MINUTES OF MEETING

Meeting Date & Time : 09th May 2026 (03:00 PM – 05:30 PM)

MOM Reference Number : PD/MOM/2026-27/002

Venue : PDFOWS Office, 11th Floor, Prakash Deep Building, New Delhi

MEMBERS PRESENT:

1. Ms. Ekta Choudhary – President (Absent)
2. Mr. Krishan Kumar– Vice President **(Through Virtual call)**
3. Mr. D. K. Devesh – Secretary
4. Mr. Sunil Ambardar – Joint Secretary
5. Mr. Rajeev Mansukhani- Treasurer **(Through Virtual call)**
6. Mr. Lokesh Kumar – Executive Member
7. Mr. Tarun Vohra – Executive Member

Chairperson of the Committee

The Secretary was unanimously elected as the Chairperson of the meeting and accordingly took the chair.

Leave of Absence

Leave of absence was granted to Ms. Ekta Choudhary and other two members (Mr. Krishan Kumar & Mr. Rajeev Mansukhani) were allowed to attend the meeting virtually.

Agenda of the Monthly Meeting

1. **Update on submission of Amended Bye-laws at ROS Office:**

   The **Secretary** apprised Executive Committee regarding non-submission/ non-acceptance of the amended Bye-Laws due to stringent compliance requirements and Standard Operating Procedures (SOP) prescribed by the Registrar of Societies (ROS), which must be duly followed prior to any amendment or change, which couldn't followed while amending the bye laws in last Special AGM. The required process is as follows:

   - **Governing Body Meeting (GBM):**

     Valid proceedings, including issuance of proper notice to all members and duly signed minutes by the quorum, wherein the resolution for amendment to the existing Bye-Laws is proposed and recommended.

   - **First Special General Body Meeting (SGM):**

     Valid proceedings, including proper notice to all members and duly signed minutes by the quorum, wherein the proposed amendment is considered and adopted.

- **Second Special General Body Meeting (SGM):**

  Valid proceedings, including proper notice to all members and duly signed minutes by the quorum, wherein the amendment is confirmed by at least **three-fifths (3/5th)** of the members present.

Resolution / Conclusion:

The members noted and acknowledged the above compliance requirements and unanimously agreed to re-initiate the amendment process strictly in accordance with the SOP of the ROS in the coming AGM . It was further decided that the process shall be completed prior to the next Annual General Meeting (AGM) to enable implementation of the revised Bye-Laws.

2. **Facility Management (FM) Contract** (To discuss renewal, termination, or alternative arrangements ensuring 100% compliance with applicable labour laws.)

EC decided to adopt 3rd party vendor to outsourced entire FM services as per existing model, therefore, committee unanimously approved that:

The existing FM service contract with **M/s Astha Facilities** shall be terminated by issuing a clear one-month notice, in terms of their contract. No further payments shall be made with effect from **1st May 2026 onwards**, including the payment for the month of **April 2026**, to M/s Astha Facilities, till **full and final settlement** of M/s Astha Facilities and shall be subject to adjustment against any outstanding liabilities, including but not limited to **staff salaries, bonus, leave encashment, gratuity**, and any other statutory or compliance-related dues.

The Committee further instructed the **Facility Manager** to convene a final negotiation meeting with the FM service providers shortlisted through the last tendering process. The objective of the meeting shall be to:

- Understand the transition plan for **absorption of existing manpower** deployed at PD; and
- Obtain clarity on their **fixed service charges**, as the Committee expressed its clear preference against service charges on a **percentage basis**.

The Facility Manager informed the members that the shortlisted bidders are **M/s VNN Facilities** and **M/s Factotum Services Pvt. Ltd.**

<u>Resolution / Decision:</u>

The Committee has called both the vendor to discuss logistic issues and compliance and would take decision on next meeting to award contract of entire facilities manpower to one of the vendor, mentioned above.

3. **Review of CA Professional Charges**: {To evaluate and revise the professional fees of the Chartered Accountant (Mr. Ambrish Rastogi) as per Scope of work submitted by him}.
   - The Committee deliberated on the request submitted by the Chartered Accountant, **Mr. Ambrish Rastogi**, for revision of his professional fees, considering the scope of work and services currently being rendered to the Society.
   - During the discussion, Mr. Rastogi presented his proposal seeking an increase in his monthly professional fee from **Rs. 15,000/- to Rs. 30,000/-**, based on his responsibilities and service deliverables. He further request to increase his fee, which is not increased since January 2018.

Resolution / Decision:

- After detailed deliberation, the Committee has approved a revised professional fee of **Rs. 22,000/- per month**, reflecting an increase of **Rs. 7,000/- per month**, effective from **1st May 2026** to **December 2026**.

4. **Lower Basement (LB) near Fire Shaft area encroachment:**

The Secretary apprised the Committee on the status of the Lower Basement (LB) Fire Shaft area and related issues:

- The **unauthorized water supply connection** encroaching upon the common area has been **disconnected**.
- A representation has been received from LB occupants requesting **restoration of water supply**.

Further, it was informed that the **Fire Shaft door has been repaired**, and the Facility Manager has been instructed to **keep the same locked** to prevent unauthorized access.

During deliberations, some members raised concerns that complete discontinuation of water supply may adversely affect **housekeeping and cleaning activities** in the basement.

Resolution / Decision:

After detailed discussion, the Committee resolved as follows:

- **One controlled water tap** shall be provided **inside the Fire Shaft** exclusively for maintenance and housekeeping purposes and in no circumstances, the said tap would be used by any of the occupant. This water tap would be in lock and key with estate office only.
- Access to the Fire Shaft shall remain **strictly restricted** and shall be permitted **only to the maintenance team**, as and when required for upkeep and maintenance of the building/basement area and fire shaft.
- Necessary safeguards shall be ensured to prevent any **unauthorized usage or encroachment** in the future.

5. **Finalization of Scrap Quotations: To open, review, and finalize sealed quotations for scrap disposal.**
    - 8 Scrap dealers' quotations has been received, the lowest quotes were Rs. 95,000/- and highest quotation was Rs. 2,10,000/-
    - Committee further negotiated with the top 3 highest scarp dealers and finally closed for Rs. 2,51,000/- with the highest quoted scrap dealer M/s B. S. Paper Products on behalf of Mr. Santosh Kabari and Naushad Malik and team.

6. **To discuss letters received regarding pending dues including gratuity for Aastha Employees: (Ganesh Kumar- Electrician & Meva Ram- Electrician)**
    - Committee discussed with Mr. Vinay Sharma- Director of M/s Aastha Facilities Pvt. Ltd. FM Service provider on phone regarding the Gratuity issue and asked Mr. Sharma to visit PD for further meeting to resolve this issue.

7. **Lower Basement Wall Condition – Repair & Improvement Work**

The Secretary apprised the Committee regarding the deteriorated condition of the **Lower Basement wall plaster**, as highlighted by certain store owners. In view of the urgency, the existing contractor **M/s SSA Techno**, who is already working with the Society at **competitive and negotiated rates** for plastering work, has been instructed to initiate the necessary repairs, as per their previous rate chart.

During the discussion, some members suggested that instead of repetitive replastering, it would be more effective to **install wall tiles up to a height of 4 feet**, which would enhance durability, improve hygiene, and reduce recurring maintenance costs.

Resolution / Decision:

The Committee approved the proposal for carrying out plastering work along with installation of wall tiles up to 4 feet height, with the following conditions:

- The dismantling of damaged plaster and re-plastering (kacha plaster) of the affected areas shall continue immediately considering the urgent requirement.
- The final execution of wall tile fixing work shall be undertaken only after approval of the quotation by the Committee.
- The Facility Manager (FM) is instructed to coordinate with the existing contractor and other vendors, arrange site inspection, and submit detailed quotations for approval of the Committee members. The BOQ of the said new work would also circulated in the main whatsp group, seeking owners recommendation also, for best effective price.

8. **Elevator Refurbishment (Hyundai)** **{To discuss and negotiate the cost for refurbishment of two Hyundai make elevators with OEM.}**

- Committee discussed and decided that refurbishment of elevators is not advisable, hence committee will go for replacement of new elevators in due course subject to fund planning

9. **Any Other Matter with Permission of Chair {Suggestions from members for discussion and possible implementation.}**

Following points raised and approved by the committee:

- 10 nos. Extra open car parking to be allowed and managed @ Rs. 5000/ plus GST for the occupants to generate extra income for the society welfare and to meet the overhead expenses like staff salary as per minimum wages law.
- Upon request of one of the occupant, Mr Lokesh Kumar, that he is having difficulty in managing his goods loaded and unloaded ,on account of closer of front side of the building, from where, he is running his shop. The EC, for the time being ,decided to give MB Store available with Society, for temporarily use for next 6 to 8 months to keep his goods with the nominal maintenance charges of Rs. 7,500/- plus applicable GST per month.
- Society office renovation work has to be planned to create more space within the existing area so that committee meetings and other staff sitting arrangement looks professional and comfort to work.

10. In the last Committee meeting held on 25th April 2026, it was resolved to change mode of operation with all existing banks and up dation of authorised signatories as per the new Executive Committee. On approaching the KBML for execution of the resolution the bank revised the text of the resolution passed by this Committee. The following is the Resolution agreed by the Executive Committee.

RESOLVED THAT

(a) Ashok Kumar Jain and Mr. Ravi Sharma to be deleted as Authorized Signatories in Account No. 5449027335 with CRN 854207568 held in the name of the said Prakash Deep Flat Owners Welfare Society (REGD) with Kotak Mahindra Bank Limited Delhi Branch.

(b) D K Devesh, Rajeev Mansukhani, Lokesh Kumar and Tarun Vohra to be added as an Authorized Signatory in Account No. 5449027335, with CRN 854207568 held in the name of the said Prakash Deep Flat Owners Welfare Society (REGD) with Kotak Mahindra Bank Limited Delhi Branch.

(c) And the mode of operation of the Account will be as follows: - **Jointly by any Two**

1. Mr. Rajeev Mansukhani- Treasurer
2. Mr. Lokesh Kumar- Executive Member
3. Mr. Tarun Vohra- Executive Member
4. Mr D K Devesh, Secretary

(d) And that the Society/Trust/Association/Club hereby authorises above signing authority signed jointly any two to open, operate and close the said account and to place Term Deposit(s) in the name of the Society/Trust/Association/Club for any tenure and to prematurely withdraw the said Term Deposit(s).

(e) And that the Society/Trust/Association/Club avails of the Net Banking, Phone Banking, Debit Card and Payment Gateway, Etax offered by Kotak Mahindra Bank. That the Society/Trust/Association/Club has read the terms and conditions applicable to these services and accepts the same.

(f) And that the Society/Trust/Association/Club undertakes to inform the Bank 15 days in advance in case any of its authorised signatory's Net Banking, Phone Banking, Debit Card and Payment Gateway access needs to be revoked. The Society/Trust/Association/Club will not hold the Bank responsible if it does not comply with the aforesaid term.

(g) That the Society / Trust / Association / Club here by agree that for all existing investment accounts, including but not limited to 2 Way Sweep facility, or to be opened in the future will be accessible on Net Banking and transaction rights, if applicable, will be available subject to the authorized person having unconditional authority and having executed and granted a Power of Attorney / Mandate, as applicable in favour of the Bank and it is here by FURTHER RESOLVED that on behalf of the Society / Trust / Association / Club Mr./ Ms. **D K Devesh, Rajeev Mansukhani, Lokesh Kumar and Tarun Vohra (jointly by any two)** is here by granted the powers and rights to execute such Power of Attorney / Mandate, as applicable in favour of Kotak Mahindra Bank Limited [the Bank] in the form and manner stipulated by the Bank to enable it to make investments in its name.

(h) Until notice given in writing to the contrary, we authorise the Bank to honour operations and instructions under the signature(s) of our Authorised Signatories as have been duly instructed in respect of operations of the Account including through any or all channels by the Society/Trust/ Association/Club with the Bank and for all cheques, guarantee or other orders, which may be drawn or bills accepted or notes or negotiable instruments passed on its behalf or receipts for money owing by you to it and to debit such cheques, guarantee, orders, bills notes or negotiable instruments to its Account(s) with you whether such Account or Accounts be for the time being in credit or overdrawn or may become overdrawn debit.

(i) A copy of the above resolutions be furnished to the Bank duly certified under the signature of the Chairman/Managing Trustee of the Society/ Trust/Association/Club and that the same be acted upon by the Bank as conclusive evidence of the passing of these resolutions.

(j) These resolutions shall remain in force until amending resolutions are passed by the Society/Trust/Association/Club in the manner prescribed in its charter and copies thereof certified as true are furnished to the Bank.

(k) We confirm we have read and understood the Term & Conditions applicable to such Account and services relating thereto and shall always be bound by and abide with them and their amendments from time to time.

Updates from the Facility Manager:

- **Bank account with IOB has been updated with new signing authorities as per the resolution passed in last MOM dated 25th April 2026. Equitas bank & Kotak Bank process is under progress.**
- **Letter dispatched to L&DO and NDMC regarding intimation of takeover of the building from Ansal Properties & Infrastructure Ltd. W.e.f. 01st October 2014 onwards.**
- **Letter & mail dispatched to M/s Team Professional (Consultant) regarding his fee revision or termination of contract**

Executive Committee Members Signatures:

Ms. Ekta Choudhary – President (Abesnt)	
Mr. Krishan Kumar– Vice President **(Through VC)**	
Mr. D. K. Devesh – Secretary	
Mr. Rajeev Mansukhani- Treasurer **(Through VC)**	
Mr. Sunil Ambardar – Joint Secretary	
Mr. Lokesh Kumar – Executive Member	
Mr. Tarun Vohra – Executive Member	