



# ASSOCIATION OF FELLOW GYNAECOLOGISTS

REGD NO: AF-41964/20-07-2011/MUMBAI

SECRETARIAT: 510 SYNERGY, MAMLATDARWADI ROAD, KACHPADA, MALAD (W), MUMBAI 400064.

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## Hon. President

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## President Elect

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## Hon. Scientific Secretary

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## Premises Secretary

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## COMMITTEE MEMBERS

**DR. ANKESH SAHETYA**

**DR. ASHLESHA SANKHE**

**DR. ASHOK SHUKLA**

**DR. MUKESH AGARWAL**

**DR. NIMESH TUTWALA**

**DR. SARGAM SONI**

**DR. SIDDHESH IYER**

**DR. RIDDHI DESAI**

**DR. SAURABH SUREKHA**

**DR. SHILPA BHATIA**

## ADVISORY BOARD

**DR. RAJENDRA NAGARKATTI**

**DR. MANOHAR MOTWANI**

**DR. SAURABH DANI**

**DR. RAKESH PANDIA**

**DR. URMILA SUREKA**

**DR. RAJU SAHETYA**

**DR. NILIMA MASURKAR**

## CO-OPT MEMBERS

**DR. VIDYA BANDUKWALA**

**DR. DHAVAL BELVI**

## Minutes of the Special Managing Committee Meeting of AFG for the Year online on 1<sup>st</sup> September 9 pm

The meeting was commenced by **Dr. Bela Bhatt**, who welcomed all members. The purpose of this Special Managing Committee Meeting was to review the **audited accounts of AFG for the Financial Year 2024–25** in detail.

### Agenda:

#### 1) Roll Call

The Following Managing Committee (MC) members were presented online:

Dr. Rajkumar Shah

Dr. Nitin Shah

Dr. Jayanti Kamat

Dr. Bela Bhatt

Dr. Riddhi Desai

Dr. Unnati Shah

Dr. Mukesh Agrawal

Dr. Siddesh Iyer

Dr. Komal Chavan

Dr. Niranjana Chavan

Dr. Shilpa Shah Bhatia

Dr. Naresh Bhatia

Dr. Ankesh Sahetya

Dr. Raju Sahetya

Dr. Namrita Sheregar

Dr. Nileema Masurkar

#### 1. Review of Compliance and Registers

The committee reviewed compliance matters, including maintaining registers of movable and immovable properties, and filing budget forms in line with Rule 16A. Members noted that delays or gaps in documentation could pose audit risks, and it was agreed that these records must be regularly updated.

#### 2. Pharmaceutical Grants and Compliance Challenges

A major portion of the discussion focused on difficulties in obtaining formal grant letters from pharmaceutical companies such as Sun Pharma, Abbott, and Glaxo. These letters are crucial for compliance under Rule 16A. Dr. Rajkumar Shah highlighted the persistent challenge of securing these documents on time, which affects audit submissions and transparency. The committee stressed the importance of promptly collecting and preserving payment proofs to avoid compliance gaps in future.

#### 3. Income and Financial Records

The audited report included income from conference registrations, educational workshops, and medical education expenses. Members emphasized the importance of accurate financial records to ensure clarity during audits and smooth reporting for statutory requirements.

#### 4. Funds and Liabilities

Discussions were held on the management of building, sinking, and reserve funds, aimed at optimizing tax liabilities. The committee also reviewed sundry creditor balances and liabilities related to vendors and service providers. Certain ledger entries were questioned, particularly those reflecting excess payments, and clarifications were sought to ensure that accounts remain accurate and transparent.

**TRUSTEES:** **DR. BIPIN PANDIT [M], DR. MUKESH GUPTA, DR. ARUN NAYAK, DR. KARTIKEYA BHAGAT, DR. UNNATI SHAH, DR. MOHAN GADAM, DR. SEEMA GADIWAN**



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## 5. Trustee and Expense Verification

Trustee details and contact information were verified, with emphasis on keeping records updated. The committee also reviewed expenses relating to anesthesia education workshops, office supplies, web hosting, and maintenance charges. Members underlined the importance of making regular payments to avoid high-interest penalties on delayed maintenance fees and to keep society records in good standing.

## 6. Fixed Assets, Deposits, and Membership Income

The committee conducted an in-depth review of fixed assets, Fixed Deposits (FDs), and income generated from membership fees and conference registrations. It was recommended that FDs be properly labeled and segregated according to their specific purposes to improve financial tracking. The issue of TDS reconciliation and the process of claiming TDS refunds with the Chartered Accountant was also discussed, highlighting the need for better coordination to ensure tax compliance.

## 7. Review of Bills and Utilities

Further discussions covered ongoing monthly payments for office operations, CME activities, and property maintenance. Concerns were raised about low maintenance expenses recorded, delayed property tax payments, and high electricity bills. To prevent misuse, it was resolved to approach Tata Power with a request for meter inspection and possible replacement.

## 8. Conclusion

After thorough deliberations on all aspects of the audited accounts, the committee acknowledged the need for stricter compliance, better financial tracking, and timely documentation to strengthen transparency.

The meeting concluded with a vote of thanks extended by Secretary Dr. Bela Bhatt to all members for their active participation.



Signed approved by: Dr. Nitin Shah  
Date: 24/09/2025 President

Dr. Bela Bhatt  
Secretary

Dr. Jayanti Kamat  
Treasurer