

MEMBERS' ANNUAL MEETING

AND

ELECTION TO THE MANAGING COMMITTEE UNDER THE RETIRED OFFICERS /EX-SERVICEMEN CATEGORY FOR THE YEAR 2012

Election to the Managing Committee under the Retired Officers / Ex-servicemen category will be held on 26 Feb 2012 (Sunday), as per scheduled given below :-

(a)	Last date of receipt of Nomination forms	17 Feb 2012 (upto 1700 hrs)
(b)	Last date of withdrawal of Nomination forms	18 Feb 2012 (upto 1700 hrs)
(c)	Scrutiny of nomination forms & display of name of candidates	19 Feb 2012 (1200 hrs)
(d)	Polling at 2 nd floor	26 Feb 2012 1100 hrs to 1500 hrs
(e)	Members Annual Meeting at 3 rd floor Auditorium	26 Feb 2012 1600 hrs

Nomination forms can be availed from the Reception.

05 Feb 2012

Secretary

DSOI GURGAON

AGENDA

FOR THE MEMBERS' ANNUAL MEETING OF THE DEFENCE SERVICES OFFICERS INSTITUTE TO BE HELD ON SUNDAY 26 FEB 2012 AT 1600 HRS ONWARDS

1. Opening Address by the President.
2. Confirmation of Minutes of Members Annual Meeting held on 09 Oct 2011.
3. To discuss the financial position as on 31 Mar 11. Balance sheet, as on 31 Mar 2011, is displayed on the notice board and can be obtained from the Reception.
4. To announce in due course, the result of election of the Retd officers.
5. To discuss points, submitted by the members and approved by the Managing Committee. The points from members should reach the Secretary by 1600 hrs on 19 Feb 2012. Points recd after that and also from members who have not cleared their dues for the year 2011-12 will not be discussed.
6. Any other point with the permission of the Chair.

Feb 2012

(Satish Mehta)
Col (Retd)
Secretary

DEFENCE SERVICES OFFICERS' INSTITUTE
PALAM VIHAR, GURGAON-122017

SOP : CONDUCT OF ELECTIONS TO THE MANAGING COMMITTEE

General

1. As per Rule 57(b) (ii) of the Institute Rules one member from retired officers who are permanent members of the Institute, shall be elected by the members in the Members' Annual Meeting.

The Members Annual Meeting of the Defence Services Officers' Institute, Palam Vihar, Gurgaon will be held on Sunday, 26 Feb 12 at 1600 hrs.

Voting Rights

2. All permanent members who have paid the current year subscription. Members declared as defaulters', placed 'under suspension' are not eligible to vote.

Conduct of Elections

(a) **Eligibility.** Re-employed officers are NOT eligible to contest elections against retired / Ex Servicemen Officers' vacancies.

(b) **Submission of Nomination Forms.** Members desirous of contesting the election are required to submit 'Nomination Form' in the prescribed form, which can be collected from the Reception Office of the DSOI Palam Vihar, Gurgaon as under :-

(i) To avoid opening of envelopes by the staff, the Application Form may be forwarded in a sealed envelop superscribing in block letter ' NOMINATION FORM' indicating rank, name and membership number.

(ii) Nomination Forms should reach the Secretary, either by hand or registered post by not later than 1700 hrs on 17 Feb 12. In case of delivery by hand, kindly obtain a receipt. Forms received after the due date and time will not be considered.

(iii) Each candidate, his Proposer and Seconder must clear their dues on or before the date and time of filling in the Nomination Form as stipulated in the Circular.

(IV) The names of contestants will be filled in as they want to appear on the Ballot Paper.

(c) Last date and time for withdrawal of nomination form will be 1700 hrs on 18 Feb 12.

Detailing of Staff for Election Commission

4. The Hony secretary, DSOWF is to be approached for detailing the following officers :-

(a) An officer of the rank of 'Brigadier' as Presiding Officer of the Election Commission.

(b) An officer of the rank of 'Lt Col'/'Col' as Returning Officer, giving the exact date, time and venue where required to report.

5. Service Headquarters of the Navy and Air Force are also to be requested for detailing an officer of the rank of Cdr/Capt and Wg Cdr/Gp Capt respectively, as members of the Election Commission.

6. The Returning Officer is to be informed about the date, time and venue for opening of the Nomination Forms received from the contestants. The Nomination Forms duly opened, will be signed by the Returning Officer and handed over to the Secretary for preparing the check sheet. The returning Officer, on the appointed day, will examine them for correctness/fulfilling the required QR and accept/reject the same. On final acceptance by the returning Officer, a list of accepted contestants is to be displayed on the DSOI Notice Board.

Ballot Papers

7. On finalisation of the list of contestants, draft for printing of Ballot Papers is to be given to the printer and sufficient Ballot Papers to be printed. The names will be printed in order of membership number seniority.

8. The Ballot Papers, on receipt, are to be checked for correctness. Each Ballot Paper is to be stamped with the DSOI round rubber stamp and initialed by the President/member of the Election Commission, to avoid misuse.

Composition of Election Commission and Election Staff

9. On receipt of the particulars of officers from the respective Service Headquarters, the Election Commission is to be formed and a copy of the election procedure is to be sent to all members of the Commission. One or two days prior to the elections, in case the Election Commission so desires, arrange a meeting with the election candidates to clear doubts.

10. Staff for supervision/distribution of Ballot Papers is required to be detailed. Approximately 10 groups of staff, membership number wise, are detailed. Each group has two employees.

Canvassing

11. No canvassing is permitted on the day of elections within the complete area of the DSOI.

Presence of Contestants or their Representatives

12. The member contesting the election or his representative will be permitted at the following stages :-

- (a) Prior to voting to verify that ballot boxes are intact.
- (b) After voting when ballot boxes are opened.
- (c) During counting of votes.
- (d) During finalisation of results.

Casting of Votes and Counting

13. The Ballot Papers are collected, by the members from the staff of their respective groups, on production of Membership Card, signing on the Ballot Paper counterfoil, and votes cast under the strict supervision of the Election Commission. The staff before issuing the ballot paper to the voter will ensure that the member is in possession of his Membership Card, is not a defaulter and is not under suspension. Ballot papers will not be issued to such members.

14. Marking of ballot papers by voters will be by stamp positioned the voting hall.

15. Normally 2 ballot boxes with necessary material are placed at the election venue. These boxes are sealed and after votes are cast, boxes are opened by the Election Commission in the presence of contestants or their representatives, to avoid any representation at a later date.

16. On completion of casting of votes, all the contestants or their representatives to be nominated in writing, are called inside the venue and are allowed to witness the entire process of counting the votes and compilation of results. Complaints, if any, with regard to the elections will be raised by the contestant on the spot in writing to the Presiding Officer of the Election Commission for appropriate action. After the results are finalized, no representation with regard to Election process and results will be entertained. The decision of the Presiding Officer of the Election Commission will be binding on the contestants.

17. The decision of the Election commission is final.

Declaration of Result

18. The result of the election, duly compiled and signed by the Election Commission are to be handed over to the Secretary DSOI Gurgaon, by the Chairman Election Commission, for announcement during the Members' Annual Meeting. A final list of the elected members to the Managing Committee is displayed on the DSOI Gurgaon Notice Board.

19. Thereafter, the used Ballot papers alongwith the result sheet duly signed and sealed by the Election Commission shall be handed over to the Secretary, DSOI Gurgaon by the Election Commissioner and shall be kept under the safe custody of the Secretary, DSOI till the next elections.

By order of the Managing Committee

(Satish Mehta)
Col (Retd)
Secretary