

**RAJIV GANDHI UNIVERSITY  
RONO HILLS, ITANAGAR**

**MINUTES OF THE 39<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE**

The 39<sup>th</sup> meeting of the F.C. was held on February 3, 2006 at 10.30 a.m. in the office chamber of the Vice-Chancellor. The following members attended the meeting.

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|---|---|-----------------|
| 1. Prof. Atul Sarma, Vice-Chancellor                  | : | (in chair)      |
| 2. Prof. Tamo Mibang, PVC                             | : | Member          |
| 3. Prof. A. Mitra, Dean, Social Sciences              | : | Member          |
| 4. Mrs. Uma Dutta, Principal, DNGC                    | : | Member          |
| 5. Ms. Jigme Choden, Dy. Secretary, Edn. Govt. of A.P | : | Rep. Secy. Edn. |
| 5. Dr. Tai Nyori, Registrar                           | : | Invitee         |
| 6. Shri Stephen Hongray, F.O                          | : | Member Secy.    |

At the outset, the Vice-Chancellor welcomed all the members. He specially welcomed Shri Stephen Hongray, F.O. since the 39<sup>th</sup> meeting of F.C. being his first meeting.

The agenda items were then taken up for discussion.

**FC: 39:1. To confirm the Minutes of the 38<sup>th</sup> Meeting of the Finance Committee held on 21<sup>st</sup> July, 2005.**

The F.C. noted that the Minutes of the Meeting were circulated amongst the members of the Committee and no comments have been received so far. Hence, the F.C. confirmed the minutes.

**FC: 39:2. To accept Action Taken Report (ATR) on the 38<sup>th</sup> Meeting of the Finance Committee held on 21<sup>st</sup> July, 2005.**

While accepting the A.T.R of the 38<sup>th</sup> meeting of the F.C., the F.C. made the following suggestions against the items of ATR as mentioned below

**(A) Item No. FC: 38:16:** The 49<sup>th</sup> meeting of the E.C. had decided to issue memos to the Assistant Engineer (Civil) and Junior Engineer (Civil) for poor monitoring of works (re-carpeting of internal roads of the University) carried out by the contractor. However, no action has been taken so far. This may be done.

**B) Item No. FC:38:17 :** "To consider for engaging two persons as Library Interns" The 38<sup>th</sup> F.C. recommended that the University may keep a provision of interns with a remuneration of Rs. 3500/- p.m against the vacant post of Technical Assistant. The present practice of engaging the Library intern may be extended from the present period of three months to six months till a regular staff is appointed. After a period of six months, the post may be re-advertised, where the immediate previous incumbent will have to come as a fresh candidate, provided he/she is willing to be considered for the post again. If further extension of six months is given to the immediate previous incumbent, a minimum of one-day gap should be kept in between.

PS

(C) **Item No. FC:38:21 (a)** : "To consider remuneration and other contingent expenditure for study centers at affiliated colleges". The ATR should be read as "the 49<sup>th</sup> E.C. approved the alternative proposal of keeping 15% of the admission fees be retained by the center for the purpose".

**FC: 39:3. To accept the Annual Accounts for the financial year 2004-05**

The F.C. has gone through the Annual Accounts of the University for the Financial Year 2004-05, comprising of Receipts and payment A/c, Income and expenditure A/c and Balance Sheet compiled by M/s H.K. Sen and Associates, Chartered Accountant, North Lakhimpur.

The Finance Committee accepted the Annual Accounts and recommend to EC for approval.

**FC: 39:4. To consider the Budget Estimate of the University for the financial year 2006-07**

Before starting discussion on the Budget Estimate, the V.C informed the meeting that with the joining of the F.O, there has been considerable improvement in the budget preparation. However, there is scope for further improvement.

The F.C. noted that the budget estimates of the University for the financial year 2006-07 has been projected a total outlay of Rs. 1078.88 lakh ( Non-plan).

The FC considered the Budget Estimate for the financial year 2006-07 as interim budget as Rajiv Gandhi University is expected to be converted into a Central University in the near future. The F.C. recommends the budget proposal to EC for approval.

**FC: 39:5. To consider transfer of the actual amount of gratuity payable to the employees to the gratuity fund account.**

The F.C. noted that 32<sup>nd</sup> meeting of the Executive council vide item No 32:13 (2) approved for transfer of Rs. 10.00 lakhs every year from the Government grants to the gratuity fund account. The said EC has also approved for transfer of Rs. 24.00 lakhs from the Revenue account in view of the fact that since inception the State Government has not transferred any fund towards gratuity.

It was also noted that an amount of Rs 13, 81,128.00 is required to be transferred to meet the actual liability towards gratuity for 2005-2006, instead of the present Rs. 10.00 lakh. The total liability under gratuity head to be covered is around Rs. 66.00 lakh, as on 31.01.06.

### B. Post of Assistant Director

The Centre requires to take decision and implement rules and regulations along with carrying out daily routine correspondence. The part time Director is constrained to undertake the diversified time bound works. Hence, a part time Assistant Director with a consolidate pay of Rs. 2000/- per month is proposed for the period of the project.

The F. C, considering the requirement of an Assistant Director, considered the proposal for engaging a part time Assistant Director with a consolidated pay of Rs. 2000/- and recommend to the EC for approval.

### C. Increasing the remuneration of the Director CDE-RGU

In view of the volume of works and responsibility attached to the post of the Director, the Centre for Distance Education, the University proposed for enhancement of his remuneration from Rs. 2000/- to Rs. 3000/- per month.

The F. C. did not consider the proposal on the ground that the University is not giving more than Rs. 2000/- as remuneration for holding any additional post.

**FC: 39:8. To approve continuation of the post of contingency paid staff for the year 2006-07.**

The F.C. noted that the University is required to entertain 47 (forty seven) numbers of contingency paid staff of various categories as mentioned below for the year 2006-07 with an expenditure of Rs. 8,65,800/-.

Sl. No.	Categories of Post	No. of Post	Scale	Period in months	Total Amount
1.	Skilled	14	Rs. 1690/-	12	Rs. 2,83,920
2.	Semi-Skilled	10	Rs. 1560/-	12	Rs. 1,87,200
3.	Un-Skilled	23	Rs. 1430/-	12	Rs. 3,94,680
Total					Rs. 8,65,800

The Finance Committee considered for continuation of the above-mentioned posts and expenditure and recommend to the Executive Council for approval.

The Chairman informed the meeting that as per Govt. of India rule, salary of a contingency staff has to be received by the person concerned himself. However, it is apprehended that in some cases, on the basis of authorization of a staff some one else is drawing their wages in the University. He instructed the Finance Branch to examine the matter.

**FC: 39:9. To consider the estimate for construction of new sewerage line for 'C' sector**

The Rajiv Gandhi University Engineering Wing has prepared an estimate to the tune of Rs. 2.79 lakh for the chamber and sewerage line at 'C' Sector which has been

After threadbare discussion on the matter, the F.C recommended that 7% of salary should be transferred to the gratuity fund instead of the present practice of transferring Rs. 10. lakh lump-sum. In this connection, the decision of the 32<sup>nd</sup> meeting of the E.C. is proposed for modification. The total liability should be recovered within a period of five years by way of keeping sufficient budgetary provision. In order to augment the Gratuity Fund account, it is further proposed that the Welfare Fund contribution be reduced to Rs. 7.00 lakh from Rs. 15.00 lakh and the difference i.e. Rs. 8.00 lakh be used for contribution towards Gratuity Fund Account.

The F.C. recommended to the E.C. for approval.

**FC: 39: 6      Transfer of Fund to Development Fund**

The F.C. noted that out of the Statutory Grant for 2005-2006, a savings of approximately Rs. 210.00 lakh, primarily from the provision for salaries of the vacant posts. However, as there are two more months before the close of the financial year, the exact savings cannot be determined at this point of time. Therefore, the University proposed that the savings from the statutory grant be transferred to the "Development Fund" of the University.

The F. C. considered the proposal and recommend to the EC for approval.

**FC: 39:7.      A.      To create a post of Contingent Computer Operator with a lump sum pay of Rs. 4,500/- per month on contract basis for the CDE-RGU.**

As per the recommendation of the Advisory Committee of the Centre for Distance Education an Office Assistant/Computer Operator is required to carry out the daily routine work of the Centre for Distance Education. In the Centre, for typing, composing of course materials, preparation of assignment papers correspondence with the distance learners, maintaining records etc. require an office Assistant cum Computer Operator. Hence, a contingent Office Assistant cum computer operator on contract basis has been proposed with a fixed pay of Rs. 4,500/- per month.

The F. C, after going through the proposal, noted that the University has already created a post of regular Stenographer for the Distance Education Centre. A person who can combine both the requirements be posted. Hence, F.C. did not consider the proposal.

**FC: 39:14. To consider the estimate for construction of soling, Metalling and carpeting in front of Academic Block for Car Parking**

The Rajiv Gandhi University Engineering Wing has submitted an estimate to the tune of Rs. 64, 000.00 for construction of soling, metalling and carpeting in front of Academic Block for Car Parking.

The F.C. considered the estimate and recommend to the EC for approval.

**FC: 39:15. To approve maintenance of Botanical Garden**

The F.C. noted that the Rajiv Gandhi University Engineering Wing has submitted a proposal to the tune of Rs. 50,000.00 for maintenance of Botanical Garden.

Since proper specification and budget estimate for the works were not available, it was decided that the matter be kept pending.

**FC: 39:16. To consider the estimates for construction of Drivers accommodation (Dormitory) at newly constructed Guest House of RGU**

It was noted by the F.C. that the Rajiv Gandhi University Engineering Wing has submitted an estimate for construction of Drivers accommodation (Dormitory) at the newly constructed Guest House of RGU to the tune of Rs. 2.79 lakh.

The Finance Committee after examining the proposal considered the estimate for Rs. 2.50 lakh and recommend to the EC for approval.

**FC: 39:17. To consider the estimate for construction of OB Type residential accommodation for Security Guard (Suraksha) of RGU**

The F.C. noted that the Engineering Wing of RGU has submitted an estimate for construction of OB Type residential accommodation for Security Guard (Suraksha) of RGU to the tune of Rs. 1.32 lakhs.

The F.C. considered the estimate and recommend to the EC for approval.

**FC: 39:18. To consider procurement of Maruti Esteem LX for Pro-Vice- Chancellor**

The F.C. noted that the Ambassador Car (No.AR-01/5380) attached to the Pro Vice-Chancellor was purchased on 11.04.96 at a cost of Rs. 3, 08,403.00. The car has already covered 1,4000 km. The administration has already incurred expenditure of Rs. 2, 33,952/- towards its major repairs. The car is now off-road and it requires an approximate amount of Rs. 1, 25,000/- towards its repair as per the report of the mechanic.

Since the repairing of the car will not be economical, the administration proposed to auction the car. In that case, a new vehicle needs to be procured for periodical use by VC and by PVC. Hence, it is proposed to purchase a new car, preferably Maruti Esteem LX at an estimate expenditure of Rs. 5.00 lakhs.

damaged and is difficult to clean and maintain as it is placed 6 feet below the ground level. Hence, it needs to be changed.

The F.C. after going through the estimate considered for an amount of Rs. 2.35 lakh for the work and recommend to EC for approval.

**FC: 39:10. To consider estimate in connection with C/O S.P. Type kitchen for existing Women Hostel**

The Rajiv Gandhi University Engineering Wing has submitted an estimate for construction of S.P. Type kitchen for existing Women Hostel to the tune of Rs. 4.08 lakhs.

The F.C. has considered for an amount of Rs. 3.80<sup>lakh</sup> and recommend to Executive Council for approval.

**FC: 39:11. To consider estimate for widening road from Gate near Women Hostel to Bus stand**

The Rajiv Gandhi University Engineering Wing has submitted an estimate for widening road from Gate near Women Hostel to the Bus Stand to the tune of Rs. 2.12 lakhs.

The F.C. after examining the estimate considered the same for an amount of Rs. 2.12 lakh and recommend to the EC for approval.

**FC: 39:12. To consider estimate for construction of drain behind Type – I quarter at “D” Sector**

The F.C. noted that the Rajiv Gandhi University Engineering Wing has submitted an estimate for construction of drain behind Type – I quarter at “D” Sector to the tune of Rs. 36,500.00 as the drain of that area has been damaged. The estimate was prepared on the basis of the report submitted by the committee comprised of the Er. Dawa Sering, Senior Architect, Er. Bora Ete, Consultant Engineer, Er. B.N.Jha, S.S.W.

The F.C. considered the estimate for Rs. 36,500.00 and recommend to the EC for approval.

**FC: 39:13. To consider estimate for procurement of Furniture i/c with newly constructed type IV Quarter (Duplex model).**

The F.C. noted that the Rajiv Gandhi University Engineering Wing has submitted an estimate to the tune of Rs. 5.20 lakhs for procurement of furniture for newly constructed type IV quarters (Duplex Model). The amount was not included in the estimate of civil work.

The F.C. considered the estimate for Rs. 5.00 lakh and recommend to the EC for approval.

