

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
PUNJAB TECHNICAL UNIVERSITY

ਏਜੰਡਾ
AGENDA

25^{ਵੀਂ} ਮੀਟਿੰਗ
25TH MEETING

ਵਿੱਤ ਕਮੇਟੀ
FINANCE COMMITTEE

 **PTU**
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

ਦਫਤਰ ਉਪ-ਕੁਲਪਤੀ
ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਕਪੂਰਥਲਾ
Office of the Principal Secretary
Technical Education & Industrial Training
Mini Secretariat, Chandigarh

ਮਿਤੀ 21-03-2013 ਸਮਾਂ : 11.00 ਵਜੇ



PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

AGENDA ITEMS

25th meeting of the Finance Committee

Sr.No.	Item	Page No.
25.01	To confirm the minutes of 24 th meeting of the Finance Committee held on 12 th Dec. 2012.	1
25.02	Action taken report on 24 th meeting of the Finance Committee.	1-5
25.03	Revised Budget Estimates for the year 2012-13 and Budget Estimates for the year 2013-14.	6
25.04	Minutes of the Building Works Committee.	7
25.05	Fee Structure for M.Phil in various subjects.	7
25.06	Revision of mileage rate of own car/taxi to Experts / officials.	8
25.07	Authorization of signatory powers to the officers of PTU.	8
25.08	Engaging of Auditor of the University.	9
25.09	Engagement of Software provider for on line fee collection.	9
25.10	Transport Allowance to Class 'A' officers of PTU	10
25.11	HRA for PTU employees	11
25.12	Revision of conduct of exam rates of Distance Education Programme	12
25.13	Revision of purchase rules	12
25.14	Status of Service Tax liabilities	13
25.15	Restructuring of Distance Education.	13

Annexures:-

A	Minutes of the 24 th meeting of the Finance Committee.	14-19
B	Revised Budget Estimated 2012-13 and Budget Estimates 2013-14.	20-40
C	Minutes of the meetings of Building Works Committee.	41-45
D	PTU/Reg/Notification /27/9774 dated 31-08-09 regarding payment of TA /DA to experts / officials.	46
E	Present Cheque Signing Authority.	47
F	Proposal of M/s Revolution Next for collection of online fees for DEP.	48-66
G	Report of the Committee regarding transport allowance to Class 'A' officers of the University & Notification of Transport Allowance issued by the Center Govt.	67-71
H	Notification of the Punjab Government Regarding HRA.	72-75
I	Report of the Committee regarding revision of DEP Exam Centre payment	76

25.01 To confirm the minutes of 24th meeting of the Finance Committee held on 12th December, 2012

The 24th meeting of the Finance Committee was held under the Chairmanship of Dr. Rajneesh Arora, Vice Chancellor, PTU in Room NO. 219, Mini Secretariat, Chandigarh on 12th December, 2012. Minutes were circulated to the Members, no comments were received. A copy of minutes is placed at **Annexure 'A'**.
The matter is placed before the Finance Committee for confirmation.

25.02 Action taken report on 24th meeting of the Finance Committee

Item No.	Item	Action Taken
24.01	<p>To confirm the minutes of 23rd meeting of the Finance Committee held on 16th March, 2012.</p> <p>The 23rd meeting of the Finance Committee was held on 16th December, 2012, in the room no. 219, Mini Secretariat, Chandigarh. The minutes of the meeting were circulated to the Members and no comments were received. Minutes of the 23rd meeting of the Finance Committee were confirmed with the following changes:- 23-03 : Revised Budget Estimates of Rs. 36942/- may be read as Rs. 36942/- lac and Budget Estimates of Rs. 51785/- as 51785/- lac.</p>	Implemented
24.02	<p>Action taken report on 23rd meeting of the Finance Committee.</p> <p>The action taken report on the decisions of the 23rd meeting of the Finance Committee were presented to the Committee. The Committee took note of the same.</p>	Noted
24.03	<p>To approve the Audited Balance Sheet for the year 2011-12.</p> <p>The Committee deliberated on the audited balance sheet for the year 2011-12 and after due deliberation, the Committee has recommended the audited balance sheet of the University for the year 2011-12 to the BOG for its approval.</p>	Noted
24.04	<p>Annual Report of the Department of F&A for the year 2011-12.</p> <p>Annual Report of the F & A Department was presented by Mr. S.K.Mishra, Director Finance. The Committee took the note of the same and appreciated the work done and the initiatives taken for improvement of system and growth.</p>	Noted

24.05	Transport Allowance to Class 'A' officials of PTU. The Committee discussed the matter and after due deliberation keeping in location disadvantage & transport facility available to other employees, the Committee approved the proposal in principle and recommended that the UGC norms should be adopted to attract best faculty and staff. Additional Director Technical Education Mr. Mohan Bir was of the view that the Government Policy should also be considered. The Vice Chancellor was authorised to take decision as per the UGC norms and Punjab Govt. Policy.	Placed as agenda item.
24.06	Continuation of GPF scheme for the employees came from Govt. Departments. The Committee discussed the matter and after due deliberations, the Committee decided that GPF of those employees / officers who are on deputation or on lien, the fund of these employees / officers may be sent to their parent department till the date of confirmation / end of deputation period. On confirmation in the University, existing provident scheme should be applicable.	Implemented
24.07	Payment of Arrear to the employees of PTU, Giani Zail Singh campus Bathinda on account of revision of pay. The Committee discussed the matter and confirmed the same and advised that 20% of total arrears should be paid by the GZS Campus and the 80% will be paid after reimbursement of same from UGC.	Notification is to be issued by Technical Edu.
24.08	Soft loan given by GZS Campus, Bhatinda to Baba Hira Singh Bhattal College of Engineering & Technology. The Committee discussed the matter and after deliberation, the committee decides that the loan cannot be waived-off. The GZS campus should take up the matter with BHSBCET for pay back the loan.	<i>take legal advice & do noted the accordingly by GZS-bh.</i>
24.09	Revision of Rates for Sports, cultural activities and payment on Utilization Certificate. The Committee discussed the matter and after due deliberations, the Committee approved the revised rates for sports, cultural activities and payment on submission of Utilisation Certificate.	Implemented

24.10	<p>Revision of use of Mobile phone facility for officials of Punjab Technical University.</p> <p>The Committee discussed the matter and advised not to provide the facility of Mobile set to be given to the officers and employees of the University in future. The employees / officers will use the phone upto the limit prescribed by the Punjab Government. If the usage is above the limit, it should be approved by the Vice Chancellor.</p>	Implemented						
24.11	<p>Grant of Soft Loan of Rs. 10.00 crore to SBSST, Ferozepur for the construction of Hostels in the College Campus.</p> <p>The Committee discussed the matter and decided to constitute a committee to discuss the issue and assess the followings:</p> <ul style="list-style-type: none"> i) Whether the loan should be given or not. ii) Paying back capacity of the college. iii) Any other manner of financing of the project. <p>The committee are as follows:</p> <ul style="list-style-type: none"> i) Dr. Dharinder Tayal, Chairman ii) Sh. H.P.Singh, XEN, PTU iii) Sh. Mohan Bir, Additional Director, Technical Education iv) Principal, SBSST, Ferozepur v) Sh. S.K.Mishra, Director Finance- Convenor 	In process						
24.12	<p>Revision of fee for B.Com & M.Com Professional.</p> <p>The Committee discussed the matter and after due deliberations, the Committee approved the revision of fees for B.Com & M.Com Professional for DEP as follows :-</p> <table border="0"> <tr> <td>B.Com</td> <td>:</td> <td>Rs. 6700/-</td> </tr> <tr> <td>M.Com</td> <td>:</td> <td>Rs. 7700/-</td> </tr> </table>	B.Com	:	Rs. 6700/-	M.Com	:	Rs. 7700/-	implemented
B.Com	:	Rs. 6700/-						
M.Com	:	Rs. 7700/-						
24.13	<p>Minutes of the Building Works Committee.</p> <p>The Committee discussed the matter and after due deliberations, the Committee approved the financial implications of Building Works Committee decision. The committee directed that no investment should be made on building till the land be transferred / leased for more than 33 years to PTU. The committee advised to include this expenditure in next year budget.</p>	Implemented						

24.14	Travel Grant Scheme for Faculty Members and PTU Officers. The Committee discussed the matter and after due deliberations, the Committee approved the PDA for faculty and officers of PTU as per UGC / MHRD norms and for PIT as per IIT norms. The Vice Chancellor was authorized to formulate a detailed policy guideline.	implementation is under process <i>to be put by of/Aceel</i>
24.15	Opening of Branch of a Bank in the premises of Punjab Technical University at Jalandhar-Kapurthala Highway, Kapurthala. The Committee discussed the matter and after due deliberations, the Committee approved the proposal of opening of branch of HDFC Bank in the premises of PTU and Branch of State Bank of Patiala at PIT, Kapurthala.	Implementation is under process
	<u>Supplementary Agenda</u>	
24.16.1	Revision of Admission Processing Fees The Committee discussed the matter and approved the proposal for revision of Admission Processing Fees to Rs.2000/- to be charged from all the students admitted i.e. (Counseling + Management Quota /Direct Admissions).	Implementation is under process
24.16.2	Revision of Counseling Fees. The Committee discussed the matter and approved the proposal for revision of Counseling Fees to Rs. 2000/- to be charged from candidates participating in counseling.	<i>to be decided on the govt. in process</i>
24.16.3	Release of Funds to Punjab PWD for Completion of works of MDAs. The Committee discussed the matter and confirmed the release of funds to Punjab PWD for completion of works of MDAs. The Committee directed to release funds for those MDS which is transferred / leased to PTU.	implemented
24.16.4	Agenda Items submitted by Director, Giani Zail Singh Campus. i) Permission to start the self financed courses. The matter is deferred. The principal, PTU-GZSC, Bhatinda campus will put up separate proposal to the Vice-Chancellor.	noted

ii) Approval of Rs. 1.20 Crore on a/c of construction of 2nd floor of Girls Hostel.

The Committee discussed the matter and approved the proposal. The committee advised that land should be transferred / leased to the PTU at the earlier.

noted

iii) To consider the payment of suitable compensation to the faculty for undertaking work of Architectural / Design works etc of new Buildings.

The Committee discussed the matter and approved the proposal for payment to the faculty as per recommendation of the committee meeting held on 27th November, 2012 for undertaking Architectural / Design works etc of new buildings as approved by building works committee.

Implemented

iv) Enhancement of placement activities through Finishing School and SSB Training Centre.

The Committee discussed the matter and after due deliberations, the Committee approved the proposal in principle and advised to empanel training provider as per norms.

noted

v) Regarding enhancement in Payment per lecture.

The Committee discussed the matter and after due deliberations, the Committee approved the rate of per lecture / Sessional duty / Per Lab / Per Tutorial hours as follows:-

Designation	Q.fication	Duty	Rates
Lecture Pro-rata	B.Tech	i) Theory lecture/ Sessional duty	Rs. 500
		ii) Lab / Tutorial duty	Rs.250
Assistant Professor	M.Tech	i) Theory lecture / Sessional duty	Rs. 600
		ii) Lab / Tutorial duty	Rs300
	Ph.D or NET qualified	i) Theory lecture / Sessional duty	Rs.700
		ii) Lab / Tutorial duty	Rs. 350

implemented

Revised Budget for the financial year 2012-13 and Budget Estimate for the year 2013-14 are worked out to Rs. 32674/- lac and Rs. 52620/- lac respectively. It is proposed to incur expenditure of Rs. 52620/- lac as per following units of expenditure for the year 2013-14 (for PTU Regular Education Programme, Distance Education Program, Regional Centres, GZS PTU Campus and PIT's).

	Budget Estimate 2012-13	Revised Budget 2012-13	Budget Estimate 2013-14
A REVENUE EXPENDITURE			
	Amount (in Lac)		
Academic Affairs	1300	599	770
Student Affairs	1625	246	345
Research Innovation & Consultancy	1000	465	695
Examination- Regular & Distance Education	3650	1422	1960
Distance Education Program	28210	20812	18815
Administration / Finance & Accounts	3210	2880	3510
Grant in Aid Payment Provision Constituent Colleges/PTU Campus's & PITs	0	20	70
Regional Center- regular- PG course	775	522	560
PTU GZS Bathinda	0	2271	3000
PTU Campus's & PITs	2680	130	435
Total-A	42450	29367	30160
B CAPITAL EXPENDITURE			
Fixed Assets PTU	875	450	510
Civil Works PTU Constituent Colleges/PITs & PTU Campus	0	150	200
Regional Center- regular- PG course	400	428	200
PTU GZS Bathinda	0	500	3050
PTU Campus's & PITs	8060	1780	18500
Total-B	9335	3308	22460
C TOTAL EXPENDITURE (A+B)	51785	32674	52620

The deficit budget of Rs. 10630/- lac is on account of proposed construction activities and establishment of PIT's at different location in Punjab and on account of Rs. 3270 lac deficit in GZS College Bathinda. The revised budget estimates for the year 2012-13, budget estimates for the year 2013-14 and highlights of the Budget 2013-14 is placed at Annexure 'B'.

25.04 Minutes of the Building Works Committee.

37th meeting of the Building Works Committee was held in 30-01-2013. The minutes of the Building Works Committee which has financial implication are placed for consideration of the Finance Committee.

The minutes of the meetings are placed at **Annexure 'C'**.

OK 4,

25.05 Fee Structure for M.Phil in various subjects.

This proposal is regarding charging of fees from the students pursuing M.Phil Courses at PTU. The fee structure applicable from Session 2012-13 is given below :-

Sr. No.	Subject	Fee (Per semester)	
1.	Physics	25000/-	with lab
2.	Chemistry	25000/-	
3.	Environmental Sciences	25000/-	
4.	Mathematics	20000/-	without lab
5.	Journalism & Mass Com.	20000/-	

The breakup of above fee structure under various heads is as under:-

For Physics, Chemistry and Env. Sciences

Tuition Fee	Rs. 9000/-
Laboratory /Practical exp	Rs. 3000/-
Development fund	Rs. 10000/-
Other*	Rs. 3000/-

For Maths and Journalism & Mass Comm.

Tuition Fee	Rs. 9000/-
Development fund	Rs. 8000/-
Other*	Rs. 3000/-

***The breakup of other charges:**

Library	Rs. 500/-
Computer lab	Rs. 1000/-
Sports Room / Cul. Act.	Rs. 500/-
Electricity / Water Chg.	Rs. 1000/-

The matter is placed for information.

25.06

Revision of mileage rate for use of own car/taxi to Expert / Officials

As per notification No. PTU/Reg/Notification /27/9774, dated 31-08-09 (Annexure 'D'), Rs. 7/- per K.M. are being given to the expert / officials invited for use of their own car / taxi and on actual basis in special cases. The toll tax charges are being paid on actual basis on production of receipt. These rates have not been revised since Aug 2009, however, the rates of hiring taxis and rates of diesel / petrol have increased a lot since then. In this regard, it is proposed that the rates of Rs. 7/- km. may be increased to Rs. 9/- plus toll tax as per actual & Rs. 300 per night for driver in case of overnight stay. In a special circumstances, such claims/charges be paid actual basis with the approval of Vice-Chancellor. 46

The matter is placed for consideration and approval.

25.07

Authorization of signatory powers to be given to the officers of PTU for signing of cheque.

As per regulations, Payments shall be made cheques signed by the controller of finance. The Board may however authorize any other officer or officers to sign cheques and specify the monetary limits thereof. In view of the functional requirement, the cheque signing authority under dual signatures has been approved by the Vice Chancellor from time to time. The present cheque signing authority under dual signatures along with monetary limits is placed at Annexure 'E'.

In this regard, draft standard authorization signatory powers along with financial limits to be given to officer not below the rank of Assistant Registrar mentioned below:-

- i) to Upto Rs 10,00,000/- AR and DR / Director
- ii) Above Rs.10,00,000/- Director-Finance / DR (in the absence of Director-Finance and Registrar/Dean)

It is proposed in view of the functional requirements that the Vice Chancellor be authorized to approve the Cheque signing authority and financial limits under dual signatures as per requirements from time to time.

The matter is placed for consideration and approval.

Engagement of auditor.

As per the regulation 20 the Board shall appoint the Auditor for the purpose of Internal Audit for two years (Two audit in a year) in accordance with the regulations framed by it. The auditor so appointed will be eligible for reappointment for a period not exceeding two years at a time. The remuneration of such auditor shall be fixed by the board.

As per regulation 21 it shall be the duty of the Auditor to prepare and submit through the Finance committee an annual audit report on the accounts of the University to the Board, certified by him to be correct. He shall see:

- (a) That the accounts of the University are properly kept,
- (b) That the state of balance shown therein agrees with the Bank's account.
- (c) That all payment are supported by proper vouchers and that they are under proper sanction and
- (d) That all receipts and payments are properly classified.

In view of the increase in the volume of work and to keep the compliance of statutory norms & to check the routine process, the internal audit in the form of concurrent audit was initiated from the year 2009-10 and two type of Audit is being carried out i.e. Internal Audit & Statutory Audit.

The matter is placed for deliberation and further recommendation to Board for appointment of Auditor for the F.Y. 2013-15.

Engagement of Software provider for on line fee collection and MIS of DEP for the year 2013(Semester M13 & S13).

This is regarding collection of online fee and MIS of Distance Education Programme & other online collection for the academic year 2013-14. Under Distance Education Programme, more than 1,25,000 students are enrolled in different Learning Center in India. Presently fees from the students are being collected by the concerned LC at their respective center in the form of DD's and after compilation, it is handed over to the respective RC's along with students details and it is being submitted by the RC's to the University. During the above process money is lying in transit in the form of DD's for which no benefit is being passed to any one i.e. students, LC, RC or University. University may take the benefit of interest by collection of fees at the RC's location through direct deposit

in our Bank Account in at the RC/LC Location. By doing this we may able to get interest benefit for at lease one month and we may able to reduce the manpower cost, smooth functioning, smooth fee collection system, easily MIS for students and management.

In this regard, proposal has been received from Revolution Next, Ludhiana. The proposal of the firm is placed at Annexure 'F'. The firm will provide the following services:

- i) Domain Registration and Maintenance.
- ii) Web Development & Maintenance.
- iii) Server Hiring & Maintenance
- iv) Registration of RC/M&F/C&F/LC
- v) Integrated with bank for online payment
- vi) MIS for each and every student transaction.
- vii) Dedicated call centre for fee collection.
- viii) 2 persons dedicated to give support services.

*Approved
Software charges*

The firm will charge Rs. 20 per student transaction with minimum of 1 lac transaction. In case University desired to include other services like exam module, call centre module, accounting module, salary module, the company will charge Rs. 10 per transaction for each module.

The services of M/s Revolution Next may be taken into consideration for collection of online fee module for Distance Education Programme and other online fee collection for the session 2013-14 by waive off the regular procedure of hiring of service for the above period on trial basis and the outcome will be worked out after the observations and analysis of this trial project. Accordingly, regular process may be initiated.

The matter is placed for consideration of the Finance Committee.

25.10 Transport Allowance to Class 'A' officials of Punjab Technical University.

This matter was placed as Item No. 24.05 in the 24th meeting of the Finance Committee held on 12-12-2012 in which following decision was taken.

The Committee discussed the matter and after due deliberation keeping in location disadvantage & transport facility available to other employees, the Committee approved the proposal in principle and recommended that the UGC norms should be adopted to attract best faculty and staff. Additional Director Technical University S. Mohan Bir Singh was of view that the Government Policy should also be considered. The Vice Chancellor was authorised to take decision as per the UGC norms and Punjab Govt. Policy.

In this regard, a committee was constituted by the Vice Chancellor. The Committee recommends to implement the UGC norms for grant of Transport Allowance to Class 'A' officials w.e.f. March 01, 2013 onwards as Rs. 1600/- + DA thereon for other cities. PTU officers drawing grade pay of Rs. 10000/- & Rs. 12000/- who are entitled to use of official car shall be given option to avail themselves of existing facilities or to draw the Transport Allowances at the rate of Rs. 7000/- plus DA thereon. The report of the Committee and notification of Central Government is placed at **Annexure 'G'**.

The matter is placed for consideration and approval of the Finance Committee.

25.11

HRA to the staff of Punjab Technical University Jalandhar

Punjab Technical University was established under the Punjab Technical University Act 1996(Act 1 of 1997) vide notification dt. 16th January, 1997 by Department of Legal and Legislative Affairs, Punjab.

As per Section 2 (f) of the Act the University means the Punjab Technical University, Jalandhar as incorporated under this Act.

During the Initial years the University had been operating through its Camp Offices at NIT Jalandhar and Govt. BEd College campus Lado wali Road due to non-availability of larger space and non construction of its building at the land allocation by Govt. initially in Jalandhar and later on at Ibban village near science city on Jalandhar Kapurthala road. The present location of the University is such that it is around 15-16 km from Jalandhar Bus stand (within 8 km from the Municipal limits of Jalandhar) and around 6 km from the Kapurthala Bus Stand.

The other facts are that:

Most of the staff employed resides at Jalandhar being the main Urban City. For all the facilities such as Medical, Transportation, Hospitality, Bus Service, Railway Services, School and college education of Children and for residence purposes, the staff of the University depends on and reside at Jalandhar. Further in order to attract quality staff and faculty, the University employees have to be facilitated to stay at Jalandhar.

As per the Punjab Govt Notifications the University employees were getting HRA @ 15 % in pre revised scales and 20 % in revised scales as per the Govt. orders for Jalandhar city. When new appointments were made the University Management also faced this type of Queries regarding HRA.

So keeping in view of the Interest of the employees and to attract quality staff and faculty, the University employees have been continued to remain entitled for HRA @ 20%.(Annexure 'H').

The matter is placed before FC for ratification.

*Seek clarification
in govt.*

25.12

Revision of DEP Examination Centre payment for March-13 Session.

This matter is regarding revision of DEP Examination Centre payment for March-13. In this regard a Committee was constituted by the Hon'ble Vice-Chancellor to look into the matter. The Committee recommended the proposal as under for March-13 examination on trial basis and on the basis of satisfactory report of March-13, exam payment model shall be further continued.

- i) EC payment fixed as Rs. 40000/-
(for student strength upto 330 on any day / session).
- ii) EC payment Rs. 40/- per used answer sheet.

330
14
OK

Copy of the minutes of the Committee is placed at Annexure 'I'. It is proposed that the same may kindly be approved.

The matter is placed for consideration and approval of the Finance Committee.

25.13.

Revision of purchase rules

The working and requirements of the university being dynamic and fast changing and there is a need for more flexible and dynamic procedure for the purchases and other emergent official matters. In this regard broad guidelines in the Purchase Procedure as contained in the GFR 2005 and its amendments may be adopted.

The matter is placed before the finance committee for consideration and approval.

*PER
GFR*

25.14.

Status of Service Tax Liabilities

A show cause notice no C.No. IV(ST) Sp. Cell/LDH/PTU/10/11/6657, dated 19-4-2012 for Rs. 108.68 Cr. and No. V(ST)Commr.Adj/48/2012/20356, dated 30.10.12 for Rs. 35.47 Cr. was served by the office of the Commissioner of Central Excise, Ludhiana regarding taxable services of 'Franchise Services' to the Regional Centres (RCs) and Learning Centre (LCs) appointed by them and appear to have contravened the provisions of Section 66, 68, 69 and 70 of the Finance Act in as much as during the period from 01-10-06 to 31-03-11 the Notices received the payments for the above mentioned services provided by them but they did not get themselves registered with the department, did not pay the appropriate service tax and also did not file the prescribed returns with the Department. thus, they appear to have evaded the serviced tax amounting to Rs. 108.68 Cr. which appear recoverable under Section 73(1).

In this regard, service of M/s Kawitansh Khanna & Associates, M/s A.K.Batra & Associates and Sudhir Malhotra, Advocate has been engaged to represent PTU at Commissioner, Central Excise. Accordingly reply has been filed. The matter is submitted for kind perusal and information.

nailed

25.15

Restructuring of Distance Education.

As approved in BOG agenda dated 27-07-2012 regarding restructuring of Distance Education Programme, University has initiated different activities and entered into an agreement with NetIIT as a consultant for strategy and implementation related to restructuring of Distance Education Programme. Activities undertaken by NetIIT include development of strategy, vigilance and monitoring system, designing communication strategy, administrative and legal support, process design and innovation.

As per advice of the consultant, University has appointed C&F for the vacant zones due to termination of RC's. The details of payments made to the consultants and the C&F will be placed on table.

The matter is submitted for information and kind perusal.

*ask CVC
no report after 31st
march-13
for release*

*till march-13 &
stop for reset
tell decision*

some Trump out names

13

*noted & asked
Dr. Sahni ahead to discuss
in BOG as per
the Committee while
by the Board*

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

MINUTES OF 24th MEETING OF THE FINANCE COMMITTEE

24th meeting of the Finance Committee, PTU, Jalandhar was held on 12-12-2012 at 11.00 AM in the office of Vice Chancellor, Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala.

Members in Attendance

Dr. Rajneesh Arora, Vice- Chancellor, Punjab Technical University	Chairman
Dr. S.K. Salwan, Chairman, Armament Research Board, DRDO Bhawan, New Delhi	Member
Dr. Dharinder Tayal, Managing Director, # 2101, Sector 21C, Chandigarh	Member
Sh. Mohan Bir, Additional Director, Department of Technical Education & Indl. Training, Punjab	Special invitee
Dr. H.S. Rains, Registrar, PTU, Jalandhar	Special Invitee
Dr. J.S. Hundal Principal, PTU, GZS Campus, Bathinda	Special Invitee
Sh. H.P. Singh, XEN, PTU	Special Invitee
Sh. S.K. Mishra, Director-Finance, Punjab Technical University, Jalandhar	

The Chairman welcomed the members and thanked all for providing their valuable support to PTU. Thereafter the regular agenda was taken up.



24.01

To confirm the minutes of 23rd meeting of the Finance Committee held on 16th March, 2012.

The 23rd meeting of the Finance Committee was held on 16th December, 2012, in the room no. 219, Mini Secretariat, Chandigarh. The minutes of the meeting were circulated to the Members and no comments were received. Minutes of the 23rd meeting of the Finance Committee were confirmed with the following changes:-

23-03 : Revised Budget Estimates of Rs. 36942/- may be read as Rs. 36942/- lac and Budget Estimates of Rs. 51785/- as 51785/- lac.

24.02

Action taken report on 23rd meeting of the Finance Committee.

The action taken report on the decisions of the 23rd meeting of the Finance Committee were presented to the Committee. The Committee took note of the same.

24.03

To approve the Audited Balance Sheet for the year 2011-12.

The Committee deliberated on the audited balance sheet for the year 2011-12 and after due deliberation, the Committee has recommended the audited balance sheet of the University for the year 2011-12 to the BOG for its approval. Copy of the Audited Balance Sheet for the year 2011-12 is placed at Annexure 'A'.

24.04

Annual Report of the Department of F&A for the year 2011-12.

Annual Report of the F & A Department was presented by Mr. S.K.Mishra, Director Finance. The Committee took the note of the same and appreciated the work done and the initiatives taken for improvement of system and growth. Copy of the Annual Report of the Department for the year 2011-12 is placed at Annexure 'B'.

24.05

Transport Allowance to Class 'A' officials of PTU.

The Committee discussed the matter and after due deliberation keeping in location disadvantage & transport facility available to other employees, the Committee approved the proposal in principle and recommended that the UGC norms should be adopted to attract best faculty and staff. Additional Director Technical University Mr. Mohan Bir was in view that the Government Policy should also be considered. The Vice Chancellor was authorised to take decision as per the UGC norms and Punjab Govt. Policy.

24.06 **Continuation of GPF scheme for the employees came from Govt. Departments.**

The Committee discussed the matter and after due deliberations, the Committee decided that GPF of those employees / officers who are on deputation or on lien, the fund of these employees / officers may be sent to their parent department till the date of confirmation / end of deputation period. On confirmation in the University, existing provident scheme should be applicable.

24.07 **Payment of Arrear to the employees of PTU, Giani Zail Singh campus Bathinda on account of revision of pay.**

The Committee discussed the matter and confirmed the same and advised that 20% of total arrears should be paid by the GZS Campus and the 80% will be paid after reimbursement of same from UGC.

24.08 **Soft loan given by GZS Campus, Bhatinda to Baba Hira Singh Bhattal College of Engineering & Technology.**

The Committee discussed the matter and after deliberation, the committee decides that the loan cannot be waived-off. The GZS campus should take up the matter with BHSBCET for pay back the loan.

24.09 **Revision of Rates for Sports, cultural activities and payment on Utilization Certificate.**

The Committee discussed the matter and after due deliberations, the Committee approved the revised rates for sports, cultural activities and payment on submission of Utilisation Certificate.

24.10 **Revision of use of Mobile phone facility for officials of Punjab Technical University.**

The Committee discussed the matter and advised not to provide the facility of Mobile set to be given to the officers and employees of the University in future. The employees / officers will use the phone upto the limit prescribed by the Punjab Government. If the usage is above the limit, it should be approved by the Vice Chancellor.



24.11

Grant of Soft Loan of Rs. 10.00 crore to SBSST, Ferozepur for the construction of Hostels in the College Campus.

The Committee discussed the matter and decided to constitute a committee to discuss the issue and assess the followings:

- i) Whether the loan should be given or not.
- ii) Paying back capacity of the college.
- iii) Any other manner of financing of the project.

The committee are as follows:

- i) Dr. Dharinder Tayal, Chairman
- ii) Sh. H.P. Singh, XEN, PTU
- iii) Sh. Mohan Bir, Additional Director, Technical Education
- iv) Principal, SBSST, Ferozepur
- v) Sh. S.K. Mishra, Director Finance- Convenor

24.12

Revision of fee for B.Com & M.Com Professional.

The Committee discussed the matter and after due deliberations, the Committee approved the revision of fees for B.Com & M.Com Professional for DEP as follows :-

B.Com	:	Rs. 6700/-
M.Com	:	Rs. 7700/-

24.13

Minutes of the Building Works Committee.

The Committee discussed the matter and after due deliberations, the Committee approved the financial implications of Building Works Committee decision. The committee directed that no investment should be made on building till the land be transferred / leased for more than 33 years to PTU. The committee advised to include this expenditure in next year budget.

24.14

Travel Grant Scheme for Faculty Members and PTU Officers.

The Committee discussed the matter and after due deliberations, the Committee approved the PDA for faculty and officers of PTU as per UGC / MHRD norms and for PIT as per IIT norms. The Vice Chancellor was authorized to formulate a detailed policy guideline.



- 24.15 **Opening of Branch of a Bank in the premises of Punjab Technical University at Jalandhar-Kapurthala Highway, Kapurthala.**

The Committee discussed the matter and after due deliberations, the Committee approved the proposal of opening of branch of HDFC Bank in the premises of PTU and Branch of State Bank of Patiala at PIT, Kapurthala.

Supplementary agenda.

- 24.16.1 **Revision of Admission Processing Fees**

The Committee discussed the matter and approved the proposal for revision of Admission Processing Fees to Rs.2000/- to be charged from all the students admitted i.e. (Counselling + Management Quota /Direct Admissions).

- 24.16.2 **Revision of Counselling Fees.**

The Committee discussed the matter and approved the proposal for revision of Counselling Fees to Rs. 2000/- to be charged from candidates participating in counselling.

- 24.16.3 **Release of Funds to Punjab PWD for Completion of works of MDAs.**

The Committee discussed the matter and confirmed the release of funds to Punjab PWD for completion of works of MDAs. The Committee directed to release funds for those MDS which is transferred / leased to PTU.

- 24.16.4 **Agenda Items submitted by Director, Giani Zail Singh Campus.**

- i) **Permission to start the self financed courses.**

The matter is deferred. The principal, PTU-GZSC, Bhatinda campus will put up separate proposal to the Vice-Chancellor.

- ii) **Approval of Rs. 1.20 Crore on a/c of construction of 2nd floor of Girls Hostel.**

The Committee discussed the matter and approved the proposal. The committee advised that land should be transferred / leased to the PTU at the earlier.



- iii) To consider the payment of suitable compensation to the faculty for undertaking work of Architectural / Design works etc of new Buildings.

The Committee discussed the matter and approved the proposal for payment to the faculty as per recommendation of the committee meeting held on 27th November, 2012 for undertaking Architectural / Design works etc of new buildings as approved by building works committee.

- iv) Enhancement of placement activities through Finishing School and SSB Training Centre.

The Committee discussed the matter and after due deliberations, the Committee approved the proposal in principle and advised to empanel training provider as per norms.

- v) Regarding enhancement in Payment per lecture.

The Committee discussed the matter and after due deliberations, the Committee approved the rate of per lecture / Sessional duty / Per Lab / Per Tutorial hours as follows:-

Designation	Qualification	Duty	Rate
Lecture Pro-rata	B.Tech	i) Theory lecture / Sessional duty	Rs. 500
		ii) Lab / Tutorial duty	Rs.250
Assistant Professor	M.Tech	i) Theory lecture / Sessional duty	Rs. 600
		ii) Lab / Tutorial duty	Rs300
	Ph.D or NET qualified	i) Theory lecture / Sessional duty	Rs.700
		ii) Lab / Tutorial duty	Rs350

Meeting ended with vote of thanks to the Chair.


(Director-Finance)

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
REVISED BUDGET 2012-13 & BUDGET ESTIMATES 2013-14

Sr. No.	Head	Amt. in Lacs					Schedule
		Actual 2011-12	Budget Estimate 2012-13	Actual up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14	
A	REVENUE INCOME						
	Academic Affairs- Student affairs/ RIO	3053	4000	3291	3403	3510	1
	Examination- Regular Education Program	4279	4055	3243	4125	4330	2
	Distance Education Program	29150	35700	23170	25890	21940	3
	Administration /Finance & accounts	6431	5005	5137	7033	8010	4
	Grant in Aid Receipt Provision		20	18	20	70	
	Constituent Colleges/PITs & PTU Campus						
	Regional Center- regular- PG course	1023	1278		1080	1195	5
	PTU GZS Bathinda			2084	2110	2780	6
	PTU Campus's & PITs	35	168	83	94	125	7
	Total Income-A	43971	50324	37011	43820	41990	
B	REVENUE EXPENDITURE						
	Academic Affairs	256	1300	241	599	770	8
	Student Affairs	45	1625	127	248	345	9
	Research Innovation & Consultancy	12	1000	329	465	695	10
	Examination- Regular & Distance Education	1816	3650	841	1422	1960	11
	Distance Education Program	20674	28210	12363	20812	18815	12
	Administration / Finance & Accounts	1915	3210	1911	2880	3510	13
	Grant in Aid Payment Provision	0	0	18	20	70	
	Constituent Colleges/PTU Campus's & PITs						
	Regional Center- regular- PG course	410	775	0	522	560	14
	PTU GZS Bathinda	0	0	1441	2271	3000	15
	PTU Campus's & PITs	82	2680	212	130	435	16
	Total-B	25209	42450	17291	29367	30160	
C	CAPITAL EXPENDITURE						
	Fixed Assets PTU	142	875	84	450	510	17
	Civil Works PTU	2645	0	64	150	200	17
	Constituent Colleges/PITs & PTU Campus						
	Regional Center- regular- PG course	0	400	0	428	200	18
	PTU GZS Bathinda	0	0	96	500	3000	19
	PTU Campus's & PITs	198	8060	371	1780	18500	17
	Total-C	2986	9335	616	3308	22460	
D	TOTAL EXPENDITURE (B+C)	28195	51785	17907	32674	52620	
E	EXCESS OF INCOME OVER EXPENDITURE (A-D)	15776	-1461	19104	11146	-10630	

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

A REVENUE INCOME

(Amt. in Lac)

Department of Academic Affairs

Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Income Up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14
Affiliated Colleges						
1	Affiliation fees/ Continuation fees	1174	1200	1148	1200	1200
2	Application Processing & Inspection fees	83	75	66	75	75
3	Misc. Income etc.	6	20	13	15	5
	TOTAL (A)	1264	1295	1227	1290	1280
Research, Innovation & Consultancy						
1	Ph.D fees/Thesis Fee	84	80	133	150	150
2	Research / consultancy	0	100	0	0	10
3	Conferences/ Seminars/ Training	1	5	1	5	10
	TOTAL (B)	85	185	134	155	170
Student affairs						
1	University related fees-Students	538	1000	957	1000	1000
2	Sports fees	23	35	23	30	30
3	Youth & cultural fees	7	8	0	8	10
	TOTAL	567	1043	980	1038	1040
Engineering, Management admission						
2	Engineering admission counselling fee	792	830	820	625	650
4	Manegment Admission Exam & counselling	0	350	104	110	100
6	Admission Processing fee (mgt. quota)	345	390	233	250	300
7	Prospectus & misc.	0	5	0	0	0
	TOTAL	1137	1575	957	985	1050
	Grand total (A+B+C)	3053	4098	3298	3468	3540

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

A REVENUE INCOME				(Amt. in Lac)		
Department of Examination						
Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Income up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14
1	Regular/Reappear Examination Fees	3890	3800	2940	3800	4000
	Revaluation fees	31	200	198	200	200
3	Degree, DMC, PDC fees	71	50	80	100	100
4	Misc. & Excess/Late fees	7	5	24	25	30
	TOTAL	4279	4055	3243	4125	4330

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

A REVENUE INCOME

(Amt. in Lac)

Directorate of Distance Education Program

Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Income up to January 2013	Revised Budget 2012- 13	Budget Estimate 2013-14
1	Tution & examination fees	27198	32500	21683	24000	20000
2	online tution & Examination fees	319	200	543	550	600
3	Establishment fee	260	350	125	150	50
4	Application Processing fees	28	100	14	15	10
5	Reappear Examination fees	896	2200	441	800	1000
6	Degree, DMC, PDC fees	20	30	23	25	30
7	Late & Misc fees	429	320	342	350	250
	TOTAL	29150	35700	23170	25890	21940

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amt. in Lac)

A REVENUE INCOME

Department of Administration/Finance & Accounts

Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Income up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14
1	Interest/Interest accrued	6425	5000	5108	7000	8000
2	Tender & application fees	3	3	1	3	5
3	Misc. Income	3	2	27	30	5
	TOTAL	6431	5005	5137	7033	8010

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amt. in Lac)

A REVENUE INCOME					
REGIONAL CENTERS					
Sr. No.	Name of the Regional Centre	Actual 2011-12	Budget Estimate 2012-13	Revised Budget 2012-13	Budget Estimate 2013-14
1	Amritsar College of Engg. & Tech. Amritsar	49	50	50	50
2	Baba Banda Singh Bahadur Engg. College Fatehgarh Sahib	92	118	100	100
3	Beant College of Engg. & Tech. Gurdaspur	77	60	60	60
4	Bhai Gurdas Instt. of Engg. & Tech. Sagrur	80	80	80	80
5	CT Instt. of Engg. Mgt. & Tech. Shahpur, Jalandhar	38	38	40	40
6	DAV Instt. of Engg. & Tech. Jalandhar	80	105	90	100
7	Desh Bhagat Engg. College Mandi Gobindgarh	5	5	5	5
8	Doaba Instt. of Engg. & Tech. Ghataur, Kharar	30	23	30	30
9	GGs College of Modern Tech. Kharar	9	57	10	20
10	Giani Zail Singh College of Engg. & Tech. Bathinda	92	50	90	100
11	GNA Instt. of Mgt. & Tech. Pharwaha		8	0	0
12	Guru Nanak Dev Engg. College Ludhiana	96	250	100	110
13	Guru Teg Bahadur Khalsa Instt. of Engg. & Tech. Chhapianwali, Malout	33	50	40	50
14	Indo Global College of Engg. Abhipur	2	8	5	10
15	Indo Soviet Friendship College of Pharmacy Moga	1	35	5	10
16	Instt. of Engg. & Tech. Bhaddal, Ropar	12	70	15	20
17	KC College of Engg. & Information Tech. Nawanshahar	7	15	10	10
18	Lala Lajpat Rai Instt. of Engg. & Tech. Moga	3	10	5	10
19	Ludhiana College of Engg. Tech. Ktani Kalan Ludhiana	14	5	15	20
20	Malout Instt. of Mgt. & Information Tech. Malout	8	10	10	10
21	Punjab College of Engg. & Tech. Lalru Mandi	25	15	25	30
22	Ramgarhia Instt. of Engg. & Tech. Phagwara	23	32	30	40
23	RIMT Instt. of Engg. & Tech. Mandi Gobindgarh	36	90	40	40
24	Sant Baba Bhag Singh Instt. of Engg. & Tech. Padhiana, Jalandhar	26	12	30	30
25	Shaheed Bhagat Singh College of Engg. & Tech. Ferozepur	64	45	65	70
26	Shaheed Udham Singh College of Engg. & Tech. Tanori	56	15	60	70
27	Sri Sukhmani Instt. of Engg. & Tech. Derabassi	60	23	60	70
28	GESCET-Talwandi Sahbo	7	0	10	10
Total		1023	1278	1030	1195

GZS PTU Bathinda Campus**REVISED BUDGET 2012-13 & BUDGET ESTIMATES 2013-14****Amt. in Lacs**

Head	Budget Estimate 2012-13	Actual up to January 2013	Revised Budget 2012- 13	Budget Estimate 2013-14
Revenue Income				
Main account	2045	1909	1935	2600
Student fund account	177	155	175	180
Total Income A	2221	2064	2110	2780

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amount in Lac)

A REVENUE INCOME						
PITs & PTU Campus						
Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Income up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14
	PITs		166			
1	Kapurthala	35		70.3	80	100
2	Mansa			5.70	-	10
3	Nandgarh			1.6	2	5
4	Rajpura			0	0	0
5	Batala			0	0	0
6	Dinanagar			0	0	0
7	Bhikhiwind			0	0	0
8	GTE Garh			0	0	0
9	Camp Office Mohali		2	1.80	5	10
	Total	35	168	83	94	125

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amt. in Lac)

REVENUE EXPENDITURE								
Department of Academic affairs								
Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Exp. up to January 2013	Advances up to January 2013	Total	Revised Budget 2012-13	Budget Estimate 2013-14
1	TA/DA	34	40	8	4	11	20	30
2	Meeting Exp etc	18	25	16	7	23	25	30
3	Printing & Stationery etc	8	15	9	0	9	10	20
4	Office Exp etc	1	10	2	0	2	2	5
5	Adv. & Pub. Exp. Etc	23	35	4	0	4	10	20
6	University Ass. fees		2	1	0	1	2	5
7	Convocation & other function exp. Etc	12	25	8	0	8	15	20
8	Faculty Development Programme	28	300	6	0	6	50	100
9	Brand Building	0	250		0	0	50	100
10	Inspection	0	18	10	0	10	15	20
11	Academic Audit	0	20		0	0	20	20
12	Consultancy Charges	0	50	0	0	0	50	50
13	Translation work	0	10	2	0	2	5	10
Total A		123	800	64	11	75	274	430
Engineering Management Admission								
1	On-line Counselling & Conduct exp.	35	175	104	0	104	120	100
2	Advertisement & Publicity	34	100	6	0	6	70	50
3	Honorarium etc.	62	80	54	0	54	70	100
4	Office Expenses	0	17		0	0	20	20
5	Printing & Stationery	0	100	1	0	1	30	50
6	Meeting & TA/DA and Hospitality	0	18	1	0	1	5	10
7	Misc.	0	10	0	0	0	10	10
Total		132	500	165	0	165	325	340
Total (A+B)		256	1300	230	11	241	599	770

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR								
8	REVENUE EXPENDITURE							
	Department of Student affairs							
Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Exp. Up to January 2013	Advances Up to January 2013	Total	Revised Budget 2012-13	Budget Estimate 2013-14
1	TA/DA	2	5	0	0	0	5	5
2	Meeting Exp etc	3	2	1	0	1	1	5
3	Printing & Stationery etc	1	3	0	0	0	3	5
4	Office Exp etc	0	2	0	0	0		5
5	Adv. & Pub. Exp. Etc	0	10	0	0	0	5	5
6	Sports affairs	20	50	18	29	47	70	80
7	Cultural Affairs	15	15	0	0	0	20	20
8	NSS	1	10	1	5	6	10	10
9	Placement & Job fairs	1	45	0	0	0	10	20
10	Industrial Training & Industry defined Project	2	50	3	0	3	10	20
11	Student facilitation center	0	18	0	0	0	0	10
12	Alumni Association	0	15	0	0	0	10	10
13	Finishing school & employability	0	150	0	0	0	0	50
14	Scholarships	0	250	70	0	70	100	100
15	Skill Development Program	0	1000	0	0	0	0	0
	Total	45	1625	93	34	127	246	345

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amt. In lac)

8 REVENUE EXPENDITURE

Department of Research, Innovation & Consultancy

Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Exp. Up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14
1	Phd. Admission & examination Exp.	2.71	10	5	10	10
2	Travel Grant for Seminar/ workshop/ conference	9.12	100	38	50	100
3	Grants in Aid- Organizing conference/seminar/workshop	0	100	52	60	100
4	Grants in Aid- Research activities/TQIF etc.	0	200	208	210	300
5	Prototype Development innovation fund (PDIF)	0	250	0	0	0
6	Entrepreneurship development and incubation centre	0	100	14	25	50
7	Intellectual property rights and patenting	0	50	0	20	20
8	Consultancy, Technical Transfer and collaboration.	0	50	0	10	10
9	Industry Defined Projects+Techpedia	0	60	0	25	20
10	M. Phil (Library, Laboratories and General expenditures	0	20	0	0	0
11	Adv. & Pub. Exp. Etc.	0	30	0	20	20
12	Printing & Stationary etc.	0	10	0	10	10
13	Office exp.	0	5	0	5	5
14	Meeting Exp.	0	5	11	15	20
15	TA/DA	0	10	0	5	10
18	Scholarship to Students for Research	0	0	0	0	10
Total		12	1000	329	465	650

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amt. in Lac)							
B REVENUE EXPENDITURE							
Department of Examination							
Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Exp. up to January 2013	Advances up to January 2013	Total	Budget Estimate 2013-14
1	Confidential work- QP setting & Printing	180	300	129	0	129	200
2	Conduct/Evaluation of Exam	1480	3000	267	340	607	1500
3	Office Expenses	0	20	2	0	2	10
4	Printing & Stationery	128	200	60	0	60	150
5	TA/DA	14	40	28	0	28	40
6	Transportation	0	30	10	0	10	30
7	Meeting & Hospitality exp.	0	10	0	0	0	5
8	Postage & telephone	0	15	0	0	0	5
9	Vehicle running & Maintenance	13	25	0	0	0	10
10	Misc. exp.	0	10	5	0	5	10
	Total	1816	3650	501	340	841	1960

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

B REVENUE EXPENDITURE

(Amt. In lac)

Directorate of Distance Education Program

Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Exp. Up to January 2013	Advances Up to January 2013	Total	Revised Budget 2012-13	Budget Estimate 2013-14
1	Share of admission fees	16724	21500	9607	0	9607	16000	13000
2	Incantive	1594	2500	582	0	582	800	1000
3	Share of establishment Fees	37	150	8	0	8	50	0
4	Course Material LMS	1130	1500	0	300	300	800	800
5	TA/DA	24	30	15	0	15	25	30
7	Vehical Running/Hiring & Maintenance etc	0	10	0	0	0	10	10
8	Advertisement & Pub. Etc	28	50	3	0	3	50	50
9	Brand Building activitie etc	6	250	0	0	0	100	100
10	Meeting & Hosp. Exp. Etc.	9	25	5	0	5	10	20
11	Printing & Stat. Etc	124	140	23	0	23	140	150
12	Office Exp	9	40	2	0	2	10	20
13	Repair & Maintenance etc	0	20	2	0	2	5	10
14	Cultural activity & other fun.	0	10	0	0	0	5	10
15	Legal exp. Etc	10	50	37	0	37	75	100
16	Newspaper & Periodical etc.	0	15	0	0	0	0	0
17	Consultancy Charges/ Restructuring of Distance Education Program	0	50	734	537	1271	1550	2000
18	Software Development charges	14	60	0	0	0	10	60
19	Telephone, Fax, Internet etc	0	15	5	0	5	15	15
20	Postage & telephone	3	10	0	0	0	2	5
21	ESP Affiliation	0	50	0	0	0	50	50
22	Satellite connectivity exp. Etc	0	10	0	0	0	10	10
23	Misc exp	3	10	2	0	2	10	10
24	Honorarium to staff etc.	0	10	0	0	0	0	0
25	Skill Development Program	0	500	0	0	0	0	200
26	International conferece & tie-up	1	50	1	0	1	20	20
27	Help Desk (24x7)	0	30	0	0	0	10	20
28	Academic Audit	0	25	0	0	0	5	25
29	Scholarship/Fee ship	0	200	0	0	0	200	200
30	Conduct of Examination/ Evaluation	917	700	273	121	393	700	700
31	Confidential work- QP & paper setting	41	200	106	0	106	150	200
Total		20674	28210	11405	958	12363	20812	18815

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

3 REVENUE EXPENDITURE

Department of Administration/ Finance & Accounts

Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Exp. up to January 2013	Advances up to January 2013	Total	Revised Budget 2012-13	Budget Estimate 2013-14
1	Salary and wages (staff) etc.	1291	2000	1319	1	1320	1800	2200
2	Wages (out -sourced/ contractual) etc.	266	200	223	0	223	400	300
3	TA/DA etc.	12	20	5	4	9	20	20
4	Vehicle running-Renting & Maint. Etc.	63	135	48	3	51	80	100
5	Telephone Fax Postage etc	28	45	26	0	26	35	50
6	Meeting Exp etc.	22	35	10	34	44	50	60
7	Printing & Stationery etc	14	25	11	0	11	15	20
8	Office Exp etc	3	10	1	0	1	5	10
9	Water & Electricity etc genretor exp.	18	80	50	0	50	80	200
10	Adv. & Pub./Publication Bureau Exp . Etc	63	110	31	0	31	70	100
11	Repair & Maintenance/AMCs etc	20	100	51	0	51	100	100
12	Staff Welfare & Training etc.	15	40	8	0	8	20	50
13	Legal fee etc.	23	25	47	0	47	80	100
14	Newspaper, Periodical & Magzine Subscription/Membership fee./Library Exp.	7	10	8	0	8	10	20
15	Bank charges etc	3	5	0	0	0	5	10
16	Audit fee & consultancy charges etc	17	15	7	0	7	15	20
17	Soft. Charges etc	5	50	1		1	10	20
18	Rent free accomodation etc.	8	10	0	0	0	10	10
19	Function expenses	5	50	3	0	3	40	50
20	Medical reimbursement/Medical G I etc.	15	5	8	4	12	20	50
21	Honorarium to staffs	13	25	4	0	4	5	0
22	Horticulture	2	15	3	0	3	10	20
23	SEEM Project SBS College Ferozepur	0	100	0	0	0	0	0
24	SEEM Project Beant College Gurdaspur	0	100	0	0	0	0	0
Total		1915	3210	1865	46	1911	2880	3510

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR					
B	REVENUE EXPENDITURE	Amt. In lacs			
	REGIONAL CENTERS				
Sr.No.	Name of Regional Centre	Actual 2011-12	Budget Estimate 2012-13	Revised Budget 2012-13	Budget Estimate 2013-14
1	Amritsar College of Engg. & Tech. Amritsar	13	12	13	23
2	Baba Banda Singh Bahadur Engg. College Fategarh Sahib	78	50	26	38
3	Beant College of Engg. & Tech. Gurdaspur	18	15	18	20
4	Bhai Gurdas Instt. of Engg. & Tech. Sagrur	32	25	32	32
5	CT Instt. of Engg. Mgt. & Tech. Shahpur Jalandhar	9	20	10	10
6	DAV Instt. of Engg. & Tech. Jalandhar	38	30	27	29
7	Desh Bhagat Engg. College Mandi Gobindgarh	4	3	3	3
8	Doaba Instt. of Engg. & Tech. Ghataur, Kharar	5	10	5	5
9	GGs College of Modern Tech. Kharar	5	15	6	6
10	Giani Zail Singh College of Engg. & Tech. Bathinda	21	25	25	25
11	GNA Instt. of Mgt. & Tech. Pharwaha		4	0	0
12	Guru Nanak Dev Engg. College Ludhiana	33	225	22	56
13	Guru Teg Bahadur Khalsa Instt. of Engg. & Tech. Chharianwali, Malout	13	25	15	15
14	Indo Global College of Engg. Abhipur	3	5	6	6
15	Indo Soviet Friendship College of Pharmacy Moga	1	25	1	5
16	Instt. of Engg. & Tech. Bhaddal, Ropar	7	40	7	8
17	KC College of Engg. & Information Tech. Nawanshahar	5	10	5	8
18	Lala Lajpar Rai Instt. of Engg. & Tech. Moga	3	6	4	4
19	Ludhiana College of Engg. Tech. Ktani Kalan Ludhiana	2	3	2	3
20	Malout Instt. of Mgt. & Information Tech. Malout	5	7	7	7
21	Punjab College of Engg. & Tech. Lafru Mandi	6	10	7	7
22	Ramgarhia Instt. of Engg. & Tech. Phagwara	14	23	23	23
23	RIMT Instt. of Engg. & Tech. Mandi Gobindgarh	11	17	11	11
24	Sant Baba Bhag Singh Instt. of Engg. & Tech. Paddiana, Jalandhar	9	6	7	8
25	Shaheed Bhagat Singh College of Engg. & Tech. Ferozenpur	24	11	70	31
26	Shaheed Udham Singh College of Engg. & Tech. Tangori	13	10	14	14
27	Sri Sulchmani Instt. of Engg. & Tech. Derabassi	33	23	35	43
28	GESCE, Talwandi Sahbo	4	0	0	0
29	Scholarship to research / PG scholar	0	120	120	120
	Total	410	775	522	560

GZS PTU Bathinda Campus

REVISED BUDGET 2012-13 & BUDGET ESTIMATES 2013-14

Sr. No.	Head	Budget Estimate 2012-13	Actual up to January 2013	Revised Budget 2012- 13	Budget Estimate 2013-14
B	Revenue Expenditure				
	Main account	2484	1408	2213	2919
	Student fund account	70	32	58	81
	Total B	2554	1441	2271	3000

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amt. in Lac)								
RECURRING EXPENDITURE								
PITs & PTU Campus								
r. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Exp. up to January 2013	Advances up to January 2013	Total	Revised Budget 2012-13	Budget Estimate 2013-14
	PITs	75	2680					
1	Kapurthala			38.97			50	200
	Mansa			10.47			20	100
	Nandgarh			0.67			1	10
	Rajpura			9.17			15	20
	Batala			2.87			3	10
	Dinanagar			4.73			5	10
	Bhikhiwind			1.13			2	10
	GTB Garh			0			0	10
2	Camp office Mohali	6.8		21		21	34	65
	Total	82	2680	89	0	21	130	435

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

C CAPITAL EXPENDITURE						
(Amt. in Lac)						
1. Fixed Assets (PTU)						
Sr. No.	Head	Actual 2011-12	Budget Estimate 2012-13	Exp. up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14
1	Equipments/Software Development etc.	110	450	33	100	200
2	Furniture & Fixture etc.	26	250	9	250	100
3	Vehicles etc.	0	50		20	100
4	Books & digital library	6	105	42	70	100
5	Misc. (unforeseen)	0	20	0	10	10
	Total (A)	142	875	84	450	510
2. Civil works PTU						
6	PTU campus-Kaputhala Road	2645	0	64	150	200
	Total (B)	2645	0	64	150	200
	(Total (A+B))	2787	875	148	600	710
Constituent Colleges PTU Campus's & PITs						
1. Fixed Assets						
1	Equipments/Software Development etc.	0	400	29	100	300
2	Furniture & Fixture etc.	102	240	24	100	200
3	Vehicles etc.	0	160	0	0	50
4	Books & digital library	0	400	0	10	100
5	Misc. (unforeseen)	0	160	5	20	50
	Total (C)	102	1360	58	230	700
2. Civil Work						
7	Mohali Campus	0	300	0	25	100
8	PITTR Ladowali Road	0	500	0	25	2200
1	PIT Mansa	21	1500	115	125	5000
2	PIT Nandgaon	3	500	16	25	1500
3	PIT Kaputhala	73	3300	183	200	5000
4	PIT (DOTE)	0	600	0	1150	2000
5	Other PIT's (land bening handed over)	0	0	0	0	2000
	Total (D)	96	6700	314	1550	17800
	Gross Total (C+D)	198	8060	371	1780	18500

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amt. in Lacs)

C CAPITAL EXPENDITURE				
REGIONAL CENTERS				
Sr. No.	Name of the Regional Centre	Budget Estimate 2012-13	Revised Budget 2012-13	Budget Estimate 2013-14
1	Amritsar College of Engg. & Tech. Amritsar	12	12	12
2	Baba Banda Singh Bahadur Engg. College Fatehgarh Sahib	70	25	15
3	Beant College of Engg. & Tech. Gurdaspur	45	45	10
4	Bhai Gurdas Instt. of Engg. & Tech. Sagrur	42	46	10
5	GT Instt. of Engg. Mgt. & Tech. Shahpur, Jalandhar	19	19	10
6	DAV Instt. of Engg. & Tech. Jalandhar	56	55	25
7	Desh Bhagat Engg. College Mandi Gobindgarh	1	1	2
8	Doaba Instt. of Engg. & Tech. Ghataur, Kharar	5	5	5
9	GGs College of Modern Tech. Kharar	34	34	10
10	Giani Zail Singh College of Engg. & Tech. Bathinda	0	0	0
11	GNA Instt. of Mgt. & Tech. Phagwarha	2	2	2
12	Guru Nanak Dev Engg. College Ludhiana	50	56	25
13	Guru Teg Bahadur Khalsa Instt. of Engg. & Tech. Chharianwali, Malout	2	2	2
14	Indo Global College of Engg. Abhipur	2	1	2
15	Indo Soviet Friendship College of Pharmacy Moga	4	4	4
16	Instt. of Engg. & Tech. Bhaddal, Ropar	6	6	6
17	KC College of Engg. & Information Tech. Nawanshahar	5	5	5
18	Lala Lajpar Rai Instt. of Engg. & Tech. Moga	2	2	2
19	Ludhiana College of Engg. Tech. Ktani Kalan Ludhiana	2	2	2
20	Malout Instt. of Mgt. & Information Tech. Malout	1	1	2
21	Punjab College of Engg. & Tech. Lalru Mandi	5	5	5
22	Ramgarhia Instt. of Engg. & Tech. Phagwara	29	29	15
23	RIMT Instt. of Engg. & Tech. Mandi Gobindgarh	3	3	3
24	Sant Baba Bhag Singh Instt. of Engg. & Tech. Padhiana, Jalandhar	2	2	9
25	Shaheed Bhagat Singh College of Engg. & Tech. Ferozepur & Super 50 Project	16	16	10
26	Shaheed Udham Singh College of Engg. & Tech. Tannori	5	5	5
27	Sri Sukhmani Instt. of Engg. & Tech. Derabassi	3	40	0
28	GESCET-Talwandi Sahbo	1	1	2
	Total	400	428	200

GZS PTU Bathinda Campus

REVISED BUDGET 2012-13 & BUDGET ESTIMATES 2013-14

Sl. No.	Head	Budget Estimate 2012-13	Actual up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14
C	Capital Expenditure				
	Fixed Assets main account	2947	46	155	328
	Fixed assets Student fund account	85	42	71	112
	Civil work main account	672	8	273	2610
	Total C	3704	96	500	3050

Schedule - 20					
PUNJAB TECHNICAL UNIVERSITY, JALANDHAR					
(Amt. In lac)					
A	Grant in Aid				
Sr. No.	Head	Budget Estimate 2012-13	Received Up to January 2013	Revised Budget 2012-13	Budget Estimate 2013-14
1	UGC New Delhi for JRF		12.3	13	30
2	PIC of Punjab State Concil Chandigarh		0.2	1	20
3	Grants in Aid-Central/State agency	20	6	6	20
	Total	20	18.4	20	70

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Minutes of the 37th Meeting of the Standing Building Construction Committee held on 30.01.2013 under the Chairmanship of Dr. R. S. Khandpur, Director General, PGSC at PTU's Mohali Campus.

Committee is thankful to Hon'ble Vice Chancellor, PTU, who spared his valuable time and attended the meeting.

Following were present in the meeting:

- | | |
|---|---------------------------|
| 1. Sh. S. L. Kaushal, Chief Architect, Punjab (Retd), | |
| 2. Sh. A. N. Chowdhry, Chief Engineer, PWD (Retd) | |
| 3. Dr. H. S. Bains, Registrar, | } PTU main campus |
| 4. Sh. H. P. Singh, Executive Engineer. | |
| 5. Dr. J. S. Hundal, Campus Director, | } GZS PTU Bathinda campus |
| 6. Dr. G. S. Bath, Registrar, | |
| 7. Dr. D. S. Sidhu, Registrar, PIT, Nandgarh | |
| 8. Ar. Ranjit Kaur, Associate Professor | |
| 9. Ar. Ripudaman Singh, Associate Professor | |
| 10. Ar. Avinash Singh, Assistant Professor, | |
| 11. Ar. Harmandeep Kaur, Assistant Professor | |
| 12. Sh. Rajiv Aggarwal, | } Archigroup Architects |
| 13. Sh. Nitin Goel | |
| 14. Ms. Prema Sharma | |

Item No. 37.1 : To confirm the Minutes of 36th meeting of Standing Building Construction Committee held on 23.10.2012.

The minutes of 36th meeting of Standing Building Construction Committee held on 23.10.2012 were confirmed by all the members.

Item No. 37.2 : Action taken on various items discussed during previous meetings of Standing Building Construction Committee.

It was informed by Executive Engineer that following actions have been taken on various items discussed during previous meeting of Standing Building Construction Committee:

- Based upon the discussions held in 36th meeting of Standing Building Construction Committee, the Architect has revised the plans for Punjab Institute of Technical Teachers Training and Research (PITTTR) proposed to be established at Ladowali Road, Jalandhar and the same are being presented in this meeting.



- Based upon the discussions held in previous meeting of Standing Building Construction Committee, the Architect has prepared estimate based upon plinth area rates of CPWD for proposed buildings for Punjab Institute of Technology at Nandgarh, Bathinda and the same is to be discussed in the present meeting.
- The conceptual plans for proposed Administrative Block, Student Centre, Auditorium and Hostel buildings at GZS PTU CET, Bathinda Campus have been prepared by the faculty of this campus and the same are being presented as an agenda item.

Item No. 37.3 : To discuss and finalize the plans of Punjab Institute of Technical Teachers Training and Research (PITTTR) proposed to be established at Ladowali Road, Jalandhar.

Based upon the amendments suggested by the committee in 36th meeting of Standing Building Construction Committee, the revised plans prepared for Punjab Institute of Technical Teachers Training and Research (PITTTR) proposed to be established at Ladowali Road, Jalandhar were presented by the Architect in the meeting. After discussions and deliberations, committee approved the plans with following amendments:-

1. Out of the various options presented for the layout of hostel rooms with attached toilets, option-II is approved.
2. Only 4'-0" area around badminton courts to be paved and balance area should be kept as green.

Architect was advised to go ahead with detailed designing and estimation for this institute:

Item No. 37.4 : To discuss and approve the rough cost estimate of proposed buildings for Punjab Institute of Technology at Nandgarh, Bathinda

The rough cost estimate based upon plinth area rates of CPWD prepared by the Architect and vetted by Thapar University, Patiala for an amount of Rs. 3043.14 lacs for the proposed buildings for Punjab Institute of Technology at Nandgarh, Bathinda was approved by the committee.

Item No. 37.5: To discuss and finalize the plans of proposed Administrative Block, Student Centre, Auditorium and Hostel buildings at GZS PTU CET, Bathinda Campus.

The master plan and plans of various proposed buildings at GZS PTU CET, Bathinda campus were presented by the faculty members of this campus. After lot of discussions and deliberations, the committee has taken the following decisions:

1. Master Plan:

The master plan presented was approved.


112

2. Student Centre:

The plans presented for the Student Centre were approved with following amendments:

1. The sizes of the toilets provided are not sufficient by considering the size of the student centre. Their number may be appropriately enhanced. It was also suggested that toilets may also be provided on the ground floor and first floor of the building.
2. The ventilation and natural lighting for the kitchen is not sufficient. The kitchen area may be redesigned.

3. Boys Hostel:

The plans presented for the Boys Hostel were approved with following amendments:

1. One additional entrance to the hostel should be provided.
2. Toilets and Bathing areas to be separated.
3. No. of toilets and bath rooms provided are not sufficient by considering the size of the hostel. The same should be increased as per norms.
4. Staircase area near main entrance should be increased.
5. Kitchen and dining area should be revised based upon the codal provisions.
6. At least one staircase should be enclosed as per fire safety norms.
7. All the lifts should be provided at one location only.
8. Core area should be redesigned.

4. Administrative Building:

Committee suggested that

1. Multi-purpose hall proposed in this building should be shifted to Auditorium complex.
2. No academic/student related activities should be planned in this building.
3. This building should be planned as a pure administrative building.

Based upon the above suggestions, committee advised to revise the plans and present the same in the next meeting.



5. Auditorium:

The capacity of the auditorium in the plans presented was of 1350 persons. Committee suggested that a detailed study should be conducted by the campus based upon its internal utility, frequency of usage and its potential for hiring by outside parties, etc. and work out the optimum capacity required for the auditorium. Committee also suggested that before proceeding further, approval of capacity and tentative cost of the auditorium may be got approved from the BOG through Building Committee.

Committee agreed that rough cost estimates for Student Centre and Boys Hostel may be got prepared from Punjab PWD and the same is put up in the next meeting of the Finance committee of PTU for financial sanction.

Agenda Item (Table item) discussed with the permission of the Chair:-

Item No. 37.6: To discuss and approve the revised cost of Girls Hostel being constructed by Punjab PWD at GZS PTU CET, Bathinda Campus.

- Dr. Hundal, Campus Director informed that construction of Girls hostel is being executed by PWD on deposit basis. All activities related to the construction such as preparation of estimates, invitation of tenders, execution, supervision, payments etc. are being done by PWD.
- Estimate amounting to Rs. 241.77 lacs submitted by PWD for construction of two storey (Ground and First floor) of Girls Hostel was approved in 9th meeting of Building Works Committee of Giani Zail Singh College of Engg. & Technology, Bathinda held on 26.05.2011 under agenda item no. 9.4 and the same was approved in the 32nd meeting of Finance Committee vide item no. 32.11.
- Further, the estimate submitted by PWD for construction of 2nd floor of this hostel for Rs. 120.0 lacs was approved in 36th meeting of the Standing Building Construction Committee of PTU held on 23.10.2012 under agenda item no. 36.8.1 and the same was approved by the Finance Committee on dated 15.11.2012. Thus, in total, the estimates sanctioned for this work is of Rs. 361.77 lacs.
- It was further informed that Executive Engineer PWD (B&R) has submitted a detailed estimate for this work for an amount of Rs. 503.91 lacs (increase of Rs. 142.14 lacs i.e. 39.29%) alongwith some explanations for the increased amount. The cost per square feet with the revised cost works out to be Rs. 1441/-.

Based upon the discussions held with Executive Engineer/PWD Bathinda, following facts were brought to the notice of the committee by Executive Engineer/PTU:-

- The estimate sanctioned for an amount of Rs. 241.77 lacs in year 2011 is based on Punjab PWD plinth area rates as prevailing in year 2006. No detailed estimate was prepared by PWD for this work at that time as detailed design/drawings were not finalized at that time.
- At the time of invitation of the tenders by PWD for engagement of contractor for this work in year 2011, prevailing rates (year 2011) of CSR were taken in the tender document which are about 40% higher than the rates prevailing in 2006 i.e. the rates included in the tender were about 40% higher than the rates included in the sanctioned estimate. Since, no detailed estimate/quantities were prepared by PWD till the time of



invitation of tenders, quantities included in the tender were so adjusted/reduced by PWD that total amount of estimated cost included in the tender remains within the sanctioned estimate. Thus, by following the above procedure wherein the sanctioned estimate is based upon the rates of year 2006, rates included in the tender are the prevailing rates (year 2011) and to keep the total estimated cost within the sanctioned quantities included in the tender were substantially reduced by PWD than actually required to be executed. Thus, the accepted rates of the contractor are higher than the sanctioned rates.

- Now, PWD has prepared a detailed estimate wherein actual quantities to be executed have been included and accepted rates of the contractor have been taken. The quantities included in the detailed estimate are much higher than the quantities included in the tender on account of the facts that deliberately lesser quantities were taken while invitation and finalization of tenders.
- It was brought to the notice of the committee by Registrar/Bathinda campus that while detailed designing of the building, there has been increase in the depth of foundations than that considered in the estimate. Some minor additions/alterations such as addition of balconies, specifications for floorings have been done at college level, approval for which has been granted by Campus Director.

By considering all the above factors, there has been increase in the cost of the works by about Rs. 142 lacs.

Campus Director and Registrar of GZS PTU CET Bathinda confirmed that the revised estimate and explanation submitted by Punjab PWD is in order and the revised estimate may be considered for approval.

By examining all the facts explained above, committee is of the view that above procedure followed by GZS PTU Bathinda campus and PWD is not appropriate and advised that, in future, tenders should not be invited without preparation and approval of detailed estimate. However, by looking at the urgency and present status of the work, committee ratifies and approves the revised estimate for an amount of Rs. 503.91 lacs, as a special case.

The meeting ended with thanks to the chair.



PUNJAB TECHNICAL UNIVERSITY- JALANDHAR

NOTIFICATION

TA/ DA and Honorarium to Experts/ Officials

Ref. No. PTU/Reg/Notification/27/ 9774

27.08.09
31-08-09

In pursuance to the recommendation of Finance Committee and approved by the BOG, the Punjab Technical University is pleased to revise the rates of honorarium and use of own Car/ Taxi for the purpose of TA and honorarium to its official/ non official experts/ members of the committees attending any meeting of PTU is as under:

- | | |
|---|--------------------|
| a) For use of own car/ taxi | Rs. 7/- per km. |
| b) Honorarium to Experts/ officials for attending meeting | Rs. 2000/- per day |

The bill for taxi and toll tax etc. will be paid only on production of original bills. All the bills and TA claims should be proper filled by the claimant and countersigned by the officer incharge. For all other related matters rules of the Punjab Govt. revised from time to time shall be applicable.

The revised rate is applicable w.e.f. 5th June, 2009.

Registrar

1. PS to VC for the information of the Vice Chancellor
2. All HOD/ Section Incharge
3. Controller of Finance
4. All Colleges affiliated to PTU
5. Website
6. File

For implementation
01/9/09

All can certify to note & comply
11/11/09



ਐਸ. ਕੇ. ਮਿਸ਼ਰਾ
ਡਾਇਰੈਕਟਰ ਵਿੱਤ
S. K. Mishra
Director-Finance

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ
PTU PUNJAB
TECHNICAL
UNIVERSITY

Ref. PTU/ACTT/DF/ 325

Dated 12/10/12

The Manager
Indian Overseas Bank
Jalandhar.

Subject: -Revision in Instruction regarding cheque Signing authority and specimen Signature.

Dear Sir/Madam

This is to inform you that with Immediate effect all cheques issued by the university shall bear dual signature for all accounts as per the following instructions:-

1 For cheque upto Rs1,00,000/- will bear dual signature of any one from Group A & Group B.

Sr No.	Group A	Specimen Signature	Sr No.	Group B	Specimen Signature
1	Joginder Singh (Assistant Registrar)		1	Dinesh Juneja (Assistant Registrar)	
2	Parvesh Aspal (Assistant Registrar)		2	S.K Mishra (Director Finance)	
3	Dinesh Juneja (Assistant Registrar)				

2. For cheque from Rs.1,00,001 to upto Rs 10,00,000/- will bear dual signature of any one from Group A & Group B.

Sr No	Group A	Specimen Signature	Sr No.	Group B	Specimen Signature
1	Dinesh Juneja (Assistant Registrar)		1	S.K Mishra (Director Finance)	
2	Joginder Singh (Assistant Registrar)		2	Dr.H.SBains (Registrar)	
3	Parvesh Aspal (Assistant Registrar)				

3. Cheque issued by the University from 10,00,001 & above will bear dual signature of any of the two officer each from Group A & B of the following:-

Sr No.	Group A	Specimen Signature	Sr No.	Group B	Specimen Signature
1	S.K.Mishra (Director Finance)		1	Dr.H.SBains (Registrar)	
2	Dinesh Juneja (Asst. Registrar)		2	Dr.Butta Singh (Dean Acad)	

Director (Finance)



Project Name	Online Fees Collection for Punjab Technical University Distance Education Program
Solution	IEMS
Customer	Punjab Technical University
Date	February 28, 2013

February 28, 2013

Mr. S.K. Mishra
Director Finance
Punjab Technical University
Kapurthala

DEAR SIR,

On behalf of Revolution Next Directors and our team, I am very pleased to submit the proposal for Online fees collection Software for Punjab Technical University, Distance Education Program.

We are fully confident and guarantee that our Integrated Education Management system is best in the market in terms of speed, efficiency, scalability, functionality (features for users), cost and ease of implementation and it will fulfill all the requirements of Punjab Technical University, Kapurthala.

If you have any questions about our product, please do not hesitate to call me (09878887238) or email me at rahul.sharma@revolutionnext.com. All required information and documents are attached herewith.

Sincerely,

For Revolution Next Technologies Pvt. Ltd



Director

Rahul Sharma

Director

Revolution Next Technologies Pvt. Ltd.

CONTENTS

1. EXECUTIVE SUMMARY	4
1.1 OUR UNDERSTANDING OF THE SITUATION	4
1.2 WHY REVOLUTION NEXT TECHNOLOGIES?	4
2. COMPANY INFORMATION	5
□ VISION AND MISSION STATEMENT	6
□ VALUE AND BUSINESS PHILOSOPHY	7
3. SOFTWARE DESCRIPTION	8
3.1 ON-LINE FEES COLLECTION	8
4. BENEFITS.....	14
5. TECHNICAL PLATFORM & SPECIFICATIONS	15
6. COMMERCIALS	17
□ SCOPE OF WORK	17
7. QUALITY APPROACH	19
8. FUTURE ADDITIONS - EXAMINATION DEPARTMENT	21
A) FUTURE ADDITIONS - EXAMINATION DEPARTMENT (COMMERCIALS)	26
9. FUTURE ADDITIONS- CALL CENTER/ QUERY HANDLING SOLUTION	27
A) FUTURE ADDITIONS- CALL CENTER/ QUERY HANDLING SOLUTION (COMMERCIALS).....	34
10. FUTURE ADDITIONS -LEARNING MANAGEMENT SYSTEM	35
A) FUTURE ADDITIONS -LEARNING MANAGEMENT SYSTEM (COMMERCIALS).....	45

1. EXECUTIVE SUMMARY

1.1 OUR UNDERSTANDING OF THE SITUATION

We understand that Punjab Technical University is seeking software for Online Fees Payment and other departments. Revolution Next Technologies has done extensive requirement gathering and based on our understanding, Punjab Technical University is seeking a solution that is:

- Online software which provides PTU Portal, ZNF/ CNF Portal, Learning Centre Portal, and Student Portal.
- That provides help to students to stay in touch with PTU online.
- That provides - student account creation and modules to maintain records from Learning Centers and ZNFs/CNFs.
- Integration with PTU DEP Examination Department

Revolution Next is well positioned to help Punjab Technical University meet these challenges by providing the following mentioned solution.

1.2 WHY REVOLUTION NEXT TECHNOLOGIES?

We are confident that Revolution Next is the right company to provide Punjab Technical University with the depth of industry knowledge, software implementation experience and application maintenance experience necessary to reduce costs and increase value through a customized solution. We believe we bring Punjab Technical University a software implementation and application support capability that is based on:

- **Experience** – Extensive experience in Open SouZNF/CNFe Custom Development

- **Top People** – Reputation for high-caliber, client-oriented employees that are process-driven, disciplined, business knowledgeable and technically skilled
- **Transformation Capability** – Commitment to making sure IT changes adapts to your business needs
- **Process** – Extensive experience in honing proven methodologies on a global basis
- **Punjab Technical University Specific SLAs** – Service levels that are designed to meet the business needs of Punjab Technical University
- **Smooth Transition Approach** – Market-proven transition approach that facilitates a smooth operating transition from "build" to "run" with minimal business impact

2. COMPANY INFORMATION

Revolution Next Technologies Pvt. Ltd was started in 2008 by Rahul Sharma, Director and CEO of the company. We are product based Software Company and focus on internet based products. We are one of the leading startup companies of North India which focus on Hi-Tech Software Development. We are involved in High-end custom Software Development services for Domestic & Overseas Clients. Some of our products and solutions are Integrated Education Management System, E-Learning System, ERP, CRM, Web Solutions, Custom Portal Development, Content Management & E-Learning Solutions, Financial Products, Business Intelligence, Artificial Intelligence products. Our highly skilled team of software engineers in India delivers high quality software products and services to consumers and companies.

- ↓ We are a Next Generation Software Company. Over 4 years history in High-Tech Product Development

- + Experts in development of High-Tech, Ultra Efficient, Superior Quality, Low Cost, Intelligent applications
- + We use latest technologies for software Development and are regularly updating our software skill set. All our products are developed using open source packages and frameworks.
- + We Focus on business and mission critical applications and software products to cut customer costs, increase profits and improve productivity
- + Through the use of our software products our customers are able to increase their profits, create new revenue generation opportunities, reduce their costs, improve employee productivity and satisfaction and increase their own client satisfaction
- + We are in process of getting accredited with CMM Level and ISO 9001:2008, ISO 27001 Certifications
- + We are Experts in developing Scalable and Deployable systems and processes tailored to our Client Environments
- + Our Pricing is always geared to focus on low-cost maintenance and deployment of software products
- + We develop and deliver any kind of Hi-Tech Software products and are looking for opportunities to serve you in the best possible way.. We clearly define the quality assurance process and encourage understanding on behalf of all involved parties at our client organizations and Align the objectives and outputs of the quality process with your expectations
- + We Build confidence in the quality process based on an approach that is planned, consistently executed, and measured through our advanced, complex, software specific framework.
- + Company has its head quarters in Ludhiana, Punjab INDIA

➤ VISION AND MISSION STATEMENT

Revolution Next Technologies aims to be a World Class Software Company enabling all types of industries and companies to have Low Cost, Hi-tech, Ultra

Efficient, Superior Quality, Reliable Software products which increase profits, improve productivity, lower costs and provide enormous Benefits. Revolution Next seeks to deliver ultimate solutions with use of latest technology & Innovation, relevant Domain Expertise and Excellent Customer Service

- ✦ To Offer Reliable, Low Cost, Superior Quality, Ultra Efficient software products to our Clients
- ✦ To have an excellent Cost Advantage, Higher ROI for the clients by providing Valuable Products and Services
- ✦ To provide and Establish Artificial Intelligence product Industry in India and other parts of the World
- ✦ To become one of the top leading Hi-Tech Software Development Company
- ✦ To establish quality standards across software industry Verticals and have commitment to clients and markets

➤ **VALUE AND BUSINESS PHILOSOPHY**

- ✦ Unquestioned Integrity and Ethics in every aspect of our business.
- ✦ Commitment to exceeding customer expectations.
- ✦ Persistent and creative pursuit of opportunities in India and Overseas
- ✦ Consistent Innovation for Improvement in Expertise and Excellence in all functional and technical areas
- ✦ Commitment and Faith in every employee and importance to human potential and values
- ✦ Operating in a fiscally sound manner.
- ✦ Recognition of the importance of our clients and customers. Focus on Customer Satisfaction and Retention
- ✦ TO Be a Responsible Corporate Citizen

3. SOFTWARE DESCRIPTION

3.1 ONLINE FEES COLLECTION

In this section we propose the Current Student's Accounting & Registration Module (Distance Learning) that will cover all types of functionalities by Punjab Technical University, Jalandhar. Following are some of the highlights of the proposed solution. This Solution is provided as a complementary solution with online CET fee collection and Payment Gateway.

Fig. 2 shows the data flow process of Online Fees Collection System for Current Students. It shows that PTU System would ask ZNFs/CNFs to enter the data for current students. ZNFs/CNFs could enter student data or have their corresponding Learning Centers enter the data. Those Learning Centers could enter that data or they could ask students to enter their data online. After their accounting setup they would be able to pay their fee online through the payment gateway. There are multiple ways in which data can be entered for current students:-

- Data Entered by ZNFs/CNFs manually on the (ZNF/CNF portal). In this case each student entry is done individually and corresponding student account is generated by the system. Details of entry include (Student Master Information, Education Details, Accounting details)
- Data Entered by ZNFs/CNFs through Excel files on the (ZNF/CNF portal). Each student account is generated by the system. Details of entry include (Student Master Information, Education Details, Accounting details)
- Data Entered by Learning Centers manually on the (LC portal). In this case each student entry is done individually and corresponding student account is generated by the system. Details of entry include (Student Master Information, Education Details, Accounting details)

- o **Data Entered by Learning Centers through Excel files on the (LC portal).**
Each student account is generated by the system. Details of entry include (Student Master Information, Education Details, Accounting details)
- o Students would be given a unique ID to logon to the system and enter their specific details themselves. Once the data is entered, it would be verified and the account would be activated

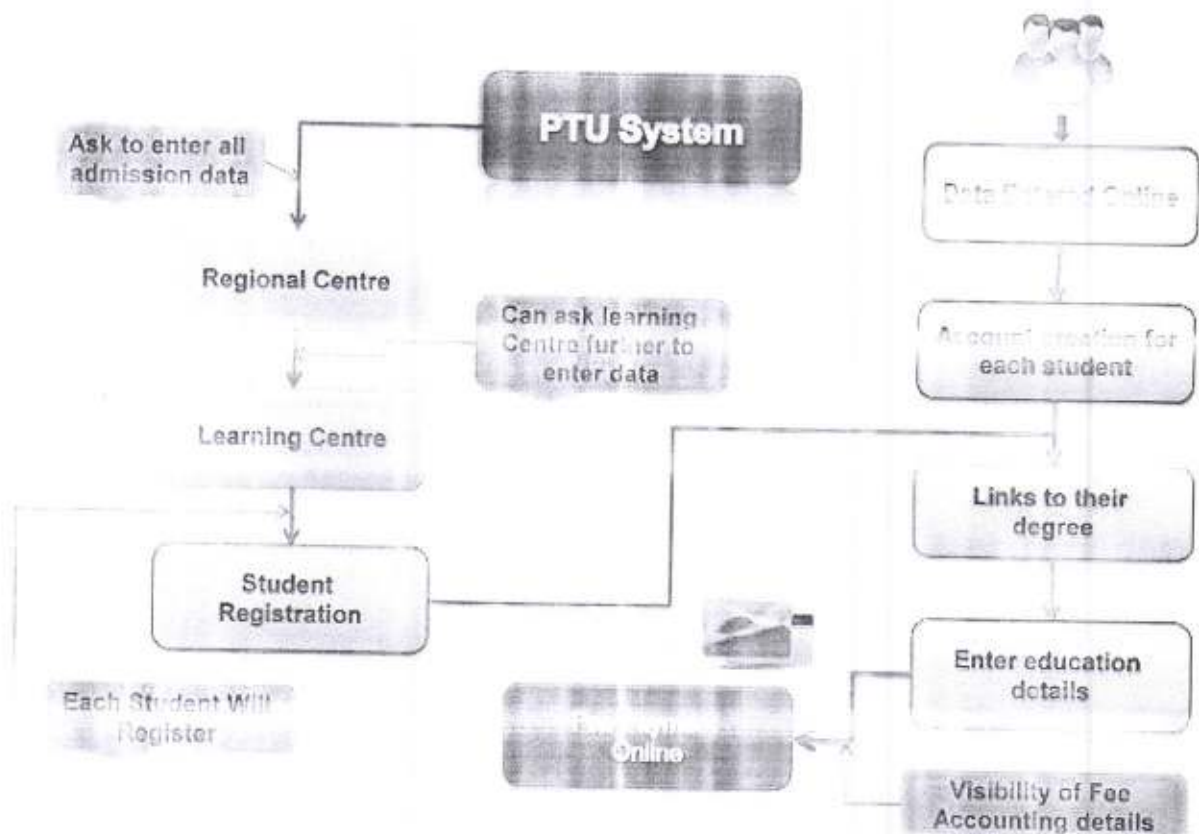


Fig 2.Data Flow Diagram for Accounting Details For Current Students

Highlights of the Solution

✦ ZMFONE and Learning Center Portal:

- Every Regional center and Learning center would have their own portals.

- Data of current students would be entered into the system by ZNF/CNF or LCs
- All ZNFs/CNFs and Learning Centers would have details of fees/profiles of their corresponding Learning students and students.
- Other functionalities include communication to students and forums and discussions.
- All kinds of fees related reports would be available to each ZNF/CNF and LC for their corresponding Students.
- ***For results and exam related information, integration can be done to current PTU system.***

✦ Student's Registration and Fee Submission:

- Each student could enter/edit their profile in the system.
- Students would be able to see all educational details.
- Students would submit their fee online through Debit Card or Credit Card.

✦ PTU Portal:

- PTU would handle all student related information and data.
- Data configuration would be required before start of each session.
- Various types of reports to view annual, pending and paid fee.
- Receipts printing, financial year setup, Fees could be taken for current and future sessions.
- Possible to add additional fee, Possible to refund fee, Possible to refund fee amount and reverse student fee setup.
- Functionality to disburse amount to ZNFs/CNFs and Learning Centers.
- **Configuration Setup:** The Accounting module would provide configurable setup.
 - Set Accounting Heads
 - Set Fee Heads with different fee structures

- Set Category
- **Student Fee Setup:** Student fee setup would be very easy. Here, fee could be set for one student and for multiple students also at a time with a single click.
 - Set fee with different fee structures.
 - Set fee with different installments. For ex Semester wise, annually, or monthly.
 - Configurable fee structure at the time of setup fee.
- **Receiving Student Fee:** Online payment of fee (Payment can only make through Debit Card or Credit Card.).
- **Student Ledger:** Accounting module would have student ledger, where each and every type of transaction or record of that student would be available.
- **Student Reports:** Student reports would be available in accounting module. All reports would available in printable form. Some of the reports are mentioned below.
 - View student wise fee for financial year.
 - View LC/ZNF/CNF wise all sections student fee.
 - View LC/ZNF/CNF wise all transactions.
 - View session/annual wise all fee transactions.
 - View student wise fee transaction for particular date.
 - View LC wise fee for a session.
 - View all collected fee for a particular time.
 - View due fee for a ZNF/CNF or LC.
 - View all fee transactions within a given time
 - Annual Fee reports, pending fee reports, Paid fee reports

✦ **Student Portal:**

- In Student Portal, students would have all details related to their education, enrollment, fee, etc.
- They can pay their fee online by selecting which installment and what amount they want to pay through online payment gateway.
- All payments made for fee online would be possible only through Debit Card or Credit Card.
- They will also be provided functionalities such as Forums, Mails, Alerts, etc.

✦ **Other Users/Vendors Portal:**

- Vendors, other students and anyone who wants to make a payment can create their account and make the payment.
- All payments made for fee online would be possible only through Debit Card or Credit Card, checks, RTGS
- They will also be provided functionalities such as Forums, Mails, Alerts, etc.

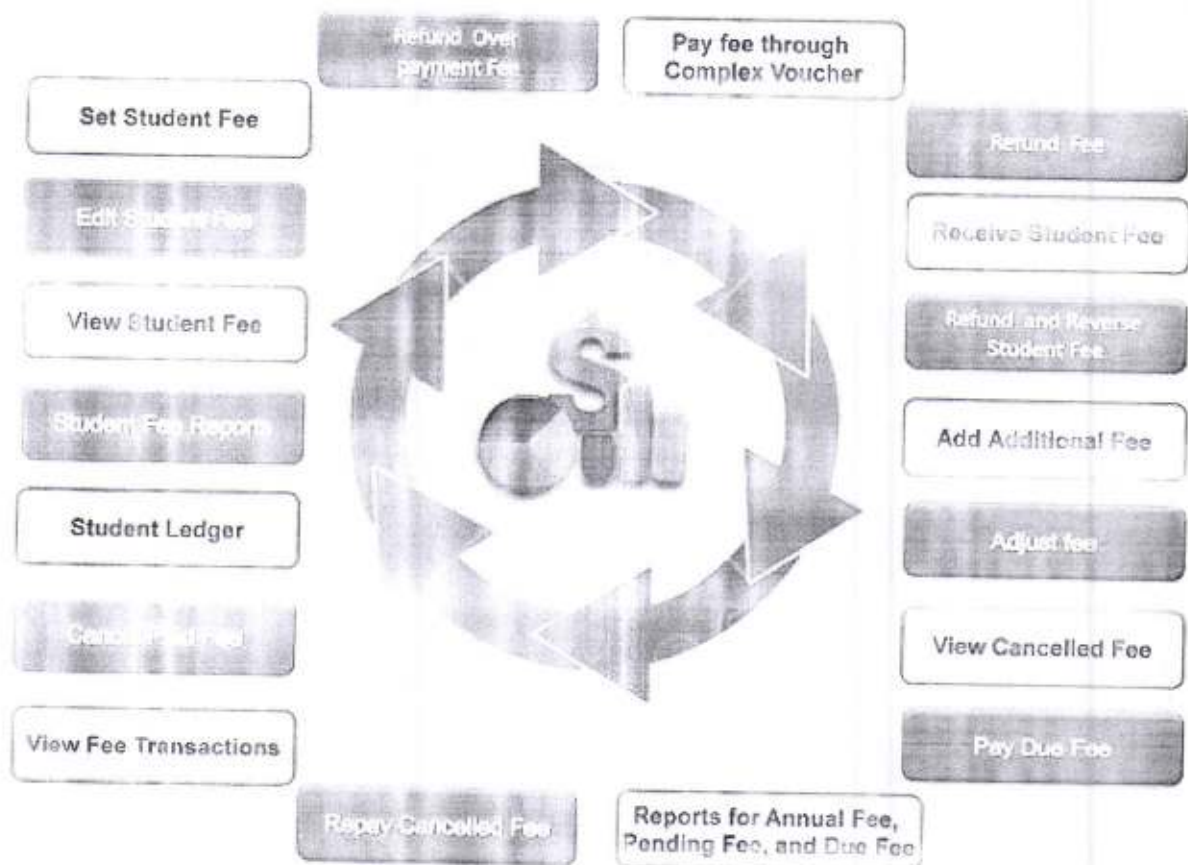


Fig. 4 shows the data flow diagram of online admissions, online registration and payment of fees. Student would first login or register for new admission. Once registered students would choose their degree/course, due fees would populate. Once the installment is selected, the screen would be transferred to Payment portal where they payment would be made through credit card or debit card. After the payment transaction (successful / failed) the screen would be transferred to the system portal with necessary information. Similarly online admissions would be made though the LC admissions people.

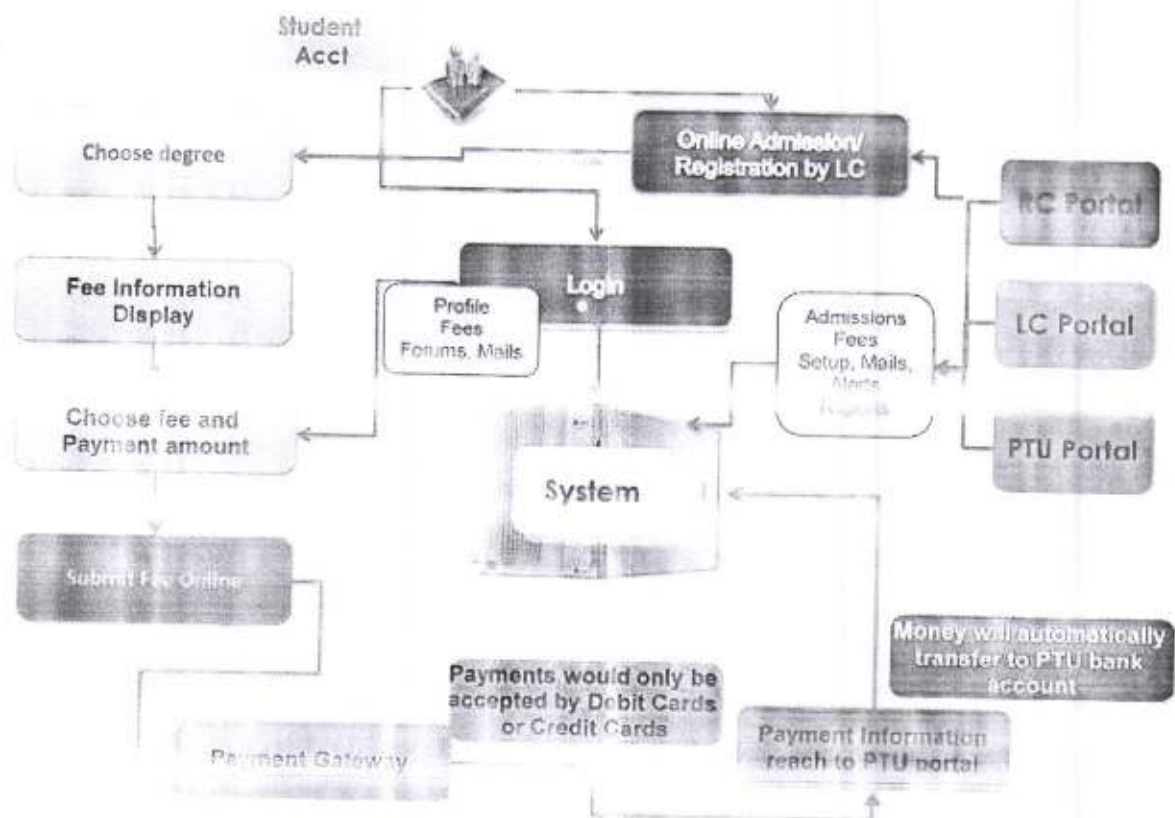


Fig. 4 Data Flow Diagram of Online Admissions and fee payment

4. BENEFITS

- + One-time payment for software. Same software can be used in future counseling sessions. Software becomes property of Punjab Technical University
- + Complementary system for other online fee payments and collection
- + Complete Integrated System for Online payments. A very High-Tech System
- + Internet Based System – 365/24/7 Access everywhere, within campus or outside campus.
- + Real time MIS and multiple reports
- + Built on latest secure, scalable, stable and open source technologies.
- + Best and fastest in terms of speed and efficiency, features and technology

- ✦ IEMS is completely secure and all data transactions take place in encrypted form. Multi level security is available in all modules.
- ✦ Web services compliant with complete back up and error check mechanism.
- ✦ Can be easily integrated with any external product through a custom built interface.
- ✦ Integration with Examination Department

5. TECHNICAL PLATFORM & SPECIFICATIONS

Web based application using all open source technologies including Java, MYSQL, Open source report writer – Jasper Reports

- **MYSQL Database**
- **Compatible with all web browsers**
- **Latest graphical user interfaces.**
- **Expandability:** This system would be absolutely scalable and suitable for PTU with as many users as possible.
- **Implementation and Support:** Our proposed system would be developed in such a way that it does not require extensive work on the part of PTU or college source.
- **Application Deployment:** System would be developed on plug and play model with no customization required on part of University sources.
- **Training:** Our team would be training the "trainers" at the University. In turn the trainers can train the rest of the teachers, staff. Our trainers can directly train everyone also and would spend as much time needed in making users comfortable with the software.
- **User Acceptance Testing:** A testing team will be made with combination of PTU staff and our team members. We will be running and managing the complete testing program and make modifications if needed. Our team will be

present in person for all activities. User Acceptance testing is required before go-live.

- **Go- Live and Support:** We will be providing complete support during data conversion, testing, training and go-live and after go-live support. There will be dedicated sources.

6. COMMERCIALS

1. Software Charges

SL #	Description	Minimum No of Students	Unit Price (₹)
1	Cost Per Student per Transaction	100,000	₹ 20.00 (per Student per transaction)
2	Implementation	-----	Included
3	Training	-----	Included

Above pricing is calculated based on minimum 100,000 transactions per semester

➤ SCOPE OF WORK

- Minimum 1 Lac transactions per semester. The price will reoccur every semester.
- 6 People team to manage the software. Two Dedicated Persons on site.
- 2 or more dedicated people on site during student fees collection period.
- Training at different LC Meets.
- Complete package to be managed and hosted by Revolution Next Technologies.
Complete Training for PTU Users
- Database Backups every 15 minutes. Dedicated Off site Support Staff for Software Maintenance. Custom Development of required MIS Reports
- Software and Hosting Charges included
- Resolution of all issues and enhancements

- All Hardware to be hosted and maintained by Revolution Next Technologies
- Server to be hosted and maintained by Revolution Next. Full time dedicated off site support staff. Guaranteed uptime of 99.9 %
- Software and Hardware Firewall on the hardware server
- Software Antivirus installed on server. Traffic coming into our server is automatically scanned for harmful viruses using state of the art virus scanning protocols which are updated regularly.
- Applicable service tax will be added to the price mentioned above.
- In need of overnight stays for call center staff, PTU would be responsible for living arrangements of employees.
- Travel Expenses, Hotel Expenses, Per Diem and Meals Expenses of Implementation, Support Staff would be provided by the Punjab Technical University in advance.

2. PAYMENT SCHEDULE

- Advance before the beginning of Fees Collection and before start of new Admissions

Payment Schedule for Each Semester	Amount
Before Start of Fees Collection	40% (of Amount) + 12.36 % Tax
In the middle and During Fees Collection	40% (of Amount) + 12.36 % Tax
After Completion of Fees Collection	20% (of Amount) + 12.36 % Tax

3. PAYMENT TERMS

- All the costs mentioned in Schedule 5 are exclusive of all taxes. Taxes mentioned separately.
- Revolution Next shall raise invoices 15 days in advance of the due date of the payments

7. QUALITY APPROACH

Revolution Next follows a quality management process that implements and manages a series of quality practices over the lifecycle of an Application Development & Management initiative. Some of the practices, implemented as appropriate, are listed below:

Our Quality Management approach is enabled by policies and procedures that:

- Facilitate agreement on the quality standards to be used and the key quality management deliverables to be created over
- Clearly define the quality assurance process and encourage understanding on behalf of all involved parties in the client organization;
- Align the objectives and outputs of the quality process with the expectations of the client
- Build confidence in the quality process based on an approach that is planned, consistently executed, and measured; and
- Establish executive sponsorship and leadership to facilitate program success and underscore the importance and value of the quality process to the organization.

Specifically, EL/Six Sigma process is applied in the following ways during Design (blueprint) and Development:

- Use of DMAIC principles in the development of the process design & Development
- Use of SIPOC (input/output/customer) to incorporate the voice of the customer and to align customer-oriented requirements back through overall processes
- Measurements of performance that will be identified during design, validation and testing

MINUTE

Minutes of the meeting of the Committee regarding grant of Transport Allowance to Class 'A' officials of Punjab Technical University

A meeting of the committee constituted by the worthy Vice Chancellor was held in the office of Dean(RIC) on Feb 27, 2013 to discuss the issue regarding grant of Transport Allowance to Class 'A' Officials of Punjab Technical University. The following were presented :-

1. Dr. A.P Singh, Dean (RIC)
2. Sh. S.K Mishra, Director Finance
3. Sh. Rajinder Dogra, Deputy Registrar

Note : Discuss the above case telephonically with Sh. J.S Hundal, Director Incharge Giani Zail Singh PTU Campus

The committee deliberated thoroughly on the issue for the grant of Transport Allowance to Class 'A' Officials of Punjab Technical University and recommended as follows :-

As approved by the Board of Governors in its 48th meeting held on Dec 24, 2012, Vice Chancellor of Punjab Technical University is authorized to take the decision for the grant of Transport Allowance to Class 'A' officials as per the UGC norms and Punjab Govt. Policy.

The committee deliberated upon the rules and regulations of Punjab Govt for the grant of Transport Allowance to Class 'A' officials and found that there is no provision for the grant of Transport Allowance to its officer/officials.

There is a provision in UGC for the grant of Transport Allowance to Class 'A' official which is as under :-

1. Rs. 3200/- + DA thereon A/1 Class cities.
2. Rs 1600/- + DA thereon for other cities.



Contd....2/-

The Central Govt. has also extended the benefit of the ~~Transport~~ Allowance to its employees as per the same norms of UGC.

The committee recommended to implement the UGC norms for grant of ~~Transport~~ Allowance to Class 'A' officials w.e.f March 01, 2013 onwards as Rs.1600/- + DA thereon for other cities.


(A.P. Singh)

Dean (RIC)


(S.K. Mishra)

Director Finance

(J.S. Hundal)

Director Incharge
GZS PTU Campus

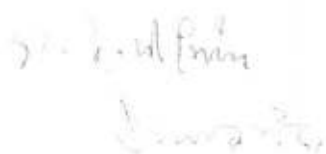

(Rajinder Dogra)

Deputy Registrar

Submitted please.

Vice Chancellor

1. ਜੀ ਇਹ ਮਿਹਰਾਬ ਪੀਟੀ ਜੂ ਡੇ ਸਾਰੇ ਕੰਮਾਂ ਤੇ
ਕਾਮ ਭਰੋਸ਼ੀ ਹੈ ਜੀ ਇਹ ਫਰਜ਼ੀ ਤੇ ਵੀ ਕਾਮ ਭਰੇਗਾ।
2. ਇਸ ਕਾਰ ਤੇ ਸੀਨੇ ਰਿਜ਼ਨ ਫਿਨਾਂਸ ਫਿਡੀ ਕਰ
ਭਰੇਗਾ ?
3. ਇਸਕੇ ਕਮੇਟੀ ਤੇ ਪੈਂਦੇ ਤੇ ਫਿਰਕੇ ਕਰੇ
ਸਮੇਤੀ ਮਿਹਰਾਬ ਖੋਲ੍ਹੇ।


Rajinder Dogra


22/2

Mr. Rajinder Dogra
A.P. Singh
01/03/13
To convene a meeting.

11/3/13

The committee discussed the issue in details, keeping in view of the Govt. Notification. The Committee recommends the following in response to VC observations.

1. This allowance shall be admissible to all the Faculty members and Officers of Punjab Technical University, Jalandhar(List attached)
2. The total expenditure for this allowance comes to Rs.2.00 lacs per month
3. This allowance shall be implement w.e.f. 01.03.2013

As per the Notification, Faculty and Officers of PTU are eligible for Transport Allowance @ 1640/- +DA thereon and the PTU Officers drawing Grade Pay of Rs.10,000/- & Rs.12,000/- who are entitled to use of official car shall be given option to avail themselves of existing facilities or to draw the Transport Allowances at the rate of Rs.7000/-plus DA thereon(Copy attached)

(Dr.A.P.Singh)

(S.K.Mishra)

(Rajinder Dogra)

Submitted for approval please

PTU
 ਆਪਣੇ ਨਵੇਂ ਮਨੁੱਖਾਂ ਨੂੰ ਇਹ ਵਾਹਿਗੁਰੂ
 ਪ੍ਰਦਾਨ ਕਰਨ ਲਈ ਨਵੀਂ ਪੋਲੀਸ਼
 ਮਾਮਲਾ ਹੱਲ ਕਰਨਾ ?

ਡੀ. ਐੱਸ. ਪ੍ਰਿੰਸ

2. ਮਾਰਚ 2/3/13

In my view it is applicable to officers / faculties
 of Bathinda Campus also.



A. Singh
 11/03/13

11/3/13

VC's P.T. HRA

11/3/13

O.M. No. 21(2)/2008-E-II(B) dated 29.08.2008

Annexure 'D'
w Delhi, the 29th August, 2008

OFFICE MEMORANDUM

Subject : Grant of Transport Allowance to Central Government employees.

The undersigned is directed to say the consequent upon the decisions taken by the government on the recommendations of the Sixth Central Pay commission, the Pleased to decide that in modification of this Ministry's O.M No.21(1)/97-EII (B) dated 3.10.1997, the Central Government employees shall be entitled to Transport allowance at the following rates.

Employees drawing grade pay of	Rate of Transport Allowance per Month	
	In 13 Cities Classified as A-1/ A earlier	Other Places
Grade pay of RS.5400 & above	Rs.3200 + DA thereon	Rs.1600 +DA thereon
(i)Grade pay of Rs.4200, Rs.4600 and Rs.4800	Rs.1600+DA thereon	Rs.800+DA thereon
ii)Those drawing grade pay below Rs.4200 but drawing pay in the pay band equal to Rs.7440 & above		
Grade pay below 4200 and pay in the pay band below Rs.7440	Rs.600+DA thereon	Rs.400+DA thereon

Hyderabad (UA) Delhi (UA) Bangalore (UA) Greater Mumbai (UA) Chennai (UA), Kolkata (UA) Ahmedabad (UA) Surat (UA) Nagpur (UA) Pune (UA) Jaipur (UA) Lucknow (UA) and Kanpur (UA).

2. The grant of transport allowance shall be subject to the following conditions.

- i) The blind or orthopaedically handicapped employee in terms of this Ministry's orders vide OM No 21(1) 97-E-II(B) dated 3.10.1997 shall continue to draw this allowance at double the normal rates which shall, in no case, be less than Rs.1000 per month plus the applicable rate of dearness allowance. The other conditions of O.M.No.19029/1/78-E-IV (B) dated 31.8.78 related to grant of conveyance allowance to blind and orthopaedically handicapped central Government employees shall remain unchanged.
- ii) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.

- iii) The condition contained in para 3(ii) of O.M. No.21(1) 97E-II dated 3.10.97 by which the grant of Transport Allowance to employees provided with official accommodation within one kilometer to office or within a campus housing the place of work and residence was disallowed, has been withdrawn.
- iv) In respect of those employees who opt to retain their pre-revised scales of pay, the corresponding Grade pay of the pay scale / corresponding pay scale of the post occupied on 1.1.2006 as indicated in CCS (Revised Pay) Rules 2008 would determine the allowance under these orders.
- (v) These orders will apply to all civilian employees of the Central Government. The orders will also apply to the civilian employees paid from the defence service estimates. In regard to Armed Forces Personnel and Railway employees, separate orders will be issued by the ministry of Defence and Ministry of Railways, respectively.

3. Officers drawing grade pay of Rs.10,000 & Rs.12000 and those in the H.A. 3 + Scale who are entitled to the use of official car in terms of O.M.No.20(5) -E-II(A) / 93 dated 28.1.94 shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs.7000 plus dearness allowance thereon.

4. In so far as the persons serving in the Indian Audit & Accounts Departments are concerned, this order issues in consultation with the Computer & Auditor General of India.

The order shall take effect from September 1, 2008

No.4 / 7 /09-2FP1/ 374
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL BRANCH-1)
Dated: Chandigarh the: 12th August, 2009

To

All Heads of Departments,
 Commissioners of Divisions,
 Registrar High Court of Punjab and Haryana,
 District and Sessions Judges and
 Deputy Commissioners in the State.

Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission - House Rent Allowance.

I am directed to address you on the subject cited above and to say that in pursuance of the recommendations of the Fifth Punjab Pay Commission the Governor of Punjab is pleased to take the following decisions:-

(i) The revised classification of cities/ towns in the State, for the purpose of grant of House Rent Allowance and the admissible rate of House Rent Allowance to Government employees shall be as under:-

Sr. No.	Population of City/Town	Category	House Rent Allowance (% of Basic Pay)
(i)	50 lakhs and above	A	30
(ii)	5 lakhs and above but less than 50 lakhs	B	20
(iii)	50,000 and above but less than 5 lakhs	C	12.5
(iv)	Less than 50,000 including villages and unclassified areas	D	10

(ii) The eligibility for the grant of House Rent Allowance to the employees shall be determined with reference to the place of posting of the employees. The city of Patiala and Bathinda will be categorized as B-1 and House Rent Allowance @ 15% of the Basic Pay will be admissible to the employees of these 2 cities.

(iii) The other existing terms and conditions regarding grant of House Rent Allowance shall continue to be in force.

2. The above decisions shall be effective from the 1st August, 2009

Yours faithfully,

(Gurmair Singh)
 Under Secretary Finance

No.4 / 7 /09-2FP1/ 375

Dated the 12th August, 2009

A copy each along with a spare copy is forwarded to:-

- (i) The Accountant General (Audit) Punjab, Chandigarh;
- (ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(Gurmair Singh)
 Under Secretary Finance

Endst. No.4 / 7 /09-2FP1/ 376

Dated the 12th August, 2009

A copy each is forwarded to:-

- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
- (iii) All the District Treasury Officers/Treasury Officers/ in the State for information and necessary action.
- (iv) The Director (E & G) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

- 2 -

I.D. No.4 / 7 /09-2FP1/ 377

Dated the 12th August, 2009

A copy is forwarded for information to:-

- (i) The Chief Secretary to Government of Punjab, Chandigarh;
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab.
- (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Superintendent

Endst. No.4 / 7 /09-2FP1/ 378

Dated the 12th August, 2009

A copy each is forwarded to:

- (i) The Registrar, Punjab Agriculture University, Ludhiana;
- (ii) The Registrar, Punjabi University, Patiala;
- (iii) The Registrar, Guru Nank Dev University, Amritsar;
- (iv) The Registrar, Punjab University, Chandigarh and
- (v) The Registrar, Dr. B.R. Ambedkar, Technical University, Jalandhar.
- (vi) The Registrar, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana.

Superintendent

No. 4/ 7/09-2FP1/392
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL BRANCH-1)

Dated: Chandigarh the: 18th August, 2009

To:

All Heads of Departments,
Commissioners of Divisions,
Registrar High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State,

Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission - Categorisation of Cities on the basis of revised classification.

Sir/Madam,

In continuation of this Department letter No. 4/7/09-2FP1/374 dated 12th August, 2009, I am directed to say that following will be the categorisation of the cities and towns, in the State, on the basis of revised classification for the purpose of grant of House Rent Allowance to the employees:

Sr. No.	Category	Cities/Towns
i)	A	New Delhi
ii)	B	Ludhiana, Amritsar, Jalandhar, Chandigarh and S.A.S. Nagar
iii)	B1	Bathinda and Patiala
iv)	C	Abohar, Barnala, Salala, Patidkot, Fazilka, Ferozpur, Gurdaspur, Gobindgarh, Hoshiarpur, Jagraon, Kapurthala, Khanna, Kotkapura, Malerkotla, Malout, Mansa, Moga, Muktsar, Nabha, Pathankot, Phagwara, Rajpura, Sangrur, Sunam & Tarn Taran
v)	D	All other remaining Towns including villages and unclassified areas.

2. The above decision shall be effective from the 1st August, 2009.

Yours faithfully,

(Gurmail Singh)
Under Secretary Finance
Dated the 18th August, 2009

No.4 / 7 /09-2FP1/ 393

- A copy each along with a spare copy is forwarded to:-
- (i) The Accountant General (Audit) Punjab, Chandigarh;
 - (ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(Gurmail Singh)
Under Secretary Finance

Endst. No.4 / 7 /09-2FP1/ 394

Dated the 18th August, 2009

- A copy each is forwarded to:-
- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
 - (ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
 - (iii) All the District Treasury Officers/Treasury Officers in the State for information and necessary action.
 - (iv) The Director (E & G) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

I.D. No.4 / 7 /09-2FP1/ 395

Superintendent
Dated the 18th August, 2009

- A copy is forwarded for information to:-
- (i) The Chief Secretary to Government of Punjab, Chandigarh;
 - (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab.
 - (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Endst. No.4 / 7 /09-2FP1/396

Superintendent
Dated the 18th August, 2009

- A copy each is forwarded to:
- (i) The Registrar, Punjab Agricultural University, Ludhiana;
 - (ii) The Registrar, Punjabi University, Patiala;
 - (iii) The Registrar, Guru Nanak Dev University, Amritsar;
 - (iv) The Registrar, Panjab University, Chandigarh;
 - (v) The Registrar, Punjab Technical University, Jalandhar;
 - (vi) The Registrar, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana.

Superintendent

Committee of following was constituted by Hon'ble Vice Chancellor for Examination Centres payment dated 06.02.2013 (Np/01)

1. Sh. S.K. Mishra, Director Finance-Chairman
2. Dr. Amanpreet Singh, Controller of Examinations (DEP)
3. Sh. Sandeep Kumar Kajal, Dy. COE (Secrecy)-Convenor

On this issue two meetings were held earlier by the University officers and consultants on 11.01.2013 and 18.01.2013. The matter was deliberated and the previous payment model was discussed and it was found that the payment distribution was not uniform due to rate admissibility depending upon student strength. The model in practice is as under:


Student Strength	Per Student Rate to Examination Centre for full session	
	Outside Punjab	Inside Punjab
1 to 50	Rs. 35,000/- fixed	Rs. 35,000/- fixed
51 to 100	560/-	510/-
101 to 250	400/-	350/-
251 & above	225/-	175/-


Accordingly it was decided in the meeting held on 11.01.2013 and 18.01.2013 to keep the rates uniformly applicable on all the exam centres in Punjab and rest of India. Keeping in view the uniformity in rates at different ECs, it is decided to give two components of payment one of which is fixed i.e. Rs. 40,000/- and the other is variable i.e. Rs. 40/- per used answer sheets.


These figures were applied on Sept.-12 EC details and it was found to be the most fit model with the proposal of Rs. 40,000/- fixed per EC for the maximum student strength of 300+10% as a peak load on any specific day/session. In case the peak load increases beyond 330 on any particular day/session the fixed component i.e. Rs. 40,000/- shall be multiplied by two and the exam centre shall be considered as two EC. Hence committee recommends the proposal as under from March-2013 onwards examinations.

1. EC payment fixed as Rs. 40,000/- (For student strength up to 330 on any day/session)
2. EC payment Rs. 40/- per used answer-sheet.

Meeting ended with vote of thanks.


Sh. S.K. Mishra
Director, Finance


DR. Amanpreet Singh
COE (DEP)


Sh. S.K. Kajal
Dy. COE (Sec.)

Hon'ble Vice Chancellor