

## HIDAYATULLAH NATIONAL LAW UNIVERSITY

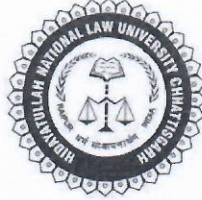
### **Minutes of the Finance Committee Meeting Held on Saturday, 29<sup>th</sup> March 2024 at 10:30 A.M.**

The Finance Committee meeting of the Hidayatullah National Law University took place on 29.03.2024 at 10.30 am in the Boardroom of the University. The following members were present in the meeting:-

1. Prof. (Dr.) V.C. Vivekanandan, Hon'ble Vice-Chancellor, HNLU – Chairman
2. Mr. R.S. Vishwakarma, Former Finance Secretary, Government of Chhattisgarh & Member
3. Mr. C.J. Khatri, Former Finance Controller, Government of Chhattisgarh & Member
4. Dr. Vipin Kumar, Registrar (I/c) & Member Secretary, HNLU
5. Prof. (Dr.) Yogendra Kumar Srivastava, Head Finance (I/c)
6. Hon'ble Mr. Justice G. Raghuram, Former Director, National Judicial Academy as special invitee

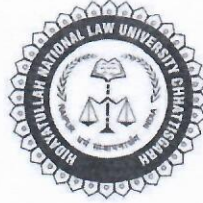
The Chairman and Hon'ble Vice Chancellor, HNLU, Raipur, extended a warm welcome to the members of the Finance Committee. After that, the following agenda items were taken up for discussion:

<b>S. No.</b>	<b>Agenda</b>
1.	<p><b>Placing the approved minutes of the Finance Committee meeting dated 03.12.2023 for perusal and information.</b></p> <p><b>Notes:</b> The approved minutes of the Finance Committee meeting dated 03.12.2023 are placed for perusal.</p> <p><b>Decision:</b> Perused and confirmed.</p>



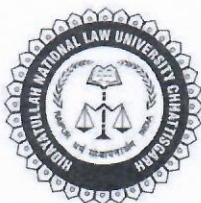
## HIDAYATULLAH NATIONAL LAW UNIVERSITY

S. No.	Agenda
2.	<p><b>Action Taken Report on the decisions of the Finance Committee meeting dated 03.12.2023.</b></p> <p><b>Notes:</b> The Action Taken Report on the decisions of the Finance Committee meeting dated 03.12.2023 is placed for perusal and approval.</p> <p><b>Decision:</b> Perused and confirmed.</p>
3.	<p><b>Estimated budget for the Financial Year 2024-25 for perusal and approval.</b></p> <p><b>Notes:</b> The approved budget for the financial year 2023-24, along with actual income/expenditure and proposed figures for the financial year 2024-25, are placed before the committee for perusal and approval.</p> <p><b>Decision:</b> The estimated budget for the Financial Year 2024-25 was approved by the Finance Committee. The members also suggested sending a request letter to the Finance Department, Government of Chhattisgarh, for release of grant with appropriate justifications and the actual expenditure incurred in the F.Y. 2023-24.</p>
4.	<p><b>Process of appointment of new auditors for the Financial Year 2023-24, 2024-25 and 2025-26.</b></p> <p><b>Notes:</b> The University had invited expressions of interest from qualified Chartered Accountants for the financial years 2023-24, 2024-25 and 2025-26. The list of chartered accountants who have applied, along with proposed parameters for selection, are placed before the members for guidance.</p> <p><b>Decision:</b> The proposed parameters for the selection of new auditors for the Financial Year 2023-24, 2024-25, and 2025-26 were deliberated and</p>



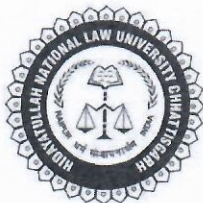
## HIDAYATULLAH NATIONAL LAW UNIVERSITY

S. No.	Agenda
	unanimously approved to complete the selection and appointment of new auditors as per the parameters set by the University.
5.	<p><b>EoI from scheduled banks for operating the branch at the University campus.</b></p> <p><b>Notes:</b> The University had invited expressions of interest from scheduled banks impaneled by the State Government for operating a branch at the University premises. The list of banks who have applied, along with proposed parameters for selection, are placed before the members for guidance.</p> <p><b>Decision:</b> The proposed parameters for the selection of a bank for operating the branch at the University campus were deliberated and unanimously approved to complete the selection of a bank as per the parameters set by the University.</p>
6.	<p><b>Proposal to provide interest-free loans to faculty for replacement of university laptops.</b></p> <p><b>Notes:</b> The University in 2020 provided laptops to all the faculty as part of academic support and to manage online classes during the pandemic period. These laptops are old and often require repairs and replacement of parts. The University finds it difficult to manage those repairs and also to dispose of them if they are not repairable. Hence, it is proposed to sanction a loan of Rs.60,000/- recoverable @Rs.5,000/- per month to assist the faculty in purchasing their own laptop as the University laptops provided to them are at the end of their utility span.</p> <p><b>Decision:</b> The members of the Finance Committee unanimously approved the scheme of an interest free loan of Rs.60,000/- to those faculty desirous of availing the loan to be adjusted in 12 installments from their salary.</p>



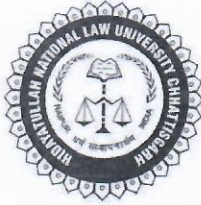
## HIDAYATULLAH NATIONAL LAW UNIVERSITY

S. No.	Agenda
	The scheme of providing University laptops to the faculty be discontinued henceforth.
7.	<p><b>Appraisal of the status of settlement of debts and advances of the University.</b></p> <p><b>Notes:</b> The summary sheet along with the present status of debts and advances of the University, are placed for perusal and guidance.</p> <p><b>Decision:</b> The members of the Finance Committee perused the list of debts and advances outstanding in the books of the University. The committee recommended writing off the entries less than ₹5,000/- and outstanding for more than 3 years. The entries above ₹5,000/- and outstanding for more than 3 years could be first pursued by sending demand notices and then writing off from the books if there is no response or traceability in the next three months.</p>
8.	<p><b>Information on laying of 33 KVA power supply through UG Cable system from Nava Raipur sub-station and payment thereof.</b></p> <p><b>Notes:</b> The Chhattisgarh State Power Distribution Company Limited (CSPDCL) approved the University's request to lay an Underground cable system from the Nava Raipur substation. This will reduce the frequent power cuts and power failures that have even resulted in the postponement of examinations. The demand raised by CSPDCL for ₹ 1,23,04,686/- has been duly paid by the University on 22.02.2024 for information.</p> <p><b>Decision:</b> The members of the committee took note of the payment made to the Chhattisgarh State Power Distribution Company Limited (CSPDCL).</p>



## HIDAYATULLAH NATIONAL LAW UNIVERSITY

S. No.	Agenda												
9.	<p><b>Any other agenda item with the permission of the Chair.</b></p> <p><b>A) Proposal to increase financial limits for direct purchase and purchase by quotations from the market.</b></p> <p><b>Notes:</b></p> <p>It is submitted that there are requirements of furnishing items/electronic accessories and related items that are difficult to procure in a timely manner with the current University financial policy of Rs.25,000/- limit for direct purchase and Rs.5,00,000/- for three quotations approved by the Finance Committee/Executive Council.</p> <p>The University proposes to seek an increase in financial limits for direct purchase from Rs. 25,000/- to Rs. 1,00,000/- and Rs. 5,00,000/- to Rs. 8,00,000/- with quotations from the market. Many of the procurements are planned to be done through e-commerce sites, which will ensure transparency and billing accountability.</p> <table border="1"><thead><tr><th>Mode of Purchase</th><th>Present Limit</th><th>Proposed Limit</th></tr></thead><tbody><tr><td>Direct Purchase</td><td>Rs. 25,000/-</td><td>Rs. 1,00,000/-</td></tr><tr><td>Purchase Through Quotations</td><td>Rs. 5,00,000/-</td><td>Rs. 8,00,000/-</td></tr><tr><td>Open Tender</td><td>above Rs. 5,00,000/-</td><td>above Rs. 8,00,000/-</td></tr></tbody></table> <p><b>Decision:</b></p> <p>After deliberation of the proposal, it was unanimously decided to enhance the Direct Purchase limit from Rs.25,000/- to Rs.50,000/- but to retain the existing limits of purchase through quotations and open tender.</p>	Mode of Purchase	Present Limit	Proposed Limit	Direct Purchase	Rs. 25,000/-	Rs. 1,00,000/-	Purchase Through Quotations	Rs. 5,00,000/-	Rs. 8,00,000/-	Open Tender	above Rs. 5,00,000/-	above Rs. 8,00,000/-
Mode of Purchase	Present Limit	Proposed Limit											
Direct Purchase	Rs. 25,000/-	Rs. 1,00,000/-											
Purchase Through Quotations	Rs. 5,00,000/-	Rs. 8,00,000/-											
Open Tender	above Rs. 5,00,000/-	above Rs. 8,00,000/-											



## HIDAYATULLAH NATIONAL LAW UNIVERSITY

S. No.	Agenda
	<p data-bbox="373 568 1209 607"><b>B) Proposal to buy 2 Golf Carts and 2 Electric Buses.</b></p> <p data-bbox="373 656 475 685"><b><u>Notes:</u></b></p> <p data-bbox="373 696 1406 768">The University plans to buy 2 Golf Carts and 2 Electric Buses to be used by the students, staff, and faculty, for information.</p> <p data-bbox="373 819 520 848"><b><u>Decision:</u></b></p> <p data-bbox="373 860 1406 972">The committee in principle approved the purchase of 2 Golf Carts and 2 Electric Buses from reputed vendors which will also enhance the concept of a green campus.</p>