

Proceedings
of
the
6th Annual General Meeting
of
THE GREEN ORCHID HOUSING SOCIETY,
RADHANAGAR, GUWAHATI-781022
HELD ON 1st FEBRUARY 2026

PROCEEDINGS OF THE 6th ANNUAL GENERAL MEETING OF THE MEMBERS OF THE GREEN ORCHID HOUSING SOCIETY, RADHANAGAR, GUWAHATI-781022 HELD ON 1st FEBRUARY 2026 AT 11:00 A.M AT THE PREMISES OF THE GREEN ORCHID HOUSING SOCIETY, RADHANAGAR, GUWAHATI-781022.

The 6th Annual General Meeting (AGM) of the Green Orchid Housing Society was duly convened on **1st February 2026 at 11:00 A.M.** at the premises of the Green Orchid Housing Society, Radhanagar, Guwahati. The meeting was organized in accordance with the provisions of the Society's bye-laws and applicable rules.

As per the attendance register maintained for the meeting, **24 Flat Owners** were present in person. After verifying the attendance, it was confirmed that the **required quorum was present within one hour of the scheduled time.** Upon confirmation of the quorum, the members present unanimously requested the **President, Shri B.N. Jha,** to proceed with the meeting.

The President addressed the gathering and warmly welcomed all the members present. He expressed his gratitude for their timely presence and continued cooperation in the affairs of the Society.

The President further confirmed to the House that, since the quorum had been duly established, the meeting was valid and could be conducted as per the rules and regulations of the Society. With the consent of the members, the meeting was formally declared open, and the President proceeded to **read out the agenda items one by one,** thereby initiating the proceedings of the 6th Annual General Meeting.

Agenda No. 1: Registration / attendance of the members

Members present: As Per Attendance Register

Agenda No. 2: To offer condolence and pay homage to departed renowned personalities

The President placed before the House the agenda of offering condolence and paying homage to the departed renowned personalities of the State who passed away during the preceding year. He requested all the members present to stand and observe a **one-minute silence** as a mark of respect and in solemn remembrance of the distinguished personalities.

The House expressed its **deep sense of grief and sorrow** at the irreparable loss and collectively observed one-minute silence in reverence to the departed souls. Through this gesture, the members paid homage and conveyed their heartfelt condolences and sympathies to the bereaved families, honoring the invaluable contributions made by the departed personalities to society and the State

Resolution No. 1

“Resolved unanimously by the House in its meeting held on 01.02.2026 that the Members present in the 6th Annual General Meeting of the Green Orchid Housing Society, Radhanagar, Guwahati, expressed their profound grief and deep sorrow at the sad demise of the known and unknown renowned personalities of the State who passed away during the preceding year. The House conveyed its heartfelt condolences and sincere sympathy to

the bereaved families and paid homage to the departed souls by observing one minute's silence as a mark of respect and remembrance.”

Agenda No. 3: Taking the Chair by the President

Following the completion of the condolence proceedings, **Shri Baidya Nath Jha, President of the Green Orchid Housing Society**, formally took the Chair. He extended his sincere thanks to all the members present for their attendance and continued support to the Society.

The President addressed the House and emphasized the importance of active participation by all members in the deliberations of the meeting. He requested the members to share their views, suggestions, and concerns in a constructive manner and to extend their full cooperation to ensure the smooth conduct and overall success of the 6th Annual General Meeting.

Agenda No. 4: Introduction of Members and Felicitations

After the President took the Chair, all the members present at the meeting introduced themselves one by one, fostering a sense of familiarity, unity, and mutual respect among the members of the Society.

Recognizing that **senior citizens are the living pillars of the Society**, the Green Orchid Housing Society took the opportunity to felicitate its senior flat residents who have attained the age of **70 years and above**. As a mark of love, gratitude, and respect, the Society presented a **traditional Gamocha along with a Certificate of Appreciation** to the following senior members:

- **Mrs. Kalpana Medhi**
- **Mrs. Kamona Boruah**
- **Mrs. Kalpana Roy**

In the absence of **Mrs. Kalpana Roy**, the felicitation was received on her behalf by her son, **Mr. Bibhu Roy**.

Upon receiving the felicitation, **Mrs. Kalpana Medhi** expressed her heartfelt appreciation to the Society and conveyed her gratitude for the honour bestowed upon her. She also commended the efforts and initiatives undertaken by the Society for the welfare of its members. **Mrs. Kamona Boruah**, after accepting the felicitation, addressed the House and shared her experiences and association with the Society since the date of her joining, expressing her satisfaction and goodwill towards the functioning of the Society.

In continuation of its commitment to encourage excellence and inspire the younger generation, the Society also felicitated meritorious students for outstanding academic achievements. As a token of inspiration, encouragement, and affection, **Ms. Anshwa Padminee Kashyap** was felicitated by the Society for her remarkable achievement of successfully clearing the **All India Bar Examination on her first attempt**. The House congratulated her on her success and wished her continued growth and success in her academic and professional pursuits.

The Society also took the opportunity to felicitate **Mr. Hiranya Patar** on his well-deserved promotion to the esteemed post of **Deputy Superintendent of Police (DSP)**. As a mark of respect and appreciation for his significant professional achievement, he was honoured with a traditional *Fulam Gamosa* and a *Flower Bouquet*, symbolizing the Society's pride and heartfelt congratulations. In his absence, the felicitation was graciously received on his behalf by his better half, Mrs. Mridusmita Patar, who accepted the honour with gratitude and conveyed his sincere thanks to the Society for the thoughtful recognition and warm wishes extended to him. The House extended its best wishes to Mr. Patar for continued success, integrity, and distinction in his future responsibilities and service.

Agenda No. 5: Discussion on the Minutes of the Previous Annual General Meeting and General Body Meetings and the Action Taken Thereon

The Secretary of the Society, **Mrs. Pallabi Dutta**, placed before the House the minutes of the previous **Annual General Meeting** as well as the **General Body Meetings** held during the year. She provided a comprehensive overview of the decisions taken in those meetings and presented the **Action Taken Report** in accordance with the resolutions passed earlier.

In her address, the Secretary highlighted the various **developmental works, maintenance activities, and administrative initiatives** carried out during the year **2025**. She elaborated on the efforts undertaken by the Executive Committee for the overall improvement, safety, and smooth functioning of the Society. The members present took note of the report and appreciated the steps taken by the Secretary and the Executive Committee in implementing the resolutions of the House.

Agenda No. 6: Consideration and Adoption of the Annual Report and Balance Sheet for the Period from 01.01.2025 to 31.12.2025

The Treasurer of the Society, **Sri Parimal Gogoi**, welcomed all the members present at the house and expressed his sincere gratitude to the members for their continued cooperation and support in overcoming the various challenges faced by the Society during the financial year **2025**.

In his address, the Treasurer informed the House that, prior to the commencement of the 6th Annual General Meeting on **1st February 2026**, the **President had convened a meeting of the Internal Audit Committee** to review and examine the **Annual Report and Balance Sheet** of the Society for the financial year ending **31st December 2025**. The purpose of the meeting was to discuss the financial statements in detail, invite suggestions, and ensure transparency and accuracy before placing them before the General Body for approval.

The Treasurer then formally placed the **Annual Report and Balance Sheet for the period from 01.01.2025 to 31.12.2025** before the Internal Audit Committee for consideration. The **Internal Audit Committee**, headed by the Internal Auditor, **Mr. Shyam Deb Sharma**, after thorough scrutiny and detailed deliberations, adopted the Annual Report and Balance Sheet of the Society and recommended the same for approval by the General Body.

The members present carefully noted the report and expressed their satisfaction with the financial management and transparency maintained by the Society.

Resolution No. 2

“Resolved unanimously by the Members of the Green Orchid Housing Society in their 6th Annual General Meeting held on 1st February 2026 that the Annual Report along with the duly audited Balance Sheet and Statement of Accounts of the Society for the financial period from 01.01.2025 to 31.12.2025, as placed before the House, be and are hereby considered, approved, and adopted.”

Agenda No.7: Dissolution of the Present Executive Committee by the Chair

The President of the Society, **Shri Baidya Nath Jha**, informed the House that the tenure of the existing Executive Committee had come to an end in accordance with the provisions of the Society’s bye-laws. He formally announced the **dissolution of the present Executive Committee** upon completion of its term.

The House took note of the announcement, thereby marking the conclusion of the tenure of the outgoing committee and paving the way for the constitution of a new Executive Committee for the ensuing term.

Resolution No. 3

“Resolved that the Executive Committee of the Green Orchid Housing Society for the tenure from 1st January 2025 to 31st December 2025 stands dissolved following the declaration made by the President in the 6th Annual General Meeting held on 1st February 2026.”

Agenda No.8: Proposal for Chairperson to Preside Over and Proceed with the Meeting

Following the dissolution of the previous Executive Committee, the Advisor of the Society, **Mr. Gopal Das**, addressed the House and proposed that **Shri Baidya Nath Jha** be requested to continue presiding over the meeting as the Chairperson in order to ensure continuity and smooth conduct of the proceedings.

The proposal was placed before the members present and was accepted unanimously. Accordingly, Shri B.N. Jha took the Chair and proceeded with the remaining agenda items of the meeting with the consent and cooperation of the House.

Agenda No. 9: Selection / Election of the New Executive Committee

The house discussed the **low participation of members** in the Annual General Body Meeting. Members present expressed their concern and regret that **non-participation places an undue burden on the existing participants**. It was emphasized that this is **their own apartment society**, and every member is expected to attend at least **AGM** to share suggestions and guide the committee for the **overall well-being and smooth functioning of the society**.

The House then took up the agenda relating to the **selection and election of the new Executive Committee** for the ensuing term. During the discussion, **Mr. Gautam Bhattacharyya**, a member of the Society, proposed that the **existing Executive Committee**

be continued for another term, citing its excellent performance, effective administration, and dedicated service rendered to the Society during the preceding years.

The proposal was placed before the House and received **unanimous support from all members present**, who expressed their approval with applause. In addition, it was proposed and agreed that **two new members, Mrs. Sibani Goswami and Mrs. Shitanjali Roy**, be inducted into the Executive Committee in order to strengthen the team and ensure broader representation.

The House unanimously accepted the proposal, thereby approving the continuation of the existing committee with the inclusion of the two new members for the forthcoming term.

Resolution No. 4

“Resolved unanimously after detailed deliberation by the Members present in the 6th Annual General Meeting of the Green Orchid Housing Society held on 1st February 2026 that a new Executive Committee be and is hereby constituted for the ensuing term, with the continuation of the existing committee and the inclusion of two new members, as detailed below:”

Constitution of the Executive Committee

1. **Advisor** – Mr. Gopal Das
2. **Legal Advisor** – Mr. Hiranya Patar
3. **President** – Mr. Baidya Nath Jha
4. **Secretary** – Mrs. Pallabi Dutta
5. **Auditor** – Mr. Shyam Deb Sharma
6. **Vice-President** – Mr. Dhiraj Goswami
7. **Vice-President** – Mr. Rupankor Kalita
8. **Assistant Secretary** – Mr. Diganta Boruah
9. **Assistant Secretary** – Mrs. Sibani Goswami
10. **Treasurer** – Mr. Parimal Gogoi
11. **Executive Member** – Mrs. Mridusmita Pator
12. **Executive Member** – Mrs. Kalpona Medhi
13. **Executive Member** – Mrs. Hemaprabha Das
14. **Executive Member** – Mrs. Ashoka Das
15. **Executive Member** – Mr. Pran Pratim Dutta
16. **Executive Member** – Mrs. Shitanjali Roy

The House unanimously approved the above constitution of the Executive Committee and wished the newly formed committee a successful and productive tenure.

Agenda No.10: Formation of Screening Committee

The House deliberated on issues relating to **non-compliance with the Society’s bye-laws** by certain flat owners. It was observed that, in some cases, flats were being let out without adequate adherence to the Society’s norms and procedures. The matter of a **casual and irresponsible approach by a few flat owners while renting out their flats**, particularly with respect to residents’ safety and security, was also recalled and discussed, as previously raised in the **General Body Meeting held on 11th January 2026**.

Members expressed concern over the potential risks arising from such practices and emphasized the need for stricter monitoring and preventive measures to safeguard the interests of all residents. After detailed discussion, the members present **unanimously agreed** that it is the responsibility of the Executive Committee to ensure strict compliance with the Society's bye-laws and to take all necessary steps to enhance and maintain the **safety and security of the Society premises**.

Accordingly, the House conveyed its consensus that appropriate mechanisms, including the formation of a Screening Committee, be put in place to address these concerns effectively.

Resolution No. 5

“Resolved unanimously after detailed deliberation in the 6th Annual General Meeting of the Green Orchid Housing Society held on 1st February 2026 that a Screening Committee be and is hereby constituted to ensure compliance with the Society's bye-laws and to safeguard the security and safety of the residents.”

Composition of the Screening Committee:

- **Mr. Diganta Boruah** – Convener
- **Mr. Shyam Deb Sharma** – Member
- **Mrs. Ashoka Das** – Member
- **Mrs. Hemaprabha Das** – Member

Terms and Conditions:

1. Any flat owner intending to let out his or her flat shall inform the Screening Committee **at least three (3) days in advance**.
2. Prospective tenants shall be allowed occupancy only **after interaction and clearance by the Screening Committee**.
3. Tenants who do not conform to the Society's norms, rules, and safety requirements shall **not be permitted to occupy** the flats.
4. In case of any dispute or discrepancy relating to tenant approval, the **decision of the Executive Committee shall be final and binding** on all concerned.

The House unanimously approved the above resolution in the interest of maintaining discipline, safety, and harmony within the Society.

Agenda No. 11: Introduction of Visitor Card for Temporary Workers

The House deliberated on the issue concerning the engagement of **temporary workers** by some members for household-related work. It was observed that such workers are often **not easily identifiable** to other residents, which may pose concerns relating to **security and safety** within the Society premises.

In view of the above and in the interest of strengthening security arrangements, the members present **unanimously agreed** to introduce a **Visitor Card system** for all temporary workers entering the Society premises. As per the decision of the House, any temporary worker engaged by a member shall be required to **collect a Visitor Card from the Security Desk upon entry** into the premises and **surrender the same at the time of leaving**.

The House emphasized that this measure is intended to ensure proper identification of temporary workers, enhance overall security, and maintain a safe environment for all residents of the Society.

Resolution No. 6

“Resolved unanimously after detailed deliberation in the 6th Annual General Meeting of the Green Orchid Housing Society held on 1st February 2026 that any member engaging a temporary worker for household work shall ensure that the said worker obtains and visibly wears a valid Visitor Card while entering and remaining within the Society premises.”

“Further resolved that the Security Personnel of the Society are authorized to restrict, deny entry to, or remove any temporary worker found within the premises without a valid Visitor Card, in the interest of safety and security of the residents.”

“Further resolved that in case of repeated non-compliance by any member, the Executive Committee shall be empowered to issue a written warning and may take appropriate action as deemed fit under the Society’s bye-laws.”

Agenda No. 12: Introduction of Car Pass System

The House deliberated on the issue relating to **parking management and vehicle movement** within the Society premises. It was observed that some tenants were using **more than one car**, which has resulted in congestion and inconvenience, particularly in view of the **limited availability of parking space** within the Society.

Considering the constraints of parking space and in the interest of maintaining order and security, the members present **unanimously agreed** that only those vehicles belonging to members or tenants who have completed the **mandatory police verification** shall be permitted to enter and park within the Society premises.

The House further agreed that a **Car Pass system** should be introduced to regulate the entry of vehicles, ensure proper identification, and enhance overall security and parking discipline within the Society.

Resolution No. 7

“Resolved unanimously after detailed deliberation in the 6th Annual General Meeting of the Green Orchid Housing Society held on 1st February 2026 that the Society shall introduce a Car Pass system for all members and tenants in order to regulate vehicle entry and parking within the Society premises.”

“Further resolved that every vehicle owner shall be required to affix the issued Car Pass on his or her vehicle at a clearly visible location, and only vehicles displaying a valid Car Pass shall be permitted entry into the Society premises.”

“Further resolved that tenants shall deposit the issued Car Pass with the Security Supervisor at the time of vacating the flat or leaving the Society premises permanently.”

“Further resolved that this decision shall come into force with immediate effect and shall be binding on all members, tenants, and residents of the Society. The Security Personnel are authorized to restrict or deny entry to vehicles not complying with the above provisions.”

Agenda No. 13: CCTV Systems

The House took up the agenda relating to the installation of **Closed-Circuit Television (CCTV) systems** within the Society premises. It was recalled that a resolution for installation of additional CCTV cameras had been adopted earlier vide **Resolution No. 4 of the 5th Annual General Meeting**.

During the discussion, **Executive Member Mr. Bibhu Roy** raised a query regarding the non-installation of the proposed CCTV systems during the preceding year. In response, the **Secretary, Mrs. Pallabi Dutta**, informed the House that an approximate cost estimate of **Rs.58,000/-** had been submitted by the CCTV vendor for the proposed installation. She further explained that, considering the **existing CCTV system already installed in the campus** and the **significant financial requirement** involved, the installation could not be undertaken during the last financial year.

Subsequently, **Executive Committee Member Mr. Pran Protim Dutta** expressed his views, stating that while prudent financial management is important, **essential safety and security measures should not be compromised or deferred** in the interest of cost-saving, keeping in mind the overall welfare and security of the residents.

The House took note of the discussion and acknowledged the importance of strengthening security infrastructure within the Society.

Resolution No. 8

“Resolved unanimously after detailed deliberation in the 6th Annual General Meeting of the Green Orchid Housing Society held on 1st February 2026 that the Society shall install necessary CCTV cameras at identified sensitive and strategic points within the Society premises during the current financial year, in order to strengthen security and ensure the safety of residents.”

“Further resolved that the Executive Committee is hereby authorized to identify the locations, finalize vendors, approve expenditure as per availability of funds, and supervise the installation and maintenance of the CCTV systems in the best interest of the Society.”

Agenda No. 14: Monthly Maintenance Fees and Corpus Fund

The House took up the agenda relating to the **monthly maintenance fees and the annual corpus fund** of the Society. During the discussion, the Society placed on record its appreciation and thanks to all members for **depositing their maintenance dues and corpus contributions on time**, which has helped ensure smooth functioning and financial stability of the Society.

After reviewing the existing financial position and considering the current and anticipated expenditure of the Society, the members present in the meeting **unanimously resolved that there shall be no increase in the monthly maintenance fees or the corpus fund**. It was further agreed that the **prevailing rates, terms, and conditions** governing the maintenance fees and corpus fund contributions shall **continue without any change**.

The House reaffirmed its decision to continue with the existing uniform system of maintenance fee collection in the interest of fairness, simplicity, and administrative convenience.

Resolution No. 9

“Resolved unanimously after detailed deliberation in the 6th Annual General Meeting of the Green Orchid Housing Society held on 1st February 2026 that the monthly maintenance fee shall remain fixed at Rs.2,500/- (Rupees Two Thousand Five Hundred only) per flat, payable on or before the 10th day of each calendar month.”

“Further resolved that the annual corpus fund contribution shall remain fixed at Rs.5,000/- (Rupees Five Thousand only) per flat, payable on or before 31st March 2026.”

“Further resolved that the existing terms and conditions relating to maintenance fees and corpus fund contributions shall continue to remain in force and shall be binding on all members of the Society.”

Agenda No. 15: Occupancy Certificate

Member Parimal Gogoi informed the house that the application for the Occupancy Certificate has been cancelled by the GMC due to non-compliance with the mandatory Rain Water Harvesting System. It was brought to the notice of the members that although the builder had installed the necessary pipeline network for the Rain Water Harvesting System, the required water harvesting pit was not constructed. As a result of this incomplete work, the application did not meet the prescribed guidelines of GMC, leading to its rejection.

The matter was discussed in detail among the members. Several members expressed concern over the delay in obtaining the Occupancy Certificate and emphasized the importance of completing the Rain Water Harvesting System as per the regulatory requirements. Some members proposed that the society should formally approach the builder and request them to construct the water harvesting pit at the earliest, since it was part of the original infrastructure obligations.

However, some other members did not agree with this proposal. They expressed their views that the society should carefully evaluate its position before taking any collective step and consider the possible legal and financial implications. They were of the opinion that individual members may independently take up the matter with the builder if they so desire.

Resolution No. 10

After prolonged and detailed deliberation, it was unanimously resolved that the society, as a body, will not initiate any formal action or objection in this regard at present. However, if any member wishes to meet or communicate with the builder individually concerning the construction of the required water harvesting pit or any related matter, the society shall not raise any objection to such initiative.

Agenda No. 16: Vote of Thanks to the Chair

Executive Member **Mr. Pran Protim Dutta** proposed the Vote of Thanks and expressed his sincere gratitude to the **Chair** for presiding over the meeting with exemplary leadership and guidance. He extended his heartfelt thanks to the **President, Secretary, and all members** for

their valuable suggestions, active participation, and continued support, which contributed to the smooth conduct of the meeting.

Mr. Dutta also appreciated the dedication and efforts of the **office bearers**, acknowledged the **cooperation of all members**, and commended those involved in **hospitality and refreshments** for their support. He further conveyed special appreciation to the **security personnel** for ensuring safety and maintaining order throughout the event.

The Vote of Thanks was received with appreciation by the members present.

Agenda No. 17: Conclusion of the Meeting

President announced that all the agenda items had been discussed in detail and, with no other matters to be taken up, declared the meeting **concluded successfully**. He thanked all the members present for their cooperation and participation, which contributed to the smooth and effective conduct of the meeting.

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