

Central University of Himachal Pradesh

Confidential



**Minutes
Of
30th Meeting of the Finance Committee
Held on 31.03.2021 at 11:00 AM**

Dharamshala, District Kangra, Himachal Pradesh - 176215

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Minutes of 30th Meeting of the Finance Committee Held on 31.03.2021 at 11:00 AM onwards

The 30th Meeting of the Finance Committee was held on 31.03.2021 at 11:00 AM onwards:-

The following members were present in meeting:-

- | | |
|---|-------------------|
| 1. Professor Roshan Lal Sharma
Vice Chancellor | Chairman |
| 2. Professor S. K. Garg
Nominee of the Executive Council | Member |
| 3. Sh. Rai Singh Thakur
Nominee of the Executive Council | Member |
| 4. Dr. Hari Singh
Nominee of the Executive Council | Member |
| 5. Sh. Rakesh Sharma
Nominee of University Court | Member |
| 6. Sh. Vishwajeet Kumar
Director, CU-III
Ministry of Education | Ex-Officio Member |
| 7. Dr. Jitendra K. Tripathi
Joint Secretary, UGC | Ex-Officio Member |
| 8. Sh. Ravi Shankar
Under Secretary, MHRD
Nominee of Joint Secretary (CU), MHRD | Ex-Officio Member |
| 9. Sh. Narinder Kumar
Finance Officer | Secretary |

Sh. Vishwajeet Kumar, Director, CU-III, Ministry of Education, Dr. Jitendra K. Tripathi, Joint Secretary, University Grants Commission, New Delhi and Prof. S.K. Garg member, FC attended the meeting through Google Suite/video conferencing.

The Hon'ble Vice-Chancellor extended a warm welcome to the members and thanked them for sparing their valuable time to attend the meeting. At the very outset, the members acknowledged the valuable services rendered by former Vice-Chancellor, Prof. Kuldeep

Chand Agnihotri who demitted his office on 24.04.2021 especially for five virtues namely सार्थक, नेतृत्व, सहजता, सरलता तथा सादगी. The institution shall remain indebted for his exemplary services. Thereafter the Hon'ble Vice-Chancellor apprised the members that the Balance-Sheet Audit for the Financial Year 2019-20 has been conducted by the Comptroller and Auditor General of India w.e.f. 11.01.2021 to 20.01.2021. The said office is being requested to finalise the Separate Audit Report at the earliest. Further the members were also apprised about the Agenda Items tabled for discussion. After brief general discussion, each item was taken up/discussed in details. The item wise details of discussion held and decision taken are as under:-

Item No. 30.1: Confirmation of the minutes of the 29th Meeting of the Finance Committee held on 02.11.2020 (Annexure - 30.1)

The minutes of the 29th Meeting of the Finance Committee held on 02.11.2020 are placed at Annexure 30.01 for the kind perusal and confirmation of the Hon'ble Members.

Comments of Ministry of Education (IFD) on Agenda Item 30.1 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "Our comments sent vide letter No. 9-3/2018-IFD.pt dated 5th November, 2020 are re-iterated.

1. Subject to above and 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."

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.1 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "Subject to strict compliance to 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".

The observations of the CU Bureau and IFD of MoE, if any, may also be considered while confirming the minutes and ATR.

Based on above recommendations the minutes were confirmed and recommended for the approval of the Executive Council.

Item No. 30.2: Action Taken Report about on the decisions of the 29th Meeting of the Finance Committee held on 02.11.2020 (Annexure-30.2).

The report of action taken on the decisions of the 29th Meeting of the Finance Committee held on 02.11.2020 is placed before the Committee as per Annexure- 30.2 for kind perusal and confirmation of the Hon'ble members.



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Comments of Ministry of Education (IFD) on Agenda Item 30.2 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "As above."

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.2 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "As above".

The action taken report on the decision of the 29th Meeting of the Finance Committee noted, approved and recommended for ratification of Executive Council.

Item No. 30.3 The Finance Committee is informed that a letter No. F. No. 13-74/2020-CU-cdn dated 27th August, 2020 received from Ministry of Education vide which it has been directed to include the following items invariable in every Finance Committee Meeting:-

1. Annual Account Report for discussion.
2. Completion of Audit paras observations.
3. Utilization of Funds received under OH-35 during the last three years.
4. Progress of HEFA Projects and other normal works.
5. Progress of computerization of accounting of financial matters.

The status report in respect of above sated items is as under:-

1. Annual Account Report for discussion: - The audit of the Annual Accounts of CUHP of the financial year 2019-20 has been conducted by the CAG at O/o of the Principal Director of Audit (Central), Chandigarh w.e.f. 11.01.2021 to 20.01.2021. The Separate Audit Report on Account for the year 2019-20 is still awaited from CAG.

2. Completion of Audit paras observations: - A Standing Audit Committee to review the progress of settlement of audit paras has been constituted vide letter No. 1-6/CUHP/GA/2010/Vol.-IX/3040-46 dated 10.07.2018. The first meeting of said committee was convened on 13.10.2020 at 11:00 AM onwards under the Chairmanship of Hon'ble Vice-Chancellor of CUHP. Efforts are being made to get the old outstanding paras settled.

3. Utilization of Funds received under OH-35 during the last three years:
- The details of funds received under OH-35 is as under:-

Sr. No.	Year	Opening Balance	Funds Received	Fund Utilized			Unspent Balance
				Account Head	Exp.	Total Exp.	
1.	2017-18	3056.91	0.00	Campus Development	0.00	87.02	2969.89
				Book & Journals	34.50		
				Equipment/lab.	27.16		
				Other Infr. Furniture Computer etc.	25.36		
2.	2018-19	2969.89	600.00	Campus Development	0.00	160.36	3409.53
				Book & Journals	9.91		
				Equipment/lab.	5.92		
				Other Infr. Furniture Computer etc.	144.53		

3.	2019-20	3409.53	300.00	Campus Development	0.00	38.66	3670.87
				Book & Journals	19.31		
				Equipment/lab.	16.21		
				Other Infr. Furniture Computer etc.	3.14		

4. Progress of HEFA Projects and other normal works: - HEFA projects in CUHP yet to be implemented.

5. Progress of computerization of accounting of financial matters:-

- I. The fee is being collected through on-line mode.
- II. Tally software is being utilized for accounting purpose.
- III. The payment under OH-31, OH35 and OH 36 are being released through PFMS.
- IV. New Treasury Single Account (TSA)-PFMS has been implemented.
- V. Samarth portal is in progress.

Comments of Ministry of Education (IFD) on Agenda Item 30.3 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "

- i. May be discussed in detail in the meeting*
- ii. Each Para may be discussed in detail. Pending Audit Paras may settled as per GOI rules, in consultations with the office of DGACE.*
- iii. May be noted.*
- iv. May be noted.*
- v. May be noted."*

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.3 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "May be noted".

The Finance Committee deliberated upon each issue and recommended as follows:-

1. The Separate Audit Report may be expedited and ensure its submission to the Ministry of Education and UGC in a time bound manner.
2. The Members expressed its serious concern about non-settlement of old outstanding paras and directed to speed-up the process and compliance which may be reported in next meeting in respect of each audit para.
3. The members took a serious note of unspent funds worth Rs. 3670.87 Lakh under OH-35 and advised its utilization for the purpose for which the funds were sanctioned.
4. No recommendations as HEFA Project is yet to be implemented.
5. Priority may be accorded to computerization. To achieve this end, the members advised to operationalize the SAMRATH Portal at the earliest. Necessary training may be provided to the concerned staff to make the said portal functional.

Based on above recommendations, submitted for approval of the Executive Council.

Item No. 30.4 To place before the Finance Committee the information regarding Grants-in-Aid released by the UGC, New Delhi under Recurring-31,

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Capital-35 and Salary-36 components for the year 2020-21.

The UGC has released the Grant-in-aid under Recurring (31), Capital-35 and Salary(36) components for the year 2020-21 upto 16.03.2021 as per detail given below:-

Rs. In Lakhs			
Sr. No.	Head of Accounts	B.E. Allocation for 2020-21	Grant Released upto 16.03.2021
1.	Recurring-31	1067.74	1067.74
2.	Capital -35	450.00	225.00
3.	Salary-36	2468.92	2468.92

Comments of Ministry of Education (IFD) on Agenda Item 30.4 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "May be noted, after detailed discussions in the FC meeting."

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.4 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "Noted".

The Members were apprised that the Ministry of Education and University Grants Commission has provided adequate Funds/Grant as per institutional needs during the Financial Year 2020-21. The Finance Committee took note of it and recommended for perusal/approval of the Executive Council.

Item No. 30.5

To place before the Finance Committee Research Projects received by the University from various funding agencies after the last meeting of the Finance Committee.

The detail of Research Projects sanctioned by the different funding agencies are as under:-

Sr. No.	Title of Project	Funding Agency	Duration	Sanctioned Financial Outlay (Rs.)
1.	Research Project entitled "Microemulsion mediated multifunction Iron-Oxide/ormosil nanoparticles for bioimaging and drug delivery" (Dr. Pramod Kumar, Assistant Professor, Department of Chemistry and Chemical Sciences) sanctioned vide letter No. STC/F(8)-6/2019(R&D 2019-20)-375 dated 24.06.2020	Science & Engineering Research Board (SERB), New Delhi	02 Years	21,15,520.00
2.	Research Project entitled "Consortium of Central Universities in Himalayan States "(Dr. Pardeep Kumar, Nodal Officer, Department of Plant Sciences) vide letter No. PK/1-1/HVK/CUHP/2021/1448	University Grant Commission (Hemwati Nandan Bahuguna Garhwal University, Uttarakhand)	----	8,43,750.00

Comments of Ministry of Education (IFD) on Agenda Item 30.5 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "May be noted."

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.5 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "The expenditure may be regulated as per the rules of funding agency, 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 Finance Committee deliberated upon the issue and advised to incur expenditure as per laid down norms and after observing all codal formalities.

Recommended for approval of the Executive Council.

Item No. 30.6 To place before the Finance Committee the proposal for monthly reimbursement in respect of Newspapers purchase/supplied to officers of the university at their residence (Annexure 30.6).

The agenda item received from O/o Registrar, Central University of Himachal Pradesh vide which it has been informed that the Department of Expenditure, Ministry of Finance, Government of India vide its OM No. 25(12)E.Coord-2018 dated 03.04.2018 has granted approval for monthly reimbursement of newspapers purchased/supplied to the officers at their residence. The said directions of the Ministry of Finance has been circulated by the University Grants Commission vide letter No. 25-4/2007 (CU) dated 24.09.2018 for further necessary action in the University (copy enclosed). The approved rates of Ministry of Finance in this regard are as under:-

Sr. No.	Level of Officers	Reimbursement to be made per month (In Rs.)
1.	Secretary/Secretary equivalent	As per actuals
2.	Additional Secretary/Additional Secretary equivalent	Rs. 1100.00
3.	Joint Secretary/Joint Secretary equivalent	Rs. 850.00
4.	Director Deputy Secretary/Under Secretary/Section Officer or equivalent	Rs. 500.00

Pursuant to the above the reimbursement of newspaper to its Officers the University proposed as under:-

Sr. No.	Level of Officers	Reimbursement to be made per month (In Rs.)
1.	Vice-Chancellor	As per actuals
2.	Registrar/Finance Officer/Controller of Examination drawing pay in the Pay Level-14 in the Pay Matrix	Rs. 1100.00
3.	Joint Registrar/Joint FO/Joint COE/Deputy Registrar/Deputy FO/Deputy COE/Assistant Registrar/Assistant FO/Assistant COE drawing pay in the Pay Level-10 to 13A in the Pay Matrix	Rs. 850.00
4.	Section Officer drawing pay in the Pay Level-7 in the Pay Matrix	Rs. 500.00

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The Finance Committee is requested to take appropriate decision with regard to reimbursement of monthly expenditure of Newspaper bills in respect of Officers stated above at par the rates applicable to the level of Officers of GOI as stated above.

Comments of Ministry of Education (IFD) on Agenda Item 30.6 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "The provisions of Central Government Employees are not automatically applicable to the employees of Autonomous Bodies. The proposal may be considered, on merit and not for categories of employees across the board, in the light of Govt. of India Rules and related UGC guidelines/instructions on the subject, and subject to availability of funds."

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.6 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "The proposal may be sent to UGC for consideration".

After detailed deliberation in the matter, it was recommended that case may be examined on merit and a detailed proposal be sent to the UGC for approval as advised.

Recommended for the approval of the Executive Council.

Item No. 30.7 To place before the Finance Committee the Budget Estimates for the Year 2021-22 and the Revised Budget Estimates for the Year 2020-21(Annexure-30.7).

The Budget Estimates for the year 2021-2022 have been prepared as per provisions of Statutes 7(7) (C), under the direction and supervision of the Hon'ble Vice-Chancellor and placed before the Finance Committee for approval please.

Comments of Ministry of Education (IFD) on Agenda Item 30.7 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "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."

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.7 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "The final RE 2020-21 has already intimated by UGC. University may incur the expenditure within the RBE allocation for the year 2020-21. With regard to the budget estimates for the year 2021-22 under Salary and recurring head is on higher side. Therefore, Finance Committee may like to decide the limit of the Budget Estimates for the financial year 2021-22 on the basis of actual assessment, subject to availability of fund from UGC/Govt. of India".

The Finance Committee approved the budget estimates as proposed. Further, timely preparation of Budget Estimates may be ensured in future and the process of formulation of Budget Estimates should invariably be commenced in the month of September every year. Recommended for approval of the Executive Council.

Item No. 30.8 To place before the Finance Committee the proposal regarding DDO of CUHP.

The Finance Committee is informed that pursuant to the decision taken vide item No. 27.2 (T) and approval accorded by the Executive Council in its meeting held on 11.06.2020 vide item No. 48.6, the authorized signatories for the issue of cheques shall be as under :-

"All cheques of the University upto the amount of Rs. 5.00 Lakhs (Rupees Five Lakhs only) shall be issued under the signatures of Assistant Registrar (Finance) henceforth. The Finance Officer shall continue to sign the cheques beyond Rs. 5.00 Lakhs alongwith Registrar as Co-Signatory"

Vide Office Order No. 1-2/CUHP/Rectt./2010/6130-6133 dated 30th October, 2020 Sh. Sanjeev Kumar, Assistant Registrar (Finance) has been authorized to act as Co-signatory to sign the cheques beyond Rs. 5.00 Lacs alongwith Finance Officer, CUHP (copy enclosed).

In order to ensure transparency, It is proposed that the Co-Signatory alongwith Finance Officer to sign the cheques beyond Rs. 5.00 Lac other than the Officer working in Finance Department may be authorized.

Comments of Ministry of Education (IFD) on Agenda Item 30.8 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "The agenda item is not supported."

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.8 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "Noted".

The Finance Committee deliberated upon the issue in detail and after detailed deliberations the Hon'ble Vice Chancellor has been authorized to delegate the powers to act as Co-signatory with Finance Officer to sign the cheques beyond Rs. 5 Lakhs either to the Registrar or Senior Most faculty member as the case may be in order to ensure transparency. The Assistant Registrar (Finance) shall continue to sign the cheques as such upto the limit of Rs. 5 Lakh.

Recommended for approval of the Executive Council.

Item No. 30.9 To place before the Finance Committee the proposal regarding Reimbursement of TA/DA to Outsourced Staff Working in CUHP.

The Finance Committee is informed that outsourced staff working in CUHP are being deployed to perform duties other than the place of their normal duty. Resultantly, T.A. claims are being presented for reimbursement. The TA/DA rules are not applicable to the outsourced staff. However, the reimbursement claims are being considered at the lowest rates of TA/DA applicable to Central Govt. employees of Level-1 which may invite audit objection at a later stage in the absence of instruction in this regard.

The Finance Committee is further informed that State Govt. of Himachal Pradesh is providing the Daily Allowance @ Rs. 130/- Per day for travel within state and @ Rs. 200/- per day for travel outside the state vide OM No. Fin (C)-

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B (15)6/94 dated 11th June, 2015 and reimbursement of actual travelling expenses vide OM No. Fin (C)-G (1)-7/94-Loose dated 30th March, 2015 respectively.

Comments of Ministry of Education (IFD) on Agenda Item 30.9 received vide letter No. F. No.9-3/2018-IFD.pt dated 26.03.2021 through email dated 26.03.2021, quote "The agenda item is not recommended."

Comments of UGC, New Delhi on Agenda Item on Agenda Item 30.9 received vide letter No. 29-6/2017 (CU) dated 26.03.2021 through email dated 26.03.2021 quote "There is no such provision/guidelines issued by the UGC in this regard. Therefore, UGC does not support this proposal. However, the observations of the CU Bureau and IFD of MoE, if any, may also be taken in account".

The Members were apprised that CUHP is functioning under peculiar circumstances. Its main campus is housed at Dharamshala and the remaining two are at Shahpur and Dehra which are 30 km and 60 km away from the main campus respectively. In order to ensure uninterrupted communication among all the offices, delivery of Dak/Important Office Files. MTS engaged through outsourced agency are being deployed to do the said job. Further the said workers are also being deployed to perform their duties at examination centres. Resultantly the said workers insist to reimburse the actual ordinary bus fare paid by them to perform the assigned duties and food/stay charges etc. for performing the duties at place other than the normal place of duties and at examination centres located at different parts of states/outside state. CUHP is unable to accept such claims in the absence of guidelines/instructions in this regard and therefore, this item is placed before the Finance Committee.

The Finance Committee deliberated upon the matter and recommended that preferably regular staff should be deployed to perform the duties outside the normal place of working. However, keeping in view the exigency of the work, reimbursement of ordinary bus fare for to and fro journey and bare minimum expenses on account of food charges, night stay charges etc. can be considered with full justification and recorded reason with due certification by the Controlling/Competent Authority. Based on above, recommended for approval of the Executive Council.

The meeting ended with a vote of Thanks of the Chair.



(Narinder Kumar)
Finance Officer & Secretary

Confirmed



Professor Roshan Lal Sharma
Vice Chancellor - Chairman