



*National Institute of Foundry and Forge Technology, Hatia Ranchi*

**Minutes of the  
101<sup>st</sup> Meeting of the  
ADMINISTRATIVE AND FINANCE COMMITTEE**

**Date: 16<sup>th</sup> February, 2017**

**Time: 09:30 AM**

Venue

**Board Room  
IIT, Delhi**



**National Institute of Foundry and Forge Technology**

Hatia, Ranchi – 834 003, Jharkhand



**Minutes of the meeting of 101<sup>st</sup> Administrative and Finance Committee (AFC) held on 16.02.2017 (Thursday) at 09.30 A.M. in the Board Room, IIT Delhi.**

**The following were present:**

<b>1</b>	<b>Shri Sandeep Gupta,</b> Chairman, BoG, 48, Morar Enclave Colony, Gola Ka Mandir, Gwalior (M.P.)	<b>Chairman</b>
<b>2.</b>	<b>Shri Pandey Pradeep Kumar</b> Under Secretary M.H.R.D., Department of Higher Education Technical Section –IV, Govt. of India, Shastri Bhavan, New Delhi – 110115.	<b>MHRD Representative</b>
<b>3.</b>	<b>Prof. S.B.Kumar</b> Department of MME NIFFT, Hatia, Ranchi-3	<b>Member</b>
<b>4.</b>	<b>Prof. P. Talukdar</b> Department of Forge Technology, NIFFT, Hatia, Ranchi -3	<b>Member</b>
<b>5.</b>	<b>S.S.Akhtar</b> Deputy Registrar NIFFT, Hatia, Ranchi-3	<b>Member</b>
<b>6.</b>	<b>Prof. P. P. Chattopadhyay,</b> <b>Director</b> NIFFT, Hatia, Ranchi-834003	<b>Member Secretary</b>

**Dr. N. K. Singh**, Professor-in-charge, Administration, participated in the meeting as a Special Invitee.

At the outset, the comments received from the Under Secretary, Finance, MHRD was placed in the meeting.

The meeting commenced with the warm welcome by the Chairman to Prof. S. B. Kumar who joined the AFC as a member and other members. 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 100<sup>th</sup> meeting of the Administrative and Finance Committee held on 31<sup>st</sup> August, 2016 at IIT, Delhi**

The minutes of the 100<sup>th</sup> Meeting of the Administrative and Finance Committee held on 31<sup>st</sup> August, 2016 at IIT, Delhi is furnished at **Annexure ‘I’**. No comments have been received from members.

**Resolution:** *The minute of 100<sup>th</sup> meeting of Administrative and Finance Committee is considered to be confirmed, since no comments were received from the member of AFC on circulation of the minutes.*



**Item No. I-2**

**Action taken on the minutes of the 100<sup>th</sup> meeting of the Administrative and Finance Committee held on 31<sup>st</sup> August, 2016 at IIT, Delhi**

Report concerning the action taken on the minutes of the 100<sup>th</sup> meeting of the Administrative and Finance Committee held on 31<sup>st</sup> August, 2016 at IIT, Delhi is furnished at **Annexure 'II'**.

**Resolution:** *The action taken report was noted by the members.*

*The AFC advised that specifications related to ERP and Campus Networking should be generic in nature.*

**Item No. I- 3  
(Ref. Item  
No. 100.III-2)**

**Status regarding the procurement of equipment for the department of ME. through tender.**

In view of the resolution of the AFC for Item No. 100.III-3 regarding the procurement of various equipment for the departments of Foundry Technology and Manufacturing Engineering, the matter for the said procurement was submitted before the Tender Committee which resolved to place the Purchase Order following the **Purchase Rules** of the Institute. The details are placed as **Annexure 'III'**.

**Resolution:** *Noted.*

**Item No. I-4  
(Ref. Item No.  
99.II-2)**

**Refund of outstanding from the Income Tax department**

The Institute wrote to the Deputy Commissioner, Income Tax (TDS) vide letter No. NIFFT/Accounts/ dated 28.10.2016 regarding refund of income tax (TDS) outstanding since 01.04.2006 till date. However, the department of Income Tax (TDS) replied that there is no refund due against the Institute.

**Resolution:** *The AFC directed the Institute to furnish the complete statement of the deduction and the date, concerning the excess amount paid, to the Income Tax Department.*

**Item No. II-1**

**To consider and approve the minutes of the 83<sup>rd</sup> meeting of the Standing Building Committee held on 06<sup>th</sup> February, 2017 at Board Room, NIFFT**

The minutes of the meeting shall be placed on table as **Annexure 'IV'** for consideration and approval.

**Resolution:** *Approved.*

*The AFC advised the Institute to ensure the circulation of the minutes of SBC meeting to all the members of AFC at least 15 days earlier to the schedule of AFC meeting.*



**Item No. II-2 Annual Report and Audit Report of the Institute for the FY 2015-16**

The Annual Report of the Institute and the Audit Report on the Annual Accounts of the Institute for the financial year 2015-16 shall be placed on table as **Annexure 'VA' and 'VB'**, respectively for the approval of AFC.

**Resolution:** *Noted with the following comments/advice:*

*The AFC expressed serious concern on the delay in refund of the due amount from EdCIL despite the series of reminders from the Institute. The AFC advised the Institute to write to EDCIL intimating the concern and to request the Ministry seeking the support for materializing the payment from EdCIL.*

*The AFC advised the Institute to maintain the hard copy of the account closing report duly signed by the Competent Authority.*

*The AFC advised the Institute to settle the F.L.C on the basis of physical verification.*

*The AFC also directed to complete the entry in Fixed Asset Register by 30<sup>th</sup> April, 2017.*

*The AFC further advised to approach the Ministry for early release of plan fund mentioning the committed expenditure to be incurred during the current financial year.*

**Item No. II-3 To consider and approve the Annual Budget of the Institute for the financial year 2017-18**

The Annual Budget of the Institute for the financial year 2017-18 is placed as [Annexure 'VI'](#).

**Resolution:** *The AFC approved the budget.*

**Item No. II-4 To consider the proposal on financial support for the All India Cultural & Techno Management Fest "JINKS 17" and "PRANAV 17"**

The students of the Institute are poised to organize the All India Cultural and Techno Management Fest "JINKS 17" and "PRANAV 17" in the month of February, 2017. The expenditure for organizing the event, as estimated by the Organizing Committee is in the tune of Rs. 18.65 lakh.

The Students Gymkhana Committee has requested for a financial support of Rs. 09 lakh from the Institute for organizing the event ([Annexure 'VII'](#)). The detailed proposal shall be placed on the table.

**Resolution:** *The AFC approved an amount of Rs. 8.5 Lakh for the said purpose.*



**Item No. II-5 Purchase of Desktop Computers for Academic and Administrative Offices**

The Institute plans to procure Desktop Computers for all the Academic and Administrative Offices so that the research and office work can proceed smoothly. A proposal for the purchase of Desktop Computers for the Academic and Administrative Offices is placed at [Annexure 'VIII'](#). It is proposed to place the order for the said procurement through Government E-Marketplace (GeM).

**Resolution:** The AFC advised the institute to place the issue before BoG for considering the technical aspects.

**Item No. II-6 Purchase of Furniture for relocated and newly created Offices and departments**

In order to create the space for various departments and to provide offices for the department and faculty members, the Institute is in the process of relocating the existing offices and departments. In order to make the relocated and newly created offices and departments functional, there is a need to purchase furniture for these offices and departments. A tentative amount of Rs. 10 Lakh may be approved for the purpose. It is proposed to place the order for the said procurement through Government E-Marketplace (GeM).

**Resolution:** The AFC directed to place the estimate before SBC for consideration and to place the same before the next AFC.

**Item No. II-7 To consider for authorizing the Director to approve the procurement of equipment upto an amount of Rs. 05,00,000/= (Rupees Five Lakh Only)**

In order to expedite the purchase of equipment required for various undergraduate and postgraduate laboratories being established / renovated, it is proposed that the Director may be authorized to approve the procurement of individual equipment upto an amount of Rs. 05,00,000/= (Rupees Five Lakh Only).

**Resolution:** AFC advised the Institute to place the agenda in the BoG meeting for consideration.

**Item No. II-8 To consider the revised Proposal on Hostel Management Council**

In pursuance with the resolution adopted in the 99<sup>th</sup> meeting of the AFC vide item No. II-8, various references regarding the constitution of Hostel Management Council were reviewed which are [NIT Rourkela](#), [IIT Bombay](#), [NERIST](#), [MNNIT Allahabad](#), [IIT Delhi](#), [NIT Trichy](#), [NIT Goa](#), etc.

Keeping the above references in view, the revised proposal on the Constitution of the Hostel Management Council prepared by the Hostel Committee is placed at [Annexure 'IX'](#).

**Resolution:** AFC advised the Institute to place the agenda in the BoG meeting for consideration.



**Item No. II-9 To consider the nomination of Adv. Rajiv Shankar Divedi as Standing Counsel of the Institute in the Hon'ble Supreme Court of India and Rationalization of fee for Standing Counsel / Institute Retainer at Hon'ble Supreme Court of India and High Court of Jharkhand**

In pursuance with the resolution adopted in the 99<sup>th</sup> meeting of the AFC vide item No. II-8 where 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, the letter of Ministry of Law & Justice, GoI regarding the revised rates for the Central Govt. Counsel is placed at [Annexure 'X'](#). However, an amount of [Rs. 1,92,500/= \(Rupees One Lakh Ninety Two Thousand Five Hundred Only\)](#) for the services received from Adv. Rajiv Shankar Divedi till 22<sup>nd</sup> February, 2016 is being paid.

**Resolution:** AFC resolved that such payment is to be made as per Government of India rule.

**Item No. II-10 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 30<sup>th</sup> 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. The justification submitted by the Sr. Librarian is placed at [Annexure 'XI'](#).

**Resolution:** AFC approved the payment of Rs. 44.00 lakhs for procurement of e-journal for the period 2016-17.

The AFC also approved Rs. 1.64 Crores as budget for the library for the FY 2017-18.

**Item No. II-11 To report about the status regarding the procurement of equipment for various departments through tender/EoI/CSIR-CMERI, Durgapur**

In pursuance with the resolution for Item No. 100.III-2 regarding the proposed budgetary estimate obtained from CSIR-CMERI, Durgapur, the details of such assignments undertaken by CMERI earlier in Institutes under MHRD are placed at [Annexure 'XII'](#).

**Resolution:** AFC advised the Institute to place the agenda in the BoG meeting for consideration.



**Item No. II-12 Career Progression Scheme for Deputy Registrar/Senior Medical Officer/Assistant Registrar**

In view of MHRD letter F. No.19-26/2008-Desk(U) dated 07.05.2014, the placement of Dy. Registrar in PB4 with the GP of 8700 and re-designation as Joint Registrar, may be considered for implementation. Similarly, Asst. Registrar may be allowed the placement in PB3 with the GP of 6600 on completion of Five years as Assistant Registrar in PB3 with the GP of 5400.

In consonance with the Dynamic Assured Career Progression (DACP) Scheme i/r/o Medical and Dental Doctors in the Central Government / Officers of Central Health Service (CHS), it is proposed that SMO may be allowed the Career Progression, accordingly.

**Resolution:** AFC advised to process the matter as per communication received from MHRD dated 15<sup>th</sup> February, 2017.

**Item No. III Any other items permitted by the Chair**

**Item No. III-1 Revision of approved Budget for Networking in the Campus**

Vide Item No. 93-III.4 of the 93rd meeting of the AFC held on 11th Jan., 2014, approval in principle was granted by the AFC for Office Automation (Rs. 04 Crore) and Campus Wise Networking (Rs. 02 Crore) subject to negotiation with BSNL/NIC/EdCIL.

However, after detailed deliberations, it has been found that the budget allocated for the said Campus Wide Networking needs to be re-appropriated to Rs. 04 Crore. A fresh proposal in this respect submitted by the Centralised Computer Committee (CCC) is placed on the table.

**Resolution:** AFC directed to place the revised estimate in the next AFC meeting for consideration.

**Item No. III-2 Revision of consolidated salary for contractual posts**

The Institute has invited applications for the following Contractual posts: -

Sl.	Post	No.	Monthly Emoluments (Rs.)	
			Present	Proposed
1	Consultant Electrical	01	35,000/=+Conveyance	<u>35,000/=+Conveyance</u>
2	Junior Consultant Civil	01	Negotiable	<u>25,000/=</u>
3	System Administrator	01	25,000/=	<u>35,000/=</u>
4	System Analyst	01	25,000/=	<u>35,000/=</u>
5	Placement Advisor	01	45,000/=	<u>45,000/=+Conveyance</u>

In order to invite and retain qualified candidates, it is proposed that the consolidated salary for these contractual posts may be revised.



National Institute of Foundry and Forge Technology, Hatia Ranchi

**Resolution:** *Noted. The AFC approved the enhancement of consolidated salary for the contractual post of System Administrator and System Analyst from Rs.25000/- to Rs. 28000/-.*

**Item No. III-3 Authorized Signatory for Students' Gymkhana Club S/B A/c**

The Chairman, Students' Gymkhana Club proposed that the Chairman and the members of the Students' Gymkhana Committee may be authorised to sign the documents for transaction through the Students' Gymkhana Club S/B A/c bank.

As opined by the Internal Auditor, the matter is placed for the **consideration and approval of the AFC.**

**Resolution:** *AFC advised the Institute to conduct the process as per the rule.*

**Item No. III-IV Conduct of Online Recruitment Test for Non-teaching posts by NIT Rourkela**

The Institute advertised vacancies for non-teaching posts vide Advt. No. NIFFT/ESTT./NT POSTS/MAY 2014 dated May 2014 against which more than 10,000 applications were received by the Institute. In order to complete the recruitment process, it is proposed to conduct an Online Recruitment Test for these posts.

NIT Rourkela has agreed to the conduct the said Online Recruitment Test for the advertised posts with a financial implication of Rs. 7,50,000/= (Rupees Seven Lakh Fifty Thousand Only).

**Resolution:** *AFC approved an amount of Rs. 7.5 lakh for conducting the non-faculty recruitment.*

**(Member Secretary)**