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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No.25-2/2019-Rectt

Dated 06/09/2019

To

All Returning Officers (RO)
(8th Members Verification).
All Telecom Circles/ Districts

Sub: Conduct of 8th Member verification to elect majority representative Union(s) of Non-Executive employees in BSNL-Reg

This is regarding the conduction of 8th Membership verification to elect majority representative Union(s) of Non-Executive employees in BSNL scheduled to be held on 16-09-2019. SR section of BSNL CO has already issued instructions, detailing various steps to be taken, for the polling process in order to ensure smooth conduction of free & fair Member Verification. In this whole process, role of Returning Officer (RO) & Assistant RO (ARO) is of prime importance & it is expected that the required exercise as per instructions of SR cell of BSNL CO is being done as per published time-lines by ROs/AROs as well as by circle/SSA heads.

While there is a requirement to adhere to the guidelines already issued, below mentioned points may specially be taken care of.

- (i) Proper liaison with local police authorities may be done well in advance before polling process starts as Director (HR) BSNL Board has already communicated to all the Director Generals of Police of all States and police commissioners of all union Territories to provide suitable security measures during the poll process (letter no BSNL/5-1/SR/2018 DATED 04-Sep-2019).
- (ii) Appointment of Polling teams/Counting teams and Polling agents as per the instructions issued by SR cell vide **C-28** dated 30th Aug 2019.
- (iii) As a primary requirement of fair poll process, Executives and other supporting staff deputed for different roles in this process must maintain utmost secrecy of the whole process till declaration of result.
- (iv) Detailed guidelines have been issued by SR cell BSNL CO, wherein besides conveying procedures & instructions, certain specific timelines for completion of various activities before and after the poling have been issued vide **C-28** dated 30th Aug 2019. The timelines as detailed in Annexure-IV of the said letter may be meticulously adhered to.

I again convey my best wishes to all the returning officers and appeal them to ensure that fair member verification takes place as per laid out guidelines.

(Samita Luthra)
Chief Returning Officer
and GM(Rectt.).

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.)