

**Proceedings of the meeting of Financial Advisor and Finance Officer held
on 24.10.2018 under the chairmanship of Principal Secretary, Governor
Secretariat, Bihar, Patna at Raj Bhavan, Patna**

Principal Secretary to Hon'ble Chancellor welcomed all the participants. At the outset, he stated that Finance Officers and Financial Advisors are the financial watchdog of the University, Maintenance of financial discipline in the University offices and Colleges are the primary responsibility of Financial Advisor and Finance Officers. Financial discipline are to be maintained at any cost.

Principal Secretary, in his address, stressed on following important points

- I. During the inspection of Colleges by Vice-Chancellor, Pro-Vice-Chancellor and other senior officers of the University, it was found that Colleges were not following financial rules/discipline and the cashbook was kept non-updated for several months. Non-updation of cashbook, non-adjustment of advances and unadjusted vouchers are a kind of embezzlement. He stated that during the meeting of Vice-Chancellors on 27.09.2018 under the chairmanship of Hon'ble Chancellor, it was resolved to take appropriate legal and administrative action against the persons responsible for financial irregularities/mess.
- II. Principal Secretary laid emphasis on maintenance of data-base of teachers and non teaching employees who were not paid retiral dues. He laid special emphasis on payment of Earned Leave and stated that there was no reason for non-payment of retiral dues as the State Government had already allotted allotment up to February, 2019.
- III. Files related to payment of retiral dues and conduct of examination should not be delayed for more than three days. A decision on financial matters related to examination should be taken within three days.
- IV. He stated that an inspection team may be constituted to enquire about delay in retiral dues and examination related payment. The team may

inspect files related to examination and retiral dues payment which were inordinately delayed. Staffs and officers responsible for creating unnecessary delay may be identified for appropriate administrative and legal action.

- V. He laid emphasis on adoption of GeM and requested to make all purchases through GeM.
- VI. Updation of cashbook, Audit compliance, pay verification, especially of non-teaching employees and timely submission of Utilization Certificate were also stressed.

After the address of Principal Secretary, following points were discussed Agenda-wise.

1. Status of submission of Utilization Certificates–

Universities were requested to timely submit Utilization Certificate for funds received from UGC, RUSA and State Government. Perusal of report indicates that Finance Officer and Financial Advisor of TMBU, Bhagalpur, did not submit their report and expressed their unawareness about submission of report in prescribed format. JPU, Chapra, KSDSU, Darbhanga and BRABU, Muzaffarpur have also not submitted information about pending Utilization Certificates.

2. Status of updation of accounts–

Universities were requested to update their accounts and get it audited by auditors of A.G Office, Bihar. BRABU, Muzaffarpur, VKSU, Ara and MMHAPU have updated their accounts only upto the financial year 2014-15. Financial Advisor and Finance Officer of these Universities were requested to update their account upto the financial year 2017-18. Other Universities were also requested to update their account up to previous financial year 2017-18 and get them audited after getting the approval of Finance Committee and Syndicate of the University.

3. Pay verification of non teaching employees–

A perusal of report submitted by different Universities indicated that pay verification of teachers were almost complete. However pay verification of non-teaching employees were only completed up to 10 percent of the total strength.

Education Department had already fixed University-wise programme of camp for pay verification of non-teaching employees. Universities were requested to complete pay verification of non-teaching employees by the end of November 2018.

4. Inspection of Colleges–

Financial Advisor and Finance Officer were directed to inspect those Colleges where financial discipline were not maintained. On the basis of inspection report submitted by University, instruction had already been given to take appropriate legal and administrative action against the Principal and Bursar of the Colleges which did not update their cashbook. In the Constituent Colleges, if cashbook was not updated by 30th September, 2018, Universities were already requested to take appropriate legal and administrative action against the persons responsible for it.

Displeasure was shown on non-compliance of above direction. Universities were requested to conduct meeting of Principal and Bursar of all the colleges to ensure financial discipline in the colleges. Financial Advisor and Finance Officer were requested to submit proceedings of the meeting within a week. Every University was requested to conduct the meeting of Bursar and Principal every month.

5. Purchases through GeM–

All the University were reiterated to adopt GeM for all the purchases at University and College level. Report submitted by different Universities indicates that in JPU, Chapra, KSDSU, Darbhanga, VKSU, Ara, PPU, Patna, Purnea Univ., Purnea and Munger Univ., Munger, no purchases

have been made through GeM. In VKSU, Ara, even the registration on GeM Portal have not been done.

Universities were reminded to be transparent in all purchases. They were requested to submit information about total amount spent on purchases through GeM.

6. Payment of Retiral Dues and conduct of Pension Adalat-

Universities were directed to hold Pension Adalat every month and dispose all pending cases related to payment of retiral dues.

Since there is no dearth of resources /allotment, no case of retiral dues should remain pending without a invalid reason.

Financial Advisor and Finance Officer were directed to prepare a list of all pensioners and dispose their cases on priority basis. Individual case should not be picked up for payment. File related to payment of retiral dues should not be kept pending at any costs. Responsibility may be fixed for deliberately creating hindrance in payment of retiral dues.

The meeting ended with vote of thanks.

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

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Copy forwarded to :

1. All Vice Chancellors/ All Pro Vice-Chancellors/Registrars, Universities of Bihar for information and necessary action.
2. The Principal Secretary, Deptt. of Education, Govt. of Bihar/ Director, Higher Education, Bihar, Patna
3. Concerned officers of Governor's Secretariat, Bihar, Patna
4. ✓ Shri Bijay Kumar, tech. Director, NIC for uploading on the website of the Raj Bhavan, Patna / Guard file for record


Principal Secretary to Governor-cum-
Chancellor, Universities of Bihar