

Central Government Employees Welfare Housing Organization

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No. A-520/2/PMC

28th May, 2015

To,

All the allottees of Bhubaneswar Ph-II Housing Scheme.

Subject : Formation of Project Monitoring Committee (PMC) - Application for election as Member

Sir/ Madam,

It has been decided by General Body & Governing Council of CGEWHO to constitute a Project Monitoring Committee (PMC) for each ongoing project, the 'Terms of reference' of Project Monitoring Committee (PMC) shall be as under :

- i) A Project Monitoring Committee (PMC) shall be constituted for each ongoing project to review the progress of project.
- ii) There shall be 02 (TWO) representative member from the Governing Council i.e. from M/o Law or M/o Finance or M/o Personnel or M/o HUPA (Officers not below the rank of Dy. Secretary Level) and 02 (Two) allottee members from project.
- iii) Member Secretary of the Governing Council i.e. CEO, CGEWHO shall be the Chairman of Project Monitoring Committee (PMC).
- iv) Any allottee of the project is free to submit his/her nomination and get elected as a member in the Project monitoring Committee(PMC)
- v) Project Monitoring Committee (PMC) shall meet once in six months and shall review the progress of project.
- vi) TA/DA Expense of the representative of the Governing Council (i.e. Ministry officials) shall be borne by the concerned Ministries. In case it is not paid by the concerned ministry it shall be met by CGEWHO from respective project A/c. TA/DA expense of officers & staff of CGEWHO and allottees members of PMC shall be borne by the CGEWHO from the respective project account. CGEWHO shall not be responsible for any stay or conveyance arrangements for the member of Project Monitoring Committee (PMC).
- vii) The expenditure for convening the meeting at project site in the process shall be borne by CGEWHO from the respective project account.
- viii) The elected member of Project Monitoring Committee (PMC) shall be entitled for TA/DA at the approved rate for attending the meeting of Project Monitoring Committee (PMC) convened at Project site.

2. Accordingly the constitution of Project Monitoring Committee (PMC) Bhubaneswar Ph-II shall be as under :

Sl	Details of Member	Position/Designation
1.	CEO, CGEWHO	Chairman
2.	Shri N R Battu, Dy Leg. Counsel; Rep. M/o Law	Member
3.	Shri. A N Jha, Under Secy. Rep. of M/o HUPA	Member
4.	Two (2) allottee of the project as Representatives	Member

:2:

3. To start with the process of constitution of the Project Monitoring Committee (PMC) and obtain the nomination from the allottee(s), who are interested to be nominated/elected as member of Project Monitoring Committee (PMC), you are requested to forward your application for election as member of Project Monitoring Committee (PMC) of Bhubaneswar Ph-II Project in the enclosed 'PROFORMA' at Annexure-I to this office by 1st July 2015 failing which, it will be presumed that you are not interested in nomination yourself as member of Project Monitoring Committee (PMC). Nominations received after 1st July 2015 will 'NOT' be considered.

4. The details of nominations received through above process shall be informed to all the allottee of the project for their information. A date of General Meeting of all the allottee(s) shall also be fixed with agenda to elect Allottee Member 02 (Two only) of Project Monitoring Committee (PMC). Chairman Project Monitoring Committee and other representative member's i.e. from M/o Law or M/o Finance shall be present during the meeting. Allottee(s) of the project shall also be requested to participate in the election process and be present on the date of the General Meeting at the Project site. In case an allottee is not in a position to attend this General Meeting he will have the option to exercise his/her franchisee through postal ballot. Such allottee may exercise his/her franchisee through postal ballot. Such allottee may exercise his/her franchisee by ticking the choice on postal ballot paper, sign and return the same to respective Project Manager/Project In-Charge within a stipulated date. One of the member of the Project Monitoring Committee (PMC) shall be detailed as Presiding Officer for election by Chairman, Project Monitoring Committee (PMC). Project Manager/Project In-Charge shall assist the election process on the date of general meeting /election. Presiding Officer shall conduct the election process, count the vote(s) in person along with the Postal Ballot received within the stipulated date by Project Manager /Project In-charge and declare the result.

5. The details of elected member's of Project Monitoring Committee (PMC) shall be intimated to all the allottee(s) by post and also be published in the website of CGEWHO.

6. Please note that no TA/DA shall be admissible to allottee(s) for attending the General Meeting to elect representative of allottee(s). However, TA/DA to the elected representative of Project Monitoring Committee (PMC) shall be admissible for attending the subsequent meeting of Project Monitoring Committee (PMC) as per the rules.

Encl : As above.

Yours faithfully

(M K Maity)
Deputy Director (Administration)
For Chief Executive Officer

Copy for Information to:-

Shri Narayana Rao Battu Dy. Legislative Counsel M/o Law R No. 430 'A' Wing 4 th Floor Shastri Bhawan New Delhi	---- For information
Shri A N Jha Under Secretary (AA) M/o HUPA, Nirman Bhawan New Delhi	---- For information

CGEWHO

Bhubaneswar (Phase-II) Project

APPLICATION FOR ELECTION AS MEMBER OF PROJECT MONITORING COMMITTEE

1. Name of the Allottee:

2. Registration No.:

3. Father's Name:

4. Address:

Ph No.E-mail.....

5. Whether interested to be nominated as member of Project Monitoring committee of Bhubaneswar PH-II Project in accordance to the Terms of Reference (as mentioned in Letter No. A-520/2/PMC dated 27.05.2015 of Project Monitoring Committee.

Yes

No

UNDERTAKING

I S/o..... hereby give my nomination and consent for elections member of Project Monitoring Committee for Bhubaneswar Ph-II Project of CGEWHO.

I hereby further undertake to abide by the rules and regulation of the CGEWHO and the Term of Reference (as mentioned in Letter No. A-520/2/PMC dated 27.05.2015 of Project Monitoring Committee.

Signature.....

Name.....

Regn No.....

Address.....

Date

Place

LAST DATE OF RECEIVING NOMINATION 01.07.2015