



**ALAKTIKA HOUSING COMPLEX**  
**NEW TOWN**  
*Annual Report 2021-22*

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# **1. Introduction - Message from the President**

## **Alaktika Housing Complex**

Dear Members,

On behalf of the Board of Managers of Alaktika Housing Complex, New Town I extend my warm welcome to all in this 12th Annual General Meeting being held at Alaktika Housing Complex.

During the period under review, we have lost many important personalities in our country. We pay our respectful homage to all of them. I regret to inform about the sad demises of following residents of Alaktika Housing Complex. I send my heartfelt condolences to the members of the bereaved families. May their departed souls rest in peace.

- Mrs. Bijaya Dasgupta, mother of Mr. Subrata Dasgupta (Flat No- 2D 202)
- Mrs. Purnima Mukherjee, wife of Mr. Gouranga Mukherjee (Flat No- 2D 603)
- Mr. Bijan Kumar Chakraborty, father of Mr. Rishi Chakraborty (Flat No- 1D 203).

We all know the main objective of the Association is to maintain and develop the common areas and the common assets of this housing complex efficiently and as per as possible in most economic manner.

During the last year due to COVID 19 normal activities of the Association were disturbed to a great extent but we were able to celebrate the following activities

- Flag hoisting ceremony on Independence Day followed by patriotic songs.
- Annual sports held on 6th February, 2022
- Bengali new year celebrated in the Central Park in a befitting manner.
- Birthday of Rabindranath Tagore celebrated in the Central Park.

The Association had been in touch with various government agencies (HIDCO, NKDA, New Town P.S. etc.) throughout the year. We have attended all the meetings to highlight all the problems that are being faced by the residents.

It is with a great pleasure that I want to inform you that two Solar Power Plants (one 20 KW and another 8 KW) have been installed on the rooftop of 1D and 1B tower. CCTV Coverage has been upgraded to a great extent.

I am extremely thankful to the Board Managers as they have been co-operative in implementing the decisions adopted in the monthly Board meeting and will continue to expect more co-operation from them in future.

I draw the kind attention of all residents towards the health of Alaktika Towers, as the buildings are getting old, there will be more need for civil repair work. The challenge for the forthcoming board would be to anticipate such repair work well in advance and allocate funds for these works.

I once again thank all residents including tenants and special thanks to all support staffs because without their day to day support it was not possible for us to maintain cleanliness, peace etc. I share my best wishes to all of them and their families. I also thank to the members of Alaktika Samannay Puja Committee for conducting various Pujas in the complex with large participation of the residents.

With Regards,

**Swapn Kumar Biswas**

**President**

## 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.

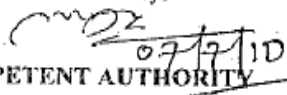
Subject: Registration of Apartment Owners' Association.

Sir,

With reference to your application in Form No.1 under Bye Laws no.3/ (2) I am to state that the Association formed in the general meeting duly held on 02.05.2010 by the Apartment Owners of the premises no. Action area II, Plot No.II B/2, Mouza - Noapara, Rajarhat New Town, 24 - Parganas(North), under the name and style of "ALAKTIKA HOUSING COMPLEX", New Town, is hereby registered this day of 7<sup>th</sup> July, 2010 bearing serial No.19A of 2010.

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

Yours faithfully,

  
COMPETENT AUTHORITY

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

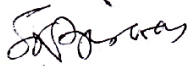
### 3. Notice for the 12<sup>th</sup> A.G.M.

#### NOTICE FOR THE 12<sup>TH</sup> ANNUAL GENERAL MEETING

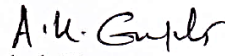
The 12<sup>th</sup> Annual General Meeting of the Association of Alaktika Housing Complex, New Town, is proposed to be convened on 29<sup>th</sup> May, 2022 (Sunday) at 10.00 A.M. at 10.00 A.M. at the space in the ground floor below Hall 'A' of Alaktika Housing Complex vide sub rule (6) of rule (4) of The W.B. Apartment Ownership Bye-Law, 1974 to transact the following businesses:-

1. Welcome address by the President.
2. To consider & adopt the Annual Report for the Financial Year 2021-22 of the Association .
3. To Consider & adopt the Annual Accounts along with Audit Report of the Financial Years - 2021-22.
4. To consider, approve Annual Budget for the Year- 2022-23 including fixation of share of "Common Expenses" as defined under subsection 3(e) of The W.B. Apartment Ownership Act, 1972 and Corpus Fund.
5. Any other point with the approval of the Chair.

All member of the Association are requested to attend & participate in the Annual General Meeting. If the quorum for the AGM is not fulfilled on the scheduled date, the meeting shall be adjourned, and the adjourned meeting shall be held on 5<sup>th</sup> June, 2022 at 10.00 A.M. at the same place of Alaktika Housing Complex vide sub rule (10) of Rule (4) of The W.B. Apartment Ownership Bye-Laws. No quorum will be required in the adjourned meeting and no separate notice will be issued for the same.



Swapan Kumar Biswas  
President



Ashok Kumar Gupta  
Secretary



#### Distribution:

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

## 4. Secretary's Report

### Alaktika Housing Complex

At the outset of the 12<sup>th</sup> AGM, I would like to extend my greetings to all the members. I would like to express my heartiest thanks to all the members for keeping faith on the Board of Managers and extending their full support to serve you better. I would also like to express my gratitude to our current Board of Managers for extending their supporting hands in smooth discharge of my duties. Here are some of the details of the work carried out during the Financial Year 2021-22.

#### General Maintenance

##### ***Maintenance Contracts and Servicing***

- Existing Facility and Security Services contract continued with same vendors.
- AMC for Gardening and Electricity maintenance renewed with same vendors.
- AMC work order for fire system maintenance have renewed/issued to the same vendor.
- Fire extinguisher refilling work completed.
- AMC work order for CCTV maintenance and Firefighting system maintenance have been renewed/issued to the same vendor at same rate.
- For lift AMC, renewal finalized for 2 Years from 2021-2023.

##### ***Maintenance work***

##### Painting and Repair

- Outside fire pipe lines and fire hose boxes (outside and inside the tower) painting work completed.
- Lift earthing work needed repair and completed accordingly.
- 25 nos. manholes cover procured and installed whenever it was damaged. Another 10 nos. procured.
- 1D,2D & 3D tower rooftop parapet repairing work completed.
- Painting job done of the DG exhaust pipe support structure.
- 34 nos. damaged concrete slab replaced by new.
- 3 Nos. door's repaired with fittings as per fire norms, at ground floor of 3D, 2D & lift motor room door of 2E tower.
- Letter issued to the paint contractor for poor quality of paint.
- Community Hall B damaged floor repaired and tiles replaced.
- Damaged water tank of Community Hall B replaced with a new one.

##### New Facilities

- Two Electric prepaid meters converted to Postpaid metering for Solar Electric plant.
- Two Solar plant installed as 20 KVA at 1D rooftop and 8 KVA at 1B rooftop to get the benefit related to net metering.
- CCTV installation work completed. 55 nos. camera and 2 nos. LED Screen (42") at security main gate room have been installed and upgraded in IP system and increase the camera for better surveillance with warranty for 1 year and free maintenance during warranty period.

- Modified and permanent Security room re-constructed and furnished at gate No. 2 & 3 – complete CCTV display put inside security room.

Misc.

- Auditor appointment - M/s Somnath Ray & Associates, Chartered Accountants engaged for auditing the accounts of Association for the financial year 2021-22.
- Decided in the BOM meeting that gate no. 5 will open up to 9 pm for convenience of residents.
- New Computer purchased for Office use and old computer installed in Facility Manager room for his use.

**Beautification of Complex and Activities for Resident Recreation / Well-being**

***Garden***

- Outside garden bamboo fencing repaired and more flowering plant planted.

***Activities for Resident Recreation / Well-being***

- Independence Day was celebrated and breakfast packet ordered from outside was served.
- Flag hoisting was done for the Republic Day celebration and chocolate was served.
- Sports activity conducted on 6th February, 2022 and the expenses approved by Board.

COVID Measures

- Detailed discussion was held regarding guidelines for entry of external people like domestic help, Car Driver, Car Washing man, Courier/Parcel delivery man, Gas Delivery and other service providers. A detailed guideline was agreed upon which was circulated as notice to residents and that notice reviewed at regular intervals during Covid.
- Purchased two more oxygen gas cylinder with accessories and trolley to easy movement of oxygen gas cylinder as and when required.
- During peak COVID wave, provisions were made for any resident affected by COVID to obtain necessary medicines from Secretary against Doctor's prescription, if stocks remain.
- Provision for Doctor coming every Sunday (also available on-call) along with nursing support.

**Planned Work for 2022-23**

- Replacing Mosaic flooring in the lift lobby with Tiles (Out of Development Fund)
- Outdoor and Indoor Gym (Out of Development Fund)
- Continuing exploration on Rain Water Harvesting and Waste Recycling

Thanking you all,

**Ashok Kumar Gupta**

**Secretary**

## 5. Budget for FY 2022-23

### Maintenance Budget Break-up

Budget Head	Remarks	2022-23 (Proposed Budget)	2021-22 (Projected Expense)	2021-22 (Budgeted)	2020 -21 (Budgeted)	2021-22 (Projected Surplus)
<b>Lift Maintenance</b>	Same as last year	14,05,278	14,05,278	14,01,674	13,34,940	-3,604
<b>Generator Manitenance</b>	5% increase on Actuals	1,52,108	1,44,865	1,41,384	1,36,472	-3,481
<b>Fire Fighting System Maintenance</b>	Fireman cost (29500/-) shifted from security, unchanged for next year, 10% increase on rest from Sept 22	5,81,787	5,80,560	2,15,586	2,39,862	-3,64,974
<b>Fire Fighting Refill</b>	No Increase on Actuals	75,590	75,590	80,000	80,000	4,410
<b>Facility Management</b>	Breakup as below	42,29,219	40,90,736	45,15,018	44,97,906	4,24,282
<b>Civil Maintenance</b>	Breakup as below	5,01,541	4,03,768	4,13,942	4,15,706	10,174
<b>Electrical/CCTV/ Intercom Maintenance &amp; Consumables</b>	5% increase on Electrical AMC, no increase in Intercom AMC, No CCTV AMC, consumable on actuals	5,98,590	7,79,557	6,09,658	6,28,440	-1,69,899
<b>Generator - Diesel</b>	5% increase on Actuals	31,500	30,000	27,596	12,482	-2,404
<b>Electricity charges (Individual Blocks)</b>	No Increase on Actuals	6,32,745	6,32,745	5,97,355	6,18,750	-35,390
<b>Electricity charges (Common Area)</b>	No Increase on Actuals	4,16,714	4,16,714	4,98,567	4,53,750	81,853
<b>Staff Salary</b>	10% increase on actuals	1,69,290	1,53,900	2,23,329	2,23,329	69,429
<b>Misc. Expenses</b>	Breakup as below	2,68,310	2,65,077	2,13,236	1,82,910	-51,841
<b>Total</b>		<b>90,62,672</b>	<b>89,78,789</b>	<b>89,37,345</b>	<b>88,24,546</b>	<b>-41,445</b>

### Detailed Break-up (Maintenance)

<b>Facility Management</b>				
<b>Description</b>	<b>2022-23 (Proposed Budget)</b>	<b>2021-22 (Projected Actual Expense)</b>	<b>2021-22 (Proposed Budget)</b>	<b>2020 -21 (Budgeted)</b>
Housekeeping / Plumbing (on actuals, 10% increase from Jan 23)	15,85,880	15,47,200	16,09,716	12,44,961
Security (on actuals, 10% increase from Jan 23)	20,45,262	19,95,378	23,47,812	17,40,587
Gardening (10% increase on actuals from Apr 22)	5,06,273	4,60,248	4,44,000	4,29,719
Pest Control (on actuals, 10% increase after July 22)	55,803	51,910	77,490	14,380
Water Supply (same)	36,000	36,000	36,000	36,000
<b>Total</b>	<b>42,29,219</b>	<b>40,90,736</b>	<b>45,15,018</b>	<b>34,65,647</b>

<b>Maintenance - Civil</b>				
<b>Description</b>	<b>2022-23 (Proposed Budget)</b>	<b>2021-22 (Projected Actual Expense)</b>	<b>2021-22 (Proposed Budget)</b>	<b>2020 -21 (Budgeted)</b>
Water Tank Cleaning (5% increase)	25,368	24,160	11,592	11,040
Sewerage / pump Cleaning (same as last year budget)	33,150	0	33,150	1,500
Other repairs (10% increase)	4,15,723	3,77,930	3,41,900	3,97,508
Spare Parts and Misc. (same as last year budget)	27,300	1,678	27,300	1,55,500
<b>Total</b>	<b>5,01,541</b>	<b>4,03,768</b>	<b>4,13,942</b>	<b>5,65,548</b>

<b>Misc. Expenses</b>				
<b>Description</b>	<b>2022-23 (Proposed Budget)</b>	<b>2021-22 (Projected Actual Expense)</b>	<b>2021-22 (Proposed Budget)</b>	<b>2020 -21 (Budgeted)</b>
<b>Conveyance (5% on actual)</b>	3,011	2,868	1,323	835
<b>Telephone &amp; Internet (5% on actual)</b>	26,089	24,847	27,343	27,150
<b>Printing, Stationery, Medical and Misc. Office expenses (5% on actual) (minus new computer plus new scanner)</b>	1,48,637	1,68,529	1,27,637	73,940
<b>Meeting Expenses (5% on actual)</b>	6,510	6,200	2,494	4,473
<b>Legal and taxes (5% on actual)</b>	16,251	15,478	7,560	8,169
<b>Bank Charges (5% on actual)</b>	1,278	1,217	1,433	1,701
<b>Postage (5% on actual)</b>	1,100	1,048	966	3,069
<b>Audit Fee (5% on actual)</b>	20,444	19,470	20,444	18,585
<b>Festival Funding (same as earlier budget)</b>	44,988	25,420	24,037	44,988
<b>Total</b>	<b>2,68,310</b>	<b>2,65,077</b>	<b>2,13,236</b>	<b>1,82,910</b>

<b>Electricity Charges (Common Area)</b>	<b>Actual Expense Till Jan 2022</b>	<b>Actual Expense Till Mar 2022</b>	<b>Actual Expense Till Mar 2021</b>	<b>Electricity Charges (Individual Blocks)</b>	<b>Actual Expense Till Jan 2022</b>	<b>Projected Expense Till Mar 2022</b>	<b>Actual Expense Till Mar 2021</b>
ALAKTIKA COMMON METER	35,500	38,695	32,370	A type	7,500	8,175	18,074
HIG COMMON METER	2,25,530	2,45,828	2,27,660	B type	1,62,000	1,76,580	1,73,069
MIG COMMON METER	99,776	1,08,756	1,14,149	C Type	1,50,000	1,63,500	1,46,002
LIG COMMON METER	10,500	11,445	10,837	D Type	1,49,000	1,62,410	1,42,402
MIG/LIG SERVICE METER	11,000	11,990	13,837	E Type	1,12,000	1,22,080	1,17,809
<b>Total Common Expenses</b>	<b>3,82,306</b>	<b>4,16,714</b>	<b>3,98,854</b>	<b>Total Individual Block Expenses</b>	<b>5,80,500</b>	<b>6,32,745</b>	<b>5,97,355</b>

## Corpus Budget Break-up

Flat Type	A	B	C	D	E/F	Total
No. of flats	48	144	81	81	36	390
<b>Painting, Patchwork and Plumbing</b>						
Approx Total Building Painting Area (sqft)	28,062	1,40,320	96,097	1,01,686	64,443	
2016-17 Building Painting, Patchwork cost (as per building painting area)	3,88,966	14,69,164	10,00,203	10,58,380	6,70,748	45,87,462
2016-17 Plumbing and Common Area Painting Cost (HIG apportionated as per no.of flats)* <sup>(3)</sup>	1,66,178	8,26,122	6,37,470	6,37,470	2,83,320	25,50,560
<b>Expenses Till Date</b>	<b>5,55,144</b>	<b>22,95,286</b>	<b>16,37,673</b>	<b>16,95,850</b>	<b>9,54,068</b>	<b>71,38,022</b>
<b>Expenses Till Date</b>	<b>5,55,144</b>	<b>22,95,286</b>	<b>42,87,592</b>			<b>71,38,022</b>
Planned Painting, Patchwork and Plumbing Cost by 2025-26	5,55,144	22,95,286	16,37,673	16,95,850	9,54,068	71,38,022
<b>Total cost of Painting and Patchwork</b>	<b>11,10,288</b>	<b>45,90,572</b>	<b>32,75,347</b>	<b>33,91,701</b>	<b>19,08,136</b>	<b>1,42,76,044</b>
<b>Collection from 2010-11 till 2021-22*<sup>(2)</sup></b>	<b>6,91,220</b>	<b>28,70,435</b>	<b>25,46,043</b>	<b>26,50,291</b>	<b>16,03,219</b>	<b>1,03,61,208</b>
<b>Balance to be collected for next 4 years</b>	<b>4,19,068</b>	<b>17,20,137</b>	<b>7,29,304</b>	<b>7,41,410</b>	<b>3,04,917</b>	<b>39,14,836</b>
<b>Installment per flat per year till 2025-26</b>	<b>2,183</b>	<b>2,986</b>	<b>2,251</b>	<b>2,288</b>	<b>2,117</b>	<b>39,14,836</b>
<b>Lift</b>						
Cost / Lift	10,00,000	10,00,000	10,00,000	10,00,000	10,00,000	
No. of Lifts to be replaced by 2036-37* <sup>(4)</sup>	0	3	3	3	2	
<b>Total Cost</b>	<b>0</b>	<b>30,00,000</b>	<b>30,00,000</b>	<b>30,00,000</b>	<b>20,00,000</b>	<b>1,10,00,000</b>
<b>Collection till 2021-22</b>	<b>0</b>	<b>17,56,701</b>	<b>20,26,689</b>	<b>20,26,689</b>	<b>13,51,308</b>	<b>71,61,386</b>
<b>Balance to be collected for next 15 years</b>	<b>0</b>	<b>12,43,299</b>	<b>9,73,311</b>	<b>9,73,311</b>	<b>6,48,692</b>	<b>38,38,614</b>
<b>Installment per flat per year till 2036-37</b>	<b>0</b>	<b>576</b>	<b>801</b>	<b>801</b>	<b>1,201</b>	<b>38,38,614</b>
<b>Generator</b>						
Cost / Item	4,50,000	8,25,000	12,00,000			24,75,000
<b>Total Cost of Replacement by 2046-47*<sup>(5)</sup></b>	<b>4,50,000</b>	<b>8,25,000</b>	<b>4,90,909</b>	<b>4,90,909</b>	<b>2,18,182</b>	<b>24,75,000</b>
<b>Collection till 2021-22</b>	<b>3,44,588</b>	<b>5,57,451</b>	<b>5,52,435</b>	<b>5,52,435</b>	<b>2,45,527</b>	<b>22,52,436</b>
<b>Balance to be collected for next 25 years</b>	<b>1,05,412</b>	<b>2,67,549</b>	<b>-61,526</b>	<b>-61,526</b>	<b>-27,345</b>	<b>2,22,564</b>
<b>Installment per flat per year till 2046-47</b>	<b>88</b>	<b>74</b>	<b>-30</b>	<b>-30</b>	<b>-30</b>	<b>2,22,564</b>
<b>Lifting Pump</b>						
Pump Replacement Cost (2011-12)	50,795	88,542	88,542			2,27,879
<b>Expenses Till Date</b>	<b>50,795</b>	<b>88,542</b>	<b>88,542</b>			<b>2,27,879</b>
Planned replacement by 2026-27* <sup>(6)</sup>	50,795	88,542	88,542			2,27,879
<b>Total Cost till 2026-27</b>	<b>1,01,590</b>	<b>1,77,084</b>	<b>72,443</b>	<b>72,443</b>	<b>32,197</b>	<b>4,55,758</b>
<b>Collection till 2021-22</b>	<b>67,614</b>	<b>2,02,842</b>	<b>82,906</b>	<b>82,906</b>	<b>36,847</b>	<b>4,73,116</b>
<b>Balance to be collected for next 5 years</b>	<b>33,976</b>	<b>-25,758</b>	<b>-10,463</b>	<b>-10,463</b>	<b>-4,650</b>	<b>-17,358</b>
<b>Installment per flat per year till 2026-27</b>	<b>142</b>	<b>-36</b>	<b>-26</b>	<b>-26</b>	<b>-26</b>	<b>-17,358</b>

<b>Fire Equipment, Accessories and Misc</b>						
<b>Expenses Till Date</b>	<b>0</b>	<b>40,721</b>				<b>40,721</b>
Dam Motor	0	4,00,000				
Jockey Pump	0	1,00,000				
Diesel Engine	0	20,00,000				
Hoses, Pipes and Mouth Pieces	0	5,00,000				
Roof Water Tank	1,50,000	0				
<b>Total Cost till 2036-37<sup>(7)</sup></b>	<b>1,50,000</b>	<b>12,80,304</b>	<b>7,20,171</b>	<b>7,20,171</b>	<b>3,20,076</b>	<b>31,90,721</b>
<b>Collection till 2021-22</b>	<b>47,476</b>	<b>2,48,080</b>	<b>1,97,580</b>	<b>1,97,580</b>	<b>87,813</b>	<b>7,78,528</b>
<b>Balance to be collected for next 15 years</b>	<b>1,02,524</b>	<b>10,32,223</b>	<b>5,22,591</b>	<b>5,22,591</b>	<b>2,32,263</b>	<b>24,12,193</b>
<b>Installment per flat per year till 2036-37</b>	<b>142</b>	<b>478</b>	<b>430</b>	<b>430</b>	<b>430</b>	<b>24,12,193</b>
<b>Road Repair</b>						
Road Repair 2013-14	3,12,630					<b>3,12,630</b>
Road Repair 2019-20	15,21,185					<b>15,21,185</b>
<b>Expense Till Date</b>	<b>85,234</b>	<b>5,41,634</b>	<b>12,06,947</b>			<b>18,33,815</b>
Planned Road Repair in 2024-25 <sup>(8)</sup>	15,21,185					<b>15,21,185</b>
<b>Total Cost till 2024-25</b>	<b>33,55,000</b>					<b>33,55,000</b>
<b>Collection till 2021-22</b>	<b>87,801</b>	<b>2,63,403</b>	<b>1,48,164</b>	<b>1,48,164</b>	<b>65,851</b>	<b>7,13,383</b>
Sqft Area share	0.046	0.295	0.207	0.270	0.181	<b>1</b>
<b>Apportionated cost as per Area Share<sup>(8)</sup></b>	<b>155937</b>	<b>990930</b>	<b>693507</b>	<b>907393</b>	<b>607233</b>	<b>33,55,000</b>
<b>Balance to be collected for next 3 years</b>	<b>68,136</b>	<b>7,27,527</b>	<b>5,45,343</b>	<b>7,59,228</b>	<b>5,41,382</b>	<b>26,41,617</b>
<b>Installment per flat per year till 2024-25</b>	<b>473</b>	<b>1,684</b>	<b>2,244</b>	<b>3,124</b>	<b>5,013</b>	<b>26,41,617</b>
<b>Misc. expenses already done (not budgeted in Corpus)<sup>(9)</sup></b>						
Building Civil work	74,344	4,64,679	0			
Reservoir Upgrade	0	1,21,095	88,356			
Auto fan/light switch for lift	0	21,959	87,834			
Alaktika Direction Board	582	583	584			
New Bank Account	2,000	2,000	2,000			
<b>Expenses Till Date</b>	<b>76,926</b>	<b>6,10,316</b>	<b>1,78,774</b>			<b>8,66,016</b>
<b>Collection till 2021-22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Balance to be collected for next 5 years</b>	<b>76,926</b>	<b>6,10,316</b>	<b>73,135</b>	<b>73,135</b>	<b>32,504</b>	<b>8,66,016</b>
<b>Installment per flat per year till 2026-27</b>	<b>321</b>	<b>848</b>	<b>181</b>	<b>181</b>	<b>181</b>	<b>8,66,016</b>
<b>Yearly Payment for 2022-23 (sum of Installments under all Heads)</b>	<b>3,348</b>	<b>6,610</b>	<b>5,851</b>	<b>6,768</b>	<b>8,886</b>	<b>24,54,603</b>

**Assumptions \***

- (1) All costs taken at current prices. it is assumed that Cost escalation to be managed by interest earned on the corpus fund investment
- (2) Collections during the initial period of two years i.e. 2010-11 and 2011-12 have been taken under Painting Head.
- (3) Next Painting Budget rationalized from last painting cost - amount to be collected by the next schedule of painting.
- (4) Lift Life revised/extended as per advice from experts
- (5) HIG Generator Budget reduced to match required rating, life increased as per expert advice
- (6) Lifting Pump budget adjusted as per earlier cost
- (7) Fire equipment - new items added as per assessment.
- (8) Next Road Repair Budget rationalized from last road repair cost and apportioned as per flat sqft area
- (9) Misc. expenses done from corpus (before introduction of development fund) - added in budget under Misc.

## 6. Fixation of Maintenance Charges & Corpus Fund (FY: 2022-23)

### Maintenance Charges

Budget Head	Calculation Basis	F	E	D	C	B (WG)	B (WOG)	A	Total
No. of flats		4	32	81	81	80	64	48	390
Builtup Area (Sqft)		2795	2108	1400	1070	860	860	406	422034
AMC - Lift	Actuals - Lift Share	7,807	7,807	5,205	5,205	1,952	1,952	0	14,05,278
AMC - Generator	Area Share	1,007	760	505	386	310	310	146	1,52,108
AMC - Fire Fighting System	Area Share except LIG	4,040	3,047	2,023	1,546	1,243	1,243	0	5,81,787
Fire Fighting Apparatus Refill	Actuals - Firefighting Apparatus Share	342	342	227	227	170	170	41	75,590
Facility Management	Area Share	28,009	21,124	14,029	10,723	8,618	8,618	4,069	42,29,219
Maintenance - Civil	Area Share	3,322	2,505	1,664	1,272	1,022	1,022	482	5,01,541
Electrical Maint., CCTV Maintenance & Consumables	Area Share	3,964	2,990	1,986	1,518	1,220	1,220	576	5,98,590
Generator - Diesel	Area Share	209	157	104	80	64	64	30	31,500
Electricity charges (individual blocks)	On Actual Meter Consumption	3,391	3,391	2,005	2,019	1,226	1,226	170	6,32,745
Electricity Charges (common area)	Area Share	2,760	2,081	1,382	1,057	849	849	401	4,16,714
Staff Salary	Area Share	1,121	846	562	429	345	345	163	1,69,290
Misc-Expenses	Area Share	1,777	1,340	890	680	547	547	258	2,68,310
<b>Total</b>		<b>57,748</b>	<b>46,390</b>	<b>30,582</b>	<b>25,140</b>	<b>17,566</b>	<b>17,566</b>	<b>6,337</b>	<b>90,62,672</b>
Less - 2019-20 and 2020-21 Maintenance Fund Surplus	As per last year payment share	477	477	313	258	180	180	70	92,670
	<b>Total</b>	<b>57,271</b>	<b>45,913</b>	<b>30,270</b>	<b>24,882</b>	<b>17,386</b>	<b>17,386</b>	<b>6,267</b>	<b>89,70,002</b>
Total Annual Maintenance	Rounded up to Rs.10	57,270	45,910	30,270	24,880	17,390	17,390	6,270	89,70,470
Increase from 21-22	(In Rs.)	12,900	1,540	1,200	870	650	650	-200	3,52,550
Quarterly Installment	Rounded up to Rs.10	14,320	11,480	7,570	6,220	4,350	4,350	1,570	89,73,560
Annual One-time Payment	3.5% Discount, rounded up to Rs.10	55,280	44,320	29,230	24,010	16,800	16,800	6,070	86,62,360
Increase from 21-22	%	29	3	4	4	4	4	-3	
<b>2021-22 Figures</b>									
Total Annual Maintenance	Total	44,370	44,370	29,070	24,010	16,740	16,740	6,470	86,17,920
Quarterly Installment	Rounded to '10	11,100	11,100	7,270	6,010	4,190	4,190	1,620	86,25,600
Annual One-time Payment	3.5% Discount, rounded to '10	42,850	42,850	28,070	23,200	16,180	16,180	6,260	83,25,870

<b>Maintenance Surplus Breakup</b>	<b>2019-20</b>	<b>2020-21</b>	
Surplus as per Audit (including Bank Interest)	2,82,634	16,90,246	
Less: Corpus Fund Interest after Tax	4,40,133	5,24,639	
Less: Development Fund adjustment after tax	80,000	0	
Less: CCTV Installation Adjustment	0	8,35,438	<b>Net Surplus</b>
Actual Surplus as per Audit	<b>-2,37,499</b>	<b>3,30,169</b>	<b>92,670</b>

### **Corpus Fund**

Collection in 2010-11	4,705	5,500	9,975	10,075	13,110	<b>31,13,850</b>
Collection in 2011-12	3,682	4,290	8,868	8,968	12,000	<b>26,71,212</b>
Collection in 2012-13 to 2015-16	700	1,700	3,400	3,500	4,800	<b>40,40,400</b>
Collection in 2016-17	1,200	2,700	3,800	3,800	5,200	<b>12,49,200</b>
Collection in 2017-18	2,100	4,200	4,800	5,100	7,300	<b>17,70,300</b>
Collection in 2018-19 and 19-20	2,700	5,200	6,000	6,300	8,500	<b>43,61,400</b>
Collection in 2020-21 and 21-22	2,800	5,300	6,400	6,600	8,800	<b>45,34,800</b>
<b>Total Corpus Fund Received till 2021-22</b>	<b>12,23,376</b>	<b>64,06,560</b>	<b>1,41,11,226</b>			<b>2,17,41,162</b>
<b>Total Fund available till 2021-22 including interest (as per audited accounts)</b>	<b>7,77,175</b>	<b>41,74,646</b>	<b>1,23,93,727</b>			<b>1,73,45,548</b>
<b>Expenses Till Date</b>	<b>7,68,099</b>	<b>35,35,778</b>	<b>57,61,855</b>			<b>1,00,65,732</b>
<b>Yearly Payment for 2022-23 (sum of Installments under all Heads)</b>	<b>3,348</b>	<b>6,610</b>	<b>5,851</b>	<b>6,768</b>	<b>8,886</b>	<b>24,54,603</b>
<b>Per Year Payment (Rounded off)</b>	<b>3,300</b>	<b>6,600</b>	<b>5,900</b>	<b>6,800</b>	<b>8,900</b>	<b>24,57,900</b>
<b>Increase from 2021-22</b>	<b>500</b>	<b>1,300</b>	<b>-500</b>	<b>200</b>	<b>100</b>	<b>1,90,500</b>

**Maintenance Charges Payment (FY : 2022-23)**

	A	B	C	D	E	F
Quarterly Payment	1570	4350	6220	7570	11480	14320
Annual One –time Payment (with Discount)	6070	16800	24010	29230	44320	55280
Annual One –time Payment (without discount)	6270	17390	24880	30270	45910	57270

Note: -

1. *Quarterly Payment Option - 30th June 2022, 14th Aug 2022, 15th Oct 2022 and 15th January 2023.*
2. *Annual Payment Option (with Discount) - 30th June 2022.*
3. *Annual Payment Option (without discount) - allowed up to 14<sup>th</sup> Aug 2022, without any late fee.*

**Corpus Fund Payment (FY : 2022-23)**

	A	B	C	D	E/F
Annual Payment	3300	6600	5900	6800	8900

Note: - To be paid within 31<sup>st</sup> Dec, 2022

**For payment via Net Banking (NEFT/RTGS)**

Pl. indicate name, flat no. and purpose (i.e., Sri yyy 1A101 Maintenance 2223 / Corpus 2223)  
[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 - Savings Account

**223102000000096** for Corpus Fund (**LIG – A type**) - Current Account

**223102000000097** for Corpus Fund (**MIG – B type**) - Current Account

**223102000000098** for Corpus Fund (**HIG – C, D and E/F type**) - Current Account

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 write your name (Flat Owner's) and flat number on the reverse of the bank draft.

Address for posting -

**Secretary, Alaktika Housing Complex**

**New Town, Rajarhat**

**Action Area IID, PO. Hatiara**

**Kolkata - 700161**

Receipt will be issued from the association office only after realization

## 7. Minutes of the 11<sup>th</sup> A.G.M

### MINUTES OF 11<sup>th</sup> AGM (2020-2021)

Minutes of 11<sup>th</sup> AGM of Alaktika Housing Complex held on 05/09/2021 at 10.00 AM at the space in Puja Mondap area of Alaktika Housing Complex following the adjournment of the meeting convened on 29<sup>th</sup> August, 2021, due to lack of quorum vide clause 10 of W.B. Apartment Ownership By-Laws, 1974. Total 41 members attended the meeting.

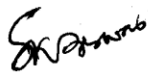
The meeting proceeded with agenda and discussed the following points.

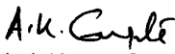
1. Welcome address delivered by President. One minutes silence observed in the memory of people who expired due to Covid-19.
2. Annual report 2020-21 placed by Secretary in front of the house and the same has been discussed and accepted by house.
3. Audit report of FY 2019-20 and 2020-21 has been placed before the house and accepted.
4. Budget for the financial year 2021-2022 placed by Secretary and accepted.
5. Both Maintenance charges and Corpus Fund Budget have been placed by the secretary and the same approved by the house.
6. It is intimated by Secretary that separate meters have been installed for all Community Halls.
7. New system of CCTV camera installation has been approved by house. Necessary budget will be taken from surplus of Maintenance Charge (2020 – 21) as of now. In future it will be adjusted from Development Fund.
8. As suggested by members possibility of Maintenance Charges coming under the ambit of GST will have to be taken up with suitable consultant.
9. Solar system installation has been approved by the house provided **net metering scheme is approved by Govt. of WB**. The necessary expenditure to be borne from Corpus Fund and same will be adjusted from saving of electricity consumption.
10. Ground floor marble project will be taken up if fund permit.
11. Collection of very long pending dues on corpus fund and maintenance fund to be taken up strongly to conclude the cases.
12. It is intimated by Secretary that regular schedule of Tank cleaning, Garbage Bin cleaning and Pest control activity is resumed after normalization post Covid situation.
13. Installing speed breakers at different locations inside the complex has been rejected by majority of the members. Security personnel as well as residents (whosoever notices the violations) are requested to bring it the notice of board members suitably.
14. Following suggestions were obtained from residences
  - a) Feasibility options for unit wise rain water harvesting to be explored on priority.
  - b) Kitchen waste recycling options to be explored and the best option to be implemented.
  - c) Cycles and two wheelers scraped/unused/not repaired for long time and scattered around the complex will be dumped in an identified area for necessary disposal after circulating appropriate notice to all residents.
  - d) Working two wheelers and by-cycles to be parked inside allocated garage.
  - e) Parking roof top between C-block & D-block Towers are to be repaired on priority basis. Water seepage through expansion joints are also to be filled with suitable material.
  - f) As suggested CCTV installation inside Lift but it will be explored.
  - g) As suggested suitable modification to be carried out inside Children Park with swing and other accessories.



Contd. P/2

- h) Suggestion towards allowing Sufal Bangle vegetable outlet inside Alaktika Complex is rejected by majority of the members present in the AGM. However it will be further taken up during next board meeting.
- i) Proposals received for Corpus Fund recalculation on life of Lift, additional items, deletion of services. matter will be taken up exclusively by the budget subcommittee.
- j) Post Covid situation security personnel has been augmented and normalized as before.

  
Swapan Kumar Biswas  
President

  
Ashok Kumar Gupta  
Secretary



## 8. Important Updates and Forms

### Association Website

[www.alaktika.in](http://www.alaktika.in) is our official website and our official email id is [alaktikahc@gmail.com](mailto: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.

**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 in the following 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](mailto: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 (need Google Sign-in). This is purely for residents to discuss mutual topics of interest and common problems - (website - <https://groups.google.com/d/forum/alaktika> or email at [alaktika@googlegroups.com](mailto:alaktika@googlegroups.com))
- A WhatsApp group among the residents have also been created. It is a read-only group called Alaktika-Official – interested people may send their WhatsApp number to [alaktikahc@gmail.com](mailto:alaktikahc@gmail.com)
- Important notices, in addition to being put in the Notice Boards and in website, are also circulated in the Google Group and WhatsApp group.

The Secretary,  
Alaktika Housing Complex, New Town,  
P.O. Hatira,  
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 – 700161**

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:

## TENANT ID CARD

Photograph to be  
stamped & signed by  
Housing Society  
office Bearer (s)  
Resident Association  
Office Bearer (s)

1. Name (Block Letter) : \_\_\_\_\_
2. Age : \_\_\_\_\_
3. Gender : \_\_\_\_\_
4. Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Address where He/ She is a Tenant : \_\_\_\_\_  
and since how long has the tenant been  
Staying \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Identification Proof with relevant details : \_\_\_\_\_  
\_\_\_\_\_
7. House / Flat Owners Name, Address : \_\_\_\_\_  
& Contact. No. \_\_\_\_\_

-----  
(Signature of tenant)

-----  
(Signature of owner)

-----  
(Signature of office bearer  
of Resident Welfare Association)

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								

## BROKER'S PROFILE

Photograph to be stamped & signed by Housing Society office Bearer (s) Resident Association Office Bearer(s)

1. Name (Block Letter) : \_\_\_\_\_

2. Age : \_\_\_\_\_

3. Address Present Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Area of Operation : \_\_\_\_\_

5. Contact No. : \_\_\_\_\_

6. Identification Proof of the Broker and details of the same : \_\_\_\_\_

7. Recommended by : (i) \_\_\_\_\_

Contact. No. \_\_\_\_\_

(ii) \_\_\_\_\_

Contact. No. \_\_\_\_\_

-----  
(Signature of broker)

-----  
(Signature of office bearer  
of Resident Welfare Association)

## LANDLORD / TENANT PROFILE FORM

To  
The Officer-in-Charge,

.....  
.....

Bidhannagar Police Commissionerate.

Affix  
Tenant's  
Photograph  
here

### Landlord Details

1. Name :
2. Age :
3. Address :
4. Police Station :
5. Occupation :
6. Contact No :
7. ID Proof and No :

Gender (M/F/O) :

The following is the profile of my residential tenant:

### Tenant Details

- 1) Category (New/ Old) :
- 2) Name :
- 3) Age :
- 4) Father/ Guardian Name :
- 5) Contact No :
- 6) Gender (M/F/O) :
- 7) TD Type :
- 8) ID No :
- 9) Name of all Residents with Age and Relation :
- 10) Occupation :
- 11) Office/ Institution Name :
- 12) Office/ Institution Address :
- 13) Office/ Institution Phone No:
- 14) Permanent Address :
- 15) Previous Residential Address :
- 16) Address of Rented Premises :
- 17) Name of the PS of Rented Premises. :
- 18) Expected period of Stay :
- 19) Accommodation Period :
- 20) Reference (1) Name :
- 21) Address & Phone No :
- 22) Reference (2) Name :
- 23) Address & Phone No :
- 24) Date of Occupation :

-----  
(Signature of tenant / landlord)



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

Photograph  
Of  
Servant

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

**PARTICULARS OF SERVANT**

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

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

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

**FLAT OWNERS' DATA SHEET**

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

**1ST OWNER:**

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

**2ND OWNER:**

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

**PERMANENT MAILING ADDRESS:**

ALAKTIKA FLAT
---------------

**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**

.D G. BACK UP: \_\_\_\_\_ watt.

INTERCOM NO.:

:

ALAKTIKA HOUSING COMPLEX, NEW TOWN  
KOLKATA – 7000157  
REG. NO. - 19A, of 2010, dated 7<sup>TH</sup> 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 M.I.G. / H.I.G. Community with / without 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 8 a.m. to 8 a.m., next day
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

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 bamboo pandal/temporary structures is not allowed on the terrace of the Community Hall A & B**
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. Do not fix adhesive tape, gum, glue, etc. on the walls, fans etc. for decoration purpose. 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. A.C. charge is provided for only 6 hours. Additional charges will be paid extra pro rata basis, if A.C is run more than 6 hours.
15. **Generator will be provided by the Association with hire charge extra, if required. No outside generator hire will be allowed.**

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.

## 9. Resident Guidelines

### Security

#### Security Personnel Distribution

Peak hours – 7:00 am to 10:00 am and 7:00 pm to 11:00 pm

- 4 security personnel to be posted in Gate 3 and 2 including Supervisor
- 1 security personnel to be posted in Gate 5
- 1 security personnel to move between Gate 1 and Gate 4

Other times – 11:00 pm to 7:00 am and 10:00 am to 7:00 pm

- 3 security personnel to be posted in Gate 3 and 2 including Supervisor
- 1 security personnel to be posted in Gate 5
- 1 security personnel to be posted in Gate 1
- 1 security personnel to be posted in Gate 4

#### Duty of Security posted in Gates 01/04

1. Continuous Surveillance by moving around the roads by the side of 1B/2B/ in front of Gate 01, in front of blocks 1A/2A/3A, roads in front / behind of blocks 1E/2E from time to time, visual surveillance all the time
2. Opening/closing of Gate 4 during garbage collection by NKDA
3. Make sure pets do not commit nuisance on the roads / any other place of the complex
4. Guiding temporary parking of guest/outsider's vehicle and monitoring speed of vehicle inside complex

#### Duty of Security posted in Gate 05

1. Open gate only for residents going out or coming in on foot from 7:00 am to 7:00 pm and relock immediately
2. Visual Surveillance in the roads behind 1C/2C/3C, by the side of 3C/2E/3D during the above time
3. Continuous Surveillance by moving around the roads behind 1C/2C/3C, by the side of 3C/2E/3D from time to time (7:00 pm to 7:00 am)
4. No cars or outsiders to be allowed in Gate 5
5. Make sure pets do not commit nuisance on the roads / any other place of the complex

#### Duty of Security posted in Gate 03 (and 02)

##### A. Responsibility of Supervisor –

1. For vehicles entering Alaktika
  - I. Entering the vehicle number of incoming vehicles through gates as communicated by respective gate securities.
  - II. If the vehicle is without Alaktika car sticker, then vehicle needs to be stopped to ask for destination and allowed only after confirmation with the concerned resident via Intercom.
  - III. If the vehicle number coming is known beforehand by the residents, they can inform the supervisor of the same in advance over intercom – this will speed up the entry process.
  - IV. Residents not having car stickers should be requested to get Alaktika car stickers issued for their cars from Alaktika Facility Manager and get it displayed prominently on their windscreens. Same holds good for two wheelers.
  - V. Use CCTV camera to check if outside cars are going to the right building / parking in the right place
2. For regular vendors
  - I. Check the Identity Cards of regular vendors like (a) Milkman, (b) Paper Vendors, (c) Car Washing Labor, (d) Maids, (e) Scrap materials before allowing them in after keeping the Identity Cards Deposited

- II. Housekeeping and Gardening vendors should sign in the log book before entering and exiting
  - III. Return the Identity cards when the above people leave Alaktika premises after due security checkup
3. For other outsiders (food or courier delivery, cable TV, other service personnel)
    - I. If any food delivery or courier delivery comes, then Supervisor should confirm from the resident over Intercom, ask for Identity Cards issued by their companies, keep the identity card deposited and allow the delivery person to go to the respective flat
    - II. To track the delivery person over CCTV to ensure that they are going to the right flat
    - III. If in doubt / new person coming, can ask one of the securities to accompany the delivery person. It should be ensured that not more than one unaccompanied unknown person is allowed at a time,
    - IV. Return the identity cards when they go out of Alaktika premises
  4. For other outsiders (guests visiting flats)
    - I. Supervisor should confirm from the resident over Intercom and allow the guest to go to the respective flat
    - II. To track the delivery person over CCTV to ensure that they are going to the right flat
    - III. On owner request, can ask one of the securities to accompany the person

**B. Responsibility of Other Security persons -**

1. For Vehicles entering Alaktika
  - I. To open and close the Gate No. 03, as when required.
  - II. To inform the Supervisor the registration no of the Car/Motor Cycle etc. for entering in the Log Book for the day.
  - III. Check for the Alaktika sticker in vehicles.
  - IV. For vehicles without stickers, ask the driver about the destination flat, ask the car to be parked a t place without blocking the gate and inform the supervisor about the destination flat for confirming over Intercom
  - V. To make sure that all outside cars with drivers are parked outside the gate after dropping off the guest.
  - VI. Self-driven outside cars (after due confirmation from the resident) can be allowed to park at suitable vacant place within the complex without inconveniencing anybody
  - VII. Not to allow Truck small/big to enter the premises, unless specially permitted by the Secretary or President of the Society.
  - VIII. Physically check outside cars when they go out without any resident/guest on-board
2. For regular vendors
  - I. Direct all regular vendors (Milkman, Paper Vendors, Car Washing Labor, Maids, Scrap materials, House-keeping, and Gardening) with identity cards to the supervisor.
  - II. Not to allow regular vendor without identity card to come with in premises.
  - III. To remind all the regular vendors that while leaving the premises to take their identity card. There should be physical checking when they leave. Gate pass should be asked from flat owner if the vendor is carrying anything out
3. For other Outsiders and Guests
  - I. Direct all outsiders without identity cards (including food delivery, courier delivery, guests) to Supervisor
  - II. Accompany outsiders to relevant flats if asked by Supervisor

#### 4. Miscellaneous

- I. After 12:00 clock midnight all the in-coming should enter the timing along with Flat No. in a separate register maintained for the purpose (for both vehicles and people coming in on foot)
- II. To keep outside of main gate no -3 outside an encroachment free one (not allow any car or people block the entrance)
- III. To keep a vigilant eye against the misuse of water in the JalaSatra.
- IV. Make sure pets do not commit nuisance on the roads / any other place of the complex

#### **Common**

- Since the Intercom is fully functional, mobile phones can be used only as a backup in case of Intercom faults / residents not available in their flats. All non-functioning of Intercom along with the flat numbers should be reported to the office
- ID card Issuance process – should be issued by Alaktika Facility Manager only after getting all relevant identity and address proof documents
- All security should have basic knowledge regarding fire-fighting.
- They will be alert regarding alarm bell sound and will take quick action
- One security will be do rounds inside complex at night from 11:00 pm to 5:00 am every hour and also during afternoon (1:00 pm to 4:00 pm)
- Supervisor should log any unnatural incidents happening in the register and inform the Alaktika office of the same
- No service vendor other than regular authorized ones (as in section A2 and A3 for Gate 3) with ID card issued, should be allowed to enter the complex at any time
- Entry of Brokers should be allowed after proper authorization by the flat owner only during specified timings (Saturday, Sunday and public holidays - 10:00 am to 5:00 pm) and their number should be restricted (not more than 2-3 people at a time). Their movements should be tracked via CCTV
- For any renovation work for flats, it is mandatory to inform the association and obtain prior permission.
- If workers need to enter the complex for interior work in flats, the flat owner should inform the Facility Manager at least one day in advance with required identity proofs and obtain temporary permission to enter the complex. Security should ensure that there is no noise due to interior work in the flats between 1:30 pm to 4 pm. No work should be done after 6:00 pm and before 8:00 am. Night stay of workers is not allowed.
- Overnight parking of Visitor vehicle is not allowed unless there is written request from the flat owner – however this should be allowed only as exception and not on a regular basis.
- Residents moving furniture inside or outside should obtain prior permission from Facility Manager. The vehicles should not be allowed in or out without the gate pass obtained after permission.
- In case the corresponding resident is not available in their flats, the courier material can be kept at the Security Point after confirmation from the resident over phone.
- All residents should adhere to the recent Security Advisory issued by Police as outlined below.



**Security Advisory for  
Resident Welfare Associations in  
Bidhannagar Police Commissionerate**



## GUIDELINES

- ❖ Each housing complex must submit a complete profile of the complex to the respective Police Stations (Proforma enclosed).
- ❖ Data of all Flats / Residents / Owners / Tenant must be made available to the concerned Police Stations by the Resident Welfare Association/ Committees.
- ❖ Broker's profile has to be submitted to respective police stations by the Residence Welfare Association ( Proforma enclosed).
- ❖ Residents of the Housing / Owners under Bidhannagar Police Commissionerate area wishing to lease / rent out their flats, must also submit a Tenant Profile Form ( proforma attached) to the respective police stations and this needs to be routed through each complex / building association body. In case of standalone buildings, the house owner shall submit the said form himself / herself (Online submission of such forms can be done through our website <http://bidhannagarcitypolice.gov.in/>). There will be a police verification of the Tenants by Bidhannagar Special Branch latest within 10 days of receipt of the Tenant Profile Form from Resident Welfare Association. The onus of pursuing and gathering the relevant data from the owners shall be on the Resident Welfare Association and its office bearers.
- ❖ Tenants in the Housing Society should ideally be issued a tenant ID Card (sample enclosed). Persons staying with the tenants must submit their photo ID card / other details to the Resident Welfare Association Office. Details of visitors to a tenant or flat owner's premises within the housing complex must also be maintained separately in a register at the complex's entry gate by the private security guards engaged.
- ❖ CCTVs should be installed at all the entry and exit gates of the complex with provision of digital storage capacity of 30 days.
- ❖ In all residential complexes / housing societies, visitors' register needs to be maintained very carefully. In case of any doubt or entry of any suspicious elements, the security guards must alert the Resident Association Office / Housing Society office-bearers, who in turn must report the matter at once to local Police Stations. The visitors' register should be scrutinized by the Resident Welfare Association and local Police Station once a week.
- ❖ ICs of the PSs shall hold a meeting with the office bearers of Resident Welfare Association once a week.
- ❖ Zonal DCPs shall organise such security review meetings once a fortnight.

## **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 for external workers, maid etc. to prevent/restrict the entry of unauthorized persons inside the complex.

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.

## 10. Resident Directory

No.	Flat No.	Owners' Name	Email	Intercom Number
1	1A-G01	ARSHAD ALI / AMINA KHATOON	arshadali2006@gmail.com	110
2	1A-G02	MIRA DUTTA	sujoydutta1942@gmail.com	418
3	1A-G03	SUBHAS CHANDRA PANDEY		132
4	1A-G04	JOSHOJIT MUKHERJEE		
5	1A-101	RUMA GHOSH	ruma_bu@rediffmail.com	
6	1A-102	ADHIR CHAKRABORTY	anju_chakraborty@hotmail.com	246
7	1A-103	PRABIR DAS	prabirkrdas@gmail.com	133
8	1A-104	SITANGSHU SEKHAR DUTTA / ALOKA DUTTA	dolonb13@gmail.com	402
9	1A-201	ARPITA DAS / KRISHNENDU DAS	krisnendu1613.das@gmail.com	325
10	1A-202	ADRISH BISI	adrisbisi@gmail.com	134
11	1A-203	ASHIS KUMAR PAUL / MITALI PAUL		
12	1A-204	SHIKHA CHAKRABORTY	asok.sen.29@gmail.com	320
13	1A-301	PROSENJIT SAHA	prasenjitsaha7274@gmail.com rubikundu3@gmail.com	136
14	1A-302	SOMENDRA PRATAP SINGH	spsingh370@gmail.com	245
15	1A-303	MOZAMMEL TARAFDER / KHABIRON BIBI		399
16	1A-304	SUDHA PANDEY	sarveshpandey74@gmail.com	135
17	2A-G01	VIJAY KUMAR SINGH	vijaybindu2001@yahoo.co.in	137
18	2A-G02	MOUMITA DUTTA	debashishdutta1952@gmail.com	386
19	2A-G03	VARSHA SHARMA	Jsroverscs@yahoo.com	138
20	2A-G04	SWASTIMOYEE DAS	bimaldas4bimaldas4930@gmail.com	350
21	2A-101	PRABIR DAS	prabirkrdas@gmail.com	141
22	2A-102	BITHIKA CHOWDHURY	family.member555@gmail.com	
23	2A-103	MIRA MUKHERJEE	kaushik_dvc@yahoo.co.in kkm.laltu.68@gmail.com	
24	2A-104	MAHESH VADDI	samirdey1962@gmail.com	139
25	2A-201	SUNIL KUMAR SINGH		
26	2A-202	SANJEET KUMAR GHOSH	sanjeet.ghosh@gmail.com	140
27	2A-203	TANUJ KUMAR BISWAS	tanujbiswasnadia@gmail.com	
28	2A-204	SATARUPA MANDAL		333
29	2A-301	RAVINDRA SHAH	ravi.shah9870@gmail.com	401
30	2A-302	LAKSHMI KANT GHOSH		319
31	2A-303	DAYANAND PATHAK / ADARSH PATHAK	adarshpathak@rediffmail.com	
32	2A-304	RAJESH PATHAK	spathak_1966@rediffmail.com	172

33	3A-G01	PARTHA SARATHI BASU		272
34	3A-G02	CHANCHAL PYNE	pyne@srei.com	365
35	3A-G03	BADAL MANDAL	Badalmandal42@gmail.com	321
36	3A-G04	SHEKHAR CHAKRABORTY	toontuni77@gmail.com	423
37	3A-101	RAJESH CHAKRABORTY	amarbhattacharya70@gmail.com	180
38	3A-102	ABHIJIT GHOSAL	avijit201453@rediffmail.com	181
39	3A-103	SYED MOHD. ZAFAR	tabassumzafar@rediffmail.com	182
40	3A-104	RANJAN KUMAR SRIVASTAVA	drranjansrivastava@rediffmail.com info@renaissancehospital.in	
41	3A-201	ARUNABHA GHOSH	mailboxarunabha@gmail.com	330
42	3A-202	CHHIBI SANTRA		
43	3A-203	SUDEEP KUMAR MANDI	ca_kacker@yahoo.com	179
44	3A-204	BISWANATH SAHA		
45	3A-301	RABINDRA NATH RUDRA		176
46	3A-302	RUMA KUMARI		269
47	3A-303	DHARMENDRA KR. PANDEY	dkp005@rediffmail.com	177
48	3A-304	PRABIR PAUL	prabirpaul.pp@gmail.com	178
49	1B-101	LALITA KHAITAN		378
50	1B-102	TAPAN KUMAR GHOSH / TAMA GHOSH	tk.29ghosh@gmail.com	229
51	1B-103	MADHUSUDAN MUKHERJEE / APARNA MUKHERJEE	m.mukherjee.665@gmail.com	250
52	1B-104	SAURABH LAHIRI	saurabh_669@yahoo.co.in	314
53	1B-105	ARUN SANKAR CHATTERJEE / KALPANA CHATTERJEE		287
54	1B-106	SUBRATA ROY	Se_tata@yahoo.com	382
55	1B-107	DR.ARUNABHA TAPADAR / KAJARI TAPADAR	arunabhatapadar@gmail.com	251
56	1B-108	RAKHI MAZUMDAR	rakhi.mazumdar@gmail.com	383
57	1B-201	MAYANK KISHANPURIA	mayank@kishanpuria.in	228
58	1B-202	CHITRALEKHA GHOSH	chitralekhaghosh54@gmail.com	
59	1B-203	MRINMAY BISWAS / MANJU BISWAS	mrinmaybiswas_203@yahoo.com	258
60	1B-204	MRINMAY BISWAS / MANJU BISWAS	mrinmaybiswas_203@yahoo.com	286
61	1B-205	BISAKHA KUNDU / SWAPAN KR. KUNDU	dattarelay09@rediffmail.com	256
62	1B-206	PINAKEE DEY	pinakeedey@gmail.com	247
63	1B-207	ARUP KUMAR MALLICK / BRATATI MALLICK	arupm69@yahoo.com	257
64	1B-208	BIJAY KRISHNA GHOSH	bijaykrishnaghosh@yahoo.in	432
65	1B-301	AMIT ROY CHOUDHURY / RATNA ROY CHOUDHURY	rcamit0601@gmail.com ratnarc24@gmail.com	347
66	1B-302	PROFULLA KUMAR GHOSH / ARATI GHOSH	jhirimpi@gmail.com	346
67	1B-303	SUDIPTA GHOSH / MANJUSHREE GHOSH	dgpsudipta@yahoo.com	220

68	1B-304	ARABINDA PAL	arabindapal2014@gmail.com arabindapal1968@gmail.com	227
69	1B-305	BAL BHADRA MISHRA		254
70	1B-306	PURNIMA DAS		289
71	1B-307	DEBASHIS HAZRA	debashis_cal@yahoo.co.in	
72	1B-308	PARTHA CHOUDHURY / SOMA CHOUDHURY	parthapapan@gmail.com	255
73	1B-401	ANAMITRA GHOSH / TUSHAR KANTI GHOSH	tghosh44@yahoo.com	225
74	1B-402	PRONATI ROY / LAKSHMI NARAYAN ROY	panacearoy@gmail.com	297
75	1B-403	AKHIL KAPOOR	kapoorkol@yahoo.co.in	361
76	1B-404	DILIP KUMAR SAHA	cadksaha@hotmail.com	268
77	1B-405	SIDDHARTHA/SUKANYA CHOUDHURI	Siddhartha_chdhr@yahoo.co.in	377
78	1B-406	REGINALD GOMES / ARCHANA GOMES	mitra.gysi@gmail.com ritanaharay26@gmail.com	335
79	1B-407	SANJAY TIWARI	Sanjay.san1975@gmail.com	218
80	1B-408	MANISH CHAKRABORTY/SUBARNA CHAKRABORTY	manish.chakraborty@wipro.com	219
81	1B-501	TAPAN KUMAR DAS / FALGUNI DAS	tapandas3123@gmail.com	248
82	1B-502	JAI NARAYAN PANDEY	pandey.madhab@gmail.com	226
83	1B-503	MITTRA MITRA		396
84	1B-504	SEKHAR KR. BANDYOPADHAY	sekharbondyo@gmail.com, mithu1958@gmail.com	422
85	1B-505	SIDDHESWAR CHANDRA / LIKHA CHANDRA	chandrasidd56@gmail.com	216
86	1B-506	RAKESH KUMAR	Kr.rakesh123@gmail.com	215
87	1B-507	BHABATOSH BHAWAL / TAPASI BHAWAL	Bhabatosh.bhawal@yahoo.com	217
88	1B-508	TAPAN KUMAR GHOSH / TANMOY GHOSH	tk.29ghosh@gmail.com	434
89	1B-601	SOUDIP SINHA	soudipsinha74@gmail.com	358
90	1B-602	ANANDA DEY		302
91	1B-603	SUKANTA DEB		345
92	1B-604	MEETA MISHRA	Meetamishra8@gmail.com	384
93	1B-605	SHILPA LOHIA	shilpa_five@yahoo.com	323
94	1B-606	SWAPNA ROY / SAYANTI ROY		
95	1B-607	SMITA DEY	smita_dey@rediffmail.com subodhkdey@yahoo.co.in	408
96	1B-608	DEEP SANKAR BHATTACHARYYA / BHASWATI BHATTACHARYYA	alaktika1b608@gmail.com dbs70@rediffmail.com	214
97	1B-701	ASOK KUMAR BANDYOPADHYAY / TAPATI BANDYOPADHYAY	chandanasok.banerjee@gmail.com	224
98	1B-702	ASHOK KUMAR GUPTA	heashok@gmail.com	223
99	1B-703	VIBHUTI BHUSHAN GUPTA	vibhuti120275@gmail.com	301

100	1B-704	RAHUL GANGULY	rahul.ganguly@yahoo.co.in	406
101	1B-705	SOMNATH DEY		322
102	1B-706	KAMAL EDBAR / KALLOLI EDBAR		213
103	1B-707	RINA SIL/ SOMASREE DAS	ajitkumar.sil@gmail.com	253
104	1B-708	ARIJIT MUKHERJEE / ARUNDHATII MUKHERJEE	arijit123.m@gmail.com	290
105	1B-801	SUSANTA KR. DATTA / APARNA DATTA	kdatta007@gmail.com	142
106	1B-802	DR. RAJIT BHATTACHARYYA	Rajitb09@gmail.com	391
107	1B-803	BANDANA KAR		
108	1B-804	RAKESH RANJAN / SHALINI RANJAN	rakesh.55386@gmail.com shalini.55386@gmail.com	222
109	1B-805	SOUMYA JYOTI SARKAR / AMITA SARKAR	sarkarsoumyajyiti@yahoo.com	339
110	1B-806	ARINDAM CHAKRABORTY / CHIRASREE CHAKRABORTY	chakari2002@gmail.com	252
111	1B-807	SEMANTI GHOSH	semantic.ghosh@gmail.com	303
112	1B-808	JIBAN KUMAR GHOSH / RAMA GHOSH		212
113	1B-901	ARNAB DAS	auromagroup@gmail.com	499
114	1B-902	DIPALI BHADRA / KALLOL BHADRA		308
115	1B-903	DIPRA DUTTA / DURGESH KUMAR DUTTA	dipra.dutta31st@gmail.com	430
116	1B-904	NITU KUMARI / AMAR KUMAR	kumaramar2003@yahoo.com	
117	1B-905	OM PRAKASH PATHAK / KRISHNA PATHAK	omprakashpathak48@yahoo.in	
118	1B-906	MOUSUMI BISWAS / BIDYUT KANTI BISWAS	bidyut.biswas@hotmail.com mous_4945@outloke.com	
119	1B-907	MANIK PRASAD BHAKAT	sbbhakat@rediffmail.com	211
120	1B-908	DILIP KUMAR DAS		337
121	2B-101	NIRMALYA SUNDAR MAITI	maitinirmalya@yahoo.co.in	114
122	2B-102	KANIKA SINHA / NANDINI SINHA	nandinisinha@gmail.com	116
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356	1E-102	ARUNIT MUKHERJEE / BEBEKANADA MUKHERJEE	arunit737@gmail.com	327
357	1E-201	ANIL PRAKASH DABRIWAL	anildabriwal@rediffmail.com	144
358	1E-202	SABYASACHI SAHA / APARNA SAHA	sahasabya@hotmail.com	309
359	1E-301	ANUPAM DUTTA / DOLANCHANPA DUTTA	Anupam_dutta@yahoo.com	
360	1E-302	PRODOSH GANGULY / DR. BANI BANDANA GANGULY	gangulyprodosh@gmail.com	
361	1E-401	ANUPAM KAR / ANKITA KAR	anupamkar@yahoo.com	356
362	1E-402	SWAPAN KUMAR DAS / BULU RANI DAS	tanmoydas2012@gmail.com srabonti.das26@gmail.com	146
363	1E-501	SHUBHOJIT CHATTERJEE / BIDITA HAZARIKA CHATTERJEE	way2shubhojit@gmail.com biditahazarika@gmail.com	
364	1E-502	BISWAJEET SEN GUPTA / MITUL MUKHERJEE	biswajitsengupta1@gmail.com	326
365	1E-601	ARPAN PAL / SANGHAMITRA PAL	arpanpal2007@gmail.com	243
366	1E-602	DIPAK KUMAR ROY / SUCHITRA ROY	dipakroy@rocketmail.com	

367	1E-701	SUKDEB SUSHIL BASU / SUMITRA SUKDEB BASU	sukbasu@yahoo.com	293
368	1E-702	PRATYUSH DASGUPTA / OINDRILA DASGUPTA	pratyush_dasgupta@yahoo.co.in	
369	1E-801	DEBAYAN CHAKRABORTY	vihaanrini@gmail.com debayane_@rediffmail.com	
370	1E-802	KAMINI R. JAIN	kams7820@hotmail.com	
371	2E-101	ARJOO BANDOPADHAY / DOLLY BANDOPADHAY	arjooban@gmail.com Arjoo.Bandopadhay@reynoldsbands.com	428
372	2E-102	LALITA BARNWAL		336
373	2E-201	SUMIT DEY	sumitdey@rediffmail.com	147
374	2E-202	JOLLY BHATTACHARYA / ASIM BHATTACHARYA	asim_doha@yahoo.com	309
375	2E-301	SANDIP KUMAR KUNDU / PAMELA KUNDU	sandipkundu44@gmail.com	357
376	2E-302	SANJAY KUMAR MUKHERJEE / SONALI MUKHERJEE	sonalimuk123@rediffmail.com skumarm0109@gmail.com	359
377	2E-401	SANCHITA P BARDHAN / PARTHASARATHI S BARDHAN	parth_bardhan@yahoo.co.in partho67@gmail.com	
378	2E-402	AYON MANDAL / TITHIPARNA SENGUPTA	ayon.mandal@gmail.com	112
379	2E-501	SHILPI MUKHOPADHYAY / BIKRAMADITYA MUKHOPADHYAY	shilpi_mukhopadhyay@yahoo.com.hk bikram_mukhopadhyay@yahoo.com.hk	232
380	2E-502	MOUSUMI ROY / BASAB ROY	roybasab@hotmail.com	233
381	2E-601	SWAPAN KUMAR BHUIN	swapan.bhuin@wipro.com	113
382	2E-602	SUBIR DEYSARKAR / SULANGNA DEYSARKAR	subirds@rediffmail.com sulagnads@rediffmail.com	425
383	2E-701	KAUSHIK KUNDU / ARUNA KUNDU	kkundu@yahoo.com	331
384	2E-702	SUBHADIP CHATTERJEE / SASWATI CHATTERJEE	subhdipsas642@gmail.com	231
385	2E-801	RITA PAL / GAUTAM PAL	gautampal18@hotmail.com	111
386	2E-802	SWAPNA CHHETRI	swapan_chhetri@yahoo.co.in	143
387	1F-901	ASHOK KUMAR SHAW / ASHA SHAW	ashokpremium1@gmail.com ashapremium1@gmail.com	
388	1F-902	DIPAK AGARWAL	dipak1075@gmail.com	342
389	2F-901	BIPUL RANJAN SARKAR	bipulranjans@yahoo.co.in	315
390	2F-902	ASHOK KUMAR SHAW/ ASHA SHAW	ashokpremium1@gmail.com ashapremium1@gmail.com	284

## 11. Board of Managers and Sub-Committees

### Board of Managers (2020-23) of Alaktika Housing Complex , Kolkata -700161

Name	Flat No.	Intercom
<b>PRESIDENT</b> Swapn Kr. Biswas	1C-301	267
<b>VICE PRESIDENT</b> Samir Kr. Nath	2B -301	189
<b>VICE PRESIDENT</b> Swapn Kr. Panda	3D -101	
<b>SECRETARY</b> Ashok Kr. Gupta	1B-702	223
<b>JOINT SECRETARY</b> Arabindo Adhikary	1C -203	369
<b>TREASURER</b> Somendra Pratap Singh	2B-305	397
<b>JOINT TREASURER</b> Prabir Kr. Dey	1C-303	221
<b>MEMBERS:</b>		
Aninda Dasgupta	1D -402	463
Arpan Pal	1E -601	243
Asim Kr. Basu	1C -101	277
Bipul Ranjan Sarkar	2F-901	315
Krishna Das Debnath	1C-902	279
Mrinmay Biswas	1B -203	258
Partha Sarathi Basu	3A-G01	272
Pinakee Dey	1B -206	247
Prabir Das	2A-101	141
Rakesh Kumar	1B -506	215
Dr.Samrat Basu	2B-906	209
Sitangshu Kr. Saha	2B -803	294
Sonali Kadam	2B-107	238
Suchita Nandi	3D -902	266
Syed Mohd Zafar	3A-103	182
Tapan Kr. Ghosh	1B-102	229
Vijay Kr. Singh	2A G01	137

**SUB-COMMITTEES FOR THE YEAR 2020-21 as decided by the Board Members are as follows:**

	Sub-Committee	Members	Flat No. I	Intercom No
1	Budget	Arpan Pal (Convenor) Asim Kr. Basu KG Nandy (Invited) S.P.Singh Sucheta Nandi Swapn Kr. Panda	1E -601 1C -101 2D 802 2B-305 3D -902 3D-101	243 277 124 397 266
2	Security	Mrinmoy Biswas (Convenor) Pinakee Dey Prabir Kr.Das Rakesh Kumar Swapn Kr. Panda	1B -203 1B -206 2A-101 1B -506 3D-101	258 247 141 215
3	Gardening	Arabindo Adhikary(Convenor) Samir Kr. Nath Swapn Kr. Panda Pinakee Dey	1C -203 2B -301 3D -902 1B -206	369 189 266 247
4	Civil	Pinakee Dey (Convenor) Arabindo Adhikary Tapan Kr. Ghosh Samir Kr. Nath	1B -206 1C-203 1B-102 2B-301	247 369 229 189
5	Elect./Fire/Generato/ Lift	Samir Kr. Nath (Convenor) Tapan Kr. Ghosh	2B -301 1B-102	189 229
6	Purchase & Tender	Sucheta Nandi (Convenor) Pinakee Dey Arabindo Adhikary	3D -902 1B -206 1C -203	266 247 369
7	Sports	Sitangshu Kr Saha (Convenor) S. P. Singh Prabir Kr. Dey	2B -803 2B -305 1C-303	294 397 221
8	Cultural	Samir Kr. Nath (Convenor) Sonali Kadam Arpan Pal	2B-301 2B-107 1E-601	189 238 243
9	Housekeeping work supervision	Krishna Das Debnath (Convenor) Mrinmay Biswas Bipul Ranjan Sarkar S.P.Singh Syed Mohd. Zafar	1C-902 1B -203 2F-901 2B-305 3A-103	279 258 315 397 182
10	Website management	Arpan Pal (Convenor) Anindo Das Gupta	1E -601 1D -402	243 463
11	CCTV & Intercom	Prabir Kr. Das (Convenor) Pinakee Dey Arpan Pal Samrat Basu	2A-101 1B -206 1E -601 2B-906	141 247 243 209

12	Health & Safety	S.P.Singh (Convenor)	2B-305	397
		Sitangshu Kr. Saha	2B-803	294
		Pinakee Dey	1B-206	247
		Mrinmay Biswas	1B -203	258
		Samrat Basu	2B-906	209
		Samir Kr. Nath	2B-301	189
		Prabir Kr.Das	2A-101	141

- **The President (1C-301 ,9874162477, 267) & Secretary (1B-702,9433113108 ,223) will be ex-officio members of all the sub-committees.**
- **As per decision of the Board Manager's meeting held on 03.01.2021. Sri Arpan Pal, 1E-601 was elected as the Co-Ordinator for internal communication with the Flat owners of Alaktika Housing Complex, New Town on behalf of the Board of Managers 2020-23.**

## 12. Important Communications

ALAKTIKA HOUSING COMPLEX, NEW TOWN  
STREET NO. 674, ACTION AREA II-D, P.O. NEW TOWN AA-II, KOLKATA - 700161  
TELEPHONE NO. 033-40620274, 66036200, 25266969  
e-mail: alaktikahc@gmail.com

REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010

o/c  
o/c

**PRESIDENT**  
Swapan Kr. Biswas

**VICE PRESIDENT**  
Samir Kr. Nath  
Swapan Kr. Panda

**SECRETARY**  
Ashok Kr. Gupta

**JOINT SECRETARY**  
Arabindo Adhikary

**TREASURER**  
Somendra Pratap  
Singh

**JOINT TREASURER**  
Prabir Kr. Dey

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Mrinmay Biswas  
Partha Sarathi Basu  
Pinakee Dey  
Prabir Das  
Rakesh Kumar  
Dr. Samrat Basu  
Sitangshu Kr. Saha  
Sonali Kadam  
Suchita Nandi  
Syed Mohd Zafar  
Tapan Kr. Ghosh  
Vijay Kr. Singh

Ref: ALK/WB/F-17/21-22

Date- 29/04/2021

To,  
The Secretary,  
Department of Urban Development & Municipal Affairs,  
Bidhannagar Municipal Corporation,  
Nagarayan, DF- 8, Sector- I, Salt Lake  
Kolkata- 700064.

Sub: Permission for Covid Vaccination Centre to cover 200 residents at Alaktika Housing Complex, New Town.

Dear Sir,  
With reference to the above we are applying to get permission to establish a Covid Vaccination Centre in Alaktika Housing Complex, New Town at Ward No. 12, New Town, Action Area IID, Street no. 674, Kolkata- 700161.  
Based on the permission we will start the centre as early as possible with all basic statutory compliance.  
We have already got assurance letter from Apollo Clinic, Beliaghata- a registered Covid Vaccination Centre for providing the vaccination staff, vaccines and other medical Infrastructure for the camp.

Brief details of Alaktika Housing Complex:-  
Total Nos. of flats- 390  
Number of Occupied flats- 300 approx.  
Number of 18+adult residents- 450  
Number of service staff- 100 ( Maid Servant, Drivers, Service Staff.)  
Total People- 550  
Total vaccinated- 350 approx.  
Will be vaccinated- 200

So, we will solicit your permission to establish the vaccination centre. This will expedite the vaccination process and shall reduce the load of hospital. This shall also help to monitor the covid protocols efficiently so chance of spreading shall be negligible.

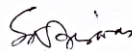
With best wishes and regards,

Swapan Kumar Biswas  
President  
Mobile- 9874162477 / 9433113108



**Application Request to set up a Work Place Covid Vaccination Centre (WPCVC)**

<b>Format - 'A'</b>	
WPCVC assigned to Government / Private facility (Name of the facility)	Alaktika Housing Complex, New Town
Name of Work Place Covid Vaccination Centre (WPCVC)	Community Hall, Alaktika Housing Complex
Borough No. & Address of WPCVC	Ward No. 12, New Town, Action Area IID, Street No. 674, Kolkata - 700161.
Category of Facility (Govt. / Private)	Private
Beneficiaries to be vaccinated (Approximate no.)	200
Infrastructure in place:	
i) Adequate waiting area with seating arrangement for atleast 50/ 100 beneficiaries. (Maintaining social distancing)	Yes
ii) Vaccination room of approximately 150 square feet to locate atleast 1 Vaccinator and 1 IT Personnel	Yes
iii) Adequate observation area for 50/100 beneficiaries (Maintaining social distancing)	Yes
iv) Drinking water arrangement both in the waiting area and observation area (use of disposable paper glasses)	Yes
v) Separate male and female wash rooms.	Yes
vi) Emergency beds with required accessories (Oxygen, AEFI Kit, Anaphylaxis Kit). ***Applicable for Corporate Offices with Health Facility	Not applicable
vii) Availability of two to four registration counters with computers and internet connectivity.	Yes
viii) Availability of required IT Personnel for registration counters.	Yes
ix) Availability of trained vaccinator ***Applicable for Corporate Offices with Health Facility	Not applicable
x) Dedicated Ambulance facility ***Applicable for Corporate Offices with Health Facility	Not applicable
xi) Adequate ground staff for management of vaccination site.	Yes
xii) Any other points to mention.	

  
 \_\_\_\_\_  
 President,  
 Alaktika Housing Complex  
 New Town

ALAKTIKA HOUSING COMPLEX, NEW TOWN  
STREET NO.674, ACTION AREA II-D, P.O. NEW TOWN AA-II, KOLKATA - 700161  
TELEPHONE NO. 033-40620274, 66036200, 25266969  
e-mail: alaktikahc@gmail.com

REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010

**PRESIDENT**  
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**VICE PRESIDENT**  
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Swapn Kr. Panda

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**JOINT SECRETARY**  
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**TREASURER**  
Somendra Pratap  
Singh

**JOINT TREASURER**  
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Dr. Samrat Basu  
Sitangshu Kr. Saha  
Sonali Kadam  
Suchita Nandi  
Syed Mohd Zafar  
Tapan Kr. Ghosh  
Vijay Kr. Singh

Ref: ALK/NKDA/F-17/21-22

Date- 14/05/2021

To,  
Rotary Club of Calcutta,  
New Town circle,  
Kolkata

Sub: Acceptance of proposal for vaccination camp.

In reference to your letter Ref No. RCNTC/Vaccin/AHC/21 dated- 13.05.2021

We are stating that Alaktika Housing Complex, New Town will be proud to host such a vaccination camp in our premises.

Looking for further collaboration with Rotary Club of Calcutta, New Town circle.

With best wishes and regards,  
Thanking you,

*A.K. Gupta*

Ashok Kumar Gupta  
Secretary

Mobile- 9433113108

For on behalf of Alaktika Housing Complex, New Town



*Received*  
*16/5/21*

ALAKTIKA HOUSING COMPLEX, NEW TOWN

STREET NO.674, ACTION AREA II-D, P.O. NEW TOWN AA-II, KOLKATA - 700161

TELEPHONE NO. 033-40620274, 033-40653023

e-mail: alaktikahc@gmail.com

REG. NO. 19A, OF 2010 DT. 7TH JULY 2010

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Pinakee Dey  
Prabir Das  
Rakesh Kumar  
Dr. Samrat Basu  
Sitangshu Kr. Saha  
Sonali Kadam  
Suchita Nandi  
Syed Mohd Zafar  
Tapan Kr. Ghosh  
Vijay Kr. Singh

Ref:ALK/NKDA/F-17/21-22

Date: 27/08/2021

Shri Debashis Sen,  
Chairman,  
New Town Kolkata Area Development Authority  
New Town.  
Kolkata – 700 156

Dear Sir,

**Re: Dumping yard at AA-IID, New Town**

Kindly refer to our letters No. ALAK/NKDA/F-17/20-21 dated 15.09.2020 and ALAK/NKDA/F-17/20-21 dated 13.01.2021 drawing your kind attention to the operation of a dumping yard in close proximity to two housing complexes viz. Alaktika and Uttara (beside the junction of road no. 674 and 757) raising great concern of health and hygiene to a larger of number of residents. We are very sorry to point out that in spite of the passage of more than eleven month, no action seems to be have been taken and the operation of the dumping year has been found to be going on as usual.

2. It is needless to mention that a dumping yard like this having chances of outbreak of diseases apart of emanating bad smell should not be allowed to operate in the midst of a residential area like ours. What is more astonishing and incomprehensible is that this is happening in a smart city like New Town. What pains us more is that even after writing two letters expressing our concern no one from NKDA has ever visited us to assess the problem being faced by us on this account and our concern and agony arising out of this.

3. We would request you once again to kindly consider the issue with utmost urgency and sensitivity and take necessary action to relocate the dumping yard from this area at the earliest keeping in view the interest of health and hygiene of the residents at large of the area.

4. We are enclosing the copy of the above referred letters of ours for your kind ready reference.

With thanks and regards.

(Swapan Kumar Biswas)  
President  
Alaktika Housing Complex, New Town

Encl.: As above

Copy to: 1. The Chief Executive Officer, NKDA, New Town, Kolkata  
2. The Chairman, HIDCO, New Town, Kolkata  
3. The B.O.A. Bidhannagar Municipal Corporation, Bidhannagar, Kolkata



ALAKTIKA HOUSING COMPLEX, NEW TOWN  
STREET NO.674, ACTION AREA II-D, P.O. NEW TOWN AA-II, KOLKATA - 700161  
TELEPHONE NO. 033-40620274, 033-40653023  
e-mail: alaktikahc@gmail.com  
REG. NO. 19A, OF 2010 DT. 7<sup>TH</sup> JULY 2010

**PRESIDENT**  
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Arabindo Adhikary

**TREASURER**  
Somendra Pratap  
Singh

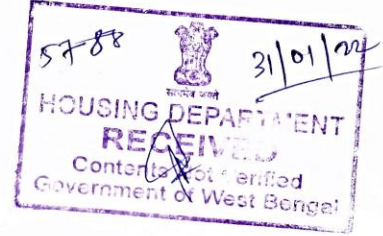
**JOINT TREASURER**  
Prabir Kr. Dey

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Dr. Samrat Basu  
Sitangshu Kr. Saha  
Sonali Kadam  
Suchita Nandi  
Syed Mohd Zafar  
Tapan Kr. Ghosh  
Vijay Kr. Singh

No ALAK/WBD Act CA/105/20/2021-22.

Date: 31/01/2022

The Competent Authority  
Under the WBAO Act, 1972  
Housing Department, Law Cell  
New Secretariat Building 1st Floor A Block  
1, Kiran Shankar Roy Road  
Kolkata - 700001



Sub: Assessment of share of common expenses under By-law 20(1) & (2) of the Act

Sir,

Please refer to our letter of even number dated 21.01.20 and reminder dated 29.6.20, 17.01.21 and 27.10.21 on the subject mentioned above.

On the basis of these letters your office vide letter No HO-23012(11)/8/2071-APARTT CELL DEPT of HO dated 24.3.21 (copy enclosed for ready reference) called for a meeting with the undersigned on 30.3.21 in your chamber. In the meeting this issue was discussed in great details but your officers expressed inability to define the laws and advised us to take up the same with the court. We requested for a letter stating this position of the competent authority and the officers kindly agreed to do so without any delay. However even after 10(ten) months we have not received anything.

In the meantime we have consulted our lawyer about taking up this issue with the court for legal opinion but he said without the official decision of the competent authority taken in the meeting of 30.3.21 court will not accept this case.

In view of the above we request you to kindly send the decision in writing without any further delay so that we can approach the court for a decision. Needless to mention that we are facing lot of pressure from flat owners for the result.

Thanking you

*A.K. Gupta*  
(Ashok Kumar Gupta)  
Secretary  
M- 9433113108

Encl: As above



ALAKTIKA HOUSING COMPLEX, NEW TOWN  
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alc

**PRESIDENT**  
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Prabir Das  
Rakesh Kumar  
Dr. Samrat Basu  
Sitangshu Kr. Saha  
Sonali Kadam  
Suchita Nandi  
Syed Mohd Zafar  
Tapan Kr. Ghosh  
Vijay Kr. Singh

Ref: ALK/Civil&Paint/F-17/21-22

Dated: 24/01/2022

To,  
AKZO NOBEL INDIA LIMITED - DULUXPRO DIVISION  
Geetanjali Apartment, 1<sup>st</sup> Floor,  
88 Middleton Street,  
Kolkata - 700 071

Kind Attention: Ms. Chaity Dutta - ADM / Nityanand Barnawal- Sr. Sales officer

**Sub: Repair Requirement under warranty for Repair and Paint Order**

Dear Sir/ Madam,

This is in reference to our order to you via letter ALK/Civil&Paint/2016-17/02 Dated: 21/11/2016, subsequent to which you had delivered and completed the repairing and painting work for all the buildings in Alaktika Housing Complex, Newtown, Kolkata - 700161.

We hereby draw your attention to the scope of the order which mentions the following (T&C clause no.17) - "Specification and product, their properties of paints, painting systems for **7 years performance life** indicated in the annexure is the part of the contract and **Warranty for 7 years**"

We would like to inform you that though it is **less than 5 years** since the completion of the painting job, in many places of the building walls, the paint is peeling of / damaged. As per contract, we expect you to honour the warranty and do the needful towards necessary mitigation of the paint damages.

Thanking You,  
Yours faithfully

Swapan Kr. Biswas  
President

*A.K. Gupta*  
Ashok Kr. Gupta  
Secretary

Encl: As above

Copy to: 1. Decor & Décor  
2. Mintu Sengupta



## 13. Important Telephone Numbers

Association	Landline	Mobile	Intercom
Office	40620274 / 40653023	7595044405	200
J. Chakraborty (Office)		9433907451	
Security Gate (2/3)	40066423	7595044401	100
Gate No-5		7595044404	203
FM Office (Mr. Jagabandhu Pramanik)		7595044403	201
Water / Electricity		7595044402	202

### Hospitals

IPGMER SSKM Hospital	- 22041100
R G Kar Medical College	- 25557656
Calcutta Medical College	- 22123741/3853
NRS Medical College	- 22897122
Institute of Child Health	- 98308 97576 / 9433895019
Ramakrishna Seva Prathisthan	- 24753639
Shambhunath Pandit	- 23022800
Apollo Gleneagles Hospital	- 23203040 / 2122, 1066
Fortis Hospital	- 66276800
Medica Hospital	- 9152162173
RN Tagore Hospital	- 9152165541
Peerless Hospital	- 24622394
Belle View Nursing Home	- 9152154735
Nightingale	- 9152790567
Woodlands	- 24567075
BM Birla	- 24567777
Ruby Hospital	- 39871800
Charnock Hospital	- 40500900
Zoom Healthcare	- 25708428
AMRI Salt Lake	- 66147700 / 66063800
Anandalok	- 92521698
Columbia Asia	- 39898969
Ohio Heart Hospital	- 6602 6602
Tata Medical Center	- 6605 7000
Narayana Hospital	- 9152362503

### Blood Bank

Central Blood Bank	- 23510619 / 20
Medical College	- 28640392 / 9934208632
Association of voluntary blood donor's Association	- 22271022

### Other Medical Support

Ambulance	- 102
NKDA WhatsApp Bot	- 7439605026
<b>NTFN COVID Helpline</b> (Oxygen, Vaccine, Ambulance, Medicine)	- 8929808963

**NKDA 24x7 COVID Helpline** - **18001037652**  
**Dr. Subhankar Chakraborty**  
**(Sunday at Alaktika Doctor Chamber & on-call)** - **9831068040**  
Nursing Agency (Associated with North City Hospital)  
- for Oxygen support and other help - 9831719463

**Police / Fire Station / Electricity**

POLICE HELPLINE - 100  
NEW TOWN POLICE STATION - 23246076  
P.S.In-Charge, NEW TOWN POLICE STATION - 9073343335  
Eco Park Police Station - 29623333 / 6292121108  
Cyber P.S. - 2359-5589  
Women P.S. - 2367-0006 / 9073343343  
BIDHAN NAGAR POLICE CONTROL ROOM - 2335-8788 / 2341-0465/ 2335-1287 (F) / 8336973500  
  
BIDHAN NAGAR POLICE TRAFFIC CONTROL - 2324-0053 / 9051213100  
FIRE HELPLINE - 101  
BIDHAN NAGAR FIRE SERVICE - 2357 5293/ 8584027198/199  
FIRE STATION HEAD QUARTER - 2252 2222 / 8584027148  
NATURAL DISASTER MANAGEMENT FORCE - 2262362  
WBSIEDCL - 23372885

**Gas Agencies**

Indane  
Uttarayan Gas Service - 25727656  
Green Indian - 25730542  
Gopalpur Indane - 25195168  
Emergency Call Centre - 1906 / 9874026702, 9007106111  
Megacity Bharat Gas - 25707895  
HP Gas - 25700808

## 14. AWARDS



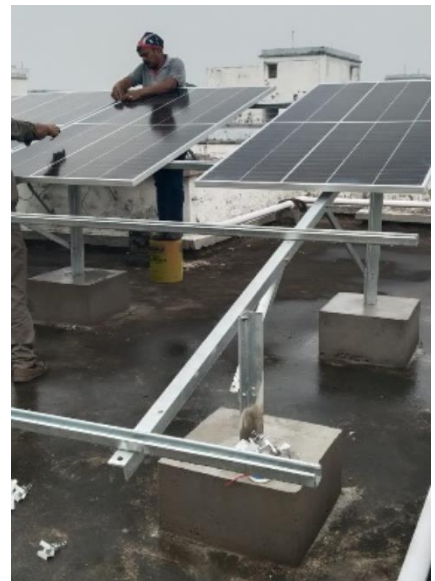


## 15. NEW INSTALLATIONS

### Security Hut, CCTV



# Solar



**16. AUDITOR'S REPORT  
AND  
ANNUAL ACCUNTS**

**2021-22**



**Somnath Ray & Associates**  
**CHARTERED ACCOUNTANTS**

INDEPENDENT AUDITORS' REPORT  
ALAKTIKA HOUSING COMPLEX, NEW TOWN

We have audited the financial statements of Alaktika Housing Complex at Street No 674, Action area II-D, P.O.-New Town, AA-II, Kolkata - 700 161, which comprise the balance sheet as at 31 March, 2022, and the Income and Expenditure Account and Receipt and Payment Account for the period then ended .

These financial statements are the responsibility of the management of Alaktika Housing Complex, New Town. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether these financial statements are free from material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures made in the notes on accounts as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

We further report that :-

1. We have obtained all the information and explanation, which to the best of our knowledge and belief were necessary for the purposes of our audit.
2. The aforesaid accounts dealt with by this report are in agreement with the books of accounts maintained by the Association.
3. In our opinion and to the best of our information and according to the explanations given to us, read with our observations / comments annexed hereto, the said accounts give a true and fair view, in conformity with the accounting principles / practices consistently followed by the Association:
  - a) In the case of the Balance Sheet, of the state of affairs of the Association as at March 31<sup>st</sup>, 2022;  
and
  - b) In the case of the Income and Expenditure Account, of the excess of Income over Expenditure of the Association for the year ended on that date.  
and
  - c) In the case of Receipt & Payment Account, of the cash inflows and outflows during the year ended on that date.

Belghoria  
May 03, 2022

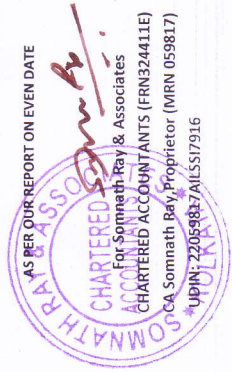
For & on behalf of  
Somnath Ray & Associates  
Chartered Accountants  
F.R.N : 324411E  
  
Somnath Ray, Proprietor  
Membership No : 059817  
UDIN : 22059817AILSSI7916



ALAKTIKA HOUSING COMPLEX, NEW TOWN  
Rajrathat Action Area-III, P.O. Hatihara, Kolkata-7000161

Income and Expenditure Account for the year ended 31st March, 2022

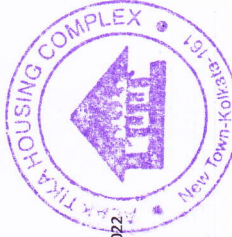
Expenditure	2021-22		2020-21		Income		2021-22		2020-21	
	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)
<b>To Maintenance Expenses</b>										
Civil Maintenance (Schedule-13)	3,54,141.00		3,67,075.00							
Electrical Maintenance (Schedule-14)	8,35,730.00		7,00,800.00							
Facility Management (Schedule-15)	38,68,971.00		32,72,685.00							
Fire Fighting System (Schedule-16)	6,58,628.00		3,29,067.00							
Generator Maintenance (Schedule-17)	1,52,948.00		1,97,318.00							
Lift Maintenance (Schedule-18)	14,40,278.00	73,10,696.00	14,20,930.00	62,87,875.00						
<b>To Others Expenses</b>										
AGM Expenses	2,500.00									
Audit Fees	19,470.00		19,470.00							
Bank Charges	1,481.63		1,785.02							
Cultural Program	25,420.00		17,081.00							
Covid 19 Expenses	76,805.00		1,76,726.00							
Conveyance Expenses	2,490.00		1,450.00							
Computer Maintenance	7,210.00									
Donation & Subscription	3,500.00		3,500.00							
Depreciation	3,85,489.00		2,26,193.00							
Diesel Consumed	15,000.00		30,248.28							
Discount on Maintenance Charges	1,95,638.00		1,61,810.00							
Electricity Charges	10,22,806.00		10,09,174.00							
Filling Fees (Schedule-19)	7,050.00		7,200.00							
Medical Aid	660.00		200.00							
Meeting Expenses	3,630.00		2,585.00							
Water Supply Charge(NKDA)	36,000.00		36,000.00							
Miscellaneous Expenses	5,039.00									
Office Expenses	6,951.00		7,309.00							
Postage Charges	848.00		633.00							
Printing and Stationery	35,946.00		13,537.00							
Puja Ex-Gratia	40,500.00		41,500.00							
Salary	1,46,400.00		1,38,924.00							
Telephone Charges (Schedule-20)	25,021.00		27,915.00							
Website Maintenance Charges	2,678.60	20,68,533.23	2,678.60	19,25,918.90						
To Excess of Income over Expenditure c/d		5,26,295.57		20,80,459.10						
		99,05,524.80		1,02,94,253.00						
To Provision for Current Tax		4,17,016.00		3,88,630.00						
To Interest on Income Tax		9,427.59		1,583.00						
" Surplus (Transferred to General Fund)		99,851.98		16,90,246.10						
<b>Total</b>		<b>5,26,295.57</b>		<b>20,80,459.10</b>				<b>5,26,295.57</b>		<b>20,80,459.10</b>



*Somendra Pratap Singh*  
Somendra Pratap Singh  
Treasurer

*A.K. Gupta*  
Ashok Kumar Gupta  
Secretary

*Swapan Kumar Biswas*  
Swapan Kumar Biswas  
President



Place: Kolkata  
Date: 03-05-2022

**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
Rajarhat Action Area-IID, PO. Hatiara, Kolkata-700016I

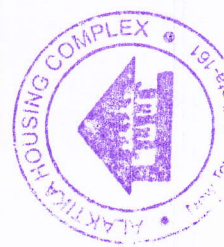
**Receipt & Payment Account**

for the period 1-April -2021 to 31-March-2022

Receipts	Amount (Rs)	Payments	Amount (Rs)	Amount (Rs)
<b>Opening Balance</b>		<b>Capital Account</b>		
Bank Accounts	17,11,290.82	Development Fund Account		
Cash-in-hand	190.70	Current Liabilities		
<b>Capital Account</b>		AUDIT FEES PAYABLE	19,470.00	59,487.00
Development Fund Account		TDS PAYABLE 21-22	1,44,868.00	
Current Liabilities		Provisions	57,762.41	
Sundry Creditors		Sundry Creditors	1,09,07,430.60	
<b>Investments</b>				1,11,29,531.01
FIXED DEPOSIT-MAINTENANCE FUNDS		<b>Investments</b>		
Current Assets		FIXED DEPOSIT-MAINTENANCE FUNDS	36,00,000.00	
REFUND OF I. TAX AY. 2020-21	9,010.00	FIXED DEPOSIT-CORPUS FUND	20,85,000.00	
Sundry Debtors	1,82,000.00			56,85,000.00
Receivable From Flat Owners	1,11,61,868.80	<b>Current Assets</b>		
<b>Indirect Income</b>		ADVANCE INCOME TAX AY. 2022-23	2,75,000.00	
AWARD		Receivable From Flat Owners	34,480.00	
<b>Indirect Expenses</b>				3,09,480.00
MISC. EXPENSES		<b>Indirect Expenses</b>		
DEPOSITS AND ADVANCES		DONATION & SUBSCRIPTION	3,500.00	
EXCESS RECEIVED FROM FLAT OWNERS		ELECTRICITY CHARGES	3,000.00	
<b>Other Incomes</b>		CIVIL MAINTENANCE	34,836.00	
BANK INTEREST ON FD	78,903.00	ELECTRICAL MAINT. & CONSUMABLES	58,402.00	
BANK INTEREST ON SB-174	40,414.00	LIFT MAINTENANCE	12,000.00	
BANK INTEREST ON SB-612	5,860.00	MISC. EXPENSES	2,71,486.21	
BANK INTEREST ON SBI A/C	4,376.00	<b>Closing Balance</b>		3,83,224.21
		Bank Accounts	5,80,365.39	
		Cash-in-hand	51.70	
				5,80,417.09
				1,81,47,139.31

AS PER OUR REPORT ON EVEN DATE

Place: Kolkata  
Date: 03-05-2022



*Swapan Kumar Biswas*  
Swapan Kumar Biswas  
President

*A.K. Gupta*  
Ashok Kumar Gupta  
Secretary

*Somendra Pratap Singh*  
Somendra Pratap Singh  
Treasurer

**SOMNATH RAY & ASSO.**  
CHARTERED ACCOUNTANTS  
For Somnath Ray & Associates  
CHARTERED ACCOUNTANTS (FRN324411E)  
CA Somnath Ray, Proprietor (MRN 059817)  
UDIN: 22059817AILSSI7916

**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
**Rajarhat Action Area-IID, PO. Hatiara, Kolkata-7000161**

**SCHEDULES FORMING PART OF BALANCE SHEET**

Particulars	As on 31.03.2022		As on 31.03.2021	
	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)
<b>SCHEDULE- 1:- CORPUS FUND</b>				
<b>Corpus Fund (HIG)</b>				
Opening Balance		1,05,21,764.72		91,53,865.00
<b>Add: Received During the year</b>				
Corpus Fund Collected during the year	13,69,800.00		13,69,800.00	
Late Fees during the year	28,048.00		1,46,715.00	
New DG Connection	1,00,000.00		-	
Income from DG Upgradation	-		-	
Interest on Corpus (Net of Tax@31.2%)	3,74,114.45	18,71,962.45	3,49,290.72	18,65,805.72
		1,23,93,727.17		1,10,19,670.72
<b>Less: Utilisation for Repair of Road</b>				
Transferred to General Fund		-		4,97,906.00
Closing Balance (A)		1,23,93,727.17		1,05,21,764.72
<b>Corpus Fund (MIG)</b>				
Opening Balance		32,04,167.26		24,70,000.00
<b>Add: Received During the year</b>				
Corpus Fund Collected during the year	7,63,200.00		7,63,200.00	
Late Fees during the year	21,448.00		69,962.00	
New DG Connection	25,000.00		17,500.00	
Interest on Corpus (Net of Tax@31.2%)	1,60,831.01	9,70,479.01	1,51,035.26	10,01,697.26
		41,74,646.27		34,71,697.26
<b>Less: Utilisation for Repair of Road</b>				
Transferred to General Fund		-		2,67,530.00
Closing Balance (B)		41,74,646.27		32,04,167.26
<b>Corpus Fund (LIG)</b>				
Opening Balance		6,09,199.55		4,92,877.00
<b>Add: Received During the year</b>				
Corpus Fund Collected during the year	1,34,400.00		1,34,400.00	
Late Fees during the year	9,263.00		26,688.00	
New DG Connection	-		-	
Interest on Corpus (Net of Tax@31.2%)	24,312.55	1,67,975.55	24,312.55	1,85,400.55
		7,77,175.10		6,78,277.55
<b>Less: Utilisation for Repair of Road</b>				
Transferred to General Fund		-		69,078.00
Closing Balance (C)		7,77,175.10		6,09,199.55
<b>Corpus Fund (A+B+C)</b>		<b>1,73,45,548.54</b>		<b>1,43,35,131.53</b>
<b>SCHEDULE- 2:- GENERAL FUND</b>				
Balance at the Beginning		58,62,773.18		40,20,770.61
Add: Transfer for expenditure out of Development Fund Capitalized	-		-	
Add: Transferred from Corpus Fund	-		8,34,514.00	
Add: Accrued Interest on Fixed Deposit written Back	-		64,194.00	
Add: Surplus Transfer from Development Fund	-		-	
Add: Surplus from Income & Expenditure A/c During the year	99,851.98	99,851.98	16,90,246.10	25,88,954.10
		59,62,625.16		66,09,724.71
<b>Less: Transfer to Corpus Fund Interest on Corpus Fund Investment (Net of Income tax)</b>				
	5,59,258.01		5,24,638.53	
<b>Less: Transferred to Development Fund</b>				
	-		2,22,313.00	
<b>Less: Transfer to Development Fund to meet shortfall/excess expenditure</b>				
	-	5,59,258.01	-	7,46,951.53
Balance at the End		54,03,367.15		58,62,773.18



*Swapan Kumar Biswas*  
Swapan Kumar Biswas  
President

*A.K. Gupta*  
Ashok Kumar Gupta  
Secretary

*Somendra Pratap Singh*  
Somendra Pratap Singh  
Treasurer



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
**Rajarhat Action Area-II, PO. Hatiara, Kolkata-700161**

**SCHEDULES FORMING PART OF BALANCE SHEET**

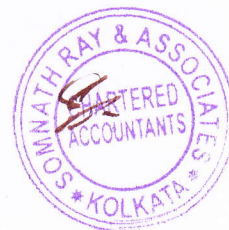
Particulars	As on 31.03.2022		As on 31.03.2021	
	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)
<b>SCHEDULE- 3:- DEVELOPMENT FUND</b>				
Balance at the Beginning		3,30,217.00		
Add: Transferred from General Fund		-	2,22,313.00	
<b>Add: Incomes transfer to Development Fund</b>				
i) Commercial Renting-Others	1,90,500.00		1,06,500.00	
ii) <u>Community Hall Rent from Members</u>				
Community Hall Booking- A	6,000.00		26,000.00	
Community Hall Booking- A (GF)	2,000.00			
Community Hall Booking- B	70,000.00		38,000.00	
Community Hall Booking- HIG	-			
iii) Tenant fee from Flat Owner	1,00,000.00		80,000.00	
iv) DG Backup Charges	7,980.00	3,76,480.00	13,214.00	4,86,027.00
		7,06,697.00		4,86,027.00
<b>Less: Development Expenses</b>				
i) Civil Work, Community Hall	-		25,260.00	
ii) Civil Work, Parapit	-		-	
iii) Civil Work, Garden	-		19,000.00	
iv) Civil Work, Security Hut	3,69,451.00		80,000.00	
iv) AMC-CCTV Maintainence	-		-	
v) AMC-AC Maintainence	8,250.00		19,550.00	
vi) Electrical Materials, Security Hut	35,870.00		-	
vii) Water Tank Community Hall (HIG)	18,951.00		12,000.00	
viii) Expenditure on Glow Sign Board & Intercom (Capitalized)	-	4,32,522.00	-	1,55,810.00
Balance (Excess Expenses)		2,74,175.00		3,30,217.00
Add: Transfer from General Fund to meet shortfall/excess expenditure		-		-
Balance at the End		2,74,175.00		3,30,217.00
<b>SCHEDULE- 4:- SECURITY DEPOSITS</b>				
Security Deposits-Arati Construction		1,24,563.00		1,24,563.00
Security Deposits-B.B Consortram		44,549.00		44,549.00
Security Deposits-Global Security and Facility Services		1,63,483.00		1,63,483.00
Security Deposits-Electro Fire Protect Engineering & Consultancy		17,700.00		2,950.00
Security Deposits-Jyotishkar Construction Co.		-		2,119.00
Security Deposits-Unitech		42,772.00		-
		3,93,067.00		3,37,664.00
<b>SCHEDULE- 5:- ADVANCES FROM MEMBERS</b>				
Excess Received From Flat Owners		1,08,027.00		54,677.00
Corpus Fund Received in advance		-		-
Maintenance Charges recd. in advance		-		-
Maintenance Charges Refundable		3,447.00		3,447.00
		1,11,474.00		58,124.00
<b>SCHEDULE- 6:- OUTSTANDING EXPENSES</b>				
Audit Fees Payable		19,470.00		19,470.00
TDS E-Filing Fees payable		1,000.00		1,050.00
Telephone Expenses		763.00		391.00
Water Supply Charges Payable		9,000.00		9,000.00
		30,233.00		29,911.00
<b>SCHEDULE- 7 :- PROVISION FOR TAX</b>				
Current Income Tax		4,17,016.00		3,88,630.00
Less: Advance Income Tax Paid	2,75,000.00		2,50,000.00	
TDS	1,08,873.00	3,83,873.00	80,867.59	3,30,867.59
Net Provision for Tax / (Advance Tax & TDS)		33,143.00		57,762.41



*Swapan Kumar Biswas*  
**Swapan Kumar Biswas**  
 President

*A.K. Gupta*  
**Ashok Kumar Gupta**  
 Secretary

*Somendra Pratap Singh*  
**Somendra Pratap Singh**  
 Treasurer



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
**Rajarhat Action Area-IID, PO. Hatiara, Kolkata-7000161**

**SCHEDULES FORMING PART OF BALANCE SHEET**

Particulars	As on 31.03.2022		As on 31.03.2021	
	Amount (₹)	Amount (₹)	Amount (₹)	Amount (₹)
<b><u>SCHEDULE- 8 :- RECEIVABLE FROM MEMBERS</u></b>				
Corpus Fund Receivable		3,08,140.00		2,40,540.00
Corpus Fund Late Fee Receivable		2,02,522.00		1,94,046.00
Maintenance Charges Receivable		4,99,210.00		4,63,195.00
Maintenance Charges Late Fee Receivable		2,65,378.00		2,10,151.00
Election Fund Receivable		-		300.00
		<u>12,75,250.00</u>		<u>11,08,232.00</u>
<b><u>SCHEDULE- 9:- ACCRUED INTEREST ON FIXED DEPOSITS</u></b>				
Fixed Deposit-Maintenance Fund		70,525.00		83,101.00
Fixed Deposit-Security Deposit		28,295.00		18,435.00
<u>Fixed Deposit-Corpus Fund</u>				
i) HIG	8,18,686.00		4,74,158.00	
ii) MIG	3,10,787.00		2,09,209.00	
iii) LIG	48,470.00	11,77,943.00	33,208.00	7,16,575.00
		<u>12,76,763.00</u>		<u>8,18,111.00</u>
<b><u>SCHEDULE- 10:- CASH AT BANK</u></b>				
<u>Bank Account- Maintenance Fund</u>				
State Bank of India A/c- 647		3,08,269.25		3,71,040.75
Indian Overseas Bank A/c-174		24,049.97	3,32,319.22	8,81,489.17
				<u>12,52,529.92</u>
<u>Bank Account- Corpus Fund</u>				
Indian Overseas Bank A/c-612		1,96,397.42		1,90,514.43
Indian Overseas Bank A/c-096		12,612.84		76,796.84
Indian Overseas Bank A/c-097		21,213.00		87,954.00
Indian Overseas Bank A/c-098		17,822.91	2,48,046.17	1,03,495.63
			<u>5,80,365.39</u>	<u>4,58,760.90</u>
				<u>17,11,290.82</u>

*Swapan Kumar Biswas*

Swapan Kumar Biswas  
President

*Ashok Kumar Gupta*

Ashok Kumar Gupta  
Secretary

*Somendra Pratap Singh*

Somendra Pratap Singh  
Treasurer



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
Rajarhat Action Area-IID, PO. Hatiara, Kolkata-7000161

**SCHEDULE- 11:- PROPERTY, PLANT AND EQUIPMENT AS ON 31ST MARCH, 2022**

Property, Plant and Equipment	Rate	Opening W.D.V as on 01.04.2021	Additions/Deletion			Depreciation for the year			Closing W.D.V as on 31.03.2022
			More than 180 Days	Less than 180 Days	Total Addition	More than 180 Days	Less than 180 Days	Total Depreciation During the yr	
Air Conditioner	15%	2,87,463.00	-	-	-	43,119.00	-	43,119.00	2,44,344.00
CCTV Surveillance Camera	15%	1,24,182.00	-	8,35,438.00	8,35,438.00	18,627.00	62,658.00	81,285.00	8,78,335.00
Ceiling Fan & Tube light	10%	29,362.00	-	-	-	2,936.00	-	2,936.00	26,426.00
Computer & Printer	40%	310.00	-	33,318.00	33,318.00	124.00	6,664.00	6,788.00	26,840.00
Constrction Partition Wall	10%	84,145.00	-	-	-	8,415.00	-	8,415.00	75,730.00
Doctor's Chamber	10%	14,995.00	-	-	-	1,500.00	-	1,500.00	13,495.00
Facility Office	10%	13,950.00	-	-	-	1,395.00	-	1,395.00	12,555.00
Fire Coupling Hose	20%	32,292.00	-	-	-	6,458.00	-	6,458.00	25,834.00
Fire Hose Box	10%	47,903.00	-	-	-	4,790.00	-	4,790.00	43,113.00
Floor Washing Machine	15%	3,654.00	-	-	-	548.00	-	548.00	3,106.00
Furniture & Fixture	10%	49,925.00	-	-	-	4,993.00	-	4,993.00	44,932.00
Glow Sign Board (Dev. Assets)	10%	72,382.00	-	-	-	7,238.00	-	7,238.00	65,144.00
Intercom Telephone (Dev. Assets)	15%	2,59,157.00	-	-	-	38,874.00	-	38,874.00	2,20,283.00
Kids Play Equipment	15%	35,081.00	-	-	-	5,262.00	-	5,262.00	29,819.00
Kitchen	10%	1,51,817.00	-	-	-	15,182.00	-	15,182.00	1,36,635.00
Lamp Shade ,Bottom	10%	63,604.00	-	-	-	6,360.00	-	6,360.00	57,244.00
Office Filing Cabinet	10%	10,955.00	-	-	-	1,096.00	-	1,096.00	9,859.00
Porta Cabin	10%	42,997.00	-	-	-	4,300.00	-	4,300.00	38,697.00
Pump	15%	54,722.00	-	-	-	8,208.00	-	8,208.00	46,514.00
Television	15%	15,609.00	-	-	-	2,341.00	-	2,341.00	13,268.00
Wheel Waste Bin	15%	76,930.00	-	-	-	11,540.00	-	11,540.00	65,390.00
Wooden Cabinet	10%	52,488.00	-	-	-	5,249.00	-	5,249.00	47,239.00
Solar Power Plant	15%	-	15,68,164.00	15,68,164.00	-	-	1,17,612.00	1,17,612.00	14,50,552.00
<b>GRAND TOTAL</b>		<b>15,23,923.00</b>	<b>-</b>	<b>24,36,920.00</b>	<b>24,36,920.00</b>	<b>1,98,555.00</b>	<b>1,86,934.00</b>	<b>3,85,489.00</b>	<b>35,75,354.00</b>



*Swapan Kumar Biswas*  
Swapan Kumar Biswas  
President

*A.K. Gupta*  
Ashok Kumar Gupta  
Secretary

*Somendra Pratap Singh*  
Somendra Pratap Singh  
Treasurer





**ALAKTIKA HOUSING COMPLEX, NEW TOWN**


**Rajarhat Action Area-IID, PO. Hatiara, Kolkata-7000161**

**SCHEDULE- 12:- FIXED DEPOSITS WITH INDIAN OVERSEAS BANK AS ON 31ST MARCH, 2022**

<b>Fixed Deposits (Corpus Fund)</b>						
<b>Account No.</b>	<b>Date of Investment</b>	<b>Date of Maturity</b>	<b>Fund Type</b>	<b>Holding (%)</b>	<b>Principal Value (₹)</b>	<b>Accrued Interest as on 31.03.2022</b>
4000001727	26-Dec-20	26-Apr-22	Corpus (HIG)	100%	5,15,794.00	31,132.00
4000002966	30-Jul-21	30-Jul-23	Corpus (HIG)	100%	7,50,801.00	23,774.00
4000003692	03-Aug-21	3-Aug-22	Corpus (HIG)	100%	12,08,066.00	37,266.00
4000005392	31-Mar-22	30-Mar-28	Corpus (HIG)	100%	11,90,000.00	156.00
111400123	31-Mar-20	31-Mar-23	Corpus (HIG)	72.09%	57,12,066.00	6,79,711.00
111500138	02-Apr-20	2-Apr-25	Corpus (HIG)	72.09%	3,99,892.00	46,647.00
				( A )	97,76,619.00	8,18,686.00
4000002967	30-Jul-21	30-Jul-23	Corpus (MIG)	100%	6,35,466.00	20,122.00
4000003693	03-Aug-21	3-Aug-22	Corpus (MIG)	100%	7,35,344.00	22,682.00
4000001729	26-Dec-20	26-Apr-22	Corpus (MIG)	100%	3,86,846.00	23,349.00
4000005389	31-Mar-22	30-Mar-28	Corpus (MIG)	100%	7,28,000.00	96.00
111400123	31-Mar-20	31-Mar-23	Corpus (MIG)	24.27%	19,23,039.00	2,28,833.00
111500138	02-Apr-20	2-Apr-25	Corpus (MIG)	24.27%	1,34,629.00	15,705.00
				( B )	45,43,324.00	3,10,787.00
4000001728	26-Dec-20	26-Apr-22	Corpus (LIG)	100%	82,056.00	4,952.00
4000002968	30-Jul-21	30-Jul-23	Corpus (LIG)	100%	1,13,074.00	3,580.00
4000003695	03-Aug-21	3-Aug-22	Corpus (LIG)	100%	1,05,048.00	3,240.00
4000005391	31-Mar-22	30-Mar-28	Corpus (LIG)	100%	1,67,000.00	22.00
111400123	31-Mar-20	31-Mar-23	Corpus (LIG)	3.64%	2,88,416.00	34,321.00
111500138	02-Apr-20	2-Apr-25	Corpus (LIG)	3.64%	20,192.00	2,355.00
				( C )	7,75,786.00	48,470.00
<b>TOTAL (A+B+C)</b>					<b>1,50,95,729.00</b>	<b>11,77,943.00</b>
<b>Fixed Deposits (Maintenance Fund)</b>						
<b>Account No.</b>	<b>Date of Investment</b>	<b>Date of Maturity</b>	<b>Fund Type</b>	<b>Holding (%)</b>	<b>Principal Value (₹)</b>	<b>Accrued Interest as on 31.03.2022</b>
4000000955	19-May-21	19-May-22	Maintenance	100%	6,27,340.00	25,555.00
4000000956	19-May-21	19.05.2022	Maintenance	100%	6,29,868.00	25,657.00
4000003564	27-May-21	27-May-22	Maintenance	100%	4,86,445.00	19,313.00
					17,43,653.00	70,525.00
<b>Fixed Deposits (Security Deposit)</b>						
<b>Account No.</b>	<b>Date of Investment</b>	<b>Date of Maturity</b>	<b>Fund Type</b>	<b>Holding (%)</b>	<b>Principal Value (₹)</b>	<b>Accrued Interest as on 31.03.2022</b>
4000003006	14-Aug-21	14-Aug-22	Security Deposit	100%	73,416.00	2,162.00
4000002783	6-May-19	6-May-22	Security Deposit	100%	1,24,563.00	26,133.00
<b>TOTAL</b>					<b>1,97,979.00</b>	<b>28,295.00</b>

  
Swapan Kumar Biswas  
President

  
Ashok Kumar Gupta  
Secretary

  
Somendra Pratap Singh  
Treasurer



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
**Rajarhat Action Area-IID, PO. Hatiara, Kolkata-7000161**

**SCHEDULES FORMING PART OF INCOME & EXPENDITURES**

Particulars	Year Ended 31st March, 2022	Year Ended 31st March, 2021
<b><u>SCHEDULE- 13:- CIVIL MAINTENANCE</u></b>		
Civil Maintenance	3,54,141.00	3,67,075.00
Civil Work, Road	-	-
	3,54,141.00	3,67,075.00
<b><u>SCHEDULE- 14:- ELECTRICAL &amp; GENERAL MAINT. INCL. CONSUMABLES</u></b>		
AMC-Electrical Maintenance	4,15,800.00	3,96,000.00
AMC-CCTV Maintenance	17,700.00	19,667.00
AMC-Intercom Services	79,414.00	30,975.00
Electrical Consumable Goods	90,756.00	69,374.00
Electrical Maintenance Charges	500.00	3,250.00
Repairing & Spare Of Cctv	37,375.00	20,507.00
Repairing & Spare Of Submersible Pump	400.00	3,500.00
Garden Maintenance	79,925.00	73,739.00
House Cleaning Materials	74,885.00	59,038.00
Pest Control	5,410.00	19,230.00
Pump Repairing	18,405.00	-
Water Tank Cleaning Expenses	15,160.00	5,520.00
	8,35,730.00	7,00,800.00
<b><u>SCHEDULE- 15:- FACILITY MANAGEMENT</u></b>		
AMC-Gardening	3,72,000.00	3,48,000.00
AMC-Housing Keeping	14,53,981.00	11,86,865.00
AMC-Pest Control	52,700.00	-
AMC-Security Services	19,90,290.00	17,37,820.00
	38,68,971.00	32,72,685.00
<b><u>SCHEDULE- 16:- FIRE FIGHTING SYSTEM</u></b>		
AMC-Fire Service	2,07,798.00	2,05,320.00
AMC-Fireman Services	3,54,000.00	59,000.00
Fire Extinguisher Refilling	75,590.00	64,747.00
Fire Equipments	21,240.00	-
Fire Fighting	-	-
Fire Licence	-	-
	6,58,628.00	3,29,067.00
<b><u>SCHEDULE- 17:- GENERATOR MAINTENANCE</u></b>		
AMC-Generator Maintenance	90,250.00	1,42,893.00
Generator Operating Charges	-	2,500.00
Repairs & Servicing of DG Sets	62,698.00	51,925.00
	1,52,948.00	1,97,318.00

*Swapan Kumar Biswas*  
**Swapan Kumar Biswas**  
 President



*A.K. Gupta*  
**Ashok Kumar Gupta**  
 Secretary

*Somendra Pratap Singh*  
**Somendra Pratap Singh**  
 Treasurer



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
**Rajarhat Action Area-IID, PO. Hatiara, Kolkata-7000161**

**SCHEDULES FORMING PART OF INCOME & EXPENDITURES**

Particulars	Year Ended 31st March, 2022	Year Ended 31st March, 2021
<b><u>SCHEDULE- 18:- LIFT MAINTENANCE</u></b>		
AMC-Lift Maintenance	13,68,300.00	13,34,930.00
Lift Licence Renewal	12,000.00	6,000.00
Lift Repairs	59,978.00	80,000.00
	<u>14,40,278.00</u>	<u>14,20,930.00</u>
<b><u>SCHEDULE- 19:- FILLING FEES</u></b>		
Income Tax Filling Fee	3,000.00	3,000.00
Tds Filling Fees	4,050.00	4,200.00
	<u>7,050.00</u>	<u>7,200.00</u>
<b><u>SCHEDULE- 20:- TELEPHONE CHARGES</u></b>		
Telephone Charges	7,193.00	8,323.00
Telephone Charges (Mobile)	17,828.00	19,592.00
	<u>25,021.00</u>	<u>27,915.00</u>
<b><u>SCHEDULE- 21:- MAINTENANCE CHARGES FROM MEMBERS</u></b>		
Type- A	3,11,040.00	3,11,040.00
Type- B	24,13,440.00	24,13,440.00
Type- C	19,47,240.00	19,47,240.00
Type- D	23,55,480.00	23,55,480.00
Type- E & F	15,98,400.00	15,98,400.00
	<u>86,25,600.00</u>	<u>86,25,600.00</u>
<b><u>SCHEDULE- 22:- INTEREST ON SAVINGS BANK</u></b>		
Indian Overseas Bank, A/C No. 174	40,414.00	39,116.00
Indian Overseas Bank, A/C No. 612	5,860.00	6,105.00
State Bank Of India A/C No. 5647	4,376.00	9,766.00
	<u>50,650.00</u>	<u>54,987.00</u>
<b><u>SCHEDULE- 23:- INTEREST ON FIXED DEPOSIT</u></b>		
Interest On Fixed Deposit- Corpus Fund (HIG)	5,43,771.00	5,07,690.00
Interest On Fixed Deposit- Corpus Fund (MIG)	2,33,766.00	2,19,528.00
Interest On Fixed Deposit- Corpus Fund (LIG)	37,093.00	35,338.00
Interest On Fixed Deposit- Maintenance Fund	2,28,791.00	2,68,112.00
Interest On Fixed Deposit- Security Deposit	13,705.00	13,273.00
	<u>10,57,126.00</u>	<u>10,43,941.00</u>

*Swapan Kumar Biswas*  
**Swapan Kumar Biswas**  
 President



*A.K. Gupta*  
**Ashok Kumar Gupta**  
 Secretary

*Somendra Pratap Singh*  
**Somendra Pratap Singh**  
 Treasurer



**ALAKTIKA HOUSING COMPLEX, NEW TOWN**  
Rajarhat Action Area-IID, PO. Hatiara, Kolkata-7000161

**DETAILS OF CORPUS FUND RECEIVABLE AS ON 31ST MARCH, 2022**

FLAT TYPE	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Type A	-	3,682.00	700.00	700.00	700.00	700.00	1,200.00	2,100.00	2,700.00	5,400.00	5,600.00	33,600.00	57,082.00
Type B	5,500.00	4,290.00	1,700.00	-	1,700.00	1,700.00	5,400.00	4,200.00	5,200.00	5,200.00	5,300.00	42,400.00	82,590.00
Type C	-	-	-	-	-	-	-	-	-	-	12,800.00	12,800.00	25,600.00
Type D	-	8,968.00	3,500.00	3,500.00	3,500.00	3,500.00	3,800.00	5,100.00	6,300.00	18,900.00	26,400.00	59,400.00	1,42,868.00
Type E & F	5,500.00	16,940.00	5,900.00	4,200.00	5,900.00	5,900.00	10,400.00	11,400.00	14,200.00	29,500.00	50,100.00	1,48,200.00	3,08,140.00

**DETAILS OF MAINTENANCE CHARGES RECEIVABLE AS ON 31ST MARCH, 2022**

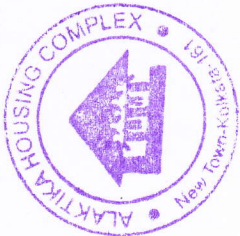
FLAT TYPE	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Type A	-	-	4,000.00	4,160.00	4,480.00	5,200.00	4,960.00	4,960.00	6,200.00	12,320.00	12,960.00	32,400.00	91,640.00
Type B	-	-	500.00	6,500.00	12,920.00	14,000.00	13,720.00	13,600.00	16,120.00	16,080.00	16,760.00	75,420.00	1,85,620.00
Type C	-	-	-	-	-	-	-	-	-	23,120.00	24,040.00	24,040.00	71,200.00
Type D	-	-	930.00	-	-	-	-	-	-	27,960.00	58,160.00	63,700.00	1,50,750.00
Type E & F	-	-	5,430.00	10,660.00	17,400.00	19,200.00	18,680.00	18,560.00	22,320.00	79,480.00	1,11,920.00	1,95,560.00	4,99,210.00

**DETAILS OF CORPUS FUND LATE FEE RECEIVABLE AS ON 31ST MARCH, 2022**

FLAT TYPE	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Type A	-	8,837.00	1,638.00	1,470.00	1,218.00	1,134.00	1,656.00	2,142.00	2,430.00	3,564.00	2,688.00	2,016.00	28,793.00
Type B	14,410.00	10,204.00	3,944.00	-	2,992.00	2,618.00	7,452.00	4,788.00	4,680.00	3,432.00	2,226.00	2,544.00	59,290.00
Type C	13,213.00	11,528.00	-	-	-	-	-	-	480.00	120.00	5,376.00	896.00	31,613.00
Type D	-	20,806.00	7,910.00	6,510.00	5,040.00	5,390.00	5,244.00	5,814.00	5,670.00	9,450.00	7,920.00	3,072.00	82,826.00
Type E & F	27,623.00	51,375.00	13,492.00	7,980.00	9,250.00	9,142.00	14,352.00	12,744.00	13,260.00	16,566.00	18,210.00	8,528.00	2,02,522.00

**DETAILS OF MAINTENANCE CHARGES LATE FEE RECEIVABLE AS ON 31ST MARCH, 2022**

FLAT TYPE	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Type A	-	-	9,078.00	7,956.00	8,193.00	8,268.00	6,696.00	5,288.00	5,394.00	7,761.00	5,280.00	3,725.00	67,639.00
Type B	-	-	-	11,782.00	22,610.00	16,080.00	18,521.00	15,096.00	13,572.00	10,130.00	6,201.00	8,044.00	1,22,036.00
Type C	-	-	-	-	-	-	-	-	1,175.00	15,028.00	8,414.00	2,765.00	27,382.00
Type D	-	1,149.00	-	-	377.00	-	-	-	-	21,788.00	18,319.00	6,688.00	48,321.00
Type E & F	-	1,149.00	9,078.00	19,738.00	31,180.00	24,348.00	25,217.00	20,384.00	20,141.00	54,707.00	38,214.00	21,222.00	2,65,378.00



**Swapan Kumar Biswas**  
President

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Ashok Kumar Gupta  
Secretary

**Somendra Pratap Singh**  
Treasurer

