



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI-110 001**

F.No. 23(1)/2019-CDN

Dated 13th March, 2019

To,

All Directors/Project Directors/Coordinators/
National Research Centres/ATARIs/Bureaux

**Subject: Appointment of Nodal Officers for Voter Awareness Forum as per ECI
instructions – Regarding.**

Sir/Madam

In a meeting held at the Election Commission of India's Headquarter at New Delhi, it has been desired that one Nodal Officer each may be nominated/appointed by every ICAR Institutes for creating awareness on Voter Awareness Forum. For disseminating information on Voter Awareness Forum(VAF) it has also been decided that awareness activities regarding this may be held at ICAR Institutes. They may refer to ECI's website ecisveep.nic.in for further directions in the matter.

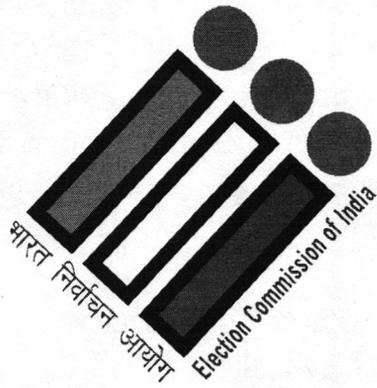
Yours faithfully

Ajai Verma
13/3/19

(Ajai Verma)

Under Secretary (GAC)

Voter Awareness Forum



No Voter to be Left Behind

ELECTION COMMISSION OF INDIA

What is a Voter Awareness Forum (VAF)?

Voter Awareness Forum (VAF) is an informal forum for generating discussions and awareness around the electoral process, on the how, what and where of registration & voting, through the medium of real-time activities.

Through VAFs in Government Departments, Government and Non-Government Organizations as well as in Corporates; the Election Commission of India aims to spread voter awareness and facilitate voter education.

Who shall be the members of VAF?

All employees, including contractual employees, shall be members of the VAF.

What shall we do in VAF?

In VAF, members will be a part of engaging activities, designed keeping specific learnings in mind, to help them become an 'Empowered Voter'.

What is the structure of VAF?

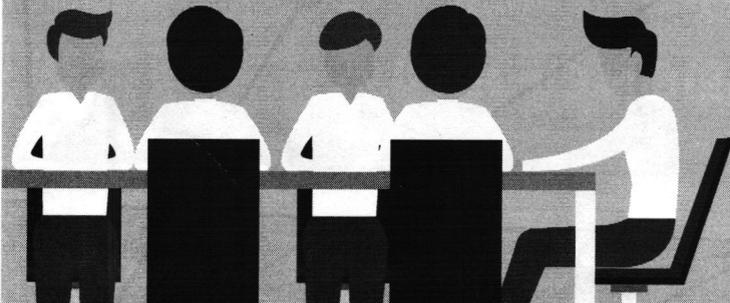
1. The Head of each organization/ office shall be the chair of the VAF.
2. Chair shall appoint one senior officer as the Nodal Officer. Preference shall be given to an officer who has experience of the election duty.

What is the role of Nodal Officer?

The Nodal Officer will act as the convener of the VAF and will coordinate with the Office of Election Commission of India/Chief Electoral Officer/District Election Officer for the provision of VAF Resource Guide which shall carry instructions on the conduct of activities within the VAF.

Who shall conduct various activities of VAF?

The activities of VAF shall be coordinated by Executive Committee. The Committee shall be elected by the members of the VAF. Existing Clubs like Recreation Club, Sports Club etc. or similar bodies in an organization can also act as the Executive Committee of the VAF.



Calendar of Activities in VAF

There are seven activities to be conducted in a year by the VAF as follows:

(These are explained in detail in the VAF Resource Guide designed for VAF Nodal Officer)

I. Inauguration of the VAF -1st year only

The inaugural activity shall be marked by a briefing session of all the employees in the organization where they are informed about the concept of VAF along with the basics of the electoral process. The inauguration can be followed by the 'Registration & Name-check' activity.

II. Registration & Name-check

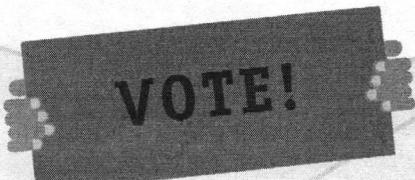
Employees are encouraged to get enrolled as voters in case they aren't already enrolled. Moreover, the enrolled members of VAF will be explained the way to check their name in the electoral roll through NVSP portal.

III. Pledge taking on National Voters' Day (NVD)

NVD is celebrated every year on the 25th of January and dedicated to the Voters of India. NVD is a unique exercise for promoting electoral participation. All employees within an organization will assemble together and take the Voters' Pledge (available on ECI's website & VAF Resource Guide) on National Voters' Day.

IV. Build the Ballot

For every election, the employees can come together to build their own ballot. It is an activity aimed at familiarizing the members with the process by which the order of names of the candidates to appear on the ballot paper is decided. Through this activity members will build their own ballot paper with dummy (or real) candidates and their symbols including NOTA.



VOTE!

V. Quiz

The VAF can organize a quiz of 20-25 questions with all the members of the office. A set of question and answer for the same can be found in the VAF Resource Guide for the Nodal Officer. Quiz can be made more interesting by giving freebies to the winning team/ each member who answers the question.

VI. Rajbhasha Diwas

On the occasion of Rajbhasha Diwas, celebrated by holding various literary and oratory competitions in Hindi, one of the themes given to the participants can be around importance of elections or value of vote. A list of suggested themes can be found in the VAF Resource Guide.

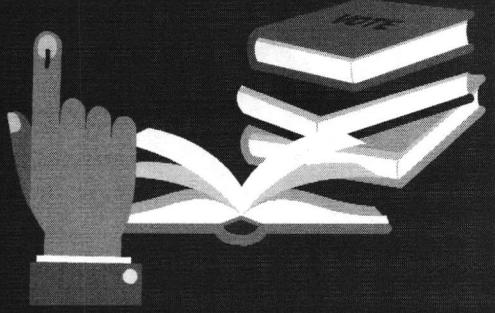
VII. Floor Games (optional)

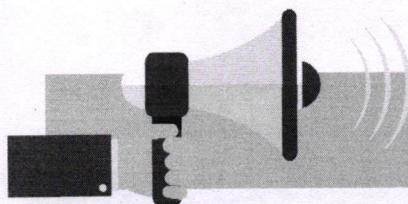
Five stand alone floor games imparting messages on voter awareness have been developed by ECI. These 5 games include Stapoo describing the stages of voting, Snakes and Ladders describing the electoral process, Maze game giving information on the various forms used in the electoral process, Ludo on accessibility in elections and Gol Chakkar game on EVM-VVPAT.

Evolution

Developing the practice of informed and ethical electoral participation is vital to investment in future of democracy. Under its flagship programme 'Systematic Voters' Education & Electoral Participation' (SVEEP), the Election Commission of India carries out various interventions for strengthening and enhancing quality electoral participation.

Election Commission of India is now rolling out its ambitious project 'Electoral Literacy Club' (ELC) for mainstreaming of electoral literacy in Schools, Colleges and Communities to promote electoral literacy in all age groups of the Indian citizens. In organizations, the ELC has assumed the name of Voter Awareness Forum (VAF) and serve the purpose of imparting voter education to all employees within an organization.





What every Indian must know

How & Why to enroll on Electoral Roll (Voter List)

- Eligibility for becoming a voter - 18 years of age as on 1st of January; Indian citizen and ordinary resident of that polling area.
- Form 6 - To register as an elector, fill Form 6 online at www.nvsp.in. Form 6 can also be collected from the Electoral Registration Officer (ERO) or the Booth Level Officer (BLO).
- Documents required to be submitted with Form 6 - a passport size photograph, photocopies of documentary proof of age and residence.
- BLO shall visit the address given by you for verification. Electors Photo Identity Card (EPIC) or Voter ID is thereafter issued.
- Form 7 to be used for deleting of a name from the electoral roll. This may be filled if a person has shifted residence or is dead. It can also be used for objecting the inclusion of any person on electoral roll when s/he isn't eligible.
- Form 8 is to make modifications or corrections in entries in the electoral roll.
- Form 8A is filled if a person has shifted address within the same constituency. However, if the address change is to a different constituency, the person should fill form 6.
- A person should not be enrolled at more than one electoral roll.
- ECI Helpline: 1950

Voting in an Election

- You must check your name in the electoral roll (voters' list) which is available on the website of the Chief Electoral Officer of the State and the office of the ERO. This must be done much ahead of poll day to ensure that if your name is missing, you apply on time for inclusion of your name.
- You must carry either EPIC or any other alternative documents approved by Election Commission of India to the polling station.
- No gadgets are allowed inside the polling booth.
- At the polling booth, press the button in front of the name of the candidate of your choice on the Electronic Voting Machine (EVM) post which you will hear a beep sound.
- You must then check the Voter Verifiable Paper Audit Trail (VVPAT) to verify that your vote has gone to the right candidate. VVPAT will display information for 7 seconds.
- If you do not wish to support any candidate then you can press the NOTA option.
- Vote ethically and make an informed choice while deciding your vote.



भारत निर्वाचन आयोग Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001
Tel: +91-11-23052205-18, Fax: +91-11-23052219
Website: ecisveep.nic.in, nvsp.in
Helpline: 1950



ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN – 304 501

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Dated: 18.03.2019

OFFICE ORDER

As per instructions received from the council vide letter no. 23(1)2019 CDN dated 13.03.2019. The Director CSWRI is pleased to nominate the following officers to this Institute and its sub stations for creating awareness on Voter Awareness Forum (VAF):

- | | |
|---|---------------------------------|
| 1. Sh. Suresh Kumar, Chief Administrative Officer | - Overall Nodal Officer |
| 2. Shri Neeraj Tanwar, Administrative Officer | - Avikanagar Nodal Officer |
| 3. Sh. Rajat Choudhary, Assistant | - NTRS Garsa Nodal Officer |
| 4. Sh. Shashank Jain, Asstt. Administrative Officer | - ARC Bikaner Nodal Officer |
| 5. Dr. Pachaiyappan K, Scientist | - SRRC Mannavanur Nodal Officer |

Encl:- as above

Neeraj
19/3/19
(Neeraj Tanwar)
Administrative Officer

Distribution:-

- ✓ 1. Sh. Suresh Kumar, Chief Administrative Officer for necessary action as per enclosure.
2. Shri Neeraj Tanwar, Administrative Officer for necessary action as per enclosure.
3. Sh. Rajat Choudhary Asstt.Th.Head, NTRS, Garsa for necessary action as per enclosure.
4. Sh. Shashank Jain, AAO Th.Acting Head, ARC Bikaner for necessary action as per enclosure.
5. Dr. Pachaiyappan K Scientist Th.Officer Incharge, SRRC Mannavanur for necessary action as per enclosure.
6. I/c AKM Unit for uploading on institute website.