



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)

Pune (WIRC)

27th November 2017

NOTICE

The meeting of the Managing Committee 2017-18 (MC) shall be held on Saturday, 2nd December 2017 at 4.30 PM at the branch. Please find herein below the agenda of the meeting for your kind perusal.

1. Opening remarks by the Chairman;
2. To approve the minutes of earlier MC meetings;
3. To finalise the upcoming CPE programs;
4. Any other business with the permission of the chair.

Please make it convenient to attend the meeting.

Sd/-
CA Ruta Chitale
Secretary

Sd/-
CA Arun Anandagiri
Chairman

Minutes of the Managing Committee Meeting held on Saturday, 2nd December 2017 at 4.30 pm at the Pune branch, ICAI Bhavan, Bibvewadi, Pune

1. Following members were present for the meeting:

- a. Mr. Arun Anandagiri, Chairman
- b. Mr. Anand Jakhotiya, Vice Chairman
- c. Ms. Ruta Chitale, Secretary
- d. Mr. Rajesh Agrawal, Treasurer and WICASA Chairman

Leave of absence was granted to the following members:

- e. Mr. S.B. Zaware, Central Council Member
- f. Mr. Sarvesh Joshi, Regional Council Member
- g. Mr. Charuhas Upasani, Member
- h. Mr. Sachin Parkale, Member
- i. Mr. Satyanarayan Mundada, Regional Council Member
- j. Mr. Abhishek Dhamne, Member
- k. Mrs. Rekha Dhamankar, Member

2. The minutes of the earlier managing committee meeting held were approved.

3. Since the GST dates were postponed, it affected a lot of members as well as the programs being conducted. As such it was decided to postpone a few programs being sought to be conducted in the month of December. Drama Competition- an annual event was decided to be postponed to February 2018. Rekha Dhamankar was to be requested to carry out the coordination of the said competition.

4. It was informed by the Chairman that Domestic RRC was also required to be postponed; basically due to low number of registrations. The reason for such low turnout may also be as a result of the GST and tax audit dates being postponed. It was therefore decided to carry out the same in the month of February 2018.

5. Upcoming programs to be held in the ensuing months were discussed at length. Major programs that were decided to be conducted were as follows:

- Program for Police staff to be jointly conducted with the said department on Investments
- Ind-AS meet week was decided to be carried out from 11th December to 16th December 2017
- Program on code of ethics was decided to be carried out on 19th December 2017
- It was decided to carry out programs for members in Industry and that January 2018 was decided to be dedicated to such programs.
- Arun Anadagiri intimated the members about a proposal received from a member-CA Ranjeet Natu regarding carrying out a study program with Board of Studies as 'Diploma of Office Assistant'. He asked Ruta Chitale and Rajesh Agrawal to coordinate with the member as well as board of studies (BOS, ICAI) to understand whether such a program/ course is feasible.
- Career counselling programs were also decided to be conducted. Anand Jakhotiya, Ruta Chitale and Arun Anadagiri decided to take up some specific programs with schools and college students.

6. Following matters were discussed with the permission of the Chair:

- a. AMC of biometric attendance system had expired. The same was decided to be renewed.

- b. Mr. Deepak Korgaokar, branch in-charge, pointed out that the security vendor at the branch needs to be changed and replaced. He identified two reasons: the security personnel provided were elderly/ old, they were not rotated. He had talked to vendor about these issues and the vendor had simply ignored. The chairman as well as the committee felt that these are issues of concern and that they are being rightly pointed out. It was decided that the vendor be replaced and Mr. Deepak was asked to call for quotations.
 - c. The payment in respect of overtime was held back by the branch on the instruction of chairman. It was brought to the notice of the committee that this being the case. The chairman expressed his views, that no where in industry there is a practice of paying overtime. He instructed Mr. Deepak to find out the practices at WIRC and ask the Central office at ICAI for their views on overtime. It was decided to take a decision about the payment of overtime on knowing the policy practiced at the region as well as central offices.
 - d. The matter of incentive to staff was discussed again. It was decided to carry out the appraisal of the staff and then only pay the incentives instead of blanket incentive to all. Further it was decided to form a sub-committee including representation of office staff and then decide the amount/ percentage of incentive to be given to each of the office staff.
7. There being no other matter to discuss the meeting ended thanking the Chair.

Rutachitale