

Central University of Himachal Pradesh

Confidential



MINUTES

of

**22nd Meeting of the Finance Committee
held on 20-06-2018 at 11 am at
Dhauladhar Hotel, Dharamshala Distt. Kangra (HP)**

Dharamshala, District Kangra, Himachal Pradesh - 176215

Phone: +91(1892)229330; Fax: +91(1892)229331; Mobile: +91(0)9805541019

Email: vc.cuhimachal@gmail.com; website: www.cuhimachal.ac.in

Central University of Himachal Pradesh

Dharamshala, District Kangra, Himachal Pradesh - 176215

Phone: +91(1892)229330; Fax: +91(1892)229331; Mobile: +91(0)9805541019

Email: vc.cuhimachal@gmail.com; website: www.cuhimachal.ac.in

Minutes of
22nd Meeting of the Finance Committee
held on 20-06-2018 at 11 am at
Dhauladhar Hotel, Dharamshala, Distt. Kangra (HP)

The 22nd Meeting of the Finance Committee was held on 20-06-2018 at 11 a.m. at Dhauladhar Hotel, Dharamshala District Kangra (HP).

The Following members were present:

- | | |
|--|------------------|
| 1. Professor Kuldeep Chand Agnihotri
Vice Chancellor | Chairman |
| 2. Professor H. R. Sharma
Pro Vice Chancellor (Addl Charge) | Member |
| 3. Professor S. K. Garg
Nominee of the Executive Council | Member |
| 4. Sh. A. N. Gupta
Nominee of the Executive Council | Member |
| 5. Sh. Rai Singh,
Nominee of Executive Council | Member |
| 6. Professor H. R. Sharma
Finance Officer (Additional Charge) | Member Secretary |

1. The Joint Secretary (CU&L), MHRD, Joint Secretary (CU) UGC, Dr. J. K. Tripathi and Mrs Darshana M Dabral JS and FA (MHRD) (Nominees of the Visitor) could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence.

At the outset, the Vice Chancellor extended a warm welcome to the members and thanked them for sparing their valuable time to make it convenient to attend the meeting. Thereafter, Vice-Chancellor invited Professor H. R. Sharma, Finance Officer-cum-Secretary to take up the agenda items. The Finance Officer before taking up the agenda items brought to the notice of the Honourable members the Observations received from the Under Secretary to the Government of India, Department of Higher Education, Ministry of Human Resource Development (CU & L) vide e-mail to

the Finance Officer dated 19th June, 2018 on different agenda items and the observation from the Under Secretary to Govt of India Ministry of Human Resource Development received vide mail dated 18th June, 2018. The Finance Committee while discussing different agenda items, considered the observations conveyed by the Under Secretary to Government of India (CU & L) and observations by the Under Secretary to Govt of India, Department of Higher Education, Ministry of Human Resource Development. These observations are given in Annexure-I and Annexure II.

Thereafter, the following agenda items were taken up for discussion.

Item No. 22.1: Confirmation of the minutes of the 21st meeting of the Finance Committee held on 26-04-2018 (Annexure 22.1A)

The minutes of the 21st meeting of the Finance Committee held on 26.04.2018 are placed at Annexure 22.1A for the kind perusal and confirmation of the Hon'ble members.

The minutes of the 22nd meeting of the Finance Committee as given in Annexure 22.1A were confirmed.

Item No. 22.2: Action Taken Report about on the decisions of the 21st Meeting of the Finance Committee held on 26-04-2018 (Annexure-22.2A).

The report about the action taken on the decisions of the 21st Meeting of the Finance Committee held on 26-04-2018 is placed before the Committee as per Annexure- 22.2A for kind perusal and confirmation of the Honourable members.

The action taken report on the decision of 21st meeting of the finance Committee as given in Annexure -22.2A were noted and approved

Item No. 22.3: To place before the Finance Committee the status of Audit Paras as directed by the MHRD for reporting vide letter F. No. 9-2/2014-IFD dated 23rd March 2017 (Annexure-22.3 A).

The details of the Audit Paras and reply of the University to settle/liquidate the pending paras are given as Annexure-22.3 A.

The members took note of the Audit Paras and emphasised that replies to the audit paras should be submitted to get them liquidated. It also noted the observation by the Under Secretary to Govt of India, Department of Higher Education, Ministry of Human Resource

Development regarding constitution of Standing Audit Committee under the Chairmanship of HVC.

Item No. 22.4: To place before the Finance Committee the progress of Expenditure as on 31.03.2018 (Annexure – 22.4A)

The University Grants Commission vide their letter No. 57-1/2009 (CU) dated 29.05.2012 has asked the University to place a separate agenda item in every Finance Committee meeting on the progress of expenditure.

In compliance of the above communication, the position with regard to progress of expenditure as on 31-03-2018 is placed before the Finance Committee on the desired format, as given in **Annexure 20. 4A** for information and ratification.

The Finance Committee took note of the position of the Progress of Expenditure as on 31.12.2017 and ratified the same.

Item No. 22.5: To place before the Finance Committee the letters received from the UGC regarding Grants-in-Aid approved and released for Salary and Recurring Components for the year 2018-19. The letters received from UGC to this effect have been given in Annexure 22.5A (1-4).

As per communications received from UGC, the UGC has approved Tentative Annual Allocation of Grant-in-Aid of Rs.1065.15 Lakhs under Salary Head and Rs. 814.88 Lakhs under Recurring head for the year 2018-19 out of which 213.04 Lakh for Salary and Rs. 185.80 Lakh for Recurring components Grant-in-Aid has been released/received so far.

Sr. No.	Letter No.	Date	Subject	Grant released /approved
1.	F. 29-1/2018 (CU)	08.05.2018	Approval of Grants- in-Aid for Salary for the year 2018-19	106.52
2.	F. 29-2/2018 (CU)	08.05.2018	Approval of Grants-in-aid for Recurring components for the year 2018-19	92.90
3	F. 29-1/2018 (CU)	15.05.2018	Approval of Grants-in-aid Salary for the year 2018-19	106.52
4.	F. 29-2/2017 (CU)	15.05.2018	Approval of Grants-in-aid Recurring Components for the year 2018-19	92.90

The Finance Committee took note of the letters received from the UGC given an Annexure 22.5(1-4) and the grant received under various heads and rectified the same.

ITEMS FOR CONSIDERATION AND DECISIONS

Item No. 22.6: To place before the Finance Committee the Annual Accounts for the Year 2017-18.

The Annual Accounts for the year 2017-18 have been prepared by the Finance Officer as per provisions of Statutes 7(7) (c). The annual accounts so prepared are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7). As per the instructions issued in this regard by the Ministry of Human Resource Development, Govt. of India, vide their D.O. letter No.F.19-18/2003-IFD dated 23.5.2008, the annual accounts are required to be got adopted by the Executive Council by 30th June of the following year before being sent to the audit authorities for commencement of audit.

The annual accounts have been prepared strictly as per the Revised Format of Accounts, guidelines and instructions issued by the Govt. of India, Ministry of Human Resource Development, Department of Higher Education vide their letter No.29-4/2012.IFD dated 17th April, 2015. The accounts have been prepared on accrual basis and taking into account the component of depreciation at the rates provided in the Revised Uniform Accounting Standards.

The Annual Accounts for the year 2017-18 were approved and recommended to the Executive Council for approval.

Item 22.1(T): To place before the Finance Committee the proposal regarding payment of travelling allowance for Non-Official Members of the University Authorities/Committees and Experts for travelling by Taxi from the outstations

The university has been calling/inviting various dignitaries/members / Experts for attending the meetings of various bodies /authorities of the University, selection Committees and for transacting other business, paying TA/DA as per Govt. of India rules, and conveyance allowance as per H. P. Govt. Rates. As a result, the Honourable members were facing lot of difficulties. As a matter of fact there is provision for the payment of taxi/own car charges at the rates fixed by the State Transport Authority in the concerned state. In the State of Himachal Pradesh, such rates were fixed in the year 2005 which were very old and do not match the all-round increase in the fares and cost of travelling. Keeping in this in view, the University following the UGC Memorandum, laying down the TA/DA conveyance allowance rules/rates in respect of outside official and non-official members and Experts vide office order No. Bud. 3-4/ CUHP/2010 dated 15.10.2010, was placed before the Finance Committee in its 1st meeting held on

12.02.2011 as a reporting item for kind perusal and ratification. A copy of the above said Office Order is placed before the Committee. *The Finance Committee noted the action taken and recommend to the Executive Council for ratification. The Finance Committee recommended that the limit of 350 kms (one side) stipulated under para (A)(iii) in Annexure 1.3A should be deleted.*

This rate was further raised to Rs. 10/km with the approval of Honourable Vice Chancellor.

However, keeping in view the huge increase in tax fares/charges consequent upon the increase in petrol prices, it is becoming extremely difficult to hire taxi @ of Rs. 10 per Km which is being paid at present. Many of the outstation members of different bodies and experts who are being invited to attend the meetings of these bodies, deliver special lectures to the students/faculty and attend workshops/seminars are finding it extremely difficult to hire taxis at the prevalent rates. Honourable members/experts coming to attend the meetings of different statutory bodies/ deliver keynote addresses/special talks/lectures in the seminars/workshop are complaining about the low rates of TA. It is also pertinent to mention that since the University is located in the hilly region/rural areas, taxi drivers/operators ask for higher rates as compared to other places. In view of the above, the proposal to increase/enhance the payable taxi charges to members of different university authorities such as EC, AC, FC, University Court as given below is placed before the Finance Committee for consideration, approval and further recommendation to the Executive Council for approval:

- i. Travel by Taxi from outstation payable taxi fare as per the actual expenditure on production of duly verified actual bill/receipt

The Finance Committee approved the proposal and recommend to the Executive Council for approval.

Item 22.2(T): To place before the Finance Committee the proposal regarding revival of various Non-Teaching Positions which are lying vacant for more than one year.

Agenda: To place before the Finance Committee the proposal regarding revival of various Non-Teaching Positions which are lying vacant for more than one year.

The University Grants Commission vide their following letters had sanctioned total 121 Non-Teaching Positions in the year 2011 & 2013.

1. Letters No. F. 63-1/2010 (CU) dated 12th November, 2010 (**ANNEXURE - 1**) and No.F.16-1/2008 (Rajbhasha) dated December, 2010 (**ANNEXURE - 2**) had sanctioned total 48 Non-Teaching Positions.
2. Letter No.F.63-1/2010 (CU) dated 7th June, 2013 had sanctioned 73 Non-Teaching Positions (**ANNEXURE - 3**)

With the approval of the Finance Committee and the Executive Council, the aforesaid teaching and non-teaching positions were created / notified accordingly.

As per provision contained in clause 5.1(a) of **Office Memorandum No. 7(1)E. Coord-1/2017** dated **12.04.2017 (ANNEXURE - 4)** of Ministry of Finance, Department of Expenditure, Government of India, "**All posts except newly created posts, kept in abeyance or remaining vacant for a period of more than 2 years in any Ministry/Department/ Attached Office/Subordinate office/Statutory body, would be considered as "deemed abolished" unless an exemption has been given at the time of sanctioning the post.**" The posts appended at Table-I and Table-II have been vacant for more than one year. The University will commence the fresh recruitment drive which in itself is time consuming. Therefore, in order to cater for the elapsed period as well as the foreseen period for recruitment, it is proposed to seek approval of Finance Committee and further of Executive Council for revival of the posts as enabling provision.

The complete details of vacant non-teaching positions with regard to no. of positions sanctioned, created / notified etc. are appended at **TABLE - I (Posts sanctioned by UGC in 2010)** and **TABLE - II (Posts sanctioned by UGC in 2013)** respectively.

The matter is submitted to the Finance Committee for kind consideration and revival of all such non-teaching positions which remained unfilled for more than one year with further recommendations to the Executive Council.

u
15/6/18

Q

TABLE - I: Status regarding Non-Teaching Positions likely to remain vacant for more than one year (Posts sanctioned by UGC in 2010).

Sr. No.	Name of Post	Nos. of posts sanctioned	No. of Posts filled up till date	No. of Posts lying vacant for more than year	Sanctioned by UGC vide letter No. & Date	Created in FC vide Item No.	Created in EC vide Item No. AND Notified vide
I	II	III	IV	V	VI	VII	VIII
1.	Deputy Librarian	1	0	1	No.F.63-1/2010 (CU) dated 12 th November, 2010	vide Item No. 1.2 in its 1 st meeting held on 12 th February, 2011	vide Item No. 2.10 in its 2 nd meeting held on 13 th February, 2011 And Notified vide Notification No.Bud.2-2/CUHP/2010/1485-89 dated 7 th December, 2010
2.	Assistant Librarian	1	1	0			
3.	Semi Professional Assistant	1	1	0			
4.	Library Attendant	2	2	0			
5.	Private Secretary	3	0	3			
6.	Personal Assistant	1	0	1			
7.	System Analyst	1	1	0			
8.	Technical Assistant	1	1	0			
9.	Laboratory Assistant	1	0	1			
10.	Laboratory Attendant	1	1	0			
11.	Driver	3	0	3			
12.	Peon / Office Attendant	4	0	4			
13.	Cook	1	1	0			
14.	Deputy Registrar	2	0	2			
15.	Internal Audit Officer	1	0	1			
16.	Assistant Registrar	2	1	1			
17.	Section Officer	2	2	0			
18.	Assistant	4	2	2			
19.	UDC	4	4	0			
20.	LDC	4	4	0			
21.	Executive Engineer	1	0	1			
22.	Assistant Engineer	1	1*	0			
23.	Junior Engineer (Civil)	1	1	0			
24.	Junior Engineer (Elect.)	1	1	0			
25.	LDC (Guest House)	1	1	0			
26.	Hindi Officer	1	1	0	No.F.16-1/2008 dated December, 2010	Vide Item No. 1.11(T) in its 1 st Meeting held on 12 th February, 2011	Vide Item No. 2.10 in its 2 nd Meeting held on 13 th February, 2011 AND Notified vide Notification No. 4-6/CUHP/GA/2010/2386-94 dated 10 th March, 2011
27.	Hindi Translator	1	0	1			
28.	Hindi Typist	1	1	0			
TOTAL		48	27	21			

*Likely to join on or before 25.06.2018

TABLE - II: Status regarding Non-Teaching Positions likely to remain vacant for more than one year (Posts sanctioned by UGC in 2013).

Sl. No.	Name of the Post	No. of Posts sanctioned	No. of Posts filled up till date	No. of Posts lying vacant for more than year	Sanctioned by UGC vide Letter No. and Date	Created in FC vide Item No.	Created in EC vide Item No. AND Notified vide
I	II	III	IV	V	VI	VII	VIII
1.	Assistant Registrar	1	0	1	Letter No.F. 63-1/2010 (CU) dated 07.06.2013	Vide Item No. 9.5 in its 9 th Meeting held on 26.10.2013	Vide Item No. 12.10 in its 12 th Meeting held on 15.11.2013 AND Notified vide Notification No.Bud.2-2/CUHP/2010/6833-39 dated 23.12.2013
2.	Section Officer	2	2	0			
3.	Assistant	4	0	4			
4.	Upper Division Clerk	4	2	2			
5.	Lower Division Clerk	10	10	0			
6.	M.T.S	2	2	0			
7.	Driver	2	0	2			
8.	Private Secretary	2	0	2			
9.	Personal Assistant	2	0	2			
10.	Librarian	1	0	1			
11.	Assistant Librarian	1	1	0			
12.	Information Scientist	1	0	1			
13.	Professional Assistant	1	0	1			
14.	Semi Professional Assistant	1	0	1			
15.	Library Assistant	2	1	1			
16.	Library Attendant	2	1	1			
17.	Senior Technical Assistant	3	0	3			
18.	Technical Assistant	3	3	0			
19.	Laboratory Assistant	6	5	1			
20.	Laboratory Attendant	6	5	1			
21.	Senior Technical Assistant (Computer)	1	1	0			
22.	Medical Officer	2	0	2			
23.	Pharmacist	1	0	1			
24.	Nurse	1	1	0			
25.	Medical Attendant / Dresser	1	0	1			
26.	Security Officer	1	1*	0			
27.	Security Inspector	1	0	1			
28.	Public Relations Officer	1	0	1			
29.	LDC (for caretaking the job of Guest House)	1	1*	0			
30.	LDC (for caretaking the job of Hostel)	1	1	0			
31.	Cook	2	1	1			
32.	Kitchen Attendant	2	1	1			
33.	Hostel Attendant	2	1	0**			
TOTAL		73	40	32			

*Likely to join on or before 25.06.2018

**The post under reference does not come in the category of "Deemed to be abolished" as the vacancy arise on 14.06.2016 on account of resignation tendered by Sh. Sumit Kumar Agnihotri and subsequent acceptance by the Hon'ble Vice-Chancellor vide Office Order No. 7-40/CUHP/Estt./2018/2371-73 dated 14.06.2018.

ANNEXURE - 1

डॉ. (श्रीमती) रेणु बत्रा
Dr. (श्रीमती) Renu Batra

संयुक्त सचिव
Joint Secretary



दूरभाष PHONE कार्यालय OFF : 23238876

फैक्स FAX : 011-23232297

E-mail : renu@ugc.ac.in

विश्वविद्यालय अनुदान आयोग

बहादुर शाह ज़फर मार्ग,

नई दिल्ली-110 002 (भारत)

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110 002 (INDIA)

No.F.63-1/2010 (CU)

8th November, 2010

The Vice Chancellor
Central University of Himachal Pradesh
PO Box No. 21, Dharamashala
Dist – Kangra
Himachal Pradesh – 176 215

Subject: Approval of Non-Teaching posts under XI Plan allocation for new Central Universities - regarding.

Sir,

This is in reference to your proposal vide letter No. Bhd 2-1/CUHP/2010/006 dated 10th May, 2010 submitting therewith the proposal of the University for additional requirement of non-teaching posts required during XI Plan. The requirement of the University for approval of Non-teaching (Technical / Non-Technical) posts was considered by UGC. I am directed to convey the approval of the UGC for creation of the following 45 Non-teaching (Technical / Non-Technical) posts :-

Sl. No.	Designation	Approved Core Pay Band	Pay Scale Grade pay	No. of posts approved by UGC	Remarks
1.	Deputy Librarian	15600-39100	8000	1	
2.	Assistant Librarian	15600-39100	6000	1	
3.	Semi Professional Assistant	5200-20200	2800	1	
4.	Library Attendant	5200-20200	1800	2	
5.	Private Secretary	9300-34800	4600	3	One for VC, one for Registrar and one for Finance Officer For Vice Chancellor
6.	Personal Assistant	9300-34800	4200	1	
7.	System Analyst	15600-39100	5400	1	
8.	Technical Assistant	5200-20200	2800	1	
9.	Laboratory Assistant	5200-20200	2000	1	
10.	Laboratory Attendant	5200-20200	1800	1	
11.	Driver	5200-20200	1900	3	One for VC, one for Registrar and one for Finance Officer
12.	Peon / Office Attendant	5200-20200	1800	4	2 for Vice Chancellor, 1 for Registrar and one for Finance Officer
13.	Cook	5200-20200	1900	1	For Vice Chancellor
For Administration / Finance / Academic / Examination Services					
14.	Deputy Registrar	15600-39100	7600	2	
15.	Internal Audit Officer	15600-39100	7600	1	On deputation
16.	Assistant Registrar	15600-39100	5400	2	
17.	Section Officer	9300-34800	4600	2	

Sl. No.	Designation	Approved Core Pay Scale		No. of posts approved by UGC	Remarks
		Pay Band	Grade pay		
18.	Assistant	9300-34800	4200	4	
19.	UDC	5200-20200	2400	4	
20.	LDC	5200-20200	1900	4	
21.	Executive Engineer	15600-39100	6600	1	
22.	Assistant Engineer	9300-34800	4600	1	
23.	Junior Engineer (Civil)	9300-34800	4200	1	
24.	Junior Engineer (Elect.)	9300-34800	4200	1	
25.	Caretaker	5200-20200	1900	1	
	Total			45	

Note : The non-teaching posts already conveyed earlier on deputation / short-term/ contract basis now may be treated as cancelled except 3 statutory posts (Registrar, Finance Officer and Controller of Examination)

The above mentioned approval is subject to the fulfillment of the following conditions:-

- (i) The University may fill up the sanctioned posts in a phased manner on actual requirement basis, keeping also in view the teaching positions already filled in at the relevant point of time.
- (ii) The University may frame the cadre recruitment rules for each category of post as per UGC norms before the posts are being filled up, if not framed earlier.
- (iii) University may follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SCs, STs, and OBCs) and horizontal (for persons with disability etc.) in non-teaching (Non-Technical Posts).

In addition to above, UGC has agreed to engage persons for the services like Cook / Kitchen Attendant / Hostel / Mess/ Guest House Attendant, Security Guards, Mali, Drivers, Peon / Office Attendants etc. on outsource basis. UGC has earmarked an amount of Rs.35.00 lakhs annually (for approx. 50 Persons) which may be incurred out of the amount already released by UGC.

It is also to inform you that the expenditure on the hiring the various services on outsource basis, may be made out of the total funds available with the University.

Yours faithfully,

R. Batra
(Renu Batra)

C:\Users\rbhatra\Documents\Documents\MS-Excel\2018\2018-19\NWS4\ETTER\APPROVAL LETTER FOR NON TEACHING POSTS\UCS.Ax

ANNEXURE - 2

3236735 23239437
27225733 23232701
336351 23230813
37721 23232317
23236351 23232485



ग्राम-युनिग्रान्स
Grams: UNIGRANS
विश्वविद्यालय अनुदान आयोग
वहादुरशाह जफर मार्ग
नई दिल्ली-110002
UNIVERSITY GRANTS COMMISSION
Bahadur shah Zafar Marg
New Delhi-110002

गिसिल सं. 16-1/2008(राजभाषा)

दिनांक दिसम्बर, 2010

कुलसचिव

सेन्ट्रल युनिवर्सिटी ऑफ हिमाचल प्रदेश
पो० बॉक्स नं० - 21
धर्मशाला, जिला- कांगडा
हिमाचल प्रदेश- 176215



विषय: केन्द्रीय विश्वविद्यालय में राजभाषा हिन्दी के न्यूनतम पदों के सृजन हेतु स्वीकृति ।

महोदय,

उपरोक्त विषय पर मानव संसाधन विकास विभाग, उच्च शिक्षा विभाग, भारत सरकार के अ.शा.प.सं. एफ. 13035-20/2009-रा.भा.ए./Desk(v) दिनांक 10 सितंबर, 2010 के संदर्भ में मुझे यह कहने का निर्देश हुआ है कि विश्वविद्यालय अनुदान आयोग निम्न पदों के लिए अपनी स्वीकृति प्रदान करता है ।

पद	अनुशासित वेतनमान	तदनुसार पे बैंड एवं ग्रेड पे	
		पे बैंड	ग्रेड पे
हिन्दी टकक	3050-4590	पी०बी० -1	1900
हिन्दी अनुवादक	6500-10500	पी०बी० -2	4200
हिन्दी अधिकारी	8000-13500	पी०बी० -3	5400

अतः आपसे अनुरोध है कि उपरोक्त पदों का तुरन्त ही सृजन करके उन्हें दो माह की अवधि तक भरने की कृपा करें ताकि सघ की राजभाषा नीति का विधिवत अनुपालन हो सके । इस संबंध में कार्यवाही करके आयोग का तुरन्त सूचित करें ।

भवदीया,

(मंजु सिंह)
संयुक्त सचिव

ANNEXURE - 3

डॉ. (श्रीमती) रेणु बत्रा
Dr. (Mrs.) Renu Batra

संयुक्त सचिव एवं मुख्य सतर्कता अधिकारी
Joint Secretary & C.V.O.



दूरभाष PHONE कार्यालय OFF : 011-23238876

फैक्स FAX : 011-23232297

E-mail : renu@ugc.ac.in

विश्वविद्यालय अनुदान आयोग

बहादुर शाह ज़फर मार्ग,

नई दिल्ली-110 002 (भारत)

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110 002 (INDIA)

7th June, 2013

No.F.63-1/2010 (CU)

The Vice Chancellor
Central University of Himachal Pradesh
PO Box No. 21, Dharamshala
Dist - Kangra
Himachal Pradesh - 176 215

Subject: Approval of Non-Teaching posts under XII Plan allocation for new Central Universities - Central University of Himachal Pradesh.

Sir,

I am pleased to convey the approval of 73 (Seventy Three) non-teaching positions in respect of Central University of Himachal Pradesh during the XII Plan as per details below:-

Sl. No.	Designation	Approved Core Pay Scale		No. of posts approved by UGC	Remarks
		Pay Band	Grade Pay		
I	Ministerial Staff				
1.	Assistant Registrar	15600-39100	5400	1	
2.	Section officer	9300-34800	4600	2	
3.	Assistant	9300-34800	4200	4	
4.	Upper Division Clerk	5200-20200	2400	4	
5.	Lower Division Clerk	5200-20200	1900	10	
6.	M.T.S.	5200-20200	1800	2	
7.	Driver	5200-20200	1900	2	
	Total			25	
II	Secretarial Staff				
1.	Private Secretary	9300-34800	4600	2	
2.	Personal Assistant	9300-34800	4200	2	
	Total			4	
III	Library				
1.	Librarian	37400-67000	10000	1	
2.	Assistant Librarian	15600-39100	6000	1	
3.	Information Scientist	15600-39100	5400	1	*
4.	Professional Assistant	9300-34800	4200	1	
5.	Semi Professional Assistant	5200-20200	2800	1	
6.	Library Assistant	5200-20200	2000	2	
7.	Library Attendant	5200-20200	1800	2	
	Total			9	

Sl. No.	Designation	Approved Core Pay Scale		No. of posts approved by UGC	Remarks
		Pay Band	Grade Pay		
IV	Laboratory				
1.	Senior Technical Assistant	9300-34800	4200	3	
2.	Technical Assistant	5200-20200	2800	3	
3.	Laboratory Assistant	5200-20200	2000	6	
4.	Laboratory Attendant	5200-20200	1800	6	
	Total			18	
V	Computer Centre				
1.	Senior Technical Assistant (Computer)	9300-34800	4200	1	
	Total			1	
VI	Health Centre				
1.	Medical Officer	15600-39100	5400	2	(1 Male and 1 Female)
2.	Pharmacist	5200-20200	2800	1	
3.	Nurse	9300-34800	4600	1	
4.	Medical Attendant / Dresser	5200-20200	1800	1	
	Total			5	
VII	Security Services				
1.	Security Officer	9300-34800	4600	1	
2.	Security Inspector	5200-20200	2800	1	
	Total			2	
VIII	Guest House / Hostel				
1.	Public Relation Officer	15600-39100	5400	1	
2.	LDC (for caretaking the job of Guest House)	5200-20200	1900	1	The Post of Caretaker has been rationalised as LDC
3.	LDC (for caretaking the job of Hostel)	5200-20200	1900	1	
4.	Cook	5200-20200	1900	2	
5.	Kitchen Attendant	5200-20200	1800	2	
6.	Hostel Attendant	5200-20200	1800	2	
	Total			9	
	Grand Total			73	

* The post of Information Scientist is purely non-academic post and MACP will be applicable in case of Information Scientist.

The above-mentioned approval is subject to the fulfillment of the following conditions:-

- (i) The University may frame the cadre recruitment rules for each category of posts.
- (ii) The University may strictly adhere to the reservation policy for SC/ST/OBC/PH as per Govt. of India Guidelines while filling up these posts.

- (iii) The University may fill up the sanctioned non-teaching posts under XII Plan period as per actual requirement of University under intimation to UGC.
- (iv) University may maintain a Register of creation of teaching and non-teaching posts indicating the details of posts as per format prescribed by UGC (copy enclosed).

The post of Junior Professional Assistant may be rationalized as Semi Professional Assistant.

In addition to above, total outsourced positions have been enhanced to 75 from 50 sanctioned earlier for the services like Cook / Kitchen Attendant / Hostel / Mess/ Guest House Attendant, Security Guards, Mali, Drivers, Peon / Office Attendants etc. on outsource basis.

It is also to inform you that the expenditure on outsourcing services may be met out of the total funds available with the University under recurring head (31) of Plan Grant. However, the salary expenditure on approved/ sanctioned positions may be met out of salary budget head (36) of Plan Grant.

Yours faithfully,

R. Batra
(Renu Batra)

Encl : As above

V. Talreja

ANNEXURE - 4

No. 7(1)/E.Coord-I/2017
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated, 12th April, 2017

OFFICE MEMORANDUM

Subject: Compendium of instructions for Creation, Revival, Continuation and Transfer of posts.

This Department has issued instructions related to creation, deemed abolition, revival and continuation of posts from time to time. Therefore, in supersession of all previous instructions/ orders regarding creation, continuation, transfer and revival of posts, it has been decided, with the approval of Competent Authority, to issue a compendium of instructions covering all the aspects relating to these issues.

- 2.1 These instructions shall apply to creation/continuation/revival of posts in all Ministries/ Departments, their Attached offices, Subordinate offices, Statutory bodies etc.
- 2.2 Proposal for creation/revival/continuation/supernumerary posts should be routed through IFD of concerned Ministry.
- 2.3 These instructions are not applicable to CPSEs, which may follow the instructions issued by Department of Public Enterprises in this regard.
- 2.4 Instructions in respect of Autonomous Bodies will be issued separately.

3.1 Creation of Posts:

- a. All powers with respect to creation of posts delegated under DFPRs stands withdrawn and only Finance Minister (for below JS level posts) and Cabinet (for JS and above level posts) would be the Competent Authority for creation of posts.
- b. For creation of posts at JS and above levels, only 'Cabinet' and no other 'Standing Committee' is competent, except in respect of requirements relating to national security.
- c. Approval of this Department is not required for creation of Statutory posts. Only those posts may be considered as Statutory, whose name and level/ pay scale have been specifically provided in an Act of Parliament (only post mentioned in Statute, not support staff).
- d. Proposals for creation of posts may be referred to Department of Expenditure through respective IFD with the approval of Secretary and Minister in-charge of the concerned administrative Ministry.
- e. The proposals for creation of posts may be submitted on file, along with the prescribed checklist issued by this Department (Annexure -I). Separate checklist may be prepared for each category of post. Proposals received without proper checklist would not be considered and returned.
- f. Specific exemptions for creation of posts granted to any Ministry/ Department by this Department will however continue.

3.2 The level of approval for creation of posts is summarized in the following tables:

For Ministries/ Departments, Attached offices, Subordinate offices, Statutory bodies etc.

S.No	Level of Post	Competent Authority
1	JS and above	Cabinet
2	Below JS level	Finance Minister

4.1 **Supernumerary Posts:**

The following principles should be observed while creating supernumerary posts:

- a. The supernumerary posts are created for the purpose of accommodating the lien of a Government servant who, though entitled to hold a lien against the regular post, cannot be so accommodated because of non-availability of such a post.
- b. The supernumerary post is a shadow post, i.e. no duties are attached to such a post. The supernumerary post is created for a definite and fixed period. Since, a supernumerary post is created for accommodating an officer till he is absorbed in a regular post, it should not be created for an indefinite period.
- c. The supernumerary post is personal to the officer for whom it is created and no other officer can be appointed against such a post. It stands abolished as soon as the officer for whom it was created vacates it on account of retirement or is accommodated in another regular post. In other words, no officiating arrangements can be made against such a post.
- d. Administrative authorities should maintain a record of the supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holder of the posts retire or are absorbed in regular permanent posts, for the purpose of verification of service for pension.

5.1 **Deemed Abolition & Revival of posts:**

- a. All posts, except newly created posts, kept in abeyance or remaining vacant for a period of more than 2 years in any Ministry/ Department/ Attached office/ Subordinate office/ Statutory body, would be considered as 'deemed abolished' unless an exemption has been given at the time of sanctioning the post.
- b. A post falling into the category of 'deemed abolished' cannot be filled up prior to obtaining its 'revival' from Department of Expenditure.
- c. Statutory posts, the name and level/ pay scale of which is specifically provided for in an Act of Parliament, are exempted from falling in the category of 'deemed abolished' on remaining vacant for a period of more than 2 years. Only the posts mentioned in Statute may be considered Statutory, not their support staff.
- d. Newly created posts (posts which have been sanctioned recently by Department of Expenditure/ Cabinet), which do not have RRs would fall under the category of 'deemed abolished' after a period of 3 years from the date of creation unless it is clarified that this relaxation would not be applicable to those newly created posts which have existing RRs.
- e. Revival of posts would be considered in rare and unavoidable circumstances only.
- f. Proposals for revival of posts may be referred to this Department on file, along with the prescribed checklist issued by this Department (Annexure - II). Separate checklist may be prepared for each post. Proposals received without proper checklist would not be considered.

5.2 All Ministries/ Departments may submit to this Department, within 3 months, an Action Taken Report regarding abolition of posts which are vacant for more than 5 years in the Ministry/ Department and organizations under their administrative control. Further, while

referring any proposal for creation/ revival of posts to this Department, Ministries/ Departments may enclose a Certificate that all posts under their administrative control, vacant for more than 5 years on the date of referring the proposal, have been abolished.

The conditions for deemed abolition are provided in the following table:

S.No	Type of Post	Post Live for
1	Existing Post (held in abeyance/ vacant for more than 2 year)	Post is deemed abolished
2	Newly created Post - RRs Exist	2 year
3	Newly created Post - RRs do not Exist	3 years
4	Existing Post vacant for 5 years	Post may be abolished immediately
5	Statutory Posts	Do not fall under deemed abolition

6.1 Continuation of Posts:

Continuation of posts would be considered subject to continuation of the scheme/project for which the posts were initially sanctioned. For above JS level posts, Department of Expenditure would examine and put up the proposal for approval of Secretary (Exp.), Secretary (DoPT) and Cabinet Secretary. In the case of continuation of Secretary level post, approval of Prime Minister may be obtained by the concerned Ministry/ Department after the approval of Cabinet Secretary.

6.2 Competent Authority for continuation of posts is as follows:

S.No	Level of Post	Competent Authority
1	JS and below level	DoE
2	Above JS level	CoS [Secretary (DoE), Secretary (DoPT) and Cabinet Secretary]
3	Secretary level	CoS as above. Thereafter, Ministry to obtain approval of PM

7. Transfer of Posts:

A post sanctioned for a specific purpose in an organization may not be diverted for another purpose at the same or different station. Cases of transfer/ diversion/ adjustment of posts would amount to creation of new post with simultaneous abolition of existing post and prior approval of Department of Expenditure is required for the same.

8. This issues with the approval of Finance Minister.


 (Renu Sarin)
 Deputy Secretary (E.C.I)
 Tel # 2309 2761

To,

1. Secretaries of all Ministries/ Departments of Government of India
2. Financial Advisers of all Ministries/ Departments of Government of India

F.No. 54-4/2018-CU.III
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
19th June, 2018

To
The Finance Officer,
Central University of Himachal Pradesh,
PO Box: 21, Dharamshala,
District Kangra,
Himachal Pradesh-176215.

Subject: Meeting of Finance Committee of Central University of Himachal Pradesh.

Sir,

Please refer to the agenda items of the 22nd meeting of the Finance Committee of Central University of Himachal Pradesh to be held on 20th June, 2018 on 11:00 AM at Camp. Office Dharamshala, Central University of Himachal Pradesh.

2. Our comments on the Agenda items are as under:-

Item No.	Agenda	Comments
22.1.	Confirmation of the minutes of the 20 th meeting of the Finance Committee held on 29.12.2017.	Minutes of the last meeting may be discussed and decided subject to their compliance with Government of India rules, regulations, etc.
22.2	Action Taken Report on the decision of the 20 th meeting of the Finance Committee held on 29.12.2018.	May be considered.
22.3	To place before the Finance Committee the status of Audit Paras.	May take immediate steps to settle the pending audit paras.
Items for reporting and ratification		
22.4	To place before the Finance Committee the progress of expenditure as on 31.3.2018.	May be discussed.
22.5	To place before the Finance Committee letters received from the UGC regarding Grants-in-Aid approved and released for Salary & Recurring components for the year 2018-19.	May be noted.
Items for consideration and approval.		
22.6	To place before the Finance Committee the Annual Accounts for the year 2017-18.	Annual Accounts may be submitted to the Ministry within the prescribed time limit.

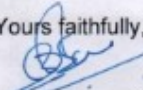
.../-

: 2 :

3. Further, the University, while considering the agenda items must strictly follow the instructions issued by MHRD vide letter No. 61-19/2015-Desk U dated 3.3.2016. Rules and Regulations of Govt. of India and amendments/modifications issued thereunder from time to time especially those relating to the GFRs, DFPRs and the Guidelines/Instructions issued by Department of Expenditure, CVC, etc. may also be strictly followed. It is the sole responsibility of the University and its concerned officials to ensure strict compliance to the above mentioned extant rules, instructions and guidelines issued by the Gol.

4. This issues with the approval of Joint Secretary (CU), MHRD.

Yours faithfully,


(C.P. Ratnakaran)

Under Secretary to the Government of India

Copy to Prof. Kuldeep Chand Agnihotri, Vice Chancellor of Central University of Himachal Pradesh.



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
मानव संसाधन विकास मंत्रालय, भारत सरकार
(Ministry of Human Resource Development,
Govt. of India)
बहादुरशाह जफर मार्ग नई दिल्ली - 110 002
Bahadurshah Zafar Marg, New Delhi-110002
Phone : 011-23406429, 011-23406309



ज्ञान-विज्ञान विमुक्तये

F.29-6/2017(CU)

June, 2018

The Finance Officer
Central University of Himachal Pradesh
PO Box 21, Dharamshala
District Kangra - 176 215,
Himachal Pradesh

19 JUN 2018

Subject : Comments on the Agenda Items for the Meeting of Finance Committee of Central University of Himachal Pradesh to be held on 20th June, 2018 at 11:00 A.M. in the Committee Room, Camp Office, Dharamshala - regarding.

Sir,

Please refer to your letter F.No.5-3/(22nd)/CUHP/2010/109-116 dated 05.06.2018 on the subject mentioned-above, the undersigned is direct to convey the comments of UGC on the agenda items as under:-

Item No.	Name of the Item	Comments of CU Bureau
Item No.22.1	Confirmation of the minutes of the 20 th meeting of the Finance Committee held on 29.12.2017 (Annexure-22.1A).	Subject to strict compliance of the relevant statutory provisions of the University and also strict compliance of the related Govt. of India instructions and guidelines including those issued by the Central Vigilance Commission, the minutes may be confirmed.
Item No.22.2	Action Taken Report on the decisions of the 20 th meeting of the Finance Committee held on 29.12.2017 (Annexure-22.2A).	As above.
Item No.22.3	To place before the Finance Committee the status of Audit Paras as directed by the MHRD for reporting vide letter F.No.9-2/2014-IFD dated 23 rd March, 2017 (Annexure-22.3A).	The observations of Audit are extremely serious and needs to be discussed in detail in the FC meeting. University is required to take necessary action as per rules and in case of irregularities the responsibility may be fixed and make recoveries wherever necessary. Further, university may constitute a Standing Audit Committee to review the Audit Paras and settle the audit paras at the earliest under the intimation of UGC/MHRD.
Reporting and Ratification		
Item No.22.4	To place before the Finance Committee the progress of expenditure as on 31.03.2018 (Annexure-22.4A).	May be discussed in the Finance Committee. However, university must ensure that necessary recovery for overpayment to the Registrar due to wrong fixation of pay, as already communicated by UGC vide its letter No.F.71-6/2012(CU) dated 23.02.2018 (copy enclosed) may be done under the intimation to UGC.

Item No.	Name of the Item	Comments of CU Bureau
Item No.22.5	To place before the Finance Committee letters received from the UGC regarding Grants-in-aid approved and released for Salary and Recurring Components for the year 2018-19 (Annexure-22.5A).	In place of reporting the letter received from UGC, University has to place the agenda on the budgetary requirement for the year 2018-2019 as per actual requirement of the University. It is also a mandatory requirement of the University as per Act of the University to pass the budget with the statutory bodies of the University.
Items for consideration and Approval		
Item No.22.6	To place before the Finance Committee the Annual Accounts for the financial year 2017-18. A hard copy of the Annual Accounts 2017-18 will be placed before the Committee at the time of meeting.	The Annual Accounts for the financial year 2017-18 is not enclosed with the agenda. Therefore, No comments to offer on this item. This may be discussed in the Finance Committee meeting.

This has the approval of Joint Secretary (CU), UGC.

Yours faithfully,

(Sushma Rathore)
Under Secretary

o/c
K. K. Singh
19/6/18

Sub
ISSUED

The Committee approved the proposal and recommended to the Executive Council for approval.

(Professor H R Sharma)
Finance Officer (Additional Charge) & Secretary
Central University of Himachal Pradesh

Countersigned

**Professor Kuldeep Chand Agnihotri
Vice Chancellor-Chairman**