



**BHARAT SANCHAR NIGAM LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
SR Cell, Corporate Office  
8th Floor, Bharat Sanchar Bhawan,  
Harish Chander Mathur Lane,  
Janpath, New Delhi-110 001

No. BSNL/5-1/SR/2016/Vol.II

Dated, the 17th October, 2016.

**PROCEDURE FOR CONDUCT OF MEMBERSHIP VERIFICATION / COUNTING OF VOTES FOR RECOGNITION OF MAJORITY REPRESENTATIVE ASSOCIATION OF EXECUTIVES IN BSNL (1<sup>st</sup> Membership Verification Process)**

Applications from Executives' Associations for the purpose of Membership Verification (MV) were called vide letter even no. dated 25.05.2016. To oversee the conduct of 1<sup>st</sup> MV of Executives Associations, Sh. Adhir Kumar Singhal GM (NWP-GSM) BSNL CO was appointed as Chief Returning Officer. After relaxation of eligibility conditions and in partial modification of SR letter even no. dated 25.05.2016, the revised time schedule for conduct of MV was declared vide letter of even no. dated 23.06.2016.

**SALIENT FEATURES**

**1. CANVASSING**

- i. No Association will be allowed to hold any public meeting within or outside the premises of the establishment within 24 hours preceding the commencement of polling.
- ii. No person will be allowed to canvass during working hours within the premises of the establishment of the company on the day of polling
- iii. The Associations shall not be allowed to canvass within the polling booth Compound on the day of polling.
- iv. Posters etc will be displayed at designated place only.

**2. Updating of voters list as per this office letter no.**

- i. Instructions stands issued regarding employees who have **retired / resigned**. Instructions were issued vide letter of even no. dated 31.05.2016 for keeping in abeyance all transfer orders of executives till completion of 1<sup>st</sup> verification process. Further clarification were issued vide letter of even no. dated 06.06.2016, 10.06.2016 & 01.07.2016. As far as possible the work place of the executive employees is the same as has been shown in the electoral rolls prepared by the circles, so that the concerned employees can cast their vote where their names appear in the voters lists already finalized.

- ii. Instructions already stand issued to the circles vide this office letter of even no. dated 07.06.2016, 01.08.2016 & 14.09.2016 to prepare the electoral rolls and complete the same under intimation to this office.
- iii. Following schedule for finalization of electoral rolls has already been issued vide this office letter even no. dated 12.08.2016, 31.08.2016 & 14.09.2016. -

### **3. Printing of Ballot Papers:**

- i. The Circles are to make necessary arrangements for printing of ballot papers locally taking due care of secrecy. Each ballot paper shall have a counterfoil. The counterfoil, and not the ballot paper, should be serially numbered. Sufficient number of ballot papers (say about 30% more than required) may be printed to account for contingencies of the ballot papers getting inadvertently spoiled or crumpled or torn during handling in the actual process of conduct of Membership Verification. Ballot papers shall be printed black & white.
- ii. The names of the Association on the Ballot paper should be in alphabetical order. Sample of ballot paper will be circulated shortly. Circles should get the Ballot paper printed and make available to the SSAs as per the prescribed time schedule.

### **4. Polling Booths**

- i. Total number of voters in a polling booth should normally not exceed four hundred. In case the number exceeds, the voters should be divided into two or more polling booths, as required.
- ii. The Polling booths should be so located that minimum inconvenience is caused to the voters. The booths should be able to accommodate one Presiding Officer, 1 to 3 Polling Officers, one Group D Official and one polling agent of each of the Associations participating in verification process (only BSNL employees), depending upon the number of voters, which have to vote at that particular booth. Sufficient number of tables and chairs should also be provided in the Polling Booths along with the polling material viz. sealing wax, rubber stamp with SWASTIC mark, self-inking stamp pads, stationery, ball point pens etc. It should also be ensured that indelible ink is made available to the Presiding Officer for putting a mark on the finger of the voter at the time of casting of the votes.
- iii. Based on the inputs received from the field units, the information relating to total number of polling booths and the total no. of voters in each Circle is as follows -

Sl. No.	Name of Telecom. Circle	Ballot Boxes Required	No. of Pooling Booth	No. of Votes
1	A & N	2	1	91
2	Andhra Pradesh	74	37	4478
3	Assam	20	10	832
4	Bihar	48	24	891
5	Chhattisgarh	14	7	468
6	NTR, ND	2	2	480
7	BSNL CO	3	1	927
8	Gujarat	52	26	2504
9	Haryana	18	9	1072
10	Himachal Pradesh	24	12	671
11	J&K	18	9	449
12	Jharkhand	16	08	479
13	Karnataka	70	35	3519
14	Kerala	76	38	3132
15	BRBRAITT Jabalpur	2	1	51
16	Madhya Pradesh			
17	T&D/Insp. Cir., Jabalpur			
18	TF Jabalpur & Richai	74	37	2040
19	Maharashtra			
20	TF Mumbai	90	45	4666
21	NE-I	6	3	369
22	NE-II	10	5	318
23	Orissa	38	19	1077
24	Punjab	36	18	2291
25	Rajasthan	58	29	1874
26	Chennai Tele. District	38	19	1145
27	Tamil Nadu (STR & STP)	56	28	3402
28	ALTTC GZB.	2	1	87
29	U.P.(East)	64	32	1825
30	U.P.(West)	38	19	1314
31	Uttaranchal	14	7	423
32	Kolkata Tele. Dist.	22	11	1153
33	Telecom Stores, Kolkata			
34	TF Kolkata			
35	West Bengal	36	18	1710
<b>Total</b>		<b>1023</b>	<b>511</b>	<b>43738</b>

(Any discrepancies may be brought to the notice of SR cell by return fax)

**5. Procurement of:**

**5.1 Ballot boxes -**

- i. The Election Commission is being requested to provide twice the number of ballot boxes compared to polling booths in each circle.
- ii. The Election Commission will issue necessary instructions to its Chief Electoral Officers of the States for providing ballot boxes as per our requirement, a copy of which as and when received will be conveyed to the field units. The field units are requested to make arrangements for collection of ballot boxes from Chief Electoral officers of their States two weeks before the date of polling and then arrange distribution to other units and to polling booths under their jurisdiction.
- iii. Some States have more than one circle. In such cases, normally the territorial Circle at the HQ of Chief Election Officer of the state should coordinate the requirements of all the circles/units in the State. It is also likely that the required number of ballot boxes may not be available with one Electoral Officer. In such circumstances, help of the adjoining Electoral Officer may be obtained to meet our requirements. It is learnt from the Election Commission that the Chief Electoral Officers would be in a position to supply our requirements at the district headquarters itself. The Liaison Officer appointed in the Circle for the purpose may approach the concerned Chief Electoral Officer indicating the requirements. Before accepting the ballot boxes, it may be ensured that these are in good working condition.

**5.2 Paper Seals -**

- i. Maharashtra Circle is authorized to procure Paper seals twice the number of ballot boxes from the Nasik Govt. Press as has been done in the case of non-executives' membership verifications. The CGMs can either have the paper seals collected from GM, Nasik or alternatively request him to send the paper seals by Insured Post, if they so desire, and indicate the name and particulars of the officer to whom the letter along with paper seals need to be sent so that the concerned officer only opens the post carrying the seals. However, if we are not able to get supply of Paper Seals from Nasik Govt. Press or in case the paper seals fall short of the requisite quantity due to any reason whatsoever, then the Heads of Circle can get it made locally using a thick paper (chart paper) after ascertaining the size from the local office of the Election Commission. The paper seal is to be signed by the Presiding Officer, one of the polling officers and polling agents (not more than one from an Association) before closing the ballot box for election.
- ii. The concerned officer/staff may also remain in contact with the Electoral Officer and get themselves fully conversant about the procedure of opening/sealing the ballot boxes etc. Suitable training will have to be organized (in consultation with Election Commission Office) for the staff deputed on election duty in regard to proper opening and closing of the ballot box, sealing of ballot box after putting paper seal.

### 5.3 Procurement of indelible ink:

During the last membership verification of non-executives, indelible ink was procured from M/s. Mysore Paints and Varnish Limited (A Government of Karnataka Undertaking), New Bannimantap Extension P.O. Mysore-570015. Indelible ink is available in 5 cc and 10 cc bottles & a bottle of 5 cc may suffice for 300-400 voters whereas bottle of 10 cc would be adequate for 700-1000 voters. The CGMs are advised to take timely necessary action for the procurement of the same. The details of contact person of M/s. Mysore Paints and Varnish Limited are

Mr. Ashwat Appanna,  
Marketing Manager: Mob.9900557595  
Direct : 0821-2497468  
FAX 91-821-2499466  
EPBX 0821-2493831, 2497469, 2492396

### 5.4. Procurement of other Articles required in the polling:

The CGMs will arrange for timely procurement of other articles locally such as thread and needle (for stitching), stationery, ball point pens, scales, wax seal, sutli, self inking stamp pads, cloth for closing ballot box (dasuti bag) etc. including SWASTIC stamps required for the polling as was done during the non-executives verification processes.

## 6. Polling Hours

- i. The Polling hours should normally be from **9.00 A.M to 5.00 P.M** except in West Bengal and North Eastern Circles where these timings may be revised suitably to suit the local conditions, with the prior permission of the Head of the Circles. These timings may also be revised in difficult areas in other circles with the prior approval of Head of Circle. **However, it may be ensured that polling should be for precisely eight hours duration.**
- ii. Only the voters who are standing in queues at the appointed hour (closing hours) should, however, be permitted to cast their votes, and issued ballot papers, even after expiry of the prescribed Polling time.
- iii. Adequate security arrangements at the Polling booths, transportation of ballot boxes from the Polling booths to the SSA HQs., safety of ballot boxes in the SSA HQs and at the counting centers may be made. In case any problem or disturbance or unruly behavior is anticipated at any time in connection with the conduct of verification process, adequate steps should be taken before hand to guard against such eventualities.
- iv. Only authorized officers/officials with valid passes issued by the SSA Heads in advance should be permitted to enter the Polling booths.
- v. Suitable remuneration for duty in connection with the polling /counting would be paid to the staff so deployed, for which separate instructions shall issue separately.

## 7. Distribution of Ballot Papers & Casting of Ballots

- i. The number of ballot papers distributed for each polling booth should be marginally more than the number of voters in that polling booth to provide for contingencies viz. inadvertent mutilation, crumpling, spoiling etc.
- ii. Proper record of unused / mutilated ballot papers shall be kept by the Presiding officer and handed over to the In-charge of Counting in the SSA, under receipt in a sealed cover along with other documents. Necessary entry regarding the total number of unused / mutilated ballot papers shall also be made in the document enclosed as Annexure II of the procedure.
- iii. Ballot papers are to be signed by the Presiding officer at the back before issue.
- iv. On entry into the Polling booth, the first Polling Officer will check the voter's identity card (in case identity card is not available for any reason, authority from minimum SDE or equivalent level officer duly signed under official stamp) and tally relevant details with those available with him in the Electoral Rolls. If the name and other relevant particulars given by the voter tally with those available in the Electoral Rolls, he will make a tick mark against the relevant entry in the Electoral Rolls and ask him to go to the second Polling Officer who will put a mark on his left hand forefinger (or left hand thumb in case forefinger is missing) with the indelible ink and advise him to go to the third Polling Officer for issue of a ballot paper. [In case municipality/assembly elections in some States have recently taken place or likely to take place in the immediate near future, in that case in order to distinguish between the two, the indelible ink mark shall be put on the middle finger of left hand (or thumb of left hand in case middle finger is missing), irrespective of the fact whether the employee has voted in the municipality / assembly elections and a mark is already there on his forefinger or not. The concerned CGM shall issue suitable instructions in this regard]. The third Polling Officer would take signatures of the voter on the counterfoil of the ballot paper and issue the ballot paper. He would also guide the voter about folding of the ballot paper and tell him to cast his vote in the ballot box placed on a table in front of the Presiding Officer. The voter after suitably indicating his preference on the ballot paper in favour of the Association towards which he wants to cast his vote shall put a mark by means of a rubber stamp with a SWASTIC mark thereon and put his ballot paper in the Ballot Box.
- v. After sufficient number of votes have been cast and put in the ballot box, the Group D Employee on duty would push the ballot papers coming out, if any, with a scale, from time to time, and see that these do not come out and also do not get torn in the process. If necessary, the Presiding Officer would arrange placement of second ballot box, if it is found that no more ballot papers could be put in the first ballot box.
- vi. If a ballot paper is mutilated or crumpled or gets otherwise inadvertently spoiled, a fresh ballot paper may be issued to the voter. At the end of the polling, the Presiding Officer will prepare proper accounts giving details of all the ballot papers received and utilized during the polling and hand over the same to the designated authority at SSA HQrs along with the ballot box (es).
- vii. After the ballot box is full and more ballot papers can't be put therein or it is otherwise difficult to put the ballot papers in the box, it will be sealed by the Presiding Officer with the paper seal & put his signature thereon and also obtain the signatures of one of the Polling Officers and the available polling agents. After the polling is over, each sealed ballot box is to be wrapped in a stitched white cloth and sealed with a WAX seal again. Ballot boxes are to be sealed and signed by Presiding Officer, One Polling Officer and Polling agents.

viii At the time of completion of the voting, after all the voters present at the appointed time (closing time) have cast their votes & the polling is over, each sealed ballot box is to be wrapped in a stitched white cloth and sealed with a WAX seal. The sealed Ballot boxes are to be signed by Presiding Officer, One Polling Officer and Polling agents & will be taken by the Presiding Officer and his team to the Head Quarter of the SSA and handed over to the designated officers (not below the Rank of STS) under dated acquaintance along with the time of handing over of the ballot boxes preferably on the same day and if not possible due to some exceptional and unforeseen circumstances latest by the next day (only relaxable with the approval of Head of the Circle).

ix. **Casting of Votes by Staff on Polling Duty**

The staff on polling duty may exercise their vote at the polling booths where they are put on duty. They may, however, do so immediately before commencement of polling. The indelible ink mark, relevant entries etc. will be done by the Presiding Officer in such cases. As far as possible the staff deployed shall have their voting on the same polling booth. If it is unavoidable they will be given postal ballot.

x. **Casting of Votes in Difficult Areas identified by CGMs**

In difficult/remote areas, the circles may make transport arrangements, if possible, to enable the voters to cast their votes.

xi. **Casting of Votes by Postal Ballot**

The executives (Voters) on training / deputation can cast their votes through postal ballots in their parent SSA / circle where their names are listed in the voters list. Further few executives posted in the difficult areas of A&N, Assam, HP, NE-I, NE-II, J&K Circles and Lakshadweep SSA, who cannot cast their votes in person, can also cast their votes through postal ballots. The list of those executives posted in difficult areas of above circles will be approved by the concerned CGMs/SSA Heads. To avoid travelling long distances, executive working beyond 20 kms from the polling booth (or less at the discretion of SSA heads) can opt for postal ballot with a permission of SSA heads. However, the executives on leave of any kind (except those on maternity leave, who will be provided postal ballot facility) cannot be permitted to cast their votes through Postal ballot.

The ballots to these executives will be sent by registered post by name in a cover by the Asstt. Returning officer of the SSA latest by 20 days prior to the Polling date. A self addressed (Asstt. Returning Officer by name) stamped envelope will also be enclosed along with the ballot paper. This pre-stamped envelope should superscribe "Association Membership Verification- 2016, to be opened only by the addressee" The concerned employee will put a CROSS with a pen against the name of the Association and then fold the ballot. This ballot will be put in the enclosed stamped envelope and posted by the concerned employee. On the day of counting, the Asstt Returning Officer will open all the ballots received through posts in front of all present in the counting and will be

mixed with the other ballots for counting. The envelope will also be the record of verification.

**8. Instructions regarding Counting of Votes**

- i. There should be separate teams for conduct of voting and counting of votes.
- ii. All the ballot boxes, duly sealed, should reach the counting center of the SSA on the same day and if not possible due to some exceptional and unforeseen circumstances latest by the next day of polling (relaxable only with the approval of Head of the circle). The sealed ballot boxes should be delivered by the Presiding Officers, to the officer-in-charge (an STS level officer) entrusted with the job of counting, under receipt. The Head of the SSA will regularly monitor the timely and safe transportation of ballot boxes to the place of counting in order to ensure that there is no undue delay. In case due to any unforeseen situation, the ballot boxes from any polling booth do not reach the place of counting by 5 P.M. of the next day of polling, the matter should be brought to the notice of this office with detailed reasons by fax.
- iii. After the sealed ballot boxes are received at the SSA HQs, the designated officer will open these in the presence of representatives of the Association(s) and Assistant Returning Officer on the 2<sup>nd</sup> day after the polling day and mix them thoroughly before counting. These would then be counted by the designated team of officers headed by the ARO and under the supervision of SSA Heads. The votes polled by each participating Association in the SSA would then be compiled, totaled and figures immediately faxed to the Returning Officer of the Circle concerned by name by the Assistant Returning officer after obtaining the signature of the SSA Head, Assistant Returning officer and one representative each of the participating Associations available there in the Performa as per Annexure-I. The counting of votes will start from 9.00 AM and will be completed as soon as possible, and latest by 1500 hrs.
- iv. After the results of the counting of votes are received by the Returning Officer of the Circle concerned from all the SSA HQs., these would be compiled and totaled at the HQs. of the Circle Office under the supervision of Returning Officer, BSNL and faxed to the Chief Returning Officer, BSNL HQs, New Delhi (duly signed by the Returning Officer BSNL and representatives from the participating Associations (one from each Association present there), in the Performa attached as Annexure-II by 1700 hrs. for appropriate action for announcing the results of the membership verification and announcing the majority recognized Association.
- v. The counting will be done in the presence of the representatives of the participating Associations (only BSNL employees), one from each Association.

**9. Duties of Presiding Officers:**

- i. Superintendence and conduct of free, unbiased, smooth and peaceful election.
- ii. Allocation of work among various Polling officers.
- iii. To ensure that there is no discrimination with any Association or favouritism towards any one.
- iv. In case of any difficulty, seek instructions/ guidance from the Assistant Returning Officer / Returning officer.



v. To keep a proper account of all ballot papers.


**10. Duties of Polling Officers :**

- i. To abide by the instructions and follow the guidance given by the Presiding Officer.
- ii. To check the identity cards of the voters.
- iii. To make a mark by indelible ink on the left hand first finger (or left hand thumb in case first finger is missing) of voters, at the time of issue of ballot papers.

**11. Security arrangements:**

The CGMs may make necessary security arrangements for peaceful conduct of elections and security of ballot boxes including help from local police authorities. In this connection, the Circles shall be kept informed of the request made to the State DGs Police / Police Commissioners of Association Territories by the CMD, BSNL.

**Note :** Above Procedure is also available at SR Cell's  
BSNL C.O. Intranet site

  
(A.K. Sinha)  
DGM (SR), BSNL C.O.

**Encl. : As above**

**To**

1. All CGMs BSNL - With a request to give wide publicity to this document & make available copies to All SSA heads under their control.
2. GMs - (Pers.)/(Admn.), BSNL C.O.
3. General Secretaries of all the 10 eligible Participating Associations

**Copy for Information to -**

1. Sr. PPS to CMD, BSNL
2. All Directors, BSNL Board.
3. Chief Returning Officer - GM (NWP-GSM), BSNL C.O.

Performa for compiling polling data

Name of the Circle:

Name of the SSA:

Total Number of Voters:

Serial Numbers of the Ballot Papers issued to SSA:

Total Number of Ballot Papers:

Total Number of Votes Polled:

Total Number of Valid Votes:

Total Number of Invalid Votes:

Total Number of unused Ballot papers.

Total Number of spoiled/mutilated/crumpled ballot papers.

S.N.	Name of the Association	Number of Votes Polled

Performa with regard to votes polled

Name of the Circle:

Total Numbers of Voters:

Total Number of Votes Polled:

S.N.	Name of the Association	Number of Votes Polled

ChecklistProgress of issues related to verification of majority Association.

Name of the circle	Updating of Voters List	Printing of Ballot papers	Procurement of					Identifica- tion of staff	Security Arrange ments
			Ballot boxes	Paper seals	Indeli- ble Ink	SWASTIK Stamp and other articles of stationery etc.	Dasuti Bag		