

# THE SSC EMPLOYEES CO-OPERATIVE GROUP HOUSING SOCIETY LTD.

(Registration No. 805 G/H)

Mansarovar Apartments, Plot No 3, Sector-5, Dwarka, New Delhi-110075,

SSC/AGM/3/2018

Dated : 30 Oct 2018

## Minutes of the Annual General Body Meeting held in the Society Premises on 28<sup>th</sup> October 2018

The Annual General Body Meeting (AGM) was scheduled to be held at 10.00 AM. The quorum was observed till 10:30 A.M. There being only 9 (Nine) members present at that time, the meeting was adjourned for 30 minutes.

The adjourned meeting was commenced at 11.00 AM at the same venue. A total of 25 members attended the AGM.

1. The President, Shri Hemant Kumar Jain chaired the meeting. Mrs. Ravikanta Sehgal, Joint Secretary opened the proceedings and welcomed all the members present. She also explained the projects/work carried out in last one year.
2. The Vice President & Treasurer Mr. GL Bhatia appraised the members about the current status of the funds. Thereafter, the Presidents again welcoming the members requested the meeting should proceed as per outlined the agenda as per AGM Notice dated 11<sup>th</sup> Oct 2018.
3. **Agenda Item No. – 2** : Approval of the Minutes of the last AGM held on 20 Aug 2017

The President mentioned that the Minutes of the AGM held on 20 Aug 2017 had been circulated to all the members and members must have gone through it. The Queries of members with regard were asked, there being no points, the members unanimously passed the following resolution:

### **Resolution No. – AGM-2018/01**

**Resolved that the minutes of last AGM held on 20 Aug 2017 be and are hereby confirmed and approved.**

4. **Agenda Item No.- 3** : Consideration/ approval of the audited accounts for the year 2017-18
  - 4.1. The audited accounts for the year 2017-18 along with the Audit Report were presented before the AGM. On the request of Sh. DK Gupta (B-12). the difference between Payment & Receipts and Income & expenditure was explained by the Accountant to the house.
  - 4.2. It was also suggested by Sh. DK Gupta (B-12) that similar account heads should be merged under one account head. The point was considered that same will be implemented where feasible for the current financial year.
  - 4.3. After discussions, the members unanimously passed the following resolution:

### **Resolution No. – AGM 2018/02**

**Resolved that the audited accounts of the Society along with Audit Report for the financial year 2017-18 be and are hereby confirmed and approved.**



5. **Agenda Item No.-4** : Approval of :

- a) List of Members whose membership has been cancelled under rule 91(2) on account of sale of flat.
- b) List of Members who have been awarded membership during last one year.
- c) Revised list of members as on 31 July 2017.

**Resolution No. – AGM 2018/03**

**1. Resolved that members whose membership has been cancelled are:**

- a. Smt. Rini Bose & Sh. Amit Bose (AD-32) M.No -249
- b. Ms. Manpreet Kaur ( B-13) M.No.295
- c. Shri Govind Ram Sharma ( AD-23) M.No -204
- d. Smt. Sargam Rana (AD-28) M.No.298

**2. Resolved that members who have been awarded membership during last one year**

- a. Shri NS Daga & Smt. Shiva Daga ( AD-32) M.No -304
- b. Shri Puneet Kapoor & Smt. Deepti Kapoor ( B-13) M.No -305
- c. Shri Dharmendra Sharma & Smt. Kirti Sharma ( AD-23) M.No -306
- d. Smt. Maya Verma & Shri. Manoj Kumar Verma ( AD-28) M.No -307

6. **Agenda Item No.-5** : Consideration/ approval of the Maintenance Budget estimates for the year 2017-18 and the revision of quarterly maintenance charges for members vis –a - Tenants

- 6.1. Budget estimate for the FY 2018-19 along with the expenditure for 2017-18 on maintenance (Security, Lift and DG set AMC, Staff Salary, Common Area Electricity and routine maintenance) was presented before the members. An increase of 10% has been considered for 2018-19 over actual expenditure for 2017-18.
- 6.2. It was unanimously decided to give an increase of 10% hike on present Salary to the ( rounded off to next Rs 50/-) to the affected employees.
- 6.3. After detailed discussions, the members unanimously passed the following resolution:

**Resolution No. – AGM 2018/04**

**Resolved that the estimated maintenance budget of the Society for the year 2018-19 at Rs. 20,64,184/- be and is hereby approved. The deficient of Rs. 2, 01,78 to be met from the interest earned from FDs of IMF.**

**Resolved that the no increase in the current Maintenance Charges. Maintenance Charges for A, AD & D Block – Rs 1700/- pm and for B & C block Rs 1600/- pm should continue.**

7. **Agenda Item No.-6**: Annual Increment in the salary of the Staff

- 7.1. A hike of 10% on present salary to Electrician-1, Plumber-1 , Safai Karamcharis-2 Accountant -1 with effect from 1st Nov 2018. The increment to Supervisor should be given on completion of another one year service in Jun 2019 based on his performance . Similarly, the salary of Mali can be increased on completion of one year in Aug 2019. MC can take a decision on this issue.

**Resolution No. – AGM 2018/05**

**Resolved that the 10% (approx) hike on the present salary is here by approved for the employees completed one year (or more) service to the Society. Other employees to be considered after completion of one year service based on their performance.**



8. **Agenda Item No.-7: Approval of increased rates asked by the Security Agency**

- 8.1. The President discussing the quality of security guards highlighted that good guards are not available on a meager salary of Rs 8000/- per month. Therefore, there is need to negotiated with present security agency on salary and get good guards. A maximum increase of salary upto 10% has been agreed.

**Resolution No. – AGM 2018/06**

**Resolved that the approval to increase the salaries of guard after negotiation by the Managing Committee with the security agency. The negotiated Salaries will come into effect from 01 Nov 2018 or later.**

9. **Agenda Item No.-8: Continuance of Infrastructure Maintenance Fund (IMF) @ Rs 1000/- pm.**

- 9.1. The president apprised the members that the major portion of IMF collected till date will be spent to meet expenditure incurred/will be incurred in replacement of the existing lifts. Therefore, to meet the capital expense on major repairs & replacement of existing lifts & GenSet and other unforeseen requirements the IMF at a rate of Rs 1000/- pm should continue.
- 9.2. Mr. DK Gupta (B-12) said that the lifts of B & C blocks are costing less than the lifts of A & AD block and suggested that the expenditure on the lifts should be proportionate and contribution of each member should calculated and for B & C block the IMF should stop
- 9.3. The President said the installation of all the six lifts should be completed by March 2019 and such a calculation should be done on completion of the project and the IMF from all the members should continue till than.

**Resolution No. – AGM 2018/07.**

- a. The IMF from all the members should continue at a rate of Rs 1000/- per month till 31 Mar 2019.**
- b. The proportaionate share of each member to be calculated on completion of the Project “ Replacement of Existing Lifts”. Thereafter, IMF should be charged accordingly.**

10. **Agenda Item No.-9: Approval for conversion of single society electricity meter to Individual connection meter by BSES.**

- 10.1. The President explaining the advantage, proposed conversion of single-point electricity connections for individual connections for all the flats. The advantages discussed are as follows:

- a. BSES will take over complete existing power distribution system installed in the society premises which includes Transformers, HT & LT Panels, Feeder pillars and existing electrical wiring. Therefore, Society is going to save huge maintenance cost of these electrical equipment's.
- b. The transmission losses will be taken care by the BSES, thereby reducing expenditure of common area electricity charges.
- c. Each flat will given power load as per the power consumption/usage, thereby saving on fixed charges.
- d. The subsidy will be taken care automatically as monthly electricity bill be paid directly to BSES. Tariff for domestic consumer are much lower than the present tariff of single meter CGHS society.



- 10.2. Members were informed that an initial survey was carried out by the BSES representative, an expenditure of Rs.15 Lacs was estimated, which will be equally shared between BSES and the Society. That is Rs 8000/- (approx.) per flat.
- 10.3. The proposal has been welcomed by all the members and was approved in principle. It was opined that a committee should be formed to explore it further and project should be executed on recommendation of the committee.

**Resolution No. – AGM 2018/08.**

1. **The AGM in principle approves the proposal** for conversion of single society electricity meter to Individual connection meter by BSES
2. It is resolved that the AGM authorizes Managing Committee to take all appropriate & necessary actions on recommendation of the committee. All the legal & statutory requirement should be met.
3. **The composition of Committee is as under:-**

a. Mr. SC Misra, AD - 44	c. Mr. G D Guglani, B-20
b. Mrs. Swaraj Gupta, B-10	d. Mrs. Maya Verma AD- 28

**11. Agenda Item No.-10:** Approval for installation of Solar System as per new policy of Delhi Govt.

- 11.1. The President explained the recent policy of Delhi Govt on Installation of Roof Top Solar System and proposed that the society should also take advantage of this.
- 11.2. The matter was discussed and the proposal was approved in principle. The above mentioned committee will explore the feasibility and project will be executed on recommendation of committee.

**Resolution No. – AGM 2018/09.**

4. **The AGM in principle approves the proposal** installation of Solar System as per new policy of Delhi Govt.
5. It is resolved that the AGM authorizes Managing Committee to take all appropriate & necessary actions on recommendation of the committee. All the legal & statutory requirement should be met.
6. **The composition of Committee is as under:-**

a. Mr. SC Misra, AD - 44	c. Mr. G D Guglani, B-20
b. Mrs. Swaraj Gupta, B-10	d. Mrs. Maya Verma AD- 28

**Agenda Item No.-11: Projects Review**

**12. Replacement of Lifts :** The contract for replacement of all 06 (six) existing lifts has been awarded to M/s KONE Elevators India Ltd. The project will be executed in two phases. The work will start by last week of Nov 2018.

12.1. In Phase 1 the replacement of lifts should take place as follows. Phase 1 should be completed by 31 Jan 2019.



- |    |            |            |          |
|----|------------|------------|----------|
| a. | Block – A  | Ground + 7 | - 1 Lift |
| b. | Block – AD | Ground + 7 | - 1 Lift |
| c. | Block – B  | Ground + 4 | - 1 Lift |
| d. | Block – C  | Ground + 4 | - 1 Lift |

12.2. Phase 2 will commence once the lifts installed in phase -1 are fully functional. The following lifts will be changed. This phase will be completed by 31 Mar 2018

- a. Block – A Ground + 7 - 1 Lift
- b. Block – AD Ground + 7 - 1 Lift

12.3. The major milestones & time required are as follows:

- a. Dismantling of existing Lifts – 07 days
- b. Repair of shaft – 10 to 14 days
- c. Installation & testing of New Lifts – 25 to 30 days

**d. Total 45 days ( approx.)**

12.4. The President also informed the members that granite work will be carried out around the all the entrance of the lifts. He also appealed residents of B & C block to be mentally prepared to face the inconvenience as they have to use stair cases while the project is executed.

### **13. Installation of CCTV System in the society premises.**

13.1. This project was approved in last AGM from IRF. The estimated cost of the project was Rs 4,00,000/- . However, the IRF amounting to Rs 20,70, 000 ( Rs 22,500/- per flat paid by 92 members) collected got exhausted in other major projects. Therefore, this project could not be executed.

13.2. A fresh budgetary estimate was obtained in Sep -Oct 2018 by the MC and the cost of the project came out to be Rs 5,00,000/- . The digital surveillance system will be comprised of 42 cameras, NVR, External Hard disks, Switches, Cabling, Display system etc. ( Note : 6 cameras will be installed inside the new lifts being commissioned by Mar 2019),

13.3. Mr. Vikas Tayal (AD-22) suggested that the project should be executed in a phased and scalable manner. Initially cameras should be placed at society's front and rear gate, along the boundary, lobbies at ground floor and in the lifts. Thereafter, it can be scaled up as required. House agreed to his suggestions.

### **14. Horticulture & maintenance of the society green area (Lawns).**

14.1. The President informed the members that a MoU has been signed with Delhi Parks and Garden Society (DGPS) to maintain greenery in the society premises for which DGPS will provide a funding of Rs 29,000/- per year in two half yearly installments. First installment has been received by the society.

14.2. He further apprised the members that the grass which was planted in last monsoon has survived and some more grass has been planted in uncovered patches of the central society lawn and children park.

### **15. Renovation of Guard room**

15.1. To be taken up with FAR project.

15.2. Some modification should be done to house the NVR and Display System ( LED TV).

### **16. Shifting of main gate of the society & construction of a room for Bank ATM.**

16.1. To be taken up with FAR project

### **17. Repair of the terraces of all the blocks**

17.1. Mr. Sanjeev Khurana (AD-27) said that there is an urgent requirement repairing and water proofing of the terraces of all the blocks as during rains water is seeping in the flats of top floors and in the columns and beams of the building.



17.2. MC have also received similar complaints from members/residents of the other blocks.

17.3. The president informed the general body that one of the terrace of the B Block has been repaired which had cost Rs 32,000/-. To get all the remaining 15 terraces repaired a fund of Rs 6 Lacs may be required.

**Resolution No. – AGM 2018/10**

**1. It is resolved that the following projects to be executed from IRF.**

S.No	Name of the Project	Amount	Status
a.	Installation of CCTV	Rs. 300,000	Approved
b.	Repair of the terraces of all the blocks	Rs. 600,000	Approved
c.	Minor modification of Guard room to house CCTV system.	Rs 100,000	Approved
	<b>Total</b>	<b>Rs. 10,00,000</b>	
d.	Complete Renovation of Guard Room	Rs. 225,000	Approval with FAR Project.
e.	Shifting of Main Gate & Construction of room for ATM	Rs. 310,000	

**2. It is resolved that the fresh installments of IRF should be demanded from the members depending on the progress of the projects. First installment of Rs 4000/- should be asked in Dec 2018 to commence the CCTV project on priority**

18. **Agenda Item No.-12:** Charges and modalities for usage of Park, Basement and Manas Hall (separate lockable area in the basement) by members/residents.

18.1. The President asked the members to suggest the charges to be levied for the personal usage of Park, Basement and Manas Hall by the members/residents.

18.2. It was suggested that the existing charges of Rs 5000/- for the Society Lawn should continue. For the Manas Hall a rent of Rs 1200/- plus electricity was suggested. For the complete basement ( including Manas Hall) Rs 3000/- plus electricity was agreed to. A refundable security deposit of Rs 3000/- for Society Lawn and Basement , and of Rs 2000 /- for Manas Hall was approved. In case of any damage to the Society property money will be adjusted from the said security deposit.

18.3. No charges for death ceremonies (rituals to be performed after death) of a member/resident or a family member. Allotment of facility should be done by MC on priority

18.4. Mr. GD Guglani raised a point of constructing a toilet for the invitees/attendees of the function. The point was well taken , however to construct a toilet in basement is not permitted as per Building Law of DDA. It was opined that feasibility to construct a toilet near guard room should be explored.

**Resolution No. – AGM 2018/11. It has been resolved to charge following amounts w.e.f 01 Nov 2018.**

a. Society Lawn : Rs 5000/- per day ( No provision of electricity)

b. Complete Basement : Rs 3000/- per day + Electricity as per usage\*

c. Manas Hall : Rs 1200/- per day + Electricity as per usage \*

d. A refundable security deposit of Rs 3000/- for Society Lawn and Basement, and of Rs 2000 /- for Manas Hall was approved.



*Note: \* Use of existing lights & fans are permitted. For high voltage appliance/flood lights & decorative lights user should make his own arrangement for power supply. Cooking in the basement is NOT permitted.*

**19. Agenda Item No.-13: Guidelines for usage of New Lifts ( likely to be installed by Jan 2019)**

- 19.1. It was unanimously agreed by the members that there should be a detailed guidelines for usage of lifts with serious penalty clauses for defaulters. MC has been made responsible to draft and publish these guidelines.
- 19.2. Members further suggested that ferrying of Building Material , Malba ( Debris) and shifting of house hold goods should not be allowed in the lifts.
- 19.3. Pets should only be allowed in the lifts if owners of pets ensures that lifts are not littered.

**20. Agenda Item No.-14: Dog menace.**

- 20.1. MC brought in the notice of general body that numbers of dogs have increased in the Society and there had been incidence in the past where Society lawn/common area had littered by dogs and owners of dogs have left it as it is.
- 20.2. It was suggest a penalty of Rs 500/- per such incidence should be imposed on the owners of the dogs.

**Resolution No. – AGM 2018/13.**

- a. **In case the dog litters the Society Lawn/Common area /Lift and owner of the dog defaults in cleaning it , a penalty of Rs 500/- should be imposed on the owner of the dog.**
- b. **The CCTV clipping or member of MC/ Guard on duty make a note of it will constitute the proof of incidence.**

**21. Agenda Item No.-15: Increase of FAR ( Floor Area Ratio) :**

- a. **To review the progress of increase the FAR of A, AD, B & C block.**
- b. **Formation of new committee to undertake FAR project, if required.**

21.2. The president explained that the FAR Committee formed in the last AGM has done lot of work. However, a clear consensus of the member could not be ascertained. Based on the recommendation of Committee, MC has raised demand of the funds, but did not get a good response.

21.3. Mr. GD Guglani (B-20) emphasizing the need of FAR by B & C block said that in case members of A & AD block are not interested than only B & C block should be allowed to get FAR done. This was resisted by the members, so he further added that a court order to this effect can be obtained.

21.4. Mr. DK Gupta ( B-12) suggested that initial expenditure of hiring of architect should be done from IMF. Which was not agreed to.

21.5. Mr. Sanjeev Khurana (AD-27) said that the FAR should be proportionate to the size of the flat. The consent of the members will depend once they get a clarity on this issue. He further added that the committee should first respond to the representation send by about 45 members and thereafter proceed with the project if sufficient consensus is obtained.



- 21.6. The President suggested to form a new FAR committee, but members said the committee formed during last AGM should continue.
- 21.7. Mrs. Ravikanta Sehgal (D-03) said due to some personal reason she doesn't want to part of the committee and would like to resign.

**Resolution No. – AGM 2017/11.**

**1. The Empowered Committee to take on FAR project as formed in last AGM should continue,** The AGM accepts the resignation of Mrs. Ravikanta Sehgal from FAR committee. **The committee now is as under:-**

- |                         |       |                       |      |
|-------------------------|-------|-----------------------|------|
| a. Mr. R P Singh,       | B-03  | e. Mr. G D Guglani,   | B-20 |
| b. Mr. Rajendra Marwah, | D-04  | f. Mrs. Swaraj Gupta, | B-10 |
| c. Mr. J S Ahluwalia,   | AD-20 | g. Mr. Rajeeo Ranjan, | C-19 |
| d. Mr. U S Sharma ,     | AD-55 |                       |      |

**2.** It is resolved that the AGM authorizes Managing Committee to take all appropriate & necessary actions to increase the FAR on advice of Empowered Committee. All the legal & statutory requirement should be met.

**22. Agenda Item No.-16 : Car Parking :**

- a. Allocation of parking space on temporary basis.
- b. Revision of congestion charges to be imposed w.e.f 01 Nov 2018.
- c. Visitors parking outside the society.
- 22.1. The President said the allocation of parking space to all the members as done in last AGM has been accepted by all expect few changes of parking slots. He further emphasized that the policy of **"One Flat One Car"** should continue and all the 93 flats should again be allocated parking space purely on temporary basis for a period of one year. The following decision of last AGM should prevail
- a. Only one car of a flat in the stilt parking of A & AD Blocks.
- b. Members parking two cars in the stilt parking should be asked to remove one car.
- c. Members are not allowed to give out their allotted parking space to any other member. In case a parking space is not utilized it will fall in the common pool and may be allotted to another effected member.
- d. Cars registered on the name of the member/resident or on the name of family member staying with them will only be allowed in the parking space. Cars on the name of relatives/friends are not permitted.
- e. Visitor parking outside the society. In case of visiting relatives, their car may be allowed inside the society premises depending upon the availability of the parking space on the request of the member to the MC. The President/Member of MC authorized by him can grant such a sanction. The temporary parking charges will be Rs 50/- per day and parking will be allowed for a maximum period of 7 (seven days) at the risk of owner/member.
- 22.2. The additional points are as follows:



- a. The car parking space should be utilized only for parking of the car.
- b. Parking of two wheelers is not permitted in the parking space marked for car parking.
- c. In case a member/resident, who does not initially possess a car and gets a car later, MC should ensure he gets a proper parking.




- 22.3. Congestion Charges as approved in last AGM should continue.
- 22.4. Mr. JS Bansal (AD-42) , who has been parking two cars in the stilt parking should remove one of his car with immediate effect.
- 22.5. The layout of parking spaces as agreed in the AGM is attached as **Appendix -A**

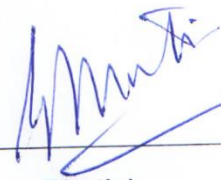
**Resolution No. – AGM 2017/09**

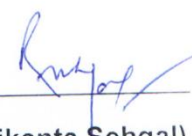
**Resolved the following:-**

1. "One Flat One Parking", should continue. The layout of parking spaces and allocation done last year and minor changes made thereafter should prevail purely on temporary basis for one year ( till 01 Nov 2018).
2. Congestion Charges : First Car – No Charges, Second Car- Rs 250 per Month, Third & Fourth Car Rs 500/- per month should continue.
3. Visitors parking outside the Society premises. The parking of the car of visiting relatives may be allowed @ Rs 50/per day for maximum 7(seven) days.
4. Car Parking Space should not be used for parking two wheelers.
5. MC should ensure allocation of car parking space to the member/resident who gets his first car during the year.

23. There being no other agenda item, the President and other MC members thanked the participants. The meeting ended with a vote of thanks to the Chair.

  
(Hemant Kumar Jain)  
President

  
(G. L. Bhatia)  
Vice President/Treasurer

  
(Ravikanta Sehgal)  
Joint Secretary

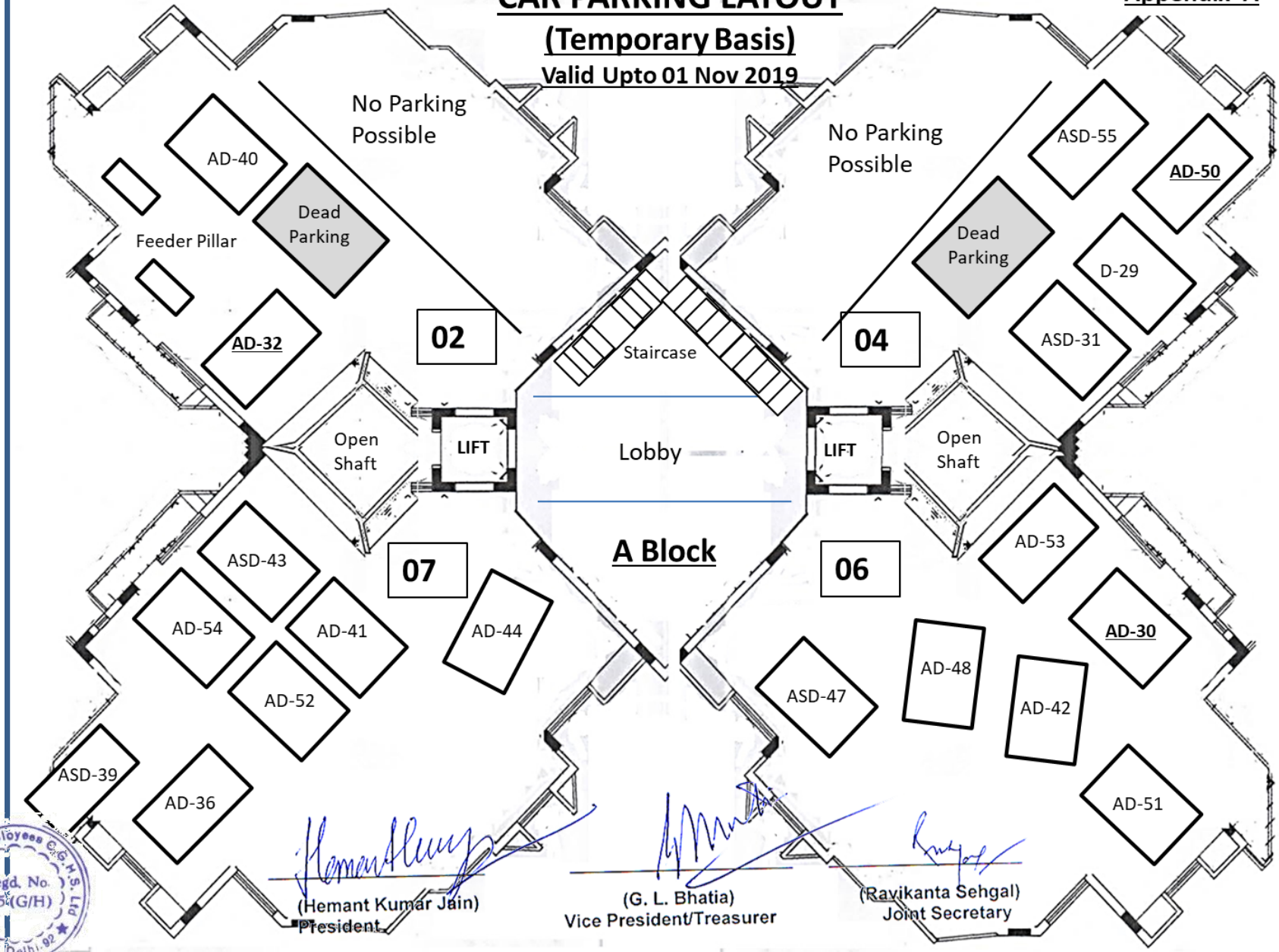


# CAR PARKING LAYOUT

(Temporary Basis)

Valid Upto 01 Nov 2019

Appendix -A



*(Signature)*  
(Hemant Kumar Jain)  
President

*(Signature)*  
(G. L. Bhatia)  
Vice President/Treasurer

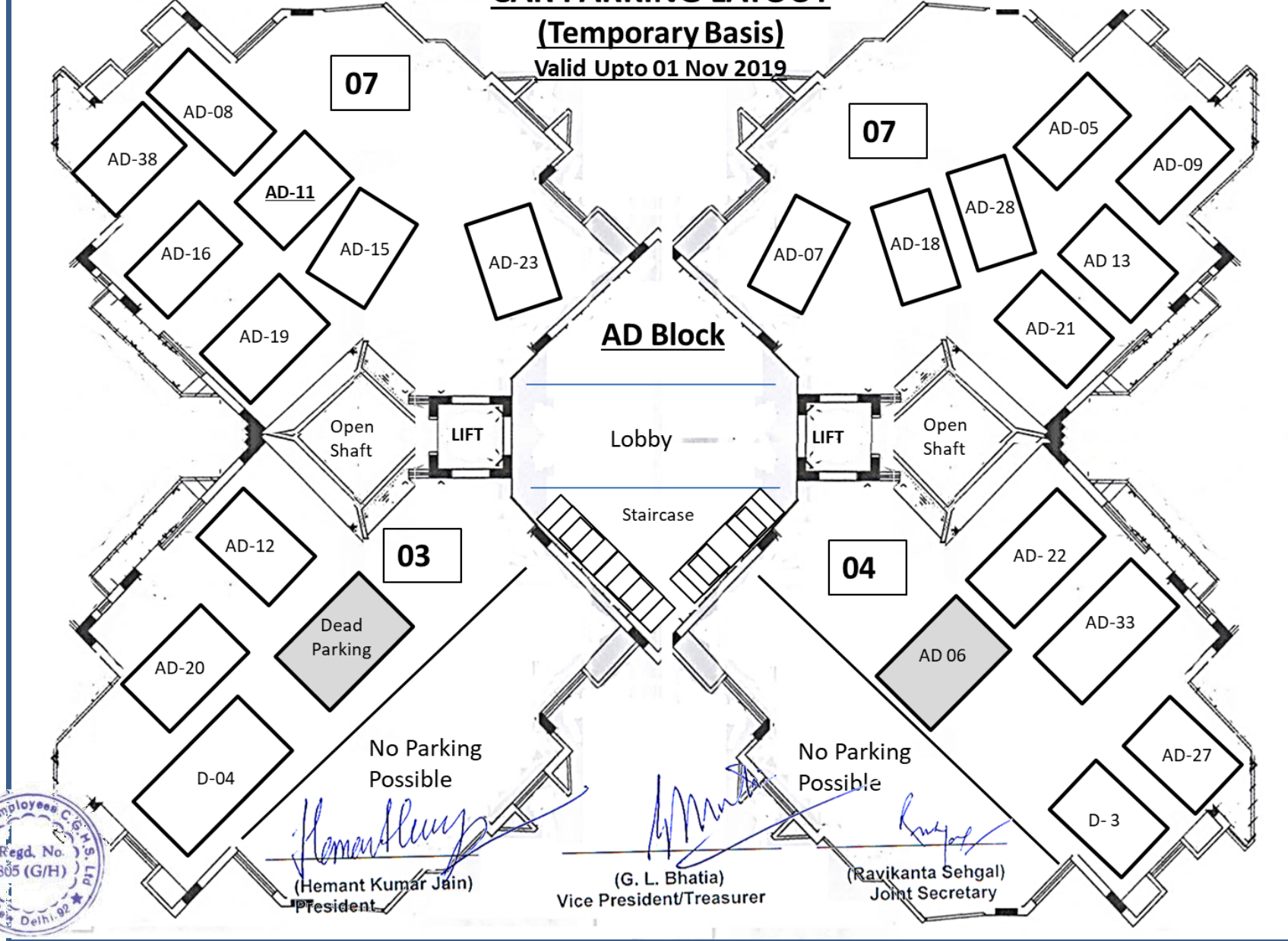
*(Signature)*  
(Ravikanta Sehgal)  
Joint Secretary

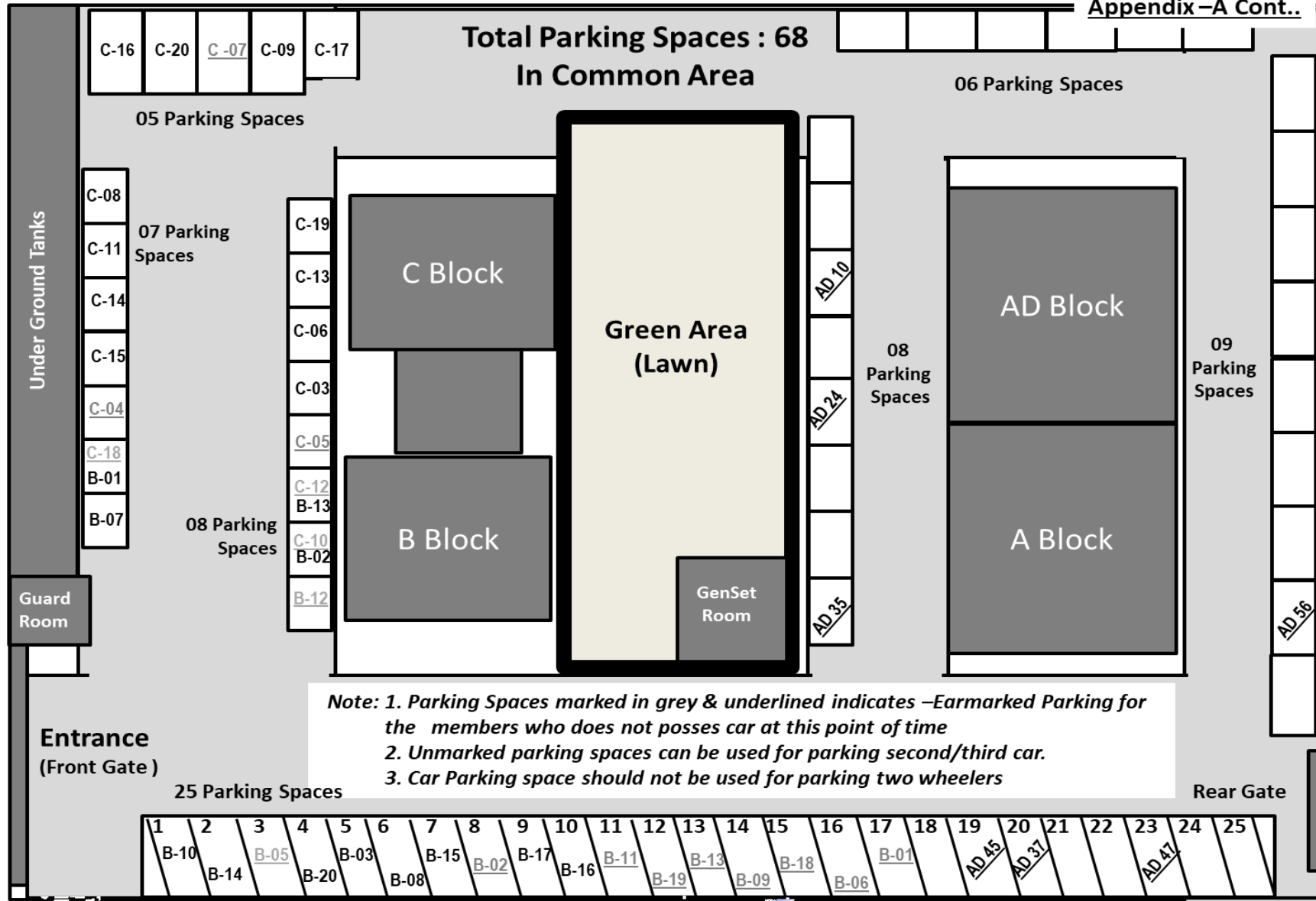
# CAR PARKING LAYOUT

(Temporary Basis)

Valid Upto 01 Nov 2019

Appendix -A Cont..





*Hemant Kumar Jain*  
 (Hemant Kumar Jain)  
 President

*G. L. Bhatia*  
 (G. L. Bhatia)  
 Vice President/Treasurer

*Ravikanta Sehgal*  
 (Ravikanta Sehgal)  
 Joint Secretary