



URBANA WELFARE ASSOCIATION

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Date: 13th June 2021

To

Shri. Peeyush Pandey, IPS
Tower 5, Flat No. 204
Urbana,

Subject: Appointment of Election Officer

Dear Sir,

We are glad to inform you that Executive Committee of Urbana Welfare Association (UWA) in its meeting held on 2nd. May, 2021 have unanimously decided to appoint you as **Election Officer** for conducting election of new Governing Body for the year 2021-22.

UWA have also nominated the following executive committee members to assist and oversee the smooth conduct of election.

1. Tarun Basu
2. Neha Tibrewal
3. Vikram Saha
4. Anand Saraf
5. Sourav Roy
6. Debabrata Ghosh

UWA has broadly listed the following functions/Role of the Election Officer (EO):

- a) The Election Officer shall prepare and publish the complete time schedule for holding election.
- b) The Election Officer shall publish a calendar of events for the purpose of conducting elections within specified days of the display of final list of voters of the association, on the notice board of the association and notice boards of all seven towers and upload on UWA Website.
- c) The Election Officer shall appoint Presiding Officer for polling station.
- d) It shall be the general duty of the Election Officer to do the following amongst other acts and as may be necessary for effective conducting the election:-
 - Issue notice inviting the nominations giving last date for nomination filing and withdrawal.
 - Receive and scrutinize the nomination papers.
 - Publication of a list of candidates eligible to contest (Final List after withdrawal).
 - Publication of Election Result with the list of elected members names.

Our team will be always there to assist you as and when required.

Thanking you,

Archana Sinha

Dr. Archana Sinha
President - UWA

