

Minutes of  
107<sup>th</sup> Meeting of the  
**Administrative and Finance Committee**  
National Institute of Foundry and Forge Technology, Ranchi

**25<sup>th</sup> June, 2019 at 01:30 PM**  
**Shastri Bhawan, New Delhi**



# National Institute of Foundry and Forge Technology, Ranchi

## Minutes of the 107<sup>th</sup> Meeting of the Administrative and Finance Committee (AFC) held on 25th June, 2019 at 01:30 PM at Shastri Bhawan, New Delhi

The following members were present in the meeting:

- |   |   |                  |
|---|---|------------------|
| 1 | Shri Ajai Choudhary,<br>Founder - HCL         | Chairman         |
| 2 | Shri Madhu Ranjan Kumar,<br>JS (DI&BP), MHRD  | Member           |
| 3 | Smt. Dharshana M. Dabral,<br>JS & FA, MHRD    | Member           |
| 4 | Prof. Amitava Mandal,<br>Dept. of ME, NIFFT   | Member           |
| 5 | Prof. R. K. Ohdar,<br>Prof. I/c Admin, NIFFT  | Invited Member   |
| 6 | Prof. P. P. Chattopadhyay,<br>Director, NIFFT | Member Secretary |

Prof. Binod Kumar, Dept. of MME, NIFFT could not attend the 107<sup>th</sup> AFC meeting due to his prior commitments, he was granted leave of absence.

Hon'ble Chairman, Board of Governors extended a hearty welcome to all the members of the Administrative and Finance Committee present on the meeting.

On the direction of the Chairman, AFC, Director NIFFT placed the agenda items in the meeting for discussion and following resolutions were taken.



Item No.	Description
<b>I</b>	<b>Agenda for Reporting</b>
107.AFC.I-1	<b>To Confirm the minutes of 106<sup>th</sup> Meeting of Administrative and Finance Committee held on 28.02.2019.</b>
Resolution:	The minutes of 106 <sup>th</sup> Meeting of Administrative and Finance Committee held on 28.02.2019 were confirmed.
107.AFC.I-2	<b>Report on Action Taken on the minutes of 106<sup>th</sup> Meeting of Administrative and Finance Committee held on 28.02.2019</b>
Resolution:	The Administrative and Finance Committee reviewed the action taken by the Institute on the decisions made in the 106 <sup>th</sup> Meeting held on 28.02.2019 and noted.
107.AFC.I-3	<b>Report on the status of different targets provided in the Result Framework Document.</b>
Resolution:	The Administrative and Finance Committee noted the status of targets.
107.AFC.I-4	<b>Report on the Budget Allocation and Grant Released for FY 2019-20.</b>
Resolution:	<ul style="list-style-type: none"> <li>• JS &amp; FA, MHRD directed the Institute to avoid transfer of funds generated through Internal Revenues.</li> <li>• The Administrative and Finance Committee advised the Institute to create and maintain separate fund for IRG and to use the same only for payment of principal towards HEFA Loan.</li> </ul>
107.AFC.I-5	<b>Report on the release of arrears on account of revision of Pension /Family pension as per the recommendation of VII CPC and Deduction of Tribal Area Allowance.</b>
Resolution:	The Administrative and Finance Committee noted the release of pension arrears.
107.AFC.I-6	<b>Report on implementation of revised rate of Dearness Allowance and Dearness Relief w.e.f January 2019.</b>
Resolution:	The Administrative and Finance Committee noted the release of pension arrears.
<b>II</b>	<b>Agenda for consideration</b>
107.AFC.II-1	<b>To consider sanction of proposal of term loan of Rs. 30.82 crore by Higher Education Financing Agency (HEFA).</b>
Resolution:	<ul style="list-style-type: none"> <li>• The Administrative and Finance Committee advised the Institute to execute the MoU with CPWD.</li> <li>• The Board endorsed the borrowing power of the Institute in accordance with the Memorandum of Association document of the Institute.</li> </ul>

*[Handwritten Signature]*  
08-07-19



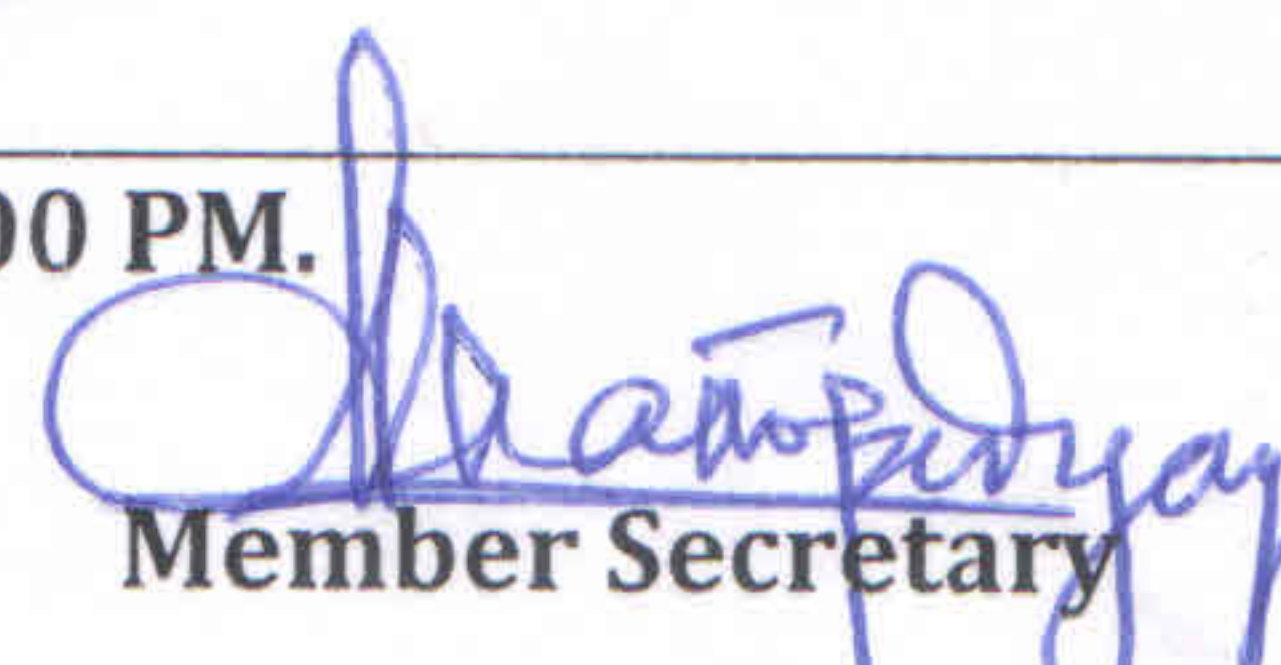
	<ul style="list-style-type: none"> <li>The Administrative and Finance committee authorized Director of the Institute to execute loan agreement documents on behalf of the Institute.</li> </ul>
<b>107.AFC.II-2</b>	<b>To consider separate audit report of the Institute issued by Principal Director of Audit (Central) Lucknow , Ranchi Branch on accounts of the Institute for FY 2017-18.</b>
Resolution:	The Administrative and Finance Committee advised the Institute to furnish compliance report in the next meeting.
<b>107.AFC.II-3</b>	<b>To consider inspection report/ transaction audit report of Institute issued by Principal Director of Audit (Central) Lucknow Ranchi Branch on accounts of the Institute for FY 2017-18.</b>
Resolution:	<ul style="list-style-type: none"> <li>The Administrative and Finance Committee advised the Institute to furnish compliance report in the next meeting.</li> <li>The Administrative and Finance Committee advised the Institute to expedite long pending matter of capitalization of buildings constructed by CPWD.</li> <li>The Administrative and Finance Committee advised the Institute to pursue the matters of pending realization of receivable amount expeditiously.</li> </ul>
<b>107.AFC.II-4</b>	<b>To Consider internally audited annual accounts (Financial Statements) of the Institute for the FY 2018-19.</b>
Resolution:	The Administrative and Finance Committee approved the annual accounts (Financial Statements) of the Institute for the FY 2018-19.
<b>107.AFC.II-5</b>	<b>To consider revision of Library budget for FY 2019-20</b>
Resolution:	<ul style="list-style-type: none"> <li>The Administrative and Finance Committee approved the revised budget proposal of Library for FY 2018-19.</li> <li>The Administrative and Finance Committee advised the Institute to follow the rates negotiated by E-SodhSindhu. Hon'ble chairman requested JS(DI&amp;BP), MHRD to take up the matter with the authority of E-SodhSindhu.</li> </ul>
<b>107.AFC.II-6</b>	<b>To consider revised proposal for maintenance of Hot Isostatic Pressing (HIP) system.</b>
Resolution:	The Administrative and Finance Committee approved the proposal.
<b>107.AFC.II-7</b>	<b>To consider the proposal for procurement of UPS for uninterrupted function of campus network switches and Microsoft Office software for the newly constructed common computer facility of the Institute.</b>
Resolution:	The Administrative and Finance Committee approved the proposal.

*Manoj Kumar* 08.07.19



<b>107.AFC.II-8</b>	<b>To consider the proposal for creation of "Centre for Innovation and Skill Development" at NIFFT.</b>
Resolution:	The Administrative and Finance Committee approved the proposal. The members of the AFC emphasized on nurturing the entrepreneurship culture within the activity of the centre.  The Administrative and Finance Committee also advised to submit a comprehensive proposal under Atal Innovation Mission (AIM) and other schemes of Department of Science & Technology.
<b>107.AFC.II-9</b>	<b>To consider the minutes of the 89<sup>th</sup> Meeting of Standing Building Committee held on 10.06.2019.</b>
Resolution:	The Administrative and Finance Committee approved the minutes of the 89 <sup>th</sup> Meeting of SBC.
<b>107.AFC.II-10</b>	<b>Engagement of one person as "Security Supervisor" for six months on temporary basis.</b>
Resolution:	The Administrative and Finance Committee approved the proposal.
<b>III</b>	<b>Other Items with the permission of the Chair.</b>
<b>107.AFC.III-1</b>	<b>Engagement of a reputed project management consultant firm under EPC mode for development of workshop facility.</b>
Resolution:	The Administrative and Finance Committee advised to publish the Expression of Interest for assessment of possible bidders followed by selection of bidders as per the guideline of General Financial Rules (GFRs) and Manual for procurement of Consultancy & Other Services 2017.
<b>107.AFC.III-2</b>	<b>Procurement of Software's for Computing, modeling and simulation.</b>
Resolution:	The Administrative and Finance Committee advised the Institute that in case the software is provided by OEM, the order can be placed to the OEM, otherwise the procurement should be made through open tender.  The committee advised the Institute to prepare the specification of software items mentioned at Sl. No. 4,5,6 of Annexure 15, involving experts in the domain and to place the proposal in the next AFC meeting.
<b>107.AFC.III-3</b>	<b>Extension of engagement of accountant (On Contract).</b>
Resolution:	The Administrative and Finance Committee approved the proposal.

The meeting was concluded with vote of thanks to the chair at 3:00 PM.

  
Member Secretary  
08-07-19