

## **Notice for Members' Annual Meeting and Election under Retired officers/Ex -Servicemen Category**

DSOI/SY/218

Jan 12

### **General**

1. The Members' Annual Meeting of the Defence Services Officers' Institute, Dhaula Kuan, New Delhi will be held on Sunday, 19 Feb 2012 in the Institute's premises from 1730 hrs onwards. The polling to elect two Retired/Ex-Service Members to the Managing Committee will commence at 1300 hours and will close at 1700 hours on 19 Feb 2012. The Bars will re-open after the Meeting.
2. The Agenda for the Meeting is placed at enclosure-I. The financial position of the DSOI for the year ending 31 Mar 2011 will be posted on the DSOI Notice Board.

### **Members' Annual Meeting.**

3. **Points for Discussion.** Points, if any, for discussion at the Members' Annual Meeting may be forwarded so as to reach the Secretary not later than **1300 hrs on 30 Jan 12**. Any point received after the due date and time and also from the members who have not cleared their dues up to **30 Nov 11**, will not be discussed at the meeting. After the points have been received from members, the same would be scrutinized by the Managing Committee in accordance with Rule 39 of the DSOI Rules. The points so selected by the Managing Committee for discussion during the Members' Annual Meeting scheduled for 19 Feb 12, will be displayed on the Notice Board.
4. The points to be discussed at the meeting should be handed over to the Secretary during working hours or sent by registered post by due date.
5. **Financial position of the Institute.** The financial position, as on 31 Mar 11, will be posted on the Notice Board of the Institute. Interested members are requested to collect a copy of the Balance Sheet for the Financial Year ending 31 Mar 11 from the DSOI Reception.
6. **Minutes of the Members' Annual Meeting held on 20 Feb 2011.** The Minutes of the Members' Annual Meeting held on 20 Feb 11 alongwith the progress thereupon are available at the Reception Counter and displayed on the Institute Notice Board.

### **Elections under Retired officers/Ex-Servicemen Category**

7. **Vacancies in Managing Committee.** As per Rule 27(a) (iii) of the Institute Rules (Re-print 2008), the under mentioned vacancies in the Managing Committee are to be filled by direct elections:-

Retired officers/Ex-Servicemen        - 02 (two)

8. **Eligibility.** The following categories of members are NOT eligible to contest elections against Retired Officers/Ex-Servicemen vacancies:-

(a) Re-employed officers.

(b) Those who have served as elected members on the Committee twice during their entire span of membership.

(c) Associate members enrolled after 30 Mar 1974 and civilians granted Honorary Commission/Membership are not eligible to vote or contest election. Members declared as 'Defaulters', membership placed under suspension and those on 'credit stop list' are also not eligible to vote or contest election.

9. Members desirous of contesting election are requested to submit Nomination Forms as under, on the prescribed Form, which can be collected from the Reception of DSOI:-

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

(b) Nomination Forms should reach the Secretary, either by hand or registered post by not later than **1300 hrs on 23 Jan 12**. In case of delivery by hand, kindly obtain a receipt. Nomination Forms received after due date and time will not be considered.

(c) The candidate and his Proposer and Secunder must clear their dues to the Institute upto and including 30 Nov 11, before the last date and time of filing the Nomination Form i.e. 1300 hrs on 23 Jan 12. In case the dues are not cleared by as indicated, the Nomination Form will be rejected.

(d) The name of the contestants will be filled in as they want it to appear on the Ballot Paper.

(e) Last date and time for withdrawal of Nomination Form is **1500 hrs on 27 Jan 12**.

10. **Scrutiny of Nomination Forms.** Nomination Forms will be opened by the Returning Officer at 1100 hrs on **28 Jan 12**. The Nomination Forms duly signed by the Returning Officer will be handed over to the Secretary for preparing check sheet. The Returning Officer will, thereafter, scrutinize the Nomination Forms and check sheet at DSOI at 1100 hrs on **30 Jan 12**. The Nomination Forms are liable to be rejected for any of the following reasons:-

(a) Late receipt of Nomination Form.

(b) Incorrect membership number.

(c) If the candidate, his Proposer or Secunder is a defaulter under Rule 24 or is on credit stop list or is under suspension or has not cleared his dues upto and including 30 Nov 11 till the last date and time of filing the Nomination Form i.e. 1300 hrs on 23 Jan 12.

11. **Notification of Election.** The Notification is being posted on the DSOI website [www.dsoidelhi.org](http://www.dsoidelhi.org) and on the Notice Board of the Institute.

12. A copy of SOP on "Conduct of Elections to the Managing Committee DSOI" is attached as Encl – II.

13. **Miscellaneous.**

(a) It will not be possible to send an advance intimation to the concerned members with regard to their eligibility or otherwise for election. Their names will, however, be placed on the notice board and the DSOI website.

(b) Members are requested to bring their membership Smart Cards for identification. Entry into the Polling Hall will be strictly against production of Membership Smart Cards. Any other card produced as identification will not be acceptable.

(c) Members who have not cleared their bills for the period ending 30 Nov 11 will not to eligible to vote under any circumstances.

14. The candidates or their supporters are prohibited from canvassing and issuing any posters, pamphlets, hand bills or any other election material in support of their candidature within the premises of DSOI. This will be supervised by the Election commission on the day of polling. Violation of this will result in disqualification of the candidate.

By order of the Managing Committee

(KN Bhagat)  
Commodore (Retd)  
Secretary

**Copy to:-**

- President, DSOI
- All Vice Presidents
- All Members of the Managing Committee

**AGENDA FOR THE MEMBER'S ANNUAL MEETING OF THE  
DEFENCE SERVICES OFFICERS' INSTITUTE TO BE HELD  
ON SUNDAY, 19 FEB 2012 at 1730 ONWARDS**

- 1. Opening Address by the President.**
- 2. Confirmation of Minutes of the Members' Annual Meeting held on Sunday, 20 Feb 11.**
- 3. To receive and discuss the report of the Managing Committee including the financial position as on 31 Mar 11.**
- 4. To elect and announce, in due course, the new Committee Members.**
- 5. To discuss points, if any, submitted by the members and approved by the Managing Committee in terms of Rule 39 of DSOI Rules.**
- 6. Any other point with the permission of the Chair.**
- 7. Points from the Management.**

**SOP : CONDUCT OF ELECTIONS TO THE MANAGING COMMITTEE**

**General**

1 As per Rule 27 (a) (iii) of the Institute Rules (Re-print 2008), as amended, two members from retired officers (including Ex-Services officers) who are permanent member of the Institute, shall be elected by the members in the Members' Annual Meeting.

The Members' Annual Meeting of the Defence Services Officers' Institute will be held on **Sunday, 19 Feb 2012 at 1730 hrs.**

**Voting Rights**

2. Associate members enrolled after 30 Mar 1974 and civilians granted Honorary Commission/Membership are NOT eligible to vote. Members declared as 'defaulters', placed 'under suspension' and on 'credit stop list' are also NOT eligible to vote.

**Conduct of Elections**

3. While intimating the date of Members' Annual Meeting, all members in station are to be informed the following details so as to reach them 21 clear days before the elections:-

(a) **Eligibility.** The following categories of members are NOT eligible to contest elections against Retired/Ex-Servicemen Officers' vacancies:-

- (i) Re-employed officers.
- (ii) Members who have served as elected members on the Managing Committee twice during their entire span of membership.
- (iii) Associate members enrolled after 30 Mar 1974 and civilians granted Honorary Commission/Membership are NOT eligible to vote. Members declared as defaulters, placed under suspension and on credit stop list.

(b) **Submission of Nomination Forms.** Members desirous of contesting election are requested to submit Nomination Forms as under, on the prescribed Form, which can be collected from the Reception Office of DSOI, as under:-

- (i) To avoid opening of envelopes by the staff, the Application Form may be forwarded in a sealed envelope superscripting in block letters, '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 1300 hrs on 23 Jan 12. In case of

delivery by hand, kindly obtain a receipt. Nomination Forms received after the due date and time will not be considered.

- (iii) Each candidate, his Proposer and Secunder must clear their dues on or before the date and time of filing the Nomination Form as stipulated in the Circular.
- (iv) The name of the contestants will be filled in as they want it to appear on the Ballot Paper.

(c) Last date for withdrawal of Nomination Form is 1500 hrs on 27 Jan 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 and 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/fulfillment 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 finalization 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 Presiding Officer of the Election Commission, to avoid misuse.

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 contesting candidates to clear all doubts.

10. Staff for supervision/distribution of Ballot Papers is required to be detailed. Approximately 06 groups of staff, membership numberwise, 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 finalization of results.

### **Casting of Votes and Counting**

13. The Ballot Papers are collected, by the members from the staff of their respective group on production of Bar-Coded Membership Card, signing on the Ballot Paper counterfoil, and cast votes 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 Bar-Coded Membership Card, is not a defaulter, is not on the credit stop list and is not under suspension. Ballot Papers will not be issued to such members.

14. Marking of ballot papers by voters will be by prescribed markers kept in the voting hall.

15. Normally six 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 the Results.**

18. The result of the election duly compiled and signed by the Election Commission are to be handed over to the Secretary DSOI, 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 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 by the Election Commissioner and shall be kept under the safe custody of the Secretary, DSOI till the next elections. The last year's Ballot Papers and related documents kept in the box will be destroyed by the Election Commission.

By order of the Managing Committee

(KN Bhagat)  
Commodore (Retd)  
Secretary