

Minutes of 112th Meeting of the Administrative and Finance Committee



**National Institute of Foundry and Forge Technology
Hatia, Ranchi – 834 003, Jharkhand**

14th January, 2021

Through: Video Conferencing

Minutes of the 112th Administrative and Finance Committee (AFC)
held on 14th January, 2021

The following members were present in the meeting:

1	Shri Sham Arjunwadkar, Chairman, National Centre for Technical Services Institute of Indian Foundrymen, Pune	Chairman
2	Shri Madhu Ranjan Kumar, JS (DI&BP), MoE	Member
3	Shri Anil Kumar, Director (Finance) Representative of Smt. Dharshana M. Dabral, JS & FA, MoE	Member
4	Professor N. K. Singh, Dept. of Forge Technology, NIFFT	Member
5	Professor K.K.Singh Dept. of Foundry Technology, NIFFT	Member
6	Professor P. P. Chattopadhyay, Director, NIFFT	Member Secretary
7	Shri U. C. Prasad, Registrar, NIFFT	Invited Member

All members were present.

Chairman extended a hearty welcome to all the members present on the meeting.

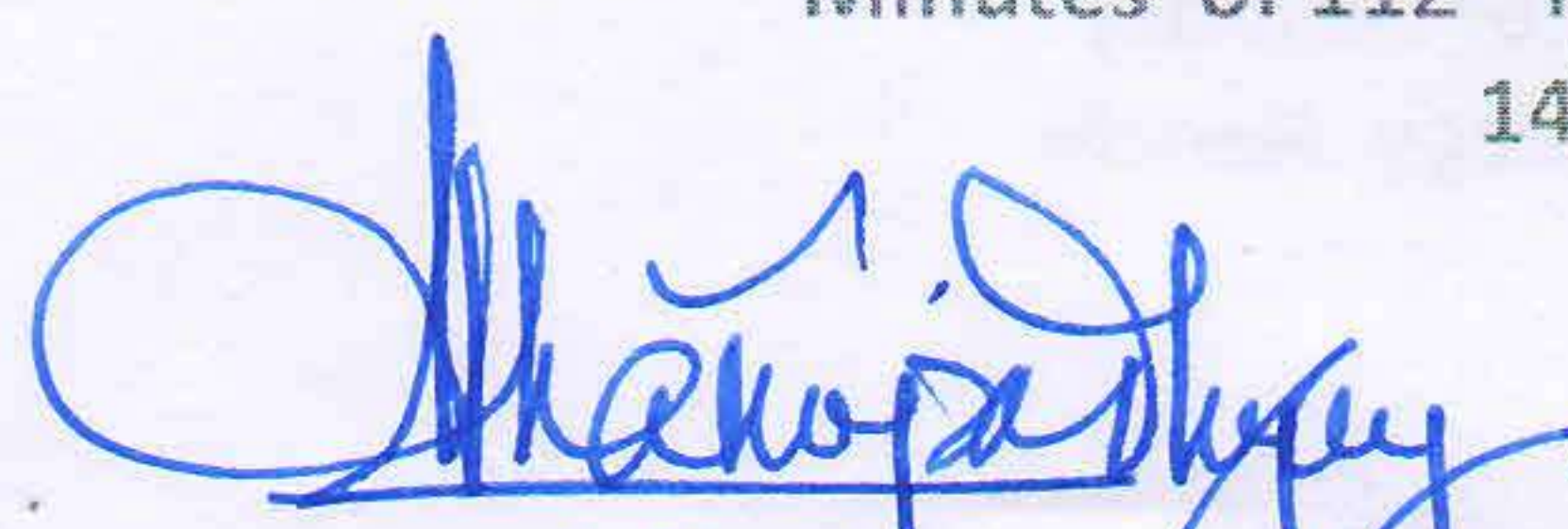
With due permission of the Chairman, Director NIFFT, as Member Secretary of AFC, placed the agenda items in the meeting for discussion and following resolutions were taken.

Item No.: 112.AFC.I.1	To Confirm the minutes of 111 th Meeting of Administrative and Finance Committee held on 27.08.2020 at NIFFT, Ranchi.
	The minutes of 111th Meeting of the Administrative and Finance Committee held on 27.08.2020 at NIFFT Ranchi, is furnished as Annexure I. The Minutes was circulated among the members of AFC. MHRD in its letter dated 22.09.2020 confirmed the minutes. No specific comment has so far been received from other members.
Resolution	Confirmed.

Item No.: 112.AFC.I.2	Report on Action Taken on the minutes of 111th Meeting of Administrative and Finance Committee held on 27.08.2020 at NIFFT.
	Action Taken Report on the minutes of 111 th Meeting of Administrative and Finance Committee held on 27.08.2020 at NIFFT is furnished as Annexure II.
Resolution	Noted. As per the observation of Shri Anil Kumar, Director, Finance, MoE reply to the draft SAR was discussed in the meeting. It was advised that the Institute should strive to clear long pending audit para regarding receipt of dues from other organization and return of dues to other organizations.
Item No.: 112.AFC.I.3	Report on the Grant received, expenditure and Fund positions as on 31.12.2020
	Report on the grant received, expenditure made and fund positions as on 31.12.2020 is furnished as Annexure-III.
Resolution	Noted.
Item No.: 112.AFC.I.4	Report on the payment of Adhoc Bonus to staff.
	In pursuance to the OM No. 7/24/2007/E-III (A), dated 21.10.2020 issued by the Department of Expenditure, Ministry of Finance, Govt. of India, non-Productivity Linked Bonus (Adhoc Bonus) equivalent to 30 days of emoluments has been paid to the eligible employees for the year 2019-20
Resolution	It was clarified by the representative from MoE that Non Productivity Linked Bonus is not applicable to Central Autonomous Institutes. Thus, the committee advised the Institute to withdraw the same and recover the amount paid for the year 2019-20.
Item No.: 112.AFC.I.5	Progress Report relating to HEFA Projects.
	Financial: - Out of total sanction of 21.35 crore for construction work, following instalments have been released by HEFA directly to CPWD for construction work. 1st instalment on 29.02.2020 – Rs. 2,13,45,881/- 2nd instalment on 05.11.2020 – Rs. 3,00,00,000/- - Institute has deposited two instalments of Rs. 1,54,10,000/- each in the Escrow Account for repayment of principal amount to HEFA. - Institute has paid two instalments of interest of Rs. 1,59,107/- and Rs. 4,56,649/- through Escrow Account. Construction: - Constructions work of the Laboratory Building has been started by CPWD from 01/07/2020 and approximately 30% work has been completed by 31-12-2020. Procurement of Equipment: - Open Tender Enquiry was issued for all the 7 indented equipments at estimated total value of Rs. 7.18 crores. - Last date for submission of bid was postponed to 05.08.2020 in view of the nationwide lockdown. - Quotations were received for all the items. One enquiry (Optical Emission Spectrometer) has


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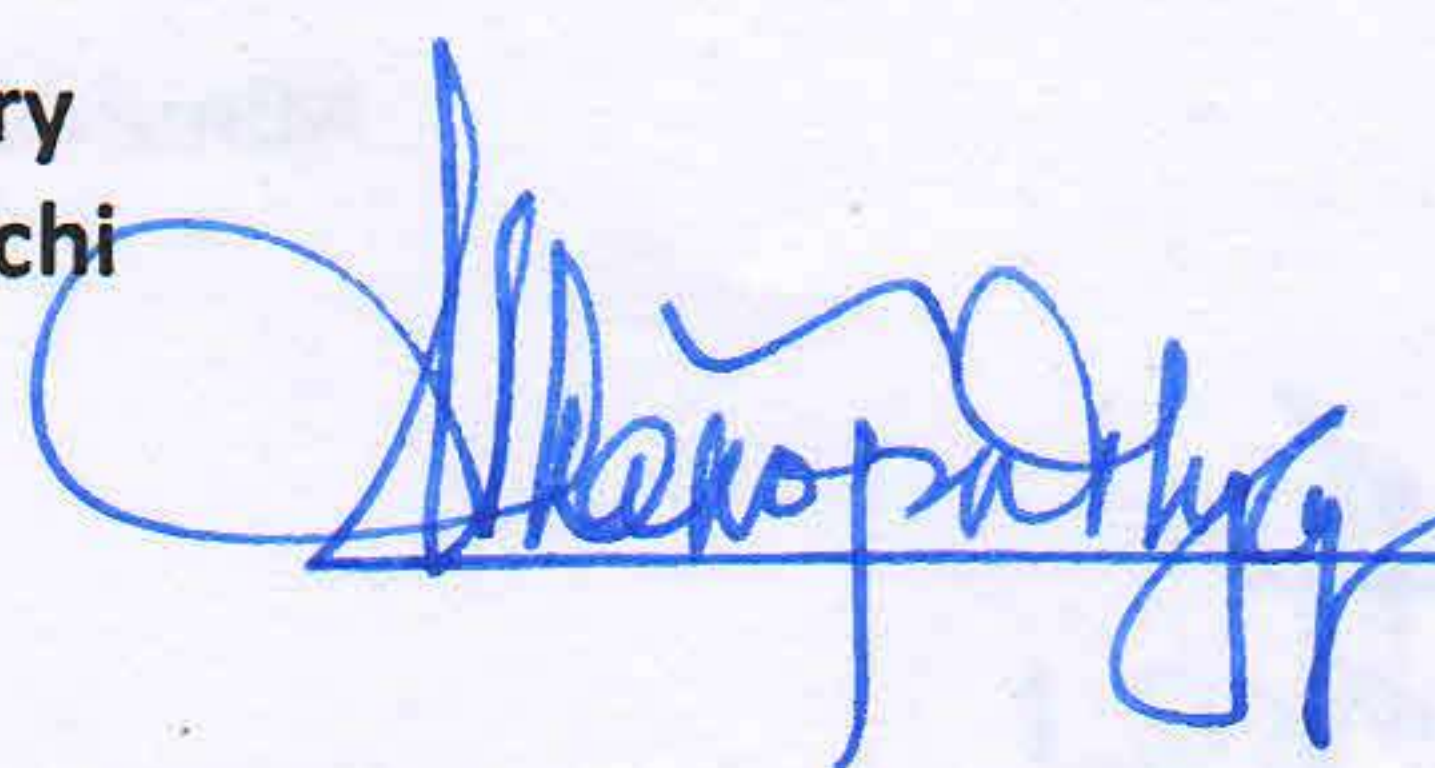
	been cancelled and will be retendered. Technical evaluation of rest 6 items of estimated value of Rs. 6.38 crores are under process. Procurement of Software: 1. Total four software are to be procured. 2. DEFORM software has been received, installed and payment has been processed for Rs. 40,71,623/-. 3. Purchase Order has been placed for PROCAST on 19/12/2020 at a value of Rs. 94,56,426/-. 4. Procurement of other two software of estimated value of Rs. 50.00 lakh are under process.
Resolution	Noted.
Item No.: 112.AFC.I.6	Progress Report on procurement of Equipment, Machineries and Software from Capital Grant.
	Progress report relating to Procurement of Equipments and Software from Capital Grant (OH-35) is as follows:- Open Tender Enquiry 1. Open Tender Enquiry was issued for 11 indented equipment at estimated total value of Rs. 3.12 crore. 2. Bids have been received against all the enquiries and the same are under Technical Evaluation. Limited Tender Enquiry (Equipment – Lot 1) 1. Limited Tender Enquiry has been issued for 25 indented equipment in first lot at estimated total value of Rs. 1.24 crore. 2. Bids have been received against all enquiries and Technical Bids have been opened. 3. Purchase Order for 10 equipment will be issued by 15 Jan 2021. 4. Bids against 7 enquiries have been found technically unacceptable and/or insufficient. 5. Bids against 7 enquiries are under technical evaluation. Limited Tender Enquiry (Software) 1. Indent were received for 03 software for procurement through Single Tender Enquiry at an estimated value of Rs. 25.00 lakh. 2. Purchase Order for Microsoft 365 A3 licence is likely to be issued by 15 Jan 2021. 3. Purchase Order for Redhat Linux licence is likely to be issued by 31 Jan 2021. 4. Purchase order for End Point Security licence is likely to be issued by Single Tender Enquiry 1. Indent were received for 05 software at estimated total value of Rs. 1.55 crore for procurement through Single Tender Enquiry. 2. ANSYS, MATLAB and MINITAB have been received and installed. 3. Purchase Order for SIMUFACT has been issued. Software is awaited. 4. Purchase of MAGMASOFT is under process.
Resolution	Noted
Item No.: 112.AFC.I.7	Report on purchase through GeM.


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	The institute is actively purchasing various items through GeM. Details of the 19 items of value exceeding Rs. 25,000/-, which have been procured during the year 2020, at total value of Rs. 1.43 crore is given in Annexure IV. Besides, 30 items costing below Rs. 25,000/- at aggregate value Rs. 4,86,958/- have also been procured through Gem during the year 2020.																																																																				
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Item No.: 112.AFC.I.8	Report on status of audit of annual accounts of the year 2019-20 by the C&AG																																																																				
	Audit of annual accounts of 2019-20 by the C&AG was conducted from 01 to 16 December 2020. Draft SAR has been received and reply to same has is being prepared for submission to the C&AG. Copy of the reply will be placed on the table.																																																																				
Resolution	Draft SAR and reply of Institute was placed on the table.AFC noted the same advised the Institute to (a) expedite settlement of all outstanding advances and credit balances, and (b) close all in operative Bank accounts and books of accounts for TEQIP, Ministry of Steel, Alumni Association etc by creating appropriate earmarked Accounts. The AFC advised to complete the activities suggested while operating the books of action in the 111th meeting held on 25.08.2020.																																																																				
Item No.: 112.AFC.I.9	Report on expenditure plan under Capital Grant (OH-35) for 4th Quarter of 2020-21																																																																				
	As reported vide Item No. 112.AFC.I.3, fund available under Capital Grant (OH-35) as on 31-12-2020 is Rs. 4.01 crore. Adding the sanctioned grant receivable from MoE, total fund available for expenditure in 4th Quarter will be Rs. 6.51 crore. Plan of expenditure under Capital Grant (OH-35) for 4th Quarter is given below. <table border="1"> <thead> <tr> <th>Particulars of Expenditure/Payment</th><th>Jan-21</th><th>Feb-21</th><th>Mar-21</th><th>Total</th></tr> </thead> <tbody> <tr> <td colspan="5">AFC/BOG Approval already taken</td></tr> <tr> <td>Purchase of Print Journals for 2018</td><td>60,00,000</td><td>-</td><td>-</td><td>60,00,000</td></tr> <tr> <td>Purchase of Print Journals for 2020</td><td>-</td><td>1,00,00,000</td><td>-</td><td>1,00,00,000</td></tr> <tr> <td>Purchase of eBooks and Books</td><td>-</td><td>-</td><td>35,00,000</td><td>35,00,000</td></tr> <tr> <td>Advance to CPWD for Registrar Res.</td><td>8,00,000</td><td>-</td><td>-</td><td>8,00,000</td></tr> <tr> <td>Advance to CPWD for D1 Type Quarters</td><td>63,00,000</td><td>-</td><td>-</td><td>63,00,000</td></tr> <tr> <td>Advance to CPWD for E1 Type Quarters</td><td>57,00,000</td><td>-</td><td>-</td><td>57,00,000</td></tr> <tr> <td>Purchase of Software</td><td>25,00,000 (PO Placed)</td><td>62,71,000 (PO Placed)</td><td>70,00,000 (under LTE)</td><td>1,50,71,000</td></tr> <tr> <td>Purchase of Equipment through OTE</td><td>-</td><td>2,00,00,000 (Under TBE)</td><td>1,20,00,000 (Under TBE)</td><td>3,20,00,000</td></tr> <tr> <td>Purchase of Equipment through LTE</td><td>-</td><td>27,50,000 (PO Placed)</td><td>50,00,000 (Under FBE)</td><td>77,50,000</td></tr> <tr> <td>Purchase through GeM (Furniture)</td><td>5,00,000</td><td>-</td><td>15,00,000</td><td>20,00,000</td></tr> <tr> <td>Sub-Total</td><td>2,11,00,000</td><td>3,90,21,000</td><td>2,90,00,000</td><td>8,91,21,000</td></tr> </tbody> </table>				Particulars of Expenditure/Payment	Jan-21	Feb-21	Mar-21	Total	AFC/BOG Approval already taken					Purchase of Print Journals for 2018	60,00,000	-	-	60,00,000	Purchase of Print Journals for 2020	-	1,00,00,000	-	1,00,00,000	Purchase of eBooks and Books	-	-	35,00,000	35,00,000	Advance to CPWD for Registrar Res.	8,00,000	-	-	8,00,000	Advance to CPWD for D1 Type Quarters	63,00,000	-	-	63,00,000	Advance to CPWD for E1 Type Quarters	57,00,000	-	-	57,00,000	Purchase of Software	25,00,000 (PO Placed)	62,71,000 (PO Placed)	70,00,000 (under LTE)	1,50,71,000	Purchase of Equipment through OTE	-	2,00,00,000 (Under TBE)	1,20,00,000 (Under TBE)	3,20,00,000	Purchase of Equipment through LTE	-	27,50,000 (PO Placed)	50,00,000 (Under FBE)	77,50,000	Purchase through GeM (Furniture)	5,00,000	-	15,00,000	20,00,000	Sub-Total	2,11,00,000	3,90,21,000	2,90,00,000	8,91,21,000
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	AFC/BOG Approval is being sought in this meeting				
	Purchase of Perpetual Licence of 3 subject collection of eJournals	-	1,60,00,000	-	1,60,00,000
	Purchase through GeM (Laptop)	-	15,00,000	-	15,00,000
	Grand Total Planned Expenditure	-	1,75,00,000	-	1,75,00,000
Resolution	Noted the status, and advised the Institute to send a detailed status report to MoE for release of the sanctioned fund of Rs.2.5 crore.				
Item No.: 112.AFC.II.1	To consider proposal of fund requirement for procurement of laptop for conducting online classes				
	In consideration of the academic requirement of the students during the period when they are out of the campus, faculty members are conducting online classes regularly. To facilitate conduct of such online classes, indent have been received from the departments for procurement of 16 laptops. Estimated total value of procurement is Rs. 15.00 lakh approximately. It is proposed to procure the laptops through GeM.				
Resolution	Approved and advised to procure the laptops through GeM.				
Item No.: 112.AFC.II.2	To consider proposal of additional fund for Library for the year 2020-21				
	Approved budget for Library for the year 2020-21 is Rs. 250 lakh. Out of same, an amount of Rs. 65 lakh have been spent till December 2020 and the balance available fund of 190 lakh is expected to be spent during Jan to Mar 2021 as given below. 1. Books and eBooks - 35,00,000 2. Print journals for the year 2020 - 1,00,00,000 3. Print journals for the year 2018 - 60,00,000 The Institute is currently subscribing only 2 subject collection (Engineering and Material Science) of eJournals from M/s Elsevier. However, 3 more subject collections (Environmental Science, Computer Science and Physics) are also required for the faculty members and research scholars. On enquiry for procurement of perpetual license of above 3 new subject collections, M/s Elsevier has offered a special discounted price of USD 2.06 lakh in place of USD 2.80 lakh valid for 2020-21 only. Library Committee has recommended for purchase of the perpetual licence at an estimated cost of Rs. 1.6 crore. In view of above, additional budget sanction of 1.6 crore is required for the Library to avail the special discounted price offered by M/s Elsevier.				
Resolution	Additional fund not approved. It was advised to priorities the requirement after ascertaining the availability of access through National Digital Library from IIT, Kharagpur, INFLIBNET from IIT Gandhinagar and e-Sodh Sindhu. Based on the priority the Institute may decide and procure the required access within the approved budget of library for the year 2020-21.				
Item No.: 112.AFC.II.3	To consider Budget of Library for the year 2021-22				

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	Budget Estimate of Rs. 3.30 crore has been received from the Library Committee for the year 2021-22 as given below.		
	Sl. No.	Description/Particulars of Expenses	Amount
	1	Recurring Subscription of Online Journals for 2021 [5 subject collection from Elsevier]	1,20,00,000
	2	Purchase of Print Journals of 2021	1,00,00,000
	3	Purchase of eBooks	1,00,00,000
	4	Purchase of Print Books	10,00,000
		TOTAL	3,30,00,000
Resolution	It was advised to revisit the requirement after ascertaining availability of requirement through NDL, INFILIBINET and e-Sodh Sindhu. The revised proposal may be put up in next meeting.		
Item No.: 112.AFC.II.4	To consider applications for House Building Advance.		
	Application for grant of House Building Advance has been received from the following employees:- 1. Dr. Ghanshyam Das, Asso. Professor 2. Mr. Chandan Kumar, Sr. Technical Assistant 3. Mr. Kanheya Lal Mahali, Cook As per extant guidelines of Govt. of India regarding HBA, they are eligible to receive HBA. Sanction will be given after due examination of the documents and compliance of applicable provisions in this regard.		
Resolution	It was clarified by the representative of MoE that grant from MoE does not cover any amount for House Building Advance or any such other advance.		
Item No.: 112.AFC.II.5	To consider Minutes of 91 st Meeting of SBC.		
	The 91st meeting of the Standing Building Committee is scheduled on 08-01-2021. The minutes will be placed on the table.		
Resolution	AFC approved the following agenda for implementation; (A) Renovation and Construction of rooms on the 1 st Floor of NIFFT NIWAS at an estimated cost of Rs. 11.87 lakh. AFC noted rest of the minutes.		

The meeting was concluded with vote of thanks to the Chair.

Chairman, AFC

Member Secretary, AFC


03-01-2021