

HAND BOOK FOR SECRET
BALLOT ELECTION-2013

EASTERN RAILWAY

DATE OF POLL: 25TH TO 27TH APRIL, 2013

DUTIES OF POLLING OFFICERS – SBE- 2013

A. POLLING OFFICER

1. Should make proper setting of polling station to ensure free and fair voting. Special care should be taken to ensure secrecy of voting, regulation of queue of voters and protection of polling materials, adequate sitting arrangement for Polling Agents.
2. Should ensure that polling commences at the fixed time, and, hence, ensure that all pre-polling works like arrangement of ballot papers for issue to voters, placement of ballot boxes etc. are completed at least 15 minutes before the start of polling.
3. Should show the polling agents and others the electoral roll to be used for voting.
4. Should show empty ballot boxes to the polling agents and lock and seal the ballot boxes in their presence, taking a declaration to this effect from the polling agents.
5. Should sign the ballot paper at marked place before issue.
6. Should relay to the Presiding Officer the polling percentage at fixed interval of time.
7. Should, after completion of voting, close the slit of the Ballot Box and secure the Box in the presence of the Polling Agents.
8. Should arrange to carry ballot boxes, at the end of the polling each day, with adequate security, to the place identified by the Presiding Officer.
9. Should furnish to the Presiding Officer, on each day after the polling ends, statement as per pro forma at Annexure -X indicating total ballot papers received, ballot papers used, unused ballot papers available etc., to the Presiding Officer.
10. Should maintain a register, as per pro forma at Annexure IX of Final Modalities, wherein the entire proceedings followed during the election will be recorded. It should also be countersigned by the Polling Agents of the respective Unions.
11. Should arrange to carry sealed ballot boxes, with adequate security, to the counting venue, on the date and time to be decided by the Presiding Officer.

B. FIRST POLLING ASSISTANT

1. Shall be in-charge of the Electoral Roll.
2. Shall, upon reporting of the voter, call out the name of the voter and score out his name from the master copy of the Voter's List.
3. Shall check the identity of the voter with the help of his/her identity proof.
4. Shall issue a voter slip to the voter.

C. SECOND POLLING ASSISTANT

1. Shall be in-charge of ballot papers and indelible ink.

2. Shall, upon calling of the name and the serial number of the voter by the 1st Polling Assistant, record the same on counterfoil of the ballot paper.
3. Shall obtain the signature/thumb impression of the voter on the counterfoil of the ballot paper and then issue the ballot paper to the voter and put a mark with indelible ink on the voter's left index finger of the voter.
4. Shall direct the voter to the voting enclosure.

D.GROUP 'D''STAFF

1. Shall be in charge of arrow cross mark and stamp pad for marking on the ballot paper.
2. Shall take the ballot paper from the voter, fold it twice, first vertically and then horizontally and unfold it and hand it over to the voter.
3. Shall give inked stamp pad and arrow cross mark to the voter for voting.
4. Shall keep watch that the ballot paper is properly inserted in the ballot box by the voter.

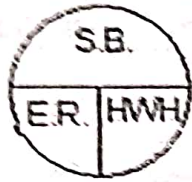
ARRANGEMENTS – SBEC - 2013

1.	<u>Polling Booth</u>	<u>Overall Incharge - Polling Officer (Jr./Sr. Officer)</u> • Should identify location and arrange infrastructure for putting up polling booth. • Adequate Signage should be displayed, indicating exit and entry. • Proper sitting arrangements for polling agents of all contesting unions be made. • Adequate lighting and water arrangement be made. • Adequate Security during polling be made. • Facility for infirm/blind voters as per instructions given vide Bd's letter no SBEC/Union Elect/2012/ ROs Meeting dt.10.4.13, circulated by E. Rly's letter no E1160/Secret Ballot/TU/2012-13 dt 11-04-2013 be made. • No Mobile Phone/Camera inside the booth should be allowed.
2.	Ballot Boxes	• JMP,ASN, MLDT and SDAH have arranged their own. • Other Divisions and Workshops may collect from HQrs.. • Separate Ballot Boxes for each day of polling. • After each day's poll, Ballot Boxes should be sealed and stored in a safe and secure room under proper lock and paper seal, having signature of representative of polling officer and RPF Staff.
3.	Polling Agents	• Should be nominated by the GS of the Unions. • Must be a regular employee of the Zonal Railway. • Should carry identity proof. • Should remain present throughout the polling; but their absence shall not hold up election process. • Each union to nominate two Polling Agents. At any point of time, one agent from a union will be present inside the booth. He/she will be relieved by the 2nd Agent. • Their specimen signature should be taken by the polling officer and the same should also be given to the union. • They will be entitled to Special Casual Leave, as circulated vide letter no. E.1160/Secret Ballot/TU/2012-13 dt.17.4.13.
4.	Postal Ballot System	• Dispatched to all who had applied through Presiding Officer. • Detailed instructions have been communicated to Presiding Officers.
5.	Process of casting vote	• Separate enclosure inside the booth should be made. • The voter will cast his vote from inside the enclosure. • The voter shall cast his vote by putting the stamp mark against the symbol of the union for which he/she wishes to vote. • The voter shall fold the ballot paper and put it in Ballot Box in the presence of Polling Officer/Polling Assistant.
6.	Time of Polling	• From 08.00 hrs to 18.00hrs on each day of the poll, even if any holiday falls election schedule shall remain unchanged.

7.	Re-polling	- Only if voting is disrupted on the last day of the poll. - Re-polling can be ordered if any complaint is received from any union, or, some credible source regarding large-scale electoral irregularity. The Presiding Officer shall, hold an enquiry; and, on basis of enquiry report, hold consultation with the returning officer and order re-polling, if deemed fit. - For re-polling, unused ballot papers may be used. - Polling Assistant should maintain records of the voter casting vote on each day of the poll, separately.
8.	Counting of votes.	- Venue to be decided by the Presiding Officer. - Presiding Officer to plan collection of Ballot Boxes at counting venue, well in time. - Each union to nominate two counting agents. Ballot Boxes shall be opened in the presence of Presiding Officer and authorized counting agents. However, the absence of counting agents will not hold up the counting process. - Counting Agents of Unions whose Polling Agents do not provide their specimen signature shall not be entitled to raise objection at the time of counting of votes. - Counting Agents may be sanctioned Special Casual Leave.
9.	Invalid votes	- The ballot papers will be considered invalid when – (i) mark is put against more than one union/symbol. (ii) mark is put on the divider line in such a manner that less than 2/3rd of the stamp impression is made against any union /symbol. (iii) the Ballot Paper has any doubtful indication, like name of any Voter, his signature etc. - In case of dispute, decision of the Presiding Officer shall be final.
10.	Election report	A statement, as per Annexure-XI of the Final Modalities, should be submitted by Presiding Officer in a sealed cover to Returning Officer through FAX/ Spl. Messenger.
11.	Counting & Declaration of Final Results	- The returning Officer shall open all sealed covers containing election report from the Presiding Officers and also the Postal Ballot Papers received in the presence of Union representatives. - The final election results shall be compiled and declared according to the union name /symbol of the Zonal Rly. following which the grant of recognition by GM shall be issued as per Annexure-2 of Board's letter no. SBEC/Union Elect/2012/ROs Meeting dt. 10.4.2013, circulated by E. Rly's letter no E1160/Secret Ballot/TU/2012-13 dt 11-04-2013.

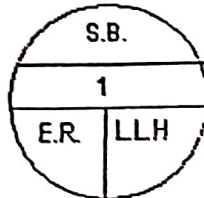
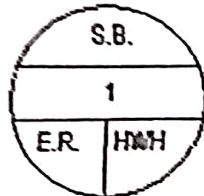
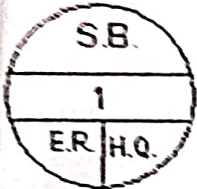
SPECIMEN

METAL SEAL



Unit name should be changed accordingly.

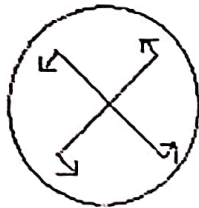
DISTINGUISHING MARK



Serial No. should be altered booth no. wise, i.e. 1 or 2 or 3 or

and Unit name should be changed accordingly

ARROW CROSS MARK



P B

POSTAL BALLOT PAPER

Specimen of Register of Voter

Sl. No.	Sl.No. in the voter list	Name	Designation	Signature/Thumb impression
01.				
02.				

SIGN BOARD REQUIRED (PER BOOTH)

Srl. No.	Nomenclature of Materials
01.	Polling Officer
02.	Entry
03.	Exit
04.	Polling Agent

Signature of Polling Officer

DATE PASS FOR FOLLOWING PERSONNEL

Name : _____

Designation : _____

Department : _____

Booth No. : _____

GATE PASS FOR POLLING AGENT

Name : _____

Designation : _____

Department : _____

Booth No.: _____

Signature of Polling Officer

GATE PASS FOR POLLING PERSONNEL

Name : _____

Designation : _____

Department : _____

Booth No.: _____

LIST OF CONTESTING UNIONS

Srl. No.	Name of the Union	Name of the President and General Secretary	Reg. No.	Remarks

**DECLARATION OF PRESIDING OFFICER BEFORE COMMENCING
OF THE POLL.**

Serial No. and Name of Polling Booth

Station (Divn./W.Shop/HQrs.).....

Date of Poll

I hereby declare :

(1) that I have demonstrated to the polling agents and other persons present that the first/second/third () ballot box to be used for the poll is empty.

(2) that on the paper seal used for securing the ballot box I have affixed my own signature and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.

Signature.....

Polling Officer

Signature of polling agents

1.(of Union
2.(of Union
3.(of Union
4.(of Union
5.(of Union
6.(of Union

Date.....

Signature.....

Polling Officer

DECLARATION AT THE END OF POLL

I have furnished Ballot Paper Account to Union Agents, who were present at the Polling Station at the close of the Poll and whose Signature affixed below.

Date :

Signature of Polling Officer

Received an attested copy of the entries made in the ballot paper account.

Signature of Union Agents :

(1) _____ (Name of Union) _____

(2) _____ (Name of Union) _____

(3) _____ (Name of Union) _____

(4) _____ (Name of Union) _____

Ballot Paper Account was not supplied to the following Union Agents :

1. (Name of Union) _____

2. (Name of Union) _____

3. (Name of Union) _____

4. (Name of Union) _____

DECLARATION AT THE END OF POLL

I have furnished Ballot Paper Account to Union Agents, who were present at the Polling Station at the close of the Poll and whose Signature affixed below.

Date :

Signature of Polling Officer

Received an attested copy of the entries made in the ballot paper account.

Signature of Union Agents :

(1) _____ (Name of Union) _____

(2) _____ (Name of Union) _____

(3) _____ (Name of Union) _____

(4) _____ (Name of Union) _____

Ballot Paper Account was not supplied to the following Union Agents :

1. (Name of Union) _____

2. (Name of Union) _____

3. (Name of Union) _____

4. (Name of Union) _____

Annexure-3

DECLARATION BY THE COMPANION OF
BLIND OR INFIRM VOTER

(Sl. No. and Name of Polling Station)

I, _____ S/O, D/O, W/O _____ aged _____
resident of* _____
_____ hereby declare that

(a) I have not acted as companion of any other voter at any polling station today, the _____ (date of casting vote)

(b) I will keep the secrecy of the vote recorded by me on behalf of _____ (Name /designation/workplace of Railway Employee)

(c) The I/D proof _____ (the details of I/D proof of companion) is being produced in support of my bonafide identity.

Signature/LTI of Voter

Signature of Companion

*Full address to be given

PASSES FOR POLLING AGENTS

Srl. No.	Name of the Agent	Signature/Thumb Impression of the Polling Agents	Signature attested by	Union belongs to
1.	2.	3.	4.	5.

Signature of the Polling Officer

Date :

Time :

DECLARATION AFTER THE SEALING OF THE BALLOT BOXES

I have affixed my seals, and I have allowed the Polling Agents who were present at the Polling Station at the close of the poll to affix their seals/signatures, on the carrying cases of the Ballot Boxes.

Date :

Signature of Polling Officer

Time :

The following Polling Agents have affixed their seals/signatures :

1. _____ (of Union _____)

2. _____ (of Union _____)

3. _____ (of Union _____)

4. _____ (of Union _____)

**RAILWAY
SECRET BALLOT ELECTIONS - 2013
RECORD OF ELECTION PROCEEDINGS**

BOOTH No. _____

DATE: _____

[illegible]

ANNEXURE-X

RAILWAY
SECRET BALLOT ELECTIONS - 2013
BALLOT PAPER ACCOUNT

NAME OF DIVISION _____
BOOTH No. _____

DATE: _____

1. Name & designation of Polling Officer: _____
2. Number of Ballot Papers received
(with serial numbers) : _____
3. Total No. of votes polled : _____
4. Ballot Papers used*
(with serial numbers) : _____
5. Unused Ballot Papers (S.No.2 – S. No.4): _____

*Should match with S.No.3.

(Name, designation & Signature
of Polling Officer with date)

RAILWAY
SECRET BALLOT ELECTIONS - 2013
PROFORMA FOR ELECTION REPORT
NAME OF DIVISION _____
BOOTH NO. _____

1. Name & designation of Presiding Officer : _____
2. Number of Ballot Papers received (with serial numbers) : _____
3. Total No. of Voters : _____
4. Total No. of votes polled : _____
5. Total No. of invalid votes : _____
6. No. of votes polled in favour of each union:

S.No.	Name of the Union	Number of votes polled.

Name(s) of Polling Agents

Signature Polling Officer

Name

Signature

Signature Presiding Officer

Compilation of final result

Railway

Signature of Returning Officer

Name:

Designation

Date _____

****Number and names of unions will vary from Railway to Railway**

AnnexureLIST OF POLLING MATERIAL FOR POLLING PARTY

Sl. No.	Heads	Items	Quantity Required
I	POLLING MATERIAL	1. * Paper Seal with Serial No.	Required numbers
		2. Stitched bundles of Ballot Papers with counterfoil	Required numbers
		3. Ballot Boxes (duly numbered)	2 or 3 (as considered appropriate)
		4. Sufficient quantity of wrapping wire /tape (for securing ballot boxes)	As per requirement
		5. Self-inking pad (Purple)	2
		6. Metal seal for Presiding officer	1
		7. Rubber stamp with arrow cross mark (for marking Ballot Paper)	3
		8. Receipt for deposit for challenged votes	
		9. Metal ruler for detaching Ballot Papers from counterfoils	1
II	STATIONERY	1. Indelible ink	2 phials of 5 cc. per polling station
		2. Carbon papers	
		3. Form for paper seal account	
		4. Ordinary pencil	
		5. Ball Pens	
		6. Blank Paper (white)	
		7. Pins	
		8. Gum paste	
		9. Candle	
		10. Sutli (thread)	
		11. Sealing wax	
		12. Match Box	
		13. Blade	
		14. Emergency Light (if necessary)	

Sl. No.	Heads	Items	Quantity Required
		15. Cloth or rag for removing oil or any other substance from the fingers of the elector	
		16. Rubber bands	
		17. Cello Tape	
		18. Eraser	
III	ENVELOPS/ COVERS & BAGS	1. Cover for unused Ballot Paper	
		2. Cover for counterfoils of used Ballot Paper	
		3. Cover for tendered ballot paper and list of tendered votes	Cancelled
		4. Covers for returned and Cancelled ballot papers	
		5. Cover for unused paper seal	
		6. Cover for ballot paper account	
		7. Cover for paper seal account	
		8. Cover for marked copies of electoral rolls	
		9. Cover for letters of appointment of Polling Agents	
		10. Cover for Presiding Officer's Diary	
		11. Cover for declarations of Companions	
		12. Cover for election duty certificate	
		13. Canvass bag or a new cloth for wrapping ballot box/boxes	
		14. Cover for ballot papers cancelled; voting procedure violated	
		15. Cover for signed but unused ballot papers	
		16. Cover for Presiding Officer's brief record	
		17. Cover for any other paper that the Returning Officer has directed to be kept in a sealed packet	

Sl. No.	Heads	Items	Quantity Required
		18. Cover for declaration by the Presiding Officer before commencement of the poll, at the time of use of subsequent ballot boxes and at the end of poll	
		19. Polythene bag/Gunny bag to contain polling materials	
IV	LABELS	1. Passes for Polling Agents	
		2. Labels for Ballot Boxes	
		3. Notice specifying polling area	
		4. List of contesting candidates	
		5. *Arm bands for Polling Officers	
V	FORMS	1. List of tendered votes(Forms)	<i>cancelled</i>
		2. Forms for ballot paper account	
		3. Forms for companions of blind or infirm voters	
		4. List of blind or infirm Voters (Forms)	
		5. Form for declaration by Presiding Officer before commencement for the Poll, at the time of use of subsequent ballot boxes and at the end of poll	
VI	POLLING BOOTH SET UP	1. Rubber stamp (bearing distinguishing mark of Polling Station)	
		2. Flexible wire	
		3. Cup/Empty tin/Plastic Box for holding indelible ink bottle	
		4. Appointment letters of Polling Team	
		5. Polling officer's diary (duly numbered)	

Sl. No.	Heads	Items	Quantity Required
		6. Material for voting compartment	
		7. Waste paper basket	
VII	SIGN BOARD (PER BOOTH)	1. Polling Officer	
		2. Entry	
		3. Exit	
		4. Polling Agents	

The above is an indicative list of materials to be given to Polling Parties. Wherever quantity column is shown blank, administration may decide on the quantity that may be adequate. Presiding Officers may make suitable modification to the above list as per requirement.

conferring Union and entered inside the Polling Booth. Other representative/ polling agent will act as General Polling Agent.

Wearing of badge/emblem is prohibited in Polling booth, however, polling agents may display badges showing only the respective names of the Union they are representing.

SHOULD BE OBSERVED

- No Cell/Mobile Phones are allowed inside Polling Booths.
- Only one Representative/Polling Agent of each contesting union will be allowed inside the Polling Booth. Other representative/ polling agent will act as Relief Polling Agent.
- Wearing of badge/emblem is prohibited in Polling booth, however, polling agents may display badges showing only the respective names of the union they are representing.