Instructions to voters to cast the vote to the post of Vice-Chairman, CLE

No.CLE/VC-Election/2016   **August 24, 2016**

Dear Voters,

Please note that e-voting shall commence at www.evotingindia.com only from 29ᵗʰ August 2016 (Monday) at 10-00 am onwards and available for casting your vote until 5-00 pm of 31ˢᵗ August 2016 (Wednesday). The e-voting shall automatically be closed at 5-00 pm sharply after which the voters will not be able to cast their votes.

With a view to cast your vote through web-enabled on line e-voting system, the following instructions shall be followed by the voters to cast the vote easily and quickly. In case of any difficulty please contact help desk at e-mail: helpdesk.evoting@cdslindia.com and Toll free number 18002005533 between 10-00 am and 6-15 pm.

Step 1	Log on to www.evotingindia.com
Step 2	Click on **Shareholders/Members which is available on the right side of the screen**. Enter your User ID. (This is your 8 digit Membership Alpha-Numeric Number – e.g. SR/FL/00500, then enter **CLE**00500). You are therefore requested to visit the CLE's website **www.leatherindia.org** wherein your User ID and Password have been made available for quick reference. **However OTP shall be sent to your authorised representative mobile number/ email id which are secured information and accessible by VOTERS only**
Step 3	Enter the Numeric image as appearing below the user id and click "**login**"
Step 4	Enter your password- password shall be your 10 digit mobile number registered with CLE
Step 5	Please enter OTP received on your registered mobile number in the box available on the screen. **The OTP is valid for 30 minutes only. If you are unable to cast your vote within the stipulated time, you are allowed exit and re-login to generate a new OTP until you successfully cast the vote to a candidate of your choice**
Step 6	Click on the EVSN of **COUNCIL FOR LEATHER EXPORTS** (The box on the left hand side of the Table in the screen) on which you choose to vote.
Step 7	Upon entering the OTP received, you would be allowed to access the Ballot Paper page to cast your vote to a candidate of your choice. Select any one of the three candidates and cast your vote by pressing the Submit button displayed at the bottom and then followed by pressing Yes. A message will appear on the screen as " You have successfully casted your vote"
Step 8	If you require a printout you can do so by pressing the yes button on the print screen option displayed.
	Voters are requested to cast their vote well in advance before the deadline time of 31ˢᵗ August 2016, 5-00 pm

Regards,
   Sd/-
R Ramesh Kumar
Executive Director