



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

Pune (WIRC)

December 22, 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 **Thursday, December 29, 2016 at 3 PM** 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 November 16, 2016;
2. To discuss, Plan and Review activities for Student National Convention to be held in Pune on 21st and 22nd January 2017;
3. To discuss, plan and delegate the responsibilities for Preparation of Activity Report of Pune ICAI for the Calendar Year 2017 and also to discuss and review activities in line with Criteria for Best Branch;
4. To discuss and review performance of Pune ICAI Staff and accordingly decide about Annual Increment;
5. To discuss and plan Activities for visit of CA. M. Devaraja Reddy President, ICAI on January 4, 2017 to Pune;
6. To Discuss and Review applications received for the post of Sub DCO Staff at Pune ICAI;
7. To discuss and plan the forthcoming Programs;
8. 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

Pune ICAI Admin <admin@puneicai.org>

12/28/16

to abhishek, Pune, Vicechairman, CA, CA, Charu, arun, ruta, CA, Satyanarayan, Sarvesh

Respected Sir,

Request you to please consider the below points also in the scheduled meeting :

1. Implementation of observation and drawing received from Architect for Handicap Toilet
2. Fire NOC -Provisional and Final-along with proper implementation of Fire systems -which will cost around Rs. 4 Lakh
3. Lift -Door Structure and Electronic updation for better utilization for Handicap as well as normal person.

Thank you.

With Warm regards.

Deepak Korgaonkar

Branch Admin

Pune Branch of WIRC of ICAI

'ICAI Bhavan', Plot No. 8, Parshwanath Nagar,

CTS No. 333, S. No. 573, Munjeri,

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Opp. Kale Hospital, Bibvewadi,

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**DRAFT OF MINUTES OF THE MANAGING COMMITTEE (MC) MEETING
held on 29/12/2016 at ICAI BHAVAN, BIBWEWADI, PUNE. TIME - 3:00 PM**

Members Present:

1. CA Rekha Dhamankar - Chairperson
2. CA Sachin Parkale - Vice Chairman
3. CA Abhishek Dhamne - Secretary
4. CA Rajesh Agrawal - Treasurer
5. CA Arun Anandagiri - MC Member
6. CA Anand Jakhotiya - MC Member

Leave of Absence:

1. CA Ruta Chitale - MC Member
2. CA Charuhas Upasani - MC Member & Chairman, Pune WICASA
3. CA Sarvesh Joshi, RCM & Ex-Officio Member
4. CA. Satyanarayan Mundada - RCM & Ex-Officio Member

Absent:

1. CA S. B. Zaware, Central Council Member & Ex-Officio Member

As the quorum was present, the meeting was called to order and the following activities / subjects were conducted / discussed.

1) To read approve the minutes of the MC meetings held on November 16th, 2016;

It was decided that, Minutes of the meeting be finalized by January 15, 2017 and same shall be approved by circulation of the same on email to all the Managing Committee Members.

2) To discuss, Plan and Review activities for Student National Convention to be held in Pune on 21st and 22nd January 2017;

CA Rekha Dhamankar, Chairperson briefed about the various developments in relation to Student National Convention. For effective execution of the activities following sub committees were formed:

Sl	Committee	Person in Charge
1	Venue	CA Abhishek Dhamne
2	Catering	CA Rajesh Agrawal
3	Faculty co-ordination, paper presenter co-ordination, accommodation & travel	CA Anand Jakhotiya
4	Printing Committee	CA Arun Anandgiri
5	Registration Committee	CA Charuhas Upasani
6	Publicity and Communication Committee	CA Rekha Dhamankar



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7	Dais Committee	CA Anand Jakhotiya
8	Kit Committee	CA Ruta Chitale
9	Sponsorship Committee	CA Rajesh Agrawal
10	Cleanliness Committee	CA Sachin Parkale
11	Cultural Committee	CA Rekha Dhamankar
12	Welcome and Apex Committee	CA Charuhas Upasani CA Rekha Dhamankar

Further it was discussed that, representative from WICASA, CA Member, Student be co-opted for smooth and timely functioning of the aforesaid subcommittees.

The Budget submitted to Board of studies, ICAI for Student National Convention was discussed in detailed. The Concerns of Board of Studies regarding ICAI's Policy of Self Sufficiency of the Event and No Loss was discussed.

While discussing the Budget, various issues relating to providing of the Bag and Mug to Student as part of Kit was discussed. CA Rekha Dhamankar, Chairperson elaborated on expenses to be incurred on account of deduction of Grant of Rs. 100 by Board of Studies, towards the cost of the mug.

It was also decided that, quotation/s for Major Expenses like Catering, Booklet Printing, expenses in relation to Venue arrangements be taken on record.

There was also a discussion about possibility of appointing of Event Manager for the aforesaid Student Convention. If it is decided to appoint Event manager then detailed scope to be assigned to him should be finalized and then accordingly his appointment shall be made.

- 3) **To discuss, plan and delegate the responsibilities for Preparation of Activity Report of Pune ICAI for the Calendar Year 2017 and also to discuss and review activities in line with Criteria for Best Branch;**

CA Rekha Dhamankar, Chairperson elaborated on progress of Activity Report of Pune Branch of WIRC of ICAI to be submitted to ICAI by January 20, 2017.

For timely completion of Activity report following persons were assigned with the respective responsibility:

- CA Rekha Dhamankar: Compilation of the Information
- CA Ruta Chitale: Sorting and Editing of the Information
- CA Abhishek Dhamne: Overall Designing of Activity Report
- CA Arun Anandgiri: Proof reading

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4) To discuss and review performance of Pune ICAI Staff and accordingly decide about Annual Increment;

- a) Chairperson CA Rekha Dhamankar explained procedure for the annual increments at Pune Branch made in the preceding years.
- b) The Committee discussed the possibility of annual increment by 8% for those employees who have completed at least 12 months of their employment until October, 2016.

5) To discuss and plan Activities for visit of CA. M. Devaraja Reddy President, ICAI on January 4, 2017 to Pune;

CA Rekha Dhamankar, Chairperson suggested that, a session on Impact of Demonetization on Indian Economy be conducted.

The program is to be held Jointly with Pimpri Chinchwad Branch of WIRC. Various activities for the President's Visit were discussed and planned.

6) To Discuss and Review applications received for the post of Sub DCO Staff at Pune ICAI;

It was discussed that, name of Mr. Manoj Y. Mule be recommended to for his appointment for the Post of Sub DCO Staff at Pune.

7) To discuss and plan the forthcoming Programs;

It was discussed that, CA Anand Jakhotiya to coordinate a seminar on SME Financing on January 14, 2017.

8) Any other matter with the permission of the chair.

- a. Legal Notice received from Constrotech Innovative Components – Mr. Deepak Nikam – civil contractor for barrier free toilet on 3rd floor of ICAI Bhavan, Bibwewadi, was discussed and was decided that, CA Arun Anandgiri to consult senior counsels and prepare the reply to be given.
- b. Issues relating to Renewal of Branch staff Mediclaim Policy were discussed. It was decided that, the renewal be done by paying premium amount of approximate Rs. 80,000.

There being no other matters to be discussed; the meeting was concluded with a vote of thanks to the Chair. Meeting was concluded at 6.30pm.

Sd/-
CA Abhishek Dhamne
Secretary

Sd/-
CA Rekha Dhamankar
Chairperson

Pune Branch of WIRC of ICAI