



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

Pune (WIRC)

24th October 2018

NOTICE

The meeting of the Managing Committee 2018-19 (MC) shall be held on Saturday, 27th October 2018 at 10.30 AM, at the Pune Branch of WIRC of ICAI, ICAI Bhawan, Bibwewadi, Pune – 411037. 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. Planning of future CPE Events
4. Any other business with the permission of chair

Please make it convenient to attend the meeting.

Sd/-
CA Rajesh Agrawal
Secretary

Sd/-
CA Anand Jakhōtiya
Chairman

Minutes of the Managing Committee Meeting held on Saturday, 27th October, 2018 at 10.30 am at the Pune Branch of WIRC of ICAI, ICAI Bhawan, Bibwewadi, Pune - 411037

1. Following members were present in the meeting: -

- a. CA. Anand Jakhotiya, Chairman
- b. CA. Ruta Chitale, Vice Chairperson
- c. CA. Rajesh Agrawal, Secretary Pune Branch and Chairman Pune WICASA
- d. CA. Abhishek Dhamne, Treasurer
- e. CA. Rekha Dhamankar, Member
- f. CA. S. G. Mundada

Leave of absence received for CA. Sachin Parkale, CA. Arun Anandagiri, Member,
CA. Sarvesh Joshi, RCM, Ex-Officio Member

2. The meeting commenced with adequate quorum with welcome remark by Chairman

3. The minutes of the earlier managing committee meeting held on 30th June, 2018 were approved

4. Planning of CPE Events :- Following CPE events are discussed :-

It is discussed that there should be seminar on GST Audit Reports & Annual Returns.

Also chairman stated about the jointly Residential Refresher Course on GST at Lonawala with WIRC.

5. Other Matter :-

Admin Incharge Mr. Deepak Korgaonkar raised some points for kind consideration to discuss in meeting:

1. To check & get the working of fire detector system & fire water hose -**approved**

2. Half yearly Maintenance of DG Set-**approved**

3. To review the activity at ABC – Study Room - **Approved**

4. Lift issue at Phadke Sankul - **Approved**

5. Staff Multitasking – **Plan the training session**

6. Staff paid leaves to be increase from 18 to 22 & approval of medical leaves-**Approved up to 6 days medical leaves after receipt of documents**

7. Staff Diwali bonus to be paid in advance before Diwali festival - **Approved**

8. Additional Staff support at Phadke Sankul-to increase the coaching classes activities – **Monika to be shifted to Phadke Hall**

9. Pending issues of ABC maintenance & lift bills, Phadke Sankul - Mr.Karmarkar's bills of Property tax - **25% of the property tax can be bared by Pune Branch and balance has to be by the owner.**

10. CA Dashboard – **Should be used by the staff regularly**

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

Ranawal