



BHARAT SANCHAR NIGAM LTD.

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

F. No. BSNL/5-1/SR/2016-ii

Dated: 22 - 11 - 2016

To

1. All CGMs, BSNL
2. GM (Pers.), BSNL C.O.

Sub: Important guidelines for conduct of 1st membership verification process through secret ballot for electing majority representative association of executives in BSNL- -regarding

Sir,

In order to conduct the 1st membership verification process through secret ballot for electing majority representative Association of executives in BSNL it is requested that following instructions may be scrupulously followed:-

- i. The CGMs/GM(Pers.), BSNL CO/the SSA Heads will hold meetings with the Circle Secretaries/District Secretaries of the participating Associations in connection with the conduct of membership verification. Returning Offices/ Assistant Returning Officers shall also attend these meetings.
- ii. A check list of activities is enclosed at Annexure I for guidance. These activities are to be completed well in advance and may be fixed properly, to suit the local conditions. However, the CGMs/GM(pers.), BSNL CO should update themselves with RO/ARO & personally monitor these aspects to avoid any problem at the last moment.
- lii Target dates for completion of final/finishing activities is also enclosed as Annexure II for compliance.
- iii. The employees may be granted half a day leave for casting the vote and Polling agents nominated by the Assoications may be granted full day's leave on the days of voting as well as counting.
- iv 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 executive 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.
- v No TA/DA /Conveyance Allowance is to be paid to the employees for going to Polling Station for casting their votes.

Encl. As above


(A.K. Sinha)
Dy. General Manager (SR)

Copy also for information to :

1. PS to Director (HR), BSNL Board.
2. CRO/ GM(GSM-NWP), BSNL CO.
3. Returning Officers
4. All GS of participating associations /BSNL intranet

Annexure - I

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	Security Arrange ments
			Ballot boxes	Paper seals	Indeli- ble Ink	SWASTIC Stamp and other articles of stationery etc.	Dasuti Bag		

Pre-

Annexure II

S.No.	Activities	Last Date for completion of the activity
1.	Nomination of staff for election duties i.e. Observers, Presiding & polling officers etc. by SSA / Circle Head	26.11.2016
2.	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.	28.12.2016
3.	Procurement of ballot boxes by the SSAs from Circles	30.11.2016
4.	Briefing to District Secretaries of all the participating Associations regarding various Dos and Don'ts and polling procedure etc. by the SSA Heads	02.12.2016
5.	Making packet of polling material polling booth-wise by the SSA	03.12.2016
6.	Briefing regarding polling procedures etc. to all the polling teams by the SSA Heads.	03.12.2016
7.	Handing over of packet of polling material to the Presiding Officer by the SSA.	05.12.2016
8.	Counting of votes	09.12.2016
9.	Sending of compiled results by the Asstt. Returning Officer of the SSA to the circle office by Fax.	09.12.2016 (by 1500 hrs.)
10.	Sending of compiled results by the Returning Officer of the Circle to the Chief Returning Officer BSNL HQs by Fax.	09.12.2016 (by 1600 hrs.)

