

No.CAF/Elec/10-3/63

7<sup>th</sup> August, 2024

OFFICE CIRCULAR

Sub. : Guidelines and venue regarding polling by ballot for workers at Headquarters, 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 18<sup>th</sup> September, 2024.

1. Final lists of candidates for election of (i) Professors-in-Charge of six Scientific Divisions, (ii) Head of the SQC and OR Division, (iii) Dean of Studies, (iv) Two Representatives from each of the seven Scientific Divisions to the Academic Council, (v) One Representative from the Scientific Workers to the Council, (vi) One Representative from the Non-Scientific Workers to the Council, were published under reference No. CAF/Elec/10-3/29 and 30 dated 3<sup>rd</sup> June, 2024.
2. The position, as it emerges now, the Election will be held for the following offices :-
  - (i) Professors-in-Charge of six Scientific Divisions viz.,
    - a) Theoretical Statistics & Mathematics Division
    - b) Applied Statistics Division
    - c) Biological Sciences Division
    - d) Social Sciences Division
    - e) Computer and Communication Sciences Division
    - f) Physics & Earth Sciences Division
  - (ii) Head of the SQC and OR Division.
  - (iii) Dean of Studies.
  - (iv) One Representative of the Scientific Workers.
  - (v) One Representative of the Non-Scientific Workers.
3. Kindly note that :
  - (a) For Professors-in-Charge of five Scientific Divisions and SQC & OR Division there is only one Candidate from each Division contesting the Election. The process of election through ballot will have to be completed in order to ascertain as to whether the candidate(s) nominated gets votes with three-fourths majority of total eligible voters of the concerned Division. There are two contesting candidates from Computer and Communication Sciences Division. We have to complete the process of Election in similar manner to ascertain the candidate getting three-fourth majority of total eligible voters of the concerned Division.
  - (b) It may be mentioned that no nomination has been filed to the Academic Council from (i) Applied Statistics Division, (ii) Social Sciences Division, (iii) Computer and Communication Sciences Division, (iv) Theoretical Statistics & Mathematics Division and (v) Statistical Quality Control and Operations Research Division and two nominations have been filed to the Academic Council from Physics and Earth Sciences Division.
  - (c) Since there are three contesting candidates for formulation of a panel of three members for appointment of Dean of Studies to the Council, holding of election through ballot is necessary.

A handwritten signature in blue ink, possibly 'D. J. Das', is written over a diagonal line. Below the signature, the date '07 Aug 2024' is written in blue ink.

- (c) Since there are more than one candidates for election of one representative of the Scientific Workers, holding of election through ballots is necessary.
- (d) Since there are more than one candidate for election of one representative of the Non-Scientific Workers, holding of election through ballots is necessary.

4. Guidelines for the voters regarding polling by ballot

- (i) Polling will start from 11.00 a.m. and end at 4.00 p.m. on Monday, 19<sup>th</sup> August, 2024 in respect of all the offices mentioned in paragraph 3 above, at the Library Building, NAB-1, Old Binding Building 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) Candidates or one duly authorised representative of each of them who will act as their polling agents, 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/reliever of 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 by 02.00 p.m. 14<sup>th</sup> August, 2024 indicating his name in full, roll number, category, 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.
- (d) No Mobile/Camera shall be allowed inside the booth.**
- (iii) For facilitating casting of votes in person smoothly and conveniently by the eligible voters through ballots, polling booths have been arranged in the following manner:-

**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)
<b><u>For Election of Professor-in-Charge / Head, SQC and OR</u></b>			
I.	Theoretical Statistics and Mathematics Division	Old Binding Unit, Ground Floor of R.A. Fisher Bhavan	1
II.	Applied Statistics Division	Administrative Officer's Room of MERU, Ground Floor of the Satyendra Nath Bose Bhavan	2

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07 Aug 2024

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.	Physies and Earth Sciences Division	NAB 1, Ground Floor of A.N. Kolomogorov Bhawan	6
VII.	SQC and OR Division	Office Meeting Room of the ISI Credit Co-operative Society, Ground Floor of the Satyendra Nath Bose Bhavan	7
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.	8
IX.	<u>Election of one representative of the Scientific Workers</u>	Central Store, 1 <sup>st</sup> Floor of P.N. Haksar Bhavan	9
X.	<u>For Election of one representative of the Non-Scientific Workers</u>		
1.	<u>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</u>	Despatch Unit, Ground Floor of the P.N. Haksar Bhavan	10
2.	<u>Applied Statistics Unit, C.E.(A &amp; F)'S Office including RTI Cell, Central SQC, Council Section, Guest House, Library including Repro-Photo Unit, Machine Intelligence Unit, Medical Expenses Reimbursement Unit, Medical Welfare Unit, P.F. Unit, Physies and Applied Mathematics Unit, Sociological Research Unit, SQC &amp; OR Unit Kolkata, Stat. Math. Unit</u>	Engineering Unit, 1st Floor of the P.N. Haksar Bhavan	11
3.	<u>Accounts, Biological Anthropology Unit, Canteen, Cash, Computer and Statistical Services Centre, Despatch, Director's Office, Economic Research</u>	Security Unit, Ground Floor of the P.N. Haksar Bhavan	12

*[Handwritten Signature]*  
27 Aug 2024

	<u>Unit, Engineering Unit, Linguistic Research Unit, HRD Unit, Legal Cell</u>		
4.	<u>Advanced Computing and Micro Electronics Unit, Audio Visual Unit, Stores and Purchase Unit, 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, Official Language Cell, Public Relations Unit, Cryptology &amp; Security Research Unit, Social Sciences Division</u>	Estate Office, Section Officer's Room, Ground Floor of the P.N. Haksar Bhavan	13

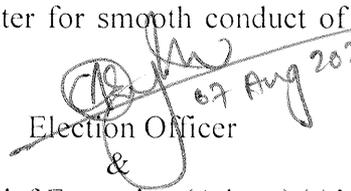
- (iv) Eligible voters belonging to each group mentioned in Column 2 of the table 4.1 above will cast their votes through ballot at the polling booth mentioned against each of the respective groups.
- (v) Maintenance of secrecy of voting should be strictly adhered to by all concerned, while casting their votes through ballot.
- (vi) Ballot paper will be supplied to each voter by the Polling Officer, who will remain In-Charge and responsible 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 of casting their vote against the name of the candidate of his / her choice.
- (vii) 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, will be available.
- (viii) 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.
- (ix) 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.
- (x) There shall be no canvassing for vote, slogan, meeting, distribution and pasting of poster, etc. within 50 yards of the Polling Centre.
- (xi) Voters will carry their Institute's identity cards, so that they can produce the same, if necessary.
- (xii) 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. 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

 07 Aug 2024

allowed entry. However, the Polling Officer, who will remain In-Charge and responsible 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.

- (xiii) After the poll is over, the Polling Officers, with due observance of the formalities as mentioned in Para – 4 (ix) 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.
- (xiv) Counting of votes will commence from 11-00 a.m. on Tuesday, 20<sup>th</sup> August, 2024 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.

5. No Mobile/Camera shall be allowed inside the Booth.
6. All workers are requested to kindly cooperate in this matter for smooth conduct of elections as scheduled.

  
Election Officer  
&  
67 Aug 2024

Dy. Chief Executive (Admn.) 'A'

- 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.
- : Notice Boards.
- Copy to : Director.