

**INDIAN FOREST SERVICE BENEVOLENT AND WELFARE TRUST
(IFSBWT)**

Minutes of the First Meeting of the Governing Body

Date: Saturday, February 07, 2026

Time: 11:30 AM

Venue:

National Backward Classes Finance & Development Corporation
5th Floor, NCUI Building,
3, Siri Institutional Area, August Kranti Marg,
New Delhi – 110016

List of Participants is at Annexure I.

Agenda circulated on February 01, 2026 was discussed. Agenda item-wise record of discussions/decisions is as under:

1. To review the status of implementation of resolutions passed/decisions taken by the Board of Trustees in its meeting held on January 24, 2026:

1) To take note of the revival of IFSBWT, finalisation of the revised Trust Deed and its registration under the Registration Act, 1908.

The Governing Body (GB) took note of the revised Trust Deed circulated on February 02, 2026 as Annexure II of the minutes of the meeting dated January 24, 2026 of the Board of Trustees. The registration of the Deed with the concerned Sub-Registrar under the Registration Act, 1908 is underway and was decided for completion in the week beginning February 09, 2026 by office bearers of the Governing Body.

2) To take cognizance of the status of Trust funds and authorisation of five members of the Governing Body for operating the Trust's bank account.

Five members of the Governing Body have been authorised to operate the Trust's SBI account at CGO Complex, Lodi Road, New Delhi. Further, as on February 07, 2026, an amount of Rs. 9,68,985/- (Nine lakh sixty eight thousand nine hundred eighty five only) stands deposited in the Trust's account, out of which, a cheque amounting to Rs. 1,35,000 (One lakh thirty five thousand only) was issued towards contribution to the family of late. Shri Jitender Singh Shekhawat, Forest Guard, Rajasthan Forest Department. The Governing Body resolved to undertake such transactions in future through digital mode. For facilitation of contributions to the Trust's account with SBI, the QR provided by the Bank is at **Annexure II**.

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3) To review compliance with statutory and procedural requirements including income tax matters, maintenance of accounts, and appointment of a Chartered Accountant-cum-Auditor.

The Governing Body authorised the Treasurer to engage a suitable Chartered Accountant CA at a nominal remuneration to assist the Body in undertaking various statutory compliances including those pertaining to income tax and audit. The details of CA engaged and the remuneration will be apprised by the Treasurer in due course.

4) Administrative support and approval of the registered office.

After detailed deliberations on the available options on the Registered Office of the Trust, the Governing Body decided to have Trust's Registered Office at the following address:

**Office of the Deputy Conservator of Forests,
Department of Forests and Wildlife,
Kamla Nehru Ridge,
New Delhi-110007.**

The concerned Deputy Conservator of Forests, confirmed the same telephonically to Mr. C. D. Singh, Member, Governing Body during the GB meeting.

The Governing Body authorised the Secretary and President to identify a suitable person for engagement as supporting staff for Trust's operations.

2. Nomination of members of the Coordination Committee.

The following composition of the Coordination Committee was approved by the Governing Body:

- (i) Sh. V.K. Tiwari (HP:1986)- **Chairman**
- (ii) Sh. Kunal Satyarthi (HP:1997)- **Vice Chairman**
- (iii) Sh. Sanjeev Chadha (OR:1989)- **Secretary**

Members

- (iv) Sh. C. D. Singh (AGMUT-1987)
- (v) Sh. Ajay Kumar Lal (HP-1987)
- (vi) Sh. Rajan Sehgal (KR-1992)
- (vii) Ms. Anita Karn (GJ-1997)
- (viii) Sh. Nishant Verma (UTT-1999)
- (ix) Sh. Deepak Mohanty (OR-1986)

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3. Nomination of members of the Committee for Scrutiny and Evaluation of Proposals.

The following composition of the Committee for Scrutiny and Evaluation of Proposals was approved by the Governing Body:

- (i) Sh. Ashok Pai (UTT:1983) - **Chairman**
- (ii) Sh. Surendra Kumar (KR:1986) – **Vice Chairman**
- (iii) Sh. Anil Ganeriwala (SK: 1986) – **Secretary**

Members

- (iv) Sh. Surender Kumar (TR-1985)
- (v) Sh. A K Johari (AM-1986)
- (vi) Ms. Jyotsna Sitling (UTT-1987)
- (vii) Sh. Suneesh Buxy (AGMUT-1998)
- (viii) Ms. Cheshta Singh (AGMUT-2016)
- (ix) Sh. V.B. Kumar (PB-1987)

4. Communication between the Governing Body and the Committees.

It was decided to have communication primarily through virtual mode via dedicated WhatsApp groups.

5. To discuss and approve roles, responsibilities and functional domains of the office bearers and members of the Governing Body for effective administration of the Trust.

Roles and responsibilities of the Governing Body members were decided as provided at **Annexure III.**

6. To decide the mission, vision and objectives of the Trust.

After brief discussion, it was decided to deliberate this item in one of the future meetings of the Governing Body, once the initial matters of registering and smooth functioning of the Trust have been taken care of. The objects and purposes have already been detailed in the amended Trust Deed. However, brainstorming can be done on the vision and mission statements of the Trust in the WhatsApp group of the Trust. The vision and mission would however, continue to remain in line with the overarching principles laid down in the revised Trust Deed.

7. Developing a website, logo, tagline and letterhead for the Trust.

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Letter head of the Trust as circulated by the President (**Annexure III**) along with the tagline: **"Standing with Green Warriors"** was adopted by the Governing Body. Matters related to development of a website and logo will also be taken up in a future meeting of the Governing Body.

8. Ways and means to increase the corpus of the Trust.

It was decided that once the revised Trust Deed is registered, its copy will be circulated to all the State Associations of IFS through the IFSA Central Unit for facilitating contributions by the officers posted in different states. Further deliberations for seeking contributions from other sources outside the members of the IFS shall be taken up in subsequent meetings.

9. Modalities for conduct of an ordinary meeting of the Trust

It was decided to hold at least one ordinary meeting of the Trust by inviting participation of all members of the Trust (all serving and retired IFS officers from different states. Detailed modalities for soliciting maximum possible participation in this regard will be finalised in due course by the Governing Body.

10. Assistance in the case of late Shri Jitendra Singh Shekhawat

The Governing Body took note that based on the contributions specifically made by various members in respect of assistance to the family of **late Shri Jitendra Singh Shekhawat**, a cheque amounting to Rs.1,35,000 (One lakh thirty five thousand only) was issued to Smt. Radha wife of late. Sh. Shekhawat by the IFSBWT Trust. The cheque has been dispatched vide letter dated February 07, 2026 by speed post to the DCF, Alwar for handing over the same to the wife of late. Shri. Shekhawat.

11. Any other matter with the permission of the Chair

No other item was raised and discussed.

The meeting ended with a thanks to the chair and participants.


Rajesh Kumar Chaudhry
Secretary, IFSBWT

Annexure I

List of Participants of the First Meeting of the Governing Body of Indian Forest Service Benevolent and Welfare Trust held on February 07, 2026 at New Delhi .

- 1, Sh. A K Goyal (KR:1981) - President
2. Sh. D.D. Sharma (JH:1984) - Vice President
3. Sh. Rajesh Kumar Chaudhry (PB:1987) - Secretary
4. Sh. Sanjeev Chadha (OR: 1989) - Joint Secretary
5. Sh. V K Tiwari (HP:1986) - Treasurer
6. Sh. Ashok Pai- (UTT:1983) - Member
7. Sh. Surendra Kumar (KR:1986) - Member
8. Sh. C. D. Singh (AGMUT:1987) - Member
9. Ms. Jyotsna Sitling (UTT:1987) - Member
10. Ms. Anita Karn (GJ:1997) - Member
11. Sh. Anil Ganeriwala (SK:1986) -Invitee

Participated Online

12. A. K. Johari (AM:1986) - Member
13. Sh. Kunal Satyarthi ((HP:1997) - Member
14. Sh. Nishant Verma (UTT:1999) - Member

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Annexure -II

 **SBI**

INDIAN FOREST SERVICE BENEVOL

SCAN & PAY



UPI ID: ifsbwt@sbi

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Duties and Functions of the Office-bearers of the Governing Body of IFSBW Trust

A. President

1. To preside over meetings of the Governing Body and, where required, meetings of the Board of Trustees.
 2. To ensure that decisions of the Governing Body are taken in a timely, fair, and transparent manner.
 3. To represent the Trust before Government authorities, donor agencies, institutions, and other bodies, where authorised.
 4. To ensure effective coordination between the Governing Body and the Board of Trustees.
 5. To reallocate work among other office bearers based on their willingness, if the concerned office bearer is not available.
 6. To exercise general supervision
 7. Residuary matters.
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B. Vice-President

Role: Supportive executive authority and alternate head.

Duties and Functions

1. To assist the President in discharge of his/her duties and functions.
 2. To preside over meetings in the absence of the President.
 3. To oversee specific portfolios or committees as may be assigned by the Governing Body.
 4. To act as a channel for coordination between committees and the Governing Body.
 5. To perform such other functions as may be delegated.
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C. Secretary

Role: Chief administrative officer of the Trust

Duties and Functions

1. To convene meetings of the Board of Trustees, Governing Body, and issue notices.
2. To prepare agendas, record minutes, and maintain official records of meetings.
3. To ensure implementation of resolutions passed by the Board of Trustees and the Governing Body.

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4. Give appropriate directions to the support staff engaged for assisting the activities of the Trust and the Governing Body.
 5. To coordinate receipt, processing, and placement of proposals for benevolent assistance recommended by the committee concerned.
 6. To act as the principal point of communication between the Board of Trustees, the Governing Body, Committees, and external stakeholders.
 7. To ensure statutory, regulatory and reporting compliance including correspondence with authorities on behalf of the Trust and its Governing Body.
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D. Treasurer

Role: Chief financial officer of the Trust

Duties and Functions

1. To oversee financial management of the Trust in accordance with the Trust Deed and applicable laws.
 2. To operate bank accounts jointly as authorised and ensure proper utilisation of Trust funds.
 3. To prepare annual budgets, financial statements, and periodic financial summaries.
 4. To ensure proper accounting, maintenance of vouchers, and financial records.
 5. Apply to Income Tax Authorities for obtaining a PAN card for the Trust, seeking exemptions under relevant sections for donations being received by the Trust and exemptions to the donors from income tax..
 6. To coordinate statutory audits and place audited accounts before the Governing Body and Board of Trustees.
 7. To advise the Governing Body on financial implications of proposed assistance and programmes.
 8. To ensure financial prudence, transparency, and sustainability of the Trust corpus.
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E. Joint Secretary

Role: Executive support and continuity officer of the Governing Body

Duties and Functions

1. To assist the Secretary in all administrative and operational functions.
2. To act on behalf of the Secretary in his/her absence.
3. To monitor follow-up actions on resolutions and decisions taken by the Governing Body and Committees.
4. To coordinate documentation, verification and processing of benevolent assistance cases,
5. Coordinate logistics arrangements for meetings of the Board of Trustees and the Governing Body.
6. To perform such duties as may be assigned.

F. Members of the Governing Body

Collective decision making governance responsibility.

Duties and Functions

1. To participate actively in meetings of the Governing Body and committees.
2. To examine proposals for benevolent assistance and contribute to fair decision-making.
3. To assist in outreach, fund mobilisation and coordination with SFDs and other stakeholders, as assigned.
4. To serve on the committees constituted by the Governing Body as per nominations.
5. To provide constructive suggestions and feedback on Trust activities.
6. To avoid conflict of interest in Trust matters.

Functions which can be assigned to members of the Governing Body

(Apart from committee nominations)

1. Outreach and Awareness: To assist in dissemination of information about the Trust's objectives, eligibility norms and assistance mechanisms.
2. Fund mobilisation support
3. Any other duty or responsibility as assigned by the Governing Body from time to time.

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**INDIAN FOREST SERVICE BENEVOLENT AND WELFARE
TRUST
(IFSBWT)**

Standing for Green Warriors

GOVERNING BODY

File No. IFSBWT/101/2026 ()

Date:

President

Shri A. K. Goyal

Vice President

Dr. D. D. Sharma

Secretary

Shri Rajesh Kumar Chaudhry

Treasurer

Shri Vinod Kumar Tiwari

Joint Secretary

Shri Sanjeev Chadha

REGISTERED OFFICE

Office of the Deputy Conservator of Forests
Department of Forests and Wildlife
Kamla Nehru Ridge
New Delhi- 110007

*File
2/14/2026*

*Dedicated to the welfare of all forestry field personnel and their families
(Indian Forest Service Officers, State Forest Service Officers, Forest Range Officers, and Frontline Field Staff)*