

The Institution of Industrial Engineering Technology (India)

Engineers House, Kolkata 700 150

REGULATIONS

(As amended by the Corporate Members at the Special General Meeting held at Kolkata in the year 2021 and effective from 1 July 2021)

STATE CENTRES AND LOCAL CENTRES

1. No State Centre or Local Centre shall extend its activities beyond its geographical boundaries without prior sanction of the Council, which sanction shall be given only after due notification to the State Centre or the Local Centre affected by such proposed extension of activities and after full consideration of any representation by such State Centre or Local Centre as the case may be.

The geographical boundaries of the State Centres shall be analogous to the boundaries of the States or Union Territories of the Indian Union and those of a Local Centre as may be defined on its establishment or as may be altered by the Council from time to time.

2. Every class of members of the Institution, save only the Honorary Fellows and the Honorary Life Fellows, shall be deemed to be attached to the State Centre within the geographical boundaries of which he usually resides or is in employment or practices or carries on business.

Every class of members of the Institution save only Honorary Fellow and the Honorary Life Fellow residing or in employment or practicing or carrying on business within the geographical boundaries of a Local Centre shall be attached to that Local Centre also.

Temporary absence for a period not exceeding six months shall be exempted from the operation of this Regulation. The Council shall, however, have the discretion to exempt any member from this provision if he shows sufficient reason why he should be attached to a State Centre or a Local Centre as the case may be other than the one to which he would be attached by its operation. A member so exempted shall not, however, hold any office in the Institution as representative of the State Centre or the Local Centre as the case may be, to which he is then permitted to be attached.

Members residing or in employment or practicing or carrying on business abroad or whose address are in the care of Army Post Office shall be attached to Headquarters.

3. (a) The affairs of each State Centre or each Local Centre shall be conducted and the property and money thereof shall be administered by a Committee consisting of the following :

- (i) The Chairman
- (ii) The Honorary Secretary
- (iii) The Immediate Past Chairman
- (iv) The Immediate Past Honorary Secretary
- (v) The representatives of the Divisions elected by the Corporate Members attached to respective Divisions

from amongst themselves in accordance with the provisions of Regulation 25 as per following norms :

Strength of Corporate Members attached to the Divisions as a percentage of total Corporate Membership strength of the State Centre or the Local Centre as on 31st day of March preceding the year in which the election is due

Number of Representatives

upto 10%	1
above 10% but upto 25%	2
above 25%	3

(vi) The members of the Council attached to the State Centre and Local Centre and the Chairmen of the Local Centres within the geographical boundaries of the State Centre shall be ex-officio member of the Committee of the State Centre.

(vii) The members of the Council representing the State Centre, the members of the Council attached to the Local Centre, the Chairman of the State Centre and the Honorary Secretary of the State Centre shall be ex-officio members of the Local Centre.

(viii) The Committee of a State Centre or a Local Centre may, if thought necessary, co-opt not more than two outstanding engineering personalities who shall be Corporate Members of the Institution residing or practicing within the geographical boundaries of the State Centre or the Local Centre as the case may be on the recommendation of a Committee to be appointed by the Committee of the State Centre or the Local Centre concerned comprising three Past Chairmen of the State Centre or the Local Centre as the case may be. They shall have right to vote on all matters in the Committee of the Centre. In case three Past Chairmen are not available in the Centre, the Committee may comprise of the available Past Chairmen along with Fellows attached to the Centre who themselves are not the members of the Committee of the Centre.

ix. A member attached to a Local Centre who is elected to a State Centre Committee shall be ex-officio member of that Local Centre Committee.

(b) In case the immediate Past Chairman or the immediate Past Honorary Secretary are not available, the immediate previous Past Chairman or the immediate previous Past Honorary Secretary, as the case may be, shall be member of the Committee of a State Centre or a Local Centre.

Provided, however, that in the event of the Past Chairman or the Past Honorary Secretary who is immediately previous to the immediate Past Chairman or the immediate Past Honorary Secretary respectively is also not available, the seat of the Past Chairman or the Past Honorary Secretary, as the case may be, shall not be filled.

Provided further that, if the immediate Past Chairman or the immediate Past Honorary Secretary is available in the Committee in any other capacity, the seat shall not be treated to be vacant.

(c) The term of Committee of each State Centre or Local Centre shall be for two sessions only.

(d) The Committee of the State Centre or the Local Centre may, however, co-opt additional Corporate Members for special and specific purposes, but these persons shall have no right of voting in the Committee outside the special and specific purpose for which they are co-opted and shall vacate their seats as soon as the special and specific matters shall have been dealt with.

(e) Co-opted member of the Committee or any person who is a member of the Committee by virtue of his co-option in the Council shall not be eligible to be a Chairman, a Honorary Secretary or a Joint Honorary Secretary of the State Centre or the Local Centre as the case may be. However, they shall have voting rights except otherwise so provided.

4. (a) The Committee of a State or Local Centre may meet as often as the business of the Centre may require, but not less than six times in a session.

(b) The quorum for a meeting of the Committee of a State or Local Centre shall be one fourth of the total strength of the members entitled to vote in the Committee.

(c) The notice convening the meeting of the Committee shall be issued with approval of the Chairman along with the agenda not less than fifteen days in advance. However, the Chairman of the Centre may cause a meeting to be convened on a shorter notice but not less than five days in advance for specific urgent matter.

(d) The Honorary Secretary in consultation with the Chairman, shall convene a special meeting of the Committee on receipt of a written requisition which shall contain the specific matters desired to be discussed at the special meeting and shall be signed by not less than fifty percent of members of the Committee entitled to vote, within fifteen days of the receipt of the requisition with clear notice of five days. The notice of such special meeting shall state the purpose for which the meeting is called. At such meeting no business other than specified in the requisition shall be transacted.

(e) At any meeting of a Committee of the State or Local Centre, each member present in person shall have one vote. All questions shall be decided by a majority of those present and entitled to vote. In case of equality of votes, the Chairman or the person presiding shall have a second or casting vote.

5. (a) The duties of the Committee of each State Centre or each Local Centre shall be to promote the general advancement of engineering science within its boundaries. The Committee shall also be responsible for ensuring growth of membership of the Institution and providing services to the members falling under its jurisdiction.

(b) The affairs of each State Centre or each Local Centre shall be conducted in accordance with the provisions of the Charter, the Bye-Laws, the Regulations and the Resolutions of Meetings of the General Body of Corporate Members.

(c) Subject to the above and subject to the authority of the Council, each State Centre or each Local Centre shall have the powers to frame rules for the conduct of its own affairs. Such rules shall, however, receive the approval of the Council, prior to implementation by the State Centre or the Local Centre.

(d) Notwithstanding anything contained in this Regulation, in the event of the Committee of a State Centre or a Local Centre acting in contravention of the provisions of the Charter or the Bye-Laws or the Regulations or committing gross administrative/ financial misconduct, the President may put the Committee under suspended animation for the time being

and appoint a Committee of three Council Members, not belonging to the Centre, to enquire into the matter and report to the President within the stipulated time. In the event of the matter being prima facie true based on the report of the said Committee, the President, on behalf of the Council may dissolve the Committee of the State Centre or the Local Centre as the case may be and take action as per Bye-Law 81(d). However, the President shall cause the election of a regular Committee to be held within 180 days from the date of dissolution of the Committee. For the conduct of the election, the President shall nominate a Board of Scrutineers as per provisions of Regulations.

For the period of aforesaid 180 days, the President, on behalf of the Council, shall form an ad-hoc Committee comprising not more than seven Corporate Members attached to the State Centre or Local Centre, to manage the activities of the Centre.

If the matter is not found to be true based on the report of the Committee, the suspended animation shall be revoked and status quo ante restored. During the period of suspended animation, the Secretary and Director General shall make provisional arrangements for functioning of the Centre.

(e) If in the opinion of the President, the Chairman and/or Honorary Secretary of a State Centre or Local Centre, Chairman and/or the Director of a Forum or ESCI has acted in violation/ contravention of the provisions of the Charter, the Bye-Laws, the Regulations or the Statutes/Rules of the Forum or ESCI; or committing a gross administrative or financial misconduct in governance or management of the affairs of the State Centre or Local Centre, the Forum or ESCI, as the case may be, the President may put the Committee/Board under suspended animation for the time being and appoint a Committee of three Council Members, not belonging to the Centre or the Board, to enquire into the matter. The said Committee shall submit its report within a period of thirty days. In the event of the matter being found true based on the report of the Committee, the President shall remove the concerned office bearer and appoint alternate office bearer(s) from amongst the members of the Committee/Board, shall revoke the suspended animation and refer the case to the Ethics Control Board with associated material/evidence for detailed investigation and report within the period of time as specified by him, for further action. If the matter is not found to be true based on the report of the Committee, the suspended animation shall be revoked and status quo ante restored. During period of suspended animation, the Secretary and Director General shall make provisional arrangements for functioning of the Centre, Forum or ESCI.

6. (a) The Annual General Meeting of each State Centre or Local Centre shall be held not later than the last day of the month of October each year. But if this is not possible, the Committee of the State Centre or of the Local Centre shall obtain prior permission well in time of the President in the case of State Centre or of the Committee of the State Centre within the geographical boundaries of which the Local Centre is situated, in the case of Local Centre, for any postponement, provided such postponement shall not be permitted beyond seven days prior to the date of the Annual General Meeting of the Institution to be held in accordance with the Bye-Law 32(a)(i).

(b) However, under exceptional circumstances, the President, on behalf of the Council may permit postponement of Annual General Meeting of a State Centre or the Local Centre beyond the date of Annual General Meeting of the Institution subject to such conditions and directions as the President may prescribe but not beyond sixty days from the date of the Annual General Meeting of the Institution.

(c) Not less than fifteen days notice shall be given for the Annual General Meeting and this period shall be exclusive of the day on which the notice is deemed to be given, but be inclusive of the day for which the notice is given. The Audited Accounts of the State Centre or the Local Centre and the Annual Report of the Committee for the preceding year shall accompany the Notice.

(d) Only Corporate Members attached to a State Centre or a Local Centre shall be entitled to attend the Annual General Meeting of the State Centre or the Local Centre. The business of the Annual General meeting shall be to receive the Audited Accounts and the Annual Report, and appoint Auditors and fix their remuneration and the Report on the composition of the Committee.

(e) Members present shall form the quorum of the Annual General Meeting of the State Centre and Local Centre.

7. (a) Before Annual General Meeting in the year in which election is due, the Committee of each State Centre and Local Centre shall elect one of its members who is a Fellow to be the Chairman of the Committee of the State Centre or the Local Centre for two ensuing sessions, pursuant to the provisions of Regulation 3(e). The persons so elected shall take office as the Chairman of the State Centre or the Local Centre at the Annual General Meeting of the State Centre or the Local Centre as the case may be and as a member of the Council if so permitted under the Bye- Laws, at the next ensuing Annual General Meeting of the Institution.

Provided however, that a person who takes office as the Chairman of a State Centre or a Local Centre at an Annual General Meeting of the State Centre or the Local Centre, as the case may be, held after the Annual General Meeting of the Institution under the provisions of Regulations 6(b) or 14, shall take office as an ex-officio Member of the Council at the next Annual General Meeting of the Institution or earlier as may be decided by the Council.

Provided further that in case of a Local Centre having less than 400 Corporate Members, the Committee shall elect a Member or a Fellow as its Chairman.

(b) The term of office of a Chairman of a State Centre shall be for two sessions and he shall not be eligible for further election as a Chairman of any State Centre after laying down his office as the Chairman completing his term of office partly or fully.

(c) The term of office of a Chairman of a Local Centre shall be for two sessions and he shall not be eligible for further election as a Chairman of any Local Centre after laying down his office as the Chairman completing his term of office partly or fully.

8. (a) Before Annual General Meeting in the year in which election is due, the Committee of each State Centre shall also elect one of its members to be the Honorary Secretary of the Committee for the two ensuing sessions pursuant to the provisions of Regulation 3(e) and he shall not be eligible for further election as an Honorary Secretary of any State Centre after laying his office as the Honorary Secretary completing his term of office partly or fully. The person so elected shall take office as Honorary Secretary of the State Centre at the Annual General Meeting of the State Centre. An Honorary Secretary of a State Centre shall not be eligible for further election.

(b) Before Annual General Meeting in the year in which election is due, the Committee of each Local Centre shall also elect one of its members to be the Honorary Secretary of the Committee for the two ensuing sessions pursuant to the provisions of Regulation 3(e) and he shall not be eligible for further election as an Honorary Secretary of any Local Centre after laying his office as the Honorary Secretary completing his term of office partly or fully. The person so elected shall take office as Honorary Secretary of the Local Centre at the Annual General Meeting of the Local Centre. An Honorary Secretary of a Local Centre shall not be eligible for further election.

9. (a) Soon after the new Chairman and the new Honorary Secretary of a State Centre or a Local Centre are elected, the Honorary secretary of the State Centre or the Local Centre, as the case may be, shall communicate their names to the Secretary and Director General.

(b) Soon after the new members of the Committee of a State Centre or a Local Centre are elected, the Honorary Secretary shall communicate their names to the Secretary and Director General.

10. (a) Vacancies occurring in the Committee during any sessions may be filled up by the Committee of a State Centre or a Local Centre by nomination.

(b) Casual vacancy occurring in the seat of the Chairman or the Honorary Secretary of a State Centre or a Local Centre shall be filled by the Committee of the State Centre or the Local Centre by electing a member of the Committee of appropriate class of membership for the remaining part of the term and the Chairman or the Honorary Secretary so elected shall have the same powers and responsibilities as if he had been duly elected in the ordinary course provided, however, that the provisions of Regulation 3(e) shall be taken into account in filling up such vacancy.

Notwithstanding anything contained in this Regulation, the person, so elected as the Chairman or the Honorary Secretary shall be eligible for re-election in terms of provisions of Regulations 7 and 8 as applicable provided such casual vacancy is filled for a period of less than one session.

11. The Committee of a State Centre or a Local Centre may, at their meeting, appoint one or more Joint Honorary Secretary or Secretaries from the members of the Committee for the performance of duties described in Regulation 12.

12. (a) The Honorary Secretary of a State Centre or a Local Centre shall conduct all the business of the Centre and carry out all duties always consistent with the provisions of the Charter, the Bye-Laws, the Regulations, the Resolutions of the General Meetings of Corporate Members, the directions of the Council and directions of the Committee of the State Centre or the Local Centre and the Laws and Statutes of the country. The Honorary Secretary shall be responsible for the conduct of all correspondence and office work of the State Centre or the Local Centre; he shall maintain a register of all classes of members attached to the State Centre or the Local Centre and their addresses; he shall normally attend all meetings of the Committee and Annual General Meeting and shall have the business thereat correctly and fully recorded and reported, and shall have the copies of the Minutes sent to the Secretary and Director General; he shall have charge of the library/information centre of the State Centre or the Local Centre and shall conduct the ordinary business of the State Centre or the Local Centre.

He shall obtain the opinion of the Committee in respect of any application for membership of any class if referred to him by the Secretary and Director General and shall communicate such opinion within six weeks from the date of despatch of the letter of the Secretary and Director General requesting for the opinion.

(b) The Honorary Secretary of a State Centre or a Local Centre shall be responsible for keeping all accounts of the State Centre or the Local Centre and present accounts to the Committee at regular intervals and also forward a quarterly statement of accounts to the Secretary and Director General together with a certificate of compliance with the provision of the Charter, the Bye-Laws, the Regulations, the Resolutions of the General Meetings of Corporate Members, the directions of the Council and directions of the Committee of the State Centre or the Local Centre and the Laws and Statutes of the country.

He shall sign all cheques and make disbursements in accordance with the provisions of the budget and directions of the Committee. He shall be responsible for preparation of Annual Accounts, having them audited and forwarding the audited statement of Annual Accounts to and as required by the Secretary and Director General.

He shall be responsible for holding the Annual General Meeting in accordance with the provisions of Regulation 6 except when prevented from doing so by the Chairman or the Committee or both. He shall have the charge of all properties in the custody of the State Centre or the Local Centre and make a quarterly report to and as required by the Secretary and Director General. He shall be responsible for efficient conduct of the Institution examinations as per the rules framed by the Council from time to time. The Honorary Secretary of the Local Centre shall send copies of all communications with the President and the Headquarters to the State Centre. The Honorary Secretary of the State Centre or the Local Centre shall comply with any directions which may be given by the Secretary and Director General, in the interest of the Institution, in pursuance of the provisions of the Royal Charter, the Bye-Laws, the Regulations, the decisions of the Council and Laws and Statutes of the country.

He shall make available for all the infrastructural facilities of the State Centre or the Local Centre as may be required for conduct of the activities of the Institution including those conducted by the Secretary and Director General on behalf of the Institution.

(c) The Honorary Secretary of a State or Local Centre shall conduct all the business of the Centre under the guidance of the State or Local Centre Committee and the Chairman of the State or Local Centre. During the period between two consecutive meetings of the State or Local Centre Committee, he shall act as per the direction of the Chairman and subsequently report such actions to the Committee.

(d) The joint Honorary Secretary or Secretaries shall have such duties as may be assigned to them and shall function under the guidance of the Honorary Secretary.

13. On receipt of notification from the Secretary and Director General under Bye-Law 11 each State Centre shall elect from its Corporate Members a member of the Council by such date as shall permit Honorary Secretary of each State Centre to communicate to the Secretary and Director General the name of elected Corporate Member soon after the first day of November. These Corporate Members shall take office as members of the Council at the next ensuing Annual General Meeting of the Institution.

The procedure for this election shall be as provided in Regulation 26.

A Corporate Member elected to the Council from a State Centre leaving the geographical boundaries of the State Centre shall cease to be a member of the Council, as provided in Regulation 2.

14. In the event of a State Centre or Local Centre failing to hold its Annual General Meeting in accordance with Regulation 6, the President shall appoint Corporate Members from the State Centre or Local Centre to constitute a Committee in accordance with Regulation 3 and such appointed Committee shall constitute the Committee of the State Centre or the Local Centre with the same powers and responsibilities, as if they had been duly elected in the ordinary course. The Committee so appointed shall take office at the Annual General Meeting of the State Centre or Local Centre to be held not later than the last day of the month of February of the succeeding calendar year or on a day as may be determined by the President. The President shall also specify the day before which the Annual General Meeting of the State Centre or the Local Centre shall be held and the term of office of the Committee so appointed shall be for the remainder period of that session(s), notwithstanding violation of provisions of the Bye-Law and Regulation.

15. In the event of a Committee of a State Centre or a Local Centre failing to elect one of their members to be Chairman for the two ensuing sessions under Regulation 7(a), the Council in the case of State Centre and the Committee of State Centre in the case of Local Centre shall appoint a Fellow of the State Centre to be Chairman of the State Centre or Local Centre for the two ensuing sessions..

16. In the event of a Committee of a State Centre or Local Centre failing to elect one of their members to be Honorary Secretary for the two ensuing sessions under Regulation 8, the Council in the case of State Centre and the Committee of State Centre in the case of Local Centre shall appoint a Corporate Member of that State Centre or Local Centre to be the Honorary Secretary of that State Centre or Local Centre for the two ensuing sessions.

17. In the event of a State Centre failing to elect its member to the Council under Regulation 13, the Council shall nominate a Corporate Member of that State Centre to the Council for one session. In case the State Centre fails to elect one Corporate Member to the Council as per normal schedule and procedure and if there is no direction/restraint/injunction from a competent Court of Law in the matter, the election shall be conducted with the next due elections of the State Centre.

18. Wherever the context so requires, the provisions of Bye-Law will apply to the State and Local Centres replacing the 'Chairman' for 'President', 'Past Chairman' for 'Past President' and 'member of the Committee' for 'member of the Council'.

19. (a) From the funds of the Institution arrived at from the subscriptions of all classes of members, the Council shall allot each year to each State Centre and each Local Centre an annual grant.

(b) The accounts shall be open at all reasonable times to inspection by a duly accredited representative of the Council or by the Secretary and Director General or his representative.

20. (a) The Committee of a State Centre or a Local Centre may raise from all classes of members attached to that State Centre or Local Centre sums by donations or otherwise for the purpose of extending the activities of the State Centre or Local Centre or for the better attainment of the objects of the Institution as laid down in the Charter, provided such contributions are voluntary.

(b) The Committee of a State Centre or a Local Centre may, further, accept movable or immovable property, goods, bequests or moneys from sources other than members, provided those sources have been approved by the Council.

21. The Committee of each State Centre and each Local Centre shall cause proper books of accounts to be kept and shall on the 31st day of March on each year close these books and have the accounts duly audited by an Auditor or Auditors qualified in accordance with Bye-Law 114. They shall forward to the Secretary and Director General an income and expenditure account and a balance sheet duly signed by the Honorary Secretary and the Auditor or Auditors by 30th day of June in each year.

22. The Honorary Secretary of each State Centre and each Local Centre shall prepare a budget of expenditure for each Financial Year and present it to the Committee of the State Centre or Local Centre for approval. Thereafter, he shall forward it to the Secretary and Director General so as to reach him not later than last day of March in each year.

PROCEDURES FOR ELECTIONS

23. (a) Election from Divisions under Regulation 3(a)(v) in the State Centre Committee and election to the Council from the State Centre under Bye-Law 4(a)(iii), when due in the same year, shall be held simultaneously by the same Board of Scrutineers using common procedures under the provisions of Regulations 25 and 26.

(b) A Member nominated to contest any election shall declare along with his consent to stand for election, details of proceedings by the Council or the Ethics Control Board against him, if any.

(c) The Board of Scrutineers shall have the powers to reject any nomination as provided in Regulations 25 & 26 as also the powers to disqualify a candidate pursuant to any declaration under Regulation 23(b) if the candidate has been adjudged guilty by the Council.

(d) In the year in which elections under Regulation 3(a)(v) and Bye-Law 4(a)(iii) are due, the Secretary and Director General, not later than 31st of May shall supply to each State Centre or Local Centre concerned, the list of Corporate Members attached to the respective State or Local Centre and who are entitled to vote.

(e) No Corporate member holding any office of profit in the Institution or any of its Centres shall be eligible to seek elections to the Council and/or any Committee of State or Local Centre.

(f) Notwithstanding anything provided for in Regulations 24, 25 and 26, the Council shall have the authority to decide and order to conduct the elections as per the changed procedure before doing away with existing procedure and adopting any new procedure in place of those provided for in Regulations 24, 25 and 26.

The procedure for conduct of election, i.e. its operational part, shall be as contained in the "Procedure for Conduct of Elections" as approved by the Council from time to time and duly notified for information of Corporate members through IJET(I)'s newsletter/ web.

(g) Any member aggrieved by any matter arising out of or in connection with conduct of election under Regulations 24, 25 and 26 shall make a representation not later than 15 days of the declaration of the result, to the President. The President may expeditiously examine or may get the matter investigated, if considered necessary. The decision of the President taken at the earliest, not exceeding 90 days, shall be final and binding on all concerned in all matters related to election.

Election from Divisions to the Council under Bye-Law 4(a)(iv)

24. (a) During the year in which the election under Bye-Law 4(a)(iv) is due, the Council shall appoint not later than the month of April a Board of Scrutineers comprising the President and three immediate available Past Presidents in precedence. The President shall convene and preside over the meetings of the Board of Scrutineers and all decisions shall be taken collectively. The quorum for the meeting of the Board of Scrutineers shall be two.

(b) The Board of Scrutineers shall conduct the entire process of election from the Headquarters of the Institution and shall not delegate any of its powers and authority to any other person. The Board of Scrutineers shall have the authority to

utilise the services of and take assistance from any person and/or employees of the Institution for administrative and operational work.

(c) The Board of Scrutineers at its first meeting shall scrutinise the Roll of Corporate Members as on 31st March of the preceding Year, ascertain the number of representatives of the Divisions under provision of Bye-Law 4(a)(iv), prepare the programme for various stages of the process of election so as to be able to finalise and notify the results before 1st day of December of the said year.

(d) Under the direction of the Board of Scrutineers, a Post Box or a Post Bag in a Post Office as may be selected by the Board of Scrutineers, shall be reserved for the period not less than the period from the date of posting of voting papers to the last date of return of the ballots.

(e) The Board of Scrutineers shall publish in the IJET News and/or a regular publication of the Institution circulated to all Corporate Members, a notification inviting Corporate Members to nominate names of candidates for the election, indicating exact number of representatives from each Division under provision of Bye-Law 4(a)(iv). The notification shall direct that a member attached to a Division shall be eligible to nominate Corporate Members only from his Division, numbering not more than the number of representatives of that Division under provision of Bye-Law 4(a)(iv). The last date for receiving nominations shall not be less than thirty days from the last date on which the copies of the said publication are posted. The nomination shall include the name, the class of membership, Division and the Membership number of the Corporate Member nominating and the Corporate Members nominated. The proposer shall also submit, an acceptable proof of his identity, viz PAN Card or Driving License or Photo ID Card issued by State/Central Government bearing his signature or Photo ID Card of The Institution bearing his signature or first page of his passport duly self attested.

(f) Members retiring from the Council shall be eligible for re-election and this fact shall also be stated in the notification.

(g) On expiry of the last date of receipt of nomination, the Board of Scrutineers shall meet and scrutinize the nomination papers and verify the validity of the nominations, rejecting the nominations which may be found to be invalid on account of their not being in conformity with the requirements of the Regulation 24(e) above.

(h) Thereafter, the President or a member of the Board of Scrutineers nominated by the Board of Scrutineers shall write to each validly nominated candidate through registered post or courier services requesting him to send his declaration under Regulation 23(b) and written consent to offer himself as a candidate for election or otherwise, within a period not less than twenty one days from the date of the letter. The letter shall also indicate that in case no reply is received within the stipulated period, it shall be deemed that the candidate is not willing to contest the election.

The letter of the Board of Scrutineers shall include the names of all Corporate Members validly nominated in the particular Division and shall request each candidate to send his brief bio-data in not more than one hundred words, in case he wishes to contest.

Such bio-data shall be circulated as received from the concerned nominated members but may be abridged to limit it to one hundred words and the Board of Scrutineers shall not be responsible for correctness or otherwise of such information. Any letter/notice served or sent by post shall be deemed to have been served or delivered at the expiry of ninety-six hours after it was posted.

(i) On expiry of the last date for receipt of consent from the nominated Corporate Members, the Board of Scrutineers shall finalise the list of candidates for election, excluding candidates disqualified, if any, under Regulation 23(c), to each Division.

(j) The Voting papers and stationeries shall include –

- i. Instructions to Voters printed on the reverse side of Personalised Ballot paper.
- ii. The Bio data of the contestant if furnished, as finalized by the BOS, shall be uploaded on the election site. This shall be available in public domain. It shall also be available to the voter while casting the vote on web. Additionally, bio-data of the contestant as finalized by BOS will accompany the voting papers.
- iii. Personalized Ballot Paper printed as Optical readable with encrypted bar code having pre-printed detachable identification slip with particulars of the individual voters having his recorded address, including space for his signature. iv. One small envelope with the name of the Division superscribed on it.
- v. One self addressed larger envelope identical for all Divisions to contain the smaller one containing the Ballot Paper, detachable identity slip of the voter and self signed photocopy of the identity proof detailed at (I) below attached to the smaller envelope externally.

The stationeries shall be printed in separate sets for each Division, number of such sets being adequate to cater for distribution to eligible voters in the Division and also for issue of duplicate sets, in case of non receipt of voting papers by any voter, against written request. The Board of Scrutineers shall maintain proper records of the number of such materials printed and distributed.

Electronic Voting

While paper ballot shall be sent to all eligible Corporate Members, those Corporate Members who have registered their mobile numbers and/or email ID on or before 31st March of the year in which election is due shall also have the facility of voting through web. Such Corporate Members shall be sent a computer autogenerated unique password and login ID by SMS and/or email to their mobile number and / or email ID on day the voting starts. A voter can use his password to vote only once and having used the password to cast his vote, the password shall become inoperable and can not be used for further voting in the same election. The web site for electronic voting shall close on 2400 hours on the date specified for return of ballot and thereafter no voting on the web can be done.

(k) The voting papers shall be posted, only to addresses of the Corporate Members as recorded on 31st March of the preceding year. The envelope containing ballot papers etc. shall be despatched to eligible voters on their recorded address by speed post or registered post as the case may be and record of all such despatch shall be maintained. In case of large number of such envelopes, posting may be done from multiple post offices in the city.

(l) The Postal Ballots shall be returnable, by the voters by post only and not by any other mode, to the designated Post Box or Post Bag and not to the Headquarters of the Institution or to any member of the Board of Scrutineers or the President, by not less than forty-five days from the date of posting of the last lot of voting papers to the voters.

Use of stationery other than the stationery officially supplied by the Board of Scrutineers shall invalidate the same.

The voter while returning the paper ballot shall also submit, an acceptable proof of his identity, viz PAN Card or Driving License or Photo ID Card issued by State/Central Government bearing his signature or Photo ID Card of The Institution bearing his signature or first page of his passport duly self attested.

In case the name in the specified document is written differently from the identity slip e.g (full name vis. a vis. initials), a certificate that both names belong to same person is to be provided on the photocopy by the voter.

The signature on the photocopy shall be compared with the signature on the identity slip during scrutiny.

The envelope containing sealed ballot envelope, identity slip and signed photo copy of "proof of identity" document shall be returned to the BOS by post in the Business Reply Envelope for which the postage shall be paid by the Centre/The Institution. The voter, therefore, need not affix postage stamp on the envelope returning the ballot in the specified envelope issued to the voter.

Duplicate ballots shall be issued against written request whenever received by convener of BOS and shall be sent on recorded addresses of the voter(s) by speed post or registered post as the case may be. Record of such issues shall be maintained. It shall be duly marked as "DUPLICATE" on detachable identity slip.

(m) The Board of Scrutineers shall nominate two or more of its members to collect the envelopes containing the ballots from the Post Office, number them serially and keep a record of the same collected each day. The envelopes containing voting papers returned as undelivered and collected from the Post Office shall also be numbered separately and a record kept. The final collection shall be made immediately after the last date and time specified for return of the ballots.

(n) The Board of Scrutineers shall, after the expiry of the said forty-five days and on the day designated for counting the votes, arrange to scrutinise the voting papers with the assistance of other Corporate Members or the employees, as may be approved by them. Scrutiny of Ballots and counting of votes shall be supervised by at least two members of the Board of Scrutineers.

(o) For scrutiny, outer envelope shall be opened and inner envelope together with the identity slip of voter and signed photocopy of specified document as mentioned in paragraph (l) and shall be sorted Division-wise, rejecting all such envelopes which are found to be irregular or defaced, tampered with or found to be interfered with unwarrantably or obliterated in anyway or where the signature on the identity slip does not tally with signature on the photo copy of the specified document, or is illegible or correcting fluid has been used, to make corrections.

The total number of smaller envelopes shall be compared with the record of collection from Post Box/Post Bag. Any discrepancy shall be recorded and sorted out to the satisfaction of the Board of Scrutineers before opening the envelopes containing the ballots.

The identity slip and signed photocopy of the voter's identity paper shall then be detached and separated out. Envelopes, containing the ballot paper would be opened division-wise and the ballot papers scrutinized for any irregularity or tampering and only the valid ballots shall be scanned for counting. Manual counting of votes is not permissible. Counting of the ballot division-wise shall be done through scanning. The computer connected to the scanner and loaded with the special software shall give count of votes secured by each contestant. In unlikely event of two or more ballots from the same voter, the system will reject all votes of such voter and the detail of such voter, without details of the votes cast, shall be available. During the process of mediation, the total number of ballots scanned should tally with total number of counted ballots displayed on computer. In case of discrepancy, if any, all ballot papers should be checked by physical

count and rescanned, if necessary. There is no provision of manual entry of votes in the scanned data. The result of paper ballot shall be uploaded by the BOS by using their individual login ID and password to the specified election site.

Only after the data of web voting and paper ballot has been merged, the report for the result of the voting shall be printed. It shall be signed by the members of the BOS present.

In the event of a tie, the Board of Scrutineers shall decide the result by toss of a coin or by drawing lots. The Board of Scrutineers shall inform the candidates about the date of counting the votes and shall permit the candidate or a Corporate Member as his representative, duly authorised in writing, to be present during counting of votes of the concerned Division.

(p) Separate reports for each Division shall be made indicating total number of Ballots received, total number of Ballots found valid and found void and votes polled by each candidate and signed by the members of the Board of Scrutineers present during the scrutiny of the ballot papers and counting of votes.

(q) The Board of Scrutineers shall announce the names of the winning candidates and submit its report along with the results of election to the Council through Secretary and Director General. The voting papers shall then be sealed and kept with the Secretary and Director General for 30 days after the immediately following Annual General Meeting of the Institution whereafter they shall be destroyed.

(r) The Board of Scrutineers shall implement measures for the purpose of ensuring the sanctity and the confidentiality of the election.

Election from Divisions to the Committee of the State/Local Centres

25. (a) In the year in which election under Regulation 3(a)(v) is due, the Committee of the State Centre or Local Centre shall appoint, except in case of a State Centre or Local Centre covered by Regulation 25(t), not later than the month of May, a Board of Scrutineers comprising five Corporate Members attached to the respective Centre who are not themselves candidates for the election nor their relatives are candidates for the elections being conducted by it. Three members shall form the quorum for meeting of the Board of Scrutineers and all decisions shall be taken collectively. The Board of Scrutineers, from amongst themselves, shall appoint a Convener who will also Chair all the meetings.

The Chairman and the Honorary Secretary in the office and the Chairman-elect and Honorary Secretary-elect shall not be members of the BOS.

No person shall be member of BOS for more than two consecutive elections.

Casual vacancy in the Board of Scrutineers due to resignation, disqualification or any other reason, of one or more members, shall be filled by co-option by the Board of Scrutineers.

(b) The Board of Scrutineers shall conduct the entire process of election from the office of the State Centre or Local Centre and shall not delegate any of its powers and authority to any other person. The Board of Scrutineers shall have the authority to utilise the services of and take assistance from any person and/or employee of the Institution for administrative and operational work.

(c) The Board of Scrutineers at its first meeting shall scrutinise the Roll of Corporate Members as on 31st March of the preceding year made available under provision of Regulation 23(d) by the Secretary and Director General, ascertain the number of representatives in each Division under provision of Regulation 3(a)(v), prepare the programme for various stages of the process of election so as to be able to finalise and notify the results before the date of the Annual General Meeting of the Centre but not later than 31st October.

(d) If considered necessary by the Board of Scrutineers, a Post Box or a Post Bag in a post office, selected by the Board of Scrutineers, shall be reserved for the period not less than the period from the date of posting of voting papers to the last date of return of the ballots.

(e) The Board of Scrutineers shall invite nominations, through a notification in a publication of the Centre circulated to all Corporate Members attached to the Centre. In case such a publication is not available in the Centre, the notification shall be sent by ordinary post. The notification shall indicate exact number of representatives from each Division under provision of Regulation 3(a)(v), and direct that a member attached to a Division shall be eligible to nominate Corporate Members only from his Division, numbering not more than the number of representatives in that Division under provision of Regulation 3(a)(v). The last date for receiving nominations shall not be less than fifteen days from the last date on which the copies of the said publication or the letters are posted. The nomination shall include the name, the class of membership, Division and the membership number of the Corporate Member nominating and the Corporate Members nominated together with the written consent of the nominated member to serve in the Committee of the State Centre or Local Centre, if elected and declaration required under Regulation 23(b). The proposer shall also submit, an acceptable proof of his identity, viz PAN Card or Driving License or Photo ID Card issued by State/Central Government bearing his

signature or Photo ID Card of The Institution bearing his signature or first page of his passport duly self attested. Members retiring from the Committee shall be eligible for re-election and this fact shall also be stated in the notification.

(f) On expiry of the last date for receipt of nominations, the Board of Scrutineers shall meet and scrutinise the nomination papers and verify validity of the nominations, rejecting the nominations which may be found to be invalid on account of their not being in conformity with the requirements of the Regulation 25(e). If disqualification of a candidate is warranted, the Board of Scrutineers shall proceed in accordance with provision of Regulation 23(c).

(g) Thereafter, the Convener or a member of the Board of Scrutineers nominated by the Board of Scrutineers shall write to each validly nominated candidate, through registered post or courier services requesting him to confirm, by not less than fifteen days from the date of despatch of the letter, if he is offering himself as a candidate for election or otherwise. The letter shall also indicate that in case no reply is received within the stipulated period, the candidate shall be deemed to have withdrawn his candidature and is not willing to contest the election.

(h) The letter of the Board of Scrutineers shall include the names of all Corporate Members validly nominated in the particular Division and shall request each candidate to send his brief bio-data in not more than one hundred words in case he wishes to contest.

The bio-data shall be circulated as received from the concerned candidate but may be abridged to limit it to one hundred words and the Board of Scrutineers shall not be responsible for correctness or otherwise of such information.

The Bio data of the contestant if furnished, as finalized by the BOS, shall be uploaded on the election site. This shall be available in public domain. It shall also be available to the voter while casting the vote on web. The Bio data of the contestants shall also be published in the Centre's Newsletter. Additionally, the Bio data as finalized by the BOS in printed sheet shall accompany the paper ballot.

Any letter/notice served or sent by post or courier shall be deemed to have been served or delivered on the expiry of ninety-six hours after it was posted/despatched.

(i) On expiry of the last date of receipt of consent from the candidates, the Board of Scrutineers shall finalise the list of candidates for election to each Division.

(j) The Board of Scrutineers shall then prepare voting papers, separate for each Division, showing the names of Corporate Members willing to serve on the Committee if elected, and post them to the Corporate Members attached to the respective Divisions at their recorded addresses. Voting papers shall be returnable by post only to the Board of Scrutineers within a period which shall not be less than forty-five days of the date of posting them.

(k) The voting papers and stationeries shall include –

- i. Instructions to Voters printed on the reverse side of Personalised Ballot paper.
- ii. The Bio data of the contestant if furnished, as finalized by the BOS, shall be uploaded on the election site. This shall be available in public domain. It shall also be available to the voter while casting the vote on web. Additionally, bio-data of the contestant as finalized by BOS will accompany the voting papers.
- iii. Personalized Ballot Paper printed as Optical readable with encrypted bar code having pre-printed detachable identification slip with particulars of the individual voters having his recorded address, including space for his signature.
- iv. One small envelope with the name of the Division superscribed on it. v. One self addressed larger envelope identical for all Divisions to contain the smaller one containing the Ballot Paper, detachable identity slip of the voter and self signed photocopy of the identity proof detailed at (m) below attached to the smaller envelope externally.

The stationeries shall be printed in separate sets for each Division, number of such sets being adequate to cater for distribution to eligible voters in the Division and also for issue of duplicate sets, in case of non-receipt of voting papers by any voter, against written request. The Board of Scrutineers shall maintain proper records of the number of such materials printed and distributed.

Electronic Voting

While paper ballot shall be sent to all eligible Corporate Members, those Corporate Members who have registered their mobile numbers and/or email ID on or before 31st March of the year in which election is due shall also have the facility of voting through web. Such Corporate Members shall be sent a computer autogenerated unique password and login ID by SMS and/or email to their mobile number and/or email ID on day the voting starts. A voter can use his password to vote only once and having used the password to cast his vote, the password shall become inoperable and can not be used for further voting in the same election. The web site for electronic voting shall close on 2400 hours on the date specified for return of ballot and thereafter no voting on the web can be done.

(l) The voting papers shall be posted, only to addresses of the Corporate Members as recorded on 31st March of the preceding year.

The envelope containing ballot papers etc. shall be despatched to eligible voters on their recorded address by speed post or registered post as the case may be and record of all such despatch shall be maintained. In case of large number of such envelopes, posting may be done from multiple post offices in the city.

(m) The postal ballots shall be returnable, by the voters by post only and not by any other mode, to the designated Post Box or Post Bag or to the Centre's address printed on the envelope, and not to any member of the Board of Scrutineers, by not less than forty five days from the date of posting of the last lot of voting papers to the voters.

Use of stationery other than the stationery officially supplied by the Board of Scrutineers shall invalidate the same.

The voter while returning the paper ballot shall also submit, an acceptable proof of his identity, viz PAN Card or Driving License or Photo ID Card issued by State/Central Government bearing his signature or Photo ID Card of The Institution bearing his signature or first page of his passport duly self attested.

In case the name in the specified document is written differently from the identity slip e.g (full name vis-a-vis initials), a certificate that both names belong to same person is to be provided on the photocopy by the voter.

The signature on the photocopy shall be compared with the signature on the identity slip during scrutiny.

The envelope containing sealed ballot envelope, identity slip and signed photo copy of "proof of identity" document shall be returned to the BOS by post in the Business Reply Envelope for which the postage shall be paid by the Centre/The Institution. The voter, therefore, need not affix postage stamp on the envelope returning the ballot in the specified envelope issued to the voter.

Duplicate ballots shall be issued against written request whenever received by convener of BOS and shall be sent on recorded addresses of the voter(s) by speed post or registered post as the case may be. Record of such issues shall be maintained. It shall be duly marked as "DUPLICATE" on detachable identity slip.

(n) The Board of Scrutineers shall authorise two or more of themselves to collect from the Post Office the envelopes containing the ballots, date and number serially the envelopes unopened as they are received by them and keep a record of the ballots collected each day. The envelopes containing voting papers returned as undelivered and collected from the Post Office shall also be numbered separately and a record kept.

The final collection shall be made immediately after the last date and time specified for return of the ballots.

(o) The envelopes shall be lodged each day in a ballot drop box provided for the purpose. The ballot drop box shall be housed in a room to be under lock and key and shall not be accessible to any one other than the Board of Scrutineers and shall not be removed from the said room under any plea whatsoever, and shall be in the custody of the Board of Scrutineers. Before dropping any ballots in the ballot drop box, it shall be locked and sealed in the presence of the Board of Scrutineers after ascertaining that it is empty. The envelopes containing the ballots should be dropped into the box through the drop slit, which shall be sealed under the signature of the member of the Board of Scrutineers each time after the envelopes are dropped.

(p) The Board of Scrutineers shall after the expiry of the said forty-five days and on the day designated for counting the votes, open the ballot box and arrange to scrutinise the voting papers with the assistance of other Corporate Members and/or the employees as may be approved by them. Scrutiny of ballots and counting of votes shall be supervised by at least two members of the Board of Scrutineers.

(q) For scrutiny, outer envelope shall be opened and inner envelope together with the identity slip of the voter and signed photo copy of specified document as mentioned in paragraph (m) above shall be sorted Division-wise, rejecting all such envelopes which are found to be irregular or defaced, tampered with or found to be interfered with unwarrantably or obliterated in anyway or where the signature on the identity slip does not tally with signature on the photo copy of the specified document, or is illegible or correcting fluid has been used, to make corrections.

The total number of smaller envelopes shall be compared with the record of collection from Post Box/Post Bag. Any discrepancy shall be recorded and sorted out to the satisfaction of the Board of Scrutineers, before opening the envelopes containing the ballots.

The identity slip and signed photocopy of the voter's identity paper shall then be detached and separated out. Envelopes, containing the ballot paper would be opened division-wise and the ballot papers scrutinized for any irregularity or tampering and only the valid ballots shall be scanned for counting.

Manual counting of votes is not permissible. Counting of the ballot division-wise shall be done through scanning. The computer connected to the scanner and loaded with the special software shall give count of votes secured by each

contestant. In unlikely event of two or more ballots from the same voter, the system will reject all votes of such voter and the detail of such voter, without details of the votes cast, shall be available. During the process of mediation, the total number of ballots scanned should tally with total of number of counted ballots displayed on computer. In case of discrepancy, if any, all ballot papers should be checked by physical count and rescanned, if necessary. There is no provision of manual entry of votes in the scanned data. The result of paper ballot shall be uploaded by the BOS by using their individual login ID and password to the specified election site.

Only after the data of web voting and paper ballot has been merged, the report for the result of the voting shall be printed. It shall be signed by the members of the BOS present.

In the event of a tie, the Board of Scrutineers shall decide the result by toss of a coin or by drawing lots.

The Board of Scrutineers shall inform the candidates about the date of counting the votes and shall permit the candidate or a Corporate Member as his representative, duly authorised in writing, to be present during counting of votes of the concerned Division.

(r) The BOS shall after merging the data of web voting and paper ballot print the report for the result of the voting. It shall be signed by the members of the BOS present and the same along with connected papers shall be submitted to the Chairman of the Centre and forward a copy of the report to the Honorary Secretary of the Centre and also to the Secretary and Director General of the Institution for necessary action.

The Honorary Secretary shall immediately thereafter communicate official results of the election to the Secretary and Director General. Simultaneously, Board of Scrutineers shall announce the names of the winning candidates.

(s) The Chairman of the State Centre or Local Centre shall announce the result of the voting at the Annual General Meeting of the State Centre or Local Centre as the case may be. Thereafter, the voting papers shall be kept by the Chairman for thirty days in sealed conditions whereafter they shall be destroyed.

(t) In case of a State Centre or Local Centre to which less than 500 Corporate Members are attached, the members of the Committee other than the Chairman and the Honorary Secretary shall be elected at the Annual General Meeting of the State Centre or Local Centre. The Chairman-elect or the retiring Chairman shall declare the number of representatives of each Division to be elected by the Corporate Members attached to those Divisions in accordance with the provision of Regulation 3(a)(v) and invite nominations from the Corporate Members of the respective Division attached to the State Centre or Local Centre present at the meeting and the election shall be conducted by majority show of hands or by ballot at the Annual General Meeting.

(u) The Board of Scrutineers shall implement measures which the Council may prescribe from time to time for the purpose of ensuring the sanctity and the confidentiality of the election. Election to the Council from State Centre

26. (a) The Honorary Secretary of a State Centre, on receipt of a notification from the Secretary and Director General under Bye-Law 11 calling upon the State Centre to elect the representative of the State Centre in the Council, shall call a meeting of the State Centre Committee to appoint, not later than the month of May, a Board of Scrutineers comprising five Corporate Members attached to the Centre who are not themselves candidates for the election nor their relatives are candidates for the election being conducted by it. Three members shall form the quorum for meeting of the Board of Scrutineers. The Board of Scrutineers, from amongst themselves, shall appoint a Convener who will also Chair all meetings.

The Chairman and the Honorary Secretary in the office and the Chairman-elect and Honorary Secretary-elect shall not be members of the BOS.

No person shall be member of BOS for more than two consecutive terms.

Casual vacancy in the Board of Scrutineers due to resignation, disqualification or any other reason, of one or more members, shall be filled by co-option by the Board of Scrutineers.

(b) The Board of Scrutineers shall conduct the entire process of election from the office of the State Centre and shall not delegate any of its powers and authority to any other person. The Board of Scrutineers shall have the authority to utilise the services of and take assistance from any person and/or employee of the Institution for administrative and operational work.

(c) The Board of Scrutineers at its first meeting shall scrutinise the Roll of Corporate Members as on 31st March of the preceding year made available under provision of Regulation 23(d) by the Secretary and Director General, prepare the programme for various stages of the process of election so as to be able to finalise and notify the results before the date of the Annual General Meeting of the Centre but not later than 31st October.

(d) The Board of Scrutineers shall reserve a Post Box or a Post Bag in a post office selected by the Board of Scrutineers for the period not less than the period from the date of posting of voting papers to the last date of return of the ballots.

(e) The Board of Scrutineers shall invite nominations, for the representative of the State Centre in the Council, through a notification in a publication of the Centre circulated to all Corporate Members attached to the Centre. In case such a publication is not available in the Centre, the notification shall be sent by ordinary post. The last date for receiving nominations shall not be less than fifteen days from the last date on which the copies of the said publication or the letters are posted. The nomination shall include the name, the class of membership, Division and the membership number of the Corporate Member nominating and the Corporate Member nominated together with the written consent of the nominated member to serve as member of the Council if elected and declaration required under Regulation 23(b).

The proposer shall also submit, an acceptable proof of his identity, viz PAN Card or Driving License or Photo ID Card issued by State/Central Government bearing his signature or Photo ID Card of The Institution bearing his signature or first page of his passport duly self attested.

Member whose retirement from the Council causes the vacancy shall be eligible for re-election and this fact shall also be stated in the notification.

(f) On expiry of the last date for receipt of nominations, the Board of Scrutineers shall meet and scrutinise the nomination papers and verify validity of the nominations, rejecting the nominations which may be found to be invalid on account of their not being in conformity with the requirements of the Regulation 26(e). If disqualification of a candidate is warranted, the Board of Scrutineers shall proceed in accordance with provision of Regulation 23(c).

(g) Thereafter, the Convener or a member of the Board of Scrutineers nominated by the Board of Scrutineers shall write to each validly nominated candidate, through registered post or courier services, requesting him to confirm, by not less than fifteen days from the date of despatch of the letter, if he is offering himself as a candidate for election or otherwise. The letter shall also indicate that in case no reply is received within the stipulated period, the candidate shall be deemed to have withdrawn his candidature and is not willing to contest the election.

(h) The letter of the Board of Scrutineers shall include the names of all Corporate Members validly nominated and shall request each candidate to send his brief bio-data in not more than one hundred words in case he wishes to contest.

The bio-data shall be circulated as received from the concerned candidate but may be abridged to limit it to one hundred words and the Board of Scrutineers shall not be responsible for correctness or otherwise of such information.

The Bio data of the contestants if furnished, as finalized by the BOS, shall be uploaded on the election site. This shall be available in public domain. It shall also be available to the voter while casting the vote on web. The Bio data of the contestants shall also be published in the Centre's Newsletter. Additionally, the Bio data as finalized by the BOS in printed sheet shall accompany the paper ballot.

Any letter/notice served or sent by post or courier shall be deemed to have been served or delivered on the expiration of ninety-six hours after it was posted/despached

(i) On expiry of the last date for receipt of consent from the candidates, the Board of Scrutineers shall finalise the list of candidates for election and prepare the voting papers.

(j) The voting papers and stationeries shall include –

- (i) Instructions to Voters printed on the reverse side of Personalised Ballot paper.
- (ii) The Bio data of the contestants if furnished, as finalized by the BOS, shall be uploaded on the election site. This shall be available in public domain. It shall also be available to the voter while casting the vote on web. Additionally, bio-data of the contestants as finalized by BOS will accompany the voting papers.
- (iii) Personalized Ballot Paper printed as Optical readable with encrypted bar code having pre-printed detachable identification slip with particulars of the individual voters having his recorded address, including space for his signature.
- (iv) One small envelope.
- (v) One self addressed larger envelope to contain the smaller one containing the Ballot Paper, detachable identity slip of the voter and self signed photocopy of the identity proof detailed at (e) above attached to the smaller envelope externally. The stationeries shall be printed so as to adequately cater for distribution to eligible voters and also for issue of duplicate sets, in case of non-receipt of voting papers by any voter, against written request. The Board of Scrutineers shall maintain proper records of the number of such materials printed and distributed.

Electronic Voting

While paper ballot shall be sent to all eligible Corporate Members, those Corporate Members who have registered their mobile numbers and/or email ID on or before 31st March of the year in which election is due shall also have the facility of voting through web. Such Corporate Members shall be sent a computer autogenerated unique password and login ID by SMS and/or email to their mobile number and/or email ID on day the voting starts. A voter can use his password to vote only once and having used the password to cast his vote, the password shall become inoperable and can not be used for further voting in the same election. The web site for electronic voting shall close on 2400 hours on the date specified for return of ballot and thereafter no voting on the web can be done..

(k) The voting papers shall be posted, only to the addresses as recorded on 31st March of the preceding year.

The envelope containing ballot papers etc. shall be despatched to eligible voters on their recorded address by speed post or registered post as the case may be and record of all such despatch shall be maintained. In case of large number of such envelopes, posting may be done from multiple post offices in the city.

(l) The postal ballots shall be returnable, by the voters by post only and not by any other mode, to the designated Post Box or Post Bag and not to the office of the Centre or to any member of the Board of Scrutineers or the Convener, by not less than forty-five days from the date of posting of the last lot of voting papers to the Voters.

Use of stationery other than the stationery officially supplied by the Board of Scrutineers shall invalidate the same.

(m) The Board of Scrutineers shall authorise two or more of themselves to collect from the Post Office the envelopes containing the ballots, date and number serially the envelopes unopened as they are received by them and keep a record of the ballots collected each day. The envelopes containing voting papers returned as undelivered and collected from the Post Office shall also be numbered separately and a record kept.

The final collection shall be made immediately after the last date and time specified for return of the ballots.

The envelopes shall be lodged each day in a ballot drop box provided for the purpose. The ballot drop box shall be housed in a room to be under lock and key and shall not be accessible to anyone other than the Board of Scrutineers and shall not be removed from the said room under any plea whatsoever, and shall be in the custody of the Board of Scrutineers. Before dropping any ballots in the ballot drop box, it shall be locked and sealed in the presence of the Board of Scrutineers after ascertaining that it is empty. The envelopes containing the ballots should be dropped into the box through the drop slit, which shall be sealed under the signature of the member of the Board of Scrutineers each time after the envelopes are dropped.

(n) The Board of Scrutineers shall after the expiry of the said forty-five days and on the day designated for counting the votes, open the ballot box and arrange to scrutinise the voting papers with the assistance of other Corporate Members and/or the employees as may be approved by them. Scrutiny of ballots and counting of votes shall be supervised by at least two members of the Board of Scrutineers.

(o) For scrutiny, outer envelope shall be opened and inner envelope together with the identity slip of the voter and signed photo copy of specified document as mentioned in paragraph (e) above shall be sorted out division-wise, rejecting all such envelopes which are found to be irregular or defaced, tampered with or found to be interfered with unwarrantably or obliterated in anyway or where the signature on the identity slip does not tally with signature on the photo copy of the specified document, or is illegible or correcting fluid has been used, to make corrections

The total number of smaller envelopes shall be compared with the record of collection from Post Box/Post Bag. Any discrepancy shall be recorded and sorted out to the satisfaction of the Board of Scrutineers, before opening the envelopes containing the ballots.

The identity slip and signed photocopy of the voter's identity paper shall then be detached and separated out. Envelopes, containing the ballot paper would be opened division-wise and the ballot papers scrutinized for any irregularity or tampering and only the valid ballots shall be scanned for counting.

Manual counting of votes is not permissible. Counting of the ballot shall be done through scanning. The computer connected to the scanner and loaded with the special software shall give count of votes secured by each contestant. In unlikely event of two or more ballots from the same voter, the system will reject all votes of such voter and the detail of such voter, without details of the votes cast, shall be available. During the process of mediation, the total number of ballots scanned should tally with total of number of counted ballots displayed on computer. In case of discrepancy, if any, all ballot papers should be checked by physical count and rescanned, if necessary. There is no provision of manual entry of votes in the scanned data. The result of paper ballot shall be uploaded by the BOS by using their individual login ID and password to the specified election site.

Only after the data of web voting and paper ballot has been merged, the report for the result of the voting shall be printed. It shall be signed by the members of the BOS present. In the event of a tie, the Board of Scrutineers shall decide the result by toss of a coin or by drawing lots.

The Board of Scrutineers shall inform the candidates about the date of counting the votes and shall permit the candidate or a Corporate Member as his representative, duly authorised in writing, to be present during counting of votes of the concerned division.

(p) The BOS shall after merging the data of web voting and paper ballot print the report for the result of the voting. It shall be signed by the members of the BOS present and the same along with connected papers shall be submitted to the Chairman of the Centre and forward a copy of the report to the Honorary Secretary of the Centre and also to the Secretary and Director General of the Institution for necessary action. Simultaneously, Board of Scrutineers shall announce the names of the winning candidates.

(q) The Honorary Secretary shall immediately communicate the results of the election to the Secretary and Director General. The voting papers shall be sealed and kept by the Chairman of the State Centre till thirty days after the ensuing Annual General Meeting of the Institution, where after they shall be destroyed.

(r) The Board of Scrutineers shall implement measures which the Council may prescribe from time to time for the purpose of ensuring the sanctity and the confidentiality of the election.

DIPLOMA

27 (a) Every Fellow shall on election receive a Diploma of membership appropriate to his class signed by the President and the Secretary and Director General, and sealed in accordance with Bye-Law 122.

(b) Every Member and Associate Member shall on election receive a Diploma of membership signed by a Member of the Council and the Secretary and Director General, and sealed in accordance with Bye-Law 122.

(c) Every Affiliate Member, Member Technologist, Associate Member Technologist, Senior Technician Member and Technician Member shall on election receive a Certificate of membership appropriate to his class signed by the Secretary and Director General.

(d) Every member enrolled as a 'Professional Engineer' shall on enrolment receive a Certificate to that effect with specific expiry date entered therein signed by the President and the Secretary and Director General and sealed in accordance with Bye-Law 122. Prior to the date of expiry the person should return the certificate to the Headquarters with the renewal fees for revalidation and/or issue of a fresh certificate valid for the next five years.

28. Every such Diploma or Certificate shall remain the property of, and shall on demand be returned to the Institution.

29. Corporate Members shall be guided by the Code of Ethics for Corporate Members as may be framed by the Council. The Council shall have the power to revise or modify this Code from time to time as they deem fit. SUBSCRIPTION AND OTHER FEES

30. (a) The annual subscription payable by various classes of members in the Roll as on 31st March 1990 shall be as set out in the following table :

TABLE- I

Class of Member	Rs. for India and Nepal	US\$ for SAARC countries other than Nepal	US\$ for other countries
Fellow	600	30	150
Member	450	23	110
Associate Member	300	15	90
Affiliate Member	240	12	70
Institutional Member	20000	1000	2000
Donor Member	5000	250	500

(b) Corporate Members shall be exempted from paying annual subscription on attaining the age of sixty five years subject to their having been Corporate Members for a continuous period of not less than fifteen years without any arrears and on intimating the Secretary and Director General to that effect.

(c) Students of the Engineering Colleges and Polytechnic Students' Chapters shall pay annually the subscription at the rate as may be fixed by the Council from time to time for attachment to the respective Chapters as may be established by the Council.

31. (a) Each applicant for election as a member shall pay a non-refundable Registration Fee and Entrance Fee alongwith his application as set out in the following Table :

TABLE II

Class of Member	Registration Fee			Entrance Fee		
	Rs. for India and Nepal	US\$ for SAARC countries other than Nepal	US\$ for other countries	Rs. for India and Nepal	US\$ for SAARC countries other than Nepal	US\$ for other countries
Fellow	1200	60	165	700	35	140
Member	800	40	120	600	30	120
Associate Member	600	30	95	450	20	95
Affiliate Member	35	2	24	360	18	71
Member Technologist	800	40	120	600	30	120
Associate Member Technologist	600	30	95	450	20	95
Senior Technician Member	600	30	95	200	10	45
Technician Member	600	24	70	200	10	45

(b) Members of Engineering College Students' Chapter and Polytechnic Students' Chapter duly established by the Council shall be exempted from paying the Entrance Fee for election to the appropriate class of membership if they apply for election within two years from the year of passing the qualifying examination.

(c) Each applicant seeking transfer from one class of membership to a higher class of membership shall deposit along with his application a Transfer Fee as set out in the following table :

TABLE III

Nature of Transfer	Rs. for India and Nepal	US\$ for SAARC countries other than Nepal	US\$ for other countries
Associate Member to Member	300	15	85
Associate Member or Member to Fellow	360	19	105
Affiliate Member to Fellow	400	25	120

32. (a) Each candidate for election directly as Fellow, Member, Associate Member, Member Technologist, Associate Member Technologist, shall pay Composite Subscription as set out in the following Table :

TABLE IV
Composite Subscription
(For full payment in single remittance with application)

Class of Member	Rs. for India and Nepal	US\$ for SAARC countries other than Nepal	US\$ for other countries
Fellow	2700	155	280
Member	2000	105	200
Associate Member	1900	95	190
Member Technologist	2000	105	200
Associate Member Technologist	1900	95	190

(b) On making payment of Composite Subscription, the Fellow, the Member, the Associate Member, the Member Technologist and the Associate Member Technologist shall be deemed to have compounded his subscription for life as a Fellow, Member, Associate Member, Member Technologist and Associate Member Technologist, as the case may be.

(c) Each candidate for election as a Senior Technician Member or a Technician Member shall deposit Composite Subscription along with his application as set out in the following Table :

Class of Member	Rs. for India and Nepal	US\$ for SAARC countries other than Nepal	US\$ for other countries
Senior Technician Member	1550	75	155
Technician Member	1550	76	155

Senior Technician Member and Technician Member shall, on passing Section B Examination of the Institution be transferred to the class of Associate Member automatically and shall be deemed to have compounded their subscription as Associate Member for Life.

(d) A Member who had already paid Composite Subscription and seeking transfer from one class of membership to a higher class shall deposit with his application a sum equal to the difference of the Composite Subscription as payable for the two classes of membership and on election to the higher class of membership shall be deemed to have compounded his subscription for life in that higher class of membership.

(e) Fee for upgrading Technician/Senior Technician to Associate Member may be accepted in advance at applicable rate.

(f) In respect of certification of 'Professional Engineer', the fees shall be charged as follows :

(i) For initial certification : Rs. 4000 or US\$ 400 for applicants other than India and Nepal.

(ii) Interview electronically, if applicable : Rs.3000 In case the applicant fails to qualify the online assessment examination in his first attempt, he has to pay Rs.1000 towards the charges of re-appearance fee.

(iii) For renewal : Rs.3000 or US\$ 300 for applicants other than India and Nepal.

(iv) Interview electronically, if applicable : Rs.3000

(v) For transfer from PE to IntPE (International Professional Engineer), an amount of Rs.10000 to be paid for a period of 5 years.

33. (a) Every Fellow, Member and Associate Member in the Roll as on 31st March 1989, may compound his future Subscription Fee in accordance with the table given below provided his subscription is not in arrear in terms of Regulation 37. If as a Member or Associate Member who has already paid Life Compounding Fees, he shall be required to pay only

the difference between the Life Compounding Fees as Fellow and Member or as Member and Associate Member at the time of his transfer to Fellow or Member.

TABLE VI(a)
Life Compounding Fees

Class of Member	Rs. for India and Nepal	US\$ for SAARC countries other than Nepal	US\$ for other countries
Fellow	3950	195	395
Member	3000	155	300
Associate Member	2400	120	240

Provided, however, that the Fellows, Members and Associate Members who have attained the age of more than sixty five years, after being a Corporate Member for a continuous period of minimum fifteen years with no arrears shall not be required to pay the subscription any further.

(b) Every Institutional/Donor Member may compound his future Subscription Fees on payment of a lump sum as per the table given below:

TABLE VI(b)

Class of Member	Rs. for India and Nepal	US\$ for SAARC countries other than Nepal	US\$ for other countries
Institutional Member	100000	5000	10000
Donor Member	25000	1250	2500

34. All annual subscriptions shall be due on the first day of April in each year for the year then commencing. The acceptance of an annual subscription from a person who has ceased to be a member shall not create any presumption as to membership of the Institution.

35. All annual subscription shall be paid to the Headquarters of the Institution direct and not to or through a State Centre or Local Centre.

36. Every candidate for election as or transfer to the class of Fellow, Member, Associate Member, Member Technologist and Associate Member Technologist shall deposit in full along with his application the Registration Fee and the Entrance Fee (in case of election) or Transfer Fee (in case of transfer) and the appropriate amount of Composite Subscription.

37. Any member in any class liable to pay annual subscription whose subscription for the current year shall not have been paid before the first day of July shall be in 'arrears of subscription'. If such arrears are not paid by the last day of September following, he shall not be entitled thereafter to receive publications of the Institutions as described in Regulation 46, or upon making such payment at a future date to receive the back publications for the period between the last day of September and the date of making the payment.

38. Every member on transfer to higher class of membership shall pay apart from the appropriate Transfer Fee, the full subscription for the current year appropriate to the class to which he has been transferred, and the subscription he has already paid for that year in the previous class shall be taken as in part payment thereof. If the transfer has taken place after the last day of September, he shall, however, be required to pay only the difference between one-half the annual subscription in the higher class and one-half the annual subscription in his previous class in addition to the subscription he has already paid in the previous class.

39. All admission fees comprising Entrance Fees and Transfer Fees, Composite Subscription and Compounding Fees shall be invested in accordance with Bye-Law 108.

40. The table of Life Compounding Fees shall be liable to alteration from time to time as deemed advisable by the Council on actuarial advice, but such alterations shall not affect payments of life Compounding Fees already made on dates antecedent thereto.

PUBLICATIONS

41. The Secretary and Director General shall be the Editor, Publisher and Printer of all regular publications of the Institution published by the Headquarters and they shall be prepared, printed and published under the order of the Council.

42. The Journal shall be issued in parts corresponding to the Division and the Hindi Section and the frequency of issue of each part shall be determined by the Council.

43. The Bulletin shall be issued every month.

44. The Directory of the Institution may be published by the Council and shall be made available to the members of any class with the exception of Senior Technician and Technician if written request for the same is received by the Secretary and Director General and on payment of charges as may be fixed by the Council.

45. Each Fellow, Member, Associate Member, Member Technologist and Associate Member Technologist enrolled directly may obtain on payment of the Journal Fee as per Regulation 33 one or two parts of the Journal pertaining to the Division of his choice. Institutional Member and Donor Member shall receive all parts of the Journal and Affiliate Members shall receive two parts of the Journal of their choice.

Every member of any class with exception of Senior Technician Member, Technician Member and Members of Students Chapters shall receive the Bulletin.

The Council may also publish Journal and/or Newsletter for distribution amongst Senior Technician Members, Technician Members and Members of Students Chapters.

PAPERS

46. (a) All papers and articles written for publication in the Journal shall be submitted by authors direct to the Secretary and Director General, in accordance with rules for submission of papers which may be current from time to time.

(b) The Secretary and Director General shall obtain from every person submitting a paper, a 'Declaration' that it has not been previously published in any form or manner and that he will not permit its publication elsewhere before it is accepted or declined by or withdrawn with the consent of the Institution. They should further undertake that the paper being submitted is not copied or plagiarised version of some other published work.

(c) The Secretary and Director General shall first examine the paper and shall return it to the author(s) if it does not comply with the rules for submission of papers or if it is of a standard not acceptable to the Institution.

(d) The Secretary and Director General, if the paper is found acceptable as per (c) above, shall initiate the scrutiny process as may be current from time to time.

(e) The Consulting Editor of each Divisional part of Journal shall decide on the acceptability of papers for publication and will forward his recommendations to the Secretary and Director General.

(f) If the paper is accepted by the Consulting Editor, the Secretary and Director General shall arrange for its publication in the part of the Journal concerned as early as practicable.

(g) Discussion on paper may be submitted by members and non-members to the Secretary and Director General within the time specified with the publication of each paper.

(h) Copyright of paper read or published at the Centres of IJET (I), will remain with the Institution.

PRIZES

47. All papers and articles written by members and non-members and published in the Journal shall be eligible for the award of prizes, except in so far as where the conditions of award of any prize restrict it to a particular branch of engineering or a particular class of membership, when its award shall be made only subject to those condition.

48. The award of prizes shall be made by the 'Award Committee' comprising President, one Division Board Chairman and another person co-opted by the President.

ACCOUNTS, RECORDS AND PROPERTY

49. All moneys received by the Institution whether at the Headquarters, State Centres or Local Centres shall be paid as soon as possible into the accounts of the Institutions with the Institution's bankers, and no part of any receipt shall be withheld from such payment into the Bank in order to meet any expenditure.

50. Every Auditor or Auditors of the Headquarters, State Centre or Local Centre shall have the right of access at all times to the books and records of the respective offices and shall be entitled to enquire from the respective offices such information and explanations as he or they may think necessary for the performance of his or their duties. The Auditor or Auditors shall make a report at the time of the annual audit of the respective office to the members on the accounts examined by him or them and state whether in his or their opinion and according to the explanations given to him or them the said accounts give a true and fair view of the state of affairs of the respective offices.

51. The Minutes of all General Meetings of the Institution shall be open to any Corporate Member at all reasonable times on previous notice in writing to the Secretary and Director General. The Minutes of all meetings of the Council shall be open to any member of the Council at all reasonable times. The books of accounts and other books and papers of the Institution shall be open to inspection by any member of the Finance Committee at all reasonable times. The statement of accounts of the Institution shall be open to inspection by any Corporate Member on previous notice in writing to the Secretary and Director General. The statement of accounts of a State Centre or Local Centre shall be open to inspection by any Corporate Member attached to the State Centre or Local Centre on previous notice in writing to the Honorary Secretary of the concerned State Centre or Local Centre.

52. The Council shall afford access, subject to such reasonable restrictions as they may think proper, for any Corporate Member to the books containing the minutes of proceedings of any meeting of the Institution. No member shall have any right to inspect any Institution document, other than the books in its libraries, except as conferred by this Regulation or authorised by the Council.

AUTONOMOUS FORA OF THE INSTITUTION

53. The National Design and Research Forum (NDRF), the Rural Development Forum (RDF), the Safety & Quality Forum (SQF), the Sustainable Development Forum (SDF), the Water Management Forum (WMF) and such other autonomous Fora as may be established from time to time by the Council, shall each be a Forum of the Institution incorporated in pursuance of Bye-Law 100(a). Each such Forum shall be an autonomous body under the umbrella of the Institution whose affairs shall be managed by a Board of Governors in accordance with the Statutes of the Forum as approved by the Council.

54. All the assets belonging to Autonomous Organ/each Forum established by the Council shall vest with the Institution. It shall be the duty and responsibility of each Board of Governors of each such Forum to ensure :

(a) that there is no liability created beyond its assured resources except with the specific approval of the Council and on the considerations the Council may stipulate.

(b) that an Annual Report of its functioning and an audited statement of accounts at the end of each year by the stipulated date covering the Income and Expenditure account of the year as well as the Balance Sheet of Assets and Liabilities are submitted for consideration of the Council. Such annual reports and audited accounts shall be integrated in the form of appendices to the annual reports and audited accounts of the Institution of Industrial Engineering and Technology (India) as a whole for consideration of the Annual General Meeting of the Corporate Members.

(c) that in its Statutes there will at no time be any provision which will directly or indirectly confer any membership on any individual, group of individuals, association, institution or organisations. However, the Forum may in its Statutes provide for and lay down the terms and conditions for affiliating individuals, groups of individuals, associations, institutions or organisations who are desirous of benefitting from the activities of and services rendered by the concerned Forum without any membership or voting rights in the management of the affairs of the Forum but being termed as 'Affiliate' of that Forum.

(d) The Statutes of each Forum shall clearly cover the following :

- (i) Preamble,
- (ii) Interpretations and Definitions,
- (iii) Headquarters of the Forum,
- (iv) Objectives of the Forum,
- (v) Status of the Forum,
- (vi) Affiliates of the Forum,
- (vii) Board of Governors,
- (viii) Functions and Powers of the Board of Governors,
- (ix) Conduct of the business of the Board of Governors,
- (x) Functions and Powers of the Chairman,
- (xi) The Director and his functions and powers,
- (xii) Mobilisation of Resources and Accounting and Auditing,
- (xiii) Framing of Rules in connection with the day-to-day affairs of the Forum, and
- (xiv) Amendments to Statutes.