

NORTHERN RAILWAY

DRM's Office,
New Delhi

No 961-E/COR/U Cell 2024/Misc S.B./P-17

Dated 25.09.2024

All Branch Officers.

Sub: - Postal Ballot System (PBS) for 'Secret Ballot Elections' (SBE-III) 2024 for recognition of Trade Unions on Indian Railways-Final Modalities, 2024.

Ref: - (i) Dy CPO/IR, Northern Railway, Headquarters Office, Baroda House, New Delhi's letter no 961-E/120/SBE-III/Ballot Paper/2024/E-Union dated 25.09.2024.
(ii) EDE/RRB & Convener, Secret Ballot Election Committee-III, Railway Board's letter no 2024/SBEC-III/Elections dated 09.09.2024.

This bears reference to the 'Final Modalities' already circulated vide this office letter of even no dated 10.09.2024 for holding Secret Ballot Election-III, 2024 for recognition of Trade Unions. In this regard, Dy CPO/IR, HQ vide letter under reference (i) above has evoked attention to Para 14.0 and 15.0 of the Final Modalities, which are reproduced below for ready reference: -

"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 annexed as Annexure VI."

In view of above, it is requested that extant instructions regarding Postal Ballot System in Final Modalities issued by Railway Board (already communicated and also available on Northern Railway's website nr.indianrailways.gov.in) may please strictly be adhered to for necessary action at your end, under intimation to Union Cell, Personnel Branch DRM's Office, New Delhi.


for Sr. Divl. Personnel Officer/C
New Delhi 25/9/24

Copy to Dy CPO/IR, Northern Railway, Headquarters Office, Baroda House, New Delhi in reference to their letter no 961-E/120/SBE-III/Ballot Paper/2024/E-Union dated 25.09.2024 for kind information

Headquarters Office,

Baroda House,

New Delhi

Date: 25/09/2024

No. 961-L-120-SBE-III Ballot Paper/2024 E-Union

Adl. Divisional Railway Managers and Presiding Officers:

LKO, MB, DLI, UMB & LZR.

CWMs and Presiding Officers: CB-LKO, AMV-LKO, JUDW & ASR

CT/S/SBE-I, JAL, CPO Const/DLI, FA & CAO/G/NDBH

CPO G/NDBH, Dy.CPO HQ-II/NDBH, CT/G/NDBH.

Sub: Postal Ballot System (PBS) for 'Secret Ballot Elections' (SBE-III) 2024 of Trade Unions on Indian Railways -Final Modalities 2024.

Ref: Para 14.0 & 15.0 (Annexure VI) of Final Modalities circulated vide Railway Board's letter no. 2024/SBEC-III/Elections dt.09.09.2024.

In connection to the instructions of Final Modalities issued by Railway Board vide letter dated 09.09.2024 mentioned as above, instructions regarding Postal Ballot System has been communicated under Para 14.0 and 15.0 which states that:-

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"

In view of above, copy of the instructions issued regarding Postal Ballot System in Final Modalities issued by Railway Board is enclosed for information and necessary action at your end.

Please ensure strict adherence to Postal Ballot System instructions as communicated by the Railway Board.

DA/ Annexure-VI
(with Part- I, II & III)

(Dinesh Singh Bisht)

Dy.CPO IR

For General Manager

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,

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 RI 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 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

25

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:
