To report the pending parliamentary assurance in the University:

As directed by Ministry of Education, the status of pending Parliamentary assurance at the University level is to be reported before finance committee.

As per information, the status of pending parliamentary assurance at university level is nil. It is pertinent to mention that whenever any communication is received from the ministry/UGC on the subject, immediate action is taken by the University for furnishing the reply and its compliances, wherever required.

Placed before Finance Committee, for information.

Resolution:

The Finance Committee noted the contents:

{Action: DR(Adm)}

Agenda Item No. 23-4: Items for Consideration:

Agenda Item No. 23-4.1: Financial upgradation under MACP to the regular employees appointed under self-financed courses:

The head of the department gave consent for payment of financial upgradation under MACP to the regular employees appointed under self-financed item working in the pharmacy department on completion of 10 years of continuous service in the post held by them (**Annexure 5.1**). On the consent of the Head of the Department, Pharmacy Department, the MACP committee, which was concluded on 15-08-2023, has recommended financial upgradation under MACP on completion of 10 years of continuous service of the personnel working in the Pharmacy Department (**Annexure 5.2**). Competent authority has given instructions to present the above matter in upcoming Finance Committee and Executive Committee of the University (**Annexure 5.3**).

Placed before Finance Committee for consideration.

Resolution:

The Finance Committee deliberated on the matter and resolved to constitute a committee to examine the subject matter in terms of the applicability of MACP for subject staff engaged in self-finance scheme, conditions of service, status of posts, and availability of IRG to sustain the financial liabilities in future, etc. The Committee suggested including one external expert member with the Deputy Registrars of Administration and Finance sections in the Committee. The Committee shall also examine the income generated out of self-finance programs and its distribution between the University and the concerned Departments. The recommendations of the committee shall be presented before the Finance Committee in the forthcoming meeting. {Action: DR(Adm)}

Agenda Item No. 23-4.2: Regarding CPF deduction instead of GPF deduction of Smt. Shushma Devi, MTS:

Smt. Sushma Devi, MTS was appointed under the deceased's dependents vide office order no. (appointment letter) letter no. Administration/2005/1558 dated 06-09-2005 (**Annexure 6.1**), on 07-09-2005 she has joined Central Library, Birla Campus (**Annexure 6.2**). Accordingly, GPF was to be deducted from her salary, whereas the University Administration has deducted CPF from her salary instead of GPF vide Office Order No. Administration/2008/1147 dated 29/31-05-2008. (**Annexure 6.3**).

For disposal of the above matter in a committee was constituted vide office order No. H.N.B. G.V.V./Administration/2021/1291 dated 22-03-2021 (**Annexure 6.4**) and Office Order No. G.V.V./Administration/2022/3512 dated 31.10.2022 (**Annexure 6.5**). As per the recommendation of the committee (**Annexure 6.6**) and notification of Uttaranchal Government's vide its notification No. 21/XXVII (7) APO/2005 dated October 25, 2005 (**Annexure 6.7**). Accordingly, the committee recommended Smt. Sushma Devi, MTS, Central Library for GPF deduction, after the consent of the Accounts Section.

Placed before Finance Committee for consideration.

Resolution:

The committee resolved to consider the case subject to the submission of an affidavit by Smt. Sushma Devi to the effect that upon grant of GPF deduction in place of CPF deduction to subject employee, if any inconsistency/anomaly is reflected at a later stage, the decision shall be revoked and the difference of the amount paid will be recovered from the subject employee. {Action: DR(Adm)}

Agenda Item No. 23-4.3: Accounting of retirement benefits of daily/fixed employees:

As per the list below from Sl. No. 01 to 05 the accounting of services for the purpose of pension and gratuity. the half of total services rendered by employees mentioned at serial number 01 to 05 can be accounted for terminal gratuity benefit as per the provisions contained in the Civil Services Rules 1972, there is a provision to add half of the continuous service rendered without interruption on daily/fixed salary for calculating the benefits of pension and terminal gratuity (**Annexure 7.1 & 7.2**).

The above matter has been approved by the Hon'ble Vice Chancellor and directions have been given to place the matter before Hon'ble Finance Committee for consideration and decision (**Annexure 7.3**)

S. No.	E. Code	Name of Employee/Designation/Section/Department/Campus	Regular Service Date	Length of Service rendered on daily/Fixed wages	Half of Total added service period colum-5
(1)	(2)	(3)	(4)	(5)	(6)
1.	1186	Sh. Harendra Singh Rauthan, SO (Retired 30-06-2021)	01-01-1994	From date 07-11-1986 to 21-12-1993 Total 07 Yrs. 01 Month 24 Days	03 Yrs. 06 Month 27 Days
2.	1622	Sh. Lalit Mohan Ghildiyal, MTS (Retired 31-01-2021)	01-01-1994	From date 17-10-1984 to 31-12-1993 Total 09 Yrs. 02 Month 14 Days	04 Yrs. 07 Month 07 Days
3.	1299	Sh. R. S. Bhandari, Lab Assistant Human Science Deptt.	12-02-1999	From date 31-07-1991 to 11-02-1999 Total 07 Yrs. 06 Month 11 Days	03 Yrs. 09 Month 06 Days
4.	1239	Sh. Pratap Singh Negi, MTS Confidential Section	01-01-1994	From date 12-02-1985 to 31-12-1993 Total 08 Yrs. 10 Month 19 Days	04 Yrs. 05 Month 10 Days
5.	1498	Sh. Puran Singh Mehra, Assistant Wireman (Retired 30-06-2021)	12-02-1999	From date 10-10-1990 to 11-02-1999 Total 08 Yrs. 04 Month 01 Days	04 Yrs. 02 Month 01 Days

Placed before Finance Committee, for consideration.

Resolution:

The matter was already approved by the Hon'ble Vice Chancellor. Hence, the committee considered the matter as a reporting item only. {Action: DR(Adm)}

Agenda Item No. 23-4.4: Laxmi Prasad Bhatt, LDC Old Pension Scheme Regarding:

Laxmi Prasad Bhatt, LDC Old Pension Scheme Regarding -

(i) Sri Laxmi Prasad Bhatt worked on daily wages from 22-05-1995 to 11-10-2001.

(ii) Again, he worked on daily wages from 30-07-2005 to 12-04-2007 and has been given regular appointment by the University on the post of Daily Clerk (LDC) from 13-04-2007.

(iii) A committee was constituted on application made by Sri Laxmi Prasad Bhatt regarding considering him for Old Pension Scheme. The committee after examining the documents of personal file observed that the matter is related to policy and financial implication is involved. Therefore, the committee recommended to place the matter before Hon'ble Finance Committee for consideration and decision (**Annexure 8**).

Placed before Finance Committee, for consideration.

Resolution:

The matter was deliberated in detail and it was resolved that a detailed proposal for consideration may be sent to the UGC. {Action: DR(Adm)}

Agenda Item No. 23-4.5: Shri Devi Prasad Lakheda, Lab Assistant Old Pension Scheme Regarding:

Shri Devi Prasad Lakheda, Lab Assistant Old Pension Scheme Regarding

(i) Shri Devi Prasad Lakheda worked on daily wages from 17-06-1997 to 11-10-2001.

(ii) Again, he worked on daily wages from 30-07-2005 to 12-04-2007 and has been given regular appointment by the University on the post of Lab Assistant from 13-04-2007.

(iii) A committee was constituted on application made by Sri Devi Prasad Lakhera regarding considering him for Old Pension Scheme. The committee after examining the documents of personal file observed that the matter is related to policy and financial implication is involved. Therefore, the committee recommended to place the matter before Hon'ble Finance Committee for consideration and decision (**Annexure 9**).

Placed before Finance Committee, for consideration.

Resolution:

The matter was deliberated in detail and it was resolved that a detailed proposal for consideration may be sent to the UGC. {Action: DR(Adm)}

Agenda Item No. 23-4.6: Case related to giving minimum salary to Shri Manoj Singh Rawat, daily/fixed salary employee, Central Examination Office, Birla Campus:

At present, a total of 155 daily/fixed salary employees are working in the University, who after completing 10 years of continuous service as daily/fixed salary employees, in compliance with the orders passed from time to time by the Hon'ble High Court, have been treated as Class III/IV

employees. The minimum pay scale and dearness allowance permissible as per rules is being paid to them (**Annexure 10**).

Mr. Manoj Singh Rawat was engaged in Sports Department as Ground Technical Staff on Daily wages dated 19-12-2012. After completion of 10 years of his engagement with HNBGU on daily wages, Shri Manoj Singh Rawat representation to University Administration that he should be treated at par with other such ad-hoc daily wage employees who are being paid the minimum pay scale after the orders of the Hon'ble High Court, it has also been requested to provide minimum wages.

Writ petition no. filed by Shri Manoj Singh Rawat. 681 OF 2024 (5/5) has been filed in the Hon'ble High Court, Nainital, (Uttarakhand).

Therefore, as per the instruction of competent authority the matter is being placed before Hon'ble Finance Committee for consideration/decision.

Placed before Finance Committee, for consideration.

Resolution:

The matter was deliberated in detail and it was resolved that the University shall constitute a committee to examine and report the total number of staff having parity with the similarly placed staff to whom subject benefits of minimum pay scale and dearness allowance are being granted by the University. The Committee shall also workout the financial liabilities and availability of IRG to meet out the same. The report / recommendations of the committee shall be presented before the Finance Committee in the forthcoming meeting. {Action: DR(Adm)}

Agenda Item No. 23-4.7: Purchase of land in the possession of the University since 1980:

For the establishment of the University campus at Chauras, Tehri Garhwal, the University purchased land from local landholders, (village Madi & Sankron) and one of the plot Nos-393, at Village - Sankron, Patti- Chauras, Tehri Garhwal is left for purchase but the University constructed approach road on the said plot. The owners of the land are claiming for compensation of the said land, else noticing the University to vacate the land (**Annexure-11**).

Since the plot is being used for road, therefore it cannot be vacated as of now. The area of the land occupied by the University for road in this plot is measuring to 10.5 X 9.0 Mtr = 94.50 square Mtr, or 1/2 Nali or 100 sqr mtr, which required to be purchased from the landholders mentioned in the revenue record. The concerned persons are willing to sale the land on existing circle rate.

The matter above was approved by the 22nd EC meeting in which the cost with all expenses was only RS. 1,50,000/- based on the circle rate to that time.

After the approval of the EC, as the matter was placed for registration in revenue office it come to know that the circle rate of the land in question has been revised vide order of District Magistrate Tehri Garhwal No. 10/5-2(2019-20) Dated 16.02.2023, (copy enclosed) and the cost of per sqr mtr. land is Rs.4440.00, as per the circle rate. Accordingly, the cost of said land which was earlier costing Rs 1,50,000 and was approved by the EC, is Rs. 444000.00. (basic land cost). By including stamp duty @ 5% (Rs. 22200.00), processing fee @2% (Rs. 8880.00) and other expenses Rs. 10,000.00, the total expenses on the purchase of the said land (100 Sqr Mtr) will be Rs. 475080.00 (Four lacs seventy-five thousand and eighty rupees).

Placed before Finance Committee, for consideration.

Resolution:

The committee approved the proposal on the prevailing circle rates at the time of payment and directed to complete the process immediately to avoid any further financial implications. The matter may be reported in the next meeting of the Finance Committee with a copy of the notification of circle rates and registry executed for the purchase of the land. (Action: EE)

Agenda Item No. 23-4.8: Regarding Transfer Travel Allowance (TA) for government employees:

The Department of Personnel and Training (DoPT) issued Office Memorandum (O.M) No. 28020/1/2010-Estt.(C) dated 17th August 2016(**Annexure-12**), which delineates the guidelines regarding Transfer Travel Allowance (TA) for government employees. This O.M provides clarity on the entitlements and procedures related to Transfer TA for employees. However, the applicability of this allowance to the faculty and officers of the University is a matter that requires consideration. This extension of Transfer TA would not only benefit faculty and officers but also contribute to the University's objectives of attracting and retaining talent while enhancing administrative efficiency:

Further, the matter of Sh. Sanjay Kumar, Former Deputy Registrar of this University is also submitted for consideration of the Finance Committee. Sh. Sanjay Kumar joined the position of Deputy Registrar (Leave Vacancy) w.e.f. 03/05/2023 (FN). In the terms and conditions of his appointment letter (**Annexure-13**), it was mentioned that no TA/DA will be paid for reporting to the duties. However, he has submitted his claim for Transfer TA in view of the above cited O.M. of DoPT.

Placed before Finance Committee, for consideration.

Resolution:

The matter was deliberated in detail and it is resolved that the subject benefits of Transfer Travel Allowance (TA) are not payable as per terms & conditions mentioned in the offer of appointment made to the subject employee. The Committee is also of the view that such benefits cannot be extended to the employees appointed against Leave Vacancy vacancies. {Action: DR(Adm)}

Agenda Item No. 23-4.9: To consider and approve the unaudited Annual Accounts of the University for the Financial Year 2023-24:

The Annual Accounts of the University for the Financial Year 2023-24 has been prepared as per the prescribed format issued by the Ministry of Education and submitted to DG (Audit) for verification and preparation of Separate Audit Report (SAR).

Placed before Finance Committee, for approval.

Resolution:

Annual Accounts for the Financial Year 2023-2024 were approved subject to the condition that the preparation and presentation of Annual Accounts for the year 2023-2024 are as per the Revised

Formats of Accounts for CEIs and instructions/guidelines issued by the Govt. of India from time to time. Further, the University is directed to strictly adhere to the timelines for submission of Annual accounts as prescribed by the Ministry of Finance. {Action: DR(F)}

Agenda Item No. 23-5:

(With the permission of the chair)

There was no table item placed before the Finance Committee.

The meeting of the committee ended with the vote of thanks to the Chair.

Anand
27.7.2024

**Vice Chancellor
Chairperson**

[Signature]
**Finance Officer
Secretary**