

**Minutes of 113th Meeting of the
Administrative and Finance Committee**



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

**15th June 2021 [Tuesday] at 03:00 PM
Through Video Conferencing**

National Institute of Foundry and Forge Technology, Ranchi

Members of the Administrative and Finance Committee


1	Shri Sham H. Arjunwadkar CEO, Foundry Geometrix and Mentor, NCTS - IIF	Chairman
2	Shri Madhu Ranjan Kumar JS (DI&BP), MoE	Member
3	Shri Uday Kiran, Under Secretary (Finance) Representative of Smt. Dharshana M. Dabral JS & FA, MoE	Member
4.	Professor N. K. Singh Dept. of Forge, NIFFT, Ranchi	Member
5.	Professor K. K. Singh Dept. of Foundry, NIFFT, Ranchi	Member
6	Mohd. Zakaria Khan Yusufzai Senior Development Officer (Engg.) Department for Promotion of Industry and Internal Trade Ministry of Commerce and Industry	Invited BoG Member
7	Shri Pradeep Goyal, Founder Chairman & Managing Director, Pradeep Metals Limited, Mumbai	Invited BoG Member
8	Shri Sachin B. Sabnis Managing Director Belgaum Ferrocast India Pvt. Ltd (BFPL)	Invited BoG Member
9	Shri Sudhir Mutalik Founder CMD of Positive Metering Pumps (I) Pvt. Ltd.	Invited BoG Member
10	Shri U. C. Prasad Registrar, NIFFT, Ranchi	Invited Member
11	Prof. P. P. Chattopadhyay Director, NIFFT, Ranchi	Member Secretary

All members were present.

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.


21-06-2021

Item No.: 113.AFC.I.1	To Confirm the minutes of 112th Meeting of Administrative and Finance Committee held on 14.01.2021 through Video Conferencing. <p>The draft minutes of the 112th meeting of the AFC held on 14-01-2021 through video conferencing was circulated to all the members. Comments of the MoE was received vide email dated 22.02.2021 with certain modifications. No specific comment was received from other members. Final MoM after incorporating comments of MoE was approved by the Chairman, BoG vide email dated 27/02/2021.</p> <p>The minutes of the meeting is furnished as Annexure – I.</p>
Resolution	Confirmed
Item No.: 113.AFC.I.2	Report on Action Taken on the minutes of 112th Meeting of Administrative and Finance Committee held on 14.01.2021 through Video Conferencing.
	<p>Action Taken Report on the minutes of 112th Meeting of Administrative and Finance Committee held on 14.01.2021 through Video Conferencing is furnished as Annexure II.</p>
Resolution	Noted
Item No.: 113.AFC.I.3	Report on the Grant Received, Expenditure Made and Fund Position as on 31/03/2021.
	<p>Report on the grant received, expenditure made and fund position as on 31.03.2021 is furnished as Annexure III.</p>
Resolution	Noted.
Item No.: 113.AFC.I.4	Progress Report relating to HEFA Projects.
	<p>Financial:</p> <ol style="list-style-type: none"> 1. Out of total sanction of 21.35 crore for construction work, following instalments have been released by HEFA directly to CPWD for construction work. <ol style="list-style-type: none"> a. 1st instalment on 29.02.2020 – Rs. 2,13,45,881/- b. 2nd instalment on 05.11.2020 – Rs. 3,00,00,000/- c. 3rd instalment on 08.02.2021- Rs.3,00,00,000/- 2. HEFA has released the following amount directly to the suppliers for purchase of Software. <ol style="list-style-type: none"> a. Deform Software on 24.11.2020- Rs.40,71,621/- b. Procast Software on 29.04.2021-Rs. 94,56,426/- 3. Institute has paid three instalments of Rs. 1,54,10,000/- each for repayment of principal amount to HEFA till 31.03.2021. 4. Institute has paid five instalments of interest of Rs. 1,59,107/-, Rs.327443/-, Rs.4,56,649, Rs.5,22,352/-, and Rs.10,06,355/-to HEFA till 31.03.2021. <p>Construction:</p> <ol style="list-style-type: none"> 1. Constructions work of the Laboratory Building has been started by


 21-06-2021

	<p>CPWD from 01/07/2020 and approximately 42% of work has been completed by 31-03-2021.</p> <p>Procurement of Equipment:</p> <ol style="list-style-type: none"> 1. Open Tender Enquiry was issued for all the 7 indented equipment at estimated total cost of Rs. 7.18 crores. 2. Quotations were received for all the enquiries. The tender for Optical Emission Spectrometer was cancelled and now it has been retendered. Technical evaluation of 3equipment namely SEM, XRD, and UTMof estimated value of Rs. 4.5 crores has been completed and PO is expected to be placed by July 2021. Rest three tenders are under technical evaluation. <p>Procurement of Software:</p> <ol style="list-style-type: none"> 1. Total four software were to be procured. 2. DEFORM and PROCAST software has been received, installed and payment has been processed for Rs. 40,71,623/- and Rs. 94,56,426/-, respectively. 3. Procurement of other two software of estimated value of Rs.50.00 lakh is under process.
Resolution	Noted
Item No.: 113.AFC.I.5	<p>Progress Report on procurement of Equipment, Machineries and Software from Capital Grant.</p> <p>Progress report relating to Procurement of Equipments, and Software from Capital Grant (OH-35) is as follows: -</p> <p>Open Tender Enquiry</p> <ol style="list-style-type: none"> 1. Indents were received for 11 equipment during 2020-21 at estimated total value of Rs. 312 lakhs. 2. Open Tender Enquiry were issued for all the 11 equipment. 3. Bids have been received against all the enquiries and the same are under Technical Evaluation. <p>Limited Tender Enquiry (Equipment)</p> <ol style="list-style-type: none"> 1. Indents were received for 30equipmentduring 2020-21 at estimated total value of Rs. 145 lakhs. 2. Purchase of 16 equipment worth Rs. 37.28 lakhs have been made. 3. Purchase Order for balance 14 equipment has been issued. <p>Limited Tender Enquiry (Software)</p> <ol style="list-style-type: none"> 1. Indent were received for 03 software during 2020-21 at an estimated value of Rs. 25.00 lakh. 2. Microsoft 365 A3 license has been received and installed (Rs. 5,05,108/-). 3. Redhat Linux license has been received and installed (Rs. 3,99,524/-). 4. End Point Security license has been received and installed (Rs. 8,31,900/-).

	<p>Single Tender Enquiry</p> <ol style="list-style-type: none"> 1. Indent were received for 05 software during 2020-21 at estimated total value of Rs. 155lakhs for procurement through Single Tender Enquiry. 2. ANSYS, MATLAB, MINITAB and SIMUFACT have been received, installed and payment released for Rs. 21,31,500/-, 23,11,313/-, 5,35,815/- and 62,71,237/-, respectively. 3. Purchase of MAGMASOFT is under process. 															
Resolution	Noted															
Item No.: 113.AFC.I.6	<p>Report on status of SAR on the Annual Accounts of the year 2019-20 by the C&AG.</p> <p>Audit of annual accounts of 2019-20 by the C&AG was conducted from 01 to 16 December 2020. Draft SAR was received on 22-12-2020 and reply to same was submitted to the C&AG on 11-01-2021. Final SAR has been received on 22-03-2021 and the same has been included in the Annual Report of 2019-20. Copy of the SAR is given as Annexure IV.</p>															
Resolution	Noted. The Institute was advised to expedite the actions on the deficiencies furnished in the report.															
Item No.: 113.AFC.I.7	<p>Report on Budget Estimate for 2021-22 submitted to MoE.</p> <p>Budget Estimate for the year 2021-22 under the three heads as submitted to MoE is given below.</p> <table border="1"> <thead> <tr> <th>Head</th> <th>Description</th> <th>Amount in Lakh</th> </tr> </thead> <tbody> <tr> <td>OH-31</td> <td>General, Pension and Scholarship</td> <td>1800</td> </tr> <tr> <td>OH-35</td> <td>Capital and Library</td> <td>2130</td> </tr> <tr> <td>OH-36</td> <td>Salary and Allowances, CPDA</td> <td>2664</td> </tr> <tr> <td></td> <td>Total BE for 2021-22</td> <td>6594</td> </tr> </tbody> </table>	Head	Description	Amount in Lakh	OH-31	General, Pension and Scholarship	1800	OH-35	Capital and Library	2130	OH-36	Salary and Allowances, CPDA	2664		Total BE for 2021-22	6594
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OH-36	Salary and Allowances, CPDA	2664														
	Total BE for 2021-22	6594														
Resolution	Noted. The Institute was advised to keep expenditure within the sanctioned budget, keeping the priorities in view. Additional budget for expenditure may be placed in the revised budget, mostly in December 2021.															
Item No.: 113.AFC.I.8	<p>Report on engagement of Internal Auditor for the Institute.</p> <p>The Institute had engaged M/s Kumar Vikas & Company, Chartered Accountants as the Internal Auditor for auditing the Annual Accounts for the years 2018-19 and 2019-20.</p> <p>Subsequently, it was felt that in addition to audit of the Annual Accounts, it is also important to get the accounting activities like book-keeping, TDS, reconciliation, etc. audited on a concurrent basis throughout the year. Accordingly, fresh tenders were invited from C&AG empaneled CA firms having office in Ranchi for Internal Audit and Certification Work on Limited Tender Enquiry method. Based on the evaluation of the eligibility criteria and responsiveness of bids, M/s Manmohan Singh & Company have been</p>															

issued the Work Order at a total price of Rs. 8,10,000/- (GST Extra) as given below.

Year	Monthly Audit	Quarterly Reconciliation Work	TDS Verification	Annual Accounts
2020 - 21	N/A	N/A	N/A	65,000
2021 - 22	1,10,000	35,000	30,000	75,000
2022 - 23	1,15,000	40,000	35,000	80,000
2023 - 24	1,20,000	45,000	40,000	85,000

Initial assignment has been given for Annual Audit of Statement of Accounts of F.Y 2020-21 and complete assignment for F.Y 2021-22. This may be renewed for F.Y 2022-23 and 2023-24 based on satisfactory performance of F.Y 2021-22.

Resolution

Approved

Item No.:
113.AFC.I.9

Report on Compliance of AFC advice on certain accounting issues relating to Physical Stock Verification, Settlement of Advances, Bank Reconciliation, and take-over of buildings from CPWD.

While considering the Annual Accounts for the year 2019-20 for approval in the 111th meeting held on 27-08-2020 for approval, AFC has advised the following to be completed by 31-03-2021.

- Settle the unreconciled entries in Bank Reconciliation Statement.
- Complete takeover of the completed buildings from CPWD.
- Conduct physical verification of assets and stock.
- Settle the long pending advances.

Following is the status of compliance.

- All the long pending unreconciled entries in the BRS has been settled by transferring to their appropriate heads.
- Lecture Hall Complex has been taken over from CPWD. Taking over of Gymkhana Building and Auditorium are under process.
- First ever comprehensive physical verification of assets and stock has been carried out internally by engaging concerned staff of the respective departments/sections.
- Most of the long pending advances of smaller values have been settled. Settlement of larger value of advances lying with NIC and EdCIL are under process.

ISSUES

Resolution

Noted. The Institute was advised to expedite the pending things by end of current financial year.

<p>Item No.: 113.AFC.II.1</p>	<p>Proposal of fund requirement of Rs. 700 lakhs for procurement of equipment and software during 2021-22 from Capital Grant (OH-35).</p> <p>With due approval of AFC, process for procurement of the equipment and software listed in Table-1 of Annexure V were initiated during 2020-21 and they are at various stages of procurement which is likely to complete in the current financial year.</p> <p>Further, fresh indents have been received from various faculty members as given in Table-2 of Annexure V. These indents need approval of the AFC for further process. These equipment and software will also be procured during 2021-22.</p> <p>Total requirement of fund for procurement of equipment and software during 2021-22 from Capital Grant (OH-35) is Rs. 600 lakhs as summarized in Table-3 of Annexure V.</p>																																				
<p>Resolution</p>	<p>Noted. The Institute was advised to keep expenditure within the sanctioned budget, keeping the priorities in view. Additional budget for expenditure may be placed in the revised budget, mostly in December 2021. The Institute was further advised to explore possibility of using similar equipment available in NML, IIT-ISM, etc.</p>																																				
<p>Item No.: 113.AFC.II.2</p>	<p>Proposal of fund requirement of Rs. 1352 lakhs for construction work during the FY 2020-21 from Capital Grant.</p> <p>With due approval of AFC, construction work of the following buildings has been assigned to CPWD.</p> <table border="1" data-bbox="411 1120 1404 1758"> <thead> <tr> <th>Name of Work</th> <th>AFC</th> <th>Total Estimated Cost</th> <th>During 2021-22</th> </tr> </thead> <tbody> <tr> <td>Extension of Nirala Chhatrabas</td> <td>108</td> <td>702</td> <td>468</td> </tr> <tr> <td>Extension of Kalpana Chawla Chhatrabas</td> <td>108</td> <td>427</td> <td>285</td> </tr> <tr> <td>Construction of Registrar's Residence</td> <td>108</td> <td>80</td> <td>80</td> </tr> <tr> <td>Construction of E1 type Apartment (10 flats)</td> <td>109</td> <td>571</td> <td>350</td> </tr> <tr> <td>Construction of D1 type Apartment (10 flats)</td> <td>109</td> <td>282</td> <td>150</td> </tr> <tr> <td>Renovation of NIFFT Niwas</td> <td>112</td> <td>12</td> <td>12</td> </tr> <tr> <td>AC Cabling/Wiring in Faculty Building</td> <td>112</td> <td>7</td> <td>7</td> </tr> <tr> <td>Total</td> <td></td> <td>2136</td> <td>1352</td> </tr> </tbody> </table> <p>Fund requirement for payment to CPWD during 2021-22 is Rs. 1352 lakhs as per above details.</p>	Name of Work	AFC	Total Estimated Cost	During 2021-22	Extension of Nirala Chhatrabas	108	702	468	Extension of Kalpana Chawla Chhatrabas	108	427	285	Construction of Registrar's Residence	108	80	80	Construction of E1 type Apartment (10 flats)	109	571	350	Construction of D1 type Apartment (10 flats)	109	282	150	Renovation of NIFFT Niwas	112	12	12	AC Cabling/Wiring in Faculty Building	112	7	7	Total		2136	1352
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<p>Resolution</p>	<p>Noted. The Institute was advised to keep expenditure within the sanctioned budget, keeping the priorities in view. Additional budget for expenditure may be placed in the revised budget, mostly in December 2021.</p>																																				


21-06-2021

Item No.: 113.AFC.II.3	Proposal of fund requirement of Rs. 305 lakhs for Library procurement during the FY 2021-22 from Capital Grant.													
	Proposal of fund requirement of Rs. 330 lakhs for subscription of journals and procurement of books for the Library during the FY 2021-22 from Capital Grant was placed before the AFC in in the 112th meeting held on 14-01-2021 and it was advised to revisit the Budget Estimate after ascertaining availability of requirement through NDL, INFILIBINET and e-Sodh Sindhu. In compliance of the advice of AFC, revised Budget Estimate of Rs. 305 lakhs has been received from the Library Committee for the year 2021-22 as given below. Recommendation of the Library Committee is given as Annexure VI.													
Sl. No.	Description/ Particulars of Expenses	Amount												
1	Recurring Subscription of Online Journals for 2021 [5 subject collection from Elsevier]	1,20,00,000												
2	Purchase of Print Journals	1,35,00,000												
3	Purchase of Books	50,00,000												
	TOTAL	3,05,00,000												
Resolution	Noted. The Institute was advised to keep expenditure within the sanctioned budget, keeping the priorities in view. Additional budget for expenditure may be placed in the revised budget, mostly in December 2021. The Institute was also advised to subscribe journals on item-to-item basis as per individual demand.													
Item No.: 113.AFC.II.4	To consider Statement of Accounts of the Institute for the FY 2020-21.													
	The Statement of Accounts of the Institute for the FY 2020-21 as per standard format prescribed by the MoE including Statement of Accounts of the GPF and TEQIP for the FY 2020-21 is given as Annexure VII (separate booklet). In view of restrictions imposed in movement of personnel and opening of private offices in Jharkhand starting from 22 April till date, internal audit of the Statement of Accounts by the CA Firm could not be done.													
Resolution	Noted. The Institute was advised to further incorporate the observations of the Internal Auditor and submit the revised Annual Accounts to C&AG.													
Item No.: 113.AFC.II.5	To consider increase in total seat of ADC, B. Tech. and M. Tech. and provision of fellowship to additional students of M. Tech. due to implementation of EWS reservation.													
	To implement the 10% reservation of seats in the ADC, B. Tech. and M. Tech. as mandated by the MoE vide F. No. 12-4/2019-U1, dated 17 Feb 2019 and subsequent clarification, 25% of the existing number of seats in 2018-19 were to be increased in 2019-20 and/or 2020-21. Accordingly, the Institute has increased the seats as below.													
	<table border="1"> <thead> <tr> <th>Program</th> <th>Seats in 2018-19</th> <th>25% Increase</th> <th>Increase in 2019-20</th> <th>Increase in 2020-21</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Program	Seats in 2018-19	25% Increase	Increase in 2019-20	Increase in 2020-21								
Program	Seats in 2018-19	25% Increase	Increase in 2019-20	Increase in 2020-21										

ADC	46	12	0	12
	46	11	0	11
B. Tech.	60	15	9	6
	60	15	9	6
M. Tech.	30	8	0	8
	30	8	0	8
	28	7	0	7
	28	7	0	7

Fellowship of M. Tech. students is being paid by AICTE in DBT mode directly to the students. They, however, have clarified that only additional 10% students can be considered for payment of fellowship. Thus, out of total 35 students admitted in M. Tech. (Environmental Engineering), 5 students are not being paid by AICTE. Active correspondence is continuing with AICTE in this regard. To reduce burden on the students, fellowship may be paid by the Institute from OH-31 grant in the meantime.

Resolution

It was approved to pay the fellowship under the provision of the sanctioned fund under OH-31 without any additional financial liability on the Ministry.

**Extra Item
No.:113.AFC.
III-1**

To consider proposal for creating provision for Advance to Employees from IRG.

Based on the recommendation of the AFC vide Resolution No. 112.AFC.I.4, dated 14 Jan 2021, the BOG vide Resolution No. 112.BOG.II.1, dated 14 Jan 2021, advised to discontinue the provision for grant of various advances to employees based on the clarification by the representative of MoE that grant from MoE does not cover any amount for House Building Advance or any other advance.

Above advise has been implemented by the Institute vide Circular No. AFC-BOG/112/4976, dated 03-06-2021.

Request have been made by few employees to consider advance for purchase of computers and medical advance for non-entitled expenses and/or Treatment of Non-Entitled Dependents.

In view of above, following are proposed from IRG of the Institute, subject to availability of fund after HEFA loan repayment:-

1. Computer Advance to employees up to Pay Level - 11:
 - a. Maximum Amount – Rs. 50,000/- up to Pay Level - 8 & Rs. 75,000/- for Pay Level -9 to 11
 - b. Repayment Period –Maximum 25 EMIs for Principal and Maximum 5 EMIs for Interest
2. Medical Advance for Non-Entitled Expenses and/or Treatment of Non-

	<p>Entitled Dependents</p> <p>a. Maximum Amount – Rs. 5,00,000/-</p> <p>b. Repayment Period – Maximum 30 EMIs for Principal and Maximum 10 EMIs for Interest</p> <p>Rate of interest will be GPF+1% simple interest as on date of sanction and to remain fixed over the tenure.</p>
Resolution	Approved.

Chairman, BoG


Member Secretary
21-06-2021