

No.CAF/Elec/10-3/61

10th August, 2020

OFFICE CIRCULAR

Sub. : Guidelines and venue regarding polling by ballot for workers in Baranagar-Kolkata area in connection with election by and from workers for various offices in terms of the Regulations and Bye-laws of the Institute for next two-year term of the Council commencing from 18th September, 2020.

1. Final lists of candidates for election of (i) Professors-in-Charge of five Scientific Divisions, (ii) Head of the SQC and OR Division, (iii) One Representative from the Non-Scientific Workers to the Council and (iv) Dean of Studies,, were published under reference No. CAF/Elec/10-3/37 dated 21st July, 2020 and under reference No. CAF/Elec/10-3/36 dated 20th July, 2020.
2. The position, as it emerges now, the Election will be held for the following offices :-
 - (i) Professors-in-Charge of five Scientific Divisions viz.,
 - a) Theoretical Statistics & Mathematics Division
 - b) Applied Statistics Division
 - c) Social Sciences Division
 - d) Biological Sciences Division
 - e) Computer and Communication Sciences Division
 - (ii) Head of the SQC and OR Division.
 - (iii) Dean of Studies.
 - (iv) One Representative of the Non-Scientific Workers.
3. Kindly note that :
 - (a) Although for each of the positions of Professors-in-Charge of Social Sciences Division and Head, SQC & OR Division, there is only one candidate, the process of election through ballot will have to be completed in order to ascertain as to whether the candidates nominated get votes with three-fourths majority of total eligible voters of the concerned Division. There are two contesting candidates for the Prof.-in-Charge of (i) Theoretical Statistics & Mathematics Division, (ii) Applied Statistics Division, (iii) Biological Sciences Division, (iv) Computer and Communication Sciences. Since no nominations have been filed for position of Professor-in-Charge, Physics & Earth Sciences Division, no election through ballot is considered necessary for these positions.
 - (b) No nominations have been filed by the contesting candidates for selection to the Academic Council, from the following seven Divisions viz., (i) Theoretical Statistics & Mathematics Division, (ii) Applied Statistics Division, (iii) Biological Sciences Division, (iv) Computer and Communication Sciences Division , (v) Statistical Quality Control and Operations Research Division, (vi) Social Sciences Division and (vii) Physics and Earth Sciences Division. Therefore, no election through ballot is considered necessary for these positions.
 - (c) Since there are three contesting candidate for forming of a panel of three members for appointment of Dean of Studies to the Council, holding of election through ballot is necessary.

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- (d) Since there is one candidate for one representative of the Scientific Workers, holding of election through ballot is not necessary.
- (e) Since there are more than one candidate for one representative of the Non-Scientific Workers, holding of election through ballot is necessary.

4. Guidelines for the voters regarding polling by ballot

- (i) Polling will start from 11.30 a.m. and end at 3.30 p.m. from 24th August, 2020 to 26th August, 2020 (Three days) in respect of all the offices mentioned in paragraph 3 above, at the Library Building, Director's Office Building, A.N. Kolomogorov Bhaban and Administrative Building. Booth nos. and location of booths have been shown hereunder. The polling officers will be designated by the Election Officer from amongst the regular workers of the Institute, who will remain In-Charge of the polling booths as per the allotment of their duties and responsibilities for the purpose of holding election smoothly and efficiently.
- (ii) Relating to date of voting, it is decided that the staggered Election will be held on 12th August, 2020 & 13th August, 2020 in addition to 14th August 2020 from 11:30 a.m to 03:30 p.m at all the Outlying Centres/Units/Sections/Branches etc. except Delhi and Chennai Centre. In Delhi and Chennai Centres election will be held on 11.08.2020, 13.08.2020 and 14.08.2020. In Headquarters at Kolkata staggered voting will be held on 24th August, 2020 & 25th August, 2020 in addition to 26th August, 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.
- (iii) The contesting candidates or only two duly authorised representative of each of the contesting candidates may nominate their polling agents but only one of them may remain present in the booth during polling hours, if they so desire, subject to the following conditions :-
 - (a) The authorised representative should be a regular worker of the Institute;
 - (b) If any of the candidates prefer presence of his authorised representative in the booth during the polling hours, as his polling agent, he should send the letter of his authorisation (in duplicate) to the undersigned positively on or before 19th August, 2020 indicating his name in full, roll number, designation, section and also his signature, in full, being duly attested by the candidate ;
 - (c) One of the said authorization letters with the signature and seal of the Election Officer will be returned to the candidate and this should be submitted to the Polling Officer at the booth on the day of polling for his information, identification and necessary action.
- (iv) For facilitating casting of votes in person by the eligible voters through ballots smoothly and conveniently polling booths have been arranged in the following manner:-

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Table No. 4.1 Distribution and location of polling booths


Sl. No.	Division / Group of Sections / Units	Location of Booth	Booth No.
(1)	(2)	(3)	(4)
<u>For Election of Professor-in-Charge / Head, SQC and OR</u>			
I.	Theoretical Statistics and Mathematics Division	NAB-2 of A.N. Kolomogorov Bhawan	1
II.	Applied Statistics Division	Section Officer's Room of MERU, Ground Floor of the Satyendra Nath Bose Bhavan	2
III.	Biological Sciences Division	Old Binding Unit, Ground Floor of R.A. Fisher Bhavan	3
IV.	Social Sciences Division	Office Meeting Room of the ISI Credit Co-operative Society, Ground Floor of the Satyendra Nath Bose Bhavan	4
V.	Computer and Communication Sciences Division	Old Binding Unit, Ground Floor of R.A. Fisher Bhavan	5
VI.	SQC and OR Division	Office Meeting Room of the ISI Credit Co-operative Society, Ground Floor of the Satyendra Nath Bose Bhavan	6
VIII.	<u>Election for formation of panel of three names for appointment of Dean of Studies</u>	Premises of PPU, Ground Floor of the Satyendra Nath Bose Bhavan.	7
IX.	<u>For Election of one representative of the Non-Scientific Workers</u>		
1.	Agricultural and Ecological Research Unit, Dean's Office, Electro Mechanical Lab, Geological Studies Unit, Human Genetics Unit, Import-Travel Cell, Personnel Unit, Population Studies Unit, Psychology Research Unit, Publication and Printing Unit, R.B. Cell, R.S. Hostel, Sampling and Official Statistics Unit, R.C. Bose Centre, Security Unit, Transport Unit	Despatch Unit, Ground Floor of the P.N. Haksar Bhavan	8
2.	Applied Statistics Unit, C.E.(A & F)'S Office, Central SQC, Council Section, Guest House, I.S.E.C. Hostel., Library, Machine Intelligence Unit, Medical Expenses Reimbursement Unit, Medical Welfare Unit, P.A.B.X., P.F. Unit, Physics and Applied Mathematics Unit, Sociological Research Unit, SQC & OR Unit Kolkata, Stat. Math. Unit	Tailoring Unit, Ground Floor of the P.N. Haksar Bhavan	9

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3.	Accounts, Biological Anthropology Unit, Biological Sciences Division Office, Boys' Hostel, Canteen, Cash, Computer and Statistical Services Centre, Despatch, Director's Office, Economic Research Unit, Engineering Unit, Linguistic Research Unit, HRD Unit, Legal Cell, RTI Cell	Security Unit, Ground Floor of the P.N. Haksar Bhavan	10
4.	Advanced Computing and Micro Electronics Unit, Audio Visual Unit, Central Stores, Centre for Soft Computing Research Unit, Computer Vision and Pattern Recognition Unit, Electrical Maintenance Unit, Electronics and Communication Sciences Unit, Estate Office, I.S.E.C. Office, Interdisciplinary Statistical Research Unit, Internal Audit, Ladies Hostel, Official Language Cell, Public Relations Unit, Repro. Photo. Unit, Cryptology & Security Research Unit, Social Sciences Division	Estate Office, Section Officer's Room, Ground Floor of the P.N. Haksar Bhavan	11

- (v) Eligible voters belonging to each group mentioned in Column 2 of the table 4.1 above will cast their votes through ballot at the polling booth mentioned against each of the respective groups.
- (vi) Maintenance of secrecy of voting should be strictly adhered to by all concerned, while casting their votes through ballot.
- (vii) Ballot paper will be supplied to each voter by the Polling Officer, who will remain In-Charge of the Booth. The voter will record his / her vote by putting a cross mark (by a rubber stamp available with the Polling Officer) in the space, provided in the ballot paper for the purpose, against the name of the candidate of his / her choice.
- (viii) 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 and then breadthwise, in order to avoid cancellation of vote. After this, the voter will insert the folded ballot paper in the ballot box. Guidance of the Polling Officer, if necessary, will be available.
- (ix) 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.
- (x) After polling is over, the ballot box / boxes will be sealed by the Polling Officers. The candidates or their authorised representatives may remain present during sealing of the box and put their signature on the sealed box, if they so desire. The next day the sealed box will be unboxed in presence of other candidates and it will be sealed again *on the same day*.
- (xi) There shall be no canvassing for vote, slogan, meeting, distribution and pasting of poster, etc. within 50 yards of the Polling Centre.

- (xii) Voters may carry their identity cards, so that they can produce the same, if necessary.
- (xiii) To facilitate casting of votes smoothly and conveniently, voters should stand in a queue outside the booth, intended for them and wait till each of their respective turn comes maintaining social distancing norm due to Covid-19. Only one voter at a time, will be allowed to enter the polling booth to cast his / her vote and after his / her exit, the next voter in the queue will be allowed entry. However, the Polling Officer, who will remain In-Charge of the booth may exercise his discretion in this respect, if deemed necessary and unavoidable, in the interest of smooth and peaceful voting. Immediately after casting of vote, the voter should leave his/her Polling Centre and should not wait / loiter in and around the same in order to allow free movements for other voters and polling personnel.
- (xiv) After the poll is over, the Polling Officers, with due observance of the formalities as mentioned in Para – X above, will arrange to send the sealed ballot boxes containing the polled ballot papers, under proper security cover, to the strong room, so prepared at the Conference Room of the CE(A&F)'s Office, for safe-custody. The sealed ballot boxes, so received from the Polling Officers, will be retained in the strong room under strict security arrangements, till the day of counting.
- (xv) Counting of votes will commence from 11:30 a.m. on Tuesday, 1st September, 2020 at the Auditorium of the Platinum Jubilee Academic Building, at 203 B.T. Road, Kolkata – 700 108. The candidates or one duly authorised representative of each candidate may remain present during the counting of votes of their respective offices. The procedure for authorising representatives for being present during counting will be similar to as stated in para 4(ii) hereinbefore. The copy of authorisation bearing seal and signature of the Election Officer should be submitted to the scrutineers for information, identification and necessary action.


Election Officer
and
Deputy Chief Executive (Admn) GA

- To : Heads of all Divisions / Departments / Sections / Units at Baranagar-Kolkata for information and communication to workers concerned for which adequate number of spare copies are enclosed.
- : All candidates for information and necessary action. Polling Agents should not be selected from the Polling Officers. A list containing the names of the Polling Officers is enclosed for information, guidance and taking necessary action. The list may be changed due to Covid-19 Pandemic.
- : Notice Boards.
- Copy to : Director.

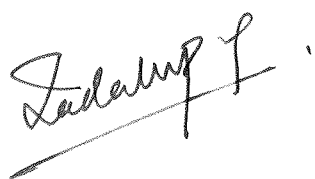
INDIAN STATISTICAL INSTITUTE

203, B.T. Road, Kolkata – 700 108

Council Election for 2020 – 22

LIST OF THE POLLING OFFICERS AT HQs*

Sl. No.	Name of the Polling Officers*	Roll No.	Unit
1.	Arpan Biswas	9490	Director's Office
2.	Subhajyoti Das	9544	R.C. Bose Centre
3.	Utpal Mahato	9535	M.W.U
4.	Malay Kumar Basu	8542	Accounts
5.	Debasis Das	8746	R.B. Cell
6.	Asim Kr. Chattopadhyay	8892	Accounts
7.	Debabrata Mitra	8713	A.C.M.U.
8.	Bikash Ranjan Biswas	8691	Transport Unit
9.	Partha Pratim Halder	9043	Personnel Unit
10.	Baidya Nath Pal	8548	B.A.U.
11.	Dilip Kumar Halder	8716	Accounts
12.	Tapas Chakraborty	8268	Personnel Unit
13.	Durgam Giri	9461	P.R.U.
14.	Manoj Kumar Pandey	9314	Legal Cell
15.	Raj Narayan Mukherjee	8322	Estate Office
16.	Rajib Kumar Bardhan	8535	MERU
17.	Sujan Dutta	9369	Accounts
18.	Subrata Dey	8721	BSD
19.	Probir Chatteraj	8419	Estate Office
20.	Santanu Bag	8342	P.F. Unit
21.	Partha Bhattacharya	8705	Personnel Unit
22.	Gouri Sankar Acharya	8694	P.F. Unit
23.	Biplab Dey Sarkar	8722	E.R.U.



* The List may be changed due to Covid-19 pandemic situation.