

**Election for formation of the Circle Committee of the All India Central Excise Inspectors' Association,  
West Bengal, Sikkim & Andaman Nicobar Circle**

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**Instructions to the Presiding Officer**

All the Presiding Officers are requested to observe the following guidelines to ensure free and fair election:

1. On receipt of election materials, it should be ensured that all the ballot papers are serially numbered and other details are contained in each ballot paper.
2. An updated copy of the voter list is being sent separately. However, there may be some addition/deletion of voters in the voter list even after such updating. In such cases, the Presiding Officer may draw up a list of such *bona fide* voters in duplicate and send the same to the Returning Officer along with sealed ballot box after the polling is over.
3. The polling shall commence at 1100 hr and conclude at 1700 hr on 19<sup>th</sup> of January, 2016. There shall be no break during polling. Presiding Officers are requested to set up the Polling Stations well in advance to ensure adherence to the schedule. It should be ensured that voting takes place in a secured place and in a secret manner.
4. If any candidate is willing to keep any agent in the Polling Station, he/she may be allowed to the Polling Station provided he/she is authorized by the candidate in writing.
5. At the start of the polling, the ballot box should be shown to the agent, if any, to ensure that the box is empty.
6. If any voter, whose name does not feature in the voter list of that particular Polling Station, wishes to exercise his/her vote in that Polling Station, he/she may be allowed to exercise his/her voting right subject to furnishing of an undertaking to the effect that he/she has not cast his/her vote in any other Polling Station. Sample copy of self declaration is being provided. Presiding Officers may make required number of copies.
7. While issuing the ballot paper to a voter, the counterfoil should be signed by the voter and the ballot paper should be signed by the Presiding Officer. It must be ensured that the ballot paper is issued to a voter after obtaining his/ her signature in the appropriate column of the voter list.
8. It should be ensured that no ballot paper is brought outside the polling booth by any voter instead of putting it into the ballot box.
9. After completion of polling, ballot box (es) should be properly sealed with a paper seal with the signature of the Presiding Officer and the agent, if any. The paper seal should be made in a tamper-proof manner.
10. After polling is over, the Presiding Officer is required to prepare a report, in duplicate, as per enclosed format under the heading "Report on polling of votes" and sent the same to the Returning Officer along with sealed ballot box, unused ballot papers, counterfoils *etc.* as early as possible. While depositing the materials and documents, a copy of the report will be returned to the depositor as acknowledgement.
11. In case of extreme exigency, the Presiding Officer may authorize an officer of the department, preferably a Superintendent, to conduct the polling in his absence in consultation with the Returning Officer.
12. It is the responsibility of the Presiding Officer to deposit the sealed ballot box(es) and other documents to the Returning Officer well in time, but in any case, not later than 21<sup>st</sup> of January 2016 . However, the

Presiding Officer may authorize any officer of the department in writing to deposit the sealed ballot box and other documents to the Returning Officer on his behalf.

13. There will be no printed serial number on the ballot paper. However, there will be printed serial numbers in the counterfoil of each ballot paper.
14. For smooth conduct of election, the Presiding Officers are empowered to incur necessary incidental expenditure which will be reimbursed by the Association on submission of a certificate to that effect.
15. In case of necessity, the Presiding Officers may contact the Returning Officer over Mobile No. 9432209568.

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