

**MINUTES OF THE 27<sup>th</sup> AUTHORITY MEETING OF THE SEEPZ SEZ  
AUTHORITY HELD ON 21<sup>st</sup> JANUARY, 2016 AT 11.30 AM**

**The following were present:**

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

**Agenda: I: Increase in the DA of Mr.Surinder Singh &  
Mr.T.C.Kaushik**

**Decision:** The Authority decided that in case of above mentioned officers, the pay fixation should be made in accordance with the Civil Central Service rules with applicable DA at the time of entering into contract.

During the currency of contract pay should not be revised. All calculation should be made accordingly by Sr. Account Officer for fixation of pay of above officers.

**Agenda Item No-II : Renewal of Disaster Management Contract**

The Authority noted that services of a Co-ordinator with necessary expertise in implementing of DMP is required for implementation of the DMP.

**Decision:** The Authority approved the services of Mr. Surendra Singh as Disaster Management Advisor for 11 month w.e.f 21.12.2015 to 20.11.2016. Compensation may be fixed as per the decision taken on agenda no.1 + travelling allowances of Rs. 1500/- per month.

**Agenda III: Extension of contract of M/s. BVG**

The proposal was for extension of M/s. BVG's contract period for a further period of six month i.e from 1<sup>st</sup> November, 2015 to 30<sup>th</sup> April, 2016.

**Decision:** The Authority approved the continuation of the contract for six month i.e from from 1<sup>st</sup> November, 2015 to 30<sup>th</sup> April, 2016 or till finalization of new tender on the same rate to be

250

decided by competent Authority by keeping in the view the work of contractor.

**Agenda No. IV: Repairing to External, internal walls with painting and other allied works to SDF-VI in SEEPZ - SEZ Premises.**

In the 24<sup>th</sup> authority meeting dated 16.02.2015 the estimate of said work for Rs. 63,81,900/- has already been approved. The Competent Authority has approved the revised estimate of Rs. 73,85,397/-.

**Decision: The Authority approved the proposal.**

**Agenda V: Additional honorarium for SEEPZ-SEZ Authority work and Appointment of Assistant Estate Manager directly by Authority on Contract basis of the Authority**

"As per rules 9(4) the Authority may engage or employee on contract/outsourcing for discharge of its functions and the terms and conditions of such appointment shall be decided by the Authority and preference shall be given to outsource all works to extent possible and only if outsourcing cannot be done as a principle, regular staff shall be appointed."

The Committee of the DCs has assessed and recommended to Ministry of Commerce & Industry, creation of the regular posts for SEEPZ-SEZ Authority, however, creation of post will take time.

Currently, to discharge function of Estate Manager, the Deputy Development Commissioner has been appointed as Estate Manger to discharge the function of Estate Manager in addition to his regular charge of Deputy Development Commissioner. Many of the other officials have also been entrusted with additional responsibility of Estate Management. It is proposed that some honorarium should be given to officers who are deputed to discharge additional responsibility of Estate Management.

Further, Miss Reema Khandelwal, who is assisting Estate Manager, in discharge of his responsibility of Estate Management, is outsourced employee working since last 2 years. She is qualified MBA -Finance and assisting Estate Manager in financial management as well as coordinating with the Chartered Accountants who have assigned the work of book keeping and Internal Audit and also the

249

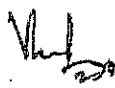
Authority has appointed PTC to collect the data and make a petition before regulatory commission and ultimately purchase and sale power for SEEPZ SEZ.

In this regard dedicated person would be required to coordinate with PTC and units to arrange the data and documents required, therefore to ensure her direct responsibility, it is proposed, she may be hired directly by Authority on contract basis for period of 1 year (extendable).

In the view of above, the Authority has decided as under:

- i) To give honorarium of Rs. 3,000/- pm to officers and Rs. 1,000/- to staff who are discharging additional responsibility of Estate Management other than to Chairperson and Estate manager.
- ii) To give allowances of Rs. 1,000/- to officer and staff including caretakers for use of phones other than to Chairperson and Estate manager.
- iii) To hire Miss Reema Khandelwal as a Assistant Estate Manager on contract basis for period of 1 year (extendable) with remuneration of Rs. 30,000/- + phone allowances Rs. 1,000/- + Travelling allowance Rs. 1,500/- per month w.e.f 1<sup>st</sup> January, 2016.

**Decision: The Authority approved the proposal.**

  
V.P. Shukla  
Estate Manager  
SEEPZ-SEZ Authority