

PROCEDURES TO BE FOLLOWED BY MEMBERS ON LEAVE OR TOUR

The following procedures are to be followed by members who are proceeding on leave.

They have to first intimate the local (their parent station) secretary/returning officer about their leave. (The returning officer/RS/BS/LS, as far as practicable, may also keep track of the officers going on leaves/tour).

The returning officer/branch secretary, in turn will intimate us by email about the member with his details which will include

1. The Members' name
2. The AAI email id
3. The mobile No

On receipt of the same, the Election Commissioner will send a return mail to the member's email id which will include a Ballot Paper (in a slightly different format) in PDF. The Member has to take a printout of both the return mail and the ballot and post it (preferably by Speed Post) or Courier to

**Mr. Lokender Thakur
Flat No. 316, Manito Eshanya Apt.,
Shettigere Road,
Doddajala Village,
Bengaluru 572157**

The returning Officer will, in turn, score off the member from the electoral roll (Form 3) by cutting the name with a line and putting "leave" in the "remarks" column.

ON TOUR:

If a member is in a different station on Tour on Polling Day (due to official reasons), he has to contact the local Returning Officer (of the station in which he is on Tour). Some numbers of extra ballot papers are sent to each station which will suffice for these purposes. The Returning Officer will intimate us by email or phone about this with his name and mobile and his parent station.. We will, in turn, verify whether the member's name is there in the membership list and, if the name is there, allow the vote.

The Returning Officer will manually put the name in the empty columns in the electoral roll (Form 3) and in the "remarks" column, write "ON TOUR"

Members who are undergoing training courses in CATC will be treated as on TOUR. In CATC we will send extra numbers of Ballots as per their request (the branch secretary to request adequate numbers beforehand).

These members will be shown as "ABSENT" in their parent stations.

MEMBER AVAILABLE BUT DID NOT VOTE:

Returning officers will note down such Members who are available at the station but did not vote at the end of the stipulated time of polling and put the remark "ABSENT" in the remarks column of the Electoral Roll (Form 3).

Sd/-

SAJEETH KUMAR
Chief Election Commissioner
CEC Elections 2017
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