

Cdr S Ashok Kumar
(Convener, Bye Laws Revision Committee)

85, Jal Vayu Vihar, Kukatpally,
Hyderabad 500 085

26 Mar 2024
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To,
The President,
JVHWA, Kukatpally,
Hyderabad - 500085

BYE LAWS REVISION COMMITTEE - JVHWA
REF: JVHWA LETTER NO JVHWA/HYD/2023-24 DATED 17 OCT 2023

Dear Sir,

Reference to your letter No JVHWA LETTER NO JVHWA/HYD/2023-24 DATED 17 OCT 2023 regarding constitution of a **BYE LAWS REVISION COMMITTEE - JVHWA**.

The Committee had met on 20 OCT 2023 and subsequently met a number of times and discussed the agenda set forth in the Committee formation letter regarding amendments / corrections / modifications to the Association Bye Laws and by considering the Policy letters issued by AFNHB, New Delhi from time to time and also keeping in view the adequacy of the Financial powers of the Board of Managers for the day to day running of the colony to operate in the future.

The committee has also considered various issues discussed in all the previous AGMs and the experience gained in running the JVHWA thus far.

The Committee forwards its recommendations as enclosure to this letter and to call an EGM for discussions and approval.

It is stated that the revised Bye Laws have been given to an Advocate Sri PM Sudhakar for scrutiny of the Bye Laws amendments being suggested are appropriate and in consonance with the Laws of the Govt. of Telangana.

Thanking You
Yours Sincerely,

S Ashok Kumar
Cdr S Ashok Kumar

Sri D Papa Rao
Sri D Papa Rao (DU 191)
Member (Type II/III)

URK Prasad
Ex CPL URK Prasad (DU 240)
Member (Type III H)
(BOM Rep)

VVS Naidu
Cdr VVS Naidu (DU 114)
Member (Type V)

BSH Varma
Air Cmde BSH Varma (DU 246)
Member (Type V H)

JWO KSP Reddy
Ex JWO KSP Reddy (DU 233)
Member (Type III H)

MCPO M Devadas
Ex MCPO M Devadas (DU 210)
Member (Type II/III)

Gouripathi
Wg Cdr Gouripathi (DU 087)
Member (Type VI)

S Laxmi Rajam
HFO S Laxmi Rajam (DU 229)
Member (Type III H)

P Surendra Nath
Cdr P Surendra Nath (DU 107)
Member (Type V)

DP Kothuri
Cdr DP Kothuri (DU 272)
Member (Type VI H)

S Ashok Kumar
Cdr S Ashok Kumar (DU 85)
Convener, Bye Laws Revision Committee

Enclosures : 34+1 Page
+ 2 Pages Ballot Paper
+ 5 Pages Election
Voting Counting Sheet



28/3/2024

MEMORANDUM OF ASSOCIATION						
Pg No	PARA	Para/ Clause	Sub Para / Clause	Sub Sub Para / Clause	SUBJECT / DESCRIPTION	Committee Recommendations
1 of 6	3	i			i. To take over and manage the entire area of 25 acres 38 guntas bearing survey no 173, 174, 175 & 190 with 357 dwelling units, 16 extra rooms, shopping cum office complex, community health centre, main overhead tanks, sumps, parks, roads, electrical transformers, water pipe system and other common facilities of the Jal Vayu Vihar complex located on site in Kukatpally, Hyderabad-500085.	i. To take over and manage the entire area of 25 acres 38 guntas bearing survey no 173, 174, 175 & 190 with 357 dwelling units, 16 extra rooms, 8 EXTRA CAR GARAGES, 12 EXTRA SCOOTER GARAGES, shopping cum office complex, community health center, main overhead tanks, sumps, parks, roads, electrical transformers, water pipe system and other common facilities of the Jal Vayu Vihar complex located on site in Kukatpally, Hyderabad-500085
1 of 6	3	iv			iv. To organize parks, lawns, planting of trees in the complex and to appoint gardeners to look after the same.	iv. To organize DEVELOP AND MAINTAIN parks, lawns, planting of trees in the complex and to appoint gardeners to look after the same.
1 of 6	3	v			v. To take up effective, reasonable and lawful steps for the resolution of problems relating to the members of the association by equal representation from each type of DUs.	v. To take up effective, reasonable and lawful steps for the resolution of problems relating to the members of the Association, by ADEQUATE equal representation from each type of DUs.
1 of 6	3	vi			vi. To elect managing committee members equally from each type of DUs viz: type VI, type V, Type V-H, type III-H, and type II & III with two members from each type comprising of total of 10 members.	vi. To elect Board of Manager comprising of a total of 10 members from the ZONE's as follows: a) ZONE 1 (198 DUs) – TYPE VI & TYPE VI H – 4 MEMBERS, b) ZONE 2 (87 DUs) – TYPE V & TYPE V H – 3 MEMBERS c) ZONE 3 (72 DUs) – TYPE III H & TYPE II/III – 3 MEMBERS Within the BOARD OF MANAGER's to elect ONE MEMBER from each ZONE to the MANAGING COMMITTEE consisting of the President, Secretary and the Treasurer [EQUAL representation from each ZONE].
1 of 6	3	viii			i. All the incomes, earnings, movable and immovable properties of the association shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of association and no portion thereof shall be paid or transferred directly or indirectly in any manner whatsoever, to the present past members of the association. No member of the association shall have any personal claim on any profit, whatsoever, by virtue of his membership.	TO ENSURE all the incomes, earnings, movable and immovable properties of the association shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly in any manner whatsoever, to the present past members of the association. No member of the association shall have any personal claim on any profit, whatsoever, by virtue of his membership.
3 of 6	4	ii	c)		To elect the Executive committee of the society	To elect the Board of Managers of the society
4 of 6	5	a)			a) The members of the BOM shall be equally represented from each type of DUs viz: type VI, V, V-H, III-H and II & III with two members from each type comprising a total of ten members.	The members of the BOM shall be ADEQUATELY represented from each ZONE – [ZONE 1 - 4 Members, ZONE 2 - 3 Members, ZONE 3 - 3 Members] comprising a total of ten members.
4 of 6	5	iii)	c)		1) Secretary: He is the custodian to all records relating to the association and correspondent on behalf of the association. He has to take on record of all minutes of the association to convene both the bodies of the association with permission of the president. He guides the treasurer in preparing the budget and expenditure statement to put before the General Body of its approval.	Secretary: He is the custodian to all records relating to the association and correspondent on behalf of the Association. He has to take on record of all minutes of the association to convene both the bodie of the ALL THE Association MEETINGS with permission of the President. He guides the treasurer in preparing the budget and expenditure statement to put before the General Body of FOR its approval.
4 of 6	5	iii)	d)		1) Joint Secretary: He has to the work as entrusted by the Executive committee. He has to assist the secretary in discharging his duties. In the absence of the secretary he can perform the duties of the Secretary.	Joint Secretary: He has to the work as entrusted by the Executive committee. He has to assist the secretary in discharging his duties. In the absence of the secretary he can WILL perform the duties of the Secretary.

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4 of 6	5	iii)	e)	1) Treasurer: He is responsible person all the financial transactions relating to the association. He has to maintain accounts properly long with vouchers. He has to prepare the budget and expenditure statement of the association with the guidance of secretary. He has to prepare the accounts of the association jointly with the secretary or president	Treasurer: He is responsible person FOR all the financial transactions relating to the Association. He has to maintain accounts properly along with vouchers. He has to prepare the budget and expenditure statement of the Association with the guidance of secretary. He has to prepare the accounts of the association jointly with the Secretary or President.
4 of 6	5	iii)	f)	1) Office Bearers: They are the responsible persons for doing the activities of the association which the executive committee entrusted to them	Office Bearers OTHER MANAGERS: They are the responsible persons for doing the activities of the Association which the BOM executive committee HAS entrusted to them.
5 of 6	7			1) Quorum: 20% of the total members for the general body meeting and not less than five for BOM meeting with a minimum of one member from each type of DU.	Quorum: a) 20% of the total members for the general body meeting and b) not less than five for BOM meeting with a minimum of one member from each type ZONE of DU.



CHAPTER - 1					OBJECTS & MEMBERSHIP OF ASSOCIATION	
Pg No	PARA	Para/ Clause	Sub Para / Clause	Sub Sub Para / Clause	SUBJECT / DESCRIPTION	Committee Recommendations
1	1	c)			SHORT TITLE: In these Bye Laws unless there is any thing repugnant to the subject or context, the expression "the Act" means the AP Societies Registration Act 2001 (Act No 35/2001) and its words and expression defined in the Act and used in these bye laws shall have the same meaning as assigned to them in the said Act.	IN THESE BYE LAWS UNLESS THERE IS ANY THING REPUGNANT TO THE SUBJECT OR CONTEXT, THE EXPRESSION "THE ACT" MEANS THE TELANGANA SOCIETIES REGISTRATION ACT 2001 (ACT NO 35/2001) AND ITS WORDS AND EXPRESSION DEFINED IN THE ACT AND USED IN THESE BYE LAWS SHALL HAVE THE SAME MEANING AS ASSIGNED TO THEM IN THE SAID ACT.
					DEFINITIONS: In these bye laws unless the context requires otherwise	
	4	a)			Association: means Jal Vayu Vihar House Owners Welfare Association (JVVHOWA), registered under the Andhra Pradesh (Telangana areas) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F.) repealed under the Andhra Pradesh Societies Registration Act 2001 (Act 35 Of 2001), formed for the management of JVV	ASSOCIATION: MEANS JAL VAYU VIHAR HOUSE OWNERS WELFARE ASSOCIATION (JVVHOWA), REGISTERED UNDER THE TELANGANA PUBLIC SOCIETIES REGISTRATION ACT, 1350 FASLI (ACT OF 1350 F.) REPEALED UNDER THE TELANGANA SOCIETIES REGISTRATION ACT 2001 (ACT 35 OF 2001), FORMED FOR THE MANAGEMENT OF JVV.
					Board: means Board of Managers (BOM) elected by the General Body in an AGM/EGM all of whom shall be owners of dwelling units residing in JVV.	BOARD: MEANS BOARD OF MANAGERS (BOM) ELECTED BY THE GENERAL BODY IN AN AGM / EGM ALL OF WHOM SHALL BE MEMBERS OF DWELLING UNITS RESIDING IN JVV. A MEMBER IS ELIGIBLE TO BE A MEMBER OF BOARD OF MANAGER'S, ONLY AFTER RESIDING FOR ONE YEAR SINCE BECOMING THE MEMBER OF JVVHOWA.
2	4	d)			JVV: means Jal Vayu Vihar complex developed as a Group Housing Scheme in two phases, Phase I by 1992 & Phase II by 1998, as independent and flat type dwelling units total 357, in different configurations namely Type VI & VII of Twin Duplex with a common wall in between two units, Type V, III & II Flat type in two/three storey buildings and Type IIIH row type with common walls in between two/ three/four units, 16 extra rooms, 8 extra four wheeler and 12 extra two wheeler garages and associated common facilities in an area of 25 acres 38 guntas situated at AFNHB site in Kukatpally under the survey nos 173, 175, 190 and 174 vide registered document nos 29/88 dated 06 Jan 1988 and 7548/92 dated 07 Jul 1992 under self financing scheme for the serving/ retired personnel and widows of Defence services/ civilians	JVV: MEANS JAL VAYU VIHAR COMPLEX DEVELOPED AS A GROUP HOUSING SCHEME IN TWO PHASES, PHASE I BY 1992 & PHASE II BY 1998, AS INDEPENDENT AND FLAT TYPE DWELLING UNITS TOTAL 357, IN DIFFERENT CONFIGURATIONS NAMELY TYPE VI, TYPE VII & VII OF TWIN DUPLEX WITH A COMMON WALL IN BETWEEN TWO UNITS, TYPE V, III & II FLAT TYPE IN TWO / THREE STOREY BUILDINGS AND TYPE III H ROW TYPE WITH COMMON WALLS IN BETWEEN TWO / THREE / FOUR UNITS, 16 EXTRA ROOMS, 8 EXTRA FOUR WHEELER AND 12 EXTRA TWO WHEELER GARAGES AND ASSOCIATED COMMON FACILITIES IN AN AREA OF 25 ACRES 38 GUNTAS SITUATED AT AFNHB SITE IN KUKATPALLY UNDER THE SURVEY NOS 173, 175, 190 AND 174 VIDE REGISTERED DOCUMENT NOS 29/88 DATED 06 JAN 1988 AND 7548/92 DATED 07 JUL 1992 UNDER SELF FINANCING SCHEME FOR THE SERVING/ RETIRED PERSONNEL AND WIDOWS OF DEFENCE SERVICES / CIVILIANS
					Owner or Apartment owner: means the person owning a dwelling unit in JVV having been allotted such dwelling unit by AFNHB and duly registered with the Sub Registrar, Kukatpally, Hyd or a legal transferee.	OWNER : MEANS THE PERSON OWNING A DWELLING UNIT IN JVV HAVING BEEN ALLOTTED SUCH DWELLING UNIT BY AFNHB AND DULY REGISTERED WITH THE SUB-REGISTRAR, KUKATPALLY, HYDERABAD. II) NEW OWNER IS A LEGAL TRANSFEREE OR HAVING PURCHASED FROM THE OWNER BY DULY REGISTERING WITH SUB-REGISTRAR KUKATPALLY AFTER HAVING OBTAINED A NOC FROM THE ASSOCIATION (WHICH IS DULY APPROVED AFTER DISCUSSIONS IN THE BOM'S MEETING).
					Member: means an owner or allottee of a dwelling unit who becomes member of the association.	MEMBER: MEMBER MEANS AN OWNER HAVING PAID i) THE AMOUNT'S FOR LONG TERM MAINTENANCE / RESERVE FUND / CONTINGENCY FUND AS PER THE BYE LAWS AND ii) THE AMOUNT FOR THE MEMBERSHIP OF JVVHOWA FOR BEING A MEMBER OF THE ASSOCIATION AS PER THE BYE LAWS.

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			Act: means AP (Telangana Areas) Public Societies Registration Act 1350 Fasli (Act 1 of 1350) repealed by the AP Societies Registration Act 2001 (Act 35 of 2001)	ACT: MEANS PUBLIC SOCIETIES REGISTRATION ACT 1350 FASLI (ACT 1 OF 1350) REPEALED BY THE TELANGANA SOCIETIES REGISTRATION ACT 2001 (ACT 35 OF 2001).
			Bye law: means a rule or administrative provision framed by the association, for its internal governance and external dealings, adopted under the AP Societies Registration Act 2001 (Act 35 of 2001) and AP Apartments (Promotion of construction and ownership) Act 1987 (Act 29 of 1987)	BYE LAW: MEANS RULE OR ADMINISTRATIVE PROVISION FRAMED BY THE ASSOCIATION, FOR ITS INTERNAL GOVERNANCE AND EXTERNAL DEALINGS, ADOPTED UNDER THE TELANGANA SOCIETIES REGISTRATION ACT 2001 (ACT 35 OF 2001) AND TELANGANA APARTMENTS (PROMOTION OF CONSTRUCTION AND OWNERSHIP) ACT 1987 (ACT 29 OF 1987).
			Exclusive areas: means the areas appurtenant to and the undivided interest of the buildings of flat type DUs which are the exclusive property of the owners of flat type DUs and the areas appurtenant to and within the boundary walls of duplex/row type DUs.	EXCLUSIVE AREAS: MEANS A) THE AREAS APPURTENANT TO AND THE UNDIVIDED SHARE OF THE BUILDINGS OF FLAT TYPE DUS WHICH ARE THE EXCLUSIVE PROPERTY OF THE OWNERS OF TYPE V, III AND II DUS RESPECTIVELY. B) THE AREAS APPURTENANT TO AND WITHIN THEIR BOUNDARY WALLS OF DUPLEX / ROW TYPE DUS - VI, VII, V-II AND III.
			Common areas: means the areas such as roads and parks/open spaces handed over to Municipality, the areas outside the compound walls of Type VI, VII & III DUs and the areas other than the exclusive areas which are governed by the association.	COMMON AREAS: MEANS THE AREAS SUCH AS ROADS AND PARKS / OPEN SPACES HANDED OVER TO MUNICIPALITY WHICH ARE THE AREAS OUTSIDE THE COMPOUND WALLS OF TYPE VI, VII, III DUS AND BLOCK OF FLATS AND THE AREAS GOVERNED BY THE ASSOCIATION AND AREAS OTHER THAN WHICH ARE GOVERNED BY THE ASSOCIATION.
4		o)	Types of DUs: means type of DUs in five categories namely type VI, type V, type VII, type III and type II & III	TYPE OF DUS: MEANS DUS IN SIX CATEGORIES NAMELY - TYPE VI, TYPE VII, TYPE V, TYPE V-II, TYPE III AND TYPE II / III.
		p)	ADD	ZONE: MEANS DUS THAT HAVE BEEN CLUBBED TO ZONES NAMELY I) ZONE ONE - TYPE VI & TYPE VII [198 DUs]. II) ZONE TWO - TYPE V & TYPE V-II [87 DUs] AND III) ZONE THREE - TYPE II / III AND TYPE III-II [72 DUs].
		r)	Financial year: means the period of twelve months ending with 31 Mar of each year for which the accounts of the association are required to be made	FINANCIAL YEAR: MEANS THE PERIOD OF TWELVE MONTHS ENDING WITH 31 MARCH OF EACH YEAR FOR WHICH THE ACCOUNTS OF THE ASSOCIATION ARE REQUIRED TO BE CLOSED
3		5	OBJECTS OF ASSOCIATION : The objects of the Association shall be	
		a)	To be and to act as the Association of Apartment (dwelling unit) owners' of JVV to provide a transparent and unbiased management for the wellbeing of the members/residents of all types of DUs	TO BE AND TO ACT AS THE ASSOCIATION OF DWELLING UNIT OWNERS OF JVV AND TO PROVIDE A TRANSPARENT AND UNBIASED MANAGEMENT FOR THE WELL BEING OF THE MEMBERS / RESIDENTS OF ALL TYPES OF DUS.
			To frame rules with the approval of the General body for the management of the association such as the election of Board Of Managers (BOM) from among the members, the powers and duties of the board, the method of removal of managers from the board, the election of Principal office bearers i.e. President, Secretary and Treasurer and the method of calling meetings and quorum of such meetings	TO FRAME RULES WITH THE APPROVAL OF THE GENERAL BODY FOR THE MANAGEMENT OF THE ASSOCIATION SUCH AS
		b)	ADD NEW	THE ELECTION OF BOARD OF MANAGERS (BOM) FROM AMONG THE MEMBERS.
		i)	ADD NEW	THE POWERS AND DUTIES OF THE BOARD OF MANAGERS
		ii)	ADD NEW	THE METHOD OF REMOVAL OF MANAGERS FROM THE BOARD OF MANAGERS
		iii)	ADD NEW	THE QUORUM OF SUCH MEETINGS.
		iv)	ADD NEW	THE METHOD OF CALLING MEETINGS
		v)	ADD NEW	THE ELECTION OF PRINCIPAL OFFICE BEARERS i.e. THE PRESIDENT, THE SECRETARY AND THE TREASURER

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	e)	To provide for the maintenance and repair of the common services and facilities such as electricity, water, sewage lines, roads, parks etc of JVV	TO PROVIDE FOR THE DAY TO DAY MAINTENANCE AND REPAIR OF THE COMMON SERVICES AND FACILITIES SUCH AS ELECTRICITY, WATER, SEWAGE LINES, ROADS, PARKS ETC OF JVV.
	g)	To rent or lease suitable portions of the common areas and facilities to outsiders for building up reserve fund to be used for the common benefit schemes and welfare of members	TO RENT OR LEASE SUITABLE COMMON FACILITIES AS PRIOR APPROVED IN THE AGM LIKE SHOPPING COMPLEX, SKATING RINK, LAWN TENNIS COURT ETC TO OUTSIDERS FOR COACHING / TALENT DEVELOPMENT OF FAMILY MEMBERS OF THE RESIDENTS / OWNERS. OTHER THAN AGM APPROVED FACILITIES OF COMMON AREAS - RENT OR LEASE CAN BE DECIDED - BY THE BOM ONLY ON A TEMPORARY BASIS THAT TOO FOR A PERIOD LESS THAN A WEEK AND WITH NO FURTHER EXTENSION UNDER ANY CIRCUMSTANCES.
	k)	To maintain/set aside adequate funds / cash reserves for capital repairs/ replacements of association installations such as electrical transformers, pump houses, pipe systems etc.	TO MAINTAIN / SET ASIDE ADEQUATE FUNDS / CASH RESERVES FOR CAPITAL REPAIRS / REPLACEMENTS OF ASSOCIATION INSTALLATIONS - DURING AN EMERGENCY SUCH AS - ELECTRICAL TRANSFORMERS, PUMP HOUSES, PIPE SYSTEMS ETC SUBJECT TO APPROVAL BY THE RESIDENT MEMBERS MEET TO BE CALLED BY THE BOM, IF AMOUNTS EXCEEDS BOM LIMITS.
	l)	To liaise with AFNHB in the sale deed registrations of different types of DUs for their correct entry of land area and other particulars, to act as a trustee on areas handed over to Municipality and common areas to safeguard the land property of the association.	TO LIAISE WITH AFNHB IN THE SALE DEED REGISTRATIONS OF DIFFERENT TYPES OF DUs FOR THEIR CORRECT ENTRY OF LAND AREA AND OTHER PARTICULARS, TO ACT AS A TRUSTEE ON AREAS HANDED OVER TO MUNICIPALITY AND COMMON AREAS TO SAFEGUARD THE LANDED PROPERTY OF THE ASSOCIATION / AFNHB.
			TO LIAISE WITH SUB-REGISTRAR TO ENSURE THAT NO DU IS SOLD / TRANSFERRED WITHOUT NO DUES CERTIFICATE (NDC) AND NO OBJECTION CERTIFICATE (NOC) FROM THE PRESIDENT JVVHOWA AFTER HAVING BEEN APPROVED IN THE MEETING OF THE BOARD OF MANAGERS.
7		MEMBERSHIP OF ASSOCIATION:	
7A)		MEMBER:	
	a)	a All the initial owners of DUs in JVV as per the first name in the sale deed /allotment letter issued by AFNHB and eligible by age shall become members of the association	ALL THE INITIAL / SUBSEQUENT OWNERS OF DUs IN JVV AS PER THE FIRST NAME IN THE SALE DEED SHALL BECOME MEMBERS OF THE ASSOCIATION.
	b)	b Spouse/Father/Mother and son/daughter (eligible by age) of the owner residing in the owner's DU shall also be admitted as member on a onetime revocable affidavit by the owner/allottee but shall not be eligible to be elected as a manager of BOM.	SPOUSE / FATHER / MOTHER AND SON / DAUGHTER (ELIGIBLE BY AGE) OF THE OWNER RESIDING IN THE OWNER'S DU SHALL ALSO BE ADMITTED AS MEMBER ON A ONE TIME REVOCABLE AFFIDAVIT BY THE MEMBER / ALLOTTEE BUT SHALL NOT BE ELIGIBLE TO BE ELECTED AS A MANAGER OF BOM. [PARA 7 A B]. IN CASE OF JOINT OWNERSHIP, THE SECOND OWNER CAN REPRESENT AS A MEMBER IN AN AGM / EGM / RMM IN CASE OF NON-AVAILABILITY OF FIRST OWNER ON A WRITTEN LETTER FROM THE FIRST OWNER TO THE BOM AUTHORIZING THE SECOND OWNER WHO CAN VOTE BUT CANNOT BE A MEMBER OF BOM.
	i)	Pay Rs 100/- to the JVVOWA as admission fee	PAY RS 1000/- TO THE JVVHOWA TO BECOME A MEMBER.
7 A) C	iii)	Pay the association a one-time non-refundable contribution towards Long Term Maintenance Fund (LTMF) at the rate of 2% (two percent) of the registrar's valuation figure or the amount entered on the sale deed whichever is higher.	IT IS MANDATORY TO PAY THE ASSOCIATION A ONE-TIME NON-REFUNDABLE CONTRIBUTION TOWARDS LONG TERM MAINTENANCE FUND (LTMF) AT THE RATE OF 2% (TWO PERCENT) OF THE REGISTRAR'S VALUATION FIGURE OR THE AMOUNT ENTERED ON THE SALE DEED WHICHEVER IS HIGHER WITHIN ONE WEEK OF REGISTRATION FAILING WHICH A 5% PENAL INTEREST WILL BE CHARGED FROM THE DATE OF REGISTRATION TILL DATE OF PAYMENT.
7C)		DISQUALIFICATION:	

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6		a)	A member shall not be entitled to vote on the question of election of members of BOM or be entitled to stand for election to BOM or for any office bearer if he is in arrears, on the first day of the relevant month, the payment of maintenance charges and any other dues to the association for three calendar months or more.	IF A MEMBER IS IN ARREARS ON THE FIRST DAY OF THE RELEVANT MONTH IN RESPECT OF THE PAYMENT OF MAINTENANCE CHARGES / WATER CHARGES / ANY OTHER DUES TO THE ASSOCIATION FOR THREE CALENDAR MONTHS OR MORE HE SHALL NOT BE ENTITLED TO VOTE IN THE ELECTION FOR BOM OR IS NOT ENTITLED TO STAND FOR ELECTION TO BOM OR NOT ENTITLED FOR ANY OFFICE BEARER POSITION.
		b)	A member whose conduct is found to be prejudicial to the interest or general welfare of the association or the aims and objectives of the association as laid down in the Memorandum/Bye laws may be debarred of the voting and contesting rights by the association if approved in the General body by a majority vote of the members of that type of DU.	A MEMBER WHOSE CONDUCT IS FOUND TO BE PREJUDICIAL TO THE INTEREST OR GENERAL WELFARE OF THE ASSOCIATION OR THE AIMS AND OBJECTIVES OF THE ASSOCIATION AS LAID DOWN IN THE MEMORANDUM / BYE LAWS SHALL BE DEBARRED OF THE VOTING AND CONTESTING RIGHTS BY THE ASSOCIATION, IF APPROVED IN THE GENERAL BODY BY A MAJORITY OF THE MEMBERS PRESENT.
	7C)	c)	A member shall be given an opportunity to defend himself before the BOM / General body prior to any decision on his disqualification.	A MEMBER SHALL BE GIVEN AN OPPORTUNITY TO DEFEND HIMSELF BEFORE THE BOM AND SUBSEQUENTLY TO ANY COMMITTEE FORMED FOR INVESTIGATION AND FURTHER SUBMITTED IN THE GENERAL BODY PRIOR TO ANY DECISION OF HIS DISQUALIFICATION.
		e)	An expelled member shall be re-admitted on expiry of the period of disqualification by the BOM subject to ratification later by the General body.	AN EXPELLED MEMBER SHALL BE RE-ADMITTED ON EXPIRY OF THE PERIOD OF DISQUALIFICATION BY THE BOM AND PUT UP FOR RATIFICATION BY THE GENERAL BODY. THE RE-ADMISSION WILL BE EFFECTIVE ONLY AFTER RATIFICATION BY GENERAL BODY
		f)	ADD NEW	A MEMBER CAN BE DISQUALIFIED BY THE AGM / EGM / RMM WITH REASON FOR DISQUALIFICATION.
		8	DISPUTE REGARDING MANAGEMENT.	
		a)	In the event of any dispute arising among the management committee or the members of the society, in respect of any matter relating to the affairs of the society, any member of the society may proceed with the dispute under the provisions of the Arbitration and Conciliation Act, 1996, (Central Act 26 of 1996) or may file an application in the District Court concerned and the said court shall after necessary enquiry pass such order as it may deem fit. The court has a mandatory duty to refer the disputes arising between the parties to the Arbitrator. The statutory Arbitrator would also have to be appointed by agreement under the Arbitration Act.	IN THE EVENT OF ANY DISPUTE ARISING AMONG THE MANAGEMENT COMMITTEE OR THE MEMBERS OF THE SOCIETY, IN RESPECT OF ANY MATTER RELATING TO THE AFFAIRS OF THE SOCIETY, THE MATTER SHOULD BE FIRST REFERRED TO THE STANDING COMMITTEE FOR RESOLUTION AND IF STILL NOT SATISFIED ANY MEMBER OF THE SOCIETY MAY PROCEED WITH THE DISPUTE UNDER THE PROVISIONS OF THE ARBITRATION AND CONCILIATION ACT, 1996, (CENTRAL ACT 26 OF 1996) OR MAY FILE AN APPLICATION IN THE DISTRICT COURT CONCERNED AND THE SAID COURT SHALL AFTER NECESSARY ENQUIRY PASS SUCH ORDER AS DEEMED FIT. THE COURT HAS A MANDATORY DUTY TO REFER THE DISPUTES ARISING BETWEEN THE PARTIES TO THE ARBITRATOR THE STATUTORY ARBITRATOR WOULD ALSO HAVE TO BE APPOINTED BY AGREEMENT UNDER THE ARBITRATION ACT

DATE

CHAPTER Z					VOTING AND QUORUM	
Pg. No.	PARA / Clause	Sub Para / Clause	Sub Sub Para / Clause	SUBJECT / DESCRIPTION	Committee Recommendations	
1				VOTING: Voting shall be by members, as registered in the records of the association, through single non-transferable vote.	VOTING, VOTING SHALL BE BY MEMBERS, AS REGISTERED IN THE RECORDS OF THE ASSOCIATION, THROUGH SINGLE NON-TRANSFERABLE VOTE. IN CASE OF JOINT OWNERSHIP, THE SECOND OWNER HAS EQUAL RIGHT ON THE PROPERTY. IF THE FIRST OWNER IS UNABLE TO ATTEND THE MEETING, THE CO-OWNER SHALL BE PERMITTED TO ATTEND MEETING AND VOTE ON A SIMPLE LETTER FROM THE FIRST NAMED TO THE BOM. HOWEVER, NO PERMISSION TO BE GIVEN TO THE WARD TO ATTEND A MEETING, UNLESS THEY ARE BY WILL OR BY RULE OF LAW, DECLARED AS LEGAL HEIRS.	
2				QUORUM: The presence in person of 20% of members i.e. 72 members including BOM present shall constitute a quorum for AGM/EGM.	QUORUM: THE PRESENCE IN PERSON OF 20% OF MEMBERS I.E. 72 MEMBERS INCLUDING BOM MEMBERS SHALL CONSTITUTE A QUORUM FOR AGM/EGM. QUORUM IF NOT PRESENT IN THE SCHEDULED TIME OF THE MEETING, THE SCHEDULED TIME BE DELAYED BY HALF AN HOUR AND IF THE MEMBERS PRESENT TILL THE RESCHEDULED TIME MEETS THE QUORUM OR OTHERWISE THE MEETING BE CONSIDERED AS A SCHEDULED MEET AND NOT AN ADJOURNED MEET FOR ALL PURPOSES.	
3				VOTES TO BE CAST IN PERSON: Votes shall be cast in person.	VOTES SHALL BE CAST IN PERSON (DEPOSITING IN THE BALLOT BOX KEPT AT PUNJORA OFFICE FOR MEMBERS RESIDING IN THE COLONY / POSTAL BALLOT FOR MEMBERS RESIDING OUTSIDE THE COLONY [ON RECEIPT, MANAGER SHALL DEPOSIT IN THE BALLOT BOX])	
4				CONDUCT OF AGM/EGM:		
	a)			No decisions shall be taken and No voting shall be conducted in an AGM/EGM if the members present fall below the quorum i.e., 72 members at any given time.	DELETE SUB PARA	
	b)			The proceedings of the AGM/EGM shall be adjourned if the members present fall below quorum i.e., 72 members.	DELETE SUB PARA	
	c)			AGM/EGM may be reconvened after a given time and no quorum shall be necessary in the adjourned meeting. However, when voting is necessary for decisions, all the members of the reconvened meeting shall be present. All matters not specifically provided for, are to be decided in accordance with the Act and the rules if any notified there under.	AGM/EGM MAY BE RECONVENED AFTER A GIVEN TIME AND NO QUORUM SHALL BE NECESSARY IN THE ADJOURNED MEETING. ALL MATTERS NOT SPECIFICALLY PROVIDED FOR, ARE TO BE DECIDED IN ACCORDANCE WITH THE ACT AND THE RULES IF ANY NOTIFIED THEREUNDER.	

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CHAPTER 3					ADMINISTRATION
Pg No	Para / Clause	Sub Para / Clause	Sub Sub Para / Clause	SUBJECT / DESCRIPTION	COMMITTEE RECOMMENDATIONS
				JURISDICTION:	
1	b)			The activities/services of the association shall be confined to the residents of JV/V	THE ACTIVITIES / SERVICES OF THE ASSOCIATION SHALL BE CONFINED TO THE RESIDENT MEMBERS OF JV/V COLONY ONLY.
2				POWERS AND DUTIES OF ASSOCIATION: The association shall have the responsibility of administering JV/V, approving the annual budget, establishing and collecting monthly maintenance charges and management of all the activities in an efficient manner and for the well being of the residents. The association may frame rules to amplify the byelaws and these rules/resolutions shall require approval of a majority of members casting votes in person at a duly constituted meeting (AGM) or special meeting (EGM) of the association. However, any rule/resolution affecting a particular type of DU's members needs to be passed by a majority vote of members from that type of DU. The association shall maintain a close liaison with AFNH and local authorities on all matters of common interest without any detriment to any member.	POWERS AND DUTIES OF ASSOCIATION: THE ASSOCIATION SHALL HAVE THE RESPONSIBILITY OF ADMINISTERING JV/V, APPROVING THE ANNUAL BUDGET, ESTABLISHING AND COLLECTING MONTHLY MAINTENANCE CHARGES AND MANAGEMENT OF ALL THE ACTIVITIES IN AN EFFICIENT MANNER AND FOR THE WELL BEING OF THE RESIDENTS. THE ASSOCIATION MAY FRAME RULES TO AMPLIFY THE BYE LAWS AND THESE RULES / RESOLUTIONS SHALL REQUIRE APPROVAL OF A MAJORITY OF MEMBERS CASTING VOTES IN PERSON AT A DULY CONSTITUTED MEETING - ANNUAL GENERAL BODY MEETING OR EXTRAORDINARY GENERAL BODY MEETING OR RESIDENT MEMBERS MEETING OF THE ASSOCIATION. HOWEVER, ANY RULE / RESOLUTION AFFECTING A PARTICULAR TYPE OF DUS MEMBERS NEEDS TO BE PASSED BY A MAJORITY VOTE OF MEMBERS FROM THAT TYPE OF DU. THE ASSOCIATION SHALL MAINTAIN A CLOSE LIAISON WITH AFNH AND LOCAL AUTHORITIES ON ALL MATTERS OF COMMON INTEREST WITHOUT ANY DETRIMENT TO ANY MEMBER.
8	4			ANNUAL MEETINGS: The first annual meeting of the association was held in Dec 1992 after its formation. The Annual Meeting/Annual General body Meeting (AGM) shall be held on the last Sunday in the month of May unless otherwise changed by the BOM as an exception. At these meetings the BOM shall be elected by the members of respective type of DUs. The members shall also pass the balance sheet and audit report, appoint the auditor, approve the annual budget and transact such other business of the association as may properly come before them.	ANNUAL GENERAL BODY MEETINGS: THE FIRST ANNUAL GENERAL BODY MEETING OF THE ASSOCIATION WAS HELD IN DEC 1992 AFTER ITS FORMATION. THE ANNUAL GENERAL BODY MEETING (AGM) SHALL BE HELD ON THE LAST SUNDAY IN THE MONTH OF MAY / AND NOT LATER THAN 2 ND SUNDAY OF JUNE UNLESS OTHERWISE CHANGED BY THE BOM AS AN EXCEPTION. AT THESE MEETINGS THE BOM SHALL BE ELECTED BY THE MEMBERS OF RESPECTIVE ZONES OF DUs. THE MEMBERS SHALL ALSO PASS THE BALANCE SHEET AND AUDIT REPORT, APPOINT THE AUDITOR, APPROVE THE ANNUAL BUDGET AND TRANSACT SUCH OTHER BUSINESS OF THE ASSOCIATION AS PRESENTED BEFORE THEM.
5				SPECIAL MEETING: It shall be the duty of the President to call a special meeting/ Extra ordinary General body Meeting (EGM) of the association as directed by a resolution of the BOM or upon a petition signed by at least 10% of the members and having been presented to the Secretary or at the instance of a competent authority. The notice of any special meeting shall state the time and place of such meeting and the purpose thereof. No other business shall be transacted at a special meeting except as stated in the notice without the consent of 75% of the members present.	EXTRAORDINARY GENERAL BODY MEETING: IT SHALL BE THE DUTY OF THE PRESIDENT TO CALL EXTRA-ORDINARY GENERAL BODY MEETING (EGM) OF THE ASSOCIATION WITHIN 15 DAYS OF THE REQUEST RECEIPT AS DIRECTED BY A RESOLUTION OF THE BOM OR UPON A PETITION SIGNED BY AT LEAST 10% OF THE MEMBERS AND HAVING BEEN PRESENTED TO THE PRESIDENT OR AT THE INSTANCE OF A COMPETENT AUTHORITY. THE NOTICE OF ANY EXTRAORDINARY GENERAL BODY MEETING SHALL STATE THE TIME AND PLACE OF SUCH MEETING AND THE PURPOSE THEREOF. NO OTHER BUSINESS SHALL BE TRANSACTED AT AN EGM EXCEPT AS STATED IN THE NOTICE WITHOUT THE CONSENT OF 75% OF THE MEMBERS PRESENT. THE DECISION OF SUCH EGM MEETING MUST BE RECORDED IN THE NEXT AGM.
6				RESIDENT MEMBERS MEETING: Resident members meeting may be convened at short notice of three working days by the President/BOM if such a situation demands for an urgent decision on any matter or approval of sudden expenditure in excess of the powers of BOM in the best interests of the association. The decisions of such meeting must be ratified in the normal AGM.	RESIDENT MEMBERS MEETING (RMM): RESIDENT MEMBERS MEETING MAY BE CONVENED AT SHORT NOTICE OF THREE WORKING DAYS BY THE PRESIDENT / BOM. IF SUCH A SITUATION DEMANDS FOR AN URGENT DECISION ON ANY MATTER OR APPROVAL OF ANY SUDDEN EXPENDITURE IN EXCESS OF THE POWERS OF BOM IN THE BEST INTEREST OF THE ASSOCIATION - CALL FOR A RESIDENT MEMBERS MEETING. THE DECISION OF SUCH MEETING MUST BE RATIFIED IN THE NEXT AGM.

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7		NOTICE OF MEETINGS: It shall be the duty of the secretary to send notice of AGM/EGM stating the agenda/purpose thereof as well as the time and place where it is to be held to each member by hand / courier delivery or registered post at least 15 days but not more than 30 days prior to such meeting. Notices of all such meetings shall also be sent to AFNHB/Registrar of Societies/competent authority as the case may be.	NOTICE OF MEETINGS: IT SHALL BE THE DUTY OF THE SECRETARY TO SEND NOTICE OF AGM/EGM -STATING THE AGENDA / PURPOSE THEREOF AS WELL AS THE TIME AND PLACE WHERE IT IS TO BE HELD TO EACH MEMBER BY HAND / COURIER DELIVERY / BY E MAIL OR REGISTERED POST AT LEAST 15 DAYS IN ADVANCE BUT NOT MORE THAN 30 DAYS PRIOR TO SUCH MEETING. IN RESPECT OF RMM MEETING THE PRESIDENT SHALL SEND NOTICE TO ALL THE RESIDENT MEMBERS MINIMUM THREE WORKING DAYS PRIOR TO SUCH MEETING. NOTICES OF ALL SUCH MEETINGS SHALL ALSO BE SENT TO AFNHB / REGISTRAR OF SOCIETIES / COMPETENT AUTHORITY AS THE CASE MAY BE. IT IS MANDATORY TO CALL FOR AN EGM WITHIN TWO WEEKS OF RECEIPT OF REQUEST FOR AN EGM FROM 10% OR MORE OF MEMBERS REQUEST RECEIVED.
9		ORDER OF BUSINESS: The order of business at all meetings of the members shall be as follows:	ORDER OF BUSINESS: THE ORDER OF BUSINESS AT ALL MEETINGS OF THE MEMBERS SHALL BE AS FOLLOWS AND SHOULD NOT BE DEVIATED UNDER ANY CIRCUMSTANCES:
	a)	Roll call and announce the number of members present	ROLL CALL AND ANNOUNCE THE NUMBER OF MEMBERS PRESENT.
	b)	Obituaries if any	OBITUARIES IF ANY
	c)	Discussion and approval of the minutes of the preceding meeting	INTRODUCTION OF NEW MEMBERS, IF ANY, SINCE LAST AGM
	d)	Report of BOM	DISCUSSION AND APPROVAL OF THE MINUTES OF THE PREVIOUS AGM. MINUTES OF THE EGM MEETING (IF HELD) BE TAKEN ON RECORD AND DISCUSSION AND APPROVAL OF THE MINUTES OF RMM (IF HELD).
9	e)	Report of Registrar of Societies, Hyderabad or of the officer present duly authorized by him	UNFINISHED BUSINESS AND ISSUES RAISED BY MEMBERS
	f)	Presentation of accounts and approval of balance sheet/audit report	PRESENTATION OF ACCOUNTS AND APPROVAL OF BALANCE SHEET / AUDIT REPORT. THE EXPENDITURE INCURRED FROM 01 APR TO THE DATE OF AGM, A COPY OF TRIAL BALANCE IS TO BE DISTRIBUTED TO THE MEMBERS PRESENT IN AGM.
	g)	Reports of committees if any	NEW BUSINESS AND PRESENTATION / APPROVAL OF ANNUAL BUDGET.
		ADD NEW	TENTATIVE BUDGET FOR THE NEXT FINANCIAL YEAR TO BE PRESENTED.
	h)	Election of BOM	LIST OF ANY TYPE OF PENDING DUES FROM THE MEMBERS AND PENDING PAYMENTS FROM THE
	i)	Unfinished business and points put up by members	REPORTS OF COMMITTEES, IF ANY .
	j)	New business and presentation/approval of annual budget	REPORT OF BOM
	k)	Any other business not in the agenda with the permission of the Chair	REPORT OF REGISTRAR OF SOCIETIES, MEDCHAL DISTRICT OR OF THE OFFICER PRESENT DUL
	l)	ADD NEW	ELECTION OF BOM
	m)	ADD NEW	SELECTION OF MEMBERS FOR ADVISORY COMMITTEE
	n)	ADD NEW	ANY OTHER BUSINESS NOT IN THE AGENDA WITH THE PERMISSION OF THE CHAIR.
10		SEATING ARRANGEMENT: The seating arrangement for members and other persons shall be segregated by clear physical separation to avoid confusion in the proceedings and voting when called for. The members shall be seated in the front rows followed by non-members	SEATING ARRANGEMENT: THE SEATING ARRANGEMENT IS STRICTLY FOR MEMBERS ONLY. NO ENTRY FOR NON-MEMBERS. IN CASE OF JOINT PROPERTY, ONLY THE FIRST MEMBER IS PERMITTED TO ATTEND THE MEETING AND VOTE. THE SECOND / JOINT OWNER SHALL BE PERMITTED TO ATTEND AND VOTE, IN THE ABSENCE OF THE FIRST OWNER AND AUTHORISED BY THE FIRST OWNER, BY A LETTER ADDRESSED TO BOM ON OR PENULTIMATE DAY OF THE MEETING.
11		ELECTION: Election shall be either by casting of votes by rising of hands or by	ELECTION: THE ELECTION PROCESS IS AS OUTLINED BELOW:
		ADD NEW	RETURNING OFFICER: a) TWO RETURNING OFFICERS ARE TO BE APPOINTED BY THE BOM WHICH IS TO BE INITIATED 60+ DAYS PRIOR TO THE SCHEDULED MEETING OF AGM. ANY RESIDENT PERSONS WITHIN THE SOCIETY WHO MAY BE A NON MEMBER / MEMBER OF THE SOCIETY ARE WELCOME TO BECOME RETURNING OFFICER VOLUNTARILY. IF MORE THAN TWO MEMBERS HAVE VOLUNTEERED FOR RETURNING OFFICER, THEN BOM HAS THE RIGHT TO SELECT FROM THE VOLUNTEERS AND THE RETURNING OFFICER HAS TO BE FROM DIFFERENT ZONES
		ADD NEW	b) ELECTIONS TO BE CONDUCTED IN THE PRESENCE OF THE RETURNING OFFICER.

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			ADD NEW	c) PROCESS AND DECLARATION SHALL BE AS FOLLOWS:
			ADD NEW	i) ELECTION PROCESS IS TO COMMENCE IN THE FIRST WEEK OF APRIL BY CALLING FOR NOMINATIONS FOR BOARD OF MANAGERS MENTIONING CUT OFF DATE FOR SUBMISSION OF NOMINATIONS.
			ADD NEW	ii) MEMBERS FOR BOM NOMINATION IS TO BE AS ENUMERATED IN CHAPTER I
			ADD NEW	iii) NOMINATION TO BE RECEIVED FROM THE RESIDENT MEMBERS WILLING TO CONTEST FOR
			ADD NEW	NOMINATION FORMS ARE TO BE COLLECTED FROM THE JVV OFFICE.
			ADD NEW	NOMINATION RECEIVED WILL BE SCRUTINED FOR CORRECTNESS AND ELIGIBILITY AS PER BYE-LAWS BY THE RETURNING OFFICER IN CONSULTATION WITH THE BOM. THREE WORKING DAYS IS PROVIDED FOR WITHDRAWAL OF NOMINATION AFTER THE LAST DAY OF SUBMISSION / AS PER SCHEDULE OF ELECTION.
			ADD NEW	IF ONLY ONE NOMINATION IS RECEIVED FROM ORIGINAL ALLOTTEE, THEN HE WILL BE DECLARED AS ELECTED FROM THAT ZONE AND ELECTIONS FOR OTHER VACANCIES SHALL BE DONE BY A BALLOT. IF MORE THAN ONE NOMINATION IS RECEIVED FROM ORIGINAL ALLOTTEE OF A ZONE THEN ELECTION PROCESS IS INEVITABLE.
10			ADD NEW	A BALLOT PAPER IS PREPARED ZONE-WISE BASING ON THE FINAL LIST OF CONTESTANTS, WHERE THE NUMBER OF CONTESTANTS EXCEEDS THE NUMBER OF VACANCY/IES OF THAT ZONE. THE BALLOT PAPER, DULY SIGNED BY THE RETURNING OFFICER IS TO BE ENCLOSED ALONG WITH THE NOTICE FOR AGM - ZONE WISE. EVERY BALLOT PAPER SHALL BE SIGNED INDIVIDUALLY BY THE RETURNING OFFICER WITH OFFICE SEAL (SPECIALLY DESIGNED FOR THE PARTICULAR AGM MENTIONING YEAR OF AGM ALONG WITH LOGO) AND NO PHOTOCOPY OF THE SIGNED AND STAMPED BALLOT PAPER TO BE SENT. ONLY ORIGINAL SIGNED BALLOT PAPER BY THE RETURNING OFFICER WITH OFFICE SEAL STAMPED AND DATE ON BALLOT PAPER IS TO BE ATTACHED WITH THE NOTICE FOR THE AGM. ALL THE BALLOT PAPERS ARE TO BE SENT ALONG WITH THE NOTICE MENTIONING THE TYPE OF ZONE ON THE TOP OF THE ENVELOPE WITH OFFICE ADDRESS. FOR NON RESIDENT MEMBERS POSTAL STAMP ARE TO BE AFFIXED AND FOR RESIDENT MEMBERS NO POSTAL STAMPS ARE NEEDED.
			ADD NEW	IF NO NOMINATION IS RECEIVED FOR A PARTICULAR TYPE OF ZONE, THE ELECTIONS FOR THE
			ADD NEW	ELECTION SHALL BE CONDUCTED IN THE AGM BY CASTING OF VOTES IN THE BALLOT BOXES FOR THE ZONE FOR WHICH NO NOMINATION HAS BEEN RECEIVED. THE BALLOT BOXES SHALL BE KEPT STANDBY FOR USE, IF REQUIRED. THE REPRESENTATIVE OF REGISTRAR, IF PRESENT, SHALL BE REQUESTED TO BE ASSOCIATED WITH THE RETURNING OFFICER.
			ADD NEW	ALL CLOSED COVERS OF BALLOT PAPERS RECEIVED SHALL BE SENT TO THE JVV OFFICE DIRE
			ADD NEW	ON THE DAY OF THE AGM, RETURNING OFFICER SHALL OPEN THE BALLOT BOXES IN THE PRES
12			MINUTES OF MEETING: The draft minutes of the General Body Meeting shall be ready and displayed on the notice board and in the office prominently with in 10 days of the meeting for correction by the resident members and finalization if necessary by convening the resident members meeting. Any minutes not resolved even then shall be so recorded in the finalized minutes for decision in the next AGM. No action shall be taken on the minutes of disagreement. The outgoing BOM shall hand over the finalized minutes to incoming BOM for distribution to the members with in 30 days of the meeting. The minutes of all proceedings of every General Body meeting shall be recorded in the minutes book and the minutes so recorded shall be signed by the person who chaired the said meeting.	MINUTES OF MEETING: THE DRAFT MINUTES OF THE GENERAL BODY MEETING SHALL BE MADE AVAILABLE WITHIN 10 DAYS ON THE NOTICE BOARD AS WELL AS ON THE WEBSITE UNDER THE HEAD "MINUTES OF THE MEETING". MEMBERS MAY COMMENT / SUGGEST CORRECTION WITHIN 3 WORKING DAYS IN WRITING / E-MAIL. ANY DIFFERENCES WITH RESPECT TO FINANCIAL IRREGULARITIES ARE NOTICED AND DECISIONS RECORDED, IT CAN BE DISCUSSED IN THE RESIDENT MEMBERS MEETING WITHIN A WEEK.
			ADD NEW	ANY MINUTES NOT RESOLVED, SHALL BE SO RECORDED IN THE FINALIZED MINUTES FOR DECISION IN THE NEXT AGM. NO ACTION SHALL BE TAKEN ON THE MINUTES OF DISAGREEMENT. THE OUTGOING BOM SHALL HAND OVER THE FINALIZED MINUTES TO NEWLY ELECTED BOM FOR DISTRIBUTION TO THE MEMBERS WITHIN 30 DAYS OF THE MEETING.

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				ADD NEW	THE MINUTES OF ALL PROCEEDINGS OF EVERY GENERAL BODY MEETING SHALL BE RECORDED IN THE MINUTES BOOK AND THE MINUTES SO RECORDED SHALL BE SIGNED BY THE PERSON WHO CHAIRED THE MEETING AND ALL OUTGOING BOM MEMBERS PRESENT IN THE AGM.
				ADD NEW	VIDEO RECORDING OF THE AGM/EGM/RM SHALL REMAIN AS FOOLPROOF EVIDENCE THEREBY GIVING NO ROOM FOR CORRECTIONS.

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CHAPTER 4					BOARD OF MANAGERS	
Pg No	Para / Clause	Sub Para / Clause	Sub Sub Para / Clause	SUBJECT / DESCRIPTION	Committee Recommendations	
	A			ADD NEW	AFNHB: AIR FORCE NAVAL HOUSING BOARD WAS ESTABLISHED ON 16 NOV 1979 AS A WELFARE ORGANISATION LOCATED AT NEW DELHI WITH THE SOLE OBJECTIVE OF PROVIDING AFFORDABLE HOUSES TO SERVING AND RETIRED AIR FORCE AND NAVAL PERSONNEL. AFNHB HAS ISSUED AN ADVISORY REGARDING MANAGEMENT OF AFNHB SOCIETIES VIDE LETTER AFNHB/ADM/542/11 DATED 19 DEC 2023 WHICH IS PLACED AT ANNEXURE AND ITS INSTRUCTIONS ARE AS FOLLOWS:	
	i)			ADD NEW	i) RATIO OF MEMBERS IN AFNHB HAS CHANGED DRASTICALLY WHEREIN NON DEFENCE PERSONNEL ARE IN MAJORITY AND ARE PART OF RESIDENT WELFARE ASSOCIATION [RWA] BECAUSE OF MAJORITY. THIS HAS CHANGED THE ETHOS OF DEFENCE SOCIETIES DEVELOPED FOR DEFENCE COMMUNITY.	
	ii)			ADD NEW	ii) RESIDENT WELFARE ASSOCIATION [RWA] CAN FRAME / MODIFY ITS BYE LAWS TO ENSURE THAT MANAGEMENT OF SOCIETY IS MANAGED BY ELECTING ORIGINAL ALLOTTEES / DEFENCE PERSONNEL FOR WHOM THE PROJECT WAS INITIALLY DEVELOPED.	
	iii)			ADD NEW	iii) NON DEFENCE PERSONNEL WHO ARE SUBSEQUENT OWNERS / MEMBERS MAY ALSO BE TAKEN INTO MANAGEMENT OF RWA FOR REPRESENTATION.	
				ADD NEW	IN FOLLOWING THE AFNHB GUIDELINES, THE THREE PRINCIPAL OFFICE BEARERS SHOULD BE FROM THE ORIGINAL ALLOTTEES ONLY.	
1				MANAGEMENT OF ASSOCIATION: The affairs of the Association shall be governed by a Board Of Managers (BOM/Board) duly elected in an AGM/EGM.	MANAGEMENT OF ASSOCIATION: THE AFFAIRS OF THE ASSOCIATION SHALL BE GOVERNED BY A BOARD OF MANAGERS (BOM) DULY ELECTED IN AN AGM / EGM.	
12	c)			Management of personnel necessary for the maintenance and operation of JVJ including their employment, terms and conditions of employment, charter of duties, discipline, welfare and termination of their services.	MANAGEMENT OF PERSONNEL NECESSARY FOR THE MAINTENANCE AND OPERATION OF JVJ INCLUDING THEIR TERMS AND CONDITIONS OF SERVICES, CHARTER OF DUTIES, DISCIPLINE, WELFARE AND TERMINATION OF THEIR SERVICES IS TO BE ENSURED. CONDITIONS OF SERVICE: a) NO PERSON'S SERVICES IS TO BE TAKEN BEYOND THE AGE OF 60 YRS. b) ONLY PHYSICALLY FIT PERSONNEL BE EMPLOYED. SERVICES OF SENIOR CITIZENS SHALL NOT BE ENTERTAINED.	
	e)			Inspection of the accounts kept by the Treasurer and examine the registers and account books and to take necessary steps for the recovery of all the sums due to the association.	REGISTERS AND BOOKS OF ACCOUNTS WHICH ARE IN THE SAFE CUSTODY OF THE TREASURER SHALL BE MADE AVAILABLE FOR INSPECTION AND TO TAKE NECESSARY STEPS FOR THE RECOVERY OF ALL THE SUMS DUE TO THE ASSOCIATION, SECRETARY / PRESIDENT WILL RECOVER THE DUES FROM MEMBERS ON THE MONTH WISE LIST PROVIDED BY THE TREASURER.	
	g)			To see that the cash book is written up promptly and is signed by one of the members of BOM authorized in this behalf on closing the cash book account for the month and prior to the preparation of income and expenditure statement for the month.	PRIOR TO THE PREPARATION OF INCOME AND EXPENDITURE STATEMENT FOR THE MONTH, THE PRESIDENT SHALL ENSURE THAT THE CASH BOOK IS PROMPTLY PRINTED AND HE / SHE SHALL ENDORSE SIGNATURE ON CLOSING THE CASH BOOK ACCOUNT FOR THE MONTH.	
	h)			To receive and dispose off the complaints	SECRETARY / PRESIDENT SHALL ENTERTAIN AND DISPOSE OFF THE COMPLAINTS	
	j)			To co-opt members after duly notifying the requirement for any specific task/activity.	DELETE.	
				ASSOCIATION MANAGER:		
4	a)			The board may employ for the association a manager at a compensation determined by the board to perform such duties and services as the board shall authorize including but not limited to the duties listed at para 03 above.	THE BOARD MAY EMPLOY FOR THE ASSOCIATION A MANAGER AT A COMPENSATION DETERMINED BY THE BOARD OF MANAGERS TO PERFORM SUCH DUTIES AND SERVICES AS THE BOARD SHALL AUTHORIZE, INCLUDING BUT NOT LIMITED TO THE ALLOTTED DUTIES.	
	e)			The BOM shall promulgate separate orders on the duties of Manager and also the staff i.e., office assistant, plumber, electrician etc.	THE DUTIES OF OFFICE MANAGER AND OTHERS OFFICE STAFF ARE ATTACHED (APPENDIX-1)	

13	5		ELECTION AND TERM OF OFFICE: The BOM shall comprise a total number of ten managers, with two managers representing each type of DU's, namely two from type VI DUs, two each from type V & VH DUs, and two from type II&III, and two from IIIH DUs proposed and elected by the members of their respective types of DUs. The election and term of office of the members of BOM shall be as follows -	ELECTION AND TERM OF OFFICE: THE BOM SHALL COMPRISE OF A TOTAL NUMBER OF TEN MEMBERS FROM THREE ZONES VIZ., FOUR MEMBERS FROM ZONE 1, THREE MEMBERS FROM ZONE 2 AND THREE MEMBERS FROM ZONE 3 AT LEAST ONE MEMBER FROM EACH ZONE SHALL BE FROM THE INITIAL ALLOTTEE. MEMBERS ARE TO BE ELECTED BY THE MEMBERS OF THEIR RESPECTIVE ZONES.
		a)	The term of office of BOM shall be for a period of one year or until the succeeding board is elected	THE AGM, ELECTIONS AND TERM OF OFFICE OF THE MEMBERS OF BOMS SHALL BE APPROXIMATELY ONE YEAR AND THE TERM OF BOM IS TO END LATEST BY JUNE FOLLOWING YEAR IRRESPECTIVE OF COMMENCEMENT DATE OF THE BOM.
		b)	A manager may stand for re-election for one more term. However, a manager cannot stand for re-election if he was a manager in last two consecutive years.	A MEMBER MAY CONTEST FOR RE-ELECTION FOR ONE MORE TERM. HOWEVER, A MEMBER CANNOT CONTEST FOR RE-ELECTION IF HE WAS A MEMBER IN LAST TWO CONSECUTIVE YEARS.
			ADD NEW	A MEMBER CAN REPRESENT ONLY ONE DU IRRESPECTIVE OF ANY NUMBER OF DUS HELD BY HIM / HER AND ONE TIME OPTION IN WRITING TO WHICH TYPE OF DU AND WHICH DU NUMBER - HE / SHE REPRESENTS.
		c)	Nominations on a prescribed form, made available in the JVVHWA office, duly completed shall be submitted in a sealed cover 48 hours prior to the AGM/EGM and acknowledgement obtained from the office.	NOMINATIONS ON A PRESCRIBED FORM SHALL BE MADE AVAILABLE IN THE JVVHWA OFFICE. SEALED COVER CONTAINING ONLY COMPLETED NOMINATION FORM SHALL BE DROPPED IN A SEALED NOMINATION BOX WITHIN THE SPECIFIED TIME DULY NOTIFIED BY THE RETURNING OFFICER.
	5	d)	A member can propose and second one nomination each only and a written consent of the nominee / candidate on the nomination form is mandatory. The presence of the candidates contesting the election, the proposers and seconders in the AGM/EGM is mandatory. However absence due to urgent and unforeseen reasons may be allowed by the BOM on written intimation by the concerned member.	A MEMBER CAN PROPOSE ONE NOMINATION ONLY AND CAN SECOND ANOTHER NOMINATION ONLY FROM THE TYPE OF ZONE HE / SHE BELONGS TO, WITH THE SIGNATURE OF THE CANDIDATE ON THE NOMINATION FORM.
		e)	A Returning officer shall be chosen by the General body to conduct the elections and the nominations shall then be handed over to him by the BOM.	RETURNING OFFICER SHALL BE CHOSEN BY THE AGM CONSIDERED BY A PANEL OF FOUR OFFICERS. AS PER THEIR AVAILABILITY, BOM SHALL SHORTLIST THE RETURNING OFFICER BY THE FIRST WEEK OF APRIL AND SHALL BE INCLUDED IN THE NOTICE TO CONDUCT THE ELECTIONS. THE NOMINATIONS RECEIVED SHALL THEN BE HANDED OVER TO THE RETURNING OFFICER BY THE BOM IMMEDIATELY AT THE CLOSING OF NOMINATION TIME OR NOMINATION BOX WILL BE SEALED AT THE SPECIFIED CLOSING TIME BY THE RETURNING OFFICER / BOM.
		f)	One manager from each type of DU shall be elected by the BOM as President, Secretary and Treasurer and no two managers can be elected as principal office bearers from same type of DUs.	ONE MEMBER FROM EACH ZONE SHALL BE ELECTED BY THE BOM AS PRESIDENT, SECRETARY AND TREASURER AND NO TWO MEMBERS CAN BE ELECTED AS PRINCIPAL OFFICE BEARERS FROM THE SAME ZONE.
		g)	ADD NEW	IF A MEMBER HAS MULTIPLE DU'S, A MEMBER CAN FILE THE NOMINATION / PROPOSE / SECOND OR VOTE ONLY FROM THE OPTED DU WHERE HE / SHE IS RESIDING AND THE ZONE IT BELONGS TO. MEMBER CAN NEITHER PROPOSE / SECOND OR VOTE FROM THE OTHER ZONES FOR THE PURPOSE OF ELECTIONS. MEMBERS SHALL EXERCISE VOTING POWER ONLY ONCE IRRESPECTIVE OF DUs WHICH HE/SHE IS HOLDING.
	6		VACANCIES/RESIGNATIONS:	VACANCIES IN THE BOM CAUSED BY ANY REASON SHALL BE FILLED BY INVITING THE VOLUNTEERS FROM THE ZONE OF VACANCY BY ISSUING A CIRCULAR. IF MORE THAN REQUIRED NOMINATIONS ARE RECEIVED, THEN VACANCY/IES IS/ARE FILLED BY A MAJORITY OF BOARD OF MANAGERS VOTING IN A BOM MEETING AND SAME IS RECORDED IN THE MINUTES OF THE MEETING.
		a)	Vacancies in the BOM caused by any reason other than the removal by vote of association shall be filled by inviting the volunteers from the zone of vacancy by issuing a circular and election thereafter, if necessary, by a vote of majority in a duly constituted BOM. Each manager so elected shall be a manager of the board until a successor is elected at the next AGM	MEMBER SO ELECTED SHALL BE A MEMBER OF THE BOARD OF MANAGERS. A MEMBER THUS ELECTED IS CONSIDERED REPRESENTING THAT ZONE AND IF THE ELECTED MEMBER HAS COMPLETED TWO CONSECUTIVE TERMS, HE/SHE WILL NOT BE ELIGIBLE TO BE A MEMBER IN THE SUBSEQUENT BOARD.

14	b)	BOM shall intimate the manager of the board, who absents himself for three consecutive meetings duly called by appropriate notice, to explain on his termination from BOM and decide his termination there after by a majority vote of BOM. The board shall then induct a new manager in his place till the end of the residual term of the board.	MEMBER WHO ABRSCONDS FROM ATTENDING THREE CONSECUTIVE MEETINGS (DULY CALLED BY THE SECRETARY), WITHOUT ANY PROPER INTIMATION TO THE BOM BY A LETTER / MAIL, SHALL BE DEEMED TO BE TERMINATED FROM THE BOM. THE VACANCY THUS CREATED IS TO BE FILLED FROM THAT ZONE WITHIN A MONTH.
7		REMOVAL OF MANAGERS	
	a)	At a special (EGM) meeting duly called any one or more of the managers of the board, including the principal office bearers, may be removed with or without cause by a majority of the members present which shall include the majority votes of the respective zone in favor of the motion and a successor may then and there be elected to fill the vacancy thus created by a majority vote of the members present of the respective zone. Any voting must fulfill the condition of quorum stipulated in chapter II.	ANY ONE OR MORE OF THE MANAGERS OF THE BOARD, INCLUDING THE PRINCIPAL OFFICE BEARERS, MAY BE EXPELLED BY A MAJORITY OF THE MEMBERS PRESENT IN AN EGM AFTER GIVING AN OPPORTUNITY TO BE HEARD WITH VALID CAUSE. A SUCCESSOR MAY THEN AND THERE BE ELECTED TO FILL THE VACANCY THUS CREATED BY A MAJORITY VOTE OF THE MEMBERS PRESENT OF THE RESPECTIVE ZONE. ANY VOTING MUST FULFILL THE CONDITION OF QUORUM STIPULATED IN CHAPTER II.
	b)	The BOM by a majority vote may withdraw any specific duties allocated to a board manager after giving him a notice in writing but cannot remove him from the BOM. Any manager of the board whose removal has been proposed by the managers/members shall be given an opportunity to be heard at the BOM/AGM/EGM.	THE BOM BY A MAJORITY VOTE MAY WITHDRAW ANY SPECIFIC DUTIES ALLOCATED TO A BOARD MEMBER AFTER GIVING HIM A NOTICE IN WRITING BUT CANNOT EXPEL HIM FROM THE BOM. ANY BOARD OF MANAGERS WHOSE REMOVAL HAS BEEN PROPOSED SHALL BE GIVEN AN OPPORTUNITY TO BE HEARD AT THE BOM. IF THE BOM FEELS THE MEMBER'S APPEAL/HEARING UNSATISFACTORY, THEN EGM SHALL BE CALLED FOR.
9		REGULAR MEETING OF BOM: Regular meetings of BOM shall normally be held in the office of the association. These shall be held at least once in every month or as occasion requires. Notice of regular meetings shall be given to each board manager at least three days prior to the day of such meeting.	REGULAR MEETING OF BOM: REGULAR MEETINGS OF BOM SHALL BE HELD IN THE OFFICE OF THE ASSOCIATION ON EVERY SECOND SATURDAY OF THE MONTH.
10		SPECIAL MEETING OF BOM: Special meeting of BOM may be called by the President himself or on a written request signed by not less than five managers on three days notice to each board manager which shall state the time and purpose of the meeting.	SPECIAL MEETING OF BOM: SPECIAL MEETING OF BOM SHALL BE CALLED BY THE PRESIDENT ON EMERGENCY AT A SHORT NOTICE AND INTIMATED TO THE MEMBERS OR SPECIAL MEETING OF BOM SHALL BE CALLED ON RECEIPT OF A WRITTEN REQUEST SIGNED BY NOT LESS THAN SIX / MAJORITY BOARD MEMBERS, WHICHEVER IS LESS. SPECIAL MEETING SHALL BE CALLED WITH A DAYS' NOTICE TO EACH BOARD MANAGER WHICH SHALL STATE THE TIME AND PURPOSE OF THE MEETING.
11		QUORUM: At all meetings of the BOM not less than five managers and one manager from each type of DUs shall constitute a quorum for the transaction of business and the decisions of the managers present at a meeting at which quorum was present shall be the decisions of the BOM. However, NO decision shall be taken in respect of a particular type of DU which affects the members of that type of DU unless both the managers from that type of DU are present. Any decision in respect of a particular type of DU shall be valid only when both the managers of that type of DU vote in favor of the decision.	QUORUM: AT ALL MEETINGS OF THE BOM NOT LESS THAN SIX / MAJORITY OF BOM MEMBERS WITH ATLEAST ONE MEMBER FROM EACH ZONE SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS AND THE DECISIONS OF THE MANAGERS AT WHICH QUORUM WAS PRESENT SHALL BE THE DECISIONS OF THE BOM. HOWEVER, NO DECISION SHALL BE TAKEN IN RESPECT OF A PARTICULAR ZONE WHICH AFFECTS THE MEMBERS OF THAT ZONE UNLESS THE MEMBERS FROM THAT ZONE ARE PRESENT. ANY DECISION IN RESPECT OF A PARTICULAR ZONE SHALL BE VALID ONLY WHEN THE MEMBERS OF THAT ZONE VOTE IN FAVOUR OF THE DECISION.
15	13	FIDELITY BONDS The staff handling or responsible for association funds shall be covered with adequate fidelity bonds. The premium on such bonds shall be paid by the association.	SECURITY FOR CASH HANDLING: THE STAFF HANDLING OR RESPONSIBLE FOR ASSOCIATION CASH SHALL BE COVERED WITH ADEQUATE INSURANCE AS SECURITY FOR CASH HANDLING. MAXIMUM CASH AMOUNT HANDLED ON A PARTICULAR DAY SHALL BE CONSIDERED AND ADEQUATE CASH TRANSIT INSURANCE AS SECURITY FOR CASH HANDLING.

14			STANDING ADVISORY COMMITTEE: A 15 member standing advisory committee, comprising three members from each type of DU, shall be elected in the AGM. All or some members may be requested to hear the dispute and give their opinion. The committee shall try to diffuse the situation and propose a solution. In case NO solution is found even then, the BOM may at their discretion call for an EGM or postpone the decision till AGM.	STANDING ADVISORY COMMITTEE [SAC]: A NINE MEMBER STANDING ADVISORY COMMITTEE, COMPRISING THREE MEMBERS FROM EACH ZONE, SHALL BE NOMINATED BY THE AGM AND IF NOT NOMINATED BY THE AGM THE BOM MAY NOMINATE. BOM SHALL REFER CASES THAT COULD NOT BE RESOLVED BY THE BOM TO THE SAC. ALL SAC MEMBERS SHALL BE REQUESTED TO HEAR THE DISPUTE AND OFFER THEIR OPINION. THE COMMITTEE SHALL TRY TO DIFFUSE THE SITUATION AND PROPOSE A SOLUTION. IN CASE NO SOLUTION IS FOUND EVEN THEN, THE BOM SHALL AT ITS DISCRETION CALL FOR AN EGM / RMM OR POSTPONE THE DECISION TILL AGM. BOM SHALL CALL FOR THE ADVISORY COMMITTEE MEETING ALONG WITH THE BOM MEMBERS ONCE IN A QUARTER AND DISCUSS VARIOUS ISSUES OF THE COLONY. A BOM MEMBER CANNOT BE MEMBER OF STANDING ADVISORY COMMITTEE.
15			PRINCIPAL OFFICE BEARERS OF ASSOCIATION: The principal office bearers of the association shall be President, Secretary and Treasurer. They shall be elected by and from the BOM and shall hold office as long as they are held in trust of the BOM. The BOM shall also elect the Vice-President and any other office bearers necessary for the efficient functioning of the association. The functions of the principal office bearers and vice-president are as follows: -	PRINCIPAL OFFICE BEARERS OF ASSOCIATION: THE PRINCIPAL OFFICE BEARERS OF THE ASSOCIATION SHALL BE THE PRESIDENT, SECRETARY AND TREASURER WHO ARE ORIGINAL ALLOTTEES. THEY SHALL BE ELECTED BY AND FROM THE BOM AND SHALL HOLD OFFICE AS LONG AS THEY ARE HELD IN TRUST OF THE BOM. THE BOM SHALL ALSO ELECT THE VICE-PRESIDENT AND ANY OTHER OFFICE BEARERS NECESSARY FOR THE EFFICIENT FUNCTIONING OF THE ASSOCIATION. THE ELIGIBILITY CRITERIA FOR PRINCIPAL OFFICE BEARERS IS AS FOLLOWS:
			PRESIDENT:	
		v)	ADD NEW	HE SHALL BE RESPONSIBLE FOR ALL EXTERNAL CORRESPONDENCE AND TO MAINTAIN AND UPKEEP OF JVVHOWA
		vi)	ADD NEW	THE PRESIDENT SHALL HAVE THE RIGHT TO SUE TO THE COURT OF LAW ANY PERSON WHO VIOLATES THE BYE LAWS AFFECTING OTHER MEMBER WITH THE APPROVAL OF RMM OR EGM OR AGM.
			ADD NEW	HE SHALL BE RESPONSIBLE TO ATTEND THE COURT FOR ANY LEGAL CASES AND ENSURE THAT THE COLONY IS PROTECTED AS PER THE BYE LAWS.
		vii)	ADD NEW	HE SHALL MONITOR THE STATUS OF ALL THE BOARD MEMBERS FOR THE RESPONSIBILITY FIXED TO EACH INDIVIDUAL.
		viii)	ADD NEW	HE SHALL ENSURE THAT ALL THE MEMBERS OF BOM SHALL HANDOVER THE HANDING OVER NOTE AS PER THE PORTFOLIOS TO THE NEWLY ELECTED BOM. CONSOLIDATED HANDING OVER NOTE OF ALL THE MEMBERS ALONGWITH HIS HANDING OVER NOTE SHALL BE HANDED OVER TO THE NEWLY ELECTED PRESIDENT. HE SHALL ALSO HANDOVER THE FIXED DEPOSIT BONDS TO THE NEWLY ELECTED PRESIDENT.
		ix)	ADD NEW	THE STATUS OF THE ALL LEGAL CASES IS TO a) BE INTIMATED TO THE BOM AND ALSO b) GIVE THE DETAILS IN THE AGM AND c) BE PART OF THE BOM REPORT FOR AGM AND d) BE PART OF THE HANDING OVER NOTE TO NEWLY ELECTED PRESIDENT.
			SECRETARY:	
		v)	He shall act with the Treasurer in the preparation of monthly income and expenditure statement and presentation of annual budget.	HE SHALL IN CONSULTATION WITH THE TREASURER PREPARE a) MONTHLY INCOME AND EXPENDITURE STATEMENT; b) THE ANNUAL BUDGET.
		vii)	He shall, as and when necessary, form a committee to write off items no longer required	A NOTE SHALL BE PRESENTED BY HIM TO BOM FOR CONSIDERATION AS AND WHEN NECESSARY AND FORM A COMMITTEE TO WRITE OFF ITEMS THAT ARE NO LONGER REQUIRED.
		x)	ADD NEW	HE SHALL BE RESPONSIBLE TO UPLOAD NOTICES / MINUTES OF RMM / EGM / AGM, ALL THE SUB-COMMITTEE REPORTS AND ANY OTHER REPORTS IN THE WEBSITE OF THE ASSOCIATION
		xi)	ADD NEW	HE SHALL BE RESPONSIBLE FOR COLLECTIONS OF ANY TYPE OF DUES PENDING FROM THE MEMBERS / TENANTS / BUYERS / LESSORS ETC.
			ADD NEW	HE SHALL MONITOR THROUGH ENCUMBRANCE CERTIFICATE WEB SITE OF THE SUB-REGISTRAR OF REGISTRATION OFFICE REGARDING THE TRANSFER / SALE OF DUs.
		xii)	ADD NEW	HE SHALL BE RESPONSIBLE FOR ALL INTERNAL CORRESPONDENCE WITH MEMBERS / TENANTS / LESSORS ETC IN CONSULTATION WITH THE PRESIDENT
		xiii)	ADD NEW	HE SHALL BE RESPONSIBLE TO MAINTAIN AND UPDATE THE WEBSITE ON DAY TO DAY BASIS.
		xiv)	ADD NEW	HE SHALL HANDOVER ALL THE INVENTORY TO THE NEWLY ELECTED SECRETARY ALONG WITH HANDING OVER NOTE
			TREASURER:	

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			iv)	He shall close the cash account book by the end of every month, update all the ledger accounts and prepare an income and expenditure statement by 15 th of the following month	HE SHALL VERIFY ALL THE VOUCHERS, PAYMENT AND RECEIPTS RELATING TO ACCURATE ACCOUNTING TO THE APPROPRIATED HEADS AND ALSO THE CASH BOOK ON DAY-TO-DAY BASIS AND ENDORSE SIGNATURE ON ALL THE VOUCHERS AND DAY BOOK.
			vi)	ADD NEW	HE SHALL BE RESPONSIBLE TO UPLOAD THE INCOME AND EXPENDITURE STATEMENT IN THE WEBSITE OF THE ASSOCIATION BY FIFTH OF EVERY MONTH.
			vii)	ADD NEW	HE SHALL BE RESPONSIBLE TO UPLOAD INTERNAL / EXTERNAL AUDIT REPORTS AS WHEN RECEIVED
			viii)	ADD NEW	HE SHALL BE RESPONSIBLE TO MAKE ANY PAYMENTS WITH PRIOR APPROVAL OF THE PRESIDENT, IF THE AMOUNT IS LESS THAN RS.5000/-.
			ix)	ADD NEW	HE SHALL MAINTAIN THE REGISTER FOR BOM APPROVED AMOUNTS AND ENSURE AMOUNT SHALL NOT EXCEED THE APPROVED AMOUNT. IF EXCEEDED AND IF WITHIN BOM LIMITS, BOM SHALL RATIFY. IF THE AMOUNT IS IN EXCESS OF BOM LIMITS, THE AMOUNT SHALL BE RATIFIED BY THE AGM WITH CLEAR STATEMENT OF EXPENDITURE INCURRED. NO SPLITTING OF WORKS / PURCHASE OF ITEMS SHALL BE DONE BY THE TREASURER / BOM.
17		d)	x)	ADD NEW	HE SHALL BE RESPONSIBLE FOR MAKING PAYMENTS BY CASH LESS THAN 5000/- WITH PRIOR APPROVAL OF THE PRESIDENT OR AMOUNT AMENDED BY THE AGM FROM TIME TO TIME. BEYOND THE AMOUNT OF RS. 5000/- ALL PAYMENTS MUST BE BY CHEQUE PAYMENTS ONLY. IF ANY SITUATION ARISES TO PAY MORE THAN RS 5000/- BY CASH, SUCH AMOUNTS SHALL BE PAID EITHER WITH PRIOR APPROVAL OF BOM OR RATIFICATION MUST BE DONE BY THE BOM IN THE NEXT BOM AND SHALL BE RECORDED IN THE MINUTES OF MEETING
			xi)	ADD NEW	HE SHALL ENSURE THAT FIXED DEPOSITS ARE NOT WITHDRAWN WITHOUT PRIOR APPROVAL BY THE RMM / EGM / AGM. HOWEVER, THE FIXED DEPOSIT MADE FROM THE ADVANCE MAINTENANCE (AMC) COLLECTIONS CAN BE WITHDRAWN WITH PRIOR APPROVAL BY THE BOM. ANY LTME RECEIVED FROM MEMBERS (CORPUS FUND, CONSTRUCTION CHARGES) MUST BE DEPOSITED IN FIXED DEPOSIT AND SHALL DISPLAY THE LIST IN THE AGM.
			xii)	ADD NEW	HE SHALL BE RESPONSIBLE FOR THE SAFETY OF THE TALLY DATA BY KEEPING THE BACKUP OF THE TALLY DATA IN A PEN DRIVE ON DAY-TO-DAY BASIS.
			xiii)	ADD NEW	HE SHALL BE RESPONSIBLE FOR ACCURACY OF THE ACCOUNTING DATA AND SHALL NOT ALLOW ANY MODIFICATION BY ANY OTHER PERSON OTHER THAN TREASURER.
		e)		ADD NEW	e) CONSERVANCY AND HORTICULTURAL IN-CHARGE - HE SHALL BE RESPONSIBLE FOR:
			i)	ADD NEW	1) CLEANLINESS AND GREENERY OF THE JAL VAYU VIHAR.
			ii)	ADD NEW	2) SWEEPING OF THE COLONY ROADS, PARKS AND COMMON AREAS BY MAKING BEST USE OF THE RESOURCES AVAILABLE, VIZ. JVV EMPLOYEES AS WELL AS THE STAFF PROVIDED BY THE GHMC.
			iii)	ADD NEW	3) ENSURING THAT NO PETS ARE PERMITTED IN THE PARKS AND WALKING AREAS.
			iv)	ADD NEW	4) MONITORING THE STAFF REPORTING FOR DUTIES DAILY FROM ALL SOURCES AND DEPUTE THEM JUDICIALLY IN THE OVERALL INTEREST OF THE COLONY.
			v)	ADD NEW	5) WORKING OUT A VIABLE GARBAGE COLLECTION SYSTEM AND ENSURE THAT THE COLONY AREAS ARE FREE FROM GARBAGE ALL THE TIME
			vi)	ADD NEW	6) MAINTAINING CLOSE LIAISON WITH THE GHMC AUTHORITIES SO THAT THE SERVICES PROVIDED BY THE MUNICIPALITY ARE ADEQUATE.
			vii)	ADD NEW	7) PLANNING DESILTING OF THE STORM WATER DRAINS PERIODICALLY.
			viii)	ADD NEW	8) TAKING CHARGE OF THE FOGGING ACTIVITY
			ix)	ADD NEW	9) OBTAINING REGULAR FINANCIAL SANCTIONS FROM THE BOM SO THAT THE OUTLOOK OF THE COLONY IS MAINTAINED WELL BY HIRING ADDITIONAL PERSONNEL AND GARBAGE DISPOSAL SERVICES IF REQUIRED.
			x)	ADD NEW	10) ENSURING THAT COMMON AREAS ARE CLEAN, GRASS CUT AND MAINTAINED IN SHIP'S SHAPE IN A PLANNED MANNER.
			xi)	ADD NEW	11) ENSURING THAT THE TREES, PLANTS AND LAWNS ARE WATERED, NURTURED AND KEPT NEAT AND TIDY.
			xii)	ADD NEW	12) PLANNING TREE PLANTATION DRIVE TO ENABLE MAINTENANCE AND IMPROVEMENT OF GREENERY.
					13) ENSURING THAT NON-ECOFRIENDLY ACTIVITIES LIKE: 1) SETTING FIRE TO GARBAGE, 2) CUTTING TREES, 3) DUMPING OF DEBRIS / CONSTRUCTION WASTE / GARBAGE DEFAULTERS ARE BROUGHT TO THE NOTICE OF BOM TO LODGE A COMPLAINT WITH A) NATIONAL GREEN TRIBUNAL - FINE Rs.10,000/- AS PER SOLID WASTER MANAGEMENT RULES, 2016 B) SECTION 63 OF THE FOREST ACT, 1927 C) SECTION 413 OF THE MUNICIPAL ACT AS PER GHMC - FYDM WING FINE Rs.25,000/-.
			xiii)	ADD NEW	

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		xiv)	ADD NEW	14) HE SHALL TAKE FREQUENT ROUNDS OF THE COLONY TO ENSURE THAT THE STAFF ASSIGNED FOR VARIOUS DUTIES UNDER HIS JURISDICTION ARE EFFECTIVE.
		f)	ADD NEW	f) WATER AND SEWERAGE IN-CHARGE - HE SHALL BE RESPONSIBLE FOR
		i)	ADD NEW	WATER MANAGEMENT SYSTEM IN THE COLONY WHICH INCLUDES: RECEIPT OF BULK WATER, STORAGE IN SUMPS AND OVERHEAD TANKS, PUMPING AND BILLING.
		ii)	ADD NEW	ENSURE BULK SUPPLY OF WATER FROM THE HMWSSB IS OPTIMALLY UTILISED TO MEET THE NEEDS OF THE COLONY.
		iii)	ADD NEW	THE WATER STORAGE FACILITY VIZ. THE SUMPS, OVERHEAD TANKS AND STORAGE TANKS ARE FULLY TOPPED UP AS PER A LAID DOWN CYCLE.
		iv)	ADD NEW	ENSURE BORE WATER FACILITY IS OPTIMALLY UTILIZED IN TANDEM WITH THE HMWSSB SUPPLY.
		v)	ADD NEW	ENSURE PUMP HOUSE IS MANNED BY SUITABLE STAFF TO MEET THE WATER TIMINGS. FALL-BACK OPTIONS NEED TO BE WORKED OUT AND REHEARSED SO THAT ESSENTIAL SERVICES ARE MAINTAINED WITHOUT HASSLE.
		vi)	ADD NEW	ENSURE BULK WATER METER READINGS ARE RECORDED BY STAFF DAILY AND MONITOR THE CONSUMPTION PATTERN.
		vii)	ADD NEW	ENSURE MONTHLY WATER METER READING IN DUS ARE RECORDED AND BILLED CORRECTLY. ZERO READING CASES NEED TO BE PROBED IN, TO ENSURE THAT WATER METERS ARE WORKING.
		viii)	ADD NEW	ENSURE ENTIRE WATER SUPPLY INFRASTRUCTURE IS KEPT IN OPERATIONAL CONDITION AND ORGANISE CLEANING OF THE BULK STORAGE TANKS AND SUMPS ONCE IN TWO YEARS.
		ix)	ADD NEW	SEE WATER POINTS PROVIDED FOR COMMUNITY USAGE ARE NOT LEAKING AND NOT MISUSED
		g)	ADD NEW	g) SECURITY - HE WILL BE RESPONSIBLE FOR
		i)	ADD NEW	1) SECURITY OF JVVHWA.
		ii)	ADD NEW	2) MONITORING PRIVATE SECURITY AGENCY APPOINTED FOR THE SAFETY OF THE RESIDENTS.
		iii)	ADD NEW	3) DEALING WITH PRIVATE SECURITY AGENCY HE HAS TO ENSURE THE FOLLOWING:-
		a)	ADD NEW	a) TAKE ATTENDANCE IN THE MORNING (DAY SHIFT 08.00AM TO 08.00PM) AND EVENING (NIGHT SHIFT 08.00PM TO 08.00AM).
		b)	ADD NEW	b) BRIEF SUPERVISOR AND GUARDS AT THE TIME OF ATTENDANCE AND GIVE SPECIAL INSTRUCTIONS FOR THE DAY, IF ANY.
		c)	ADD NEW	c) CHECK THE TURNOUT OF GUARDS AND GUIDE WITH DRILL MOVEMENT PRACTICE AND GIVING COMPLIMENTS ETC. AT LEAST TWICE IN A WEEK.
		d)	ADD NEW	d) CHECK DAILY MOVEMENT REGISTER AND DAILY PATROLLING REGISTER.
		e)	ADD NEW	e) GUARDS NEED TO CHECK VENDOR PASSES OF ALL THE VENDORS AND NEED TO DIRECT THE PEOPLE TO OFFICE IN CASE THEY ARE NOT IN POSSESSION OF PASSES.
		f)	ADD NEW	f) THE SPORTS FACILITIES ARE TO BE OPENED BY GUARDS AT LEAST TEN MINUTES BEFORE OPENING TIMINGS AND ARE CLOSED TEN MINUTES AFTER CLOSURE TIMINGS.
		g)	ADD NEW	g) NO VEHICLE WITH HOUSEHOLD GOODS SHALL BE PERMITTED TO GO OUT WHILE VACATING A DU UNLESS THEY ARE IN POSSESSION OF A NO DUES CERTIFICATE. THE TENANTS VACATING SHALL OBTAIN NO DUES CERTIFICATE FROM OFFICE.
		h)	ADD NEW	h) THEY HAVE TO TAKE A PHOTO OF VEHICLES WHICH ARE BEING DRIVEN RASHLY AND SUBMIT THE SAME TO SECURITY IN-CHARGE WHO IN TURN WILL PASS ON THE SAME TO SECRETARY FOR FURTHER ACTION THROUGH KPHB POLICE/TRAFFIC POLICE.
		i)	ADD NEW	i) THEY HAVE TO ENSURE THAT GARBAGE LIFTER SIGNS IN A REGISTER PLACED IN SECURITY ROOM AND THE FAILURE TO DO SO HAS TO BE INTIMATED TO OFFICE IMMEDIATELY.
		j)	ADD NEW	j) DURING NIGHT TIME THEY HAVE TO CHECK THE SERVICEABILITY OF ALL THE STREET LIGHTS AND ANY UNSERVICEABILITY HAS TO BE REPORTED TO OFFICE.
		k)	ADD NEW	k) THEY HAVE TO SWITCH ON THE LIGHTS IN THE EVENINGS BEFORE DARK.
		l)	ADD NEW	l) HE HAS TO ENSURE SECURITY ROOM AND SURROUNDING AREAS ARE KEPT CLEAN AND THE AREA IS MAINTAINED SPICK AND SPAN.
		m)	ADD NEW	m) IF ANY RESIDENT IS AWAY FROM COLONY FOR A LONG PERIOD, THE SECURITY STAFF NEED TO KEEP A VIGIL ON THAT DU DURING THEIR PATROLLING.
		n)	ADD NEW	n) THEY HAVE TO RECORD THEIR PRESENCE AT ALL THE CORNERS OF THE COLONY DURING NIGHT PATROLLING.
		o)	ADD NEW	o) HE HAS TO ENSURE THAT ALL THE VEHICLES IN THE COLONY ARE PARKED PROPERLY WITHOUT CAUSING INCONVENIENCE TO TRAFFIC AND RESIDENTS.
		p)	ADD NEW	p) HE HAS TO CONDUCT A WEEKLY MEETING WITH FIELD OFFICERS OF SECURITY AGENCY.
		vi)	ADD NEW	4) HE IS RESPONSIBLE TO ENSURE THAT ALL THE CCTV CAMERAS ARE IN A WORKING CONDITION TO ENSURE THE SAME HE HAS TO UNDERTAKE THE FOLLOWING TASKS:

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		a)	ADD NEW	a) CHECK THE SERVICEABILITY OF EQUIPMENT BY MONITORING EACH AND EVERY CAMERA IN MASTER SCREEN PLACED IN OFFICE AT LEAST ONCE IN A WEEK.
		b)	ADD NEW	b) NON-WORKING OF CAMERAS HAS TO BE REPORTED TO THE AMC CONTRACTOR OF CCTVS AND ENSURE THE SAME IS ATTENDED AND RECTIFIED FORTHWITH.
		c)	ADD NEW	c) ANY REQUIREMENT OF SPARES / CABLE ETC IS TO BE PROJECTED TO SECRETARY AND ENSURE THE SAME ARE PROCURED AS EARLY AS POSSIBLE.
		v)	ADD NEW	5) ANY UNTOWARD INCIDENT LIKE THEFT / FIRE / VANDALISM ETC ARE TO BE ATTENDED IMMEDIATELY ALONG WITH SECURITY STAFF AND ARE TO BE INTIMATED TO SECRETARY AND PRESIDENT.
		vi)	ADD NEW	6) ANY OTHER DUTIES / RESPONSIBILITIES ALLOCATED FROM TIME TO TIME BY THE MAJORITY OF THE BOM WITH CONSENT OF THE INDIVIDUAL IN UPKEEPING OF THE COLONY.
		vii)	ADD NEW	7) HE SHALL HANDOVER THE INVENTORY OF CCTV CAMERAS TO THE INCOMING MEMBER
		viii)	ADD NEW	8) SECURITY TO ENSURE THAT CHILDREN AND RESIDENTS PLAYING IN PLAYGROUNDS, TENNIS / BADMINTON / TABLE TENNIS COURTS ETC ARE TO ENSURE THAT THEY WILL NOT SHOUT, ENTER INTO HEATED ARGUMENTS, CREATE NOISE, ETC THAT MAY DISTURB THE RESIDENTS OF NEARBY DUS.
		h)	ADD NEW	h) AKASH GANGA AND CULTURAL ACTIVITIES IN-CHARGE - HE SHALL BE RESPONSIBLE FOR
		i)	ADD NEW	1) ALL THE INVENTORIES OF AKASH GANGA AND TWO GUEST ROOMS AND MAINTAIN AND UPDATE THE INVENTORY REGISTER FOR AKASH GANGA AS WELL AS GUEST ROOMS FROM TIME TO TIME.
		ii)	ADD NEW	2) HE SHALL BE RESPONSIBLE FOR SCRUTINY OF APPLICATIONS FOR BOOKING OF AKASH GANGA AND GUEST ROOMS AND APPROVE THE SAME AFTER DUE VERIFICATION, SPECIALLY FOR MEMBERS. HE MUST FOLLOW STRICTLY THE ELIGIBILITY AND ALSO RESPONSIBLE FOR APPROVAL AS DECIDED BY THE AGM FROM TIME TO TIME.
		iii)	ADD NEW	3) NO CONCESSION SHALL BE ENTERTAINED BY THE IN-CHARGE OR THE BOM ON ANY BOOKINGS.
		iv)	ADD NEW	4) BEFORE SETTLEMENT OF AKASH GANGA BOOKINGS, HE SHALL VERIFY THE AKASH GANGA BOOKING REGISTER FOR ACCURACY AND APPROVE THE SAME FOR PAYMENT / RECEIPT.
		v)	ADD NEW	5) ENSURE THAT THE SURROUNDINGS OF AKASH GANGA ARE NEAT AND CLEAN WITH GREENERY.
		vi)	ADD NEW	6) ENSURE ALL THE LIGHTS, AIR CONDITIONERS ARE IN A WORKING CONDITION.
		vii)	ADD NEW	7) MAKE ALL ARRANGEMENTS FOR CULTURAL ACTIVITIES CONDUCTED BY THE ASSOCIATION OR ANY SPONSORS.
		viii)	ADD NEW	8) STRICTLY FOLLOW THE AGM / EGM / RMM GUIDELINES.
		ix)	ADD NEW	9) ANY OTHER DUTIES / RESPONSIBILITIES ALLOCATED FROM TIME TO TIME BY THE MAJORITY OF THE BOM WITH CONSENT OF THE INDIVIDUAL IN UPKEEPING OF THE COLONY / AKASH GANGA
		x)	ADD NEW	10) BAND AND MIKE SYSTEM SHALL NOT BE USED FROM 10.30 PM TO 5.00 AM [SILENT HOURS]
		xi)	ADD NEW	11) ENSURE THAT FIRE EQUIPMENT PLACED IN AKASH GANGA IS ALWAYS IN WORKING CONDITION AND FUNCTIONAL AT ALL TIMES BY ENSURING THEIR MAINTENANCE.
			ADD NEW	9) ELECTRICAL - HE SHALL BE RESPONSIBLE FOR
		i)	ADD NEW	(1) EFFICIENT FUNCTIONING OF THE ELECTRICAL INFRASTRUCTURE IN THE COLONY.
		ii)	ADD NEW	(2) MAINTAINING LIAISON WITH THE ELECTRICITY DEPARTMENT FOR RECTIFICATION OF DEFECTS IN POWER SUPPLY, TRANSFORMERS, STREET LIGHTS ETC.
		iii)	ADD NEW	(3) HE IS TO MONITOR THE FUNCTIONING OF THE COLONY ELECTRICIAN AND ENSURE THAT THE DEFECTS RAISED BY RESIDENTS ARE RECTIFIED AT THE EARLIEST.
		iv)	ADD NEW	(4) INITIATING NECESSARY ACTION FOR REPAIR / RECTIFICATION / REPLACEMENT OF ELECTRICAL DISTRIBUTION BOXES AND FUSES WHERE NECESSARY
		v)	ADD NEW	(5) FUNCTIONING OF ALL ELECTRICAL ITEMS IN THE COMMUNITY HALL, OFFICE PREMISES, COMMERCIAL COMPLEX, COMMON AREAS, ETC
		vi)	ADD NEW	(6) INITIATING TRIMMING OF TREES NEAR ELECTRICAL POLES AND SUCH OTHER PLACES CAUSING HINDERANCE TO ELECTRICAL SYSTEMS.
		j)	ADD NEW	SPORTS IN-CHARGE - HE SHALL BE RESPONSIBLE FOR
		i)	ADD NEW	1) OPTIMUM UTILISATION OF VARIOUS SPORTS FACILITIES LIKE: GYM, TENNIS COURT, BADMINTON COURTS, SKATING RINK AND ANY OTHER FACILITIES CREATED FROM TIME TO TIME.
		ii)	ADD NEW	2) SPORTS FACILITIES OF LAWN TENNIS AND SKATING RINK NEEDING OUTSOURCING HAS TO BE CONTRACTED IN CONSULTATION WITH THE SECRETARY. HE HAS TO LIAISE WITH THE CONTRACTOR FOR DAY TO DAY MAINTENANCE OF THESE AREAS.
		iii)	ADD NEW	3) ENSURING THAT THE SPORTS FACILITIES ARE NOT USED BY OUTSIDERS / UNAUTHORISED PERSONS.
		iv)	ADD NEW	4) INTRODUCING AND ISSUE IDENTITY CARDS FOR BONAFIDE USERS OF JVV SPORTS FACILITIES.
		v)	ADD NEW	5) ORGANISING INDOOR AND OUTDOOR SPORTS COMPETITIONS, NATURE WALKS AND ANY OTHER ACTIVITIES TO PROMOTE HEALTH AND FITNESS.
		vi)	ADD NEW	6) ENSURING THE TIMING OF THE PLAY AREAS ARE STRICTLY FOLLOWED AND THE TIMINGS ARE PROMINENTLY DISPLAYED.

		vii)	ADD NEW	7) ENSURING THAT NO PETS ARE PERMITTED IN THE PLAYING AREAS
		viii)	ADD NEW	8) ENSURING CLEANLINESS OF ALL PLAYING AREAS IN COORDINATION WITH THE SECRETARY.
		ix)	ADD NEW	9) PLAYERS PLAYING IN PLAYGROUNDS, TENNIS / BADMINTON / TABLE TENNIS COURTS ETC ARE TO ENSURE THAT THE WILL NOT HAVE LOUD DISCUSSIONS, CREATE NOISE, ETC THAT MAY DISTURB THE RESIDENTS OF NEARBY DUS.
		k)	ADD NEW	DUTIES OF OFFICE PERSONNEL IS PLACED AT ANNEXURE INCLUDING WAGE POLICY FOR THE STAFF
17	16		HANDING/TAKING OVER OF BOM: An updated inventory of all operational / repairable / write off machines/stores/tools and office books/records/drawings to be physically mustered and handed over by outgoing BOM to incoming BOM along with a handing over brief. The inventory and the ledgers shall be maintained/ accounted for by the association manager under the purview of the Secretary.	<p>HANDING/TAKING OVER OF BOM:</p> <p>a) THE OUTGOING BOM SHOULD CONDUCT A HANDING OVER AND TAKING OVER MEET WITH THE NEWLY ELECTED BOM MEMBERS.</p> <p>b) IT IS IMPERATIVE TO MAKE A WRITTEN HANDING OVER NOTES BY THE OUTGOING BOARD.</p> <p>c) ALL THE ASPECTS STATED IN WRITTEN BRIEF NEED TO BE EXPLAINED TO THE NEWLY ELECTED MEMBERS AND ARE TO NECESSARILY CLARIFY, IF ANY DOUBTS ARE RAISED.</p> <p>d) THE PROCESS HAS TO BE COMPLETED WELL BEFORE 15 DAYS OF AGM COMPLETION SO THAT THE NEW BOARD CAN COMMENCE THEIR FUNCTIONING.</p> <p>e) THE NEWLY ELECTED PRESIDENT HAS TO FIX A DATE WITH INCUMBENT BOM FOR COMPLETION OF THE TASK.</p> <p>f) THE NEWLY ELECTED BOM HAS A RIGHT TO REFUSE TO TAKEOVER IF THE PROCESS IS NOT COMPLETED AND THEN GIVE AN ADDITIONAL 72 HRS FOR PROCESS COMPLETION.</p> <p>g) AFTER ADDITIONAL TIME IF THE OUTGOING BOM FAIL TO ACT, NEWLY ELECTED BOM SHOULD TAKE OVER UNDER PROTEST AND RAISE A STATUS REPORT ON TAKING OVER AND INFORM THE SAME TO ALL THE MEMBERS IN THE COVERING LETTER FORWARDING THE AGM MINUTES.</p> <p>h) FURTHER, ACTION NEEDS TO BE INITIATED IN THE NEXT AGM AGAINST THE PREVIOUS BOM.</p>

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CHAPTER 5					OBLIGATION OF THE MEMBER / RESIDENT	
Pg No	Para	Para / Clause	Sub Para / Clause	Sub Sub Para / Clause	SUBJECT / DESCRIPTION	Committee Recommendations
18	1				MAINTENANCE CHARGES	
					Defective water meters are to be repaired/replaced by the member himself or with the help of the association within three months of the defect noticed. Water bills during the defective period shall be paid as per the amount worked out on the average bills of three months.	DEFECTIVE WATER METERS ARE TO BE REPAIRED / REPLACED BY THE MEMBER HIMSELF OR WITH THE HELP OF THE ASSOCIATION WITHIN ONE MONTH. WATER BILLS DURING THE DEFECTIVE PERIOD SHALL BE PAID AS PER THE AMOUNT WORKED OUT ON THE AVERAGE BILLS OF LAST THREE MONTHS.
20	6				Cheques/DDs payable on par in the local branches of the banks made in favor of "Jal Vayu Vihar Owners Welfare Association, Kukatpally, Hyderabad-85" only shall be given.	a) CHEQUES / DDS PAYABLE ON PAR IN THE LOCAL BRANCHES OF THE BANKS MADE IN FAVOR OF "JAL VAYU VIHAR HOUSE OWNERS WELFARE ASSOCIATION" ONLY SHALL BE GIVEN. b) THOSE PAYING THROUGH ONLINE PAYMENT / QR CODE / THROUGH WEB ARE REQUIRED TO SEND CONFIRMATION MESSAGE - SCREEN SHOT / E MAIL TO THE OFFICE IMMEDIATELY WITH DU NUMBER.
					CODE OF CONDUCT:	
20					A member/resident shall exercise extreme care about the noise levels of television, music system, social gatherings etc that may disturb the neighbor DUs.	A MEMBER / RESIDENT SHALL EXERCISE EXTREME CARE ABOUT THE NOISE LEVELS OF TELEVISION, MUSIC SYSTEM, SOCIAL GATHERINGS.
					A member/resident keeping pet animals shall abide by the municipal sanitary regulations such as regular vaccination/health check up etc and shall not cause any disturbance to the neighbor DUs. A copy of the vaccination/health certificate shall be given on demand by the association office. The member shall exercise due care and discretion on the excretion etc by these animals. The animals when taken out door shall be under leash and provided with safety measures such as mouth guard etc. Children, who cannot control the pet animals and which may become a safety hazard to the residents/public, shall not be allowed to take out the pet animals	A MEMBER / RESIDENT KEEPING PET ANIMALS SHALL ABIDE BY THE MUNICIPAL SANITARY REGULATIONS SUCH AS REGULAR VACCINATION / HEALTH CHECK UP ETC AND SHALL NOT CAUSE ANY DISTURBANCE TO THE NEIGHBOR DUS. A COPY OF THE VACCINATION / HEALTH CERTIFICATE SHALL BE GIVEN ON DEMAND BY THE ASSOCIATION OFFICE. MUNICIPAL REGISTRATION NUMBER IS TO WORN ON THE BELT OF THE DOG. THE MEMBER SHALL EXERCISE DUE CARE AND DISCRETION ON THE EXCRETION ETC BY THESE ANIMALS / PETS. THE ANIMALS WHEN TAKEN OUT DOOR SHALL BE UNDER LEASH AND PROVIDED WITH SAFETY MEASURES SUCH AS MOUTH GUARD ETC. THEY SHOULD BE EXTRA CAREFUL WHILE TAKING THEIR PETS FOR A WALK. ESPECIALLY WHERE SMALL CHILDREN ARE IN THE VICINITY. THE DOG OWNER WHO TAKE THEIR DOG FOR WALK SHOULD CARRY A POOP PICKUP BAG AND PICK UP (SCOOP) THEIR DOGS POOP AND DISPOSE OFF SUITABLY. CHILDREN, WHO CANNOT CONTROL THE PET ANIMALS AND WHICH MAY BECOME A SAFETY HAZARD TO THE RESIDENTS / PUBLIC, SHALL NOT BE ALLOWED TO TAKE OUT THE PET ANIMALS. THE PET OWNERS SHOULD ENSURE THAT THE PETS SHOULD NOT ENTER THE PARKS, PLAY GROUNDS, TENNIS / BADMINTON / TABLE TENNIS COURTS. ANY INJURY TO ANY PERSON DUE TO THE PET, THE EXPENSES INCURRED THERE OF IS TO BE BORNE BY THE PET OWNER INVARIABLY.
					A member may rent his DU for residential purposes and for families only. The particulars of the tenant duly completed in the prescribed form are to be submitted to the association office.	A MEMBER MAY RENT HIS DU FOR RESIDENTIAL PURPOSES AND FOR FAMILIES ONLY. THE PARTICULARS OF THE TENANT ARE REQUIRED TO BE FILLED IN THE PRESCRIBED FORM AND SUBMITTED TO THE ASSOCIATION OFFICE ALONG WITH AADHAR CARD COPY.

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CHAPTER 6					FUNDS AND THEIR EXPENDITURES / INVESTMENTS	
Pg No	Para	Para / Clause	Sub Para / Clause	Sub Sub Para / Clause	SUBJECT / DESCRIPTION	Committee Recommendations
21	1				FUNDS Funds may be raised by the association for the welfare of members in all or	
		a)			Membership fees from the members, donations, and deposits from the members and public	MEMBERSHIP FEES FROM THE MEMBERS.
		d)			Transfer fee and one time contribution from the purchaser of DU	TRANSFER FEE AND ONE TIME CONTRIBUTION FROM THE PURCHASER OF DU TOWARDS LONG TERM MAINTENANCE FUND (LTMF)
	5	b)			WATER:	
		ii)			The expenditure shall be towards HWWS water bills, salaries of pump operators, electricity bills of pump houses and bore wells, water line repairs and any other expenditure related water supply	THE EXPENDITURE SHALL BE TOWARDS HWWSB (HYDERABAD METROPOLITAN WATER SUPPLY AND SEWAGE BOARD) WATER BILLS, SALARIES OF PUMP OPERATORS, ELECTRICITY BILLS OF PUMP HOUSES AND BORE WELLS, WATER LINE REPAIRS AND ANY OTHER EXPENDITURE RELATED TO WATER SUPPLY.
22	5	c)			AKASH GANGA INCOME FROM NON-MEMBERS:	
		ii)			The expenditure shall be towards the maintenance of Akash Ganga which includes salaries of conservancy and other staff/technicians, periodical painting and repairs, electricity and water bills etc	THE EXPENDITURE SHALL BE MET FOR THE MAINTENANCE OF AKASH GANGA WHICH INCLUDES MAINTENANCE OF GARDEN & GARDENER, SALARIES OF CONSERVANCY AND OTHER STAFF / TECHNICIANS, PERIODICAL PAINTING AND REPAIRS, ELECTRICITY AND WATER BILLS ETC.
		d)			SHOPPING COMPLEX AND OTHER INCOME:	
		iii)			ADD NEW	SHOPPING COMPLEX AND RENTABLE ACCOMMODATION
		a)			ADD NEW	THE FOUR SHOPS OF THE SHOPPING COMPLEX AND THE SHUTTERED / LOCKABLE ACCOMMODATION USABLE AS SHOPS IS TO BE RENTED OUT BY THE BOM.
		b)			ADD NEW	THE SHOPPING NEEDS OF THE JVY SHALL BE THE PRIMARY CONCERN IN RENTING OUT THE SHOPS.
		c)			ADD NEW	MONTHLY RENTS SHALL BE FIXED CONSIDERING THE PREVAILING MARKET CONDITIONS AND EVERY LEASE SHALL BE ACCOMPANIED BY A RENTAL AGREEMENT. THE RENTAL AGREEMENT SHALL BE FOR A PERIOD OF 11 + 11 MONTHS.
		d)			ADD NEW	SIX MONTHS ADVANCE RENT TO BE COLLECTED AS SECURITY DEPOSIT MANDATORILY. PENALTY OF 5% SHALL BE LEVIED FOR NON- PAYMENT OF RENT IN TIME. THIS CLAUSE SHALL FORM OF THE LEASE DEEDS.
		e)			ADD NEW	NO OTHER OPEN AREA OR COVERED ACCOMMODATION IS TO BE RENTED OUT ON LONG TERM BASIS WITHOUT THE EXPRESS APPROVAL OF THE GENERAL BODY.
	6				The corpus fund as on date and the total income surplus annually shall be divided into separate funds and the budget allocation from these funds shall be approved in the AGM as follows: -	THE CORPUS FUND AS ON DATE AND THE TOTAL INCOME SURPLUS ANNUALLY SHALL BE PROJECTED BY A STATEMENT IN THE AGM GIVING A) THE RECEIPTS ON TRANSFER FEES, B) ADDITIONAL CONSTRUCTION CHARGES AND C) EXPENDITURE (APPROVED BY AGM / EGM / RMM). EXCESS AMOUNT TO BE DEPOSITED AS A FIXED DEPOSIT AS A CORPUS FUND ON THE TOTAL INCOME SURPLUS ANNUALLY SHALL BE DIVIDED INTO SEPARATE FUNDS AND THE BUDGET ALLOCATION FROM THESE FUNDS SHALL BE APPROVED IN THE AGM
	7				ACCOUNTS	
		b)			All payments in excess of Rs 2500/- shall be made only by cheque signed by Treasurer and President/Secretary	ALL PAYMENTS IN EXCESS OF Rs. 5000/- SHALL BE MADE ONLY BY CHEQUE SIGNED BY THE AUTHORISED SIGNATORIES.
		c)			Cash account book shall be closed by end of the month and signed by the Treasurer and any one manager of BOM after verifying the cash in hand and bank	TRIAL BALANCE SHALL BE PRINTED FROM TALLY BY LAST WORKING DAY OF THE MONTH AND SIGNED BY TREASURER AND PRESIDENT / SECRETARY AFTER VERIFYING THE CASH ON HAND AND CASH IN BANK
		d)			Monthly income and expenditure statement shall be prepared and displayed on the notice board by 15 th of the following month	MONTHLY INCOME AND EXPENDITURE STATEMENT SHALL BE PRINTED AND DISPLAYED IN THE WEBSITE UNDER MEMBERS LOGIN BY 5 TH OF THE FOLLOWING MONTH.
		e)			An amount not exceeding Rs 10,000/- may be retained in the safe custody of the Treasurer for day-to-day payment	AN AMOUNT NOT EXCEEDING RS 20,000/- MAY BE RETAINED IN THE SAFE CUSTODY OF THE TREASURER FOR DAY-TO-DAY PAYMENT.
24	9				FINANCIAL POWERS:	

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	c)			Any non-planned expenditure shall be entered in a proposal register. Expenditure up to Rs 2500/- shall be approved by the President. Expenditure exceeding Rs 2500/- shall be put up for approval by the BOM.	ANY NON-PLANNED EXPENDITURE SHALL BE ENTERED IN A PROPOSAL REGISTER. EXPENDITURE UP TO Rs.5000/- SHALL BE APPROVED BY THE PRESIDENT, EXPENDITURE EXCEEDING Rs.5000/- SHALL BE PUT UP FOR APPROVAL BY THE BOM.
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CHAPTER 7					LAND REGISTRATION IN DU SALE DEED AND ALTERATION / MODIFICATION OF DUs AND SALE /TRANSFER OF DWELLING UNIT	
Pg No	PARA	Para/ Clause	Sub Para / Clause	Sub Sub Para / Clause	SUBJECT / DESCRIPTION	Committee Recommendations
					LAND REGISTRATION IN DU SALE DEED: AFNHB issued only the plinth area certificate indicating the plinth area of the DU and did not indicate the land area in their allotment letters of DUs. The registration of land in the sale deed of DUs shall be as per AFNHB letter AFNHB/ADM/707-III dated 24 Nov 2008 and confirmed vide AFNHB/ADM/707-III dated 02 Jun 2011 which is as follows. -	
2	a)				Type VI 220 sq yds	
	b)				Type VH 210 sq yds	
	c)				Type IIIH 130 sq yds	
	d)				Type V 155.95 sq yds	
	e)				Type III 82.44 sq yds	
	f)				Type II 71.02 sq yds	
	g)				Extra room (Type V) 27.31/23.84/20.86 sq yds	
	h)				Extra car garage (Type V) 20.66 sq yds	
	i)					EXTRA SCOOTER GARAGE (TYPE II/III) 4.67 SQ YDS
3					ALTERATIONS/ADDITIONS/MODIFICATIONS OF DUs	
	a)				GENERAL:	
26	3	a)	vii)		The BOM is empowered to issue NOC or refer to a sub committee before arriving at a decision or defer till AGM for decision by the General body as deemed fit of any proposal	a) THE BOM IS EMPOWERED TO ISSUE NOC WITHIN THE LIMITS AS APPROVED BY THE AGM FOR THAT TYPE OF DU. b) THE A & A COMMITTEE REPORT APPROVED BY THE AGM SHALL BE THE GUIDING FACTOR IN THIS REGARD WHICH IS AVAILABLE IN THE WEBSITE. c) IT IS MANDATORY THAT EVERY A&A APPROVAL SHALL BE PUT UP AT A BOM MEETING FOR DISCUSSION AND AFTER BOM APPROVES, THE PRESIDENT SHALL GIVE AN APPROVAL OFFICIALLY FOR THE A&A. d) IN CASE OF DISAGREEMENT, REFER TO A SUB-COMMITTEE BEFORE ARRIVING AT A DECISION OR DEFER TILL AGM FOR DECISION BY THE GENERAL BODY AS DEEMED FIT, FOR ANY PROPOSAL.
			viii)		ADD NEW	THE POLICY LETTER ISSUED BY GHMC VIDE LR NO 1095/A1/WZ/GHMC/2010 DATED 03.03.2010 [IS PLACED AT ANNEXURE FOR REFERENCE] REGARDING APPROVAL OF CONSTRUCTION [MODIFICATIONS / ALTERATIONS / ADDITIONS] IS TO BE STRICTLY ADHERED TO.
	3	b)			INTERNAL: A member/owner shall fulfill the following	INTERNAL: MEMBER SHALL FULFILL THE FOLLOWING
			iv)		The BOM may at its discretion dispense with any of the above conditions if it is observed that the proposed works are minor in nature.	DELETED
	3	d)			NO OBJECTION CERTIFICATE (NOC)	
					The association shall have the obligation to answer within 30 days and failure to do so within the stipulated period shall mean that there is no objection to the proposed modification, alteration or installation	a) THE MEMBER SHALL APPLY FOR NOC FOR ADDITIONS / ALTERATIONS / MODIFICATIONS 4 WEEKS IN ADVANCE. b) THE MEMBER SHALL REMIND THE BOM IN WRITING TO ISSUE THE NOC AT THE END OF TWO WEEKS AND ANOTHER REMINDER AT THE END OF THREE WEEKS IF THE NOC IS NOT RECEIVED. c) THE ASSOCIATION SHALL HAVE THE OBLIGATION TO ANSWER WITHIN 30 DAYS AND IN SPITE OF THESE REPEATED REQUESTS, FAILURE TO DO SO SHALL MEAN THAT THERE IS NO OBJECTION TO THE PROPOSED MODIFICATION / ALTERATION.
4					SALE / TRANSFER OF DWELLING UNIT	

	a)		ADD NEW	<p>a) NO DUES CERTIFICATE (NDC) AND NO OBJECTION CERTIFICATE (NOC) MUST BE OBTAINED FROM THE ASSOCIATION BOM BEFORE SELLING THE DU IN JAL VAYU VIHAR AS PER FORMAT IN THE ENCLOSURE / ANNEXURE.</p> <p>b) BOM SHALL ISSUE THE NDC & NOC WITHIN THREE WORKING DAYS AND IF THE SAME IS NOT ISSUED WITHIN THE TIME LIMIT WITHOUT ANY REASON, NDC IS DEEMED AS ISSUED.</p> <p>c) NDC AND NOC WHICH WAS ISSUED TO THE SELLER SHOULD BE SUBMITTED BY THE NEW BUYER TO THE ASSOCIATION AT THE TIME OF APPLYING FOR MEMBERSHIP OF THE ASSOCIATION.</p>
	b)		ADD NEW	<p>d) EXTRA ROOM, EXTRA CAR GARAGE OR EXTRA SCOOTER GARAGE REGISTERED ALONG WITH ORIGINAL DU BY AFNHB IS TO BE SOLD ALONG WITH THE DU.</p> <p>e) EXTRA ROOM, EXTRA CAR GARAGE OR EXTRA SCOOTER GARAGE AND DU CANNOT BE SOLD IN PART.</p> <p>f) THESE EXTRA FACILITIES CANNOT BE SOLD INDEPENDENTLY.</p> <p>g) IF SUCH A SITUATION ARISES IT MUST BE SOLD TO ANY OTHER MEMBER OF THE ASSOCIATION ONLY, AT THE TIME OF SELLING WHEN THE MAIN DU.</p>

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CHAPTER 8					SECURITY, PARKING AND OTHER MATTERS	
Pg No	Para / Clause / Sub Para / Sub Clause	Para / Clause / Sub Para / Sub Clause	Para / Clause / Sub Para / Sub Clause	Para / Clause / Sub Para / Sub Clause	SUBJECT / DESCRIPTION	Committee Recommendations
27	1				SECURITY:	EVERY MEMBER / RESIDENT SHALL KEEP THE INFORMATION WITH PHOTOGRAPH OF THE SERVANT / DRIVER ETC EMPLOYED BY HIM ALONG WITH A COPY OF AADHAR CARD
	c)				Every member/resident shall keep the information with photograph of the servant/driver etc employed by him.	IF A MEMBER / RESIDENT DO NOT FOLLOW THE PARKING REGULATIONS, BOM SHALL ISSUE A NOTICE TO THE DU OWNER TO ABIDE BY THE RULES.
	i)				ADD NEW	IF STILL NOT ENSURED, THE BOM SHALL LODGE POLICE COMPLAINT FOR NECESSARY ACTION.
28	j)				ADD NEW	WITHIN THE COLONY THE SPEED LIMIT OF VEHICLES IS 20KMPH
	4				COMMON AREAS/FACILITIES IN FLAT TYPE DU BUILDINGS:	
	i)				The stair cases shall be cleaned on alternate days by the conservancy staff of the association	THE STAIR CASES SHALL BE CLEANED ON ALTERNATE DAYS AND ROOF TOP ONCE IN A MONTH BY THE CONSERVANCY STAFF OF THE ASSOCIATION
29	6				PARKS: Parks shall be developed with flower plants and other small plants which do not require too much care and attention. Adequate lighting and seating arrangements shall be made to present a serene appearance for use by the members / residents.	PARKS: a) PARKS SHALL BE DEVELOPED WITH FLOWER PLANTS AND OTHER SMALL PLANTS WHICH DO NOT REQUIRE TOO MUCH CARE AND ATTENTION. b) ADEQUATE LIGHTING AND SEATING ARRANGEMENTS SHALL BE MADE TO PRESENT A SERENE APPEARANCE FOR USE BY THE MEMBERS / RESIDENTS. c) NO PETS ARE PERMITTED IN THE PARKS.
	9	a)			SPORTS: Sports such as Cricket, Football and Hockey shall not be played in the limited open residential areas of JV/V keeping in view of the safety of children, ladies and senior citizens. Basket ball and shuttle badminton courts shall be used exclusively for those games only and during specified timings decided in an AGM.	SPORTS FACILITIES CREATED IN THE COLONY ARE FOR EXCLUSIVE USE OF THE MEMBERS / RESIDENTS FAMILY MEMBERS ONLY.
	b)				ADD NEW	i) SPORTS SUCH AS CRICKET, FOOTBALL AND HOCKEY SHALL NOT BE PLAYED IN THE LIMITED OPEN RESIDENTIAL AREAS OF JV/V KEEPING IN VIEW OF THE SAFETY OF CHILDREN, LADIES AND SENIOR CITIZENS. ii) SHUTTLE BADMINTON / OTHER COURTS SHALL BE USED EXCLUSIVELY FOR THOSE GAMES ONLY AND DURING SPECIFIED TIMINGS AS DECIDED IN THE AGM
	c)				ADD NEW	NO PETS ARE PERMITTED IN THE SPORTS AREA.
	d)				ADD NEW	i) ONLY SKATING RINK AND LAWN TENNIS SHALL BE IDENTIFIED FOR OUTSOURCING SPORTS FACILITIES. ii) RESIDENTS / MEMBERS SHALL BE CHARGED AS DECIDED BY BOM.

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CHAPTER 9				GENERAL / MISCELLANEOUS MATTERS
Pg No	Para / Clause	Sub Para / Clause	Sub Sub Para / Clause	Committee Recommendations
				The following personnel employed at JVVHONWA - their duties are enumerated below
				a) <u>MANAGER: DUTIES & RESPONSIBILITIES</u>
				b) <u>ASSISTANT MANAGER (OFFICE): DUTIES & RESPONSIBILITIES</u>
				c) <u>ELECTRICIAN : DUTIES & RESPONSIBILITIES</u>
				d) <u>PLUMBER-1: DUTIES & RESPONSIBILITIES</u>
				e) <u>PLUMBER: DUTIES & RESPONSIBILITIES</u>
				f) <u>GARDENER 1 : DUTIES & RESPONSIBILITIES</u>
				g) <u>GARDENER 2 ABDUL KALAM BAGH: DUTIES & RESPONSIBILITIES</u>
				h) <u>PUMP OPERATOR: DUTIES & RESPONSIBILITIES</u>
				i) <u>SWEeper : DUTIES & RESPONSIBILITIES (Common to all the sweepers)</u>
				j) <u>SWEeper : DUTIES & RESPONSIBILITIES</u>
				k) <u>WAGE POLICY -JVV</u>
				a) <u>MANAGER: DUTIES & RESPONSIBILITIES</u>
				1. The Manager is to act as focal point for the activities of the Association and is an important functionary in the administration of the society. He has to act as a bridge between the Board of Managers and residents of the Colony.
				2. The Manager is responsible to Board of Managers through Secretary, for his day to day functioning and successful completion of tasks given to staff placed under him.
				3. The Manager is responsible for opening of the office fifteen minutes before the office opening time for cleaning of office by cleaning staff and be available till closure of office and the Manager must be within the reach of Board of Managers and all the residents.
				4. Ensure that Attendance of all the employees of the Association is administered and their punctuality is monitored. Ensure that all the employees wear the uniform while on duty. He has to ensure that no employee is away from Jal vayu vihar while on duty.
				5. The Manager is responsible for Day to day work allotment of the staff and any other specific works as directed by the Board of Managers from time to time.
				6. While allocating work for sweepers, he should ensure that all the roads, all vacant lands in the colony and area on the sides of roads is cleaned at least once in a week. In addition, for the benefit of residents in flats, the steps and terrace should be cleaned at least once in a week.
				7. Manager shall ensure that all the National festivals like Republic Day, Independence Day and Gandhi Jayanthi are celebrated by BOM, and any other events are conducted successfully with the help of his staff.
				8. The Manager should not leave the premises on duty hours without prior permission of Board Member/Secretary other than day to day assigned jobs like cash/cheque deposits in the bank.
				9. Manager must have regular key box control and issue the keys only through register and collect them back before closure of office and place the keys in the key box.
				10. Any loss/damage of equipment due to negligence shall be the responsibility of the Manager and the concerned person. Ensure that no equipment is unattended and left outside. Every equipment shall be kept under custody.
				11. Ascertain the completion of day to day (routine) work or task given by the Board of Managers from time to time and update the Board of Managers about the special task.

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		12. Any untoward incident must be brought to the notice of the President, Secretary, and Treasurer without any delay. In case of their non-availability, information shall be given to any of the BOMs immediately.
		13. CASH/CHEQUE HANDLING
		The manager has to give petty cash to Asst. Manager every day morning and collect the same along with the day collections at the end of the day. Petty Cash Book has to be maintained for issue of petty cash and collection of petty cash along with day collections at the end of the day with signatures of Manager and Asst. Manager.
		All the cash payments must be made by the Manager with prior permission from the Treasurer after obtaining receipt bill duly endorsed by the concerned member for the payment, and must be accounted in tally immediately. The Manager is responsible for the cash available in the office.
		a) The Manager has to tally the cash and write the denominations in the day book at the end of every day and sign the same.
		In case of payments of value exceeding Rs 10,000/-, payment shall be made by way of cheque signed by the authorised signatories.
		b) Manager shall deposit the cash in the bank by 03:30 pm keeping the cash on hand less than Rs 20,000/- Under no circumstances cash balance should exceed Rs 20,000/- at the end of the day. In exceptional circumstances if the money exceeds the given limit, the fact and circumstances are to be explained to the Treasurer and Secretary and act as per their guidelines. In addition, all the cheques received during the day also must be deposited on the same day for realization. If there is any willful violation of this by any of the persons, the same may be brought to the notice of President in writing.
		c) Any type of payment including regular payments (Electricity Bill, Water Bill, Telephone bill) must have an authorisation from the concerned member and also mandatory clearance permission from the Treasurer. WITHOUT THE CLEARANCE OF TREASURER, NO PAYMENT SHALL BE MADE BY THE MANAGER.
		14. Any written complaints received from members or from staff must be registered with inward stamp with time and date, enter in the inward register and immediately it must be placed before the Secretary of the Association. As per the instructions of the secretary the manager should act accordingly.
		15. OFFICE ADMINISTRATION
		a) The Manager is responsible for upkeep of all the files maintained in the office and for their safe custody. All routine correspondence has to be done by him.
		b) In case of non-availability of the Office Manager, Asst. Manager shall collect the cash/cheque and issue the receipt and also close the Day Book for the day.
		c) Any complaints pertaining to Plumbing/Electrical/Drainage either orally/telephonically or in writing are to be entered in the complaint register and are to be attended immediately in the following procedure:
		i. Complaints received orally/telephonically shall be entered in the Complaint Register.
		ii. Complaint voucher to be prepared immediately and issued to concerned person to attend to it.
		iii. After attending the complaint the concerned person must obtain signature on the complaint voucher from the resident without fail and the same shall be closed in the complaint register Rs 20/- per hour or minimum of Rs 20/- is charged from the resident.
		iv. If for any reason the complaints cannot be resolved, the same should be brought to the notice of Secretary to find a solution.
		16. All other complaints must be obtained in writing with the details of house number and name with signature, if applicant asks for acknowledgement it must be given by cross checking the original.
		17. The Manager is responsible for overall supervision of general cleanliness of common areas, Coordination with hired labour/painting/maintenance works other than plumbing and electrical.
		18. The Manager is responsible to maintain the OT Register of Staff and need to take the approval of concerned Board Manager and Secretary on the next day without fail. As far as possible such requirement shall be intimated in advance.
		19. The Manager is responsible for liaison with officials of GHMC/HMSSWB/TSPDCL to ensure uninterrupted services.
		20. The Manager is responsible to maintain the Registers of Assets/Stores/Consumable items of Jal Vayu Vihar Association.
		21. He has to ensure that any project/activity undertaken by a particular BOM in the interest of the colony shall be continued.
		22. Manager must report to office in time with uniform and leave the office after completion of working hours.
		23. Manager should not leave the office during working hours, without specific permission from Secretary/President.
		24. Working hours are from 09:15 am to 05:30 pm, with a break for lunch from 01:15 pm to 02:00 pm. He shall leave the office after locking all the rooms, keeping all the keys in the office key box and after handover the office key to the secretary.
		25. Manager can avail one day leave in a month other than paid weekly off and paid public holidays. In case if Manager is on duty on weekly off, on public holiday and not availing leave, he shall become eligible for additional payment as per the salary.
		26. MANAGER IS RESPONSIBLE FOR OVERSEEING THE COLONY AFFAIRS. IF THERE ARE ISSUES WHICH ARE BEYOND HIS CAPACITY, THE SAME MUST BE BROUGHT TO THE NOTICE OF SECRETARY/PRESIDENT.
		a) ASSISTANT MANAGER (OFFICE): DUTIES & RESPONSIBILITIES
		1. Asst. Manager is administratively responsible to Secretary, BOM in his/her day to day functioning and is under functional control of Treasurer.
		2. He has to collect the petty cash from the Manager and at the end of the day, collections of that day along with petty cash has to be handed over to the Manager in writing with denominations. A Handing over and Taking over Register has to be maintained by the Asst. Manager in this regard for collection of petty cash as well as handing over the day collection along with petty cash and must be signed by both Manager and Asst. Manager.

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		3	He is responsible for collection of amounts relating to Maintenance and water bills from all the residents. He is also responsible for collection of rentals from various vendors of the colony running commercial operations from JVY Premises.
		4	He is responsible for follow up of the unrecovered dues. Any outstanding beyond one month are to be brought to the notice of Secretary/President.
		5	He is responsible to receive the routine Electrical/Plumbing/ Maintenance complaints from residents and enter them in respective registers. Asst. Manager shall ensure that they are rectified to the satisfaction of residents by informing to respective staff and Manager.
		6	At the end of the day if any of the complaints are not attended/rectified by concerned staff the same is to be brought to the notice of the Secretary.
		7	He is responsible for Akash Ganga Bookings. After the approval of concerned member and Secretary, Asst. Manager shall collect the requisite fees. After the function is over, balance of caution deposit shall be returned after deducting all the expenses by cheque if amount exceed Rs 2,500/-.
		8	He is responsible to receive all the physical letters and e-Mails. All the incoming e-Mails shall be entered in "Inward register" and shall be put up for perusal of President / Secretary. He is also responsible to maintain "Outward register". All the incoming and outgoing e-Mails letters are to be properly filed in the respective files. Mail in and Mail out registers should have a column indicating the file name where they are filed.
		9	He is responsible for safe custody of files.
		10	In case any file or document is wanted by any of the Members for any reason, the Asst. Manager shall make a note of it, obtain signature, inform the same to the Secretary / President and ensure they are returned in a reasonable time.
		11	He is responsible for receiving calls in office.
		12	He shall take a print-out of the outstanding dues like Maintenance, Water Charges and Rents on sixteenth of every Month and submit the same to the Secretary.
		13	He shall print Balance Sheet, Income and Expenditure Statement and Trial Balance and file them in a separate file and obtain signature from Treasurer, Secretary and President on the last working day of every month.
		14	Bank Reconciliation shall be done by fifteenth of every month for the previous month and obtain signature from the Treasurer.
		15	Day Book along with Receipts and Payments Vouchers shall be submitted to the Treasurer on the following working day for verification.
		16	Reconciliation of Akash Ganga Deposits shall be done regularly and tally the same with Akash Ganga Register and Tally Software.
		17	Reconciliation of Gardener Income from GHMC shall be done regularly, in case of difference, the same shall be brought to the notice of the Secretary.
		18	Generate SMS Excel File in the Tally after passing the Maintenance, Rents and Water bill entries in the respective Journals and upload the same in the website on first of every month.
		19	For any Payments or Receipts write the narration clearly with DU No and other details as required. The narration must be clearly written with respect to the Payment or Receipt.
		20	Manager must report to office in time with uniform and leave the office after completion of working hours.
		21	Manager should not leave the office during working hours, without specific permission from Secretary/President.
		22	Working hours are from 09 15 am to 05 30 pm, with a break for lunch from 01 15 pm to 02 00 pm. He shall leave the office after locking all the rooms, keeping all the keys in the office key box and after handover the office key to the secretary.
		23	Manager can avail one day leave in a month other than paid weekly off and paid public holidays. In case if Manager is on duty on weekly off, on public holiday and not availing leave, he shall become eligible for additional payment as per the salary.
		24	Any emergency or unresolved issues shall be brought to the notice of Secretary/President immediately.
			b) ELECTRICIAN : DUTIES & RESPONSIBILITIES
		1	Electrician shall report to the Manager / Electrical In-charge / Secretary of BOM for his day to day functioning.
		2	JOB OF AN ELECTRICIAN IS CONSIDERED AS AN ESSENTIAL SERVICE. He must be available "ON CALL" always. He shall attend to any emergencies on the instructions from Secretary. If any individual DU owner calls during non-working hours, the issue shall be brought to the notice of the Secretary.
		3	Electrician is responsible for the safe custody and maintenance of all the Electronic/Electrical/Mechanical equipment like Audio Systems, UPS, Fogging Machines held by JVYHOWA. He shall check the serviceability of audio equipment like amplifier, speaker and Micro phones, at least once in a month and enter the status in serviceability register. Similar action needs to be undertaken in respect of all the UPS located at various places in the colony and he has to regularly check the levels of distilled water in all the UPS held and replenish them with distilled water as and when required.
		4	Electrician is responsible for attending all electrical complaints from residents. He has to attend minor repairs pertaining switches, fans, earthing problems etc. He has to collect Rs 20/- from each house after completion of the work and the same is to be deposited in office.
		5	Electrician shall not undertake major works like fitting of fans, Geysers or changing the wiring of entire house etc. BOM shall not take any responsibility in this regard.
		6	Electrician must have liaison with GHMC for Street Lights and TSSPDCL for Transformers and other problems concerned with Power.
		7	Manager must report to office in time with uniform and leave the office after completion of working hours.
		8	Manager should not leave the office during working hours, without specific permission from Secretary/President.

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		9. Working hours are from 09.15 am to 05.30 pm, with a break for lunch from 01.15 pm to 02.00 pm. He shall leave the office after locking all the rooms, keeping all the keys in the office key box and after handover the office key to the secretary.
		10. Manager can avail one day leave in a month other than paid weekly off and paid public holidays. In case if Manager is on duty on weekly off, on public holiday and not availing leave, he shall become eligible for additional payment as per the salary.
		11. Electrician is responsible for the tools, keys which are handed over to him by Manager. In case of loss or damage due to negligence an equal amount will be recovered from the Salary of Electrician.
		12. Any other job assigned to him from time to time by the Board of Managers.
		ELECTRICIAN ADDITIONAL DUTIES:-
		13. Electrician has to take the water meter readings of all the dwelling units and extra rooms on 23 rd , 24 th , 25 th and 26 th of every month. This task has to be completed under any circumstances whether it is a holiday or working day. In case of working day, he shall attend to all complaints first and then only he shall undertake this task. If needed he has to stay beyond working hours and complete the task for which he shall be paid Rs 2000/-.
		14. Electrician has to give in writing Zero Reading Water Meters list with House Number soon after taking the readings to Water In charge and also to the Secretary. In addition he has to report any abnormalities noticed in Meter Readings to Secretary.
		15. If Akash Ganga is let out for any function he must be available in Akash Ganga and liaise with one of the function organisers. His responsibility is to support electrical, water and PA system for the function.
		16. ADDITIONAL AMOUNTS PAID FOR AKASH GANGA DUTY
		DAY DUTY ON HOLIDAYS STARTS FROM 06.00 AM to 06.00 PM
		An amount of Rs 300/- will be Paid for day duty up to Six hours.
		An amount of Rs 500/- will be paid for day duty above six hours.
		NIGHT DUTY ON ANY DAY STARTS FROM 06.00 PM to 06.00 AM
		An amount of Rs 500/- will be paid for night duty up to six hours.
		An amount of Rs 800/- will be paid for night duty above six hours.
		c) PLUMBER-1: DUTIES & RESPONSIBILITIES
		1. Plumber-1 is responsible to the Manager / Water In-charge / Secretary, BOM for his day to day functioning.
		2. As and when he reports to office, he will check the day's complaints from Asst Manager/Manager and attends to them without fail. In case of any equipment failure, he has to inform the house incumbents to procure the same. In case the incumbents are senior citizens and are not in a position to procure the same, he can collect the amount for that. In such cases, the same is brought to the notice of the Manager, about the cash so received and expenditure incurred and cash returned to the resident within 24 hours failing which an equal amount will be recovered from the Plumber-1's Salary and Pay to the resident.
		3. Plumber-1 shall collect Rs 20/- from each house after completion of the work and the same shall be deposited in office.
		4. Plumber-1 shall fix the New Water Meter for the Dwelling Units for which he shall be Paid Rs 50/- for each meter along with salary.
		5. Plumber-1 shall guide BOM through Manager, in case of defective water pipelines, their replacements etc.
		6. Plumber-1 should obtain working schedule from the Manager.
		7. Any untoward incidents if found noticed, the same shall be immediately brought to the notice of the Manager. In case of seriousness the same must be informed to the i/c security and Secretary.
		8. Plumber-1 is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the Plumber-1.
		9. Plumber must attend the office in time with uniform and leave the office after completion of working hours.
		10. Plumber-1 should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
		11. Working hours are from 09.15 am to 05.30 pm, with a break for lunch from 01.15 pm to 02.00 pm. He shall leave the office after locking all the rooms, keeping all the keys in the office key box and after handover the office key to the secretary.
		12. Manager can avail one day leave in a month other than paid weekly off and paid public holidays. In case if Manager is on duty on weekly off, on public holiday and not availing leave, he shall become eligible for additional payment as per the salary.
		13. Any emergency or unfinished jobs shall be informed to the President / Secretary.
		14. Any other job assigned from time to time by the Board of Managers.
		PLUMBER-1 ADDITIONAL DUTIES:-
		15. Plumber-1 has to take the water meter readings of all the dwelling units and extra rooms on 23 rd , 24 th , 25 th and 26 th of every month. This task has to be completed under any circumstances whether it is a holiday or working days. In case of working days, he has to attend to all complaints first and then only he should undertake this task. If needed he has to stay beyond working hours and complete the task in stipulated time. For this task an additional amount of Rs 2000/- will be paid in addition to his salary.

		16 Plumber-1 has to give in writing Zero Reading Water Meters list with House Number soon after taking the readings to Water In charge and also to the Secretary. In addition he has to report any abnormalities noticed in Meter Readings to Secretary.
		15 If Akash Ganga is let out for any function he must be available in Akash Ganga and liaise with one of the function organisers. His responsibility is to support water related issues for the function.
		18 ADDITIONAL AMOUNTS PAID FOR AKASH GANGA DUTY
		DAY DUTY ON HOLIDAYS STARTS FROM 06.00 AM to 06.00 PM
		An amount of Rs 300/- will be Paid for day duty up to Six hours
		An amount of Rs 500/- will be paid for day duty above six hours
		NIGHT DUTY ON ANY DAY STARTS FROM 06.00 PM to 06.00 AM
		An amount of Rs 500/- will be paid for night duty up to six hours
		An amount of Rs 800/- will be paid for night duty above six hours
		d) PLUMBER: DUTIES & RESPONSIBILITIES
		1. Plumber-1 is responsible to the Manager / Water In-charge / Secretary, BOM for his day to day functioning
		2. As and when he reports to office, he will check the day's complaints from Asst Manager/Manager and attends to them without fail. In case of any equipment failure, he has to inform the house incumbents to procure the same. In case the incumbents are senior citizens and are not in a position to procure the same, he can collect the amount for that. In such cases, the same is brought to the notice of the Manager, about the cash so received and expenditure incurred and cash returned to the resident within 24 hours failing which an equal amount will be recovered from the Plumber-1's Salary and Pay to the resident.
		3. Plumber has to collect Rs 20/- from each house after completion of the work and the same shall be deposited in office.
		4. Plumber has to train the Assistant provided on all plumbing works. The Assistant should be familiar with water lines in the colony, their distribution and dimensions.
		5. Plumber has to fix the New Water Meter for the Dwelling Units for which he shall be Paid Rs 50/- for each meter along with salary.
		6. Plumber has to guide BOM in case of defective water pipe lines, their replacements etc.
		7. Plumber should obtain working schedule from the Manager.
		8. Any untoward incidents if found/noticed, immediately the same must be informed to the Manager. In case of seriousness the same must be informed to the i/c security and Secretary.
		9. Plumber is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the Plumber.
		10. Plumber must attend the office in time with uniform and leave the office after completion of working hours.
		11. Plumber should not leave the premises on duty hours without prior permission of Manager/in-charge/Secretary.
		12. Working hours are from 09.15 am to 05.30 pm, with a break for lunch from 01.15 pm to 02.00 pm. He shall leave the office after locking all the rooms, keeping all the keys in the office key box and after handover the office key to the secretary.
		13. Manager can avail one day leave in a month other than paid weekly off and paid public holidays. In case if Manager is on duty on weekly off, on public holiday and not availing leave, he shall become eligible for additional payment as per the salary.
		14. Any emergency or unfinished jobs are brought to the notice of the Manager.
		15. Any other job assigned from time to time by the Board of Managers.
		e) GARDENER 1 : DUTIES & RESPONSIBILITIES
		1. Gardener 1 is responsible in his day to day functioning to Secretary through Manager and Member I/C Water Supply.
		2. Every effort must be made to use Bore well water to watering plants in the entire colony except for Abdul Kalam Park area for the present. Watering plants for the entire Colony area has to be undertaken either in the early morning (Between 6.00 am to 8.00 am) or in the evenings (Between 4.00 pm to 5.30 pm). As watering within both the parks, i.e. Gandhivanam and Abdul Kalam Park will be done by the appointed gardeners, all the remaining areas are to be covered by Gardener 1.
		3. The areas under his purview for maintenance are given below.
		a) Triangular Park
		b) N-S Road from Siva Parvathi Gate to HMT Hills gate.
		c) East-West Road Sathavahana Gate to Adda Gutta Gate.
		d) Road leading to Type II & III and common areas in that area.
		e) Park Opposite Bus stop.
		f) Akash Ganga & it's surrounding areas.
		g) Area next to Security Room. (In coordination with Security Staff)
		h) Any other small areas where organized vegetation is taking place.
		4. Every effort must be made to fill the temporary installed syntax tanks with bore water to the extent feasible for watering the common area plants.

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		5. The Community Hall and Office surroundings areas are to be covered using bore well water. The OH Tank for these areas also needs to be filled up on a regular basis.
		6. The Schedule for doing the work is to be obtained from Manger.
		7. Any untoward incident noticed during course of duties shall be informed to Manager immediately. Depending on gravity of the situation, the matter may also be intimated to Security I/C, Secretary.
		8. Gardener-1 is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the Salary of Gardener-1.
		9. Gardener-1 must attend the office in time with uniform and leave the office after completion of working hours.
		10. Gardener-1 is authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Gardener-1 is on duty on weekly off, on public holiday and not availing leave will be paid extra days of the salary.
		11. Gardener-1 should not leave the premises while on duty without prior permission of Manager In-charge/Secretary.
		12. Gardener-1 Everyday from 06:00 am to 07:00 am he must water the plants where the bore water facility is not available, for which he will be paid one hour OT on the day he undertakes the work.
		13. Gardener working hours are from 09:30 am to 05:30 pm. Lunch time is from 01:15 pm to 02:00 pm only. Gardener has to do additional job of cleaning the office before 09:30 am for which he shall be paid Rs 500 along with salary as per the attendance.
		14. Notwithstanding what is stated above, any special work assigned by Manager shall be undertaken.
		f) GARDENER 2 ABDUL KALAM BAGH: DUTIES & RESPONSIBILITIES
		15. Gardener 1 is responsible in his day to day functioning to the Manager / Secretary and Member I/C Water Supply.
		16. Watering of plants for the Abdul Kalam Park shall be done by fresh water at the time when water is released in the early morning (Between 6:00 am to 7:00 am). Once borewells are arranged, watering shall be done with borewell water only.
		17. The entire Park area is to be swept every day, during morning hours after it is closed for public. The same can be done immediately after watering the plants if the visitors are less.
		18. The entire garden is to be pruned for aesthetic look. Worn out and dead plants are to be removed and replaced by appropriate plants.
		19. The lawn in the garden is to be maintained on regular basis so as to ensure decent look. Need to ensure visitors do not step in the lawns/ nor sit on lawns by displaying appropriate boards.
		20. Any difficulties in performing above duties are to be escalated to BOM through Manager.
		21. The Schedule for doing the work is to be obtained from Manger.
		22. Any untoward incident noticed during course of duties is to be informed to Manager immediately. Depending on gravity of the situation, the matter may also be intimated to Security I/C, Secretary.
		23. Gardener-2 is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the salary of Gardener-2.
		24. Gardener-2 must attend the office in time with uniform and leave the office after completion of working hours.
		25. Gardener-2 should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
		26. Gardener-2 is authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Gardener-1 is on duty on weekly off, on public holiday and not availing leave will be paid extra days of the salary.
		27. Notwithstanding what is stated above, any special work assigned by Manager is to be undertaken.
		ADDITIONAL DUTIES TO GARDENER-2
		1. He is responsible for grass cutting and pruning of plants of the entire colony. Gardener-2 is authorized to have an additional payment of Rs 4000/- for pruning of plants and grass cutting of entire colony.
		2. Gardener is also paid additional amount of Rs 500/- for pruning of plants and grass cutting at Gandhi Vanam.
		3. These amounts are paid proportionately with number of days present.
		g) PUMP OPERATOR: DUTIES & RESPONSIBILITIES
		1. Pump Operator is responsible to Secretary BOM through Manger and Member I/C Water for his day to day functioning.
		2. Pump Operator working hours start from 05:45 Hrs in the morning with a facility to avail three and half hours break during working hours whenever feasible while taking the water into sumps. His main duty is to release water to households during the earmarked timings from the respective Overhead Tanks 1&2. He is also responsible to refill the sumps at both the respective OH Tanks, ensuring that one must be able to cater to release water to residents for next two days in case of emergency/failure of main water supply. The sump capacities at OH Tank1 being 150 KL and 70 KL while the sump capacities at OH Tank2 are 150 KL in each of two sumps.
		3. Pump Operator is given Additional Payment fixed as 2 hours Overtime per day on alternate days for the entire month (approximately 30 hours as per the no. of days in a month) as the water comes alternate days in the night from HMWSSB. This additional payment is made only if water is received from HMWSSB in the night.
		4. The present water release timings are as follows:

Date

	a) OH Tank1. 0600 hrs to 0650 hrs and again from 1300 hrs to 1320 hrs
	b) OH Tank2. 0630 Hrs to 0750 Hrs and again from 1200 hrs to 1225 hrs
	Any change in timings will be communicated to him either by i/c water Member or Secretary/President of BOM
	5. Pump Operator shall to ensure cleanliness of all the sumps and the surrounding areas at all time. Particular care must be taken to clear all fallen leaves on top of each sump to avoid falling in the sumps.
	6. Pump Operator is to liaise with waterman on duty from HMWS&SB at all times, specifically for main line release times to enable fill up the reserve sumps. The rate of normal supply during main line release times is @70-100 KL/hr. Pump Operator shall not waste time waiting for release of water.
	7. Pump Operator is to liaise with the JVV manager for any assistance required in ensuring cleanliness around the sumps. Similarly, he must observe the water system equipment, lines and report any defects observed either in line leakages/valve malfunction/electrical defects so that arrangements are made for early repairs. At no stage should one overlook any defects in water discharge/receiving lines.
	8. Pump Operator shall to intimate yearly maintenance of OH Tanks and Sumps to BOM through i/c Water Supply.
	9. Pump Operator services are essential. He is required to plan any medical/leave requirements well in advance so that an alternative arrangement is made to ensure uninterrupted water supply to Dwelling Units.
	10. Gardener-2 must attend the office in time with uniform and leave the office after completion of working hours
	11. Gardener-2 should not leave the premises on duty hours without prior permission of Manager In-charge Secretary
	12. Gardener-2 is authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Gardener-1 is on duty on weekly off, on public holiday and not availing leave will be paid extra days of the salary.
	13. Pump operator is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the salary of Pump Operator.
	14. Pump operator must be ready for any job assigned from time to time by the BOM.
	DO's
	a) Always be punctual for release of water to Dwelling Units.
	b) Ensure that Water intake line flow meter readings are recorded at 6.00 am every day.
	c) Ensure that valves are shut tightly – especially the release of water line Valves so that no leakage occurs.
	DON'T's
	d) Never the leave the place of work unattended.
	e) Never allow overflow of OH Tanks – especially the OH Tank No 2 for which has no inlet to sumps.
	f) Never run the pumps for more than 4 hrs at a stretch.
	NOTE: Any wastage of water either during intake into sumps or while release to Dwelling units will be viewed seriously and disciplinary action will be initiated.
	h) SWEEPER : DUTIES & RESPONSIBILITIES
	(Common to all the sweepers)
	1. They are responsible to in charge Conservancy Secretary. Sweepers must attend the office in time with uniform and leave the office after completion of Working hours.
	2. Manager will assign the job to the Sweepers on every day morning. Sweepers are responsible to update the day to day work to the Manager at the end of the day.
	3. Sweepers shall clean the roads and removal of grass as assigned by the Manager in-charge Conservancy.
	4. Sweepers shall clean Akash Ganga, Akash Ganga premises along with bath rooms before and after the function, also as and when needed as directed by the Manager In-charge Akash Ganga.
	5. In the same way sweepers are to clean the Steps and Roof on every Wednesday for the convenience of Flat residents.
	6. Sweepers are responsible for the tools, keys which are handed over to them through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the salary of Concerned Sweeper.
	7. Sweepers are to attend the office in uniform in time and leave the office after completion of office hours.
	8. Sweepers should not leave the premises on duty hours without prior permission of Manager In-charge/Secretary.
	9. Working hours from 09.30 am to 05.30 pm. Lunch time is from 01.15 pm to 02.00 pm only.
	10. Sweepers are authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Sweepers are on duty on weekly off, on public holiday and not availing leave will be paid extra days as per the salary.
	11. Any untoward incident noticed during course of duties is to be informed to Manager immediately. Depending on gravity of the situation, the matter may also be intimated to Security I/C, Secretary.
	12. Any other job assigned from time to time by the Board of Managers.
	i) SWEEPER : DUTIES & RESPONSIBILITIES
	1. They are responsible to in charge Conservancy Secretary. Sweepers must attend the office in time in uniform and leave the office after completion of Working hours.
	2. Manager will assign the job to the Sweepers on every day morning. Sweepers are responsible to update the day to day work to the Manager at the end of the day.
	3. Sweeper is to clean the roads and removal of grass as assigned by the Manager in-charge Conservancy.

	4. Sweeper is to clean Akash Ganga, Akash Ganga premises along with bath rooms before and after the function also as and when needed which will be informed by the Manager/In-charge Akash Ganga.
	5. In the same way sweeper is to clean the Steps and Roof on every Wednesday for the convenient of Flat residents.
	6. Sweeper is responsible for the tools, keys which are handed over to them through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the salary of Concerned Sweeper.
	7. Sweeper is to attend the office in time with uniform and leave the office after completion of working hours.
	8. Sweeper should not leave the premises while on duty hours without prior permission of Manager/In-charge/Secretary.
	9. Working hours are from 09.15 am to 05.30 pm, with a break for lunch from 01.15 pm to 02.00 pm.
	10. Sweeper can avail one day leave in a month other than paid weekly off and paid public holidays. In case if Manager is on duty on weekly off, on public holiday and not availing leave, he shall become eligible for additional payment as per the salary.
	11. Sweeper must clean the office by 09.30 am along with office wash room every day, for which she shall be paid Rs 500 along with salary as per the attendance.
	12. Any untoward incident noticed during course of duties is to be informed to Manager immediately. Depending on gravity of the situation, the matter may also be intimated to Security I/C, Secretary.
	13. Any other job assigned from time to time by the Board of Managers.
	j) WAGE POLICY -JVV
	• It is the practice in JVV to revise salaries of staff every year in the month January. It is observed that the increments are inconsistent from person to person.
	• In addition, it is observed that extra payment is paid to employees for various works which are not being monitored on regular basis.
	• Hence it is decided to lay down a policy, so that future BOMs can work on the wages within a specified frame work. Deviations if any to be justified and ratified by subsequent AGM with approval of BOM.
	POLICY GUIDELINES
	1) BONUS: The annual Bonus shall be paid to the entire staff during the period of DUSSEHRA (VIJAYA DASAMI) for the previous financial year. Any long absence or new employees are to be paid on proportionate basis.
	2) ANNUAL INCREMENT: The increment per annum per employee is fixed as 10 % only on salary.
	3) OVER TIME PAYMENTS: No Over Time Payments for Manager, as he is placed in a supervisory category to decide OTs of other employees. His pay has been hiked to cater for extra work hours. In addition he is being paid a Conveyance allowance of Rs2000/- to cater for all the movements within 8 Kilometres radius of office for the entire month. In case if he has to travel beyond 8 Km for any specific task, BOM shall consider additional payment for the day.
	4) NEW EMPLOYEE: No new unskilled employee is hired on a salary higher than the least salary paid in that category of existing staff.
	5) EMERGENCY JOBS: In case of emergency / hazardous jobs to be undertaken for a limited time, such amounts should be paid only for that period.
	ADDITIONAL PAYMENTS
	6) PUMP OPERATOR: It is observed that water comes alternate days during night for which he has to be present at that time. It is observed pump operator was drawing an OT almost equivalent/more than the salary. Now it has been decided to pay OT of two hours on every alternate day that is either 28 or 30 or 32 hours as per the month.
	7) GARDENER (OTHER THAN PARKS): As he has to come early in the morning at the time when water is released to residents, to water the plants, he is paid one hour OT per day as per the no of days present in a month.
	8) GARDENER ABDUL KALAM PARK: In addition to his duties, he is responsible for maintaining the small gardens and the land scape of entire colony. Hence he is given an additional payment Rs 4000/- per month. Additional Payment of Rs 500/- is fixed for land scape and pruning of plants of Gandhi vanam.
	9) AKASH GANGA DUTIES:
	a) Electrician
	i) Day Duty from 06.00AM to 06.00PM on holidays Days. Rs 300/- up to Six Hours.
	ii) Day Duty from 06.00AM to 06.00PM on holidays Days. Rs 500/- Above six Hours.
	iii) Night Duty from 06.00PM to 06.00AM. Rs 500/- for Six Hours.
	iv) Night Duty from 06.00PM to 06.00AM. Rs 800/- above Six Hours.
	b) Sweepers Rs 1500/- is to be paid for cleaning Akash Ganga and surrounding areas including Akash Ganga two Wash Room and New additional Wash Rooms before and after the event if cleaned beyond working hours or on holidays.
	c) Sanitisation Charges Rs 1000/- will be charged from Party for sanitisation before and after event. Out of this Rs 300/- will be paid to the worker undertaking the task.

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		10) Guest room cleaning charges
		Cleaning of Guest Rooms before and after the occupation Rs 100/- per guest room will be paid to the worker undertaking the task.
		11) COMPENSATORY OFF: All the employees or employee called for the duty other than Republic Day, Independence Day and Gandhi Jayanthi, the employees may be given compensatory off instead of paying the overtime payment. The employee has liberty to choose either of the options.
		12) OFFICE CLEANING: Office cleaning charges are paid for the following.
	i.	Office opening, closing and floor cleaning and table cleaning charges of Rs 500/- to be paid per month to the worker under taking the task.
	ii.	Office mopping with wet cloth and cleaning of Office Wash Room every day Rs 500/- per month to be paid to the worker under taken the task.
	iii.	Other two common Wash Room are to be cleaned regularly for which Rs 600/- per month to be paid to the worker under taking the task.
		13) MOBILE RECHARGING : The five SIMS in the name of Jal Vayu Vihar Association are surrendered which the Association had as part of Air Tel Group facility. No SIM will be provided by the Association to the individual staff members. The following staff members are eligible for Annual Rental charges without internet facility on their individual Mobile numbers as they are considered ESSENTIAL.
		a) Manager
		b) Pump Operator
		c) Plumber (Swamy)
		e) Electrician
		Further, office mobile number 7680953171 is to be paid annual fee along with Data facility.

Sri D Paparao (DU 191)
Member (Type II&III)

Ex JWO KSP Reddy (DU 233)
Member Type III-H

HFO S Laxmi Rajam (DU 229)
Member Type III-H

Ex CPL URK Prasad (DU 240)
Member Type III-H

Ex MCPO M Devdas (DU 210)
Member (Type II&III)

Cdr P Surendra Nath (DU 107)
Member (Type V)

Cdr VVS Nayudu (DU 114)
Member (Type V)

Wg Cdr V Gouripathi (DU 087)
Member (Type VI)

Cdr DP Kothuri (DU 272)
Member (Type VI-H)

Air Cmde BSH Varma (DU 246)
Member (Type V-H)

Cdr S Ashok Kumar (DU 085)
Member (Type VI)
Convener Bye Laws Revision Committee



एयर फोर्स नेवल हाऊसिंग बोर्ड AIR FORCE NAVAL HOUSING BOARD

एयर फोर्स स्टेशन रेस कोर्स, नई दिल्ली-110003

Air Force Station Race Course, New Delhi-110003

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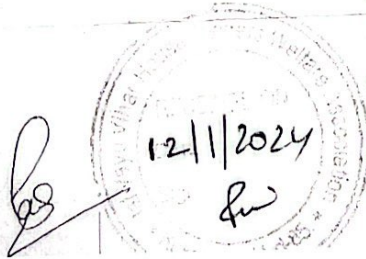
AFNHB/ADM/542/II

19 Dec 23

To All AFNHB Societies

ADVISORY FOR MANAGEMENT OF AFNHB SOCIOETIES

1. Air Force Naval Housing Board (AFNHB) was established on 16 Nov 1979, as a welfare organization with sole objective of providing affordable houses and congenial service environment to serving/retired Air Force & Naval personnel. As on date, AFNHB has completed 44 projects PAN India with approx 18,000 satisfied clientele.
2. Initially there was restriction and lock in period for sale/transfer of DUs to non defence personnel. However, with the passage of time, there had been representations from various quarters requesting revision of these restrictions, because the allottees at the time of urgent financial needs, are unable to get a buyer from defence community with prevailing market rates. On the other hand, there had been high demand from non defence personnel who wanted to settle in such defence colonies which are managed well. Subsequently, these restrictions were revised for a limited period of 3/1 years respectively in case the DU is sold by a serving / retired person to non defence personnel. While these revision might have benefited some of the allottees but at large it has been noticed that the ratio of members in AFNHB projects has changed drastically wherein non defence personnel are in majority in some of the AFNHB societies and even the management of RWA is managed by them because of majority. This has changed basic character and ethos of defence societies which were originally developed for defence community.
3. It is pertinent to mention that AFNHB cannot formulate rules restricting original allottees for sale his DUs to defence or non-defence personnel after expiry of stipulated time period. However, RWAs which are registered as independent society / Association may frame their rules regarding eligibility / time period for sale of DUs to non-defence personnel. At the same time, wherever feasible, RWA can frame / modify its Bye-Laws to ensure that management of society is managed elected original allottees / defence personnel for whom the project was initially developed. However, non defence personnel who are subsequent allottees may also be taken into management of RWA to have fair representation.
4. This advisory issued to all AFNHB societies for information and necessary action.



(Aditya Sah)
Captain (IN)
General Manger (Admin)
For Director General

SERIAL NUMBER	
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MM/YYYY	
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BALLOT PAPER

JAL VAYU VIHAR HOUSE OWNERS WELFARE ASSOCIATION

ZONE	
------	--

DU TYPE	
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- (1) YOU HAVE _____ VOTES TO CAST.
- (2) TICKMARK ANY _____ BOXES FOR CHOOSING YOUR CANDIDATES.
- (3) IF YOU TICKMARK MORE THAN _____ BOXES, YOUR BALLOT PAPER WILL NOT BE VALID.

1.	<input type="checkbox"/>	_____
2.	<input type="checkbox"/>	_____
3.	<input type="checkbox"/>	_____
4.	<input type="checkbox"/>	_____
5.	<input type="checkbox"/>	_____
6.	<input type="checkbox"/>	_____

SEAL

Signature of the
Returning Officer : _____

Name of the
Returning Officer : _____



Instructions to Returning Officers- JVVHOWA

1. The Returning Officer's job starts D-60 day.
2. Watch for BOM message calling for nominations.
3. Collect the nomination forms from JVVHOWA office/from the earmarked box on the last day of the nominations at the end of the working hours.
4. Wait for three days thereafter, for any withdrawals.
5. Check the nomination forms for their correctness in consultation with Secretary/BOM Rep:
 - Candidate's membership in his zone
 - Proposer's membership in his zone
 - Secunder's membership in his zone
6. Check the eligibility of the candidate:
 - Resident owner for _____ Years.
 - No outstanding bills against his name/DU for more than the past three months
 - Not disqualified by AGM
7. Check vacancies vs nominations for each zone. If there are more eligible candidates in fray than the number of vacancies, then go for ballot. Otherwise, the candidates who filed nominations are deemed to be elected.
8. Prepare the ballot paper for each zone.
9. Enclose the ballot papers to AGM notice Zone-wise.
10. Collect the ballot papers, actually the votes cast by members, from the office on the stipulated day at the end of the working hours.
11. Show the ballot box and sealed covers to the General Body on the AGMday and undertake counting.
12. Make use of a format akin to the one shown below for counting.

Candidate 1 - ☐ ☐ ☐ ☐ ☐ ☐

Likewise for all the candidates contesting

13. Undertake counting.
14. Declare the results in front of the AGM.
15. Maintain records of all the activities with signature of persons assisting you.



ELECTION VOTING COUNTING SHEET PAGE 1

Candidate	1	2	3	4	5	6
NAME						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

CONT Pg 2

[Handwritten signature]

ELECTION VOTING COUNTING SHEET

PAGE 2

Candidate	1	2	3	4	5	6
NAME						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						

CONT Pg3



ELECTION VOTING COUNTING SHEET

PAGE 3

Candidate	1	2	3	4	5	6
NAME						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
74						
75						

CONT Pg4



ELECTION VOTING COUNTING SHEET

PAGE 4

Candidate	1	2	3	4	5	6
NAME						
76						
77						
78						
79						
80						
81						
82						
83						
84						
85						
86						
87						
88						
89						
90						
91						
92						
93						
94						
95						
96						
97						
98						
99						
100						

CONT Pg5



ELECTION VOTING COUNTING SHEET

PAGE 5

Candidate	1	2	3	4	5	6
NAME						
101						
102						
103						
104						
105						
106						
107						
108						
109						
110						
111						
112						
113						
114						
115						
116						
117						
118						
119						

NO OF COUNTING SHEETS :

DATE : _____ ZONE : _____ NUMBER OF CANDIDATES : _____ NUMBER OF VACANCIES : _____

RESULTS BY RETURNING OFFICER

NAME AND SIGNATURE OF RETURNING OFFICER

