

# PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

## MINUTES OF 15<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE

Fifteenth meeting of the Finance Committee, PTU, Jalandhar was held on 2<sup>nd</sup> June 2009 at 12:00 noon in the Committee Room, Punjab Bhawan, Sector-1, Chandigarh.

### THE FOLLOWING ATTENDED THE MEETING:-

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

Chairman

Mrs. Tejinder Kaur, IAS,  
Principal Secretary to Govt. of Punjab,  
Deptt. Of Technical Education & Indl. Training, Punjab,  
Chandigarh.

Member

Sh. B. S. Sandhu,  
Secretary to Govt. of Punjab,  
Deptt. Of Finance, Punjab,  
Chandigarh.

Member

Sh. Chandra Mohan,  
H. NO. 202, Sector- 36A,  
Chandigarh.

Member

Dr. R. S. Khandpur,  
DG, Pushpa Gujral Science City,  
Kapurthala.

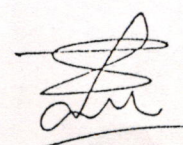
Member

Smt. Sarojani Gautam Sharda,  
Registrar,  
Punjab Technical University,  
Jalandhar.

Sh. S. K. Mishra,  
Controller of 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.



**Item No.-15.01:- To confirm the Proceedings of the 14<sup>th</sup> meeting of the Finance Committee.**

The 14<sup>th</sup> meeting of the Finance Committee was held on 19<sup>th</sup> March 2009 at 11:00 noon in the Committee Room, 6<sup>th</sup> floor, Punjab Civil Secretariat, Sector- 1, Chandigarh. The minutes of the meeting were circulated to the members. It was confirmed that no comments had been received from any members. Minutes of the 14<sup>th</sup> meeting of finance committee were confirmed.

**Item No.-15.02: - Summary of action taken on the decision of the 14<sup>th</sup> meeting of the Finance Committee.**

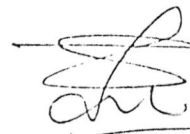
The action on the decision of the 14<sup>th</sup> meeting of finance committee was presented to the committee. The committee took note of the same and advised to implement all the decision of the finance committee.

**Item No.-15.03: - To approve the Actual Expenditure for the year 2008-09 and Budget Estimate for the 2009-10.**

Actual expenditure for the year 2008-09 and Budget Estimate for 2009-10 were presented to the committee and deliberated upon. It was explained to the committee that actual receipt of distance education fees and disbursed share to RC/LC during the year has been incorporated in place of share of the University as compared to previous year budget and accordingly Budget for the year 2009-10 has been proposed. The committee appreciated for incorporation of all heads of receipt and payment in the actual and accordingly in the Budget for the year 2009-10.

The committee also discussed the procedure for collection of fees and disbursement of share to the RC/LC of distance education program and advised that online collection of fees may be worked out to avoid delay in receipt of fees and disbursement of share to RC/LC to strengthen the system.

The committee is also of view to implement accrual basis of accounting method instead of receipt basis so that year wise receipt and payment account can give fair picture of accounting.



The committee approved actual expenditure for the year 2008-09 and Budget Estimates for the year 2009-10 as per the following heads of expenditure. The detailed Budget is enclosed at annexure-I.

Sr. no	Heads	For the year 2008-2009 Rs. in lacs		For the year 2009-2010 Rs. in lacs
		Budget	Actual	Budget
1	Recurring Expenses	4152.00	3066.00	22424.00
	Reimbursement to RC/LC		12723.00	
2	Non-recurring expenses	445.00	55.00	505.00
3	Civil works	3120.00	1266.00	3000.00
	Total	7717.00	17110.00	25929.00

The committee recommends the same to the BOG for its approval.

#### 15.04 Grant of HRA to the employees at the rates applicable at Jalandhar City.

The committee deliberated on the proposal. Secretary, Finance, Sh. B. S. Sandhu advised that if the PTU campus is located within 8 km of the municipal Corporation limit of the Jalandhar, then HRA can be paid as applicable to the Jalandhar. The committee recommends that HRA as proposed shall be continued as applicable to the Jalandhar City if the University is located within 8km of the municipal limit of Jalandhar and amendments will be made as and when the new rates of HRA will be notified by the State Government in this regards from time to time. HRA should be paid to all employees whether they are residing in Jalandhar or Kapurthala as per the records.

#### 15.05 Adoption of revised pay scale & payment of arrears.

The committee deliberated on the notification issued by the Government of Punjab, Department of Finance vides no.5/10/09-5FPI/207 dated 27/05/2009 for rules of revision of pay. The committee has approved to implement the revision of pay as per the notification and arrears should be paid as and when announced by the Govt.

The issue of release of arrear in cash was brought to the notice of the Committee and was explained that contribution of provident fund is being transferred to EPFO, Jalandhar with 1.61% administrative cost and not retained by the University/State Govt., hence it is proposed that arrears of pay revision, DA etc may be given to employee in cash instead of transfer to provident fund with EPFO. Committee considered the proposal and recommends that the matter may be put up to the BOG through the FC for its consideration as and when Govt. of Punjab notifies for the release of arrears.

**15.06 Revision of TA/DA- Mileage rate for use of own car / taxi and honorarium.**

The committee deliberated on the issue for revision of rate for use of own car/taxi by the experts/ officials and honorarium to others for the University purpose. In view of increase of fuel prices, maintenance cost, the committee approved rate of road mileage travelling by own car/ taxi from present rate Rs.5/5.50 per km. to Rs. 7 per km for use of own car / taxi and any revision of TA/DA norms to be notified by State Government may be implemented as and when announced. This facility can be availed by the group A officer or equivalent.

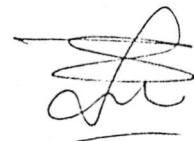
The committee also discussed the revision of honorarium to the experts/ member for attending the various meeting, inspection of colleges etc and approved to revise the honorarium to Rs.2000 per day.

**15.07 Grant of transport allowance to the employees.**

The matter for grant of transport allowance to the employees was discussed in the meeting and committee recommends that since there is no provision in the state Govt. to grant of transport allowance to the employees and it is in consideration with the Government, hence committee deferred the case.

The meeting ended with the vote of thanks to the chair.

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# **PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**

## **MINUTES OF 18<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE**

**Eighteenth meeting of the Finance Committee, PTU, Jalandhar was held on 14<sup>th</sup> October, 2010 at 3 p.m. in the Committee Room, Punjab State Board of Technical Education, Sector-36, Chandigarh.**

### **MEMBERS IN ATTENDANCE:-**

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

Mr. Suresh Kumar, IAS,  
Principal Secretary to Govt. of Punjab,  
Deptt. Of Technical Education & Indl. Training, Punjab,  
Chandigarh. Member

Dr. R. S. Khandpur,  
DG, Pushpa Gujral Science City,  
Kapurthala. Member

Sh. Chandra Mohan,  
H. NO. 202, Sector- 36A,  
Chandigarh. Member

Mr. H. S. Bains  
Registrar,  
Punjab Technical University, Jalandhar.

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.

### **18.01 Confirmation of the minutes of the 17<sup>th</sup> meeting of the Finance Committee held on 19<sup>th</sup> March 2010.**

The 17<sup>th</sup> meeting of the Finance Committee was held on 19<sup>th</sup> March 2010 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 17<sup>th</sup> meeting of the Finance Committee were confirmed.

#### **18.02 Action taken report on the decision of the 17<sup>th</sup> meeting of the Finance Committee.**

The action taken on the decision of the 17<sup>th</sup> meeting of Finance Committee was presented to the committee. The committee took note of the same.

#### **18.03 To approves the Audited Balance Sheet for the year 2009-10**

The committee had deliberation on the Audited Balance Sheet and audit report as submitted by M/s Arora Vikram & Co. CA, Jalandhar for the financial year 2009-10 and after due deliberation, books of accounts and Balance Sheet of the University for the financial year 2009-10 was approved by the committee and appraised the growth in the financial health of the University as increased by 40% to Rs. 512Cr. from Rs. 364Cr. in comparison to the previous year 2008-09.

#### **18.04 Status report on Corpus Fund scheme.**

The committee has deliberated on and approved the proposal of transferring of Rs. 250 Cr. (Rs.150 Cr. from available reserve & surplus and Rs.100 Cr. from surplus during the year) towards the Corpus Fund Accounts so as to attain a target level of Rs.500 Cr. in the year 2010-11 to make the University self sufficient.

#### **18.05 Payment of arrears on the account of revision of pay/DA.**

The committee discussed the matter for payment of arrears on account of revision of pay as notified by Govt. of Punjab and UGC for revision of pay. After due deliberation, it is decided that payment of arrears on account of revision of pay must be released to the employees of the University as and when notified by the Punjab Government for payment of arrears.

The proposal regarding payment of arrears in cash instead of transferring towards provident fund accounts has been discussed in the committee and after due deliberation it is decided that since the University manages all expenses through its own sources, the payment of arrears of pay/DA shall be paid to the employees in cash instead of transferring to the provident fund accounts with EPFO.

### **18.06 Revision of Honorarium for Unfair Means Committee members.**

The committee discussed the matter and approved the revision of honorarium to be paid to the members of the Unfair Means committee from Rs 2000/- to Rs 5000/ per day.

### **18.07 Appointment of Consultant for starting the PG Programme in PTU Campus.**

The committee discussed the proposal for appointed of consultant for preparation and submission of detailed report for starting Post Graduate Program in PTU Campus. The committee approved the appointment of M/s Asquare Architects as consultant and also approved an amount of Rs. 80,000 to be paid to the consultant for the above said work.

### **18.08 Charging of affiliation and inspection fee from the Govt. colleges.**

The committee deliberated on the matter regarding charging of affiliation fee from the Govt. Colleges and decided that the University should not charge any affiliation and inspection fees from the Govt. colleges from the date of inception of the institute i.e, w.e.f 1997 and must refund Rs.1,47,75,000 to the colleges as per the following details.

BCET, Gurdaspur	Rs. 38,00,000	BHSBIET, Lehragaga	Rs. 08,00,000
GZSCET, Bathinda	Rs. 37,50,000	MIMIT, Malout	Rs. 26,50,000
SBSCET Ferozepur	Rs. 37,75,000		

### **18.09 Approval for implementation of other term & condition of revision of UGC pay.**

The committee has deliberated on the issue for implementation of the other term & condition for revision of pay and it is decided that the University should follow the notification issued by the Govt. of Punjab time to time in this regard.

### **18.10 Approval for Contributory Provident Fund/General Provident Fund Scheme for the employees of the University.**


The committee has deliberated on the proposal of CPF/GPF scheme and decided that detailed proposal along with the comparison and financial liabilities to the University may be put up in the next meeting of Finance Committee.

The meeting ended with the vote of thanks to the chair.

For approval

  
Director (Finance)

Chief Controller Finance





**PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**

**MINUTES OF 19<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE**

**19<sup>th</sup> meeting of the Finance Committee, PTU, Jalandhar was held on 21<sup>st</sup> February, 2011 at 2.30 p.m. in the Office Room of Principal Secretary Technical Education, Chandigarh.**

**MEMBERS IN ATTENDANCE :-**

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

Mr. Suresh Kumar, IAS, Member  
Principal Secretary to Govt. of Punjab,  
Department of Technical Education & Indl. Training, Punjab,  
Chandigarh

Dr. R.S.Khandpur, Member  
DG. Pushpa Gujral Science City,  
Kapurthala

Sh. Chandra Mohan, Member  
H.No. 202, Sector 36A,  
Chandigarh

Mr. H.S.Bains,  
Registrar,  
Punjab Technical University,  
Jalandhar

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.

**19.01 To confirm the minutes of 18<sup>th</sup> meeting of the Finance Committee held on 14<sup>th</sup> October, 2010.**

The 18<sup>th</sup> meeting of the Finance Committee was held on 14<sup>th</sup> October, 2010 in room no. 219, Mini Secretariat, Chandigarh. The minutes of the meeting were circulated to the members and comments received were incorporated. Minutes of the 18<sup>th</sup> meeting of the Finance Committee were confirmed.

**19.02 Action taken report on 18<sup>th</sup> meeting of the Finance Committee.**

The action taken on the decision of the 18<sup>th</sup> meeting of the Finance Committee was presented to the Committee. The Committee took note of the same.

**19.03 Audited Balance Sheet for the year 2009-10.**

The Committee had deliberated on the Audited Balance Sheet of the Regional Centre of the University as audited by M/s Arora Vikram & Co, CA, Jalandhar up to financial year 2009-10. The Vice Chancellor confirmed that all accounts of the Regional Centers have been audited and after due reconciliation, books of accounts of all 17 Regional Centers have been compiled and incorporated.

The Committee is of the view that compliance of the observations mentioned in the audit report of the Regional Centers should be done and accordingly the effect of the same should be taken in the financial year 2010-11. Audited Balance Sheet of the University and Regional Centers is enclosed at annexure- I.

The audited Balance Sheet of the University for the Year 2009-10 along with RC's Balance Sheet was approved by the Committee and the Committee recommended the same for its approval of the BOG.

**19.04 Revised Budget for the financial year 2010-11 and Budget Estimate for the year 2011-12.**

The Committee deliberated on the revised Budget for the year 2010-11 and Budget Estimates for the year 2011-12 and after due deliberation it was decided that the Revised Budget Estimates and Budget Estimates for the year 2011-12 of the University stands deferred. Further it was proposed that budget of the Regional Centre should be incorporated for 2010-11 and 2011-12 and put up in the next meeting of the Finance Committee. Meanwhile, for the first quarter of the next financial year, the expenses may be incurred in proportionate to the current financial year budget estimate already approved, if required.

**19.5 Revision of the University related fees.**

The Committee deliberated on the revision of University related fees to be charged from Colleges / Students and after due deliberations & considering the increase in expenditure, the Committee approved the revision of fees as per the revised fees statement enclosed at annexure – II.

**19.6 Establishment of Punjab Institute of Technology / Punjab Institute of Management ( PIT / PIM).**

The Committee discussed the matter and deferred the case.

**19.7 Pay Protection of Adhoc Employees now appointed on regular basis.**

The Committee deliberated on the issue and considered the case of existing employees of the University. The Committee agreed for pay protection only for those adhoc employees who had worked in the University in scale before joining in the University on regular basis and recommended their cases to BOG for its consideration.

**19.8 Release of Arrears on account of Revision of Pay.**

The Committee deliberated on the issue and approved for implementation of pay of arrears on account of revision of pay as notified by the Government. As the University being self sufficient and the Provident Fund of the University is maintained by the Employees Provident Fund Organization, payment of arrears shall be made in three installments in the financial year 2011-12 to the employees in cash instead of transferring in Provident Fund account as decided in the previous meeting.

**19.09 Any other items**

**1. Revision of rates of advocate fees.**

The committee deliberated on the proposal for revision of fees for legal opinion and court cases of the University and after due deliberation the committee approved for the payment of revised fees to Mr. Amrit Paul, Advocate as per the following.

Professional fees	: Rs. 11000/- per case including 10% clerical charges plus miscellaneous expenses incurred.
Legal opinion	: Rs.5000/- per case plus miscellaneous expenses.

**Meeting ended with vote of thanks to the Chair.**



**Director - Finance**

**PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**  
**MINUTES OF 20<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE**

20<sup>th</sup> meeting of the Finance Committee, PTU, Jalandhar was held on 1<sup>st</sup> March, 2011 at 12.30 p.m. in the office of Principal Secretary Technical Education & Industrial Training, Chandigarh.

**MEMBERS IN ATTENDANCE :-**

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

Mr. Suresh Kumar, IAS, Member  
Principal Secretary to Govt. of Punjab,  
Department of Technical Education & Indl. Training, Punjab,  
Chandigarh

Dr. R.S.Khandpur, Member  
DG. Pushpa Gujral Science City,  
Kapurthala

Sh. Chandra Mohan, Member  
H.No. 202, Sector 36A,  
Chandigarh

Dr. Nachhattar Singh,  
Advisor to VC,  
Punjab Technical University,  
Jalandhar

Mr. H.S.Bains,  
Registrar,  
Punjab Technical University,  
Jalandhar

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.