

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA

INSTRUCTIONS FOR VOTERS OF XV INSTITUTE JOINT STAFF COUNCIL ELECTION – 2023

1. An employee of not less than 21 years of age and with a continuous service (ICAR) of not less than six months as on 26.10.2023 at CPCRI is eligible to vote, but only for a candidate of his/her category (Administrative or SSS).
2. Polling for the XV IJSC Elections will be held on 26.10.2023. The venue of polling at CPCRI-HQ will be PJ Hall. Suitable venues at Regional Stations/Centres will be notified by the Presiding officer conducting the election in respective places, in consultation with AROs, well in advance.
3. All the Heads of Divisions & Regional Stations/Project Coordinator/ SICs of Research Centres/ Section-In-charges/Officer In-charges are requested to allow the staff members working under them to cast their vote at their convenience.
4. On the day of polling (26.10.2023), voting will start at 10:30 AM and will close at 4:30 PM. No voter will be allowed to enter in the Polling Booth after 4:30 PM except those who are already in the 'Q'.
5. All the voters are advised to bring their CPCRI ID to the polling booth on the day of polling.
6. The voter will get the ballot paper and the rubber stamp bearing the cross mark 'X' for affixing on the ballot paper from the presiding officer/ polling officer. Use of any other mark/mode of stamping will invalidate the vote except when allowed by the Presiding Officer in the event of malfunction of the stamp.
7. The cross mark 'X' stamp should be affixed in the rectangular space provided against the name of the candidate the voter is voting for. The marking should be clearly discernible for the candidate it is affixed for.
8. A voter of administrative constituency can cast maximum of two (2) votes as number of seats are two (2). Exercising of vote in excess will invalidate the vote. The Ballot papers for Administrative Constituency are blue in colour.
9. Similarly, a voter of skilled support staff constituency can cast maximum of two (2) votes as number of seats are two (2). Ballots with more than two (2) votes will invalidate the vote. The Ballot papers for Skilled Support Staff Constituency are yellow in colour.
10. After the vote is exercised as above, the voter will fold the ballot paper lengthwise and insert it in the ballot box / seal in an envelope and not carry the ballot paper with him/her out of the polling booth.
11. 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. Similar view will be taken for CPCRI staff joining on intra-institutional transfers.

12. A voter, who will be on leave/tour/training on the day of election, can request the concerned Presiding Officer along with proof of leave/tour/training and collect his/her ballot paper from the Presiding Officer on or after 18.10.2023. If a voter has to proceed on leave/tour/ training before 18.10.2023 and will not return/join back by the date of polling *i.e.* 26.10.2023; in such cases, the Presiding Officer may issue the ballot paper at an earlier date. Similar view will to be taken for voters who are on official deputation to other ICAR Institutes/ establishments. The cast vote in a sealed envelope must reach the concerned Presiding Officer by hand/post on or before 26.10.2023 (4:30 PM).
13. Presiding / Polling Officers will extend all possible assistance/help to voters for casting their votes.
14. In case of any problem, voters may directly contact Returning Officer (at CPCRI HQ) or Assistant Returning Officer (CPCRI RS/RC).
15. On all matters pertaining to election, the decision of the Returning Officer shall be final and binding on all concerned.