

**Minutes of the 57th Meeting of the Finance Committee of
Assam University held on 25th November 2019 at 12.30 PM
at DELNET Guest House, 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. Dr. Jitendra Kumar Tripathi, Joint Secretary (CU), UGC - Member
(Visitor's Nominee)
4. Mr. S.K. Ghildiyal, Director (CU-I/II), GoI, MHRD - Member
[Nominee of Joint. Secretary (CU), MHRD, GoI
(Visitor's Nominee)]
5. Mr. Fazal Mahmood, Dy. Secretary to GoI (IFD), MHRD - Member
[Nominee of Joint Secretary and Financial Adviser,
MHRD, GoI (Visitor's Nominee)]
6. Dr. Bijoy Kumar Mohapatra - Member
Director (i/c), Cuttack Campus, Maulana Azad
National Urdu University, Hyderabad (EC nominee)
7. Mr. Bishnu Chakraborty - Member
Finance Officer, K.K. Handique State Open University,
Guwahati (EC Nominee)
8. Prof. Sanjib Das - Member
Professor, Dept. Pharmaceutical Sciences, AUS
(EC Nominee)
9. Dr. P.K. Nath - Permanent Invitee
Registrar (i/c), Assam University
10. Prof. Sumanash Dutta - Ex-officio Secretary
Finance Officer (i/c), Assam University

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 15th November 2019; the comments received from the Under Secretary to the Govt.

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of India, IFD, Dept. of Higher Education, MHRD with the approval of JS & FA, MHRD, GoI vide letter No. F. No. 9-9/2017-IFD, dated 20th November 2019; and the comments of the Joint Secretary (CU), UGC received from the Under Secretary, UGC vide letter No. F.18-6/2019 (CU), dated 25th November 2019 were placed by the Finance Officer & Secretary, Finance Committee, Assam University before the Finance Committee and the members noted the comments & put on record.

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

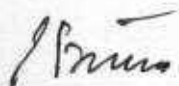
Item No. FC: 57/01: Welcome and Opening Remarks by the Vice-Chancellor, Assam University.

Prof. Dilip Chandra Nath, Vice-Chancellor, Assam University and Chairman, Finance Committee welcomed all the members for attending the meeting. The Chairman introduced Dr. P.K. Nath, Registrar (i/c) to the all the members as Dr. Nath in his capacity has been attending this meeting for the first time. The Chairman in his opening remarks sought guidance from all the members for all round development and growth of the University. He then requested the Secretary, Finance Committee to initiate the proceedings as per the agenda items.

Item No. FC: 57/02: Confirmation of the Minutes of the,
(i) **55th meeting of the Finance Committee of the University held on June 26, 2019;**
(ii) **56th meeting of the Finance Committee of the University held on 24th October 2019.**

(i) The copy of the Minutes of the 55th meeting of the Finance Committee of the University held on June 26, 2019 was placed in the meeting as an Annexure to the Agenda item, was circulated to all the members vide letter No. AUF/686/FC-55/2019-20/787, dated 2nd July 2019. The University has not received any adverse comments from the members.

(ii) The copy of the Minutes of the 56th meeting of the Finance Committee of the University held on October 24, 2019 was placed in the meeting as an Annexure to the Agenda item, was circulated to all the members vide letter No. AUF/686/FC-56/2019-20/1918, dated 30th October 2019.



The comments received from Dr. B.K. Mohapatra, Member of the Finance Committee of Assam University on the minutes of the 56th Finance Committee meeting vide Agenda Item No. FC:56/03 as below:

"In regard to the requirement of additional funds pertaining to the conversion/switching over from CPF to GPF in the context of the order of the Hon'ble High Court passed in respect of the two WP (c)s under reference, it was resolved that a self-contained note be prepared and forwarded to the UGC as early as possible, being the funding agency for appropriate action at their end".

The comments of Dr. Mohapatra has been noted by the University and recorded for further course of action.

The University has not received any adverse comments from the members.

The Minutes of 55th Finance Committee meeting held on June 26, 2019 at Sl. No. (i) above and the minutes of 56th Finance Committee meeting held on October 24, 2019 at Sl. No. (ii) above may kindly be confirmed.

Resolution: (i) 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 55th meeting of the Finance Committee of the University held on June 26, 2019 were confirmed.

(ii) 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 56th meeting of the Finance Committee of the University held on 24th October 2019 were confirmed subject to a condition that in regard to the agenda item No. FC:56/03, a detailed proposal should be sent to MHRD very soon for obtaining advice in the matter.

Item No. FC: 57/03: Action Taken Report of the,
(i) 55th meeting of the Finance Committee of the University held on June 26, 2019;
(ii) 56th meeting of the Finance Committee of the University held on October 24, 2019.

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- (i) Action Taken Report on the 55th meeting of the Finance Committee of the University held on June 26, 2019 was placed in the meeting as an Annexure to the Agenda item for information and necessary review.
- (ii) Action Taken Report on the 56th meeting of the Finance Committee of the University held on October 24, 2019 was placed in the meeting as an Annexure to the Agenda item for information and necessary review.

Resolution: Action Taken Report on the 55th meeting of the Finance Committee of the University held on June 26, 2019 and 56th meeting of the Finance Committee of the University held on October 24, 2019 were perused and noted by the members of the Finance Committee 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.

Further, regarding 56th Finance Committee meeting agenda item No. FC:56/03, it was resolved that a detailed proposal with valid justification and financial implication shall be sent to MHRD for obtaining advice in the matter at the earliest.

Item No. FC: 57/04: Recommendation for approval of compliances of the Separate Audit Report of the Comptroller & Auditor General of India on the Accounts of the Assam University for the financial year 2018-19.

The Comptroller & Auditor General of India has conducted the audit of the Accounts of the Assam University for the financial year 2018-19 under Section 19(2) of the Comptroller & 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 2018-19 to the University vide letter no. OA(AB)/AR/2018-19/Assam University/258, dtd. 26.09.2019. The University has submitted the Reply to the Draft Separate Audit Report issued by C&AG on vide letter No. AUF/715/2018-19, dtd. 10.10.2019 (copy placed in the meeting as an Annexure to the Agenda item).

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Since, Separate Audit Report (SAR) is not received as on 11th November 2019, the SAR on the Audited Accounts of the Assam University for the financial year 2018-19 and Management Letter from C&AG, will be submitted separately along with its compliances soon after the receipt of the same to the members for consideration of approval and adoption.

Resolution: At the outset of discussion on this agenda item, the Finance Officer (i/c) briefed the members the following sequence of C&AG Audit and the present day status of the SAR 2018-19 as follows:

The 55th Finance Committee meeting and 126th Executive Council meeting approved the Annual Accounts 2018-19 of Assam University in June 2019. It was submitted to C&AG on 28th June 2019. Accordingly, C&AG sent an Audit Team in Assam University and the Team audited the Annual Accounts during the period 2nd-24th July 2019. After that, C&AG sent Draft Separate Audit Report (DSAR) to Assam University on 26th September 2019. Assam University prepared the compliances of the DSAR and sent it to C&AG on 10th October 2019 but till date the approved SAR is not received by Assam University. In the meantime, Assam University contacted C&AG Kolkata office and informed that the 57th Finance Committee meeting is fixed on 25th November 2019 in order to be able to submit the Audited Annual Accounts along with SAR 2018-19 to MHRD on or before 30th November, 2019 which is an obligation for the University. Despite of repeated persuasion on phone, messages and e-mails, the signed copy of SAR 2018-19 is still not received by the University till the 57th Finance Committee meeting ends on the day mentioned above.

In view of the situation explained above, the Finance Committee resolved that,

- (i) The Vice-Chancellor, Assam University is authorized to submit the Audited Annual Accounts and the signed copy SAR 2018-19 to MHRD as soon as it is received from C&AG. The Finance Officer also pleaded that MHRD should take into cognizance the matter and should not declare Assam University as a defaulter for the non-submission of Audited Annual Accounts and SAR 2018-19 on or before 30th November 2019 if it so happens.

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(ii) The compliances of SAR 2018-19 shall be submitted in the next Finance Committee meeting;

Item No. FC: 57/05: Recommendation for approval of the modified Revised Budget Estimates 2019-20 for re-submission to UGC.

Modified Revised Budget Estimates 2019-20 is prepared in the light of the resolutions taken in the 56th meeting of the Finance Committee of the University held on 24th October 2019 vide Agenda Item No. FC:56/03 and as resolved vide Agenda Item No. FC:56/05 was placed in the meeting as an Annexure to the Agenda item for recommendation to the Executive Council of the University for approval of the same for re-submission to UGC.

Resolution: The Modified Revised Budget Estimates 2019-20 prepared in the light of the resolutions taken in the 56th meeting of the Finance Committee of the University held on 24th October 2019 vide Agenda Item No. FC:56/03 and as resolved vide Agenda Item No. FC:56/05 was reviewed by the members in detail. After detailed discussion, the Modified Revised Budget Estimates 2019-20 is approved subject to the following observations of the Hon'ble Committee:

In respect to the separate allocation shown under the head Retirement Benefits, Pension etc. in case of conversion of CPF to GPF, a self-contained report on such CPF to GPF conversion cases along with its financial implications shall be sent to MHRD by Assam University for the decision by the Ministry.

Item No. FC: 57/06: Payment of honorarium to the officials engaged for conduction B.Ed. Entrance Test.

The matter was placed in the 52nd meeting of the Finance Committee of the University held on 26th November 2018 vide Agenda Item No. FC: 52/05. Copy of the Agenda note and resolutions taken thereof was placed in the meeting as an Annexure to the Agenda item.

In the resolution of the 52nd Finance Committee, it was suggested 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 be

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placed before the Finance Committee for taking a suitable decision. In response to this the University has made communication with six different Central Universities viz. (1) HNB Garhwal University, (2) Dr. Hari Singh Gour University, (3) Mizoram University, (4) Nagaland University, (5) Sikkim University and (6) North Eastern Hill University (copies placed in the meeting as an Annexure to the Agenda item). Out of the aforesaid Central Universities, only Nagaland University has responded to the request and accordingly they furnished the information that the procedure followed by the Nagaland University is as per their University norms (copy placed in the meeting as an Annexure to the Agenda item). Registrar's Report in this regard was placed in the meeting as an Annexure to the Agenda item.

In this regard, Director, College Development Council, Assam University has forwarded a proposal duly recommended by a Four-member Committee constituted for the purpose as given below:

Comparative statement-cum-equivalence structure					
University Approved Rate for TDC Zones (Rs.)			Rate recommended by Committee for B.Ed Entrance Examination Zone (Rs.)		
1	Zonal Officer	12,000	1	Coordinator	12,000
2	Asst. Zonal Officer	9,600	2	Asst. Coordinator	9,600
3	Ministerial staff	6,000	3	Ministerial staff	6,000
4	Group D staff	3,600	4	Group D staff	3,600
5	Night Guard	3,600	5	Not required	-
6	Sweeper	2,400	6	Not required	-
7	Contingencies	12,000	7	Contingencies	12,000
8	Paper Setter	400 per paper	8	Paper Setter	400 per paper
9	Moderator	150	9	Moderator	150
10	Chairman of moderation board	750 per subject	10	Chairman of moderation board	750 per subject
11	Examiner	15 per script	11	Examiner	15 per script
12	Head Examiner	1,000	12	Head Examiner	1,000
13	Scrutiny	20% of the scripts @ evaluation rate	13	Scrutiny	20% of the scripts @ evaluation rate

However, unlike TDC Zones which are assigned with the task of evaluation of scripts only, the B.Ed Entrance Examination Zone is required to conduct and arrange the Entrance

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Test at different examination centres under different districts within the jurisdiction of Assam University in addition to paper setting and printing of confidential matters besides evaluation work. In order to conduct the Entrance Test, Centre In-charge, Asst. Centre In-charge, Supervising Officers, Invigilators, Grade III & IV staff etc are required to be appointed. The Committee after due consideration of the prevalent rates paid to the concerned members engaged for similar competitive examinations have recommended the following rates:

Sl No.	Designation	Recommended rates (Rs.)
1	Centre In-charge	2,500
2	Asst. Centre In-charge	1,500
3	Supervising Officer (External member)	2,000
4	Invigilator	300 per shift
5	Grade III staff	250 per shift
6	Grade IV staff	200 per shift
7	Refreshment expenses	50 per person involved in the day of examination
8	Other expenses	As per actual expenses incurred

The Finance Committee may review the matter for consideration of approval by the Executive Council of the University.

Resolution: The agenda item was withdrawn.

Item No. FC: 57/07: Advance/reimbursement of TA/DA and Registration fee for career oriented training/workshop etc. as per UGC guidelines for Teaching and Non-teaching employees of the University.

A number of applications received from the Teaching and Non-teaching employees of the University where the concerned employees have requested for grant of advance/reimbursement of TA/DA and Registration fee for attending training/workshop etc. for career progression as per UGC guidelines.

It is observed that in case of training/workshop etc. related to career progression of Teaching and Non-teaching employees of the University, the organizers often do not bear the relevant expenses. As such, it is proposed that TA/DA expenses along with Registration fee for Teaching and Non-teaching employees of the University for whom the organizers do not bear/partially bear expenses may be borne by the University

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subject to the provisions of TA/DA rules of the Govt. of India.

The matter is placed before the Finance Committee for recommendation to the Executive Council of the University for approval.

Resolution: The members noted the comments received from IFD, MHRD and CU Bureau, MHRD and also from UGC are respectively as follows:

"The agenda item is not recommended at this stage. UGC norms, if any, should first be clearly spelt out."; "Action/decision as per guidelines of UGC may be taken. In case of doubt, UGC may be consulted."; "University may follow UGC/Govt. of India instructions".

In view of this, the Committee resolved to forward this matter to UGC for clarification and direction.

Item No. FC: 57/08: Payment of Professional Fee to the Standing Counsel/External Legal Consultant for legal assignments.

A committee was constituted vide notification vide 113/112/2010-Estt1/11093-99, dated 06/06/2018 to finalize the professional fees of External Legal Consultants to be paid by Assam University on different cases.

The committee perused and examined the matter in the light of the various OM/Notification issued by the Govt. of India/Govt. of Assam etc and recommended the following professional fees to the standing Counsel/External legal consultant for the different types of legal assignments. Copies of the OMs and Notifications were placed in the meeting as an Annexure to the Agenda item.

Sl. No.	Particulars	Amount of fees for (in Rs.)	
		Standing Counsel	Legal Consultant
1.	For any effective hearing including all relevant expenses	Rs. 5000/-	Rs. 3000/-
	For any non- effective hearing	2000/-	1000/-
2.	Clerkage charge	10% of Sl. 1 above	10% of Sl. 1 above
3.	For visit to AUS on demand	TA/DA as	TA/DA as applicable plus

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		applicable plus Sitting allowance of Rs. 3000/-	Sitting allowance of Rs. 2000/-
4.	On providing of written legal opinion per case	Rs. 5000/-	Rs. 3000/-
5.	Drafting fee	Rs. 3000/-	Rs. 2500/-
6.	Court fee	As required	As required
7.	Conference fee	Rs. 1000/-	Rs. 500/-
8.	Document verification/Standing inquiry etc.	Rs. 1000/-	Rs. 1000/-

The committee also recommended to take the scope of negotiation by university with the standing counsel/External Legal Consultant in determining the professional fees.

The agenda item is placed before Finance Committee for recommendation to the Executive Council of the University for approval.

Resolution: After threadbare discussion, the Committee recommended that Assam University may follow the Office Memorandum issued on the matter by the Ministry of Law & Justice, Govt. of India.

Item No. FC: 57/09: Contingency expenditure in Zonal Evaluation Centre for Re-evaluation.

Existing rate of remuneration to be paid to different designated Officers/ Officials/ Workers in connection with Re-evaluation (Reference No. AU/EC/ TDC/90-1/2012 dated 04-12-2012) are as under

- | | |
|------------------------------------|--|
| 1. Zonal Officer: | Rs. 6000/- |
| 2. Assistant Zonal Officer: | Rs. 5000/- |
| 3. Ministerial Staff (One): | Rs. 3000/- |
| 4. Group D Staff (One/Two): | Rs. 2000/- each |
| 5. Rate of Re-evaluation/ Scrutiny | Pass Paper- Rs. 10/- per script
Honours Paper - Rs. 12/- per script
(Subject to minimum Rs. 100/-) |

The rate of evaluation and contingency expenditure have been revised vide No. AUE/COE/MISC/45 /2018-19/02 Dated 08-06-2018 and AUE/COE/MISC/45/2018-19 dated 30-07-2018 (copies placed in the meeting as an Annexure to the Agenda item.)

There was no provision for contingency expenditure in connection with re-evaluation

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(Reference No. AUEC/ TDC/90-1/2012 dated 04-12-2012). However, the provision for contingency expenditure was kept in connection with evaluation vide no. AUE/COE/MISC/45/2018-19 dated. 03.07.2019.

In connection with contingency expenditure for re-evaluation the Zonal Officers & members of ACTA (Assam College Teachers Association) had detailed discussion with the Hon'ble Vice Chancellor in presence of the Controller of Examinations. It was resolved to fix contingency expenditure in addition to the above specified expenses as under:

Sl. No.	Detail of Zone	Contingency Expenditure
1	Zone in which re-evaluation of only one stream takes place	Rs. 4000/-
2	Zone in which re-evaluation of more than one stream takes place	Rs. 6000/-
3	Rate of re-evaluation & scrutiny	As per rate of evaluation subject to minimum of Rs. 100/- as revised vide no. AUE/COE/MISC/45/ 2018-19/02 dated 08.06.2018

The issue was raised in the 85th Academic Council meeting held on 23rd July 2019. The Council referred the matter to the Finance Committee for consideration.

The item is placed in the Finance Committee for perusal and consideration.

Resolution: It is resolved that Assam University prepare a comparative statement of the rates being followed by other Central Universities and to place the same in the next Finance Committee meeting for decision.

Item No. FC: 57/10: Review of the pending C&AG Transaction Audit Paras and the Action Taken to settle/liquidate the pending paras.

The pending C&AG Transaction Audit Paras are given below for kind information of the members.

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Financial Year	No. of O/S Paras year-wise	No. of Paras dropped/deleted/settled	No. of O/S Paras as on 11.11.2019	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	01	01	
2014-15	01	0	01	
2015-16	19	03	16	
2016-17	04	0	04	
2017-18	20	03	17	
2018-19	14	0	14	The compliances to the outstanding paras as in the Inspection Report 2018-19 of C&AG received on 05/11/2019 have been prepared on the basis of the resolutions taken in the meeting of the Standing Audit Committee of the University held on 07/11/2019.

The details of the Transaction Audit Paras up to the financial year 2017-18 with up-to-date Action Taken (with small description of the Audit Paras) to settle/liquidate the pending paras was placed in the meeting as an Annexure to the Agenda item and recommendations of the Standing Audit Committee of the University on the outstanding paras against Inspection Report 2018-19 was placed in the meeting as an Annexure to the Agenda item for review by the members of the Finance Committee.

Resolution: The members perused the pending Audit Paras to resolve that University should take urgent actions and decisions to settle the pending Audit Paras on priority basis.

Item No. FC: 57/11: Utilization of Funds - An overview of the financial position of the University up to 31st October 2019 and unspent balance as on 1st November 2019.

The Utilization of Funds head-wise showing an overview of the financial position of the University up to 31st October 2019 and unspent balance as on 1st November 2019 were placed in the meeting as an Annexure to the Agenda item 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 up to 31st October 2019 and unspent balance as on 1st November 2019 subject to strict

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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 and UGC instructions thereof.

Item No. FC: 57/12: Review of progress of the ongoing construction projects of the University.

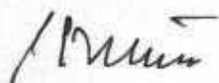
UGC in the letter F. No. 1-1/2012 (CU), dated 25th August 2015 intimated that a separate agenda item on progress of Building Projects in the prescribed format of the UGC should be placed in the meeting of Finance Committee for necessary review of the overall progress of the developmental activities in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

Resolution: Progress of the ongoing construction projects of the University has been reviewed by the members in detail and following suggestions have been made for strict compliance by the University:

- (i) All construction projects should be carried out by strictly complying with the provisions laid down in GFRs 2017, CVC guidelines and other Govt. of India instructions.
- (ii) The University should upload the data of all ongoing projects funded by UGC and HEFA in the MHRD Project Monitoring System Portal positively every month in a time bound manner.

Item No. FC: 57/13: Procurement of Gold Medal for Convocation.

The Examination Dept. of Assam University is proposes to procure Gold Medal for Convocation of the University from India Government Mint (IGM), Mumbai which is wholly owned enterprise of the Ministry of Finance, Govt. of India. IGM, Mumbai does not participate in the tender process and execute works on nomination basis. The rate of Gold Medal as per IGM, Mumbai is around Rs. 6,368.00 (Rupees six thousand three hundred sixty eight only) which is more than double than the rate at which procurement was done for Convocation of the University held on March 2019. The quality of the work seems to be better quality and some universities/institutes are doing the work through IGM. The correspondence in this regard with IGM, Mumbai and designs and images of some universities/institutes as provided by the IGM, Mumbai was placed in the meeting as an Annexure to the Agenda item for necessary consideration and approval.



Resolution: After thorough discussion it is resolved that the University shall make the procurement through GeM for the Convocation and if the Gold plated Silver Medal is not available in GeM, then the same may be procured from India Government Mint (IGM), Mumbai which is wholly owned enterprise of the Ministry of Finance, Govt. of India.

The meeting ended with vote of thanks to the Chair.

Sumanash Dutta 25.11.19
(Prof. Sumanash Dutta)
Ex-Officio-Secretary
Finance Committee
Assam University, Silchar

Dilip Chandra Nath 25/11/19
(Prof. Dilip Chandra Nath)
Chairman
Finance Committee
Assam University, Silchar
