

Serial No 592

Date 21/07/2025

National Law University Meghalaya

**GOVERNMENT OF MEGHALAYA
EDUCATION DEPARTMENT**

No.EDN.107/2022/221

Dated Shillong, the 18th July, 2025

From:- Shri. D. Lyngdoh
Joint Secretary to the Govt. of Meghalaya
Education Department

To:- The Registrar,
National Law University Meghalaya

**Subject: Minutes of the meeting of the Finance Committee held on
26th June, 2025.**

Sir/Madam,

With reference to the subject cited above, I am directed enclosed herewith the Minutes of the meeting of the Finance Committee, National Law University Meghalaya held on 26th June, 2025 duly approved by the Chairperson of the Finance Committee, NLUM for your information and necessary action.

This has the approval of the **Competent Authority**.

Yours faithfully,



Joint Secretary to the Govt. of Meghalaya
Education Department



Minutes of the meeting of the Finance Committee held on the 26th June 2025 at 10:00 AM in the Committee Hall III of Additional Secretariat Building, Government of Meghalaya, Secretariat Hills, Shillong 793001.

- I.** The meeting of the Finance Committee, National Law University of Meghalaya was held on the 26th June 2025 at 10:00 AM in the Committee Hall III of Additional Secretariat Building and chaired by Commissioner & Secretary to the Government of Meghalaya, Education Department cum Chairperson of the Finance Committee, Shri. Vijay Kumar Mantri, IAS, with the following committee members present:
 - i. Shri. R. Swer, Secretary, Finance (E) Department, Government of Meghalaya.
 - ii. Shri. Uttam Rai, Finance and Accounts Officer, National Law University of Meghalaya.
 - iii. Shri. Debu Lyngdoh, Jt. Secretary, Law Department, Government of Meghalaya.
- II.** The minutes of the Finance Committee meeting held on the 12th May 2025 were confirmed by all members present - **Annexure 1.**
- III.** The below agenda items were sought for approval from the committee which were agreed to in principle as per details mentioned against each item: -
 1. Matters related to the Service Rules of the University as per the Resolution passed by the Joint meeting of the Executive Council and Governing Council held on 26th February 2025 for formation of a Committee to frame the Service Rules and to relook the Pay Scales of the Administrative Staff - **Annexure 2.**
 - a. The Finance Committee unanimously resolved that the draft service rules of the University will be framed by the University by adopting existing applicable rules for the various personnel appointed in the University on various pay scales viz., UGC pay scale, 7th CPC and Meghalaya pay scale and shall follow applicable existing rules which may be updated from time to time.
 - b. The draft service rules shall be placed before the Finance Committee, which will then recommend and forward the same to the committee constituted by the Executive and General Council, which shall be then subject to approval by the members of both the Executive and General Council.
 2. Matters related to increments of employees appointed on scale pay
 - i. All Faculty and Non-Faculty appointed both on “permanent” and “tenure” are appointed on a scale pay.
 1. Most employees have completed a year of service and are due for increment as per their next index of their appointed pay scale,



however, the increment of the employees till date has been kept on hold citing no service rules being implemented and implementing appraisal system and increment on percentage basis. – **Annexure 3**

2. Despite a committee being constituted by the members of the General and Executive Councils in their Joint meeting of the General and Executive Council held on the 26th of February 2025 for framing of the Service Rules, which has not been notified, increment for the employees has been with-held citing appraisal requirements – **included in Annexure 2**

- a. The Committee resolved and recommended the University to get post facto approval for the positions approved by the Executive and General Council and where proper recruitment procedure has been followed as per the National Law University of Meghalaya Act, 2022; and upon sanction approval from the Government of Meghalaya, the Meghalaya Government Fundamental and Subsidiary Rules will be applicable
- b. The Committee also recommended that increment should be released for all personnel who are eligible and also recommended that the Fundamental Rules and Subsidiary Rules to be placed at the Executive and General Council for adopting the same.
- c. The Committee noted that appraisal and increments are not connected practically.
- d. It also recommended the amendment of the existing Act, Statutes or any other relevant regulations to adopt state rules in this regard.

3. Matter regarding NPS contribution by employer for permanent employees and Gratuity and other benefits for permanent employees. – As per Section 28- “Provident Fund, Gratuity, Pension, and other benefit schemes” of the National Law University of Meghalaya First Statutes which states: **Annexure 4**

“All permanent employees of the University shall be entitled to the benefit of the Provident fund, Gratuity and Pension in accordance with such regulations as may be made on that behalf by the Executive Councils and approved by the General Council.”

- i. Non-Faculties appointed on “permanent” till date have no NPS accounts created, nor contributions made.
 - a. The Finance Committee recommended that the University adopt the State Government pension scheme(s) as applicable and updated from time to time.



- b. It also stated that for those employees who are eligible for NPS, the same is to be paid and contributed from the date of joining as it is a legal mandate.
 - c. The Committee recommended the University to write to the State Government to provide a Government Order/ Notification for adoption of NPS at National Law University of Meghalaya which shall provide all details on policy and operational aspects of implementation of NPS in the University.
 - d. The Committee noted that “Gratuity” budget provisions have not been proposed, and investments have not been made as on date and the same needs to be started if ‘Gratuity’ is recommended for the employees of the University.
- 4. Matters Related to Corpus Fund of the University - **Annexure 5.**
 - i. The Committee recommended prior approval from the State Government for the establishment of an Endowment Fund. The fund may be invested in risk-free instruments such as fixed deposits, where interest income can be generated. The University must also inform the State Government about the intended purpose for the utilization of the interest earned.
- 5. Matter relating to “Internal Budget Heads” of the Grant-in-Aid (Salary and Non-salary) received from the Government of Meghalaya, as per yearly proposed budgets – **included in Annexure 5.**
 - i. The Committee recommended that the University create “Internal Budget Heads” specifically for non-salaried expenditures to facilitate the timely release of funds by the Finance Department, Government of Meghalaya, as such details are required to be uploaded in the e-Proposal system.
- 6. Proposal for e-office implementation: Proposal for floating of tender or performing of a market study for acquiring through Single Source, the most relevant system of an e- office for the University. An Approximate amount of INR 50 Lakhs cost is estimated for the same. – **Annexure 6**
 - i. The Committee recommended that the University adopt e-office platform developed by NIC or the e-proposal for non-financial module and also the financial module of the Government of Meghalaya as the same is free for implementation for Government Departments.
- 7. Approval/reconsideration for continuation of the Current Vendors and Suppliers currently empanelled in the University or to empanel new vendors: - **Annexure 7**
 - i. M/S Ricky Nongrum Enterprises for Supply and Stationeries etc
 - ii. M/s Riwot-Oo-Susngi for Electrical Works and Electronics & IT items
 - iii. Shri. Kitbok Warbah, Contractor for Civil Works



- a. The Committee noted that the current vendors are Government empanelled vendors and have been engaged through rate contracts duly approved by the State Government; hence the Committee recommended their services be continued.
8. Matters related to the extension of the Contract Agreement with M/s Riwtot-Oo-Susngi, vendor providing the rented items (IT and Furnishings etc) in the rented building at Demthring, Nongthymmai utilised as the Boys Halls of Residence.
- **Annexure 8. a and 8. b.**
- i. Current Contract is for one (1) year which is ending in 01st July, 2025
 - a. The Finance Committee noted due to the time constraint, recommends the renewal of the contract with M/s Riwtot Oo Susngi for a further period of one year, i.e., until 1st July 2026 and payment be made monthly subject to submission of invoices.
 - b. It is further recommended that such matters be placed before the Finance Committee a minimum of four (4) to six (6) months in advance in the future.
 - ii. Contract with the building owner, M/s Kitbok Warbah, is for two (2) years, starting from 01st July 2024 to 01st July 2026
 - a. Consideration for the building rent payment as per contract Section B: Financial Implications, Point 1.3 “Rental payments for the second year and any subsequent years will be decided and agreed mutually in writing (whether monthly payout or advance payment) after one year of occupancy of the building from the effective date of occupancy, subject to review and renewal of contract if deemed necessary.”
 1. The Finance Committee recommended that the rent payment be made to the vendor monthly subject to submission of invoices/receipts as applicable.
9. Matter related to procuring via Meghalaya e-tenders – **Annexure 9**
- i. The Finance Committee has noted and recommended that the National Law University of Meghalaya adopt the Meghalaya e-Tendering Portal for all procurement activities of the University.
10. Matters related to Pay Scales of the University Staff – **Annexure 10**
- i. Faculties as per UGC 7th Pay Commission, Non-Faculties (ARs and Above) 07th CPC, Other Non-Faculties Meghalaya 05th Pay Commission, University Visiting Faculties as per University Guidelines for Honorarium. Questions might arise later as to why there are multiple pay scales existing in the University.
 1. The Committee resolved that the University could adopt a system of multiple pay scales, however, it recommends that the



same should be appropriately incorporated into the Service Rules as per item no III. 1. (a) and (b).

11. Matters related to the reconstitution of the Internal Procurement Committee.

Annexure 11.

- i. The Committee noted that the current Internal Procurement Committee consists of members who are non-regular cadres/personnel of the University and who are also students of the University, and such positions should not be included in any University administrative committees.
- ii. The Finance Committee has recommended the re-constitution of the Internal Procurement Committee with the following members:
 1. Registrar
 2. Finance and Accounts Officer (FAO)
 3. An officer not below the rank of Assistant Registrar.
 4. A senior officer from the Finance Section.

12. Matters related to training of the Non-Faculty (Admin) staff of the University.

- included in Annexure 9

- i. The Committee re-stated that all administrative staffs of the University are to be provided with relevant trainings via Meghalaya Administrative Training Institute (MATI)

13. Matters related to scholarships for the local domicile students with the Education Department, Government of Meghalaya.

- i. The Committee recommends that the University should actively promote the State Government Scholarship scheme(s) among students from Meghalaya.

14. Matters related to payment of fees in installments for students – **Annexure 10**

- i. The Committee recommends fee payment in installments according to the trimester as it will ease the financial burden of students. The fees can be paid at one go (100% full payment) or installments at a reducing percentage (50% - 01st Installment, 30%- 02nd Installment, 20% -03rd Installment) of the overall fees at set dates indicated to be fixed by the Finance Section of the University subject to fines levied for every late payment to avoid non-payment of dues.

IV. Any other matters with the permission of the chair.

1. Travelling Allowance/Reimbursement and Medical Reimbursement of all eligible staffs.

- i. The Committee recommended that Medical Reimbursement for all eligible staffs including the Vice Chancellor, should receive prior approval from the in-charge of the Medical Unit of High Court for now subject to the Meghalaya Medical Attendance Rules 2021 as amended from time to time, as the University does not have a Medical Officer as on Date. Once the appointment of a full-time Medical Officer is



- completed in the University, the Committee can re-look at the process of approval.
- ii. The Committee noted that as the University is utilizing public money, tour approval is required for all eligible staffs including the Vice Chancellor for claiming TA/DA. A proper tour diary, tour report, boarding pass, proper bills and other relevant documents are to be submitted against claims and payment is only to be made as per entitlement of each cadre.
 - iii. For international travels especially, NOC is to be received and approved through proper channels and the same applies even for private personal travel.
2. Honorarium for Members of Building Works and Planning Committee and Project Management Committee.
- i. The Committee recommended that honorarium for external members who are part of the committee(s) should be paid as per the rates as approved by the Executive Council and payment can be made for all meetings held and future meetings of the committees.
3. Extension of Agreement for faculty accommodation. **(copy attached)**
- i. The Committee recommended renewing the agreement for the building taken on rent for faculty accommodation from Shri Riwt Oo Susngi at Lapalang, Shillong, with the same terms and conditions for another two (2) years.
 - ii. In addition to HRA deducted from personnel staying in any University accommodation, it is recommended to charge a five percent (5%) license fee for all the employees who are availing the accommodation facilities of the university, since the University is providing fully furnished accommodation facilities.
4. Sanction of posts for Faculty and Non-faculty positions – no proper sanctions and approvals received from the Government, for the current posts.
- i. Agenda Item Section III. 2. (a) and (b) can be referred for this point.
5. Any Events, Programmes, etc. which have Financial Implications, Financial Approval is to be obtained - Ensuring availability of funds and budgets subjected to official authorisation before organizing any events or programs.
- (Section III 5 (i))**
- i. The Committee recommended that any food and refreshment arrangements are to be made from the empaneled caterers of the university on a rotation basis at the prescribed rates.
 - ii. A proper policy is to be framed for people visiting NLU of Meghalaya for any function(s), lectures etc., if they are not appointed as per the Clause 18 (d) of the First Statutes, for travelling entitlement,



accommodation entitlement, honorarium, etc., so that Finance Section of the University can make the payment accordingly.

6. IIM Letter – Retention of Water tanks and their fittings – Amount ₹ 6,24,000/-
(copy attached)

- i. The Committee has approved the proposal, considering its economic viability and the time constraints involved.
- ii. It is further recommended that the payment be processed, as the transaction is a Government-to-Government (G2G) arrangement.

V. The meeting ended with a note of thanks from the chairperson.

Chairperson



**Finance Committee
National Law University Meghalaya**

Memo NO. NLUM/Estt/FC/61/2023/1136

Dated Shillong, the 24th July, 2025

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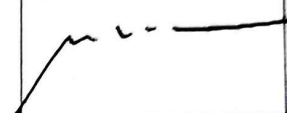
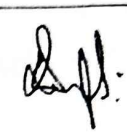

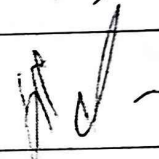
1. Shri. R. Swer, MFS, Secretary, Govt of Meghalaya, Finance Department, for information.
2. Shri. Debu Lyngdoh, Joint Secretary to the Govt of Meghalaya, Law Department, for information.
3. The Registrar, National Law University of Meghalaya, Shillong for information.
4. The Finance and Accounts Officer, National Law University of Meghalaya, Shillong for information.
5. Senior Administrative Assistant attached to the Vice - Chancellor, National Law University of Meghalaya, Shillong for information of the Vice-Chancellor
6. Finance Section, National Law University of Meghalaya, Shillong for information.
7. Office Copy.

Chairperson



**Finance Committee
National Law University Meghalaya**

**ATTENDANCE SHEET FOR THE FINANCE COMMITTEE MEETING OF THE
NATIONAL LAW UNIVERSITY MEGHALAYA HELD ON 26TH JUNE, 2025 AT 11:00
A.M. IN THE COMMITTEE ROOM-III, ROOM-416 ADDITIONAL SECRETARIAT
IN THE PRESENCE OF THE FOLLOWING MEMBERS:**

Sl. No.	Name	Designation	Signature
1.	Dr. Vijay Kumar Mantri, IAS	Commissioner & Secretary, Education Department, Govt. of Meghalaya Shillong	
2.	Shri. D. Lyngdoh	Joint Secretary, Law & Education Department, Govt. of Meghalaya Shillong	
3.	Shri. R. Swer, MFS	Secretary, Finance Department, Govt. of Meghalaya Shillong	
4.	Shri. Uttam Rai	Finance & Accounts Officer, National Law University of Meghalaya	
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