

Minutes of the 2nd AGM

Held on May 7, 2011 at the registered office Mumbai

2nd Annual General Body of the members of the society held at the registered office at Mumbai as per the circulated agenda. While chairman of the society Dr Rahmatullah Presided over the meeting, a total number of 365 members as signed on minutes book attended the meeting. On request of the chairman, Bro. Hafiz Manzoor recited few verses of the Holy Quran to mark the beginning of the meeting. The following points and agenda were discussed, debated and resolved:

Agenda No 1 **To read and confirm the minutes of the last meeting**

Chairman of the society extended his warm welcome to the members of the society who has come from different states to attend the meeting. He stated that on behalf of Janseva cooperative credit society, I welcome you all at the 2nd Annual General Body meeting of the society being held at the registered office at Mumbai. Let us first pay our thanks to Allah Almighty who gave us power of spirit and action to come together to launch a movement to empower financially excluded people of the country through interest free financial mechanism. Needless to say, that our efforts will supplant the ongoing National Mission of financial inclusion of minorities and other weaker sections of our society. It is a great privilege for all of us. Let us be confident for assured reward in this world and hereafter as The Creator is All Aware and All Merciful.

While chairman complimented all for taking the initiative at various places, he said that it is our responsibility to remind ourselves that it is a Himalayan task and therefore requires our tireless efforts. He observed that still more financial discipline, more consistent and dedicated effort and inclusion of committed people in our team is urgent need of the hour. Lack of serious efforts in these areas is likely to hamper our future growth as well as stability. He cautioned the members that we are moving against the wind and at the same time huge number of people of the country look ahead for succour. There are many challenges of internal and external nature which this movement has to face.

While we have to learn from experiences of failures and successes of the past and devise a competitively sustainable interest free banking practices model acceptable to the members, we have also to thwart threats which are there in forms of unconducive atmosphere, ignorance and greed of the people, unfavorable laws of the land, absence of time tested successful model to be copied/practiced, unencouraging philanthropic support from the community and severe competition from age old exploitative financial institutions in organized and unorganized sector. He said that please remember these are indicative few and not exhaustive list of threats which we and our movement faces in our country. But let us be firm on our decision and consistent in our struggle to liberate our fellow citizens from exploitative interest and other unethical financial practices undermining their economic freedom.

Our success is guaranteed as Allah Almighty declares that He helps and grants firmness to those who strive in His Path. He prayed to Allah the Sustainer, the best of this world and world hereafter for all of us. With this preliminary submission he welcomed all once again and requested the Hon Secretary to kindly proceed with the agenda of the meeting. Thereafter Hon secretary submitted that the minutes of the last meeting held on September 14, 2010 has already been circulated which is in hands of the members. He invited comments about the fairness of the record of the minutes. As members consented for factual and fair record of the proceedings of the meeting, it was taken as read and confirmed. A resolution to this effect was passed as under:

Resolution No 1

“Resolved unanimously that the minutes of the first AGM as recorded in the minutes book be and is hereby approved and adopted”.

Proposed by: Mr. Syed Hasan Akbar Seconded by: Dr M Z Kirmani

Agenda No 2 Annual Work Report

With the permission of the chair, Hon Secretary submitted the following work report related to the year 2010-11.

Before reading out the work report, Hon Secretary acknowledged that he has not been able to compile it in a very standard format due to the lack of proper information and also his inability to do this professional work. He said that society is in an infant stage and need some more time to become a professionally grown up and well organized society. However he stated that he has tried best to record and submit the true and fair picture of the work done during the reference period. He requested the participants to kindly give a patient hearing and do point out any mistake that might have crept in due to reasons beyond our control. He further said that he has organized the report under following different heads and narrated it in point form like Administrative Report, Promotional Work, Financial statement.

1. Administrative Work Report

➤ Appointments of Janseva Staffs

For smooth operational work at the Head office few staffs have been appointed. On January 7, 2011, Mr Juned Malik was appointed as a Project Manager in Micro Finance Division, on 28th February 2011, Mr. Mohd Abdul Rahman was appointed as Project Coordinator in Service Support Center, and Sana Qureshi and Sayra Iqbal Shaikh were appointed as SHG Field Coordinators in March 2011. Mr. Mohammad Mohsin was appointed as Office Boy in Head Office. It is expected that that necessary staff have been appointed at the branch offices too.

➤ Operational Manuals Prepared

Janseva HO has prepared its Standard operational Manuals which includes details about policies related to organizational structure, membership, accounts opening, deposits, investment, loan, staff appointment, premises, security and many other issues. The same has been sent to all the directors for their suggestions which is still awaited. Further SHG operational manual has also been prepared and circulated for comments from the board members which includes Operational process of SHG Scheme, Products for SHG, Structure of Microfinance Division, and Policies related to HR, process of transferring fee based model into Profit based model within three years.

➤ BOD's / Executive Committee Meetings

HO has conducted Six Board Meetings in the year 2010-11 and various decisions regarding Social banking business, Investment, Microfinance, Service support and Research, Education &

training division were taken. In this period Following resolutions/decisions were taken by the Board of Directors of the Society:-

➤ **Members enrolled**

Up to March 31, 2011, 1379 applicants have been awarded ordinary membership of the society. Accordingly 87,353 shares of Rs 100 each have been allotted and share capital received by the society amounts to Rs 87,35,300/- only.

➤ **Branches established**

On request of the members, ten branches of the society have been opened at Mumbai, Nasik, Aurangabad, Parbhani (Maharashtra), Hyderabad (AP), Chennai, Vaniyambadi (TN), Mysore (Karnataka), Aligarh (UP) and Darbhanga (Bihar). Local Care taker boards named as AMB (area managing board) also have been appointed for its supervision and development.

Microfinance-

Promotion and development of SHG's (self help group) have been accorded priority. Accordingly SHG Field coordinators have appointed for Mumbra—a slum of Mumbai. 12 days training program was conducted for the field staff by Micro finance project coordinator.

➤ **Services Support Centre-**

Proposal for opening services support center in the style of Janseva Provision Store (JPS) has been prepared by the project coordinator Mr. Md. Abdul Rahman. Proposal includes- Operational aspect of Services Support Center (SSC). It has been circulated among the directors and branches for their comments and suggestions. Once suggestions are received and proposal upgraded the same will be supplied to the branches ready to provide service to the members of their area.

➤ **Research, Education and Training -**

Mr. Abbas Ansari, an ex employee of Dubai Islamic Bank Dubai and now member of the society has been entrusted with the responsibility of preparing training modules and conduct training programs for the care taker board as well as paid staff of the society. It is expected that he will be able to complete his job shortly and conduct at least two workshops during 2011-12.

➤ **Printing and Distribution of Stationary**

Janseva has printed and distributed four different types of introductory brochures, in addition to necessary stationary like Share Application form, receipt book, letter heads etc. required for promotional work at the head office, branches and other contact places in the operational area of the society.

S. No.	Date	Particulars	Quantity	Amount
1	16thJan2011	Introductory folders	20,000	21400
2	16thJan2011	Pass Book	12,000	29400
3	16thJan2011	Share Application	20,000	10600
4	16thJan2011	Accounts Openings	20,000	10600
5	23 rd Feb2011	Handbill for Janseva	2000+6000+6000	4900
6	23 rd Feb2011	Hand bill for SHG	2000+6000+6000	4900
7	3 rd March 2011	Hand bill for Janseva English	6000	2100
8	3 rd March 2011	Hand bill for Janseva Hindi	8000	2800
9	3 rd March 2011	Hand bill for Janseva Urdu	14000	4900
			Total	91600

Printing of Share Certificate

The design of Share Certificate has been prepared and sent to all directors for their valuable comments. After receiving their valuable comment Share certificate will be printed and issued to share subscribers.

Printing of Specimen Signature Card-

As decided in last BOD's Meeting Janseva has printed 10,000 Specimen Signature Card and distributed to its local (Govandi and kurla) and others states (Parbhani , Nashik , Aurangabad, Mysore Chennai , Darbhanga, Hyderabad, Vaniyambadi and Aligarh).

➤ Election of Provisional Board of Director's in last AGM

Election was conducted on.14 Sept. 2010 at the registered office of society. As only 15 nominations against the vacancy of 15 directors to be elected were received, the Returning Officer declared them elected unopposed. Further two persons were co-opted as directors in 1st AGM. Thus the members of the provisional board of directors declared were as follows:

- | | |
|----------------------------|--------------------------|
| 1. Dr. Rahmatullah | Director/Chairman & M.D. |
| 2. Mr. Syed Hasan Akbar | Director/Vice Chairman |
| 3. Mr. H.B. Nawab | Director/Secretary |
| 4. Mr. Syed Anwarali | Director |
| 5. Dr. M. Z. Kirmani | Director |
| 6. Mr. Shah Alam | Director |
| 7. Mr. Dr. Ausaf Ahmad | Director |
| 8. Dr. M. I. Bagsiraj | Director |
| 9. Mr. Shahnawz Khan | Director |
| 10. Mr. Syed Ahmad Meeran | Director |
| 11. Mr. Nazimuddin Farooqi | Director |
| 12. Mr. Syed Khalid Hasan | Director |
| 13. Dr. Javed Zulkarnain | Director |
| 14. Mr. M. Z Siddiqqi | Director |
| 15. Mr Mohd. Khalid | Director |

16. Mr. Khursheed A. Najmi
17. Mr. Riyaz Mohinuddin

Director (coopted)
Director (coopted)

➤ **Website launch and its revision undertaken**

As decided web site of the society was hosted and is operative in the name and style of www.janseva.in the job of web designing and uploading other necessary information has been done by M/s Economic Initiatives Mumbai. Although it is operative, suggestions have come to get it redesigned from any professional web designer and upload not only current reports but also the audited statement etc.

➤ **Software Venders Proposals**

Janseva has shortlisted the purchase of software for computer based operations from SWARNIK Pvt. Ltd. While it was installed on trial basis at the HO, its functions and service support has been found erratic. Hence it was decided to abandon this program and search for another one from some reputed and trust worthy software service provider/company.. In this regard vendor M/S Bhoomi, application is under consideration. It is expected that software will be provided to all the branches by end of JUNE 2011.

2. Promotional Work Report

➤ **Visits and Meetings**

➤ **Visits**

Several promotional visits have been undertaken during the report period to Aligarh, Lucknow, Aurangabad, Parbhani, Nasik, Hyderabad, Chennai, Vaniyambadi, Bangalore and Mysore. Dr, Rahmatullah, Dr M Ismael, Mr Afzal patel, Mr Abbas Ansari, Syed Khalid Ahmad, Mr Atheequrrahman and Prof Shakeel Ahmad undertook these visits.

➤ **Meetings**

Various meetings in Mumbai were held to finalize the process of conversion of the activities of Aicmeu's Baitulmal into Janseva. These include meeting of Branch Managers held on 28 January 2011 at Head office of Janseva,, meeting of all Branches Staff held on 1st Feb. 2011 at Govandi Branch, meeting of Branch staff held on 12 Feb at Head office of Janseva. Further a meeting was held on 15 March 2011 for mobilization of Share Capital fund at head office of Janseva. A meeting with SHG Project Team was held on 10 January 2011 at Head office of Janseva. A meeting with SHG's on 19 February 2011 with old staff of AICMEUS SHG program was also held at head Office of Janseva.

Resolution No 2

“Resolved unanimously that the annual work report presented by the secretary for the year 2010-11 be and is hereby approved and adopted.”

Proposed by: Mr. Munir Ahmad Khan Seconded by: Dr.M I Bagseraj

Agenda 3 Financial statement and Audited report

Chartered Accountant M/S Afzal N. Patel has audited the financial transactions of the society from the beginning up to march 31, 2011 and submitted the same to the office along with his report The same is in your hands for consideration and approval. The summary of the Balance Sheet records an amount of Rs 87,35,300 is subscribed share capital, an amount of Rs 46,979 is reserve, an amount of Rs.46,17,557 as deposits, thus the total amounts to Rs. 1,33,99,836. Further the income expenditure states that an amount of Rs.10,25,071 has been income and an amount of Rs 10,20,352 as expenditure with a surplus of Rs4719 for the year 2010-11.It is proposed that the surplus be transferred to the balance sheet as suggested. He invited thereafter comments on report from the members present. Few queries raised by the members were replied to the best satisfaction of the members.It was also clarified that mistakes if any that might have occurred due to lack of unaudited report from branch offices will be rectified in a proper manner. Thereafter it was approved. A resolution to this effect was passed as under:

Resolution 3

“It is hereby resolved unanimously that the audited financial statement and auditor’s report of the society for the year ending 31st March 2011 submitted by chartered accountant M/S Afzal N Patel be and is hereby approved and adopted.”

Proposed by Mr. H B Nawab Seconded by Dr M Z kirmani

Agenda 4 To Review of operational deficit.

As per the audited statement no deficit is reported. Hence the question of consideration and provision for the same does not arise. Members expressed satisfaction over the working of the society during the year and expressed hope to continue and manage operations in a manner that no deficit or loss occurs in future too. A resolution to this effect was passed as under:

Resolution 4

“It is hereby resolved unanimously that the current mode of operation ensuring no deficit be and is and are adopted and approved.”

Proposed by: Dr Jaweed Zulqarnain

Seconded by: Syed Khalid

Agenda 5 Creations of specific reserves and other funds

In the absence of large sum as surplus, the possibility of creating specific reserves and other funds does not arise. However statutory reserve comprising of total admission fee was approved to be created. Moreover the proposal of the chairman for creation of a corpus fund for found financial health of the society was discussed. It was decided that a specific reserve in the name and style of Janseva Corpus Fund comprising of ten percent of CPF collected should be created for the sound financial health of the society. A resolution to this effect was passed as under:-

Resolution 5

“It is hereby unanimously resolved that the proposal to create specific reserve in the name and style of Janseva Corpus Fund be and hereby approved and adopted. Resolved further that ten percent of CPF collected with effect from October 2011 shall be transferred to this fund.”

Proposed by: Dr M Z Kirmani Seconded by: Mr. Syed Ahmad Meeran

Agenda 6 Approvals of the annual budget for the year 2011-12

The work plan for the year was discussed at length. At the end it was decided to work for the completion of the following work/target during the year 2011-12:

- 1- Complete the enrollment of minimum 500 ordinary members' and 1500 associate/nominal members in the existing 10 branches and make efforts to open 40 more branches at other places, as decided by the BOD, in a manner as prescribed in the road map.
- 2- Make efforts to recruit 25 MBA's/BMS with knowledge of Islamic financial system as trainees and place them as Branch Executive officers on contractual basis for a period of 2 years on salaries mutually agreed upon.
- 3- Make efforts to seek and get soft loan/grant of Rs. 20 crores from Islamic Banks/concerned Government ministries for business expansion of the society and it's corpus fund.
- 4- Undertake the promotion and development of minimum 50 SHG's in each branch as per Janseva model and mobilize required funds through grant/sponsorship from individuals, NGO's, government agencies, international NGO's and OCI (overseas citizens of India)
- 5- Arrange at least one training program for the staff/AMB members for smooth functioning of the society
- 6- Redesign Janseva website and upload updated information on monthly/quarterly basis.
- 7- Finalize Janseva operation manuals in consultation with AMB and BOD
- 8- This year society shall have loan based operations. It will use its total fund for advancement of loan. After six months it will try to withdraw the share capital for investment and use deposits collected from other sources like ACD and ACSD etc. for loan. Also it will initiate other services to the members and collect fees and commissions. After six months, effort will be made to invest minimum 25% of SSC or as decided, in assets and other profit/rent earning avenues in a manner that total investment should not exceed the amount of SSC and deposits mobilized/accepted for investment purposes. However effort to develop Vaniyambadi branch as business/investment branch as decided earlier will continue.

- 9- For awareness purposes, 12 sponsored state and 1 national level seminars/conferences on financial inclusion in India and role of interest free financial system will be organized.
- 10- Establish Janseva Service Supply Centre (JSSC) at each branch to provide various utility services for the members and their families from this year like supply of FMCG products (Fast Moving Consumer Goods), and services like BPL Ration card, Senior citizen's ID card, pan card, old age pension, insurance, financial intermediation, Bills receipt/payment and money remittances, and other government welfare schemes for women, children etc.
- 11- Prepare training modules for staff/volunteers working in the field of interest finances and undertake training programs on fee basis. Further publish relevant books, booklets and electronic newsletter for promotion and propagation of interest free financial system and operating practices of Janseva like service charges on loan and other methods of earnings by way Ijara, Murabaha, Mudarba, Musharka and Wadiya etc.
- 12- Undertake other schemes in accordance with the prescribed policy about the application/ use of funds of the society, or use of funds in another scheme(s), locally decided, subject to the permission of BOD and condition that it ensures well being of the members and sound health of the society.

BALANCE SHEET AND P& L ACCOUNTS ONE BRANCH

A)	Liabilities	Amt.Rs	Amt.Rs
1)	Own Fund		
A	<u>Admission Fees</u>		
	Ordinary Members (@ Rs.10x 500 nos.)	5,000	
	Associate Members (@ Rs.10x 1500 nos.)	<u>15,000</u>	20,000
B	<u>Share Capital</u>		
	OM-I (@ Rs.100000 x 5)	5,00,000	
	OM-II (@ Rs.10000 x 50)	5,00,000	
	OM-III (@ Rs.1000 x 445)	<u>4,45,000</u>	14,45,000
C	- CPF @ 10% OF SSC	1,44,500	
	CPF@ Rs 100 per AM	<u>1,50,000</u>	2,94,500
D	Reserves (Previous Yrs. Adm Fee)	-	800
E	Grants/ Gifts		
F	Miscellaneous		<u>19,700</u>
			17,80,000

	2)	Demand Deposits			
	A	Amanah Current Deposits [ACD] (balancing figure)		54,000	
	B	Amanah Compulsory Saving Deposits [ACSD]		60,00,000	
	C	SHG Savings Deposits [SHGSD] Rs. 1500 x 50 no x 6 months		4,50,000	
	D	Mutual Help Fund Deposits [MHFD]		-	
	E	Service/Support Recurring Deposit account (SSRD)		-	65,04,000
	3)	Term Deposits			
	A	Recurring Invement Deposit Account (RID)		-	
	B	SHG Corpus Fund Deposit Account (SHGCFD) 5 times of SHG RSD	22,50,000		
		Less : Grant component	7,50,000	15,00,000	
	C	Asset Based Investment Deposit Account (ABID)		-	
	D	Portfolio Investment Deposit Account (PID)		-	
	E	Participatory Business Investment Deposit Account (PBID)		-	
	F	General Investment deposit Account (GID)	5,00,000	5,00,000	
	G	SPV Investment Deposit Account (SPVID)			
	H	Security Deposit Account (SD)			20,00,000
	4)	Soft Loans (maximum 10 times of SSC+RF-Deposits +Losses)			-
		Total			1,02,84,000
B)		Assets		Amt.Rs	Amt.Rs
	1	Apex Liquidity Fund Account			
	A	5% DD	3,25,200		
	B	10% OF SSC	<u>1,44,500</u>	4,69,700	
	2	Cash for withdrawals			
	A	5% of ACSD	3,00,000		
	B	25% of ACD	<u>13,500</u>	3,13,500	
	3	Loans and advances			

	A	Hire purchase/ ijara loans			
		5% of ACSD+ surplus available fund	3,00,000		
	B	Cost plus /Murabaha loans			
		5% of ACSD+ surplus available fund	8,00,000		
	C	General unproductive loans			
		10% of ACSD+ surplus available fund	30,93,875		
	D	General productive loans			
		10% of ACSD+ surplus available fund	30,93,875		
	E	SHG loans			
		SHGQD+5% of ACSD+ surplus	12,00,000		
		Available fund	-		
	F	Overdrafts	-	84,87,750	
4		Investments			
	A	(Asset based investment) 25% of SSC (subscribed share capital)+SRF (special reserve funds)+ABID+SPVD (special purpose vehicle deposits mobilised IF ANY,)	3,61,250		
	B	Investment in stock market/MF =PID (portfolio investment deposits) +SPVD, if any	-		
	C	Cost Plus/Murabaha Investments =5% of SSC+10%GID (general investment deposits)+SPVD	-		
	D	Participatory/Musharka investments =5% of SSC+25%of GID+ SPVD+ available GID Fund	-		
	E	Investment in Service/support schemes=10% of SSC+10%GID+SPVD +available GID Fund	3,61,250		
	F	Statutory Inv. (Bank FD)=Admission Fee	20,000	7,42,500	
5		Miscellaneous			
	A	Furniture/fixtures and computers (soft/hardware=2% of TF)	2,05,680		
	B	Security Deposits= 5% of SSC	64,870		
	C	Grants	0	2,70,550	
		Total			<u>1,02,84,000</u>
Income & Expenditure					

(Proposed with 75% performance capacity in the first year)

		Income		Amt.Rs	Amt.Rs
1)		Profit based Income			
	A	SPV Recurring Income received @6% p.a. for 12m	-		
	B	SPV Accrued Income @10% p.a. x 12months	-		
	C	Income on fixed assets (@ 6% p.a	16,256		
	D	Income on Stock Market Investments @12% p.a	-		
	E	Income on Lease/Hire Purchase @9% p.a	20,250		
	F	Income on Inv.in Musharka @12%	0		
	G	Income on Inv.in Service/support Scheme @18%p.a	48,769	85,275	
2)		Service Charges based Income			
	A	<u>Service Charges on General Loan (9months)</u>			
		1st Cycle @ 9.5%	4,40,877		
		2nd Cycle @ 4.75%	2,20,439		
	B	Income from Micro Mutual Help Scheme @6%p.a.	-----	6,61,316	
3)		Fees / Commission based Income			
	A	SHG Membership Fees @ Rs.375 p.m.	1,68,750		
	B	Account Op.& Maint. Fees @ Rs. 20 p.a.	30,000		
	C	Financial services(insurance,money transfer etc) Fees @ 1.5% net money transferred	35,000		
	D	Fees / Commission on utility(pan card,senior citizen card)	-----	2,33,750	
4)		Miscellaneous			
	A	Stationery Charges	25,000		
	B	Processing Fees	-----		
	C	RDD 1% of loans	72,878		
	D	Interest on Fixed Deposits (8%) for 9 months	1,200		
	E	CPF	2,94,500		
	F	Grant for SHG	7,50,000	11,43,578	
5)		Miscellaneous	1,082	1,082	
		Total			21,25,000

		Expenditure		Amt.Rs	Amt.Rs
1)		Payment and Provision for Employees			
	A	C.M.D	-----		
	B	Branch EO (BEO) (@Rs. 20000x1x3)	60,000		
	C	Branch Manager (@ Rs. 15,000x1x9)	1,35,000		
	C	Accountant Cum Cashier (@ Rs.9000x1x6)	54,000		
	D	Clerical staff (@ Rs. 6500x2x9)	1,17,000		
	E	Office Assistants (@ Rs. 4500x1x9)	40,500		
	F	Provision for Staff Mediclaim [@ Rs.1500 p.a. per staff]	-----		
	G	Directors/staff /coop Training/Teaching Exp.	<u>10,000</u>	4,16,500	
2)		Fund Mobilisation Expenses			
	A	<u>CPF</u>			
		50% to the Mobiliser	147250		
		10% to JCF(Janseva corpus fund)	29450		
		15% to HO	<u>44175</u>	2,20,875	
	B	Incentives to Depositors @ 0.5% of TD	42,520		
	C	Commission on mobilisation of Special Inv.Deposits(@ 3.5% on)	-----		
	D	commission to ACSD mobilisers @.75%	<u>48,780</u>	3,12,175	
3)		Administration and other exp.			
	A	Office rent @ Rs 10,000pm x25x12	1,20,000		
	B	Other general expenses (@ 50% of salary expenses) (Tel, Insurance, Elec. Conv. Etc)	2,08,250		
	C	Audit Fees	<u>8,000</u>	3,36,250	
4)		Meeting Expenses		7,000	
5)		Honorarium / Sitting to Functional Directors		-	
6)		Profit Loss Equalizer (= to accrued income)		8,528	
7)		Provision of bad & Doubtful Debts 1%RDD		72,878	
8)		Provision for Interest on FD		1,200	
9)		Dividend on Investment Deposits (70%of profit earned)		59,693	

10)	Dividend on Shares (6%)		-----	
11)	Depreciations (15%p.a.)		30,852	
12)	Contribution to HQRs exp.(5% of income)		1,06,250	
13)	Grant to SHG		7,50,000	
14)	Training to SHG		16,000	
15)	Miscellaneous Expenses		7,675	
16)	Surplus		0	
	Total			21,25,000

BALANCE SHEET AND P& L ACCOUNTS FOR 25 BRANCHES

A)		Liabilities		Amt.Rs	Amt.Rs
1)		Own Fund			
	A	<u>Admission Fees</u>			
		Ordinary Members (@ Rs.10x 12500 nos.)	1,25,000		
		Associate Members (@ Rs.10x 37500 nos.)	<u>3,75,000</u>	5,00,000	
	B	<u>Share Capital</u>			
		OM-I (@ Rs.100000 x 125)	1,25,00,000		
		OM-II (@ Rs.10000 x 1250)	1,25,00,000		
		OM-III (@ Rs.1000 x 11125)	<u>1,11,25,000</u>	3,61,25,000	
	C	- CPF @ 10% OF SSC	36,12,500		
		CPF@ Rs 100 per AM	<u>37,50,000</u>	73,62,500	
	D	Reserves (Previous Yrs. Adm Fee)	-	20000	
	E	Grants/ Gifts			
	F	Miscellaneous		<u>4,92,500</u>	4,45,00,000
2)		Demand Deposits			
	A	Amanah Current Deposits [ACD] (balancing figure)		13,50,000	
	B	Amanah Compulsory Saving Deposits [ACSD]		15,00,00,000	
	C	SHG Savings Deposits [SHGSD] Rs. 1500 x 50 no x 6 months		1,12,50,000	
	D	Mutual Help Fund Deposits [MHFD]		-	
	E	Service/Support Recurring Deposit account (SSRD)		-	16,26,00,000

3)		Term Deposits				
	A	Recurring Invement Deposit Account (RID)			-	
	B	SHG Corpus Fund Deposit Account (SHGCFD) 5 times of SHG RSD	5,62,50,000			
		Less : Grant component	1,87,50,000	3,75,00,000		
	C	Asset Based Investment Deposit Account (ABID)			-	
	D	Portfolio Investment Deposit Account (PID)			-	
	E	Participatory Business Investment Deposit Account (PBID)			-	
	F	General Investment deposit Account (GID)	1,25,00,000	1,25,00,000		
	G	SPV Investment Deposit Account (SPVID)				
	H	Security Deposit Account (SD)				5,00,00,000
4)		Soft Loans (maximum 10 times of SSC+RF-Deposits +Losses)				-
		Total				25,71,00,000
B)		Assets			Amt.Rs	Amt.Rs
1		Apex Liquidity Fund Account				
	A	5% DD	81,30,000			
	B	10% OF SSC	<u>36,12,500</u>	1,17,42,500		
2		Cash for withdrawals				
	A	5% of ACSD	75,00,000			
	B	25% of ACD	<u>3,37,500</u>	78,37,500		
3		Loans and advances				
	A	Hire purchase/ ijara loans				
		5% of ACSD+ surplus available fund	75,00,000			
	B	Cost plus /Murabaha loans				
		5% of ACSD+ surplus available fund	2,00,00,000			
	C	General unproductive loans				
		10% of ACSD+ surplus available fund	7,73,46,875			
	D	General productive loans				
		10% of ACSD+ surplus available fund	7,73,46,875			

	E	SHG loans			
		SHGQD+5% of ACSD+ surplus	3,00,00,000		
		Available fund	-		
	F	Overdrafts	-	21,21,93,750	
4		Investments			
	A	(Asset based investment) 25% of SSC (subscribed share capital)+SRF (special reserve funds)+ABID+SPVD (special purpose vehicle deposits mobilised IF ANY,)	90,31,250		
	B	Investment in stock market/MF =PID (portfolio investment deposits) +SPVD, if any	-		
	C	Cost Plus/Murabaha Investments =5% of SSC+10%GID (general investment deposits)+SPVD	-		
	D	Participatory/Musharka investments =5% of SSC+25%of GID+ SPVD+ available GID Fund	-		
	E	Investment in Service/support schemes=10% of SSC+10%GID+SPVD +available GID Fund	90,31,250		
	F	Statutory Inv. (Bank FD)=Admission Fee	5,00,000	1,85,62,500	
5		Miscellaneous			
	A	Furniture/fixtures and computers (soft/hardware=2% of TF)	51,42,000		
	B	Security Deposits= 5% of SSC	16,21,750		
	C	Grants	0	67,63,750	
		Total			25,71,00,000

Income & Expenditure

(Proposed with 75% performance capacity in the first year)

		Income		Amt.Rs	Amt.Rs
1)		Profit based Income			
	A	SPV Recurring Income received @6% p.a.for 12m	-		
	B	SPV Accrued Income @10% p.a. x 12months	-		
	C	Income on fixed assets (@ 6% p.a	4,06,406		
	D	Income on Stock Market Investments @12% p.a	-		
	E	Income on Lease/Hire Purchase @9% p.a	5,06,250		

	F	Income on Inv.in Musharka @12%	0		
	G	Income on Inv.in Service/support Scheme @18%p.a	12,19,219	21,31,875	
2)		Service Charges based Income			
	A	<u>Service Charges on General Loan (9months)</u>			
		1st Cycle @ 9.5%	1,10,21,930		
		2nd Cycle @ 4.75%	55,10,965		
	B	Income from Micro Mutual Help Scheme @6%p.a.	-----	1,65,32,895	
3)		Fees / Commission based Income			
	A	SHG Membership Fees @ Rs.375 p.m.	42,18,750		
	B	Account Op.& Maint. Fees @ Rs. 20 p.a.	7,50,000		
	C	Financial services(insurance,money transfer etc) Fees @ 1.5% net money transferred	8,75,000		
	D	Fees / Commission on utility(pan card,senior citizen card)	-----	58,43,750	
4)		Miscellaneous			
	A	Stationery Charges	6,25,000		
	B	Processing Fees	-----		
	C	RDD 1% of loans	18,21,938		
	D	Interest on Fixed Deposits (8%) for 9 months	30,000		
	E	CPF	73,62,500		
	F	Grant for SHG	1,87,50,000	2,85,89,438	
5)		Miscellaneous	27,043	27,043	
		Total			5,31,25,000
		Expenditure		Amt.Rs	Amt.Rs
1)		Payment and Provision for Employees			
	A	C.M.D	-----		
	B	Branch EO (BEO) (@Rs. 20000x1x3)	15,00,000		
	C	Branch Manager (@ Rs. 15,000x1x9)	33,75,000		
	C	Accountant Cum Cashier (@ Rs.9000x1x6)	13,50,000		
	D	Clerical staff (@ Rs. 6500x2x9)	29,25,000		
	E	Office Assistants (@ Rs. 4500x1x9)	10,12,500		

	F	Provision for Staff Medclaim [@ Rs.1500 p.a. per staff]	-----		
	G	Directors/staff/coop Training/Teaching Exp.	<u>2,50,000</u>	1,04,12,500	
2)		Fund Mobilisation Expenses			
	A	CPF			
		50% to the Mobiliser 3681250			
		10% to JCF(Janseva corpus fund) 736250			
		15% to HO <u>1104375</u>	55,21,875		
	B	Incentives to Depositors @ 0.5% of TD	10,63,000		
	C	Commission on mobilisation of Special Inv.Deposits(@ 3.5% on)	-----		
	D	commission to ACSD mobilisors @.75%	<u>12,19,500</u>	78,04,375	
3)		Administration and other exp.			
	A	Office rent @ Rs 10,000pm x25x12	30,00,000		
	B	Other general expenses (@ 50% of salary expenses) (Tel, Insurance, Elec. Conv. Etc)	52,06,250		
	C	Audit Fees	<u>2,00,000</u>	84,06,250	
4)		Meeting Expenses		1,75,000	
5)		Honorarium / Sitting to Functional Directors		-	
6)		Profit Loss Equalizer (= to accrued income)		2,13,188	
7)		Provision of bad & Doubtful Debts 1%RDD		18,21,938	
8)		Provision for Interest on FD		30,000	
9)		Dividend on Investment Deposits (70%of profit earned)		14,92,313	
10)		Dividend on Shares (6%)		-----	
11)		Depreciations (15%p.a.)		7,71,300	
12)		Contribution to HQRs exp.(5% of income)		26,56,250	
13)		Grant to SHG		1,87,50,000	
14)		Training to SHG		4,00,000	
15)		Miscellaneous Expenses		1,91,887	
16)		Surplus		0	

		Total			5,31,25,000
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Head Office Income and Expenditure

	Particulars	Amount	Amount	Amount
1	Income			
A	CPF Share (less 10% for Janseva Corpus Fund reserve)	11,04,375		
B	Contribution from Branches	24,25,000		
C	Additional CPF from non branch members			
D	Grant/Sponsorship for training expenses including stipend	10,00,000		
E	Miscellaneous (including SHG kit price)	<u>2,70,625</u>	<u>48,00,000</u>	
	Total			48,00,000
2	Expenses			
A	Payments and provisions for employees		-	-
B	CMD			
C	Functional/Executive Directors 3 @ Rs.50,000 x6	9,00,000		
D	Manger operation Admin and SSS 1 (@ Rs.25,000 x9m)	2,25,000		
E	Manger operation Social banking/MF1 (@ Rs.25,000 x9pm)	2,25,000		
F	Manager operation Investment 1 (@ Rs. 25,000x6pm)	1,50,000		
G	Accounts/Administration/PR 2(@ Rs 10,000 x 10pm)	2,00,000		
H	Office Assistant/Attendant 1 (@ Rs.5000 x12m)	60,000		
I	Office Rent 1 (@ Rs 15,000 x 12)	1,80,000		
J	Other office expenses (@ Rs.15,000x 12)	1,80,000		
K	BOD(4)/Development Board (2)/AGM(1) meeting expenses (@Rs 40,000x7	2,80,000		
L	Printing of Janseva/Janseva SHG literature	3,50,000		
M	Training exp including stipend to Trainees @ Rs 12,000 x 25 x 6	18,00,000		
N	Seminar/conferences	75,000		
O	Miscellaneous including Director's travel/per dium allowances	1,75,000	<u>48,00,000</u>	
	Total			48,00,000

Resolution 6

“It is hereby unanimously resolved that the work plan proposed and noted above be and is hereby adopted and approved. Also resolved to adopt and approve the model budget for metropolitan, larger city and smaller city/town and consolidated budget of twenty five branches amounting rupees five

crores thirty one lakhs and twenty five thousand. Further unanimously resolved that the head office budget amounting rupees forty eight lakhs be and is hereby adopted and approved.”

Proposed by: Mr. Nazimuddin Farooqui

Seconded by: Dr. M Z Kirmani

Agenda 7 Approvals of the long term perspective plan

After discussion about 10 years long run perspective plan of the society, it was decided to set a goal initially for first phase of five years. After evaluation of the performance, next phase five year plan should be formulated. Accordingly following perspective plan for first phase of five years was discussed, formulated and approved:

Financial Projection for a single branch for first phase of five year (30% Growth Rate)

S.NO	ACTIVITY DETAIL	1st YEAR	2nd YEAR	3rd YEAR	4th YEAR	5th YEAR
MEMBERSHIP						
1	ORDINARY MEMBER	500	650	845	1099	1429
2	ASSOCIATE MEMBER	1500	1950	2535	3295	4283
	TOTAL	2000	2600	3380	4394	5712
3	NO OF SHG FORMED/OPERATIVE	50/50	50/100	50/150	50/100	50/100
	TOTAL	50	100	150	200	250
	G. Total	2050	2700	3530	4594	5962
SOURCES OF FUND						
A OWN FUND						
1	SUBSCRIBED SHARE CAPITAL	1445000	1879000	2442000	3175000	4127000
2	ADMISSION FEE	20500	6500	8300	8640	13180
3	CPF 10% OF SSC+RS 100 PER ASSOCIATE MEMBER	294500	88400	114800	149300	194000
4	GRANTS/GIFTS	20500	643	486	643	143
5	GENERAL RESERVE FUND (ADM.FEE+GRANTS/GIFTS)		20500	27000	35300	43940
6	SPECIAL RESERVES (RDD+Equiliser+Deprn+Int.on FD)		113457	226914	339957	566457
	TOTAL	1780500	2108500	2819500	3708840	4944720
B DEMAND DEPOSIT AMOUNT						
1	AMANAH CURRENT DEPOSIT AMOUNT 10% OF PRE SAVINGS	54000	59400	65340	71874	79061
2	AMANAH SAVING DEPOSIT AMOUNT @ RS 3000 PER MEMBER	6000000	7800000	10140000	13182000	17136000
3	SHG SAVING DEPOSIT AMOUNT @ RS 1500 PER SHG/MONTH	450000	1350000	2250000	1350000	1350000

	TOTAL	6504000	9209400	12455340	14603874	18565061
	TERM DEPOSIT AMOUNT	2000000	12679000	18955800	27792400	38831000
1	RID = PRE YEAR ACSD		6000000	7800000	10140000	13182000
2	SHG QARD-E-HASANA FUND (5times of SHGSD for current year)	1500000	3000000	4500000	6000000	7500000
3	ASSET BASED INVESTMENT DEPOSIT (ABID)	0	144500	187900	244200	317500
4	PARTICIPATORY BUSINESS INVESTMENT DEPOSIT (PBID)	0	144500	187900	244200	317500
5	GENERAL INVEST DEPOSIT (2 TIMES OF PRE YEAR SSC)	500000	3390000	6280000	11164000	17514000
	TOTAL FUND	10284500	23996900	34230640	46105114	62340781
APPLICATION OF FUND						
	CASH HOLDING	783200	1053220	1390302	1724763	2217518
1	APEX FUND 5 % OF DD+ 10% OF SSC	469700	648370	866967	1047694	1340953
2	CASH AT HAND 10% OF DD	313500	404850	523335	677069	876565
	LOAN AMOUNT ADVANCED	8487750	20767642	29186777	39137431	54882770
1	HIRE PURCHASE/ IJARA LOANS	300000	390000	507000	659100	856800
2	COST PLUS /MURABAHA LOANS	800000	780000	1014000	1318200	1713600
	LEASE / IJARA BASED LOAN	0	967900	1258200	1635700	2126300
3	SHG LOAN ADVANCED (SHGQD)	1200000	1800000	5400000	5400000	5400000
4	GENERAL LOANS ADVANCED UN PRODUCTIVE	3093875	8414871	10503788	15062215	22393035
5	GENERAL LOANS ADVANCED PRODUCTIVE	3093875	8414871	10503789	15062216	22393035
	AMOUNT INVESTED	1013550	2176038	3653561	5242920	5240493
1	ASSET BASED INVESTMENT (25% SSC)	361250	919750	1960500	3043750	2381750
2	PORTFOLIO INVEST AMOUNT	-	-	-	-	-
3	VENTURE CAPITAL INVESTMENT	-	187900	244200	317500	412700
3	GENERAL INVESTMENT AMOUNT	-	-	-	-	-

5	INVESTMENT IN SERV/SPRT SCHEME @ 10% TD	361250	469750	610500	793750	1031750
6	INVESTMENT IN COOP BANK (=GEN.RESERVES FUND)	20500	27000	35300	43940	57120
7	INVESTED IN OFFICE ASSETS (2% OF TF)	270550	571638	803061	1043980	1357173
	TOTAL	10284500	23996900	34230640	46105114	62340781

GROWTH PROJECTION OF JANSEVA IN FIRST PHASE OF FIVE YEARS

HEADS	1st YEAR	2nd YEAR	3rd YEAR	4th YEAR	5th YEAR
BRANCHES	10	35	60	85	110
MEMBERSHIP	20000	76000	148800	243440	366472
OWN FUND AMOUNT	17805000	65597500	125420000	176605900	309880700
DEMAND DEPOSIT AMOUNT	65040000	254694000	517388400	725703840	1254965960
TERM DEPOSIT AMOUNT	20000000	176790000	556533000	929236000	1923990000
TOTAL FUND	102845000	497081500	1199341400	1831545740	3488836660
APPLICATION OF FUNDS					
CASH HOLDING	7832000	30112200	59813520	84012660	145962305
LOAN AMOUNT ADVANCED	84877500	419870170	1023252570	1560560765	2988317700
TOTAL AMOUNT INVESTED	10135500	47099130	116275310	186972315	354556655
Total	102845000	497081500	1199341400	1831545740	3488836660

Resolution 7

“It is hereby unanimously resolved that the long term prospective plan proposed and noted above be and is hereby adopted and approved. Also resolved to adopt and approve the model long term prospective plan larger cities as prepared with fifty percent increase for metropolitan cities and twenty percent decrease for smaller city/town and consolidated budget of twenty five branches.”

Proposed by: Mr. Munir Ahmad Khan

Seconded by: Dr.M I Bagseraaj

Agenda 8 List of employees who are relatives of members of the board or of the chief executive.

Secretary reported that no relatives of the members of the board or of the executives have been employed by the society at the head or branch offices.

Agenda 9 Amendments of bye-laws

The following amendments in the bye laws of the society were adopted and approved for smooth functioning of the society;

Sr. No	Page no	Clause no	Existing Clause	Amendment/amended Clause	Reasons
1	2	4.6	A cooperative bank means a multistate Cooperative Society that undertakes banking business.	Deletion of entire clause.	Not applicable for society.
2	4	5.3	To make fund available to the members for establishing business, trading activities , meeting social domestic and religious requirement. The fund is available for members, nominal members and member society.	To make fund available to the members without interest for establishing business ,trading activities , social domestic and religious requirement . The fund is available for members, nominal members and member society.	Members unanimously agreed to conduct the business of the society without interest.
3	15,16	30.4	The notice of the meeting shall be sent to the following modes namely 1) -by local delivery 2) under postal certificate, or 3) By publishing in the newspapers having wide circulation 4) Notice of the general also be affixed on the notice board of the society and its branches if any.	The notice of the meeting shall be sent to the following modes namely 1) -by local delivery 2) under postal certificate , or 3)By publishing in the newspapers having wide circulation or 4) By electronic modes like SMS, Emails, blogs, society website etc. 5) Notice of the general meeting also be affixed on the notice board of the society and its branches if any.	1-So as to make faster communication and assured delivery 2-To reduce the cost of mailing

4	18	35.6	The notice of the general meeting shall be sent to the members by any of the following modes namely 1) By local delivery or 2) Under postal certificate, or 3) By publishing in the newspapers having wide circulation.	The notice of the general meeting shall be sent to the members as prescribed in clause 30.4 of the bye laws of the society.	To avoid repetition and confusion.
5	27	37.2.27	To decide the rate of interest on the deposit and loans.	To decide the rate of return on the deposit and service charge / debt cost on loans.	To make it in conformity with clause 5.3 for conduct of the business on interest free basis.
6	35	42	The Board of Directors shall constitute an Executive Committee and other committee or subcommittee as the case may be considered necessary. Provide that other committee and subcommittee, other than Executive committee shall not exceed three at a given point of time.	The Board of Directors shall constitute an Executive Committee and other committee or subcommittee as the case may be considered necessary. Provide that other committee and subcommittee, other than Executive committee and Local caretakers / Managing Boards appointed for the local branches shall not exceed three at a given point of time.	Local cooperation/involve ment in caretaking management, monitoring and supervision of the work at the branch level as
7	35	49.3	<i>All the deposit of the bank shall be insured under DICGC act 1961 and shall be governed -by the Various section Of DICGC Act</i>	Deletion of whole sub clause 49.3	Not applicable to Janseva as it is a society and not a bank
8	36	51.2	A borrower against tangible securities should hold shares of the bank to the extent of at least 2 ½ % of his borrowings from the bank.	A borrower against tangible securities should hold shares of the society or equal amount fixed deposit with the society to the extent of at least 2 ½ % of his borrowings from the society	1-Janseva is society and not bank 2-Create provision for micro credit facility to nominal members as per provision of clause 5.3 of the approved

					bye laws of the society.
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Resolution -9

“It is here by unanimously resolved, approved and adopted to carry the above eight amendments in the bye laws of the society by the members present. Resolved further that the chairman of the society or an attorney appointed by him is hereby authorized to correspond and pursue the amendment proposal with the registering authority for his consent and approval.”

Proposed by: Mr.H.B. Nawab

Seconded by Mr. Syed Khalid

Agenda 10 Election of members of the board.

Election of the regular board of directors of the society for a period of five years was conducted by the Returning Officer appointed for the purpose. He declared the following members of the society elected unopposed as only fifteen nominations were received by the office for the fifteen vacancies of the members of the board of directors.

1-Dr Rahmatullah	Mumbai
2-Mr. Syed Hasan Akbar	Lucknow
3-Dr M Z Kirmani	Aligarh
4-Dr Jaweed Zulqarnain	Darbhanga
5-Mr. Shah Alam	Kolkatta
6-Mr. Hafiz Manzoor Ali	Jaipur
7-Mr. Nazimuddin Farooqui	Hyderabad
8-Mrs Dr Asma Zehra Tayyaba	Hyderabad
9-Mr. Syed Ahmad Meeran	Chennai
10-Mr. Syed Khalid	Chennai
11-Mrs Fakhra Atheeq	Vaniyambadi
12-Dr. M I Bagseraj	Belgam
13-Mr H B Nawab	Pune
14-Mr. Munir Ahmad Khan	Nasik
15-Mr. M Z Siddiqui	Raipur

As per the provision of the bye laws the following three members were co-opted/appointed in the board of directors;

1-Mr. Khursheed Najmi	Delhi
2-Dr Ausaf Ahmad	Nioda
3-Mr. Atheequr Rahman	Vaniyambadi (appointed as functional director)

Resolution 10

“It is hereby unanimously that Mr. Khurshedd Najmi and Dr Ausaf Ahmad in view of their contribution in the financial sector be and are hereby co-opted as members of the board of directors of the society. Resolved further that the proposal to appoint Mr. Atheequrrahman as functional director be and is hereby approved and adopted”

Proposed by: Mr. Syed Khalid

Seconded by: Dr. jawed Zulqarnain

Agenda 11 Approvals for appointment of Auditor & fixation of remuneration

It was decided to appoint M/S Afzal N Patel as auditor and financial consultant for auditing the financial affairs of the society for the year 2011-12 on remuneration mutually decided by and between auditor and BOD of the society. It was also decided that auditors at the branch levels may also be appointed in consultation with BOD of the society. Resolution to this effect was passed as under;

Resolution 11

“It is hereby unanimously resolved that M/S Afzal N Patel—the chartered accounts of Mumbai be and are appointed as auditor of the society for 2011-12 on mutually agreed fees. Resolved further that Branch offices may also appoint local auditors to conduct branch audit on mutually agreed fees in consultation with BOD.”

Proposed by: Dr M Z Kirmani

Seconded by: Mr. M Z Siddiqui

Agenda 12 Decisions of the of the earlier board with respect to the policy, delegated authority to the chairman, rules and regulations and operation manuals for further approval.

On proposal that decisions of the of the earlier board with respect to the policy, delegated authority to the chairman, rules and regulations and operation manuals should be further approved, it was decided to approve the decisions of the earlier board meetings. Hence a resolution to this effect was passed as under;

Resolution 12

“It is hereby resolved that decisions of the earlier board in currency be and are hereby approved and adopted as valid till new decisions are taken or modified by the board of directors or general body in ensuing meetings.”

Proposed by: Mr.Syed Khalid

Seconded by: Mr. M Z Siddiqui

Agenda -13-Any other matter with the permission of the chair

In Meeting various question has been asked by the members related to Bye-laws, Investment policy, Accounting, SHG, Loans, and service charges. Chairman and secretary gave them s satisfactory replied.

There being no more agenda to discuss, the meeting was as closed with vote of thanks to the chair.