

**PROGRAMME STAFF ASSOCIATION of AIR & DD
Elections 2019-21**

Instructions to Polling Officers / Members / Contestants

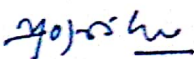
01.08.2019

This communication / Instruction is in continuation to my earlier Instructions / communications dated 05.07.2019, 15.07.2019 and 25.07.2019 . The ballot papers are being sent by mail to the respective Units based on the details received so far (List attached). The Unit Secretary / Polling Officer or Voting member (in a single member unit) may kindly read the following and follow the same,

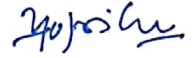
1. Three kinds of ballot paper is being mailed for each post respectively – for the posts of President, Executive Vice-President and General Secretary.
2. Each ballot paper is differentiated on the basis of Fonts, and each ballot paper has two parts – the actual ballot and the acknowledgement.
3. There is a dotted line between the two portions in each ballot paper and the ballot paper is to be torn into two on the dotted line.
4. Each candidate or Voter has to first sign the acknowledgement portion, which will be torn and kept with the polling officer and the ballot handed over to the voter. The serial number of the voter (as mentioned in the Final Voter List issued on 15.07.2019) shall be clearly written in the marked space of the acknowledgement paper.
5. The voter has to mark the desired candidate by putting a " X " mark in the column for the candidate. Then the voter has to fold the ballot twice and hand it over to the Polling Officer / Unit Secretary as the case may be.
6. In single member units, both the Ballot and the acknowledgement needs to be put in separate covers , sealed and then placed in a bigger separate cover, sealed and counter signed near the pasted / sealed part by any two staff members which could include the voter and any other staff member irrespective of cadre and than snt to m by Speed post or courier.
7. In Units with more than 2 members , six separate small boxes / containers shall be kept for putting / collecting the cast ballot and the acknowledgement slip for each Post. After completion of voting or 6pm on 07.08.2019, both the Ballot and the acknowledgement slips need to be put in separate covers , sealed and then placed in a bigger separate cover, sealed and counter signed near the pasted / sealed part by two staff members which could include the Polling Officer and any other staff member irrespective of cadre and than sent to me by Speed post or courier.

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8. The polling officer / Voter / Member may avoid taking print out of the ballot paper in white sheets that may blot or splotch the marking ink.
9. The sealed cover is to be sent to the undersigned (Returning Officer) by Speed Post or a credible Courier so as to reach him safely,
10. Either on the day of polling or the next day, after despatching the sealed cover, the Polling officer / single member voter or Member shall send a pic of the Speed post / courier acknowledgement to me by Whats up or mail. He also needs to send a list of persons by whats up or mail who had voted in the elections. This list is a must as it will be uploaded for all to see the names of voters in each unit who had voted. Counting of Votes received from units that have not whats upped or mailed to me the list of voters shall be decided later. This is to avoid any votes from being cast by someone not present.
11. The voting time on 07.08.2019 shall be from 09.30 am to 6 pm in any room inside the AIR or DD office Campus that is easily accessible to all voters and the local Unit will make arrangements to inform all their members of the voting room. No canvassing may be allowed inside the polling booth.
12. If anyone wishes to proceed on leave / official tour before the polling day, he or she may exercise their vote and follow the sealed cover steps stated above in Para.No.6.
13. Similarly any member in the voter list , who may be away from his / her office head quarters, may exercise his / her vote at the nearest station / kendra by producing his Office issued ID Card or in case of that not being available, than a copy of his / her Aadhar card which shall be duly checked by the Polling Officer.
14. In single member units, the ballot in sealed cover may be sent by the voter himself even before 07.08.2019.
15. It is once again reiterated that the designation of PEXs / PEX adhoc or PEX insitu are all shown as PEXs in the voter list and so the Polling Officer need not have any confusion in designation between the Voter list and office id card.
16. The polling Officer shall ensure that no pics of the cast ballots are taken by anyone including the voter in the polling booth or elsewhere. In case someone does that, please send me details of that person.
17. A total of Two representatives for each team if required, shall be allowed to sit or wait inside the Polling booth.
18. During counting of votes at Hyderabad on 19.08.2019, each Team can be represented by two members each in the counting centre or nominate two persons on their behalf by way of a written letter or whats up message. The person so nominated should be a programme staff and a member of PSA of AIR & DD.



19. Once again wish to state that on all issues concerning this PSA elections 2019-21, my decision shall be final & binding on Members & Polling Officers & Contesting candidates



(V. Gopichand)

01.08.2019

Returning Officer, PSA Elections- 2019-21

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