

**Vishwas Nagar Evacuees' Plot Purchasers
Co operative Group Housing Society Ltd**

**VISHWAS APPARTMENT, PLOT 6A SEC 23, DWARKA DELHI 110075, PHONE 45752818
(Regd No 2027)**

Ref: VIS/XX/ MC MoM

18 Apr 22

**MINUTES OF MEETING
MC MEETING: 17 APR 22**

1. The Management Committee was scheduled on 17 Apr 22 at 1030 in Society Office. The notice for the same had been issued on 16 Apr 22. The following were present:

(a)	Sh Surendra Malik	President
(b)	Sh Sanjeev Roy	Vice President
(c)	Sh Nitin Jain	Member
(d)	Smt Kanta Bhatia	Member
(e)	Smt Indu Gupta	Member
(f)	Smt Vanita Raheja	Member
(g)	Sh Anshul Saxena	Member

2. The President welcomed all members of the newly elected Management Committee. He told the members that other than the agenda points circulated, there were a few other points also which he wanted to bring it up for discussion with the members. The members agreed to discuss any additional point which any member wanted to bring up for discussion.

3. **Allocation of Portfolios.** The President informed the members that the portfolios needed to be allotted to all members for smooth management of Society functioning. The following portfolios were mutually agreed upon by the members:

(a)	Nitin Jain	Secretary
(b)	Anshul Saxena	Jt Secretary
(c)	Indu Gupta	Treasurer
(d)	Vanita Raheja	Accounts
(e)	Kanta Bhatia	Housekeeping

4. **Operators for Bank Account.** The President informed the members that bank account mandate/ operators needed be changed. It was decided by the MC that there would be three people authorised for operation of the account i.e. the President, the Secretary and the Treasurer. Signatures of any two would be required for clearance of the cheque. It was also decided that bank may be approached for e banking facility.

5. **Upgradation of Lifts.** The President briefed the members about the contract details signed between the Society and M/S Johnson Lifts for upgradation of

all the four lifts in a sequential manner. The salient points of the contract were covered and the questions which the members had were answered by the President. It was advised to all members to go over the contract to ensure that all the provisions of the contract are adhered to by both the parties.

6. **Collection of Building Maint Fund.** The members were apprised that the last GBM had approved collection of building maint fund in non MMC collection months for the upgrade of the lifts and roof top solar power system. In line with this, it was worked out that building maint fund @ Rs 5000/ pm for ten months would be collected from all members, effective from May 2022. The MC members were of the opinion, that the Society required various work services for which the building maint fund should continue to be collected even after the present requirements had been met. The President informed the MC that as per provisions of RCS Rules 2007, every CGHS is supposed to collect and maintain building maint fund after first five years of completion. Unfortunately, this was not being followed in our Society. The issue would be taken up in the next SGBM/ AGM.

7. **Accounts and Budget.** The President laid before the members bank statement as on 16 Apr 22 as well as proposed budget for FY 2022-2023. A sum of Rs 3,04,000/- was the balance in SB A/C of the Society. The relatively low figure was owing to the amount paid to M/S Johnson Lifts (Rs 4,57,500/-) and IT paid (Rs 2,18,350). Also the salaries and bills have been paid for the month of Apr 22, and the collections are pending.

8. **Membership for flat nos 121 and 172.** It was brought to the notice of the members that membership was pending for the a/m flats. The owners had submitted all the documents, however, due the election process the owners could not be admitted as members. The MC members unanimously approved the membership of the above flats, subject to all documents being submitted by the owners.

9. There being no other points the meeting concluded at 1130 h.



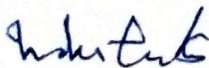
(Surendra Malik)
President



(Sanjeev Rai)
Vice President



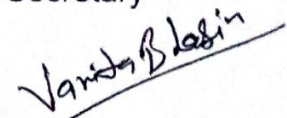
(Nitin Jain)
Secretary



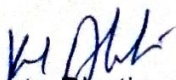
(Indu Gupta)
Treasurer



(Anshul Saxena)
Jt Secretary



(Vanita Raheja)
Member



Kanta Bhatia
(Member)

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(Regd No 2027)

Ref No _____

Dated 21 May 2022

MINUTES OF THE MEETING

21 May 22

1. The Management Committee was held on 21 May 22 at 1100 h. The following were present for the meeting:

(a)	Sh Surendra Malik	President
(b)	Sh Nitin Jain	Secretary
(c)	Sh Sanjeev Roy	Jt Secy
(d)	Smt Kanta Bhatia	Member
(e)	Indu Gupta	Treasurer

2. **Bank Statement and Budget Monitoring.** The MC had discussed the budget for the FY 2022-23. The bank statement for the month was presented to the MC by the Treasurer. The Society account had a bank balance of Rs five lakh forty eight thousand three hundred and seventy four only (Rs 5,48,374/-) as on 01 May 2022.

Decision. This was in line with the budget and planned expenditure. The Committee expressed satisfaction with the planned budget and the expenditure so far in FY 2022-23.

3. **Cleaning of RWH and Certification.** The President briefed the members that the RWH was required to be cleaned and certificate towards the same was required to be deposited with DJB. It was also told that M/S Rachna Water Works had been doing this work for the Society for the last couple of years and his service was satisfactory.

Decision. The members decided to continue with the services of M/S Rachna Water Works for the purpose of cleaning and certification of RWH system.

4. **Refund of Building Modification Fund.** The President told the members that the Building Modification Fund of Rs Fifty Thousand Only (Rs 50,000/-) had been refunded to all applicable members except Sh Satish Namboori (Flat No 232). The Indemnity Bond copy has been sent to him, and the necessary documents are awaited from his end.

5. There being no other points the MC Meeting came to a close at 1200 h.




(Surendra Malik)
President



(Anshul Saxena)
Jt Secy



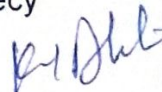
(Sanjeev Roy)
Vice President



(Indu Gupta)
Treasurer



(Nitin Jain)
Secy



(Kanta Bhatia)
Member

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Ref No _____

Dated 18 Jun 2022

MINUTES OF THE MEETING
18 Jun 22

1. The Management Committee was held on 18 Jun 22 at 1100 h. The following were present for the meeting:

(a)	Sh Surendra Malik	President
(b)	Sh Sanjeev Roy	Vice President
(c)	Sh Nitin Jain	Secretary
(d)	Smt Indu Gupta	Treasurer
(e)	Sh Anshul Saxena	Jt Secy
(f)	Smt Kanta Bhatia	Member

2. **Bank Statement and Budget Monitoring.** The MC had discussed the budget for the FY 2022-23. As on 31 May 22 there was a balance of Rs 5,55,170/- in the SB A/C. The members were briefed that another installment for lift upgrade was due which would be paid out of the account balance. There were no other major financial commitments and the balance provided adequate liquidity for the routine expenses.

Decision. The Committee expressed satisfaction with the planned budget and the expenditure so far in FY 2022-23.

3. **Cleaning of Basement Rain/ Storm Water Lines.** The Vice President informed that the storm water lines in the basement required urgent cleaning in view of the approaching monsoons. Unless cleaned on priority, these would lead to water stagnation.

Decision. The MC decided that sweepers be employed immediately for cleaning of the storm water lines in the basement. Extra payment may be made for this purpose to the sweepers.

4. **Parking Flat No 282 and 101.** The Secretary brought it to the notice of the MC that extra vehicles were being parked in covered parking slots in the basement by the owners of flat nos 282 and 101.

Decision. The manager was told to inform the members politely to remove their cars which were occupying additional parkings and park the same in allotted parking slots.

Also he was told that once the additional covered parking slots occupied by above residents are vacated, the same may be blocked by putting concrete blocks.

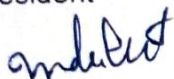
5. **SGBM on 19 Jun 22.** The President discussed the preparations for the SGBM which had been planned for 19 Jun 22. The meeting with Architect was also concluded in which his plans were discussed towards FAR extension.

Decision. The members expressed their satisfaction with the proposed FAR extension plan as prepared by the Architect. The same would be presented in the SGBM called on 19 Jun 22 for this purpose.

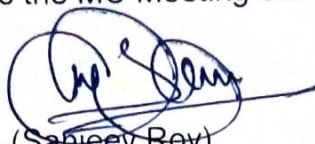
6. There being no other points the MC Meeting came to a close at 1200 h.



(Surendra Malik)
President



(Indu Gupta)
Treasurer



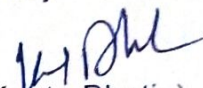
(Sanjeev Roy)
Vice President



(A Saxena)
Jt Secy



(Nitin Jain)
Secy



(Kanta Bhatia)
Member

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Ref No _____

Dated 03 Jul 2022

MINUTES OF THE MEETING

03 Jul 22

1. The Management Committee was held on 03 Jul 22 at 1100 h. The following were present for the meeting:

(a)	Sh Surendra Malik	President
(b)	Sh Sanjeev Roy	Vice President
(c)	Sh Nitin Jain	Secretary
(d)	Smt Indu Gupta	Treasurer
(e)	Sh Anshul Saxena	Jt Secy
(f)	Smt Kanta Bhatia	Member

2. **Bank Statement and Budget Monitoring.** The MC discussed the budget for the FY 2022-23. The members were briefed that as on 30 jun 22 there was a balance of Rs 2,55,136 in the bank account, which was adequate for the planned expenses.

Decision. The Committee expressed satisfaction with the planned budget and the expenditure so far in FY 2022-23.

3. **Lift Upgrade.** The members were briefed about the lift upgrade on one lift in Tower A. The work was being carried out ahead of the schedule and it was expected to completed in the next 15 days. After which the lift would be put to trial runs. The company reps had informed that they would allow it to be used by the members for a period of about a week, before formally handing it over. This would ensure that there were no teething troubles with it once it was handed over to the Society.

Decision. The members appreciated the work being carried out by M/S Johnson Lifts. They also said that repairs in machine room like replacement of exhaust fan, window repairs, white wash etc. should also being undertaken simultaneously with the lift upgrade. The house was informed that the same was being done.

4. **Appointment of Auditor for FY 2021-22.** The members were informed that RCS had been approached for detailing of auditor for FY 2021-22.

Decision. The members wanted to complete the audit and GBM before 31 Oct 23 which was mandated as per DCS Act/ Rules.

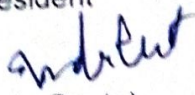
5. Generator and Panel Maintenance. The Secretary briefed the MC that the maintenance of generator and panels was required in view of frequent breakdowns.

Decision. The MC decided that the electrical contractor of the Society should be tasked immediately to carry out servicing of the panels and the generators.


6. There being no other points the MC Meeting came to a close at 1200 h.



(Surendra Malik)
President



(Indu Gupta)
Treasurer



(Sanjeev Roy)
Vice President



(A Saxena)
Jt Secy



(Nitin Jain)
Secy



(Kamta Bhatia)
Member

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Dated 13 Aug 2022

Ref No _____

MINUTES OF THE MEETING
13 Aug 22

1. The Management Committee was held on 13 Aug 22 at 1100 h. The following were present for the meeting:

(a)	Sh Surendra Malik	President
(b)	Sh Sanjeev Roy	Vice President
(c)	Sh Nitin Jain	Secretary
(d)	Smt Indu Gupta	Treasurer
(e)	Sh Anshul Saxena	Jt Secy
(f)	Smt Kanta Bhatia	Member

2. **Bank Statement and Budget Monitoring.** The MC was briefed that an amount of Rs 8,99,842/- was available in the society saving bank account as on 31 Jul 22. This was adequate to meet the current expenses and the budgetary plans.

Decision. The Committee expressed satisfaction with the planned budget and the expenditure so far in FY 2022-23.

3. **Independence Day Celebrations.** The Secretary briefed the MC about the plans for celebrations for Independence Day Celebrations. The individuals were allotted duties for the smooth conduct of the celebrations.

4. **Review of Shaft Repairs.** The on going shaft repairs were reviewed. The MC expressed its satisfaction with the ongoing repairs.

5. **Review of Lift Upgrade.** The MC was briefed about the completion of lift upgrade of the first lift in Tower A. The work had been satisfactorily completed and before the time scheduled agreed with the vendor. It was suggested that the Society members may be approached for expediting the work on remaining lifts by increasing the contribution.

Decision. The MC agreed to take the written consent of the members towards increased contribution for early completion of the lift upgrade project. The proposal along with the consent form may be circulated to members for the same.

6. There being no other points the MC Meeting came to a close at 1200 h.



(Surendra Malik)
President



(Indu Gupta)
Treasurer



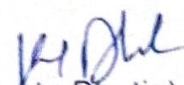
(Sanjeev Roy)
Vice President



(A Saxena)
Jt Secy



(Nitin Jain)
Secy



(Kahta Bhatia)
Member

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Ref No _____

Dated 02 Oct 2022

MINUTES OF THE MEETING
02 Oct 22

1. The Management Committee was held on 02 Oct 22 at 1100 h. The following were present for the meeting:

(a)	Sh Surendra Malik	President
(b)	Sh Sanjeev Roy	Vice President
(c)	Sh Nitin Jain	Secretary
(d)	Smt Indu Gupta	Treasurer
(e)	Sh Anshul Saxena	Jt Secy
(f)	Smt Kanta Bhatia	Member

2. **Bank Statement and Budget Monitoring.** The MC was briefed that an amount of Rs 7,09,551/- was available in the society saving bank account as on 30 Sep 22. This was adequate to meet the current expenses and the budgetary plans.

3. **Decision.** The Committee expressed satisfaction with the planned budget and the expenditure so far in FY 2022-23.

4. **Lift Upgrade and License for the Old Lifts.** The MC reviewed the lift upgrade project under progress. The Vice President briefed the members that since the condition of the remaining lifts was not good, the MC needs to take this up in the AGM so that enhanced contribution can be made and the project could be expedited to ensure safety of the residents. The President also briefed the MC that GNTCD Lift Inspector would not renew the license till the upgrade was completed for all the lifts.

5. **Decision.** The MC decided to take up the issue of lift upgrade on priority with increased contribution from members as an agenda point in the forth coming AGM.

6. **Shaft Repair.** The Secretary briefed the members on the ongoing shaft repairs particularly in A Block Series 1. The members expressed their satisfaction in the work and cost of the repairs. However, they were of the opinion that the irregularity of the labour needs to be tackled to expedite the completion.

7. **Decision.** The MC decided that the labour would be put under more scrutiny and payments maybe delayed if the absenteeism is increasing.

8. **Agenda Points for AGM.** The MC had a discussion on the agenda points for the forthcoming AGM. It was agreed to discuss the following Agenda points and if any other which may be projected by the individual members:

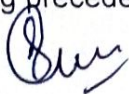
- (a) Annual Audit Report
- (b) Lift Upgrade and increased contribution from members.
- (c) Structural Audit
- (d) Shaft leakages from individual flats.
- (e) Shift to individual electricity meters and associated issues and update.
- (f) Water consumption and conservation.

9. **Audit and Accounts.** The President briefed the MC that he was in touch with the auditor and the audit would be completed shortly.

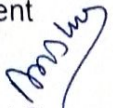
10. **Diwali Lifts and Bonus to Staff.** The Secretary and Vice President briefed the MC that the present set of Diwali lights were old and most of the serials in the same were unserviceable. There was a need to buy new ones. The Vice President told that he had done a market survey and found that the cost was cheaper in Lajpat Rai Market by about Rs Two Fifty per series as compared to Dwarka. After a discussion on the cost factor as well as the time and transportation cost involved, it emerged that the saving would not be substantial vis a vis the time and effort required.

11. The President briefed the MC that the employees are paid one month's salary as Diwali bonus every year, besides this sweets are distributed to all staff members. The MCD sanitation workers are also paid Diwali cash award.

12. **Decision.** The MC decided that the serial lights for Diwali may be purchased from Dwarka itself. The Diwali bonus and sweets to be distributed to all staff as per existing precedence.



(Surendra Malik)
President



(Anshul Saxena)
Jt Secy



(Sanjeev Roy)
Vice President



(Indu Gupta)
Treasurer



(Nitin Jain)
Secy



(Kanta Bhatia)
Member

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Dated 17 Dec 2022

Ref No _____

MINUTES OF THE MEETING
17 Dec 22

1. The Management Committee was held on 17 Dec 22 at 1100 h. The following were present for the meeting:

(a)	Sh Surendra Malik	President
(b)	Sh Sanjeev Roy	Vice President
(c)	Sh Nitin Jain	Secretary
(d)	Smt Indu Gupta	Treasurer
(e)	Sh Anshul Saxena	Jt Secy
(f)	Smt Kanta Bhatia	Member

2. **Bank Statement and Budget Monitoring.** The MC was briefed that an amount of Rs 12,18,625/- was available in the society saving bank account as on 30 Nov 22. This was adequate to meet the current expenses and the budgetary plans.

3. **Decision.** The Committee expressed satisfaction with the planned budget and the expenditure so far in FY 2022-23.

4. **Payment Shaft Repair, Reconciliation of Work and Payment.** The Vice President informed the MC about the shaft repairs. The work carried out by the plumber was reviewed. The Secretary informed the house that a total of Rs Two Lakh Ninety Thousand had been to the plumber till date against a bill of Rs Three Lakh Seven Thousand towards the said repairs.

5. **Fire Fighting License.** The observations made by the Fire Officer after his inspection were discussed in the MC. The major issues included Lift Lobby in basement and covering of electrical shaft. The remaining observations on un-serviceability of fire fighting system were checked by the President along with the contractor and found to be incorrect. All the systems were found to be functional. The issue of encroachment in staircases and terrace, and parking of cars in the fire tender lane were also discussed.

6. **Decision.** It was decided that letter be issued to the residents to vacate the fire shaft and the staircases. The members would be asked to remove their cars before the inspection. It was also decided that Sh Sanjeev Roy, Vice President would meet ADO Dwarka at an early date and try to expedite the process of license issue.

7. **Seepage from Individual Flats.** The issue of seepage from individual flats was discussed in the meeting.

8. **Decision.** It was decided that where ever the shafts have been repaired and there is no leakage from external joints, notice be issued to individual flats for a joint inspection by the MC reps as well as the member along with society plumber to ascertain the source of leakage.

9. **New Year Celebrations.** The MC decided to have new year celebrations, on the first Sunday of Jan. This would include games for Children, Ladies, painting competition for children and Tambola. The celebrations would also include lunch for the residents. The MC decided to bear the expenses for the same from the celebrations fund.

10. There being no other points the MC Meeting came to a close at 1200 h.



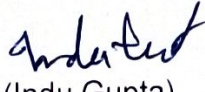
(Surendra Malik)
President



(Anshul Saxena)
Jt Secy



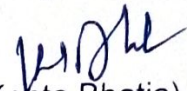
(Sanjeev Roy)
Vice President



(Indu Gupta)
Treasurer



(Nitin Jain)
Secy



(Kahta Bhatia)
Member

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Ref No _____

Dated 25 Feb 2023

MINUTES OF THE MEETING

25 Feb 23

1. The Management Committee was held on 25 Feb 23 at 1100 h. The following were present for the meeting:

(a)	Sh Surendra Malik	President
(b)	Sh Sanjeev Roy	Vice President
(c)	Sh Nitin Jain	Secretary
(d)	Smt Indu Gupta	Treasurer
(e)	Sh Anshul Saxena	Jt Secy
(f)	Smt Kanta Bhatia	Member

2. **Bank Statement and Budget Monitoring.** The MC was briefed that an amount of Rs 9,00,455/- was available in the society saving bank account as on 01 Feb 23. This was adequate to meet the current expenses and the budgetary plans.

3. **Decision.** The Committee expressed satisfaction with the planned budget and the expenditure so far in FY 2022-23.

4. **Lift Upgrade.** The President briefed the members on the lift upgrade work. The observations in the completed lifts were also brought to the notice of the members.

5. **Decision.** The members expressed satisfaction on the upgrade work. At the same time said that the quality control should be strictly enforced. They also brought out that effort should be there to complete the upgrade of all four lifts by 31 Mar 23. Also, the cameras and intercom should also be fixed in the upgraded lifts as soon as possible.

6. **Holi Celebrations.** The members discussed the preparations for celebration of Holi. A broad programme was discussed and it was decided to issue to circular for the same. The expenses if possible should be paid out of celebration fund.

7. **Fire License.** The Vice President briefed about his meeting with ADO Dwarka in regards to the fire license. The ADO had categorically told that the observations especially in respect to lift lobby and sealing of electrical shaft need to be completed for issue of license. It was also brought to the knowledge of Vice President during his visit to ADO that the society never had a license for operation of lift in the

basement and the lift lobby needs to be constructed for the same, else the lift in basement would have to be sealed.

8. **Decision.** The MC decided to approach reputed vendors for provisioning and installation of lift lobby doors and panels for sealing of electrical shafts as per approved standards. The fire license needs to be obtained on priority for the society to shift to individual meters.

9. **Inspection of Individual Flats for Seepage.** The President and Joint Secy informed that as per decision of last MC meeting the flats with seepage issue were visited by them. The source of seepage was identified in very many flats and the members were convinced to get the repairs done on priority. The MC was also informed about the hostile attitude adopted to some of the members during this inspection.


10. **Decision.** The MC regretted the attitude and non cooperation of some of the members. However, it decided to continue with its approach of continuing to request and convince the members to carry out repairs in the individual flats.

11. **Increase in Monthly Emoluments of Staff.** The Secretary briefed the house that in view of the inflation there has been a persistent demand from staff for pay increase. The issue was deliberated upon in detail by MC.

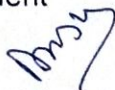
12. **Decision.** The house agreed on the new salaries with effect from 01 Apr 23 as follows:

- (a) Manager – Nineteen Thousand Five Hundred Only
- (b) Gardener – Seven Thousand Only
- (c) Plumber – Four Thousand Only

13. There being no other points the MC Meeting came to a close at 1200 h.



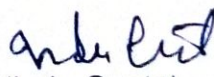
(Surendra Malik)
President



(Anshul Saxena)
Jt Secy



(Sanjeev Roy)
Vice President



(Indu Gupta)
Treasurer



(Nitin Jain)
Secy



(Kanta Bhatia)
Member