

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

All the Chairpersons/Coordinators of All Centres/
Heads of the Departments/ACLA/Directors of Regional Centres/
Principals of Constituent Colleges
Panjab University, Chandigarh.

No. 5129-5328 | FDO | F-125

Dated: 14-9-18

Subject: Processing of proposals for conduct of Seminars/Workshops/Conferences/Special Lectures, etc., by various departments.

Dear Sir/Madam,

Various departments have been seeking financial approval for making expenditure with respect to the conduct of Seminars/Workshops/Conferences etc., of the Vice-Chancellor, through this office. On examination of such proposals, it has been observed that in most of the cases the competency for granting financial approval for various expenditure for conduct of such events lies with the concerned HoD only.

In order to avoid unnecessary movement of files, the Vice Chancellor has desired to reiterate the rule position in this regard to all the HoDs for information and necessary compliance as follows;

1. It is pertinent to mention that during the conduct of any such event, all the expenditure can be classified into following categories:
 - (i) • Procurement of goods such as printing material, stationary, conference kits, etc.
 - Procurement of Services such as Catering, hospitality etc.
 - (ii) Payment of honorarium to the resource person/s.
 - (iii) Payment of TA/DA to the Resource Person/s.

(i) Regarding procurement of goods & services, it may be mentioned that as per delegation of powers as contained in Rule 5.3, Page 34 and Rule 9.3 (i) (b) (ii), Page 103 of PU Accounts Manual, the Heads of the teaching departments/Centres are competent to accord financial sanction for procurement of goods and services upto Rs. 1 lac (by following prescribed procedure).

(ii) For payment of honorarium, the HoD is competent to accord financial sanction without any limit, if the claim is as per entitlement and within rules. The present approved rate of honorarium is Rs. 1000/- per lecture.

(iii) Regarding TA/DA of resource person, as per rule 1.6 (i) (b) Page 160 of P.U. Cal.Vol.III (2016), there is no need to seek the prior permission/financial sanction as in such cases the TA/DA bill can be processed on the basis of verification by concerned HoD as per the entitlement of the concerned resource person. However, in case of travel by

own car/taxi, then prior permission of Registrar/C.O.E. shall be obtained (rule 1.6 (ii) (a) ibid).

2. In view of the position explained above, it is clear that all the HODs of teaching departments/centres are competent to accord financial sanction for making various kinds of expenditure relating to conduct of any seminar/conference/workshop/Special Lecture, etc., upto a limit as explained above. Only such cases are required to be forwarded to Vice-Chancellor where the proposed expenditure is more than the delegated power or where department seeks any relaxation of rules by giving proper justification.

3. So far as the administrative approval of holding of such event or the approval of names of the resource person is concerned, the case may be submitted to D.U.I. after the recommendation of administration committee of the concerned department for approval.

It is, therefore, requested that before submitting any proposal for seeking financial approval of the Vice Chancellor (relating to any expenditure for conduct of Seminar/Workshop/Conference etc.), the rule position as explained above as well as the delegating of power for granting financial approval must be kept in view.


Finance & Development Officer

14/9/18

No- 5329-36/FDO

Copy to the following for information/necessary action:

1. The Vice Chancellor, P.U.
2. The D.U.I., P.U.
3. Director, Research Promotion Cell
4. D.R.(Accounts)
5. All Asstt. Registrars of Accounts Department