



पूर्व तट रेलवे
EAST COAST RAILWAY

संख्या: ECoR/Pers/IRM/GSBE-III/P-X/61

SECRET BALLOT ELECTIONS-III-2024

कार्यालय/Office of the
प्रधान मुख्य कार्मिक अधिकारी
Principal Chief Personnel Officer
रेल सदन, चंद्रशेखरपुर.
Rail Sadan, Chandrasekharpur
भुवनेश्वर/Bhubaneswar- 751017

दिनांक: 09-10-2024

Presiding Officer-cum-ADRM (Infra)/ECoR - KUR/WAT.
Presiding Officer-cum-ADRM/ECoR - SBP.
Presiding Officer-cum-FA & CAO (HQ)/ECoR/BBS.
Presiding Officer-cum-CWM/CRW/MCS.

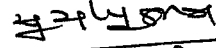
विषय:- Best Electoral Practices Award, 2024 - reg.

संदर्भ:- Deputy Director / Estt. (G.), Railway Board's letter No.
E(G)2024/AW1/85(BEP Award/2024) dated 07-10-2024.

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A copy of the Railway Board's letter dated 07-10-2024 under reference is enclosed for kind information and necessary action please.

Encl:- Copy of RB's letter dated 07-10-2024.
(Seventeen pages)

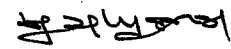

09/10/2024
(SURYA PRAKASH)

Additional Returning Officer, SBE-III
-cum-Chief Personnel Officer/G,
East Coast Railway, Bhubaneswar.

Copy to:-

1. Secretary to GM for kind information of GM/ECoR please.
2. Secretary to AGM for kind information of AGM/ECoR please.
3. EDE/RRB & Convener Secret Ballot Election Committee-III, Rly., Bd., New Delhi.
4. All PHOD/CHODs/HODs of ECoR/BBS - PCE, PCPO, SDGM, CAO (Con), PCOM, PCMD, PCME, PCEE, PCCM, PFA, PCMM, PCSTE, IG-cum-PCSC, PCSO.
5. All DRMs/ECoR-KUR, WAT, SBP.
6. CPRO, Dy. CPO (Gaz), DGM (G), LO, Sr. RBA, Sr. ADGM of ECoR/BBS.
7. Principal Director of Audit/ECoR HQrs. Chairman/RRB/BBS, Chairman/RCT/BBS.
8. Sr. DPOs/DPOs/WPO of ECoR - KUR, WAT, SBP, MCS.
9. APO/HQ, APO/Con, APO-I, APO-II - ECoR HQrs/BBS.
10. Notice Board.
11. All concerned.

Encl:- Copy of RB's letter dated 07-10-2024.
(Seventeen pages)



(SURYA PRAKASH)
Additional Returning Officer, SBE-III
-cum-CPO(G), ECoR, BBS.



GOVERNMENT OF INDIA/ भारत सरकार
MINISTRY OF RAILWAYS/रेल मंत्रालय
RAILWAY BOARD/रेलवे बोर्ड

No. E(G)2024/AW1/85(BEP Award/2024)

New Delhi, Dated: 07.10.2024

**The General Managers/Director General,
All Indian Railways & PUs,
Metro Rly./Kolkata, CORE/Prayagraj,
RDSO/Lucknow.**

Sub: Best Electoral Practices Award, 2024-reg.

Please find enclosed herewith a copy of Election Commission of India (ECI)'s letter No. 590/ECI/LET/FUNC/SVEEP-III/Awards/2024 dated 17.09.2024 along with its enclosures, on the above mentioned subject, for information and further appropriate action please.

DA: As above.

**Signed by Sharvan Kumar
Roy**

Date: 07-10-2024 15:41:26

Reason: Approved

**(S. K. Roy)
Deputy Director/ Estt.(G.)
Railway Board
Tel: 011-23047194**

Copy to:

Deputy Secretary (G), Railway Board for information and appropriate action.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110 001

No. 590/ECI/LET/FUNC/SVEEP-III/Awards/2024

Dated: 17th September, 2024

To,

The Chief Electoral Officers
of all States /UTs

Subject: - Best Electoral Practices Award, 2024

Sir/Madam,

With reference to the subject cited, I am directed to convey that the Hon'ble Commission has decided to give away the following Awards for year 2024:-

A. Best Electoral Practice Awards.

(I) **General Category Award** will be presented to the best performing District Election Officers (DEOs)/ Superintendents of Police (SPs) in the area of election management. The award would carry a plaque and a citation. The nominations for the award will be in the following indicated field of election management:

- Election Management
- Voter's Education and Electoral Participation
- IT Initiatives
- Security Management
- Electoral Roll Management
- Innovative Measures
- Accessible Elections
- Electoral Literacy Clubs

(II) **Special Award** will be presented to officers, other than DEOs/ SPs for the best practices in the area of election management. The award would carry a plaque and a citation. The nominations for the award will be in the indicated field of election management as stated above for the General Category Awards. CEOs may nominate officers from among all officers/staff engaged in election management (including those from CEOs office).

(III) **Best Performing State Award** will be given to a State displaying best overall performance in the areas of election management. The nominations for the award will be in the indicated field of election management as stated above for the General Category Awards. The Award would carry a plaque and a citation, and it would be received by the Chief Electoral Officer of the State/UT.

B. Civil Society Organisation (CSO) Award for the best campaign on Voter Education and Awareness. Award will be given to institutions, organizations or individuals for promoting electoral participation through effective and innovative programmes or projects. The award would carry a plaque and a citation. The details of the scheme and criteria of the Award is enclosed at Annexure 'A'.

C. Award to Govt. Department/Agency/PSU for enhancing Electoral Participation. This Award will be given to Govt. Department/Agency/PSU for promoting electoral participation, including accessible elections. The Award would carry a plaque and a citation. The scheme and criteria of the Award is enclosed at Annexure 'B'.

D. Annual State Awards for Best Electoral Practices. Annual State Awards for Best Electoral Practices was instituted in 2014 to recognize the efforts and contribution of the Officers and the staff engaged in elections, and to commend and encourage individual and team accomplishments in diverse fields of election management. These awards will be given in the States. The guidelines and framework for this category is enclosed at Annexure 'C'.

2. Nominations: The achievements/significant contributions for the said awards of all categories should be of the period since the last date of nomination for **Best Electoral Practices Award, 2023 (i.e. 10.12.2023)**. The CEOs shall send the nominations for Awards, with their recommendations, in the **enclosed format (Annexure D)** along with the requisite enclosures, possibly in spiral binding form in duplicate. **All the nominations shall have the signature of concerned CEOs.** For CSO Award and Award to Govt. Deptt./Agency/PSU, CEOs may ensure that the entries are in prescribed format and **duly recommended by the Chief Electoral Officer.** The restriction with regard to the number of nominations sent from State/UT, may strictly be adhered to. The States/UTs can send the following number of Nominations:-

Indicators (No. of ACs)	Allowed for Election Gone States		Name of States
	General Category Award	Special Award	
More than 300	6	5	Uttar Pradesh
Between 200 to 300	5	4	Bihar, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan, Tamil Nadu, West Bengal

Less than 200	4	3	Andhra Pradesh, Arunachal Pradesh, Assam, Chhattisgarh, Goa, Gujarat, Haryana, Himachal Pradesh, Jharkhand, Kerala, Manipur, Meghalaya, Mizoram, Nagaland, NCT Delhi, Odisha, Puducherry, Punjab, Sikkim, Telangana, Tripura, Uttarakhand, UT of Jammu and Kashmir
No ACs	1	1	Chandigarh, Lakshadweep, Andaman and Nicobar islands, Dadra and Nagar Haveli & Daman & Diu, Ladakh.

3. Selection: the final award shall be decided in the following manner:

3.1 The nominations for **General Award, Special Award, Civil Society Organisation (CSO) Award, and the Award to Govt. Department/Agency/PSU**, will be scrutinized by a Scrutiny Committee and names will be shortlisted. The shortlisted candidates may be required to give a presentation to a Selection Committee. The Selection Committee will recommend final names to the Commission. The Commission may, if it so wishes, review the nominations/presentations.

3.2 For the **Best performing State Award**, the Selection Committee may select the winner based on the following performance indicators and give its recommendations to the Commission, which may recommend to the Commission, which may, if it so wishes, review the nominations/presentations:

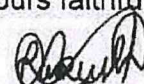
- (i) Increase in the EP Ratio
- (ii) Increase in Gender ratio on rolls
- (iii) Increase in 18-19 years registration
- (iv) Increase in registration of PwD, NRI, excluded class, etc.
- (v) EPIC/PER Coverage, EPIC distributed in NVD
- (vi) Partnership building
- (vii) Conduct of Elections-peaceful and incident free polls
- (viii) Voter turnout –Overall and in low turnout and vulnerable PS
- (ix) Voter Turnout – meeting gaps in gender, urban and youth participation
- (x) Innovation in process / procedure
- (xi) Innovation in the use of technology
- (xii) Accessible Elections
- (xiii) Electoral Literacy Clubs
- (xiv) Additional indicators (may be stated)

3.3 The procedure to select the winners for the Annual State Awards will be done by the concerned CEO as per the guidelines and framework enclosed at Annexure 'C'.

4. **Last Date:** The nominations in the prescribed format, for the Best Electoral Practices Awards, CSO Award and Award to Govt. Department/Agency may be sent to the Commission **latest by 21st October, 2024**. For the Annual State awards, the names of the selected winners to be sent to the Commission, for its approval, **latest by 30th November, 2024**.

5. The Awards shall be given on National Voters' Day, those at Para **1'A', 'B', &'C'** at the National function of **NVD, 2025 in New Delhi** and those at Para **1'D'** at the State function of NVD.

Yours faithfully,



(LOVE KUSH YADAV)
UNDER SECRETARY

Encls: (As above)

Copy to:

All Ministries/ Departments of Gov. of India

Copy for information:-

1. PSO to CEC
2. PSO to EC (GK)
3. PSO to EC (SSS)
3. Sr. PPS/PPS/PS to Sr DECs/DECs
4. All Zonal Sections

Nomination Form for the Best Electoral Practices Awards

- I. Nomination for : General / Special Award (Tick one)
- II. Name of the Officer :
- III. Designation/ Post during the period of consideration:
- IV. Present Designation and Post :
- V. Nominated for (Tick any one) :
- (i) Election Management
 - (ii) Voter's Education and Electoral Participation
 - (iii) IT Initiatives
 - (iv) Security Management
 - (v) Electoral Roll Management
 - (vi) Innovative Measures
 - (vii) Accessible Elections
 - (ix) Electoral Literacy Clubs
- VI. **Summary of Achievement/Work:** Give a summary of the achievement/work, key features and the outcomes/effectiveness in no more than 100 words.
- VII. **Description of Achievement/Work** - use plain language to describe the achievement/work of the nominee in no more than 1000 words.
- VIII. Enclosures :
- 1.
 - 2.
- IX. Recommendation of the CEO (minimum 100 words) -

Signature
(Name of CEO)
(Name of the State/ UT)

Annexure C

Nomination Form for Best Performing State

- I. Name of the State :
- II. Relevant Indicators (Comparative data for the period in consideration) :
(from list given at point 3.2 of the circular No 590/ECI/LET/FUNC/SVEEP-III/Awards/2024, dated ____ September, 2024)
- III. Summary of Achievement/Work: Use plain language to describe the achievement / work in the State in no more than 1000 words.
- IV. Enclosures :
- i.
- ii.
- iii.

Signature
(Name of CEO)
(Name of the State/ UT)

CSO AWARD FOR BEST CAMPAIGN ON VOTERS' EDUCATION & AWARENESS

A. Who is eligible?

Institutions, organizations or individuals from CSOs promoting electoral participation through effective and innovative programmes or projects.

B. How to apply?

The submission of nominations shall be made to the Secretary (SVEEP), ECI by Civil Society Organizations, through CEOs. Each nomination must be accompanied by a written recommendation of the CEO/DEO. **A self-nomination will not be considered.**

C. Recommendation Criteria

1. The ability, as demonstrated in the proposal narrative, **to improve electoral participatory practices.**
2. The project must have made an outstanding and tangible contribution to improving electoral participation and **developing awareness** on the electoral process. Possible impacts to be considered but are not limited to:
 - a. Increased stakeholder engagement in elections.
 - b. Increase of community awareness on registration and voting process;
 - c. Increase of community understanding of informed and ethical voting;
 - d. Assisting CEO / DEO on Accessibility.
3. The best practice has been successful in developing awareness and action on electoral process particularly among:
 - a. Women
 - b. People with low levels of literacy
 - c. Persons with disabilities
 - d. Youth
 - e. Urban Populace
 - f. Tribal
 - g. Specific groups/communities

AWARD FOR CSO

Application Form

1. BASIC INFORMATION

- 1.1 Name of implementing organization:
- 1.2 Chief executive officer of the organization:
- 1.3 Type of Organization: National NGO /International NGO¹/Other National Institution/ Other (Local branch of National NGO, Private body, Trade Union, Religious mission, etc.). Please specify :
- 1.4 Operational Level: All India/ State/District/Community/Others (Please specify):

2. CONTACT DETAILS

- 2.1 Name of contact person:
- 2.2 Job title (or position):
- 2.3 Full Address:
- 2.4 Telephone/Fax:
- 2.5 Web site, if any:
- 2.6 E Mail:

3. ORGANIZATION

Describe the organization, its history, its aims and mandate, its governance structure, any other relevant information (maximum 250 words):

4. PROGRAMME SUMMARY

Describe the vision and rationale of the programme/project: the main goal and the particular problem(s) it seeks to address (maximum 250 words):

5. THEMATIC AREAS (tick those that apply)

- Electoral participation and Gender
- Weaker Section
- Special Communities/Groups
- Fighting Urban Apathy
- Inclusion of Persons with Disabilities

¹ Only if they are represented in India as an organisation and their Indian chapter only is eligible.

- Youth and Elections
- Other

6. PROGRAMME DETAILS

6.1 Specific objectives

List and explain the specific objectives of the programme/project (150 words):

6.2 Outreach

- i. Main target group(s):
- ii. Number of locations where the programme is running for the specific theme:
- iii. Number of people reached annually (average) on the theme :
- iv. Number of participants reached in the year of consideration on the theme:

6.3 Programme delivery

6.3.1 Structure and mechanism

- i. How are the programmes organized? Please describe:
- ii. What kind of communication or behavioural change methodology is applied? Please describe:
- iii. What kind of material is being used?
- iv. What are the main topics covered? Please describe:
- v. How and by whom is the material developed?

6.3.2 Language(s) of instruction

- i. Official language
- ii. Mother tongue
- iii. Other:

6.4 Resources

What resources were used and how were they mobilized?

6.5 Partners

Provide full list of partners from:

- i. Government:
- ii. List contributions from the private sector and/or NGOs:
- iii. Other partnerships (please specify):

7. Programme Results

List and describe the achievements of the programme/project (minimum 150 words)

8. Innovative Features

List and describe the innovative features of the programme/project (max 150 words):

9. Additional Information

List any sources from which information regarding the programme/project is available:

10. Please list here documents in the following categories that will accompany this application

- i Documents, films, audio visual material available about programme:
- ii Published research studies / reports available about the programme:
- iii Internal or external evaluations of the programme, reports on impact assessments:

11. Recommendation by District Election Officer / Chief Electoral Officer (in not less than 100 words):

**AWARD TO GOVT. DEPARTMENT/ AGENCY/ PSU FOR ENHANCING
ELECTORAL PARTICIPATION**

A. Who is eligible?

Ministries/Departments/Agencies/PSUs promoting electoral participation through effective and innovative programmes or projects.

B. How to apply?

The submission of nominations shall be made to the Secretary (**SVEEP**), ECI by Ministries/Departments/Agencies/PSUs. Nomination must be accompanied by a written recommendation of the CEO/DEO, in case of State/District level offices/agencies.

C. Recommendation Criteria

4. The ability, as demonstrated in the proposal narrative, **to improve electoral participatory practices.**
5. The project must have made an outstanding and tangible contribution to improving electoral participation and **developing awareness** on the electoral process. Possible impacts to be considered but are not limited to:
 - a. Increased stakeholder engagement in elections.
 - b. Increase of community awareness on registration and voting process;
 - c. Increase of community understanding of informed and ethical voting;
 - d. Assisting CEO / DEO on Accessibility.
6. The best practice has been successful in developing awareness and action on electoral process particularly among:
 - a. Women
 - b. People with low levels of literacy
 - c. Persons with disabilities
 - d. Youth
 - e. Urban Populace
 - f. Tribal
 - g. Specific groups/communities

Award to Best Govt. Department/ Agency/PSU for

Enhancing Electoral Participation

Application Form

1. BASIC INFORMATION

- Name of department:
- Name of Head Office:
- Name & address of concerned Ministry:
- Operating Level : All India/State/District/Community/Other

2. CONTACT DETAILS

- Name of contact person:
- Designation:
- Full Address:
- Telephone/Fax:
- Web site, if any:
- E- Mail:

3. SUMMARY OF THE INITIATIVE / INTERVENTION

(Maximum 150 words):

4. DETAILS OF THE INITIATIVE / INTERVENTION (In about 1000 words)

5. Outcome

List and describe the achievements/outcome of the initiative (minimum 150 words)

6. Recommendation by District Election Officer / Chief Electoral Officer (in not less than 100 words), if applicable:

State/UT Awards for Best Electoral Practices

(Framework)

Annual State awards for Best Electoral Practices shall be instituted by all States/UTs from 2014 to recognize the efforts and contribution of the Officers and the Staff engagement in elections, to encourage and recognise individual and team accomplishments in diverse fields of election management. The broad framework of the awards is as follows:

1.1 The Awards shall be presented to the outstanding performing District Election Officers (DEOs) (other than National Award winners), ERO/AERO and BLO of the State. The awards may carry a cash component. The awards would be given to the officials who have done exceptional innovative work in election management.

1.2 **Special Award** will be presented to officers who have made significant contribution to conduct of elections, covering all areas like SVEEP, Expenditure control, Technology, Security, Polling Station management etc. from amongst all officers/staff of all categories outside those mentioned at 1.1. This award may also carry a cash component.

1.3 The Officers winning the Best Electoral Practices Award at National level may not be given the State Award. However the Best Electoral Practices Award winners from the state shall be mentioned at the State level function (NVD) though they are not given any award at the State level NVD function (the names of Best Electoral Practices Award winners shall be intimated before 30th December).

2. CRITERIA

Award	On Innovation/best practice in any of the themes	Key Indicators (indicative)
Best DEO	• Election Management • Voter's Education and Electoral Participation • IT Initiatives • Security Management • Electoral Roll Management • Innovative Measures • Accessible Elections • Electoral Literacy Clubs	• Increase in Turnout over previous elections. • Identification of communities outside the electoral roll and enrolling them. • Innovations.

Best ERO/AERO	• Electoral Roll Management. • Complaint Disposal • SVEEP Activities.	• Identification of potential electors. • Number of duplicate/dead/ shifted electors identified and deleted following due process. • Against errors identified, no of corrections made in ER. • Percentage of complaints disposed – online and offline complaints. • Increase in submission of form 6 over past year SR. • EP ration compared to last year. • 18-19 enrolment percentages against last data.
Best BLO	• Improvement in the quality of Electoral Roll. • SVEEP Activities	• Identification of Prospective Electors and distribution of relevant forms. • Correction of entries in Electoral Roll. • Efforts in bridging gender gap. • Efforts in enrolling 18-19 year olds. • Efforts towards 100% EPIC and PER coverage. • Efforts in enrolling non-registered communities/groups.
Special Award	• Election Management • Voter's Education and Electoral Participation • IT Initiatives • Security Management • Electoral Roll Management • Innovative Measures • Accessible Elections • Electoral Literacy Clubs	

2.1 Number of Awards In States (Indicative)

Number of Districts in the State	Number of Awards			
	Best DEO	Best ERO/AERO	Best BLO	Special Award
Up to 9	1	1	2	1
10 to 29	2	2	5	2
30-49	3	3	10	3
50 and more	4	4	15	4

3. UNION TERRITORIES AWARDS

The criteria for the Awards shall be similar to that in the State except that the Best DEO Award shall be replaced with "Best Electoral Practice Award" and to be given to either a DEO or an ERO.

Award Title	Category	Numbers (indicative)
Best Electoral Practice Award	For DEO or ERO	1
Best BLO	Booth Level Officers	2

4. OTHER AWARDS

The State may also institute Awards to recognize the contribution from **Campus Ambassadors, Village Awareness Groups** (formed under directions from EEM), Civil **Society and Media** for their contribution to the electoral process. These Awards may be instituted on need basis and wherever the contribution from this category of partners have been worthy of recognition and acknowledgement.

5. SELECTION

5.1. A Committee at State/UT Level may be constituted to scrutinize the nominations and shortlist the winners. The constitution of the Committee may be sent to the Commission for approval.

5.2. **All officers nominated by the CEO for the Best Electoral Practices Award may automatically be included for the State Award for consideration of the State Committee.** In addition, more entries may be invited.

5.3. DEOs may submit their nominations to the CEO for Best DEO Awards.

5.4. The nominations for remaining Awards, including those instituted under Serial No '4' may be forwarded by DEOs to the CEO.

5.5. The selected names shall be recommended to the Commission for approval.

5.6. The awards shall be given away on National Voters Day at State/UT HQs.

5.7. Detailed guidelines on the selection and nomination may be chalked out by the CEO within this broad framework and communicated to the Commission.

6. FUNDING

The funds for the Award for 2024 shall be met from the State funds (under Elections/ER) and no separate budget shall be provided by ECI for the same.

Sl. No.	Category	Number of Awardees	Amount (₹)
1	Best Election Practice Award	1	10,00,000
2	Best Election Officer Award	1	10,00,000
3	Best Election Officer Award	1	10,00,000
4	Best Election Officer Award	1	10,00,000
5	Best Election Officer Award	1	10,00,000
6	Best Election Officer Award	1	10,00,000
7	Best Election Officer Award	1	10,00,000
8	Best Election Officer Award	1	10,00,000
9	Best Election Officer Award	1	10,00,000
10	Best Election Officer Award	1	10,00,000

7. UNION TERRITORIES AWARDS

The criteria for the Awards shall be similar to that in the State except that the Best Election Practice Award shall be replaced with "Best Election Practice Award" and to be given to all the CEOs of the UTs.

Sl. No.	Category	Number of Awardees
1	Best Election Practice Award	1
2	Best Election Officer Award	1

8. OTHER AWARDS

The State may also institute Awards to recognize the contribution of individuals and organizations in the field of elections. The Awards may be given to individuals and organizations for their contribution in the field of elections. The Awards may be given to individuals and organizations for their contribution in the field of elections. The Awards may be given to individuals and organizations for their contribution in the field of elections.

9. SELECTION

9.1. A Committee at District level may be constituted to select the nominees and submit the names to the Commission for approval.

9.2. All officers nominated by the CEO for the Best Election Practice Award shall automatically be included for the Award for consideration of the State Commission. In addition, more officers may be invited.

9.3. CEOs may submit their nominations to the CEO for Best Election Awards.

9.4. The nominations for remaining Awards including those initiated under Serial No. 4 may be forwarded by CEOs to the CEO.

9.5. The selection shall be made by the Commission after approval.

9.6. The awards shall be given away on National Voters Day 24th March at HQT.

9.7. The award guidelines on the 24th March and onwards shall be available on the website of the Commission.