

From the desk of  
**CA Narendra Kumar Mitruka**  
Chief Electoral Officer  
Maharaja Agrasen Research And Service Foundation  
Maharaja Agrasen Hospital, P.O. - Fulbari, Dist:-Jalpaiguri - 734015

Date: 25.02.2025

Respected Trustees,

As you all know that the present Board of Trustees is scheduled to complete its tenure by 31-03-2025 and the new Board for the term 2025-2027 has to be elected. The Executive Board of Trustees in a meeting dated 9<sup>th</sup> February, 2025 has taken the decision to hold the election of the Board of Trustees for the term 2025-2027. The Trustee members will elect 31 members to the Board of Trustees within 31-03-2025, vide clause No. 3 of the Memorandum and Articles of the Trust Deed (as amended upto date). As per the decision taken in Executive meeting of Board of Trustee dated 09.02.2025, The election for the Board of Trustees for the term 2025-2027 will be held on Sunday 23-03-2025 at Maharaja Agrasen Sulochana Mansi Jajodia Nursing Hostel, Behind Maharaja Agrasen Hospital, Fulbari.

I am thankful to Trust Board for appointing me as the Chief Electoral Officer for the term 2025-27. Sri Ramesh Kumar Jhawar (Advocate), Nehru Road, Siliguri (Mobile: 94340-64678) and Sri Gitesh Tibremaal, Logic Fusion, Sevoke Road, Siliguri (Mobile: 94340-30091) will be other Election Committee members along with me.

Please read the following instruction carefully:-

**Eligibility:**

**Any Trustee of the Foundation can contest the election for the Board of Trustee.**

**ELECTION PROGRAMME/SCHEDULE**

<b>Publication of eligible Trustee/Voters List</b>	Final List of eligible Trustee/Voters as provided by the Trust, will be displayed on the Notice Board on 26-02-2025 by 11.00 AM at Maharaja Agrasen Hospital, Fulbari, Siliguri
<b>Issuance of Nomination papers</b>	The nomination papers will be available at the office of Chief Electoral Officer, 1 <sup>st</sup> Floor, Maharaja Agrasen Hospital, Fulbari, Siliguri, from 27-02-2025 to 05-03-2025 (11.00 AM to 5.00 PM)
<b>Date and Place of submission of Nomination papers</b>	Office of Chief Electoral Officer, 1 <sup>st</sup> Floor, Maharaja Agrasen Hospital, Fulbari, Siliguri Dist - Jalpaiguri or at the chamber of <b>CA Narendra Kumar Mitruka, Chief Electoral Officer</b> , 1st floor, National Commerce House Building, Church Road, Opp. Modella Caretaker School, Siliguri. Phone No. :94340-95411 <b>between 11.00 AM to 6.00 PM from 04-03-25 to 06-03-25</b>
<b>Last date for submission of Nomination papers</b>	Last date for submission of nomination paper is 06-03-2025 till 6.00 PM
<b>Scrutiny of Nomination papers</b>	Will be scrutinised by the Election Committee at Maharaja Agrasen Hospital, Fulbari, Siliguri on 07-03-2025 from 11.30 AM

*(Signature)*

*(Signature)*

*(Signature)*



<b>List of contesting candidates</b>	The List of Candidates who have submitted their nomination for the election, after scrutiny, will be published on the Notice Board on 08-03-2025 at 11.30 AM at Maharaja Agrasen Hospital, Fulbari, Siliguri.
<b>Withdrawal of the Nomination papers</b>	After the publication of the final list of candidates, anyone who wish to withdraw can apply to the Chief Election Officer in writing or through email at <a href="mailto:nmitruka@rediffmail.com">nmitruka@rediffmail.com</a> by 11-03-2025 upto 6.00 PM
<b>Final list of contesting candidates</b>	The final list of the Candidates, after withdrawals if any will be displayed on 12-03-2025 at 11.30 AM at Maharaja Agrasen Hospital, Fulbari, Siliguri.
<b>Meeting with the contesting candidates</b>	A meeting shall be held to discuss and explain election rules on 16-03-2025 at 11 a.m. at Maharaja Agrasen Hospital, Fulbari, Siliguri. All the contesting candidates must attend the meeting.
<b>Polling Venue, Date &amp; Time</b>	Polling will be held at Maharaja Agrasen Sulochana MansiJajodia Nursing Hostel, Behind Maharaja Agrasen Hospital, Fulbari on 23-03-2025 from 10.00 AM to 02.00 PM.
<b>Mode of Polling</b>	Either manually on ballot paper or electronically through computer software (offline) at the venue at the will of the voter.
<b>Result of Election</b>	Counting shall commence on the same day one hour after the end of polling & results will be announced immediately thereafter.

The nomination form can be collected on payment of nominal fees of Rs. 100/- only. A prospective candidate can collect additional form for himself/herself with a fine of Rs. 1,000/- only on written request. The nomination form issued earlier to the concerned prospective candidate shall stand cancelled {as per **clause (5) subcl (m)** of the minutes of 14<sup>th</sup> General Meeting dated 27<sup>th</sup> March 2022}.

Any eligible trustee member personally will be allowed to collect nomination paper for himself/herself or through authorized representative in writing only by physical presence from the office meant for the said purpose. The ID proof of the prospective candidate trustee and/or authorized representative should be accompanied for the said purpose. {as per **clause (5) subcl (l)** and **clause (5) sub cl (q)** of the minutes of 14<sup>th</sup> General Meeting dated 27<sup>th</sup> March 2022}.

Original Nomination Paper should be duly filled in by the candidate willing to contest the election for the term 2025-27 of the Foundation in **clear hand writing**. Please avoid over writing and cutting over the Nomination Paper otherwise the Nomination Paper **shall be invalidated/cancelled or rejected**. The latest passport size color photo of the prospective candidate should be affixed on the nomination paper while submitting the said nomination paper. One extra copy of the passport size colour photo along with his official phone number and E – Mail ID should also be submitted along with the nomination paper {as per **clause (5) sub cl (r)**, **clause (5) sub cl (n)** and **clause (5) subcl (s)** of the minutes of 14<sup>th</sup> General Meeting dated 27<sup>th</sup> March 2022}.

The eligible candidate is allowed to present himself/herself or through an authorised representative who can act as an election agent during the process of election on 23-03-2025. Authorized representative can be either from trustee member or family member such as Father/Mother/Spouse/Son/Daughter/Grand Son/Grand Daughter being adult who can act as his/her election agent during the process of election. Only one person either candidate or his/her representative agent is allowed at polling hall. The written request along with passport size photo for the representative agent shall be submitted in writing to the election



committee on or before 19-03-2025 by 3.00 PM at office of Chief Electoral Officer, 1<sup>st</sup> Floor, Maharaja Agrasen Hospital, Fulbari, Siliguri {as per **clause(5) sub cl (ff)** of the minutes of 14<sup>th</sup> General Meeting dated 27<sup>th</sup> March 2022}.

The election process will commence only if the nominations received are more than thirty one after the date of final withdrawal, scrutiny and publication of the contesting candidates list. If the number of final notified candidates is less than or equal to thirty one than the said list of candidates shall be deemed to be duly elected for the new board of trustee members for the term 2025-27. Deficiency in 31 board members will be elected or selected as per the Constitution.

The election committee shall have the right to cancel the nomination paper and same shall be binding on all the prospective candidate / trust member. The reason of rejection along with the name of the prospective candidate, will be displayed on the notice board at the authorized office meant for the said purpose {as per **clause (5) sub cl (bb)** of the minutes of 14<sup>th</sup> General Meeting dated 27<sup>th</sup> March 2022}.

The election committee will call a meeting of all contestantsto explain them about the rules and the process of election.

The serial number in the final list of candidates displayed after withdrawal/cancellation of nominations shall serve as ballot number of the respective candidate.

No physical campaigning booth or personal election campaigning by any one or more prospective candidate shall be allowed during the process or date of election within the boundary of the Authorized Election Building compound. For the purpose of campaigning one camp will be made by Election Committee at appropriate place for the purpose of all the prospective candidates {as per **clause (5) sub cl(nn)** of the minutes of 14<sup>th</sup> General Meeting dated 27<sup>th</sup> March 2022}.

In case of tie between or among the contesting candidates for the last seatwhile counting of votes, the method of lottery shall be adopted and the result of the lottery shall be binding on the candidates.

Notwithstanding mentioned elsewhere, No proxy is allowed and one Trustee can cast his vote only favouring candidates of his choice. Trustee has to cast his/her vote to 31 Candidates only not less not more {as per **clause (5) sub cl (j)** and **clause (5) sub cl(aa)** of the minutes of 14<sup>th</sup> General Meeting dated 27<sup>th</sup> March 2022}. More or less than 31 casting of votes will be treated as rejected.

The nominee of a trustee shall be allowed to vote if the trustee has attend the age of sixty five years or above or a woman trustee is expecting a child ( i.e. pregnant ) on the date of voting. The written request for the same need to be submitted at the office of Chief Electoral Officer by minimum three days before the date of election (i.e. by 19.03.2025 upto 6 p.m.){as per **clause 2(1)** of the minutes of 12<sup>th</sup> Annual General Meeting dated 17<sup>th</sup> March,2024}

During the time of election protocol, the prospective candidates shall not be allowed to use the logo of the hospital or of the trust, in the election campaign data/designs used by him/her either in physical or digital form. The data/ design used by the prospective candidate should not be in any way reflect that it is an official release or document issued by the trust or hospital.{as per **clause 2(3)** of the minutes of 12<sup>th</sup> Annual General Meeting dated 17<sup>th</sup> March,2024}

A trustee member, if at the time of filing nomination is employed on salary or is withdrawing remuneration from the trust, then he/she shall not be eligible to contest for the election of the executive board members



for the relevant term. {as per clause 2(5) of the minutes of 12<sup>th</sup> Annual General Meeting dated 17<sup>th</sup> March, 2024}

The outgoing Chairman and the past Chairmen cannot support any specific or group of candidates in any election of the trust in their capacity of outgoing chairman or past chairman. {as per clause 2(7) of the minutes of 12<sup>th</sup> Annual General Meeting dated 17<sup>th</sup> March, 2024}

It is mandatory for every voter to carry one original Photo ID card at the time of casting the Vote. The ID proof may be in the form of Driving License / Voter Card / Aadhar Card / PAN Card / recent Trustee ID Card Issued by The Trust / Passport. An eligible trustee member having right to vote may ask for a physical assistance at the time of casting vote, either from the team members of the election committee or from adult family member (Father/Mother/Spouse/Son/daughter/Grand Son/Grand Daughter being adult) while casting his/her vote.

**The trustee may cast his/her vote either manually on ballot paper or electronically through computer software (offline) at his/her own will.**

Final result of the election will be announced only by the Chief Electoral Officer or his team member after the completion of counting.

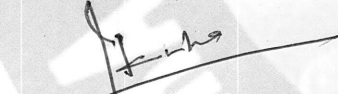
In case of any dispute and / or any difference of opinion arising during the entire election process or in the interpretation of any rules, decision of the election committee shall be final and binding upon all members (himself/herself) and it can-not be challenged in any court of law {as per clause (5) sub cl (ii) of the minutes of 14<sup>th</sup> General Meeting dated 27<sup>th</sup> March 2022}.

The Election Committee has the right to issue fresh guidelines / clarifications as and when required during the course of election process.

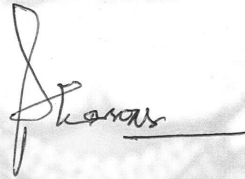
For any further clarifications Trustee may feel free to ask the Election Committee during office hours after the issuance of this circular.

Thanking You,

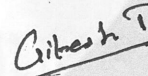
Your's Faithfully,



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**Sri Gitesh Tibrewaal**  
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**Note: The official working time for any communication for the election related purpose is 11.00 AM to 6.00 PM. The name and mobile number of contact person at Maharaja Agrasen Hospital is Mr Ritesh Agarwal 97757-18778.**

