

ACKNOWLEDGEMENT

Received sum of **Rs. 25,000/ Rupees Twenty-Five Thousand only** from Mr./Mrs.

towards repairs / renovation deposit by cheque bearing no.
(subject to clearing).

Date: _____

Authorized Signatory.

PERMISSION

Permission is granted to Mr./Mrs. _____ to undertake repairs work inside the flat as per the rules and regulations framed for the same.

Date: _____

Authorized Signatory.

ACKNOWLEDGEMENT OF REFUND

Received sum of **Rs. 25,000/- (Rupees Twenty-Five Thousand Only)** from **(KALPATARU PARAMOUNT 'A' ASTER CO-OPERATIVE HOUSING SOCIETY LIMITED.)**, which was given towards undertaking repairs / renovation work inside the flat.

Date: _____

Signature of Flat owner.

10. Details of Interior Work

We need to do the following works in our Flat No. _____ Tower No. _____

	False Ceiling	Electrical Changes	A/c Installation	Plumbing Changes	Painting	Tiling	Civil	Others
Living Room								
Bedroom 1								
Bedroom 2								
Bedroom 3								
Study room								
Bathroom 1								
Bathroom 2								
Bathroom 3								

Entrance Door								
Living Room								
Kitchen								

Submission	Submitted: Y / N	Approved: Y / N
1. All interior (plan, section and elevation) and modification Drawings		
2. Lighting Layout drawings		
3. Level plans showing, partitions if any		
4. Sectional view elevators of any alterations		
5. Specification details of any electrical and protection requirement		
6. Any other information or details relevant to the interior work.		

Please approve the same.

Signature

Note:

- The above request is to be read in conjunction with terms and conditions with handover of the fit-out letter.
- If there is any violation to the above-mentioned terms / points, penalty will be imposed, and which will be charged separately.

11. Pet Animals

11.1. Residents keeping domestic animals shall abide by the Byelaws and regulations of

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the Municipal Corporation/ Govt. Authorities need to register their pets with the property management office by furnishing the requisite documents including vaccination and sterilization records.

- 11.2. It is the pet owner's responsibility to not let their pets create any inconvenience to their neighbors and any kind of nuisance in the common area of the building.
- 11.3. All Pets should be on leash and under the control of the pet owner / caretaker when outside the flat.
- 11.4. All pets should be masked/ Muzzled particularly when in the lift.
- 11.5. Any attacks by the pets on people/ children / other pets shall be seriously dealt with by Society.
- 11.6. It is the owner's responsibility to ensure that pets are not allowed to urinate / defecate in the common areas or elevators. Residents who have pets shall carry poop scooper with them when they take their pets in the common areas. In case of any incident observed, it will be the owner's responsibility to clean the area. These incidents will attract penalties also.
- 11.7. No animal sacrifice of any kind is permitted within the complex of the Society.
- 11.8. Stray dog / cat / bird/ other animal feeding anywhere within the premises of the Society, will not be permitted.

12. Being a Good Neighbor

- 12.1. Show compassion towards co-residents. An ambience of mutual understanding / reciprocal accommodation will greatly help in community living.
- 12.2. Show Sensitivity towards Senior citizens & Children.
- 12.3. Watering of plants shall be such that it shall not spill or drop drown the balconies.
- 12.4. Cleaning of balconies by pouring water and letting the water in to the common area / dry area and in another flat owner's area is strictly prohibited.
- 12.5. It is prohibited to throw garbage or trash outside the disposal installations provided for such purpose in the service areas.
- 12.6. Communicating in provocative and abusive statements etc. in email, notice board, WhatsApp groups or any other Society communication channel is not permissible.

13. Residents Responsibilities

- 13.1. Safety and Security is everybody's concern. All residents are requested to stay vigilant on their surroundings.
- 13.2. Violation of **KALPATARU PARAMOUNT 'A' ASTER CO-OPERATIVE HOUSING SOCIETY LIMITED.** rules and regulations will attract strict penal action against the residents. The actions of any family members, guests or workmen are the responsibility of the resident. The Society will notify a resident on

violation. The understanding of and compliance with society rules/ ordinances is the responsibility of each individual flat resident.

- 13.3. The Residents should acquaint themselves with each other – exchanging greetings could be a good start.
- 13.4. Any suspicious movement of any person or stranger in the locality should immediately be alerted to the security desk.
- 13.5. It is advisable to check the bonafide/ verification form Authorities prior to engagement of drivers / domestic help..
- 13.6. Security / housekeeping staff are appointed for specific duties & are not to be used as 'errand boys'.
- 13.7. Commercial activities, functions or meetings of any types, playing etc. are not allowed in any refuge areas.
- 13.8. No Sign or billboard of any kind shall be displayed to the public view, on or from any flat, or in the common area.
- 13.9. All support staff must use allotted servant toilets.
- 13.10. RFID access cards are allotted to you/your family members are non-transferrable. It should be used by the person to whom it is allotted.
- 13.11. Before leaving Society as Tenant or after selling your flat(s) as Owners, all Resident access/RFID cards should be deposited in the Society office without fail for de-activation.
- 13.12. The RFID/Resident access card should not be handed over to any unauthorized person during the stay in the Tower or after leaving the Society. Any access by person(s) other than you, using your /your family allotted access cards, the sole responsibility shall be entirely of the Resident(s) to whom it was allotted.
- 13.13. In case of loss of access Resident cards, it should be reported immediately to Society Office.

14. Visitor Rules

- 14.1. Visitors must register with the security supervisor on duty at the entry gate and on the prescribed visitor management Application (as applicable).
- 14.2. All visitors must have to follow the rules and guidance of main gate security.
- 14.3. Please make sure that visitors park their cars on visitor's parking lot only.
- 14.4. Driver of the visitor's vehicles will be required to stay within the vehicle or alternative arrangements made by the owner and will not be allowed to stray into the other areas of the complex.

15. Garbage Disposal

- 15.1. All Occupants are requested to segregate wet and dry garbage properly. (Blue for dry garbage & Green for wet garbage.)

- 15.2. Garbage bags placed in the staircase will not be collected by the housekeeping team. Garbage collection will happen only as per daily schedule of the facility management agency. No garbage collection will be done after the schedule. Do NOT keep garbage outside your flat overnight.
- 15.3. It is mandatory to segregate dry and wet waste. Housekeeping team is empowered by the Managing Committee to refuse garbage collection in case waste is not segregated.
- 15.4. No garbage / waste shall be thrown through the Windows / Balconies / Corridors. If found shall attract penalty as detailed in Annexure 1 - Fines and Penalties.
- 15.5. Please do not use the commode for throwing any item (i.e. baby nappies, towels, diapers or sanitary napkins, paper etc.) as they may block the pipeline)

16. CULTURAL EVENTS

All cultural events managed by Cultural Group, Managing Committee or Cultural Group members will be displaying the events on notice board.

17. General Rules on Tenants & End use of Flats

- 17.1. It is binding upon the owner of the flat to inform in writing to the Society, before letting out for tenants.
- 17.2. The managing committee will grant permission after interviewing the tenant.
- 17.3. A copy of Contract document / registered leave and license agreement and police verification with the tenant details should be submitted at the society office preferably 15 days prior to moving in of new tenant. Society must be intimated on all moving in and moving out of tenants at least 48 hours prior. Managing Committee reserves the right to disallow any movement of tenants not in compliance with the stated requirements
- 17.4. The society will start billing non-occupancy charges for the month of effect of the agreement irrespective of whether the tenant occupying the flat or not and continue the billing till the owner informs the society that his flat is vacant.
- 17.5. Any damage made accidentally or intentionally to the Society property, will be charged on actual basis from the resident / owner, within a stipulated timeframe after the notice is issued to him / her. Failing to make the payment, the same shall be added to the Society maintenance bills.
- 17.6. The shifting charges Rs.3000/- per event (In & Out) is to be paid to the Society.
- 17.7. All tenants / members must take care of the Society assets, especially elevators while shifting goods. "Service Lift" in the towers to be used for shifting of goods. Usage of other lifts is not permitted. Shifting of goods is permitted between 2.00 pm – 7.00 pm on Monday to Saturday only.
- 17.8. In the interest of the Society, it has been decided to not permit letting out of flats to be used as guest houses, homestays, same gender bachelor's, PG or any commercial activity.
- 17.9. **KALPATARU PARAMOUNT 'A' ASTER CO-OPERATIVE HOUSING SOCIETY LIMITED.** is a residential complex and no commercial activity is permitted to be carried out by the residents inside the flats

18. Annexure 1 - Fines and Penalties

Sl. No.	Fines and Penalties	Amount (INR/ Rs.)	Remarks
(1)	Late payment of dues of Society	Interest of 21% per annum will be charged after the due date.	
(2)	Water taps left open/ Water wastage	INR 1,000 per incident per day	
(3)	Discharge water from Balconies/ Dry area	INR 1,000 per incident per day	
(4)	Spitting/ Smoking / Drinking in common area / lifts/ staircase/ refuge areas	INR 5,000 per incident	
(5)	Littering in common area/ passage /staircase	INR 1,000 per incident	
(6)	Throwing things from window into Garden/ open space	INR 1,000 per incident per day	
(7)	Fixtures on any RCC structure/ Pillar	INR 5,000 per day until removed	In addition, Stability certificate from Licensed structural Engineer registered with MCGM to be produced to Society.
(8)	Altering the appearance of external Walls without prior written permission of Society	INR 5,000 plus repair charges	
(9)	Non-cooperation/ obstructing Security staff doing their job	INR 500 per incident	
(10)	Connecting drinking and utility taps for common areas	INR 1,000 per day	
(11)	Misuse / Damage of Lifts	At Actuals	
(12)	Keeping Obstacles (i.e. Cycle, Flower plants, etc.) / Construction waste in common area/ service lobby area/ passageways / staircase/ parking lots	INR 1,000 and immediate removal	If not removed, Rs. 1000 plus cost of removal if undertaken by the Society
(13)	Subletting of Tenancy without prior written Intimation of Society	INR 5,000 and immediate termination of tenancy	

(14)	Violating Noise disturbance guidelines beyond stipulated hours after 10:30pm in week days and after 11:00pm in weekends.	INR 2,000 per hour and immediate stoppage.	
(15)	Non segregation of Garbage (Dry and Wet)	INR 1000 per day	Housekeeping is empowered to refuse garbage collection if waste is not segregated.
(16)	Unauthorized access to refuge area or party gathering of any sort in the refuge areas.	INR 1,000 per instance and immediate stoppage.	
(17)	Pet Policy as decided by KPT	INR 1,000 per instance	
(18)	Vehicle Parking Policy	INR 500 per instance	
(19)	Lobby Usages	INR 2000 per instance	
(20)	Behavioral Issues with Staff / Members / Vendor etc..	Legal Case	
(21)	Visiting Prohibited Areas without any prior approvals from society management	INR 5000 per instance	
(22)	Shifting Charges (In & Out)	INR 3000 per IN INR 3000 per OUT	
(23)	WhatsApp AppGroup Policy		Office Bearer & Mr. Yogesh Thul & Vithoba Mahadik will be the Admin of the Group and only Admins will have rights to update the groups
(24)	Damage to the Property / Damage to Society amenities, Loss of equipment / Damage to Society amenities, Loss of equipment / Damage to trees and plants	Will be as per Actuals	

The Society reserves the right to collect any stipulated fine / penalties, through maintenance bills or via debit notes directly. All the penalties, fines and other incomes to the society will attract 18% GST as per statutory norms

Note: Please note that the purpose of such fines is not to collect money, but to ensure discipline, to create awareness of the social responsibility of unaccountability.

19. STAFF POLICY

Purpose: This rulebook outlines the requirements and responsibilities for all staff categories working in the organization. All employees must adhere to the following policies for compliance, safety, and organizational standards.

1. Staff Categories

The following categories of staff are covered under this rulebook:

1. Housekeeping Staff
2. Security Staff
3. Office Staff
4. Technical Personnel
5. House Maids

2. Document Submission Requirements

All staff members must submit the following documents before joining and as part of their continued employment:

2.1. Identity & Address Proof

All employees must provide valid proof of identity and address. These documents will be used for verification and record-keeping purposes.

- **Identity Proof:**

- Aadhaar Card (for Indian nationals)
- Passport
- Voter ID Card
- Driver's License
- Any other government-issued ID card

- **Address Proof:**

- Recent utility bill (electricity, water, or gas bill)
- Bank statement (with current address)
- Rent agreement (if renting accommodation)
- Aadhar Card (if address matches)

2.2. Police Verification

Police verification is mandatory for all employees. The following procedure must be followed:

- All employees must submit a completed police verification form
- Employees must submit a copy of the verified police clearance once received.

3. Updating Documents

Employees are required to notify the Society Manager immediately in case of any change in their address or any other personal information. The Society Manager may request updated documents as needed.

20. DISCLAIMER

We reserve the right to amend or alter these rules and regulations at any time at Society's sole discretion. In accordance with your membership contract and these rules, your membership may be revoked or suspended if you fail to follow the rules and regulations or for any reasons of nuisance, disturbance, moral turpitude or fraud.

Please check with the club management for the current schedule. Days and hours of operation for all parts of the facility may be changed at the club's discretion.

Charges for various services offered may be changed at the club's discretion.

THANK YOU

Kalpataru Paramount "A" Aster CHSL
 **Chairman**
 **Secretary**
 **Treasurer**