

UNIVERSITY FINANCIAL REGULATIONS, 2001

This code of regulations is codified to regulate the financial transactions of the University and for management of financial matters including maintenance of records, preparing accounts including compiling annual accounts and undertaking the audit of accounts and matters incidental thereto.

Chapter I: General Provisions

II/Reg/1: Title of the Regulations: The title of the Regulations is "The University Financial Regulation, Regulations No. II of 2001."

II/Reg/2: Application: The Regulations are applicable in all financial transactions, records, accounts, audit and all incidental matters relating to financial management of the University as are applicable to each of these issues.

II/Reg/3: Jurisdiction and upkeep of records: All records, vouchers, books of accounts, and other documents are to be maintained by the University at its Head Quarter and shall be governed by the Jurisdiction of University.

Provided that the Executive Council may require that original copy of any record of a School be kept at the place where the school is situated and a photocopy of the same, attested by the Registrar be maintained at the University Office at the Head quarter.

II/Reg/4: Interpretations: Unless otherwise meant in the text, the following terms used in the Regulations shall be interpreted as follows:

- (a) 'University' means 'The National Law University, Jodhpur'
- (b) 'Registrar' means Registrar of the University.
- (c) 'Accounts Officer' means all officers responsible to maintain the financial records of the University and includes, Finance Officer, Deputy Finance Officer, Accounts Officer and Assistant Accounts Officer.
- (d) 'Books of Accounts' means and includes all books of primary entries and Books of accounts, i.e., ledgers and includes records of cash transaction, assets and liabilities, inventories, personal accounts and University Funds.
- (e) 'Vice Chancellor' means the Vice Chancellor of the University.
- (f) 'Regulation', means individual entry in the University Financial Regulations, i.e., Regulation II of 2001.
- (g) 'Regulations' means Regulations II of 2001.
- (h) 'Annual Accounts' means Annual Accounts mentioned in Statute 24 of the National University, Jodhpur Act (Act 22 of 1999) and includes Receipts and Payments Accounts; Income and Expenditure Accounts, Statement of affairs; and the University Fund Account.
- (i) 'Audit means external audit by a reputed firm of chartered accounts appointed by the Executive Council.

Chapter II: Accounting System

II/Reg/5: Annual Financial Year: The Annual accounting period for the University shall be between April 1, and March 31.

II/Reg/6: System of accounting: The Account shall be kept on double entry system in English on approval basis.

II/Reg/7: Books of Account to be Kept: The University shall maintain the following books of accounts:

- (a) Cash book to record cash transactions;
- (b) Books for recording assets and liabilities including Register for inventories;
- (c) Books for recording fees to be collected from the students on various heads of accounts and records for the faculty members and the administrative staff.
- (d) Appropriate day book necessary for credit transactions; and
- (e) Ledger containing accounts.

II/Reg/8: Person in charge of the accounting section responsible for keeping the books of account: The officer of the University appointed by the University from time to time under the supervision of the Registrar required to be the head of the department of finance and accounts, shall be responsible for keeping the books of accounts and financial records.

II/Reg/9: Monthly Accounts: The Accounts Officer shall prepare monthly receipts and payments account both on revenue and capital head and income and expenditure account and the same shall be placed within 15 days before the Vice Chancellor for approval.

II/Reg/10: Semi-annual Accounts: The Accounts Officer shall prepare semi-annual receipts and payments account, income & expenditure account and statement of assets and liabilities within thirty days and get it audited by independent auditor appointed by the Executive Council for such purposes, which shall be signed by the Registrar and the Vice Chancellor before being tabled in the ensuing Executive Council meeting for approval.

II/Reg/11: Annual Accounts: (i) The annual audited final accounts and the annual report shall be prepared by the accounts officer and signed by the Registrar and the Vice Chancellor within 60 days from the completion of the financial year and shall be placed in the ensuing Executive Council meeting for approval and recommending the same to the General Council.

(ii) The annual audited accounts and report shall be placed before the General Council for approval.

Explanation: The annual account shall comprise the annual receipts and payments account, income and expenditure account and statement of assets and liabilities.

II/Reg/12: University Auditor: The Executive Council shall appoint an independent practicing Chartered Accountant to audit the accounts of the University on annual basis, on

such terms and conditions as may be stipulated by the council and mutually agreed upon.

II/Reg/13: Remarks of the Auditor in the annual accounts: The Registrar shall prepare in consultation with the Accounts Officer explanations on remarks made by the auditor in the annual accounts and place the same before the Executive Council.

Chapter III: Funds of the University

II/Reg/14: Capital Receipts: All receipts from grants, endowments and donations shall be deposited in the Capital fund of the University, which are to be kept in a scheduled bank under suitable heads of account and shall be used only for the purposes for which the Executive Council has accorded prior sanction.

Provided that Vice Chancellor in exercise of his special power may use such amount for the purpose for which funds were not made available in the event of immediate need and shall place the matter before in the ensuing Executive Council meeting for ratification.

II/Reg/15: Revenue Receipts: All revenue receipts from the students on account of collection of fees, rental charges and other fees charged including penalty, fine and interest accrued by the University from time to time shall be kept in the University fund and kept in bank accounts in Scheduled Banks under suitable heads of account.

II/Reg/16: Mode of Receipts: All receipts to the University are to be collected by the University by way of drafts/cheques as far as practicable. Provided that the same can be directly paid to University account under appropriate head and the bank shall communicate such information within the next day.

II/Reg/17: Revenue Payments: The Executive Council may authorize the Registrar to incur expenditure in revenue heads within the prescribed limits of the budget.

II/reg/18: Salary Register: A salary register shall contain the following forms or such other forms as may be directed by the Vice Chancellor:

- (i) Serial No.
- (ii) Name and designation
- (iii) Basic Pay
- (iv) DA
- (v) HRA
- (vi) CCA
- (vii) Other Allowances
- (viii) Total Salary
- (ix) Income Tax
- (x) Provident fund
- (xi) Other recoveries
- (xii) Total deduction
- (xiii) Net Salary

II/Reg/18: Authentication of expenditure: All vouchers for expenses shall be signed by the Registrar and approved by the Vice Chancellor before the expenses are incurred. *Provided* that a voucher for an expenditure of Rs. 2000/- may be signed by such other officer as may be authorized by the Registrar and approved by the Vice Chancellor.

II/Reg/19: Mode of Payment: All payments shall be ordinarily be made by cheques or draft.

II/Reg/20: Imprested Account: (i) There shall be a separate bank account opened for meeting all contingency expenses for day-to-day administration of the University, which shall be impressed to Rs. 10,000/- for a period of fortnight and the Registrar may authorize an officer of the University to spend on cash out of that account not exceeding Rs. 500/- per voucher. The officer shall take prior approval of the Registrar for such expenditure.

(ii) The imprested amount shall be recouped on the submission the expenses to the Vice Chancellor.

II/Reg/21: Operation of Bank Accounts: Excepting the contingency in imprested fund account all other bank deposits shall be jointly operated by: (a) The Registrar and the Accounts Officer, if the amount does not exceed Rs. 10,000/- and (b) The Registrar and the Vice Chancellor, if the amount exceeds Rs. 10,000/-.

Provided that in the absence of the designated officer, the Vice Chancellor may authorize any other officer of the University to sign the cheques as a joint signatory.

II/Reg/22: Authentication of Accounts: The accounts shall be authenticated as follows-

(a) The cash balances must be closed everyday and signed by the Accounts officer, which shall be checked and verified by the Registrar weekly.

(b) All books of accounts should be balanced at the end of every month, which shall be verified and signed by the Registrar.

(c) On going communication expenses shall be verified on the day-to-day basis by the Accounts Officer.

Chapter IV: Properties and Assets of the University

II/Reg/23: Properties and assets: All properties and assets of the University including documents digital signatures, securities and other important deeds and documents shall stand in the name of National Law University and be held in trust by the Registrar under the supervision of the Vice Chancellor.

II/Reg/24: Finance Committee: The finance committee of the University is authorized to inspect the books of accounts and hold enquiry at any time in any financial matter as and when required by the Executive Council from time to time.

II/Reg/25: Authorization of receiving endowments: The Vice Chancellor may receive donations or endowments for and on behalf of the University from Corporate Sector, Indian and Foreign, Public at large and such other bodies as are specially constituted for that purpose for specific purpose but without any other conditionality.

Provided that in the event of any condition from funding agency/institution/person, the matter shall be placed before the Executive Council.

Provided further that use of the name of the funding agency/institution/person attached to the object shall not be considered as condition.

Provided further that such funds shall be made available in entering into a formal Memorandum of Understanding, which shall be signed by the Registrar.

II/Reg/26:

Procurement of Goods, Services, Execution of Works and Purchase of Books etc.*

A. Procurement of Goods

Any article, material, commodity, livestock, furniture, fixture, raw material, spare, instrument, machinery, equipment shall be purchased only after the approval of appropriate authority through one of the methods mentioned hereunder.

Provided that books, publications, periodicals for library shall be purchased in accordance with the rules for procurement of books etc.

It is further provided that after the prior approval of appropriate authority and recording of specific reasons, goods may also be purchased on single quotation basis, considering the urgency and nature of requirement.

[*Note:* Appropriate Authority in case of purchase up to Rs. 10,000/- will be the Registrar; for purchases above Rs. 10,001/- to Rs. 2,00,000/- will be Vice-Chancellor and in case of purchase of more than Rs. 2,00,000/- Deans and Directors Committee of the university]

I. Purchase through approved rates:

- i. The University shall invite quotations for purchase of goods/material of frequent use, through advertisement in local newspaper and on university website. The rates of firm(s)/supplier shall be approved for purchase of particular item(s) during the specified period for which quotation is called.
- ii. The University may call the lowest three bidders for negotiation, if it deems appropriate.
- iii. The University may call/ visit the firm/supplier(s) to ensure the reliability, timely and proper supply of required item.
- iv. In case of goods where less than three suppliers have submitted the rates, the said item shall be purchased by the university through market survey as and when required.
- v. Approved rates may be extended for a further period with the mutual consent of both the parties (i.e. supplier and University).
- vi. The University may reject the bid/quotation submitted by any supplier or firm, after recording the reasons for the same in consultation with and approval of appropriate authority.
- vii. The university may purchase any goods of specific nature/requirement through any supplier registered on DGS&D (Central Purchase Organization) rate contract after the prior approval of appropriate authority.

* Amended by resolution of XXIIIrd meeting of the Executive Council

II. Purchase of goods where approved rates are not available:

a) Purchase of goods up to Rs. 10,000/-

The University may purchase any goods of worth upto Rs. 10,000/- without inviting quotations from suppliers or with a single quotation.

b) Purchase of goods of more than Rs. 10,000/- but less than Rs. 2,00,000/- (Rupees Two Lacs)

Any goods of worth more than Rs. 10,000/- but less than Rs. 2,00,000/- shall be purchased after inviting quotation from at least three suppliers/firms dealing in the said item(s).

c) Purchase of goods of more than Rs. 2,00,000/- (Rupees Two Lacs)

Any goods of worth more than Rs. 2,00,000/- shall be purchased after inviting expression of interest/quotation through publication of advertisement in local newspaper and on university website.

It is further provided that with the prior approval of appropriate authority and recording of appropriate reasons, any goods may be purchased on a single quotation basis, considering the urgency and nature of requirement of such goods.

B. Procurement of Services and Execution of various works

Procurement of any service(s) shall be carried out, with the approval of appropriate authority after submission of requirement of service(s) by the concerned department/section, through one of the methods mentioned hereunder.

Any work required to be done by the University shall be executed through one of the methods mentioned in this rule, with the approval of appropriate authority.

Provided that any work which is being executed by a Government agency shall not be governed by these rules.

[*Note:* Appropriate Authority in case of total amount involved for the period of service(s) to be rendered or the work to be executed is upto Rs. 10,000/-, will be the Registrar, for cases for service/works above Rs. 10,001/- to Rs. 2,00,000/- will be Vice-Chancellor and in case of more than Rs. 2,00,000/- Deans and Directors Committee of the university]

Service(s) include hiring of vehicles, equipment, machinery, photocopying, Website and Infotech related consultancy or any other service required by the University.

Works means all new constructions, additions and alterations to existing works, special repairs or replacement of existing structure/building including normal repairing works to maintain building, furniture, fixture, equipment, instruments, machinery or any other work required by the University.

I. Procurement/ Execution through approved rates:

- i. The university shall invite quotations through advertisement in local newspaper and on university website, for procurement of service, hiring of equipment, vehicle, or execution of work of any type, which are frequently required in day to day affairs of the university. The rates of firm(s)/supplier shall be approved for particular item(s)/service(s) during the specified period for which the quotation is called.
- ii. The University may call lowest three bidders for negotiation, if it deems appropriate.
- iii. The University may call/ visit the firm/supplier(s) to ensure the reliability, timely and proper supply of required service/item.
- iv. Where for any service/work, less than three suppliers have submitted the rates, the said item shall be procured by the university through market survey as and when required.
- v. Approved rates may be extended for a further period with the mutual consent of both the parties (i.e. supplier and University).
- vi. The University may reject the bid/quotation submitted by any supplier or firm, after recording the reasons for the same in consultation with and approval of appropriate authority.

II. Procurement/ Execution where approved rates are not available:

1. In cases where the total amount involved, for the whole period of service(s) to be rendered or the total cost of work, is up to Rs. 10,000/-, service(s)/work may be procured/executed on the basis a of single quotation from supplier/firm dealing in the said service(s)/item.
2. In cases where the total amount involved, for the whole period of service(s) to be rendered or the total cost of work, is more than Rs. 10,000/- but less than Rs. 2,00,000/-, service(s)/work may be procured/executed after inviting quotation from at least three suppliers/firms dealing in the said service(s).
It is further provided that the university may procure the services/work in accordance with the recommendations of duly constituted committee for specific service(s)/work required. The said committee shall conduct a market survey to obtain quotations in a sealed envelope from at least three suppliers/firms dealing in the same kind of services.
3. In cases where the total amount involved, for the whole period of service(s) to be rendered or works to be executed, is more than Rs. 2,00,000/-, the service(s)/work may be procured/executed by inviting expression of interest/quotation through publication of advertisement in local newspaper and on university website.

- III. The University may reject the bid/quotation submitted by any service provider or firm, after recording the reason for the same in consultation with appropriate authority.
- IV. Annual maintenance/ service of equipment may be given to its manufacturers without following the above mentioned procedure.
- V. It is further provided that with the prior approval of appropriate authority and mentioning of appropriate reasons, any

service(s)/works may be procured/ executed on a single quotation basis, considering the urgency and nature of requirement.

C. Procurement of Books etc.

i. For Purchase of Books up to Rs. 25,000/-

The University may purchase books upto Rs. 25,000/- after the approval of appropriate authority without inviting quotations from suppliers or with a single quotation.

ii. For Purchase of Books more than Rs. 25,000/- but less than Rs. 3,00,000/-

Books more than Rs. 25,000/- in worth but less than Rs. 3,00,000/- shall be purchased, on and after the recommendation of Library Committee of the University, after taking quotations for best discount from at least three suppliers/firms.

iii. For Purchase of Books of more than Rs. 3,00,000/- (Rupees Three Lacs)

Books of worth more than Rs. 3,00,000/- shall be purchased after inviting expression of interest/quotation for best discount through publication of advertisement in local newspaper and on university website and after the recommendation of Library Committee of the University.

It is further provided that upon the recommendation of Library Committee of the University and after the prior approval of appropriate authority and recording of reasons, books may be purchased on a single quotation basis or ecommerce portal, considering the urgency of requirement.

In case of urgency of requirement, on recommendation of Chairperson, Library Committee and after prior approval of appropriate authority, books may be purchased from

- i. ecommerce portals,
- ii. on single quotation basis or
- iii. directly from the publisher.

However, such purchases will be limited to the amount of Rs. 50000/- per month.

[*Note: Appropriate Authority in case of purchase up to Rs. 10,000/- will be the Registrar; for purchases above Rs. 10,001/- to Rs. 2,00,000/- will be Vice-Chancellor and in case of purchase of more than Rs. 2,00,000/- Deans and Directors Committee of the university*]

Chapter V: Pay and allowances

II/Reg/27: Pay and Allowances for Tenure Staff: The University shall have National Pay Scales for its Tenure/Regular Teaching Faculty and Central Government Pay Scales for Lower Management and Office Administrative Services. University Administrative Services on Regular/Tenure basis shall be entitled to equivalent scale of the teaching faculty.

II/Reg/28: Pay to the Contract Staff: The University may appoint Teaching Faculty and On Teaching Staff on Contract basis on such terms and conditions as may be recommended by the Vice Chancellor and approved by the Executive Council.

II/Reg/29: Financial terms of the Visiting Faculty: The University may invite visiting faculty with appropriate faculty rank on such terms and conditions as may be recommended by the Vice Chancellor and approved by the Executive Council.

II/Reg/30: Allowances: The tenure staff shall be entitled to House Rent, City Compensatory Allowance and Dearness Allowance as per the Central Government Rules.

II/Reg/31: Medical Allowances: All employees will be paid a sum of Rs. 3000/- per annum to be drawn semi annually on a fixed basis.

II/Reg/32: Casual Staff: The Registrar may appoint casual staff on the day-to-day basis with the prior approval of the Vice Chancellor on such terms as may be fixed by the Vice Chancellor.

II/Reg/33: Entitled Mode of Travel[†]

A. Travel with in Country

Whenever university members (faculty and staff) of the university going (with the prior approval of The Vice Chancellor) on official duty for official purpose, or to attend conference/seminar/symposium etc., as nominated by the University and approved by the Vice Chancellor, shall be entitled for reimbursement of travelling exp. For following mode of travel:

1. Journey performed by Air/Train

- i) The Vice Chacellor shall be reimbursed with Air Travel Executive Class.
- ii) The Registrar, Professor, Faculty/Officer with AGP/GP of Rs. 10,000/- or more shall be reimbursed with Air Travel Economy Class or AC First Class.
- iii) Faculty/Officer/Staff with AGP/GP of Rs. 5,400/- to 9,000/- shall be reimbursed with AC Second Class.
However in exceptional cases reimbursement of traveling exp. for Economy Class Air Expenses may be sanctioned by the Vice Chancellor.
- iv) Faculty/Officer/Staff with AGP/GP of Rs. 4,200/- to 4,800/- shall be reimbursed with III AC/Sleeper Class.
- v) Staff with GP of Rs. below 4,200/- shall be reimbursed with Sleeper Class Train fare.

Local conveyance charges shall be reimbursed for actual in all cases, only after submission of original documents/Self Certificate for actual expenditure.

2. Journey performed by Road (Own Car/hired taxi)

- i) Faculty/Officer/Staff with AGP/GP of more than Rs. 5,400/- shall be reimbursed with AC/Non AC Taxi charges @8.00 to 10.00 per K.M. (for actual K.M. of journey performed)
- ii) Staff with AGP/GP of below Rs. 5,400/- shall be reimbursed with Non AC Taxi charges @ 5.00 per K.M.(for actual K.M. of journey performed)

[†] Amended by resolution of XXIIIrd meeting of the Executive Council

Provided that for every claim of reimbursement of travel expenditure for journey performed the hired car, original document relating to actual performance of journey shall be required to submit and in case of journey by own car original document/self certificate shall be required to submit. In any circumstances reimbursement shall not exceed actual amount spent on journey.

Further provided that The Vice Chancellor may sanction reimbursement of traveling of faculty/officer/staff higher than the actual entitlement considering the exceptional circumstances.

B. International Travel

Whenever University member (faculty/staff) of the university permitted by The Vice Chancellor considering interest of the University, to go out of country, Actual expenditure of Economy class I/ Air shall be reimbursed.

II/Reg/34: Daily Allowance/Accommodation[‡]

A. Travel with in Country

- i) The Vice Chacellor shall be reimbursed with all actual expenditure.
- ii) The Registrar, Professor, Faculty/Officer with AGP/GP of Rs. 10,000/- or more shall be reimbursed with Accommodation charges up to 3,000/- per day (5,000/- in case of metro city i.e. Delhi (including NCR), Mumbai, Chennai, Kolkata, Hyderabad and Bangaluru) and Daily/Food allowance of Rs. 500 per day.
- iii) Faculty/Officer/Staff with AGP/GP of Rs. 6,600/- to 9,000/- shall be reimbursed with Accommodation charges up to 2,500/- per day and Daily/Food allowance of Rs. 400 per day.
- iv) Faculty/Officer/Staff with AGP/GP of Rs. 5,400/- to 6,000/- shall be reimbursed with Accommodation charges up to 2,000/- per day and Daily/Food allowance of Rs. 300 per day.
- v) Faculty/Officer/Staff with AGP/GP of Rs. 4,200/- to 4,800/- shall be reimbursed with Accommodation charges up to 1,500/- per day and Daily/Food allowance of Rs. 250 per day.
- vi) Staff with GP of Rs. below 4,200/- shall be reimbursed with accommodation charges up to Rs. 1000/- per day and Daily/Food allowance of Rs. 200 per day.

Note:

1. Reimbursement shall be made after submission of original document for actual expenditure in case of accommodation charges.
2. Reimbursement shall not be made more than actual expenditure.
3. Reimbursement shall not be made for accompanying person.

[‡] Amended by resolution of XXIIIrd meeting of the Executive Council

II/Reg/35: Research Projects and Consultancy Charges:

- i) **Empowerment:** Members of the Faculty both tenure and non-tenure can provide consultancy services provided that they are not entitled to establish any separate consultancy centers outside the University and take consultancy work from their University Office. Any consultancy work undertaken must be communicated to the Vice Chancellor and is done with the prior approval of the Vice Chancellor and all consultancy service charges to be received through the University. University shall retain 40% as the Institutional Fee and deduct the advance tax as per the stipulations of the Income Tax Act and pay the balance to the concerned Faculty members.
- ii) **Projects and Applied Research:** Any applied research undertaken by the Faculty shall comprise institutional fee of 40% on the total costs of the project and the funding agencies shall be required to send the funds for utilization through the University. Assets acquired out of these research schemes shall be the property of the University at the end of the Research.
Provided that the Vice Chancellor may approve deduction of the institutional fee at a lower rate based upon the requirements of the funding agency, which shall be ratified by the Executive Council.
- iii) **Courses, Workshops, Seminars and Special Lectures:** The rates for Honorarium fixed by the University are specified in Annexure III. It may be revised by the Executive Council on the recommendation of the Vice Chancellor from time to time or participation in seminars, special courses and visitation lectures is as follows:

ANNEXURE I

SCALE OF PAY OF FACULTY FOR NATIONAL INSTITUTIONS

ANNEXURE II

PAY AND ALLOWANCES OF THE CENTRAL GOVERNMENT STAFF

ANNEXURE III

OUTLINE OF PLANNING OF RESEARCH PROJECTS

ANNEXURE IV

SPECIAL HONORARIUM

- i) Rate for Honorarium for Lecturing in the University (for at least 2 hours period):** Rs. 500/-
- ii) Rate for Lecture in the UGC, Academic Staff Training College Workshops:** (for 90 minutes) as may be determined by the UGC.
- iii) Rate for Lecture delivered in Courses sponsored by Government Institutions:** (for 2 hours) Rs. 500/- or as stipulated under the scheme.
- iv) Fee for the course sponsored by Financial Institutions and Companies:** (for 2 hours) Rs. 2000/- or an amount stipulated under the scheme.
- v) Course Co-ordinator Fee:**
 - a) For one day (program; Rs. 1,000/- or as stipulated under the scheme.
 - b) Three Day to Five Day Program: Rs. 5,000/- or as stipulated under the scheme.
 - c) Ten Day Program: Rs. 8000/- or as stipulated under the scheme.
 - d) Fifteen Day Program: Rs. 10,000/- or as stipulated under the scheme.
 - e) Monthly Program: As Stipulated under the scheme.

Distance Education:

- i) Fee for Writing the Modules:** A Manuscript or Computer Type of A4 Size Rs. 50/- per page. Subject to a maximum of 100 pages in one module.
- ii) For Editing and moderating** Rs. 500/- per module.

Regulation for External Examiners of Master Degree Term Paper/Doctoral Thesis:

- i) Fee for External Examiner in Master Degree Program:** Rs. 1000/-
- ii) Fee for Ph.D. Examiner (both internal and external examiners)** Rs. 2000/-

(The above mentioned rates are subject to amendment from time to time)