

Central University of Haryana
JANT-PALI, MAHENDERGARH

Minutes of the 18th Meeting of Finance Committee held on 22nd August, 2016 at 11:00 A.M.

The 18th Meeting of the Finance Committee of Central University of Haryana was held on Monday, 22nd August, 2016.

The Following members were present:

1.	Prof. R.C.Kuhad	Chairman
2.	Prof. D.P.S.Verma	Member
3.	Dr. Vikas Gupta	Member
4.	Dr. Abhay Thakur	Member
5.	Sh. D.Ramakrishna Rao	Representative of JS, MHRD
6.	Dr. K.P. Singh	Member, Representative of UGC
7.	Sh. A.K.Gogia	Finance Officer (Secretary)
8.	Sh. Ram Dutt	Registrar (Special invitee)
9.	Er. A.K. Modi	Special invitee
10.	Er. P.C.Garg	Special invitee

Dr. Fazal Mahmood, representative of J.S. and F.A. MHRD and Dr. B.K. Mohapatra, expressed their inability to attend the meeting. The comments on agenda received from Dr. Fazal Mahmood and Sh. C.P. Ratnakaran on behalf of Financial Advisor, MHRD were conveyed to the Committee members participated in the meeting.

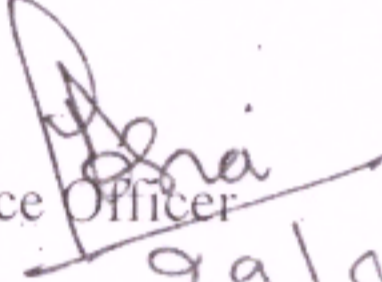
Before commencement of the meeting, the Vice-Chancellor took the Finance Committee members on round of the University Campus to have a feel about the development works going on in the campus. The members visited the construction sites i.e. Staff Quarters, Academic Blocks and Vice-Chancellor's Banglow, different laboratories of Science Departments and Centres of Innovation Skill and Entrepreneurship Development etc. The Committee expressed their appreciation about Academic and infrastructure development in the campus. However, the Committee felt that work could be expedited, further recommended and resolved to appoint an Internal Monitoring Committee comprising Er. A.K. Modi (Technical Advisor), Registrar, CUH and Er. P.C.Garg (Consultant, Infrastructure) CUH to accelerate the pace of work. The Committee was further advised to monitor the work progress at regular interval of 15 days and report to the Vice-Chancellor.


following resolutions were passed by the Finance Committee on the agenda items

Item	Agenda	Resolution
1.1.160	Confirmation of the minutes of the 17 th Finance Committee Meeting	The minutes of Finance Committee were confirmed.
ACTION TAKEN REPORT		
The following actions taken by the University on the resolution of the FC made in its meeting held on 02-06-2016 were read out by Vice-Chancellor and recorded.		
	Resolution	Action Taken
1.1.149	Proposal to allow reimbursement of medical claims for the treatment taken from Private Hospitals was submitted to Executive Council as advised by the Finance Committee.	The Finance Committee was informed that the Executive Council passed the resolution in its meeting held on 04-06-2016 and the same has been implemented.
1.1.150	Implementation of Revised fee structure from session 2016-17.	The fee structure approved has been implemented.
1.1.155	Annual Accounts for the Financial Year 2015-2016	Necessary action regarding Annual Accounts has been taken and will be submitted to MHRD as per prescribed schedule.
1.1.156	Implementation of the circular letter no. F.No. 61-19/2015-Desk (U) dated 03-03-2016 of MHRD, Department of Higher Education (Central University Bureau) regarding improving Financial Management & strict compliance of rules procedures in the Central Universities.	The instructions issued by Government of India have been implemented.
1.1.158	Rates of remuneration payable for the conduct of examination/tests	As approved by Executive Council has been implemented.
ITEMS FOR CONSIDERATION		
1.1.162	To consider the recommendations of the committee constituted by the Vice-Chancellor regarding purchase/ procurement rules and modalities for grant of additional duties allowance to the Teaching & Non-Teaching staff, grant of incentives to the Non-Teaching staff on account of working on holidays and beyond office hours.	Recommendations of the committee approved vide Annexure-A
1.1.163	To consider draft regulations for the conduct of meetings of the Finance Committee.	Finance Committee resolved to constitute a committee consisting of Prof. D.P.S.Verma and Dr. Abhay Thakur for the finalisation of resolutions for conduct of the Finance Committee.
1.1.164	To consider a proposal to Institute of Scholarship for meritorious students of the University.	The Committee approved the proposal and advised to get advise from the University Grant Commission.
1.1.165	Utilization Certificate for the period ending 30-06-2016	Noted and approved.

1.1.166	To consider financial progress as well as physical progress report submitted by CPWD and NBCC ending 30-07-2016.	Noted.
1.1.167	To consider and approve recommendations of the 20 th meeting of the Building Committee held on 17-08-2016.	The Committee approved the resolutions of the Building Committee except the items pertaining to award of work of construction of Academic Block-II. With regard to construction of the Academic Block-II, the Committee advised that either the work may be assigned to CPWD or tender be floated for impenelment of PSU's for construction and development works in the University in compliance with the GFRs-2005.

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


 Finance Officer
 29/8/16


 Vice-Chancellor
 29/8/16

Annexure-A

Agenda of the meeting was to suggest purchase/procurement procedure to be followed by the University, Modalities for grant of additional duties allowance to the Teaching and Non-Teaching Staff, grant of incentives to the Non-Teaching staff on account of working on holidays and beyond office hours. Agenda was discussed at length and following recommendations were made.

1. Procedure for purchase/procurement to be followed by the CUH:-

i) The Committee suggested that procedure for purchases/procurement of material, machinery, equipment, furnitures, chemicals, stationary, services etc. may be followed in compliance with the General Financial Rules as well as guidelines issued by the Central Vigilance Commissioner and Govt. of India from time to time.

ii) Subject to compliance of the above, the following procedure shall be adopted:-

1. HOD/Head/Incharge of the department after ascertaining the requirement of his department will process the case for obtaining the Administrative/Technical sanction from the competent authority along with constitution of committee for the purpose, if not already constituted.
2. The department will follow the process as mentioned in the GFR (General Financial Rules) viz; obtaining of quotations/inviting tenders to ascertain the reasonableness/lowest market rates and process for Financial Sanction of the competent authority.
3. After obtaining the Financial Sanction the department shall issue a supply order/work order etc. to the bidder/supplier concerned.
4. The Department will receive the material/watch the work executed by the firm, inspect the goods/work and necessary certificates as required will be recorded on the bills before processing the same for payment.

5. The bills shall then be submitted to the Finance Branch for payment. The Finance Branch after scrutiny of the bills in consultation with the Internal Audit will release the payment at its own.

2. Delegation of Powers for according Administrative/ Financial sanctions for purchases/execution of works:-

The Committee proposed the delegation of powers for Administrative/Financial sanctions as under:

- i) Deans/HODs/Branch Officers/Head of Offices upto Rs. 15,000/-
- ii) Deputy Registrar (Administration) upto Rs. 50,000/-
- iii) Finance Officer for his department upto Rs. 1, 00,000/-
- iv) Registrar upto Rs. 5, 00,000/-
- v) Vice-Chancellor beyond Rs. 5, 00,000/-

NOTE: The projects for which sanction has already been accorded by the funding agency, in their cases, administrative sanction will not be required again

Financial Powers/limits mentioned above shall be equally applicable in cases of DGS&D rate contract purchases also.

3. Grant of Additional Duty Allowance

1. For Teaching Staff:-

It is proposed that payment of Allowance to a Teacher placed Incharge of full duties of any post or assigned any additional responsibilities in addition to the duties attached to his/her own teaching post may be made at the following rates:-

- i) Professors Rs. 4,000/- per month
- ii) Associate Professors Rs. 3,000/- per month
- iii) Assistant Professors Rs. 2,000/- per month

The above honorarium will be regulated in accordance with the following terms & conditions:-

- i) The Allowance will not be paid if the period of additional charge is 26 days or less.
- ii) No allowance will be paid for performing duties of statutory positions i.e. Dean, Head/Incharge etc.
- iii) It will also be payable to the teacher concerned during vacations if the teacher performs his additional duties during vacations.
- iv) The rate of Allowance will not change if a teacher/employee is placed Incharge of more than one post. Therefore, not more than one allowance will be Payable.
- v) The Allowance will be admissible upon furnishing of prescribed certificate by the teacher/employee concerned.

2. For permanent/regular Non-Teaching Staff:-

Pay & Allowances for holding additional charge of post:

- i) An employee placed Incharge of the current duty of the higher post will receive pay in the basic post plus $1/10^{\text{th}}$ of the minimum pay of the pay band and grade pay, applicable to the higher post i.e. entry level pay for direct recruits to the post.
- ii) No Allowance will be admissible when an employee who is placed to hold current charge of the routine duties of another post or posts irrespective of duration of additional charge.
- iii) An employee placed in charge of the full duties of a post of status equivalent to his own basic post will receive allowance at 20% of the minimum pay of the pay band and grade pay, applicable to the post i.e. entry level pay for direct recruits to the post.

- iv) An employee holding one post when placed in charge of the current duties of a lower post will not be entitled to any allowance for the additional work.
- v) The Allowance will not be paid if the period of charge is 26 days or less.
- vi) The additional duty allowance will not be paid if an employee assigned additional duties is getting any honorarium/remuneration for performing the additional duties.

4. Payment of honorarium to the Non-Teaching employees for working on late hours/Saturday & Sundays/ Holidays:-

i) The committee recommended the following rates of Honorarium to be paid to the Non-Teaching Employees on account of working late on working days/Saturdays/holidays with prior approval of the Registrar/Vice-Chancellor recommended as under-

Category	Working Hours	Rate of Honorarium /Conveyance Allowance
Group-A Officers	Leaving after 7:30 PM	Rs. 500/-
Group-B&C	Leaving after 7:30 PM	Rs. 350/-
Group- D now called Group-C	Leaving after 7:30 PM	Rs. 250/-

ii) Honorarium for working on Saturday/Sundays & Holidays with prior approval of the Registrar/Vice-Chancellor:-

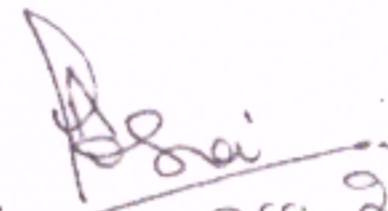
Category of employee	Honorarium recommended	
Group-A officers	Rs. 1000/- (for 8 hours)	Rs. 700/- (for 5 hours)
Group-B employees	Rs. 700/- (for 8 hours)	Rs. 400/- (for 5 hours)
Group-C employees	Rs. 500/- (for 8 hours)	Rs. 300/- (for 5 hours)

Note-1:- Employees working on holidays shall not be entitled to avail compensatory leave in lieu of working on holidays.

Note-2: The above rates of remuneration shall also apply to contractual Employees.

5. Under another matter

The committee also discussed the issue with regard to reimbursement/payment of the telephone bills of the officers/employees of the University. The committee recommended that the Vice-Chancellor may be authorised to consider and take appropriate decisions on need basis on such issues on individual merit.



Finance Officer 22/8/16
Central University of Haryana