



C5

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

File No. BSNL/5-1/SR/2018

Dated 12th June, 2019

To

1. All CGMs, BSNL
2. PGM (Pers.)/Sr. GM (Estt.)/PGM (Admn), BSNL C.O.

Sub: Conduct of 8th membership verification to elect majority representative Union(s) of Non-Executive employees in BSNL – Electoral Roll & Polling booths..

Sir,

It is mentioned that the process of 8th membership verification for electing majority representative Union(s) of non-executive employees in BSNL has already been started. Following letters have been issued by this office so far:

1	No. BSNL/5-1/SR/2018 dated 28.05.2019	(i)	– Appointment of Smt Samita Luthra, GM (Rectt) ,BSNL C.O.	(C1)
2	No BSNL/5-1/SR/2018 dated 28.05.2019	(ii)	– Formation of Core Group	(C2)
3	Letter no. BSNL/5-1/SR/2018 dated 03.06.2019	(i)	– Notification for MV	(C3)
4	Letter no. BSNL/5-1/SR/2018 dated 03.06.2019	(ii)	– Instructions regarding non transfer of non executives during MV	(C4)

Letters issued so far may be marked as C1,C2,C3,C4 as shown above for the purpose of continuity.

2. The tentative time schedule for the next Membership Verification (MV) is detailed below:

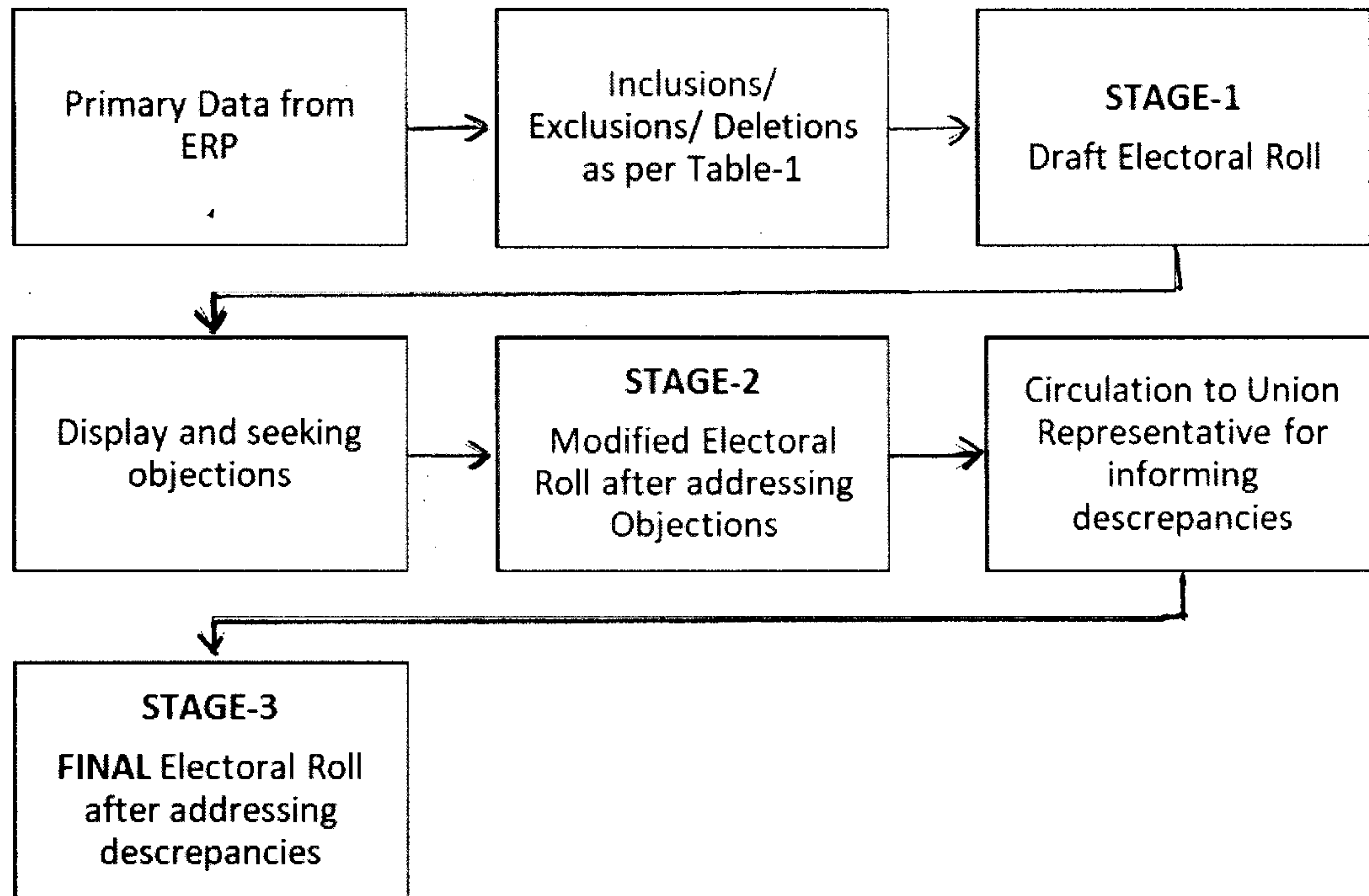
Sl. No.	Event	Date
1.	Last date and time of receipt of applications from Unions in SR Cell	16:00hrs 01.07.2019(Monday)
2.	Last date of withdrawal of application	18.07.2019 (Thursday)
3.	Date of Polling	16.09.2019 (Monday)
4.	Counting of Votes	18.09.2019(Wednesday)
5.	Declaration of Result	18.09.2019 (Wednesday)

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3. The process of MV starts with the preparation of Electoral Rolls and deciding no of Polling Booths as follows:

(A) Electoral Rolls:

It is a three stage process as follows:



i) **Stage-1 - Draft electoral roll-** The primary data may be taken from the ERP and processed for its correctness. The draft electoral rolls may be prepared immediately in the pro-forma enclosed at Annexure-I with inclusions and exclusions as per Table-1 by the concerned authority (e.g. GM HR /DGM HR). R.O. and A.R.O. will monitor the completion of all activities of electoral roll preparation as per the time schedule. The draft electoral rolls shall be displayed by 19.07.2019 and its copy shall be provided to the representatives of the participating Unions at SSA/Unit hqrs. level for submission of their objections, if any, latest by 24.07.2019.

The Circle Secretaries will communicate SSA/Unit level representatives to concerned SSA and General Secretary will communicate the Circle representatives to concerned Circle by 15.07.2019

In case no communication is received by the stipulated date, it will be presumed that the Union does not have any objection on the draft electoral rolls provided to them.

Table -1

Inclusions in the Electoral Roll –	
Employees in the following situations shall be included in the Electoral Roll .	
1	Employees under suspension
2	Deputationists shall be included in Electoral Roll of their parent place of posting . Parent circles will ensure dispatch of postal ballot to outstation deputationists well in time.
3.	Employees holding Non-Executive post on substantive basis, but temporarily promoted to Executive grade on local officiating basis
4.	Employees who exercised their option for absorption in BSNL but PO have not been issued so far and if their names were included in the electoral roll of previous MV.
5.	Employees facing disciplinary proceedings or undergoing punishment (except in case of imposition of penalty of dismissal/ compulsory retirement etc) and who have opted for absorption in BSNL

Exclusions from the Electoral Roll –	
1	Employees retiring on superannuation up to 31.08.2019
2.	Employees taking voluntary retirement up to 15.09.2019
3.	Employee retiring due to any reason or resign from service before polling date.

ii) Stage-2 – Modified electoral roll- The concerned HR section shall prepare modified electoral roll, after addressing the objections received from the unions, if any, by 29.07.2019. The SSAs/Units shall provide a copy of the modified electoral roll to the Union representatives and advise them to peruse the electoral roll and inform discrepancy, if any, by 03.08.2019.

iii) Stage -3 – Final electoral roll- In case any discrepancy is reported, the same shall be suitably addressed and final Electoral Roll shall be prepared by 05.08.2019. The SSAs/Units shall display the final Electoral Roll by 08.08.2019 and circles will communicate a list indicating the final number of voters with SSA-wise break-up to this office. Any objection arising out of foreseeable events shall not be entertained after this stage. ROs will collect the completion report from AROs in respect of all three stages and will send compiled report to CRO by 12.08.2019.

Note - After display of final Electoral Roll i.e. 08.08.2019, non-executives acquiring the status of an executive on or before the date of polling i.e. 16.09.2019 shall not be allowed to cast their votes since the MV is for Unions of Non-Executives. While communicating the final results, names of all such employees as mentioned above are to be excluded.

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B. Polling Booths:

i) The number of polling booths in a SSA may be decided by the Head of SSA in consultation with Circle office keeping in mind the following points:

- a) The total number of voters in a polling booth should not exceed normally one thousand. In case it exceeds, two or more polling booths, as required may be planned.
- b) The Polling booths should be so located that minimum inconvenience is caused to the voters. The Polling booths should be spacious to accommodate one Presiding Officer, 1 to 3 Polling Officers, one Group D employee and one polling agent of each unions participating in verification process (only BSNL employees), depending upon the number of voters who vote at that particular booth. Polling Booths should have sufficient space for necessary arrangements for voting cabin and tables and chairs etc.

ii) The information of polling booths may be prepared in the proforma at Annexure-II .

iii) The field units shall communicate compiled information i.e. the number of polling booths and number of voters in the Circle to SR Cell Corporate Office by 16.08.2019 so that the Election Commission could be contacted timely for supply of ballot boxes.

4. The events and dates related with preparation of electoral roll and planning of polling booths are as follows:

a.	Intimation of Union representatives to concerned Circle/SSA	15.07.2019
b.	Display of Draft electoral roll	19.07.2019
c.	intimation of objections, if any, by participating Unions	24.07.2019
d.	Communication of modified electoral roll by Circles to Unions	29.07.2019
e.	Intimation of discrepancy, if any, by Unions	03.08.2019.
f.	Display of final Electoral Roll	08.08.2019
g.	Communication of compiled report by ROs to CRO	12.08.2019
h.	Submission of no of polling booths and no of Voters By Circles to SR Cell	16.08.2019


(B. L. KIRAR)

Dy.General Manager (SR)

Copy to

1. PPS to Director(HR)
2. CRO of 8th Membership Verification
3. Members of Core Group Corporate Office
4. General Secretaries of all Applicant Unions.

ANNEXURE-I

(Annexure to Letter No. BSNL/5-1/SR/2018 Dated 12th June, 2019)

FORMAT FOR ELECTORAL ROLL

S.No.	Name	Designation	HRMS No	Father's/ Husband's Name	Male/ Female	Deptt./Section

ANNEXURE-II

FORMAT FOR NO OF POLLING BOOTH

S.No.	Name of SSA	No of Voters	No. of Polling Booths
	Total		