



**पूर्व तट रेलवे**  
**EAST COAST RAILWAY**

संख्या: ECoR/Pers/IRM/BPPMSBE-III/P-I/166

**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: 05-11-2024

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

विषय:-	"Secret Ballot Elections - III - 2024" - Polling materials (Section 12.0 & Annexure - IV to Final Modalities-SBE-III-2024) regarding.
संदर्भ:-	1. ED/ERP & Convener/SBEC-III/RB's letter No. 2024/SBEC-III/Elections, dated 09-09-2024. 2. This Office letter No. ECoR/Pers/IRM/GSBE-III/P-I/161, dt. 09-09-2024.

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Copy of the Annexure - IV to Final Modalities, 2024 for Secret Ballot Elections-III in connection with list of polling materials required during the polling process is enclosed.


As per Section 12.0 of Final Modalities, "The list is only for guidance. Actual material used shall be as per local requirement".

It is mentioned that, the following Polling Materials will be supplied by ECoR HQrs.

Sl. No.	Description
1.	Metal / Brass Seal each for Presiding Officer
2.	Metal / Brass Seal for Polling Officer- Booth wise
3.	Voting Stamp (for marking ballot paper)
4.	Ballot paper
5.	Indelible Ink Marker Pen (IIMP)

These clarifications are being issued under Section 22.0 of the final modalities of Secret Ballot Elections - III-2024.

Encl.: - Annexure-IV - Final Modalities (SBE-III).  
(Three pages)

  
(SURESH KUMAR BEHERA)  
Dy. Chief Personnel Officer (HQ)  
for Principal Chief Personnel Officer

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. Returning Officer-cum-PCPO & (5) ARO-cum-CPO/G for kind information.
6. All DRMs/ECoR-KUR, WAT, SBP.
7. Dy. CPO (Gaz), SPO/HQ, APO/HQ, APO/Con, APO-I, APO-II - ECoR HQrs/BBS.
8. Assistant Presiding Officers/ECoR - KUR, WAT, SBP, MCS & ECoR HQrs. for information and necessary action. 9. Sr. DPOs/DPOs/WPO of ECoR - KUR, WAT, SBP, MCS for information and necessary action. 10. Notice Board. 11. All concerned.

Encl.: - Annexure-IV - Final Modalities (SBE-III).  
(Three pages)

  
(SURESH KUMAR BEHERA)  
Dy. Chief Personnel Officer (HQ)  
for Principal Chief Personnel Officer

**Annexure – IV to Final Modalities, 2024 for SBE-III****(Section 12 of Final Modalities)****INDICATIVE LIST OF POLLING MATERIAL USED DURING  
POLLING PROCESS**

<b>Sl. No.</b>	<b>Heads</b>	<b>Items</b>	<b>Quantity Required</b>
1.	<b>Polling Material</b>	1. Paper Seal with Serial No.	Required number
		2. Stitched bundles of Ballot Papers with counterfoil	Required number
		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
2.	<b>Stationery</b>	1. Indelible Ink/Ink Pen	2 phials of 5 cc. Per polling station
		2. Carbon Papers	
		3. Form for paper seal account	
		4. Ordinary pencil	
		5. Ball Pens	
		6. Black 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)	
		15. Cloth or Rag for removing oil or any other substance from the fingers of the elector	
		16. Rubber Band	
		17. Cello Tape	
		18. Eraser	
<b>III</b>	<b>Envelope Covers and Bags</b>	1. Cover for unused ballot paper	
		2. Cover for counter files of use ballot paper	
		3. Cover for tendered ballot paper and list of tendered votes	
		4. Cover 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 mark copies of electoral rolls	
		9. Cover for letter 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 singed but unused ballot paper	
		16. Cover for Presiding Officer's brief record	
		17. Cover for any other paper that the Returning Officer has directed to be kept in sealed packet	
		18. Cover for declaration by the Presiding Officer before	

		commencement of the poll, at the time of use of subsequent ballot boxes at the end of the poll	
		19. Polythene bag / gunny bag to contain polling materials	
<b>IV</b>	<b>Lables</b>	1. passes for polling agents	
		2. Labels for polling agents	
		3. Notice specifying polling area	
		4. List of contesting candidates	
		5. Armed bands for Polling Officers	
<b>V</b>	<b>Forms</b>	1. List of tendered votes(forms)	
		2. Forms for ballot paper accounts	
		3. Forms for companions of blind or infirm voters	
		4. List of blind or infirm voters (forms)	
		5. Forms for declaration by Presiding Officers before commencement of the poll	
<b>VI</b>	<b>Polling Booth Set Set Up</b>	1. Rubber stamps (bearing distinguish mark of polling stations)	
		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)	
		6. Material for voting compartment	
		7. Waste paper basket	
<b>VII</b>	<b>Sign Board (Per Booth)</b>	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.