



Salt Lake City

BA Block Residents' Association

Regd. Office: BA - 122/1, Salt Lake City, Kolkata 700 064. Regn. No. S/27854 of 1980-81.

Website : www.bablocksaltlake.com

NOTICE

27 August, 2021

Respected Members,

The **42nd Annual General Meeting** of the Salt Lake City BA Block Residents' Association will be held on **12th September, 2021 (Sunday)** from **09-30 am** at 'UTSARGA', BA 122/1 Salt Lake City, Kolkata 700 064 to consider the following.

AGENDA

1. To Confirm the Minutes of the last Annual General Meeting held on 27th September 2020 and Special General Meeting if any.
2. To adopt with or without modification the Annual Report of the Association for the Year 2020-21.
3. To pass the Audited Accounts of the Association for the Year ended on 31.3.2021
4. To appoint qualified Auditor and to fix remuneration thereof.
5. To transact such business as fixed by the Executive Committee.
 - a) To discuss on Durga Puja and Shyama Puja 2021
6. To transact such business as may be brought forward by giving 14 days' prior notice from any member who is not a defaulter
7. To consider resolution(s) by the Members of the Association after being properly proposed and seconded by any Member of the Association who is not a defaulter.
8. To conduct General Elections to be held and to elect the Executive Committee and Office-Bearers for the Year 2021-22.

Thanks and Regards,

Yours Sincerely,

(Arup Sinha)

Secretary (2020-21)



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NOTICE

27 August, 2021

Election of the Executive Committee and Office-Bearers 2021-22 through Secret Ballot

Dear Members,

Greetings to All!

First of all I would like to share with you that we are all going through to a very tough time due to Covid pandemic worldwide now a days, which perhaps never happened in human civilization before. Our daily life and activities are now restricted to save ourselves from deadly corona viruses. We all experienced a long and continuous nationwide lockdown and till date situation has not become normal.

Due to the covid pandemic, normal activities of our association have been greatly disturbed. We were not able to conduct our AGM and the election for the Executive Committee for 2021-22 in due course. Therefore within the term of the previous executive committee of 2020-21, we approached our Registrar of Firms and Societies to guide us and give us guidelines what to do in this situation to carry out daily activities of our Association. The said learned Registrar till date hasn't replied our letter and we didn't get any directive from them as yet.

Therefore, after a long wait and major relaxation from the Govt. of West Bengal relating to Covid, we have started preparation to hold AGM and initiate the process to conduct election of the office bearers and the members of the executive committee for 2021-22.

We called an Executive Committee meeting on 27th August, 2021 and decided to hold AGM on 12th September, 2021. The AGM and the election of the executive committee for 2021-22 will be held following all Covid precautionary norms and social distancing as directed time to time by the both State and Central Government authority. All respected members are also requested to follow this.



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The following minutes of the Meeting of the Executive Committee held on 27th August 2021 are self-explanatory. This is for your knowledge and reference please.

Regards and Thanks,

Arup Sinha

Secretary (2020-21)

RELEVANT MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 27th August 2021

- It is hereby unanimously resolved that the **Election, of the Office-Bearers and Executive Committee 2021-22** will be conducted through secret ballot, if required at all.
- Hence, it is also unanimously decided to circulate the minutes of this meeting of the Executive Committee amongst the esteemed Members of our Association, and the same shall be treated as the Notice for the ensuing AGM to be held on **12 September, 2021 (Sunday)**, and that of the election of the Office-Bearers and the Executive Committee through secret ballot, if required. It is to be noted that in Executive Committee Meeting held on 27th August, 2021, the Executive Committee appointed **Mr. Shashwat Nayak**, a well-known Advocate of the Calcutta High Court and a resident of AA-41, Sector-I, Salt-Lake City, Kolkata-700064, as **Members of a One-Member Electoral Panel** with the objective of conducting the election process properly and transparently.

The Executive Committee 2020-21 unanimously decided on the following:

- a) That the Election of the Office-Bearers and the Executive Committee for the year 2021-22 shall be held through secret ballot, if required at all, is in compliance of the provision/s of the Memorandum of the Block Association.
- b) That the appointment of the One-Member Electoral Panel is part of the pre-AGM exercise to maintain propriety and transparency.
- c) That it is mandatory to initiate the process of elections through secret ballot, if required, well in advance.



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d) That the appointment of Mr. Shashwat Nayak, who is not a resident of our Block, will lend a modicum of neutrality and impartiality in the process of the Elections through secret ballot, if required, to the next Executive Committee 2021-22.

e) That the President is empowered to ask the Secretary to appoint new Member/s of the One/Two-Member Election Panel in case the Member of the said Panel is absent or resign or opt out mid-way.

The Executive Committee vests the following powers to the Members of the Election Panel:

Mr. Nayak, shall be responsible for issuing notices on the key dates 1) distribution of nomination forms; 2) Submission of nomination forms; 3) Withdrawal of nomination forms; 3) Scrutiny of nomination forms; 4) Preparation of the final list of the Candidates in the fray in respect of specific posts and 5) and Display of such finalized list for the knowledge of the Members of our Block Association on the Notice Board of our registered office at 'Utsarga', at BA 122/1, Salt Lake, Kolkata 700064.

Mr. Nayak shall be solely responsible for and be in charge of conducting the elections through secret ballot, if required, on 12 September, 2021 (Sunday). Mr. Nayak shall also be responsible for counting the ballots and announcing the results, on the day of the AGM.

Mr. Nayak may appoint his own support staff to assist the whole election process after submitting a proper authorization letter to the President of our Association and approval from our president, mentioning the name/(s) of the staffs and their duties.

The Executive Committee also directs the Secretary:

- a) To assist Mr. Nayak and his team in ensuring that the process of election is smooth, transparent and as per the Memorandum of the Association.
- b) The Secretary in consultation with the President can appoint any one suitable candidate from among the Members to perform the roles of the Member/s of the Election Panel, in case the Member is absent/ resign is not available for whatever reasons, during the Election process.



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NOTICE

28 August, 2021

Election of the Executive Committee and Office-Bearers 2021-22 through Secret Ballot

Dear Members of BA Block Salt Lake City Residents' Association,

I the undersigned have been requested by the Executive Committee 2020-21 of Salt Lake City BA Block Residents' Association to take over as the Member of the One-Member Election Panel and help in the smooth conduct of the **Election of the Office-Bearers and the Executive Committee for the Year 2021-22** through secret ballot, if required at all, during the **42nd Annual General Meeting of the Block Association, scheduled to be held on 12 September 2021 (Sunday)**.

I give my consent to perform the tasks as defined by the Executive Committee 2020-21 of Salt Lake City BA Block Residents' Association and promise to do the job to the best of my ability and sincerity.

Accordingly, I have prepared a schedule of the Election Process as per which the Election of the Office-Bearers and Executive Committee 2021-22 through secret ballot, if required, shall be held on 12th September, 2021 (Sunday), during the 42nd Annual General Meeting of the Block Association.

The Elections through secret ballot will be held for the positions of **President (One); Vice-Presidents (Two), Secretary (One), Joint Secretary (One); Assistant Secretary (One); Treasurer (One) and Members of the Executive Committee (Fourteen)**.

THE FOLLOWING IS THE SCHEDULE

01 September 2021 (6 pm): Publication of VOTERS' LIST and display of the same on the NOTICE BOARD at 'UTSARGA' (BA Block Community Building), BA 122/1, Salt Lake, Kolkata 700 064.

03 September 2021 (from 7 pm to 9 pm): Issue of nomination papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.



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04 September 2021 (from 7 pm to 9 pm): Submission of Nomination Papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

05 September 2021: Scrutiny of Nomination papers.

06 September 2021 (from 7 pm to 9 pm): Withdrawal of Nomination Papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

09 September 2021: Publication of the FINAL LIST of the Candidates in the fray and Circulation of the same for the knowledge of the Members of Salt Lake City BA Block Residents' Association.

10 September 2021 (from 7pm to 8 pm) : All queries regarding the above may please be made at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

12 September 2021 (from 2 pm to 5 pm): Voting for the Executive Committee and Office-Bearers 2021-22 through Secret Ballot, if required at all. Timing may change if necessary on the day of AGM.

12 September 2021 (After Voting is completed): Declaration of results of Election of the Executive Committee and Office-Bearers 2021-22 by the Election Panel.

This is for your information please. I seek support and cooperation from you all.

The election of the executive committee for 2021-22 will be held following all Covid precautionary norms and social distancing as directed time to time by the both State and Central Government authority as we are still going through Covid pandemic and a lot of restrictions are imposed on us to protect ourselves. All respected members are also requested to follow this.

Enclosed please find a set of procedures and guidelines to be followed for the composition and election of the Office-Bearers and Members of the Executive Committee 2021-22 of Salt Lake City BA Block Residents' Association, by secret ballot, if required.

Regards and thanks,

(Shashwat Nayak)

Member, One-Member Election Panel



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PROCEDURES AND GUIDELINES TO BE FOLLOWED FOR THE ELECTION OF OFFICE-BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE 2021-22 BY SECRET-BALLOT, IF REQUIRED

1. In order to ensure greater transparency, a One-Member Election Panel comprising **Mr. Shashwat Nayak**, a well-known Advocate of the Calcutta High Court and a resident of AA-41, Sector-I, Salt Lake City, Kolkata-700064, will conduct the ensuing election of Office-Bearers and Members of the Executive Committee 2021-22 by secret ballot, if required.
2. All Members of the Salt Lake City BA Block Association (except defaulters) are eligible to cast their votes.
3. A Member will be termed "Defaulter" if his/her annual Membership fee is not cleared within 31 March 2021, of the last Financial Year (2020-21).
4. One Member can contest for one post only.
5. The list of eligible voters will be displayed on the Notice Board at "Utsarga", BA 122/1, Salt Lake, Kolkata-700064.
6. The One-Member Election Panel can select/ appoint Polling Officers/ Assistants, if required, to assist them in the smooth conduct of election of Office-Bearers and Members of the Executive Committee 2021-22.
7. The Election Panel will notify the election process along with the Election Schedule by 29th August 2021.
8. Election notification will be published at least 14 days before the date of election to be held during the Annual General Meeting of the Block Association scheduled for 12 September, 2021 (Sunday).
9. All eligible candidates must fill his/ her nominations in prescribed forms to be distributed by the Election panel as per schedule notified by them.
10. All willing candidates shall have to collect his/ her nomination forms from the Election Panel Members/ Member personally by putting his/ her signature in a register as per schedule decided by them, at "Utsarga" at BA 122/1, Salt Lake, Kolkata-700064. The Election Panel Member/ Members has/have the discretionary power to issue nomination form to an authorized representative (who is also a Member, and not a defaulter, of the Block Association) of a Member willing to contest.
11. Each nomination must be proposed by one Member, who is not a defaulter, and seconded by another Member, who is not a defaulter.
12. Election through secret ballot, if required, to be held on the day of the 42nd AGM of the Block Association scheduled for 12 September, 2021 (Sunday), and the results will be announced by the Election Panel Members/ Member at the AGM itself, as per the Agenda No 8 (To conduct General Elections to be held and to elect the Executive Committee and Office-Bearers for the Year 2021-22) is scheduled to come up for discussion.



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13. Nomination forms duly filled up must be submitted in person by the candidate concerned to the Election Panel as per schedule to be notified by the Election Panel, at "Utsarga", our Community Hall, at BA 122/1, Salt Lake, Kolkata 700064.
14. Candidates who wish to withdraw their candidature have the right to withdraw their nomination forms as per schedule to be notified by the Election Panel, at "Utsarga", at BA 122/1, Salt Lake, Kolkata 700064.
15. After scrutiny of all nomination forms, the final list of eligible candidates will be displayed by the Election Panel on the Notice Board at "Utsarga", at BA 122/1, Salt Lake, Kolkata 700064,
16. All the 21 Office-Bearers and the Members of the Executive Committee are to be elected through secret ballot, if required.
17. If the total number of contesting candidates is more than 21, then the top 21 vote-getters will be elected to the Executive Committee for the year 2021-22.
18. Since the election of Office-Bearers and the Members of the Executive Committee for the year 2021-22 is part of the Agenda 8 at the 42nd Annual General Meeting (as per the Memorandum of the Association), such an exercise will take place on the day of the ensuing AGM itself.
19. As per the Memorandum of the Association, one Assistant Secretary and two Executive Committee Members will be co-opted at the first Executive Committee Meeting of the newly-constituted Executive Committee for the year 2021-22.
20. The cost of printing, stationeries, refreshment, if any, conveyance, if any, honorarium for the Member of the One-Member Election Panel and his team, if any, or anything that is related to the election process, will be borne by the Block Association.
21. The office of the Election Panel will be at "Utsarga", at BA 122/1, Salt Lake, Kolkata 700064.

This is for your information please. We seek support and cooperation from you all

(Shashwat Nayak)

Member, One-Member Election Panel