

**Minutes of the  
105<sup>th</sup> Meeting of the  
ADMINISTRATIVE AND FINANCE COMMITTEE**

**Date: September 26, 2018**

**Time: 3:00 PM**

**Venue**

**Shastri Bhawan  
New Delhi**



**National Institute of Foundry and Forge Technology**

**Hatia, Ranchi – 834 003, Jharkhand**





**Minutes of the 105<sup>th</sup> meeting of the Administrative and Finance Committee held at 3:00 pm on September 26, 2018 at MHRD, Shastri Bhawan, New Delhi.**

The following members were present in the meeting:

1	<b>Shri Madhu Ranjan Kumar,</b> Joint Secretary (DL&BP) Room No.122 B-C Ministry of Human Resource Development, Department of Higher Education, Govt.of India, Shastri Bhawan, New Delhi-110115	<b>In-Chair</b>
2	<b>Smt. Darshana M. Dabral, JS &amp; FA</b> Ministry of Human Resource Development Department of Higher Education Government of India, New Delhi 110 115	<b>Member</b>
3	<b>Professor Amitava Mandal,</b> Dept.of ME, NIFFT, Hatia,Ranchi	<b>Member</b>
4	<b>Professor Binod Kumar</b> Dept. of MME NIFFT, Hatia, Ranchi-3	<b>Member</b>
5	<b>Professor P P Chattopadhyay</b> Director NIFFT, Hatia, Ranchi-3	<b>Member Secretary</b>
6	<b>Professor R.K. Ohdar</b> Prof. I/c Admin NIFFT, Hatia, Ranchi-3	<b>Invited Member</b>





**Minutes of the 105<sup>th</sup> meeting of the Administrative and Finance Committee of National Institute of Foundry and Forge Technology, Hatia, Ranchi, held at 3:00 pm on Wednesday, September 26, 2018 at MHRD, Shastri Bhawan, New Delhi.**

**Item No. I-1 To confirm the minutes of 104<sup>th</sup> meeting of the Administrative and Finance Committee held on 23<sup>rd</sup> May, 2018 at Shastri Bhavan, New Delhi.**

The minute of 104<sup>th</sup> meeting of the Administrative and Finance Committee held on 23<sup>rd</sup> May, 2018 at Shastri Bhavan, New Delhi is furnished as Annexure 'I'.

**Placed for consideration.**

**Resolution:** *The minute of 104<sup>th</sup> meeting of Administrative and Finance Committee is considered to be confirmed, since no comments were received from the member of AFC on circulation of the minutes.*

**Item No. I-2 To report the action taken on the minutes of 104<sup>th</sup> meeting of the Administrative And Finance Committee held on 23<sup>rd</sup> May, 2018 at Shastri Bhavan, New Delhi.**

Report concerning the actions taken on the minutes of 104<sup>th</sup> meeting of the Administrative and Finance Committee held on 23<sup>rd</sup> May, 2018 at Shastri Bhavan, New Delhi is furnished as Annexure 'II'.

**Placed for consideration.**

**Resolution:** *The action taken report was noted by the members. The AFC advised the Institute to initiate the process of deduction of the amount paid to the employees in the account of Tribal Area allowance .*

**Item No. II-1 To report the revised budget for the financial year 2018-19.**

As the follow up of the letter no.3-8/2018-TS.VII dated 05.09.2018 from MHRD, the Institute has submitted the revised budget for the financial year 2018-19 as furnished in Annexure 'III'.

**Placed for consideration.**

**Resolution:** *The AFC advised the Institute to conduct the expenditure within the limit of allocated fund.*

**Item No. II-2 To report the status of different targets provided in the Result Framework Document.**

The financial targets of the Institute prepared as per the Result Framework Document are furnished in Annexure 'IV'.

**Placed for consideration.**

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**Resolution:**

*The AFC noted the report on Financial targets.*

**Item No. II-3**

**To report the release of Plan and Non-plan fund from the ministry against allocation and expenditure made by the Institute since the last Board meeting.**

The release of Plan and Non-plan fund from the ministry against allocation vis-à-vis the expenditure made by the Institute in both Plan and Non-Plan Heads since last Board meeting are furnished in Annexure 'V'.

**Placed for consideration.**

**Resolution:**

*The AFC noted the report.*

**Item No. III-1**

**To consider and approve the minutes of the 87<sup>th</sup> meeting of the Standing Building Committee.**

The minutes of the 87<sup>th</sup> meeting of the Standing Building Committee is placed as Annexure 'VI'.

**Placed for consideration.**

**Resolution:**

*The AFC recorded the SBC minutes. The AFC advised the Institute to implement the following proposals within the limit of allocated grant:*

1. Construction/maintenance works involving an expenditure of less than 5.00 lakh.
2. Renovation of sewerage system, and boundary wall of the residential blocks.
3. Renovation of the damaged water supply line.

*The BoG also advised the Institute that, in future, the major capital expenditure (more than 5 lakh) may be placed as separate agenda in AFC for approval.*

**Item No. III-2**

**To consider the purchase Hostel Furniture through GeM.**

The existing furniture in the dining hall of the Institute hostels has become unusable and needs immediate replacement. In view of this a 'proposal submitted by the Central Mess Committee is furnished in Annexure VII'.

**Placed for consideration.**

**Resolution:**

*The AFC approved the procurement of Hostel Furniture through GeM subjected to the availability of fund under the Grant allocated by MHRD.*

**Item No. III-3**

**To consider the procurement of hardware for implementation of e-office at NIFFT through GeM.**

Institute has placed the order for procurement of e-office software from NIC. Now, the Institute needs to conduct the installation of necessary hardware as

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proposed by NIC. The estimate of the required hardware components is placed in Annexure 'VIII'.

**Placed for consideration.**

**Resolution:**

*The AFC approved the procurement of hardware for implementation of e-office, through GeM, subjected to the availability of fund under the allocated Grant. The members also advised the Institute to judiciously optimize the e-office infrastructure.*

**Item No. III-4**

**To consider the implementation of revision of Pension/Family Pension and Fixed Medical Allowance of Pre 01.01.2016 and Post 01.01.2016 of the Institute.**

The budget for implementation of revision of Pension/Family Pension and Fixed Medical Allowance of Pre 01.01.2016 and Post 01.01.2016 of the Institute is furnished in Annexure 'IX'.

**Placed for consideration**

**Resolution:**

*The AFC approved the implementation of the proposed revisions as per 7<sup>th</sup> CPC.*

**Item No. III-5**

**To consider the Rule 139 of GFR**

The Campus Maintenance Committee of the Institute in its meeting held on August 28, 2018 has sought the opinion for applicability of Rule 139 of GFR in the cases of Civil and Electrical works of the Institute. Rule 139 is furnished in Annexure 'X'.

**Placed for consideration.**

**Resolution:**

*The AFC approved the implementation of Rule 139 of GFR with the authorization for expenditure upto 5.00 lakh under the approval of Director.*

**Item No. III-6**

**To consider the annual account for the F.Y.2017-2018**

The audited Annual Account of the Institute for the F.Y.2017-2018 is furnished in Annexure 'XI'.

**Placed for consideration.**

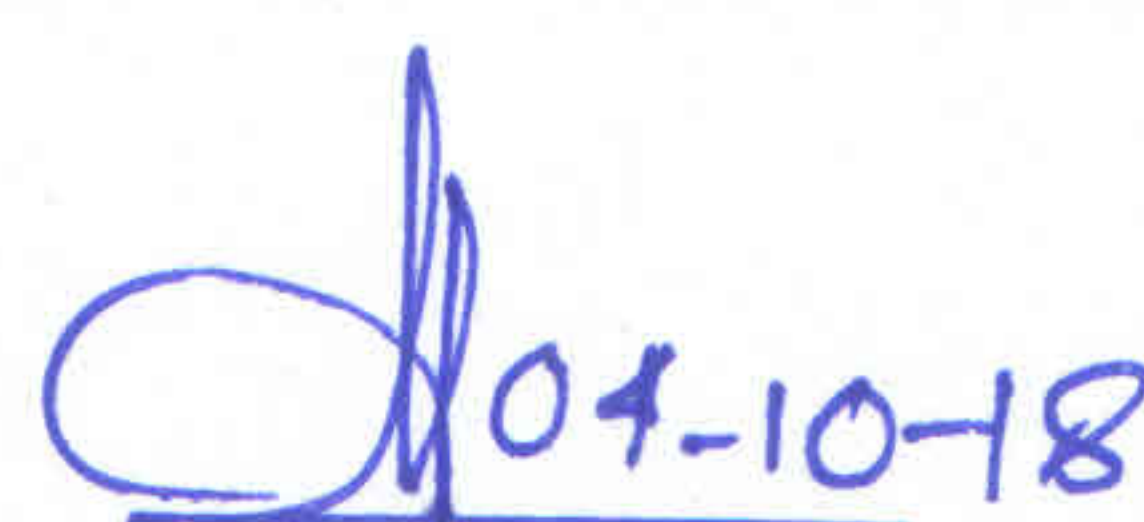
**Resolution:**

*The AFC approved the annual account for the purpose of financial audit.*

**Item No. III-7**

**To consider the proposal for organizing a workshop on Resource Networking for Rural Technology Intervention**

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The Institute is pursuing Rural Technology Intervention under various programs like Unnat Bharat Abhiyan, Prime Minister Kaushal Vikas Yojana etc. In view of the experience gathered by the Institute it found relevant to address the issue of networking different stake holders for effective implementation of the program. With this objective the Institute is planning to organize a workshop in third week of November, 2018 at NIFFT. To meet the expenses, it is proposed to sanction an amount of Rs 3.00 lakh. The proposal is furnished in Annexure 'XII'.

**Placed for consideration.**

**Resolution:**

*The AFC approved an amount of 3.00 lakh for organizing the workshop.*

**Item No. III-8**

**To consider the proposal for implementation of Students' Insurance Scheme to comply the requirement of AICTE approval process.**

The Institute has conducted a process of selection of suitable company for implementation of Students' Insurance Scheme to comply the requirement of AICTE approval process. The proposal for National Insurance Company is furnished in Annexure XIII.

**Placed for consideration.**

**Resolution:**

*The AFC approved the scheme within the limit of fund available, through fees deposited by the students, for the same purpose.*

**Item No. III-9**

**To consider the proposal of recruitment of Secretary in office of the Director on contractual basis.**

As a result of large number of applications received against the advertisement published on August 2014, the Institute was unable to complete the process of recruitment within the stipulated time frame. The Institute has recently initiated the process of re-advertisement. However, in view of the current need, the Institute proposes to recruit one Office Assistant on contractual basis. The initial tenure for these recruitments will be six month which may be extended for a maximum period of one year based on the assessment of performance. Eligibility and remuneration for these engagements are furnished below:

Sl. No.	Post	No.	Eligibility Criteria	Proposed Remuneration
1	Secretary in office of the Director	01	Post Graduate / Graduate or equivalent with minimum ten years experience in handling secretariat work and administrative related matter private/govt. and autonomous organizations	35,000/=

**Placed for consideration**

*[Signature]*  
04-10-18





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**Resolution:** *The AFC approved the recruitment of one office assistant for the Office of Director on contract basis.*

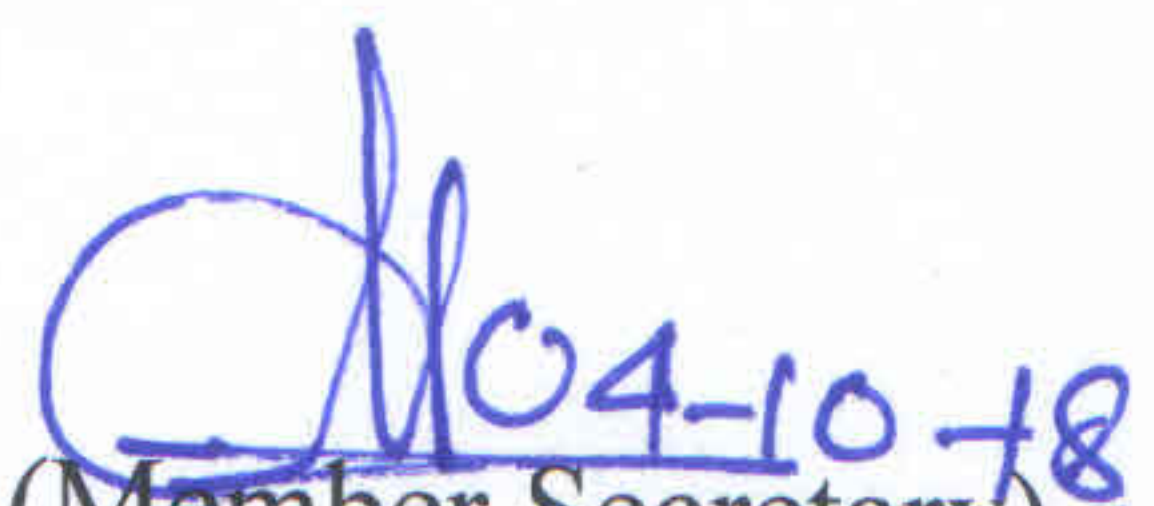
**Item No. IV** **Any other item(s) with permission from the chair.**

**Item No. IV-1** **The students' Gymkhana of NIFFT** proposed to organize the All India Cultural and Techno Management Fest "JINKS 19" and "PRANAV 19" in the month of February, 2018. The expenditure for organizing the event, as estimated by the Organizing Committee is in the tune of Rs. 27.00 Lakh.

The Students Gymkhana Committee has requested for a financial support of Rs. 15.00 Lakh from the Institute for organizing the event. The detailed proposal is placed on the table as Annexure 'XIV'.

**Resolution:** *The AFC approved an amount of Rs. 8.5Lakh for organizing the program.*

The meeting ended at 4: 30 PM with thanks to the Chair.

  
(Member Secretary)