



**ALAKTIKA HOUSING COMPLEX,
NEW TOWN**
Annual Report 2016-17

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1. Introduction - Message from the Vice President

My Fellow Residents in Alaktika Housing Complex,

Wish you Happy and Prosperous 2017. This is a pleasure to welcome you all for the Annual General Meeting to sit together to discuss the forthcoming developmental plan and work schedule for the year 2017 – 2018, whilst we review the work done during the last year (2016-2017).

As you know, our residency ‘Alaktika Housing Complex’ is situated in Action Area II, New Town, near City Centre2, consisting of 390 dwelling units, two Community Halls namely Community Hall A and Community Hall B.

Alaktika Housing Complex Association, which has been registered under the West Bengal Apartment ownership Act, 1972, has two major functional roles:

- Maintain and develop the common area of the housing complex, both economically and efficiently.
- Provide recreational facilities and platforms for engagement to all the age groups of people residing in Alaktika and thereby promoting group activities with harmony and togetherness.
- To facilitate betterment of community feelings including respect for the elders, by creating environment and facilities within our complex for engagements of our younger generation and encouraging the cultural potential of the residents by arranging several program.

This annual report illustrates different activities executed and the initiatives undertaken for the overall welfare of the complex during the past one year.

The few major achievements of the last year are as below:

- Ongoing outer painting and related works which will provide our complex a new look shortly.
- Creation of two parks for the children, which have brought so much fun to our kids.
- Proper maintenance, inclusion of variations and extension of the greenery, with blooming flowers which bring freshness to us every day.

We must admit all these could not have been achieved without the total support from our community, where we share mutual love, respect and friendship and stand by each other not only in the days of joy but during the dark moments.

I on behalf of the entire Board of Managers thank all the apartment owners for your help, suggestions and support in running the affairs of the association. I am confident that your continuous support and active participation will always remain the cornerstone of all endeavors of the successive Board Managers of our Association.

I thank the support staffs and share my best wishes for them and their families.

My best wishes are with the members of the next Board of Managers and all residents of Alaktika.

Thanks and Warm Regards,
Susmita Dasgupta
Vice President
2016-17

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 7th 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 Dept.

3. Notice for the 7th A.G.M.

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

No.: AGM/2016-17

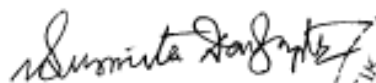
Dated: 18/12/2016

NOTICE FOR THE 7TH ANNUAL GENERAL MEETING

The 7th Annual General Meeting of the Association of Alaktika Housing Complex, New Town, is proposed to be convened on **19th February, 2017 (Sunday) at 10.00 A.M. at Community Hall 'A' of Alaktika Housing Complex** vide sub rule (6) of rule (4) of The W.B. Apartment Ownership By-Law, 1974 to transact the following business:-

1. To consider & adopt the Annual Report- 2016-17 of the Association and proposals for the year 2017-18
2. To Consider & adopt the Audit Report- 2015-16 of the Association.
3. To consider, approve and adopt Annual Budget for the Year- 2017-18 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- 2016-17

All member 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 26th February, 2017 at the same time & venue, vide sub rule (10) of Rule (4) of The W.B. Apartment Ownership By-Laws. No quorum will be required in the adjourned meeting.



Susmita Dasgupta
Vice - President



Dr. Samaresh Ch. Das
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 19th Feb.2017

4. Notice for Election of Board of Managers (2017-18)

No.: Election Notification/2016-17

Dated 18th December 2016

NOTICE

The Board of Managers in its 9th monthly meeting held on 11th December 2016 decided to hold the election of the Board of Managers for the year 2017-18 on 19th February 2017. Mr. Bimalesh Chandra Bhadra, 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 2017-18 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-2017-'18.**

The Election is going to be held on 19th FEBRUARY 2017, 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.

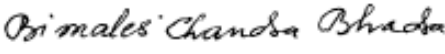
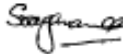
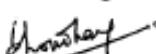
The Returning Officers will function from the Office of the Association except on days of election and counting. Each candidate will have to submit the nomination form in the allotted sealed box which will be kept in Society Office during office hours.

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 from Office. (can also be downloaded from the official website www.alaktika.in)	From 16th Jan. 2017	
2	Last date of submission of Nomination Forms	31.01.2017	8.00 PM
3	Display of list of provisionally valid candidates after scrutiny	02.02.2017	8.00 PM
4	Last date of withdrawal of nomination	06.02.2017	8.00 PM
5	Publication of final list of valid contesting candidates OR Declaration of names of Board Managers winning un-contested	07.02.2017	01.00 PM#
6	Date & Time of election if the number of eligible candidates is more than 24 in number.	19.02.2017	09.30 AM to 1.00 PM
7	Counting of votes and declaration of result, in the event of election.	19.02.2017	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 31.01.2017, and reflected in the bank statement, updated on 01.02.2017. 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. Bimalesh Chandra Bhadra (1B-902) : 
2. Mr. Samar Kumar Roy Choudhury (3C-602): 
3. Mr. Bijay Kumar Choudhury (2B-208): 


Susmita Dasgupta
Vice-President


Dr. Samaresh Ch. Das
Secretary

5. Secretary's Report

Dear Members,

On the outset of the 7th AGM I would like to congratulate all the Alaktikans for successfully completing one more hectic successful year. On this auspicious moment, I would like to express my heartiest thanks to all the Alaktikans for keeping faith on us and extending their full support to let us successfully complete our tenure. To my humble submission, it was only your trust by virtue of which we were able to complete our assigned jobs successfully to the best of our honesty and sincerity.

I would also like to express my best wishes from the depth of my heart to all newly elected/selected Board of Managers for upcoming board. I would also like to express my gratitude to our previous Board of Managers for extending their supporting hands and extending their experiences as and when required by us.

It's a matter of delight to us that we were able to maintain the momentum of development passed on us by our previous board and we have tried to gear up it to the best of our ability. All due care has been taken to put necessary notices in all the designated places including e-mails / website updates for information to all the residents of the society regarding any ensuing developmental activities inside the complex well in advance.

Here are some of the details of the work carried out.

Development of Children's Park and other activity areas

- It has been our pleasure to say that as per the sentiment of our respected residents of Alaktika in previous AGM, we have been able to develop two nos. of outdoor children playing facilities (children park) at earmarked spaces beside Tower 'B' near Community Centre 'A' and in the patch of the central garden adjacent to Tower '1E' with playing amenities for children like 02 nos. of See-Saw, 01 no. of Dolphy Rider, 01 no. of Duck Rider, 1 no. of Baby Combination Set comprising of See-Saw, Slide & small Swing. We have also installed 02 nos. of Garden Bench for our parents of small kids to watch their children play and also spend a leisure time. The children park area has been beautifully decorated with proper lightings and pathways.
- It is our delight to see our Blooming Buds of Alaktika have welcomed the facility and are enjoying it to their full content.
- We are also pleased to inform that the vacant area under the Hall 'A' which was lying unused has been developed for miscellaneous activities as per the sentiments expressed in the last AGM.
- Like previous year, we have organized a Cricket Tournament, Badminton Tournament and Annual Sports Meet'2017 inside our Housing Complex in organized way. A large no. of children and seniors of our Housing Complex participated in the event and made it a gala success.

Tenant processing fees

- We have taken special drive in collection of Tenant Processing Fees and we have been able to collect most of outstanding fees along with current tenant processing fees which amounts to Rs. 1,80,000/- as on date.
- Necessary actions have been taken to recover old dues from flat owners who previously non-complied with the Tenant Processing Fees as practically as possible.

- Regarding the definition for 'Family', we have consulted with various authorities, but we have not been able to come to a concrete conclusion regarding the matter as it is a different and sensitive type of issue for a Flat Owner inside a Housing Complex. The matter may be discussed in AGM and a fruitful decision regarding this may be taken by the members present in the AGM under its capacity.
- The AGM can also consider putting a penalty to the non-payers of Tenant Processing Fee like announcing them as defaulters and making them ineligible for filing nomination in elections.

Gardening, Greenery and Energy Conservation

- Due care is being taken to maintain the greenery in our campus and for this, new plants are being procured for plantation and replacement of some dead decaying ones in the garden as well as in the hedge areas. Moreover, for necessary repairing and painting work of the total boundary wall of the complex, it was needed to remove some small trees and plants which were causing damages of the boundary wall and also was causing obstructions for performing the civil repairing and painting works. To overcome this, the hedges on the boundary wall from gate No. 03 to 04 have been removed and new plants will be planted once the civil repairing and painting job is over. Accordingly, to address the security aspects after removal of the hedge on the boundary wall, permanent barbed wire fencing is installed on the boundary wall from Gate No. 01 to Gate No. 04.
- We believe in greenery and there is no substitute to this. But at some places it was found by us that the roots of the Palm Trees planted beside Tower 'C' & Tower 'D' were choking the underground drainage pipelines and was also causing threat to supporting RCC pillars of the Towers. We also took opinion of our Civil Vendors and other respectable residents having expertise in civil work and it was suggested to remove those palm trees causing this hazard. Accordingly the middle palm trees which were directly connected with the drainage systems of each tower were removed. To compensate the loss of greenery, we have taken immediate action to plant the areas with plants which have soft roots and do not pose any threat to the pipelines and other building structures of the towers concerned.
- Considering the demand of time, we have taken initiation to conserve Energy by converting the old CFL Lamps in our Alaktika Housing Complex to new LED Lamps. Accordingly, all the common area street lamps have been replaced with LED Lamps. It has given the complex a fresh and bright look which has been appreciated by the residents.
- We have also replaced all the existing CFL Lamps inside common spaces of all the towers with 7 watt LED lamps which is expected to reduce our electricity consumption as well as give a brighter look of all the towers.
- To utilize the replaced CFL lamps, we have decided not to put LED lamps at present, in all the Car Parking Areas under the all the towers and utilize the replaced CFL lamps as replacement of fused lamps in the parking areas as and when required. All the lamps of Car Parking areas will be replaced with LED lamps once our old used CFL lamp stocks get exhausted.
- Also, to beautify the Central Garden, we have installed LED Warm Lights in the Central Garden which has given the garden a wonderful look and this has been appreciated by the residents of the complex. Moreover 03 nos. of new lamp posts in the garden area has been erected which also helped in illumination of the Central Garden well.
- We have also taken initiation to utilize our old resources lying idle with us to their best economical value in beautification of our Central Garden and have utilized our old lamp post

hoods in Central Garden in combination of new LED lamps and saved our hard earned money.

- Also, one path way has been created to the amphitheater to protect the grass cover on the way to amphitheater.
- One Season Flower Bed have been created in front of the amphitheater and the existing Palm Trees in that area have been replanted at the back side of the Tower '1B' facing the Boundary Wall as that Palm Tree was causing hindrance in proper view of the Stage Area of Amphitheatre during any cultural activities.
- The Fountain in the Central Garden is regularly cleaned and has been maintained in good conditions and is in running condition. Stagnant water of the fountain and fountain bed is cleaned regularly to avoid any germination of mosquito larvae.
- Increase of the Boundary heights of all Garden Beds and other areas in the garden have been initiated to control soil erosion of the beds during monsoon. This will also minimize clogging of sewerage pipelines. Also, initiation has been taken to clean, scrub and paint the total Garden Beds and Garden Areas which will give a good look to the total area of the complex, when the entire painting job gets completed.

Improvement of Staff working conditions

- There was no Curtain installed in our Society Office which was causing hardship to our office staff in scorching summer days. For this we have installed new curtains in the office which has given some comfort to our office staffs.
- To facilitate our security staff members and on humanitarian ground, we have installed 2 nos. of new Cabin Fans and 1 no. Pedestal fan at the security huts at Gate No. 05 & Gate No. 02. This has given a comfortable working condition to our security staffs in summer days.
- Our electrical and plumbing staffs were also provided new Ceiling Fan who needed it badly as they did not have any fan installed in the HIG Pump House by our Society.

Improvement / Maintenance of Infrastructure

- We have also procured one new Lawn Mower to facilitate better upkeep of our central garden and other garden areas as our existing Lawn Mower was not functioning properly and had gone beyond repairable condition.
- All of our old Garbage bins, Movable Garbage Trolleys and Garbage Collecting Drums had got worn out and were causing difficulty to our House Keeping Staffs to perform their duties properly. To facilitate our House Keeping Personals, we have procured 06 Nos. of Free Stand Litter Bins and 07 nos. of Movable Trolley Bins from reputed companies (Sintex and OTTO). We have also procured 11 Nos. of drums for collecting door to door garbage which has helped our house keeping staffs very much.
- Most of the old chairs of the Society were either broken or in unusable conditions. To overcome this shortage of chairs, 22 Nos. of Good Quality New Chairs of Nilkamal/Supreme Make have been procured.
- We have connected LIG & MIG Underground reservoir with PVC pipelines to minimize the wastage of excess water supply of HIDCO and also for utilization of the facility in case of any emergency situation of LIG Pump Failure.
- Our existing CCTV Surveillance system was not functioning properly. To overcome this, we took special initiation for upkeep and maintenance of existing CCTV surveillance system through a competent vendor and the system is working properly at present.

- Our Fire Engine needed urgent overhauling for its better performance since long. Necessary steps have been taken for overhauling of the engine through the manufacturing vendor M/s Kirloskar and the engine is in good working condition now.
- The Jockey pump of our Fire Protection System was not working properly and was failing to achieve the required water pressure for functioning of Fire System in case of any Fire Hazard. We resolved the problem with the help of our present vendor for maintenance of Fire Fighting Systems on war footing basis and now the system is working properly.
- A major failure in the fire protection system had developed in Block '2E' due to Leakage in of water from Fire Water Pipeline causing fall of water pressure in fire hydrant system. The matter was taken on war footing basis with the concerned vendor and the pipeline was repaired. The system is working smoothly right now.
- We have taken serious action in upkeep of the fire system of our complex as a whole. In this connection, we have also taken steps to repair and install the necessary infrastructure in all the Towers of the Complex specially in Tower 1B & Tower 2B where a new cable line have been installed for proper working of the Talk Back systems as the system was not working properly due to cable fault.
- Most of the doors of Lift Machine Rooms on the roofs of various towers were in damaged condition and were posing a potent threat our lift systems. All these doors have been repaired wherever possible and replaced in case of non-usable doors. Also, all the damaged Roof Doors of all the Towers are being repaired.
- Our Alaktika LED signboard which was lying in uninstalled condition due to civil maintenance job at Tower '1B' has been repaired and installed.
- We have judiciously negotiated and selected all routine annual contracts for Electrical Maintenance, Garden Maintenance, Pest Control, House Keeping, CCTV surveillance system, D.G. Back-up Systems and Fire Fighting System Maintenance for the next contract period. Refilling of Fire Extinguishers has also been done to keep the extinguishers in proper working condition.
- We are also pleased to inform that we have been able to save Rs. 67,830/- in total while proceeding for the contract of maintenance of fire systems and refilling of all the fire extinguishers in our complex in comparison to previous year expenditure. This may be taken as a big savings of our valuable resource.
- We have also taken care for timely cleaning of all Over Head and Under Ground Water Tanks by outside expert agency to avoid any water borne problem in the complex.
- All the sewerage waste manholes inside the complex and 3 nos. of outgoing main High Drains have been thoroughly cleaned. Also, a good number of manhole covers (jhajhris) and RCC slabs have been made and replaced on damaged manhole covers and broken RCC slabs replaced with new ones.
- We have taken up the matter of restoration of intercom with Tata Tele Services. The final restoration of the system will be done by Tata Tele Services when all the technical infrastructural difficulties are resolved. We would request up-coming board to take up the matter.

Office Procedures

- We have taken initiation to streamline the office procedures to make it more effective. New attendance register for attendance of the office staffs has been started and also yearly holidays

have been defined for the Office Staffs so that our society works can be run smoothly and also any unauthorized absence of staffs could be avoided.

- A system of daily inventory ledger of consumable housekeeping materials, electrical accessories like lamps etc., purchase and consumption of diesel for DGs have been introduced. The inventory ledgers of the materials procured and consumed are regularly checked by concerned sub-committee.
- The consumable materials and other procurement is strictly done as per the indents forwarded by the concerned sub-committees and also all the payments have been done through A/c payee cheques/drafts as far as possible to the payment system transparent.
- Cash Transactions of any type in our society office has been strictly discouraged and the office staffs have been instructed to follow it strictly. At present, no cash transaction is done in the society office except in very extreme case with proper permission of Secretary/President.
- We have abided all the Statutory Government Liabilities like Deposit of Advance Income Tax, TDS Deposits and Compliances towards submission of various reports to concerned Government Authorities well within stipulated time.

Building/Common Area Painting and Repair

- We have taken much awaited job of civil repairing and painting job of all the towers of our complex. For this we called for tender enquiries from top paint companies of our country. M/s Asian Paints, M/s Akzo Nobel India (Dulux), M/s Berger Paints and M/s Snowcem. A specialized committee was formed to process the offers received from the above vendors, negotiate and finalise the contact with the successful vendor. The Committee took up the job keenly and after long deliberations and negotiations, finalized M/s Akzo Nobel India Ltd. (Dulux), who is one of the most reputed companies of our country, for the job. The work order for the job was awarded to Akzo Nobel India Ltd. (Dulux) as recommended by the specialized committee.
- The necessary repair and painting work of all the towers, parking spaces under all the towers and the total boundary wall has already been started by M/s Akzo Nobel India Ltd. and is proceeding smoothly. It is expected to be completed by February'2017 which will give the complex a new look.
- Necessary action has also been taken to maintain, clean and repairing of total S/W drainage pipe lines which have also been done properly by a competent vendor.
- A necessity was felt for erecting a pipe-line for discharge of water from Air Conditioners installed in different apartment of different towers as the discharged water from Air Conditioners were spoiling and soiling the walls of the towers and thereby causing damages to the plastering of walls. The matter was discussed and was duly accepted in the Board of Managers Meeting. The dedicated pipeline has been successfully installed in the respective towers.
- There has been long discussion for a dedicated pipe line for discharged water from the Balconies of Towers of 'A' Block. This was also discussed in the Meeting of Board of Managers and was duly accepted. This dedicated discharge pipeline has also been successfully installed.
- A part of boundary wall at the Northern side of the complex was in broken condition which has also been repaired separately.

- We have tried our level best to take maximum care for complete all these jobs with utmost transparency.

We recommend the following for the upcoming Board of Managers:

Staff

- To employ a full time office staff with adequate knowledge of the day to day office work who can be utilized a second line of defence for managing office work in case of any unfortunate illness or long absence of our sole full time office staff who is quite aged. The recommended new staff may be employed in place of our present part time staff. A provision for this has already been made in our Budgetary Allocation towards office staff expense head. The new staff can also be utilized as Facility Manager also which may also help us to reduce expenses against facility manager under House Keeping Contract Expense Head.
- At present we are hiring Fire-man from Security Contractor which is causing many problems in co-ordination with Fire Maintenance Vendors. It is suggested that the Fire-man to be deputed by the Fire Maintenance Vendor for better co-ordination of maintaining the Fire Fighting System of our Complex. In this case Fire-man hired by the Security Contract can be dropped and the expenditure incurred for them can be adjusted in the expenses for hiring Fire-man from Fire Maintenance Service Contractor.

Infrastructure

- Road Conditions inside the Complex is not in a good condition. The upcoming board is requested to take up Road Repair job inside our housing complex if they find it possible as per their financial status.
- To take initiation for increasing the height of the Boundary Wall at the Northern Side by increasing the height of the barbed wire fencing for better security of the complex.
- A barbed wire fencing on the boundary wall adjacent to Uttara Housing Complex, from Gate No. 05 to the Last pillar behind Tower '1A' can be considered as the boundary wall there is low and hence can be a security risk.
- To supervise any new Air Conditioner Installation by Flat Owners of any Tower and instruct the residents to take necessary permission for the particular place of installation so that the discharged water from the Air Conditioners can be drained thorough the newly installed AC discharge pipe lines to save the all the towers from damages.

Before concluding, I would request all the members to update all their communication addresses to our Society Office in case they have changed their registered communication addresses with us so that any communication gaps could be avoided. They are also requested to inform the association regarding any change of ownership so that society can take necessary actions at its end to avoid any misunderstanding. We would also request our respected owners to mention the sender details while paying the society charges by NEFT or RTGS transfer by email or over telephone to the society office.

I sincerely thank you all for giving an opportunity to serve you.

Dr. Samaresh Chandra Das
Secretary
2016-17

6. Budget for the year 2017-18

Budget Break-up

Service Description	Remarks	HIG	MIG	LIG	2017-18 (Budgeted)	2016-17 (Projected Actual Expense)	2016-17 (Budgeted)	(Actual Expense - Budgeted) - 2016-17
Lift Maintenance	AMC till 2018, no increase	879,050	219,762	0	1,098,812	1,098,812	1,027,288	71,524
AMC - Generator	AMC till 2018, no increase	90,882	35,501	8,520	134,903	134,903	53,326	81,577
AMC - Fire Fighting System	10% increase	118,836	59,418	0	178,254	162,049	264,000	-101,951
Fire Fighting Refill	10% increase without bi-yearly refill				68,569	127,335	24,838	102,497
AMC - Facility Management	Breakup as below				4,087,136	3,731,999	3,729,104	2,895
Maintenance - Civil	Breakup as below				300,000	535,125	690,000	-154,875
Electrical/CCTV Maintenance & Generator - Diesel	5% increase				473,059	450,532	495,508	-44,976
Generator - Diesel	5% escalation (KVA basis)	33,700	13,164	3,159	50,023	47,641	39,461	8,180
Electricity charges	Same as last year - focus on electricity savings (excluding bills of intercom and	509,802	261,485	28,495	799,781	799,781	768,600	31,181
Staff Salary	10% increase				210,100	191,000	216,209	-25,209
Misc. Expenses	Breakup as below				146,424	139,451	196,494	-57,043
Others	Breakup as below				161,000	0	0	0
Total					7,708,060	7,418,628	7,504,828	-86,200

Detailed Break-up

Facility Management				Others			
Description	Budget (2017-18)	2016-17 (Actual - Approx.)	Budget (2016-17)	Description	Budget (2017-18)	2016-17 (Actual - Approx.)	Budget (2016-17)
Housekeeping / Plumbing (5% esc)	1,669,195	1,561,138	1,439,328	Insurance	161,000	0	0
Security (10% esc)	1,888,414	1,716,740	1,805,580	Total Cost	161,000	0	0
Gardening (5% esc) + Hedge	394,527	328,121	349,196				
Pest Control (10% esc)	99,000	90,000	99,000	Misc. Expenses			
				Description	Budget (2017-18)	2016-17 (Actual - Approx.)	Budget (2016-17)
Water Supply	36,000	36,000	36,000	Conveyance	2,499	2,380	4,297
Total Cost	4,087,136	3,731,999	3,729,104	Telephone & Internet	17,079	16,266	20,751
				Printing, Stationery, Medical and Misc. Office expenses	42,043	40,041	34,759
Maintenance - Civil							
Description	Budget (2017-18)	2016-17 (Actual - Approx.)	Budget (2016-17)	Meeting Expenses	16,800	16,000	2,419
Water Tank Cleaning	70,000	53,110	200,000	Legal and taxes	5,486	5,225	72,685
Sewerage / pump Cleaning	10,000	10,000	10,000	Bank Changes	893	850	1,433
Other repairs	200,000	472,015	360,000	Postage	2,248	2,141	1,118
Painting (inside)	0	0	100,000	Audit Fee	18,191	17,325	16,500
Spare Parts and Misc.	20,000	0	20,000	Festival Funding	41,184	39,223	42,533
Total Cost	300,000	535,125	690,000	Total Cost	146,424	139,451	196,494

Maintenance Charges Fixation

Head	Calculation Basis	F	E	D	C	B (with car park)	B (w/o car park)	A	Total
AMC - Lift	Lift Share	6,105	6,105	4,070	4,070	1,526	1,526	0	1,098,812
AMC - Generator	Same for all flats	346	346	346	346	346	346	346	134,903
AMC - Fire Fighting System	HIG/MIG/LIG	600	600	600	600	413	413	0	178,254
Fire Fighting Apparatus Refill	Firefighting Apparatus Share	170	170	224	224	168	168	41	68,569
AMC - Facility Management	Form A Share	28,389	24,521	15,730	11,242	6,905	5,752	1,742	4,087,136
Maintenance - Civil	Form A Share	2,084	1,800	1,155	825	507	422	128	300,000
Electrical Maint., CCTV Maintenance & Consumables	Same for all flats	1,213	1,213	1,213	1,213	1,213	1,213	1,213	473,059
Generator - Diesel	HIG/MIG/LIG	170	170	170	170	91	91	66	50,023
Electricity charges	HIG/MIG/LIG	2,575	2,575	2,575	2,575	1,816	1,816	594	799,781
Staff Salary	Same for all flats	539	539	539	539	539	539	539	210,100
Misc-Expenses	Same for all flats	375	375	375	375	375	375	375	146,424
Others (Insurance)	Sqft share	1,260	781	535	420	347	299	141	161,000
Less - 2015-16 Maintenance Fund residue	Last year's payment share	-937	-845	-593	-486	-305	-278	-110	-165,735
		41,629	37,569	26,403	21,693	13,594	12,383	4,933	7,381,321
Total Annual Maintenance	Rounded up to Rs.10	41,630	37,570	26,400	21,690	13,590	12,380	4,930	7,381,320
Increase from 16-17	Value (Rs.)	-460	-380	-250	-150	-130	-110	-20	-63,510
	%	-1.09	-1.00	-0.94	-0.69	-0.95	-0.88	-0.40	
Quarterly Installment	Rounded up to Rs.10	10,410	9,400	6,600	5,430	3,400	3,100	1,240	7,387,160
Annual One-time Payment	Discount, rounded up to Rs.10 (considering income tax overhead on interest)	40,190	36,290	25,480	20,960	13,130	11,970	4,790	7,130,080
2016-17 Figures									
Total Annual Maintenance		42,090	37,950	26,650	21,840	13,720	12,490	4,950	7,444,830
Quarterly Installment	Rounded to '10	10,530	9,490	6,670	5,460	3,430	3,130	1,240	7,447,720
Annual One-time Payment	3.5% Discount, rounded to '10	40,650	36,640	25,750	21,080	13,240	12,090	4,790	7,188,630

Corpus Budget Fixation

Flat Type	A	B	C	D	E/F	Total Cost
Total Duration (years)	15	15	15	15	15	
No. of flats	48	144	81	81	36	390
Painting						
Approx. Painting Area (sqft)	30,000	150,000	90,000	100,000	65,000	
Painting Rate (Rs / sqft)	8.3	8.3	8.3	8.3	8.3	
Patchwork Rate (Rs / sqft)	2.00	2.00	2.00	2.00	2.00	
Frequency in 15 years	2	2	2	2	2	
Total cost of Painting and Patchwork	618,000	3,090,000	1,854,000	2,060,000	1,339,000	8,961,000
Installment per flat per year	858	1,431	1,526	1,695	2,480	
Lift						
No. of Lifts	0	4	6	6	4	
Cost / Lift	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
No. of Lifts to be replaced in 15 years	0	3	3	3	2	
Total Replacement Cost	0	3,000,000	3,000,000	3,000,000	2,000,000	11,000,000
Installment per flat per year	0	1,389	2,469	2,469	3,704	
Generator and Other Infrastructure						
No. of Items	1	1	1			
Cost / Item	550,000	825,000	2,000,000			
No. replaced in 15 years	1	1	1			
Total Replacement Cost	3,375,000					3,375,000
Installment per flat per year	764	382	673	673	673	
Lifting Pump						
No. of Pumps	1	1	1			
Cost / Pump	50,000	150,000	150,000			
Total No. of Pumps replaced in 15 years	2	2	2			
Total Replacement Cost	100,000	300,000	300,000			700,000
Installment per flat per year	139	139	101	101	101	
Fire Equipment and Accessories						
No. of Equipment (Pumps, Motors, Fire Hose)	0	1	1			
Cost / equipment	0	25,000	75,000			
Frequency of Replacement in 15 years	0	1	1			
Total Cost	0	25,000	75,000			100,000
Installment per flat per year	0	12	25	25	25	
Others						
Replace / Repair Street Lampposts	75,000					
Road Repair	350,000					
Frequency in 15 years	3					
Total Cost	1,125,000					1,125,000
Installment per flat per year	192	192	192	192	192	
Total Amount to be Collected in 15 years	1,406,462	7,655,385	6,059,245	6,265,245	3,874,664	25,261,000
Collection in 2010-11 (as per current CORPUS payment)	4,705	5,500	9,975	10,075	13,110	3,113,850
Collection in 2011-12 (as per current CORPUS payment)	3,682	4,290	8,868	8,968	12,000	2,671,212
Collection in 2012-13 to 2015-16 (as per current CORPUS payment)	700	1,700	3,400	3,500	4,800	4,040,400
Collection in 2016-17	1,200	2,700	3,800	3,800	5,200	1,249,200
Projected Collection per year from 2017-18 for next 8 years	2,114	4,234	4,820	5,063	7,265	14,186,338
Annual Installment rounded to '100	2,100	4,200	4,800	5,100	7,300	1,770,300
Increase from 2016-17	900	1,500	1,000	1,300	2,100	4,168,800

Assumptions				
1) All costs are taken as per current cost and Cost escalation and interest rate cancel each other				
3) 2 patchwork and 2 full painting jobs in 15 years				
4) 1 lift in each building and 1 generator in each type (HIG/MIG/LIG) to be replaced in 15 years				
6) 2 lifting pump in each type (HIG/MIG/LIG) to be replaced in 15 years				
7) Fire Equipment to be replaced in 15 years - replaces submersible pump from previous budgets				
8) One more lift to replace in 15 years in B type to cater for significantly more lift usage in B type - Rs. 10 lakh				
9) Additional Rs. 1 lakh for A type under infrastructure				
10) Additional Rs. 1 lakh for road future road repair (total 7 lakhs)				
11) Increased per sqft rate of building external patchwork from Rs. 1 to Rs. 2 as per current quotations				
12) Increased per sqft rate of building external painting from Rs. 8 to Rs. 8.3 as per current quotations				
13) Increased painting / patchwork sqft area as per actual quotation				

Corpus Fund Expenses So Far				
Flat Type	LIG	MIG	HIG	Total
Expenses till 2015-16				
Fire Hose Box	0	0	40,721	40,721
Lifting Pump	50,795	88,542	88,542	227,879
Civil Work	49,084	0	0	49,084
Road Repair	38,478	115,432	158,720	312,630
MIG/HIG Reservoir Upgrade		121,095	88,356	209,451
Building Repair		464,679		464,679
Auto fan/light switch for Lift		21,959	87,834	109,793
Alaktika Direction Board	583	583	584	1,750
Building Civil Work	25,260			25,260
Fund available in 2015-16 (Audited)	492,854	2,367,611	8,171,896	11,032,361
Spend till Dec 2016				
New Bank Account	2,000	2,000	2,000	6,000
Planned Expenses in 2017-18				
Fire Equipment Upgrade				
Road Repair				
Building Painting (Ongoing 16-17)				

Development Fund

Development Fund Income				
	Upto 2014-15	2015-16	2016-17	2017-18 (projected)
Commercial Renting		38,500	35,000	46,667
Community Hall Rent (Hall A)		94,000	23,000	30,667
Community Hall Rent (Hall B)		103,000	98,000	130,667
DG Backup		10,974	16,049	21,399
Processing Fee (Tenant)		208,000	162,000	216,000
Collection	853,583	454,474	334,049	445,399
Brought Forward	0	-46,776	334,541	72,128
Expenses	900,359	73,157	596,462	450,000
Balance Available	-46,776	334,541	72,128	67,527
Expenses from Development Fund (2015-16) - till date				
Community Television	52,265			
Curtains for Hall A and Hall B	10,200			
AC AMC	10,692			
Total	73,157			
Expenses from Development Fund (2016-17) - till date				
Curtain for Alaktika Office	1,100			
20 nos PVC Armless Chair	12,300			
Play Equipment for Children Park	79,062			
AC AMC (Planned)	12,000			
Covering of Area below Hall A for Indoor Sports and Library (planned)	100,000			
Intercom (planned)	392,000			
Total	596,462			
Expenses from Development Fund (2017-18) - proposed				
Campus Beautification / Upgradation	400,000			
AC AMC	15,000			
CCTV Upgrade	35,000			
Total	450,000			

7. Fixation of Maintenance Charges & Corpus Fund (F/Y: 2017-18)

Maintenance Charge Payment

		F	E	D	C	B (garage)	B	A
Total Annual Maintenance	Rounded up to Rs.10	41,630	37,570	26,400	21,690	13,590	12,380	4,930
Quarterly Installment	Rounded up to Rs.10	10,410	9,400	6,600	5,430	3,400	3,100	1,240
Annual One-time Payment	3.5% Discount, rounded up to Rs.10 (considering income tax overhead on interest)	40,190	36,290	25,480	20,960	13,130	11,970	4,790

Last year amount

		F	E	D	C	B (garage)	B	A
Total Annual Maintenance	Rounded up to Rs.10	42,090	37,950	26,650	21,840	13,720	12,490	4,950
Quarterly Installment	Rounded up to Rs.10	10,530	9,490	6,670	5,460	3,430	3,130	1,240
Annual One-time Payment	3.5% Discount, rounded up to Rs.10 (considering income tax overhead on interest)	40,650	36,640	25,750	21,080	13,240	12,090	4,790

Note:-

1. Quarterly Payment Option - to be paid within first 15 days of start of each quarter i.e. **15th April 2017, 15th July 2017, 15th Oct 2017 and 15th January 2018.**
2. Annual Payment Option - to be paid within 15 days of the start of the financial year i.e. **15th April 2017.**
3. Annual payment option – without discount, is allowed up to 30th June 2017, without any late fee.

Corpus Fund Payment

A	B	C	D	E//F
2,100	4,200	4,800	5,100	7,300

Note: -

1. To be paid within **30th June, 2017**

8. Audit Report and Audited Balance Sheet (F/Y: 2015-16)



Ghosh & Mallick
Chartered Accountants

INDEPENDENT AUDITOR'S 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** which comprise of the Balance Sheet as at 31 March, 2016, and the Income & Expenditure Account and other explanatory information.

Management's Responsibility for the Financial Statements

The management of the Entity is responsible for the preparation of these financial statements that give a true and fair view of the financial position, financial performance of the Entity in accordance with the accounting principles generally accepted in India. This responsibility also includes the maintenance of adequate accounting records in accordance with the provision of the Act for safeguarding of the assets of the Entity and for preventing and detecting the frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial control, that were operating effectively for ensuring the accuracy and completeness of the accounting records, 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 have taken into account the provisions of applicable Acts, the accounting and auditing standards and matters which are required to be included in the audit report under the provisions of the Act and the Rules made there under.

We conducted our audit in accordance with the Standards on Auditing and other applicable authoritative pronouncements 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

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Phone : 2265 8485, 2237 6608, E-mail : gmkmpg@gmail.com



Ghosh & Mallick, Chartered Accountants
Alaktika Housing Complex, New Town, 2015-16

considers internal financial control relevant to the Entity's preparation of the financial statements that give true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on whether the Entity has in place an adequate internal financial controls system over financial reporting and operating effectiveness of such controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by Entity's 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 on the financial statements.

Opinion

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid 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 2016;
- ii) in the case of the Income & Expenditure Account, of the Surplus for the year ended on that date;

Place: Kolkata
Date: 30th July 2016



For & on behalf of
GHOSH & MALLICK
Chartered Accountants
FR No. 323841E

A handwritten signature in black ink, appearing to read "Kaushick Mallick".

Kaushick Mallick,
Partner
M No. 058241

Page 2
ALAKTIKA HOUSING COMPLEX, NEW TOWN
 Rajarat Action Area-IID, PO, Hatlira, Kolkata-7000167

Balance Sheet as at 31st March, 2016

Particulars	FY.15-16	FY.14-15	Particulars	FY.15-16	FY.14-15
Balance b/f	15,085,013.92	13,156,583.40	Balance b/f	14,397,630.00	12,947,834.00
DEPOSITS AND ADVANCES			LOANS AND ADVANCES		
Security Deposits (Ref. Sch-G)	169,722.00	145,173.50	Advance to Garuda Power Pvt Ltd	45,246.00	44,295.00
Excess Received From Flat Owners	28,209.00	20,910.00	Advance to Surl Ghosh (Salary)	6,000.00	20,000.00
Corpus Fund Received in advance (16-17)	119,200.00	117,000.00	Advance to S. Ghosh (for TDS Deposit)	15,748.00	-
Maintenance Charges received in advance (16-17)	813,740.00	994,320.00	Advance to Yasmin Bibi	-	35.00
Maintenance Charges Refundable	3,447.00	3,447.00	Receivable Electricity Charges	2,282.00	-
Community Hall Booking in Advance	1,154,415.00	1,295,850.00			
CURRENT LIABILITIES AND PROVISIONS					
Current Liabilities			Cash And Bank Balances		
Sundry Creditors	3,487.50	108,755.50	Indian Overseas Bank A/c-174	1,162,593.67	1,095,932.70
Audit Fees Payable	17,175.00	15,000.00	Indian Overseas Bank A/c-812	561,733.50	560,829.50
Fire Extinguishers refilling payable	-	57,830.00	Indian Overseas Bank A/c-096	2,962.42	-
Outstanding fire Fighting Exp	3,540.00	3,540.00	Indian Overseas Bank A/c-007	33,043.42	-
TDS Payable FY15-16	15,758.00	-	Indian Overseas Bank A/c-098	72,118.71	1,832,851.72
Telephone Expenses	1,062.00	-	Cash in Hand (as certified)	73.70	1,270.70
Water Supply Charges Payable	9,000.00	1,050.00			
Provisions					
Provision For Income Tax for A.Y. 2015-16	7,400.00	21,080.00			
Provision For Income Tax for A.Y. 2016-17	-	-			
	16,209,341.42	14,860,697.90		16,259,941.42	14,860,697.90

Subir Das
 President

Vijay Kumar Shri
 Treasurer



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



KOLKATA
 30-07-2016

ALAKTIKA HOUSING COMPLEX, NEW TOWN
Rajarhat Action Area-IID, PO. Hatira, Kolkata-700015Z

Income and Expenditure Account for the year ended 31st March, 2018

	FY 15-16	FY 14-15	FY 15-16	FY 14-15
Expenditure Balance b/d	8,312,402.48	8,293,085.80		
Excess Of Income over Expenditure old	8,212,402.48 1,724,400.52	8,283,085.80 722,404.10		
	9,936,803.00	9,015,489.90		
Current Income Tax	390,675.00	364,709.00		
Surplus (Transferred To General Fund)	1,333,725.52	357,699.10		
	1,724,400.52	722,404.10		
Income Balance b/d			5,936,803.00	9,015,489.80
Excess Of Income over Expenditure b/d			9,936,803.00	9,015,489.80
			1,724,400.52	722,404.10
			1,724,400.52	722,404.10

Subir Das
President

Secretary
Secretary

Vijay Kumar Singh
Treasurer

PER OUR REPORT OF EVEN DATE
Chohan & Mallick
 CHOHAN & MALLOK
 CHARTERED ACCOUNTANTS
 PARTNER

KOLKATA
 30-07-2018



ALAKTIKA HOUSING COMPLEX, NEW TOWN

Rajarhat Action Area-IID, PO. Hattiana, Kolkata - 7000157

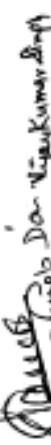
(A) **Schedule of Fixed Assets as on 31.03.2016**

Schedule -A

Sl	Assets	Rate	W.D.V on 01.04.2015	Additions/Deletion		Depreciation for the year		W.D.V on 31.03.2016
				More than 180 Days	Less than 180 Days	More than 180 Days	Less than 180 Days	
1	Computer & Printer	80%	1,958.00	-	-	1,175.00	-	783.00
2	Air Conditioner	15%	370,832.00	-	-	55,625.00	-	315,207.00
3	Pump	15%	124,735.00	4,725.00	-	18,419.00	-	110,041.00
4	CCTV Surveillance Camera	15%	164,867.00	-	-	24,730.00	-	140,137.00
15	Television	15%	-	-	46,100.00	-	6,915.00	39,185.00
16	Wheel Waste Bin	15%	-	22,700.00	-	3,405.00	-	19,295.00
5	Furniture & Fixture	10%	26,766.00	-	6,707.00	2,677.00	671.00	30,125.00
6	Ceiling Fan & Tube light	10%	22,170.00	12,735.00	-	3,491.00	-	31,414.00
7	Porta Cabin	10%	80,906.00	-	-	8,091.00	-	72,815.00
8	Doctor's Chamber	10%	28,215.00	-	-	2,822.00	-	25,393.00
9	Facility Office	10%	25,248.00	-	-	2,625.00	-	23,623.00
10	Fire Hose Box	10%	90,139.00	-	-	9,014.00	-	81,125.00
11	Lamp Shade, Bottom	10%	78,530.00	-	-	7,853.00	-	70,677.00
12	Glow Sign Board	10%	54,150.00	-	-	5,415.00	-	48,735.00
13	Kitchen	10%	285,673.00	-	-	28,567.00	-	257,106.00
14	Office Filing Cabinete	10%	20,616.00	-	-	2,062.00	-	18,553.00
	Total		1,375,804.00	40,160.00	52,807.00	176,971.00	7,586.00	1,284,214.00
16)	Fire Coupling Hose	20%	123,184.00	-	-	24,637.00	-	98,547.00
	GRAND TOTAL		1,498,988.00	40,160.00	52,807.00	201,608.00	7,586.00	1,382,761.00

ALAKTIKA HOUSING COMPLEX, NEW TOWN

Note : Fire Coupling Hose has been amortised ~~indefinitely~~ over a period of 5 years considering its limited useful span of life


 Sanjay Kumar Singh
 Treasurer

ALAKTIKA HOUSING COMPLEX, NEW TOWN
Rajarhat Action Area-III, PO, Hatiana, Kolkata-700157

(B) Corpus Fund Receivable

	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	Total
Type A	6,300.00	4,900.00	4,200.00	4,900.00	33,138.00	32,935.00	86,373.00
Type B	11,600.00	5,100.00	1,700.00	6,800.00	17,160.00	16,500.00	59,160.00
Type C	6,800.00	3,400.00	-	-	8,868.00	9,975.00	29,043.00
Type D	17,500.00	7,000.00	7,000.00	10,500.00	17,936.00	20,150.00	80,086.00
Type E & F	19,200.00	19,200.00	14,400.00	14,400.00	24,000.00	26,220.00	117,420.00
	61,700.00	39,600.00	27,300.00	36,600.00	101,102.00	106,780.00	372,082.00

(C) Maintenance Charges Receivable

	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	Total
Type A	41,600.00	17,920.00	8,420.00	8,000.00	4,333.00	-	80,273.00
Type B	58,380.00	42,420.00	19,520.00	22,900.00	16,576.00	8,772.00	170,568.00
Type C	33,480.00	-	-	-	-	-	33,480.00
Type D	109,760.00	51,350.00	47,200.00	44,930.00	14,384.00	16,800.00	284,404.00
Type E & F	133,540.00	110,000.00	66,640.00	61,600.00	21,504.00	-	393,284.00
	376,760.00	221,690.00	141,780.00	137,430.00	58,777.00	25,572.00	962,609.00

(D) Corpus Fund (HIG)



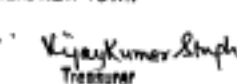
Balance as on 01-04-2015		6,977,196.00
Add: Received During the year		
(i) Corpus for the year of 2015-16	731,700.00	
(ii) Late Fee for Corpus for the year of 2015-16	12,012.00	
(iii) DG New Connection for the year of 2015-16	25,000.00	
(iv) Interest on Corpus (Net of Tax@30.9%)	440,620.00	1,209,332.00
		8,186,528.00
Less: Withdrawn from Corpus		
(i) Transfer to General Fund (for Capital Expenses) Tax	12,048.00	
(ii) Transfer to Revenue Account (for Revenue Expenses)	2,584.00	14,632.00
		8,171,896.00

Corpus Fund (MIG)

Balance as on 01-04-2015		2,409,853.00
Add: Received During the year		
(i) Corpus for the year of 2015-16	244,800.00	
(ii) Late Fee for Corpus for the year of 2015-16	30,462.00	
(iii) Interest on Corpus (Net of Tax@30.9%)	151,396.00	426,658.00
		2,836,213.00
Less: Withdrawn from Corpus		
(i) Transfer to General Fund (for Capital Expenses) Tax	5,340.00	
(ii) Transfer to Revenue Account (for Revenue Expenses)	463,262.00	468,602.00
		2,367,611.00



ALAKTIKA HOUSING COMPLEX, NEW TOWN

 Secretary
  President
  Treasurer

Corpus Fund (LIG)			
Balance as on 01-04-2015			457,202.00
Add: Received During the year			
(i) Corpus			
for the year of 2015-16	33,800.00		
(ii) Late Fee for Corpus			
for the year of 2014-15	1,820.00		
(iii) Interest on Corpus (Net of Tax@30.9%)	26,841.00	62,281.00	
		<hr/>	<hr/>
			519,463.00
Less: Withdrawn from Corpus			
(i) Transfer to General Fund (for Capital Expenses) Tax	766.00		
(ii) Transfer to Revenue Account (for Revenue Expenses)	25,843.00	26,609.00	
		<hr/>	<hr/>
			492,854.00
	Corpus Fund (HIG) as on 31-03-2016	8,171,896.00	
	Corpus Fund (MIG) as on 31-03-2016	2,367,811.00	
	Corpus Fund (LIG) as on 31-03-2016	492,854.00	11,032,361.00

		As on	As on
		31-03-2016	31-03-2015 (Rs.)
(E) Diesel Generator New Connection		(Rs.)	
Balance at the Beginning		-	330,000.00
Addition during the year		-	-
		<hr/>	<hr/>
			330,000.00
Less: Transfer to Corpus		-	330,000.00
Balance at the End		-	-

		As on	As on
		31-03-2016	31-03-2015 (Rs.)
(F) Diesel Generator Upgradation		(Rs.)	
Balance at the Beginning			52,500.00
Less: Transfer to Corpus			52,500.00
Balance at the End		-	-

		As on	As on
		31-03-2016	31-03-2015 (Rs.)
(G) Security Deposits		(Rs.)	
Security Deposits-B.B Consortium	44,549.00		-
Security Deposits-ILFS	10,000.00	10,000.00	
Security Deposits-Kaemee Security & Fire Services	80,000.00	80,000.00	
Security Deposits-Starlike Infotech Ltd	5,173.00	5,173.00	
Security Deposits-Star Security & Detective agency	50,000.00	50,000.00	
	<hr/>	<hr/>	<hr/>
	189,722.00	145,173.00	

		As on	As on
		31-03-2016	31-03-2014 (Rs.)
(H) Election Fund Receivable		(Rs.)	
Type A	300.00	300.00	
Type B	300.00	600.00	
Type C			
Type D	600.00	600.00	
Type E	300.00	300.00	
	<hr/>	<hr/>	<hr/>
	1,500.00	1,800.00	



ALAKTIKA HOUSING COMPLEX, NEW TOWN



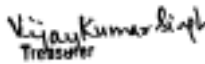
Secretary: *[Signature]*
 President: *[Signature]*
 Treasurer: *[Signature]*



		As on 31-03-2015 (Rs.)	As on 31-03-2015 (Rs.)
(J) General Fund			
Balance at the Beginning		3,322,632.40	4,809,970.30
Add: Amount Transfer from Corpus Fund for Capital Expenses			61,468.00
Add: Amount Transfer from Election Fund		-	115,226.00
Add: Amount Transfer from Corpus for Income Tax AY15-16		18,154.00	-
Add: Surplus from Income & Expenditure A/c During the year		<u>1,333,725.52</u>	<u>357,609.10</u>
		4,674,511.92	5,344,274.40
Less: Transfer to Corpus Fund			
(i)	All previous accumulated Balances of Corpus Fund lying with General Fund Account	-	1,487,102.00
(ii)	Interest on Corpus Fund Investment (Net of Income tax)	618,859.00	524,540.00
Balance at the End		<u>4,055,652.92</u>	<u>3,322,632.40</u>
(K) Provision			
		FY 2015-16	FY 2014-15
Current Income Tax		380,675.00	364,795.00
Less:			
Advance Income Tax Paid AY 15-16		270,000.00	235,000.00
TDS		<u>113,185.00</u>	<u>106,706.00</u>
Provision for Taxation		<u>7,490.00</u>	<u>21,089.00</u>



ALAKTIKA HOUSING COMPLEX, NEW TOWN

 Secretary
 President
 Treasurer



ALAKTIKA HOUSING COMPLEX, NEW TOWN
Rajarhat Action Area-IID, PO. Hatlara, Kolkata-7000157

Schedule	As on 31-03-2016 (Rs.)	As on 31-03-2015 (Rs)
L CIVIL MAINTENANCE		
CIVIL MAINTENANCE	302,331.00	783,167.00
CIVIL WORK, BUILDING	34,548.00	-
CIVIL WORK, COMMUNITY HALL	-	32,125.00
OTHER REPAIRS	-	2,570.00
PAINTING EXPENSES	552,005.00	49,226.00
SEWERAGE & PUMP CLEANING	4,700.00	11,000.00
SPARE PARTS & MISC.	15,600.00	9,328.00
WATER TANK SENSOR	-	8,400.00
WATER TANK CLEANING EXPENSES	119,031.00	46,266.00
	<u>1,028,215.00</u>	<u>942,082.00</u>
M ELECTRICAL MAINT. & CONSUMABLES		
AMC-ELECTRICAL MAINTENANCE	299,000.00	286,500.00
ELECTRICAL CONSUMABLE GOODS	36,110.00	83,006.00
ELECTRICAL MAINTENANCE CHARGES	30,113.00	2,780.00
PUMP MAINTENANCE	1,285.00	622.00
REPAIRING & SPARE OF CCTV	29,463.00	6,460.00
REPAIRING OF AIR CONDITIONER	10,692.00	-
REPAIRING & SPARE OF SUBMERSIBLE PUMP	14,000.00	11,644.00
	<u>420,663.00</u>	<u>391,012.00</u>
N FACILITY MANAGEMENT		
AMC-GARDENING	276,000.00	275,000.00
AMC-HOUSING KEEPING	1,227,913.00	1,246,180.00
AMC-PEST CONTROL	90,000.00	90,600.00
AMC-SECURITY SERVICES	1,521,983.00	1,465,916.00
GARDEN MAINTENANCE	34,644.00	73,479.00
HOUSE CLEANING MATERIALS	41,203.00	-
HOUSE KEEPING CONSUMABLE	1,985.00	36,018.00
PLUMBER CHARGES	-	14,000.00
WATER SUPPLY CHARGE	36,000.00	36,000.00
	<u>3,229,728.00</u>	<u>3,237,193.00</u>
O FIRE FIGHTING SYSTEM		
AMC-FIRE SERVICE	240,000.00	240,000.00
FIRE EQUIPMENTS	-	2,080.00
FIRE EXTINGUISHER REFILLING	1,210.00	57,830.00
FIRE FIGHTING	27,002.00	48,906.00
FIRE LICENCE	-	20,000.00
	<u>268,212.00</u>	<u>368,816.00</u>
P GENERATOR EXPENSES		
AMC-GENERATOR MAINTENANCE	76,915.00	73,146.00
GENERATOR OPERATING CHARGES	1,000.00	2,000.00
PURCHASE & REPAIRING DG BACKUP	81,499.00	48,007.00
	<u>159,414.00</u>	<u>123,153.00</u>
Q LIFT MAINTENANCE		
AMC-LIFT MAINTENANCE	1,035,937.00	977,260.00
LIFT LICENCE RENEWAL	6,000.00	6,000.00
LIFT REPAIRS	3,753.00	216,400.00
	<u>1,045,690.00</u>	<u>1,199,660.00</u>

ALAKTIKA HOUSING COMPLEX, NEW TOWN

Secretary: *[Signature]*
President: *[Signature]*
Treasurer: *[Signature]*



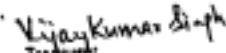
R EXPENSES FROM CORPUS

AUTO SYSTEM FANLIGHT FOR LIFT	-	109,793.00
U/G RESERVOIR REPAIR (COVER) - MIG	-	121,095.00
U/G RESERVOIR REPAIR - HIG	-	88,356.00
ALAKTIKA DIRECTION BOARD	1,750.00	-
CIVIL WORK (BUILDING)- MIG	464,679.00	-
CIVIL MAINTENANCE - LIG	25,260.00	-
	<u>491,689.00</u>	<u>319,244.00</u>

ALAKTIKA HOUSING COMPLEX, NEW TOWN


Secretary


President


Treasurer



ALAKTIKA HOUSING COMPLEX, NEW TOWN

Rajarhat Action Area-IID, PO, Haslara, Kolkata-700015Z

(H) Investments

Type	Bank	Fixed Deposit Numbers	Date Of Investment	As on 31-03-2016	
				Investment	Interest Accrued
Corpus Fund					
	Indian Overseas Bank-a/c 612				
HIG		111400123	31-03-14	5,252,814.00	534141
HIG		111400139	31-03-15	541,781.00	48984
HIG		111500138	02-04-15	375,423.00	33755
MIG		111400137	31-03-15	1,083,561.00	97968
MIG		111400126	31-03-14	1,092,404.00	111062
MIG		111500140	02-04-15	21,564.00	1939
LIG		111400124	31-03-14	308,827.00	31403
LIG		111500141	02-04-15	72,446.00	6514
				8,748,820.00	865,786.00
Maintenance Fund					
	Indian Overseas Bank-a/c 174				
		111400187	03.05.2014	610,397.00	61854
		111400188	03.05.2014	610,397.00	61854
		111500286	02.07.2015	58,374.00	3752
		111500297	02.07.2015	93,398.00	6002
		111400122	31.03.2014		
				1,372,666.00	133,462.00
Total				10,121,386.00	999,248.00
					86,579.00
					6185
					6185
					375
					600
					13346
					99,925.00

Add: Accrued Intt During the year	986,248.00
Less : TDS Receivable on Fixed Deposit included in above shown separately	99,925.00
Total Investment	11,020,709.00



ALAKTIKA HOUSING COMPLEX, NEW TOWN
 Secretary: *[Signature]*
 President: *[Signature]* Vijay Kumar Singh
 Treasurer: *[Signature]*

9. Minutes of the 6th A.G.M.

**Alaktika Housing Complex
New Town, Kolkata 700161**

Minutes of the Sixth Annual General Body Meeting (Sixth AGM) of Alaktika Housing Complex, New Town, Kolkata 700157 held on February 21, 2016 at Community Hall A from 10.00 am onwards; following the adjournment of the meeting convened on February 14, 2016, due to lack of quorum, vide clause 10 of W.B. Apartment Ownership By-Laws, 1974

1. Mr. V.K. Singh proposed the name of Mr. A.K. Basu to preside over the meeting. Mr. K.G. Nandi and Mr. A. Goswami seconded the proposal; that was accepted by the house.
2. The issue of intercom facilities was discussed in detail. Primary effort will be to negotiate with Tata to improve their intercom services provided to the residents. In case of withdrawal of the current service providers a back-up plan has been decided. Provision has been made in the 2016-17 Budget for installing the new infrastructure. This initiative may at least take upward of a month.
3. The Secretary's Report was passed by the house after amicable deliberation.
4. After detailed deliberations Mr. P.S. Bose proposed acceptance of the audited report along with the audited annual accounts for FY 2014-15 and Dr. S. Basu Mullick seconded the proposal; that was accepted by the house.
5. Maintenance Budget for 2016-17 was passed by the house after fruitful deliberation.
6. Budget for Corpus Fund for 2016-17 was passed after deliberation. It was discussed and agreed upon that budgeting of the corpus fund will continue to take into consideration actual expenses incurred previously; for a realistic budgeting exercise.
7. Development Fund Budget for 2016-17 was passed and the list of proposed developmental activities has been approved. The house has entrusted the next Board of Managers of the Association to prioritize the list of activities for initiation & completion; subject to availability of funds.
8. The matter of some flat owners not complying with the guidelines and regulations before renting out their premises was discussed. It was pointed out, that Tenant Processing Fee @ Rs.2000/- per year was not being realised from each and every member. Members raised concern that action needed to be taken against such non-compliance. There was discussion that the definition of family needed to be clearly defined to distinguish them from the meaning of tenants. To that effect the house accepted Dr. S. Basu Mullick's proposal to define what is implied by 'Family'. The new Board of Managers have been entrusted with the responsibility of looking into the



- matter of non-compliance as well as take necessary steps to try and ensure compliance.
9. The house discussed and agreed in principle to make efforts to improve opportunities for our children to play and engage in outdoor activities. The house deliberated and took the decision to set up children playing facilities inside our residential campus. Two designated areas have been identified to install some amenities – a patch behind the Community Hall A and another patch adjacent to Tower 1E. The proposal was passed by the house by a raise of hands vote with a 36 : 2 verdict in favour of the decision.
 10. The house unanimously discussed and agreed that before any inauguration of developmental facilities inside the campus, notice will be put up informing residents of the same.
 11. Regarding the maintenance of greenery in our campus, it has been decided that new plants would be procured and/or planted to replace some dead/decaying ones; particularly in the hedge lines.
 12. The Election Commissioner read out the names of the new Board of Managers for 2016-17 and wished them well.
 13. Mr. A.K. Basu who was presiding over the meeting, concluded the meeting with a vote of thanks to all members of the house.
 14. Post conclusion of the formal discussions, a presentation was shared on the issue of presence of live floating objects in the water. Members of the house sincerely thanked Mr. D.K. Roy for his effort and initiative in preparing the presentation.
 15. Mr. P.S. Bose provided the coordinates of the agency Neat & Clean in case it is decided to seek their services further in resolving the problem.



(A.K. Basu)
Chairman

10. Important Updates and Forms

Association Website

www.alaktika.in is our official website and our official email id is alaktikahc@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.

All important communication from society will be posted in the new website notice board, and all members who have accepted the Alaktika Google Group invitation will get email alerts. 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 alaktikahc@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 thread under the Alaktika Google Groups. This is purely for residents to discuss mutual topics of interest and common problems.
- An WhatsApp group among the residents have also been created – interested people may send their WhatsApp number to alaktikahc@gmail.com

Payment Methods

For payment via Net Banking (NEFT)

Pl. indicate name, flat no. and purpose (i.e. Maintenance 2017-18)
[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

2231020000000096 for Corpus Fund (LIG)

2231020000000097 for Corpus Fund (MIG)

2231020000000098 for Corpus Fund (HIG)

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. 7TH JULY 2010

FLAT OWNERS' DATA SHEET

FLAT NO.:	PARKING LOT NO.:
------------------	-------------------------

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.:

ALAKTIKA HOUSING COMPLEX, NEW TOWN
KOLKATA – 7000157
REG. NO. - 19A, of 2010, dated 7TH July 2010

BOOKING OF COMMUNITY HALL

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	SAMIR KR. MUKHERJEE	samir@dmconstructions.in		2359 6360	9874798006
5	1A-101	RUMA GHOSH	ruma_bu@rediffmail.com		25287301	9830222898
6	1A-102	ADHIR CHAKRABORTY	anju_chakraborty@hotmail.com	246		9830332960
7	1A-103	BIVA DEY		133	22268449	9477540078
8	1A-104	SITANGSHU SEKHAR DUTTA / ALOKA DUTTA		402	2356 0964	9432854558
9	1A-201	ARPITA DAS / KRISHNENDU DAS		325		2694 2589
10	1A-202	ADRISH BISI	adrisbisi@gmail.com	134	4006 4621	8001458308
11	1A-203	ASHIS KUMAR PAUL / MITALI PAUL				9830781043
12	1A-204	SHIKHA CHAKRABORTY	asok.sen.29@gmail.com	320		9831629449 9831100867
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
16	1A-304	SUDHA PANDEY	pandey_ys@hotmail.com	135		9830713377
17	2A-G01	VIJAY KUMAR SINGH	vijaybindu2001@yahoo.co.in	137		9903332030
18	2A-G02	MOUMITA DUTTA	debashishdutta1952@gmail.com	328		9433274762
19	2A-G03	SHAHZAD ALAM	alamshahzad@rediffmail.com	138		9831091132
20	2A-G04	SWASTIMOYEE DAS		350		9339851821
21	2A-101	JAYANTA KUMAR DEY		141		9836379043
22	2A-102	NAZIR HOSSAIN MONDAL / FATEMA PARVIN				9830204029
23	2A-103	MIRA MUKHERJEE	kaushik_dvc@yahoo.co.in			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	Spathak_1966@rediffmail.com	172		9674167478

33	3A-G01	PARTHA SARATHI BASU		272	25266915	9433671564
34	3A-G02	CHANCHAL PYNE	pyen@svei.com	365		9830221521
35	3A-G03	BADAL MANDAL	Badalmandal42@gmail.com	321		9851968808
36	3A-G04	SHEKHAR CHAKRABORTY		423		9434376775
37	3A-101	RAJESH CHAKRABORTY	rajesh_iiswbm@yahoo.co.in	180		9830126973
38	3A-102	ABHIJIT GHOSAL	avijit201453@rediffmail.com	181		9431337477
39	3A-103	SYED MOHD. ZAFAR	tabassumzafar@rediffmail.com	182		9681710056
40	3A-104	RAMA SHANKARLAL SRIVASTAVA	renaissancehospital@gmail		4014-4014	9007038960
41	3A-201	ANITA GUPTA		330		9830155407
42	3A-202	ANJANA SAHA				9477555024 9434103261
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
47	3A-303	DHARMENDRA KR. PANDEY	dkp005@rediffmail.com	177	66036177	9007741807
48	3A-304	PRABIR PAUL	10chowringhee@gmail.com	178		9830630780
49	1B-101	LALITA KHAITAN		378		9832113443
50	1B-102	TAPAN KUMAR GHOSH / TAMA GHOSH	Tk.29ghosh@gmail.com	229		9433672933
51	1B-103	MADHUSUDAN MUKHERJEE / APARNA MUKHERJEE	M_mukherjee_pkp@yahoo.com	250		9433173293
52	1B-104	SAURABH LAHIRI	saurabh_669@yahoo.co.in	314		9433001224
53	1B-105	ARUN SANKAR CHATTERJEE / KALPANA CHATTERJEE		287		9432173376 9830493130
54	1B-106	SUBRATA ROY				9434616026
55	1B-107	DR.ARUNABHA TAPADAR KAJARI TAPADAR	arunabhatapadar@gmail.com	251	23590749	9830217818 9433194888
56	1B-108	RAKHI MAZUMDAR	rakhi.mazumdar@gmail.com			9830621145
57	1B-201	MAYANK KISHANPURIA	mayank@kishanpuria.in	228		9062666333 9330933099
58	1B-202	CHITRALEKHA GHOSH	chitralekhaghosh54@gmail.com		25495139	9830321386
59	1B-203	MRINMAY BISWAS / MANJU BISWAS	mrinmaybiswas_203@yahoo.com	258	25266021	9836607659
60	1B-204	SUBRATA KUNDU	kundusubrata123@rediffmail.com	286		9836532362
61	1B-205	BISAKHA KUNDU / SWAPAN KR. KUNDU		256		9874093911 9609268344
62	1B-206	PINAKEE DEY	pinakee_dey@yahoo.co.in	247	25266013	9433099296
63	1B-207	ARUP KUMAR MALLICK / BRATATI MALLICK	arupm69@yahoo.com	257		9886262526
64	1B-208	VANDANA MISHRA SACHIDANANDA MISHRA	snm200571@gmail.com	329	2500-6008	9830301194

65	1B-301	AMIT ROY CHOUDHURY / RATNA ROY CHOUDHURY	rcamit0601@gmail.com ratnarc24@gmail.com	347	24657604	9432219111 9432671604
66	1B-302	PROFULLA KUMAR GHOSH / ARATI GHOSH	pijushkanti.ghosh@visvabharati.a c.in	346	03452 252213	9531786193
67	1B-303	SUDIPTA GHOSH / MANJUSHREE GHOSH	dgpsudipta@yahoo.com	220		9433231401 9538226757
68	1B-304	ARABINDA PAL		227		94343 66291 9434973315
69	1B-305	BAL BHADRA MISHRA		254		9874389304
70	1B-306	PURNIMA DAS		289	03523 243271	9434692778 9874810966
71	1B-307	DEBASHIS HAZRA	debashis_cal@yahoo.co.in			9933366892 9732341341
72	1B-308	PARTHA CHOUDHURY / SOMA CHOUDHURY	parthapapan@gmail.com	255	25266022	8961070118 8961579296
73	1B-401	ANAMITRA GHOSH / TUSHAR KANTI GHOSH		225	2337 - 7956	9830033291
74	1B-402	PRONATI ROY / LAKSHMI NARAYAN ROY	panacearoy@gmail.com	297	25483650	9830515170
75	1B-403	AKHIL KAPOOR	kapoorkol@yahoo.co.in	361	24133176	9831174634
76	1B-404	DILIP KUMAR SAHA	cadksaha@hotmail.com	268		9830327919
77	1B-405	SIDDHARTHA/SUKANYA CHOUDHURI	Siddhartha_chdhr@yahoo.co.in	377		9830157719
78	1B-406	REGINALD GOMES / ARCHANA GOMES		335	40620397	2445 3966
79	1B-407	SANJAY TIWARI	Sanjay.san1975@gmail.com	218	25266905	9748662903
80	1B-408	SANAT KUMAR BASAK		219	2219 3444	9830031116
81	1B-501	TAPAN KUMAR DAS / FALGUNI DAS	tapandas3123@gmail.com	248		09880206284 09535101812
82	1B-502	JAI NARAYAN PANDEY	pandey.madhab@gmail.com	226	2476 2613	9874799120 9836733311
83	1B-503	MITTRA MITRA		396	2321 - 7273	23217273
84	1B-504	SEKHAR KR. BANDYOPADHAY	sekharbondyo@gmail.com, mithui958@gmail.com	422	4062-0603	9903360062 9903360093
85	1B-505	SIDDHESWAR CHANDRA / LIKHA CHANDRA		216		9831313382
86	1B-506	RAKESH KUMAR	Kr.rakesh123@gmail.com	215		9831534008
87	1B-507	BHABATOSH BHAWAL / TAPASI BHAWAL	Bhabatosh.bhawal@yahoo.com	217		9748557061 8420544691
88	1B-508	BISWAJIT BISWAS	alok.biswas@utibank.co.in			25226608
89	1B-601	SOUDIP SINHA	soudip.sinha@gmail.com			9903102129
90	1B-602	ANANDA DEY	adey-338@gmail.com	302		9434321956
91	1B-603	SUKANTA DEB	adey-338@gmail.com	345		9051037777
92	1B-604	SAMBHU NATH MONDAL		384		09804186301 9831286063
93	1B-605	SHILPA LOHIA	shilpa_five@yahoo.com	323		22700783
94	1B-606	SWAPNA ROY / SAYANTI ROY				9830815250
95	1B-607	SMITA DEY	smita_dey@rediffmail.com	408		8336938018

96	1B-608	DEEP SANKAR BHATTACHARYYA / BHASWATI BHATTACHARYYA	alaktika1b608@gmail.com dbs70@rediffmail.com	214	25266014	9830998185
97	1B-701	ASOK KUMAR BANDYOPADHYAY / TAPATI BANDYOPADHYAY	chandanasok.banerjee@gmail.com	224	40620095	9007316067 9861812178
98	1B-702	ASHOK KUMAR GUPTA	heashok@gmail.com	223	25266902	9433113108
99	1B-703	VIBHUTI BHUSHAN GUPTA		301	25266903	9433114363
100	1B-704	RAHUL GANGULY	rahul.ganguly@yahoo.co.in		954059930 0	9711487896
101	1B-705	SOMNATH DEY		322	25766014	9874353697
102	1B-706	KAMAL EDBAR / KALLOLI EDBAR		213		9830603896
103	1B-707	RINA SIL/ SOMASREE DAS	ajitkumar.sil@gmail.com	253		9433010684
104	1B-708	ARIJIT MUKHERJEE / ARUNDHATII MUKHERJEE	arijit123.m@gmail.com	290		9830702892
105	1B-801	SUSANTA KR. DATTA / APARNA DATTA	Kdatta007@gmail.com	142	2280 5909	9330941081 9836111866
106	1B-802	DR. RAJIT BHATTACHARYYA	rajitb03@yahoo.co.in	391		08447702090 09934120789
107	1B-803	PARTHA SARATHI DEY	psdey2010@gmail.com			9647131006
108	1B-804	RAKESH RANJAN / SHALINI RANJAN	rakesh.55386@gmail.com shalini.55386@gmail.com	222		7890386331 9892527588
109	1B-805	NARAYAN PRASAD LOHIA	aca.mohit@gmail.com	339	46505387	8981004037 9903255762
110	1B-806	ARINDAM CHAKRABORTY / CHIRASREE CHAKRABORTY	chakari2002@gmail.com	252	25266900	9830033550
111	1B-807	GOURI GHOSH		303		25511606
112	1B-808	JIBAN KUMAR GHOSH / RAMA GHOSH		212	2534 1700	9903471476
113	1B-901	ARNAB DAS	auromagroup@gmail.com			9830039966
114	1B-902	DIPALI BHADRA / KALLOL BHADRA		308		9433258235 7044134514
115	1B-903	DIPRA DUTTA / DURGESH CH. DUTTA	dipra.dutta31st@gmail.com	392		9874087971 9830894087
116	1B-904	MUKUL KUMAR SAHA	Saha.dr.mukul.kumar@gmail.com	430		9830149191
117	1B-905	OM PRAKASH PATHAK / KRISHNA PATHAK	omprakashpathak48@yahoo.in		2684 6762	9007791462 8926501277
118	1B-906	MOUSUMI BISWAS / BIDYUT KANTI BISWAS	bidyut.biswas@hotmail.com			9831594733
119	1B-907	MANIK PRASAD BHAKAT	sbbhakat@rediffmail.com	211		9062013098
120	1B-908	DILIP KUMAR DAS		337		23208493
121	2B-101	NIRMALYA SUNDAR MAITI	maitinirmalya@yahoo.co.in	114	40620207	9433159184
122	2B-102	KANIKA SINHA / NANDINI SINHA	nandinisinha@gmail.com	116		9831583461
123	2B-103	KANHAIYA CHOMAL / RADHA CHOMAL	kchomal@hotmail.com	115		9804199533

124	2B-104	TANUJA DAS / SUBRATA DAS	archishman2003@rediffmail.com	278		9830347154
125	2B-105	ARUN KUMAR GANDHI / RITA GANDHI	arun_gandhi1959@yahoo.co.in			9331028223
126	2B-106	ASHISH OJHA	asish_3k_2000@yahoo.com	351		8017031724
127	2B-107	SONALI KADAM		238		9748944489
128	2B-108	MASUDA AKHTARY	masudalam_69169@hotmail.com	352		9434735457 9474478676
129	2B-201	ROMA BASU	drbasugoutam@gmail.com	372		9474146818
130	2B-202	TAPAN BASAK				9830020817
131	2B-203	PAULAMI MUKHOPADHYAY				25321616
132	2B-204	KUMAR SHOURAV		191	054225055 07	08583035522
133	2B-205	BABY ROY CHOWDHURY / PABITRA ROY CHOWDHURY	pr_chowdhury@rediffmail.com	193		08754590040 9435719197
134	2B-206	SANJAY BHATTACHARYA	Sanjaybhattacharya22@gmail.com	194	2552 - 7012	9051910195
135	2B-207	SOUMYA MUHURI	soumyarce_2kl@yahoo.com	407		+16092137603
136	2B-208	BIJAY KR. CHOUDHARY	bkchoudhary214@gmail.com	195	25266911	8981609402 9339835426
137	2B-301	SAMIR KUMAR NATH		189	25266908	9830852680
138	2B-302	SHIVAJEE SINHA / PINKEY SINHA	raunaksinha98@gmail.com	192	2358 2388	9433339706, 9477356756
139	2B-303	MAHESH KR. JAGARAMKA				8961574161 9163247008
140	2B-304	SAMRAT MUKHERJEE / APARNA MUKHERJEE				03216 237462
141	2B-305	GAURAV BHOWMICK	bhowmick773@gmail.com			9830888710
142	2B-306	KANAILAL MAITY / SANTANU MAITY		196		9830636504
143	2B-307	MUKESH KISHANPURIA	mukesh@kishanapuria.in	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	Preetamghosh302@gmail.com	188	990342871 7	
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
151	2B-407	DOLANCHAMPA DUTTA GHOSH	dolanchampadutta@gmail.com	291		9830642273

152	2B-408	APURBA SAHA / SAMPA SAHA (PAL)	apurbasahaslg@yahoo.co.in	197	0353 2539377	98323 28508 9832064357
153	2B-501	DIPESH PAUL / SUKLA PAUL	paul.dipesh@gmail.com	371		94331 27353
154	2B-502	INDRANIL CHOWDHURY	indranils@yahoo.com	186	2500 - 5833	8008544425
155	2B-503	RAMENDRA NATH DE	saheb.de@gmail.com	249		9046413365
156	2B-504	PRATIBHA MUKHOPADHYAY	pratibhamukh@hotmail.com	324	+4477680 78540	9830120319
157	2B-505	KAKOLI RAY	raykakoli2k@rediffmail.com skbpersonal@rediffmail.com	298	25266910	9230513180 9831035614
158	2B-506	GOBIND KHAITAN		199		09832113342
159	2B-507	RADHARANI MANNA	radharanimanna@gmail.com	198		9339076452
160	2B-508	INDRANIL GUHA	guhaindranil@rediffmail.com	373		9831080629
161	2B-601	ROMILA SAHA	rinasaha03@yahoo.com	184	2358 - 2917	9831171075
162	2B-602	SUVODEEP CHATTERJEE	suvodeep.chatterjee@gmail.com			9804896041
163	2B-603	BISWADEEP CHANDA / SADHANA CHANDA	cha_ndab@yahoo.co.in	185	2545-7513	9748341614
164	2B-604	SUDAKSHINA GHOSH / SATHI GHOSH	g.sudakshina@yahoo.com	363		9836595888, 8334037318
165	2B-605	SUNIL SINGH	sunilsag@rediffmail.com	364		9748466608 9732018230
166	2B-606	ARUP KUMAR SARKAR / SUBHRA SARKAR	sarkar.atrick13@gmail.com	344		9932539925
167	2B-607	BABITA AGARWAL				
168	2B-608	NAMITA NANDI		241	24124242	9432599539 9831779025
169	2B-701	RAM TARAK JAISWAL / RAVI SHANKAR JAISWAL	dr.ravijaiswal@gmail.com	183		9038944153 9830088926
170	2B-702	SAMIR KUMAR KAR / DEBJANI KAR	debjanik1@gmail.com	368		9831268037
171	2B-703	NIVEDITA GHOSH	amlankghosh1@rediffmail.com	239		9910147489
172	2B-704	NEELANJANA BHATTACHARYA (SEN)	nilan19ethnic@gmail.com			7506072890
173	2B-705	DIPAK KUMAR MALLICK / DEBJANI MALLICK	dipakmallick@gmail.com			9903092574
174	2B-706	ATISH CHANDRA SINHA / REENA SINHA	atishsinha7@gmail.com	204		9230566308
175	2B-707	TAPAS CHAKRABORTY / GOPA CHAKRABORTY		305	2359 - 1562	9831268037
176	2B-708	BIJAN KUMAR CHAKRABARTI / SUBHALAXMI CHAKRABARTI	rishichak@gmail.com	240		9143174055
177	2B-801	AVIJIT KUMAR BASU	basuavijit1@rediffmail.com	276		9830678953

178	2B-802	MUKTI PADA SASMAL			25745465 25740205	9433151938
179	2B-803	SITANGSHU KUMAR SAHA / SWAPNA SAHA		294		98306 37810
180	2B-804	ARATI RAKSHIT			25856807	9674150837
181	2B-805	SANDEEP KUMAR BOSE	oltas2000@gmail.com	205	25266912	9433123408
182	2B-806	SUMIT DEB / SILA DEB		206		9331029544
183	2B-807	DILIP KUMAR DE		299		9432356193
184	2B-808	PROBAL SENGUPTA / MAITRAYEE SENGUPTA	probal@gg.iitkgp.ernet.in	207		9433423738
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372	2E-102	LALITA BARNWAL		336		9334911991
373	2E-201	SUMIT DEY	sumrajdeep@rediffmail.com	147	+2547360 33708	9883723668 9231881644
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 8509151003
376	2E-302	SANJAY KUMAR MUKHERJEE / SONALI MUKHERJEE	sonali_muk123@rediffmail.com	359		+34679845821
377	2E-401	SANTONU SARKAR / KAKALI SARKAR	santonus@yahoo.com			9886781156 9538877566
378	2E-402	AYON MANDAL / TITHIPARNA SENGUPTA	ayon.mandal@gmail.com	112		9831448826
379	2E-501	SHILPI MUKHOPADHYAY / BIKRAMADITYA MUKHOPADHYAY	shilpi_mukhopadhyay@yahoo.com.hk	232		9831368767
380	2E-502	MOUSUMI ROY / BASAB	roybasab@hotmail.com	233	25266913	2551 6955

		ROY				
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	9339207258
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@gmail.com			9845466040 9886317040
388	1F-902	SANDIP KAR / REKHA KAR		342		9830029870
389	2F-901	BIPUL RANJAN SARKAR	bipulranjans@yahoo.co.in	315		9433330881
390	2F-902	ASHOK KUMAR SHAW/ ASHA SHAW	ashokpremium1@gmail.com ashapremium1@gmail.com			9830381191, 8961515351

13. Important Telephone Numbers

Association		Airtel Intercom/ Tata
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
Hospitals		
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
Ohio Heart Hospital		- 6602 6602
Tata Medical Center		- 6605 7000
Blood Bank		
Central Blood Bank		- 23510619/ 20
Medical College		- 28640392
Association of voluntary blood donor's Association		- 22271022
Ambulance		
		- 23671213
Police / Fire Station		
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
Gas Agencies		
Indane		
(Uttarayan Gas Service)		- 25727656
(Bikas Distributors)		- 2706-2222/5555
		Mob No- 9088324365
Emergency Call Centre (INDANE)		- 9874026702, 9007106111
Bharat Petroleum		
(City Gas)		- 23583712