

Year - 2019-20

Phone: 011-45018519

THE PUNDRIK COOPERATIVE GROUP HOUSING SOCIETY LIMITED
D-177, PundrikVihar (Opp. D-Block, SarswatiVihar) Pitampura, Delhi-110034
[Regd No. 61(H) Dated 14-7-1971]
Website: <http://www.pundrikhousingsociety.com/>

Dated: 30th March, 2021

MINUTES OF THE ANNUAL GENERAL BODY MEETING OF THE PUNDRIK COOPERATIVE GROUP HOUSING SOCIETY HELD ON 21ST MARCH, 2021 AT SATSANG BHAWAN, PUNDRIK VIHAR, DELHI-110034

1.1 The meeting, which was scheduled to be held at 10.00 AM, was adjourned after waiting for 30 minutes due to lack of requisite quorum and thereafter the meeting was held without waiting for the quorum at 11.00 AM in terms of Rule 48 (3) of the Delhi Cooperative Societies Rules, 2007.

1.2 Shri S.K. Bansal, President welcomed the participants and requested Shri S.P. Singla, Secretary to take up the agenda for discussions.

Item No. 1: Condolence in the memory of members/residents, who have expired after the last AGM, held on 30th June, 2019

1.3 Three times 'Gayatri Mantra' was recited and one minute's silence was observed in the memory of following members/residents of the Society, who have passed away during the last one year:

S.No.	Date	Flat No.	Name	Relation
1.	6.7.2019	B-108	Sh. Khairati Lal	... F/o Smt. Sushma Kapoor
2.	2.8.2019	A-1	Sh. Inder Singh Dhanda	... F/o Dr. Priya Vrat
3.	20.8.2019	D-194	Sh. M.K. Gupta	... S/o Shri Mattu Ram
4.	6.1.2020	A-17	Sh. C.S. Tiwari	... S/o Shri G.L. Tiwari
5.	6.2.2020	A-54	Smt. Rashmi Mehrotra	... W/o Shri S.K. Mehrotra
6.	10.3.2020	C-132	Shri Vijay Parkash	... S/o Sh. Behari Lal
7.	12.6.2020	C-119	Shri Tej Krishan Pandita	... F/o Shri Anil Pandita
8.	15.7.2020	A-36	Smt. Som Lata	... M/o Shri Sandeep Gupta
9.	30.8.2020	C-142	Mr. Pradeep Jindal	... S/o Shri Bhim Sain Jindal
10.	31.8.2020	B-76	Smt. Aarti Singh	... W/o Late Shri J.S. Thakur
11.	28.9.2020	C-131	Sh. Naveen Gupta	... S/o Shri Pawan Kumar Gupta
12.	19.11.2020	B-80	Smt. Urmil Rathore	... W/o Shri Man Singh Rathore
13.	26.12.2020	B-62	Shri Sanjay Kumar Jain	... B/o Shri Ajay Jain
14.	8.2.2021	B-94	Smt. Indira Dutt	... W/o Shri Shiv Dutt
15.	Grief was also expressed about the demise of Shri Jai Bhagwan Gupta on 21.10.2020, who had worked as Secretary and in other different capacities in the Managing Committee of the Society from the very beginning of the formation of the Society.			

Item No. 2 Confirmation of Minutes of the last AGM held on 30th June, 2019.

2.1 The House confirmed the minutes unanimously.

Item No. 3: Achievements & action taken report on the decisions of the last AGM held on 30.6.2019.

3.1 Major achievements of past one year, as well as action taken on the decisions of the last AGM were highlighted as follows:

(1) **Dealing with Covid-19 Pandemic:** The Managing Committee tried its best to maintain the essential services like uninterrupted water supply, regular cleanliness, security services and availability of other



maintenance staff even during the peak of the Corona crisis. The Managing Committee also made necessary arrangements for providing masks, hand sanitizer, etc at the entry gate and frequent spray of disinfectant in the Society both from its own funds as well as through the Government Agencies. **He thanked all the residents for extending full cooperation in dealing with the situation and following the guidelines issued from time to time.**

(2) Laying of Fibre Cable in the Society by Airtel for bringing improvement in the internet speed and making available other facilities, like TV streaming, etc. M/S Airtel also paid Rs. 21,000/- to the Society besides giving two telephone connections with internet connection free of cost.

(3) Parking of vehicles: New Stickers have been issued/pasted on the vehicles based on the criteria of one sticker for each vehicle per flat, subject to maximum of two stickers for more than one vehicle in a flat. Non-stickered vehicles will not be allowed to be parked inside the Society. **However, since parking is still a problem, the members were requested to give their views/suggestions for streamlining the same.**

(4) Removal of Waste items under the Pillars:

The space under the Pillars has been cleared of all waste material. Similarly, a number of old and unserviceable scooters/motorcycles/bicycles, etc. have been disposed of by the residents and the concerned residents have been requested to remove the remaining scooters/motorcycles/bicycles. All residents were requested to cooperate and avoid dumping of waste material under the pillars in future.

(5) Completion of pending work of Hut near the Main Gate: The work of renovation has since been completed.

(6) Senior Citizen's Room: Action would be taken to suitably renovate one room in the Society's office for recreational facilities of senior citizens. However, this may take some time since a number of items belonging to the Society are stored in the room and the space in the backside of the office is also full of various items belonging to Shri Shiv Mandir. Efforts will be made to vacate the space by disposing of unusable items.

(7) Repair of the Boundary Wall: The matter was duly taken up with the local area MLA and the necessary survey was also conducted by the concerned engineer of PWD. However, there has been no progress in the matter due to COVID-19 outbreak. The matter will be pursued further with the local area MLA. In case, this does not materialise, then the work will be undertaken by the Society itself. **It will be undertaken in phases and in the first phase, the wall in the front side of the Society will be repaired.**

(8) Applications for transfer of Membership: All applications for transfer of membership whether on sale purchase basis or on account of nomination are processed as per DCS Act and Rules.

(9) Opening of C-Block Gate: The timings for opening of C-Block Gate were increased and present timings are as follows:

- Morning: 6.00 AM to 12.00 Noon
- Evening: 4.00 PM to 8.00 PM

(10) Installation of Solar Panels: The Society had made vigorous efforts in this regard and also discussed the plans with some empanelled agencies, including the TATA Company. However, the proposal has not been pursued further as expenditure of about Rs.6.00 lakhs is involved. Besides this, entire roof of Shri Shiv Mandir will be used up for installation of 15 KW Solar Panels @ requirement of 100 sq.ft of space per KW. Moreover, although the maximum life span of the Solar Panels is about 25 years, the agency will maintain the system free of cost for a period of 5 years only. The guaranteed availability of any vendor/agency for ensuring maintenance after five years appears very uncertain.

(11) Permission to residents to attend the AGM meeting: Society had received strict instructions from the Registrar office that only the Members are eligible to attend the AGM. With a view to solve this issue, all efforts are being made to persuade the residents to apply for membership of the Society on the basis of sale-purchase or nomination and the members should try to attend the AGM in maximum numbers.



(12) CCTV Cameras: CCTV Cameras are being maintained properly. Further, round the clock security is being maintained by deploying of Security Guards.

(13) EPBX System: The intercom facility provided in the Society has proved very useful for the residents and has also helped in strengthening security of the Society by regulating the entry of visitors.

(14) Cleanliness of the Society: Cleanliness of the Society is being ensured to the best possible extent.

(15) Trimming of trees: Trimming of overgrown trees have been got done and the process will continue from time to time. Action has also been taken for removal of Peepal Trees growing in the outer walls of the flats.

(16) Cleanliness of Water Tanks: Underground Water Tanks cleaned every year through the professional persons.

(17) Availability of Aluminum Trolley Ladder: The Society has purchased an Aluminum Trolley Ladder which has an expendable height upto 28 feet for maintenance of street lights, trimming of trees and other requirements. The Ladder was being issued to any Member/Resident on a nominal charge of Rs.250/- per day. However, it has been decided by the MC in its meeting held on 14.3.2021 that in future no charges will be recovered for issue of the Ladder. However, the ladder will not be issued for white- washing, construction, paint, etc. Necessary Circular with guidelines will be issued to all residents.

(18) Festivals and functions:

- **Deewali Festival:** Lighting was done in the Society. On this occasion, each worker was given Rs.1200/- in cash alongwith a gift.
- **Holi Festival:** Holi Festival could not be celebrated due to Covid-19.
- **Staff salary was increased by about 10%.**

(19) Other Issues:

(i) Repair charges: The House was informed that at present, every member/resident is required to deposit Rs.3,000/- for grant of permission for undertaking repairs in the flats. Out of this amount, Rs.1,000/- is refundable security deposit which is returned to the concerned flat owner after completion of work and after ensuring that all Malba/debris has been removed. The amount of Rs.2,000/- are the maximum charges, where the repair/construction work goes on for a number of months. Actual charges are levied depending upon the extent of construction/repair work and it ranges from Rs.200/- to Rs.2,000/-.

(ii) Repairs of Shafts: The condition of shafts, including the rain water pipes, sewers, etc. has deteriorated with the passage of time. There is a need to take a decision for undertaking repairs in the shafts.

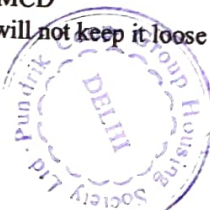
(iii) Prior permission for renting of flats: As per bye-laws of the society, prior permission is required for sub-letting of the flat. Besides, this, as per Government instructions, it is mandatory to have police verification of the tenants. It was, therefore, proposed to obtain the following information/documents from the flat owners before any tenants is allowed entry in the Society:

- i. Copy of Rent Agreement
- ii. Police Verification certificate
- iii. Copy of the Aadhar Card
- iv. Authority Letter from the Flat Owner for permitting the tenant in the Society

(iv) Problem of Pet Dogs:

The problem of pet dogs in the Society was highlighted. It was proposed to obtain the following documents from the pet dog owners:

- Pets are duly vaccinated
- Pet should be duly registered with the MCD
- To ensure that is properly tied up and will not keep it loose



- In case of potty/shitting, it should be immediately cleaned and removed by the owner
- In case the pet dog bites anyone, it will be the responsibly of the pet owner to bear his treatment expenses.

(v) **Repairs of floors under the Pillars and white washing:** Most of the damaged Pillars have been repaired. However, some work is still is pending. Besides this, the floors need re-carpeting and the space under the pillars is also requires white washing.

Agenda Item No. 4: Audit and Accounts of the Society for the year 2019-20:

The accounts of the Society have been audited by M/s Jain Sanjeev Shankar & Company, the empanelled auditor from the Registrar. The accounts were submitted to the Registrar's office, which have been acknowledged by them without any observation or objection. The Accounts were placed before the AGM for consideration and approval.

Agenda Item No. 5: Maintenance Issues of the Society:

(ii) **Budget of the Society and maintenance charges :** Shri Singla presented the estimates of receipts and breakup of expenditure under major heads. Based on the actual expenditure in 2019-20 and 2020-21, an estimated expenditure of Rs. 35,75,000/- (approx) was anticipated in 2021-22, as follows:

S.No.	Item of Expenditure	Anticipated Expenditure in 2021-22
1.	Salaries	22,20,000
2.	Electricity Expenses	6,00,000
3.	AMC (Inter-com)	35,000
4.	Misc Repairs	2,00,000
5.	Maintenance, including electrical goods for street lighting, Plumbing material, Horticulture, Booster Pump, maintenance of CCTV cameras, etc	3,60,000
6.	Festivals, AGM Meetings, Audit Fees, etc	1,45,000
7.	Stationery and Postage, photocopying, etc	15,000
Sub-Total (Maintenance Expenses)		35,75,000
8.	Building Maintenance (Rs.450) and Replacement fund (Rs.50) (Total Rs.500/- per quarter per flat)	4,30,000
Total estimated expenditure		40,05,000
This works out to Rs.4,656/- per quarter per flat)		

The amount received as maintenance charges is Rs.34,40,000/- based on the quarterly installment of Rs.4,000/- per flat. Besides this, the interest and miscellaneous income is only about Rs. 3,50,000/- per annum.

Based on this, though the quarterly maintenance charges work out to Rs.4,676/- per flat, including provision for Building Replacement Fund and Building Maintenance Fund, no increase was proposed in the existing maintenance charges of Rs.4000/- per quarter per flat.

Agenda Item No. 5: Action against the Defaulters:

5.1 It was informed that presently there is only defaulter, namely, Ms Jayati Walia, D/o Shri Mukesh Walia (Flat No.B-83) against whom more than three quarterly instalments of maintenance charges are due as on date. Matter is being pursued with the concerned member for clearance of dues.



6. Thereafter views/suggestions of the members were invited on various issues for further development and betterment of the Society.

Comments/observations by the members:

6.1 Annual Accounts for 2019-20 and Maintenance Charges of the Society for 2021-22:

(1) **Shri P.C. Gupta (A-44)** made the following suggestions:

- i. The maintenance charges should be reduced to Rs.3500/- per quarter per flat due to surplus funds available with the Society.
- ii. Major portion of the surplus should be transferred to the Building Maintenance Fund and only small amount should be transferred to the Building Replacement Fund.

(2) **Shri V.K. Bansal (C-129)** made the following suggestions:

- i. The Cash in Hand was Rs.2.17 lakhs as on 31.3.2020. It is not advisable and desirable to keep so much cash in the interest of safety of the amount. He desired to fix the maximum limit for cash in hand.
- ii. He also suggested for the opening of Salary Head in the Account and maintenance of Inventory Register (both for consumable and non-consumable items) and Asset Register for capital items.
- iii. He suggested that any corrections in the cash book should be initialed by the concerned person.

(3) **Shri Suresh Gupta, Treasurer**, clarified that the cash in hand of Rs.2.17 lakhs as on 31.3.2020 was due to exceptional circumstances on account of Covid-19 lockdown. The cash available in the last week of March, 2020 was only Rs.67,000/- (approx.). Since Banking services were greatly affected due to Covid-19 restrictions and salary for March was to be paid to the staff in April, an amount of Rs.1.50 lakhs was withdrawn on 30.3.2021. After disbursement of salary amounting to Rs. 1.85 lakhs on 2nd April, 2020, cash balance of Rs.32,000/- only was left. This amount was required to be kept for procurement of spray chemical, hand-sanitizers, masks, etc to meet the Covid-19 situation.

(3) **Shri N.D. Chandruka (A-4)** highlighted the following points:

- i. He pointed out that no members/resident has the authority to check the Cash with the Cashier.
- ii. Society needs sufficient funds for further improvement and development activities, which is a continuous process.
- iii. He suggested that instead of reducing the maintenance charges, the possibility of splitting the amount of Rs.4,000/- per quarter per flat into Rs.3,500/- towards maintenance charges and Rs.500/- towards Development Fund may be considered.
- iv. The Society should prepare a development plan for the next 3-4 years and for this purpose a committee can be constituted by involving non-members and technical experts, with specified terms of reference.

(4) **Shri Lallan Sinha (B-70)** made the following suggestions:

- i. The Society should try to switch over to cashless system for financial transactions to avoid keeping large cash in hand.
- ii. The residents should also be persuaded to deposit the maintenance charges through cheque/online transfer/Paytm, etc.
- iii. Procurement system should be streamlined to make it more transparent and competitive by taking rates from atleast three vendors.
- iv. The important decisions taken by the Managing Committee should be apprised to the members/residence and may be posted on the website.

(5) **Shri M.D. Sharma (A-32)**: He also supported the view point for following the cashless system to the maximum possible extent and suggested to fix the cash-in-hand limit as Rs.10,000/- for day-to-day petty expenditure.



7. **Other Issues/Points:**

(1) Shri Rajan Gupta (C-147) raised the following points and also made suggestions for bringing further improvements in the Society:

(i) Parking of vehicles: There is a serious problem of back-to-back parking in the Central Plaza by some residents treating it as their reserved space. They remove their one car and shift the second car in its place and pull the hand break, making it difficult for any other resident to park his vehicle in that place. Some residents are parking their vehicles creating a third row in the Central Plaza, creating problems in the movement of vehicles and for other residents to take out their vehicles in the morning. He suggested issue of stick instructions for proper parking of vehicles as per guidance of the Security Guard and to keep the hand -brake in neutral position.

(ii) Problem of Pet Dogs: He supported the proposal for seeking necessary documents, like vaccination of the pet dog, cleaning/removing the potty/shitting by the owner, etc.

(iii) Increasing the rounds by the night watchman: Presently, the night watchman makes only one round of the Society. With a view to ensure proper security in the night, the rounds may be increased.

(iv) To appoint a Manager/Accountant on full time basis for better management of the affairs of the Society.

(v) To revamp Society's website. All circulars/notices/important decisions should be posted on the website and other information should be regularly updated. Mail ID should also be created and shared with the residents to register complaints, views/suggestions and the same should be responded online.

(vi) CCTV cameras: He also suggested to make necessary arrangements for immediate repair of the defective CCTV cameras and the facility to provide the recording when required by any residence to check any particular incident.

(vii) Performance of Malis/Plantation in the Society: The services of Malis needs to be improved and their performance should be supervised and monitored strongly.

(viii) Removal of dangerous/ Bending Trees: Necessary action should taken for removal or cutting of dangerous trees by taking up matter with the concerned authorities to avoid any major mishap.

(ix) Amendment to the Bye-Laws of the Society: He informed that the amendment to the bye-laws of the Society cannot be treated as 'deemed approval' under Rule 12 (8) of the DCS Rules, 2007 since even if no reply is received from the Registrar Office to the proposed amendment after expiry of 90 days of registration/submission of the proposal, the Society is required to make a written request to the Registrar alongwith the relevant documents and the Registrar is required to issue the approval to the amendment to the byelaws within thirty days of such request.

(x) Restarting of Homeopathic Dispensary: He suggested re-starting the dispensary in view of improvement in the Covid-19 situation.

(2) Shri Lallan Sinha (B-70) made the following suggestions:

- i. Strict action should be taken against the residents for violating the construction/repair norms fixed by the Society.
- ii. A letter/notice should be immediately issued to the violator and in case he does not comply with the instructions, the Society should lodge a complaint with the DDA/MCD for taking necessary action.
- iii. Similarly, the letter should be written to the persons who violate the parking guidelines and their names should be put on the notice board for the information of other residents.



- iv. Since the AGM is held only once in a year and there is not sufficient attendance, we should build a mechanism for having a meeting with the residents from time to time to discuss and sort out their grievances and to seek views/suggestions for further improvements in the Society.

DECISIONS IN THE AGM

8. After detailed discussion, following decisions were taken:

(1) Audit and Accounts of the Society for the year 2019-20 (Agenda Item No.4):

8.1 The audited accounts for 2019-20 were approved by the AGM, subject to following decisions:

- i. The Cash in Hand limit was fixed as **Rs.25,000/-** only and any cash amount available with the Society exceeding Rs.25,000/- would be deposited in the Bank within a period of three working days.
- ii. The Managing Committee will ensure safe custody of the Cash.
- iii. The Society would try to switch over to cash-less transactions to the maximum extent.
- iv. Necessary Registers, like Assets Register, etc. would be prepared.

(2) Maintenance Charges:

- i. Considering the estimated receipts and expenditure, it was decided that the maintenance charges should be retained at the existing rate of **Rs.4000/- per quarter per flat.**
- ii. However, a committee will be constituted for preparing a development plan for the Society.

(3) Decisions on other Matters:

(i) Parking of vehicles: A circular will be issued for proper parking of the vehicles as per Society's guidelines and the persons who violate the guidelines notices will be issued to them and their names would be put on the notice board for the information of the residents. Non- stickered vehicles will not be allowed to be parked in the Society.

(ii) Problem of Pet Dogs: It was agreed to seek following documents/confirmation from the dog owners:

- Pets are duly vaccinated
- Pet should be duly registered with the MCD
- To ensure that the dog is properly tied up and will not keep it loose.
- In case of potty/shitting, it should be immediately cleaned and removed by the owner
- In case the pet dog bites anyone, it will be the responsibly of the pet owner to bear the treatment expenses.

(iii) Renting of Flats: Prior permission for renting of flats would be required. It was decided to obtain the following information from the concerned flat owner atleast one day before the date of shifting of the tenant in the Society:

- i. Copy of Rent Agreement
- ii. Police Verification certificate
- iii. Copy of the Aadhar Card
- iv. Authority Letter from the Flat Owner for permitting the tenant in the Society.

(iv) Increasing the rounds by the night watchman: Arrangements will be made for atleast two rounds by the night security guard.

(v) A Manager/Accountant will be engaged on full time basis at the earliest.

(vi) Necessary action will be taken to revamp the Society's website with the provision for posting of all circulars/notices, mail ID for complaints/suggestions and response to the residents.



(vii) **CCTV cameras:** Necessary action will be taken to ensure repairs of faulty cameras within shortest possible time. However, it was informed that in addition to the CCTV cameras installed by the Society, there are 28 additional Cameras installed by the PWD, Delhi Government, which are connected to WIFI system. The Society has got the WIFI password and the footage can be accessed from a distance of 4-5 meters by standing near the Camera Box. However, there is a helpline number (90-1524-1524) on which any resident can call the concerned executive of PWD for any assistance to see the recording.

(viii) **Removal of dangerous/ leaning trees:** Necessary action will be taken at the earliest in accordance with the rules in this regard.

(ix) **Restarting of Homeopathic Dispensary:** The doctor has agreed to visit the dispensary twice a week, likely from 20th April, 2021.

(x) **Repairs/Constructions in Flats:** Strict instructions will be issued to the residents for adhering to the norms for repair/construction in the flats and in case of any violation, a notice will be issued to the concerned resident for stoppage of work. In case of non-compliance, the matter will be reported to the concerned civic agencies for necessary action.

(xi) **Repairs of floors under the Pillars and white washing:** The work will be undertaken at earliest.

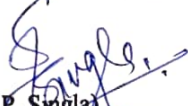
(xii) **Repairs in Shafts:** The damaged flooring of shafts, defective/sinking manhole/sewers, water supply pipes up to the meter box, will be got repaired by the Society.

(xiii) **Repairs to the Boundary Wall:** Matter will be pursued with the Local Area MLA for undertaking repairs with the MLA Development Fund. In case, it does not materialize, then the work will be carried out by the Society. It will be done in phases and in the first phase, front side of the boundary wall will be taken up for repairs.

(xiv) **Amendment to the Bye-Laws of the Society:** The point made in this regard was noted and the President agreed to look into the issue and to take up the matter with the Registrar's Office as per Rules.

(xv) **Meeting with residents:** The suggestion made in this regard was agreed to and a mechanism will be put in place for having an interaction with the residents.

9. Shri S.P. Singla thanked all members for their constructive views/suggestions and their cooperation for smooth functioning of the AGM. He assured that the Managing Committee will make all efforts for betterment of the Society with the cooperation of the members.


(S.P. Singla)
Honorary Secretary
SECRETARY
The Pundrik Co-op. Group Housing Society Ltd.


(S.K. Bansal)
President
PRESIDENT 30/3/2021
The Pundrik Co-op. Group Housing Society Ltd.

To:

1. All Members/Residents of Pundrik Vihar.
2. Registrar of Cooperative Societies, Govt. of NCT Delhi, Parliament Street, New Delhi-110001(with a copy of the approved audited accounts for 2019-20)
3. Notice Board of the Society
4. Relevant File on the subject

