



**JAMIA MILLIA ISLAMIA**

(CENTRAL UNIVERSITY)

# **MINUTES**

OF THE MEETING OF THE

## **FINANCE COMMITTEE**

**HELD ON 13<sup>TH</sup> NOVEMBER, 2017**

**AT**

**12:30 PM**

**IN THE**

**YASSER ARAFAT HALL (ADMINISTRATIVE BLOCK)**

**JAMIA MILLIA ISLAMIA**

**JAMIA NAGAR, NEW DELHI-110025.**

**MINUTES**  
**OF THE 37<sup>th</sup> MEETING OF THE**  
**MAJLIS-I-MALIYAT (FINANCE COMMITTEE) OF**  
**JAMIA MILLIA ISLAMIA HELD ON 13<sup>th</sup> NOVEMBER, 2017**

The 37<sup>th</sup> Meeting of the Finance Committee was held on 13<sup>th</sup> November, 2017 in the Yasser Arafat Hall (Administrative Block), Jamia Millia Islamia, New Delhi. The following members attended the meeting:

- |     |   |  |
|-----|---|--|
| 1.  | Prof. Talat Ahmad<br>Vice-Chancellor<br><u>Jamia Millia Islamia</u>   | Chairman                               |
| 2.  | Prof. Shahid Ashraf<br>Pro-Vice-Chancellor<br><u>Jamia Millia Islamia</u>                                     | Member                                 |
| 3.  | Prof. J.A.K. Tareen<br>H.NO.114, Gangotri Layout<br>2 <sup>nd</sup> Stage IV Cross<br><u>Mysore-570 009.</u>  | Member                                 |
| 4.  | Dr. Jitendra Kumar Tripathi<br>Joint Secretary (CU)<br>Dept. of Higher Education<br><u>Ministry of H.R.D.</u> | Member<br>UGC                          |
| 5.  | Mr. Fazal Mahmood<br>Dy. Secretary & FA<br>Dept. of Higher Education<br><u>Ministry of HRD</u>                | Representative of<br>(JS (CU&L), MHRD) |
| 6.  | Shri Subodh Kumar Ghildiyal<br>Dy. Secretary<br>Dept. of Higher Education<br><u>Ministry of H.R.D.</u>        | Representative of<br>(JS & FA), MHRD   |
| 7.  | Prof. Sharif Ahmad<br>Dean<br>Faculty of Natural Science<br><u>Jamia Millia Islamia</u>                       | Member                                 |
| 8.  | Prof. N.U. Khan<br>Dean<br>Faculty of Social Sciences<br><u>Jamia Millia Islamia.</u>                         | Member                                 |
| 9.  | Shri A.P. Siddiqui (IPS)<br>Registrar<br><u>Jamia Millia Islamia.</u>   | Spl. Invitee                           |
| 10. | Shri Sanjay Kumar<br>Finance Officer<br><u>Jamia Millia Islamia.</u>  | Secretary                              |




The following officers were also present as **Special Invitees:-**

1. **Dr. Abdul Malik**  
Jt. Registrar (HRD)  
Development Office  
Jamia Millia Islamia.
2. **Prof. Sirajuddin Ahmed**  
Prof. In-charge  
Building & Construction Dept.  
Jamia Millia Islamia.
3. **CA Shaikh Safiullah**  
Dy. Finance Officer  
Finance & Accounts Office  
Jamia Millia Islamia.
4. **Shri Aayatullah**  
Asst. Registrar (A/cs.)  
Accounts Section  
Jamia Millia Islamia.

At the outset, the Secretary, Finance Committee on behalf of the Chairman and Vice-chancellor welcomed all the members and participants of the Finance Committee.

Lt. Gen. (Retd.) S.P. Kochhar could not attend the meeting due to pre-occupation.

The Finance Committee also placed on record the services rendered by the outgoing Member, Prof. Sadre Alam, Ex Dean, Faculty of Fine Arts, JMI in the deliberations of its meetings and welcomed the new Member, Prof. N.U. Khan, Dean, Faculty of Social Sciences, JMI.

**ITEM NO.(37.01)**

**CONFIRMATION OF THE MINUTES OF THE 36<sup>th</sup> MEETING OF THE MAJLIS-I-MALIYAT (FINANCE COMMITTEE) HELD ON 20<sup>th</sup> JUNE, 2017.**

The Committee confirmed the Minutes of 36<sup>th</sup> Meeting of the Majlis-i-Maliyat (Finance Committee) held on 20<sup>th</sup> June, 2017 with advice to separately take up the matter with UGC to settle their observation received on Item No.36.01. *Action: (JR(HRD)/DFO)*



(2)

ITEM NO.(37.02)ACTION TAKEN REPORT

Nil

ITEM NO.(37.03)RATE OF INTEREST FOR SUBSCRIBERS TO THE GPF :

The Committee considered the Government announcement regarding the rate of interest on GPF Subscribers and approved for implementation the announced rates of interest in the University as follows:

Quarters	Period	Rate (@)	Resolution Date
2 <sup>nd</sup>	01-07-2017 to 30-09-2017	7.8%	Dated 17-07-2017
3 <sup>rd</sup>	01-10-2017 to 31-12-2017	7.8%	Dated 23-10-2017

The Committee further resolved that, in the event of shortfall between the interest liability of the University in PF subscriptions as per the rate of interest notified by the Government and the income earned on the investment of PF subscriptions, the University will pay interest at lesser rate on the basis of income actually earned as already notified by Ministry of HRD vide its Circular No.F.19-16/2003-IFD dated 9<sup>th</sup> February, 2004 and adopted by the University in its Finance Committee held on 23<sup>rd</sup> December, 2004.

*Action: (A.O. Salary/PF)*




**ITEM NO.(37.04)****TO CONSIDER THE ANNUAL ACCOUNTS OF THE UNIVERSITY FOR THE FINANCIAL YEAR 2016-2017 FOR APPROVAL AND SUBMISSION TO THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT FOR LAYING ON THE TABLES OF BOTH THE HOUSES OF PARLIAMENT.**

The certified Annual Accounts of the University along with the Audit Report for the financial year 2016-2017 were placed before the Finance Committee for its consideration. The Finance Committee approved the Accounts and the Audit Report.

*Action:-A.R (A/cs) & A.R. (A&C)*

**ITEM NO.(37.05)****TO CONSIDER THE REVISED BUDGET ESTIMATES FOR THE FINANCIAL YEAR 2017-2018 AND BUDGET ESTIMATES FOR THE YEAR 2018-2019 FOR CONSIDERATION AND APPROVAL.**

The Revised Budget Estimates for 2017-2018 and Budget Estimates for 2018-2019, without taking into account the implications of 7<sup>th</sup> CPC, were placed before the Finance Committee.

The Finance Committee considered and approved the following expenditure/ceiling of grant subject to the receipt of funds from UGC and that the expenditure may be restricted to the budgetary limits fixed by UGC. Regarding proposed allocation of Rs.80.42 lakhs for removal of Jhuggies at Khasra No.178 (Sl. No. B.(b iv) under UGC Grants in Aid Recurring: General (Object Head 31) the Committee advised that the University may seek the comments of UGC/MHRD.



(I) UGC Grants-in-aid

## A. Recurring: Salaries [Object Head 36]

(Rs. In lakhs)

S.No.		HEAD OF ACCOUNT	R.B.E 2017-2018	B.E. 2018-2019
A.		<b>RECEIPT</b>		
	a.	Opening Balance	1,766.45	--
	b.	Ceiling of Grant from UGC	23,512.20	27,222.94
		<b>TOTAL</b>	<b>25,278.65</b>	<b>27,222.94</b>
B.		<b>EXPENDITURE</b>		
	a.	(i) Salary (Teaching)	14,162.54	15,429.59
		(ii) Salary (Non Teaching)	7,596.55	8,276.17
		<b>TOTAL</b>	<b>21,759.09</b>	<b>23,705.76</b>
	b.	Other Components	3,519.56	3,517.18
		<b>TOTAL</b>	<b>25,278.65</b>	<b>27,222.94</b>

## B. Recurring: General [Object Head 31]

(Rs. In lakhs)

S.No.		HEAD OF ACCOUNT	R.B.E 2017-2018	B.E. 2018-2019
A.		<b>RECEIPT</b>		
	a.	Opening Balance	--	--
	b.	University's own Receipt	2,684.03	2,684.03
	c.	Ceiling of Grant from UGC	14,045.35	15,007.70
		<b>TOTAL</b>	<b>16,729.38</b>	<b>17,691.73</b>
B.		<b>EXPENDITURE</b>		
	a.	<b>Pension &amp; Pensionary Benefits</b>	3,110.00	3,260.00
	b.	<b>Other Than Salary</b>	8,723.96	9,211.73
	(i)	Payment of Outsource agency for engagement of staff(including Consultant & Contractual Staff)	2,120.00	2,500.00




	(ii)	Income Tax	--	--
	(iii)	Property Tax	250.00	275.00
	(iv)	Removal of Jhuggees at Khasra No.178	80.42	--
	(v)	Schemes	1,745.00	1,745.00
	c.	<b>Non-Net Fellowship</b>	700.00	700.00
		<b>TOTAL</b>	<b>16,729.38</b>	<b>17,691.73</b>

*Action:-A.R (A/cs)*

**ITEM NO.(37.06)**

**TO CONSIDER FOR APPROVAL THE DELETION OF ORDINANCE 14 (XIV) IN r/o PURCHASE COMMITTEE.**

After careful deliberation the Committee approved the deletion of Ordinance 14 (XIV).

In replacement of Ordinance 14 (XIV) the Committee approved that provisions of GFR 2017 on “**Procurement of Goods and Services**” shall be followed for all procurements in the University.

The committee further recommended that University may also follow **The Manual for Procurement of Goods 2017** and **The Manual for Procurement of Consultancy and Other Services 2017** released from the Ministry of Finance.

For specific requirement of the University, if needed a separate Manual may be made under the broader framework of GFR 2017 and the Standard Manuals as mentioned above, as amended from time to time. A Committee is to be constituted under the Chairmanship of Prof. J.A.K Tareen, and PVC, Registrar and Finance Officer as its members to finalize the Manual and report to Finance Committee.

*Action:-JR(HRD)/DFO)*

ITEM NO.(37.07)

TO CONSIDER THE LEVY OF PENAL RENT FOR UNAUTHORIZED OCCUPATION OF JAMIA STAFF QUARTERS DURING THE PERIOD OF DEPUTATION BY i) PROF. MUSHAHID HUSAIN, D/o PHYSICS, JMI AND ii) PROF. MOHAMMAD ISHTIYAQUE, D/o GEOGRAPHY, JMI.

After detailed deliberation the Finance Committee advised that the case may be settled as per existing Government of India rules and, if needed, it may be referred to UGC for further advice.

*Action :- (AR Property)*

ITEM NO.(37.08)

TO CONSIDER FOR APPROVAL THE PROVISION OF INTEREST ON THE UNSPENT BALANCE OF GRANTS INCLUDING SPONSORED PROJECTS AND SCHEMES.

The Committee considered and approved that, as and when demand is received from an agency, the interest may be allowed at the prevailing SBI rate for Savings Bank Account on the monthly closing ledger balance of unutilized grant of the Project/Scheme.

The Committee further approved the charging of interest from the agencies in the same manner on the monthly debit balances of ledger accounts where the grant is recoverable.

Regarding opening of separate bank account, the Committee decided that action may be taken in consultation with the funding agency on case to case basis.

*Action:-JR(HRD)/DFO/AR(A/cs)*



ITEM NO.(37.09)

**TO CONSIDER FOR APPROVAL THE ACCOUNTING  
POLICY FOR PROCUREMENT AND ISSUE OF  
OFFICIAL EQUIPMENTS SUCH AS NOTE  
BOOK/TABLET/LAPTOP/MOBILE PHONE AND  
OTHER SIMILAR DEVICES TO ELIGIBLE OFFICERS.**

The Committee considered and recommended for approval, as follows, the adoption of the Office Memorandum dated 19.09.2014 in the University regarding Procurement and issue of Official Equipments:

**1. GENERAL**

- 1.1 The device includes Note Book/Tablet/Laptop/Mobile Phone and other similar devices. The codal life of the device will be considered as Four (4) years.
- 1.2 Depending upon the functional requirement, the devices will be provided with prior approval of the Competent Authority i.e. the Vice-Chancellor of the University, deciding the nature of the device to be issued to eligible officer in consultation with the Finance Officer. The Device provided to the eligible officer shall be treated as official equipment in possession of the officer.

**2. ELIGIBILITY & CEILINGS**

- 2.1 The eligibility and the cumulative cost ceiling etc. for procuring a Device shall be indicated below:

S.No.	Eligibility	Cumulative cost ceiling amount for a Device (All inclusive costs)
1	Officer in confirmed GP Rs. 10,000 and above.	Rs. 70,000
2	Officer in confirmed GP Rs. 7,600 and above.	Rs. 55,000




### 3. ACCOUNTING & DISPOSAL

- 3.1 The Device shall continue to be in the possession of the officer till the officer leaves JMI on deputation/retirement etc. with appropriate records in personal file.
- 3.2 The office providing the device shall ensure maintenance of proper records of the device issued to officers.
- 3.3 On completion of the codal life of the old device, the officer will have the option to retain the device after four years by paying 10% of the original cost. Subsequently, the officer can also process for procuring a new device, as per his/her eligibility at that time, with appropriate record in personal file of the officer concerned.

### 4. DEPRECIATION OF COST OF DEVICE

- 4.1 The JMI is following SLM accounting policy for depreciation. Therefore, the depreciation will be charged @ 25% per annum on SLM basis.
- 4.2 The depreciated value is of the price of the Device and accessories including licensed OS only. This depreciation formula does not include any packaged utility software which is bought along with the machine as separate item.
- 4.3 For calculating residual value, the cost of accessories etc. even if they have been purchased anytime later during the codal life of Device, will be treated as if they have been purchased along with the Device and their codal life will also be coterminous with that of Device.
- 4.4 Depreciation will be provided for the whole year on additions during the year as per the exiting Accounting Policy.

The Committee considered and approved the adoption of the O.M No. 8(64)/2016-E.II (A) dated 27<sup>th</sup> September, 2016 issued by the Department of Expenditure, Ministry of Finance in the University along with the Accounting Policy mentioned above.

*Action:- DFO/ AR(A/cs)*



(9)

ITEM NO.(37.10)TO CONSIDER FOR APPROVAL THE ALLOCATION OF FUND FOR PAYMENT FOR RELOCATION OF JHUGGIES AT KHASRA NO.178.

The Committee advised that the matter may be referred to UGC with a request to finalize it within a month as it is a case of time bound demand.

*Action:- JR(HRD)AR(Property)*

ITEM NO.(37.11)STATUS OF UTILIZATION OF GRANT.

The Finance Committee noted and approved the status of Utilization upto 30.09.2017 of the UGC Grant Recurring: Salaries and UGC Grant Recurring: General for the financial year 2017-18 as well as the XII Plan Grant which was extended upto 30.09.2017.

*Action:- A.R (A/cs)*

ITEM NO.(37.12)OUTSTANDING AUDIT PARAS.

The Finance Committee suggested that for speedy settlement of Out - Standing Audit Paras, the University may constitute an Audit Committee under the Chairmanship of the Vice-Chancellor, and PVC, Registrar and the Finance Officer as its members. The Committee will hold monthly review meetings and will recommend further action.

*Action: (FO/IAO)*



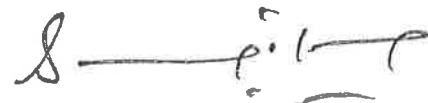
ITEM NO.(37.13)THE GUIDELINES AND PROCEDURE FOR FINANCIAL  
MANAGEMENT CENTRAL UNIVERSITIES.

The instructions issued by Ministry of Human Resource Development vide letter No. F.No.61-19/2015-Desk (U) dated 3<sup>rd</sup> March, 2016 were brought to the notice of all the members of the Committee for information and necessary action. The Committee resolved that the University may ensure strict compliance of provisions of this letter.

*Action: DFO/DR(Estab.)*

ITEM NO.(37.14)ANY OTHER ITEM WITH THE PERMISSION OF THE  
CHAIR.

The meeting ended at 1.45 p.m. with a vote of thanks to the Chair.



(SANJAY KUMAR)  
Finance Officer &  
Secretary to the Finance Committee