

# MINUTES OF MEETING

VISIT DATE & TIME : 06th September 2025 (03:30 PM - 05:00 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 (submitted consent thru VC)
4. Mr. D.K. Devesh - Treasurer
5. Mr. Kailash Chandra Sharma - Executive Member
6. Mr. Sunil Ambardar - Executive Member
7. Mrs. Bindya Agarwal - Executive Member (Absent)

## TIMEKEEPER

⇒ Sunil Ambardar

## AGENDA, DISCUSSION POINTS & ACTIONS

### 1. Member Rotation

Mr. Ravi Sharma (Vice President), Mr. D K Devesh (Treasurer), Mr. Kailash Chandra Sharma (Executive Member) & Mr. Sunil Ambardar (Executive Member) have proposed to rotate their Position, which is accepted by the Committee.

It is resolved that they may rotate their positions except positions of President & Secretary till April 2026.

It is unanimously resolved that Mr. Kailash Chandra Sharma will serve as Treasurer during the first rotation, while Mr. D.K. Devesh will hold the position of Executive Member for this period.

However, the positions of President and Secretary shall remain unchanged and will not be subject to rotation for this committee.

### 2. Bank Signatories

The President Mr Ashok Kr. Jain shall remain the mandatory signatory to all Society bank accounts for the entire tenure of this committee.

The Treasurer Mr. Kailash Chander Sharma shall act as the second signatory and will jointly sign all cheques & Vouchers with the President.

In the absence of the Treasurer, or in case Treasurer after signatures of the President, does not sign or is unable to sign for any reason, in that case anyone Mr. Ravi Sharma- Vice President or Mr. Lokesh Kumar- Secretary will be signing as second signatory.

Any objections raised by members regarding bills or vouchers shall be placed before the office bearers to enable them to take decision and decision of the committee by majority view will be final.

### 3. Joint Secretary Position

The Committee unanimously resolved to appoint Mr. Sunil Ambardar as the Joint Secretary. In the absence of the Secretary, the Joint Secretary shall exercise the powers and perform the duties entrusted to the Secretary

### 4. President & Secretary Tenure

The positions of President and Secretary shall remain unchanged until the elections to be conducted in the April 2026.

### 5. Elections & Returning Officer

Elections will be formally announced in the upcoming September 2025 AGM and it is unanimously resolved to appoint returning officer/Committee for the Election to be held in April 2026.

### 6. Induction of New Member

Ms. Bindiya has tendered her resignation from the post of Executive Member due to her personal reasons. To complete the quorum, and in continuation of the Minutes of Meeting dated 23rd November 2024, Ms. Ekta Chaudhary (Owner of Flat No. 706) and Mrs. Neelam Sharma (Owner of Flat No. 701), are hereby inducted as Executive Members of the Committee. This arrangement shall remain in force until the election scheduled to be held in April 2026.

### 7. Facility Management Company

The Committee unanimously resolved to appoint **M/s VNN Facilities or M/s Factotum Services Private Limited** or any competitive agency, along with Facility Manager Mr. K. S. Negi and the existing team currently engaged, through the present Facility Management Company

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*Meeting Ended with the vote of thanks to all present members for their valuable time & inputs*

