

PROCEEDING REGISTER



THE **JANAKI** CO-OPERATIVE H.R.O.U.P. HOUSING SOCIETY LTD

The 538th Meeting of the Managing Committee of the Janaki C.G.H.S. Ltd. was held on 18th March, 2025 under the chairmanship of Shri Ghanashyam Jha, President of the Society. The below honourable members were present in the scheduled MC Meeting.

- ① G.S. JHA, President - *[Signature]*
- ② Alka Rani member *[Signature]*
- ③ Nutan Thakur Member *[Signature]*
- ④ Pravin Kumar Choudhary *[Signature]*
- ⑤ S.C. JHA *[Signature]*
- ⑥ D.V. JHA *[Signature]*
- ⑦ Om Prakash Pandey - Hony Secretary - *[Signature]*
- ⑧ Rajkuma Jha - Joined Online

Shri Suresh Kumar Ragh joined the meeting as a Special Invitee.

Deliberations on Agenda Points:-

- ① Welcome Address by the Honorable President:-
The President welcomed the members of the Managing Committee and outlined the priorities. This included addressing deficiencies and making the best use of resources, specifically focusing on housekeeping and security. Chronic issues like seepage were discussed in detail.

(A) Views on Different Issues/Aspects:-

⇒ Shri Suresh Ragh mentioned the need for a Standard Operating Procedure (SOP) and submitted various suggestions to improve security measures.

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⇒ Issue of Cracks :- Emphasis was placed on differentiating between regular cracks and structural cracks.

⇒ Issue of Seepage :- Shri Raj Kuma Tha laid emphasis on distinguishing internal & external seepage and the need to set clear guidelines for each.

⇒ Security & Housekeeping Services :- Discussions were held on the improvements required in these areas. Service providers were asked to review, improve and submit reports on enhancing services.

⇒ Monitoring of Services :- Dr. Parvati Chaudhary stressed the need for constant monitoring to ensure efficiency of services.

⇒ Electrical & Plumbing Repairs :- Guidelines need to be revisited and standard rates for extra services must be fixed.

⇒ Recovery of dues from defaulters :- Priority action required.

⇒ Digital Payments :- Encouragement of digital payment to ensure financial transparency & accountability.

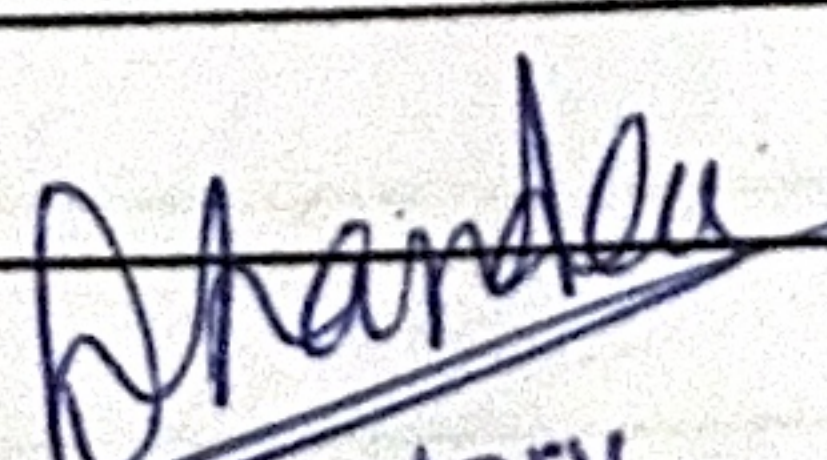
Bank Account Operation :-

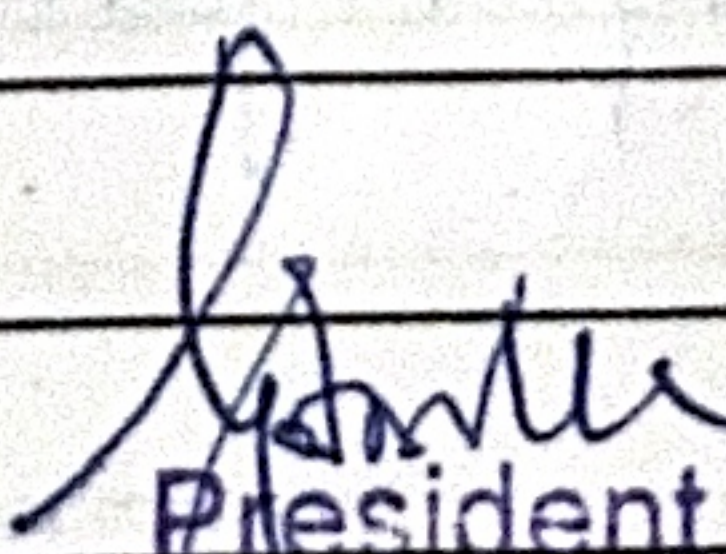
The Managing Committee approved the following individuals as authorized signatories for the Society's bank accounts at Canara Bank & SBI. It was further resolved that any two of below signatures would be required to operate these accounts :-

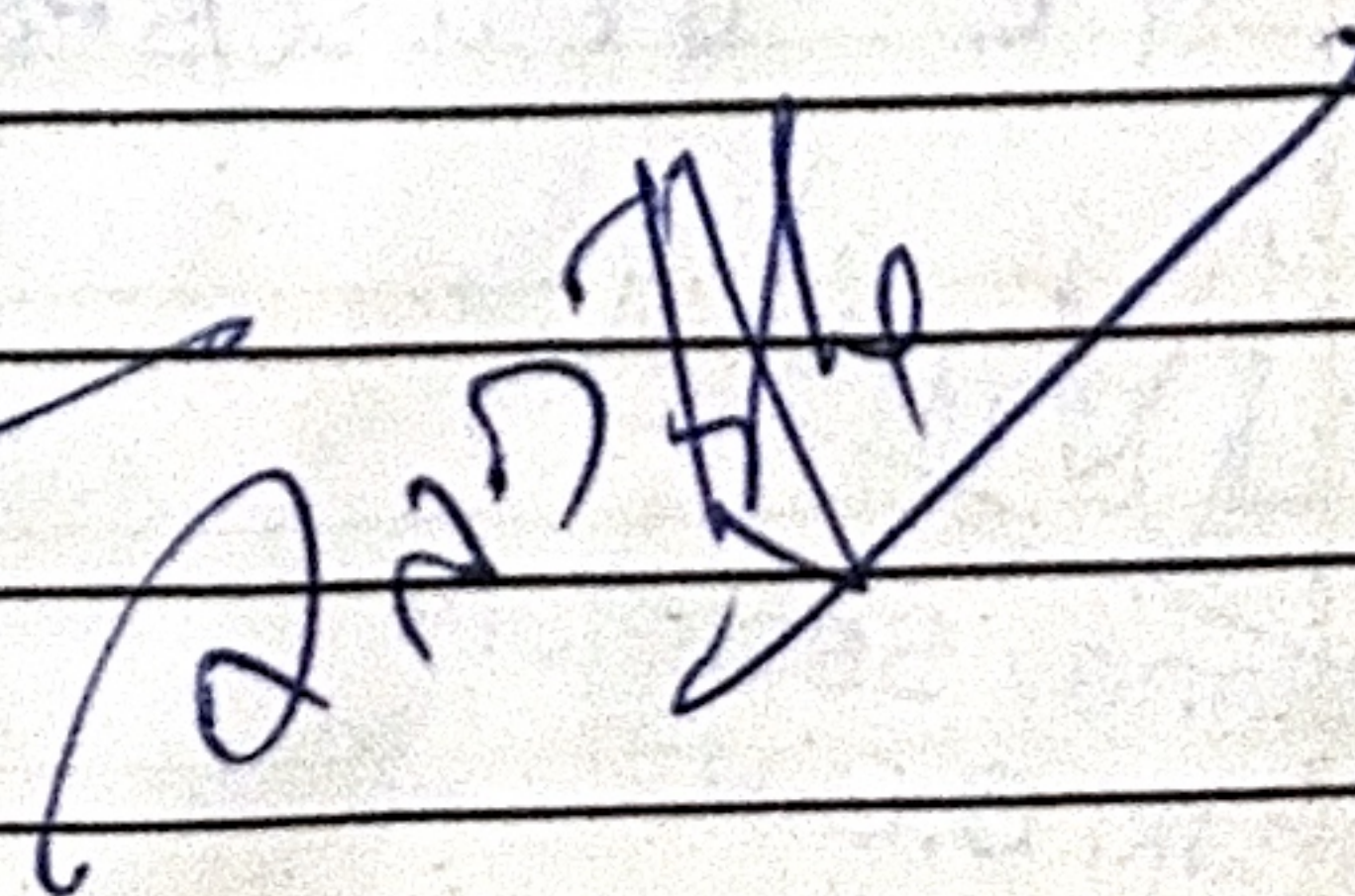
① Shri Ghanashyam Tha — President

② Shri Om Prakash Pandey — Honey Secretary

③ Shri Shyam Chandra Tha — Treasurer


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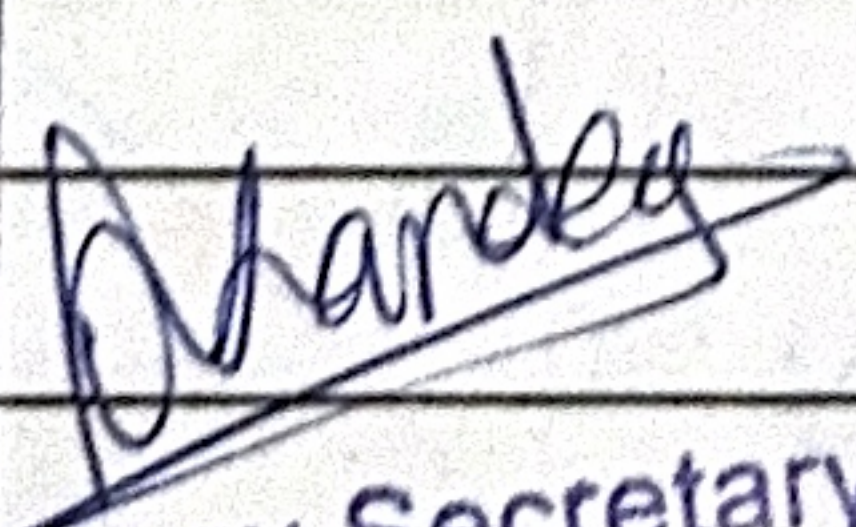
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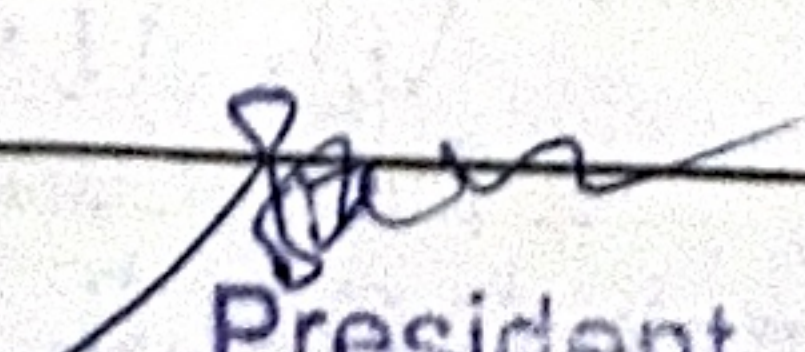
(B) Security Services:- The members discussed the current security services and identified areas for improvement. Key points included:-

- Conducting a fire drill.
- Implementing color cards for visitors
- Enforcing a proper SOP, dress code and training security personnel on various aspects such as manpower handling, visitor and vehicle entry, parking management, lift emergency operations and electrical failures
- Service providers were directed to submit a report on optimizing security personnel deployment and improving services.
- A penalty provision for non-compliance by security staff will be detailed & implemented.

(C) Housekeeping Services:-

- Housekeeping staff will be provided with Uniform jackets.
- A cleanliness schedule will be shared & regularly monitored.
- Block Representatives for cleaning supervision will be formed, and members' signatures will be obtained regularly for validation.
- A penalty clause for housekeeping violations and misconduct will be introduced.
- Common area cleaning certification will be required.
- The housekeeping agency was instructed to


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Realign supervisory responsibilities (first among equals) to enhance service quality.

(1) Review of Facilities and Services that require Urgent Attention:- The following facilities require immediate action:-

- Repairing the boom barrier
- Replacing the water pump motor
- Cleaning the sewer lines
- Installing cctv cameras at identified blind spots.
- Preparing a preventive maintenance chart for electricians
- Establishing standard rates for electrical work.

(3) Encouraging digital payments for Society Services

The members discussed the implementation of a digital payment system for small society related transactions for transparency and to reduce cash usage. The listed work is to be prioritized in the next financial year.

(4) Income & Expenditure for February 2024:- Shri D.N. Sha, in concurrence with Shri Shyam Chandra Sha (Treasurer), presented the income & expenditure report for February 2024.

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⑤ Any other Emergent issues with the Permission of the Chair:-

→ The Hoay Secretary informed the MC that a membership application was received from Flat 409, and a nomination form was submitted by Flat 512. The MC deliberated upon both the applications reviewing the documents submitted.

→ Smt. Manju Hargava has submitted an application for transfer of membership No. 197 against Flat No. 409 upon the death of her husband Shri Arun Kumar Hargava. Since all required documents for transfer of membership application were found in order, MC agreed to transfer the membership as per DCS Act 2003, w/s 28 to nominee of Shri Arun Kumar Hargava.

New Enrolled member against Transfer Application:-

Flat No. - 409

Name:- Smt. Manju Hargava w/o Late Shri Arun Kumar Hargava

Memberships No.:- 197, Share Certificate No.:- 18932

→ Shri B K Singh (M No. - 236, Flat No. - 512) has submitted an application nominating his grandson Mr. Dakesh Kumar Singh & Shri Trikaladarsi Kumar Singh as sole nominee for flat No. 512 after the demise of his wife Smt. Neelam Singh who was the nominee earlier.

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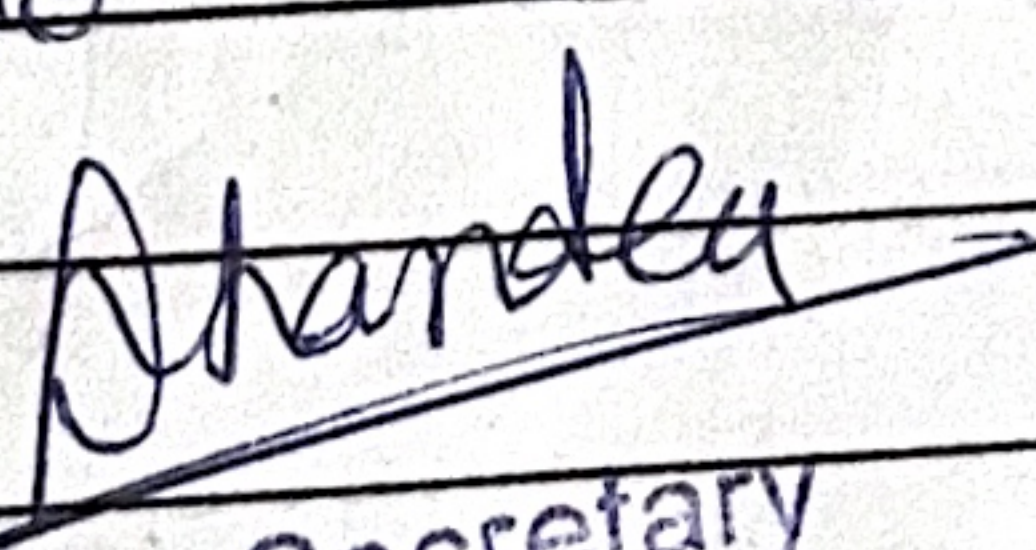
THE **JANAKI** CO-OPERATIVE W.R.D.D.P. HOUSING SOCIETY LTD

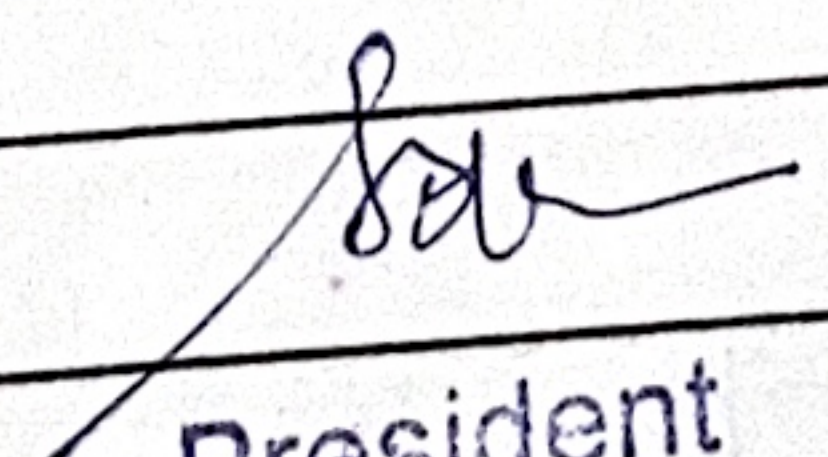


The MC upon reviewing the submitted documents approved the same and requested Honey Secretary for further necessary action.

→ It was unanimously agreed that the Managing Committee led by the President will initiate recovery proceedings against two Society defaulters on priority to improve the Society's financial health.

The meeting ended with a vote of thanks to the chair.


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