

**MINUTES OF THE 99TH MEETING OF THE COMMITTEE OF
MANAGEMENT OF THE SWFS HELD ON 14/11/2024.**

1. The 99th meeting of the Committee of Management of the Seafarers Welfare Fund Society was held on 14/11/2024 @ 1.30 p.m. in the conference hall of the O/o the Directorate General of Shipping, Kanjurmarg, Mumbai on hybrid mode. The meeting was presided over by Shri Shyam Jagannathan, IAS, Director General of Shipping & Chairman of the Committee of Management of the Seafarers Welfare Fund Society.
2. The list of participants who attended the meeting is placed at Annexure-I hereto. Leave of absence was granted to Shri Mandeep Singh Randhawa, Director (MA & MT), MoPSW, GoI. The meeting was attended online by Capt. Sujit Churi, Capt. Kenneth G.Sajnani, Capt. C. Carvalho, Capt. Tushar Pradhan, Capt. Rajesh Tandon and Capt. Sankalp Shukla. Capt. S.M. Halbe attended the meeting online on behalf of Capt. M. Patankar.

3. The Member Secretary welcomed all the members who attended the meeting and the agenda items were taken up for discussions and following is the brief of the deliberations/ discussions and decisions taken during the meeting.

4. **Agenda Item No.1 : Confirmation of the minutes of the 98th COM Meeting held 14/06/2024.**

The Member Secretary informed that the minutes of the 98th meeting of the Committee of Management (the COM) were forwarded to all COM Members vide letter dated 15/07/2024 and no specific comments received from any COM member till date. The COM members gone through the minutes and confirmed the same

5. **Agenda Item No. 2 : To approve the Action taken report on decision taken in 98th COM Meeting held on 14/06/2024.**

After going through the details of action taken by the SWFS, the COM approved the ATR.

6. **Agenda Item No.3: To deliberate upon requests received from different Clubs / Authorities seeking assistance and adopt the procedure, if any.**

- 6.1. After the discussion and deliberation from the COM members the Chairman directed that the grants / financial assistance to be provided to the clubs/authorities the SWFS should follow the GFR, vigilance guidelines and as per procurement manual approved by the COM.

- 6.2 The Chairman further said that for monitoring the civil work of the project the Public Sector Undertaking (PSU) Company will be selected from GeM or CPPP and based on their feasibility report, the project will be first approved by the Seafarers Welfare Board Audit Team (SWBAT) and then the proposal will be placed before the SWFS COM for its approval. The selection of the vendors to carry out the required civil /plumbing/electric etc., will be done only through GeM/CPPP portal and the post facto approval of the selected vendor with the cost of work quoted, will be obtained by the COM.
- 6.3 Further the Project Management Software providing agency will also be engaged by the SWFS to monitor the day-to-day activities / development of the project work which will be updated to the COM members.
7. **Agenda Item No. 4 : To consider the observation / recommendations of the Audit Sub-Committee on the Internal Auditor's Report for the period from 1/4/2021 to 31/3/2022 & 1/4/2022 to 31/3/2023 along with explanation of SWFS**

The COM members have gone through the details given in the agenda and the Internal Audit reports for the financial year 2021-22 and 2022-23 along with the explanations of the SWFS and approved the same.

8. **Agenda Item No. 5 : To adopt the Statutory Auditor's Report, Balance Sheet and Income & Expenditure Statement and Annual report of the SWFS for the Financial year 2021-2022 & 2022-2023.**

The COM members have gone through the Statutory Auditor's report along with the Balance Sheet and the Income & Expenditure Statement and the Annual Reports for the financial years 2021-2022 & 2022-2023 and noted that there is no negative remark by the Statutory Auditors in their Audit Report. The COM approved and adopted the Annual Accounts for Financial year 2021-22 and 2022-23.

9. **Agenda Item No. 6 : To consider and approve the Revised Annual Procurement Plan (Annual Budget) for Financial Year 2024-25 and Provisional Budget for Financial Year 2025-26.**

The members advised to produce the figures in lakhs in two decimals and place the budget/annual procurement plan to be revised as discussed considering the expenses to be incurred during the year from Administration fund and Welfare Fund and on capital expenses and projects etc.

10. Agenda Item No. 7 : To reconsider the proposal for creation of “Repatriation Fund” for assisting seafarers during abandonment cases.

- 10.1 Member Secretary suggested that the creation of repatriation fund is not only for flight tickets but also for providing legal support and getting back those seafarers who are stranded on board or in cases where the legal cases are faced by the Indian seafarers in foreign countries.
- 10.2 The Member Treasurer also consented for creation of a repatriation fund Capt. Tushar, Shri Milind Kandalgaonkar, and Shri Sunil Nair also supported for creation of repatriation fund. However, Capt. Halbe, Capt. Mahesh Yadav, Capt. Som Raj, and Capt. Rajesh Tandon expressed reluctance regarding the creation of the repatriation fund, citing concerns that it may be misused / misappropriated by the RPSL companies who engage Indian seafarers on foreign-flag vessels.
- 10.3 The Member Secretary informed that there is a provision in RPSL rules which states that bank guarantee collected by the DSEO from the RPSL companies can be encashed and utilized for the repatriation of seafarers. In the event of a shortage of funds, the difference will be paid from the SWFS welfare fund and this differential amount will be recovered from the concerned RPSL company which is deposited by the said RPSL companies.
- 10.4 The legal consultant, Shri Maitrey assured that he would submit a concept note regarding the RPSL rules and creation of repatriation fund to the Crew Branch, DGS.

11. Agenda Item No. 8 : To consider for engaging consultant for SWBAT for auditing expenses to be incurred through SWFS for Seafarers’ Clubs managed by the Port Authorities.

- 11.1 For various proposals received from Port Authorities for the seafarer’s club projects in Port areas for which the expenses to be incurred from the SWFS Funds, the Member Secretary informed that the D.G. Shipping has already issued directions under Merchant ship notice 8/2024 and he informed that there are 12 major ports and 120 minor ports in India. So far, the SWFS has received two proposals (i) from Murmagoa Port Authority for setting up Seafarers Club at Murmagoa Port and (ii) Upgradation / Renovations of Seafarers’ Club at Chennai, which is under control of POMMD, Chennai.
- 11.2 The Chairman informed the members that, for carrying out those projects, the 'Seafarers' Welfare Board Audit Team' has already been set up by the DGS. This team will oversee the feasibility of the projects prepared by the PSU who will work as a consultant and to audit/monitor project expenses, as per the GFR/procurement manual of the SWFS.

12. Agenda Item No. 9 : To consider and approve the new welfare scheme for seafarers and their family.

12.1 As proposed by the SWFS in Agenda Item No. 9, point 9.1(i), the new scheme aims to provide financial sustenance assistance of ₹5,000 per month to seafarers' spouses for their lifetime. Capt. Tandon stated that the SWFS previously had the similar scheme known as 'Monthly Ex-Gratia Monetary Assistance (MEMA)' scheme, which provided financial assistance of ₹200 per month to the seafarers for their lifetime and ₹400 per month to their spouses after the death of seafarer, till their lifetime. However, due to continuous recurring expenses on the scheme the welfare fund got depleted and the COM ultimately decided to discontinue the scheme w.e.f. 1.7.2018 by making a one-time lump-sum payment of ₹12,500 to each registered MEMA beneficiary.

12.2 However, to consider the schemes as given in the agenda, the projections of the number of beneficiaries and the inflow & outflow details of the welfare fund are required. Capt. Halbe suggested that, for better understanding of the feasibility of the schemes, the financial implications for the next 10 years be prepared, along with projected inflow of welfare fund and approximate interest earned for the next 10 years. This information would enable the Committee of Management (COM) to deliberate on each scheme. Member Secretary suggested that the Welfare Sub-Committee will first discuss those schemes and then its recommendations will be placed before the COM for the consideration and approval.

13. Agenda Item No. 10 : To consider enhancing the financial assistance under existing 'Family Benefit Welfare scheme' - for Son and daughter of seafarers at par.

After the discussion, it was decided that the issue would be presented before the Welfare Sub-Committee for its consideration and recommendations to the COM.

14. Agenda Item No.11: To consider organizing regular programmes / events for seafarers' wellbeing

After the discussion, it was decided that the issue should be presented first before the Welfare Sub-Committee for its consideration and recommendations to the COM.

15. Agenda Item No.12: To Provide financial assistance by way of award to the children of seafarers

After the discussion, it was decided that the issue should be presented before the Welfare Sub-Committee for its consideration and recommendations to the COM.

16. Agenda Item No.13: To consider “Sagar Mein Samman” and “Sagar Mein Yog” Programmes with assistance from MUI and NUSI respectively, for which SWFS can partly contribute by way of sharing expenses

Capt. Tushar Pradhan from ‘The Maritime Union of India’ agreed to provide the financial support for the "Sagar Mein Samman" programme, while Shri Milind Kandalgaonkar from the ‘National Union of Seafarers of India’ agreed to support the costs for the "Sagar Mein Yog" programme. During the discussion on expense sharing by the SWFS, Capt. Tandon requested clarification on the financial exposure under both the programmes. He further assured that, if required, INSA / MASSA / FOSMA could also share the expenses for those two programmes. The Committee of Management (COM) decided to keep the matter pending until the further outcome of sharing the expenses by the INSA / MASSA / FOSMA organisation.

17. Agenda Item No.14: To consider part sharing of the tour expenses (Visit) of D.G. Shipping officers for meetings of ITF/ILO-IMF/ILO-MLL by SWFS to be incurred from SWFS FUNDS

It was decided to provide more details on the subject matter of the agenda and present it in the next COM meeting.

18. Agenda Item No.15: To appraise about engagements of Insurance Expert / Consultant and to obtain Post facto approval for their engagement and professional fees.

- 18.1 The Member Secretary informed that the SWFS has floated the tender on GeM and engaged M/s Emerge Insurance Broker and Consultancy Services Private Limited, an insurance consultant, to work out a medical insurance policy for seafarers and their family members.
- 18.2 After going through the details given in the agenda the COM has given post facto approval for engaging M/s. Emerge Insurance Broker and Consultancy Services Private Limited for seafarers’ Insurance related matters as insurance consultant / Expert for seafarers’ insurance related matters in SWFS for consolidated amount of ₹.27,10,000 (Rs. Twenty seven lacs ten thousand only) inclusive of GST, for five years period, which is to be paid on monthly basis to the insurance expert i.e. ₹.45,167/- p.m. This expenditure will be met from the Administration Funds of SWFS. The contract is effective from dated 29.10.24 to 28.10.29.
- 18.3 The COM members requested to share the scope of work for the Insurance Expert / Consultant in the next meeting. The Member Secretary agreed for the same.

19. Agenda Item No.16: To appraise about engagements of Manpower Supply contractor for engagement of Junior Assistants / Data Entry Operators & to obtain Post facto approval for their engagement and yearly charges.

After going through the details provided in the agenda the COM has given post facto approval for engaging M/s. Anchor Security Services as Manpower Supply Contractor for providing 11 Junior Assistants / Data Entry operators for total cost of ₹46,08,654.08 (Rs. Fourty Six Lacs Eight Thousand Six Hundred Fifty Four & Paise Eight only) for one year contract starting from 25.11.2024 to 24.11.2025.

20. Agenda Item No.17: To appraise the status of pending court cases.

The Members of the COM have gone through the current status of pending court cases as provided in the agenda and noted the same.

21. Agenda Item No.18: To consider the implementation of the recommendation of the Special Committee's report for extending 'Fixed Medical Allowance' to eligible retired employees.

21.1 The COM has gone through the statement of SWFS retired employees (retired as per retirement age applicable as per SWFS Rules) who are eligible for Fixed Medical Allowance after their retirement and approved for providing a fixed medical allowance of ₹.2,000/- p.m. at par with the regular employees of the SWFS to meet the domiciliary medical expenses, to the SWFS retired employees only, effective from April 1, 2024. The COM also approved for reimbursement of hospitalization expenses for SWFS retired employees only and his/her spouse, as per prevailing rates, as approved under Medical Attendance Rules applicable for Central Government employees.

21.2. The Fixed Medical allowance & reimbursement of hospitalisation expenses for SWFS retired employees & his / her spouse will be paid till the death of the SWFS retired employee. After his /her death this facility will be discontinued.

21.3. The Member Treasurer directed the CAAO to prepare the modality / standard operating procedure (SoP) for payment of fixed medical allowance and hospitalization expenses reimbursement to the retired SWFS employees and get the same approved.

22. Agenda Item No.19: Appraisal of the Investment of SWFS funds made by the Fund Manager of the SWFS and the investment profile of Seafarers' Welfare Fund Society as on 31/03/2024.

The COM have gone through the details of the investments made by the fund manager in various financial instruments and the fund position as on 31.03.2024 and noted the same.

23. Agenda Item No.20: To consider extension of the 2 new welfare schemes launched on account of celebration of “Azadi ka Amrut Mahotsav”.

The COM agreed to extend the two new schemes by another six months, i.e., up to July 31, 2025, only for those applicants who submitted their applications before January 25, 2025, but have not yet complied with the required documents for processing their claims.

24. Agenda Item No.21: Any Other Item (With the permission of the Chair).

- 24.1 The Member Treasurer suggested that the SWFS should engage a legal consultant to handle various pending legal cases and provide advice on drafting new welfare schemes and revising existing ones to safeguard SWFS's interests. Furthermore, he recommended engaging a tax consultant, preferably a chartered accountant, to address tax matters such as income tax, GST, tax issues, TDS, Charity Commissioner matters, and quarterly/annual filings under various acts applicable to SWFS.
- 24.2 The Member Treasurer informed that the DGS has also floated an Expression of Interest (EOI) for the SWFS ERP project.
- 24.3 The details about the outcome of the EOI will be provided in the next COM meeting, scheduled for January 24, 2025.

The meeting concluded with a vote of thanks to the Chair.

(Annexure – I)

Member present at the 99th meeting of the Committee of Management of the Seafarers' Welfare Fund Society held on 14/11/2024 at Mumbai on hybrid mode.

1.	Shri. Shyam Jagannathan, IAS, Director General of Shipping		Chairman
2.	Capt. Daniel Joseph, Dy. Director General of Shipping		Member Secretary
3.	Shri. Mukul Dutta, Shipping Master, Mumbai		Member Treasurer
4.	Capt.Sujit Churi		Member- attended online
5.	Capt. Kenneth G. Sajnani		Member- attended online
6.	Capt.C. Carvalho		Member- attended online
7.	Capt. S.M. Halbe		Attended online - on behalf of Capt. M.K. Patankar
8.	Capt. Som Raj		Member
9.	Shri. Milind V Kandalgaonkar		Member
10.	Shri Sunil V. Nair		Member
11.	Capt. Tushar Pradhan,		Member, attended online.
12.	Capt. Rajesh Tandon		Co-opted Member- attended online
13.	Capt. Sankalp Shukla		Co-opted Member- attended online

SCOPE OF WORK

Pre-placement Services

Designing, Negotiation & Process Handling

The Insurance Broker or Consultant would be overseeing the Strategic designing and Initialization of the Medclaim program of Members / their dependents. The Strategic Conceptualization of the following action Items would be undertaken with The Seafarers Welfare Fund Society, which will have the following Action heads:

Designing of the Insurance Policy & Insurance policy Placement.
Advising Cost Containment measures for Group Medclaim policy.
Advising on Claims Management and Service Mapping
Claims Coordination & Tracking with TPA
Designing the Grievance Handling Process
Designing Communication Plans
Validation and Forecasting of Additional Coverage Benefits

Placement Services

Insurer selection process & Binding of Insurance cover

The Insurance Broker or Consultant would be acting as a Strategic consultant and would be assisting the society in selection & bidding process.

- Placement strategy
 1. Determine evaluation criteria for Insurer selection in association with **Seafarers Welfare fund Society**
 2. Draft RFP (request for proposal) to be shared with **Seafarers Welfare fund Society** for approval prior to distribution
 3. Assess **Seafarers Welfare Fund Society** service requirements and Insurer Capabilities in the marketplace.
 4. Request placement quotations from Insurers (through sealed bids)
- **Devising Quotation : Comparison, Analysis & Negotiation process**
 1. Evaluate quotes.
 2. Facilitate Insurer meetings.
 3. Assist in Negotiating the best price from the Insurer.
- **Recommendation & placement confirmation**
 1. Recommend Insurer.
 2. Placement as per agreed terms and conditions.

Policy analysis

1. To ensure policy terms & conditions as per the RFP provided
2. Data consolidation for policy issuance

Post Placement Services

Insurance Broker or Consultant would be functioning as a Strategic Consultant arm of **Seafarers Welfare fund Society** and would be assisting in the Post Placement Process of the program. Insurance Broker or Consultant would undertake the following action Items as Post Placement.

Servicing Support

Designing the Service Level Agreement to be signed between Vendors and **Seafarers Welfare fund Society** highlighting the scope of services and timelines.

Single point of contact for all

Policy vetting services.

Establish clear escalation matrix for query resolution.

Communication support

Communication assistance for change management in case of any major change in plan design.

Design and Implementation of Communication.

Frequently Asked Question design.

High level communication sessions (Train the trainer)

Claim monitoring & Periodic Review

Third Party Administrator data audit to ensure consistency between claims filed and claims cleared by the Third-Party Administrator.

Service Level Agreement.

Set deliverables and expectations with Insurers and Third-Party Administrator,

Claim volume Handling,

Claims Escalation Handling,

Endorsement Data Handling.

Turn Around Time (TAT) Analysis

Monitoring delivery by Third Party Administrator/ Insurer as per agreed Service Level Agreement.