DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

(A Central University)

Minutes of the Third Meeting
of
Finance Committee held on 09 September 2011

- VENUE -

Indian National Science Academy (INSA)

New Delhi

DOCTOR HARISINGH GOUR VISHWAVIDYALAYA
SAGAR – 470 003 (M.P.)

Minutes of the Third Finance Committee Meeting

The Third Finance Committee meeting was held under the Chairmanship of Hon'ble Vice Chancellor Prof. N.S. Gajbhiye on 09 **September 2011 at 11:00 A.M.** at Indian National Science Academy (INSA), Bahadur Shah Zafar Marg, New Delhi.

The following members were present in the meeting:

1	Prof. N.S. Gajbhiye	Vice Chancellor and Chairman (Ex-officio)
2	Dr. R.D. Sahay	Joint Secretary, Dept. of Higher Education, MHRD, New Delhi (Member)
3	Shri. Naveen Soi	Director, Dept. of Higher Education, MHRD, New Delhi (Member)
4	Dr. Shakeel Ahmed	Deputy Secretary, University Grants Commission, New Delhi (Member)
5	Prof. K.C. Jain	Dept. of Economics, Dr. Harisingh Gour University, Sagar (Member)
6	Shri. J.P. Singh	Ex- Finance Officer, IISER, Mohali-Punjab (Member)
7	Prof. J.K. Jain	Finance Officer and Secretary (Ex-officio)

The notice of third meeting of Finance Committee with agenda was circulated to all members vide No. Fin/2011-12/1501 dated 23 August 2011.

The items of the agenda were placed as per the following details and was resolved as under:

FC-11-3-1 **Confirmation of Minutes of Second meeting of Finance Committee and Action taken report (ATR).**

Resolution : The minutes of the Second meeting of Finance Committee were circulated to all members. The same has been presented in the meeting. Since, no comments were received, hence Committee confirmed the Minutes.

FC-11-3-2 **Information regarding the Non-Plan Budget for the FY 2011-12.**

Resolution : The members of the Committee referred the sanction letters No. F.21-26/2011 (CU) dated 28 July 2011 issued to the University. The information was noted.

FC-11-3-3 **Information regarding Plan Budget.**

Resolution : The members of the Committee referred the sanction letters No.

F.N0.37-1/2009 (CU) dated 4 July 2011 and No. F.37-1/2009 (CU) dated 15 July 2011 issued to the University. The information was noted. The Committee advised to submit the utilization certificate in order to release the next installment of plan grant.

FC-11-3-4 **Adoption of revised License fee of residential quarters in the University.**

Resolution : The Committee noted the information with regard to letter No. 18011/1/2009-Pol-III Government of India Directorate of Estates, Nirman Bhawan, New Delhi dated 29 April, 2011 with annexure of revised flat rates of license fee applicable for Central Government residential accommodation and advised that the revised license fee be implemented w.e.f. 01-07-2010. However the pre revised license fee as per Government of India rates will be applicable w.e.f. 15-01-2009 for I-VIII category.

FC-11-3-5 **To Consider the Minutes of the Second and Third meetings of Building and Works Committee.**

Resolution : The Committee was apprised with the Minutes of the Building and Works Committee. The Committee advised to present the approved Minutes of BWC in the prescribed format of UGC for circulation among the members of Finance Committee for their approval.

The Committee unanimously resolved that the Vice Chancellor shall accord the financial sanction upto Rs. 50.00 lakhs on the basis of DSR (CPWD) scheduled rates of construction work. The working procedure will be followed for conduct of construction work.

FC-11-3-6 **The Memorandum of Understanding (MoU) signed between University and Hindustan Steelworks Construction Limited (A government of India Undertaking) - for Information.**

Resolution : The information was noted by the Committee.

FC-11-3-7 To consider the reimbursement of Medical Bills of the Private Hospitals Recognised by the University at CGHS Rate.

Resolution : The Committee was apprised with the item. The Committee advised the University to follow CCS Medicals Attendance Rules for extending the benefits. The Committee also advised on the issue of the recognition of Private Hospitals with required amenities can be accorded in compliance with the CCS Medical Attendance Rules and rates for reimbursement. The University may generate a workable mechanism to approve Private Hospitals for medical treatment and reimbursement. The Committee constituted for the purpose can refer the procedure followed in other Central Universities located in similar conditions. The recommendation of the Committee be put up in next meeting for further consideration.

FC-11-3-8 **To consider the Delegation of Financial Powers to the Officers.**

Resolution : The Committee was apprised with the proposal and unanimously resolved that Financial Powers shall be delegated as below:

S.No.	Name of the Official(s)	Financial Power
1.	**Vice-Chancellor**	Above Rs. 1,00,000/-
2.	**Finance Officer**	Up to Rs. 1,00,000/-
3.	**Registrar**	Up to Rs. 1,00,000/-
4.	**Controller of Examination**	Up to Rs 1,00,000/-
5.	**School Dean(s)**	Up to Rs 1,00,000/-
6.	**Administrative Dean(s)**	Up to Rs 75,000/-
7.	**University Engineer**	Up to Rs 50,000/-
8.	**Head of Department(s)/ Director(s)**	Up to Rs 15,000/-
9.	**Proctor**	Up to Rs 15,000/-
10.	**Deputy Registrar(s)**	Up to Rs 15,000/-

FC-11-3-9 To Consider for authorization for signing the Cheques of the University.

Resolution : The Finance Committee approved the proposal as submitted and resolved that all the Cheques be signed as follows:

S.No.	Signatory	Description
1.	(i) Deputy Registrar (F&A) (ii) Assistant Registrar (F&A) (iii) Assistant Registrar (IA) *(Any of the two Officials shall sign the Cheques.)*	All committed (routine) expenditure such as Salary (all types), TA, Pension, Electric Bills, Water Charges, PF, Reimbursement of Imprest advance as already approved and Contingency amount Up to Rs. 5000/- (Five thousand only) as sanctioned.
2.	(i) Finance Officer (ii) Deputy Registrar (F&A) (iii) Assistant Registrar (F&A) (iv) Assistant Registrar (IA) *(Finance Officer and any one of the Officials bearing serial number (ii), (iii) & (iv) shall sign the Cheques as may be assigned by Vice Chancellor)*	All other bills except S.No. -1

FC-11-3-10 **To consider the preparation of Annual Accounts through CAG empanelled Chartered Accountant Firm.**

Resolution : The Committee was apprised with the decision of the Deans Committee to hire a CAG empanelled Chartered Accountant firm, which was noted. The Committee emphasized upon the preparation of Final Accounts of the University as statutory requirement, which must be submitted within the following time schedule:

- F.Y. 2008-09 up to 31st October 2011.
- F.Y. 2009-10 up to 31st December 2011.
- F.Y. 2010-11 up to 31st December 2011.

The Committee directed the University to prepare the Accounts of the University in the prescribed proforma within the above time schedule for audit by CAG and subsequently for submission to MHRD, UGC.

FC-11-3-11 To implement the E- Governance in the University.

Resolution : The Committee was apprised with the issue and agreed with the letter issued by Ministry of Human Resource Development, Department of Higher Education letter No. 1-4/2010-AR dated 5/9 August 2011 and also in the spirit of the Central Universities Act with regards to E-Governance. The Committee advised to prepare a phase-wise plan based on competitive price along with the technical assessment and feasibility report to be proposed in the next meeting.

FC-11-3-12 **Vote of Thanks.**

Resolution: The meeting concluded with vote of thanks to the Chair.

-Sd-	-Sd-
Secretary & Finance Officer	Chairman & Vice Chancellor
Dr. Harisingh Gour University, Sagar (M.P.)	Dr. Harisingh Gour University, Sagar (M.P.)

DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(A Central University)

No.: F.O./FC/2011/94

University Office
20 September, 2011

Copy to:

1. Prof. N.S. Gajbhiye, Vice Chancellor and Chairman (Ex-officio), Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.).
2. Dr. R.D. Sahay, Joint Secretary, Dept. of Higher Education, MHRD, Shastri Bhavan, New Delhi.
3. Shri. Naveen Soi, Director, Dept. of Higher Education, MHRD, Shastri Bhavan, New Delhi.
4. Dr. Shakeel Ahmed, Deputy Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi.
5. Prof. K.C. Jain, Dept. of Economics, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.).
6. Shri. J.P. Singh, Ex- Finance Officer, IISER, Mohali- Punjab.
7. Mrs. Binoo Sen, Former Secretary to the Govt. of India, Flat No. 81, tower 15 A, ATS Green Village Sector 93-A, Noida 201304.
8. The Secretary, Ministry of H.R.D., Deptt. of Higher Education, Shastri Bhavan, New Delhi.
9. The Secretary, (CU), University Grants Commission, Bahadursah Zafar Marg, New Delhi.

10. The Joint Secretary (CU), University Grants Commission, Bahadursah Zafar Marg, New Delhi.
11. The Director, Ministry of H.R.D., Dept. of Higher Education, Shastri Bhavan, New Delhi - With a request to kindly forward a copy to Her Excellency, the President of India and Hon'ble Visitor of Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.).
12. Prof. J.K. Jain, Finance Officer and Secretary (Ex-officio), Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.).

REGISTRAR
Dr. Harisingh Gour Vishwavidyalaya
Sagar (M.P.)