

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
PUNJAB TECHNICAL UNIVERSITY

ਏਜੰਡਾ
AGENDA

26^{ਵੀਂ} ਮੀਟਿੰਗ
26TH MEETING

ਵਿੱਤ ਕਮੇਟੀ
FINANCE COMMITTEE

 **PTU**
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

ਦਫਤਰ ਉਪ-ਕੁਲਪਤੀ
ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਕਪੂਰਥਲਾ
Office of the Vice Chancellor,
Punjab Technical University, Kapurthala

ਮਿਤੀ 12-02-2014 ਸਮਾਂ : 12.00 ਵਜੇ

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

AGENDA ITEMS

26th meeting of the Finance Committee

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26.03	Audited Balance Sheet and Audit Report for the year 2012-13.	05
26.04	Revised Budget Estimates for the year 2013-14 and Budget Estimates for the year 2014-15.	05
26.05	Delegation of Financial Powers.	05
26.06	Online payment gateway.	06
26.07	Policy regarding providing Laptop to the Academic Faculty / Officers of PTU.	06
26.08	Travel Grant Scheme for attending National / International Conference / Seminar.	06
26.09	Status of Service Tax Liability.	07
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Annexures:-

A	Minutes of the 25 th meeting of the Finance Committee.	8-11
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26.01 To confirm the minutes of 25th meeting of the Finance Committee held on 21st March, 2013.

The 25th meeting of the Finance Committee was held under the Chairmanship of Dr. Rajneesh Arora, Vice Chancellor, PTU in the Office of the Principal Secretary Technical Education & Industrial Training, Mini Secretariat, Chandigarh.

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.

26.02 Action taken report on 25th meeting of the Finance Committee

Item No.	Item	Action Taken
25.01	<p>To confirm the minutes of 24th meeting of the Finance Committee held on 12th December, 2012.</p> <p>The 24th meeting of the Finance Committee was held on 12th December, 2012, in the room of Vice-Chancellor, Punjab Technical University Campus, Jalandhar-Kapurthala Highway, Kapurthala. The minutes of the meeting were circulated to the Members and no comments were received. Minutes of the 24th meeting of the Finance Committee were confirmed.</p>	Implemented.
25.02	<p>Action taken report on 24th meeting of the Finance Committee.</p> <p>The action taken report on the decisions of the 24th meeting of the FC were presented to the Committee. The Committee took note of the same. Chairman desired that items which are under implementation should be brought to the next Finance Committee meeting for information under action taken report.</p>	Noted.

25.03	<p>Revised Budget Estimates for the year 2012-13 and Budget Estimates for the year 2013-14.</p> <p>The Committee deliberated on the revised Budget for the year 2012-13 and Budget Estimates for the year 2013-14 and after due deliberation, the Committee approved the Revised Budget Estimates of Rs. 32974/-lacs for the year 2012-13 and Budget Estimates of Rs. 52620/-lacs for the year 2013-14 for Academic, Administration, Examination, Finance & Accounts, Distance Education, constituent colleges & PITs. Dr. S. K. Salwan desired that a Budget Committee should be framed for preparation of Budget and the Budget should be vetted by the Committed before put up to the Finance Committee. The committee recommends that fund to the GZS campus should be released on quarterly basis after review of surplus/deficit of fund. The committee recommends for Revised Budget and Budget Estimates for the year 2013-14 to the BoG for its approval.</p>	Noted.
25.04	<p>Minutes of the Building Works Committee.</p> <p>The Committee discussed the matter and after due deliberation, the Committee approved the financial implications as recommended by Building Works Committee decision.</p>	Implemented
25.05	<p>Fee Structure for M.Phil in various subjects.</p> <p>The Committee discussed the matter and approved the fees structure for M.Phil courses from session 2012-13.</p>	Implemented
25.06	<p>Revision of mileage rate for use of own car/taxi to Expert / Officials</p> <p>The Committee discussed the matter and after due deliberation approved the rates of Rs. 10/- km. for use of own car / taxi to experts / officials plus toll tax as per actual & Rs. 300 per night for driver in case of overnight stay. The charges on actual basis could be paid with the approval of Vice-Chancellor in special circumstances.</p>	Implemented
25.07	<p>Authorization of signatory powers to be given to the officers of PTU for signing of cheque.</p> <p>The Committee approved the proposal for signing of cheques and authorised the Vice Chancellor to delegate the power of signing of cheques as per functional requirement.</p>	Implemented

25.08	<p>Engagement of auditor.</p> <p>The Committee discussed the issue and recommends that 3 name of Chartered Accountants should be put up to the Board of Governor for engagement of auditor as per Regulation of PTU. And the Committee authorized the Vice Chancellor for the appointment of concurrent auditor of the University for Detailed Audit.</p>	Implemented.
25.09	<p>Engagement of Software provider for on line fee collection and MIS of DEP for the year 2013(Semester M13 & S13).</p> <p>The Committee decided that the matter should be processed according to the normal procedure for hiring of services or engagement of software provider for the fee collection and other services of the University.</p>	Noted.
25.10	<p>Transport Allowance to Class 'A' officials of Punjab Technical University.</p> <p>The Committee discussed the matter and after due deliberation the Committee endorsed the decision taken in 24th meeting. It has been informed by PSTE that transport allowance has already been given to the all employees of the Govt. hence matter should be referred to the Government for clarification in this regard.</p>	Noted.
25.11	<p>HRA to the staff of Punjab Technical University Jalandhar</p> <p>The Committee discussed the matter and decided to refer the case to the Government for clarification.</p>	Noted.

25.12	<p>Revision of DEP Examination Centre payment for March-13 Session.</p> <p>The Committee discussed the matter and after due deliberation approved the revision of rates for conduct of Examination of Distance Education program for March-13 Session only as per following and can be extended further after review of the same as recommended by the committee.</p> <p>i) Fixed charges Rs. 40000/- per exam Center.</p> <p>ii) Rs.40/- per used answer sheet.</p>	Implemented
25.13.	<p>Revision of purchase rules.</p> <p>The Committee discussed the proposal and decided that since the University has been constituted by the State of Punjab, hence the Purchase Rules applicable in Govt. of Punjab should be adopted by the University wherever rules of the university is not available.</p>	Noted.
25.14.	<p>Status of Service Tax Liabilities</p> <p>The Committee discussed the matter and took note of the same.</p>	Placed as Item No. 26.09
25.15	<p>Restructuring of Distance Education.</p> <p>The Director Finance presented the report of payment made to the consultants and Coordinator & Facilitator till date and committee took note of the same. Dr. S. K. Salwan desired that the issue should be discussed after the report of committee constituted by the Chairman, BoG for this purpose. Mr. A.R Talwar, PSTE commented that payment should not be released after 31st March, 2013 and further appointment be made through open advertisement. Dr. Dharendra Tayal said that work of consultant and C&F should be continued till regular appointments and payment be made accordingly. The Vice Chancellor informed that agreement with C&F and NetIIT have been informally vetted by official of CAG and shall be writing to Accountant General, Punjab to conduct Audit of PTU formally to ensure transparency.</p> <p>The Chairman decided that the matter shall be deliberated further.</p>	Noted.

26.03 **Audited Balance Sheet and Audit Report for the year 2012-13.**

*See Audit Report
as per
Act
Advances*

The Accounts for the financial year 2012-13 of the University has been audited by University Auditors M/s Arora Vikram & Associates, Chartered Accountant, Jalandhar.

The audited Balance Sheet and Income & Expenditure Statement for the year 2012-13 along with the Audit Report and reply of the same on accounts will be placed on table.

26.04 **Revised Budget Estimates for the year 2013-14 and Budget Estimates for the year 2014-15.**

Revised Budget for the financial year 2013-14 and Budget Estimate for the year 2014-15 are worked out to Rs. 37990/- lac and Rs. 64500/- lac respectively. It is proposed to incur expenditure of Rs 64500/- lacs for the year 2014-15 (for PTU Regular Education Programme, Distance Education Program, Regional Centres, PTU Campus, PIT's and other new projects).

*Consultancy
for Colleges*

The revised budget estimates for the year 2013-14, budget estimates for the year 2014-15 and highlights of the Budget 2014-15 is placed at Annexure 'B'

26.05 **Delegation of Financial Powers.**

The University had delegated the financial powers to the officers of the University vide letter No. PTU/Accts/DF/32, dated 12-04-2010. Since 2010, many officers at different level have joined in the University as well as PIT's. To provide independent authority in making the development of the Department / Institute, it is proposed that the delegation of financial powers may kindly be increased.

The proposed Delegation of Financial Powers is placed at Annexure 'C' for consideration and approval.

26.06 Online payment gateway.

The University has started to accept all kind of fees, charges, dues etc online for Regular and Distance Education Programme. The fees / charges can be deposited into the bank and also can be paid through use of credit card, debit card and net banking though the online payment gateway by visiting website www.ptu.ac.in & www.ptuaccounts.ac.in. The work of online payment gateway is given to M/s Revolution Next, Ludhiana. The system of accepting online fees is working properly. By doing this, we my able to get interest benefit for at least one month and we may able to reduce the manpower cost, smooth functioning, smooth fee collection system, easily MIS for students and management.

This is for the information of the Committee.

26.07 Policy regarding providing Laptop to the Academic Faculty / Officers of PTU.

Government of Punjab vide letter No. 1/98-2013-AM/DGR/2763-66, dated 24-6-2013 (Annexure 'D') issued Policy regarding providing Laptop to the Officers. The University implemented the same for its Faculty / Officers.

This is for the information of the Committee.

26.08 Travel Grant Scheme for attending National / International Conferences and Seminars.

The University is providing the facility of travel grant to its faculty and officer for attending National and International Conference / Seminar at National / International level. But as such there is no rules / guidelines of travel grant for attending conference seminars. In this regard guidelines has been drafted which is placed at **Annexure 'E'**.

According to this guidelines, faculty can attend maximum of two visits in a financial year for attending national or international level conference of repute within any part of the country. A faculty can attend one conference / seminar of repute outside the country.

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

26.09 Status of Service Tax Liability.

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. Thus, they appear to have evaded the serviced tax amounting to Rs. 108.68 Cr. which appears recoverable under Section 73(1).

In this regard, reply has been filled in Commissioner , Central Excise, Ludhiana and after several hearing, they issued a order No. F/S V(ST) Commr. Adj/14/2012/23452, dated 19-12-2013 for demand of Rs. 144 crore to be recovered from University with penalty. Copy of the order is placed at **Annexure 'F'**

Services of M/s Kawitansh Khanna & Associates and M/s A.K.Batra & Associates, Delhi have been engaged to represent PTU at Tribunal, Central Excise, Delhi.

This is for the information of the Committee.

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

MINUTES OF 25th MEETING OF THE FINANCE COMMITTEE

25th meeting of the Finance Committee, PTU, Jalandhar was held on 21-03-2013 at 11.00 AM in the office of Principal Secretary, Technical Education & Industrial Training, Chandigarh.

Members in Attendance

Dr. Rajneesh Arora,
Vice- Chancellor,
Punjab Technical University

Chairman

Sh. A.R.Talwar, IAS,
Principal Secretary to Govt. Punjab,
Department of Technical Education &
Indl. Training, Punjab

Member

Dr. S.K.Saiwan,
Chairman,
Armament Research Board,
DRDO Bhawan, New Delhi

Member

Dr. Dharinder Tayal,
Managing Director,
2101, Sector 21C,
Chandigarh

Member

Sh. M.S.Prasanna,
Under Secretary, Department of Finance
Punjab Civil Secretariat, Chandigarh
(on Behalf of Pr. Secy. Finance)

Member

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.

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 on 12th December, 2012, in the room of Vice-Chancellor, Punjab Technical University Campus, Jalandhar-Kapurthala Highway, Kapurthala. The minutes of the meeting were circulated to the Members and no comments were received. Minutes of the 24th meeting of the Finance Committee were confirmed.

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

The action taken report on the decisions of the 24th meeting of the FC were presented to the Committee. The Committee took note of the same. Chairman desired that items which are under implementation should be brought to the next Finance Committee meeting for information under action taken report.

25.03 Revised Budget Estimates for the year 2012-13 and Budget Estimates for the year 2013-14.

The Committee deliberated on the revised Budget for the year 2012-13 and Budget Estimates for the year 2013-14 and after due deliberation, the Committee approved the Revised Budget Estimates of Rs. 32974/-lacs for the year 2012-13 and Budget Estimates of Rs. 52620/-lacs for the year 2013-14 for Academic, Administration, Examination, Finance & Accounts, Distance Education, constituent colleges & PITs. Dr. S. K. Salwan desired that a Budget Committee should be framed for preparation of Budget and the Budget should be vetted by the Committed before put up to the Finance Committee. The committee recommends that fund to the GZS campus should be released on quarterly basis after review of surplus/deficit of fund. The committee recommends for Revised Budget and Budget Estimates for the year 2013-14 to the BoG for its approval. Copy of the Budget and key highlights is placed at Annexure 'A'.

25.04 Minutes of the Building Works Committee.

The Committee discussed the matter and after due deliberation, the Committee approved the financial implications as recommended by Building Works Committee decision.

25.05 Fee Structure for M.Phil in various subjects.

The Committee discussed the matter and approved the fees structure for M.Phil courses from session 2012-13.

- 25.06 **Revision of mileage rate for use of own car/taxi to Expert / Officials**
The Committee discussed the matter and after due deliberation approved the rates of Rs. 10/- km. for use of own car / taxi to experts / officials plus toll tax as per actual & Rs. 300 per night for driver in case of overnight stay. The charges on actual basis could be paid with the approval of Vice-Chancellor in special circumstances.
- 25.07 **Authorization of signatory powers to be given to the officers of PTU for signing of cheque.**
The Committee approved the proposal for signing of cheques and authorised the Vice Chancellor to delegate the power of signing of cheques as per functional requirement
- 25.08 **Engagement of auditor.**
The Committee discussed the issue and recommends that 3 name of Chartered Accountants should be put up to the Board of Governor for engagement of auditor as per Regulation of PTU. And the Committee authorised the Vice Chancellor for the appointment of concurrent auditor of the University for Detailed Audit.
- 25.09 **Engagement of Software provider for on line fee collection and MIS of DEP for the year 2013(Semester M13 & S13).**
The Committee decided that the matter should be processed according to the normal procedure for hiring of services or engagement of software provider for the fee collection and other services of the University.
- 25.10 **Transport Allowance to Class 'A' officials of Punjab Technical University.**
The Committee discussed the matter and after due deliberation the Committee endorsed the decision taken in 24th meeting. It has been informed by PSTE that transport allowance has already been given to the all employees of the Govt. hence matter should be referred to the Government for clarification in this regard.
- 25.11 **HRA to the staff of Punjab Technical University Jalandhar**
The Committee discussed the matter and decided to refer the case to the Government for clarification.

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

The Committee discussed the matter and after due deliberation approved the revision of rates for conduct of Examination of Distance Education program for March-13 Session only as per following and can be extended further after review of the same as recommended by the committee.

- i) Fixed charges Rs. 40000/- per exam center
- ii) Rs.40/- per used answer sheet.

25.13. Revision of purchase rules

The Committee discussed the proposal and decided that since the University has been constituted by the State of Punjab, hence the Purchase Rules applicable in Govt. of Punjab should be adopted by the University wherever rules of the university is not available.

25.14. Status of Service Tax Liabilities

The Committee discussed the matter and took note of the same.

25.15 Restructuring of Distance Education.

The Director Finance presented the report of payment made to the consultants and Coordinator & Facilitator till date and committee took note of the same. Dr. S. K. Salwan desired that the issue should be discussed after the report of committee constituted by the Chairman, BoG for this purpose. Mr. A R Talwar, PSTE commented that payment should not be released after 31st March, 2013 and further appointment be made through open advertisement. Dr. Dhirendra Tayal said that work of consultant and C&F should be continued till regular appointments and payment be made accordingly. The Vice Chancellor informed that agreement with C&F and NetIIT have been informally vetted by official of CAG and shall be writing to Accountant General, Punjab to conduct Audit of PTU formally to ensure transparency.

The Chairman decided that the matter shall be deliberated further.

Meeting ended with vote of thanks to the chair.

Sd/-
Finance Officer

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
REVISED BUDGET 2013-14 & BUDGET ESTIMATES 2014-15

Sr. No.	Head	Amt. in Lacs			Schedule
		Budget Estimate 2013-14	Revised 2013-14	Budget Estimate 2014-15	
A	REVENUE INCOME				
	Academic Affairs/ Student affairs	3370	3770	3340	1
	Research, innovation & Consultancy	170	120	120	2
	Examination- Regular Education Program	4330	4920	5460	3
	Distance Education Program	21940	17050	21360	4
	Administration /Finance & accounts	8010	8040	10050	5
	Mohali Campus's & PITs	125	210	460	6
	Regional Center- regular- PG course	1195	1150	1310	7
	Grant in Aid Receipt	70	80	80	
	PTU GZS Bathinda	2780	2670	3140	
	Destination Punjab Project		0	12000	
	Total Income-A	41930	37990	57320	
B	REVENUE EXPENDITURE				
	Academic Affairs & Students Affairs	1135	1010	1240	8
	Research Innovation & Consultancy	695	670	790	9
	Examination- Regular & Distance Education	1960	1430	2020	10
	Distance Education Program	18815	15050	18880	11
	Administration / Finance & Accounts	3490	3620	5030	12
	PTU Campus's & PITs	435	350	520	13
	Regional Center- regular- PG course	580	560	660	14
	Grant in Aid Payment Provision	70	80	80	
	PTU GZS Bathinda	3000	2620	3090	
	Destination Punjab Project		100	10000	
	Total-B	30160	25490	42310	
C	CAPITAL EXPENDITURE				
	Fixed Assets PTU	510	310	460	15
	Civil Works PTU	200	100	200	15
	Mohali Campus's & PITs	18500	5200	13200	16
	Regional Center- regular- PG course	200	200	270	17
	PTU GZS Bathinda	3050	950	8060	
	Total-C	22460	6760	22190	
D	TOTAL EXPENDITURE (B+C)	52620	32250	64500	
E	EXCESS OF INCOME OVER EXPENDITURE (A-D)	-10630	5740	-7180	

Consultant

Schedule- 1				
PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
A REVENUE INCOME				
Department of Academic Affairs			(Amt. in Lac)	
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
Affiliated Colleges				
1	Affiliation fees/ Continuation fees	1200	1000	1200
2	Application Processing & Inspection fees	75	75	80
4	Misc. Income etc.	5	10	10
TOTAL (A)		1280	1085	1290
Student affairs				
1	University related fees-Students	1000	1000	1000
2	Sports fees	30	30	30
3	Youth & cultural fees	10	25	20
TOTAL(B)		1040	1055	1050
Engineering, Management admission				
1	Engineering admission counselling fee	650	550	0
2	Manegment Admission Exam & counselling	100	60	0
3	Admission Processing fee/ Eligibility check fee	300	1000	1000
TOTAL		1050	1610	1000
Grand total (A+B)		3370	3750	3340

Schedule- 2				
PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
A	REVENUE INCOME			
	Department of Academic Affairs		(Amt. in Lac)	
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
	Research, Innovation & Consultancy			
1	Ph.D fees/Thesis Fee	150	100	100
2	Research / consultancy	10	10	10
3	Conferences/ Seminars/ Training	10	10	10
	TOTAL (B)	170	120	120

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

A REVENUE INCOME				
Department of Examination				
(Amt. in Lac)				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Regular/Reappear Examination Fees	400	450	500
2	Revaluation fees	200	275	300
3	Degree, DMC, PDC fees	100	125	130
4	Misc. & Excess/Late fees	30	20	30
	TOTAL	4330	4920	5460

UNJAB TECHNICAL UNIVERSITY, JALANDHAR

UNJAB TECHNICAL UNIVERSITY, JALANDHAR				
A REVENUE INCOME				
Directorate of Distance Education Proj (Amt. in Lac)				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Tution & examination fees	20000	16000	20000
2	Examination fees (<i>Reappear & Reexam</i>)	600	400	500
3	Establishment fee	50	15	20
4	Application Processing fees	10	5	10
5	Reappear Examination fees	1000	500	700
6	Degree, DMC, PDC fees	30	30	30
7	Late & Misc fees	250	100	100
TOTAL		21940	17050	21360

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

A REVENUE INCOME				
Department of Administration/Finance & Accounts				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Interest/Interest accrued	8000	8000	10000
2	Misc. Income (Tender & application fees)	10	40	50
TOTAL		8010	8040	10050

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

A REVENUE INCOME
PITs & PTU Campus

Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
PITs				
1	Kapurthala	100	60	100
2	Mansa	10	10	10
3	Nandgarh	5	5	10
4	Rajpura	0	5	10
5	Satna	0	20	20
6	Dinanagar	0	0	0
7	Bhikhiwind	0	0	0
8	GTB Garh	0	0	0
9	Camp Office Mohali	10	10	10
10	Hoshiarpur	0	100	150
11	Kaurimazra	0	0	50
12	Other PITs'	0	0	10
	Total	125	210	460

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

in lacs

A REVENUE INCOME

REGIONAL CENTERS

Sr. No.	Name of the Regional Centre	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Amritsar College of Engg. & Tech. Amritsar	50	60	70
2	Baba Banda Singh Bahadur Engg. College Fatehgarh Sahib	100	100	120
3	Beant College of Engg. & Tech. Gurdaspur	60	100	130
4	Bhai Gurdas Instt. of Engg. & Tech. Sagrur	80	80	85
5	CT Instt. of Engg. Mgt. & Tech. Shahpur, Jalandhar	40	45	50
6	DAV Instt. of Engg. & Tech. Jalandhar	100	100	105
7	Desh Bhagat Engg. College Mandi Gobindgarh	5	5	5
8	Gooba Instt. of Engg. & Tech. Ghataur, Kharar	30	35	30
9	BGS College of Modern Tech. Kharar	20	22	30
10	Giani Zail Singh College of Engg. & Tech. Bathinda	100	0	0
11	RIET Nawashahr	0	25	30
12	Guru Nanak Dev Engg. College Ludhiana	110	100	110
13	Guru Teg Bahadur Khalsa Instt. of Engg. & Tech. Chhapianwali, Malout	50	30	35
14	Indo Global College of Engg. Abhipur	10	2	5
15	Indo Soviet Friendship College of Pharmacy Moga	10	5	10
16	Instt. of Engg. & Tech. Bhaddal, Ropar	20	12	15
17	KC College of Engg. & Information Tech. Nawanshahar	10	12	15
18	Lala Lajpar Rai Instt. of Engg. & Tech. Moga	10	15	20
19	Ludhiana College of Engg. Tech. Ktani Kalan Ludhiana	20	20	25
20	Malout Instt. of Mgt. & Information Tech. Malout	10	10	15
21	Punjab College of Engg. & Tech. Lalru Mandi	30	35	40
22	Rangarhia Instt. of Engg. & Tech. Phagwara	40	35	40
23	RIET Instt. of Engg. & Tech. Mandi Gobindgarh	40	55	60
24	Sani Baba Bhag Singh Instt. of Engg. & Tech. Padhiana, Jalandhar	30	25	30
25	Shaheed Bhagat Singh College of Engg. & Tech. Ferozepur	70	70	75
26	Shaheed Udham Singh College of Engg. & Tech. Tannori	70	70	70
27	Sri Sukhmani Instt. of Engg. & Tech. Derabassi	70	75	80
28	GESCET-Talwandi Sahbo	10	5	10
	Total	1195	1150	1310

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

B REVENUE EXPENDITURE

Department of Academic affairs

(Amt. in Lac)

Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	TA/DA.	30	20	20
2	Meeting Exp etc	30	30	30
3	Printing & Stationery etc	20	15	30
4	Office Exp etc	5	5	20
5	Adv. & Pub. Exp. Etc	20	30	30
6	University Ass. Fee.	5	15	20
7	Convocation & other function exp. Etc	20	50	50
8	Faculty Development Programe/DHV	100	100	200
9	Brand Building	100	100	150
10	Inspection	20	10	10
11	Academic Audit	20	15	20
12	Consultancy Charges	50	30	50
13	Translation work	10	5	10
14	Newspaper, Periodical & Magzine Subscription/Membership fee./Library Exp.	20	20	30
15	Engineering, Management Admission	340	305	0
Total A		790	750	780
Department of Student affairs				
1	TA/DA	5	5	5
2	Meeting Exp etc	5	3	5
3	Printing & Stationery etc	5	2	5
4	Office Exp etc	5	5	5
5	Adv. & Pub. Exp. Etc/Student welfare activite	5	10	20
6	Sports affairs	80	50	70
7	Cultural Affairs	20	25	35
8	NSS	10	10	15
9	Placement & Job fairs	20	10	15
10	Industrial Training & Industry defined Project	20	10	15
11	Student facilitation center	10	5	10
12	Alumni Association	10	5	10
13	Finishing school & employability	50	20	50
14	Scholarships / Freeship	100	100	100
15	Skill Development Program	0	0	100
Total		345	290	460
Total (A+B+C)		1135	1010	1240

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

B REVENUE EXPENDITURE

Department of Research, Innovation & Consultancy

(Amt. In lac)

Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Phd. Admission & examination Exp.	15	10	15
2	Travel Grant for Seminar/ workshop/ conference	100	70	100
3	Grants in Aid- Organizing conference/seminar/workshop	100	90	100
4	Grants in Aid- Research activities/TQUIP etc.	300	370	400
6	Entrepreneurship development and incubation centre	50	30	40
7	Intellectual property rights and patenting	20	10	15
8	Consultancy, Technical Transfer and collaboration.	10	5	10
9	Industry Defined Projects+Techpedia	25	15	20
10	M. Phil (Library, Laboratories and General expenditures	0	-	5
11	Adv. & Pub. Exp. Etc.	20	10	15
12	Printing & Stationery etc.	10	6	10
13	Office exp.	5	5	5
14	Meeting Exp.	20	30	35
15	TA/DA	10	10	10
18	Scholarship to Students for Research	10	7	10
	Total	695	670	790

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

B REVENUE EXPENDITURE				
Department of Examination				
(Amt. In lac)				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Confidential work- QP setting & Printing	200	200	200
2	Conduct/Evaluation of Exam	1500	1000	1500
3	Office Expenses	10	10	15
4	Printing & Stationery	150	150	200
5	TADA	40	25	40
6	Transportation	30	20	25
7	Meeting & Hospitality exp.	5	5	5
8	Postage & telephone	5	0	5
9	Vehicle running & Maintenance	10	15	20
10	Misc. exp.	10	5	10
	Total	1960	1430	2020

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

B REVENUE EXPENDITURE				
Directorate of Distance Education Program				
(Amt. In lac)				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Share of admission fees	13000	10000	13000
2	Incentive	1000	500	1000
3	Share of establishment Fees	0	10	50
4	Course Material/LMS	800	800	1000
6	TADA	30	20	10
7	Vehicle Running/Hiring & Maintenance etc	10	5	10
8	Advertisement & Pub. Etc	50	40	50
9	Brand Building activities etc	100	100	100
10	Meeting & Hosp. Exp. Etc.	20	25	50
11	Printing & Stat. Etc	150	5	10
12	Office Exp	20	15	10
13	Repair & Maintenance etc	10	5	5
14	Cultural activity & other fun.	10	5	10
15	Legal exp. Etc	100	200	200
16	Newspaper & Periodical etc.	0	0	0
17	Restructuring of Distance Education Program	2000	2000	2000
18	Software Development charges	60	10	20
19	Telephone, Fax, Internet etc	15	5	5
20	Postage & telephone	5	5	0
21	DEC affiliation exp.	50	5	0
22	Satellite connectivity exp. Etc	10	5	5
23	Misc exp	10	5	5
25	Skill Development Program	200	50	50
26	International conference & tie-up	20	20	20
27	Help Desk (24x7)	20	5	10
28	Academic Audit	25	10	10
29	Scholarship/Freeship	200	100	50
30	Conduct of Examination/ Evaluation	700	950	1000
31	Confidential work- QP & paper setting	200	150	200
	Total	16815	15050	18880

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

B REVENUE EXPENDITURE				
Department of Administration/ Finance & Accounts				
(Amt. in Lac)				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Salary and wages (staff) etc.	2200	2200	3000
2	Wages (out-sourced/ contractual) etc.	300	500	650
3	TADA etc.	20	15	20
4	Vehicle running/Hiring & Maint. Etc.	100	75	100
5	Telephone Fax Postage etc	50	40	50
6	Meeting Exp etc	60	40	60
7	Printing & Stationery etc	20	15	20
8	Office Exp etc	10	10	10
9	Water & Electricity etc generator exp.	200	120	150
10	Art. & Pub./Publication Bureau Exp. Etc	100	100	100
11	Repair & Maintenance/AMCs etc	100	100	100
12	Staff Welfare & Training etc.	50	40	50
13	Legal fee etc.	100	200	300
14	Bank charges etc	10	10	10
15	Audit fee & consultancy charges etc	20	25	30
16	Soft. Charges etc	20	10	15
17	Rent free accommodation etc	10	5	10
18	Function expenses	50	50	75
19	Medical reimbursement/Medical G I etc.	50	50	60
20	Honorarium to staffs	0	5	0
21	Horticulture	20	10	20
Total		3490	3620	5030

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

B REVENUE EXPENDITURE				
REGIONAL CENTERS				(Amt. in lacs)
Sr.No.	Name of Regional Centre	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Amritsar College of Engg. & Tech. Amritsar	23	25	30
2	Baba Banda Singh Bahadur Engg. College Fategarh Sahib	38	55	60
3	Beant College of Engg. & Tech. Gurdaspur	20	20	25
4	Bhai Gurdas Instt. of Engg. & Tech. Sagrur	32	30	32
5	CT Instt. of Engg. Mgt. & Tech. Shahpur, Jalandhar	10	12	15
6	DAV Instt. of Engg. & Tech. Jalandhar	29	45	50
7	Desh Bhagat Engg. College Mandi Gobindgarh	3	3	4
8	Deaba Instt. of Engg. & Tech. Ghataur, Kharar	5	7	8
9	GOS College of Modern Tech. Kharar	6	18	20
10	Giani Zail Singh College of Engg. & Tech. Bathinda	25	0	0
11	RIET Nawashahr	0	8	10
12	Guru Nanak Dev Engg. College Ludhiana	56	25	30
13	Guru Teg Bahadur Khalsa Instt. of Engg. & Tech. Chhapianwa	15	12	12
14	Indo Global College of Engg. Abhipur	6	5	6
15	Indo Soviet Friendship College of Pharmacy Moga	5	7	8
16	Instt. of Engg. & Tech. Bhaddal, Ropar	8	8	10
17	KC College of Engg. & Information Tech. Nawanshahar	8	8	10
18	Lala Lajpar Rai Instt. of Engg. & Tech. Moga	4	7	8
19	Ludhiana College of Engg. Tech. Ktani Kalan Ludhiana	3	9	10
20	Malout Instt. of Mgt. & Information Tech. Malout	7	7	10
21	Punjab College of Engg. & Tech. Lalru Mandi	7	15	17
22	Ramgarhia Instt. of Engg. & Tech. Phagwara	23	15	20
23	RIMIT Instt. of Engg. & Tech. Mandi Gobindgarh	11	13	15
24	Sant Baba Bhag Singh Instt. of Engg. & Tech. Padhiana, Jala	8	8	10
25	Shaheed Bhagat Singh College of Engg. & Tech. Ferozepur	31	70	80
26	Shaheed Udham Singh College of Engg. & Tech. Tangori	14	25	30
27	Sri Sukhmani Instt. of Engg. & Tech. Derabassi	43	25	30
28	GESCET-Talwandi Sahbo	0	0	0
29	Scholarship to research / PG scholar	120	80	100
Total		560	560	660

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

C CAPITAL EXPENDITURE				
1. Fixed Assets (PTU)				
Sr. No.	Head	(Amt. in Lac)		
		Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Equipments/Software Development etc.	200	50	200
2	Furniture & Fixture etc.	100	150	100
3	Vehicles etc.	100	50	50
4	Book & Digital library	100	50	100
5	Misc. (unforeseen)	10	10	10
	Total (A)	510	310	460
	2. Civil works PTU			
6	PTU campus-Kapurthala Road	200	100	200
	Total (B)	200	100	200
	(Total (A+B))	710	410	660

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

C CAPITAL EXPENDITURE				
1. Fixed Assets (PTU)				
(Amt. in Lac)				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
PTU Campus's & PITs' & RCs'				
1 Fixed Assets				
1	Equipments/Software Development etc.	300	100	300
2	Furniture & Fixture etc.	200	100	200
3	Vehicles etc.	50	50	50
4	Books & digital library	100	100	100
5	Misc. (unforeseen)	50	50	50
Total (A)		700	400	700
2. Civil Work				
7	Mohali Campus	100	150	300
8	PITTR Ladowali Road	2200	50	500
1	PIT Mansa	5000	2000	3000
2	PIT Nandgarh	1500	500	1200
3	PIT Kaputhala	5000	1000	5000
4	PIT (DOTE)	2000	600	500
5	Other PIT's (land being handed over)	2000	500	2000
Total (B)		17800	4800	12500
Gross Total (A+B)		18500	5200	13200

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Rs. In Lacs

C CAPITAL EXPENDITURE
REGIONAL CENTERS

Sr. No.	Name of the Regional Centre	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	Amritsar College of Engg. & Tech. Amritsar	12	13	15
2	Baba Banda Singh Bahadur Engg. College Fatehgarh Sahib	15	15	20
3	Beant College of Engg. & Tech. Gurdaspur	10	8	10
4	Bhai Gurdas Instt. of Engg. & Tech. Sagaur	10	5	10
5	CT Instt. of Engg. Mgt. & Tech. Shahpur, Jalandhar	10	15	20
6	DAV Instt. of Engg. & Tech. Jalandhar	25	15	25
7	Desh Bhagat Engg. College Mandi Gobindgarh	2	1	5
8	Doaba Instt. of Engg. & Tech. Ghataur, Kharar	5	5	5
9	GGs College of Modern Tech. Kharar	10	15	20
11	RIET Nawashahr	2	3	2
12	Guru Nanak Dev Engg. College Ludhiana	25	30	35
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	3	2
16	Instt. of Engg. & Tech. Bhaddal, Ropar	6	5	6
17	KC College of Engg. & Information Tech. Nawanshahar	5	6	7
18	Lala Lajpat Rai Instt. of Engg. & Tech. Moga	-	-	-
19	Ludhiana College of Engg. Tech. Ktani Kalan Ludhiana	2	1	2
20	Malout Instt. of Mgt. & Information Tech. Malout	2	1	2
21	Punjab College of Engg. & Tech. Lalru Mandi	5	3	5
22	Ramgarhia Instt. of Engg. & Tech. Phagwara	15	15	25
23	RIMT Instt. of Engg. & Tech. Mandi Gobindgarh	3	4	5
24	Sant Baba Bhag Singh Instt. of Engg. & Tech. Padhiana, Jalandhar	9	8	10
25	Shaheed Bhagat Singh College of Engg. & Tech. Fatehgarh Sahib	10	-	-
26	Shaheed Udam Singh College of Engg. & Tech. Tannori	5	4	5
27	Sri Sukhmani Instt. of Engg. & Tech. Derabassi	0	6	8
28	GESCET-Taiwandi Sahbo	2	5	5
	Total	200	200	270

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

(Amt. In lac)

A Grant in Aid/Sponsorships

Sr. No.	Head	Revised Budget 2012-13	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
1	UGC New Delhi for JRF	13	30	30	30
2	PIC of Punjab State Council Chandigarh	1	20	20	20
3	Grants in Aid-Central/State agency	6	20	20	20
4	Sponsorship etc.	0	0	10	10
	Total	20	70	80	80

GZS PTU Bathinda Campus				
REVISED BUDGET 2013-14 & BUDGET ESTIMATES 2014-15				
		Amt. in Lacs		
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
A	Revenue Income			
	Main account	2600	2500	2900
	Student fund account	180	170	210
	Total Income A	2780	2670	3140

GZS PTU Bathinda Campus				
REVISED BUDGET 2013-14 & BUDGET ESTIMATES 2014-15				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
B	Revenue Expenditure			
	Main account	2919	2552	2970
	Student fund account	81	68	120
	Total B	3000	2620	3090

GZS PTU Bathinda Campus				
REVISED BUDGET 2013-14 & BUDGET ESTIMATES 2014-15				
Sr. No.	Head	Budget Estimate 2013-14	Revised Budget 2013-14	Budget Estimate 2014-15
C	Capital Expenditure			
	Fixed Assets main account	328	169	1330
	Fixed assets Student fund account	112	46	75
	Civil work main account	2610	735	6655
	Total C	3050	950	8060
D	Total Expenditure (B+C)	6050	3570	11150
E	Excess of Income over Expenditure	-3270	-900	-8010

DELEGATION OF FINANCIAL & ADMINISTRATIVE POWERS

With reference No. PTU/Actts/DF/32, dated 12.04.2010 regarding delegation of financial and administrative powers. The existing financial power is given below :-

Existing

Designation of the officer	Maximum limit (Consumable)	Minimum Limit (Non-Consumable)
Junior Engineer	Rs. 5000	Rs. 1000
Assistant Registrar / Lecturer or equivalent	Rs. 10000	Rs. 2000
Deputy Registrar / EE or equivalent	Rs. 20000	Rs. 4000
Jt. Registrar /Dy. Dean / director or equivalent	Rs. 50000	Rs. 10000
Deans / COE/CCF / or equivalent	Rs. 100000	Rs. 20000
Advisor/ Chairman, CPC / Registrar	Rs. 100000	Rs. 100000

2010

The following financial powers is proposed:

Revised Limit:

Designation of the officer	Maximum limit (Consumable)	Minimum Limit (Non-Consumable)
Vice Chancellor Registrar	No Limit	No limit
Deans /Registrar/FO/COE/ Director PIT's	Rs. 5,00,000/-	Rs. 5,00,000/-
Jt. Registrar/ Associate Prof. or equivalent	Rs. 1,00,000/-	Rs. 50,000/-
Dy. Registrar / Asstt Prof (senior) or equivalent	Rs. 50,000/-	Nil 5000/-
Assistant Registrar /Asstt. Professor or equivalent	Rs. 10,000/-	Nil 2000/-

The officers of the University working on the above mentioned post may be delegated administrative & financial power to meet out day to day expenses of the department / section up to the limit mentioned against each posts. Delegation of power is subject to the following existing conditions:-

1. All purchases shall be made within the provision of the budget for the respective department only.
2. Applicable purchase rules of the University should be strictly followed while making any purchase of material.
3. Delegated powers shall be exercised personally by the respective officer and shall in no circumstances, be further delegated to any subordinate.
4. Officers can place an order for the purchase of article within the delegated power in accordance with the purchase rule of the University.

Defer

CP To/98/259
16/7/13

PTU/98/259
17/7/13

File No 1198-2013-44/E-Govt/2/2763-66

Government of Punjab
Directorate of Governance Reforms
SCO-193-195, Sector-34A, Chandigarh

7395
15743

AR (SEA)
SOY

Dated: 24/6/13

- To:
- 1. Financial Commissioners,
 - 2. Administrative Secretaries/ Special Secretaries,
 - 3. Divisional Commissioners/ Deputy Commissioners,
 - 4. Head of Departments

Subject: Policy Regarding Providing Laptop to Officers of Punjab Government

This is to bring your kind notice that from time to time, Department of Governance Reforms has been receiving requests from various officers for providing laptop to the officers of the State.

It is informed that, as per the decision taken in the 2nd meeting of the Executive Committee of Punjab State E-Governance Society (under the aegis of Department of Governance Reforms, Punjab), a policy regarding providing Laptop to officers was proposed by the Department of Governance Reforms which has been approved by the competent authority.

A copy of the policy is enclosed for your record & future references. In case you wish to purchase laptop, you are requested to kindly submit application of request for Laptop as given in policy.

Director

Encl: No 108/2013-AM(E-G)DGR/2-67-68

Dated: 21/6/13

A copy of above is forwarded to

1. PS/CS for the kind information of Chief Secretary, Punjab
2. PS/PSGR for kind information of Principal Secretary, Governance Reforms, Punjab

Director



Policy
Regarding
Providing Leave to Officers

Government of Punjab

Department of Personnel and Public Relations

SCO 19, Sector 17, Chandigarh

Date of issue: 20 June 2013

Policy Regarding Providing Laptops to Officers

Policy guidelines for provision of Laptops/Notebooks to all officers of Punjab Government who are entitled to get laptop in lieu of Desk top are as below:-

4. Eligibility:-

- 1.1 For the purpose of these policy guidelines, Laptops means Laptops, Notebook and Ultra-Notebook. They shall be referred to as 'Laptop'.
- 1.2 'Laptop' includes Laptop, all its accessories, pre-loaded licensed Operating Systems (OS), licensed office suite, Anti-virus, internet security tools, warranty for three years & insurance cost for three years.
- 1.3 All officers at the level of Secretaries/ Joint Secretaries/ Commissioners/ Deputy Commissioners/ Head of Departments (HODs) and above, may be given the option to choose a Laptop as per the pre-defined budget limit.
- 1.4 Administrative Secretary of the Department may also sanction the purchase of Laptop for any other officer of his/her department on need basis under this policy.
- 1.5 The total maximum limit of sanctioned amount per Laptop shall be Rs. 75,000/- (Rs. Seventy Five Thousand Only).
- 1.6 Eligible officer shall send his request (as per Format-1) for Laptop to the Department of Governance Affairs after getting approval from his/her competent authority.
- 1.7 Officer shall give a declaration at the time of making request for Laptop that no other Laptop(s) has (va) been issued to him/her by any office of any other State Department/ Board/ Commission/ Society/ Corporation/ any other State owned agency or Public Sector Undertaking.

2. Accounting & Procurement Guidelines:-

- 2.1 Procurement shall be done by the officer concerned directly from the Original Equipment Manufacturer (OEM) or their authorized dealers within 30 days from the date of sanction given by Department of Governance Reforms.
- 2.2 Officer shall ensure that Laptop shall purchase a Laptop of internationally reputed brand and OEM of the Laptop must be able to provide international warranty on demand.
- 2.3 Laptop purchased must meet the minimum specification as mentioned in Annexure-1 of this policy.
- 2.4 Laptop shall be bought with three years comprehensive warranty.
- 2.5 Officer shall ensure that due care has been taken to avail to best price and other available benefits e.g. free extended warranty etc., as per prevailing market trend.
- 2.6 The officer can procure the Laptop costing any amount higher or lesser than the sanctioned limit i.e. Rs. 75,000; However, concerned officer shall bear the additional cost over and above the sanctioned limit, if any.
- 2.7 Officer shall be responsible to take appropriate Insurance policy for the Laptop for its lifespan i.e. 3 years. Insurance cost shall be included in the overall limit of Rs. 75,000/- Cost of Laptop for the purpose of Insurance shall be base price of the Laptop including or loaded operating system. Any additional office suite, software or Anti-virus shall be excluded from the cost of Laptop for the purpose of insurance.
- 2.8 The overall cost limit shall include the cost of office suite/ anti-virus software and insurance.

2.9 The officer shall be wholly responsible for ensuring that documents submitted at the time of submitting utilization certificate are genuine & authenticated. The overall cost limit should include licensed office suite, antivirus software and insurance premium.

2.10 Reimbursement to the officer shall be made by Department of Governance Reforms through RTGS in his/her bank account (as mentioned in Laptop Request Form) only after purchase of Laptop, submission of bills & due approval of competent authority.

Depreciated/Residual Value of Laptop;

3.1 The lifespan of Laptop shall be treated as Three (3) years from the date of purchase of Laptop.

3.2 Depreciation shall be charged @ 32% of the cost per year on straight line method subject to the condition that the disposal price in any case is not less than 10% of the book value.

3.3 Depreciated/Residual value of Laptop shall be calculated as below

Year	Depreciated/Residual Value
At the end of Year 1	68% of purchase value
At the end of Year 2	36% of purchase value
At the end of Year 3	10% of purchase value
At any time beyond 3 rd year	10% of purchase value

3.4 For above calculation of residual value of the Laptop, the purchase value shall be either actual purchase price of the Laptop or sanction amount, whichever is lower shall be taken into consideration.

3.5 The purchase value of the Laptop for the purpose of depreciation shall include Laptop, accessories provided licensed operating system, licensed office suite & anti-virus software. Insurance cost shall be

excluded from the purchase value of the Laptop for the purpose of depreciation calculation.

3.6 To calculate depreciated value of laptop for a part of the year, proportionate depreciation rates shall be applicable.

4. General Guidelines:-

4.1 The officers shall be personally responsible for the laptops issued to them for its safety, data stored, viral attack, internet security and maintenance of the Laptops during its lifetime.

4.2 There shall be no provision of any claim regarding write-off of laptop on account of any loss/damage and the claim shall be dealt only as per insurance policy obtained & claim recovered. Any loss on account of any such claim settlement shall be borne by the officers concerned.

4.3 The laptop issued to the officer shall remain the property of the Department of Governance Reforms but in possession of the officer till the time the officer deposits its residual value and takes ownership of the same as per guidelines laid down in this policy.

4.4 Government of Punjab shall not be responsible/ liable for any contractual, legal and statutory, cyber security issues arising out during the use of Laptop.

4.5 In the event of leaving/ termination/ superannuation from services from Government of Punjab, the officer shall buyback the Laptop at the applicable depreciated value.

4.6 The Department of Governance Reforms shall be responsible to make all necessary entries of laptop in their stock record.

- 4.7 The laptop once procured shall continue to be in possession of the Officer and he/she shall carry the laptop with him/her upon any event of resignation/ retirement/ transfer of services/ deputation within/ outside the state or leaving the organization permanently etc.
- 4.8 After completion of lifespan of laptop, officers can anytime pay its residual value to take the ownership of the same.
- 4.9 This policy shall supersede any earlier letter/instructions/ policy/ guidelines etc. issued regarding issuances of laptop.
- 4.10 After the expiry of three years, the officer entitled for having Laptop may exercise his/her option for a fresh Laptop as per this policy.
- 4.11 Officer already issued Laptop by the erstwhile Department of Information Technology or Department of Governance Reforms and where the life span of the laptop has not expired as per the present policy, shall not be entitled for any new Laptop till expiry of the life span of the Laptop already issued.

Travel Grant Scheme for attending
National and International Conference / Seminars.

Title :-

1) These regulations may be called ' travel Grant Scheme for participations of Faculty Members / Officers of PTU to attend National and International Conference / Seminars.'

Applicability :-

- 2) These regulation shall apply to the full time Faculty & Officers of PTU.
- a) Who are appointed on regular basis.
 - b) Who are re-employed after retirement.
 - c) Who are appointed on contract basis (more than one year duration)
 - d) Who are on deputation to the University.
- 3) These regulations shall not apply to
- a) Who are not employed full time basis.

Admissibility :-

- 4) Maximum of Two visits in a year (Financial Year) for attending national or international level conference / seminars of repute within any part of the country.
- 5) One conference/ seminars of repute outside the country can be permitted.
- 6) The above shall be subjected to acceptance of research paper and allowing the paper to be physically presented during the conference / seminars or getting invitation to deliver key-note address.
- 7) The Faculty Members / Officers desirous of attending Conference / Seminar must assess its relevance before sending paper, they must intimate their respective HOD / Deans / Directors about title of topic of Conference / Seminar, date, duration, place and title of paper. The HOD's / Dean / Director of the concerned Department will ascertain whether proposed Seminar / Conference is of high repute. They will further ascertain that such type of Conference / Seminar would not adversely affect the academic / administrative schedule of their Department and will not impede normal working of their Department

...2

- 8) Getting acceptance of Paper, respective HOD's /Dean's / Director's will evaluate the Conference relevance & paper to be presented, whether papers will lead to a publication in the proceedings, preferably referral and send recommendations along with budget requirement to the Hon'ble Vice Chancellor for the approval of tour programme.
- 9) Approval of paper presentation, tour approval, tentative budget approval and advance sanction shall be accorded by the Hon'ble V.C.
- 10) Approved letters along with Travel bill and the detailed report to be submitted to the Finance & Accounts Department through their respective HOD / Dean / Director.
- 11) Expenditure up to Rs. 1,00,000/- on T.A. Bill with in approved budget shall be cleared by of Finance Officer as per T.A Rules in force and beyond it shall be submitted to Hon'ble V.C. for his approval.
- 12) If a faculty is sent on official duty by Hon'ble Vice Chancellor for meeting / interaction within country or abroad, those visit will not be considered to be as his personal conference under this scheme.



आयुक्तालय

एक ब्लॉक ऋषि नगर लुधियाना।

फाइल नं V(ST)Commr.Adj./14/2012/ 23452

दिनांक 8/9-12-2013

मूल आदेश संख्या : 106-07/LDH/2013



श्री राजीव भाटिया आयुक्त

केंद्रीय उत्पाद शुल्क आयुक्तालय लुधियाना द्वारा पारित

1. यह प्रतिलिपि जिस व्यक्ति को जारी की जा रही है उसे निजी उपयोग के लिए निशुल्क डी जा रही है।
2. जो श्री व्यक्ति इस आदेश से अपने को व्यक्ति, अंतर्गुप्त समझे वह बीमा शुल्क एवं केंद्रीय उत्पाद शुल्क तथा सेवा शुल्क अपील अधिकरण वेबट ब्लॉक नं 2 आब। के। पुनम नई दिल्ली के इस आदेश के विरुद्ध पित अधिनियम 1994 या 1904 का 32 ह की धारा 86 ह्राह के अन्तर्गत 1994 के विधान आब के अन्तर्गत जारी किया गया है। इनके अंतर्गत द्वारा फार्म एन। टी। 5 में निर्धारित विधि के अनुसार सत्यापित किया जायेगा। इन आदेशों विरुद्ध अपील की जा रही है संबंधित किये जाने से तीन माह के अन्दर अपील कर सकता है। इस अपील के साथ 4 हजार रुपये के कोर्ट फी स्टैप और रुपये 3000 या 10000 शुल्क जो श्री राष्ट्रीयकृत बैंक की शाखा में सहायक एजीयक बीमा शुल्क एवं केंद्रीय उत्पाद शुल्क तथा सेवा शुल्क अपील अधिकरण वेबट ब्लॉक नं 2 आब। के। पुनम नई दिल्ली के पक्ष में भुगतान के योग्य हों डिमांड ड्राफ्ट अपील के साथ संलग्न किया जाए तथा
3. अपील की चार प्रतियां ह्रापील की प्रत्येक प्रति की चार प्रतियां ह्रापील से संबंधित सभी एजिस्ट्रार सहित एवं होनी चाहिए।
4. विरुद्ध अपील कार्य करनी है उस की चार प्रतियां आदेश की एक प्रति के साथ एक एक्ट की फी स्टैप एवं होनी चाहिए जैसी कि कोर्ट की एक्ट 1870 का अनुसूची 1 के मद के अधीन निर्धारित किया गया है।

जो श्री व्यक्ति इस निर्णय द्वारा आदेश के विरुद्ध अपील करने के अद्युक्त हो वह अपील पर निर्णय होने तक मांगे गये शुल्क और उपर उद्धृत हरजाने को जमा करेगा और अपील के साथ ऐसी आढायगी के समर्थन में समाय करेगा। ऐसा न करने पर केंद्रीय उत्पाद शुल्क एक्ट 1944 की धाराओं के प्राधानों का अनुपालन न होने पर अपील को निरस्त किया जा सकता है।

Through Regd.
Punjab Technical University,
Jalandhar- Kapurthala Highway,
Near Science City,
Kapurthala.

unearthed and they would have continued with their practice. Hence, Noticee has rendered themselves liable to penal action under Section 77 of the Act, 1994.

4.39 As regards the contention of the Noticee regarding eligibility for the benefit as provided under Section 80 of the Act 1994, I find that the same is not acceptable as the Noticee has not been able to prove that there was any reasonable cause for the failure to pay the Service Tax leviable on the taxable services being provided by them.

4.40 In view of above findings, therefore, I hold that by authorizing RC/LC's to represent the Noticee, the Noticee has been providing taxable services as defined under Section 65(105) (zze) of the Act without payment of Service Tax, in contravention to the provisions of Section 66,68, 69 and 70 of the Act, read with Rules 4,5,6 & 7 of the Service Tax Rules,1994. Therefore, the gross amount received by them from Oct. 2006 to Dec. 2012 for providing such services was leviable to Service tax under Franchise services falling under Section 65(105) (zz) of the Act and the Service Tax amounting to Rs. **144,14,31,243** (inclusive of Cess and SHE Cess) (**One Hundred and Forty Four Crores Fourteen Lacs Thirty One Thousand Two Hundred and Forty Three only**) is recoverable from the Noticee under the provisions of Section 73(I) of the Act along with Interest recoverable Under Section 75 of the Act. Penalty under Section 76, 77, 78 is also liable to be imposed upon the Noticee.

4.41 In view of above discussion and findings, I pass the following order:-

ORDER

- (i) I confirm the demand of Service Tax amounting to Rs. **144,14,31,243** (inclusive of Cess and SHE Cess) (**Rupees One Hundred and Forty Four Crores Fourteen Lacs Thirty One Thousand Two Hundred and Forty Three only**) under proviso to Section 73(1) of the Finance Act, 1994 by invoking the extended period of limitation against **Punjab Technical University (PTU), Jalandhar-Kapurthala Highway, Near Science City, Kapurthala.**

- (ii) I order for charging of interest under Section 75 of the Finance Act, 1994 on the amount of Service Tax, as confirmed at Sr. No.(i) above from **M/s Punjab Technical University (PTU), Jalandhar-Kapurthala Highway, Near Science City, Kapurthala,**
- (iii) I impose a penalty at the rate of Rs.200/- per day or 2% of the Service Tax per month, whichever is higher, starting from 1.10.2006 to 10.05.2008 under Section 76 of the Act, subject to the condition that the penalty payable in terms of this Section shall not exceed the amount of Service Tax payable up to 10.05.2008 against **M/s Punjab Technical University (PTU), Jalandhar-Kapurthala Highway, Near Science City, Kapurthala.**
- (iv) I impose a penalty of Rs. 144,14,31,243 (inclusive of Cess and SHE Cess) (**Rupees One Hundred and Forty Four Crores Fourteen Lacs Thirty One Thousands Two Hundred and Forty Three only**), under Section 78 of the Finance Act,1994 upon **M/s Punjab Technical University (PTU), Jalandhar-Kapurthala Highway, Near Science City, Kapurthala.**
- (v) I impose a penalty of Rs.5000/- (**Rupees Five Thousands only**) under Section 77 of the Finance Act, 1994 upon **Punjab Technical University (PTU), Jalandhar-Kapurthala Highway, Near Science City, Kapurthala.**

Through Range

**M/s Punjab Technical University (PTU),
Jalandhar-Kapurthala Highway,
Near Science City,
Kapurthala.**


COMMISSIONER

10. any other items

Transport Allowance to the officers of the Punjab Technical University.

This matter was placed in the 25th meeting of the Finance Committee held on 21-03-2013 in which following decision was taken.

The Committee discussed the matter and after due deliberation the Committee endorsed the decision taken in 24th meeting. It has been informed by PSTE that transport allowance has already been given to the all employees of the Govt. hence matter should be referred to the Government for clarification in this regard.

In this regard, the Government has notified for implementation of conveyance allowance vide no. 3/11/2010/5fp2/454 dated 13.10.2010.

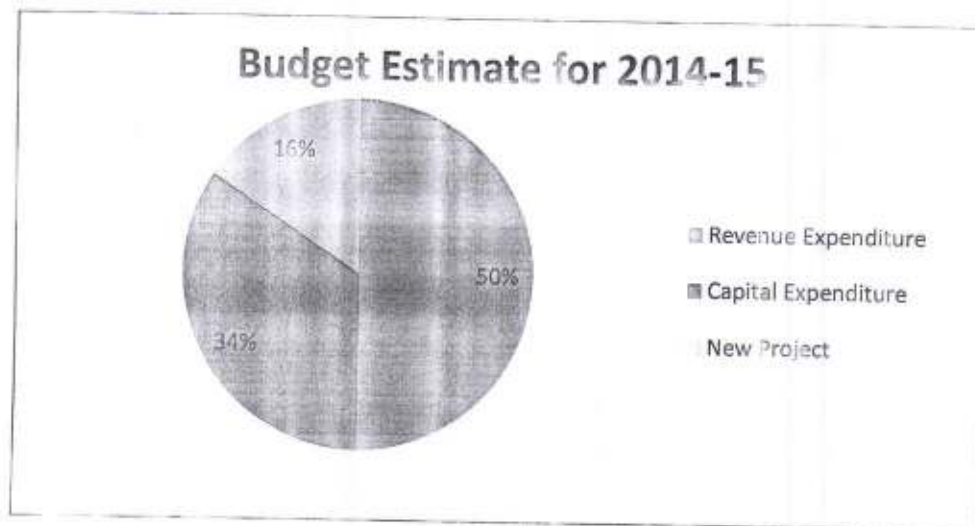
The matter is placed for consideration and approval of the Finance Committee

HIGHLIGHTS OF BUDGET 2014-15

➤ **Budget Estimate for the year 2014-15:** **Rs. 64500 lacs**

Revised Budget for the year 2013-14 and Budget Estimate for the year 2014-15 for R s. 37990/- lacs and Rs. 64500/- lacs respectively is proposed for the different activities of the University including construction.

i)	Revenue Expenditure	Rs. 32310/- lacs
ii)	Capital Expenditure	Rs. 22190/-lacs
iii)	New Projects	Rs. 10000/- lacs
	Total	Rs. 64500/- lacs



➤ **Travel Grant for National / International conference** **Rs. 100 Lacs**

The University provides the grant to the faculty members of the university and affiliated colleges to present their paper in national and international conference in India and abroad, a sum of Rs. 100 Lacs have been kept in the budget.

➤ **Brand Building** **Rs. 250 Lacs**

In the present scenario of Indian education system, branding activities are treated most important and also to make our University visible in global map, provision of Rs. 250 lacs has been made for the brand building of the University through print and electronic media.

➤ **Research, Innovation, Incubation center and entrepreneurship development** **Rs. 600 lacs**

In order to encourage research, innovation, establishment of incubation center in the colleges and provide grants to the new entrepreneurs, the university has provided the budget of Rs. 600 lacs for the year 2014-15.

➤ **Scholarships**

Rs. 150 lacs

To encourage the admissions and fulfilling the university's responsibility towards the social cause, University has given provisions for Rs 150 lacs as Scholarships.

➤ **Skill Development Program**

Rs. 150 lacs

In order to develop the skills and employability of the students, a certified training program to be started for the different students with the involvement of the voluntary organizations. An overall provision Rs 150 lac is proposed in the budget for skill development program.

➤ **Faculty Development and Value Education:**

Rs. 200 lac

In order to upgrade academic knowledge of the faculties, regular training program for engineering and management subjects are being conducted throughout the year in the affiliated colleges of the University. An amount of Rs. 200 lacs provided in the budget for the purpose.

➤ **Pay & allowances :**

Rs. 3000 lacs

A sum of Rs 3000 lac provided for the payment of pay & allowances and arrears on account of pay and enhanced DA etc. to the present staff and also provision has been made for the new recruitment in the University staff.

➤ **Establishment of PITs:**

Rs. 13720 lacs

In order to meet out Government expectations, the university by taking steps towards the establishing of Punjab Institute of Technology's in the state of Punjab provision of capital as well as recurring expenditure has been made in budget for Rs.13720 lacs for the year 2014-15.

➤ **Destination Punjab Project.**

Rs.10000 lacs

The University has already started a dream project named "Destination Punjab" to attract 10000 students from outside the Punjab and also International students with different fee structure and facilities. Under this dream project of Punjab an amount of Rs. 100 Cr. provided in the budget for the year 2014-15.