

**OFFICE OF THE ELECTION OFFICER**

**NOA ELECTION- 2021**

**CIRCULAR No. 2**

Ref: NOA/EO/ 2021/002

Date: 01.07.2021

Consequent upon appointment of undersigned as "Election Officer" for constitution of new Executive Body / Managing Committee of "**NHPC OFFICERS' ASSOCIATION**" through election, the nominations for the following posts are invited:

**Part.A: Corporate Office (Through Voting)**

- |   |   |        |
|---|---|--------|
| 1. President                                | - | 1 No.  |
| 2. Vice-president                           | - | 1 No.  |
| 3. General Secretary                        | - | 1 No.  |
| 4. Joint Secretary                          |   |        |
| (i) Joint Secretary (General)               | - | 1 No.  |
| (ii) Joint Secretary (Admin.)               | - | 1 No.  |
| (iii) Joint Secretary (Welfare)             | - | 1 No.  |
| (iv) Joint Secretary (Project Coordination) | - | 1 No.  |
| 5. Treasurer                                | - | 1 No.  |
| 6. Assistant Treasurer                      | - | 1 No.  |
| 7. Executive Member                         | - | 5 Nos. |

**TOTAL      14 Nos.**

**Part.B: Projects, Power Stations and Regional Offices - Regional Secretary (Through Voting)**

**11 Nos posts for Regional Secretary as per the constitution of NOA are as below:**

SI No.	Name of Post	Units
1.	Regional Secretary (Srinagar)	Nimmo-Bazgo, Chutak, Uri-I, Uri-II, Kishanganga, Srinagar L.O etc.
2.	Regional Secretary (Jammu)	RO-Jammu, Salal, Dulhasti, Bursur, CVPPL, Ratle etc.
3.	Regional Secretary (Ravi)	RO-Banikhet, Bairasiul, Chamera PS-I, Chamera PS-II, Chamera PS-III, SEWA-II, PID Pathankot etc.
4.	Regional Secretary (Parvati)	R.O-Chandigarh, Parbati-II & Parbati-III, Duggar etc.
5.	Regional Secretary (Uttarakhand & UP)	DGPS, Kotlibhel (IA), Chungar Chal, Garba Tawaghat, Gori-Ganga, Dhauliganga Intermediate, Kharmoli Lumti Tuli, Tanakpur, BSUL, L.O-Lucknow etc.
6.	Regional Secretary (East)	RO-Siliguri, PID-Siliguri, TLDP-III, TLDP-IV, BRRP, Loktak, Loktak D/S, Kolkata, Loktak & Loktak D/S etc.



7.	Regional Secretary (Sikkim)	Rangit PS, Teesta-V PS, Teesta-IV, Teesta-VI, Rangit-IV, Lachen etc.
8.	Regional Secretary (Subansiri)	Subansiri Lower Project, LO-Guwahati etc.
9.	Regional Secretary (Itanagar)	RO-Itanagar, Tawang & Dibang Basin Projects etc.
10.	Regional Secretary (South)	NHDC – Bhopal / Indra Sagar/ Omkareswar /R&R Khandwa, LO-Mumbai etc.
11.	Regional Secretary (C.O)	CO-Faridabad, Solar-Tamil Nadu, Wind Power-Jaisalmer, Solar-Odisha etc.

The following schedule is hereby notified for conduct of election at Corporate Office for post at Part-A and Part-B above:

#### **ELECTION PROGRAMME:**

Sr. no.	Events	Date and Time	Remarks
1.	Filing of Nomination Forms	From 14.07.2021 (10:00 Hrs) to 20.07.2021 (17:00 HRS)	O/o Election Officer, i.e. <b>Room No.- 209, Second Floor, Jyoti Sadan / email.</b>
2.	Scrutiny of Nomination Forms	22.07.2021 (up to 15:00 Hrs)	
3.	Display of list of valid nominations	22.07.2021 (17:00 Hrs)	
4.	Last Date of withdrawal of nominations	26.07.2021 (up to 15:30 Hrs)	
5.	Display of Final list of contesting candidates.	26.07.2021 (17:00 Hrs)	
6.	Date of Polling for Project/ Units	18.08.2021 (10:00 Hrs to 17:00 Hrs)	
7.	Polling at Corporate Office, Faridabad (if required)	02.09.2021 (10.00 Hrs to 17:00 Hrs)	Ground Floor, Conference Hall, Neer Shakti Sadan.
8.	Counting of votes and declaration of results	03.09.2021 (10:00 Hrs onwards)	1 <sup>st</sup> Floor, Conference Hall, Jyoti Sadan.


#### **INSTRUCTIONS:**

- Election is to be conducted maintaining COVID appropriate behavior across the all locations of NHPC. In this regard, Guidelines issued by Govt. of India/ State Govt./ District Administration/ NHPC time to time shall have to be followed strictly.
- Employees having valid membership of the Association on or before **28.06.2021** shall be eligible to contest/ vote in the election. List containing voting rights shall be published/displayed by **13.07.2021**.
- All the members are requested to check their names in the list provided by association, which is available with NOA office/ O/o EO. If there is any discrepancy, members are requested to contact VP/GS of the association for rectification by **15.07.2021 (17:00 Hrs)**. Association shall intimate the correction(s)/ rectification(s) (if any) to EO **on or before 19.07.2021 (17:00 Hrs)**. Amended List (if any) shall be published by **20.07.2021 (14:30 Hrs)**.

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- Nomination form can also be obtained from the office of the undersigned from **14.07.2021 (10:30 Hrs) to 20.07.2021 (15:00 Hrs)** or may be printed as enclosed at **Annexure-II**.
- Any 'Proposer' or 'Seconder' for the nomination purpose can propose / seconds only one candidate for a particular post.
- To encourage maximum members to come forward and actively participate in Executive Body / Managing Committee, it is decided that any candidate can contest for only one post. **If any candidate file nominations for more than one posts, he/she will be allowed to choose any one post on or before 'Last Date of withdrawal of nominations'.** After that, no request for change in nomination shall be allowed and nominations of the candidate shall be cancelled for all the posts.
- Nomination forms duly filled in all respect shall be submitted to undersigned latest by **20.07.2021 (17:00 Hrs)**.
- Considering the connectivity issues at projects, voting will be started earlier from **18.08.2021 (10:00 Hrs)**.
- Members posted at projects/ units can cast their votes through physically on **18.08.2021 (10:00 Hrs to 17:00 Hrs)**.
- Member posted at Corporate Office shall cast their votes personally at voting centre i.e. **Ground Floor, Conference Hall, Neer Shakti Sadan** on the date and time notified above.
- All the members are requested to bring Identity Card issued by the NHPC Limited or any other documents issued by Govt. related for their identification to facilitate the smooth conduct of election.
- **Any objection/ suggestion regarding conducting of election as above, may be raised within 4 working days of notification (i.e. up to 07.07.2021, 14:00 Hrs).** No further clarification/ correspondence /suggestion shall be entertained in this regard. Changes/ amendment, if any, in above procedure shall be notified on 13.07.2021. **Order of the Election Officer will be final and binding to all.**
- All members are requested to check 'Notice Board' at the 2nd Floor, Jyoti Sadan, NHPC Office Complex, Sector-33, Faridabad (HR) / website of NOA (noanhpc.org) /other electronic modes regularly for all the latest updates regarding ongoing election.
- Code of conduct for the members of NHPC Officers' Association for elections – 2021 has been issued as **Annexure-I** and binding to all.

 01/07/2021

(Ajai Kumar Yadav)  
Election Officer,  
NOA Election-2021,  
Mobile No. 8527241842  
Email: [akyadav\\_2004@yahoo.co.in](mailto:akyadav_2004@yahoo.co.in)

**Copy for information to:**

1. GM (Tech.) to CMD, NHPC Ltd.
2. Director (Projects), NHPC Ltd.
3. Director (Technical), NHPC Ltd.
4. Director (Personnel), NHPC Ltd.
5. Director (Finance), NHPC Ltd.
6. All Regional Heads.
7. Head of All PS/ Projects/Units.
8. District Registrar of Societies, Delhi.
9. Dy. Commissioner, Faridabad.
10. The President/ Secretary, NHPC Officers' Association.
11. All Notice Boards.
12. NOA website (noanhpc.org)
13. NHPC Intranet.



**CODE OF CONDUCT FOR THE MEMBERS OF NHPC OFFICERS'**  
**ASSOCIATION FOR ELECTIONS - 2021**

**Introduction :**

This code of conduct shall be applicable to the current **NHPC OFFICERS' ASSOCIATION (NOA)** Governing Body and the candidates contesting the elections of the '**NOA**' Governing Body for which these elections are being held.

This code of conduct will enforce from immediate effect for conducting free & fair elections for the Governing Body of '**NOA**' and will remain in force till results of the election are declared.

**Code of Conduct for the existing Governing Body:**

**Dos**

- ✓ Extend full administrative support to the Election Officer/ his representatives to conduct smooth, free and fair election. Such support will include providing updated list of members to the Election Officer and making available all required administrative infrastructures of the '**NOA**' to the Election Officer to conduct the election.
- ✓ Continue to conduct such activities which are required for maintaining day to day functions of the **NOA**.

**Don'ts**

- X. Do Not start any new/fresh project/work on its own or through any agency other than routine/day to day work of the association/society. In case such a work is required on emergency, please notify the Election Officer and will act in accordance with the permissions.
- X Do Not call any meeting of the members of the association to discuss or decide upon any issue.
- X. Do Not organize any Cultural Function (other than retirement or relieving parties/ functions) or promotional event that may affect free & fair election process in the premises of NHPC CO / NHPC Residential Colony, Faridabad/ Project Premises.
- X Status Quo should be maintained and Do Not nominate any new member to the Governing Body or remove/sack any existing member of the Governing Body.
- X Do Not initiate any new/fresh legal case. The Welfare Association can, however,





continue to make representations in existing legal cases/matters on the dates of regular hearings.

- X. Do not change any service provider involved in regular services to the Association (if any). In case such a change is warranted on account of any emergency, please notify the Election Officer and act in accordance with the direction of the Election Officer.
- X. Do not allow use official vehicles, equipment or premises of the Welfare Association for the benefit of any person contesting elections.

**Code of Conduct for the contesting candidates:**

The candidates contesting for the position of the Governing Body shall strictly abide by the followings:

**Dos**

- ✓ Carry out the election campaign in a peaceful manner maintaining social distancing norms and following Covid Protocol.
- ✓ Undertake canvassing in a peaceful manner through seat to seat campaigns / voice/ message/group meetings or use of electronic media network (i.e. Website, Facebook, Emails, WhatsApp etc.).

**Don'ts**

- X Use loudspeakers for canvassing or organizing group meetings is prohibited.
- X. Do not put posters in the premises of NHPC Ltd. However, distribution of pamphlets to the voters are permitted.
- X. Do Not involve persons who is not a member of 'NOA' for campaigning.
- X. Do Not cause or threaten to cause physical harm to voters, other candidates, Election Officer or election team or other volunteers involved in the election process.
- X. Do not make derogatory statements against people belonging to any caste, religion, state/country, race, sex or by profession.
- X. Do Not offer or promise to offer monetary benefits, gifts or any other inducement to the voters.
- X. Do not prohibit Election Officer or other officials and volunteers involved in election duty from performing his/her/their duties.
- X. Do not conduct campaign or interact with the Election Officer or other officials or enter




the premises where voting or counting is undergoing under the influence of alcohol or other intoxicants.

- X. Do not use 'NOA's official communication medium for campaigning or canvassing for election.

**Enforcement of Code of Conduct:**

The Election Officer, after receiving a written complaint from any contesting candidate or member of NHPC Officers' Association or any governing body member will initiate an enquiry and will provide an opportunity to the concerned candidate to make an oral/written representation. After considering all the representations the Election Officer in consultation with his election team will pass appropriate orders. Such order may include warning or disqualification of candidature of one or more candidates. Order of the Election Officer will be final and binding to all.

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 01/07/2021

(Ajai Kumar Yadav)  
Election Officer,  
NOA Election-2021,  
Mobile No. 8527241842  
Email: [akyadav\\_2004@yahoo.co.in](mailto:akyadav_2004@yahoo.co.in)

**OFFICE OF ELECTION OFFICER**  
**NHPC OFFICERS' ASSOCIATION**

**NOA ELECTION – 2021**

*NOMINATION FORM FOR ELECTION TO THE CENTRAL EXECUTIVE BODY/REGIONAL  
BODY (NOA)*

Nomination for the Post	
Name of Member	
Membership No.	
Employee No.	
Date of Filing Nomination Form	
Signature	
Proposer	
Name of Member	
Membership No.	
Employee No.	
Signature with Date	
Secunder	
Name of Member	
Membership No.	
Employee No.	
Signature with Date	

**Acknowledgement**

Receipt No. 2021/

NOA Election Office has received Nomination from Sh./ Smt.

.....for the post of ..... on..... through  
e-mail (scanned) / By-hand.

Date:

:

Authorized Signatory/  
Election Officer



**OFFICE OF THE ELECTION OFFICER**

**NOA ELECTION- 2021**

**CORRIGENDUM. 1**


Ref: NOA/EO/ 2021/003

Date: 02.07.2021

Keeping in view the 'RULES AND REGULATIONS OF THE NHPC OFFICERS' ASSOCIATION', following modification in the 2<sup>nd</sup> Para under 'INSTRUCTIONS' in the Circular No. 2 issued on 01.07.2021 is hereby made:

Sl. No.	Existing Provision	Amended Provision
1.	• Employees having valid membership of the Association on or before <b>28.06.2021</b> shall be eligible to contest/ vote in the election. List containing voting rights shall be published/displayed by <b>13.07.2021</b> .	• Employees having valid membership of the Association on or before <b>28.06.2021</b> shall be eligible to vote in the election.  However, a life member is eligible to vote but a member will be eligible for nomination who has been on the rolls of NOA for more than 6 months till the date of election.  List containing voting rights shall be published/displayed by <b>13.07.2021</b> .

All other terms & conditions of the Circular shall remain unchanged.

  
02/07/2021

(Ajai Kumar Yadav)

Election Officer,

NOA Election-2021,

Mobile No. 8527241842

Email: [akyadav\\_2004@yahoo.co.in](mailto:akyadav_2004@yahoo.co.in)

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