

MOST IMMEDIATE

**No.7/1/2015-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
(Welfare Section)
.....**

**Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated, the 05th March, 2015**

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 Associational/Sudhar Sabha/Kalyan Samities for the block year 2015-16 and 2016-17 instructions regarding.

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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 recognized by DOP&T have become due for the block years 2015-16 and 2016-17. The elections are required to be held on a Saturday/ Sunday of the month of April 2015. In case any Associational/Sabha Samiti fails to hold its elections by 30th April, 2015, the existing Managing Committee shall cease to exist on 1st May, 2015 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 30th April, 2015 will be allowed.

3. A copy of necessary instructions/guidelines are enclosed for ready reference.

Yours faithfully



**(Pratima Tyagi)
Director(Canteen)
Tele:24624722**

Ench- As above

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

(Attached with letter No.7/1I2013-Welfare
Dated 11th March, 2015)

Instructions/Guidelines relating to the Elections for the Block years 2015-2017

ELECTIONS

- (a) The list of Regular and Associate members as on 31st March should be displayed within a week from 1st April 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.
- (b) All Office Bearers and Members of the Managing/Executive Committee shall be elected in the General Elections to be held b)' 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, 2015, 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 31st 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 31st 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 (clearly 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 as 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.**

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 request that they shall act as OBSERVERS' at the time of holding the elections in respect of the Resident 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 in respect of RWAs recognized by DOPT as contained in [Annexure X](#) of Compendium of Welfare Programmes/Instructions (As on 1.1.2015) Copy of Model Constitution is enclosed. AWOs shall send their report alongwith a copy of Election results to the Chief Welfare Officer, Department of Personnel & Training, 3rd Floor, Lok Nayak Bhawan, New Delhi, with suitable recommendations.
- (4) Spare copies (50)
- (5) NIC, DOP&T, and Lok Nayak Bhawan with the request to place the circular on the website of this Department:-



(Pratima Tyagi)
Director (Canteen)

CERTIFICATE TO BE GIVEN BY THE FORWARDING OFFICE

It is certified that Shri/Smt./Miss _____ working in this Department/Ministry/Office is a Central Government Employee/Employees of Lok Sabha, Rajya Sabha, Supreme Court, High Court, UPSC, Statutory and Autonomous bodies, Delhi Administrative.

Signature _____

Name & Designation of the _____

Forwarding Authority _____

Telephome No. _____

NOMINATION FORM

Election for the Managing / Executive Committee of the Residents' Welfare Association for The block year 2015-17

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.

Dated _____

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 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 _____