

Minutes of the 32nd Meeting of the Finance Committee was held on 28th June, 2017 (Wednesday) at 02.00 pm in the Board Room of the University.

Members present:

Prof. Subha Sankar Sarkar, Vice-Chancellor, Chairman
Sri Mohan Kumar Chattopadhyay, Registrar, NSOU
Smt. Sampa Guha, Accounts Officer, H.E. Department
Dr. Ashit Baran Aich, Director, Study Centre
Sri Atanu Sengupta, Ex-Joint Commissioner, Finance Department (Internal Audit)
CA Sachindra Chandra Kar, Finance Officer, NSOU & Convener
Sri Prabir Kumar Das, Deputy Registrar (Finance)

Out of eight members of the Finance Committee seven members were present in the meeting held under the Chairmanship of the Hon'ble Vice-Chancellor. At the beginning the Vice Chancellor requested the Finance Officer to proceed with the discussion agenda wise. Likewise record of the discussions has been noted below.

1. **Confirmation of the Minutes of 31st Finance Committee Meeting held on 7th November, 2016:**
The Minutes of 31st F.C. meeting was read out by the Finance Officer and was confirmed by the House & endorsed by the Vice Chancellor.
2. **Placement of Annual Budget for the Financial Year 2018-2019:**
The Budget for the financial year 2017-18 placed by the Finance Officer before the members had been discussed and passed by the House.
3. **Reporting about CAG Audit held for 2014-16 and Feed Back of reply of Audit Paras from 1997-2014:**
Transaction Audit of the University for the period from 01-04-2014 to 31-03-2016 had been conducted by Local Audit Department, Office of the Principal Accountant General (G & SSA), West Bengal (starting from 08-03-2017 & concluded on 13-04-2017). Replies to all the 29 Audit Requisitions issued by the aforesaid team during the conduction of Audit had been given

The CAG Audit of this University for the first time since its inception – covering the period from 1997 to 2012 had raised 23 Audit Paras. Out of that 16 Audit Paras had been dropped by CAG vide their No's- III/Audit/BSR/23(72)/6100 dated 30-03-2016.

The Second CAG Audit of the University for the period 2012-2014 had issued 19 Audit Paras, out of which 7 Audit Paras had been settled by CAG vide their No. SS-III/Audit/BSR/5040 dated 30-03-2017.

The Audit Paras for the financial year 01-04-2014 to 31-03-2016 are yet to be received.

4. **Procurement of Fund for Construction of Administrative and Academic Building at New Town:**
The University purchased a plot of land measuring three acres at Newtown in 2014 allotted by WBHIDCO at a cost of Rs. 14,97,00,000/- with the approval of HE Dept. GoWB with a view to establish the Administrative – Academic Block comprising Class Rooms, Laboratory, Stores, Library, Auditorium, Conference Room, Cafeteria, Guest Rooms etc. An amount of Rs.1,48,46,186/- has been received from the Higher Education Dept. for construction of boundary wall of the said land and PWD is already in the process of its construction.

The estimated cost of construction of the G+7 storied Administrative – Academic Block having covered area to the tune of 176000 Sq. ft. may come up to about Rs.60 Crore. In consideration of urgency, initially up to G+5 floors of the said building block having about 110000 sq. ft. covered area necessary action shall be initiated ASAP to submit the proposal along with DPR before HE Dept. GoWB for necessary approval and sanction of Rs. 50 Crore in the 1st phase. In reply to a query by the Hon'ble VC about availability of fund from the University's

o/c

own source for utilization in case of necessity in the said construction, the Finance Officer has reported that emergency fund may be made available for the said work from University's Own Source to the tune of about Rs. 20 Crore for which normal activities of the University may not be affected for coming next 10 - 15 years.

5. Finalization of Annual Accounts from 1997-2017:

The finalization of Annual Accounts of the University was a long pending issue. At present the finalization of Account from 1997 to 2006 has been completed. The preparation of Final Accounts for the period from 01-04-2006 to 31-03-2017 is in progress and is expected to be completed by January, 2018.

6. Feed Back regarding Payment of Outstanding TDS Demand Rs.37,45,450/-:

The outstanding TDS demand of Rs. 37,45,450/- having demand under 26Q Rs.7,89,300/- for the year 2012-13 to 2015-16 and under 24Q Rs.2,00,960/ for the FY 2013-14 & 2014-15 was placed in the 31st FC Meeting. The Finance Officer was advised to pay the said demand first and then to take necessary steps for rectification of earlier returns as per Rules.

An initiative has been taken by the Finance Dept. to rectify the earlier TDS Returns through submission of Revised Returns as per Rules for the FY 2012 to 2016 to reduce the TDS Demand. The out of the initiative is summarized below:

Total TDS Demand being pending as per IT Authority:	Rs. 37,45,450
Less: Reduction of TDS Demand for Filing Revised Returns:	<u>Rs. 27,55,190</u>
Balance O/S TDS Demand:	Rs. 9,90,260
Less: TDS Deposited by mistake in PAN instead of TAN	<u>Rs. 6,77,461</u>
Balance Final TDS Demand as on date payable by University	Rs. 3,12,799

The Finance Department has requested the Income Tax Authority vide this office Memo. No.AC/258/16-17 dated 23-12-2016 to transfer the said amount of Rs. 6,77,461/- from PAN to TAN of the University at an early date. The O/S TDS Demand of Rs. 3,12,799/- would also be reduced on successful transfer of Rs. 6,77,461/- from Pan to TAN because of interest/penalty factor included in the said demand. The final TDS Demand could be made by the University only when the IT Authority would be kind to make adjustment of transferrable amount of Rs. 6,77,461/-, interest and penalty, if any.

7. Feed Back regarding Creation of Corpus Fund:

The Registrar placed a detail proposal for creation of Corpus Fund to assist the employees of the University, financially in case of treatment of terminal diseases. After discussion on this matter it was decided that a corpus fund of Rs.5,00,000/- (Rupees Five Lakhs) would be created for this purpose initially from the current financial year and following stipulations/procedures are to be observed for maintenance and disbursement of the said fund.

- i) The financial assistance may be granted only for the patient of Carcinoma - being a terminal disease.
- ii) The application for financial assistance should be made to the Vice-Chancellor.
- iii) The Vice-Chancellor in consultation with the Registrar and Finance Officer will sanction financial assistance. The amount of assistance will be determined by the Vice-Chancellor on case to case basis subject to a maximum of Rs.1,00,000/- (Rupees One Lakh only) per head in a financial year.
- iv) An employee may apply for financial assistance from Corpus Fund only once in a financial year.
- v) An employee opting for the Medical Insurance facility with the university contribution as a subsidy is not entitled to apply for this financial assistance from this Corpus fund.
- vi) In case of paucity of available fund, the Vice-Chancellor shall have the power to decide priority if there is multiple number of applications pending at any point of time.
- vii) Finance Officer will be in-charge of the said Fund.
- viii) Final disbursement will be made through University Accounts.

8. Remuneration for discharging additional charge of Controller of Exams. by Deputy Registrar (Exam.):
Smt. Rokeya Ray, Deputy Registrar (Exam), has submitted a prayer for additional remuneration for shouldering additional charge of Controller of Examinations. The matter was discussed and the House could not take a decision regarding in her matter in the absence of any provision to pay additional remuneration and therefore, it was decided to send it to the HE Dept. for their views/necessary action on this issue.

9. Late Fee for Renewal of Studentship & Fees for Revision of Entries in Enrolment Certificate:
Online Annual renewal of studentship is being kept open during a certain period every year and these are duly advertised through Website and study Centers. The Registrar has reported that every year there are numbers of requests/applications received after expiry of renewal date. It was decided that a sum of Rs. 200/- would be charged as Late Fee for extension of the period of Renewal to recover partly the cost involved in re-opening the online system of Renewal Process.

The Registrar has also reported that a system of correction of enrolment data of the students is in vogue in the University and it involves cost and time. It was decided that a supplementary Fee of Rs. 200/- would be imposed to recover a part of cost for any type of modification and correction request in student's enrolment certificate.

10. Medical Insurance Policy for retired NSOU employees:
The Registrar has reported that the employees against substantive posts opting to come under the Medical Insurance Policy used to get a subsidy in the form of a monthly premium of Rs. 300/- by the University. He has proposed to extent the same benefit to the retired employees (who were appointed substantive basis) of the University with effect from 01-08-2017. The House has passed the proposal for due execution of extending the Medical Insurance facility accordingly to the retired employees receiving pension.

11. Miscellaneous Matters with the Permission of the Chair:

(a) AMC Arrangement for Fire Pump, Generator and Electrical Installations at all the Premises of the University:

The Registrar has reported that at present various sophisticated Fire Pump, Generator, Electrical Equipments have been installed in different location/premises/campuses of the University including Headquarters at Salt Lake. There is no in-house engineering division to look after all these machineries and installations in case of break down and to get repaired. He, in this respect, has proposed that an agency may be engaged to take up the work. He also suggested that as most of the installations/buildings have been completed with the services of PWD, Govt. of West Bengal, we may request PWD to provide us the services of AMC for Fire Pump, Generator and other Electric Installations. The House has approved the proposal unanimously.

(b) Joining of Director, Regional Centre, and Delegation of Financial Power of Regional Centre, Kalyani to the New Director:

The Registrar has informed the House that Dr. Nirupama Bhattacharya Goswami has joined as Director, Regional Centre, Kalyani. She has taken over the Charge of the Regional Centre, Kalyani, and Prof. Debnarayan Modak has been relieved from his additional charge to act as in-charge, Kalyani Campus. In this situation it was decided by the House that Dr. Nirupama Bhattacharya Goswami will operate the Bank Account of Regional Centre, Kalyani, in place of Dr. Debnarayan Modak henceforth.


(c) Acceptance of Past Service:

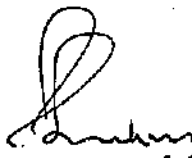
The Registrar has reported that Officers, Faculties and other employees of the University use to get the continuity of past services benefits in terms of the relevant rules/ norms of the Government and / or the University from time to time. It has been noted that such benefits were extended, infavour of Dr. Deb Narayan Modak, Professor of Pol. Science, Dr. Ashit Baran Aich; Director, Study Centres etc. The same benefits have been extended to Prof. Subha Sankar Sarkar, Vice-Chancellor, NSOU, since retired from the

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GoWB Service on 31st December, 2015, as per rules/ norms of the University, read with the G.O. of Higher Edn. Deptt., GoWB issued vide its Memo No. 06-Edu(U) / NSOU -2/16; Dt. 04/01/2017. Accordingly, the matter has been noted.

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


Finance Officer
Date: 09-08-2017


Vice Chancellor
Date: 09-08-2017



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Memo No.Reg/645

Date: 05.07.2018

Notification

Sub: Medclaim Insurance for Employees

The employees appointed on regular basis against sanctioned posts and retired employees getting pension from the University are now enjoying the benefit of medclaim Insurance under certain terms and conditions. This has been reviewed by the competent authority of the University.

Now the undersigned has been directed by competent authority to notify that the employees of the University (teaching, non-teaching, officers) appointed on regular basis against sanctioned posts and retired from such posts but not opted for any Govt. approved Health Scheme may arrange their own for medclaim Insurance coverage for himself and his family including renewal of existing medclaim policy with any Insurance Company under Govt. Sector.

The undersigned is further directed to notify that they are entitled to receive re-imburement of Rs.3600/- against minimum annual premium paid of Rs.7200/- for aforesaid medclaim Insurance on production of money receipt and copy of Insurance Policy before the Registrar.

They will however draw monthly medical allowance as usual as a part of monthly salary or pension. This will be effective from 2018 and be continued until further order.

Sd/-

Registrar

Memo No.Reg/ 645(15)

Date: 05.07.2018

Copy forwarded for information and with the request to bring this notice to the knowledge of all employees (teaching, non-teaching and officers) attached to his/her department/

Regional centre/office :

1. Finance Officer
2. Director, Study Centres
3. Director, School of Sciences
4. Director, School of Social Sciences
5. Director, School of Humanities
6. Director, SPS & SVS
7. Director, School of Education
8. Director, Regional Centre, Kalyani
9. Controller of Examination(Actg.)
10. Dy. Registrar, Administration
11. Dy. Director, Regional Centre, Durgapur
12. In-Charge, Regional Centre, Jalpaiguri
13. E.S to Vice Chancellor
14. Notice Board
15. Guard File

Registrar

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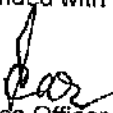
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The meeting ended with sincere vote of thanks to the Chair.


Finance Officer
Date: 09-08-2017


Vice Chancellor
Date: 09-08-2017

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(INTEGRATED LAW CELL)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 08 -ILC/ OM-131L/15

Date: 13.01.2016

MEMORANDUM

Consequent upon issuance of Finance Department Memo No. 5560-F (P) dated 17.07.2015 and No. 5780-F (P) dated 29.07.2015 regarding extension of benefit of Child Care Leave (CCL) for a period of 2 (two) years, i.e. 730 days to the regular female employees of Government-aided Colleges, State-aided Universities and other Statutory Bodies coming under the administrative jurisdiction of this Department, the issuance of a guidelines in this regard granting the actual benefit to such female employees and laying down the terms and conditions for the said leave, has been under active consideration of this Department for sometime past.

After careful consideration of the matter, the Governor is hereby pleased to extend the benefit of Child Care Leave (CCL) for a maximum period of 2 (two) years, i.e. 730 days to the regular whole-time permanent female teaching and non-teaching employees of Government-aided Colleges, State-aided Universities and the regular/ permanent female employees of the West Bengal State Council of Higher Education, West Bengal College Service Commission and the West Bengal Joint Entrance Examinations Board subject to the following terms and conditions:-

- (i) The Child Care Leave (CCL) will be admissible for a maximum period of 2 (two) years, i.e. 730 days during the entire period of service for taking care of up to 2 (two) children up to 18 years of age, whether for rearing or to look after any of their needs like examinations, sickness etc.
- (ii) During the period of such leave, the female employee concerned shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) CCL may not be granted in more than 3 (three) spells in a calendar year.
- (iv) CCL may not be granted for less than 15 days in a spell.
- (v) Child Care Leave (CCL) shall not be debited against the leave account.
- (vi) It may be combined with leave of the kind due and admissible.
- (vii) Child Care Leave (CCL) should not ordinarily be granted during the probation period except in case of certain extreme situation where the leave sanctioning authority is fully

satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.

- (viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
 - (ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
 - (x) While granting Child Care Leave, the leave sanctioning authority should ensure that not more than one employee (teachers or non-teaching) of a particular department/ faculty/ office is granted such leave during the same time, so as to ensure there is no disruption or disturbance in the conduct of duties/ service.
 - (xi) A separate roster at the beginning of the year is to be maintained by the sanctioning authority. At the time of sanctioning the leave, the classes assigned to the incumbent concerned should not suffer.
2. The Universities concerned and the West Bengal State Council of Higher Education, West Bengal College Service Commission and the West Bengal Joint Entrance Examinations Board are hereby advised to amend their relevant Statutes/ Regulations/ Ordinances/ rules/ by-laws etc, in this regard in due course.

By order of the Governor,

SD/- M. Ray
Secretary
Higher Education Department



O/c

Memo no.: AC/230/19-20

Date: 02.09.2019

NOTICE

The Hon'ble Vice-Chancellor has been pleased to grant payment of Bonus and Festival Advance for 2018-19.

1. All permanent employees of the University who are in continuous service for at least six months as on 31.03.2019 are eligible to receive interest free festival advance upto Rs.16000/- to be recovered in ten equal installments starting from the month of November'2019. In the event of retirement/termination of any such employees such advance will be recovered in less than ten installment depending on the available months before their retirement/termination etc.
2. All contractual employees who have rendered at least six months' continuous service as on 31.03.19 will also be eligible to receive interest free Festival Advance of an amount equal to salary for March 2019 or Rs.16000/- whichever is less to be recovered in ten equal installment starting from the month of November 2019.
3. All fixed pay/Casual staff presently working in the University who have rendered at least six months' service as on 31.03.2019 will also be eligible to receive interest free Festival Advance of an amount equal to salary of March 2019 or Rs.16000/- whichever is less to be recovered in ten equal installments starting from the month of November 2019.
4. Bonus will be paid according to the order issued vide No. 2999 – F(P₂) dated 28th May, 2019 by the State Government, @ 4000/- per head whose emoluments does not exceed Rs.30,000/- as on 31.03.2019. The employees whose emoluments as on 31.03.2019 exceeded Rs.30,000/- p.m. are also eligible to get Bonus provided that during the year 2018-19 their emoluments, at least for 6(six) months were less than Rs.30,000/- p.m. The emoluments mean Basic Pay (BP) + Dearness Allowance (DA).
5. All Pensioners who have retired prior to 30.09.2018 and also who retired or died after 30.09.2018 but prior to 01.09.2019 and whose Basic Pension (BP) plus Dearness Relief (DR) on pension as on 31.03.19 did not exceed Rs.26,000/- and who are not eligible for Ad-hoc Bonus shall be paid an Ex-Gratia Grant of Rs.2100/- as per State Government Order vide Memo No. 256 – F(Pen)/1P-1(16)/11 dated 29th May,2019.

The employees intending to get interest free Festival Advance will have to apply to the Finance Officer of the University on or before **10th September 2019** in writing expressing their intention to draw the Festival Advance. Application Format is enclosed herewith for circulation to the staff.


Finance Officer



NOTICE

Memo no.: AC/243/18-19

Date: 11.09.2018

The Hon'ble Vice-Chancellor has been pleased to grant payment of Bonus and Festival Advance for 2018.

- All non-teaching permanent employees of the University who are in continuous service for at least six months as on 31.03.2018 are eligible to receive interest free festival advance upto Rs.16000/- to be recovered in ten equal installments starting from the month of November'2018. In the event of retirement /termination of any such employees such advance will be recovered in less than ten installment depending on the available months before their retirement/termination etc.
- All contractual employees who have rendered at least six months' continuous service as on 31.03.18. will also be eligible to receive interest free Festival Advance of an amount equal to salary for March 2018 or Rs.16000/- whichever is less to be recovered in ten equal installment starting from the month of November 2018.
- All fixed pay/Casual staff presently working in the University who have rendered at least six months' service as on 31.03.2018 will also be eligible to receive interest free Festival Advance of an amount equal to salary of March 2018 or Rs.16000/- whichever is less to be recovered in ten equal installments starting from the month of November 2018.
- Bonus will also be paid according to the order vide No.3425-F(P2)/FA/O/2M/493/12 dated 30.05.2018 issued by the State Government, @ 3800/- per head whose emoluments does not exceed Rs.28000/- as on 31.03.18. The employees whose emoluments as on 31.03.2018 exceeded Rs.28000/- p.m., are also eligible to get bonus provided that during the year 2017-18 their emoluments at least for 6(six) months were less than Rs.28000/- p.m.

The employees intending to get interest free Festival Advance will have to apply to the Finance Officer of the University on or before 17th September 2018 in writing expressing their intention to draw the Festival Advance. Application Format is enclosed herewith for circulation to the staff.

Employees of the Tenacity Agency who have been rendering service in the University for nearly 10 years or more are also eligible to apply for Bonus & Festival Advance in the prescribed Format duly enclosed herein. The Bonus & Festival Advance will be disbursed through the Agency.

Finance Officer

Copy to:

1. Registrar *12.09.18*
2. Director, Study Centres *12.5.18*
3. Director, School of Sciences *S. Sub 12-9-18*
4. Director, School of Humanities *12.09.18*
5. Director, School of Social Sciences *for soon 12/9/18*
6. Director, SVS & SPS *12/9/18*
7. Director, School of Education *12/9/18*
8. Controller of Examinations (Acting) *Selathjee*
9. Regional Director, Kalyani Campus *12.09.18*
10. Publication In-charge *12.5.18*
11. Accounts Officer
12. E.S. to Hon'ble V.C. *12/9/18*



NETAJI SUBHAS OPEN UNIVERSITY
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Website: www.wbnsou.ac.in, Tele-Fax: 03340663224, Ph: 0334066-3213/3200

NOTICE

Memo no.: AC/138/17-18


Date: 22.08.2017

The Hon'ble Vice-Chancellor has been pleased to grant payment of Bonus and Festival Advance for 2017.

1. All non-teaching permanent employees of the University who are in continuous service for at least six months as on 31.03.2017 are eligible to receive interest free festival advance upto Rs.16000/- to be recovered in ten equal installments starting from the month of November'2017. In the event of retirement /termination of any such employees such advance will be recovered in less than ten installment depending on the available months before their retirement/termination etc.
2. All contractual employees who have rendered at least six months' continuous service as on 31.03.17 will also be eligible to receive interest free Festival Advance of an amount equal to salary for March 2017 or Rs.16000/- whichever is less to be recovered in ten equal installment starting from the month of November 2017.
3. All fixed pay/Casual staff presently working in the University who have rendered at least six months' service as on 31.03.2017 will also be eligible to receive interest free Festival Advance of an amount equal to salary of March 2017 or Rs.16000/- whichever is less to be recovered in ten equal installments starting from the month of November 2017.
4. Bonus will also be paid according to the order issued by the State Government, @ 3600/- per head whose emoluments does not exceed Rs.26000/- as on 31.03.17. The employees whose emoluments as on 31.03.2017 exceeded Rs.26000/- p.m., are also eligible to get bonus provided that during the year 2016-17 their emoluments at least for 6(six) months were less than Rs.26000/- p.m.

The employees intending to get interest free Festival Advance will have to apply to the Finance Officer of the University on or before 25th August 2017 in writing expressing their intention to draw the Festival Advance. Application Format is enclosed herewith for circulation to the staff.

Employees of the Tenacity Agency who have been rendering service in the University for nearly 10 years or more are also eligible to apply for Bonus & Festival Advance in the prescribed Format duly enclosed herein. The Bonus & Festival Advance will be disbursed through the Agency.


Finance Officer

Copy to:

1. Registrar
2. Director, Study Centres
3. Director, School of Sciences.
4. Director, School of Education
5. Director, School of Humanities
6. Controller of Examinations (Acting)
7. Officer-in-charge, SVS & SPS
8. Officer-in-charge, School of Social Sciences
9. Regional Director, Kalyani Campus
10. Publication In-charge
11. Accounts Officer
12. E.S. to Hon'ble V.C.