

INDIAN STATISTICAL INSTITUTE

203 B.T. Road, Kolkata – 700 108

ELECTION/URGENT

No.CAF/Elec/10-3/41

13th July, 2026

OFFICE CIRCULAR

Sub.: Instructions to voters regarding polling by Postal Ballot for workers in outlying Centres, Units and Offices (and also for voters of Baranagar-Kolkata eligible for Postal Ballot) in connection with the election by and from workers for various offices in terms of the Regulations and Bye-laws of the Institute for the next two-year term of the Council commencing from 18th September, 2026.

1. A final lists of candidates for election of (i) Dean of Studies, (ii) Professors-in-Charge of six Scientific Divisions, (iii) Head of the SQC and OR Division (iv) Two Representatives from each of the seven Divisions to the Academic Council of the Institute have been published under reference No. CAF/Elec/10-3/26 & 27 dated 24th June, 2026.
2. The position, as it emerges now, regarding election to different offices of the Council, necessitates holding of election for the following positions: -
 - (i) Dean of Studies
 - (ii) Professors-in-Charge of six Scientific Divisions.
 - (iii) Head of the SQC and OR Division.
3. Kindly note that :
 - (a) Although for each of the positions of Professors-in-Charge of Six Scientific Divisions 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.
 - (b) Since there are two contesting candidates for selection to the Academic Council from the Theoretical Statistics and Mathematics Division, Social Sciences Division, Biological Sciences Division and Physics and Earth Sciences Division and no nomination has been filed for selection to the Academic Council from the Statistical Sciences Division, Computer and Communication Sciences Division and Statistical Quality Control and Operations Research Division, no election through ballot is considered necessary for these positions.
 - (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.
 - (d) Since there is only one candidate for one representative of the Scientific Workers, holding of election through ballot is not necessary.



- (e) Since there is only one candidate for one representative of the Non- Scientific Workers, holding of election through ballot is not necessary.
4. Each eligible voter, who will exercise his / her 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 designated by him for the purpose: -
- 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 (s) containing the ballot paper (s).
 - ii) A copy of the forwarding letter, to be signed by the voter, and sent along with the cover containing the ballot paper.
 - iii) A cover marked “Election of Professor-in-Charge, _____
_____ Division” containing the blank ballot paper for the said election.
 - iv) A cover marked “Election of Dean of Studies” containing the blank ballot paper for the said election.
 - v) A cover marked “Election of Head, SQC and OR Division” containing the blank ballot paper for the said election.
5. The voter will record his / her vote by putting a cross mark (by a rubber stamp available with Polling Officer) in the space provided in the ballot paper against the name of the candidate of his / her choice appropriate to the election of the concerned Professors-in-Charge / Dean of Studies / Head, SQC and OR Division.
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, will be available.
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/s by putting the cross mark through 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/s 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 to the Election Officer by 5.00 p.m. on Monday, 31st August, 2026.
10. 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 to the Election Officer, Indian Statistical Institute, 203, B.T. Road, Kolkata – 700 108 on or before 5.00 p.m. by Monday, 31st August, 2026.
11. The office circular No. CAF/Elec/10-3/26 & 27 dated 24th June, 2026, already issued, may also be referred to in this connection.


Election Officer

and

Dy. Chief Executive (Admn.) 'B'

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.

Copy to : All candidates for information.

: Director.