

Indian Institute of Insurance Surveyors and Loss Assessors
Registered Office: Parishram Bhavan, 5-9-58/B, Basheerbagh, Hyderabad – 500 004

Notification – 8th Council Election

As per article 49(b) of Articles of Association (AOA) of the Indian Institute of Insurance Surveyors and Loss Assessors (IISLA) and in pursuance of the “Regulations & Procedure for the Conduct of Elections to the Council” (RPCEC/IISLA) of the IISLA, I, Nimisha Srivastava, the Election Officer (appointed by the IRDAI), hereby notify the Council Election of IISLA as follows:-

Council Election Schedule

Sl. No.	Particulars	Date and Time
1	The last date and time for receipt of nominations by post/courier at the office of the election officer	before 11 th May, 2016 by 5.35 pm
2	The date of Scrutiny of nominations at the office of the election officer	On 12 th May, 2016
3	Announcement of valid nominations on websites of IRDAI/IISLA	On 13 th May, 2016
4	The last date for withdrawal of nominations by intimation in writing by post/courier to the election officer by the candidate concerned	to reach before 23 rd May, 2016 by 5.35 pm
5	Announcement of final list of candidates on websites of IRDAI/IISLA	On 24 th May, 2016
6	Dispatch of voting papers by post to eligible voters & placing on website of IRDA/IISLA	On or before 23 rd June, 2016
7	Last date for receipt of voting papers by post/courier by election officer	Before 5.35 pm on 25 th July, 2016
8	Dates of counting of votes	26 th – 27 th July, 2016
9	Date on which the results would be declared at the counting venue	27 th July, 2016
10	Announcement of results on the websites on IRDA and IISLA	On or before 28 th July, 2016

Elections shall be carried out at the office of IRDAI, Delhi Regional Office, New Delhi and the members are also allowed to submit their vote through postal ballot.

The details of members to be elected from each zone as per RPCEC/IISLA are as given below:

Sl No	Zone/Constituency	Retiring Members and No: of Vacancies
1	Western Zone – Goa, Gujarat, Maharashtra, Madhya Pradesh and Rajasthan and the Union Territories on Dadra & Nagar Haveli (Silvassa) and Daman & Diu	1. Mr. Rahul Jadhav
2	Northern Zone – Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, NCT Of Delhi, Uttarakhand, Uttar Pradesh and UT of Chandigarh	1. Mr. Nirmal Kumar Tripathi
3	Eastern Zone – Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Jharkhand, Manipur, Meghalaya, Mizoram,	1. Tanmoy Sarkar

Nimisha Srivastava
13/04/16

	Nagaland, Orissa, Sikkim, Tripura, West Bengal	
4	Southern Zone – Telangana, Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and Union Territories of Lakshadweep, Andaman & Nicobar islands and Pondicherry	1. B. Shivaprakash

Candidates who desire to contest the council elections (for filling 4 vacancies as stated in the aforementioned table) of the IISLA in terms of the said RPCEC/IISLA, shall send their duly filled nominations in the prescribed manner (refer website www.irdai.gov.in) by post/courier to the election officer by name so as to reach her at her office on or before the aforementioned stipulated date and time at the following address:

Nimisha Srivastava
Election Officer-IISLA
 IRDAI, New Delhi Regional Office,
 Jeevan Tara Bldg, 1st Floor, Gate No.3
 Sansad Marg,
 New Delhi – 110 001
 Tel: +91 11 23444400
 Fax: +91 11 23747650

As per article 49 (g), of the (AOA of IISLA), “The electoral college for the election of the members from the zones to be elected shall comprise of all Associate and fellow members of the institute.” As per article 49(h) of the above mentioned Articles of Association, “any contestant or voter who has not paid the annual membership fees within the time stipulated in the regulations, shall neither be eligible to contest nor vote in the elections.” **According to the said article read with “RPCEC/IISLA” only persons whose names are entered in the register of members maintained by the Institute as on 31.03.2016 and have duly paid the annual membership fees on or before 31.03.2016 shall be entitled to contest elections, propose or second candidates or cast votes for Council Elections of IISLA.**

Candidates and all concerned are advised in their own interest to visit websites www.irdai.gov.in and www.iisla.co.in for familiarizing themselves with the articles of association of the institute and further notifications. As part of e-initiative, **Nominations forms are made available on the above mentioned websites and can be downloaded and printed for filing nominations.** Nominations, strictly in the prescribed form, shall be sent only to the election officer at her office in New Delhi on the address given above.

This notification alongwith nomination form and Regulations & Procedure for the Conduct of Elections to the Council (RPCEC/IISLA) are hosted at the website www.irdai.gov.in.

The two-page notification is being sent by post to IISLA members for information and as part of e-initiative, all members are advised to visit IRDAI website www.irdai.gov.in to download/ print nomination form and RPCEC/IISLA.

New Delhi, 13.04.2016


 Nimisha Srivastava 13/04/16
 Election Officer

The Indian Institute of Insurance Surveyors and Loss Assessors
(Registered Office: Parisrama Bhavan, 5-9-58/B, Basheer Bagh, Hyderabad-500 004)

***Nomination Form for
Election to the 8th Council***

Note:- Duly filled in Nomination Form shall reach
Ms. Nimisha Srivastava, Election Officer by post/courier at her office in New
Delhi viz.

“ IRDAI, New Delhi Regional Office, Jeevan Tara Bldg, 1st Floor, Gate No. 3,
Sansad Marg, New Delhi - 110001”
on or before 5.35 P.M. on 11th May, 2016.

**INSTRUCTIONS FOR FILLING NOMINATION FORM BY CANDIDATES
SEEKING ELECTION TO THE EIGHTH COUNCIL**

While filling the nomination form for election to the Eighth Council, the following points/aspects shall be kept in view:-

1. The nomination should be strictly in the format as prescribed.
2. For the convenience of members, the Nomination Form has been made available on the website www.irdai.gov.in with downloading facility. The form of nomination may be downloaded from the aforesaid website and used for filing the nomination. Photocopies of the Form can also be used.
3. The correct name of the relevant zone should be mentioned. For ready reference, these are given below:-
 - (a) Western Zone – The States of Goa, Gujarat, Maharashtra, Madhya Pradesh and Rajasthan and the Union Territories of Dadra & Nagar Haveli (Silvassa) and Daman & Diu.
 - (b) Southern Zone – The States of Telengana, Andhra Pradesh, Karnataka, Kerala and Tamil Nadu and the Union Territories of Lakshadweep, Andaman & Nicobar Islands and Pondicherry.
 - (c) Eastern Zone – The States of Arunachal Pradesh, Assam, Bihar, Chattisgarh, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura, West Bengal.
 - (d) Northern Zone – The States of Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Uttaranchal and Uttar Pradesh and the Union Territory of Chandigarh.
4. The nomination forms shall be sent by post / courier to the Election Officer only at her office in New Delhi and sent in a sealed envelope suber-scribing “IISLA-

Nomination-8th Council" so as to reach her on or before 5:35 P.M on 11th May, 2016 at the following address:-

**Ms. Nimisha Srivastava,
Election Officer-IIISLA
IRDAI, New Delhi Regional Office,
Jeevan Tara Bldg, 1st Floor, Gate No. 3,
Sansad Marg, New Delhi - 110001"**

5. The name and professional address of the candidate, the proposer and the seconder must be given in full, as they appear in the List of Voters for election to the Eighth Council of IIISLA.
6. In terms of the "Regulation & Procedure for the conduct of Elections to the Council" (RPCEC/ IIISLA) . and as envisaged in article 15(2) (a) (i) and (ii) of the Institute, no member can offer his candidature simultaneously for more than one post / vacancy. In the event of receipt of more than one nomination within the specified date and time, all the nominations shall be rejected and accordingly his candidature shall be rejected for the Eighth Council Elections.
7. The nomination shall be filled in by hand only and any over-writing or correction shall be duly initialled by the candidate.
8. With regard to the requirement of photograph as per the annexure to the nomination form, 2 copies of recent passport size photograph (preferably black and white) are required. One of them may be posted on the right hand top corner of the annexure to the form and the other sent with the nomination form. Please write your name and membership number legibly at the back of the second copy of the photograph.
9. As per the " Regulations & Procedure for the Conduct of Elections to the Council" (RPCEC/ IIISLA), it may be noted that only " members" as defined in Article 1(o) of the Articles of Association and who have paid the annual membership on or before the date specified in notification issued by the Election officer (i.e on or before 31st March, 2016) shall be entitled to contest the Eighth Council elections, propose or second candidates and cast vote.

FORM OF NOMINATION

FORM OF NOMINATION OF A CANDIDATE FOR EIGHTH COUNCIL ELECTION TO THE COUNCIL OF THE
INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

I _____ being an eligible Member of the Institute
belonging to the _____ Zone, as defined in the Procedure for the conduct of the
Eighth Elections to the Council, as amended up-to-date, hereby offer my candidature for election
of :

(i) ONE MEMBER from _____ Zone pursuant to Article 15(2)(a)(i) of the
Articles of Association of the Council.

[*Note:- Every candidate shall carefully fill in the above correctly and clearly without any
ambiguity. Failure to do so shall entail the nomination form to be rejected by the Election Officer.
A candidate will submit copy of Subscription receipt.

I agree to abide by the provisions of the Articles of Association of the Institute, Procedure for the
conduct of the Eighth Elections to the Council as amended up-to-date and the decision of the
Election Officer in all matters pertaining to the election.

Signature of Candidate

Name in full

(As published in the List of Voters)

Membership Number

Address

(As published in the List of Voters)

Dated this _____ day of _____ 2016

To be filled in by the proposer and seconder

We, the undersigned eligible Members of the Indian Institute of Insurance Surveyors and Loss Assessors, being qualified to vote in the Eighth Elections to the Council of the Institute and belonging to _____ Zone, as that of the candidate do hereby propose and second respectively of the candidature of _____ as a candidate to the Eighth Council Elections from that constituency as offered by him.

(1) **Signature of Proposer** _____

Name in full

(As published in the List of Voters) _____

Membership Number _____

Address

(As published in the List of voters) _____

Dated this _____ day of _____ 2016

(2) **Signature of Secunder** _____

Name in Full

(As published in the List of voters) _____

Membership Number _____

Address

(As published in the List of Voters) _____

Dated this _____ day of _____ 2016

[Please see next page for the Annexure to the Form of Nomination]

ANNEXURE TO FORM OF NOMINATION

PHOTO

Please affix here
your recent
passport size
photograph

I, _____, give below the following true and correct particulars concerning myself:-

(a)	Name, Membership Number, Professional Address	
(b)	Date of Birth	
(c)	Whether citizen of India	
(d)	Whether found guilty of any professional or other misconduct, and consequently whether reprimanded or the name has been removed from the Register or has been awarded penalty or fine as on the date of nomination.	
(e)	If the answer to (d) above is in affirmative, to provide the following details, wherever applicable (separately for each misconduct for which found guilty):	
	(i) the offence for which found guilty	
	(ii) the date of reprimand	
	(iii) the date from which the name was removed on account of above disqualification from the Register	
	(iv) the total period of removal	
	(v) the date on which the period of removal expires	

* If need be, please attach additional sheets.

	(vi) whether the removal was on account of disabilities falling under the Article 12 or 14 of the Articles of Association.	
	(vii) the date on which the penalty or fine was awarded	
	(viii) amount of penalty or fine	
	(ix) the date on which the payment was made for penalty or fine awarded	
	Whether holding a post under the Central or State Government	
(f)	Whether holding a post under the Central or State Government or Insurer	

Place:

Date:

Signature of the Candidate

VERIFICATION

I, _____, do hereby affirm and declare that the personal particulars given above are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

①

INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

REGULATIONS & PROCEDURE FOR THE CONDUCT OF ELECTIONS TO THE COUNCIL

In exercise of the powers conferred by the clause 69 of Articles of Association, the Insurance Regulatory and Development Authority vide their letter dated 5th December 2008 directed the Council to frame the regulations for conducting the elections to the vacancies created by retirement of 1/3rd members of the Council. Acting under the directions of IRDA, the Council hereby lays down the procedure for the conduct of the Elections for the vacancies created by the retirement of 1/3rd members of the Council.

1. Short title and applicability:

- a) These procedures may be called the Procedure for the Conduct of Ensuing Elections.
- b) These regulations shall apply only for conducting the Ensuing Elections for the vacancies created by the retirement of 4 members (Directors) to the Council.
- c) The following shall be the Procedure for the Conduct of Ensuing Elections in so far as they are not repugnant to the Article 49 and Direction of IRDA dated 05.12.2008.

2. Definitions:

Unless the context otherwise requires, words or expression contained in these regulations shall bear the same meaning as in the Article of Association in force.

- (a) "Institute" means the Indian Institute of Insurance Surveyors and Loss Assessors incorporated under the provisions of Companies Act-1956.
- (b) "Article" or "Articles" means the Articles of Association of the Institute.
- (c) "Election Officer" means the person appointed as Election Officer by the IRDA for the conduct of Second elections to the Council.
- (d) "Member" means a member as defined in Article 1 (o) of the Article of Association and who have paid the annual membership on or before the date of notification to be issued by the Election Officer.



- (e) "Zone(s)" means the following geographical areas divided into North, West, South and East and comprising of the following States/Union Territories.

North – Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Chattisgarh, Delhi, Uttaranchal, Uttar Pradesh.

West – Rajasthan, Gujarat, Maharashtra, Madhya Pradesh, Goa, Daman, Diu, Silvassa (Dadra & Nagar Haveli)

South – Karnataka, Kerala, Andhra Pradesh, Tamil Nadu, Pondicherry, Andaman & Nicobar, Lakshadweep.

East – Chattisgarh, Orissa, Jarkhand, Bihar, West Bengal, Sikkim, Assam, Arunachal Pradesh, Nagaland, Meghalaya, Tripura, Mizoram.

3. Election Procedures

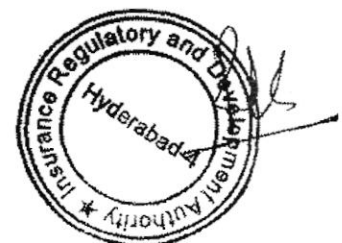
- (a) As directed by IRDA, the Election Officer shall determine by lot 2/3rd of the members to be retired out of the Council excluding nominated members. The members so elected by the Election Officer, within a period of 3 days from the date of lot, will decide 50% i.e. 4 members who will retire this year.
- (b) The names of the 4 person so elected will be communicated to the Election Officer by the person so authorized by the Council.
- (c) The Election Officer will accordingly incorporate their names and their Constituencies in the Notification to be issued for the Elections to the Second Council.
- (d) Every member shall be entitled to contest the elections or and have a right to vote.
- (e) The Election Officer, in consultation with the Council, shall notify the elections to the Council for filling up the vacancies so created by the retirement of 1/3rd members in a National Newspaper containing such details of the particulars mentioned in Article 49(b), as are necessary and relevant for the conduct of elections. The same shall also be notified through the Website of the IRDA.

Provided that the Election Officer is not bound by the time frames for various purposes as mentioned in Article 49 of the Articles of the Institute, and he may adopt with or without



modifications any of the provisions of Articles 49 vis-à-vis the conduct of the elections, except for things as are specifically provided for herein.

- (f) The Election Officer shall invite nominations of candidates from the members of the Institute for contesting the Elections for proper constitution of the Council.
- (g) The nomination form shall be in such form and contain such particulars and may be with different colour scheme as may be determined by the Election Officer in consultation with the Council of the Institute.
- (h) Every nomination shall be proposed and seconded by a member, by duly signing on the appropriate nomination form.
- (i) Every such nomination shall be sent to the Election Officer before the time and date as may be specified by him while inviting nominations of candidates pursuant to sub-clause (f) herein above.
- (j) No member can offer his candidature simultaneously for more than one post / vacancy as envisaged in Article 15(2) (a)(i) and (ii) of the Institute.
- (k) The Election Officer shall scrutinize the nomination papers on the date specified by him and every nomination which is received beyond the specified date and time shall out rightly be rejected by him.
- (l) Any member may withdraw his candidature by notice in writing and delivered to the Election Officer by the date and time as specified by the Election Officer in this behalf and withdrawal of candidature shall be irrevocable.
- (m) The Election Officer shall intimate the withdrawal of every candidate to all the other candidates contesting the election, by speed post or courier or any other mode as may be deemed expedient.
- (n) Where the number of members nominated in any constituency does not exceed the number of members to be elected from that constituency, the member so nominated shall be declared elected by the Election Officer and their names shall be made public through the Website of the IRDA and the Election Officer shall also intimate to each of such elected member independently.



- (4)
- (o) Where the number of candidates nominated in any constituency exceeds the number of members to be elected from that constituency, an election shall be conducted in the manner as provided herein.
- (p) The elections shall be held only by postal ballot. The Method for sending notice will be as under
- a. The notice may be issued either
 - i. Under Registered Post Acknowledgement Due; or
 - ii. Under Certificate of posting; and
 - b. With an advertisement published in a leading English Newspaper and in one vernacular Newspaper circulating in the State in which the registered office of the company is situated, about having dispatched the ballot papers.
- (q) The Election Officer, on the date to be specified by him, shall send voting paper together with necessary instructions especially for
- a. casting of vote,
 - b. Grounds on which the vote will be deemed as Invalid.
 - c. last date of receipt of vote
- (r) Every voter shall have four votes, one vote each for election of one Council member whether all India constituency or from any zone.
- (s) Every voter after filling his voting paper in the manner as stated herein above shall send the same in a sealed envelope to the Election Officer by name, so as to reach Election Officer not later than the time and date specified in the behalf. The Envelop shall be provided by the Election Officer along with the voting paper.
- (t) The Election Officer in consultation with the Council may specify grounds on which a vote shall be deemed to be invalid. These reasons will also be communicated to the Voter along with the voting paper.
- u) Election Officer may appoint independent scrutinees not exceeding eight in number. The counting of votes shall take place at the office of the Election Officer, on the date and time specified by the Election Officer in the Election Notification, in the presence of :-
- a. Independent scrutinees.
 - b. contesting candidate or his authorized representative (If they wish to present)
 - c. At least one member of the Council.



Provided that the person to be appointed as the independent scrutineer shall not either be a candidate or his authorized representative or proposer or seconder of a candidate.

- (v) The votes shall be examined by the Election Officer and after rejecting any invalid votes, he shall proceed to count the number of votes secured by each candidate, constituency-wise.
- (w) The Election Officer shall prepare a ranking list of the candidates in terms of the number of valid votes secured by each candidate pertaining to his constituency, duly witnessed by the Scrutineers and declare the results through the website of the IRDA. The Election Officer shall also individually inform the elected members about their election.

Provided that in the event of tie between two or more candidates, the Election Officer, may decide on the election of candidates by draw of lots.

4. Powers and Duties of Election Officer

Without prejudice to the generality of the powers and obligations of Election Officer as stated herein above, the Election Officer has the following powers and duties :

- (a) The Election Officer shall have powers to expend such sums of money as may be required, after obtaining the prior approval of the Council / the Committee duly authorized by the Council in this behalf.
- (b) For the smooth conduct of Elections, the Election Officer may, with the prior approval of the Council / the Committee authorized by the Council, appoint such number of persons, as may be required, to conduct the elections, including experts and/or professionals, and pay for their services.
- (c) The Election Officer shall arrange for the safe custody of all documents/papers in regard to the conduct of elections. Thereafter, the same shall be handed over to the IRDA for safe custody.
- (d) The Election Officer may take all legal steps, as may be considered necessary by him for ensuring smooth and free conduct of elections.
- (e) The Election Officer shall make arrangements for recording the date and time of receipt of all the ballot papers at the Election Officer's Office. The Election Officer shall take steps to separately identify and separate the ballot papers received after the closure of the scheduled date and time for receipt of the ballot papers. Should



(6)

there be any dispute in this regard about receipt of the ballot papers, the decision of the Election Officer shall be final and binding on all the contesting candidates.

- (f) The Election Officer shall not entertain any request for recounting of votes, if the same is received after the declaration of results.
- (g) Examining of Outer envelope containing the particulars of the voter with the inner envelop containing the ballot papers duly ticked received by post on or before the notified date. Once, the Election Officer has satisfied himself that the member's subscription was up to date, the envelop would be dropped into the ballot box after affixing the signature of the Election Officer.

5. Disputes

- (a) If any dispute arises regarding the interpretation of the provisions of these regulations or regarding the validity of any election held under these regulations, it shall be referred to the Council of the Institute, who shall endeavor to resolve the same on an early date, depending upon the exigency.
- (b) If anybody is aggrieved by the decision of the Council, he may appeal to the IRDA within 7 days from date of its notification, setting forth his grievance and points of disagreement and that the decision of the IRDA there on shall be final and binding on all concerned.

6. Savings

No election of member to the Second elected council shall be deemed to be invalid merely because of any accidental omission to send, or delay in sending a voting paper to a voter or the accidental non-receipt of, or delay in receiving a voting paper by a voter, or any other accidental or unintended irregularity or informality in the conduct of the elections.

