

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प.)
DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(केन्द्रीय विश्वविद्यालय / A Central University)



No. R/2018/4015

Dated: 04.05.2018

CIRCULAR

Placed below is the letters (Copy enclosed) received from the UGC, MHRD and Central Vigilance Commission, New Delhi, regarding the subjects as given below:

S.No.	Letter No. & Date	Received from	Subject
1	No. F22-9/2017 (CU) Dated 01.05.2018	UGC, New Delhi	Follow the Govt. of India/ UGC Rules for various Administrative, Financial, Establishment and Service matters till framing of relevant Statutes, Ordinances and Regulations of the Vishwavidyalaya
2	No. F 13-2/2017(CU) Dated 22.05.2017	UGC, New Delhi	Strictly follow the General Financial Rules, 2017.
3	F.No. 61-19/2015 Desk(U) Dated 03.03.2016	Govt. of India, MHRD, New Delhi	Guidelines for Financial Management in the Central Universities and procedure to maintain financial proprietary and no deviation from the procedure.
4	Circular No. 01/02/11 Dated 11.02.2011	Central Vigilance Commission, New Delhi	Transparency in Tendering System
5	Circular No. 02/02/11 Dated 17.02.2011	Central Vigilance Commission, New Delhi	Mobilization Advance

By order,

Satish Kumar
(Satish Kumar)

Deputy Registrar

उप कुलसचिव
डॉ. हरीसिंह गौर विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय)
सागर (म.प.)

Copy to: **For information and necessary action to:**

1. All Deans of Schools
2. All Heads of Departments
3. Finance Officer
4. Controller of Examinations
5. In-charge Librarian
6. All other officers
7. I/c Website Cell-with a request to upload the same on the Vishwavidyalaya Website.
8. Asstt. Registrar (S&P)
9. Secretary to Vice-Chancellor
10. P.A. to Registrar
11. Guard file.

Satish Kumar
(Satish Kumar)

Deputy Registrar

उप कुलसचिव
डॉ. हरीसिंह गौर विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय)
सागर (म.प.)

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विश्वविद्यालय अनुदान आयोग

University Grants Commission

मानव संसाधन विकास मंत्रालय, भारत सरकार

Ministry of Human Resource Development (Govt. of India)

बहादुरशाह जफर मार्ग नई दिल्ली - 110 002

Bahadurshah Zafar Marg, New Delhi-110002

Phone : 011-23406308, 011-23406309



भारत विद्यालय अनुदान आयोग

F.No. 22-9/2017(CU)

1st May, 2018

01 MAY 2018

The Registrar
All Central Universities (as per list attached)

Sub.: Adoption of Government of India/UGC rules for various administrative, financial, establishment and service matters till framing of relevant Statutes, Ordinances and Regulations of the University – reg.

Sir,

UGC is receiving references from some of the Central Universities for seeking clarification on adoption of Government of India/UGC rules for various administrative, financial, establishment and service matters till framing of relevant Statutes, Ordinances and Regulations of the University.

In this regard, the undersigned is directed to inform you to expedite the framing of Statutes / Ordinances and Regulations. However, till such time the Statutes / Ordinances / Regulations are framed, the University may adopt the following rules / instructions of Govt. of India / UGC:-

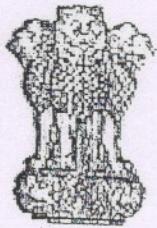
- i) University may strictly follow the General Financial Rules, 2017 as circulated by the UGC vide letter No. 13-2/2017(CU) dated 27th May, 2017.
- ii) University must ensure the instructions of MHRD as articulated in the guidelines for financial management in Central Universities and procedure to maintain financial propriety and no deviation from the procedure be allowed as circulated by MHRD vide letter No. F.61-19/2005-Desk-U dated 3rd March, 2016.
- iii) University may follow the instructions of Central Vigilance Commission (CVC) dated 11.02.2011 on "Transparency on Tendering System" and dated 17.02.2011 regarding "Mobilization-Advances".
- iv) For service matters, the University should follow the Govt. of India rules / orders as applicable to Central Govt. Civilian employees.

Yours faithfully,

(Sushma Rathore)
Under Secretary

For Compliance Please
you may also write a
notification in this regard
to all Heads/Deans/C.O.E.

1/2/2018
Fwd to Dr. Sushma Rathore
2/5/18



साम्यमेव जयते

F. 13-2/2017(CU)

विश्वविद्यालय अनुदान आयोग
University Grants Commission
मानव संसाधन विकास मंत्रालय, भारत सरकार
(Ministry of Human Resource Development,
Govt. of India)
बहादुरशाह जफर मार्ग नई दिल्ली – 110 002
Bahadurshah Zafar Marg, New Delhi-110002
Phone : 011-23406308, 011-23406309



22 MAY 2017

May, 2017

The Finance Officer
Dr. Harisingh Gour Vishwavidyalaya
Sagar, Madhya Pradesh-470 003

Sub: Adoption of General Financial Rules (GFR) 2017 - regarding.

Sir,

The Govt. of India, Ministry of Finance, Deptt. of expenditure has formulated General Financial Rules, 2017 by replacing GFR, 2005 vide O.M.No.14(3)/2015-EII(A) dated 08.03.2017. The provisions of GFRs, 2017 are also applicable to Autonomous Bodies.

You are, therefore, requested to take urgent necessary action to amend the manuals of financial procedures to bring them in conformity with GFR 2017 and those which do not have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2017 and instructions/guidelines issued there under from time to time.

Yours faithfully,

(Sushma Rathore)
Under Secretary

F. No. 61-19/2015-Desk (U)
Government of India
Ministry of Human Resource Development
Department of Higher Education
(Central Universities Bureau)

New Delhi, the 3rd March, 2016.

To,

The Chairman,
University Grants Commission,
Bahadur Shah Zafar Marg,
New Delhi – 110002.

Sub: Improving financial management and strict compliance of rules/procedures in the Central Universities – regarding.

Of late, it has been observed by this Ministry that sometimes the agenda items involving financial implications are placed directly before the Executive Council (EC) without proper scrutiny by the Finance Committee (FC). In certain cases, the decisions taken by EC without proper scrutiny of the FC conflict with the rules/regulations/instructions of the University Grant Commission (UGC)/ Ministry of Human Resource Development (MHRD)/Department of Personnel & Training (DoPT)/ Ministry of Finance (MoF), which result in serious complications and disparities among universities. As per the existing Statutes of the Central Universities, certain financial and administrative powers vest with the FC of the Central Universities. Any violation of provisions of the Act/Statutes of the University is a serious lapse which entails fixation of responsibility on the delinquent official(s) and disciplinary proceedings.

2. In order to avoid such circumstances and to further improve the financial management of the Central Universities, following points are required to be observed scrupulously:

- (i) All the provisions in the Act/ Statutes of the University should be strictly followed in letter and spirit and decisions so arrived at should be taken in a transparent manner after approval of the competent statutory bodies. The Registrar of the University, being the ex-officio Secretary of the EC, must ensure that no such agenda item, which has financial implication, is put before the EC without the explicit approval of the PC. The Registrar will be responsible for any lapse in this regard.
- (ii) The Finance Officer (FO), being the ex-officio Secretary of the FC, is responsible for ensuring proper utilisation of the funds of the university under his supervision and ensure that no unauthorised or illegal expenditure is incurred by the University. FO must also try to ensure that meetings of FC are convened at regular frequency as per the Acts/ Statutes of the Central University. The FO will be responsible for any lapse in this regard.
- (iii) All agenda items involving financial implications, before placing in the FC meetings, must be properly examined by the office.
- (iv) It should also be ensured that the financial limits fixed for recurring and non-recurring expenditure for the year are not exceeded and that all funds are utilised for the purposes for which they are granted / sanctioned. Strict compliance of the provisions of GFR, 2005 in general and Rule 21 of GFR, 2005 in particular, must be adhered to ensure financial propriety while incurring expenditure.

- (v) In administrative matters like career advancement scheme, promotion policies, fixation of pay/grade pay, allowances, increments, upgradation/revision of pay scales/allowances etc., decision must be taken in strict conformity with the rules/ regulations/ instructions of Government of India/UGC, failing which strict disciplinary action will be taken against the responsible officials. The same should be ensured by the FO and the Registrar of the University.
- (vi) If any decision(s) taken in financial matters is found to be contrary to the advice or the rules/regulations/instructions of the UGC/Govt. of India, the amount involved in such decision(s) will be deducted from the entitlement of the university and the same may be recovered from the salary of the official(s) responsible for such decision(s).
- (vii) Finance Officer, being responsible to ensure proper utilization of funds, should not release funds on such decisions of EC/EC which are not in accordance with the extant rules/regulations/instructions, and which might have been inadvertently taken due to the reasons that relevant rules/regulations/instructions were not brought to their notice before taking such decisions, or otherwise. The FO may bring the relevant rules/regulations/instructions to the notice of EC/EC, and seek clarification from UGC or MHRD, if required..
- (viii) While formulating any Ordinance pertaining to either service matters or financial matters which are not consistent with the existing rules/regulations/instructions of UGC/Government of India, it must be referred to UGC for prior approval/consent before it is brought to the EC or the Academic Council.
- (ix) It is mandatory for all the universities to conduct internal audits of their accounts in a time bound manner.
- (x) Every important decision taken in the FC/EC should be highlighted in the minutes and communicated in the covering letter itself so as to stand out in the voluminous documents.

3. It is also emphasized that all agenda items should be prepared by the Central Universities well in advance and sent to the MHRD (CU Bureau & Finance (IFD) Bureau) and the UGC at least two weeks before the meeting so that proper scrutiny of agenda items along with the observations of the regulator as well as the Ministry are put on record. The last minute addition to agenda items as table items, therefore, should be avoided unless they are of extreme and urgent nature, which should be clearly mentioned in the agenda as well as the minutes.

4. It would be appropriate for the UGC to send their officers in all the meetings of statutory bodies, wherever UGC's representation is required under the respective statutes, so that financial or procedural propriety is maintained in the said meetings.

5. As the Hon'ble Supreme Court has time and again emphasised the need for the proper utilization of Public funds/Tax payer's money, the Vice Chancellors, being the Head of the Universities, must exercise utmost watchfulness in the financial and administrative management of the University.

6. It is requested that the above instructions may be brought to the notice of all the key functionaries of Central Universities as well as to the Members of Finance Committee and Executive Council of the Central Universities for information and necessary action and also for ensuring monitoring and compliance.


 (Sukhbir Singh Sandhu)
 Joint Secretary to the Govt. of India
 Tel: 011-23381097

No.C-34013/572007-Vig.
Government of India
Ministry of Human Resource Development
(Department of Higher Education)

Vigilance Section

Room No.231 'C', Shastri Bhawan,
New Delhi, the 24th May, 2011.

Subject:- CVC Circulars - 1. Mobilisation Advance and 2. Transparency in
Tendering system

Please find enclosed a copy each of the Central Vigilance Commission's
OM No. No. 011/VGL/014 dated 11/2/2011 (Circular No. 01/02/11) regarding
Transparency in Tendering System and No. 01-11-CTE-SH-100 dated
17/2/2011 (Circular No02/02/11) regarding "Mobilisation Advance".

It is requested that the guidelines may kindly be circulated to all
concerned subordinate offices/autonomous bodies/PSUs under the
administrative control of your Bureau to comply with the instructions issued by
the CVC.

b
(K.S. Mahajan)
Under Secretary (Vig.)
Tele: 23386317

- Pl circulate to all CUS*
- SDG/MS*
- 5/7*
- 5/7*
1. Spl. Secretary, 2. AS & FA, 3. AS (HE), 4. AS (EE-II), 5. AS (TEL
& DL) 6. JS (AL & P) 7. JS (SE), 8. JS (AE) 9. JS (HE) 10. JS (EE-I) 11.
DDG, 12. Shri R C Meena, Economic Adviser, 13. Shri Y.P. Mittal
Economic Adviser, 14. Shri R.P. Sisodia , JS, Shri G.S. Bothyal, JS (Plg.)

*Copy with copy of CVC's Circulars to Director (Shri G. R. Raghavendra) CR
& BP and Smt. CR Valsala Hariharan, DS (ICC) for necessary action in respect
- CR & BP and ICC Division.*

2

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केन्द्रीय सतर्कता आयोग CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No.....
No.011/VGL/014

11th February, 2011
दिनांक / Dated.....

Circular No.01/02/11

Sub: Transparency in Tendering System

There have been instances where the equipment/plant to be procured is of complex nature and the procuring organization may not possess the full knowledge of the various technical solutions available in the market to meet the desired objectives of a transparent procurement that ensures value for money spent simultaneously ensuring upgradation of technology & capacity building.

2. The Commission advises that in such procurement cases where technical specifications need to be iterated more than once, it would be prudent to invite expression of interest and proceed to finalise specifications based on technical discussions/presentations with the experienced manufacturers/suppliers in a transparent manner. In such cases, two stage tendering process may be useful and be preferred. During the first stage of tendering, acceptable technical solutions can be evaluated after calling for the Expression of Interest (EOI) from the leading experienced and knowledgeable manufacturers/suppliers in the field of the proposed procurement. The broad objectives, constraints etc. could be published while calling for EOI. On receipt of the Expressions of Interest, technical discussions/presentations may be held with the short-listed manufacturer/suppliers, who are *prima facie* considered technically and financially capable of supplying the material or executing the proposed work. During these technical discussions stage the procurement agency may also add those other stakeholders in the discussions who could add value to the decision making on the various technical aspects and evaluation criteria. Based on the discussions/presentations so held, one or more acceptable technical solutions could be decided upon laying down detailed technical specifications for each acceptable technical solution, quality bench marks, warranty requirements, delivery milestones etc., in a manner that is consistent with the objectives of the transparent procurement. At the same time care should be taken to make the specifications generic in nature so as to provide equitable opportunities to the prospective bidders. Proper record of discussions/presentations and the process of decision making should be kept.

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3. Once the technical specifications and evaluation criteria are finalized, the second stage of tendering could consist of calling for techno commercial bids as per the usual tendering system under single bid or two bid system, as per the requirement of each case. Final selection at this stage would depend upon the quoted financial bids and the evaluation matrix decided upon.
4. Commission desires that organizations formulate specific guidelines and circulate the same to all concerned before going ahead with such procurements.


(Anil Singhal)
Chief Technical Examiner

To

All Secretaries of Ministries/Departments
All CEOs/Heads of Organisations
All Chief Vigilance Officers

No. 01-11-CTE-SH-100
Central Vigilance Commission

Satarkta Bhawan, Block 'A'
GPO Complex, L.N.A.,
New Delhi- 110023
Dated the 17th Feb, 2011

Circular No. 02/02/11

Sub: Mobilization Advance

Commission had earlier issued guidelines on granting of 'Mobilisation Advance' vide OM No. UU/POL/18 dated 08.12.1997, OM No. 4CC-1-CTE-2 dated 08.06.2004 and OM No. 4CC-1-CTE-2 dated 10.04.2007.

2. The matter has been further reviewed and it has decided by the Commission that following additional guidelines may be followed in case of grant of Mobilisation Advance.

- (i) The Bank Guarantee etc. taken towards security of 'Mobilisation Advance' should be at least 110% of the advance so as to enable recovery of not only principal amount but also the interest portion, if so required.
- (ii) The mobilisation advance should not be paid in less than two instalments except in special circumstances for the reasons to be recorded. This will keep check on contractor misutilizing the full utilisation advance when the work is delayed considerably.
- (iii) A clause in the tender enquiry and the contract of cases providing for interest free mobilisation advances may be stipulated that if the contract is terminated due to default of the contractor, the 'Mobilisation Advance' would be deemed as interest bearing advance at an interest rate of _____ %, (to be stipulated depending on the prevailing rate at the time of issue of NIT) to be compounded quarterly.

To

All Chief Vigilance Officers

W.W.
(Anil Singh)
Chief Technical Examiner