

**RAJYA SABHA SECRETARIAT**  
**G.A. Section (Welfare Unit)**

**PARLIAMENT HOUSE ANNEXE**  
**NEW DELHI**

**No. RS.13/1/2018-G.A. (Welfare)**

**Dated the 12<sup>th</sup> February, 2018**

**C I R C U L A R**

It has been decided to hold elections of the representatives of the Managing Committee of the Rajya Sabha Secretariat Staff Benefit Fund in accordance with the provisions of the rules 4 & 5 of the Rajya Sabha Secretariat Staff Benefit Fund Rules.

2. The following procedure and time table will be followed for the election :-

- (i)
  - a) **Two representatives to be elected by the Officers of Pay Matrix 13 and above from amongst themselves;**
  - b) **Two representatives to be elected by the staff of Pay Matrices 9-12 from amongst themselves;**
  - c) **Two representatives to be elected by the staff of Matrices 6-8 from amongst themselves; and**
  - d) **Two representatives to be elected by the staff of Pay Matrices 2-5 from amongst themselves.**
- (ii) **Nominations for the elections in the enclosed form (Form I) shall be submitted to Returning Officer between 11.00 A.M. and 3.00 P.M. on any working day but not later than Friday, the 23<sup>rd</sup> February, 2018 upto 3.00 p.m.**
- (iii) **The scrutiny of nominations will be held at 4.00 p.m. on Thursday the 1<sup>st</sup> March, 2018.**
- (iv) **Notice for withdrawal of candidature in the enclosed form (Form II) may be submitted to the Returning Officer before 3.00 P.M. on Monday, the 05<sup>th</sup> March, 2018.**
- (v) **Poll for elections of the representatives, if necessary, will be held on Thursday, the 8<sup>th</sup> March, 2018 between 11.00 a.m. to 3.00 p.m. in Committee Room 'A', Parliament House Annexe, New Delhi in the manner indicated in clause (x) below.**
- (vi) **No person shall sign as proposer the nomination paper of a candidate unless such person belongs to the Group for which the representatives is to be elected.**
- (vii) **On the date fixed for the scrutiny of nomination, the Returning Officer shall examine the nomination papers and may reject any nomination paper on any one or more of the following grounds :-**

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- (a) that the candidate or the proposer does not belong to pay matrices, for which the representative is to be elected;
  - (b) that there has been failure to comply with the provisions of clause (ii) of this paragraph; and
  - (c) that the signature of the candidate or the proposer on the nomination paper is not genuine.
- (viii) **No person who has given notice of withdrawal of his candidature shall be allowed to take it back.**
- (ix) If the number of candidates for a particular grade is equal to or less than the number of representatives to be elected, the Returning Officer shall forthwith declare all such candidates as elected. If the number of such candidates exceeds the number of representatives to be elected, a poll shall be held as per the schedule..
- (x) A ballot paper containing the names of all candidates contesting the election from the particular Group will be issued by the Presiding Officer/Polling Officers (to be appointed by the Returning Officer) to every voter, present in person at the place fixed for the poll during the polling hours. The ballot paper shall not be issued to the voter until he has signed the list of voters in token of receiving the ballot paper. The voter shall, thereafter, mark his vote on the ballot paper by putting a ' X ' or '√ ' against the names of the candidate/candidates of his choice.
- A voter shall cast as many votes as the number of representatives to be elected, but no voter shall cast more than one vote to any one candidate.
- (xi) **Counting of votes will take place at 4.00 p.m. on Thursday the 8<sup>th</sup> March, 2018.**
- (xii) A ballot paper shall be rejected :-
- (a) If it bears any other mark or writing by which the voter can be identified ; or
  - (b) If it is a spurious ballot paper; or
  - (c) If it has been so damaged or mutilated that its identity as a genuine ballot paper cannot be established ; or
  - (d) If votes given on it are in favour of more candidates than there are representatives to be elected ; or
  - (e) If no vote is recorded thereon.
  - (f) If the mark indicating the vote is placed on the ballot paper in such a manner that makes it doubtful as to which candidate the vote has been given, provided that where a voter has cast more votes than one and his ballot paper has not been rejected under clause (xii), the vote or votes other than the rejected vote, shall be duly counted.

- (xiii) On the completion of counting of the votes, the Returning Officer shall forthwith declare the candidate/candidate(s) to whom the largest number of valid votes have been given, to be elected.
- (ix) If, two candidates have secured equal number of votes in election, the Returning Officer shall decide the winning candidate by the metered of draw of lots.

**3. Shri Guru Dutt, Additional Director (P&P) has been appointed as Returning Officer for the elections.**

**VINOY KUMAR PATHAK  
WELFARE OFFICER**

**To**

**All Officers/ P.Ss. & P.As. /Sections  
Pay & Accounts Office, Rajya Sabha**

**FORM – I**

**NOTICE OF NOMINATION**

*(Election to the Managing Committee for  
Rajya Sabha Secretariat Staff Benefit Fund)*

See para 2(ii) of the Circular No. RS.13/1/2018-G.A. (Welfare) dated the 12<sup>th</sup> February, 2018.

I hereby nominate Shri \_\_\_\_\_ as a candidate for the election to the Managing Committee of Rajya Sabha Secretariat Staff Benefit Fund as representative of the Staff belonging to the following Group: -

**Pay Matrix** \_\_\_\_\_

(Signature of the proposer)

Date \_\_\_\_\_

Designation \_\_\_\_\_

Pay Matrix \_\_\_\_\_

(Signature of the candidate)

Date \_\_\_\_\_

Designation \_\_\_\_\_

Pay Matrix \_\_\_\_\_

**FORM – II**

**NOTICE OF WITHDRAWAL**

*(Election to the Managing Committee for  
Rajya Sabha Secretariat Staff Benefit Fund)*

See para 2(iv) of the Circular No. RS.13/1/2018-G.A. (Welfare) dated the 12<sup>th</sup> February, 2018.

I \_\_\_\_\_ a candidate nominated for the above election as a representative of group of Pay Matrix \_\_\_\_\_ hereby give notice that I withdraw my candidature.

(Signature of the candidate)