

Minutes of the 45th Meeting of the Finance Committee of Assam University held on June 27, 2017 at 10.00 AM at ICSSR, New Delhi

The following were present:

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| 1. Prof. Dilip Chandra Nath, Vice-Chancellor
Assam University. | : Chairman |
| 2. Prof. Sivasish Biswas, Pro Vice-Chancellor
Assam University Diphu Campus | : Member |
| 3. Dr. J.K. Tripathi, Joint Secretary (CU)
UGC, New Delhi (Visitor's Nominee) | : Member |
| 4. Mr. Fazal Mahmood, Dy. Secretary(Fin), MHRD, GoI
Nominee of JS and FA, MHRD, GoI (Visitor's Nominee) | : Member |
| 5. Mr. S.K. Ghildiyal, Dy. Secretary (CU&L), MHRD, GoI
Nominee of JS (CU&L), MHRD, GoI (Visitor's Nominee) | : Member |
| 6. Mr. Gour Krishna Pattanayak, Finance Officer
Jadavpur University, Kolkata (EC Nominee) | : Member |
| 7. CMA Dr. B.B. Mishra, Finance Officer
Central University of Tamil Nadu (EC Nominee) | : Member |
| 8. Prof. Nagendra Pandey, Dean, School of Earth Science
Assam University, Silchar (EC Nominee). | : Member |
| 9. Dr. Sanjib Bhattacharjee, Registrar
Assam University. | : Permanent Invitee |
| 10. Prof. Samira Behera, Representative of SC/ST
Assam University, Silchar | : Special Invitee |
| 11. Prof. Sumanash Dutta, Finance Officer (i/c)
Assam University. | : Ex-officio Secretary |

The comments on agenda items of the 45th meeting of the Finance Committee of Assam University received from the Dy. Secretary to the Govt. of India, MHRD, Dept. of Higher Education dated June 13, 2017 issued with the approval of JS (CU&L), MHRD, GoI and the comments received from the Dy. Secretary to the Govt. of India, IFD, MHRD with the approval of JS & FA, MHRD, GoI on June 23, 2017 were placed by the Secretary, Finance Committee, Assam University before the Finance Committee and the members noted the comments and put on record.

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Item No. FC: 45/01: 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. At the outset, Chairman introduced Prof. Sivasish Biswas, Pro Vice-Chancellor, Assam University, Diphu Campus as new Member of the Finance Committee of Assam University. The Chairman in his remarks sought guidance from all the members for all round development and growth of the University. He requested the Secretary, Finance Committee to initiate the proceedings as per the agenda items.

Item No. FC: 45/02: Confirmation of the Minutes of the 44th meeting of the Finance Committee of the University held on January 22, 2017.

The copy of the Minutes of the 44th meeting of the Finance Committee of the University held on January 22, 2017 was circulated to all the members vide letter No. AUF/686/FC-44/2016-17/3266, dated 23rd January, 2017. In response to the Minutes circulated, Deputy Secretary (Fin), MHRD, New Delhi in his letter vide F.No. 9-10/2014-IFD remarked that "the minutes have been gone through. Our comments on the agenda item 44.07 are re-iterated."

As the above observations of the Deputy Secretary (Fin), MHRD have been complied with and subsequently the same has been duly approved by UGC Standing Committee, the Minutes may kindly be confirmed.

Resolution: The members of the Finance Committee perused the observations of the Dy. Secretary to the Govt. of India, IFD, MHRD.

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Considering the compliances made by the University on the relevant statutory provisions of the University and related Govt. of India instructions and guidelines including those issued by the Central Vigilance Commission in respect of Item No. 44.07, the Committee perused and confirmed the Minutes of the 44th meeting of the Finance Committee of the University held on January 22, 2017.

Item No. FC: 45/03: Action Taken Report of the 44th Meeting of the Finance Committee of the University.

Action Taken Reports of the 44th meeting of the Finance Committee of the University held on January 22, 2017 are placed in the meeting for information and necessary review.

Resolution: The Action Taken Reports on the Minutes of the 44th meeting of the Finance Committee of the University held on January 22, 2017 were perused and noted by the Members of the Finance Committee with the following observations:

- (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.
- (ii) As per the condition laid by UGC, University may initiate/continue their building projects within the funds already available with the University and taking the internal receipts and interest earned on the grants for completion of their building projects.
- (iii) Further, expenditure on the Building Projects may be subject to the availability of funds and allocation of funds. No Project should be taken up without proper financial allocation

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and availability of funds and efforts should be made to get the building projects completed on time.

- (iv) In every transaction, UGC guidelines and provisions of GFR and CVC guidelines should be adhered scrupulously.

Further, while reviewing the Action Taken Report on the 44th meeting of the Finance Committee, the Members observed that some projects approved by the Standing Committee of UGC have not yet started due to some clarification and non-availability of proper guidelines. The Committee opined that the UGC approved project works should be started immediately after ensuring hundred percent availability of fund for the projects out of the XII Plan grant/amount sanctioned by MHRD and in compliance with UGC guidelines regarding continuation of XII Plan schemes and projects in the year 2017-18.

As opined by the IFD, MHRD, the award of civil works should strictly as per the relevant provisions of GFRs, 2017 and CVC guidelines. The progress of "Works" should be monitored by a duly constituted "Monitoring Committee" on a continuing and sustained basis, to avoid any cost and time over-runs.

Item No. FC: 45/04: Utilization of XII Plan expenditure viz. buildings, equipments, library, fellowship etc. - An overview of the financial position of the University as on 31.03.2017.

The utilization of XII Plan expenditure head-wise and year-wise showing an overview of the financial position of the University as on 31.03.2017 is placed in the meeting for perusal of the Committee.

Resolution: After detailed discussion, the Finance Committee perused and recommended the utilization of XII Plan expenditure as on 31.03.2017 prepared in accordance with format provided by UGC to the Executive Council for approval.

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Item No. FC: 45/05: Status of Utilization of Non-Plan Grants of the University as on 31.03.2017 and expenditure details on Grant-in-aid Salary (36), Grant-in-aid Recurring (31) and Grant-in-aid Non-Recurring (Capital Assets) (35) as on 31.05.2017.

Utilization of Non-Plan Grants as on 31.03.2017 under different heads and expenditure details on Grant-in-aid Salary (36), Grant-in-aid Recurring (31) and Grant-in-aid Non-Recurring (Capital Assets) (35) as on 31.05.2017 are placed in the meeting for kind review and perusal of the members.

Resolution: The Committee perused, discussed the matter and recommended the Utilization of Non-Plan Grants as on 31.03.2017 under different heads and expenditure details on Grant-in-aid Salary (36), Grant-in-aid Recurring (31) and Grant-in-aid Non-Recurring (Capital Assets) (35) as on 31.05.2017 to the Executive Council for approval.

Item No. FC: 45/06: Recommendation for approval and adoption of Annual Accounts of Assam University for the financial year 2016-17.

The Annual Accounts of the Assam University i.e. Receipt & Payment Account, Income & Expenditure Account, Balance Sheet and relevant Schedules for the financial year 2016-17 in the Revised Format of Accounts communicated by the Ministry of Human Resource Development, Department of Higher Education, Government of India vide their letter no. 29-4/2012-IFD dated 17th April, 2015 with the approval by the Office of the Comptroller & Auditor General of India, vide their letter no. RC (AB)/ Misc./ Format of A/cs./ 04-31/2013 dated 10th April, 2015 are placed in the meeting in a separate folder.

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The Finance Committee under Section 19 (7) of the Statutes of the University may kindly recommend for approval and adoption of the Annual Accounts for the year 2016-17 by the Executive Council of the University.

Resolution: The Finance Committee under Section 19 (7) of the Statute of the University recommends the Annual Accounts of Assam University i.e. Receipt & Payment Account, Income & Expenditure Account, Balance Sheet and relevant Schedules for the financial year 2016-17 prepared in the Revised Format of Accounts communicated by the Ministry of Human Resource Development, Department of Higher Education, Government of India vide their letter No. 29-4/2012-IFD, dated 17th April 2015 with the approval by the Office of the Comptroller & Auditor General of India, vide their letter No. RC (AB)/Misc./Format of A/cs./04-31/2013 dated 10th April 2015 to the Executive Council of the University for approval and adoption.

Further, on detail deliberation on the Annual Accounts of the University for the financial year 2016-17, the Members made the following observations:

- (i) The Endowment Fund expenses for Rs. 44,035.00 made wrongly from Non-Plan grants during the year 2013-14 depicted under Schedule-2 of the Annual Accounts should be transferred/replenishment to the respective account during the year 2017-18.
- (ii) The reasons behind the cumulative negative balances shown in the past and current Annual Accounts of the OBC grants under Schedule-3C and under SOT grants should be informed to UGC with details by sending a letter to them immediately to settle the matter and to report the same to the next Finance Committee meeting.
- (iii) The amount of TDS Receivable for Rs. 2,14,111.00 from Income Tax Dept., Govt. of India shown as a negative balance in the Current Liabilities and Provisions under Schedule-3 is reflected since last three years. Since, refund back of excess

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TDS amount deposited to Income Tax Dept. or adjustment of such TDS amount is not possible at this stage, the Committee resolved that the excess income tax paid to Govt. (Income Tax Dept) should be charged as revenue expenditure during the year 2017-18.

- (iv) The University has not been following the Accounting Standard-15 as stipulated in the guidelines of MHRD on providing provision for retirement benefits to the employees on actuarial principle. University should comply strictly as per the guidelines from the financial year 2017-18.
- (v) As like the practice followed in the past, the University has disclosed in the Significant Accounting Policies under Schedule-23 that the interest on Savings Bank Accounts are accounted for on Cash Basis. The University should exhibit the interest on Savings Bank Account on Accrual Basis during the financial year 2017-18.

Further, the Members opined that the disclosure made in the Significant Accounting Policies under Schedule-23 under point No. 7.2 is not correct. It is therefore, resolved that the correct disclosure should be made under Point No. 7.2 of said Schedule that "the post employment benefit in form of New Pension Scheme Fund are being maintained by NSDL and the retirement benefits in form of New Pension Scheme (NPS) will be as per the guidelines issued by Govt. of India from time to time and University has no liabilities on these accounts as employees and employers matching contributions are being deposited on monthly basis to the individual PRAN of the concerned regular employees of the University". The disclosure should be replaced under the Schedule-23 on the said point before submitting the approved Annual Accounts of the University for the year 2016-17 to the C&AG before 30th June, 2017.

Further, as per the observation of the IFD, MHRD, it is opined that the University should furnish the details of the pending Inspection Audit Paras (with small description of the Audit Para) and the Action Taken to

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settle/liquidate the pending Paras as a part of the separate agenda item from the next Finance Committee meeting.

Item No. FC: 45/07: Adoption of General Financial Rules (GFR) 2017.

Copy of Office Memorandum No. 14(3)/2015-EII(A), dated 8th March, 2017 issued by Ministry of Finance, Govt. of India notifying implementation of General Financial Rules (GFR) 2017 is placed in the meeting for kind perusal of the Committee. Assam University is following the provisions of GFR 2005 as adopted by the Executive Council vide resolution No. EC:94:05-14:18 in its 94th meeting held on 3rd May, 2014.

As per Clause No. 2 of the O.M. mentioned above, the provisions of GFR 2017 are deemed to be applicable to Autonomous Bodies except to the extent to the bye laws of an Autonomous body provides separate Financial Rules which have been approved by the Government. As Assam University has no separate Financial Rules, it is submitted that GFR 2017 may be adopted by the University as notified by the Govt. of India. Accordingly, the matter is submitted to the Finance Committee for its recommendation for approval and adoption by the Executive Council of the University.

Resolution: In compliance with the Office Memorandum issued by the Ministry of Finance, Govt. of India, vide No. 14(3)/2015-EII(A), dated 8th March, 2017, the Finance Committee recommended GFRs, 2017 to the Executive Council of the University for approval and adoption in the University as Assam University has no separate Financial Rules.

Item No. FC: 45/08: Approval of Budget Estimates for 2017-18.

In pursuance of UGC D.O. No. 1-3/2017 (CU), dated 12.05.2017, financial requirement for 2017-18 as per new

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classification of Budget communicated by UGC amounting to Rs. 19400.58 lakhs (Recurring - Rs. 3153.26 lakhs, Salary & Retirement Benefits - Rs. 8247.32 lakhs and Non-Recurring (Asset) - Rs. 8000.00 lakhs) is placed in the meeting. Accordingly, the matter is placed before the Finance Committee for recommendation to the Executive Council of the University for approval.

Resolution: After thorough discussion on the matter, the Finance Committee recommended the Budget Estimates for 2017-18 of the Assam University as per new classification of budget amounting to Rs. 19400.58 lakhs (Recurring - Rs. 3153.26 lakhs, Salary & Retirement Benefits - Rs. 8247.32 lakhs and Non-Recurring (Capital Assets) - Rs. 8000.00 lakhs) to the Executive Council of the University for approval subject to the condition that the estimates are based on a realistic assessment of requirement of funds for the University and also subject to availability of fund with the UGC.

Item No. FC: 45/09: Opening of Bank Accounts in the name of Assam University Recurring Account and Assam University Capital Assets Account.

Vide letter F.No. 1-3/2017 (CU), dated 12th May, 2017, UGC Conveyed discontinuation of Plan and Non-Plan classification of budget. Accordingly, two new Savings Bank Accounts in the name of (i) Assam University Recurring Account (Account No. 20050110040584 in UCO Bank Assam University Branch for Salary and Recurring Grant) and (ii) Assam University Capital Assets Account (Account No. 36898455494 in State Bank of India, Dargakona Branch for Capital Assets Grant) have been opened for administrative and accounting convenience. In compliance of the letter of UGC referred to above,

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the above arrangement made has been communicated to UGC vide letter No. AUF/47/2016-17/655, dated 23.05.2017.

The matter is placed before the Finance Committee for perusal and information of the Committee.

Resolution: After discussion on the matter related to opening of Bank Accounts in the name of Assam University Recurring Account and Assam University Capital Assets Account, the Finance Committee perused and recommended the same to the Executive Council for approval.

Item No. FC: 45/10: Honorarium payable to External Members - Proposal for enhancement of rate.

UGC vide their O.M. No. F.21-1/2015 (FD-I/B), dated 29th July, 2015 communicated that the Honorarium payable to the official, non-official members and experts will be paid as follows:

1. R. 3,000/- per day for per meeting subject to maximum of Rs. 5,000/- per day irrespective of number of meeting in a day.
2. Rs. 5,000/- per day for inspection/visit of various committees to institutions/Universities/organizations.

It is proposed here that the Honorarium for the External Members of the following committees may be enhanced from Rs. 2,000/- and Rs. 3,000/- to Rs. 4,500/-.

1. Academic Council
2. Executive Council
3. Court

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4. Planning Board
5. Finance Committee
6. Selection Committee

The meeting of the above committees continues for a long time of a day and therefore such enhancement as above is proposed as Honorarium/Sitting Allowance for External Members of these committees only.

The matter is submitted to the Finance Committee for its recommendation for approval and adoption by the Executive Council of the University.

Resolution: The matter was discussed in detailed in the meeting and after threadbare discussion, the Finance Committee advised the University to follow the honorarium pattern provided by the UGC in their O.M. No. F.21-1/2015 (FD-I/B), dated 29th July, 2015.

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


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


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