

**Minutes of 116th 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)**

15th September 2022 [Thursday] at 03:00 PM

Through Video Conferencing/Offline

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

Members of the Administrative and Finance Committee

Chairman		
1.	Shri Sham H. Arjunwadkar CEO, Foundry Geometrix and Mentor, NCTS - IIF	Chairman
Representatives from Government of India		
2.	Shri M. M. Singh , Director,(TS) Representative of Smt.Soumya Gupta, IAS Joint Secretary (Admin.) Ministry of Education, Department of Higher Education, Govt.of India	Member
3.	Shri Anil Kumar , Director, Finance Representative of Ms. Leena Johri AS & FA Ministry of Education Department of Higher Education, Govt.of India (attended the meeting).	Member
Co-opted members from Faculty		
4.	Professor K. K. Singh Dept. of Foundry Technology, NIAMT, Ranchi	Member
5.	Professor R. K. Ohdar Dept. of Forge Technology, NIAMT, Ranchi	Member
Member Secretary		
6.	Professor P. P. Chattopadhyay Director, NIAMT, Ranchi	Member Secretary

Invited Members		
Members of the Board of Governors		
1.	Mohd. Zakaria Khan Yusufzai Senior Development Officer (Engg.) Department for Promotion of Industry and Internal Trade Ministry of Commerce and Industry	Invited Member
2.	Professor M.K. Tiwari Director National Institute of Industrial Engineering, Mumbai Vihar Lake Road, Powai, Mumbai - 400087	Invited Member

3.	Shri Pradeep Goyal, Founder Chairman & Managing Director, Pradeep Metals Limited, Mumbai	Invited Member
4.	Shri Sachin B. Sabnis Managing Director Belgaum Ferrocast India Pvt. Ltd (BFPL)	Invited Member
5.	Professor Markrand Shrikrishna Kulkarni, Department of Mechanical Engineering, Indian Institute of Technology, Bombay	Invited Member
6.	Professor Pallab Banerji Professor Materials Science Centre Indian Institute of Technology, Kharagpur	Invited Member
7.	Professor B. S. Murthy Department of Metallurgical and Materials Engineering NAC Rd, Indian Institute of Technology, Madras	Invited Member
8.	Shri Sudhir Mutalik Founder CMD of Positive Metering Pumps (I) Pvt. Ltd.	Invited Member
9.	Shri Vikas Khanvelkar Founder CMD – Design Tech Systems Ltd.	Invited Member
10.	Shri U.C. Prasad Registrar, NIAMT, Ranchi	Invited Member

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.

Item No.: 116.AFC.I.1	To Confirm the minutes of 115th Meeting of Administrative and Finance Committee held on 07/04/2022 through Video Conferencing.
	The draft minutes of the 115th meeting of the AFC held on 07/04/2022 through video conferencing was circulated to all the members on 18/04/2022. Comments of the MoE was received vide email dated 03/06/2022. No specific comment has been received from other members. Final MoM has been approved by the Chairman, BoG vide email dated 08/06/2022. The minutes of the meeting is furnished as Annexure – I.
Resolution	Confirmed
Item No.: 116.AFC.I.2	Report on Action Taken on the minutes of 115th Meeting of Administrative and Finance Committee held on 07/04/2022 through Video Conferencing.
	Action Taken Report on the minutes of 115th Meeting of Administrative and Finance Committee held on 07/04/2022 through Video Conferencing is furnished as Annexure – II.
Resolution	Noted

 25.09-2022

Item No.: 116.AFC.I.3	Report on the Grant Received, Expenditure Made and Fund Position as on 31/08/2022.																
	<p>Report on the grant received, expenditure made and fund position as on 31/08/2022 is furnished as Annexure – III along with estimated expenditure from 01/09/2022 to 31/03/2023. Summary status (rupees in lakh) is as given below:-</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>OH-31</th> <th>OH-35</th> <th>OH-36</th> </tr> </thead> <tbody> <tr> <td>Current Fund Position</td> <td>134</td> <td>274</td> <td>(-) 86</td> </tr> <tr> <td>Balance Grant Receivable</td> <td>210</td> <td>434</td> <td>2320</td> </tr> <tr> <td>Additional Sanction for Grant Required</td> <td>700</td> <td>300</td> <td>Nil</td> </tr> </tbody> </table>	Particulars	OH-31	OH-35	OH-36	Current Fund Position	134	274	(-) 86	Balance Grant Receivable	210	434	2320	Additional Sanction for Grant Required	700	300	Nil
Particulars	OH-31	OH-35	OH-36														
Current Fund Position	134	274	(-) 86														
Balance Grant Receivable	210	434	2320														
Additional Sanction for Grant Required	700	300	Nil														
Resolution	The Committee noted the fund position and advised the Institute to enclose full justification while sending demand note for fund to Ministry.																
Item No.: 116.AFC.I.4	Report on fund transfer between OH-31/OH-36 and IRG.																
	<p>In view of shortage of fund in OH-31 (General Head) during June, 2022, an amount of Rs. 0.50 crore was transferred from the OH-36 (Salary Head) to OH-31 on 30/06/2022 for making payment of unavoidable operation expenses like electricity, outsourced manpower, security, etc.</p> <p>After receipt of grant from the MoE for OH-31, the above amount was transferred back to OH-36 on 12/07/2022.</p> <p>Further, in view of shortage of fund in both OH-31 (General Head) and OH-36 (Salary Head) during August, 2022, an amount of Rs. 1.50 crore each was transferred from the IRG fund on 18/08/2022 for payment of Salary for August and payment of unavoidable operation expenses like electricity, outsourced manpower, security, etc.</p> <p>After receipt of grant from the MoE for OH-31, the above amount was transferred back to IRG on 31/08/2022. However, due to insufficient fund in OH-36, the above amount will be transferred after receipt of further grant from the MoE for OH- OH-36.</p>																
Resolution	<p>The Committee advised the Institute that inter-transfer of funds between different heads like OH-35, OH-36 and OH-31 is not to be resorted. The Institute is advised to keep the expenditure within the budgetary framework. In case of delay in receipt of remittance, IRG can be utilized in case of emergency.</p> <p>The Institute is further advised to send clarification on transfer of fund as per the agenda to the MoE.</p>																
Item No.: 116.AFC.I.5	Report on the implementation of various OMs issued by DoPT and MoF having financial implications.																

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27-09-2022

The Institute has implemented the following OMs issued by MoE, DoPT, DoPPW and DoE having financial implication.

Details of OMs

S.No.	OM No. & Date	Issued by	Subject	MoE Ref.
1	1/2/2022-E-II(B), 31/03/2022	DoE, MoF	DA @ 34% effective from 01/01/2022	06/04/2022
2	42/07/2021- P&PW(D), 21/10/2021	DoPPW, MoPPGP	DR @ 31% effective from 01/07/2021	05/05/2022
3	42/07/2022- P&PW(D), 05/04/2022	DoPPW, MoPPGP	DR @ 34% effective from 01/01/2022	10/05/2022
4	7-1/2019-TS.IV, 24/06/2022	DoHE, MoE	Extension of Payments of Gratuity Act, 1972 to the NPS employees	27/06/2022

Resolution

Noted

Item No.:
116.AFC.II.1

Annual Accounts of the Institute for FY 2021-22.

Annual Accounts of the Institute for the year 2021-22 was prepared by the Accounts Section and the same has been audited by the CA firm engaged by the Institute as Internal Auditors. In order to adhere to the timeline for submission of Annual Reports to the MoE, the Annual Accounts have been submitted to the Office of the PDA (Central), Lucknow for audit. Audit has been started from 19/08/2022. However, the Separate Audit Report (SAR) of the C&AG will be issued by them only after receipt of the approval of the AFC and BOG of the Institute.

Scanned copy (audited by internal auditor) of the Annual Accounts of the Institute for the year 2021-22 is given as Annexure – IV.

Resolution

Noted.

Item No.:
116.AFC.II.2

Proposal for procurement of equipment and software during 2022-23 from Capital Grant (OH-35) (Additional List – 2).

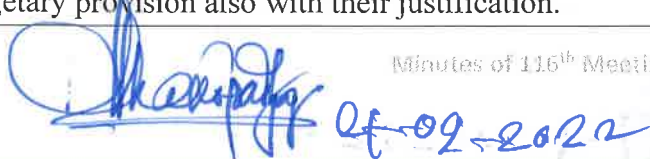
Proposal for total requirement of fund of Rs. 1178 lakhs for procurement of equipment and software during 2022-23 from Capital Grant (OH-35) was approved by the AFC and BOG in the 114th meeting held on 11/12/2021.

Proposal for additional requirement of fund of Rs. 566 lakhs for procurement of equipment and software, and Rs. 111 lakh for procurement of 120 desktop PCs during 2022-23 from Capital Grant (OH-35) was approved by the AFC and BOG in the 115th meeting held on 07/04/2022.

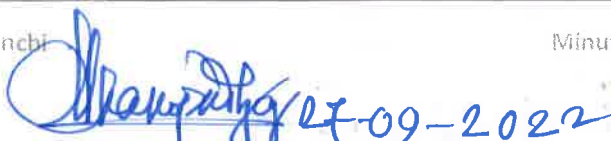
Few more indents have been received subsequently amounting to total value of Rs. 736 lakhs requiring sanction of AFC/BOG. Additional List of the equipment and software is given as Annexure – V.

Resolution

The Institute is advised to prioritize the purchase of equipment within the available budgetary provision also with their justification.

 09-09-2022

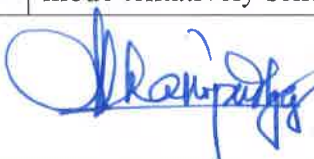
Item No.: 116.AFC.II.3	Minutes of 95th SBC meeting and proposal for new works recommended by SBC to be undertaken during 2022-23 (Additional List – 2)
<p>Based on the recommendation of SBC, in its 93rd meeting held on 07/10/2021, proposal for total requirement of fund of Rs. 1031 lakhs for construction and/or capital-maintenance works from Capital Grant (OH-35) was approved by the AFC and BOG in the 114th meeting held on 11/12/2021.</p> <p>Proposal for additional requirement of fund of Rs. 119 lakhs for construction and/or capital-maintenance works from Capital Grant (OH-35) was approved by the AFC and BOG in the 115th meeting held on 07/04/2022.</p> <p>95th meeting of the SBC is scheduled on 06/09/2022. Recommendation of SBC for approval of Additional List of works to be undertaken during 2022-23 will be placed on table as Annexure - VI.</p>	
Item No. 95.I-1	To confirm the minutes of 94th meeting of Standing Building Committee (SBC) held on 25th March, 2022 at 3.00 PM through Online meeting at NIFFT, Ranchi.
	The minutes of the 94 th meeting of the SBC is placed as (Copy attached in Annexure -I).
Resolution	The Committee confirmed the minutes of the 94 th meeting of the Standing Building Committee.
Item No. 95.I-2	To report on the action taken on the minutes of the of 94th meeting of Standing Building Committee (SBC) held on 25th March, 2022 at 3.00 PM through Online meeting at NIFFT, Ranchi.
	The action taken report on the minutes of the 94 th meeting of Standing Building Committee (SBC) held on 25 th March, 2022 at 3.00 PM through Online meeting at NIFFT, Ranchi.
Resolution	The committee noted action taken report on 94 th meeting of Standing Building Committee.
Item No. 95.II-1	To consider report of IIT Delhi on demolition/renovation of old abandoned buildings.
Resolution	The committee agreed report submitted by IIT, Delhi & resolved to demolish the old Gymkhana Building, Old Post Office Building, Old Security Booth, and initiate rehabilitation process for south laboratory block as per the report.
Item No. 95.II-2	To consider report of the expert regarding the renovation of B-Type of quarters in the Institute.
Resolution	The advice of experts for restoration of B-Type quarters with possible intervention may be followed.
Item No. 95.II- 3	To consider the report of experts on Preliminary estimate submitted by CPWD for construction of E-1 Type (Type -VI) quarters.
Resolution	The committee went through the reply of CPWD submitted on the queries raised in the report submitted by the experts. The Committee resolved the followings.

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 04-09-2022

		<ol style="list-style-type: none"> 1. CPWD may be asked to submit a comparative statement of cost of major items of estimates submitted in 1990 & 2021, so that escalation in estimate is evident and justified. 2. The CPWD may be asked to submit govt. direction for facility for disable person in new constructions. 3. Separate estimate may be sought for E-1 (Type-VI) quarters and covered garages. 4. As per the resolution of 94th meetings of SBC, CPWD may inform plinth area of E-1 (Type-VI) quarters as per Govt. regulation.
	Item No. 95.II- 4	To consider the report of experts on Preliminary estimate submitted by CPWD for construction of D Type (Type -IV) quarters.
	Resolution	<p>The committee went through the reply of CPWD submitted on the query raised on the report submitted by the experts. The Committee resolved the followings;</p> <ol style="list-style-type: none"> 1. CPWD may be asked to submit a comparative statement of cost of major items of estimates submitted in 1990 & 2021, so that escalation in estimate is evident and justified. 2. The CPWD may be asked to submit govt. direction for facility for disable person in new constructions. 3. As per the resolution of 94th meetings of SBC, CPWD may inform plinth area of E-1 (Type-VI) quarters as per Govt. regulation.
	Item No. 95.III-1	Monthly expenditure statement. (a) Work executed by CPWD (Civil). (b) Work executed by CPWD (Electrical).
	Resolution	The Committee noted the work executed by CPWD and Institute departmentally.
	Extra Item No. 95.IV.1	An agenda regarding electrical work of new laboratory building was discussed with permission of the chair.
	Resolution	After discussion it was resolve that CPWD will be asked to submit calculation of work load, maximum demand, average load etc. for the new laboratory building to arrive at optimum electrical load for the building.
	Extra Item No. 95.IV.2	An agenda regarding the issue of severe seepage in Nirala Chatrawas was also came for discussion with permission of the chair.
	Resolution	The Committee resolved that CPWD may be asked to take up the work on priority basis and complete before new batch of student are admitted.
Resolution	The Committee approved resolution adopted by 95 th SBC in Agenda 95.II-1 & 95.II.2. The Committee noted rest of the resolution adopted by 95 th SBC.	


Shankar Prasad 27-09-2022

<p>Item No.: 116.AFC.II.4</p>	<p>Proposal for fixation of remuneration and other entitlements of outsourced personnel engaged by the Institute on monthly basis through agencies.</p> <p>It was advised by the AFC/BOG in the 111th meeting held on 27/08/2020 to keep the number of the outsourced personnel engaged by the Institute within the number of vacancies against sanctioned posts and to outsource rest of the activities as job contract.</p> <p>The Committee constituted for same have submitted their recommendation regarding qualification, remuneration and other entitlements of the outsourced personnel to be engaged by the Institute on monthly basis through agencies. Recommendation of the Committee is given as Annexure – VII.</p> <p>Salient points of the recommendation are given below:-</p> <ol style="list-style-type: none"> Engagement of supervisory level outsourced personnel in three pay ranges and other outsourced personnel on fixed monthly remuneration basis in four levels. Payment of statutory liabilities like EPF, ESIC, Gratuity etc. to be made as per rule and up to the limit fixed under respective Acts/Rules. Grant of leave of half-day per completed fortnight without carry forward or encashment.
<p>Resolution</p>	<p>The Committee advised the Institute to expedite the recruitment of Non-Teaching Staff on priority basis as soon as the Institute receives the Recruitment Rule. The Committee advised the Institute to continue the existing practice.</p>
<p>Item No.: 116.AFC.II.5</p>	<p>Proposal for Medical Policy for the Students.</p> <p>A Committee was constituted by the Institute for formulation of a Medical Policy for the students of the Institute. Recommendation of the Committee has been received and is given as Annexure – VIII.</p> <p>Salient features of the proposed policy is as given below:-</p> <ol style="list-style-type: none"> OPD treatment will be given in Institute Health Center and, also referred to Ispat Hospital of MECON Ltd. (a PSU) under the continuous MoU with them. A Group Mediclaim Policy will be taken for IPD treatment. Total cost of expenditure on OPD treatment and value of Mediclaim Policy will be recovered as Medical Fee in two installments along with Admission/Semester Fees. Medical Fees will be reviewed annually before commencement of next academic session.
<p>Resolution</p>	<p>Approved, subject to the condition that the installment of Mediclaim policy should be borne by students as semester fee and no financial burden should be on the Institute.</p>
<p>Item No.: 116.AFC.II.6</p>	<p>Proposal for financial assistance of Rs. 5.00 lakh from Institute Fund for organizing an International Conference.</p> <p>A proposal has been received from the Department of Metallurgical and materials Engineering for organizing a three-day International Conference on “21st Century Materials and Challenges: Engineering, Economy and Environment” in hybrid mode tentatively scheduled in last week of February 2023.</p>

 27-09-2022

	and registration fees and thus have requested for financial assistance of Rs. 5.00 lakh from the Institute Fund. Proposal of the HOD (MME) is given as Annexure – IX.
Resolution	Approved

The Meeting ended with a vote of thanks to the chair.


Member Secretary, AFC
27-09-2022

