

AMRAPALI SAPPHIRE PHASE II APARTMENT OWNERS ASSOCIATION

Sector -45, Noida (U.P)

(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)

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Standard Operating Procedure (SOP) for the Electrical & Panel Committee

1. **Objective:** To assist and recommend actions to the AOA Board of Management (BOM) for maintaining and improving electrical facilities, infrastructure, and billing systems to enhance residents' experiences.
2. **Scope and Responsibilities:**
 - Recommend and implement measures for upkeep of HT< panels, DGs, transformers, and other electrical fittings.
 - Identify and assist in negotiating with qualified maintenance/repair service providers.
 - Oversee maintenance and repair work.
 - Recommend cost-reduction measures through best practices.
 - Identify loopholes and suggest improvements for the billing system.
 - Propose measures, including penalties, to address defaults in electricity charge payments.
 - Prepare scope of work for electrical maintenance services provided to residents.
 - Develop preventive maintenance schedules for flats and advise on corrective actions.
 - Recommend policies/SOPs on response time, communication, and team management.
 - Suggest requirements for trained staff and optimize utilization of electrical maintenance personnel.
 - Recommend best practices for electrical consumables stock management.
 - Take necessary actions for earthing and follow up with NBCC for pending electrical work.

- Recommend installation of lights, exhaust fans, poles, and other electrical fittings in common areas.
- Address any other related issues with BOM approval.

3. Meeting Protocol:

- Meet at least once a month, physically or virtually.
- Convener/Co-convener to inform members 48 hours in advance of meetings.
- Record and share meeting minutes within 3 days.
- Quorum requires 1/3rd of committee strength, including Convener and Co-convener.
- Decisions can be ratified by circulation if quorum is not met in rescheduled meetings.
- Include advisor(s) and designated BOM coordinator in communications.

4. Decision-Making Process:

- Decisions/recommendations made by majority of committee strength.
- Voting may be conducted for split views.
- BOM has the deciding vote in case of a tie.

5. Budgeting and Financial Management:

- Submit annual budget proposal to BOM by specified deadline.
- All expenses must be pre-approved by BOM and documented.

6. Reporting and Documentation:

- Mr. Arup Barua is the designated BOM coordinator.
- Committee may request information/documents through the Convener/Co-convener.
- Maintain records of all activities, communications, and transactions.
- Submit monthly reports to BOM summarizing activities.


7. Code of Conduct:

- Act in the community's best interest and maintain transparency.
- Disclose conflicts of interest and abstain from voting when conflicts exist.
- Maintain respect and professionalism in all interactions.
- Refrain from using/transferring resident data to personal possession.
- Obtain BOM approval before sharing information publicly or implementing decisions.

8. Conflict Resolution:

- Resolve disputes internally through discussion and consensus.
- Escalate unresolved issues to BOM for mediation and final decision.

This SOP outlines the comprehensive guidelines for the Electrical & Panel Committee's operations, ensuring effective management of electrical infrastructure and related matters within the Amrapali Sapphire Phase II community.


8.9.24
(DPS RAJESH)
PRESIDENT