



Registration No: 1373-37 of 1988-89

## NAYAPALLI COMMUNITY CARE ASSOCIATION

Ref: NCCA/25-26/002  
2025

Date: Sunday, 6<sup>th</sup> July

### MEMORANDUM

#### **1<sup>st</sup> Executive Committee Meeting**

The first executive committee meeting of the 2025-27 office will be held on 13<sup>th</sup> July 2025 at 6.30 PM at the Jayi Rajguru Bhawan, NNCA office. The following are the agenda items decided to be discussed. All the EC members are requested to attend and participate in the deliberation.

Sd/-

  
SECRETARY, NCCA

### AGENDA

1. **Welcome address by the President.**
2. **Community Engagement:**
  - a. *Development of NCCA Website and Printing of NCCA Database/ Directory*
3. **Community Development:**
  - a. *Setting up of Library*
4. **Advocacy, Partnership, and Collaboration:**
  - a. *Visit to the BMC office to participate in their development plan of IRC.*
5. **Governance, Communication and Transparency:**
  - a. *Corrigendum to the proposed Amendment No. XX*
  - b. *Development of Annual Activity Calendar*
  - c. *Division of responsibility between the Treasurer and Joint Treasurer*
  - d. *Formation of Sub Committees:*
    - i. *Governance and Communication*
    - ii. *Advocacy and Civil Compliance*
    - iii. *Cultural and Sports*
    - iv. *Celebrations*
    - v. *Awareness (Health, Sanitation, Sustainability)*
6. **Any other matter with the permission of the Chair**
7. **Vote of Thank**

Note: Tea and Snacks will be served



Registration No: 1373-37 of 1988-89

## NAYAPALLI COMMUNITY CARE ASSOCIATION

Ref: NCCA/25-26/003

Date: Monday, 14<sup>th</sup> July 2025

The 1<sup>st</sup> Executive Committee Meeting of the NCCA was held on Sunday, 13<sup>th</sup> July 2025 at 6.30 PM at the Jayi Rajguru Bhabana. It was chaired by the President and the following members were present and took active role in the discussion.

The list of attendees and absentees are attached as Annexure A.

### **ITEM 1: Address of the Chairman**

The house was called to order at 6.35 PM and addressing the newly nominated executive body the President in his address gave the following messages.

The highlights of it are as follows.

The community has reposed faith on this committee by nominating them for this term and has high expectations from it. The committee should live up to their expectations by working and standing together like a family for the overall development of the community and individuals residing in it. Disagreements and alternate suggestions would be openly discussed in the EC and the decision taken there must be abided by all the members.

He said, this Executive Committee (EC) should work in the principle of volunteerism, collective responsibility and teamwork. The EC, to expedite development and progress of various tasks before the association must work through various thematic sub committees which will be formed on the basis of members' interest, skill, experience and expertise.

He thanked all and asked the Secretary to start the discussion on all the agenda points.

### **ITEM 2: Development of NCCA Website and Printing of NCCA Database/ Directory.**

Mr. JP Jagdev who had earlier volunteered to develop the NCCA website and regular maintenance free of cost submitted that the website development has already been completed and relevant data and information needs to be placed in it. He asked the EC to start procuring the appropriate website name and a place to host it. He also said that the website needs to have a lot of data, photographs of the present and past.

The EC appreciated it and the following resolution was made.

### **RESOLUTION: RES/25-26/001**

*The EC, resolved THAT, Mr. Sanib Pati is nominated to collect, curate, and coordinate with Mr. JP Jagdev in providing all the necessary information that is necessary to have a fully functioning website ready for inauguration on 15<sup>th</sup> August 2025.*





Registration No: 1373-37 of 1988-89

**RESOLUTION: RES/25-26/002**

The EC also RESOLVED that, the process of printing the Directory for the Year 2025-26 be made soon after the information for the Database is organised. Due process of procurement may be followed. The Secretary, Joint Secretary and the Treasurer will execute this.

**RESOLUTION: RES/25-26/003**

Looking at the large budget required for conducting many ambitious projects this year, it was RESOLVED that each of the EC members would contribute an amount of Rs. 10,000 minimum either in terms of sponsorship or personal donations. This will create a corpus of 2,00,000. More contributions are always welcome. The completion date is 31<sup>st</sup> August 2025.

**ITEM 3: Setting up of Library**

The Secretary informed that a library was established by the previous EC and is in urgent need of establishing firm operating procedures with regard to its smooth working and growth.

**RESOLUTION: RES/25-26/004**

It was RESOLVED that, Mr. Sanjib Pati along with Er Damodar Mahapatra be entrusted to develop its operational guidelines and take the comprehensive responsibility of its daily running. They would be expected to submit his report during the next EC.

**ITEM 4: BMC Collaboration**

Mr. JP Jagdev informed that it's necessary to collaborate with BDA/ BMC to ensure that the community remains compliant to the building plans and regulations and to keep the community well maintained. BMC is open to collaboration which are of the nature of ground support in terms of information technology for which they will explore various ways to compensate or incentivise.

All the members welcomed the proposal and suggested that it be explored that during the proposed visit to meet the Commissioner to know about their development plan.

**ITEM 5: Amendment of Byelaw**

1. The Chairman raised the issue of amendments to the Bye Laws to respond to the emerging challenges which has remained pending, and all agreed to formalise it.

**RESOLUTION: RES/25-26/005**

It was RESOLVED that an Expert committee involving Mr. Lalitendu Mohanty, Mr. Banibrata Tripathy and Mr. Sukumar Dash be given the responsibility to complete it soon by seeking the advice of an invited outside expert and place by the EC for onward action like getting it ratified by the General Body at an EGM.

2. Mr. Ashok K Mallick presented his idea for developing an Annual Activity Calendar which was appreciated. There, everyone suggested that the old practice of holding Annual Day, Sports Meet, Celebrations of various kinds be revived.

**RESOLUTION: RES/25-26/006**

It was RESOLVED that Mr. Ashok Mallick develop and present a Draft Annual Calendar before the next EC and finalise it in consultation with the Secretary.



Registration No: 1373-37 of 1988-89

3. The matter of smooth booking of the hall was discussed and many members suggested various ways to make it proper.

**RESOLUTION: RES/25-26/007**

*It was RESOLVED that the Mr. Ahok Mohanty, Pranab Mohanty and Er Damodara Mohapatra be collectively responsible for the whole process involving booking, refund and proper housekeeping. It was advised that the collection be made through bank transaction and only petty expenses and returnable amount like Caution Money Deposit be handled in cash. The Treasurer will have to coordinate with the bank to get necessary technology installed.*

4. The necessity for delegation and collective action as proposed by the President was discussed and was agreed upon. Pursuant to that the following sub committees were formed involving the members. They were expected to individually and collectively discuss and carry forward the tasks and challenges before the EC. They can seek help from other members as and when required. They are expected to present the progress in each of the EC for the knowledge of other members.

**RESOLUTION: RES/25-26/008**

**Governance and Communication Sub Committee:**

*This group will ensure that the organizational activities are properly documented, filed and communicated to the internal and external entities as necessary. Mr. JP Jagdev will lead the committee with active support and assistance from Mr. Sanjib Pati and Mr. Sukumar Dash.*

**Advocacy and Civil Compliance Sub Committee:**

*There is urgent need for the residents to follow responsible citizenship mandates and be compliant to the rules of the regulatory bodies. There is also urgent need to do advocacy with external agencies in the interest of the NCCA community. Mr. Debashis Pattnaik will lead the committee with active contribution from Mr. JP Jagdev, Mr. Ashok Mallick, and Mr. Banibrata Tripathy.*

**Culture and Sports Sub Committee:**

*To improve community engagement its necessary to hold various events and interaction of the nature of cultural functions and sports. Mr. Yudhistira Biswal will head the Committee and Mr. Ashok Mallick, Mr. Pradeepta Swain and Mr. Sarat Pattnaik will contribute.*

**NCCA Facility Development Sub Committee:**

*This committee will engage in the funding, procurement of services, and execution, supervision of various construction and installations of equipment and assets in the NCCA building. Er Biranch Dash will lead and Mr. Yudhistira Biswal and Mr. Nandakishore Behera will support.*

**Health, Sanitation and Sustainability Committee:**





Registration No: 1373-37 of 1988-89

*This committee will engage in having many of such programs for the overall development of the committee. Mr. Sudhansu Parija will head it, Mr. JP Jagdev, Mr. Mr. Biswakalyan Mohanty, and Mr. Bisnu Charana Swain will support.*

#### **M 6: Additional Matter**

1. Member, Anupam Mohanty raised a very pertinent issue regarding statutory compliance to be made with regard to filing all development reports and financial data with the ADM, Bhubaneswar as per law. Everyone appreciated this and requested him to take that responsibility which he agreed to.

#### **RESOLUTION: RES/25-26/009**

*It was resolved THAT, Mr. Anupam Mohanty, will take the responsibility of renewal, and filing of all the necessary reports on behalf of the Association with active discussion with the Secretary. He was urged to complete the task by end of July 2025.*

2. The Secretary and many other members informed that the adjoining playground of NCCA building has turned into a secured site for vagabonds and drug addicts which is imperilling the safety of life and property in the community. This issue was also discussed in one of the EC meetings in the previous term. All the members expressed deep shock and worry hearing the news and agreed to take up appropriate steps to protect the community land.

#### **RESOLUTION: RES/25-26/010**

*It was RESOLVED, that, the BDA/ BMC under whose custody the field is at the moment be approached to handover the management and use of the field to NCCA for their use. The support of the local MP who also is a resident may also be taken in this mission.*

3. Mr. Ashok Kumar Mohanty reminded that the Community Directory and the Bye Laws of the Association were urgently prepared to facilitate the election process, the cost of which has not been paid to him. He wanted post facto approval of the action and clearance of payment.

#### **RESOLUTION: RES/25-26/011**

*It was RESOLVED that the printing of the Directory and Bye Law is approved and an amount of Rs.5000.00 be reimbursed against production of proper bills.*

4. Mr. Banibrata Tripathy and Ashok Mallick informed the EC that the land allotted for the Post Office is under adverse possession and the DoPT has approved construction of the Post Office there. NCCA must build pressure with the appropriate authority to expedite the process.

#### **RESOLUTION: RES/ 25-26/ 012**

*It was RESOLVED that NCCA must devise a way forward to take up this matter, if possible, with the active support of the MP.*

5. It was felt that the Area Representatives take active responsibility in community engagement to get more memberships and contribution, hold regular meetings with



Registration No: 1373-37 of 1988-89

select groups from their area, create development agenda for the EC, NCCA, communicate grievances to the EC.

*All the members agreed to it.*

**ITEM: Vote of Thanks.**

Ashok K Mallick proposed the vote of thanks, and the meeting was dissolved with a thank to the Chair.

**Debashis Pattnaik**  
SECRETARY, NCCA



Registration No: 1373-37 of 1988-89

Annexure – A

Members Present			
In the 1st EC Meeting Dated 13th July 2015			
SL. NO.	NAME	SIGNATURE	REMARKS
01	Sri Saras Chandra Bhadra		9437046461
02	Sri Sanjay Kumar Pati		Absent (Informed in Advance)
03	Sri Debajit Patra		9437006370
04	Sri Ashok Kumar Mallik		9437012721
05	Sri Ashok Kumar Mohanty		9437141241
06	Sri Pramod Kumar Mohanty		Absent (Informed in Advance)
07	Sri Binod Kumar Tripathy		9437389722
08	Sri Bishnu Narayan Das		7878905742
09	Sri Bishnu Chandra Swain		8917612660
10	Sri Nanda Kishore Behera		8144959207/9438292024
11	Sri Anupam Mohanty		9437030905
12	Sri Jagannath Prasad Jaiswal		9437058862
13	Sri Sumant Das		7537563621
14	Sri Prasenjit Kalan Mohanti		Absent (Informed in Advance)
15	Sri Damodar Mohapatra		8895722201
16	Sri Sant Chandra Pathwa		8249651494
17	Sri Sudhakar Panigrahi		9437395298
18	Sri Lalitendra Mohanty		9937752335
19	Sri Pratigya Kumar Swain		7028867790
20	Sri Yudhishthira Biswal		Absent (Not Informed)
21	The following Executive members remain absent in the 1st Executive meeting held on 13/07/2015 (Sunday).		
	1. Sri Sanjay K. Pati	Informed in Advance	
	2. Sri Binod Kumar Mohanti		
	3. Sri Pramod K. Mohanty		
	4. Sri Yudhishthira Biswal		