

**OFFICE OF THE RETURNING OFFICER  
SAINI INSTITUTE OF GIRLS EDUCATION, ROHTAK**

[Run by: Saini Education Society (Regd.), Rohtak]

**SCHEDULE OF ELECTIONS OF GOVERNING BODY,  
SAINI INSTITUTE OF GIRLS EDUCATION, ROHTAK**

Sl.No.	Description	Date	Time
1	Publication of Election Schedule	08-05-2024	10-00 AM
2	Display of the voter list i.e. elected & approved Collegium Members.	09-05-2024	10-00 AM Onwards
3	Filing & Receipt of Nomination Papers.	President = 1 Vice President = 1 General Secy. = 1 Cashier = 1 Members of = 11 Governing Body Staff Representatives Teaching Staff = 2 Non-teaching = 1 Staff	19-05-2024 To 23-05-2024 10-00 AM To 02-00 PM
4	Scrutiny of Nomination Papers	27-05-2024 To 28-05-2024	10-00 AM To 03-00 PM
5	Displaying the list of contesting candidates	28-05-2024	04-00 PM
6	Withdrawal of candidature	29-05-2024	09-00 AM To 02-00 PM
7	Displaying the final list of contesting candidates	29-05-2024	04-00 PM
8	Allotment of symbols	30-05-2024	10-00 AM To 02-00 PM
9	Date of polling	Main Hall of Saini Senior Secondary School, Rohtak 16-06-2024	09-00 AM TO 2-00 PM
10	Counting of votes	16-06-2024	Immediately after the closing of polling time.
11	Declaration of results	16-06-2024	Immediately after the counting of votes
12	Issue of Certificates to the winners candidates.	16-06-2024	Immediately after the results

Note: Contesting candidates are required to furnish the following documents along with their nomination papers:-

- Original receipt, issued by the Society/ Bank for depositing non-refundable Security amount of Rs.21,000/- (Rupees twenty one thousand only) for executive post of office bearers (President, Vice President, General Secretary & Cashier) and Rs.11,000/- (Rupees eleven thousand only) for the executive members separately for each Governing Body.
- Self attested copy of the certificate issued for electing Collegium Member of Society.
- Photo copy of Society's I. Card, Aadhar Card, PAN Card, Voter Card, Driving License & Passport
- Staff members are exempted to furnish the above documents mentioned above at Sl. No. 1 to 3.
- Venue for Sl. No. 2 to 8 of above mentioned schedule will be Office of the Returning Officer, Saini Institute of Girls Education, Rohtak.**

Endst. No.SES/2024/SIGE/GB Election/ 8546-8550

Copy forwarded for information and necessary action to:

- Dean of Colleges, M.D.U., Rohtak.
- District Registrar of Firms & Societies, Rohtak.
- President / Secretary, Saini Education Society (Regd.), Rohtak
- Principal, Saini Institute of Girls Education, Rohtak for display at Notice Board.
- All the Collegium Members / Voter concerned.

Dated: 7<sup>th</sup> May'2024

Place : Rohtak  
Date: 7<sup>th</sup> May'2024

*Tilak Raj*  
7/5/2024  
( Tilak Raj )  
Returning Officer