

# MINUTES OF MEETING

MEETING DATE & TIME : 20th December 2025 (03:30 PM - 05:30 PM)

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

MEMBERS PRESENT :

1. Mr. Ashok Kr. Jain – President
2. Mr. Ravi Sharma – Vice President
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 (Absent)
8. Mrs. Neelam Sharma – Executive Member (Absent)

## AGENDA, DISCUSSION POINTS & ACTIONS

1. Discussion on revising the Facility Management (FM) services rate (per sq. ft.) to facilitate salary enhancement for building staff.
  - Deferred for new managing committee which would take over after scheduled managing committee election.
2. Meeting with Structural Consultant (M/s Team Professional) and Contractor (M/s SSA Techno).
  - Structural Consultant (M/s Team Professional) Presented that presently in Phase-3 average labour/day for period “10-8-2024 to 19-12-2025” is “8.22” while for the same period in Phase-2 “10-8-2022 to 19-12-2023” average labour/day was “14”. This lower deployment of work force has caused low progress for PD & low billing for SSA.
  - SSA Techno (Mr. Bipul) explained that in phase 2 work -Shear connector/ re-baring, new reinforcement bar addition and micro concreting and plaster were major items and were of high billing value but in phase-3 chipping, Malba/Scrap removal, plaster & curing are items which are low billing value items.
  - SSA Techno (Mr. Bipul) also mentioned that work area in hand i.e., Exit Ramp (rear-1) =11mx47m is of lesser width, and hence, deploying more than 8 workers would pose safety hazard for workers as items are sequential activity (means subsequent activity are taken only after previous one is complete).
  - Committee Members suggested that in view of keeping Building Functional and safe for all, any extra Façade frontage can't be given for work. Entry Ramp side Façade can be given only after Exit Ramp side Façade work is complete and handed over. Committee, however, suggested SSA Techno to take up repair of some dilapidated structural Elements of Basement also.

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- Structural Consultant (M/s Team Professional) mentioned that Low progress / low billing is also due to non-deployment of workers by SSA Techno for undertaking repairs in four numbers of Brickwork Shafts and two numbers of RCC Shafts along with Exit Ramp Façade work.
- SSA Techno mentioned that smaller size of Plumbing Shafts makes working very difficult & unhealthy for their workers & hence, Shaft work productivity is very low. SSA Techno further submitted that Existing Supply, Waste & Rain Water Pipes in Shafts are old and weak. and get damaged during work despite full precautions and best intentions of SSA Techno workers. SSA Techno demanded that they should not be penalised for such damages.
- Committee Members accepted SSA Techno submission but mentioned that if this was a deterrent for them in commencing shaft work it should have been brought to Prakash Deep Management's Notice long back.
- SSA Techno agreed to commence Shaft repair work with deployment of a separate team of 3-4 workers.
- Structural Consultant (M/s Team Professional) suggested M/s SSA Techno to avoid replacing Site Engineer. By the time, a site engineer gets acquainted with site & readies himself to deliver, SSA Techno replaces him. Due to such replacements, Prakash Deep Site faced issues of material non availability and manpower deployed in low productive manner.
- M/s SSA Techno agreed to post a permanent Engineer at Prakash Deep site.
- Mr. Ashok Kasana (Managing Director of M/s SSA Techno) stated that Retention of Phase-2 was agreed for adjustment with retention deductible in phase-3 considering that a large portion of work site would be handed to them by Prakash Deep for fast paced work. But due to small portion of work handed over to them in phase-3, the workforce deployment is low and hence, billing and retention deduction is also low. Hence, a large sum of money is withheld at Prakash Deep which is otherwise qualified for refund, SSA demanded that it should be released to SSA Techno to ease up their financial burden.
- Committee Member mentioned that they would consider & evaluate their retention money request & decide suitably ASAP, as per the work order & relevant document.

### **3. Finalization and signing of the draft AGM Minutes held on 20th September 2025.**

- Members discussed finalizing AGM MOM which was shared with all the committee members through PD Core Committee WhatsApp group on dated 30<sup>th</sup> September 2025 and revised MOM on 25<sup>th</sup> October 2025 for member's review and finalization. Since than it is on hold because of different opinion amongst the committee members.

### **4. Finalization and signing of the draft Minutes of Meeting (MoM) held on 11th October 2025.**

- Same treatment with MOM dated 11<sup>th</sup> October 2025 as mentioned in point number-3.

### **5. Finalization and signing of the draft Minutes of Meeting (MoM) held on 25th October 2025.**

- Same treatment with MOM dated 11<sup>th</sup> October 2025 as mentioned in point number-3.

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6. **Finalization of a new elevator company to replace the existing Hyundai make elevator (Lift No. 2).**
- Deferred for new managing committee which would take over after scheduled managing committee election.
7. **Meeting with the members of the Election Committee, formed pursuant to the decision dated 20.09.2025, for initiating and planning the election process**
- Members discussed and agreed that without signing AGM Minutes of Meeting, Election Committee cannot be officially formed, hence first committee will focus on signing of AGM minutes of Meeting and other Minutes of Meeting & forward the minutes of AGM to the Registrar of Society along with all concern papers.

### For Members' Information

- A WhatsApp group of the Election Committee has been created.
- **Backside staircase renovation work** (replacement of Kota stone) has commenced.
- **New plants and pots** have been placed and are being maintained by the existing gardener (**Mr. Dhani Ram**)



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