



Finance committee Meeting

Date – 17th October 2023

Agenda

Minutes + Attendance



NLU
M E G

NATIONAL LAW UNIVERSITY MEGHALAYA

NOTIFICATION

Dated Shillong the 11th October, 2023

NO.NLUM/Estt/FC/61/2023/628 The Vice- Chancellor National Law University Meghalaya is pleased to convene a meeting of the Finance Committee on 17th October, 2023 at 10:00 am in the University campus, Mayurbhanj, Nongthymmai, Shillong- 14.

AGENDA:

- i. Reconstitution of the Internal Procurement Committee.
- ii. Floating tender for Tuck & Book Shop.
- iii. Floating of tender for Gardening and Landscaping Services.
- iv. Renovation, repairing and maintenance of Auditorium and other assets handed over to NLU Meg.
- v. Empanelment and constitution of empaneled Contractors and Suppliers for civil, electrical, electronics, IT equipment works, furnishings etc.
- vi. Empanelment and constitution of Government registered suppliers and vendors for miscellaneous items viz., stationeries, office supplies and of similar nature.
- vii. Empanelment and constitution of Government registered vendors for travel bookings viz., flights, cabs, hotels and other forms of travel and accommodation for staff (faculty, non-faculty, visiting personnel) of NLU Meg.
- viii. Approval of draft Delegation of Financial Powers.
- ix. Approval of expenses and appointment of Tax Consultant(s).
- x. Any other matters (s) with permission of the Chair.

All members are requested to make it convenient to attend the meeting.


REGISTRAR

Memo NO.NLUM/Estt/FC/61/2023/628A Dated Shillong the 11th October, 2023

Copy to:

1. The PS to the Vice- Chancellor, National Law University Meghalaya, Shillong.
2. Shri. Debu Lyngdoh, Jt. Secretary, Law Department, Govt of Meghalaya, Member
3. Shri. R. Swer, Jt. Secretary, Finance(E) Department, Govt of Meghalaya, Member
4. The Finance and Accounts Officer, National Law University Meghalaya, Shillong, Member
5. Office File


REGISTRAR



Minutes of the meeting of the Finance Committee held on the 17th October, 2023 held in the office chambers of the Vice Chancellor National Law University Meghalaya, Mayurbanj Complex, Nongthymmai, Shillong 793014.

- A. The meeting of Finance Committee was held on the 17th of October 2023 at 10:00 am in the office chamber of the Vice Chancellor National Law University Meghalaya and was chaired by the Vice Chancellor with the following committee members present:
- Prof. Indrajit Dube, Vice Chancellor, National Law University Meghalaya
 - Shri. Debu Lyngdoh, Jt. Secretary Law Department, Government of Meghalaya as an invitee.
 - Smti. K.M. Lyngdoh Nongbri, Registrar, National Law University Meghalaya
 - Shri. Uttam Rai, Finance and Accounts Officer, National Law University Meghalaya
 - Shri. R. Swer, Jt. Secretary, Finance(E) Department, Govt of Meghalaya
- B. The below agenda items were placed before the committee which were agreed to in principle by the members as per details mentioned against each item:
- Reconstitution of the Internal Procurement Committee.
 - To include one of the Assistant Registrars and a senior faculty member in the committee
 - Floating tender for Tuck & Book Shop.
 - Open tender to be floated.
 - Floating of tender for Gardening and Landscaping Services.
 - Open tender to be floated.
 - Renovation, repairing and maintenance of Auditorium and other assets handed over to NLU Meg.
 - Empanelment and constitution of empaneled Contractors and suppliers for Civil, Electrical, electronics, IT equipment works, furnishings etc.
 - Mr. Kitbok Warbah, registered contractor for Civil Works
 - Mr. Riwtot O Susgni, registered contractor for Electrical Works
 - Empanelment and constitution of Government registered suppliers and vendors for miscellaneous items viz., stationaries, office supplies and of similar nature.
 - M/S Ricky Nongrum, registered supplier
 - Empanelment and constitution of Government registered vendors for travel bookings viz., flights, cabs, hotels and other forms of travel and accommodation for staff (faculty, non-faculty, visiting personnel) of NLU Meg.
 - Decision taken to carry on with the registered vendor which is in used with the High Court of Meghalaya and the Meghalaya State Judicial Academy and to also empanel other vendors for the same in order to have multiple vendors.
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h. Approval of draft Delegation of Financial Powers.

i. Approved with suggested changes in the extent of powers:


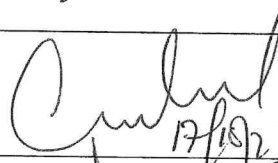

1. Finance and Accounts Officer – Up to INR 2,00,000/-
2. Registrar – Above INR 2,00,000/- up to INR 5,00,000/-
3. Vice Chancellor – INR 5,00,000/- to INR 10,00,000/- with emergency authorization up to INR 20,00,000/- as a special case.

i. Approval of expenses and appointment of Tax Consultant(s).

- i. Bikash Bhattacharjee & Consultancy, Meghalaya, Shillong with a quote of INR 45,000/- (INR Forty-Five Thousand only) per month has been decided to be empaneled for a period of 6 months.

A handwritten signature in black ink, appearing to be 'Bikash Bhattacharjee', is located on the right side of the page.

**ATTENDANCE SHEET FOR THE FINANCE COMMITTEE MEETING HELD ON 17TH
OCTOBER, 2023 AT 10:00 A.M. IN THE NATIONAL LAW UNIVERSITY OF
MEGHALAYA, MAYURBHANJ COMPLEX, SHILONG IN THE PRESENCE OF THE
FOLLOWING MEMBERS:**

Sl. No.	Name	Designation	Signature
1.	Prof. Indrajit Dube	Vice - Chancellor	Present
2.	Shri. Debu Lyngdoh	Joint Secretary, Law Department, Govt. of Meghalaya Shillong	Joined online
3.	Shri. R. Swer	Joint Secretary, Finance (E) Department, Govt. of Meghalaya Shillong	
4.	Smti. K.M. Lyngdoh Nongbri	Registrar	 17/10/23
5.	Shri. Uttam Rai	Finance & Accounts Officer	
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