

# Himachal Pradesh Technical University

Camp Office : Government Polytechnic, Baru,  
Hamirpur, District Hamirpur (H.P.)  
Phone No. 01972-259152, 218023

No. HPTU-HMR-FC/2011-1961-65 Dated: Hamirpur the May, 2012

To

1. Prof. Shashi K. Dhiman  
Vice Chancellor,  
H.P. Technical University,  
Hamirpur, Distt. Hamirpur
2. Sh. S.K. Dash, I.A.S.  
Additional Chief Secretary (TE)  
to the Government of H.P.  
Shimla (H.P.)
3. Dr. Shrikant Baldi, I.A.S.  
Principal Secretary (Finance)  
to the Government of H.P.  
Shimla (H.P.)

Sub: **Minutes of 4<sup>th</sup> meeting of Finance Committee of H.P. Technical University, Hamirpur held at Shimla.**

Sir,

I am enclosing herewith minutes of the 4<sup>th</sup> meeting of the Finance Committee of Himachal Pradesh Technical University, Hamirpur held on 19-05-2012 at 3.00 P.M. in the office of the Principal Secretary (Finance) to the Government of Himachal Pradesh, Shimla for your kind perusal and confirmation please.

Yours faithfully,

  
**Member Secretary  
Finance Committee**

 **H.P. Technical University,  
Hamirpur, Distt. Hamirpur (H.P.)**

Encl:- As above.

Dated:-

1. Copy to:- P.A. to Registrar for kind information of the ~~later~~.
2. Assistant Registrar (Exam) for kind information.

  
**Finance Officer**  
 **H.P. Technical University  
Hamirpur**

2

**Minutes of 4<sup>th</sup> Meeting of Finance Committee of H.P. Technical University held on 19-05-2012 in the office of Principal Secretary (Finance) to the Government of Himachal Pradesh.**

The following were present:-

- |    |  |                   |
|----|--|-------------------|
| 1. | Prof. Shashi K. Dhiman,<br>Vice Chancellor,<br>H.P. Technical University,<br>Hamirpur, Distt. Hamirpur     | -Chairman         |
| 2. | Sh. S.K. Dash, I.A.S.,<br>Additional Chief Secretary (TE)<br>to the Government of H.P.<br>Shimla (H.P.)    | -Member           |
| 3. | Dr. Shrikant Baldi, I.A.S.,<br>Principal Secretary (Finance)<br>to the Government of H.P.<br>Shimla (H.P.) | -Member           |
| 4. | Sh. Suresh Chandel<br>Finance Officer<br>H.P. Technical University,<br>Hamirpur, Distt. Hamirpur           | -Member Secretary |

The Chairman welcomed all the participants in the meeting and thereafter the discussions and deliberations on following items were held and decisions were taken thereof:-

**Item No. 4.1 Minutes of 3<sup>rd</sup> Finance Committee Meeting held on 20.03.2012 are placed as Annexure-A for confirmation.**

The minutes of 3<sup>rd</sup> meeting of Finance Committee were confirmed.

**Item No. 4.2 Action taken report on 3<sup>rd</sup> Finance Committee Meeting held on 20.03.2012 is placed as Annexure-B.**

Action taken report was perused and approved by the Finance Committee.

**Item No. 4.3 Review of notification regarding collecting of University Development Fund @ Rs. 5000/- per student per year.**

The Finance Committee reduced the University Development Fund from Rs. 5000/- to Rs. 3000/- per student per year. The change will be effective from Academic Session 2012-13 to all the students.

**Item No. 4.4 Proposal for structure of fee for various academic and examination related works.**

The Finance Committee approved the fee structure as per **Annexure-C** with the condition that the centre creation fee be charged @ Rs 30,000/- per centre.

**Item No. 4.5 Proposal for Honorarium/ Remuneration relating to Conduct of Examination, Entrance Examination, Expert Visiting Team (Inspection Team) & Paper Setters etc.**

The Finance Committee approved the honorarium/ remuneration rates with the minor changes as detailed in **Annexure-D**.

**Item No. 4.6 Proposal for Fixing of boundary pillars on the proposed Government land transferred to H.P Technical University, Hamirpur.**

The Finance Committee has decided that fresh tender be called for the fence posts & barbed wire or these items be purchased from the firms which are on the rate contract approved by the Addl. Controller of Stores Himachal Pradesh and the work be executed accordingly.

**Item No. 4.7 Approval of estimate for shifting of 11 KV HT Line & LT Line crossing over the proposed campus of HPTU at Druhi under EST No-1.**

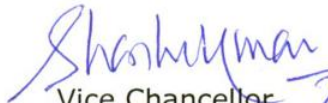
The Finance Committee has approved the item.

**Item No. 4.8 Release of arrear on account of revision of pay scale to the HPAS & SAS Officers of H.P. Technical University, Hamirpur.**

The Finance Committee has decided that the H.P. Technical University will draw the arrear after confirmation from the concerned office where the Officer was posted during the period for which pay arrear is being drawn, in order to avoid the double payment.

  
**Member Secretary**  
**Finance Committee**  
**H.P. Technical University**  
**Hamirpur, Distt. Hamirpur (H.P.)**

**Confirmed by**

  
 Vice Chancellor *25/5/12*  
 H.P. Technical University  
**Hamirpur, District Hamirpur**



**Annexure-B to item No. 4.2**

**Action taken report on 3<sup>rd</sup> Finance Committee Meeting held on 20-03-2012 in the office of the Principal Secretary (Finance) to the Government of Himachal Pradesh**


3.1	Minutes of 2 <sup>nd</sup> Finance Committee Meeting held on 05.11.2011 are placed as Annexure-A for confirmation.	The minutes of 2 <sup>nd</sup> meeting of Finance Committee were confirmed.	No action required.
3.2	Action taken report on 2 <sup>nd</sup> Finance Committee Meeting held on 05.11.2011 is placed as Annexure-B.	<p>Action taken report was perused and approved by the Finance Committee subject to the following condition.</p> <p><b>2.4</b> The Finance Committee has desired that the amount released to the officer/official of H.P. Technical University be recovered from the concerned offices where they were posted during the period for which arrear on a/c of revision of pay scale has been paid.</p> <p><b>2.5</b> Notification be issued within one week</p> <p><b>2.6</b> Notification be issued within one week</p> <p><b>2.13</b> Action be initiated at University level.</p>	<p>The action will be initiated as and when such instructions will be received from the Government.</p> <p>Notification issued.</p> <p>Notification issued.</p> <p>In process.</p>
3.3	Approval of Balance Sheet of H.P. Technical University for the Financial Year 2010-11.	After detailed discussions, the Finance Committee approved the balance sheet of H.P. Technical University for the financial year 2010-11 which has been duly certified by the Chartered Accountant as per Annexure-C. It is also decided that the audit will be done by the Local Audit Department.	No action required.
3.4	Approval of Revised Budget Estimates and Income & expenditure incurred by the University up to 31-01-2012.	The Finance Committee approved the revised budget estimates and head wise income and expenditure incurred upto 31.01.2012.	No action required.
3.5	Release of arrear on account of revision of pay scale to the Officers/ Officials of H.P. Technical University, Hamirpur.	The Finance Committee has decided that the claim be referred to the concerned offices where officer/official has worked during the period for which arrear is to be paid on a/c revision of pay scale.	Matter is being replaced in this (4 <sup>th</sup> ) meeting.
3.6	Proposal for structure of fee for various academic and examination related works and remuneration to the members of the inspection teams and Paper-setter.	After thorough discussions, the Finance Committee has desired that a comparative fee structure be prepared and sent to the Govt. for approval.	Matter is being replaced in this (4 <sup>th</sup> ) meeting.

3.7	Proposal for Honorarium/ Remuneration for the members of the Examination Discipline Committee.	The Finance Committee has desired that the case be sent to the Govt. for approval separately.	Matter is being replaced in this (4 <sup>th</sup> ) meeting.
3.8	Honorarium to staff deputed to handover and collects the question paper/ Answer sheets from the examination centre.	The Finance Committee has desired that the case be sent to the Govt. for approval separately.	Matter is being replaced in this (4 <sup>th</sup> ) meeting.
3.9	Review of notification regarding collecting of University Development Fund @ Rs. 5000/- per student per year.	The Finance Committee has withdrawn the item.	Matter is being replaced in this (4 <sup>th</sup> ) meeting.
3.10	Proposal for charging the Examination fee and Inspection of manuscript (answer sheet) fee from the candidate.	After thorough discussions, the Finance Committee has withdrawn the item no 1 and for item no 2 it has been decided that matter be taken up with Govt. separately.	Matter is being replaced in this (4 <sup>th</sup> ) meeting.
3.11	Purchase of close body secrecy vehicle for the examination related work of H.P. Technical University, Hamirpur.	The Finance Committee has desired that the vehicle be outsourced with at par rates being paid by the subordinate selection Board/H.P. Technical Education Board.	No action required.
3.12	Approval to award the work relating to processing, computerization of examination works of Himachal Pradesh Technical University Hamirpur to OMR India Out Sources Pvt. Ltd. 73-74 Nehru Place, New Delhi-110019.	The Finance Committee has withdrawn the item.	No action required.



**FEE TO BE CHARGED FROM THE COLLEGES AND STUDENTS FOR CONDUCTING EXAMINATIONS AND PROVIDING DUPLICATE DOCUMENTS:**

<b>Sr. No.</b>	<b>Items</b>	<b>Proposed</b>	<b>Approved</b>
1.	Centre Creation Fee	Rs.40,000/- (Rs. forty thousand only)	Rs.30,000/-(Rs. thirty thousand only)
2.	Centre fee from such colleges where centre of examination not created (Examination expenditure related fee)	Rs. 20,000/- (Rs. Twenty thousand only)	Rs. 20,000/- (Rs. Twenty thousand only)
3.	Confidential results (for the purpose of admission/interview)	Rs. 200/- (Rs. Two hundred only)	Rs. 200/- (Rs. Two hundred only)
4.	Cost of all kind of forms i.e. admission forms for re-appear cases/re-evaluation/duplicate degrees/detailed marks certificates etc.	Rs. 10/- (Rs. Ten only)	Rs.10/-(Rs. Ten only)
5.	Re-evaluation/re-checking fee	Rs. 200/- (Rs. Two Hundred only) per paper	Rs. 200/- (Rs. Two Hundred only) per paper
6.	Transcript to foreign countries.	Rs.1500/- (Rs. One thousand five hundred only)	Rs.1500/- (Rs. One thousand five hundred only)
7.	Stray case fee at centers.	Rs. 200/- (Rs. Two hundred only) per paper	Rs. 200/- (Rs. Two hundred only) per paper
8.	Break-up of marks (paper wise)	Rs. 200/- (Rs. Two hundred only)	Rs. 200/- (Rs. Two hundred only)
9.	Correction in name/father's name on the basis of Matriculation or equivalent Certificates on the recommendation of the principals in student registration register and issue of fresh registration card after correction.	Rs. 200/- (Rs. Two hundred only)	Rs. 200/- (Rs. Two hundred only)
10.	Duplicate Registration card/ Detailed marks card/ Degree certificate	Rs. 200/- (Rs. Two hundred only)	Rs. 200/- (Rs. Two hundred only)
11.	Any other correction in Exam. Admission forms.	Rs. 100/- (Rs. one hundred only)	Rs. 100/- (Rs. one hundred only)
12.	Fee for obtaining duplicate Roll No slips/duplicate registration card	Rs.50/- (Rs Fifty only)	Rs.50/-(Rs Fifty only)
13.	Migration fee (from immigrant students of some other University/Board excluding H.P. Board)	Rs.200/- (Rs. Two hundred only)	Rs. 200/- (Rs. Two hundred only)

  
Finance Officer.

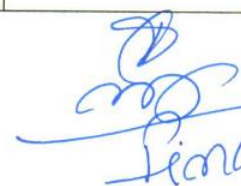
**HONORARIUM/ REMUNERATION RELATING TO CONDUCT OF EXAMINATION, ENTRANCE EXAMINATION, EXPERT VISITING TEAM (INSPECTION TEAM) & PAPER SETTING ETC.**

Sr. No.	Item	Proposed Rates	Approved Rates
1	<ul style="list-style-type: none"> <li>• Tabulation of results two sets. (after &amp; before office hours)</li> </ul>	Rs. 100/- per 100 candidates or part thereof per pair.	Rs. 100/- per 100 candidates or part thereof per pair.
	<ul style="list-style-type: none"> <li>• Collation of results.</li> </ul>	Rs. 50/- per 100 candidates or part thereof per pair.	Rs. 50/- per 100 candidates or part thereof per pair.
	<ul style="list-style-type: none"> <li>• Preparation and checking of detailed marks certificates.</li> </ul>	Re.0.50/- per detailed marks certificate.	Re.0.50/- per detailed marks certificate.
	<ul style="list-style-type: none"> <li>• Refreshment (after &amp; before office hours and on holidays)</li> </ul>	Rs. 15/- per head per day	Rs. 15/- per head per day
2.	a) Paper setters for Semester Examination	Rs.1500/- per question paper	Rs.1200/- per question paper
	b) Paper setters for Entrance Examination	Rs.4000/- per question paper	Rs.4000/- per question paper
3.	Remuneration per session for the conduct of common/ combined/and all other/entrance tests.		
	1. Sr. Superintendent/ Co-ordinators	Rs.1500/-	Rs.1500/-
	2. Centre Superintendent	Rs1000/-	Rs1000/-
	3. Deputy Superintendent	Rs.600/-	Rs.600/-
	4. Invigilator	Rs.350/-	Rs.350/-
	5. Centre Clerk	Rs.400/-	Rs.400/-
	6. Waterman/class-IV	Rs.200/-	Rs.200/-
	7. Sweeper	Rs.200/-	Rs.200/-
	8. Chowkidar	Rs.100/-	Rs.100/-

  
Finance Officer.



	Remuneration in respect of the following categories of staff to be engaged at the Evaluation Centre (after office hours or on Gazetted holidays)		
	1. Controller of Evaluation Centre	Rs.550/- per day	Rs.550/- per day
	2. Deputy Controller of Evaluation Centre	Rs.550/- per day	Rs.550/- per day
	3. Clerks of Evaluation Centre	Rs.350/- per day	Rs.350/- per day
	4. Peon/ Chowkidar/ Peon-cum- Waterman	Rs.160/- per day	Rs.160/- per day
	5. Sweeper	Rs.120/- per day	Rs.120/- per day
	6. Refreshment charges	Rs.45/- per head per day	Rs.20/- per head per day
5.	Member/ Expert Visiting Team (Inspection Team) for granting affiliation.	Rs.2,500/- per day	Rs.2,500/- per day
6.	Honorarium/ Remuneration for the members of Examination Discipline Committee which deals with the UMC of the students.	Rs.400/-per day + TA/DA Extra	Rs.400/-per day + TA/DA Extra
7.	Remuneration for Evaluation/ Re-evaluation of answer books	Rs.15/- per answer book OR Minimum of Rs.150/-per day (In case number of answer books are less than fifteen)	Rs.10/- per answer book OR Minimum of Rs.150/-per day (In case number of answer books are less than fifteen)
8.	Examination Fee	Rs.1500/- per semester	Proposed rate is not approved Existing Rate of Rs. 500/- per semester will prevail
9.	Inspection of Manuscript (Answer Books) Fee	Rs.1000/- per paper	Rs.1000/- per paper
10.	Remuneration for handover/ collect Question Paper/ Answer Sheets	Rs. 300/- per day	Actual or Maximum of Rs.300/-
11.	Counseling Fee	Rs. 2,00,000/-	Proposed rate is not approved Existing Rate of Rs. 1,00,000/- will prevail

  
 Finance Officer