

**Minutes of 2<sup>nd</sup> Meeting of Finance (Accounts and Procurement) Division held on 1<sup>st</sup> May, 2023 at 04:15 pm under the Chairmanship of Shri Shyam Jagannathan (IAS), Development Commissioner, SEEPZ-SEZ.**

**Members Present:-**

1. Smt. Y. Mangala, PAO
2. Shri Hanish Rathi, ADC
3. Shri Palash Shankar, ADC
4. Smt. Rekha Nair, Assistant
5. Shri G.S. Bhandari, Assistant
6. Shri Ravindra Kumar, Assistant
7. Shri Rajesh Kumar, UDC
8. Shri Shrikant Shetty, Jr. Executive
9. Shri Nilesh Lanjekar, Jr. Executive
10. Ms. Komal Nadar, Jr. Executive

**1. The meeting started with the Minutes of the previous meeting which was held on 18<sup>th</sup> April, 2023:-**

**Discussion:-** Agenda No. 1 to 4, 7, 8 and 10 was taken up together as new presentation was prepared in this regard. In view of Agenda No. 5, 9 and 11 action has been taken up.

**Decision:-** It is advised to start the meeting with the Action Taken Report in respect of the agendas discussed in the previous meeting.

**2. Structure of Finance & Accounts Division SEEPZ-SEZ**

**Discussion:-** The presentation was started with the overview of the structure and functioning of Finance & Accounts Division wherein a bifurcation was shown between Government Allocated Budget and SEZ Authority Fund.

**Decision:-** Name of the Division should be **Finance (Accounts and Procurement) Division** in place of **Finance & Accounts Division**.

The aforementioned structure has been divided into four parts i.e. [A], [B], [C] and [D] for better understanding of allocation of work.

**[A] Role of PAO vis-a-vis Function of Finance & Accounts Division**

**Discussion:-** PAO shall coordinate with ADC (Admin) I/c for Govt. allocated budget and process thereof. These works are to be done at the end of PAO i.e. preparation of Estimate for grant of Budget Allocation from Ministry of Commerce, preparing LOC Quarter wise in PFMS and sending to Regional Pay & Accounts Office for Quarterly Expenditure, preparation of Annual Budget (Govt. allocated budget) for the office of

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Development Commissioner & Mihan SEZ Nagpur and any other payments related to Government allocated budget. PAO shall independently verify all payments. The Finance (Accounts and Procurement) Division can take suggestion on rule position and financial advice or matter related to public procurement.

**Decision:-** The PAO is competent to handle the Government Allocated Budget and will interact with ADC (Admin) in this regard. Further, if any clarification or input is required on account of compliance of GFR in SEZ authority fund utilization thereof or any validation for procurement methodology is to be sought a specific reference to the PAO shall be made by the concerned division or the Finance (Accounts and Procurement) Division. However, the PAO shall routinely examine all payments made from the SEZ authority too and shall scrutinize regular compliances to the GFR and the directions of the Vigilance Commission for all manner of release of payments from the SEZ authority.

#### **[B] Function of Finance (Accounts & Procurement) Division**

**Discussion:-** The Finance (Accounts and Procurement) Division shall ensure implementation of SEEPZ Budget Manual & executive instructions, Delegation of Financial Power, SEZ Act & Rules as applicable, SEZ Authority Rules, FRBM Act. This part of Finance (Accounts and Procurement) Division will ensure compliance to provision Annual Financial Statement & all aspects of administrative & financial superintendence & adherence to expenditure for SEZ Authority as per AFS (Budget). It is also proposed to fill up the vacant position of two Executives as there is no dedicated staff in Finance (Accounts and Procurement) Division.

**Decision:-** In view of hiring manpower, the proposal has to be put up before the SEZ Authority for approval along with the details of base qualification, nature of duties that will be allotted to them and justification why these staffs are required. It should also mentioned that what kind of problems are being faced with the existing CA agency.

#### **[C] Procurement Advisory Cell**

**Discussion:-** The work of Procurement Advisory Cell is to ensure the compliance of GFR, 2017, CVC Guidelines, Manual of procurement of works, Manual of procurement of goods, Manual of procurement of services, Superintendence of GeM/CPPP & e-Procurement process, Review and Screening of all procurement documents prior to bid stage for compliance to GFR & rule framework, Training & capacity building of the key staff of procurement division and all circulars & notifications related to public procurement in SEEPZ SEZ Act. It is also proposed to fill up the vacant position of two Consultants through the process of bidding on GeM or CPPP. The name of Shri Jagdish Gaur, LDC has also been proposed for the Secondary Custodian.

**Decision:-** On-boarding of Strategic Advisory Consultancy is under process where we are going to have on Public Procurement Consultant (Works) and Public Procurement Consultant for other works, therefore, these consultants should be apart from them and it would be appropriate to procure these services through CPPP. Again, the proposal has to be put up before the SEZ Authority for approval along with the details of base qualification, nature of duties etc. Shri Jagdish Gaur, LDC can be posted in the Finance (Accounts and Procurement) Division who will report to the ADC (Finance) but not as secondary custodian as the role of secondary custodian will keep changing.

#### **[D] Roles and responsibility of Central Audit Cell**

**Discussion:-** The work of Central Audit Cell is to make coordination with all Divisions viz. Admin, Estate, EOU, SEEPZ-SEZ, Private SEZ, Security, PAO and collection of replies/information and coordination with Central Audit Cell i/c and sending the final reply to CRA/C&AG for closure of audit para from Central Audit Cell. The Role of

  
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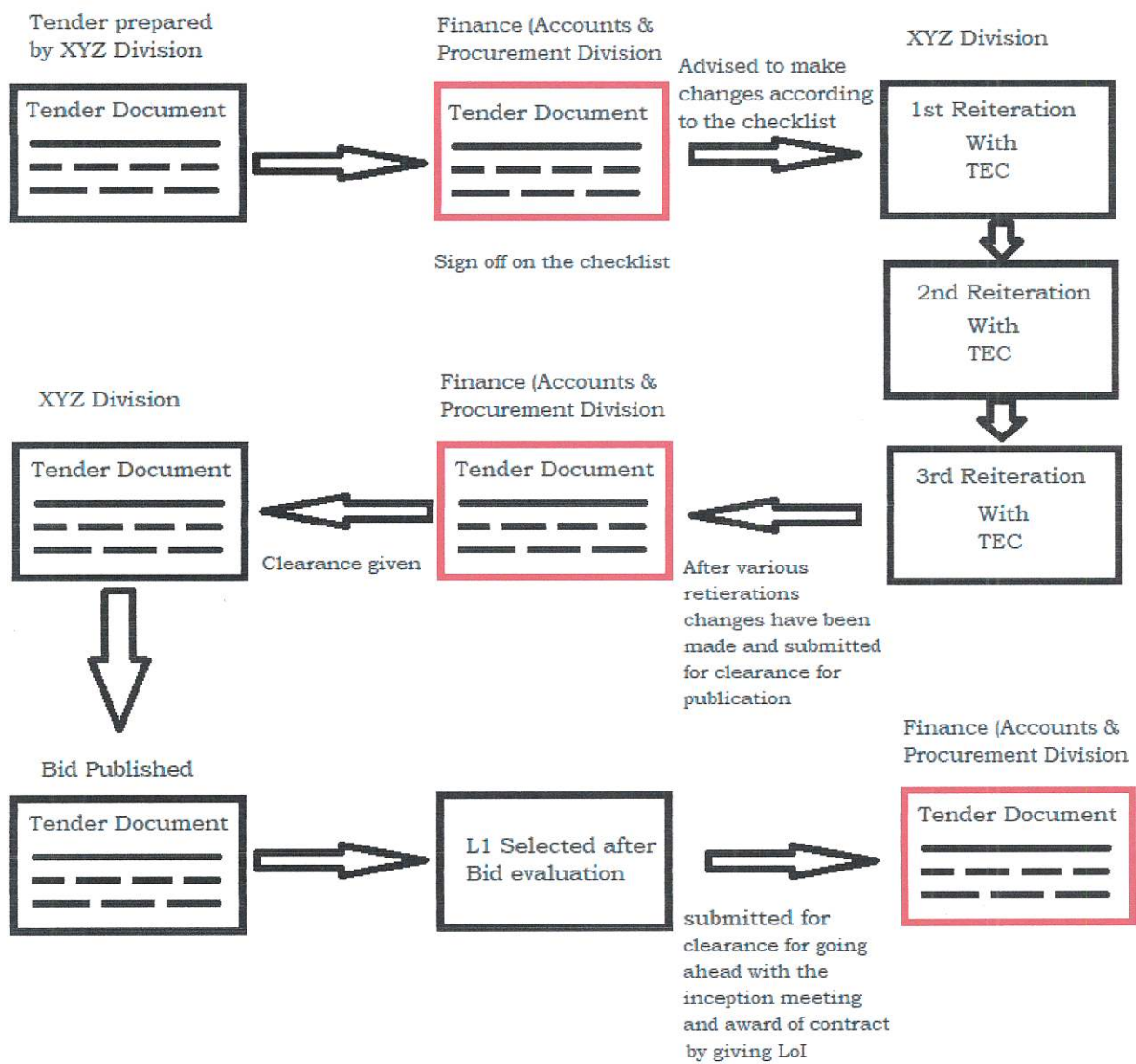
Finance (Accounts and Procurement) Division here is to get details of outstanding para with current status which is to be reviewed regularly in coordination with Central Audit Cell. It is also proposed to fill up the vacant position of one Executive.

**Decision:-** This matter should be discussed with the Joint Development Commissioner in view of filling up the post of one Executive as one staff is required for liasoning with Central Audit Cell.

**3. File movement system**

**Discussion:-** Every Division has to make consultation with Finance (Accounts and Procurement) Division for any matter related to Finance, Procurement and Budget Provision. Every Division has to send the file to the ADC (Finance), the ADC (Finance) then will discuss with Public Procurement Consultant and Chartered Accountant to ensure the implementation of GFR, CVC Guidelines etc. and for Budget Provisions respectively. After receiving the observations from both the Public Procurement Consultant and the Chartered Accountant, the matter will be put up before the Development Commissioner for perusal, comments/direction. Accordingly, after receiving direction from the Development Commissioner the file will be reverted to the concerned Division.

**Decision:-** Firstly, the ADC (Finance) will put up the file before Joint Development Commissioner. Secondly, all the Division will consult the Finance (Accounts and Procurement) Division after going through the entire procurement cycle. For instance:-



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In this regard, the Finance (Accounts and Procurement) Division has to prescribe the checklist which will be decided in further meetings.

**4. Finance and Accounts Division shall ensure interpretation and training for the set of Act & Rules**

**Discussion:-** Interpretation and Training of the staff is required on the following Acts and Rules:-

- i. Indian Contracts Act, 1872;
- ii. Sale of Goods Act, 1930;
- iii. Arbitration and Conciliation Act, 1996 read with the Arbitration and Conciliation (Amendment) Act, 2015 and 2021;
- iv. Competition Act, 2002 as amended with Competition (Amendment) Act, 2007;
- v. Micro, Small and Medium Enterprises Development (MSME Development) Act, 2006;
- vi. Information Technology Act, 2000 (IT Act, regarding e-procurement and e-auction, popularly called the Cyber Law);
- vii. Right to Information (RTI) Act 2005;
- viii. Central Vigilance Commission Act, 2003;
- ix. Delhi Special Police Establishment Act, 1946 (basis of the Central Bureau of Investigation);
- x. Prevention of Corruption Act, 1988;
- xi. The Foreign Trade (Development and Regulation) Act, 1992 and the Foreign Trade Policy (EXIM Policy), 2015; Foreign Exchange Management Act (FEMA), 1999 and FEMA (Current Account Transactions) Rules, 2000.

**Decision:-** There is need of training to the staff. In this regard, help of legal cell may be obtained on each of the Act. It is also advised to keep copy of these Acts in the library.

  
(Shyam Jagannathan IAS)  
Chairperson  
SEEPZ-SEZ Authority,  
Mumbai

Copy to:

1. All Officers, SEEPZ-SEZ.
2. Estate Finance Staff, SEEPZ-SEZ.
3. CA staff SEEPZ-SEZ.
4. Accounts Section, SEEPZ-SEZ
5. IT Procurement Cell, SEEPZ-SEZ