

**OFFICE OF THE DIRECTOR,
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NOTIFICATION

No 522 /Director/VIMSAR, Burla

Dated 30.03.2024

Sub: Filing of nomination by **Heads of the Departments (H.O.D.s)** of VIMSAR cadre for TWO Nos of posts in 3rd Executive Board (EB) of VIMSAR as "OTHER MEMBERS"

Ref: 1. Section 20 (1) of VIMSAR Act under clause (d) of sub-section "Other Members"
2. Letter No. 7167/H dated:16.03.2024 of Health and F.W. Deptt., Govt. of Odisha.

In inviting reference to the subject cited above and in view of urgency of Re-constitution of Executive Board (EB) as the decision making authority of the institute, it is hereby notified to all H.O.Ds and faculties of VIMSAR Cadre appointed on regular basis /promoted through Departmental Promotion Committee (D.P.C) to participate in the election process of TWO Nos. of posts of Executive Board members. Mr. Sudarsan Say, Registrar(Administration) and the Accounts Officer are hereby appointed as Election Officer and Deputy Election Officer respectively for this purpose.

The details of dates and events chart as well as minimum eligibility criteria for candidates as well as that of the electorate are given below.

A. DATE CUM EVENT TABLE FOR ELECTION

EVENT	DATE
1. Publication of election notice(Notice Board, Deptt. circulation, Institute Website)	Dt. 30.03.2024
2. Last date of filing of nomination	Dt. 05.04.2024, 1:00 P.M
3, Last date of withdrawal of nomination	Dt. 06.04.2024, 1:00 P.M
4. Scrutiny of Nomination forms and Publication of valid list of candidates (by Election Officer) (Institute website/ College Notice Board)	On or before Dt. 08.04.2024, 5.00 P.M
5 Date of election (if required) Venue : Old LT-1	Dt. 10.04.2024, (10.30 AM to 1.30 PM)
6. Counting of votes & declaration of result	Dt. 10.04.2024, (2.30 P.M. Onwards)
7. Approval of result by Director, VIMSAR	Dt. 10.04.2024, 5 PM

The annexed nomination form, proposer's form and seconder's form as well as the nomination withdrawal form shall only be used for this election.

The eligible electorate list will be the latest gradation list of VIMSAR subject to condition that the faculty is continuing in his/her service as on the date of election and she/he is otherwise not made ineligible by any of the clauses mentioned here under.

The candidates and their proposers and seconders must submit their duly filled in forms in the office of Registrar(Administration), located in front of the Telemedicine Hall on working days between 10.30 A.M to 1:00 P.M. Incomplete nominations will be rejected and nominations filed beyond stipulated date will not be accepted.

B. RULES FOR CANDIDATES FILING NOMINATION FORM

1. Must be Head (H.O.D.) of any department of the institute.
2. Must belong to VIMSAR Cadre as per the latest gradation list of VIMSAR
3. Must have been appointed on regular basis.
4. Must have been appointed/ promoted through Departmental Promotion Committee (D.P.C.)
5. Must not be more than 62 years as on date of notification.
6. Any Departmental and/or criminal proceeding must not be pending against him/her. Under Rule 15 of OCS(CCA) Rule, 1962
7. Must not have been penalized under rule 15 of O.C.S.(C.C.A.) Rule 1962 earlier.
8. Must not have been fined in any civil proceeding nor convicted in any criminal proceeding by any court of law.
9. Must bear a good moral character during his tenure as H.O.D. and must not have been awarded any punishment/ penalty /adverse remarks by competent higher authorities.
10. Must submit one set of Nomination Form signed by one proposer and one seconder, who are bona fide voters amongst the eligible electorate.
11. Must declare that no fact has been suppressed and all facts submitted by him/her are true to best of his/her knowledge and belief.
12. Must undertake to abide by election rules in true letter and spirit.

C. RULES FOR PROPOSER, SECONDER AND ELECTORATE ELIGIBLE FOR VOTING

1. Must have been appointed as a faculty on regular basis.
2. His/her name must be in the VIMSAR Cadre as per the latest gradation list of VIMSAR.
3. Any Departmental Proceeding must not be pending against him/her **under rule 15** of O.C.S. (C.C.A.) Rule 1962. (Note: the candidates are eligible to be voters against whom Departmental Proceeding is pending **under rule 16** of O.C.S. (C.C.A.) Rule 1962, under which minor penalty is contemplated.)
4. Any criminal proceeding must not be pending against him/her.
5. Must not have been penalized under rule 15 of O.C.S.(C.C.A.) Rule 1962 earlier.
6. Must not have been fined in any civil proceeding nor convicted in any criminal proceedings by any court of law.

7. Must not have been willfully absent unauthorized to his/her legitimate duty, nor received any show cause letter from competent authorities on this issue.
8. Must bear a good moral character during his tenure as faculty and must not have been awarded any punishment/ penalty /adverse remarks by competent authorities and/or courts.
9. Must declare that no fact has been suppressed and all facts submitted by him/her are true to best of his/her knowledge and belief.
10. Must undertake to abide by election rules in true letter and spirit.
11. All voters must carry their original photo ID cards along with them and present the same before the election officials during casting their ballots, failing which they will not be allowed to cast their votes.


30/03/2024
Director
VIMSAR, Burla
DIRECTOR
VIMSAR, Burla

Memo No 523 /Director/VIMSAR, Burla

Dated 30/03/2024

Copy forwarded to P.S to Commissioner-cum-Secretary to Govt. Health and Family Welfare Department, Odisha, Bhubaneswar for kind information of the Commissioner-cum-Secretary.

Memo No 524 /Director/VIMSAR, Burla

Dated 30/03/2024

Copy forwarded to Dean & Principal with a request to take steps for arranging the logistics etc. for smooth conduct of this election process /Medical Superintendent/ Comptroller of Finance All HoDs /Registrar, Administration/Accounts Officer, VIMSAR, Burla for information and wide circulation of this notice among the regular faculties.


30/03/2024
Director
VIMSAR, Burla
DIRECTOR
VIMSAR, Burla

Nomination withdrawal form

(Election for two Executive Board Members from among the HoDs as per clause (d) under the category of "other members" under section 20(1) of VIMSAR Act, 2014 vide Notice No. 522 dt. 30.03.2024)

1. Name of the Candidate:

2. Designation of the Candidate:

3. Name of the Department:

4. Declaration:

I do hereby declare that I am withdrawing my nomination for election to the post of EB member voluntarily.

5. Full signature of the Candidate: _____

Date: _____ Time: _____

6. Signature of the Proposer(optional): _____

Date: _____ Time: _____

7. Signature of the seconder(optional): _____

Date: _____ Time: _____

..... FOR OFFICE USE ONLY.....

Date: _____ Time: _____

Received at the Election Office :

Signature of the Election Officer :

Nomination withdrawal : Allowed/ Not allowed (Give reasons)

NOMINATION FORM

(Election for two Executive Board Members from among the HoDs as per clause (d) under the category of "other members" under section 20(1) of VIMSAR Act, 2014 vide Notice No. 522 dt. 30-03-2024)

1. Name of the Head of the Department (Full name in capital):

2. Name of the Department:

3. Date of Birth (as per gradation list):

4. E-mail ID :

5. Contact No:

6. Phot ID Annexed (tick): Aadhar Voter DL PAN Passport
(Self-attested Photo-copy to be attached)

Passport size
photo of the
process
[signed at
the front]

7. Proposer:

a. Name of the faculty [Block letter]:

b. Designation & Department:

8. Seconder:

a. Name of the faculty [Block Letter]:

b. Designation & Department:

Declaration:

1. I do hereby file my nomination for the post of one of the EB members of VIMSAR as HoD.
2. I have neither proposed nor seconded the name of any candidate for the said post.
3. I undertake to abide the election rules in true letter and spirit
4. I am not ineligible as per clause B of the election notification.
5. I solemnly declare that all facts submitted here are true to the best of my knowledge and belief.

Full Signature of Candidate :

Date: _____

Time: _____

Full Signature of Proposer :

Date: _____

Time: _____

Full Signature of Seconder :

Date: _____

Time: _____

Scrutiny sheet

..... FOR OFFICE USE ONLY

Received at Election Office/Signature and time

Proposer's Form

(Election for two Executive Board Members from among the HoDs as per clause (d) under the category of "other members" under section 20(1) of VIMSAR Act, 2014 vide Notice No. 522 dt. 30.03.2024)

1. Full Name of the proposer (in block capitals):

2. Designation & Department:

Please past your recent passport size photograph singed in the front

3. Photo I-card annexed (tick): Aadhar Voter card DL PAN Passport
(Photo copy self-attested)

Declaration:

1. I do hereby propose the name of _____
Head of the Deptt. of _____ as a member of the 3rd Executive Board of VIMSAR.
2. I have neither proposed nor seconded the candidature of any other person in this election process.
3. I have also not filed nomination for the said post.
4. I am not ineligible as per clause C of election notification.
5. I solemnly declare that all facts submitted here are true to the best of my knowledge and belief.

Full signature of the proposer _____

Date _____ Time _____

Seconder's Form

(Election for two Executive Board Members from among the HoDs as per clause (d) under the category of "other members" under section 20(1) of VIMSAR Act, 2014 vide Notice No. 522 dt. 30.03.2024)

1. Full Name of the seconder (in block capitals):

2. Designation & Department:

Please past your recent passport size photograph singed in the front

3. Phot I-card annexed (tick): Aadhar Voter card DL PAN Passport
(Photo copy self-attested)

Declaration:

1. I do hereby second the name of _____
Head of the Deptt. of _____ as a member of the 3rd Executive Board of VIMSAR.
2. I have neither proposed nor seconded the candidature of any other person in this election process.
3. I have also not filed nomination for the said post.
4. I am not ineligible as per clause C of election notification.
5. I solemnly declare that all facts submitted here are true to the best of my knowledge and belief.

Full signature of the seconder _____

Date _____ Time _____