

**31ST MEETING OF THE FINANCE COMMITTEE
RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB**

MINUTES

20th September, 2021

TIME : 11:00 a.m.

VENUE : THROUGH BLENDED MODE



RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

(Established under Punjab Act No. 12 of 2006)

(Accredited with 'A' Grade by NAAC)

MINUTES OF THE 31st MEETING OF THE FINANCE COMMITTEE HELD ON 20-09-2021 AT 11:00 A.M. THROUGH BLENDED MODE AT RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB, PATIALA.

Members were present :

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| 1. Professor (Dr.) G.S. Bajpai
Vice-Chancellor,
Rajiv Gandhi National University of Law, Punjab | In Chair |
| 2. Professor (Dr.) Ranbir Singh
Chairman, Search cum Selection Committee,
IIIDEM, Election Commission of India,
Former Vice-Chancellor, NLU, Delhi | Member |
| 3. Professor (Dr.) Veer Singh
Former Director (Academics),
Chandigarh Judicial Academy, Chandigarh. | Member |
| 4. Professor (Dr.) Anand Pawar
Professor of Law,
Rajiv Gandhi National University of Law, Punjab | Member |
| 5. Professor (Dr.) Naresh Kumar Vats
Professor & Registrar,
Rajiv Gandhi National University of Law, Punjab | Secretary |

Mr. Mohit Tiwari, IAS, Special Secretary to Govt. of Punjab, Department of Finance, could not attend the meeting and communicated that he will submit his comments. The Chairman permitted the absence of member.

Professor (Dr.) G.S. Bajpai, Vice-Chancellor (Chairperson) welcomed the Members of the Finance Committee and thanked them for taking out valuable time from their busy schedule for joining online meeting. The Chairman also requested to Hon'ble Members to observe for one minute silence on the demise of mother of Prof (Dr) Anand Pawar, Member of the Finance Committee.

Prof (Dr.) Naresh Kumar Vats, Registrar (Secretary) presented the agenda of the meeting. The following decisions were taken by the Finance Committee :

- ITEM (1) To confirm the minutes and Action Taken Report of the last meeting of the Finance Committee held on 15th June, 2021**

Note	Decision
The last meeting of the Finance Committee was held on 15 th June, 2021 at Rajiv Gandhi National University of Law, Punjab through online mode. The Minutes and Action Taken Report of the meeting Annexure-I (Page 2-10) are placed before the Finance Committee for confirmation.	The Members of the Finance Committee confirmed the Minutes and Action Taken Report of the last meeting held on June 15, 2021. Members resolved to seek the information from UGC and Department of Finance Govt. of Punjab with regard to Item No. 8 regarding the Honorarium to Officiating Vice-Chancellor.

ITEM (2) To consider and approve the appointment of M/s Navdeep Singh & Co. Chartered Accountants(CA), for services as Auditor of Rajiv Gandhi National University of Law, Punjab

Note	Decision																														
<p>M/s Bhushan Gupta & Co. Chartered Accountants was appointed as auditor for auditing the account of RGNUL from 2014-15 to 2019-20.</p> <p>CAG of India empaneled CA firms for audit of Public Sector Undertaking. As the M/s Bhushan Gupta & Co. Chartered Accountants, is auditing since long, RGNUL after following due procedure, appointed M/s Navdeep Singh & Co. Chartered Accountants auditor for the F.Y. 2020-21 as per following terms:-</p> <table><tr><th>Sr. No.</th><th>Services</th><th>Charges</th></tr><tr><td>1.</td><td>Income Tax return Filing charges</td><td>Rs.10,000 + GST</td></tr><tr><td>2.</td><td>Registration of trust under Income Tax Act</td><td>Rs.6,000 + GST</td></tr><tr><td>3.</td><td>GST returns filling</td><td></td></tr><tr><td></td><td>GSTR1</td><td>Rs.6,000 P.A. + GST</td></tr><tr><td></td><td>GSTR3B</td><td>Rs.6,000 P.A. + GST</td></tr><tr><td></td><td>GSTR7</td><td>Rs.6,000 P.A. + GST</td></tr><tr><td></td><td>GSTR9</td><td>Rs.5,000 P.A. + GST</td></tr><tr><td>4.</td><td>TDS</td><td></td></tr><tr><td></td><td>24, 26 27 & 27E</td><td>Rs.1,500 per quarter per return + GST</td></tr></table> <p>The matter is placed before the Finance Committee for approval.</p>	Sr. No.	Services	Charges	1.	Income Tax return Filing charges	Rs.10,000 + GST	2.	Registration of trust under Income Tax Act	Rs.6,000 + GST	3.	GST returns filling			GSTR1	Rs.6,000 P.A. + GST		GSTR3B	Rs.6,000 P.A. + GST		GSTR7	Rs.6,000 P.A. + GST		GSTR9	Rs.5,000 P.A. + GST	4.	TDS			24, 26 27 & 27E	Rs.1,500 per quarter per return + GST	<p>After thoughtful consideration and detailed discussion, the Members of the Finance Committee unanimously approved the appointment of M/s Navdeep Singh & Co. Chartered Accountants (CA) i.e., L1, for service as Auditor on basis of quotation.</p>
Sr. No.	Services	Charges																													
1.	Income Tax return Filing charges	Rs.10,000 + GST																													
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ITEM (3)

To consider the proposal for Amendments in the RGNUL Remuneration Regulations for Distinguished Visiting Faculty/ Professors

Note		Decision
the remuneration payable to distinguished visiting faculty/Professors, in case they are invited for a series of lectures at the university, may be defined and Regulations for remuneration payable to eminent legal fraternity may be omitted		After thoughtful consideration and detailed discussion, the Members of the Finance Committee unanimously approved the proposed Remuneration for Distinguished Visiting Faculty/ Professors.
Existing Provisions	Proposed Provisions	
In miscellaneous Regulations, "Regulations for Remuneration Payable to Distinguished Visiting Faculty/Guest Faculty adopt the UGC Letter No. D.O. No. F.9-1/2010(PS/Misc.)Pt.Vol.I I dated 03.06.2019 as per Annexure-II (Page 14)"	The following provision may be added after (vi) : (vi)(a) In case the distinguished visiting faculty is invited for a series of lectures, then the honorarium may be paid as follows :	
(vi) The Distinguished Visiting Faculty can be invited for a single/series of lectures.	1. For One Day	Rs. 10,000+T A/DA as per Rules
	2. For One Week (5 working days)	Rs. 30,000+T A/DA as per Rules along with free boarding and lodging
	3. For Two Weeks (10 working days)	Rs. 60,000+ T A/DA as per Rules along with free boarding and lodging
	4. For One Month (At least 20 working days)	Rs. 1,00,000+ T A/DA as per Rules along with free boarding and lodging
In Miscellaneous Regulations, "Rates of Honorarium/		

Remuneration payable to :

Eminent Legal Fraternity, who have rendered a valuable service in the field of Legal Education and have retired from teaching or related Professions as Visiting Professors, Distinguished Professor, Adjunct Professor of Law as is deemed proper and allow their remuneration/honorarium/pay as the case may be, as given below :

1.	For One Day	Rs. 3,000+TA/DA as per Rules
2.	For One Week (5 working days)	Rs. 15,000+TA/DA as per Rules
3.	For Two Weeks (10 working days)	Rs. 30,000+ TA/DA
4.	For One Month (At least 20 working days)	Rs. 60,000+ TA/DA as per Rules along with free boarding and lodging shall be provided

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ITEM (4) To consider the Proposal for RGNUL Scheme of Incentives for Promotion of Quality Research and Publications

Note	Decision
<p>i) RGNUL has been established with vision to development and train competent lawyers, inquisitive researchers, able administrators, conscientious judicial officers, and above all, socially responsible citizens, who shall be wholeheartedly and continuously engaged in the process of nation building. One of the objects of the University is to provide advanced studies and promote research in all branches of law.</p> <p>ii) Quality Research and publications in indexed journals is vital for University ranking and accreditation.</p> <p>iii) NIRF and NAAC primarily retrieve and validate publication data from Scopus, Web of Science, Indian Citation Index for ranking and accreditation.</p> <p>iv) In order to promote and incentivise quality publications in journals indexed with Scopus, Web of Science and Indian Citation Index, RGNUL proposes to award Rs.21000/- (Twenty one thousand) to faculty member(s) for a research paper published in a journal which is indexed in Scopus or Web of Science or ICI. Grant shall be restricted to one paper per annum per faculty member and shall be granted only after grant is approved by the committee constituted by the Vice-Chancellor keeping in mind various factors</p>	<p>After thoughtful consideration and detailed discussion, the Members of the Finance Committee unanimously approved the Proposal for Scheme of Incentives for Promotion of Quality Research and Publications and also to appoint an external member for evaluation of the Research Proposal.</p>

<p>including the quality of publication, relevance etc.</p> <p>v) The University proposes to provide financial grant of up to Rs.1,00,000/- (One Lac) to faculty member(s) to meet expenses on equipment, books and journals, contingency, consumables, travel and field work and any other special requirements for promotion of quality research. Maximum of three cases of research grant shall be chosen every year in accordance with the recommendations of a committee constituted by the Vice-Chancellor. Suitable norms for this will be devised.</p> <p>The proposal is placed before the Finance Committee for approval.</p>	
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ITEM (5) To consider and approve the provisional salary of Professor (Dr.) G.S. Bajpai, Vice-Chancellor, RGNUL, Punjab equivalent to the last pay drawn at NLU Delhi till the final approval by Hon'ble Chancellor

Note	Decision
<p>The post of Vice-Chancellor fell vacant on resignation of Professor (Dr.) Paramjit S. Jaswal on 30.11.2020. The post of Vice-Chancellor was advertised as per the UGC Central 6th Pay Commission. On the recommendation of the Search Committee and final approval by the Hon'ble Chancellor, Professor (Dr.) G.S. Bajpai name was recommended as Vice-Chancellor of Rajiv Gandhi National University of Law, Punjab, who joined as Vice-Chancellor on 21.05.2021 on deputation from NLU Delhi.</p> <p>The salary of Vice-Chancellor is to be approved by the Hon'ble Chancellor RGNUL, Punjab. The University has requested to office of the Chancellor for approval of His Lordship the salary of Vice-Chancellor as per the UGC Central 7th Pay Commission, since the last pay drawn by Prof. (Dr.) G.S. Bajpai is higher than the salary advertised by RGNUL, Punjab as per UGC Central 6th Pay Commission. The approval of the salary is awaited from the office of Hon'ble Chancellor since his joining as Vice-Chancellor. The Salary of Prof. G.S. Bajpai has not yet been released by RGNUL, Punjab since his joining.</p> <p>Keeping in view of the constraint the matter is placed before the Finance Committee to consider and approve the release of salary as per last pay drawn at NLU Delhi till the finalization from the office of the Hon'ble Chancellor.</p> <p>The matter is placed before the Finance Committee for approval.</p>	<p>Note: Prof (Dr.) G.S. Bajpai, Vice-Chancellor has recused from the meeting on this item and Prof (Dr.) Ranbir Singh chaired the meeting on this item.</p> <p>After thoughtful consideration and detailed discussion, the Members of the Finance Committee unanimously resolved and approved that :</p> <ol style="list-style-type: none"> 1. The payment of salary of Prof (Dr) G.S. Bajpai, as Vice-Chancellor to be protected on the basis of the last pay drawn by Prof (Dr.) G.S. Bajpai/LPC issued by NLU, Delhi as Professor. 2. The salary of Vice-Chancellor provisionally be fixed in Central 6th Pay Commission. The admissible allowances, special pay, if any, and perks shall also be payable accordingly on this scale. 3. The salary will be reviewed after

	<p>implementation of Central 7th Pay Commission in State of Punjab.</p> <p>4. The Resolution of the Committee may also be sent to the Hon'ble Chancellor, RGNUL, Punjab and Dept. of Finance Govt. of Punjab for information.</p>
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ITEM (6) To consider standard operating procedure for procurement of books and for empanelment of book vendors/suppliers

Note	Decision
<p>i) Library procures books from various book suppliers and vendors every year as per RGNUL norms and Government Financial Regulations, 2017.</p> <p>ii) In order to standardise the procedure, Library has prepared Standard operating procedure (in accordance with the best practices being followed in Libraries) for procurement of books in RGNUL Library.</p> <p>iii) SOP deals with procedure, procurement of books, placement of order, rates of discount, supply order, period of supply. SOP is appended as Annexure-III (Page 18-20).</p> <p>iv) For procurement of books, Library has proposed empanelment of book suppliers/ vendors to ensure better services and transparency. The detailed procedure and forms for empanelment are appended Annexure-IV (Page 21-30).</p> <p>The matter is placed before the Finance Committee for consideration and approval.</p>	<p>After thoughtful consideration and detailed discussion, the Members of the Finance Committee unanimously approved the Standard Operating Procedure for procurement of books and for empanelment of book vendors/suppliers.</p>

ITEM (7) To consider the proposed amendment in Regulations Part XII Miscellaneous :

XII(09): Regulation Regarding Remunerations payable to Centre Superintendent, Deputy Superintendent/ Invigilators, Assistant Superintendent and Other Supporting Staff for performing Examination Duty in End Term Examination/ Ph.D. Entrance Test :	
Existing	Proposed Amendment
<p>1. Centre Superintendent: Rs. 500/-</p> <p>2. Deputy Superintendent/ Invigilators: Rs. 300/-</p> <p>3. Assistant Superintendent: Rs. 200/-</p> <p>4. other Supporting Staff: Rs. 100/-</p>	<p>1. Centre Superintendent: Rs. 600/-</p> <p>2. Deputy Superintendent/ Invigilators: Rs. 400/-</p> <p>3. Assistant Superintendent: Rs. 300/-</p> <p>4. Other Supporting Staff: Rs. 200/-</p>



<p>XII(16) Remuneration Payable to Evaluators of Answer Sheets -</p> <p>Evaluation of answers sheets of B.A.LL.B. (Hons.) Five Year Integrated Course and LL.M. (Two Years Post-Graduation Course) shall be at the rate of 12 per answer sheet subject to minimum of 120.</p>	<p>XII(16) Remuneration Payable to Evaluators of Answer Sheets -</p> <p>Evaluation of answers sheets of B.A.LL.B. (Hons.) Five Year Integrated Course and LL.M. (Two Years Post-Graduation Course) shall be at the rate of 15 per answer sheet subject to minimum of 200.</p>
<p>XII (17): Honorarium to Evaluators of LL.M Term Papers and Dissertation:</p>	
<p>1. Term papers: Rs. 200/-</p> <p>2. Dissertations Rs. 500/-</p> <p>3. Ph.D. Evaluation Rs. 2500/-</p>	<p>1. Term papers: Rs. 300/-</p> <p>2. Dissertations Rs. 1000/-</p> <p>3. Ph.D. Evaluation Rs. 3500/-</p>

Note	Decision
<p>The Remuneration to the examiners for evaluations of Dissertation/ Term Papers of LL.M. (OYC) and Centre Superintendent/ Invigilators/ Other Staff is seems to be less than other Universities and needs to be revised.</p>	<p>After thoughtful consideration and detailed discussion, the Members of the Finance Committee unanimously approved the proposed remuneration.</p>

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ITEM (8) To proposal for purchase of Two Wheeler for Rajiv Gandhi National University of Law, Punjab, for Official purpose.

Note	Decision
<p>RGNUL requires two-wheeler for official purpose. Presently, four-wheeler is utilized to purchase petty/small items or to render any other services. Four-wheeler is not feasible for delivery of urgent/time bound post as traffic congestion in the city causes delay. Plying such vehicle in traffic jam for an errand is an additional burden on exchequer of the University.</p> <p>In view of the above circumstances, it is requested that demand to purchase two-wheeler for RGNUL be accorded. The quotations for different makes/manufacture of two-wheeler will be invited. After finalizing the make and type of two wheeler, approval for purchase of the vehicle will be taken from the administration.</p> <p>The matter is placed before the Finance Committee for approval.</p>	<p>After thoughtful consideration and detailed discussion, the Members of the Finance Committee unanimously approved the proposal for purchasing of Two Wheeler for Rajiv Gandhi National University of Law, Punjab for Official purpose.</p>

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ITEM (9)

To confirm the orders of the Vice-Chancellor regarding enhancement of Rs.2000/- in the monthly salary of 93 persons including security, housekeeping and horticulture workers w.e.f. August 2021

Note	Decision
<p>93 persons belonging to security, housekeeping and horticulture staff are working in this University, with emoluments Rs. 9000/- p.m. or less in majority of the cases, on contract and daily wage rates. These persons were not given any enhancement in their salaries after April 2017. On the representation of the employees, Vice-Chancellor constituted a committee consisting of :-</p> <ol style="list-style-type: none">1.) Registrar2.) Dean Student Welfare-cum-Senior most Professor3.) Administrative Officer <p>The committee had in-depth deliberations and recommended that enhancement of Rs.2000/- per month be increased from August 2021 and further annual increase of Rs.500/- per year to all such employees be made effective from April 2022. The list of 93 persons is enclosed at Annexure-V (Page 33-35).</p> <p>The matter is placed before the Finance Committee for confirmation.</p>	<p>The Members of the Finance Committee confirmed the orders of the Vice-Chancellor and approved an enhancement of Rs.2000/- in the monthly salary of 93 persons including security, housekeeping and horticulture workers w.e.f. August 2021 and annual increase of Rs. 500/- per month in their respective consolidated salary w.e.f. 1st April, 2022.</p>

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In the end of the meeting the Members of the Finance Committee recommended the Minutes of the meeting to Executive Council for its approval.

The meeting was concluded with a vote of thanks to the Chair.


VICE-CHANCELLOR


REGISTRAR