


**Minutes of the 52nd Meeting of the Finance Committee of
Assam University held on 26th November 2018 at 3.00 PM
at AIU, New Delhi**

The following were present:

1. Prof. Dilip Chandra Nath - Chairman
Vice-Chancellor, Assam University
2. Prof. Sivasish Biswas - Member
Pro Vice-Chancellor, Assam University, Diphu Campus
3. Mr. S.K. Ghildiyal, Director (CU-I/II), MHRD - Member
[Nominee of JS (CU), MHRD, GoI (Visitor's Nominee)]
4. Mr. Fazal Mahmood, Dy. Secretary to GoI (IFD), MHRD - Member
[Nominee of JS and FA, MHRD, GoI (Visitor's Nominee)]
5. Mr. V. Talreja, Section Officer (CU), UGC - Member
[Representative of JS (CU), UGC (Visitor's Nominee)]
6. Dr. Bijoy Kr. Mohapatra, Former Registrar, - Member
Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeeth
(EC Nominee)
7. Dr. Sanjib Bhattacharjee - Permanent Invitee
Registrar, Assam University
8. CMA Dr. B. B. Mishra - Ex-officio Secretary
Finance Officer, Assam University

Mr. Bishnu Chakraborty, Finance Officer, K.K. Handique State Open University, Guwahati (EC Nominee) and Prof. Sanjib Das, Professor, Dept. of Pharmaceutical Science, Assam University, Silchar (EC Nominee) could not attend the meeting due to their other engagements and were granted leave of absence.

The comments of JS (CU), MHRD, Dept. of Higher Education, GoI on the agenda items received from Under Secretary (CU-I), MHRD vide his e-mail dated 13th November 2018; the comments received from the Under Secretary to the Govt. of India, IFD, Dept. of Higher Education, MHRD with the approval of JS & FA, MHRD, GoI vide letter No. 9-9/2017-IFD, dated 20th November 2018; and the comments of the Joint Secretary (CU), UGC received from the Education Officer, UGC vide letter No. F. 56-8/2013 (CU), dated 22nd November 2018 were placed by


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the Finance Officer and Secretary, Finance Committee, Assam University before the Finance Committee and the members noted the comments & put on record.

The Vice-Chancellor assured that the observations of the Ministry and UGC will be strictly followed by the University in true letter and spirit.

Item No. FC: 52/01: Welcome and Opening Remarks by the Vice-Chancellor, Assam University.

Prof. Dilip Chandra Nath, Vice-Chancellor, Assam University and Chairman, Finance Committee welcomed all the members for attending the meeting. The Chairman in his opening remarks sought guidance from all the members for all round development and growth of the University. The Chairman requested the Secretary, Finance Committee to initiate the proceedings as per the agenda items.

Item No. FC: 52/02: Confirmation of the Minutes of the 51st meeting of the Finance Committee of the University held on September 13, 2018.


The copy of the Minutes of the 51st meeting of the Finance Committee of the University held on September 13, 2018 placed in the meeting was circulated to all the members vide letter No. AUF/686/FC-51/2018-19/2013, dated 26th September 2018.

University has not received any comments from any of the members. The Minutes may kindly be confirmed.

Resolution: 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 of the 51st meeting of the Finance Committee of the University held on September 13, 2018 were confirmed.

Item No. FC: 52/03: Action Taken Report of the 51st Meeting of the Finance Committee of the University.

Action Taken Report on the 51st meeting of the Finance Committee of the University held on September 13, 2018 placed in the meeting for information and necessary review.


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Resolution: Action Taken Report on the 51st meeting of the Finance Committee of the University held on September 13, 2018 were perused and noted by the members of the Finance Committee.

Item No. FC: 52/04: Recommendation for approval of compliances of the Separate Audit Report of the Comptroller and Auditor General of India on the Accounts of the Assam University for the financial year 2017-18.

The Comptroller and Auditor General of India has conducted the audit of the Accounts of the Assam University for the financial year 2017-18 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 Director (Inspection), Indian Audit and Accounts Department, Office of the Director General of Audit, Central, Kolkata has furnished the Draft Separate Audit Report on the Accounts of the University for the financial year 2017-18 to the University vide letter no. AUF/715/2017-18/2170, dated 08th October 2018. The University has submitted the compliances to the Draft Separate Audit Report issued by C&AG on 10th October, 2018.

The C&AG have submitted the Separate Audit Report (SAR) on the Audited Accounts of the Assam University for the financial year 2017-18 and Management Letter which were placed in the meeting for consideration and adoption.

The compliances of the SAR and Management Letter of the C&AG on the Accounts of the Assam University for the year 2017-18 were placed in the meeting for approval.

Resolution: The members discussed the Separate Audit Report (SAR) of the C&AG in detailed and recommended to the Executive Council for adoption of the Audited Accounts of the University & Audit Report of C&AG for the year ended 31st March 2018.

Further, the Finance Committee recommended the compliances of the SAR and Management Letter of the C&AG on the Accounts of the Assam University for the year 2017-18 to the Executive Council for approval.


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Further, the Committee during discussion of the Separate Audit Report of C&AG for the year 2017-18 opined that a joint meeting of the Principals of the Colleges should be conveyed to settle the outstanding advances with the Colleges.

Item No. FC: 52/05: Payment of honorarium to the officials engaged for conducting B.Ed. Entrance Test.

With the approval of the Competent Authority, the Director, College Development Council, Assam University submitted the following agenda for consideration.

The University is conducting the Common Entrance Test for admission into the B.Ed. courses since 2017. The University also collecting Rs. 500/- per candidate through sale of Prospectus.

The Director, College Development Council, Assam University submitted the proposal to the 49th Finance Committee meeting held on 31st May 2018 for payment of honorarium to the following officials with the amount mentioned below:

Part-A: (For B.Ed Entrance Examination Committee)

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|--|------------------|
| 1. Convenor/Director, College Dev. Council, AUS | : Rs. 15,000/- |
| 2. Coordinators (Two Nos.), nominated by the Vice-Chancellor | : Rs.5000/- each |
| 3. Ministerial staff (Two Nos.) | :Rs.4000/- each |
| 4. Group - D staff (Three Nos.) | :Rs. 3000/- each |
| 5. Unskilled worker (Six Nos.) | :Rs. 1000/- each |

Part-B: (Paper Setting & Evaluation)

- | | |
|-------------------|--|
| 1. Paper Setter | : Rs. 1000/- per paper |
| 2. Paper Examiner | :Rs. 15/- per script subject to a minimum of Rs. 100/- per assignment. |
| 3. Scrutinizer | :Rs. 5/- per script scrutinized. |
| 4. Head Examiner | :Rs. 1000/- per paper plus remuneration at examiner's rate for 5% of total script scrutinized. |

Part-C: (Conduct of Examination at different Exam Venues)

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|--|------------------------|
| 1. Principal of Examination Venue (Centre-in-charge) | :Rs. 2500/- |
| 2. Invigilators @ one invigilator per 25 candidates | : Rs. 500/- per shift. |
| 3. Grade-III staff @4 nos. for each Exam Venue | :Rs. 400/- per shift. |
| 4. Grade-IV staff @1 no. per 50 candidates | : Rs. 350/- |
| 5. Supervising Officer (one per Exam Venue) | :Rs. 2500/- |


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6. Principals of B.Ed. Colleges for visit to the Exam Venue on the day of Exam:Rs. 2000/-
7. One senior teacher from each B.Ed. College for visit to the Exam Venue on the day of Exam :Rs. 1500/-
8. Refreshment expenses for venue on the day of Exam: Rs. 30/- per person involved on the day of examination.
9. Other expenses (as per actual expenses incurred).

After detailed discussion on the agenda, the Finance Committee resolved that "a Committee may be constituted and review the fee, honorarium and remuneration for B.Ed. Entrance Examination and determine the equivalence structure already exists at Assam University examination system".

The University has constituted a Committee and the Committee in their meeting held on 06.11.2018 submitted the report which was placed in the meeting for consideration and approval.

Resolution: The members of the Committee expressed their reservations in the way the Committee constituted to review the fee structure, honorarium and remuneration for B.Ed Entrance Examination could recommend the higher amount of fee structure, honorarium and remuneration than that of the proposal submitted to the previous Finance Committee meeting.

After detailed deliberations, the Committee resolved that a comparative statement of such Fee Structure, Honorarium and Remuneration adopted by any other Central University with documentary evidence and Registrar's Report in this regard should be placed before the Finance Committee for taking a suitable decision.

Item No. FC: 52/06:Payment of honorarium to the members of the Inspection Committee in connection with visits to Affiliated Colleges by the University officials.

With approval of the Competent Authority, the Director, College Development Council, Assam University submitted the following agenda for consideration.

UGC in Clause 4.6 of UGC Affiliation of Colleges by Universities Regulations, 2009 vis-à-vis the Statute 33(4) of Assam University Act, 1989 is having a provision for


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inspection of affiliated colleges by a Committee constituted by the Vice-Chancellor for matters related to grant of various permission like opening of new subjects/introduction of Honours Courses/grant of temporary or permanent affiliation to the colleges.

A resolution vide No. 7 (c) was adopted in the 10th meeting of the College Development Council held on 24.08.2012 wherein, it was proposed that the members of the Inspection Team be paid honorarium @ Rs. 1000/- (Rupees one thousand only) per head per inspection in addition to payment of TA/DA to the officials of Assam University. The proposal was approved by the Hon'ble Vice-Chancellor. It is pertinent to mention here that as per provisions of UGC referred to above, the Inspection Committee may comprise of the following members:

- (i) One Expert for each of the subject areas proposed.
- (ii) Dean, College Development Council/an equivalent academician of the University,
- (iii) A representative of the higher education department of the Government not below the rank of Deputy Director, and
- (iv) An Engineer from the PWD/CPWD or the University not below the rank of Executive Engineer.

In the light of above, a proposal for payment of honorarium to the members of Inspection Committee @ Rs. 1,000/- (Rupees one thousand only) per head per inspection in addition to the TA/DA to the University officials was submitted to the 48th and 49th meeting Finance Committee held on 5th March 2018 and 31st May 2018 respectively for consideration of approval subject to the condition that the total expenditure on this account should not be more than the total collection made from the colleges.

The Finance Committee in the said meeting vide Resolution No. FC:49/11 resolved the following:

"The Finance Committee reiterated the resolutions taken on the 48th meeting of the Finance Committee held on 5th March 2018 vide Resolution No. 48/07, which was duly approved by the Executive Council of the University in its 117th meeting held on 8th March 2018.

The Committee suggested to prepare and submit a comparative statement based on the rate/norms being followed by similarly placed Central Universities viz. HNB University, Srinagar, Garhwal, H.S. Gour Vishwavidyalaya, Sagar etc. to the Finance Committee for consideration".

The Director, College Development Council, Assam University submitted the proposal with the approval of the competent authority with the letters received from the


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different Universities which were placed in the meeting for consideration and approval.

Resolution: The Committee after threadbare discussion resolved that the outside experts (if nominated) and the faculty of the University nominated to the Inspection Committee may be paid honorarium of Rs. 1,000/- per inspection along with TA/DA as per the entitlements and provisions of rules of Govt. of India. Other University officials nominated to the Inspection Committee should be paid the TA/DA as per the entitlements and as per the provisions of rules of Govt. of India.

Item No. FC: 52/07: Approval for purchase of one new Car for the official use of the Registrar in lieu of the existing Car to be auctioned.

An Indigo CS LS AC Car TATA Motors was purchased from M/s. Johnson Automobiles, Silchar with cost of Rs. 5,48,235/- during the month of June 2011 and being used for the official use of the Registrar. The car runs for 1,08,672 KM till 6th November 2018 and giving average standard mileage of 6 KM/litre. From the year 2011-12 to 2017-18, the total expenditure towards maintenance cost of the Car being Rs. 2,39,454/-. The Car is not in proper running condition and requires huge repair cost. An estimate was collected from M/s. Johnson Automobiles, Silchar for repairing of the Car with a cost of Rs. 2,21,250/-.

It is proposed to purchase a new Car of Maruti DZIRE VXI model in lieu of auction of the above Car at DGS&D rate or purchasing from M/s. Maruti Suzuki India Ltd at company price which marked price being Rs. 6,48,388/-. Details of existing Car and proposed new Car was placed in the meeting with a request for consideration and approval for purchase of one new Car for the official use of the Registrar in lieu of the existing Car to be auctioned.

Resolution: Purchase of a new car, in replacement of existing condemned staff car recommended in principle. However, this purchase will be strictly regulated as per the extant instructions issued by the Department of Expenditure, Ministry of Finance, issued vide O. M. No. 03(1)/ E-IIA/2009 dated 06.08.2014 and through GeM. Before process of new purchase of car, certificate of condemnation must have to be obtained from the competent authority.


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Item No. FC: 52/08: Review of details of the pending C&AG Transaction Audit Paras and the Action Taken to settle/liquidate the pending Paras.

As advised by the IFD, MHRD & UGC, the details of the pending Transaction Audit Paras are given below for kind information of the members.

Financial Year	No. of O/S Paras till 51 st FC meeting	No. of Settled/dropped Paras	No. of O/S Paras as on 08.11.2018	Remarks
2012-13	01	0	01	Updated replies along with necessary documents have already been submitted to C&AG office against maximum pending Audit Paras.
2013-14	02	0	02	
2014-15	01	0	01	
2015-16	24	05	19	
2016-17	08	04	04	
2017-18	0	0	20	The IR for the year 2017-18 of the University has received on dtd. 29.10.2018. The compliances/replies have not yet submitted to the C&AG.

The details of the Transaction Audit Paras up to the financial year 2016-17 with up-to-date Action Taken (with small description of the Audit Paras) to settle/liquidate the pending paras were placed in the meeting for review by the members of Finance Committee.

The details of the Transaction Audit Paras for the year 2017-18 received from C&AG vide Memo No. OAD/BO-Ghy/5-13/ AB/ VC-45/ 2018-19/321, dtd. 01.10.2018 were placed in the meeting for the information of the members of the Committee.

The compliances/replies to the Inspection Report for the year 2017-18 will be submitted to the C&AG shortly and will be placed in the next Finance Committee meeting.

Resolution: The members discussed the C&AG Inspection Audit Paras up to the year 2016-17 and the compliances of the University in detail and resolved/suggested the following:

- (i) The University should comply with the suggestions/instructions of the Audit and efforts should be made to settle/drop the Audit Paras on priority basis.


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(ii) University should take necessary action as per rules and in case of proven act of gross irregularities, University should fix both administrative and financial responsibilities against the officials concerned and necessary disciplinary actions should be initiated by the University & affect recoveries forthwith, wherever necessary and the compliances should be submitted to C&AG under intimation to UGC/MHRD.

(iii) Disciplinary action also to be initiated against officers responsible for the serious lapses in furnishing remedial/corrective ATNs on Audit Paras. A system of fixing responsibility for serious lapses be put in place by the University.

(iv) The constituted Standing Audit Committee (SAC) should review all pending Audit Paras and settle the Audit Paras urgently in a time bound manner.

Further, the Committee after discussion of Inspection Report of C&AG for the year 2017-18 opined that remedial/corrective measures should be taken by the University at the earliest and ATNs on Audit Paras & compliances should be submitted to the C&AG with a copy to MHRD and UGC. The ATNs should be placed before the next Finance Committee meeting.

Item No. FC: 52/09: Utilization of Funds - An overview of the financial position of the University and unspent balance as on 30th September, 2018.

The Utilization of Funds head-wise showing an overview of the financial position of the University as on 30th September, 2018 and unspent balances as on 1st October, 2018 were placed in the meeting for perusal of the Committee.

Resolution: The Finance Committee perused & noted the Utilization of Funds head-wise showing an overview of the financial position of the University as on 30th September, 2018 and unspent balances as on 1st October, 2018 subject to compliance of the GoI norms and UGC instructions thereof.


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Item No. FC: 52/10: Review of progress of the ongoing construction activities of the University.

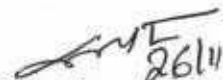
UGC in the letter F. No. 1-1/2012 (CU), dated 25th August 2015 intimated that a separate agenda item on progress of Building Projects in the prescribed format of the UGC should be placed in the meeting of Finance Committee for necessary review of the overall progress of the developmental activities in the University. The statement of progress of Ongoing Building Projects was placed in the meeting for necessary review.

Resolution: The Committee expressed their deep concern on the delay in construction works in the University which could not be completed within the targeted date. The Committee suggested for strict follow-up action to complete these construction works on a priority basis. It is also resolved that, if these construction works are delayed due to lack in efforts of the construction agencies, the matter may immediately be communicated to the higher authorities of such construction agencies with an intimation to the Ministry for taking necessary action in this regard.

The Committee also resolved that adequate safeguards have been put in place on the part of the University by constituting the "Works Monitoring Committee" which should meet at least once in every quarter and to submit the progress report before the Vice-Chancellor. The Works Monitoring Committee also monitors the physical progress of "Works" on a continuing and sustained basis to avoid time and cost over runs.

The meeting ended with vote of thanks to the Chair.


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


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(Prof. Dilip Chandra Nath)
Chairman
Finance Committee
Assam University, Silchar
