

# INDIAN STATISTICAL INSTITUTE

203 B.T. Road, Kolkata – 700 108

ELECTION/URGENT

No.CAF/Elec/10-3/75

5<sup>th</sup> October, 2020

## OFFICE CIRCULAR

Sub. : Instructions to voters regarding polling by Postal Ballot and staggered Election for workers in outlying Centres, Units and Offices (and also for voters of Baranagar-Kolkata eligible for Postal Ballot) in connection with the election for Scientific Representative of the Institute for the next two-year term of the Council.

1. A final lists of candidates for election of One Representative from the Scientific Workers to the Council of the Institute have been published under reference No. CAF/Elec/10-3/72 dated 24<sup>th</sup> August, 2020 .
2. The position, as it emerges now, regarding election of the Council, necessitates holding of election for the following position :-
  - (i) One Representative of the Scientific Workers.
3. Since there are more than one candidate for one representative of the Scientific Workers, holding of election through ballot is necessary.
4. Each eligible voter, franchising voting right through Postal Ballot, will receive a packet containing the following items, as applicable / relevant to the voter, from the concerned Head of the Centre / Unit / Office through the Polling Officer as deputed for the purpose of Election :-
  - i) An open medium size cover addressed to the Election Officer, Indian Statistical Institute, 203, B.T. Road, Kolkata – 700 108, which should be used as the outer cover for sending back the forwarding letter and the inner cover containing the ballot paper.
  - ii) A copy of the forwarding letter, duly signed by the voter, to be sent along with the cover containing the ballot paper.
  - iii) A cover marked “Election of one representative of the Scientific Workers” containing the blank ballot paper for the said election.
5. The voter will record his / her vote by putting cross mark (X) preferably by Ball pen or by a rubber stamp (rubber stamp available with Polling Officer) in the space provided in the ballot paper in favour of the name of the candidate of his / her choice appropriate to the election of the Scientific Workers.
6. Maintenance of secrecy of voting should be strictly adhered to by all concerned, while casting their vote through ballot.
7. The cross mark, while casting the vote, should not touch the borderlines of the space, provided for, and the polled ballot paper should be folded twice by the voter, first right to left and then top to bottom, in order to avoid cancellation of vote. After this, the voter will insert the folded ballot paper in the earmarked packet. Guidance of the Polling Officer, if necessary, may be sought.

8. Any worker, if found giving false identification or violating the secrecy of voting or otherwise, would be liable to disciplinary action by the appropriate authority.
9. **After casting the vote by putting the cross mark (X) preferably by Ball pen or by a rubber stamp, the polled ballot paper(s) should be placed inside the appropriate envelope, which should be sealed by the voter himself / herself. Such sealed envelope along with the forwarding letter, duly signed by the voter, should be put in the larger outer cover addressed to the Election Officer, Indian Statistical Institute, 203, B.T. Road, Kolkata – 700 108. The outer cover should then be duly pasted and sealed and handed over by the concerned voter to the Head of the Outlying Centre / Unit / Office concerned, who will arrange to send it by Post, so as to reach the Election Officer by 4.00 p.m. on Thursday, 19<sup>th</sup> November, 2020.**
10. In partial modification of the Office Circular No. CAF/Elec/10-3/71 dated 21<sup>st</sup> August, 2020, relating to date of voting, it is decided that the Election will be held on 5<sup>th</sup> & 6<sup>th</sup> November, 2020 from 11:30 a.m to 03:30 p.m at the Outlying Centres/Units/ Sections/Branches etc. In Headquarters at Kolkata Election will be held on 18<sup>th</sup> November, 2020 & 19<sup>th</sup> November, 2020 from 11:30 a.m. to 03:30 p.m, the voters may have their option to franchise their rights accordingly keeping in mind social distancing norm due to COVID-19 Corona Virus, Attached Form-6 (for Headquarters) & 6A (for Centres) may also be used for postal voting in case the voter are willing to cast their votes through postal ballots. The Form may be downloaded from the Institute website for seeking ballot in advance for casting votes. The Institute authority shall not be held liable for any type of postal delay.
11. In case the Head of Centre / Unit / Office is unable to accept the cover because of delayed submission, the voter may, at his/her own risk and cost, send the cover directly, after affixing necessary stamp so as to reach the Election Officer, Indian Statistical Institute, 203, B.T. Road, Kolkata – 700 108 on or before 4.00 p.m. by Thursday, 19<sup>th</sup> November, 2020.
12. The office circular No. CAF/Elec/10-3/74 dated 5<sup>th</sup> October, 2020 already issued, may also be referred to this connection.
13. In-Charge/HoD of Outlying Centre is requested to depute Polling Officer at the Centre/Unit for smooth conduct of Election for One Representative of Scientific Workers of the Institute. Kindly inform their names with mobile number and e-mail ID to the undersigned.

  
Election Officer

and

Deputy Chief Executive (Admn.) GA

Enclosure: As stated

- To : 1) All voters of Outlying Centres / Offices etc. and those voters of Baranagar, Kolkata eligible for Postal Ballot.  
2) Heads of Outlying Centres / Offices etc.  
3) All Polling Officers, with a request for arranging to putting this Office Circular on the Notice Board.
- Copy to : 1. All candidates for information.  
: 2. Director.  
: 3. CE (A&F)