



# Janak Puri Club<sup>®</sup>

PLOT NO. 17, CULTURAL COMPLEX DISTRICT CENTRE, JANAK PURI, NEW DELHI-58  
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Ref.No.- JPC/Election/2025-28/01

Date: 30/08/2025

## **Rules Regulations and Guidelines for the Janak Puri Club Election for to be held on 21/09/2025**

1. Only the eligible Life members of the Club qualifying the conditions vide clause 9(a) of the Bye Laws of the Club are entitled to participate in the elections to be held on 21/09/2025.
2. Defaulting members shall not be eligible either to contest, propose, second or vote in the elections. However members who have cleared their outstanding dues by 29-08-2025 till 09:00 P.M. will be allowed to cast their vote in the Elections and the final amended list of such members duly signed by the President and General Secretary shall be provided to the Election Committee immediately thereafter.
3. Only Life Members of the Club those names appear in voter list shall be eligible to contest elections or propose and second the candidates for election. Temporary/Reciprocal/Corporate/Honorary/Associate members are not eligible to propose, second vote or to take part in the election.
4. Candidates filing nomination forms for the post of President, Senior Vice President, Vice President, General Secretary, Secretary and Treasurer shall be required to deposit Rs. 10000/- and for the post of Member of Managing Committee shall be required to deposit Rs. 5000/- in cash against receipt and the said deposit shall be non-refundable. The nomination form can be downloaded from club website: - [www.janakpuriclub.com](http://www.janakpuriclub.com) or can be collected from office of the Janak Puri Club.
5. Every nomination paper shall be signed by two eligible voters as proposer and seconder and the proposed candidate at the specified place in the nomination form with all details as required in the nomination form, with ball pen.
6. List of eligible voters is available on Reception Counter of the Club for inspection by members. Contestants of various posts can obtain a list of eligible voters from the Reception Counter of the Club against payment of Rs. 200/- for each copy after 02-09-2025 between 6:00 P.M. to 8:00 P.M. However supplementary list can be obtained between 02:00 P.M. to 04:00 P.M. on 10-09-2025 against production of earlier Rs. 200/- receipt.
7. Polling shall be through secret ballot only and Proxy shall not be allowed under any circumstances.
8. Ballot papers shall be given to the eligible members of the Club only whose names are shown in the Voters List, supplied by the Club, duly authenticated by the President and General Secretary jointly.
9. Ballot Paper shall be given only to eligible members of the Club on production of photo identity card issued by the Janak Puri Club/any Government Deptt/Passport/Driving Licence/PAN Card & Aadhaar Card, in original.
10. One eligible member can file nomination paper for more than one post but can contest for one post only. Similarly, as mentioned in clause 9 (k & l) one member can propose or second for one candidate only. In case candidature is proposed and/or seconded or nomination filled for more than one post, such nominations shall be treated as invalid and rejected.
11. Nomination papers are to be filed in the office of Election Officer personally by the contestant putting his signatures in the register and get official receipt issued by the Election Office.
12. Similarly, application for withdrawal of Nomination form should also be submitted in the office of the Election Officer on fixed time and date personally by the contestant and to get the official receipt..
13. Nomination/withdrawal forms will not be accepted at all after expiry of date and time mentioned in the Schedule of elections. Withdrawal once accepted shall not allowed to be cancelled.
14. After withdrawal, if one candidate remains to contest for a particular post or the number of candidates are the same which are to be elected as per schedule, then they will be declared elected unopposed and there will be no election for those posts, But in case there are more contestants than required for some posts, then election will



be declared but complete result of elected candidates either unopposed or elected by election will be declared when counting is over.

15. Election related parties are not allowed and Banners, Boards & Posters are also not allowed during election. However door to door campaign, leaflets by post or electronically can be send.

16. If one or more group/groups desire to contest the election on panel, the same could be considered. However the individual contestant would also be considered.

17. In case of tie on any post the result shall be declared by toss of coin by the Election Officer in the presence of Election Committee Members and candidates or their agents. The result so declared shall be binding on such candidates or their agents.

18. All the election material, stationery, ballot boxes, staff and other essential items required for polling and counting will be provided by the managing committee. Adequate arrangement to be made by the managing committee for printing and safe keeping of the Ballot papers and other important documents.

19. Sufficient Police personnel will be arranged by the Club office bearers on election and counting days to maintain law and order and to control any unwarranted situation. Sufficient number of security guards are also to be provided to control the members to cast their votes peacefully and deep watch on each and every points wherever required.

20. Candidates can depute any one member as his polling agent to identify the voters and supervise the polling arrangements. Agents I-Cards will be issued by the Election Office with his name, Membership No. and photo with Election Officer's signature and stamp. Names of the agents must be given in advance.

21. Similarly, counting agents may also be deputed by the candidates and their photo I-Card will also be issued by the election office in advance. In case counting agents are not given by the candidates, then there will be no effect on counting process and same will continue.

22. Candidates are not allowed to become polling or counting agents themselves.


23. Polling and counting agents will not interfere in the election process but if they have any suggestion, complaints or problems regarding conduct of elections, it shall be first brought to the notice of Election Officer or any member of the election committee as may be available.

24. In case any member is physically weak, sick, handicapped or of poor vision, helper will be provided by Election Officer (if required) to help in making the vote on ballot paper as per member's choice, But any outsider or any other member will not be permitted inside the polling booth to help such persons.

25. To have the secrecy of voting, separate tables will be provided to each and every voter to mark on the ballot papers of his own choice in the prescribed column of the ballot papers. Voting marks against more than required candidates or any other mark or writing on the ballot paper outside the prescribed column will cancel the ballot paper.

26. Empty ballot boxes will be sealed in the presence of polling agents and after polling is over, Sealed boxes will be opened in the presence of counting agents for counting of votes.

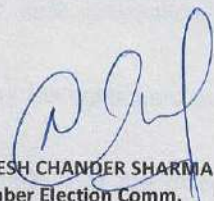
**HONORABLE MEMBERS ARE REQUESTED TO STRICTLY FOLLOW THE GUIDELINES AT ALL TIMES**



PARDEEP ANAND  
Election Officer



SANJEEV BANSAL  
Member Election Comm.



NARESH CHANDER SHARMA  
Member Election Comm.