



Kendriya Vihar-II Apartment Owners' Association

Community Centre-1, Kendriya Vihar-II, Plot No.3, Sector-82, Noida-201304, U.P.
(website: www.noidakv2.org ; E-mail: noidakv2@gmail.com ; Tel: 0120-2463700)

KV-II/Minutes/2019-20

Dated: 06.06.2019

Minutes of the 1st Meeting of BOM, KV-II held on 05.06.2019

The following were present:

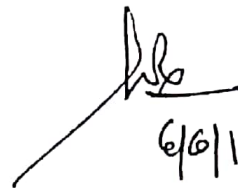
1. Shri Om Prakash Parmar, President	In Chair
2. Shri Brij Mohan Sharma	Vice President
3. Shri Kashi Nath Ram	Secretary
4. Shri Nagendra Singh	Treasurer
5. Shri Amrit Kumar	Member
6. Shri Gurmit Singh	Member
7. Shri Mahendra Singh	Member
8. Smt. Raj Rani	Member
9. Shri Ravinder Pal Singh	Member

At the outset, the President welcomed the newly elected Officer Bearers and Members. BOM. KV-II present in the meeting held on 05.06.2019. He expressed his sincere gratitude to all the participants for being them in the first meeting of BOM, KV-II and urged for healthy discussion and deliberation on the issues. The Secretary briefed the President and initiated the meeting to discuss the issues as per Agenda Items circulated vide Notice dated 05.06.2019. The decisions taken in meeting are stated hereunder:

Sl No.	Agenda Items	Decisions
1	Office timing	It was decided that in order to rid off the day to day complaints / grievances and heavy work load, the timing of office is required to be worked out in two shift basis.
2	Allocation of work/ departments among the Office Bearers of BOM,	It was decided after the discussion in length that work-allocation among the Officer Bearers and Members should be rationalized. Accordingly, on the basis of collective decisions taken in the meeting, the a charter of work has been made as per Table at <u>Annex-I</u> .
3	Allocation of work among the staff of BOM Office and phone facilities	1. It was decided that in order to cope up with prevailing circumstances with regard to search and placing the files, the officials of BOM will assist to the Incharge of Department concerned to locate and place the file before them as required apart from the duties already assigned to them. 2. It was also decided to allow Phone facilities to Staff/ worker whose services are required on urgent basis by the Officer Bearers and Members, BOM

4	Engagement of worker for multi tasking purposes	It was decided that a worker may immediately be engaged for multi tasking purpose.
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2. Secretary concluded the meeting with the vote of thanks to the Chair.


6/6/15