



**ALAKTIKA HOUSING COMPLEX,  
NEW TOWN  
ANNUAL REPORT 2014-15**

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# 1. Introduction & Message from the out-going President

The apartment owners' association of Alaktika Housing Complex is now a full house, with 390 members. After another eventful year, the time has arrived for all the members of the Association to sit together to chart the future course of action. It is the time for the 5th Annual General Body Meeting of Alaktika Housing Complex, New Town.

'Alaktika Housing Complex, New Town' is registered under The West Bengal Apartment Ownership Act, 1972. The functioning of the Association is guided by the W.B. Apartment Ownership Bye-Laws, 1974, and the bye-laws adopted in the first A.G.M. of the Association.

The main objective of the Association is to maintain and develop the common areas and the common assets of this housing complex efficiently and in most economic manner possible. The Association will have to ensure that all the apartment owners are able co-exist in the most cordial manner.

During this year the Association had to face a terrible crisis, when there was very inadequate supply of water from PHE on several occasions, and our own sources had almost dried up. However, with proper resource utilization and man management we tried to insulate the residents from this crisis.

In the year 2014-'15, the Association had focused on more maintenance/repair-work, as well as keeping the surroundings of the housing complex clean, and is actively participating in the 'Swachh Bharat Abhijaan.' We have been able to complete some new civil installations inside the complex, regarding which decision had been taken a few years back. Meanwhile, we have continued to monitor and develop the usual routine works of housekeeping, pest control, security service, fire prevention, generator maintenance, electrical repairs, plumbing and gardening, etc. We have also installed some innovative technology to save electricity and avoid wastage of water.

Like previous years, The Association had been in touch with various government agencies (HIDCO, NKDA, New Town P.S., etc.), the most beneficial of these had been repair of street no.674, even though the general elections had been notified. We have attended all the meetings that had been convened by HIDCO-NKDA, New Town P.S., to highlight all the problems that are faced by the residents.

Creation of the "Development Fund", according to the resolution adopted in the 4th AGM, had been prophetic. We have been able to complete several installations, by spending from this fund. As a result of this we have been able to spare the flat owners from bearing the burden of extra Common Area Maintenance Charges & Corpus Fund. We are also trying to complete some more repair/maintenance work, with the extra fund that we have been able to generate this year, so that the financial burden is not passed on to the flat owners in the year 2015-'16. This will help to moderate the increment in Common Area Maintenance Charges.

The 'mutation' of flats had commenced at the time of 4th AGM of the Association, and hopefully most of the flat owners have completed this procedure within this past year. It would not be out of place to inform all flat owners that the West Bengal Valuation Board (WBVB) is working against a deadline for completing the valuation of all the properties within New Town. As intimated verbally by the members of the said board, the property tax structure would be in place by May 2015. The Association is co-operating with the WBVB, so that the tax assessment is done with minimum hassle to the flat-owners.

Though we have tried hard, we have could not succeed in the following matters, complete co-operation from all flat owners are needed in these issues. These are:

1. Clearing of all common areas of personal effects. (Please note that this had been an area of failure in the past too.)
2. Tendency of some flat owners in letting out their flats without following proper procedure/rules. Their reckless attitude in letting out the flats are putting at risk the safety and security of the other residents of the housing complex.
3. Arbitrary and visually un-becoming installation of A.C. machines.

Another disturbing trend is emerging. Some specific flat owners are deliberately not paying their common area maintenance charges and corpus fund contribution. This problem needs to be addressed by the house.

I hope that the AGM will provide a solution to these problems, which will be binding upon all the members/residents.

I am extremely thankful to the Board Managers as they have been co-operative in implementing the decision adopted in the monthly board meetings.

On behalf of the Board of Managers, I thanks all the apartment owners for their continuous help, suggestions, constructive criticism and support in running the affairs of the Association. Some of the suggestions have been extremely enlightening, and I am extremely grateful for it.

I wish all the members of the next Board the very best.

Thanking you, and best wishes,

Sujit Goho  
President  
(2014-'15)

## 2. Copy of the Association Registration Certificate

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HOUSING  
LAW (PROMOTERS) CELL  
NEW SECRETARIATE BUILDINGS (3RD FLOOR, C-BLOCK)  
1, KIRAN SANKAR ROY ROAD, KOLKATA-1

No.358-HIV/1D-24/2008.

Dated, Kolkata, the 07.07.2010.

From: The Competent Authority under the West Bengal Apartment Ownership Act, 1972.

To  
Sri Krishna Gopal Nandi,  
Flat No.2D - 802,  
Alaktika Housing complex,  
Rajarhat New Town,  
Kolkata - 700 157.

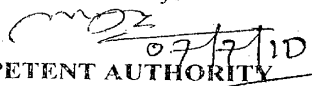
Subject: Registration of Apartment Owners' Association.

Sir,

With reference to your application in Form No.I under Bye Laws no.3/ (2) I am to state that the Association formed in the general meeting duly held on 02.05.2010 by the Apartment Owners of the premises no. Action area II, Plot No.II B/2, Mouza - Noapara, Rajarhat New Town, 24 - Parganas(North), under the name and style of "ALAKTIKA HOUSING COMPLEX", New Town, is hereby registered this day of 7<sup>th</sup> July, 2010 bearing serial No.19A of 2010.

In any future communication, the registration number should be quoted for ready reference.

Yours faithfully,

  
COMPETENT AUTHORITY

Competent Authority Under  
the W.B. Apartment Ownership Act - 1972  
( West Bengal Act XVI of 1972 )  
Govt. of W.B. Housing Deptt.

### 3. Notice for the 4<sup>th</sup> A.G.M.

ALAKTIKA HOUSING COMPLEX, NEW TOWN  
RAJARHAT, ACTION AREA II-D, P.O. HATIARA, KOLKATA - 700157  
TELEPHONE NOS.: 033-40620274, 66036200, 25266969  
Website: www.alaktika.mycolony.in ✦ e-mail: alaktikaahc@gmail.com  
REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010

No.: AGM/2014-'15

Dated: 10/12/2014

#### **NOTICE FOR 5th ANNUAL GENERAL MEETING**

The 5th Annual General Meeting of the Association of Alaktika Housing Complex, New Town, is proposed to be convened on **8th February 2015 (Sunday) at 10.00 A.M. at Community Hall B of Alaktika Housing Complex** vide sub rule (6) of Rule (4) of The W. B. Apartment Ownership Bye-Laws, 1974 to transact the following business:-

1. To consider & adopt the Annual Report- 2014-'15 of the Association and proposals for the year 2015-'16.
2. To consider & adopt the Audit Report- 2013-'14 of the Association.
3. To consider, approve and adopt Annual Budget for the Year-2015-'16 including Fixation of share of "Common Expenses" as defined under subsection 3(e) of The W. B. Apartment Ownership Act, 1972 and Corpus Fund.
4. To consider and approve the expenditure for the Year-2014-'15.

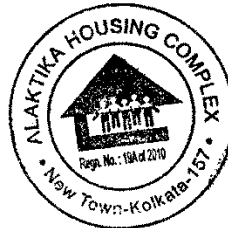
All members of the Association are requested to attend & participate in the **Annual General Meeting**. If the quorum for the AGM is not fulfilled, the meeting shall be adjourned, and the adjourned meeting shall be held on 15<sup>th</sup> February 2015 at the same time & venue, vide sub rule (10) of Rule (4) of The W. B. Apartment Ownership Bye-Laws. No quorum will be required in the adjourned meeting.



Sujit Goho  
President



Samir K. Nath  
Secretary



#### Distribution:

1. All Members of the Association
2. The Competent Authority, Kiran Shankar Roy Road, New Secretariat Building, Kolkata- 700001- for information.

N.B.: Lunch boxes will be served to the participating members at 12.30 P.M. on 8<sup>th</sup> Feb. 2015

## 4. Notice for Election of Board of Managers (2014-15)

No.: Election Notification/2014-'15

Dated 10<sup>th</sup> December 2014

### NOTICE

The Board of Managers in its 7<sup>th</sup> monthly meeting held on 19<sup>th</sup> October 2014 decided to hold the election of the Board of Managers for the year 2015-'16 on 8<sup>th</sup> February 2015. Mr. Gautam Banerjee, Mr. Samar Kumar Roy Choudhury, and Mr. Bijay Kumar Choudhury will act as Returning Officers to conduct the election process to elect the Board of Managers for the Year 2015-'16 of Alaktika Housing Complex, New Town.

The Returning Officers are empowered to scrutinize the Nomination Forms, Conduct the Election and declare the result and announce the name of the **new Board Managers for the Year-2015-'16**.

**The Election is going to be held on 8<sup>TH</sup> FEBRUARY 2015, Sunday, at Community Hall A. No election will be held if the number of valid nomination is equal to THREE (3) or more but less than or equal to TWENTY FOUR (24) vide sub rule (2) of Rule (5) of Chapter -III of The W. B. Apartment Ownership Bye-Laws and the valid candidates will be declared elected uncontested on the date of Publication of Final List of Contesting Candidates.**


The Returning Officers will function from the Office of the Association except on days of election and counting and each candidate will have to submit the nomination form directly to the returning officers.


The Election Schedule is notified below as per the provision of the W.B. Apartment Ownership Act 1972, & W. B. Apartment Ownership Bye-Laws, 1974.

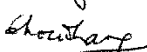
Sl.#	Election Schedule	Date	Time
1	Commencement of issuance of Nomination Forms (can also be downloaded from the official website <a href="http://www.alaktika.mycolony.in">www.alaktika.mycolony.in</a> )	From 21st Jan. 2015	
2	Last date of submission of Nomination Forms	01.02.2015	7.30 PM
3	Display of list of provisionally valid candidates after scrutiny	02.02.2015	7.30 PM
4	Last date of withdrawal of nomination	04.02.2015	6.00 PM
5	Publication of final list of valid contesting candidates OR Declaration of names of Board Managers winning un-contested	05.02.2015	01.00 PM#
6	Date & Time of election if the number of eligible candidates is more than 24 in number.	08.02.2015	09.30 AM to 1.00 PM
7	Counting of votes and declaration of result, in the event of election.	08.02.2015	From 2.30PM

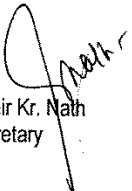
**#The final list of valid candidates will be displayed after taking into consideration all receipts related to Common Area Maintenance Charges that will be received upto 31.01.2015, and reflected in the bank statement, updated at 10.30 A.M. on 01.02.2015. This is in accordance with rule 9 of Chapter III of The W.B. Apartment Ownership Bye-Laws, 1974**


Signatures of Returning Officers:

1. Mr. Gautam Banerjee : 

2. Mr. Samar Kumar Roy Choudhury: 

3. Mr. Bijay Kumar Choudhury: 

  
Samir Kr. Nath  
Secretary

  
Sujit Goho  
President



## 5. Secretary's Report

Dear Members,

At the very beginning I would like to express my heartfelt thanks and good wishes to all Board Managers and members of The Association for their support in our functioning. Without this co-operation our endeavour would have gone to waste.

Utilizing all the available resources, the Board of Managers in the year 2014-'15 have been able to keep up the momentum of developmental and maintenance work at our beloved Alaktika.

We have been able to complete the following work in the year 2014-'15:

- Interiors of all the lifts have been painted.
- The lifts have been fitted with timer devices, so that lamps and fans inside the lifts will be automatically switched off when remaining idle for 15 seconds; in an effort reduce wastage of electricity.
- The work order for painting the lift doors on the exterior has been issued.
- The garden walls, inside the complex, on the road side have been repaired and height of walls has also been raised by one brick height – to prevent soil erosion and clogging of drains. This year there was no incidence of blocked drains.
- Innumerable concrete slabs have been repaired.
- Many drain covers have been repaired.
- The space on the northern side of 3A building has been cleaned and concrete work done to allow proper drainage of water and prevent contamination of the water of the LIG underground water reservoir.
- HIG submersible pump has been repaired and the well has been cleaned with caustic.
- The leaking roof of Community Hall B has been repaired with removal of rooftop garden and layering of water-proofing materials has been done. New concrete has been applied, to make a proper slope so that rain water is drained off through the existing drains. All the valuable plants from the rooftop have been relocated.
- Kitchens spaces over the community halls created with erection of shades, and proper water supply has been ensured. Huge infrastructural change had to be done to overcome the shortcomings of Community Hall B.
- Heavy duty A.C. machine have been installed in both the community halls, along with the necessary renovation work required subsequent to installation of A.C. Application has been done for the enhancement of the load of the electricity meters supplying these halls.
- All income-tax back-logs have been cleared.
- Advance tax, according to I.T. rules are being paid regularly.
- The iron tubes forming the frames of canopied parking spaces have been repaired, painted and appropriate numbering done.
- All the street-lamp poles have been painted and numbering done appropriately.
- The problem of tilting canopy of the parking space adjoining 1E building has been addressed appropriately, as suggested by civil engineer.
- New taps have been put in place atop of every building – to aid in washing of the building lobbies and staircases.

- The Fire License has been renewed for the first time, since hand over by BPHDCL.
- Fire hose boxes have been put in two additional floors of each HIG tower, with each box housing two fire hoses.
- The exterior of the boundary walls have been repaired and painted.
- The garbage and bushes on the exterior of Alaktika has been cleared and decorative trees/plants have been planted in this boulevard. These saplings have mostly been germinated inside Alaktika and some have been provided by NKDA.
- 2 first-aid boxes, with some basic medicines have been made available for utilization of the residents and staff, keeping in mind that the nearest medicine shops are more than 2 km away.
- Arrangement of a second wheel chair has been done, with the help of Dr. Samrat Basu.
- A protective fencing has been built around M.I.G. D.G. set, as per the recommendation of the NKDA fire audit committee.
- Four new store rooms have been created – 3 for facility management personnel and one for the gardeners. This allows all the garbage bins and other equipment to be kept hidden from the public eye.
- Two convex mirrors and a speed breaker have been installed at strategic locations to prevent accidents inside the housing complex.
- Additional garbage bins have been deployed at convenient locations for use by the residents.
- Many new trees and plants have been planted inside and outside the housing complex to enhance the beauty of the area. Two new patches of rose garden have been created. A new lawn mower has been purchased to maintain the lawns, after the old ones have broken down. Regular trimming of plants and trees have been done to keep the gardens in proper shape.
- We were able to persuade the HIDCO authorities to repair Road No.674, in spite of Lok Sabha election notification.
- A serious crisis had to be faced by the Association Management when there was inadequate water supply for over a period of one month. This crisis was prevented from escalating and affecting the residents by coordinating with the electricians, plumber, facility management staff and the gardeners. During this period the periodic washing of lobbies and stair-cases had to be put on hold to tide over the crisis.
- The NKDA and the Police have been regularly updated about the security situation in Alaktika. The list of rented-out flats without any documents regarding the tenants have been submitted to the New Town Police, keeping in mind the safety of the families residing inside Alaktika.
- The New Town Traffic Inspector had been contacted several times to allow traffic coming to Alaktika from the service road at City Centre II junction.
- After making the ‘Mutation’ process easy, the Association has also done its best to make the ‘Valuation’ process of the individual flats smooth.
- The work order for erection of a new LED Alaktika Sign Board has been issued. The older one will be kept in place as it is visible during the day time. However, the electric supply to this board will be disconnected.

- Sensors have been installed in 2 overhead tanks for preventing water overflow. This equipment is under evaluation, and if the technology is useful such sensors can be installed in other overhead tanks also.
- The work order for repair of the MIG underground reservoir has been issued. Hopefully, this work will be completed by the time of AGM. We will be able to do this work without any disturbance to the water supply as a connection between MIG and HIG centrifugal pumps have been made, before repair of the road had been done in February 2014. We hope that this work would solve the problem of worms in our water supply.
- The leaking underground pipe-line, supplying water to the 3D building has been repaired.
- The AMC for the Diesel Generators have been done for the next two years,

All these have been done apart from the established routine work.

As per the resolution of the 4<sup>th</sup> A.G.M. we have initiated the process of external repair of the 1B & 1E towers as per the recommendations of a consulting civil engineer. He has prepared the tender document after going through the building plans. He has been contracted to oversee the whole repair work. Hopefully, the tender bids will be submitted by the time of the 5<sup>th</sup> AGM.

We are also in the process of issuing work orders for the painting of all the lobbies & staircases of all the towers. We intend to complete the work as soon as possible.

We are also negotiating with M/s Tata Teleservices or revalidating the contract for the intercom system. This will of course be done after the said agency will commit a better service than the existing one.

The creation of the Development Fund, as per the resolution of the 4<sup>th</sup> AGM was very useful. Funds collected from this source allowed us to build a lot of new infrastructures without putting the financial burden on the flat owners. It may be mentioned that funds from the common area maintenance charges/ corpus fund were not used to finance these works.

I would like to take this opportunity to highlight some of the problems that we could not eliminate.

Some of the residents are storing their garbage in the common areas, without caring for their neighbors. This is totally unacceptable. If any resident is unable to hand over their garbage to the housekeeping boys at the scheduled time of garbage collection due to any reason, they should deposit the same in the garbage bins that are kept in front of very tower.

Though the problem has mitigated somewhat, the problem of illegal and unauthorized parking has not been eliminated. Flat owners who do not own a parking space should realize that every they or their tenants park their cars; they are encroaching on someone else's property. The security personnel have to deal with this problem almost daily. It

should be realized that there is simply not a single extra parking space inside this complex.

The quality of security service should improve. We have taken this matter up with M/s KEEMEE who are supplying the security personnel. After several brain storming sessions and after surveying the nearby housing complexes we have realized that we are compromising on this issue on two aspects. We are paying a little more than the minimum daily wages but are opting for only two shifts daily, instead of three. At this rate and extended duty hours it is simply not possible to get good personnel for this job. If we opt for three shifts per day the expenditure under this head will more than double, which would entail a steep hike in our common area maintenance charges. A better option would be to keep the 2 daily shifts but pay a respectable remuneration so that we are able to get good quality staff and also stay on the right side of the law.

I would bring it to the notice of this house that most of the boxes housing the emergency keys to the roofs have been deliberately broken. This means that the residents are going to the roofs without any record. Acts of sabotage, suicide or any other nuisance may be committed on the roofs. The consequences of these acts will have to be faced by the Officials of the Association. I humbly ask the members present in this gathering regarding a solution to this problem.

We have tried our best to maintain the greenery inside Alaktika, by planting more saplings and seasonal plants. But some people are regularly plucking flowers in spite of repeated requests and warnings. I would request all residents not to dispose of their discarded personal plants and trees into the gardens of Alaktika. Also some people are planting vegetables in the gardens, this is also not warranted.

Last, but not the least, the Corpus Fund collection from the Type A flats is poor, with lot of defaulters. This seems to be deliberate on the part of some of the flat owners. If adequate fund is not amassed under this head, then it will be very difficult to do any developmental/major repair/maintenance work in these towers. The poor victims would be those flat owners who are paying their contribution regularly.

New proposals for the next year are:

- For Tenants:  
Minimum 1 week time will be taken, after depositing the requisite proforma with documents at the local police station, to issue the entry pass by the F.M. This time will be taken to verify the authenticity of the information as enumerated in the tenant's proforma by our security staff/ F.M. as the Police do not verify the authenticity of the tenants, unless a complaint is made against them.
  
- Community Hall booking charges be changed as follows:  
Community Hall booking charges (per day):  
Community Hall A: Rs.5000/- + Rs.1000/- for A.C.  
Community Hall B: Rs.7000/- + Rs.2000/- for A.C.

- Gradual repair & painting of all the buildings in a phased wise manner, after completion of repair & painting of 1B & 1E towers. Funding of this work would be done from the respective corpus funds.
- Construction of a new staircase to the roof of Community Hall B, as the only existing staircase is very narrow & steep. The funding of this work can be done form the development fund.

Before concluding I would request all the members to update any change of address/e-mail/mobile no./phone no. so that we can stay in contact with you. Please fill up the flat owners' datasheets with your passport sized photographs as soon as possible. Also, please inform the Association while selling off flats and introduce the new purchaser to avoid unnecessary hassles on both sides.

A large number of old money receipts are accumulating at our office over time. I would request the members to collect the same.

Thanking you, for giving me a patient hearing,

Samir Kr. Nath  
Secretary

**SUB-COMMITTEES FOR THE YEAR 2014 – '15**

	<u>Sub-Committee</u>	<u>Members</u>	<u>Flat No. &amp; Mobile No., Intercom</u>
1	Budget	V.K. Singh (Convenor) Arpan Pal Asim Basu Rabindra Nath Rudra	2A-G01, 9903332030, 137 1E-601, 9830112993, 243 1C-101, 9432669971, 277 3A-301, 9874802663, 176
2	Security	Mrinmoy Biswas (Convenor) Partha Choudhury Bidyut Kanti Ghosh Rakesh Kumar	1B-203, 9836607659, 258 1B-308, 08794064609, 255 2C-903, 9477158843, 157 1B-506, 9433110841, 215
3	Gardening	Susmita Dasgupta (Convenor) D.K. Ray Sonali Kadam Pinakee Dey	2D-202, 9432800561, 126 3C-301, 9969221239, 159 2B-107, 9748944489, 238 1B-206, 9433099296, 247
4	Civil /Electrical/ Fire Maint./ Repairs, including Generator & Lifts	S.K. Pradhan (Convenor) T.K. Ghosh B. K. Ghosh Md. Zafar D.S. Bhattacharya S.B. Dutta	3D-201, 9903705205, 129 1B-102, 9433672933, 229 2C-903, 9477158843, 157 3A-103, 9681710056, 182 1B-608, 9830998185, 214 2C-902, 9088008345, 156
5	Purchase & Tender	Ashok K. Gupta (Convenor) Bidyut Kanti Ghosh Pinakee Dey Krishnandu Das T.K. Ghosh D. S. Bhattacharya	1B-702, 9433113108, 223 2C-902, 9477158843, 157 1B-206, 9433099296, 247 3D-601, 9831543398, 149 1B-102, 9433672933, 229 1B-608, 9830998185, 214
6	Sports & Entertainment	Macneil Choudhury (Convenor) Sonali Kadam Krishnandu Das S. P. Singh	2C-901, 9830788841, 158 2B-107, 9748944489, 238 3D-601, 9831543398, 149 (2B-302), 9836094833, (192)
7	Fund Management	A. K. Gupta (Convenor) Pinakee Dey S. P. Singh V.K. Singh	1B-702, 9433113108, 223 1B-206, 9433099296, 247 (2B-302), 9836094833, (192) 2A-G01, 9903332030, 137
8	Housekeeping work supervision	S.B. Dutta (Convenor) R.N. Rudra Sonali Kadam S.P. Singh	2C-902, 9088008345, 156 3A-301, 9874802663, 176 2B-107, 9748944489, 238 (2B-302), 9836094833, (192)
9	Website management	Arpan Pal	1E-601, 9830112993, 243

The President (3C-601, 9433202191,169), Vice-President (2D-202, 9432800561, 126) Secretary (2B-301, 9830852680, 189) & Treasurer (3D-902, 9831550412, 266) will be ex-officio members of all the sub-committees.

## 6. Budget for the year 2014-'15

### Maintenance Budget

Service Description	Remarks	HIG	MIG	LIG	2015-16 (Budgeted)	2014-15 (Actual - Approx.)	2014-15 (Budgeted)
Lift Maintenance	AMC till 2015 - 5% increase,	8,21,455	2,05,364	0	10,26,819	9,77,923	9,78,240
AMC - Generator	AMC till 2016				76,450	70,786	77,865
AMC - Fire Fighting System	Suggested fortnightly inspection instead of weekly	1,33,333	66,667	0	2,00,000	2,40,000	2,64,000
Fire Fighting Refill	Reduced due to less refill frequency				59,891	54,446	1,78,801
AMC - Facility Management	Breakup as below				42,89,449	31,80,816	33,96,659
Maintenance - Civil	Breakup as below				3,71,534	7,69,352	6,13,708
Electrical Maint., CCTV Maintenance & Consumables	10% escalation + add CCTV AMC of 25000				4,42,693	3,79,721	3,85,549
Generator - Diesel	0% escalation (KVA basis)	46,277	18,077	4,339	68,693	68,693	92,400
Electricity charges	10% escalation on actuals	4,54,350	2,41,688	37,505	7,33,543	6,66,857	7,03,570
Staff Salary	8% increase				1,95,023	1,80,577	1,64,010
Misc. Expenses	Breakup as below				1,73,964	3,02,786	1,44,107
<b>Total</b>					<b>76,38,059</b>	<b>68,91,957</b>	<b>69,98,908</b>

### Budget Break-up (Facility Management and New Facility)

Facility Management							
Description	Budget (2015-16)	2014-15 (Actual - Approx.)	Budget (2014-15)				
Housekeeping / Plumbing (10% esc)	14,21,715	12,92,469	12,89,196				
Security (minimum wage + 20% with 2 shifts)	24,00,000	14,41,173	15,86,227	Misc. Expens			
Gardening (5% esc)	3,49,654	3,33,003	3,86,587	Description	Budget (2015-16)	2014-15 (Actual - Approx.)	Budget (2014-15)
Pest Control (5% esc)	82,080	78,171	95,040	Depreciation (new computer can be bought from this)	66,550	60,500	60,500
Water Supply	36,000	36,000	36,000	Intercom (planned)	0	1,56,000	0
<b>Total Cost</b>	<b>42,89,449</b>	<b>31,80,816</b>	<b>33,93,050</b>	Conveyance	4,394	3,994	4,818
				Telephone & Internet	15,218	13,834	15,960
				Printing, Stationery, Medical and Misc. Office expenses	22,444	20,403	15,721
<b>Maintenance - Civil</b>				Meeting Expenses	1,235	1,123	1,419
				Legal and taxes	5,261	4,783	3,300
				Bank Changes	1,160	1,054	1,320
				Postage	1,203	1,094	4,400
				Audit Fee	16,500	15,000	16,500
				Festival Funding	40,000	25,000	20,169
<b>Total Cost</b>	<b>3,71,534</b>	<b>7,69,352</b>	<b>6,13,708</b>	<b>Total Cost</b>	<b>1,73,964</b>	<b>3,02,786</b>	<b>1,75,500</b>

## **CORPUS BUDGET – Unchanged from previous years**

<b>Flat Type</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/F</b>	<b>Total Cost</b>
<b>Total Duration (years)</b>	15	15	15	15	15	
<b>No. of flats</b>	48	144	81	81	36	<b>390</b>
<b>Painting</b>						
Painting Area (sqft)	12,000	64,000	60,000	63,000	38,000	
Painting Rate (Rs / sqft)	8	8	8	8	8	
Patchwork Rate (Rs / sqft)	1	1	1	1	1	
Frequency in 15 years	2	2	2	2	2	
Total cost of Painting and Patchwork	2,16,000	11,52,000	10,80,000	11,34,000	6,84,000	<b>42,66,000</b>
Installment per flat per year	300	533	889	933	1,267	
<b>Lift</b>						
No. of Lifts	0	4	6	6	4	
Cost / Lift	10,00,000	10,00,000	10,00,000	10,00,000	10,00,000	
No. of Lifts to be replaced in 15 years	0	2	3	3	2	
Total Replacement Cost	0	20,00,000	30,00,000	30,00,000	20,00,000	<b>1,00,00,000</b>
Installment per flat per year	0	926	2,469	2,469	3,704	
<b>Generator</b>						
No. of Generators	1	1	1			
Cost / Generator	4,50,000	8,25,000	20,00,000			
No. of generators replaced in 15 years	1	1	1			
Total Replacement Cost	32,75,000					<b>32,75,000</b>
Installment per flat per year	625	382	673	673	673	
<b>Lifting Pump</b>						
No. of Pumps	1	1	1			
Cost / Pump	50,000	1,50,000	1,50,000			
Total No. of Pumps replaced in 15 years	2	2	2			
Total Replacement Cost	1,00,000	3,00,000	3,00,000			<b>7,00,000</b>
Installment per flat per year	139	139	101	101	101	
<b>Submersible Pump</b>						
No. of Pumps	1		1			
Cost / pump	50,000		50,000			
Total No. of Pumps replaced in 15 years	1		1			
Total Cost	50,000		50,000			<b>1,00,000</b>
Installment per flat per year	17	17	17	17	17	
<b>Others</b>						
Replace / Repair Street Lampposts	75,000					
Road Repair	1,00,000					
Frequency in 15 years	3					
Total Cost	5,25,000					<b>5,25,000</b>
Installment per flat per year	90	90	90	90	90	
<b>Total Expenditure in 15 years</b>	<b>8,43,115</b>	<b>45,08,346</b>	<b>51,50,402</b>	<b>52,04,402</b>	<b>31,59,734</b>	<b>1,88,66,000</b>
Payment in 2010-11 (as per current CORPUS payment)	4,705	5,500	9,975	10,075	13,110	<b>31,13,850</b>
Payment in 2011-12 (as per current CORPUS payment)	3,682	4,290	8,868	8,968	12,000	<b>26,71,212</b>
Subsequent payment per year from 2012-13 for next 13 years	706	1,655	3,442	3,478	4,820	<b>1,30,80,938</b>
<b>Annual Installment rounded to '100</b>	<b>700</b>	<b>1,700</b>	<b>3,400</b>	<b>3,500</b>	<b>4,800</b>	<b>10,10,100</b>

<b>Corpus Fund Expenses So Far</b>				
<b>Flat Type</b>	<b>LIG</b>	<b>MIG</b>	<b>HIG</b>	<b>Total</b>
Fire Hose Box	0	0	40,721	<b>40,721</b>
Lifting Pump	50,795	88,542	88,542	<b>2,27,879</b>
Civil Work	49,084	0	0	<b>49,084</b>
Road Repair	38,478	1,15,432	1,58,720	<b>3,12,630</b>
<b>Total spend upto 2013-14</b>	<b>1,38,357</b>	<b>2,03,974</b>	<b>2,87,983</b>	<b>6,30,314</b>
<b>Fund available in 2013-14</b>	<b>3,08,827</b>	<b>20,92,404</b>	<b>57,52,814</b>	<b>81,54,045</b>
<b>Interest Receivable in 2014-15</b>	<b>31,506</b>	<b>2,04,528</b>	<b>5,82,417</b>	<b>8,18,451</b>
<b>Collection in 2014-15 (incl. new DG)</b>	<b>42,100</b>	<b>2,28,106</b>	<b>7,25,519</b>	<b>9,95,725</b>
<b>Tax on Interest - 2013-14</b>	<b>3,172</b>	<b>20,942</b>	<b>58,559</b>	<b>82,673</b>
<b>Advance Tax - 2014-15</b>	<b>9,630</b>	<b>63,581</b>	<b>1,77,790</b>	<b>2,51,000</b>
MIG Reservoir Upgrade (Planned)	0	2,00,000	0	<b>2,00,000</b>
Building Repair (Planned)	0	8,33,306	5,07,134	<b>13,40,440</b>
<b>Total Expenses - 2014-15</b>	<b>0</b>	<b>10,33,306</b>	<b>5,07,134</b>	<b>15,40,440</b>
<b>Actual Fund Available after Spend</b>	<b>3,69,632</b>	<b>14,07,210</b>	<b>63,17,267</b>	<b>80,94,108</b>

<b>Development Fund Income</b>				
	<b>2013-14</b>	<b>2014-15 (till date)</b>	<b>2014-15 (projected)</b>	<b>2015-16 (projected)</b>
Commercial Renting	50,500	5,000	8571	9429
Community Hall Rent (Hall B) - Hallrent Rs. 7000 w/o AC and Rs. 9000 with AC - 50% bookings with AC, 20% increase in bookings	2,41,500	1,06,500	182571	292114
Community Hall Rent (Hall A) - Hallrent Rs. 5000 w/o AC and Rs. 6000 with AC - 50% bookings with AC, 20% increase in bookings	1,91,875	26,500	45429	74957
DG Back up Payment	57,337	10,200	17486	19234
DG Rental Charge	24,000	11,000	18857	20743
Income from Scraps Sale	30,151	0	0	0
Processing Fee (Tenant)	0	94000	161143	161143
<b>Total</b>	<b>5,95,363</b>	<b>2,53,200</b>	<b>4,34,057</b>	<b>5,77,620</b>
<b>Cumulative Total</b>			<b>10,29,420</b>	<b>16,07,040</b>

<b>Actual Expenses from Development Fund (2014-15)</b>	<b>Fund Available for 2015-16</b>
Kitchen (Hall A and B)	<b>7,60,400</b>
Fitting - Hall A and Hall B (Planned)	
Glow Sign	
AC Fitting - Hall A and Hall B	
<b>Total Cost</b>	

<b>Expenses from Development Fund (2015-16) - Planned</b>	
Covering of Area below Hall A for Gym, Indoor Sports and Library	2,50,000
Covering of Area between HIG parking and 1E (Puja Mandap Area)	2,50,000
Renovation of Security Hut	1,00,000
Complex Beautification	75,000
Water Tank Sensors	75,600
<b>Total Cost</b>	<b>7,50,600</b>

## 7. Fixation of Maintenance Charges & Corpus Fund (F/Y: 2015-'16)

### Maintenance Charges

Head	Calculation Basis	F	E	D	C	B (with car park)	B (w/o car park)	A	Total
<b>Share per flat Calculation</b>									
No. of flats	Actuals	4	32	81	81	80	64	48	390
Form A Share	Form A Valuation	0.0069	0.0060	0.0038	0.0028	0.0017	0.0014	0.0004	
Lift Share	Actuals	0.0222	0.1778	0.3000	0.3000	0.1111	0.0889	0.0000	1
Firefighting Apparatus Share	Actuals	0.0099	0.0793	0.2646	0.2646	0.1962	0.1569	0.0285	1
Total HIG/MIG/LIG	Actuals	198				144		48	390
<b>Maintenance Fee Calculation</b>									
AMC - Lift	Lift Share	5,705	5,705	3,803	3,803	1,426	1,426	0	10,26,819
AMC - Generator	Same for all flats	196	196	196	196	196	196	196	76,450
AMC - Fire Fighting System	HIG/MIG/LIG	673	673	673	673	463	463	0	2,00,000
Fire Fighting Apparatus Refill	Firefighting Apparatus Share	148	148	196	196	147	147	36	59,891
AMC - Facility Management	Form A Share	29,795	25,735	16,509	11,799	7,247	6,036	1,829	42,89,449
Maintenance - Civil	Form A Share	2,581	2,229	1,430	1,022	628	523	158	3,71,534
Electrical Maint., CCTV Maintenance & Consumables	Same for all flats	1,135	1,135	1,135	1,135	1,135	1,135	1,135	4,42,693
Generator - Diesel	HIG/MIG/LIG	234	234	234	234	126	126	90	68,693
Electricity charges	HIG/MIG/LIG	2,295	2,295	2,295	2,295	1,678	1,678	781	7,33,543
Staff Salary	Same for all flats	500	500	500	500	500	500	500	1,95,023
Misc-Expenses	Same for all flats	446	446	446	446	446	446	446	1,73,964
Total Annual Maintenance		43,707	39,296	27,416	22,298	13,992	12,676	5,172	76,38,059
	Rounded up to Rs.10	43,710	39,300	27,420	22,300	13,990	12,680	5,170	76,38,060
Increase from 14-15		4,520	3,910	2,320	1,610	1,090	910	690	6,39,150
Quarterly Installment	Rounded up to Rs.10	10,930	9,830	6,860	5,580	3,500	3,170	1,300	76,44,800
Annual One-time Payment	3.5% Discount, rounded up to Rs.10 (considering income tax overhead on interest)	42,190	37,950	26,480	21,540	13,510	12,240	5,020	73,77,900

**Note:-**

1. Quarterly Payment Option - to be paid within first 15 days of start of each quarter i.e. **15th April 2015, 15th July 2015, 15th Oct 2015 and 15th January 2016.**
2. Annual Payment Option - to be paid within 15 days of the start of the financial year i.e. **15th April 2016.**
3. Annual payment option – without discount, is allowed up to 30<sup>th</sup> June 2015, without any late fee.

2014-15 Figures									
<b>Total Annual Maintenance</b>		<b>39,190</b>	<b>35,390</b>	<b>25,100</b>	<b>20,690</b>	<b>12,900</b>	<b>11,770</b>	<b>4,480</b>	<b>69,98,910</b>
<b>Quarterly Installment</b>	<b>Rounded to '10</b>	<b>9,800</b>	<b>8,850</b>	<b>6,280</b>	<b>5,180</b>	<b>3,230</b>	<b>2,950</b>	<b>1,120</b>	<b>70,06,480</b>
<b>Annual One-time Payment</b>	<b>4.5% Discount, rounded to '10</b>	<b>37,440</b>	<b>33,810</b>	<b>23,990</b>	<b>19,790</b>	<b>12,340</b>	<b>11,270</b>	<b>4,280</b>	<b>66,91,780</b>

**Corpus Fund Payment (Unchanged)**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E//F</b>	<b>Total</b>
<b>Total Expenditure in 15 years</b>	<b>843,115</b>	<b>4,508,346</b>	<b>5,150,402</b>	<b>5,204,402</b>	<b>3,159,734</b>	<b>18,866,000</b>
Payment in 2010-11 (as per current CORPUS payment)	4,705	5,500	9,975	10,075	13,110	<b>3,113,850</b>
Payment in 2011-12 (as per current CORPUS payment)	3,682	4,290	8,868	8,968	12,000	<b>2,671,212</b>
Subsequent payment per year from 2012-13 for next 13 years	706	1,655	3,442	3,478	4,820	<b>13,080,938</b>
<b>Annual Installment rounded to '100</b>	<b>700</b>	<b>1,700</b>	<b>3,400</b>	<b>3,500</b>	<b>4,800</b>	

**Note: -**

1. All costs assume current price – it is assumed that cost escalation will be offset by interest accrued.
2. **To be paid within 30<sup>th</sup> June, 2015**



**Ghosh & Mallick**  
Chartered Accountants

INDEPENDENT AUDITORS' REPORT

To the Members of **ALAKTIKA HOUSING COMPLEX, NEW TOWN**

**Report on the Financial Statements**

We have audited the accompanying financial statements of **ALAKTIKA HOUSING COMPLEX, NEW TOWN, (Reg. No. 19A of 2010 dt. 7<sup>th</sup> July 2010)**, at Rajarhat, Action Area IID, P.O. Hatiara, Kolkata 700157, which comprise of the Balance Sheet as at **31 March 2014**, and the Income & Expenditure Account for the year then ended, and other explanatory information.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation of these financial statements in accordance with relevant laws of India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness

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Phone : 2265 8485, 2237 6606, E-mail : gmkmpp@gmail.com  
Branch : Shantipur New Market, Mecheda, Purba Midnapore, W.B., PIN 721137



of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Opinion**

In our opinion and to the best of our information and according to the explanations given to us, the financial statements give the information required to give a true and fair view in conformity with the accounting principles generally accepted in India:

- i. in the case of the balance sheet, of the state of affairs of the Entity as at **31 March 2014**;
- ii. in the case of the Income & Expenditure Account, of the Surplus for the year ended on that date;

#### **Report on Other Matters**

During the course of our audit it was observed that late fees in some cases were not received. The management should take adequate steps for prompt recovery of the same.

Kolkata  
Dated: 20/07/2014



For **GHOSH & MALLICK**  
Chartered Accountants  
Firm No: 323841E

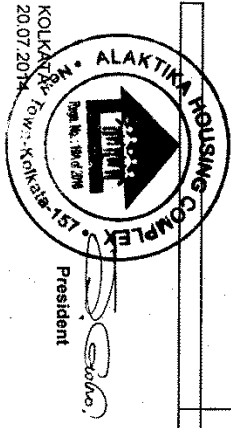
  
**KAUSHIK MALLICK**  
Partner  
MRN: 058241



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
**Rajarhat Action Area-IID, P.O. Hattara, Kolkata-7000157**

**Balance Sheet as at 31st March, 2013**

Particulars	FY.13-14		FY.12-13	
<b>DEPOSITS AND ADVANCES</b>				
Balance b/f				
Security Deposits (Ref. Sch-G)	192,996.00	12,002,314.30	11,167,735.44	
Excess Received From Flat Owners	33,482.00			
Corpus Fund Received in advance (14-15)	1,17,200.00			
Maintenance Charges received in advance (14-15)	926,340.00			
Maintenance Charges Refundable	3,447.00			
Community Hall Booking in Advance	15,000.00	1,288,465.00	1,258,297.50	
<b>CURRENT LIABILITIES AND PROVISIONS</b>				
<b>Current Liabilities</b>				
Sundry Creditors	3,487.50			
Audit Fees Payable	15,000.00			
Fire Expenses	3,540.00			
Telephone Expenses	846.00			
<b>Provisions</b>				
Provision For Income Tax for A.Y. 2013-14		344,226.00	115,043.00	
		22,873.50	59,902.00	
		13,657,878.80	12,600,977.94	
<b>LOANS AND ADVANCES</b>				
Balance b/f				
Advance to Garuda Power Pvt Ltd	41,292.00			
Advance to Tata Tele Services	146,819.00			
Tax Deducted at Source A.Y. 2014-15	101,553.00			
Advance Income Tax AY 2014-15	160,000.00			
Advance to New Town Electric Supply Co	51,000.00	500,664.00	422,077.00	
<b>Cash And Bank Balances</b>				
Indian Overseas Bank A/c-174	1,602,993.10			
Indian Overseas Bank A/c-612	1,14,900.50			
Cash In Hand ( as certified )	359.70	1,718,253.30	1,994,262.94	
		13,657,878.80	12,600,977.94	



President

Secretary

Treasurer

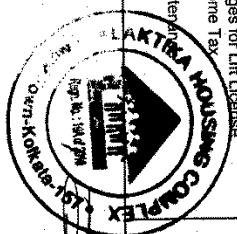
PER OUR REPORT OF EVEN DATE  
 GHOSH & MALLICK  
 CHARTERED ACCOUNTANTS  
 PARTNER



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
**Rajrhat Action Area-IID, PO, Hatia, Kolkata-7000157**

**Income and Expenditure Account for the year ended 31st March, 2014**

	FY 13-14	FY 12-13	Income		FY 13-14	FY 12-13
<b>Expenditure</b>						
<b>Maintenance Expenses</b>						
Civil Maintenance	644,430.00					
Electrical Maintenance	271,000.00					
Facility Maintenance(Garden)	270,482.00					
Facility Maintenance(Security Service)	1,301,273.00					
Facility Maintenance(House Keeping)	1,087,028.00					
Generator Maintenance	70,786.00					
Fire Service	240,000.00					
Lift Maintenance	933,002.00					
Pest Control	82,600.00					
Underground pipe line lane	177,432.00					
	5,078,013.00	3,743,540.90				
<b>Expenses from Corpus Fund</b>						
Civil Work (Road)	493,962.00					
Civil Work (Concreting)	49,084.00					
	543,046.00					
<b>Other Administrative Expenses</b>						
Staff Pay & Allowances	144,100.00					
AGM Expenses	14,222.00					
Audit Fees	15,000.00					
Bank Charges	959.50					
Board Meeting Expenses	1,161.00					
Cultural Program Expenses	16,605.00					
Diesel Expenses	42,823.50					
Electrical Consumable Goods	19,114.84					
Electrical Maintenance Charges	4,731.00					
Electricity Charges	599,800.00					
Fire Extinguisher Refilling	75,150.00					
Generator Repairs	9,878.00					
House Keeping Consumables	74,476.00					
Incidental Charges for Lift Licenses	23,802.00					
Interest on Income Tax	6,000.00					
Lift Repairs	59,335.00					
Computer Maintenance	7,000.00					
	3,960.00					
	1,218,017.84	102,0010.00				
	6,839,076.84	4,763,550.90				
			<b>Income from Members</b>			
			<b>Income from Members</b>			
			<b>I) Direct Income</b>			
			Maintenance Charges(13-14)	195,520.00		
			Type A	1,656,720.00		
			Type B	1,587,600.00		
			Type C	1,921,320.00		
			Type D	1,066,240.00		
			Type E	147,360.00		
			Type F			
			<b>II) Indirect Income</b>			
			Community Hall Booking(HIG)	49,500.00		
			Community Hall Booking(MIG)	52,500.00		
			Collection For DG Back up Bill	40,391.00		
			Collection For DG Rental	24,000.00		
			Late fees for Maintenance Charges	87,233.00		
				253,624.00		261,664.00
			<b>Income from Other Sources</b>			
			<b>I) Interest Income</b>			
			Interest On FD	1,031,924.00		
			Interest On Savings Bank- a/c 612	13,628.00		
			Interest On Savings Bank- a/c 174	40,517.00		
				1,086,069.00		853,209.00
			<b>II) Other Income</b>			
			Ad Show Program	10,000.00		
			Recovery of Electric Charges	59,199.00		
			Scrap Sales	1,850.00		
				71,049.00		21,500.00
			Drawings From Corpus Fund	1,140,877.00		
				9,126,379.00		7,085,793.00



Contd... 2

-2-  
**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
 Rajahat Action Area-ID, P.O. Hatara, Kolkata-7000157  
**Income and Expenditure Account for the year ended 31st March, 2014**

Expenditure	FY 13-14	FY 12-13	Income	
			FY 13-14	FY 12-13
Balance b/f	6,839,076.84	47,63,550.90		
Fire Equipment Maintenance	9,593.00			
Office Expenses	3,475.00			
Postage Charges	2,794.00			
Printing and Stationery	31,300.00			
Puja Ex-gratia	23,700.00			
Depreciation	81,062.00			
Amortisation of Fire Coupling Hose	38,485.00			
Gardening Expenses	71,166.00			
DG Backup Maintenance	34,372.54			
Telephone Charges	12,971.76			
Intercom telephone Charges - Tata Tele	146,818.00			
Travelling Allowance	4,770.00			
Water Tank Cleaning Expenses	40,509.00			
Water Supply Charges	45,000.00			
Discount on Maintenance Charges	169,203.00			
Repairing & Spares of CCTV	87,323.00			
Plumbing Charges	10,686.00			
Income Tax e-filing Charges	15,037.00			
TDS e-filing Charges	1,000.00			
	6,000.00			
Excess Of Income over Expenditure c/d	835,275.30	921,916.45		
	7,674,352.14	5,685,467.35		
	1,452,026.86	1,400,325.65		
	<b>9,126,379.00</b>	<b>7,085,793.00</b>		
Provision For Income Tax for A.Y. 2014-15	344,226.00	115,043.00		
Surplus (Transferred To General Fund)	1,107,800.86	1,285,282.65		
	<b>1,452,026.86</b>	<b>1,400,325.65</b>		
			<b>9,126,379.00</b>	<b>7,085,793.00</b>
			1,452,026.86	1,400,325.65
			<b>1,452,026.86</b>	<b>1,400,325.65</b>

KOLKATA  
20/7/2014



President

Secretary

Treasurer

PER OUR REPORT OF EVEN DATE  
**GHOSH & MALLICK**  
 CHARTERED ACCOUNTANTS  
 PARTNER



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**

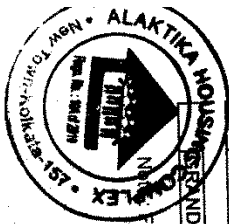
**Rajarhat Action Area-IID, P.O. Hatiana, Kolkata - 7000157**

Schedule -A

**(A) Schedule of Fixed Assets as on 31.03.2014**

Sl	Assets	Rate	W.D.V on 01.04.2013	Additions/Deletion		Total Addition	Total Value	Depreciation for the year	Closing Balance as on 31.03.2014
				More than 180 Days	Less than 180 Days				
1)	Computer & Printer	60%	6,416.00	5,822.00	-	5,822.00	12,238.00	7,343.00	4,895.00
2)	Pump	15%	118,348.00	54,295.00	-	54,295.00	172,643.00	25,896.00	146,747.00
3)	CCTV Surveillance Camera	15%	108,545.00	-	103,630.00	103,630.00	212,175.00	24,054.00	188,121.00
4)	Furniture & Fixture	10%	22,067.00	-	10,400.00	10,400.00	32,467.00	2,727.00	29,740.00
5)	Ceiling Fan & Tube light	10%	26,315.00	-	-	-	26,315.00	2,632.00	23,683.00
6)	Porta Cabin	10%	99,885.00	-	-	-	99,885.00	9,989.00	89,896.00
7)	Doctor's Chamber	10%	-	33,000.00	33,000.00	33,000.00	33,000.00	1,650.00	31,350.00
8)	Facility Office	10%	-	30,700.00	30,700.00	30,700.00	30,700.00	1,535.00	29,165.00
9)	Fire Hose Box	10%	-	40,721.00	40,721.00	40,721.00	40,721.00	2,036.00	38,685.00
10)	Lamp Shade, Bottom	10%	-	64,000.00	64,000.00	64,000.00	64,000.00	3,200.00	60,800.00
	<b>Total</b>		<b>381,576.00</b>	<b>60,117.00</b>	<b>282,451.00</b>	<b>342,568.00</b>	<b>724,144.00</b>	<b>81,062.00</b>	<b>643,082.00</b>
11)	Fire Coupling Hose	20%	192,475.00	-	-	-	192,475.00	38,495.00	153,980.00
	<b>GRAND TOTAL</b>		<b>574,051.00</b>	<b>60,117.00</b>	<b>282,451.00</b>	<b>342,568.00</b>	<b>916,619.00</b>	<b>119,557.00</b>	<b>797,062.00</b>

Fire Coupling Hose has been amortised uniformly over a period of 5 years considering its limited useful span of life



*[Handwritten signatures and initials]*

ALAKTIKA HOUSING COMPLEX NEW TOWN  
Rajaratna Action Area-IID, P.O. Hattara, Kolkata-7000157

(B) Corpus Fund Receivable

	2013-14	2012-13	2011-12	2010-11	Total
Type A	7,700.00	7,700.00	40,502.00	42,345.00	98,247.00
Type B	11,900.00	11,900.00	25,740.00	27,500.00	77,040.00
Type C	6,800.00	6,800.00	8,868.00	9,975.00	32,443.00
Type D	17,500.00	17,500.00	26,904.00	20,150.00	82,054.00
Type E	19,200.00	19,200.00	36,000.00	39,330.00	113,730.00
Type F					
	<u>63,100.00</u>	<u>63,100.00</u>	<u>138,014.00</u>	<u>139,380.00</u>	<u>403,514.00</u>

(C) Maintenance Charges Receivable

	2013-14	2012-13	2011-12	2010-11	Total
Type A	15,860.00	12,000.00	8,666.00	-	36,526.00
Type B	78,150.00	45,700.00	27,864.00	8,772.00	160,486.00
Type C	49,000.00	18,000.00	18,000.00	16,800.00	67,000.00
Type D	83,020.00	55,930.00	14,364.00	25,296.00	170,114.00
Type E	103,280.00	92,400.00	21,504.00		242,480.00
Type F					
	<u>329,310.00</u>	<u>224,030.00</u>	<u>72,398.00</u>	<u>50,868.00</u>	<u>676,606.00</u>

(D) Corpus Fund

As per Last Account					1,223,556.00
For 2010-2011			1,721,841.00		
For 2011-2012			2,671,880.00		
For 2012-2013			1,009,400.00		
For 2013-2014			1,009,400.00		
Late Fees for Corpus Fund				6,412,321.00	
As per Last Account			127,336.00		199,619.00
For 2013-2014			72,283.00		7,835,495.00
					<u>1,140,877.00</u>
					<u>6,694,518.00</u>

Less: Drawings from Corpus Fund for Civil Works



*[Signature]*

*[Signature]*

*[Signature]*

**(E) Diesel Generator New Connection**

Opening Balance 280,000.00  
Additions during the year 50,000.00  
**330,000.00**

**(F) Diesel Generator Upgradation**

Opening Balance 52,500.00  
Additions -  
**52,500.00**

**(G) Security Deposits**

Security Deposits-Bharadwaj Enterprise 47,823.00  
Security Deposits-ILFS 10,000.00  
Security Deposits-Keemee Security & Fire Services 80,000.00  
Security Deposits-Sterile Intotech Ltd 5,173.00  
Security Deposits-Star Security & Detective agency 50,000.00  
**192,996.00**

**Expenses from Corpus Fund**

Civil Work (Road) 493,962.00  
Civil Work (Concreting) 49,084.00  
**543,046.00**

*[Signature]*

*[Signature]*

*[Signature]*



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
**Rajabhat Action Area-1/D, P.O. Hatlira, Kolkata-7000157**

**(H) Investments**

Type	Bank	Fixed Deposit Numbers	Date Of Investment	Investment	Interest Rate	Interest Accrued	TDS
Corpus Fund	Indian Overseas Bank-a/c 612	111400123	31-03-14	5,252,814.00		-	-
		111400127	31-03-14	500,000.00		-	-
		111400125	31-03-14	1,000,000.00		-	-
		111400126	31-03-14	1,092,404.00		-	-
		111400124	31-03-14	308,827.00		-	-
Maintenance Fund	Indian Overseas Bank-a/c 174	111300177	22-06-13	50,000.00		3,577.00	358.00
		111300176	22-06-13	80,000.00		5,724.00	572.00
		111300122	31-03-14	47,823.00		-	-
		111300318	1/11/2013	588,344.00		20,142.00	2,014.00
		111300319	1/11/2013	588,344.00		20,142.00	2,014.00
<b>Total</b>		<b>9,508,556.00</b>				<b>44,627.00</b>	<b>4858</b>

Less : TDS Receivable on Fixed Deposit included in above shown separately

**(I) Election Fund Receivable**

- Type A
- Type B
- Type C
- Type D
- Type E



Total	300.00
Type A	600.00
Type B	X
Type C	600.00
Type D	300.00
Type E	1,800.00



*[Handwritten signatures and initials]*

## **9. Minutes of the 4<sup>th</sup> A.G.M.**

**Minutes of the 4<sup>th</sup> Annual General Body Meeting (4<sup>th</sup> AGM) of Alaktika Housing Complex, New Town, held on 9<sup>th</sup> February, 2014, at Community Hall B at 10.30 A.M., following adjournment of the meeting convened on 02/02/2014 at the same venue and time due to non-fulfillment of quorum, vide clause 10 of W.B. Apartment Ownership Bye-Laws, 1974.**

No. of members signing the attendance register on 02.02.2014: 70 (number requirement for fulfillment of quorum: 130)

No. of members signing the attendance register on 09.02.2014: 54 (quorum not necessary)

The 4<sup>th</sup> AGM commenced with the President welcoming all the members of the Alaktika family. The President made the introductory statement as follows:

The apartment owners' association of Alaktika Housing Complex is gradually outgrowing its infant stage and is fast becoming a toddler, since its formation in 2010 after being registered under The West Bengal Apartment Ownership Act, 1972. The functioning of the Association, Alaktika Housing Complex, New Town, is guided by the W.B. Apartment Ownership Bye-Laws, 1974, and the bye-laws adopted in the first A.G.M. of the Association.

There are 389 members in this association, as one flat still remains un-allotted/un-sold.

The main objective of the Association is to maintain and develop the common areas and the common assets of this housing complex efficiently and in most economic manner possible. The Association will have to ensure that all the apartment owners are able co-exist in the most cordial manner.

This year, the Association had focused on improving ambience inside the housing complex, improving the safety and security of the residents, mobilizing resources to the maximum and consolidating the fiscal situation. This is in addition to the usual routine of housekeeping, pest control, security service, fire prevention, generator maintenance, electrical repairs, plumbing and gardening. The CCTV coverage has been extended, and now real time intervention is possible by the security personnel. Every effort has been made to reduce the electricity bill on the one hand and improving the illumination inside the complex, on the other.

A new initiative has been undertaken to create a database of all the flat owners with photographs and current contact details of the respective flat owners. This will help in establishing better & secure communication channels with the members. This process is well under way.

The Board of Managers, this year has worked hard to solve the income-tax issue, and at present there are no arrears due. Keeping in mind the difficulty faced by this board, we have resolved not to pass on the burden of income tax for the financial year 2013-'14 upon the next board, and intend to pay the taxes by 31st March 2014.

For the successive years there have been some observations made in the auditor's report regarding the Corpus Fund management. The Board of Managers has addressed this issue by capitalizing the interest earned from the investments made under the head of Corpus Fund. Also, we have segregated and trifurcated the Corpus Fund according to LIG, MIG & HIG, to avoid any

ambiguity in the future. These issues will be reflected in the next Auditor's Report. Here, I would like to mention that the Corpus Fund has been utilized for meeting expenses in three instances this year: installation of spare LIG pump, concrete work behind the LIG buildings and setting up of two fire-hose boxes in each of the HIG towers.

The Association had been in touch with various government agencies (HIDCO, NKDA, New Town P.S., etc.), throughout the year, and the most fruitful outcome of this liaison had been the initiation of mutation process. We have attended all the meetings that had been convened by HIDCO-NKDA, to highlight all the problems that are faced by the residents.

Almost every day the Board Managers were presented with a new problem/situation. They have tried their level best to meet these challenges. I salute them for their humble efforts, and for their love of Alaktika. In this connection I would like to add that there was quorum in all the convened Board Managers' Meetings and none had to be deferred due to lack of it.

There are some internal issues that could not be addressed by this Board in spite of its best efforts. Complete co-operation from all flat owners are needed in these issues. These are:

4. Clearing of all common areas of personal effects.
5. Free access to all entrance/exits
6. Denying unrestricted entry of real-estate brokers
7. Tendency of some flat owners in letting out their flats without following proper procedure
8. Arbitrary and visually un-becoming installation of A.C. machines.

I hope that the AGM will provide a solution to these problems, which will be binding upon all the members/residents.

As Alaktika ages with time there will be more need for civil repair work. The challenge for the forthcoming boards would be to anticipate such repair work, allocate funds for these and effectively counter the inflationary trends.

The Board of Managers thanks all the apartment owners for their continuous help, suggestions, constructive criticism and support in running the affairs of the Association.

I wish all the members of the next Board a very successful tenure and would like to end with this famous quotation:

"Old order changeth, yielding place to new,  
And God fulfils himself in many ways,  
Lest one good custom should corrupt the world."

The minutes of the 3<sup>rd</sup> AGM and been in public domain in the Alaktika portal for nearly a year and had also been published in the Annual Report of the Board (2013-'14). As there was no dissension regarding the minutes the minutes was confirmed.

**Agenda: 1. To consider & adopt the Annual Report- 2013-'14 of the Association and proposals for the year 2014-'15.**

The President requested the Secretary to place the report of the Board of Managers, for the consideration of the house.

The Secretary presented the following report and proposals to the members for their consideration: As aptly pointed out by the outgoing President, Alaktika has really outgrown its infancy and has ventured into a toddler stage, when support from stretching hands are required to prevent it from tripping over. Stepping on the solid foundation laid by the previous Boards, the current Board took over the management of Alaktika Association with w.e.f. 1<sup>st</sup> April 2103 with the motto of giving the best to the members.

**Vision** : to provide the best possible management, by optimal usage of the available resources for the betterment of the Alaktika in terms of ambience, facilities & monitoring.

### **Mission**

- Mobilization of Resources, for optimal Results
- Reduce Electricity consumption
- Enhance Security System for bettering monitoring of potential threats
- Improve the esthetic look of the Campus

### **Achievements**

- Installation of stop-cock valves at the lowest point of the fresh water supply pipe-line in every tower. This helped in easy and regular periodic discharge of the stagnant water and accumulated sediment at the bottom most part of the supply pipe thus eliminating the possibility of breeding of water worms therein.
- Total cleaning of the Sewage & Storm Water drains in the Campus thus eliminating water logging. This has been done for the first time.
- Door – to –door collection of garbage was initiated on a priority basis for the first time at Alaktika, with proper-lidded garbage bins.
- Keeping the firefighting system updated by routine health check-up of the same.
- Undertaking Roof treatment of the Community Hall-B to repair the seepage that had occurred.
- Two fire hose boxes have been installed in every HIG tower, each box housing two hose pipes. These are located in the ground floor and fifth floor of each building.
- Some warnings had been issued to the previous Board regarding some deficiencies inside Alaktika, by the Fire Audit team deputed by NKDA, in 2012-'13. These were rectified by this board in the most urgent manner. No adverse comments were issued during the audit in 2013-'14
- The fire alarm system in 3C building had broken down completely. This has been repaired.
- Painting of the Ground Floor Lobbies of all towers with washable oil paint for maintaining the cleanliness of the lobbies.
- Painting of the campus gates, pool fence, pump-room gates etc. to prevent them from rusting. Community Halls were also painted.
- The rain-water harvesting unit has been totally serviced and repainted.
- Painting of the common area Grills, Windows & Iron Hand Rails in all towers to increase their life.
- Replacement of all broken windowpanes and affixing of Glass Putty (which had become very hard and brittle) in all towers having MS-grill window frames in the common areas. This step will prevent the glass panes from falling off and getting broken.
- The potholes on the concrete on the floor in the space between towers 1C and 2C have been repaired.

- Repair of the stacked garden brick-wall fencing and roadside embankments, as and where they got damaged.
- Repair & Replacement of the damaged concrete drain pit/manhole covers and concrete slabs in the campus.
- The brick-work at the canopied parking-space in front of the D-Type buildings, adjacent to the boundary wall, has been totally repaired.
- Concrete has been laid from the LIG generator to the back of 1A building, including the two vacant spaces that are there between the A Type buildings. This has facilitated the cleaning of the back portion of the A type towers by the housekeeping staff and has reduced damp that rose from the earthen floor. The back portion of these towers had become a safe haven of snakes & insects, which has been eliminated.
- All rubbish and concrete debris that had accumulated over time in Alaktika has been cleaned. The space under Community Hall A has been cleared of stone-chips/sand, etc. Rubbish has even been removed from the pavement outside Alaktika.
- One standby Centrifugal pump has been installed for the A Type flats. This will cater to their need for lifting of water to the roof-top tanks in the event of failure on the part of the earlier one.
- The siphon tank attached to the centrifugal lifting pumps in both the HIG & MIG pump rooms is sucking in air whenever the pumps are being operated, thus rendering the pumps un-usable and may subsequently lead to their break-down. Thus these siphon tanks have been replaced by more effective check-valves, so as to keep both the pumps in working condition.
- Pipe-line connections have been made from the submersible pumps. These outlets are being used for gardening purpose. This is saving electricity, and also keeps the pumps in running condition.
- Persuading the NKDA authorities to illuminate the south-eastern side of campus and also to declare the side adjacent to the Gates 1-4 of the campus as “No Parking Zone”. The road on the north-east side has also been illuminated with streetlights.
- The white lamp-shades, fitted to the street lamps, inside the complex are being replaced by transparent fiber shades. This has increased illumination inside the campus but will reduce the electricity consumption, as the previous 27 watt CFL lamps have been replaced by 13 watt lamps. Further low wattage, LED lamps have been placed at vulnerable corners to provide better illumination.
- The aviation lights on top of 3D and 1B towers had broken down. These have been replaced by low consumption LED lamps with automatic sensors.
- The campus had already been put under CCTV surveillance by the previous Board. However, the CCTV surveillance has now been extended along the entire periphery, with the installation of 12 more cameras. With the monitor being placed at the security hut at the Main Gate the entire periphery of the campus has been placed on Real Time Monitoring by the Security. The cameras installed at the entrances of every building are of the ‘dome’ type – this will increase the field of vision, as compared to the ‘bullet’ type.
- The Central Lawn and the elevated portion in the Garden at front of the gate together with the cemented vases have been given a fresh coat of paint to increase the aesthetic look of the campus. The damaged pebbled floor of the central lawn has been repaired adequately.
- Rain water was seeping into the fuse boxes at the bottom the street-lights, due to faulty construction, and was causing frequent short-circuiting. This problem has been attended to.
- Coupled with the painting, various types of flowering plants- both seasonal & all-season variety have been planted. Throughout the year at least 5000 plants and trees have been planted inside Alaktika. Some exotic plants have been planted in the campus. There are now two

patches of rose gardens inside the complex. Most of the hedges that had been damaged have been repaired by planting new ones. The bougainvillea fence that is present near the boundary wall adjacent to the D-Type towers has been trimmed for the first time, and now the area appears properly 'dressed'. This area was infested with snakes prior to this trimming. Plants/shrubs and trees in the campus have been properly trimmed to bolster their growth. Every effort has been made to boost the ambience of the campus. Trees like neem, palash, chhatim, and bakul has been planted on the pavement outside the housing complex.

- A granite structure has been fashioned in between the 2<sup>nd</sup> and 3<sup>rd</sup> gates of Alaktika. The entrance to our housing complex looks more sober now.
- Emission problem from the MIG generator was addressed to, with the minimum of expenditure.
- Keeping with the decision made in the first AGM regarding the accounting and usage of Corpus Fund accumulation, this Board has segregated the said fund category-wise and has decided to invest the Corpus Fund Category-wise, to avoid future complication, subject to approval of the AGM.
- The Facility Supervisor has been relocated on the ground floor of Community Hall A for easy access. The process of partitioning his office is under way.
- The Board has started the process of recording the contact details of the Flat Owners, their signature and photograph, in a specific format, mainly for security reasons. The process is well under way.

The Board has already initiated the process of appointing a contractor for the road repair. As a heavy expenditure is involved in this work, we are treading very carefully in this matter. We have already completed the final negotiations regarding the final estimate and preparation of the work order is underway. We hope this work will be completed by this month end.

### **The Areas of Failure**

Despite sincere efforts this Board has failed to fulfill certain other goals:

- Clearing of all common areas of personal effects.
- Free access to all entrance/exits
- Denying unrestricted entry to real-estate brokers
- Tendency of some flat owners in letting out their flats without following proper procedure
- Arbitrary and visually un-becoming installation of A.C. machines.
- Building of Community Hall Kitchens.
- Total stopping of un-authorized car-parking.

### **Major Concerns**

1. Previously, as guided by tax-consultants, the Board was paying income tax @ equivalent to personal income-tax rates. But after receiving several notices from the income tax authorities and advice of a different tax expert, it transpired that our Association has to pay tax at a flat rate of 30% on its earnings. So, we had to clear arrear amounts, with penalty, to the tune of Rs.3.5 lakhs at one go, in this financial year. This amount was not included in the budget approved in the last AGM. In addition the current board wishes to clear its tax dues by 15<sup>th</sup> March 2014 as Advance Tax, so that this burden is not passed over to the next Board and also to lessen the penalty. So, the deduction of Income Tax from the interest earned out of Corpus Fund investment has become a major concern of the Association as it is eating heavily into the Corpus Fund build-up. The Board of Managers wants the sanction of the General Body of the Association for permission to invest in Tax-free Bonds to save heavy taxation.

2. None of the towers of Alaktika have any fire rescue balcony, as all the flats have their own balcony. But now most of these have been grilled-up without any provision for escape in the event of fire breaking out.

#### **New Proposals for Earnings in Next FY**

1. Increase current Community Hall Rent – Hall A to Rs.4000 and Hall B to Rs.6000
2. Fix Community Hall takeover / handover time as 6:00 AM to 8:00 AM (next day) – bookings exceeding this time should pay extra one day booking charges
3. Create a Development Fund for creation of New Infrastructure with following Break-up:
  - a. Community Hall Rent and other income from Commercial Renting - past and future (approx. Rs.3,50,000/- accumulated till date, after adjustments)
  - b. Charge Processing fee of Rs.2500/- per flat for all rented flats – to be taken annually and/or during each renewal of agreements.
  - c. Income from Individual DG Backup payment (Approx. Rs.70000/- this F/Y)
  - d. Income from sale of scraps / unused assets (Sale of discarded siphon tanks proposed for next year)

#### **Note –**

- 1) Initial partial funding for expenses, if required, will be taken from Corpus Fund which will be paid back with due interest from the development fund income within three years
- 2) New Infrastructure to be built needs to be placed and approved in AGM

#### **New Proposals for Expenses in Next FY**

##### **Civil Maintenance**

- Painting of all Fire (inside towers), Water supply and Drainage Pipelines needed, Painting also needed for Lift Doors / Interiors – budgeted under civil maintenance
- Increasing the height of the brick walls surrounding the garden spaces – budgeted under civil maintenance

##### **Income Tax**

- Income Tax on interest earned from Common Area Maintenance and Corpus Funds should be paid separately from interest income of each fund.

##### **New Infrastructure**

- Construction of Kitchen, A/C facility and Associated Infrastructure in both Community Halls A and B – budgeted under Development Fund
- Suggestion to allow booking of Hall A and Hall B by any resident of Alaktika and rename Hall A and Hall B suitably

##### **Corpus Fund**

- Corpus Fund Status and Budgeting to be revisited next year

Thereafter, President invited the members to join the discussion point by point and accept or reject the proposals. The discussion that ensued is as follows, along with the resolutions that were adopted regarding each issue:

- Mr. K.G. Nandi, wanted to know why the issue of Doctors' Chamber was not mentioned in the list of achievements of The Board, as it was a very important and significant matter for the

residents of Alaktika and also wanted to know the terms & conditions on the basis of which the doctors were operating from this chamber. The President mentioned that this point had been missed while preparing the annual report of the Board and asked Board Manager Mr. M. Choudhury to reply to the question as he was the prime mover in the creation of this new facility. Mr. M. Choudhury replied that as doctors were not readily available nearby, The Board had felt that the residents of this housing complex would greatly benefit from this service, and so far three doctors were offering their time. The doctors were charging minimum fee for their services considering that they would get very few patients from Alaktika alone. Most of the members present expressed their agreement to this. Mr. G. Pal raised the issue of people from nearby areas coming to meet the doctors inside Alaktika, and pointed out that this may compromise the security inside this complex, in which case the system of Visitors' Pass will have to be introduced. So, it was agreed upon that doctors will serve the people of Alaktika only and avoid publicizing & commercializing this matter.

- The Secretary clarified to the house regarding the blockage of sewer lines with solid waste materials like plastic and sanitary napkins, particularly as NKDA had installed wire mesh inside the sewer lines at the exit points of all housing complexes. This was the major reason for the blocked sewer lines. He urged the members to be vigilant regarding this matter. The house agreed that a notice should be issued urging residents not to flush solid waste, including sanitary napkins, through their bathroom commodes.
- The proposal of clearing of all common areas was considered by the house. People, both flat owners and tenants were keeping their personal belongings in the lobbies and staircases. This problem was particularly severe in B-Type towers. The President expressed his opinion that if every flat owner keeps his belongings in the common areas, citing the example of his neighbor, then in the event any untoward incident like fire, etc. there would be severe catastrophe and informed the house that the fire audit team of NKDA had already expressed their displeasure in writing, in this matter. Some members also raised the issue of people drying their clothes in the lobbies. Some members proposed that shoe-cabinets be allowed to be kept outside, while some suggested that flowerpots be allowed also. Some members opined that it will not be possible for anybody to verify whether the cabinet kept outside was actually a shoe-cabinet or not, and additionally the risk of fire hazard would not be any less if such a cabinet was a shoe-rack. So, it was agreed that all personal items would have to be removed from the common areas. The board would circulate a notice regarding this matter and a fifteen days deadline would be issued, thereafter, all such items would have to be removed by the facility management staff.
- The issue of unauthorized parking, inside the housing complex, was raised and the problems were discussed. It was decided all the residents with parking space will have to fix the car-parking sticker on their car windscreen. Any car not having this sticker would not be allowed to park inside. People would not be allowed to encroach on to another person's parking space. If any car-parking space is let-out, then appropriate NOC will have to be submitted to the Association Office, so that the security person can respond appropriately. It was also decided that tokens system will have to introduced for guest cars, and fine be introduced for missing tokens.
- The proposals regarding the Community Halls were considered next. The President informed the house that the board had already changed the hall allotment form, and it has been

specially mentioned in the form that the halls were not to be used for lodging and boarding purpose. This had to be done keeping in mind the incident that had occurred in the recent past, where several hundred persons had stayed in the community halls overnight. This is a very serious security threat for the residents of Alaktika. Though no untoward event had happened in this instance, and the concerned flat-owner had apologized verbally for the incident, this sort of problem cannot be allowed to be repeated in the future. The following proposals were accepted by the house: (a). Community hall booking timings were changed; a single days booking would be valid from 8 A.M. to 8 A.M. the next day, additional rent for another day is to be paid if the hall is not handed over by this time. (b). Community hall booking would not be allowed for tenants, as this could result in increased taxation and would invited more security issues. (c). There was no agreement on allowing the booking of Hall A and Hall B by any resident of Alaktika; keeping in mind the terms and conditions mentioned in the registration deeds of the flat owners and the existing norms are to be followed. (d). There was no agreement in renaming the community halls. (e). The proposal of enhancement of daily rent to Rs4000/- and Rs.6000/- respectively for Hall A and Hall B was accepted. If new infrastructure was added to the community halls, like kitchens, etc. then the Board of Managers could increase the rent of the community halls appropriately.

- The creation of a 'Development Fund' was agreed upon after discussion. This fund will be kept in a separate bank account so that it is separated from the Maintenance Fund/Corpus Fund. The funding of this accounting head would not be done by the flat owners directly, but from the miscellaneous earnings of The Association like: earnings of the individual D.G. backup bills, income from community hall rent (past and future), income from advertisements, income from sale of scrap/unused assets, and from the proposed processing fee that was to be charged from the flat owners who would be letting out their flats. This fund will be utilized for new developmental work - construction of Kitchen, A/C facility and Associated Infrastructure in both Community Halls A and B and for the maintenance of the community halls.
- In order to create the above-mentioned new facilities speedily, a proposal was put forward to take a loan from Corpus Fund, with the provision of paying back the loan within 3 years with extra 1% extra interest; particularly as the cost of construction was rising day by day. Mr. Gautam Pal opposed this proposal strongly saying that the Corpus Fund build up may be affected adversely by this, if the collection from the hall rent is not adequate and that the corpus fund accounts may get messed up. So, there was a general agreement that this proposal may be resorted to only if all other avenues fail.
- The proposal for charging processing fee from flat owners for renting out their flats was discussed at length. There was a heated discussion on this issue with a section of the members questioning the legal validity of this proposal. It was pointed out that many housing complexes governed by W.B. Apartment Ownership Act and co-operative housing societies raised extra maintenance charges from flat owners who were letting out their flats. The Secretary and The President pointed out that The Association faced a lot of problems from the tenants who inhabit Alaktika. There are many instances on record to show that the tenants are the main culprits for the destruction of property/plants/flowers inside the housing complex. Some had been involved in criminal activities and complaints had to be made to the local police station. Their activities caused the maximum amount of security breach. Some of the members opposing the move agreed to the proposal on principal with lesser amount of processing fee. On the other hand some members proposed that 50% extra maintenance

charges be collected from these flat owners. As there was no general agreement on this issue, The President asked for a division on this issue by hand-raising, after modifying the proposal as mentioned in the Annual Report of The Board to Rs.2000/- per rented out flat per year. 24 members supported this motion by raising their hand while no body raised their hand in opposition. So, the processing fee was fixed at Rs.2000/- per rented flat per year, provided this decision is legally valid.

- The following resolution was adopted regarding the entry of real estate brokers inside the housing complex: Real estate brokers would be allowed only after proper authorization by the flat owner between 6 P.M. and 7 P.M. on weekdays and 10 A.M. and 5 P.M. on weekends (i.e. on Saturday & Sunday).
- The issue of free access to all exits and entrances of all the buildings were discussed. This was a serious problem in 1B and 2B buildings. In case of any emergency these buildings could not be evacuated quickly as the main entry/exit point was cluttered with two wheelers and bicycles. It was suggested by The Board should study the feasibility of demarcating the entrance/exit area as a 'no-parking zone' and implement it.
- Mr. K. G. Nandi opined that the board had failed to do external repair / painting of the damaged buildings, but this view was opposed by Mr. Gautam Pal, as the Board had never considered this proposal, nor had any resolution been adopted in the 3<sup>rd</sup> AGM regarding this issue.
- Thereafter, Dr. S. Goho moved a proposal, in his private capacity, for consideration of the house. He stated that the external surfaces of 1B and 1E buildings were damaged every severely due to damp and other reasons and looked the worst amongst all the towers inside Alaktika. He proposed that external repair work of these two towers be undertaken on a priority basis, then if availability of funds were adequate the repair work could be extended to other buildings as well. Painting work could be undertaken thereafter, depending on the fund collection. The problem was becoming severe as the extent of damage was increasing each day by day, and the cost for repair work was escalating with passage of time. This proposal was approved by the house. The expenditure incurred would be met from the Corpus Fund.
- The President requested all the members who had grilled up their balcony to create an opening in the grill-work, so that in the event of a fire they can be rescued from this place. This was particularly important as there was no fire-rescue balcony in the towers, and the residents might get trapped if there was a fire at the main door of their flat. The fire audit department had already issued a warning regarding this matter to The Association.
- The issue of income tax had been appropriately mentioned in The Secretary's report. The house agreed that income tax should be paid from the interest earnings of The Association and that the burden should not be passed over to the members directly. The main source of income of The Association was the interest earned from the investments of Corpus Fund. Some members suggested that instead of investing all the money as Fixed Deposits in the bank, investment opportunities in Public Sector Tax Free Bonds should be explored. If the interest earnings from these bonds are more profitable than investing in bank fixed deposits, taking into consideration the income tax liabilities, then such investments can be done. In such cases a DEMAT account in the name of the Association should be opened.

**Agenda: 2. To consider & adopt the Audit Report- 2012-'13 of the Association.**

The Audit Report of The Association for the Financial Year 2012-'13, had been in the public domain for quite some time and had also been uploaded in the Alaktika website (www.alaktika.mycolony.com) for quite some time. The report was placed before the members by the president for discussion. No queries were raised. The house unanimously adopted the Auditor's Report 2012-'13.

**Agenda: 3. To consider, approve and adopt Annual Budget for the Year-2014-'15 including Fixation of share of "Common Expenses" as defined under subsection 3(e) of The W. B. Apartment Ownership Act, 1972 and Corpus Fund.**

The members approved of the budgetary proposals, as mentioned in the Annual Report 2013-'14. The Common Area Maintenance Charges and Corpus Fund were fixed as follows and the payment deadlines were also approved.

**Maintenance and Corpus charges for 2014-'15 - (All amounts in ₹)**

Flat Category	A	B without car parking	B With car parking	C	D	E	F
Quarterly installment	1120	2950	3230	5180	6280	8850	9800
Annual onetime payment with 4.5% discount	4280	11270	12340	19790	23990	33810	37440
Annual onetime payment (without discount)	4480	11770	12900	20690	25100	35390	39190
Corpus Fund	700	1700	1700	3400	3500	4800	4800

Due dates for payment of Common Area Maintenance Charges are as follows:

1. Quarterly Payment Option: **1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarter** payments are to be made **by 15<sup>th</sup> April 2014, 15<sup>th</sup> July 2014, 15<sup>th</sup> Oct. 2014 and 15<sup>th</sup> Jan. 2015**, respectively.

Late fee will be payable if payments is not received by the Association Office by this due date.

2. Annual one-time payment option with 4.5% discount: to be paid **by 15<sup>th</sup> April 2014**.
3. Annual one-time payment option without 4.5% discount & without any late fee: to be paid **by 30<sup>th</sup> June 2014**.

Due date for payment of Corpus Fund is 30.06.2014

Late fee will be charged @ 2% per month or part thereof, if payment is not received within due date. **There will be no waiver of late fee in any case.**

Payment can be sent by At Par Multicity CTS Cheques/CTS Local Cheques/Draft/ Pay Orders are to be issued in the Name of 'ALAKTIKA HOUSING COMPLEX, NEW TOWN'.

Payment can be done by NEFT: Name of Account: ALAKTIKA HOUSING COMPLEX, NEW TOWN  
Name of Bank: **Indian Overseas Bank, Rajarhat Branch, IFSC: IOBA0002231**. For Common Area Maintenance Charges: **Account No. 223101000000174**. For Corpus Fund **Account No.223101000000612**

**Agenda: 4. To consider and approve the expenditure for the Year-2013-'14.**

The expenditure for the financial year 2013-'14 was approved by the members present.

The minutes of the 3<sup>rd</sup> AGM had been in public domain for nearly one year and had also been uploaded in the website. The minutes were therefore accepted to be confirmed.

The President ended the meeting after thanking all the members for their participation.

Pinakee Dey  
Secretary

Sujit Goho  
President

Dated:

## 10. Important Notices, Updates and Forms

### Association Website

[www.alaktika.mycolony.in](http://www.alaktika.mycolony.in) is our official website and our official email id is [alaktika@ic@gmail.com](mailto:alaktika@ic@gmail.com). All the members are requested to log on to our official web site to see important announcement & Notices. Any communications may please be made through our official email id given above.

From now on, **all important communication from society will be posted in the new website notice board**, and all registered members will get email alerts. All are requested to keep their mobile numbers / email IDs up-to-date in their respective profiles in the website. Residents can communicate using the new website in three ways -

- Communicate directly with Board (complaints or suggestions) by lodging a complaint in the new website under appropriate head or sending a direct email to [alaktika@ic@gmail.com](mailto:alaktika@ic@gmail.com) addressing the president or the secretary – **this is the only official online communication channel that the board will respond to.**
- Residents can start a new discussion board under appropriate head. This is purely for residents to discuss mutual topics of interest and common problems.
- Residents can use the “ask your neighbor facility” to resolve problems previously faced by other members like getting gas/cable/telephone connections etc.

There is also a feature of sending SOS SMS to all residents for emergencies like blood requirement. All residents and their family members are requested to update their blood groups in the website profile to help us create a blood group database that can be used in emergencies.

All tenants can also register in the website - there is a separate provision for that. Owners are requested to encourage their tenants to register in the website - **tenant registration requests will be granted only if all papers and documentation are in place as required by society norms.**

### Payment Methods

Please note that the payment details mentioned below are also available in the Alaktika website: [www.alaktika.mycolony.in](http://www.alaktika.mycolony.in) under "Important Resources" tab.

#### **For payment via Net Banking (NEFT)**

Pl. indicate name, flat no. and purpose (i.e. Maintenance 2014-15) [this is mandatory]

Name of Account ALAKTIKA HOUSING COMPLEX, NEW TOWN

Name of Bank: **Indian Overseas Bank, Rajarhat Branch**

Account No 223101000000174 for Maintenance Fund and 223101000000612 for Corpus Fund

SWIFT CODE IOBAINBB015, **IFSC: IOBA0002231**

Email confirmation will be sent by the society after getting update from the bank.

Receipts need to be physically collected later from the society office.

**For sending payment via post**

Pl. send Crossed Account Payee Demand Drafts/At Par Multicity Cheques / Local Cheques (Kolkata clearing) in favour of **ALAKTIKA HOUSING COMPLEX, NEW TOWN**, payable at Kolkata. Please do not forget to write your name (Flat Owner's) and flat number on the reverse of the bank draft.

Address for posting is

**Secretary, Alaktika Housing Complex**

**New Town, Rajarhat**

**Action Area IID, PO. Hatiara**

**Kolkata - 700157**

Receipt will be issued from the society office only after realization.

**DIFFERENT USEFUL FORMS**  
**TENANCY REQUEST FORM FROM FLAT OWNER**

The Secretary,  
Alaktika Housing Complex, New Town,  
P.O. Hatiara,  
Kolkata – 700157.

Subject: **APPLICATION FOR PERMISSION FOR TENANT / PAYING GUEST**

I, the undersigned, Ms./ Mr. \_\_\_\_\_ being the owner of flat no. \_\_\_\_\_, and car park no. \_\_\_\_\_, in Alaktika Housing Complex, New Town, Kolkata – 700157, hereby request you to permit Mr. / Ms. \_\_\_\_\_ of \_\_\_\_\_ mobile no. \_\_\_\_\_ to occupy my aforesaid flat for the period from \_\_\_\_\_ to \_\_\_\_\_ as a tenant. I am allowing / not allowing my appointed tenant to occupy my aforesaid car parking space.

I have cleared all the dues of the Association till date.

I am enclosing herewith two copies of the following documents for your perusal.

1. Request from Flat Owner to The Secretary, for letting out the flat.
2. Undertaking from the tenant in the prescribed format pledging to abide by the rules & regulations of the apartment owners' association
3. Bio-data of the tenant as per the proforma enclosed.
4. Two recent passport sized photographs of the tenant.
5. Photocopy of the agreement (notarized)/lease, between the apartment owner and the tenant.
6. Photocopy of any one of the following, having the photograph: Voter ID/ Passport/Aadhar Card/ Office ID
7. Whether the tenant will park his four wheeler/ two wheeler in the allotted parking space. If yes, registration no. of the vehicle \_\_\_\_\_.
8. Employer certificate.

Thanking you,

Yours truly,

Date:

Signature of the flat owner  
Present address of the flat owner:

Place:

Mobile / Telephone no.:  
E-mail:

**UNDERTAKING BY TENANT PROPOSING TO RESIDE AT ALAKTIKA HOUSING COMPLEX,  
NEW TOWN, KOLKATA – 700157**

Reference: FLAT NO. \_\_\_\_\_, CAR PARKING SPACE NO.: \_\_\_\_\_

Flat Owner(s) Name \_\_\_\_\_

Flat Owners' application dated \_\_\_\_\_ Sl. No. \_\_\_\_\_

I, Mr. / Ms. \_\_\_\_\_ s/o d/o w/o  
\_\_\_\_\_ and permanent resident of \_\_\_\_\_

\_\_\_\_\_ hereby  
undertake to state that I have read and understood all the rules & regulations that have been framed by the  
apartment owners' association and are applicable for the residents of Alaktika Housing Complex, New  
Town. As I will be staying in the above-mentioned flat of the said housing complex, I agree to abide by the  
same rules & regulations.

Signature of the tenancy applicant

Dated:

Place:

Full name (in block letters)

Mobile No.:

E-mail Id.:

Witness:

Facility Manager / Office Assistant  
Alaktika Housing Complex, New Town

Full Name:



**BIDHANNAGAR POLICE COMMISSIONERATE  
FORMAT FOR INFORMATION OF FLAT-OWNER / TENANT / PAYING GUEST**

1. Name of the Flat-owner \_\_\_\_\_ Age: \_\_\_\_\_
2. Residential Address \_\_\_\_\_  
\_\_\_\_\_ Contact No. \_\_\_\_\_
3. Occupation \_\_\_\_\_

**PARTICULARS OF TENANT**

1. Name (in block letters) \_\_\_\_\_ Age: \_\_\_\_\_
2. Father's / Husband's Name \_\_\_\_\_
3. Names of family members with relationship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Number \_\_\_\_\_
4. Address of working place \_\_\_\_\_  
\_\_\_\_\_
5. Contact No. \_\_\_\_\_ Occupation \_\_\_\_\_
6. Permanent address \_\_\_\_\_
7. Name & address of any known person in Kolkata / Salt lake \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. a. Identity Proof: \_\_\_\_\_  
b. Residence Proof: \_\_\_\_\_

Signature of the tenant / paying guest:

Sl. No.	Name & Father's / Husband's Name	Age	Occupation	Permanent Address	Address of Working Place / Educational Institution	Type of ID Proof	Name & Address of any known person	Signature
1								
2								
3								
4								



**BIDHANNAGAR POLICE COMMISSIONERATE  
FORMAT FOR INFORMATION OF DOMESTIC SERVANT**

Photograph  
Of  
Servant

1. Name of the Flat-owner \_\_\_\_\_ Age: \_\_\_\_\_
2. Residential Address \_\_\_\_\_  
\_\_\_\_\_ Contact No. \_\_\_\_\_
3. Occupation \_\_\_\_\_

**PARTICULARS OF SERVANT**

1. Name (in block letters) \_\_\_\_\_ Age: \_\_\_\_\_
2. Father's / Husband's Name \_\_\_\_\_
3. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
4. Present Address \_\_\_\_\_  
\_\_\_\_\_
5. Contact No. \_\_\_\_\_
6. Name & address of any known person \_\_\_\_\_  
\_\_\_\_\_
7. a. Identity Proof: \_\_\_\_\_  
b. Residence Proof: \_\_\_\_\_

Signature / L.T.I. of the servant:

ALAKTIKA HOUSING COMPLEX, NEW TOWN  
REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010

**FLAT OWNERS' DATA SHEET**

<b>FLAT NO.:</b>	<b>PARKING LOT NO.:</b>
------------------	-------------------------

**1ST OWNER:**

NAME:	RECENT PHOTOGRAPH	FULL SIGNATURE
FATHER'S / HUSBAND'S NAME		SHORT SIGNATURE

**2ND OWNER:**

NAME:	RECENT PHOTOGRAPH	FULL SIGNATURE
FATHER'S / HUSBAND'S NAME		SHORT SIGNATURE

**PERMANENT MAILING ADDRESS:**

--

**DESIRED ADDRESS FOR CONTACT**

--

MOBILE NO(S).	LAND-LINE NO(S).	E-MAIL I.D.

CONTACT DETAILS OF NEAREST RELATIVE:

NAME:	
ADDRESS:	
PHONE / MOBILE NO.:	
E-MAIL I.D.	

---

**DETAILS OF FLAT**

PERCENTAGE OF COMMON AREA (AS PER FORM A):

D.G. BACK UP:

INTERCOM NO.:

**BOOKING OF COMMUNITY HALL**

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For Office Use

Paid Total Amount: Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)

Cheque No. \_\_\_\_\_ Drawn on \_\_\_\_\_ dt. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Common area maintenance charges / corpus fund cleared up to \_\_\_\_\_

Subsequent C.A.M. charges / C/F will have to be paid by \_\_\_\_\_.

Signature of the office staff:

---

Sir / Madam,

We hereby provisionally confirm the booking of Community Hall A (M.I.G.) / Community Hall B (H.I.G.) Community with diesel generator backup (within the permitted limit) on ..... on the Terms and Conditions stated below, in your name:

Mr./Ms. .... of  
flat no. ....

1. Time: from 9 a.m. to 11 p.m.
2. Hall Booking Charges:

(a) Rs. .... per day as charges for maintenance

(b) Rs. .... per day as cost of power

(c) Rs. .... per day as cost of generator back up

(d) Rs. .... per day as cost of A.C. facility

Total: Rs. ....

3. No furniture or electrical fittings will be provided, other than the existing ones.
4. Cooking/lighting of fire is not allowed inside the Community Hall.
5. Construction of pandal/temporary structures is not allowed on the terrace in front of the Community Hall A.
6. No sound system that is likely to disturb the residents, are to be operated at any time. No audio system should be used after 9 P.M.

7. Any damage to wall, floor, fittings, sanitary items of the Community Hall should be avoided. The plants and trees inside the housing complex are not to be damaged in any way during decoration. In the event of any damage caused, the users will have to pay the charges for such damage, as may be decided by the Board of Managers of Alaktika Housing Complex, New Town.
8. There is no provision for parking of guests' cars inside the complex.
9. Care should be taken to avoid any disturbance to other residents.
10. The community halls are not meant for boarding/lodging purpose.
11. Community Hall should be cleaned by the user before vacating the same.
12. The pandal structure is to be removed by your appointed decorator at the earliest.
13. The flat owner to whom the hall has been allotted will have to clear all his/her dues to the Association at least 7 (seven) days before the date of allotment. In case of outstanding dues, the hall booking will be cancelled and the booking amount will be refunded by cheque, automatically.
14. In case the community hall is booked in advance, the user will have to pay the difference amount, if the community hall charge has been increased by appropriate notification.
15. The A.C. machines will not be switched on if the user has not paid for this facility.

Please collect your Hall Permission slip from the office on \_\_\_\_\_. The Hall Permission slip is to be submitted to the Facility Supervisor/Security-In-Charge who will hand over the key of the community hall on receipt of the same. You are also requested to hand back the key of the community hall to the Facility Supervisor/Security-In-Charge, after use of the hall is over.

Thanking you,

Authorized signatory,  
Alaktika Housing Complex,  
New Town

I/We declare and confirm that I/we have read all the rules and regulations related to the booking of Community Hall inside the Alaktika Housing Complex, New Town, shall abide by all the terms and conditions as mentioned above.

.....  
Signature and date

Name: \_\_\_\_\_ Flat No.: \_\_\_\_\_

I have received the Hall Permission Slip on \_\_\_\_\_.

.....  
Signature and date

Name: \_\_\_\_\_ Flat No. \_\_\_\_\_

Form to be filled up in duplicate, one copy is to be retained by the Association.

# 11. Resident Guidelines

## Security

- 1) Security should be polite in dealing with Residents and Visitors.
- 2) Visitors should be politely addressed by security and requested to produce their valid identity proof. On failure of production of valid identity proof, visitors will be allowed in the complex only after the owner/tenant personally comes and collects them from the Security Point, if verification is not possible by intercom.
- 3) All visitors will be required to make entry in the Visitor Entry Book by writing their name in a legible manner & with the mobile no. The entered name should tally with the identity proof.
- 4) Visitors' vehicles will not be permitted to be parked inside the Campus. They will only be allowed to enter the campus only for alighting of visitors, after which vehicles will have to be taken out of the campus.
- 5) In case any visitor vehicle is required to be kept overnight, written application for the same is to be submitted to the security-in-charge, who in turn will get it approved from the competent authority of the Association. Placement of the visitor's vehicle is completely on the discretion of the security-in-charge, subject to availability of the parking space.
- 6) All vehicles owned by residents are requested to be in possession of Alaktika Car Stickers.
- 7) Vehicles without stickers will be considered as visitor's cars and get the same treatment as met out to visitor's cars.
- 8) If the resident parks his car in somebody else's parking space then he will be required to submit a written NOC from the owner in whose parking the car is to be parked. Failure of submission of such written NOC to the Association will render the car to be given visitor car status, in-spite of the fact that it may be in possession of Alaktika car sticker.
- 9) As every HIG flat have a designated parking space, parking of two-wheelers/bicycles should be restricted to the respective parking slots. Encroachment of common areas will not be permitted. Parking in front of gates, letter-boxes, meter-rooms, fire-fighting apparatus is not permitted.
- 10) Flat owners of MIG buildings having parking space will park their two-wheelers/bicycles in their designated parking spaces. Those flat owners not owning parking spaces will park their two-wheelers/bicycles in areas that will not encroach upon other flat-owners' parking space. They should also not park in front of gates/meter-rooms/fire-fighting apparatus/letter-boxes/notice boards/lobbies.
- 11) Gate no. 5 may be used by the residents only for entry/exit between 9A.M. and 6 P.M. Visitors, employees, servants, etc. will not be permitted to use this gate. Vehicular movement through this gate is also not permitted. For entry/exit through this gate identity card is mandatory, otherwise the resident will have to sign the entry/exit register.
- 12) All parking space owners are requested not to issue NOC regarding parking space to any person who is not a tenant/flat owner of Alaktika.
- 13) All residents are requested to verify the identity and antecedents of the domestic servants, before employment. It will be advisable to employ somebody whose work identity card has been issued after proper verification, by our security staff.
- 14) If any security related issue arises due to any domestic servant the matter should be reported to the security-in-charge immediately, for black-listing of that person, and for further action.
- 15) Residents are to issue gate pass in the proper format (which will be circulated) whenever their staff/domestic servants have to carry any goods or materials outside the complex. The security staff will allow that person to take out the said item only after verifying the gate pass.
- 16) Any kind of damage or loss within the complex is liable for compensation by the offender.
- 17) Letters of residents delivered by courier/speed-post/ registered post will be delivered at the respective flats when the resident is available. In the absence of the resident, the security personnel will receive such letters only when previous authorization (in printed format) has been given to the security personnel beforehand. No such letter will be accepted by the security

- personnel without the said authorization. If previous authorization has been given, the security personnel will receive such letters and inform the addressee at the earliest regarding the same.
- 18) Real estate brokers would be allowed only after proper authorization by the flat owner between 6 P.M. and 7 P.M. on weekdays and 10 A.M. and 5 P.M. on weekends (i.e. on Saturday & Sunday).

## **Housekeeping and Environment**

### **CLEANLINESS IS NEXT TO GODLINESS**

- 1) All residents are requested not to throw litter indiscriminately in the complex. Litter bins are placed at different areas for this. The same is applicable for cigarette butts/gutkha pouches, plastic bags, food packets, etc. No material/water/liquids should be thrown inside the lifts as they damage the sensors. Please instruct your visitors/employees/servants regarding the same.
- 2) The daily household garbage should be placed for collection beside the apartment door in closed garbage bags/bins with lid only during the stipulated hours. The scheduled time of garbage collection is from 8.30 AM to 10 AM. Garbage cannot be kept outside in the lobby once collection has been done in that floor.
- 3) Common areas should not be encroached upon by keeping any personal belongings.
- 4) Clothes should not be dried in the lobbies/gardens/public places.
- 5) Residents are requested to keep their domestic pets in their own premises.
- 6) All residents are requested not to sketch graffiti/pencil sketches, etc. on the common area walls/inside the lifts/parked vehicles. The children should also be instructed not to do so.
- 7) Car washing should not be done in the garages as the floors are getting damaged.
- 8) Spitting on the walls, inside the lifts and campus roads is prohibited. Spitting and disposing of waste materials, cigarette butts from the balconies and windows are also prohibited. Please instruct your visitors/employees/servants regarding the same.
- 9) Plucking of flowers, leaves, damage to plants, grass & trees is prohibited.
- 10) The central lawn is a lawn and not a football or cricket field, hence it is not to be used for playing football/cricket or any similar games that is likely to damage the plants or grass carpet. All residents are requested to preserve the beauty of the lawn.
- 11) The residents are requested not to keep their personal effects in the common areas, lobbies or staircase. Keeping personal effects in common areas amount to encroachment.
- 12) The staircase should be vacated of all personal effects, as they are fire escapes, and fire prevention department has already expressed objection regarding this aspect during fire system audit.
- 13) Do not try to flush out solid waste material through the commode, as PHE department has fitted wire mesh at the exit points of the sewer pipes. If these exit points get clogged, the sewerage water would backflow inside the complex.
- 14) **DO NOT** allow kids to cross the fence and enter the space around the fountain pool. The walls of the pool are smooth, and there is no foot-hold or finger-hold that can be used to climb up.
- 15) **DO NOT** feed your pets in the common areas. Please keep your pets confined to your flat. These will not be allowed to roam about in the complex unattended.

These instructions may please be read with the existing norms already in vogue in the housing complex and enumerated in the by-laws of the Association. To strengthen the security of the residents of Alaktika Housing Complex, the Board has decided to introduce an Identity Card to prevent/restrict the entry of unauthorized persons inside the complex. This is also necessary for those flat owners who occasionally come to visit Alaktika. We do not have any mechanism to check the authenticity of letters/communications/instructions and even the identity of these flat owners. The Board will issue one identity card to the flat owner(s) free of charge, for the first time. Additional identity card(s), including those for the tenants will be charged. The board will notify all the flat owners shortly regarding the procedure.

It should be every resident's endeavor to keep beloved Alaktika premises neat, clean, and safe for living comfortably, peacefully & harmoniously. Without every resident's c-operation and magnanimity it would not be possible to keep Alaktika Housing Complex clean and beautiful.

## 12. Resident Directory

No.	Flat No.	Owners' Name	Email	Intercom Number	Landline	Mobile
1	1A-G01	ARSHAD ALI / AMINA KHATOON	arshadali2006@gmail.com	110		9331920917 9331920918
2	1A-G02	MIRA DUTTA			2245 6630	9339635271
3	1A-G03	SUBHAS CHANDRA PANDEY		132		9477321269
4	1A-G04	AMAR NATH MUKHERJEE				2358 6402
5	1A-101	RUMA GHOSH	ruma_bu@rediffmail.com			8420078488
6	1A-102	ADHIR CHAKRABORTY		246		9830332960
7	1A-103	RAMENDRA NATH DEY		133		9477540078
8	1A-104	SITANGSHU SEKHAR DUTTA / ALOKA DUTTA		402	2356 0964	9432855458
9	1A-201	ARPITA DAS / KRISHNENDU DAS		325		2694 2589
10	1A-202	ADRISH BISI	adrisbisi@gmail.com	134		8001458308
11	1A-203	ASHIS KUMAR PAUL / MITALI PAUL				9830781043
12	1A-204	SIKHA CHAKRABORTY	asok.sen.29@gmail.com	320		9831629449
13	1A-301	PROSENJIT SAHA		136		9434317613
14	1A-302	SOMENDRA PRATAP SINGH	spsingh370@gmail.com	245		9836094833
15	1A-303	MOZAMMEL TARAFDER / KHABIRON BIBI				9830162673
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17	2A-G01	VIJAY KUMAR SINGH	vijaybindu2001@yahoo.co.in	137		9903332030
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19	2A-G03	SHAHZAD ALAM	alamshahzad@rediffmail.com	138		9831091132
20	2A-G04	SWASTIMOYEE DAS		350		9339851821
21	2A-101	JAYANTA KUMAR DEY		141		9831196074 9831282838
22	2A-102	NAZIR HOSSAIN MONDAL / FATEMA PARVIN				9830204029
23	2A-103	MIRA MUKHERJEE	kaushik_dvc@yahoo.com			9474376739 9433168666
24	2A-104	MAHESH VADDI		139		9330221219
25	2A-201	SUNIL KUMAR SINGH				9830294685
26	2A-202	SURAJIT GHOSH		140		9807947944
27	2A-203	TANUJ KUMAR BISWAS				03472-253898
28	2A-204	SARFARAZ AHMED KHAN		333		9051660925
29	2A-301	RAVINDRA SHAH	ravi.shah9870@gmail.com	401	22162054	8013545594
30	2A-302	LAKSHMI KANT GHOSH		319		9748238236
31	2A-303	ANADI NATH BHATTACHARJEE				9830401515
32	2A-304	SUNIL KUMAR PATHAK	sunilpathak01@gmail.com	172		9674167478
33	3A-G01	PARTHA SARATHI BASU		272	25266915	9433671564
34	3A-G02	CHANCHAL PYNE	pyen@srei.com	365		9830221521
35	3A-G03	BADAL MANDAL	badalmandal42@gmail.com	321		9851968808

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41	3A-201	ANITA GUPTA		330		9830155407
42	3A-202	ANJANA SAHA				9477555024
43	3A-203	SUDEEP KUMAR MANDI		179		0322 264066
44	3A-204	BISWANATH SAHA				9830604312
45	3A-301	RABINDRA NATH RUDRA		176		9874802663
46	3A-302	RUMA KUMARI		269		30933400
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69	1B-305	BAL BHADRA MISHRA		254	2335 7613	9874389304
70	1B-306	PURNIMA DAS		289	03523 243271	9494962778
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131	2B-203	PAULAMI MUKHOPADHYAY				25321616
132	2B-204	KUMAR SHOURAV		191	054225055 07	08583035522
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139	2B-303	MAHESH KR. JAGATRAMKA				8961574161 9163247008
140	2B-304	SAMRAT MUKHERJEE / APARNA MUKHERJEE				03216 237462
141	2B-305	GAURAV BHOWMICK	bhowmick773gmail.com		2251 6059	8017309343
142	2B-306	KANAILAL MAITY / SANTANU MAITY		196		2573 5222
143	2B-307	MUKESH KISHANPURIA		292	2556 7924	9330645799 9330933099
144	2B-308	SOURAV DAS		332		9433351401
145	2B-401	SHASHI SHARMA		187		9433313130 974364050
146	2B-402	PRACHETA GUPTA / MITRA GUPTA	pracheta62@gmail.com	242	40622013 2574- 2626	9830709901
147	2B-403	PREETAM GHOSH		188		2219 6883
148	2B-404	JAYATI SEN / GOURI SEN		190	2358 1694	9433903568
149	2B-405	ANUTOSH CHATTERJEE	anutosh.chatterjee@rediffmail.com	145	66036145	9432493006
150	2B-406	SUPRITI KUMAR GHOSH / KRISHNA GHOSH			2590 2659	9433242328
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180	2B-804	ARATI RAKSHIT			25856807	9674150837
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183	2B-807	DILIP KUMAR DE		299		9432356193
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202	1C-401	MANJULA BHATTACHARYA / SAILENDRANATH BHATTACHARYA	swastikb@gmail.com	412		9836744563
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204	1C-403	ASIS KUMAR GOSWAMI / ANINDITA GOSWAMI				09422921690
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206	1C-502	ARUP KUMAR NANDI / NABANITA NANDI	nandi_arup@yahoo.com	174	088236549 87	9632106430
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219	1C-903	SHANTANU BASU MULLICK SUPARNA DE		173		9434083994
220	2C-101	KALYAN GHOSH / MILI GHOSH		236		
221	2C-102	JAYABATI CHAKRABORTY / BIVASH CHAKRABORTY	bivash.chakraborty@eu.biomerie nk.com	237		0120 2912372
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226	2C-301	SUMITA SHARMA		151		9434074588
227	2C-302	ISHA SEN	sen-isha84@gmail.com	411	001336757 6106	9903058027
228	2C-303	PRITHA BISWAS / INDRANIL BISWAS	indpri27@gmail.com	262		8697730693
229	2C-401	MONOTOSH DAS / NAVINA DAS	monotosh_das@yahoo.com	152		9650166228
230	2C-402	KALAPI KARMAKAR	kalapidey@yahoo.co.in	153		9051783433
231	2C-403	SUMAN CHATTOPADHYAY	sumansuman_2@yahoo.co.in			9831085709
232	2C-501	SUBRATA KUMAR BHATTACHARYA / RUMA BHATTACHARYA	subrata.bhattacharya@yahoo.co.in	300		022 2837 0987 9830546659
233	2C-502	AMRIT LAL SAHA / ANITA ROY SAHA	amritlalsaha@yahoo.co.in			9864093844
234	2C-503	DILIP KUMAR CHAKRABARTI	dilip.chakraborty@uti.co.in	261		098200 90796
235	2C-601	RAKESH SINHA		388		022 2687 3210
236	2C-602	AMBER NATH GHOSH	amberghosh@gmail.com	154	24704467	9339594346 9433994611
237	2C-603	ARUNABHA KOLEY	koley_arunabha@yahoo.com			9830352637
238	2C-701	KABERI DAS SARMA	kaberi.ds.vision@gmail.com	374		9674176402
239	2C-702	INDRANIL BANERJEE / GAUTAM BANERJEE	gautam710@gmail.com indranil26@gmail.com	311	25266916	9830175055
240	2C-703	TAPAN SARKAR	tapansts@yahoo.com	360		9818669762
241	2C-801	ARDHENDU CHAKRABORTY		366	23202682	9432076291 9051735700
242	2C-802	DHIMAN KOLEY	koleydhiman@gmail.com	234	2577 1830	9836973787 9433237340
243	2C-803	SAMARENDRA SHYAM / RUPAM SHYAM	rupamshyam@gmail.com	235	40620233	8697565088
244	2C-901	MACNEIL CHOWDHURY	macniels@yahoo.com	158	40620083	9830788841
245	2C-902	SUKHENDU BIKASH DATTA	sukhendu_datta@yahoo.com	156		9088008345
246	2C-903	BIDYUT KANTI GHOSH / BHAGABATI GHOSH	bidyutkghosh@yahoo.co.in	157	66036157 25266899	9477158843 9831053757
247	3C-101	SHIKHA BOSE	shikha_bose@yahoo.com	162		9937312916
248	3C-102	ROHIT KACKER		283		9830409274
249	3C-103	SANTANU KUMAR BANERJEE / MADHUMITA BANERJEE		161		7815271068
250	3C-201	PRABAL KANTI CHOUDHURY	pkc1950@msn.com	343		+6472424502
251	3C-202	RITA BHATTACHARYA / S.BHATTACHARYA	ritabhattacharya@gmail.com	160		9415223379

252	3C-203	NINA BANERJEE / SANDIP BANERJEE		170	2334 -6120	9830464030
253	3C-301	DURJAY KUMAR RAY	dkray_dk@rediffmail.com	159		9969221239 9490168570
254	3C-302	GOSHAIDAS RAY / RUPASREE RAY	gray@ee.iitkpg.ernet.in	362		03222 283079
255	3C-303	RAJARSHI BASU/SUSMITA BASU	rajabas2002@gmail.com	404		8697734167
256	3C-401	SEEMA GUPTA / ABHAY KUMAR GUPTA	abhay39kumar@yahoo.com	163		9831503669
257	3C-402	SOURABH KAURI / SOMDUTTA RANA (KAURI)	sourabhk@rediffmail.com	296	25266017	9830602818
258	3C-403	ABHRANEEL SARKAR	abhraneel.sarkar@in.ibm.com	164		9831885297
259	3C-501	AMITAVA GHOSH / BELA GHOSH	avatima@gmail.com	348		2415 3589
260	3C-502	ANIRBAN SANTRA	anirban.santra@in.ibm.com	264	40620367	98306 91272
261	3C-503	SUTIRTHA GHOSH	sutirthagh@gmail.com	263		9686028414
262	3C-601	SUJIT GOHO	drsgoho@gmail.com	169	25266918	9433202191
263	3C-602	BISWADEEP TARAFDER / SARANI TARAFDER	biswadeep.tarafder@gmail.com sarani@gmail.com	165	25266043	9836526589
264	3C-603	SOUGATA GHOSH	sghosh30@gmail.com	166		7805074554
265	3C-701	DEBASHISH SOM CHAUDHURI	debashish_som@hotmail.com	349		9840680648
266	3C-702	ARINDAM LAHIRI / AMRAPALI LAHIRI	arindam.lahiri@maxnewyorklife.com			9899401924
267	3C-703	JAYANTA SARKAR / SOMA SARKAR	jsjayanta66@gmail.com		24164045	9804817461 9433739817
268	3C-801	BIJAN KUMAR DUTTA / SIULI DUTTA	d.baishaly@gmail.com			9886858056
269	3C-802	ANINDO MAJUMDAR	anindo60@gmail.com	405		9650546860
270	3C-803	PARAMA SEN GUPTA / GOUTAM SEN GUPTA		167		9234609384 9830726555
271	3C-901	PRITHWIRAJ THAKUR	prithwirajit@yahoo.com	282		9836468999
272	3C-902	BIPLAB BANERJEE / JAYITA BANERJEE	cfil.biplab.banerjee@citigroup.com			9831060635
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274	1D-101	SHYAMAL KRISHNA RAY CHAUDHURI / REBA RAY CHAUDHURI	skraychaudhuri@ntpc.co.in	118		06429 222230
275	1D-102	SIBANI DAS / SUMAN DAS		413	2335 5075	9433174847
276	1D-103	ASHOKE KUMAR MAITRA / SOHINI MAITRA	maitra@sintex.co.in sohini_ashoke@yahoo.com	307		9825073169 09898620111
277	1D-201	UTTAM PAL / DEBASHREE PAL	myself_uttam@yahoo.co.in	370		9830301046
278	1D-202	BHASKAR GUPTA / SAGARIKA GUPTA	bhaskar.gupta@rediffmail.com	385		9831043944
279	1D-203	SUBINOY DAS	subinoy@in.ibm.com	106	24470561	+1248-8547342

			<a href="mailto:subinoy@rediffmail.com">subinoy@rediffmail.com</a>			
280	1D-301	DAYANAND PARASHAR / SANTOSH PARASHAR	deepakcottage@yahoo.com	379		9811401238
281	1D-302	ABHOY KR. BANDYOPADHYAY / MALAY KR. BANERJEE	souvik_mss@yahoo.com			9830291038
282	1D-303	PUNEET PANDEY	pandey_p1@radiffmail.com	105		9836342224
283	1D-401	SUBASHISH SARKAR / SOUMITA SARKAR	subashishsarkar@gmail.com			9650991590
284	1D-402	ANINDYA DASGUPTA / ARUNIMA DASGUPTA	anindyadasgupta.123@gmail.com	358		9830304670
285	1D-403	NILOY BRATA SEN / URMIMALA DUTTA	niloys@gmail.com	395	+15107449 231	9874527693
286	1D-501	PROSENJIT ROY	rprosenjit@gmail.com	367		9474142223
287	1D-502	RAJARSHI BAGCHI / SMITA PURI(BAGCHI)	asim.bagchi4@hotmail.com <a href="mailto:rajarshi_bagchi@hotmail.com">rajarshi_bagchi@hotmail.com</a>	316	26541426	9433896856
288	1D-503	PREETI PARASHAR / SUDIPTA MUKHERJI	parashar@isical.ac.in	102	2575 -5501	9903616314
289	1D-601	NIRMALYA CHAKRABORTY	nirmalya_2k@gmail.com		2500 5415	9830609047
290	1D-602	SOUVIK BANERJEE / MALAY KUMAR BANERJEE	souvik_mss@yahoo.com			9830291038
291	1D-603	GOURDAS ROY / BHARATI ROY	gourdasroy@hotmail.com			9810401980
292	1D-701	AMIT KUMAR	amitkumar1977@gmail.com	275		9163018498
293	1D-702	GAUTAM PAL	gautampal18@hotmail.com	104		9903011356
294	1D-703	SURAJIT DHAR / DEBARATI DHAR	surajit_dhar@yahoo.com	103	+65675305 19	9775232920 9748288233
295	1D-801	DIBYENDU BHATTACHARYA / BALLARI BHATTACHARYA	d.bhattacharya@utibank.co.in	375		22833104
296	1D-802	SIPRA KUMAR / DEBABRATA KUMAR		108		8420229611 9831848510
297	1D-803	RAJA MUKHERJEE	rmukherjee555@hotmail.com	313		9330897497
298	1D-901	PARVEEN AGARWAL / VIBHA AGARWAL	agarwalparve@gmail.com	107		9823435152 9830206889
299	1D-902	DEIPA NARAYAN JHA / UDIT NARAYAN JHA			022 26367045	09819198119
300	1D-903	DR.ANURADHA PHADIKAR/ARUN MAITI	anuradhaphadikar@rediffmail.com	354		9433364512 08697004189
301	2D-101	SARIT KUMAR DAS / SHELLEY DAS	skdas@ee.iitkgp.ernet.in	334	40620486	03222 283045
302	2D-102	RAMKUMAR GUNIACHANDRASEKARAN / SANTA GHOSH	ggramkumar@yahoo.com			+41622960120
303	2D-103	DEBASHISH BISWAS / PRADIPTA BISWAS				23217518
304	2D-201	ARINDAM BASAK / KALPANA BASAK	ramkanaibasak@yahoo.co.in	387		9831362484


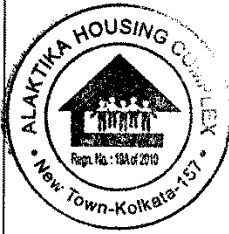
305	2D-202	SUBRATA DASGUPTA / SUSMITA DASGUPTA	<a href="mailto:subrata_1968@yahoo.com">subrata_1968@yahoo.com</a> <a href="mailto:dasgupta_susmita@rediffmail.com">dasgupta_susmita@rediffmail.com</a>	126		9433008290 9432800561
306	2D-203	MANOJIT DAM	dam_1947@yahoo.in			9836830039
307	2D-301	SANDIP DATTA / PARAMITA DATTA	sandip0807@yahoo.com			254-20826104
308	2D-302	BISWADEB BANDYOPADHYAY	biswadeb_bandyopadhyay@in.ibm.com	410		9903052768
309	2D-303	VIJAY KRISHNA OJHA / SHEILA OJHA	vijoy_3k_2000@yahoo.co.in	295	25266909	8017031724
310	2D-401	RATHIN KR. RAY/KALPANA RAY	rathin_ray97@rediffmaill.com	312	24363181	9831197944
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312	2D-403	MANOJ KUMAR PATHAK / ARCHANA PATHAK	manoj_pathak4@yahoo.com	119	40620244	9830192148
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314	2D-502	SURYASISH GUPTA	suryagupta@hotmail.com			9830203783
315	2D-503	PARTHA GHOSH / PAROMITA GHOSH	partha1971@gmail.com			9831701454 2146045303
316	2D-601	RITA DAS	biplab_das33@yahoo.com			9434025751
317	2D-602	JAHARLAL BANERJEE / SAMPA BANERJEE	jaharlal.banerjee@rediffmail.com		2455 4026	9830251477
318	2D-603	AVIJIT MUKHERJEE / PURNIMA MUKHERJEE	gm.iitkgp@gmail.com	109	40620757 25266020	9434017385
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326	2D-902	SANTANU GHOSH / URMI ROY CHAUDHURY	santanurmi@yahoo.com	122		9830512356
327	2D-903	IFTEKAR ALI BISWAS	iabiswas@yahoo.com	274	40618169	9954049109
328	3D-101	SWAPAN KUMAR PANDA	swapan.panda@essar.com	148		08018096565
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334	3D-301	CHHABI TARAFDAR	ctdar@rediffmail.com	121		9831136315
335	3D-302	BINOY KUMAR SEN / BISWADEEP SEN	senbiswadeep@gmail.com	393		9836270019
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337	3D-401	ANUP KUMAR NANDY / ENAKSHI NANDY	aknandy14@gmail.com	273	067602602 36	09437347275
338	3D-402	PALLAB DASGUPTA / SAGARIKA DASGUPTA	pallab@cse.iitkgp.in	265		9434016141
339	3D-403	RAJU MUKHERJEE	papun81@gmail.com			9434227573
340	3D-501	DEVASHIS MULLICK / MITA MULLICK	dmullick2004@yahoo.co.in			97126265827
341	3D-502	SUNANDO DASGUPTA / SWAGATA DASGUPTA	sunando.dasgupta@gmail.com	130		9434020641
342	3D-503	AMAR KR. SHAW		376		
343	3D-601	SUPARNA DAS / KRISHNENDU DAS	supadas@in.ibm.com	149	40620279	9831543398
344	3D-602	PALLAB KUMAR DUTTA ROY / PARTHA PRATIM DUTTA ROY	parthaduttaroy@yahoo.co.in	128		9051437440
345	3D-603	KALYAN KUMAR DAS / SOMA DAS	soma.mitra.das@gmail.com			9840823061
346	3D-701	SIDDHARTHA CHAKRABORTY / DALIA CHAKRABORTY	sidchak007@hotmail.com	353		96824481296
347	3D-702	SUMITRO MAJUMDAR / MITALI MAJUMDAR	ortimus@hotmail.com			9830135639
348	3D-703	CHANDAN MUKHOPADHYAY / PURNAVA MUKHERJEE	chanmukhar@yahoo.com			
349	3D-801	MADHU KILLA / VINAY KILLA	arunbanerjee@taiind.com			9883608700
350	3D-802	ROHAN GHOSH / NANDINI GHOSH	rohanghosh@taiind.com	150		9831610055
351	3D-803	RAJAT BHATTACHARYA	maiden@satyam.net.in			30906741
352	3D-901	SAIBAL SAHA	saibal_saha_1@yahoo.com sahas7@hotmail.com			9810900003
353	3D-902	DEBASISH CHATTOPADHYAY / SUCHITA (NANDI)CHATTOPADHYAY	debasishch64@rediffmail.com	266	25266018	9434031436 9831550412
354	3D-903	SIBOPROSAD SANYAL / SUSMITA SANYAL	sanyal_enterprise09@yahoo.co.in	127		9475343017
355	1E-101	DEBOPRIYA MUKHERJEE / AMITAVA DALAL	debopriya@gmail.com	230		9886636045
356	1E-102	PRADYOT KUMAR SARKAR / MINAKSHI		327	24795565	9831118914


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361	1E-401	ANUPAM KAR / ANKITA KAR	anupamkar@yahoo.com	356		97470200400
362	1E-402	SWAPAN KUMAR DAS / BULU RANI DAS		146	40620240	9331207448
363	1E-501	PRIYADARSHINI ROUTH	pkronth@hotmail.com			0431 2401 222
364	1E-502	BISWAJEET SEN GUPTA / MITUL MUKHERJEE		326		24655763
365	1E-601	ARPAN PAL / SANGHAMITRA PAL	arpanpal2007@gmail.com	243	40620373	9830112993
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369	1E-801	SANDHYA GHOSHAL / KAMALA PADA GHOSHAL	cesmail@vsnl.com	397		2335 0151
370	1E-802	KAMINI R. JAIN				9820641468
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372	2E-102	LALITA BARNWAL		336		9334911991
373	2E-201	SUMIT DEY	sumrajdeep@rediffmail.com	147	+25473603 3708	9883723668
374	2E-202	JOLLY BHATTACHARYA / ASIM BHATTACHARYA	asim_doha@yahoo.com	271		9831665344
375	2E-301	SANDIP KUMAR KUNDU / PAMELA KUNDU	sandipkundu44@gmail.com	357	40620256	+6591890612
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378	2E-402	AYON MANDAL / TITHIPARNA SENGUPTA	ayon.mandal@gmail.com	112		9831448826
379	2E-501	SHILPI MUKHOPADHYAY / BIKRAMADITYA MUKHOPADHYAY	shilpi_mukhopadhyay@yahoo.co m.hk	232		9831368767
380	2E-502	MOUSUMI ROY / BASAB ROY	roybasab@hotmail.com	233	25266913	2551 6955
381	2E-601	SWAPAN KUMAR BHUIN	swapan.bhuin@wipro.com	113		03243 265355

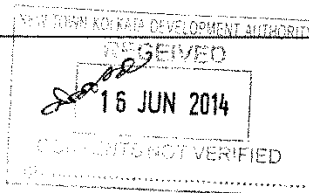
382	2E-602	VED PRAKASH CHHAPARIA / AMITAVH PHUKAN & MR. PRAVEEN GOENKA	praveen@goenka.co.in			40045230
383	2E-701	KAUSHIK KUNDU / ARUNA KUNDU	kkundu@yahoo.com	331		23374195
384	2E-702	SUBHADIP CHATTERJEE / SASWATI CHATTERJEE	subhdipsas@yahoo.com	231	40620262	9830325119
385	2E-801	RITA PAL / GAUTAM PAL	gautampal18@hotmail.com	111		9903011356
386	2E-802	SWAPNA CHHETRI	swapan_chhetri@yahoo.co.in	143	40620684	9831194337 9007603560
387	1F-901	RAKESH BATRA / NANDINI SINHA BATRA	rbatra81@hotmail.com			9845466040
388	1F-902	SANDIP KAR / REKHA KAR		342		9830029870
389	2F-901	BIPUL RANJAN SARKAR	bipulranjans@yahoo.co.in	315		9433330881
390	2F-902	GENERAL FINANCE & INVESTMENT COMPANY LTD	ranjan.ghosh@peerless.co.in			9830177580 9748703635

### 13. Important Communications (2013-14)

<p>ALAKTIKA HOUSING COMPLEX, NEW TOWN RAJARHAT, ACTION AREA II-D, P.O. HATIARA, KOLKATA - 700157 TELEPHONE NO. 033-40620274, 66036200, 25266969 Website: www.alaktika.mycolony.in ♦ e-mail: alaktikahc@gmail.com REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010</p>	
<p><b>PRESIDENT</b> Sujit Goho</p> <p><b>VICE PRESIDENT</b> Susmita Dasgupta</p> <p><b>SECRETARY</b> Samir Kr. Nath</p> <p><b>JOINT SECRETARIES</b> Arpan Pal Macneil Choudhury</p> <p><b>TREASURER</b> Suchita Nandi Chattopadhyay</p> <p><b>JOINT TREASURER</b> Vijay Kr. Singh</p> <p><b>MEMBERS:</b> Ashok Kr. Gupta Asim Kr. Basu Bidyut Kanti Ghosh Deep S. Bhattacharya Durjay Kr. Ray Krishnendu Das Mrinmoy Biswas Partha Choudhury Pinakee Dey Rabindra Nath Rudra Rakesh Kumar Somendra P. Singh Sonali Kadam Sukhendri B. Dutta Swapan Kr. Pradhan Syed Mohd. Zafar Tapan Kr. Ghosh</p>	<p>Ref. No.: ALAK/NTTI/01/2014-'15 <span style="float: right;">Dated: 03/04/2014</span></p> <p>The Traffic Inspector, New Town, Kolkata - 700156.</p> <p><b>Subject: Problems of residents of Alaktika Housing Complex</b></p> <p>Sir, This is to bring to your notice that the direct entry/exit point to road no. 674 from the Main Arterial Road has been blocked by HIDCO, following our request. So, it has become imperative that we have to reach our housing complex via the service road. However, roadblocks have been installed at the entry point of the service road at the City Centre II junction, preventing access to the service road. As a result of this, cars coming to our housing complex as well as Srachi Greenwood Sonata has to take a long detour to reach the destination.</p> <p>I would therefore, request you to allow the cars coming to these housing complexes to pass through this road block at the City Centre II junction, in front of Ujjawala Housing.</p> <p>Also, please allow the persons visiting the Indian Overseas Bank, Rajarhat Branch, to park their cars in front of the bank, as the whole area has been declared 'no parking' zone.</p> <p>I hope you will look in the problems, as mentioned above, and do the needful.</p> <p>Thanking you,</p> <p>Yours truly,</p> <p> Sujit Goho President Mobile no.9433202191</p> <p style="text-align: center;"></p> <p style="text-align: right;"><i>R</i> <i>Sudip Ghosh</i> <i>7/14/14 9:58 hrs</i></p>

ALAKTIKA HOUSING COMPLEX, NEW TOWN  
RAJARHAT, ACTION AREA II-D, P.O. HATIARA, KOLKATA - 700157  
TELEPHONE NO. 033-40620274, 66036200, 25266969  
Website: www.alaktika.mycolony.in ♦ e-mail: alaktikahc@gmail.com  
REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010

<p><b>PRESIDENT</b> Sujit Goho</p> <p><b>VICE PRESIDENT</b> Susmita Dasgupta</p> <p><b>SECRETARY</b> Samir Kr. Nath</p> <p><b>JOINT SECRETARIES</b> Arpan Pal Macneil Choudhury</p> <p><b>TREASURER</b> Suchita Nandi Chattopadhyay</p> <p><b>JOINT TREASURER</b> Vijay Kr. Singh</p> <p><b>MEMBERS:</b> Ashok Kr. Gupta Asim Kr. Basu Bidyut Kanti Ghosh Deep S. Bhattacharya Durjay Kr. Ray Krishnendu Das Minmoy Biswas Partha Choudhury Pinakkee Dey Rabindra Nath Rudra Rakesh Kumar Somendra P. Singh Sonali Kadam Sukhendru B. Dutta Swapan Kr. Pradhan Syed Mohd. Zafar Tapan Kr. Ghosh</p>	<p>Ref: ALAK/NKDA/02/2013-14</p> <p>Dated: 16/06/2014</p> <p>Mr. Gopal Ghose, The Chief Executive Officer, New Town Kolkata Development Authority, No. 3, Major Arterial Road, Kolkata - 700156.</p> <p><u>Subject: Supply of plants for planting in the vicinity of Alaktika Housing Complex, New Town</u></p> <p>Sir, The Residents of our housing complex would like to plant trees in the neighbourhood of our housing complex, in order to minimise the pollution and encroachment in our area.</p> <p>We would be extremely obliged if you would kindly provide us with about 100 young and hardy trees for the above-mentioned purpose in the forth coming monsoon season.</p> <p>The gardeners employed in our housing complex would look after the planting and watering of these trees.</p> <p>Thanking you.</p> <p>Yours truly,</p> <p> Sujit Goho</p>
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ALAKTIKA HOUSING COMPLEX, NEW TOWN  
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REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010

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**PRESIDENT**  
Sujit Goho

**VICE PRESIDENT**  
Susmita Dasgupta

**SECRETARY**  
Samir Kr. Nath

**JOINT SECRETARIES**  
Apan Pal  
Macneil Choudhury

**TREASURER**  
Suchita Nandi  
Chattopadhyay

**JOINT TREASURER**  
Vijay Kr. Singh

**MEMBERS:**  
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Asim Kr. Basu  
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Deep S. Bhattacharya  
Dujay Kr. Ray  
Krishnendu Das  
Minmoy Biswas  
Partha Choudhury  
Pinakee Dey  
Rabindra Nath Rudra  
Rakesh Kumar  
Somendra P. Singh  
Sonali Kadam  
Sukhendu B. Dutta  
Swapan Kr. Pradhan  
Syed Mohd. Zafar  
Tapan Kr. Ghosh

Ref. ALAK/NTPS/02/2014-'15

Dated: 16/06/2014

The Office In Charge,  
New Town Police Station,  
New Town,  
Kolkata.

Subject: Patrolling on street no. 674

Sir,

It has come to our notice that a lot of ruffians and unknown persons are assembling on the newly constructed pavement on road no. 674 in the evening. These persons are playing cards and supposedly gambling on the pavement under the streetlights near the gates of our housing complex. These incidents have acquired sinister proportions as the unauthorised encroachments are increasing by the day.

Though no untoward incident has occurred so far, involving any of our residents, we are very apprehensive about these developments.

We, therefore, request you to increase patrolling in the vicinity of our housing complex to prevent any catastrophe.

Thanking you, and appealing to you for urgent action.

Yours truly,



Sujit Goho

Copy to: C.E.O. NKDA



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY  
RECEIVED  
16 JUN 2014  
CONTENT'S NOT VERIFIED

9/6

**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
RAJARHAT, ACTION AREA II-D, P.O. HATIARA, KOLKATA - 700157  
TELEPHONE NO. 033-40620274, 66036200, 25266969  
Website: www.alaktika.mycolony.in ♦ e-mail: alaktikahc@gmail.com  
**REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010**

**PRESIDENT**  
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Krishnendu Das  
Minmoy Biswas  
Partha Choudhury  
Pinakee Dey  
Rabindra Nath Rudra  
Rakesh Kumar  
Somendra P. Singh  
Sonali Kadam  
Sukhendu B. Dutta  
Swapan Kr. Pradhan  
Syed Mohd. Zafar  
Tapan Kr. Ghosh

Ref.: ALAK/NTPS/01/2014-'15

Dated: 11/09/2014

The Office In Charge,  
New Town Police Station,  
New Town,  
Kolkata.

**Subject: Non-submission of documents by tenants/flat-owners and other problems**

Sir,  
This is to inform you that several flat-owners and their tenants have not submitted any documents as to the identity/address-proof/etc. before entry into the rented-out flats inside our housing complex. It has also come to our notice that in some rented out flats non-bona fide persons are staying about whom the flat owners have not submitted any identity proof document/agreement.

We would also like to bring to your notice that several flats are being used as un-authorized guest houses inside our housing complex, violating all rules and regulations, illegally.


As a result of all these activities the bona fide residents of this housing complex are being exposed to security risk un-necessarily.

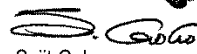
We would, therefore, like you to take urgent measures regarding these matters, and help the Association to run the affairs of this housing complex smoothly.

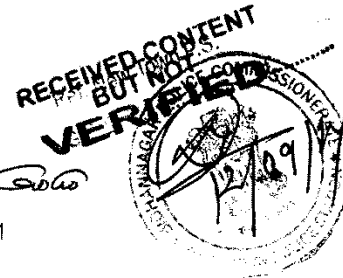
We are enclosing a list of the offending flat-owners and the respective flat numbers for your perusal.

Thanking you,

Yours truly,

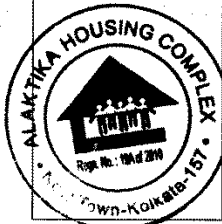
  
Samir Kr. Nath  
9830852680  
Secretary

  
Sujit Goho  
9433202191  
President



Copy To: 1. C.E.O., NKDA, Kolkata - 700157  
2. Commissioner of Police, Bidhan Nagar Commissionerate

Enclosed: A/a



ALAKTIKA HOUSING COMPLEX, NEW TOWN  
RAJARHAT, ACTION AREA II-D, P.O. HATIARA, KOLKATA - 700157  
TELEPHONE NO. 033-40620274, 66036200, 25266969  
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Pinakee Dey  
Rabindra Nath Rudra  
Rakesh Kumar  
Somendra P. Singh  
Sonali Kadam  
Sukhendu B. Dutta  
Swapan Kr. Pradhan  
Syed Mohd. Zafar  
Tapan Kr. Ghosh

Ref.: Alaktika/HIDCO/01/2014-'15

Dated: 08/09/2014

The Chief Engineer,  
HIDCO BHABAN,  
Premises No.35-1111,  
Major Arterial Road, 3rd Rotary,  
New Town, Kolkata-700156.

**Subject: Inadequate water supply to our housing complex, by PHE**

**Reference: Account No.715, Premises No.IID-2, Assessee No.: IID2-0-00-00000-2**

Sir,

This is to bring to your notice that PHE Department is supplying inadequate volume of water to our housing complex for the last one month. This matter had been brought to the notice of Executive Engineer and Assistant Engineer, PHE, several times. However, the problem remains the same.

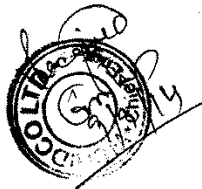
In order to meet the requirements of the residents of this housing complex, we are being forced to operate the two in house submersible pumps for 4-5 hours every day.

I hope you will appreciate the full implications of this situation, and urgently solve this problem.

Thanking you,

Yours truly,

Samir K. Nath  
Secretary





## WEST BENGAL VALUATION BOARD

(A Statutory Body of the Govt. Of West Bengal)  
"MAYUKH" (Ground Floor), Bidhan Nagar, Kolkata - 700 091  
Phone 2337 - 4762, 2337 - 5998, 2358 - 5164, Fax 2358 - 5720 & 2321 - 0924

20/11/14

No. 20/WBVB/NKDA-Camp

Dated, 14 - 11 - 14.

From : Member Secretary,  
West Bengal Valuation Board.

To : **The Secretary/President,**  
**Alakatika Association, Alaktika Housing Complex, AA-II-D,**  
**New Town, Kolkata.**

Sir,

In pursuance of Government Notification vide No.208/MA/O/C-6/4A-4/2014 Dated, 9<sup>th</sup> June, 2014 issued in terms of the provision of West Bengal Valuation Board Act, 1978, the West Bengal Valuation Board have undertaken the works of general valuation of land and buildings within the New Town Kolkata Development Authority.

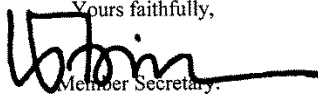
For undertaking the exercises to work out valuation as well as property tax in respect of the holding(s) belonging to your concern, certain information are essentially required covering items indicated in the enclosed proforma.

As such you are requested to extend necessary co-operation by providing requisite proforma information within seven days from the date of receipt of this letter.

In this connection, it needs to be mentioned that as per provision of the Act since extant, the authorised person is entitled to enter the premises for inspection and take necessary measurement, if so arises, and verify papers related to such property/holding(s) indeed.

Looking forward to your co-operation towards successful completion of the works under discussion.

Encl: As stated.

Yours faithfully,  
  
Member Secretary.

ALAKTIKA HOUSING COMPLEX, NEW TOWN  
RAJARHAT, ACTION AREA II-D, P.O. HATIARA, KOLKATA - 700157  
TELEPHONE NO. 033-40620274, 66036200, 25266969  
Website: www.alaktika.mycolony.in ✦ e-mail: alaktikaho@gmail.com  
REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010

0/4

**PRESIDENT**  
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Somendra P. Singh  
Sonali Kadam  
Sukhendu B. Dutta  
Swapan Kr. Pradhan  
Syed Mohd. Zafar  
Tapan Kr. Ghosh

Ref: Alak/WBVB/NKDA/01

Dated: 27/11/2014

The Member Secretary,  
West Bengal Valuation Board,  
'MAYUKH' (Ground Floor),  
Bidhan Nagar, Kolkata,  
PIN - 700091.

Subject: Your letter dated: 30/WBVB/NKDA-Camp, dated: 14-11-14.

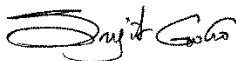
Sir,

With reference to the above -mentioned letter I am enclosing the filled up proforma, which has been compiled according to the records available with us and as per the information provided to us by our security & facility management staff.

Please inform us when you will set up the camp, for the purpose of valuation, at our housing complex and the documents that are required to be presented to you for the said purpose.

Thanking you,

Yours truly,



Sujit Goho

Enclosed: the filled up proforma with information regarding the 390 flats within Alaktika Housing Complex, New Town.



ALAKTIKA HOUSING COMPLEX, NEW TOWN  
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Manoj Kr. Pathak  
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Rakesh Kumar  
Samir Kr. Nath  
Samrat Basu  
Sushmita Dasgupta  
Swapna Kr. Pradhan  
Syed Mohd. Zafar  
Tapan Kr. Ghosh  
Uttam Pal

Ref.: ALAK/WBAOAct.-CA/03/2014-'15

Dated: 02/01/2015

The Competent Authority,  
W.B. Apartment Ownership Act, 1972,  
Department of Housing,  
Government of West Bengal,  
New Secretariat Buildings,  
3<sup>rd</sup> Floor, C-Block,  
1, Kiran Shankar Ray Road,  
Kolkata - 700001.

**Reference: File No.I.D.24/2008**

**Subject: Notification for 5<sup>th</sup> AGM of the Association and Election of Board of Managers for the year 2015-'16**

Sir,

I am enclosing the notification for the 5<sup>th</sup> Annual General Meeting of the Association and the notification for the election of the Board of Managers for the year 2015-'16.

This is for your perusal and record.

Thanking you,

Yours truly,



Sujit Goho  
President

Enclosed: A/a

Flat No. –  
Alaktika Housing Complex,  
New Town,  
Kolkata – 700157.

Dear Madam / Sir,  
Season's Greetings and Best Wishes!

Another eventful year is drawing to a close. During this year the mutation of the flats of Alaktika Housing Complex had commenced, and the process is still continuing. As a next logical step the West Bengal Valuation Board has embarked on valuation of each of our property, as the precursor of imposition of property tax. The Association has taken all the necessary steps in completing this huge task as smoothly as possible.

We take great pleasure in sending you the notice for the 5<sup>th</sup> AGM of the Association and the notification for the election of the Board Managers for the year 2015-'16. Please take active part in these exercises to make the functioning of The Association democratic & even better. Your presence on the day of the AGM will be extremely appreciated.

Please send any proposal/suggestion, that you may have, regarding any problem/betterment of Alaktika, in writing/e-mail to the office for discussion in the AGM. Your valuable suggestion(s) may be useful while preparing the budget and proposals for the year 2015-'16. Do send your feedback by 7<sup>th</sup> January 2015.

The Association has been continuously updating the personal details of every flat owner, but still some of the e-mail I.D.s/mobile nos./addresses, as recorded at our office, are incorrect. So, please update your contact details as early as possible so that we can contact you as and when necessary. Those flat-owners who have not submitted their passport-sized photograph(s) are requested to submit the same, again.

Thanking you, and wishing you and your family a **Very Happy & Prosperous New Year**, in advance. Our Best Wishes are always with you.

Yours truly,

  
Sujit Goho  
President



## 14. Important Telephone Numbers

<b>Association</b>		<b>Airtel Intercom/ Tata</b>
Office	- 40620274 / 25266969	4274/200
Security Gate	- 40620094	4094/100
Facility Manager	- 40620092	4092/201
Water / Electricity	- 40620093	4093/202
Gate No-5		Tata Intercom-203
<b>Hospitals</b>		
SSKM Hospital		- 22231615 / 6242/9735
R G Kar Medical College		- 25557675
National Medical College-		- 22897122/23
Institute of Child Health		- 22475515
Apollo Gleneagles Hospital		- 23203040/2122, 1066
Charnock		- 40500500
Zoom		- 25708440
AMRI Salt Lake		- 64500000
Columbia Asia		- 39898969
<b>Blood Bank</b>		
Central Blood Bank		- 23510619/ 20
Medical College		- 28640392
Association of voluntary blood donor's Association		- 22271022
<b>Ambulance</b>		
		- 23671213
<b>Police / Fire Station</b>		
NEW TOWN POLICE STATION		- 23246076
A.D.C.P./A.C.P. AIRPORT DIVISION		- 23241266
O.C., NEW TOWN POLICE STATION		- 9836015155
BIDHAN NAGAR POLICE CONTROL ROOM		- 23194400
BIDHAN NAGAR FIRE SERVICE		- 22521165, 22523170
FIRE STATION HEAD QUARTER		- 22440101
NATURAL DISASTER MANAGEMENT FORCE		- 2262362
WBSIEDCL		- 23372885
<b>Gas Agencies</b>		
Indane		
(Uttarayan Gas Service)		- 25727656
(Bikas Distributors)		- 2706-2222/5555
		- Mob No- 9088324365
Emergency Call Centre (INDANE)		- 9874026702, 9007106111
<b>Bharat Petroleum</b>		
(City Gas)		- 23583712