



Institute of Actuaries of India

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central, Plot no R-1,
Sector 40, Near Seawoods Railway Station, Navi Mumbai- 400706

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May 29, 2018

Dear All,

Council Election 2018

Section 12 of Actuaries Act 2006, dealing with composition of Council of the Institute inter alia vide section 12(4) provides as under;

“One-third of the Members of the Council referred to in clause (a) of sub-section (2) shall retire as soon as may be on the expiration of every second year by rotation but shall be eligible for re-election.”

In view of this, the Council met on 28th March 2018 and decided amongst other agenda items, the four members to retire as per the provisions of the Actuaries Act, 2006 mentioned above.

The following four members who will retire are as under;

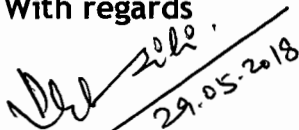
- 1) Mr. D C Chakraborty
- 2) Mr. M Karunanidhi
- 3) Dr. K Sriram
- 4) Mr. Chandan Khasnobis

Hence, four vacancies need to be filled up for which specimen nomination form (Form B and Schedule 2) is available on website.

Council also decided on the following and same is notified herewith;

- 1) Appointment of Returning Officer and Assistant Returning Officer (Annexure 1)
- 2) Election Code of Conduct (Annexure 2)
- 3) Proposed date for Election (Annexure 3)

With regards


29.05.2018

Dinesh Chandra Khansili
Executive Director



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Annexure I

Appointment of Returning Officer and Assistant Returning Officers (as approved by Council on 28 03 2018)

In accordance with Rule 2(d) of the Actuaries (Election to the Council) Rules, 2008, the Council of the Institute of Actuaries of India in its meeting held on 28 03 2018 designated Mr. Dinesh Chandra Khansili , Executive Director as “Returning Officer” for the purpose of conduct of election to the Council 2018.

Further, in terms of Rule 23 of the Rules ibid, the Council appointed Mr. Gururaj Nayak, Head - Operations and Mr. Yogesh Pandit, Compliance Officer as Assistant Returning Officers to assist Mr. Dinesh Chandra Khansili, the Returning Officer during the election process. The Council as per Rule 26(2) also authorized the Returning Officer to delegate any of the duties to be performed by him under above mentioned Rules to the Assistant Returning Officers, as he may deem fit.



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Annexure 2

Election Code of Conduct

(1) The following code of conduct is to be followed by the members during election:

(a) Canvassing is a component of democratic process of which election is one. The canvassing, therefore, has to be left to be decided by the candidate to be done or not. However "Ethics and Good conduct" is expected of members while canvassing.

While canvassing members should ensure that the canvassing is done in a manner which should be considered conforming to high standards of ethics and good conduct. In particular it needs to be emphasized that canvassing by whatever means should not be given negative impression about others. A manifesto is to be issued by a member in relation to the election which shall conform to the following requirements in the interest of maintaining dignity of the election:

- (i) A manifesto shall contain information regarding the member and shall not make any reference directly or indirectly to any other member.
- (ii) The information which a member may furnish in a manifesto regarding himself shall not differ in any material respect from the information furnished by the Institute to the voters. A member may, however, include in such manifesto, any additional information not contained in the information furnished by the Institute.
- (iii) A manifesto issued shall neither contain any appeal to the voters on the basis of caste or communal, religious, regional or sectional lines nor any tall claim.
- (iv) The distribution of a manifesto shall be restricted only to members of the Institute.
- (v) A certified copy of such manifesto shall be sent to the Returning Officer by speed post or Registered Post or through a messenger within 15 days of its issue.
- (vi) While a member may repeat, in any form the manifesto issued as mentioned above without changing its contents, he shall not issue more than one manifesto
- (vii) A member shall not adopt any of the following practices with regard to the election to the Council namely:-
 - / bribery, that is to say any gift, offer or promise of any gifts or gratification to any person by a member or any other person with his connivance, with the object directly or indirectly of inducing a member to contest or not to contest as a member at an election or rewarding him for act or omission
 - / inducing to withdraw his membership nomination to the Council or rewarding such withdrawal or
 - / inducing a voter to vote or not to vote at an election or as a reward for act or omission.

(b) The member contesting the election should not incur expenditure in excess of an amount of Rs.10,000/- (Rupees ten thousand only). Every such member



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shall file complete account of expenses incurred for the election within 15 days from the declaration of results of election to the Council.

This election code of conduct shall be followed by the members, his authorized agent during election to the Council.

2. The list of members as on 1st April 2018 is placed on the website of the Institute. In case members require such list, the same will be supplied by the Institute on demand in hard copy at a price of Rs.50/- and in soft copy free of charge.



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Annexure 3

Proposed date for Election

The Process of election proposed to be followed is as under:-

Sr. No	Particulars	Date
1.	An announcement of availability of voters list to be made on website and Notice Board on :	On or Before Tuesday, 29-05-2018
2.	Announcement of number of members to be elected and calling for nominations of candidates. (Nomination paper form B and schedule 2) on	On or Before Tuesday, 29-05-2018
3.	Last date of receipt of nomination papers	Saturday, 14-07-2018
4.	Date of scrutiny of nominations received	Tuesday, 17-07-2018
5.	Preparation of list of contesting members with address (Form C)	Thursday, 19-07-2018
6.	Last date of withdrawal of nomination (Form D)	Tuesday, 24-07-2018
7.	Intimation of final list of nomination to candidates and voters: on web site and on Notice board and through letters under certificate of positing	Thursday, 26-07-2018
8.	Date of sending ballot papers (outside India)	Saturday, 28-07-2018
	Date of sending ballot papers (within India)	Saturday, 28-07-2018
9.	Last date and time of receipt of ballot papers	Tuesday, 04-09-2018
10.	Date of counting of votes	Thursday, 06-09-2018
11.	Date of declaration of results	Thursday, 06-09-2018