

**Minutes of the 41st Meeting of the Finance Committee of Assam  
University held on November 27, 2015 at 10.30 a.m. at Silchar**

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The following were present:


1. Prof. Debashish Bhattacharjee, Vice-Chancellor (Acting), Assam University. : Chairman
2. Prof. Amalesh Bhowal, Pro Vice-Chancellor (i/c) Assam University Diphu Campus. : Member
3. Shri Joydeep Sil, Registrar, IISER, Kolkata (EC Nominee) : Member
4. Shri Gour Krishna Pattanayak, Finance Officer Jadavpur University, Kolkata (EC Nominee). : Member
5. Prof. N. B. Biswas, Professor, Dept. of Education, Assam University, Silchar (EC Nominee). : Member
6. Prof. D.K. Pandiya, Professor, Dept. of Commerce, Assam University, Silchar. : Special Invitee
7. Prof. Samira Behera, Representative of SC/ST : Special Invitee
8. Dr. Sanjib Bhattacharjee, Registrar, Assam University. : Permanent Invitee
9. CMA (Dr.) B. B. Mishra, Finance Officer, Assam University. : Ex-officio Secretary

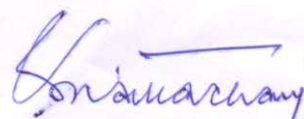
Joint Secretary & Financial Advisor, MHRD (Visitor's Nominee); Joint Secretary, (CU&L), MHRD (Visitor's Nominee); and Joint Secretary (CU), UGC, New Delhi (Visitor's Nominee) could not attend the meeting and were granted leave of absence.

The comments of the Administrative Bureau of MHRD issued by the Under Secretary to Govt. of India, MHRD, Dept. of Higher Education, GoI vide letter F.No.9-6/2015-Desk-U, dated 19<sup>th</sup> November 2015 and the comments provided by the Deputy Secretary (Finance), Dept. of Higher Education, MHRD, GoI with the approval of JS & FA, MHRD by e-mail dated 26<sup>th</sup> November, 2015 were placed by the Secretary, Finance Committee, Assam University before the Finance Committee and the members were noted the comments.

**Item No. FC: 41/01: Welcome and Opening Remarks by the Vice  
Chancellor, Assam University.**

Prof. Debashish Bhattacharjee, Vice-Chancellor (Acting) of the Assam University and Chairman, Finance Committee welcomed Shri Joydeep Sil, Registrar, IISER, Kolkata and Shri G. K. Pattanayak, Finance Officer, Jadavpur University, Kolkata, the

  
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Executive Council Nominees for attending the meeting and other members of the Finance Committee.


The Chairman in his opening remarks seeking guidance from all the members for all round development and growth of the University. He requested the Secretary, Finance Committee to initiate the proceeding as per the agenda items.

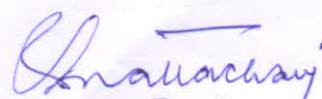
**Item No. FC: 41/02: Confirmation of the Minutes of the 40th meeting of the Finance Committee of the University held on June 23, 2015.**

The copy of the Minutes of the 40<sup>th</sup> meeting of the Finance Committee of the University held on June 23, 2015 placed at Annexure-A was circulated to all the members vide letter no. AUF/686/FC-40/2015-16/4107-16, dated July 01, 2015. In response to the Minutes circulated, Deputy Secretary to the Government of India, Ministry of HRD, Deptt. of Higher Education, CU Division, New Delhi who was attend the meeting on behalf of Joint Secretary, MHRD in his letter F. No. 9-6/2015-Desk(U) dated 15/07/2015 placed at Annexure-B said that "in so far as Item No. FC: 40/05 relating to the correction of CPF to GPF-cum-Pension scheme is concerned, it was decided both the meeting the External Committee as well as in the Finance Committee that the matter may be referred to MHRD for a decision in consultation with UGC and DoPT. No decision to recommend individual cases was taken. In the light of the above, it was requested to kindly amend the minutes accordingly".

The Minutes may kindly be confirmed with the amendment to the Minutes against Item No. FC: 40/05 relating to correction of CPF to GPF-cum-Pension Scheme as communicated by the MHRD.

**Resolution:** The members of the Finance Committee perused the observations of the Deputy Secretary to the Government of India, Ministry of HRD, Deptt. of Higher Education, CU Division, New Delhi communicated vide letter F. No. 9-6/2015-Desk(U) dated 15/07/2015. Moreover, the Under Secretary to the Govt. of India, Ministry of HRD, Deptt. of Higher Education, New Delhi in his letter F.No.9-6/2015-Desk-U, dated 19th November 2015 communicated the comments of the Administrative Bureau of MHRD against Agenda Item No. 41/02 relating to the correction of CPF to GPF-cum-Pension Scheme of the faculty members and others that "University has been established by the Act passed by the Parliament in 1989 and instructions of Govt. on issue of GPF was

  
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issued in 1987. It is not clear, how the University officers/officials and individuals have continued in CPF till now and raising the issue, now. University may take action as per GoI instructions on the issue which are quite clear and there is no need to refer the issue to MHRD as UGC has already provided the clarification on the issue".

Considering the above views of the MHRD, it was resolved that the matter may be referred to the Assistant Solicitor General (ASG) of India, Gauhati High Court, Guwahati for a legal opinion on the correction of CPF to GPF-cum-Pension Scheme of some faculty members and others. As the matter being a policy decision, the members opined that the Ministry's views, the legal opinion of ASG and the detailed issue as it was submitted to the 40<sup>th</sup> meeting of the Finance Committee may be placed to the next Finance Committee with having a regular Vice-Chancellor for necessary approval.


Further, considering the comments of the Administrative Bureau of MHRD, the Committee perused and confirmed the Minutes of the 40<sup>th</sup> meeting of the Finance Committee of the University held on June 23, 2015.

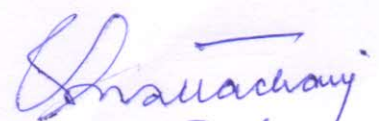
**Item No. FC: 41/03: Action Taken Report of the 40<sup>th</sup> Meeting of the Finance Committee of the University.**

Action Taken Report of the 40<sup>th</sup> meeting of the Finance Committee of the University held on June 23, 2015 are placed at Annexure –C for information and necessary review.

**Resolution:** The Action Taken Report on the Minutes of the 40<sup>th</sup> Meeting of the Finance Committee of the University held on June 23, 2015 were perused and noted by the Members of the FC with following observations:

01. The members expressed their concerned for non-submission of CSRF-1 for issuance of PRAN for depositing the NPS contribution by some faculty members and staffs. Considering the gravity of the matter, the members constituted a Committee comprising of (i) Prof N B Biswas, Chairman; (ii) Prof Samira Behera, Member; (iii) Registrar, Member; and (iv) Finance Officer, Member Secretary to address the issues and

  
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recommend to the Vice Chancellor for taking necessary further action on the matter.

2. Considering the observation made by Prof D K Pandiya, the members requested Registrar to issue an administrative notification regarding the constitution of the Enquiry Committee approved by the Executive Council to look into the terms & references, evaluate and to prepare case-wise report as required by the MHRD regarding the missing bills against advances issued to the faculty members.


**Item No. FC: 41/04: Recommendation for approval of compliances of the Separate Audit Report of the Comptroller and Auditor General of India on the Accounts of the University for the financial year 2014-15.**

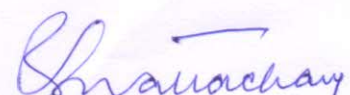
The Comptroller and Auditor General of India has conducted the audit of the Accounts of the University for the financial year 2014-15 under Section 19(2) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 read with Section 31(1) of Assam University Act, 1989. The University has submitted the compliances to the Draft Separate Audit Report on the Accounts of the University for the financial year 2014-15 to the Director General of Audit, Central, Kolkata. The C&AG have submitted the Separate Audit Report on the Accounts of the Assam University for the financial year 2014-15 which are placed at Annexure - D and Management Letter at Annexure - E.

The compliances of the SAR and Management Letter of the C&AG on the Accounts of the Assam University for the year 2014-15 are placed at Annexure - F for approval.

**Resolution:** The compliances of the Separate Audit Report of the Comptroller and Auditor General of India on the Accounts of the Assam University for the financial years 2014-15 were recommended with the following observations by the Finance Committee to the Executive Council of the University for approval and submission to the Director General of Audit, Central, Kolkata.

Para 1.1.1: The compliance provided by the University was approved with an additional compliance to be provided that "for better harmony of accounts, the

  
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presentation made in the Schedule-3 should be continued in the next financial year 2015-16".

Para 1.2.1: The members opined that Registrar should explore the issue with CPWD to get Completion Certificate, SoE & UC from CPWD and get the final bills of the books & journals from the Librarian for which advances were issued to different Publishers/ Agencies at the earliest to nullify the Advances with Other Parties.


Para 3.3: The compliance provided by the University was approved with an additional compliance to be provided that "if the observation of Audit will be followed in the accounts, there will be double booking of expenses in the Utilisation Certificate to be submitted to the UGC, the funding agency. Moreover, it was opined to issue a letter to UGC in this regard, for necessary clarification as UGC will provide the grants-in-aid accordingly".


Para Annexure 1.1: The members opined that as early as possible, advertisement for the post of Internal Audit Officer should be issued and post should be filled-up at the earliest for smooth functioning of the Internal Audit Wing of the University and better control of internal audit mechanism.

**Item No. FC: 41/05: Approval of Revised Budget Estimates of Non-Plan Grants of the University for the Financial Year 2015-16 and Budget Estimates for the Financial Year 2016-17.**

Estimates of expenditure under various heads have been worked out at the barest minimum under the Revised Budget Estimates of Non- Plan Grants for the Financial Year 2015-16 is placed at Annexure - G for kind perusal of the members. The BE of Rs. 6689.00 lac for the FY 2015-16 has since been approved by the Finance Committee in its 39<sup>th</sup> meeting held on 29<sup>th</sup> November 2014 which was also endorsed by the UGC in the meeting held on 10<sup>th</sup> September 2015 at New Delhi with Registrar and Finance Officer.

Consequent upon the merger of XI Plan Posts (Teaching & Non-Teaching) into Non Plan, sanctioned by the UGC vide letter no. F.30-15/2007(CU), dated 12<sup>th</sup> October 2015 (copy at Annexure – H), there will be a need of booking the salary for such posts into Non Plan head which was communicated by the University to the UGC vide letter no.AUR/10-1/2015/3940, dated 09.11.2015 (copy at Annexure – I) amounting to Rs.

  
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1071.40 lac (Teaching Rs. 802.19 lac & Non-teaching Rs 269.21 lac) which were included in the Revised Budget for the Financial Year 2015-16. There are no other changes in RE for the financial year 2015-16. Therefore, RE for Rs. 7770.40 lac for the year 2015-16 may kindly be approved.

The Budget Estimates of Rs. 8961.00 lac for the Financial Year 2016-17 under Non-Plan Grants of the University is placed in the Annexure for consideration of approval.

**Resolution:** The members of the Finance Committee perused and recommended the Revised Budget Estimates of Rs. 7770.40 lac for the financial year 2015-16 and Budget Estimates of Rs. 8961.00 lac for the financial year 2016-17 under Non-Plan Grants of the University to the Executive Council of the University for approval.


**Item No. FC: 41/06: Status of Utilization of Plan and Non-Plan Grants of the University as on 31.03.2015.**

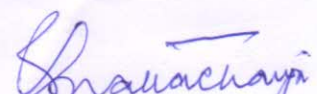
Utilization of Plan and Non-Plan Grants as on 31.10.2015 under different heads is placed at Annexure – J and Annexure – K respectively for kind perusal of the members.

**Resolution:** The status of fund utilization under XII Plan and Non-Plan for the year 2015-16 were reviewed and perused by the members.

**Item No. FC: 41/07: Approval of Signatories for signing of cheques of Diphu Campus, Assam University.**

At present Drawing and Disbursing Officer of Diphu Campus is the only signatory in the cheques issued by the Assam University, Diphu Campus. There is a need as per the prevailing practice at Assam University that the cheques issued by the University should be signed by two Officers. Considering the present staff position and as recommended by the Pro Vice-Chancellor, Diphu Campus, necessary approval may kindly be accorded for signing of the cheques of Assam University, Diphu Campus jointly by the Drawing and Disbursing Officer (mandatory signatory) and one of the Assistant Registrar as authorized by the Vice-Chancellor.

  
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**Resolution:** The Finance Committee recommended the proposal for signing of all the cheques of Assam University, Diphu Campus, Diphu by two officers jointly viz. Drawing & Disbursing Officer, AUDC (mandatory signatory) and one of the Assistant Registrar, AUDC as authorized by the Vice-Chancellor to the Executive Council of the University for approval.

**Item No. FC: 41/08: Approval of the Minutes of 81st meeting of the Building Committee of Assam University held on 3rd October 2015 along with the Abstract Cost of Building Projects.**


The Minutes of 81<sup>st</sup> meeting of the Building Committee of Assam University held on 3<sup>rd</sup> October, 2015 along with the Abstract Cost of Building Projects in the prescribed format is placed at placed at Annexure – L for consideration of approval.

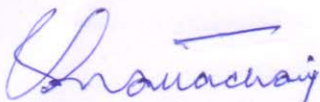
**Resolution:** The Finance Committee recommended the Minutes of 81<sup>st</sup> meeting of the Building Committee of Assam University held on 3rd October, 2015 along with the Abstract Cost of Building Projects to the Executive Council of the University for approval.

**Item No. FC: 41/09: Appraisal on the progress of the Building Projects of the Assam University.**

UGC in the letter F. No. 1-1/2012 (CU), dated 25<sup>th</sup> August 2015 intimated that a separate agenda item on progress of plan expenditure and building projects in the prescribed format of the UGC should be placed in the meeting of Finance Committee for necessary review of the overall progress of the developmental activities in the campus. The statement of building projects in the prescribed format of UGC is placed at Annexure – M for necessary review.

**Resolution:** The Finance Committee reviewed and perused the overall progress of Plan expenditure and building projects along with the developmental activities of the University.

  
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**Item No. FC: 41/10: Approval for constitution of Investment Committee of Assam University.**

Some of the un-utilized funds of Grant-in-aid and others are invested in Short Term Fixed Deposits in Nationalized Banks in order to get higher return than that of the interest on the amount kept in the Savings Bank Account. The University is at present not having an Investment Committee for recommendation of Investment in such Fixed Deposits considering the liquidity, profitability etc. To streamline such investments of the University, an Investment Committee of the University may kindly be constituted to recommend the amount of investment to be kept considering the fund position and name of the Nationalized Bank(s) considering the higher rate of interest.

**Resolution:** The Committee deferred the proposal to the next Finance Committee meeting.


**Item No. FC: 41/11: Decision regarding non-recoverable Education Loan amounting to Rs. 2,69,648/-.**

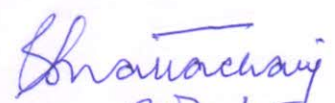
Comptroller & Auditor General of India in their Separate Audit Report (SAR) on the Accounts of Assam University for the year ended 31<sup>st</sup> March, 2015 vide Audit Para No. 2.1.1 under "Other Expenses" proposed that Education Loan of Rs. 2,69,648/- shown in the accounts as Recoverable under 'Loans, Advances & Deposits' for which prospect of recovery is remote, the matter may be reviewed and necessary provision for Bad & Doubtful Debts should have been made. The list of students to whom the Education Loan have been paid during the year 2011-12 without receiving Fund is at Annexure – N. Necessary suitable decision may kindly be taken on the issue by the Finance Committee.

**Resolution:** The Committee resolved that the matter may be investigated in detailed before taking any decision on the issue and deferred the proposal to the next Finance Committee meeting.

**Item No. FC: 41/12: Approval of the Minutes of 82nd meeting of the Building Committee of Assam University to be held on 12th November, 2015.**

The Minutes of 82<sup>nd</sup> meeting of the Building Committee of Assam University held on 12<sup>th</sup> November, 2015 is placed at Annexure – P for consideration of approval.

  
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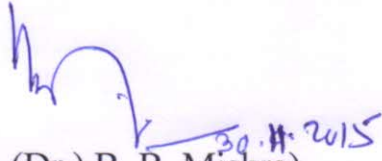
  
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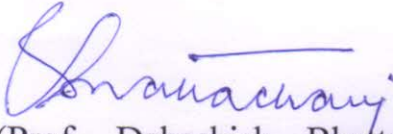


**Resolution:** The Finance Committee recommended the Minutes of 82<sup>nd</sup> meeting of the Building Committee of Assam University held on 12th November, 2015 to the Executive Council of the University for approval.

**Item No. FC: 41/13: Any other items, with permission of Chair.**

There being no other item to discuss, the meeting ended with vote of thanks to the Chair.

  
(CMA (Dr.) B. B. Mishra)  
**Ex-officio-Secretary**  
Finance Committee  
Assam University, Silchar

  
(Prof. Debashish Bhattacharjee)  
**Chairman**  
Finance Committee  
Assam University, Silchar