

**CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION (CGEWHO)**

Head Office : 6TH FLOOR, 'A' WING JANPATH BHAWAN NEW DELHI-110 001

Website : www.cgewho.in ; E-Mail : cgewho@nic.in

A-406/4

By Post

Date: 28/05/2014.

To,  
**The beneficiaries of Mohali (Phase-I) Housing Scheme.**

Subject : Formation of adhoc committee of apartment owners' association (AOA) for CGEWHO's Mohali (Phase-I) Housing Scheme : reg.

Sir/Madam,

As per the CGEWHO Rule-31, an Adhoc Committee will be constituted as a preliminary body in the form of a precursor to the eventual Apartment Owners Association in accordance with local laws governing such bodies. Adhoc Committee will be having following members (in each type of flat) depending on flats constructed in each type.

**Table-A**

<b>Type</b>	<b>No. of Voter for each type of flat (in Nos)</b>	<b>Type-wise Member-Representative to be elected &amp; Votes to be given by an elector (in Nos)</b>
<b>A</b>	<b>030</b>	<b>01</b>
<b>B</b>	<b>294</b>	<b>06</b>
<b>C</b>	<b>159</b>	<b>03</b>
<b>D</b>	<b>120</b>	<b>03</b>
	<b>603</b>	<b>13</b>

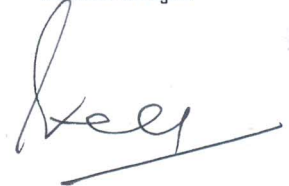
- ♣ One member-representative considered for 50 member(s) or fraction thereof, for each type of DU/flat. An elector can vote to elect his/er type of member-representative(s) with maximum votes; as the case may be.
- The list of beneficiaries who are eligible to vote will be either web-published or displayed in the notice board of the CGEWHO's Head Office on 16<sup>th</sup> June 14 and finalized the list of voters by considering representation for rectification of errors, if any within one week time. Final voters/beneficiaries list shall be published latest by 23<sup>rd</sup> June 14.
  - Members of the adhoc Committee and/or all Office Bearers shall be elected in the General elections to be held either by postal or by secret ballots. The date of elections, which should be on or before 26<sup>th</sup> of July 2014, shall be decided by CGEWHO; as the case may be. The adhoc Committee shall cease to exist on the completion of one year or earlier after completion of its assigned task and conduct elections as per the approved rules of the Apartment Owners' Association to be framed in association with CGEWHO.

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4. **ELIGIBILITY TO VOTE** : Beneficiaries who (i) have **NIL** outstanding payment as per final-call letter and (ii) have submitted **Annexure-I, II & III** {<http://www.cgewho.nic.in/ANNEXURE-I.pdf>; <http://www.cgewho.nic.in/ANNEXURE-II.pdf>; <http://www.cgewho.nic.in/ANNEXURE-III.pdf>} as per the CGEWHO's final call-up letter dated 22/07/2013 shall be **eligible to vote**. Thus, only eligible beneficiaries who qualifies on the criteria of (i) & (ii) above shall be eligible to vote and/or contest elections.
5. Every elector/voter present may choose to vote; in case s/he has not forwarded his/er vote(s) by Postal Ballot. Beneficiary of respective type will vote to elect his/er type of member-representative(s) with maximum votes as per **Table-A** of page-1. If any elector/voter exercise (✓) more votes than the allowed no(s) of member representative in the respective type of unit then his/er votes will be liable for rejection. No proxy will be allowed.
6. **Nomination forms**, duly proposed, seconded and accepted by the contestant member for a particular type of member-representative of adhoc committee, shall be received by the Presiding Officer by a certain date and time fixed by the CGEWHO/adhoc Managing Committee; as the case may be which should be, as per the program at **Annex-I**. **The nomination(s) strictly as per the Annexure-II will be received by CGEWHO's HEAD OFFICE either in person or by post, as per the program at Annex-I.** No person can hold more than one office at a time and type of blocks and, therefore, will be eligible to contest only for one seat of his/er type of unit. For example; 'D' type allottee can NOT file nomination for 'B' type Member-Representative or vice-versa.
7. Voting shall be **either** by SECRET BALLOT in person on the date of General Body meeting **or** by POSTAL BALLOT for those who wish to or who will not make it to be there on date of General Body meeting in which result will be announced. She/he can exercise her/his voting right i.e. by ticking (✓) against of the names of Contestant of his/er type of dwelling unit/flat in the Ballot Paper whom she/he desire to be elected as 'Member-Representative' to adhoc committee of Apartment Owners Association, duly signed and return the same in sealed envelope i.e. by placing the ballot paper in an envelope sealing it & again placing the same in the envelope addressed respective Project Manager {i.e. **Shri Bant Singh, Project Manager, CGEWHO, Kendriya Vihar – I, Sunny Enclave, Kharar, Mohali; Telephone : 9357303479**} The Project Manager shall maintain an Inward Dak Register and shall record the date and time of receipt of postal ballots. Beneficiaries who have already exercised their postal ballot can be present when the voting is conducted in person, but cannot cast a fresh ballot.
  - i. A non-transferable Ballot Paper bearing your Name & Regn No. with official seal of CGEWHO will be issued. Ballot Paper having details of Name, Regn. No. of valid nomination(s) received for desirous member-representative to respective type of flat/DU to adhoc committee of the AOA/society of the Project.

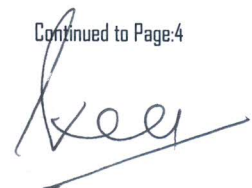
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- ii. A detailed list of nomination received bearing name, address, phone number and Registration number for information of allottee(s).
  - iii. Envelope printed with address of the Project Manager of respective Project. (For voting by postal ballot).
8. 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.
9. 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.
10. All the beneficiaries who are meeting with condition at (4) above, are eligible to vote in the elections to elect the Members of the adhoc Committee, will be informed through web-publicity of the program of election, as noted at (4) above, in writing well in time. While intimating them, they are advised to bring their Ballot Paper, Identity Cards and Possession letters in their name or any other valid documents with them to substantiate the validity of their eligibility at the time the elections are held.
11. **ELECTIONS** shall be conducted by the Presiding Officer who will be appointed in accordance with approval of CEO/CGEWHO. All activities will be done in front of present beneficiaries and committee members, constituted for this purpose. The committee may bring minor changes in the procedure as stated, if required, at any point of time and authorized to take help of any beneficiary for conducting the election in smooth, transparent and independent manner. The general body meeting and announcement of the result have been planned to be conducted in one day in Pre-lunch and Post-lunch session as detailed in the **Election Program** in the annexure-I :
12. In case of any dispute arising in the matter of Election process or Election Results, the Presiding Officer; nominated/approved by CEO/CGEWHO will submit a report to the Chief Executive Officer, whose decision shall be final. The adhoc managing committee, formed will discharge the functions of the Managing Committee till fresh elections are held.
13. Later, member-representatives of the adhoc committee may elect following office bearer(s) amongst themselves, if they so desire. Remaining elected member-representative will act as a Member-Representative of the adhoc committee till end of the tenure of the adhoc committee :

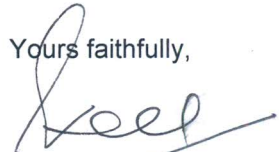
President : One	Vice-President : One	Secretary : One	Joint Secretary: One	Treasurer : One
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14. **The adhoc committee will aim** at formally constituting a registered Apartment Owners Association (AOA), including framing of its name, bye-laws under the local laws governing such bodies, in association with CGEWHO's Head Office and register the same with the appropriate competent authorities. On completing the formalities regarding registration of the Apartment Owners' Association (AOA), the adhoc committee would be required to convene a General Body meeting of all the beneficiaries to elect and constitute a **regular Managing/Executive Committee in accordance with approved bye-laws**. The adhoc/regular Managing Committee of the AOA, will take over all the common areas/services/facilities of the project within 4 months of its constitution.
15. The Adhoc Committee and subsequently the regular Managing/Executive Committee of the AOA, will administer the colony, look after its maintenance, attend to common property and provide guidelines for civic standards. The regular Apartment Owners Association (AOA), once formed, will be governed by its bye-laws. For further guidance, it may refer to **CGEWHO Rule-31** as mentioned the Scheme Brochure or CGEWHO's HEAD OFFICE, as the case may be.

Yours faithfully,



M K Maity

Deputy Director (Administration) &  
Presiding Officer for Election

*For Chief Executive Officer*

Encl. : As stated

CC to:

Project Manager,  
Mohali (Phase I) Housing Scheme  
Kendriya Vihar – I  
Sunny Enclave,  
Kharar, Punjab

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For information and placing a Copy  
in the Notice Board

**NOMINATION FORM**

Elections for the Adhoc Committee of the Mohali Kendriya Vihar-I Association  
Block Year : **2014-15**

Contesting for the Member of type "A / B / C / D" :-----

Name of the candidate: Shri/Smt./Miss. -----

Regn No. (as allotted by CGEWHO) :	Physical possession taken on :
Official designation/Office Address :	Residential Address :
_____	_____
_____	_____
_____	_____
_____	_____
Tel :                      E-mail :	Tel :

	Name	Residential Address	Regn No with CGEWHO	Signature
Proposed by				
Seconded by				

I accept the proposal for nomination for the above member-representative in the Adhoc Committee of the association/society.

Date -----

E-Mail :

Signature of the Candidate

**VERIFICATION**

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

Dated -----

Signature of Presiding Officer

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**RECEIPT**

Received a Nomination form for the Member-Representative of type "A / B / C / D" in the name of Shri/Smt. / Miss. \_\_\_\_\_

Dated ----- Time-----

Signature of Receiving Officer

ELECTION PROGRAMME

(i)	Publication of voters list (for rectification of errors, if any)	2 <sup>nd</sup> June, 2014 (Monday)
(ii)	Publication of <b>FINAL</b> voters list in the Notice Board of CGEWHO's Head Office	After 2 days from publication of Voters list. <b>(Final voters list will be displayed by 4<sup>th</sup> June, 2014 {Wednesday})</b>
(iii)	Last Date of submission of nominations for the Member-Representative of adhoc Committee : (Nomination form in the Annexure-II enclosed)	23/06/2014 (Monday)
(iv)	Scrutinyzing of Nominations	26/06/2014 (Thursday)
(v)	Last date of withdrawal of Nomination	27/06/2014 (Friday)
(vi)	Display of the final list of the contestants in the Notice Board/Website of CGEWHO or by e-mail	30/06/2014 (Monday)
(vii)	Non-transferable Ballot Paper bearing Name & Regn No. with official seal of CGEWHO will be issued by	07/07/2014 (Monday)
(viii)	Last date for receipt Postal Ballot at the address at para 7 of letter.	25/07/2014 (Friday)
(ix)	Date of General Body meeting of beneficiaries for voting who did not opt for postal ballot, counting of votes (both postal & in-person), announcement of member-Rep. and formation adhoc-committee of association, timings and venue	<b>26/07/2014</b> (Saturday) Time 10:00 Hours onwards with a lunch break at 13:00 Hours; Kendriya Vihar-I at Mohali Project.

**CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION (CGEWHO)**

**Election of Member-Representative to Adhoc Committee of Apartment Owners' Association/Society**

<b>BALLOT PAPER for Type 'D'</b>	Label bearing Regn No: Name & the beneficiary	Seal of CGEWHO Address of
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Please cast your vote **{Three}** by this mark (✓) in Column mentioned as VOTE after carefully going through the instructions given in the letter. More tick marked (✓) ballot paper will liable to be rejected.

To,  
CEO/CGEWHO,  
New Delhi.

Sir/Madam,  
I, \_\_\_\_\_ Son of \_\_\_\_\_ having above registration no with CGEWHO, hereby casting my votes by putting (✓) mark against the column marked as 'VOTE' to elect the member-representative

Sl.	Regn No	♣ Name of Contestant(s)	VOTE
1	PJDXXXX	DR T KR MOHAPATRA	
2	PJDXXXX	SHRI DINBANDHU JENA	
3	PJDXXXX	SHRI S KR VERMA	
4	PJDXXXX	SHRI J VIGNESH KUMAR	
5	PJDXXXX	SHRI PREM BISWAL	
6	PJDXXXX	SHRI M HEMBRAM	
7	PJDXXXX	SHRI U KR PAHADSINGH	

♣ Names shown are sample and indicative only.

Signature of the beneficiary  
Registration No with CGEWHO

Date :