

**MINUTES OF EXECUTIVE COMMITTEE MEETING**  
**02 MAY 2019**

1. An Executive Committee Meeting was held at 6.00 PM on 02 May 2019 in the Conference Hall, Gaiety Complex. The meeting was chaired by Lt Gen PC Thimmaya, PVSM, VSM, GOC-in-C ARTRAC and President Shimla ADC. The following members attended the meeting:-

- |     |                                 |  |
|-----|---------------------------------|--|
| (a) | Lt Gen GS Sangha, AVSM, SM, VSM | - Executive President.                                     |
| (b) | Maj Gen S Jha, VSM              | - Executive Vice President.                                |
| (c) | Cmde Ravi Ahluwalia, NM         | - Chairperson,<br>Entertainment Sub-Committee.             |
| (d) | Brig Pawan Bajaj                | - Chairperson,<br>Renovation & Property<br>Sub- Committee. |
| (e) | Brig R Sundaram                 | - Chairperson,<br>Finance Sub- Committee.                  |
| (f) | Capt Amit Kashyap, (Retd), IAS  | - Chairperson,<br>Legal Sub- Committee.                    |
| (g) | Mr Yatish Sud                   | - Chairperson<br>Bar & Catering Sub-Committee              |
| (h) | Mr Umesh Akre                   | - Chairperson<br>Tambola Sub-Committee.                    |
| (j) | Mr R L Jain                     | - Chairperson,<br>Cards Sub- Committee.                    |
| (k) | Mr Girish Minocha               | - Chairperson,<br>Dramatics Sub-Committee.                 |
| (l) | Col Sandeep Singh               | - Honorary Secretary                                       |

2. The quorum being complete, Honorary Secretary requested permission to commence the proceedings.

**Reading & Passing of Minutes of EC Meet & AGM dt 16 Mar 19 & 31 Mar 19 & Upt.**

3. Brig Pawan Bajaj, Chairperson, Renovation & Property Sub- Committee, confirmed completion of all actions as mandated in Executive Committee Meeting held on 16 Mar 19 and AGM held on 31 Mar 19. He also read the imp points pertaining to the EC meet and the AGM. The following was covered:-

- (a) Payment of Annual Bonus. Paid.
- (b) Increase of Subscription by 7%. Increased.
- (c) Revision of Pay & Allowances. Revised and paid.
- (d) Levy of Cover Charge. It was proposed to charge an amount of Rs 200/- pm for six months, from each member, as advance. The same is to be held within Club accounts under a separate head. He also specified that the amount will be available to the members for expenditure in case they utilize the Club in the six month period and use the said amount. However, in case a member does not utilise the said amount in the mandated period it would be transferred to the Club funds. The members agreed in unison but Mr Yatish Sud brought out that it should be ensured to show the same as advance otherwise it will attract GST. He also pointed out that these funds should not be used to neutralize other heads from the members account. The President pointed out that that the software of the Club should be accordingly tweaked to ensure that the funds are dealt with accordingly. The Point was proposed to be passed by Mr Yatish Sud, Chairperson, Bar & Catering Sub-Committee and seconded by Cmde Ravi Ahluwalia, Chairperson, Entertainment Sub-Committee.
- (e) Levy of Event Charge. Implemented @ Rs 20/- per member/ per event.
- (f) Installation of Digital Surveillance Cameras. President directed that one year of camera record be kept. Same was concurred to by all EC members. It was also decided that additional finances as required be catered for.
- (g) Medallion, Tie & Lapel Pin. Under procurement.
- (h) Procurement of Assets. Under progress.
- (j) Publication of ADC Brochure & Directory. It was brought out that the last version of the Brochure incl the names of members were published in 2009. Contents for which include the MoA, Bye Laws and names of members need updating. He pointed out that the Club does not hold a copy of the MoA which has been registered with the Himachal Pradesh Government. The efforts to procure a copy have not yielded any results. He proposed that a fresh MoA and Bye Laws be formulated and submitted to the Himachal Pradesh Government against the earlier registration. Names of new members are to be incorporated in the updated version. These can be finalized only after the new members have been finalized so as to include their names in the Brochure and the process of doing so is underway.

(k) Creation of Cat 'E'. Cat 'E' has been created and 84 members have been transferred. The consequent state of members is as follows:-

	Cat/ Vaccancy(%)	Gp	1-59 Yrs	60-69 Yrs	70-79 Yrs	80+ Yrs	Total	Existing Vac
A	560(45%)	425	55	46	20	-	546	14
B	190(15%)	-	52	81	51	01	189	05
C	250(20%)	-	14	33	81	10	198	112
D	250(20%)	-	103	66	49	03	241	29
	Total	425	224	226	201	14	<b>1090</b>	<b>160</b>
E	-	-	-	-	-	<b>84</b>	-	-

(l) Shifting of Retirees from Cats 'A' & 'B'. It was highlighted that many members at present holding membership in Cat 'A' & Cat 'B' have retired. Since these categories are only meant to have serving officers; those who have retired, their membership will need to be terminated in Cat 'A/B'. These members will have to re-apply for membership of the Club in Category 'C', which is for retirees of defence forces / government employees, in case they have rendered pensionable service. For the same, they will have to fill a fresh data form (attached as appx) by **31 July 19**, for us to update records. This will be considered as a fresh application and they will not have to apply afresh for Club Membership. **No additional charges for the form would be required to be paid.** However, all these members will be put through the screening process again including attending 'At Home'. In case the attached form is not received by the due date i.e. **31 July 19**, it will be assumed that these members are not interested in the membership; it will be terminated permanently. The security deposit held with the Club will accordingly be returned.

(m) Adherence to Dress Code. Being strictly implemented.

## Updates

4. The following updates were provided:-

(a) List of Sub Committees. All Sub-Committees were required to have two members from the civil and two from the army and the list was flashed on the screen. The President directed that the Cards Sub Committee which is not having the requisite compatibilities'are to be reconstituted by addition of two members from the army.

(b) Archive Photos & Write Up. President directed that an additional record of the albums in the library be maintained including those being created afresh be maintained. Chairperson of the Dramatics Sub Committee and Entertainment Sub Committee be made responsible to archive the play/ photographs and give a write up of two pages on the conclusion of a play/ event.

(c) Club Ties. The Club is presently having a woven tie, the cost of which is Rs 710/ and Rs 850/- (without and with box respectively). A discussion ensued on the quality of tie. After the discussion the Hony Secy was directed to explore the possibility of improving the quality of tie. The option of going in for a raw silk tie was to be explored.

(d) Yearly Audit of ADC Accounts. It was informed that yearly audit of the ADC is to be carried out by the previous auditors i.e. Mr Rohit Karol. This will be done in the second week of May.

(e) Interaction with Bank Branch Managers. Brig Pawan Bajaj, Chairperson, Renovation & Property Sub-Committee brought out that he carried out an interaction with the Bank Managers of various banks and had concluded the following:-

(i) An additional PoS machine will be put up in the Club at no extra cost to ensure there is no cash transaction.

(ii) Linking of Salary Accts of Employees for Pay so that there is automatic transfer of pay as per details provided to the bank by the Club.

(iii) Updating FD for Two Yrs instead of one Yr in order to get better rates of interest.

5. The President directed there should be no cash transactions henceforth in the Club. The PoS machines will be kept in the reception which will be utilized to top up the cards. For temp members also the same procedure is to be followed. The temp cards being issued to them will have a validity equivalent to the validity of the temp membership. Maj Gen S Jha, VSM Executive Vice President proposed that the Club could go in for different coloured cards for identifying different categories.

### **Agenda Pt III: Implementation of Event Charges**

6. As approved in the AGM, the implementation of the Event Charge on members residing in Stn and not attending Centrally Organized Club functions/ plays at the rate of Rs 20/- per event has been started with the Gazal Evening 06 Apr & Play on 20 Apr 18. This will accrue an addl income of (Rs 20 x 562 in stn members) Rs 17,380/- approx, per event, less the outstation members posted at Chandimandir/ Ambala - 267 members) and those serving outside (only Cat 'A' or 'B' - 38).

### **Agenda Pt V : Feedback on E - Rickshaw & Home Delivery**

7. **E - Rickshaw.** Brig Pawan Bajaj, Chairperson Renovation & Property Sub Committee informed the meeting that the quotations for the E Rickshaw had been procured and each rickshaw was costing approx 6.5 Lakhs. These are being forwarded to the DC office for provision of funds and implementing the same. President directed that more deliberations be carried on operation and maintenance before a final call is taken.

8. **Home Delivery.** He also informed that the aspect of home delivery was being taken forward and the implementation will be started wef 01 Jun 19. However, Mr Yatish Sud pointed out that the implementation of the home delivery will lend to pilferage and it will be difficult to stop the same. It was hence decided to start the practice of home delivery in the months of Nov/Dec when the load on the kitchen is comparatively low and presently pend the project.

### **Agenda Pt VI: Feedback on Club Events in Apr 19 & Additional Club Events in May 19**

9. Cmde Ravi Ahluwalia, Chairperson, Entertainment Sub-Committee gave the details of the Club events to be held in May 19. He said the following events will be held in the month:-

- |     |              |                         |              |
|-----|--------------|-------------------------|--------------|
| (a) | Hindi Play   | - Refund                | - 14 May 19. |
| (b) | English Play | - A Tale of Two Cities  | - 25 May 19. |
| (c) | Hindi Play   | - Mera Pati Salman Khan | - 31 May 19. |

It was also agreed that an addl expdr of Rs 1.35 Lakhs be approved for the play to be held on 14 May 19, which was agreed to by all members.

10. The Agenda Point was proposed to be passed by Sh Yatish Sud, Chairperson, Bar & Catering Sub-Committee and seconded by Mr R L Jain Chairperson, Cards Sub-Committee.

### **Agenda Pt VII : State of Mutual Funds and Finalization of Auditors**

11. It was informed that presently as per the report the profit on the investment in mutual funds is 1.38 Lakhs. It was also informed that the new auditors for ADC are under finalization and that the Finance Sub Committee had given an advertisement again in the newspapers and this should be finalized shortly.

12. The Agenda Point was proposed to be passed by Mr Yatish Sud, Chairperson Bar & Catering Sub-Committee and seconded by Mr R L Jain Chairperson, Cards Sub-Committee.

**Agenda Pt VIII: Feedback on Asset Procurement as Approved in the AGM**

13. The details of property as approved for procurement in the AGM were flashed and the status of each property was given out which is as mentioned below:-

Ser No	Particulars	Qty	Cost (Approx) Rs In Lakhs	Remarks
(a)	Heating Eqpt for ADC	12	1.0	Will be procured in Winters
(b)	Smart TV `65"/ 75" along with Audio System & a projector	02	5.5	Under procurement
(c)	Wi Fi Cards (Jio)	02	0.05	-do-
(d)	Wire Mesh		0.35	
(e)	Deep Freezer	01	0.45	Under procurement, order placed
(f)	Blinds	20	1.00	Completed
(g)	Digital Camera Svl System	09	0.60	Under Market research
(h)	Temp Cover - South Court		2.0	Under prog
(j)	Modernisation of Kitchen		5.0	Under procurement, order placed
(k)	Upholstery Up gradation		2.5	Under prog
(l)	Coffee Machine		2.5	Under procurement, order placed

(m)	Up gradation of Billing System & Pay & Allces Module		2.0	Pay & Allces Module Completed. Rest Under procurement
(n)	Total		<b>21.95</b>	

### **Agenda Pt IX: Service Contracts, Gratuity & Lve Encashment**

14. Revision of Pay & Service Contracts. Pawan Bajaj, Chairperson Renovation & Property Sub Committee informed revision of pay & allowances of Club staff were increased and are being paid w.e.f. 01 Apr 19. The service contracts have also been made and signed by each employee.

15. Gratuity & Leave Encashment. It was also discussed that the leave encashment and gratuity that have been catered to in the books of accounts are not adequate and we need to transfer additional funds in order to cater to for the same. It was agreed that calculations and modalities be worked out and the same be implemented.

16. The Agenda Point was proposed to be passed by Mr Girish Minocha Chairperson, Cards Sub-Committee and seconded by Sh Yatish Sud, Chairperson Bar & Catering Sub-Committee.

### **Agenda Pt X: Approval of Applicants Screened during At Home & Implementation of new SOP**

17. Deliberations wrt election of new members were carried out. Post deliberations the following members have been approved for grant of membership.

<b><u>Ser No</u></b>	<b><u>Name of Applicants</u></b>	<b><u>Name of Spouse</u></b>
	<b><u>Cat 'A'</u></b>	
(a)	Brig Rajeshwar Singh Thakur	Mrs Shashi Thakur
(b)	Lt Col JM Dean	Mr Bazel Marcus Dean
(c)	Lt Col Amit Pal Singh	-
	<b><u>Cat 'B'</u></b>	
(d)	Capt Rameshwar Singh Thakur	Mrs Vijay Thakur
(e)	Sh Pankaj Dadwal	Dr Madhuri Dadwal
(f)	Sh Hemis Negi	Dr Monika Parmar
(g)	Mr Ajay Kumar	Dr Savita

(h)	Mr Anurag Garg	Mrs Priya Garg
(j)	Mrs Geeta Kapur	Mr Romesh Kumar Kapoor
(k)	Justice VK Sharma	
(l)	Mr Jasbir Singh Wazir	Mrs Maneesha Wazir
	<b><u>Cat 'C'</u></b>	
(m)	Lt Col Amanider Singh Bedi	Mrs Jasdeep Bedi
(n)	Dr Munish Goel	Dr Vandana Goel
(o)	Gp Capt Ravinder Singh Mann	Mrs Sonia Singh Maan
(p)	Dr Suman Sharma Rao	Mr Rangila Ram Rao
(q)	Col Arun Kumar Aggarwal	Mrs Geetanjali
	<b><u>Cat 'D'</u></b>	
(r)	Sh Himmat Singh	Mrs Eshawarpreet Kaur
(s)	Kr Divraj Singh	Mrs Aradhana Kumari
(t)	Prof PR Goel	Dr Sunena
(u)	Sh KS Tomar	Mrs Sunita Tomar
(v)	Sh Salil Seth	Mrs Aparna Seth
(w)	Mrs Shradha Karol	Mr Vinamra Cheemra
(x)	Mr Sarat Bhagra	Mrs Esha Sharma
(y)	Mrs Abha Hem Chand	Mr Shailinder M Hemchand

18. The Agenda Point was proposed to be passed by Mr Girish Minocha Chairperson, Cards Sub-Committee and seconded by Mr Yatish Sud, Chairperson, Bar & Catering Sub-Committee



**Vote of Thanks**

19. A Vote of Thanks to the Chair was proposed by Mr Umesh Akre Chairperson Tambola Sub-Committee and seconded by Sh Yatish Sud, Chairperson Bar & Catering Sub-Committee.
20. Since there were no other points the EC Meeting was declared closed.

(Sandeep Singh)  
Col  
Hony Secy

May 19