

INDIAN STATISTICAL INSTITUTE

203 B.T. Road, Kolkata – 700 108

ELECTION/URGENT

No.CAF/Elec/10-3/42

13th July, 2026

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 18th September, 2026.

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 and (4) Dean of Studies.

- 1) The polling by ballot will be held on **3rd August, 2026 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., 3rd August, 2026, the eligible voters will get a cover addressed to him/her from the Polling Officer, who will be designated 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) against 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.
- 7) It is to be noted that the voting by ballot will be held in accordance with the procedures and manners prescribed hereinbefore **on 3rd August, 2026 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 **3rd August, 2026** for reasons beyond his/her control or will be 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 **3rd August, 2026**. In that event, the respective Head will give him/her the packet containing the ballot on a date prior to **3rd August, 2026**, 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.



Election Officer

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Dy. Chief Executive (Admn.) 'B'

- 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.
- 4) All Voters concerned at Outlying Centres / Units / Offices, etc.
- 5) Institute's Website