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**Minutes of the 2<sup>nd</sup> Meeting of the SEEPZ-SEZ Authority held on 28<sup>th</sup> July, 2009 at 4.00 p.m. under the Chairmanship of Development Commissioner, SEEPZ-SEZ and Chairperson, SEEPZ-SEZ Authority.**

- Present
1. Ms. Reshma Lakhani, : Member  
Jt. Development commissioner,  
SEEPZ-SEZ.
  2. Shri Rajiv Seth, : Member  
Managing Director  
M/s. Tara Ultimo.

- In Attendance:
1. Shri P.S. Raman,  
Dy. Development Commissioner  
SEEPZ-SEZ.
  2. Smt. M.J. Kukarni,  
Asstt. Development Commissioner  
SEEPZ-SEZ.

**Agenda Item No.1 : Confirmation of the Minutes of the 1<sup>st</sup> meeting held on 19.05.2009.**

The Minutes were confirmed.

The DDC informed the Authority that necessary action as per the decision of the Authority in the approved minutes has been taken as follows:-

**(1) Opening of Current Account in Nationalized Bank in the name of Authority.**

As decided by the Authority a current Account No.3075552003-0 has been opened with the State Bank of India, SEEPZ Branch, w.e.f. 04.05.2009 in the name of SEEPZ-SEZ Authority Fund.

**(2) Garbage Contract**

As Tenders received in response to the Tender Notice published in one leading English and Hindi Newspaper, were much less than the reserve price fixed, action for re-advertising the tender is in progress.

The Chairperson observed that we should target to achieve a 'zero' waste level in next two years in the Zone, for which the following long term measures would be necessary:-

- (1) A common Refinery facility for recovery of precious metal from septic tank waste / gutter waste
- (2) Recycling plant for waste materials such as thermocol, plastic, cardboard, etc.
- (3) Treatment plant for wet garbage / canteen waste



The Authority decided that preliminary correspondence relating to the above may be initiated by calling for expressions of interest from organization and the details will be brought before the Authority for taking appropriate decision.

### **(3) House Keeping Contract**

The details were placed before the authority.

The Authority decided that the Tender Notice in respect of House Keeping Contract will be published in the Newspapers shortly.

### **Agenda Item No.2: Proposal for handing over maintenance of individual buildings to respective unit Associations.**

The Authority was informed that at present maintenance of common area of the Zone Complex and maintenance of common area in the buildings are done by SEEPZ Administration through the MIDC. It is felt that handing over the day-to-day maintenance of individual building to respective units (allottees) Associations would be more effective as this would envisage involvement of allottees in the upkeep of common area of the building.

At present unit holders are charged service charges @ Rs.23/- per sq.mt. per annum, which is grossly inadequate to meet expenditure for effective maintenance. The Authority felt that this charge needs to be increased to Rs.56/- per sq.mt. p.a. The Authority decided that in case the unit holders are willing to form an Association of Allottee and undertake the maintenance of the buildings, the same can be considered. The decision will be communicated to all units through Associations.

### **Agenda Item No.3: Setting up of refinery unit in SEEPZ-SEZ.**

Shri Rajiv Seth, Member, observed that a common Refinery facility in SEEPZ would be an added infrastructure for the Zone units for recovery of precious metal particles from septic tank waste / gutter waste. It was decided to initiate correspondence in this regard with leading Refineries in order to have a preliminary assessment.

### **Agenda Item No.4: Plans for waste/recycling in SEEPZ-SEZ.**

The goal of reaching 'zero' waste level in the Zone in the next two years was discussed. Apart from proposal for Refinery, it would also be necessary to have a waste/recycling plant which will take care of the disposal of waste material such as Thermocol, Plastics, Cardboard pieces and other packing materials.

The Authority decided that expression of interest may be invited from specialized Agencies in this regard which could be examined further.



**Agenda Item No.5: Approval of the Disaster Management Plan of SEEPZ-SEZ.**

The Authority noted that YASHADA, Pune ( A Govt. of Maharashtra Institute) has furnished final estimate of Rs.13.05 lakhs for preparation of DMP revising the cost downward from Rs.18 lakhs. It was also noted that considering the large number of units in the Zone Complex its sensitivity as an export manufacturing hub. DMP is highly essential for SEEPZ-SEZ and accordingly, approved the expenditure of Rs.13.05 lakhs to be incurred from the Authority Fund.

**Agenda Item No.6: Annual Garbage Tender for the year 2009-10**

It was noted that the Tenders received in response to Tender Notice published in the Newspapers were below the reserve price fixed. The Authority was informed that the Tender Notice is being re-advertised shortly. It was also noted that wet garbage removal is carried out by the BMC which needs to be continued.

Authority approved both proposals.

**Agenda Item No.7: Inviting suggestions from units regarding maintenance of the Zone Complex.**

The issue of larger expectations from Authority on maintenance that it may be desirable to invite suggestions from units' Associations regarding various works/steps to be taken up by Authority in the area of maintenance and management of the Zone and to have short term and long term plan for improving the maintenance.

**Agenda Item No.8: Change of signature relating to operation of Authority's bank account.**

It was noted that the Authority Rules have not been notified so far by the Ministry. However, the draft Rules received from the Ministry contains the following provision for signing of cheques:

"(9) All cheques and all pay orders for making deposit or investment or withdrawals of the sums or for the disposal in any manner of the funds of the Authority:

(a) shall be signed by two officers of the Authority, nominated by the Chairperson for this purpose, if the cheques or pay orders are for an amount not exceeding Rupee Five Lakh " And

(b) shall be signed by the Chairperson of the Authority and the Secretary if these exceeds Rupee five lakh:

Provided that in the absence of the Secretary such cheques or pay orders shall be signed by the Chairperson and any other officer of the Authority nominated by the Chairperson.



It was decided that cheques signing authorization may be done as per the above provision and that for 9(a) the cheques will be signed by the JDC and the Secretary.

**Agenda Item No.9: Hiring of a vehicle for Security Wing.**

The role of SEEPZ Security in maintaining the area of the SEZ was discussed. It was observed except two Motor Cycles, the Security Section had no vehicle for movement within the Zone. The Authority considered it absolutely inadequate, given the fact that SEEPZ has over 111 acres and five gates along the boundary. After 26/11 an immediate temporary arrangement, a vehicle has been hired.

The Authority approved hiring of a vehicle (Commander Jeep or Scorpio or Bolero) for movement of the Security Wing as team.

**Agenda Item No.10: Hiring of services of private security guards.**

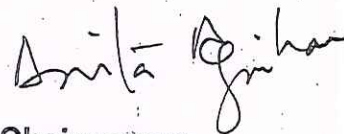
The Authority noted that as per the reports received from Mumbai Police Authorities from time to time, SEEPZ is sensitive from security point of view. It was also noted that Mumbai Police Authorities conducted a Safety Audit of the Zone in the month June, 2007 and suggested that there is need for additional manpower of 87 persons. The Chairperson informed the Authority that the Zone Administration took up the matter with Ministry and as a temporary measures, Ministry has approved hiring of services of 29 Private Security Guards. As per Section 34 of the SEZ Act, Development, Operation and Management of SEZs are the functions of the Authority and thus the Security related functions also come under the Authority.

After detailed deliberations the Authority felt that creating a Security Team of 90 persons to supplement the existing regular Security Staff would make functioning of Security Wing more effective. It was suggested that Private Security Personnel from reputed and registered Private Security Agencies should be taken. It was felt that the expenditure for hiring services of 90 private security personnel should be shared by the units. The personnel shall be working under one unified command of the Authority only. The proposed additional manpower of 90 persons should include supervisory level personnel also and the objective is to create a hierarchy of security personnel with defined responsibilities so that there is proper accountability of assigned work.

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The Authority decided that services of 90 additional security personnel may be hired through reputed and registered private security agencies by publishing the requirement in one English and Hindi Newspapers. The expenditure for 30 persons may be borne by the Authority and the remaining 60 persons to be borne by the units. The basis of contribution per unit could be decided by the Industry Associations.

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



**Chairperson  
SEEPZ SEZ Authority.**