

# **Minutes of 109<sup>th</sup> Meeting of the Administrative and Finance Committee**



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

**21<sup>st</sup> January, 2020 at 12:00 pm  
Ministry of Human Resource Development (MHRD)  
Shastri Bhawan, New Delhi**



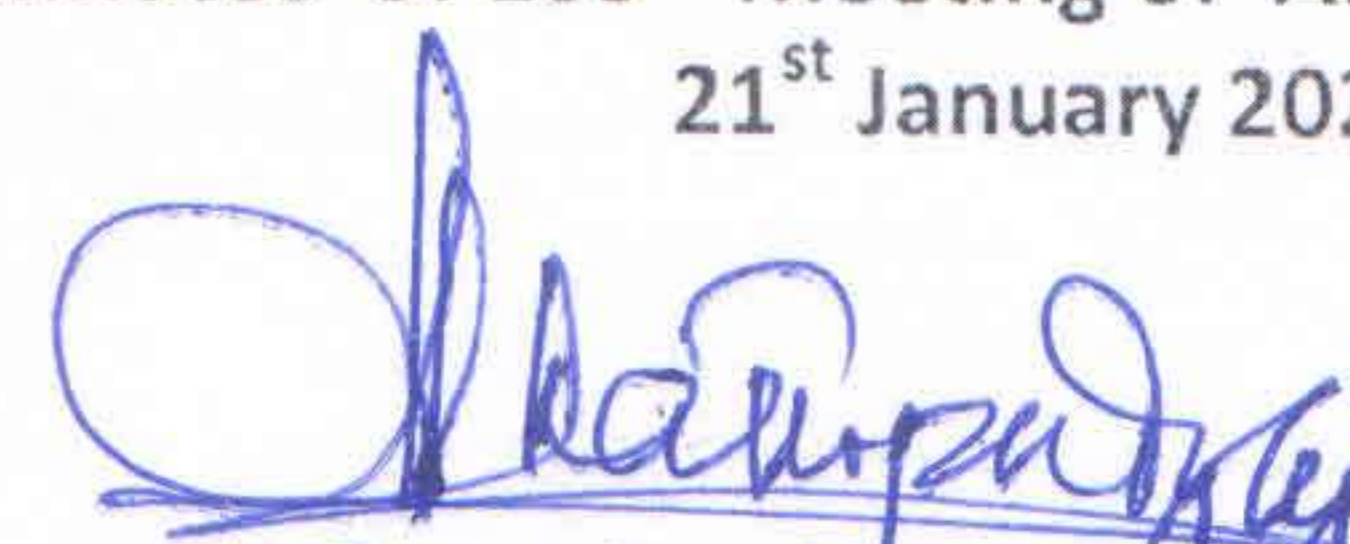
Minutes of the 109th Administrative and Finance Committee (AFC)  
held on 21st January, 2020 at 12:00 pm

at

Ministry of Human Resource Development (MHRD)  
Shastri Bhawan, New Delhi

The following members were present in the meeting:

1	Shri Ajai Chowdhry, Founder – HCL	Chairman
2	Shri Madhu Ranjan Kumar, JS (DI&BP), MHRD	Member
3	Smt. Dharshana M. Dabral, JS & FA, MHRD Attended by Shri Anil Kumar, Director (Finance)	Member
4.	Prof. Binod Kumar, Dept. of MME, NIFFT	Member
5.	Prof.N.K.Singh, Dept. of Forge Technology, NIFFT	Member
6	Prof. P. P. Chattopadhyay, Director, NIFFT	Member Secretary
7	Shri U.C.Prasad, Registrar, NIFFT	Invited Member

  
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Hon'ble Chairman, AFC 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.: 109.AFC.I.1	To Confirm the minutes of 108 <sup>th</sup> Meeting of Administrative and Finance Committee held on 23.09.2019 at Shastri Bhavan, New Delhi.
	The minutes of 108th Meeting of the Administrative and Finance Committee held on 23.09.2019 at Ministry of Human Resource Development (MHRD) Shastri Bhavan, New Delhi was furnished as <u>Annexure I</u> . The Minutes was circulated among the members of AFC. MHRD in its letter dated 12.11.2019 confirmed the minutes. No specific comment has so far been received from other members.
Resolution	Confirmed.

Item No.: 109.AFC.I.2	Report on Action Taken on the minutes of 108 <sup>th</sup> Meeting of Administrative and Finance Committee Held on 23.09.2019 at Shastri Bhavan, New Delhi.
	Action Taken Report on the minutes of 108th Meeting of Administrative and Finance Committee held on 23.09.2019 at MHRD, Shastri Bhavan, New Delhi is furnished as <u>Annexure II</u> .
Resolution	Noted.

Item No.: 109.AFC.I.3	Report on the Budget Allocation, Grant Released and Expenditure Status as on 31.12.2019
	Report on the Budget Allocation, Grant Released and Expenditure Status as on 31.12.2019 is furnished as <u>Annexure III</u> .
Resolution	Noted.

  
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<b>Item No.: 109.AFC.I.4</b>	<b>Report on the trend of observations on (a) Separate Audit Report and (b) Transaction Audit Report of C&amp;AG for last five years</b>
	As desired by AFC in 108 <sup>th</sup> meeting held on 23.09.2019, Report on the trend of observations on (a) Separate Audit Report and (b) Transaction Audit Report of C&AG for last five years is placed as <u>Annexure IV</u> .
<b>Resolution</b>	Noted. It was enquired whether the Institute is showing interest earning separately. It was informed that interest is being shown separately.

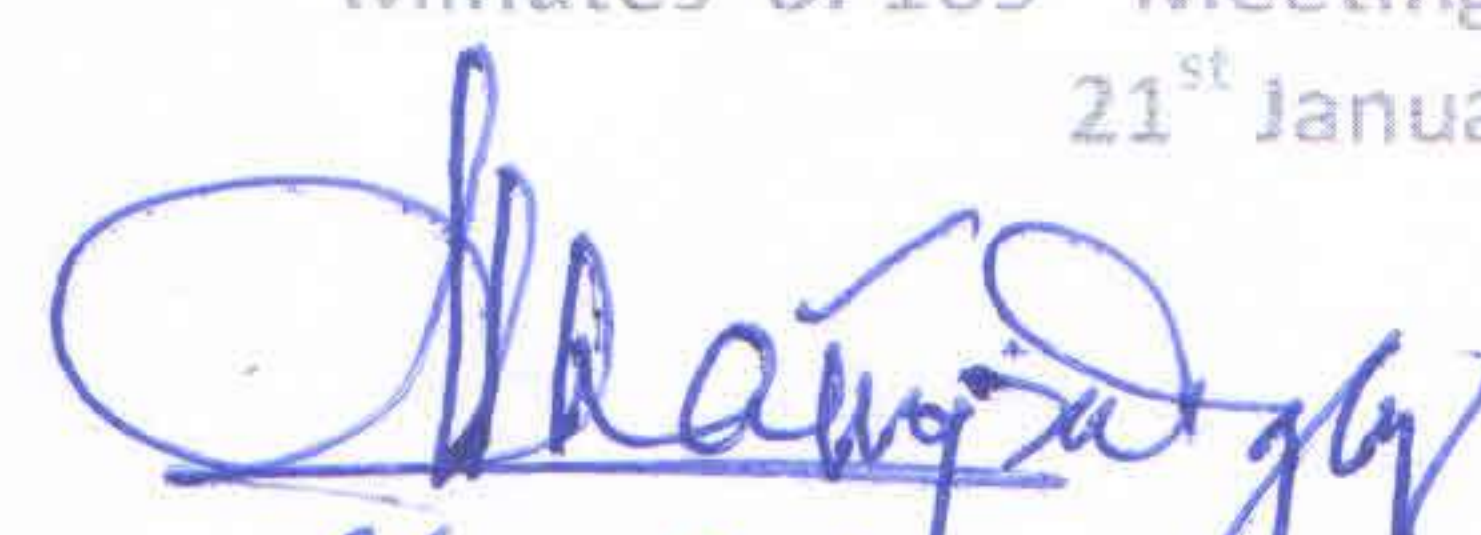
<b>Item No.: 109.AFC.II.1</b>	<b>To consider the minutes of the 91<sup>st</sup> Meeting of Standing Building Committee held on 13.01.2020.</b>
	Minutes of the 91st Meeting of Standing Building Committee was placed <u>on the table</u> .
<b>Resolution</b>	<p>The AFC, after considering the minutes of 91<sup>st</sup> SBC, approved the same and accorded the financial approval of the following:</p> <ul style="list-style-type: none"> <li>a. Construction of boundary wall at back side of JCB Chatrawas (Item No. 91.II-2):</li> <li>b. Construction of Residential Quarters for faculty (Item No. 91.II-3): <ul style="list-style-type: none"> <li>(i) One block of D1 Type [10 Flats] : Rs. 2,78,88,067/-</li> <li>(ii) One block of E1 Type [10 Flats] : <u>Rs. 5,28,27,000/-</u></li> </ul> </li> </ul> <p style="text-align: right;">Total - Rs. 8,07,15,067/-</p>

<b>Item No.: 109.AFC.II.2</b>	<b>To consider rates of Sitting Fees for meetings of BoG/AFC/SBC/AC/others meetings and Honorarium for External Examiners/Experts.</b>
	The proposed rates of sitting fees for meetings of BoG/AFC/SBC/AC/others meetings and Honorarium for External Examiners/Experts are given in the table below.



	Proposed Rate of Sitting Fee and Honorarium			
	Sl. No.	Dignitary / Activity	Rate in INR	Remark
	1	Meetings of BOG/AFC [Chairman, Members, Invited Members]	5,000	Per Sitting*
	2	Meetings of Committees constituted by BOG/AFC [Chairman, Members, Invited Members]	5,000	Per Sitting*
	3	Meetings of SBC/Academic Council [Chairman, Members, Invited External Members]	4,000	Per Sitting*
	4	Committees proposed by SBC/Academic Council [External Members]	4,000	Per Sitting*
	5	Committees proposed by Director [External Members]	3,000	Per Sitting*
	6	Selection Committee [External Members]	5,000	Per Sitting*
	7	PhD Examiners [Thesis Evaluation]	5,000	Per Thesis
	8	PhD Examiners [Viva Voce / Open Defense]	5,000	Per Student
	9	M. Tech. Examiners [Thesis Evaluation and Viva Voce]	600	Per Student [subject to Minimum of 3,000 and Maximum of 6,000 per batch]
* Meetings started in one Session (FN/AN) and continuing to next Session/Day will be treated as different Sittings for the purpose of payment of Honorarium.				
<b>Resolution</b>	The AFC approved the proposal.			

<b>Item No.: 109.AFC.II.3</b>	<b>To consider rates of Honorarium to Deans, Associate Deans, Chief Wardens, Wardens and Chairman of various Standing Committees</b> <b>Proposed Rat of Honorarium w.e.f 01.01.2020</b>		
	Sl. No.	Nam of the Post	Amount per month (Rs.)

  
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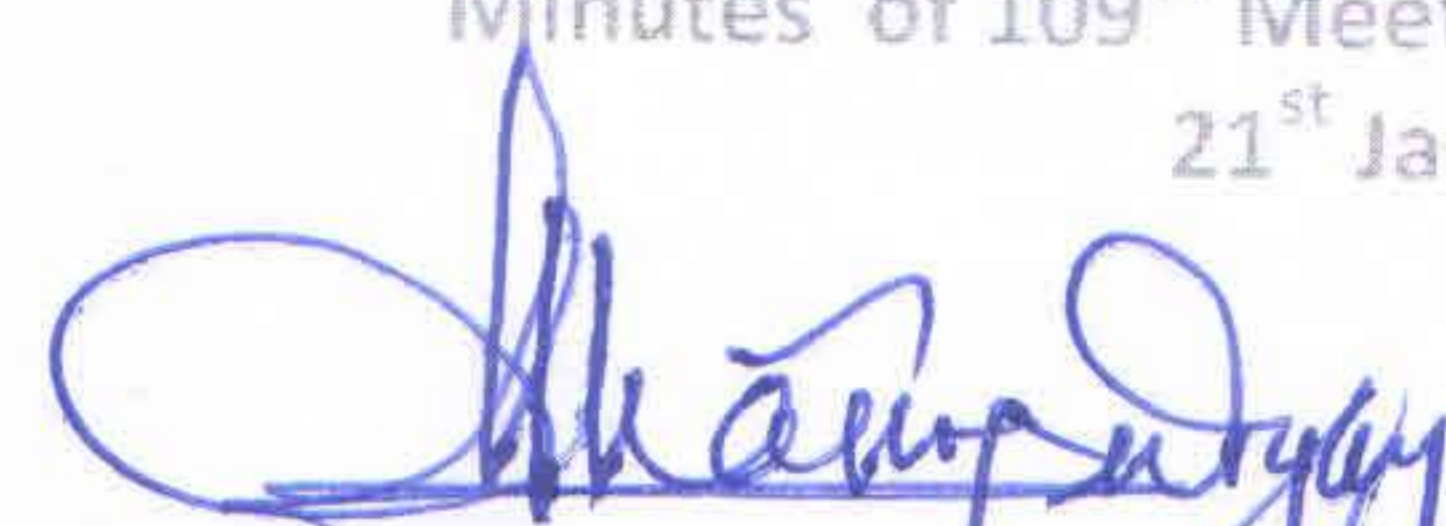


	1	Deans	5000
	2	Associate Deans	3500
	3	Chief Hostel Warden	5000
	4	Hostel Wardens	2500
	5	Chairman of Institute Standing Committees	3000
	6	Member Secretary of Institute Standing Committees	2000
Notes –			
<p>1. There will be no exemption of License Fee to the officials entitled for Honorarium.</p> <p>2. In case of more than one post hold by any official, highest of the rate(s) as above only will be admissible.</p>			
<b>Resolution</b>	The committee advised the Institute to follow the process followed in other CFTIs.		

Item No.: 109.AFC.II.4	To consider charges for use of Institute facilities by employees, pensioners, outside organizations																		
	<p>The Institute is receiving requisitions for using various facilities of the Institute like Auditorium, Cricket Ground, Cafeteria, etc. from both employees/pensioners and outside agencies (both government and private). In the absence of Standard Rates, the same are being allotted on case to case basis. A committee has been constituted to fix Standard Rates for all such facilities. The Report the committee was put up <u>on the table</u> which has recommended the following:-</p> <table><tr><th>SL.No.</th><th>Facilities</th><th>Rate</th></tr><tr><td>1.</td><td>Canara Bank including ATM</td><td>Rs.15,000/- per month+ Electricity Charges as per actual</td></tr><tr><td>2.</td><td>Post Office</td><td>Rs.3,000/- per month + Electricity Charges as per actual</td></tr><tr><td>3.</td><td>BSNL</td><td>Nil (Since the BSNL Office is located in an abandoned building)+ Electricity Charges as per actual</td></tr><tr><td>4.</td><td>School</td><td>Rs.20,000/- per month+ Electricity Charges as per actual</td></tr><tr><td>5.</td><td>Canteen</td><td>Rs.3,000/- per month+Electricity Charges as per actual</td></tr></table>	SL.No.	Facilities	Rate	1.	Canara Bank including ATM	Rs.15,000/- per month+ Electricity Charges as per actual	2.	Post Office	Rs.3,000/- per month + Electricity Charges as per actual	3.	BSNL	Nil (Since the BSNL Office is located in an abandoned building)+ Electricity Charges as per actual	4.	School	Rs.20,000/- per month+ Electricity Charges as per actual	5.	Canteen	Rs.3,000/- per month+Electricity Charges as per actual
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6.	Auditorium	<p><b><u>Government Organization/PSUs:</u></b> Rs.6,000/- for first 4 hours or part thereof and Rs.4,000/- for each subsequent 4 hours or part thereof</p> <p><b><u>Private Organization/PSUs:</u></b> Rs.9,000/- for first 4 hours or part thereof and Rs.6000/- for each subsequent 4 hours of part thereof</p> <p><b><u>Generator Charges</u></b> (If required) 500/- for each 30 minutes or part thereof</p>
7.	Cricket Ground	Rs.5000/- per day
8.	Lecture Hall for Examination/answer sheet evaluation etc.	<p><b><u>Room Rent:</u></b> Fixed Charges: Rs.2,000/- per sitting + Rs.500/- per sitting for each 50 candidates or part thereof</p> <p><b><u>Invigilation Charges</u></b> (If required) Rs.500/- per 25 nos. of candidate per sitting</p> <p><b><u>Generator Charges</u></b> (If required) Rs.500/- for each 30 minutes or part thereof</p>
9.	Computer Centre for online Examination	<p><b><u>Room Rent:</u></b> Fixed Charges: Rs.10,000/- per sitting + Rs.100/- per computer per</p> <p><b><u>Invigilation Charges</u></b> (If required) Rs.500/- per 25 nos. of candidate per sitting</p> <p><b><u>Generator Charges</u></b> (If required) Rs.500/- for each 30 minutes or part thereof</p>
10.	Cafeteria	Rs.1,200/- per day
11.	Hall in 1 <sup>st</sup> Floor of Multi Purpose Building* (New Gymkhana Building)	Rs.5000/- per day
12.	Dining Hall of Guest* House (NIFFT NIWAS)	Rs.500/- per occasion (lunch/dinner)
13.	Vacant Quarters*	Monthly license fee of the respective quarter per day
14.	P.G. Guest House	Rs.100/- per bed per day

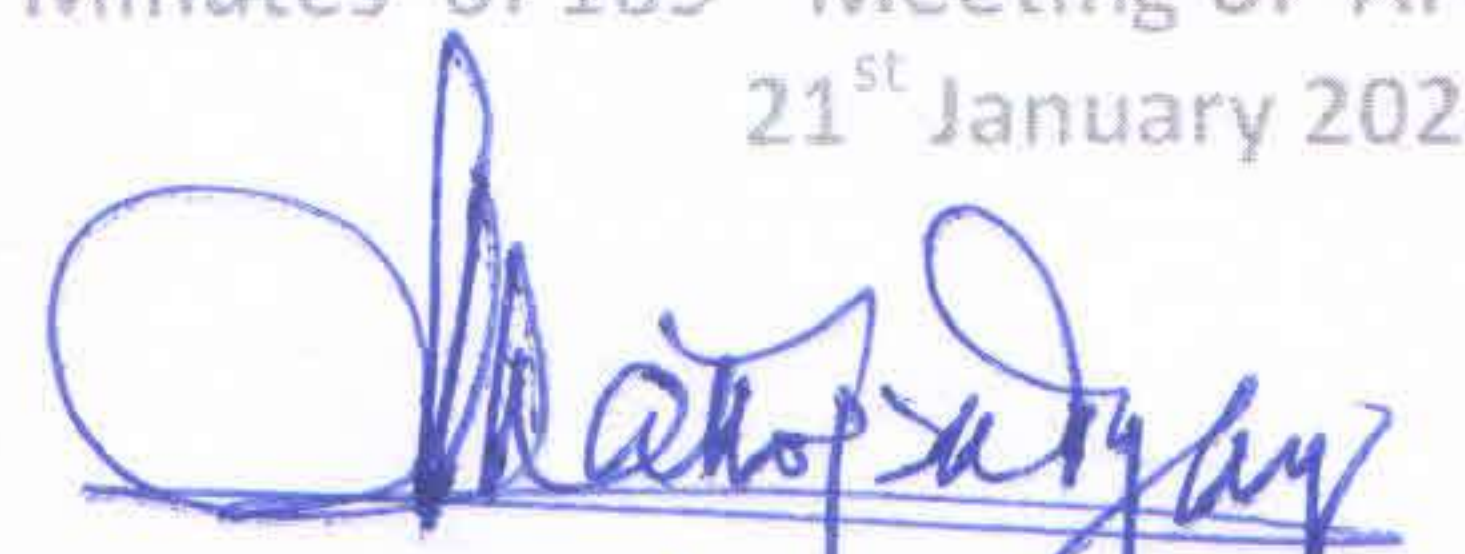
  
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	15.	Guest House (NIFFT NIWAS)	Rs.600/- per room per day
	16.	Shooting of Films in the Campus	Rs.10,000/- per day
	*These facility will be available only for Employees/Ex-employees/Pensioners of the Institute for organizing any social function like marriage, birthday, etc. of their family members or near relatives.		
<b>Resolution</b>	Approved.		

<b>Item No.: 109.AFC.II.5</b>	<b>To consider policy for payment of remuneration to manpower engaged through outsourced agencies</b>
	<p>The Institute is engaging certain manpower through manpower supply agencies. Currently, they are paid at the minimum wage rate as fixed by the Govt. of India. However, the Institute is facing difficulty in getting and/or retaining well qualified/experienced manpower at the minimum wage rate.</p> <p>In order to overcome above difficulty, it is proposed to pay the manpower engaged through manpower supply agencies at a rate higher than the minimum wage rate by increasing the minimum wage by 10% for each completed year of engagement in similar assignment in any IIT/NIT/CFTI/CU or similar Govt. organization subject to satisfactory assessment by a committee constituted by NIFFT and further subject to maximum amount not exceeding the minimum pay [Basic + DA] of Level-1, Level-3, Level-4 and Level-6, respectively for Unskilled, Semi-Skilled, Skilled and Highly Skilled category of persons.</p>
<b>Resolution</b>	Approved and advised the Institute to explore the formalities of hiring agency through GeM.

<b>Item No.: 109.AFC.II.6</b>	<b>To consider status of Progress Report relating to HEFA Projects</b>
	<p>Progress report relating to HEFA project is as follows:-</p> <ul style="list-style-type: none"> <li>• A loan of <b>Rs. 30.82</b> crore was granted under HEFA Project for the following works :-</li> </ul>

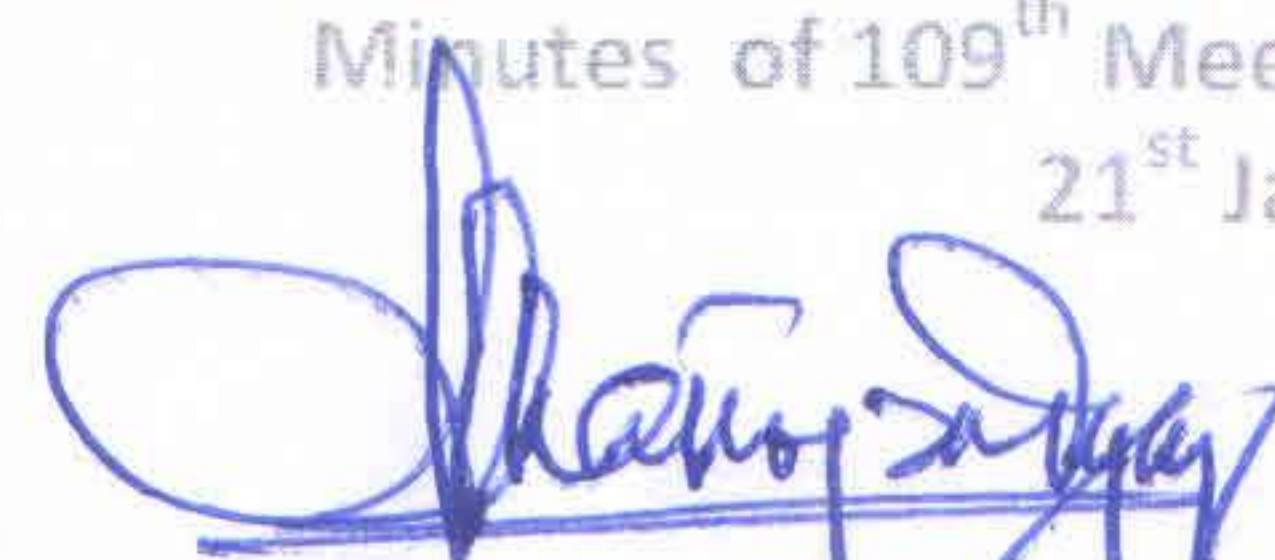
  
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	<p>a) Construction of new Laboratory Building [Rs. 21.35 crore]</p> <p>b) Procurement of equipments [Rs. 6.88 crore]</p> <p>c) Procurement of software [Rs. 2.59 crore]</p> <ul style="list-style-type: none"> <li>• An Agreement with Canara Bank was signed. Thereafter the Institute signed an agreement with CPWD for construction of the Laboratory Building.</li> <li>• The work order for new Laboratory Building was placed with CPWD vide letter no.- NIFFT/Work Order to CPWD/CMC Office/Civil-1/2019-20, dated 13.09.2019.</li> <li>• CPWD has raised demand of 10% of the project cost for payment.</li> <li>• The construction work is expected to start around mid of February 2020.</li> <li>• The Indents for procurement of equipment and software has been received. The Institute will be inviting quotations (Open Tender) shortly.</li> <li>• The software proposed is mostly proprietary in nature and will be procured within March 2020.</li> </ul>
<b>Resolution</b>	Noted.

<b>Item No.: 109.AFC.II.7</b>	<b>To consider status of Progress Report relating to CPWD Projects</b>
	The progress report of various civil and electrical projects under CPWD in Form-65 as on 31.12.2019 is put up as <u>Annexure V</u> .
<b>Resolution</b>	Noted.

<b>Item No.: 109.AFC.II.8</b>	<b>To consider status of Procurement of Equipment and Software from Institute Fund</b>
	<p>Progress report relating to Procurement of Equipments and Software from Institute fund is as follows:-</p> <ul style="list-style-type: none"> <li>• The Institute has received indent from faculty members for procurement of 19 equipments costing around Rs 2.63 crore and of 3 software costing around Rs. 0.64 crore.</li> <li>• The Institute will invite quotations as per procedure given in GFR 2019 to place the Purchase Orders.</li> </ul>

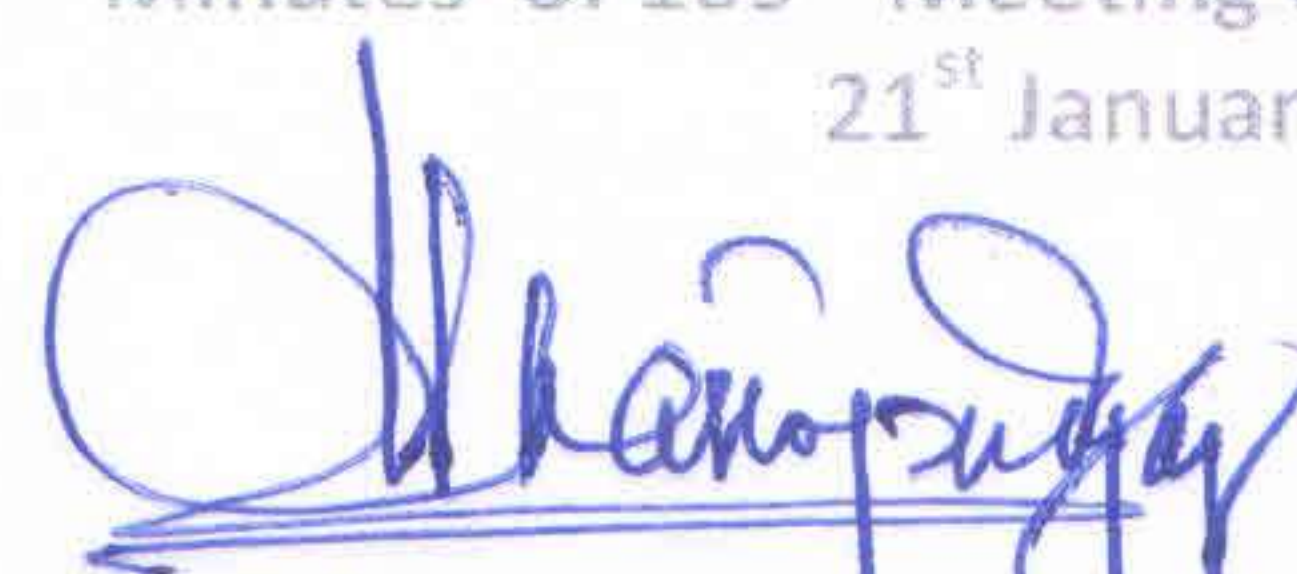
  
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<b>Resolution</b>	The committee advised the Institute to expedite the purchase of softwares, computers and equipments approved in earlier AFC/BoG.
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**III - Any other Item/s with the permission of the Chair.**

Extra Item No.: 109. AFC.III.I	To consider purchase of equipments for various faculty member		
	A number of indents for the purchase of equipments from various faculty members have been received from their departments is given below;		
	1	PM 2.5 Samples	19.00 lakhs
	2	Fume Hood	4.00 lakhs
	3	Portable thermocouple calibrator	1.50 lakhs
	4	Inverted metallurgical microscope with image analysis software	4.50 lakhs
	5	Double Disc Polishing machine	0.75 lakhs
	6	Automatic or Semi Automatic Polishing m/s	7.00 lakhs
	7	Muffle Furnace (1300 <sup>0</sup> -1400 <sup>0</sup> C) High Temperature	3.00 lakhs
	8	Automatic Precision High Speed Saw for all type of material	5.0 lakhs
	9	Computerized Vickers Hardness Tester	0.4 lakhs
	10	Hydraulic press (below 60 ton) for powder compaction	0.3 lakhs
	11	Planetary ball for grinding/alloying	0.6 lakhs
	12	Pin on disc wear m/c	0.5 lakhs
	13	Friction Screw Press 400 tones	24.00 lakhs
	14	Fourier Transform infrared spectrophotometer – ATR (FTIR – ATR)	14.00 lakhs
	15	Thermal Evaporation System	12.00 lakhs
	16	Pin/Ball on Disk High Temp. Rotary Tribometer	27.00 lakhs
	17	Compact Tape casting coater with vacuum chuck and drying option	5.00 lakhs
	18	Bench. Top manual hydraulic press with heated platens	6.50 lakhs
	19	Horizontal box shape high temperature chamber furnace (1450 <sup>0</sup> c)	3.50 lakhs
	20	Low speed diamond saw	3.60 lakhs
	21	Horizontal tubular shape High temperature vacuum furnace (1400 <sup>0</sup> c)	5.00 lakhs
	22	FTIR-MidIR Spectrometer with ATR	14.00 lakhs
	23	Pression LCR meter with Measurement furnace	6.80 lakhs
	24	Ball mill (High Energy)	8.00 lakhs
	25	Potentiostat/Galvanostat	24.00 lakhs
	26	Salt Spary corrosion test chamber	23.00 lakhs
27	Rotary Tribometer	22.00 lakhs	
	Total =	244.95 lakh	
Resolution	Approved.		

  
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<b>Extra Item No.: 109.AFC.III.II</b>	<b>To consider the proposal on financial support for the All India Cultural &amp; Techno Management Fest “JINKS 2020” and “PRANAV 2020”</b>
	<p>Like the previous years, the students of the Institute are poised to organize the All India Cultural &amp; Techno Management Fest “JINKS 2020” and “PRANAV 2020” in the month of February, 2020. The expenditure for organizing the event, as estimated by the Organizing Committee is in the tune of Rs. 29.13 lakh.</p> <p>The Organizing Committee has requested for financial support of Rs.10.84 lakh from the Institute for organizing the event (<b>Annexure-VI</b>). Balance fund will be raised by way of external funding.</p>
<b>Resolution</b>	Approved Rs.8.84 lakh for current year and 2 lakh to make over last year deficit.

<b>Extra Item No.: 109.AFC. III.III</b>	<b>To consider enhancement of fellowship to Ph.D scholars</b>
	<p>MHRD, vide F. No. 15-2/2019-TC, dated 16.07.2019 has notified increase in the rate of monthly fellowship for PhD scholars from existing Rs. 25,000/- and Rs. 28,000/- to Rs. 31,000/- and Rs. 35,000/-, respectively w.e.f 01.01.2019. Copy of the MHRD notification was put up on table.</p>
<b>Resolution</b>	Approved.

<b>Extra Item No.: 109.AFC.III.IV</b>	<b>To consider Separate Audit Report for the year 2018-19</b>
	<p>Separate Audit Report on the Statement of Accounts for the year 2018-19 has been received from the Director General of Audit (Central), Lucknow on behalf of C&amp;AG of India on 24.12.2020. Annual Report for the year 2018-19 incorporating SAR for the year 2018-19 has been printed. Printed copies of same were put up on table.</p> <p>Compliance of the observations made in the Separate Audit Report will be</p>

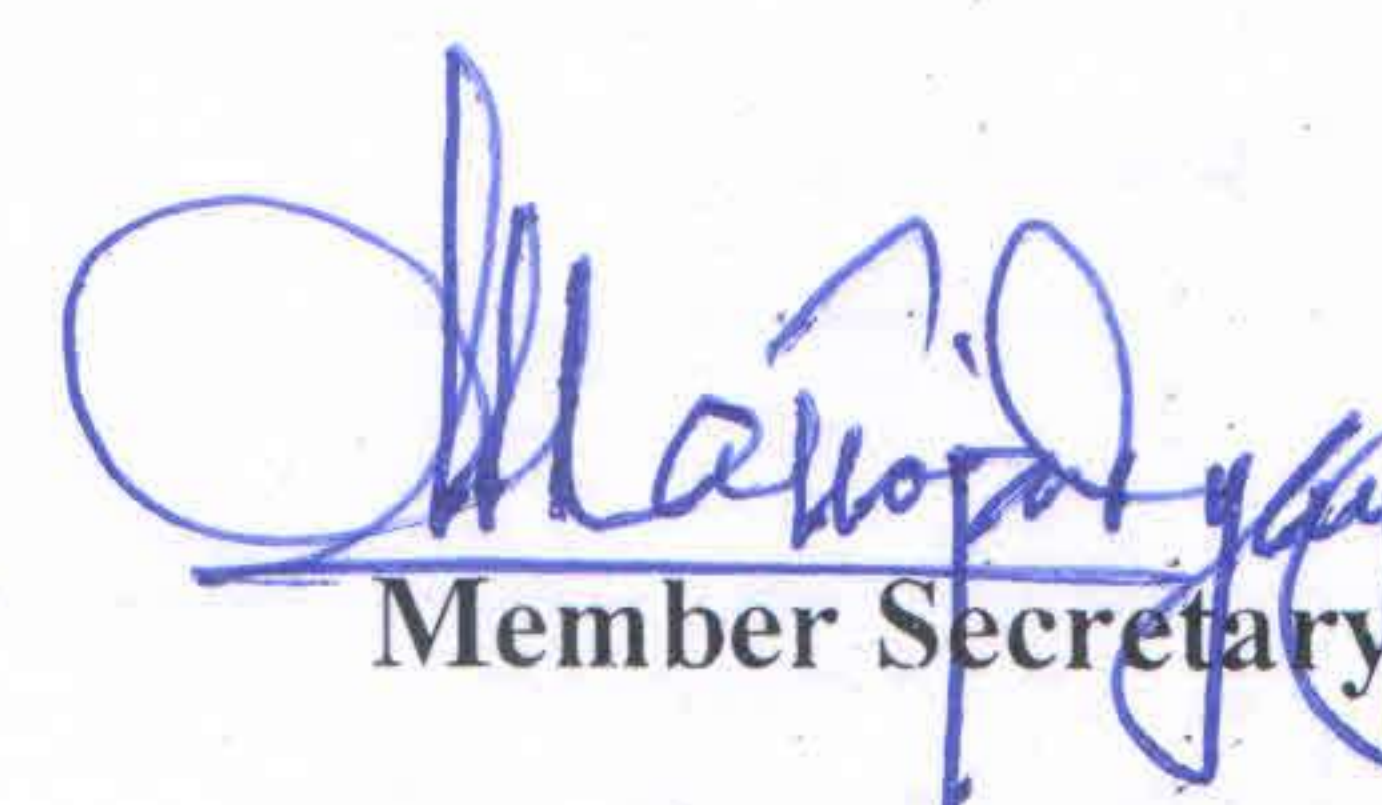


	done at the time of preparation of the Statement of accounts for the current financial year ending on 31.03.2020.
<b>Resolution</b>	Noted.

<b>Extra Item No.: 109.AFC.III.V</b>	<b>To consider payment of actual expenses on travel to external examiners and experts invited for official work to the Institute</b>
	<p>External examiners and experts for various works of the Institute are normally invited from nearby institutes like NIT Rourkela, NIT Jamsedpur, IIT Kharagpur and IIT (ISM) Dhanbad. Though these places are connected by train, the timings are such that the examiners/experts are required to travel during night and/or odd hours to reach the Institute and also go back. Consequently, they either express reluctance to accept our invitation or insist on travel by road so that they can come and return on the same day.</p> <p>In view of above practical situation, it is proposed to pay actual expenses on travel to external examiners and experts invited for official work to the Institute subject to maximum of road mileage or actual expenses, whichever is lower.</p>
<b>Resolution</b>	The Institute was advised to follow the TA rules as per entitlement of the experts/guests.

The meeting was concluded with vote of thanks to the chair at 1:00 pm.

Chairman, BoG

  
Member Secretary