



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 ; E-mail: noidakv2@gmail.com ; Tel: 0120-2463700)

KV-II/Admn./2019-20

Dated: 06.06.2019

Office Order No 1 Series 2019-20

It has been decided in the 1st meeting held on 05.06.2019 under the chairmanship of the President, BOM, that the newly elected Office-Bearers and Members of BOM, KV-II, NOIDA will take responsibility to carry out the work for welfare measure in respect of Residential Complex as allocated /assigned against each as per **Annexure-I**. Further to mention that any expenditure on account of purchases and payments made may be regulated in accordance with the provisions laid down in Guide lines of Bye-Laws of KV-II by adhering to the prescribed purchase procedures scrupulously.

This order will take immediate effect.


(Kashi Nath Ram)
Secretary, BOM

Encl: As above

Distribution:

1. The President/ Vice-President/Secretary/Treasurer/ All Members of BOM, KV-II
2. Notice Board/ Website of KV-II



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Annexure-I

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**Allocation of Work / Departments among Office-Bearers and Members
of BOM, KV-II, NOIDA**

Sl. No.	Name	Position	Work/Departments allocated
1	Shri Om Prakash Parmar	President	Overall supervision and monitoring of all the Departments
2	Shri Brij Mohan Sharma	Vice- President	1 st Incharge Security, Fire Fighting system and CCTV
3	Shri Kashi Nath Ram	Secretary	Overall supervision and monitoring of all the Departments
4	Shri Nagendra Singh	Treasurer	Incharge Finance and Accounts Department
5	Shri Amrit Kumar	Member	2 nd Incharge Security Department, Fire Fighting system and CCTV
6	Shri Mahendra Singh	Member	1. Incharge Plumbing and Water Management Department 2. Incharge Electrical and Lift Department
7	Shri Gurmit Singh	Member	1. Incharge Horticulture Department 2. Incharge Housekeeping Department
8	Smt. Raj Rani	Member	Incharge Office Administration, public grievances, and complaints
9	Shri Ravinder Pal Singh	Member	Incharge Estate Management and Civil work
10	Shri Sunil Kumar	Member	Incharge IT related work, cable, Internet etc.