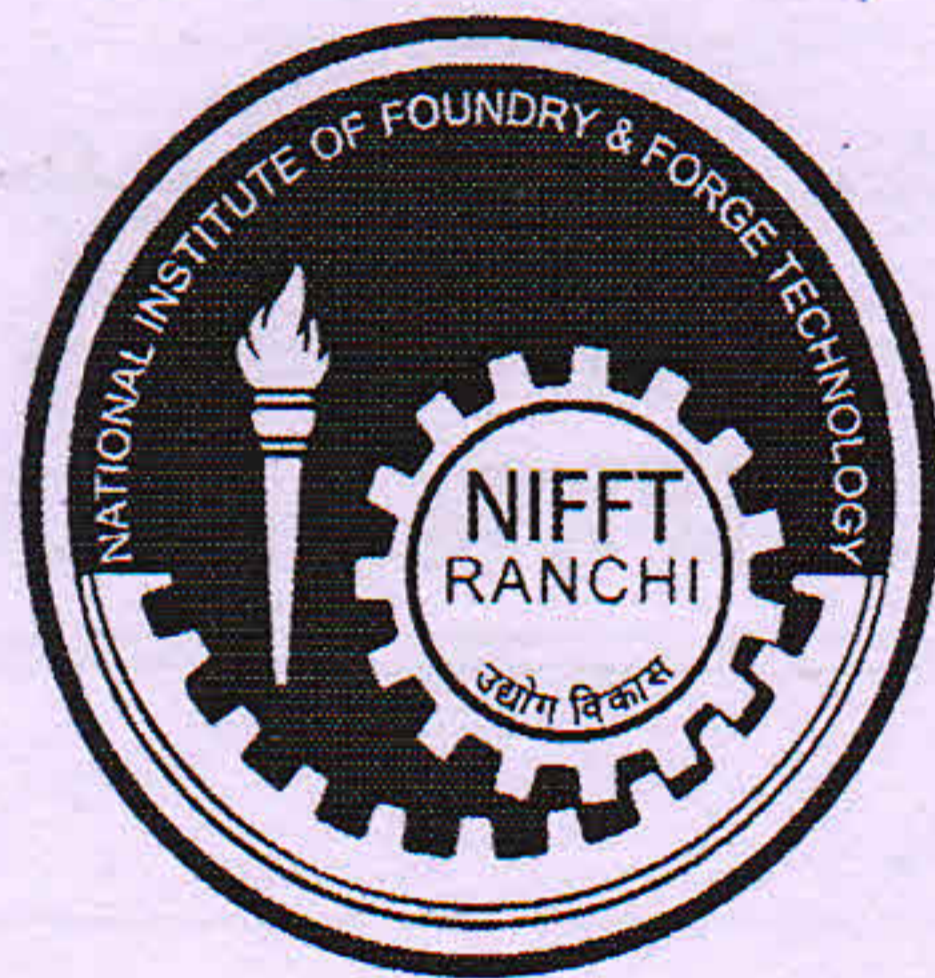


**Minutes of 110th Meeting of the
Administrative and Finance Committee**



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

20th May, 2020 at 02:30 pm

Through: Video Conferencing

Minutes of the 110th Administrative and Finance Committee (AFC)
held on 20th May, 2020 at 02:30 pm

at
NIFFT

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

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

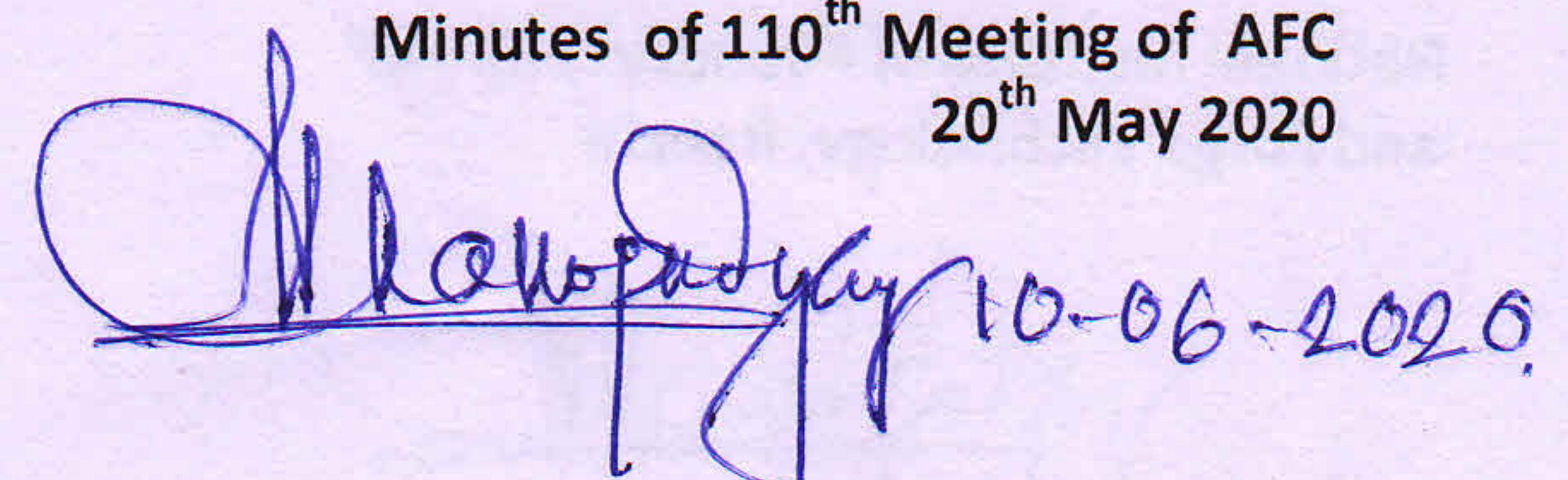
On the direction of the Chairman, AFC, Director NIFFT placed the agenda items in the meeting for discussion and following resolutions were taken.

Item No.: 110.AFC.I.1	To Confirm the minutes of 109th Meeting of Administrative and Finance Committee held on 21.01.2020 at Shastri Bhavan, New Delhi.
	The minutes of 109th Meeting of the Administrative and Finance Committee held on 21.01.2020 at Shastri Bhavan, New Delhi is furnished as Annexure I . The Minutes was circulated among the members of AFC. MHRD in its letter dated 20.02.2020 confirmed the minutes. No specific comment has so far been received from other members.
Resolution	Confirmed.

Item No.: 110.AFC.I.2	Report on Action Taken on the minutes of 109th Meeting of Administrative and Finance Committee Held on 21.01.2020 at Shastri Bhavan, New Delhi.
	Action Taken Report on the minutes of 109th Meeting of Administrative and Finance Committee held on 21.01.2020 at Shastri Bhavan, New Delhi is furnished as Annexure II .
Resolution	Noted.

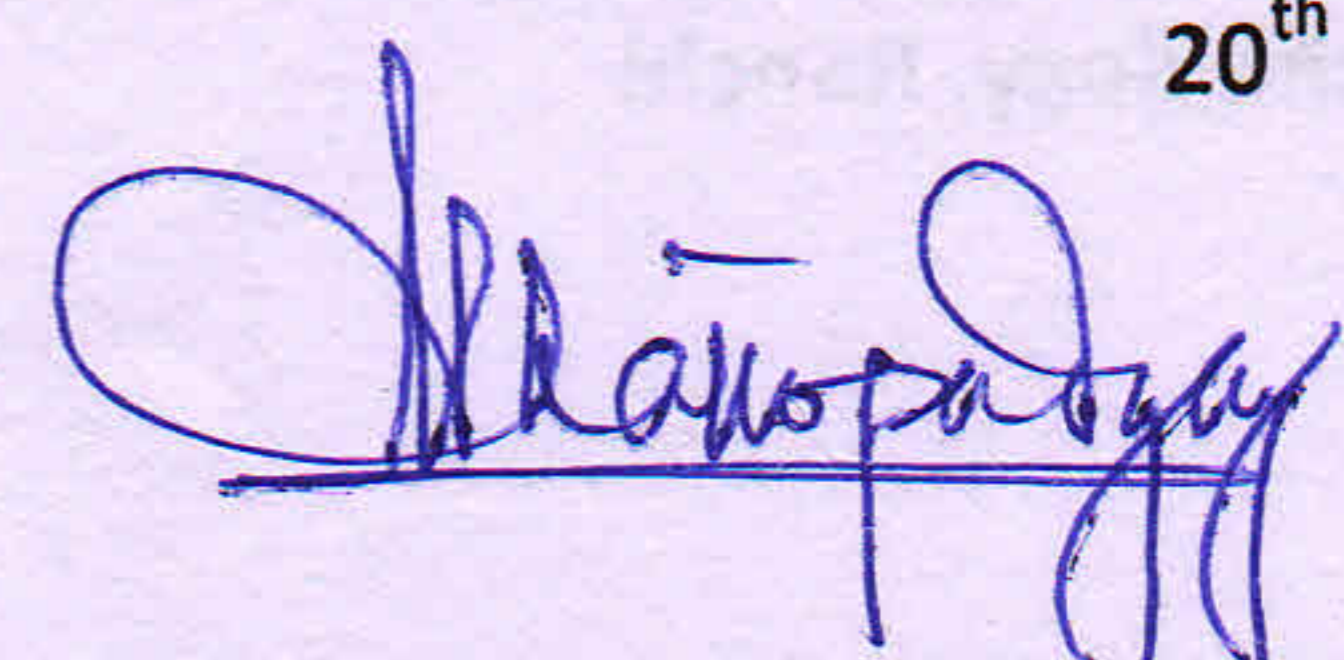
Item No.: 110.AFC.I.3	Report on the Budget Allocation, Grant Released and Expenditure Status as on 31.03.2020
	Report on the Budget Allocation, Grant Released and Expenditure Status as on 31.03.2020 for FY 2019-20) is furnished as Annexure III .
Resolution	Noted.

Item No.: 110.AFC.I.4	Report on the Budget Submitted, Budget Allotted for F.Y 2020-21 and Grant Released for 1st Quarter
	Report on the Budget Submitted and Budget Allotted for F.Y 2020-21 and status of fund availability for 1st Quarter (April – June, 2020) is furnished as Annexure IV .
Resolution	Noted.

 10-06-2020

Item No.: 110.AFC.I.5	<p>To consider status of Progress Report relating to HEFA Projects</p> <p>Progress report relating to HEFA project is as follows:-</p> <p>Construction:</p> <ol style="list-style-type: none"> 1. Work Order has been issued to CPWD for constructions Laboratory Building at a cost of Rs. 21.35 crores. 2. Out of total sanction, Rs. 2,13,45,881/- has been released by HEFA which has been directly deposited in account of CPWD for the above work. 3. Institute has deposited Rs. 1,54,10,000/- in the Escrow Account for Repayment of Principal to HEFA. 4. Institute has paid interest of Rs. 1,59,107/- through Escrow Account for Repayment of and the same amount will be claimed from MHRD. <p>Procurement of Equipments</p> <ol style="list-style-type: none"> 1. Open Tender Enquiry has been released for all the 7 indented equipments at estimated total value of Rs. 7.18 crores as given in Annexure V. 2. Pre-Bid Meeting with the probable vendors has been conducted, and thereafter revised specification has been uploaded in the Institute Website. 3. Last date for submission of bid has been postponed to 01.06.2020 in view of the nationwide lockdown. <p>Procurement of Software</p> <ol style="list-style-type: none"> 1. Single Tender Enquiry was issued for 02 softwares at estimated total value of Rs. 1.30 crores. 2. Bids have been received for all items and total quoted value is Rs. 1.26 crores as given in Annexure V.
Resolution	The AFC appreciated the progress of HEFA projects.

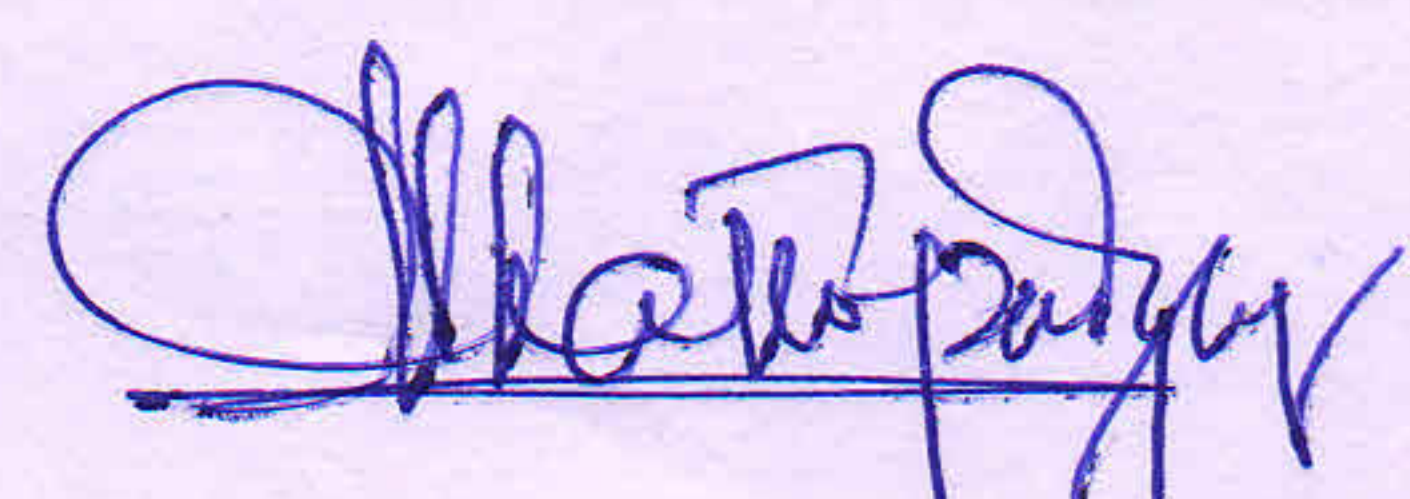
Item No.: 110.AFC.I.6	<p>To consider status of Procurement of Equipment and Software from Capital Grant.</p> <p>Progress report relating to Procurement of Equipments and Software from Institute fund is as follows:-</p> <p>Open Tender Enquiry</p> <ol style="list-style-type: none"> 1. Open Tender Enquiry has been released for 11 indented equipments at estimated total value of Rs. 3.12 crores. 2. Pre-Bid Meeting with the probable vendors has been conducted, and thereafter revised specification has been uploaded in the Institute Website. 3. Last date for submission of bid has been postponed to 01.06.2020 in view of the nationwide lockdown.
------------------------------	--



	<p>Limited Tender Enquiry</p> <ol style="list-style-type: none"> 1. Limited Tender Enquiry has been issued for 29 indented equipments at estimated total value of Rs. 1.81 crores. 2. Last date for submission of bid has been fixed on 10.06.2020 in view of the nationwide lockdown. <p>Single Tender Enquiry</p> <ol style="list-style-type: none"> 3. Single Tender Enquiry was issued for 04 softwares at estimated total value of Rs. 84.48 lakhs. <p>Bids have been received for all items and total quoted value is Rs. 93.74 lakhs.</p>
Resolution	Noted.

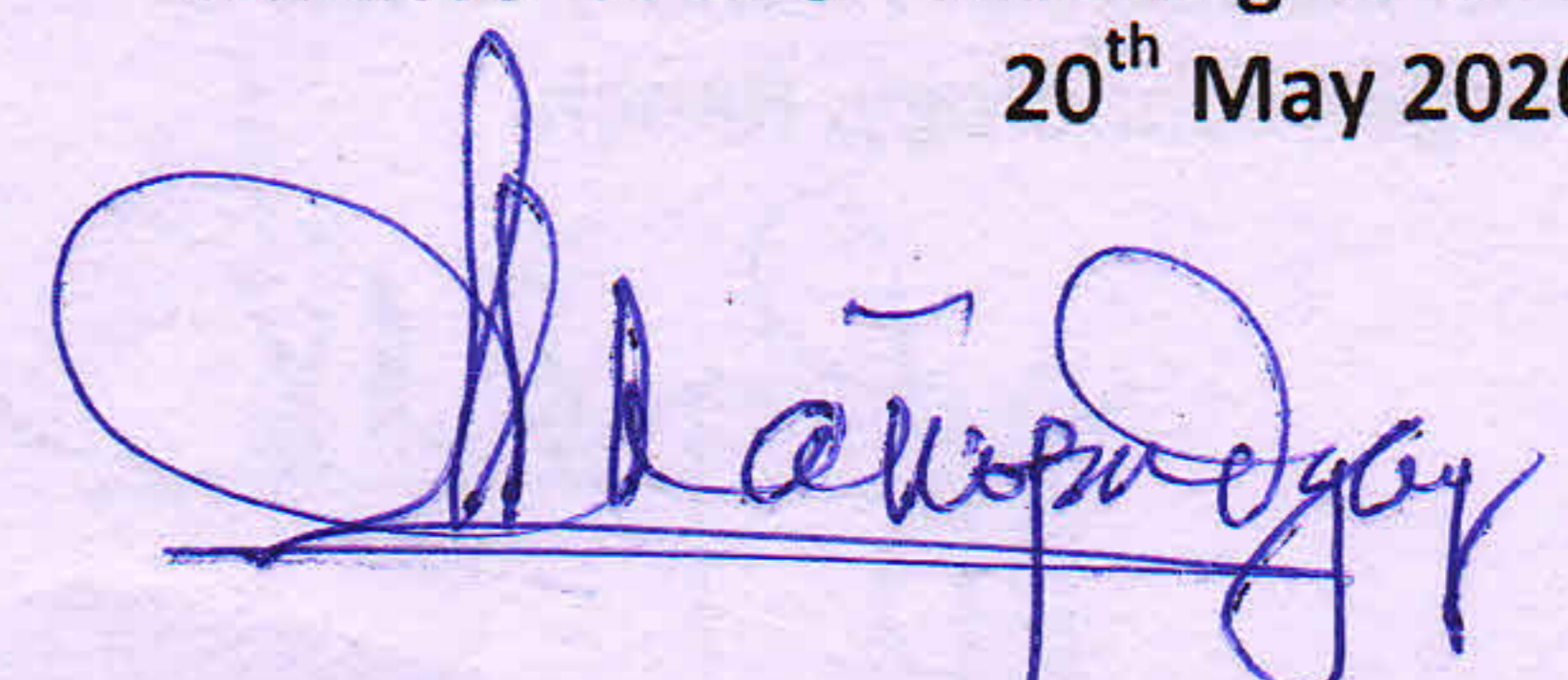
Item No.: 110.AFC.II.1	To consider proposal for purchase of laptops by faculty from their CPDA Fund
	<p>Faculty members felt that a laptop would have helped them to conduct the online classes and preparing the course material during the situations like that of the lockdown period. Besides, there are also other assignments of faculty members which require a laptop.</p> <p>Accordingly, to facilitate the faculty members to carry out the assignments during and beyond office hours, it is proposed to permit them to purchase a laptop from their respective CPDA fund subject to following restrictions:-</p> <ol style="list-style-type: none"> 1. Cost of laptop not to exceed Rs. 50,000/-. 2. It will be permitted only once in the same post.
Resolution	It was informed that the purchase of laptop out of CPDA fund is not permissible; however, it can be purchased by following Govt. guidelines from capital fund of the Institute.

Item No.: 110.AFC.II.2	To consider proposal for procurement of MAGMASOFT Software as suggested by the Expert Committee.
	<p>A meeting was held on 01.12.2019 at NIFFT, in presence of external domain experts, to advice the Institute regarding selection and procurement of different software. For simulation of casting, the committee recommended to procure MAGMASOFT software with five user licence and five years of warranty / AMC.</p> <p>Estimated cost of the software will be around 82.60 lakhs.</p> <p>Recommendation of the committee and indent for the software are given as Annexure VII.</p>
Resolution	Approved.



<p>Item No.: 110.AFC.II.3</p>	<p>To consider proposal for setting up of a gymnasium for the students under Fit India Movement Program.</p> <p>To further fulfill the objectives of the Fit India Movement launched by the Hon'ble Prime Minister of India on 29 August 2019 (National Sports Day) to encourage people of India to remain healthy and fit by including physical activities and sports in their daily lives, the Gymkhana Committee of the Institute has proposed to set up a fully equipped gymnasium for the students in the Multi Purpose Building of the Institute.</p> <p>Estimated cost of buying and installing the equipments and accessories has been estimated with the help of a professional gym trainer and is Rs. 24,40,000/- as given in Annexure VIII.</p>
<p>Resolution</p>	<p>Deferred due to COVID-19 till the situation normalizes.</p>

<p>Item No.: 110.AFC.II.4</p>	<p>To consider constitution of a Committee for managing GPF Fund of the employees</p>
	<p>All employees of the Institute who have joined prior to 1.1.2004 are governed under the CCS (Pension) Rules, 1972 and GPF (Central Services) Rules, 1960. Accordingly, the monthly subscriptions are deducted from such employees and the fund is separately maintained. Currently, all funds are being kept as Term Deposits in the Institute Campus Branch of Canara Bank .</p> <p>The auditors from C&AG have been advising the Institute to invest the GPF fund as per the guidelines issued by the Ministry of Finance vide F. No. 5(88)/2006-PR, dated 14.08.2008.</p> <p>In order to comply the guidelines of Ministry of Finance as advised by the auditors and to take care of the administrative affairs relating to GPF subscription, withdrawal, investment, etc., it is proposed to constitute a Committee as follows:-</p> <ol style="list-style-type: none"> 1. A Professor who is under GPF Scheme – Chairman 2. A faculty who is under GPF Scheme – Member 3. A staff who is under GPF Scheme – Member 4. Head of accounts Section – Member-Secretary <p>Tenure of the first Committee shall be three years and tenure of subsequent committees shall be two years.</p>

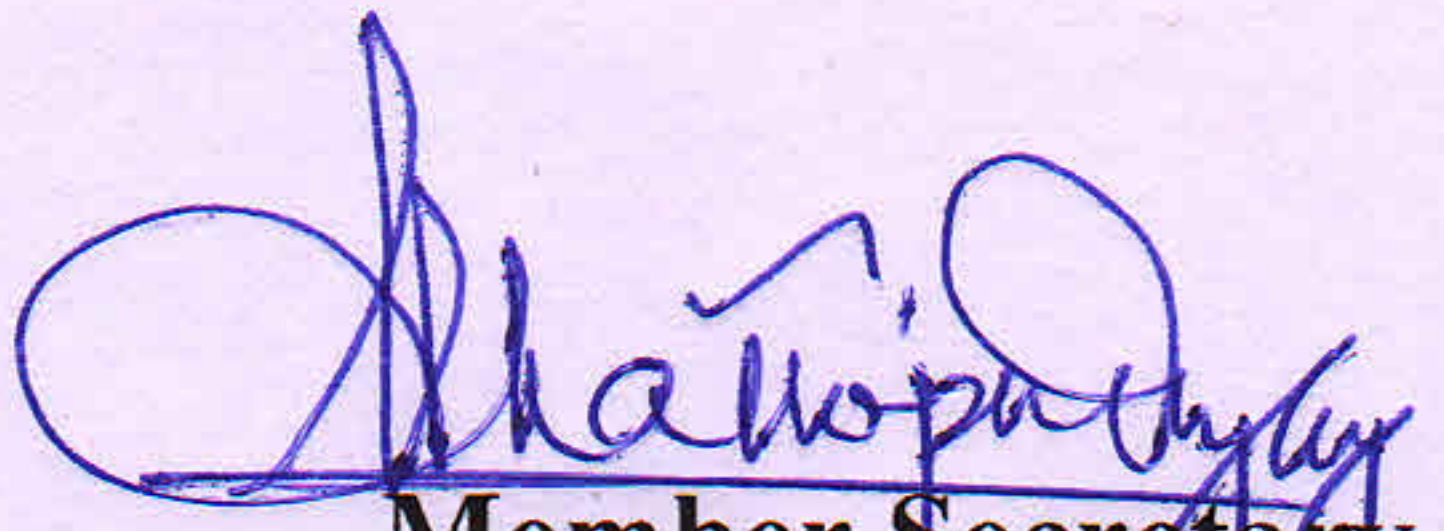


Resolution	<p>Approved.</p> <p>The Institute was asked to clarify whether the Institute had only GPF for all or GFP for few and CPF for others who were appointed prior to 2004, as switching over to GPF from CPF is no longer possible. The Institute informed that all the employees who were recruited before 2004 were/are in GPF scheme only.</p>
-------------------	--

III - Any other Item/s with the permission of the Chair.

Extra Item No.: 110.AFC.III.1	To consider proposal for hiring PR agency
	<p>As per the discussion held in 108th meeting of BoG, and recommendation of high powered committee, the Institute is in the process of revising academic programme in line with modern manufacturing practices. In order to attract interest of best segment of students and their parents, faculty, industries and other employers, it is proposed to hire services of a reputed PR agency. The objective of the services will be:</p> <ol style="list-style-type: none"> 1. To promote to NIFFT Ranchi as a brand to reckon with other technical Institute. 2. To create a USP for NIFFT to differentiate with other Engineering Institutes. 3. To highlight the academic excellence, research and technologies developed. 4. To increase the media presence in target market & industry. 5. To restructure the Institute website to make it more attractive and user friendly. <p>It is proposed that hiring of PR agencies will be done initially for 6 months by following GFR-2017. The estimated cost for such hiring will be around Rs. 30.00 lakhs.</p>
Resolution	Approved in principle. The Institute was, however, advised to consult other CFTIs, who have hired such services, to know the procedure/modalities.

The meeting was concluded with vote of thanks to the chair.


Member Secretary
 10-06-2020

Chairman, BoG