

INSTRUCTION FOR PRESIDING OFFICER/POLLING OFFICER FOR IJSC ELECTION

1. The Presiding Officer will make all the necessary arrangement with regard to setting of Polling Booth etc. and will assure that all the work is completed one day before the polling.
2. The Presiding Officer must collect the Ballot Papers, Ballot Box, stationery and other polling material from the Returning Officer or Asst. Admn. Officer, IMC Section, Room No. 35-A, Dte. 2 days before the election/polling. The safe custody of the Ballot Papers etc. will be the personal responsibility of the Presiding Officer.
3. On the day of Election/Polling, the Presiding/Polling Officer and other staff deployed on election duty will reach their polling booths by 10.00 AM to assure that all the arrangements are complete and the polling starts at 11.00 AM.
4. On the day of election/polling, 15 minutes before the commencements of the polling i.e. at 10.45 AM the Ballot Box will be examined and sealed by the Presiding Officer in the presence of the candidates or their authorized agents present on the occasion. The lock alongwith its keys has to be stitched in a cloth cover and then be sealed. Presiding Officer will obtain a certificate to this effect from the candidates or their agents which will be returned to Retuning Officer.
5. On the day of election/polling, the voting will start at 11.00AM and will close at 4.00 PM and then only those who are already in the 'Q' will be allowed to enter the Polling Booth for exercising their votes.
6. Candidates or his/her one agent will be allowed to sit in the room which announcing the serial number and the name of the voter. Authorized agents of candidates must bring a Authorisation certificate from their candidates and deposit the same with the Returning Officer or Presiding Officer of the concerned booth.
7. The functioning of the Polling Booth will be managed by the Presiding Officer as under:
 - i) **The Polling Officer No. I** will have a copy of the electoral list and announce the serial number and name of the voter in electoral list and check the identify of the voter and obtain his/her signature in the electoral list. **Pollig officer-II** will issue the Ballot Paper to the voter.
 - ii) **Polling Officer-III** will provide Rubber Stamp bearing the marking 'X' to the voter for exercising his/her vote. He will also ensure that voter must

insert his Ballot Paper in the Ballot Box after exercising his/her vote and does not carry ballot paper with him. At the regional Stations where rubber stamp is not provided to the voter, vote can be exercised by putting 'X' (cross mark) **by pen only**.

- iii) Every voter can exercise **non-transferable One (1) votes**. Exercising of vote in excess will invalidate the vote.
- iv) The rubber stamp should be affixed in the rectangular space provided against the name of the candidate he/she is voting for. In any case, the marking should be clearly discernible for the candidate it is affixed for.
- v) After the vote is exercised by the voter as above, the voter will fold the Ballot Paper and insert it in the Ballot Box.

8. The Presiding Officer/Candidate or his/her agent will have the power to challenge any unauthorized voter and Presiding Officer may disqualify any voter who is found to be acting in an undesirable manner and his decision in this regard will be final.
9. If any voter's name is missing from the electoral list, he/she will be allowed to cast his / her vote on establishing his/her identify to the satisfaction of the Presiding Officer. The acceptable proof to establish the identity would be his/her Identity Card/CGHS Card/a certificate from his HOD/DDO/ AAO/AO /SAO / CADO/ Scientist/ Supdt. where he/she is presently working. Such missing name should be added at the end of the electoral list and signed by the Presiding Officer.
10. Immediately after voting is over, the Ballot Box will be sealed in a cloth cover by the Presiding officer in the presence of the candidates or their authorised agents and a certificate to be recorded to this effect by Presiding Officer which is to be returned to Returning Officer.
11. At the close of the polling, the Presiding Officer will hand over the following documents to Returning Officer or Administrative Officer, IMC Section on the same day.
 - i) Ballot Paper Account in the prescribed proforma
 - ii) Certificate obtained before commencing of the poll
 - iii) Certificate obtained after closing the poll
 - iv) Unused Ballot Papers and related material/Stationery.
12. Presiding officer / Polling Officer will help the blind or Physically handicapped voter in casting his vote.
13. In case of any problem Presiding Officer/Candidates/Voters may contact the Returning Officer or Asstt. Admn. Officer, IMC Section, R.No. 35A, Dte. IARI.

INSTRUCTION FOR VOTERS OF IJSC ELECTION

1. **ADMINISTRATIVE CATEGORY:** The Officials in Administrative Category upto SAO/SF&AO are eligible. All the voters/employees of the Institute are advised to bring their Identity Card / Employee No. on the day of polling for their convenience.
2. All the Heads of Divisions/project Directors/project Coordinators/Section In charges/Officer In-charges are requested to allow the staff members working under them to cast their vote at their convenience.
3. On the day of polling, voting will start at 10.00 AM and will close at 4.00 PM. No voter will be allowed to enter in the Polling Booth after 4.00 PM except those who are already in the 'Q' .
4. Every voter can exercise four (4) non-transferable votes. Exercising of vote in excess will invalidate the vote.
5. The voter will get the rubber stamp bearing the cross mark 'X' for affixing on the ballot paper from the presiding officer. Use of any other mark /mode will invalid the vote. However at the Regional Stations, where rubber stamp is not provided to the voter, the cross mark 'X' may be **made by pen only** .
6. The rubber stamp or cross mark 'X' should be affixed in the rectangular space provided against the name of the candidate he is voting for. In any case, the marking should be clearly discernible it is affixed for.
7. After the vote is exercised as above, voter will fold the ballot paper and insert it in the ballot box kept in front of the Presiding Officer / Polling Officer.
8. If any voter's name is missing from the electoral list, he/she will be allowed to cast his/her vote on establishing his/her identify to the satisfaction of the Presiding Officer. The acceptable proof to establish the identity would be his/her Identity Card/CGHS Card/a certificate from his HOD /DDO / AAO /AO /SAO / CADO/ Scientist/ Spudt.. Where he/she is presently working. Such missing name should be added at the end of the electoral list and signed by the Presiding Officer.
10. Blind or Handicap voter may take assistance/help of Presiding / Polling Officers for casting his / her vote.
11. In case of any problem, voters may directly contact Returning Officer or Administrative Officer, IMC section Room No. 35A, Directorate.

SPECIFIC INSTRUCTION FOR THE IARI REGIONAL STATIONS

1. At the Regional stations there will be only one Polling Booth and One Ballot Box for all categories of voters in separate envelopes.
2. The Head of the concerned Regional Station may nominate senior most Technical/Administrative Staff as the case may be as Presiding Officer of the Polling Booth who will be assisted by one or two other Polling Officers and one skilled support staff.
3. In case due to any reason the ballot papers/material does not reach at the Regional Station/Center before the schedule date, Head of that particular Regional Station/ Center is advised to hold the election on the day of receipt of ballot material or next working day of receipt of ballot papers and must bring this to the notice of all the employees working there in advance.
4. All the Head of Regional Stations/Sections In charges/Officer In charges are advised to allow the staff members working under them to cast their votes as per their convenience.
5. At the closing of the polling, the Ballot Box along with all other documents may be sent to the Returning Officer by special Messenger on the same day soon after the election is over so that the counting of Ballots and declaration of result may be made well in time.
6. Other general instructions for the Presiding officer/Polling officer and voters are enclosed.