Proceedings of the meeting of Financial Advisors and Finance Officers held on 08th January, 2019 at Raj Bhavan, Patna under the Chairmanship of Principal Secretary to Hon'ble Governor.

Attendance- Present - As per Annexure

Principal Secretary to the Hon'ble Chancellor welcomed all the participants. He reiterated that maintenance of financial discipline in the University and Colleges are the main responsibility of Financial Advisors and Finance Officers. They are responsible for ensuring financial discipline in not only University offices but also in the Colleges, under the jurisdiction of the University.

Status of compliance of the direction given in the meeting of Financial Advisor & Finance Officer held on 24.10.2018.

I. During the meeting, it transpired that no disciplinary action was taken against the Principal or Bursar of any college, who were found responsible for financial indiscipline during the inspection of colleges by Vice-Chancellor and other senior officers of the University. Financial Advisor and Finance Officer did not inspect the colleges, as directed to verify updation of Cashbook, adjustment of vouchers and advances and other financial impropriety.

II. Database of teaching and non-teaching employees retiring in the next 3 months were not prepared. The purpose of creation of database was to pay retiral dues on the day of retirement.

III. No University had submitted the names of staffs and officers who were responsible for unnecessary delay in payment of retirement dues.

IV. PU, Patna, VKSU, Ara, Munger Univ., Munger, Patliputra Univ., Patna and Purnea University, Purnea did not make any purchase through GeM. These Universities have not adopted GeM for transparency in purchases.

V. Pay verification of non teaching employees have not been accelerated. Non verification of pay was creating hurdle in fixation of pension and other retiral dues.
VI. Most of the Universities have not submitted report about updation of account and auditing for the financial year 2017-18. It was also not reported whether audit report was approved by Finance Committee and Syndicate or not.

After reviewing the compliance position, Agenda-wise following points were discussed;

1. **Requirement of funds for engagement of Guest Faculty against the total sanctioned post of teachers**

Financial Advisors and Finance Officers were told to assess the requirement of University and facilitate submission of proposal to State Govt. for requirement of funds to engage Guest Faculties. It was requested to complete the entire process at the earliest to overcome shortage of teachers. Guest Faculties should be engaged on the basis of criteria fixed by the State Govt./UGC and roster of State Govt. should also be followed in the selection of Guest Teachers.

2. **Submission of proposal to State Govt. for requirement of fund for strengthening basic infrastructure for NAAC Accreditation of Colleges and University**

Financial Advisors and Finance Officers were directed to facilitate submission of proposal to State Govt. for NAAC Accreditation. They should assess the requirements of basic infrastructure in Colleges for NAAC Accreditation.

3. **Status of removal of financial irregularities found during the inspection of Colleges**

(a) Financial Advisors and Finance Officers were directed to convene meeting of Principal and Bursar of Colleges to remove financial irregularities prevalent in the Colleges found during the inspection of Colleges by senior Officers of the Universities. It was found that financial rules were flouted by colleges and cash book was not updated for months.

(b) They were requested to convene the meeting by 11th January, 2019 and submit proceedings of meeting, along with the last page of Cash Book, by 11th January, 2019.

(c) Financial Advisors and Finance Officers of KSDSU, MU and Munger University informed that the meeting of
Senate were scheduled in the next week. They were directed to convene the meeting of Principal and Bursar by 18th January, 2019 and submit proceedings of meeting along with last page of cash book.

(d) Strong displeasure was shown for not convening the meeting of Principal and Bursar as directed in previous meeting.

(e) Financial Advisors and Finance Officers of KSDSU, PU, Munger University, VKSU, Patliputra University, Purnea University and Magadh University were directed to submit their explanation for not conducting the meeting of Principal and Bursar.

4. Conduct of Pension Adalat and disposal of cases especially cases related to payment of Earned Leave (EL);
   (a) Financial Advisors and Finance Officers were requested to resolve all cases of retiral benefits, including payment of Earned Leave (EL), in the Pension Adalat.
   (b) They should calculate future liabilities also on account of retirement of employees, so that funds may be allocated by the Govt.
   (c) Efforts should be made to pay retiral benefits on the day of retirement.
   (d) They were also directed to prepare list of employees who were retiring in the next three months, so that the delay in the payment of retiral benefits was minimized.

5. Adoption of GeM; Financial Advisors and Finance Officers were directed to adopt GeM for all purchases, so that transparency is maintained in purchases. Report submitted by Universities (as on 04th December, 2018) indicates that Patna University, VKSU, Munger University, Patliputra University and Purnea University have not made any purchase through GeM. These Universities were requested to adopt GeM and submit report.

6. Status of verification of pay of Teachers and non-teaching employees;
   (a) Financial Advisors and Finance Officers were requested to complete pay verification of employees, especially non-teaching employees, at the earliest.
(b) They were directed to complete pay verification of all the teaching and non-teaching employees who have retired, at the earliest, so that their pension may be fixed as per verification of pay.

7. **Status of updation of audit of account:** Financial Advisors and Finance Officers were directed to update their account at the earliest to eliminate the possibilities of financial irregularities. They were requested to complete the updation of account of the financial year 2017-18, by 31st January, 2019.

8. **Status of payment of salary to teaching and non-teaching staffs of affiliated Colleges through RTGS/banks:**
   (a) Financial Advisors and Finance Officers were directed to ensure that teaching and non-teaching staffs of Affiliated Colleges were paid salary and other allowances through RTGS/ bank transfer.
   (b) The process of dis-affiliation should be initiated against those Affiliated Colleges which fail to pay salary and other allowances to its staffs through banks / RTGS.

The meeting ended with a vote of thanks.

Sd/-

(Vivek Kumar Singh)
Principal Secretary to Governor-cum-Chancellor, Universities of Bihar

Memo No: BSU-FA/FO(Meeting)-02/2019 GS(I) Dated: 11/01/2019

Copy forwarded to:
1. All Vice Chancellors/ All Pro Vice-Chancellors/Registrars / Financial Advisors/ Finance Officers, Universities of Bihar for information and necessary action.
2. The Principal Secretary, Deptt. of Education, Bihar/ Director, Higher Education, Bihar, Patna
3. Consultant, Higher Education, Governor's Secretariat and Concerned Officers of Governor's Secretariat, Patna
4. Shri Bijay Kumar, Tech. Director, NIC for uploading on the website of the Raj Bhavan, Patna / Guard file for record

(Bijay Kumar)
Joint Secretary,
Governor's Secretariat, Bihar, Patna
ATTENDANCE
MEETING OF FINANCE OFFICER SCHEDULED
ON 08-01-2019 AT 11:30 AM IN RAJ BHAWAN, PATNA

<table>
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<tr>
<th>Sl. N.</th>
<th>Name &amp; Designation</th>
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| 1.     | Shri Ram Naresh Prasad Singh  
Finance Officer,  
Magadh University,  
Bodh Gaya |
| 2.     | Shri Padmakar Mishra  
Finance Officer,  
V.K.S. University, Ara |
| 3.     | Shri Vinod Kumar  
Finance Officer,  
L.N.M. University,  
Darbhanga |
| 4.     | Shri Maya Sharan Pathak  
Finance Officer,  
B.N.M. University,  
Madhepura |
| 5.     | Md. Sayeed Azhar  
Finance Officer,  
M.M.H.A.P. University,  
Patna |
| 6.     | Shri Rishabh Deo Singh  
Finance Officer,  
B.R.A. Bihar University,  
Muzaffarpur |
| 7.     | Md. Sayeed Azhar  
Finance Officer,  
Patna University, Patna |
| 8.     | Shri Murlidhar Pandey  
Finance Officer,  
Nalanda Open University,  
Patna |
| 9.     | Dr. Pawan Kumar Jha  
Finance Officer,  
K.S.D. Sanskrit University,  
Darbhanga |
| 10.    | Shri A.N. Thakur  
Finance Officer,  
Patliputra University,  
Patna |
| 11.    | Shri Vinod Prasad Sah  
Finance Officer,  
Munger University,  
Munger |
| 12.    | Shri Naresh Kumar  
Finance Officer,  
Purnea University,  
Purnea |
| 13.    | Shri H.N. Singh  
Finance Officer,  
T.M. Bhagalpur University,  
Bhagalpur |
# ATTENDANCE

## MEETING OF FINANCIAL ADVISOR SCHEDULED

**ON 08-01-2019 AT 11:30 AM IN RAJ BHAWAN, PATNA**

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<tr>
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<th>Name &amp; Designation</th>
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</table>
| 1     | Shri B.K. Banik  
Financial Advisor,  
Magadh University,  
Bodh Gaya |
| 2     | Shri Om Prakash  
Financial Advisor,  
V.K.S. University, Ara |
| 3     | Md. Amamel Haque  
Financial Advisor,  
L.N.M. University,  
Darbhanga |
| 4     | Shri S.C. Das  
Financial Advisor,  
B.N.M. University,  
Madhepura |
| 5     | Shri Ramesh Prasad Kanth  
Financial Advisor,  
M.M.H.A.P. University,  
Patna |
| 6     | Shri R.K. Mehta  
Financial Advisor,  
Jai Prakash University,  
Chapra |
| 7     | Md. Nayeemul Haque  
Financial Advisor,  
B.R.A. Bihar University,  
Muzaffarpur |
| 8     | Mantosh Roy Malakar  
Financial Advisor,  
K.S.D. Sanskrit University,  
Darbhanga |
| 9     | G.Mohiuddin  
Financial Advisor,  
Patliputra University,  
Patna |
| 10    | Shri Padma kant Jha  
Financial Advisor,  
T.M. Bhagalpur University, Bhagalpur |