Minutes of the

100th Meeting of the

Administrative and Finance Committee

held on

Wednesday, 31st August, 2016

at

09:30 a.m.

Venue : Board Room,
IIT Delhi

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

Minutes of the meeting of 100th Administrative and Finance Committee (AFC) held on 31.08.2016 (Wednesday) at 09.30 A.M. in the Board Room, IIT Delhi.

The following were present:

1	**Shri Sandeep Gupta,** Chairman, BoG, 48, Morar Enclave Colony, Gola Ka Mandir, Gwalior (M.P.)	**Chairman**
4.	**Prof. P. Talukdar** Department of Forge Technology, NIFFT, Hatia, Ranchi -3	**Member**
5.	**Prof. P. P. Chattopadhyay,** **Director** NIFFT, Hatia, Ranchi-834003	**Member Secretary**

Dr.N.K.Singh, Professor-in-charge, Administration, participated in the meeting as a Special Invitee. The representatives from MHRD were granted leave of absence. The comments received from the Under Secretary, Finance, MHRD was placed in the meeting.

The meeting commenced with the warm welcome of the members by the Chairman. Subsequently, the Chairman entrusted the Member Secretary to continue the proceeding. Accordingly, the Agenda Items were deliberated upon as following: -

Item No. I-1 **To confirm the minutes of the 99th meeting of the Administrative and Finance Committee held on 14th January, 2016 at the Board Room, NIFFT**

The minutes of the 99th meeting of the Administrative and Finance Committee were confirmed since no comment was received from the members of AFC on circulation of the minutes.

Item No. I-2 **To report on the action taken on the minutes of the 99th meeting of the Administrative and Finance Committee held on 14th January, 2016 at the Board Room, NIFFT**

The action taken report was noted by the members.

Item No. II-1 **To consider and approve the minutes of the 82nd meeting of the Standing Building Committee**

The AFC approved the 82nd SBC minutes except **Item No. 82.II-7 (Allocation of a piece of land (60x60m^2) for construction of 33 KVA Sub-station in NIFFT Campus).**

The AFC recorded that the amount of Rs. 15,00,000.00 earmarked by the SBC for installation of 300 chairs was considered in the 82nd SBC meeting outside the scope of agenda (Item No. 82.II-3). The AFC advised the Institute to consider the same in the next SBC under the properly presented agenda item supported with the necessary estimate.

The AFC also advised the Institute to present proper action taken report in the subsequent SBC meetings.

04-10-16

Item No. II-2 **To consider and approve the Annual Accounts of the Institute for the financial year 2015-16**

Approved.

The AFC resolved the following:

(i) Procurement of tickets is to be done online. Institute may provide necessary support to the employees in this regard.

(ii) Deposits of the Institute fund should be operated more efficiently by maintaining minimum amount in the saving account for day to day work.

(iii) The Registrar of Institute shall be a member of AFC. In his absence Deputy Registrar will be present in the meeting.

The AFC advised the Institute to enhance the efficiency of the Accounts section.

The members also felt that representation of Ministry (Department of Higher Education and Finance) is very helpful for taking decision on financial issues. The AFC advised the Director to obtain the opinion of the Government representatives regarding their availability in the process of scheduling the subsequent meetings.

Item No. II-3 **To consider and approve the Revised Budget for the financial year 2016-17**

Approved.

Item No. II-4 **To consider and approve extension of Tally Data Entry Operator on Contract basis**

The AFC approved the contractual appointment of the Tally Data Entry Operator for nine months and not to place the request for further extension of the same person in future.

Item No. II-5 **To consider writing-off and disposal of Obsolete and Unusable Equipments**

The AFC advised the Institute to conduct the process of write off/disposal of equipment with the committee constituted by Prof. O. N. Mohanty and Prof. S. N. Ojha. The AFC also advised the institute to conduct the process of writing-off and disposal of Obsolete and Unusable Equipments in accordance with the comments received from the Under Secretary, Finance, MHRD (Vide letter No. 1-7/2013-IFD dated 30th August,2016) on the agenda

Item No. II-6 **To consider the revised Proposal on Hostel Management Council**

The AFC advised the Institute to include the information regarding structure and operation of the proposed council vis-à-vis the structure of similar council in other NITs, in a tabular form in the proposal, and to place the same in the next AFC.

04-10-16

Item No. II-7

To consider the revised proposal on revision of Honorarium to the Deans and Associate Deans of the Institute

The AFC advised the Institute to implement the proposal in accordance with the comments received from the Under Secretary, Finance, MHRD (Vide letter No. 1-7/2013-IFD dated 30th August,2016) on the agenda.

Item No. II-8

To consider the opening of a savings bank account in the State Bank of India/HDFC Bank for online transactions including fee collection, ticketing, etc.

Approved.

Item No. II-9

To consider the appointment of Adv. Rajiv Shankar Dvivedi as Standing Counsel of the Institute in the Hon'ble Supreme Court of India

The AFC advised the Institute to furnish the procedure being followed in similar Institutes under MHRD for appointment of Advocate and to place it in the next AFC with an updated proposal.

Item No. II-10

Approval for additional budget pertaining to invitation of speakers from abroad and proposed visit of Honourable President of India for the inauguration of the International Conference as a part of the Golden Jubilee Celebrations of the Institute

The AFC advised the Institute to find the existing practices, regarding similar cases, in other institutes under MHRD and to place the same in the next AFC.

Item No. II-11

Approval for budget allotment of Rs. 2.74 Crore for Institute Library for the FY 2016-17

The AFC advised the Institute to revise the proposal in accordance with the comments received from the Under Secretary, Finance, MHRD (Vide letter No. 1-7/2013-IFD dated 30th August, 2016) on the agenda and to place the revised proposal in the next AFC meeting furnishing the expenditure during last financial year in all categories with justification.

Item No. III-1

To report on the implementation of payment of Pension for Pre-2006 pensioners wef 01st January, 2006 and the payment of resultant arrears, thereon

Noted.
The AFC advised the Institute to implement the same in accordance with the comments received from the Under Secretary, Finance, MHRD (Vide letter No. 1-7/2013-IFD dated 30th August, 2016).

04-10-16

Item No. III-2 **To report on the status regarding the procurement of equipment for various departments through tender / EoI / CSIR-CMERI, Durgapur**

Noted.
The AFC advised the Institute to follow the CVC and other related guidelines in implementation of the procurement process.
Regarding the proposed Budgetary Estimate obtained from CSIR-CMERI Durgapur, the AFC advised the Institute to provide justification for procurement of the equipments from CSIR-CMERI Durgapur and to furnish the detail of such assignments undertaken by CMERI earlier in institutes under MHRD and to present the same in next AFC.

Item No. III-3 **Report of C&AG of India in reference to Transaction Audit for FY 2013-14 & 2014-15**

The agenda was discussed in detail. The Institute was advised to present the compliance in tabular form with appropriate justification.

The meeting ended with the vote of thanks to the Chair.

04-10-16
(Member Secretary)

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