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### **XV<sup>th</sup> Institute Joint Staff Council Election 2022**

Election to the XV<sup>th</sup> IJSC will be conducted for administrative and skilled support staff constituencies on 07.12.2022. In this connection, instructions have been issued for voters as attached with this communication. Candidates or their authorized polling agents (on showing Authorization certificate from the candidate) can be present at the venue of voting. A candidate can nominate one polling agent each for CPCRI-HQ and CPCRI Regional Stations/Centres.

All the staff members are requested to abide and co-operate in the smooth conduct of the election.

(Alka Gupta)  
Principal Scientist & Returning Officer  
XV IJSC Election

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## **CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**

*(Indian Council of Agricultural Research)*

**KASARAGOD 671 124, KERALA**

### **INSTRUCTIONS FOR VOTERS OF XV INSTITUTE JOINT STAFF COUNCIL ELECTION – 2022**

1. All the voters/employees of the Institute must carry their valid CPCRI Identity Card on the day of polling. Without the proof of identity, Presiding/Polling Officer may deny voting.
2. If any voter has lost his/her CPCRI-issued Identity Card and cannot produce the same on the day of the polling, the voter can bring a certificate from his/her HoD/AO/CAO/Scientist-in-charge that he/she is on active duty and is in the service of CPCRI.
3. All the Heads of Divisions/Project Coordinator/ Section-In-charges/Officer In-charges are requested to allow the staff members working under them to cast their vote at their convenience.
4. The venue of polling at CPCRI-HQ will be PJ Hall. Suitable venues at Regional Stations/Centres will be notified by the officer conducting the election in respective places.
5. On the day of polling (07.12.2022), voting will start at 11.00 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'.
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.
7. 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.
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.
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.
10. 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.
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. The acceptable proof to establish the identity would be his/her valid CPCRI Identity Card. Similar view will be taken for CPCRI staff joining on intra-institutional transfers.

Additional proof of transfer/ joining order is to be produced to the satisfaction of the Presiding Officer.

12. Voter, who will be on leave/tour/training on the day of election, can submit a written request to the concerned Presiding Officer along with copy of his/her valid CPCRI Identity Card and proof of leave/tour/training and collect his/her ballot paper in person from the Presiding Officer on or after 28.11.2022. If a voter has to proceed on leave/tour/training before 28.11.2022 and will not return/join back by date of polling i.e. 07.12.2022; in such cases, the Presiding Officer may issue the ballot paper at an earlier date. However, submission of proof of identity and leave/tour/training is mandatory. The cast vote must reach the concerned Presiding Officer by hand/post on or before 07.12.2022 (4:00 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.