



# Apartments Owners' Association Kendriya Vihar-II

Community Center-I, Kendriya Vihar-II, Plot No.3, Sector-82, NOIDA-201304 (U.P.)

Regn.No.73/2005-06

No.

Dated:23-11-2007

## MINUTES OF THE III<sup>RD</sup> MEETING OF EXECUTIVE COMMITTEE OF KV-II AOA HELD ON 18/11/07 AT CC-I

Sh. N. K. Manglik, Secretary AOA invited all the executive members to be present for the III<sup>rd</sup> meeting on 18/11/07 at 11:00 AM to discuss the agenda as separately circulated. The list of participants is attached herewith.

At the outset, Sh. Om Prakash Parmar, President welcomed all the Executive Members and requested Secretary, AOA to take up the agenda.

**1. Confirmation of minutes of previous meeting** : Some members were of the opinion that changes made in the Internal Audit Committee were not properly reflected in minutes as discussed in the EC. The Secretary informed that the situation is now completely changed due to resignation and unwillingness shown by two members of the Internal Audit Committee namely Sh. Trikha Ram and Sh. Ravindra Pal. As a result a total three vacancy have been created and this issue need to be discussed separately for which a note has already been circulated and shall be taken up as supplementary agenda. Thereafter, EC confirmed the minutes of IInd Meeting held on 06-10-2007.

**2. Vetting of expenditure of previous month i.e. October, 2007:**  
Sh. Joginder Singh, Treasurer presented the Account of Revenue and Expenditure for the month of October, 2007 before the Executive Committee. Some Members were of the opinion that the details of opening balance as well as unclear cheque amount should be included in the statement so that it could be synchronized with previous month statement. Sh. Joginder Singh, Treasurer agreed to include this from next month onward.

Some members raised the issue of incurring the expenditure towards bonus to the staff and repair of water pumps without prior approval of EC. Sh. Praveen Sharma, Incharge Water Committee inform that repair of water pumps was an emergency expenditure since out of the four pumps installed in the two pump house in the complex two were completely out of order and one in Pump house no-2 was working at 50% efficiency and one in Pump house no.1 was leaking heavily and these two pumps could fail any time, therefore, can create the anarchysituation anytime. Thus, quotation were recalled and immediate steps were taken for repair of these pumps with the recommendation of Purchase Committee. Also, Secretary informed that bonus to the staff were distributed with the impression that it is regular phenomenon every year, however, from next times such expenditure shall be placed before EC for prior sanction. It is decided by EC that now onward all major expenditure requiring EC approval should be forwarded by majority of member of the concerned department (at least 50% member) along with the recommendation of purchase committee except in emergency cases where ex-post factos sanction would be sought.

Some members raised the issue of Power Factor penalty being imposed by UPPCL and the steps taken in this regard. Sh. K. K. Rao, informed the EC that some steps has

already been taken to improve the Power Factor and on three to four hourly basis from 20<sup>th</sup> October onwards. He further inform that due to continuous effort of his staff he is able to control the Power Factor of two meter upto manageable limits and power factor of third meter is sat borderline. However, all these results shall be reflected in the next electricity bills. He also stressed that since presently he is managing the problem of Power factor manually, staff need to be engaged continuously for changing the capacitor banks manually in three sub-stations for three to four times per day and vigorous monitoring is required for the purpose, therefore, if results are reflected in the bills then, if EC decide, we may suitably reward the staff for their efforts and to boost up their moral. EC agreed to this proposal. The EC appreciated the pains taken by Electrical Incharge, Sh.K.K. Rao in this matter and gave a clap of appreciation to him.

he is daily monitoring the power factor on three to four hourly basis from 20<sup>th</sup> October onwards. He further inform that due to continuous effort of his staff he is able to control the Power Factor of two meter upto manageable limits and power factor of third meter is sat borderline. However, all these results shall be reflected in the next electricity bills. He also stressed that since presently he is managing the problem of Power factor manually, staff need to be engaged continuously for changing the capacitor banks manually in three sub-stations for three to four times per day and vigorous monitoring is required for the purpose, therefore, if results are reflected in the bills then, if EC decide, we may suitably reward the staff for their efforts and to boost up their moral. EC agreed to this proposal. The EC appreciated the pains taken by Electrical Incharge, Sh.K.K. Rao in this matter and gave a clap of appreciation to him.

After above deliberations, accounts for the month of October, 2007 were passed by EC.

### 1. Guidelines for booking of Community Center:

The Secretary, AOA put up the agenda for finalization of fresh guidelines for booking of community centers in view of the under utilization of community centers and also no provision of short term booking i.e. 4 hrs basis for small family functions like birthday etc. As informed by Secretary that a detailed note in this regard was already circulated to all EC members in the previous meeting therefore he asked for the opinion of EC members. Some members of the opinion that they due to shortage of time and also they have not gone through the notes this item may be deferred to next meeting. But, some members of the view that at least these guidelines may be firmed up for members and for non-member this issue may again be raised in next meeting. After detailed deliberation, EC finalized the fresh guidelines for booking of Community Center and same are enclosed at Annex-1.

### 3. Operation of Gates in Kendriya Vihar Complex:

EC was of the opinion that in view of the public meeting organized on 25-11-2007, we may seek the response of the members in this regard. Therefore, this item was deferred for next meeting.

### 4. Internal Audit Committee:

The Secretary, AOA had circulated a note regarding the constitution of Internal Audit Committee and problem thereof. He informed that out of the six members selected for internal auditing Sh. Trikha Ram, Chairman has submitted his resignation from the membership of the Committee due to some domestic reasons and Sh. Ravinder Pal has also expressed his inability to continue as member due to his transfer to Gwalior. One member, Sh. D. Sargunam was already stand disqualified due to decision taken in GBM dated 26-11-2006. EC was of the opinion that since three vacancies had already arisen in the internal Audit Committee, it means it become null and void and we may form a fresh Committee keeping the spirit of the decision of GBM and latter on we may seek the Ex-post facto approval of GBM. The committee suggested the following names for the Internal Audit Committee as detailed below

- |    |                   |          |
|----|-------------------|----------|
| 1. | Sh. Suresh Sharma | Chairman |
| 2. | Sh. U.S. Negi     | Member   |
| 3. | Sh. A.N. Mishra   | Member   |
| 4. | Awinder Kumar     | Member   |
| 5. | Bindru            | Member   |

EC also decided that Secretary, AOA may seek the co- and changes if any required in this matter due to u taken at his end. Also, it was decided that Sh. Jog necessary support to this committee.

nsent of above members in this regard n willingness of some members may be under Singh, treasurer will provide the

#### **5. Extension of House Keeping Contract (Cleaning) to Phase-V:**

Secretary, AOA put up this agenda for extension of House Keeping Contract (Cleaning) to Phase-V on pro rata basis. He informed that since part of corpus fund of Phase-V has already been transferred to AOA, therefore we must take up all the activities for which expenditure is being presently incurred by Project Manager, CGEWHO from the corpus fund. Keeping this in view, it was decided by EC that we may extend the Keeping Contract (Cleaning) to Phase-V on pro rata basis with immediate effect. However, CGEWHO may be asked to provide the details of balance corpus fund and transferring the same to AOA as early as possible.

#### **6. Appointment of Administrative Officer and Account Officer**

Some members raised the issue of appointment of Administrative Officer and Account Officer for which an interview notice was issued. The Secretary, AOA informed the EC that this was being done as per the decision taken in the GBM dated 26-11-2006 and 41st meeting of the EC. He also informed that an interview panel was formed for this purpose and that panel has finalized Lt Col Shegal as Administrative officer at a consolidated emolument of Rs 7500/-. In addition to this, the panel has also finalized Sh. Babu Ram Sharma as Account Officer on part time basis at a consolidated emolument of Rs 3000/-.

Thereafter, meeting ended with vote of thanks to the chair.

Sd/-

( **N.K.Manglik** )  
Secretary, AOA, KV-II  
Mob: 9868207648

copy to

1. All executive members.

**LIST OF PARTICIPANT IN THE EXECUTIVE COMMITTEE MEET    IN GOFKV-II**  
**AOA HELD ON 18-11-2007**

<b>SN</b>	<b>Name(Sh./Smt)</b>	<b>PostHeld</b>
1	OmPrakash	President
2	B.L.Singh	VicePresident
3	N.K.Manglik	Secretary
4	JoginderSingh	Tresurer
5	K.K.Rao	JointSecretary
6	R.N.Maji	JointSecretary
7	SukantaGupta	JointSecretary
8	BaldevKrishan	ExecutiveMember
9	B.K.Mishra	ExecutiveMember
10	MahendraKumar	ExecutiveMember
11	M.C.Pandey	ExecutiveMember
12	M.P.Hari	ExecutiveMember
13	NagendraSingh	ExecutiveMember
14	ParveenSharma	ExecutiveMember
15	P.S.Bhandari	ExecutiveMember
16	PratapRawat	ExecutiveMember
17	RajeshKumar	ExecutiveMember
18	S.D.Choudury	ExecutiveMember
19	UshaGrover	ExecutiveMember