

Purbanchal Housing Apartment Owners' Association

Barthakur Mill Road, Ulubari, Guwahati-781007

Regd. No: RS/KAM-03/263/14 of 2023-24

Bhupati Adhikary
President
Mob:94351-06158

Shantanu Choudhury
Secretary
Mob: 94350-00731

Pranab Kumar Keshori
Treasurer
Mob:94357-22217

Ref No: PHC/MEETING/2024-24/01

Date: 29-04-2024

Minutes of Annual General Meeting

Annual General Meeting (AGM) for the year 2023-24 of Purbanchal Housing Apartment Owners' Association was held on 28-04-2024 at 11-30AM to discuss the following agenda points.

1. Welcome Speech by President.
2. Submission of Secretary's Report for the period 2023-2024
3. Discussion on Secretary's Report & its acceptance
4. Submission of Audited Financial Report by the Treasurer for the year 2023-24
5. Discussion on Audited Financial Report & its acceptance.
6. Ratification of decisions taken during Executive Committee meeting held on 30-03-2024.
7. Suggestions from Members if any for better functioning of the Society.
8. Miscellaneous if any.
9. Vote of Thanks by the Secretary.

List of participants is attached in Annexure -I

At the beginning, President takes the chair & put the meeting in the order and welcomes all the members present in the meeting & apprised the members regarding agenda points & also regarding the successful completion of multiple works undertaken during the last financial year under the leadership of Sri Shantanu Choudhury, Secretary of the Association. He then requested Secretary to submit the Report for the period 2023-24.

1. Secretary's Report.

Secretary, Sri Shantanu Choudhury then submitted the report for the period covering year 2023-24 in the form of Poer Point Presentation as a digital initiative with a desire to transfer all the activities of the Association from Physical Mode to Digital Mode.

Before submission of proposals on the transition from Physical Mode to Digital Mode, Secretary submitted a comprehensive & documented reports on the activities undertaken during the period 2023-24 which are detailed below:

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.
2. Registration of the Society under Societies Registration Act-XXI 186.
3. Adoption of Constitution of the Society.
4. Amalgamation of the Bank Account of L.B. Apartment with Common account of the Society pertaining to Lift Maintenance.
5. Allotment of PAN in the name of the Society.
6. Installation of Fire Fighting System.
7. Repairing, Renovation & painting of boundary walls of the Complex.
8. Replacement of aluminium wiring with copper & segregation of individual connections from common wiring of Society's installation at the landing portions of Kaushik Apartment.
9. Making arrangement for 24 x 7 power supply to CCTV installations through Inverter.
10. Replacement of the existing name board of occupants of LB Apartment.
11. Availing of JICA Assisted Guwahati Jal Board water supply connection.

Secretary then apprised all the members present in the meeting the reasons for shifting the activities of the Association on the digital platform & its advantages & made an appeal before the house to approve the following proposals with cost proposition as a future endeavour to shift all the activities of the Association from Physical Mode to Digital Mode.

1. Transition of Accounting system from Physical Mode to Digital Mode and Mobile App Based Billing System.
2. Creation of Web Portal of the Society.
3. Annual Maintenance Cost of Accounting Software, Mobile App Based Billing Software & Web Portal from 2nd year onwards.
4. Payments Gateway (SabPaisa) Monthly Service Charges
5. A Computer for Society to run the Digital Software to accomplish the tasks & performing subsequent day to day activities.
6. Enhancement of Monthly Maintenance Subscription from Rs.1500/ month to Rs.1700/ per month w.e.f 01-05-2024
7. Water Proofing Painting to both the roofs of LB & Kaushik Apartments (A Mandatory Maintenance).

After threadbare discussions on the proposals submitted by the Secretary the House **unanimously accepted the proposals from SI No 1 to 6** and for the proposal at SI No 7, the House requested Secretary to convene an EC meeting on the next Sunday i.e on 5th May'2024 to deliberate further on this subject before arriving at a final decision.

President then requested Treasurer to submit the Audited Financial Report for the year 2023-24.

2. **Submission Audited Final Report for the year 2023-24 by the Treasurer**

Shri P.K. Keshori, Treasurer presented a detailed snapshot of financial health of the Society vis-a-vis Income vs Expenditure as reflected in the Audited Financial Report for the year 2023-24.

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 2023-234 was then accepted unanimously by the house.

3. **Ratification of decisions taken during Executive Committee meeting held on 30-03-2024**

Secretary then placed the resolutions adopted during the last EC meeting held on 30-03-2024 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 the Society's official WhatsApp groups.

After a brief discussion on the issue, **the house ratified all the resolutions adopted during the EC meeting held on 30-03-2024.**

4. **Miscellaneous**

(A) **Enhancement of Salary of Security Guards & Sweeper**

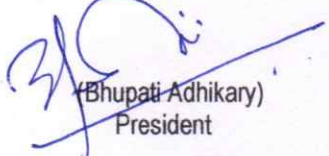
In the back drop of soaring prices of essential commodities, Secretary requested the august house to enhance the salary of Security Guards & Sweeper engaged by the Society.

After a detailed discussion on this issue the house unanimously decided the following.

- (i) **The salary of two Security guards** namely Sri Dil Kumar Biswas & Sri Rajkumar Bezbaruah **will be increased from Rs.8000/PM to Rs.8500/PM w.e.f. 01-05-2024 payable in June'2024.**
- (ii) The house also decided unanimously to enhance the **salary of Sweeper Sri Dipak Balmiki from Rs.4500/PM to Rs.5000/PM w.e.f 01-05-2024 payable in June'2024.**

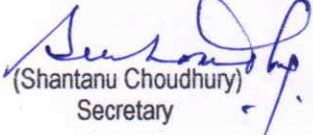
The above proposal is accepted by the house considering the present status of the case as presented by the secretary.

Since there were no items to transact the meeting came to an end with the vote of thanks extended by the Secretary.


(Bhupati Adhikary)
President

Copy for information to:

1. All Flat owners & Tenants of Purbanchal housing Complex through WhatsApp & Web Portal.


(Shantanu Choudhury)
Secretary

List of Participants

Annexure-I

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|----------------------------|---|----------------------------|
| 1. Shantamu Choudhury | — | Santa Jy. |
| 2. Reena Das | — | Jana |
| 3. Supriya Deb Purkayastha | — | — |
| 4. Manju Choudhury | — | M.C. Choudhury
18.11.11 |
| 5. S.K. Datta | — | Sudatta |
| 6. P.K. Kesava | — | — |
| 7. Pran B. Das | — | Pran |
| 8. Somnath Das | — | Somnath Das |
| 9. B. Adhikary | — | B. Adhikary |
| 10. R.S. Saha | — | R.S. Saha |
| 11. Tapas Chakraborty | — | — |
| 12. Subhendu K. Das | — | Subhendu |
| 13. Soumen Das | — | Soumen Das |
| 14. Sudhoy Choudhury | — | Sudhoy |