

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. 7182-7381 / FDO / F-161

Dated: 12-11-18

Subject: Amendments in the guidelines regarding organizing seminars, conferences etc. including acceptance of sponsorships/contribution from private bodies.

Dear Sir/Madam,

This is to inform you that the Syndicate vide para No.6 in its meeting held on 14.10.2018, has approved the following amendments in the guidelines/rules regarding organizing seminars, conferences etc. including acceptance of sponsorships/contribution from private bodies:

1. Administrative approval for organizing Seminar/conferences etc.

The concerned department shall plan such events sufficiently in advance, preferably while finalizing the academic calendar of a given session. The Administrative approval for organizing such events shall be obtained from the DUI on the recommendations of the Academic/Administrative committee. The organizing secretary/coordinator of the event and other committees such as purchase /finance committee, Reception Committee, etc. shall be approved by the Academic/Administrative Committee of Department. In case of inter-departmental conferences, the Organizing Secretary/coordinator as well as the concerned committees shall be constituted with the approval of the Vice Chancellor. In case of inter-Department conferences the Department of the Organizing Secretary/Coordinator shall be deemed to be the host Department.

2. Budget & Finances

i) It is desirable that all the Seminars/Conferences/Workshops etc. should be organized on self sustaining basis. The University however sanctions a taken budget provision to all departments, as a seed money, to meet the preliminary expenditure for organizing such events.

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ii) All the expenditure on such events may be met by the concerned department either of the following sources:-

- a) Grants from various Govt. agencies such as ICSSR, ICMR, DST, UGC etc.
- b) Registration/ Participation fee from the delegates, to be recommended by the organizing committee and approved by the DUI.
- c) Contribution/Sponsorship from Corporate sector, NGO, other private bodies, etc.

iii) Before seeking contribution/sponsorship from any private agency, the concerned department shall take the approval of the DUI, keeping in view the following check points.

- No contribution/sponsorship shall be accepted from companies/NGO/Charitable organizations that are blacklisted or have notorious track record in the eyes of Auditor General of India or involved in financial bugling.
- Donation should be avoided from competitive bodies in the field of education including coaching centres etc.
- All sort of unethical promotion of sales/marketing of company or their product which violates public policy should be avoided such as cigarette /alcohol/tabacoo etc. Donation from such company should be avoided or discouraged.
- Donation in the form of cash is prohibited for conference. All legal donations should be in the form of account payee cheques/bank transfers.
- All sort of unethical/illegal means of attracting money in any form is prohibited.
- Suitable undertaking may be taken, if needed, from organizing secretary/ head of the department.
- Due amount of GST (as applicable under GST act) shall be collected on the sponsorship amount in terms of circular no. 1158-1357/FDO dated 28.02.2018.
- Endorsement in lieu of contribution/sponsorship should not be disproportionate to the amount of contribution/sponsorship.
- Contribution/sponsorship in kind, for example sponsored Dinner, Lunch, Conference kits etc. are allowed subject to proper disclosure of the same in the financial statement of the event.

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iv) The total budget of the proposed event shall be approved by the Academic/Administrative Committee of the department with component wise break up as illustrated here below;

- Honorarium to resource persons.
- T.A./D.A. to Resource persons
- Expenditure on Hospitality
- Venue hiring charges
- Paper, printing, Stationery, etc.
- Expenditure on secretarial assistance
- Others (to be specified)

The total budget of the event shall be prepared keeping in view the expected number of participants, anticipated grants/contributions and other financial resources. So far as the charges for hospitality and conference kits are concerned, Department should exercise due austerity measures, except where such expenditure are fully sponsored by any external agency.

3. Accounts and Audit

- i.** The Accounts of the event shall be maintained by the Organizing Secretary/Coordinator of the event under the supervision of Head of the host Department. In order to carry out transactions relating to the event, the Organizing Secretary/Coordinator shall seek the approval of Registrar for opening of a separate bank account in the prescribed format available on University website as per circular no. 1858-61/FDOI dated 24.07.2017. All payments concerning the event shall be made only by way of Account payee cheque or through online mode.
- ii.** For each receipt due acknowledgement shall be issued under the signature of a person authorized by the Organizing Secretary.
- iii.** While making expenditure for organizing the event the concerned Organizing Secretary/Coordinator must ensure due compliance of Panjab University Accounts Manual and other codal formalities as prescribed by the University from time to time.
- iv.** After the conclusion of the event as well as settlement of all payments and receipt of grants/contributions, the Organizing Secretary shall prepare the final account of the event, showing therein the head wise receipt & payments. Such final account shall be got audited from a CAG empanelled CA firm. However, the expenditure out of the budget sanctioned by/through the University shall be got pre-audit from the office of local audit department, U.T., Chandigarh.

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- v. Any surplus (as per the final statement of Accounts of the event) shall be deposited in the Development fund of University A/c No.10444979664, with due intimation to the Asstt. Registrar (Accounts). An amount equivalent to 75% of the surplus so deposited shall be sanctioned to the host department in the shape of budget allocation, which can be utilized for the general developmental needs of the department.
- vi. The process of the finalization of accounts and audit thereof and adjustments of advances, if any, must be completed within a period of one month from the date of conclusion of the event or from the final settlement of the payment(s)/receipt(s), as the case may be.
4. All the records relating to accounts of the concerned event such as payment vouchers, income receipt of participation fees, register of grant(s)/sponsorship etc. or any other incidental record regarding the financial transactions must be preserved for three years from the date of conclusion of the event by the concerned Organizing Secretary in the host department for further references/record.
5. While processing the proposals for conduct of Seminars/Workshops/Conferences/Special Lectures, etc, for seeking financial/administrative approval, the instructions already issued vide No.5129-5328/FDO/F-125 dated 14.9.18 must be kept in view.

This is for the information and necessary compliance by all concerned.


Finance & Development Officer

Copy to the following for information/necessary action:

1. The D.U.I., P.U.
2. Director, Research Promotion Cell
3. Registrar
4. D.R.(Accounts)
5. ACLA
6. All Asstt. Registrars of Accounts branch