

14th

**Minutes of the meeting of the Human Resource Committee held on 5<sup>th</sup> November 2011 in the office of DG, Pushpa Gujral Science City, Sector 34, Chandigarh**

Following members attended the meeting

1	Dr R.S Khandpur, DG, PGSC	Chairman
2	Sh A. Palenewal, Registrar, IIT Ropar	Member
3	Dr Buta Singh, Dean (Academics), PTU	Member
4	Dr H.S. Bains, Registrar, PTU	Member

Chairman, HR Committee welcomed the members of the newly constituted HR Committee. After this regular agenda was taken up.

**Item No 1. To establish Internal audit Department**

Accounts of the University get audited from a Chartered Accountant; who conducts a simple audit. For effective control of the financial operations and to avoid procedural lapse and financial errors, all vouchers are required to be checked/ audited/ inspected from a person who is not attached to the main operations of the University. Therefore, the University proposes to establish an inspection wing to conduct inspection of all the vouchers of the university and pre-audit important bills.

Cell will conduct the inspection of all other department and will submit quarterly and yearly inspection reports to the university management.

**Manpower Requirement**

S.No.	Designation	No. of Posts
1.	Controller of Accounts	01
2.	Assistant Registrar	02
3.	Clerk	06
4.	Attendants	04

**Financial Implications**

S.N o.	Particulars	Amount Payable
1.	Controller of Accounts (1 x 53000)	Rs. 53000
2.	Assistant Registrar (2x 36000)	Rs. 72000
3.	Clerk (6 x 14000)	Rs. 84000
4.	Attendant (4 x 11000)	Rs. 44000
	<b>Total</b>	Rs. 2,53000/-

**Annual =** Rs. 2,53000 x 12 = Rs. 30,36,000/-

**Qualifications**

Persons selected/ appointed in the cell must be with commerce background (B.Com/ M.Com). Controller of Accounts must be a qualified Chartered Accountant. All other qualifications and experience should be as per other equivalent posts.

