



# Himachal Pradesh Technical University

(A State Government University)

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone : (01972) 224185, Fax: (01972) 224150,

E-mail ID: [finofficerhmtu@gmail.com](mailto:finofficerhmtu@gmail.com), website: [www.himtu.ac.in](http://www.himtu.ac.in)

No. HPTU-14<sup>th</sup> FC/2017/ 9499-9501

Dated : **08<sup>th</sup> Aug.,2017**

To

1. The Principal Secretary (Tech.Edu.) to the Govt. of Himachal Pradesh, Shimla
2. The Special Secretary (Fin-Exp.) to the Govt. of Himachal Pradesh, Shimla
3. The Director, Technical Education, Sundernagar, Himachal Pradesh.

Subject: **Minutes of 14<sup>th</sup> meeting of Finance Committee of H.P. Technical University, Hamirpur held on 8<sup>th</sup> August, 2017.**

Sir,

I have the honour to enclose herewith minutes of the 14<sup>th</sup> meeting of the Finance Committee of H.P. Technical University, Hamirpur held on 8<sup>th</sup> August, 2017 at 11.00 a.m.. in the Hotel Hamir, Hamirpur, for your kind perusal and confirmation please.

Yours faithfully,

Encl: As above

  
Finance Officer  
(Member Secretary,  
Finance Committee)

Endst. No. HPTU-14<sup>th</sup> FC/2017/ 9502-04

Dated : **08<sup>th</sup> Aug.,2017**

Copy of above is forwarded to :

1. PS to Hon'ble Vice Chancellor, H.P. Technical University, Hamirpur for information of the latter, please.
2. The Registrar, H.P. Technical University, Hamirpur for information and issuing notifications of the decisions taken, please.
3. The Dean (Academic), H.P. Technical University, Hamirpur for information please

Encl: As above

  
Finance Officer  
(Member Secretary,  
Finance Committee)



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## MINUTES OF 14TH MEETING OF THE FINANCE COMMITTEE HELD ON 8<sup>TH</sup> AUGUST, 2017

The 14th Meeting of the Finance Committee of the Himachal Pradesh Technical University was held on 8<sup>th</sup> August, 2017 at 11.00 a.m. in the Hotel Hamir, Hamirpur.

The following members were present:

- |    |  |   |
|----|--|---|
| 1. | Shri Rajeshwar Goel, H.A.S.,<br>Vice Chancellor,<br>H.P. Technical University, Hamirpur<br>and Director, Technical Education, H.P. | Chairman  |
| 2. | Dr. Madan Kumar, H.A.S.,<br>Registrar, H.P. Technical University<br>Hamirpur   | Special Invitee                                   |
| 3. | Dr. N.N. Sharma,<br>Dean (Academics),<br>H.P. Technical University, Hamirpur.  | Member  |
| 4. | Shri A.K. Dhiman, S.A.S.<br>Finance Officer,<br>H.P. Technical University, Hamirpur  | Member Secretary                                  |
| 5. | Shri Ramesh Chand Sharma,<br>Section Officer Finance –Exp,<br>H.P. Sectt., Shimla.   | Member<br>Representative of<br>ACS (Finance)      |
| 6. | Smt. Madhu Mala Sharma<br>Section Officer, Tech. Education<br>H.P. Sectt., Shimla.   | Member<br>Representative of<br>Pr. Secretary (TE) |

Additional Chief Secretary (Finance) or Special Secretary (Finance-Exp.) to the Govt. of Himachal Pradesh could not attend the meeting due to their pre-occupation and, therefore, Section Officer Finance (Expenditure) and Section Officer (Technical Education) attended the meeting.

At the outset, the Vice Chancellor extended a warm welcome to all the members and thanked them for sparing their valuable time to attend the meeting.

After this, the Agenda was taken up for discussion.

**Item No. 14.1 To confirm the Minutes of 13<sup>th</sup> meeting of the Finance Committee held on 26<sup>th</sup> April, 2017.**

The minutes of the 13th meeting of the Finance Committee held on 26 April, 2017 were confirmed.

**Item No. 14.2 To place before the Finance Committee the Report about the action taken on the decisions of its 13th meeting of the Finance Committee held on 26<sup>th</sup> April, 2017.**

The report about the action taken on the decisions of 13th meeting of the Finance Committee held on 26<sup>th</sup> April, 2017 was noted. The Finance Committee further approved the inclusion of the courses of Pharmacy, Ayurveda, Architect and other courses to be introduced under HPTU in undergraduate classes in future, in the scholarship scheme of H.P. Technical University approved vide item No. 13.7 in the 13<sup>th</sup> meeting of the Finance Committee.

**Item No. 14.3 Adoption of H.P. Government instructions regarding regularization of daily waged workers/contingent paid workers and policy guidelines regarding staff deployed in Government Departments by service provides on outsourcing basis.**

The Finance Committee approved to adopt the instructions issued by the Department of Personnel, H.P., vide Additional Chief Secretary (Personnel) letter No. PER(AP)-C-B(2)-1/2014 dated 19.06.2017 regarding regularization of daily waged workers/contingent paid workers who have completed five years continuous service as on 31.03.2017. and the Finance Department, H.P., vide Additional Chief Secretary (Finance) letter No. Fin(C)-B(15)-8/2013 dated 01.07.2017 regarding policy guidelines to govern the services of persons engaged on outsource basis through service providers.

**Item No. 14.4 Allowing reimbursement of fixed bi-monthly telephone/mobile charges.**

The Finance Committee approved to allow reimbursement of bi-monthly mobile charges of Rs. 600 (Rs. six hundred only) to all the Assistant Registrars of the H.P. Technical University.

**Item No. 14.5 Amendment in the rates of fee for various purposes.**

The Finance Committee approved to amend/fix charges for various purposes as under:



Sr. No.	Item	Approved Rates/Norms
1	Migration Fee	(a) Intra-University Migration= <b>Rs. 10,000</b> (b) Inter-University Migration:- (i) For those who seek migration at the equivalent level during tenure of the course= <b>Rs.20,000</b> (ii) For those who want to leave or quit the course/programme permanently= <b>Rs.10,000</b> (c) Passed out students= <b>Rs. 400</b>
2	Verification of documents issued by the HPTU	<b>Rs. 400</b> but no verification fee of any kind shall be charged if the document verification is sought by H.P. Govt. Departments/H.P. Govt. Undertakings/UGC recognized State/ Central Universities or other State/Central Govt./Undertakings.
3	Fee for summer term classes for detained students (to be collected at institution level)	(i) Faculty tuition fee = <b>Rs. 3,000</b> (ii) Institutional charges= <b>Rs. 500</b> (iii) Examination Fee= As notified by HPTU from time to time.
4	Centre Creation Fee for Summer Term Exam	(i) Colleges/institutions who wish to have an exam centre in their campus (including Govt. colleges)= <b>Rs.20,000</b> per exam centre per course (ii) Colleges/institutions who do not wish to have an exam centre in their campus (including Govt. colleges)= <b>Rs.12,500</b> per exam centre per course
5	Fee for rectification/correction in Detailed Marks Certificate/ Degree/Provisional Degree Certificate/Academic Transcript etc.	<b>Rs. 300</b> per document but no fee shall be charged if the rectification/correction is sought within three months of the date of the issue of the document.
6	Fee for dispatching the documents through registered post, if required	Within India = <b>Rs. 100</b> Outside India = <b>Rs. 200</b>
7	Fee for rectification/correction in online examination form.	<b>Rs. 500</b> per examination form



	change of subject/option at University level	
8	Fee for change of examination centre from one station to another station with the jurisdiction of HPTU	Rs. 1,000 and this fee shall also be application for change of exam centre in H.P. common Entrance Test.

The Finance Committee further desired that mention of the approved rates be made in the website of the University for knowledge of the students.

**Item No. 14.6 Refreshment to staff for online transmission of question papers and evaluation centre.**

The Finance Committee approved to incur expenditure on providing refreshment i.e. Rs. 45 per day per employee during the days of online transmission of question papers and evaluation centre. The refreshment at these rates is also approved during the days (maximum one week) of conduct of H.P. Common Entrance Test.

**Item No. 14.7 Fixation of honorarium for the staff of HPTU Off Campus Business School at Rajiv Gandhi Govt. Engineering College, Nagrota Bagwan.**

The Finance Committee approved the remuneration to following staff, as approved by the Governing Body, at rates given below, to staff of Rajiv Gandhi Govt. Engineering College, Nagrota Bagwan looking after the work of HPTU Off Campus Business School w.e.f. 1<sup>st</sup> of September, 2015:

Sr.No.	Designation	Remuneration approved
1	Campus Director	Rs. 3,000 per month
2	Coordinator MBA	Rs. 2,000 per month
3	Office Superintendent	Rs. 1,000 per month
4	Training Clerk-cum-Dealing Assistant	Rs. 750 per month
5	Peon	Rs. 500 per month

The Finance Committee further approved that before notifying the rates the rates of remuneration given by other educational institutions for analogous activities be ensured.



**Item No. 14.8 Fixation of Taxi/Own Car rates in respect of Experts coming to University for official meetings.**

The Finance Committee approved to remove the condition of basic pay for claiming taxi rates and own car and approve rate of Rs. 8.00 per km for own car and rate of Rs. 12 per km as taxi rate (subject to production of taxi bill) in TA bills of experts coming from within or outside the State to the University in connection with meetings of Board of Studies, Academic Council, Expert Committee and any other matter related to the University where expert views are required. The above rates shall be applicable from 1<sup>st</sup> of April, 2017.

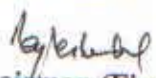
**Item No. 14.9 Engagement of staff through outsourcing of services.**

The Finance Committee approved to send the case for approval of hiring the services of 18 posts of Data Entry Operators, 02 posts of Class-IV employees and 01 post of Driver to the Government. It was also approved to draw the wages of outsourced employees as heretofore with no increase in the number of existing outsourced employees.

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

  
Member Secretary  
Finance Committee  
H.P. Technical University  
Hamirpur

Confirmed by

  
Chairman (Finance Committee)  
Vice-Chancellor,  
H.P. Technical University, Hamirpur.