

## Procedures / Guidelines for Voting

Dear Colleagues,

Time has come to cast your valuable vote for IOA Election 2017. Last year a few votes were invalid due to procedural lapses. I would request you to kindly spare a few minutes to follow the guidelines given below.

### **POSTAGE WILL NOT BE REQUIRED - FRANCHISE YOUR VALUABLE VOTE FREELY**

01. Please note that the election for this year is for the following posts:

a)	Vice President	1 post	5 candidates
b)	Hon. Secretary	1 post	4 candidates
c)	State Representative (Punjab)	1 post	2 candidates
02. Put mark (X) against the name of your choice in the box provided against the name(s) of the candidate(s) in the ballot paper. Other than (X) mark, no other marks, writings are allowed.
03. After marking your votes, please keep the two ballot papers (for Vice President & Hon. Secretary) inside ENVELOPE 'A' and seal it. Don't keep any other material/papers inside the 'A' Envelope.
04. Fill the 'IDENTITY SLIP' completely and affix your signature. This is essential. The ballot paper without signature on the identity slip will not be counted as valid vote.
05. The Members of State shall vote for the respective Executive Committee Member of their State (In addition to the vote in common ballot paper) and put the State Executive Committee Member Ballot Paper in the Envelope Marked 'C'.
06. Keep both the Envelopes 'A' & 'C' along with Identity Slip in the Envelope marked 'B'.
07. Seal the Envelope B and post it. POSTAGE will be paid by the addressee.
08. Please post the ballot Envelope yourself in any Post Office/Post Box near you.
09. Last date for receipt of ballot Envelope at IOA House, New Delhi is 24<sup>th</sup> November, 2017 by 5.00 pm.
10. Whenever possible, please enquire whether your colleague/friend (IOA member) has received the ballot paper. If not, ask him to contact IOA Election Officer-2017 at email: [electionofficerioa@gmail.com](mailto:electionofficerioa@gmail.com) or Executive Officer, Mr. Ramesh C Pandey at [executiveofficerioa@gmail.com](mailto:executiveofficerioa@gmail.com) (Mob. 9811967820) and Mr Neeraj, Office Assistant, IOA (Mob. 9990392195)
11. Those who have not received the ballot papers may contact Election Officer by email/letter on or before 1st November, 2017 with full details (Name, Full address & membership no. etc) for duplicate ballot.
12. Ballot papers should be sent by post only. Personal/Hand Deliveries will not be accepted. Secretariat Staff has strict instruction to that effect.
13. IF YOU HAVE VOTED ONLINE, DO NOT SEND POSTAL BALLOT. BOTH WILL BE DECLARED INVALID.
14. Please ensure that your **ballot paper reaches us by 24nd November, 2017 at 5.00 pm. The Online Voting will also close on 24<sup>th</sup> November, 2017 at 5.00 pm**
15. Please note that physical ballot papers will not be sent this year to those members who have registered their email ID.
16. Please note that any change in your registered email ID and / or registered mobile number **after 30<sup>th</sup> September, 2017 till election process is over will not permit you to vote online.** Furthermore, you will not receive physical ballot form also from us. **So please make any changes in your contact details before 30<sup>th</sup> September, 2017 to avoid forfeiting you online voting right.** Please register your email ID at the IOA website i. e. [www.ioaindia.org](http://www.ioaindia.org) if you have not done so already. If you want to know more about the procedure, you may contact Mr. Vineet Yadav at 8141887287.
17. A new web site will be created for the purpose of online voting this year with a new vendor and online voting will be supervised by the Election Officer and a Central Election Observer under strictly confidential procedure.
18. In case of any dispute, the decision of the Election Officer is final.

**Prof. Rajesh Malhotra**

**Vice President & Election Officer**

**IOA-2017**