



# THE ODISHA NURSING EMPLOYEES' ASSOCIATION

Govt. Recognition L.No.- 45797, Dt. 25.09.1981

Head office: Quarter No. 20/1. Type IV-A, Unit -II, Bhubaneswar -751009

E-mail - oneabbsr1981@gmail.com / oneabbsr2021@gmail.com Website - www.onea.in

## President

**SMT. SUCHISMITA DASH**

MOB: 9438081386

EMAIL: ssdash.1981@gmail.com

## General Secretary

**SRI ASWINI KUMAR DAS**

MOB: 8917640090

EMAIL: aswinikumardas1505@gmail.com

No. 318/ONEA/2025

Date 13/08/2025

## NOTIFICATION

**Sub: Election of Branch Representatives of the Odisha Nursing Employees Association for the term 2025-2027.**

Dear Sir/Madam,

It is hereby brought to the notice of all members that there are no specific provisions or modalities in the Bye-law of the Odisha Nursing Employees Association for conducting elections of District/Branch Representatives. It has come to light that various Branch Associations under ONEA have been functioning traditionally either with **selected Office Bearers** in most districts or **elected Office Bearers** in the Medical College & Hospitals as well as some districts. This practice has, in certain instances led to groupism and factionalism among members in different MCHs/Branches, thereby affecting the unity, harmony and effective functioning of the Association.

Furthermore, the official tenure of Office Bearers/Representatives in most Districts/Branches has already expired. In order to ensure smooth functioning of District Committees/Branches of the ONEA in the larger interest of the members, it has become necessary to conduct elections without delay.

For the purpose of streamlining the election process in a democratic manner and to ensure the election of active and committed leaders in the interest and welfare of the members, the General Body of ONEA, in its meeting held on **13.07.2025**, unanimously approved specific parameters/modalities for the conduct of Branch Representative elections, in exercise of the powers conferred under Sections 5 and 16 of the Bye-law. **The General Body is the highest decision-making forum of the Association and its resolutions, especially those passed**



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No.....

Date...13/08/2025

**with unanimous or large majority support, shall be considered final and implemented in the interest of the members.**

Accordingly, **all existing/working representatives are hereby directed** to conduct elections for the Branch Representatives /Office Bearers of their respective branches **on or before 7<sup>th</sup> September 2025**, strictly as per the parameters/ modalities annexed to this notification as **ANNEXURE-A**.

This notification shall be treated as binding and non-compliance may invite appropriate action as per the decision of the General Body Meeting dated 13.07.2025. Members having any doubts, objections or complaints regarding the election procedures are advised to approach the **State General Secretary, ONEA**, or submit their grievances in writing through official correspondence for redressal. All decisions shall be taken in the interest of the members and the opinion of the majority shall prevail.

Yours faithfully

*Suchismita Dash*

President

Odisha Nursing Employees Association

*Aswini Kumar Das*

General Secretary

Odisha Nursing Employees Association

Memo No.

319

date. 13/08/2025

Copy submitted to the Additional Secretary to Government, H & FW Department, Odisha for information and necessary action.

*Aswini Kumar Das*

General Secretary, ONEA



# THE ODISHA NURSING EMPLOYEES' ASSOCIATION

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## President

**SMT. SUCHISMITA DASH**

MOB: 9438081386

EMAIL: ssdash.1981@gmail.com

## General Secretary

**SRI ASWINI KUMAR DAS**

MOB: 8917640090

EMAIL: aswinikumardas1505@gmail.com

No.....

Date.....

Memo No. 320 date. 13/08/2025

Copy submitted to the Additional Secretary to Government, Home (SA & PW) Department, Odisha for information and necessary action.

*Aswini Kumar Das*

General Secretary, ONEA

Memo No. 321 date. 13/08/2025

Copy submitted to the Director of Nursing, Odisha for information and necessary action.

*Aswini Kumar Das*

General Secretary, ONEA

Copy of the same has been uploaded on the official website of ONEA for information of all concerned.

*Aswini Kumar Das*

General Secretary, ONEA



# ODISHA NURSING EMPLOYEES ASSOCIATION

(PARAMETERS / MODALITIES FOR ELECTION OF BRANCH REPRESENTATIVES

AT MCH / DISTRICT LEVEL)

(As per the decisions of the General Body of ONEA)

There shall be a branch of the association **in each District/ Medical College Hospital** comprising all the active members of the respective District/ Medical College Hospital. Each Branch of the Association shall function as an integral and subordinate unit of the Odisha Nursing Service Officers Association and shall have no independent legal status. It shall act solely on behalf of and under the direction of the State Association and refrain from making independent decisions or public statements that conflict with or bypass the authority of the State Association.

The Branch Executive Committee shall consist **Branch President, Branch Vice President, Branch Secretary, Assistant Secretary (Organization), Assistant Secretary (Finance), Assistant Secretary (Co-Ordination), Assistant Secretary (Cultural), Branch Treasurer, Branch Auditor**. The Office Bearers of Branch of the Association shall be elected in the Branch General Meeting. **Besides, one executive member for each 100 active members shall be selected in the Branch General meeting and included in the Branch Executive Committee**. For any fraction of more than fifty members one additional executive member shall be selected and fraction of members less than fifty shall be ignored.

## 1. Objective:

To conduct branch-level elections in a fair, peaceful, transparent and democratic manner, ensuring the active participation of all members and preventing unnecessary groupism & factionalism, internal conflicts or malpractice within the association and to safeguard the democratic and service-oriented values of ONEA.

  
**President**  
Odisha Nursing Employees Association

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**General Secretary**  
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13/08/25

## 2. Branch General Meeting (BGM):

- **Branch General Meeting** shall be convened exclusively for conducting the election of branch representatives.
- **Before convening the Branch General Meeting (BGM)**, a minimum of (7) seven days' prior notice must be issued to all branch members by the existing or outgoing Branch Secretary under the supervision of the Branch President. The notice must clearly state the **date, time, venue** and **purpose** of the meeting to ensure transparency and provide sufficient time for all valid members to prepare and participate in the election.
- A **minimum of 33%** of total valid members of the branch shall be the quorum for taking decisions related to the election process during the Branch General Meeting.
- If quorum is not achieved, the meeting shall be **adjourned** and rescheduled. In the reconvened meeting, decisions shall be taken with consent of **at least 3/4th** of the members present.
- The meeting shall unanimously appoint two neutral and active members of ONEA to oversee the election proceedings. The senior-most among them shall act as the Election Officer, vested with full authority to conduct and supervise the election process, including counting of votes and to submit the report to the State Association for verification on adherence of due election process and official declaration of results. The other member shall act as the Assistant Election Officer to assist in all related duties. Further, two neutral active members of the respective branch will be appointed as Polling Officers in said meeting to assist in the polling station/ election booth.
- Only valid members can participate in the Branch General meeting & election process.
- Volunteers can be selected in the BGM to help in the election process.

  
**President**  
Odisha Nursing Employees Association

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**General Secretary**  
Odisha Nursing Employees Association



### **3. Nomination Process:**

#### **A. Posts to be Elected:**

- 1. Branch President**
- 2. Branch Vice President**
- 3. Branch Secretary**
- 4. Assistant Secretary(Organization)**
- 5. Assistant Secretary (Finance)**
- 6. Assistant Secretary (Co-Ordination)**
- 7. Assistant Secretary (Cultural)**
- 8. Branch Treasurer**
- 9. Branch Auditor**

#### **B. Eligibility criteria to file nominations:**

- i. Only Active ONEA Members shall be eligible to participate and contest. For this purpose, an Active ONEA Member means a member of the Odisha Nursing Employees Association who has paid the prescribed annual membership fee in full and up to date and whose name is included in the valid voter list.
- ii. Members against whom disciplinary action has been taken/contemplated by ONEA, are not eligible to contest for any post of the branch Association.
- iii. All **outstanding dues** to the Association must be fully cleared **prior to filing nomination** by the member.
- iv. She/he must have possessed good conduct.
- v. In order to file nomination for the post of Branch President & Branch Secretary, a candidate must have completed at least **three years of service** in the Nursing Service Cadre and must have attended at least

  
**President**  
Odisha Nursing Employees Association

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**two meetings of the Branch Association or State Association** during the preceding two years.

- vi. If no member is eligible/willing to contest for the posts of Branch President and/or Branch Secretary and/or Branch Treasurer in any branch, the State Executive Committee of ONEA shall nominate suitable members from the concerned district to serve as Branch President, Branch Secretary and Branch Treasurer for the purpose of transacting the business of the concerned branch of the Association. In cases where no outgoing Branch Secretary or Branch Secretary in-charge in the branch, the State ONEA shall fix a date and conduct the election through a Branch General Meeting of the concerned district/MCH, either in physical or online mode, for the election of office bearers. The results shall thereafter be officially declared by the State Association.

**C. Filing of Nomination:**

Nomination shall be filled in the prescribed form (**Form-A**) along with the undertaking (**Form-B**) by the interested candidates.

**4. Election Method:**

In the interest of logistical simplicity and fairness, any one of the following **voting methods** shall be adopted with approval in the BGM:

**I. For unopposed/uncontested Candidates:**

In case, a single eligible candidate has filled nominations to contest a post and no multiple valid nominations have been filled, there shall not be any requirement to hold the election for such post and the candidate/s shall be recommended to the State ONEA for verification and declaration of final result by the State ONEA.

  
**President**  
Odisha Nursing Employees Association

  
**General Secretary**  
Odisha Nursing Employees Association

## **II. For contested Posts – Voting by Show of Hands/Open Ballot/ Secret Ballot Method:**

Where **two or more candidates** file nominations for a post, voting shall be conducted by way of:

- **Show of Hands Voting Method**

**OR**

- **Open Ballot Voting Method**

**OR**

- **Secret Ballot Voting Method**

In order to maintain neutrality, unity and discipline within the Association, all forms of pre-election campaigning, canvassing or promotion whether verbal, written, digital or otherwise shall be strictly prohibited. This provision is applicable equally to all candidates and is intended to prevent groupism, coercion or undue influence & workplace disruption during the election process. However, a brief statement by candidates in the form of “Why I Stand for [the Post]” may be permitted on the day of the BGM in which election will be conducted, if so decided by the members present.

In case, the method of **Open Ballot Voting or Secret Ballot Voting** is adopted in the Branch General Meeting for the purpose of election, then the Branch General Meeting shall be convened for the second time within 7days after the date of 1st Branch General meeting to conduct the election, counting of votes and recommendation to the State ONEA for declaration of results. In the 1st BGM, only the Election Officers and Polling Officers shall be appointed in the meeting to conduct the election on the next Branch General Meeting to be convened within 7days after the date of 1<sup>st</sup> BGM. Nomination shall be filed by the Candidates after 3days after the 1st BGM and in the next date, the nominations can be withdrawn and before the 2nd BGM, final candidate

  
**President**  
Odisha Nursing Employees Association

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list will be declared after scrutiny. The Election Officers will ensure preparation of Ballots before the day of Polling.

### **Guidelines for Show of Hands / Open Ballot / Secret Ballot Voting Method**

#### **a) For Show of Hands Voting Method**

- The Branch General Meeting shall first record its unanimous or majority decision to adopt the **Show of Hands Voting** method for election. This decision shall be recorded in the minutes of the BGM and endorsed by the working Branch President, Branch Secretary and Election Officer.
- Nomination shall be filled in the prescribed form (**Form-A**) along with the undertaking (**Form-B**) by the interested candidates during the BGM.
- During voting by show of hands, the Election Officer shall invite members to raise their hands in support of each contesting candidate, one candidate at a time.
- Each member must put his/her signature in the meeting register so as to record the list of participants in the voting process.
- Votes cast by show of hands in support of each candidate shall be duly counted and recorded.
- Upon conclusion of the election, nomination forms, counted result sheets and the list of selected Branch Executive Committee members shall be submitted to the State Association for verification of election process and official declaration of results and for inclusion of names of the newly elected representatives in the Association's official records.

#### **b) For Open Ballot Voting Method:**

- The election of branch Office Bearers through Open Ballot Voting will be conducted in the second BGM which will be held within 7 (seven) days after the date of 1<sup>st</sup> BGM.

  
**President**  
Odisha Nursing Employees Association

  
**General Secretary**  
Odisha Nursing Employees Association

- The 1<sup>st</sup> Branch General Meeting shall record its unanimous or majority decision to adopt the **Open Ballot Method** for voting. This decision shall be recorded in the minutes of the BGM and endorsed by the Election Officer.
- During Branch General Meeting, quorum must be met.
- Nomination shall be filed by the Candidates after 3days after the 1st BGM and in the next date, the nominations can be withdrawn and before the 2nd BGM, final candidate list will be declared after scrutiny.
- Ballot papers shall be prepared by the Election Officer or an authorized member, listing the names of **all valid candidates** contesting for each post.
- Sufficient copies shall be printed on standard sheets for distribution during the BGM.
- Members shall be provided one ballot paper listing all contesting candidates.
- Members shall indicate their preferred candidates and submit the signed ballot paper to the Election Officer.
- Votes shall be counted in the presence of observers and candidates securing valid votes shall be recommended to the State ONEA for verification of the election process and declaration of final result .by the State ONEA.
- In the event of a **tie**, the Election Officer shall exercise a **casting vote**, which shall be final and binding.
- Upon conclusion of the election, all sealed ballots, nomination forms, counted result sheets and the list of selected Branch Executive Committee members shall be submitted to the State Association for verification of election process and official declaration of results and

*Sudhanshu Dash*  
**President**  
 Odisha Nursing Employees Association

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*Aswini Kumar Das*  
**General Secretary**  
 Odisha Nursing Employees Association



for inclusion of names of the newly elected representatives in the Association's official records.

**c) For Secret Ballot Voting Method:**

- The election of branch Office Bearers through Secret Ballot Voting will be conducted in the second BGM which will be held within 7 (seven) days after the date of 1<sup>st</sup> BGM.
- The 1<sup>st</sup> Branch General Meeting shall record its unanimous or majority decision to adopt the **Secret Ballot Method** for voting. This decision shall be recorded in the minutes of the BGM and endorsed by the Election Officer.
- During Branch General Meeting, quorum must be met.
- Nomination shall be filed by the Candidates after 3days after the 1st BGM and in the next date, the nominations can be withdrawn and before the 2nd BGM, final candidate list will be declared after scrutiny.
- Secret ballot voting shall be conducted during the Branch General Meeting (BGM) in a free, fair and transparent manner, under the supervision of the Election Officer & Assistant Election Officer & Polling Officers ensuring confidentiality and equal opportunity for all eligible members to cast their vote without any influence or pressure.
- Ballot papers shall be prepared by the Election Officer or an authorized member, listing the names of **all valid candidates** contesting for each post.
- Each ballot shall be **numbered** (for security) but **not personally identifiable**, to maintain voter confidentiality. There will be no signature of voter on the Ballot paper.
- Sufficient copies shall be printed on standard sheets for distribution during the BGM. One ballot paper shall be provided to each member in the BGM affixing dated signature of the Election Officer on the same.

  
**President**  
Odisha Nursing Employees Association

  
**General Secretary**  
Odisha Nursing Employees Association

- Ballot papers shall be **distributed individually to all eligible members present** in the BGM by the Election Officers or designated volunteers under the supervision of the Election Officers.
- Only members whose names are on the **authenticated voter list** and have signed in the Meeting Register shall be permitted to vote.
- Members shall be directed to cast their votes in **designated private areas or booths** (where possible), ensuring privacy and confidentiality.
- Each voter shall **mark** their choice clearly against the name of their preferred candidate(s) for each post.
- Any **ambiguous or improperly marked ballots** shall be deemed invalid by the Election Officer.
- After voting, each member shall **drop their completed ballot** into a **sealed ballot box**, placed in full view of the Branch General Meeting.
- After completion of voting process, the ballot box shall remain sealed and unopened until the counting process begins.
- The ballot box shall be opened by the Election Officer in the presence of at least **two neutral observers, interested members & contesting candidates**, ensuring transparency.
- Ballots shall be **counted openly** and results shall be tabulated immediately. In the case of a **tie**, the Election Officer shall exercise a **casting vote** and their decision shall be final and binding.
- Any invalid ballots shall be documented and excluded from the final count.
- Upon conclusion of the election, all sealed ballots, nomination forms, counted result sheets and the list of selected Branch Executive Committee members shall be submitted to the State Association for



verification of election process and official declaration of results and for inclusion of names of the newly elected representatives in the Association's official records.

## **5. Resolution of Election:**

- a) A **comprehensive resolution** shall be drafted immediately after completion of the election, clearly recording:
- i. Number of members present,
  - ii. List of contestants for each post,
  - iii. Method of voting adopted (Show of Hands/Open Ballot/Secret Ballot),
  - iv. Names of all contestants along with the number of votes secured by them.
  - v. Proposals accepted by the house.
- b) The resolution must be **passed by at least 3/4<sup>th</sup> of the members present** and countersigned by the working Branch President , Branch Secretary & Election Officer.

## **6. Submission to State Association:**

- a. The following documents must be submitted to the State Executive Committee of the Association within 3 working days from the date of election:
- i. Signed BGM Resolution.
  - ii. Attendance sheet of BGM.
  - iii. Final list of all contestants.
  - iv. All nomination forms.
  - v. Sealed open ballots/secret ballots
  - vi. Counted result sheets duly signed by the Election Officer, Assistant Election Officer & Polling Officers.
- b. The **State Executive Committee of ONEA** shall scrutinize all submissions before final declaration of result.

  
**President**  
Odisha Nursing Employees Association

  
**General Secretary**  
Odisha Nursing Employees Association

## **7. Disciplinary Measures:**

- Any attempt to create factionalism, use coercion or influence the process unduly shall be considered a serious disciplinary breach.
- Offenders may be disqualified, suspended or have their membership cancelled.
- Any forged documents, false statements or misleading declarations shall attract immediate cancellation of candidature. If, after the election, any elected office bearer is found to have submitted forged documents or provided false information during the nomination process, they shall be removed from the elected position. The State Executive Committee of ONEA shall nominate a replacement to the vacant post, who will serve until a fresh election is conducted for such post in the Branch General Meeting.

## **8. Conduct and Code of Ethics:**

- All members are expected to conduct themselves with **respect, unity and integrity**.
- **Personal attacks, disruptive behavior** and spreading misinformation shall not be tolerated and may invite disciplinary action.

## **9. Final Authority:**

- i. The **State Executive Committee of the Association** reserves the sole right to **validate, reject or reorder** any election process found to be flawed or manipulated.
- ii. Their decision shall be **final and binding** on all branch members.
- iii. In order to ensure transparency, impartiality and proper adherence to the approved election procedures, the State President of Association shall have the discretionary authority to deploy one or more State Representatives to any branch-level election, if deemed necessary. Such deployment may be made in situations where additional oversight is

  
**President**  
Odisha Nursing Employees Association

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**General Secretary**  
Odisha Nursing Employees Association



required or where disputes, irregularities or prior disciplinary concerns have been noted. The presence of State Representatives shall be solely for the purpose of observation, guidance and reporting and they shall not interfere with the voting process unless procedural violations are observed. Their report, if submitted, shall be considered final and binding by the State Executive Committee.

iv. In any case where the election process is halted whether by decision of the members and/or by the State Executive Committee and/or due to disruption caused by members acting against the interests of the Association and/or owing to any legal impediment, the State Executive Committee of the Association shall have the authority to:

**a) Nominate three members of the said branch to serve as Branch Representatives for the purpose of transacting the affairs of the Association in the interest and welfare of the members; and**

**b) Re-conduct the election through a Branch General Meeting, either in physical or online mode and officially declare the result, provided there is no subsisting legal impediment challenging the election process.**

#### **10. Assumption of office by newly elected Office Bearers:**

The elected branch office bearers shall assume office and discharge their duties only after taking the prescribed oath and formally assuming charge, following the official declaration of results by the State ONEA.

  
President, ONEA  
Odisha Nursing Employees Association

  
General Secretary, ONEA  
Odisha Nursing Employees Association

**FORM-A**  
**ODISHA NURSING EMPLOYEES ASSOCIATION**

**NOMINATION FORM**

*(To be filled only by the Contestant/Nominee in good handwriting)*

1. Name of the Candidate: \_\_\_\_\_

2. Gender: Male / Female

3. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

4. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Email ID: \_\_\_\_\_

6. Contact No. \_\_\_\_\_

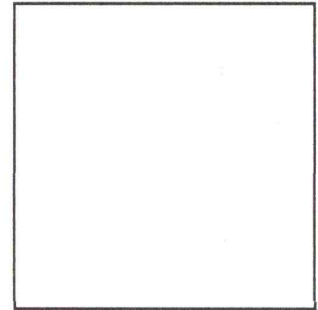
7. Position nominated for: \_\_\_\_\_

8. Designation: \_\_\_\_\_

9. Place of Posting & District name: \_\_\_\_\_

10. Date of Joining in the Nursing Service Cadre: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

11. ONEA Membership Number: \_\_\_\_\_



Passport Size Photo

**II: OTHER RELEVANT INFORMATION:**

1. Have you regularly paid the annual membership fees?    ☐ Yes    ☐ No

2. Number of State-Level Meetings of ONEA attended during the preceding two years: \_\_\_\_\_

3. Number of Branch-Level Meetings attended during the preceding two years: \_\_\_\_\_

4. Have any disciplinary action been taken/ contemplated against you by ONEA?

☐ Yes    ☐ No

(If Yes, please provide details along with documentary evidence):

\_\_\_\_\_

\_\_\_\_\_



5. Have you previously served as a Branch Office Bearer or Executive Member of ONEA?  
☐ Yes    ☐ No

*If Yes, please specify the following:*

- **Post Held:** \_\_\_\_\_ **Level (Branch/State):** \_\_\_\_\_
- **Duration (From – To):** \_\_\_\_\_

(Proposer)	Seconded By
Name:	Name:
Membership No:	Membership No:
Place of Posting:	Place of Posting:
Email ID:	Email ID:
Mob No:	Mob No:
Signature:	Signature:

### **DECLARATION AND CONSENT BY THE CANDIDATE**

I, the undersigned, do hereby declare that all the information furnished above is true, complete and correct to the best of my knowledge and belief. I fully understand that if any of the details provided by me are found to be false, forged or manipulated at any stage, my nomination shall stand **cancelled forthwith by the State Odisha Nursing Employees Association (ONEA)** without assigning any reason thereof. I further agree to abide by the rules, decisions and procedures laid down by the State ONEA Executive Body.

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the Candidate:** \_\_\_\_\_

## **FORM-B**

### **UNDERTAKING**

If selected as a branch representative of the Odisha Nursing Employees Association (ONEA), I do hereby solemnly affirm that:

- I shall faithfully abide by all rules, regulations and constitutional provisions laid down by ONEA.
- I shall work in close cooperation and collaboration with the State ONEA body in all matters concerning the welfare and upliftment of the members.
- I shall uphold the dignity and unity of the Association at all times and discharge my responsibilities with integrity, transparency and commitment.
- I fully understand that any act on my part that is deemed to be against the interest of the Association or in violation of its objectives shall make me liable for disciplinary action as deemed appropriate by the State ONEA and I shall have no objection to such action being taken in the future.

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the Candidate:** \_\_\_\_\_

**Full Name (in block letters):** \_\_\_\_\_