



Gujarat Vidyapith
Ahmedabad

V. Finance Rules



I N D E X

Finance Rules

Rules No. 1 to 11

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Rule 1 Vidyapith Fund

- [1] Fund means
 - [a] any contribution or grant made by the State Government, Central Government, or an agency of the Central Government / State Government;
 - [b] any contribution or grant made by the sponsoring body.
 - [c] any bequests, donations, endowments, CSR fund, or other grants made by any private individual or institution;
 - [d] income received by the University from all the sources including income from fees, and charges; and
 - [e] amounts received from any other legitimate source.
- [2] The Vidyapith Fund shall be kept in any Nationalized Bank u/s 2 of 1934 as defined in the Reserve Bank of India Act, 1934 after necessary approval of the Finance Committee.
- [3] The Vidyapith Fund shall be utilized for the functions of Gujarat Vidyapith or to fulfill the objectives of Gujarat Vidyapith or any such purposes of the Vidyapith as approved by the Executive Council after the recommendation of the Finance Committee.

Rule 2 Funds, Accounts, Audit, and Annual Reports

Gujarat Vidyapith shall follow regulation (31) of UGC Regulation 2023, as amended from time to time:

- [1] The books of accounts of the Vidyapith shall be maintained, managed, and operated in the name of the Vidyapith and not in the name of the sponsoring body or any other body; and, shall be kept in such form as may be specified by the Executive Council and conform to the rules or regulations, if any, prescribed by the Commission, in this regard.
- [2] Funds shall not be diverted at any time from the accounts of the Vidyapith to any other accounts, including to the accounts of the sponsoring body or to any other bodies.
- [3] V idyapith shall get its books of accounts audited annually, separately published and uploaded on the website of the Vidyapith. The

accounts of Vidyapith shall be open for scrutinize by the Comptroller and Auditor General of India and the accounts of Vidyapith shall also, where required, be open for inspection by the Commission.

- [4] The annual financial statements and accounts shall be audited by a qualified professional, a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Vidyapith.
- [5] Annual Financial Statements, and Audited Reports shall be uploaded on the Vidyapith website and also on the Commission's portal, after due approval by the Executive Council and the Vidyapith shall submit a copy of the Annual Financial Statements and annual audited report to the MoE, Government of India/UGC/AG.

Rule 3 Schedule of Powers (SOP):

The Schedule of Powers (SOP) is intended to bring in uniformity in the delegation of financial and administrative powers across the Gujarat Vidyapith system. The Vice-Chancellor could, however, add further to this delegation after approval with the Executive Council, keeping in view the immediate requirements.

- [1] The delegation of powers specified is made with due regard to the need for decentralization and for effective decision making commensurate with responsibilities at all levels
- [2] The exercise of powers delegated is subject to the availability of financial provisions in the budget head.
- [3] Unless otherwise specified in the schedule of powers, all sanctions of a financial nature should be accorded only with the prior concurrence of the Vice-Chancellor as the case may be.
- [4] No official is empowered to suspend the exercise of or to withdraw the powers of officials subordinate to him in respect of powers delegated in this schedule and the powers cannot be exercised by any other official for or on their behalf. The Vice-Chancellor can exercise the powers of any of the officers to whom powers have been delegated as above.

- [5] All officers must adhere to the rules of financial discipline and expenditure and availability of budget head.
- [6] The procurement at Gujarat Vidyapith shall be done through the Government e-Marketplace (GEM) portal as per prevailing norms. (GFR Rule 149)
- [7] In special circumstances, if the purchase is to be made outside the GEM portal, the prior approval of the competent authority must be obtained. It shall be put in the Executive Council for assent.
- [8] If there is a need to buy/obtain goods or services frequently in small quantities during the year, the rate contract for the whole year has to be done.
- [9] After obtaining prior approval of the Competent Authority for incurring any expenditure, the work order for the purchase of goods/services shall be issued by the Branch Head/ Dean of faculty.
- [10] It will be the responsibility of the respective Branch/Faculty to verify the sum and subtractions in the summary of any bill. Wherever corrections have been made in words or figures in the sum of the payment bill, the Branch Head/ Dean of faculty shall have it signed with the date and certified.
- [11] For the payment to the vendor/ agency for goods/ services, the Branch Head/ Deans of faculty shall stamp as mentioned Rule 154 & Rule 155 of GFR 2017, Gol, MoF, DoE and sign on each and every bill.
- [12] The account branch shall maintain a bill register as mentioned under GAR-09. It shall be signed by the Branch Head, Account Branch.
- [13] The Head of each branch/Dean of the faculty shall maintain Expenditure Proposal Register in the branch/faculty. While presenting the bill in the account branch, the bill has to be noted in the bill register. Also maintain a copy of the same in their office.
- [14] The Branch Heads/ Deans of faculty have to present all supporting documents at the time of various audits.

- [15] The accounts of the permanent advances given to the Branch/ Faculty of the Vidyapith are to be submitted to the Accounts Branch by every quarter or as an when required by Account Branch.
- [16] If the advance amount is taken under any program, within 10 days after the completion of the program, the accounts of the advance settlement must be submitted to the accounts branch with the necessary approvals of the competent authority.
- [17] Any advances and any standing advances taken/outstanding bills/ vouchers in a financial year must be compulsorily cleared by 20th March of that financial year.
- [18] If more than one party/person is to be paid in any bill, the following checklist should be prepared and submitted along with the bill form, duly signed by the Branch Head/Deans of faculty. The soft copy (Excel format) of the checklist should be sent to account.branch@gujaratvidyapith.org. The bank details required for bill payment should be written neatly and correctly in capital letters in English in the following format:

Sr. No.	Name of Party/ Person	A/c No.	Bank Name	IFSC Code	PAN	Amount	PFMS No.
1							
2							

- [19] The bill form/vouchers has to be prepared with necessary details (computerized) and submitted to the Accounts Branch on the 2nd day from the date of approval for payment with necessary enclosures.
- [20] If any income related to the branch is deposited/to be deposited online, the same details have to be submitted to the Accounts Branch for the reconciliation of the income. In any case, if any income of the University is to be accepted by cash/DD/cheque, the same is to be submitted to the Accounts Branch by 11 am on the next day so that the amount can be deposited in the bank on time.

- [21] Expenses of the same item in Jan - Jun or Jul - Dec cannot be divided into parts.
- [22] The Public Finance Management System (PFMS) payment advice shall be signed by any two of the following authorized officials: (i) Hon'ble Vice Chancellor, (ii) Registrar, and (iii) Branch Head, Accounts Branch.
- [23] Delegation of Power:
- [a] F1 Group means Assistant Registrar and equivalent Branch Head.
 - [b] F2 Group means Deputy Registrar and equivalent Branch Head, Head of the Department, Director, Coordinator of Extension, Chief Warden and Dean.
 - [i] Administrative approval from the Hon'ble Vice Chancellor, based on a submission note detailing the necessity and justification of the item or matter, is mandatory for all purchase expenses exceeding Rs. 20,000, as well as for all labor bill vouchers.
 - [ii] Administrative approval from the Registrar is required for purchase expenses exceeding Rs. 7,500 and up to Rs. 20,000.
 - [iii] The Registrar is authorized to sanction day-to-day and miscellaneous expenses for bills up to Rs. 20,000.
 - [iv] The Head of the Accounts Branch shall not be required to obtain prior permission for making online payments related to Electricity, Gas, Cell-phone bill, Govt. Tax, Subscription of Newspapers, Telephone Bills, GST, TDS, or any other statutory taxes. However, the details of such payments shall be submitted for information to the competent authority immediately after the transaction.
 - [v] The total day-to-day and miscellaneous purchase expenses shall be reported to the Hon'ble Vice Chancellor at the end of each month by the Branch Head of the Accounts Branch.

[24] Procurement Authority and Procedure for Procurement

Sr. No.	Nature of Expense	Sanction Authority with Remarks	Procedure for Procurement
1	Expenses up to Rs. 2,000 on Personal Certificate.	F1 Group	By F1 Group (GFR Rule No. 154) / GEM
2	Expense up to Rs. 7,500 on Personal Certificate.	F2 Group	By F2 Group (GFR Rule No. 154) / GEM
3	(A) Expenses up to Rs. 20,000/- on Personal Certificate. (B) Expenses up to Rs. 20,000/- on Personal Certificate.	Registrar / FO Branch Head, Estate Branch	GFR Rule 154 (Purchase of goods without quotation) GFR Rule 154
4	Expenses up to Rs. 50,000/- Expenses up to Rs. 1,00,000/- (Only when required goods are not available on GEM)	Vice Chancellor	GFR Rule 154 (Purchase of goods without quotation) GFR Rule 154 (Dept. of Expenditure OM No. F.20/42/2021-PPD dated 20.05.2024)
5	Expenses up to Rs. 2,00,000/- for Procurement of Scientific equipment and consumables for research.	Vice Chancellor	GFR Rule 154 (OM No. F.20/42/2021-PPD dated 05/06/2025)
6	Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. Note: In case of automobiles, procurement under this subrule is permitted without any ceiling limit.	Registrar	GFR Rule 149 (i)
7	Above Rs.50,000/- and up to Rs.10,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs. 10,00,000/-.	Vice Chancellor	GFR Rule 149 (ii)

8	Above Rs. 10,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.	Vice Chancellor	GFR Rule 149
9	[In case a certain item is not available on the GeM portal] Rs.1,00,000/- and upto Rs. 10,00,000/-	(1) Local Purchase Committee (2) Vice Chancellor	GFR Rule 155. on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Vice Chancellor. ⁽¹⁾
10	[In case a certain item is not available on the GeM portal] Rs.2,00,000/- and upto Rs. 25,00,000/- for Procurement of Scientific equipment and consumables for research	(1) Local Purchase Committee (2) Vice Chancellor	GFR Rule 155. on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Vice Chancellor. ⁽¹⁾
11	Limited Tender Enquiry up to Rs. 50,00,000/- At least four bidders by Speed post, GEM, GEMCPPP	(1) Local Purchase Committee (2) Vice Chancellor	GFR Rule 162
12	Limited Tender Enquiry up to Rs. 1 crore, at least four bidders by Speed post, GEM, GEMCPPP for Procurement of Scientific equipment and onsumables for research	(1) Local Purchase Committee (2) Vice Chancellor	GFR Rule 162
13	Advertised Tender Enquiry, Two bid system. Rs. 50,00,000 & above	(1) Local Purchase Committee (2) Finance Committee	GFR Rules 161, 163, 164
14	Single Tender Enquiry	(1) Finance Committee (2)Executive Council	GFR Rule 166
15	Legal Charges	Vice Chancellor	-

16	Audit charges as approved by EC from time to time	Vice Chancellor	-
17	Regular Bills of Electricity/ Gas/ Cell-phone bill/ Govt. Tax /Subscription of Newspapers/ Telephone Bills/ Continuous Insurance Subscriptions, each up to any amount	Branch Head, Account Branch	Monthly consolidated report to be submitted to Registrar and Vice Chancellor.
18	Books Procurement up to Rs. 10,000/-	Dean	-
19	Books Procurement more than Rs. 10,000/-	Book Purchase Committee	-
20	(1) Direct expense for repairing or (2) maintenance or (3) services from GEM or vendor of the item up to Rs. 100000/-	Vice Chancellor	-
21	Confidential work of exam/test in special case	Vice Chancellor	-
22	Participation of students and faculties in state Government/ Central Government organized or International Event up to Rs. 5,00,000/-	Vice Chancellor	-
23	Disaster Management, which is having risk of life of student/ staff of university up to Rs. 25,00,000 without inviting tender	Vice Chancellor	subject to recommendation of the Finance Committee and post facto approval of the Executive Council.
24	An organization of event which is having significant dignitaries, upto Rs. 25,00,000/-	Vice Chancellor	subject to recommendation of the Finance Committee and post facto approval of the Executive Council.
25	In any extra ordinary circumstances which shall be brought out in the approval note, up to any amount	Vice Chancellor	subject to recommendation of the Finance Committee and post facto approval of the Executive Council.

*(1): The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under: "Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier

recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Expenditure or Ministry/ Department concerned.”

Rule 4 Petty Cash (Permanent Advances OR Imprest)

- [1] This Rule is framed in accordance with the General Financial Rules, 2017, specifically Rule 322 (Permanent Imprest) governing the authorization and recoument of petty cash advances for contingent expenditure.
- [2] Permanent Advance or Imprest. Permanent advance or Imprest for meeting day to day contingent and emergent expenditure may be granted to a designated employee by the Vice Chancellor. It may be consulted with the Finance Committee and Executive Council, keeping the amount of advance to the minimum required for smooth functioning. Procedures for maintenance of permanent advance or Imprest are available in para 10.12 of the Civil Accounts Manual.
- [3] Scope of Application This rule shall apply to all Units of Gujarat Vidyapith where small day-to-day cash payments are required.
- [4] Advances for Contingent and Miscellaneous purpose - The procurement of goods, services, or any other expenditure undertaken for the effective management of the office shall be subject to the following conditions:-
 - [a] The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it.
 - [b] The purchase or other purpose cannot be managed under the normal procedures, envisaging post - procurement payment system.
- [5] Justification and Accountability of Expenses from Permanent Advances
 - [a] The Petty Cash Custodian is responsible for:
 - [i] Ensuring that the expenditure is genuine, necessary, and within the petty cash limit.

- [ii] Maintaining proper supporting bills, vouchers, and receipts.
 - [iii] Entering each transaction in the Petty Cash Register with full details.
 - [iv] Submitting monthly/periodic expenditure statements to the Accounts Branch.
 - [v] Every instrument or voucher submitted for reimbursement of petty cash to replenish the imprest amount shall clearly indicate the opening balance and the closing balance.
- [6] The Head of the Account Branch shall be responsible for timely recovery or adjustment of the advance.
- [7] Surprise verification of petty cash shall be conducted at least once in a quarter by the Head of the Account Branch.
- [8] Violations of this rule may result in disciplinary action as per service rules and recovery of losses.

Rule 5 Register of Donors

- [1] Gujarat Vidyapith shall accept the donation from the person/organization in case of kind to strengthen the aims and objectives of the Vidyapith. The donation shall be accepted from the person/organization who is not at the mutually at conflict of interest.
- [2] The Executive Council shall decide whether to accept the donation or not.
- [3] The Head, Accounts Branch shall maintain and update the register of donors for each donating money or other property of the market value of not less than Two lac fifty thousand of rupees to or for the purpose of the Gujarat Vidyapith.

Rule 6 Entitlement of Fees of Members of Various Committees

- [1] The members other than Vidyapith staff in the following committees shall be entitled to sitting fees of Rs. 2500.

- [a] Executive Council;
 - [b] Academic Council;
 - [c] Finance Committee;
 - [d] Selection Committee; and,
 - [e] Search Cum Selection Committee.
- [2] The members other than Vidyapith staff shall be entitled to sitting fees of Rs. 1500.
- [a] Board of Studies;
 - [b] Scrutiny Committee;
 - [c] Various Cells of Gujarat Vidyapith;
 - [d] Any other Committee/Council as per Rules; and,
 - [e] Any other committee to be formed by the Vice Chancellor.
- [3] The Vice-Chancellor may change the sitting fees with the reason to be noted in the file.

Rule 7 Utilization of Gujarat Vidyapith Fund

Utilization of Gujarat Vidyapith funds is in accordance with financing agreements or Conditions of Grants prescribed by the grantee institutions.

The Head, Accounts Branch and Registrar shall Authenticate that the utilization of funds aligns with financing agreements and conditions of grant sanctioning authorities i.e. UGC or memorandum of the Government of India (as mentioned under TSA/PFMS Guidelines.)

If the agency has approved the project and accepted to provide the financial assistance then the Principal investigator shall take care of utilizing the funds aligns with financing agreements and conditions of grant sanctioning authorities.

Rule 8 Financial Estimates

The Head, Account Branch shall prepare the financial estimates every year in accordance with the conditions of grants prescribe by the grantee institutions. The financial estimates shows the next financial year's estimates, audited expenditure of previous as well as last two financial years. This will be recommend by Finance Committee for the approval of Executive Council.

Rule 9 Fees for Gujarat Vidyapith Students

- [1] This rule shall be applicable to the students of the Gujarat Vidyapith.
- [2] The fees per semester to be charged for various courses for various components shall be as notified by the Gujarat Vidyapith from time to time.
- [3] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.
- [4] The fees shall be collected within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance by the Gujarat Vidyapith.
- [5] Delay or default in payment:
 - [a] If a student does not pay fee on time, a fine shall be levied as per guidelines issued by UGC or the competent authorities of the Gujarat Vidyapith.
 - [b] If a student fail to pay the fees during this extended (15 days) time then his/her admission shall be notified as cancelled admission by the Dean/Head with the approval of competent authorities of the Gujarat Vidyapith.
 - [c] The term fees shall be inclusive for the various components like
 - [i] Tuition Fees
 - [ii] Laboratory fees
 - [iii] Stationery/Material Fees
 - [iv] Library Fees
 - [v] Cultural Fees
 - [vi] Sports Fees
 - [vii] Internal Examination Fees
 - [viii] Foundation in Research Fees

[ix] Campus Development Fees

[x] ERP Fees

[xi] Internet Access Fees

[xii] ID Card Fees

[xiii] Amenities Fees

[xiv] Medical Fees, etc.

- [6] Refund of Fees: The fees deposited by the student shall be refunded as per the Guidelines/instruction issued by the University Grant Commission/Ministry of Education from time to time.

Rule 10 Fee Regulatory Committee

- [1] Objective: To ensure transparency, accountability, and reasonableness in the fixation, revision, and implementation of student fees in the institution, in accordance with applicable norms, government guidelines, and socio-economic considerations.
- [2] Constitution of the Committee: The existing Finance Committee of the institution shall function as the Fee Regulatory Committee (FRC) for the purpose of regulating all types of fees levied on students, including tuition fees, development fees, examination fees, hostel fees, and any other charges.
- [3] Functions and Powers of the FRC: The FRC shall exercise the following functions:
- [a] To determine or revise the fee structure for various academic programmes and facilities offered by the institution.
 - [b] To consider proposals for new fee components or revision of existing fees submitted by academic or administrative departments.
 - [c] To ensure that the fee structure is fair, non-exploitative, and commensurate with the infrastructure, faculty, and services provided by the institution.

- [d] To maintain a balance between financial sustainability of the institution and the accessibility of education to students from all economic backgrounds.
- [e] To invite data, justifications, and representations from stakeholders including student representatives, if necessary.
- [f] To recommend the approved fee structure to the Executive Council / Governing Body for final ratification.
- [g] To publish the approved fee structure on the official website of the institution for transparency.

Rule 11 Various Committees for Purchase

- [1] There shall be a Local Purchase Committee consisting of:
 - [a] Vice Chancellor's nominee as Chairman;
 - [b] Branch Head, Account Branch;
 - [c] Branch Head, Estate;
 - [d] Branch Head, IT; and,
 - [e] Relevant Branch Head/ Director/ Coordinator - Member Secretary.
- [2] There shall be a Technical Evaluation Committee for GEM or any tender process, consisting of: (a) Relevant Branch Head/ Director/ Coordinator - Convener; (b) Head, Computer department; (c) Head, IT Branch; (d) Head, Estate Branch; (e) Senior Technical Assistant, if applicable.
- [3] The Account Branch shall submit the proposal for constitution or modification of these committees to the Vice Chancellor through the appropriate file.
- [4] The functions of the committee shall be:
 - [a] The committee shall be responsible for the routine Purchase of the relevant Branch.
 - [b] To discuss and finalize the requisition raised for the purchase of any item with detailed specification or as may be directed by the Vice Chancellor.

- [c] To monitor and control the process for inviting tenders, quotations, and to make decisions thereafter, in consultation with the appropriate authority within the time limit.
 - [d] To design and create unique and cost-effective Vendor Tie-ups for a minimum 3 years, where the Price Contract may be subject to revision after one year.
 - [e] Allocation of resources as per the requirement approved by the respective Authorities.
 - [f] To take decisions in line with Central Government Purchase Policy and to vary from the policy as may be deemed fit by the committee and directed by the Vice Chancellor.
- [5] The committee shall meet as per the need of procurement.
 - [6] Member Secretary/Convener for the committee shall be responsible for finalization of the agenda and minutes of the meetings.
 - [7] At least three members shall form a quorum for a meeting of the Committee.
 - [8] The Vice Chancellor, if deems fit, can invite any expert as an Invitee to attend the meeting of the Committee. Invitee members will be entitled to Travelling Allowance and Seating Fees as may be prescribed as per norms.



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