

Date: 24/01/2023

## NOTICE

In the special Board Managers meeting held on 22/01/2023 at 11:00 AM the following members were appointed for the Grievance Redressal Committee:

<u>Name of Member</u>	<u>Flat No.</u>	<u>Contact No.</u>
1. Amit Kr. Ghosh	3D-103	9434071957
2. Bijoy Kr. Chowdhury	2B-208	9339835426
3. Samir Kr. Roy	3C-903	7000763988
4. Rajesh Pathak	2A-304	8585063446
5. Tithiparna Sengupta	2E-402	9831448826

This is for information to the residents of Alaktika Housing Complex, New Town

*A.K. Gupta*  
Ashok Kumar Gupta  
Secretary

*Swapan Kr. Biswas*  
Swapan Kr. Biswas  
President



# NOTICE

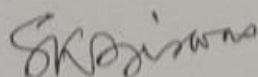
## FOR INFORMATION OF ALL RESIDENTS,

Subsequent to the formation of the Grievance Redressal Committee, the committee has met and has come up with a operating procedure for addressing the concerns of the aggrieved flat owners.

On behalf of the Grievance Redressal Committee, this notice is for information of all flat owners about the procedure.

Procedure to be followed -

- 1) Aggrieved Flat Owners are requested to inform their grievances to the committee through a letter mentioning the unresolved issue.
- 2) Along with the letter all the relevant copies/documents pertaining to the issue, which were earlier informed to the "Alaktika Housing Complex Association" to be attached.
- 3) The letter to be submitted in a sealed envelope to the Association office.
- 4) In the letter flat owner also should mention his/her contact number and email id for communication purpose.
- 5) The Grievance Redressal Committee would meet at regular intervals and take appropriate action on the "issues".
- 6) The Committee may also meet the concerned flat owner, board members if required and inform/report to both the Flat Owner & Board.



Swapan Kumar Biswas  
President

