ARUN VIHAR RESIDENTS' WELFARE ASSOCIATION



Regn No 2433

(SECTOR-28, 29, 37)

(AVRWA) NOIDA

BYE-LAWS

DECEMBER 2016

ARUN VIHAR RESIDENTS' WELFARE ASSOCIATION

BYE-LAWS

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(f) **Bye -Laws** – means the Standing Orders and Administrative Instructions promulgated to facilitate day to day working of AVRWA by the Management Committee.

(g) "**Management Committee**" shall mean the Management Committee of AVRWA, comprising of eight elected members (including Chairman & Vice Chairman) to whom the Management of affairs of the Association is entrusted.

(h) '**Sub-Committee**' shall mean any committee nominated by Management Committee under its direction and control to carry out any specific assignments.

(j) "**Ward Director**" means the same as "Ward Member" defined in the Rules and Regulation and the term is in now vogue in keeping with the Act.

(k) "**Governing Body**" means a body comprising of Management Committee and Ward Directors elected by the Members of Association for a term of one year.

(l) "**Building**" means such residential accommodation, constructed, purchased for self and family and shall include ground floor and multistoried flats, which must have a dining and drawing room, kitchen, toilet and bathroom and which are approved for the purposes of housing by the U.P (Regulation Construction Work) Act 1958 under rules and connected Bye-laws framed there-under

(m) "**AWHO**" means Army Welfare Housing Organisation.

(n) "**ECHS**" means Ex Servicemen Contributory Health Scheme or health scheme run by Defence Authorities.

(o) "**CSD**" – means Canteen Stores Department canteen run by HQ, Delhi area and located in Arun Vihar.

(p) "**AVSAS**" means Arun Vihar Sahkari Awas Samiti.

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GOVERNANCE

General Body (See Rule 10 to 18)

5. All the permanent members of the Association who have not been declared defaulters for payment of subscription of the AVRWA and/or Wards, shall constitute the General Body.

Governing Body (See Rule 30)

6. Governing Body shall constitute Chairman, Vice Chairman and

elected Ward Directors. This body shall meet once in three months or as and when required by the Chairman to discuss problems and related policies of Arun Vihar and for seeking approval for:

(a) Expenditure on Non budgetory items.

(b) Amendment of AVRWA Rules/Bye -laws, if any

(c) Any other subject of interest.

Management Committee (See Rule 31-33).

7. A Management Committee shall consist of eight elected members and they shall all be from amongst the permanent members only. These are Chairman, Vice Chairman and six members elected out of the Ward Directors. Specific Tasks may be assigned to the above six elected executive committee members like Finance, Arboriculture, Security, Maintenance, Health & Sanitation, Sadhbavna/ Welfare, Projects and any other task not defined above. Management Committee shall be elected for a term of one year.

8. **Meeting of the Management Committee**

(a) The Chairman shall call for a Management Committee Meeting (MCM) alteast once a month to review the functioning of the Association and to conduct any other business as may be put before it.

(b) The quorum at all such meetings shall be five (including Chairman/Vice Chairman). In the event of the quorum not being complete, the Chairman may exercise discretion and proceed with the meetings.

(c) If any member fails to attend MCM continuously for the three months, the defaulting member in that case shall be deemed to have vacated the office.

(d) The decisions of Management Committee will be recorded in a Register and signed by all members preferably the same day.

9. **The Bye –Laws. (See Rule 29)**

Rule 29 is reproduced below for the sake of completeness of these Bye-Laws and what follows thereafter for their elaboration

FRAMING OF BYE LAWS

10. Bye-laws mean the standing orders and instructions framed and promulgated by the Management Committee to facilitate day-to-day working of the AVRWA. They govern the internal management, business or administration of the Society. The

Bye-Laws must be consistent with the Act.

11. Bye-laws, inter-alia cover the following. The list is not final and may be added to or reduced at the discretion of the Management Committee. These "Bye-Laws"- A to T conform to the Rules & Regulations.

    (a) Duties of members of the Management Committee.

    (b) Duties of the staff on the rolls of AVRWA.

    (c) Sadbhavna and welfare activities.

    (d) Action to be taken on the demise of a member of the AVRWA.

    (e) Procedure for quarterly audit of AVRWA accounts.

    (f) Procedure for quarterly audit of Ward accounts.

    (g) Issue of Identity Card/Passes by AVRWA.

    (h) Delegation of financial powers.

    (j) Security instructions for Arun Vihar.

    (k) Procedure for sale, purchase and transfer of houses in Arun Vihar.

    (l) Responsibilities of residents.

    (m) Procedure for procuring goods, articles and maintenance thereof.

    (n) Procedure for award of contracts for works.

    (o) Terms & Condition of Employees of AVRWA.

    (p) Procedure for accounting and preservation of stores and books.

    (q) Procedure for handing and taking over.

    (r) Procedure for conducting Management Committee meetings.

    (s) Procedure for amending bye-laws.

    (t) Removal of encroachments.

12. The provisions of the Societies Registration Act 1860, as amended, apply to every bye-law. The contents of every bye-law must be within the ambit of and consistent with the provisions of the Act and UP Societies Registration Rules, 1976.

THE BYE -LAWS "A"

DUTIES OF MEMBERS OF THE MANAGEMENT COMMITTEE

(Ref Rule 29.1 (a)

Finance Member

1 He will co-ordinate and assist the Vice Chairman in effective management of AVRWA finances.

2 He will be in direct contact with the AVRWA Chartered Accountant.

3 He will assist in planning the budget and procedure to allot funds to the Wards.

4 All expenditure, prior to payment of bills, will be approved by him/other competent authority only.

5 He will plan ways for growth of AVRWA Revenue.

6 He will ensure that all dues of various organizations are paid on time by AVRWA such as Service Tax, EPF,TDS, Income Tax etc.

7 He will ensure that financial documents are well prepared and maintained at all times.

8 The security of financial documents is always ensured and kept up by the concerned authority. A surprise check register be maintained by him for this purpose.

9. He will assist Vice-Chairman to plan and prepare yearly budget for discussion in Management Committee before presenting to General Body.

Maintenance Member

1. He should plan for qualified and experienced staff to be recruited by AVRWA.
2. He should run professional training cadres on as required basis.
3. The promotion of the staff be based on good conduct and professional efficiency only.
4. The degree of maintenance work allotted on daily basis be worked out and time bound.
5. The Electrical and Plumbing staff be provided with tools and stores required for light repairs.

6. He will review staff requirement to be carried out from time to time as per increased/decreased work load.
7. He will discuss the problem faced by the residents of AVRWA and staff with the Chairman on regular basis.
8. He will monitor and review the complaint register on regular basis and initiate corrective measures.

Security Member

The Security member will be responsible for the Security of Arun Vihar. He will perform duties on directions of Chairman/Vice Chairman:-

1. To plan the Security requirement of ARUN VIHAR. The plan should be integrated and cover Sectors 28, 29 and 37.
2. He will be responsible for the external security of AVRWA and common Areas of Arun Vihar.
3. He will co-ordinate with Internal Security of the Wards in co-ordination with Ward Directors, particularly at common gates.
4. He will maintain Liaison with respective Police Stations of the Sectors.
5. He will also work out the fire safety of Arun Vihar in co-ordination with Noida Fire Brigade. A minimum fire equipment and water requirement may be worked out for Arun Vihar and catered accordingly to meet any emergency.
6. He will brief the Chairman about security situation of Arun Vihar from time to time. He may plan an integrated security scheme with adjacent Sectors of Arun Vihar.

Hygiene & Sanitation Member

1. He should maintain regular liaison with Noida Authority, that the Garbage dumps are cleared on regular basis.
2. The open storm drains be cleaned regularly in coordination with Noida Authority.
3. He should ensure that the sewerage lines covering all wards are cleaned before rainy season by a dedicated team in Co-ordination with the Wards.
4. A regular disinfection scheme should be undertaken with fogging machine and other chemicals and equipment in coordination with Noida Authority.
5. He should ensure training of staff and application of modern

equipment on regular basis.

6. He should coordinate with all institutions located in Arun Vihar to work out a plan so that all areas are cleaned regularly.
7. He should carry out surprise check of the work carried out by Staff on a weekly basis.
8. He should liaise with SMO Noida.

Arboriculture Member

1. He will plan and assess the total Area to be maintained. All recruitments of Malis will be done centrally at AVRWA under Vice Chairman.
2. Malis will be utilized for upkeep & maintenance of Horticulture Nursery, Centrally controlled Parks and Central Areas other than the Wards. Malis will also be provided for pruning of trees.
3. He will liaise with various organizations such as Govt Nursery, DFO and other Organisations maintaining important Gardens and Parks in Noida.
4. He will plan the yearly budget requirement for arboriculture & put up to Vice Chairman.
5. He will ensure that the trees and flower beds alongside main roads of Arun Vihar are well pruned and maintained at all times.
6. The training of the staff be undertaken on regular basis.
7. He will liaise with Noida Electrical Department for pruning of trees interfering with Arun Vihar electrical supply system.
8. He will organize tree plantation in consultation with Noida DFO on yearly basis.
9. He will arrange inter- ward competition Annually in the month of Feb/Mar in Coord with Vice Chairman. The awards will be given during AGM. The SOP will be made by the Management in this regard.

Ward Directors

The Ward Directors function as per the overall policies laid down by AVRWA to meet the aspirations/requirements of the residents. The Ward Directors will :

1 Function within the Rules/ Policies laid down by AVRWA. All instructions issued by AVRWA will be carried out expeditiously.

2 Form a Working Committee of three other members to maintain Finance, supervise Security,Hygience & Sanitation and Arboricutlure services.

3 An Elders' Committee comprising of three to four Senior Members of the Ward to Advise the Working Committee be formed.

4 Ensure holding of regular Ward Meetings of all residents at least once a quarter to discuss the functioning of the Ward & forward proceedings to AVRWA.

5 Keep & maintain record showing details of Houses, Address, Tele Nos of Owners & tenants, and their helpers, eg drivers, maids, cleaners etc.

6 Ensure Police Verification is carried out by House owners in respect of tenants, helpers, drivers, servants and all such outsiders.

7. Maintain SB Accounts in the Nationalised Banks for Ward funds which will be operated by two functionaries.

8 Separate files for Receipts/Expenditure will be maintained. Ward subscriptions will be recorded on register and arrears collected strictly. Expenditure more than Rs.10000/- incurred on any single item/work will be signed/authenticated by two other Committee members.

9 Quarterly Audit by Committee of two Independent Members will be carried out as ordered by AVRWA. Audit Board Proceeding and accounts will be put up to AVRWA Chairman/Vice Chairman every quarter.

10 Ward Directors are authorized to ask for rent deed and Police clearance from the Tenant before occupation of the house. The Ward Director is empowered to collect arrears/dues and one year advance subscription prior to the occupation.

11 Every effort will be made by the Ward Director to collect Ward/AVRWA dues. List of defaulters will be given to AVRWA office. The non-payment of Ward Subscription will amount to defiance of rules of AVRWA for subscriptions by residents. All such defaulter for non-payment of Ward Subscription may be denied any facilities provided by AVRWA to the Residents.

12 Proper Handing/Taking over of Ward Accounts/ Records & Documents, Bank Passbooks/cheque books will be done within ten working days of the change of portfolio.

13 Ward Directors will organize welfare measures for the super senior citizen (above 80), and single ladies staying alone in consultation with Chairman/Vice Chairman AVRWA

14 Shall coordinate with adjoining Wards particularly with respect to Security.

THE BYE –LAWS "B"

DUTIES OF STAFF ON THE ROLLS OF AVRWA

(Ref Rule 29.1 (b)

Duties of General Manager Administration (GMA)

1. General Manager Administration (GMA) is a paid employee and shall be overall head of all paid employees of AVRWA and shall perform the administrative functions under the supervision and guidance of the Chairman/Vice Chairman.
2. The GMA shall be responsible for the day to day administration of the Association, discipline and the management of the daily routine of its office and its staff.
3. The GMA shall maintain all records and send all notices for the meetings. He will carry out all correspondence of the Association and perform other duties as ordinarily pertain to his office.
4. The GMA shall maintain records of movable and immovable Properties of the Association.
5. He shall be the nodal point for the interaction between the Society and the office of the Registrar/ Deputy Registrar of Societies.
6. He will assist the Advocate in all proceedings of Court cases and may attend, if required.
7. He shall carry out personal liaise with Defence & Civil Administration/other agencies as on required basis & Noida Authority officials (PE/APE concerned), SP & SHO civil Police, UPPCL (EE/SDO) at least once a month for redressal/progress of AVRWA issues.
8. He will be responsible to deal with all cases of indiscipline as per the Rules of the Society.
9. He will provide complete administrative support for the conduct of elections as given in paras 49-54 of the Rules & Regulations of AVRWA.
10. He will record the minutes of AGM, MCM and Governing Body meetings.
11. He will ensure enough fire precautions and prevention are exercised in AVRWA office.
12. All original FDs pertaining to AVRWA will be kept in Secured Lock and Key arrangement with GMA.

13. He will be responsible for Stock Taking of movable and immovable property held on the charge of AVRWA.
14. He will get the AVRWA building and other property insured against fire, theft, flood, natural calamities and riots.
15. He will advise the Management in writing on the Rules position if it is seen that any decision of the Management is in contravention with the existing Rules/Instructions. However, the decision of the Management Committee will be recorded if in variance.
16. By virtue of GMA of Association he, will also be Accounts Officer of the Association.

Duties of Accountant

He shall be responsible to maintain all accounts of AVRWA under overall supervision of GMA. His duties will be as follows:

1. Proper maintenance of all Accounts Ledgers pertaining to AVRWA as per Rules.
2. Checking and scrutiny of all bills, receipts etc with sanction books before initiating payments. Ensure that no payment without proper documents and sanction is made to any party. All payments will be made preferably by cheque but definitely by cheques beyond Rs. 10,000/-.
3. Preparing the balance sheet, income and expenditure statement as on close of the month before 10th of following month for the approval and signature of GMA, Finance Member and Vice Chairman.
4. Ensure that all cheque books, pass books and accountable documents are kept in his safe custody, under lock and key.
5. The cash more than Rs twenty thousand (20,000) will not be kept in AVRWA safe and deposited in the Bank.
6. Ensure proper and timely deposit of Service tax, ESI, EPF to the respective authorities.
7. Ensure proper accounting and maintenance of receipt books, customer service as a record, for recovery of service tax and TDS where applicable. This aspect shall be periodically checked by GMA and Vice Chairman.
8. Ensure preparation of proper wage bills for the staff as per rule before monthly wages are disbursed to the staffs.
9. Liaise with bank to settle outstanding problems, related to TDS recovery, and timely debit and credit of cheques etc

10. Taking guidance/ direction from GMA/Vice Chairman with respect to maintenance of Accounts.
11. Ensure any discrepancy/ irregularity in Account as and when noticed is brought in writing to the notice of GMA, Finance Member and Vice Chairman for remedial action.
12. He will get the necessary documents signed by the Finance Member, Vice Chairman & Chairman daily in the morning.
13. He will tally the monthly accounts with the bank's statement of account.
14. He will ensure that all the monthly rentals are received, if not he must inform the GMA accordingly.
15. He will ensure that the IT return is filed in time. If any delay is likely he must inform the Vice Chairman and the GMA for necessary action.
16. Maintain "Tally Accounts" to enable CA to prepare the IT Return.

Duties of Assistant Accountant

1. Receive monthly maintenance charges from the residents both by cash or cheque.
2. Deposit the cash with the accountant by 1.00 PM and later by 4.00 PM.
3. Advance Notice of one month to be sent by SMS to the residents incase of subscription due.
4. Prepare bank deposit slips for the cheques received during the day.
5. Maintain the register for payments received with duration of payment.
6. Maintain the documents for sale/purchase and transfer of flats in Arun Vihar.
7. Issue "No Dues Certificate" if asked for by the AWHO.
8. To lock the office at the time of closing of the accounts office and keep the office keys for safe custody during the "off working hours".
9. To keep the receipt books under lock and key and keep the record of the books used.
10. Any other task related to accounts as ordered by the GMA.

Duties of Office Clerk –I

1. Keep record of all files and important documents.
2. Maintain record of personal files of all employees of AVRWA.
3. Be conversant with the AVRWA Rules and Bye laws.
4. Keep record of contract, AMCs, Registration and inform the GMA in advance, when their renewals become due.
5. Type all letters given by the GMA, Vice Chairman & Chairman.
6. Ensure the upkeep of the offices of the GMA, Vice Chairman and Chairman and security of documents.
7. Ensure that notices for meetings, elections and important events are published in time. The GMA must be informed in advance of any such event.
8. Ensure all office equipment is serviceable at all times.
9. Send SMSs and e-mail messages to the residents, as & when required/ ordered.
10. Update AVRWA web site regularly.
11. Any other duties pertaining to office routine matters be assigned from time to time by the GMA/ Vice Chairman/Chairman.

Duties of Office Clerk-II

1. Keep record of all files and important documents.
2. Put up demands for stationary or any other office requisites to the GMA well in advance.
3. Receive and dispatch all mail/documents.
4. Type any letter given by the GMA, Vice Chairman and the Chairman.
5. Keep record of postage stamps.
6. Keep office stationary under personal control.
7. Ensure correct filing and put up letters to GMA for follow up action.
8. Maintain brought forward system, docketing of all files.
9. Compiling & updating of reports received from the Wards.
10. Any other duties pertaining to office administration may be as assigned from time to time by GMA/Vice Chairman/ Chairman.

Duties of I/C Maintenance Cell

1. To take down the complaints on tele & directly from residents coming to report.
2. Check if the complainant has paid subscription. If not, it must be conveyed to the residents that complaint is being kept pending.
3. All complaints must be entered in computer for follow up action.
4. Distribute the complaints to maint staff (Trade wise) on equitable basis.
5. To hand over job cards to all workers by 0815 hrs and ensure execution of complaints expeditiously.
6. Ensure clearance of complaints same day, as far as possible.
7. Receive back the complaints roster from maintenance staff at the end of the day.
8. Scrutinize the performa for completion of all columns. If not, ask them to fill up the columns before submission of the forms and all pending complaints must be brought forward and attended to on priority.
9. Any adverse remarks of complainant be put up to GMA alongwith complete performance record for his scrutiny and appropriate action the next day.
10. Separate record be maintained for complaints related to common areas with regard to Power, Jal, Sewage etc and allot to concerned Supervisor for remedial action.
11. Prepare individual record of tradesmen's output at the end of the month for efficiency of his/her performance.
12. Prepare duty roster of tradesmen and their attendance/ compensatory off to be adjusted accordingly.
13. Maintain record of their attendance, leave of absence and performance chart of all Tradesmen.
13. Maintain record of consumable/ expendable items required by the tradesmen. Ensure timely replacements.
14. Any other duties assigned by GMA.

Duties of Supervisors

1. Supervisors are the most important link in the Management Team. Their performance directly impacts on how residents view the AVRWA Management Committee. It is, therefore,

imperative that the Supervisors and their maintenance team provide a responsive and efficient service to residents. Above all, they must deal with residents with utmost courtesy at all times.

2. The duties and responsibilities of Supervisors are listed below for strict compliance:-

Duties of Supervisor Adm

1. He will be responsible for general administration and Security of AVRWA office and Arun Vihar area.
2. Will ensure upkeep, maintenance, safety and security of the office complex & equipment therein.
3. Ensure punctuality, discipline, good turn out and conduct of the workers.
4. Personally mark attendance of employees in the morning and also in the afternoon for the field workers. His own attendance will be marked by the GMA.
5. He will keep GMA informed of all important happenings during last 24 hours.
6. Maintain record of permanent and consumable items.
7. Keep record of Identity Cards issued and ensure there are displayed on person by the staff.
8. Any inefficient act of defaulting worker will be brought to the notice of the GMA.
9. Will take atleast one round of all the Sectors daily and report any unauthorized construction/major alteration, encroachment or any unusual occurrence to the GMA.
10. Will coord and ensure patrolling of Arun Vihar area by the Security personnel to be detailed by him for the purpose.
11. Brief guards detailed for night patrolling, collect report and put up to GMA daily.
12. Carry out security check at various security gates, posts etc.
13. To channelise and progress leave applications for sanction.
14. To provide any other assistance required by the GMA.
15. To regulate leave of staff so that not more than 20 % staff (category wise) is on leave at any time.
16. Maintenance of:
    (i) Office building

    (ii) Computers and allied equipment
    (iii) Telephones and Intercom system
    (iv) Desert Coolers, ACs, Refrigerators.
    (v) Generator as per instructions laid out.
    (vi) Any other equipment in office.
17. To supervise switching on /off electricity or generator whenever required.
18. To control and regulate office tea.
19. To keep abreast with office activities by regularly reading information folders.
20. Any unusual activity such as injury, accident, demise, theft of property be reported to GMA on occurrence.
21. Any other duty assigned by Chairman/Vice Chairman.
22. Maintain Ledger of office equipment and tools of employees.
23. Produce equipment for annual STB during Apr every year.
24. To keep records of office plants, tools & implements both for AVRWA and also issued to Wards.
25. Maintain register for items issued /withdrawn from staff.
26. To scrutinize local purchase demands & recommend items being purchased for office and take them on charge, maintain separate register for expendable/non expendable items
27. To organize repairs, of all the office equipment, tools, implements and machinery, electrical gadgets in AVRWA office.
28. He will work under GMA.

Duties of Supervisor E & M

1. He will be responsible to carry out all tasks related to E & M problems either received directly or through the Maintenance Cell.
2. To liaise with various departments of Noida Authority at his level in regard to complaints, regarding Street lighting, cleaning of main drains, maintenance, horticulture issues etc.
3. Take a round of office to know its Electricity, Plumbing and toilet complaints and ensure upkeep of office.
4. He shall attend all tasks assigned by GMA to him and ensure no rules are violated by the users/ residents of Arun Vihar and report such violations to the GMA.

5. He shall carryout liaison with local traders, UPSEB, Jal Nigam, Telephone office, ECHS, School premises and Canteen. Will liaise with Jal & electricity offices for rectification of faulty street lights on day to day basis.
6. Maintain progress chart of all complaints & brief GMA daily.
7. Will take a round of the Sectors and make a note of any water leakage/pipes broken , maintenance work and report to GMA for remedial actions.
8. Also observe and report any unauthorized construction / major alteration, encroachment or any unusual occurrences to the GMA at the earliest.
9. He shall carry out all special tasks assigned by Vice Chairman/Chairman.
10. Should maintain close liaison with Security Supervisor of the Wards for any help related to E & M problem.
11. Report progress on all ongoing Central work by Noida Authority.

Duties of Supervisor Health

1 The Supervisor must take at least one round of all Sectors and report any unauthorized construction/ major alteration, encroachment or any unusual occurrences to the GMA at the earliest.

2 To ensure that no malba/rubble or garbage is dumped on the roadside. He is to warn the erring contractors of being black-listed in case of default.

3 Check that all Garbage dumps are regularly cleared by Noida Authority (Health), thrice a day or as decided from time to time.

4 All main drains are de-silted from time to time. Report any blockage to the GMA and get it cleared from Noida Authority.

5 Carry out fogging of the Sectors as per schedule issued by GMA.

6 Ensure Anti-Larva is sprayed in the drains, as per schedule issued by GMA.

7 Make sure that no banners are displayed in Arun Vihar.

8 Make sure that no kiosk (khoka) are erected in the Sectors of Arun Vihar.

9 To check the uniform and Identity Cards of Sewerman/ Safaikarmachari and other workers on day to day basis.

10 To regulate leave of staff so that not more than 20 % staff (category wise) is on leave at any time before putting up to the

GMA.

11 To ensure AVRWA toilets are kept in good working condition and have requisite toiletries at all times.

12 Any other work given by co-ordinator (MAPS)

13 He shall report all untoward happenings to GMA immediately, such as injury to guard, tradesmen, any damage to AVRWA properties, theft and fire hazard etc etc.

14 He shall keep a watch and collect all reports with respect to Security, cleanliness, collection of garbage/ dumps etc from all wards and apprise the Sanitation member/GMA daily. Ensure cleanliness of all drains and sewage pipes.

15 He shall attend all tasks assigned by GMA to him and ensure no rules are violated by the users/ residents of Arun Vihar and report such violations to the GMA.

16 He will be responsible to employ judiciously the Safai karamcharis detailed by Noida Authority on daily bases for cleanliness and upkeep of all Sectors of Arun Vihar.

17 Any sewage related or other sanitation problems will be reported to GM and Noida Authority contacted for immediate action.

Duties of Supervisor Arboriculture

1 Mark attendance & ensure work distribution of Malis.

2 Upkeep and maintenance of AVRWA horticulture Nursery.

3 Ensure, seasonal plants are prepared and distributed to Wards on instructions from GMA.

4 Supervise working of all Malis under him for their efficiency.

5 Ensure proper dress code of Malis and punctuality.

6 Carry out pruning of trees as when ordered by GMA.

7 Ensure that all gardening tools, implements, cycle rickshaws, wheel barrows and all other equipment are kept fully serviceable. Any repairs must be undertaken without undue delay.

8 Ensure the tools issued to Malis are accounted for and properly maintained.

9 Report daily to Arboriculture Member/ GMA for instructions.

Duties Of Generator Attendant

1 Ensure serviceability of Firefighting Equipment.

2. Cleanliness of the generators.
3. Check oil, water and fuel & battery.
4. Get the generator area cleaned every day.
5. Report to Adm & Security Supervisor on working condition of Generator.
6. Give any spare parts requirement, if any, at least two days in advance.
7. Maintain, the log book for consumption of fuel / oil every day - indicating time of operation and fuel used. Keep record of consumption of fuel (diesel) and ensure economy of use.
8. Ensure periodical servicing monthly / quarterly/ annually is done as per AMC.
9 Maintain record of documents like operating manual, date of inauguration and its life, supplies, guarantee/ warranty etc.

Duties of Office Runner

1. Normal peon duties for carrying message, office papers to & fro in office.
2 To give water/ tea / refreshment to staff/ guests.
3. Cleaning of office and General upkeep of office complex.
4. Report broken office furniture or any repairs required to GMA.
5. To bring to the notice of GMA any abnormal happening in office observed by him.
6 Any other duties assigned by the GMA.
7. Ensure offices are locked when NOT in use all electric gadgets and lights are switched off.

Duties of Maintenance Staff

1. To take day's complaints to be attended, from Maint Cell at 0800 hrs/1100 hrs.
2. To attend complaints & fill up all columns of Performa.
3. If the complainant does not fill the columns, maint staff will fill it.
4. In case house is locked he will obtain the signatures of neighbors or guard in the Ward. Shall also paste AVRWA sticker 'Miss you".
5. Should attend to complaint in the order of priority as issued by the Maintenance Cell.

6. Deposit at the end of his duty the job card at Maint Cell.
7. Report any untoward incidents which may come to his notice during the duty hours.
8. Mark his attendance at the end of day in the attendance register.

Duties of Electrician

1. Every Electrician must attend to minimum 20 complaints of the residents satisfactorily during the duty hrs as giving to him vide job card issued by Maint Cell I/C.
2. If less complaints are attended to, duty time will be extended suitably to complete 20 complaints and no overtime will be paid for this extended duty period.
3. No worker is allowed to do any kind of private work during duty hrs. If caught will invite serious disciplinary action.
4. His job work will encompass following:-

बिजली कर्मचारी का कार्य क्षेत्र

क स्वीच/ साकेट 5/15 इम्पेयर मरम्मत एवं बदलना।

ख टियूब राड, चोक, स्टाटर मरम्मत एवं बदलना।

ग चेंकिग फेन, कण्डनसर एवं रेगूलेटर।

घ गीजर चेकिंग, कूलर चेंकिग केवल पावर पॉइट।

ड़ एम.सी.बी बदलना।

च गीजर का ऐलिमैन्ट बदलना।

नोट : जो भी समान बदलेगा उसकी शुल्क रेजिडेन्ट को देना होगा।

5. The job work is subject to change by the Management from time to time on as required basis.

Duties of Plumbers

1. Every plumber must attend to minimum 20 complaints of the residents satisfactorily during the duty hrs.
2. If less complaints, are attended to duty time will be extended suitably to complete 20 complaints and no overtime will be paid for this extended duty period.
3. No worker is allowed to do any kind of private work during duty hrs. If caught will invite serious disciplinary action.

4. His job work will encompass following:-

पलम्बर कर्मचारी का कार्य क्षेत्र

क फलोट वाल्व ओ एच टी/फलश टेंक का बदलना।

ख बन्द पाइप जिसमें हवा भरा हो पी एम के साथ खोलना एवं चेक करना।

ग नलका ठीक करना, वाशर बदलना, फेश बदलना।

घ सभी प्रकार के लीकेज ठीक करना।

ड़ फलश टेंक, वाश–वेसिन एंगल आइरन और पीवीसी पाइप बदलना।

चं वाशरूम में सीट (wc) बदलना

नोट : ओ एच टी साफ करना भुगतान पर जो अवरवा द्वारा तय किया गया है मात्र 150 रू में।

5. The job work is subject to change by the Management, as & when required.

Duties of Sewer man

1. Every Sewerman must attend to minimum 20 complaints of the residents satisfactorily during the duty hrs.
2. If less complaints, are attended to duty time will be extended suitably to complete 20 complaints and no overtime will be paid for this extended duty period.
3. No worker is allowed to do any kind of private work during duty hrs. If caught serious disciplinary action.
4. His job work will encompass following:-

सीवर मेन कर्मचारी का कार्य क्षेत्र

क किचन, बाथरूम, टायलेट, टेरिस पाइप को साफ करना।

ख गटर साफ करना जो ए डब्लू एच ओ द्वारा बनाया गया है।

ग ए डब्लू एच ओ सीवन नाला से नोएडा आथोरिटी सीवर नाला की सफाई करना।

5. The job work is subject to change by the Management, as & when required.

THE BYE –LAWS "C"

SADBHAVANA AND WELFARE ACTIVITIES

(Ref Rule 29.1(C)

Sadbhavana And Welfare Activities

1 Various spiritual, social, cultural Institutions are doing their bit and RWA continues to be the Chief Welfare Organisation in Arun Vihar. To that end Sadhbhavna/Welfare Committee will coordinate the Welfare/ assistance to Super Senior Citizens (above 80), Elderly single ladies and gents (staying alone) and the Weak.

2 The Welfare Committee will take the help of the elders and bring out SOP to cater for the overall Welfare of Members stated above and supervise its implementation through Ward Directors and other Institutions, where applicable.

3. The Welfare Committee will allocate resources in terms of funds and manpower and maintain record of such humane activities to provide a healing touch.

4. The duties and responsibilities as also documentation in the event of unfortunate demise of a resident in Arun Vihar are given as under. The Welfare Committee may, in consultation with Ward Directors, incorporate any changes/additions, if required, after getting approval of AVRWA office.

5. **Service Offered**

(a) **Medical**

(i) Immediate Medical assistance incase of emergency from qualified doctors available in Arun Vihar till the time of evacuation to nearest hospital.

(ii) Requisition & provision of Ambulance or any other suitable transport.

(b) **Security/Documentation**

(i) Incase of evacuation to hospital, the residence of individual to be locked.

(ii) Incase of unfortunate demise, coordination to get financial assistance of Rs. 5000/- from CSD (for Armed Forces Personnel only).

(iii) Any documentation eg. ECHS Card, Bank documentation etc.

(c) **Others (as & when required)**

(i) Assistance in case of other mishap ie Accident, Fire etc.

(ii) Assistance regarding depositing of water, elec, tele, gas bills & AVRWA subscription (cheque only) for affected residents as mentioned at para 1.

(iii) Help in filling forms for obtaining various cards, viz, ECHS, CSD, AVI, AVCC etc.

(iv) Help in completing the formalities/ documentation on demise of pensioner viz, pension, financial & other benefits or any other documentation required.

(d) All documentation in the event of unfortunate demise of Member of AVRWA.

6. **Duties**

(a) **AVRWA**

(i) Any Maintenance task including electrician, plumber & sewerman to be provided on **top priority**.

(ii) Apart from facilities of ECHS, arrange services of a Doctor Specialist from the Civil, if asked for by the patient.

(iii) Make available important tele Nos of police, ambulance, hospitals, fire services, Sadbhavana Committee Members for help, as & when required.

(iv) In case of unfortunate demise of pensioner, financial documentation to be undertaken, if demanded by NOK.

(v) Advise and assist all such residents to ensure verification of domestic servants employed by them.

(vi) Any other specific support "on required basis".

(b) **Ward Director**

(i) A register be maint, having all details of such residents, to include address and contact number of NOK who need to be informed in case of emergency/hospitalization, demise or any untoward incident.

(ii) Any incidents involving such residents be communicated to AVRWA without any delay.

(ii) In case of sudden acute sickness or medical emergency or help, provide necessary assistance including delivery of essential prescribed medicines, if so required

(iv) To help in security of house during outstation, absence or hospitalization, by arranging a guard, on payment, if so required.

(v) House to be jointly sealed by the Society/ Police, till the arrival of NOK.

(vi) Keep extra vigil on visitors to such personnel.

(vii) Any other specific support "on required basis".

THE BYE -LAWS "D"

ACTION TO BE TAKEN ON DEMISE OF A MEMBER OF AVRWA

(Ref Rule 29.1(d)

1. **ACTION BY AVRWA**. On receipt of information of demise of a member of AVRWA from any source, ie personally or through residents or Ward Directors, AVRWA will take the following action:-

(a) AVRWA rep to immediately contact Ward Director of the ward concerned and visit house of the deceased for providing any assistance as required by them.

(b) Ascertain the time and place of connected rituals ie:

(i) Correct name & address of the deceased member.

(ii) Time of Body from hospital (if death takes place in hospital).

(iii) Time of body to be taken to the cremation/ burial ground and its location.

(iv) Time of cremation/burial.

(v) Person responsible in the family ie children, friends or relatives with their names.

(vi) Contact Number

(c) The General Manager (Adm) will arrange to pass the above information on tele & in writing to AVCC, AVI and CSD Canteen. The same information will be displayed on AVRWA, CSD and ECHS polyclinic notice boards for general information of residents. Preferably sent by SMS to the residents.

(d) The General Manager (Adm) will keep the Vice Chairman and the Chairman of AVRWA informed.

(e) The General Manager (Adm) will arrange to send a proper wreath to the Ward Director through AVRWA employee, who will act on instructions of the Ward Director.

(f) The Chairman/Vice Chairman / Ward Director will lay the wreath at the cremation/burial ground, on the body as mark of respect on behalf of AVRWA.

(g) In case the death takes places on Sunday, the AVRWA Maintenance manager, GM, on receipt of any such information from any source will arrange for the wreath and follow the procedure as laid down above.

(h) The General Manager (Adm) will keep in touch and inform CSD Canteen manager to enable him to do the needful on behalf of COAS and provide any assistance required.

2. **Action by CSD Canteen Manager**. On being informed of demise of a resident (ex-servicemen CSD Card holder) of Arun Vihar, the CSD Canteen Manager will :-

(a) Get a wreath handed to AVRWA on behalf of COAS.

(b) Arrange to pay Rs. 5000/- to the NOK of the deceased Ex-Serviceman / Ward Director. In case of any assistance, approach General Manager (Adm) AVRWA.

(c) CSD Canteen card of the deceased to be surrendered to OIC CSD Canteen at the earliest.

(d) Death Certificate of the deceased to be handed over to Canteen Manager by the concerned Ward Director within a period of one month under intimation to AVRWA.

THE BYE –LAWS "E"

PROCEDURE FOR QUARTERLY AUDIT OF AVRWA ACCOUNTS

(Ref Rule 29.1(e)

1. Quarterly audit of all accounts maintained by AVRWA, will be carried out by a Board of Officers detailed by Vice Chairman/GMA with approval of the Chairman.
2. GMA shall produce Account Book and all relevant documents to the Audit Board for the purpose.
3. It will be ensured that the Audit is completed as per format as under and submitted to AVRWA office accordingly by the Board of Officers detailed for the purpose.
4. Any observant raised will be reconciled by the Accountant/and the GMA in consultation with the Vice Chairman.

QUARTERLY INTERNAL AUDIT BOARD, AVRWA ACCOUNTS FOR THE PERIOD

FROM_____**TO**_____

Proceeding of	- Board of Officer
Assembled at	- Office of AVRWA, Sector-37, Noida
On	- _____ and subsequent days
For the purpose of	- Carrying out internal audit and verification of AVRWA Accounts for the Period from _____ to_____
Presiding Officer	-
Members	-

1. Pursuant to convening order issued by AVRWA vide letter. AVRWA/135/Internal

   Audit dated _____the board assembled on_____ and subsequent days and proceeded to audit and verify the following accounts and documents: -

   (a) Daily Cash Book

(b) Account Ledger

(c) Record of Fixed Deposit

(d) Expenses Vouchers

(e) Receipts

(f) ESI Contribution Records

(g) Salary Books

2. The Cash in hand as on _____(A/N) was Rs._____as per Cash Book. The same was physically counted and verified and found to be in legal tender and was in agreement with the Cash Book.
3. Fixed Deposits/Investments as mentioned on page of AVRWA Fixed Deposit

   Register as on_____were physically verified with the original Fixed

   Deposit receipts and were found to be correct. Total No of RDPs and amount is

   as under :-

Bank	**No. of Fixed Deposits**	**Amount**
IOB, Sector-37		

4. Bank balance upto_____as per Cash Book have been checked an verified duly reconciled with the bank statement of AVRWA SB A/c. 8675.
5. The accounts are properly maintained and arithmetically correct.
6. **Objections/observations :**

Presiding Officer

Members

THE BYE -LAWS "F"

PROCEDURE FOR QUARTERLY AUDIT OF WARD ACCOUNTS

(Ref Rule 29.1(f)

1. A board of officers composed as given in enclosed appendix will carry out audit of the respective wards for the quarter ending .....
2. Ward members shall complete their books/ledger immediately for the QE ..... and produce the same to the Board of Officers detailed to carry out the audit of the Wards.
3. Venue to carry out the audit will be AVRWA Office (during working hours).
4. Report of the audit will be submitted to AVRWA Office by ....., as per specimen form attached.

QUARTERLY INTERNAL AUDIT OF ACCOUNTS

WARD NO._____SECTOR_____FOR THE QUARTER ENDING_____

Proceeding of	:	Board of Officers
Assembled at	:	_____
For the purpose of	:	Carrying out internal Audit and verification of Accounts of Ward No. ..... for the period from .....to.....
Presiding Officer	:	_____
Members		_____
		Two members from the Ward

1. The board assembled on _____and subsequent days and proceeded to audit and verify the following accounts :-

   (a) Daily Cash Book (b) Accounts Ledger

   (c) Expense Vouchers (d) Receipts
2. The Cash in hand as on _____ Rs._____ as per Cash Book, which tallys/does not tally with the Cash Book .
3. Bank Balance as Per Ward No._____cash book (Ward Ledger) have been verified , duly reconciled with the Bank Pass Book for the month of _____2016. The Bank Balance as per Ledger as on _____was Rs._____.

4. The Accounts of Ward No. _____ are arithmetically correct & Receipts and Payment Vouchers have been physically verified.
5. The details of FDs are as given below.
6. Following observations are made :-

Presiding Officer_____

Members _____

FDR Details

	Total No.	**Amount**
1.	.....	Rs.....
		Seen the audit report
2.	.....	Rs.....
3.	.....	Rs.....
	_____	_____
Total	_____	_____

Ward Director

Ward No..... Sector.....

THE BYE -LAWS "G"

ISSUE OF IDENTITY CARD/ PASSES BY AVRWA

(Ref Rule 29.1 (g)

Issue Of Identity Card/ Passes By AVRWA

1. The AVRWA Management Committee can issue the Identity Cards/Passes to the following category of private persons and Traders.
   (a) Employees of KABADI contractor.
   (b) Construction Contractors.
   (c) Venders, such as Vegetable/Fruit, Paper and Sanitary stores.

2. **Procedure**
   (a) The Identity Cards/Passes should be strictly issued to selected category of Vendors on need based.
   (b) Should be renewed yearly.
   (c) Fee as decided by the Management be charged.

3. **Verification**
   (a) The identity of the Vendor should be verified as follows:-
      (i) Should have AADHAR CARD
      (ii) Should provide Residential Address duly verified.
      (iii) Should provide Police Verification.
      (iv) Application be routed through the Ward Directors.

THE BYE -LAWS "H"

DELEGATION OF FINANCIAL POWERS

(Refer Rule 29.1 (h)

Financial Control

1. Financial control shall be exercised by the General Body through the process of nominating Auditors for the ensuing financial year, approval of budget estimates and approval of Annual Accounts, duly audited by the appointed auditors. General Body may also lay down such guidelines and restrictions as desirable for effective financial control.
2. Funds which are surplus of day to day requirements shall be deposited in nationalized banks and only in fixed deposits of Govt of India approved financial institutions, securities and bonds.

Accounts in the AVRWA

3. Accounts shall be maintained on the cash system of accounting. Cash book/ledger shall be maintained on the double –entry system. The following financial norms shall be followed scrupulously:-

1 Savings bank account(s) shall be opened in nationalized banks located in NOIDA.

2 Cash in hand shall be kept locked in a wall safe. Cash in excess of Rs. 20,000/- shall be deposited in Savings Bank Accounts.

3 Savings bank accounts shall be maintained and operated jointly by the Vice Chairman, Finance Member and General Manager Administration. Cheques may be signed by any two of them.

4 The following documents will be maintained by the Accounts Manager under the supervision of the General Manager Administration:-

(a) Daily Cash Book
(b) Accounts Ledger
(c) Record of Fixed Deposits
(d) Expense Vouchers
(e) Receipts
(f) ESI Contribution Records
(g) Salary Books , Pay in Slips

(h) Sundry Creditors Register
(j) Membership register(alphabetical)
(k) Members register(numerical order)
(l) Cheque/bank draft deposit register
(m) Fixed deposit register
(m) Returned cheques/bank draft
(o) Sundry debtor register
(p) Sundry creditor register
(q) Individual/Ward advance/recovery
(r) CPF accounts & individual employees PF register
(s) ESI accounts register

5 Quarterly Audit of all Accounts shall be carried out by quarterly audit boards appointed by the Management Committee.

6 Annual Audit shall be carried out by the Chartered Accountants appointed by General Body. The Audit report along with replies shall be put up before the General Body along with Annual Accounts duly considered by the Managing Committee.

7 Every willful or negligent loss caused to property of the Association shall be made good by the concerned person.

8 Once in every year after OGM the Association shall forward Audit Report, Action Taken and Decision of the OGM in this matter, along with the change in the Governing Body, to the Registrar of Societies and Chits, Meerut, as required under Section 4 of the Societies Registration Act, 1860 as amended and applicable to the State of Uttar Pradesh.

Accounts- Wards

4. Accounts shall be maintained based on the cash system of accounting, either on the double entry or the single entry system. Laid down financial norms shall be followed including:-

1 Savings Bank Account(s) shall be opened in nationalized banks located in NOIDA.

2 Cash in hand shall be kept in safe custody of the Ward Director. Cash in excess of Rs.10000/- shall be deposited in the Savings Bank Account.

3 The Savings Bank Account shall be operated jointly by the Ward Director and the Finance Member or member officiating. Cheques will be signed by both.

4 The following documents will be maintained by the Ward

Director/ Finance Member:-

(a) Accounts Ledger/Book.

(b) Serially numbered Receipt Book.

(c) File for Receipt /Vouchers

(d) File for Expenditure/ Vouchers

(e) Property Ledger

(f) Files containing audit reports

5 Quarterly audit of all accounts shall be carried out by quarterly audit boards convened by the AVRWA.

6 Proceedings of the quarterly audit boards shall be put up to the AVRWA for consideration and scrutiny. Non – submission will result in discontinuance of AVRWA assistance.

7 Monetary limit as laid down in Rule 24.2 shall be strictly adhered to. Any expenditure above the limit will require the **approval of the** Ward Management Committee and **ratification by a Ward meeting**. Any additional expenditure must be brought to the attention of the Chairman, Management Committee, AVRWA giving reasons.

5. **Advances**. Advancing of funds to the contractors above Rs. 10,000/- shall be after obtaining bank guarantees. Payments above Rs. 10,000/- shall be by account payee cheques only. The above financial limit may be amended by the General Body from time to time.

Balance Sheets

6. Following balance sheets shall be prepared and placed before the General Body with the Budget Proposals and Annual Accounts :

1 Assets and Liabilities.

2 Receipts and Payments.

3 Income and Expenditure.

7 Depreciation shall be carried to the cost of properties as laid down in relevant rules of the government.

THE BYE –LAWS "J"

SECURITY INSTRUCTION FOR ARUN VIHAR

(Ref para 29.1 (j)

General

1. Arun Vihar comprising of three Sectors ie 28,29 & 37 is spread over a large area of approx 300 acres. The security of these Sectors entails two fold responsibilities:-

(a) Wards : Respective Ward Directors.

(b) Central Area : By AVRWA (Centrally)

2. **Security in Wards**

(a) Each Ward to have its own Security for which Security appraisal be carried out by Ward Directors and updated from time to time.

(b) All essential aspects of Security i.e. employment of Security Guards their suitability, eligibility, discipline & wages etc will be decided as applicable.

(c) The Police verification of tenants, drivers, servants and other employees will be carried out and records maintained.

(d) Day and Night Patrolling of the area within the Ward will be the responsibility of Ward Director besides access control.

(e) As far as possible (where applicable) two gates will remain in use ie for Entry & Exit. Any other Gate for convenience of the residents may be used but shall be manned and NOT left unguarded.

(f) The Guard at the Entry Gate of the Ward will be checked/coord by the Central Patrolling Guards of AVRWA/Police patrolling squads.

(g) Wherever no. of Wards have common access / exit, the Security arrangements including detailment of Guards required will be coordinated among them in consultation with AVRWA e.g.

* **Sector 29** : comprising of Wards 7, 8, 9 & 10 (Zone 1).
* **Sector 37** : comprising Wards
  - Wards – 12, 12A, 14A, 14 (Zone 2)
  - Wards -15A, 15, 16,17 & 18 (Zone 3)

(h) Security will be coordinated within the concerned Zone as under:

(j) **Responsibility for Coord within Wards**

* **Sector -28**
  - Ward 1, 2, 2A - Ward Director, Ward 2
  - Ward 3 & 3A - Ward Director, Ward 3

* **Sector 29 (Wards 7, 8, 9 & 10)**
  - Within Wards the responsibility of Security during day & night will be that of respective Wards Directors.

* Three main gates will be closed and opened at 2200hrs & 0600hrs daily as under :-
  - Gate on Mall Road (No. 16) towards Jal Board office by Ward No. 7.
  - Gate towards Sector 28 (No.15) by Ward No. 10
  - Gate towards DPS (No.17) will remain open during night and manned by Guard from Wards 8 & 9 alternately each month.

* Wards 4, 5A, 5, 6A, 6 by concerned Wards.

* **Sector 37**
  - Ward 11 & 11A - Concerned Wards
  - Ward 12,12A,14A, - Ward Director, Ward 12.
  - Ward-15A 15,16,17 & 18 - Ward Director, Ward 16

(k) Any installation of Cameras at Strategic locations within the Wards with Central Monitoring & Recording system eg CCTV will be effective tool of Security and installed, as far as possible.

(l) All Wards shall have adequate means for firefighting as emergency measures till arrival of Fire Fighters.

Central Security (AVRWA)

3. (a) All the three Sectors of Arun Vihar are widely spread out. The Sectors encompass Schools, Hospitals, ECHS, Canteen, Religious Institutions and Markets. The Task of providing adequate Security is thus cumbersome. However preparation of Security Plan and subsequent deployment of

Security Guards, either static or patrolling Guards be ensured.

(b) The Sectors to be further divided into zones for easy coord of responsibilities as noted against each:-

4. **Centrally /AVRWA Assisted gates**

(a) Day Patrolling : 2 x guards
(b) Night Patrolling : 2 x guards

Patrolling of the area with a view to report all incidents besides creating a deterrent.

(c) Close liaison by Security Member with Police Authorities.

(d) Coordination & assist in technical specifications of cameras, DVR and lighting arrangements at selected gates.

(e) Coordination with Day & Night patrolling by Wards.

THE BYE –LAWS "K"

PROCEDURE FOR SALE/ PURCHASE / TRANSFER HOUSES /MUTATION

(Ref Rule 29.1 (k)

1. Get the letter from AWHO Kashmir House, New Delhi permitting sale/ transfer of flat.
2. Collect Form from AVRWA on payment of subscribed amount.
3. Seller to get "**No dues**" clearance from:-
   (a) AVI (Club) even if not a member
   (b) Ward director of respective wards.
4. To be ensured by the GMA that **all forms/ pages are completely/properly filled, photographs pasted, signatures of witnesses etc done.**
5. Make payment of AVRWA dues including arrears of **maintenance charges**, **transfer charges** and **provisional membership fee**. (DD only acceptable in favour of **AVRWA, NOIDA**).
6. Deposit Sale/Purchase Form completed in all respect to Accounts for proper scrutiny a day before putting up to GMA
7. **Change of AVRWA Membership**. A copy of Original Mutation letter issued by Noida Authority be produced in AVRWA office for verification/or an attested copy of Mutation letter by a Gazetted Officer be forwarded to AVRWA office.
8. In case of death of allottee an original copy and a photocopy of death certificate to be produced.
9. Seller and buyer to prove his/her identity in person before General Manager by producing I card/Election Commission Card/ PAN Card/PP/Aadhar in original.
10. Seller and buyer/ transferee to meet GMA/Vice Chairman/ Chairman on days specified between 1200 hrs to 1300 hrs and get approval for sale, before getting NOC from AVRWA.
11. Hand over completed form to AVRWA Accounts office.
12. Collect No dues and or provisional membership certificate from the General Manager.
13. Buyer/transferee and the seller/transferer to give an affidavit duly notarised regarding no unauthorized construction, addition/alteration and encroachment in the flat/house.
14. The name of house owner will only be changed in AVRWA documents after getting the Mutation Letter from Noida Authority.

THE BYE –LAWS "L"

RESPONSIBILITIES OF RESIDENTS

(Ref Rules 29.1 (l)

Responsibilities of Residents

The residents are required and expected to maintain the spirit of good neighbourhood, promote mutual respect and cooperation.

Their responsibilities include the following:

1. Help the Ward/AVRWA in upkeep, and security of the area.
2. Not encroach on common land/facilities or cause any damage to the common facilities and property of the Ward.
3. Assist the Ward/AVRWA in maintenance of the Common areas.
4. Promote and assist Ward/AVRWA in successfully carrying on the "SWATCH BHARAT" campaign.
5. Pay Ward/AVRWA dues in time.
6. Assist their neighbourhood in case of any emergency.
7. Refer the disputes, if any, to Ward Directors/ Elders Committee or Sadbhavna Committee and abide by its decisions.
8. Don't do anything which disturbs the peace and safety of neighbours or damages their property.
9. Don't carry out any unauthorized construction in the housing unit/premises. Any such activity can result in cancellation of the lease of their dwelling unit.
10. Obey the laws/regulations/instructions relating to living in apartments, enacted by Govt, Noida Authority and or AVRWA.

THE BYE -LAWS "M"

PROCEDURE FOR PROCURING GOODS, ARTICLES AND MAINTENANCE THEREOF

(Ref Rule 29.1(m)

Procedure for Procuring Goods, Articles and Maintenance thereof

1. The Goods may be classified as NORMAL AND EXPENSIVE.
2. **NORMAL** means of daily use and expendable such as STATIONARY, SANITARY AND CROCKERY etc.

   EXPENSIVE means of High Value e.g. Air Conditioner, Refrigerator, Coolers and Generators etc.

Procedure

3. **Normal** items under the financial powers of General Manager, Vice Chairman and the Chairman can be purchased from reliable and established local vendors by Market survey.
4. **Expensive Stores**. Should always be from propriety distributors having ISI standards with comparative study of other propriety manufacturers. The features, warranty clause, and Service facility provided by them for the stores purchased.
5. **Purchases under the Power of Management Committee**

   (a) Should be done by Board of Officers as follows:-

   (i) **From Propriety Vendors** as per para 4 if propriety item.

   (ii) **Other stores**. Call for three quotations by advertising in local news papers, Ads giving opening details.

   1 Name and Nomenclature of the item.

   2 SPECIFICATIONS

   3 WARRANTY PERIOD

   4 SERVICE BACKING

   5 TIME AND PLACE of Receipt of quotations.

   (b) The Board should compare the quotations and award the contract to the lowest bidder however if the Board is convinced that the bidder with High quotation is reliable and the items provided by him are better the Board may negotiate the price with him and award the contract to him with their remarks of accepting the higher quotation.

THE BYE -LAWS "N"

PROCEDURE FOR AWARD OF CONTRACTS FOR WORKS

(Ref Rule 29.1(n)

Procedure for Award of Contracts for Works

1. The following procedure will be implemented to award various contract by AVRWA.

Award Of Kabari Contract

2. The kabari contract may be awarded every year. The following procedure be implemented.

   (a) **Reserve Price**. Be decided keeping in mind the prevailing rates of various items such as Metal, Paper, rubber and various other items.

   (b) **Board of Officers**. Should comprise of officers having experience and knowledge of contract laws.

   (c) **Publication**. Should be published in Local papers and display of Ads at AVI, AVCC and AVRWA etc.

   (d) **Verification**. The contractor's details should be verified by market survey of registered office and their creditable standing in the market.

   (e) **Calling of Tenders**

   (i) Description of Work (requirement)

   (ii) Formulation of draft Tender

   (iii) Finalisation of Tender document.

   (iv) Issue of Tender

   (v) Opening Sealed Tender Box by Board of Officers.

   (vi) Selection of Contractor.

   (vii) Discussion of Board of Officers & contractor selected regarding text of contract.

   (viii) Formulation of final contract Document by Board of Officers.

   (ix) Contract document Signed after completion.

   (x) Monitoring work till completion.

   (f) **Security deposit** by the successful contractor will be deposited as decided by the Management.

3. Contractor for other tasks eg Construction/Modification (alteration) etc as above procedure to follow.
4. Advance to contractor. Not to be more than 50% of total contract. For high value contract it should be as per completion of the project.

THE BYE –LAWS "O"

TERMS & CONDITIONS OF THE EMPLOYEES OF AVRWA

(Ref Rule 29.1 (O)

Selection, Appointment & Employment Of Staff

1. All members of staff shall be employed on contract basis for an initial term of three years. Their suitability shall be judged in the first 60 days in which period every employees shall be on probation. The quality of discipline, loyalty and present ability shall also be judged during probation period in addition to the proficiency in the job for which the employee has been selected.

Staff Selection Committee

2. The staff selection committee shall comprise the Vice Chairman and Two more members detailed by Chairman, for the job for which the employees is to be selected and the Gen Manager. Gen Manager will act as coordinator.
3. The candidate has to submit proof of identity, proof of permanent residence and present residence, and technical/academic qualifications prior to the confirmation of the appointment.
4. The age limit for various paid appointment in the AVRWA is as under :-

Appointment	Age Limit
General Manager	Subject to suitability No age bar
Account Manager	30 to 58 Years
Supervisor	21 to 58 Years
Other Staff	21 to 58 Years

5. **Classification of Employees**. The employees shall be broadly classified as; unskilled, semiskilled, skilled, supervisor and manager:-
   (a) Unskilled- Safaiwalas, Chowkidar and Office attendant.
   (b) Semiskilled – Dak clerks, Sewerman.
   (c) Skilled- Electrician, Head Cashier, Head Clerk, Office Supdt, Accountant, Time Keeper, Plumber, Clerk, PA's etc.

6. **Part time Temporary Workers.**
   (a) They shall be temporary employees to meet need based obligations.
   (b) They shall not be entitled to leave.
   (c) They shall be entitled for overtime, or any compensation for working on general , weekly holidays.
   (d) Monthly/daily emoluments shall be fixed by the Management Committee from time to time, which will be as per minimum wages of the state govt for part time workers.
   (e) They shall not take any other commercial vocation while in employment with AVRWA. Also they will not promote business of any contractor on the list of AVRWA, by any means.
7. **Staff on UP Government Minimum Wages.**
   (a) They will be paid as per UP government labour laws. However, conveyance allowance and other allowances as decided from time to time by Management Committee may be admitted to them in addition, if it is required for performance of the job.
   (b) Other benefits and leave rule as per UP Government Labour Laws will be admissible to them.
8. **Pay and Wages as per UP Minimum Wages Act**. Pay of temporary employees and wages of employees shall be fixed by the Management Committee from time to time. Pay and wages shall be all inclusive subject to minimum wages act.
9. Recruitment Procedure
   (a) Chairman shall appoint a committee with Vice Chairman as head for recruitment of various staff.
   (b) The appointment of Gen Manager Adm, and Accounts manager shall be ratified by the Management Committee.
   (c) Advertisement will be given in news papers published in Noida. Vacancies shall also be displayed on notice boards of AVCC and AVI (Club).
   (d) Preference will be given to ex-servicemen, widows and single women residing in Arun Vihar.
10. **Procedure to Ascertain Suitability**. Proper, on the job test, shall be devised to test their suitability for the job as :-
    (a) Unskilled Staff
    (b) Semi Skilled Staff
    (c) Skilled Staff

11. **Welfare.** Welfare measures by Management is not a matter of right of staff or employee. Management Committee may introduce welfare measures such as welfare fund, incentive grant, medical check up and other measures for the welfare of the staff. Ground staff may be provided with uniform. All such measures will be subject to proficiency and discipline of each individual to be adjudged every year by Management Committee

12. **Service Rules**

(a) All employees shall serve at the pleasure of the Management Committee.

(b) High standard of discipline, personal conduct, integrity and turnout will be maintained in keeping with the service character of the community.

(c) Gambling, intoxication, company of undesirable persons, indulging in unsociable activities and other such acts are strictly prohibited, and require strict action

(d) Staff should be prepared to do any job assigned in addition to their own job and respect dignity of labour.

(e) Staff have direct access to Gen Manager, Vice Chairman or Chairman

(f) Indulgence in any activity prejudicial to good order and social discipline is not permitted.

(g) Vice Chairman shall be the disciplinary officer of AVRWA and he shall deal with all cases of indiscipline brought to his notice and give his decision which shall be binding. He may impose fine or recommend termination of service.

(h) Chairman will be the reviewing authority for all punishments.

(i) There should be very rare and exceptional occasion to terminate the service of any staff. Vice Chairman shall enquire, give opportunity to the concerned employee and submit a confidential report to the Chairman, who if satisfied, may, put at before Management Committee, which shall taken the final decision in the matter.

Type of Offences

Offences may be classified as follows Minor Offences & Major Offences.

(a) **Minor Offences**. Shall include:

(i) Minor lapses of punctuality, turnout etc.

(ii) Minor lapses in performance of duty.

(iii) Making false statements of minor nature

(iv) Act or omission prejudicial to service ethos.

(b) **Major Offences**. Shall include:

(i) Insubordination

(ii) Insolent and undisciplined behaviour with Management and members of AVRWA.

(iii) Cheating and falsification of documents.

(iv) Gross neglect of omission.

(v) Repeated minor offence.

(vi) Damage to AVRWA property.

(iii) Absence from duty.

(iv) Violation of laid down Rules/Regulation

(c) **Procedure :** On receipt of complaint or a report of any breach of AVRWA rules, bye laws by any employee the same shall be disposed off by the Management Committee in accordance with the principle of natural justice, equity and fair play. The following may be treated as guide lines:

1. Refer the matter to discipline committee as appointed by Chairman to enquire, giving details of the case of violations if any.
2. Preliminary inquiry by the coordinator of discipline committee.
3. Oral examination of complaint and explanation of the employees against whom the complaint has been made.
4. Issue of show cause notice, if required.
5. Consideration of reply of show cause notice, if received.
6. Hearing the employees version by the discipline committee, if necessary in its opinion.
7. Disposal of case or issue of written warning/censure (reprimand/severe reprimand) by the Vice Chairman.
8. Advise voluntary resignation after making good all the losses, if any suffered by the AVRWA.
9. Lodge FIR for criminal liability, if any.
10. Lodge FIR court cases against the accused for criminal financial losses caused to the AVRWA, for recovery of loss.
11. Termination of service, if required, after giving one month notice or wages.

(d) **Leave of AVRWA Employees.** The following entitled :

1 Earned Leave	-	15 days *entitlement after 240 days service.
2 Casual Leave	-	10 days
3 Restricted Holidays	-	02 days
4 National Holidays	-	As decided by Management for AVRWA as such.

Note :

1 Total casual leave entitlement is 10 days in a year only and this will be planned and spread over as under:-

(i) Jan, Feb, March	- 2 days
(ii) April, May, June	- 2 days
(iii) Jul, Aug, Sep	- 2 days
(iv) Oct, Nov, Dec	- 4 days
Total	-10 days

Chairman in compassionate cases, may over-rule this provision.

2 **Restricted holidays** will be decided by the individual of his own choice from the list of restricted holidays.

THE BYE –LAWS "P"

PROCEDURE FOR ACCOUNTING AND PRESERVATION OF STORES AND BOOKS

(Ref Rule 29.1 (p)

Board Proceeding

Proceedings of	:	A Board of Members
Assembled at	:	Office of the AVRWA, Sector – 37, Noida on ..... and subsequent days.
For the purpose of	:	Carrying out the Annual Stock Taking of AVRWA stores furniture, fixtures and all the items held on charge.
Authority	:	AVRWA convening order No.AVRWA/ 141/Stock Taking dated .....
Convener	:	
Members	:	1.
		2.

1. The Board having assembled pursuant to order proceeded to carry out Annual Stock Taking of stores, furniture fixtures and all other items held on charge of AVRWA.
2. Annual Stock Taking of AVRWA property held on ledger charge of AVRWA has been physically verified for year ..... & stock balance tallies with ground balance. There is no discrepancy.

Convenor :

Members :

Countersigned

BOARD PROCEEDINGS (Ref Rule 29.1 (p)

Proceedings of	:	A Board of Members
Assembled at	:	Office of the AVRWA, Sector – 37, Noida on and subsequent days.
For the purpose of	:	Disposal of condemned items of AVRWA.
Authority	:	AVRWA convening order No.AVRWA/ 141/Stock/ disposal dated.

Presiding Officer : 1.
Members : 2.

1. The Board having assembled pursuant to order proceeded to dispose of AVRWA condemned stores to kabari/by auction as shown in appx A &B of the Board proceedings.
2. The Board recommends to write off condemned stores from AVRWA ledger charge & sale proceeds of these condemned stores ie Rs. ...../- be taken on charge by the accounts branch.

Presiding Officer :

Members:

Members :

Countersigned

THE BYE –LAWS "Q"

Procedure Handing and Taking Over

(Ref Rule 29.1 (q)

1. We have jointly checked/ verified the following items/ stores held on charge and handed/ taken over the duties of Ward Director with immediate effect :-
   (a) Stores as per list enclosed.
   (b) Accounts
      (i) A copy of Quarterly Audit Report for the Q/E .....
      (ii) ..... Pass Book (SB A/C No. .....) with up-to-date entries (Last Entry) Balance Rs..... on..... (Date.)
      (iii) Cheque Book containing unused cheques Nos (from .....to ..... (..... cheques).
      (iv) List of Defaulters as per the records maintained.
      (v) List of Residents who have paid the Ward Subscription in advance upto.....
      (vi) Cash in Bank - Rs. .....
      (vii) Cash in Hand - Rs .....
      (viii) FDs Receipts - Rs.....
      (ix) Receipt Book containing unused Receipts from Nos ..... to.....
   (c) CERTIFIED THAT THERE IS NO DEFECIENCY/ DISCREPENCY.
   (List out discrepancies if any attached an a separate sheet)
   (d) Points for action, if any.

HANDED OVER BY

(.....)

H.NO. .....Sector.....
Ward No.....

TAKEN OVER BY

(.....)

H.NO. .....Sector.....
Ward No.....

FDR Details

No.	Amount Rs.
_____	_____
Total _____	_____

THE BYE –LAWS "R"

PROCEDURE FOR CONDUCTING MANAGEMENT COMMITTEE MEETING

(Ref Rule 29.1 (r)

Management Committee (See Rule 31-33).

1. A Management Committee shall consist of eight elected members and they shall all be from amongst the permanent members only. These are Chairman, Vice Chairman and six members elected out of the Ward Directors. Specific Tasks may be assigned to the above six elected executive committee members like Finance, Arboriculture, Security, Maintenance, Health & Sanitation, Sadhbavna/ Welfare, Projects and any other task not defined above. Management Committee shall be elected for a term of one year.

2. **Meeting of the Management Committee**

   (a) The Chairman shall call for a Management Committee Meeting (MCM) alteast once a month to review the functioning of the Association and to conduct any other business as may be put before it.

   (b) The quorum at all such meetings shall be five (including Chairman/Vice Chairman). In the event of the quorum not being complete, the Chairman may exercise discretion and proceed with the meetings.

   (c) If any member fails to attend MCM continuously for the three months, the defaulting member in that case shall be deemed to have vacated the office.

   (d) The decisions of Management Committee will be recorded in a Register and signed by all members preferably the same day.

THE BYE –LAWS "S"

PROCEDURE FOR AMENDING BYE-LAWS

(Ref Rule 29.1 (s)

Procedure For Amending Bye-Laws

1. Refer to rule 29 on framing of bye laws.
2. The Management Committee, may, from time to time adjudge the efficiency of these bye-laws
3. As and when the Management Committee comes to conclusion that amendment to or addition to bye-laws in general or any particular bye-laws is required, the Chairman will constitute a bye laws review committee comprising one Presiding officer and two members.
4. The bye laws review committee will be given clear terms of reference to review any particular by bye laws or frame fresh bye laws on any particular subject.
5. The reviewed or freshly framed bye- laws will be submitted to the Chairman.
6. The Chairman will discuss the same in Management Committee. If reviewed/freshly framed bye-laws is accepted by the Management Committee, then the same will be promulgated as in case of these byelaws as per rule 29.

THE BYE – LAWS "T"

REMOVAL OF ENCRAOCHMENTS

(Ref Rule 20.1(u)

1. Reference

(i) Rule 29.1 (v)

(ii) undertaking given by the buyers at the time of purchasing the house unit in Arun Vihar.

2. Encroachment on the common land/facilities will not be accepted under any condition. As soon as encroachment comes to notice, action as follows will be initiated:

   (a) The matter will be brought to notice of Ward Director, if it is already in his knowledge then Ward Director himself will first ask the resident to remove encroachment.

   (b) A letter will be written by AVRWA asking the resident to stop and remove encroachment within a week. Immediate Police help will be taken to stop it at the beginning itself or as soon as possible.

   (c) If the encroachment is not removed within such time, a written complaint will be filed by AVRWA with the Noida Authority, AWHO and Police.

   (d) A criminal complaint will also be filed with Police Station for proceeding against the encroacher.

3. If, despite the above action, the encroachment is not removed by the resident, then, it will be incumbent on the AVRWA to take up case with Noida Authority and AWHO for cancellation of the Lease of the house Property and its sealing.

4. Criminal case will be progressed simultaneously.

5. Provisions of rules 63-67 will be complied with, if the matter involves discipline and in the opinion of Management Committee, disciplinary action is required.