

Date : 27/03/2025

## CIRCULAR

Dear Colleagues,

1. Next CGLA Executive Body will be formed latest by the 30th day of April, 2025. Election process will be completed by the 30/4/2025. Election procedure dates are given below :

i) Last date of filled nomination form received in the Office	05 April, 2025
ii) Last date of Nomination form withdrawn	08 April, 2025
iii) Last date of ballot paper dispatched	11 April, 2025
iv) Last date of filled ballot paper received in the office	25 April, 2025
v) Counting of Ballot paper	26 April, 2025
vi) Election result will be finalized	28 April, 2025
vii) Election results announcement in the next Annual General body Meeting (AGM)	

2. The following Posts of executive body will be elected as per constitution of CGLA.

- i) President
- ii) Vice President -2
- iii) General Secretary (based on Dehradun and surrounding area)
- iv) Joint Secretary -2
- v) Treasurer (based on Dehradun and surrounding area)
- vi) Liaison officer- ( any person who are Central Government/Autonomous Body of the Central Government)
- vii) Members – 5 (any person from members of Central Government/Autonomous body of Central Government)

Librarian/Legal Adviser and two Executive body members of the Association will be nominated/opted on the recommendation of the President, General Secretary and executive members.

Election Memorandum is enclosed for ready reference.



( J.B. Goyal )

Election Officer

44, Vishnu Lok, PO- Raipur

Tapovan Road, Dehradun-248008

Note :It is requested to all members, please send their Nomination form and Ballot papers to the Election Officer at the address given above.

# CENTRAL GOVERNMENT LIBRARY ASSOCIATION

## **ELECTION MEMORANDUM**

The Executive Body Committee shall act on the behalf of the General body in an executive capacity and deal with all organizational and financial matters.

( A ) **Formation** : Executive Body Committee will be elected by the election of the electoral and it will consist of:-

President - One

Vice President – Two (1 +1)

General Secretary – One

Joint Secretary – Two (1+1)

Treasurer - One

Liaison Officer – One

Librarian – One

Legal Adviser - One

Executive Members – Seven (5 +2)

Past Presidents and Past General Secretaries will be Ex-officio members.

(1) Conditions for formation of Executive Body Committee

- i. All the Office – Bearers shall be elected bi-annually.
- ii. Election of all Office - Bearers shall be conducted in accordance with the directions laid in the Regulations of the Association and as decided by the Executive Body.
- iii. No member shall hold the same office post more than three Consecutive terms or Six years.
- iv. General Secretary and Treasurer will be elected who belong to Dehradun and surrounding area. Rest posts are opened for all over India.
- v. President, Vice President, General Secretary, Joint Secretary, Treasurer, Liaison Officer and Five Executive members will be elected by the election of the electoral. Librarian and two Executive body members of the Association will be nominated on the recommendation of the President, General Secretary from the elected members and executive members.

The following members will participate in election for Executive committee. they are: -

- (a) All the members of the Association who are working in the Central Government, Central Govt. Autonomous body institutions and retired persons from both.
- (b) All the donors/ institutional life members of the Association of the Central Government, Central Govt. Autonomous body institutions and
- (c) All the elected members of the different recognized branches of the Association.

The results will be declared in the General Body Meeting.

(2) Terms & Conditions for Electing Posts

The following terms & conditions will apply for electing the President, General Secretary, Joint Secretary, Treasurer, Liaison Officer and other office bearers of the Association.

a). President

i). Must have 15 years of experience as a librarian.

ii). Must have attained the age of 40 years.

iii). Have knowledge of library services, functions of the Association and should have active interest, contribution and service in the field.

b). General Secretary/ Joint Secretary

- i) Must have 10 years of experience in the field of library science.
  - ii). At the time of election must have attained the age of 35 years.
  - iii). Must have worked at any one post in the executive body.
- c). Liaison Officer
- i) Must have 10 years of experience in the field of library science.
  - ii). At the time of election must have attained the age of 35 years.
  - iii). Must have worked at any one post in the executive body.
- (d) Treasurer
- (i) Must have 10 years of experience in the field of library science.
  - ii). At the time of election must have attained the age of 35 years.
  - iii). Must have worked at any one post in the executive body.
- (a) Executive Body members may be from any membership holds of the Association
- (b) Legal Advisor: Must have a degree of LLB and an exposure as a registered legal practitioner

## **ELECTION PROCEDURE**

- (1) All valid Institutional and Individual members of the Association whose names are in the membership register of the Association before 1st January of the election year and who have paid their annual subscription by 30<sup>th</sup> June of the election year are eligible to propose, stand and vote in the election to any elective office bearer of the Association as per Chapter IV (A)-- of the Constitution of the Association.
- (2) The Election of all Office Bearer namely President, Vice President (two), General Secretary, Joint Secretary (Two), Treasurer, Liaison Officer and Five Executive members shall be held by Ballot.
- (3) For the purpose of the Election, of the Governing body, General Secretary shall publish a final list of valid members, after due scrutiny and authentication by the Election Officer.
- (4) The Governing body of the Association shall appoint an Election Officer amongst the valid members of the Association. The Election officer, if he desires may select one or two valid members to assist him and he may be assigned some responsibility to them.
- (5) The Election Officer and two persons nominated by him to assist in election work shall not be office bearers of the Association for the current term and must not be contestant to any office in the insuring election of the Association.
- (6) CGLA office shall provide full secretarial and financial assistant to the Election Officer for conducting election.
- (7) The details of election procedure to be followed by the Election Officer shall be in accordance with the recommendation of the Governing Body.

Election Officer

*CENTRAL GOVERNMENT LIBRARY ASSOCIATION*  
*CGLA Executive body Election*  
*Last Date for submission of Nomination Form: ~~15/04/2025~~ 05/4/2025*

**NOMINATION FORM**

Sl. No. \_\_\_\_\_

Dated \_\_\_\_\_

**Applied for the Post :** -----

Name : -----

Designation : -----

Organisation : -----

Address : -----

City : -----

Phone : -----

E-Mail : -----

Fax : -----

Whether CGLA Members (Life/ Ordinary/ Organisation):

Recommended by (any life member):

(Note: Pl submit the nomination Form duly filled along with photocopy of aadhar)

Date:

**Signature of the candidate with Name**

Place

☞ ----- For Office Use -----

Date of receipt-----

Name of Post:-----

Sl. No. -----

Signature of the Election Officer