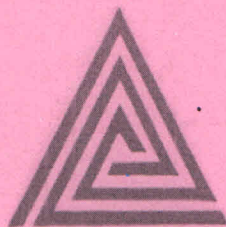


**MINUTES OF SIXTH FINANCE COMMITTEE  
MEETING HELD ON 08<sup>TH</sup> MAY, 2018**

**AND**

**DULY CONFIRMED IN  
SEVENTH FINANCE COMMITTEE MEETING  
HELD ON 07<sup>TH</sup> DECEMBER, 2018**



**SCHOOL OF PLANNING AND ARCHITECTURE**

**4, Block B, I.P.Estate, New Delhi-110002**

**Phone : 011-23702382 Fax : 011-23702383**



## SCHOOL OF PLANNING AND ARCHITECTURE

Ref.No.CCC/06FC/SPA/18

29<sup>th</sup> May, 2018

**TO ALL MEMBERS OF FINANCE COMMITTEE OF  
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI**

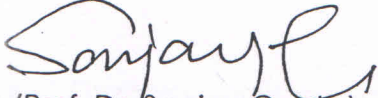
**SUBJECT: MINUTES OF 06<sup>th</sup> FINANCE COMMITTEE MEETING UNDER SPA ACT,  
2014 HELD ON TUESDAY, 8<sup>th</sup> MAY, 2018 AT 12.00 NOON.**

Sir/Madam,

I am directed to forward herewith the Minutes of 06<sup>th</sup> Finance Committee Meeting of School of Planning and Architecture, New Delhi, held on Tuesday, 8<sup>th</sup> May, 2018 at 12.00 noon in the New Committee Room of SPA. Comments on the Minutes, if any, may please be forwarded to the undersigned within two week's time.

With Kindly Regards,

Yours faithfully,

  
(Prof. Dr. Sanjay Gupta)

Registrar In-charge, Secretary

1.	Ar. Amogh Kumar Gupta Chairperson-FC 15, Amaltas Phase-I, Chuna Bhatti, Bhopal-462016	4.	Ms. Darshana M. Dabral, JS & FA Govt. of India, MHRD, Dept. of Higher Education Technical Section – VI, Shastri Bhawan, New Delhi-110001.
2.	Prof. Dr. P. S. N. Rao Director School of Planning and Architecture, New Delhi – 110002	5.	Dr. D. S. Meshram (Nominee of BOG) President, Institute of Town Planners, 4-A, Ring Road, I.P. Extn. New Delhi-110002
3.	Dr. Sukhbir Singh Sandhu, Additional Secretary (TE), Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110001	6.	Prof. Dr. Sanjay Gupta Registrar (In-Charge) - Secretary School of Planning and Architecture, New Delhi-110002



MINUTES OF 06<sup>th</sup> FINANCE COMMITTEE MEETING OF SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI, HELD ON TUESDAY, 08 MAY, 2018 AT 12.00 NOON IN THE NEW COMMITTEE ROOM, SPA, NEW DELHI, DULY CONFIRMED IN THE 07<sup>th</sup> MEETING OF FINANCE COMMITTEE HELD ON 07<sup>th</sup> DECEMBER, 2018

Present:

- |    |  |                                |
|----|--|--------------------------------|
| 1. | Ar. Amogh Kumar Gupta  | Chairperson, FC                |
| 2. | Prof. Dr. P.S.N. Rao<br>Director                                     | Member                         |
| 3. | Ms. Darshana M. Dabral<br>JS & FA, MHRD                              | Member                         |
| 4. | Dr. B.K. Bhadri,<br>AEA, MHRD<br>(in place of Dr. Sukhbir S. Sandhu) | Member                         |
| 5. | Dr. D.S. Meshram<br>(Nominee of BOG)                                 | Member                         |
| 6. | Prof. Dr. V.K. Paul<br>Dean (P&D)                                    | Special Invitee                |
| 7. | Prof. Dr. Sanjay Gupta   | Registrar In-charge, Secretary |

**06 FC ITEM NO.1: TO CONFIRM THE MINUTES OF 04<sup>th</sup> (EMERGENT) MEETING OF FINANCE COMMITTEE OF THE SCHOOL HELD ON 9<sup>th</sup> FEBRUARY, 2018**

The Minutes of the 04<sup>th</sup> Meeting of Finance Committee of the School held on 9<sup>th</sup> February, 2018 were circulated to all members of the Committee on 28<sup>th</sup> March, 2018. No comments were received.

With the above observations, the Minutes of 04<sup>th</sup> Meeting of Finance Committee were approved.

**06 FC ITEM NO.2: TO CONFIRM THE MINUTES OF 05<sup>th</sup> MEETING OF FINANCE COMMITTEE OF THE SCHOOL HELD ON 20<sup>th</sup> FEBRUARY, 2018**

The Minutes of the 05<sup>th</sup> Meeting of Finance Committee of the School held on 20<sup>th</sup> February, 2018 were circulated to all members of the Committee on 04<sup>th</sup> April, 2018. No comments were received.

With the above observations, the Minutes of 05<sup>th</sup> Meeting of Finance Committee were approved.



**06 FC ITEM NO.3: TO REPORT ACTIONS TAKEN ON THE MINUTES OF THE 04<sup>th</sup> (EMERGENT) MEETING OF FINANCE COMMITTEE OF THE SCHOOL HELD ON 9<sup>th</sup> FEBRUARY, 2018.**

Actions taken on the minutes of the 04<sup>th</sup> Meeting of FC held on 9<sup>th</sup> February, 2018 were presented before the Committee.

With regard to 04 FC Item No.1, 03 Finance Committee minutes confirmed.

With regard to 04 FC Item No.2, 02 FC Item No.3 viz., "To consider the letter dated 28<sup>th</sup> September, 2017 received from MHRD regarding petition of Shri Ravina Singhal", a letter to the MHRD has been sent on various actions taken by the School.

With regard to 02 FC Item No.4 "To consider letter dated 11<sup>th</sup> September, 2016 from MHRD regarding establishing Higher Education Finance Agency (HEFA)", a letter dated 7<sup>th</sup> March, 2018 sent to the MHRD regarding financial requirement for new campus at Vasant Kunj incorporating HEFA funding.

With regard to 03 FC Item No.3 "Emergency works undertake due to student strike reporting of event", as per advice of 03 FC, two retired consultants from Govt. have been engaged by the School. Civil work audit has been completed.

With regard to 04 FC Item No.3 "To consider proposal for new member nomination in the Finance Committee", a letter dt. 1<sup>st</sup> February, 2018 has been sent to Council of Architecture for nomination of one representative under SPA Act, 2014 Section 13(2) (d) and copy sent to Special Secretary (TE) MHRD. Reply is awaited from COA. Once reply is received, it will be placed in BOG.

With regard to 04 FC Item No.4 "To consider proposal for release of part payment to CPWD for construction of New Campus at Vasant Kunj", a letter of request for Rs.38 Crores sent to MHRD. Response is awaited.

With regard to 04 FC Item No.5 "To consider proposal for seeking legal advice on terms of reference for compensation to girls hostel inmates owing to fire incident", as per FC advice, Committee set up for compensation and committee submitted its report. The Committee arrived at a conclusion that an amount of Rs.80,000/- (Rupees Eight Thousand only) per student will be justified as reasonable compensation which is inclusive of the ex-gratia of Rs.60,000/- (Rupees Sixty Thousand only) already paid to each of the concerned students. An additional payment of Rs. 20,000/- has also been made to the concerned students towards their full and final settlement of the compensation.

With regard to 04 FC Item No.6 "To consider proposal for extension of manpower service contract on out-sourcing basis", as per FC approval extension of contract for three months has been given to M/s M.S. Enterprises till 31<sup>st</sup> May, 2018 for manpower services. Meanwhile fresh tender document was finalized and was uploaded on 16<sup>th</sup> March, 2018. In light of no response to the tender, the date for submission has

been extended. As per direction of FC, newspaper advertisement has also included "Placement Agencies" as agencies who can bid for better competition.

With regard to 04 FC Item No.7 "To consider proposal for extension of essential services contract", as per FC approval extension of contract was granted to M/s Ronsan for three months till 30<sup>th</sup> April, 2018. Fresh tender document combining all essential services including housekeeping has been finalized and uploaded.

With regard to 04 FC Item NO.8 "To consider proposal for extension of security services contract", as per FC decision, extension of contract to the current, DGR security services agency for three months till 31<sup>st</sup> May, 2018 has been done.

With regard to 04 FC Item No.9 "To consider proposal for extension of FMS IT services contract", as per FC decision, the extension of contract to M/s A.V. Communication for three months till 31<sup>st</sup> May, 2018 has been granted.

With regard to 04 FC Item No.10 "To consider proposal for refixing of structured glass glazing in Planning Bldg", as per FC decision the matter was placed before 05 BWC meeting. The matter is being discussed in 06 FC Item No.5.

With regard to 04 FC Item No.11 "To consider payment of arrears arising out of anomalies in pay fixation of faculty due to Ph.D. incentives/ increments", a Committee was constituted by the Director with experts from outside the School to give their recommendations taking into account all notices, rulings, etc.

**06 FC ITEM NO.4: TO REPORT ACTIONS TAKEN ON THE MINUTES OF THE 05<sup>th</sup> (EMERGENT) MEETING OF FINANCE COMMITTEE OF THE SCHOOL HELD ON 20<sup>th</sup> FEBRUARY, 2018**

With regard to 05 FC Item No.1 "To consider the implementation of revision of pay of teaching and non-teaching staff of the School on the recommendations of 7<sup>th</sup> Central Pay Commission vide MHRD letters No.15-4/2017-tc dated 27<sup>th</sup> October, 2017 and subsequent letter No.15-1/2017-TC(Vol-II) dated 29<sup>th</sup> December, 2017".

- a) As per FC decision, the School has implemented revision of pay to teaching and non-teaching staff of the School on recommendation of 7<sup>th</sup> CPC from February, 2018.
- b) Awaiting order for pensioners from MHRD.

With regard to 05 FC Item No.2 "To consider proposal for enhancement of School fees for students", the revised school fees for students shall be implemented from forth- coming academic session w.e.f. July, 2018. However, as per clause 5.36 of Statutes, SPA cannot collect Alumni Fees. Therefore, it was decided that SPA should not collect Alumni Association Fees.

With regard to 05 FC Item No.3 "To consider payment of advance provisional CGHS contribution along with arrears of the SPA staff for the year 2018-19", in order



to continue extending CGHS facilities to SPA employees, a letter dated 21<sup>st</sup> February, 2018 has been sent to MHRD by the School requesting the Visitor to approve the amendment in the Statutes. Reply from MHRD is still awaited.

**06 FC ITEM NO.5: TO CONSIDER RECOMMENDATIONS OF 05 BWC HELD ON 23<sup>rd</sup> MARCH, 2018**

Minutes of the meeting are enclosed herewith. (Appendix- 06 FC/I)

**05 BWC ITEM NO. 5: PROGRESS REPORT OF VASANT KUNJ PROJECT**

Progress report of Vasant Kunj Project was taken up in FC for approval by circulation. The same is reported in 06 FC Item 6 separately.

**05 BWC ITEM NO. 6: NAME OF WORK: -PAINTING AND REFIXING OF GLASS OF STRUCTURE GLASS GLAZING AT OFFICE STAIRCASE, PLANNING BUILDING SPA NEW DELHI.**

FC considered and approved.

**05 BWC ITEM NO. 7: NAME OF WORK: - RENOVATION OF ARCHITECTURE CANTEEN**

FC considered and approved.

**05 BWC ITEM NO. 8: NAME OF WORK: -WHITE WASHING, PAINTING AND OTHER MISCELLANEOUS WORKS IN DIRECTOR BUNGALOW AT MAHARANI BAGH RESIDENTIAL COMPLEX SPA NEW DELHI.**

FC considered and approved

**05 BWC ITEM NO. 10: NAME OF WORK: -EXTENDING NEW COMMITTEE ROOM BY SHIFTING OF ALUMINUM GLAZING AT PLANNING BUILDING, SPA NEW DELHI**

FC considered and approved.

**05 BWC ITEM NO. 11: MISCELLANEOUS REPAIR WORKS AT RESIDENTIAL COMPLEX AND COMMUNITY CENTRE AT M.B. COMPLEX.**

FC considered and approved

**05 BWC ITEM NO. 12: NAME OF WORK: -APPROVAL FOR OPENING TENDER OF "RENOVATION AND UPGRADATION OF THE LABORATORY OF THE CONSERVATION DEPARTMENT IN PLANNING BUILDING" WITH TWO BIDDERS.**

FC considered and approved.



**05 BWC ITEM NO. 13: NAME OF WORK:- APPROVAL TO UNDERTAKE WORKS INTERNALLY BY SPA DUE TO LACK OF INTEREST BY CPWD.**

FC observed that SPA-D should not undertake works through internal set up for value more than Rs.30 lacs. However, since in this case there were actually two works clubbed together at the instance of FC. Therefore, SPA may go ahead with the tender process. However, the recommendation of L1 agency may be got approved by the forthcoming BOG. This item is being considered in 06 FC Item 14 separately.

**05 BWC ITEM NO.14 : NAME OF WORK:- SPA HORTICULTURE WORKS THROUGH CPWD.**

FC considered and approved.

**05 BWC ITEM NO.15: NAME OF WORK: - ANNUAL MAINTENANCE OF AIR CONDITIONER SYSTEMS INSTALLED IN PLANNING AND ARCHITECTURE CAMPUSES**

FC considered and approved.

**05 BWC ITEM NO.16: NAME OF WORK: - ANNUAL MAINTENANCE OF LIFTS INSTALLED IN PLANNING AND ARCHITECTURE CAMPUSES.**

FC considered and approved.

**05 BWC ITEM NO. 19: FIRE SAFETY ASSESSMENT OF THE SPA PLANNING AND ARCHITECTURE BUILDINGS**

FC considered and approved in principle. Detailed proposal is to be put up to BWC.

**06 FC ITEM NO.6: TO REPORT CONFIRMATION OF MINUTES OF 05 BWC HELD ON 23<sup>rd</sup> MARCH, 2018. ITEM NO. 5 REGARDING SPA NEW CAMPUS AT VASANT KUNJ**  
**5.1 FINANCIAL REQUIREMENT UNDER HEFA**  
**5.2 BUDGET REQUIREMENT**  
**5.3 PRELIMINARY ESTIMATE**

Considered and approved.

**06 FC ITEM NO.7: TO CONSIDER CREATION OF AUDIT WING FOR SPA, DELHI**

It was agreed that the School should take some officials from CAG on deputation against vacant posts. Till such time, the work can be done by a Consultant Internal Auditor and the Internal Auditor should report directly to Registrar.

**06 FC ITEM NO.8: TO CONSIDER EXTENSION OF VARIOUS CONTRACT SERVICES IN THE SCHOOL**

**8.1 Manpower Services**

FC was apprised that there was no response of tender for the above services. FC suggested that SPA should extend the advertisement date and also invite proposals from placement agencies.

FC approved extension of existing contract for a further period of 2 months w.e.f. 1<sup>st</sup> June, 2018 at an estimated expenditure of **Rs. 10.97 lakhs p.m** or till award of fresh tender whichever is earlier on existing terms.

**8.2 Essential Services and House Keeping Services**

FC was apprised that as per the decision of the 04 FC, fresh tenders for the Essential Services and the House Keeping Services are to be called by combining the scope of two services. The combined tender has been prepared, finalized and uploaded. FC granted extension of Essential Services till 30<sup>th</sup> June, 2018 at an estimated expenditure of **Rs.5.5 lakhs p.m.** and House Keeping services till 30<sup>th</sup> June, 2018 at an estimated expenditure of **Rs.7.0 lakhs p.m.** or the appointment of agency, whichever is earlier, on existing terms.

**8.3 Security Services**

The FC considered the item and recommended that fresh nomination may be invited from DGR Security Services since their past performance is found to be satisfactory. Till such time a new agency is appointed, the existing agency may continue on existing terms at estimated expenditure of **Rs.17.54 lakhs per month.** This process of appointment of new agency through DGR to be completed in 3 months.

**8.4 FMS IT Services**

FC was apprised that FMS IT Services contracts are being clubbed into two categories namely i) IT Comprehensive Services and ii) Webhosting & Content Management System. Since in the proposed tenders, SPA is seeking service rather than manpower. This is causing delay since a fresh tender document is to be developed and approved by the School. Therefore, FC granted approval for extension of contracts for two months from date of expiry as a fate-accompli to existing following FMS IT Service providers:-



- 1) M/s A.V. Communications for IT Services for MB Complex and ITO Hostel (2 Persons): contract value **4.80 Lac** p/annum.
- 2) A.V. Communications for IT service for planning and Architecture (4+2 persons): contract value **9.60 Lac** p/annum.
- 3) M/s Alvarian for CCTV monitoring (1 person) Contract value of **Rs.19000** aprox. p/month + GST extra.
- 4) M/s Uneecops for Website Hosting contract value of **Rs.33000/-** p/m + GST extra.
- 5) M/s Uneecops for Web site development & for onsite manpower for one person & contract value is **Rs.31625.00** p/month +GST extra.

**06 FC ITEM NO.9: TO CONSIDER PROCUREMENT OF NEW EPABX SYSTEM.**

FC was briefed about old EPABX System and difficulty being faced in maintaining old system. FC considered and approved the procurement of new EPABX System as per GFR 2017.

**06 FC ITEM NO.10: TO CONSIDER UPGRADATION OF WI-FI SOLUTION AT GIRLS HOSTEL, ITO.**

FC was briefed about old Wi-Fi Solution. FC considered and approved upgradation of WiFI solution as per GFR 2017.

**06 FC ITEM NO.11: TO CONSIDER ADOPTION OF RULES OF DELEGATION OF FINANCIAL POWERS IN THE SCHOOL**

The matter was discussed in detail and approved as follows.

Officer of the School	Now Proposed
Director	1) As per 17 (5) of SPA Statutes 2016 on powers of Director. Subject to the budget provisions made for the specific purpose and with the approval of the different statutory bodies of the School, the Director shall have the power to incur expenditure in accordance with the procedure and instructions as laid down from time to time by the Central Government as well as subject to the provisions of General Financial Rules (GFR).





	<p>2) In case of building works <u>upto Rs.10 lakhs</u> as per SPA Statue 2016 13(v), the BWC shall give necessary approval and sanction and Director to execute/ implement accordingly and report to FC.</p> <p>3) In case of building works <u>more than Rs. 10 lakhs</u>, as recommended by BWC, the matter is to be put up to the Finance Committee and BOG for consideration and approval.</p> <p>4) In case of recommendations of Purchase Committee/ any other Committee of the School, the power to incur expenditure as per GFR 2017.</p> <p>5) In other cases viz. essential committed expenditure, such as water and electricity bills, municipal taxes, visiting/ contract faculty, seminars, etc. as per School budget.</p>
Registrar	Sanctioning power Upto Rs. 15,000/- at a time, Rs.10,000/- imprest at a time, with cap of Rs.60,000/- p.a.
Dean (Academic)	Rs. 10,000 imprest at a time with cap of Rs.60,000/- p.a.
Dean (Faculty Welfare)	Rs. 10,000 imprest at a time with cap of Rs.60,000/- p.a.
Dean (Planning & Development)	Rs. 10,000 imprest at a time with cap of Rs.60,000/- p.a.
Dean (Students Affairs)	Rs. 10,000 imprest at a time with cap of Rs.60,000/- p.a.
Dean (Research)	Rs. 10,000 imprest at a time with cap of Rs.60,000/- p.a.
Head of Departments	Rs. 10,000 imprest at a time with cap of Rs.60,000/- p.a.
Hon. Hostel Warden	Upto Rs.15,000 Temporary Advance at a time (for incurring contingency expenditure related to Hostels) with a cap of Rs.2 lakhs p.a.
Estate Officer	Upto Rs.15,000 Temporary Advance at a time (for incurring contingency expenditure related to Estate) with a cap of Rs.2 lakhs p.a.
AE (Civil)	Rs.25,000/- Temporary advance at a time with a cap of Rs.2 lakhs p.a.

**06 FC ITEM NO.12: TO CONSIDER SETTING UP OF A CORPUS FUND IN SPA**

This item was considered and approved.

**06 FC ITEM NO.13: TO CONSIDER PERMITTING STUDENTS TO PAY FEE SEMESTER WISE**

This item was considered and approved.

**06 FC ITEM NO.14: TO CONSIDER WHITE WASHING, PAINTING, DISTEMPER AND OTHER MISCELLANEOUS WORKS IN BOYS AND GIRLS HOSTEL AT RESIDENTIAL COMPLEX AND GIRLS HOSTEL AT ITO PLANNING BUILDINGS SPA DELHI**

The item was considered and approved for opening the tender. FC suggested that L-1 to be approved by BOG.

**06 FC ITEM NO.15: TO CONSIDER INSURANCE FOR STUDENTS DURING FIELD VISIT TRAVEL AS PART OF EDUCATIONAL TOUR.**

The item was not approved. Detailed proposal to be put up in next meeting of FC.

**06 FC ITEM NO.16: TO CONSIDER HORTICULTURE WORKS AT SPA, DELHI DURING 2018-19 SH:-COMPLETE MAINTENANCE OF HORTICULTURE WORKS**

FC was apprised about the item and it approved the same to be undertaken by CPWD with an estimate expenditure of Rs.6,42,000/-.

**06 FC ITEM NO.17: TO CONSIDER SPA, DELHI TO BE FEATURED IN FORBES PUBLICATIONS**

FC was apprised about the importance of item and it was felt that it is good way of showcasing SPA brand. The FC approved the proposal.

**06 FC ITEM NO.18: TO REPORT BUDGETARY ALLOCATION/RELEASE OF GRANT-IN-AID FOR THE FINANCIAL YEAR 2018-19**

Noted.

06 FC ITEM NO.19: TO REPORT NOMINATION OF DR. SUKHBIR SINGH SANDHU, ADDITIONAL SECRETRY (TE) ON THE BOG AND FINANCE COMMITTEE OF THREE SPAs IN PLACE OF SH. R. SUBRAHMANYAM, SPECIAL SECRETARY (TE) NOW SECRETARY, MHRD

Noted.

06 FC ITEM NO.20: TO REPORT COMPENSATION PAYMENT TO 3 GIRLS HOSTEL INMATES WHOSE ROOMS CAUGHT FIRE ON 26-10-2017

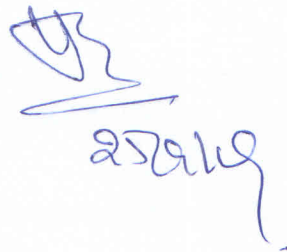
Noted.

#### Table Item

06 FC ITEM NO.21: TO CONSIDER THE REVISION OF PROFESSIONAL CHARGES OF THE SCHOOL COUNSEL FOR ATTENDING THE COURT CASES IN DISTRICT/ HIGH COURT/ SUPREME COURT ON BEHALF OF THE SCHOOL

The item was withdrawn and to be placed before next FC with full details.

Meeting ended with a vote of thanks to the Chair.





SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

MINUTES OF 05<sup>TH</sup> BUILDING AND WORKS COMMITTEE MEETING OF SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI, HELD ON FRIDAY, 23<sup>RD</sup> MARCH, 2018 AT 12.00 NOON IN THE NEW COMMITTEE ROOM, SPA, NEW DELHI.

Present:

- |  |                                  |
|--|----------------------------------|
| 1. Prof. Dr. P.S.N. Rao<br>Director                                | Chairman                         |
| 2. Prof. Dr. Nitin Dindorkar<br>Head, Civil, NIT Bhopal            | Member                           |
| 3. Shri B. R. Pasi,<br>E.-E.-(Electrical), CPWD                    | Member                           |
| 4. Shri Subhash Chandra<br>(In place of Shri R. S. Rao, S.E. CPWD) | Member                           |
| 5. Prof. Dr. V. K. Paul<br>Dean (P&D)                              | Member                           |
| 6. Prof. Dr. Sanjay Gupta  | Registrar (In-charge) -Secretary |

Dr. B.K. Bhadri, Asstt. Educational Adviser (DL), MHRD, Govt. of India expressed his inability to attend the meeting but sent his observations on the Agenda Items for the consideration of the members. The observations of Dr. Bhadri are given at Appendix- 05 BWC/L. The observations of Dr. Bhadri were discussed during the meeting while taking up the relevant Agenda Items.

The Chairman welcomed all the members and called the meeting to order.

05 BWC ITEM NO. 1: TO CONFIRM THE MINUTES OF 03 MEETING OF THE BUILDING & WORKS COMMITTEE OF THE SCHOOL HELD ON 29<sup>TH</sup> NOVEMBER, 2017.

The Minutes of the 03<sup>th</sup> Meeting of Building & Works Committee of the School held on 29<sup>th</sup> November, 2017 were confirmed.

05 BWC ITEM NO. 2: TO CONFIRM THE MINUTES OF 04 (EMERGENT) MEETING OF THE BUILDING & WORKS COMMITTEE OF THE SCHOOL HELD ON 02<sup>ND</sup> JANUARY, 2018

The Minutes of 04 BWC (Emergent) meeting of the School held on 2<sup>nd</sup> January, 2018 were confirmed.

05 BWC ITEM NO. 3: TO REPORT ACTIONS TAKEN ON THE MINUTES OF THE 03<sup>rd</sup> MEETING OF THE BUILDING & WORKS COMMITTEE OF THE SCHOOL HELD ON 29<sup>th</sup> NOVEMBER, 2017.

The Committee noted the Action Taken Report of reporting items 1 to 9.

With reference to 03 BWC Item No.6 the Committee suggested a letter from School need to be written to IIT (Delhi), CBRI (Roorkee), IIT,(Roorkee) with a copy to CPWD regarding structural condition survey to be carried for ITO Girls Hostel.

05 BWC ITEM NO. 4: TO REPORT ACTIONS TAKEN ON THE MINUTES OF THE 04<sup>TH</sup> BUILDING & WORKS COMMITTEE (EMERGENT) MEETING OF THE SCHOOL HELD ON 02<sup>ND</sup> JANUARY, 2018.

The Committee noted the action taken report of reporting Item No.1.

05 BWC ITEM NO. 5: PROGRESS REPORT OF VASANT KUNJ PROJECT

The item was presented before the Committee. In response to the members queries regarding the progress achieved it was informed that the design drawings of the project had been submitted to the School by CPWD which were duly signed on behalf of the School and submitted back to the CPWD for initiating approval on behalf of the local bodies. Subsequently CPWD has submitted the drawings to the Delhi Urban Art Commission (DUAC) and the case is in the advanced stage of approval process. The CPWD has submitted PE of Rs.370.62 crores along with fund flow (Appendix- 05 BWC/II ) based on SFC approval which was placed before the Committee.

The BWC approved the same.

It was also appraised to the BWC that CPWD is now preparing tender document for the appointment of contractor on EPC basis. CPWD has assured that the tender document would be ready before the approvals are received from the local bodies and other authorities so that the tendering process can be initiated immediately after that.

The Committee members were also informed that the Secretary, MHRD had taken a feedback on the project with SPA administration through video conference. On behalf of the School, The Director, Dean (P&D), Chief Architect (CPWD), Chief Engineer (CPWD) and Deputy Architect (CPWD) participated in the Video Conference. Secretary, MHRD expressed satisfaction on the progress of the work. School made a commitment to the Secretary, MHRD that the tendering process would be completed latest by July 2018 and the construction is expected to start before September 2018. Further, it was also informed that the Secretary, MHRD would regularly take a feedback from the School authorities every month.

The Committee suggested to incorporate broad time lines about the project in agenda items. Further it also proposed that a tabular format should be developed including details about various actions related to project such as approvals, tendering, work awarded and progress achieved.



**05 BWC ITEM NO. 6: PAINTING AND REFIXING OF GLASS OF STRUCTURE GLASS GLAZING AT OFFICE STAIRCASE, PLANNING BUILDING SPA NEW DELHI**

The Committee members were informed that the stair case glazing in Planning Building, SPA needs to be re-fixed with appropriate material as the glass has started falling at some locations posing serious safety hazard. The existing putty has deteriorated and needs to be checked and replaced. Also, the painting has become necessary for the metal parts of the glazing.

After detailed deliberations, the Committee approved the estimate work was approved the estimate with overall financial sanction of Rs.1,16,656/- and the estimated time duration of completion of work is one month after award of work order.

**05 BWC ITEM NO. 7: RENOVATION OF ARCHITECTURE CANTEEN**

The Committee considered the proposal to renovate the Architecture Building Canteen. It was informed to the Committee members that the repairs and improvements in the Architecture Canteen have not been undertaken for more than 10 years.

After detailed deliberations, the Committee approved the estimate with overall financial sanction of Rs.4,30,569/- and the time duration of completion of work is one month from award of work order. It suggested that Food Safety and Standards Authority of India (FSSAI) norms should be taken care of in the renovation works.

**05 BWC ITEM NO. 8: WHITE WASHING, PAINTING AND OTHER MISCELLANEOUS WORKS IN DIRECTOR BUNGALOW AT MAHARANI BAGH RESIDENTIAL COMPLEX SPA NEW DELHI.**

The Committee was informed that the Director's Bungalow was vacated recently by the outgoing Director and required to be re-painted along with other maintenance works of routine nature. This was also necessary as it is now redesignated for use as a Guest House.

After detailed deliberations, the Committee approved the estimate with overall financial sanction of Rs.2,62,428/- and the time duration of completion of works is one month from date of award of work order.

**05 BWC ITEM NO. 9: REMOVAL OF LOOSE BRICK TILES CLADDING FALLING OFF FROM THE WALLS AT MAHARANI BAGH, SPA COMPLEX NEW DELHI.**

The Committee was informed about the removal of loose brick tiles cladding falling off from walls at M.B. Complex which is of emergent nature. However, as the estimates of fixing new files was not presented it was proposed to bring this item at the next meeting to include scrapping and fixing of new tiles estimates.



**05 BWC ITEM NO. 10: EXTENDING NEW COMMITTEE ROOM BY SHIFTING OF ALUMINUM GLAZING AT PLANNING BUILDING, SPA NEW DELHI**

The Committee was informed about the need to extend the NCR by shifting of aluminum glazing at the Planning Building. Being the only Committee Room of the School, the members appreciated the need to extend the New Committee Room which could accommodate additional 20 persons approximately.

After detailed deliberations, the Committee approved the estimate with overall financial sanction of Rs.4,43,952/- and the time duration of completion is two months from award of work order.

**05 BWC ITEM NO. 11: MISCELLANEOUS REPAIR WORKS AT RESIDENTIAL COMPLEX AND COMMUNITY CENTRE AT M.B. COMPLEX**

The Committee was informed that Estate Office regularly receives complaints of miscellaneous repair works for the maintenance which are not possible to be carried out effectively by the maintenance staff, such as plumber, electrician and carpenter deployed at the Estate Office. Also, these works are of small quantities scattered over different locations in the residential accommodations. It is proposed that such works be undertaken through a contract.

After detailed deliberations, the Committee approved the proposal and the estimate with overall financial sanction of Rs.5,16,874/- and the time duration of completion is six months from award of work order.

**05 BWC ITEM NO. 12: APPROVAL FOR OPENING TENDER OF "RENOVATION AND UPGRADATION OF THE LABORATORY OF THE CONSERVATION DEPARTMENT IN PLANNING BUILDING" WITH TWO BIDDERS**

The Committee was appraised that only two tenders estimated cost of Rs.5,74,542/- were received by the School to undertake the said work. It was also informed that the time for submitting the tenders was extended once but the response was still the same. The Committee was appraised about MHRD representative Dr. Bhadri's suggestions to drop the item in view of incomplete details. The Committee was of the view that more details related to agenda item is not desirable at this stage since it being related to tender bids.

The members deliberated on the issue and approved that the two bids may be opened to appoint the Contractor as per procedure laid out in GFR 2017/ CPWD manual.

**05 BWC ITEM NO. 13: APPROVAL TO UNDERTAKE WORKS INTERNALLY BY SPA DUE TO LACK OF INTEREST BY CPWD**

The following works in the School were approved by all three Committees (BWC/FC/BOG):

1. White washing, Distempering and painting in Girls Hostel (ITO)
2. White Wash, Distempering and Painting in Boys and Girls Hostel Maharani Bagh SPA New Delhi.
3. Renovation and Up-gradation of Shafts by making opening in front side of shafts and replacement of existing C.I. G.I. Fitting in boys Hostel Maharani Bagh.

As per decision of 02 BWC meeting held on 24<sup>th</sup> October, 2017 CPWD were contacted for execution of above mentioned works at estimated cost of Rs.42,48,838/-.

In spite of the repeated requests and follow up, the response of the CPWD was not consistent with the urgency of the work. The members were informed that the work was long overdue and needs to be urgently taken up during the vacation period starting from June, 2018. The Committee was also apprised of the observations of MHRD representative Dr. Bhadri that SPA should refrain from undertaking these works internally and suggested that School should approach NBCC or contact CPWD again.

The Committee members discussed the observations of MHRD representative and suggested that School should write a letter to NBCC soliciting their response and also take up matter with CPWD again at the earliest. It further suggested that in case of a decline/refusal from both of these above mentioned agencies, the works may be undertaken by the School through open NIT process in accordance with the CPWD specifications and norms of GFR 2017.

**05 BWC ITEM NO. 14: SPA HORTICULTURE WORKS THROUGH CPWD**

The Committee considered the item to get the works related to horticulture at Planning and Architecture Buildings being undertaken by CPWD. The CPWD had been providing satisfactory services for horticulture for some time and present arrangement required to be renewed with effect from April 2019. The financial sanction required for the horticulture work under CPWD was Rs.5,97,400/- based on the proposal of the last year.

Since the services provided by the CPWD in this respect were satisfactory, the BWC approved the item at the above mentioned cost excluding GST, other taxes and annual enhancement expenses.



**05 BWC ITEM NO. 15: ANNUAL MAINTENANCE OF AIR CONDITIONER SYSTEMS INSTALLED IN PLANNING AND ARCHITECTURE CAMPUSES**

The Committee considered the need for AMC of window and split unit ACs installed in Planning and Architecture campuses. Presently there is no AMC of ACs awarded to any agency and the repairs are being carried out on 'call-basis' from the manufacturers.

The Committee discussed the matter and approved that a single agency may be appointed for above mentioned AMC at a estimates budget of Rs.1,00,000/- excluding taxes by inviting tenders as per GFR and other guidelines.

**05 BWC ITEM NO. 16: ANNUAL MAINTENANCE OF LIFTS INSTALLED IN PLANNING AND ARCHITECTURE CAMPUSES.**

The Committee was appraised that the Annual Maintenance of the Lifts in the School has expired and the same needs to be renewed.

It was decided by the Committee that the Annual Maintenance of Lifts is to be awarded to the manufacturers of the lifts only at an estimated cost of Rs.6,74,706/- through open E-tender system.

**05 BWC ITEM NO. 17: AMC FOR PEST CONTROL IN THE VARIOUS BUILDINGS OF THE SCHOOL**

The Committee was appraised about need of AMC for pest control in various buildings of the School.

It was suggested by the CPWD members that the item of Pest Control is not related to the BWC and should be taken up as part of routine maintenance activities.

**05 BWC ITEM NO. 18: AMC OF UPS PLACED AT VARIOUS PLACES IN THE SCHOOL**

The Committee was appraised about need of AMC of UPS at various locations in the School.

It was suggested by the members that the item of AMC of UPS does not relate to the BWC and should be taken up as part of routine maintenance activities.



05 BWC ITEM NO. 19: FIRE SAFETY ASSESSMENT OF THE SPA PLANNING AND ARCHITECTURE BUILDINGS

It was appraised to the members of BWC that the Planning and Architecture Campus buildings do not have a valid NOC from Delhi Fire Services. Although, sometime in 2009-10, fire protection system was installed in these buildings but the same is non-operational and needs to be repaired and restored. Also, the requirements for fire safety needed to be placed on record before Fire Safety system and other improvements are undertaken.

In the earlier BWC meetings also this aspect was highlighted and it was decided that the CPWD should be approached to undertake improvement and School should write to the CPWD and DFS for carrying out inspections of these buildings. While the CPWD is yet to respond positively to School's request the DFS conducted inspection of the SPA buildings on 15<sup>th</sup> March, 2018. The inspection was carried out by Mr. Manoj Sharma, Additional Divisional Fire Officer who identified following urgent works to improve safety from fire hazards.

- a. Provision of two additional Staircases in the Architecture Building (Rs.45 Lakhs)
- b. Provision of Fire rated smoke extraction fan for the Planning Building (Rs.60,000/-)
- c. Operationalization of Smoke Detector System in the Pln. & Arch. Bldg. (Rs.1,00,000/-)

Keeping in view the sensitivity of the matter related to the safety and welfare of the students in the two buildings, the members of the BWC, in principle, approved the above mentioned works related to the fire safety subject to these being recommended by the DFS/CFO.

05 BWC ITEM NO. 20: ANY OTHER ITEM.

- a. External member, Prof. Nitin Dindorker raised the issue that the proposals put up before the Committee for consideration should have photographs in addition to the estimates so that members can appreciate the type of problem and decide appropriately. Other members also supported the suggestion and it was decided that the photographs should be placed in the Agenda along with the estimates in future.

The meeting ended with thanks to the Chair.

F.No. 3-10/2016-TS.VI  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Section VI

New Delhi, dated 4<sup>th</sup> May, 2018

To,

The Registrar,  
School of Planning and Architecture,  
4, Block-B, IP Estate,  
New Delhi.

Sanjay  
14/5  
- PA (Council)

**Sub: 06<sup>th</sup> Meeting of the Finance Committee of SPA, New Delhi-reg.**

Sir,

I am directed to refer to your letter No. CCC/06FC/SPA/2018 dated 02<sup>nd</sup> May, 2018 on the subject cited above and to forward herewith the comments of the Ministry on the agenda of the meeting as under:

Item No.	Comments
Item no.1	May be considered.
Item no.2	May be considered.
Item no.3	May be considered.
Item no.4	May be considered.
Item no.5	May be considered.
Item no.6	May be considered.
Item no.7	May be considered.
Item no.8	<p>The School has proposed for extension of various contract services. With respect to the Manpower Services, various details like date of publication of tender, last date of receipt of tender, since when the M/s MS enterprises is working in the School may be placed before the Finance Committee during the meeting before a decision is taken. Further, it is very surprising to know that that in today's highly competitive market, no tender for manpower services has been received by the School. Hence, it is requested to inform the Finance Committee whether adequate publicity via Print and Electronic Media was given to the Tender invitation. Similarly, in case of House Keeping Services, above mentioned details may be placed before the Finance Committee during the meeting before a decision is taken.</p> <p>With regard to the Security Services, the School has proposed for an extension of 4 years to the M/s Alok Mohan verma Security Agency at a cost of Rs. 17.54 lakhs. From the perusal of the agenda item, it is found that the School has not adopted the Tendering Process for award of Security Services. The reasons for the same may be placed before the Finance Committee.</p> <p>With Regard to the FMS IT Services, the contract of M/s AV Communications is expiring on 09.05.2018 i.e. the next day of the Finance Committee meeting. The reasons for placing this Agenda Item at the 11<sup>th</sup> Hour and not putting this Agenda item in earlier meetings of FC may be placed and discussed before the FC. Further, the responsibility of the School Staff for this lackadaisical approach for such important</p>