



OPERATIONS

KEYS

- Staff
- Stationery
- Maintenance
- Finance

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DESCRIPTION

Various categories of staff are required to keep a housing society operational. Monitoring their attendance, sick leave, days off as well as payroll require systems to put in place.

Stationery requirements for a new Society comprises of registers for maintenance, attendance, cash etc. Membership forms, share certificate, transfer forms, order forms, Invoices, and receipts. We can fulfill all these requirements.

We will setup periodic maintenance schedules for all equipment with documentation so proper records are maintained. Fire Equipment, Electrical, Plumbing, STP, Tank Cleaning, Pest Control require specialized attention.

Setting up of various files and registers to maintain records of finances.

- Collection of funds
- Transfer of corpus fund from builder
- Approvals and utilization of funds
- Investment of funds according to by-laws
- Property taxes
- Water bills and apportioning
- Electricity bills for common areas
- Penalties for late payment