

**HIDAYATULLAH NATIONAL LAW UNIVERSITY, RAIPUR (C.G.)**  
**MINUTES OF THE FINANCE COMMITTEE MEETING DATED 29.08.2012**

A meeting of the Finance Committee of the Hidayatullah National Law University took place at the Board Room of the University on 29.08.2012 at 3.00 p.m. The following members were present in the meeting:

1. Prof. (Dr.) Sukh Pal Singh, Hon'ble Vice-Chancellor, HNLU - Chairman
2. Shri R.S. Sharma, Addl. Secretary, Law & Legislative Affairs Department, Government of Chhattisgarh – Member
3. Shri S.K. Chakravarty, Deputy Secretary, Finance Department, Government of Chhattisgarh - Member
4. Dr. Hanumant Yadav, Faculty Member, HNLU - Member
5. Shri R.L. Masiya, Finance Officer, HNLU - Member
6. Shri Awadh Ram Sahu, Retd. D.G.M., SBI, Raipur (C.G.) - Member
7. Dr. Dipak Das, Associate Professor & Registrar Incharge, HNLU - Member Secretary.

After verifying the quorum, the following agenda items were taken up:

1.	<p><b>Perusal and approval of the minutes of Finance Committee meeting dated 17.08.2012.</b></p> <p><b><u>Notes:</u></b> Minutes of the Finance Committee meeting dated 17.08.2012 are placed for perusal and approval.</p> <p><b><u>Decision:</u></b> Minutes of the Finance Committee meeting dated 17.08.2012 were read and confirmed.</p>
2.	<p><b>Regarding Group Gratuity Scheme of LIC</b></p> <p><b><u>Notes:</u></b> The Payment of Gratuity Act, 1972 is applicable to the University w.e.f. the year 2003 as per the provisions contained in the PG Act, 1972. The matter was placed before the Finance Committee in its meeting dated 05.03.2011 and Executive Council meeting dated 12.03.2011 for obtaining the Compulsory Insurance (from LIC) for discharge of employer's liability as per provisions of the PG Act, 1972; wherein it was decided that Liability assessment may be got done and then the matter may be placed with initial financial implication before the Finance Committee. Liability assessment was got done from LIC of India for obtaining Compulsory Insurance for discharge of employer's liability. As per the assessment, the employer's initial contribution works out to Rs.37,21,533/- (Rupees Thirty Seven Lacs Twenty One Thousand Five Hundred and Thirty Three).</p> <p>The matter was placed in the Finance Committee meeting dated 17.08.2012 wherein it was decided that Group Gratuity Schemes of other Public Sector Insurance Companies may be examined, if any, on merits and the matter may be placed again before the Finance Committee. Accordingly, on thorough enquiry made on internet and further clarification sought from the Life Insurance Company of India, it has been found that LIC</p>

is the only public sector insurance company which is offering Group Gratuity Scheme. The Finance Committee is, therefore, requested to approve contribution to Group Gratuity Scheme of LIC and also approve the initial contribution of Rs.37,21,533/- (Rupees Thirty Seven Lacs Twenty One Thousand Five Hundred and Thirty Three) to be paid to LIC of India for obtaining Compulsory Insurance for discharge of employer's liability.

The matter is placed for perusal and decision as above.

**Decision:**

The Finance Committee recommended that the Group Gratuity Scheme of LIC of India or the New Pension Scheme introduced/approved by the Government of India and State Government, whichever is more beneficial for employees and also covers obtaining Compulsory Insurance for discharge of employer's liability as per Payment of Gratuity Act, 1972 may be adopted and subscribed to.

**3. Regarding Additional Duty Allowance.**

**Notes:**

It matter was placed before the Finance Committee in its meeting dated 17.08.2012 that there are various assignments other than routine duties and functions attached to various posts. Due to paucity of manpower and resources, some of the faculty and staff members are required to perform additional duties. It was, therefore, proposed that additional duty allowance may be paid for the following additional assignments involving excess labour, time, efforts and responsibilities in addition to the routine duties and functions related to various posts/assignments such as Registrar (Incharge), Controller of Examinations (Incharge), Warden Girls Hostel, Warden Boys Hostel, Proctorial Board, UGC Cell Incharge, University Printing Centre Incharge. Wherein, the Finance Committee decided that a formula for payment of Additional Duty Allowance may be worked out and the same may be placed in the next meeting of the Finance Committee.

Accordingly, it is proposed that Additional Duty Allowance @ 20% of the basic pay and the grade pay of the employee may be paid for the above posts/assignments subject to a minimum of Rs.5000/- p.m. and a maximum of Rs.10000/- p.m. The Proctorial Board may be paid Rs.7500/- p.m. which may be allocated among the members of the Proctorial Board by the Vice-Chancellor from time to time.

The matter is placed for perusal and approval.

**Decision:**

The Finance Committee recommended that Additional Duty Allowance as proposed above may be paid for performing additional duties. Additional Duty Allowance may be paid to a person if the additional duty is performed for a period of more than 15 days. The Additional Duty Allowance may be paid initially for a period of one year, which may be further extendable.

4.

**Creation of posts.**

**Notes:**

It was placed before the Finance Committee in its meeting dated 17.08.2012 that Hidayatullah National Law University is a residential University wherein various support staff posts are essentially required for smooth functioning. The Finance Committee in its meeting dated 17.08.2012 decided that the actual requirement of manpower may be worked out and the matter may be placed in the next meeting of the Finance Committee with details, justification and financial implications.

**Accordingly, the matter is placed as under:**

- (1) Security Officer: Although the security services are being outsourced in the University, need is felt to have mechanism for cross-checking, monitoring and ensuring that the security agency engaged is performing its duties effectively and efficiently round the clock. The Security Officer will also escort the Vice-Chancellor for attending various functions/occasions, outside the campus, as per requirement. Hence, it is proposed that one post of Security Officer may be created.
- (2) Outsourcing Supervisor: The University also outsources housekeeping, security and allied services as per requirement. To monitor and control the work performance of the outsourcing agencies, it is proposed that one post of Outsourcing Supervisor may be created.
- (3) Driver-cum-Office Assistant and Motor Mechanic cum Driver: The University is having four buses, two ambulances, three cars, one jeep. In view of this, it is proposed that Nine posts of Driver-cum-Office Assistant and One Post of Motor Mechanic cum Driver may be created.
- (4) Library Attendant: The University is having three storied air-conditioned library building i.e. Ground Floor, First Floor and Second Floor. The student strength is continuously increasing. The Library functions in two shifts and one library attendant is required in all the three floors in both the shifts. Hence, looking to the requirement it is proposed that Six posts of Library Attendants may be created.
- (5) Field Assistant: For looking after the work related to dispatch and incidental works, it is proposed that One post of Field Assistant may be created.
- (6) Caretaker-cum-Office Assistant: Caretaker-cum-Office Assistants are required for looking after the Vice-Chancellor's residence and Guest House. It is, therefore, proposed that two posts of Caretaker-cum-Office Assistant may be created.
- (7) Cook-cum-Attendant: Cook-cum-Attendants are required for looking after the Vice-Chancellor's residence and Guest House in two shifts. It is, therefore, proposed that four posts of Cook-cum-Attendant may be created.
- (8) Gardener-cum-Attendant: The University is having a huge residential campus with plantations including the Vice-Chancellor's Bungalow and Guest House. For looking after the gardening work of the huge campus, it is proposed that Four posts of Gardener-cum-Attendant may be created.

The financial annual implication for creation of the above posts works out to Rs.63,25,465/- (Rupees Sixty Three Lacs Twenty Five Thousand Four Hundred and Sixty Five only) (Statement enclosed). Accordingly, it is proposed that the following support staff posts may be created for the smooth functioning of this residential University:

Name of the Post	Pay Band and Grade Pay	No. of posts
Security Officer	9300-34800 + G.P. 4200	1
Outsourcing Supervisor	5200-20200 + G.P. 2400	1
Driver-cum-Office Assistant	5200-20200 + G.P. 1900	9
Motor Mechanic cum Driver	5200-20200 + G.P. 1800	1
Library Attendant	5200-20200 + G.P. 1800	6
Field Assistant	5200-20200 + G.P. 1800	1
Caretaker-cum-Office Assistant	4440-7440 + G.P. 1300	2
Cook-cum-Attendant	4440-7440 + G.P. 1300	4
Gardener-cum-Attendant	4440-7440 + G.P. 1300	4
		29

It is also proposed that the above posts may be filled up as per requirement from time to time, subject to availability of funds.

The matter is placed for perusal and approval.

**Decision:**

After detailed deliberations, the Finance Committee recommended for creation of the following posts:

Name of the Post	Pay Band and Grade Pay	No. of posts
Security Officer	9300-34800 + G.P. 4200	1
Outsourcing Supervisor	5200-20200 + G.P. 2400	1
Driver-cum-Office Assistant	5200-20200 + G.P. 1900	9
Motor Mechanic cum Driver	5200-20200 + G.P. 1800	1
Library Attendant	5200-20200 + G.P. 1800	9
Field Assistant	5200-20200 + G.P. 1800	1
Caretaker-cum-Office Assistant	4440-7440 + G.P. 1300	2
Cook-cum-Attendant	4440-7440 + G.P. 1300	4
Gardener-cum-Attendant	4440-7440 + G.P. 1300	4
		32

5. Perusal and approval of the status of payments made from State Government Grant for various construction/development activities. Perusal and approval of the proposed activities to be carried out from the balance State Government grant for completion of the University Campus.

**Notes:**

- (A) The Hidayatullah National Law University, Raipur has received a total grant of Rs.6166.42 Lacs for the period 2003-04 to 2011-12 for various purposes as under:

Capital Grant received from State Government for the period 2003-04 to 2011-12		
Year	Particulars	(Rs. In Lacs)
2005-06	Building Grant for HNLU, Raipur	1000.00
2006-07	Building Grant for HNLU, Raipur	1000.00

2006-07	Building Grant for Bilaspur Centre	450.00
2007-08	Construction of Class Rooms for HNLU, Raipur	16.42
2007-08	Building Grant for HNLU, Raipur	2000.00
2008-09	Addl. Construction work for completion of campus	1700.00
	<b>Total</b>	<b>6166.42</b>

(B) Out of the above grant State Govt. Capital Grant of Rs.6166.42 Lacs,

Sl.	Particulars	(Rs. In Lacs)
(1)	Grant has been utilized/works have been undertaken	4815.24
(2)	There are claims of M/s. NCCL towards R.A. Bills and Escalation Bill No.006	602.87
(3)	Works recommended for approval by F.C. in its meeting dated 07.12.2011	143.36
(4)	Works recommended for approval by F.C. in its meeting dated 17.08.2012.	216.91
		<b>5778.38</b>

(C) From the available balance State Government Capital of Rs.388.04 Lacs (Rs.6166.42 Lacs – Rs.5778.38 Lacs), the University proposes to further undertake the following activities estimated for Rs.348.56 Lacs:

Sl.	Particulars	(Rs. in Lacs)
1	Construction of Hon'ble Vice-Chancellor Bungalow	337.36
2	Construction of Chabutra and Sheds for Staff Quarters	11.20
		<b>348.56</b>

The above estimates have been checked and verified by the Engineer. Accordingly, the matter is placed for perusal and approval as above to proceed further.

**Decision:**

- (1) The Finance Committee perused and approved the status of payments made from State Government Grant for various construction/development activities and also perused and approved the proposed activities to be carried out from the balance State Government grant for completion of the University Campus as mentioned at Sl.No.(A) and (B) above.
- (2) The Finance Committee recommended construction of Chabutra and Sheds for Staff Quarters estimated to cost Rs.11.20 Lacs as proposed at Sl.No. (C) above.
- (3) The Finance Committee recommended that separate estimates for Hon'ble Vice-Chancellor's Bungalow, Servant Quarters annexed to it, Residential Office, Boundary Wall, Furniture and Fixtures, Furnishings may be got prepared and they may be got approved/recommended at an earliest from the Finance Committee by way of circulation of papers.

6. Audit report of the Chartered Accountant for the F.Y. 2011-12 placed for perusal.

**Notes:**

The Audit report of the Chartered Accountant for the F.Y. 2011-12 was placed before the Finance Committee in its meeting dated 17.08.2012 wherein it was decided that the matter may be placed with details in the next meeting. Accordingly, the Audit report of the Chartered Accountant for the F.Y. 2011-12 is placed before the Finance Committee

alongwith status on the notes on accounts annexed to the Audit Report:

- (1) Sl.No. 7(a) pertains to outstanding advances and dues against Mr. A.K. Dubey, Mr. Shrinivas Rao, Mr. J.K. Goyal, Mr. Satyendra Kujur and Mr. Visnath Kurrey has been taken up in the Finance Committee meeting dated 17.08.2012.
- (2) Sl.No. 8 pertains to verification of fixed assets. An internal committee of officers and faculty members of the University has already been constituted. Physical verification of the fixed assets of the University is going on. On completion of the physical verification, the physical verification report will be placed before the University authorities.
- (3) Sl.No. 9 pertains to accounting entry of Electricity Security Deposit paid to CSEB in books of accounts. The same will be rectified as per accounting principles as pointed out by the C.A. in his report.
- (4) Sl.No.10 pertains to amount of Rs.25000/- advanced to Mr. Yogesh Muthereja for organizing student event Lextronica in the University. However, the bills are yet to be submitted by the organizer for adjustment of the advance. Steps are being taken up for collecting the bills/vouchers pertaining to the event for adjustment of advance.
- (5) Sl.No. 11 pertains to Staff Advances/dues against Mr. Kaveesh Chhajed, Mr. Prasenjit Kundu and Ms. Ritu Sharma. Efforts are being made for recovering the dues/advances outstanding against the staff members.
- (6) Sl.No. 12 pertains to the long outstanding non-recovered security deposits, given to the flat owners at Didwania Complex, Raipur for the flats hired by the University for the purpose of boys hostel in June 2008 @ Rs.5000/- p.m. per flat. Total 43 flats were hired in Didwania Complex, Raipur from various flat owners. Two months security deposit was given in advance to each flat owner. The agreement was executed with flat owners for hiring the flats for a period of 11 months. The agreement expired in April 2009. However, the flats were in possession of the University till May 2009. In the month end May 2009, decision was taken by the University to immediately vacate the flats at Didwania Complex, Raipur in view of immediate shifting to University's own campus. Against the security deposit of Rs.10000/- towards each flat, the rent for the month of May 2009 and electricity bills for the month of May 2009 was also adjusted by the flat owners. A special camp was also arranged by the University in Didwania Complex, Raipur for settlement of dues and adjustment of security deposit with the flat owners in the month of June 2009 by publishing Public notices in newspapers. As against total security deposit of Rs.4,17,806/-, an amount of Rs.2,53,799/- has been settled/adjusted against the security deposit. Rs.1,65,508/- remained outstanding against the Security deposit owing to heavy counterclaims of the flat owners towards damages to their flats such as damage to painting, sanitary and electrical items, window panes and other damages. Notices have been issued to the flat owners from time to time in the year 2009, 2010, 2011 and 2012. However, the outstanding amount could not be recovered owing to heavy counterclaims by the flat owners. Now, the matter is time barred and the recovery is not forthcoming despite various efforts. Since it seems very



	<p>difficult/impossible to recover these dues owing to heavy counter claims and the matter has become time barred, hence it is proposed to write off these outstanding dues.</p> <p>(7) Sl.No.13 pertains to reflection of entry in the books of accounts regarding the Minority Account opened by the University with State Bank of Indore for receiving scholarship of Minority students.</p> <p>(8) Sl.No.14 pertains to non-deduction of TDS from M/s. Naresh Sahu Travels, Raipur and M/s. Kwality Foods, Raipur. These vendors are regular service providers from which non-deducted TDS will be deducted from their future bills and remitted to IT Department.</p> <p><b>Decision:</b></p> <p>(A) The Finance Committee perused the status and recommended approval to the University's proposals as mentioned at Sl.No.6(1) to 6(8) as above.</p> <p>(B) The Finance Committee recommended that immediate necessary steps may be taken to claim refund of TDS receivable from the Income Tax Department appearing under the head "Other Current Assets" in the audit report of the C.A. for the F.Y. 2011-12.</p>
7.	<p><b><u>Any other matter with the permission of the chair.</u></b></p> <p>It was placed before the Finance Committee in the meeting dated 29.08.2012 that at present there is no person appointed as Cook for Hon'ble Vice-Chancellor's residence. One Library Attendant is performing his duties in the Library as well as working as Cook for Hon'ble Vice-Chancellor's residence. It was proposed that Additional Duty Allowance may also be paid to him.</p> <p><b>Decision:</b></p> <p>The Finance Committee recommended that Additional Duty Allowance of Rs.3000/- p.m. may be paid for the additional duty of cook if the additional duty is performed for a period of more than 15 days. The Additional Duty Allowance may be paid initially for a period of one year, which may be further extendable.</p>

The meeting concluded with Vote of Thanks to the Chair.

  
**REGISTRAR**  
**HIDAYATULLAH NATIONAL LAW UNIVERSITY**  
**RAIPUR (C.G.)**