



BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA
ENTERPRISE)
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No. BSNL/ 5-1 /SR/2018

Dated, the 30th August, 2019

PROCEDURE

For Conducting Membership Verification For Recognition of Majority
Representative(s) Union of Non-Executive Employees In BSNL
(8th Membership Verification Process)

Following salient features have been covered in the Procedure:

1. Canvassing
2. Polling Booths
 - Number Of Voters per Booth
 - Location
 - Team
 - Constitution of Polling Team
 - Polling Agents of Unions
 - Space
 - Furniture
 - Other Miscellaneous Polling material
3. Polling Hours
4. Distribution of Ballot Papers & Casting of Ballots, Transportation of Ballot Boxes after casting of Votes
5. Counting of Votes
6. Appointment of Officers for supervision of Verification Process
 - Returning officer / Assistant Returning officer
 - Polling Team
 - Counting teams
 - Polling Agents
 - Observers
7. Duties of Presiding Officers
8. Duties of Polling Officers
9. Duties of Observers from Ministry of Labour / BSNL
10. Disposal of election papers
11. Security arrangements
12. Other Important Guidelines: - Meetings with the Circle/Distt Secretaries of the participating unions, check list, calendar of date of activities etc.

Prior to this procedure various letters issued by SR marked as C1 to C27 shall also be referred which are available on BSNL intranet. (Annexure - V)

1. CANVASSING

- 1.1 Silence period will start 48 hours before polling time and will end after polling ends. During silence period, no active campaigning by the representatives of Unions shall be done. No union will be allowed to hold any public meeting within or outside the premises of the establishment. This is with a view to giving voters a peaceful time to consider and make a final decision on their vote.
- 1.2 No person/official of the union will be allowed to canvass during working hours within the premises of the establishment of the company.
- 1.3 The participating Unions should do no canvassing for votes within the polling booth compound.

2. Polling Booths

- 2.1 **Number Of Voters per Booth** - Total number of voters in a polling booth should normally not exceed one thousand. In case the number does exceed, the voters should be divided into two or more polling booths, as required.
- 2.2 **Location** -The Polling booths should be so located that minimum inconvenience is caused to the voters.

2.3 Team –

2.3.1 Polling Team-

- a) Presiding Officer- Preferably of the rank of SDEs or equivalent / JTOs wherever SDEs are not available -One
- b) Polling Officer – Preferably JTO junior to Presiding Officer. (As per Table below)
- c) Group 'D' staff – One

No of Polling Officer will increase in bigger Polling booth as follows:

number of voters	No of Polling Officer
less than or equal to 100	1
>100 but upto 500	2
More than 500	3

- 2.3.2 **Polling Agents of Unions** - District Secretaries / Circle Secretaries / All India General Secretary may nominate one polling agent and one Relief agent (only BSNL staff) for each polling station by 05.09.2019 to the SSA/Circle Heads. The polling agents should be BSNL employees only and not outsiders.

2.4 Space -The booths should be able to accommodate the official side polling teams as per para 2.3.1 and one polling agent as per para 2.3.2 of each of the unions participating in verification process (only BSNL employees), which have to vote at that particular booth.

2.5 Furniture -Sufficient number of tables and chairs should also be provided.

2.6 Miscellaneous Polling material-

- a) Sealing wax,
- b) Rubber stamp with SWASTIC mark,
- c) Self- inking stamp pads,
- d) Stationery,
- e) Ball point pens etc. scales,
- f) Indelible ink.
- g) Thread and needle (for stitching),
- h) Wax seal,
- i) Sutli,
- j) Self inking stamp pads,
- k) Cloth for closing ballot box (dasuti bag)

2.7 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.	Circle	No. of Voters	No. of Polling Booths
1	Andman & Nicobar	119	2
2	Andhara Pradesh	6944	99
3	Assam	2674	46
4	Bihar	3584	40
5	Chhatishgarh	883	24
6	Gujrat	8942	100
7	Himachal Pradesh	1901	31
8	Haryana	2377	20
9	J&K	1151	35
10	Jharkhand	1560	34

11	Karnataka	8117	176
12	Kerala	6487	114
13	MP	4850	111
14	Maharashtra(+Goa State)	10973	153
15	NE-I	1115	23
16	NE-II	1033	33
17	NTR, New Delhi	575	3
18	Odisha	1955	73
19	Punjab	3955	46
20	Rajasthan	5185	129
21	Tamil Nadu	7682	85
22	UP (East)	5891	59
23	UP (West)	3714	62
24	Uttarakhand	1057	27
25	West Bengal	3193	46
26	Chennai Telephones	4009	45
27	Calcutta TD	3252	23
28	ALTTC	46	1
29	BRBRAITT, Jabalpur	53	1
30	Corporate Office	348	1
31	QA & Insp, Jabalpur	35	1
32	Telecom.Factory, Jabalpur	287	4
33	Telecom. Factory Kolkata	373	3
34	Telecom. Factory Mumbai	306	1
35	Telecom. Stores, Kolkata	86	1
36	Telangana	6265	60
	Grand Total	110977	1712

3. Polling Hours

3.1 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.**

3.2 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.

3.3 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.

3.4 Only authorized officers/officials with valid passes issued by the SSA Heads in advance should be permitted to enter the Polling booths.

3.5 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.

4. Distribution of Ballot Papers & Casting of Ballots

4.1 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.

4.2 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.

4.3 Ballot papers are to be signed by the Presiding officer at the back before issue.

4.4 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 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 union 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.

- 4.5 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.
- 4.6 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).
- 4.7 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.
- 4.8 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).

4.9 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.

4.10 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.

4.11 Transportation of Ballot Boxes after casting of Votes -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.**

5. Counting of Votes: There should be separate teams for conducting voting and counting of votes.

5.1 Counting teams -

5.1.1 Officer In-charge of counting team - DE or equivalent.

5.1.2 Members of counting team (3-5 as the case may be) – SDEs/JTOs or equivalent.

5.1.3 Note: Officials / Officers of impeccable integrity only should be deputed in connection with the verification process.

5.2 After the sealed ballot boxes are received at the SSA HQs, the designated officer will open them in the presence of representatives of the union(s), Assistant Returning

Officer and Observer from the Ministry of Labour/BSNL on the fixed date i.e. 2nd day after the polling day and mix them thoroughly before counting.

- 5.3** 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 union 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 Observer from the Ministry of Labour/BSNL, Assistant Returning officer and one representative each of the participating unions 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.
- 5.4** 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, Observer from the Ministry of Labour/BSNL and faxed to the Chief Returning Officer, BSNL HQs, New Delhi (duly signed by the Returning Officer, Observer from the Ministry of Labour/BSNL and representatives from the participating unions (one from each union 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 union.
- 5.5** The counting will be done in the presence of the polling agents i.e. representatives of the participating unions (only BSNL employees), one from each union.
- 6. Appointment of Officers for supervision of Verification Process:**
- 6.1 Returning officer** in Circle and **Assistant Returning officer** in SSA (Circular-6 dated 17.06.2019) -to oversee the conduct of membership verification and ensure its peaceful, unbiased and transparent manner
- 6.2 Polling Team** - Presiding Officer, Polling Officers with supporting staff as per para 2.3.1
- 6.3 Counting teams** as per para 5.1 -One DE level Officer with other Members of counting team (3-5 as the case may be) – SDEs/JTOs or equivalent.
- 6.4 Polling Agents** as per para 2.3.2 one polling agent and one Relief agent (only BSNL staff) – nominated by Unions.
- 6.5 Observers:** (As per circular C 27 dated 30.09.2019)- As far as possible, efforts will be made to post the observers of Labour Ministry in larger SSAs and Circle HQs. In the remaining SSAs, BSNL officers will be deputed to function as Observers by the

respective CGMs (SDEs or equivalent or above preferably of STS rank) as was done in the past and intimate the same to this office.

6.6 The CGMs may take necessary action for appointment of the officers/ staff like Returning officer/ Asstt. Returning officers, Polling teams, Counting teams, Observers in the SSAs etc. required for election duty and counting and compilation of results as per the election procedure circulated by SR Cell, BSNL C.O.

6.7 It is re-iterated that only officers/staff of impeccable integrity are put on election duty. The names and telephone/ FAX numbers of Returning Officer appointed in the circle, may be intimated to SR Cell of BSNL HQrs. as well as to the CRO.

7. Duties of Presiding Officers:

7.1 Superintendence and conduct of free, unbiased, smooth and peaceful election.

7.2 Allocation of work among various Polling officers/staff.

7.3 To ensure that there is no discrimination with any union or favouritism towards any one.

7.4 In case of any difficulty, seek instructions/guidance from the Assistant Returning Officer / Returning officer.

7.5 To keep a proper account of all ballot papers and further handling of election record as per the procedure.

8. Duties of Polling Officers :

8.1 To abide by the instructions and follow the guidance given by the Presiding Officer.

8.2 To check the identity cards of the voters.

8.3 To check the voter's identity card (in case identity card is not available for any reason, authority from 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 Roll.

8.4 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.

8.5 To take signatures of the voter on the counterfoil of the ballot paper and issue the ballot paper.

8.6 To 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.

9 Duties of Observers from Ministry of Labour / BSNL:

9.1 To oversee the conduct of membership verification (including counting and declaration of results) and attend to disputes arising, if any and give the report.

10. Disposal of election papers

10.1 The unused ballot papers with counterfoils deposited by the respective Presiding officers in sealed covers to the In-charge of counting, shall be preserved at SSA headquarters / Circle HQrs (as the case may be) for a period of six months after declaration of the election results & then destroyed.

10.2 The stock of undistributed ballot papers, cancelled ballot papers with Circle / SSA shall be preserved for a period of six months after declaration of the election results and then destroyed.

10.3 The used ballot papers and counterfoils of used ballot papers whether valid, tendered or rejected, electoral rolls, should be preserved for a period of one year, subject to the provisions of sub-para (v) below, after declaration of the election results and then destroyed.

10.4 The paper should be destroyed through shredding and if shredder is not available, then by burning, in the presence of any one of these officers, viz. Returning officer or Assistant Returning officer or Presiding officer nominated for this election process. In case, it so happens that all of these nominated officers have since been transferred or retired, then the destroying process may be carried out in the presence of an officer of minimum of D.E. or equivalent rank. The officer in whose presence the surplus and waste ballot papers are destroyed shall prepare a certificate giving details of papers, which have been destroyed in his presence.

10.5 In case, an election petition or any other matter in respect of this election is filed and pending adjudication by a Court, the papers relating thereto as mentioned above should not be destroyed until the expiry of three months from the date of disposal of such petition or matter finally.

11. Security arrangements:

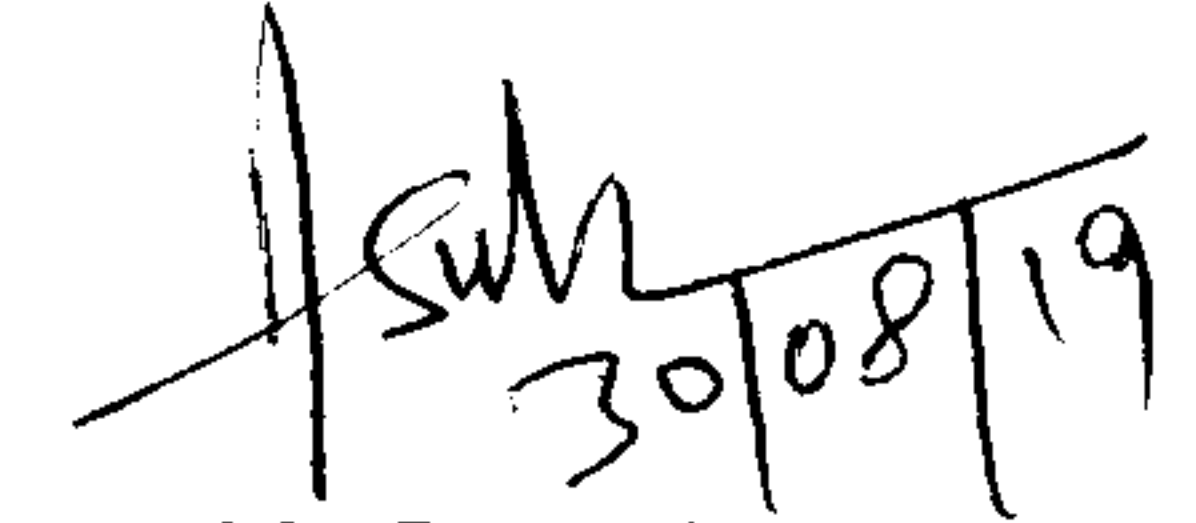
The CGMs may make necessary security arrangements for peaceful conduct of elections and security of ballot boxes including help from local police authorities. In this connection, the Circles shall be kept informed of the request made to the State DGs Police / Police Commissioners of Union Territories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

12. Other Important Guidelines:

12.1 The CGMs will hold meetings with the Circle Secretaries of the participating unions in connection with the conduct of membership verification so as to facilitate

its smooth conduct. Afterwards, the SSA heads will hold similar meetings with the District Secretaries of the participating unions.

- 12.2** A check list & calendar of date of activities is enclosed at Annexure III & IV for guidance. It may be noted that the dates mentioned against the various activities are the last date by which these activities are to be completed. These dates may be modified suitably to suit the local conditions. However, the CGMs should personally monitor these aspects to avoid any problem at the last moment.
- 12.3** The employees may be granted half a day leave for casting the vote and Polling agents nominated by the Unions may be granted full day's leave on the days of voting as well as counting.
- 12.4** The use of telephone - mobile, land-line or any other form of communication shall not be permitted in the rooms where polling / counting of votes takes place by any official on duty, viz. the Assistant Returning Officers, Presiding Officers, Polling Officers, Counting teams, Polling agents etc., except Observers. Use of telephones by Observers is permitted.
- 12.5** The names of employees under suspension may be included in the voters' lists and made eligible to cast their votes in the membership verification.
- 12.6** No TA/DA /Conveyance Allowance is to be paid to the employees for going to Polling Station for casting their votes.


(A.M. Gupta)

GM (SR), BSNL C.O.

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. PGMs - (Pers.)/(Admn.), BSNL C.O.
3. General Secretaries of all the 18 eligible Participating Unions

Copy for Information to –

1. Sr. PPS to CMD, BSNL
2. All Directors, BSNL Board.
3. CLC(C), Ministry of Labour, Shram Shakti Bhawan, New Delhi.
4. Chief Returning Officer - GM (Rectt.), BSNL C.O.

Annexure-I

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 Union	Number of Votes Polled

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Annexure-II

Performa with regard to votes polled

Name of the Circle:

Total Numbers of Voters:

Total Number of Votes Polled:

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

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Progress of issues related to verification of majority union.

Name of the circle	Updating of Voters List	Print- ing of Ballot papers	Procurement of					Identifica- tion of staff for 8 th MV duty	Security Arrange ments
			Ballot boxes	Paper seals	Indeli- ble Ink	SWASTIC Stamp and other articles of stationery etc.	Dasuti Bag		

Annexure-IV

Calendar giving targets for completing the various activities

S.No.	Activities	Last Date for completion
1.	Nomination of one polling agent and one Relief agent (only BSNL working staff) for each polling station by District Secretaries/ Circle Secretaries/All India General Secretary of the participating unions to the SSA/Circle Heads.	05.09.2019
2.	Briefing to Circle Secretaries of all the participating unions regarding various Do's& Don'ts, polling procedures by CGMs.	09.09.2019
3.	Nomination of staff for election duties i.e. Observers, Presiding & polling officers etc. by SSA / Circle Head	09.09.2019
4.	Procurement of polling material such as paper seal, sealing wax, Rubber stamp of SWASTIC mark, self-inking stamp pad, pad - ink, stationery, ball point pens, wooden/steel scales, white cloth (Dasuti Bag), thread, needle, sutli etc. by the SSAs.	09.09.2019
5.	Procurement of ballot boxes by the SSAs from Circles	09.09.2019
6.	Briefing to District Secretaries of all the unions regarding various Dos and Don'ts and polling procedure etc. by the SSA Heads	09.09.2019
7.	Making packet of polling material polling booth-wise by the SSA	09.09.2019
8.	Briefing regarding polling procedures etc. to all the polling teams by the SSA Heads.	11.09.2019
9.	Handing over of packet of polling material to the Presiding Officer by the SSA.	13.09.2019
10.	Movement of entire polling team along with polling material to the respective polling stations	13.09.2019
11.	Date of Election/Polling	16.09.2019
12.	Transportation of ballot boxes to the counting centers	16.06.2019
13.	Counting of votes	18.09.2019
14.	Sending of compiled results by the Asstt. Returning Officer of the SSA to the circle office by Fax.	18.09.2019 (by 1500 hrs.)
15.	Sending of compiled results by the Returning Officer of the Circle to the Chief Returning Officer BSNL HQs by Fax.	18.09.2019 (by 17:30 hrs.)

LIST OF CIRCULARS BY SR CELL**Annexure- V**

Circular Number	Date of Issue	Subject
C1	28.05.2019	Appointment of CRO- Smt. Samita Luthra, GM(Rectt.)
C2	28.05.2019	Constitution of Core Group
C3	03.06.2019	Calling Applications from Unions to participate in 8-MV
C4	03.06.2019	No Transfer of Non-Executives Employees (Order)
C5	12.06.2019	Electoral Roll & Polling Booth
C6	17.06.2019	Appointment of RO & ARO
C7	21.06.2019	Advisory against formation of alliance in 8-MV
C8	21.06.2019	Extension of Trade Union facilities
C9	22.06.2019	Information regarding appointment of R.Os
C10	02.07.2019	No to resort any type of Agitation activities during MV
C11	09.07.2019	Agitation program by Unions during 8-MV
C12	09.07.2019	Eligible Unions list for 8-MV
C13	11.07.2019	Circulation of Schedule of 8-MV
C14	12.07.2019	Corrigendum (Withdrawal of Application)
C15	12.07.2019	No Transfer of Non-Executives Employees (Order)
C16	26.07.2019	Final list of Eligible Unions
C17	13.08.2019	Preparation of Voter List
C18	13.08.2019	Inclusion of deputationist
C19	13.08.2019	Preparation of Voter List- clarification
C20	16.08.2019	Appointment of Observers (CLC)
C21	23.08.2019	Finalization of ballot paper including election symbol
C22	26.08.2019	Canvassing and prevention from defacing of building/premises -order
C23	28.08.2019	Procedure for postal ballot
C24	29.08.2019	Ballot Paper
C25	29.08.2019	Procurement of ballot boxes, paper seals and indelible ink
C26	29.08.2019	Estimate and allotment of fund
C27	30.08.2019	Appointment of observers (All CGMs, BSNL)