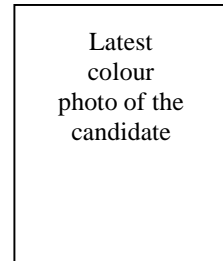


Date:

To

The Returning Officer  
Quality Circle Forum of India, Secunderabad



Dear Sir

**Sub: Election to the Board of Directors for the period: 2016 - 2019**

With reference to your notice dated **6<sup>th</sup> June 2016** for the Election to the Executive Board of QCFI this is to inform you that I am willing to contest for election from \_\_\_\_\_ zone under clause 3.1.1/Directors with specialized knowledge under clause 3.3.4 and if elected will do my best for furthering the Quality Concepts movement in the country. Enclosed please find the attached information sheet duly filled-in. (My brief bio data is also enclosed herewith)

Name in full (in block letters): \_\_\_\_\_

Father's Name \_\_\_\_\_

Address: \_\_\_\_\_

Membership No. \_\_\_\_\_ (Photocopy)

I was Executive Board member of QCFI for the period.....

Yours faithfully,

(Signature of the Candidate)

I hereby propose the name of Shri / Ms \_\_\_\_\_ as candidate for the Election to the Executive Board from \_\_\_\_\_ zone under clause 3.1.1/Directors with specialized knowledge under clause 3.3.4 of Quality Circle Forum of India for the period of 2016-19

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

Address: \_\_\_\_\_

\_\_\_\_\_

Membership No. \_\_\_\_\_

Yours faithfully,

(Signature of the Proposer)

I hereby second the name of Shri / Ms. \_\_\_\_\_ as candidate for Election to the Executive Board from \_\_\_\_\_ zone under clause 3.1.1/Directors with specialized knowledge under clause 3.3.4 of Quality Circle Forum of India for the period 2016-19.

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Membership No. \_\_\_\_\_

Yours faithfully,

(Signature of the Seconder)

**Note:**

- a) Only those members who are **life members of the Forum** will be entitled to contest as candidates for Election. Any life member can propose and second such candidature.
- b) A life member can propose or second one candidate only.
- c) The candidate should fill up the information sheet along with this and send it to QCFI-HQ, as to reach on or before 27<sup>th</sup> June 2016
- d) Candidate, proposer and seconder should belong to the respective zone from which candidate is contesting. Members address with QCFI will be the deciding factor for determination of their Zone.

**PERSONAL INFORMATION SHEET OF THE CANDIDATE CONTESTING FOR ELECTION TO THE  
EXECUTIVE BOARD OF QCFI FOR THE PERIOD 2016–19**

1. Name: \_\_\_\_\_ Date of Birth\_\_\_\_\_

2. (a) Since when you are associated with the QC movement?

(b) Is your organisation a member of the Forum currently? Yes /No / NA

3. Have you attended any of the following Conventions ?

a) Conventions – CCQC / NCQC / ICQCC

If yes, state in which year(s) and which Convention.

b) Training programmes attended on Quality Concepts (Please mention the topics)

4. Briefly state your contribution, if any, to the Quality movement (Attach extra sheet, if needed)

5. Have you assisted any organisation in introducing Quality Circles or any other allied Quality concepts? If yes, furnish details. (Attach Extra Sheet if needed)

6. How would you help the forum for its growth, if elected (Attach extra sheet, if needed)

7. Were you an QCFI Executive Board member earlier. If yes, furnish the period and number of terms.

8. Profile in detail along with one address proof and PAN card photocopy.

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**UNDERTAKING BY THE CANDIDATE**

I hereby undertake that I will try and **attend all the Forum's Board Meetings**. In case, I cannot attend, I will send the communication in advance to that effect, and also send my views on important agenda points.

Signature:-----

Name:-----

Date:-----

To

**The Executive Director,**

**QUALITY CIRCLE FORUM OF INDIA**

306, III Floor, Navketan Chambers, SD Road,

Secunderabad 500003

Phones : 040-66311168, 66318068, 66316744

Telefax : 0091-040-27805660

E-Mail : [qcfihq@qcfi.in](mailto:qcfihq@qcfi.in)

Website : [www.qcfi.in](http://www.qcfi.in)

(To be detached for future use, if desired)

To

The Returning Officer  
Quality Circle Forum of India, Secunderabad

Dear Sir,

**Sub: Withdrawal of nomination**

I deeply regret my inability to contest for election and therefore I am hereby withdrawing my nomination filed on my behalf for election to **the Executive Board of the Quality Circle Forum of India.**

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

Address: \_\_\_\_\_

Yours faithfully,

(Signature of the Candidate)

Membership No: \_\_\_\_\_

(Last date for withdrawal of nominations to reach QCFI Headquarters **3<sup>rd</sup> July, 2016**)

To

**The Executive Director,**  
**QUALITY CIRCLE FORUM OF INDIA**  
306, III Floor, Navketan Chambers, SD Road,  
Secunderabad 500003  
Phones : 040-66311168, 66318068, 66316744  
Telefax : 0091-040-27805660  
E-Mail : [qcfihq@qcfi.in](mailto:qcfihq@qcfi.in)  
Website : [www.qcfi.in](http://www.qcfi.in)