



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

Celebrating 87 Years of Selfless Service

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj

Date: Tuesday, 21 May 2019

Time: 19:30 PM

1. **OPENING PRAYER AND WELCOME**

In the Chair: Rameshbhai Chhagan

The meeting commenced with a prayer and a moment of silence for those who have passed on since the last meeting.

2. **QUORUM**

The meeting was declared duly constituted by the President as the requisite quorum as prescribed by clause 17 of the Samaj Constitution had been met.

3. **ATTENDANCE AND APOLOGIES**

EXCO: Rameshbhai Chhagan, Pavanbhai Gandhi, Ketanbhai Parmar, Chetanbhai Bhoodoo, Ileshbhai Gandhi, Nayantaben Naran, Harshadbhai Pema, Vinaybhai Chagan & Taraben Bhaga. Priyamben Singh and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Dharmilbhai Mehta

4. **APPROVAL OF AGENDA & MINUTES**

The agenda and minutes were approved without amendments on the motions of Pavanbhai and Vinaybhai

5. **ANNOUNCEMENTS**

Rameshbhai welcomed Chetanbhai Bhoodoo, who has been seconded to the Executive Committee. Chetanbhai has been recently appointed as Manager of the Multi-Media Centre.

6. **CORRESPONDENCE**

The following correspondence was noted:

7.1	<i>INCOMING:</i>
7.1.1	Received and approved a request for Samaj to host a visiting Sadhika Shri Dr. Pragbha Viraat and Jyotishacharya Shri Vinay Viraat that follow the Jain philosophy.
7.1.2	Invitation from HCOI to attend Freedom Day celebrations in Springs
7.1.3	Received invitation from Arya Samaj to grace the 18 th anniversary of Hindi Vidya Patshala
7.1.4	Received request from SAHMS to assist with Kwa-Zulu floods
7.1.5	Received call for applications for Project Funding for Emerging Exporters from Gauteng government
7.1.6	Received a letter from Jayniksha Ramjee in which she expressed concerns around sound system during Hanuman Jayanti function
7.1.7	The president, Rameshbhai, received and accepted an invitation to meet with the acting High Commissioner of India.
7.1.8	Received a request by Kishorbhai Kapitan for Samaj to host a photography and Calligraphy workshop in August in honour of World Photography Day.
7.1.9	Received a letter from Jayeshbhai Bhana thanking Samaj for the winning prize he received for the Samaj Newsletter naming competition
7.1.10	Received and circulated an invitation from Isckon Sandton to the opening of their new Govindas Restaurant
7.1.11	Received request from Bhavesh Lalla of Lenasia Yuvak Mandal to co-host visit by Vinodbhai Patel, a devotional singer from India.
7.2	<i>OUTGOING</i>
7.2.1	Invitations sent to community to attend Hanuman Jayanti ceremony
7.2.2	Invitations sent out to community to attend Hanuman Chalisa Celebrations
7.2.3	Letter of condolence sent to Jayshreeben, Gujarati schoolteacher, on the passing away of her mother
7.2.4	Informed community of Happiness Programme organised by Art of Living
7.2.5	Sent out appeal (twice) to community to donate funds to assist Kwa-Zulu Natal flood victims
7.2.6	Circulated to community invitation from Arya Samaj to grace the 18 th anniversary of Hindi Vidya Patshala
7.2.7	Circulated to community call for applications for Project Funding for Emerging Exporters from Gauteng government
7.2.8	Sent out a request to community for possible names for Samaj Newsletter
7.2.9	Circulated offer of free transport (twice) to community to attend Gujarati School and Sunday mandir bhajans
7.2.10	Circulated notice of AGM to community
7.2.11	Sent a letter of appreciation to Harshadbhai Dajee Pema for his ongoing assistance to the Samaj
7.2.12	Informed Jayniksha of Bal Bhakte that Chetan Bhoodoo would in future manage sound at all Samaj events
7.2.13	Circulated to community invitation to attend function by Vinodbhai Patel
7.2.14	Requested the HCOI to sponsor t-shirts towards International Yoga Day celebrations
7.2.15	Circulated proposed amendments to constitution received
7.2.16	Circulated photography workshop to be held at Laudium Bowling Green
7.2.17	Invited community to attend the Samaj Healthy living workshop
7.2.18	Circulated an invitation from HCOI for The Power Within organised at the Samaj
7.2.19	Circulated to community copy of Samaj Independently Reviewed Financial Statements
7.2.20	Invited community to the performance of visiting sensational Bhajan singer from Gujarat

6. MATTERS ARISING		
No.	ACTION POINT	RESPONSIBLE
6.1	Sage Pay System It was agreed that all Balmandir parents would be requested to complete the Sage Pay debit order form, thus minimising the risk of bad debts. Priyamben reported that all parents have filled in the debit order instruction. She and Pavanbhai are now loading this on to the system for implementation by 1 July.	Priyamben
6.2	Healthy Eating Workshop Priyamben reported that entries for the planned healthy eating workshop was slow. Exco suggested that the entry fee be drastically reduced or scrapped.	Priyamben
6.3	HWG Committee The newly appointed head of Health, Welfare & Gender, Jasminben, reported that two community members had agreed to serve on her committee on an ad hoc basis. She is currently reviewing the existing HWG policy and will table an amended version at the next EXCO meeting for approval.	
6.4	Balmandir 2018 Bad Debts Harshadbhai stated that our attorney was experiencing difficulties contacting last year's defaulters. After some discussion, it was agreed to write off the bad debt but to ensure the Samaj never again entertains arrears.	
6.5	Balmandir 2019 Fees Priyamben and Chetanbhai reported that two children have been deregistered due to their fees not being settled timeously. Rameshbhai again reiterated that all fees must be paid by the 7 th of each month, failing which the child must immediately be de-registered. Re-registration can take place when outstanding amounts are settled. Priyamben and Chetanbhai agreed to enforce this decision.	
6.6	Marabastad Stands Development Proposal Rameshbhai and Pavanbhai reported that a scheduled meeting with a prospective developer had to be postponed but will take place the following week.	Pavanbhai & Rameshbhai
6.7	Financial Statements Rameshbhai reported that Tayfin had taken longer than expected to complete the independent review of the financial statements. An emergency trustee meeting had been held and the financial statements were approved and subsequently placed on the website. The office reported that to date only a few persons had asked to view them.	
6.8	Samaj After Hours Care Centre (SAHCC) Nayantaben reported that she and Chetanbhai are currently distributing SAHCC flyers to the local schools. Rameshbhai stated that should the enrolment not increase substantially by January next year, the SAHCC will need to be terminated.	Chetanbhai
6.9	Upgrading Security Rameshbhai reported that five quotations had been received for the installation of CCTV cameras. As the specs quoted on were not the same, he had asked Illeshbhai	Chetanbhai/ Illeshbhai

	and Chetanbhai to finalise the specs and then make a firm recommendation to EXCO on who to select.	
6.10	Upgrading Network System Priyamben and Chetanbhai reported that the internet facility is very slow and they are currently obtaining quotes to have it improved.	Priyamben Chetanbhai /
6.11	Section 18A Registration Rameshbhai reported that SARS had requested a few changes to the Samaj Constitution in order to process our application further. He and Pavanbhai had amended the constitution accordingly and had asked SARS to indicate if the proposed changes were acceptable so that these could be tabled at the AGM for approval. However, as no response has been received from SARS as yet, Rameshbhai proposed that approval be sought at the AGM for EXCO to effect any changes requested by SARS. This was agreed to.	Rameshbhai & Pavanbhai
6.12	MMC Official Opening Chetanbhai indicated he would circulate an MMC Official Opening programme scheduled for July for approval	Chetanbhai
6.13	Gujarati Calendar – 2020 Ketanbhai reported that his team will be meeting with Sunilbhai on Wednesday 22 May to commence planning. Members asked that there be no watermarks on the calendar.	Ketanbhai
6.14	Purchase of Walkie Talkies Rameshbhai reported that the Pretoria Hindu Society had agreed to partner with the Samaj in donating 20 walkie talkies to the Laudium Disaster Management. An additional 10 walkie talkies will also be purchased for use by Samaj and PHS respectively. A hand-over ceremony will be held after the sets are delivered.	Rameshbhai
6.15	Samaj Newsletter Khushiben reported that all portfolio members were consulted on topics for the next newsletter to be published in July. Her suggested list was approved, although she was asked to obtain suggestions from the community as well. There were three finalists for the naming competition in which Jayeshbhai Bhana won the first prize.	Khushiben
6.16	Samaj Flat Priyamben reported that a tenant for the Samaj flat has been secured. He is Sunilbhai's brother and he will be taking occupation from 1 June 2019.	Priyamben
6.17	Monthly Bajan Mela Ketanbhai reported that he has not yet met with bhajan groups to discuss the monthly bhajan mela.	Ketanbhai
6.18	Movie Night Dharmilbhai was not present to report on progress made for a movie night for the youth in the MMC during May	Dharmilbhai
6.19	Revamping of Samaj Website	Priyamben

	Priyamben reported that the new website should be ready for viewing from 1 June. It was agreed that members will gain excess to the site shortly for their approval before it goes live.	
6.20	Maraba Pharmacy Ceiling Repair Vinaybhai reported that repairs to ceiling of Maraba Pharmacy in Marabastad Centre has been done.	
6.21	Repair Outdoor Notice Board Priyamben reported that she will put up new notices on the boundary wall which have been destroyed by the weather. Kyama Print has been asked to provide a solution to ensuring the notice board is protected from the elements.	Priyamben
6.22	Sound System A quote for approximately R200 000 has been received from JYM for a full sound system. It was agreed that Pavanbhai and Harshadbhai will report on whether in the light of various expenditures the Samaj should purchase sound this year or next year.	Harshadbhai / Pavanbhai
6.23	Migration from SMS to WhatsApp Business Khushiben reported that the migration process is now complete. It was agreed that henceforth the SMS system will only be used in an emergency.	
6.24	Providing Transport to Mandir & Gujarati School Khushiben reported that two requests for transport has been received. Khushiben will arrange transport in consultation with Jayshreeben.	Khushiben
6.25	TDF Raffle Tickets Priyamben reported that she had sent out a copy of the raffle tickets. A few more changes were suggested by members	Priyamben
6.26	Photo of Samaj Officials Priyamben pointed out that the entire Boardroom wall had been repainted and photos rearranged. Members thanked Priyamben for getting this done.	Priyamben

7	SECRETARIAT & OFFICE ADMINISTRATION REPORT		
No	ITEM	COMPLETED / NOT COMP / NOT APPLICABLE	COMMENTS
1	Sending out email reminders to members at least once every 6 months i.e. February and August	N/A	
2	Telephonically contacting all members and updating database between 1 January and 31 March of every year	Completed	
3	Conduct audit to determine that all database members email addresses, including those of spouses and children,	Completed	

	are reflected on the email database in April of every year		
4	Inserting any new requests for inclusion within 24 hours of receipt	Completed	Process is being followed
5	Removing any email address from the email database of any person who so requests within 24 hours	Completed	navnitnagar@mweb.co.za , navnitnagar@gmail.com were removed.
6	Collecting all monies due to the Samaj in terms of email communication	Completed	Hanuman Chalisa Donation: R13774
7	Inserting the correct disclaimer for all non-Samaj emails sent out	Completed	Process is being followed
8	Conduct audit to determine if mobile numbers of all members, including spouses and children, are reflected in either the SMS or WhatsApp database as per the Samaj Communication Policy in April of every year.	In progress	
9	Remove mobile numbers of members from SMS or WhatsApp databases on request within 24 hours	N/A	
10	Inserting any new requests for inclusion within 24 hours of receipt	Completed	Narotam Valji, Khilona, Jasvantrai Jhina, Vasanti Valji, Janeel, Hasmukh Morar, Meenakshi Pem, Deenwesh Mistry, Karnika Patel, Shimi, Kalpna Soma, Usha, Dalpat Kara, Hansa Bheema, Pritesh Nathoo, Paduman Rana, Damyanti Nathoo and Ganesh Patel were added on WhatsApp broadcast list.
11	Introduce new communication vehicles as they become popular	N/A	
12	Update very year in May the following Organisational Databases : All Hindu Religious and Cultural Organisations in Pretoria; All Non-Hindu Religious & Cultural Organisations in Pretoria: All Hindu Organisations in South Africa	Hindu Cultural Organizations in Pretoria DB completed	
13	Update the Supplier & Services database in June of every year	N/A	
14	Include new supplier or service provider to database within 24-hours	N/A	
15	Ensure all electronic records or documents or pictures of events are uploaded on	Completed	Process is being followed

	website, Facebook and Twitter within 24 hours of finalisation (e.g. EXCO minutes, Trustee meetings, Policies, etc)		
16	Check daily that website is operational	Completed	Process is being followed
17	Review all policies & procedures every 6 months (March & October) and determine if any amendments need to be made	N/A	
18	All Exco & Trustee minutes to be sent out to community within 12 hours of being informed to do so	Completed	Process is being followed
19	All emails received must be forwarded to the Executive Committee as soon as possible but not later than 12 hours of receiving it	Completed	Process is being followed
20	For routine enquiries at office, deal with it directly;	Completed	Process is being followed
21	For requests for information that needs Exco input, request that it be reduced to writing; or	N/A	There was no request came for this month
22	Request person to call the President or responsible official directly.	N/A	
23	Ensure all communications that to go out has approval of the President	Completed	Process is being followed
24	All correspondence must be filed electronically and be easily retrievable	Completed	Process is being followed
25	Capture cash receipts on spreadsheet within 12 hours (daily)	Completed	Process is being followed
26	Ensure petty cash records are accurate	Completed	Process is being followed
27	Replenish petty cash balance weekly	Completed	Process is being followed
28	Ensure cash reconciliation takes place weekly	Completed	Process is being followed
29	Assist all portfolio's, including RCC & MMC, to procure services for events organised by obtaining quotes within 24 hours of procurement request	Completed	Process is being followed
30	Send out event notices to community within 24 hours of request	Completed	Process is being followed

31	Liaise with identified participants and groups to confirm their participation in the event	Completed	Process is being followed
32	Provide logistical support from beginning to end of all Samaj events	Completed	Process is being followed
33	Publish a Samaj e-Newsletter three times a year i.e. March, July and November	Completed	March newsletter has been published
34	Gather information from President and all portfolio heads and outside sources for newsletter content as follows: December, January and February for March Newsletter; April, May and June for July Newsletter; August, September & October for November newsletter.	March newsletter – Completed Gathering information for July newsletter	
35	Circulate draft versions of newsletter to all Executive Committee members for input one month before publication	Completed	Process is being followed
36	Update priest booking record with priest weekly	Completed	Process is being followed
37	Send out payment request letters for booking within one week of booking	Completed	Process is being followed
38	Whenever possible, ensure all payments are made before function takes place	Completed	Process is being followed however it doesn't happen in all the case.
39	Maintain proper records of bookings, income from priest services and report monthly	Completed	Cash: R2561 EFT: R6450
40	Distribute Exco & Trustee Notice of Meeting at least one week before meeting	Completed	Process is being followed
41	Distribute minutes of meeting within one week of meeting	Completed	Process is being followed
42	Ensure following documents are available at meeting: Notice of Meeting/Agenda, Minutes of Previous Meeting, Management Reports, Constitution (1 copy)	Completed	Process is being followed
43	Take copious meeting notes of discussion and decisions taken	Completed	Process is being followed
44	Maintain an effective facility booking record system	Completed	Process is being followed
45	Ensure all bookings are made in terms of Facilities Hire Policy	Completed	Process is being followed

46	Request for deposit payment / full payment for all bookings must be made within one week of booking	Completed	Process is being followed
47	After three weeks, inform applicant that non-payment of deposit means booking is not confirmed	Completed	Process is being followed
48	If another application for facility received for same date, give first applicant 24-hour grace to make payment before giving it to second applicant.	Completed	Process is being followed
49	Ensure proper receipting of payments	Completed	Process is being followed
50	All filing to be done at least once a week	Completed	Process is being followed
51	Ensure printers are serviced as per the recommended service intervals	N/A	
52	Ensure all files are backed up electronically on a weekly basis	Completed	Process is being followed
53	Serve as the “face” of the Samaj i.e. answer all calls promptly	Completed	Process is being followed
54	Refer all complaints / compliments/ grievances to Exco and President, in writing, within 5 hours	Completed	Process is being followed
55	Send out funeral and other notices after consultation with Secretary / President	Completed	Process is being followed
56	Placement of adverts with newspaper and other social media platforms	Completed	Process is being followed

8	FINANCE COMMITTEE REPORT		
No	ITEM	COMPLETED / NOT COMPLETED	COMMENTS
1	Invoicing completed by the 26 th of each month, dated for the First of the following month	Completed	April invoices completed, May invoices to be created
2	Rental invoices paid are receipted by the Seventh of each month	Completed	
3	On the eighth day penalty invoices are made out and demands sent to tenants	Completed	
4	All school invoicing issued by the 26 th of each month	Completed	April invoices completed, May invoices to be created
5	Receipts updated on a daily basis	Completed	
6	Penalty invoices issued by the eighth day of each month	Completed	

7	Demand letters issued to arrear accounts	Completed	
8	Cash Deposits are done within a maximum of seven working days	Completed	
9	All cash is deposited	Completed	
10	Cash reconciliations are balanced with deposits and actual cash immediately after deposit	Completed	
11	Petty Cash reconciliations completed monthly and balanced with cash on hand	Completed	
12	EFT payments loaded every Thursday, excluding emergency ad hoc payments	Completed	
13	Rental detail, age analysis after invoicing done by 26 th of each month and sent to CFO	Completed	
14	Rental detail, age analysis after the Eighth of each month, after penalty invoicing and receipt updates and sent to CFO	Completed	
15	School detail, age analysis after invoicing by the 27 th of each month and sent to CFO	Completed	
16	School detail, age analysis done after the eighth of each month and sent to CFO	Completed	
17	Cash reconciliation done after each deposit	Completed	
18	Petty cash report submitted by the first of each month to CFO	Incomplete	To be submitted end May after recons completed
19	Monthly financial reports of Income & Expenditure of SPHSS, completed and submitted by the Seventh of each month to CFO	Incomplete	To be submitted end May after recons completed
20	Monthly Balance sheet of SPHSS updated by the seventh of each month and sent to CFO	Incomplete	To be submitted end May after recons completed
21	Reconciliations of all the bank accounts	Completed	April & May to be reconciled
22	All weekly reports submitted by Friday before 10:00 of every week		
23	The Task Book has been properly maintained and all requests attended to within 24 hours.		

9.	EDUCATION PORTFOLIO REPORT	
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9.1 Enrolment for 2019

Balmandir

Class	2018	2019	Increased by
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Mauwnaben (Grade R)	25	28	3
Jasmeenaben (Grade RR)	23	28	5
Hemiben (Grade RR)	24	25	1
Chetnaben (Grade RRR)	21	23	2
	93	104	11

Gujarati School

Class	2018	2019	Increased by
Friday	0	15 (not repeating on Saturday, for now)	15
Saturday	5	8 (not repeating on Friday, for now)	3
Total kids	5	23	18

Samaj After Hour Care Centre

Care Centre	2019
Confirmed	3
Estimated	7 total next year

9.2 Weekly Friday Meetings (Balmandir)

Balmandir has commenced successfully its weekly Friday meetings so that all the matters are addressed in a uniform manner on regular basis

9.3 Gujarati School

The Gujarati school runs on Friday's and Saturday's. The stationery list is on the website as well as shared with Jayshreeben, so she can circulate to her parents. Two (2) further applications for Gujarati School has been received; just trying to arrange transport

9.4 After Hour Care Centre

Our numbers are still very low, Pamphlets will be distributed to other schools on the 21st June 2019

9.5 Balmandir (Target to reach 33% increase in numbers)

As per the table above, Balmandir is growing slowly but surely with 2 new teachers working successfully with the team and learners. Reports have been done and given to teachers to start with assessments.

9.6 Fees Follow up and statements

I am currently working with the finance team to recover outstanding fees, letters and phone calls have being made. 22 letters have been handed out and 2 kids have been deregistered.

9.7 Enrolments (2020)

We are currently updating the website, where parents will be able to submit online applications. We are also preparing a Welcome package that will be emailed to successful applications. Welcome package includes the following:

- Welcome Letter
- Fee Form
- Code of Conduct
- Indemnity form

- Stationary list
- List of activities
- Debit order form

9.8 Parents meeting

Parent Teacher meet is scheduled for 7 June 2019

9.9 Excursion

The kids went on an excursion to the Rooihuiskraal Terrain on the 14th May 2019, pictures will be put in the newsletter. 93 students in total went on the excursion.

9.10 Mini sports Day (Third Term)

We will be scheduling a sports day at the beginning of the 3rd term, looking for a suitable venue as the paving bricks at the Semaj does not seem to be very safe option

9.11 First Aid Courses

All First aid certificates have expired, currently comparing Quotes, and will be presented on the 31st May 2019

9.12 Remaining Schedule for 2019

May	Excursion
June	Mini Sports Day (postponed as 3 teachers will be on leave)
June	Market day + Reports
July	Pyjama Day Crumpets
Aug	KJ
Aug	Flag Hoisting
Sept	Grand Parents Day
Oct	Balmandir concert
Oct	Diwali Celebrations
Nov	Christmas Party
Nov	Walrus

10 RELIGION & CULTURE (RCC) REPORT

10.1 Ram Navmi - Sunday Mandir Bhajan mandal will recite bhajans from 6pm to 7.30pm in mandir.

Hanuman Jayanti - 19 April 2019 - Bal Bhakt bhajan mandal rendered bhajans from 8pm to 9pm in mandir.

Hanuman Chalisa was held on 28 April 2019

Guru Purima

Plans will start for the rest of festivals from shravan to new year.

11	NAVYUG MANDAL REPORT	
	No report submitted	
12	SENIOR CITIZENS REPORT	
	No report submitted	
13	FACILITIES & FUNERAL REPORT	
13.1	Boardroom repainted and frames reaaranged	
13.2	Quotes being obtained to fix urinals	
13.3	Quote being sought for shelving in Room 6	
14	TDF 2019 PROGRESS REPORT	
14.1	A meeting of TDF has been arranged for June	

15	MULTI_MEDIA CENTRE REPORT REPORT	
	No report submitted	
16	GENERAL / NEW MATTERS	
15.1	Updated HWG Policy Jasminben undertook to review the HWG policy and submit same for approval at the next Exco meeting.	
15.2	AGM Rameshbhai tabled an operational plan for the AGM which was approved. Priyamben agreed to serve as MC. Rameshbhai asked each member to please persuade at least 5 friends or family members to attend the AGM on Sunday 26 May in order to ensure a quorum was obtained	
15.3	Letter from Bal Bhakte Bhajan Mandal Rameshbhai reported that he had met with some Samaj officials to discuss the letter received from the Bal Bhakte Bhajan Mandal. Their main concern was the issue of sound management during functions. He informed members that Chetanbhai had agreed to manage sound for all future functions and that this was conveyed to the Bal Bhakte group.	
15.4	Nominations for Community Awards Rameshbhai asked members to suggest names for community awards 2019. Some names were suggested but it was agreed that Rameshbhai should to write to	

	community for further suggestions /nominations. Khushiben would attempt to create a record of past recipients of awards.	
15.5	Event Reporting Template Rameshbhai had devised and tested an event reporting template with some executive members. It was agreed that all portfolios and staff must complete this template when reporting on an event they are organising. It was also clarified that the office personnel, including MMC head, are automatically members of each planned event and are there to provide logistical support.	
15.6	Kishorbhai Kapitan's Request In a letter addressed to the Samaj, Kishorbhai had requested that the Samaj considers hosting a photography and calligraphy workshop in honour of International Photography Day on 14 August. Chetanbhai agreed to liaise with Kishorbhai in planning the event	
15.7	EXCO Attendance at Functions Nayantaben expressed her unhappiness at the poor attendance of EXCO members at religious functions. Rameshbhai encouraged members to attend. It was also agreed that members must be informed well in advance if they are required to perform any tasks.	

16. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 18 June 2019 at 7:30 in the Samaj Board Room

17. CLOSING PRAYER

The meeting ended with a prayer at 9:45pm

ILLESHBHAI GANDHI
SPHSS SECRETARIAT

RAMESH CHHAGAN
SPHSS PRESIDENT