

Slum Rehabilitation Authority

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Circular No. 148

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Sub: Work process of organizing general meeting of hutment dwellers by the authority in rehabilitation scheme of proposed & registered cooperative societies who have accepted the scheme of Slum Rehabilitation Authority

Preface:

After obtaining Annex – 2 of proposed SRA cooperative housing society who have accepted the scheme of Slum Rehabilitation Authority and before issuing L. O. I. (Letter of Intent), a general meeting of the eligible members of the society should be convened as per Circular No. 80 in the presence of the representatives of the authority regarding appointing chief promoter, other promoters and for obtaining the sanction for the developer. Besides, general meetings are organized in the presence of the representatives of the authority as per the instructions of Hon. Chief Executive Officer (CEO), SRA for change of developer and other reasons.

After confirming the meeting to be held in the presence of the representatives of the authority as per circular No. 80 or for other reasons, the Chief Promoter and convener of the meeting should be informed about organizing the meeting. Thereafter, the hall for the meeting should be reserved at their level; notice of the meeting should be issued to the members by them and the meeting should be organized at their level. An authorized officer of this office should be present as the inspector for the said meeting.

As the said meeting is organized at the level of the Chief Promoter, convener of the meeting, many complaints have been received on the issues such as, who should issue the notice; all the members do not receive the notice and doubts are raised about the expenses for the meetings.

Therefore, the authority has decided to conduct the complete organization of the said meeting in order to conduct the meetings unbiased, transparently and for the hutment dwellers to raise their opinion fearlessly in the presence of authorized officer of the Slum Rehabilitation Authority. Also the procedure of work for the said meeting has been explained as follows:

- 1) The general meeting will be conducted as per instructions in Circular No. 80 or by prior permission of Hon. Chief Executive Officer, SRA to inspect the consent to the present developer of the scheme, appoint a new developer or as per the circular issued for organizing general meeting for taking other policy decisions by SRA.
- 2) The Cooperatives department should issue the appointment order of the authorized officer for the said meeting after confirmation of the said meeting. The authorized officer should organize fixing of date, time and venue of the meeting and to issue notice to all the members about the meeting and to convene meeting etc.
- 3) After appointment of the authorized officer, if the place is not available for the meeting in the premises of the society, then a hall should be booked with sufficient seating arrangement at other place nearby to conduct the meeting.
- 4) The notice of the meeting should be issued after confirming reservation of the hall and the agenda for the meeting.
 - A) The said notice should be displayed on the notice board of the proposed/registered society

- B) The said notice should be published in minimum 02 local newspapers (Out of which 01 in Marathi & 01 in Hindi.)
 - C) The notice of the meeting should be delivered by registered post or by courier to all eligible members to be present for the meeting.
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- 5) A written request should be given to the concerned police station for maintaining police protection required for the meeting and the necessary fees for the protection should be deposited by the authority.
 - 6) The proceedings of the meeting should be video-graphed and the attendance should be recorded by biometric method by the agency appointed by the authority.
 - 7) Only the spouse of the eligible members should be permitted to attend the meeting by inspecting the identity card at the venue on the day of the meeting. After identifying the member his/her presence should be recorded by biometric method and he/she should be allowed to enter the hall.

Actual proceedings of the meeting:

- 1) Only the eligible members should be permitted for the meeting after recording biometrically.
- 2) The proceedings of the entire meeting should be video-graphed.
- 3) If the authorized officer wants to appoint the chief promoter as per the agenda of the meeting, then he should look after the proceedings of the meeting as the Bench Officer till the chief promoter is appointed. If there is no subject of appointment of the chief promoter on the agenda, then he should look after the proceedings of the meeting as the Bench Officer.

- 4) If the eligible members present at the meeting demand for the secret poll to the Bench Officer, then he should conduct the secret poll.
- 5) The authorized officer has the authority to appoint the staff required for conducting the said meeting.
- 6) The minutes of the meeting should be submitted to the authority within two days after concluding the proceedings of the meeting.

The initial expenses required for the said meeting should be met from the funds of the authority. The said amount should be recovered under the account head “Administrative Expenses” from the developer of the society while further sanctioning and permitting the rehabilitation scheme of the said society after the concluded date of the meeting.

Signed
Chief Executive Officer
SRA, Mumbai