



TEZPUR UNIVERSITY  
TEZPUR 784 028: ASSAM

MINUTES OF THE 63<sup>RD</sup> MEETING OF THE FINANCE COMMITTEE  
HELD ON 23<sup>RD</sup> JUNE 2023 AT 11.00 A.M.  
AT INDIA INTERNATIONAL CENTRE, NEW DELHI

The following members were present:

Sl.No.	Name	Designation
1.	Professor Shambhu Nath Singh Vice-Chancellor, Tezpur University	Chairman
2.	Md. Rizwan, Director (F.II) (Nominee of the JS&FA) Ministry of Education, Govt. of India (Visitor's Nominee)]	Member
3.	Mr. Subhash Chand Sharu, Director (CU-I/II), MoE [Nominee of Addl. Secretary, MoE, GoI (Visitor's Nominee)]	Member
4.	Dr. Mriganka Sekhar Sarma Deputy Secretary, UGC [Nominee of JS, UGC, (Visitor's Nominee)]	Member
5.	Mr. Sword Vashum, IAAS (Retd.), Former Addl. Dy. C&AG of India (BoM Nominee)	Member
6.	Prof Debajit Hazarika, Dean, School of Sciences, Tezpur University (BoM Nominee)	Member
7.	Dr. Biren Das, Registrar, Tezpur University	Permanent Invitee
8.	CMA Dr. B. B. Mishra, Finance Officer Tezpur University	Secretary

Prof. Ramesh Kumar Pandey, Former Vice-Chancellor, Shri Lal Bahadur Shastri National Sanskrit University, New Delhi (BoM Nominee) could not attend the meeting due to his pre-commitments.

The comments of the Dept. of Higher Education, MoE, GoI on the agenda items received from the ASO (CU-I) vide his e-mail dated 19 June, 2023; the comments received from the Section Officer, Integrated Finance Division, Ministry of Education, with the approval of JS & FA, MoE, GoI vide letter F. No. 9-2/2018-IFD.pt, dated 22<sup>nd</sup> June, 2023 ; and comments of the University Grants Commission, New Delhi vide letter No. F.57-8/2016 (CU) Vol.I, dated 15 June 2023 of Deputy

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Secretary, UGC were presented by the Finance Officer and Secretary, Finance Committee, Tezpur University before the Committee and the members noted the comments & put on record.

Professor Shambhu Nath Singh, Vice-Chancellor, Tezpur University & Chairman, Finance Committee welcomed all the members attended 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 also assured that the observations/comments of the Ministry, UGC and IFD will be strictly followed by the University in true letter and spirit. The Chairman invited the Finance Officer to initiate the proceedings as per the agenda items. The Finance Officer presented the agenda accordingly.

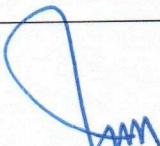
FC.63/2023/01	<b>To confirm the Minutes of the 62nd Meeting of the Finance Committee held on 20th March 2023 in hybrid mode.</b>
<b>NOTE</b>	The minutes of the 62nd Meeting of the Finance Committee were circulated to all the members on dated 22nd March 2023 for perusal and comments, if any. The University has not received any comments from any of the members. The copy of the Minutes is placed at Annexure - A. The minutes may be confirmed.
<b>DECISION</b>	<b>The members confirmed the minutes of 62<sup>nd</sup> meeting of FC 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.</b>
FC.63/2023/02	<b>To report on the Action Taken on the recommendations of the 62nd Meeting of the Finance Committee held on 20th March 2023.</b>
<b>NOTE</b>	Action Taken Report on the recommendations of the 62nd meeting of the Finance Committee is placed at Annexure - B for perusal and necessary review. The Action Taken Report may be considered for approval.
<b>DECISION</b>	<b>The Action Taken Report was noted by the members 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.</b>  <b>During discussion on the Action Taken Report of the Agenda Item No. FC.62/2023/07 on the Audit Para No. 2.11 of Part IIB of 2020-21 (Irregularities in recruitment of Laboratory Assistant), it was appraised to the committee that BoM in its 112th meeting held on 29th May 2023 vide Resolution No. B. 112/2023/2/2.6 has approved one-time Ex-post facto relaxation of upper age limit up to 35 years, for the appointment of Mr. Rupak Sharma, Laboratory Assistant. The committee opined that the approval of BoM may be intimated to the University Grants Commission.</b>

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FC.63/2023/03	<b>To consider the approval of the Annual Accounts of Tezpur University for the financial year 2022-23.</b>
NOTE	<p>The Annual Accounts of the Tezpur University i.e. Receipt &amp; Payment Account, Income &amp; Expenditure Account, Balance Sheet and relevant Schedules for the financial year 2022-23 prepared in the Revised Format of Accounts communicated by the Ministry of Education, 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 &amp; Auditor General of India, vide their letter no. RC (AB)/Misc./3 Format of A/CS./ 04-31/2013 dated 10th April, 2015 are placed in a separate folder.</p> <p>The Finance Committee under Section 19 (7) of the Statutes of the University may kindly recommend for approval of the Annual Accounts for the year 2022-23 by the Board of Management of the University under Rule 31 (1) of the Tezpur University Act, 1993 and submission to the Comptroller &amp; Auditor General of India for audit and certification.</p>
DECISION	<p><b>The Committee after threadbare discussion recommended the Annual Accounts of Tezpur University for the financial year 2022-23 prepared as per the Revised Format of Accounts to the Board of Management of the University for approval and onward submission to the Comptroller &amp; Auditor General of India for audit and certification.</b></p> <p><b>Further, the Director, IFD, MoE opined that the interest earned on the Grants-in-Aid for the year 2022-23 should be deposited back to UGC at the earliest.</b></p> <p><b>On a query by the Director, IFD, it was appraised to the committee that the academic receipts during the financial year 2022-23 being less than the academic receipts of the year 2021-22, was basically due to less number of admission of students during the year 2022-23 in the University.</b></p>
FC.63/2023/04	<b>To consider the approval of revise Sitting Fee for different Statutory Committee meetings.</b>
NOTE	<p>University Grants Commission in their Office Memorandum F.No.21-1/2015(FD-I/B) dated 22.09.2017 revised the rules for TA and sitting fee payable to the official and non-official members/experts. The copy of the said OM is placed at Annexure - C for ready reference.</p> <p>Many Central Universities are paying sitting fee to the outside members at the rate of Rs. 5,000/- per meeting for attending the Statutory Committees. However, Tezpur University at present paying sitting fee to the outside members at the rate of Rs. 3,000/- per meeting for attending all Statutory Committee meetings of the University.</p> <p>Therefore, it is proposed to enhance the sitting fee payable to the outside members at the rate of Rs. 5,000/- per meeting/day for attending the Statutory Committees like Board of Management, Academic Council, Finance Committee, Selection Committee for appointment of faculty, CAS Committee for the promotion of faculty and Selection Committee for the Group-A Officers of the University.</p>

  
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	<p>For all other committees, the sitting fee payable to outside members may remain the same at the rate of Rs. 3,000/- per day/meeting subject to maximum of Rs. 5,000/- per day irrespective of number of meetings in a day.</p> <p>The committee may consider for approval of the above revise sitting fee.</p>																																
<b>DECISION</b>	<p>Considering the amount of sitting fee paid by many Central Universities, IITs, the committee recommended the proposal to the Board of Management for approval to enhance the sitting fee payable to the outside members at the rate of Rs. 5,000/- per meeting/day for attending the Statutory Committees.</p>																																
<b>FC.63/2023/05</b>	<p><b>To report to the Committee on the utilization of funds under Salary (under OH-36), Recurring (under OH-31) and Creation of Capital Assets (under OH-35) for the year 2022-23.</b></p>																																
<b>NOTE</b>	<p>The Utilization of Funds head-wise showing an overview of the financial position of the University under Salary, Recurring and Creation of Capital Assets for the year 2022-23 (01.04.2022 to 31.03.2023) is placed at Annexure - D for perusal of the Committee.</p>																																
<b>DECISION</b>	<p><b>The status of utilization of funds under Recurring, Salary and Creation of Capital Assets for the year 2022-23 was discussed and noted by the members subject to relevant provisions of GFRs, 2017 and other related Govt. of India/UGC instructions/guidelines.</b></p>																																
<b>FC.63/2023/06</b>	<p><b>To review the details of the pending C&amp;AG Transaction Audit Paras and the Action Taken to settle/liquidate the pending Paras.</b></p>																																
<b>NOTE</b>	<p>As advised by the Ministry of Education, Govt. of India &amp; UGC, the details of the pending Transaction Audit Paras are given below for kind information of the members.</p> <table border="1" data-bbox="526 1227 1508 1579"> <thead> <tr> <th>Financial Year</th> <th>Total No. of Audit Para</th> <th>No. of Settled/dropped Paras</th> <th>No. of outstanding Paras as on date</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td>12</td> <td>09</td> <td>03</td> </tr> <tr> <td>2016-17</td> <td>15</td> <td>14</td> <td>01</td> </tr> <tr> <td>2017-18</td> <td>14</td> <td>11</td> <td>03</td> </tr> <tr> <td>2018-19</td> <td>07</td> <td>07</td> <td>00</td> </tr> <tr> <td>2019-20</td> <td>14</td> <td>10</td> <td>04</td> </tr> <tr> <td>2020-21</td> <td>16</td> <td>11</td> <td>05</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>78</b></td> <td><b>62</b></td> <td><b>16</b></td> </tr> </tbody> </table> <p>The details of the Transaction Audit Paras up-to the financial year 2020-21 with up-to-date Action Taken (with description of the Audit Paras) to settle/liquidate the pending paras are placed at Annexure - E for review by the Committee. The Inspection Audit Report for the year 2021-22 received by the University will be placed in the next meeting of the committee along with its compliances.</p>	Financial Year	Total No. of Audit Para	No. of Settled/dropped Paras	No. of outstanding Paras as on date	2015-16	12	09	03	2016-17	15	14	01	2017-18	14	11	03	2018-19	07	07	00	2019-20	14	10	04	2020-21	16	11	05	<b>TOTAL</b>	<b>78</b>	<b>62</b>	<b>16</b>
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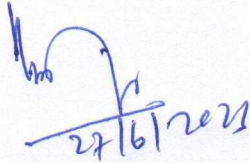
	Reply/Clarification/Action Taken on the outstanding audit paras up to the year 2020-21 have already been furnished to the Director General of Audit (Central), Kolkata, Guwahati Branch for review/ settlement of the paras.
<b>DECISION</b>	<p>After threadbare discussion, the Committee suggested that:</p> <p>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.</p> <p>ii) The constituted Standing Audit Committee (SAC) should review all pending Audit Paras and take appropriate action in a time bound manner.</p> <p>The outstanding audit paras may also be taken up with the Director (Inspection), Office of the C&amp;AG for their early settlement, failing which necessary action(s) should be initiated by the University in a time bound manner.</p>
<b>FC.63/2023/07</b>	<b>To review the progress of HEFA Projects as on 31.05.2023.</b>
<b>NOTE</b>	The Department of Higher Education, Ministry of Education, GoI vide letter F. No. 13-74/2020-CU-cdn, dated 27.08.2020 issued guidelines to present the progress of HEFA Projects in each meeting of the Finance Committee. The progress of the HEFA Projects as on 31.05.2023 is placed at Annexure - F for perusal and review of the members.
<b>DECISION</b>	<p>The progress of HEFA funded projects was perused and noted by the members.</p> <p>After threadbare discussion, the committee suggested that a proposal may be sent to the Ministry through UGC for approval of a third party Institutional Committee consisting of the members from CPWD, NBRC, IIT, etc to review the progress and the quality of the works of the HEFA projects of the University. The members of such committee may be paid TA/DA, honorarium and local hospitalities as per the Govt. of India rules.</p>
<b>FC.63/2023/08</b>	<b>To review the Public Grievances pending in the University.</b>
<b>NOTE</b>	<p>The Department of Higher Education, Ministry of Education, GoI vide letter F. No. 13-110/2020-CU-cdn, dated 22.12.2020 issued guidelines to present the Public Grievances pending in the University in every meeting of Finance Committee.</p> <p>It is for information of the members that there is no Public Grievance pending in the University.</p>
<b>DECISION</b>	<b>The status was noted by the members.</b>

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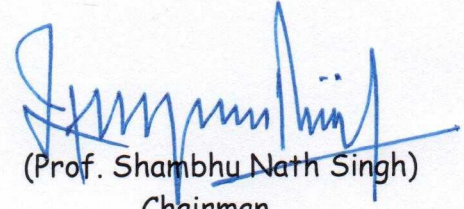
<b>FC.63/2023/09</b>	<b>To review the Parliamentary Assurances pending in the University.</b>
<b>NOTE</b>	The Department of Higher Education, Ministry of Education, GoI vide letter F. No. 13-110/2020-CU-cdn, dated 22.12.2020 issued guidelines to present the Parliamentary Assurances pending in the University in every meeting of Finance Committee.  It is for information of the members that there is no Parliamentary Assurances pending in the University.
<b>DECISION</b>	<b>The status was noted by the members.</b>

The meeting ended with vote of thanks to and from the Chair.



(CMA Dr. B. B. Mishra)  
Secretary  
Finance Committee  
Tezpur University

वित्त अधिकारी  
तेजपुर विश्वविद्यालय  
Finance Officer  
Tezpur University



(Prof. Shambhu Nath Singh)  
Chairman

Finance Committee  
Tezpur University

कुलपति  
तेजपुर विश्वविद्यालय  
Vice Chancellor  
Tezpur University