

**Minutes of the 16<sup>th</sup> Meeting of the SEEPZ-SEZ Authority held on 28<sup>th</sup> August, 2012 at 11.30 a.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. S.S. Kumar : Nominee of Jt.  
Under Secretary Secretary, MOC&I.
  3. Shri R.B. Sharma : Representative of  
Dy. DGFT Zonal DGFT.
  4. Shri Amar Kotari (MD), : Member  
M/s. Inter Gold India Ltd.
- In Attendance:
1. Shri P.S. Raman,  
Secretary.
  2. Smt. M.J. Kulkarni,  
Manager (Estate)

**Agenda Item No. 1: Confirmation of the Minutes of the 15<sup>th</sup> Meeting held on 06.06.2012.**

The Minutes were confirmed.

**I. Budget for the Year 2012-13: -**

The Authority noted the Budget estimates for the current year 2012-13 and approved the same.

**II. Continuation of tenure of Chartered Accountant for 2012-13: -**

The Authority noted that the proposal is for continuation of the existing Chartered Accountant firm for maintenance and finalization of the accounts of the Authority for the current year 2012-13. It was also noted that the existing charges p.a. for the services of the Chartered Accountant firm is Rs. 3.06 Lakhs and the CA firm has requested for enhancement of charges to Rs. 4.50 Lakhs p.a.

**Decision :** After detailed discussion on the subject, the Authority approved the continuation of the services of the Chartered Accountant firm M/s. Kedia & Co. also for the current year i.e. upto 31.03.2013 as well as the enhancement of charges to Rs. 4.50 Lakhs for the current financial year 2012-13. It was directed that the scope of the work of the Chartered Accountant firm should be specified, which could broadly be financial planning, compliance of applicable Rules & Regulations etc. The Authority further directed that the advance tax applicable for the current year may be estimated and 75% of the same may be paid as advance income tax before 15.09.2012.



**III. Extension of tenure of service of Continuation of Accounts Clerk: -**

The Authority noted that the proposal is for continuation of tenure of existing Accounts Clerk for the current financial year 2012-13 and also for enhancement of charges from Rs. 13,000/- p.m. to Rs. 15,000/- p.m. The Authority was informed that continuation of tenure of existing Accounts Clerk would be beneficial in terms of output as she has necessary experience in dealing with the work.

**Decision :** The Authority approved proposal for continuation of tenure of existing Accounts Clerk for the current financial year 2012-13 and also for enhancement of charges from Rs. 13,000/- p.m. to Rs. 15,000/- p.m.

**IV. Extension of tenure of Official Language Consultant: -**

It was noted that the proposal is for continuation of services of Hindi Consultant for the period upto 31.03.2013. The Authority was informed that there has been considerable improvement in the implementation of the Official Language and the SEEPZ has been awarded the 2<sup>nd</sup> prize at the national level for Hindi implementation recently.

**Decision:** The Authority approved proposal for continuation of services of Hindi Consultant for the current financial year 2012-13.

**V. Continuation of outsourcing of Helpers & 2 Data Entry Operators: -** It was noted that the proposal is for continuation of the outsourcing arrangement of 14 helpers and 2 Data Entry Operator for the period upto 31.03.2013 and for incurring enhanced expenditure on account of revision in minimum wages rate. It was also noted that the existing expenditure being incurred for outsourcing of Helper is Rs. 7943/- per Helper & Rs. 9975/- per Data Entry Operator inclusive of service charges & employer's contribution of PF, ESIC, Bonus etc., which would increase to Rs. 8,676/- per Helper & Rs. 10,662/- per month for Data Entry Operator.

**Decision:** The Authority approved the proposal for continuation of outsourcing of 14 Helpers and 2 Data Entry Operators for the current financial year 2012-13 upto 31.03.2013 and also for enhancement of wages as proposed.

**VI. Additional sanction sought by the MIDC in respect of Special Repairs to SDF I & SDF II: -** The authority noted that MIDC has submitted an additional estimate as mentioned below with reference to SDF - I & II.

	Existing amount	approved	Additional sanction required	Total
SDF I	Rs. 1,09,72,400/-		Rs. 58,99,450/-	Rs. 1,68,71,850/-
SDF II	Rs. 1,40,01,200/-		Rs. 63,34,000/-	Rs. 2,03,35,200/-



It was noted that a Committee comprising JDC/DDC/ADC (MJK), Executive Engineer, MIDC and two representative of each SDF's, inspected the building and submitted the report dated 25.07.2012 stating that additional work is required to be carried out for proper maintenance of these buildings.

**Decisions:** The authority approved the additional estimate of Rs. 58,99,450/- for SDF - I and Rs. 63,34,000/- for SDF - II under Authority Fund.

**VII. Providing preparing concept design and drawing for landscaping, creation and maintenance of Green space in SEEPZ-SEZ premises:** - The authority observed that it is not clear from the estimate of MIDC what exactly would be the scope of work. The representative of MIDC stated that the proposal for developing garden in the open area patchwise in such location where it has not been developed.

**Decisions:** The authority approved in principle the development of garden and directed the MIDC to submit the specific cost and details along with the scope of work for consideration.

**VIII. Strengthening and repairing of over ground water storage tanks of SDF's and Gems and Jewellery Buildings and Service Centre Building in SEEPZ-SEZ:** - It was noted that the proposal is for strengthening and repairing of over ground water storage tanks of SDF's and Gems and Jewellery Buildings and Service Centre Building in SEEPZ-SEZ, in order to prevent water leakage.

The MIDC representative stated that the estimate for the aforesaid works includes total 10 underground sumps viz. 6 underground sumps of SDF Bldgs. and 3 underground sumps for G&J buildings and 1 underground sump of SEEPZ Service Centre.

**Decisions:** The Authority deferred the proposal as MIDC was not able to clarify as to how they have arrived at the conclusion that there are leakages in the underground tanks and how can it be verified that the leakages have been attended to.

**IX. Request for release of Rs. 3 Crores towards M & R works:** - It was noted that the expenditure statement submitted by the MIDC as on 31.07.2012 indicates actual expenditure incurred of Rs. 235.39 lacs and has requested for release of Rs. 3.00 Crores.

**Decisions:** The Authority approved the proposal for release of Rs. 3.00 Crores from Authority Fund.

**X. Outsourcing of Legal Services:** - The Authority noted that the proposal is for continuation of Legal Services of Shri. Ashokan, Sr. Govt. Counsel, Group I is necessary for further period upto 10.10.2013 on the same terms & conditions as mentioned in the letter dt 30.05.2011



**Decisions:** The Authority approved the proposal for continuation of Legal Services of Shri. Ashokan, Sr. Govt. Counsel for further period upto 10.10.2013 as per the existing schedule of rates mentioned in our letter dt. 30.05.2011.


**XI. Extension of tenure of Housekeeping Contract :-** The Authority noted that the proposal is for continuation of Housekeeping contract of M/s. BVG India Ltd. for further period of one year i.e. from 19.09.2012 to 18.09.2013 at the existing rate of Rs. 1.20 lacs per annum. It was noted that there is enabling provision for the same in the existing contract vide **Clause 26** which reads: "If the contractor shall desire an extension of the time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other ground, he shall apply in writing to the Manager (Estate) before the expiration of the period stipulated in the tender or before the expiration of 30 days from the date on which he was hindered as aforesaid or on which the case for asking for extension occurred, which, is earlier ever & the Manager (Estate) may, if, in his opinion, there are reasonable grounds for granting an extension, grant such extension as he thinks necessary or proper. The decision of the Manager (Estate) in this matter shall be final. **Also if the Zone Administration wishes to extend the cleaning contract, the same will be done at the same rate as approved under the tender clause**". It was also noted that the general feedback from the zone unit has been that the performance of M/s. BVG has been satisfactory and is much better than the arrangement prior to their contract.

**Decisions:** The authority considered the proposal for continuation of cleaning contract of M/s. BVG for further period of one year from 19.09.2012 to 18.09.2013 at the existing rate of Rs. 1.20 lacs per annum on the same terms and conditions mentioned in the earlier work order dt. 21.09.2011.

**XII. Appointment of retired Security staff as Consultant :-** It was noted that the proposal is for taking the services of those security personal who had retired within the preceding 3 years in order to meet the shortage of security staff as temporary measures.

**Decisions:** The Authority held the view that this issue may require further examination and accordingly the matter was deferred.

The meeting ended with vote of thanks to the Chairperson.

  
Chairperson  
SEEPZ SEZ Authority.