

Central University of Himachal Pradesh

Confidential



MINUTES

of

**21st Meeting of the Finance Committee
held on 26-04-2018 at 11 am at
Dhauladhar Hotel, Dharamshala Distt. Kangra (HP)**

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Minutes of
21st Meeting of the Finance Committee
held on 26-04-2018 at 11 am at
Dhauladhar Hotel, Dharamshala, Distt. Kangra (HP)

The 21st Meeting of the Finance Committee was held on 26-04-2018 at 11 a.m. at Dhauladhar Hotel, Dharamshala District Kangra (HP).

The Following members were present:

- | | |
|--|------------------|
| 1. Professor Kuldeep Chand Agnihotri
Vice Chancellor | Chairman |
| 2. Professor H. R. Sharma
Pro Vice Chancellor(Addl Charge) | Member |
| 3. Professor S. K. Garg
Nominee of the Executive Council | Member |
| 4. Sh. A. N. Gupta
Nominee of the Executive Council | Member |
| 5. Sh. Rai Singh,
Nominee of Executive Council | Member |
| 6. Ms Sushma Rathore
UGC Nominee | Member |
| 7. Professor H. R. Sharma
Finance Officer (Additional Charge) | Member Secretary |

1. The Joint Secretary (CU&L), MHRD, Joint Secretary (CU) UGC, Dr. J. K. Tripathi and Mrs Darshana M Dabral JS and FA (MHRD) (Nominees of the Visitor) could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence.

At the outset, the Vice Chancellor extended a warm welcome to the members and thanked them for sparing their valuable time to make it convenient to attend the meeting. Thereafter, Vice-Chancellor invited Professor H. R. Sharma, Finance Officer-cum-Secretary to take up the agenda items. The Finance Officer before taking up the agenda items brought to the notice of the Honourable members the

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Observations received from the Under Secretary to the Government of India, Department of Higher Education, Ministry of Human Resource Development (CU & L) vide e-mail to the Finance Officer dated 23rd April, 2018 on different agenda items. The Finance Committee while discussing different agenda items, considered the observations conveyed by the Under Secretary to Government of India (CU & L). The Observations received from the Under Secretary to the Government of India, Department of Higher Education, Ministry of Human Resource Development (CU & L) and UGC were considered while taking decisions on different items. These observations are given in Annexure-I and Annexure II.

Thereafter, the following agenda items were taken up for discussion.

Item No. 21.1: Confirmation of the minutes of the 20th meeting of the Finance Committee held on 29-12-2017 (Annexure 21.1A)

The minutes of the 20th meeting of the Finance Committee held on 29-12-2017 are placed at Annexure 21.1A for the kind perusal and confirmation of the Hon'ble members.

The minutes of the 20th meeting of the Finance Committee as given in Annexure 21.1A were confirmed.

Item No. 21.2: Action Taken Report about on the decisions of the 20th Meeting of the Finance Committee held on 29-12-2018 (Annexure-21.2A).

The report about the action taken on the decisions of the 20th Meeting of the Finance Committee held on 29-12-2017 is placed before the Committee as per Annexure- 21.2A for kind perusal and confirmation.

The Action taken Report about the decisions of the 20th Meeting of the Finance Committee as given Annexure 21.2A were noted and approved

Item No. 21.3: To place before the Finance Committee the status of Audit Paras as directed by the MHRD for reporting vide letter F. No. 9-2/2014-IFD dated 23rd March 2017 (Annexure-21.3 A).

The details of the Audit Paras and reply of the University to settle/liquidate the pending paras are given as Annexure-21.3 A.

The members took note of the Audit Paras and emphasised that replies to the Audit Paras should be submitted to get these liquidated. Finance Officer informed the Honourable members that replies to to the pending Audit Paras have been submitted to CAG for getting them settled. The Report from CAG is awaited.

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ITEMS FOR REPORTING AND RATIFICATION

Item No. 21.4: To place before the Finance Committee the progress of expenditure as on 31-12-2017.

The University Grants Commission vide their letter No. 57-1/2009 (CU) dated 29.05.2012 has asked the University to place a separate agenda item in every Finance Committee meeting on the progress of expenditure.

In compliance of the above communication, the position with regard to progress of expenditure as on 31-12-2017 is placed before the Finance Committee on the desired format, as given in **Annexure 21. 4A** for information and ratification.

The Finance Committee took note of the position of the Progress of Expenditure as on 31-12-2018 as per Annexure 21.4A and ratified the same.

Item No. 21.5: To place before the Finance Committee the letters received from the UGC regarding approval of Grants-in-aid to Central University of Himachal Pradesh under Grant-in-aid Salary and Recurring Components for the year 2017-18 and Approval of Revised Budget Estimates (RBE) for the year 2017-18 under Salary & Recurring Head. The letters received from UGC to this effect have been given in Annexure 21.6A (1-6).

As per communications received from UGC, from the Revised Budget Estimates (RBE) for the year 2017-18 a sum of Rs. 2853.94 Lakh has been approved. Also placed below the letters vide which different sums of grants have been released.

Sr. No.	Letter No.	Date	Subject	Grant released /approved
1.	No. F.29-2/2017 (CU)	08.12.2017	Approval of Grants-in aid to Central University of Himachal Pradesh under Grant-in-Aid Recurring components for the year 2017-18.	272.00 Lakh
2.	No. F.29-2/2017 (CU)	03.01.2018	Approval of Grants-in aid to Central University of Himachal Pradesh under Grant-in-Aid Salary for the year 2017-18.	320.70 Lakh
3	No. F.29-2/2017 (CU)	13.03.2018	Approval of Grants-in aid to Central University of Himachal Pradesh under Grant-in-Aid Salary for the year 2017-18.	580.13 Lakh
4.	F. No. 29-1/2017 (CU)	12.03.2018	Approval of Revised Budget Estimate (RBE) for the year 2017-18 under Salary Head.	1558.50 Lakh
5.	F. No. 29-2/2017 (CU)	12.03.2018	Approval of Revised Budget Estimate (RBE) for the year 2017-18 under Recurring Head.	1295.44 Lakh

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6.	F. No. 29-1/2017 (CU)	19.03.208	Approval of Grants-in aid to Central University of Himachal Pradesh under Grant—in-Aid Recurring components for the year 2017-18	705.44 Lakh
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The Finance Committee took note of the letters received from the UGC given in Annexure Annexure 21.6A (1-6) and the grant received under various heads and ratified the same.

Item No. 21.6: The matter is placed before the Finance Committee for information and Ratification of the proposal for payment of Remuneration in lieu of Translation of the Question Papers of Entrance Test by the Finance Committee

For admission to different PG Courses, All India Level Entrance Test is conducted by the University in which bilingual (English and Hindi) Question paper is provided. In case of availability of the Questions in English or Hindi only, the questions have to be translated into Hindi or English to prepare the Question paper in both English and Hindi. Therefore some remuneration is paid to the Translators.

Hon'ble Vice Chancellor has approved the Rs 25/- per question as remuneration to the translator.

The Finance Committee took note of rate of remuneration of Rs. 25 per question to the translator for translating the questions and approved by Honourable Vice Chancellor and ratified the same.

ITEMS FOR CONSIDERATION AND DECISIONS

Item No. 21.7 To place before the Finance Committee the Budget Estimates for the Year 2018-19 and the Revised Budget Estimates for the Year 2017-18.

The Budget Estimates for the year 2018-19 and Revised Estimates for the year 2017-18 have been prepared by the Finance Officer of the University as per provisions of Statutes 7(7) (c), under the direction and supervision of the Hon'ble Vice-Chancellor. The budget estimates were discussed and finalized in the meeting called by the UGC of the Registrars and Finance Officers of Central Universities on 7th February, 2017. The hard bound copy of the Budget Estimates for the year 2018-19 and Revised Estimates for the year 2017-18 is placed separately.

The Finance Committee discussed the Budget Estimates for the Year 2018-19 and the Revised Budget Estimates for the Year 2017-18. The UGC Nominee suggested some minor changes in the Budget estimates for 2018-19. The Finance Committee

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approved the Revised Budget Estimates for 2017-18 and the Budget Estimates for 2018-19 and authorized the Finance Officer to incorporate changes suggested by the UGC nominee in Budget Estimates for 2018-19 and place these before the Executive Council for its approval.

Item No. 21.8 To Place before the Finance Committee the matter regarding implementation of the recommendations of 7th Pay Commission in the University for University teachers and equivalent cadres/academic staff, for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer and Assistant Finance Officer and Non-Teaching Staff of the University.

The University Grants Commission has conveyed vide following letter Nos. that the Ministry of Finance, Department of Expenditure has approved the proposal for the adoption of 7th CPC scales for University teachers and equivalent cadres/academic staff, for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer and Assistant Finance Officer and Non-Teaching Staff of the University. A copy of each of the following letter will be placed at the time of meeting.

1. Letters F. No. 23-4/2017(PS) dated 30.01.2018 for University Teachers and equivalent cadres/academic staff (Annexure-I).
2. Letters F. No. 11-1/2017 (CU) dated 18.01.2018 for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, and Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer and Assistant Finance Officer.
3. Letters F. No. 11-1/2017 (CU) dated 18.01.2018 for Non-Teaching staff.

The Finance Officer brought to the notice of the Hon'ble members that the UGC vide letter No. 23-4/2017(PS) dated 31.01.2018 has extended the benefit of 7CPC to the University Teachers and equivalent cadres where in the above stipulation of 30% revenue from internal resources has not been imposed. Accordingly the University vide letter No. 4-9/CUHP/Estt./2016/317-22 dated 01.02.108 has stated to UGC and MHRD that **"the faculty members who draw higher salaries have not been so bracketed. The rules for all employees of the Universities must have equality. The Central University of Himachal Pradesh is newly established University and has no infrastructure in the absence of allotment of land by the State Government. The University is fully dependent on the UGC for its financial requirements. As such, as of now the University is not in condition to meet the above 30% stipulation of the UGC. In view of above, request reconsider the entire issue holistically and advise further action earliest."**

In addition to above the MHRD has extended the benefit of 7CPC for Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination,

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Assistant Controller of Examination, Finance Officer, Deputy Finance Officer, Assistant Finance Officer vide letters No. F. 1-7/2015.U.II(2) dated 02.11.2017 without imposing the **30% revenue generation from university resources** clause, whereas the UGC has imposed the same in this case vide their letter No. 11-1/2017(CU) dated 18.01.2018.

Since the Central University of Himachal Pradesh is newly established university and has no infrastructure in the absence of allotment of land by the State Government, the university is fully dependent on the UGC for its financial requirements. Therefore, the university is not in a position to meet the above 30% stipulation of the UGC.

The Finance Committee deliberated on the issue regarding the implementation of the 7th CPC to the Non-Teaching staff. The Committee is of the opinion that the principal of equality (One rule for all employees of the University) must be followed. Therefore, the Committee is of the opinion that the University be allowed to release/pay benefits of 7th CPC including arrears as conveyed by UGC to its Teaching and Non-Teaching staff without imposing any clause of generation of 30% revenue from the resources (Non-existent as discussed) without further delay.

Item No. 21.9 Proposal for remuneration for the staff to be appointed for the Conduct of Practical Examinations.

The teaching and non teaching staff, appointed for the conduct of End Semester examination (Theory) of the University is paid remuneration as per their entitlement. On the same lines, it is proposed that the staff appointed for the conduct of Practical Examinations/Viva Voce may be paid the remuneration as mentioned below:

1.	Supervisor/Invigilator appointed for Practical Exams/Viva-voce	Rs 450/- per session
2.	Lab. Assistant	Rs 350/- per session
4.	Lab Attendant	Rs 200/- per session

The decision pertaining to this item is being covered in Table Agenda Item No 21.1(T)

Item No.21.1 (T) To place before the Finance Committee the proposal for fixing the rates of remuneration / honorarium to be paid to different staff deployed for recruitment of various Teaching and Non-Teaching position in the university.

The existing rates of remuneration/ honorarium to be paid to different staff deployed for the conduct of University Entrance Test (HEAT/FEAT/TREAT) as per decision of the Academic Council vide Item No. 12.2(T) in its 12th Meeting held on 22nd November, 2014 and approved by the Executive Council vide Item

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No. 16.11 in its 16th Meeting held on 22nd November, 2014(Annexure-I), are as under:

Sl. No.	Particulars	Remuneration
COORDINATOR AND PAPER SETTER		
1.	Paper Setter (Multi Choice Questions)	Rs.50/- per question
2.	Coordinator HEAT/FEAT/TREAT	Rs.5000/- per test
CONDUCT OF HEAT/FEAT/TREAT		
3.	Centre Superintendent	Rs.2000/- per test
4.	University Observer (outstation/Local)	Rs.3000/- per test
5.	Deputy Superintendent (Out station/Local)	Rs.1500/- per test
6.	Accounts Incharge	Rs.1500/- per test
7.	Invigilator	Rs.1000/- per test
8.	Accounts Assistant	Rs.750/- per test
9.	Admission Test Assistant	Rs.750/- per test
10.	Office Assistant	Rs.500/- per test
11.	Security Guard	Rs.400/- per test
12.	Driver/Daftri	Rs.400/- per test
13.	Electrician/{Plumber/Generator Operator	Rs.400/- per test
14.	Class IV/Water Man/Sweeper	Rs.400/- per day
15.	Refreshment	Rs.50 Per Head per day

The detailment criteria for staff is as per this university office order No. CEO/2-2/CUHP/11 dated 10.11.2011(Annexure-II as Given below). The University has started the process for filling up the various Non-Teaching positions and conducting Skill/Written Test for the said posts. The Vice-Chancellor has approved payment of honorarium to the different staff on already approved rates on the principle of equality/one rule for similar activities of the university. In view of above the matter is submitted before the Finance Committee for ratification of the decision to pay the remuneration/ honorarium to the different staff deployed for recruitment of various Teaching and Non-Teaching position in the university as per existing rates of remuneration/ honorarium to be paid to different staff deployed for the conduct of University Entrance Test (HEAT/FEAT/TREAT) as per decision of the Academic Council vide Item No. 12.2(T) in its 12th Meeting held on 22nd November, 2014 and approved by the Executive Council vide Item No. 16.11 in its 16th Meeting held on 22nd November, 2014. In areas where no specific provisions exist in the University, the centrally approved/CBSE approved provisions will be applied. These rates will apply to all tests i.e. Practical tests or Skill tests and the Written test. In future rates approved for HEAT/FEAT/TREAT/Practical tests or Written tests will be university wide rates. Whenever University wide rates are not specifically provided for, CBSE/NET rates will be applicable mutatis mutandis.

The Committee approved the proposal and recommended to the Executive Council for approval.

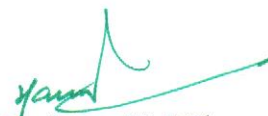
Item No.21.2 (T) To place before the Finance Committee the of Internal Audit Report submitted by Internal Audit Officer.

The Finance Committee discussed the report and recommended that a special Audit be got done by CAG and recommended to the Executive Council for approval.



Countersigned

Professor Kuldeep Chand Agnihotri
Vice Chancellor-Chairman



(Professor H R Sharma)

Finance Officer (Additional Charge) & Secretary
Central University of Himachal Pradesh

Annexure-II of Table Agenda Item No. 21.1 (T)

ANNEXURE - II

(17)

Central University of Himachal Pradesh
(Established under Central Universities Act 2009)
 PO BOX-21, DHARAMSHALA

No. CEO/2-2/CUHP/11

Dated: 10.09.2011
10.11.2011

OFFICE ORDER

The Vice-Chancellor has been pleased to approve norms for deputing manpower for the conduct of Entrance Test as under:-

1.	Principal Coordinator	One Per Centre
2.	University Observer (Out side the University Centres)	One Per Centre
3.	Centre Superintendent	One Per Centre ✓
4.	Deputy Superintendent	One Per Centre ✓
5.	Invigilators	One for each room/ or one up to 30 candidates; one reliever, on every 6 invigilators; one for outside duty
6.	Accounts Incharge	One Per Centre ✓
7.	Accounts Assistant	One in each centre & one for Principal Coordinator's office
8.	Office Assistant	One up to 400 candidates in a centre and one for coordinator's office
9.	Security Guard	Two in each centre ✓
10.	Daftri/Peon	One on every 200 candidates in a centre and one for Coordinator's office
11.	Waterman	One per 100 candidates ✓
12.	Sweeper	2 (1 Lady and 1 Gents) per centre ✓
13.	Driver	As per requirement

[Signature]
Principal Co-ordinator TREAT

Dated:

Endstt. No. even

C.C.

1. Finance Officer, Central University of Himachal Pradesh for Information.
2. Registrar, Central University of Himachal Pradesh for Information.
3. PS to-VG, Central University of Himachal Pradesh for kind information.

[Signature]
Principal Co-ordinator TREAT

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

Comments received from the MHRD on Agenda Items of 21st Meeting of Finance Committee

Annexure - I

No. 9-3/2018-IFD
Government of India
Ministry of Human Resource Development
Department of Higher Education
(Integrated Finance Division)

Shastri Bhawan,
New Delhi, dated the 23rd April, 2018

To
Finance Officer
Central University of Himachal Pradesh
P.O Box: 21, 21 Dharamshala
Distt. - Kangra, Himachal Pradesh-176215

Subject: Meeting of the Finance Committee of Central University of Himachal Pradesh to be held on 26th April, 2018.

Sir,
Reference is invited to your letter No. 5-3/(21st)/CUHP/2010/78-85 dated 13th April, 2018, on the above mentioned subject.

2. The following comments are made on the agenda items:

Item No	Agenda	Comments
21.1	Confirmation of the Minutes of the 20 th Meeting of the Finance Committee held on 29.12.2017.	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.
21.2	Action Taken Report on the decision of the 20 th meeting of the Finance Committee held on 29.12.2017.	As above.
21.3	To place before the Finance Committee the status of Audit Paras as directed by the MHRD for reporting vide letter F.No. 9-2/2014-IFD dated 23 rd March, 2017.	The "Pending Audit Paras" may be discussed in the F C meeting and a concerted effort may be made to settle them, at the earliest.
REPORTING AND RATIFICATION		
21.4	To place before the Finance Committee the progress of expenditure as on 31.12.2017	May be noted after discussion in the F C meeting.
21.5	To place before the Finance Committee letters received from the UGC regarding approval of Budget Estimates for the year 2017-18 under recurring & Salary Head and Grants-in-aid released for salary and Recurring Components for the year 2017-18.	May be noted after discussion in the F C meeting.

SD to place this letter in the Finance Committee meeting

Contd. ...

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21.6	The matter is placed before the Finance Committee for information and ratification of the proposal for payment of Remuneration in lieu of Translation of the Question Papers of Entrance Test by the Finance Committee.	May be noted.
ITEMS FOR CONSIDERATION AND APPROVAL		
21.7	To place before the Finance Committee the Budget Estimates for the year 2018-19 and the Revised Budget Estimates for the year 2017-18.	Subject to the condition that the estimates are based on a realistic assessment of requirement of funds for the University and also subject to availability of funds with UGC, the proposal may be recommended for approval.
21.8	To place before the Finance Committee the letters received from UGC regarding implementation of the recommendations of 7 th pay commission for University teachers and equivalent cadres/academic staff, for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer and assistant Finance Officer and Non-Teaching Staff of the University. Copies of the letter will be placed at the time of meeting.	May be considered in the FC meeting.
21.9	Proposal for remuneration for the staff to be appointed for the conduct of Practical Examinations.	May be discussed in the FC meeting as per GOI rules.

This issues with the approval of JS&FA.

Yours faithfully


 (Kiran Arora)

Under Secretary to Government of India

Comments of CU Bureau on agenda of the 21ST meeting of the Finance Committee of Central University of Himachal Pradesh to be held on 26th April, 2018 at 11:00 A.M. in the Committee Room, Camp Office, Dharamshala, Distt. Kangra(HP).

Item No.21.1: Confirmation of the minutes of the 20th meeting of the Finance Committee held on 29.12.2017 (Annexure-21.1A).

Comments of CU Bureau

Minutes are in order.

Item No.21.2: Action Taken Report on the decisions of the 20th meeting of the Finance Committee held on 29.12.2017 (Annexure-21.2A).

Comments of CU Bureau

Noted.

Item No.21.3: To place before the Finance Committee the status of Audit Paras as directed by the MHRD for reporting vide letter F.No.9-2/2014-IFD dated 23rd March, 2017(Annexure-21.3A).

Comments of CU Bureau

Ask the University to settle the Outstanding Audit Paras at the earliest.

Reporting and Ratification

Item No.21.4: To place before the Finance Committee the progress of expenditure as on 31.12.2017 (Annexure-21.4A).

Comments of CU Bureau

Noted, ask the University to expedite the pace of expenditure.

Item No.21.5: To place before the Finance Committee a letters received from UGC regarding approval of Budget Estimates for the 2017-18 under Recurring & Salary Head and Grants-in-aid released for Salary and Recurring Components for the year 2017-18 (Annexure-21.5-A1-6).

Comments of CU Bureau

No comments, as the University has not submitted the B.E.2018-19 under Recurring and Salary head.

Item No.21.6: The matter is placed before the Finance Committee for information and Ratification of the proposal for payment of Remuneration in lieu of Translation of the Question Papers of Entrance Test by the Finance Committee.

Comments of CU Bureau

UGC has no objection on the proposal of the university subject to the condition that it should be in conformity with the rules prescribed by Govt. of India.

ITEMS FOR CONSIDERATION AND APPROVAL

Item No.21.7: To place before the Finance Committee the Budget Estimates for the Year 2018-19 and The Revised Budget Estimates for the Year 2017-18.

Comments of CU Bureau

UGC has already conveyed ~~are~~ approved of R.E. 2017-18. A copy of the R.E. approval letter is enclosed. With regard to B.E. 2018-19, this may be fixed in view of the expenditure incurred during the year 2017-18 as well as availability of funds from Govt. of India.

Item No.21.8: To place before the Finance Committee the letters received from UGC regarding implementation of the recommendations of 7th Pay Commission for University teachers and equivalent cadres/academic staff, for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer and Assistant Finance Officer and Non-Teaching Staff of the University. Copies of the letter will be placed at time of meeting.

Comments of CU Bureau

UGC has no objection.

Item No.21.9: Proposal for remuneration for the staff to be appointed for the Conduct of Practical Examinations.

Comments of CU Bureau

UGC has no objection.