

# **Minutes of 111<sup>th</sup> Meeting of the Administrative and Finance Committee**



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

**27<sup>th</sup> August, 2020**

**Through: Video Conferencing**

Minutes of the 111<sup>th</sup> Administrative and Finance Committee (AFC)  
held on 27<sup>th</sup> August, 2020

The following members were present in the meeting:

1	<b>Shri Sham Arjunwadkar, Chairman, National Centre for Technical Services Institute of Indian Foundrymen, Pune</b>	<b>Chairman</b>
2	<b>Shri Madhu Ranjan Kumar, JS (DI&amp;BP), MHRD</b>	<b>Member</b>
3	<b>Smt. Dharshana M. Dabral, JS &amp; FA, MHRD Attended by Shri Anil Kumar, Director (Finance)</b>	<b>Member</b>
4	<b>Prof. N. K. Singh, Dept. of Forge Technology, NIFFT</b>	<b>Member</b>
5	<b>Prof. P. P. Chattopadhyay, Director, NIFFT</b>	<b>Member Secretary</b>
6	<b>Shri U. C. Prasad, Registrar, NIFFT</b>	<b>Invited Member</b>

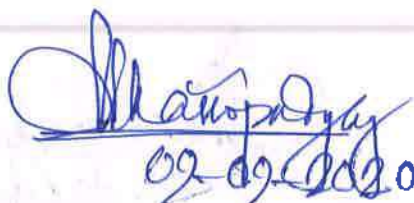
All members were present.

The meeting commenced with a hearty welcome to the members by the Chairman. Director and all members congratulated and welcomed the new Chairman and assured him all possible support and team work for speedy growth and development of the Institute under his esteemed leadership.

Chairman extended a hearty welcome to all the members present on the meeting.

With due permission of the Chairman, Director NIFFT, as Member Secretary of AFC, placed the agenda items in the meeting for discussion and following resolutions were taken.

<b>Item No.: 111.AFC.I.1</b>	<b>To Confirm the minutes of 110<sup>th</sup> Meeting of Administrative and Finance Committee held on 20.05.2020 at NIFFT, Ranchi.</b>
	The minutes of 110th Meeting of the Administrative and Finance Committee held on 20.05.2020 at NIFFT Ranchi, 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.
<b>Resolution</b>	Confirmed.
<b>Item No.: 111.AFC.I.2</b>	<b>Report on Action Taken on the minutes of 110th Meeting of Administrative and Finance Committee held on 20.05.2020 at NIFFT.</b>
	Action Taken Report on the minutes of 110th Meeting of Administrative and Finance Committee held on 20.05.2020 at NIFFT is furnished as Annexure II.
<b>Resolution</b>	Noted.
<b>Item No.: 111.AFC.I.3</b>	<b>Report on the appointment of Professor P. P. Chattopadhyay as Director of the Institute and consideration of his pay fixation and allied financial benefits.</b>
	<p>In pursuance to the Ministry of HRD letter vide F. No. 2-8/2008-TS.VII (Pt. II), dated 01.06.2020 (Annexure III), Hon'ble Chairman, Board of Governors sent the letter of appointment vide no. NIL, dated 29.05.2020 (Annexure IV) to Prof. Partha Pratim Chattopadhyay to join as the Director of the Institute.</p> <p>Prof. Chattopadhyay accepted the offer and took over the charge as Director of the Institute on 11.06.2020 (Annexure V).</p> <p>Based on the provisions under Clause-2 of the offer letter, his basic pay has been fixed at Rs 2,10,000/- p.m with special allowance of Rs. 11,250/-. In addition, he will be paid other allowances as admissible to the regular employees of the Institute from time to time.</p> <p>Since he is on lien/deputation from IEST, Shibpur, Leave Salary Contribution @11% of basic pay in the Institute and Pension Contribution @23% of the last salary drawn in the parent department will be remitted to the his parent organization.</p>
<b>Resolution</b>	Noted.
<b>Item No.: 111.AFC.I.4</b>	<b>Report on the Grant Received, Expenditure Made and Fund Position as on 30/06/2020.</b>
	Report on the Grant Received, Expenditure Made and Fund Position as on 30.06.2020 is furnished as Annexure VI.
<b>Resolution</b>	Noted.
<b>Item No.: 111.AFC.I.5</b>	<b>Progress Report relating to HEFA Projects.</b>
	<b>Financial:</b> 1. Out of total sanction of 21.35 crore for construction work, Rs. 2,13,45,881/- has



	<p>been released by HEFA which has been directly deposited in account of CPWD.</p> <ol style="list-style-type: none"> <li>Institute has deposited two instalments of Rs. 1,54,10,000/- each in the Escrow Account for repayment of principal amount to HEFA.</li> <li>Institute has paid two instalments of interest of Rs. 1,59,107/- and Rs. 4,56,649/- through Escrow Account.</li> </ol> <p><b>Construction:</b></p> <ol style="list-style-type: none"> <li>Constructions work of the Laboratory Building has been started by CPWD from 01/07/2020.</li> </ol> <p><b>Procurement of Equipment:</b></p> <ol style="list-style-type: none"> <li>Open Tender Enquiry has been released for all the 7 indented equipments at estimated total value of Rs. 7.18 crores.</li> <li>Pre-Bid Meeting with the probable vendors has been conducted, and thereafter revised specification has been uploaded in the Institute Website.</li> <li>Last date for submission of bid has been postponed to 05.08.2020 in view of the nationwide lockdown.</li> </ol> <p><b>Procurement of Software:</b></p> <ol style="list-style-type: none"> <li>Single Tender Enquiry was issued for 02 softwares at estimated total value of Rs. 1.30 crores.</li> <li>Bids have been received for all items and total quoted value is Rs. 1.26 crores.</li> <li>PO has been placed for DEFORM software on 20/05/2020 at a value of Rs. 40,71,623/-.</li> </ol> <p>A copy of the Progress Report submitted to the PEC of HEFA is given in Annexure VII.</p>
<b>Resolution</b>	Noted.
<b>Item No.: 111.AFC.I.6</b>	<b>Progress Report on procurement of Equipment, Machineries and Software from Capital Grant.</b>
	<p>Progress report relating to Procurement of Equipments and Software from Capital Grant (OH-35) is as follows:-</p> <p><b>Open Tender Enquiry</b></p> <ol style="list-style-type: none"> <li>Open Tender Enquiry has been released for 11 indented equipments at estimated total value of Rs. 3.12 crores.</li> <li>Pre-Bid Meeting with the probable vendors has been conducted, and thereafter revised specification has been uploaded in the Institute Website.</li> <li>Last date for submission of bid has been postponed to 05.08.2020 in view of the nationwide lockdown.</li> </ol> <p><b>Limited Tender Enquiry</b></p> <ol style="list-style-type: none"> <li>Limited Tender Enquiry has been issued for 29 indented equipments at estimated total value of Rs. 1.81 crores.</li> <li>Last date for Bid submission has been over and Bids received against all the LTE has been opened.</li> <li>Further process is going on.</li> </ol>

  
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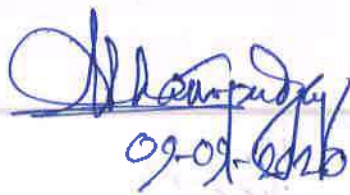
	<b>Single Tender Enquiry</b> 1. Single Tender Enquiry was issued for 04 software at estimated total value of Rs. 84.48 lakhs. 2. PO has been placed for following 03 software:- a. ANSYS – Rs. 21,31,500/- b. MATLAB – Rs. 23,11,313/- c. MINITAB – Rs. 5,35,815/-																																																																																																																																																							
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<b>Item No.: 111.AFC.I.7</b>	<b>Report on engagement of contractual staff and skilled man-power through outsourcing agency.</b>																																																																																																																																																							
	<p>Extended contract period of the previous agency for supply of skilled manpower on daily wage basis expired on 30/06/2020. Subsequently, fresh Work Order has been placed on two agencies by following due process as per GFR 2017.</p> <p>Detailed status of Sanctioned Strength of Non-Teaching Staff, Actual Position of Regular Staff and Deployment of Contractual and Outsourced Staff is given below.</p> <table><tr><th rowspan="2">CATEGORY</th><th rowspan="2">SANCTION</th><th colspan="4">ACTUAL ENGAGEMENT</th><th rowspan="2">VACANCY [EXCESS]</th></tr><tr><th>REGULAR</th><th>CONTRACTUAL</th><th>OUTSOURCED</th><th>TOTAL</th></tr><tr><td colspan="7">Against Posts having Provision for Regular Recruitment as per Draft RR</td></tr><tr><td>Officer [Gr. A]</td><td>11</td><td>08</td><td>00</td><td>00</td><td>08</td><td>03</td></tr><tr><td>Technical Higher</td><td>15</td><td>03</td><td>00</td><td>00</td><td>03</td><td>12</td></tr><tr><td>Technical Lower</td><td>17</td><td>06</td><td>00</td><td>17</td><td>23</td><td>[06]</td></tr><tr><td>Ministerial Higher</td><td>07</td><td>01</td><td>01</td><td>00</td><td>02</td><td>05</td></tr><tr><td>Ministerial Lower</td><td>23</td><td>08</td><td>00</td><td>20</td><td>28</td><td>[05]</td></tr><tr><td>Support/MTS</td><td>21</td><td>13</td><td>00</td><td>06</td><td>19</td><td>02</td></tr><tr><td><b>SUB-TOTAL (1)</b></td><td><b>94</b></td><td><b>39</b></td><td><b>01</b></td><td><b>43</b></td><td><b>83</b></td><td><b>11</b></td></tr><tr><td colspan="7">NOT having Provision for Regular Recruitment as per Draft RR</td></tr><tr><td>Dispensary</td><td>N/A</td><td>N/A</td><td>00</td><td>03</td><td>03</td><td>[03]*</td></tr><tr><td>Security</td><td>N/A</td><td>N/A</td><td>01</td><td>00</td><td>01</td><td>[01]</td></tr><tr><td>Hostel</td><td>N/A</td><td>N/A</td><td>00</td><td>05</td><td>05</td><td>[05]</td></tr><tr><td>Guest House</td><td>N/A</td><td>N/A</td><td>00</td><td>02</td><td>02</td><td>[02]*</td></tr><tr><td>Transportation</td><td>N/A</td><td>N/A</td><td>00</td><td>07</td><td>07</td><td>[07]*</td></tr><tr><td>Horticulture</td><td>N/A</td><td>N/A</td><td>00</td><td>10</td><td>10</td><td>[10]</td></tr><tr><td>Maintenance</td><td>N/A</td><td>N/A</td><td>00</td><td>12</td><td>12</td><td>[12]*</td></tr><tr><td>Placement Cell</td><td>N/A</td><td>N/A</td><td>01</td><td>00</td><td>01</td><td>[01]</td></tr><tr><td>Computer Center</td><td>N/A</td><td>N/A</td><td>02</td><td>01</td><td>03</td><td>[03]</td></tr><tr><td><b>SUB-TOTAL (2)</b></td><td><b>N/A</b></td><td><b>N/A</b></td><td><b>04</b></td><td><b>40</b></td><td><b>44</b></td><td><b>[44]</b></td></tr><tr><td><b>TOTAL (1+2)</b></td><td><b>94</b></td><td><b>N/A</b></td><td><b>05</b></td><td><b>83</b></td><td><b>127</b></td><td><b>[33]</b></td></tr></table>	CATEGORY	SANCTION	ACTUAL ENGAGEMENT				VACANCY [EXCESS]	REGULAR	CONTRACTUAL	OUTSOURCED	TOTAL	Against Posts having Provision for Regular Recruitment as per Draft RR							Officer [Gr. A]	11	08	00	00	08	03	Technical Higher	15	03	00	00	03	12	Technical Lower	17	06	00	17	23	[06]	Ministerial Higher	07	01	01	00	02	05	Ministerial Lower	23	08	00	20	28	[05]	Support/MTS	21	13	00	06	19	02	<b>SUB-TOTAL (1)</b>	<b>94</b>	<b>39</b>	<b>01</b>	<b>43</b>	<b>83</b>	<b>11</b>	NOT having Provision for Regular Recruitment as per Draft RR							Dispensary	N/A	N/A	00	03	03	[03]*	Security	N/A	N/A	01	00	01	[01]	Hostel	N/A	N/A	00	05	05	[05]	Guest House	N/A	N/A	00	02	02	[02]*	Transportation	N/A	N/A	00	07	07	[07]*	Horticulture	N/A	N/A	00	10	10	[10]	Maintenance	N/A	N/A	00	12	12	[12]*	Placement Cell	N/A	N/A	01	00	01	[01]	Computer Center	N/A	N/A	02	01	03	[03]	<b>SUB-TOTAL (2)</b>	<b>N/A</b>	<b>N/A</b>	<b>04</b>	<b>40</b>	<b>44</b>	<b>[44]</b>	<b>TOTAL (1+2)</b>	<b>94</b>	<b>N/A</b>	<b>05</b>	<b>83</b>	<b>127</b>	<b>[33]</b>
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<b>Resolution</b>	The AFC noted the above status and advised to carry out the activities for which regular posts are not available, by outsourcing those activities as service/job contract as per GFR guidelines. However, AFC permitted engagement of 7 numbers of outsourced staff as above in addition to the regular sanction to continue the crucial activities of Dispensary (3 nos.), Placement Cell (1 no.) and Computer Center (3 nos.).																																																																																																																																																							





<b>Item No.:</b> <b>111.AFC.II.1</b>	<b>Statement of Accounts of the Institute for the FY 2019-20.</b>
	The Statement of Accounts of the Institute for the FY 2019-20 including Statement of Accounts of the GPF and TEQIP for the FY 2019-20, duly verified by the internal auditors of the Institute is given in Annexure VIII.
<b>Resolution</b>	Approved. AFC advised the Institute to ensure the following by March 2021:- <ul style="list-style-type: none"> <li>a) Settle the unreconciled entries in Bank Reconciliation Statement.</li> <li>b) Complete takeover of the completed buildings from CPWD.</li> <li>c) Conduct physical verification of assets and stock.</li> <li>d) Settle the long pending advances.</li> </ul>
<b>Item No.:</b> <b>111.AFC.II.2</b>	<b>Fund requirement for initial infrastructure required for starting online PG Certificate course.</b>
	<p>The BOG in its 110<sup>th</sup> meeting approved to start an online Post Graduate Certificate Course in Smart Manufacturing. Accordingly, applications are being invited from enthusiastic applicants and the course is scheduled to commence from 1 September 2020.</p> <p>As has been approved by the BOG, no Course Fee will be charged from the participants of the first batch which has been limited to NIFFT alumni only.</p> <p>In order to run the course, there will be one-time expenditure of Rs. 3.2 lakh for setting up of the minimum infrastructure and Rs. 6.2 lakh revenue expenditure in the first year. Details is given in Annexure IX.</p> <p>The course will be made open to all eligible applicants and be offered in Self Financing mode from second batch onwards.</p>
<b>Resolution</b>	Approved.
<b>Item No.:</b> <b>111.AFC.II.3</b>	<b>Fund requirement for technology migration and extended technical services of existing website.</b>
	<p>The existing website of the Institute was developed by NICS I in the year 2014 with support for one year. There has been no Annual Maintenance Contract (AMC) with NICS I and the website is being managed internally by the Institute there after.</p> <p>In view of recent developments, it is proposed to thoroughly upgrade existing website to match the contemporary and emerging needs.</p> <p>The job will be done through an empanelled vendor of NICS I. Total cost is estimated to be Rs. 13.00 lakh including NICS I Administrative Charge and GST.</p>
<b>Resolution</b>	Approved. The AFC advised to completely re-vamp the Institute website to make it responsive, attractive, dynamic, contemporary, and user friendly.

<b>Item No.:</b> <b>111.AFC.II.4</b>	<b>Fund requirement for setting up of a Multipurpose Integrated Presentation Facility in the Centralized Computer Centre (CCC).</b>
	<p>It is proposed to set up a Multipurpose Integrated Presentation Facility in the Centralized Computer Centre (CCC) to cater the need of the faculty members and students. There is no such facility in the Institute at present.</p> <p>The total estimated amount for setting up of the e-Class Room on turnkey basis will be Rs. 7.00 lakhs including GST. The work will be done by following procedure as per GFR 2017.</p>
<b>Resolution</b>	Approved.
<b>Item No.:</b> <b>111.AFC.II.5</b>	<b>Fund requirement for setting up of e-Class Room at Centralized Computer Center (CCC) for training on various software.</b>
	<p>The Centralized Computer Center (CCC) is equipped with software like MATLAB, ANSYS at present and many such sophisticated software are being procured. Students are trained in these software in the CCC. In order to impart better training, it is proposed to set up a e-Class Room facility within the CCC.</p> <p>The total estimated amount for setting up of the e-Class Room on turnkey basis will be Rs. 5.00 lakhs including GST. The work will be done by following procedure as per GFR 2017.</p>
<b>Resolution</b>	Approved. The AFC advised to fix user charges for use of the e-class room, if it is allowed to be utilized by any outside agency and/or for revenue generation activity.
<b>Item No.:</b> <b>111.AFC.II.6</b>	<b>Additional fund requirement for purchase of Desktop Computers.</b>
	<p>The AFC and BoG in their 101st meeting held on 2017 have approved procurement of 111 Desktop Computers at an estimated value of Rs. 75,48,000/-.</p> <p>Subsequently, order was placed through GeM on 06/03/2020 for 90 computers amounting Rs. 88,82,340/- which exceeded the budget sanctioned in 2017 by Rs. 13,34,340/-. The increase is mainly due to change in dollar value over the period.</p> <p>Erroneously order was placed for i9 processor with 16 GB RAM against i9 processor with 32 GB RAM for the Desktop Computers meant for the faculty members.</p> <p>The OEM has agreed to upgrade the RAM by another 16 GB within two months. Estimated expenses for same will be around Rs. 5.50 lakh.</p> <p>Thus, total additional budget required is Rs. 20.00 lakh apx.</p>
<b>Resolution</b>	Approved.



<b>Item No.: 111.AFC.II.7</b>	<b>Honorarium to Hostel Wardens and other similar Functionaries.</b>																		
	<p>A proposal containing existing rate of honorarium payable to various functionaries of the Institute was placed before the AFC in its 109th meeting and it was advised to resubmit the proposal after collecting information from other CFTIs.</p> <p>Based on information collected from other CFTIs, following is proposed.</p> <table><tr><th>Functionary</th><th>Monthly Honorarium</th></tr><tr><td>Chief Hostel Warden</td><td>3,000/-</td></tr><tr><td>Hostel Wardens</td><td>2,500/-</td></tr><tr><td>In-Charge (Security)*</td><td>2,500/-</td></tr><tr><td>In-Charge (Guest House)*</td><td>2,500/-</td></tr></table> <p>* Faculty/Officer in charge of these services are also required to attend the duties in odd hours and beyond normal working hours like the Hostel Wardens.</p> <p>Since payment of honorarium has been withheld since July 2019, above rates may be made effective from July 2019.</p>				Functionary	Monthly Honorarium	Chief Hostel Warden	3,000/-	Hostel Wardens	2,500/-	In-Charge (Security)*	2,500/-	In-Charge (Guest House)*	2,500/-					
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<b>Resolution</b>	Approved as Special Allowance.																		
<b>Item No.: 111.AFC.II.8</b>	<b>To consider proposal for engagement of Supervisory Level Staff on outsourcing basis through man-power supply agencies.</b>																		
	<p>In view of requirement, certain staff have been engaged by the Institute on contract basis with due approval of AFC/BOG given in different meetings.</p> <p>After due advertisement and selection, initial appointments were made for 6 months which was further extended for another term of 6 months. Fresh appointments were supposed to be made after expiry of 1 year of engagement. However, Owing to difficulties in conducting recruitment process for these contractual posts, another term of 6 months has been extended provisionally for all the staff on the existing terms and conditions.</p> <p>For better legal compliance, it is proposed to engage such supervisory level staff on outsourcing basis through man-power supply agencies discontinuing the practice of engaging on contractual basis directly by the Institute.</p> <p>Consolidated status and proposal is given in Annexure X.</p>																		
<b>Resolution</b>	<p>The Board considered the proposal given in Annexure X and its decision vide <b>Item no. 111.AFC.I.7</b>, and approved as following for engagement supervisory level staff on outsourcing basis from manpower supply agencies.</p> <table><tr><th>Details/Basis</th><th>Nature of Job</th><th>Pay Range</th><th>No. of Posts</th></tr><tr><td>Against Regular Vacancy</td><td>Supervisory job in administration and laboratories</td><td>30,000 to 40,000</td><td>11</td></tr><tr><td rowspan="2">Additional posts as per Item no. 111.AFC.I.7</td><td>Training and placement coordinator</td><td>45,000 to 50,000</td><td>01</td></tr><tr><td>Operation and maintenance of software, hardware and network</td><td>30,000 to 40,000</td><td>02</td></tr></table>				Details/Basis	Nature of Job	Pay Range	No. of Posts	Against Regular Vacancy	Supervisory job in administration and laboratories	30,000 to 40,000	11	Additional posts as per Item no. 111.AFC.I.7	Training and placement coordinator	45,000 to 50,000	01	Operation and maintenance of software, hardware and network	30,000 to 40,000	02
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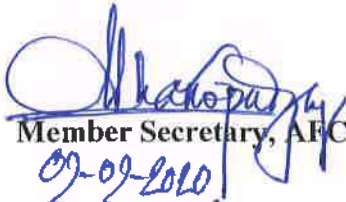
<b>Item No.: 111.AFC.II.9</b>	<b>To consider proposal for provision of telephone facilities and reimbursement to eligible faculty and officers.</b>
	Provision of telephone facilities and reimbursement to officers of Government of India is contained in the Office Memorandum issued by the Ministry of Finance vide F. No. 24(3)/E.Coord/2018, dated 26 March 2020 (copy is given in Annexure XI).  It is proposed to adopt the above provisions and the amendments as may be issued from time to time in this regard for the eligible faculty and officers of the Institute.
<b>Resolution</b>	Approved.
<b>Item No.: 111.AFC.II.10</b>	<b>To consider proposal for procurement of High Voltage Amplifier and High Voltage Interface.</b>
	A proposal has been received from Dr. Partha Sarathi Mondal for procurement of an external High Voltage Amplifier (10 kV) and High Voltage Interface for the Ferroelectric Test System with 100V internal amplifiers (copy given in Annexure XII). The items are proprietary in nature (manufactured by Radiant Technologies, USA) and estimated cost will be around Rs. 17.00 lakh. Purchase will be made following guidelines of GFR 2017.
<b>Resolution</b>	Approved.

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

<b>Extra Item No.: 110.AFC.III.1</b>	<b>To consider proposal for hiring a Project Management Consultant for development of the Foundry Workshop.</b>
	The Foundry Workshop of the Institute needs to be upgraded to match with the contemporary requirement of the Foundry industry as well as to make it a Knowledge Center in the domain of Foundry technology in the country. It is proposed to hire the services of an expert consultant for the above purpose. Broad scope of the consultant will include the following aspects:- <ol style="list-style-type: none"> <li>1. Survey and assessment of existing facilities.</li> <li>2. Finalisation of the facilities to be developed/acquired.</li> <li>3. Identification of sources of supply and accordingly, plan for procurement.</li> <li>4. Procurement and installation of facilities.</li> <li>5. Testing and operationalization of facilities.</li> <li>6. Training of Institute faculty and technical staff.</li> </ol> Estimated overall expenditure for hiring of the consultant is Rs. 10.00 lakh.
<b>Resolution</b>	Approved subject to adherence with the provisions of GFR 2017.

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

Chairman, AFC

  
Member Secretary, AFC  
02-02-2020

