



Welcome to



**Foundation Training Programme for
Assistant Section Officers (Direct Recruit) of the
Central Secretariat Service
ASOs Sponsored by ISTM, GoI 2023**

03rd October to 05th December, 2023

**CO-CURRICULAR & EXTRA
CURRICULAR BRIEFING**



Elections to Clubs and Societies

- ❖ **OFFICERS' CLUB**
- ❖ **OFFICERS' MESS COMMITTEE**
- ❖ **FILM & FINE ARTS SOCIETY**



Elections to Clubs and Societies



Participation in Club Activities

The office bearers of the Clubs and Societies are elected by the Officer Trainees themselves

Elections will be conducted to

Each Club / Society will have an Executive Committee with a Secretary and 4 members.

OTs should participate in all activities organized by Clubs and Societies



Officers Club



- To conduct asocial and recreational activities
- Organize sports Meet (Sports Indoor and Outdoor)
- Organize quiz and Talks



Officer's Mess Committee



- To look after the effectiveness of the Mess as measured in terms of quality of food, quality of service, and cost effectiveness
- To discuss with the institute's official caterer about the menu, quality of food, service quality, etc., Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations.



Film & Fine Arts Society



- To promote study of films as an art and social force, and a powerful means of mass Communication.
- To organize lectures and seminars on films.
- The film and fine arts society has to coordinates Cultural Event.



NOTIFICATION

ELECTIONS TO CLUBS AND SOCIETIES



Sl. No.	Club/Society
1	Officer's Club
2	Officer's Mess Committee
3	Film & Fine Arts Society

1	Issue of Election Notification	04.10.2023
2	Filing of Nominations	05.10.2023 (up to 2.00pm)
3	Display of Contestants List	05.10.2023 (3.00 pm)
4	Withdrawal of Nominations	05.10.2023 (5.00pm)
5	Display of Final List of Contestants	05.10.2023 (6.30 pm)
6	Open Debate/ Canvassing for Elections	06.10.2023 (5.15pm to 6.30pm)
7	Polling	07.10.2023 (2.00 pm to 4.00pm)
8	Counting of Votes	07.10.2023 (4.00 pm 5.00pm)
9	Declaration of Results	07.10.2023 (5.15pm)



Thank You