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SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

ANDHERI (E), MUMBAI – 400 096.

**AGENDA FOR THE 22nd MEETING OF THE
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

**VENUE :- CONFERENCE HALL OF SEEPZ SERVICE CENTRE,
2ND FLOOR, ANDHERI (E), MUMBAI – 400 096.**

ON 05rd August, 2014 AT 11.30 P.M.

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Agenda for the 22nd Meeting of the SEEPZ Special Economic Zone Authority held on 5th August, 2014

List of Agenda:

- 1. Annual Account for the F.Y. 2013-14**
- 2. Chartered Accountant**
- 3. Fees for the Professional Service Certification**
- 4. Enhancement in expenditure for running the Crèche facility**
- 5. Allotment of Qtrs**

**AGENDA FOR THE 22ND MEETING OF THE SEEPZ SEZ AUTHORITY
SCHEDULED TO BE HELD AT 11.30 A.M. ON 5TH AUGUST, 2014.**

Agenda item no. I: Annual Account for the F.Y. 2013-14

Approval for financial statement of the Authority for the F.Y. 2013-14

Approval for financial statement of the Authority prepared by M/s. B.N. Kedia & Co, the CA firm annoyed by the Authority for the F.Y. 2013- 14 is submitted for consideration of Authority.

Agenda item No.II: Chartered Accountant.

Appointment of Chartered Accountant of SEEPZ SEZ Authority for the F.Y. 2014-15.

SEEPZ SEZ Authority has appointed R. Devendra Kumar & Associates, for the FY 2014-15.

Scope of Work:

The description of Book Keeping and maintaining of Account work is given below:-

1. Preparation of Balance Sheet for 2014-2015.
2. Preparation of Income Expenditure Account for the year 2013-14.
3. Preparation of Budget.
4. Schedules to the above financial statement.
5. Instructions and Accounting Principles.
6. Notes and instructions for schedules.
7. Statement of Receipt & Payment as Prescribed by the comptroller and Auditor General of India, Ministry of Finance.
8. Submission of Income Tax Returns & filling of e- TDS.
9. Preparation of Annual Accounts of the Authority pertaining to a financial year latest by 30th day of June of subsequent financial year.
10. Compliance report on the observations of C & AG and Public Accounts Committee to be submitted when required by the Govt. of India.
11. Compilation of Accounts Manual and Statutory Compliance.

The annual auditing charges shall be Rs.3, 95,000/- (Three Lacs Ninety Five Thousand only) which shall be released on Quarterly basis, after deducting applicable TDS.

The proposal is submitted for information of the Authority.

Agenda item No.III: Fees for the Professional Services Certification:

M/s. Vipul I. Panchasara & Associates has submitted bill for professional services fees for the Assessment Year 2012-13 amounting to Rs. 10,000/- & for the Assessment Year 2013-14 of amounting to Rs. 10,000/- as the certification for claiming deduction under 80IAB of the Income Tax 1961. It is proposed to pay the bills as the certification is mandatory.

The proposal is submitted for consideration of the Authority.

Agenda item No.IV: Enhancement in expenditure for running the Crèche facility

The crèche facility has been provided for the well-being/benefit of the women employees working in the units of SEEPZ-SEZ. In terms of the Factories Act, 1948, wherever 30 or more women employees are working, the employer is required to provide crèche facility. The crèche facility has been created as a common facility for the employees of zone units since setting up individual crèche facility by each unit is not practical considering the space constraint in the zone. Expenditure for running the crèche facility includes electricity/telephone/water bills at actual. In the 18th meeting of the Authority, it was decided to meet the expenditure from the Authority Fund in order to ensure early commencement of the facility. It was also approved to make payment to the Stree Mukti Sanghatna (SMS) on quarterly basis for the smooth functioning of the crèche facility.

The Expenditure was fixed @ RS. 88,550/- per quarter w.e.f, 2011 Enhancement of payment to Rs. 1,20,000/- Thereafter, enhanced Rs. 1,20,000/- and subsequently to Rs. 1,50,000/- w.e.f. 1.04.2013 as approved by the Authority.

M/s. Stree Mukti Sanghatana vide letter dt. 10.06.2014 have stated that, with growing inflation and ever increasing rates of vegetables, cooking oil, grains, bus travel for employees, annual increase in the salary of employees etc. it is very difficult for the manage crèche in the budget sanctioned by us, Therefore they have requested to enhance the quarterly amount from 1,50,000/- to 1,95,000/- form the June, 2014. They have also stated that, as on today number of children in the crèche is 19. At present there are 4 workers including Supervisor. (4 full time and 1 part time)

The request to M/s. Stree Mukti Sanghtana is placed before the Authority for enhancement of the operating expenses of the crèche w.e.f. June, 2014.

The proposal is submitted for consideration of the Authority.

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Agenda item No. V Allotment of Qtrs.

Rule 9 (4) of the SEZ Authority Rules, 2009 prescribes that preference shall be given to outsource for all works to the extent possible and only if outsourcing cannot be done as principle, regular staff shall be appointed. Accordingly the Authority has outsourced the various services as mentioned below:

1. HR Consultancy
2. Security Services
3. Vehicle Services
4. Software Maintenance Vendor
5. Hardware Maintenance Vendor
6. Accountancy Services

The service provider have been requesting for residential accommodation to the persons deployed here. This will facilities availability of the person outside office hours and also holiday, if necessary.

We have 11 "A" type vacant Qtrs. It is proposed that we may consider temporarily allotting the vacant "A" type Qtrs. to the contractor subject to following conditions:-

1. Allotment of quarter shall be in the name Contractor, who has valid Contract.
2. Allotment will be Co-Terminus with Validity of Contract.
3. Rent shall be charged at market rate & the same shall be paid by the contractor.
4. The contractor will allot the Qtrs. to the person deployed in the Authority. Only the employee & his/her family will be allowed to stay. If family is not staying, then two employees of the contractors who are deployed to work in the Authority can be allowed to stay in one Qtr.
5. The contractor shall pay the Rent & services charges etc. in an advance on quarterly bases.
6. The Allotment of the Qtrs. to employees should be cleared with Estate Manager.
7. The contractor shall be liable to ensure that premises are not misused in any manner by the allottees including subletting.
8. The contractor shall be liable for payment of electricity charges.

The proposal is submitted for consideration of the Authority.

**SUPPLIMENTARY AGENDA FOR THE 22nd MEETING OF THE SEEPZ SEZ
AUTHORITY SCHEDULED TO BE HELD AT 11.30 A.M. ON 5th August,
2014.**

Agenda item :

- **Bio-Methanization plant- installation of pipeline and treatment of dry leaves**

SUPPLIMENTARY AGENDA

Bio-Methanization plant- installation of pipeline and treatment of dry leaves :-

The biogas plant was initially conceived as a commercial plant i.e. generation of gas will be to such an extent to sell the same to meet the operational expenditure. However, as the generation of wet waste is not adequate, the plant has to be considered as waste treatment plant as per the discussion Dr. Kale of BARC, who is providing technical expertise, with the Zone Admn. The proposal is to provide pipe connectivity from plant to the ICH, for supplying whatever gas generated.

MIDC has submitted the estimate for providing and construction of road crossing for Biogas pipeline from Biogas plant to ICH canteen.

The details of work are as under:

- i) The total road crossing length at three points in between GJ-02 & GJ03 is 32.05 m and at the biogas plant premises, the length of crossing is 40 M length is considered the sleeve the biogas line.
- ii) Total excavated road trench is considered for concrete filling up to road level after laying biogas pipe.

The Total estimated cost of above work is mentioned below:

Estimated cost + 5% Contingencies	Rs. 73,940.00 (N)
+ 12.5% ETP charges	Rs 9,242.50
Total	Rs. 83,182.50
Say	Rs. 83,185.00 (G)

The estimate of MIDC for Providing & Construction of road crossings for Biogas pipeline from Biogas plant to ICH Canteen amounting to Rs.83,185/- & the work of Biogas plant is already in progress and M/s. Ashoka Bio-green Pvt. Ltd. has given approval of Rs. 5,41,029/- for installation of pipeline from Biogas plant to ICH canteen & Purchase of Shredder of Rs.60,000/- for treatment of dry leaves.

The proposal is submitted for consideration of the Authority.
