

**FINAL MINUTES OF THE 105<sup>th</sup> MEETING OF THE IME(I) GOVERNING COUNCIL**

**(TERM 2023 - 25) HELD ON 20<sup>th</sup> September 2025 in Physical mode**

*(iaw Rule A15, A17, & A18 Part II of ORP and Articles 14, 15, 17.2 & 18.2 of M&AoA)*

**NOTICE AND AGENDA FOR MEETING NO. 105<sup>th</sup> THE IME(I) GOVERNING COUNCIL (TERM 2023 - 25) PROPOSED ON 20<sup>th</sup> Sept 2025**

*(iaw Rule 15, Part II of ORP and Articles 17.2& 18.2 of M&AoA)*

1. Notice is hereby given to members (Term 2023-25) for the conduct and request to attend the Meeting No. 105 of the Governing Council (GC) scheduled at 1000 Hrs on Saturday 20<sup>th</sup> September 2025 through Physical Mode.
2. Agenda for the meeting is as below:

<u>Time (hrs)</u>	<u>Agenda Item No.</u>	<u>Agenda / Event</u>
1030	-	
1030	1	Observance of a Minute's Silence in Honour of departed Members since 104 <sup>th</sup> GCM
1035	2	Welcome Address by President
1045	3	Adoption of Agenda for 105 <sup>th</sup> GCM - By Circulation
1045	4	To Grant Leave of Absence
1050	5	Adoption of Minutes of the 104 <sup>th</sup> GCM
1100	6	Update on Pending Action Taken Report since 104 <sup>th</sup> GCM
1130	7	Update on Group Medical Insurance for Student and Corporate members
1145	8	Kochi Branch Property Proposal – Report from HVC,
1215	9	Discussion on the circulated AGM Report and approval of the Consolidated Audited Accounts for FY 2024–2025, either through circulation or in the presence of members, along with clarifications on queries, if any.”
1255	10	Selection of Jury for the R L Jain Lifetime Achievement awards 2026
1300	11	Discussion on Handing over report / Notes to the incoming Office Bearers
1330	12	Any other matter with the permission of Chair
1345	13	Vote of Thanks - By Vice President
1350	14	Closure for Lunch and arrangement for AGM

3. Any other points may be taken up with the permission of the Chair, subject to the availability of time.

4. In case of any difficulty or for further assistance, members may please contact Ms. Neetha Nair (+91 9930977647) / Mr. D.K. Shetkar (+91 98332 50160).

Best Regards  
Sunil Kumar  
Hon. General Secretary  
IME(I), Mumbai

**Detailed Agenda is attached as Attachment 1 to these minutes for reference.**

Attendance:

<u>S. No.</u>	<u>Name of GC Member</u>	<u>Parent Branch</u>	<u>Designation</u>	<u>Attendance</u>
(i)	Mr. Rajeev Nayyer	-----	President	P
(ii)	Cdr Dr Bhaskar Bhandarkar (Retd.)	-----	Vice President	P
(iii)	Mr Sunil Kumar	-----	Hon. General Secretary	P
(iv)	Mr David Birwadkar	Mumbai	Chairman	P
(v)	Mr. Yatindra Nath	Mumbai	GC Member	LOA
(vi)	Cmde Bhupesh Tater (Retd.)	Mumbai	GC Member	LOA

<u>S. No.</u>	<u>Name of GC Member</u>	<u>Parent Branch</u>	<u>Designation</u>	<u>Attendance</u>
(vii)	Mr. Arun Kumar Gupta	Mumbai	Navi Mumbai Chapter Chairman	P
(viii)	Mr Suresh Shenoi	Chennai	Branch Chairman	P
(ix)	Mr. Sanjeev Vakil	Chennai	GC Member	LOA
(x)	Mr. Larson D'Sa	Goa	Branch Chairman	P
(xi)	Mr. R Rajan	Kochi	Branch Hon. Secretary in leave of absence Mr Krishnan Kutty	P
(xii)	Mr. R Venugopal	Kochi	GC Member	LOA
(xiii)	Mr. Gautam Sen	Kolkata	Branch Chairman	P
(xiv)	Mr. Swapan Kumar Saha	Kolkata	GC Member	P
(xv)	Mr. Sanjeev D Ogale	Pune	Branch Chairman	LOA
(xvi)	Dr. Varaha Siva Prasad Vanthala	Vizag	Branch Chairman	P
(xvii)	Mr. V D Prasad Samavedam	Vizag	GC Member	P
(xviii)	Mr Atul Mani Sharma	Delhi	Vice Chairman	P
(xix)	Mr. Chirag Bahri	Delhi	GC Member	LOA

<u>S. No.</u>	<u>Name of GC Member</u>	<u>Parent Branch</u>	<u>Designation</u>	<u>Attendance</u>
(xx)	Mr. Vicky Malhotra	Delhi	GC Member	LOA
(xxi)	Mr. V K Jain	Mumbai	Imm. Past Pres.	P
(xxii)	Mr. Amit Bhatnagar	Chennai	Imm. Past VP	LOA

## Formal Agenda Points

**1. Welcome Address by the President (Agenda Item 1)** – The President, Mr. Rajeev Nayyar, chaired the meeting and extended a warm welcome to the members of the Governing Council.

He emphasized the importance of preparing comprehensive documentation to ensure a smooth handover to the next committee. The President acknowledged the continual progress and achievements during the current term, while also highlighting the need to pursue further accomplishments and maintain the Institute's visibility at the IMO level.

The President reviewed the balance sheets and shared recommendations received from the Accounts Department regarding the formulation of future plans in consultation with the Chartered Accountant. He further stressed the importance of preparing branch-wise and sub-committee reports, along with well-structured notes, to be included in the handover documents for the next Governing Council Meeting.

**2. Adoption of Agenda for 105<sup>th</sup> Governing Council Meeting - By Circulation (Agenda Item 2)** – The agenda for the 105th Governing Council Meeting, as circulated, was reviewed, read out, and unanimously adopted by the members.

**3. To Grant Leave of Absence (Agenda Item 3)** – Leave of absence was granted to the Governing Council members who had informed in advance of their inability to attend the meeting. The members are:

- Mr Yatindra Nath
- Cmde Bhupesh Tater (Retd.)
- Mr Sanjeev Ogale
- Mr Vicky Malhotra
- Mr Chirag Bahari
- Mr R Venugopal
- Mr Sanjeev Vakil
- Mr Amit Bhatnagar

**4. Adoption of Minutes of the 104<sup>th</sup> GCM (Agenda Item 4)** – The Governing Council adopted the minutes of the 104th Governing Council Meeting, which had been circulated via email on 9th September 2025. As no comments were received up to 13th September 2025, the minutes were adopted as circulated, with the following resolution

<u>Resolution No.</u>	<u>Details of Resolution</u>
104.04.01	RESOLVED THAT the minutes of the 104th Governing Council Meeting, as circulated and presented, be and are hereby approved and adopted
<u>Proposed By:</u>	Mr. David Birwadkar
<u>Seconded By:</u>	Mr. A. K. Gupta

**5. Update on Pending Action Taken Report since last GCM (Agenda Item 5) -**

The HGS introduced **Agenda Item 5**, the updated ATR, which had been circulated earlier along with the agenda. The report, shared for information, was reviewed and discussed. The following action points were updated since the last GCM:

**ATR – Income Tax Cases:**

During the online interaction (faceless hearing) held on 18.06.2025, attended by the President on the advice of the legal counsel, the Institute's position was presented. Unfortunately, the outcome was not in our favour. Subsequently, an appeal has been filed before the Tribunal on 12.09.2025, and the matter is under further review.

**ATR – Hotel Sahara Star:**

Hotel Sahara Star filed its GST return in June 2025. The GST consultant has been instructed to claim the input credit from the following months onwards, with necessary legal safeguards incorporated.

**ATR HVC:**

The Head Office has received additional FSI sanctioned by CIDCO and NMMC. The drawing plans are under review, and the final plan will be submitted to NMMC for further instructions regarding payment of NMMC's share, applicable terms and conditions, car parking norms, etc. The Chairman advised that a wider discussion is required, and the matter may be reviewed and handled by the incoming team, as they will be responsible for its implementation.

**6. Status of Group Medical Insurance for Student and Corporate members**

**(Agenda Item 7) -** The queries raised by the Immediate Past President, Mr. V. K. Jain, Mr. Suresh Shenoi, Mr. A. K. Gupta, and Cdr Dr. Bhaskar Bhandarkar were discussed in detail, and the President responded to each point during the meeting. The following clarifications were provided:

- Members are required to enrol through a Google form with individual details. The premium payment for a minimum of 700 guaranteed members must first

be collected, after which a single cheque from the Institute will be issued to the vendor. The minimum guaranteed membership will include spouses and dependent children up to 25 years of age.

- The scheme period will follow an annual basis from the date of commencement of group policy.
- A separate bank account is to be opened for the collection of Group Medical Insurance premiums. In case of delay in opening the new IDBI Bank account, the existing Kotak Mahindra Bank account of the Facilitation Centre may be operated for this purpose. The following resolution was passed

<u>Resolution No.</u>	<u>Details of Resolution</u>
105.07.01	<p>“RESOLVED THAT a Savings Bank Account in the name of The Institute of Marine Engineers (India) be opened with IDBI Bank Ltd., Nerul East Branch, Navi Mumbai, specifically for the collection of Insurance Premiums from Members ONLY.</p> <p>FURTHER RESOLVED THAT the following persons be and are hereby jointly authorized to operate the said account, and to sign, endorse, execute, deliver, and authenticate all documents, cheques, instructions, and correspondence related to the said account on behalf of the organization:</p> <ul style="list-style-type: none"> <li>• Mr. Rajeev Nayyer – President</li> <li>• Mr. Bhaskar Bhandarkar – Vice President</li> <li>• Mr. Sunil Kumar – Hon. General Secretary</li> </ul> <p>Any two of the above authorized signatories shall jointly operate the account.</p> <p>FURTHER RESOLVED THAT a copy of this resolution, certified as true by any one of the authorized signatories, be submitted to IDBI Bank Ltd., and that the Bank be indemnified against any liability arising from relying upon this resolution.”</p>
<u>Proposed By:</u>	Mr. A. K. Gupta
<u>Seconded By:</u>	Mr. David Birwadkar

## 7) Kochi Branch Property Proposal – Report from HVC (Agenda no.8)-

The HVC Committee Chairman provided an update, stating that in the last GC meeting, he was directed to chair this committee. He noted that previously, issues

arose due to unclear land title and usage documents. Consequently, the Kochi Branch has again been requested to submit land usage documents from the relevant statutory authorities, reflecting the original usage with a clear title. Our ORP, along with the HVC guidelines for document submission, has also been shared with the branch.

With reference to the online HVC meeting dated 12th September 2025, considering the President's plan to visit Kochi, the HVC asked him to visit the site and report. The President gave his report to the HVC. Further, the GC also requested his report, which was emailed to the GC on the same day.

The President's visit is summarized as follows:

Visit Details – 15<sup>th</sup> of September 2025:

Accompanied by Mr. S Krishnan Kutty, Mr. N Rajan, and Mr. Sivaram, the President visited the site proposed by the Kochi Branch. The observations are as follows:

**a. Usage as a Training Centre:**

- Due diligence regarding land usage can be carried out online, and it is feasible to ensure that the land is marked for "any purpose," which should clear paperwork concerns. It is noted that previously, issues arose due to land usage documents.
- On-site impressions indicate that commercial activity nearby (a restaurant opposite and shops adjacent) does not pose an issue.

**b. Surroundings / Encroachment:**

- The plot is bordered by roads on two sides: a 15-feet-wide front road with regular traffic and a narrower 10-feet side road leading to a rear plot gate.
- The back boundary wall adjoins an empty plot attached to a residential house, and the fourth side borders a 4-storey building facing the main road. The main road also has a metro line running along it.
- There is no encroachment on the land; however, the opposite restaurant uses part of the area for parking.
- **Concern:** Due to very narrow roads, there is no feasible provision for external parking. Any such attempts may cause disruption.

**c. General Observations:**

1. Proximity to the main road and metro line is advantageous for accessibility but results in high noise levels.
2. The plot feels constrained due to narrow surrounding roads and an adjacent building. The plot size is less than 500 sq.m. and is not fully rectangular, impacting both visual aesthetics and full utilization.
3. While the plot can accommodate current requirements, there is no scope for future expansion. This limitation was discussed with Kochi Branch members.
4. It was also noted that if the plot rate is high due to its proximity to the main road and metro, acquiring a larger plot (e.g., 1000 sq.m.) at a slightly different

location might be more beneficial. This suggestion has been left to the Kochi Branch for consideration.

Further suggested that the plot number has been checked online to confirm the exact usage as per government records, and clear title documents have been submitted. Considering future requirements, it is recommended to explore acquiring a plot approximately twice the size to support long-term plans, ideally at a comparable cost.

The President recommended that, for utility purposes, the statutory guidelines should be complied with. Considering futuristic investment and the scope of our ongoing activities, we should proceed only if sufficient funds are available.

**9. Discussion on the circulated AGM Report and approval of the Consolidated Audited Accounts for FY 2024–2025, either through circulation or in the presence of members, along with clarifications on queries, if any.” Agenda Item No 9**

The President reported to the Governing Council that he had raised several queries and obtained clarifications regarding the Auditors’ reports. Discussions with the Chartered Accountant included:

- Suggestions for clearer presentation of Mutual Fund accounting methods in the Balance Sheet.
- Recommendations for a transparent presentation of the Building Fund.
- Advice to transfer the interest earned on the Benevolence Fund, created for a specific purpose, to the respective fund rather than the General Fund.
- Clarifications on Contingent Liabilities and their appropriate reflection in the Balance Sheet.

All points were discussed with the CA, and necessary clarity was obtained.

**Building Fund:**

The Balance Sheet currently shows a Building Fund of Rs 9.5 crore, which represents the surplus accumulated and transferred from the Income & Expenditure account for specific building Fund purposes, along with donations collected from members specifically for the Building Fund. The status of this accumulation has been reported to the Income Tax Department annually, including details of surplus accumulated and its utilization within five years, as per Income Tax regulations.

To date, the accumulated surplus has been fully utilized for building projects, including IMEI Head Office (Phases 1 to 3), Goa, Kochi, and Kolkata. The total amount transferred from the Income & Expenditure account and utilized for these purposes is Rs 8,38,88,920/-.

The Governing Council directed the Chartered Accountant to reflect the Building Fund appropriately in the audited accounts of the current year and make necessary amendments to ensure clear presentation.

Substantial balance funds remain in the Savings Bank accounts of the Branches at the end of the year.

The following extract from the AOA and ORP is hereby resubmitted for the information of the Governing Council." **AOA:**

## **FINANCE**

12.3 The Credit balance lying with the Branch at the end of the financial year shall be adjusted against the requirements for the following year's approved Budget and the excess if any, should be remitted back to the Head Quarters. Similarly, shortage if any, will be made good by the Head Quarters.

ORP

Quote

At the end of the calendar year, any amount lying with the Branch in excess of Rs.50, 000/- over the next financial year's Budget for the Branch, should be remitted back to the Head Office.

Unquote

Based on the Auditor's Report, the President informed the Governing Council of the following observations of non-compliance: non-submission of audited accounts, non-merging of Chapter accounts with the respective Branch audited accounts, and exclusion of training activities from the Branch audited accounts. Instead of submitting consolidated audited accounts, only bank statements were furnished by Delhi Branch, Patna Chapter, Hyderabad Chapter, and Kolkata Training activities. It was further emphasized that Branches must take full responsibility to ensure that all activities are duly incorporated in the consolidated audited accounts.

### **Contingent Liabilities**

The Auditor's Report under Schedule M reflects contingent liabilities relating to Assessment Years 2009-10 to 2017-18. The report states that there is an outstanding demand of Rs.418.92 lakhs, out of which Rs119.05 lakhs has already been paid towards Income Tax liabilities. The appeals are currently under process at various stages. No provision has been made in the books of accounts, as the amount has been disclosed as a contingent liability

### **Surplus from the Current Year**

Noted that based on the Auditor's suggestions from previous years, no surplus has been transferred to any specific reserve funds during the current year due to the non-submission of audited accounts as of the end of August 2025.

Further noted that gains of Rs 44 lakhs from Mutual Funds and Rs 1 crore from WMTC have been recorded in the current year.

**Noted that** the above position be placed on record for the information of the Governing Council.

The President, together with the Office Bearers and Members of the Governing Council, commended the Chennai Branch for the successful organization of the WMTC 2024 events.

Based on the above discussions and the suggestions of the Auditors, the following resolution was adopted

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>
105.09.01	"RESOLVED THAT, based on the above discussions and the suggestions from the Auditors, and after reflecting the necessary adjustments in the revised Balance Sheet—including the Building Fund and the addition of interest to the Benevolence Fund account—the consolidated Balance Sheet as of 31.03.2025, along with the Income and Expenditure account for the period from 01.04.2024 to 31.03.2025, is hereby approved."
<b><u>Proposed By:</u></b>	Mr. Gautam Sen
<b><u>Seconded By:</u></b>	Mr. Atul Mani Sharma

#### **Resolution for Reappointment of Auditor for FY 2025-2026**

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>
105.09.02	Further resolved that the Governing Council is authorized to reappoint the existing Auditor for the financial year 2025-2026 at the same remuneration of Rs 80,000/-.
<b><u>Proposed By:</u></b>	Mr. Larson Dsa
<b><u>Seconded By:</u></b>	Mr. N. Rajan

#### **10. Selection of Jury for the R L Jain Lifetime Achievement awards 2026 – Agenda Item No 10**

The below mentioned names were proposed for the Jury to adjudge the R.L. Jain Memorial IME(I) Lifetime Achievement Awards for the Year 2026 and adopted as below

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>
41.13.01	"RESOLVED THAT the Jury for the R.L. Jain Memorial IME(I) Lifetime Achievement Awards for the year 2026 shall comprise Shri Sanjeev Kumar, Shri Maneesh Jha, and Shri P.K. Mishra, together with the President of IME(I) and the HGS. This composition of the Jury is hereby approved for the selection process of the awardees."
<b><u>Proposed By:</u></b>	Mr. Suresh Sheno
<b><u>Seconded By:</u></b>	Mr. Gautam Sen

### **11. Discussion on Handing over report / Notes to the incoming Office Bearers Agenda item No 11**

It was briefly discussed that a training/one-day seminar should be conducted to introduce the AOA and ORP, along with the activities and procedures carried out by each Branch and Sub-Committee. Pending activities, terms of reference, and other relevant details should be documented and kept ready for reference to facilitate a smooth handover to the incoming Office Bearers and new Sub-Committee members

### **12. Any other matter with the permission of Chair: Agenda Item No 12**

Cdr Bhandarkar's email dated 21<sup>st</sup> August 2025 requested inclusion of his concerns in MoM - it was clarified to him that the minutes reflected what had transpired and the corresponding entry was presented (103rd GC minutes of agenda point no. 5, 4th para) and advised him that this could be taken up under any other item at this GC and accordingly noted.

All activities of the Branches and Chapters, along with the discussions with the Sub-Committee Chairmen on the ATR, were reviewed. Thereafter, as no further items remained pending, all agenda items were discussed and the meeting was concluded.

### **13. Vote of Thanks - By Vice President**

Mr. David Birwadkar, Chairman – Mumbai Branch proposed a vote of thanks to all present Governing Council Members, supporting Sub-Committee members, Past President and the employees of the Institute for their invaluable contributions and dedicated efforts towards the functioning and activities of the Institute.