

MOST IMMEDIATE

No.7/1/2011-Welfare  
Government of India  
Ministry of Personnel, Public Grievances & Pensions,  
Department of Personnel & Training

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Lok Nayak Bhavan, Khan Market,  
New Delhi, dated : 3<sup>rd</sup> March, 2011.

To

The President/Secretary,  
Residents' Welfare Association,  
Sudhar Sabha/Kalyan Samities,  
Delhi/New Delhi/Outside Delhi.  
(As per list attached).


Subject : Holding of the election of the Managing/Executive Committee of  
the Residents' Welfare Association/Sudhar Sabha/Kalyan Samities  
for the block year 2011-2012 and 2012-2013 - instructions regarding.

Sir,

I am directed to say that the elections of the Office-bearers/members of the Managing Committee/Executive Committees of the Residents' Welfare Association recognised by DOP&T are due for the block year 2011-2012 and 2012-2013. The elections are required to be held on a Saturday/Sunday of the month of April, 2011. In case any Association/Sabha/Samiti fails to hold its elections by 30<sup>th</sup> April, 2011, the existing Managing Committee shall cease to exist on 1<sup>st</sup> May, 2011 or till the new Managing Committee is declared elected whichever is earlier.

2. You are requested to take further necessary action for holding the elections in a free and fair manner within the stipulated period. It may be noted that no extension in time for holding elections after 30<sup>th</sup> April, 2011 will be allowed.
3. A copy of necessary instructions/guidelines are enclosed for ready reference.

Yours faithfully,

  
( Pratima Tyagi )

Deputy Secretary to the Govt. of India

Tele : 24624722

Encl : As above.

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Copy forwarded to :

- (1) The Commissioner of Police, Delhi, Indraprastha Estate, New Delhi. It is requested that necessary instructions may please be issued to all the concerned authorities, Police Stations in Delhi/New Delhi to provide necessary assistance as and when required by the respective Residents Welfare Associations/Sudhar Sabhas/Kalyan Samities functioning in the area(s) concerned.
- (2) The Chairman, Central Government Employees Welfare Co-ordination Committees, functioning outside Delhi, for information and necessary action. The Secretary of the CGEWCC may be entrusted with the task to oversee all arrangement to conduct the elections of the Residents Welfare Associations/Sudhar Sabhas/Kalyan Samities within their jurisdiction on the specified date.
- (3) The Area Welfare Officers (as per list attached) with the directions that they shall act as 'OBSERVERS' at the time of holding the elections in respect of the Residents Welfare Associations/Sudhar Sabhas/Kalyan Samities functioning in their respective area(s) and to ensure that these are held in a free and fair manner according to the provisions of the Amended Model Constitution. Thereafter, they shall send their report alongwith a copy of Election results to the Chief Welfare Officer, Department of Personnel & Training, 3<sup>rd</sup> Floor, Lok Nayak Bhavan, New Delhi, with suitable recommendations.
- (4) Spare copies (50).

P. Tyagi  
(Pratima Tyagi)

Deputy Secretary to the Govt. of India

Government of India  
Ministry of Personnel, Public Grievances & Pensions,  
Department of Personnel & Training  
(Welfare Section)

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(Attached with letter No.7/1/2011-Welfare  
Dated 3<sup>rd</sup> March, 2011.

Instructions/Guidelines relating to the Elections for the Block years 2011-2013

ELECTIONS

- (a) The list of Regular and Associate members as on 31<sup>st</sup> March should be displayed within a week from 1<sup>st</sup> April and finalised after 7 clear days of such display/notification by considering representation for rectification of errors, if any. In any case, the final voters list should be published latest by 15<sup>th</sup> April.
- (b) All Office Bearers and Members of the Managing/Executive Committee shall be elected in the General Elections to be held by secret ballots. The date of elections, which should be on or before 30<sup>th</sup> April, shall be decided by the Managing Committee. The terms of the elected Office-Bearers and Members will be for two years(block of two financial years). The Managing Committee shall cease to exist on the 1<sup>st</sup> May, 2009, or till the newly elected Managing Committee is declared elected whichever is earlier.
- (c) Members (including 'Associate Members'), whose subscriptions and other dues are not in arrears upto 31<sup>st</sup> of March of the year preceding the election year, shall be eligible to vote. Thus, only eligible residents who become members/associate member of the Association by 31<sup>st</sup> March of a year shall be eligible to vote and/or contest elections, as the case may be during the next financial year.
- (d) Every member present and voting shall have one vote.
- (e) Voting shall be by SECRET BALLOT.
- (f) Elections shall be conducted by the Returning Officer, appointed by the Managing Committee in consultation and approval of the concerned Area Welfare Officer. The Area Welfare Officer concerned would also act as 'OBSERVER' at that time. The Returning Officer would be given copies of voters' list (clearing indicating the voter number) on his appointment alongwith necessary material i.e. stationery/blank nomination forms/requisite funds etc. for carrying out activities connected with the conducting of the elections. The Returning Officer would be given full assistance and cooperation by the Managing Committee/members for

smooth conduct of the elections. Nomination forms duly proposed, seconded and accepted by the contestant member for a particular office, shall be received by the Returning Officer by a certain date and time fixed by the Managing Committee which should be atleast 7 clear days before the date fixed for the meeting of the General Body/holding of the elections. No person can hold more than one office at a time of two blocks and, therefore, will be eligible to contest only for one office.

- (g) An elector shall be entitled to propose or second only one nomination paper. In case he/she has proposed one nomination paper and also seconded another nomination paper, in that case both the nominations would be invalid.
- (h) No elector shall propose or second a Nomination paper for an office for which he himself is a candidate. If an elector has already proposed or seconded a nomination paper for an office, his own subsequent nomination for such an office will be inoperative.
- (i) All the members of the Association, who are eligible to vote in the elections to elect the office bearers/Members of the Managing/Executive Committee, will be informed through wide publicity of the programmes of election, as noted at (f) above, well in time in writing. While intimating them, they should be advised to bring their Identity Cards and allotment letters/electricity bills in their name and any other valid documents with them to substantiate the validity of their membership at the time the elections are held.
- (j) In case of any dispute arising in the matter of Election process or Election Results, the Area Welfare Officer being an observer will submit a report to the Chief Welfare Officer in the Department of Personnel & Training for a decision, whose decision shall be binding upon the Association. Provided that after the declaration of the Election Results of an Association, if the Chief Welfare Officer is satisfied on the basis of the report of Area Welfare Officer/evidence brought to his notice that the elections have not been held in a fair manner or that malpractices were resorted by an individual(s), he may cancel the election and appoint an ad-hoc Committee of the members and an independent Returning Officer in consultation with the Area Welfare Officer for holding fresh election. The ad-hoc body will discharge the functions of the Managing Committee till fresh elections are held.
- (k) Persons aggrieved with the decision of the Chief Welfare Officer may appeal to the Joint Secretary in charge of the staff welfare in the Ministry of Personnel, Public Grievances and Pensions for setting aside or revision or to modify the decision/decisions of the Chief Welfare Officer. The decision of such Joint Secretary shall bind all concerned finally and conclusively.

**NOMINATION FORM**

**Elections for the Managing/Executive Committee of the Residents' Welfare Association for the block year 2011-2013.**

Contesting for the post of \_\_\_\_\_

Name of the candidate : Shri/Smt./Miss \_\_\_\_\_

Date of superannuation \_\_\_\_\_

Official designation/Office Address \_\_\_\_\_  
with Telephone No. \_\_\_\_\_

Residential Address \_\_\_\_\_  
with telephone No. \_\_\_\_\_

Voter No. (as given in the voters list) \_\_\_\_\_

Name	Residential Address	Voter No.	Signature
Proposed by			
Seconded by			

I accept the proposal for nomination for the above post in the Managing/Executive Committee.

Date \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

**VERIFICATION**

The particulars given by Shri/Smt. \_\_\_\_\_ with reference to date of superannuation and official addresses are correct.

Signature \_\_\_\_\_  
Under Secretary(Admn.)  
Ministry/Department of

The above nomination has been examined and found valid/invalid.

Dated \_\_\_\_\_ Signature of the Returning Officer \_\_\_\_\_

Received a Nomination form for the post of \_\_\_\_\_

In the name of Shri/Smt./Miss \_\_\_\_\_

Dated \_\_\_\_\_ Signature of the Returning Officer \_\_\_\_\_ Time \_\_\_\_\_

**RECEIPT**

Received a Nomination form for the post of \_\_\_\_\_

In the name of Shri/Smt./Shri \_\_\_\_\_

Dated \_\_\_\_\_ Time \_\_\_\_\_

Signature of Returning Officer