

MUKESH JAIN

CHARTERED ACCOUNTANTS 1st, Floor, 33- Bapu Bazar, Udaipur Ph. 0294-2528038(O) 9414161442(M)

AUDIT REPORT

The Members, Action Research & Training for Health, UDAIPUR.

- 1. We have audited the Balance Sheet as at 31st March 2023 and the Income & Expenditure A/c for the year ended on that date, attached herewith, of ACTION RESEARCH AND TRAINING FOR HEALTH SOCIETY (ARTH) FOREIGN CONTRIBUTION ACCOUNT, UDAIPUR.
- 2. (A) We report the following observations / comments / discrepancies / inconsistencies, if any:

Balance of Sundry Creditors and Loans and advances to Others etc. are subject to confirmation.

(C) Subject to above-

(e) We have obtained all the information and explanation which, to the best of our knowledge and belief, were necessary for the purpose of the audit.

(f) In our opinion proper books of account have been kept by the head office

so far as appears from our examination of books.

(g) In our opinion and to best of our information and according to the explanation given to us, the said accounts, read with notes thereon, if any give true & fair view:-

In the case of balance sheet of the state of the affairs of the assessee as at 31 March, 2023 and

In the case of the Income & Expenditure account of the surplus of (iv) the assessee for the year ended on that date.

(h) In our opinion and to the best of our information and according to explanation given to us, the particulars given in the said form no. 10B are true and correct.

Date: 31/08/2023 Place: Udaipur

For MUKESH JAIN Chartered Accountants

> (Mukesh Jain) M. No. 401299

ACTION RESEARCH AND TRAINING FOR HEALTH (ARTH) SOCIETY, UDAIPUR (FOREIGN CONTRIBUTION ACCOUNT) BALANCE SHEET AS ON 31.03.2023

| | AMOUNT | ASSETS | | AMOUNT |
|-------------|---|---|--|--|
| | 87,16,795 | FIXED ASSETS (Annexure "A") | | 2,13,30,740 |
| | 15,819 | DEPOSITS & ADVANCES TDS receivables | 6,19,029 | |
| | | Security Deposit | 7,306 | 6,26,335 |
| 82,555 | | CURRENT ASSETS Prenaid Expenses | 31.149 | |
| 11,77,647 | | Stock in Hand | 35,786 | 66,935 |
| 7,38,455 | | CASH & BANK BALANCES | | |
| 2,17,519 | 30,06,995 | Cash in hand | 4,614 7,87,79,459 | 7,87,84,073 |
| 5 18 08 038 | | (Annexure "D") | | |
| 9,27,679 | 6 21 75 430 | | | |
| 94,38,813 | | | | |
| | | | | |
| | | | | 10,08,08,083 |
| | 1,38,701 11,77,647 5,996 7,38,455 6,46,122 2,17,519 5,18,08,938 | 82,555 1,38,701 11,77,647 5,996 7,38,455 6,46,122 2,17,519 30,06,995 5,18,08,938 9,27,679 94,38,813 6,21,75,430 1,62,068 2,67,30,976 | 87,16,795 FIXED ASSETS (Annexure "A") 15,819 DEPOSITS & ADVANCES TDS receivables Security Deposit CURRENT ASSETS Prepaid Expenses Stock in Hand CASH & BANK BALANCES Cash in hand Cash with Bank (Annexure "D") | 87,16,795 FIXED ASSETS (Annexure "A") 15,819 DEPOSITS & ADVANCES TDS receivables 6,19,029 82,555 Security Deposit 7,306 CURRENT ASSETS Prepaid Expenses 31,149 35,786 7,38,455 6,46,122 2,17,519 30,06,995 CASH & BANK BALANCES Cash in hand Cash with Bank (Annexure "D") 5,18,08,938 9,27,679 94,38,813 6,21,75,430 1,62,068 2,67,30,976 2,67,30,976 |

Accounting Policies & Notes on Account (Annexure "L")

As per our report of even date attached

For MUKESH JAIN

CA Mukesh Jain

Proprietor Udaipur: 31 August 2023

For Action Research and Training for Health Society, Udaipur Parile Mater

Dr. Pavitra Mohan Treasurer

Dr. Sharad D.Iyengar

Secretary

ACTION RESEARCH AND TRAINING FOR HEALTH (ARTH) SOCIETY, UDAIPUR (FOREIGN CONTRIBUTION ACCOUNT) INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2023

| EXPENDITURE | | AMOUNT | INCOME | | AMOUNT |
|---|-------------|-------------|---|-------------|-------------|
| | | | By Grant in Aid | | |
| To Expenses on CRR Project | 1,26,23,778 | | - CRR Project | 3,68,42,725 | |
| (Annexure "E") | | | | | |
| To Expenses on OEX Project | 7,25,397 | | Add :Allocation of interest earned | 20,80,180 | 3,89,22,905 |
| (Annexure "F") | | | | | |
| To Expenses on TARUNI 2 Project | 5,09,605 | | | | |
| (Annexure "H") | 0001501 | | | | 0.00.000 |
| To Expenses on TARUNI 3 Project | 89,94,621 | 2 20 52 401 | By Interest on Bank Deposits | | 8,38,208 |
| (Annexure "I") | | 2,28,53,401 | By Profit on sale of Computer & Peripherals | | 1,494 |
| To Loss on dispose Communication Equipment | | 1,683 | | | |
| | | | By Training Activity Surplus | | 10,777 |
| | | | (Annexure "J") | - | |
| | | | By Vehicles Running Expenses | | 1,55,504 |
| To General Expenses | | 86,702 | (Annexure "K") | | 1,55,504 |
| (Annexure "G") | | 00,702 | (America II) | | |
| To Depreciation on Fixed Assets | 12,77,448 | 1 - 1 - 1 | | 1 | |
| (Annexure "A") | | | | | |
| Less: Depreciation charged on specific activity | 4,69,723 | 8,07,725 | | | |
| To Excess of Income over Expenditure c/d | | 1,61,79,377 | | | |
| To Excess of Income over Experientare e/a | | 1,01,79,377 | | | |
| | | | | | |
| | | 3,99,28,888 | D. On anima Palaman | | 3,99,28,888 |
| | | | By Opening Balance To Excess of Income over | | 2,63,28,523 |
| | | | Expenditure b/d | | 1,61,79,377 |
| T. II. (7) 10 10 11 | | | Expenditure b/u | 1 | 1,01,79,377 |
| To Unutilized Grant Carried | | | | | |
| Forward to next year | | | | | |
| - For CRR Project | 5,18,08,938 | | | | |
| - For OEX Project | 9,27,679 | | By Unutilized Grant Brought | | |
| - For TARUNI-3 Project | 94,38,813 | | Forward from previous year | | |
| | | | - For CRR Project | 2,62,39,635 | |
| | | 6,21,75,430 | - For OEX Project | 16,62,189 | |
| | | | - For TARUNI-2 Project | 5,16,008 | |
| | | | - For TARUNI-3 Project | 1,79,80,674 | |
| To Balance of Surplus transferred | 15 11 11 11 | 2,67,30,976 | | | 4,63,98,506 |
| to Balance Sheet | | | | | |
| | | 8,89,06,406 | | | 8,89,06,406 |
| | 1 | 0,39,00,700 | | | 0,09,00,400 |

Accounting Policies & Notes on Account (Annexure "L")

As per our report of even date attached For MUKESH JAIN Chartered Accountants

UDAIPUR M.No. 401299

CA Mukesh Jain Proprietor

Udaipur: 31 August 2023

For Action Research and Training for Health Society, 9daipur

Dr. Pavitra Mohan Treasurer

Dr .Sharad D.Iyengar

Secretary

ACTION RESEARCH and TRAINING for HEALTH (ARTH) SOCIETY, UDAIPUR

(FOREIGN CONTRIBUTION ACCOUNT) RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED ON 31.03.2023

| RECEIPT | | AMOUNT | PAYMENT | | AMOUNT |
|------------------------------------|-------------|--------------|---|-------------|--------------|
| To Opening Balance | | | By Expenses on CRR Project | 1,27,82,369 | |
| - Cash in Hand | 9,087 | | (Annexure "E") | | |
| - Cash with Bank | 6,22,19,223 | 6,22,28,310 | By Expenses on OEX Project (Annexure "F") | 7,34,510 | |
| To Grant in Aid | | | (| | |
| - CRR Project | 3,68,42,725 | | | | |
| orac risject | 0,00,12,120 | | By Expenses on TARUNI 2 Project | 5,16,007 | |
| Add :Allocation of interest earned | 20,80,180 | 3,89,22,905 | (Annexure "H") | 0,10,007 | |
| and amount of microst carried | 20,00,100 | 0,05,22,500 | By Expenses on TARUNI 3 Project | 91,13,093 | A Table 1 |
| To Interest on Bank Deposits | | 8,38,208 | (Annexure "I") | 31,10,030 | 2,31,45,979 |
| To Increase in Current Liability | | 6,78,045 | By Four Wheeler | | 10,38,590 |
| | | | By Increase in Deposit & Advances | | 2,08,272 |
| To Vehicles Running Surplus | | 3,22,383 | | | _,_,_, |
| (Annexure "K") | | | By Increase in Current Assets | | 37,546 |
| To Communication Equipment | | 5,050 | | | |
| To Training Activity Surplus | | 71,088 | | | |
| (Annexure "J") | | | By Building Maint. Fund | | 13,952 |
| To Computer & Peripherals | | 1,500 | | | |
| To ARTH NFC | | 5,092 | | | |
| To General Income | | 1,55,831 | By Closing Balance | | |
| (Annexure "G") | | | - Cash In Hand | 4,614 | |
| | | | - Cash with Bank (Ann. "E) | 7,87,79,459 | 7,87,84,073 |
| | | 10,32,28,412 | | | 10,32,28,412 |

Accounting Policies & Notes on Account (Annexure "L")

As per our report of even date attached

UDAIPUR (.No. 401299

For MUKESH JAIN Chartered Accountants

CA Mukesh Jain

For Action Research and Training for Health Society, Udaipur

Dr. Pavitra Mohan Treasurer

Dr. Sharad D.Iyengar Secretary

ACTION RESEARCH AND TRAINING FOR HEALTH (ARTH) SOCIETY, UDAIPUR (FOREIGN CONTRIBUTION ACCOUNT)

Annexure forming part of Accounts for the year ended on 31.03.2023

ANNEXURE - A: FIXED ASSETS

| Qr Ma | Particular of Assets | Rate of | | | | DEPRECIATION | | | | NET BLOCK | |
|--------------|-------------------------|---------|----------------|-----------|----------|----------------|-------------|--------------|------------|----------------|---------------|
| or.No | randoular of Assets | Dep.* | As on 01.04.22 | Addition | Deletion | As on 31.03.23 | Up 31.03.22 | For the Year | Adjustment | Up to 31.03.23 | As on 31.03.2 |
| | Assets under Projects | | | | | | | | | | |
| 1 | Health Center LKG | 4% | 1,22,954 | | | 1,22,954 | 14,754 | 4,918 | | 19,672 | 1,03,282 |
| 2 | Staff Quarter LKG | 4% | 19,07,679 | - 1 | | 19,07,679 | 2,28,921 | 76,307 | | 3,05,228 | 16,02,451 |
| 3 | Health Center Iswal | 4% | 85,23,881 | | | 85,23,881 | 10,22,865 | 3,40,955 | | 13,63,820 | 71,60,061 |
| 4 | Staff Quarter Iswal | 4% | 28,47,540 | | | 28,47,540 | 3,41,706 | 1,13,902 | | 4,55,608 | 23,91,932 |
| 5 | Training Center Iswal | 4% | 1,15,927 | | | 1,15,927 | 13,911 | 4,637 | | 18,548 | 97,379 |
| 6 | Office Premises | 4% | 44,50,829 | | | 44,50,829 | 5,34,099 | 1,78,033 | | 7,12,132 | 37,38,697 |
| 7 | Vehicle (Two Wheeler) | 15% | 1,56,484 | | | 1,56,484 | 1,17,291 | 5,879 | | 1,23,170 | 33,314 |
| 8 | Furniture | 10% | 3,58,887 | | | 3,58,887 | 2,34,173 | 12,471 | | 2,46,644 | 1,12,243 |
| 9 | Medical Equipment | 10% | 7,18,731 | - | - | 7,18,731 | 1,87,108 | 53,162 | - | 2,40,270 | 4,78,461 |
| 10 | Communication Equipment | 10% | 7,83,669 | | 8,750 | 7,74,919 | 3,59,221 | 41,772 | 2,017 | 3,98,976 | 3,75,943 |
| 11 | Appliances | 10% | 4,38,695 | | | 4,38,695 | 2,39,922 | 19,877 | | 2,59,799 | 1,78,896 |
| 12 | Computer & Peripherals | 40% | 11,38,785 | | 22,700 | 11,16,085 | 9,77,981 | 64,319 | 22,694 | 10,19,606 | 96,479 |
| | | | 2,15,64,061 | - | 31,450 | 2,15,32,611 | 42,71,952 | 9,16,232 | 24,711 | 51,63,473 | 1,63,69,138 |
| | Assets under Society | | | | | | | | | | |
| 1 | Land at Banokara | 0% | 2,00,406 | | | 2,00,406 | | - | | | 2,00,406 |
| 2 | Health Center Iswal | 4% | 4,00,005 | | | 4,00,005 | 48,000 | 16,000 | | 64,000 | 3,36,00 |
| 3 | Training Center Iswal | 4% | 13,91,852 | | | 13,91,852 | 1,67,022 | 55,674 | | 2,22,696 | 11,69,156 |
| 4 | Office Premises | 4% | 16,12,491 | - 1 to 1 | | 16,12,491 | 1,93,500 | 64,500 | | 2,58,000 | 13,54,49 |
| 5 | Vehicle (Four Wheeler) | 15% | 8,81,832 | 10,38,590 | - | 19,20,422 | 4,21,510 | 1,46,942 | | 5,68,452 | 13,51,970 |
| 6 | Furniture | 10% | 1,05,354 | 1,91,078 | <u>-</u> | 2,96,432 | 25,244 | 20,089 | | 45,333 | 2,51,099 |
| 7 | Vehicle (Two Wheeler) | 15% | 1,19,198 | | | 1,19,198 | 25,479 | 14,058 | | 39,537 | 79,66 |
| 8 | Medical Equipment | 10% | 50,000 | - | | 50,000 | 29,553 | 2,045 | | 31,598 | 18,402 |
| 9 | Communication Equipment | 10% | 8,550 | | | 8,550 | 5,054 | 350 | | 5,404 | 3,146 |
| 10 | Appliances | 10% | 1,15,467 | 1,01,500 | | 2,16,967 | 37,060 | 17,991 | | 55,051 | 1,61,916 |
| 11 | Computer & Peripherals | 40% | 5,28,264 | | | 5,28,264 | 4,69,347 | 23,567 | | 4,92,914 | 35,350 |
| | | | 54,13,419 | 13,31,168 | | 67,44,587 | 14,21,769 | 3,61,216 | | 17,82,985 | 49,61,602 |
| / | Total | | 2,69,77,480 | 13,31,168 | 31,450 | 2,82,77,198 | 56,93,721 | 12,77,448 | 24,711 | 69,46,458 | 2,13,30,740 |

^{*} All the buildings will be charged depreciation @ 4% by Straight Line Method.

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^{*} Assets put to use after 30-09-2022 rate of depreciation will be considered 50% of annual rate of depreciation

ACTION RESEARCH AND TRAINING FOR HEALTH (ARTH) SOCIETY, UDAIPUR (FOREIGN CONTRIBUTION ACCOUNT)

Annexure forming part of Accounts for the year ended on 31.03.2023

AMOUNT (Rs.)

ANNEXURE - B : CORPUS FUND

Opening Balance

87,16,795 87,16,795

7,34,510

ANNEXURE - C : EARMARKED & ACTIVITIES FUNDS

| Sr.No. | Particular | Opening | During | Closing | |
|--------|---------------------------|----------------|----------|----------|----------------|
| | | As on 01.04.22 | Addition | Utilized | As on 31.03.23 |
| 1 | Building Maintenance Fund | 29,771 | 200 | 14,152 | 15,819 |
| | Dunding Maintenance 1 and | 29,771 | 200 | 14,152 | 15,819 |

| ANNEXURE - D: BALANCE WITH BANK ACCOUNTS Balance in Saving Accounts ARTH Society (FCRA) SBI SB A/C No. 38983423709 ARTH Society (FCRA) SBI SB A/C No. 40094632318 ARTH Society (FCE) HDFC A/C No. 50100219755063 | 9,167 8,76,779 14,71,785 |
|--|--|
| Balance in Fixed Deposit Accounts Including Accrued Interest thereon HDFC Bank SBI | 5,54,12,057 2,10,09,671 7,87,79,459 |

F . DETAILS OF EXPENSES/ASSETS ON CRR Project

- Salaries & Emoluments to Administrative Staff

| Personnel Expenses : | 70,66,021 |
|---|---|
| - Salaries & Emoluments to Project Staff | 63,97,761 |
| - Outsourced Personnel Expenses for Project | 6,68,260 |
| | |
| Communication Material | 92,324 |
| Medicines and Nutritional Supplements | 11,56,033 |
| Equipment & Supplies | 1,55,248 |
| Laboratory Investigation | 7,500 |
| Data Management | 1,11,497 |
| Support to Services | 2,96,139 |
| Horticulture Extension & Nutrition | 1,88,953 |
| Sexual & Reproductive Health Intervention Travel | 13,395 -Date adhermolation of attachmid each of an orbital 17,26,096 |
| Training & Meeting Expenses | 3,01,897 |
| Administrative Expenses - Office Overheads | 6,27,134 (FERMA) |
| - Other Overheads | 1,58,591 |
| - Salaries & Emoluments to Administrative Staff | 8,81,541 16,67,266 |
| | 1,27,82,369 |

ANNEXURE - F : DETAILS OF EXPENSES/ASSETS ON OEX Project Personnel Expenses: 5,40,146 - Outsourced Personnel Expenses for Project 98,559 Traveling Expenses Administrative Expenses 36,036 - Office Overheads 9,113 - Other Overheads 50,656 95,805



ANNEXURE - G : DETAILS OF GENERAL EXPENSES

| | | | A STATE OF THE STA |
|---|---|--|--|
| | Misc. Expenses Office Maintenance | | 38,035 |
| | | | 19,200 2,520 |
| | Legal & Membership Exp. Travel | | 2,520 15,821 |
| | Bank Charges | | 15,821 |
| | Bank Charges | | 90,579 |
| Less: | Charged to Project | 2,20,885 | 2,46,410 |
| Less. | General Income | 25,525 | 2,40,410 |
| | | 1000 | -1,55,831 |
| Add: | Depreciation on Office Premises | | 2,42,533 |
| Add. | Depreciation on office Frances | The same with the same of the same same same same same same same sam | 86,702 |
| | | - | 00,102 |
| | XURE - H : DETAILS OF EXPENSES/ASSE | TS ON TARUNI 2 PROJECT | |
| | anel Expenses : | | |
| | aries & Emoluments to Project Staff | CHORE ACCOUNTS SHE SEE AND ADDRESSED TO SECURE ACCOUNTS | |
| - Ou | tsourced Personnel Expenses for Project | 1,28,771 | 1,28,771 |
| | | | |
| | unity Education & Communication | | 1,91,091 |
| | ation & Survey Expenses | | 1,28,840 |
| | istrative Expenses | | |
| | ice Overheads | 25,316 | |
| - Oth | er Overheads | 6,402 | |
| - Sa | aries & Emoluments to Administrative Staff | | 67,305 |
| | | TREE S DETAILS OF EXPENSIS LABSHIE C | 5,16,007 |
| A NINIE | VIIDE I. DETAILS OF EVERNOES /ASSET | PS ON TABLENI 2 PRO IECT | |
| 100000000000000000000000000000000000000 | XURE - I : DETAILS OF EXPENSES/ASSET | IS ON TARUNI 3 PROJECT | |
| | anel Expenses : | 51,09,335 | |
| | aries & Emoluments to Project Staff | | 61 45 501 |
| | tsourced Personnel Expenses for Project Data Center | 10,36,186 | 61,45,521 |
| | | | 1,66,848 |
| | mables & Supplies | | 90,393 |
| | ng & Review of Performance Expenses | | 6,28,610 |
| | unity Education & Communication | | 4,56,831 |
| | i Clinic Expenses | | 1,84,548 |
| Travel | | | 6,30,542 |
| | istrative Expenses | 20 500 | |
| | ice Overheads | 32,792 | |
| | ner Overheads | 1,18,472 | JACKS 0.00.000 |
| - Sa | aries & Emoluments to Administrative Staff | 6,58,536 | 8,09,800 91,13,093 |
| A BYEY | WIDE I. DEMAILO OF MRAINING COMM | Av Output to | elefeba |
| ANNE | XURE - J : DETAILS OF TRAINING ACTIVE Charged From Projects | III SURPLUS | 8,65,451 |
| Less: | Training Expenses | 8,23,185 | 0,00,101 |
| Less: | Addition in Stock | 28,822 | 7,94,363 |
| 2000 . | | | 71,088 |
| Less: | Depreciation | | 60,311 |
| LCSS. | Depreciation | nes e delante de duerastas casacis c | 10,777 |
| | | enced Personnal Expenses for Project | etuiO |
| ANNE | XURE - K : DETAILS OF VEHICLE RUNNIN | IG SURPLUS | 14.04.651 |
| I | Charged From Projects | 21 267 | 14,94,651 |
| Less: | Insurance | 31,367 | |
| | Petrol/ Diesel/Oil expenses | 5,38,395 | |
| | Repair & Maintenance | 1,23,445 | |
| | Miscellaneous Expenses | 19,912 | 11 70 000 |
| | Salaries & Emoluments - Staff | 4,59,149 | 11,72,268 |
| 1 | Demociation | | 3,22,383 |
| Less: | Depreciation | | 1,66,879 |
| | | | 1,55,504 |

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ACTION RESEARCH AND TRAINING FOR HEALTH (ARTH) SOCIETY, UDAIPUR FOREIGN CONTRIBUTION ACCOUNT

ANNEXURE- L

NOTES ON ACCOUNTS

1. SIGNIFICANT ACCOUNTING POLICIES VIS A VIS ACCOUNTING STANDARD

A: BASIS OF ACCOUNTING

The Accounts have been prepared on historical cost basis and confirm to the generally accepted accounting practices in India, the Accounting standards issued by the Institute of Chartered Accountants of India.

B: METHOD OF ACCOUNTING

- 1 The Accounts have been drawn upon mercantile method of accounting in view of the amendment enacted under the provision of section 145 of the Income Tax.
- 2 Accounts have been drawn with a view to present the financial picture of the Society in substance.
- 3 All the material items have been fully covered while preparing the accounts.

C: FIXED ASSETS

All fixed assets are valued at cost less depreciation. Further, due ease, during the year society has rearranged the heads of immovable fixed assets. Thus, opening balance has also been changed accordingly.

D: <u>DEPRECIATION</u>

Depreciation on the fixed assets has been calculated on written down value method at rates and manner specified under the Income Tax Act, 1961. Except Building & Office premises. Which is provided @ 4% by SLM.

E: <u>INVESTMENT</u>

Investment are carried at cost including interest thereon.

F: LIABILITIES

- To the best of knowledge and available information, all known liabilities and losses have been provided.
- To the best of acknowledge and ascertainment, there are no contingencies at the year -end.

G: <u>RETIREMENT BENEFITS</u>

- The Society contributes to the employees' provident fund maintained under the Employees' Provident Fund scheme of the Central Government.
- Gratuity has been provided on actuarial basis.



ACTION RESEARCH AND TRAINING FOR HEALTH (ARTH) SOCIETY, UDAIPUR FOREIGN CONTRIBUTION ACCOUNT

ANNEXURE- L

NOTES ON ACCOUNTS

H: FOREIGN CURRENCY TRANSACTIONS

- Foreign currency is accounted by applying the exchange rate applicable on the date of receiving of the amount.
- The balance of sundry creditors, other liabilities, advance to others are subject to 2. confirmation and reconciliation if any.
- As stated by the management, current assets and advances are approximately of the 3. value stated, if realized in ordinary course of the business.
- During the year Rs. 200/- has been transferred to Building Maintenance Fund. 4.
- During the year Rs. 14,152/- has been utilized from Building Maintenance Fund. 5
- Annexure "A" to" L" form an integral part of Balance Sheet and Income & Expenditure A/C. 6

Signature to all Annexure A to L.

For Mukesh Jain

Chartered Accountants

PLACE: UDAIPUR DATED: 31-08-2023

Mukesh Jain

Proprietor

For Action Research & Training for Health Society

Paritio Moho Dr. Pavitra Mohan

Treasurer

Dr. Sharad D.Iyengar

Secretary