



National Institute of Foundry and Forge Technology, Hatia, Ranchi

**Minutes of the
103rd Meeting of the
ADMINISTRATIVE AND FINANCE COMMITTEE**

Date: 30th August, 2017

Time: 09:30 AM

Venue

**Board Room
IIT, Delhi**



National Institute of Foundry and Forge Technology

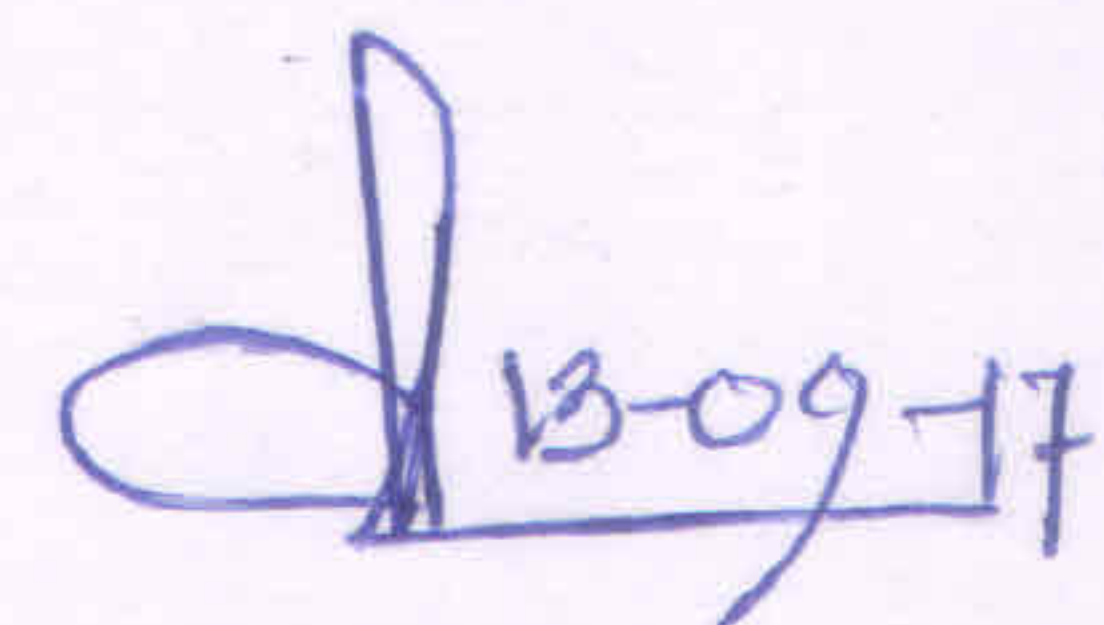
Hatia, Ranchi 834 003, Jharkhand



Minutes of the 103rd Meeting of Administrative and Finance Committee (AFC) held on 30th August, 2017 (Wednesday) at 09:30 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 P. Sasi Kumar Deputy Secretary, TS-VII Department of Higher Education MHRD, Govt. of India Shastri Bhavan, New Delhi 110115	MHRD Representative
3.	Professor S. B. Kumar Department of MME NIFFT	Member
4.	Professor Amitava Mandal Department of ME NIFFT	Member
5.	Shri S. S. Akhtar Deputy Registrar NIFFT	Member
6.	Professor P. P. Chattopadhyay Director NIFFT	Member Secretary


13-09-17



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 102nd meeting of the Administrative and Finance Committee held on 23rd May, 2017 at IIT, Delhi

The minutes of the 102nd meeting of the Administrative and Finance Committee held on 23rd May, 2017 at IIT, Delhi is furnished at Annexure 'I'. No comment has been received from the members.

The minutes of the above meeting may be confirmed.

Resolution: The minutes of the 102nd meeting of the Administrative and Finance Committee is considered to be confirmed, since no comments were received from the member(s).

Item No. II Action taken on the minutes of the 102nd meeting of the Administrative and Finance Committee held on 23rd May, 2017 at IIT, Delhi

Report concerning the action taken on the minutes of the 102nd meeting of the Administrative and Finance Committee held on 23rd May, 2017 at IIT, Delhi is furnished at Annexure 'II'.

Placed for information.

Resolution: The action taken report was noted by the members. The committee opined to include the Item No. 102.IV-1, regarding the performance evaluation of the manpower working on contractual basis, as an extra item.

Item No. III-1 Financial Target for the Second Quarter of FY 2017-18

As suggested by the AFC to furnish the quarter-wise financial target within the provision of the budget for 2017-18, the same for the Second Qtr. of FY 2017-18 is placed as Annexure 'III'.

Placed for consideration.

Resolution: The AFC considered the financial target for the Second Quarter of FY 2017-18 and approved the same for submission to the MHRD.

Item No. III-2 Annual Accounts of the Institute for the FY 2016-17

The annual accounts of the Institute for the FY 2016-17 shall be placed on table as Annexure 'IV'.

Placed for consideration and approval.



Resolution: The AFC approved the Annual Accounts of the Institute for the FY 2016-17 with the following advice: -

- (a) The Institute should arrange to settle the amount towards the unclaimed fees;
- (b) The Institute should take necessary steps for the settlement of liabilities towards the Caution Money deposited by the pass-out students;
- (c) The Institute is advised to initiate the process for the recovery of the TDS shown as Asset.
- (d) The AFC advised the Director to examine the Cash Deposit amounting to Rs. 12,000.00 and to take necessary measures to eliminate such practices;
- (e) Advance and liability towards payment to CPWD should be reported in line with the practice being followed in similar Institutes under MHRD.

Item No. III-3 Opening of S/B Accts at Canara Bank, NIFFT Hatia Branch

In pursuance with the MHRD letter F/No. 17-8/2017-TS.VII dated 06th June, 2017, it is proposed to open the following S/B Accts for the Institute: -

- (a) General Head (other than Salary)
- (b) Capital Head
- (c) Salary Head

Proposal is placed as Annexure 'V'.

Placed for consideration and approval.

Resolution: The AFC approved the proposal.

Item No. III-4 Minutes of the 85th meeting of the Standing Building Committee held on 22nd August, 2017 at Board Room, NIFFT

The minutes of the 84th meeting of the SBC is placed on table as Annexure 'VI' for consideration and approval.

Resolution: The AFC approved the minutes of the 84th meeting of the SBC held on 22nd August, 2017. The AFC advised the Institute to avoid the execution of major Civil / Electrical works departmentally, through ARC, in future.

Item No. III-5 De-linking of 33 years of service with Pensionary benefits to Pre-2006 Pensioners

Upon the issue of OM No. 38/3708-P&PW(A) dated 06th April, 2016 issued by the Dept. of Pension & Pensioners' Welfare, Ministry of Personnel, PG & Pensions, GoI on the subject of Revision of Pension for Pre-2006 pensioners - delinking of revised pension from qualifying service of 33 years, the Administrative Section of the Institute forwarded a proposal on the implementation of the said Order, for the approval of the Competent Authority (Director) vide Note dated 17th August, 2016.

The matter was reported to the Administrative and Finance Committee during its



100th meeting held on 31st August, 2016 vide Agenda Item No. III-1 that as per the said letter, the revised pension of the Pre-2006 pensioners wef 01st January, 2006 has been implemented and shall be paid alongwith the admissible arrears.

However, in the context of the aforesaid agenda of the 100th meeting of the AFC, the comments received from the Under Secretary, Finance, MHRD (vide letter No. 1-7/2013-IFD dated 30th August, 2016) were noted by the AFC. The AFC, thus advised the Institute to implement the same in accordance with the comments received from the Under Secretary, Finance, MHRD vide letter No. 1-7/2013-IFD dated 30th August, 2016.

As the matter of the revision of Pension for Pre-2006 pensioners - delinking of revised pension from qualifying service of 33 years was pending, the Institute sought the advice of the MHRD vide letter No. NIFFT/PEN-2/2009:35 dated 02nd May, 2017.

To resolve the matter, it was again placed to the Administrative and Finance Committee during its 102nd meeting held on 23rd May, 2017 vide Item No. III-6. The AFC advised the Institute to write to MHRD for necessary advice. The Institute sought the advice of the MHRD vide letter No. NIFFT/PEN-2/2009:105 dated 31st May, 2017.

In response to DSEHE/P/2017/00160 dt. 27 June, 2017, Para 2 of the letter F.No.25-2/2017-TS-VII dated 13th July, 2017 addressed to Shri Nitya Nand Sinha states that the competent authority in the matter is Director, NIFFT, Ranchi. The copy of said letter to the Director, NIFFT, Ranchi is marked for taking necessary action.

Placed for consideration and approval.

Resolution: The AFC advised the Institute to pursue the matter in accordance with the communication received vide letter No. 1-7/2013-IFD dated 28th August, 2017, from the Integrated Finance Division (IFD) of MHRD on the agenda note of 103rd AFC.

- Item No. IV Any other item(s) permitted by the Chair**
Item No. IV-1 To consider the Engagement of Consultant Electrical/Civil on per visit basis.

Dean (Planning and Development) has proposed to engage Consultant Electrical on per visit basis with an honorarium of Rs. 5000/- + T.A (details enclosed).

In view of the proposal submitted by the Dean (P & D), it is suggested to engage Consultant Electrical / Civil on per visit basis with an honorarium of Rs. 5000/- + T.A, as admissible to adjunct faculty.

Placed for consideration.



Resolution: During deliberations on the matter, the Institute informed that under the present circumstances, the Institute requires around 04 visits by the Civil Consultant and 02 visits by the Electrical Consultant during a month. The AFC approved the aforesaid proposal for the engagement of Electrical and Civil Consultant with an honorarium of Rs. 5000.00 + Rs. 250.00 as Conveyance Allowance per visit.

Item No. IV-2 Performance evaluation of the manpower working on Contractual basis

During discussions on the Action Taken Report (Item No. II), it was noted by the members that the process of Quarterly Performance Evaluation for the Qtr. of April - June, 2017 is still under progress. It was advised to place the item as Extra Item.

Placed for consideration and necessary directions.

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


13-09-17
Member Secretary

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