

3rd Minutes of Meeting held on "Municipal Bonds for Municipal Corporation, Chandigarh" held on 02:45 P.M. on 21st Apr 2023 in Conference Room of Municipal Corporation, Chandigarh located at New Deluxe Building, Sector 17, Chandigarh, India

Key Attendees: List enclosed

1. Mr Gurinder Singh Sodhi, PCS, JCMC-I, MCC-Chairman
2. Mr Vijay Premi, S E.PH, MCC
3. Mr Vrinder Singh Thakur, CAO (Chief Accounts Officer), MCC
4. Mr Sumer Singh, ACFA, MCC
5. Mr Susanta Dinda, Sr. Procurement & Project Finance Expert, MCC

With the participation of all key members, Chairman started the meeting with expectation of understanding of the 1st Milestone i.e. Formation of Financial Statement for issuance of Municipal Bond.

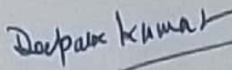
- A) Sr. Procurement & Project Finance Expert (Sr.PPFE), MCC has narrated the agenda on 3rd meeting on Municipal Bonds. He briefed a) Accounting Code, b) Asset Recognition Code and c) E-FAR (Electronic Fixed Assets Register) were the discussion points today's meeting
- B) It was explained the basic ingredients of Composite Code which is a combination of Object Code, Major Head Code, Minor Head Code and Detailed head code. Henceforth, Accounting Code is a combination of Composite Code and Departmental Code.
- C) As an example, It was also explained in the meeting that object code signifies only 4 "Single Numerical Digit" 1 shall denote "Revenue Receipt", 2 shall denote "Revenue Expenditure", 3 shall denote "Capital Receipt and Liabilities" and 4 shall denote "Capital Expenditure and Assets".
- D) It was discussed in the meeting that Assets Recognition Code shall be generated by Software and Department/Division need to tag the "Assets Recognition Code" on assets in such a way, physical verification can be done through assets recognition

code. It was stressed that tagging the "Assets Recognition Code" on assets shall be all weather friendly and long lasting

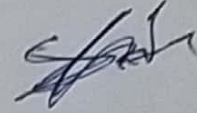
- E) It was proposed during the meeting that PPFE Cell shall provide Head of Accounts, Departmental Code, Fund Code and Location Code to Account Department. Accounts Department may prepare or customize or align Accounting Codes in Excel sheet format and be shared it to System Integrator (PWC) for incorporating the codes in Financial Software. Requirement to be shared with PWC for incorporating the codes in financial software after due justification of cost. Timeline has been proposed for complete development 31 working days from the 22nd April 2023.
- F) Sr. PPFE requested to frame nodal officer who will be responsible for coordinating and arrangement of data relating fixed assets register. All concern members has agreed on it and proposed the name of nodal officers. Like, MC directorates – JCMC 1, IT Branch – ACMC, Public Health – Superintending Engineer, Building & Road- Superintending Engineer, Horticulture & Electrical-Superintending Engineer, Medical Officer Health- MOH, Sub Office Manimajra- Section Officer Sub Office, Fire & Rescue Services- ACFA Fire, Account Department MCC – MCC, CSCL-Additional Chief Executive Officer.
- G) Responsible Department/Division has to fill E-FAR, all assets either they bought it or constructed it along with all supported documents like proof of purchase/tax Invoice, work order / LOA etc. In case of land, responsible department/division needs to mark the assets on land E-FAR but its supported documents like land record, parcha, etc may be available from office of Tehsildar. The Department/Division like Estate Branch which bought the land or acquires the land from Government fills the E-FAR with documentary proof of title like deed/porch/record/government order etc. Mr.Dinda, Sr.PPFE added it.
- H) Sr. Procurement and Project Finance Expert stated, after completion of E-FAR and ready the E-FAR for auditing, the fixing of "ARC" on the assets shall be initiated. It will be primarily responsible for concern department / division.

- I) Biological Assets like Cow, it shall have "Ear Tagging" for identification of biological assets. Concern member of Horticulture has ensured that ear tagging of cow has been attached to assets. Mr.Dinda, Sr PPFE also indicates that simple counting of horticulture assets like horticulture tree shall be applicable.
- J) Then, Sr Procurement and Project Finance expert has explained details field of all assets register like land, building, bridge & Subway, Road & Sewerage, Furniture & Fixtures, Office Equipment, Vehicle, Plant & Machinery, Computer& Peripheral, Fire Equipment, Electrical Equipment, Intangible Assets, Biological Assets, Horticulture Assets, Capital Work in Progress.
- K) Mr Susanta Dinda, Sr PPFE requested to chairman of meeting, to use the E-Far from 1st June 2023 by department/division of MCC for forthcoming transactions. In this regards, an office order may be issued. It has been requested by Sr PPFE.
- L) Regarding, formation of E-FAR has been suggested in such a way like it will be at Division level, then department level, then consolidated level i.e MCC level. Therefore, E-FAR will be combination of Divisional E-FAR, Departmental E-FAR MCC's E-FAR and Interactive Dashboard. It needs to be developed within 15 working days from 21st April 2023. Mr.Dinda, Sr.PPFE has been requested it to chairperson of meeting.
- M) One Dedicated Centralized Room in MCC's building with tables and chairs has been requested for operational w.e.f. 01st May 2023. Responsible Department/Division should submit signed physical copy of FAR with documentary proof for audit on each Friday of the Month, (if Friday is holiday, then next working Day). Preliminary audit shall be conducted by Accounts Department. Target to Complete FAR within 45 working days has been proposed. All directives have been proposed to chairman of meeting to evaluate and approve by Sr. PPFE of PPFE Cell.

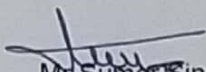
All participants thank to Chairman of Meeting MCC to successful concluding the meeting.



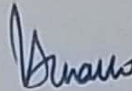
Mr. Deepak Kumar,
(Dy. Procurement & Project
Finance Expert, MCC)



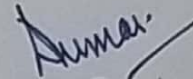
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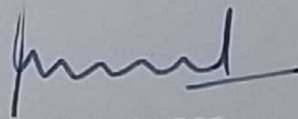
Mr Sumer Singh
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