

Steve Coffey

ARUNACHAL UNIVERSITY ITANAGAR

MINUTES OF THE 22ND MEETING OF THE FINANCE COMMITTEE HELD ON MARCH 5, 1999 IN VICE-CHANCELLOR'S CHAMBER

The 22nd meeting of the Finance Committee was held on 5th March, 1999 at 1100 hours in the office chamber of Vice-Chancellor.

The following were present :

1. Dr. K.K. Dwivedi
Vice-Chancellor : Chairman
2. Prof. T. Mibang
Dean, Faculty of Social Sciences : Member
3. Shri T.T. Tara
Deputy Secretary (Education)
Rep. Secretary (Education)
Govt. of Arunachal Pradesh : Member
4. Smt. Uma Dutta
Principal
Govt. College, Bomdila : Member
5. Shri Joram Begi
Registrar/Finance Officer : Member Secretary

The Commissioner (Finance), Govt. of Arunachal Pradesh, could not attend the meeting.

At the outset, the Vice-Chancellor welcomed the members and introduced himself to the members since it was his first meeting as Chairman of the Finance Committee.

Agenda items were then taken up for discussion.

Item 1 : *To confirm the minutes of the 21st meeting of the Finance Committee held on 6th November, 1998.*

Minutes were confirmed.

Item 2 : To accept the Action Taken Report on 21st meeting of the Finance Committee

The Action Taken Report was presented and was accepted by the Committee.

Item 3 : To consider enhancement of existing quantum of imprest amount of Rs.200/- for Heads of Departments

It was noted by the Committee that in the meeting of the Heads of Departments held on 10th February 1999, discussed about the enhancement of imprest amount to the extent of Rs.1,000/- from the existing quantum of Rs.200/- for meeting the day-to-day minor expenditures like speed post/courier service charges, entertainment of distinguished visitors to the departments, procurement of stationery items which are urgently required, etc.

Proposal for similar advances to the offices of the Vice-Chancellor and Registrar were also discussed in detail.

After a threadbare discussion, it was decided to provide a recurring monthly Imprest Grant of Rs.1,000/- to all the Departments as well as to the offices of Vice-Chancellor and Registrar. The next advance will be sanctioned only after submission of final bill of earlier advance. It was felt that the total replenishment of Rs.1000/- should not ordinarily be accepted before one month. The matter is recommended to the Executive Council for approval.

Item 4 : To consider enhancement of Over Time Allowances to the University staff

The Finance Committee noted that the University allows its employees Over Time Allowances at the old rate, i.e., Rs.3.45 per hour which was fixed by the Third Pay Commission. However, it was felt by the University that this rate is too low. The Committee also noted that the rates of OTA paid to the Central Government employees are much higher (in the range of Rs.7.95 to Rs.23.05) per hour.

In view of the above, after a long discussion, it was decided to pay OTA at an average flat rate of Rs.10.00 per hour to all entitled categories of employees who are to perform work beyond office hours and on holidays. The matter is recommended to EC for approval.

Item 5 : To consider separate Heads of Accounts for Registration Branch

The Committee noted that as per the existing practice, the Head of Account for classifying the Revenue Receipt/Payment, etc., both for Academic Branch and Registration Branch, are maintained under one Head, i.e., "Academic/Registration". It was felt that since both the branches are functioning independently, Heads of Accounts may be separated from

the Academic Head as identified from the financial year 1999-2000 and recommended to the Executive Council the following Heads of Accounts :

010 - Registration Fee

<u>Sub-Head</u>	<u>Nomenclature</u>
I	Registration fee
II	Eligibility fee
III	Migration fee
IV	Duplicate Registration/Migration fee

Item 6 : Capitalisation of undisbursed stipend and book grant

The Finance Committee noted that the audit vide their Inspection Report No.DA/Insp./1/97 dated February 8, 1999, under para 4(5) has advised to take a policy decision on undisbursed stipend and book grant sanctioned by the Govt. of Arunachal Pradesh. The modalities of utilisation of such additional capital will be finalised on the need-base pattern in future.

After due discussion, it was decided to capitalise such amounts which can be utilised for prizes, medals, etc. to students and other welfare programmes, and recommended to Executive Council for approval.

Item 7 : To approve the draft para-wise replies on the accounts of Arunachal University for the year 1997-98

The draft para-wise replies along with copy of Inspecting Report of the Auditor on the Inspection of the University finance for the year 1997-98 were gone through by the Committee and approved as at Annexure 'A'.

Item 8 : To approve creation of one post of Information Scientist in Library under INFLIBNET Programme

Creation of one post of Information Scientist in the scale of pay of Rs.8000-275-13500/- was discussed in detail. The Committee noted that the post is sanctioned by the UGC under the Information and Library Network (INFLIBNET) Programme and is for five years with complete financial support. In case the post is to be continued beyond five years, it would become the liability of the University.

In view of the above, it was decided to create the post of Information Scientist for five years or beyond subject to receipt of UGC grant for this purpose. The matter is recommended to Executive Council for approval.

Item 9 : Creation of posts

The necessity of creation of the following posts was discussed in detail and decided to recommend to the Executive Council :

Sl. No.	Name of the post	Scale of pay	No. of post
1.	Deputy. Registrar (Academic)	Rs.12000-420-18300/-	1
2.	Deputy. Registrar (Exam)	-do-	1
3.	Deputy. Librarian	-do-	1
4.	Assistant Registrar (Establishment)	Rs.8000-275-13500/-	1
5.	Section Officer (Finance)/ Senior Accountant	Rs.6500-200-10500/-	1
6.	Superintendent (Registration)	Rs.5500-175-9000/-	1
7.	Superintendent (UGC Cell/ Youth Affairs)	-do-	1
8.	Storekeeper (Engineering Wing)	Rs.4000-100-6000/-	1
9.	Counter Assistant-cum- LDC (Library)	Rs.3050-75-3950-80-4590/-	2
10.	Stenographer Gr.III (one each for the proposed Departments of Hindi and Computer Science)	Rs.4000-100-6000/-	2
11.	Peon (one each for the proposed Departments of Hindi and Computer Science)	Rs.2550-55-2660-60-3200/-	2

The total financial liability for these posts would be Rs.14,19,560/- per year.

**Item 10 : To approve grant of composite allowance (transfer grant) to
Shri D.M. Choudhury, Section Officer, for his shifting from Itanagar to
Arunachal University Campus**

It was noted that Shri D.M. Choudhury, Section Officer, joined this University on deputation in 1985 and subsequently got permanently absorbed. However, he was retaining his Government accommodation at Itanagar and on the insistence of the State Government he had to vacate his Govt. accommodation. Shri Choudhury shifted to the University Campus in the month of November 1998.

It was also noted that Shri Choudhury, following his shifting to AU Campus, has claimed composite allowance (transfer grant) at the rate recommended by the Fifth Pay Commission.

After a long discussion on the issue, it was felt that Shri Choudhury should have claimed composite transfer grant at the time of his transfer of services to the University. The Committee, therefore, decided that Shri Choudhury be paid only packing and shifting allowances to the tune of Rs.1200/- in the pre-revised (Rs.600/- each for packing and shifting) as had been paid to the other employees of the University.

Item 11 : To create E-Mail/Internet facilities

The Vice-Chancellor explained the necessity of having E-Mail/Internet facilities in the University with a view to have global access. For creating this facility, an estimated amount of Rs.3.00 lakh would be required.

Considering the revolution in information technology and the need, the Finance Committee recommended the expenditure to the Executive Council for approval.

Item 12 : To approve additional requirement of funds for re-fixation of pay of Professor/Registrar/Controller of Examinations/Finance Officer/Reader and Selection Grade Lecturer

It was noted that on acceptance of UGC revised pay w.e.f. 1.1.1996, the fixation of pay of Professor/Registrar/Controller of Examinations/Finance Officer/Readers and Selection Grade Lecturers was done on the strength of UGC Notification issued on 27th July, 1998.

It was also noted that in view of certain modifications adopted by Ministry of Human Resource and Development on 6th November, 1998 effective from 1.1.1996, communicated by UGC, vide No.F.3-1/94(PS) dated 21st November, 1998, the Finance Branch has to re-fix the pay of Professors/Registrar/Controller of Examinations/Finance Officer/Readers and Selection Grade Lecturers w.e.f. 1.1.1996 as well as placement of Reader @ Rs.14,940/- on completion of 5 years of service on or after 1.1.1996.

It was further noted that an additional amount of Rs.2,35,612/- would be required up to 31.3.1999 against the original estimate of Rs.71.197 lakh, request for which has already placed with the State Government. The additional requirement has already been communicated to Director of Higher Education, vide even number dated 1.3.1999 for necessary action.

Since the pay scales are to be adopted immediately, the Finance Committee recommended to the EC for approval of the additional expenditure involved.

Item 13 : To accord approval for procurement of one Mini Bus (407), one Gypsy and one Maruti Van (for Ambulance)

In view of the increase in student intake and on-Campus population vis-a-vis the poor conditions of the existing vehicles, wear and tear, etc., the procurement of following vehicles were considered by the Finance Committee and recommended to EC for approval :

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| 1. Mini Bus | : Rs.3,52,731.00 + Rs.2.25 lakh for body building |
| 2. Maruti Gypsy (for officers) | : Rs.3,33,237.00 |
| 3. Maruti Van (in the form of an Ambulance) | : Rs.2,07,685.00 + Rs.50,000/- for essential fittings |

Item 14 : Any other item with the permission of the chair

(i) Enhancement of sitting allowance in respect of outside members

The Committee noted that sitting allowance is paid to outside members @ Rs.150/- per day who are invited to attend statutory body meetings and selection committees. The Committee felt the need to extend the facility to other outside members attending Board of Studies, Construction Committee meetings, etc. It was also felt that the existing rate of sitting allowance be enhanced to Rs.300/- per day and recommended to EC for approval.

(ii) Payment of DA to Tabulators

In the 25th meeting of the Executive Council held on 16th March, 1998 [item 7(ii)], it was decided to pay a maximum transport subsidy of Rs.500/- for the entire period to outstation teachers engaged for examination related duties (re-totalling, tabulation work, etc.) in addition to remuneration. It was also decided not to pay daily allowance for such works.

However, during the last academic year, Dr. S.K. Sharma, Lecturer, Govt. College, Itanagar, was engaged for Tabulation work for which he has preferred DA bill @ Rs.60/- per day for a period of 64 days, from 12.5.1998 to 26.7.1998, in addition to remuneration. It was made known by the Controller of Examinations that the then Vice-Chancellor has verbally agreed to consider payment of DA as mentioned.

The matter was discussed at length and it was decided to settle the claim administratively in the light of the EC decision mentioned above.

