

**Minutes of 114<sup>th</sup> Meeting of the  
Administrative and Finance Committee**



**राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान**  
(पूर्व नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी)  
**हटिया, राँची - 834 003 (झारखण्ड)**

**National Institute of Advanced Manufacturing Technology**  
(Formerly National Institute of Foundry and Forge Technology)  
**Hatia, Ranchi – 834 003 (Jharkhand)**

**11 December 2021 [Saturday] at 04:00 PM**

**Through Video Conferencing**

**National Institute of Advanced Manufacturing Technology  
(Formerly National Institute of Foundry and Forge Technology)**

**Members of the Administrative and Finance Committee**

<b>Chairman</b>		
1	<b>Shri Sham H. Arjunwadkar</b> CEO, Foundry Geometrix and Mentor, NCTS - IIF	<b>Chairman</b>
<b>Representatives from Government of India</b>		
2	<b>Smt.Soumya Gupta, IAS</b> Joint Secretary (Admin.) Ministry of Human Resource Development, Department of Higher Education, Govt.of India <b>Mr.M.M.Singh</b> has attended the meeting.	<b>Member</b>
3	<b>Smt. Darshana M. Dabral</b> JS & FA Ministry of Human Resource Development Department of Higher Education, Govt.of India <b>Mr.Uday Kiran</b> has attended the meeting.	<b>Member</b>
<b>Co-opted members from Faculty</b>		
4	<b>Professor N. K. Singh</b> Dept. of Forge Technology, NIAMT, Ranchi	<b>Member</b>
5	<b>Professor K. K. Singh</b> Dept. of Foundry Technology, NIAMT, Ranchi	<b>Member</b>
<b>Member Secretary</b>		
6	<b>Professor P. P. Chattopadhyay</b> Director, NIAMT, Ranchi	<b>Member Secretary</b>

<b>Invited Members</b>		
<b>Members of the Board of Governors</b>		
<b>Representative of Ministry of Industry Government of India</b>		
1	<b>Mohd. Zakaria Khan Yusufzai</b> Senior Development Officer (Engg.) Department for Promotion of Industry and Internal Trade Ministry of Commerce and Industry	<b>Invited Member</b>
<b>Representative of All India Council for Technical Education</b>		

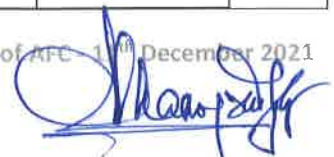


2	<b>Professor M.K. Tiwari</b> Director National Institute of Industrial Engineering, Mumbai Vihar Lake Road, Powai, Mumbai - 400087	<b>Invited Member</b>
<b>Representative of Industries including Public Enterprises</b>		
3	<b>Vacant</b>	<b>Invited Member</b>
4	<b>Vacant</b>	<b>Invited Member</b>
5	<b>Shri Pradeep Goyal,</b> Founder Chairman & Managing Director, Pradeep Metals Limited, Mumbai	<b>Invited Member</b>
6	<b>Shri Sachin B. Sabnis</b> Managing Director Belgaum Ferrocast India Pvt. Ltd (BFPL)	<b>Invited Member</b>
7	<b>Professor Markrand Shrikrishna Kulkarni,</b> Department of Mechanical Engineering, Indian Institute of Technology, Bombay	<b>Invited Member</b>
<b>Representative of Technical Institutes/ Engineering Profession</b>		
8	<b>Professor Pallab Banerji</b> Professor Materials Science Centre Indian Institute of Technology, Kharagpur	<b>Invited Member</b>
9	<b>Professor B. S. Murthy</b> Department of Metallurgical and Materials Engineering NAC Rd, Indian Institute of Technology, Madras	<b>Invited Member</b>
<b>Co-opted members by the Board</b>		
10	<b>Shri Sudhir Mutalik</b> Founder CMD of Positive Metering Pumps (I) Pvt. Ltd.	<b>Invited Member</b>
11	<b>Shri Vikas Khanvelkar</b> Founder CMD – Design Tech Systems Ltd.	<b>Invited Member</b>
<b>Other Invitees</b>		
12	<b>Shri U.C. Prasad</b> Registrar, NIAMT, Ranchi	<b>Invited Member</b>

Leave of absence was granted to Invited members **Professor B. S. Murthy**, Department of Metallurgical and Materials Engineering, NAC Rd, Indian Institute of Technology, Madras, **Shri Vikas Khanvelkar**, Founder CMD – Design Tech Systems Ltd., **Professor Markrand Shrikrishna Kulkarni**, Department of Mechanical Engineering.

Chairman extended a hearty welcome to all the members present on the meeting. With due permission of the Chairman, Director NIAMT, as Member Secretary of AFC, placed the agenda items in the meeting for discussion and following resolutions were taken.

<b>Item No.:</b> <b>114.AFC.I.1</b>	<b>To Confirm the minutes of 113th Meeting of Administrative and Finance Committee held on 15/06/2021 through Video Conferencing.</b>  The draft minutes of the 113th meeting of the AFC held on 15/06/2021 through video conferencing was circulated to all the members. Comments of the MoE was received vide email dated 09/08/2021. No specific comment has so far been received from other members. Final MoM has been approved by the Chairman, BoG vide email dated 17/08/2021.  The minutes of the meeting is furnished as <b>Annexure – I.</b>																														
<b>Resolution</b>	Confirmed																														
<b>Item No.:</b> <b>114.AFC.I.2</b>	<b>Report on Action Taken on the minutes of 113th Meeting of Administrative and Finance Committee held on 15/06/2021 through Video Conferencing.</b>  Action Taken Report on the minutes of 113th Meeting of Administrative and Finance Committee held on 15/06/2021 through Video Conferencing is furnished as Annexure – II.																														
<b>Resolution</b>	Noted																														
<b>Item No.:</b> <b>114.AFC.I.3</b>	<b>Report on the Fund Position as on 30/09/2021 along with Fund Requisition for Quarter-3.</b>																														
	Report on the grant received, expenditure made and fund position as on 30.09.2021, i.e., at the end of Quarter-2 along with requisition of fund for Quarter-3, as sent to MoE, is furnished as Annexure – III.																														
<b>Resolution</b>	AFC noted the fund position and advised the Institute to follow-up with MoE to receive balance fund sanctioned for the year 2021-22.																														
<b>Item No.:</b> <b>114.AFC.I.4</b>	<b>Report on the Revised Estimate for 2021-22 and Budget Estimate for 2022-23 submitted to MoE.</b>																														
	Report on the Revised Estimate for 2021-22 and Budget Estimate for 2022-23 submitted to MoE is given below and details furnished as <b>Annexure – IV.</b> <table border="1" data-bbox="438 1384 1358 2063" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="6" style="text-align: right;">(Rupees in lakh)</th> </tr> <tr> <th>Head</th> <th>Description</th> <th>BE 2021-22</th> <th>Sanction 2021-22</th> <th>RE 2021-22</th> <th>BE 2022-23</th> </tr> </thead> <tbody> <tr> <td>OH-31</td> <td>General (including Pension and Fellowship)</td> <td>1800</td> <td>1650</td> <td>1800</td> <td>2000</td> </tr> <tr> <td>OH-35</td> <td>Capital (including Library)</td> <td>1500</td> <td>0600</td> <td>0800</td> <td>1500</td> </tr> <tr> <td>OH-36</td> <td>Salary (including Terminal Benefits, Allowances, CPDA)</td> <td>1657</td> <td>2400</td> <td>2000</td> <td>2500</td> </tr> </tbody> </table>	(Rupees in lakh)						Head	Description	BE 2021-22	Sanction 2021-22	RE 2021-22	BE 2022-23	OH-31	General (including Pension and Fellowship)	1800	1650	1800	2000	OH-35	Capital (including Library)	1500	0600	0800	1500	OH-36	Salary (including Terminal Benefits, Allowances, CPDA)	1657	2400	2000	2500
(Rupees in lakh)																															
Head	Description	BE 2021-22	Sanction 2021-22	RE 2021-22	BE 2022-23																										
OH-31	General (including Pension and Fellowship)	1800	1650	1800	2000																										
OH-35	Capital (including Library)	1500	0600	0800	1500																										
OH-36	Salary (including Terminal Benefits, Allowances, CPDA)	1657	2400	2000	2500																										



			Total	4957	4650	4600	6000	
Resolution	AFC noted the status and advised the Institute to submit a separate BE for the fund requirement for road-map approved by the BoG in it's 109 <sup>th</sup> meeting (Item No.1.7) dated 21.01.2020.							
<b>Item No.:</b> <b>114.AFC.I.5</b>	<b>Report on audit of annual accounts of 2020-21 by the CAG.</b>							
	Audit of annual accounts of 2020-21 by the C&AG was conducted from 13 <sup>th</sup> to 24 <sup>th</sup> September, 2021. Draft SAR was received vide No. OAD-C/DSAR-NIFFTR/2020-21/103, dated 28/09/2021 and reply to same has been submitted to the C&AG on vide No. NIFFT/FA-29/2020/SAR/252, dated 21/10/2021. Final SAR is awaited as on 15/11/2021. Copy of the reply to the draft SAR is given as <b>Annexure – V</b> .							
Resolution	AFC noted the observations of CAG in the draft SAR and reply furnished against those by the Institute.							
<b>Item No.:</b> <b>114.AFC.I.6</b>	<b>Report on implementation of various OMs issued by DoPT and MoF having financial implication.</b>							
	The Institute has implemented the following OMs issued by DoPT and MoF having financial implication.							
	<b>Details of OMs</b>							
	<b>S.No.</b>	<b>OM No. &amp; Date</b>	<b>Issued by</b>	<b>Subject</b>		<b>MoE Ref.</b>		
	1	1/1/2020-E.II(B), 20 July, 2021	DoE, MoF	Enhancement of DA from 17% to 28% w.e.f 01/07/2021		TS.VII email dated 28/07/2021		
	2	42/7/2021-P&PW(D) 22 July, 2021	DoE, MoF	Enhancement of DR from 17% to 28% w.e.f 01/07/2021		TS.VII email dated 28/07/2021		
	3	1/1/2020-E.II(B), 25 Oct, 2021	DoE, MoF	Enhancement of DA from 28% to 31% w.e.f 01/07/2021		TS.VII email dated 28/10/2021		
	4	42/7/2021-P&PW(D) 27 Oct, 2021	DoE, MoF	Enhancement of DR from 28% to 31% w.e.f 01/07/2021		TS.VII email dated 28/10/2021		
	5	2/5/2017-E.II(B) 07 July, 2017	DoE, MoF	Enhancement of HRA from 16% to 18% w.e.f 01/07/2021		---		
	6	1(3)/EV/2020 26 Aug, 2021	DoE, MoF	Enhancement of Employer's share in		TS.VII email dated		

				NPS from 10% to 14% w.e.f 01/04/2019	21/09/2021
	7	18011/2/2015-Pol.III 29 June, 2020	MoHUA	Revision of flat rate of Licence Fee for Institute Quarters	TS.VII email dated 16/09/2021
Resolution	Noted.				
Item No.: 114.AFC.II.1	<p><b>Proposal of fund requirement of Rs. 1178 lakhs for procurement of equipment and software during 2022-23 and Rs. 52 lakh during 2021-22 from Capital Grant (OH-35).</b></p> <p>Status of procurement of various equipment and software already approved by AFC earlier for procurement during 2021-22, but which are not likely to complete in 2021-22, is given in Table – 1 of Annexure – VI. Procurement of these equipment and software will extend to 2022-23.</p> <p>Further, Indents/Proposals have been received from various faculty members as given in Table – 2A and 2B of Annexure – VI, for procurement/delivery during 2021-22 and 2022-23, respectively. These indents need approval of the AFC for further process.</p> <p>Thus, total requirement of fund for procurement of above equipment and software during 2022-23 and additional requirement for 2021-22 from Capital Grant (OH-35) is Rs. 1178 lakhs (as summarized in Table – 3 of Annexure – VI) and Rs. 52 lakhs, respectively.</p>				
Resolution	AFC approved the proposal and advised the Institute to include the same in BE for 2022-23 to be submitted to MoE in Feb/Mar, 2021.				
Item No.: 114.AFC.II.2	<p><b>Proposal of fund requirement of Rs. 1031 lakhs for construction and capital-maintenance work during the FY 2022-23 from Capital Grant (OH-35).</b></p> <p>The SBC, in its 93rd meeting held on 07/10/2021, have recommended for undertaking the capital-maintenance and construction works listed under Table-A, given below. Further, fund requirement during 2022-23 for construction works already sanctioned by AFC/BOG earlier is given in Table-B, given below. Extract of the MoM of CMC dated 06/08/2021 is given as Annexure – VII and MoM of 93rd SBC is given as Annexure – VIII.</p>				
	<b>Table - A</b>				
	(Rupees in lakh)				
	<b>Name of Work</b>	<b>SBC</b>	<b>Total Cost</b>	<b>During 2022-23</b>	
	Various capital-maintenance works and small constructions as per CMC meeting dated 06/08/2021	93	46.75	46.75	
	Installation of 40 Air Conditioners in Faculty Building including Cabling	93	50.71	50.71	
	Renovation of North Side Laboratory Building	79, 81	66.89	4.73*	



<b>Total</b>		<b>164.35</b>	<b>97.46</b>
--------------	--	---------------	--------------

\* The amount is lying with CPWD as advance for electrical work for the same work.

**Table - B**

(Rupees in lakh)				
Name of Work	AFC	Total Cost	Till 2021-22	During 2022-23
Extension of Nirala Chhatrabas*	108	702	262	440
Extension of Kalpana Chawla Chhatrabas &	108	427	155	272
Construction of Registrar's Residence	108	80	27	53
Construction of Type VIA Apartment*	109	571	85	105
Construction of Type IV Apartment*	109	282	42	52
Renovation of NIFFT Niwas	112	12	--	12
<b>Total</b>		<b>2129</b>	<b>571</b>	<b>934</b>

\*Proposal for additional fund requirement is placed separately.

Resolution

AFC approved the proposal and advised the Institute to include the same in BE for 2022-23 to be submitted to MoE in Feb/Mar, 2021.

**Item No.:**  
**114.AFC.II.3**

**Proposal of fund requirement of Rs. 200 lakhs for Library procurement during the FY 2022-23 from Capital Grant.**

In compliance of the advice of AFC given in the 112th meeting, Budget Estimate of Rs. 200 lakhs have been prepared for library for the year 2022-23 as given below.

(Rupees in lakh)		
Sl. No.	Description/Particulars of Expenses	Amount
1	Recurring Subscription of Online Journals for 2022 [5 subject collection from Elsevier]	120
2	Purchase of a-la-Carte Print Journals till the year 2022	30
3	Purchase of Books and eBooks	50
	<b>TOTAL</b>	<b>200</b>

Resolution

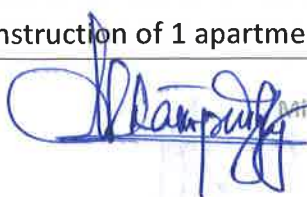
AFC approved the proposal and advised the Institute to include the same in BE for 2022-23 to be submitted to MoE in Feb/Mar, 2021.

**Item No.:**  
**114.AFC.II.4**

**To consider additional budget for projects under CPWD.**

**Case-1**


Estimated amount of Rs. 571 and 282 lakhs were approved by the AFC in its 109th meeting, for construction of 1 apartment block (10 flats) each of type VI-A (E1) and



	<p>type IV (D1) quarters, respectively. However, due to lack of appropriate information with the Institute regarding the floor area of above type of quarters, the same were estimated lower than the actual area as per GoI guidelines while seeking Preliminary Estimate from CPWD.</p> <p>Both the works have been subsequently assigned to CPWD and during preparation of design-drawing, above omission was observed by CPWD officials.</p> <p><b>Case-2</b></p> <p>Estimated amount of Rs. 702 and 472 lakhs were approved by the AFC in its 108th meeting for extension of Nirala Chhatrabas and Kalpana Chawla Chhatrabas, respectively. Construction work has been started for the above works. After completion of the construction, furniture (cot, table, chair, etc.) are required for the students in those new rooms. It is proposed to place order on CPWD to procure the furniture as well as part of the project.</p> <p>In view of above, CPWD has been asked to submit a revised Preliminary Estimate for the above modification/addition, which will be placed <b>on Table</b>.</p>
Resolution	PE from CPWD was not received. AFC approved the proposal in-principle and advised the Institute to seek the PE from CPWD at the earliest and circulate the same to AFC/BOG members for approval by circulation.
Item No.: 114.AFC.II.5	<p><b>To consider financial support for organizing an International Conference by Department of Applied Science and Humanities.</b></p> <p>A proposal for organizing the first International Conference on the series titled "Indian International Conference on Process Intensification in Environmental Engineering" (PIEE-2022) during Jan/Feb, 2022 in online mode has been received from the Department of Applied Science and Humanities.</p> <p>Total estimate expenditure for above is Rs. 1,55,000/-. As the conference is targeted mostly for the benefit of research scholars, estimated registration fee collection would be around 70,000/-. Thus, the department has requested for financial support from the Institute for the balance fund requirement of around Rs. 85,000/-.</p> <p>Proposal of the organizing faculty members duly forwarded by the HOD is placed as Annexure – IX.</p>
Resolution	Approved. AFC advised the Director to further encourage faculty members for similar academic activities to enhance the NIRF ranking of the Institute.
Item No.: 114.AFC.II.6	<p><b>To consider financial support for Covid-19 treatment of an outsourced employee not eligible for ESIC.</b></p> <p>Shri Himansu Kumar Behera, an outsourced employee was working as a Technical Supervisor in the Centralized Computer Center of the Institute. He was advised to</p>



	<p>continue active physical service even during the pandemic as he was engaged in the essential service of maintaining the networking infrastructure of the campus.</p> <p>Unfortunately, he was infected with the Covid-19 virus and on getting serious, he was shifted to JP Hospital, Rourkela and subsequently to AIIMS, Bhubaneswar for better treatment. During his treatment, he has incurred expenditure of Rs. 69,848/- and has requested the Institute for reimbursing the amount as he is not entitled for benefits ESIC. Request of Shri Behera is placed as Annexure – X.</p> <p>His request may be considered sympathetically for reimbursement from IRG of the Institute.</p> <p>It is further proposed to cover all the outsourced personnel engaged by the Institute who are not covered under ESIC, for Medical Insurance for self and dependent family member, for aggregate sum of Rs. 2.00 lakhs, by their employers on reimbursable basis.</p>
Resolution	<p>The instant proposal for reimbursement to Shri Behera was approved to be paid through the agency from IRG of the Institute.</p> <p>The proposal for Medical Insurance coverage of the outsourced employees who are not eligible for coverage under ESIC was approved subject to sharing of the premium in the same ratio as applicable under ESIC.</p>
Item No.: 114.AFC.II.7	<p><b>To consider upgradation of telephone network with SIP Trunk and IPBAX through BSNL.</b></p> <p>The Institute has been using the telephone (PSTN) facility through BSNL network. The existing network is very old leading to frequent disruption of service. Thus, BSNL was contacted to improve/upgrade the facility. They have submitted a proposal (Annexure – XI) for upgradation of the facility with SIP Trunk and IPBAX with DID facility with 50 concurrent channels for the following estimated charges (excluding GST).</p> <p><u>One-time Charges</u></p> <ol style="list-style-type: none"> <li>1. Renovation of existing cabling &amp; instruments – Rs. 2,60,534/-</li> <li>2. Installation and Security Deposit – Rs. 15,000/-</li> </ol> <p><u>Monthly Recurring Charges</u></p> <ol style="list-style-type: none"> <li>1. 40 concurrent channels and 200 DIDs – Rs. 37,300/-</li> <li>2. AMC of cabling &amp; instruments – Rs. 6,210/-</li> <li>3. Call charges beyond free limit of Rs. 32,000/- (as per actuals)</li> </ol>
Resolution	Approved.
Item No.: 114.AFC.II.8	<p><b>To consider delegation of financial power to Director for approving purchase proposals/indents up to Rs. 5.00 lakh.</b></p> <p>The AFC/BOG have approved delegation of financial power to the Director for</p>



	<p>approving work and service proposals/indents up to Rs. 5.00 lakh.</p> <p>To further facilitate the process of procurement of equipment and software by the faculty members, it is proposed to delegate financial power to the Director for approving purchase proposals/indents up to Rs. 5.00 lakh.</p>												
Resolution	<p>Financial power of Director for approving purchase proposals/indents was approved up to Rs. 50.00 lakh.</p> <p>Financial power of Director for approving work and service proposals/indents was enhanced up to Rs. 50.00 lakh. From existing Rs. 5.00 lakh.</p> <p>The Institute was advised to adhere to the GFR-2017 guidelines as amended from time to time in procurement, work and service.</p>												
<b>Extra Item No.: 114.AFC.III.1</b>	<b>To consider proposal for increase in Mess Fee and Hostel Establishment Fee.</b>												
	<p>The Hostel Management Committee, after considering the present situation, has recommended for increase in Mess Fee and Hostel Establishment Fee effective from the next semester, as given below:-</p> <table border="1"> <thead> <tr> <th>Fee</th> <th>Existing</th> <th>Proposed</th> <th>Increase</th> </tr> </thead> <tbody> <tr> <td>Hostel</td> <td>21600</td> <td>22500</td> <td>900</td> </tr> <tr> <td>Establishment</td> <td>3000</td> <td>7500</td> <td>4500</td> </tr> </tbody> </table> <p>The HMC has further proposed the following:-</p> <ol style="list-style-type: none"> <li>1. The menu across all hostel will be same and to be fixed by HMC in consultation with student representatives. The caterers may adopt minimum modification and interchange the menu of one day to another day of the week depending on the circumstances and /or materials availability.</li> <li>2. Taking meal in the hostel mess will be compulsory for all boarders. Exemption may be considered by HMC on special circumstances on merit of the each case. indicative circumstances for consideration of exception may be like admission in hospitals, outside training, etc.</li> <li>3. Both Mess Fees and Establishment Fee will be collected initially along with Admission Fee and subsequently along with Institutional Fees for every semester.</li> </ol> <p>Minutes of the Meeting of the HMC dated 08/12/2021 is given as Annexure.</p>	Fee	Existing	Proposed	Increase	Hostel	21600	22500	900	Establishment	3000	7500	4500
Fee	Existing	Proposed	Increase										
Hostel	21600	22500	900										
Establishment	3000	7500	4500										
Resolution	<p>Approved in view of justification given by the HMC. The Institute was advised to revisit the Fee Structure in regular intervals, preferably before commencement of every academic year for the coming academic year.</p>												

  
 Member Secretary