

Government of Punjab  
Department of Education  
(Education – I Branch)

ORDER

The Governor of Punjab is please to accord sanction to the constitution of “Punjab State Higher Education Development Fund Committee” as under:-

1.	Higher Education Minister	Chairman
2.	Principal Secretary/Secretary Higher Education	Sr. Vice Chairman
3.	Director, Public Instructions (C) Punjab	Vice Chairman
4.	Administrative Officer (Colleges)	Member
5.	Deputy Director (Colleges) / College Planning	Member Secretary
6.	Deputy Controller (Finance Accounts) (HQ)	Member Finance
7.	Assistant Director (Funds)	Member

2. The Committee shall meet atleast twice a year and the gap between 2 meetings shall not exceed 180 days.

3. The Governor of Punjab is further pleased to fix the terms & conditions for the maintenance, custody, utilization etc, of the said fund as per details given below:-

(A) Contribution of the Fund:

Primarily all the colleges of Punjab will contribute to the fund at the rate of 50% of the amount collected annually from the students under the head “(VI) Annual Charges Sub Head (IX) State Quality Higher Education Development Fund.” Grants from the Government (s) /UGC/other funding bodies as also donations from companies/firms / Non-Governmental Organizations and individuals will also be accepted.

(B) Head Quarters:

The Head Quarters of the Committee constituted to manage Punjab State Higher Education Fund shall be at Chandigarh.

(C) Collection of the Fund:

The fund has been collected from all students of Private and Govt. Colleges at the rate of Rs. 5/- P.A. per student for the academic year 2002-03. Starting from academic session 2003-04 while the old students will continue to pay at the old rate, students joining college for the first time every year a sum of Rs. 20/- per student will be collected by each college as a part of Annual charges at the rate of Rs. 500/- per annum. Out of these Rs. 20/- per student per annum to the office of Director, Public Instructions (Colleges), Punjab, Chandigarh in the form of a demand draft in favour of the 'Vice – Chairman, Punjab State Higher Education Development Fund Committee' by 30<sup>th</sup> September positively.

(D) Utilization of Fund

The fund will generally be utilized for the following purposes:-

- i) For arranging seminars/workshops/training programs/ conferences.
- ii) For attending Conferences/training by Principal Govt. Colleges lecturers and Officers of Directorate related expenditure such as sponsorship, delegation fee, registration fee TA/DA etc.
- iii) For carrying out inspections and conducting inquiries.
- iv) For the meetings of State Council for Higher Education.
- v) For Expenditure regarding accreditation of the colleges by National Assessment & Accreditation Council, if required.
- vi) For Expenses to keep coordination with UGC/MHRD, Govt. of India.
- vii) For Expenditure to honour the meritorious students at State/National/International levels.
- viii) For Expenditure to be incurred for consultation/preparation of project Reports/Policy Documents etc.

ix) For Expenses regarding Printing/Stationary/Postage etc. to be incurred by the office of Director, Public Instruction (C) Punjab in connection with the working of this committee.

x) Any other expenditure which in the opinion of the Chairman/Senior Vice Chairman is considered necessary for development of Higher Education. However, it will be got ratified from the Committee subsequently.

(E) Custody of the Fund:

i) The Member Secretary shall open an account in the name of Punjab State Higher Education Development Fund Committee in a scheduled Bank and the amount received from the colleges shall be deposited in this account.

ii) The account shall be operated through Cheques to be signed as following:-

(a) Member Secretary upto Rs. 10,000/-.

(b) Member Secretary and Member Finance Jointly upto Rs. 75,000/-.

(c) Director, Public Instruction (C) Punjab –cum-Vice Chairman along with Member Secretary and Member Finance jointly upto Rs. 1.50 lakhs.

(d) Principal Secretary/Secretary Higher Education, Director Public Instruction (C) Punjab –cum –Vice Chairman and Member Finance jointly for the sum above Rs. 1.50 lakhs.

iii) The account of the transactions of this fund will be maintained by an assistant who will be paid an honorarium to be decided by Committee.

iv) Section Officer will do checking of bills, accounts etc. at the initial level.

v) The accounts of the fund shall be got audited from a Chartered Accountant to be appointed by the Committee every year. Audited statements of income and expenditure duly approved by the Chartered Accountant will be presented to the Committee. The Committee will decide Remuneration /Honorarium of the Chartered Accountant.

(F) Financial Power

The Chairman and other member of the Committee shall exercise the following financial powers for the purpose of sanctioning expenditure:-

- |      |                      |   |
|------|----------------------|---|
| i)   | Committee            | Full Powers   |
| ii)  | Chairman             | upto Rs. 2.00 lakhs in each case  |
| iii) | Senior Vice Chairman | upto Rs. 1.00 lakhs in each case  |
| iv)  | Vice Chairman        | upto Rs. 75,000/- lakhs in each case  |
| v)   | Member Secretary     | upto Rs. 10,000/- in each case<br>subject to maximum Rs. 60,000/- in<br>a year. |

N.S. Rattan, IAS,  
Principal Secretary to Govt. Punjab,  
Department of Higher Education.

No. 12/39/2002-6Edu.I/

Dated, Chandigarh the

A copy is forwarded to the following for information and necessary action:-

- 1) Principal Secretary to Governor, Punjab for information of H.E. Governor.
- 2) Principal Secretary to the Chief Minister, Punjab for the information of Hon'ble Chief Minister, Punjab.
- 3) Secretary to Chief Secretary to Government Punjab for information of the Chief Secretary.
- 4) Director, Public Instruction (C) Punjab, Chandigarh.

Superintendent

No. 12/39/2002-6Edu.I/

Dated, Chandigarh the:

A copy is forwarded to the Accountant General (A&E), Punjab for information and necessary action.

Superintendent