

# INDIAN STATISTICAL INSTITUTE

203 B.T. Road, Kolkata – 700 108

## ELECTION/URGENT

No. CAF/Elec/10-3/39

22 July, 2020

### NOTICE

Guidelines for voters of Outlying Centres / Units / Offices, etc. regarding polling by Postal Ballot in connection with the election by and from workers for various offices for the next two-year term commencing from 18<sup>th</sup> September, 2020.

The following procedures of voting are laid down for the guidance of the voters of Outlying Centres / Units / Offices, etc. in connection with election of (1) Professors-in-Charge of six Scientific Divisions, (2) Head, SQC & OR Division, (3) Two representatives from each of the seven Divisions to Academic Council, (4) One representative from the Non-Scientific Workers to the Council of the Institute and (5) Dean of Studies.

- 1) The polling by ballot will be held on 14<sup>th</sup> August, 2020 from 11.00 a.m. to 4.00 p.m. at place(s) fixed by the respective Head of Centres / Units / Offices etc.
- 2) On the aforesaid date i.e., on 14<sup>th</sup> August, 2020, the eligible voters will get a cover addressed to him/her from the Polling Officer, who will be deputed as Polling Officer by the Heads of Outlying Centres / Units / Offices, etc. for this purpose.
- 3) On receipt of the cover, a voter should check for the following inside it:
  - i. An envelope addressed to the Election Officer.
  - ii. A forwarding letter typed in the name of the voter.
  - iii. A list indicating different offices for which the voter will cast his / her vote.
  - iv. Another envelope carrying the ballot paper.
- 4) The voter will then mark the ballot paper(s) by putting a cross mark (X) preferably by Ball pen or by a rubber stamp in favour of the name of the candidate(s) of his/her choice in the ballot paper appropriate to the election of the concerned Professors-in-Charge, etc. A covered space will be provided for marking the ballot paper, in order to maintain secrecy of voting.
- 5) The ballot paper after marking should be placed inside the appropriate envelope, which should be sealed by the voter himself/herself. Such sealed envelope(s) along with forwarding letter, duly signed in presence of the Polling Officer, should be put in the outer cover addressed to the Election Officer.
- 6) The outer cover should then be duly pasted, sealed and handed over to the Polling Officer appointed by the respective Head of the Centres / Units / Outlying Offices, etc.

*Jadavpur*

- 7) It is to be noted that the voting by ballot will be held in accordance with the procedures and manners prescribed hereinbefore **on 14<sup>th</sup> August, 2020 only as announced. The voter would not be entitled to cast his/her vote in any other manner and / or on any other date, except what is provided in the para / clause 8 below.**
- 8) If any of the voter is likely to be absent on 14<sup>th</sup> August, 2020 for reasons beyond his/her control on official duty outside the Institute campus, he/she may apply to the concerned Head of the Outlying Centres / Units / Offices, etc. for allowing him/her to vote prior to 14<sup>th</sup> August, 2020. In that event, the respective Head will give him/her the packet containing the ballot on a date prior to 14<sup>th</sup> August, 2020, as deemed fit by him/her, to enable him/her to cast vote in the manner so prescribed subject to maintenance of secrecy of voting procedure. The concerned voter, after casting his/her vote will hand over the said packet to the Polling Officer for onward sending of the same to the Election Officer through the concerned Head or such outstation voter on official duties may at his/her own risk and responsibility may send ballot papers to the Election Officer so as to reach to him on or before 26<sup>th</sup> August, 2020 (5:00pm).



Election Officer

and

Dy. Chief Executive (Admn.) GA

- To :
- 1) All Nominees concerned.
  - 2) Heads of all Outlying Centres / Units / Offices, etc. with the request to kindly arrange circulation of the same to the workers under their control including displaying the same on the Notice Boards.
  - 3) Notice Boards.