# MINUTES OF MEETING

Ist Meeting Minutes

**Meeting Date & Time** : 25th April 2026 (03:00 PM – 05:30 PM)

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

**MEMBERS PRESENT** :

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

**Chairperson of the Committee**

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

**Leave of Absence**

Leave of absence was granted to Mr. Krishan Kumar by the chair.

## AGENDA, DISCUSSION POINTS & ACTIONS

The members appreciation the efforts and contributions of the earlier Committee Members. They further congratulated one another and expressed their shared commitment to work in unity for the common good and progressive development of the Society.

1. **Submission of documents (Amended Bye-laws of the Society) to ROS after draft approval from the Managing Committee.**

   The Draft of the Amended Bye-Laws, along with other related documents, was approved by the Committee. The Facility Manager (FM) was further instructed to prepare the complete set of documents for obtaining signatures from the Executive Members and to file the same with the Registrar of Societies (ROS) on priority.

2. **Discussion with M/s SSA Techno (Contractor) and M/s Team Professional (Consultant) to finalize MIS report format for effective monitoring of work progress. Discussed, deliberated and has been asked to give their specific proposal.**

   The Executive Members held discussions with the contractor and consultant regarding the modalities of work progress and measures to expedite the same. It was mutually agreed that the contractor shall submit weekly and monthly progress reports to closely monitor the work and keep the Members regularly updated.

3. **Renewal / Extension of Consultant (M/s Team Professional) contract for the remaining work period. To be discussed with the Consultant and Contractor.**

The Executive Committee requested the Consultant, Mr. Sanjay Srivastava, to continue his professional services at the existing monthly fee of Rs.90,000. However, the Consultant declined to continue at the current fee and requested a minimum of Rs.1,00,000 per month for extending his services beyond April 2026.

It was further noted that Mr. Srivastava had deployed an assistant to supervise the Society's work, whose salary was stated to be in the range of Rs.40,000 to Rs.45,000 per month. After due deliberation, the Executive Committee resolved that the Society shall engage a qualified and responsible Civil Engineer of similar capability. Alternatively, Mr. Sanjay Srivastava may deploy the same Civil Engineer at the aforementioned salary range (Rs.40,000–Rs.45,000 per month), with Mr. Srivastava's services being availed on an as-and-when-required basis at a fee of Rs.5,000 per visit.
The Civil Engineer so engaged shall be responsible for submitting weekly progress reports to the Society.

In the event that the Consultant (Team Professional) does not agree to the above proposal, the Society shall initiate the recruitment of a Civil Engineer immediately. The relieving process of Mr. Sanjay Srivastava shall commence upon submission of a comprehensive report covering all work supervised up to April 2026, along with the proper handover of all relevant files, records, and documents.

4. **Finalization of bank signing authority and collection of KYC documents for updating bank records.**
   **a) Finalization of Bank Signing Authorities**

The Executive Committee has finalized the following four (4) members as authorized signatories for operating all the Society's bank accounts. This decision was taken with the understanding that the authorized signatories should be readily available and preferably present within the premises to avoid any operational delays.

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

**b) Mode of Operation of Bank Account**
**IT IS HEREBY RESOLVED THAT:**

1. The bank account(s) of the Society shall be operated jointly by any two (2) authorized signatories.
2. Preference shall be given to the Treasurer, Mr. Rajeev Mansukhani, who shall primarily be responsible for overseeing all financial matters.
3. The second signatory shall be either Mr. Lokesh Kumar or Mr. Tarun Vohra, subject to availability.
4. Mr. D. K. Devesh (Secretary) shall act as a standby signatory in the event any two of the above-mentioned signatories are unavailable.
5. It is mandatory that all withdrawals or payment approvals executed in the absence of the Treasurer shall be duly reviewed and endorsed by him upon his availability, in accordance with established operating procedures.

Tarun Vohra

#### c) Submission of KYC Documents

All the above-mentioned authorized signatories shall submit their respective KYC documents and other requisite information to the concerned banks for updating the Society's bank records and effectuating the change in signing authority. The Facility Manager (FM) shall extend necessary assistance to facilitate the same.

#### d) Implementation and Banking Arrangements

The Facility Manager was instructed by the Executive Committee to initiate the process for updating the authorized signatories and to submit all necessary documents, including KYC documents, with all three existing banks of the Society, namely Indian Overseas Bank, Equitas Bank, and Kotak Mahindra Bank, at the earliest.

#### e) Documents Submission

The FM submitted the documents pertaining to Indian Overseas (IOB) Bank, Equitas Small Finance Bank Limited & Kotak Mahindra Bank Limited and the following resolution were passed:

*"**RESOLVED THAT** the Society to maintain the existing account with **INDIAN OVERSEAS BANK** bearing account no **053102000005034** in the name of the **PRAKASH DEEP FLAT OWNERS' WELFARE SOCIETY** with its Connaught Place Branch."*

***And***

*"**RESOLVED THAT** the Society to maintain the existing account with **EQUITAS SMALL FINANCE BANK LIMITED** bearing account no **200000261792** in the name of the **PRAKASH DEEP FLAT OWNERS' WELFARE SOCIETY** with its Connaught Place Branch."*

***And***

*"**RESOLVED THAT** the Society to maintain the existing account with **KOTAK MAHINDRA BANK LIMITED** bearing account no **5449027335** in the name of the **PRAKASH DEEP FLAT OWNERS' WELFARE SOCIETY** with its Connaught Place Branch."*

*"**RESOLVED FURTHER THAT** the said bank be and is hereby authorized and informed to honour all Cheques, Bills of Exchange, Promissory Notes, Term Deposits and any other instruments drawn, accepted, made and **<u>Signed Jointly</u>** by **<u>Any Two Members</u>** on behalf of the Society and shall be signed by any two of the following authorized signatories as below whose signatures are also attested:*

- *Mr. D. K. Devesh - Secretary*
- *Mr. Rajeev Mansukhani - Treasurer*
- *Mr. Lokesh Kumar - Executive Member*
- *Mr. Tarun Vohra - Executive Member*

*"**RESOLVED FURTHER THAT** the Executive Members of the society is / are hereby authorized to apply for 'Corporate Internet Banking Services' of the Bank."*

*"**RESOLVED FURTHER THAT** any of the Executive Member of the Society are hereby authorized to provide a certified true copy of the foregoing resolution to the above-mentioned bank."*

5. **Indemnity and Use of Executive Committee Members' Credentials.**

It was noted and resolved that, wherever submission of personal details of the Executive Committee Members, such as name, contact number, email ID, Permanent Account Number (PAN), Aadhaar number, or any other credentials is required for purposes including, but not limited to, KYC compliance, opening and/or operation of bank accounts, appointment as authorized signatories, or registrations with statutory and regulatory authorities (including Goods and Services Tax, Income Tax, Registrar of Societies, etc.), the same shall be furnished strictly in their official capacity as representatives of the Society.

It is hereby expressly clarified that the submission, use, or reliance upon such personal details and documents shall not create or be construed as creating any personal liability on the part of the concerned Executive Committee Members in their individual capacity. Any documents executed or actions undertaken by such members shall be deemed to have been carried out solely in the course of, and within the scope of, their official duties on behalf of the Society.
The Society hereby agrees to indemnify, defend, and hold harmless all such Executive Committee Members from and against any and all claims, demands, liabilities, losses, damages, costs, or legal consequences arising out of or in connection with the submission of such information or the discharge of their official functions, save and except in cases involving wilful default, fraud, gross negligence, or misconduct on their part.

6. **Action to be taken regarding the Parking Tax Warrant received from NDMC**

The Executive Committee had already initiated the process, however, considering that the matter involves potential financial implications for the Society, the EC has taken up this agenda as priority The progress in this regard shall be reviewed and discussed in the forthcoming monthly meetings in due course.

7. **Discussion on FM Contract - Renewal/Termination or Alternative Approach to Ensure 100% Compliance with Labour Laws.**

The Executive Committee was apprised that all legal and statutory compliances, including adherence to applicable labour laws, minimum wage requirements, and associated statutory overheads, are currently under examination prior to any decision regarding the engagement of third-party contractual staff under the Society's payroll or the appointment of a new facility management company. The progress in this matter shall be placed before the Committee and updated in due course.

8. **Verification of bank account statements and discussion on:**

**Number of bank accounts to be maintained**
**Whether to continue with nationalised banks or keep maintaining private banks account as well**

Currently society is maintaining three bank account i.e. Indian Oversea Bank, Equitas Bank & Kotak Mahindra Bank. It is decided to continue with Indian Overseas Bank only. The bank accounts maintained with **Equitas Bank** and **Kotak Bank** shall be proposed for closure in due course, on account of unsatisfactory and inefficient service support, subject to completion of all necessary formalities.

The Committee further resolves to explore and evaluate the option of opening a new bank account with a suitable private sector bank, such as **HDFC Bank**, **DCB Bank**, or **ICICI Bank**, based on improved service standards, operational efficiency, and overall banking convenience.

**9. Review & Enhancement of gardener's monthly charges (currently Rs. 10,000 demanded vs Rs. 8,000 being paid till April 2026), as earlier committed for review by the new committee.**

The performance of the Gardener was reviewed and found to be satisfactory, with the front lobby plants being maintained in good condition. Based on the assessment, the Executive Committee approved an increase in the monthly remuneration from INR 8,000 to INR 10,000 with effect from 1st April 2026.

**10. Extension of CA Professional Tenure with the Society with Revised Professional Charges**

The Committee hereby approves the continuation of the engagement of the existing Chartered Accountant, Mr. Ambrish Rastogi, for a further term of one (1) year, covering the financial year 2026-2027, on such terms and conditions as may be mutually agreed. Any revision in professional fees shall be subject to submission of a detailed scope of work and job description by the said Chartered Accountant and shall require prior review and approval of the Committee.

The Committee further resolved that, notwithstanding the prior arrangement wherein the Chartered Accountant was also entrusted with the audit function, the statutory audit for the current financial year shall be assigned to an independent auditor. This decision has been taken in line with the principles of segregation of duties and internal control, including the "maker-checker" framework, with a view to strengthening governance, accountability, and transparency in the Society's financial processes.

11. **Revision of Special Service Rate Chart - Skeletal Services**

The matter regarding the revision of the Special Service Rate Chart, including late sitting beyond 8:00 PM and applicable charges, was placed before the Executive Committee.

After due consideration, the Committee approved the revised service charges, keeping in view members' requirements and aligning with the applicable norms of Delhi State authorities and NDMC, including revisions issued from time to time.

The revised rate chart, aimed at ensuring fairness and transparency, will be circulated to all residents on or before 15th May 2026 for compliance.

Members are requested to take note and extend their cooperation

## 12. Update/ change in the records of Income Tax, GST, ROS, Banks or any other Govt/Semi Govt Department.

In view of the Society having taken over charge from Ansals in FY-2014-15, it is imperative to update, regularise, and cross-verify the records of Prakash Deep Society with all relevant Government and Semi-Government authorities, including updating the name, registered address, and particulars of the newly elected Executive Committee Members.

Accordingly, it was resolved that all records maintained with such authorities/departments shall be duly updated to accurately reflect the current details of the Society and the newly constituted Executive Committee. The Facility Manager (FM) has been instructed to initiate and complete all necessary actions in this regard at the earliest, in compliance with applicable statutory and regulatory requirements.

## 13. Official Communication Channels - Society, Members & Government Offices

The Committee discussed and resolved that with effect from May 2026; all official communication shall be standardized as under:

a) Communication from the Society to Members shall be made only through the designated official mobile number(s) and email ID(s) as follows:

1. Primary Mobile Number : - 9211728450
2. Secondary Mobile Number : - 9211728451
3. E-Mail ID : - prakashdeeprwa@gmail.com

b) Communication from Members to the Society shall be routed strictly through the notified official mobile number(s) and email ID(s) as mentioned above.

Members are requested to avoid using personal contact details of Committee Members or staff for official matters to ensure proper record-keeping, transparency, and timely response.

Resolved that the Society shall register and update its official contact details with all relevant Government Departments, statutory authorities, service agencies, and banks where the Society has financial or statutory dealings.

This will ensure traceable communication, timely receipt of updates, and better compliance.

The official contact details will be shared separately and displayed on the Society notice board / official platforms. Strict adherence to the above is required for effective governance.

## 14. Waiver Request Approval for late sitting beyond 8 pm (Flat No. 202)

The Committee also approved the waiver of late sitting charges previously billed to the owner of Flat No. 202, considering the matter in good faith and noting that the charges pertained to sitting beyond 8:00 PM.

Accordingly, the Accountant has been instructed to process and issue a credit note in favour of the concerned flat owner. The member is kindly requested to adhere to the revised guidelines, which will be issued shortly, for all future instances.

**15. Mail received from Mr. Prakash Agarwal regarding unauthorized use of his parking space**

The matter relating to the car parking space of Mr. Prakash Aggarwal was discussed in detail by the Executive Committee. It was noted that the Society has a limited role with respect to owners' car parking spaces located in the Middle and Upper Basement areas.

However, the security staff has been instructed to remain more vigilant and to make reasonable efforts to ensure that parking spaces are kept available for the respective owners, as and when they enter the Society.

Notwithstanding the above, the Committee has decided to invite Mr. Prakash Aggarwal Ji to the Estate Office for a discussion, with a view to better understand his expectations and concerns regarding the management of the car parking issue.

The Executive Committee is of the opinion that such an interaction will assist in arriving at a practical and mutually agreeable approach. Based on the outcome of the discussion, the Committee shall deliberate further and take an appropriate decision, with the objective of ensuring a fair, balanced, and harmonious resolution in the best interest of all concerned.

The Facility Manager (FM) is hereby advised to coordinate and arrange the meeting with Mr. Prakash Aggarwal & request sir to visit Society office in person at the $11^{th}$ floor at their convenient time.

<u>**Executive Committee Members Signatures :**</u>

Ms. Ekta Choudhary – President

Mr. Krishan Kumar– Vice President (Absent)

Mr. D. K. Devesh – Secretary

Mr. Sunil Ambardar – Joint Secretary

Mr. Rajeev Mansukhani- Treasurer

Mr. Lokesh Kumar – Executive Member

Mr. Tarun Vohra – Executive Member