

**Minutes of the
104th Meeting of the
ADMINISTRATIVE AND FINANCE COMMITTEE**

Date: May 23, 2018

Time: 10:30 AM

Venue

**Shastri Bhawan
New Delhi**



National Institute of Foundry and Forge Technology

Hatia, Ranchi – 834 003, Jharkhand



Minutes of the 104th meeting of the Administrative and Finance Committee held at 10:30 AM on May 23, 2018 at the Office of Joint Secretary (DL&BP), MHRD, Shastri Bhawan, New Delhi.

The following members were present in the meeting:

1	Shri Madhu Ranjan Kumar, 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	In-Chair
2	Smt. Darshana M. Dabral, JS & FA Ministry of Human Resource Development Department of Higher Education Government of India, New Delhi 110 115 Attended by Shri D. K. Singh, Under secretary (IFD), MHRD	Member
3	Professor S.B.Kumar, Dept.of MME, NIFFT, Hatia,Ranchi	Member
4	Professor Amitava Mandal Dept. of ME NIFFT, Hatia, Ranchi-3	Member
5	Professor P P Chattopadhyay Director NIFFT, Hatia, Ranchi-3	Member Secretary
6	Professor R.K. Ohdar Prof. I/c Admin NIFFT, Hatia, Ranchi-3	Invited Member



Minutes of the 104th meeting of the Administrative and Finance Committee of National Institute of Foundry and Forge Technology, Hatia, Ranchi, held at 10:30 AM on Wednesday, May 23, 2018 at the Office of the Joint Secretary (DL&BP), MHRD, Shastri Bhawan, New Delhi.

Item No. I-1 Confirmation of the minutes of the 103rd meeting of the Administrative and Finance Committee held on 30th August, 2017 at the Board Room of IIT Delhi.

The minute of 103rd meeting of the Administrative and Finance Committee held on 30th August, 2017 at the Board Room of IIT Delhi is furnished as Annexure 'I'.

Placed for confirmation.

Resolution: *The minute of 103rd 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 the 103rd meeting of the Administrative and Finance Committee held on 30th August, 2017 at the Board Room of IIT Delhi.

Report concerning the actions taken on the minutes of 103rd meeting of the Administrative and Finance Committee held on 30th August, 2017 at the Board Room of IIT Delhi is furnished as Annexure 'II'.

Placed for consideration.

Resolution: *The action taken report was noted by the members.*

Item No. II-1 To furnish the Transaction Audit Report and Separate Audit Report (SAR) issued by CAG on account of the Institute for FY 2016-17.

The Transaction Audit Report and Separate Audit Report (SAR) issued by CAG on account of the Institute for FY 2016-17 are furnished as Annexure 'III A' & Annexure 'III B'.

Placed for consideration.

Resolution: *The AFC advised the Institute to complete the action on the audit observations through suitable measures like physical verification, reconciliation and recovery depending on the applicability.*



Item No. II-2

To report the resolution of the Committee constituted to consider the Technical and Financial aspect concerning the construction of new buildings.

The BoG in its 98th meeting held on 30.09.2015 at IIC, Delhi approved the proposal of construction of five new buildings. Further, the BoG in its 101st meeting held on 16.02.2017 at IIT, Delhi constituted a committee to consider the Technical and Financial aspect concerning the construction of new buildings. The committee has conducted the assessment of four buildings. The resolution of the committee is furnished in Annexure 'IV'.

Placed for consideration.

Resolution:

The AFC recorded the resolution and advised that final report of the Committee may be submitted in the next AFC meeting.

Item No. II-3

To report the draft MoU between NIFFT and MHRD.

The draft MoU between NIFFT and MHRD is placed as Annexure 'V'.

Placed for consideration.

Resolution:

The AFC accorded the consent for the capital budget of 30.82 crore under the HEFA scheme.

Item No. III-1

To consider and approve the minutes of the 86th meeting of the Standing Building Committee.

The minutes of the 86th meeting of the Standing Building Committee is placed as Annexure 'VI'.

Placed for consideration.

Resolution:

The AFC approved the SBC minutes. The AFC also advised to limit the execution of the capital expenditure furnished in the minutes within the available grant from MHRD.

Item No. III-2

To consider the Budget Estimate of the Institute for the financial year 2018-19.

The Budget Estimate of the Institute for the financial year 2018-19 is placed as Annexure 'VII'.

Placed for consideration.

Resolution:

The AFC approved the Budget. The AFC also advised to limit the execution of the capital expenditure furnished in the budget for FY 2018-19 within the available grant from MHRD except the proposals considered under HEFA scheme.



Item No. III-3 To consider the Draft DPR for the proposal under HEFA scheme.

The draft DPR for the proposal under HEFA scheme along with the Annexures is furnished as Annexure 'VIII'.

Placed for consideration.

Resolution: *The AFC approved the proposals furnished in the DPR.*

Item No. III-4 To consider the proposal of recruitment of Accountant and Laboratory Demonstrator 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 five technicians and one accountant 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	Accountant	01	CA Inter or equivalent with Two years experience in accounts and related matter.	35,000/=
2	Laboratory Demonstrator	05	B. Tech with two years experience or Diploma with 5 years. experience in the relevant domain	35,000/=

Placed for consideration

Resolution: *The AFC approved the proposal for contractual recruitment of Accountant and Laboratory Demonstrator through advertisement in the Employment News and Institute web site. The selection may be made through the committee to be constituted by the Director.*

24-05-18



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

Item No. IV-1 The Academic Council in its 35th meeting resolved to increase the number of Doctoral Scholar by 10 each year for next three years, In view of this the Institute seeks the permission for necessary fund.

Placed for consideration

Resolution: *The AFC approved the increase in number of Research Scholar. The AFC also advised to limit the expenditure within the available fund under the recurring head.*

The meeting ended at 12:10 PM with thanks to the Chair.


(Member Secretary)


24-05-18