

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

No. A-406/2

BY POST

Date : 30/09/2013.

To,
All eligible beneficiaries of Hyderabad (Phase-III) Housing Scheme.

Subject : Formation of adhoc committee of Apartment Owners' Association (AOA) for CGEWHO's Hyderabad (Phase-III) Housing Scheme.

Sir/Madam,

This is further to our final call letter dated 07th Jan 2013; offering physical possession of your flat and/or parking in CGEWHO's Hyderabad (Phase-III) Housing Project at Hydershakote, Hyderabad.

2. You will be pleased to know that so far 328 possession letters (out of 380 flats) have been issued from this office and more than 300 beneficiaries have taken over their flats; nearly 50 families have shifted in the complex.

3. This is the right time to initiate the formation of adhoc 'Apartment Owners' Association' at Hyderabad through a General Body Meeting (GBM) to be held on **31/10/2013 (Thursday) at 10:00 Hours at Kendriya Vihar Complex**. The agenda of the meeting will as follows :

- a) Election of member-representative of each type/block as under either **by secret ballot or by raising hand** for each type of flat; as the case may be.

Type	No. of flat (in Nos)	Type-wise Member-Representative to be elected & Votes to be given by an elector (in Nos)
A	020 (One Block)	01
B	108 (One Block)	02
C	108 (One Block)	02
D	144 (Two Block)	04
	Total (380)	Total (09)

- b) Announcement of the result of election before the present beneficiaries. Convene the 1st Executive Committee Meeting with Dy Director (Admn.) and Project Manager from CGEWHO present, to nominate its Office Bearer(s) as under :

President : 1	Vice-President. :1	Secretary : 1	Joint Secy : 1	Treasurer : 1
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4. Only the beneficiaries are requested to attend the meeting without proxy.

Encl. :
Detailed Election Procedure
Election Program-Annexure-I
Nomination Form-Annexure-II

Yours faithfully,

M K Maity
Deputy Director (Administration)
For Chief Executive Officer

Procedure for election of adhoc committee of Apartment Owners' Association (AOA) for CGEWHO's Hyderabad (Phase-III) Housing Scheme : reg.

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

Type	Maximum No. of Voter for each type of flat (in Nos)	Type-wise Member-Representative to be elected & Votes to be given by an elector ♣ (in Nos)
A	020 (One Block)	01
B	108 (One Block)	02
C	108 (One Block)	02
D	144 (Two Block)	04
	380	09

♣ 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.

2. 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/Project Office as on 1st Oct'13 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 **10th October 2013**.
3. Members of the adhoc Committee and/or all Office Bearers shall be elected in the General Body meeting to be held either by secret ballots or by counting of raised hands. The date of elections, which should be on date of General Body Meeting 31st October, 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 co-ordination with CGEWHO.
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 07/01/2013 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. 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 Project Office 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 PROJECT 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 COUNTING OF RAISED HANDS. 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. The Project Manager shall maintain a Register and shall record the date and time of receipt of Nomination.
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. While attending GBM for the election, they should bring their 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 the Apartment Owners Association (AOA), including framing of its name, bye-laws under the local laws governing such bodies, in association with CGEWHO's Project and 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.
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ELECTION PROGRAMME

(i)	Publication of voters list (for rectification of errors, if any)	1st of October (Tuesday) at the Notice Board of Kendriya Vihar Complex, Hyderabad.
(ii)	Publication of FINAL voters list in the Notice Board or in the Website.	After 10 days from publication of Voters list. (Final voters list will be displayed by 10th October {Thursday})
(iii)	Last Date of submission of nominations for the Member-Representative of adhoc Committee At Project Office : (Nomination form in the Annexure-II enclosed)	28/10/2013 (Monday) Postal Address : Shri Kailsh Chandra Ghai Project Manager, CGEWHO, Kendriya Vihar, Phase-III, Village-Hydershakote, Post - Hydershakote, Near Golconda Hyderabad – 500 091. A.P Phone No. 040-65121268
(iv)	Last date of withdrawal of Nomination	29/10/2013 (Tuesday) 15:00 Hours
(v)	Scrutinizing of Nominations to be completed by	29/10/2013 (Tuesday) 16:00 Hours
(vi)	Displaying of the final list of the contestants the Notice Board/Website of CGEWHO.	29/10/2013 (Tuesday) 17:00 Hours
(vii)	Reserve Day for preparatory work	
(viii)	Date of General Body meeting of beneficiaries for counting votes, announcement of member-Rep. and formation and 1st meeting adhoc committee of association, timings and venue	31/10/2013 (Thursday) at Kendriya Vihar-III Complex. Starting time 10:00 Hours to be Lunch break 13:00 Hrs to 14:00 Hrs ... continued till 16:00 Hours; Counting & announcement of Result of Election will be made before beneficiaries on the same around 17:00 Hours 1 st Executive Committee Meeting will be convened along with Presiding Officer and Project Manager on the same day or on the next day as per convenience of the members.

NOMINATION FORM**Elections for the Adhoc Committee of the Hyderabad Kendriya Vihar-III Association**

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 :

	<i>Name</i>	<i>Residential Address</i>	<i>Regn No with CGEWHO</i>	<i>Signature</i>
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

GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION (CGEWHO)

Election of Member-Representative to Adhoc Committee of Apartment Owners'
Association/Society-Hyderabad-III Project

SPECIMEN

<u>SPECIMEN</u> BALLOT PAPER for Type 'B'		Regn No; Name & the beneficiary	Seal of CGEWHO Address of
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Please cast your vote **{Two}** by this mark (✓) in Column mentioned as VOTE after carefully going through the instructions given in the letter. Tick marked (✓) ballot paper more than desired nos of votes will liable to be rejected.

To,
CEO/CGEWHO,
New Delhi.

Sir/Madam,

I, hereby cast my votes by putting (✓) mark against the column marked as 'VOTE' to elect the member-representative to form adhoc apartment owners' association of Hyderabad-iii Project.

Sl.	Regn No	Name of Contestant(s)	VOTE
1	CNBXXXX	SHRI J VIGNESH KUMAR	
2	CNB0000	SHRI VIJAY KUMAR BABU	
3	CNB0000	SHRI KUMNAR VIGNEAH	
4	CNB0000	SHRI VIGESH KUMNAR	
5			
6			
7			

Place : Hyderabad
Date :

Signature of the beneficiary
Registration No with CGEWHO