

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/AGBM/3/2017

Dated : 24 Aug 2017

Minutes of the Annual General Body Meeting held in the Society Premises on 20th August 2017

The Annual General Body Meeting (AGBM) was scheduled to be held at 10.00 AM. The quorum was observed till 10:30 A.M. There being only 21 (Twenty one) members present at that time, the meeting was adjourned for 15 minutes that is till 10.45 AM at the same venue.

The adjourned meeting was commenced at 10.45 AM at the same venue. A total of 38 members attended the AGBM.

1. The President, Shri Hemant Kumar Jain chaired the meeting. He opened the proceedings and welcomed all the members present.
2. The President thanked the previous Managing Committee and briefly described the major activities took place after the election of present Managing Committee. He outlined the agenda for this meeting as per AGBM Notice dated 05th Aug 2017 and requested the members to consider the same.
3. **Agenda Item No. – 2 : Approval of the Minutes of the last AGBM held on 20 Sep 2015**

The President mentioned that the Minutes of the AGBM held on 20 Sep 2015 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, members unanimously passed the following resolution:

Resolution No. – AGBM-2017/01

Resolved that the minutes of last AGBM held on 20 Sep 2015 be and are hereby confirmed and approved.

4. **Agenda Item No.- 3 : Consideration/ approval of the audited accounts for the year 2015-16**
 - 4.1. The audited accounts for the year 2015-16 along with the Audit Report were presented before the AGBM. On the request of Sh. DK Gupta (B-12), President read out the audit report to the members. The difference between Payment & Receipts and Income & expenditure was explained by the Accountant to the house.
 - 4.2. After discussions, the members unanimously passed the following resolution:

Resolution No. – AGBM 2017/02

Resolved that the audited accounts of the Society along with Audit Report for the financial year 2015-16 be and are hereby confirmed and approved.

5. **Agenda Item No. – 4 : Approval of the Minutes of the SGBM held on 19 Mar 2017**

- 5.1. The President highlighted the requirement of SGBM held on 19 Mar 2017 and referred to the minutes of SGBM already circulated to the members.
- 5.2. It was also clarified to Mr. JS Ahluwalia (AD-20) by the president that the SGBM can have more than one agenda points.
- 5.3. The Queries of members were asked, there being no points, the members unanimously passed the following resolution:

Resolution No. – AGBM-2017/03

Resolved that the minutes of SGBM held on 19th Mar 2017 be and are hereby confirmed and approved.

6. **Agenda Item No.- 5 : Consideration/ approval of the audited accounts for the year 2016-17**

- 6.1. The audited accounts for the year 2016-17 along with the Audit Report were presented before the AGBM. The President read out the Observations & Suggestion given by the Chartered Accountant
- 6.2. Income over expenditure was explained by the accountants to all the members.
- 6.3. It was suggested that the Rs 63,259/- in suspense account to be waived off. However, members were of the opinion that the Managing Committee should try for the recovery of these funds from the concerned members, in case recoveries are not made it should be brought up again in the next AGBM.
- 6.4. It was also informed to the members that the clarification regarding effect of GST on Cooperative Group Housing Society is being sought.
- 6.5. The interest on the FDs of IMF was discussed and members were of the opinion that the deficit in the maintenance budget should be made out from the interest being earned from the FDs every year.
- 6.6. After discussions, the members unanimously passed the following resolution:

Resolution No. – AGBM 2017/04

Resolved that the audited accounts of the Society along with Audit Report for the financial year 2016-17 be and are hereby confirmed and approved.

Resolved that the waiving off of the amount in suspense account should be brought up next AGBM.

Resolved that the interest earned on the FDs of IMF should be used to make up the deficit in the maintenance expenditure for the F.Y 2017-18.

7. **Agenda Item No.-6 : Approval of :**

- a) List of Members whose member ship 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. – AGBM 2017/05

1. Resolved that members whose member ship has been cancelled are:

- a. Mr . Bhudeb Mukherjee(AD-11) M.No -264
- b. Mr. Sat Pal Salwan (D-30) M.No.191

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

- a. Mr . Ramesh Satija & Mrs Rajrani Satija (AD-11) M.No -302

b. Mrs. Bhibhupriya Bag & Mr. Ajit Pal (D-30) M.No -303

3. Revised list of members have already been circulated among the members

8. **Agenda Item No.-7 : Consideration/ approval of the Maintenance Budget estimates for the year 2017-18 and the revision of quarterly maintenance charges for members vis –a – Tenants**

- 8.1. Budget estimate for the FY 2017-18 along with the expenditure for 2016-17 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 2017-18 over actual expenditure for 2016-17.
- 8.2. It was unanimously decided to give an increase of 10% hike on present Salary to the Society staff (rounded off to next Rs 50/-)
- 8.3. It was suggested that the maintenance charges should be higher by Rs 200-300 per month for the tenants, because of the reasons:
- 8.3.1. Tenants don't have any sense of belongingness toward society.
- 8.3.2. Their frequent shifting of luggage damages lifts & staircase.
- 8.3.3. Landlords gets 10% hike in rent, but society which is providing the good maintenance services to the tenants doesn't get anything.
- 8.4. Members suggested that instead of increasing the Maintenance Charges from the tenants an Infrastructure usage fee of Rs 4000/- should be levied on the tenants during occupation & vacation of the flat.
- 8.5. After detailed discussions, the members unanimously passed the following resolution:

Resolution No. – AGBM 2017/06

Resolved that the estimated maintenance budget of the Society for the year 2017-18 at Rs. 19,37,333/- be and is hereby approved.

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.

Resolved an Infrastructure usage fee of Rs 4000/- should be levied on the tenants each time during occupation & vacation of the flat with immediate effect.

9. **Agenda Item No.-8: Annual Increment in the salary of the Staff**

- 9.1. A hike of 10% on present salary to Electrician-1, Mali-1 & Safai Karamcharis-2 with effect from 1st September 2017. The increment to Supervisor, Accountant and one Safai karamchari should be given on completion of their one year service based on their performance . MC can take a decision on this issue.

Resolution No. – AGBM 2017/07

Resolved that the 10% 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.

10. **Agenda Item No.-9: Approval of increased rates asked by the Security Agency**

- 10.1. The President discussing the importance of security aspect of the Society said that presently there are two Security Guards during the day and three Security Guards during the night. It was suggested to reduce one guard in the night, the members did not agree to it and said the present deployment of the guards should continue.

10.2. It was agreed by the members to increase the salaries of guard.

Resolution No. – AGBM 2017/08

Resolved that the approval to increase the salaries of guard @ Rs 8000/-pm +GST given to the Managing Committee with effect from 01 Sep 2017

11. Agenda Item No.-10: Car Parking

- a) Formation of committee for marking parking space for 93 vehicles and ratification of existing congestion charges.
- b) Allocation of one parking space to each flat on purely temporary basis.
- c) Ratification of congestion charges imposed w.e.f 01 May 2017.
- d) Visitors parking outside the society.
- e) Installation of Automatic Boom Barrier at the main gate of the society.
- f) Shifting of feeder pillars at A Block to increase stilt parking space.
- g) Increasing the size of rear gate to meet fire compliance.

11.1. The car parking layout of the society was circulated to all the members. As per the policy of **“One Flat One Car”** it was decided to mark one parking space for all the 93 flats purely on temporary basis for a period of one year. AGBM has empowered the MC to carry out the allotment.

11.1.1. It was decided to allow only one car of a flat in the stilt parking of A & AD Blocks.

11.1.2. Members parking two cars in the stilt parking should be asked to remove one car.

11.1.3. 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.

11.1.4. 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.

11.2. Congestion Charges as approved in the SGBM were again discussed, and it was decided that the same congestion charges will prevail.

11.3. Visitor parking outside the society was approved. 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.

11.4. Installation of Automatic Boom Barrier at the main gate of the society was discussed at an approximate cost of Rs 1.5 Lacs. It was decided that it should be installed with RFID detector & Cards from the parking charges collected on monthly basis.

11.5. The shifting of two feeder pillars would have created additional two parking spaces in the stilt parking . The approximate cost for shifting the two feeder pillars in A block as obtained from M/s G.S. Electrical was Rs 70,000/- . Since it involves huge expenditure, it was decided to defer the project for the time being

11.6. Increasing the size of rear gate to meet fire compliance to be considered as it is a statutory requirement.

Resolution No. – AGBM 2017/09

Resolved the following:-

- 1. “One Flat One Parking”, MC to carry out allotment of parking space with due diligence, purely on temporary basis for one year (till 01 Sep 2018).**
- 2. Congestion Charges : First Car – No Charges, Second Car- Rs 250 per Month, Third & Fourth Car Rs 500/- per month.**
- 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. Feeder pillars should not be removed due to huge expenditure.**
- 5. Installation of Automatic Boom Barrier at the main gate of the society on collection of funds from parking Charges.**
- 6. Increasing the size of rear gate to meet compliance Fire authorities as it is a statutory requirement.**

12. Agenda Item No.-11: Continuance of Infrastructure Maintenance Fund (IMF)

- 12.1. The president explained the importance & requirement of IMF. In view of likely capital expense on major repairs & replacement of existing lifts & GenSet and other unforeseen requirements. It was proposed to continue the IMF at a rate of Rs 1000/- pm till further orders.
- 12.2. There was no clear agreement/disagreement among the members on this issue, therefore , to resolve the it a voting by the member was carried out. The result of the voting was as under :
 - 12.2.1. Votes casted in favor of continuing the IMF : 19
 - 12.2.2. Votes casted against of continuing the IMF : 11

Resolution No. – AGBM 2017/10. The IMF should continue at a rate of Rs 1000/- per month till further orders i.e. till a decision of next AGBM.

13. Agenda Item No.-12: Increase of FAR (Floor Area Ratio)

- a. To obtain the approval of General Body for increasing the FAR of A, AD , B & C block.
 - b. Formation of committee to undertake and supervise the FAR project till completion to include project monitoring, finance etc.
 - c. Approval for Hiring of Architect to study the feasibility of FAR, preparation of blue print and to provide the cost estimate.
 - d. Approval for taking further course of action i.e. approval of DDA & Fire Authorities and hiring of builder etc.
- 13.1. The president explained approximate increase in area in all type of the flats, tentative cost per feet (Rs 1500-1600/-), Time for completion (Approx –Two years or more). He asked the willingness of the members. Almost all the members present raised their hand conforming their willingness for increasing the FAR.
 - 13.2. It was decided to form an empowered committee to take on the FAR project from beginning till completion and to carry out all project related activities to include hiring of Architect, approval from DDA & Fire Authorities, collection of funds from the members, selection of builder, project monitoring & supervision etc. The signing authority on behalf of the Society rests with the Managing Committee.

Resolution No. – AGBM 2017/11.

1. The AGBM approves the proposal to increase the FAR.
2. It is resolved that the AGBM 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.
3. The composition of Empowered Committee to take on FAR project from start till end is as under:-
 - a. Mrs Ravikanta Sehgal, D-03
 - b. Mr. Rajendra Marwah, D-04
 - c. Mr. J S Ahluwalia, AD-20
 - d. Mr. U S Sharma , AD-55
 - e. Mr. R P Singh, B-03
 - f. Mrs. Swaraj Gupta, B-10
 - e. Mr. G D Guglani, B-20
 - f. Mr. Rajeeo Ranjan, C-19

14. **Agenda Item No.-13:** Charges and modalities for usage of Park, Basement and Manas Hall (separate lockable area in the basement) by members/residents.

- 14.1. 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.
- 14.2. It was suggested that the existing charges of Rs 5000/- for the Society Lawn should continue. For the Manas Hall a rent between Rs 500/- to 3000/- plus electricity was suggested. For the complete basement (including Manas Hall) Rs 5000/- plus electricity was suggested. Cooking in the basement is not permitted. 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.
- 14.3. Members should apply to the MC at least one week before the date of event along with the payment against charges. Any damage to the property of the society, walls, trees/plantation will be recovered from the member. Members are expected get the area clean after usage.
- 14.4. 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

Resolution No. – AGBM 2017/12. It has been resolved to charge following amounts :

- a. Society Lawn : Rs 5000/- per day (No provision of electricity)
- b. Complete Basement : Rs 5000/- per day + Electricity as per usage*
- c. Manas Hall : Rs 2000/- 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.*

15. **Agenda Item No.-14:** Ratification by General Body

- a) Purchase of Plastic Chairs
- b) Expenditure occurred in various approved project

- 15.1. The requirement for purchase of the 50 plastic chairs was explained to the AGBM . It was approved by the members.
- 15.2. The President informed the members about the expenditure incurred in various projects from various funds. The said expenditure was approved by the AGBM .
- 15.3. The President also informed the members about the projects in the pipeline and should be executed on priority.
- 15.4. The President apprised the AGBM that a lot of spade work has been done by the present MC for replacement of the lifts, top notch lift/elevator companies/firms have been contacted and a budgetary estimate has been obtained. It has been suggested that since the replacement of all the six lifts of society requires a major capital expenditure, the procurement & installation of the lifts should be done from well renowned firms like OTIS, KONE and Schindlers.
- 15.5. It was informed that a committee was formed during SGBM to take on the project of replacement of the lifts. The member of committee were Mr. JS Bansal (AD-42), Mr. Hemant Kumar Jain (AD-33), Mr. Vinod Arora (AD-41) and Mr. Vikas Tayal (AD-22). Due to non availability of Mr Vinod Arora , as he has moved to Singapore and Mr. Vikas Tayal, because of his professional commitments , the committee stands dissolved. Formation of new committee was recommended by the members.

Resolution No. – AGBM 2017/13

1. It is resolved that purchase of 50 plastic chairs is hereby ratified by AGBM.
2. It is resolved that the expenditure incurred in the following projects to be met out of IRF and any shortfall in the funds to be met from IMF.

S.No	Name of the Project	Amount	AGBM
a.	Repair & Reinforcement of Columns & Beams (Completed)	Rs. 687,563	Approved from IRF
b.	Fire Fighting System (Under Progress)	Rs. 400,000	Approved from IRF
c.	Renovation of Basement (Completed)	Rs. 192,442	Approved from IRF
	Total of IRF approved Projects	Rs. 1,280,005	
d.	Canopies Protection B & C blocks (Completed)	Rs. 165,633	Approved from IMF
e.	Plinth Protection B & C blocks (Completed)	Rs. 95,665	Approved from IMF
f.	Repair of Pipe lines in the shafts (Completed)	Rs. 105,270	Approved from IMF
	Total of IMF approved Projects	Rs. 366,568	
	Grand Total	Rs. 1,646,573	

16. **Agenda Item No.-15: Pojects to be undertaken**

Resolution No. – AGBM 2017/14

1. It is resolved that the following projects which are in the pipeline to be executed from IRF.

S.No	Name of the Project	Amount	Status
a.	Painting of complete Society premises	Rs. 250,000	Approved
b.	Installation of CCTV	Rs. 400,000	Approved
c.	Canopy Protection A & AD blocks	Rs. 170,000	Approved
	Total	Rs. 8,20,000	
d.	Renovation of Guard Room	Rs. 225,000	To be taken up after obtaining
e.	Shifting of Main Gate & Construction of room for ATM	Rs. 310,000	DDA Approval

f.	Installation of AC in Manas Hall	Rs. 1,00,000	Deferred
g.	Construction of Toilet in basement	Rs. 2,00,000	Not Approved
3. It is resolved that the following projects in the pipeline to be executed from IMF.			
S.No	Name of the Project	Amount	Status
a.	Replacement of six (06) Lifts. (A Block -02, AD Block -02, B Block -01 and C Block -01)	Rs. 80,00,000	Approved
b.	Civil work in the shafts of the lifts	Rs. 3,00,000	Approved
c.	Replacement of GenSet	Rs. 15,00,000	Deferred
<p>2. It is resolved that the composition of the Committee for the project of Replacement of Lifts from <u>Start till End</u> (Tendering of the project, shortlisting of the OEMs, Price negotiation, award of the contract, monitoring of the project till completion, other project related activities) is as under:-</p> <p>a. Mr. A K Gupta, AD-16 c. Mr. D K Gupta, B-12 b. Mr. US Sharma , AD-55 d. Mr. Rajeeo Ranjan , C-19</p> <p>3. It is resolved that the remaining installment of IRF of Rs 10,000/- should be demanded from the members depending on the progress of the projects which are under execution or in the pipeline. The installment may be split into one or more installments for the ease of the payment by the members.</p>			

17. Agenda Item No.-16: Action to be taken against defaulter members as per DCS Act Section 70 & DCS Rule Section 86.

17.1. The Treasurer appraised the members that in last eight months MC has collected lot of outstanding dues from the members by regular persuasions & follow ups. MC had started NEFT facility for the ease of the payment by the members staying in other Cities or abroad (USA, Dubai, Bahrain, UK) . Monthly bills are being sent to the members through email in PDF format.

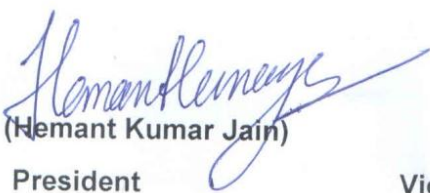
17.2. The President added that MC has served regular reminders to the defaulting members, as on date there is no regular/persistent defaulter against whom action is required to be taken as per DCS Act - Section 70 & Section 86

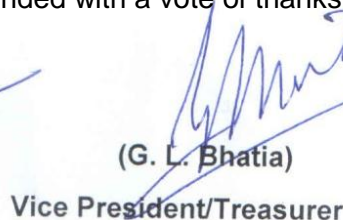
18. Agenda Item No.-17: Points raise by Members

18.1. Mr Pyare Lal (C-11) raised a point that the Dhobi (presswala), who has been placed close to the entrance of the C-Block is creating nuisance in that area. He said that the Dhobi should be placed at some other place within the society or outside the society premises. He also informed the house that the behavior of Dhobi is full of arrogance.

Resolution No. – AGBM 2017/16. The MC should look into the various options for places within society premises or outside the society and shift the Dhobhi from C - Block.

19. 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


(R.P. Singh)
Secretary