



# Office of Election Commission (2025-27)

**HQ, MES Builders Association of India (Regd.)**

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## **Chief Election Commissioner**

**Praveen Mahana**

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**Election Commissioner  
Naveen Kumar Yadav**

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**Election Commissioner  
Amit Bhaduri**

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Election Circular No: 30

Date. 07 May 2025

To  
The Election Chairman  
All Branches

### SUB : IMPORTANT GUIDELINES FOR BRANCH ELECTION

You are requested to please follow the election procedure as per the Memorandum and Articles of MES Builders Association of India (Regd.) as amended 31-07-2024 (Herein after referred as MOA), advisory, instructions issued by Election Commission from time to time with regards to election and follow all time lines as prescribed by Election Commission from time to time. It is mandatory that all election process have to be held as per time lines advised by Election Commission keeping in view the deadlines mentioned in Memorandum and Articles of Association.

Relevant Provisions of Memorandum and Articles of MES Builders Association of India (Regd.) as amended upto 31-07-2024 Regarding Election process/Requirement/Eligibility Criteria etc is attached with for strict compliance.

- (i) Election of the Branch will have to be completed by the last day of Jun 2025.
- (ii) The executive committee of the branch will be constituted with the following office bearers, executive committee members and council members. The consolidated strength of office bearers & executive committee members shall not be more than 25% of membership of the Branch (the percentage rounded off to the next higher whole number) or as following mentioned under Para (iii) & (iv) whichever is lower.
- (iii) Office Bearers

Chairman	: 1 Post
Sr Vice Chairman	: 1 Post
Vice Chairman	: Maximum 3 posts on the basis of strength of the Branch
Hony.Secretary	: 1 Post
Hony. Joint Secretary	: Maximum 3 posts on the basis of strength of the Branch.
Hony. Treasurer	: 1 post
Executive Committee members	: The number of members will be decided by Branch

- (iv) Council member: The strength will be decided as per the membership strength of the branch on 31 Mar 2025. No subscription shall be accepted during the currency of voting. The branch will get council members on the basis of their strength as given here under: -

Upto 20 members	- Nil (Chairman & Hony. Secretary will be ex-officio council members)
From 21 to 30	- One along with Chairman & Hony. Secretary will be ex-officio council members)
From 31 to 40	- Two along with Chairman & Hony. Secretary will be ex-officio council members)
From 41 to 50	- Three along with Chairman & Hony. Secretary will be ex-officio council members)

Thereafter one council member against every twenty-five members or part thereof. Delhi Branch shall elect 3 additional members to the council for proper functioning of the Headquarters.

- (v) Eligibility Criteria for the Post of Branch Chairman & Hony. Secretary must have served 04(four) calendar Year/Two tenure of two years each on any Post of the Executive Committee of Branch.
- (vi) Twenty one days notice must be given for the AGM/Election of the branch, inter alia the notice must be issued on or before 10 June of election year and must reach the HQ by registered post/courier service within another 05 days. Branches are advised to keep proper supporting documents of all correspondence made in this regard viz. postal registration slip etc to avoid any future complications. The Branch shall invite Regional Vice President Election meeting.
- (vii) Members desirous of contesting election should pay subscription & other dues if any of the Branch minimum 08 days prior to the date of election. Nomination should be taken at least 07 days from the date of election, next day all the forms should be scrutinized by the Branch Election Chairman. Next day withdrawal formalities shall be carried out and final list of candidates contesting the election will be published by election Chairman of the Branch. All the process will be held during office hours i.e between 10.00 AM to 5.00 PM.
- (viii) On the day of election, Election Chairman with the help of two representative of HQ, (if so appointed by the EC) will conduct the election in a most free and fair manner and after counting votes declare the newly elected office bearers names with signature of person/persons authorized to conduct the election and will be submitted to the EC within next 24 hours through Fax/E-mail and result shall be sent through speed post only. The EC shall get the result uploaded on the website within 24 hours of receipt.
- (ix) After the end of the Bi-ennial General Meeting if election are conducted without Filing nomination, the Branch Election Chairman will take over the House and start conducting the election of the Branch. The Election Chairman will first of all invite the proposal for each of the posts of the Branch, starting from the Chairman and will end in the Council Members. Any one member of the Branch will have to propose the name of the candidate and another member will have to second the same. Then the Branch Election Chairman will take the consent of the candidates for contesting the election. One member can contest for only one post of the Branch. Branch Election Chairman will keep record in writing of the proceedings. Thereafter if there are more

than one candidate for any post, the Branch Election Chairman will start voting procedure by secret ballot for all such posts at a time.

- (x) Only the enlisted contractors whose name are being figured in the original valid enlistment document issued by the MES enlisting authority would be eligible to contest /participate in the election. In case of a partnership company or Limited Company only one person of that company can contest the Branch election. If more than one contestant are in the field on behalf of a partnership or Limited company, then all such candidates will be liable to be rejected.
- (xi) If any voter has any problem/objection/reservation regarding the functioning of the Branch Election Chairman, he can take up the matter with the EC. The ruling given by the EC of any election related matter will be final and binding during the election process i.e April to July 2025.
- (xii) Only those persons whose names are being mentioned in the valid enlistment of MES as Proprietor/Partner/Director of the firm can cast their vote after proper identity proof. As identity proof one can produce any photo I Card issued by the Govt of India viz Driving License, Passport, Pan Card, Voter I Card issued by Election Commission of India etc. Each firm/company will have one vote. No provision of proxy vote.
- (xiii) In the case of EC conducting a re-poll of any Branch, the important requirement viz, minimum 21 days election notice, the last date of election of the Branch etc will not be applicable.
- (xiv) The Branches, who could not hold the AGM/Election meeting within the specified time frame can also conduct their election as per the same procedure, but their council members would not participate in the election of the HQ for that year under any circumstances.
- (xv) Electoral role of the Branch shall be based on the record from HQ member list which is available on website [www.mesbai.in](http://www.mesbai.in) uploaded on 10 April 2025 and members who had cleared their all dues prior to 03 (three) days of Branch Election can cast their votes and HQ share of subscription should reach in HQ account at least 01 (one) day before the Branch Election.
- (xvi) Copy of election result should be sent within 24 hours from the declaration of result through email/fax at Election Commission email id [ecmbai2527@gmail.com](mailto:ecmbai2527@gmail.com) and HQ i.e [mesbai75@yahoo.com](mailto:mesbai75@yahoo.com) Hard copy of election result should be sent through speed post only.
- (xvii) Names of elected office bearers/council members/executive members along with their names of firm, address, email ID and mobile/whatsapp number and two passport size photos is required to be sent.
- (xviii) List of members who have participated i.e taken part in voting and list of members who have paid/cleared their dues before election should also to be sent to HQ MESBAI & CEC.

(xix) A copy of nomination form filled by all contestants/valid enlistment letter submitted by elected office bearers/council members/executive body members may also be sent.

With Regards



Yours Faithfully

(Praveen Mahana)

Chief Election Commissioner (2025-2027)  
MES Builders Association of India (Regd.)