

The West Bengal National University of Juridical Sciences

Minutes of the 97th Meeting of the Finance Committee of WBNUJS held on 09th November 2017 (Earlier deferred on 06/11/2017)

Sl. No.	Agenda Item	Resolution	Remarks
1.	Confirmation of the Minutes of the 96 th Meeting of the Finance Committee held on 13/10/2017	<p>The Minutes of the 96th Meeting of the Finance Committee held on 13/10/2017 were placed for confirmation.</p> <p><u>Resolution</u></p> <p>The Finance Committee confirmed the Minutes of the 96th Meeting of the Finance Committee held on 13th October, 2017.</p>	
2.	Proposal for release of another installment of Dearness Allowance enhanced w.e.f. 01.07.2017	<p>The Government of India, Ministry of Finance, Department of Expenditure in their order no. 1/3/2008-E.II(B) dated 26th September 2017 have announced for the release of another installment of Dearness Allowance to all Central Government Employees raising its existing rate from 136% to 139% and that will take effect from 1st July, 2017.</p> <p>In the event of its approval for release of enhanced rate of DA by 3% to all NUJS employees with retrospective effect from 01.07.17 to 30.09.2017, the extra involvement of fund for payment of DA would be around Rs. 2.51 Lakhs (Approximately); which is accommodated in the revised budget estimates of 2017-2018 and provision for same is made in the budget estimate of 2018-2019 under the head, "Salaries and Allowances".</p> <p><u>Resolution</u></p> <p>The members of the Finance Committee have been informed that University follows rate of D.A. as payable to the Central Government Employees pursuant to the decision of the</p>	

		<p>Executive Council resolved in the Meeting held on 27/01/2001.</p> <p>Since the higher bodies have already decided on the issue, nothing further remains to be discussed. The members unanimously approved the proposal for release of another installment of DA to the employee of WBNUJS @139% w.e.f. 01/07/2017 as per office order no. 1/3/2008-E.II(B) dated 26th September 2017 issued by Dy. Secretary, GOI, Ministry of Finance, Dept. of Expenditure.</p>	
3.	Reinvestment of Term Deposit of Rs. 2.25 Crores	<p>In recent time, three term deposits amounting to Rs. 2.25 Crores (approx) have been matured and the University has to reinvest the same. On scrutiny of website of various nationalized bank the University come to know that the maximum interest rate per year on term deposit now-a-days is Rs. 6.60% only. On the other hand, the RBI Government bond is providing the highest interest of 8.00% p.a. which is the highest till date. Hence the University may look forward to reinvest the term deposit of Rs. 2.25 crores (approx) with RBI Government Bonds. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The Finance Committee unanimously approved the proposal for re-investment of these term deposit to the tune of Rs. 2.25 crores (approx) in the R.B.I. Bond through SBI Main Branch, Kolkata.</p>	
4.	Buying the old car of the University used by the Vice Chancellor	<p>The Registrar (Acting) have submitted a letter to the Vice Chancellor stating his personal issue for not buying the car of the University used by the Vice Chancellor as earlier approved in the Finance Committee and later placed in the meeting of the Executive Council held on 28/10/2017. The matter was submitted for perusal and directions.</p> <p><u>Resolution</u></p> <p>Since the Registrar (Acting) has expressed by letter dated 06/11/2017, his desire not to purchase the old car used by the Vice Chancellor, and since the new car of the Vice Chancellor is yet to be purchased, the members unanimously decide that agenda for disposal of car shall be deferred till the new car of</p>	

		<p>the Vice Chancellor is purchased.</p> <p>The request of the Registrar (Acting) is also unanimously approved by the members of the Finance Committee.</p>	
5.	<p>Proceedings of the Procurement Committee</p>	<p>The Minutes of the 19th Meeting and 20th Meeting of the ‘Procurement Committee’ are placed for kind perusal and direction. The matter was submitted for kind approval.</p> <p><u>Resolution</u></p> <p>The members of the Finance Committee unanimously approved item no. 2,5,6 of the 19th Meeting of the Procurement Committee. The Finance Committee members noted item no. 3,7 and 8 and deferred item no. 4 of the 19th meeting of the Procurement Committee.</p> <p>For item no. 1, endeavor shall be made to purchase through GEM and for item no. 9 shall be purchased through Metro Cash and Carry.</p> <p>The Finance Committee members unanimously approved the minutes of the 20th Procurement Committee meeting.</p>	
6.	<p>Proceedings of the Works Committee</p>	<p>The Minutes of the 27th Meeting of the ‘Works Committee’ is placed for kind perusal and direction. The matter was submitted for kind approval.</p> <p><u>Resolution</u></p> <p>The members of the Finance Committee noted that though there are several items of works all relate to Civil Construction work, the members suggest that all this work mentioned herein including civil construction work if any be clubbed together and PWD be approached to give a composite quotation for all the work.</p>	

7.	Proposal for adoption of fees from alumni students in regard to various academic documents	<p>The University felt of streamlining the various processes for issuing of duplicate transcript, degree certificate, character certificate / bonafide certificate and duplicate migration certificate. Accordingly the proposed fees for the same are tabulated below :</p> <table border="1" data-bbox="370 428 1166 947"> <thead> <tr> <th data-bbox="370 428 500 541">Sr. No.</th> <th data-bbox="500 428 902 541">Name of the academic document</th> <th data-bbox="902 428 1166 541">Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 541 500 655">1</td> <td data-bbox="500 541 902 655">Duplicate Transcript (Multiple copy)</td> <td data-bbox="902 541 1166 655">500.00 per copy</td> </tr> <tr> <td data-bbox="370 655 500 722">2.</td> <td data-bbox="500 655 902 722">Duplicate Degree certificate</td> <td data-bbox="902 655 1166 722">1000.00</td> </tr> <tr> <td data-bbox="370 722 500 835">3</td> <td data-bbox="500 722 902 835">Character certificate / bonafide certificate</td> <td data-bbox="902 722 1166 835">100.00 per copy</td> </tr> <tr> <td data-bbox="370 835 500 947">4.</td> <td data-bbox="500 835 902 947">Duplicate Migration certificate</td> <td data-bbox="902 835 1166 947">500.00</td> </tr> </tbody> </table> <p>The University also felt that for issuing a duplicate degree certificate and duplicate migration certificate, apart from the requisite fees mentioned above, a GD shall be lodged at local police station and an advertisement of the same shall be published in the newspaper. Thereafter the alumni or the concerned student shall apply with a copy of the GD and newspaper advertisement after payment of requisite fees to the University. Once the above documents are submitted as required by the University, the requisite certificate shall be issued to the respective student / candidate.</p> <p>The same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017, 95th Meeting of the Finance Committee held on 20th September 2017 and 96th Meeting of the Finance Committee held on 13/10/2017 where the same was deferred. The matter was submitted for direction.</p>	Sr. No.	Name of the academic document	Amount (Rs.)	1	Duplicate Transcript (Multiple copy)	500.00 per copy	2.	Duplicate Degree certificate	1000.00	3	Character certificate / bonafide certificate	100.00 per copy	4.	Duplicate Migration certificate	500.00	
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		<p><u>Resolution</u></p> <p>The proposal is passed subject to the variation that only in case of issuing of duplicate certificate owing to loss or misplacement thereof by the student concerned, University shall insist for filing of G.D. with the local police station and on production of receipt of such thereon, duplicate certificate will be issued. In all other cases the University shall not insist on production of the receipt of the G.D.</p>	
8	Proceeding of the Meeting of the Building Committee	<p>The Minutes of the Meeting of the 'Building Committee' held on 12/09/2017 are placed for kind perusal and information.</p> <p>The same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017 and 95th Meeting of the Finance Committee held on 20th September 2017 and 96th Meeting of the Finance Committee held on 13th October 2017 where the same was deferred. The matter was submitted for kind approval.</p> <p><u>Resolution</u></p> <p>The Minutes of the Building Committee held on 12/09/2017 were approved with the following views :</p> <p>a) The work related to Civil Construction would be clubbed together as decided in the earlier agenda and to be placed before the PWD.</p> <p>b) In respect of item no. 4, the University shall issue a letter to PWD Electrical seeking quotation for replacement of damage air-conditioner and incidental work whereafter the quotation shall be placed with the PWD (Civil).</p>	
9	Proposal for procurement of a Multitrack recorder with accessories	<p>It has been a demand of the Students community for procurement of recording device for important lectures, etc. held in the University. Accordingly they did a survey and found that the approximate cost for the Multitrack recorder with accessories will be Rs. 140,000/-. (Rupees One lakh forty thousand only).</p> <p>The University felt that the same shall be procured through the procurement norms of the Procurement Committee.</p>	

		<p>The same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017 and 95th Meeting of the Finance Committee held on 20th September 2017 and 96th Meeting of the Finance Committee held on 13th October 2017 where the same was deferred. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The members of the Finance Committee are of the opinion that the upgraded gazettes for education are required for the benefit of the student and principally agree that those are required.</p> <p>The matter be placed before the procurement Committee for procuring the material through our transparent process.</p>													
10	AMC Proposal for Photocopier Machine installed in CRSGPP, WBNUJS	<p>The University received an AMC Proposal for photocopier and printing machine installed in CRSGPP, WBNUJS (Cannon Image Runner Advanced 4225 with duplex printing) as one year after procurement had already passed.</p> <p>Accordingly rates has been collected from three vendors (all authorized vendors of Cannon Photocopier machine) which are enumerated below :</p> <table border="1" data-bbox="370 1108 1174 1698"> <thead> <tr> <th data-bbox="370 1108 483 1220">Sr. No.</th> <th data-bbox="483 1108 906 1220">Name of the Vendor</th> <th data-bbox="906 1108 1174 1220">Amount Quoted (Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1220 483 1381">1</td> <td data-bbox="483 1220 906 1381">M/s. Bengal Tracom Pvt. Ltd.</td> <td data-bbox="906 1220 1174 1381">0.38paise per copy (minimum 3000 copies)</td> </tr> <tr> <td data-bbox="370 1381 483 1543">2</td> <td data-bbox="483 1381 906 1543">M/s. Unicom Infotech Pvt. Ltd.</td> <td data-bbox="906 1381 1174 1543">0.34paise per copy (minimum 2000 copies)</td> </tr> <tr> <td data-bbox="370 1543 483 1698">3</td> <td data-bbox="483 1543 906 1698">M/s. Aircon Communications Pvt. Ltd.</td> <td data-bbox="906 1543 1174 1698">0.40paise per copy (minimum 1900 copies)</td> </tr> </tbody> </table>	Sr. No.	Name of the Vendor	Amount Quoted (Rs.)	1	M/s. Bengal Tracom Pvt. Ltd.	0.38paise per copy (minimum 3000 copies)	2	M/s. Unicom Infotech Pvt. Ltd.	0.34paise per copy (minimum 2000 copies)	3	M/s. Aircon Communications Pvt. Ltd.	0.40paise per copy (minimum 1900 copies)	
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		<p>From the above it has been found that M/s. Unicom Infotech Pvt. Ltd has been quoted the lowest considering the other parameters.</p> <p>The same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017 and 95th Meeting of the Finance Committee held on 20th September 2017 and 96th Meeting of the Finance Committee held on 13th October 2017 where the same was deferred. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The Committee discussed the matter and deferred the proposal. All the three vendors has been asked to be invited for negotiation in the next meeting with the prior intimation to the vendor that there would be one year long contract with no minimum assurance of minimum number of copies.</p> <p>However, the vendor would raise monthly bill on the basis of actual photocopy made for the month.</p>	
<p>11</p>	<p>Substation Maintenance</p>	<p>The matter arises out of the 93rd Meeting of the Finance Committee held on 28/08/2017.</p> <p>The Substation of the University is not put under regular maintenance and there problems like malfunctioning of HT Breakers of the transformers and ACBs and LT Panel has to be serviced and filtration of transformer and oil and BOCB oil needs to be done.</p> <p>In this regard, the technical department of the University contacted three vendors who are PWD enlisted and they have submitted their quote as per the following :</p> <ol style="list-style-type: none"> 1. M/s. Electrical Associates – Rs. 96500.00 + applicable taxes 2. M/s. Mondal Electric Concern – Rs. 92000.00 + applicable taxes 3. 3. M/s. Electrical Syndicates – Rs. 92200.00 + applicable taxes <p>As per above a comparative statement was also placed.</p> <p>The matter was placed before the 91st Meeting of the Finance Committee held on 08/08/2017 and the Finance Committee directed that due to the wide variation in the price of each of</p>	

the items quoted by the bidders and has expressed their doubt about the quality of work. The members are of the considered opinion that the testing department of WBSEDCL shall be consulted for Overhauling of substation maintenance work and their response shall be placed in the next meeting of the Finance Committee.

Accordingly, the WBSEDCL has been communicated for such purpose and the same was placed in the 92nd Meeting of the Finance Committee held on 21/08/2017 who directed to collect credentials of the companies and to get explanation on 'NG' quoted in each quotation. Committee also suggested that if any we receive any response from WBSEDCL, it shall be placed in the next meeting but the University is yet to receive a response in this regard from them.

The matter was again placed in the 93rd Meeting held on 28/08/2017 where the Finance Committee directed that the Accounts Officer and the Campus Supervisor, WBNUJS has been entrusted to negotiate with M/s. Electrical Syndicate who will provide detail breakup as committed verbally in presence of the members of the Finance Committee for the materials that will be provided for the job at the earliest.

Accordingly the Accounts Officer and the Campus Supervisor, WBNUJS has negotiated the matter where the vendor has negotiated to provide the University a less of 6% on the actual total cost or billing.

The same was placed before the 95th Meeting of the Finance Committee held on 20/09/2017 where the same was deferred.

The matter was submitted for directions.

Resolution

The Finance Committee approved the proposal. M/s. Electrical Syndicate which quoted Rs. 92,200/-plus applicable taxes hiring reduced 6% on the actual total cost or billing happened to be the lowest bidder.

It was also discussed that M/s. Electrical Syndicate has better experience than the other two vendors.

<p>12</p>	<p>Procurement of various goods for day to day use</p>	<p>The matter arises out of the 89th Meeting held on 29/07/2017 (Agenda Item No. 3) towards proceedings of the Procurement Committee where the Finance Committee directed that in order to reduce the cost of procurement one officer of the University having expertise and experience to identify and segregate procurement items which can be bought directly from organization / companies like Metro Cash & Carry, Co-operative Societies and or from direct manufacturers. This would reduce the burden of the Procurement Committee to finalise the rates. In respect of other items, the procurement would be made on case to case basis by the Procurement Committee.</p> <p>As per the above directions the product items has been identified and accordingly a list has been finalized to be procured from the METRO CASH AND CARRY and BENGAL CHEMICALS which are of day to day use to the University.</p> <p>The matter was placed before the 96th Meeting of the Finance Committee held on 13/10/2017 and the same was deferred. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The Finance Committee members unanimously approved the proposal and the list submitted to be procured from METRO CASH AND CARRY and BENGAL CHEMICALS.</p>	
<p>13</p>	<p>Sponsoring for Global Law Deans' Forum 2017</p>	<p>The University received a proposal for sponsoring in the Global Law Deans' Forum 2017. Previously the University was a member for the Global Law Deans' Forum to be held at 8th -9th November 2017 and 10th to 11th November 2017 will be the Annual Meeting. However the same got discontinued due to non submission of sponsorship money to Symbiosis Law School, Pune.</p> <p>The concept note of the event and the various options of Sponsorship for the event were enclosed.</p> <p>The same was placed before the 96th Meeting of the Finance Committee held on 13th October 2017 where the same was</p>	

		<p>deferred. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The members of the Finance Committee noted that as the programme is already over, the agenda stands withdrawn.</p>	
14	Construction of the Security Room at the Entry of the University from the Rajpath side Gate	<p>The University felt that a Security Room needs to be constructed beside the <u>Rajpath side Gate</u> of the Campus. Accordingly, the University approached to the PWD, Government of West Bengal for quotations. PWD provided us with an estimate of Rs. 5,08,574/- for construction of such room. The matter was placed before the Works Committee and Building Committee who recommended the same to be placed before the Finance Committee for directions. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The decision taken with regard to Agenda Item No. 8, the Minutes of the Building Committee shall be applicable to present agenda also.</p>	
15	Partitioning of Room No. 305 & 306	<p>There was a necessity to provide decent office space for faculty members. Each faculty member associated with one School out of 7 Schools of the University.</p> <p>Room No. 305 and 306 is almost empty and easier to execute renovation work. It is proposed that faculty office room with wooden partition and furniture can be made in room no. 305 and 306.</p> <p>Accordingly, PWD was approached and they have submitted an estimate for the said work which was placed.</p> <p>The matter was placed before the Works Committee and Building Committee who recommended the same to be placed before the Finance Committee for directions.</p> <p>The matter was submitted for directions.</p>	

		<p><u>Resolution</u></p> <p>The decision taken with regard to Agenda Item No. 8, the Minutes of the Building Committee shall be applicable to present agenda also.</p>	
16	<p>Civil Work for Construction of Hostel Side Gate of the Library (Including the Floor Renovation for the same)</p>	<p>The University library is open till late night and 24 hours during examination. It was felt to open gate at the back side of the library so that students can direct access from the hostel during night times.</p> <p>PWD, Government of West Bengal was approached for quotations / estimates and they have submitted the estimate which was attached.</p> <p>The matter was placed before the Works Committee and Building Committee who recommended the same to be placed before the Finance Committee for directions. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The decision taken with regard to Agenda Item No. 8, the Minutes of the Building Committee shall be applicable to present the agenda also.</p>	
17	<p>Construction of Physically challenged persons Toilets in two floors of the Academic Block</p>	<p>The Construction of Physically challenged persons Toilets in two floors of the Academic Block of the University has become extremely essential as the Physically challenged Students face extreme difficulty in accessing the toilets of the academic blocks.</p> <p>The University therefore on discussion with the PWD Engineers felt that construction of the Physically challenged persons Toilets in two floors of the Academic Block of the University shall be constructed in the ground floor and second floor.</p> <p>Accordingly PWD, Government of West Bengal has been approached and they have submitted the quotations for Rs. 4.64,665/- (Ground Floor) and Rs. 2,90,656/- (Second Floor) respectively. The matter was submitted for directions.</p>	

		<p><u>Resolution</u></p> <p>The decision taken with regard to Agenda Item No. 8, the Minutes of the Building Committee shall be applicable to present agenda also.</p>	
<p>18</p>	<p>Maintenance and upgradation of toilets of Academic Building</p>	<p>The matter arises out of the 94th Meeting of the Finance Committee held on 13/09/2017 where proposal for renovation of toilets was placed before the Committee due to repeated complaints from the Student community. In that regard, PWD, GOWB has been approached and they have submitted quotations for the same amounting to Rs. 66,15,861/- (Rs. 24,88,697 + Rs. 41,27,164). The Finance Committee directed that Rs. 66,15,891/- is much higher compared to the nature and extent the of work to be executed. It was resolved that PWD, GOWB shall be approached for negotiation to bring down the cost for the same.</p> <p>Accordingly PWD has been approached and thereafter they have been called before the meeting of the Finance Committee to be held on 07/09/2017for negotiation. The matter was submitted for directions.</p> <p>PWD Officers thereafter held the negotiation meeting as directed and also apprised the University Officials in the Building Committee meeting held on 12/09/2017 that reduction of price would result in comprising quality. It was also stated that PWD would invite tenders with Rs. 66,15,891/- as the reserve price. They expect the prospective bidder to quote around 10-15% less than the reserve price.</p> <p>In that respect, the reduced amount would either be transferred by PWD to the Bank Account of WBNUJS or will be adjusted against future work to be carried out by PWD. The Finance Committee members approved the proposal to give work to PWD and take necessary steps.</p> <p>The matter was again ratified in the 56th Meeting of the Executive Council held on 28/10/2017.</p> <p>Now while calculating their estimates for preparation of making the advanced payment, it was found that there are some anomalies in the bill / estimate raised by the PWD to the</p>	

		<p>University. The same was pointed out to the PWD, Government of West Bengal and the same was put up in the meeting for direction. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The decision taken with regard to Agenda Item No. 8, the Minutes of the Building Committee shall be applicable to present agenda also.</p>	
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