

MOST IMMEDIATE

F.No. 7/01/2023-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Welfare Section)

Lok Nayak Bhawan, New Delhi
Dated : 9th March, 2023

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 2023-24 and 2024-25 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 2023-24 and 2024-25. The elections are required to be held on any Saturday/Sunday of the month of April 2023. In case, any Association fails to hold its elections by 30th April, 2023, the existing Managing Committee shall cease to exist on 1st May, 2023 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 30th April, 2023 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 Sincerely



(Kulbhushan Malhotra)
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 (as per list attached) 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 (uploaded on the website of DoPT) in respect of RWAs recognized by DoPT as contained in Annexure X of Compendium of Welfare Programmes/Instructions (as on 1.1.2015). 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, 3rd 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.

Annexure -B


(Kulbhushan Malhotra)
Under Secretary (RWA)
Tel: 24646961

Instruction/Guidelines relating to the Elections for the Block years 2023-2025

ELECTIONS

- (a) The list of Regular and Associate members as on 31st March, 2023 should be displayed within a week from 1st April, 2023 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 15th April, 2023.
- (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 30th 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 1st May, 2023 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 31st 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 31st March, 2023, shall be eligible to vote and / or contest elections, as the case may be for the block year 2023-2025.
- (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 2023-25

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 _____

ELECTION PROGRAMME

(i)	Last date of enlisting as member	31 st March
(ii)	Publication of voters list within a week from	1 st April
(iii)	Publication of final voters list	After 7 days from publication of Voters list will be published by 15 th April in any case)
(iv)	Date of submission of nominations for the various posts in the Managing/Executive Committee:	
(v)	Scrutiny of Nominations	-----
(vi)	Last date of withdrawal of Nomination	-----
(vii)	Date of elections, timings and venue:	-----
(viii)	Displaying of the final list of the contestants on the public places well in time:	-----