

Dr. Y.S.R. HORTICULTURAL UNIVERSITY

Administrative Office, Venkataramannagudem – 534 101, West Godavari District

From
Dr. K.T. Venkata Ramana,
Dean of P.G. Studies & Returning Officer

To
All Associate Deans of Colleges,
All Heads of Research Stations / Schemes
All the Principals of Polytechnic Colleges,
All the Assistant Comptrollers of RAOs
All Section Superintendents of Admn.Office

Lr.No.04 /Elections/NTE/2025, Dated:21-03-2025

Sir/Madam,

Sub:- Dr. YSRHU – General Elections to Non-Teaching Employees Association (NTEA) on 08-04-2025 – Certain instructions – Regarding.

Ref:- 1.Proc.No.188/Spl.Cell/2025 dated 16-01-2025 of the Registrar, Dr.YSRHU.
2. Proc.No.188/Spl.Cell/2025 dated 10-03-2025 of Registrar, Dr.YSRHU.
3.Lr. NO. 03/Elections/NTE/2025, Dated 10-03-2025 of the Returning Officer for Non Teaching employees elections.

...

It is informed that the University has issued orders vide reference 1st cited, nominating Returning Officer and Assistant Returning Officers for conducting elections to the Non-Teaching Employees Association for the term 2025-27 based on the representations submitted by certain Non-Teaching Employees Associations.

It is further informed that, a meeting was convened with the representatives of Non-Teaching Employees Associations under the Chairmanship of the Returning Officer and Assistant Returning Officers on 12-03-2025 in the meeting hall at Administrative Office, Venkataramannagudem and the minutes was recorded.

The University has issued certain instructions permitting the Returning Officer and Assistant Returning Officers to conduct elections to the Non-Teaching Employees Association as desired by the Associations / Unions / Panels. The employees working in the cadres from Class-IV to Superintendent are permitted to contest in the elections and to cast their vote.

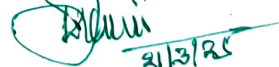
Accordingly, it has been decided to conduct general elections to Non-Teaching Employees Association involving all the Non-Teaching Employees of Dr. YSRHU from Class-IV to Superintendent cadre on 08-04-2025 as per the notification given below.

Hence, all the Heads of Offices of Dr.YSR Horticultural University are requested to make a note of it and issue ID cards to all the Non-Teaching Employees working under their control immediately, if not already issued. They are also requested to cooperate with the Returning Officer and Assistant Returning Officers in conducting the General Elections and follow their instructions from time to time during the election process.

The Associate Deans, College of Horticulture, Venkataramannagudem, Anantharajupet and Principal Scientist (H) & Head., HRS, Lam, Guntur are requested to nominate one(1) Presiding Officer in the cadre of Professor and Two(2) Assistant Presiding Officers from Teaching employees of respective Colleges, Station and intimate the same to Returning Officer on or before 03-04-2025 through e-mail dpg@drysrhu.edu.in for smooth conducting of the said elections. Since, the time is short for conducting elections, they are requested to treat this order as priority and furnish the information to the Returning Officer without giving a scope for remainder.

The information is available in the **University website**.

Yours faithfully,



RETURNING OFFICER

CC : to PS to Vice-Chancellor / PA to Registrar, Dr.YSRHU

**Dr YSR HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE; VENKATARAMANNAGUDEM**

**ELECTION FOR OFFICE BEARERS OF Dr.YSRHU NON-TEACHING
EMPLOYEES: Venkataramannagudem**

ELECTION NOTIFICATION

DATED 21-03-2025.

- | | | | |
|-------|--|-----------|-------------------------------------|
| I. | The posts for which elections will be held | : | 5 (Five) posts |
| | 1. President | ... 1 No. | |
| | 2. Vice-President, | ... 1 No. | |
| | 3. General Secretary | ... 1 No. | |
| | 4. Joint Secretary | ... 1 No. | |
| | 5. Treasurer | ... 1 No. | |
| II. | Starting date of filing of Nomination | : | 26-03-2025
From 10.00 AM onwards |
| III. | Last date of filling of nominations | : | 01-04-2025
To 4.00 P.M |
| IV. | Scrutiny of Nominations and Announcement of candidates & Withdrawal of Nominations | : | 03.04.2025
2.00 P.M |
| V. | Notification of Eligible contestants | : | 03.04.2025
4.00 P.M |
| VI. | Symbol allotment | : | 03.04.2025 |
| VII. | Polling Date | : | 08.04.2025
(9.00 AM to 4.00 PM) |
| VIII. | Counting and declaration of results | : | 09.04.2025 |


21/3/25

Dr. K.T.V.RAMANA
DEAN OF P.G.STUDIES &
RETURNING OFFICER

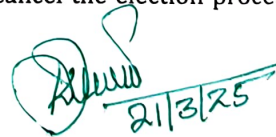
**RULES GOVERNING THE GENERAL ELECTION FOR OFFICE BEARERS OF
Dr.YSRHU NON TEACHING ASSOCIATION**

1. The General election is for Office Bearers of Dr.YSRHU Non-Teaching Association for the term 2025-2026 & 2026-2027 (Two years).
2. A member means "the Non-teaching Employees of Dr.YSRHU from the cadre of all regular Class-IV to Superintendent cadre.
3. A contestant should possess a minimum of left over service of 2 years from the date of election notification.
4. The Contestant should not have been subjected to disciplinary action at any level during the period of two years preceding the date of election.
5. Eligibility criteria for the 5 (Five) notified posts i.e., President, Vice President, General Secretary, Joint Secretary and Treasurer are governed by the Bye-laws of Dr.YSRHU Non-Teaching Registered Associations.
6. Nominations will be accepted only for those who are having Panel(Five Portfolios).
7. Nomination forms can be obtained from Dr.K.T.V.Ramana, Dean of P.G Studies & Returning Officer, Dr.YSR Horticultural University, Venkataramannagudem from 22.03.2025 onwards. The filled nominations to be submitted to the Returning Officer at Administrative Office, Dr.YSRHU, Venkataramannagudem, West Godavari District, A.P.
8. The contestants should deposit a non-refundable amount of Rs.4,000/- (Rupees Four thousand only) each for the posts of President, Vice-President, General Secretary, Joint Secretary and Treasurer through cash only to the Returning Officer which has to be paid at the time of filing of nomination. The deposit amount will be refunded to those who withdraw the nominations within the stipulated time as per notification.
9. The Non-Teaching employees from the cadre of Class-IV to Superintendent are eligible to cast their vote at their respective election centers.
10. The polling stations are located at (1) College of Horticulture, Anantharajupet, (2)HRS, Lam, Guntur and (3) College of Horticulture, Venkataramannagudem as detailed below to cast their votes.

Sl.No.	Name of the Polling Centre	Offices covered	No. Non teaching staff working
01.	College of Horticulture, Anantarajupet	1.COH, AR Peta	25
		2. HRS, A.R.Peta	03
		3.CRS, Tirupati	09
		4.RAO, Tirupati	02
		5. Hpt,Kalikiri	02
		6. Hpt, Madakasira	02
		7. HRS, Ananthapur	03
		8. HRS, Mahanandi	02
		9.BRS, Pulivendula	01
		10.COH, Pulivendula	01
		11.CRS, Petlur	11
Total: (1)			61
02.	HRS, Lam, Guntur	1.COH, Chinalatrapi	01
		2.HRS, Lam, Guntur	04
		3. QTC, Lam	01
		4. CRS, Bapatla	05
		5. HRS, Darsi	01
		6. MRS, Nuzvid	03
Total: (2)			15

03. College of Horticulture, Venkataramnagudem	1. COH, V.R.Gudem	05
	2. HRS, V.R.Gudem	03
	3. PHTRS, V.R.Gudem	
	4. Admn. Office, VRGudem	25
	5. HRS, Kovvur	10
	6. HRS, Ambajipeta	08
	7. HRS, Vijayarai	02
	8. HRS, Pandirimaamidi	06
	9. COH, Pavathipuram	03
	10. HRS, Peddapeta	01
Total:		63
(3)		
Grand total(1+2+3)		139

11. To exercise their franchise one should produce authentic identity, otherwise they will be not be permitted to cast his/her vote.
12. An employee on tour is allowed to cast his/her vote at the nearest polling station on production of valid identity.
13. The ballot papers along with the list of eligible candidates will be sent to the concerned Presiding Officer well in advance before the poll. In any case, if the name of the employee is not found in a respective voter list concerned to the Polling Station, he/she may be allowed to cast vote on production of authenticity of their identity.
14. The ballot papers are numbered along with facsimile signature of Returning Officer. The Presiding Officer as notified should conduct the election from 9:00AM to 4:00 PM. An employee may be allowed to cast vote if he/she reaches the Polling station and report to Presiding Officer sharp at 4:00 PM.
15. A voter should affix Swastik Mark of rubber stamp against the name or symbol of the candidate. The rubber stamp with Swastik Mark will be sent along with ballot papers. If more than one marking is affixed, at places other than specified, the ballot paper becomes invalid.
16. The Presiding Officer of respective Centre should count the votes on the same day after polling in the presence of members of NTEA and should communicate the results through e-mail to Returning Officer with signature.
17. After counting of votes, the Presiding Officer should send the ballot papers both used and unused in separate sealed covers along with the ballot paper account to the Returning Officer on the next day of the election for official declaration of election results.
18. Separate symbols shall be allotted to each portfolio i.e. President, Vice-President, General Secretary, Joint Secretary and Treasurer.
19. All the registered Non teaching employees associations shall be allowed subject to fulfillment of the valid registered certificates at the time of nominations.
20. The undersigned is reserved the rights to continue or cancel the election process at any time during the schedule.



Dr. K.T.V.RAMANA
DEAN OF P.G.STUDIES &
RETURNING OFFICER