

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

MINUTES OF 23rd MEETING OF THE FINANCE COMMITTEE

23rd meeting of the Finance Committee, PTU, Jalandhar was held on 16-03-2012 at 12.00 (Noon) in the office of Principal Secretary, Technical Education & Industrial Training, Chandigarh.

Members in Attendance

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

Chairman

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

Member

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

Member

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

Member

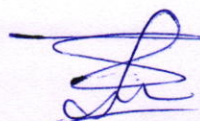
Dr. J.S. Hundal
Principal , PTU, GZS Campus,
Bathinda

Special Invitee

Dr. H.S.Bains,
Registrar,
PTU, 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.



23.01 To confirm the minutes of 22nd meeting of the Finance Committee held on 16th December, 2011.

The 22nd meeting of the Finance Committee was held on 16th December, 2011, 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 22nd meeting of the Finance Committee were confirmed.

23.02 Action taken report on 22nd meeting of the Finance Committee.

The action taken report on the decisions of the 22nd meeting of the Finance Committee were presented to the Committee. The Committee took note of the same.

23.03 Revised Budget Estimates for the year 2011-12 and Estimates for the year 2012-13.

The Committee deliberated on the revised Budget for the year 2011-12 and Budget Estimates for the year 2012-13 and after due deliberation, the Committee approved the Revised Budget Estimates of **Rs. 36942/-** for the year 2011-12 and Budget Estimates of **Rs. 51785/-** for the year 2012-13 for Examination, Academic, Administration, Finance & Accounts, Distance Education, new projects and research innovation & consultancy etc.

The Committee also recommends that the work initiated in the year 2011-12 should be completed in year 2012-13. The new projects should be initiated after the completion of all work initiated.

Copy of the Budget is placed at **Annexure 'A'**.



23.04 Revision of fee of Non-AICTE Courses.

After due deliberations, the Committee approve the revision of fee for Non- AICTE Course as proposed, in accordance with the fees revised by the Govt. for AICTE programmes. The proposed fee structure is placed at **Annexure 'B'**.

23.05 Status of Academic Dues.

The Committee appreciate the steps carried out by the University for the recovery of dues. The Committee approved the proposal of levying of fine to the colleges for depositing of dues after scheduled time.

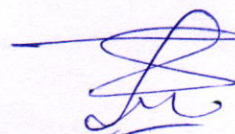
The Committee approves the last date for deposit of old dues without late fees is 31st March 2012. 1% Fine per month till one year will be charged from the Colleges if the dues are not deposited within scheduled time. If college fails to deposit the dues within one year with fine, the college should be disaffiliated by the University.

23.06 Fixation of Honorarium for Translation work.

The Committee discussed the matter and after due deliberations, the Committee approved the rates recommended for translation. Copy of the proposed rates for translation is placed at **Annexure 'C'**.

23.07 Waiving off Affiliation Fees for course of Punjab Technical University, Jalandhar run by Aryan Institute of Management.

The Committee discussed the matter and after due deliberation decided that since there is no rule in the University for waiving off affiliation / continuation fees to the Colleges.



However, affiliation / continuation fees can be relaxed if there is zero admission in the colleges.

23.08 Agenda of Punjab Technical University Giani Zail Singh Campus, Bathinda.

The Committee decided that agenda of the college should put up to the Finance Committee of the college.

23.09 Any other item

Item No. 1 Continuation of GPF scheme for the employees came from Govt. Departments.

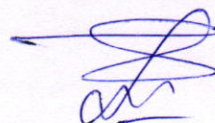
The Committee discussed the matter and after due deliberation, the Committee decided that since the employees of the university is governed with the PTU Rules and employees of the University are covered under EPF rules. Hence it is decided that new incumbents appointed in the University should also be governed by the same rules

Item No. 2 Extension of retirement age of the University employees.

The Committee discussed the matter and after due deliberation, the Committee decided that since the matter is of policy nature, the matter be put up before the BOG for amendment in the regulation.

Item No. 3 Establishment of Punjab World Skills Development Board and World Skill Development Institute.

The Committee discussed the matter and after due deliberation, the Committee approve inclusion of Rs. 35 cr. in the Budget. The committee desired that detail proposal be put up in the BOG.



Item No. 4 To approve the faculty and staff positions for PIT Mansa.


The Committee discussed the matter and after due deliberation, the Committee approved the academic and non-academic staff to be recruited by the PTU for PIT Mansa as recommended by the H.R. Committee and advised to transfer the administrative and ministerial staff from PTU instead of direct recruitment for the PIT.

Item No. 5 Establishment of Publication Bureau, R&D Centres under Translation Mission Programme.

The Committee discussed the matter and after due deliberation, the Committee approve inclusion of Rs. 600 lac in the Budget.

Meeting ended with vote of thanks to the Chair.

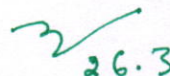
Submitted for approval


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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.Salwan,
Chairman,
Armament Research Board,
DRDO Bhawan, New Delhi

Member

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

Member

Sh. M.S.Prashar,
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. 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.

The Chairman decided that the matter shall be deliberated further.

Meeting ended with vote of thanks to the chair.


Finance Officer

Finance Officer
Punjab Technical University
Jalandhar