

**Minutes of the 74<sup>th</sup> Meeting of the Finance Committee of Assam University  
held on 17<sup>th</sup> December 2025 at 11.00 AM at Assam University, Silchar  
through Blended Mode (Physical and Video Conferencing)**

The following members were present:

1. Prof. Rajive Mohan Pant - Chairman  
Vice-Chancellor, Assam University
2. Prof. Karabi Dutta Choudhury - Member  
Dean, Albert Einstein School of Physical Sciences  
Assam University, Silchar (EC nominee)
3. Dr. P.K. Nath - Permanent Invitee  
Registrar, Assam University
4. Dr. Subhadeep Dhar - Ex-officio Secretary  
Finance Officer (i/c), Assam University

**The following members attended the meeting through Video Conferencing:**

5. Prof. Sivasish Biswas - Member  
Pro Vice-Chancellor, Assam University Diphu Campus
6. Shri Subhash Chand Sharu - Member  
Director (CU-I)  
Department of Higher Education  
Ministry of Education, New Delhi  
[Nominee of Additional Secretary (CU),  
Ministry of Education, GoI (Visitor's Nominee)]
7. Shri Mukesh Kumar - Member  
Director (IFD)  
Department of Higher Education  
Ministry of Education, New Delhi  
[Nominee of Joint Secretary and Financial Adviser,  
Ministry of Education, GoI (Visitor's Nominee)]
8. Dr. Mriganka Sekhar Sarma - Member  
Deputy Secretary (CU)  
University Grants Commission, New Delhi (Visitor's Nominee)
9. Prof. G.D. Sharma - Member  
Vice-Chancellor  
University of Science & Technology, Meghalaya (EC nominee)
10. Dr. Udaya Sankar Pant - Member  
International Consultant,  
PFM, Society and Governance (EC Nominee)

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The comments of Ministry of Education, Dept. of Higher Education, GoI on the agenda items have been received vide letter F. No. 9-1/2022-CU-I, dated 11<sup>th</sup> December 2025; the comments received from the Integrated Finance Division, Ministry of Education, Dept. of Higher Education with the approval of JS & FA, Ministry of Education, GoI vide letter No. 9-9/2017-IFD.pt, dated 15<sup>th</sup> December 2025 and the comments received from University Grants Commission with the approval of the competent authority vide letter No. F.18-6/2019(CU)Vol.I/98977, dated 9<sup>th</sup> December 2025 were presented by the Finance Officer (i/c) & Secretary, Finance Committee, Assam University before the Finance Committee and the members noted the comments & which were 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:74/01: Welcome and Opening Remarks by the Vice-Chancellor, Assam University.**

The Chairman welcomed Shri Subhash Chand Sharu, Director (CU-I), Department of Higher Education, Ministry of Education, New Delhi, [Nominee of Additional Secretary (CU), Ministry of Education, GoI (Visitor's Nominee)]; Shri Mukesh Kumar, Director (IFD), Ministry of Education, New Delhi, [Nominee of Joint Secretary and Financial Adviser, Ministry of Education, GoI (Visitor's Nominee)]; Dr. Mriganka Sekhar Sarma, Deputy Secretary (CU), UGC, New Delhi (Visitor's Nominee); Prof. G.D. Sharma, Vice-Chancellor, University of Science & Technology Meghalaya (EC Nominee); Dr. Udaya Sankar Pant, International Consultant, PFM, Society and Governance (EC Nominee) and all the members for attending the meeting.

The Chairman also introduced Prof. Karabi Dutta Choudhury, Dean, Albert Einstein School of Physical Sciences, Assam University, Silchar (EC nominee) to all the members as Prof. Karabi Dutta Choudhury in her capacity as Member of the Finance Committee attended 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 also expressed his gratitude to all the members for attending the meeting.

The Chairman then requested the Secretary, Finance Committee to initiate the proceedings as per the agenda items.

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**Item No. FC:74/02: Confirmation of the Minutes of the 73<sup>rd</sup> meeting of the Finance Committee of the University held on 23<sup>rd</sup> June 2025.**

The copy of the Minutes of the 73<sup>rd</sup> meeting of the Finance Committee of the University held on 23<sup>rd</sup> June 2025 was placed in the meeting as an annexure to the agenda item which was circulated to all the members through e-mail dated 24<sup>th</sup> June 2025.

University has not received any comments from 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 issued by the Central Vigilance Commission, the Minutes of the 73<sup>rd</sup> meeting of the Finance Committee of the University held on 23<sup>rd</sup> June 2025 were confirmed.**

**Item No. FC:74/03: Action Taken Report of the 73<sup>rd</sup> meeting of the Finance Committee of the University held on 23<sup>rd</sup> June 2025.**

Action Taken Report on the 73<sup>rd</sup> meeting of the Finance Committee of the University held on 23<sup>rd</sup> June 2025 was placed in the meeting for information and necessary review of action taken by the University.

**Resolution: The Action Taken Report of the 73<sup>rd</sup> meeting of the Finance Committee of the University held on 23<sup>rd</sup> June 2025 were perused and noted by the members of the Finance Committee with the following observations.**

**Members were apprised about the present status of proposed CORPUS FUND of Assam University and members noted the same.**

**Item No. FC:74/04: 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 2024-25 along with Management Letter and Audit Opinion.**

The Audited Annual Accounts of Assam University for the Financial Year 2024-25 in a separate folder and the Separate Audit Report (SAR) along with Management Letter and Audit Opinion on the Accounts of the Assam University for the financial year 2024-25 which was received from office of the Director General of Audit, Central, Kolkata vide Letter No. OA II(AB)/AR/2024-25/AU/223, dtd. 05.12.2025 were placed in the

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meeting as an annexure to the agenda item for recommendation to the Executive Council of the University for consideration and adoption.

The compliance/reply to the Separate Audit Report (SAR) and the Management Letter of the C&AG on the Accounts of the Assam University for the financial year 2024-25 will be placed in the meeting for recommendation to the Executive Council for approval.

**Resolution:** The members perused the Separate Audit Report along with Management Letter and Audit Opinion of the Comptroller and Auditor General of India on the Accounts of the Assam University for the financial year 2024-25 in detail with the following observations.

- Matter pertaining to outstanding advances was viewed seriously by the members and they urged the University to take immediate action for early settlement of the same. It was reported in the meeting that many of these advances are long pending due to non-availability of original vouchers submitted by employees. The members acknowledged the constraints faced by the University in settling these advances and advised that if required, photocopy of the adjustment vouchers duly authenticated by the concerned employee may be taken into consideration for settlement of the advances only in the cases where the original vouchers were already submitted by the concerned employee. In this regard, a committee was suggested to be formed by the University for scrutinizing such cases and suggesting appropriate action to be taken by the University.
- Regarding physical verification of fixed assets, the members suggested that an Internal Stock Verification Committee may be constituted for the purpose and the stock verification process may be completed at the earliest to avoid further Audit observation.
- Regarding capitalization of fixed assets acquired out of sponsored projects, the same had been done as per suggestion of the 61<sup>st</sup> Finance Committee and 143<sup>rd</sup> Executive Council. As the process was not agreed to by the C&AG Audit team, hence the matter was placed in the meeting for appropriate advice. The members after deliberating on the same opined that the resolution of the 61<sup>st</sup> Finance Committee meeting vide agenda No. FC:61/05 which read

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as "The item has been discussed in detail and after threadbare discussion the Finance Committee recommended the proposal to the Executive Council of the University for approval subject to fulfillment of relevant provisions of GFR 2017 and Government of India instructions and without any financial liability on the part of Govt./UGC", may be substituted as "The item has been discussed in detail and after threadbare discussion the Finance Committee recommended the proposal to the Executive Council of the University for approval as a policy decision of the University".

After threadbare discussion, the Finance Committee recommended the Separate Audit Report along with Management Letter and Audit Opinion of the Comptroller and Auditor General of India on the Accounts of the Assam University for the financial year 2024-25 to the Executive Council of the University for consideration and adoption of the Audited Annual Accounts of the University and Separate Audit Report along with Management Letter and Audit Opinion of the Comptroller and Auditor General of India for the financial year 2024-25.

Further, the compliance/reply to the Management Letter and the Separate Audit Report (SAR) of the C&AG on the Accounts of the Assam University for the financial year 2024-25 have been placed in the meeting and the Finance Committee recommended the same to the Executive Council of the University for approval.

Item No. FC:74/05: Recommendation for approval of the Revised Budget Estimates for the financial year 2025-26 and Budget Estimates for the financial year 2026-27 under the head Salary (OH-36), Recurring (OH-31) and Capital Assets (OH-35) of Assam University.

UGC vide letter No. F.1-6/2025 (CU), dated 6<sup>th</sup> Aug 2025 requested the University to submit the information for preparation of Revised Budget Estimates for the financial year 2025-26 and Budget Estimates for the financial year 2026-27 under Salary (OH-36), Recurring (OH-31) and Capital Assets (OH-35).

As required, the Revised Budget Estimates for the financial year 2025-26 and Budget Estimates for the financial year 2026-27 under the head Salary (OH-36), Recurring (OH-31) and Capital Assets (OH-35) of Assam University have been prepared in the prescribed format and sent to UGC vide letter No. AUF/AC/918/2022-23, dtd.

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08.08.2025 (copy was placed in the meeting as an annexure to the agenda item).

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

**Resolution:** Revised Budget Estimates for the financial year 2025-26 and Budget Estimates for the financial year 2026-27 under the head Salary (OH-36), Recurring (OH-31) and Capital Assets (OH-35) of Assam University as submitted to UGC was discussed and noted by the members. In view of pressing demands under Pension and Pensionary benefit component of Recurring Grant (OH-31) the UGC was requested to provide an additional amount of Rs.1.00 crore over and above the Revised Estimate proposal already submitted to UGC.

**Item No. FC:74/06:** Period of preservation of records.

Ministry of Finance, Govt. of India, Dept. of Expenditure, Office of Controller General of Accounts vide Office Memorandum F. No. TA-2-01001/1/2021-TA-II/548, dated 12th July, 2021 issued Correction slip to Para 17.16 of CAM regarding period of preservation of records. In the said O.M., the Amendment in Civil Accounts Manual Revised Second Edition-2007 Volume-I & II (Reprinted in 2012) wherein the Correction Slip No. 21, dated 12th July 2021 indicates the Para 17.16 of Civil Accounts Manual has been substituted as follows:

17.16 PERIOD OF PRESERVATION OF RECORDS IN ELECTRONIC OR PHYSICAL FORM MAINTAINED BY THE DEPARTMENTALIZED PAY AND ACCOUNTS OFFICES.

The said O.M. of MoF was placed in the meeting as an annexure to the agenda item for perusal and recommendation to the Executive Council of the University for adoption in Assam University.

**Resolution:** The agenda item has been discussed in detail and after thorough discussion the Finance Committee recommended the same to the Executive Council of the University for adoption of the same in Assam University with a suggestion to digitize all relevant documents for record keeping.

**Item No. FC:74/07:** Status of filling up of backlog vacancies.

UGC in their letter vide No. F. 1-11/2021 (SCT), dated 10<sup>th</sup> February 2022 intimated to include an agenda item in every Finance Committee meeting of the University giving the status of filling up of backlog vacancies.

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The statement giving the report about the action taken and progress made in this regard was placed in the meeting as an annexure to the agenda item for necessary review.

**Resolution:** The members noted the Status of filling up of backlog vacancies and directed the University to take necessary steps to fill up the backlog vacancies after due observance of reservation act and strictly as per the approved recruitment rule.

**Item No. FC:74/08: Details of Public Grievances pending in the University.**

Ministry of Education, Govt. of India vide letter F. No. 13-110/220-CU-Cdn, dated 22<sup>nd</sup> December 2020 communicated a Note dated 17.12.2020 of Secretary (Higher Education), Ministry of Education with a direction to include Public Grievances pending in the Institutes as Standing Agenda items in every meeting of the Finance Committee.

In this regard, this is for information of all members of the Finance Committee that there are NO Public Grievances pending in the University.

**Resolution:** The Finance Committee noted the same.

**Item No. FC:74/09: Details of Parliamentary Assurances pending in the University.**

Ministry of Education, Govt. of India vide letter F. No. 13-110/220-CU-Cdn, dated 22<sup>nd</sup> December 2020 communicated a Note dated 17.12.2020 of Secretary (Higher Education), Ministry of Education with a direction to include Parliamentary Assurances pending in the Institutes as Standing Agenda items in every meeting of the Finance Committee.

In this regard, this is for information of all members of the Finance Committee that there are NO Parliamentary Assurances pending in the University.

**Resolution:** The Finance Committee noted the same.

**Item No. FC:74/10: Utilization of Funds - An overview of the financial position of the University up to 31.10.2025.**

The Utilization of Funds head-wise showing an overview of the financial position of the University up to 31.10.2025 and unspent balance as on 01.11.2025 under Salary (OH-36), Recurring (OH-31), Capital Assets (OH-35) 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 31.10.2025 under Salary (OH-36), Recurring (OH-31), Capital Assets (OH-35). The low utilization of funds under Capital Assets (OH-35) was discussed in the meeting and the members suggested that appropriate action should be taken for full utilization of the fund within the financial year.

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**Item No. FC:74/11: Review of details of the pending C&AG Transaction Audit Paras and the Action Taken to settle/liquidate the pending Paras.**

Ministry of Education, Govt. of India vide letter F. No. 13-110/220-CU-Cdn, dated 22<sup>nd</sup> December 2020 communicated a Note dated 17.12.2020 of Secretary (Higher Education), Ministry of Education with a direction to include complete details and status of audit paras as Standing Agenda items in every meeting of the Finance Committee.

The status of upto date pending Audit Paras are furnished for kind information of the members.

Financial Year	No. of Audit Paras year-wise	No. of Paras proposed to be settled/dropped in Audit meeting held on 19/11/2025	No. of O/S Paras as on 08.12.2025
2015-16	01	0	01
2016-17	01	0	01
2018-19	02	0	02
2019-20	01	0	01
2021-22	01	01	0
2022-23	02	0	02
2023-24	15	08	07
<b>Total</b>	<b>23</b>	<b>09</b>	<b>14</b>

The minutes of the discussion held with C&AG Audit team on 19<sup>th</sup> Nov. 2025 regarding present position of the outstanding paragraph of previous Inspection Reports was placed in the meeting as an annexure to the agenda item for review by the members of the Finance Committee.

**Resolution:** The Finance Officer briefed the members about the status of outstanding Audit Paras and each para was discussed in detail in the meeting.

Further, the Inspection Report on the accounts of the Assam University for the financial year 2024-25 received from the Office of the Director General of Audit, Central, Kolkata, B.O. Guwahati vide Memo No. OA/C/IR 567, dtd. 02.12.2025 was placed in the meeting for information of the members. The same has been discussed para-wise in the meeting with the following observations.

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1. Diphu campus 100 bedded Boys Hostel - The members opined that the Hostel should be made operational at an early date. Any shortfall of funds for making the same operational may be met from the University's own resources (IRG).
2. Exam Building- Additional amount on account of enhancement in GST payable to the Executing agency may be also met from the University's own resources (IRG). As advised, the University may seek reimbursement of the amount spent from its own resources (IRG) under allocation for Capital Assets (OH-35) from UGC/MoE.
3. As observed by Audit in the Inspection Report for the financial year 2024-25, the payment of Special Compensatory Allowance may be stopped from the salary of concerned employees from December 2025.

It is also informed in the meeting that the reply to the Inspection Report for the financial year 2024-25 will be submitted to Audit within the stipulated period and subsequently the same will be placed in the next meeting of the Finance Committee.

**Item No. FC:74/12: 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 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 and they noted the same.**

**Item No. FC:74/13: Progress of infrastructure project funded through HEFA.**

Ministry of Education, Govt. of India, Department of Higher Education, CU Bureau vide letter F. No. 4-7/2020-CU.VII, dtd. 11.09.2020 forwarded a copy of the minutes of the meeting (through video conference) under the chairmanship of JS (CU & IISER) on 27.08.2020 to review the progress/issues of HEFA funded infrastructure project of 6 Central Universities (CUs) including Assam University.

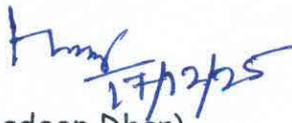
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In the said minutes, it has been directed by the Chairman that, Progress of infrastructure project funded through HEFA should be an Agenda point of every Finance Committee meeting.

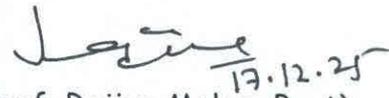
In view of above, the Status of proposals funded through HEFA in respect of Assam University was placed in the meeting as an annexure to the agenda item for perusal and necessary review.

**Resolution:** Progress of infrastructure project funded through HEFA was reviewed in the meeting in the light of relevant provisions of GFRs, 2017 and related Government of India instructions and the members noted the same.

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



(Dr. Subhadeep Dhar)  
Finance Officer (i/c) &  
Ex-Officio-Secretary  
Finance Committee  
Assam University, Silchar



(Prof. Rajive Mohan Pant)  
Vice-Chancellor &  
Chairman  
Finance Committee  
Assam University, Silchar