



E1 VASANT KUNJ RESIDENT WELFARE ASSOCIATION

Reg. No:
S/ND/24/2020

Reg. Office: RWA Office, DDA Flats,
Pocket 1, Sector E, Vasant Kunj,
New Delhi - 110070

Email: rwae1vasantkunj@gmail.com

Website: rwae1vasantkunj.com

PRESIDENT

L.S. YADAV (M) 9717158080

GENERAL SECRETARY

MADHVENDRA SHUKLA (M) 9810750006

TREASURER

RAMESH CHANDER (M) 9868885312

E1VKRWA/2023-24/COMMUNICATION/040

Date: February 02, 2024

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(M) 9910709005

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GAUTAM CHAUDHARY
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SECRETARY – F BLOCK

RENU BHARDWAJ
(M) 9990002368

To,

Director (Housing)-I
Delhi Development Authority
INA, Vikas Sadan
New Delhi-110023.

Subject: Urgent Request for the Allotment of Office Space to E1 Vasant Kunj Resident Welfare Association (RWA).

Dear Sir,

I trust this letter finds you well. In continuation of our recent meeting and in reference to earlier requests of the E1 Vasant Kunj RWA for allotment of office space, that Elections to the Executive Committee of the RWA have been conducted on 17.12.2023 and the new Executive committee has taken over the responsibility of the RWA works accordingly. Intimation in respect of constitution of the new Executive Committee has been submitted to your good office vide our letter no. E1VKRWA/2023-24/COMMUNICATION/033 dated 18-01-2024 (copy enclosed).

Over a period of last three years, our society has experienced significant growth in occupancy. With the occupancy reaching to maximum, the tenants and owners, especially the new ones, frequently seek to approach the RWA with various queries and concerns. Due to this and on account of transfer of additional responsibilities by DDA to RWA from April, 2023, the requirement of the Office Space has become more and more pressing.

Regrettably, the absence of a designated office space hinders seamless interaction, both for residents seeking assistance and for the RWA in effectively addressing their issues. Even the Executive Committee/Governing Body which consists of 28 members faces challenges in convening meetings and conducting official tasks and properly keeping and managing official records, books, and other documents. Furthermore, the absence of an official meeting space for interactions with vendors and service providers also poses operational difficulties.

In light of the above challenges and the fact that allocation of Office Space has been a long pending requirement of our RWA, we again humbly appeal to your good self to treat our request with the utmost urgency and, at the earliest convenience, grant us a permanent within our society to enable us to streamline RWA's functioning, maintain official documents securely, have seamless interaction with the residents and conduct the Association's work professionally.



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(M) 9990002368

While awaiting a permanent allotment of a dedicated office space of 50 Sq. Mtrs. as per the DDA policy in this regard, we request your permission to utilize the room at the Underground Reservoir (UGR) of the society as a temporary office space for the RWA. This temporary arrangement will allow us to carry out our work efficiently and maintain effective communication with the residents.

We genuinely appreciate your consideration of our request and anticipate a positive response at the earliest. Your support in providing an office space will significantly contribute to the smooth functioning of the RWA and enhance our ability to serve society.

Thank you for your time and understanding.

Sincerely,

L S Yadav
President
E1 Vasant Kunj Resident Welfare Association