

## MINUTES OF THE 15<sup>TH</sup> MEETING OF FINANCE COMMITTEE

The 15<sup>th</sup> meeting of the Finance Committee of Rajiv Gandhi University was held on 11 December 2018 at 10.30 a.m. in the Vice-Chancellor's chamber.

The meeting was attended by the following members:

01.	Prof. Saket Kushwaha, Vice-Chancellor	Chairman
02.	Prof. S.K. Nayak, Dean, Faculty of Social Science	Member
03.	Prof. Utpal Bhattacharjee, Dept. of CSE	Member
04.	Prof. Tasi Kaye, Dean, Faculty of Commerce & Management	Member
05.	Prof. (Ms.) Kesang Degi, Dean, Students' Welfare	Member
06.	Prof. Amitava Mitra, Dept. of Economics	Special Invitee
07.	Mr. K. Thomas, D.R. (Finance)	Special Invitee
08.	Prof. Tomo Riba, Acting Finance Officer	Ex-Officio-Secretary

At the outset, the Vice-Chancellor welcomed all the members. He informed the members that Joint Secretary (CU) (MHRD), Joint Secretary and FA (MHRD), and Joint Secretary, UGC could not attend the meeting as they were pre occupied. The following agenda items were then taken up for discussion and decisions taken. The observations of MHRD were also taken in to consideration.

**FC 14:01:** To confirm the Minutes of the 14<sup>th</sup> Finance Committee meeting held on 29.01.2018

The FC noted that the minutes of the 14<sup>th</sup> Finance committee meeting were circulated amongst the members and no comments have been received so far.

The FC confirmed the minutes of the 14<sup>th</sup> Finance Committee meeting held on 29.01.2018.

**FC 14:02:** To consider the Action Taken Report (ATR) on the decision(s) of the 14<sup>th</sup> Finance Committee meeting held on 29.01.2018.

The Finance Committee accepted the Action Taken report on the decision(s) of the 14<sup>th</sup> Finance Committee held on 29.01.2018.

**FC 15:03:** To accept Annual Accounts for the Financial Year 2017-18

The FC noted that as per the provisions under section 13(3) of Rajiv Gandhi University Act 2006 the Vice-Chancellor has approved the Annual Accounts of the University for the Financial Year 2017-18 and forwarded to the Principal Accountant General Arunachal Pradesh for auditing. The Accounts were audited by the Audit team from PAG during October/ November 2018 and submitted the draft SAR on 14 November, 2018. The comments on SAR were submitted to the PAG on 22 November, 2018, which was placed before the FC. However, the final SAR is still pending from PAG.

The Finance Committee perused and accepted the Annual Accounts for the Financial Year 2017-18 and recommended to EC for approval. However, it was

observed that Income and Expenditure statement should be submitted in the standard/latest format as used in the Ministries of Govt. of India. At the same time, in view of comments of MHRD, it was decided that attempts should be made to complete the process well in time so that it can be placed to the Parliament within stipulated time period. All the advances and bills of current financial year have to be processed within 31<sup>st</sup> March 2019. A circular may be issued accordingly.

**FC: 15:04:** To approve the Revised Budget Estimate for the financial year 2018-2019 and Budget estimate for the financial year 2019-2020 (Salary(36) & Recurring (31)) in respect Rajiv Gandhi University

The FC noted that the Revised Budget Estimate for the financial year 2018-19 along with Budget Estimate for the financial year 2019-20 was prepared as per the UGC format and submitted to the UGC vide letter No RGU/FIN/2120/2014 (Vol-II) dated 5 October, 2018 as per the heads shown below.

(₹ in lakh)

Head	RE-2018-19	BE-2019-20
SALARY & COMPONENTS-36	4398.25	4845.00
RECURRING GR-31		
Pension & Pensionary Benefits	356.05	380.00
Non Salary	1705.20	1852.50
Non Net fellowship	250.00	250.00
<b>Total</b>	<b>6709.50</b>	<b>7327.50</b>

The FC perused and approved the Revised Budget Estimate 2018-19 and Budget Estimate for 2019-20 (Salary (36) & Recurring (31)) in r/o Rajiv Gandhi University. However, the members opined that Non-Net Fellowship allocation may be reviewed.

**FC:15:05** To approve the Budget requirement under Capital Assets-35 for the financial year 2018-19 in respect of Rajiv Gandhi University

The FC noted that budget requirement under Capital Assets-35 for the financial year 2018-19 in respect of Rajiv Gandhi University was prepared as per the UGC format and submitted to the UGC vide letter No RGU/FIN/2120/2018 dated 1 November, 2018.

(₹ in lakh)

Head	BE-2018-19
CAPITAL Grants -35	7612.90

The FC perused and noted that the UGC has discontinued the system of providing grants-in-aid which was in practice till FY 2017-18 and from current FY i.e. 2018-19 to provide funds under HEFA. Further, the FC felt that Asset Register should be properly maintained and updated. Physical verification of

assets should be done regularly. Physical verification report should be made ready beforehand for placing it to FC.

**FC: 15:06:** To approve the Budget requirement under Capital Funds for New Projects (Equipment/ Library/ Furniture/ Construction Projects (Civil & Elect) against Object Head-35 for the financial year 2019-20, 2020-21, 2021-22 in respect of Rajiv Gandhi University.

The FC noted that the Budget requirement under Capital Funds for New Projects (Equipment/ Library/ Furniture/ Construction Projects (Civil & Elect) against object Head -35 for the financial years 2019-20, 2020-21, 2021-22 in respect of Rajiv Gandhi University was prepared as per the UGC format and submitted to the UGC vide letter No RGU/FIN/2120/2018 dated 01<sup>st</sup> November, 2018 as per the detailed heads shown below.

₹ in lakh

Head	2019-20	2020-21	2021-22	Total
Equipment	400.00	450.00	416.00	1266.00
Books & Journal	300.00	300.00	220.00	820.00
Furniture	300.00	350.00	240.00	890.00
University share & additional cost on ongoing projects (DoNER Auditorium & OBC Hostel)	300.00	222.00	0.0	522.00
New Construction Project	20000.00	20000.00	1892.80	58928.00

The FC perused and agreed to the comments of MHRD.

**FC: 15:07:** To approve additional financial implication for filling up new teaching posts sanctioned by UGC for various departments.

The FC noted that UGC vide its letter No F. No. 1-1/2013(CU) Vol-VIII dated 1 June, 2018 has sanctioned 17 (Seventeen) teaching positions (5 Associate professors and 12 Assistant Professor) for various departments of the University vide UGC letter F.No. 1-1/2013 (CU) Vol-VIII dated 1 June 2018.

It also noted that for filling up the posts, the University require an additional annual financial allocation for ₹ 2.07 Crores Approx.

The Finance committee perused and approved additional financial implication for filling up the new teaching posts as sanctioned by UGC and recommended to EC for approval.

**FC: 15:08:** To Consider and approve various proposals recommended by the Building Committee in its 21<sup>st</sup> Meeting held on 15/11/2018.

The FC noted that the Building Committee in its 21<sup>st</sup> meeting held on 15<sup>th</sup> November, 2018 has recommended for construction of various buildings.

The Finance committee perused and approved the proposals as recommended by the 21<sup>st</sup> Meeting of the Building Committee held on 15 November, 2018. The members felt that ex-post-facto approval under minor works shall be reduced. It was also decided to...

FC: 15:09: To ratify the action taken by the University authority for the Project proposals submitted to the MHRD for loan under HEFA.

The FC noted that the University authority has submitted 19 project proposals worth ₹ 11,914.00 lakhs to MHRD vide letter No. RGU/DEV-389/2018 (HEFA) dated 9<sup>th</sup> Nov 2018 for loan under HEFA. But, finally, MHRD has accepted the following 7 project proposals worth ₹ 6659.00 lakhs.

The Project proposals under consideration for HEFA loan are shown below:

Proposals for consideration under HEFA Loan					
SL.No	Sr. Ref. of original proposal	Name of works	Plinth Area	Amount (₹ in lakh)	Remarks
1	1	C/o Utility centre at Rajiv Gandhi University like Bank, Post office, ATM, Pharmacy etc	400.00	168.00	DPAR - 2012 +CI @ 7.5% per annum
2	2	C/O Residential accommodation for Faculties and administrative staff of Rajiv Gandhi University (Type-IV 5 blocks 20 units)	1862.96	886.00	
3		C/O Residential accommodation for Faculties and administrative staff of Rajiv Gandhi University (Type-III 4 blocks 16 units)	1071.84	511.00	
4	11	C/Extension block for Main Library Building of Rajiv Gandhi University, Rono hills. (G+1)	1600.00	763.00	
5	12	C/O Faculty building for Electronic and Communication at Rajiv Gandhi University, Ron hills. (G+2)	2651.00	1245.00	
6	15	C/O 200 Seated hostels for Boys at Rajiv Gandhi University	3500.00	1543.00	
7	16	C/O 200 Seated hostels for Girls at Rajiv Gandhi University	3500.00	1543.00	
				<b>₹ 6659.00</b>	

The FC also noted that the above mentioned estimates were approved by the 13<sup>th</sup> meeting of FC held on 21 May, 2017 and 18<sup>th</sup> meeting of EC held on 22/05/2017.

The FC decided to send a revised budget estimate for HEFA funding.

FC: 15:10: Reporting Item

**THE PROGRESS OF EXPENDITURE AS ON 31.10.2018****1. SALARY & OTHER COMPONENTS (36)**

(₹ in lakh)

Receipts	Amount	Expenditure Head	Amount
Opening Balance	142.90	Salary	2259.30
Grants Received (Salary & Other Components)	924.88	Other Components	154.53
	1067.78		2413.83

*Note: Temporary Borrowings of ₹ 14 Crore***2. Recurring Grant (31)**

Receipts	Amount	Expenditure	Amount
Opening Balance-	62.73	Pension Benefit	158.66
Grants Received (Pension Benefit/Non Sal/Non Net)	464.83	Non Salary	1004.83
		Non Net Fellowship	71.66
	527.56		1235.15

*Note: Temporary Borrowings of ₹ 7.50 Crore***3. Capital Grant (35)**

Receipts	Amount	Expenditure	Amount
Opening Balance-	2244.57	Completion of ongoing Building Project	119.40
Grants Received(2018- 2019)	Nil	Campus Development	40.89
		Books & Journal	34.89
		Equipment	14.94
		Const. of Zoology Building	16.80
		<b>Closing Balance</b>	<b>2017.65</b>
	2244.57		2244.57

4. XII Plan Expenditure Report and unspent balance position as on 31.10.2018

(₹ in lakh)

Scheme	XII Plan Allocation	Opening balances as on 1.4.2012	Grant Received during 2012-2017 (XII Plan)	Interest earned on the grant received	Total funds available	Expenditure incurred (up to 31.10.2018)	(%) of Utilisation	Unspent Balance as on 31.10.2018
XII Plan General Development Assistance GDA	9578	300	9578	78.49	9956.49	9718.93	97.61 %	237.56
Additional Grant								
Construction of 2 Nos Hostel			3000	758.73	3758.73	3236.06	86.09	522.67
Total	9578	300	12,578	837.22	13,715.22	11,908.63		760.23

The FC perused and approved the same.

FC: 15:11: (a) Any Other Item with the permission of the Chair

Under the item, the following points were discussed and resolved:

- i) **To consider the Pay enhancement of contractual and contingency employees engaged by the University.**  
The FC perused and approved 15% increase in the pay of contractual employees and 10% increase in addition to the existing monthly wage rate of the Govt. of Arunachal Pradesh as special allowance for contingency employees engaged by the University. The FC recommended the item to EC for approval.
- ii) **To consider procurement of new Vehicles for Statutory Authorities of the University.**  
The FC approved procurement of new SUVs for Vice Chancellor and Registrar of the University.
  - a) For Vice Chancellor - Toyota Fortuner (4x4) at a cost of ₹ 35.00 lakh approx.
  - b) For Registrar - Scorpio at cost of ₹ 16.00 lakh approx.

The FC recommended the item to EC for approval.
- iii) **Creation of Corpus Fund for University out of the interest earned from time to time from University funds.**  
To meet up necessary and required expenditure, the University should create a Corpus Fund A/c for the University from the revenue earned by the University, from self-financing courses, etc. any surplus/revenue earned, interest earned through corpus fund shall be deposited to the corpus fund. The FC recommended the item to EC for approval.

- v) To decide on the voluntary retirement scheme/one time settlement for Casual and Contingency Staff of Rajiv Gandhi University.

The FC perused and approved voluntary retirement scheme/one time settlement for casual and contingency staff of Rajiv Gandhi University with 15 days wages for every completed year or part thereof exceeding six months with a maximum ceiling of 300 days as per Govt. of Arunachal Pradesh Office Memorandum vide No. SPWD-100/2005 dated 13 Aug 2007 as in the case of maximum days of E/L encashment of regular employees. The FC recommended the item to EC for approval.

- v) TA and Sitting fee payable to official and non-official members/experts

The UGC vide Office Memorandum F.No.21-1/2015 (FD-1/8) dated 08.01.2018 circulated the enhanced rates of sitting fee, travelling allowance, daily allowance for outstation Members/Experts.

The FC decided to constitute a committee to look into this. Analogy from neighbouring central universities shall also be obtained.

(b) Miscellaneous items

- i) The Chairman assured the members that Rajiv Gandhi University will be switched on to 100% cashless transaction in the near future.
  - ii) The members felt that all the departments should have a department budget for consumables. The departments should keep records of all assets and consumables in the department. In this context it was decided to constitute a committee to examine the matter with Prof. A. Mitra as Chairman, D.R. Finance as Convenor, Prof. S.K. Nayak as representative of FC, All Deans, DSW, Jt. Registrar Academic and Examinations, D.R. (A&E) as Members. The Department should purchase required consumable items from Cooperative Store for which the University shall enter into a contract with the service provider.
  - iii) It was also decided to enhance imprest advance @ ₹ 2000/- p.m. for all the Deans and HoDs and @ ₹ 5000/- p.m. to Director, IQAC, DSW and Estate Officer.
  - iv) It was decided to advertise the post of Finance Officer and Internal Audit Officer of the University on deputation basis by inviting applications from the interested candidates to appear before interview board. Copies of the advt shall be sent to the employers like PAG/AG and at the same time we should request them to forward Confidential Reports of the recommended/forwarded candidates.
  - v) The UGC has approved establishment of a new Department of National Security Studies in RGU by adhering the UGC guidelines.
  - vi) Since under recurring grant there is provision of the UGC for schemes like travel grant, conference, seminar, etc, it was decided to approve travel grant for teachers (national & international) for attending seminars, conference, etc. In this regard, the same committee as mentioned (ii) in page 7 may work out modalities and submit the report.
  - vii) It was decided in the FC that a mini Petrol Pump and a Gas Agency should be set up in the University campus and proposal should be submitted for both. In this regard a committee shall be constituted to explore the feasibility. The items shall be ratified in the next FC/EC meeting.
  - viii) For setting up of Solar Power plant in the university there are provisions to provide fund for the purpose from the concerned Ministry, Govt. of India. In this context, it was decided to constitute a committee to explore the feasibility and submit proposal for the same.
  - ix) To run the Women Study Cell a sum of ₹ 1,00,000/- is approved annually.
  - x) A sum of ₹ 1.00 crore (approx) shall be spent for maintenance of all the buildings and structure of RGU.
  - xi) For maintenance of all the hostels, faculty buildings, residential buildings and other structure an amount of ₹ 1.06 crore (approx) shall be spent.
- As there was no other item for discussion, the meeting came to an end with vote of thanks from the Ex-Officio-Secretary.

*Riba*