



August 24, 2016

NOTICE

The Notice is hereby given to all Members of Pune Branch Managing Committee that, meeting of the Managing Committee Members is called on **Wednesday, August 31, 2016 at 10 AM** at the Pune Branch of WIRC of ICAI, ICAI Bhawan, Bibwewadi, Pune - 411037.

The Agenda of the meeting is as follows:-

1. To read and approve the minutes of the MC meetings held on June 3rd, 2016;
2. To read and approve the minutes of the MC meetings held on July 12th, 2016;
3. To Review Quarterly Financial Statements of Pune Branch of WIRC of ICAI for the period ending June 30, 2016;
4. To Pass the necessary Resolution/s to appoint Authorised Signatories for newly opened Bank Accounts;
5. To Discuss, Review and Sanction budget for:
 - a. Revamping of PuneICAI Website and Mobile Application
 - b. Implementation of Integrated Server System at PuneICAI
 - c. Development of a Seminar cum Office Utility Software
 - d. Renovation, Repairs and Maintenance work to be carried at ICAI Bhawan, Bibwewadi, Pune
6. To form a subcommittee to resolve payment related issue pertaining to newly created Barrier free Infrastructure at PuneICAI;
7. To discuss and review Best Branch Criteria and Allocation of Responsibility amongst the Managing Committee Members;
8. To discuss and plan the forthcoming Programs;
9. To meet newly elected Managing Committee Members of Pune WICASA;
10. Any other matter with the permission of the chair.

All are requested to attend the meeting.

Sd\-

CA. Abhishek Dhamne
(Secretary)
Pune Branch of WIRC of ICAI

Sd\-

CA. Rekha Dhamankar
(Chairperson)
Pune Branch of WIRC of ICAI



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Pune (WIRC)



Minutes of the Managing Committee Meeting held on Wednesday, August 31, 2016 at 10 am at the Pune branch of WIRC of ICAI, ICAI Bhawan, Bibwewadi, Pune 411037

1. Following members were present for the meeting:
 - a. Mrs. Rekha Dhamankar, Chairperson
 - b. Mr. Rajesh Agarwal, Treasurer
 - c. Mr. Anand Jakhotiya, Member
 - d. Mr. Arun Anandgiri, Member
 - e. Mrs. Ruta Chitale, Member
 - f. Mr. Sarvesh Joshi, Regional Council Member

Leave of absence was granted to the following members:

- a. Mr. Abhishek Dhamne, Secretary

2. The meeting was called at 10 am. However it was adjourned by 30 minutes due to absence on quorum. The meeting was commenced at 10.30 am. Mr. Abhishek Dhamne was granted Leave of Absence as per his application for the same. Mrs. Ruta Chitale was requested to carry out the secretarial work for the meeting on his behalf.

3. The minutes of the Managing Committee meetings held on June 3, 2016 and July 12, 2016 were placed for discussion. It was suggested by Mr. Arun Anandgiri that henceforth the minutes of all the managing committee meetings shall be circulated to all the members on their E-mail Id's; on those Email Id's mentioned in the Institutes record and that the same shall not be read out at the subsequent Managing committee meetings. In case of any adverse comment and/ or modification to be suggested, only such suggestions to the minutes shall be discussed in the said subsequent managing committee meeting.

It was resolved to circulate the minutes of managing committee on email prior to the meeting and only discussion regarding the suggestions/ modifications, if any shall be carried out in the managing committee meetings.

The minutes of the Managing Committee meetings held on June 3, 2016 and July 12, 2016 were approved.

4. The Quarterly Financial statements of Pune Branch of WIRC of ICAI for the period ending June 30, 2016 were placed for review. The members asked for various details and activity-wise position of surplus/ deficit various activities. Mr. Rajesh Agarwal shall be providing the details in the subsequent meeting. It was resolved that the quarterly financial statements shall be again placed for review in the subsequent meeting.

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5. New bank accounts for GMCS activity was sought to be opened at Syndicate Bank and appoint the authorised signatories for operating the same. It was resolved to appoint Mr. Rajesh Agarwal, Treasurer and Chairperson as signatories for operation of new Bank account for GMCS.
6. Following points were sought to be discussed and reviewed in order to sanction a budget for the same:
 - a. Revamping of Pune ICAI Website and Mobile application
 - b. Implementation of Integrated Server system at Pune ICAI
 - c. Development of Seminar cum Office Utility software

Mrs. Ruta Chitale suggested that before implementation of integrated server system at Pune ICAI, there is a need to study the present existing network systems and identify the capital expenses related to Information technology matters as a whole. It was further suggested by her that the capital expenses should also take into consideration the plan for Data back-up and Disaster Recovery.

Mr. Arun Anandgiri suggested that the WIFI be made available to all the members by providing guest passwords. He further suggested to work out the possibility of providing the students with a free WIFI facility in the branch campus.

It was resolved to call the quotations for the above suggestions. It was also resolved to circulate the quotations on email for seeking their study and analysis by the members as well as for their subsequent approval/ disapproval.

It was further resolved to defer the above matters and discuss the same in the presence of the chairperson and/or members of Information Technology committee.

- d. Renovation, Repairs and Maintenance work to be carried at ICAI Bhawan, Bibvewadi, Pune

Mrs. Rekha Dhamankar expressed her views on the utilisation of the accumulated surplus as per the books of account. She observed that the Pune branch building needs painting and other miscellaneous repairs and proposed to carry out such works. She further informed that quotations have also been received for carrying out the painting works. The members perused the received quotations and deliberated on the said matter as follows:

Mrs. Dhamankar stated that though the quotation received mentions only the expenses for material and labour charges, practically the contractor shall be asked to carry out certain additional tasks such as polishing of all the wooden furniture and fixtures in the same amount quoted for carrying out painting work.

Mr. Anand Jakhotiya mentioned about taking necessary permissions and sanctions from the concerned authorities since the said expense might be categorised as major repairs. Mrs. Dhamankar assured that all required procedures shall be taken up and completed before finalising the work.

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Mr. Sarvesh Joshi and Mr. Arun Anandgiri expressed their concerns over the rates and details of work mentioned in the lowest quote.

Mrs. Ruta Chitale suggested that before finalising any of the quotations, it would be better to place 'details of proposed work to be carried out' before the managing committee for its approval. On getting such approval for such proposed work, the quotations for such work can be called for.

Mr. Rajesh Agarwal informed the members that details of work to be carried out at each floor of the building has been already identified however a final list of such work needs to be compiled.

It was resolved to delegate the authority of finalising such work to be done and further finalising the quotations for such work to be carried out to Mr. Sarvesh Joshi, Mr. Rajesh Agarwal and Mrs. Rekha Dhamankar.

Mr. Arun Anandgiri suggested about instantly putting up sign-boards on the main road showing directions to Pune branch of WIRC of ICAI. The members discussed the locations at which such sign boards may be put up and whether there would be any objections from Pune Municipal Corporation. It was resolved to obtain that all the required permissions from concerned authorities, call for quotations and put up the sign boards at two locations (one near the signal and one at the corner of the lane) soon on finalising and preparing such quotations.

7. Mrs. Rekha Dhamankar informed the members about the payment related issue of barrier free infrastructure at the Pune branch. The vendor raised an additional bill of Rs. 1.50 lakhs. However on inspection of the work done by him, it was revealed that he had actually used sub-standard material such as tiles etc. and there were issues such as gradient of the slope, the problems related to doors to be used by the incapacitated persons and generally the quality of the work was not below the acceptable standard level. The matter before the committee was to approve/ disapprove the additional bill raised.

Mr. Sarvesh Joshi asked for the status of the balance payable to the vendor out of the earlier bill. It was observed that the previously approved quote (approved by the previous managing committee) was Rs. 4 lakhs. Of the same, Rs. 3.50 lakhs were paid off to the vendor.

Mrs. Ruta Chitale asked about the existence of penalty clause in the contract with the vendor about use of substandard material. However it was informed that the contract doesn't specify any penalty clause and as such the vendor has refused to accept the debit note so raised on him for sloppy work. On this she further suggested about inclusion of such penalty clauses in the subsequent contracts and also to appoint an approving/ certifying agency for inspecting and approving the technical aspects of such works done in future. It was resolved to call for quotations for such 'certification work' from consultants and create panel of such consultants in order to verify and certify the technical aspects of civil and other works.

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The members delegated on the possibility of resolving and settling the matter of vendor payment at a certain amount. Mrs. Rekha Dhamankar informed the members that she herself along with Mr. Rajesh Agarwal had taken every effort to convince the vendor about the problems and that to accept the lower payment in full settlement of his dues but to no avail. Mr. Arun Anandgiri expressed his concern over the vendor escalating the issue and making litigations over the same.

It was resolved to delegate the authority to Mr. Sarvesh Joshi, Mr. Arun Anandgiri, Mr. Rajesh Agarwal and Mrs. Rekha Dhamankar to hold meeting with the vendor, negotiate with him for settlement of his dues and approving the amount of final payment.

8. Mrs. Rekha Dhamankar read about the best branch criteria and the members discussed about the future programs to be conducted and the various activities to be carried out in line with the said criteria. Mr, Arun Anandgiri expressed concern about whether we are chasing only the awards and losing sight of our goals. Mrs. Rekha Dhamankar observed on this that there is no harm about having a goal set as getting the best branch award. Mrs. Ruta Chitale appealed to the members to consider the criteria for best branch only as a 'check-list' to ensure optimum fulfilment of goals. Mr. Anand Jakhotiya offered to spend his time and give his inputs on fulfilment and achievement of various criteria issued by the ICAI Delhi.

It was resolved to delegate the task, of crystallising various programs and activities for fulfilment of criteria for best branch award and finalise the action plan, to Mr. Anand Jakhotiya, Mrs. Rekha Dhamankar and Mrs. Ruta Chitale.

9. The members then discussed about the forthcoming programs to be conducted in the ensuing months. Following programs were sought to be carried out:
- October 2016- 2 days' workshop on FAFP
 - October 2016- Workshop on CSR and Trusts
 - October 2016 – Program for Chief Financial Officers
 - November 2016- 2 days' workshop on Ind AS
 - December 2016- Women RRC
 - December 2016- Seminar on International Tax laws
 - 21st and 22nd January 2017- Students National Conference
 - 26th to 29th January 2017- Interfirm Cricket Tournament
 - January 2017- Conclave on Real Estate issues
- In addition to above, following post qualification courses were also sought to be asked to be conducted:
- Certificate course on Concurrent Audit of banks
 - Certificate course on Information Systems Audit
 - Certificate course on Forensic Audit and Fraud Detection
 - Certificate course on Valuation

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Mr. Rajesh Agarwal briefed the members about the details of cricket tournament and the members discussed about the budget issues of this competition. It was resolved that in case of any deficit the Pune branch shall sponsor the trophy for such cricket tournament amounting at the most to Rs. 1 lakh.

It was resolved to delegate the coordination of drama competition to be held in December 2016 to Mrs. Ruta Chitale and Mr. Sarvesh Joshi. It was further resolved that in case of any deficit the Pune branch shall sponsor the trophy for such drama competition amounting at the most to Rs. 0.25 lakh.

10. The newly elected Managing Committee members of Pune WICASA were welcomed and congratulated by the members. The issues related to students problems and other such matters of WICASA were discussed with Pune WICASA office bearers. It was informed to them that in case the chairman of Pune WICASA was unavailable for certain reasons and if the approval is required on an urgent basis in any matter then the office bearers of Pune WICASA can seek permission of chairperson of Pune branch ICAI.

The members expressed their views on the overall development of CA students and the problems faced by them. The office bearers of Pune WICASA updated the members of the forthcoming programs of Pune WICASA. It was resolved to meet once a month with the office bearers of Pune WICASA to understand the progress of various programs being conducted by them.

11. Mrs. Rekha Dhamankar asked the members about any other matter to be discussed. Mrs. Ruta Chitale stated the need for SOP (Standard Operating Practice) related to staff matters especially the need to have a Leave policy, Job profiling, Job rotation etc. The members discussed about the need to appoint a HR consultant to study the existing situation and frame such policies. However Mr. Sarvesh Joshi informed the members that there is a SOP already framed at Central office of ICAI and that he would seek the same from Central office and inform Pune branch of the same.

The members expressed their condolences over the sad demise of senior professionals like CA Abhay Bhagwat and Milind Phadke.

There being no other matter to discuss the meeting ended with thanking the Chair.

Sd/-
CA Ruta Chitale
Managing Committee Member

Sd/-
CA Rekha Dhamankar
Chairperson

Pune Branch of WIRC of ICAI

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