

INDIAN STATISTICAL INSTITUTE

203 B.T. Road, Kolkata – 700 108

ELECTION/URGENT

No. CAF/Elec/10-3/61

20th August, 2026

CIRCULAR

Subject : Methodology of counting of votes for election to various offices of the Council to be held on 1st September, 2026 at 11-00 a.m. in the Platinum Jubilee Academic Building Auditorium of the Institute.

1. As already intimated vide No. CAF/Elec/10-3/42 dated 13 July, 2026 and No. CAF/Elec/10-3/60 dated 19th August, 2026 for counting of votes to various offices of the Council will be held on Tuesday, 1st September, 2026 at 11-00 a.m. in the Auditorium of the Platinum Jubilee Academic Building at 203, B.T. Road, Kolkata – 700 108.
2. For smooth and efficient conduct of the counting process, restrictions will be imposed on the entry to the Counting Hall at the Platinum Jubilee Academic (P.J.A.) Building on the day of counting i.e. 1st September, 2026. During the process of counting in addition to the assigned officers, only the candidates or one of his/her authorized representatives duly approved by the Election Officer, may remain present in the Counting Hall. All concerned candidates are requested to take necessary action for submitting the name of the workers who may act as his/her representative, addressed to the Election Officer for necessary approval, if the same was not already been done. Everyone concerned is requested to bear with and render all sorts of assistance and co-operation required for the purpose.
3. The following procedure will be followed at the time of counting of votes.
 - (i) At the outset the packets received from the Outlying Offices of the Institute will be opened Centre/Office/Unit wise and the envelopes will be sorted out, constituency-wise (various office wise of Election of the Council) for which elections are being held and the total numbers of envelopes containing the ballot papers of the particular Centre/Office/Unit are to be tallied with the ballot paper accounts maintained for the purpose. Discrepancy, if any, in this connection should be noted carefully, brought to the notice of the Election Officer immediately and kept as a part of the records.
 - (ii) After all the packets, received from Centres/Office/Units are thus opened, each envelope, received from individual voters, will be opened to find out whether the forwarding letter has been duly signed by the concerned voter. **If the forwarding letter is found valid and correct, the inner envelope containing the ballot paper will be kept aside for necessary scrutiny.** If, however, the forwarding letter is not found valid, the envelope containing the ballot paper will not be opened and kept apart in a separate bundle earmarked as “Doubtful”.



- (iii) After this process is completed for all the envelopes, the inner envelopes containing ballot papers will be opened constituency wise (various office wise of Election of the Council) and the ballot paper found inside the inner envelope will be put in the bins/baskets, earmarked for this purpose.
- (iv) During the second stage, the votes cast in advance by the voters at Kolkata and at other places, if any, will be similarly dealt with.
- (v) Then comes the third stage when the votes cast for the Headquarters at Kolkata will be taken up and dealt with and sorted out in the aforesaid manner.
- (vi) After this entire process of sorting out, comprising three stages, as mentioned hereinbefore, is over, all the ballot papers received from the Centres/Office/Units for a particular constituency (various office wise of Election of the Council) along with the ballot papers polled in Kolkata for the same constituency (various office wise of Election of the Council), if any, will be mixed up, scrutinized and counted by the Counting Officers under the supervision of the scrutineers. **Decision of the doubtful cases, if any, may, however, be taken by the Election Officer in consultation with the scrutineers.**
- (vii) **The counting of votes will be taken up constituency wise (various office-wise of Election of the Council) only one after another. During the counting the concerned candidate/s or his/her authorized representative, duly approved by the Election Officer will only be allowed to remain present in the Counting Hall.**
4. With due observance of the aforesaid procedure the result of the counting of votes will be arrived at, which will be formally declared at the appropriate forums.

Yours faithfully,



Election Officer
and

Dy. Chief Executive (Admn.) 'B'

To: All contesting candidates.

- Copy to:
- 1) Administrative Officer, Council Section.
 - 2) In-charge, Security Unit.
 - 3) Director's Office.
 - 4) File Copy.