

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

ANDHERI (E), MUMBAI – 400 096.

**AGENDA FOR THE 27TH MEETING OF THE
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

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

21st JANUARY, 2016 AT 11.30 A.M.

**AGENDA FOR THE 27th MEETING OF THE SEEPZ SEZ AUTHORITY
SCHEDULED TO BE HELD AT 11.30 A.M. ON 21st JANUARY, 2016.**

List of Agenda:

- 1) Increase in DA of Surinder Singh & T.C.Kaushik
- 2) Extension contract of Surinder Singh
- 3) Extension contract of BVG
- 4) Repairing to external, internal walls with painting and other allied works to SDF VI in SEEPZ-SEZ premises
- 5) Honorarium for SEEPZ-SEZ Authority work and Appointment of Assistant Estate Manager on Contract basis of the Authority.

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

Cdr. Surinder Singh & Dr. T.C.Kaushik has requested (vide letter dated 30th September, 2015) to enhance the existing rate for Dearness allowance from 113% to 119% w.e.f 1.7.2015. With respect to office memorandum No.1/3/2015-E-II (B) issued by, Government of India, Ministry of Finance, Department of Expenditure, North Block, New Delhi dtd.23.9.2015. It is stated that the Central Government has enhanced the existing rate of Dearness allowance from 113% to 119% w.e.f 1.7.2015.

In view of the above, this is to be noted that, at the time of allotment of the contract of Cdr. Surinder Singh, pension is taken into consideration for the purpose of fixing the contract amount. Payment of DA on remuneration as & when declared by government, is not included in terms & conditions of contract.

The existing contract is as per GFR rules therefore to increase DA on six monthly basis on contract amount would not be feasible.

We may also rectify the incorrect calculations made while fixing the remuneration of Cdr. Surinder Singh.

Submitted for consideration of Authority.

Agenda Item No-II : Renewal of Disaster Management Contract

The appointment of Comdr. Surender Singh as Disaster Management Advisor for a period of 11 months has expired on 20.12.2015.

As regards renewal of the contract for a further period, the same was under process and the following proposals are submitted.

His services may be extended for further period of 11 months w.e.f. 21.12.2015 to 20.11.2016.

Submitted for consideration and approval of the Authority.

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

In 26th Authority Meeting, extension was given to M/s. BVG only for the period of 1st May, 2015 to 31st October, 2015 on the existing terms and conditions. However, since we received only one quotation after floating the tender, the same require to be re-tender.

Therefore, we may consider the contract of M/s. BVG may be extended for the further period of six months i.e. from 1st November, 2015 to 30th April, 2016 on the existing terms and conditions, since the procedure of floating the tender of Mechanized Cleaning is in process and it will take some time.

Submitted for ratification of Authority.

Agenda IV: Repairing to external, internal walls with painting and other allied works to SDF VI in SEEPZ-SEZ premises

Vide Letter No. EE(IT Dn)/D-68627/of 2015 dated 11.12.2015 MIDC has requested this office to revise the project cost for M&R work mentioned in the captioned item. In the 24th Authority meeting dated 16.02.2015 the estimate of the said work for a cost of Rs.63,81,900/- has already approved. MIDC has further concluded that, while calling the tender procedure, vide E-tender notice No.21 of 2015-16, M/S Padmavati Construction Co have quoted their offer at Rs.62,80,450/- & costing this office Rs.73,85,397/-

Submitted for ratification of the Authority.

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 Authority rules, The Authority shall appoint officers and employees for the efficient discharge of its functions.

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"As per rules 9(4) the Authority may engage or employ 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 officers have also been entrusted with additional responsibility of Estate Management. It is proposed that some honorarium should be given to officials 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. Authority is paying Rs. 25,178/- per month to contractor. She is qualified MBA -Finance and assisting Estate Manager in financial management as well as coordinating with the Chartered Accountant who have assigned the work of book keeping and Internal Audit. 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, it is proposed as under;

- i) To give honorarium of Rs. 10,000/- pm for additional responsibility of Estate Manager to officer and 3,000/- pm to staff who are discharging additional responsibility of Estate Management.

ii) To hire Miss Reema Khandelwal as a Assistant Estate Manager on contract basis with remuneration of Rs. 30,000/- per month w.e.f 1st January, 2016.

iii) To give phone allowances to officer and staff including caretaker dealing with Estate Management with limit of Rs. 1500/- for Estate Manager and Rs. 1,000/- for others.

Submitted for ratification of Authority.