

The West Bengal National University of Juridical Sciences

Minutes of the 102nd Meeting of the Finance Committee of WBNUJS held on 25th January 2018.

Sl. No.	Agenda Item	Resolution	Remarks																
1.	Confirmation of the Minutes of the 101 st Meeting of the Finance Committee held on 03/01/2018	<p>The Minutes of the 101st Meeting of the Finance Committee held on 03/01/2018 were placed for confirmation.</p> <p><u>Resolution</u></p> <p>The members of the Finance Committee unanimously confirmed the Minutes with following addition in the Minutes of the Agenda Item No. 3.</p> <p>In case more than one candidate are selected through IDIA, the University shall also support them subject to availability of the University Fund.</p>																	
2.	Proceedings of the Procurement Committee	<p>The Minutes of the 24th Meeting of the 'Procurement Committee' held on 15/01/2017 was placed for kind perusal and direction as follows and as per the directions of the 59th Meeting of the Executive Council held on 06/01/2018:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th> <th style="text-align: center;">Agenda Items</th> <th style="text-align: center;">Value of Expenditure</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Agenda Item No. 1</td> <td>Total Expenditure will be around Rs. 68376/-</td> <td>Submitted for information</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Agenda Item No. 2</td> <td>Total expenditure not known; only the rate has been finalized after negotiation</td> <td>Submitted for information</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Agenda Item</td> <td>Total expenditure</td> <td>Submitted for</td> </tr> </tbody> </table>	Sr. No.	Agenda Items	Value of Expenditure	Remarks	1	Agenda Item No. 1	Total Expenditure will be around Rs. 68376/-	Submitted for information	2	Agenda Item No. 2	Total expenditure not known; only the rate has been finalized after negotiation	Submitted for information	3	Agenda Item	Total expenditure	Submitted for	
Sr. No.	Agenda Items	Value of Expenditure	Remarks																
1	Agenda Item No. 1	Total Expenditure will be around Rs. 68376/-	Submitted for information																
2	Agenda Item No. 2	Total expenditure not known; only the rate has been finalized after negotiation	Submitted for information																
3	Agenda Item	Total expenditure	Submitted for																

		<table border="1"> <tr> <td></td> <td>No. 3</td> <td>will be Rs. 15000/-</td> <td>information</td> </tr> <tr> <td>4</td> <td>Agenda Item No. 4</td> <td>nil</td> <td>Submitted for information</td> </tr> </table> <p><u>Resolution</u></p> <p>The Finance Committee noted the Minutes of the 24th Meeting of the Procurement Committee.</p>		No. 3	will be Rs. 15000/-	information	4	Agenda Item No. 4	nil	Submitted for information									
	No. 3	will be Rs. 15000/-	information																
4	Agenda Item No. 4	nil	Submitted for information																
3.	Proceedings of the Works Committee	<p>The Minutes of the 32nd Meeting of the ‘Works Committee’ held on 17/01/2018 was placed for kind perusal and direction are as follows and as per the directions of the 59th Meeting of the Executive Council held on 06/01/2018:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Agenda Items</th> <th>Value of Expenditure</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Agenda Item No. 2</td> <td>Rs. 24000/-</td> <td>Submitted for information</td> </tr> <tr> <td>2</td> <td>Agenda Item No. 3</td> <td>Rs. 14000/-</td> <td>Submitted for information</td> </tr> <tr> <td>3</td> <td>Agenda Item No. 4</td> <td>Rs. 6000/-</td> <td>Submitted for information</td> </tr> </tbody> </table> <p><u>Resolution</u></p> <p>The Finance Committee noted the Minutes of the 32nd Meeting of the Works Committee.</p>	Sr. No.	Agenda Items	Value of Expenditure	Remarks	1	Agenda Item No. 2	Rs. 24000/-	Submitted for information	2	Agenda Item No. 3	Rs. 14000/-	Submitted for information	3	Agenda Item No. 4	Rs. 6000/-	Submitted for information	
Sr. No.	Agenda Items	Value of Expenditure	Remarks																
1	Agenda Item No. 2	Rs. 24000/-	Submitted for information																
2	Agenda Item No. 3	Rs. 14000/-	Submitted for information																
3	Agenda Item No. 4	Rs. 6000/-	Submitted for information																
4.	Proposal for procurement of car of the Vice Chancellor	<p>The matter arises out of the 92nd Meeting of the Finance Committee held on 21/08/2017 towards procurement of the car of the Vice Chancellor. The 55th Meeting of the Executive Council held on 15/07/2017 has ratified the direction of the Finance Committee for procurement of the car of the Vice</p>																	

	<p>Chancellor within Rs. 15 lakhs.</p> <p>The Registrar and Accounts Officer as per the direction of the Finance Committee have tried to negotiate but eventually it was found that the rate of the approved car i.e. XUV 500 7str BSIV in GEM is much lower. But after much persuasion the GEM Gateway could not be accessed in this regard. Thereafter the same was reported to the members of the Finance Committee who directed to take quotations for the said model from the authorized vendors in Kolkata.</p> <p>Accordingly quotations have been received from the different authorized vendors of Mahindra & Mahindra Ltd. as well as from the Government and Institutional Sales Division of Mahindra and Mahindra Ltd., and they have agreed to sale the vehicle at GEM price with condition to sale it through their channel partner / representative.</p> <p>The Members of the Finance Committee in its 99th Meeting directed that the University shall obtain proper explanation on the price and break-up of the various components of tax and transportation charges and to be placed in next Finance Committee meeting for deliberation and decision. However the matter was communicated to M/s. Mahindra and Mahindra and they have agreed to be present in person before the Members of the Meeting of the Finance Committee. Accordingly, Mr. B. Ghosh, representative of Mahindra and Mahindra was present in the meeting of the Finance Committee where he appraised the Committee that Mahindra and Mahindra is offering a better model i.e. XUV W9 model as an alternative offer for XUV W8 model. He also suggested that the University should opt for XUV W9 model and provided a breakup of the price of XUV W9 model to be purchased through GEM at on road price of Rs. 14,00,931/-. The on road price as available from internet of XUV W9 model is about Rs. 17.48 lakhs. The members principally agreed to procure W9 model through GEM purchase / rate.</p> <p>As there appears some confusion in respect of calculation of GST and CESS, the Finance Committee directed Mr. Prithwish Saha to consult the Commercial Tax Department, Government of West Bengal to ascertain the GST and CESS, applicable, and inform the Committee in the next meeting.</p> <p>Accordingly, Mr. Saha visited Mr. Rajat Paul, PRO, West</p>	
--	---	--

		<p>Bengal Goods and Service Tax Department, Government of West Bengal and as per his direction a letter has been sent for getting clarification. The reply of the same is awaited for next course of action pls. The matter was submitted for information and direction.</p> <p><u>Resolution</u></p> <p>The Finance Committee directed that the matter shall be followed up with the Commercial Tax Department by Mr. Saha for early response. The matter was deferred for the next meeting.</p>	
<p>5.</p>	<p>Proposal for installation and commission of Bio-metric System in the University</p>	<p>The University felt the necessity of implementation and commissioning of the Bio-Metric System in the University immediately only for the staff members. It was a pending issue for implementation of such system for all students, faculty members and staff of the University. However, the University felt that such implementation shall be only made for staff members of the University and accordingly estimate / quote has been taken from M/s. WEBEL Technology Ltd. (A Govt. of West Bengal Undertaking) in this regard for Rs. 1,04,386.64/- (approx).</p> <p>The matter was placed before the 100th meeting of the Finance Committee who directed to defer the same to be placed before the next meeting.</p> <p>Accordingly the matter was placed before the 101st Meeting held on 03/01/2017 where the same was approved to be installed and commissioned from WEBEL Technology Ltd. as per the above mentioned price.</p> <p>The Vice Chancellor later felt that the same shall be installed and commissioned both for faculty members and staff and work out for the installation shall be done accordingly from day one, once all the name of the staff and faculty are fitted and after detailing the same to M/s. WEBEL as there is no extra cost involved for such arrangement.</p> <p>The matter was submitted for information.</p>	

		<p><u>Resolution</u></p> <p>The Finance Committee members unanimously approved the proposal for implementation and commissioning of the Biometric System for all employees of the University.</p>	
<p>6.</p>	<p>Proposal for decision on Investment of Matured Value of Rs. 2.25 crores presently lying with the University in GOI Bonds or alternative bonds</p>	<p>In the meeting of the Executive Council held on 11/11/2017 while discussion was raised about item 6 of the 93rd Finance Committee in relation to investment of 8.3 Crore in RBI Bond, Ms. Vaneeta Patnaik brought to the knowledge of the Executive Council members that there is possibility of getting incentives from State Bank of India, Main Branch, if we negotiate with them for bulk purchase of RBI Bond. Registrar (Acting) informed the Executive Council that 97th meeting of the Finance Committee approved further investment of 2.25 Crores in RBI Bond and Ms. Vaneeta Patnaik can assist us in getting discounted price from SBI or to deposit directly in RBI. Executive Council members unanimously decided that assistance of Ms. Vaneeta Patnaik may be taken for investing 2.25 Crore in terms of 97th Finance Committee decision.</p> <p>In terms of the decision of the Executive Council to assist the University in getting incentives through State Bank of India while making deposit in RBI GOI Bond, a three members committee was constituted by office order being number 830/Reg/17 dated 16th November 2017. The committee was directed to submit report within seven days.</p> <p>The committee submitted its report on 18-12-2017 along with one 'write up' describing the nature and other details of five types of bonds including Public & Private Bonds. The proceedings of the Committee for its four meetings held in this regard are annexed herewith for perusal and decision.</p> <p>The matter was deferred in 101st Meeting of the Finance Committee held on 03/01/2018 and the submitted for directions.</p>	

		<p><u>Resolution</u></p> <p>The Finance Committee perused the report of the ‘Investment Committee’</p> <p>The Finance Committee unanimously decided the University Fund cannot be invested where there exist uncertainty in return or involve risk. The Accounts Officer informed the Finance Committee that IDBI is offering highest interest rate among nationalized bank @ 6.75% without any penal charges for foreclosure.</p> <p>The Finance Committee also perused the Ministry of Finance, Government of India Circular No. – F.No. 7/96/2005-BOA dated 17/02/2006 according to which IDBI is at par with Nationalised Bank as GOI share holding is not less than 51%.</p> <p>As RBI bonds are no more available for the University to invest, the Finance Committee unanimously decided to invest the amount in IDBI.</p> <p>Incase RBI reintroduces bond, the University can switch over for such bond.</p>	
<p>7.</p>	<p>Proposal for requirement of I.T. Support services in the University Campus</p>	<p>University is consistently facing several challenges in providing maintenance and ensuring regular upgradation of our IT infrastructure due to lack of in-house man power. We may mention here that in the last one year we have undertaken three major IT related project, namely digitization of class room, implementation of ERP system where in several elements of our academic and administrative processes are being digitised and enhancement of security system.</p> <p>The nature of IT infrastructure is such that it requires frequent updation of knowledge of the manpower associated with its maintenance and upgradation. Any knowledgeable person appointed today may not fit tomorrow unless he/she keeps abreast with the development in the field.</p> <p>Further, it is difficult to find the diverse types of skills and expertise required to maintain and upgrade different components of our IT infrastructure in one or one set of persons.</p>	

	<p>In order to get effective maintenance and upgradation of IT infrastructure several organisations including Governmental departments are therefore availing the Facilities Management Service (FMS) through some reputed companies. It helps the organizations to well maintain their IT Infrastructure through representative staffs but also services of experts associated with such FMS companies.</p> <p>Given the likely requirements of our digital classroom, ERP Software, digital security system as well as Ministry of Human Resource Development's directive on joining the Swayam Platform on MOOC Courses and National Academic Depository, the University shall require extra-manpower and it may be more effective and convenient from a managerial point of view to engage required personnel through such FMS services. As stated above, it would also allow the University to have requisite expertise.</p> <p>In West Bengal, the WEBEL, a Government of West Bengal enterprise, provides similar FMS services to several organizations including some governmental departments. The same was informed by Mr. Debasish Majumdar, Project Coordinator, WEBEL.</p> <p>The University thereafter asked him to assess the need of staff and the estimated cost involved in providing FMS service at NUJS. All our inventories has been sent to him in this regard. The email communication was attached. The list of IT materials sent to WEBEL was attached.</p> <p>WEBEL submitted a quotation of Rs. 513,000/- per quarter for providing four persons as man-power to be housed at University to run IT help desk and maintenance. The proposal of WEBEL was enclosed.</p> <p>WEBEL being Government of West Bengal Enterprise, we may consider the proposal for assigning them responsibility of maintaining our IT infrastructure.</p> <p>The matter was placed before the 100th meeting of the Finance Committee who directed to defer the same to be placed before the next meeting.</p>	
--	---	--

The members of the Finance Committee in its meeting held on 03/01/2018, unanimously decided to call the representative of M/s. WEBEL Technologies for further discussion and clarification in next meeting of the Finance Committee.

Accordingly, the same was informed to M/s. Webel Technologies Ltd. for taking necessary action from their end.

The matter was submitted for directions.

Resolution

The representative of WEBEL, Mr. Debasish explained the Finance Committee members, the kind of work and manner in which they will operate I.T. Helpdesk.

The Finance Committee approved the proposal for a period of one year and renewal shall be dependent upon performance appraisal.

The existing contractual employee of WBNUJS shall continue to work as part of the I.T. Support & Service while his salary shall be paid from University fund but he shall work under the supervision and guidance of WEBEL.

Accordingly, the budget for the above proposal needs to be revised by WEBEL as one of the staff salary shall be paid by WBNUJS.

The Finance Committee directed the same to be placed before the next meeting with revised budget estimates from M/s. WEBEL Technology Ltd.

<p>8</p>	<p>Beautification of Water Body with fountain & mural in front of Gents Hostel of WBNUJS</p>	<p>The renovation / beautification of the <u>Water Body with fountain & mural in front of Gents Hostel of WBNUJS</u> is a long pending issue with the University. Accordingly after much persuasion and discussion with the PWD an estimate of Rs. 21,73,927/- has been placed before the Building Committee and Building Committee unanimously approved the proposal.</p> <p>The matter was placed before the 100th meeting of the Finance Committee who directed to defer the same to be placed before the next meeting.</p> <p>The matter was again put up in the 101st Meeting of the Finance Committee where it was directed that the University shall obtain the design of work to be carried out by the PWD or call the representative to explain the design in the next meeting.</p> <p>Accordingly, the same was informed to PWD for taking necessary actions from their end.</p> <p>The matter was submitted for direction.</p> <p><u>Resolution</u></p> <p>The Finance Committee directed to defer the agenda for the next meeting.</p>	
<p>9</p>	<p>Prayer for increment of contractual salary for Mr. Manabendra Ghosh, DEO, SDME</p>	<p>The University received a prayer from Mr. Manabendra Ghosh, DEO, SDME for increment in his salary from Rs. 30000/- to Rs. 70000/- p.m.</p> <p>Mr. Ghosh is working with WBNUJS since 2008 and due to the conditions beyond control his salary has been reduced. His prayer regarding the same was enclosed.</p> <p>The matter was placed before the 101st Meeting of the Finance Committee held on 03/01/2018 and the same was deferred for the next meeting.</p> <p>The matter was submitted for directions.</p>	

		<p><u>Resolution</u></p> <p>The Finance Committee directed that the University shall conduct review of Mr. Manabendra Ghosh's work and place the report in the meeting of the Finance Committee for further deliberation and discussion.</p>	
<p>10.</p>	<p>Pay fixation of Dr. Anirban Mazumder, Professor, WBNUJS</p>	<p>Dr. Anirban Mazumder, Professor, WBNUJS has prayed before the authority for his pay fixation (Annexure 10A). The University authorities has considered his prayer and as per the FR 22 (1) (Annexure 10B) and his initial basic pay will be as per the following :</p> <p>Rs. 46,400 + Rs. 9,000 = Rs. 55,400/- + 3% increment = Rs. 1670/-</p> <p>The proposed basic pay will be Rs. 48,110 + Rs. 10000 (Grade pay) = Rs. 58,110/-.</p> <p>The UGC Rules regarding counting of past services are also enclosed as annexure 10C.</p> <p>The matter was placed before the 101st Meeting of the Finance Committee held on 03/01/2018 and the Finance Committee deferred the agenda for the next meeting.</p> <p>The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The Finance Committee directed that appropriate rules / regulations as well as resolution of the Executive Council and or General Council may be placed in the next meeting.</p>	

<p>11</p>	<p>Proposal for funding for the Registration Fee of the students participating in the prestigious 13th ICC Mediation Competition to be held in Paris, France from 2nd February to 7th February, 2018</p>	<p>Some students of the University have been selected for <u>participating in the prestigious 13th ICC Mediation Competition to be held in Paris, France from 2nd February to 7th February, 2018</u> and they have prayed for the <u>cost of the Registration fees only of INR 60,079/-</u> (Rupees Sixty thousand and seventy nine) out of total estimated expenses of around Rs. 5,21,394/- including the registration fees.</p> <p>The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The Finance Committee approved the proposal.</p>	
<p>12</p>	<p>Repairing or replacement of underground cable for Staff Quarters</p>	<p>The technical department of the University informed the authorities that there is a severe power problem in one of the main incoming cable of staff quarters is disconnected which might happen due to underground cable fault. The University electrician has also confirmed that the yellow phase of the underground cable is damaged.</p> <p>The Engineers of the PWD (Electrical) have been informed and after inspection of the sight they have quoted a sum of Rs. 1,42,634/- (Rupees one lakh forty two thousand six hundred thirty four only) approximately as per our letter sent to them.</p> <p>The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The Finance Committee approved the proposal.</p>	
<p>13</p>	<p>Stock verification of list of Missing Books</p>	<p>The Library has started its annual stock verification for the year 2017 through the Virtua, the ILM Software from VTLS Inc., used in the NUJS Library and not based on the actual inventory (hard copy of the accession registers). The following books were found lost, the cost break up of which are as follows :</p>	

		Currency	No. of Books	Total Amount	
		INR	58	67657.50	
		GBP	15	617.93	
		USD	2	223.95	
		Gratis	17	Not applicable	
		CCC	9	Details not available	
		<p>The lists of books lost are also enclosed.</p> <p>The matter was submitted for information and further direction if any</p> <p><u>Resolution</u></p> <p>The Finance Committee noted the information about missing books.</p>			
<p>14</p>	<p>Internal Audit – Regarding</p>	<p>The matter arises out of the Audit Report which was placed in the 58th Meeting of the Executive Council held on 10/12/2017 through Finance Committee where the present audit firm of the University (M/s. Sen & Co.) in their Audit report have pointed out to introduce Internal Audit for smooth and better management of Finance and Accounts of the University and the same was approved for conducting Internal Audit by the outside Agency viz. Chartered Accountant Firm.</p> <p>Accordingly, the advertisement for the same has been put up on 14/12/2017 in the University website and 42 firms have submitted quotation. The list of quotationers is enclosed for ready reference.</p> <p>The University felt that a Committee may be formed by the Finance Committee for examining the various aspects for selection of acceptable quotationer.</p> <p>The matter was submitted for directions.</p>			

Resolution

The Finance Committee unanimously decided to form a three member Committee consisting of the following :

1. Mr. Dibakar Kanunjna, Former Accounts Officer WBNUJS & Former Registrar MNLU, Mumbai
2. Mr. Manas Kumar Chakraborty, Retd. State Audit & Accounts Service
3. Mr. S. Ghosh, Financial Advisor, Higher Education, GOWB

The above mentioned Committee shall select one of the applicant out of the 42 firms for appointment as Internal Auditor of the University.