

**Minutes of 1<sup>st</sup> Meeting of Finance & Accounts Division**  
**held on 18<sup>th</sup> April, 2023 at 5.30 pm under the Chairmanship of**  
**Shri Shyam Jagannathan (IAS), Development Commissioner, SEEPZ-SEZ.**

**Members Present:-**

1. Shri C.P.S Chauhan, Jt. Development Commissioner
2. Smt. Bridget Joe, EA to DC/ADC(Admin) I/c
3. Shri Haresh Dahilkar, ADC/Estate Manager/PAO I/c
4. Shri Palash Shankar, ADC
5. Smt. Rekha Nair, Assistant
6. Shri Ravindra Kumar, Assistant
7. Shri Rajesh Kumar, UDC
8. Shri Amit Shivalkar, IT Executive
9. Shri Kalpesh Wagh, IT Executive
10. Ms. Saloni Bibvekar, Finance Executive
11. Ms. Hardika Aajugiya, CA Section
12. Shri Vinayak Rane, CA Section
13. Smt. Mansi Prajapati, Jr. Executive
14. Shri Ankit Shrungare, Jr. Executive
15. Shri Shrikant Shetty, Jr. Executive
16. Shri Nilesh Lanjekar, Jr. Executive
17. Ms. Komal Nadar, Jr. Executive

**Agenda No. 1- Roles & Responsibilities of Finance & Accounts Division/SEEPZ**

**MoCI- Government Budget Allocation:-**

Discussion:- Government budget allocation is under the PAO & Head wise budget allocation is being given by the Ministry. The work related to PFMS is also being done by the Regional PAO. There are separate budget allocation for DC SEEPZ & Mihan SEZ. Controlling and validation is done at the level of Pay and Accounts Officer and financial sanction is issued by the Administrative Division.

Decision:- The Admin Section should be competent while making expenses through GeM or any other form. The advice of Finance & Accounts Division may be obtained where there is requirement of any customized service and which does not fall under the routine work of Admin Section.

  
28/04/23

### **SEZ Authority Budget:-**

Discussion:- Despite Financial sanction which has already been given on file, the Competent Authority, Member Secretary or any other officer from Authority signs the cheque and deposit it into the bank account.

Decision:- The physical signing of cheques should be stopped and electronic MIS advice be introduced for making all kind of payments. For this, sanction will be issued on e-office on e-file. Once the sanction is issued, the advice goes to the CA who then will authorize the MIS based payment to the bank account after validation and digital signature.

### **Procurement:-**

Discussion:- There is no procurement support from the side of CA and the procurement consultant who was supporting in the process of procurement earlier has left the organization.

Decision:- Advertisement be given for "Procurement Advisory Services" and procurement consultancy should be on-boarded so that delay in floating tenders be resolved.

### **Agenda No. 2- Rule Framework and Reference Provision**

Decision:- Core staff of this office who is interacting with the CA should be trained to magnify their capability in Budget Manual, GFR, CVC Manual, CVC Guidelines, procurement etc.

### **Agenda No. 3- File Flow Process and Role of Finance and Account Division Vis-à-vis Other Division**

Decision:- The chart indicating the file flow process should be kept as it is till the next meeting.

### **Central Audit Cell**

Decision:- Train up the staff who are working under the supervision of Customs Officer and key staff of Estate/New Trade/Labour be trained up for the purpose of Audit and Procurement.

### **Agenda No. 4- Existing Staff and Role and Responsibility Vacuum/Gap in Finance and Account Division**

Decision:- Training should be done so that the staff knows the legal framework.

### **Agenda No. 5- Role of CA in SEEPZ and New Tender, Number of Extension When New Tender Finalization and Timeline.**

Discussion:- The CA services hired in this office has already been given 7 extensions and no such support in relation to procurement has been received from their side.

Decision:- Bid for "Financial Services" be floated on GeM to hire CA services. Shri Amit Shirvalkar, IT Executive is dealing with the matter since long but no work has been initiated in this regard till date. Therefore, a show cause notice be issued to Shri Amit Shirvalkar, IT Executive to get the complete background why such delay has been occurred.

 28/04/22



**Agenda No. 7- Procurement Meeting and Their Conduct and Role of Procurement Division.**

Decision:- Multiple user ids for GeM be created in consultation with ADC(IT) and ADC(IT) by default will be the in-charge of e-procurement cell. A separate agenda be placed in respect of e-procurement.

Training on procurement be provided to the staff through Institute of Secretariat Training & Management (ISTM).

**Agenda No. 8- Role of Assistant Finance and Account Division.**

Decision:- Another presentation and discussion will be held to finalize the contour of the Finance & Account Division.

**Agenda No. 9- Regular PAO**


Decision:- The Officer to be posted vide communication no. E-12271 k-18002/1/2022/Prmotion/MF.CGA(A)/HR-III/Part-3/683 dated 19.03.2023. We shall await the formal joining.

**Agenda No. 10- Audit CRA**

Decision:- A review of the outstanding paras and all related aspects shall be done separately and shall be a regularly bi-monthly review.

**Agenda No. 11- Annual Report of Account**

Decision:- No discussed and a status report shall be submitted in next discussion.

  
(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