

**MINUTES OF THE 123RD MEETING
OF THE FINANCE COMMITTEE
HELD ON VIRTUAL MODE ON
26th FEBRUARY, 2023 AT 04.00 PM.**

**THE WEST BENGAL NATIONAL
UNIVERSITY OF JURIDICAL
SCIENCES**

123rd Meeting of the Finance Committee

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Registrar (Acting)
WBNUJS, Kolkata


Vice Chancellor
WBNUJS, Kolkata

The West Bengal National University of Juridical Sciences.
Dr. Ambedkar Bhavan, Salt Lake, Kolkata.

The Hundred Twenty Third meeting of the Finance Committee was held through virtual mode on 26th February, 2023 at 04.00 PM at Dr. Ambedkar Bhavan, 12LB Block, Sector-III, Salt Lake City, Kolkata-700106.

Following members were present in the meeting through virtual mode:

1. Hon'ble Professor (Dr) Nirmal Kanti Chakrabarti, Vice-Chancellor, WBNUJS.
2. Mr. Soumendra Nath Mookherjee, Advocate General, West Bengal.
3. Mr. Ratnanko Banerji, Sr. Advocate , Treasurer, WBNUJS (In chair).

The following member was not able to attend the meeting due to other official work:

- 1) Mr. Manish Jain (IAS), Principal Secretary, Higher Education Department, Govt. of West Bengal.

The meeting was scheduled to be held at 01.00 PM as mentioned in the Agenda book. However, due to some unforeseen circumstances, the meeting was deferred to be held at 04.00 PM.

Mr. Pradip Kumar Panja, Law Secretary, Govt. of West Bengal attended the meeting at the pre-scheduled time at 01.00 PM but to some pre-occupations it was not possible for him to attend the meeting at the re-scheduled time at 04.00 PM on the same date.


Smt. Sikha Sen, Registrar (Acting), Ex-Officio Secretary was physically present in the meeting.



Registrar (Acting)
WBNUJS, Kolkata


Vice Chancellor
WBNUJS, Kolkata

The West Bengal National University of Juridical Sciences
Minutes of the 123rd Meeting of the Finance Committee of
WBNUJS held on 26th February, 2023 at 04.00 PM.

Sl. No.	Agenda Item	Resolution																
1.	Confirmation of the Minutes of the 122 nd Meeting of the Finance Committee	<p>Confirmation of the Minutes of the 122nd Meeting of the Finance Committee which was held on 21st October, 2022.</p> <p>The minutes are enclosed as at Annexure-1A.</p> <p>Submitted before the Committee for confirmation.</p> <p>Resolution</p> <p>The Minutes of the 122nd Meeting of the Finance Committee held on 21st October, 2022 as placed is confirmed.</p>																
2.	Ratification of the Minutes of the Procurement Committee	<p>The Minutes of the 109th Meeting to 112th Meeting of the Procurement Committee are placed for kind perusal and ratification as per Annexure-2A.</p> <p>The minutes of the Procurement Committee meeting are enumerated below:</p> <table><tr><th>Sl No.</th><th>Meeting of the Procurement Committee</th><th>Date held</th><th>Annexure</th></tr><tr><td>1</td><td>109th Meeting</td><td>19/10/2022</td><td>2A</td></tr><tr><td>2</td><td>110th Meeting</td><td>04/11/2022</td><td>2B</td></tr><tr><td>3.</td><td>111th Meeting</td><td>23/11/2022</td><td>2C</td></tr></table>	Sl No.	Meeting of the Procurement Committee	Date held	Annexure	1	109 th Meeting	19/10/2022	2A	2	110 th Meeting	04/11/2022	2B	3.	111 th Meeting	23/11/2022	2C
Sl No.	Meeting of the Procurement Committee	Date held	Annexure															
1	109 th Meeting	19/10/2022	2A															
2	110 th Meeting	04/11/2022	2B															
3.	111 th Meeting	23/11/2022	2C															


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		<table><tr><td></td><td>(Including Joint Meeting with IT Committee)</td><td></td><td></td></tr><tr><td>4.</td><td>112th Meeting</td><td>04/01/2023</td><td>2D</td></tr></table>		(Including Joint Meeting with IT Committee)			4.	112 th Meeting	04/01/2023	2D
	(Including Joint Meeting with IT Committee)									
4.	112 th Meeting	04/01/2023	2D							
		Submitted for perusal and approval.								
		Resolution								
		The Minutes of the 109 th to 112 th Meeting of the Procurement Committee as circulated are being ratified.								
3.	Consideration of Request of Mr. Vijay Kishore Tiwari, Assistant Professor, for Release of Arrear on Double Transport Allowance with retrospective effect on implementation of allowance or Date of Appointment	<p>The matter arises in continuation of Agenda No.12 of the 120th Meeting of the Finance Committee regarding grant of Double Transport Allowance for the beneficiaries under PWD categories employees. The matter has resolved with approval of Committee Members and effect was given vide Office Order No.1300/Reg/22, dated 05.07.2022 wef. 01.07.2022.</p> <p>Now the incumbent has submitted a prayer through email dated 13.11.22, where he has requested to Grant of Transport Allowance at double the normal rate since from the date of appointment itself at The WBNUJS Kolkata on regular scale of pay.</p> <p>In this regard a copy of Ministry of Finance OM No.21/1/2018-E.IIB, Dated 15.09.2022 (Para 3.3, 4.1 and 5.4) has submitted by the incumbents, which placed at Annexure- 3A</p> <p>Submitted for perusal and further directions, please.</p> Resolution								
		Resolved that the request of Mr. Vijay Kishore Tiwari, Assistant Professor claiming transport allowance at double rate with retrospective effect from 04 th January, 2018, i.e. from the date of his joining at NUJS, is approved as per said OM dated 15.09.2022 of Govt of India.								

4.	Proposal for Implementation of Delegation of Financial Powers 2023 at The WBNUJS Kolkata	<p>The University, taking into consideration the substantial increase in the educational, administrative and developmental activities, for streamlining the activities and for efficient and effective working methods propose for further delegation of Financial Powers. For such purpose, the Draft Rules on considering the activities of this University are placed before the Finance Committee in Annexure- 4A.</p> <p>Submitted before the committee for perusal and directions.</p> <p>Resolution</p> <p>Resolved that the proposal for implementation of the Delegation of the Financial Powers 2023 is approved.</p> <p>It is further clarified that for budget concurrence in respect of expenditure relating to the respective sections as mentioned in Sl. No. 01-10 in page no 65 of the Agenda Book, any two of the mentioned officer is delegated to recommend for approval, of which Registrar shall be one of the signatory in ordinary circumstances. However in respect of disbursement of payments, the sanctioning and passing authority will be as per Sl. No. 02-04 as mentioned in page no 66 of the Agenda book. Moreover, Vice Chancellor may ask any expenditure below Rs.25,000/= (Rupees twenty five thousand) to be placed for any direction, if necessary.</p> <p>Further resolved that the Delegation of Financial Powers, 2023 to be made effective on and from 01st April, 2023.</p> <p>Resolved further that the matter to be placed before the Executive Council for perusal and approval.</p>
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[Signature]
 Registrar (Acting)
 WBNUJS, Kolkata

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 Vice Chancellor
 WBNUJS, Kolkata

5.	Submission of Budget Estimate for the Year 2023-24 and Revised Estimate for the year 2022-23	<p>The Budget Estimate for the Year 2023-24 and Revised Estimate for the year 2022-23 were placed at Annexure-5A for kind consideration and approval.</p> <p>In this regard it may further noted that the Budget Head of Expenses has been re-grouped and re-classified from previous practice keeping into view of matter related to disclosure of head wise detailed information for various Institutional Reporting (NAAC, NIRF, etc.) and placed at Annexure- 5A.</p> <p>A copy of previous year budget is also placed at Annexure- 5B for better comparison of the budget with detailed compliances.</p> <p>Submitted for consideration and direction please.</p> <p>Resolution</p> <p>Resolved that the Budget Estimate for the FY 2023-24 and the Revised Budget Estimate for FY 2022-23 is approved. The tentative deficit of Rs. 19,37,625/- in respect of the revised estimate for the FY 2022-23 is proposed to be funded from the grants from the state government and / or from the recovery of the fees dues from the students in respect of the preceding Financial Years. The Accounts Officer of the University is directed to submit a statement of the fees to be recovered from the students in respect of the preceding Financial Years in the next finance Committee meeting.</p>
6.	Release of Arrear on Promotion under Career Advancement Scheme (CAS) of the Faculty Members	<p>The matter arises on account of release of Arrear on Promotion under Career Advancement Scheme (CAS) of the Faculty Members. A Copy of detailed calculation sheet with consent of Faculty Members are placed at Annexure-6A.</p> <p>Towards disbursement of arrear to the Individual faculty members, the total budget estimate came around Rs.1.3</p>

		<p>Crores (approx.) from the Revised Budget Head of Salary Academics.</p> <p>The relevant copy of Office Order and documents are placed at Annexure- 6B.</p> <p>Submitted for perusal and further directions.</p> <p>Resolution</p> <p>Resolved that the proposal for release of arrear on account of promotion under Career Advancement Scheme for the 08 (eight) faculty members is approved as per University Office Order vide Ref No. 1344/Reg/22 dated 27.09.2022.</p> <p>Further resolved that prior to disbursement of the arrear payments, an undertaking to be obtained from the individual faculty members before release of payment as per attached format.</p>
7.	<p>Proposal for implementation of Group Personal Accident Insurance Policy for the employees of the University</p>	<p>The matter arises from the resolution of Agenda No. 04 of the 80th Meeting of the Staff Welfare Committee held on 15th July, 2022 where it was proposed that an Accidental Insurance Policy for all the employees of the University may be implemented, the premium of which will be paid out of the Staff Welfare Fund. Accordingly, proposal collected from the following government agencies -</p> <ul style="list-style-type: none"> i) National Insurance Company Limited ii) India Post Payment Bank <p>The approximate expenditure of Rs. 41,000/- (Rupees Forty One Thousand only) per annum to be required to implement this policy within this Financial Year. The India Post Payment Bank has submitted the lowest quotation @ Rs.399/- per person in the policy name of Group Accident Insurance (Group Accident Guard).</p> <p>The relevant documents are placed in Annexure- 7A</p> <p>Submitted for perusal and further directions.</p> <p>Resolution</p>

		<p>The Finance Committee resolved that proposal for implementation of Group Personal Accidental Policy for all the staff of the University ,both permanent or temporary or contractual, is approved. Further resolved that the workers in the University Mess may be included within this scheme on entering a Declaration that they will not claim any right to be University Employees by enjoying this benefits.</p> <p>The Committee further resolved that the expenditure for premium payable in respect of the Insurance policy to be borne from the University fund and not from the Staff Welfare Fund.</p> <p>Further resolved that regarding the selection of the Insurance company, the University should take into consideration the claim settlement parameter before entering into any insurance contract with the company.</p>
8.	<p>Submission of Explanation in respect of Audited Statement of Annual Accounts for the Financial Year 2021-22</p>	<p>The matter arises from the Agenda No.12 of 122nd Meeting of Finance Committee, where it was resolved that the explanation from Accounts Section in respect of observations mentioned in the Notes on Accounts in the Audit Report for the Financial Year 2021-22 to be placed before the next meeting of the Finance Committee.</p> <p>The detailed explanation in respect of Audited Statement of Annual Accounts of the University for the Financial Year 2021-22 is placed in Annexure- 8A. Submitted for information please.</p> <p>Resolution</p> <p>The members of the Finance Committee after perusal of the explanations in respect of the Audited Statements placed in the Agenda, approved the Audited Statements of Annual Accounts for the FY 2021-22.</p>

		<p>The committee recommended that the University to implement the system of Internal Audit with effect from 01st April, 2023 onwards.</p> <p>Further resolved that the University should take necessary action for regularisation of the Gratuity policy with Life Insurance Corporation of India and also include the new employees from date of joining basis under the said policy.</p>
9.	Request for Enhancement of Pay of University Electrician under Contractual engagement	<p>The matter arises on account of an application submitted by Mr. Prabir Kumar Khotel on 13.02.2023 who is engaged as an Electrician in the University under contractual terms of service. Mr. Khotel contractual service condition has been improved w.e.f. 01.11.2022 under Government of West Bengal Memo No.1033-F (P2), dated 08.02.2019 and No.3998-F(P2), dated 15.07.2019 and his remuneration has been fixed at Rs.19,000/- per month as per fixation of said OM.</p> <p>Mr. Khotel requested for an enhancement of pay along with supporting documents in the said application. The report of the Campus Supervisor dated 15.02.2023 on satisfactory performance of Mr. Khotel is also placed in this connection.</p> <p>The relevant documents are placed in Annexure -9A. Submitted for perusal and further directions.</p> <p>Resolution</p> <p>Resolved that the University should enquire from other NLUs and similar Organisations in respect of practices followed over there regarding additional allowance paid for working beyond the normal shift hours and the matter to be placed in the next meeting of the Finance Committee.</p>

[Signature]
 Registrar (Acting)
 WBNUJS, Kolkata

[Signature]
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 Vice Chancellor
 WBNUJS, Kolkata

10.	Guidelines regarding Utilisation of Donations covered under Section 80G of the Income Tax Act	<p>The matter arises in connection with the resolution of Agenda No. 10 of the 118th Meeting of the Finance Committee held on 22nd January 2022 where the Registration of the University for receipt of donation under section 80G of the Income Tax Act was noted by the Finance Committee. Subsequent to such registration, the University is in receipt of donations claiming exemptions under Section 80G.</p> <p>In this regard it is brought to the notice of the Finance Committee that the Central Board of Direct Taxes vide Notification G.S.R. No 212 (E), dated 26th March, 2021 and Notification G.S.R. No 622 (E), dated 10th August 2022 prescribed for compliance requirements regarding receipt and utilization of the donations received. The failure to comply with such statutory requirements may lead to cancellation of Registration of the University.</p> <p>Pursuant to such requirements, it is proposed that a separate bank account to be opened for receipt of the donations and guidelines to be developed for utilization of the amounts received as donations.</p> <p>The relevant documents are placed at Annexure- 10A Submitted for perusal and further directions.</p> <p>Resolution</p> <p>The Finance Committee resolved that the Guidelines regarding the donations eligible for exemption u/s 80G to be prepared and placed in the next meeting of the Finance Committee.</p>
11.	Proposal for implementation of Campus WIFI and LAN	<p>The matter arises from the resolution of Agenda No. 15 of the 112th Meeting of the Procurement Committee held on 04th January 2023 where the committee proposed that a tender to be floated in the line of "Expression of</p>

Network services for the University	<p>Interest” for implementation of Campus WIFI and LAN network services for the University. Accordingly, a tender was floated vide Ref No. WBNUJS/EOI/002/Network/2022-23 dated 16.01.2023. The last date for submission of bids was initially fixed at 31.01.2023 which was further extended to 07.02.2023.</p> <p>In response to such tender, only a single (01 no.) bid from BSNL is being received within the stipulated time frame. As the required number of bid documents is not received, the committee may direct on the evaluation process (technical + financial) considering the single bid.</p> <p>The modalities of technical evaluation of the bid submitted based on the parameters as mentioned in tender floated needs to be decided before further course of action.</p> <p>The amount of the price bid submitted by BSNL amounts to Rs. 7,71,47,619/- (Rupees Seven Crores Seventy One Lakhs Forty Seven Thousand Six Hundred Nineteen only) and the validity of the price bid is one month. The detailed break-up of the components of the financial bid as mentioned below:</p> <table><tr><th>Sl. No.</th><th>Description of Component</th><th>Amount (including GST 18%)</th><th>Remarks</th></tr><tr><td>1.</td><td>Mobility</td><td>Rs. 1,60,33,545/-</td><td>Upfront single payment</td></tr><tr><td>2.</td><td>Switches & Firewall</td><td>Rs. 3,58,36,329/-</td><td>Upfront single payment</td></tr><tr><td>3.</td><td>Associated Networking Components</td><td>Rs. 34,25,838/-</td><td>Upfront single payment</td></tr></table>	Sl. No.	Description of Component	Amount (including GST 18%)	Remarks	1.	Mobility	Rs. 1,60,33,545/-	Upfront single payment	2.	Switches & Firewall	Rs. 3,58,36,329/-	Upfront single payment	3.	Associated Networking Components	Rs. 34,25,838/-	Upfront single payment
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		<table><tr><td>4.</td><td>Installation Charges</td><td>Rs. 33,80,187/-</td><td>Upfront single payment</td></tr><tr><td>5.</td><td>On-site Support (for 5 years)</td><td>Rs. 77,10,120/-</td><td>Upfront single payment</td></tr><tr><td>6.</td><td>Rental for 1 gbps line (for 5 years)</td><td>Rs. 1,07,61,600/-</td><td>Upfront single payment</td></tr><tr><td colspan="2">TOTAL</td><td>Rs. 7,71,47,619/-</td><td></td></tr></table>	4.	Installation Charges	Rs. 33,80,187/-	Upfront single payment	5.	On-site Support (for 5 years)	Rs. 77,10,120/-	Upfront single payment	6.	Rental for 1 gbps line (for 5 years)	Rs. 1,07,61,600/-	Upfront single payment	TOTAL		Rs. 7,71,47,619/-	
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5.	On-site Support (for 5 years)	Rs. 77,10,120/-	Upfront single payment															
6.	Rental for 1 gbps line (for 5 years)	Rs. 1,07,61,600/-	Upfront single payment															
TOTAL		Rs. 7,71,47,619/-																
		<p>The relevant documents are placed at Annexure – 11A. Submitted for perusal and further directions.</p> <p>Resolution</p> <p>The Finance Committee resolved that since only one single bid was submitted in response to the tender, the technical specifications based on which the tender was floated needs to reviewed by experts and subsequently the decision regarding re-tendering may be taken.</p> <p>Further resolved that the specifications being followed in other NLUs to be collected and the practices followed in such institutes to be reviewed for better understanding.</p> <p>The matter to be placed in the next meeting of the Finance Committee with such documents.</p>																
12.	Proposal for hiring of unutilized BSNL Hostel & Halls and part of Administrative Building of the Telephone Exchange	The matter arises from the Agenda No 07 of the 122 nd meeting of the Finance Committee where the University proposed for hiring of unutilized BSNL Hostel and part of Administrative Building at Salt Lake Telephone Exchange. The Finance Committee requested for clarification on certain issues prior to final approval on the matter. The clarifications on the issues are mentioned as follows: 1) It is clarified that the lease agreement between the University and BSNL need not require compulsory																

registration. BSNL agreement with other agencies in the similar matter has not been registered as may be seen in Annexure –

- 2) The terms of lease agreement enquired from Bidhannagar Sub-Registry Office revealed that there is no fixed Market value declared by the government and it depends upon the value of the property and location of the property and as agreed upon by the parties.
- 3) The revision / enhancement of rent as proposed in the agreement is reasonable as because in practice in the locality every eleven months revision of rent is effected.

All the aforesaid issues have been consulted with the Office of the Sub-Registrar, Bidhannagar Municipality. As the matter was considered urgent, as per the direction of the Hon'ble Vice-Chancellor, the agenda was circulated through email of the Accounts Officer dated 06th February, 2023 attached with the relevant documents. Pursuant to this circulation, two separate agreements were entered between the University and BSNL as on 14th February, 2023. As per the terms and conditions of the agreements, the following amount is payable to the BSNL upfront:

Sl. No	Purpose of Payment	Mode of Calculation	Amount (Rs.)
1.	Security Deposit payable for the Hostel Building	Three months rent @ Rs. 9,00,460/- per month	Rs. 27,01,380/-
2.	Advance rent payable for the Hostel Building	Six months rent @ Rs. 9,00,460/-	Rs. 63,75,257/-

		per month + GST @ 18%	
3.	Security Deposit payable for the Administrative Building	Three months rent @ Rs. 11,05,200/- per month	Rs. 33,15,600/-
4.	Advance rent payable for the Administrative Building	Six months rent @ Rs. 11,05,200/- per month + GST @ 18%	Rs. 78,24,816/-
	TOTAL		Rs. 2,02,17,053/-

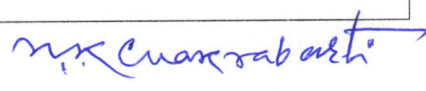
(Rupees Two Crores Two lakhs Seventeen Thousand Fifty Three only).

Further to be noted that as per the terms of the agreement the Advance rent payable upfront will be adjusted from the 50% of monthly rental amount payable subsequently till the advance is fully liquidated. Considering such adjustment, the annual amount of rent payable to BSNL for the next twelve months amounts to Rs. 1,42,00,072/-only. For the subsequent years the annual rental expenditure will amount to Rs. 2,84,00,144/- only.

Accordingly, it is proposed that the proposal for hiring of BSNL training institute hostel and part of BSNL Administrative Building, Salt Lake may be accepted as recommended by the Executive Council.

The relevant documents are placed at **Annexure – 12A**. Submitted for perusal and approval.


Registrar (Acting)
WBNUJS, Kolkata


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		<p><u>Resolution</u></p> <p>Resolved that the matter hiring of two buildings of BSNL Hostels & two floors of Halls and part of Administrative Building of the Telephone Exchange, at Salt Lake is approved by the Finance Committee.</p> <p>Further resolved that matter to be placed before the Executive Council before disbursement of any payment in this regard.</p>
13.	<p>Release of retirement and terminal benefit of Mr. Abhijit Nandi, Data Entry Operator of the University</p>	<p>The matter arises from the resolution of Agenda No. 17 of the 122nd Meeting of the Finance Committee where it was resolved that the service book of the incumbent to be prepared and the terminal benefits to be computed within one month.</p> <p>In this regard, the note from the Accounts Section was submitted before the Authorities dated 05, January, 2023. (Annexure – 13A).</p> <p>The service book in respect of Mr. Abhijit Nandi was submitted by the Registrar Office as on 20.02.2023. The observations of the Accounts Office being already submitted before the authorities.</p> <p>Submitted for perusal and further directions.</p> <p><u>Resolution</u></p> <p>Since the report of the external Committee dealing with the pay fixation matters of the non-teaching employees is pending due to complains of discrimination, the Finance Committee resolved that 50% of the amount payable in respect of leave encashment of Mr. Abhijit Nandi may be released subject to determining of proper accountability for release of payment by the competent authority and obtaining undertaking from the employee that if subsequently it is found that any amount is paid in excess, it will be recovered as per the rules of the University.</p>

[Signature]
 Registrar (Acting)
 WBNUJS, Kolkata

[Signature]
 Vice Chancellor
 WBNUJS, Kolkata
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		Further resolved that the decision to this effect to be formally informed to the employee before release of payment.
14.	Release of retirement and terminal benefit of Mr. Bires Bhattacharya, Attendant of the University	<p>The matter arises from the settlement of retirement and terminal benefits of Mr. Bires Bhattacharya, Attendant of the University, who was relieved from his duties on 31st January, 2023 (AN) on attaining the age of superannuation vide Office Order No. Reg/02/Jan/2023 dated 30.01.2023.</p> <p>In this regard, it may be noted by the committee that the anomalies observed relating to calculation of retirement benefits in respect Mr. Abhijit Nandi applies to the case of Mr. Bires Bhattacharya also.</p> <p>The relevant documents are placed at Annexure-14A.</p> <p>Resolution</p> <p>Resolved that the since report of the Committee dealing with the pay fixation matters of the employees as mentioned in Item no. 14 is pending, 50% of the amount payable in respect of leave encashment and accumulated balance of employee's contribution to CPF of Mr. Bires Bhattacharya may be released subject to determining of proper accountability for release of payment by the competent authority and obtaining undertaking from the employee that if subsequently it is found that any amount is paid in excess, it will be recovered as per the rules of the University.</p> <p>Further resolved that the decision to this effect to be formally informed to the employee before release of payment.</p>

15.	Any Other Matter with the permission of the Chair	No additional item was raised
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The meeting ended with thanks to the Chair.

Smt. Sikha Sen
09.03.23
Smt. Sikha Sen
(Registrar(Acting))
Registrar (Acting)
WBUJS, Kolkata

Prof.(Dr.) Nirmal Kanti Chakrabarti
09.03.2023
Prof.(Dr.) Nirmal Kanti Chakrabarti
(Vice-Chancellor)
Vice Chancellor
WBUJS, Kolkata