

**MINUTES OF THE 78TH MEETING OF THE FINANCE COMMITTEE
HELD ON 18TH JULY, 2012 AT 11.30 A.M. IN THE BOARD ROOM,
VICE CHANCELLOR'S BLOCK**

The following were present:

1.	Prof. M. Aslam	Vice-Chancellor	Chairman
2.	Shri A. N. Jha	JS & FA, MHRD	Member
3.	Shri M. P. Gupta	Addl. Secy. (Retd.)	Member
4.	Prof. Nawal Kishore	Director, SOMS	Member
5.	Shri L. M. Pandey	Finance Officer	Secretary

Shri U.S. Tolia, Registrar (Admn) attended the meeting as a Special Invitee.

Shri Anant Kumar Singh, JS (CU&L), MHRD could not attend the meeting due to his pre-occupation. He was represented by Shri Abhimanyu Basu, Director, MHRD.

Shri T. K. Kaul, Deputy Registrar; Shri S. K. Sharma, Deputy Registrar; and Shri Kamaldeep Singh Bhatia, Asstt Registrar were present to assist the Committee.

The Chairman welcomed the members of the Finance Committee to the 78th meeting. He also welcomed Shri A. N. Jha, JS & FA, MHRD to his first meeting of the Finance Committee.

At the outset, the Chairman informed the Committee about streamlining of some of the processes in the University. He also pointed out that a large number of projects numbering about 175 are being shown in the list but most of these projects are either having zero balances or have no transactions for a number of years. He also informed that expenses on advertisement which had crossed ₹35 crore last year, has come down substantially. It has been made a policy to give less advertisement about admissions in national newspapers and more in regional newspapers by the Regional Centres. Our students are spread all over India and are thereby near to the Regional Centres, so advertisement in regional newspapers would be more visible and effective. The Chairman also informed that results of term-end examination of December 2011 have been declared in 30 days and University has also used SMS services, wherever possible, to communicate results to the students. He also gave a brief account of the technological breakthrough in

conducting of examination in various parts of the world for 30 students, which was controlled from IGNOU Headquarters.

The Committee appreciated the step taken by the Vice-Chancellor to streamline administrative and financial management of IGNOU.

The Chairman then requested the Secretary to present the agenda items. The following agenda items were presented:

FC 78.1 To confirm the minutes of the 77th meeting of the Finance Committee held on 26th December, 2011.

78.1.1 The Secretary informed that MHRD vide its letter No. F.5-53/2011-DL dated 16th January 2012 on the minutes of the 77th meeting of the Finance Committee informed that the old programmes be reviewed and only relevant programmes should be retained and this procedure may be made statutorily mandatory.

78.1.2 The Secretary also informed apart from this that no other comments have been received on the minutes of 77th meeting of the Finance Committee. It was suggested that programmes be also updated alongwith review.

78.1.3 With the observations of the MHRD, the minutes of the 77th meeting of the Finance Committee held on 26th December 2011 have been confirmed.

78.2 Action Taken Reports in respect of the recommendations of 75th, 76th and 77th meetings of the Finance Committee held on 25th May, 2011, 12th July, 2011 and 26th December, 2011 respectively. The minutes of the meetings of 75th & 76th Finance Committee were confirmed by the Board of Management in its 109th meeting held on 27th August, 2011 and minutes of 77th meeting of the Finance Committee was confirmed by the Board of Management at its 110th meeting held on 29th December, 2011.

78.2.1 The Action Taken Report on the 75th, 76th and 77th meetings of the Finance Committee as given in the agenda note have been noted by the members of the Finance Committee. It was suggested that in future wherever action taken is incomplete or no action has been taken on the decision of the Finance Committee, that may be highlighted in the ATR.

- 78.3 To report the action taken on Re-appropriation of funds since last meeting of the Finance Committee.**
- 78.3.1 The Finance Committee noted the re-appropriation of funds carried out by the University during the financial year 2011-12 as given in Annexures 1 and 2 to the agenda item.
- 78.4 To consider and approve the royalty – one time payment – to the authors for the text material used by the University.**
- 78.4.1 The Finance Committee noted the recommendations of the School Board of School of Humanities and that of the Academic Council in respect of rates of the royalty for using literary pieces in the text material as a part of study material within the unit or in a separate compilation.
- 78.4.2 The Finance Committee after deliberations, recommended for approval by the Board of Management the rates of royalty at ₹10,000/- per text (essay/short story/one act play/a critical essay/memoir/poem or a few short poems). In case of translated text, the royalty of translator may be the 50% of the royalty of the author provided that the translation has been done with author's permission.
- 78.5 To consider and approve the Annual Accounts of the University for the year 2011-12 to be submitted to DGACE for Audit.**
- 78.5.1 A presentation on Annual Accounts 2011-12 of the University was made to the Finance Committee showing the trends in receipts and expenditure under various major heads for the last five years.
- 78.5.2 Shri M. P. Gupta suggested that a contribution of ₹75 crore made during 2011-12 from Non-Plan to Plan was mainly on account of Capital expenditure and can be shown in the Balance Sheet directly as Assets.
- 78.5.3 The members of the Finance Committee were appreciative of the compilation of the accounts directly through the ODL Soft System and the presentation comprising comparable analysis of the receipt and expenditure under major heads of preceding four financial years (2007-08 to 2010-11). As regards the point raised above, it was clarified that the expenditure incurred for creation/purchase of assets has been reflected in the Balance Sheet.

- 78.5.4 The Finance Committee recommended the Annual Account 2011-12 of the University for approval by the Board of Management.
- 78.6 To consider and approve revision of remuneration payable for pre-exam activities of Student Evaluation Division such as paper setting, moderation, translation and vetting.**
- 78.6.1 The Finance Committee noted that the existing rates for payment of remuneration/honorarium to the experts for various pre-exam confidential activities such as setting of question paper, moderation of question paper, translation and vetting etc. were last revised in May 2007. Since then, the price index have shown considerable upward movement. The Finance Committee also noted that the Vice-Chancellor constituted a Committee for examining the rates of remuneration. It also noted that the financial impact in approving the recommendations of the Committee in revising the rates of remuneration would be ₹ 26.38 lakh.
- 78.6.2 The Finance Committee after deliberations, recommended for approval by the Board of Management for revising the remuneration/ honorarium to experts for various pre-exam activities as per **Appendix-I**.
- 78.7 To consider and approve the payment norms for Guest Lecturers, Workshops, Practical and Evaluation etc. for Face-to-Face Programmes.**
- 78.7.1 The University started some face-to-face programmes a few years back. Though such programmes are under review as per the directions of the Board of Management, but the students already admitted have to complete the programmes. In absence of norms, University has been facing difficulties in making payments to Guest Lecturers, Workshops, Practical and Evaluation. The Committee noted that the Vice Chancellor has constituted a Committee under the chairmanship of Prof. Gopinath Pradhan, Director, SOSS to develop uniform and comprehensive payment norms for all such activities.
- 78.7.2 The Finance Committee after deliberations, recommended for approval by the Board of Management the norms of payment for Guest Lecturers, Workshops, Practical and Evaluation as per **Appendix-II**.

78.8 To report the minutes of the meeting of the Investment Committee held on 12th June, 2012.

78.8.1 The Finance Committee noted the investments made by the University on the recommendations of the Sub-Committee of the Investment Committee from December 2010 to May 2012. The Finance Committee also noted that the Investment Committee has recommended for approval in enhancing the upper limit of investment from present ₹40 crore to ₹50 crore with any single institution/bank (including all branches).

78.8.2 The Finance Committee recommends for approval in enhancing the upper limit of investment from present ₹40 crore to ₹50 crore with any single institution/bank (including all branches) by the Board of Management.

With the permission of the Chairman, the following items were presented as table items.

78.9 To consider closure of some Sponsored Projects.

78.9.1 The Finance Committee was informed that about 175 projects are listed in Schedule 3.4 (b) of the Annual Accounts. Out of these only 90-95 projects are at present in operation. Other projects have either zero balances or have no transactions for last more than five years.

78.9.2 The Finance Committee after deliberations, recommends transfer of balance available in such projects which have no transaction since 2006-07 or earlier to the Main Bank Account of the University for the approval of Board of Management. The amount received on transfer be used by the University for the purpose of investment only. The projects are to be formally closed as per the existing Project Guidelines of the University. In case there is any demand at any stage from any of such projects, the same may be met out of such invested amount of the University Account.

78.10 To consider transfer of unspent balance of IGNOU-MOPR-UNDP Project to IGNOU Account

78.10.1 The Finance Committee was informed that there had been some unspent balance lying in IGNOU-MOPR-UNDP Project. The working of the project has been completed and it has also been

subjected to audit. The unspent balances of the project are proposed to be transferred to the University Account for utilization in National ODL Centre for Local Governance. The transfer of funds shall be carried out after the project is formally closed.

78.10.2 The Finance Committee after deliberations, recommended for approval by the Board of Management for transfer of available unspent balance from IGNOU-MOPR-UNDP Project to IGNOU Account for utilization in National ODL Centre for Local Governance, after which the project stands formally closed.

78.11 To report the decision of the 66th meeting of Establishment Committee held on 17th July, 2012 on the grant of grade pay of ₹ 4600/- Pay Band – 2 (₹9300-34800) to the Senior Assistants/Personal Assistants Grade-II cadres of the University.

78.11.1 The Finance Committee was informed that Senior Assistants/Personal Assistants Grade-II of the University were given grade pay of ₹4200/- in Pay Band (₹9300-34800). Subsequently an Office Memorandum No. F.No.1/1/2008-IC dated 16th November 2009 was issued by the Department of Expenditure, Ministry of Finance for grant of Grade Pay of ₹4600/- in the Pay Band PB-2 to Assistants of Central Secretariat Service, Armed Forces Headquarters Service, Indian Foreign Service “B” and Railway Board Secretariat Service and their counterpart Stenographer Services. IGNOU has adopted recommendations of the Sixth Central Pay Commission upto Group “B” and this recommendation is the part of the Sixth Central Pay Commission.

78.11.2 The Finance Committee was also informed that some other Institutes/Organizations like Gutam Budha University, NOIDA/ESIC/NHRC/Mizoram University/NIRT (ICMR)/NDMA, etc., have also extended the Grade Pay of ₹4600/- in Pay Band - 2 (₹ 9300-34800) to their Assistants/Personal Assistants which are equivalent to Senior Assistants and Personal Assistants Grade-II respectively in this University.

78.11.3 The Finance Committee was also informed that Section Officers and Senior Personal Assistants have already been extended Grade Pay of ₹4800 in Pay Band-2 on the same analogy as was done in the case of Section Officers/Senior Personal Assistants of the CSS/CSSS of Central Secretariat Services w.e.f. 1st January 2006.

78.11.4 The Finance Committee after deliberations, recommended for approval by the Board of Management for extending Grade Pay of ₹4600/- to the Senior Assistants and Personal Assistants Grade-II of the University with effect from 01/01/2006 as per Ministry of Finance Office Memorandum dated 16th November 2009.

The meeting ended with a vote of thanks to the Chair.

(M. Aslam)

Vice-Chancellor & Chairman, FC