

MINUTES OF THE 151st HYBRID MEETING OF THE BOARD OF TRUSTEES OF THE SEAMENS' PROVIDENT FUND ORGANIZATION (SPFO), MUMBAI, HELD ON FRIDAY, THE 14TH FEBRUARY, 2025 AT 02.00 P.M. IN THE CONFERENCE ROOM OF SEAMEN'S PROVIDENT FUND ORGANISATION, 3RD FLOOR, 'KRUPANIDHI' BUILDING, 9, WALCHAND HIRACHAND MARG, BALLARD ESTATE, MUMBAI-400 001.

The meeting was chaired by Shri. Shyam Jagannathan, IAS, Director General of Shipping and Chairman of Board of Trustees, SPFO.

Following members were present in hybrid mode in the Board meeting: -

1. Shri. Shyam Jagannatha, Director General of Shipping	...	Chairman
2. Shri. Rajesh Sharma, Deputy Sec, Finance, MoPSW	...	Member
3. Shri. Vaibhav Singh, Representative of EPFO	...	Member
4. Capt. Mahendra Pal Bhasin	...	Member

And rest of the members were present physically: -

5. Capt. Daniel Joseph, DDG (Crew)	...	Member
6. Shri. Milind V Kandalgaonkar	...	Member
7. Shri. S Kalaikovan	...	Member
8. Shri. Surendra Kumar, Commissioner, SPFO	...	Secretary

2. Capt. Rajesh Tandon & Capt. Tushar Pradhan telephonically informed that they are unable to attend the meeting as they are travelling. Leave of absence was granted to Capt. Rajesh Tandon & Capt. Tushar Pradhan.

3. At the outset of the meeting, Commissioner welcomed all the members of the Board and thereafter, the agenda items were taken up for discussion.

4. Shri. David Das & Shri. Mihir Shah, CRISIL, Consultants and Ms. Puja Kasat, SBI FM, Portfolio Management Services were invited as special invitees for briefing on investment matters.

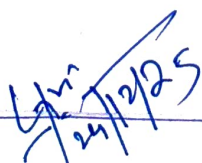
5. The following Agenda Items were taken up for discussion.

Agenda item no. 01: - Confirmation of the Minutes of the 150th Meeting of The Board of Trustees, Seamen's Provident Fund Organisation, Mumbai held on 18.10.2024

1.1 Commissioner informed that an email received from Capt. M.P. Bhasin referring to Agenda No. 2, Sr. No. 4 para 3 stating that employer's submission and concerns are not taken into the consideration while finalizing submission to Ministry. Thereafter it was discussed and decided in the meeting that Commissioner, SPFO and DDG Crew to have meeting with the employer's representatives to discussion their points before it is submitted to Ministry.

1.2 Commissioner has also informed that an email received from Capt. Rajesh Tandon stating that in addition to Capt. M.P. Bhasin's observation his comments may be read as "Capt. Rajesh Tandon stated that the members comments should also be forwarded in the letters to the Ministry and the communication shared with the members" under Agenda No. 2, Sr. No. 4 para 2.

1.3 The Minutes of 150th meeting of the Board of Trustees, Seamen's Provident Fund held on 18.10.2024 is confirmed with the above modifications.



Agenda item no. 02: -

Action Taken Report

(A) Pertaining to action points that had emerged in the 150th Meeting held on 18.10.2024:

Sr. No.	Agenda	Subject	Action taken	Decision taken
1.	Table paper no. 3, in the 150 th Board meeting held on 18.10.2024	E-Banking & Development of New Application Software in Microsoft Visual Basic (latest version) / Microsoft VB Net or any other latest Software Development Platform and switchover from existing System with migration of existing data.	Commissioner informed that C-DAC has submitted their proposal of Rs. 29 Crores with maintenance cost on 02.12.2024. Accordingly, a virtual meeting was held on 30.12.2024 with the Chairman and CEC members wherein it is decided to go for REOI (Request for Expression of Interest) in the open market where various bidders will participate and to know the market cost which will be verified by IT team of DGS. Accordingly, REOI was sent to CEC members for approval however, DDG Crew has directed to forward REOI to procurement committee of DGS for vetting in line with Procurement Manual 2017 and GFR Norms. Hence, REOI was forwarded to procurement committee on 09.01.2025. Thereafter, few suggestions were included in the REOI by SPFO & a final REOI was submitted on 21.01.2025.	Commissioner informed that for development of software (REOI) was uploaded on the DGS website on 04.02.2025 by the Procurement Committee of DGS. Accordingly, the Board noted the position.
2.	Agenda item no. 2, Sr.No. 2 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Handing over and taking over of Online Software	Commissioner informed that as directed by the Board to send the details of handing over for reviewing technical aspect Tier 1 Committee of DG Shipping, an email dated 06.09.2024 is sent to Tier I Committee of DG Shipping to technically review the handing over and taking over of online software of SPFO. Reminder email dtd. 07.02.2025 is sent to DG Shipping.	Board noted the position.
3.	Agenda item no. 2, Sr.No.3 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Amendment in Recruitment Rules	Commissioner informed that a letter dated 08.01.2025 is sent to the MoPSW for amendment in recruitment rules.	Board noted the position.

Unif
21/12/25

4.	Agenda item no. 2, Sr.No.4 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Seafarers Annuity Fund Scheme for Seafarers	It is mentioned that employer's submission and concerns are not taken into the consideration while finalizing submission to Ministry. Thereafter it was discussed and decided in the meeting that Commissioner, SPFO and DDG Crew to have meeting with the employer's representatives to discuss their points before it is submitted to Ministry. Accordingly, a meeting was held on 02.01.2025 and an Agenda was placed for consultation with employees and employers' representatives wherein it is decided that members will submit their comments/suggestions on the approved draft letter to Ministry. Accordingly, reply received from members are submitted to DGS to advise a suitable reply to the MoPSW.	Commissioner informed that concerned file is with DDG (MSL) for vetting. After vetting by the DDG (MSL) reply will be given to the Ministry. Board noted the position.
5.	Agenda item no. 2, Sr.No.05 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	हिंदी अनुवादक के रिक्त पद को भरने संबंधी प्रस्ताव	Commissioner informed that a letter dated 08.01.2025 is sent to the Ministry for amendment in recruitment rules for Hindi Translator.	Board noted the position.
6.	Agenda item no. 2, Sr.No.6 (under Action Taken Report), in the 150 th Board meeting held on 18.10.2024	Recovery of PF amount through Seamen's employment data	Commissioner informed that an email dated 01.05.2024 and 25.07.2024 and 23.09.2024 is sent to DGS to provide data of seafarers engaged by shipping companies to verify the details with SPFO records and M/s. Chandra Gupta and Associates, Internal Auditor of SPFO will work out and provide the details after proper examination. A reminder email dated 22.01.2025 is sent to e-governance, DGS to submit the details.	Board noted the position.
7.	Agenda item no. 2, Sr.No.7 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Selection Committee for the post of Administrative-cum-Accounts Officers (AAO) in SPFO	Commissioner informed that Recruitment Committee for appointment of AAO has decided to re-publish the advertisement for the post as the candidates are less than 10. Accordingly, a letter dated 14.01.2025 is sent to Employment News for re-	Board noted the position.

Ln
24/1/25

			advertisement which is published on 01.02.2025 to 07.02.2025.	
8.	Agenda item no. 2, Sr.No.8 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Formation of Recruitment Committee for Recruitment of 5 Junior Assistants in SPFO	Commissioner informed that scrutiny of 148 application is completed and after scrutiny, a recruitment committee meeting was held on 08.01.2025 for discussion on recruitment procedure of 5 Junior Assistants. It is informed that 65 candidates are found eligible for the post. Hence, Committee has decided to first approach SSC and then to other Govt. agencies to conduct examination for appointment of 5 Junior Assistant. Accordingly, a letter dated 13.01.2025 is sent to SSC, Western Region.	Commissioner informed that SSC has denied to conduct the examination for appointing of 5 Junior Assistant. As decided by the recruitment committee, letter is sent to MPSC & NTA for conducting the examination. Board noted the position.
9.	Agenda item no. 2, Sr.No.11 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Creation of 01 post of Deputy Commissioner and 01 post of Inspector in SPFO	Commissioner informed that a reminder letter dated 28.05.2024 & 31.01.2025 is sent to the Ministry forwarding recruitment Rule for the post of Deputy Commissioner and inspector in SPFO with justification.	Commissioner informed that a letter dtd. 13.02.2025 is received from the Ministry stating that the file is forwarded DGS for their comments. Board noted the position.
10.	Agenda item no. 2, Sr.No.12 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Seafarers' welfare Scheme	Commissioner informed that an email dated 05.03.2024 is sent to DDG (Crew) to review the SPF Act and legal provision for introducing Seafarers' welfare schemes which can be brought in to implementation after proper examination i.e. when SPFO should reach out to seafarers for welfare scheme under legal framework as decided in the 147 th BoT meeting held on 04.01.2024. Reply is awaited.	During the discussion in the meeting, Commissioner informed that there is no separate fund available for launching of Seafarers' Welfare Scheme. However, Capt. Daniel Joseph, DDG Crew informed that introducing of Seafarers' Welfare Scheme matter has been referred to DDG (MSL) of the DGS to find out of the possibility of Seafarers' Welfare Scheme.
11.	Agenda item no. 2, Sr.No.13 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Engagement of Software consultant firm for Annual Maintenance Contract for SPFO website and application for Seamen's Provident Fund Organization, Mumbai for a period of 1 year	Action Completed As directed, CEC members approved the terms and conditions and accordingly, an agreement is prepared as per SLA in GeM portal and vetted by Advocate Arun Kumar Roy, Government Council on 10.01.2025. Accordingly, work order is given to M/s. NT Works vide letter dated 15.01.2025.	Board noted the position.

24/1/25

12.	Agenda item no. 2, Sr.No.16 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Damages on late receipt of PF statement	Commissioner informed that a letter dated 09.10.2024 is sent to the Ministry to issue Gazette Notification regarding penalty on late submission of PF statement. It is informed that query received vide letter dated 16.01.2025 from the MoPSW regarding issuance of Gazette Notification for damages on late receipt of PF return statement and reply is submitted to MoPSW vide letter dated 03.02.2025.	Board noted the position.
13.	Agenda item no. 2, Sr.No.17 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Enhancement of Financial Powers Delegated to Commissioner and Chairman, SPFO.	Commissioner informed that an agenda will be placed in the 1 st Meeting of Finance Committee after notification of members with Ministry. Accordingly, a letter dated 08.10.2024 and subsequent reply dated 03.02.2025 is sent to Ministry for issuing Gazette Notification.	Board noted the position.
14.	Agenda item no. 2, Sr.No.18 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Appointment of Portfolio Manager and Custodian	(a) A CEC meeting with Chairman & Consultant was held on 18.10.2024 wherein the RFP of Portfolio Manager was approved by Chairman subject to approval of CEC. According, CEC approved RFP after minor changes and RFP was uploaded on 05.11.2024 on CPP Portal. It is informed that Bid for Portfolio Manager was opened on 03.12.2024 and Technical & Financial Bid has been evaluated by CRISIL, Consultant. Accordingly, a meeting of CEC members was held on 15.01.2025 which is cancelled due to non-availability of members. (b) Bid for Custodian is uploaded on CPP Portal on 12.12.2024 and end date was on 11.01.2025. However, it is informed that Bid date is extended to 31.01.2025 as per the request of the 2 vendors.	(a) During the meeting, Commissioner informed that Technical & Financial Bid for Portfolio Manager is opened on 03.12.2024 and evaluated by the CRISIL, Consultant. Two meetings were fixed on 15.01.2025 & 10.02.2025 of CEC members for their approval however, due to non-availability of the members meetings were cancelled. The Chairman directed that Board's approval may be taken by circulating the recommendation of CEC. (b) Commissioner informed that bid opening of custodian will be conducting on 17.02.2025. Board noted the position.
15.	Agenda item no. 2, Sr.No.19 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Approval of Expenditure for the Amount Exceeding the Delegation of the Financial Powers of the Commissioner	Commissioner informed that an agenda will be placed in the 1 st Meeting of Finance Committee after notification of members with Ministry. Accordingly, a letter dated 08.10.2024 and subsequent reply dated	Board noted the position.

Upd
12/12/25

			03.02.2025 is sent to Ministry for issuing Gazette Notification.	
16.	Agenda item no. 2, Sr.No. 20 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Payment of Rs. 13.17 Lakhs to State Bank of India towards meeting of Committee on Subordinate Legislation (COSL), Lok Sabha Secretariats in Andaman and Nicobar Island	Commissioner informed that an agenda will be placed in the 1 st Meeting of Finance Committee after notification of members with Ministry. Accordingly, a letter dated 08.10.2024 and subsequent reply dated 03.02.2025 is sent to Ministry for issuing Gazette Notification.	Board noted the position.
17.	Agenda item no. 2, Sr.No. 21 (under Action Taken Report) in the 150 th Board meeting held on 18.10.2024	Amendment in Investment policy of SPFO: - To lower limit of Category II investments from 35% to 25% and upper limit of Category I investments from 50% to 60% or to increase the issuer limits for AAA rated PSUs to 10% of AUM.	Commissioner informed that as decided in the 149th BoT meeting held on 05.08.2024 to hold an online meeting with CRISIL Ltd, Portfolio Manager and representative of EPFO, the outcome will be placed before the Finance Committee and the recommendations of Finance Committee along with clear consensus with slides of risk and other issues to be submitted to Board for approval. Accordingly, a meeting was held on 23.09.2024 with CRISIL Ltd, Portfolio Manager and Shri. Vaibhav Singh, Regional Commissioner, EPFO which will be submitted to Finance Committee for approval. Commissioner informed that an agenda will be placed in the 1st Meeting of Finance Committee after notification of members with Ministry. Accordingly, a letter dated 08.10.2024 and subsequent reply dated 03.02.2025 is sent to Ministry for issuing Gazette Notification.	Board noted the position.
18.	Agenda item No.3, in the 150 th Board meeting held on 18.10.2024	Annual Accounts for the Financial Year 2023-24	The Board deliberated on the statement of accounts and thereafter adopted and approved the Annual Account for the Financial Year 2023-24. Audit Certificate is awaited from C&AG.	Board noted the position.
19	Agenda item No.4, in the 150 th Board meeting held on 18.10.2024	Annual Report on working of Seamen's Provident Fund Scheme, 1966 for the Financial Year 2023-24	After prolonged discussion, Board approved and adopted the Annual Report for the Financial Year 2023-24 with minor modification. Audit Certificate is awaited from C&AG.	Board noted the position.

Handwritten signature and date: 12/12/25

Agenda item no. 03: - Revised Estimates for the Financial Year 2024-25 and Budget Estimates for the Financial Year 2025-26

3.1 Capt. Daniel Joseph, DDG Crew enquired whether Budget provision is done for development of new software (ERP) and for change management (for training staff of SPFO for operating new ERP). Commissioner informed that under non-recurring – Development of new software, budget provision made of Rs. 2.50 Crores for both as per available funds with SPFO.

3.2 The Chairman enquired whether SPFO has Budget Manual or not. Commissioner informed that there is no budget manual in this office. The Chairman further stated that usually there are two categories i.e. capital expenditure & revenue expenditure under the various Budget head, sub head & sub-sub head in Government, but SPFO is self financing organization and there is no grant from the Government, therefore budget heads are not applicable here. However, SPFO may bifurcate the revenue expenditure under Capital Head & Revenue Head in the proposed budget manual. The Budget manual must have procedure to approval of Revised Estimates & Budget Estimates i.e. approval from BoT & sent to the Government for approval etc. As the next financial year is around the corner, SPFO may be required to prepare budget at earliest so that proposed budget can be forwarded to the Ministry before end of the financial year.

3.3 Therefore, it is decided in the Board meeting to prepare a budget manual within 15 working days with proper defined heads & sub-heads and submit the same in the special Board meeting for its approval.

Agenda item no. 04: - Fixation of Rate of Interest for Credited to the Members Account for the Year 2024-25

4.1 Commissioner informed that as per Proposal-I, rate of interest @ 6.8% is proposed to credit to the members account for the year 2024-25. However, as per Proposal-II, SPFO may sell the securities / mutual funds for additional capital gain in order to declare higher rate of interest.

4.2 Commissioner informed that for the declaration of 7% rate of interest, it is required to sell equity of Rs. 2.61 crores (approx.) for earning additional capital gain of Rs. 3.70 crores and to declare 7.40% rate of interest it is required to sell equity of Rs. 12.98 crores for earning capital gain of Rs. 17.61 crores (approx.) as suggested by the portfolio manager, SPFO.

4.3 Shri. Vaibhav Singh, Representative of EPFO enquired whether it is advisable to sell securities when the market is down in current scenario. Commissioner invited the attention of Shri. David Das for his opinion. Shri. David Das explained the position and state that currently we cannot say if market will move up or go further down. Further, he also stated that securities to be sold as 'first in first out' which are giving nearly 50% return and if Board has opt to declare higher rate of interest then equities can be sold.

4.4 After detailed deliberation in the Board on the issue and considering all relevant aspects decided to recommend interest @ 7.00% for the financial year 2024-25 after selling some portion of the 'equity' investments and forward the same to the Government for approval.

Agenda item no. 05: - Resolution for RBI Signatory

5.1 Commissioner informed that SPFO has legacy portfolio including Rs. 393 crores in RBI under Special Deposit Scheme (SDS), 1975 and earning approximately Rs. 24 crores annually on the securities. However, while crediting interest in the month of January 2025 RBI asked to submit a fresh resolution for authorization of operation of RBI under SDS 1975.

Handwritten signature and date: 11/1/25

5.2 Board approved the proposed resolution for RBI signatory as below:

RESOLUTION

AUTHORITY TO AUTHORIZED / OPERATION FOR SPECIAL DEPOSIT SCHEME (SDS)
"RESOLVED THAT approval of the Board of Trustee of the SPFO be and hereby accorded to make Commissioner and one of the Local Trustees available in Mumbai to authorized / operation in respect of Investment of SPFO's in Special Deposit Scheme (SDS).

**CERTIFIED TO BE TRUE
FOR SEAMEN'S PROVIDENT FUND ORGANISATION**

Shri Shyam Jagannathan,
Director General of Shipping,
Chairman

Shri Rajesh Sharma,
Dy. Secretary (FIN), MoPSW,
Member

Capt. Daniel Joseph,
DDG (Crew)
Member

Additional Central Provident Fund
Commissioner,
Employees' Provident Fund
Organisation or his nominee,
Member

Capt. Mahendra Bhasin
Representative of MASSA
Member

Capt. Rajesh Tandon
Representative of FOSMA
Member

Capt. KSS Kaushik
Representative of INSA
Member

Shri Milind V Kandalgaonkar
Representative of NUSI
Member

Capt. Tushar Pradhan
Representative of MUI
Member

Shri S. Kalaikovan
Representative of NUSI
Member

Shri. Surendra Kumar,
Commissioner
Seamen's Provident Fund Organisation
Secretary

24/12/25

Agenda item no. 06: - Appointment of Consultant for selection of Portfolio Managers, Custodian, Monitoring and Performance Evaluation of Selected Portfolio Manager

6.1 Board decided that a Procurement Consultant may be appointed by the SPFO itself and contract of Consultant M/s. CRISIL may be extended till engagement of new Consultant.

Agenda item no. 07: - Approval of Expenditure for the Amount Exceeding the Delegation of the Financial Powers of the Commissioner

7.1 The Chairman directed that SPFO may submit justification/details in particular column in the next BoT meeting for the approval of expenditure for the amount exceeding the delegation of the financial powers of the Commissioner.

Agenda item no. 08: - Status of Court Cases

8.1 It is decided that SPFO may regularly follow-up with the Court Cases.

Agenda item no. 09: - Details of Investment made of 4 Accounts

9.1 Commissioner informed the details of investment made in the 4 accounts from April 2024 to September 2024. Board noted the position.

Agenda item no. 10: - Investment made for the month of 01.04.2024 to 30.09.2024

10.1 Commissioner invited Ms. Puja Kasat, SBI FM, Portfolio Manager to give the brief in detail of investments made. Accordingly, M/s. Puja Kasat presented power point presentation for the investment made from 01.04.2024 to 31.12.2024 and elaborated the financial investments. Board noted the position.

Agenda item no. 11: - Performance Evaluation Report of Portfolio Manager assessed by CRISIL, Consultant

11.1 Commissioner invited Shri. David Das, CRISIL, Consultant to give presentation on performance of evaluation report of the investment made by Portfolio Manager and he informed that Portfolio manager has achieved the returns above the benchmark. Board noted the position:

Agenda item no. 12: - Clearance of Un-posted items

12.1 Board noted the position.

Table Paper no. 01: - Nominating Member in Various Committees of SPFO

T.P.1 Commissioner informed that Shri. KSS Kowshik, representative of INSA was one of our Trustee has resigned as Trustee of the Board. The Board decided to form various Committee's as below:

*Upd
24/12/25*

(a) Audit Committee of SPFO

Sr. No.	Name of Members
1	Capt. Rajesh Tandon (Representative of employers, FOSMA)
2	Capt. M.P. Bhasin (Representative of employers, MASSA)
3	Shri. Milind V Kandalgaonkar (Representative of employee, NUSI)

(b) Exemption Committee of SPFO

Sr. No.	Name of Members
1	Capt. Rajesh Tandon (Representative of employers, FOSMA)
2	Capt. M.P. Bhasin (Representative of employers, MASSA)
3	Capt. Tushar Pradhan (Representative of employee, MUI)

(c) Selection Committee for the Post of Administrative-cum-Accounts Officer (AAO) of SPFO

Sr. No.	Name of Members
1	Deputy Finance Advisor or Director (Finance) or Deputy Secretary (Finance), MoPSW
2.	Deputy Director General of Shipping (Crew)
3.	Capt. Mahendra Pal Bhasin (Representative of employers, MASSA)
4.	Capt. Rajesh Tandon (Representative of employers, FOSMA)
5.	Shri. Surendra Kumar (Commissioner, SPFO)

T.P.2 Further, Capt. M.P. Bhasin has also requested SPFO to circulate a list of all Committees of SPFO amongst the Board members and Capt. Rajesh Tandon suggested that Audit Committee should have Government Representative.

6. Meeting was concluded with vote of thanks to the chair.

24/12/25
सचिव
न्यासी मंडल
नाविक प्रविश्य निधि
मुंबई

24/12/25
अध्यक्ष
न्यासी मंडल
नाविक प्रविश्य निधि
मुंबई