

**MINUTES OF THE 33<sup>rd</sup> AUTHORITY MEETING OF THE SEEPZ SEZ AUTHORITY HELD ON 10.07.2017 AT 11.30 AM**

**The following were present:**

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|---|-----------------------------|
| 1) Shri V.P. Shukla -   | Secretary                   |
| 2) Shri. Mahesh Yada -  | Estate Manager              |
| 3) Shri. Abhay Doshi, (MD)-<br>M/s. Fineline Circuit Ltd.               | Trade Member Representating |
| 4) Shri. Prem Kothari, (CMD)-<br>M/s. Fine Jewellery Manufacturing Ltd. | Trade Member Representating |

**Agenda item No. 1 : Annual Account for the Financial Year 2016-17**

**Decision:** After detailed discussion, the Authority approved the Annual Account for the financial year 2016-17.

**Agenda item No. 2: One Time Lease Rent for laying the underground Utilities in SEEPZ-SEZ Premises.**

The SEEPZ SEZ Authority has decided to levy one time lease rent per meter length for laying underground utilities in SEEPZ SEZ Authority are as follows:

- Rs. 1,000/- running meter for initial 100 meters and then Rs. 500/- per meter for the balance length.

**Decision:** After detailed discussion the Authority approved the above proposal.

**Agenda item No. 3: Temporary Monsoon shed from May to September**

The SEEPZ-SEZ Authority decided to revised the following monsoon shed charges from Rs. 1,00,000/- one time charge to Rs. 50 per sq mtr earlier which was charged by MIDC.

- Inspection Charges – Rs. 2000/- (non refundable)
- Security Deposit – Rs. 50 per sq. mtr (Refundable)
- Rent – Rs. 50 per sq. mtr per month

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**Decision:** After detailed discussion the Authority approved the above proposal.

**Agenda item No. 4 : Remodeling of the conference hall to accommodate JDC's cabin and other furniture.**

Carry out remodeling of the existing conference hall situated at the 2<sup>nd</sup> floor adjoining the chamber of the DC.

Detailed estimated amounting to Rs. 71,77,472/- for the remodeling of the conference hall to accommodate JDC's cabin and other furniture are as follows:

Estimated Cost details:

Sr. No	Description	Amount
A	Total of Dismantling Work	1,48,490.00
B	Total of Carpentry Work	43,27,191.00
C	Total of Metal and Gypsum Board False Ceiling Work	2,63,847.00
D	Total of Painting Work	1,92,930.00
E	Total of Electrical Work	14,02,468.00
	<b>Total of Interior Work</b>	<b>63,34,926.00</b>
	Architect Fees 5% @ Estimate Cost	3,16,746.30
	PMC Fees 5% @ Estimate Cost	3,16,746.30
	<b>Total Amount</b>	<b>69,68,418.60</b>
	NFCD Charges 3% @ Total Cost	2,09,052.56
	<b>Net Estimated Cost</b>	<b>71,77,471.16</b>

The contract is awarded to M/s. Technoz Enterprises for above subjected work amounting to Rs. 68,29,821/- .

**Decision:** After detailed discussion the Authority approved the above proposal of Rs. 71,77,1471.16/-

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**Agenda 5: Honorarium for additional responsibility of Estate Management**

Honorarium will be given for additional responsibility who are deputed to discharge additional responsibility of Estate Management.

In the view of above, it is proposed as under;

- 1) To give honorarium of Rs. 10,000/- pm for responsibility of Estate Manager who are discharging additional responsibility of Estate Management.
- 2) To give honorarium of Rs. 1000/- to guards who may entrusted duty of driving work in SEEPZ-SEZ Authority.

**Decision: After detailed discussion the Authority approved the above proposal.**

**Agenda 6: Renewal of Legal Advisor Contract**

**Decision: After detailed discussion the Authority approved the extension contract of Dr. Kaushik, Legal Advisor for 11 months w.e.f 16.06.2017 to 15.05.2018.with salary of Rs. 79045/- + TA, Rs. 1500/- and PA, Rs. 1,000/- and same terms and conditions.**

**Agenda 7: User Charges of Best Buses**

As per the discussion in a meeting held on 23<sup>rd</sup> May 2017 , in the office of development commissioner with JDC & BEST representatives , It was decided that SEEPZ SEZ authority will charge – User charges to BEST for use of land & till the development of the plot.

In this regard SEEPZ SEZ caretakers have inspected the site & reported that currently total 30 buses can be parked at a time in the SEEPZ BUS Depot. That means there are total 30 slots.

**Decision: After detailed discussion the Authority decided to charge of Rs.6000 / - p.m. per Slot to BEST Buses and Private vehicles for using the SEEPZ SEZ premises.**

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**Agenda 8: Green Policy for SEEPZ-SEZ and Fiscal Incentives**

**Decision:**

**Green Policy**

**1 The Green policy prepared by Mrs. Mala Singh of Green Consultant. After detailed discussion the Authority decided to approve the Green policy as under:**

SEEPZ - SEZ recognizes its responsibility to use natural resources in an environmentally sound manner while protecting the health and safety of its employees, associated stakeholders and the public, negating the impact of Climate change & Global warming. It conducts operations in accordance with all applicable laws, regulations and other requirements, related to Environment protection & climate change mitigation.

Precautionary measures to save damages to the environment, including reducing the quantity of emissions, developing opportunities for recycling and pollution prevention, energy & water efficiency, maximum use of renewable energy, conservation of natural resources and biodiversity; safeguarding Occupational Health & Safety (OH&S) of personnel involved in the business; are the significances that take precedence over all other considerations in our organization and the set scope under its governance for the entire campus of SEEPZ. It shall also meet the expectations of the regulators, employees, customers and our social commitments.

SEEPZ intends to explore opportunities to adopt Green & Sustainability initiatives in its core operational activities. We are keen to implement Green & Sustainable practices at building and infrastructure level covering all kinds of commercial & residential assets/facilities.

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SEEPZ - SEZ mandates the adoption of the following eco-friendly practices under the Green policy to manage its various operation activities efficiently to preserve the environment.

1. We are committed to adopt an appropriate solid waste management strategy to collect, segregate, treatment & disposal for both hazardous & non-hazardous waste includes e-waste, batteries, lamps, etc. and paper, plastic, metals, organic wastes, etc.
2. We are committed to promote sustainable transportation & mobility within the SEEPZ campus by organising campaigning programs involving all kind of stakeholders. Sustainable transportation facilities will include use of bicycles, electrical vehicles, e-rickshaws, low fossil/eco-friendly vehicles etc. for mobility inside the campus to reduce carbon emissions & improving the quality of environment.
3. We are committed to use eco-friendly materials and sustainable technologies during retrofit/ renovation activities (if any) both at building level as well as at infrastructure level.
4. We are committed to use high SRI (Solar Reflective Index) products like cool roof (paints, coatings, tiles and pavers etc.) & Green roofs to reduce heat island effect by maintaining micro climatic temperature of our campus.
5. We are committed to use low VOC (Volatile organic Compound) paints / adhesive/ sealants during paint activity to maintain the health and well-being of our stakeholders.
6. We are committed to maintain our Green Landscape Spaces by using sustainable practices and water efficient technologies.
7. We are committed to conserve water by adopting 3-R Principles i.e. Reduce, Recycle & Reuse.
8. We are committed to conserve energy by adopting energy conservation measures like use of LED lights, maximum use of Solar Energy, BEE star Rated Equipment's (minimum 3 Star Rated) etc.

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9. We are committed to promote Green & Energy Efficient Buildings in both existing and new developments by organising capacity building programs for building operators/ organisations within the campus of SEEPZ.

**Fiscal incentives as per Green Policy**

2. Fiscal incentive requires more discussion with stakeholders, therefore this matter has been deferred.

**Agenda 9: Excess work of Structural Repair and allied Civil Works of SDF 1 to 6 building and GJ 1 to 3 building in SEEPZ - SEZ premises of Rs. 99,659,489.65**

Decision: It was discussed in the Authority, as trade members require more details of Excess work of Structural Repair and allied Civil Works of SDF 1 to 6 building and GJ 1 to 3 building in SEEPZ - SEZ premises therefore this matter has been deferred to the next Authority meeting.

**Agenda 10: Sewage Treatment Plant of 5 MLD at SEEPZ-SEZ**

NFCD is appointed M/s Unique Enterprises as their MEP consultants for preparing the case study of sewage treatment plant to be constructed at SEEPZ-SEZ premises. The consultants had given presentation of the various methods by which the sewage can be treated. After the presentation and deliberation on the same it was decided to carry out the treatment by using sequential batch reactor (SBR) method. The consultants have prepared the detailed project report based on the said technology.

Decision: After detailed discussion the Authority approved the above proposal with Estimated Cost of Rs. 14,08,33,286/- with Operating and maintenance cost for one year for which tender shall be called.

**Agenda 11: Appointment of Assistant Estate Manager, finance and HR on Contract basis w.e.f 1.6.2017.**

In 30<sup>th</sup> Authority meeting held on date 18.11.2016, 3 post has been created and decided to hire 2 officials appointed through NFCD as Assistant Estate Manger- Finance and HR. On the recommendation of NFCD AEM - HR & Finance salary was fixed of Rs. 71,529/- pm each and approved in the 32<sup>nd</sup>

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Authority meeting held on 27.03.2017 but the NFCD has not issued them appointment letter and paid the salary for two months only after considerable delay without salary slip. Now NFCD has informed vide mail dated 12.06.2017 they are unable to appoint these persons in view of their internal recruitment policy.

In view of the above, we may hire Ms. Priyanka Patil and Ms. Reema Khandelwal directly through Authority on contractual basis for 12 months w.e.f 01 June 2017.

The matter regarding remuneration/honorarium for the above said contractual staff also needs to be decided and there are following options are available as compared with the salary structure of the Govt. of India for supervisory staff.

<b>EMOLUMENTS AS PER 7<sup>TH</sup> CPC</b>			
Level as per 7 <sup>th</sup> CPC	Level-6	Level-7	Level-8
Grade pay as per 6 <sup>th</sup> CPC	<b>4200</b>	<b>4600</b>	<b>4800</b>
Basic Pay	35400	44900	47600
DA @ 4%	1416	1796	1904
HRA @ 20%	7080	8980	9520
TA	1600	1600	1600
PF	1800	1800	1800
Total emoluments	<b>51496</b>	<b>63676</b>	<b>67224</b>

Keeping in view of the above, fixed/consolidated remuneration/honorarium equal to the **level 8** of Govt. of India salary structure as mentioned above. Based on the above salary structure i.e Level 8 we may fixed their salary as the current salary, Rs. 71,529/- each.

**Decision:** After detailed discussion the Authority approved the Appointment of Assistant Estate Manager, Finance and HR w.e.f 1.06.2017 with salary of Rs. 71,529/- pm each.

**Agenda 12: Appointment of Disaster Management Advisor**

The Committee was informed the position of the Disaster Management Advisor is essential and important, considering the present scenario for smooth coordinating the Disaster Management plan in SEEPZ-SEZ. Therefore there is a need to hire a well experienced person in Disaster Management field and also person who has experience in the working environment of Govt., so that the need of the department can be fulfilled.

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It was also informed to the Committee that Shri Parmod Kumar is an Ex-serviceman, from Indian Armed forces with experience of 15 years in armed forces and total experience of more than 20 years in relevant field.

The Committee decided to appoint Shri Parmod Kumar with salary of Rs.75,000/- (Rupees Seventy-Five thousand only) per month on contract basis. The contact may be initially awarded for a period of one year and the same may be renewed based on review of the performance.

**Decision: After detailed discussion the Authority approved the Appointment of Disaster Management Advisor w.e.f 1.07.2017 with salary of Rs. 75,000/- pm.**

**Agenda 13: Refund of excess BMC amount collected from units:**

Refund of excess money collected from unit holders vis-à-vis billed by BMC. Credit to the unit holders would be given from 1.4.2010 to 31<sup>st</sup> March, 2015.

**Decision: After detailed discussion the Authority approved the Refund of excess money collected from unit holders would be given from 1.4.2010 to 31<sup>st</sup> March, 2015.**

**Agenda: 14: Overloading of the Chajjas for the building nos GJ2 & GJ3**

Detailed project report for the above mentioned work was submitted by the Structural consultant. In brief the overloading of the Chajjas for the building nos GJ2 & GJ3 were high lightened, photographic evidence was also accompanied with the report. In conclusion the consultant proposes to avoid any further accident in respect to the chajjas for the two buildings, he has proposed that the chajjas are beyond repair and any amount spent in redoing the same will only invite further loading on them, Thus it is proposed by him that the chajjas should be dismantled to avoid the excessive loading and further accident. Instructions/ Directions may be given for the further course of action.

**Decision: After detailed discussion in the Authority meeting, Authority decided that NFCD will inspect and submit details inspection report regarding capacity of the wall to carry the Air conditioner & compressors already installed on chajjas.**

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**Agenda 15 to 17: Delay in New Projects**

- Construction of New Tower, original completion date was 20.11.2015
- Access Control system with CCTV camera, original completion date was 6.03.2013
- CCTV Electronic Surveillance System, CCTV Cameras along with the periphery of SEEPZ-SEZ, original completion date was 08.05.2014

**Decision:** After detailed discussion in the Authority meeting it was decided that the SEEPZ-SEZ Authority will ask MIDC, why the projects are delayed and what action they have taken against their contactor for unreasonable delays.

**Agenda 18: Cancellation of the projects:**

The SEEPZ-SEZ Authority is awarded the work to MIDC in the year 2013, 2014 and 2015 but MIDC has not finalized the tender till July 2016. Therefore 7 below projects has been cancelled.

Sr. No.	Name of work	Estimated cost put to tender (Rs.)	12.50% ETP charges	Total	ETP charges to be recoverd (40% of 12.50% i.e. 5% of estimated cost)
1	M&R to SEEPZ... Development of garden of lakeside strip along with main road in SEEPZ-SEZ premises (IIIrd call) (M/s. Ushakiran Construction)	18,57,705/-	2,32,213/-	20,89,918/-	92,885/-

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2	M&R to SEEPZ...Repairs to fire fighting system SDF I to VI in SEEPZ premises (II nd call) (M/s. Firecon Sprinklers & Control Systems)	7,69,007/-	96,126/-	8,65,133/-	38,450/-
3	M&R to SEEPZ-SEZ... Repairing to external, internal walls with painting and other allied works to SDF VI in SEEPZ-SEZ in SEEPZ premises. (M/s. Padmavati Construction)	49,10,399/-	6,13,800/-	55,24,199/-	2,45,520/-
4	M&R to SEEPZ.... Providing waterproofing treatment to the terrace slabs of SDF, I, II, III, IV & VI in SEEPZ premises. (M/s. Budhrani Builders Pvt. Ltd.)	4,13,37,410/-	51,67,176/-	4,65,04,586/-	20,66,871/-
5	M&R to SEEPZ... Repairs to SDF III building in SEEPZ-SEZ premises. (M/s. Eagle Infra India Pvt. Ltd.)	1,54,99,985/-	19,37,498/-	1,74,37,483/-	7,74,999/-
6	M&R to SEEPZ.... Strengthening and repairs to SDF IV building in SEEPZ-SEZ premises. (M/s. Eagle Infra India Pvt. Ltd.)	1,19,82,075/-	14,97,759/-	1,34,79,834/-	5,99,104/-
7	M&R to SEEPZ... Remolding	75,51,333/-	9,43,917/-	84,95,250/-	3,77,567/-

and refurshing of conference hall at SEEPZ service centre building. M/s. Concept Creator)				
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**Decision:** After the detailed discussion the Authority approved the above proposal.

**Agenda 19: Non Submission of the old project documents from 2010-11 to 2015-16**

Financial Year	Amount	No of Projects
2010-11	Rs. 451221/-	2
2011-12	Rs. 42640253/-	19
2012-13	Rs. 13968995/-	12
2013-14	Rs. 12080033/-	7
2014-15	-	-
2015-16	-	-
<b>Total</b>	<b>Rs.69140502/-</b>	

**Decision:** Projects reconciliation is not completed and MIDC is not handed over the Assets to SEEPZ-SEZ Authority. Therefore it was decided to ask MIDC, reason for non submission of the documents.

**Agenda 21: Appointment of Independent Technical Consultant for SEEPZ SEZ Authority**

Regarding the Appointment of Sr. & Jr. Engineers NFCD fails to prove that they are following the fair and transparent process for appointments made for SEEPZ- SEZ Authority. Also these officials are employed by same PMC which was appointed for the project. The appointed engineers have been the employees of the same PMC in past. Hence there is conflict of interest involved in process.

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**Decision:**

1. NFCD was requested to appoint Senior and Junior Engineer for which remuneration was fixed in the 32rd Authority meeting held on 27.03.2017. However the NFCD has provided the services of engineers who are employees of PMC working in the projects in SEEPZ as it appears to be conflict of interest, therefore it was decided not to approve the appointment of engineers.

However it was also decided that the salary of such engineers working from November' 2016 to June'2017 will be released.

2. It was also decided that as a stop gap arrangement, Shri Nanand Kumar Ndgire, who had been earlier working with SEEPZ as employee of Accenture Services Private Limited may be appointed as Technical Advisor and his Salary is fixed of Rs. 1,35,000/- pm as drawn by him from earlier employer.

**Agenda 22: To decide term and conditions for execution of Sub lease Agreement and rent as well as renewal of LOA in respect of re-allotment of Plots**

Long term lease agreement of M/s Tristar Jewellery Export Ltd., Plot No. 1 & 2 (P), SEEPZ-SEZ, Andheri (E), Mumbai-96 will expire on 21/09/2019 (after completion of 30 years of lease period). The Unit is working and has applied for renewal of lease period for further period of 30 years.

The matter has been referred to the Ministry for permission to extend lease period. However, since no reply has been received from the Ministry, therefore, it would be appropriate to take some decision on the said issue.

The proposal of the Unit for renewal of LOA was placed in the UAC held on 30.05.17. The Committee held the view to extend the LOA for a period of 5 years w.e.f. 01/04/2015 to 31/03/2020 and directed the Unit to execute sub lease.

**Decision:** After detailed discussion the Authority decided that till finalization the plot terms and conditions by Ministry of Commerce and Industries, it was decided where business is continuing, in such cases unit shall be allowed to execute short term agreement for 5 years on the rental basis of Rs. 2350 per sq mtr pa till finalization of guidelines by MOC&I.

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**Agenda 23: Criteria to be followed when plot has been taken over by bank, LOA and Sub lease agreement has expired**

M/s Fine Platinum (India) Ltd. has requested for renewal of lease for Plot No. 62, SEEPZ-SEZ. The said plot has been taken over by the Bank since 30/08/2011 and they are not able to transact in business, thereafter. Their LOP is expired and their lease period is also expired on 02/05/2017. Now, the Unit is not working as well as the building is under control of Bank.

**Decision:** After detailed discussion the Authority decided that such type of cases shall be finalized on receipt of guidelines by MOC&I.

**Agenda 24: Detailed scope of work of NFCD**

**Decision:** In the 30<sup>th</sup> Authority Meeting held on 18.11.2016 it was decided that NFCD shall be comprehensive service provider and shall arrange PMC or other consultant from their empanelled contractor/ consultant at rate which was decided in the said meeting.

It has been noted that NFCD is not following competitive process in spirit therefore it has been decided that though NFCD will continue to be service provider with the Scope of Work as submitted by them vide letter dated 5.7.2017. However, for all other work the competitive bid shall be called under the supervision of Estate Manager.

**Agenda 25: Unsurrendered Passes**

**Decision:** It was decided that already expired gate passes shall be allowed to be surrendered within 30 days. In case such expired gate passes are not surrendered the penalty of Rs. 1000/- shall be charged as per existing circular and thereafter penalty shall not be reversed even if the gate passes are surrendered. The gate passes expiring after 1<sup>st</sup> August a period of 30 days shall be allowed to the units to surrender such passes thereafter penalty of Rs. 10 per day charged. However maximum penalty

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will be Rs. 500/-. On reaching the penalty of Rs. 500/- a bill shall be raised and penalty will not be reversed even if the gate pass is surrendered thereafter.

The Meeting ended with vote of Thanks to the Chair.



**V.P. Shukla**  
**Secretary/JDC**  
**SEEPZ SEZ Authority**