



Institution for Secretarial Practices & Development

(A non-profit voluntary professional body of Secretarial Practitioners)

Regd. Office: # 129, Phase-I, S.A.S. Nagar (Mohali) – 160055 (Punjab).

Mob. +91-7889237595; WhatsApp: +91-9815277668

Email: dmsbedi55@gmail.com; jnbakshi9@gmail.com

Website: www.inspirechandigarh.in

Ref.No. INSPIRE/AGM/2024-25

Date: 11-Sept.-2024

Dear Members,

Subject: NOTICE OF ANNUAL GENERAL MEETING-CUM-SEMINAR

NOTICE is hereby given to all the Members of INSPIRE that the *Annual General Meeting* of Institution for Secretarial Practices & Development (INSPIRE) will be held on Sunday, the 13th October 2024 at 10.30 AM at Community Centre, Sector 37, Chandigarh.

1. You will be further glad to know that the AGM will be preceded by a *Seminar* on the topic “*Art of Managing Stress to have Happy Life*” by Col. Gursewak Singh (Retd.) as per schedule of the AGM-cum-Seminar enclosed as Annexure-1. Copy of Balance Sheet ending 31st March 2024 along with Income & Expenditure Account for the FY 2023-24 are also enclosed as Annexure-2.

2. Members of INSPIRE are hereby also informed that the Term of 3 Years of the present Executive Council which is expiring in the month of September 2024 and new Executive Council for next 3 years term will be nominated/elected on 13th October 2024.

3. You are, therefore, requested, to kindly make it convenient to attend the AGM-cum-Seminar at the above mentioned date, time and venue well in time to be eligible for “*Punctuality Gift*” draw of which will be held during the meeting out of the members who had got registered themselves at the Registration Counter between 10.00 AM to 10.30 AM as per the attached Program Schedule.

4. A line in confirmation of your attending/not attending the AGM-cum-Seminar will be highly appreciated to reach us on or before 5th October 2024 by making phone call/whatsapp to any of the following office bearers or to Shri D.M.S. Bedi, Chairman (Whatsapp Mob. 9815277668) or Shri K.G. Grover, Vice-Chairman (Whatsapp Mob. 9464511696) as the same shall help us in making arrangements for the exact number of participants as the meeting is also followed by Lunch:

Sr.No.	Name & Designation of the Office Bearer	Whatsapp Mob.No.
1)	Sh. J.N. Bakshi, Advisor & Secretary General	-- 79867 91757
2)	Sh. Deepak Jagota, Advisor & Finance Secretary	-- 98159 00815
3)	Sh. Vinod Dhiman, Advisor	-- 98760 52760
4)	Sh. Bakhshish Singh. Secretary	-- 97815 28449

5. We also request all the members of INSPIRE to clear their outstanding dues, if any, towards Annual Subscription. The Annual Dues can be deposited online in our Bank Account No. 01340100028592; IFSC Code: UCBA0000134 with UCO Bank, Sector 22-D, Chandigarh. Members can also deposit their Annual dues at the Registration Counter from 10.00 am to 10.30 am on 13th October 2024.

With regards,

Yours sincerely,

(J.N. Bakshi)

Advisor & Secretary General

Encl: Annexure-1 & 2.



Institution for Secretarial Practices & Development

(A non-profit voluntary professional body of secretarial practitioners)

Annual General Meeting-cum-Seminar

Sunday, 13 October 2024 : Community Centre, Sector 37, Chandigarh

Schedule

1000 – 1030 hrs	Registration (4 Punctuality prizes for those reaching in time)
1030 – 1130 hrs	Seminar on ‘Art of Managing Stress for Hapy Life’ by Col. Gursewak Singh (Retd.)
1130 – 1150 hrs	Tea break
1150 – 1225 hrs	Annual General Meeting
1230 – 1255 hrs	Election for the new Executive Council
1300 hrs	Lunch / Adjourn

* * * * *



JUNEJA ASSOCIATES

Chartered Accountants

Office: #1766, Sector 39-B, Chandigarh
(O): 0172-5083104
Mob: 7696300960, 7837211771
Email: junejaassociates@gmail.com

Annexure-2

1/3

INSTITUTION FOR SECRETARIAL PRACTICES AND DEVELOPMENT INSPIRE					
PAN : AABA15314D					
Balance Sheet as at 31st March 2024					
Liabilities	Amount (Rs.)	Amount (Rs.)	Assets	Amount (Rs.)	Amount (Rs.)
Capital Account			Investments		
Capital Account	988,496.53	1,004,816.38	FDR Investment	970,830.00	970,830.00
Profit & Loss A/c - CY	16,319.85				
Current Liabilities			Current Assets		
Sundry Creditors	2,500.00	25,903.00	Cash-in-Hand	1,300.00	59,889.38
Other Advances	1,800.00		Bank Accounts	42,866.38	
Cheques Issued but not presented	4,620.00		Advance Tax AY 24-25	10,000.00	
Advance From Member	4,800.00		TDS Recoverable AY 24-25	5,723.00	
Provision For Tax	12,183.00				
TOTAL		1,030,719.38	TOTAL		1,030,719.38

Chartered Accountant's Note:-

The above financial statements have been compiled from the documents and information provided to us which have been relied upon.

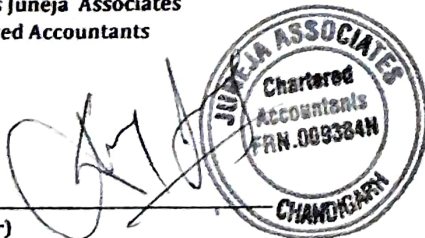
Deepak Jagota
(Advisor and Finance Secretary)

D S Jatana
(Internal Auditor) & Advisor

J N Bakshi
(Advisor and Secretary General)

D M S Bedi
(Chairman)

For M/s Juneja Associates
Chartered Accountants



(Partner)

Date : 20.07.2024
Place : Chandigarh

INSTITUTION FOR SECRETARIAL PRACTICES AND DEVELOPMENT INSPIRE

PAN: AABAI5314D

Statement of Income & Expenditure Account for the year ending 31st March 2024

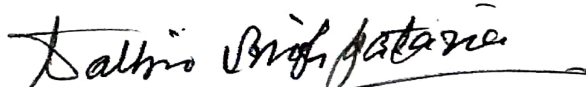
INSTITUTION FOR SECRETARIAL PRACTICES AND DEVELOPMENT INSPIRE

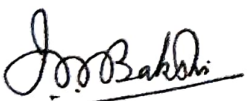
Expenditure	Amount (Rs.)	Amount (Rs.)	Income	Amount (Rs.)	Amount (Rs.)
Indirect Expenses			Direct Incomes :		
To Bank Charges	31.15		By Annual Subscription (PYs)	5,200.00	
To Foundation Day Expenses	25,482.00		By Annual Subscription	26,890.00	
To Hotel Booking Charges	64,400.00		By Donation	2,000.00	
To Income Tax	1,094.00		By Fees for New Membership	500.00	
To Income Tax Interest	134.00		By Sale of Raffle Draw Receipts	27,500.00	
To Income Tax (Outstanding)	6,845.00		By Souvenir Publishing Income	124,000.00	186,090.00
To Printing & Stationary	36,225.00				
To Professional Fee	2,500.00		Indirect Incomes		
To Raffle Draw Expense	13,431.00		By Interest on SB	2,054.00	
To Seminar Expenses	20,845.00		By Interest Received	52,221.00	54,275.00
To Staff Welfare	12,565.00				
To Travelling Charges	3,200.00				
To Website Expenses	25,110.00	211,862.15			
To Net Profit before Tax		28,502.85			
		240,365.00			240,365.00
To Provision for Income Tax		12,183.00	By Net Profit before Tax		28,502.85
To Net Profit After Tax		16,319.85			
TOTAL		28,502.85	TOTAL		28,502.85

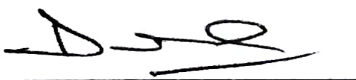
Chartered Accountant's Note:-

The above financial statements have been compiled from the documents and information provided to us which have been relied upon.


Deepak Jagota
 (Advisor and Finance Secretary)


D S Jatana
 (Internal Auditor) & **Advisor**


J N Bakshi
 (Advisor and Secretary General)


D M S Bedi
 (Chairman)

For M/s Juneja Associates
 Chartered Accountants


 (Partner)



Date : 20.07.2024
 Place : Chandigarh

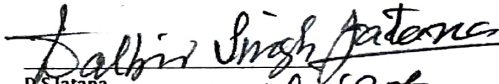
INSTITUTION FOR SECRETARIAL PRACTICES AND DEVELOPMENT INSPIRE
PAN: AABAIS314D
Statements of Receipts and Payments for the Year ending 31st March 2024

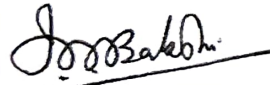
Receipts	Amount (Rs.)	Amount (Rs.)	Payments	Amount (Rs.)	Amount (Rs.)
Opening Balance					
Cash in hand	8,787.00		Bank Charges	31.15	
UCO Bank Balance	63,027.53	71,814.53	Foundation Day Expenses	25,482.00	
Advance From Member	5,800.00		Hotel Expenses	66,400.00	
Annual Subscription (PYs)	5,200.00		Income Tax (Current Year & Previous Year)	30,234.00	
Annual Subscription	24,390.00		Printing & Stationary	36,225.00	
Donation	2,000.00		Professional Fees	2,500.00	
Excursion Trip Advance	1,800.00		Raffel Draw Expenses	13,431.00	
Inspire Group	9,511.00		Seminar Expenses	18,845.00	
Interest on SB	2,054.00		Staff Welfare	11,145.00	
Sale of Raffle Draw Receipts	27,500.00		Website Expenses	25,110.00	229,403.15
Souvenir Publishing Income	123,500.00	201,755.00	Closing Balance		
			Cash in hand	1,300.00	
			UCO Bank Balance	42,866.38	44,166.38
TOTAL		273,569.53	TOTAL		273,569.53

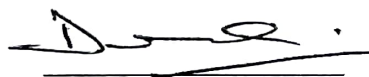
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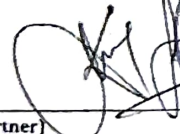

Deepak Jagota
 (Advisor and Finance Secretary)

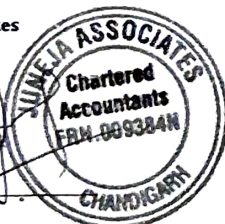

Dalbir Singh Jatana
 (Internal Auditor) & Advisor


J N Bakshi
 (Advisor and Secretary General)


D M S Bedi
 (Chairman)

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 Chartered Accountants


 (Partner)



Date : 20.07.2024
 Place : Chandigarh