18th Finance Committee Meeting

Himachal Pradesh National Law University, Shimla

Minutes of the Meeting

November 7, 2025

The 18th Meeting of the Finance Committee, HPNLU, Shimla, was held in hybrid mode on November 7, 2025, at 11:00 A.M., in the Vice-Chancellor's Committee Room, HPNLU, Shimla. The Meeting was presided over by Professor (Dr.) Priti Saxena, Vice-Chancellor, HPNLU, Shimla

The following members were present:

1.	Professor (Dr.) Priti Saxena, Vice-Chancellor, HPNLU, Shimla	Chairperson
2.	Prof. (Dr.) Vijender Kumar, Vice-Chancellor, MNLU Nagpur	Member
3.	Mr Rajinder Sharma, Joint Secretary (Representative of the Secretary Finance, Government of Himachal Pradesh	Member
4.	Prof. (Dr.) Girjesh Shukla, Professor of Law, HPNLU, Shimla	Member
5.	Prof. (Dr.) Alok Kumar, Professor of Law, HPNLU, Shimla & Registrar, HPNLU Shimla	Member & *Secretary*

The Meeting commenced with a formal welcome of the esteemed members of the Finance Committee by the Hon'ble Vice-Chancellor. She introduced the new members of the Finance Committee, Prof. (Dr.) Girjesh Shukla and Prof. (Dr.) Alok Kumar, as nominated by the Executive Council.

After a formal welcome, the Chairperson instructed Professor (Dr.) Girjesh Shukla, Member, Finance Committee, who is also the Finance Officer of the HPNLU Shimla, to present the agenda item before the Finance Committee.

Item No. 18.1: **To confirm the minutes and the Action Taken Report (ATR) of the 17th Meeting of the Finance Committee, held on December 31, 2024**

The Finance Officer presented the minutes along with the Action Taken Report (ATR) on the resolutions of the 17th Meeting of the Finance Committee.

Resolution: After a brief deliberation over the minutes and the action taken report, it was unanimously confirmed by the members.

Item No. 18.2: **To consider the payment of bills received from Himchanshal filling station for refilling petrol and diesel vehicles /generator /water pump of the University - November-December 2023.**

The Finance Officer presented the agenda item, referring to the resolution passed during the 17th Finance Committee Meeting held dated December 31, 2024. At the aforementioned meeting, the FC resolved and authorised the Vice Chancellor to constitute a subcommittee to investigate the matter regarding the refuelling of university vehicles at the Himchanshal Filling Station between November and December 2023. The objective of the inquiry was to determine who authorised the refuelling of vehicles from the said petrol pump and to assess whether the process followed was in accordance with the proper procedures. In response to the said resolution, the Vice-Chancellor constituted a committee to conduct a thorough investigation into the matter. The Committee completed its inquiry and submitted its findings in a sealed envelope, which was then opened before the Committee.

Professor (Dr.) Vijender Kumar asked the Finance Officer to read and explain the summary of the Committee's report. The Finance Officer read and outlined the key findings of the report before the Committee, which were as follows:

1. The University vehicles were refuelled at the Himchanshal Filling Station during the months of November and December 2023. During this period, no other filling station raised a bill in favour of the University for fuel consumption.
2. There was no formal approval from the competent authority to refuel the university vehicles at the Himchanshal Filling Station instead of the Shiv Filling Station, which had been the only authorised filling station for refuelling of the university vehicles.
3. The refuelling from the Himchanshal Filling Station was carried out solely on the basis of verbal instructions issued by the then Registrar Prof. S.S. Jaswal.

Based on the Committee's findings, Professor (Dr.) Vijender Kumar suggested that since vehicles were actually refuelled from the said filling station during that period and no bill was raised from any other filling station for the same period, and considering that per report entries were made by the drivers in the logbook, there is no possible misuse of fuel-related expenditure. All the members unanimously agreed to this conclusion.

In view of the above, the Finance Officer further requested that the Finance Committee consider releasing the payment in favour of the said filing station. To this, Professor (Dr.) Vijender Kumar opined that, since the fuel was indeed supplied during the said period and no discrepancies were found in the records, the payment to the vendor should be processed. Considering that more than two years have elapsed, he suggested that 80% of the payment be released to the Himchanshal Filling Station immediately, while the remaining 20% be paid after obtaining the approval of the Executive Council.

Resolution: After a thorough deliberation on the agenda item, the Finance Committee unanimously resolved that 80% of the payment be made to the Himchanshal Filling Station, and the remaining 20% be made upon approval by the Executive Council. The Finance Committee recommended the same to the Executive Council for consideration.

Item No. 18.3: **To consider and approve the statement of Receipt, Expenditure and Balance Sheet audited for the Financial Year 2023-24 (Annexure-III).**

The Finance Officer presented the agenda item. He outlined the Annual Accounts of the University for the Financial year 2023-24 and apprised the honourable members that University Accounts (2023-24) have been duly prepared and audited by the Audit firm M/s A. Singhi and Associates, Ganj Road, Shimla, in accordance with the Himachal Pradesh National Law University Act, 2016.

Resolution: After thorough deliberation on the agenda, the Finance Committee unanimously approved the agenda item and recommended that it be placed before the Executive Council for consideration.

Item No. 18.4: **To consider fixing/revising the rates of honorarium for external subject experts for seminars/conferences through Online mode.**

The Finance Officer presented the agenda item. Esteemed members of the Committee were apprised that the University has been inviting subject experts for its academic programmes, such as seminars, conferences, invited lectures, etc. These programmes are being conducted in both offline and online modes. Currently, there is no fixed honorarium for experts in the online mode.

Considering the limited finances and the need for express provision in this regard, the University proposed that the following honorarium be considered when experts are called upon through online modes for seminars, conferences, invited lectures, etc.

(i) Honorarium for experts, other than the Chief guest- Rs 2500/- per lecture, subject to a maximum of Rs. 5000/- per day.

(ii) Honorarium for Chief Guest- Rs 3000/- per lecture, subject to a maximum of Rs 6000/- per day.

Professor (Dr.) Vijender Kumar took note of the agenda item and opined that HPNLU is a National Law University having a National character, suggested that the University should pay an honorarium of not less than ₹5,000 to Chief Guests, such as Judges of the Supreme Court and High Courts, Vice-Chancellors (s), Professors from eminent Universities, for both online and offline meetings. He further proposed that there should be no distinction in the amount of honorarium based on whether the meeting is conducted online or offline. He further suggested that the University should consider the prevailing honorarium rates of other NLUs. Mr Rajinder Sharma, representative from the Finance Department, Government of Himachal Pradesh, emphasised that the University should review the honorarium rates of other National Law Universities, Institutions in the State of Himachal Pradesh, and Himachal Pradesh Judicial Academy before finalising its own honorarium rates.

The Hon'ble Vice Chancellor, the Chairperson of the Committee, opined that HPNLU Shimla is an institution of high repute and is required to compete with other NLUs; hence, the honorarium should be considered in this context.

Resolution: After thorough deliberation on the agenda item, the Finance Committee unanimously resolved to fix the following rates of honorarium are approved:

(i) Chief Guest: Rs. 5000/- (for online and offline mode).

(ii) Guest of Honour: Rs. 4000/- (for online and offline mode).

(iii) Professor (for FDP, Seminar, Workshop, etc.): Rs. 3000 /- per lecture, maximum of Rs. 6000/- per day.

(iv) Associate / Assistant Professor or equivalent rank (for FDP, Seminar, Workshop, etc.): Rs. 2500 /- per lecture, maximum Rs. 5000/- per day.

The Finance Committee unanimously recommended the same to the Executive Council for approval.

Item No. 18.5: To consider the revision of the travelling allowance (TA) for Experts/Non-Official Experts in their own car/ Taxi.

The Finance Officer presented an agenda item. Esteemed members of the Committee were apprised that the university has been inviting various dignitaries/members of the governing bodies/subject experts to attend the meetings of various university bodies, authorities and the academic programmes.

Considering the above, it is proposed to revise the rate of TA to be paid to all officials /non-official experts for travel from the place of residence/office to the place of meeting and back (Located not more than 350 kms each side) in between the places of residence /office may travel either by their own vehicle or by taxi is Rs 16/- per km or actually paid, whichever is less, will be allowed for such journey on point to point basis. If such a claim/reimbursement is made by any University employee, prior permission for the use of a personal vehicle/ taxi shall be required.

Professor (Dr.) Vijender Kumar, while deliberating on the rate and distance, suggested that the nearest Airport, i.e., Chandigarh and Delhi (for both international and national flights), should be the benchmark when considering a distance of 350 hms.

Mr Rajinder Sharma, representative from the Finance Department, Government of Himachal Pradesh, emphasised that the State Government has prescribed a rate of ₹8 per km for the use of personal cars by officers and officials, while a rate of ₹16 per km (commercial rate) is applicable for others.

In view of the clarification from the Representative of the Finance Department, Government of Himachal Pradesh, the Finance Officer expressed his opinion that the University should adopt the same, i.e. ₹8 per km for officers and officials using their personal vehicles, whereas ₹16 per km be fixed for various other dignitaries, members of the governing bodies, and subject experts travelling to the university either through their own vehicles or via taxi.

Resolution: After thorough deliberation on the agenda item, the Finance Committee unanimously approved the following:

(i) Visit by Government Officials (using own car): @ ₹8 per km

(ii) Visit by non-officials as experts, examiners, etc. by Commercial Taxi: @ ₹16 per km (on production of proper receipt)

The Finance Committee unanimously recommended the same to the Executive Council.

Item No. 18.6: To consider the request for "Disbursement of Alumni Association Fee" collected by the university to the Alumni Association.

The Finance Officer apprised the esteemed members of the Committee that the Finance Committee, in its 3rd Meeting on October 23, 2019, resolved to create a separate bank account titled 'HPNLU Alumni Fund Account' and further decided that ₹5,000 be deducted from the Refundable Security of UG/PG students and deposited into this separate account. This resolution was subsequently approved by the Executive Council at its 6th Meeting on October 23, 2019. Again, at its 10th Meeting on March 17, 2022, the Finance Committee resolved to deduct ₹5,000 from the security fund of undergraduate and postgraduate students graduating in the 2022-23 academic session. The deducted amount was to be maintained separately under the corpus fund and used for alumni meet and welfare purposes. The Executive Council, in its 13th Meeting on March 17, 2022, approved this resolution with additional suggestions, including the need to obtain consent from previously enrolled students. Members were informed that, in compliance with these resolutions, the University has collected a sum of ₹3.85 lakhs from the students who gave their consent to be registered under the Alumni category.

Finance Officer further apprised the Committee that the HPNLU Alumni Association was registered in 2024 under the name *Alumni Association HPNLU Shimla (AAHS)*, in accordance with the HP Societies Registration Act, 2006. As per the by-laws of the *Alumni Association of HPNLU Shimla (AAHS)*, the bank account will be managed and controlled solely by the office bearers of the Alumni Association, i.e., former students of HPNLU Shimla. Consequently, no member of the University (teaching or non-teaching staff) can be a part of the Association and thereby regulate the Association's finances and bank accounts.

The Finance Officer apprised the committee that, following the registration of the HPNLU Alumni Association, the Association had requested that all the funds collected so far by the university be transferred to the Alumni Association's bank account.

Professor (Dr.) Vijender Kumar opined that the Alumni Association comprises university graduates. The core motive and objectives of the Association align with fulfilling the broader goals of the University, including its branding. He further opined that the accumulated funds are the University's responsibility, as their disbursement could raise audit objections. Hence, the alumni association should be asked to provide bills for the expenditures incurred during the alumni meet, and these may be cleared by the University from the said fund.

Resolution: After thorough deliberation on the agenda item, the Finance Committee unanimously resolved that the alumni funds collected by the University so far shall be utilised to cover the expenditure incurred by the alumni association's meetings and related expenses, as duly approved by the University.

The Finance Committee unanimously recommended the same to the Executive Council.

Item No. 18.7: To consider a matter relating to an Internet leased line procured through Reliance Jio Infocomm Limited.

The Finance Officer placed the agenda item. At the time of the University's establishment (October-November 2016), internet services were procured from BSNL, a public sector undertaking. However, later in December 2018, due to continuous disruptions in internet services, the services were procured from 'Reliance Jio Infocom Limited' to provide internet services on the University campus, as well as

in hostels. However, these services from Reliance Jio were procured without following a formal open bidding process. At that time, the University had no formal Financial Regulations.

It is pertinent to mention that the charges for the Internet Leased Line (ILL) connections are being paid from the University's limited resources, primarily derived from student fees. In an effort to explore alternatives, the university, during May-June 2025, has approached BSNL for ILL connection but due to the fact that BSNL has no ILL connection installed in the surrounding areas of the University Campus, and seeing the stability issues of the connection and services report submitted by the University IT section, a meeting with the existing Service Provider i.e. Reliance JIO was conducted wherein after through negotiation, the Reliance Jio offered discount rates w.r.t to the existing connection. Accordingly, the university received the revised price of the ILL link from Reliance Jio Infocom. Earlier, the total expenditure was approximately. 38.65 lakh (Excluding GST), and now it has been reduced to 30.00 lakh (excluding GST). The reduced rates have been approved, and a work order has been issued to Reliance Jio Infocomm for the implementation of the revised price.

He further informed that, although the cost of the service exceeds one lakh, no tender or rate contract was signed with the service provider by Reliance JIO Infocomm Ltd. earlier, and based on the urgency and continuity of essential internet services, the university placed the award letter as per the provisions of the **HPNLU Financial Regulation, 2020, Quotations/Tenders/Expression of Interest, Part IX 2(iii) "purchase made from the authorised dealers of the specific brands at the rates fixed by their principals".**

Both external members inquired about the process and opined that, in this case, the recommendations of the Purchase Committee/Tender Committee and the technical expert team are required, in accordance with the prevailing university rules and regulations. Further, Professor (Dr.) Vijender Kumar stated that internet connectivity is the backbone of institutions nowadays and emphasised the need for a cost-effective solution with reliable performance. He proposed that the University continue with the existing internet services for one quarter and, in the meantime, conduct a comparative analysis with BSNL services, noting that BSNL's internet plans are more economical than those currently provided by Jio. Mr Rajinder Sharma suggested that the University should follow the prevailing Rules and Regulations of the University and should also take note of the Auditor.

Resolution: The Finance Committee unanimously resolved university may continue with the existing internet services for one quarter and, in the meantime, conduct a comparative analysis with BSNL services. The University should solicit comments from the University auditor in this regard and thereafter continue to provide the services as per the Financial Regulations.

The Finance Committee unanimously recommended the same to the Executive Council.

Item No. 18.8: To consider a proposal for the purchase of an AC bus (Semi-Deluxe) for university staff.

The Finance Officer apprised the members that the University had procured a bus bearing registration number HP-63A-4038 in 2017, which had covered approximately 48,000 km and was approximately 9 years old. Despite the relatively low mileage, the vehicle has become uneconomical to operate, particularly in hilly terrain and is no longer viable for continued use. Furthermore, there is no bus

facility available on the university campus for staff members. To provide a safe and convenient facility for employees, it is proposed to procure a new semi-deluxe (AC) bus for staff commuting purposes. Therefore, it is proposed to procure a new semi-deluxe AC bus for staff use with a buy-back arrangement for the existing bus bearing HP-63A-4038.

Prof. (Dr.) Vijender Kumar inquired whether the University has sufficient budgetary provision for the purchase of a new bus, which has already been duly approved by the Finance Committee (FC) and the Executive Council (EC). He further said that a Technical Report of the bus must be prepared to assess its value and ensure proper evaluation prior to purchase.

The Finance Officer responded to his query and stated that there is no special budgetary arrangement for buses in the budget for 2025-26, and as of the current date, there is no technical report.

Resolution: After due consideration, the Finance Committee unanimously resolved that the matter be placed before the Executive Council along with a sufficient budgetary report and the Technical Report for the purchase of a new bus with a buy-back policy.

Item No. 18.9: To consider the request of Dr Aayush Raj regarding the Dearness Allowance anomalies.

The Finance Officer apprised the members of the agenda item regarding Dr Aayush Raj, who was initially appointed as an Assistant Professor of Law on a contract basis (on the UGC scale) for one year. He joined his services on December 27, 2021. Upon completion of his one-year contract, his services were extended for another year, and as per the offer letter, he received an increment as well. He continued his contractual services till July 17, 2023, and thereafter, he was reappointed as Assistant Professor on the Regular cadre. During this period, he received a salary of ₹15,600-₹39,100 with a Grade Pay of ₹ 6,000. He received the DA as per the DA notified by the Himachal Government at the time of joining.

Subsequently, the Government increased the DA from 31% to 34% w.e.f 01.01.2022 *vide* H.P. Government Notification no Fin (c)-B(7)-1/2021 dated 27.04.2023, and the University adopted the same *vide* file no 15-1/21-HPNLU(Estt.)4002 dated 03.05.2023. Dr Aayush Raj requested the release of the enhanced D.A. from 31% to 34% for the period of his services at the University.

During the discussion, Prof. (Dr.) Vijender Kumar and Mr Rajinder Sharma both expressed surprise at how a contractual employee was given an increment. They opined that no increment would be admissible to such an employee. Mr Rajinder Sharma further quoted the HP Government policy and stated that even DA is not admissible except as per the government's policy.

Responding to the above query, the Finance Officer stated that in the previous meeting, a similar DA was made admissible for another contractual employee (Dr Pushpanjali Sood) who worked as an Assistant Professor (Contractual), in the same period, and thus, the same precedent may be observed here as well.

Resolution: After due deliberation, the Finance Committee unanimously resolved that a report from the university auditor is required in this matter and that it should be presented to the Finance Committee for consideration.

Item No. 18.10: **To consider the proposal received from the Controller of Examinations for establishing a Gold Medal for Rs 1.00 lac in the name of Hon'ble Mr Justice Rajiv Shakdher, former Chief Justice of the High Court of Himachal Pradesh and the Former Chancellor of the University, to be awarded to the overall topper of the B.B.A. L.L.B. Programme.**

The Finance Officer apprised the members of the agenda item that the University had organised its 2nd Convocation on 30th March 2025. With the approval of the University Governing Bodies (Academic Council and Governing Council), the Degree of Doctor of Law (*Honoris Causa*) was conferred upon Hon'ble Mr Justice Rajiv Shakdher, former Chief Justice of Himachal Pradesh High Court and the former Chancellor, HPNLU, Shimla. The University offered to bear all expenses of travel, food and lodging of Hon'ble Mr Justice Shakdher. However, Mr Justice Shakdher suggested to that he would pay his expenses himself, and he proposed that the University may establish a "Gold Medal" utilising the said savings.

Considering the above, it is proposed that a '*Gold Medal*' may be established with those savings titled "Justice Rajiv Shakdher Gold Medal" to be awarded annually to B.B.A. LL.B. students scoring the highest marks in the batch.

Resolution: After due deliberation, the Finance Committee unanimously approved the proposal for the establishment of the "Justice Rajiv Shakdher Gold Medal" and recommended the same to the Executive Council for approval.

Item No. 18.11: **To consider the matter relating to incentives in the form of Advance increments for PhD/M.Phil to the Teaching Staff of the University.**

The Finance Officer apprised the members about the agenda item. A letter no F.16-1/2023(CU)/128114, February /2025 dated 10th February, 2025, has been received from the University Grants Commission, Ministry of Education, Govt. of India, with the direction/clarification to follow point 8 of the Ministry of Education letter no 1-7/2015-U.11 (1) dated 02.11.2017 wherein it has clearly been described as follows

> "The Incentive structure is built-in in the pay structure itself wherein those having M.Phil or Ph.d. degree will progress faster under CAS. Therefore, there shall be no incentives in form of advance increments for obtaining the degrees of the M.Phil or Ph.D ."

He informed the committee that the university has been giving advance increments to all eligible teaching faculty who hold a PhD degree at the time of recruitment or who have acquired a PhD since their appointment, as per the previous EC resolution, i.e. 18th Meeting, dated February 24, 2023. He also apprised the committee that the UGC *vide* Letter No D.O No >F.9-3/2025 (PS/Misc) dated 6th March 2025 constituted a committee to examine the matter of non-compoundable advance increments as an incentive for the PhD degree and other higher qualifications.

During the discussion, Prof. (Dr.) Vijender Kumar expressed that in view of the UGC directions, the above advance increment must be discontinued with immediate effect. He further opined that, in the

larger interest of the employees, no recovery of the amount already disbursed should be made, and the matter may be regularised prospectively in accordance with the rules and regulations.

Resolution: After thorough deliberation on the agenda item, the Finance Committee resolved to discontinue the advance increment awarded to PhD holders, effective immediately, in compliance with the UGC direction. However, advance increment paid, if any, shall not be recovered.

Item No. 18.12: To Consider the Request of Mr Tarun Sharma regarding Fixation of Pay on Promotion.

The Finance Officer apprised the members about the agenda item. He stated that an application has been received from Mr Tarun Sharma (Junior Scale Stenographer), regarding a request for grant of promotional benefits *as per* FR 22 (I)(a)(1). The said Rule prescribes the grant of one notional increment in all cases where an employee is promoted from one card to another as part of promotion. In this regard, the Finance Department Notification No. Fin(PR)B(7)-1/2021 dated 03.01.2022 issued by the Himachal Government under the Himachal Pradesh Civil Services (Revised Pay) Rules, 2022 further provides that the employee can exercise his/her option to hold the said notional increment and can request his employer for the grant of the said notional increment from the date of grant of his regular increment. The option must be exercised by the employee within one month of their promotion.

Mr Tarun Sharma was promoted to the post of Junior Scale Stenographer, effective from August 30, 2025. The employee applied to exercise the above-mentioned option, opting to receive his promotional increment along with the regular annual increment (i.e. on 1 October 2025), as per the Finance Department Notification No. Fin(PR)B(7)-1/2021 dated 03.01.2022 issued by the Himachal Government under the Himachal Pradesh Civil Services (Revised Pay) Rules, 2022.

Prof. (Dr.) Vijender Kumar stated that the increment is part of the service regulation, and therefore, he would be entitled to receive it.

The Finance Officer clarified that the University has given a notional increment to all its employees (teaching and non-teaching) immediately on their promotion. However, in no case was such an option provided. He further stated that the Finance Department Notification No. Fin(PR)B(7)-1/2021 dated 03.01.2022 issued by the Himachal Government under the Himachal Pradesh Civil Services (Revised Pay) Rules, 2022 was adopted by the University Executive Council, and later on, as per the Rule prescribed in the said Notification, the salaries of many non-teaching staff are required to be revised. However, due to administrative reasons and related representations received from non-teaching employees, the enforcement of the said notification was put on hold by the appropriate authority. Thus, the Finance Committee should consider whether the University can select one provision from the above-mentioned Notification and implement it, while all other parts of the notification remain on hold.

Mr Rajinder Sharma observed that, if the implementation/execution of such rules has been put on hold, then no fixation of pay on financial adjustment should be carried out at this stage. He further stated that pay fixation must be done in accordance with the notification.

Resolution: After thorough deliberation on the agenda item, the Finance Committee unanimously resolved to adjust the employees' pay in accordance with existing practice and recommended the matter to the Executive Council.

Item No. 18.13: To Consider Admission for the NRI/Foreign Nationals Category.

The Finance Officer apprised the members of the agenda item that a meeting of the Standing Admission Committee was convened on July 16, 2025, following the completion of all three rounds of CLAT counselling for both undergraduate and postgraduate programmes. In accordance with the UGC Public Notice F. No. 1-2/2023(IC) dated May 9, 2025, pertaining to admissions in the B.A./BBA LLB for the Academic Session 2025–26, all Higher Educational Institutions (HEIs) and their affiliated colleges/institutions have been requested to adopt and implement the admission guidelines and provide supernumerary seats for international students in letter and spirit. As per Point 2 of the said Guidelines, HEIs may create up to 25% supernumerary seats for international students, over and above their total sanctioned enrolments for both UG and PG programmes.

In pursuance of the above, the University has already implemented the admission of UG-NRI students with a one-time fee of Rs. 7,50,000/- in addition to the regular fees applicable to all other students. This NRI/Foreign National fee is payable once at the time of admission in the first year. However, as far as admission of NRI to other programmes is concerned, there has been no notified fee structure. In view of this, the university proposes the following NRI / Foreign National fee structure (one-time, excluding the Regular fee)-

(i) LL.M. (One Year) Programme - ₹ 2,00,000

(ii) PhD Programme - ₹ 3,00,000

(iii) LL.D. Programme - ₹ 3,00,000

(iv) MBA - ₹ 2,00,000

During the discussion, Prof. (Dr.) Vijender Kumar expressed that the amount of ₹7,50,000/- be appropriately spread across all semesters and charged from NRI and Foreign National students over the duration of the course. He also proposed that a clear schedule of fee instalments be prepared and duly communicated to the students in advance, with the approval of the Competent Authority.

Resolution: After thorough deliberation on the agenda item, the Committee resolved to approve the proposed fee for NRI/Foreign Nationals, along with a duly modified Fee Payment schedule spreading across the span of the academic Programme as proposed by Professor (Dr.) Vijender Kumar. The Committee recommended the same to the Executive Council.

Item No. 18.14: To consider the Appointment of teachers on a consolidated salary (fixed) salary.

The Finance Officer apprised the members about the agenda item. He stated that, in view of the university's academic and administrative needs, there is a requirement to appoint qualified and experienced teachers, within the limits of the sanctioned positions, to strengthen the teaching and

research activities. Considering the University's financial resources, it is proposed to appoint teachers under the following categories on a consolidated (fixed) salary of Rs.: -

(i) ₹ 150,000 / month – Professor

(ii) ₹ 100,000/ month – Associate Professor

(iii) ₹ 70,000 / month – Assistant Professor

During the discussion, Prof. (Dr.) Vijender Kumar stated that there are two prevailing sets of qualification norms governing the appointment of faculty in the said categories. One is prescribed by the University Grants Commission (UGC) and the other by the Bar Council of India (BCI). He emphasised that, to ensure transparency, uniformity, and clarity for prospective candidates, the University must clearly specify which set of norms shall be applicable for such appointments. He further suggested that the eligibility criteria be explicitly mentioned in the recruitment advertisement or notification to avoid ambiguity and ensure compliance with regulatory standards.

Resolution: After thorough deliberation on the agenda item, the committee unanimously approved the agenda item, along with the suggestion of Prof. (Dr.). Vijender Kumar. The Committee recommended the same to the Executive Council.

Item No. 18.15: To consider the Appointment to the Post of Estate Officer on a Consolidated (fixed) Salary of Rs. 60,000/- month.

The Finance Officer placed the agenda item and apprised the members that the University currently lacks a full-time Estate Officer. In view of the increasing requirements related to the maintenance of campus infrastructure, supervision of civil works, and overall estate management, there is an urgent need to appoint an Estate Officer.

He further proposed that the services of an Estate Officer may be hired through an appointment on a consolidated (fixed) salary of Rs. 60,000 per month for the time being. This would ensure the smooth functioning of the estate-related work in the University without any delay.

During the discussion, Prof. (Dr.) Vijender Kumar suggested that the provisions of the Service Regulations, including those relating to pay fixation, should be clearly reflected and incorporated into the agenda for better clarity and reference. To this, the Finance Officer clarified that, according to the current roster, the University has one vacant post for an Estate Officer (UR Category). He further stated that although the scale is not prescribed in the said roster or the University Regulations, a consolidated scale has been prescribed based on the pay scale provided through Finance Department Notification No. Fin(PR)B(7)-1/2021 dated 03.01.2022 issued by the Himachal Government under the Himachal Pradesh Civil Services (Revised Pay) Rules, 2022.

Mr Rajinder Sharma suggested that the University should also consider engaging the services of an Estate Officer on an outsourced basis, in accordance with the prevailing outsourcing policy and financial norms, if deemed administratively and financially viable. All other members agreed to his suggestion.

Resolution: After thorough deliberation on the agenda item, the Finance Committee unanimously resolved to approve the agenda item, along with the suggestion that the University should preferably hire the services of an Estate officer on an outsourced basis. The Committee recommended the same to the Executive Council.

Item No. 18.16: **To consider payment of honorarium /sitting charge for the external member (NGO) nominated to the Internal Complaint Committee constituted under the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.**

The Finance Officer placed the agenda item and informed the members that, according to the notification dated 2nd May 2016 from the Ministry of Human Resource Development (University Grants Commission), No. F. 91-1/2013(TFGS) titled University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 under Section 3(h), an Internal Complaint Committee is required to be constituted, and the same has been constituted in the University..

He further apprised the Committee that as of now, there has been no notification of a sum to be paid as honorarium for NGO members who appear in the meetings. In this regard, it is proposed that an honorarium of Rs. 2000 (for physical participation) and Rs. 1000 (for participation via online mode) be considered.

Prof. (Dr.) Vijender Kumar opined that the local representative appointed by the University should be provided with transport facilities in addition to the honorarium as proposed. He further suggested that, in case the University is unable to provide transport facilities, the representative should be reimbursed for travel expenses in accordance with the applicable rules and rates to ensure fairness and compliance with established norms.

Resolution: The Finance Committee resolved unanimously on the proposed agenda and recommended it to the Executive Council.

Item No. 18.17: **To consider payment of honorarium to the Associate Dean of Student Welfare (ADSW).**

The Finance Officer placed the agenda item. He apprised the members that the majority of students currently reside in hostels rented from outside and are located between 3 and 10 km away from the University campus. In view of this, apart from Wardens and Dean Students Welfare, three ADSW have been designated amongst the faculties. ADSWs are required to perform various tasks, including general welfare and discipline.

He proposed that an honorarium of Rs. 7,000 per month be granted to these ADSWs, as they perform tasks beyond the regular working hours of the University.

During the discussion, the members decided that an honorarium of ₹7,000/- per month be granted to ADSWs and the policy may be continued until the University establishes its own hostels.

Resolution: The Finance Committee resolved unanimously on the proposed agenda and recommended it to the Executive Council.

Item No. 18.18: **To consider and approve the proposed changes/modifications in the Remuneration/Honorarium/Fee rates prescribed as part of the Regulations of the University for various Academic activities, examinations, special examinations, skill tests, etc.**

The Finance Officer placed the agenda item before the Committee and apprised the members that, in accordance with the HPNLU Academic Regulation 2019, provisions were made for the payment of remuneration, honorarium, or fees for various academic activities performed by internal (teaching & non-teaching) as well as the external teachers. Additionally, through the various meetings of the Finance Committee and the Executive Council, specific rates of remuneration/honorarium/fee for internal and external experts engaged in special examinations, such as recruitment tests, promotion evaluations, and skill assessments, have been approved.

A proposal has been received from the Office of the Controller of Examinations for the revision of the above honorarium.

The Finance Officer stated that upon careful review of the University's available financial resources and the recently introduced policy on granting honorarium to internal faculty and staff for other duties, the University has considered it appropriate to revise the existing policy regarding the grant of honorarium, remuneration/Fee with respect to examination-related duties /services.

The University has observed that most of the Remuneration/Honorarium/payments granted to either faculty or staff are otherwise part of their service conditions and expected to be performed by these employees as part of their regular duties.

Thus, it is proposed that no remuneration/honorarium/fee should be paid for activities that form part of the regular academic or administrative responsibilities of the faculty or staff. These duties (vis, setting examination papers such as mid-term and end-term semester examinations, conducting evaluations thereof, or moderating question papers) are considered inherent to the teaching and administrative functions of concerned faculty and staff members. However, the remuneration/honorarium to external subject experts/examiners shall remain unchanged.

In view of the above, the university proposes to withdraw the following payments:

Sr. No.	Particular/Description
1.	Paper Setting (Internal)
2.	Moderation (Each Papers)

3.	**Evaluation** Paper (Internal) Term Paper Honorarium to Scrutinizer (including end-term Exam/Mid-term Exam presentation award list and entry in the tabulation register) Checking assistant (for each answer script) Superintendence of Examination Deputy Superintendent of Examination Invigilation Group-C Employee (other than invigilation) Group Employees Writer/Scribe (Internal)

Furthermore, it is noted that the last revision of the rates of remuneration, honorarium, and fees for various academic and examination-related activities was carried out in 2023. If these rates are to be revised, a defined benchmark for annual or periodic appreciation should be established. Accordingly, it is proposed that all such remuneration/honorarium/payments payable by the university may be revised by not more than 25% at a time (rounded off to the nearest tens or hundreds as the case may be).

The revised proposed rates, based on the above principles, are provided in the table below:

For University General Examinations				
Sr. No.	**Title**	**UG**	**PG**	**Ph.D.**
1	Paper Setting (external)	1250	1500	1875
Evaluation				
2	Paper (External)	63	75	125
3	Dissertation (L.L.M)	1250	1250	
4	Ph.D. Thesis evaluation	1250	1250	2500
5	Viva Voce Expert	1250	1875	1875
6	Scribe/Writer (External)	375 (per day)		

7	Re-evaluation of Answer Script (Subject specific, i.e., scripts of more than one subject shall be counted separately)	Rs. 625/- (Rs. 125 per answer script, subject to a minimum of Rs. 625/-) for re-evaluation up to five answer scripts. Rs. 125/- per answer script for re-evaluation beyond five answer scripts
	Special Examinations such as Written Examinations/Skill Tests, etc., for recruitment or promotion	
8	Question Paper Setting and Evaluation of Subjective Written Examinations / Interview	Question Paper/ Evaluation rates as applicable to PG Programs along with the Sitting Fee (Fixed) of Rs 3000/
9	Typing Test, Shorthand Test, Transcription, Evaluation of Scripts of these tests, including setting of question paper, etc., by the instructor/expert	Question Paper for typing test / Short-hand - Rs. 1000/ Evaluation @500 per candidate. Sitting Fee (Fixed) Rs. 3000/

After a thorough discussion, the members of the Committee unanimously resolved to discontinue, with immediate effect, the payment of rates/honorarium/honorarium/fees to officials for duties that fall within their regular responsibilities, as no additional honorarium should be provided for such duties to internal staff.

The members further proposed that these revised rates and provisions be applied prospectively, ensuring clarity and compliance in future.

Resolution: The Finance Committee resolved unanimously to discontinue the payment of honorarium/fee/charges, etc. connected with examinations in favour of any internal employees, including both teaching & non-teaching staff. However, the said payment to externally invited/nominated members shall continue and shall be revised @25% (rounded off to the nearest tens or hundreds as the case may be). Further, the revision shall be made only after completion of 3 years of last revised rates.

The committee recommended the same to the Executive Council.

Item No. 18.19: **To consider and approve the proposed changes/modifications in the Fee, fine, late fees, application fees, Registration fees, etc., charged from**

students/scholars under different circumstances/cases prescribed as part of the Regulations.

The Finance Officer apprised the members that a proposal has been received from the Office of the Controller of Examinations regarding rates (revised) of fee/late fee/fine, as listed in the table below, for consideration: -

Sr. No.	Title	UG Existing /Proposed/ Approved	PG Existing /Proposed/Approved	Ph.D. Existing /Proposed/Approved
1	Re-Registration Fee	5000/10000/ 10000	5000/10000/10 000	5000/20000/20 000
2	Provisional Degree Fee	500/1000/ 1000	500/1500/1500	2000/NA/2000
3	Reappear/Repeat/ Improvement (per paper) Fee	1000/5000/ 5000	1000/7000/ 7000	1000/10000/ 10000
4	Re-Evaluation (per paper) Fee	2000/3000/ 3000	2000/4000/ 4000	2000/5000/ 5000
5	Scrutiny (per paper) Fee	200/1000 / 1000	200/1000 / 1000	200/1000 / 1000
6	Transcript Fee	2000/ 4000/ 4000	2000/ 4000/ 4000	NA
7	Duplicate DMC (per semester) Fee	1000 /2000 / 2000	1000 /2000 / 2000	NA
8	Resubmission of Dissertation/Thesis	NA	3000 / 10000/ 10000	15000 / 20000/ 20000
9	Resubmission of Ph.D. Research Synopsis Fee	NA	NA	2000 / 5000/ 5000
10	Late Fee for Submission of Six-Monthly Progress	NA	NA	1000 / 5000/ 1000

	Report (Late up to 3 months from the required date. Beyond three months fine shall be doubled every three months)			
11	Late Fee for submission of Dissertation (submission of dissertation beyond dates shall be taken within 15 days from the last date of submission notified)	NA	500 /5000/ 500	NA
12	Fine for Collection of DMC (per Semester) after three months from the notified dates.	No Fine / 1000/ 1000	No Fine / 1000 / 1000	NA
13	Convocation Fee (in person), including charges for the convocation dress given by the University.	2000/ 5000/ 5000		2000 / 6000/ 6000
14	Convocation Fee (in absentia)	3000 / 6000/ 6000		3000 / 7000/ 7000

After thorough discussion on the matter, the members resolved that the rates of fines / late payment shall not be increased, and the remaining may be approved as proposed.

Resolution: The Finance Committee unanimously approved the agenda item with the modification that there shall be no increase in any late fee/ fine as of now. The Committee recommended the same to the Executive Council.

Item No. 18.20: To consider and approve the proposed changes in the Himachal Pradesh National Law University Financial Regulations 2020

The Finance Officer placed the agenda item before the committee and apprised the members that, in accordance with the Himachal Pradesh National Law University, Shimla Act, 2016, the University may frame its regulations. Section 5 of the Act, 2016 provides "The powers and functions of the University shall be".. (zh) "to make such statutes, regulations and other instruments as may, from time to time, be considered necessary for regulating the affairs and the management of the University and its properties and to alter, modify and rescind them;"

Section 35 (2) further provides: ".... Subsequent regulations or modifications in the first regulations shall be made by the Executive Council."

He apprised the Committee that, in view of the current financial challenges faced by the university, certain provisions of the financial regulation (Part 1) require amendment to ensure the smooth functioning of the university.

The proposed changes have been prepared with due consideration of university needs. Accordingly, the following amendments and insertions are proposed for approval and incorporation into Financial Regulation 2020.

apprised the members that a proposal has been received from the Office of the Controller of Examinations regarding rates (revised) of fee/late fee/fine, as listed in the table below, for consideration:

EXISTING RULE	PROPOSED AMENDMENT
PART -1, Rule 1.13 (i) The Registrar shall be competent to sanction expenditure amounting to Rs. 50,000 (Rupees Fifty Thousand only)	(i) The Registrar shall be competent to sanction expenditure amounting up to Rs. 50,000/ (Rupees Fifty Thousand only). (ii) The Vice-Chancellor shall be competent to sanction expenditure above Rs. 50,000/- (Rupees Fifty Thousand only)
PART -1, Rule 1.13 (ii) The Vice-Chancellor shall be competent to sanction expenditure up to Rs. 50,000/- (Fifty Thousand only) and above	
PART -1, Rule 1.20	

The books of accounts and all other books and documents connected with them shall remain under the custody of the Superintendent (Accounts) of the University	The books of accounts and all other books and documents connected with them shall remain under the custody of the Section Officer (Accounts) of the University
Part II, Rule 2.1 The University shall maintain the following accounts books in English: - Cash Book/ Ledger, Register for Investment, Central Stock Register, Stock Register, Property Register, Fixed Asset Register, Register of Books and Periodicals, Salary Register, register regarding Staff, their Attendance and Absence, Dak Receipt and Dispatch Register etc. and such other books as may be prescribed from time to time	The University shall maintain the following accounts books in English: - Cash Book/ Ledger, Register for Investment, Central Stock Register, Stock Register, Property Register, Fixed Asset Register, Register of Books and Periodicals, Salary Register, register regarding Staff, their Attendance and Absence, Dak Receipt and Dispatch Register etc. and such other books as may be prescribed from time to time maintained in physical and electronic form. All the records shall remain in the custody of Registrar of the University.
Part II, Rule 2.2 The books of accounts shall be maintained on the cash basis. All money received and spent shall be immediately brought into account in the University Cash book and the ledger.	The books of accounts shall be maintained on the Accrual basis. All money received and spent shall be immediately brought into account in the University Cash book and the ledger.

	Part IV Rule 4.4 All payments above Rs. 2,000/- (Rupees Two Thousand Only) except salary and allowances of the staff shall be made by Crossed cheque or through Real time gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) as per the prescribed limits or as may be authorized by the Executive Council from time to time.	All salaries, allowances and other payments which exceed Rs. 10,000/- (Rupees Ten Thousand Only) shall be made by Crossed cheque or through Real time gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) as per the prescribed limits
	Part V Rule 5.4 (iv) The Vice -Chancellor may sanction re-appropriation of the amount provided in one or more 'sub-heads' to other sub-heads out of the provision made for a particular department/head subject to the following conditions: (iv) No re-appropriation be made from one department to another or from one 'major head' to another 'major head'.	The Vice-Chancellor may sanction re-appropriation up to 10% of the amount provided in one or more 'sub-heads' to other sub-heads out of the provision made for a particular head with the following conditions: (iv) No re-appropriation be made from one 'major head' to another 'major head'
	Part VI Rule 6.1 In addition to the official Auditor appointed by the Government for the purpose of pre-audit of the University Accounts an auditor (Chartered Accountant) may be appointed by the Vice-Chancellor for audit of other accounts not covered by the Pre-Audit System of the Government.	(i) University shall appoint a statutory auditor to conduct the audit of the university's books and accounts in accordance with the provisions of the Himachal Pradesh National Law University, Shimla Act, 2016 and the Regulations made thereunder. (ii) The University shall nominate the auditor through an open bidding system, and the name of the proposed bidder selected through the open bidding system (i.e. CA Firm) shall be placed before the Executive Council for

<table>
<tr><td></td><td></td><td>consideration.
Explanation: The bidding system shall be governed by the University Purchase policy, revised from time to time.</td></tr>
<tr><td></td><td>Part VIII Rule 8.1

(I)The Registrar shall maintain the following Books of Accounts and Forms:

(a) A Cash Book

(b) ledger Exhibiting a separate personal account for each trust and

© A Bank Pass Book

(II) For the Saving Account:

a. A Cash Book
b. A Classified Register of Receipts:
c. A Classified Register of Expenditure and
d. A Bank Pass Book</td><td>The Accounts branch shall maintain all books of accounts and forms etc. in compliance with these Financial Regulation.</td></tr>
<tr><td></td><td>Part IX Rule 9.2 (iv)

Newly Insertion</td><td>The tender cost to be charged and collected from prospective bidders shall be proposed by the Accounts Branch and shall be placed before the Finance Committee for consideration. The approved tender cost shall be specified in Schedule-I of this Regulation and may be revised by the Finance Committee from time to time
<table>
<tr><th>Sr. No.</th><th>Description</th><th>Rate (Excluding Taxes)</th></tr>
<tr><td>1.</td><td>Estimated cost of tender upto 5 lakhs</td><td>500/-</td></tr>
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	2. Estimated cost of tender more than 5 lakh upto 10 lakhs	1000/-
	3. Estimated cost of tender more than 10 lakh upto 25 lakh	1500/-
	4. Estimated cost of tender more than 25 lakh upto 50 lakh	2500/-
	5. Estimated cost of tender more than 50 lakh	5000/-
PART IX Rule 9.3 (ii) Purchases made from the authorized dealers of the specific brands at the rates fixed by their principals.	Purchases made from the authorized dealers of the specific brands.	
PART IX Rule 9.3 (iv) Online purchase of any items /goods especially books can be made subject to the following conditions (a) with the approval of the Purchase Committee on the recommendation of the library committee (b) Online purchase shall be made in exceptional circumstance and that also with the justification of (i) Non-availability of all the items/goods in the market (ii) Cost cutting.	Online purchase of books can be made subject to the following conditions (a) with the approval of Vice-Chancellor on the recommendation of the library committee (b) Online purchase can be made in exceptional circumstance and that also with the justification of Cost Cutting.	

PART IX Rule 9.5 With the prior approval of the Vice-Chancellor, a Purchase committee shall be constituted for two years from the date of its notification to scrutinise all purchases along with verification of the purchased items executed through the limited tender enquiry (LTE) or Spot Purchase as per Financial Regulation 2020 and the Procurement Policy made thereunder. The Purchase Committee shall consist of the following on a ratio basis of two years nominated by the Vice-Chancellor: - Finance Officer (Chairperson. Two Senior Faculty Members Deputy Registrar (Ex-Officio Member) Section officer (Accounts) (Ex-Officio member -cum-Convener)	With the prior approval of the Vice-Chancellor, a Purchase committee shall be constituted for two years from the date of its notification to scrutinise all purchases along with verification of the purchased items executed through the limited tender enquiry (LTE) or Spot Purchase as per Financial Regulation 2020 and the Procurement Policy made thereunder. The Purchase Committee shall consist of the following on a ratio basis of two years nominated by the Vice-Chancellor: - Finance Officer (Chairperson. Two Senior Faculty Members Deputy Registrar (Ex-Officio Member) Section officer (Accounts) (Ex-Officio member -cum-Convener) Provided that the Chairperson of the Purchase Committee may invite any officer or individual from whom a specific request for purchase was initiated, as an invited member to the Purchase Committee for the said purchase
PART X Rule 10.4 (ii) Writing off Losses of University Library Books The following shall be the procedure for writing off losses of books of the University Library and Research Centres: (ii) Writing off reference/rare books is not covered by clause (i).	Proposal for deletion of Rule 10.4 (ii)

	Each such case will be considered on the merits by the Committee mentioned in (i) above. After making the due enquiry, the Committee will recommend suitable action to the Vice-Chancellor.	
	Part XI Rule 11.1 (i) & (ii) Creation and maintenance of Corpus Fund: (i) The objective of the creation of Corpus Fund shall be to ensure that the University becomes financially self-supporting in future. Hence, The University shall create and augment the corpus fund from the available resources. to generate ensured income. (ii) The corpus fund shall be created from the Maintenance Grant received from the Government from time to time or from other sources.	Creation and maintenance of Corpus Fund: (i) The University shall create and augment the corpus fund from the available resources. (ii)Proposal for deletion

After thorough deliberation of the agenda item, the proposed amendments were approved.

Resolution: The Finance Committee unanimously approved the agenda item and recommended the same for approval by the Executive Council.

Item No. 18.20: Reporting item.

The Finance Officer placed the following reporting items before the Committee: -

1. The fee manual for batches (Academic Year 2025-26 & 2026-27) has been compiled and finalised in accordance with the prescribed guidelines and norms. The document outlines the fee structure and related policies applicable to the students of the current and upcoming academic batches.

2. Himachal Pradesh National Law University, Shimla, was established in the year 2016, under the Act No. of 16 (2016) . The University exists solely for educational purposes, not for the purpose of profit. Since its inception, the University has remained committed to providing high-quality legal education and has made consistent progress in both Academic and Administrative domains. Keeping in view of the University's continued growth and its expanding scope of activities, including Short-term and Long-duration Commercial Training courses/programmes, it is deemed necessary to obtain the GST number as these ancillary services are covered under the preview of Taxable services as per the Goods and Services Tax, 2017. Therefore, the University is registered under the Goods and Services Tax Act, 2017, with registration number **02AAAJH0545B1Z4**.

3. Submitted that the University has appointed Mr Arjun Lall, Advocate from the Himachal Pradesh High Court Bar Association, as the Second Legal Counsel/Retainer, as most of the cases against the University are pending before judicial forums in Shimla. The monthly retainership fee for the Second Legal Counsel has been fixed at Rs. 20,000/-.

While placing the Reporting item no. 2, the Finance Officer requested that, since the University has received a GST Number and all relevant entries are required to be updated on the Government GST Portal, the service of a qualified person, preferably a CA, may be availed either through retainership, etc. Prof. (Dr.) Vijender Kumar opined that since the University has a qualified person in the accounts office to handle such matters, these matters must be taken care of by the existing administrative staff of the accounts office. Further, with respect to Reporting Item No.3, Prof. (Dr.) Vijender Kumar stated that the University should establish a panel of lawyers and allocate cases to them based on priority.

The Committee, after thorough deliberation, approved the reporting items, along with the suggestions of Prof. (Dr.) Vijender Kumar regarding Reporting Item Nos. 2 & 3.

The meeting concluded with a formal expression of gratitude to all members for their participation.

Registrar
Ex Officio Secretary
Finance Committee, HPNLU Shimla