

Date: 01/05/2023

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**ARCHITECT**

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**The Re-Development procedure for the Society members.**

- 1- LETTER FROM MEMBER – How Redevelopment of our Society Property is necessary
- 2- NOTICE – General body meeting - Resolutions
  - 1- Redevelopment of society building
  - 2- Constitution of Redevelopment committee
  - 3- Inviting Quotations from Architects for preparation of Project Feasibility Report
  - 4- Inviting suggestions from membersAll above Resolutions will be carried out by Redevelopment committee
- 3- Appointment letter to Architect
- 4- Dispatch the proceedings of the meeting to Dy. Registrar of Co.Op. societies.
- 5- Get the Carpet area drawings and statement along with the feasibility report from Architect.
- 6- Get the Tender document from Architect.
- 7- Invite tenders from the competitive Developers Through paper notice.
- 8- Bid offers
- 9- Comparative analysis chart
- 10- Scrutiny of the offers.
- 11- Letter to Dy. Registrar for requested to appoint a person to monitor the selection process.
- 12- Notice of Sp. General body meeting to
  - 1- finalized the Developer in presence of the Dy. Registrar's person.
  - 2- Instructions for execution of MOU with the Developer.
  - 3- Authority to Redevelopment committee.
- 13- Letter to Dy. Registrar – confirmation from society and Acceptance from Developer.
- 14- MOU and POA with the developer, checked by Architect and Legal adviser of the society.
- 15- Finalization of flat design and the allotment of flat.
- 16- PMC Sanction procedure.
- 17- Architects checking whether the sanction plan and the offered area is same.
- 18- Development Agreement
- 19- RERA Registration
- 20- Vacating the premises by members.
- 21- Construction work.
- 22- Checking of construction whether it is as per specifications.
- 23- Completion certificate from PMC.
- 24- Possession of the flats.
- 25- Handing over the premises and the documents to the society.

Sanjeev oak