

16th Finance Committee Meeting

Himachal Pradesh National Law University, Shimla

Minutes of the Meeting
February 12, 2024

The 16th Meeting of the Finance Committee, HPNLU Shimla was held on February 12, 2024 at 9:30 A.M. The Meeting was presided by Professor (Dr.) Chanchal Kumar Singh, Vice-Chancellor (Officiating), HPNLU Shimla.

Following members were present:

1.	Professor (Dr.) Chanchal Kumar Singh, Vice-Chancellor (Officiating), HPNLU	Chairperson
2.	Prof. (Dr.) Vijender Kumar, Vice-Chancellor, Maharashtra National Law University, Nagpur	Member
3.	Sh. Ajay Kumar Sharma, Chairman Bar Council of Himachal Pradesh	Member
4.	Sh. Vinay Kumar, Special Secretary Finance	Member
	Prof. S.S. Jaswal, Registrar, H.P. National Law University, Shimla	Secretary

Note: -

1. LR-Cum Secretary (Law) to the Government of Himachal Pradesh could not join the meeting.

PROCEEDINGS OF THE MEETINGS

Item No. 1	To confirm the Minutes and Action Taken Report of the 15th Meeting of the Finance Committee held on July 04, 2023.	
Agenda Note	Discussion	Decision
The Vice Chancellor (Officiating) placed the minutes and action taken report of the 15 th Finance Committee Meeting before the members of the Finance Committee.	The Vice Chancellor (Officiating) explained the details of the minutes of the last meeting and presented the Action Taken Report.	After a brief deliberation over the minutes along with the Action Taken Report, the same were confirmed.
Item No. 2	To consider and approve the Statement for Receipt, Expenditure and Balance Sheet (Audited for the Financial Year 2022-23) as part of Annual Report of Academic Session 2022-2023.	
Agenda Note	Discussion	Decision
The Vice Chancellor (Officiating) placed the agenda item before the Finance Committee to consider and approve the Statement for Receipt, Expenditure and Balance Sheet (Audited for the Financial Year 2022-23) as part of Annual Report of Academic Session 2022-2023.	The Vice Chancellor (Officiating) apprised before the esteemed Finance Committee The matter was thoroughly deliberated by the members and resolved to approve the same.	After thorough deliberations, the members of the Finance Committee unanimously resolved to approve the Statement for Receipt, Expenditure and Balance Sheet (Audited for the Financial Year 2022-23) as part of Annual Report of Academic Session 2022-2023. The Committee unanimously recommended the same to the Executive Council for approval.
Item No. 3	To consider and approve the Budget Estimate for the Financial Year 2024-25 [Annexure-II]. The Budget Estimate has been submitted to the Finance Department of the State of Himachal Pradesh in compliance with order of the Hon'ble High Court, dated, 10-01-2024 in Court in Court on its own motion Vs. State of H.P. & Ors. in CWPIIL No. 35/2021.	
Agenda Note	Discussion	Decision
The Vice Chancellor (Officiating) placed the agenda item before the Finance Committee to consider and approve the Budget Estimate	The Vice Chancellor (Officiating) place the Budget Estimate for the Financial Year 2024-25 before the Esteemed Council. He informed the members about	After thorough deliberations, the members of the Finance Committee unanimously resolved to approve the Budget Estimate 2024-2025.

for the Financial Year 2024-25

the Budget Estimate that the same has been submitted to the Finance Department of the State of Himachal Pradesh in compliance with order of the Hon'ble High Court, dated, 10-01-2024 in Court in Court on its own motion Vs. State of H.P. & Ors. in CWPIL No. 35/2021

Hon'ble Member Professor Vijender Kumar pointed out whether the budget has been prepared in the format of the Government?

The Vice Chancellor (Officiating) informed the Esteemed Committee that budget has been prepared by the University Chartered Accountant in compliance with format of the Government. However, according to the University Chartered Accountant the University being an autonomous institution the format of the Government cannot be strictly followed to its 100%.

The item was thoroughly deliberated by the members and resolved to approve the same and recommended the same may be placed before the Executive Council.

The Committee recommended the same to the Executive Council for its approval.

Item No. 4	To consider and approve, ex post facto, approval to the HPNLU Medical Reimbursement Policy.
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Agenda Note	Discussion	Decision
<p>The Vice Chancellor (Officiating) placed the agenda item before the Finance Committee to consider and approve, <i>ex post facto</i>, approval to the HPNLU Medical Reimbursement Policy.</p>	<p>The Vice Chancellor (Officiating) apprised the members that the University do not have its own policy for medical reimbursement for its employees.</p> <p>The University has been reimbursing medical expanses to its regular employees as per the State Government relevant policy/rules. However, the State Government policy is very broad which puts financial burden on the University. Accordingly, the University had prepared the draft policy, wherein beneficiaries, dependents etc. of employees has been clearly defined.</p> <p>The Esteemed Members appreciated the draft Medical Reimbursement Policy, however, Esteemed Members were of the opinion that policy involves finance and once approved would form part of Financial Regulation of the University, therefore, the matter may be deferred till the Regular Vice-Chancellor joins the University. In the meantime <i>status quo</i> should be maintained.</p> <p>The members of the Finance Committee thoroughly deliberated upon the agenda item and resolved to approve the same.</p>	<p>After thorough deliberations, the members of the Finance Committee unanimously resolved that the adoption of the policy may be deferred till the regular Vice-Chancellor appointed and joins the University.</p> <p>Esteemed Members unanimously further resolved that in the meantime the practice of medical reimbursement as per the relevant rules of the State Government presently being followed by the University should be continued.</p>

Item No. 5 **To consider and approve payment of honorarium to the faculty member who is given charge of Deputy Registrar.**

Agenda Note	Discussion	Decision
<p>The Vice-Chancellor (Officiating) placed the agenda item before the Finance Committee to consider and approve payment of honorarium to the faculty member who is given charge of Deputy Registrar.</p>	<p>The Vice-Chancellor (Officiating) informed the members that looking at the workload of the Establishment Branch of the University, Dr. Alok Kumar, Associate Professor of Law, was given additional charge of Deputy Registrar on 26th July, 2023. He further stated that the Establishment Branch is working well under his supervision.</p> <p>He proposed that Dr. Alok Kumar should be paid honorarium of Rs. 10,000/- per month for the duties/Assignment of Deputy Registrar. He also informed the members the proposal of payment of honorarium for the additional charge of Deputy Registrar is in line with 13th Finance Committee meeting decision held on 24th February, 2023, wherein other Office Bearers such as Associate DSW was approved to be given honorarium for additional charge.</p> <p>Esteemed Member Professor Vijender Kumar opined that the University should have a policy as part of its relevant regulations and accordingly honorarium may be given. He suggested that matter may be deferred till the regular Vice-Chancellor joins the University.</p>	<p>The Finance Committee after through deliberation resolved that the University should have a policy as part of its relevant regulations and accordingly honorarium may be given for additional charge. Accordingly, the Committee decided that matter be deferred till the regular Vice-Chancellor joins the University.</p>

Item No. 6	To consider and approve the proposal to discontinued the services of different groups of non-regular employees (contractual and daily wages), on the basis of less number of requirement of employees and the present financial condition of the University.	
Agenda Note	Discussion	Decision
<p>The Vice-Chancellor (Officiating) placed the agenda item before the Finance Committee to consider and approve the proposal to discontinued the services of different groups of non-regular employees (contractual and daily wages), on the basis of less number of requirement of employees and the present financial condition of the University.</p>	<p>The Vice-Chancellor (Officiating) informed the members that an office note was placed by the Establishment Branch, regarding discontinuing services of some categories of daily wages/ contractual employees (Assistant Professor, Teaching and Research Associates, Research Associates, Security Guards, Girls Hostel Attends and Sweepers- a total of 49 employees). The then Vice-Chancellor has marked the office note to place the same before the Finance Committee and Executive Council.</p> <p>The University did a reassessment of requirement of continuing services of such employees. It was proposed, under the item the services of 21 non-teaching employee and 01 teaching employee may be discontinued, in view of present workload.</p> <p>The Esteemed Member Professor Vijender Kumar opined that the matter of grant of fund should be taken up with the Government by the intervention of Hon'ble High Court.</p> <p>Esteemed Members suggested that the University should not create long term liability. The University is premier institution in the State it should be financially viable. The Committee further opined that such employees may be discontinued in phased manner. Esteemed Member Sh. Vinay Kumar suggested that the University should try to generated additional revenue. The suggestion was appreciated by all Committee Members.</p> <p>Esteemed Members of the Committee were of the view that University should</p>	<p>The members of the Finance Committee deliberated the agenda item and unanimously resolved that University should bear with such employees for some months and the matter may be taken up for decision after the regular Vice-Chancellor joins. The regular Vice-Chancellor should take the matter on priority basis.</p>

bear with such employees for some months and the matter may be taken up for decision after the regular Vice-Chancellor joins. The regular Vice-Chancellor should take the matter on priority basis.

Item No. 7 **To consider and approve request of Mr. Digvijay Singh Katoch, Assistant Professor of Law regarding his pay protection (last drawn).**

Agenda Note	Discussion	Decision
<p>The Vice-Chancellor (Officiating) placed the agenda item before the Finance Committee to consider and approve the request of Mr. Digvijay Singh Katoch, Assistant Professor of Law regarding his pay protection</p>	<p>The Vice-Chancellor (Officiating) apprised the members that Mr. Digvijay Singh Katoch initially joined University on 19th July, 2017 on regular basis as Assistant Professor of Management. He further apprised the member that Mr. Katoch was drawing the basis pay of Rs. 68, 800/- at level 10 cell as per the UGC 7th Pay Commission.</p> <p>He informed the Hon'ble Members of the Committee that Mr. Digvijay Singh Katoch has joined as Assistant Professor of Law on 28th July, 2023 and relinquished his previous post of Assistant Professor of Management by submitting the technical resignation.</p> <p>He further informed the members that a representation has been received from Mr. Digvijay Singh Katoch to protect his last paid drawn salary as Assistant Professor of Management in this University.</p> <p>Esteemed Member of the Committee Professor Vijender Kumar pointed out that there was continuity in service of Mr.</p>	<p>The Finance Committee unanimously resolved that the matter may be placed before the Executive Council for consideration.</p>

Digvijay Singh Katoch. The Committee unanimously opined that the matter may be placed before the Executive Council for consideration.

Item No. 8	To consider and approve the reconstitution of Purchase Committee	
Agenda Note	Discussion	Decision/Resolved
<p>The Vice Chancellor (Officiating) placed the agenda item before the Esteemed Members to consider and approve proposal for reconstitution of Purchase Committee.</p>	<p>The Vice-Chancellor (Officiating) informed that last purchase committee was constituted by 11th Executive Council meeting held on 18th September, 2021 for the period of two years.</p> <p>He further informed that the tenure of present purchase committee expired in September, 2023. Since, there was no meeting of this Esteemed Committee was held, the purchase committee constituted on 18th September, 2021 continued to function.</p> <p>He requested the members that the continuance of the said Purchase Committee may be validated beyond 18th September 2023 to till date and a new Purchase Committee may be constituted.</p> <p>The members opined that the works done by existing Purchase Committee till date should be validated and as the matter relates to finance the reconstitution may be deferred till regular Vice-Chancellor</p>	<p>The Finance Committee unanimously resolved to validate works done by existing Purchase Committee till date and deferred the reconstitution of the Purchase Committee till regular Vice-Chancellor joins.</p> <p>The members further resolved that in the meantime the existing Purchase Committee be continued.</p>

joins.
In the meantime, the old Purchase Committee may be allowed to continue.

Item No. 9 To consider and approve request of Ms. Jennifer Nengneivah Haokip student of B.B.A. LL.B. 9th Semester regarding fee reduction or fee exemption of remainder amount of Rs. 48,000/- on the ground that her family is displaced because of the internal conflict in Manipur and consequential inability to pay the fee in the Academic Session 2023-24 .

Agenda Note	Discussion	Decision/Resolved
<p>The Vice Chancellor (Officiating) placed the agenda item before the esteemed members to consider and approve request of Ms. Jennifer Nengneivah Haokip student of B.B.A. LL.B. 9th Semester regarding fee reduction or fee exemption of remainder amount of Rs. 48,000/- on the ground that her family is displaced because of the internal conflict in Manipur and consequential inability to pay the fee in the Academic Session 2023-24 .</p>	<p>The Vice-Chancellor (Officiating) informed that the total amount of Academic Fee for the 9th semester (Academic Session 2023-24) is Rs. 1,11,902 payable by Ms. Jennifer Nengneivah Haokip student of B.B.A. LL.B. 9th Semester. She has already paid Rs. 70,000/-, in her representation, she has requested the University that the outstanding fee towards 9th semester may be exempted on the ground that because of the internal conflict in the State of Manipur, from where she belongs, her entire family has got displaced.</p> <p>He further informed that she has given second representation for exemption of fee for tenth semester.</p> <p>The members deliberated the matter and opined that its matter relating to finance. Weather the University has any fund in the Budget under</p>	<p>The Finance Committee unanimously resolved that in the absence of Budget Head in favour of Students Welfare Fund, exemption from fee may not be given. As to the question whether she may be allowed to continue her study in 10th Semester if she does not pay outstanding from 9th Semester and fee for 10th Semester, the Committee resolved that matter be placed before the Executive Council.</p>

heading such as Students Welfare Fund? If there is no such fund grant of exemption from payment of fee may become and issue in audit.

The Members opined that University should first consult Finance Officer/Auditor and accordingly report.

The members also opined that there is difference between causality in the family and displacement of the family.

The Officiating Vice-Chancellor requested the esteemed committee as to whether she may be allowed to continue her study in 10th Semester if she does not pay outstanding from 9th Semester and fee for 10th Semester.

The Hon'ble Members suggested that the matter may be placed before the Executive Council.

Item No. 10	To consider and approve the proposal that the Steno-Typist Mr. Tarun Sharma who is attached with Registrar may be given additional Charge of Personal Assistant to Registrar and an honorarium to that effect of Rs. 4000/- per month may be paid.
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Agenda Note	Discussion	Decision/Resolved
The Vice Chancellor (Officiating) placed the agenda item before the Finance Committee that to consider and approve the proposal that the Steno-Typist Mr. Tarun Sharma who is attached with Registrar may be given additional Charge of Personal Assistant to	The Vice-Chancellor (Officiating) apprised the member that the Steno-Typist Mr. Tarun Sharma is attached with the office of Registrar. There is no person appointed as Personal Assistant till date to the office of Registrar. He	The members resolved the matter be deferred till the regular Vice-Chancellor joins.

<p>Registrar and an honorarium to that effect of Rs. 4000/- per month may be paid</p>	<p>further informed that Mr. Tarun Sharma may be given additional charge of Personal Assistant to the office of Registrar.</p> <p>He proposed that an honorarium of Rs. 4000/- per month may be paid for additional charge of Personal Assistant.</p> <p>The members deliberated and opined to defer the matter.</p>	
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Item No. 11	To consider and approve the minutes/report regarding half pay leave of teaching and non-teaching employee.	
Agenda Note	Discussion	Decision/Resolved
<p>The Vice Chancellor (Officiating) placed the agenda item before the Finance Committee that to consider and approve the minutes/report regarding half pay leave of teaching and non-teaching employee.</p>	<p>The Vice-Chancellor (Officiating) apprised the members there were several cases during academic year 2021-22, 2022-23 and 2023-24 where teaching and non-teaching employees availed half pay leave.</p> <p>He further informed the Committee that till 1st March 2020 University Regulation did not permit for Half Pay/Medical Leave. The rule for half pay leave was adopted by the Executive Council in its 14th Meeting held on 4th July, 2023 as part of Executive and Service Regulations, 2020:</p> <p>As per the approved rule a Committee was constituted to consider all cases of teaching and non-teaching employees</p>	<p>The members of the Finance Committee unanimously approved the agenda item and recommended the same for approval of the Executive Council.</p>

who had availed half pay/medical leave and recommended that after adjustment of number of half pay leave the then available to respective employees, rest of days may be declared leave without pay and salary one half/full salary may be recovered.

The members deliberated and opined that the recommendation of the Committee and agenda should be approved the agenda item and recommendations of the Committee constituted vide office order No. 23-1/21-HPNLU/Estt.-6275 dated 11.10.2023.

Item No. 12	To consider and decide the representation of Professor S.S. Jaswal, Professor of Law regarding grant of additional increment.	
Agenda Note	Discussion	Decision/Resolved
<p>The Vice Chancellor (Officiating) placed the agenda item before the Finance Committee that consider and decide the representation of Professor S.S. Jaswal, Professor of Law regarding grant of additional increment.</p>	<p>The Vice-Chancellor (Officiating) apprised the members that Professor S.S. Jaswal joined this University on 26th June, 2021 as the Professor of Law on the recommendation of Selection Committee, in the pay scale of 37,400-67000+ AGP 10000 (UGC). Professor Jaswal has made a representation for the grant of two increments as recommended by the Selection Committee.</p> <p>He further informed to the Esteemed Members of the</p>	<p>The members of the Finance Committee resolved to deferred the agenda item till regular Vice-Chancellor joins the University.</p>

Committee that before joining to a regular post in the University (Professor of Law), Professor S.S. Jaswal held term post of Registrar of the University from 19th September 2016 to 26th June, 2021. The matter of pay fixation, pay protection, grant of increments to Professor S.S. Jaswal had been taken earlier twice in the 8th and 9th Finance Committee meetings held on 18th September, 2021 and 10th December, 2021 respectively and 11th and 12th Executive Council meetings held on 18th September, 2021 and 10th December, 2021 respectively.

The matter was also referred to a Committee of Hon'ble Members of Executive Council Professor (Dr.) Paramjit S. Jaswal. The Committee held its meeting on 27th October, 2023.

A complete fact sheet of the case of pay fixation, pay protection, increment etc. of Professor S.S Jaswal during the time he held the term post of Registrar and as he joined regular post of Professor in June 2021, prepared by Accounts Branch and Deputy Registrar (Establishment) and financial opinion of the Finance Officer was placed before the Committee.

The Committee members deliberated the matter and opined that the report of the committee consisting of members Executive Council may first be reported to the Council. The Committee further opined that the matter may be deferred till regular Vice-Chancellor joins the University.

Item No. 13	To consider and approve the representation/request of Mr. Harish Kumar, Junior Scale Stenographer regarding grant of pay band of Rs. 10300-34800+3600 G.P. to the post of Junior Scale Stenographer as per the Executive and Service Regulation 2020 i.e. Level 10 in Revised Pay as per HPCS (Revised Rule) Rules, 2022.	
Agenda Note	Discussion	Decision/Resolved
<p>The Vice Chancellor (Officiating) placed the agenda item before the Finance Committee that To consider and approve the representation/request of Mr. Harish Kumar, Junior Scale Stenographer regarding grant of pay band of Rs. 10300-34800+3600 G.P. to the post of Junior Scale Stenographer as per the Executive and Service Regulation 2020 i.e. Level 10 in Revised Pay as per HPCS (Revised Rule) Rules, 2022.</p>	<p>The Vice-Chancellor (Officiating) apprised the members that Mr. Harish Kumar had joined this University in 2017 as Steno-Typist. After completing the requirement of service and qualifying the prescribed examination/test he was promoted from Steno-Typist to Junior Scale Stenographer w.e.f. 02nd October, 2022.</p> <p>He informed that when Mr. Harish joined this University he joined on old pay band/scale as prescribed the State Government. His carrier progression through increments including promotion continued on the original pay band/scale. In 2020 the University being autonomous adopted its own Executive and Service</p>	<p>The members of the Finance Committee resolved to recommends that the University should check the recommendation of the Selection Committee and DPC and report the matter again Committee.</p>

Regulations for all its employees, namely HPNLU, Executive & Service Regulation 2020. The Executive and Service Regulation prescribe higher pay band/scale for the post of Junior Assistant then what was applicable in 2017. Accordingly, all those Junior Assistant who joined in 2022 is getting higher pay.

The members opined that it depends on the recommendation of the Selection Committee/Department Promotion Committee. Accordingly, University should check the recommendation and the matter should be reported back to the Committee.

Item No. 13

Any other item with the permission of the Chair.

Reporting Item

1. The Vice-Chancellor (Officiating) placed the Reporting item 1 before the members of the Finance Committee that three Research Centres out of the twelve Research Centers of the University submitted research project proposal. The research project proposals were sent for evaluation to external evaluators. The three research proposals were approved and sanctioned funds. There was earmarked fund in the Annual Budget of 2023-24. However, looking at the financial position of the University, the sanctioned fund was approved to released in the financial year 2024-25.
The members of the Committee thoroughly deliberated upon the Reporting Item 1 and same were unanimously approved.
2. The Vice-Chancellor (Officiating) placed the Reporting item 2 before the members of the Finance

Committee that renewal affiliation/recognition from Bar Council of India for the Academic Session 2024-2025 is required.

He informed the Esteemed Committee that the University has deposited Rs. 50,000/- (Rupees Fifty Thousand) for one-time Portal Registration Fee and 5,00,000/- (Rupees Five Lac) per unit i.e., Rs. 5,00,000 for B.A. LL.B. and Rs. 5,00,000 for B.B.A. LL.B. Course.


The members of the Committee thoroughly deliberated upon the Reporting Item 2 and same were unanimously approved.


Current Agenda Item No. 1	To consider and approve the payment of Honorarium to the faculty member who is given additional charge of Associate Controller of Examination to Dr. Hari Chand (Assistant Professor of Economics)	
Agenda Note	Discussion	Decision/Resolved
<p>The Vice Chancellor (Officiating) placed the agenda item before the Finance Committee that to consider and approve the payment of Honorarium to the faculty member who is given additional charge of Associate Controller of Examination to Dr. Hari Chand (Assistant Professor of Economics)</p>	<p>The Vice-Chancellor (Officiating) apprised that Assistant Registrar (Examination) relieved from his duties on 31st January, 2024. To fill the Administrative gap in the Examination Branch Dr. Hari Chand, Assistant Professor of Economics given the charge of Associate Controller of Examination with effect from 12th February, 2024.</p> <p>He informed that an honorarium for the duties assigned to Dr. Hari Chand may be paid. He proposed that Rs. 7500/- per month honorarium may be paid in the line with the honorarium that is paid to Associate Dean Welfare, approved by 13th Finance Committee meeting</p>	<p>The members of the Finance Committee resolved to defer the matter till the regular Vice-Chancellor joins.</p>

held on February, 24 2023.

Hon'ble Members in line with the deliberation done on agenda item No. 5, the matter may be deferred till the regular Vice-Chancellor joins.


The Vice-Chancellor (Officiating) concluded the meeting by expressing his gratitude towards the esteemed members of the Finance Committee.


Sh. Vinay Kumar
Special Secretary Finance
Himachal Pradesh


Prof. S.S. Jaswal
Registrar
HPNLU, Shimla

Sh. Ajay Sharma
Chairman Bar Council
Himachal Pradesh

Prof. (Dr.) Vijender Kumar
Vice-Chancellor
MNLU, Nagpur


Prof. (Dr.) Chanchal Kumar Singh
Officiating Vice-Chancellor
HPNLU, Shimla
