



पूर्व तट रेलवे
EAST COAST RAILWAY

संख्या: ECoR/Pers/IRM/GSBE-III/P-I/161

कार्यालय/Office of the
प्रधान मुख्य कार्मिक अधिकारी
Principal Chief Personnel Officer
रेल सदन, चंद्रशेखरपुर.

Rail Sadan, Chandrasekharpur
भुवनेश्वर/Bhubaneswar- 751017

दिनांक: 23-10-2024

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:- Postal Ballot Systems (Section 14.0, 15.0 and Annexure-VI of Final Modalities) for Secret Ballot Elections-III to be held on 04th, 05th & 06th December, 2024 - Guidelines regarding.

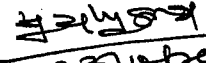
- संदर्भ:-
1. EDE/RRB & Convener Secretary SBEC's letter No. 2024/SBEC-III/Election, dated 09-09-2024.
 2. This office letter No. ECoR/Pers/IRM/GSBE-III/P-I/161, dated 09-09-2024.
 3. This office letter No. ECoR/Pers/IRM/GSBE-III/P-I/161, dated 09-10-2024.
 4. This office letter No. ECoR/Pers/IRM/GSBE-III/P-I/161, dated 16-10-2024.

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Copies of the guidelines issued by Railway Board vide letter dated 09-09-2024 under reference 1 in connection with Postal Ballot System for the Secret Ballot Elections-III is enclosed for kind information and necessary action please.

Encl.:- Above referred letters.

(Eleven pages)


23/10/2024
(SURYA PRAKASH)

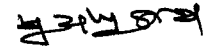
Additional Returning Officer, SBE-III
-cum-Chief Personnel Officer/G,
East Coast Railway, Bhubaneswar

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), DGM(Law), 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.:- Above referred letters.

(Eleven pages)


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

~~13.3 A companion accompanying the voter shall be required to submit a declaration as per **Annexure-V** of this letter that he will keep the vote recorded by her/him a closely guarded secret and that he has not already acted as companion of any other elector as specified in sub-section 13.2 above.~~

~~13.4 Declaration of the companion of such voters shall be kept in a separate cover for record and deposited at the collection centre with Presiding Officer at the end of polling.~~

~~13.5 None of the polling staff shall act as a companion to the above specified categories of voters.~~

~~13.6 Wherever such Railway Servants are likely to vote, ramp facility should be provided at Polling booth~~

14.0 Postal Ballot System (PBS):

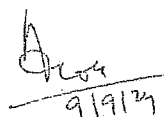
Postal Ballot shall be permitted only for following categories of Railway Servants who are deputed/deployed for (a) Secret Ballot Election (SBE) Duty; (b) Various training programs at different divisional/zonal and other training centres; (c) Train running/escort duties/ticket checking duties who are not likely to return to their HQ within the stipulated polling dates; and (d) Railway Servants working outside their cadre on deputation.

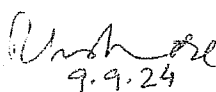
15.0 Common and category-wise specific protocols for Issue, Casting and Accountal of Postal Ballot is annexed as **Annexure-VI**.

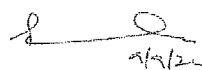
16.0 Election Process:

~~**16.01 Notification:** SBEC has notified the election schedule on 30.08.2024. All participating units have been asked to reiterate the same. As announced in the schedule, participating units shall issue detailed election notification on 10.09.2024 as per **Annexure-VII** of these modalities. Such notification should be given wide publicity by putting up Notices at prominent places and publishing/uploading the same on the official websites.~~

~~**16.02 Polling Days & Time:** The voting shall be held on two days i.e. 4th and 5th December 2024 for all the voters on the open line Zonal Railways. However,~~


9/9/24


9.9.24


9/9/24

SBE III Final Modalities

Circulated vide Railway Board's Letter No. 2024/SBEC-III/Elections dated 9.9.2024

Annexure – VI to Final Modalities, 2024 for SBE-III
(Section 15 of Final Modalities)

Postal Ballot System(PBS)

Part-I

1. Common protocol for Issue, Casting and Accountal of Postal Ballot : Following protocols shall apply to all categories of PBS beneficiaries, unless specified otherwise.
2. Voters eligible to avail the facility of PBS should apply for a PBS form given at the end of this Annexure, requesting for postal ballots. On the basis of such request, their Returning Officer (RO) shall provide, through their controlling supervisor, postal ballot papers along with a stamped-envelope (franked through Post Office/normally stamped) which has address of the RO mentioned clearly.
3. The words “PBP” shall be stamped and signed by ‘Asst Returning Officer’ at the top of the normal ballot Paper without indicating serial number (on the ballot paper) of the counter-foil. The name of voter (as entered in Voters’ List) should be noted on counter-foil of PBP. Thereafter, PBP should be detached from the counter-foil.
4. The acronym PBP should be written against the name appearing in Voters’ List without indicating the serial number of counter foil of the Ballot Paper issued.
5. Counter-foils of PBP issued should be sealed in a separate packet. Date on which the packet was sealed should be indicated. Brief description of the contents with serial numbers of the counter foils of PBPs dispatched to voters should be indicated in this packet.
6. Returning Officer shall arrange to send to PBP-eligible voters (i) One self-addressed (i.e. addressed to concerned RO) and pre-stamped/franked envelope (i.e. ‘Return Envelope’) so as the voter can send back to concerned RO the voted/stamped PBP; and; (ii) Postal Ballot Paper. These two items should be put inside a large envelope. Such large envelope shall be addressed to the voter.
7. Aforementioned large envelope should be dispatched to voters through Speed post/Registered Post/by Dasti/any other safe mode to be decided by RO. The voter can also collect it personally.
8. Such ‘Postal Ballot Papers’ (i.e. PBP) must be delivered/despached by due date as per Schedule notified. List of such Railway Servants in favour of whom

Postal Ballot is being issued shall be put on Railways' website.

9. The Voter shall cast her/his vote in a confidential manner and seal the voted-Ballot paper in the stamped-envelope. He will then post it to the concerned Returning officer so as to reach her/him latest by closing hour of the last date of polling. He can also deliver it personally to RO/ARO's Officer. Voted postal-ballot paper can also be dropped personally by the Voter in the Ballot Box kept for this purpose in the custody of Returning Officer. They cannot be dropped in any other polling booth

10. Postal Ballot received after closing hour of the last date of polling shall not be entertained and will be treated as 'invalid vote'.

11. The Returning officer shall account for all such postal ballots separately and add them (before finalizing result) with the votes cast at different Polling Booths. Postal Ballot shall be counted in Returning Officer's office in presence of 'Counting Agents' of TUs on the fixed day of counting so notified.

12. The final result shall be declared after counting votes by both the methods together (i.e. normal voting plus the Postal Ballots).

13. Railway Administration/Returning Officer will not be responsible for any postal delay or postal losses.

14. The ROs should ensure that the number of "PBPs received back" should not exceed the number of "PBPs issued" to eligible voters. It should be ensured that non-eligible voters (not eligible for PBPs) do not exercise ballot through PBPs.

Part -II

Specific protocols for different categories of beneficiaries

1. **Those booked on SBE Duty:** Such Railway Servants shall be identified well in advance, with reasonable number of reserve candidates.

2. **Railway Servants undergoing Training:** Training institutes should organise only such training programs during the polling days, which are inescapable and cannot be avoided, so that maximum possible number of Railway Servants are available at their workplaces to exercise their voting right. For those Railway Servants, who have to kept under training at the training institutes during polling days, following provisions are made for their voting:

3. Trainees who belong to the same Zonal Railway on which the Training

Centre is situated will be eligible to vote at the nearest polling booth meant for open line Railway Servants. They would not be eligible for “Postal Ballot System”. Returning officers, Presiding officers and ‘Training Centre In-charges’ (TCI) will have to coordinate very closely to include names of such employees in the Voter List for that polling booth. The TCI shall organise to release the trainees in suitable batches under supervision of Instructors to cast their votes smoothly.

4. Trainees who belong to Zones/PU other than the one where the Training Centre is situated shall be eligible for Postal Ballot. TCI shall advise the ROs/POs regarding the details of such Railway Servants undergoing training so that they can be considered for postal ballot and the common protocols shall be followed thereafter.

5. Railway Servants likely to be away on Train Running/Escort Duties/Train Checking duties during the dates of Polling:

6. Railway Servants, who are deployed for Train running duties, Train escort duties and Train checking duties and are not expected to return to HQ within the days of polling, shall be allowed the facility of PBS.

7. **Running Staff:** Since it is not feasible to identify deployment schedule for majority of such staff much in advance to plan for their postal ballot, it has been decided to have polling facilities only for running staff in limited polling booths on third day (i.e 6th December, 2024) of the polling. However, if Presiding officers can identify running staff well in advance to meet the timeline prescribed for postal ballot system, they may extend PBS facility to them.

8. Presiding Officer shall frame/issue guidelines to decide well in advance the names of Railway Servants who shall be deputed for Train running/Checking/Escort duties (with suitable number of reserves) on the dates of polling, because of which they are likely to miss the opportunity to cast their vote in polling booths.

9. Controlling officials of aforementioned Railway Servants are directed to book Railway Servants in such a manner, as far as possible, to keep the numbers of staff eligible for PBS to the minimum. Such Railway Servants who are not likely to be present at HQ for physical voting would be required to apply for postal ballot given at the end of this Annexure. Thereafter, the common protocol shall apply to them.

10. Railway Servants on deputation: Regular Railway Servants working on deputation in Railway Electrification/Construction/other Projects within the Indian Railway system are eligible for the facility of PBS, subject to following

conditions:

(a) Railway Servants holding lien on Open line but deputed to work in RE/Construction/Other Projects, where cadre has not been closed (but posted within the jurisdiction of the Zonal Railway/PU) shall be permitted to cast their vote at the nearest Polling booth. Personnel Officer of the Project shall advise the RO/Presiding Officers of the Zonal Railway/PU in which that project is situated, regarding the voters working in that establishment. RO/POs shall arrange to include their Railway Servants in the Voters' list for that booth under information to all concerned.

(b) For a deputed Railway Servant working in a project (Located/posted on some other place i.e. not on lien-holding Zonal Railways/PU), the Personnel Officer of the Project shall advise all ROs/Presiding officers to which these Railway Servants respectively belong. The concerned ROs/POs shall establish their bona fides and arrange to include them in the Voters' list. Thereafter, RO shall arrange to despatch Postal Ballot Papers to such Project office for postal ballot voting by the eligible Railway Servants as per the common protocol given in Part-I above. It is clarified that such voters shall have to make request for PB paper from RO on their own as it is not feasible to contact individuals working on deputation and advise them to place request. ROs/POs should include such provisions in their communications.

11. Railway Servants, working on deputation outside railway system for example in PSUs or in other Government Department, may cast their vote on their own in their lien holding office in respective Zone, where their name should be included in the Voters' list. They are not eligible for Postal Ballot System facility.

Part-III

COMMON FORMAT FOR REQUEST OF POSTAL BALLOT

(Strike out whichever is not applicable)

A. (For Staff booked for SBE duty)

I _____ (Name), _____ (Designation)
_____ working at _____ (Name of the Office) have
been deputed as as a member of Polling Team vide letter No.
_____ dated _____ issued by _____ .

I may please be given Postal Ballot for casting my vote.

OR

B. (For Railway Servant undergoing training)

I _____ (Name), _____ (Designation)
have been deputed to undergo training for _____ (name of
program) at _____ (Full address of Training
Centre) _____ vide letter No. _____
dated _____ with effect from _____ to _____ (period
of training).

I may please be given Postal Ballot for casting my vote.

OR

C. (For Railway Servant on running/escort/train checking duty).

I _____ (Name), _____ (Designation)
am working at _____ under _____ (Name of
Supervisor/Office) and shall be away on train running /escort /checking duty
during the period _____ to _____.

I may please be given Postal Ballot for casting my vote.

OR

D. (For Railway Servant on deputation).

I _____(Name), _____(Designation)
whose lien is maintained at the office of _____in Zonal
Railway/PU _____is presently working on deputation in the office of
_____.

I may please be given Postal Ballot for casting my vote.

(Signature)

Name _____

Designation _____

Forwarded by:

Signature, Name, Designation
and Stamp of the Controlling Supervisor:

Office Address:

SECRET BALLOT ELECTIONS-III-2024



पूर्व तट रेलवे
EAST COAST RAILWAY

संख्या: ECoR/Pers/IRM/GSBE-III/P-I/161

कार्यालय/Office of the
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Principal Chief Personnel Officer
रेल सदन, चंद्रशेखरपुर.
Rail Sadan, Chandrasekharpur
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दिनांक: 09-10-2024

All PHOD/CHODs/HODs of ECoR/BBS - PCE, PCPO, SDGM, CAO (Con),
PCOM, PCMD, PCME, PCEE, PCCM, PFA, PCMM, PCSTE, IG-cum-PCSC, PCSO.
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CPRO, Dy. CPO (Gaz), DGM (G), LO, Sr. RBA, Sr. ADGM of ECoR/BBS.
Principal Director of Audit/ECoR HQrs. Chairman/RRB/BBS, Chairman/RCT/BBS.
Sr. DPOs/DPOs/WPO of ECoR - KUR, WAT, SBP, MCS.
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All concerned.

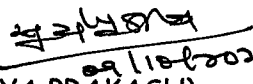
विषय:- Secret Ballot Elections 2024 - regarding Polling Dates (Ticket
Checking Staff and Escort Duty Staff).

संदर्भ:- Chairman, SBEC-III, RB's letter No. 2024/SBEC-III/Elections
dated 08-10-2024.

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A copy of the Railway Board's letter dated 08-10-2024 under reference is
enclosed for kind information and necessary action please.

Encl.:- Copy of RB's letter dated 08-10-2024.
(One page)

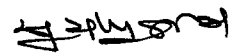

(SURYA PRAKASH)

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

Copy to:-

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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. Notice Board.

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

**GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. 2024/SBEC-III/Elections

New Delhi Dated 08.10.2024

**PCPOs & Returning Officers
All Zonal Railways (Open Line)
Metro Railway, Kolkata
Production Units (CLW & RCF)**

Sub: Secret Ballot Elections 2024 – regarding Polling Dates.

Ref: SBEC's letter No. 2024/SBEC-III/Elections dated 30.08.2024.

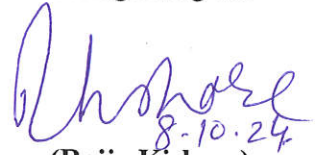
Requests are being received from contesting Unions to allow voting by Ticket Checking Staff and Escort Duty Staff on 3rd day along with Running Staff for whom voting facility has been permitted for three days that is 4th, 5th & 6th December 2024.

2. The decision to have election for two days was taken in consultation with major stakeholders with whom there was a broad consensus that two days were enough for organising elections for all the Railway Staff, as the means of communications etc. had vastly improved, as compared to the previous two elections. We were also informed that voting on the third and last day was hardly 10% of the total voting.

3. The voting for three days for Running Staff was kept on the basis of discussion with the field staff from whom it was gathered that Running Staff, especially those working on goods train cannot be identified much in advance, for permitting them the facility of Postal Ballot. This constraint was resolved by keeping three days voting at few identified booths primarily attached with the Running Staff lobbies, so that they could cast their vote on any of the three working days.

4. For Ticket Checking Staff and Escort Duty Staff who also undertake long outstation duty, provision of Postal Ballot has been made as these staff can be identified in advance by their Controlling Officer and Postal Ballot facility can be made available to them. Presiding Officer and Assisting Presiding Officer should take pro-active measures in identifying such staff to be deployed for outstation duties in these two categories, along with sufficient number of reserve candidates, who should also be given Postal Ballot facility to take care of exigencies. This will ensure that all the employees have equal and fair opportunity to cast their vote.

5. Returning Officer/Assisting Presiding Officer should apprise all concerned regarding the above arrangements and also identify the staff for Postal Ballot facility.


8-10-24
(Rajiv Kishore)

Chairman

Secret Ballot Election Committee-III

e-mail- sbec@rb.railnet.gov.in

SECRET BALLOT ELECTIONS-III-2024



पूर्व तट रेलवे

EAST COAST RAILWAY

संख्या: ECoR/Pers/IRM/GSBE-III/P-I/161

कार्यालय/Office of the
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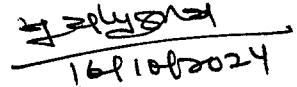
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16/10/2024

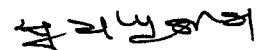
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(SURYA PRAKASH)

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



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

No.2024/SBEC-III/Elections

Date: 16.10.2024

All PCPOs/ Returning Officers
All Zonal Railways (Open Line)
Metro Railway, Kolkata
Production Units (CLW & RCF only).

Sub: Secret Ballot Elections 2024 – regarding Polling Dates for Ticket Checking Staff.

Ref: Railway Board's letter of even No. dated 08.10.2024.

Requests continue to be made for allowing Ticket Checking Staff and Escort Duty Staff to vote on 6th December along with the Running Staff.

2. The details of such staff who stay away from Head Quarters for more than three days has again been got confirmed from Delhi division, which has one of the maximum numbers of such long distance trains. It has been found that some 10-11 trains with four to five ticket checking staffs and an equal number of escort duty staff are involved in managing these trains. Thus, not be more than 1000 staff all over the Indian Railways who would be affected in this manner. Hence, it is reiterated that all such staff should be identified well in advance on the basis of the duty roster, allowing for sufficient number of reserve candidates, who may be deployed in case some employee is not able to undertake duty, due to illness etc.

3. This exercise will have to be planned in advance in consultation with the Departmental Officers and the Presiding Officers should be made responsible for ensuring that list of such staff along with reserve candidates are made available in time to Returning Officers for issuing Postal Ballot Papers. In case of representation from any quarter of this kind, suitable reply on the above lines should be given.


(Rajiv Kishore)

Chairman

Secret Ballot Election Committee-III

Email- sbec@rb.railnet.gov.in