

भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़ - 671124, केरल, भारत



ICAR-Central Plantation Crops Research Institute

Kasaragod - 671124, Kerala, India

(An ISO 9001:2015 Certified Institution)



FNo. 2(2)/2023/IGCElection

Dated 13/10/2023

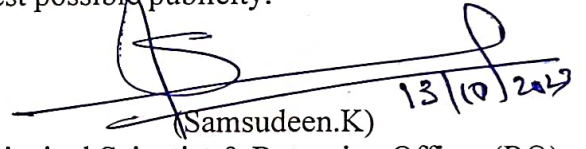
CIRCULAR

In continuation of the circulars of even number dated 11.08.2023 for conduct of Election to Institute Grievance Committee, one members each from Scientific, Technical, Administrative and Skilled Support Staff categories are to be elected, the final voters list, schedule of election, general terms and conditions governing the election, specimen nomination form (Form A) with undertaking, specimen authorization form (Form B) and Annexure-I (instructions) are enclosed.

Head/Acting Head /SIC of concerned Station/Research Centre are the Assistant Returning Officer(s) (ARO) to the concerned Station/ Centres.

Also, they are requested to nominate an Officer/Staff of the Station/Centre to act as Presiding Officer (PO) under intimation to the undersigned and conduct IGC election at their respective Station/Centre. All duly filled nomination papers before the election and sealed ballot papers after election are to be forwarded to the undersigned in accordance with the election schedule. Kind cooperation for conducting smooth and fair election of the IGC is solicited.

Further, the circular may kindly be given widest possible publicity.


13/10/2023
(Samsudeen.K)

Principal Scientist & Returning Officer (RO)
IGC

Encl: Final voters list, schedule of election, general terms and conditions governing the election, specimen nomination form (Form A) with undertaking, specimen authorization form (Form B) and Annexure-I (instructions).

Copy to:-

1. The Project Coordinator (Palms)/All Heads of Divisions, ICAR-CPCRI, Kasaragod.
2. The Acting Head/Head. ICAR-CPCRI, Regional station, Kayamkulam/Vittal.
3. The Head, ICAR-KVK, Kasaragod/Alappuzha.
4. SIC, ICAR-CPCRI, Research Centre, Kidu/Kahikuchi/Mohitnagar
5. AO/FAO, ICAR-CPCRI, Kasaragod
6. Asst. Admn. Officer (Estt/Estate/Bills/A&A/Stores). ICAR-CPCRI. Kasaragod
7. PS to Director, CPCRI, Kasaragod.
8. In-charge, Library/Farm Section/ RTI & APAR Cell/ PME, CPCRI Kasaragod
9. Notice board Farm/Office/Admin., CPCRI Kasaragod
10. Administrators to pl. put on website/e-office notice board

SCHEDULE OF INSTITUTE GRIEVANCE COMMITTEE ELECTION – 2023

1.	Publication of final voters' list	16.10.2023
2.	Filing of nomination papers (including at all stations/ centres)	16.10.2023 (09:00 AM to 31.10.2023 (5:30 PM)
3.	Last date for receipt of nomination papers from Stations/Centres etc. (by the Returning Officer)	07.11.2023
4.	Date of scrutiny of nominations	08.11.2023
5.	Last date for receipt of applications for withdrawal of nominations by the RO	10.11.2023
6.	Date of declaration of valid nominations received for election	13.11.2023
7.	Issue and Dispatch of Ballot papers	20.11.2023 – 22.11.2023
8.	Date of polling (Time : 10.30 AM to 4.30 PM)	05.12.2023
9.	Date of dispatch of sealed covers containing votes from different Stations/Centres to the Returning Officer	06.12.2023
10.	Last date for receipt of ballot papers after polling	13.12.2023
11.	Counting of votes and declaration of results †	14.12.2023

* The above mentioned dates are subject to change due to any unforeseen situation or at the discretion of RO. Unless changed, the schedule mentioned above is to be strictly followed. No documents will be entertained beyond the specified cut-off date (and time).

‡ The nomination forms may be submitted directly to the RO for CPCRI HQ. For Stations/Centres/KVK etc., nomination papers can be submitted to AROs or their nominated POs. They will record time and date of receipt along with their initials on the margins. Nominations will only be accepted on CPCRI working days.

δ The nomination papers for the election or sealed ballot papers after the election can be sent through a special messenger at the discretion of concerned ARO/PO.

‡ The scrutiny of nomination papers will be done by Shri G.S. Hareesh, Sr. Technical Officer with the assistance of Shri V.V. Jayaraj at CPCRI HQ.

† The counting of ballots received will take place in the Committee Hall of ICAR-CPCRI, Kasaragod. The contesting candidates may be present at the time of counting, if they desire.

The general terms and conditions governing the election are as under:

- An employee of not less than 21 years of age and with a continuous service (ICAR) of not less than six months as on 23.11.2022 at the concerned Institute (CPCRI) is eligible to vote for a candidate of his/her category.
- All such voters are also eligible to contest election or to nominate a candidate for contesting election or to attest the nomination papers of a candidate for election in their respective categories.
- The election will be from among the eligible staff members of ICAR-CPCRI HQ, its Regional Stations/ Research Centres/ KVKs.
- Only one nomination form duly filled in all respect shall be submitted by the contesting candidate.
- Incomplete or illegible nomination papers will be summarily rejected.
- The candidate who is eligible to cast vote can propose or second only one nominee at one time.
- In case he/she proposes/seconds more than one nomination, all the nominations proposed/seconded by him/her will stand cancelled. In other words, a member who has the right to cast vote can sign only one nomination as proposer or seconder. In no case, he/she will be allowed to sign more than one nomination form as proposer or seconder.

FORM- A

FORM OF NOMINATION PAPER FOR INSTITUTE GRIEVANCE COMMITTEE -2023

Name of the Institute : -----

- (1) I nominate the following employee of the Institute as a candidate for election to the IGC.
- (2) He/She is eligible as a voter in the Constituency for which he/she is nominated.
- (3) He/She is also eligible for election to the IGC as a representative of employees of the concerned constituency.

Name of the person nominated : Shri/Smt/Km.
Designation :
Section/Department :
Constituency to which he/she belongs : Technical/Administrative/ Skilled Support Staff

Date:

Signature of the Proposer :
Name of the Proposer :
Designation :
Section/Department :

Constituency : Technical/Administrative/Skilled Support Staff

I agree to the proposed nomination

Date -----

Signature of the candidate-----

Attested by :-

(1) Signature of a voter belonging to the Electoral Constituency

Shri/Smt/Km.
Designation
Section/Department
Constituency to which he/she belongs Technical/Administrative/Skilled Support Staff

Attested by :-

(2) Signature of a voter belonging to the Electoral Constituency

Shri/Smt/Km.
Designation
Section/Department
Constituency to which he/she belongs Technical/Administrative/Skilled Support Staff

- Note:-**
- (1) Please strike off the words/Portions not applicable
 - (2) The Proposer must be a voter belonging to the concerned Electoral Constituency
 - (3) Attestation is to be made by two voters belonging to the concerned Electoral Constituency
 - (4) The same person shall not be a Proposer as well as Attestor
 - (5) A voter can propose/attest only one candidate

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD 671 124, KERALA

UNDERTAKING SUBMITTED FOR NOMINATION CONCERNING ELECTION TO
INSTITUTE GRIEVANCE COMMITTEE. ICAR – CPCRI

I hereby confirm that I am a staff member under Technical/ Administrative/ Skilled SS Category as on 16.10.2023 i.e. the date of issue of the Office Order F. No. 2(2)/2023/IGCElection dated 16.10.2023.

I further declare that I have read the rules governing the constitution of Institute Grievance Committee and I affirm to abide by these rules. I am aware that the decision of the Director, ICAR-CPCRI, Kasaragod would be binding on me in case of any dispute.

I also understand that in the event of my nomination to the IGC Member being found invalid, my nomination shall be liable to be cancelled.

Signature _____

Name of the Member _____

Designation _____

Place _____ Date _____

(to be printed on the backside of the nomination form)

FORM- B

FORM OF AUTHORISATION FOR REPRESENTATION IN SCRUTINY OF NOMINATION PAPERS IN INSTITUTE GRIEVANCE COMMITTEE ELECTION -2023

Name of the Institute : -----

1. I, hereby authorize the following employee of the Institute to represent me for the purpose of scrutiny of nomination papers in the election to the IGC as I shall be unable to be present.
2. I am a Candidate /Attestor of nomination paper of a candidate in the said election as mentioned below :

Name of the candidate for election : Shri/Smt/Km-----

Constituency of the candidate: Technical/Administrative/Skilled Support Staff

Name of the person authorized : Shri/Smt/Km-----

Designation :

Section/Department :

Date----- Signature of Candidate/Attestor of nomination paper authorising -----

Name of the Candidate/Attestor of nomination paper authorizing:

Shri/Smt/Km. :

Designation :

Section/Department :

I agree to represent the candidate /Attestor of nomination paper as authorized above.

Date----- Signature of the person authorized -----

Name -----

The above signature of the person authorized is attested by me.

Date----- Signature of Candidate/Attestor of nomination paper authorizing -----

Note:- Please strike off the words/portions not applicable

CPCRI Institute Grievance Committee
Election 2023 (IGC)

INSTRUCTIONS:

Nomination of Candidate for Election

1. Every nomination shall be made on a nomination paper in **Form A** prescribed.
2. Each nomination paper shall be signed by the proposer, by the candidate and also attested by at least two voters. Only a voter belonging to the concerned electoral constituency shall be eligible to be a proposer. Similarly, attestation shall be made only by the voters belonging to the concerned electoral constituency. A voter can propose/attest only one candidate. The same person shall not be eligible to be a proposer as well as an attester.

Scrutiny of Nomination Papers

1. The nomination papers shall be scrutinised by the officer nominated for the purpose in the presence of the candidates and the attesting persons. Provided that where a candidate or an attesting person is unable to be present at the time of scrutiny, he may send a nominee for the purpose who is an employee of the concerned Station/Centre duly authorized in the **Form B** prescribed.
2. Those nomination papers which are not valid shall be rejected.

Withdrawal of candidates validly nominated

Any candidate whose nomination for election has been accepted may withdraw his candidature within the last day meant for that purpose.

Voting in Election

1. If there is only **one** candidate validly nominated in a particular electoral constituency, the candidate shall be forthwith **declared duly elected**.
2. If in any constituency, the number of candidates is **more than one**, **voting** shall take place on the day fixed for election.
3. Every employee is entitled to vote in his/her electoral constituency only. The voting shall be by secret ballot.