



National Institute of Foundry and Forge Technology, Hatia, Ranchi

**Minutes of the
102nd Meeting of the
ADMINISTRATIVE AND FINANCE COMMITTEE**

Date: 23rd May, 2017

Time: 10:00 AM

Venue

**Board Room
IIT, Delhi**



National Institute of Foundry and Forge Technology

Hatia, Ranchi 834 003, Jharkhand



Minutes of the 102nd Meeting of Administrative and Finance Committee (AFC) held on 23rd May, 2017 (Tuesday) at 10:00 A.M. in the Board Room, IIT Delhi

The following were present:

1.	Shri Sandeep Gupta Chairman, BoG 48, Morar Enclave Colony Gola Ka Mandir, Gwalior (M.P.)	Chairman
2.	Shri Pandey Pradeep Kumar Under Secretary M.H.R.D., Department of Higher Education Technical Section –IV, Govt. of India Shastri Bhavan, New Delhi 110115	MHRD Representative
3.	Prof. P. Talukdar Department of Forge Technology NIFFT, Hatia, Ranchi 3	Member
4.	S.S.Akhtar Deputy Registrar NIFFT, Hatia, Ranchi 3	Member
5.	Prof. P. P. Chattopadhyay Director NIFFT, Hatia, Ranchi 3	Member Secretary

Dr. N. K. Singh, Professor-in-charge, Administration, participated in the meeting as a Special Invitee.

The meeting commenced with welcome note by the Chairman. Subsequently, the Chairman entrusted the Member Secretary to continue the proceedings of the meeting. Accordingly, the Agenda Items were deliberated upon as following: -

Item No. I To confirm the minutes of the 101st meeting of the Administrative and Finance Committee held on 16th February, 2017 at IIT, Delhi

The minutes of the 101st Meeting of the Administrative and Finance Committee held on 16th February, 2017 at IIT, Delhi is furnished at **Annexure 'I'**. No comments have been received from members.

The minutes of the above meeting may be confirmed.

Resolution: *The minutes of the 101st meeting of Administrative and Finance Committee is considered to be confirmed, since no comments were received from the member(s) of AFC on circulation of the minutes. AFC further suggested the Institute to furnish the quarter wise financial target within the provision of the budget for 2017-18 in the next AFC meeting.*

Item No. II-1 Action taken on the minutes of the 101st meeting of the Administrative and



Finance Committee held on 16th February, 2017 at IIT, Delhi

Report concerning the action taken on the minutes of the 101st meeting of the Administrative and Finance Committee held on 16th February, 2017 at IIT, Delhi is furnished at **Annexure 'II'**.

Placed for information.

***Resolution:** The action taken report was noted by the members. However, the AFC commented the following for the respective items: -*

Item No. 101.I-4. Refund of outstanding from the Income Tax department.

The AFC directed the Institute to seek the advice from MHRD regarding the suitable action on the part of the Institute.

Item No. 101.II-2. Annual Report and Audit Report of the Institute for the FY 2015-16.

(a) The AFC advised the Institute to communicate a reply to the letter from EdCIL dated 19th April, 2017, expressing the concern of the Institute in the delay in final settlement of the payment on the part of EdCIL with an emphasis on asking the EdCIL regarding specific queries in addition to those already communicated by the Institute. AFC also advised the Institute to intimate the aforesaid reply to MHRD;

(d) AFC directed the Institute to complete the process of entries in the Asset Register on or before 30th June, 2017. AFC also sought reply from the Institute regarding the delay in the completion of the said work.

Item No. 101.II-6. Purchase of Furniture for relocated and newly created Offices and departments.

The AFC approved the amount.

Item No. 101.II-9. To consider the nomination of Adv. Rajiv Shankar Dvivedi as Standing Counsel of the Institute in the Hon'ble Supreme Court of India and Rationalization of fee for Standing Counsel / Institute Retainer at Hon'ble Supreme Court of India and High Court of Jharkhand.

The AFC advised the Institute to place the agenda in the next BoG meeting.

Item No. II-2 Action taken on the Transaction Audit Report 2015-16

Report concerning the action taken on the Transaction Audit Report 2015-16 is furnished at **Annexure 'III'**.

Placed for information.

***Resolution:** The AFC recorded the observations with the following comments: -*

Para 1. Irregular reimbursement of air fare during LTC. In connection with the irregular payment of LTC, the institute reported that out of the stated amount of Rs. 29.01 Lakh, an approx. amount of Rs. 3,000/= was paid as GST, etc. and the balance amount was paid to Air India as fare except for partial payment to Jet Airways (Rs. 33,545/=) and Indigo Airlines (Rs. 4,834/=) in case of Dr. R. K. Ohdar and Prof. A. K. Singh, respectively. The AFC advised the Institute to communicate the detail



clarification to CAG. It also advised to take action as per relevant LTC Rules.

Para 2. Irregular expenditure over advertisement due to non-utilisation of services of Govt. Institution. Concerning publication of advertisement with DAVP, the members expressed their concern regarding the delay on the part of Institute in writing to DAVP authority. AFC advised the Institute to take necessary action as per GFR and in consultation with DAVP.

Item No. II-3 Payment of Dearness Allowance to the employees of the Institute

In compliance to the Ministry of Finance, Government of India OM No. 1/3/2008-E-II (B) dated 07th April, 2017 regarding the payment of DA @ 136% w.e.f. 01st January, 2017 (**Annexure 'IV'**), all the eligible employees of Institute were granted the enhanced DA.

Placed for information.

Resolution: Noted.

Item No. II-4 Provisions of GFR 2017 to be followed by the Institute

Letter F. No. 23011/3/2017-IF.I dated 03rd May, 2017 (**Annexure 'V'**) has been received from MHRD vide e-mail dated 05th May, 2017 regarding the provisions of GFR 2017 to be followed by Autonomous Bodies.

Placed for information.

Resolution: Adopted.

Item No. III-1 Provisions of GFR 2017 to designate an officer to render financial advice in consonance with Rule 229(viii) of GFR 2017

Letter F. No. 23011/3/2017-IF.I dated 03rd May, 2017 (**Annexure 'V'**) has been received from MHRD vide e-mail dated 05th May, 2017 regarding the provisions of GFR 2017 to be followed by Autonomous Bodies. Para 2 of the ibid letter attracts the attention towards Rule 229(viii) of GFR 2017 to designate an officer at appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure and the responsibility of the Chief Executive Officer of the Autonomous Body for overall financial management.

Placed for consideration.

Resolution: In absence of an officer with the desired eligibility to serve as the Finance Adviser, as mentioned in Rule 229(viii) of GFR 2017, the AFC advised the Institute to write to MHRD seeking the advice regarding the admissible approach for engaging the financial adviser.



Item No. III-2 To consider and approve the minutes of the 84th meeting of the Standing Building Committee held on 20th April, 2017 at Board Room, NIFFT

The minutes of the 84th meeting of the SBC is placed as Annexure 'VI'.

Placed for consideration and approval.

Resolution: AFC approved the minutes of 84th SBC with the following direction: -
The AFC advised the Institute to place the proposals of CPWD as presented under Item No. 84.II-1 and 84.II-4 to the committee, constituted for considering new building and works, for vetting.

Item No. III-3 Payment of compensation to Home Guards

The security of the Institute is presently managed by the Dept. of Home Guards, Govt. of Jharkhand. During the renewal of the MoU for the providing of Security Guards, the dept. manning Home Guards has mentioned in the draft MoU that in case of the occurrence of any eventuality, the Institute shall pay the respective compensation to the affected Home Guard as enumerated in Govt. of Jharkhand letter dated 23rd October, 2009 (Annexure 'VII').

Placed for consideration and approval.

Resolution: The AFC advised the Institute to write to MHRD for necessary advice.

Item No. III-4 Revision of approved Budget for Networking in the Campus

(Ref. Item No.

101.III-3)

Vide Item No. 93-III.4 of the 93rd meeting of the AFC held on 11th Jan., 2014, approval in principle was granted by the AFC for Office Automation (Rs. 04 Crores) and Campus Wide Networking (Rs. 02 Crores) subject to negotiation with BSNL/NIC/EdCIL. However, after detailed deliberations, it was found that the budget allocated for the said Campus Wide Networking needs to be re-appropriated to Rs. 04 Crores. A fresh proposal in this respect was submitted by the Centralised Computer Committee (CCC) in the 101st meeting of the AFC vide Item No. III-3. AFC directed to place the revised estimate in the next AFC meeting for consideration.

The revised estimate of the Campus Wide Networking is placed as Annexure 'VIII' for consideration and approval.

Resolution: The AFC advised the Institute to place the comparative statement in the next AFC.

Item No. III-5 Purchase of Furniture to cater to the needs of faculty members in view of the increase in the strength



As per the discussions held during the 101st meeting of the AFC, details of the purchase of furniture for relocated and newly created Offices and departments was to be submitted through the SBC alongwith an estimated cost. In view of the same, an estimate with the details of the said purchase through GeM was placed in the 84th meeting of the SBC. The same estimate is hereby placed as **Annexure 'IX'** for purchase of furniture to cater to the needs of faculty members in view of the increase in the faculty strength.

Placed for consideration and approval.

Resolution: The AFC advised the Institute to conduct the procurement of furniture from GEM as per the rules stipulated for such procurement.

Item No. III-6 Payment of enhanced Dearness Relief to the Pensioners of the Institute w.e.f July, 2016 and de-linking of 33 years of service with Pensionery benefits to Pre-2006 Pensioners

The decision regarding the payment of enhanced Dearness Relief w.e.f. July 2016 to the pensioners of the Institute is awaited from [MHRD](#).

Further, the implementation of the policy, for the de-linking of 33 years of service with Pensionery benefits for Pre-2006 Pensioners is also pending at the Institute.

Placed for consideration and necessary directions.

Resolution: The AFC advised the Institute to write to MHRD for necessary advice.

Item No. IV Any other item(s) permitted by the Chair

Item No. IV-1 Performance evaluation of the manpower working on Contractual basis

During the discussions in the AFC, it was noted by the members that presently, the mechanism of the performance evaluation of the manpower working on Contractual basis does not exist.

Placed for consideration and necessary directions.

Resolution: The AFC directed the Institute to conduct the quarterly performance evaluation of the outsourced manpower engaged in different sections.

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