

Purbanchal Housing (Kaushik & L.B) Apartment Owners' Association
91 Barthakur Mill Road, Ulubari, Guwahati-781007

Ref No: PHC/Meeting/2023-24/01

Date: 13-04-2023

Minutes of Annual General Meeting

Annual General Meeting (AGM) for the year 2022-23 of Purbanchal Housing (Kaushik & L.B) Apartment Owners' Association was held on 09-04-2023 at 11-30AM to discuss the following agenda points.

1. Welcome Speech by President.
2. Submission of Secretary's Report for the period 2021-2023
3. Discussion on Secretary's Report & its acceptance
4. Submission of Treasurer's Report for the year 2022-23
5. Discussion on Treasurers Report & its acceptance.
6. Ratification of decisions taken during Executive Committee meeting held on 05-03-2023 & 26-03-2023
7. Appointment of External Auditor.
8. Enhancement of monthly honorarium of Treasurer.
9. Enhancement of Salary of Security Guards & Sweeper.
10. Immediate replacement of aluminum wiring with copper & segregation of individual connections from common wiring of Society's installation at the landing portions of Kaushik Apartment.
11. Making arrangement for 24 x 7 power supply to CCTV installations.
12. Miscellaneous If any.
13. Dissolution of existing Executive Committee.
14. Election of New Office Bearers of the Association for the year 2023-24 & 2024-25
15. Vote of Thanks by the newly elected Secretary.

List of participants is attached in Annexure -I

At the very outset, Shri Shantanu Choudhury, Secretary requested Ex. President Sri Sujit Kumar Dutta to preside over the meeting as incumbent President namely Shri Bhupati Adhikary is out of station due to some unavoidable family assignments.

Then President welcomes all the members present in the meeting & took over the proceedings of the meeting & apprised the members regarding agenda points & requested Secretary to submit the Report for the period 2021-23.

1. Submission of Secretary's Report.

Secretary, Sri Shantanu Choudhury then submitted the report for the period covering year 2021-23. Although the copy of Secretary's Report was circulated in the form of hard copy to all the members present in the meeting but for ready reference the gist of the report is reproduced below.

1. Circumstances under which the individual water meters were installed w.e.f 02-11-2021.
2. Overhauling of 25 years old Transformer.
3. Construction of Store Room with bamboo wall on the terrace of L.B. Apartment.
4. Re-modelling of existing Office Room to convert it as regular office room.
5. **Completion of work of upgradation of storage capacity of existing CCTV from 7 days to 30 days as per the latest Act/regulation concerning the same issued by the Govt of Assam-** This is as per decision of EC meeting held on 05-03-2023 was placed before the AGM for ratification.
6. **Progress report of Registration of the Society under Societies Registration Act-XXI-1860-** This is also a decision of EC meeting held on 05-03-2023 & was placed before the August house for ratification.

Apart from the above two resolutions (Sl 5 & 6), the following resolutions which were adopted during the EC meetings held on 05-03-2023 & 26-03-2026 were also placed before the August house for ratification & subsequent implementation.

1. Adoption of Constitution of the Society- The draft copy of the Constitution of the Society which was prepared under the able guidance of Ex. President Sri Sujit Kumar Dutta & was circulated to all the flat owners to give their valuable suggestions/feedbacks. The legal vetting of the same was also obtained. Accordingly, it was placed before the house for ratification & its implementation with immediate effect.

2. Amalgamation of the Bank Account of L.B. Apartment with Common account of the Society pertaining to Lift Maintenance- This resolution of EC was also placed before the house for ratification & its immediate implementation.

3. Installation of Fire Fighting System- The said resolution of the EC was placed before the house for ratification & its subsequent implementation.

4. Repairing of boundary walls of the Complex- The resolution of EC was placed before the house for ratification & its subsequent implementation.

5. Initial deposit for availing JICA assisted Water Supply Connection- The said resolution of EC was also placed before the house for ratification & its subsequent implementation.

The unanimous resolution of the EC for collection of Rs.23,000 from each flat owner was placed before the August House for ratification & its immediate implementation.

President then requested the house to accept the Secretary's report if there are no other suggestions for modification/incorporation from the members.

The Secretary's Report was then accepted unanimously by the house.

President then requested Treasurer to submit the financial report for the year 2022-23.

2. Submission of Treasurer's Report.

Shri P.K. Keshori, Treasurer presented a detailed snapshot of financial health of the Society vis-a-vis Income vs Expenditure along with the Auditor's Report. A hard copy of the Treasurer's Report was circulated to all members present in the meeting along with para-wise compliance report of Audit paras of last year.

President then requested the house to accept the Treasurer's Report if there are no other suggestions/incorporation from the members.

The Treasurer's Report for the year 2022-23 along with Compliance of Auditparas were then accepted unanimously by the house.

3. Ratification of decisions taken during Executive Committee meeting held on 05-03-2023 & 26-03-2023.

Secretary then placed the resolutions adopted during the last EC meeting held on 05-03-2023 & 26-03-2023 for ratification. Secretary informed the August House that the minutes of the EC meeting was circulated to all the members of Association in the form of hard copy as well as through our official WhatsApp groups.

Moreover, the resolutions which were adopted in the EC meeting held on 05-03-23 & 26-03-2023 were the part of Secretary's Report for the period covering the year 2021-2023 which was accepted by the house unanimously hence the house ratified all the resolutions adopted during the EC meeting held on 05-03-2023 & 26-03-2023.

4. Appointment of External Auditor

Secretary Informed the house that it is mandatory for the Society to get the account audited by a Chartered Accountant every year as per Societies Registration Act -XXI-1860 vide Section 5(A)(2) as our Society is going to be registered under Societies Registration Act very soon most likely within April'2023.

Secretary proposes the name of Rajendra Gupta, a flat owner of LB Apartment as an External Auditor for the financial year 2023-2024.

The house unanimously accepted the proposal & authorizes Secretary to do the needful in this regard.

5. Enhancement of monthly honorarium of Treasurer.

Secretary informed the house that the work load of Treasurer will be increased manifold consequent upon of maintenance of lift account of LB Apartment in addition to the Maintenance of Society's common account. The Treasurer had to work day out & day in to keep the records of the society updated & in a systematic manner. Secretary requested

the august house to consider the suggestion of enhancement of Honorarium of Treasurer from existing Rs.1000/ PM to Rs.2000/ PM. Keeping in view the increased work load of Treasurer, the house unanimously decided to enhance the Honorarium of Treasurer to Rs.2000/ PM w.e.f 01-05-2023 payable in June'2023.

6. **Enhancement of Salary of Security Guards & Sweeper**

In the back drop of soaring prices of essential commodities, Secretary requested the august house to enhance the salary of Security Guards & Sweeper engaged by the Society. After a detailed discussion on this issue the house unanimously decided the following.

- (a) The salary of two senior security guards namely Sri Dil Kumar Biswas & Sri Rajkumar Bezbaruah will be increased from Rs.7500/PM to Rs.8000/PM w.e.f. 01-05-2023 payable in June'2023.
- (b) The salary of newly appointed Security guard namely Sri Sonjoy Lohar will remain as Rs.7500/ PM. It was also decided by the house that now onwards newly appointed security guards will get the salary at the old rate & will get enhanced rate after completion of 6 months. Accordingly, Sri Sonjoy Lohar who joined on 01-04-2023 will get the enhanced rate of Rs.8000/PM w.e.f 01-10-2023 payable in November'2023. The house also decided unanimously to enhance the salary of Sweeper Sri Dipak Balmiki from Rs.4000/PM to Rs.4500/PM w.e.f 01-05-2023 payable in June'2023.

7. **Immediate replacement of aluminum wiring with copper & segregation of individual connections from common wiring of Society's installation at the landing portions of Kaushik Apartment.**

Secretary informed the august house that the internal electrical wirings in the landing portion of Kaushik Apartment are made of aluminum wires installed almost 25 years back as a result the line trips frequently. This very line feeds water supply connections of the entire complex. Moreover, due to the operationalization of Society's office room the connecting load has also increased manifold.

In view of above, Secretary requested the august house to grant the permission to undertake the work of replacement of aluminum electrical wirings with copper wirings in the landing portion of Kaushik Apartment from safety point of view & segregation of individual connection if any from the common Installation.

The House unanimously accepted the proposal & authorizes Secretary to do the needful immediately.

8. **Making arrangement for 24 x 7 power supply to CCTV installations.**

With the New Act concerning Installation of CCTV in residential complexes which comes into with immediate effect, which inter-alia made it mandatory to keep back up of recordings for 24 X7. Secretary informed the house that our CCTV installations do not have any back up. Now as per new Act it is required to keep in place a backup system for the same by installing Inverter with Battery of required capacity.

The house unanimously accepted the proposal & authorizes Secretary to do the needful after taking into considerations all the technical nitty gritty.

9. **Miscellaneous**

- (a) Sri Ranabir Bhattacharjee & Sri Sujit Kumar Dutta raised the issue of filthy water being received from the bore well & requested the other members of the house to discard the use of water received from the borewell & purchase the water from outside to fulfil the requirement of water of our complex.

The majority of the members are of the opinion that the present system of purchasing water from outside on alternate days & use of water from bore well to fulfil the shortfall of demand till the supply of water is commenced by the Guwahati Metropolitan drinking & sewerage board.

- (b) Sri Sujit Kumar Dutta requested the Secretary to replace the existing board where names of occupants of LB Apartment are displayed as lots of changes had occurred in between. The Secretary assured that the concern will be communicated to the new executive committee to take up the work on priority.

(c) Few members raise the issue of increasing the monthly subscription consequent to the enhancement of salary of security guards, Sweeper & honorarium of Treasurer. The Secretary intimated the house that a close monitoring the total receipt & expenditure may be carried out for next 6 months & if it is felt unavoidable to increase monthly subscription a decision in this regard may be taken by the new executive committee.

(d) Secretary informed the house that as per audit para (D) the transfer of amount available if any in the savings account of Kaushik Apartment to the common account of the Society is to be completed.

Secretary informed the house that several futile attempts were made to retrieve the records (particularly the pass book) from all possible places, there being no office room at that point of time. More importantly the persons concerned are no longer available for consultation. It was given to understand that the last amount involved was not substantial. Hence instead of making a wild goose chase, it will be in the fitness of the thing to drop the matter and wipe it out from record with the approval of AGM.

The above proposal is accepted by the house considering the present status of the case as presented by the secretary.

10. Dissolution of the Existing Executive Committee

The President then declared that the existing Executive Committee is dissolved.

Secretary requested Sri Ranabir Bhattacharjee to act as an Election Officer to conduct the Election of New Executive Committee.

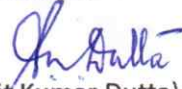
11. Election of New Office Bearers of the Association for the year 2023-24 & 2024-25

Election Officer Sri Ranabir Bhattacharjee then apprise the house regarding the composition & terms & conditions of election of office bearers & members of the Executive Committee as per the recently adopted Constitution of the Society.

On completion of the Election process the Election Officer then declared the following members elected unopposed as office bearers & members of the Executive Committee for the year 2023-2024 & 2024-2025.

- | | |
|------------------------------------|-----------------|
| 1. Sri Bhupati Adhikary - | President |
| 2. Smt. Reena Das - | Vice-President |
| 3. Sri Shantanu Choudhury - | Secretary |
| 4. Sri Somnath Das - | Joint Secretary |
| 5. Sri Pranab Kumar Keshori - | Treasurer |
| 6. Sri Sujit Kumar Dutta - | Member |
| 7. Sri Ranabir Bhattacharjee - | Member |
| 8. Sri Debasish Das - | Member |
| 9. Sri Soumen Das - | Member |
| 10. Smt. Jayashree Bhattacharjee - | Member |

The meeting then ended with vote of thanks extended by the newly elected Secretary.


(Sujit Kumar Dutta)
President

Copy for information to:

1. All Flat owners & Tenants of Purbanchal housing Complex.


(Shantanu Choudhury)
Secretary

The following members are present in the meeting.

1. Sujit Kumar Dutta — *Sujit*
2. Shantanu Choudhury — *Shantanu*
3. Reena Das — *Reena*
4. P.K. Keshori — *P.K. Keshori*
5. Ranabir Bhattacharjee. — *Ranabir*
6. Aparna Chatterjee. — *Aparna Chatterjee*
7. Supriti Deb Purkayastha. — *Supriti Deb Purkayastha*
8. Apama Das — *Apama*
9. Soumen Das — *Soumen*
10. Debasish Das. — *Debasish*
11. Subhendu Kumar Dey. — *Subhendu Kumar Dey*
12. Sudhamay Chakraborty. — *S. Chakraborty*
13. Tapashi Chakraborty. — *Tapashi Chakraborty*
14. Tamanish Dey. — *Tamanish Dey*
15. Madhu Chandra Choudhury — *Madhu Chandra Choudhury*
16. Ranjit Tarafdar. — *Ranjit*
17. Priya Bhattacharya — *Priya*
18. Bismar Dey — *Bismar*
19. Netra Kumar Borah — *Netra*