



April 18, 2018

## OFFICE ORDER

### **Election to the Council 2018 - Appointment of Returning Officer and Assistant Returning Officer**

The Council in its meeting held on 28th March 2018 appointed Mr. Dinesh Chandra Khansili, Executive Director as Returning Officer as per Rule 2(d) of the Actuaries (Election to the Council) Rules, 2008 for Election to the Council 2018.

The Council further appointed Mr. Gururaj Nayak, Head-Operations and Mr. Yogesh Pandit, Compliance Officer as Assistant Returning Officer as per Rule 23 of the Actuaries (Election to the Council) Rules, 2008 for Election to the Council 2018

The duties and functions of the Returning and Assistant Returning Officers are as per the Actuaries (Election to the Council) Rules, 2008

The Code of Conduct and Election dates for Election to the Council 2018 are annexed herewith as Annexure 1 and Annexure 2 respectively.

**Sanjeeb Kumar**  
President

## Annexure 1

### Election to the Council 2018 - 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 or
- (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 or
  - ✓ 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 31<sup>st</sup> March 2018 will be 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.



## Election to the Council 2018 - Election dates

S. No.	Processes	Proposed Date 2018 Election	Margin (days)	Rules
1	Confirmation from council regarding vacancy of membership and name of retiring members and Fixation of number of members to be elected			NA
2	Before <b>45 days</b> of last date of receipt of nomination, Publish on the web-site of the Institute in Form A regarding the number on members to be elected and calling for nominations of candidates for election by the date and time published under sub-rule (2) of Rule 4	Tuesday, 29-05-2018	49	As per Rules 8 & 4(2)
3	Appointment of Returning Officer by the Council	Wednesday, 28-03-2018		As per Rule 2(d)
4	Appointment of Assistant Returning Officer	Wednesday, 28-03-2018		As per Rule 23
5	Authority to Returning Officer to delegate any duties to be performed by him to Assistant Returning Officer	Wednesday, 28-03-2018		As per Rule 26(2)
6	Approval of Election Code of Conduct	Wednesday, 28-03-2018		As per Rule 14
7	Fixation of expenses incurred by members for the election	Wednesday, 28-03-2018		As per Rule 29
8	Announcement of availability of voters list to be made on web-site and Notice Board	Tuesday, 29-05-2018	100	At least three months before the declaration of result of election (Rule 4(2)) & 5
9	Announcement of number of members to be elected and calling for nominations of candidates.	Tuesday, 29-05-2018		As per Nomination paper FORM B and Schedule 2



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S. No.	Processes	Proposed Date 2018 Election	Margin (days)	Rules
10	Last Date of receipt of nomination Form	Saturday, 14-07-2018	49	Shall not be less than <b>21 days</b> from the date of publication on web-site and notice board of Institute (Rule 4(2)(a))
11	Date of scrutiny of nominations paper received	Tuesday, 17-07-2018	3	Shall not be more than <b>3 days</b> from the last date of receipt of nomination fixed under Rule 4(2)(a) (Rule 4(2)(b))
12	Preparation of list of contesting members with address (FORM C)	Thursday, 19-07-2018	4	As per Rule 11
13	Last date of withdrawal of nomination (FORM D)	Tuesday, 24-07-2018	7	Shall be made within <b>7 days</b> from the date of scrutiny of nomination fixed under Rule 4(2)(b) (Rule 4(2)(c))
14	Intimation of final list of nominations to candidates and voters-publication on web-site and on notice board and through letters under certificate of posting	Thursday, 26-07-2018	2	Intimation as per Rule 13
15	Date of sending ballot papers (outside India)	Saturday, 28-07-2018	2	As per Rule 4(2)(d)
	Date of sending ballot papers (within India)	Saturday, 28-07-2018	2	
16	Last date and time of receipt of ballot papers	Tuesday, 04-09-2018	39	As per Rule 4(2)(e)



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S. No.	Processes	Proposed Date 2018 Election	Margin (days)	Rules
17	Date of counting of votes	Thursday, 06-09-2018	3	Shall fix date and time for counting of votes before <b>15 days</b> from the date of closing of receipt of ballot papers [Rules 22 and 4(2)(f)]
18	Date of announcement of result of election	Thursday, 06-09-2018	3	As per Rule 4(2)(g)