
Minutes of 23rd Meeting of Finance Committee of Himachal Pradesh Technical University, Hamirpur held on 6th November, 2024 at 2.30 P.M. in the Conference Hall of University under the Chairmanship of Prof. Shashi Kumar Dhiman, Vice Chancellor, Himachal Pradesh Technical University, Hamirpur.

Members present

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| 1. | Shri Kadam Sandeep Vasant, I.A.S.
Secretary (Technical Education)
to the Government of Himachal Pradesh
Shimla 171002 (H.P.) (through online mode) | Member |
| 2. | Shri Rohit Jamwal, I.A.S.,
Special Secretary (Finance)
to the Government of Himachal Pradesh
Shimla 171 002 (H.P.) (through online mode) | Member |
| 3. | Shri Kamal Dev Singh Kanwar, H.A.S.
Registrar
H.P. Technical University,
Hamirpur (H.P.) | Member |
| 5. | Prof. Jai Dev,
Dean (Academic)
H.P. Technical University,
Hamirpur (H.P.) | Member |
| 6. | Shri Kewal Krishan, HPFAS,
Finance Officer,
H.P. Technical University,
Hamirpur (H.P.) | Member Secretary |

Item No. 23.1 Opening Remarks by the Chairman:

At the outset, the Chairperson, Finance Committee of Himachal Pradesh Technical University welcomed all the members present in the meeting and thanked them for sparing their valuable time to attend the meeting. Thereafter, the Chairperson requested Shri Kewal Krishan, HPFAS, Finance Officer-cum-Member Secretary to take up the agenda items and accordingly the following agenda was taken up for discussion and decisions taken thereof.

Item No. 23.2 To confirm the Minutes of 22nd Meeting of Finance Committee held on 26th August, 2023

As no comments were received on the minutes of 22nd Meeting of Finance Committee circulated by the Member Secretary-cum-Finance Officer, Finance Committee, H.P. Technical University, Hamirpur vide letter No. HPTU-22nd FC/2023/5396-5404 dated 12th September, 2023, the minutes were confirmed.

Item No. 23.3 To place before the Finance Committee the report about the action taken on the decisions of its 22nd Meeting held on 26th August, 2023

The Member Secretary apprised all the members that the decisions taken in 22nd meeting of Finance Committee of Himachal Pradesh Technical University have been ratified by the Board of Governors of Himachal Pradesh Technical University in its 29th meeting held on 21st September, 2024 and the action on the said decisions is being taken by the University. He further apprised that the action taken report will be placed in the next meeting of Finance Committee.

Item No. 23.4 To seek approval of Budget Estimates for the Financial Year 2024-25

After thorough examination and discussions, the Finance Committee approved the actual Budget (Income and Expenditure Statement) of the Himachal Pradesh Technical University for the financial year 2023-24 and Budget Estimates for the financial year 2024-25 placed at Annexure 23.4 (Ref. Page No. 36 to 40 of Agenda).

Item No. 23.5 To consider and approve the rates of application fee for the recruitment of various teaching and non-teaching staff in H.P. Technical University Hamirpur

The Finance Committee decided/approved the following application fee to be charged from the applicants for recruitment of various categories of teaching and non teaching posts in Himachal Pradesh Technical University, Hamirpur:-

Sr. No.	Category	Teaching Posts	Non-teaching Posts
1	General Category, OBC Category and Ex-Servicemen/Wards of Ex-Servicemen of all the categories of H.P.	Rs. 2000/-	Group A post= Rs.2000/- Group B post= Rs.1000/- Group C post= Rs. 500/- Group D post= Rs.250/-
2	SC, ST, EWS and BPL of H.P.	Rs. 1000/-	Group A post= Rs.1000/- Group B post= Rs.500/- Group C post= Rs.250/- Group D post= Rs.125/-
3	Physically Disabled (PWDs) and Visually Impaired of H.P.	Nil	Nil

Item No.
23.6

To consider and approve the payment of honorarium/remuneration for the examination duties to the internal staff of University in partial modification of the HP Technical University's Notification No.HimTu-2(Estt.)C-3/2011-14653, dated: 05-10-2016.

The Special Secretary (Finance) to the Government of Himachal Pradesh apprised that the matter regarding payment of honorarium/remuneration of all the Universities of the Himachal Pradesh will be examined/ reviewed at the Government level. Hence the Finance Committee decided to continue to comply with the decision already notified by the Himachal Pradesh Technical University vide Notification No. HmTU-2(Estt)C-3/2011-14653 dated 5th October, 2016 regarding discontinuation of remuneration/honorarium to the internal staff for performing their work/duties regarding affiliation of institutions, conducting of examinations, secrecy work, attending the meetings convened by the University to decide various issues etc.

Item No.
23.7

To consider and approve the enhancement of the rates of remuneration/honorarium/charges regarding the examination related work/duties of staff deputed by the HP Technical University (Conduct Branch):

The Finance Committee decided/approved to pay the existing rates, to enhance/revise some of the rates and to add/insert some new necessary items/rates of honorarium/remuneration/charges payable to the staff deputed by the University for examination related works to ensure smooth and fair conduct of the examinations, as mentioned hereunder:-

I End Semester Examination Centre Duty (Remuneration/Honorarium)				
Sr. No.	Name of item	Proposed rate (Amount in Rs.)	Approved rates (Amount in Rs.)	Remarks, if any
1	Sr. Centre Superintendent (Sr. CS)	₹ 400 per session (subject to maximum of ₹ 15000 for the whole end semester examination)	Decided/approved to continue the existing rate i.e. ₹ 350/- Per session (subject to maximum of ₹ 15000 for the whole end semester examination)	
1.1	Centre Superintendent (CS)	₹ 400- Per session	Decided/approved to continue the existing rate i.e. ₹ 350/- Per session	
1.3	Deputy Superintendent (DS)	₹ 375/- Per session	Decided/approved to continue the existing rate i.e. ₹ 325/- Per session	
1.4	Assistant Superintendent (AS) /Invigilator	₹ 300/- Per session (Note: One Invigilator up-to 40 students and subsequent of its multiples. No invigilator is to be deployed up-to strength of 20 students.)	Decided/approved to continue the existing rate i.e. ₹ 250/- Per session (Note: One Invigilator up-to 40 students and subsequent of its multiples. No invigilator is to be deployed up-to strength of 20 students.)	

1.5	Class-III <i>i.e.</i> , Clerk with Sr. Centre Superintendent	₹ 230 per session (subject to Maximum ₹ 7500/- for the whole end semester examination)	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 200/- Per session (subject to Maximum ₹ 7500/- for the whole end semester examination)	
1.6	Examination Centre Clerk	₹ 230/- per session (subject to Maximum ₹ 8500/- for the whole end semester examination)	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 200/- Per Session (subject to Maximum ₹ 8500/- for the whole end semester examination)	
1.7	All Class -IV Staff (Daftri/ Helper/Waterman/ Sweeper/Peon etc.	₹ 125/- Per Session (subject to Maximum 4500/- for the whole end semester examination)	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 100/- Per Session (subject to Maximum 4500/- for the whole end semester examination)	1. One peon/ Class IV up to 300 students and subsequent of its multiples. 2. One waterman up to 100 students and subsequent of its multiples
1.8	Chowkidar (security)	₹ 125/- Per day from the date of receipt of question papers (subject to Maximum 3500/- for the whole end semester examination)	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 100/-Per day from the date of receipt of question papers (subject to Maximum 3500/- for the whole end semester examination)	-
2	Opening & Closing of Examination Centre: (Remuneration/Honorarium)			
2.1	Sr. Centre Superintendent	₹ 700/-	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 700/-	This Consolidated amount is to be paid for opening (+) closing of the examination centre
2.2	Centre Superintendent (CS)	₹ 700/-	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 700/-	
2.3	Deputy Superintendent (DS)	₹ 650/-	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 650/-	
2.4	Examination Centre clerk	₹ 400/-	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 400/-	
2.5	Daftri	₹ 180/-	Decided/approved to continue the existing rate <i>i.e.</i> ₹ 180/-	

3	Contingency charges (to meet out miscellaneous expenses for end semester examination centre)		
3.1	-	₹2500 (Up to 150 students)	₹2500 (Up to 150 students)
3.2	1 to 500 students	₹ 3500/-(151 to 300 students)	₹ 3500/-(151 to 300 students)
3.3	501 to 1000 students	₹ 5000/-(301 to 500 students)	₹ 5000/-(301 to 500 students)
3.4	Above 1000 students	₹ 7000/-(501 to 750 students)	₹ 7000/-(501 to 750 students)
3.5	-	₹ 9000/-(751 to 1000 students)	₹ 9000/-(751 to 1000 students)
3.6	-	₹11000/-(1001 to 1250 students)	₹11000/-(1001 to 1250 students)
3.7	-	₹ 12500/-(Above 1250 students)	₹ 12500/-(Above 1250 students)
4	Flying Squad Duty (Remuneration/Honorarium)		
4.1	Flying Squad In-charge	₹ 750 per session (No change proposed)	Decided/approved to continue the existing rate i.e. ₹ 750/- per session
4.2	Member of Flying Squad	₹ 450 per session	Decided/approved to continue the existing rate i.e. ₹ 300/- per session
5	HPCET Exam Duty (Remuneration/Honorarium)		
5.1	Sr. Superintendent	₹ 1200/- per session	Decided/approved to continue the existing rate i.e. ₹ 1000/- per session
5.2	Coordinators (HPTU Staff)	₹ 1200/- per session	Decided/approved to continue the existing rate i.e. ₹ 1000/- per session
5.3	Centre Supdt.	₹ 1000/- per session	Decided/approved to continue the existing rate i.e. ₹ 800/- per session
5.4	Dy. Supdt.	₹ 750/- per session	Decided/approved to continue the existing rate i.e. ₹ 600/- per session
5.5	Invigilator	₹ 600/- per session	Decided/approved to continue the existing rate i.e. ₹ 500/- per session
5.6	Centre Clerk	₹ 500/- per session	Decided/approved to continue the existing rate i.e. ₹ 400/- per session
5.7	Peon or Sweeper	Peon and Sweeper /Class IV ₹ 250/- per session	Decided/approved to continue the existing rate i.e. ₹ 200/- per session
5.8	Chowkidar and Security Personnel	₹ 125/- per day	Decided/approved to continue the existing rate i.e. ₹ 100/- per day
6	Contingency Charges (HPCET): (to meet out miscellaneous expenses of entrance examination centres)		
6.1	Up to strength of 500 students	₹ 500 (Up to strength of 250 students) ₹ 650 (251 to 500 students) ₹ 800 (501 to 750 students)	₹ 500 (Up to strength of 250 students) ₹ 650 (251 to 500 students) ₹ 800 (501 to 750 students)
6.2	Up to strength of 1000 students	₹ 1000 (751 to 1000 students) ₹ 1100 (Above 1000 students)	₹ 1000 (751 to 1000 students) ₹ 1100 (Above 1000 students)



7	Building infrastructure and electricity etc. usage charges for conducting of examination/test, making evaluation center etc. in non-affiliated institutions with in State & out of state.	₹ 10 per seat (If demanded by the non-affiliated College/institution/ University/ School).	₹ 10 per seat (If demanded by the non-affiliated College/institution/ University/ School).	New Insertion
8	Remuneration for Practical /Project Reports/Viva voce : (UG & PG)			
8.1	Evaluation of project report/viva voce/industrial training	₹ 30 /- per Student minimum of ₹ 450 /- per session	Decided/approved to continue the existing rate i.e. ₹ 25 /- per student with minimum of ₹ 450 /- per session	
8.2	Lab staff	₹ 150 /- per session	Decided/approved to continue the existing rate i.e. ₹ 150 /- per session	
8.3	Remuneration to the external examiner for conduct of practical examination of Under Graduate (UG) courses.	₹ 25/-per student, (Minimum ₹ 400/- per session)	Decided/approved to continue the existing rate i.e. ₹ 20/-per student, (minimum ₹ 400/- per session)	TA/DA will be paid by the concerned Institution
8.4	Remuneration to external examiner for conduct of practical examination of Post Graduate (PG) courses	₹ 50/- per student, (Minimum ₹ 400/- per session)	Decided/approved to continue the existing rate i.e. ₹ 40/-per student, (Minimum ₹ 400/- per day)	

Item No. 23.8

To consider and approve the enhancement of the rates of remuneration/honorarium/ charges regarding the examination related work/duties of staff deputed by the HP Technical University (Secrecy Branch):

The Finance Committee decided/approved to pay the existing rates, to enhance/revise some of the rates and to add/insert some new necessary items/rates of honorarium/remuneration/charges payable to the staff deputed by the University and for examination related works to ensure smooth and fair conduct of the examinations, as mentioned hereunder:-

Sr. No.	Name of Items	Proposed rates (Amount in Rs.)	Approved rates (Amount in Rs.)	Remarks, if any
1	Moderation Committee : (Remuneration/Honorarium)			
1.1	Chairman	₹ 2500/- (No change proposed)	Decided/approved to continue the existing rate i.e. ₹ 2500/-	For pre/post-moderation of question papers and answer keys respectively.
1.2	Members per sitting	₹ 2000/- (No change proposed)	Decided/approved to continue the existing rate i.e. ₹ 2000/-	



2	Paper setters (Remuneration/Honorarium)			
2.1	For Entrance Test and Recruitment test/HPCET	₹ 75/- per question (Minimum ₹ 4500)	₹ 75/- per question (Minimum ₹ 4500)	
2.2	End semester theory examination	₹ 1500/- Per Question Paper	₹ 1500/- Per Question Paper	

Item No. 23.9(1)

To consider and approve: (a) The enhancement of the rates of remuneration/ charges regarding the evaluation/ re-evaluation related work/ duties of staff deputed by the HP Technical University (Evaluation Branch). (b) The enhancement of the rates of the fee/charges to be received from the students for the re-evaluation of answer scripts, submission of Ph.D thesis/PG thesis etc.

The Finance Committee decided/approved to pay the existing rates, to enhance/revise some of the rates and to add/insert some new necessary items/rates of honorarium/remuneration/charges payable to the staff deputed by the University and for examination related works to ensure smooth and fair conduct of the examinations and also approved to enhance the rates of the fee/charges to be received from the students for the evaluation/re-evaluation etc., as mentioned hereunder:-

Sr. No.	Name of items	Proposed rate (Amount in Rs.)	Approved rates (Amount in Rs.)	Remarks, if any
1	Remuneration for the staff engaged in evaluation/re-evaluation centre			
1.1	Controller of Evaluation Centre	₹ 6000/- (For entire duration of evaluation)	Decided/approved to continue the existing rate i.e. ₹ 5000/- (For entire duration of evaluation)	
1.2	Observer/Head Examiner	₹ 700/- per day	₹ 700/- per day	New insertion
1.3	Examiner/Evaluator	₹ 30 per answer script. (Minimum ₹ 300 per subject)	Decided/approved to continue the existing rate i.e. ₹ 25/- per answer script. (Minimum ₹ 250/- per subject.	
1.4	Clerks of Evaluation Centre	₹ 350/- per day	Decided/approved to continue the existing rate i.e. ₹ 300/- per day	
1.5	Class-IV staff	₹ 180/- per day	Decided/approved to continue the existing rate i.e. ₹ 150/- per day	
1.6	Chowkidar/Security Guard	₹ 180/- per day	Decided/approved to continue the existing rate i.e. ₹ 150/- per day	
2	Contingency Charges:-			
2.1	Contingency for Evaluation Center to meet out miscellaneous expenses.	₹ 1000/- per Evaluation Center	₹ 1000/- per Evaluation Center	New insertion

3	Fees/charges to be received from students for re-evaluation, re-checking and getting photocopy of answer sheet:-			
3.1	Re-evaluation of answer script	₹ 1000/- Per answer script	₹ 1000/- per answer script	
3.2	Re-checking of answer script	₹ 500/- Per answer script	₹ 500/- per answer script	
3.3	To see/ to get photocopy of answer script	₹ 1500/- Per answer script	₹ 1500/- Per answer script	
4	Fee & Remuneration for Evaluation of thesis / dissertation work:			
4.1	Ph.D. Programme:			
4.1.1	Fee to be charged from the students for the submission of Ph.D thesis	₹ 40000/-	Decided/approved to continue the existing rate i.e. ₹ 40000/-	
4.1.2	Fee to be charged from the students for the re-submission of Ph.D thesis	₹5000/-	₹5000/-	New insertion(s)
4.1.3	Fee to be charged from the students for the extension of Ph. D Programme after the completion of duration	₹10000/-	₹10000/-	
4.1.4	Remuneration to the examiner of Ph.D Thesis & for Viva	Remuneration to the examiner of Ph.D Thesis = Rs. 4000/- Viva = Rs. 2000/-	Remuneration to the examiner of Ph.D Thesis = Rs. 4000/- Viva = Rs. 2000/-	
4.2	PG Programme:-			
4.2.1	Fee to be charged from the students for the submission of thesis/ dissertation work-PG courses	₹ 7000/-	₹ 7000/-	No examination fee shall be charged from the students of M.Tech & M. Pharma final semester
4.2.2	Fee to be charged from the students for the re-submission of thesis/ dissertation work-PG courses	₹ 3000/-	₹ 3000/-	-
4.2.3	Fee to be charged from the students for the extension of thesis submission after 4 years	₹ 5000	Decided/approved to continue the existing rate i.e ₹ 5000	-
4.2.4	Remuneration to the examiner of PG thesis/dissertation work	₹ 1500/- per copy (maximum 5 copy to be evaluated per year by the examiner)	Decided/approved to continue the existing rate i.e ₹ 1500/- per copy (maximum 5 copy to be evaluated per year by the examiner)	-

Item No.
23.9(2)

To consider & approve the enhancement of the rates of honorarium to the staff deputed for delivery & collection of examinational material, loading/unloading charges, stitching charges and rates of refreshment/ working meals provided during meetings with Principals/representatives regarding conducting of examinations and working of the staff of University/ University School of Studies during the off hours & on holidays regarding the end semester examination work, counseling work etc.

The Finance Committee decided/approved to continue the existing rates of honorarium to the staff deputed for delivery & collection of examination material, loading/unloading stitching charges and also the existing rates of refreshment and working meals, as mentioned hereunder:-

Sr. No.	Name of Items	Proposed rates (Amount in Rs.)	Approved existing rates (Amount in Rs.)	Remarks, if any
1	Loading/Unloading and stitching charges			
1.1	Loading / Unloading Charges per Packet (Including distribution, shifting and stocking in store)	₹ 7/- Per Packet (Minimum Weight of packet =15 Kg or Answer Scripts 200 No. Approx in packet).	Decided/approved to continue the existing rate i.e. ₹ 7/- Per Packet	(Minimum Weight of packet =15 Kg or Answer Scripts 200 No. Approx in packet).
1.2	Stitching Charges for Cloth Bags of Used Theory Exam-Answer Scripts	₹ 6/- Per Bag	Decided/approved to continue the existing rate i.e ₹ 6/- Per Bag	
2	Honorarium to other Staff for examination related duties :			
2.1	Honorarium for delivery and collection of any type of Examination Material	₹ 350/-Per day Honorarium for outstation journey. (No DA will be allowed).	Decided/approved to continue the existing rate i.e. ₹ 300/- Per Day for outstation journey (No DA will be allowed)	Applicable to the HPTU staff only
2.2	Night Stay/Halt Charges for various examination & other duties((for the Drivers of HPTU) including outsource drivers)	₹ 350/- Per day Honorarium for outstation journey. (No DA will be allowed).	Decided/approved to continue the existing rate i.e ₹ 300/- Per Day for outstation journey (No DA will be allowed)	Applicable to the HPTU Drivers only (including outsource drivers)
3	Rates of Refreshment and Working Meals:-			
3.1	Refreshment during the meetings with the Principals/representative s/ officers etc. regarding conducting of examinations and working of the teachers and Staff of various branches of University	₹ 45/- per person per meeting/ session (subject to maximum Rs. 75 per person per day)	Finance Committee decided/ approved to continue the existing rates of refreshment already notified by the University.	-

	<p>& University School of Studies (USS) <u>during the off hours & on holidays</u> for performing the end semester examination work, evaluation work, HPCET work, Counseling work, result preparation work, online transmission of question papers work etc., and during UMC meetings & other trainings/workshops/ seminars etc. in University, which shall be applicable to all the concerned participants and working (internal & external) staff/ members. (subject to the prior approval of the Vice Chancellor of University)</p>			
3.2	<p>Working meals during the meetings with the Principals/representative s/ officers etc. regarding conducting of examinations and working of the teachers and Staff of various branches of University & University School of Studies (USS) <u>during the off hours & on holidays</u> for performing the end semester examination work, evaluation work, HPCET work, Counseling work, result preparation work, online transmission of question papers work etc., and during other trainings/workshops/ seminars etc. in University, which shall be applicable to all the concerned participants and working (internal & external) staff/ members. (subject to the prior approval of the Vice Chancellor of University)</p>	₹ 170/- per person	Finance Committee decided/ approved to continue the existing rates of working meals/lunch already notified by the University.	-

Item No.
23.10

To consider and approve the enhancement of the rates of students' Fees/ charges regarding the end semester examination, issuance of various certificates and other miscellaneous fee/charges to be received for various services.

The Finance Committee decided/approved to revise/ enhance or reduce the rates of student's fees/charges and to add/insert some new necessary items/ rates regarding the end semester examination, issuance of various certificates and other miscellaneous fee/charges to be received for various services, as mentioned hereunder:-

Sr. No.	Name of Items	Existing rates of fee/charges (Amount in Rs.)	Proposed rates of fee/charges (Amount in Rs.)	Approved rates of fee/charges (Amount in Rs.)	Remarks
1.1	UG Courses: B.Tech, B.Arch, B. Pharmacy, B.Pharm (Bridge Course), B. Pharm (Ayurveda), BHMCT, B.Sc (HM&CT)	₹2500/- i.e. (Theory = ₹ 2000 /- Practical = ₹ 500/-)	₹ 2750/-	₹ 2750/-	1. The revised rates of fees are combined/ consolidated rates for theory & practical (both), where applicable.
1.2	BBA	₹1500/-	₹ 1000/-	₹ 1000/-	
1.3	BCA	₹ 2000/-	₹ 1000/-	₹ 1000/-	
1.4	PG Courses: M. Tech, M.Pharmacy, M.Sc (Physics), M.Sc (EVS)	₹2500 (Theory = ₹ 2000 /- Practical = ₹ 500/-)	₹ 2750/-	₹ 2750/-	2. The examination fee shall be increased by 10% after every three years (to be rounded off to the nearest rupees fifty.
1.5	MCA	₹ 2000/- (Theory = ₹ 1500/- Practical = ₹ 500/-)	₹ 2500/-	₹ 2500/-	
1.6	MBA, MBA (T&HM)	₹ 1500	₹ 2500/-	₹ 2000/-	
1.7	Diploma in Yoga, MA/M.SC (Yoga)	₹ 2000/- (Theory = ₹ 1500/- Practical = ₹ 500/-)	2000/-	Decided/approved to continue the existing rate i.e. ₹ 2000/- (consolidated)	-
1.8	Ph. D Programme (Examination Fee for Course Work)	₹2000/-	₹ 2500/-	₹ 2500/-	
2	Fee for Re-appear in exams (All UG & PG Courses)	₹ 500/- per paper subject to ₹ 2000/- per semester	₹ 600/- per paper subject to ₹ 2400/- per semester	₹ 600/- per paper subject to ₹ 2400/- per semester	
3	Condonation of Gap to appear/ re-appear in the end semester examinations	-	₹ 10,000/-	₹ 10,000/- The students with a gap of two years or more during their degree course in UG/PG who want to appear in the end semester examination or the students having	New Insertion

				completed the graduation course duration in University who want to appear in the end semester examination after a gap of two years or more, in such case they will have to obtain the permission from the Vice Chancellor HPTU, with the payment of Fee of ₹ 10,000/- separate from the end semester examination fee (required for condonation of such gap)	
4	Other Fees/Charges:-				
4.1	Confidential Result	₹ 500/-	₹ 1000/-	₹ 1000/-	
4.2	Provisional Certificate fees	₹ 300/-	₹ 500/-	₹ 500/-	
4.3	Migration Certificate fees (for passed out students)	₹ 400/-	₹ 500/-	₹ 500/-	
4.4	Fee for Verification of documents issued by the University	₹ 400/-	₹ 1000/-	₹ 1000/-	No verification fee shall be charged from the Government Departments/ Corporation /Boards/ Autonomous Bodies of the Govt. of H.P./ Govt. of other States and Union Territories of India
4.5	Academic Transcript	₹ 2500/-	₹ 3000/-	₹ 3000/-	-
4.6	I. Duplicate Transcript II. Duplicate Detailed Marks Card (DMC) III. Duplicate Registration Card IV. Lost or Correction in any certificate/ document/ degree issued by HPTU	₹ 300/-	₹ 500/-	₹ 500/-	No fee shall be charged for the correction in any certificate/ document/ degree, if the student submits the request within three months of the certificate issuance.

4.7	Change or Correction of student's name on certificates/documents/degree etc. through a Court Order	-	₹ 5000/-	₹ 5000/-	New insertion
4.8	Backlog Certificate	₹ 1000/-	₹ 1000/-	₹ 1000/-	-
4.9	Award of final degree	₹ 500/-	₹ 1000/-	₹ 1000/-	This fee shall be added in the end semester examination form fee of final semester/year of the student
4.10	Fee for change of examination centre	₹ 1000/-	₹ 2000/-	₹ 2000/-	For any type of Examination/ Entrance Test to be conducted by the University
4.11	Fee for rectification/correction in any type of form or examination form, change of subject-code/option at University level	₹ 500/- per examination form	₹ 1000/- per examination form	₹ 1000/- per examination form	Applicable after closure of window
4.12	Fees for any other Certificate issued by the University (for which no rate has been approved/ notified by the University)	-	₹ 500/-	₹ 500/-	New insertion
4.13	Postal charges:				
4.13.1	Postal charges (with in India)	₹ 100/-	₹ 150/- for single certificate (within State and out of State) ₹ 500/- for multiple certificates/Academic Transcripts	₹ 150/- for single certificate (within State and out of State) ₹ 500/- for multiple certificates/Academic Transcripts	-
4.13.2	Postal charges (Outside India)	₹ 200/-	₹ 2000/- (By Air mail)	₹ 2000/- (By Air mail)	

Item No.
23.11

To consider and approve the enhancement of the honorarium/sitting fees to the members of the various Committees of H.P. Technical University, Hamirpur

The Finance Committee decided/approved to pay the existing rates, to revise/enhance some of the rates and to add/insert some new necessary items/rates regarding payment of honorarium/sitting fees to the members of the various Committees of the Himachal Pradesh Technical University, as mentioned hereunder:-

Sr. No.	Particulars/ Board/Committee	Existing Rates (Amount in Rs.)	Approved rate of Honorarium/Sitting Fees per meeting & per day for the Nominee of Hon'ble Governor/ State Govt., External Experts, External Ex-officio members and other external nominated members of the Board/ Committees.	Remarks , if any
1	Board of Governors	₹ 3000/-	₹ 5000/-	-
2	Finance Committee	₹ 2500/-	₹ 2500/-	Decided/ approved to continue the existing rates
3	Academic Council	₹ 2500/-	₹ 2500/-	
4	Board of Studies	Chairman ₹ 3000/- External Member ₹ 2500/-	Chairman ₹ 3000/- External Member ₹ 2500/-	
5	Selection Recruitment Committee:-			
	(a) Group (A,B,C,D) Non-teaching & Technical posts	₹ 2500/-	₹ 3000/-	-
	(b) Teaching posts	-	₹ 4000/-	New Insertion
	(c) Search Committee meeting for Selection of Vice Chancellor	-	₹ 5000/-	New Insertion
6	Scrutiny/Screening Committee (for recruitment of Teaching & Group A staff)	-	₹ 3000/-	New Insertion
7	Review of Act, Statues and Ordinance Committee	₹ 2500/-	₹ 2500/-	Decided/ approved to continue the existing rates
8	Building Works Committee	₹ 2500/-	₹ 2500/-	
9	Unfair means Committee	₹ 2500/-	₹ 2500/-	

Item No. 23.12 To consider and approve the honorarium of Ombudsperson and constitution of the Students' Grievances Redressal Committee (SGRC) in accordance with Clause 5 & 6 of the University Grants Commission (Redressal of Grievance of Students) Regulations, 2023.

Keeping in view the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 notified in the official Gazette of India on 11th April, 2023, the proposal of the Academic Council regarding payment of a sum of Rs. 3,000/- per hearing/meeting subject to maximum of Rs. 5,000/- per day (irrespective of the number of hearings/ meetings in a day) and travelling allowance as per HPTU norms to the Ombudsperson appointed by the Himachal Pradesh Technical University for redressal of the grievances of students of the University and its affiliated colleges/institutions was discussed in detail and it was decided by the Finance Committee to send the case in this regard to the Government of Himachal Pradesh (Finance Department) through the Administrative Department concerned.

Item No. 23.13 To consider and approve the supernumerary seats in the admission of various Undergraduate and Postgraduate courses of Himachal Pradesh Technical University Campus at Daruhi for the wards of HP Technical University employees.

The Item was dropped.

Item No. 23.14 To consider and approve to engage 04 Guest Faculties on lecture basis in University School of Studies, HP Technical University, Hamirpur (HP):

Keeping in view the commencement of 3rd year of Computer Science & Engineering course in the University School of Studies of Himachal Pradesh Technical University, Hamirpur, enhancement of number of subjects and increase in workload of teaching staff and as per the recommendation of the Academic Council, the Finance Committee approved to engage 4 (four) Guest Faculties in Computer Science & Engineering with specialization in Artificial Intelligence, Data Sciences, Computer Vision and Machine Learning on lecture basis in the University School of Studies, HP Technical University, Hamirpur on the same terms and conditions and rate of remuneration/honorarium as are applicable to the already engaged Guest faculties of the University.

Item No. 23.15 **Ratification of Common Recruitment and Promotion Rules-2014 of the post of Clerk, Class-III (Non-Gazetted) adopted by the HP Technical University for Implementation for the post of Computer Assistant-cum-Clerk.**

The Finance Committee decided to defer the item.

Item No. 23.16 **To consider & approve the partial modification in the minutes of 22nd meeting of the Finance Committee of Himachal Pradesh Technical University, Hamirpur (HP) held on 26th August, 2023**

The Finance Committee decided to defer the item.

Item No. 23.17 **To consider & approve the conversion of 03 vacant posts of Clerk in H.P. Technical University, Hamirpur to the post of Junior Office Assistant (IT) as per Govt. instructions.**

The Finance Committee approved to convert the three vacant posts of Clerks into the post of Junior Office Assistant (Information Technology) in the Himachal Pradesh Technical University in pursuance of the H.P. Government Notification No. Fin-F(B)-1/24-2021, dated 8th September, 2021 and to fill up the same as per the Recruitment and Promotion Rules of the said post.

Item No. 23.18 **To consider & approve the rates of charges for creation/setting up of examination centre out of State for conducting of HPCET**

The matter regarding approval of the rate of Rs. 100/- per candidate to be paid to such colleges/Institutions out of State for creation/setting up of Examination Centre for conducting of HPCET, which do not agree for conducting of HPCET on the rates of honorarium/remuneration/contingency etc notified by this University and insist upon paying a fixed amount/charges (per candidate based on the strength of candidates to the Institute for conducting the HPCET, was discussed in detail and the Finance Committee decided to approve the item/rate.

Item No. 23.19 **To consider & approve the rules/norms regarding payments from the Amalgamated Fund**

The Finance Committee was apprised that the guidelines for utilization of the Amalgamated fund of the students of HP Technical University, Hamirpur have been issued vide this University Notification No. HimTU-1(GA)C-3/2011-5318, dated 02-11-2022 with the approval of the Finance Committee accorded vide resolution No. 21.9 of the 21st meeting of Committee. However, the rules/norms regarding making the payments from the said fund have not been framed as yet, due to which the office is facing difficulty in making/releasing the payments from the fund pertaining to the educational tours/activities & welfare of the students of University. Therefore the University proposed the rules/norms (Ref. Page No. 84 to 88 of agenda of Finance Committee) for regulating the payments/expenditure from the Amalgamated fund



by the University School of Studies, H.P. Technical University (Daruhi Campus), Hamirpur and HPTU Off Campus schools/centres.


The Finance Committee decided to send the above proposed rules/norms to the Government of Himachal Pradesh (Finance Department) through the Administrative Department concerned.

Item No. 23.20 **Any other item with the permission of the Chair**
(Allowed to place the Item No. 23.20(1) before the Finance Committee for consideration.)

Item No. 23.20(1) **To consider and approve the H.P. Technical University 'Employees Pension Scheme Regulations & Trust Bye Laws' and "General Provident Fund Regulations & Trust Bye Laws.'**

After discussions, the Finance Committee decided that the draft of Himachal Pradesh Technical University Employees (Pension, Commutation of pension and Gratuity) Regulations 2023, Himachal Pradesh Technical University (Employees Pension & Gratuity Fund Trust) Bye Laws, 2023 and HP Technical University (General Provident Fund) Regulations and Trust Bye Laws be sent to the Government of Himachal Pradesh for consideration and approval.

The meeting ended with a vote of thanks to the Chair.


(Member Secretary) 14/11/2024
Finance Committee
H.P. Technical University,
Hamirpur, Distt. Hamirpur (HP)

Confirmed


Chairman,
Finance Committee
H.P. Technical University,
Hamirpur, Distt. Hamirpur (HP)