

**THE SURGICAL MANUFACTURERS & TRADERS ASSOCIATION**  
60, DARYA GANJ, NEW DELHI – 110002, Tele : 011-23271027, Telefax : 011-23258576

Ref.: SMTA/Nov.2021/Elec.

3<sup>rd</sup> November, 2021

To  
ALL MEMBERS OF  
**The Surgical Manufacturer & Traders Association,**  
New Delhi – 110002.

**Sub.: Election of SMTA Office Bearers for the term 2021-2023.**

Dear Member,

I am pleased to inform you that as per letter bearing No. *SMTA/Nov. 2021/68<sup>th</sup> AGM Intimation* dated 2<sup>nd</sup> Nov., 2021 I have been appointed to perform the duty of Election Officer for the election of Office bearers for the term of 2021-2023. The Elections are scheduled to be held during the 68th Annual General Meeting of the Association, scheduled to be held on Saturday, the 4<sup>th</sup> December, 2021, at **Hotel The Leela Ambience, Gurugram Hotel & Residences, Ambience Island, NH-8, Gurugram-122002.**

I am thankful to the Executive members for reposing confidence in me and pleased to seek your valued co-operation, enabling me to discharge my duties and complete the process. I am sure that all of you would be forthcoming whole heartedly and participate in these Elections. Please find attached herewith the Nomination Form for the Election of the following posts:

1. **PRESIDENT**
2. **VICE-PRESIDENT**
3. **SECRETARY**
4. **JOINT-SECRETARY**
5. **TREASURER**

You are requested to please send the same to me, at the below given address of my Office, duly filled in, signed and stamped, as per the procedure (copy enclosed herewith). Please ensure that the schedule of Time as given below is adhered to strictly. While filling the forms you are requested to please observe the Bye-Laws of the Association and the enclosed Election Procedure. Please make it sure that at the time of scrutiny neither the Proposer & Secunder nor the Candidate should be in arrears of subscription.

As per the resolution passed by General Body in its meeting held on 2<sup>nd</sup> August. 1992 only one Office Bearer has to be elected for each above mentioned post. The members of the Executive Body shall be nominated by the President and Secretary Elect and announced for the information of house.

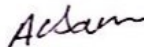
In case, you need more Nomination Forms, may please use photocopy of the enclosed Nomination Form only or download from the Association official website : [www.smta.in](http://www.smta.in)

The detailed Election Schedule is as under:

- |   |  |
|---|--|
| 1. Last date & time of filing the Nomination Papers | Thursday, the 18 <sup>th</sup> Nov., 2021 (By 5.00 PM) |
| 2. Scrutiny of Nominations                          | Thursday, the 18 <sup>th</sup> Nov., 2021 (At 5.00 PM) |
| 3. Eligible List of Candidates                      | Friday, the 19 <sup>th</sup> Nov. 2021.                |
| 4. Date of Withdrawal                               | Thursday, the 25 <sup>th</sup> Nov., 2021 (By 5.00 PM) |
| 5. Final List of Candidates                         | Friday, the 26 <sup>th</sup> Nov., 2021.               |
| 6. Election to be held during AGM on                | Saturday, the 4 <sup>th</sup> Dec., 2021.              |

Thanking you,

Yours faithfully,

  
**Ashok Sareen**  
Election Officer, SMTA

**Office of the Election Officer:**  
**MEDICON**

1581/3, Bhagirath Palace, Delhi-110006.

Phone: 011-45500049

Mobile: +91 9810293904

E-mail: [medicon16@gmail.com](mailto:medicon16@gmail.com)

**Encls.: Nomination Form & Election Procedure**

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**NOMINATION FORM**

For the Election of one post each of **PRESIDENT, VICE-PRESIDENT, SECRETARY, JOINT-SECRETARY & TREASURER** of The Surgical Manufacturers & Traders Association. 60, Darya Ganj, New Delhi – 110002 during the 68<sup>th</sup> Annual General Body Meeting of the Association.

**Date of Election : Saturday, 4<sup>th</sup> December, 2021.**

Nomination for the Post of: **President / Vice-President / Secretary / Joint-Secretary / Treasurer.**

**1.**

Name of the Candidate : .....

Father,s Name : .....

Name of the Firm : .....

Designation : .....

**2.**

Name of the Proposer : .....

Name of the Firm : .....

Designation : .....

**Signature of the Proposer with Member Firm's Rubber Stamp**

**3.**

Name of the Seconder : .....

Name of the Firm : .....

Designation : .....

**Signature of the Seconder with Member Firm's Rubber Stamp**

**DECLARATION BY THE CANDIDATE :**

I hereby declare that I have gone through the Election Procedure and Bye Laws of the Surgical Manufacturers and Traders Association, New Delhi and am qualified for the incoming Elections. I further declare that I agree to the Rules and Regulations thereof and will abide by the decisions of the Election Officer.

Date : ....., Nov., 2021

**Signature of the Candidate with Member Firm's Rubber Stamp**

**Last date & time of filing Nomination Papers : Thursday, the 18<sup>th</sup> Nov., 2021 (By 5.00 PM)**

Yours faithfully,

**Ashok Sareen**  
Election Officer, SMTA

**Office of the Election Officer:**  
**MEDICON**

1581/3, Bhagirath Palace, Delhi-110006.

Phone: 23869075, 45500049

Mobile: +91 9810293904

E-mail: [medicon16@gmail.com](mailto:medicon16@gmail.com)

*Encls.: Nomination Form & Election Procedure*



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**PROCEDURE OF ELECTION AS LAID DOWN IN THE CONSTITUTION OF THE SURGICAL  
MANUFACTURERS & TRADERS ASSOCIATION, 60 DARYA GANJ, NEW DELHI – 110002.**

The Executive Body will nominate an Election Officer, who would be one of the members of the Association but willing not to contest for any post of the Association.

Notice for filing the Nomination Paper will be issued at least 30 days before the Annual General Meeting and the members will be requested to file their Nomination Paper directly with the Election Officer, as mentioned in the Nomination Form.

All Nomination Papers will be kept in a sealed box by the Election Officer, which will be opened only after the expiry of the time on the date fixed for the Nomination, in the presence of the interested members, if any.

The Election Officer will circulate the names of the eligible candidates, after the scrutiny, at least 15 days before the date of Election and will also give a specific date of withdrawals. Final List of Candidates will be issued at least 7 days before the Annual General Meeting.

If no Nomination is filed for a particular post, the date for nomination for that post shall be considered extended upto the date, 4 days before the Elections.

Election will be conducted by ballot papers, in the supervision of the Election Officer, at the Annual General Meeting.

**MAY BE NOTED THAT :-**

The Nomination will be for the Office Bearers only i.e. for the post of President, Vice-President, Secretary, Joint Secretary and Treasurer only.

10% of the total members on roll or 20 (including Office Bearers) whichever is less, will form the Executive Body. All the members of the Executive Body shall be nominated by the President and Secretary in the meeting.

Incase a member of the Executive fails to attend 3 consecutive meetings without any valid reason and information thereof to the President or Secretary, the Executive Body shall have the powers to declare his place in the Executive Body as vacant and to co-opt another member in his place for remaining period of the term.

The candidate, his proposer and seconder must be fully qualified for the purpose, on the date of Nomination, according to Rules & Regulations of the Association and having no arrears of subscription upto the date of filing the Nomination. The treasurer will provide the Election Officer a complete list of the members in arrears and as per Rules, the member will not be entitled to propose, second or contest if his name appears in the said list of arrears.

A member can not Propose / Second more than one person for the same Post.

A member can not give his consent for Nomination for more than three Posts. In case of his being selected for the first post or second post, the Nomination/s for the remaining post/s will be considered as withdrawn, automatically.

Contd.....2.

The Election Officer shall not disclose the name of the candidates who have filed Nomination Papers, before the opening of the Nomination Papers.

The Election Officer is empowered to change the Election Procedure according to suitability at the time of Election.

The Election Officer can cast his Vote in case of 'TIE' and his decision shall be final and binding on all concerned.

Only the Proprietor / Partner / Director of the member Firm can attend and vote at a General Meeting. For this purpose, a nominee of each candidate would sit with the Election Officer, verify and identify and point out to the Election Officer in case of any doubt. After the notification of the Annual General Meeting has been issued, new member Shall not be enrolled till election is held.

Sub Clause 7 of Clause 11 of the Constitution is reproduced for compliance by all concerned :- "GENERAL MEETING" : All business in General Meeting or any Emergent General Meeting will be transacted by majority of votes delivered by members in person or PROXY in proper format provide to the member firms situated out of the National Capital Region (NCR) only. Firms situated within National Capital Region shall not have the right of proxy except establishments owned by Ladies only.

Please note Sub Clause 2 of Clause 2 of the Constitution :-

A member shall not be entitled to vote in meeting whose subscription at the time of such meeting is in arrears for a period exceeding 3 months.

Subscription is payable on 1<sup>st</sup> day of April every year.

Proxy Format : All proxies are to be sent to the Election Officer, in the prescribed format only, which will be issued by the Election Officer.