



The 515<sup>th</sup> meeting of the Managing Committee of the Janaki C.G.H.S. Ltd. was held on 4<sup>th</sup> June 2023 under the chairmanship of Shri Narendra Jha, President of the Society at 3:30 PM in the Society Office. The below honourable members were present in the scheduled MC Meeting :-

- 1) Narendra Jha - President - NJha
- 2) Kamlesh K. Thakur - Secretary - KT
- 3) RAJIV KUMAR - RK
- 4) G.S. JHA - member - GJ
- 5) D.N. JHA - member - DJ
- 6) Rakha Rami - member - Rami
- 7) Om Prakash Pandey - Jt. Secretary - OP

Deliberations on Agenda Points:-

1) Decision on Resignation of Treasurer:- MC deliberated upon resignation of Treasurer Shri Rajiv Kumar communicated via e-mail dated 7<sup>th</sup> May 2023 and unanimously rejected the same. The President and all MC members urged Shri Rajiv Kumar to continue shouldering the responsibility as he has vast knowledge about Society affairs and is proficient at resolving the issues.

Further President assured MC members that the MC meetings would be conducted in a cordial manner from now onwards and apologised for his behaviour during the last MC Meeting.

Shandley

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Rami

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# PROCEEDING REGISTER

CO-OPERATIVE GROUP HOUSING SOCIETY LTD

② Income & Expenditure of May 2023 and appointment of Auditor:- The MC reviewed and approved the Income & Expenditure for May 2023 and requested it to be displayed on the Society Notice Board & Website.

The Treasurer further informed that accounts for the last financial year have been reconciled and closed.

Hony Secretary apprised MC that RCS vide their circular No. AR(Audit)/e-SLA/2020-21/41-45 dated 02.07.2021 has issued guidelines on Appointment of Auditor. As per the guidelines, Society can appoint same auditor who conducted Audit for financial year 2021-22 under intimation to RCS. No prior approval is required in such cases. M/s PVR & Associates (FRN 002979N) who had audited Society accounts for FY 2021-22 can be appointed to audit accounts of the Society for FY 2022-23. The CA firm is under "C" category of RCS empanelment list at SL173.

In view of the above RCS circular, MC approved appointment of M/s PVR & Associates (FRN 002979N) to audit Society Accounts for FY 2022-23. Hony Secretary was requested to complete the formality.

MC was apprised that electricity subsidy has been received from BSES for the Financial Year 2022-23. An amount of Rs. 604734/- has been credited in Society bills for the month of April & May 2023 and required to be passed its

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Hony Secretary  
Janaki C.G.H.S. Ltd.

*[Signature]*  
President  
Janaki C.G.H.S. Ltd.

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THE CO-OPERATIVE ... SOCIETY LTD.

recipients after pro rata deduction on account of Expenditure incurred for preparation & audit of the claim. MC approved passing the benefit to members as per audited statement after deduction of incurred expenditure. As approved by AG, BM, Subsidy of defaulter members should be kept on hold till they clear entire dues of Society. Benefit of subsidy should be adjusted in Society demand to be raised in July month.

③ New Membership application against flat 201 :-  
Hon'y Secretary informed that a new membership application has been submitted by Mrs. Meenakshi Kamman & Mr. Vishwanath Kamman who purchased the flat through <sup>Registered</sup> Agreement to Sell on 11<sup>th</sup> May, 2023.

Since the membership application & all other documents required were found in order, MC agreed to award the membership as per DCS Act 2003 (clause) Chapter IX. The MC finding all requirements in terms of requisite fees and supporting documents in order for the membership as per below details:-  
New Enrolled Members against POA

Flat No :- 201

Name :- Mrs. Meenakshi Kamman & Mr. Vishwanath Kamman  
Membership No. :- 421

List of old Member sold out flat against POA :-

Flat No :- 201 (POA)

Shandey



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CO-OPERATIVE (GROUP) NEWS SOCIETY LTD

Name:- Shri Baram Mitra  
Membership No.:- 302

④ AMC of Electronic Boom Barrier:-  
Honry Secretary informed that AMC of boom barrier is due from 1<sup>st</sup> June, 2023. The system is being maintained by M/s Radiant Infratel. Last year they charged Rs. 15000/- plus GST for non comprehensive AMC. Performance of the vendor is satisfactory.

Accordingly, MC approved renewal of non comprehensive AMC of boom barrier @ Rs. 15000 plus GST wef 1<sup>st</sup> June 2023 for one year.

⑤ Renewal of Building Insurance:- We need to renew building insurance as it would expire on 18<sup>th</sup> July. President informed that proposals have been invited from various companies. MC approved increase of insurance of building structure to Rs. 30.00 crore plus Rs. 2.00 crore for other machinery items viz lifts, transformer, generator and water plant. MC authorized the President to finalize insurance agencies on competitive basis. Approval of MC may be obtained through circulation and reported in subsequent MC meeting.

⑥ Work distribution to Society Staff:-  
MC discussed and allocated work to Society Staff as per the following table:-

for Abhinder Pradi Pradi

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THE Janaki C.G.H.S. Ltd. CO-OPERATIVE by R.D.P. HOUSING SOCIETY LTD.

## Work assignment for Society staffs

<p>Care taker cum water plant operator Sunil Kumar</p>	<ul style="list-style-type: none"> <li>- Ensure timely pumping of water to all overhead tanks</li> <li>- Maintaining Society Office</li> <li>- Attending complaints of residents and timely disposal</li> <li>- Supervision of Security guards, housekeeping staffs, plumber, electrician, gardener</li> <li>- Taking Monthly water meter reading of members</li> <li>- Supervision of all society assets</li> <li>- Monitoring of any other work as assigned by the MC</li> <li>- Maintaining peace and harmony in Society</li> </ul>
<p>Electrician (Rajbir)</p>	<ul style="list-style-type: none"> <li>- Attending electricity related issues in common area</li> <li>- Attending electricity related complaints of residents inside flats and quick disposal</li> <li>- Taking Monthly electricity meter reading of members</li> <li>- Any other work as assigned by the MC</li> </ul>
<p>Plumber (Saroj Panda)</p>	<ul style="list-style-type: none"> <li>- Attending plumbing related issues in common area</li> <li>- Attending complaints of residents inside flats and quick disposal</li> <li>- Any other work as assigned by the MC</li> </ul>
<p>Office Assistant (Manoj Pathak)</p>	<ul style="list-style-type: none"> <li>- Drafting letters / E-mails and any other communications</li> <li>- Maintaining daily dak and submission to respective Office bearer</li> </ul>

President  
Janaki C.G.H.S. Ltd.

*Arundel*

*Dani*

*Rao*

Honey Secretary  
Janaki C.G.H.S. Ltd.

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CO-OPERATIVE IN R.O.P. HOUSTING SOCIETY LTD

	<ul style="list-style-type: none"> <li>- Maintaining stock register</li> <li>- Preparing monthly water &amp; electricity reading of members</li> <li>- Verification &amp; timely distribution of monthly bills</li> <li>- Preparing receipts against collection from members</li> <li>- Verification of attendance of all staffs, security and sweepers</li> <li>- Any other work as assigned by the MC</li> </ul>
<p>Accounts Assistant (Jagmohan Prasad)</p>	<ul style="list-style-type: none"> <li>- Preparation of monthly bill</li> <li>- Entering all vouchers in Tally</li> <li>- Preparing monthly income and expenditure</li> <li>- Preparing monthly debtors / creditors list</li> <li>- Bank reconciliation</li> <li>- Cash book reconciliation</li> <li>- Filing of TDS return</li> <li>- Liaisoning with Auditor for timely completion of annual audit of the accounts</li> <li>- Any other work as assigned by the MC</li> </ul>
<p>Gardner</p>	<p>Maintaining green area of society Any other work as assigned by the MC</p>

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Hon'ble Secretary  
Janaki C.G.H.S. Ltd.

President  
Janaki C.G.H.S. Ltd.

