

14. Replies pending on Audit Paras submitted by Internal Audit Committee

It was informed that Internal Audit Committee(IAC) has submitted 09 Audit Memos. While replies in respect of Memo No.1 and 2 have been finalised the reply to paras in remaining Memos are to be prepared for submission to IAC. It was decided that copies of all pending paras will be circulated to Member In charge concerned to examine and submit the replies .

BOM directed that action in this regard may be taken on priority and IAC informed accordingly.

15 Request of Smt. Shikha Sharma, allottee of Stationery Shop.

It was informed that Smt. Shikha Sharma , allottee of Shop No. 1 in CC-I (Stationery Shop) has requested for reduction in their monthly rental from the existing Rs. 27000/- (+ maintenance charges of Rs. 500/-) The shop was allotted to her for a period of three years with effect from 9.3.2017 after executing an agreement. It was further informed that monthly rents for other shops in the campus are much lower than this shop.

BOM decided to consider the issue after return of Shri R.C. Upadhyay, President. from abroad.

16. Any other item with the permission of the Chair

(A) Revision of Canopy Charges

It was informed by Member In Charge that AOA KV-II is aliotting space in the complex for advertisement /promotion of products and services on a non commercial basis, to private parties by charging a canopy fees of Rs.5000/- per day. It was informed that these charges were revised from Rs.2500/- to Rs. 5000/- two years back as it was then felt that this would bring good amount of revenue receipt. But experience of preceding year has shown that due to increase in canopy charges to Rs.5000/- the number of promotional events has decreased considerably. While earlier, every weekends during a month were being booked by parties for holding such promotion events the number of such events has dropped to 1-2 per month in recent months. It was the considered opinion of the Members that canopy charges may be reduced and fixed at Rs.3500/- per day per event.

BOM approved the proposal.

*Bh3-3h25*  
17.5.2018  
(Anil Uniyal)  
Secretary  
KV-II AOA

Copy to : 1. All BoM Members  
2. All notice Boards/AOA Website



**Kendriya Vihar-II Apartment Owners' Association**  
Community Centre-1, Kendriya Vihar-II, Plot No.3, Sector-82, Noida-201304, U.P.  
(website: [www.noidakv2.org](http://www.noidakv2.org) ; E-mail: [noidakv2@gmail.com](mailto:noidakv2@gmail.com) ; Tel: 0120-2463700)

No. BOM/7<sup>th</sup> Meeting/ AOA/2018-19

Dated 16.05.2018  
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**Minutes of the 7<sup>th</sup> Meeting of Board of Management of KV-II AOA held on 13-05-2018**

All the members of BOM of KV-II AOA were invited vide a notice dated 10.05.2018 for the 7<sup>th</sup> meeting of BOM to discuss and deliberate on the Agenda items circulated with the notice. List of Members who attended the meeting is attached.

At the outset, the President welcomed all the Members to the 7<sup>th</sup> meeting of the BOM and requested Secretary, AOA to take up the agenda items.

Discussions were held on the agenda points and the following decisions were taken by the BoM after deliberations:

1. Approval of the minutes of 6<sup>th</sup> meeting held on 25. 03.2018 & Review of action taken on previous decisions of BOM :

The Minutes of the 6<sup>th</sup> BOM Meeting held on 25.03.2018 was confirmed by BOM. Member-In - charge explained the status of the action taken on the decisions related to their departments in the previous BOM meetings and efforts being made to complete the pending action.

2. Approval of Monthly Income and expenditure statement for the month of March and April, 2018.

Treasurer presented the Income & Expenditure statements for the month of March and April, 2018. The expenditure for the Month of March and April, 2018 was approved by the BOM.

3. Repair of Generators SS-2 and SS-7, replacement of broken enclosures, doors and providing canopies and construction of sheds for all four Generators including SS-5 and SS-9.

The member In-charge informed that out of the two Generators viz: at SS-2 and SS-7 which are out of order since long, the engine of Generator SS-2 has reached a stage of beyond repair and would need replacement. This will involve heavy cost of around Rs. 15.00 lakh in machinery alone. It was suggested that no expenditure may be incurred on this Generator for the time being. In respect of Generator SS-7, it was informed that the same can become functional by carrying out repairs in its Alternator and its comprehensive servicing, rewinding/repairing. Quotations have already been obtained for repair work on

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Generator SS-7 and the work order will be issued shortly. As regards work for providing shades , canopies etc. on three Generators SS-7 , SS-5 and SS-9 it was informed that a few Agencies have been contacted and a final decision will be taken after their rates and terms and conditions for the work are received.

BOM approved the proposal and directed Department in-charge to submit a detailed report for consideration and approval of the BOM .

4. AMC for DG sets at SS-5 and SS-9

The Member In Charge proposed that AMC for the Generators at SS-5 and SS-9 is required to be given for their smooth and uninterrupted functioning. Necessary action to finalize an Agency for this work is under process .

BOM approved the proposal and directed Department in-charge to obtain competitive rates for this work and submit a detailed report for consideration and approval of the BOM.

5. Repair of all fire fighting water pumps(at CC-1, 2 and 3) and fire fighting motors on roofs of each block in a phased manner.

President pointed out the need for a fully functional fire fighting system in the society to meet any emergency situation and also keeping in view the instructions issued by the Authorities from time to time. It was informed by the Member In charge that working of fire fighting water pumps and motors in the society have never been tested resulting in their getting rusted or jammed and need immediate servicing to make them operational. It was proposed by the Member In Charge that repair /servicing of pumps and motors may be undertaken in phases and the work completed as fast as possible latest by the end of July 2018. The modalities for carrying out the work schedule may be worked out by the Member In charge and submitted for approval of BOM .

6. Approval for minor civil works carried out during the month necessitated due to blocked drainages, and broken water pipes in certain blocks/pockets.

It was informed that minor civil works were carried out during the period in and around various blocks and pockets to repair the broken water pipes and open the choked under ground water pipes. The work which was emergent in nature was completed by hiring of outside labour and machinery.

BOM approved the civil works and the expenditure incurred on it in emergency .

7. Approval for purchase of diesel for DG sets at SS No. 5 & 9 by making advance payment of not more than Rs.20,000/- at a time through RTGS from HPCL petrol pump at Bhangel, Sector 82-Noida to meet our backup requirement of electricity for common areas and lifts of the Society.

The BOM was informed that the office had been making purchase of Diesel for DG sets at SS No. 5 & 9 on credit basis from HPCL petrol pump at Bhangel, Sector 82-Noida to meet backup requirement of electricity for common areas and lifts of the Society. For this an advance deposit of Rs. 20,000/- was used to be made to the HPCL. Consequent upon change in the management of the above HP petrol pump to a private consultancy service M/s Gallifrey Consultancy Solutions the above arrangement of getting diesel on credit basis was closed by the Agency in January

*Attn: Bhangel*

*Contd./-*

2018. To meet the requirement of diesel for the two DG Sets in emergency, the matter was discussed with the Manager, M/s Gallifrey Consultancy Solutions and they have agreed to consider AOA, KV-II society as their advance customer by opening an account of the society. The society will transfer a suitable sum depending on their weekly/monthly requirement through RTGS in that account as an advance payment. The same will be recouped as and when required. Accordingly, we are purchasing diesel for DG sets at SS No. 5 & 9 by making advance payment of not more than Rs.20,000/- at a time, through RTGS to the Agency M/s Gallifrey Consultancy Solutions from HPCL petrol pump at Bhangel, Sector 82-Noida to meet our backup requirement of electricity for common areas and lifts of the Society.

BOM approved the proposal.

8. Approval for renewal of AMC for 93 Otis Lifts for the year 2018-19 (period 1.4.2018 to .3.2019) on half yearly Basic Amount (excluding taxes) of Rs. 1004597/- Review of working status of lifts in each block.

The BOM was informed that the AMC of the 93 OTIS Lifts in KV-II complex with OEM has expired on 31.3.2018. The Basic Amount (excluding taxes) of the previous maintenance contract on **half yearly basis** was **Rs. 965958**. The Company vide their letter dated 1<sup>st</sup> May, 2018 has requested for renewal of AMC for the year 2018-19 by quoting half yearly Basic Amount (excluding taxes) of **Rs. 1081880/-** which was an increase of over 12% of the rates for the preceding year. A meeting was held with the officials of the Company in the office of KV-II AOA on 1.5.2018. After deliberations and negotiations the Agency settled for a 4% increase (over the previous year) in the half yearly Basic Amount (excluding taxes) for the AMC which works out to **Rs. 1004597/-** for maintenance and servicing of 93 Otis lifts in KV-II for the year 2018-19. The Agency was told to execute a fresh agreement for AMC and also provide a time schedule for servicing of each of the 93 Otis lifts at the sites for information of residents. They were also requested to ensure that the staff posted by the Agency is available not only on working days but also on weekends. Member In charge was requested to check cards and log book to ensure that servicing of each lift is being done regularly by the personnel deputed by the Company. It was also agreed to release the half yearly payment for the AMC for the first half year (April 2018 to October 2018) amounting to Rs. **Rs. 1004597 (ex.taxes as applicable)** as and when a Bill / invoice is submitted by the Agency.

BOM approved the proposal.

9. Replacement of damaged Car gate for Lift at Block No 22 and 9. Repair/replacement of damaged floors of 05 lifts.

It was informed that the car gates for lifts at Block No. 22 and 9 had become unserviceable resulting in the lifts of these blocks getting out of order and causing inconvenience to the residents of these blocks. The Member In charge informed that 02 number of car gates were therefore procured from the Vendor who have supplied these car gates earlier. The price quoted by him is Rs 27,500/ per gate (excluding Taxes) which is higher than the price of Rs. 24,800/- (ex. Taxes) at which he had supplied the gates earlier. After negotiation the price of one car gate has been brought to Rs. 26000/- (ex.Taxes) and two gates have been purchased and fitted with the lifts in above blocks. It was also informed that covers of floors of lifts in 05 blocks are also required to be replaced as the existing covers have got damaged.

BOM approved the proposal.

*Bharat Sharma*

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10. Annual Increment for staff w.e.f.1.4.2018

It was informed that staff of the Office of AOA KV-II are to be given annual increment @ 10 % of their monthly salary as has been the practice in the previous years. The matter was considered by the BOM and it was decided that for the year 2018-19 ,increment at the same rate may be given to the staff w.e.f. 1.04.2018 but in future grant of annual increment to staff should be made **performance based** and may be considered on the basis of assessment report of staff by the Member In Charge .

BOM approved the proposal.

11. Engagement of a legal counsel to deal with the legal notice received from former CA.

It was informed that a legal notice dated 8.4.2018, was received from and on behalf of the former CA in the name of President, Secretary and Treasurer , AOA KV-II making false accusations/ allegations against them . A legal counsel has been engaged to prepare and submit a suitable reply to this legal notice and to deal with any other issue arising out of it. The counsel will be charging a professional fees of Rs. 5100/- for this work. A file of all related papers have been handed over to the counsel.

BOM approved the action and directed to pursue the matter with the legal counsel for early filing of reply.

12. Approval for redistribution of work among staff

It was informed by Treasurer that posting of an Accountant trained in working on Tally is essential to deal with all accounts and cash matters in a proper manner. This work is presently being handled by Shri Deepak Yadav. It was suggested that the services of Shri Deepak Yadav may be utilised in the office for some of the work, earlier looked after by Shri Khilender, Manager, who has since left. This work is now being looked after by Shri Sandeep Shukla, Office Assistant in addition to his duties. It was further suggested that till appointment of an Accountant, Shri Deepak Yadav may be asked to attend some of the duties like supervision of the work of service providers and field duties in addition to his present duties in accounts and cash.

BOM approved the proposal and also directed to initiate action for finding a suitable personnel to work as Accountant in AOA. KV-II Office

13. Payment of arrears of Rs.798446/- on account of EPF liability as informed by office of PF Commissioner

It was informed that vide letter dated 09/11/04.2018, the Office of the Recovery Officer, EPF Organisation has issued notice for recovery of an amount of Rs. 798446/- for the period 04/2013 to 02/2016. It was informed that the amount will be paid to the organisation in two instalments as already discussed with them

BOM approved the proposed action.

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