



## **CENTRAL UNIVERSITY OF HARYANA**

### **Minutes of the 26<sup>th</sup> Meeting of the Finance Committee**

The 26<sup>th</sup> Meeting of the Finance Committee of Central University of Haryana was held on Friday, the 30<sup>th</sup> November, 2018 at 11:00 AM at its Gurugram Office (Site No. 3113, Opp. H.No. T-25/8, Block T, DLF Phase-3, Sector-24, Gurugram - 122017).

The following members attended the meeting:

- |   |                                     |
|---|-------------------------------------|
| <b>1. Prof. R.C. Kuhad, Vice-Chancellor</b> | <b>: Chairman</b>                   |
| <b>2. Dr. Vikas Gupta</b>                   | <b>: Member</b>                     |
| <b>3. Dr. B.K. Mohapatra</b>                | <b>: Member</b>                     |
| <b>4. Shri Abhay Thakur</b>                 | <b>: Member</b>                     |
| <b>5. Shri Vasudev Talreja</b>              | <b>: Member/ Nominee of JS, UGC</b> |
| <b>6. Shri Manoranjan Tripathy</b>          | <b>: Secretary (ex-officio)</b>     |

Shri Ram Dutt, Registrar, Shri Amit Sindhu, AR (Establishment) and Shri Jitender, AR (Legal) also attended the meeting as Special Invitees.

**At the outset the Vice Chancellor welcomed all the members. After brief welcome the matters concerning the meeting were discussed.**

The Finance Officer placed on record the comments of Ministry of Human Resource Development and University Grants Commission on the Agenda of the Meeting (circulated vide e-mail dated 16<sup>th</sup> November, 2018) for kind perusal and consideration:-

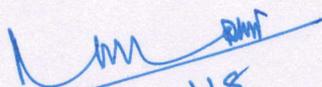
1. University Grants Commission letter No. F.28-30/2012 (CU) Vol.II dated 22.11.2018.
2. MHRD, Department of Higher Education letter F. No. 58-3/2018-CU. III dated 29.11.2018.
3. MHRD, Department of Higher Education, Integrated Finance Division letter No. 9-8/2017- IFD dated 29.11.2018.

The members discussed the matter at length and decided that the observations made shall be considered appropriately along with the concerned Agenda Item while making recommendations.

**After detailed deliberations on the agenda items, the following resolutions were passed:**

1. **Agenda Item:** To confirm the minutes of the 24<sup>th</sup> Meeting of the Finance Committee held on 28<sup>th</sup> June, 2018.

**Resolution:** The minutes were confirmed.

  
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2. **Agenda Item:** To confirm the minutes of the 25<sup>th</sup> Meeting of the Finance Committee held on 31<sup>st</sup> July, 2018.

**Resolution:** The minutes were confirmed.

3. **Agenda Item:** To report and record the following actions taken by the University in respect of the resolutions of the 24<sup>th</sup> Meeting of the Finance Committee held on 28<sup>th</sup> June, 2018:

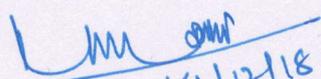
Item No.	Item Considered by the Finance Committee	Gist of Resolution of the Finance Committee	Action Taken by the University
1	Confirmation of the Minutes of the 23 <sup>rd</sup> Meeting of the Finance Committee held on 23 <sup>rd</sup> Feb. 2018.	Confirmed.	No action required.
2	Action Taken Report on the resolutions of the 23 <sup>rd</sup> Meeting of the Finance Committee held on 23 <sup>rd</sup> February, 2018.	Reported and Recorded.	No action required.
3	To consider the Annual Accounts of the University for the Financial Year 2017-18.	The Committee considered and approved the Annual Accounts of the University for the FY 2017-18.	Annual Accounts of the University as approved by the Finance Committee and the Executive Council were submitted for audit. Audit has been conducted and draft audit observations have been responded to. Final audit report is awaited.
4	To consider the Budget Estimates of the University for the Financial Year 2018-19.	The Committee considered and approved the Budget Estimates of the University for the Financial Year 2018-19. The Budget Estimates were approved in anticipation of availability of funds from UGC/ MHRD/ HEFA.	Budget Estimates of the University as approved by the Finance Committee and the Executive Council have been submitted to the UGC. UGC has approved budget of Rs 1603.01 lakhs under Salary Head and Rs 1184.85 lakhs under Recurring Head.
5	Reporting Item	Reported and recorded.	No action required.

**Resolution:** The actions taken by the University were reported, recorded and confirmed.

  
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4. **Agenda Item:** To report and record the following actions taken by the University in respect of the resolutions of the 25<sup>th</sup> Meeting of the Finance Committee held on 31<sup>st</sup> July, 2018:

Item No.	Item Considered by the Finance Committee	Gist of Resolution of the Finance Committee	Action Taken by the University
1	To consider the recommendations made by the Building Committee in its 25 <sup>th</sup> Meeting held on 30.07.2018.	Recommended for consideration of the Executive Council.	Recommendations of the Building Committee as approved by the Finance Committee and the Executive Council have been included in proposal for availing finance from HEFA.
2	To consider the requirement of funds to be availed from Higher Education Funding Agency (HEFA) under Capital Assets Head during the financial years 2018-19 to 2020-21 for projects/ activities as per Summary Sheet attached.	Recommended for consideration of the Executive Council. The Committee took note of the annual internal receipts shown for the year 2018-19 to 2023-24 and observed that in case HEFA approves the loan, the University would be required to repay it in financial year 2023-24 i.e. three years after completion of the project period 2018-21. During this period, the portion of internal receipts remaining after adjustment as per existing practice, may be kept as committed liability for loan repayment.	In compliance of the recommendations made by the Finance Committee and the Executive Council, the proposal for availing finance from Higher Education Funding Agency (HEFA) has been submitted to the Ministry of HRD.
3	To consider the proposal for making payments from the unspent balance under 'Capital Assets Head', as an interim measure till grants are sanctioned by the Ministry of HRD or financing is provided by HEFA, for financial year 2018-19: The University is required to make payments for the following projects/	The Committee noted that UGC has already referred the matter to MHRD vide UGC letter No. F. 28-3/2017(CU) dated 12 June 2018. The University may pursue the matter with MHRD and proceed as per directions of MHRD.	The University has been pursuing the matter with MHRD. An item for consideration of the Finance Committee is included in the Agenda for consideration.

  
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Item No.	Item Considered by the Finance Committee	Gist of Resolution of the Finance Committee	Action Taken by the University
	<p>activities on emergent basis:</p> <ol style="list-style-type: none"> <li>1. Ongoing building/campus development projects to avoid halting of the projects.</li> <li>2. Procurement of emergently required Lab equipment and other infrastructure for School of Engineering and other departments.</li> </ol> <p>In this regard, the University may be allowed to make payments for aforesaid projects/procurements from the unspent balance under 'Capital Assets Head', as an interim measure till grants are sanctioned by the Ministry of HRD or financing is provided by HEFA, for financial year 2018-19</p>		

**Resolution:** The actions taken by the University were reported, recorded and confirmed.

  
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## ITEMS FOR CONSIDERATION

**5. Agenda Item: To consider the proposal for making payments from the unspent balance under 'Capital Assets Head'.**

The University is required to make payments for the following projects/ activities on emergent basis:

- a) Ongoing building/ campus development projects to avoid halting of the projects.
- b) Completed projects to avoid litigation from suppliers/ executing agencies.
- c) Procurement of emergently required Lab equipment and other infrastructure for School of Engineering and other departments.

In this regard, the University may be allowed to make payments for aforesaid projects/ procurements from the unspent balance under 'Capital Assets Head', as an interim measure till grants are sanctioned by the Ministry of HRD or financing is provided by Higher Education Funding Agency (HEFA), for financial year 2018-19.

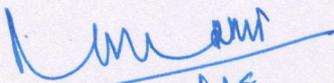
### **Resolution:**

**The committee was informed that due to non-receipt of grants under Capital Assets Head for the financial year 2018-19, the University is facing difficulties:**

- a) **Ongoing building/ infrastructure development projects are on the verge of stoppage due to which academic development will be affected and also the cost of ongoing projects would escalate putting undue burden on the University.**
- b) **Delay in payment of completed projects may create contractual complications and may also lead to litigation against the University which would adversely affect the image of the University.**

**The Committee was also apprised that the University had been pursuing the matter with the Ministry of Human Resource Development and even the University Grants Commission had taken up the matter with the MHRD. However, till date no response has been received.**

**It was resolved that the University may again pursue the matter with the MHRD. In case funds are not released, the University may again place the matter before the Finance Committee at its next meeting for further consideration.**

  
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**6. Agenda Item: To consider the proposal for revision of delegation of powers for according administrative/ financial sanctions for procurement of goods and services and execution of works.**

Delegation of powers for according administrative/ financial sanction for procurement of goods and services and execution of works need to be revised due to following reasons:

- The Vice Chancellor of the University has to carry out many academic as well as administrative functions therefore it is necessary to delegate more power to the Registrar.
- Regular Finance Officer has joined the University therefore he may be authorized to release payments including advances.
- Powers of different functionaries need to be stated more explicitly.

Therefore delegation of power may be revised as under:

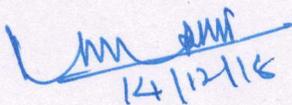
**Existing Delegation of Powers:**

Sr. No.	Authority for according Administrative/ Financial Sanction	Power to accord Administrative/ Financial Sanction (in Rs.)	Power to Sanction Advance
1	Vice-Chancellor	Above 50,000/-	Yes
2	Registrar	Upto 50,000/-	Yes
3	Finance Officer, Controller of Examinations and Librarian (for procurement of goods and services for their departments).	Upto 25,000/-	No
4	Dean/DSW/Proctor/HODs (only for procurement of consumable goods and services for their respective School/Department/Office)	Upto 25,000/-	No
5	Provost/Warden of Hostels	Upto 10,000/-	No
6	Principal Investigator (PI) of Projects	Upto 20,000/-	No

Note: Financial Powers/limits mentioned above shall be equally applicable in cases of DGS&D rate contract/Government e-Marketplace (GEM) purchases.

**Proposed Delegation of Powers:**

Sr. No.	Authority for according Administrative/ Financial Sanction	Power to accord Administrative/ Financial Sanction (in Rs.)
1	Vice-Chancellor	Above 2,50,000/-
2	Registrar	Upto 2,50,000/-

  
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3	Finance Officer, Controller of Examinations and Librarian (For procurement of goods and services for their departments only).	Upto 25,000/-
4	Dean/ DSW/ Proctor/ HOD (For procurement of consumable goods and services for their respective School/ Department/ Office only)	Upto 25,000/-
5	Provost/ Warden of Hostels (For procurement of consumable goods and services for their respective hostels only).	Upto 10,000/-
6	Principal Investigator (PI) of Projects (For procurement of goods and services for their projects only)	Upto 20,000/-

**Note:**

1. Financial Powers/limits mentioned above shall be equally applicable irrespective of mode of procurement.
2. Finance Officer may be authorized to release payments including advances after accordance of Administrative Approval and Expenditure Sanction from the Competent Authority.
3. Annual budget may be allocated for different Schools/ Departments/ Offices.
4. The Registrar, Finance Officer and Deans of Schools/ Heads of Department/ Branch Officers issuing Purchase Orders/ Work Orders may ensure:
  - a) Compliance of General Financial Rules and other rules as applicable.
  - b) Issuance of Purchase Orders/ Work Orders after ascertaining availability of budget and vetting by Finance Branch/ Internal Audit.
  - c) Timely delivery/ installation/ commissioning, stock entries and inspection, processing of bills for payments.

**Resolution:**

The committee approved the proposed delegation of powers for according Administrative/ Financial sanctions in each case of procurement of goods and services and execution of works and recommended the same for approval of the Executive Council.

**7. Agenda Item: To consider the proposal for revision of fee structure of the advocates empanelled by the University.**

The following proposal of revision of fee structure of the advocates empaneled by the University, was earlier submitted for consideration of the Finance committee in its 22<sup>nd</sup> meeting held on 29.11.2017:

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Sr. No.	Title	Fee Structure approved by EC in its 23 <sup>rd</sup> meeting	Proposed Fee Structure
1.	Fee for representing the CUH before Subordinate Courts, Mahendergarh Sub Division	Rs.10,000/- per case.	Rs.15,000/- per case.
2.	Fee for representing the CUH before District & Sessions Courts, Mahendergarh at Narnaul/District Forum/State Commission	Rs.15,000/- per case.	Rs. 20,000/- per case.
3.	Fee for representing the CUH before Punjab & Haryana High Court, Chandigarh or before any Tribunals/National Commission.	Rs.25,000/- per case.	Rs. 35,000/- per case.
4.	Fee for representing the CUH before Supreme Court of India	Rs. 35,000/- per case.	Rs. 50,000/- per case.
5.	Fee for Legal Opinion on any matter as and when requested by the University from any empaneled legal counsel or even from any other Advocate or Sr. Advocate.	Rs.10,000-20,000/- depending upon the nature of case for rendering legal opinion to the CUH as and when requested.	Rs.5,000 - 20,000/- depending upon the nature of case for rendering legal opinion to the CUH as and when requested.
6.	Fee for filing Caveat	-	(i) Before Supreme Court of India/High Court- Rs.5,000/- per caveat. (ii) Before District Courts/Subordinate Courts- Rs.2,000/- per caveat.
7.	Fee for advice for framing/reply of legal notice.	-	Rs.1,000 - 5,000/- depending upon the nature of case
8.	Fee for receiving Petitions/Notices/Orders etc. by designated Advocate	-	(i) For Supreme Court/Punjab & Haryana High Court- Rs.5,000/- per month. (ii) For District Courts/Subordinate Courts- Rs. 3,000/- per month.
9.	Similar/Identical Cases	-	Where two or more case involve substantially identical questions of law or facts and where the main difference is in the names, addresses of the parties concerned, amount of money involved, etc., and or where common or identical

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		<p>judgments are delivered, irrespective of the fact that all the cases are heard together or not, the Counsel/Advocate shall be paid the full amount in the main case and Rs.10,000/- per case for each of the connected case(s). SLP/petitions arising out of one common judgment or order will be considered as one case, if they are heard together.</p>
<p>Note: The University may reserve the right to engage any advocate outside the approved panel in case(s) whenever it deems fit. The Vice Chancellor may have the power to approve fee at a higher rate, wherever necessary.</p>		

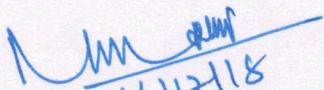
The Finance Committee in its 22<sup>nd</sup> Meeting held on 29.11.2017, approved adoption of fee structure prescribed by the Ministry of Law and Justice, Government of India for hiring of Counsels/Advocates notified vide OM No. 26(1)/2014/judl., dated October 1, 2015.

Majority of the legal cases of the University are in High Court of Punjab and Haryana. As per aforesaid fee structure prescribed by the Ministry of Law and Justice the fee for advocate of High Court of Punjab and Haryana is Rs. 2250/- per effective hearing and Rs. 450/- for non-effective hearing. Many empaneled advocates have expressed their inability to work at this fee structure. Due to this the University is facing severe difficulty in assigning the cases to competent empanelled advocates. Further, per hearing basis fee structure encourages the advocates to increase no of hearings thus prolonging disposal of the cases.

In view of this the proposed fee structure as tabulated above is resubmitted for consideration of the Finance Committee.

**Resolution:**

**The committee resolved that a Committee be constituted by the Vice Chancellor to study the rules prevailing in other Central Universities and UGC/MHRD and accordingly a revised proposal be put up for consideration of the Committee at its next meeting.**

  
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**8. Agenda Item: To consider the proposal for revision of consolidated salaries of the contractual employees:**

Consequent upon revision of pay of the regular employees under 7<sup>th</sup> CPC, the consolidated salary of contractual employees may also be revised in respect of following posts:

S. No.	Post	Pay Level as per 7 <sup>th</sup> CPC	Existing Consolidated Salary per month (In Rs.)	Proposed Consolidated Salary per month (In Rs.)
1	Professor	14	80,000/-	1,00,000/-
2	Associate Professor	13A	60,000/-	75,000/-
3	Consultant (Internal Audit) appointed against post of Internal Audit Officer	12	40,000/-	50,000/-
4	Medical Officer	10	50,000/-	60,000/-
5	Security Officer	7	37,500/-	48,000/-
6	Private Secretary	7	35,500/-	48,000/-
7	Hindi Translator	6	29,500/-	37,900/-
8	Junior Engineer (Civil)	6	29,500/-	37,900/-
9	Junior Engineer (Electrical)	6	29,500/-	37,900/-
10	Library Attendant	1	15,500/-	19,260/-

**Resolution:**

The committee accepted the proposal and recommended to the Executive Council for approval.

**9. Agenda Item: To consider proposal for adoption of rates prescribed by the Finance Department, Government of Haryana for Mileage Allowance for journeys by Road:**

Para (D) of Annexure to O.M. No. 19030/1/2017/E-IV dated 13 Jul 2017 issued by Government of India, Ministry of Finance, Department of Expenditure, provides for payment of Mileage Allowance for journeys by Road as below:

**Para D(i): At places where specific rates have been prescribed:**

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC Bus OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR At prescribed rates for Auto Rickshaw for journeys by Auto Rickshaw, own Car, Scooter, Motor Cycle, Moped, etc.
6 to 13	Same as above with the exception that journeys by AC Taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC Bus OR At prescribed rates for Auto Rickshaw for journeys by Auto Rickshaw, own

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	Car, Scooter, Motor Cycle, Moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for Auto Rickshaw for journeys by Auto Rickshaw, Own Scooter, Motor Cycle, Moped, etc.

**Para D(ii): At place where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or the neighboring States:**

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw, own scooter, etc.	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per Km will further rise by 25 percent whenever DA increases by 50 percent.

Para (2) of the University Grants Commission O.M. bearing F. No. 21-1/2015(FD-I/B) dated 08.01.2018, provides for payment of Mileage Allowance for journeys by Road as below:

**Para 2(iii):** The outstation members/experts for intercity travel from the place of residence/Office to the place of meeting and back or in between the places of residence and meeting place & back (located not more than 350 Kms each side) may travel either by their own vehicle or by taxi. Documentary evidence of journey performed by own vehicle will have to be submitted. In case of hired taxi receipt is to be produced, road mileage @ Rs. 20/- per Km or amount actually paid whichever is less will be allowed for such journeys on point to point basis. In case of journey undertaken in NER, road mileage would be enhanced by 20% subject to actual expenditure. No night halting or driver allowance will be allowed. If the particular route has toll plazas, the taxi/car claim will be admitted only if it is supported with the receipts of toll taxes or inter-state entry tax. The toll taxes/entry tax etc., will additionally be reimbursed in such cases. If the distance is more than 350 Kms (each side), either the road mileage will be restricted to 350 Kms or to the fare of train as per entitlement or AC Bus as available on that particular route (as per the option of the expert).

**Para 2(iv)** The local taxi fare at State Transport Authority (STA) rates applicable in the State from residence/office to Airport/Railway Station/Bus Stand and from place of meeting to Airport/Railway Station/Bus Stand is payable. Where there are no rates notified by State Transport Authority, the Taxi or Own Car fare @ Rs. 20/- per Km shall be reimbursable. The reimbursement of pre-paid or post-paid taxi fare (including toll taxes) on point to point basis will be allowed on actual basis on production of receipt. Taxi fare for full day will not be reimbursed.

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As the Central University of Haryana is located in the state of Haryana, therefore in accordance with aforesaid memoranda, we may adopt Road Mileage Allowance rates of Rs. 16/- per kilometre for road journey by own car/ taxi and Rs. 9/- per kilometre for road journey by Auto rickshaw/ Scooter etc. as prescribed vide letter No. 5/27/98-1FR(FD) dated 20.06.2018 issued by the Government of Haryana (Finance Department).

**Resolution:**

**The proposal being in compliance with provisions of O.M. No. 19030/1/2017/E-IV dated 13<sup>th</sup> July 2017 issued by Government of India, Ministry of Finance, Department of Expenditure, was accepted and recommended to the Executive Council for approval.**

**10. Any other item with the permission of the chair:**

The Committee emphasized that the following must be reported in every Meeting of the Finance Committee:

- a) Status of Audit Paragraphs and efforts made by the University for Settlement of the Audit Paragraphs.
- b) Physical and Financial Progress report of ongoing Infrastructure Development works of the University.

  
(Shri Manoranjan Tripathy)  
Finance Officer  
Secretary (ex-officio)

  
Prof. R. C. Kuhad  
Vice Chancellor  
Chairman