

Department of Industries & Commerce, Haryana

Form-III

"Certificate of Registration to be issued under Section 9(1) of the Haryana Registration and Regulation of Societies Act, 2012"

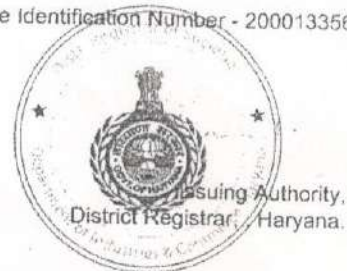
(See rule 5 and rule 6)

Certificate of Registration of Society

I hereby certify that a Society bearing the Registration Number and name as undermentioned has been registered this [24] day [Dec] month [2018] year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year Of Registration				Registration Number				
H	R	0	0	8	2	0	1	8	0	2	8	1	4
Name Of the Society					Registered Office Address								
Reidents Welfare Association Rail High Risers Society, Sonipat					Room No. 1 & 2 Rail High Risers Society, Sector-10, Sonipat, Haryana								

Issued under my hand at [Sonipat] this [24] day of (month)[Dec] (Year)[2018] having Unique Identification Number - 2000133565



SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Collegium Scheme to be approved from District Registrar if members strength is more than 1000.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15% (see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyregistration/id/133565/reg/06-008-2018-02814>

BYE - LAWS
RESIDENTS WELFARE ASSOCIATION RAIL HIGH RISERS
SOCIETY, SONIPAT

CHAPTER -1

Room No. 1 & 2 Rail High Risers Society, Sector-10, Sonipat, Haryana

1. Short title and Application:

- I. These bye-laws may be called the bye-laws of the Association of Apartment owners of the **Residents Welfare Association Rail High Risers Society, Sonipat**
- II. These bye-laws shall apply to the member of the Association of the apartment Owners of the **Residents Welfare Association Rail High Risers Society, Sonipat** situated Room No. 1 & 2 Rail High Risers Society, Sector-10, Sonipat, Haryana
- III. All present Owner, their successors-in-interest, tenants, future tenants or their employees or any other person who may use the facilities of the Housing Complex in any manner shall be bound by these the provision set forth under these Bye-laws.
- IV. The acquisition of ownership or on rent of any independent dwelling units (hereinafter referred to as "Dwelling Unit") of the complex or act of occupancy of any of the said units will signify that these bye-laws are accepted, ratified and will be complied with Township/ Apartments of **Residents Welfare Association Rail High Risers Society, Sonipat** situated **Room No. 1 & 2 Rail High Risers Society, Sector-10, Sonipat, Haryana**

2. Definitions:

Unless otherwise specified, all words and phrase used in these byelaws shall have the same meaning as ascribed to them under the Haryana Registration and Regulation of Societies Act, 2012 and the rules framed there under the Haryana Apartment Ownership Act, 1983.

3. Haryana Apartment Ownership Act, 1983

The housing complex raised at **Rail High Risers** and known as the **Residents Welfare Association Rail High Risers Society, Sonipat** is submitted to the provision of Act and the rule made there under.



President
 Residents Welfare Association
 Rail High Risers Society,
 Sonipat

General Secretary
 Residents Welfare Association
 Rail High Risers Society,
 Sonipat

Treasurer
 Residents Welfare Association
 Rail High Risers Society,
 Sonipat

4.

Aims and Objects of the Association : The aims and Objects of the Association shall be :-

- i To be and to act as the Association of the Apartment Owners of the township & group housing building complex called the **Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1 & 2 Rail High Risers Society, Sector-10, Sonipat, Haryana** (hereinafter called "complex") who have filed their respective declarations submitting their Apartments to the provisions of the Act.
- ii To invest or deposit contribution
- iii To ensure that the complex is properly managed, maintained and administered in a manner compatible with the standards and expectations of the apartment owners;
- iv To provide for the maintenance, repair and replacement of fitting, fixtures, appurtenances or other property requiring maintenance, repair and replacement comprised in common areas and facilities by contribution made by the apartments owners, and if necessary, by raising loans for that purpose.
- v To retain and permit use of common facilities to outsiders against an approved charge and appropriate such income for the objects of the Association or its credit to a reserve fund.
- vii To establish and conduct educational, physical, social and recreational activities for the benefit of the apartment owners on its own account or jointly with individuals or institutions
- viii To frame rules regarding establishment of any provident for the benefit of full time employees of the Association and to frame rules and regulations for the well being of the apartment owners, as required under the laws of the land, after following the prescribed procedure
- ix To do all things necessary or/ and otherwise provide for the attainment of the Objects specified in these bye-Laws.
- x The Association shall not act beyond the Scope of its objects without suitably amending the provision of these bye-laws for the purpose.

5.

Affiliation

Should there be any Federation of apartment owners in the Locality in which the **Residents Welfare Association Rail High Risers Society, Sonipat** township & Group Housing Society is situated, the Association may become a member thereof and pay the sums from time to time payable to such Federation under the rules thereof.



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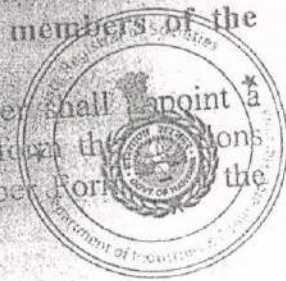
Treasurer
Residents Welfare Association
Rail High Risers Society,
Sonipat

Chapter II

Membership and the Association of the Apartment Owners

6. Terms of admission of members

- I. Every person who owns an apartments in the Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1 & 2 Rail High Risers Society, Sector-10, Sonipat, Haryana and has executed respective declaration pursuant to Clause 3 of these Byelaws submitting the apartment to the provision of Haryana Apartment Ownership Act, 1983, shall be member of the Association, and shall pay a sum of Rs. 1100/- for life membership.
- II. Each owner, on being a member, shall be allotted apartment in respect of the each of the dwelling units under his ownership. Every apartment owner must hold at least one share of Rs. 1100/- for life member
- III. Each apartment owner shall receive a copy of these Bye-laws in electronic form for their reference, of which a hard copy may also be supplied on demand at a cost.
- IV. Upon any apartment owner transferring his/her apartment by way of any will, gift or sale, or an apartment becoming liable to transfer on account of natural inheritance, the successor-in-interest shall automatically become a member of the Association, and shall be admitted as a member on payment of the applicable membership fee, provided that any transfer of the apartment by the way of sale to a third party, other than those involving family transfer, shall require prior approval of the Association.
Further provided that wherever the Association permits any such transfer, the seller/ transfer or the buyer/transferee, as mutually settled between the parties, shall be liable to pay a one time transfer fee of Fifteen thousand for Two bed rooms flat, Twenty thousand for Three bed rooms flat and Twenty five thousand for Four bed rooms Flat to the Association.
- V. On the death of an apartment owner, the apartment shall be transferred to the person or persons to whom the owner bequeaths the same by his His/her nomination or will or to the legal heirs of his/ her estate, in case She/he has not made any specific request of the apartment.
The Residents of Emperor Floors shall be the members of the association
- VI. Where any legatee is a minor, the apartment owner shall appoint a guardian of such minor to exercise power and perform the functions required under these bye-laws. An application as per Form No. 1 the Rules shall be submitted for admission as a member.



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7. Joint Apartment Owners

Where an apartment has been purchased by two or more persons jointly, they shall be jointly entitled to the apartment and the shares of the Association shall be issued in their joint names, person whose name stands first in the share certificate shall have all rights of membership together with all obligations, provided that a such person whose name stands first may transfer such rights to any one of the joint owners.

Any apartment owner he/she shall be entitled to transfer his/her rights for membership in the RWA by giving Power of Attorney in his/her spouse.

8. Disqualification

I. No apartment owner shall be entitled to vote on the questions of the election of members of the Board or the President, Secretary, Treasurer or any other office bearer or be entitled to stand for election to such office, if he/she is in arrears on the 1st day of the month of the election for more than 60 days. in respect of contributions for common expenses to the Association for more than 60 days.

II. Members of the managing committee can not contest re- election after having served in last two consecutive management committees.

9. Power Function and duties of Association:-

I. The Association will be responsible for complete administration of the common facilities and services of the apartment complex and shall be competent to exercise all powers in this behalf e.g. preparation and approval of the annual budget, determination and collection of monthly contributions from the members, placing demand for any additional contribution occasioned by any unforeseen liability, interacting with all government or Semi-Government agencies etc. in furtherance of the overall management of the apartment complex in an efficient manner.

II. Except as otherwise provided , resolution of the Association shall require approval by a majority of owners, present and voting, casting their vote in the manner provided in clause 17 and 18 of the bye-laws.

10. Place of meetings:-

Meetings of the association shall be held at suitable place convenient to the owners as may from time to time be designated by the Association.

11. Annual General Meetings

I. The General meeting of the members of the Association was held on 27-11-2018 to consider and approve these amended bye-laws.

II. The Annual General meeting of the Association shall be held after completion of financial year i.e. between 1st. April to 31st May, so as to consider, approve and adopt the annual accounts of the Association and transact all such business as it may be required to do.



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Rail High Risers Society,

12. Extra-ordinary or Special General Meetings

- I. The Association may hold its extra -ordinary or special general meeting as and when required.
Provided that the Board of Manager shall convene a special or extraordinary general meeting of the Association upon a requisition signed by 1/3rd of the members, or as & when so directed by the District Registrar of the Societies or Housing Commissioner or any other Officer duly authorized by them under the relevant statutes in this behalf.
- II. The notice of any special general meeting shall state the date, time and place of such meeting and the purpose thereof.

13. Notice of Meeting

- I. A notice of 14 days, indicating the time, date and venue, shall be given to the members for any general meeting. Provided that such notice may be of a shorter duration if not objected by at least 1/3rd of the members.
- II. The notice of any General meeting sent by electronic mail to the email ID of the members shall be an accepted mode of service of such notice.
- III. A copy of notice of every general meeting, annual or special, shall also be endorsed to the office of the District Registrar/ or the Housing Commissioner, as the case may be. A hard copy of the said notice may be sent to the concerned office of the District Registrar and/ or the Housing Commissioner, if these offices or not electronically connected.

14. Quorum and voting

- I. The Quorum for every General Meeting, annual or Special, shall be 40% of the Members.
- II. There shall be one vote for each apartment, which may be exercised by the joint member on authority of the member.
- III. Every vote, be it exercised by the member or by the duly authorized joint member of dwelling unit, shall be cast in person.
(No voting is permitted by proxy).

15. Adjourned Meeting

- I. A general meeting of the Association may be adjourned if the quorum for such meeting is not complete.
- II. It shall be competent for the board of manager to convene an adjourned general meeting after a gap of not less than 48 hours of the meeting first convened and adjourned.
- III. If no quorum is present in the adjourned meeting, a total of 25% members present shall constitute the quorum and the matters decided.



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In case of second adjournment, a total of 15% members shall constitute the quorum and the matter decided. These quorum norms will be applicable both on Management Committee and General Body meetings.

16. **Order of Business**

Agenda points for the AGM will be as follows and they will be taken up in the order given below :-

- a) Welcome address of president.
- b) Election of Members of management committee. (if due)
- c) Passing of minutes of last meeting.
- d) Presentation of annual report by outgoing management committee.
- e) Consideration and approval of details of accounts, including the Balance Sheet, income and expenditure statement together with Auditor's report for the preceding year.
- f) Replies to questions submitted by Members at least 7 days before the meeting.
- g) Nomination of members as internal Auditors.
- h) Vote of thanks to the outgoing Management Committee (if due).
- i) Any other point permitted by President.

17. **Special Resolution**

Any matter required to be resolved through a special resolution may be decided at any General Meeting, annual or Special, which is attended by at least 40% of the total members and the proposal is approved by 3/5th of the members present and voting.



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CHAPTER III

Office-bearers of the Association, election and their duties

18. Office-bearers of the Association, tenure and their Election

- I. The Office-bearers of the association shall consist of a President, a Vice President, a General Secretary, a Joint Secretary, a Treasurer and Four Executive Members. In future the Executive Members shall be 11 & one Joint Treasurer.
- II. The office bearers of the Association shall be elected, as and when it becomes due, by the Association of owners at its Annual General Meeting.
- III. The term of the office-bearers of the Association shall be three years.

19. Resignation, Suspensions and Removal of Officer-bearers-

- I. An office-bearer of the Association may of his own volition resign from such position at any time.
Provided that the Board of Managers may, if considered unavoidable, require such office-bearer to continue to discharge his functions till such time his substitute is duly elected at a general meeting of the Association.
- II. In case 2/3rd majority of the General Body express its lack of confidence in any office-bearer, for whatsoever reason, it shall be competent to remove such office-bearer from Association and nominate any person in its meeting till next election of the Association, if the left out period does not exceed **six months**, otherwise the successor of any office-bearer removed from the office shall be elected at the same meeting of the Association.
- III. A member of the Management Committee shall cease to be its member, if he/she remains absent, without valid reasons, during three consecutive meetings of the committee.

20. President of the Association

- I. The President shall be the Chief Executive Officer of the Association. She/he shall preside over all meetings of the Association and of the Board of Managers.
- II. The President shall have all of the general powers and duties usually vested in the office of the President of an Association, including, but not limited to the power to appoint committees from among the owners from time to time as She/he may in his discretion decide to be appropriate to assist in the conduct of the affairs of the Association.



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- III. President Shall have all the general powers and duties which are usually vested in a chief Executive of an Organization, including but not limited to the powers to constitute sub committees of members for attending to various task in furtherance to aims and objects of the Association.
- IV. President shall be responsible for guidance, supervision and financial control on the matters of all work of the Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1& 2, Rail High Risers Society, Sector-10, Sonipat, Haryana Financial control includes monthly and surprise cash checks, reconciliation of bank statement and vetting of trial balance.
- V. President shall exercise such powers as additionally authorized by managing committee.
- VI. In any meeting which involves voting, president shall have a casting vote in case of a tie.
- VII. Shall ensure that the minutes of Managing Committee/Collegiums meeting are finalized by Secretary within 72 Hrs, and they are put up on Society's Notice Board after his (President's) countersignature within seven days of the meeting.
- VIII. President Shall ensure strict compliance of the provision of Haryana Registration and Regulation of the Societies Act, 2012 and Haryana Apartment Ownership Act, 1983 and the rules made there under.
- IX. Shall Supervise and guide the overall activities/ achievement of aims & objects of the Society.

21. Vice President

- I. The vice President shall perform such functions as are assigned to him by the board of Managers from time to time.
- II. Officiate as the President and preside over the meetings of the Association and the Board of Managers during any temporary absence of the President

22. General Secretary

- I. To conduct, organize, supervise and manage all the affairs of the Society and do all such acts and perform all such duties for the working of the Society as may be assigned by the President/Management Committee.



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Sonipat

General Secretary
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Rail High Risers Society

Treasurer
Residents Welfare Association
Rail High Risers Society

- II. To receive , scrutinize and place applications for the membership of the Society before the Managing Committee and to enter the names of the members, it approved in the register of the members under his initials and to intimate the members about the same and issue identity cards to the members so admitted;
- III. To convene meetings of the Collegiums/Managing Committee with the consent of the president and serve proper notice as prescribed under these byelaws and to sign.
- IV. To attend all the meetings of the Collegiums and the Managing Committee and assist the president in conducting the meetings and record proceeding of all the meetings.
- V. To prepare annual report of the Society and place it before the Managing Committee along with audited annual accounts of the Society, for approval to place the same before the Collegiums in the annual General Meeting.
- VI. To prepare annual budget of the Society and place it before the Managing Committee for approval to place the same before the Collegiums in the Annual General Body Meeting. Any deviation in such budget should be ratified by the Collegiums in a General Body Meeting called specifically for such purpose.
- VII. To keep and preserve the records of the Society/ Managing Committee.
- VIII. To help and assist the President in looking after the complete affairs of the Society and in attaining aims & objectives of the Society.
- IX. To ensure timely Filing of all statutory returns/ documents in the office of the District Registrar and such other authorities as may be prescribed under the Haryana Registration and regulation of the Societies Act, 2012 and rules made under there under.
- X. To be custodian for safe custody of common seal of the Society and affix the same, wherever required, as per the authorization of the Managing Committee.
- XI. To conduct correspondence on behalf of the Association.
- XII. To prepare documents before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote , duly updated and to place it before the Managing Committee.
- XIII. Act as over all in-charge of the Administration and execution of all the program of the Association including financial affairs on behalf of the Managing Committee including creation of posts, fixing of salaries/remuneration/allowances etc.. make appointments/engagements of staff , make purchases and do all other such things as may be necessary in the furtherance of the aims & objects of the Association

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Sonapatna

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accordance with the delegations by the Managing Committee from time to time and where no such delegation is specifically made in consultation with the President of Association.

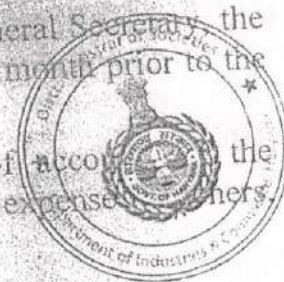
- IV. He/she shall be the overall in-charge of the secretarial functions of the Association and the board of managers.
- V. He/she shall issue notices for the meetings of the Association, the board of Managers, record other proceedings of all such meetings and maintain various registers as are required to be maintained in this behalf.
- VI. She/he shall be the custodian of all such books and records of the Association and the Board of Managers, as the board may direct. She/he will convene meetings of the Management Committee with the consent of the President and serve proper notices as prescribed under these Bye-Laws.

23. Joint Secretary

- I. She/he shall assist the secretary of the Association in discharge of his duties and responsibilities.
- II. She/he shall discharge the functions and duties in absence of General Secretary.

24. Treasurer

- I. To keep accounts of all financial transaction of the Association and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- II. To get the accounts of the Association audited by the Chartered accountant appointed by the Managing Committee at the close of the financial year, every year.
- III. To submit to the Managing Committee through General Secretary, the audited annual accounts of the Society, at least one month prior to the date of annual General Meeting
- IV. To act as the overall custodian of all books of account of the Association, Financial statements, receipts books, expense books, bank pass book & cheque books, cash etc.



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- V. To be the custodian of petty cash not exceeding Rs. 25,000/- for any cash payment approved by the Governing Body.
- VI. He/ She shall be responsible for management of the finances and accounts of the Association, receipts and expenditure, bank accounts, maintenance of all books of accounts, investment of surplus funds and audit of the accounts of the Association.
- VII. He/ She shall be responsible for the deposit of all moneys and other valuable effects in the name and to the credit of the Association, in such depositories, as may from time to time decided by the board of Managers.



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CHAPTER- IV

Constitution of the Board of Manager , its Functions and powers

25.

Board of Managers and its mandate

- I. The affairs of the Association shall be managed by a 'Board of Manager" comprising of five office-bearers and Six Executive Members, who shall be elected by the members of the Association for a term of Three years, and may be referred to as the 'Board'.
- II. The office-bearers of the Board of Managers shall be the office-bearers of the Association also.
- III. The Board of Managers shall act as the trustees of the members of the Association and be responsible for the overall management of the assets of the Association, operation and management of all its common facilities and the housing complex as a whole, and shall exercise all powers as are required to be exercised in the efficient discharge of its functions and responsibilities.
- IV. The Board of Managers shall discharge its functions and duties separately.
- V. The Board of Managers may appoint such sub-committees of members from time to time, as may be considered necessary, with such terms as it may deem appropriate in exercise of powers and discharge of duties for the administration of the affairs of the Association.
- VI. The Board may co-opt or appoint such persons as members of any such sub- committee who possess special knowledge of any area to provide any expert assistance to any such committee.
- VII. Any sub- committee appointed by the Board, with or without any expert, shall submit its report to the Board, upon which the Board may take such action as deemed appropriate.
- VIII. The Board shall be responsible for preparation of the Annual Accounts and shall present an Annual Report of its activities before the Association in its Annual General Meeting.

26.

Duties Functions and power of the Board

The Board shall, in addition to the duties and responsibilities assigned under these bye-laws or by resolution of the Association, be responsible for the following among other things.

- I. The care, upkeep and surveillance of the apartment complex, Residents Welfare Association Rail High Risers Society, Sonapat, Room No. 1& 2, Rail High Risers Society, Sector-10, Sonapat, Haryana and the common areas and facilities and the restricted common areas and facilities;



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Sector-10, Sonapat

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Rail High Risers Society,
Sector-10, Sonapat

- II. Determination and collection of the monthly maintenance charges from the apartment owners;
- III. Raise bills, receive the amount and deposit the same with the appropriate authority on account of monthly water and electricity bills.
- IV. Levy and collection of user charges for use of restricted common facilities as may be decided by the association from time to time.
- V. Designation, employment, payment of remuneration and dismissal of personnel or service provider(s) necessary for the maintenance and operation of the apartment complex of the **Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1 & 2, Rail High Risers Society, Sector-10, Sonipat, Haryana** its common arrears and facilities and the restricted common areas and facilities.
- VI. Provide for the manner in which the accounts of the Association shall be maintained and its audit shall be carried out.
- VII. Inspect and examine the records and accounts kept by or under the supervision of the Secretary and/ or the Treasurer so as to ensure that these are maintained in the manner as prescribed.
- VIII. Take steps for timely payment of all obligations and the recovery of all sums due to the Association.
- IX. Approve or sanction working expenses, maintenance of cash balance and deal with other miscellaneous business.
- X. Ensure that the cash book is written promptly and is signed daily by one of the members of the Board authorized in this behalf.
- XI. Approximately deal with the complaints concerning the above.
- XII. Perform all other functions as may be decided, from time to time, by the Association for the maintenance, repair and replacement of the fittings, fixtures, appurtenances or other property requiring maintenance, repair and replacement comprised in common areas and facilities and the restricted common areas and facilities.

27. Restrictions for an office-bearer or member from receiving any benefits.

No office-bearer or member of the Association or the Board of Managers shall be appointed to any salaried office of the Society, and shall not be paid any fees or remuneration for the services rendered by him.

Provided that the office-bearers and/ or the members shall be entitled to re-imbursement of actual travel and out of Pocket expenses incurred by them in connection with any work related to the Association, and interest on any money lent to the society for overcoming any temporary requirements.



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Sonipat

28 **Vacancies in the Board of Managers.**

Any vacancy in the Board, caused by any reason other than the removal of an office-bearer, may be filled-up by the remaining office-bearers of the Board by nomination as an intervening measure, which shall be placed before the Association in its next general meeting for ratification or election of such office-bearer.

29 **Engagement of Agencies, Service Provider, Estate Manager and other Officials.**

- I. The Board may engage one or more service providing agencies for performance of such functions or delivery of such services and for such compensation as it may determine for the purpose.
- II. The Board may engage or employ individuals, on full- time or part time basis in the employment of the Association, for a remuneration or compensation as determined by the Board, and performance of such duties and services as may be decided by the Board.
- III. The Board may require all or any of the employees of the Association to furnish a fidelity bond.
- IV. All expenditure incurred on the maintenance of the common facilities and services of the **Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1& 2, Residents Welfare Association Rail High Risers Society, Sector-10, Sonipat, Haryana** . provided by the Services provider M/s.

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, shall be recoverable from and payable by the members on a prorated basis i.e. divided or multiplied by a factor of Total Members in a uniform manner.



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Treasurer
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 Sonipat

CHAPTER V

30. Meetings of the Board of Managers – Notices, Agenda, Quorum, and proceedings

- I. The first meeting of the newly elected board shall be held within 30 days of such election at such place as shall be fixed by the board.
- II. The Board of Manager may hold its meeting as and when required subjected to the condition that it shall meet at least once quarter and hold a minimum of four meetings in a finical year.

31. Notice for the meetings of the Board of the Manager

Every meeting of the Board shall entail a notice of at least three days, circulated in electronic or physical mode, as the case may be, along with tentative agenda of the business to be transacted at such meeting.

Provided that the notice period may be waived in emergent circumstances if a majority of the office-bearer to hold the meeting at a shorter notice.

32. Quorum

At least 40% of the member of the Board shall constitute the quorum for anything.

33. Proceeding of the meetings

- I. Proceeding of each and every meeting of the board of Manager shall be recorded by the Secretary and signed by the Secretary and President.
- II. The proceeding of the meetings signed by the Secretary and the President shall be maintained in the form of register of the Proceeding.
- II. The proceeding may be circulated amongst the Board of Members by electronic mode and hard copies thereof shall be endorsed to concerned authorities as required.



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Rail High Risers Society,
Sonapat

General Secretary
Residents Welfare Association
Rail High Risers Society,
Sonapat

Treasurer
Residents Welfare Association
Rail High Risers Society,
Sonapat

CHAPTER-VI

Funds, Accounts and Audit

34. **Funds:-** The Association may raise funds through all or any of the following sources, namely-

- I. Transfer from the savings available in the capital account of the Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1 & 2, Residents Welfare Association Rail High Risers Society, Sector-10, Sonipat, Haryana if any.
- II. Membership fee and by issue of shares.
- III. Contributions, assessments, user charges and donations from the apartment owners.
- IV. Revenue Surpluses which may form the nucleus of the reserve Fund.
- V. Loans, if necessary, subject to such terms and conditions as the Association may determine with the approval of the competent Authority in this Behalf.

35. **Investments:-** The Association may invest or deposit its funds in one or more of the following:-

- I. In A Co-operative Bank or a Scheduled Bank or a Post -Office savings Accounts, or
- II. In any of the Securities specified in Section 20 of the Indian Trust Act, 1982, or
- III. In any other manner as resolved by the Association.

36. **Deployment of funds**

The income and property of the Association shall be applied solely towards promotion of the aims and objects of the Association as set forth in the memorandum of the Association and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the Association.

37. **Maintenance of Accounts**

- I. The association may open separate bank accounts for separate purposes and maintain proper accounts of the credits to and debits from each such accounts.
- II. The General Secretary or the Treasurer may keep an amount not exceeding Rs.5000, in cash at all times with them or with the Manager in order to defray any or all such petty expenses for which payments may not be feasible through bank instruments.
- III. All the payment exceeding Rs.5000, in so far as possible, shall be made by cheques signed by the General Secretary or the Treasurer of the Association.
- IV. Cheques for any payment exceeding Rs.5000 shall be signed jointly by any two authorized signatories.



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- V. The Board of the Manager shall maintain a pass book in respect of every member in electronic or physical form containing particulars of the amounts due from a member (in respect of common maintenance charge, utility bills, user charges, or any other demands), the payments made, the balance towards or against the member/Association, as the case may be. Copies of the accounts so maintained shall be made available to the members on demand during the Annual general Meeting of the Association or at any Stage, for which the Association may or may not determine a fee.

38. Annual Accounts

The Board of the Managers shall prepare annual accounts of the Association as at the end of Financial year, as soon as possible, but in any case on or before the 31st May of the Following year.

39. Audit of the Account

- I. The annual Account shall be submitted for Audit by a Chartered Accountant engaged by the Board, such Chartered Accountant not being a member of the Association or close relative of any of the members;
- II. The auditor shall audit the accounts of the Association, with or without any qualifications, and submit their report thereon.
- III. The audited financial statement shall be open to inspection by any member of the Association during office hours and in the office of the Association and a copy thereof shall be placed before the Annual General Meeting for its approval and adoption not later than 30th June of the year.
- IV. Every financial statement shall be accompanied by a complete list of the apartment owners, along with the amount receivable from or payable to the members.
- V. A copy of the annual Audited Accounts shall be filed in the office of District Registrar in the form and manner prescribed under the relevant law.

40. Appointment of Auditor and related matters:-

- I. The association shall appoint a registered Chartered Accountant or a firm of Chartered Accountants as the auditor at its Annual General Meeting along with the determination of the remuneration there for.
- II. The Board of Management shall extend full assistance to the Auditors and make all such Documents and records available to him as may be required for the same.
- III. The auditor shall conduct the audit of the accounts of the Association in accordance with the accepted Accounting Standards along with or without any qualification or advisory to the Association for the proper upkeep of the Accounts.



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Treasurer
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Sompeta

- IV. The auditor shall be entitled to call for and examine any papers or documents belonging to the Association covering the complete scope of activities of the Association.

CHAPTER -VII

Mortgages

41. **Notice about Mortgages and related information**
- I. A member, who mortgages his/her dwelling unit in favor of a financial institution, shall notify the Association through its Secretary, the name and address of his/ her mortgages, and the Association shall maintain such information in a book entitled "Mortgages of Units"
 - II. The member shall also notify the Association about the status of mortgage of the dwelling unit, and its vacation.
 - III. The Association may, at the request of the Mortgages of a unit, report any unpaid assessments or charges due from the owner of such unit.



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CHAPTER -VIII

Determination of contributions from members for common maintenance of Facilities, user charges and utility payments

42. Member to contribute for Various Charges

I. The Association shall determine the rate of various charges to be contributed by the members on the account of all or any of the following;

- (a) Charge for the maintenance of common areas and Facilities e.g. security, cleaning, garbage disposal, horticulture, electrical and plumbing services, AMC of various facilities e.g. lifts, Gen-set etc;
- (b) Charge for the use of common facilities e.g. Gym, indoor games, lounge, terrace with lounge, common kitchen area, lawn etc.
- (c) Utility charges i.e. electricity bills of individual dwelling units (if the power is being supplied to the Association Complex from a HT connection), water charges etc.
- (d) Contribution to the reserve funds for the meeting major repair and renovation work required for the common areas of the Complex.
- (e) Costs towards payment of insurance premium to cover the risk against various eventualities e.g. fire, earthquakes, calamity, strike by any terrorist action etc.
- (f) Any taxes or fees or cess payable to the local Municipal Corporation;
- (g) Any other charges not specially covered under the above.

II. All expenditure incurred on the maintenance of the common facilities and services of the housing complex shall be recoverable from and payable by the members on a prorated basis i.e. divided or multiplied by a factor of Total Members of the complex in a uniform manner.



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CHAPTER -IX

Obligation of the Apartments Owners

43. Obligation to the timely payment of all charges and contributions

Each and every owner of an apartment in the Housing Complex, who is also member of the Association, shall be under Obligation at all times to pay the common maintenance charge and user charges as determined by the Association from time to time and the utility bills in respect of electricity and water consumption without being in arrears.

44. Observance of duties and responsibilities

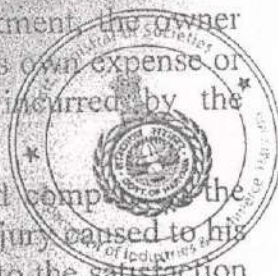
The apartment owners shall be obliged to observe their duties and obligations as set out in and any violation of the same shall make them liable to fine and /or for forfeiture of their rights as may be determined by the Association at its meeting or by any special committee appointed by them in this regard.

45. Enforcement of obligations

In case any member is in arrears of the payment of his obligations for a period of 60 days or more, the Board of Manager shall be competent to take all measures for the recovery of such arrears of the monthly maintenance charges, or monthly utility bills (electricity and related charges) and other user charges, including coercive measures by taking resources to the disconnection of electricity and water supply to the dwelling unit, blocking its sewage outflow, and denial of access to the use of common facilities including the lifts.

46. Maintenance and repairs of individual dwelling units

- I. All repair, innovation and replacement of internal installations within the area of the individual dwelling unit e.g. water, light, gas, power, telephone, air-conditioners, sanitary installations, doors, windows, lamps and all other accessories belonging to the unit area shall be carried out by the apartment owner at his own expenses;
- II. Every apartment owner shall promptly undertake the maintenance and repair work in respect of any installation within his own dwelling unit, which if not attended promptly, may have an adverse effect on the dwelling units of other members or the common areas of the housing complex;
- III. Should there be caused any damage or injury to the common areas or facilities in the process of internal work in any apartment, the owner shall either get the same restored to its condition at his own expense or be liable to pay and reimburse the expenditure incurred by the Association on getting such damage repaired;
- IV. The apartment owner "A" shall either reimburse and compensate the owner of another apartment "B" for any damage or injury caused to his (B's) apartments or get the same repaired at his cost to the satisfaction of the affected owner.



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- V. No apartment owner shall make any structural modification or alteration in his/her unit or installation located within the apartment without previously notifying the Association in writing, through the Secretary, of the Board for such modification and alterations.

Provided that the elevation and engineering structure of the building will not be changed under any circumstances.

Provided further that any change affecting any other apartment will not be permitted.

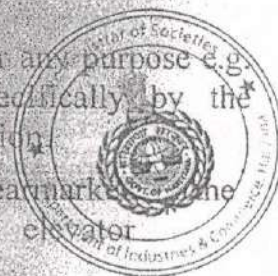
- VI. The Board shall respond to any request received under sub-clause (III) above at the earliest but not exceeding thirty days. In case no response is received to the contrary within 30 days, it shall be deemed that there is no objection to the proposed modification, alteration or installation.

47. **Use of independent units and liability for violation**

- I. All the apartments/ dwelling units shall be used for residential purpose only as permissible under the regulation of **Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1& 2, Rail High Risers Society, Sector-10, Sonipat, Haryana** (the competent Authority) from time to time.
- II. Any financial or other liability arising out of violation of the usages condition shall have to be borne by the apartment owner who violates this condition;

48. **Use of common areas and facilities and restricted common and facilities.**

- I. No member shall place or cause or allowed to be placed any furniture, packages or objected of any kind in the lobbies, vestibules, stairways, elevators and other areas of the **Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1& 2, Rail High Risers Society, Sector-10, Sonipat, Haryana** and Facilities of a similar nature both common and restricted, that may or expected to the impede the smooth movement of persons or goods or may cause inconvenience to the residents.
- II. The common or restricted areas shall not be used for any purpose e.g. storage or construction work, except where specifically by the Association, other than for normal transit and circulation.
- III. The **Sector-10, Sonipat** has provision for elevators earmarked for the use of apartment owners/ tenants and their guests and elevator earmarked for freight service or auxiliary purposes.
- IV. Owners, tenants and their workmen shall use the freight or service



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elevator only for carrying any packages, merchandise or construction material or any such other objects which may effect the comfort or wellbeing of the passengers of the elevators deducted for the use of owners, occupants and guests. The users shall exercise due care and caution and ensure that no damage or defacing is caused to any of the lifts during the use thereof.

49 Right of access and entry in emergency and normal conditions

- I. Every apartment owner shall ensure unhindered access to the Manager or any workmen employed by the board to attend to any emergent situation arising from electrical installations or any such thing which might threaten the safety of his apartment or any other apartment whether in his presence or absence.
- II. An owner shall permit other owners or their representative, when so required, to enter his dwelling unit for the purpose of installation, alteration, or repairs to the mechanical or electrical services, provided, that requests for entry are made in advance and that such entry is at a time convenient to the owner; but in case of emergency, such right of entry shall be immediate.

50 Code of Conduct for the apartment owners/ residents

- I. It shall be the responsibility of every apartment owner/ resident to ensure that:
 - (a) His/ Her apartment is not used for any unlawful, illegal, immoral or anti-national activity;
 - (b) The laws, rules and instructions of the police and or any law enforcement agency regarding verification of their tenants and foreign nationals are duly complied with.
- II. All the apartment owners and/or residents including the tenants of the township & Housing Society Complex and their domestic help, if any, are obliged to maintain at all times a wholesome family environment in the complex.
- III. No owner or resident of the Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1& 2, Rail High Risers Society, Sector-10, Sonipat, Haryana shall post any advertisement or posters of any kind in or on the building except as authorized by the association.
- IV. The apartment owners/ residents may notify the security staff at the gate in advance if they are expecting any guests or any maintenance staff or any other person. The guests, visitors and maintenance workers, etc. are required to sign the visitor's register at the entrance gate, failing which entry to the housing Complex may be denied by the Security staff.

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V. Consumption of alcohol or any intoxicants etc. by the residents and / or their guests and domestic staff in the common areas, and smoking in the lifts is strictly prohibited.

VI. **The apartment owners/ residents shall:**

- (a) Contain and confine the noise level caused by any construction, maintenance and repairs in any apartment or use of musical instruments, radios, television, amplifiers and any other devices so as to ensure that other residents are not disturbed in peaceful enjoyment of their privacy;
- (b) Ensure that the domestic pets, if any, are kept strictly following the safety & sanitation norms, and managed & maintained as per the Municipal bye-laws or regulations;
- (c) Not dust rigs, carpets etc. from the windows and balconies, or to clean rugs, carpets etc. by beating on the exterior part of the Hermitage township.
- (d) Not throw or drop any garbage or trash or litter outside the disposal installations provided for such purpose in the service areas or any water from the windows/ balconies etc;
- (e) Collect all garbage or solid/ semi solid municipal waste in a container and dispose it off in the Municipal Dust-bin, if no such installation is provided;
- (f) Lay or install or cause to be laid/ installed any wiring for electrical or telephone installation, television antennae, machines or air conditioning units, etc. on the exterior of the Complex building or that protrude through the wall or the roof of the building except as authorized by the Association.

51 **Parking of Vehicles: The apartment owners/ residents/ tenants shall follow the following guidelines in this behalf:**

- I. As car parking slots are earmarked for each apartment, parking stickers shall be issued for each apartment for regular overnight parking of vehicles inside the building complex of the township. These stickers will be displayed on the front windscreen of the cars of the residents or produced/ shown during security Checks.
- II. Entrance and parking of any additional vehicle on a regular basis for any apartment inside the complex will be regulated by the board of Managers
- III. It is expected that every owner/ resident shall park or be parked his cars at the assigned parking slot specifically allocated to an apartment.
- IV. All the apartment owners and residents are expected to ensure that their vehicles or taxis are not parked in the main drive-way except for drop and pick-up facility of the passengers;



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- V. The rear-setback area of the complex may be used as the floating car parking space during the day time only;
- VI. No owner or resident shall park or allow his vehicles to be parked in the drive-ways/ pathways demarcated for the movement of vehicles in the basement, or park two-wheelers in the area earmarked for four-wheelers.
- Pollution control norms to be met for all vehicles entering in the Society to keep a clean and pollution free environment.

52

Domestic Staff (servants, drivers, cleaners, cooks and domestic workers etc.)

- I. Apartment owners/ residents are required to get the servants, drivers, cleaners, cooks and domestic workers (henceforth to be referred as the domestic staff) employed by them verified by the local police and to submit a copy of the police verification to the board. Entry to the Housing complex may be denied to the domestic staff not verified by the local police.
- II. The names and other particulars of the servants, drivers and domestic staff employed by the residents should be supplied by them to the board. The board shall issue identity cards to them that must be carried by the domestic staff while in the complex. On termination of the employment of any member of their domestic staff, it shall be the responsibility of the owner/ resident to inform the board and to return the identity card.
- III. The domestic staff is prohibited from using the common areas for recreation, assembly or sitting unless accompanied by the residents. Domestic staff will use only the areas earmarked for them in the Complex area.



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CHAPTER- X

Other general matters

53 Compliance

These bye-laws are set forth to comply with the requirements of the Haryana Registration and Regulation of Societies Act, 2012 read with the provisions of Haryana Apartment Ownership Act, 1983 and the rules framed there under. In case of any inconsistency between these byelaws and the provisions of the said Acts, the provisions of the Acts will apply.

54 Seal of the Association

The Association shall have a common seal which shall be in the custody of the Secretary and shall be used only under the authority of a resolution of the board of Managers and every deed or instrument to which the seal is affixed shall be attested for or on behalf of the Association but two members of the board and the secretary or any other person authorized by the Association in that behalf.

55 Amendment of the Memorandum and / or Bye-laws of the Association

The Memorandum of Association or the Byelaws may be amended through a special resolution passed in a general meeting of the Association by 3/5th of the members present and voting.

Provided that where a member is unable to attend the meeting in person, He/She may communicate his concurrence or reservation to the amendment to the memorandum or the Bye-laws, as the case may be, by electronic means or letter at least one day prior to the date of the meeting, which shall be read out by the Secretary in the meeting.

56 Amalgamation or Dissolution of the Association

- 1 The Association, may, however, amalgamate itself with any other Society with identical aims and objects through a special resolution passed in a general meeting of the Association and approved by at least 3/5th of the members present.

57. Annual Report

The Association shall file the Annual Membership Report under Section 50, sub-section I of the Haryana Registration and Regulation of Societies Act-2012 within 30 days of holding the General Meeting or within 60 days of the completion of financial year, whichever is earlier.





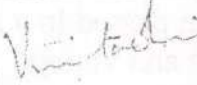



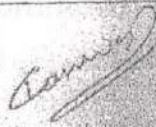




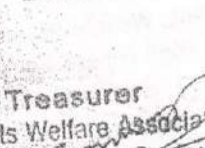


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Governing Body of Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1& 2, Rail High Risers Society, Sector-10, Sonipat, Haryana elected by the General Body on 27-11-2018 for 3 years i.e. 2018 to 2021.

Sr. No	Name & Address	Age	Occupation	Designation	Signature	Photo
1	Sh. Vijay Kumar Varma S/o Sh. Sidhashwar Prasad Verma R/o F-503, Rail High Risers, Sector-10, Sonipat-131001, Hr	60	Retired	President		
2	Sh. Jagbir Singh Sehrawat S/o Sh. Chander Singh R/o C-504, Rail High Risers Sector-10, Sonipat-131001, Hr	48	Service	Vice - President		
3	Smt. Vinita Ohri W/o Sh. Bharat Bhushan Ohri R/o E-603, Rail High Risers, Sector-10, Sonipat-131001, Hr	61	Retired	General - Secretary		
4	Sh. Baljinder Singh S/o Sh. Joginder Singh R/o E-502, Rail High Risers, Sector-10, Sonipat-131001, Hr	61	Retired	Joint - Secretary		
5	Smt. Chinta Devi W/o Sh. Dalbir Singh Tanwar R/o B-1201, Rail High Risers, Sector-10, Sonipat-131001, Hr	63	Retired	Treasurer/ Cashier		
6	Sh. Om Parkash Sehgal S/o Sh. Sodagar Mal R/o D-203, Rail High Risers, Sector-10, Sonipat-131001, Hr	82	Retired	Executive Member		
7	Sh. Ram Krishan S/o Sh. Durga Dass R/o M-604, Rail High Risers, Sector-10, Sonipat-131001, Hr	63	Retired	Executive Member		

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Residents Welfare Association
Rail High Risers Society

General Secretary
Residents Welfare Association

Treasurer
Residents Welfare Association

8.	Smt. Ravinder Kaur W/o Sh. Amrik Singh R/o B-703, Rail High Risers, Sector-10, Sonipat-131001, Hr	57	Service	Executive Member	Ravinder Kaur	
9.	Sh. Y.K Sharma R/o J- 502, Rail High Risers Sector-10, Sonipat- 131001, Hr	65	Retired	Executive Member	Y.K Sharma	

I Know all the persons and they have
Signed in my presence.

1. Signature of Witness
Name AMIT S/o Sh. VED Parkash
Address IRWO Sec-10 Sonapat

2. Signature of Witness
Name ERKESH JITS
Address FLAT NO M-402 IRWO Sec-10 Sonapat

ADV. Pooresh Kumar
Regd. No 2917/P/404
Off: E-49 Ind. Area Sonapat

President
Residents Welfare Association
Rail High Risers Society,
Sonapat

General Secretary
Residents Welfare Association
Rail High Risers Society,
Sonapat

Treasurer
Residents Welfare Association
Rail High Risers Society,
Sonapat



We the residents of Rail High Riser Sector-10, Sonipat are interested to frame a Residents Welfare Association in name & style of Residents Welfare Association Rail High Risers Society, Sonipat, Room No. 1 & 2, Rail High Risers Society, Sector-10, Sonipat, Haryana

Sr. No	Name	Father name/ Husband Name,	Address	Age	Occupation
1	Sh. Vijay Kumar Varma	Sh. Sidhashwar Prasad Verma	F-503, Rail High Risers, Sector-10, Sonipat-131001, Hr	60	Retired
2	Sh. Jagbir Singh Sehrawat	Sh. Chander Singh	C-504, Rail High Risers, Sector-10, Sonipat-131001, Hr	48	Service
3	Smt. Vinita Ohri	Sh. Bharat Bhushan Ohri	E-603, rail High Risers, Sector-10, Sonipat-131001, Hr	61	Retired
4	Sh. Baljinder Singh	Sh. Joginder Singh	E-502, Rail High Risers, Sector-10, Sonipat-131001, Hr	61	Retired
5	Smt. Chinta Devi Tanwar	Sh. Dalbir Singh Tanwar	B-1201, Rail High Riser, Sector-10, Sonipat-131001, Hr	63	Retired
6	Sh. Om Parkash Sehgal	Sh. Sodagar Mal	D-203, Rail High Risers, Sector-10, Sonipat-131001, Hr	82	Retired
7	Sh. Ram Krishan	Sh. Durga Dass	M-604, Rail High Risers, Sector-10, Sonipat-131001, Hr	63	Retired
8.	Smt. Ravinder Kaur	Sh. Amrik Singh	B-703, Rail High Risers, Sector-10, Sonipat-131001, Hr	57	Service
9.	Sh. Y.K Sharma	Sh.	J-502, Rail High Risers, Sector-10, Sonipat-131001, Hr	65	Retired



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