

ECOS ASSOCIATION OF APARTMENT OWNERS

ECOS, Jatragachi, PS-Eco Park, PO-Ghuni, New town, Kolkata-700161
Registered under West Bengal Apartment Ownership Act, XVI of 1972

Registration No. 005272024 of 2024

Email:ecosassociation@gmail.com

Ref. No. Election/Manager/2025-26

Date:14.01.2026

NOTICE

**FILLING 02 (TWO) VACANCIES OF MANAGERS FOR ECOS ASSOCIATION OF APARTMENT OWNERS HAVING
REGN.NO. 005272024 OF 2024**

References: -

- 1) West Bengal Apartment Ownership Act 1972,
- 2) West Bengal Apartment Ownership Bye-Laws, 2022,
- 3) Form A submitted with competent authority
- 4) Minutes of Special General Meeting dated 25th Feb 2024.
- 5) "ECOS Association of Apartment Owners" Reg no 005272024 of 2024
- 6) Minutes of the Board Meeting dated 21.12.2025

DETAILED ELECTION GUIDELINES & SCHEDULE

Consequent upon resignation of two Managers namely Smt. Satabdi Goswami Bhattacharjee, Flat No.T-3/502 & Shri Soumendra Nath Roy, Flat No. Tower-3/705 and subsequently approved in the Board Meeting dated 21.12.2025, it is hereby informing that as per Bye-laws, election/selection shall be made immediately and as such, two managers will be selected/elected from the Members of the ECOS Association of Apartment Owners of Tower-3 to fill the vacancies of the Board of Managers of "ECOS Association of Apartment Owners".

In view of the above, the detailed election guidelines & schedule is notified to all the Members: -

OBJECTIVE OF THE ELECTION

We will elect/select two managers to fill the vacancies of the Board of Managers of "ECOS Association of Apartment Owners" amongst the nominated candidates from Tower-3.

ELECTION GUIDELINES & SCHEDULE

Polling

1) Polling will take place in Library @Club House (called as Polling booth) from 10:00 AM to 4:00 PM on 01.02.2026 (Sunday). Thus, on this date i.e. 1st February, 2026, Library @ECOS Club House will not be opened to all. All owners are requested to cooperate with us. During polling. maximum 05 people will have access to the Polling Booth: the Presiding Officer, two Polling Officers and one Voter casting the vote and another voter receiving ballot paper from the Presiding Officer.

- 2) Voter list published dated-**21.01.2026**
- 3) Nomination start date-**22.01.2026 at 8:00 PM to 9:00 PM**
- 4) Nomination end date-**24.01.2026 upto 9:00 PM**
- 5) Nomination withdrawn date-**25.01.2026 upto 5:00 PM**

7) Only the person whose name appears in the voter list will be permitted to Nominate /cast vote. The default owners/Co-owners with either Association or not Produce NOC or Both shall not be eligible to file nomination and/or cast vote. The voter presenting herself/himself for casting vote has to produce the following two documents either hard copy or soft copy.

1st document: - Only the documents mentioned below will be accepted for photo and name identification of the voter

- (i) PAN Card
- (ii) Passport
- (iii) Voter card
- (iv) Driving License
- (v) Aadhaar card

2nd document: - Only the below mentioned document will be accepted for establishing name of the owner, tower no, and flat no. in ECOS

- (i) Registered deed
- (ii) Possession letter
- (iii) Demand/Receipt of Common Area Maintenance
- (iv) Electricity bill of the flat in ECOS
- (v) Panchayat Tax receipt of the flat in ECOS,

3) Each voter will give tick marks against his/her choice of nominated candidate so as to select the nominated candidates: -

Tower- 3-01

A ballot paper containing 01 tick will be accepted.

A ballot paper containing more than 01 tick will be rejected in totality.

Voters are requested not to put any sign/ mark on the ballot paper other than voting which may abuse the ballot paper or that/those marks may identify any entity. If found, the ballot be rejected without any condition. In a valid ballot paper, each nominated candidate will be awarded 1 vote for 1 tick mark

(4) There will be following breaks during polling: - **12 PM to 12:10 PM-tea break**
2:00 PM-2:30 PM-lunch break

Ballot Box

Ballot Box will be a simple carton/ paper box which will be sealed with tape in front of Presiding Officer, Coordinating Officers, two Polling Officers and two Security Guards. Any owner or their family members of a flat in ECOS can witness the inspection and sealing of the ballot box at 9:45 am in the polling booth on the polling day. We will not wait for anyone to carry out any polling activity, It will be carried out at its scheduled time.

Ballot Paper

Ballot paper is a simple A4 size paper printed in a landscape mode containing all the names of candidates sequentially arranged. The voter will be given a blue-ball point pen for casting of votes. The voter has to ensure that the ballot paper is marked ECOS using a red marker pen on top, round seal of ECOS Association of Apartment Owners is stamped on the ballot and the Presiding Officer signs the ballot paper in front of him/her.

Counting of Votes

The sealed Ballot box containing the filled/ marked secret ballot papers will be opened at 4:15 PM in front of the Presiding officer, two polling officers, two security guards and One observer from Tower-3. Nominated candidate cannot act as polling officers or observers. Then the counting of votes will be carried out by the Presiding officer, coordinating officer, two polling officers under the observation of one observer from T-3.

Declaration of Result

We invite all owners of ECOS during the declaration of the election result. Result of the election will be declared at 6:30 PM on the same day of voting either in the lounge or banquet hall depending on the no. of owners present at that time. This time may vary depending on the completion of counting of votes and preparation of result.

Appeal for Cooperation

We appeal all owners to cooperate with us and extend help to us and each other for the smooth process of the election and enjoy the day.

If we feel any additional instructions or advisories are to be issued, we will do so at the suitable time.

Maitrayee De .
(Maitrayee De)
T1-901, Presiding Officer