



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF
INDIA**

(Set up by a 1700-1700-1700-1700)

Pune (WIRC)

April 21, 2020

NOTICE

The Notice is hereby given to all Members of Pune Branch Managing Committee that, e-meeting of the Managing Committee Members is called on **Monday, April 27, 2020 at 11.00 AM**. Link to attend the meeting will be shared in the due course.

The Agenda of the meeting is as follows:

- Opening Remarks by Chairman;
- To read and approve the minutes of the MC meetings held on 7th March, 2020;
- To discuss and approve about the revamping of Renewal of Website and Mobile Application;
- To discuss and consider various payment of Standing Expenses during the period of lockdown;
- To understand Status of Accounting and Audit to be carried out subsequently;
- To discuss and postpone the forthcoming programs planned already;
- To discuss and plan the forthcoming webinars;
- Any other matter with the permission of the chair.

All are requested to attend the e-meeting.

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CA. Kashinath Pathare
(Secretary)
Pune Branch of WIRC of ICAI

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

Minutes of the Managing Committee E-Meeting held on Monday, April 27, 2020 at 11.00 am on online platform.

A. Following members were present for the e-meeting:

1. CA Abhishek Dhamne, Chairman
2. CA Sameer Ladda, Vice chairman
3. CA Kashinath Pathare, Secretary and Treasurer
4. CA Ruta Chitale, Member
5. CA Amruta Kulkarni, Member
6. CA Abhishek Zaware, Member
7. CA Chandrashekhar Chitale, (Ex Officio) Central Council Member
8. CA Yashwant Kasar, (Ex Officio) Regional Council member

B. Leave of absence was granted to the following members:

1. CA Anand Jakhotiya, (Ex Officio) Regional Council Member
2. CA Arun Anandagiri, (Ex Officio) Regional Council Member
3. CA Rajesh Agrawal, Member

C. Since the required Quorum was present for the e-meeting, CA Kashinath Pathare requested CA Abhishek Dhamne, Chairman to start the meeting. The meeting was commenced with CA Abhishek Dhamne, Chairman expressing welcome to all the Managing Committee members for the first ever e-meeting in the history of Pune ICAI due to COVID-19, lockdown. He informed that, due to COVID-19 we are lockdown in unprecedented situation and fighting with CORANA Virus, our branch activities also shifted to e-activities and the managing committee members are helping to conduct this e-activities.

D. He also stated that during the last month we have conducted 25 seminars since the day of lockdown. He further stated that, challenging year is ahead and with the help of all committee members let us work towards in the interest of members and students.

E. CA Chandrashekhar Chitale, Central Council Member, expressed his view The first activity was conducted on 25th of March as a trial and by the good fortune and good efforts by the Chairman, Hon. President of ICAI, CA Atul Kumar Gupta ji and Hon. Vice President of ICAI, CA Nihar Jambusaria ji also addressed this particular webinar. That was the kick start for the activities not only to be made by the Pune branch but also various other branches across the length and breadth of the country, all the regions and the councils. By taking this initiative by Pune branch all are gear up for webinars. He further stated that, he is happy to note at the initial period Pune Branch also

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provided support to various branches in the region, beyond the region as how to be conducted this webinars and they were really grateful with the receipt of this technology from Pune branch, they could also do the webinars jointly with Pune branch.

- F. He further stated that the live webinar conducted on 26th April, 2020 on "ICAI Leadership Summit – Post COVID 19 Scenario" which was originally planned and coordinated for Pune branch by CA Abhishek Dhamne, Chairman, Pune branch in which the eminent personalities like **Mr. Harish Salve, QC, Senior Advocate, Supreme Court of India & Barrister, BlackStone Chambers, Mr. Arvind Datar, Senior Advocate, Supreme Court of India and others** were took the part but considering the importance of this programme and structure of the personalities who was joining this particular webinar it was thought fit by Pune Branch Chairman that escalate this programme at National level and that's how it got webcasted on the official national channel of ICAI for which he complemented & congratulated to CA Abhishek Dhamne, Chairman, Pune ICAI for the wonderful initiative, which was also recognised in the vote of thanks. This can be considered as a supporting activity of Pune branch for the benefit of the profession. He further expressed, with this broad vision although we are closed down physically but our minds are open, hearts are open, and our vision is open so we definitely make significant changes to the profession in Pune.
- G. CA Abhishek Dhamne, Chairman informed about few technical activities of Pune branch. Pune branch undertaking three research papers (i) Work from Home-for which the work has already started by a group of 6-7 CA's (ii) Accounting & Commercial Laws Compliance for Health Care which is allotted by WIRC & (iii) IT, ITeS Direct and Indirect Tax Applicability, he requested the members if they have any CA's who can help for this research papers.
- H. The first agenda of the meeting was to read and approve the minutes of the MC meetings held on 7th March 2020: CA Abhishek Dhamne, Chairman informed that the draft minutes will be shared on email.
- I. The second point to discuss and approve about the revamping of Renewal of Website and Mobile Application: CA Abhishek Dhamne, Chairman, stated that since 2015 initial development of Pune ICAI website & mobile applications, it was not updated till now, due to lockdown we need some more features like video gallery, video section. Our website be benchmarked with some of the International Professional bodies, the mobile application is also not working properly, it has not been renewed and updated as per current requirement, he requested CA Abhishek Zaware, Chairman, Pune branch IT - committee to take it further. We have received three quotations from different vendors.

CA Abhishek Zaware, informed that he had gone through all the quotations and

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scheduled meetings with the vendors. He also suggested that post lockdown the seminar video recording infrastructure need to be set at branch premises with the approval of concern speakers. Webinars should be embedded with the website for easy access, we can adopt from the various WordPress educational websites and roll out the changes, which will take 10-15 days, but application will take some time.

CA Chandrashekhar Chitale, Central Council Member suggested that we should inform the speaker in the invitation itself that we will be uploading the PPT & Video on website and if you have any objection please let us know. CA Abhishek Zaware further informed that we need to take a recording infrastructure for branch which will include camera along with full recording system for the programme conducted at branch premises for which the approval needs to take now or later meeting.

As suggested by CA Sameer Ladda, Vice Chairman, the decision of website revamp and mobile application can be taken by CA Abhishek Dhamne, Chairman, CA Yashwant Kasar, RCM and CA Abhishek Zaware, Chairman, IT sub-committee of Pune Branch.

J. Further point of agenda to discuss and consider various payment of Standing Expenses during the period of lockdown: CA Abhishek Dhamne, Chairman, informed that there are three major expenses which we need to look into it & take a call how to pay it for the lockdown period (i) Rents for Phadke Sankul & Prestige Point premises (ii) Salaries & (iii) AMC Cost.

(i) He further informed that, we pay approximately Rs. 2, 95,000/- for Phadke Sankul and Rs. 45, 000/- for Prestige Point. He requested CA Chandrashekhar Chitale, Central Council Member to guide on this, if there is any guideline from Central. Chandrashekhar Chitale, Central Council Member informed that we should make a request to all landlords for concession considering the extraordinary pandemic situation and not utilising the premises during the lockdown period. After due discussion, It was decided to send a mail with appeal to give concession of 75 % and pay initial of 25 % of the rent amount for the month of March, April, May till the lockdown period. The negotiation of rent will be done under the supervision of CA Kashinath Pathare, Secretary and Treasurer.

(ii) Another standing expenses is salaries. CA Abhishek Dhamne, Chairman, informed that we pay approximately Rs. 3 lakh salaries to the staff. We had paid 100 % salaries for the month of March. We need to review on salaries for the month of April and May till the lockdown period. There are variety of ranges of the salaries as per the staff, he requested views from all to take an appropriate call considering the interest of institute.

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CA Abhishek Zaware suggested to pay 100 % salaries and no paid leaves for the year 2021-22, CA Amruta Kulkarni, concurred with him. CA Abhishek Dhamne, Chairman added further that the staff have total 18 leaves during the year, he highlighted the status of staff working from home. Except few staff all other staff don't have much work due to various reasons. The branch activities stopped w.e.f. 19th March only but still we paid 100 % salaries without any deduction.

CA Amruta Kulkarni added that due to lockdown situation it's not possible the staff to report at office and many of the staff coordinating well for the various issues.

CA Sameer Ladda, Vice Chairman suggested that we can do a deduction in salaries as per the slabs of the salaries, higher slab for higher salary and so on, similar as Income Tax but the majority can take the final decision.

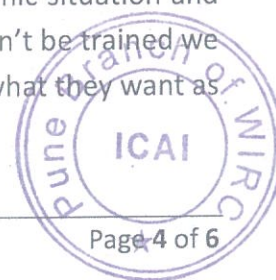
CA Ruta Chitale concurred for some deduction but can also take the advice from WIRC & Central council on their views and depending on that we can decide. She requested CA Chandrashekhar Chitale, Central Council Member to give his views on what is happening at other branches.

CA Chandrashekhar Chitale, Central Council Member informed about various points to be considered for the payment of salaries due to COVID 19 pandemic situation, there will be world over recession period. He gave some example of IT companies, software companies & industry where they are already in re-negotiation in the salaries. He also states that Hon. Prime Minister of India also announced the 30 % deduction in the payments of all Member of Parliament. He agreed the suggestion made by CA Sameer Ladda to deduct the salaries as per the grades considering the various matters. He added that considering the current & future situation after the lockdown period there will be less income due to social distancing, the attendance of members & student will be low. The branch revenue will also be under pressure, we need to re-budget the revenue and on those revenue, we must think how much allocation we can make for employee payment.

He also inform that we need to look at the skill set of the current employees as they are capable of handling the situation in this pandemic situation and gear up to take changes, one we can train them or if they can't be trained we need to hire new resource. We can also ask the employee what they want as

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some of the organisation employee their own told to reduce their salaries. Going forward we need to take a call in confident with employees that future will not be the same & everyone have to accept it.

CA Ruta Chitale agreed that we can talk to the employees about their views on the deduction.

CA Sameer Ladda also agreed that we can talk with employees and decide the formula for deduction.

CA Abhishek Dhamne proposed that we can take a call after discussing with all staff. We can also think of giving the deducted amount after 6 months depending on the completion of assignment or performance in the form of bonus or incentives but now, we cannot promise anything. He further stated that committee will take a conscious call in the interest of the profession. Pune Branch being a mega branch, so we need to indicate the conscious decision.

He mentioned that many of the Pune branch staff are working since long and they will understand the current situation. He proposed that the final decision can be taking after a talk with all staff on the deduction formula & accordingly can be go ahead. He and CA Kashinath Pathare will coordinate and take a call. Majority members agreed for the same.

- (iii) AMC-CA Abhishek Dhamne, Chairman explained that there are two types of AMC, ongoing AMCs and other which are due for renewal. Ongoing AMCs we can asked the vendor to give 3 months extension period and the which are due for renewal we will check whether we can renew the same after the lockdown period. Same will be coordinated with vendors by Deepak Korgaonkar, Branch Admin under the supervision of CA Kashinath Pathare.

K. The next agenda was to understand Status of Accounting and Audit to be carried out subsequently: CA Abhishek Dhamne, Chairman informed that due date for Audit was extended till 15th May and we are in touch with the auditors, H.O & staff to complete the accounting & audit but looking into the pandemic situation in Pune it's physically difficult to complete the same by 15th of May. Statutory payments we will try to pay before 30th of April. We need to make separate request to extend the audit date as our branch fall under red zone area of Pune and non-availability of auditors.

L. The next point to discuss and postpone the forthcoming programs planned already : CA Abhishek Dhamne, Chairman informed that for April we had got the approval of National Conference on Company Law & Internal Audit Conclave Jointly with WIRC in

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May month which needs to be postponed due to this pandemic situation. We will see how to re-arrange this major two programme after the lockdown period.

- M. The last agenda was to discuss and plan the forthcoming webinars: CA Abhishek Dhamne, Chairman informed that with the help of all members we can plan the forthcoming programme. He requested CA Amruta Kulkarni to coordinate for some video of CFO's/CEO's of the duration of 20 minutes for the information of the members.
- N. CA Kashinath Pathare informed about the forthcoming programme scheduled in May. Webinars on communication & knowledge sharing series etc.as per the new CPE guideline.
- O. CA Abhishek Zaware said he intends to do some programme on data mining, new professional avenues for members.
- P. There being no other items to discuss, Meeting was concluded with thanks to the Chair.

Sd/- *K Pathare*
CA Kashinath Pathare
Secretary

Sd/- *ASD*
CA Abhishek Dhamne
Chairman

