

## Minutes of the GBM of The Kunj Vihar CGHS held on 27<sup>th</sup> August, 2023 at 4PM in the Community Hall.

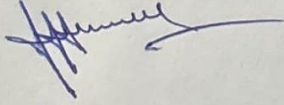
The GBM was scheduled to be held at 4PM on 27<sup>th</sup> August, 2023 but since, the quorum of the meeting as per the provision of RCS Rules was not completed it was adjourned for 15 Minutes. The meeting then started at 4:30PM.. 62 (Sixty two) members attended the GBM and signed the attendance register in token of their presence.

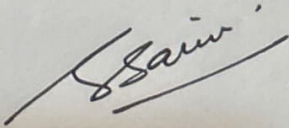
The President, Shri S K Sarin, welcomed the members and invited the Secretary Shri Suresh Kumar to give the Secretary Report & start the proceedings.

The Secretary gave the welcome speech & presented the brief report about the last 03 months progress & work done by the managing committee.

### **Secretary Report**

1. Formation of various committee and subcommittee under MC Members for different activities.
2. Regular monthly deep cleaning of all floors of each block.
3. Regular meeting with Lift Operation Company to improve the services & smooth functioning of lifts.
4. Awareness session for lift operations.
5. Ancillary facilities for lifts like Automatic Rescue Device (ARD) , wireless CCTV, Intercom, Fans, Emergency alarm, Lights have been provided.
6. Regular meeting with existing security service provider to provide better security guards & services.
7. Strict Monitoring of water consumption on daily basis to avail the subsidy & for ZERO bills.
8. Monthly receipt and payment account of society publish by 10<sup>th</sup> of subsequent month.
9. Installation of sub-energy meters at Community hall & Senior Citizen room.
10. Seven new share certificates have been issued & Eight new share certificate documents received and review under process
11. Settlement of paint case through court mediation. For Settlement a committee was formed by involving seniors and experienced members for Transparency.
12. Emergency repair work of C block has been completed in limited amount and the same is carried forward for A & B Block.
13. Quotations have been received through limited tendering process from various security agencies, MC will personally visit the societies where the service providers are giving services to evaluate its quality.

  
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14. Sweeping FDs of saving account to generate some interest for optimum use of funds
15. Enhance the productivity of staff by motivating them & providing them the equipments as per their requirements
16. Emergency leakage pipe repairing in shaft
17. Received the legal notices and attended the multiple hearings at RCS
18. Standardized process for issuance of NOC to members
19. Grievance register at society office and monitoring of it
20. Complaint registers of intercom, lift and security and security guard office and monitoring of it.
21. KRA for accountant & caretaker.
22. Draft rule book by addressing each important aspect of society functioning
23. Developing society website

**Further Secretary initiated the proceedings as per GBM agenda. .**

President had invited Shri Ashok Gupta & Shri Sandeep Garg to present the financial agenda of the GBM.

Shri Ashok Gupta & Shri Sandeep Garg presented the items of Agenda No 01

**Audit report of financial year 2022-23:** The Members were informed that soft copy of Audit Report of 2022-23 has been circulated to members & if anyone needs the hardcopy, it may be collected from the society office. MC asked for the Approval of audit report of financial year 2022-23: **It was unanimously approved by the General Body.**

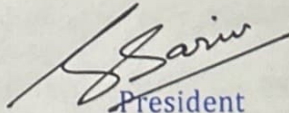
#### **Agenda No 01 Finance**

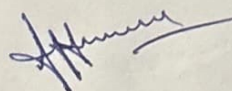
**Agenda Item 01 a:** Budget for current financial year 2023-24.

Approval of Budget for current financial year 2023-24. The Society proposes a budget of 28.5 lakhs on 9 different items attached at Annexure A.

It was explained to the Members that all the items annexed as Annexure A are important for proper functioning of the Society. All these expenditure are of capex in nature and expenses related to these has not been factored in maintenance budget. The society is short of capex funds and it is proposed that this amount will be demanded from the members time to time. Hence, the MC proposes to raise the demand for any item from time to time, only after it has been finalised in accordance with Rules and financial powers delegated to it by General Body. The proposed budget of Rs.28.5 lakhs as per above details was approved unanimously by the General Body.

**Agenda Item 01 b:** Financial Rule for Procurement (Financial Slabs to be fixed for hiring of Services and Goods procurement)

  
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Financial Rules for Procurement (Financial Slabs to be fixed for hiring of Services and Goods procurement): The Members were apprised about the proposed Rules for incurring of expenditure, inviting quotations in different type of cases, tendering procedure etc. as per details indicated in Annexure B. Shri Ajay Kapoor explained that the proposed financial powers for the MC are very stringent as compared to Government Rules. The General Body unanimously approved the proposed Rules

**Agenda Item 01 c:** Tendering process for selecting any vendors.

- i. Open Tender: Two bid system (technical and financial)
- ii. Vendor Selection: Through technical and/or financial bidding process OR Through L1 process OR Through QCBS (Quality and Cost Basis Selection) process

**Agenda Item 01 d:** A committee will be formed by including members of all type stakeholders and guidelines will be published for Individual accounts. Based on these guidelines members can get their accounts verified/checked through committee members. It has also been discussed that audit done in 2022 by M/s Jain Khandelwal & Co. has many discrepancies.

The General Body unanimously approved the proposed Rules, financial powers and tendering process.

**AGENDA ITEM NO 02:** Ongoing and Future Emergent Activities.

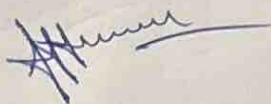
The Member were apprised about the following Ongoing and Future Emergent Activities:

1. Update about the ongoing emergency repair of Society Building.
  - a. Repair of 8 Circular landing
  - b. Repair of 26 Circular landing under progress
2. Notice received from DJB regarding Non-Compliance of Rainwater harvesting System and upgradation of Rainwater Harvesting System upgradation.

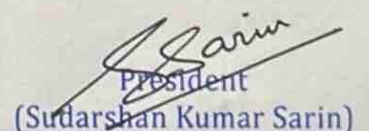
The members were informed about the compliance of Rainwater harvesting System and upgradation of the same. The General Body was also informed that this is a very important item and has to be attended on priority as any non-compliance may result in imposition of heavy penalty on the Society. Requisite action is being taken by the MC on this item in accordance with Rules on this subject.

3. Hiring of new Security Agency- Quotation received and evaluation is under progress

The Members were informed that there is a lot of dissatisfaction about the quality



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of services rendered by the present Security Agency hired by the Society. In order to hire an appropriate Security Agency, which is capable of providing quality services to the Society, the MC has taken action to invite quotations from reputed service providers. The quotations received are being evaluated by the MC. In near future, final decision will be taken.

**Agenda Item No 3- Standard Operating Procedures and Guidelines :**

The General Body was informed of the status on various items pertaining to this subject as follows:

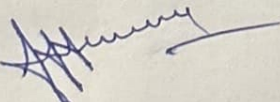
- i. SOPs and Guidelines- Bye laws amendment to the current status of society. Action is being taken by the MC on Bye Laws amendment as per the current status of Society.
- ii. Rule book for general upkeep and basic discipline- Rule book prepared and are under review
- iii. Grievance Redressal related to society employee / matters related to society- Sub-Committee Formed
- iv. New member share certificate issuance- 07 new share certificates have been issued & 08 new share certificate documents received and review under process

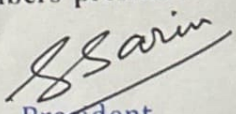
**Agenda Item No 4** Ratification of MC Circular/Order No. KV/CGHS/2023-24 DATED 20.05.2023 for Revised Monthly maintenance Charges. (Details are attached in Annexure C)

Shri Sandeep Garg explained the basis of Revised Maintenance Charges decided by the Managing Committee vide Order dt. 20.05.2023 after taking into consideration views received from various Members. He brought to the notice of all members; the details of all components of recurring monthly expenditure were taken into account while determining the Maintenance Charges for various categories of flats. The General Body was requested to accord approval to the proposal.

Mrs. Bhatia wanted to know the basis adopted for arriving at the rates for different categories of flats. It was explained to her that on the basis of total recurring expenditure, the mean monthly expenditure was worked out for a three bed room flat. Thereafter, it was worked out downwards for 2 Bed Room flat and upwards for four Bed room and Duplex flats. Mr. Virender Singh and Mr. J.K. Singh did not agree to the proposal and wanted the rates for four Bed Room and Duplex reduced. Head wise expenditure has also been explained. The balance sheet of 2022-23 has also been discussed to compare the last year expenditures and auditor comment on excess of expenditure over income.

The proposal for ratification of maintenance ultimately put to vote of the House. It was opposed by only four Members and approved by all the remaining Members present in

  
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the meeting. In view of this, the revised Maintenance Charges worked out by the MC were approved by the General Body.

**Agenda Item No 5.** Legal Cases/ Arbitration case. (Details of Legal cases attached in Annexure D)

1. To hire the regular services of an Advocate to get settled the ongoing suits against the society- budget of Rs 15000/- per month approved
2. To charge the legal fees from the members, who file suit against the society, (if it is in favour of Society)

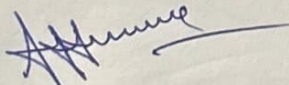
The Members were apprised about the status of all the nine legal cases faced by Kunj Vihar as per details indicated in the Annexure D. The newly elected MC has been keeping a track of all the cases and trying its best to represent the Society through Advocate in each case. However, keeping in view the large number of cases, the MC feels that it will be economical and in interests of Society if services of an Advocate are hired on retainer basis. This would cover the Advocate fee for rendering advice and appearing in the Court in the cases faced by Kunj Vihar, except the Hi-Tech case. The expenditure on this account was estimated to be upto Rs.15,000/- per month. This proposal was placed before the General Body for approval.

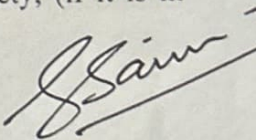
Mr. R. K. Chowdhary stated that the most important case was the Hi Tech case and the Society may have to ultimately pay a large amount. Any delay in this regard is likely to increase the interest element which is unnecessary extra burden on the Members. He was of the view that it will be appropriate if the Society negotiates with Mr. Pradeep Mehta and reaches an out of court settlement. Secretary pointed out for information of General Body that Mr. Pradeep Mehta has no *locus standi* and this case is against Mr. Tarun Goel, who is the owner of Hi-Tech. The matter will be considered in detail by a Committee to be constituted to discuss the status with Mr. Talwar, who has been representing our Society in this case. This was approved by General Body.

The General body also unanimously approved the proposal to hire the regular services of an Advocate to get settled the ongoing suits against the society- with a budget of Rs 15000/- per month.

**Item. 2**

To charge the legal fees from the members, who file suit against the society, (if it is in favour of Society)

  
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Mr. Vikas Mathur stated that he fully supports this Agenda Item as the Society has been incurring a lot of expenditure in defending court cases filed by a few Members. He was of the view that it is high time that some concrete steps are taken by the Society to discourage unnecessary litigation. He proposed that the amount incurred by the Society in defending such cases should be recovered from the concerned Members, in case they lose the case. Mr. R.K. Chowdhury stated that only the Court can impose costs of a case. Mr. Virender Singh did not support the proposal as the right of Members to go to Court cannot be taken away. It was clarified to him that this right remains with the Members and the proposal is only aimed to stop the tendency of unnecessary/frivolous litigation. The Society funds represent hard earned money of Members which cannot and should not be squandered away. The General Body approved the proposal as per agenda.

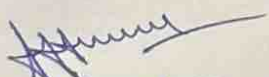
**Agenda Item No 06- Measures to reduce maintenance charges:**

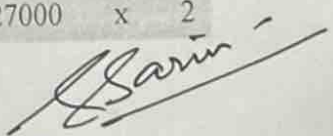
**01 USE OF SOLAR ENERGY**

Shri S. Vikash Ranjan explained to the Members that installation of Solar Panels on the roof tops and other available space will be extremely beneficial to the Society. It is high time to opt of Solar Power as presently, a lot of subsidies are being offered for it by the Government. This is likely to generate considerable recurring income for the Society. The salient features are:

- There will be two mode of Roof Top Solar (RTS) installation
  - CAPEX
  - OPEX (RESCO)
- 200 kWp Solar panel to be installed on the roof of A,B,C Block
  - Monthly generation 27000 Units (@4.5 Units per day)
  - Assessment of Solar Potential by Expert

Item	Investment (Approx)	Monthly generation from RTS (Unit)	Ave Monthly Consumption (Unit)	(Approx) Fixed charges per Unit to be paid (Approx)	Additional Income to KV per month due to Delhi Solar policy with GBI for 5 years
CAPEX	Rs.80 Lacs	27000	16000	Rs. 2/-	11000 x 5.4 +27000 x 2- 27000 x 2

  
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					=Rs.59400/-
OPEX (HYBR ID RESCO )	By RESCO Developer	27000	16000	Rs. 6/- (to be fixed by DERC (Fixed cost + RESCO rate)	11000 x 5.4 - 27000 x 6 = (-) Rs. 1,02,600- (Monthly Electricity Bill)

➤ Roof Top Solar Income for KV through group net metering

➤ On CAPEX mode : Rs.59400/- + Rs. 180000/- (Current Electricity Bill) = Rs.2,39,400/- per month

➤ On RESCO mode : (-) Rs.102600/- + Rs. 180000/- (Current Electricity Bill) = Rs. 77,400/- per month

02 Opening of basic need shops in the Society through Tendering.

➤ Income: 20000/- per month

03. Reviewable & revising the existing contract of Existing advertiser company who in advertising in Lifts

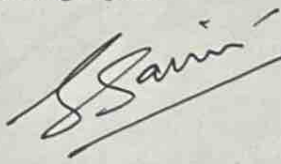
➤ Income: 1,00,000/- per year

The Members unanimously approved all of the above three proposals aimed at increasing the regular income of the Society. The installation of Solar Panels was approved in principle. It was left to the Committee on this subject to go into the merits of both the options of CAPEX and OPEX (RESCO) and MC will take a decision taking into consideration all aspects, including availability of finances.

**Agenda Item No 07-** Building repair with or without increase in FAR.

- A. Building Repair (Shaft repair and Pipes replacement, Grit wash plaster, External and Internal Paint if required)
- B. FAR (Floor Area Ratio): Delhi: 2
  - i. Additional Area w.r.t FAR increase: **250 sqft**
  - ii. Committee to be formed
  - iii. Open tendering for hiring of Architect (Liasioning with Govt. Dept, Approval Drawing, Tender Document etc)
  - iv. Open tendering for hiring of Contractor for FAR increase and Building repair.

  
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Shri Bhutani drew attention of the members to the existing condition of all the A, B and C block buildings of Kunj Vihar, which require extensive repairs. He explained that undertaking of these repairs will entail heavy expenditure on Shaft repair and Pipes replacement, Grit wash plaster, External and Internal Paint.

On the other hand, if the Society opts for increase in FAR, there will be twin benefits to the Society:-

- (a) the Members are likely to get a much needed increase in area of 250 sq.ft. per Member.
- (b) The expenditure on repairs will be absorbed in the expenditure to be incurred on increase in FAR.

Shri Bhutani further explained that most of the Societies have already gone for this option and some projects have been successfully completed.

**GBM unanimously approved the proposed increase in FAR along with building repairs.**

The entire process of increase in FAR is proposed to be completed with complete transparency by constituting a Committee who will resort to issue of open tenders for:

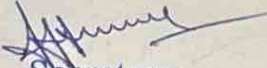
- I. Hiring of Architect (Liaison with Govt. Dept, Approval of Drawings, Tender Document etc)
- II. Hiring of Contractor for FAR increase and Building repair.

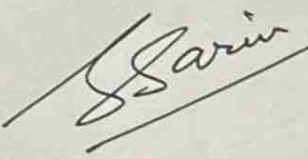
In the meantime, the Society will continue to carry on essential repairs required to be carried out in cases of emergency.

Before the conclusion of the meeting, Shri Arvind Kumar Sharma thanked & congratulated the entire MC for its farsightedness & keeping transparency in its working.

The Vice President, Smt. Seema Aggarwal, thanked all the members for sparing their precious time to attend the meeting actively and taking the decisions in the interest of the Society. The meeting concluded at 6:30PM.

The members then proceeded for the refreshment arranged by the Society.

  
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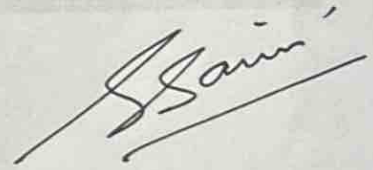


## Annexure: A

Sr No	Item { CAPITAL BUDGET}	Approximate Cost (Lacs)	Remarks
1	RFID for boom barrier	1.5	
2	Lightning arrester and Building earthing's	1.5	
3	Aviation Lights on Roof top	0.75	
4	Electrical Room Aluminum doors with flooring/ chequered plate and PVC Mat	4.0	
5	Installation of Alarm management system at Security gate for Lifts	1.5	
6	Installation of Transformer	1.5	
7	Rainwater Harvesting System upgradation	4.0	Without Storm water
8	Paint Expenditure	8.75	Already paid as per court order
9	Water Tank Repair Work of A & B Block	5.0	
	<b>Total</b>	<b>28.5</b>	demand will be raised to members time to time for these works



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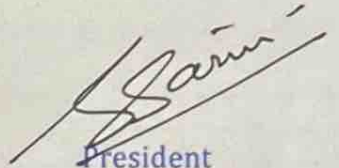
President  
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## Agenda No 1.b-Financial Rule for procurement

- Financial rules for Procurement (Services & Goods)
  - All transaction above ₹ 10000/- shall be through banks
  - No cash receipt
  - Cash balance in hand shall not be above ₹ 10000/-
  - Rate Contract with petty vendors/contractors for daily activities
  - On going Services:
    - No tendering, if existing services of agencies are being well maintained
  - Tendering process:

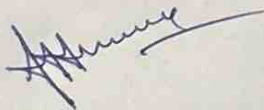
Sr No	Award type	Finance	Remarks
1	Award of work	Up to ₹ 10000/-	Without quotation
2	Award of work	Up to ₹ 100000/-	On sealed quotation basis
3	Emergency expenditure	Up to ₹ 100000/-	Emergency to be discussed and approved in MC
4	Award of work through Limited Tender	Up to ₹ 15.0 Lacs	Through sealed quotation
5	Open Tendering Award	Above ₹ 15.0 Lacs	Through Advertisement in local news paper

  
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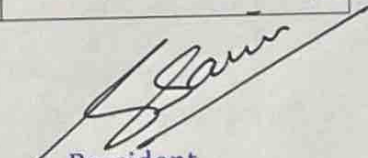
  
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## Annexure C

SL.NO	HEAD OF EXPENSES	PER MONTH	YEARLY	Last year actual expenditure (22-23)	
1	Security- 6 Security Guard	90000.00	1080000.00	973000.00	
2	Care Taker Salary	26000.00	312000.00	1651415.00	
3	ELECTRICIAN Salary	11000.00	132000.00		
4	PLUMBER Salary	15000.00	180000.00		
5	ACCOUNTANT SALARY	7000.00	84000.00		
6	Gardner -1 Salary	11750.00	141000.00		
7	Gardner-2 Salary	6000.00	72000.00		
8	Sweeper (7 person)	63000.00	756000.00		
9	Electricity Expenses	180000.00	2160000.00		1873360.00
10	Electrical repair	15000.00	180000.00	173161.00	
11	LIFT AMC & Renewal of lift licence	98200.00	1178400.00	1139000.00	
12	WATER Bill	14000.00	168000.00	112000.00	Water Charges per Month = Rs. 84000.00, It is assumed that it will be applicable only 2 months in a Year
13	Generator AMC Exp	5000.00	60000.00	71598.00	
14	Generator Diesel Exp	6000.00	72000.00	42750.00	
15	INSURANCE OF BUILDING	13000.00	156000.00	155000.00	
16	LITIGATION/ AUDIT FEE/ PROFESSIONAL FEE	21667	260000.00	174450.00	
17	AUDIT	3500.00	42000.00	42000.00	
18	FESTIVAL EXP	5000.00	60000.00	59885.00	
19	CCTV CAMARA & INTERCOM AMC	11000.00	132000.00	62540.00	
20	CONVEYANCE EXP	2500.00	30000.00	25550.00	
21	HORTICULTURE EXP	3000.00	36000.00	3825.00	
22	STATIONARY, COMPUTER ,PHOTO COPY, POSTAGE	5880.00	70560.00	62896.00	
23	Cleaning Material Exp	7000.00	84000.00	78690.00	
24	GBM , Meeting Expenditure	10000.00	120000.00	25210.00	
25	Repair & Maintenance (small one) & Misl. Expenses	25000.00	300000.00	304000.00	
26	Administrators Expenses	16667	200000	207708.00	
27	Other Expenditure ( As per Annexure)	69250	831000	0.00	
	Total monthly/ Yearly Requirement of Funds	741413	8896960.00	7238038.00	



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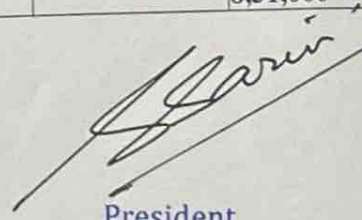
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Flat	Average Expenditure per Flat 3481	Rounded to 3500	Total Amount
Flat	Per Flat	No of Flats	Total Amount
Three Bedroom Charges	3500	112	392000
Two Bedroom Charges	2800	63	176400
Four Bedroom Charges	4200	33	138600
Duplex	4900	5	24500
			731500
		Annual	8778000

**Annexure: - Repair & maintenance work and other work in main list**

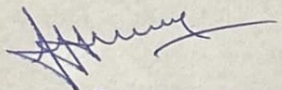
S.No	Particulars	Expenses	Expected revenue	Amount
1	Rain Water Harvesting water tanks to be clean			36,000
2	Sewer Line & Harvesting Line need to clean			60,000
3	Roof water tanks Civil work (Concrete and brick work)			50,000
4	Need GT covers to be purchased for A+B+C Block			20,000
5	Inspection and revival of Fire Fighting system			200,000
6	Emergency repair of Building (Circular Stair case Landing & Others)			200,000
7	Emergency repair of Community Hall, Guest House & Office	450000	200000	250,000
8	Creche cum Recreation Renovation			100,000
9	Less- Other revenue (Including Advertisement Screen and Others)		85000	(85,000)
	<b>Total</b>			<b>8,31,000</b>

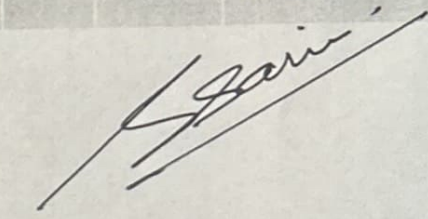
  
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**Annexure D:**

Sr No	Legal (Court/RCS/Arbitration)	Complainant	Status	No of hearings	Total Cost Incurred till date	Next date of hearing
1	Hi-Tech (High Court)	Kunj Vihar CGHS Ltd	Final Arguments in progress	24	₹12 Lacs (Approx)	29.08.2023
2	Maintenance(Dwarka Court)	Kaushlya Bhatia & Otrs	Closed	05	₹22100/-	Settled in favour of KV
3	Mandal (Dwarka Court)	Raj Kumar Mandal	endorsement and framing of issues in progress	32		09.10.2023
4	Raina (Dwarka Court)	Kunj Vihar CGHS Ltd	Arguments is in progress, IO submitted the report for non-cognizable offence	16	₹152950/-	29.08.2023
5	Paint (Dwarka court)	Shubham Infratech	Court Settlement (Rs.8,75,000/-)	20		Settled
6	2017 Audit Case (RCS)	Virender Singh & Ors (17 members)	There is no arbitrator		Advocate to be hired	
7	01/GH/DR/ARB/2023-24/644-660 (RCS)-On Maintenance charges	Virender Singh & Ors	Written reply submitted	03	Advocate to be hired	04.10.2023
8	37/GH/DR/ARB/2023-24/940-955 (RCS)- on Election	Virender Singh & Ors	KV to submit written reply to RCS		Advocate to be hired	29.08.2023
9	34/GH/DR/ARB/2022-23/879-892 (RCS)-On Election	Vivek Pathak	Written reply submitted by Advocate	03	₹20000/-	25.09.2023

  
**Secretary**  
**(Suresh Kumar)**

  
**President**  
**(Sudarshan Kumar Sarin)**