



SBE-2024



PBC No.213/2024

दक्षिणरेलवे Southern Railway
प्रधानमुख्यकार्मिकअधिकारीकार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(L)694/SBE/2024/I

दिनांक/Dated: 17.10.2024

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
 Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
 Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
 DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub: Secret Ballot Elections 2024 - Ballot Box Record, Booth
 Polling Record, Presiding Officer Record and Trade Union-
 wise Tally- Reg.**

A copy of Railway Board's letter No. 2024/SBEC-III/Elections dated 15.10.2024 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter No. 2024/SBEC-III/Elections dated 09.09.2024 referred therein has been circulated as PBC No. 186/2024 dated 10.09.2024.

संलग्नक/Encl: As above

(एम. प्रकाश / M. PRAKASH)

उपमुकाधि/समन्वयन/Deputy Chief Personnel Officer / IR & W
कृतेप्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to:

The General Secretary/SRMU
 The General Secretary/AISCTREA
 The General Secretary/AIOBCREA
 The General Secretary/NFIR
 IT Section/PB/HQ - to upload in the SR website.



भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No. 2024/SBEC-III/Elections

रेल भवन, नई दिल्ली - 110 001, तिथि :

Rail Bhawan, New Delhi - 110 001, dated: 15.10.2024

**All PCPOs & Returning Officers,
All Zonal Railways (OL)
Metro Railway, Kolkata
Production Units (CLW & RCF)**

Ref: Sections 19.5 and 20.0 of 'Final Modalities' for holding of SBE, conveyed vide Railway Board's letter No. 2024/SBEC-III/Elections dated 09.09.2024.

Please refer to above Sections. It is laid down therein that the proforma shall be conveyed separately.

2. In this regard, four self-explanatory Annexures namely Annexure P, Q, R and S are hereby attached for compiling the election data/report.

Annexure 'P' : Ballot Box Record

This will be used by the Polling Officer of individual Polling Booths. Polling Officer will paste this annexure on each ballot box and office copy should be sent to Presiding Officer after final conclusion of polling.

Annexure 'Q' : Booth Polling Record

This will be used by the Polling Officer of individual Polling Booths. Polling Officer will send the duly filled and signed format after final conclusion of Polling.

Annexure 'R' : Presiding Officer Record

This will be used by the Presiding Officer for all the booths under her/his jurisdiction. He will send duly filled and signed format to Returning Officer after conclusion of counting.

Annexure 'S' : Trade Union-wise Tally

This will be prepared by the Presiding Officer for all the booths under her/his jurisdiction. He will send duly filled and signed format to Returning Officer after conclusion of counting.

(Rajiv Gandhi)
ED/RRB & Convener
Secret Ballot Election-III

DA: as above.

Annexure P
Railway Board's letter No. 2024/SBEC-III/Elections
Ref: Section 19.5 of Final Modalities dt 09.09.2024, S

Ballot Box Record
(to be prepared by each Polling Officer for each Box and to be p

Railway/PU:

Division/Unit:

Booth

Ballot Box Number *	Serial Numbers of Ballots Cast in the Box		Total Number of Votes Cast in The Box	Initial (t
	From	To		
				01. 02. 03. and so on

* Note: Ballot Box numbering pattern should be Booth Number/Serial

Name, Signature (with d

Annexure Q
Railway Board's letter No. 2024/SBEC-III/Elections d
Ref: Section 19.5 of Final Modalities dt 09.09.2024, SB

Booth Polling Record
(to be prepared by each Polling Officer for her/his booth on concl
Railway/PU:

Booth No:

Number of Voters in 'Final Voters List' as published on 18.10.2024 *	Voters added on a/c of under-going Training in 'Training Centres' attached to the Polling Booth *	Voters Transferred in, after 18.10.24 and hence included in the Polling Booth.	Sub-Total	Voters marked for 'Postal Ballot' and hence excluded here. *	Voters marked for training and therefore included in other Polling Booths. Hence, excluded here. *	'Voters excluded as per Section 3.4 & 3.5 of Final Modalities' AND 'Voters Transferred out of booth'	Su To
1	2	3	4= 1+2+3	5	6	7	5-

Note: * Should conform to provisions of Railway Board's letter No. 2024/SBEC-III/Electi

Name, Signature (with

Annexure R
Railway Board's letter No. 2024/SBEC-III/Elections
Ref: Section 20.0 of Final Modalities dt 09.09.2024, S

Presiding Officer Record
(to be prepared by each PO for all the booths under her/him and to be forw

Railway/PU:

Office of Pres

Polling Officers & Booth Numbers (BN)	Number of Voters in 'Final Voters List' as published on 18.10.2024 *	Voters added on a/c of under-going Training in 'Training Centres' attached to the Polling Booth *	Voters Transferred in, after 18.10.24 and hence included in the Polling Booth.	Sub-Total	Voters marked for 'Postal Ballot' and hence excluded here. *	Voters marked for training and therefore included in other Polling Booths. Hence, excluded here. *	'Voters excluded as per Section 3.4 & 3.5 of Final Modalities' AND 'Voters Transferred out of booth'	Sub-Total
	1	2	3	4= 1+2+3	5	6	7	8= 5+6+
BN-1 & Name								
BN-2.... & Name								
Total:								

Note: * Should conform to provisions of Railway Board's letter No. 2024/SBEC-III/Election

Signature (With date), Nam

Annexure S
Railway Board's letter No. 2024/SBEC-III/Elections d
Ref: Section 20.0 of Final Modalities dt 09.09.2024, SB
Trade Union - wise Tally

(to be prepared by each Presiding Officer for all the booths
to be forwarded to RO after counting)

Railway/PU: **Office of Presiding Officer**

Net Voters as per Col 9 of Annexure R.*	'Total Valid Votes Poll as per Col 12 of Annexure R.*

Serial No.	Name of Contesting Trade Unions	Abbreviation of Contesting Trade Unions	'Total Valid Votes as per Col 12 of Annexure R.*
1			
2			
3			
4...			
		Total:	

* Note: Annexure R (referred in the heading) refers to the format of Annexure R
vide Railway Board's letter No. 2024/SBEC-III/Elections dt 15 10 2023

Signature (With date), Name & Designation