

MAHALAXMI C.G.H.S. LTD., PLOT NO. 4, SECTOR-2, DWARKA, NEW DELHI

Ref. No.: MCGHS/2024-25/222


Dated: 29/10/2024

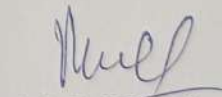
Subject: Responsibilities/ Job allocation to the Managing Committee Members

In the Managing Committee meeting held on 27/10/2024 in Society office, the MC has approved the following job allocation/ responsibilities to the Managing Committee members.

S. No.	Job/Responsibility	Coordinator	Flat No.	Co-coordinator	Flat No.
1.	Security, Parking Management, Park & Greenery, CCTV/Intercom	Mr. N. S. Yadav	A-503	Mr. A. S. Toor Mr. Anil Dubey Mr. Lokesh Tuteja Mrs. Nirmal Rohilla	C-507 B-405 A-508 B-310
2.	Electricity, Generator, Lifts, Fire System and Related Matters.	Mr. Anil Tekade	C-103	Mr. R. S. Upadhyay Mr. Man Singh Mr. C. L. Mangal	B-308 A-301 B-005
3.	Water & Seepage	Mr. Lokesh Tuteja	A-508	Mr. N. S. Yadav Mr. C. L. Mangal Mr. R. S. Upadhyay	A-503 B-005 B-308
4.	House Keeping, Cleanliness & Waste Management	Mrs. Veervati	A-505	Mrs. Nirmal Rohilla Mr. Anil Tekade Mr. Anil Dubey Mr. A. S. Toor Mr. C. L. Mangal	B-310 C-103 B-405 C-507 B-005
5.	Festival, Sports and Cultural Activities	Mr. Man Singh	A-301	Mr. Lokesh Tuteja Mr. Anil Tekade Mr. R. S. Upadhyay	A-508 C-103 B-308
6.	Accounts, Budget Management & Audit, Electricity Billing, Water Billing & Dues Recovery	Mr. Vikrem Kalra	A-210	Mr. Man Singh Mrs. Nirmal Rohilla	A-301 B-310
7.	Legal & RCS Matters & Overall Monitoring	Mr. N. S. Yadav	A-503	Mr. Lokesh Tuteja	A-508

All residents / flat owners are requested to contact the respective coordinator/ Co-coordinators for their problems and any grievances as and when required.


(Lokesh Tuteja)
Secretary


(N. S. Yadav)
(President)