

CHILDREN'S REASERCH UNIVERSITY, GANDHINAGAR
30th Finance committee Meeting - Date: 17/09/2024
Minutes of Meeting

30th Meeting of the Finance Committee of Children's Reaserch University was held on Tuesday, 17th September, 2024 at 03:00 PM.

The following members of finance committee were present in the meeting.

Name	Designation
Prof. Sanjaykumar Gupta, Vice Chancellor	Chairperson
Shri Durgesh Buch, Government Nominee	Member
Shri Amit Jani, Registrar	Member
Shri Kamleshkumar Sagar, FAO(I/c)	Member Secretary

The Member Secretary welcomed all the members of Finanace Committee in meeting. The matter on agenda was deliberated & discussed at length and resolved as under.

Agenda-01 Minutes of the 29th Finance Committee held on Date:26.07.2024 is put before the Committee for consideration and approval. **(Account Branch)**

Resolution-01 Minutes of the 29th Meeting of the Finance Committee dated 26.07.2024 with Resolution no.1 to 11 were approved and resolution no.12 was revised as under. The matter of resolution no.12 was discussed by shree Surya Kakani from M/s.Kakani Associates in presence of member of finance committee meeting held on date 17.09.2024 in regards to consultantancy fees 2.20% of the total actual construction cost including of all taxes as per finance committee minutes dated 06.10.2022. After discussion and delebration with Surya Kakani from M/s.Kakani Associates, the finance commiittee is of the opinion that the above matter of consultancy fees 2.20% of the total actual construction cost be place before ensuing executive council meeting for necessary guidance/advise in the matter regarding consultancy fees 2.20% of the total actual construction cost including of all taxes or excluding of all taxes.

Agenda-02 The Travelling Allowance to be paid as per Finance Department GR dated 22.03.2022. in which it is mentioned that the taxi fare be paid as per above GR ie. Taxi car (Petrol) be given Rs.11 per KM, Taxi car (Deiseal) Rs.10 per KM and Taxi car (CNG) Rs.6 per KM. In this regards it is observed that the taxi fare placed by expert is higher than above fare. The matter is put for consideration. **(Account Branch)**

Resolution -02 It was resolved in the matter that Hon'ble Vice Chancellor of the University is empowered to consider actual taxi fare in case to case bases.



- Agenda-03 The proposal of estimated expenditure of Rs.40,00,000/- (Forty Lakhs) for the upcoming Under-11 Athlete Meet Season – 03 is submitted by Department. it is expected that approx. Rs.15,00,000/- (Rs. Fifteen lakhs) will be generated as registration fees of Rs.150/- per head from around 10,000 participants will take part in the event from all over the Gujarat state and also proposed to open bank account in above matter with G-pay System. The matter is put up before committee for consideration.**(Department of Children’s Literature, films, museum, and physical education)**
- Resolution-03 The matter was resolved that the University may allocate maximum up to Rs.11,00,000/- from University own fund to Department of Children’s Literature, films, museum, and physical education for Under-11 Athlete meet. It was also resolved to open bank account in the HDFC Bank for above matter with G-pay System as proposed. **(Department of Children’s Literature, films, museum, and physical education)**
- Agenda-04 The proposal of estimated expenditure of Rs.3,36,000/- (Three Lakhs Thirty-Six Thousand) for the competition of “Langadi” that will be jointly planned by Children’s Research University and Gandhinagar Municipal Corporation for the schools under the administration of the corporation in the months of December-2024. The letter was sent to Chairman of the Standing Committee, Gandhinagar Municipal Corporation for financial contribution in the event. If they will not contribute then the University will bear the whole expenses from university own fund for the event. The matter is put up before committee for consideration.**(Department of Children’s Literature, films, museum, and physical education)**
- Resolution-04 The matter was resolved that University may allocate maximum up to Rs.75,000/- from University own fund for prize distribution and other expence in the competition of “Langadi” that will be jointly planned by Children’s Research University and Gandhinagar Municipal Corporation for the schools under the administration of the corporation in the months of December-2024.
- Agenda-05 The proposal of estimated expenditure of Rs.95,000/- (Ninety-Five Thousand) for the One Day National Seminar on “School Education & Shrimad Bhagavat Geeta that will be jointly planned by Children’s Research University and Gujarat Sahitya Academy, Gandhinagar. Based on the approval letter Rs.50,000/- financial contribution received from Gujarat Sahitya Academy and 45,000/- will be contributed by the University of the seminar. The matter is put up before committee for consideration. **(Department of Children’s Literature, films, museum, and physical education)**
- Resolution-05 The matter was resolved that University may allocat maximum up to Rs.45,000/- from suitable fund of University for the One Day National Seminar on “School Education & Shrimad Bhagavat Geeta that will be jointly organised by the Department of Children’s Literature, films, museum, and physical education, Children’s Research University and Gujarat Sahitya Academy, Gandhinagar.



- Agenda-06 The proposal of estimated expenditure of Rs.1,00,000/- (Rs. One Lakh) for the One Day National Seminar on “ગર્ભ સંસ્કાર અને સંસ્કૃત: પ્રાચીન જ્ઞાનની આધુનિક પ્રાસંગિકતા” that will be jointly planned in the month of November-2024 by Children’s Research University, Gujarat Sahitya Academy and Sardar Patel University, V.V.Nagar. The proposal was submitted to Gujarat Sahitya Academy for financial assistance/contribution and above three institutions including of children’s research university will organize national seminar with the expenditure pertaining to than within the limit of Rs.1,00,000/-. The matter is put up before committee for consideration. **(Department of Children’s Literature, films, museum, and physical education)**
- Resolution-06 The matter was resolved that University may allocate maximum up to Rs.50,000/- from University own fund for the One Day National Seminar on “ગર્ભ સંસ્કાર અને સંસ્કૃત: પ્રાચીન જ્ઞાનની આધુનિક પ્રાસંગિકતા” that will be jointly organised by the Department of Children’s Literature, films, museum, and physical education, in the month of November-2024 by Children’s Research University, Gujarat Sahitya Academy and Sardar Patel University, V.V.Nagar.
- Agenda-07 The proposal of estimated expenditure of Rs.4,05,500/- (Rs. Four Lakhs Five Thousand Five Hundred) for the One Day National Seminar on “ભારતીય બાળસહિત્ય: ઇતિહાસ અને ભાષા” that will be jointly planned in by Children’s Research University, Sahitya Academy Delhi and Gujarat Sahitya Academy, Gandhinagar. As per the approved proposal, Sahitya Academy Delhi is contributing the expense Honorarium and travelling allowance Rs.2,23,000/- and rest of the expenses will be borne by Children’s Research University and Gujarat Sahitya Academy. The matter is put up before committee for consideration. **(Department of Children’s Literature, films, museum, and physical education)**
- Resolution-07 The matter was resolved that University may allocate maximum up to Rs.1,82,500/- from University own fund for the One Day National Seminar on “ભારતીય બાળસહિત્ય: ઇતિહાસ અને ભાષા” that will be jointly organised by the Department of Children’s Literature, films, museum, and physical education, Children’s Research University, Sahitya Academy Delhi and Gujarat Sahitya Academy, Gandhinagar.
- Agenda-08 The proposal of estimated yearly expenditure of Rs.1,70,000/- (One Lakh Seventy Thousand) for Formation of Child Literature Forum as per NEP:2020 the department will organise six separate discussion panel and as and when planned. The matter is put up before committee for consideration. **(Department of Children’s Literature, films, museum, and physical education)**
- Resolution-08 The matter is resolved that the agenda is dropped at present in view of the fund.



- Agenda-09 The proposal of estimated yearly expenditure of Rs.90,000/- (Ninety Thousand) for the Lecture Series on Child Development aspects. The lecture series will be organised on monthly basis and the expenses of remuneration of Rs.2000 & travelling allowances will be paid as per university norms. The matter is put up for consideration.**(Department of Children's Literature, films, museum, and physical education)**
- Resolution-09 The matter is resolved that the agenda is dropped at present in view of the fund.
- Agenda-10 The proposal of estimated expenditure of Rs.13,50,000/- (Thirteen Lakhs Fifty Thousand) for the Student Chess Competition which will be organised in November 2024 as per the vision of Hon'ble Governor Shri Gujarat State to promote any game amongst the youth and this is submitted by Department in collaboration with Gujarat State Chess Association. It is expected that approx. Rs.12,00,000/- (Rs. Twelve Lakhs) will be generated as registration fees of Rs.500/- per head from around 800 participants per day for three days event will take part in the event from all over the Gujarat state. The matter is put up before committee for consideration.**(Department of Children's Literature, films, museum, and physical education)**
- Resolution-10 The matter was resolved that University may not allocate fund as the fund raised from the registration fees of students and remaining fund be borne by Gujarat State Chess Association. However University may allocate maximum up to Rs.1,00,000/- in urgent nature of work.
- Agenda-11 The proposal of total Expenditure will be worth Rs.17,00,000/- (Seventeen Lakhs) for "VR van with 15 Virtual Box (VR Box) package" and also want to install a Smart TV 43" with Sound System for the Astrophysics Vanis put up for consideration.**(Centre of Toy Science)**
- Resolution-11 The matter is resolved that the agenda is dropped at present in view of the fund.
- Agenda-12 The matter of total Expenditure will be worth Rs.31,50,000/- (Thirty One Lakh Fifty thousand) for "Sky Watching Telescope(Movable) for Astronomy Lab, Co2 Laser Machine, CNC Router" for the Toy Innovation Lab is put up for consideration.**(Centre of Toy Science)**
- Resolution-12 The matter was resolved that University may allocate Rs. 31,50,000/- (Thirty One Lakh Fifty thousand) for "Sky Watching Telescope(Movable) for Astronomy Lab, Co2 Laser Machine, CNC Router" for the Toy Innovation Lab from the fund received from Government of Gujarat in Toy House Grant.
- Agenda-13 The proposal of total Expenditure worth Rs.2,50,000/- (Two Lakh Fifty thousand) for "3D Printer (Nos-02) Purchase" from SSIP 2.0 Grant 2024-25 for the Toy Innovation Lab. The matter is put up for consideration.**(Centre of Toy Science)**
- Resolution-13 The matter was resolved that University may allocate Rs.2,50,000/- (Two Lakh Fifty thousand) for "3D Printer (Nos-02) Purchase" from SSIP 2.0 Grant 2024-25 for the Toy Innovation Lab.



Agenda-14 Pursuant to the resolution No. 06 of finance committee meeting held on 26/07/2024, the letters of two teachers mentioned below was sent to office of the Commissioner of Higher Education vide letter no. चिपु/असहा/२०२४/१४५ dt. 17/08/2024 for guidance in the matter of Option form opted in the month of July-2021 instead of January-2021.

Sr. No	Employee Name	Designation	Pay Arrears
1.	Dr. Ranjitshinh Pawar	Professor	1,67,110/-
2.	Dr. Sanjay Patel	Assistant Professor	66,572/-

Mean time Hon'ble Vice Chancellor has considered the representation of above teachers with under taking that they are liable for recovery if audit Objection be raised in future. On receipt of approval their cases of option form were considered and released the increment as per IFMS in the month of Jan-2021 & accordingly payment of arrears was given. The matter is put for Information. **(Establishment Branch)**

Resolution-14 The matter was noted.

Agenda-15 The proposal of the expenditure approximates of Rs.7,00,000/- (Seven Lakh) for purchase 08 New Laptop is put up for the consideration. **(IT Branch)**

Resolution-15 The matter was resolved that University may allocate Rs.4,00,000/- (Four Lakh) for the purchase of New Laptop (Nos-04) "from "Toy House Nirman Grant" (New Item F.Y.2022-23) and allocat Rs.3,00,000/- (Three Lakh) for New Laptop (Nos-03) from Vigyanmay Kosh Grants (New Item F.Y.2023-24).

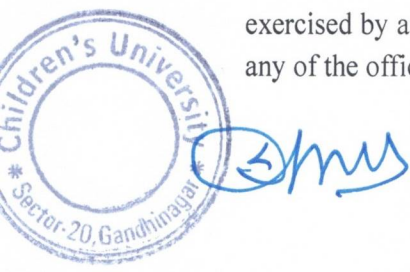
Agenda-16 Pursuant to the finance SOP was implemented as per the resolution No.03 of finance committee meeting held on 04/07/2022 the same was revised on 13/09/2024. The matter is put for consideration. **(Account Branch)**

Resolution-16 The matter was resolved that the minutes of the meeting of committee held on 13.09.2024 constituted for the matters was apporved in reference to revised prevailing finance SOP as per the resolution No.03 of finance committee meeting held on 04/07/2022. The SOP is mantioned as under.

Schedule of Powers(SOP)

The Schedule of Powers(SOP)is intended to bring in uniformity in the delegation of financial and administrative powers across the Children's Research University (CRU) system. The Vice-Chancellor could however add further to this delegation after approval with the Executive Council keeping in view the immediate requirements.

- [1] The delegation of powers specified are made with due regard to the need for decentralization and for effective decision making commensurate with responsibilities at all levels.
- [2] The exercise of powers delegated is subject to the availability of financial propriety in the budget head.
- [3] Unless otherwise specified in the schedule of powers, all sanctions of a financial nature should be accorded only with the prior concurrence of the Vice-Chancellor as the case may be.
- [4] No official is empowered to suspend the exercise of or to withdraw the powers of officials subordinate to him in respect of powers delegated in this schedule and the powers cannot be exercised by any other official for or on their behalf. The Vice-Chancellor can exercise powers of any of the officers to whom power shave been delegated as above.



- [5] All officers must adhere to the rules of financial discipline and expenditure and availability of budget head.
- [6] Errors or Omissions which may be found in this SOP may please be brought to the notice of the Vice-Chancellor. Suggestions which will further improve the method of presentation or facilitate expeditious and efficient disposal of work are welcome. Such suggestions will be brought to the notice of the Executive Council.

[7] Delegation of Powers

(a) **F1 Group** means officer among Deputy Registrar / Branch Head / ADG / Assistant Registrar.

(b) **F2 Group** means officer among Director of Center/ Head of the Department/ FAO / Director of IQAC

(c) There shall be administrative approval required for the expenses mention below in 1 to 3 for organization any event/activity/program. Further for any miscellaneous and routine expenses the officers of F-1 and F-2 Group are empowered to make expenses without prior approval of concern authority. However, approval at department / branch / center level shall be processed by concern head.

1. The Administrative approval of the Vice - Chancellor on submission note with the need of item / matter and justification is always required for the expenses more than Rs.25000.
2. The administrative approval of the Director General as above is required for the expenses more than Rs.15000.
3. The administrative approval of the Registrar as above is required for the expenses more than Rs.10000.
4. The total day to day as well as miscellaneous expenses shall be put in the knowledge of the Vice-Chancellor at the end of the month by FAO.

(d) GEM must be given priority for purchasing except any miscellaneous and routine day to day expenses following procedure described in 7-c (1,2,3) as given power to the officer mention in 7-e.

(e) Expense of same item in Jan-Jun or Jul-Dec cannot be divided in parts.

Sr. No.	Nature of Expense	Sanction Authority With Remarks
1	Expenses up to Rs.2,500/- without Quotations.	F1 Group Maximum once in a week
2	Expenses up to Rs.10,000/- without Quotations.	F2 Group Maximum once in a week
3	Expenses up to Rs.15,000/- without Quotations.	Registrar
4	Expenses up to Rs.1,00,000/- without Quotations.	Director General
5	Expenses up to Rs.2,50,000/- without Quotations.	Vice-Chancellor
6	Expenses up to Rs.10,000/- with three Quotations from the open market.	Group F1 Maximum once in a fortnight
7	Expenses up to Rs.30,000/- with three Quotations from the open market.	Group F2 Maximum once in a fortnight
8	Expenses up to Rs.50,000/- with three Quotations from the open market.	Registrar
9	Expenses up to Rs.2,50,000/- with Three quotations from the open market.	Director General



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10	Expenses up to Rs.5,00,000/- with three quotations from the open market.	Vice-Chancellor
11	Expenses above Rs.5,00,000/- and up to Rs.25,00,000/-	Vice-Chancellor GEM/E-tender/Invitation of tender by Newspaper as per the direction of the Vice-Chancellor
12	Legal charges and Audit charges up to Rs.1,00,000/- in Each case.	Vice-Chancellor
13	Regular Bills of Electricity / Gas/ Mobile / Govt.Tax / Subscription of Newspapers / Telephone Bills each up to Rs.25,000/-	Registrar
14	Books procurement without Quotation up to Rs.10,000/-	Director/ Head of the Department
15	Direct expense for repairing or maintenance or service from OEM or vendor of the item up to Rs.1,00,000/-	Vice-Chancellor
17	Confidential work of exam/test (Examiners honorarium and travel allowances, Printing of question papers, Assessment, Result processing)	Vice-Chancellor A bank account of the Vice - Chancellor for the purpose shall be used for the payment
18	Power to create seasonal/casual posts of teaching or non-teaching or technical or Director for seasonal/emergent work and to fill for maximum up to eleven months	Vice-Chancellor
19	Participation of students and faculties in State Government/Central Government organized or International Event up to Rs.5,00,000/-	Vice-Chancellor
20	Disaster management which is having risk of life of student/staff of university up to Rs.10,00,000/- without inviting tender	Vice-Chancellor
21	An organization of event which is having significant dignitaries, the Vice Chancellor is empowered to make expenses up to Rs.25,00,000/- without inviting any tender and then it shall be put in the knowledge of Finance Committee.	Vice-Chancellor
22	In any extraordinary circumstances, which shall be note down in the approval note, the Vice-chancellor is empowered to make expenses up to any amount and then it shall be put in the knowledge of Finance Committee.	Vice-Chancellor



Agenda-17 The matter of total 42 Research projects each of 2 Lac allotted to the researchers is put up for information.(**Center of Research / Department of Testing and Evaluation**)

Resolution-17 The matter was noted.

Agenda-18 The 17 Air-cooler was theft in amounting of Rs.1,70,000/- from the campus of Children's Research University, Gandhinagar purchased in the year 2017 and 2020 respectively which was listed in the Electric Dead Stock wide no.179 to 183 and 615 to 634 and the FIR is registered at Police station sector 21 as the items were listed in the deadstock register as per government rules is put up here for information. (**Estate Branch**)

Resolution-18 The matter was noted

Agenda for the Chair :

Agenda : 19 The matter of making partition in the open hall of the university, is put for Consideration (**Estate Branch**)

Resolution : 19 The committee resolved that approx Rs.4 Lakh be allotted from Govt. office expence fund to the estate branch for making partition in the open hall, old building Children's Research University

Agenda : 20 The Matter of Book Publication Grants (New Item F.Y.2022-23) Rs.50,00,000/- (fifteen lac) recieved from Government of Gujarat is plassed for approved. (**PPR Branch**)

Resolution: 20 The matter was resolved that University will utilise Rs.50,00,000/- (Fifteen Lac) for Book Publication fund received from Government of Gujarat for in Book Publication. The PPR Branch shall be informed to take necessary action for the same.

Date: 23.09.2024


Finance and Account officer(I/c)

Place: Children's Research University, Gandhinagar

