



ASSOCIATION OF SCIENTIFIC & TECHNICAL OFFICERS
Registered with the Registrar of Societies Uttarakhand Govt., Registration No. 172 (1967-68)

OIL AND NATURAL GAS CORPORATION LTD.

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CENTRAL WORKING COMMITTEE

No. ASTO/CWC/Election-Notification/2023

Date: 28.02.2023

ASTO ELECTION NOTIFICATION

The Central Executive Council (CEC) of ASTO, in its meeting held in virtual mode(online) on 24th February, 2023, unanimously agreed to hold the Elections for the Term 2023-2026 keeping the democratic traditions of ASTO, as per the provisions of ASTO Constitution and Byelaws-2019 which was promulgated after due approval of Registrar of Societies in July 2020 and in exercise of such powers as approved by the CEC, the following notification is issued for all the units of ASTO for strict adherence for holding the elections for the **ASTO Term 2023-2026:**

1. Election schedule: From 09.03.2023 to 31.05.2023 for local units.
2. Elections shall be conducted as per the provisions of Constitution & Byelaws of Association of Scientific and Technical Officers 2019. Copy of Constitution & Byelaws of Association of Scientific and Technical Officers 2019 is available at ASTO CWC website www.astocwc.org
3. President and in absence of President, Secretary of the respective units may decide the schedule of elections and nomination of the Returning officer under intimation to the President /General Secretary ASTO-CWC. In absence of both President and Secretary, the senior most office bearer will conduct the same.
4. In case of any doubt/dispute(s), the matter has to be dealt within the provisions of ASTO Constitution and Byelaws-2019 and may be taken up with the President/General Secretary, ASTO-CWC for any clarification and guidance.
5. Any ASTO member desirous of contesting the elections can apply for multiple posts, however, he/she can contest election only for one post and therefore shall have to withdraw his nomination from all the posts except the one from which he/she desires to contest the election.
6. The ASTO members who are contemplating to contest election and are under transfer (i.e. transfer orders have been issued) or their transfer deferred for a particular period (i.e. transfer deferment orders have been issued) are **NOT** entitled/eligible to contest the elections. In case such members take the transfer and join the work centre where they have been transferred to, they can participate in the election at the new work centre provided the elections are going on and the time period for filing the nominations is valid at the time of their joining or after joining.
7. Eligibility to Vote: All executives posted at the station of the Local Unit and members of the Local ASTO unit as on the last day of the month prior to the date of filing of nomination for election and remain active employee on the date of polling, will be entitled of single non-transferable vote.



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8. Eligibility to contest at Local Unit:

- I. All executives desirous of contesting for any of the posts of the Executive Body of the Local Unit must have a continuous membership of ASTO for six months (06 months) prior to the month of notification for that Local Unit.
- II. Office bearer of any other Association functioning in ONGC can also contest ASTO election but will be office bearer of one Association only. (Explanation: Any such contestant, on winning the election as office bearer of ASTO, can continue as office bearer in one Association only and shall have to relinquish his/her position as office bearer in the other Association).
- III. There shall be a limit of six tenures, with a hiatus of at least one tenure, after any two consecutive tenures, for contesting the election. Elected office bearers shall not be transferred during the term of their office till the completion of their tenure.
- IV. The above clause 8(III) shall not be applicable to those officers whose transfer order has been issued before the notification of election for all units for coming tenure by CEC. However, he shall be eligible to contest from new place of posting, in case he joins new place of posting and election process of that unit is not over.

9. One member can contest for only one post.

10. All the elected office bearers will be members of CEC. The elections at the units shall be for the posts that shall be based upon the strength of the number of members in that unit as on the last day of the month prior to the date of filing of nomination for election **ONLY**. No unit is allowed to create or remove any post as specified. The Posts shall be based on the following matrix as per the ASTO Constitution and Byelaws-2019:

Sr. No.	Membership of Unit	Strength of Elected bearers	Name of Posts
1	Up to 100	2	President and Secretary-cum-Treasurer
2	101 to 250	3	President, Secretary and Jt. Secretary-cum-Treasurer
3	251 to 500	4	President, Vice-President, Secretary & Jt. Secretary-cum-Treasurer
4	501 and above	5	President, Vice-President, Secretary, Jt. Secretary and Treasurer

In addition to normal structure as above, to provide representation to field and remotely located offices of different units, office bearers shall also be elected to the following post:



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- i. Joint Secretary (Western Offshore) – For Mumbai Unit (To be contested by officers posted in Mumbai Offshore and to be voted also by officers posted in Mumbai Offshore)
- ii. Joint Secretary (Panvel)– For Mumbai Unit (To be contested by officers posted in Panvel and to be voted also by officers posted in Panvel)
- iii. Joint Secretary (Gandhar) - For Ankleshwar Unit (To be contested by officers posted in Gandhar and to be voted also by officers posted in Gandhar)

No unit is allowed to hold elections for any other posts.

11. The elections will be conducted through the process of secret ballot and each member shall be entitled to a single non-transferable vote. Voting by proxy shall not be allowed. However, in genuine cases postal ballot will be allowed.
12. The detailed election notification along with schedule, guidelines shall be issued by respective Returning Officer of the unit under intimation to the President /General Secretary ASTO-CWC.
13. The Returning Officer so appointed shall conduct the election as per the provisions of Constitution & Byelaws of Association of Scientific and Technical Officers 2019 and notification issued by President CWC/ General Secretary CWC. In case of any dispute, the decision of Returning Officer so appointed for the purpose shall be final. However, the Returning Officer can consult President CWC/ General Secretary CWC before awarding such decision. In case of any doubt/dispute that could not be resolved at the local level, the same may be referred to the President/General Secretary CWC.
14. Sufficient time as per the requirement of work centre shall be given to each and every member of ASTO, desirous of contesting the elections, to file nominations, particularly keeping in view the ON-OFF duty pattern wherever the same is available. Therefore for all work centres of North East, Mumbai, Vadodara, Ankleshwar, Rajahmundry, Cauvery, Kakinada, CBM, Kolkata, Dehradun and work centres where Geo-physical field parties are operating , the time for nomination should be minimum 14 days, sufficient time for withdrawal, sufficient time for campaigning, minimum 14 days for casting of votes should be provided.
15. Sufficient time needs to be given to the candidate for withdrawal of their nomination.
16. After the date of withdrawal, a meeting may be conducted by the Returning Officer, inviting all the final candidates for organizing “meet the candidates” at work centre level. This is an optional exercise which may be done in consultation with the prospective candidates.
17. The number of booth locations and the days for which the elections shall be held at the work centre should be optimized, for effective polling and control as per the requirement of work-centres.
18. Candidates may be advised not to use posters, paints, banners etc. However, paper pamphlets may be used for campaign in order to maintain cleanliness in the offices,



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installations, colonies and shift buses of ONGC etc. All the candidates should be advised to use the digital media. The candidates can use social media, however, they need to be responsible and in case of any illegal use action as per the law of the land shall be initiated against such candidates. The Returning Officer must ensure the same while issuing the notification at their end.

19. During election campaigns, no mudslinging, personal attacks or resorting to religion base campaigning should be resorted to. No false and cooked-up stories/rumours should be spread, by any contesting candidate. Decency, mutual respect & decorum are to be maintained by the contestants. In case such activities are found by the returning officer, action shall be taken against such candidates.
20. In case of any complaint against any candidate, the matter will be reported to the Returning officer. The returning officer shall carry out the required enquiry and take appropriate action under intimation to President/General Secretary, ASTO-CWC.
21. Display of Identity card is must for all the valid voters on polling date.
22. After the voting, the Ballot box should be properly sealed in the presence of all candidates/ their authorized polling agents.
23. Returning officer is required to ensure that ballots are to be kept in safe custody, in order to maintain secrecy, fairness and transparency. Necessary security requirement may be sought from the Head of the concerned work centre.
24. The counting of ballots should be done preferably on the same day. The counting of votes may be started after a gap of one hour, giving rest to the Polling Officers. At the time of counting of votes, all the candidates or their authorized polling agents shall mandatorily witness the proceedings.
25. The results shall be announced by the returning officer in front of all person present at the counting booth.
26. In case of equal votes secured by more than one candidate for a particular post, result shall be determined by toss of coin by the Returning Officer or any other method agreeable to such candidates except re-voting.
27. After the results are declared, all vital documents, nomination forms, ballots etc. are to be kept safely in a cloth bag, properly sealed in the presence of the returning officer and the candidates, for coming 2/3 years, as record.
28. The results in writing and duly signed by the Returning Officer shall be submitted to President/General Secretary CWC on the same day by email (asotdelhi2015@gmail.com, varshney_sanjay@ongc.co.in). In case of non-availability of email, the signed document can also be submitted to President/General Secretary CWC by WhatsApp (942661433, 7710091226).

Sanjay Varshney
General Secretary CWC