

Code of Ethics

Manual for Members and Residents

2019

DRAFT – V 1.0

HIM HIT CGHS Ltd

SADHBAVANA APARTMENTS

Draft:Esh:v1.0/02 /02/2019

PREFACE

This is an endeavour of the Society to frame a set of guidelines to be followed as a **“Code of Ethics”** for the Members / Residents of the Society. These sets of rules / guidelines are aimed at facilitating a peaceful co-existence, improving the quality of life and promoting a harmonious environment amongst the members.

The Sadhbavana Apartments complex is our very own estate and we should spare no efforts to transform it into a model complex, which should become the flag bearer for all other such institutions, to emulate. We should make sincere efforts to stand united always which will further enhance the prestige and legacy of our Society. As stated herein, the present set of rules is a preliminary attempt on part of the Society. In case of any difficulty, the Members / Residents are requested to bring the same to the notice of the Management Committee/Ethics Committee for its reconsideration. However, Members / Residents are requested to abide by the rules till such time they are revised, as these have been framed for the betterment of this complex.

In order to maintain harmonious community living amongst in Him Hit Society consisting of 160 flats in 4 Blocks, the rules enumerated in this Manual will be implemented for adherence by all Members and residents herein after.

The willful cooperation of all Members and Residents is solicited in following these rules for smooth running / administration and safety of the complex.

Any violation will invite action under relevant provisions of DCS Act and DCS Rule 2007 (Section 99). This Manual of Code of Ethics has been approved in the Annual General Body Meeting held on xxxxxxx. It will come into effect from the date of this issue indicated below.

This “Code of Ethics” was discussed and approved by the AGM held on xxxx.

President

General Body of Him Hit CGHS Ltd (Resolution No....)

INDEX

1. OPEN SPACE
2. CLEANLINESS
3. CYCLING / OUTDOOR GAMES
4. DRIVERS
5. ELECTRICIAN / PLUMBER
6. PARK
7. GENERAL
8. LIFTS
9. MAINTENANCE CHARGES
10. PETS
11. MAIDS / SERVANTS
12. TRANSFER / USE BY OTHER PERSON
13. TV / MUSIC SYSTEM / PUBLIC FUNCTIONS/ NOICE POLLUTIOIN
14. VENDORS
15. DHOBI / PRESSWALA
16. YOUR FLAT
17. CAR
18. MEMBER GRIEVANCES
19. DONATIONS

1. OPEN SPACES

1. Open space(s) / parks are meant for proper ventilation & circulation. These have to be kept absolutely clear and free from encumbrances.
2. **DO NOT** use the space for disposal of any kind of garbage. Avoid unhygienic conditions, which further breed vectors like flies, mosquitoes, etc. and contribute towards bad living conditions. Please instruct your servants accordingly.
3. **DO NOT** dump garbage or other unwanted items on the roof, stilt car parking areas and in each floor corridor in front of lift and under the stair cases and other common and open areas.

2. CLEANLINESS

1. Scratching names & un-parliamentary words on walls, lifts or alleys are common occurrences which are observed in day to day living around us. It is requested that this complex being your own abode, all members are requested to act as Watch & Ward and try to restrain any one indulging in this activity. Occurrence of such remarks is an embarrassing experience for Members / Residents.
2. Corridors are to be kept free from any obstructions and are **not** to be used as storage or dumping area even temporarily, as any precedent in this regard will instigate other Members / Residents to follow suit resulting in obstruction to others and is a fire safety hazard.
3. **DO NOT** dispose off waste through windows / balconies / drain outlets / toilet outlets, etc.
4. **DO NOT** wash verandas but mop them to avoid falling of dirty water on flats below.
5. Pan lovers are requested not to spit in the open. Offender(s) if caught will be requested to clean up.
6. Parties / Functions / Ceremonies likely to affect neighbors, are to be informed to the Managing Committee in advance and prior permission to be obtained. Such events in our Open spaces will be restricted to front of **A & B block Area only**.
7. Main gate of the Society complex shall not be decorated for any kind of private functions organized by Residents / Members.
8. **DO NOT** dump damaged cycles, scooters, folding cots, beds, chairs, wooden items, electrical & electronic items, etc. in the open spaces, roof, stilt car parking and other open areas.
9. Prior to any renovation work in flats a stipulated Security amount fixed by Management must be remitted by respective contractor/member/resident with society office. Please instruct workers to adhere to the timings laid down by **Management ie 0900 to 1800hrs from Mondays to Fridays. No workers to undertake work on Saturdays and Sundays which creates noise like drilling, hammering etc.**

10. Avoid leaving rubble which will damage, cause blockage of drainage or Malba left on the common areas including on roads, lift lobbies, internal roads. Defaults will result forfeiture of Security amount and other such penalties that the Management Committee deems fit.
11. **No** construction material will be allowed to be stored in common areas that cause inconvenience to rest of the residents.

3. CYCLING / OUTDOOR GAMES

1. Cycling fast within the complex is banned keeping in view the safety of children.
2. Games like Cricket, football, etc. are not permitted within the society complex.

4. DRIVERS

1. Instruct drivers to avoid loitering in the complex during free hours. Drivers / servants are not allowed to sleep in the corridors, central park or in the office.
2. Request them to use the public toilets near Main Gate.

5. ELECTRICIAN / PLUMBER

1. Complaints of minor nature will be attended to by society's staff who will be available in the office. A complaint register is kept at the main gate for registering the complaints.
2. Also members/residents are requested to lodge their complaint in writing on society website portal: www.himhitcghs.com for MC to track the complaint and service delivery.

6. PARK/ FLOWER POTS-SAFETY ON WINDOW SILLSBALCONIES

1. Refrain from using the park as a playground.
2. Domestic servants / Ayahs shall not remain in the park after 8 PM.
3. **DO NOT** pluck flowers. Flowers are not for private use. They are to remain there to be seen and enjoyed by all residents.
4. **DO NOT** use parks for functions without the permission of Managing Committee.
5. Private functions are not allowed in the Parks. No liquor to be served in these functions.
6. **Safe of Placement of Flower Pots.** No flower pots will be placed on Window sill, balconies that in a manner that they may fall and cause injury to persons below. Residents/owners will be responsible for any injury caused due to fall of any item including flower pots.

7. GENERAL

1. Consumption of liquor / alcohol prohibited in common areas.
2. Bringing in undesirable elements inside the society premises is prohibited.
3. Ours is “Universal Brotherhood CGHS Ltd.” We have residents of varied hues with different religious beliefs & faith. Every resident / Member should pay proper respect towards other's sentiments.
4. **DO NOT** seek any personal / private assistance / favour from society's servants / guards. Also refrain from giving tips for doing odd jobs.
5. **DO NOT** dispose off any thing through the drain except liquid / water.
6. Workers & servants while leaving the complex will be subject to frisking by the security staff. Members/ residents are requested to issue gate pass while taking things out of the complex.
7. All lost & found articles are requested to be reported / deposited at the office of the society.
8. Don't stick/paste individuals messages besides the lift and on the walls outside the flats.

8. LIFTS

1. Smoking is prohibited public areas and in the lifts.
2. **DO NOT** call lift beforehand and make it wait. This may cause inconvenience to others.
3. **DO NOT** use lift for playing games like hide & seek.
4. Intercoms / telephones fitted in the lift are basically meant for security purposes. **DO NOT** damage / play with the instrument.
5. **DO NOT** over load the lift more than the allotted weighted exhibited in the lift.
6. Bulk / heavy stores should not be transported by the lift.

9. MAINTENANCE CHARGES

As per provisions of DCS Rule 2007, Special Provisions for Cooperative Group Housing Societies (94)

1. Pay monthly maintenance charges in time, by cheque and/or online in the society bank account. The basic amenities provided shall be withdrawn in case of failure to pay your dues in time and shall be restored only after receiving requisite payment in full.
2. The society Management will issue Legal Notice to Defaulters.

10. PETS

1. Keeping of pets is one's own disposition. Pet owners are responsible to clear litter of their pet themselves. In case of pets found littering in the common areas of the society, the Management shall impose penalty as decided.
2. Pets are **not** allowed in PARK (Central Lawn)
3. Any untoward incident involving a pet will be the liability of its owner.
4. The pet owner will ensure cleaning of disposition from common areas.

11. MAIDS / SERVANTS

1. For the reasons of security, it is important to keep photograph and record of local & permanent address of your workers /maids / servants. Members /residents are personally responsible to get police verification done, and intimate the society office. This will be deposited in writing with the office.
2. **DO NOT** lure servants of other flats by offering higher wages.
3. **DO NOT** allow domestic servants loiter around the complex when they are free from work.
4. Advise and ensure your Maids/servants/driver/Car cleaner from gossiping in the Society common areas like staircase, central park and benches.
5. Servants/maids/drivers /workers are not permitted to rest in common areas.
6. Members/residents are personally liable for the discipline of their servants and are requested to guide them to comply with these guidelines.

12. TRANSFER / USE BY OTHER PERSON

1. For transfer or use of flat either or rent or casually by person other than resident / member of the society, prior permission of the Managing Committee is required. Procedures as laid down, including signing of tripartite agreement, in this regard are to be adhered to.
2. All sale / Purchase are to be done with the prior permission of Managing Committee and No Dues / NOC to be procured before the completion of sale / purchase.

13. TV / MUSIC SYSTEM / PUBLIC FUNCTIONS/ NOICE POLLUTION

1. Keep the volume low so as not to disturb others in the complex.
2. No loud music is permitted in public areas and during parties.

14. VENDORS

1. Except authorized suppliers like Newspaper, Milk, etc., no other vendors will be allowed for door to door service.
2. Old paper & other “raddi” items buyers will be allowed in to the complex on special request.

15. DHOBI / PRESSWALA

1. Will be made available at a place in the Society. He will be on a limited time agreement with the society and will be terminated at any time. He will provide service at pre-determined rates.

16. ALTERATIONS IN YOUR FLAT

1. Any alterations in the original approved building plan, for renovation/alteration work in the flat are not allowed. Members are requested to check for rules of DDA with the society office and take prior permission of Managing Committee which should comply with the DDA rules. Immediate Disposal of Building wastes is member's responsibility.
2. Modifications / repair / POP / paintings, etc. to be done in consultation with your neighbour and without causing any problem to others.
3. Be extra careful with your domestic gas. Ensure that the control knob is closed when you leave your flat.

17. CAR PARKING / SAFETY

1. We have a system of vehicle stickers/tokens. This has been introduced to facilitate easy passage of friendly vehicles through the gate. The vehicles without stickers/RFID token may have to face the inconvenience of security check at the gate. Therefore, for your own convenience and security, please avail the facility and exhibit the sticker/RFID token proudly on your vehicle.
2. Each flat is allocated one parking slot in the stilt area. Additional cars will have to be parked in the demarcated area. Society shall charge extra for every additional car parked in the complex as per the Parking Policy notified.
3. Visitor's cars/vehicles are **NOT** allowed to be parked inside the society. Visitor's vehicle should be parked outside the society in the designated area only. However, visitor's vehicle with old aged people and physically disabled and ill health will be allowed access inside the society and after getting dropped near the respective block those vehicle should park their vehicle outside the society.
4. No vehicle should be parked in area clearly marked as **NO PARKING**. If any vehicle is parked in these areas will be fined by the MC as per its rules.

5. All two wheelers like scooters/scooty and motor bikes **MUST** be parked outside in the designated areas only against each block.
6. Cycles **MUST** also be parked outside and **NOT** in the stilt and common areas and under the stair cases etc. Such cycles will be removed by MC and fine imposed on owners.
7. Open and Common areas under the stilt areas of each block are meant for easy access for members/residents to each block and for emergency exit in case fire and other natural disasters and **MUST ALWAYS** be kept free of any encumbrances.
8. No major vehicle overhaul or repair is allowed inside the complex.
9. Car parking space allotted should not be used for any other purposes, like storage of boxes, etc.
10. Kindly drive slowly inside the complex.
11. **DO NOT** blow the horn inside the complex.
12. **DO NOT** use your vehicle for learning / practice inside the complex.

18. MEMBERS GRIEVANCES

1. Members who have any grievance should contact the Management Committee first either on telephone and meet the MC personally. And if required such grievance should be given in writing.
2. All grievances are best addressed and solutions found with mutual discussions in the Society Office.
3. No member/residents should at any time resort to raising their voice and shouting in open and use abusive language to get their grievance. Such act by members/residents is taken very seriously and MC may bring such acts to notice of Police and other statutory authorities in order to ensure that peace, harmony and tranquility is maintained in the society. The MC may also impose heavy fine and penalty on such member/resident.
4. Taking recourse to legal action should be avoided. Matters or disputes should be resolved by mutual talks with the Management Committee. Only after failure of talks to find resolution with Management Committee, if somebody files the court cases against MC and if he/she loses the case in court, then expenditure incurred by society will be recovered from Owner/residents of flat. The same will be first communicate to the owner/resident and then his account debited by such amount.

19. DONATIONS

1. With the limited finance available in its disposal, it is not possible for the Society to divert the funds for developmental works. The General Body has decided to accept assistance from members for the development of infrastructure in the society.

2. Members who are willing to offer assistance may inform the items / services they are in a position to contribute, like: Fountain installation, Park development, swings, benches, Plants / Fertilizer for parks, Illuminations / lights, Office Furniture, Photocopying, white washing / painting, etc., etc.

All Tenants and PoA holders will also abide the above rule in addition to the Society Bye-law and Delhi Cooperative Societies Act 2006 and DCS Rule 2007. These directions are also applicable to visitors and guests. The Members/Residents/Visitors are advised to respect these Do's & Don'ts voluntarily.

Any amendments/suggestion to this will be required to be brought to the notice of the management before next GB Meeting.