



केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन
**CENTRAL GOVERNMENT EMPLOYEES
Welfare Housing Organisation**

(Ministry of Housing & Urban Poverty Alleviation, Govt. of India)

121

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No. A- 109/PMC

30th August 2013

To,

All the allottees of Mohali Ph-II Housing Scheme.

Sub:- Formation of Project Monitoring Committee (PMC) – Application for election as Member

Sir/ Member,

It has been decided by General Body & Governing Council of CGEWHO to constitute a Project Monitoring Committee (PMC) for each ongoing project, the 'Terms of Reference' of Project Monitoring Committee (PMC) shall be as under :-

- i) A Project Monitoring Committee (PMC) shall be constituted for each ongoing project to review the progress of project.
- ii) There shall be 02 (TWO) representative member from the Governing Council i.e. from M/o Law or M/o Finance or M/o Personnel or M/o HUPA (Officers not below the rank of Dy. Secretary Level) and 05 (Five) allottee members from project.
- iii) Member Secretary of the Governing Council i.e. CEO, CGEWHO shall be the Chairmen of Project Monitoring Committee (PMC)
- iv) Any allottee of the project is free to submit his/her nomination and get elected as a member in the Project Monitoring Committee (PMC)
- v) Project Monitoring Committee (PMC) shall meet once in six months and shall review the progress of project.
- vi) TA/DA Expense of the representative of the Governing Council (i.e. Ministry officials) shall be borne by the concerned Ministries. In case it is not paid by the concerned ministry it shall be met by CGEWHO from respective project A/c. TA/DA expense of officers & staff of CGEWHO and allottees members of PMC shall be borne by the CGEWHO from the Respective project account. CGEWHO shall not be responsible for any stay or conveyance arrangements for the member of Project Monitoring Committee (PMC).
- vii) The expenditure for convening the meeting at project site in the process shall be borne by CGEWHO from the respective project account.

viii) The elected member of Project Monitoring Committee (PMC) shall be entitled for TA/DA at the approved rate for attending the meeting of Project Monitoring Committee (PMC) convened at Project site.

2. Accordingly the constitution of Project Monitoring Committee (PMC) Mohali Ph-II shall be as under:-

Sl.no	Details of Member	Position/ Designation
1.	CEO,CGEWHO	Chairman
2.	Shri. Angna Ram, Dy. Secy. Rep. of M/o HUPA	Member
3.	Shri N.R. Battu, Deputy Legislative Counsel Rep. M/o Law	Member
4.	Five (5) allottee of the project as Representatives	Member

3. To start with the process of constitution of the Project Monitoring Committee (PMC) and obtain the nomination from the allottees, who are interested to be nominated/elected as member of Project Monitoring Committee (PMC), you are requested to forward your application for election as member of Project Monitoring Committee (PMC) of Mohali Ph-II Project in the enclosed 'PROFOEMA' at Annexure-I to this office by 30 Sep 2013 failing which, it will be presumed that you are not interested in nomination yourself as member of Project Monitoring Committee (PMC) Nomination received after 30 Sep 2013 will 'NOT' be considered.

4. The details of nominations received through above process shall be informed to all the allottee of the project for their information. A date of General Meeting of all the allottee's shall also be fixed with agenda to elect Allottee Member 05 (Five) Project Monitoring Committee (PMC). Chairmen Project Monitoring Committee and other representative member's i.e. from M/o Law or M/o Finance shall be present during the meeting. All the allottee of the project shall also be requested to participate in the election process and be present on the date of the General Meeting at the Project site. In case an allottee is not in a position to attend this General Meeting he will have the option to exercise his/her franchisee through postal ballot. Such allottee may exercise his/her franchisee through postal ballot. Such allottee may exercise his/her franchisee by ticking the choice on postal ballot paper, sign and return the same to respective Project Manager/ Project In-charge within a stipulated date. One of the member of the Project Monitoring Committee (PMC) shall be detailed as Presiding Officer for election by Chairmen, Project Monitoring Committee (PMC). Project Manager/ Project In-Charge shall assist the election process on the date of general meeting /election. Presiding Officer shall conduct the election process, count the vote(s) in person along with the postal Ballot received within the stipulated date by Project Manager/ Project In-charge and declare the result.

5. The details of elected member's of Project Monitoring Committee (PMC) shall be intimated to all the allottees by post and also be published in the website of CGEWHO.

6. Please note that no TA/DA shall be admissible to allottees for attending the General Meeting to elect representative of allottees. However, TA/DA to the elected representative of allottees nominee of Project Monitoring Committee (PMC) shall be admissible for attending the subsequent meeting of Project Monitoring Committee (PMC) as per the rule.

Yours Faithfully,


(Arun Kumar Singh) 20/08/2013
Asst Dir (Admin)
For Chief Executive Officer

Encl: - As above.

Copy for information to:-

- i) Sh. Angna Ram
Dy. Secretary (AA)
M/o HUPA, Nirman Bhawan
New Delhi

- ii) Sh. Narayana Rao Battu
Dy. Legislative Counsel
M/o Law R No. 430 'A' Wing
4th floor Shastri Bhawan
New Delhi

CGEWHO

Annexure -I

Mohali (Ph-II) PROJECT

APPLICATION FOR ELECTION AS MEMBER OF PROJECT MONITORING COMMITTEE

- 1. Name of the allottee :
- 2. Registration No. :
- 3. Father's Name :
- 4. Address :
-
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Ph. No.E-Mail

5. Whether interested to be nominated as member of Project Monitoring Committee of Mohali Ph-II Project in accordance to the Terms of Reference (as mentioned in Letter No. A-109/PMC dated 30th August 2013) of Project Monitoring Committee.

Yes NO.

UNDERTAKING

I S/Ohereby give my nomination and consent for election as member of Project Monitoring Committee of Mohali Ph-II Project of CGEWHO.

I hereby further undertake to abide by the rules and regulations of the CGEWHO and the Term of Reference (as mentioned in Letter No A-109/PMC dtd 30th Aug 2013) of Project Monitoring Committee.

Signature :

Name :

Regn No :

Address :

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Date

Place

Last Date of Receiving Nomination 30 September 2013