

# An Overview of Future Endeavours' – Secretary Speaks



- ✓ Start With A Famous Quote “A Stich In Time Saves Nine”. So, The Need Of The Hour Is “Change With The Time”
- ✓ Gradual & Systematic Strides Into The Digital Era By Converting All The Activities Of The Society From Physical Mode To Digital Mode.
- ✓ Efficient Management Of Financial Activities & Optimal Use Of Man Power With A Professional Attitude Are The Keys To The Success Of An Organization Along-with A Vision To Take Forward The Organization Towards Its Logical Conclusion To Achieve The Desired Sustainable Goal & Ours Is No Exception To This. We Will Follow The Path With Rock Solid Determination & Renewed Enthusiasm.
- ✓ In This Backdrop & Considering The Constraints Of Adequate Men Power Of Our Society & Also To Keep Pace With The Fast-paced Technological Paradigm Shift To Cope Up With The Men Power Constraints, Embarking On A New Era Of Digitization Where All Financial & Other Relevant Activities Of The Society Will Be On The Digital Platform.
- ✓ Culminate With A Common Saying From A Chinese Proverb “A Journey Of A Thousand Miles Begins With A Single Step”
- ✓ Because You Won't Get Anywhere Unless You Start The Journey. One Can Journey Alone Or With Others. Ours Is A New Journey Of A United Family Starts On A Digital Platform.

# The Roadmap Of Future Endeavours' For Gradual & Systematic Implementations::

- Introduction of **Society Management System(Accounting)Software** to take care of all the financial transactions of the Society including digital as well as physical.
- Introduction of **Mobile App based billing system**. Bills will be made available for payments with the help of Payment Gateways such as Bill Desk, [SabPaisa](#), PayPal, PayU etc. through Debit Card/Credit Card/UPI-G Pay/Phone Pay/Net Banking etc. via Mobile App alike “My Bijulee” App & other similar Apps. Upon successful payment, invoice will be generated instantly. The **Mobile App** will be made available for download from **Play Store**. **The Mobile App** may be accessed with the help of **Log-in User Id & Pass Word**.
- **Development of Web Portal of the Society**. Once web site is launched, **payments of bills** can also be made through web portal with the help of Payment Gateways **like Mobile App**.
- This **Web Portal** will be utilized **to act as a repository** for all sorts of documents of the Society.



# Advantages Of Transition From Physical Mode to Digital Mode:

- ***Involvement of Man Power*** to handle the financial activities of Society ***will be bare minimum.***
- Considering the constraint of man power in our Society in handling the day-to-day affairs concerning financial activities, ***arrangement of outsourcing to man all these activities will be the one of the options in future.***
- A store house to keep all sorts of documents of the society through the web portal, a repository, for easy access to the same by the members which ***will nullify the dependence on others to get the required documents during the time of need.***
- ***On complete transition,*** manning of the activities of the society ***will be much simpler, transparent & efficient.***
- ***A cost effective & a sustainable proposition.***



# APPEAL

- ❖ An Appeal is being made to embark enmasse on this Journey of transition to make this vision a reality one with a systematic & cost-effective approach towards achieving the sustainable goal.
- ❖ To achieve this sustainable goal, your help, whole hearted support & cooperation is paramount importance for smooth & efficient transition.



# **ANNUAL GENERAL MEETING, 2024**

## SECRETARY'S REPORT FOR THE YEAR 2023-24



# Accomplishment of Tasks entrusted upon during the year 2023-2024

| Sl | Assignment   | Status  |
|----|--|---|
| 1  | 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 | <a href="#"><u>Completed on 16-04-2023</u></a>  |
| 2  | Registration of the Society under Societies Registration Act-XXI-1860  | <a href="#"><u>Completed on 19-04-2023</u></a>  |
| 3  | Adoption of Constitution of the Society  | <a href="#"><u>Completed on 23-04-2023</u></a>  |
| 4  | Amalgamation of the Bank Account of L.B. Apartment with Common account of the Society pertaining to Lift Maintenance.  | Completed on 25-05-2023   |
| 5  | Allotment of PAN in the name of the Society  | <a href="#"><u>Completed on 03-06-2023</u></a>  |
| 6  | Installation of Fire Fighting System.  | <ul style="list-style-type: none"> <li>➤ <a href="#"><u>Completed on 25-08-2023</u></a></li> <li>➤ <a href="#"><u>Demo-1</u></a> <a href="#"><u>Demo-2</u></a></li> </ul> |



## Accomplishment of Tasks entrusted upon during the year 2023-2024

| SI | Assignment   | Status   |
|----|--|--|
| 7  | Repairing, Renovation & painting of boundary walls of the Complex  | Completed on 22-12-2023                        |
| 8  | Replacement of aluminum wiring with copper & segregation of individual connections from common wiring of Society's installation at the landing portions of Kaushik Apartment | Completed on 28-08-2023                        |
| 9  | Making arrangement for 24 x 7 power supply to CCTV installations through Inverter.   | <a href="#"><u>Completed on 28-04-2023</u></a> |
| 10 | Replacement of the existing name board of occupants of LB Apartment  | <a href="#"><u>Completed on 15-07-2023</u></a> |
| 11 | Availing of JICA Assisted Guwahati Jal Board water supply connection   | <a href="#"><u>Completed on 04-03-2024</u></a> |



# Tasks Ahead

- ❖ ***Transition of all activities of the Society from Physical Mode to Digital Mode.***
  - **Introduction of Society Management System(Accounting) Software to manage professionally all sorts of financial activities by optimal use of men power.**
  - **Introduction of Mobile App Based Billing Software.**
  - **Creation of Web Portal of Society.**
- ❖ ***To accomplish the task of applying water proofing paint on both the roofs of LB & Kaushik Apartment in a time bound manner.***
- ❖ **To prepare ourselves to match with the rapid pace of change.**
- ❖ **To meet the challenges ahead with a professional attitude by adopting ourselves to this fast paced transition.**
- ❖ ***A stitch in time saves nine.***
- ❖ **Need of the Hour – “Change With the Time”**





# **Advantage of Transition from Physical Mode to Digital Mode**

- ✓ **Involvement of Man power to maintain the accounting system will be minimal.**
- ✓ **Manual intervention will be significantly less.**
- ✓ **Error free & transparent account system will be in place**
- ✓ **A repository for all sorts of documents will be created.**
- ✓ **One time affordable investment to reap life time benefits.**

# **Conveying of Approval of the August House for the Upcoming Assignments**

- **Transition of Accounting system from Physical mode to Digital mode.**
- **Mobile APP based billing system.**
- **Creation of Web Portal of the Society.**
- **A Computer for Society to run the Digital Software to accomplish the tasks & subsequent use for day to day activities.**
- **Ratifying the decision of EC regarding enhancement of Monthly Maintenance Subscription from Rs.1500.00 to Rs.1700.00 per month w.e.f 01-05-2024**
- **Water Proof Painting of both the roofs of LB & Kaushik Apartments(A Mandatory Maintenance)**



# Cost Proposition

| Sl | Proposed Assignment  | Cost is Rs.   | Remarks  |
|----|--|---|--|
| 1  | Society Management System Software and Mobile App Based Software for Billing                       | 35,000.00<br><a href="#">Q1</a> <a href="#">Q2</a> <a href="#">Q3</a>   | Payments will be made in 3 or 4 installments. Final installment will be released only after satisfactory running of all the software. (One-Time Cost)  |
| 2  | Creation of Web Portal   | 0.00  | Free of cost. The minimum cost for creation of a web portal entails Rs.15000.00(minimum)   |
| 3  | Annual Maintenance Charges for SMS Software and Mobile App Based software for billing              | 7500.00   | <ul style="list-style-type: none"> <li>➤ Yearly AMC Charges(Recurring)-2<sup>nd</sup> year onwards</li> <li>➤ Monthly AMC Charges – Rs.625.00</li> </ul>   |
| 4  | SabPaisa-Payment Gateway-Service Charge  | 350.00  | ➤ Monthly Service charges  |
| 5  | Cost of Computer with all accessories including a UPS and a Printer                                | 19800.00<br><a href="#">Q1</a> <a href="#">Q2</a> <a href="#">Q3</a>    | Payments will be made in 3 installments(One-Time Cost)   |
| 6  | Enhancement of Monthly Maintenance Subscription  | 200.00  | ➤ Per Month w.e.f 01-05-2024   |
| 7  | Water Proofing Painting to both the roofs of LB & Kaushik Apartments.<br>(A Mandatory Maintenance) | 5,03,500.00<br><a href="#">Q1</a> <a href="#">Q2</a> <a href="#">Q3</a> | <ul style="list-style-type: none"> <li>➤ Roof Area -5000 Sft + 4500 Sft = 9500 Sft.</li> <li>➤ Rate – Rs.55.00/ Sft</li> <li>➤ Cost to bear by each flat owner-Rs.14000.00</li> <li>➤ To be paid in 7 installments w.e.f 01-05-2024</li> </ul> |



# Overall Approval of the August House required for the Upcoming Assignments along with the probable Cost

| SI | Assignment   | Cost in Rs. | Remarks   |
|----|--|-------------|---|
| 1  | Transition of Accounting system from Physical Mode to Digital Mode and App Based Billing System                          | 35000.00    | Cost of Accounting Software & Mobile App Based Software for Billing   |
| 2  | Creation of Web Portal of the Society.   | 0.00        | Free of Cost  |
| 3  | Annual Maintenance Cost  | 7500.00     | AMC of Accounting software & Mobile App based software for <i>billing from 2<sup>nd</sup> year onwards.</i> (Monthly AMC Rs.625.00)   |
| 4  | SabPaisa – Payments Gateway - Service Charges  | 350.00      | Monthly Service Charges w.e.f 01-06-2024  |
| 5  | A Computer for Society to run the Digital Software to accomplish the tasks & performing subsequent day to day activities | 19800.00    | Cost of Computer with all allied accessories including a UPS and a Printer.   |
| 6  | Monthly Maintenance Subscription   | 200.00      | W.E.F 01-05-2024 - As per the decision of EC held on 30-03-2024   |
| 7  | Water Proofing Painting to both the roofs of LB & Kaushik Apartments(A Mandatory Maintenance)                            | 5,03,500.00 | <ul style="list-style-type: none"> <li>➤ Cost/ flat owner = Rs.13000.00</li> <li>➤ To be paid in 6 installments.</li> <li>➤ 1<sup>st</sup> installment will commence from 01-05-2024</li> </ul> |



# Demonstrations Of Society Management System(Accounting)Software & Mobile App Based Billing Software

➤ Society Management System(Accounting) Software.

➤ Mobile App Based Billing Software

# Inauguration Of Web Portal of Purbanchal Housing Apartment Owners' Association



<https://www.purbanchalhousing.co.in>

# THANK YOU!

