

**MOST IMMEDIATE**

No. 7/01/2025-Welfare(RWA)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)  
(Welfare Section)

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Lok Nayak Bhawan, New Delhi  
Dated 28<sup>th</sup> February, 2025

To,

The Area Welfare Officers,  
The President/Secretary,  
Central Government Residents Welfare Associations,  
Delhi/ New Delhi/Outside Delhi.

Subject: - Holding of the election of the Managing /Executive Committee of the Residents' Welfare Associations for the block year 2025-26 and 2026-27 instructions regarding.

.....

Sir,

I am directed to refer to the above subject and to say that the elections of the office-bearers/members of the Managing Committee/Executive Committee of the Residents Welfare Associations covered under ambit of DoPT have become due for the block years 2025-26 and 2026-27. The elections are required to be held on a Saturday/ Sunday of the month of April 2025. In case, any Association fails to hold its elections by 30<sup>th</sup> April, 2025, the existing Managing Committee shall cease to exist on 1<sup>st</sup> May, 2025 or till the new Managing Committee is declared elected, whichever is earlier.

2. All the addressees are requested to take further necessary action for holding the elections in a free, fair and transparent manner within the stipulated period. It may be noted that no extension of time for holding elections after 30<sup>th</sup> April, 2025 will be allowed.

3. A copy of necessary instructions/guidelines relating to conduct of elections is enclosed as **Annexure-A** for ready reference.

Encl.: As above

Yours faithfully,



(Satyendra Singh)  
Under Secretary (RWA)  
Tel: 24646961

**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 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 within their jurisdiction on the specified date.
- (3) The Area Welfare Officers with the request that they shall act as OBSERVERS' at the time of holding the elections in respect of the Residents Welfare Associations functioning in their respective area (s) and to ensure that these are held in a free, fair and transparent manner according to the provisions of the Model Constitution dated 23.03.2021 (uploaded on the website of DoPT). AWOs shall send their report alongwith a copy of Election results and the **Nomination Forms (in original)** to the Chief Welfare Officer, Department of Personnel & Training, 3<sup>rd</sup> Floor, Lok Nayak Bhawan, New Delhi, with suitable recommendations.
- (4) NIC, DoPT, Lok Nayak Bhawan with the request to upload the circular on the website of this Department.



(Satyendra Singh)  
Under Secretary (RWA)  
Tel: 24646961



**Instruction/Guidelines relating to the Elections for the Block years 2025-2027**

**ELECTIONS**

- (a) The list of Regular and Associate members as on 31<sup>st</sup> March, 2025 should be displayed within a week from 1<sup>st</sup> April, 2025 and finalized 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, 2025.
- (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, 2025 or till the newly elected managing Committee is declared elected whichever is earlier.
- (c) Members (including 'Associate Members'), whose subscription and other dues are not in arrears upto 31<sup>st</sup> March of the year preceding the election year, shall be eligible to vote. Thus, only eligible residents who become members/associate members of the Association by 31<sup>st</sup> March, 2025, shall be eligible to vote and / or contest elections, as the case may be for the block year 2025-2027.
- (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 (clearly indicating the voter number) on his appointment along with 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 (**Annexure-B**) 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 at least 7 clear days before the date fixed for the meeting of the General Body/holding of the elections, as per the programme at Annexure-'C'. 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 programme of elections, 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 (RWA) 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 reported by an individual (s), he may cancel the election and appoint an ad-hoc Committee of the members and 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**

Election for the for the Managing/Executive Committee of the Residents' Welfare Association for the Block Year 2025-27

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

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

Date of Superannuation \_\_\_\_\_

Official designation/ Office Address \_\_\_\_\_

With Telephone No. \_\_\_\_\_

Residential Address \_\_\_\_\_

With Telephone No. \_\_\_\_\_

Mobile No./e-mail ID \_\_\_\_\_

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

Name	Residential Address	Voter No.	Signature
Proposed by			
Seconded by			

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

(ii) I also undertake that I have not held any post in any Managing Committee for a period of two terms or for a period of 5 years, whichever is earlier.

(iii) In case this statement is found untrue, I shall be liable to be removed from the post and also liable for disciplinary action under the provisions of CCS (Conduct) Rules, 1964.

Dated \_\_\_\_\_

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



**VERIFICATION CERTIFICATE**

(i) It is certified that Shri/Smt./Miss.....working in this Ministry/Department/Office is Central Government Employees, Employees of Lok Sabha/Rajya Sabha Secretariat, Supreme Court, High Court, UPSC, Statutory and Autonomous bodies, Delhi Administration.

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

(iii) The service conditions applicable to Shri/Smt. \_\_\_\_\_allow him/her to hold effective office in RWA.

(iv) In the event of any violation of provisions of Model Constitution/guidelines of DoPT, disciplinary action shall be taken by this Department against Shri/Smt.....

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 Returning Officer\_\_\_\_\_ Time\_\_\_\_\_

**RECEIPT**

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

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

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