MINUTES OF MEETING

MEETING DATE & TIME : 14th March 2026 (03:30 PM – 05:30 PM)
VENUE : PDFOWS Office, 11th Floor, Prakash Deep Building, New Delhi

MEMBERS PRESENT :

1. Mr. Ashok Kr. Jain – President (Absent)
2. Mr. Ravi Sharma – Vice President (Absent)
3. Mr. Lokesh Kumar – Secretary
4. Mr. Kailash Chandra Sharma- Treasurer
5. Mr. Sunil Ambardar – Joint Secretary
6. Mr. D.K. Devesh – Executive Member
7. Mrs. Ekta Choudhary – Executive Member
8. Mrs. Neelam Sharma – Executive Member (Absent)

AGENDA, DISCUSSION POINTS & ACTIONS

1. Reformation of Election Committee

   - The Executive Committee deliberated on the conduct of the forthcoming election with reference to the nominations approved in the AGM held on 20.09.2025.

     Mr. Rajeev Mansukhani and Mr. Sanjeev Singh expressed their inability to continue as members of the Election Committee due to personal reasons. The Executive Committee accepted their requests for withdrawal.

     Accordingly, the Election Committee has been reconstituted to conduct the forthcoming elections with the following election committee members:

     i. Mr. V. S. Mehta
     ii. Mr. Rajesh Rai
     iii. Mr. Anil Kumar Jain

2. Clarification/ Limited Modification of bylaws for forthcoming Election Process:

   - The Society was registered on 24.12.2013 with the registration number S/ND/362/2013. The committee has been functioning under the guidance of bylaws with several deviation according to need and requirement of time.
   - The executive committee discussed the present byelaws of the society, for the purpose of conducting forthcoming election. The committee while discussing found that some of the bylaws are either silent or has lack of clarity to conduct the forthcoming election. The committee has opinion that during the passage of time, some of clauses in the bylaws, which was framed in 2014 has become a redundant

or required modification(s). The committee has taken decision in the light of AGM dated 20th September 2025, wherein, election was announced to be concluded/conducted in the month of April 2026 and further due to paucity of time, the committee decided to make clarification/ modification for forthcoming election, taking in to urgency and further decided to get this MOM deemed approved from the member of society through uploading the same on official WhatsApp group, E-mail or any other mode of communication, calling objection/ suggestion (if any), such objection be made by minimum 10% of the society members i.e. around 20 members. In case of no written suggestion/ objection within seven (7) days from the date of communication, this MOM would be consider deemed approved. Therefore, the committee has resolved followings:

i. At page-4 & 5 of the bylaws wherein "disqualification" has been defined, Members having arrear of any amount for more than Thirty (30) days are debarred to cast vote and to contest election. For the quick reference, the disqualification clause (page-4 & 5 of bylaws) is reiterated hereunder:

*"No apartment owner is entitled to vote on election of members of Executive Committee or President, Secretary, or any other office bearer or entitled to stand for election to such office, if he is in arrears of any sum due from him in respect of his contributions for common expenses, and otherwise or on any account, for more than **thirty days.**"*

The executive committee has discussed the timeline granted i.e. 30 days has no certainty from which date these 30 days would be calculated. It is matter of practice of the Estate office to raise maintenance bill quarterly with 75 days of timelines to make payment. The 30 days' time in the bylaws are inconsistent and unpractical, if so, if accepted, majority (more than 90%) of members would be ineligible to cast their vote. Therefore, the executive committee has resolved to modify the timeline for disqualification for this forthcoming election, which would be the last date of last financial year i.e. 31st March 2025 for the purpose of contesting society election. The executive has further resolved that all members of the society be permitted to cast their vote, irrespective of their dues. Such decision has taken, keeping in mind to involve/ include more and more members of the society in its electoral process, so that their participation and involvement would be increased in the affair of the society. Such decision has taken considering that the forthcoming election would be the first election since 2014 wherein election by ballot paper is called.

ii. The executive committee has also discussed clause "Annual Meeting" at page-9 which is hereunder:

*"The annual meetings of the society shall be held on such date as the society may decide. At such meetings there shall be election **by ballot** of the apartment owners of any executive committee in accordance with requirement of bylaws. The owners may also transact such other business of the society as may be properly come before them"*

and "Election" at page-11 which is hereunder:

*"The Governing body of the society shall be elected for a term of two years in General Body meeting. The **raising hands** shall be the mode of the election. The newly elected Governing body list should be attested by three outgoing office bearers."*

The clauses of byelaws are seems to be contrary to the clause annual meeting of the bylaws, wherein, the election by ballot is prescribed but in clause "Election" raising hand is prescribed as mode of election. The executive committee, to make the election process more transparent and acceptable, resolved to adopt to conduct election by ballot paper in terms of clause "Annual Meeting" at Page-9.

iii. (a) The executive committee further discussed the clause "Voting" at page-12 of the bylaws, wherein, one apartment/unit would carry one vote is provided. It is further clarified that individual members can nominate their "Family Members" or authorized representative to cast vote on their behalf. It is further clarified that such authority letter of the member is required in written format with their signatures subscribed and be communicated to official E-mail of the society (prakashdeeprwa@gmail.com) or through hard copy to the society office or through society' official WhatsApp number (9211728450) on or before seven (7) days in advance from the date of election.

(b) The committee further clarified that in case of apartment/unit owned by two or more individuals, the first name of joint ownership of the unit is permitted to cast vote without any authority letter, However, in case the subsequent name/owner of the joint ownership would intend to cast vote, the same shall be allowed with authority letter signed by all joint owners of the unit/ apartment. It is further clarified that such authority letter of the joint member is required in written format with their signatures subscribed and be communicated to official E-mail of the society (prakashdeeprwa@gmail.com) or through hard copy to the society office or through society' official WhatsApp number (9211728450) on or before seven (7) days in advance from the date of election.

(c) The executive committee further deliberate of the issue of ownership/ membership retained by legal entities i.e. Company/ LLP/ Firm/ Trust/ Society etc. The authorised representative of such legal entity be permitted to cast their vote subject to written authority letter on letter heads of legal entity, duly signed and stamped by Director/ CFO/ CA/ Partner or head of the legal entity. It is further clarified that such authority letter be communicated to official E-mail of the society (prakashdeeprwa@gmail.com) or through hard copy to the society office or through society' official WhatsApp number (9211728450) on or before seven (7) days in advance from the date of election.

iv. The executive committee further deliberate to draft nomination form to conduct forthcoming election for the position of President/ Vice- President, Secrtary/ Joint-Secretary/ Treasurer and Executive Members. The committee would provide nomination form for each post in course of time for below mentioned seven (7) positions.

- President (One)
- Vice President (One)
- Secretary (One)
- Joint Secretary (One)
- Treasurer (One)
- Executive Member (Two)

v. The Executive committee has also deliberated and resolved that the new committee may invite any two members of the outgoing committee/ Previous committee to include in the new executive committee as Ex-officio member for the smooth functioning of Society.

vi. Election process would commence in terms of instant MOM after expiry of seven (7) **days** from the date of communication of this MOM, if substantive objection would not be received by the society through society official E-Mail id i.e. prakashdeeprwa@gmail.com, Such objection be made by **minimum 10% of the society members i.e. around 20 members**.

vii. The Executive has also resolved to call Annual Meeting/ Special Meeting on the day of forthcoming election, wherein, this resolution/ modification would be signed and formally approved by the members of the society. Thus, the day of election would be for dual purpose i.e. approval of this resolution/ modification of bylaws and conducting election.

3. Other day to day issues for the discussion of Monthly Meeting.
    i. Finalization of replacement of old MS window with UPVC window
        - Deferred to next committee meeting due to no urgency as of now
    ii. Discussion on Public Notice received from Ansal API
        - Deferred to next committee meeting due to no urgency as of now
    iii. Monkey menace issue and appointment of monkey management companies/expert who controlled Monkey issues.
        - Deferred to next committee meeting
    iv. Update on GST Order U/s 73, FY 2021-22 received from GSTO.
        - The CA explained the case to the committee and advised that filing an appeal would be the appropriate course of action, as rectification of the order is presently not feasible due to the non-availability of the GST officer and the approaching last date i.e. 30th March 2026 for filing the appeal. After discussion, the members approved the proposal to file an appeal and requested the CA to prepare and share the draft appeal letter for members' review on or before **20th March 2026** for timely finalization of appeal request letter, before submission to the department for further necessary action.