

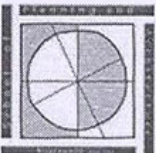
Minutes

Seventeenth Meeting of the Finance Committee

Held on

December 21, 2019 at Mumbai

B Somaya
Approved. 21/1/2020



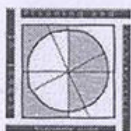
School of Planning and Architecture: Vijayawada

An Institute of National Importance, MHRD,

Government of India

ITI Road, Vijayawada – 520008, Andhra Pradesh, India

Minutes of 17th Finance Committee Meeting held on December 21, 2019 at Mumbai



School of Planning and Architecture: Vijayawada
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ITI Road, Vijayawada – 520008
Andhra Pradesh, India

Minutes of the Seventeenth (17th) Meeting of the Finance Committee of SPAV held on December 21, 2019 at 10:30 am in Mumbai:

Members present:

S.No.	Name	As
1	Ar. Brinda Somaya	Chairperson
2	Shri Pawan Kumar, Under Secretary, MHRD, Government of India	Member
3	Prof. Dr. Monsingh D. Devadas, Representative of University Grants Commission	Member
4	Prof. Dr. Minakshi Jain, Director, SPA Vijayawada	Member
5	Dr. Amitava Sarkar Registrar I/c, SPA Vijayawada	Member Secretary

The Chairperson welcomed the members and requested the Register I/c to take up the Agenda items for discussion.

1	To confirm the Minutes of the 16th Meeting of Finance Committee of SPAV held on August 06, 2019 at MHRD, New Delhi	Annexure – I
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The Minutes of the Meeting were circulated to the Members. As no objections have been received, the said Minutes stand approved and are attached as an **Annexure – I**.

2	To present the Action Taken Report on the Minutes of the 16th Meeting of Finance Committee of SPAV held on August 06, 2019 at MHRD, New Delhi
OBSERVATIONS ON ACTION TAKEN ON THE MINUTES OF 13TH MEETING OF FINANCE COMMITTEE	
Item# 13.5	To consider and approve the estimated budget for the following items in the new campus a) ICT Infrastructure, (Information and Communications Technology Infrastructure i.e. Cabling and equipment for Faculty Block and Institute Block).
Action Taken	a) Status of ICT infrastructure: The procurement process of E-Office Project has been deferred till the completion of ICT infrastructure. An amount of ₹ 87,26,737/- has been

	<p>spent on the procurement of ICT and CCTV items after the last FC meeting. Total expenditure made on ICT is within the approved limit and as per GFR guidelines. This point is being taken up as a separate agenda item in this meeting vide item no. 17.1.</p> <p>The FC is requested to close this item.</p>
Decision of 17th FC	<i>The FC noted the purchases made for ICT till date from the approved amount and this point is being taken up as a separate agenda item in this meeting vide item no. 17.1. The Item stands closed here.</i>
OBSERVATIONS ON ACTION TAKEN ON THE MINUTES OF 14TH MEETING OF FINANCE COMMITTEE	
Item # 14.1	To consider procurement of furniture and equipment for classrooms, faculty, staff and laboratories
Action taken	<p>The total amount already spent for purchasing of furniture for hostels, campus and academic block in the intervening period is ₹ 27,93,890/- The procurement was made through GEM and CPPP.</p> <p>The furniture and equipment amounting to ₹ 79,56,858 /- is under process for purchase through GEM/CPPP. Total expenditure made on furniture and equipment is within the approved limit.</p> <p>This point is being taken up as a separate agenda item in this meeting vide item no. 17.2. The FC is requested to close this item.</p>
Decision of 17th FC	<i>The FC noted the purchases made till date from the approved amount. As this point is being taken up as a separate agenda item in this meeting vide item no. 17.2, the Item stands closed here.</i>
OBSERVATIONS ON ACTION TAKEN ON THE MINUTES OF 15TH MEETING OF FINANCE COMMITTEE	
Item # 15.3	To consider procurement of equipment for the Laboratories
Action taken	<p>The total amount already spent for purchasing of Climatology Lab equipment and Transportation Lab software is ₹ 19,35,680/- through GEM and CPPP.</p> <p>The Laboratory equipment has been purchased through GeM/ CPPP by following GFR 2017 guidelines.</p> <p>This point is being taken up as a separate agenda item in this meeting vide item no. 17.2. The FC is requested to close this item.</p>
Decision of 17th FC	<i>The FC noted the purchases made till date from the approved amount. As this point is being taken up as a separate agenda item in this meeting vide item no. 17.2, the Item stands closed here.</i>
Item # 15.6	SPAV Campus related issues
Action taken	<p>The status of SPAV campus development project is as mentioned below:</p> <p>A) <u>Occupancy Letter from VMC and CPWD relocation from site and</u></p>

	<p align="center"><u>Funds utilisation</u></p> <ol style="list-style-type: none"> 1) SPAV was granted occupancy certificate from VMC for the entire campus on 26.09.2019. 2) The CPWD has relocated from the site to their Vijayawada headquarters. 3) SPAV has requested CPWD to complete snags within the defect rectification period and submit the closure report with final bills. This is awaited from CPWD. 4) CPWD has sent a letter dated 18.11.2019 stating overall utilisation of funds (refer Annexure-II). As per this letter, total expenditure is ₹1,49,08,19,411/- for the entire project. Balance available with CPWD as on 18.11.2019 is ₹ 1.15crores which will be returned to SPAV. <p>B) <u>Consultant Architect Fee Payment Status.</u></p> <p>The total Fee payable to the Consultant Architect for SPAV Campus Development Project as per Agreement based on the tendered/Agreement value of works is ₹ 5,39,23,955/- (inclusive of Service Tax/GST).</p> <p>Penalty for Delay in submission of drawings has been ascertained as ₹ 33,12,445/- and communicated to the Architect.</p> <p>The total Fee already paid inclusive of Service Tax/GST to the Consultant Architect till date after deducting penalty amount is ₹ 5,28,95,722/-.</p> <p>Balance amount payable to the Architect as on date to ₹ 47,61,832/- (Service Tax/GST ₹ 10,28,233/- +Security Deposit ₹ 37,33,599/-).</p> <p>The CPWD is yet to give the bifurcation of costs of certain components of the project, due to which the final figures may change to some extent. The fee is calculated on the approved estimated cost/Tendered cost of works.</p> <p>Submitted for information, consideration and approval please.</p>
<p>Decision of 17th FC</p>	<p><i>The FC noted the same and applauded the efforts of SPAV team for obtaining the occupancy certificate. However, The FC advised SPAV to resolve the fee payment issue with the Consultant Architect at the earliest. The FC further advised to take the assistance of a senior practicing architect in this matter if required.</i></p>
<p>OBSERVATIONS ON ACTION TAKEN ON THE MINUTES OF 16TH MEETING OF FINANCE COMMITTEE</p>	
<p>Item# 16.1</p>	<p>Sanction of additional Teaching and Non-teaching positions</p>
<p>Action taken</p>	<p>It is informed to the FC that SPAV has sent vide letter No.F-03/SPAV/DIR/MHRD/2019-20 dated June 25, 2019to MHRD for creation of new non-teaching posts by surrendering some posts to achieve the Financial Neutrality (Annexure – III A).</p> <p>The decision of MHRD is still awaited.</p>

	<p>Meanwhile, it is proposed to recruit an <i>Administrative and Finance Consultant</i> purely on contract basis for facilitating the finance procedures within the Institute.</p> <p>The post of <i>Physical instructor</i> has also been advertised purely on the contract basis to involve the students in sports and regular physical exercises.</p> <p>The above point is covered as an agenda item no.17.3.</p> <p>Advertisement for the post of <i>Registrar</i> on deputation basis or on contract basis was issued on September 04, 2019. In this regard, 12 applications have been received. After screening the applications, 02 applicants were found to be ineligible out of 12 applicants. The list of eligible candidates was placed on SPAV website. Selection process will be completed by February, 2020 tentatively.</p> <p>Advertisements for recruitment of Regular Teaching and Non-Teaching positions were issued on July 3, 2019 and July 17, 2019 respectively in this regard. Further, a Corrigendum for recruitment of regular Teaching positions was issued on November 6, 2019 implementing reservation roster for SC/ ST/ OBC/ EWS in CFTIs as per GOI/ DOPT Orders.</p> <p>Selection for the various teaching and non-teaching posts is under process and shall be completed by February, 2020 tentatively.</p> <p>For the post of Section Officer and Private Secretary (Direct Recruitment) as per the DoPT Office Memorandum No. 39020/02/2016-Estt(B) dated 13th April, 2017 (Annexure – IIIB), written test (70% weightage) and skill test (30% weightage) is proposed, keeping in mind the functioning of the posts.</p> <p>Submitted for consideration and approval please.</p>
<p>Decision of 17th FC</p>	<p><i>The MHRD nominee informed the FC that the Ministry has received the letters from SPAV for creation of 25 new teaching posts and 03 new non-teaching posts by surrendering some posts to achieve the Financial Neutrality. The decision of MHRD is awaited.</i></p> <p><i>The FC noted that the recruitment process for the post of Registrar, regular teaching and non-teaching positions are under process and will be completed by February 2020 tentatively. For the internal promotions, the FC suggested to keep a ratio of the various skilled category positions, required for the effective working on the position of Section officer.</i></p> <p><i>The FC further approved the conduction of written test (70% weightage) and skill test (30% weightage) for the post of Section Officer and Private Secretary (under Direct Recruitment and promotion) in line with the DoPT Office Memorandum No. 39020/02/2016-Estt(B) dated 13th April, 2017 keeping in mind the functioning of the posts.</i></p>
<p>Item # 16.2</p>	<p>Status of the Campus Project</p>

Action taken	<p>The SPAV has signed the MOU with The Executing Agency - BSNL (Civil Wing South Zone) on September 05, 2019 to execute the works of Compound Wall, Outdoor Sports facilities, and Auditorium Interior Finishes.</p> <p>Status of the on-going Campus Project:</p> <p>A) BSNL (Civil Wing South Zone) submitted Preliminary cum Detailed Cost Estimate of ₹ 89,97,000/- for Compound Wall (for civil work only) dated 24.10.2019. The estimate submitted by BSNL is within the approved budget of ₹ 90lakhs as per 27thBoG minutes. Accordingly, SPAV has accorded Administrative and Financial Sanction for ₹ 94,50,323/-, which is inclusive of BSNL's Consultancy Fee, as per terms and conditions of the Tender. The BSNL has floated the tender on 18.11.2019 and L1 has been identified by BSNL on 11.12.2019 at quote of ₹81,25,995/-.</p> <p>B) BSNL (Civil Wing South Zone) has submitted the Preliminary cum Detailed estimate for Civil and Electrical works related to Outdoor Sports facilities amounting to ₹1,71,19,000/- on 26.09.2019, which includes contingencies and consultancy fee of BSNL as per terms and conditions of the Tender. The estimate amount submitted by BSNL is within the approved budget of ₹ 1.93crores as per 27th BoG minutes. Accordingly, floating of the tender by BSNL (Civil Wing South Zone) is under process.</p> <p>C) BSNL (Civil Wing South Zone) has presented the preliminary design on the Auditorium Interior Finishes to SPAV on 15.11.2019 and detailed comments of SPAV were given for incorporation in the design to BSNL on 20.11.2019. Accordingly detailed drawings, specifications and cost estimate are awaited from BSNL.</p> <p>Submitted for information and consideration please.</p>
Decision of 17th FC	<p><i>The FC noted, signing of the MOU between SPAV and The Executing Agency - BSNL (Civil Wing South Zone) on September 05, 2019 for the execution of the works of Compound Wall, Outdoor Sports facilities, and Auditorium (Interior Finishes) within the budget amount approved by the BoG.</i></p> <p><i>While noting the status of these projects, the FC strongly advised to expedite the process, for its completion within the specified time frame to enable the students to use the sports facilities and auditorium facilities for the forthcoming events.</i></p>
Item # 16.5	Actuarial valuation and provision for Gratuity for the regular employees of the School
Action taken	<p>As per the decision of the FC, the already provisioned amount under the Head – Gratuity is returned to the Head from where it was provisioned.</p> <p>The FC is requested to close this item.</p>
Decision of 17th FC	<i>The FC noted the same.</i>

	<i>After detailed deliberation, the FC recommended and approved to send a request letter to MHRD to extend the Gratuity for the regular employees of SPAV in line with Central Govt. employees.</i>
Item # 16.6	TA for experts travelling by own car / taxi
Action taken	The decision of the FC is implemented. The FC is requested to close this item.
Decision of 17th FC	<i>The FC noted the same and the item stands closed.</i>
AGENDA ITEMS FOR CONSIDERATION AND APPROVAL	
Item #17.1	Status of ICT Infrastructure
Decision of 17th FC	<i>The FC noted the purchases, amounting to ₹ 87,26,737/- made for ICT within the approved budget following GFR 2017 guidelines through GeM/CPPP.</i> <i>The FC advised to proceed further for the purchase of E-office, citing its advantages and reiterate to initiate the procurement of E-Office Project through NIC.</i> <i>The FC also noted that the Computer Centre of SPAV was inaugurated on 13th September, 2019 with fully furnished and equipped Computer Lab, GIS Lab and Data-Centre with total cost of ₹ 1.5crores, out of the sanctioned amount for ICT infrastructure.</i>
Item #17.2	Procurement of Furniture and Equipment for classrooms, hostels, faculty, staff and laboratories
Decision of 17th FC	<i>The FC noted the purchases of Furniture for hostels, campus and academic block in the intervening period for ₹ 27,93,890/- and the procurement was made through GEM and CPPP.</i> <i>The FC further noted the purchases of Climatology Lab equipment and Transportation Lab software for ₹ 19,35,680/- through GEM and CPPP within the sanctioned amount of ₹ 3.5 crores approved by the BOG.</i> <i>The FC noted the purchases being made following GFR 2017 guidelines.</i>
Item # 17.3	Request of Dr. Y.S. Rao, Deputy Librarian, to allow him notional pay up-gradation w.e.f. August 26, 2016
Decision of 17th FC	<i>After detailed deliberation, the FC accorded the approval of the notional upgradation of ₹ 9000/-to Dr. Y.S. Rao, Deputy Librarian as per UGC guidelines 2010 with effect from August 26, 2016 without any monetary benefits for the intervening time period after obtaining an undertaking from the individual stating that he will not claim any monetary benefit for the period from August 26, 2016 till September 19, 2019 in future.</i>
Item #17.4	The recruitment of “Administration and Finance Consultant” and “Physical Instructor” purely on Contract basis

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Decision of 17th FC	<i>The FC noted the conduction of interviews on December 16, 2019 for the recruitment of the positions of "Administration and Finance Consultant" and "Physical Instructor" and approved the selection of Sh. KV Sarveswaran and Sh. Anumula China Babu purely on contract basis as per the recommendation of the selection committee.</i>
Item #17.5	The recruitment of "Authorised Medical Attendant (AMA)" purely on Contract basis
Decision of 17th FC	<p><i>The FC noted the recruitment of Dr. Mujibur Rehman Shaik as "Consultant Doctor/Authorized Medical Attendant (AMA)" purely on Contract basis by SPAV, who has reported to duty on December 02, 2019, selected through interview.</i></p> <p><i>Further FC approved to engage a female doctor from the shortlisted doctors for 8-10 days in a month on contract basis because of increasing number of female students every year.</i></p>

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