

Proceedings of the meeting of Financial advisors and finance officers held on 06.09.2018 under the Chairmanship of Principal Secretary, Governor's Secretariat, Bihar, Patna.

Present - As per Annexure

Principal Secretary to Hon'ble Chancellor welcomed all the participants. He stated that the meetings of Financial Advisors and Finance Officers would be held at regular intervals to monitor the financial status of the University.

1. **Status of submission of Utilization Certificate –**

-Universities were directed to submit Utilization Certificate for funds received from State Government, RUSA and UGC. Status of submission of Utilization Certificate of different universities are as follows :-

- i. JPU – All the figures and information were not properly filled up.
- ii. TMBU, Bhagalpur- Utilization Certificate has not been properly submitted
- iii. BRABU, Muzaffarpur- Utilization Certificate has not been submitted
- iv. LNMU, Darbhanga- Utilization Certificate has not been submitted, zero opening balance on 31.03.2018 needs to be checked.
- v. VKSU, Ara- The annual Account from 2014-15 has not be submitted properly, Zero opening balance on 31.03.2018 needs to be checked.
- vi. MMHA&PU- Finance Officer failed to clarify opening balance of zero.
- vii. Patna University, Patna- Utilization Certificate of previous financial year has already been submitted.

All the Universities were told to submit Utilization Certificate in the prescribed format. Allotment received from State Government, RUSA and UGC have to be submitted separately.

2. **Status of compliance of Audit-**

Universities were told to request A.G. Office, Bihar, Patna for conducting audit. Without conducting audit there is every likelihood of embezzlement of fund. They were told that only after the approval of Finance Committee and Syndicate of the University, the proposal for Audit should be sent to A.G. Office, Bihar.

3. **Pay verification for teaching and non teaching employees-**

Financial Advisors and Finance Officers were requested to ensure pay verification of teachers and non teaching employees on priority basis. A perusal of report of different Universities indicates that pay verification of teachers is almost 75 percent done but pay verification of non-teaching employees is very slow. They were directed to complete the pay verification of all the teachers and non teaching employees by the end of November, 2018.

4. **Updation of Cashbook-**

It was resolved in the meeting that the Finance Officers should take immediate necessary step for updation of cashbook under the supervision of Financial Advisor. They were told that non updation of cashbook may be treated as Financial indiscipline on the part of Finance Officers and Financial Advisors.

5. **Payment of retiral dues-**

Financial Advisors and Finance Officers were directed to ensure payment of retiral dues on a priority basis. They were told to hold "Pension Adalat" every month, so that grievances of pensioners are disposed off. Unspent Balance of money, received for payment of retiral dues, would be viewed seriously.

6. **Payment of salary on time-**

Delay in the disbursement of salary even after the receipt of grants from the State Government was discussed. Financial Advisors and Finance Officers were directed to disburse salary to teachers and non-teaching employees immediately after the receipt of grant from State Government. Not more than 4-5 days should be taken in release of salary after receipt of grants.

7. **Purchase through GeM-**

All the Universities were directed to adopt GeM for all the purchases at University level. JPU, Chapra, KSDSU, Darbhanga, Munger University, Munger, Patliputra University, Patna, Purnea University, Purnea, Magadh University, Bodh Gaya, NOU, Patna submitted report regarding implementation of GeM. Other Universities were directed to submit report at the earliest.

The meeting ended with a vote of thanks.

Y / 18/9/18
(Vivek Kumar Singh)

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

Memo No : BSU (Meeting)-56/2017 2394 /GS(I) Dated 18 /09/2018

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, 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

Y / 18/9/18
**Principal Secretary to Governor-cum-
Chancellor, Universities of Bihar**

Attendance of the meeting of Finance Officer

Sl. No.	Name of Finance Officer / Name of University
1	2
1	Narendra Prasad Sinha, Finance Officer, Patna University, Patna
2	Murlidhar Pandey, Finance Officer, Nalanda Open University, Patna
3	Rishabh Deo Singh, Finance Officer, BRA Bihar University, Muzaffarpur
4	Vinod Kumar, Finance Officer, L.N.Mithila University, Darbhanga
5	Dr. Ram Narayan Roy, Finance Officer, Jai Prakash University, Chapra
6	Dr. Padmakar Mishra, Finance Officer, VKS University, Ara
7	S.P.Tiwari, Finance Officer, MMH Arabic & Persian University, Patna
8	H.N. Singh, Finance Officer, TM Bhagalpur University, Bhagalpur
9	Asha Nand Thakur, Finance Officer, Patliputra University, Patna
10	Dr. Shivanath Mahto, Finance Officer, Purnea University, Purnea
11	Vinod Prasad Sah, Finance Officer, Munger university, Munger

Attendance of Finance Advisor

Sl. No.	Name of Finance Advisor / Name of University
1	2
1	C. R. Deepwal, Finance Advisor, Patna University, Patna
2	Md. Nayeemul Haque, Finance Advisor, BRA Bihar University, Muzaffarpur
3	Md. Amanul Haque, Finance Advisor, L N Mithila University, Darbhanga
4	R.K.Mehta, Finance Advisor, Jai Prakash University, Chapra
5	Om Prakash, Finance Advisor, V K Singh University, Ara
6	R.P. Kanth, Finance Advisor, MMH Arabic & Persian University, Patna
7	G. Mohiuddin, Finance Advisor, TM Bhagalpur University, Bhagalpur