

Minutes of Executive Body Meeting Held on 26.06.12 at Tiretta Bazar 4th floor

An executive body meeting of AIGETOA-CTD chapter was on 26.06.12 at Tirretta Bazar 4th floor. Almost all the executive body members of all the zones were present in the meeting. In that meeting various issues related to Direct Recruited Executives were discussed. Following are point wise matters which were discussed.

| Sl No | Issues | Discussion | Action Taken By |
|-------|--|---|--|
| 1 | Starting of Circle Audit and action to be taken | Bill Book were received from all the Zonal officers and it was decided to update the collection status in the online database by 10 th of July 2012 | Web Secretary Mr Anupam Sadhukhan, ZS/TB Mr Kuntal Paul, ZS/SMP Mr Subhashis Sarkar, ZS/STH Partho Pratim Dan, ACS I Mr Saikat Das |
| | | Updating of all expenditure by 10 th of July 2012 | ACS I Mr Saikat Das and FS Mr Manish Sood, Web Secretary Mr Anupam Sadhukhan, ZS/TB Mr Kuntal Paul, AZS/TBZ Mr Nitesh Kumar |
| | | All the Bill Book has to be audited and report will be submitted to CS by 15 th July 2012 | Circle Auditor Mr Shyam Hembrom |
| 2 | Loan Payment of WBTC | A Loan amount Rs 40000/- of WBTC was pending for quite some time. It was decided and approved by the executive body to pay the amount in full from the General Expenditure fund, as Annexure-I enclosed. | ACS I Mr Saikat Das will be a proposer to repay the loan amount and submit the required bills etc |
| 3 | Tour expenditure of CS for tour to Bangalore CEC | An amount of Rs 11000/- Approximately was approved by the executive body from the General Expenditure fund, as Annexure-I enclosed. | ACS I Mr Saikat Das will be a proposer to Pay the amount to CS/AIGETOA-CTD |
| 4 | Expenditure for purchase of executive gift | An amount of Rs 19000/- Approximately was approved by the executive body for purchase of executive gift | ZS/TB Mr Kuntal Paul will be the proposer |
| 5 | Financial restructuring committee | A committee will be formed consisting of FS,AFS,ACS I,ZS/TB,AZS/TBZ | The committee will be responsible all matters relating to finance and implement the provisions of the New financial structure .The jobs will be assigned as and when required. |
| 6 | Allocation of Funds as per provisions. New Financial Structure | The total collection received from members (Rs.1000/- per head) was allocated to various fund by FS &AFS explaining in details the nuances of the new financial structure. The detailed allocation is enclosed as per Annexure-I. Any other fund receipts apart from membership subscription will be allocated to the GEF in the period of July-Sep Quarter. | The final decision for allocation of any particular approved expenditure to a fund will be taken by FS and/AFS .The next allocation of fund will be done at the end of July-Sep quarter. |
| 7 | Phased implementation of New Financial Structure | As the ECS/SI will take time to implement the phased wise implementation of the New Financial Structure will be done. The approvals etc. may be taken using the present email IDs of all Executives members. Also the review of funds and expenditure accounts will be done in July-Sep quarter. The required forms for collecting entitlements as per Annexure-I will be provided. | The FS and AFS will guide the executive body members for implementation of the New Financial Structure as and when required. |

The meeting was ended with vote of thanks to all the participants without whom the meeting couldn't be so successful.

| Table X | Total collected fund | 166000 | | Dt:26/06/2012 |
|------------------------------|---|--------------------------|---|--|
| Expenditure Head | Monthly Entitlement(as % of Total Monthly ECS Contibution) | Maximum Cap (Rs.) | Entitlement for Sep'11 to Jun'12 for 164 members (Rs.) | Remarks |
| Zonal Secretarys | 10 | NA | 16600 | To be disbursed after verification of subscription details.Amt to be adjusted against cash already held by ZS, if any. |
| Circle President | 1 | 300 | 1660 | |
| Circle Sectretary | 1 | 500 | 1660 | Rs. 1000/- already paid to CS for CEC Bangalore. |
| Organising Secretary | 1 | NA | 1660 | |
| Web Secretary | 0.5 | 100 | 830 | |
| Circle Auditor | 0.5 | 100 | 830 | |
| Finance Secretary | 1 | 300 | 1660 | |
| CHQ contribution Fund | 40 | NA | 66400 | Rs.50,000/- paid to CHQ. |
| Legal fund | 20 | NA | 33200 | |
| Member Welfare fund | 5 | NA | 8300 | |
| Contingency fund | 5 | NA | 8300 | |
| Association Develpoment Fund | 5 | NA | 8300 | |
| General Expenditure fund. | 10 | NA | 16600 | |
| Total | 100 | | 166000 | |

Table Y FD of Rs.50,000/-

| | | | |
|------------------------------|----|----|--------------|
| CHQ contribution Fund | 40 | NA | 20000 |
| Legal fund | 20 | NA | 10000 |
| Member Welfare fund | 5 | NA | 2500 |
| Contingency fund | 5 | NA | 2500 |
| Association Develpoment Fund | 5 | NA | 2500 |
| General Expenditure fund. | 10 | NA | 5000 |
| Total | | | 50000 |

ALLOCATED FUND POSITION AS ON 26/26/12

| | | | |
|------------------------------|----|----|---------------|
| CHQ contribution Fund | 40 | NA | 36400 |
| Legal fund | 20 | NA | 43200 |
| Member Welfare fund | 5 | NA | 10800 |
| Contingency fund | 5 | NA | 10800 |
| Association Develpoment Fund | 5 | NA | 10800 |
| General Expenditure fund. | 10 | NA | 21600 |
| Total | | | 133600 |

Note:-

- 1) Phase wise implemtaion of New Financial Structure to be done.The fund allocation process will be done on quaterly basis by FS and/or AFS till 200 ECS/SI are reached.
- 2) As on 30th June 2012 any amt. (cash in hand or bank) available ,other than as mentioned in Table X &Y will be allocated to General Expenditure Fund.
- 3) Allocation of expentidure to pirticular fund as well as redistribution of fund will be decided by FS and/or AFS .
- 4) The entitlement as per Table X will be disbursed and respective accounts for the same are to be submitted before next fund allotment exercise.
- 5)The Following Expenditures are approved/sanctioned and are to be funded from the General Expenditure Fund in the following priority.

| Expenditure sanctioned | Amt. | Proposer | | Remarks |
|------------------------------|--------------|--------------------|---------------------|--|
| a) CEC bangalore visit of CS | Rs.11,000/- | Saikat das,ACS1 | post facto approval | Proposer of Expenditure to submit Bills within 1 month of payment/execution. |
| b) Wall Clock for Members | Rs.19,000/- | Kuntal Pal,Wel.Sec | | |
| c) WBTC pending loan | Rs. 40,000/- | Saikat das,ACS1 | post facto approval | |