

# Bombay Chartered Accountants' Society

## Human Development Study Circle Meeting of

### Human Development and Technology Initiatives Committee

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Fernandes

Dear Members,

The Human Development Study Circle of The HDTI Committee of the Bombay Chartered Accountants' Society is pleased to announce the next meeting with details as follows:

Day & Date	Tuesday, 12 <sup>th</sup> December, 2017
Time	6.15 p.m. to 8.00 p.m.
Speaker	CA Narendra Poddar
Venue	7, Jolly Bhavan No. 2, Opp. Nirmala Niketan college, Sir Vithaldas Thackersey Marg, New Marine Lines, Mumbai-400020
Topic	<b>"Document Management"</b>

#### Presentation Outline:

The challenge faced by a busy chartered accountant (CA) is the management of several documents that flow in and out of his office, each of them needing varying attention. With the constraint of time that a CA normally works under, this becomes a humongous task. Document Management System (**DMS**) attempts to and eventually succeeds in

facilitating this difficult task, helping the CA to concentrate more on the qualitative aspects of his job.

**Speaker's Profile:**

Mr. Narendra Poddar is by qualification, B.Com, FCA. However, since many years, he has gone well beyond his qualifications by imparting invaluable knowledge to his students, as Professor in several institutes including Sydenham Institute, Dalmia Institute etc.

People associated with CA profession would know him very well, as he has been delivering wonderfully informative lectures, as Faculty.

Above all, he has the unique distinction of evolving a "**Document Management System**" which has proved to be extremely useful in facilitating the management of documents in a CA office.

Finally, Mr. Poddar brings to the table nearly 4 decades of invaluable experience which we are sure everyone attending can benefit from.

**Please make it convenient to attend, get your Colleagues and Friends with you or send them to attend. Please be present in time to take advantage of this invaluable learning.**

**PS : Please pay/renew your yearly subscription of Rs. 472 to the HRD Study Circle, if not already paid/renewed.**

CA Gracy Mendes, CA Mahendra Turakhia, CA Ryan Fernandes  
Convenors, Human Development Study Circle