



**Government of Jammu and Kashmir
Higher Education Department, Civil Secretariat;
Jammu/Srinagar**

Subject: Revised Guidelines/Rules for utilization of College Local Funds.

Government Order No: 109 - JK (HE) of 2022

Dated: 28-04-2022

In supersession of all previous Orders/ Guidelines issued by this Department regarding the utilization/incurred the expenditure from the "**College Local Funds**", the following revised guidelines are hereby issued for immediate compliance:

1. Short title and commencement:-

- a. **These Guidelines/ Rules shall be called "*Jammu and Kashmir Utilization of Local Fund guidelines 2022*".**
- b. **These Guidelines/ Rules shall come in to force from the date of issuance of this order.**

2. Definitions:-

In these rules, the expression:

- a. "**Competent Authority**" means the authorities specified in this order for the purpose of implementation of these rules.
- b. "**Fund**" means the "**College Local Funds**" which includes all payments other than tuition fees which are paid by the students of the colleges at the time of admission as per guidelines issued by Higher Education Department as well as receipts from any other source
- c. "**Government**" means the Government of UT of Jammu and Kashmir.

3. Constitution of the Fund: - The following income shall constitute the Fund.

- a. All payments other than college tuition fees which are paid by the students of the colleges at the time of admission as per guidelines issued by the Higher Education Department.
- b. Receipts from any other source

4. **Rate of Subscription:**

- a. The rates of fees to be charged from the students at the time of admission shall be determined by the Higher Education Department from time to time
- b. Subscription to the fund shall be charged from each student at the full rate prescribed by the Higher Education Department of irrespective of the fact that the student may have been granted a fee concession.
- c. Subscription to the fund shall not be charged from a student for a second time, if he/she has migrated from one college to another during the same Financial Year. However, the University component shall be charged from such students in case there is change of University.

5. **Custody of the Funds:**

- a. All the Local Funds collected from the students shall be deposited either in a **Single Local Fund Account** or in different Bank Accounts maintained in the nearest Branches of Jammu and Kashmir Bank. These Bank Accounts shall be operated by the concerned Principals of the Colleges. However, the details of each individual fund shall have to be reflected in separate Cash Books.
- b. The entire Pool Fund as prescribed by the Higher Education Department shall be credited into *the Central Pool Fund Account NO.SB-0110040100000728 maintained in the J&K Bank Civil Secretariat, Srinagar/Jammu within one month of the close of the admission process.*
- c. The Principals are **not** authorized to utilize any amount out of pool fund. Any deviation on this account shall be viewed seriously and the concerned Principal shall be held personally responsible.
- d. **Any college that fails to remit its share of the pool fund within the prescribed time limit shall not be permitted the use of the Local Fund**

6. **Utilization of the Local Funds:**

An indicative list of activities that can be carried out through the Local Funds is as under:-

- a. To provide the Colleges with adequate amenities and facilities for optimal academic activities, Skill Development, Research and innovation.
- b. To create facilities for promotion of Sports like Swimming pools, gymnasium, skating rinks and indoor courts etc.

- c. To make payments of legitimately earned wages to the Academic Arrangement Staff/ Teaching Assistants, Guest or Visiting Faculty engaged in the colleges provided all due processes have been followed before their engagement and **prior written** approval of the competent authority has been obtained.
- d. To make the payment of legitimate wages to the outsourced staff/ Local Fund Employee(s) engaged before the imposition of the ban on recruitment/hiring and after completing all the codal formalities/ GFR provisions. **However, no payment what so ever shall be made to any employee engaged after the imposition of ban on the recruitment by the Finance Department.**
- e. Face-lifting of existing infrastructure and carrying out minor works/repairs/alterations additions to the buildings where sufficient funds are not available under regular budget heads
- f. Minor construction works for which no provision has been kept by the Department either in Capex Budget or in Revenue Budget for the current financial year.
- g. All the works should be got executed either through Public Works Department or any other agency/ authorized department after fulfilling all the codal formalities/ provisions of GFR. The instructions of the Government issued from time to time shall be strictly followed by the executing agencies.
- h. Maintenance of washrooms and sanitation/cleaning of the Colleges, maintenance of Lawns, Plantation/ Leveling of grounds wherever required may be carried out. **However, no man power what so ever shall be engaged under these provisions or through these funds.**
- i. Purchase of stationery books, research or skill equipment, first aid boxes and other medical emergency items and firefighting equipments strictly as per the chapter VI of procurement of goods and services of GFR's 2017 and SO 58 issued by Finance Department on 31-12-2019
- j. Any other activities or items that may be specified or permitted by the Government in the Higher Education Department at any time in future.
- k. However, no bus, minibus, ambulance or any other vehicle can be purchased through this fund except with the **PRIOR** approval of the Higher Education Department on the recommendation of State Level committee

l. No furniture or fixtures can be purchased under this head except with the prior approval of the competent Authorities

m. **No Manpower of any kind can be engaged through the fund**

7. Procedure for utilization of local funds:

There will be three Committees at different levels which shall be authorized to sanction the utilization of amount from the local funds on the request of the concerned Principals on case to case basis:

I. College Development Committee (CDC):

The composition of the committee at college level shall be as under:

- a. *Principal of the College* (Chairman)
- b. *Treasury Officer Concerned or his representative* (Member)
- c. *3 senior most faculty members of the College out of which one should be a woman faculty member* (Members)

The senior most accounts Accountant/Accounts Assistant/ JSA of the College shall be a permanent invitee to the committee

Provided that only the senior most permanent faculty members will be nominated; the women faculty member to be nominated should be also be the senior most permanent women faculty member;

Provided that in case sufficient faculty members/women are not available in a college, the same shall be nominated from a nearby college by the Nodal Principal

II) Divisional Level Committee (DLC):

The committee shall comprise of the following:

- a. *Nodal Principal, Jammu/Kashmir* (Chairman)
- b. *Any two Principals to be nominated by Director Colleges* (Members)
- c. *Principal of the concerned College* (Member)
- d. *FA/ CAO of any University to be nominated by Administrative Department* (Member)

The senior most accounts personnel of the Nodal College shall be a permanent invitee to the committee.

III) Directorate/UT Level Empowered Committee (DLEC):

The composition of UT/ Directorate level committee shall be as under:

- a. Director Colleges, J&K (Chairperson)
- b. Both Nodal Principals, Jammu/Kashmir (Members)
- c. Any two senior Principals of the UT (to be nominated by Administrative Department) (Members)
- d. FA/ CAO of any University to be nominated by Administrative Department (Member)
- e. Additional Sec./ Dy. Sec. HED (Member)
- f. Deputy Director/Assistant Director, Planning, HED (Member)

The Assistant Accounts Officer, Higher Education Deptt. shall be a permanent invitee to the committee.

The respective Committees shall examine the proposals/ estimates submitted to it by the colleges and shall authorize the Principals on case to case basis after ascertaining the necessity as well as genuineness of the proposal as per the financial powers delegated to the committee in the light of the rules governing the use of Local funds as well as **General Financial Rules (GFRs)** and other instructions issued by the government from time to time including SO 58 issued by Finance Department on 31-12-2019. All formalities including technical sanctions, vetting of estimates and Administrative approvals must be rigorously followed. All works/procurements must be through strict **e-tendering**. All cases beyond the competence of the Directorate/ UT Level Empowered Committee may be recommended to the Administrative Department for further necessary approvals.

Besides the above, the **Directorate/UT Level Empowered Committee (DLEC)** committee shall be competent to authorize full expenditure out of available Local Fund of the Colleges in respect of the following object heads:-

- a. To authorize payments of legitimately earned wages to the Academic Arrangement Staff/ Teaching Assistants, Guest or Visiting Faculty engaged in the colleges provided all due processes have been followed before their engagement and **prior written** approval of the competent authority has been obtained.
- b. To authorise the payment of legitimately earned wages to the outsourced staff/ Local Fund Employee(s) engaged before the imposition of the ban on recruitment/hiring and after completing all the codal formalities/ GFR provisions. **However, no payment what so ever shall be made to any employee engaged after the imposition of ban on the recruitment by the Finance Department.**

8. The delegation of powers in respect of all the three tier committees shall be as under:-

	NAAC (A) Grade Or Above	NAAC (B++) or (B) Grade	NAAC (C) Grade	Not Accredited
College Level Committee	Up to Rs. 5 lakhs for individual work and Rs. 10 Lakhs in a Financial Year	Up to Rs. 4 lakhs for individual work and Rs. 7.5 Lakhs in a Financial Year	Up to Rs. 2.5 lakhs for individual work and Rs. 6 Lakhs in a Financial Year	Up to Rs. 2 lakhs for individual work and Rs. 5 lakhs in a Financial Year
Divisional Level	Up to Rs. 10 lakhs for individual work and Rs. 25 Lakhs in a Financial Year	Up to Rs. 7.5 lakhs for individual work and Rs. 20 Lakhs in a Financial Year	Up to Rs. 5 lakhs for individual work and Rs. 15 Lakhs in a Financial Year	Up to Rs. 3 lakhs for individual work and Rs. 10 Lakhs in a Financial Year
Directorate/UT Level	Up to Rs. 20 lakhs for individual work and Rs. 35 Lakhs in a Financial Year	Up to Rs. 15 lakhs for individual work and Rs. 30 Lakhs in a Financial Year	Up to Rs. 10 lakhs for individual work and Rs. 25 Lakhs in a Financial Year	Up to Rs. 5 lakhs for individual work and Rs. 15 Lakhs in a Financial Year

However, the total expenditure permitted out of Local Fund in a Financial year in respect of any one college shall not exceed 25% of the total Local Fund available with the college on the 1st day of the beginning of the said Financial Year or as per above delegation whichever is on lower side

9. Further Guidelines/ Instructions for operation of Local Funds:

All GFRs, financial guidelines and instructions of the Finance departments be strictly adhered to while incurring expenditure out of the fund. Instructions of the Finance Department on outsourcing and all other instructions issued from time to time be strictly followed.

- i. Director Colleges shall monitor and ensure that all subscriptions from Colleges are collected in time and all receipts are credited to the Local Fund Bank Account. He/She shall also ensure the transfer of pool fund from colleges to central pool fund immediately but not later than one month from the time the admission process is closed in each Division.
- ii. All Local Funds shall be operated on the recommendation/ approval of specific Committees as mentioned above and as per the financial limits specified

- iii. Transfer of funds from one head to another shall not be permitted. In case of exigency a specific request with full justification must be put up to the Directorate Level committee irrespective of the amount involved.
- iv. Colleges shall arrange the face-lifting of buildings/replacement of glass panes/minor repairs maintenance works by debit to the building maintenance Fund provided all works are carried out after proper procedure and under the supervision of a college committee.
- v. The pool fund collected from each student at the time of admission has to be consolidated at the end of the admission process and then transferred to the Central Pool Fund Account maintained at Administrative Department Level within one month of the close of the admission process. Principals of the Colleges are not allowed/ authorized to utilize any amount at their level from Pool Fund. **Any college that fails to remit its share of the pool fund within the prescribed time limit shall not be permitted the use of the Local Fund**
- vi. No expenditure should be incurred from Local Funds in anticipation of sanction.
- vii. No expenditure in excess of the amount sanctioned/in anticipation of funds should be incurred.
- viii. No expenditure should be incurred on execution of any work(s) which have already been Projected/ Approved under Capex/ Revenue Budget.
- ix. The payment shall be made against the work done only.
- x. The books of accounts shall be maintained properly and reconciliation with the banks shall be carried out at the end of each month on regular basis.
- xi. All accounts shall be supported by receipts/vouchers/tenders and record thereof shall be properly maintained for inspection and audit, as and when necessary by Administrative Department/ AG Office
- xii. The expenditure statement of Local Funds should be submitted quarterly to the Administrative Department.
- xiii. All the codal provisions, GFRs and the instructions issued by the Government from time to time should be adhered to in letter and spirit and the DDO shall be held personally responsible for any deviation from the guidelines.
- xiv. **All the payments out of Local Funds should be made through online Banking Mode only. DBT mode should be followed. No cash in any case is allowed to be withdrawn from the Bank Accounts.**
- xv. Equipment/materials purchased or otherwise received shall be entered in a store stock register The distribution of the materials supported by receipts shall be recorded therein in a chronological order.

10. Classifications of Funds and Indicative Uses

- i. Motor vehicle fund may be conserved by the colleges and could be used by bigger colleges in acquiring a bus/ambulance after due approvals
- ii. Students service fund may be used for providing water coolers, filtered water, furniture for canteen and common room, and concrete seats around play field for students. A small cooperative store for students could also be opened in colleges out of these funds.

- iii. Relief fund shall be used by colleges for payment to Student/Class-IV staff/ Daily wagers etc. in case of accident/unforeseen incidents. An effort may be made to cover the students under group personal accidental/ health insurance schemes out of this fund.
- iv. Laboratory development fund shall be used for the twin purpose of acquiring necessary laboratory equipment, materials and making modifications **within the labs**. For economic use of floor space maintenance of Gas/Water Fittings And Wiring/Tables can also be undertaken by debit to this fund.
- v. Funds for seminar and cultural activities shall be spent exclusively for these purposes.
- vi. Funds for subject tour/excursion can be interchanged on need basis.
- vii. Reading room fund shall be used after obtaining proper approval of College Level Committee specifically for purchase of news papers/periodicals literary and specific journals and occasionally for storage furniture.
- viii. Medical aid fund could be used for purchase of medicines for first aid and minor ailments, minor equipment, maintenance of dispensary subject to availability of funds and for purchase of small ambulances as per the procedure given above.
- ix. Sports development fund shall be used for purpose of sports material and maintenance of play fields.
- x. Stationery fund shall be used for the purpose of purchase of stationery items like Attendance Registers. Colleges Prospectus and Admission Forms (which are priced by College) answer books, award rolls etc exclusively used for students affairs.
- xi. Identity card fund is meant for purchase/lamination of identity cards of students.
- xii. Vocational/professional course fund could be used for for improving physical facilities in Labs including electrification and continuous supply of electricity or other such needs .
- xiii. Students aid fund may be used for the welfare of deserving and under privileged students strictly as per the guidelines issued by Director Colleges for the purpose.

This issues with the concurrence of Finance Department as conveyed vide UO No. FD-Dode/189/2021-02-639 Dated 21-04-2022

By order of Government of Jammu and Kashmir

Sd/-

Rohit Kansal (IAS)

Principal Secretary to Government
Higher Education Department

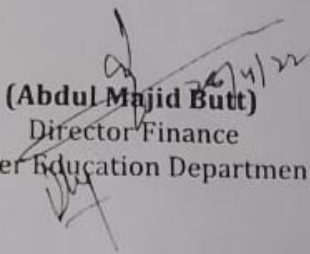
No: HED-ACCT/4/2022-04/112208/J-149-160

Dated: 28 -04-2022

Copy to:

1. Additional Chief Secretary, Finance Department, J&K.
2. Principal Accountant General, J&K, Srinagar/Jammu.

3. Director General Accounts and Treasuries J&K.
4. Director Colleges, Higher Education Department for information of all colleges.
5. Registrars of All Universities of the UT of J&K.
6. Director, Archives, Archaeology & Museums, J&K.
7. Nodal Principal, Jammu/Kashmir
8. All Members of the committees for information and necessary action.
9. All Principals of the Degree Colleges of UT of J&K.
10. Pvt. Secy. to Principal Secretary to Government, Higher Education Department for information of the Principal Secretary.
11. Government Order File (W.2s.cs).
12. Order File Accounts Section, HED.


(Abdul Majid Butt)
Director Finance
Higher Education Department