

योजना तथा वास्तुकला विद्यालय, विजयवाडा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, MHRD, Govt. of INDIA.

F.No.02/SPAV/5005/2023-24/(SAR Audit 2023-24)

Dt. 04.10.2024.

09

The Director
O/o. Director General of Audit (Central)
Hyderabad.

Sir,

Sub: SPAV – Replies to the Draft SAR Report for the financial year 2023-24

Inviting reference to the subject matter, please find attached the replies to the Draft Separate Audit Report on the accounts of the Institute for the Financial Year 2023-24.

Yours sincerely

(K. V. Uma Maheswara Rao)
Registrar

Bank Reference Number
(BRN) :

Cheque No./DD No. :

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SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA

ACTION TAKEN REPORT ON THE COMMENTS INCLUDED IN AUDIT REPORT FOR THE YEAR 2023-24

Sl. No.	Audit Observation	Reply to the Observation / Rectification made																																			
1.3	Grant-in-aid: During the year, Institute received Grant-in-Aid of ₹37.35 crore and the entire amount was utilized during the year as on 31st March 2024.	Opening Balance, GIA Received, Expenditure made, Closing Balance as on 31.03.2024 is furnished hereunder: <table><tr><th colspan="5">Amount Rs. In Lakhs</th></tr><tr><th></th><th>Opening Balance</th><th>GIA Received</th><th>Exp. made</th><th>Closing Balance</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5 = 2+3-4</td></tr><tr><td>OH – 31: General</td><td>176.21</td><td>1,488.00</td><td>1,305.44</td><td>358.77</td></tr><tr><td>OH – 36: Salaries</td><td>102.76</td><td>1383.00</td><td>1,254.81</td><td>230.96</td></tr><tr><td>OH – 35: Capital</td><td>526.40</td><td>864.00</td><td>1,390.40</td><td>0.00</td></tr><tr><td>TOTAL</td><td>805.39</td><td>3,735.00</td><td>3,950.65</td><td>589.73</td></tr></table> <p>It is requested to kindly issue the Final SAR Certificate as per the details mentioned above. The same was shown in Annual Accounts for FY 2023-24 Schedule – 3C. As the Ministry is pressing hard to issue Final Utilization Certificate as per the Final Separate Audit Report only.</p>	Amount Rs. In Lakhs						Opening Balance	GIA Received	Exp. made	Closing Balance	1	2	3	4	5 = 2+3-4	OH – 31: General	176.21	1,488.00	1,305.44	358.77	OH – 36: Salaries	102.76	1383.00	1,254.81	230.96	OH – 35: Capital	526.40	864.00	1,390.40	0.00	TOTAL	805.39	3,735.00	3,950.65	589.73
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TOTAL	805.39	3,735.00	3,950.65	589.73																																	
B B.1 B.1.1	Income & Expenditure Income - ₹ 43.75 crore Interest earned – Schedule 12: 0.25 crore Reference Number: OBS-1458553 This includes an amount of ₹ 25,29,018 being the interest earned on saving banks account of grants in aid which is refundable to Government of India. This resulted in overstatement of Income and understatement of Liabilities to the extent of ₹ 25,29,018.	<p>The interest earned on savings bank accounts is shown as Income in Income & Expenditure Account under "Schedule – 12 Interest Earned" and payable shown as liability "3F.501 Provision - Outstanding Expenses / Payments" and shown as payment in "20 B Interest Paid on GIA" to entrust through Income & Expenditure Account. The same was pointed out by the Audit vide B.2.1.</p> <p>In this regard, the observation of the audit may be dropped.</p>																																			
B.1.2	Reference Number: OBS-1467608 Other Incomes – Schedule 13: ₹ 1.15 crore This does not include an amount of ₹3,15,000 received on account of Institute share of consultancy services. This resulted in understatement of income to the extent of ₹3,15,000	<p>The Institute has included an amount of Rs.3,15,000/- on account of Institute share of consultancy services under Schedule – 13 (Other Income) D: Institute Share of Consultancy Services and the same was transferred to Corpus Fund A/c. 2A.500 Corpus – Institute Project Consultancy Share. Ledger Copies of the same are attached as Annexure - 1</p>																																			
B.2 B.2.1	Expenditure Finance & Costs Schedule 20 - ₹ 0.29 crore This includes the interest refunded on unspent grants in aid to	<p>The interest earned on savings bank accounts is shown as Income in Income & Expenditure Account under "Schedule – 12 Interest Earned" and payable shown as liability "3F.501 Provision - Outstanding Expenses /</p>																																			

SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA

ACTION TAKEN REPORT ON THE COMMENTS INCLUDED IN AUDIT REPORT FOR THE YEAR 2023-24

	Government of India amounting to ₹29,25,393 which is not an expenditure to the School. This resulted in overstatement of expenditure and understatement of surplus to the extent ₹29,25,393.	Payments” and shown as payment in “ 20 B Interest Paid on GIA” to entrust through Income & Expenditure Account. The same was pointed out by the Audit vide B.1.1.
C.	General	In this regard, the observation of the audit may be dropped.
C.1	Reference Number : OBS-1460061 An amount of ₹.73,02,446 was deducted by the banks towards TDS towards even though Income received by any university or educational institution existing solely for educational purposes and not for purposes of profit and which is wholly or substantially financed by the Government is fully exempt from tax vide section 10 (23C) (iiib). Non submission of the Exemption Certificate resulted in the Institute money locked up with Banks.	The audit observation noted for future compliance.
C.2	Reference Number: OBS-1460111 Demand raised by the Vijayawada Municipal Corporation, NTR District for non-payment of Vacant Land Tax amounting to ₹17,53,14,000 upto March 2024 need to be disclosed in the Notes on Accounts.	Copy of the Letter sent to the Commissioner, Vijayawada Municipal Corporation is attached for ready reference. (Annexure – 2) wherein it was informed that a) In accordance with provision of Article 285 of the Indian Constitution: Exemption of Property of the Union from State Taxation: “the Property of the Union shall save in so far as parliament may be law otherwise provide, be exempt from all taxes imposed by a state or by any authority within a state”. b) As per the order of Supreme Court in Civil Appeal No. 9458-63/2003 vide its order dated 19/11/2019, which clarifies regarding the exemption of property related taxes for properties of Central Government. c) As per the Ministry of Urban Development (MoUD) Office Memorandum vide No. N-11025/26/2003-UCD, dt.15/12/2009, there shall be no property related taxes to be levied on properties belonging to Central Government. Hence, there is no liability for payment of Vacant Land Tax from the end of SPA Vijayawada, provision was not made under Contingent Liabilities. In this regard, the observation of the audit may please be dropped.
C.3	Reference Number: OBS-1460118 It was disclosed by the Institute in Schedule – 23, Significant Accounting	The Receipt and Payments account was prepared on the basis of total credits

SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA

ACTION TAKEN REPORT ON THE COMMENTS INCLUDED IN AUDIT REPORT FOR THE YEAR 2023-24

	<p>Policies that Receipts and Payments Accounts was prepared considering debits and credits in all ledgers accounts instead of cash basis of accounting. Receipts and Payment Account should be prepared on cash basis.</p> <p>Reference Number: OBS-1467516</p> <p>As per the Physical Verification report for the year 2023-24, assets whose cost price is ₹4,14,651 found missing and the same needs to be disclosed in the Notes on Accounts.</p>	<p>and debits. The same was mentioned in the Schedule-24 notes on accounts. However, the audit observation noted for future compliance.</p>
C.4		<p>The audit observation noted for future compliance.</p>
C.5	<p>Reference Number: OBS-1467574</p> <p>The SPAV is maintaining a Current Bank Account bearing No.40988617045 under State Bank of India, Christurajapuram Branch, Vijayawada titled 'SPAV Mess Account'.</p> <p>a) Operation of transaction/cheque Drawing powers entrusted to Warden/Chief Warden: Audit observed that the Bank was addressed (22.4.2022) indicating that the account would be operated jointly by the Chief Warden and Wardens and that all the cheques and other Bank documents are signed by Warden/Chief Warden. Accordingly, huge amounts were released to the Mess Caterer by way of cheques by Chief Warden/Warden (Sri Deepak Kumar, Ms. Somaina Islary and Dr. Y. Srinivasa Rao). No Specific Orders were forthcoming from the records.</p> <p>b) No Supporting Approvals of BoG: As cheques are drawn by Officers other than the Drawing and Disbursing Officers, the procedure adopted for receipt, opening of Bank account, issue of cheques, accounting of transactions etc., needs to be got approved through Minutes/Approved by BoG.</p> <p>c) No Audit taken up: Mess Accounts were not audited by the Competent authority.</p> <p>d) Non Disclosure/No Separate Guidelines: Mess Charges forms part of the Fee Structure, the institute shall obtain the approval of the BoG for following the said procedure. Separate Guidelines/Bye Laws needs to be framed for operation of transactions.</p>	<p>As per the observations of the audit, the authorized signatories have changed to Registrar (DDO) and Director as dual signatories to sign on the cheques. Copy of the letter communicated to the bank is attached for ready reference (Annexure-3).</p> <p>As per the observations of the audit, the authorized signatories have changed to Registrar (DDO) and Director as dual signatories to sign on the cheques. Copy of the letter communicated to the bank is attached for ready reference (Annexure-3).</p> <p>The observation of audit is noted for future compliance.</p> <p>The Fee structure was placed in the Senate, Finance Committee and Board of Governors for approval. However, as per the GeM tender procedure only contract will be awarded to L1. Based on the tender only, the contractor will be paid the mess bill, out of the mess charges collected from the students on monthly basis. As and when the balance available in the name the student at the time of course completion, the available amount in his name will be refunded along with the Security Deposits to the student concerned.</p> <p>In this regard, copy of the "RULES AND REGULATIONS FOR HOSTEL RESIDENTS" attached herewith for ready reference please</p>

SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA

ACTION TAKEN REPORT ON THE COMMENTS INCLUDED IN AUDIT REPORT FOR THE YEAR 2023-24

ACTION TAKEN REPORT ON THE COMMENTS INCLUDED IN THE REPORT FOR THE YEAR 2023-24		(Annexure – 4) . The same also available in SPAV website www.spav.ac.in hostel rules 18072024.pdf (spav.ac.in)				
C.5	Reference Number: OBS-1467623 Imprest amounting to ₹28,337 as detailed below was exhibited under Schedule 8 : Loans, Advances and Deposits under the Recoverable Advances instead of Schedule 7 : Current Assets – Cash balances in hand. Gopinadh M Imprest : ₹25,000 Viswanath G S Advance : ₹3,337 Total : ₹28,337	The observation of audit is noted for future compliance.				
C.6	Reference Number: OBS-1467650 Certain general observations: a) Incorrect Nomenclature in Schedule I: According to the Prescribed Guidelines, Where an Institute has a separate Corpus Fund as an Earmarked Fund, the Heading in the Balance Sheet and in the Schedule should be Changed as 'Capital Fund' to avoid confusion. The Name 'Corpus Fund' under Earmarked Funds may be appropriately be changed to indicate the nature of Fund. Where there is no separate corpus fund, the head Corpus/Capital fund in the Balance Sheet as well as in the Schedule will continue. Hence, as the Institute has a Separate Corpus Fund, the Nomenclature included 'Schedule /Corpus/Capital Fund' needs to be changed to 'Schedule I Capital Fund' in line with the Prescribed Guidelines. b) Factual position not disclosed in Significant Accounting Policies: The Institute did not disclose the factual position pertaining to 'Corpus Fund'. Audit observation is as below: <table><tr><th>Disclosure made</th><th>Disclosure to be made</th></tr><tr><td>SPAV has created a Corpus Fund with the approval of Board/FC</td><td>Corpus fund was established in the year (). Matching Grants from UGC, Recognition /affiliated fee, received from colleges and other academic institutions, institutions share of consultancy fees, and contribution from Research Projects are treated as additions to Corpus</td></tr></table>	Disclosure made	Disclosure to be made	SPAV has created a Corpus Fund with the approval of Board/FC	Corpus fund was established in the year (). Matching Grants from UGC, Recognition /affiliated fee, received from colleges and other academic institutions, institutions share of consultancy fees, and contribution from Research Projects are treated as additions to Corpus	<p>The observation of the audit noted for future compliance.</p> <p>The observation of the audit noted for future compliance.</p>
Disclosure made	Disclosure to be made					
SPAV has created a Corpus Fund with the approval of Board/FC	Corpus fund was established in the year (). Matching Grants from UGC, Recognition /affiliated fee, received from colleges and other academic institutions, institutions share of consultancy fees, and contribution from Research Projects are treated as additions to Corpus					

SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA

ACTION TAKEN REPORT ON THE COMMENTS INCLUDED IN AUDIT REPORT FOR THE YEAR 2023-24

	<p>c) Institutions Share of Consultancy Fees/Contribution from Research Projects not taken as Additions: The Institute's Share of consultancy Projects needs to be accounted for in the Corpus Fund.</p> <p>d) Non Compilation of Guidelines: Guidelines were not framed by the University Grants Commission and the Executive Council of the Institute from time to time for utilization of the Fund – Revenue and Capital Expenditure.</p>	<p>The Institute has included Institute share of consultancy services under Schedule – 13 (Other Income) D: Institute Share of Consultancy Services and the same will be transferred to Corpus Fund A/c. 2A.500 Corpus – Institute Project Consultancy Share. The same was mentioned in the B.1.2.</p> <p>As per the SPA Act 2014, CHAPTER IV - ACCOUNTS AND AUDIT</p> <p>24. Fund of School</p> <p>(1) Every School shall maintain a Fund to which shall be credited to—</p> <ol style="list-style-type: none"> a) all moneys provided by the Central Government; b) all fees and other charges received by the School; c) all moneys received by the School by way of grants, gifts, donations, benefactions, bequests or transfers; d) all moneys received by the School from utilization of intellectual property arising from research conducted or provision of advisory or consultancy services by it; and e) all moneys received by the School in any other manner or from any other source. <p>(2) All moneys credited to the Fund of every School shall be deposited in such banks or invested in such manner as the School may, with the approval of the Finance Committee and the governing body, decide.</p> <p>(3) The fund of any School shall be applied towards meeting the expenses of the School, including expenses incurred in the exercise of its powers and discharge of its duties under this Act.</p> <p>25. ACCOUNTS & AUDIT</p> <p>(1) Every School shall maintain proper accounts and other relevant records and prepare annual statement of accounts including the balance sheet in such form and accounting standard as may be</p>
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SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA

ACTION TAKEN REPORT ON THE COMMENTS INCLUDED IN AUDIT REPORT FOR THE YEAR 2023-24

	<p>specified by notification, by the Central Government in consultation with the Comptroller and Auditor-General of India.</p> <p>(2) Where the statement of income and expenditure and the balance sheet of the School do not comply with the accounting standards, the School shall disclose in its statement of income and expenditure and balance sheet, the following, namely:—</p> <p>(a) the deviation from the accounting standards;</p> <p>(b) the reasons for such deviation; and</p> <p>(c) the financial effect, if any, arising out of such deviation.</p> <p>(3) The accounts of every School shall be audited by the Comptroller and Auditor-General of India and any expenditure incurred by audit team in connection with such audit shall be payable by the School to the Comptroller and Auditor-General of India.</p> <p>(4) The Comptroller and Auditor-General of India and any person appointed by him in connection with the audit of the accounts of the School shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor-General of India has in connection with the audit of the Government accounts and, in particular shall have the rights to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of the School.</p> <p>(5) The accounts of every School as certified by the Comptroller and Auditor-General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the Central Government and that Government shall cause the same to be laid before each House of Parliament in accordance with such procedure as may be laid down by the Central Government.</p>
C.7	<p>Reference Number: OBS-1479279</p> <p>SBI Saving Bank Account No.39870046615 was not exhibited in the Annexure 7A of Schedule- 7 Current Assets of Annual Account. The closing balance as</p>

SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA

ACTION TAKEN REPORT ON THE COMMENTS INCLUDED IN AUDIT REPORT FOR THE YEAR 2023-24

	on 31.03.2024 is zero.	Procurement Policy Division, Department of Expenditure, Ministry of Finance, Govt. of India and email communication of GeM. However, no amount was deposited and no transactions took place in the account after opening the account. Copies of the note orders in this regard attached as Annexure - 5
C.8	Reference Number: OBS-1484121 Closing stock of medicines was not included in the schedule 7 – Current Assets	In this regard, the observation of audit is noted for future compliance.
C.9	Details of investments were not exhibited in Schedule 5(A) – Investments from Earmarked/Endowment funds (Fund wise), though there were term deposits of ₹1,62,23,802 as per schedule 5 – Investments from Earmarked/Endowment funds.	The observation of audit is noted for future compliance. The observation of audit is noted for future compliance.



School of Planning and Architecture, Vijayawada
(An Institute of National Importance, M/o Education, Govt. of India)
Survey No.4/4, ITI Road, Vijayawada-520008, AP
E-Mail : registrar@spav.ac.in

13D.105 Institute Share of Consultancy Services

Ledger Account

1-Apr-23 to 31-Mar-24

						Page 1
Date	Particulars	Cheque No.	Vch Type	Vch No.	Debit	Credit
10-Jul-23	Dr	3F.224 MoPR Project - Spatial Planning in Gram Panchayats	Journal / Adj / Trf	230351/2324/02		1,50,000.00
		" MoPR Project - Gram Panchayat Spatial Development Plan - Paritala and Telaprolu GPs, AP" UC Details and Expenditure Statement verified from the books of accounts noticed that Late Shri. Leela Vara Prasad, Accountant Share of remuneration Rs.6,160/- not paid and Institutional Share of 30% Rs.1,50,000/- not transferred to institute account. Late Shri Leela Vara Prasad Share transferred to his mother Smt. Durgamba P. and Insitute share transfer to Institute Internal Income.				
	Cr	7A.206 Research & Consultancy SBI SB A/c # 37968216100	107182 Payment 6100	230351/2324/04	1,50,000.00	
		" MoPR Project - Gram Panchayat Spatial Development Plan - Paritala and Telaprolu GPs, AP" UC Details and Expenditure Statement verified from the books of accounts noticed that Late Shri. Leela Vara Prasad, Accountant Share of remuneration Rs.6,160/- not paid and Institutional Share of 30% Rs.1,50,000/- not transferred to institute account. Late Shri Leela Vara Prasad Share transferred to his mother Smt. Durgamba P. and Insitute share transfer to Institute Internal Income.				
31-Mar-24	Dr	5F.221 Projection Mapping Show @ Arjuna's Penance, Mamallapuram	Exp.Booking	231449/2324/01		1,65,000.00
		"DISTRIBUTION OF Tamil Nadu Tourism Development Corporation (ASSESSMENT REPORT FOR EXECUTING PROJECT OF 3D PROJECTION MAPPING AT ARJUNA PENANCE, MAMALLAPURAM) PROJECT SHARES AS PER THE CONSULTANCY RULES 1) SANJAY BHADARI - RS.3,74,000/- IT RS. 79,115/- NET PAYMENT RS. 2,94,885/- 2) SPAV SHARE - RS.1,65,000/- 3) INCOME TAX DEDUCTED BY THE PROJECT CONSULTANT RS.11,00/- 3) GST ALREADY PAID RS. 99,000/-"				
	Cr	2A.502 Corpus A/c - Institute Share - Tamil Nadu Tourism Development Corporation	Journal / Adj / Trf	231449/2324/02	1,65,000.00	
		"DISTRIBUTION OF Tamil Nadu Tourism Development Corporation (ASSESSMENT REPORT FOR EXECUTING PROJECT OF 3D PROJECTION MAPPING AT ARJUNA PENANCE, MAMALLAPURAM) PROJECT SHARES AS PER THE CONSULTANCY RULES 1) SANJAY BHADARI - RS.3,74,000/- IT RS. 79,115/- NET PAYMENT RS. 2,94,885/- 2) SPAV SHARE - RS.1,65,000/- 3) INCOME TAX DEDUCTED BY THE PROJECT CONSULTANT RS.11,00/- 3) GST ALREADY PAID RS. 99,000/-"				
					3,15,000.00	3,15,000.00

School of Planning and Architecture, Vijayawada
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Survey No.4/4, ITI Road,Vijayawada-520008, AP
E-Mail : registrar@spav.ac.in

2A.500 Corpus - Institute Project Consultancy Share

Group Summary

1-Apr-23 to 31-Mar-24

Page 1

Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
2A.501 Corpus A/c - Institute Share of Consu - MoPR		11,910.00	1,50,000.00	1,38,090.00 Cr
2A.502 Corpus A/c - Institute Share - Tamil Nadu Tourism Development Corporation			1,65,000.00	1,65,000.00 Cr
Grand Total		11,910.00	3,15,000.00	3,03,090.00 Cr



School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

Ref: SPAV/VMC/VL-Tax/CDC/2023 / 3634

Date: 16/05/2023

The Commissioner,
Vijayawada Municipal Corporation,
Vijayawada.

Sub.: Vacant Land Tax imposed by Vijayawada Municipal Corporation (VMC) for the existing SPAV Campus - Exemption of property tax levied on properties belonging to Central Government.

- Ref.: 1. VMC endorsement No: Rc-G1-104243/2018, dated 04-2023
2. SPAV letter SPAV/VMC/CDC/2018/999 dated 26/04/2018
3. VMC office endorsement no: RCA12-115694/17, dated 20/05/2017
4. SPAV letter SPAV/VMC/CDC/2018 dated 10/10/2018
5. SPAV letter SPAV/VMC/CDC/18-19 dated 30/10/2018
6. SPAV letter SPAWVMC/CDC/19-20/11425 dated 02/07/2019
7. VMC Vacant land tax Assessment no. 1073239352 & VMC notice no. 269, dated 22/01/2021
8. SPAV letter Vide No. SPAV /VMC /CDC/2021, dated 23/02/2021
9. VMC Vacant land tax Assessment no: 1073239352 dated 20/3/2023.

Sir,

Inviting reference to the subject matter and references cited above, this is to bring to your kind notice that School of Planning and Architecture, Vijayawada (SPAV) is an Institute of National Importance under the Ministry of Education, GoI in the field of Planning and Architecture.

The Institute is in receipt of Vacant Land Tax Notices from Vijayawada Municipal Corporation (VMC) cited under references above. In this regard, I am to state that the SPA Vijayawada is functioning with Integrated Residential Campus, as the construction & buildings have already been completed and occupied during the year 2018 and Institute started full-fledged functioning since August 2018. Further, SPAV sent reply vide letter dated 26/04/2018 and 10/10/2018, with necessary justifications for the exception of Vacant Land Tax stating that the SPAV campus have already been occupied with Boys and Girls hostel buildings, after obtaining Occupancy Certificate from the VMC, as per the norms.

Subsequently, the second demand notice was again received by SPAV on 22/01/2021, from the VMC, with an escalated Vacant Land Tax.

SPAV once again replied vide letter dt.23/02/2021, with a request for the waiver / exemption of Vacant Land Tax based on the following points for consideration:

- In accordance with provision of Article 285 of the Indian Constitution: Exemption of Property of the Union from State Taxation: "*The Property of the Union shall save in so far as parliament may by law otherwise provide, be exempt from all taxes imposed by a state or by any authority within a state*".
- As per the order of Supreme Court in Civil Appeal No: 9458-63/2003 vide its order dated 19/11/2019, which clarifies regarding the exemption of property related taxes for properties of Central Government.
- As per the Ministry of Urban Development (MoUD) Office Memorandum vide No.N-11025/26/2003-UCD, dated 15/12/2009, there shall be no property related taxes to be levied on properties belonging to Central Government.

In view of the above it is to bring to your kind notice that SPA Vijayawada – an institute of national importance need not pay Vacant Land Tax and Property Tax. Hence you are requested to delete the SPAV from the list of Tax Payers.

Looking forward for your kind cooperation.

Yours Sincerely,



K.V. Uma Maheswara Rao
Registrar

Copy:

1. PS to Director- For kind information to the Director
2. Dean P & D, SPAV
3. Chair, CDC, SPAV
4. Subject File



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education, Govt. of India

Ref: SPAV/Mess/Change of Signatory/2024-25

Date: 12th September, 2024

To
The Manager
State Bank of India
Christurajapuram Branch
Vijayawada – 520 008, AP

Sir/Madam,

Sub: - SPAV Hostels – Change of Authorization Signatory – Reg.

We would like to inform you that, authorized signatory of our CA A/c No: 40988617045 in the name of **SPAV-Mess** have been changed from Dr.Y.Srinivasa Rao, Deputy Librarian and Ar.Deepak Kumar, Assistant Professor & Warden to Shri. K.V.Uma Maheswara Rao, **Registrar** and Prof.Dr.Srikonda Ramesh, **Director**, SPAV.

We would request you to process these changes with your bank so that all the cheques and other bank documents are signed by **Registrar** and **Director** signatories are considered valid.

Shri K.V.Umamaheswara Rao
Registrar

Prof. Dr. Ramesh Srikonda
Director

Thanking You.

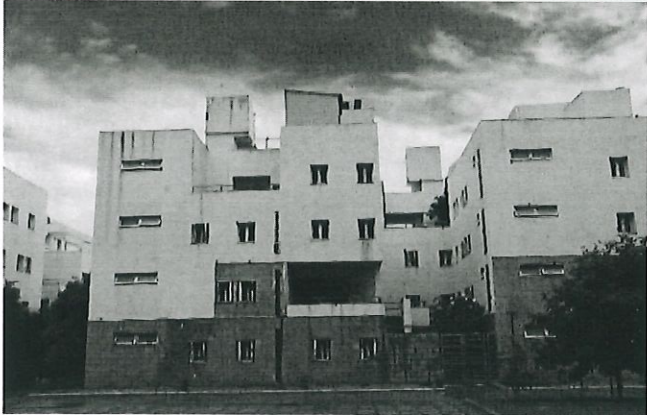
Yours Faithfully

Prof. Dr. Ramesh Srikonda
Director



12 SEP 2024

RULES AND REGULATIONS FOR HOSTEL RESIDENTS



ACADEMIC YEAR 2024-25



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

TO HOSTEL AND MESS RULES & REGULATIONS

All existing and the newly admitted students should read all the points carefully, before applying / check-in to Hostel accommodation at the start of every academic year. In case of any doubt, get them clarified from any of the Wardens. Violation of any of the rules stating ignorance will not be accepted and will attract disciplinary action. All pages of this document are to be signed by the Student and his / her parent(s) and submitted before room allotment.

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

1. Hostel Administration Committee

The following officials of the institute constitute the Hostel Administration Committee (HAC):

- A. Dean (Students Affairs)
- B. Chief Warden
- C. Wardens (Boys Hostel)
- D. Wardens (Girls Hostel)

The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

2. Accommodation

- i. Hostel accommodation is not a matter of right of the student and allotment shall be made subject to availability of suitable space, based on adherence of rules contained in this document.
- ii. Provision of hostel accommodation at the time of admission doesn't ensure its continuation in the subsequent years. The student has to apply every year for re-allotment of hostel accommodation in the prescribed format. Re-allotment shall be on the basis of academic performance (Merit-Basis) and other conditions as specified by the competent authority.
- iii. Hostel accommodation is available to B.Arch./B.Plan/M.Arch/M.Plan students, only during a working semester. No B.Arch./B.Plan/M.Arch/M.Plan Student will have a right to occupation of a room during vacations. However, he/she may be permitted to stay on request, if he/she is doing any Course work / Project work / Institute work / Hostel work.

3. Conditions of Allotment

- i. Application for admission to the hostel should be made in the prescribed form, which will be available online. Rooms shall be allotted on production of receipt of academic, hostel and mess fee paid. Hostel fees should be paid online only.
- ii. At the time of admission of a student into the hostel, he/she will report to the Hostel Assistant or any other official of the hostel authorized by the Warden/Chief Warden. Every student has to give an undertaking in writing that he /she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the hostel administration. This shall be confirmed in writing by the parent /guardian also in the attached declaration form. **Hostel residents will be governed by the Hostel and Mess Rules during their stay in the hostel.**
- iii. At the beginning of every academic year, each hostel resident is required to submit a duly completed Personal Data Form. The telephone number of the parent must be provided. Email of the parent (if available) should also be provided. **If any information given by the student during Hostel allotment is found to be wrong/incorrect, he/she may forgo the hostel accommodation.** Any change of address /telephone number of the parent / local guardian, at any point of time, has to be intimated immediately to the hostel office in writing. Hostel residents will only take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

- iv. Rooms once allotted to the students for an academic year will not be changed except in special circumstances. The Hostel Administration Committee may allot more than one person per room in case of non-availability of rooms.
- v. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Hostel Assistant immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
- vi. The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the rolls of institute will automatically cease to be a member of the hostel.
- vii. At the end of academic year, before vacating the rooms, the students should fill up the room vacating slip. The electrical installations including the fan should be handed over intact, in addition to the furniture and all items on the inventory. The personal locks have to be removed while vacating the room.

4. Code of Conduct:

- i. Hostel Residents are expected to follow acceptable form of behavior and they should maintain discipline and decorum everywhere in general. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- ii. **All hostel residents are required to carry their valid Identity Cards issued to them by the Institute.**
- iii. **Hostel Residents are not allowed to be outside the campus after 9.30 PM (10.00PM on Friday & Saturday)** for any reason without specific and prior approval of Warden and proper entries are to be made in the register. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she has to take prior permission from the Warden and Chief Warden. Staying out of the hostel without permission shall attract strict disciplinary action.
- iv. Ragging is considered as punishable offence as per F.No. 37-3/Legal/AICTE/2009 regulations. No leniency will be shown to any student found guilty. **Ragging in any form is strictly prohibited, if someone found guilty, severe action shall be taken.**
- v. The rooms, corridors, cupboards, furniture, common areas and surroundings should be kept clean and hygienic. Notices/posters shall not be pasted on walls. The students should not use pens, pencils, sketches, water colors or any other materials to draw images on the walls / floors. Scribbling/Scratching on the walls, breaking glasses, touching the CCTV cameras and damaging property of the Hostel and Institute shall be viewed seriously and will invite disciplinary actions.
- vi. Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Chief Warden, through the Hostel Assistant and respective wardens, for all routine maintenance works. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be liable to recovery of the cost, twice the cost of the object.
He/she is required to fill in
the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

- vii. In case of damage or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the same floor/block, as decided by the Wardens/Chief Warden/Dean Student affairs.
- viii. The hostel resident shall not move any furniture from its proper allotted place and also not damage them in anyway. Hostel resident is not allowed to keep any additional items other than the above belonging to the hostel in a room and they shall not remove any fittings from other rooms and get them fitted in his/her room, the defaulter will be suitably fined as decided by the Hostel administration.
- ix. **Smoking and consumption of alcoholic drinks and / or narcotic drugs** in or outside the hostel premises is strictly prohibited. Students shall not enter the hostel/mess premises in intoxicated state and should not possess such materials. **Strict disciplinary action will be taken against the defaulter.**
- x. Entire SPAV campus is a smoking-free zone.
- xi. In the hostel premises the following activities/items are **strictly prohibited** (This shall apply to Guests/visitors also and disciplinary action will be taken against the defaulter).
- Watching unauthorized/illegal movies,
 - Gambling
 - Intimidation or violence
 - Keeping pets (Dogs, cats, birds, rodents, reptiles, or other pets) and/or stray animals within hostel premises.
 - Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind
 - Throwing or hanging objects from windows, sitting on parapet, or the use of window/ventilators/balconies etc as an entrance or exit.
 - Walking on the Planted areas/ Landscape areas and the plucking of flowers /branches of the plants in and around hostel premises.
 - Trespassing from Boys hostel to Girls hostel and vice versa
 - Employing unauthorized persons for personal work such as washing clothes, etc.,
- xii. Disciplinary action shall involve following penalties:
- Expulsion from the hostel.
 - Heavy fine
 - Non issue of character certificate or rejecting candidature.
- xiii. Hostel Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
- xiv. The visit of a student to the room of opposite sex is prohibited and is restricted to common room and lounge. **Decent dress code to be maintained in the hostel premises.**
- xv. No function or celebration shall be organized at hostel premises without the permission of the Wardens/Chief Warden/Dean Student Affairs. Any kind of celebrations in the hostel should conclude by 9.30 pm.
- xvi. The case of illness and accident must be reported immediately to the hostel authorities. Students suffering from contagious disease shall stay in isolation. Decision of the Chief Warden in this regard will be final.
- xvii. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management/administration. No police complaint to be lodged by the student before informing the hostel management/Administration.

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

- xviii. Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission from Wardens/Chief Warden/Dean Student Affairs.
- xix. Students should not arrange for any picnic/party outside the campus without specific permission of the Dean (Students Affair) / Chief Warden.

5. Use of appliances

- i. The use of electrical appliances such as immersion heaters, electric stove / heaters/ air conditioner/ electric iron are forbidden in any of the rooms allotted in hostel. Private cooking in the hostels / student's rooms is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- ii. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV/Xbox is prohibited. The students should not hire objectionable CDs from outside. The hostels shall maintain **silence hours from 12.00 midnight to 6.00 am**. Enough care should be taken to ensure music / loud talks are not audible outside the room.
- iii. **When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep it locked (at all times).** Violation will attract suitable penalty and punishment as decided by hostel authorities.
- iv. Students are not allowed to take common room's newspapers/magazines/appliances to their room at any time. All inmates are advised not to keep valuables like laptops, cameras, cash, etc. in their luggage in the storage space. Institute shall not be responsible for loss of such items otherwise.

6. Guests/Visitors

- i. A guest of a resident may be permitted, with the prior approval by the Wardens/Chief Warden, to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the HAC from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose, every person other than resident of the hostel will be considered as a guest for definition. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
- ii. No overnight guests are permitted in a student's room without permission of the Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight or enter in any part of the hostel.
- iii. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard. Visitors, including parents are allowed only in the visitor's area of the hostel complex during the visiting hours as below:

For Boys and Girls Hostel:

Weekdays (Monday-Friday) - 7:30 AM to 8:30 AM & 5:00 PM to 9:00 PM

Weekends (Saturday, Sunday) and Declared Holidays- 7:30 AM to 9:00 PM

7. Adherence to Hostel Timings:

- i. Hostel Residents are not permitted to leave the hostel premises before 05.00 AM in the morning and not permitted to enter the hostel premises after 11:00 PM in the Night without prior permissions from the concerned Authorities. However, students shall be permitted into the respective hostel blocks without prior permissions but it will be treated as late entries as per the following conditions: -
 - a) 1st late entry : a warning letter will be issued to student + penalty/fine as decided by the committee members from time to time.

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

- b) 2nd late entry: Note to parent + penalty/fine as decided by the committee members from time to time.
- c) 3rd late entry: Parents will be called to the Institute + penalty / fine as decided by the committee members from time to time.

A student who is defaulter after the third time in a academic year, he/she shall be suspended / expelled completely from the hostel premises as decided by the committee members.

- ii. All relevant permissions required regarding the late entries, celebrations, field visits, home visits etc. must be taken from Wardens/Chief warden, through proper channel, during the working hours only (i.e. 9:30 AM to 5:30 PM). These permissions are to be taken on paper with signature. Any last- minute requests over telephone or mail shall not be entertained. However, in case of dire emergencies, as mentioned below, the permission(s) can be availed through adequate intimation, with proof, from the authorities and as guided by them: -
 - a) Urgent medical emergency. [hospital admittance etc.]
 - b) Delay in travel from home/tour etc.
 - c) Any cause of suffering or accompaniment of accident etc.
- iii. In cases where the residents anticipate late entry (e.g. If student need to go to the city bus stand or railway station or for any other reason beyond their control), they have to seek prior consent in writing and written permission of the respective Wardens/Chief Warden. No last-minute phone calls will be entertained.
- iv. All the students should take prior approval from the Wardens/Chief Warden before leaving for their homes or to any field visit/tour/meet etc. violation of this rule will lead to disciplinary action and appropriate fine shall be imposed at the discretion of the Warden committee.
- v. All Students who are going outside the institute campus must carry their student ID cards with them, which shall be presented to the security if they enter the campus after 09:30 PM on weekdays after 10:00 PM on weekends (Friday & Saturday).
- vi. Late entry to the hostel due to Institutional functions, academic commitments at SPAV, (scheduled exams, late hour classes, submissions etc.,) may be considered on the basis of written application citing Institutional functions / academic reasons as reason of delay such reasons need to be validated by the concerned HOD / Studio Coordinator/ Subject Teacher / Warden. All applications should be submitted within 24 hours of the late entry.
 Staying out of Hostel: If students need to stay out of the hostel for any period of time, or need to leave for personal reasons, they have to take prior written permission in prescribed format available in Departments/ Hostel, and get approved from respective course coordinator/ HoD/ Chief Warden and Warden(s). Staying out of the hostel without permission may attract strict disciplinary action.
- vii. Misbehaving with the security personnel or hostel assistant/caretakers will be considered equivalent to vandalism.

8. Refund of Hostel fees

- i. Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed:
 - a) Full hostel fee will be refunded if a student wishes to withdraw from the course even before start of the program. Rs. 5000/- will be charged as cancellation fees.
 - b) If a student wishes to withdraw from a course after the start of the program, room rent and mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

- c) If a student wishes to withdraw from the hostel at any time during the academic year, no refund is permitted however mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.
- d) If a student is expelled from the hostel on disciplinary grounds, no refund is permitted except for the mess fee.

9. Hostel Mess Rules

The rules and regulations for SPAV Mess are as follows.

- i. The SPAV cooperative mess will be run on no profit no loss basis.
- ii. The mess arrangement of the hostel is compulsory for all the hostelers without any exception i.e., no student is allowed to stay in the hostel without being a member of mess.
- iii. If any hostel resident wants to leave the mess in the middle of the semester, then he/she has to pay average of 50% of mess charges for the rest of the semester. However, such resident has to pay the mess fee if they want to avail hostel accommodation in the subsequent semester. Such hostel resident has to submit a separate request form in the format provided by paying the prescribed fee and submit the same to the hostel office.
- iv. Service in the mess shall be between scheduled hours only.
- v. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- vi. **Wasting food is a social crime.** For the first offence of wasting food, warning will be issued to him/her. If the concerned student is found repeating the mistake, strict disciplinary action shall be taken against him/her including penalty. Paying mess bill does not entitle a diner to waste food.
- vii. The Self-service and self-system of disposable will be followed in all messes. No food will be reserved for the late comers.
- viii. Shouting and sitting on the mess table is strictly prohibited, if anyone is found doing so, he/she shall be fined depending on the severity of offence.
- ix. Outside food is not allowed in the mess.
- x. **Modesty in dress is expected from students inside the Dining Block.**
- xi. Smoking and drinking alcoholic beverages is strictly prohibited in the campus premises. Anyone found doing the same in the premises would be expelled from the Hostel.
- xii. During vacation if the strength of the students falls below 70, the Hostel Administration reserves the right to stop the mess services temporarily.
- xiii. Individual cooking in the mess/hostel premises, under any circumstance is not permitted.
- xiv. Mess charges collected are per semester in advance and non-refundable.
- xv. No student / council member has any right to appoint or dispense with service of any staff member of the mess.
- xvi. Food will not be supplied to hostel rooms except emergencies like accident, sick students, with the permission of the Wardens/Chief Warden. Used utensils shall be returned to the mess immediately by such hostel resident.
- xvii. Except Mess committee members, other hostel resident are forbidden to enter the kitchen. They should treat all the Mess workers with courtesy. Manhandling of any staff or using abusive language against them will end in the expulsion of the student from the hostel immediately or after due enquiry as per the case.

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

- xviii. The hostel resident should produce identity cards whenever the mess supervisor/security feels to identify them before taking food.
- xix. The menu of the mess should be prepared by the mess committee members in consultation with Mess Faculty Incharge and hostel committee. The menu so specified by the mess committee members will be duly approved by the Chief Warden, to have an effective control over the cost.
- xx. The Mess committee members will act as representatives for the whole hostel and report to the Wardens about the quality of food & on the general cleanliness in and around the mess. The Mess committee members shall also bring to the notice about the quality of service given by the mess staff.
- xxi. The quantity of food will be unlimited except in the case of special items.
- xxii. Students on no account will be permitted to take food outside the mess. Nor can they take mess utensils such as plates, spoons, tumblers, etc. to their rooms.
- xxiii. All are advised to keep the mess and surroundings neat and clean. No notices are permitted to be pasted on walls of the mess by the students. Notices put up on the notice boards (with the approval of Chief warden) should not be removed by the diners. Fine will be levied to those who have pasted or removed.
- xxiv. Students should not bring any pet animals into the mess hall or encourage such practice.
- xxv. Entertaining Guests (defined by the college authorities) into the mess can be done only by the hostel resident. The host should accompany the guest and obtain the guest coupon at the dining hall with the mess supervisor. The guest rates shall be according to the rates fixed by the hostel committee from time to time in consultation with hostel authorities.
- xxvi. No hostel residents other than mess committee members should interfere in the Mess affair. If he /she have any grievance or suggestion, he/she should report to the committee members.
- xxvii. The sole aim of the Administration is to provide all the facilities to the hostel residents, both in the hostel and the mess and creation of an environment conducive for study and peaceful stay. The Administration reserves the right to add, alter or delete any rules from time to time.
- xxviii. Students should do registration by signing the mess joining register kept in the mess at the time of joining the mess.
- xxix. Students can entertain their guests on prior intimation and on production of guest meal tokens. Guest Meal tokens will be available with Mess Supervisor.

9.1 Mess concession for the mess food

- i. Since the mess is attached to hostel, rebate for not consuming meals while staying in the hostel is not allowed.
- ii. Residents who vacate the hostel before 15th of the month will be charged Mess Charges for half month and those who vacate after 15th of the month will be charged for full month.
- iii. In addition, students granted mess reduction should also sign the mess leaving register kept in the mess at the time of their leaving the mess and at the time of joining back.
- iv. In case of sudden illness, information of leaving the mess should be made available to the authorities immediately and the application for mess reduction should be submitted within the next 3 days.
- v. Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the authorities by post or e-mail before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer. No mess reduction will be given, if advance intimation is not provided.

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

vi. If a student intimates the Mess FIC and Chief Warden office in writing at least 2 days in advance, on non-availing the mess facility for a minimum period of 5 continuous days (Only twice a month), then 60% rebate of mess bill for that period will be given to that student.

9.2 Hostel Mess Committee

The function of the Mess shall be supervised and carried out by the Hostel Mess Committee consisting of the following members:

1. Chief Warden (Chair-person)
2. Hostel Wardens
3. Mess Manager
4. Students' Representatives (On rotation)
4 Members from UG (Architecture & Planning)
2 Members from PG programs)

Chief Warden can nominate 1 Mess Secretary from Students' representatives after the formation of HMC. The mess committee shall be responsible for ensuring smooth & timely operation of the mess and also verify the quality of food being served in the mess. The mess committee shall ensure that the proposed menu is strictly followed and any exception has to be approved by the Mess Faculty Incharge.

The mess timings are as follows and the students should strictly follow these timings:

- Breakfast: 7.45 a.m. to 9.15 a.m.
- Lunch: 12.30 p.m. to 2.00 p.m.
- Snacks: 5.30 p.m. to 6.00 p.m.
- Dinner: 7.30 p.m. to 9.30 p.m.

10. Emergency

In case of any emergency, please contact the Care takers, Hostel Assistant, Wardens staying in the hostel premises or call authorities. Important telephone numbers are provided and displayed in hostel premises.

11. Rights of Hostel Administration Committee (HAC)

Hostel Residents who are found violating the above said rules and regulations of the Hostel and Mess are liable to be expelled from the Hostel. Any breach of these rules will invite an enquiry that will be conducted by the Hostel Administration Committee. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the HAC reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

The Hostel Administration reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice board

Signature of Parent/Guardian

Name of Parent/Guardian

Mobile Number of Parent/Guardian

Signature of Student

Name of Student

Mobile Number of Student

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School of Planning and Architecture, Vijayawada

Note Submitted

No. SPAV/Admn/GeM/2019-20

Date: 10.03.2020

Sub: Opening of Gem Pool Account (GPA) for making the GeM payments-reg.

Ref: Office Memorandum No.F.13/4/2017-PPD (Pt.) dated: 14/08/2018.

Office Memorandum No.F.6/18/2019-PPD dated: 23/01/2020.

Email communication from GeM vide dated: 14/02/2020

With reference to the above referred office memorandum issued by Procurement policy division, Dept. of Expenditure, Ministry of Finance, Govt. of India and email communication from Gem, it is required to open a GeM Pool Account (GPA) for SPAV for making the transactions through the GPA account(exclusively to make payments to the vendors) with GeM enabled banks.

As per the convenience of SPAV it is proposed to operate the GeM pool account on GPA Challan mode, for which Memorandum of Understanding (MoU) is to be made with the GeM enabled banks. At present State Bank of India (SBI), Christurajapuram branch is serving to SPAV, hence GPA may be opened at the same bank and same branch as Savings Bank Account.

The modalities of the GeM Pool Account (GPA) by payments for Non - PFMS Agencies/ Entities (NPAE):

i) Non-PFMS Agency/ Entity (NPAE) is a Government of India (Gol) not using PFMS for its payments of transactions and having their own payment system for making payments against contracts placed for goods/services placed by the NPAE on GeM. All NPAE shall open & operate a special purpose account namely GeM Pool Account for the purpose of ensuring prompt payment to Seller/Service Provider of GeM who supply Goods/ Services to the NPAE through GeM.

ii) Accordingly, all the Organisations/ Departments including CPSUs, Municipalities, Educational Institutions, Autonomous bodies, Societies, etc. not operating through PFMS shall be covered under these instructions. These organisations are hereby directed to open, operationalize and operate a GeM Pool

Account (GPA) for all procurement. GPA is a special purpose bank account (interest bearing savings /current Account) opened, operated and controlled exclusively by each NPAE. GeM Pool Account shall be mandatory for all procurement irrespective of value. The GeM Pool Account shall be opened, operated and controlled exclusively and completely by the buyer entity/agency subject to certain restrictions on withdrawals of funds as explained in succeeding paragraphs. The Account shall carry interest applicable to savings/ current account. Such account shall be opened in any scheduled bank having already integrated the pool account with GeM.

iii) The following are the core elements of GPA that should be incorporated during the opening and operations / procurement stages:

- a) The NPAE will open the GPA (as a savings or current account) which will be utilized by buyer through the online integration of Bank with the platform owned and maintained by GeM SPV, as per Service Level Agreement (SLA), and solely for procurement of goods and services on GeM. .
- b) The terms and conditions of procurement on GeM will be part of the operations agreement between the bank and the NPAE.
- c) The role of the bank will be limited to ensuring operations of the account on the instruction of the NPAE through the authorized NPAE nodal officer for GeM/ buyer.
- d) Real time details of all operations of the account will be shared by the bank, in a mutually accepted format (to be amended from time to time) with the NPAE, only through the GeM Platform.
- e) Once a sub-account/ transaction specific account is credited with an amount, the NPAE cannot withdraw this amount, apart from transfer to the designated Seller/Service Provider, till such a time that the transaction is live.
- f) Any withdrawal/transfer by the NPAE from this account, except for payment to the Seller / Service Provider, would be permitted in the following conditions.
 - Order cancellation
 - Order rejection
 - Refund

All the above situations would first be required to be enabled/ flagged on the GeM Platform for the NPAE to be able to act accordingly.

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iv) While procuring goods & services through GeM, the NPAEs should credit 100% of the projected Contract Value in case of Goods Contract in their GeM Pool Account before award of contract. In cases of Services, amount should be credited for one payment cycle as defined in the contract and before releasing payment for any cycle, the funds required for the next payment cycle should be credited so as to ensure availability of payable funds for the next payment cycle. Payment so credited will not be withdrawn for any other purpose other than the one for which the amount is credited into GeM Pool Account.

v) After placement of contract on GeM, the process for PRC and CRAC will be same for NPAE category also as indicated in Para 7 (A) (x) above regarding Provisional Receipt of Stores on GeM and Para 7 (A) (xi) Consignee Receipt and Acceptance of Stores on GeM for PFMS Buyers.

vi) After issue of CRAC, NPAE Nodal Officer shall issue an advice without delay to the bank to release actual amount payable to Seller / Service Provider as per terms of contract from the GeM Pool Account. On authorization, the bank should transfer the prescribed amount to the Seller/Service Provider supplier mapped in the transaction.

vii) In case of a Service level agreement (SLA) breach on the part of the NPAE in terms of payments to the Seller/Service Provider, GeM will intimate the buyer and bank of the same. Post such intimation, and non-action on the part of the NPAE with respect to payment transfer, bank will release payments for the delivery of goods at consignee destination / milestone achievement (such as completion of installation / commissioning or training etc. as defined in the contract) / service delivery as notified in the terms and conditions of procurement on GeM to the Seller/Service Provider mapped in the transaction. Such a provision is required to be incorporated in GPA and should be considered as a standing instruction from the NPAE to the bank. The residual amount cannot be withdrawn/ transferred by the NPAE, in such cases.

viii) In case, even after 10 days of issue of Consignee receipt and acceptance certificate (CRAC)/ auto generated CRAC, the buyer has not initiated the payment process through the GeM platform, a payment trigger will be automatically generated for payment equivalent to 80% of the corresponding

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quantity/ milestone achievement / service delivery deduced by the system as per CRAC. Simultaneously intimation will be sent to the HoD, buyer and NPAE Nodal officer for GeM, regarding the release of payment, at their risk and cost in line with the terms and condition (T&C) and SLA of procurement on GeM. The residual payment of 20% is to be processed by the buyer within 35 days after adjusting for any statutory deduction and damages, failing which after 35 days, the same will be released to the Seller/Service Provider automatically through an alert to the bank by the GeM Platform, after statutory deductions and any system know deductions.

ix) Unutilized funds after closure of the Contract and interest accrued on the credited amount will be at the disposal of nominated NPAE Nodal officer, who may advise banker for further action as deemed fit.

8. In case any Non PFMS Agency / Entity decides with the approval of their Competent Authority to have integration of their on-line payment Systems with functionality for Blocking of Funds etc. as per PFMS system of payments, the Payment procedures outlined for PFMS in Para 7 (A) shall be mutatis mutandis applicable to them.

As GPA is an exclusive account for making transactions for only GeM purchases, it is mandatory to maintain the required balance/value of the purchases as per the contract orders before release of the payments to the vendors and to maintain a track on account, it is requested to propose an accountant for maintenance of payments from GeM pool account (GPA).

Submitted for approval.

SPAV / Reg 11/2953
20/03/2020
SPAV / Reg 11/1569/20
19-03-2020
no. 719/SPAV/Reg 11/2020
11/03/2020
SPAV / Reg 11/3462
11/03/2020

GeM Buyer

GeM DDO

GeM HoD

Director 'A' approved
Jan

R/c Adm 20/3/2020

GEM-ADD

also the needful
GEM Buyer/consignee

48/N

योजना तथा वास्तुकला विद्यालय विजयवाडा
School of Planning and Architecture, Vijayawada

No. SPAV/Admin/GeM/2020

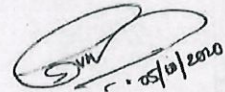
05.10.2020

Sub: Change of administrative roles in GeM (Government E Marketplace) – reg.

As per the office order Ref. F. No. 40/SPAV/Dir/Duties/2020-21/67 dated 25.10.2020 the roles and responsibilities of the GeM members have been changed. The details are required to be update in the GeM records through the GeM nodal office.

1. The role of GeM Head –from Prof. Dr. Abdul Razak Mohamed to Dr. Janmejy Gupta.
2. The role of GeM Buyer – from Shri. S., Sai Diwakar Naik to Mr. Viswanath G.S
3. Shri. S. Sai Diwakar Naik will remain the GeM Consignee.

Submitted For Approval.



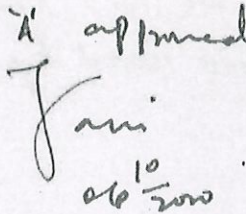
GeM Buyer

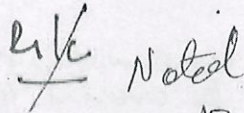
GeM Head

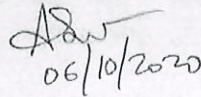
Recommended & forwarded with due IT support to update details as per new GeM Head & GeM Buyer as above.


5/10/2020

Director


06/10/2020


Noted


06/10/2020

GeM-Buyer

SPAV / Res / 56123
05/10/2020

49/N

In continuation to Pre-Page 41/N-44/N,
with ^{due} approval of CA, GEM Port Account Opening has
been approved. It is requested for further processing
of same through accounts ~~se~~ division/section.

SPAV/Reg-6118.
6/11/2020

SPAV/Reg-6163
12.11.2020

GEM DDO / Registrar

Disaes.

Sh. Sai Divaleen, AR

~~AMMADH~~ GEM HOD

10/11/2020

AR. (Fin.)

for needful action with regard to payments
through GEM Portal - GEM Pool A/c.

10/11

Discussed.

11.11.20

It is requested to instruct the concerned to provide the documents
of scheme, Standard operating procedure, ~~and~~ technical support
and the exact role & responsibilities of Finance Dept in the context
please.

Registrar

The matter may please be discussed
with AR (Por) and Buyer GEM. Also follow
Guidelines issued by GEM 2020 for implementation

12/11

A.R (Fin.)

Please discuss the modalities, ~~and~~ exact requirement and the
role of Finance Section in the matter with the concerned officers as per
the instructions of the Registrar in pre-para and submit/process the
file accordingly.

12.11.20

16/11

Shri Varun Prasad, Accountant

New SDA application along with MOU are
filled up and submitted for approval and signatures.

Assistant Registrar (Finance)

Application & MOU duly filled-in are submitted for perusal & kind signatures

Registrar

Contd. 81 by 50/N

Planned
Accountant.

13/11

योजना तथा वास्तुकला विद्यालय विजयवाडा

School of Planning and Architecture, Vijayawada

In order to make payment to GEM Vendors, a separate A/c is need to be opened in SBI in the name of 'SPA, GEM Pool A/c'; for which approval has been accorded vide S.O. 41-44/N.

An application for opening the A/c and MoU to be executed are placed opposite for kind perusal and approval.

Recommended for according approval for the same.

Director *X* approved.

10.12.20

12/12/20

Registrar AR (Fin.) *14/12*

SB A/c No. 000-000-3987-004-6615 has been opened in continuation to notings on 49/N^{250/N} and the copy of the details submitted by SBI are placed opposite for information & n/a by concerned please.

Registrar Forwarded for information please. *28/12*

Director noted.

28/12/20

Registrar AR (Gen.) *12/01/2021*

Noted.

For needful please. *13/1/2021*

GEM Buyer / AR (FINANCE)

SPA/REG 6563
12/12/2020
14/12/2020

SPA/AR (FINANCE)
10-193,
26-28/12/2020
SPA/DIR/2021/250

SPA/REG 6760
01/28/12/20
SPA/REG 6990
13/01/2021