



FORUM OF WOMEN IN PUBLIC SECTOR



(Under the aegis of SCOPE)

Ms Varsha S Raut, President, WIPs, WR
Sr. Manager(O)
rvarsha@indianoil.in

Indian Oil Corporation Ltd.
Indian Oil Bhavan,
Plot No. 33, G-Block, Bandra-Kurla Complex,
Bandra(E), Mumbai – 400 051.
Phone : 022-26722748
Mobile : 9769419996

Ref.No: WIPS/WR/Election 2018-20/1

Date : 07.03.2018

NOTICE FOR ELECTION OF WIPs OFFICE BEARERS, WESTERN REGION (2018-2020)

Notice is hereby given for election / nomination process during the meeting of Regional Executive Body (REB) scheduled on **28th March, 2018** at Mumbai for the new team of the Regional Executive Body, WR elects for the new term of office from 1st April, 2018 to 31st March, 2020.

The venue for the meeting & election will be held at **The Press Club Mumbai**, Glass House, Azad Maidan, Mahapalika Marg, Mumbai from 2:00 pm to 5:00 pm. Since, elections are to be held for the post of Regional Functional Committee (RFC) and Executive Committee (EC) members, all the RFC members, present EC members, Coordinators / Unit Representatives / Life members from Western Region are requested to ensure their presence on 28th March, 2018. Prior to the election, Coordinators / Unit representatives are requested to forward the Life Members list to President, WIPs WR by email on or before 15th March, 2018 for consolidation.

Nomination Forms (**Form - 2**) is being sent to RFC, EC members, Coordinators / Unit Representatives along with a copy of this letter.

Regional Election Guidelines :

Rule 8 Regional Executive Body :

Each Region shall have a maximum of 20 office bearers with the following composition; President, Vice President, Secretary, Treasurer, (the four to be known as Regional Functional Committee), other ordinary Executive Members (EC) which would include Jt. Secretary, Jt. Treasurer, etc.

Eligibility :

- 1 Maximum tenure of an RFC post at a stretch is 2 terms (4 years) however they can seek election again for any other elevated post.
- 2 At least 2 RFC members, including Treasurer should be from one location, for operational effectiveness (this need not be a restrictive condition though preferable)
- 3 All 4 RFC members should be from 4 different organizations.
- 4 To be an ordinary EC member one should be a) Life member or a coordinator of Corporate life member and b) should have been an active worker of the Forum for a minimum of two years.
- 5 To hold office of Vice President, Secretary and Treasurer one should have worked as an EC member for two years and should have attended at least 2/3rd of the total number of REB meetings in the last 2 years.
- 6 The members who are eligible to vote for Regional Functional Committee include any individual Life members and organizational Coordinators / Unit Representative of Corporate life member organizations of the Forum from respective Region.

..2/-



FORUM OF WOMEN IN PUBLIC SECTOR



(Under the aegis of SCOPE)

: 2 :

Regional Election Procedure :

1. APEX letter of intimation of National Meet and election notification with nomination forms had been circulated to Regional President / Secretary which had also been subsequently forwarded to REB / Coordinators of Corporate Life members. Now the election notice for Regional Election is being circulated by the sitting President / Secretary to all REB / Coordinators and they in turn will intimate this election notice to individual life members.
2. The proposer and seconder shall be from two distinct organisations.
3. As far as possible the EC members shall be drawn from different PSUs to give appropriate representations.
4. Each Region's President / Secretary shall inform the AFC fifteen days before the date of their election meeting by fax, email, mobile message or a letter by post.
5. AFC members may be invited as an observer (s) at such election or may be represented by an observer nominated by AFC from the concerned region so that information exchange is ensured.
6. The list of full team shall be ready within 48 hours of the election meeting of the region and sent to President / General Secretary of the APEX by the President / Secretary of each region.

General Conditions :

- The Regional President / Secretary and EC members are required to ensure that this election notice shall reach all the coordinators and life members on time along with the nomination forms. The election notice will also be posted on our web site www.wipsapex.co.in.
- Members who contest should be present during the election process. However, only on exceptional grounds leave of absence to the eligible contesting member will be approved by majority of REB members present, which meets prior to the elections.
- Members, who are eligible to vote also, should be physically present at the venue on the Election Day to nominate and vote. Those who are eligible to vote can give nomination in the prescribed form (**Form - 2**) to the Election Officer. All RFC members and EC members from Western Region are to ensure their presence on 28th March, 2018 at the above venue.
- Regional President / Secretary is requested to hand over the list of current RFC, EC members along with their organizations name, official designation and location of posting, address for communication and contact details with their mobile numbers to the election officer & election observer nominated by APEX.
- Regional President (Elect) has to complete the process of ratification / revalidation of the President (Elect) and election to the post of Vice President, Secretary, Treasurer and EC members of the respective region latest by 31st March, 2018. If is not complete by this time, the newly elected APEX Functional Committee will be responsible for the entire Regional Election process including for the post of Regional president.
- The person proposing the nomination should be from a different organization from the person seconding the name. Nominations Form should be complete in all respects, failing which it will be rejected. **Nominations should reach latest by 1:30 pm on 28th March, 2018.** Voting will be by **secret ballot only**.
- Present member of the Regional team or any other eligible member who do not want to be elected / reelected will clearly indicate their views at the venue and the voting members may suitably modify their nomination in a fresh form.
- Verbal consent of the office bearer who is to be nominated may be taken by the concerned. Written consent of the elected office bearers will be taken on confirmation of successful election.

..3/-



FORUM OF WOMEN IN PUBLIC SECTOR



(Under the aegis of SCOPE)


: 3 :

- Only Individual Life Members who are in service will be eligible to vote.
- **The condition of fulfilling 2 years balance service as on 1st April 2018 for contestants to the posts to be strictly adhered to and self-certification in this regard will be given to the Election officer before election.**

The growth of this Forum will depend on selection for the right team leaders, both at Apex and Regional level. We need willing, effective and honest leaders, who can give quality time and guidance to take this Forum forward. We are really very fortunate to have such a well- recognized and acceptable platform in PSUs to create value for our women as well as for our respective Organization we serve. Hope this point is kept in our mind, while making the right choice.

Note : The nomination of the contestant should be supported with the authentic credentials indicating their eligibility as per election notice. This will facilitate the election officers while scrutinizing the nominations and will also save time. If any information and document submitted is found to be false / incorrect at any time, the contestant's election / status in RFC / REB shall be cancelled immediately and action as deemed fit will be taken against her.

Wishing you all the best.


(Varsha S Raut)
President, WIPS, WR

Encl : Nomination form

To : The list CEOs of Corporate Life Members in the Region.

: All REB Members (2016-18), Coordinators / Unit Representatives (Coordinators / Unit Representatives are requested to send copy of this communication to your organization's life members)

: President, WIPS, APEX; General Secretary, WIPS, APEX



FORUM OF WOMEN IN PUBLIC SECTOR



(Under the aegis of SCOPE)

FORM - 2

Rules of WIPS

Annexure- 1

Rule 5 (C)

REGIONAL EXECUTIVE BODY (REB) NOMINATION FORM FOR ELECTION OF VICE PRESIDENT, SECRETARY, TREASURER AND OTHER EC MEMBERS

For the years 2018 - 19 and 2019 - 2020 (to be nominated by the Coordinators, EC members and Life members of the respective region)

	Designation	Organization
Vice President	: Ms	
Secretary	: Ms	
Treasurer	: Ms	
EC member	: Ms	

Note : The person proposing the nomination should be from a different organization from the person seconding the name.

Proposed by

Name	Designation	Organization	Signature
------	-------------	--------------	-----------

Seconded by

Name	Designation	Organization	Signature
------	-------------	--------------	-----------