



**CHITTARANJAN LOCOMOTIVE WORKS**  
**CHITTARANJAN**

**THE AREA COMMITTEE CONSTITUTION/ BYE-LAWS**

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# **CHITTARANJAN LOCOMOTIVE WORKS**

## **CHITTARANJAN**

### **A. ORGANIZATION AND FUNCTIONS OF AREA COMMITTEE**

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Chittaranjan Locomotive Works  
Chittaranjan

AREA COMMITTEE  
ORGANIZATION AND FUNCTIONS

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INDIAN RAILWAYS  
CHITTARANJAN LOCOMOTIVE WORKS  
P.O. CHITTARANJAN, DISTT. PASCHIM BARDHAMAN (WB)

**1. AREA COMMITTEES - ORGANIZATION AND FUNCTIONS:**

The Township of Chittaranjan is divided into 8 (eight) areas, each area being under the charge of an Area Committee. For these Area Committees, the residents of the areas, who are also staff (officers/ employee) of CLW administration, elect their representatives (as Street Members) for a period of **five** years. The elected representatives on the other hand elect the Vice-Warden. The Area Committee is headed by a Warden and two Assistant Wardens and two Assisted by nominated by the General Manager. The thoughts of 'Panchayat' run through these Area Committees besides providing sports, social, cultural and welfare activities to the residents.

The Principal Chief Electrical Engineer is nominated as Chief Warden by the General Manager, the Chief Warden co- ordinates the activities of all the Area Committees.

**2. CONSTITUTION OF AREA COMMITTEES:**

- a) Each Area Committee is headed by a Warden and two Asstt. Wardens to be nominated by GM. The members of the Area Committee are elected by the residents of the area on the basis of single vote in a secret ballot. The elected members in their turn, elect Vice-Warden. The number of elected members in different Area Committees is determined broadly on the basis of one representative for approx **170 (one hundred and seventy) voters**, though, in certain cases the maximum numbers of voters per constituency may go upto approximately 250 (Two hundred fifty) depending upon population density, location, terrain and other related logistical issues.
- b) Area Warden shall have the power to nominate one or more additional members for the respective areas in consultation with the Chief Warden, if the requirement of one particular locality so demands. The co-opted members will not have any voting right.
- c)
  - i) An elected member from a particular constituency ceases to be a member, if his residence (quarters) is changed from that constituency. The vacancy thus caused will be filled up by nomination by the Warden in consultation with Vice Warden and other elected members.
  - ii) Similarly in case of any vacancy caused by resignation or by continued absence or death of a particular member, the Area Warden may co-opt a member from the same constituency in consultation with his Committee members.

**In both the cases i.e. (i) & (ii) above the co-opted member(s) will have no voting right.**

- d) If the Warden and the elected members so desire they may arrange for a bye-election to fill up the vacancies caused under item (c) above. The elected member will have voting rights as usual.

- e) The senior-most Estate Supervisor under Estate Officer will be the Ex-Officio Secretary of the Area Committee to coordinate on behalf of the Chief Warden. He will offer all kinds of help required by the Area Wardens and attend the joint meetings of the Area Committees.
- f) 08 members (One in each area) of both the associations i.e. from OBC and SC/ ST Association shall be included on nomination basis as recommended by concerned association(s) in the Area Committee, besides existing strength of the committee; and they will have voting rights.

### **3. THE TERM OF THE AREA COMMITTEE:**

- a) The term of each Area shall generally be for **5 years** and election of new Committee should be held sufficiently in advance so that the new Committee can take over immediately on the expiry of the tenure of the old Committee. If the election can not be held for any reason, the old Committee will cease to function on the expiry of their term and the General Manager may nominate an ad-hoc Committee(s) for running the day to day affairs of the Area Committees till elected representatives take over.
- b) The General Manager at his discretion may dissolve / prorogue any Area Committee at any time on administrative reasons.

### **4. SCOPE, FUNCTION ETC. OF THE AREA COMMITTEES:**

#### a) Function of the Area Committees:-

- i) To look-after sanitation, cleanliness and orderliness of the areas.
- ii) To inculcate a sense of citizenship and ideas of Community living amongst the residents.
- iii) To prevent any act of vandalism usually directed against the public water taps, public latrines, streetlights, trees, tree guards and equipments in parks and public places etc. They should persuade the close-by residents to take interest in and assume responsibilities over these matters.
- iv) Maintenance and development of recreational facilities in the area.
- v) The daily needs of the residents are served through the markets/shops/transport. The adequacy of the services in all its branches, fare charges etc. should receive their attention and shortcomings, if any, brought to the notice of the Administration for improvements.
- vi) To take keen and watchful interest in establishing peace and harmony among the residents of the areas in their charges.
- vii) To take charges and organize social and cultural activities in the areas.
- viii) To organize lectures, speeches etc. on matters of common and social and family welfare. To arrange exhibition of information and educational films on health, sanitation, agriculture and subjects of common interest.
- ix) To encourage and organize wrestling, free-hand exercise and gymnastic etc. directed towards the physical well being of the residents in the area.
- x) To allay the panic in the minds of the residents by correct appraisal of the facts of any difficult situation, discouraging wild rumors being spread.
- xi) To organize a resistance party as and when required for prevention of thefts, burglaries etc. in the Areas.

- xii) To inculcate the spirit of self-help and dignity of labour by organizing community activities directed towards the development of the areas.
- xiii) The area Committee is expected to counsel and bring moral pressure for maintaining social living norms.
- xiv) To organize Adult Education Centres for removing illiteracy among the adult residents and co-ordinate and help the activities of the sister- organization like Mahila Samity, Rastrabhasa Samity etc. etc.
- xv) To be associated with Community functions.
- xvi) To assist in preparing electoral rolls for Area Committee, Assembly and Parliamentary elections and also Census as and when be required by the Civil Authorities from time to time.
- xvii) To suggest 'Development Works' to be included in the Works Programme for consideration of the Administration.
- xviii) To extend all sorts of cooperation, assistance to Administration as and when required for so. To issue necessary certificates in connection with Civil and social matters of Rly. employees and their family and residents of the township.

## **5. FUNDS**

The funds of the Area Committee shall consist of:-

- i) Annual Grants from the Staff Benefit Fund.
- ii) Voluntary donations and subscriptions etc. from the residents of the area.
- iii) Grant from Administration for celebration on special occasions like Republic Day, Independence Day and Railway week etc.
- iv) Money received by organizing charity shows, raffle, exhibition and film shows etc.
- v) Area Committees should have a Bank Account in which all the funds received should be deposited. The Account shall be jointly operated by the Vice Warden of the area and the Warden of the Area or one of the Asstt. Wardens of the area as nominated by the Warden. The cheque for withdrawal of any amount shall have the signature of both Vice Warden and the Warden / Asstt. Warden as nominated by Warden of the Area.

The Area Warden shall keep accounts for the expenditure of the money allotted to their respective Area Committees and submit accounts with supporting vouchers to the FA&CAO(P) soon after the incurrence of expenditure, advising the Chief Warden.

## **6. PROCEDURE OF WORK**

- i) Members of the Area Committees should normally meet once in a month and review the problems confronting the areas. They shall go around the Markets, Parks, Residential Houses etc. for inspection. The result of the deliberations of the Area Committees should be made available to the Chief Warden who will arrange for the necessary action to be taken by the Administration.
- ii) A joint meeting of all the members of different area committees should be held bi-annually to discuss common problems and mutual exchange of views.
- iii) Unless otherwise decided by the respective Area Committees in a regular meeting, minutes of which are sent to each Area Committee members, notices for the subsequent

monthly / periodical meeting of the Area Committee need not be given to the individual committee member in writing. Notices for such a meeting shall, however, have to be displayed in the notice board of the Community Hall, before the scheduled date of the meeting, 7 days in advance. In the event of an emergency meeting to be called where 7 days time cannot be given, notice for such meeting in writing shall have to be sent to every Area Committee member specifying the place, date and time of the proposed meeting.

- iv) The quorum of any of the Area Committee meeting shall be 50% of the total members of the respective Area Committees.
- v) Every resolution at a meeting of the Area Committee shall be decided by the majority of votes of the elected members & nominated SC/ST and OBC members present in the meeting and if the votes come to be equal the President of the said meeting shall decide the issue by casting a vote.
- vi) If any member is absent in any meeting for any reason whatsoever he will have to abide by the decision already taken in that particular meeting in his absence.
- vii) In case any member of the Area Committee absents himself for three consecutive meetings without sufficient reason accepted by the Area Warden, he shall cease, forthwith, to be a member of the Area Committee, and such vacancy may be filled up by a fresh election.
- vii) When any request is received for conducting enquiry regarding dispute among the residents of the Area, the Area Warden shall nominate a member of the Area Committee for proper investigation under the charge of Vice-Warden. The report of such dispute shall be forwarded to the Warden with his suggestion for taking necessary action.
- ix) The Vice-Warden concern of the Area shall be in-charge of the Community Hall, Reception hall and maintain the Dead Stock Register of the equipment of the Area Committee. The receipts of the equipment shall be entered in the Dead Stock Register with reference to the proper authority or source of receipt.
- x) In case of any theft/ missing etc. of Area Committee equipments, the member in-charge shall report to the Chittaranjan Police Station about such missing/ theft. The copy of the report shall be submitted to the Chief Warden through Warden. The Warden shall forward the report with his observation thereon to Chief Warden indicating the approximate value of the equipment.

## 7. ELECTION PROCEDURE

The constituencies of the Area Committee with the number of seats allotted at present are shown below :-

### a) Area-1 : Fatehpur Colony including police station:

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	44, 44A, 44B, 45, 46, 47	1
2	48, 50, 51	1
3	52, 53, 54, 55A, 55B, RR, PIC, PCA	1
4	55, 56, 56A, 57, 57A	1
		<b>4</b>

**b) Area-2 : SPN Colony and Ribbon Area :**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	1D, 59, 60, 61, PA, 60A	1
2	62, 63, 64, 64A	1
3	65, 66	1
4	67, 68, 69, 70	1
5	71, 72, 73, 74	1
		<b>5</b>

**c) Area-3 : SP West, SP East, Hill Colony, Hospital Colony(Old) including S.P. East Market**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	AA, SA, GA, CA, MA	1
2	2, 3, 4, 5, 6, 7	1
3	1C, 2C, 3C, 4C, 5C, 6C	1
4	1, 1A, 1B, 1E, 1F	1
5	Link BR, BR-1, BR-2, BR-3, 8, 9, 10, 11, 11A, 12, 13	1
6	14, 14A, 15, 16, 17, 18	1
		<b>6</b>

**d) Area-4 : Amladahi Centre bounded by Amladahi Circle, St.No. 24, Cross Road No.12, Gold Mohar Avenue and River Road:**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	19A, 20, 20A, 20B, 21, 21A, 21B, 21C, Amladahi Circle, Hostel-1/ TTC, Bow Road	1
2	GMA (Cr Rd: 12-14) (Qrs. 1A-11B) ; GMA (Extn.) (Cr. Rd 12- Ftp Rd.)(Qrs. 1/1A-1/2D); <b>22 (Cr Rd: 12-14) (Qrs.1A-16B, 75A-87B);</b>	1



	23 (Cr Rd: 12-14) (Qrs. 1A-22B, 106A- 120B) ; <b>24 (Cr Rd: 12-14) (Qrs. 46A-69B)</b>	
3	GMA Cr Rd: 14-15) (Qrs. 12A-21B) ; <b>22(Cr Rd: 14-15)(Qrs.17A-34B, 63A-74B);</b> 23(Cr Rd: 14-15) (Qrs.23A-44B, 86A-105B); <b>24(Cr Rd: 14-15)(Qrs. 23A-45B);</b>	1
4	GMA (Cr Rd: 15-17) (Qrs. 22A-32B) ; <b>22 (Cr Rd: 15-17) (Qrs.35A-56B, 57A-62B);</b> 23 (Cr Rd: 15-17) (Qrs.45A-77B, 78A-85B); <b>24 (Cr Rd: 15-17)( Qrs. 1A-22B);</b>	1
		<b>4</b>

e) Area No.5: Amladahi West bounded by Street No.26, 38 & 43 Cross Road No.17 (including R-7 Market Area) and Rupnarayanpur Road and all RPF dorms/ barracks:

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	24 (Cr Rd: 15-17) ( Qrs. 22/1A-22/7B); <b>26;</b> 28 (Cr Rd: RNPR-17) (Qrs. 35A-60B)	1
2	28 (Cr Rd: RNPR-17) (Qrs. 1A-34B); <b>30 (Cr Rd: RNPR-17) (Qrs. 34A-63D)</b>	1
3	30 (Cr Rd: RNPR-17) (Qrs. 1A-33B); <b>31 (Cr Rd: RNPR-17) (Qrs. 1A-36D)</b>	1
4	33 (Cr Rd: RNPR-15) (Qrs.1A-11D); <b>35 (Cr Rd: RNPR-15)(Qrs.1A-8B, 33A-41D, 34/1A-34/2D);</b> 37 (Cr Rd: RNPR-15)(Qrs; 36A- 45D)	1
5	33 (Cr Rd: 15-16) (Qrs.11/1A-11/11D); <b>35 (Cr Rd: 15-16) (Qrs. 8/1A-32/9D, 8/10A-32/12D);</b> 37 (Cr Rd: 15-16) (Qrs; 35/2A- 35/12D)	1
6	33 (Cr Rd: 16-17) (Qrs.12A-24D); <b>35 (Cr Rd: 16-17) (Qrs.9A-32D);</b> 37 (Cr Rd: 16-17) (Qrs. 23A- 35D)	1
7	37 (Cr Rd: RNPR-17) (Qrs. 1A- 8D, 8/1A- 8/4D, 9A-22D); <b>38 (Cr Rd: RNPR-17)(Qrs. 6A- 12B, 12A/A- 25D, 26A- 31B, AW Barrack);</b>	1
8	38 (Cr Rd: 16-17)(Qrs. 12/1A-12/12AD); <b>42;</b> 43	1
		<b>8</b>

f) Area No.6: Amladahi East bounded by Street No.24, 41A & 41B,Rupnarayanpur Road , Cross Road No.12 & 11:

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	25, 27	1
2	29; <b>30 (Extn.) (Qrs. 1/1A-1/2B, 63/1A-63/2B);</b> 31 (Cr Rd: 12-RNPR) (Qrs. 50A-65B, 37A-49B, 36/1A-26/2B)	1
3	32 (Cr Rd: 12-13) (Qrs. 1A-12A/D); <b>34 (Cr Rd: 11-13)(Qrs. 48A-50B, 1/1A-1/4B, 1A-12A/D, 36A-47D)</b>	1
4	32 (Cr Rd: 13-14) (Qrs. 14A-25D); <b>32 (Extn.) (Qrs. 26A-26D);</b> 33 (Extn.) (Qrs. 1/1A-1/4D); <b>34 (Cr Rd: 13-14) (Qrs. 14A-35D);</b> 34(Extn.) (Qrs. 24/1A-24/2D); <b>35(Extn.) (Qrs. 42A-45D, 1/1A-1/4D)</b>	1
5	36 (Cr Rd: 11-13) (Qrs. 1A-16D, 40A-56B,1/1A-1/3B); <b>38(Cr Rd: 11-13) (Qrs. 1A-5B, 57A-61B, 44A-56D)</b>	1
6	36 (Cr Rd: 13-14) (Qrs. 17A-39D); <b>36(Extn.)(Qrs.28/1A-28/5D);</b> 37(Extn.) (Qrs. 46A-49B, 1/1A-1/3D); <b>38(Cr Rd: 13-RNPR) (Qrs.32A-43D, 31/1, 31/2A-31/4D)</b>	1
7	39 (Cr Rd: 11-13)(Qrs. 1A-5B, 6A-18D, 33A-37B); <b>40 (Cr Rd: 11-13) (Qrs. 1A-4B, 4/1A-4/12AB, 19A-29D, 30A-33B);</b> 41(Cr Rd: 11-13)( Qrs. 2A-8B,9A-17B, 1/15A-1/28D, 1/29A-1/29B); <b>41B</b>	1
8	39 (Cr Rd: 13-14) (Qrs. 19A-32D); <b>40(Cr Rd: 13-14) (Qrs. 4/14A-4/25D, 5A-18D);</b> 41(Cr Rd: 13-14)( Qrs. 1A-1D,1/1A-1/14D, 18A-24D)	1
9	39 (Extn.) (Qrs. 32/1A-32/8B); <b>40 (Extn.) (Qrs. 5/1A-5/14B);</b> 41 (Extn.) ( Qrs. 0/1A-0/6D, 25A-28B); <b>41A</b>	1
		<b>9</b>

**g) Area-7: Simjuri colony bounded by Cr.No.45, 50 & onwards:**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	60, 78, 79, 80, 81, 82	1
2	62, 63, 83	1
3	84 ( including <b>RPF/Simjuri Barrack</b> ), 85	1

4	64, <b>86</b> , 86A, <b>87(Cr Rd: 45-46)(Qrs. 2A-13D, 45A-58B)</b>	1
5	87(Cr Rd: 46-50)(Qrs. 14A-44D, 30/1A-30/2B), <b>88; 89</b>	1
6	66A, 69A, 70A, 72A, 73A	1
		<b>6</b>

**h) Area-8: New Hospital Colony:**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	24A, 26A, 26B, 33A, 33B, 33C	1
2	35A, 37A, 38A, 42A, 43A	1
3	35B, 37B, 38B, 42B, 43B	1
		<b>3</b>

**8. QUALIFICATIONS FOR VOTERS**

All CLW Employees, to whom Railway Qrs. for residential accommodation in the respective constituency have been provided by the CLW Admn., will be entitled to vote. Allottees of Mess Qrs. and persons allotted joint accommodation or barrack accommodation or dormitory in the constituency of the respective areas are also entitled to vote.

**9. QUALIFICATION FOR MEMBERS OF THE AREA COMMITTEES.**

Any voter who has been provided with accommodation in the area and who has rendered more than **three** years service in the regular cadre under the CLW Admn. will be eligible for membership of the Area Committee.

**10. ELECTORAL AUTHORITIES**

The Area Warden will act as the Observer and the senior most Asstt. Warden of the concerned Area will act as the Returning Officer of the Respective Area and will conduct election with the help of the other Asstt. Wardens / Assisted. by and any other Railway employee not contesting the election. The election shall be completed and results declared the very day of election. The handing over and taking over of the Committee after election of Vice Warden may be completed within **three** days from the date of election.

**11. METHODS OF SUBMISSION OF APPLICATION FOR MEMBERSHIP.**

Those who want to contest the election for the membership of the Committee, may apply on or before the scheduled date in a prescribed form available with the Warden of the Area, as per programme.

**12. NOMINATION**

Refer Para 3.4 of Part B (Guidelines for Area committee election).

**13. ELECTION**

The election will be held by ballot and the ballot papers will be supplied by the Public Relations Officer on specific demand. The Warden should also indicate the number of ballot papers required by him for each constituency. The ballot papers to be issued to the voters shall bear the signature of the Warden or Asstt. Warden concerned. The name of the contestants should also be intimated to the Public Relations Officer indicating Sl. No., Name of the candidate (in trilingual), Designation, T/No., Department, St. No., Qrs. No. and the constituency for which the candidates intend to contest after the due date of withdrawal, for preparation of ballot papers. The ballot boxes are to be arranged by the respective Wardens. The nomination papers may be collected from the Secy. Area Committees from PRO's Office through a letter of authority from the Warden. The Warden shall keep in touch with the Chief Warden about any discrepancy of the constituencies, seats etc. etc.

**14. LIAISON OFFICER**

The Public Relations Officer will act as Liaison Officer in the matter of conducting meetings of the Wardens with Chief Warden and GM.

**15. ASSETS**

Before the Election, the assets of the Area Committees may be verified and lists of assets including the conditions of such assets should be sent by the Vice Wardens to the Chief Warden and Divisional Engineer for record and replacement, through the respective Wardens.

**16. AREA COMMITTEE REPRESENTATIVE IN THE STAFF COUNCIL**

The Area Committee will nominate 3 (three) representatives from amongst the elected members to the Staff Council, the distribution of seats and constituencies are as follows:-

Constituency No.	No. of seats	No. of Seats
Area Committees	3	1) One representative from amongst the members of Area Committee Nos. 3, 8 & 5.
		2) One representative from amongst the members of Area Committee Nos. 1, 7 & 2.
		3) One representative from amongst the members of Area Committee Nos. 6 & 4.

Respective Wardens are to hold election jointly constituency wise to elect representatives as shown above and the results sent to the Secy. Staff Council immediately after the election with the intimation to the Chief Warden.

**17. HANDICRAFT CENTRES**

- i) Handicraft centers are set up under the charge of Vice Wardens in each area for the benefit of the families of the Railwaymen for imparting training to women members of Railwaymen's families in handicrafts such as weaving, knitting, spinning tailoring of garments etc. during their spare time with the object of helping them in learning some trade to augment their family income.

- ii) Expenditure on this scheme is met from the Staff Benefit Fund.
- iii) Accommodation for handicraft Centre is provided in the Area Committee Hall of each area.
- iv) Charges for Electricity and Water consumed by the Handicraft Centres located in the Community Hall should be borne by the respective Area Committees.

## 18. COMMUNITY HALLS & RECEPTION HALL

The Community Halls & Reception hall may be used for the following purposes :-

1. Pujas.
2. Marriages
3. Social and cultural functions.
4. Meetings other than political meetings.
5. Religious discourses.
6. Any other purpose with the specific approval of the Chief Warden.

Permission for use of the Community Hall will be given by the Dy. General Manager on the recommendation of the Vice-Wardens for which the organizers will have to deposit the requisite rental as per the extant policies. For functions organized by the Area Committees, Administration, State Governments, Schools etc. no rental is required to be paid.

This is in supersession of all previous circulars issued in connection with the constitution and Election procedure of the Area Committees including circular no. **GM/G/120 dated 16-08-07**

Sd/-  
**Dy. General Manager**

No. GM/G/120

Dated: 18-04-2023

Distribution for information and necessary action please :-

All Heads of Departments,  
All Wardens,  
All Vice-Wardens,



**CHITTARANJAN LOCOMOTIVE WORKS**  
**CHITTARANJAN**

**B. GUIDELINES OF THE AREA COMMITTEE**  
**ELECTIONS**

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Chittaranjan Locomotive Works  
Chittaranjan  
GUIDELINES FOR THE AREA COMMITTEE ELECTIONS  
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## **GUIDELINES FOR THE AREA COMMITTEE ELECTIONS**

### **1. GENERAL**

#### **1.1 Introduction**

- 1.1.1 This document provides guidelines to be followed while conducting the Area Committee Elections in Chittaranjan Township. The Area Committee Elections are generally guided by the relevant bye-laws, 'Area Committee – Organization and Functions' issued separately, which takes precedence over this document.
- 1.1.2 The Chittaranjan Township Area Committee Elections cover.
  - a. Election for Street Representatives.
  - b. Election for Area Vice-Wardens and
  - c. Election for Nominated Representatives to the Central Staff Council.
- 1.1.3 The schedule of constituencies for the elections(s) shall be issued separately, defining the area of jurisdiction for each of the constituencies.
- 1.1.4 The Elections will be held by secret ballot.

#### **1.2 Electoral Authorities**

- 1.2.1 The Chief Warden of the Area Committee shall be responsible for overall supervision and general conduct of the election. Chief Warden will act as Election Officer. The Chief Warden may nominate one or more officers as 'Election Officer(s)/ On Special Duty (OSD)' for his assistance to conduct the elections.
- 1.2.2 The Area Warden will act as the Observer and the senior most Asstt. Warden of the concerned Area will act as the Returning Officer of the Respective Area and will conduct election with the help of the other Asstt. Wardens / Asstt. by and any other Railway employee not contesting the election. The election shall be completed and results declared the very day of election. The handing over and taking over of the Committee after election of Vice Warden may be completed within **three** days from the date of election. The Election Officer shall nominate either of the Wardens of the relevant areas as Observers, for Election for Nominated Representatives to the Central Staff Council.
- 1.2.3 The Election Officer shall nominate the senior most Assistant Wardens of the Area Committees as 'Returning Officers' for the election for Street Representatives clearly defining their jurisdiction constituency-wise. For the election of Area Vice-Wardens, the Election Officer shall nominate either of the Assistant Wardens of the Area Committees as Returning Officer. The Election Officer shall nominate one of the Assistant Wardens of

the relevant areas as Returning Officer for Election for Nominated Representative to the Central Staff Council.

- 1.2.4 The Chief Warden shall nominate responsible officials in polling teams who shall regulate and conduct election and shall issue ballot papers to the voters. Each polling team shall consist of one 'Presiding Officer' and two 'Polling Officers' (as 1<sup>st</sup> Polling Officer and 2<sup>nd</sup> Polling Officer).

### **1.3 Observer**

- 1.3.1 Nominated Officers as Observers shall carry out the specific duties as prescribed hereunder and elsewhere in the document. Whenever the situation demands, they will take appropriate decisions based on general jurisprudence, if no specific instructions are available to deal with such matters.
- 1.3.2 Observers will decide on disputes/objections if any faced by the Returning Officer/ Presiding Officers under their jurisdiction.
- 1.3.3 Observers shall visit each and every polling booth / counting booth under their control and depute messenger for communicating necessary information from each booth, if needed.
- 1.3.4 Observers can consult the Chief Election Officer, if needed and take appropriate decisions.
- 1.3.5 At the conclusion of the polling / counting, the Observer shall compile the reports of the relevant Returning Officers and submit his/her report on conduct of polling / counting to the Election Officer.

### **1.4 Returning Officer**

- 1.4.1 Nominated Officers as Returning Officers shall carry out the specific duties as prescribed hereunder and elsewhere in the document. Whenever the situation demands, they will take appropriate decisions based on general jurisprudence, if no specific instructions are available to deal with such matters.
- 1.4.2 Returning Officers shall be responsible towards successful conduct of the elections in various constituencies under their respective jurisdiction for which they shall mobilize their own resources wherever needed.
- 1.4.3 Returning Officers will decide on disputes/objections, if any faced by the Presiding Officers under their jurisdiction.
- 1.4.4 Returning Officers will visit each and every polling booth/ counting booth under their control and depute messenger for communicating necessary information from each booth, if needed.
- 1.4.5 Returning Officers can consult the Observers and the Chief Election Officer, if needed.
- 1.4.6 At the conclusion of the polling/ counting, the Returning Officers shall submit a detailed report on conduct of polling / counting to the Election Officer, through respective Observers.

## **1.5 Presiding Officer**

- 1.5.1 Presiding Officers shall carry out the specific duties as prescribed hereunder and elsewhere in the document and as normally expected for such a job.
- 1.5.2 Presiding Officers shall be in-charge of a polling booth. The Presiding Officer shall inspect his /her polling booth one day in advance to ensure necessary arrangement for the day of polling.
- 1.5.3 Presiding Officers shall attend the respective polling booth at least 2 hours before the scheduled start for polling for the pre-arrangements in the booth.
- 1.5.4 The Presiding Officer shall be the overall in-charge of the respective polling booth. The Presiding Officer shall arrange for a guarded place at the corner of the polling booth to enable the voters to cast secret ballots.
- 1.5.5 The Presiding Officer shall be the custodian of ballot papers. The Presiding Officer shall put his/her signature on the back side of ballot paper at the top corner before handing over to the 2<sup>nd</sup> Polling Officer for necessary issues.
- 1.5.6 The Presiding Officer shall collect all polling materials from a specified place at specified time under acknowledgement.
- 1.5.7 The Presiding Officer shall give an account of polling as well as Presiding Officer's report on the prescribed format in a sealed envelope No.1, counterfoils of used ballot papers as packet no. 2 and unused ballot papers as packet no.3 to the Election Officer, through the concerned Returning Officer.
- 1.5.8 The ballot box will be kept in front of the Presiding Officer during casting of votes. The Presiding Officer shall ensure that each voter drops the ballot on the box after casting the vote. The Presiding Officer shall not leave the ballot box(es) and other papers till counting is over or the allotted box(es) are handed over at the nominated place to the nominated official, as applicable.
- 1.5.9 The Presiding Officer shall countersign the duty certificates issued to the authorized polling agent by the concerned SSE/In-charge/Controlling Officer for attending as polling agent on the specified day of polling.
- 1.5.10 If any advice is required for any dispute/objection the Presiding Officer shall report to the Returning Officer.

## **1.6 1<sup>st</sup> Polling Officer**

- 1.6.1 The 1<sup>st</sup> Polling Officers shall carry out the specific duties as prescribed hereunder and elsewhere in the document and as normally expected for such jobs.
- 1.6.2 The 1<sup>st</sup> Polling Officer shall inspect his/her polling booth one day in advance to ensure necessary arrangement for the day of polling.
- 1.6.3 On the day of polling, the 1<sup>st</sup> Polling Officers shall attend the respective polling booth at least 2 hours before the scheduled start for polling for the pre-arrangements in the booth along with respective Presiding Officers.
- 1.6.4 The 1<sup>st</sup> Polling Officer shall, after verification of identity of the voters, read out the names of the voters coming for casting their vote, one by one and mark tick in the voter list.

- 1.6.5 If there is a long queue at the polling booth at the notified time to end the polling, he will issue slips to the voters on the queue at that time and they will be allowed to cast their vote.
- 1.6.6 In case of any unforeseen situation on the day of polling, if the presiding officer is not able to attend his duties, then the 1<sup>st</sup> Polling Officer will act as Presiding Officer. In such a case, one man from the reserve will be provided.

## **1.7 2<sup>nd</sup> Polling Officer**

- 1.7.1 The 2<sup>nd</sup> Polling Officers shall carry out the specific duties as prescribed hereunder and elsewhere in the document and as normally expected for such jobs.
- 1.7.2 The 2<sup>nd</sup> Polling Officer shall inspect his/her polling booth one day in advance to ensure necessary arrangement for the day of polling.
- 1.7.3 On the day of polling. The 2<sup>nd</sup> Polling Officers shall attend the respective polling booth at least 2 hours before the scheduled start for polling for the pre-arrangements in the booth along with respective Presiding Officers.
- 1.7.4 The 2<sup>nd</sup> Polling Officer shall write the relevant details (such as name, designation, T/No. Control No. address etc.) of the voters on the counterfoil of the ballot paper. Then, after obtaining signatures of the Presiding Officer and the Voter at appropriate places, hand over the ballot paper to the voter duly demonstrating him/her the proper system of folding the ballot paper.
- 1.7.5 While handing over the ballot paper to the voter, the 2<sup>nd</sup> Polling Officer shall put the indelible ink on the junction of the nail of the left index finger.
- 1.7.6 The 2<sup>nd</sup> Polling Officer shall also provide the stamp to the voter for proper marking on the ballot paper and direct the voter to cast his vote in a concealed place allotted in the polling booth and then to put it in the ballot box.

## **1.8 Counting Officer**

- 1.8.1 Nominated Officers as Counting Officers shall carry out the specific duties as prescribed hereunder and elsewhere in the document and as normally expected for such job. Whenever the situation demands, they will take appropriate decisions based on general jurisprudence or seek guidance of the concerned Returning Officer, if no specific instructions are available to deal such matters.
- 1.8.2 The Counting Officer shall be in-charge of a counting table. Counting Officers will decide on disputes/objections. However, any serious matter shall be referred to the concerned Returning Officer whose decision shall be final.
- 1.8.3 The Counting Officer shall countersign the duty certificates, issued to the authorized counting agent by the concerned SSE/In-Charge/ Controlling Officer for attending as counting agent on the specified day of counting.

## **1.9 Assistant Counting Officer**

- 1.9.1 Nominated Officers as Assistant Counting Officers shall carry out the specific duties as prescribed hereunder and elsewhere in the document and as normally expected for such a job. They will follow the directives given by the Returning Officer or the Counting Officer during the counting.
- 1.9.2 Counting Officers shall be in-charge of a counting table. Counting Officers will decide on disputes/objections. However, any serious matter shall be referred to the concerned Returning Officer whose decision shall be final.

## **2. NOTIFICATION**

### **2.1 Time**

- 2.1.1 The notification for the elections containing detailed instructions shall be issued by the Chief Warden of the Area Committee, not less than two weeks in advance of the dates proposed to be fixed for the holding of elections.

### **2.2 Contents**

- 2.2.1 The notification shall have detailed instructions on :
  - a. the number of Street Members, Vice Wardens and Nominated Representatives to the Central Staff Council to be elected.
  - b. the date and time at which nomination papers should be presented for each of the elections;
  - c. date on which nomination papers will be scrutinized;
  - d. the date and time by which withdrawal nomination papers are permitted, as applicable.
  - e. the date and time and place of polling for each of the constituency;
  - f. the date and time and place for counting of votes etc.
- 2.2.2 The instructions shall be widely distributed amongst the voters of street members and shall also be exhibited in the notice board(s) of the Area Community hall(s).

## **3. ELECTION OF STREET MEMBERS**

### **3.1 Eligibility Criteria for Voters**

- 3.1.1 All Railway Employees to whom Railway Quarters for residential accommodation in the respective constituency have been provided by CLW Administration shall have one vote each for the election.

#### **Clarifications:**

- a) Non railway employees, be of other departments of Central or State governments or private, firms or contractors etc. to whom Railway Quarters for residential accommodation or otherwise have been provided will have no voting rights.
- b) If a single quarters/ accommodation has been allotted to more than one Railway employees or more than one Railway employees are residing in

a single quarters/ accommodation under intimation to the CLW Administration (such as cases of Mess quarters, joint accommodation, dormitory/ barrack/ mess accommodation, both husband/wife Railway employee etc.) each of such Railway employee shall have one vote each.

### **3.2 Voters List**

- 3.2.1 Voters list shall be prepared by Wardens based on data provided by Engineering Department (to be coordinated by CE) and IT Centre (to be coordinated by Sr. EDPM) through Dy. General Manager.
- 3.2.2 The respective Wardens shall arrange to widely circulate the list in their respective areas including display on the notice board of the Area Community Hall.
- 3.2.3 One week shall be given from the date of publication of voters list towards receiving representations for inclusion / exclusion of names.
- 3.2.4 Thereafter, the Wardens shall prepare the corrected voters list and arrange to widely circulate it in the respective areas including display on the notice board of the Area Community Hall.
- 3.2.5 Voters list shall be printed on one face of the sheet, constituency-wise.
- 3.2.6 No modification/ updating in the voters list (for election of the Street members) shall be allowed after the notification.

### **3.3 Eligibility Criteria for members of Area Committee (Street Members)**

- 3.3.1 Any person who fulfills the following criteria can become a member of the Area Committee (Street Member):
  - a. He/ She is a voter in the constituency and
  - b. He/ She has rendered more than three years of continuous service (on the date of election) in regular cadre under CLW Administration.
  - c. However, person who is under suspension and against whom a major penalty charge sheet is pending is not eligible to become a member of the Area Committee (Street Member).

### **3.4 Nomination for Street Members**

- 3.4.1 The nomination of candidates for street member shall be made in a prescribed form as shown in Annexure-1. Copies of the same shall be available with the Returning Officer of the Area. Photocopies, Typed copies or handwritten forms as per of Annexure-1 may also be used.
- 3.4.2 The Returning Officers may arrange to collect the blank nomination forms from Dy. General Manager or his nominated representative through a letter of authority from the Warden.
- 3.4.3 Each candidate shall be nominated by a separate nomination paper. Every nomination paper shall be subscribed by the following:

- a. One eligible voter in the respective constituency to which the candidate belongs as proposing and,
  - b. Another eligible voter in the respective constituency to which the candidate belongs as seconding and,
  - c. **Three** voters (excluding the voters who proposed and also who seconded) of the same constituency as supporting and,
  - d. The candidate who fulfills the Eligibility criteria for Members of Area Committee as mentioned above indicating his/her acceptance by signing the declaration in the nomination paper
  - e. Controlling Officer/SSE/In-charge duly forwarding the forms.
- 3.4.4 All nomination forms duly filled-in, signed as mentioned above should be submitted to the respective Returning Officer on or before the prescribed time/date as notified.
- 3.4.5 Any eligible voter may subscribe to only one nomination paper in the constituency to which he/she belongs.
- 3.4.6 Nomination papers received after the notified date and time shall be entertained.
- 3.4.7 Nomination papers shall be submitted in person (or through authorized representative) to the respective Returning Officers of the Area Committee, within the notified date and time. The Returning Officers shall issue necessary receipt(s) for the same.
- 3.4.8 The Returning Officers shall keep in touch with respective Observers and the Election Officer(s) about any discrepancy of the constituency / seats etc.

### **3.5 Scrutiny of Nomination Papers**

- 3.5.1 The respective Returning Officers shall conduct the scrutiny of nomination within the notified date and time. The forms would be rejected if these do not fulfill the requirements as prescribed in this document. Some important reasons being:
- (i) Forms received after the due date and time.
  - (ii) Incomplete and illegible form.
  - (iii) Not filled up in the prescribed format for the purpose.
  - (iv) Absence of signature of nominee / proposer / seconder / supporter.
  - (v) Forms not duly forwarded by Controlling Officer / SSE / In-charge.
  - (vi) Same proposer/ seconder / supporter has supported more than one candidate in the same constituency.
  - (vii) Submitted with proposer/ seconder / supporter from different constituencies.
  - (viii) Withdrawal in writing by proposer or seconder or supporter before the date of publication of provisional list of eligible candidates.
  - (ix) Less than 3 years continuous service of the nominee.
  - (x) Employee, under suspension and against whom a major penalty charge sheet is pending.

- 3.5.2 After the scrutiny, the Returning Officers shall publish a list of valid nominations and arrange to display it on the notice board(s) of the area Community Hall(s).
- 3.5.3 The decision of the Returning Officer rejecting any nomination due to any reason shall be final. Candidates, whose nominations have been rejected, shall be advised of the rejection.
- 3.5.4 The provisional list of eligible candidates would be displayed on the notice board(s) of the respective Community Hall(s) at the notified date and time.

### **3.6 Withdrawal of Nomination and List of final nominations.**

- 3.6.1 Any candidate may withdraw his candidature by notice in writing (as per Annexure-4) conveyed directly to the respective Returning Officer on or before the time and date as notified.
- 3.6.2 A candidate who has withdrawn his candidature shall not be permitted to cancel his withdrawal or to be re-nominated as a candidate for the same election.
- 3.6.3 After the notified date for withdrawal of nominations, Returning Officers shall publish a list of final nominations and arrange to display it on the notice board(s) of the area Community Hall(s).
- 3.6.4 If after withdrawal of nominations, only one candidate remains in the contest in any constituency. The Returning Officer shall recommend his/her name to the Election Officer and accordingly, the Election Officer shall declare him/her as Elected Street Members of the Area Committee. No further election proceedings shall take place subsequently.
- 3.6.5 If after withdrawal of nominations, none of the candidates remains in contest in any constituency, the Returning Officer shall submit a report to the Election Officer. The ongoing election proceedings for that constituency shall be suspended. However, the Election Officer may subsequently arrange for a bye-election or otherwise as per the relevant bye-laws.

### **3.7 Guidelines to candidates during campaigning :**

- 3.7.1 The candidates and their supporters would follow the rules as per provision mentioned in Railway Service Conduct Rule, 1966.
- 3.7.2 No procession or meeting utilizing loudspeakers/ mike should be held within the workshop / office premises.
- 3.7.3 Prior permission should be obtained from appropriate Civil Authorities for holding public meetings of canvassing and use of loudspeakers etc.
- 3.7.4 Use of any kind of unscrupulous means to attract/ influence voters is not allowed.
- 3.7.5 Processions for campaigning if taken out should have the permission of proper authority.
- 3.7.6 No un-parliamentary or sarcastic remarks should be used during public meetings / canvassing.
- 3.7.7 Loudspeakers should not be used for campaigning between 21.00 Hrs. To 06.00 Hrs.
- 3.7.8 Campaigning should be stopped at 36 Hrs. before start of voting.



- 3.7.9 Boundary walls, Building walls & the roads shall not be defaced by sticking bills or painting.
- 3.7.10 No temporary / permanent structure shall be erected/ manned within 200 meters from the polling booth by the candidate/ representatives or any other person.
- 3.7.11 The Election Officer may cancel the nomination of any of the candidates, if breach of any of the above is confirmed.

### **3.8 Arrangement of Ballot Papers :**

- 3.8.1 Ballot papers shall generally be printed as per the specimen form shown in Annexure-5.
- 3.8.2 The ballot papers shall be supplied by the Dy. General Manager on specific demand as received from Returning Officers.
- 3.8.3 The Returning Officers shall also indicate the number of ballot papers required by them for each constituency.
- 3.8.4 Ballot paper shall be printed and bundled in books of 50 leaves, each of which shall be numbered serially.
- 3.8.5 The Dy. General Manager shall provide requested ballot papers to Returning Officers at least a clear day before the notified date of election.
- 3.8.6 The Returning Officer concerned shall make his/her initials on the ballot papers before issuing it to Presiding Officer and other Returning Officer(s) (as applicable for postal ballot). The Returning Officer shall submit a report on issuance of ballot papers as per Annexure-7, to the Election Officer.

**3.8.7 Different colour ballot paper should be used to differentiate the casted ballots of elected members and nominated members of respective associations.**

### **3.9 Voting by officials engaged in polling (Postal Ballots) :**

- 3.9.1 The Election Officer shall make arrangements to identify the respective constituencies to which the nominated members of various polling teams belong. Accordingly, while distributing the polling material to the polling teams, the Returning Officers shall also ensure to hand over the following to each member of the polling teams engaged for polling in their respective area, in separate numbered and closed envelope:

- (a) One ballot paper duly signed by :
  - (i) The Returning Officer of the Constituency to which the concerned member of the polling team belongs.
  - (ii) The Returning Officer himself shall also initial on the ballot paper, as is required to be done by the Presiding Officer in normal voting.

- (b) One envelope, top left hand corner of which shall be superscripted with the following :

**“Chittaranjan Locomotive Works  
ELECTION TO THE AREA COMMITTEE  
Postal Ballot for Area No. \_\_\_\_\_  
Constituency No. \_\_\_\_\_”**

- (c) The envelope shall also bear signatures of the above mentioned two officers as in a. The details regarding Area No. and Constituency No. shall be filled in by the Returning Officer of the Constituency to which the concerned member of the polling team belongs.

- 3.9.2 The Returning Officer for each area shall issue ballot papers for such postal ballot to the Returning Officers in whose area the voter of his/her area are engaged as member(s) of polling team confirming the same with respect to the Voters list, under acknowledgement. He / She shall keep all such counterfoils in a sealed envelope to be submitted to the Election Officer and shall also submit a detailed report indicating the names of Voters to whom the postal ballot papers were issued as per Annexure-7.
- 3.9.3 The Returning Officer for each area shall ensure that due entries are made in the voter list against the name of officials engaged in polling to whom postal ballots have been issued so that bogus voting against these names can be prevented.
- 3.9.4 On the day of polling and at the beginning, each individual member of the polling team shall cast his/her vote in favour of the candidate of their choice, put the ballot paper in the provided envelope, close and seal it.
- 3.9.5 The Election Officer shall arrange to collect all the postal ballots, under record, by mobile postal ballot collection polling team(s), by the notified time on the day of polling. The team(s) shall go point to point and collect these ballots in closed and sealed envelopes from each individual member of the polling team engaged in polling.
- 3.9.6 The Election Officer shall arrange to segregate the postal ballots Area-wise and Constituency-wise before the counting proceedings start.

**3.10 Voting, Counting of Votes and Declaration of Results**

- 3.10.1 The polling arrangements, voting, counting of votes and declaration of results shall be as per appropriate sub-clauses of clause 6. VOTING AND COUNTING OF VOTES below.

**4. ELECTION OF VICE-WARDENS**

**4.1 Eligibility criteria for Voters**

4.1.1 Only the elected street members of the respective Area Committee shall have one vote each.

#### **4.2 Voter List**

4.2.1 Voter list shall be prepared by Wardens based on the results declared by the Chief Warden for the Elected Street members of the Area Committee as mentioned above.

#### **4.3 Eligibility criteria for Vice-Wardens**

4.3.1 Only the elected street members of the respective Area Committee can become a Vice Warden of the Area Committee.

#### **4.4 Nomination for Vice Warden**

4.4.1 The nomination of candidates for Vice Warden shall be made in a prescribed form available with the Returning Officer, as shown in Annexure-2. Photo copies, Typed copies or handwritten forms as per Annexure-2 may also be used.

4.4.2 The Returning Officers shall arrange the blank nomination forms.

4.4.3 Each candidate shall be nominated by a separate nomination paper. Every nomination paper shall be subscribed by eligible voter(s) of the Area to which the candidate belongs as per the following.

a. For an Area Committee having total strength of street members equal to or less than 7, only one voter shall subscribe as Proposing.

b. For an Area Committee having total strength of street members equal to or more than 8 but equal to or less than 15, the nomination paper shall be subscribed by two voters (one Proposing and the other Seconding).

c. For an Area Committee having total strength of street members equal to or more than 16, the nomination paper shall be subscribed by two voters (one Proposing and the other seconding) and additionally supported by another voter.

4.4.4 Candidates fulfilling the Eligibility criteria for Vice-Warden as mentioned above shall indicate their acceptance by signing the declaration in the nomination paper.

4.4.5 Any eligible voter may subscribe/ support only one nomination paper in the Area.

4.4.6 All nomination forms duly filled-in and signed should be submitted to the respective Returning Officers before the prescribed time/date as notified. Nomination papers received after the notified date and time shall not be entertained.

4.4.7 Nomination papers shall be submitted in person (or through authorized representative) to the respective Returning Officers, within the notified date and time. The Returning Officers shall issue necessary receipts for the same.

#### **4.5 Scrutiny of Nomination Papers**

4.5.1 The respective Returning Officers shall conduct the scrutiny of nomination within the notified date and time.

- 4.5.2 After the scrutiny, the Returning Officers shall publish a list of valid (and final) nominations and arrange to display it on the notice board(s) of the area Community Hall(s).
- 4.5.3 The decision of the Returning Officer rejecting any nomination due to any reason shall be final. Candidates, whose nominations have been rejected, shall be advised of the rejection.
- 4.5.4 Any candidate, who has filed his candidature and the same is not rejected during the scrutiny, shall not be permitted to withdraw his candidature.
- 4.5.5 If after scrutiny of nominations, only one candidate remains in contest in any Area Committee, the Returning Officer shall recommend his/her name to the Election Officer and accordingly. Election Officer shall declare him/ her as Elected Vice Warden of the Area Committee. No further election proceedings shall take place subsequently.
- 4.5.6 If after withdrawal of nominations, none of the candidates remains in contest in any constituency, the Returning Officer shall submit a report to the Election Officer. The ongoing election proceedings shall be suspended. However, the Election Officer may subsequently arrange for a bye-election or otherwise as per the relevant bye-laws.

#### **4.6 Voting, Counting of Votes and Declaration of Results.**

- 4.6.1 The polling arrangements, voting, counting of votes and declaration of results shall be as per appropriate sub-clauses of clause 6. VOTING AND COUNTING OF VOTES below.

### **5. ELECTION OF THE NOM. REP. TO THE CENTRAL STAFF COUNCIL**

#### **5.1 Eligibility criteria for Voters.**

- 5.1.1 Only the elected street members of the Area Committee within the constituency shall have one vote each for the election of the 'Nominated Representatives to the Central Staff Council'.

#### **5.2 Voter List.**

- 5.2.1 Voter list shall be prepared by Wardens based on the results declared by the Chief Warden for the Elected Street Members of the Area Committee as mentioned above.

#### **5.3 Eligibility criteria for Vice-Wardens.**

- 5.3.1 Only the elected street members of the Area Committee within the constituency can become a Nominated Representatives to the Central Staff Council.

#### **5.4 Nomination for 'Nominated Representatives to the Central Staff Council'.**

- 5.4.1 The nomination of candidates for Nominated Representatives to the Central Staff Council shall be made in a prescribed form available with a nominated

Returning Officer shown in Annexure-3. Photocopies, Typed copies or handwritten forms as per of Annexure-3 may also be used.

- 5.4.2 The nominated Returning Officer shall arrange to collect the blank nomination forms.
- 5.4.3 Each candidate shall be nominated by a separate nomination paper. Every nomination paper shall be subscribed by **four** eligible voters of the constituency (one proposing, one seconding and other two supporting).
- 5.4.4 Candidates fulfilling the Eligibility criteria for Nominated Representatives to the Central Staff Council as mentioned above shall indicate their acceptance by signing the declaration in the nomination paper.
- 5.4.5 Any eligible voter may subscribe / support only one nomination paper in the constituency.
- 5.4.6 All nomination forms duly filled-in and signed should be submitted to the respective Returning Officers before the prescribed time /date as notified. Nomination papers received after the notified date and time shall not be entertained.
- 5.4.7 Nomination papers shall be submitted in person (or through authorized representative) to the nominated Returning Officer, within the notified date and time. The Returning Officers shall issue necessary receipts for the same.

## **5.5 Scrutiny of Nomination Papers**

- 5.5.1 The respective Returning Officers shall conduct the scrutiny of nomination with the notified date and time.
- 5.5.2 After the scrutiny, the Returning Officers shall publish a list of valid (and final) nominations and arrange to display it on the notice board(s) of the Area Community Hall(s).
- 5.5.3 The decision of the Returning Officer rejecting any nomination due to any reason shall be final. Candidates, whose nominations have been rejected, shall be advised of the rejection.
- 5.5.4 Any candidate, who has filed his candidature and the same is not rejected during the scrutiny, shall not be permitted to withdraw his candidature.
- 5.5.5 If after scrutiny of nominations, only one candidate remains in contest in any Area Committee, the Returning Officer shall recommend his/her name to the Election Officer and accordingly, the Election Officer shall declare him/ her as Elected Vice Warden of the Area Committee. No Further election proceedings shall take place subsequently.
- 5.5.6 If after withdrawal of nominations, none of the candidates remains in contest in any constituency, the Returning officer shall submit a report to the Election Officer. The ongoing election proceedings shall be suspended. However, the Election Officer may subsequently arrange for a bye-election or otherwise as per the relevant bye-laws.

## **5.6 Voting, Counting of Votes and Declaration of Results**

- 5.6.1 The polling arrangements, voting, counting of votes and declaration of results shall be as per appropriate sub-clauses of clause 6. VOTING AND COUNTING OF VOTES below.

## **6. VOTING AND COUNTING OF VOTES**

### **6.1 Polling Arrangements.**

- 6.1.1 The ballot boxes and other requisite polling material such as indelible ink, stamp, stamp pad, papers, sealing material etc. shall be arranged by the respective Returning Officers. The Returning Officers may obtain ballot boxes from the Election Officers.
- 6.1.2 The Returning Officers shall arrange to distribute the requisite polling material including ballot papers to respective polling teams.
- 6.1.3 The Presiding Officers with the help of Polling Officers shall arrange for all the logistics at the respective polling booth such as table, chairs, adequate secrecy for ballot, security etc. one day in advance before the scheduled start of polling. The Returning Officers shall supervise the same.
- 6.1.4 The electorate shall cast the vote in the identified polling booth which may be situated in Area Community Halls, Schools etc. in their respective areas. A single polling booth may cater to a single or more than one constituency, depending upon total number of voters and polling teams available. Wherever a single polling booth is allotted more than one constituency, suitable colour coding shall be adopted to distinguish the ballot papers and ballot boxes of the different constituencies.
- 6.1.5 The Presiding Officers shall be responsible for the safe custody of the ballot boxes and shall ensure that no tampering takes place. Each box shall be assigned an identification Number and suitable colour coding (if applicable).
- 6.1.6 Each candidate can nominate max one polling/counting agent per polling / counting booth. The nominated polling/ counting agent shall be Railway employees under CLW administration. Duty certificates are to be issued to the authorized polling/counting agent by the concerned SSE/ In-charge/ Controlling Officer for attending the polling / counting at the nominated day of polls/ counting. Only the authorized polling / counting agent shall be permitted to enter the polling / counting booth. No candidate / agent and voter would be allowed to carry a cell phone inside the polling / counting booth.
- 6.1.7 The request for nomination of polling / counting agents shall be made to the respective Returning Officer as per proforma in **Annexure-6**, at least 24 hours before the scheduled start of voting, during normal working hours. Three copies of the duly filled in proforma shall be submitted to the Returning Officer by the candidate. The Returning Officer shall return one copy as acknowledgement which shall remain available with the polling / counting agent on the day of polling. The Returning Officer shall keep one copy for records while forward the other to the concerned Presiding Officer. On his/her copy, the Presiding Officer shall obtain the polling / counting agents signature while counter signing the duty certificate.

### **6.2 Voting.**

- 6.2.1 The Polling teams shall reach and be ready at least 2 hours before the scheduled start of voting.
- 6.2.2 Before 30 minutes of the scheduled start of voting, each empty the ballot box shall be shown to the polling agent (who are present with the proper authority)

and subsequently be locked (with a padlock) and sealed with a tag slip containing the signature of the polling agents and Presiding Officer. The key shall be retained with the Presiding Officer.

- 6.2.3 Voting shall start at the notified time and date. Each voter shall cast his/her vote for his/her respective constituency only. Voters have to go to the polling booth to cast their voters.
- 6.2.4 Each voter is expected to carry the Identity card issued by the Railway Administration as identity proof during the voting, if such an identity card has been issued. However, if no identity card has been issued in the voter's favour, which can be clarified from records, the voter must carry a valid identity proof (election voters' card / passport / PAN Card/ Driving license/ **Aadhar card** etc.) alongwith original salary slip/ **occupation slip** issued by Railway Administration. If a prospective voter fails to satisfactorily convince his / her identity before the Presiding Office, he / she shall not be allowed to cast a vote. Any prospective voter whose junction of the nail of left index finger is found marked with the indelible ink shall not be allowed to cast vote whether or not his/her credentials are found genuine.
- 6.2.5 The 1<sup>st</sup> Polling Officer shall, after verification of identity of the voters, read out the names of the voters coming for casting their vote, one by one, and mark a tick in the relevant voter list.
- 6.2.6 Adequate precautions shall be taken to prevent bogus voting. However, under no circumstances a tender ballot shall be permitted for any challenge of voters, regardless of the genuineness of the case. As indicated in item 6.2.4 above coupled with the presence of polling agents, such a situation should not arise.
- 6.2.7 The 2<sup>nd</sup> Polling Officers shall write the relevant details (such as name, designation, T/No., Control No., address etc.) of the voters at the prescribed places on the counterfoil of the appropriate ballot paper of the constituency the voter belongs to. Then after obtaining signatures of the Presiding Officer and the Voter (signature / thumb impression) at appropriate places (on the ballot paper/counterfoil), hand over the ballot paper to the voter duly demonstrating him/her the proper system of folding the ballot paper.
- 6.2.8 While handing over the ballot paper to the voter, the 2<sup>nd</sup> Polling Officer shall put the indelible ink on the junction of the nail of the left index finger.
- 6.2.9 The 2<sup>nd</sup> Polling Officer shall also provide the stamp to the voter for proper marking on the ballot paper and direct the voter to cast his / her vote in a concealed place allotted in the polling booth and then to put it in the ballot box.
- 6.2.10 The voter shall cast their vote by putting a rubber stamp with (⊕) sign within the specified box assigned for the candidate in favour of whom he /she wishes to cast vote, inside the concealed place. Specimen copy of the ballot paper would be given to the candidates for exhibiting to the voters prior to the date of election.
- 6.2.11 The ballot box(es) will be kept in front of the Presiding Officer during casting of vote. After casting his/her vote the voter shall fold up the ballot paper and drop it into the appropriate ballot box duly witnessed by the Presiding Officer who shall be responsible for ensuring that the voter correctly drops the issued ballot paper in the ballot box. Wherever a single polling booth is allotted more than one constituency, suitable colour coding shall be adopted to distinguish the

ballot papers and ballot boxes of the different constituencies. It will help voters drop their ballots in the appropriate ballot boxes.

- 6.2.12 If the voter is unable to read the ballot paper or stamp the (⊕) sign and desires to be assisted in doing so, the Presiding Officer shall read it for him and if necessary, mark the ballot paper accordingly to the directions of the voter and give it to him to deposit personally in the ballot box. In all such cases, the Presiding Officer shall make a note in the corresponding counterfoil of the form of the reason why it was so marked.
- 6.2.13 No voter(s) shall be allowed to enter the polling booth premises after the notified time. However, the voters who have entered the premises within the notified time shall be allowed to cast their votes.
- 6.2.14 After the polling is over, the ballot box(es) shall be sealed, in presence of the polling agents. The window of the ballot box will be closed by pasting a paper on which the signatures of the polling agents as well as Presiding Officer are to be made. If the notified place of voting and counting is the same then the ballot box(es) shall be kept as such under continuous vigil of the polling team (duly witnessed by the polling agents). However, where shifting of ballot box(es) is required for counting, after sealing of window as mentioned above, the ballot box shall be covered by a paper and gunny bag and necessary stitching to be done before providing seal at the points stitching and sent to authority as notified by the Election Officer.
- 6.2.15 The Presiding Officer shall count the unused ballot papers, and also the counter foils of used ballot papers and accordingly furnish constituency wise report to the Returning Officer as per **Annexure-8 (in sealed envelope No. 1)**. The counter foils of used ballot papers will be sealed in a separate envelope super scribing **“Used ballot papers counterfoil for Area Committee Election, 20\_\_” as packet No.2**. The unused ballot papers will be sealed in separate envelope super scribing **“Unused Ballot Papers for Area Committee Election 20\_\_” as packet No. 3**. The Presiding Officer shall deposit these accordingly through the concerned Returning Officer.
- 6.2.15 At every election where a poll is taken, votes shall be given by ballot in such manner as may be prescribed, and no votes shall be received by proxy.

### **6.3 Counting**

- 6.3.1 Counting of votes shall be done on the date of polling at the notified place(s).
- 6.3.2 A candidate or any one representative nominated by him (only one person per candidate at a time) shall be permitted to be present at the time of counting of votes. Duty certificates are to be issued to the authorized polling/ counting agent by the concerned SSE/ In-charge/ Controlling Officer for attending the polling/ counting at the nominated day of counting the candidate or the nominated counting agent should reach the place of counting before the start of counting. Representatives / candidates would not be permitted to leave the counting room till the counting is over. Candidates or representatives will not carry any cell phone at the counting centre.
- 6.3.3 The outer seal/cover of all the ballot boxes of a constituency and also the postal ballots shall be opened in the immediate presence of the concerned Counting Officer, Assistant Counting Officers, candidates/ counting agents (only one person per candidate) for the verification of seals only. Concerned Observers



and Returning Officers shall also supervise the start of counting process for the constituencies under their jurisdiction.

6.3.4 Envelopes of all the postal ballots, as applicable, received of that constituency shall be opened one by one and the ballot paper shall be placed without opening.

6.3.5 Subsequently, Ballot boxes shall be opened one by one and the number of ballot papers in each box should be counted and tallied with the record submitted by the Presiding Officer.

6.3.6 All the ballots (the postal ballots and ballots from ballot boxes) shall be mixed and the votes shall be counted by the Assistant Counting Officers under personal scrutiny of the Counting Officer, duly supervised by the Returning Officers and the Observer as per the following:

- a. The ballot papers of all the booths of one constituency are to be mixed in one bunch.
- b. Ballot paper shall be opened and arranged in stack after checking their validity. Disputed ballot papers are to be separated for decision. Specimen (Dummy) ballot paper indicating which vote is valid and which is not valid, is enclosed for the guidance of the counting officers (Annexure-10).
- c. First of all, the disputed ballot papers are to be checked by the nominated counting officer regarding their validity and decision taken for them, before segregation of ballot papers candidate wise.
- d. The ballot papers declared valid out of the disputed ballot papers as brought out in above Para shall be counted and record maintained by the concerned counting officers. All these ballot papers are to be kept in a separate envelope, candidate wise by the counting officer.
- e. The Returning Officer shall make his/her decision on any dispute. Any appeal to the decision lies only with the Observer whose decision in this regard would be final.
- f. After decision on the disputed ballot papers, the invalid declared ballot paper shall be separated and kept in a separate envelope.
- g. After the above steps are over, the valid ballot papers are to be segregated candidate wise and kept in a bunch of 50 each.
- h. After bunching of all the ballot papers, the candidate wise detail shall be prepared by the Counting officer.

6.3.7 In the following circumstances, the vote cast by any voter shall become invalid and shall be rejected:

- a. If any mark / stamp outside the specified box is made or,
- b. If stamp / mark is made for more than one candidate or,
- c. Any ballot paper which is not duly marked or,
- d. If the stamp sign ( $\oplus$ ) is so marked as to render is doubtful as to which candidate such vote actually relates or,
- e. Cross marked by other than rubber stamp or,
- f. Ballot paper without signature of Returning Officer / Presiding Officer or,
- g. Any paper used, other than ballot paper or,
- h. Ballot paper of another constituency.

- 6.3.8 If more than one stamp sign ( $\oplus$ ) is observed against any candidate's name, for the purpose of counting, they shall be deemed only as one vote in his/her favour.
- 6.3.9 After completion of counting, the Counting Officer shall finalise the report as per **Annexures-9**. After obtaining the signatures of the candidates / counting agent(s) on the report, the Counting Officer shall forward it to the Election Officer through the Returning Officer. The report shall contain a list of candidates in descending order of votes secured by each candidate. Accordingly, Election Officer shall declare the Elected Representative as follows:
- a. For a single identified constituency, the candidate who secures the largest numbers of votes will be declared as elected representative.
  - b. If two or more candidates secure an equal number of votes, in such a manner that it is not possible to distinguish clear winner(s), the Election Officer shall decide the elected representative(s) by drawing lots.
- 6.3.10 The Returning Officer shall issue certificates to the elected members after counting process is over. However, the formal results of the elections and the notification of the elected members will be issued in due course.
- 6.3.11 Immediately after the counting of votes is completed, the respective Wardens shall have the following sealed in separate packets:-
- a. The ballot papers which have been taken into the account for the purpose of counting the votes and
  - b. The ballot papers, the votes on which have been rejected and shall mark on each packet the number of papers it contains. These packets shall be kept in a sealed box and shall be preserved for one year from the date of the result of the elections is announced.
- 6.3.11 Immediately after the counting of votes is completed, the respective Wardens shall have the following sealed in separate packets:-

#### **6.4 Weightage of vote**

- 6.4.1 Each vote of elected member shall be assigned 2 points
- 6.4.2 Each vote of nominated members from the respective association shall be assigned 1 point.

#### **7. Nominated members list**

Names of nominated members in each area from SC/ST and OBC association who should also be resident of that respective area should invariably be reached to Election Officer before 07 days of election of Street Members in prescribed format Annexure-11. Nominated members should have completed three years continuous service by the time of notification of election date. Employees against whom a Major Penalty Charge Sheet is issued and who are under suspension are not eligible for nomination.

#### **8. MISCELLANEOUS**

- 8.1 Cases of deviation from the above guidelines shall have the prior sanction of the General Manager or where there is not possible, ex. Post facto sanction shall be obtained. No departure from the bye-laws as amended is permissible under any circumstances.

- 8.2 An election shall not be nullified just because of any irregularity or non-compliance with these instructions, unless it can be considered to have materially affected the results of the election. In all such cases the decision of the General Manager shall be final.
- 8.3 The Chief Warden reserved the right to suspend the Area Committee at any time without assigning the reasons.

This is in supersession of all previous guidelines issued in connection with the conduct of the Area Committees Election including that vide **GM/G/120 dated 23-08-07**.

DA : 11 Annexure, as above.

Sd/-  
Dy. General Manager

No. GM/G/120

Dated: 18-04-2023

Distribution for information and necessary action please :-  
All Heads of Department.  
All wardens.  
All Vice-wardens.

**A1 : NOMINATION FORM FOR STREET MEMBER**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_\_\_  
Nomination Form for **STREET MEMBER**

To,  
The Returning Officer,  
Area - \_\_\_\_\_, Constituency No. \_\_\_\_\_

I nominate Sri/Smt. {in BLOCK Letters, in TRILINGUAL (HIN, BEN, ENG)} \_\_\_\_\_

Designation , T/No.: \_\_\_\_\_ Shop/Office: \_\_\_\_\_  
Department : \_\_\_\_\_ Control No. : \_\_\_\_\_ Residing at Qrs.  
No. \_\_\_\_\_ Street No. \_\_\_\_\_ as a candidate for election to the Area Committee for  
the above constituency.

Signature of the Proposer : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Designation/T.No.: \_\_\_\_\_  
Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

I Second the above mentioned nomination :

Signature of the Seconder : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Designation/T.No.: \_\_\_\_\_  
Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

I agree to the proposed nomination. My date of appointment is \_\_\_\_\_ and I  
am residing in the above-mentioned constituency since \_\_\_\_\_ (dd/mm/yy)

Signature of the Nominee: \_\_\_\_\_  
Full Name : \_\_\_\_\_

We, the following support the above mentioned nomination of Sri/Smt. \_\_\_\_\_

Sl. No.	Name in Block letters	Designation, T/No.	Control Number	Street No.	Qrs. No.	Signature
01						
02						
03						

- \* Employees who have completed three years continuous service are eligible for submission of nomination.
- \*\* Employees against whom a Major Penalty Charge Sheet is issued and who are under suspension are not eligible for submission of nomination.

\_\_\_\_\_  
 Signature of SSE/In charge/  
 Controlling Officer with seal  
 Date

**A2 : NOMINATION FORM FOR VICE WARDEN**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_  
Nomination Form for **VICE WARDEN**

To,  
The Returning Officer,  
Area - \_\_\_\_\_,

**Statement by Proposing voter :**

I nominate Sri/Smt. \_\_\_\_\_  
Designation , T/No.: \_\_\_\_\_ Shop/Office: \_\_\_\_\_  
Department : \_\_\_\_\_ Control No. : \_\_\_\_\_ Residing at Qrs.  
No. \_\_\_\_\_ Street No. \_\_\_\_\_ and Street Member of Constituency No. \_\_\_\_\_  
of the mentioned Area Committee as a candidate for election to the Vice Warden of the Area  
Committee.

Signature of the Proposer : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Street member of Constituency No.: \_\_\_\_\_  
Designation/T.No.: \_\_\_\_\_  
Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

**Statement by Seconding Voter :**

*( Required only if the total strength of Street Members in the Area Committee is equal to or more than 8 )*

I Second the above mentioned nomination :

Signature of the Seconder : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Street Member of Constituency No. : \_\_\_\_\_  
Designation/T.No.: \_\_\_\_\_  
Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

**Statement by Supporting Voter:**

*( Required only if the total strength of Street Members in the Area Committee is equal to or more than 16 )*

I Support the above mentioned nomination :

Signature of the Supporter : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Street Member of Constituency No. : \_\_\_\_\_

Designation/T.No.: \_\_\_\_\_  
Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

**Statement by Nominees:**

I agree with the proposed nomination. I am an elected Street Representative of Constituency No.

\_\_\_\_\_

Signature of the Nominee: \_\_\_\_\_  
Full Name : \_\_\_\_\_

**A3 : NOMINATION FORM FOR NOM. REP.TO THE CENTRAL STAFF COUNCIL**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_

Nomination Form for **Nominated Representatives to the Central Staff Council**

To,  
The Returning Officer,  
Constituency Name \_\_\_\_\_

**Statement by Proposing voter:**

I nominate Sri/Smt. \_\_\_\_\_  
Designation, T/No.: \_\_\_\_\_ Shop/Office: \_\_\_\_\_  
Department : \_\_\_\_\_ Control No. : \_\_\_\_\_ Residing at Qrs.  
No. \_\_\_\_\_ Street No. \_\_\_\_\_ and Street Member of Constituency No. \_\_\_\_\_ of  
the Area Committee of Area No. \_\_\_\_\_ as a candidate for election to the Vice Warden of  
the Area Committee.

Signature of the Proposer : \_\_\_\_\_

Full Name : \_\_\_\_\_

Street Member of Constituency No. : \_\_\_\_\_  
of the Area Committee of Area No. \_\_\_\_\_

Designation/T.No.: \_\_\_\_\_

Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

**Statement by Seconding Voter:**

I Second the above mentioned nomination :

Signature of the Seconder : \_\_\_\_\_

Full Name : \_\_\_\_\_

Street Member of Constituency No. : \_\_\_\_\_  
of the Area Committee of Area No. \_\_\_\_\_

Designation/T.No.: \_\_\_\_\_

Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_



**Statement by Supporting voters:**

We, the following support the above mentioned nomination of Sri/Smt. \_\_\_\_\_

1. Signature of the Seconder: \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Street Member of Constituency No. : \_\_\_\_\_  
of the Area Committee of Area No. \_\_\_\_\_  
Designation/T.No.: \_\_\_\_\_  
Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

2. Signature of the Seconder: \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Street Member of Constituency No. : \_\_\_\_\_  
of the Area Committee of Area No. \_\_\_\_\_  
Designation/T.No.: \_\_\_\_\_  
Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

**Statement by Nominee:**

I agree with the proposed nomination. I am an elected Street Representative of Constituency No. \_\_\_\_\_

Signature of the Nominee \_\_\_\_\_

Full name : \_\_\_\_\_

**A4 : WITHDRAWAL OF NOMINATION FOR STREET MEMBER**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_\_\_  
Withdrawal of Nomination for **STREET MEMBER**

To,  
The Returning Officer,  
Area : \_\_\_\_\_,  
Constituency No. \_\_\_\_\_.

I \_\_\_\_\_(Name)

Designation, T/No.: \_\_\_\_\_ Shop/Office: \_\_\_\_\_

Department : \_\_\_\_\_ Control No. : \_\_\_\_\_ Residing at Qrs.

No. \_\_\_\_\_ Street No. \_\_\_\_\_ hereby unconditionally withdraw my candidature  
from election to the Area Committee for the above constituency.

Signature of the Nominee : \_\_\_\_\_

Full Name : \_\_\_\_\_

Designation/T.No.: \_\_\_\_\_

Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_

**A5: PROFORMA FOR BALLOT PAPER**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_\_\_  
Ballot Paper (Counterfoil)

Serial No. \_\_\_\_\_

Area No. \_\_\_\_\_

Constituency No./Name: \_\_\_\_\_

Voter's Name Sri/ Smt \_\_\_\_\_

Designation/ T. No. \_\_\_\_\_ Shop/Office \_\_\_\_\_

Department : \_\_\_\_\_ Control No. \_\_\_\_\_

Residing at Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_.

\_\_\_\_\_  
Voter's Signature

-----  
Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_\_\_  
Ballot Paper – Constituency No. \_\_\_\_\_ Area No. \_\_\_\_\_

\_\_\_\_\_  
Initial of Returning Officer

\_\_\_\_\_  
Initial of Presiding Officer

Sl. No.	Name of the Candidate	Mark (⊕) against the candidate selected by you
1.	In Trilingual	
2.	In Trilingual	
3.	In Trilingual	
4.	In Trilingual	
5.	In Trilingual	
6.	NOTA	

**A6: PROFORMA FOR NOMINATION OF POLLING/ COUNTING AGENT**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_\_\_  
Nomination of Polling/Counting Agent

To,  
The Returning Officer,  
Area : \_\_\_\_\_,  
Street Constituency No. \_\_\_\_\_.

I \_\_\_\_\_ ( Name)  
Designation, T/No.: \_\_\_\_\_ Shop/Office: \_\_\_\_\_  
Department : \_\_\_\_\_ Control No. : \_\_\_\_\_ Residing  
at Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_ and a candidate for the election for  
Street Representative for the above mentioned constituency hereby nominate.

Shri/Smt. \_\_\_\_\_ (Name)  
Designation, T/No.: \_\_\_\_\_ Shop/Office: \_\_\_\_\_  
Department : \_\_\_\_\_ Control No. : \_\_\_\_\_ Residing  
at Qrs. No. \_\_\_\_\_ Street No. \_\_\_\_\_ as my polling / counting agent.

Signature of the Candidate : \_\_\_\_\_  
Full Name : \_\_\_\_\_

Signature of the Polling /Counting Agent \_\_\_\_\_  
Full Name : \_\_\_\_\_

**A7: REPORT BY RETURNING OFFICER ON ISSUANCE OF BALLOT PAPERS**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_\_\_  
Report by Returning Officer on issuance of Ballot Papers

Area No. \_\_\_\_\_ Constituency No. : \_\_\_\_\_

A. Ballot Papers Issued to the Presiding Officer.

Form Sl. No.	To Sl. No.	Acknowledgement by Presiding Officer



**A8: REPORT BY PRESIDING OFFICER**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_\_\_  
Report by Presiding Officer

Area No. \_\_\_\_\_ Constituency No. : \_\_\_\_\_

Sl. No.	Description	From Sl. No.	To Sl. No.	Total
1.	Total No. of Ballot Papers issued by Returning to Presiding Officer.			
2.	Total No. of Ballot Papers used during polling.			
3.	Total No. of Counterfoils in the sealed envelope			
4.	Total No. of unused ballot papers in the sealed envelope			
5.	Discrepancy, if any			
6.	Reason of discrepancy, if any			
7.	General remarks on the conduct of polling			

Signature  
(Name)  
**1<sup>st</sup> Polling Officer**

Signature  
(Name)  
**2<sup>nd</sup> Polling Officer**

Signature  
(Name)  
**Presiding Officer**

Signature  
(Name)  
**Returning Officer**

**To,  
The Election Officer**

**A9: REPORT BY COUNTING OFFICER**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_

Report by Counting Officer

Area No. \_\_\_\_\_

Constituency No. : \_\_\_\_\_

Sl. No.		Description		
1.	a.	Total No. of Ballot Papers Collected from Ballot boxes		Signature of respective candidate/ Counting agent
	b.	Total No. of Ballot Papers collected from Postal Ballot		
	c.	<b>Grand Total</b>		
2.		Total No. of Ballot Papers found invalid thus rejected		
3.		Candidate wise votes Polled (in descending order of votes polled)		
	a.			
	b.			
	c.			
	d.			
	e.			

Signature  
(Name)  
**Asst. Counting Officer**

Signature  
(Name)  
**Asst. Counting Officer**

Signature  
(Name)  
**Counting Officer**

Signature  
(Name)  
**Returning Officer**

To,  
The Election Officer

















**A10: SAMPLE BALLOT PAPER (VALID/INVALID VOTES)**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_

Ballot Paper - Constituency No. : \_\_\_\_\_ Area No. \_\_\_\_\_

\_\_\_\_\_  
Initial of Returning Officer

\_\_\_\_\_  
Initial of Presiding Officer

Sl. No.	Name of candidate	Mark  against the candidate selected by you
1.	AAAAAAAAAAA	 ✓
2.	BBBBBBBBBB	 ✗
3.	CCCCCCCCCC	  ✓
4.	XXXXXXXXXXX	 ✓  ✗
5.	YYYYYYYYYYY	 ✗
6.	MMMMMMMMMMM	 ✗
7.	GGGGGGGGGG	 ✗
8.	HHHHHHHHHH	 ✓
9.	TTTTTTTTTTT	 ✗
10.	PPPPPPPPPP	 ✓
11.	QQQQQQQQQQ	 ✓
12.	EEEEEEEEEEE	
13.	ZZZZZZZZZZ	

Note : A Single ballot paper containing valid votes (as indicated above) for more than one candidates will be invalid

✓ valid

✗ invalid.

**A11: NOMINATED MEMBERS OF SCST/OBC ASSOCIATION**

Chittaranjan Locomotive Works  
AREA COMMITTEE ELECTION, 20\_\_\_\_  
**Report by General Secretary/ Secretary**

SLNO.	AREA	NAME	DESIGN	T/No	CONTROL NO.
1					
2					
3					
4					
5					
6					
7					
8					

\* Employees who have completed three years continuous service are eligible for nomination.

\*\* Employees against whom a Major Penalty Charge Sheet is issued and who are under suspension are not eligible for nomination.

\_\_\_\_\_  
**General Secretary/ Secretary (with Seal)**  
\_\_\_\_\_  
**Association**

Date



CHITTARANJAN LOCOMOTIVE WORKS

CHITTARANJAN

THE AREA COMMITTEE ELECTIONS

**C. SCHEDULE OF CONSTITUENCIES**

**1. SCHEDULE OF CONSTITUENCIES – STREET MEMBERS**

**a) Area-1 : Fatehpur Colony including police station:**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	44, 44A, 44B, 45, 46, 45	1
2	48, 50, 51	1
3	52, 53, 54, 55A, 55B, RR, PIC, PCA	1
4	55, 56, 56A, 57, 57A	1
		4

**b) Area-2 : SPN Colony and Ribbon Area :**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	1D, 59, 60, 61, PA, 60A	1
2	62, 63, 64, 64A	1
3	65, 66	1
4	67, 68, 69, 70	1
5	71, 72, 73, 74	1
		5

**c) Area-3 : SP West, SP East, Hill Colony, Hospital Colony(Old) including S.P. East Market**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	AA, SA, GA, CA, MA	1
2	2, 3, 4, 5, 6, 7	1
3	1C, 2C, 3C, 4C, 5C, 6C	1
4	1, 1A, 1B, 1E, 1F	1
5	Link BR, BR-1, BR-2, BR-3, 8, 9, 10, 11, 11A, 12, 13	1
6	14, 14A, 15, 16, 17, 18	1
		6

**d) Area-4 : Amladahi Centre bounded by Amladahi Circle, St.No. 24, Cross Road No.12, Gold Mohar Avenue and River Road:**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	19A, 20, 20A, 20B, 21, 21A, 21B, 21C, Amladahi Circle, Hostel-1/ TTC, Bow Road	1
2	GMA (Cr Rd: 12-14) (Qrs. 1A-11B) ; GMA(Extn.) (Cr. Rd 12- Ftp Rd. )(Qrs. 1/1A-1/2D); <b>22 (Cr Rd: 12-14) (Qrs.1A-16B, 75A-87B);</b> 23(Cr Rd: 12-14) (Qrs. 1A-22B, 106A -120B) ; <b>24(Cr Rd: 12-14) (Qrs. 46A-69B)</b>	1
3	GMA (Cr Rd: 14-15) (Qrs. 12A-21B) ; <b>22 (Cr Rd: 14-15)(Qrs.17A-34B, 63A-74B);</b> 23 (Cr Rd: 14-15) (Qrs.23A-44B, 86A-105B); <b>24 (Cr Rd: 14-15)(Qrs. 23A-45B);</b>	1
4	GMA (Cr Rd: 15-17) (Qrs. 22A-32B) ; <b>22(Cr Rd: 15-17) (Qrs.35A-56B, 57A-62B);</b> 23(Cr Rd: 15-17) (Qrs.45A-77B, 78A-85B); <b>24(Cr Rd: 15-17) (Qrs. 1A-22B);</b>	1
		4

- e) **Area No.5: Amladahi West bounded by Street No.26, 38 & 43 Cross Road No.17 (including R-7 Market Area) and Rupnarayanpur Road and all RPF dorms/ barracks:**

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	<b>24(Cr Rd: 15-17) (Qrs. 22/1A-22/7B);</b> 26; <b>28 (Cr Rd: RNPR-17) (Qrs. 35A-60B)</b>	1
2	28 (Cr Rd: RNPR-17) (Qrs. 1A-34B); <b>30 (Cr Rd: RNPR-17) (Qrs. 34A-63D)</b>	1
3	30 (Cr Rd: RNPR-17) (Qrs. 1A-33B); <b>31 (Cr Rd: RNPR-17)(1A-36D)</b>	1
4	33 (Cr Rd: RNPR-15) (Qrs.1A-11D); <b>35 (Cr Rd: RNPR-15)(Qrs.1A-8B, 33A-41D, 34/1A-34/2D);</b> 37 (Cr Rd: RNPR-15)(Qrs; 36A- 45D)	1
5	33 (Cr Rd: 15-16)(Qrs.11/1A-11/11D); <b>35 (Cr Rd: 15-16)(Qrs. 8/1A-32/9D, 8/10A-32/12D);</b> 37 (Cr Rd: 15-16)(Qrs; 35/2A- 35/12D)	1
6	33 (Cr Rd: 16-17)(Qrs.12A-24D); <b>35 (Cr Rd: 16-17)(Qrs.9A-32D);</b> 37 (Cr Rd: 16-17)(Qrs. 23A- 35D)	1
7	37 (Cr Rd: RNPR-17)(Qrs. 1A- 8D, 8/1A- 8/4D, 9A-22D); <b>38 (Cr Rd: RNPR-17)(Qrs. 6A- 12B, 12A/A- 25D, 26A- 31B, AW Barrack);</b>	1

8	38 (Cr Rd: 16-17)(Qrs. 12/1A-12/12AD); <b>42;</b> 43	1
		8

f) Area No.6: Amladahi East bounded by Street No.24, 41A & 41B,Rupnarayanpur Road , Cross Road No.12 & 11:

Constituency No.	Street /Road /Avenue etc.	No. of Seats
1	25, 27	1
2	29; 30(Extn.) (Qrs. 1/1A-1/2B, 63/1A-63/2B); 31(Cr Rd: 12-RNPR) (Qrs. 50A-65B, 37A-49B, 36/1A-26/2B)	1
3	32 (Cr Rd: 12-13) (Qrs. 1A-12A/D) ; <b>34(Cr Rd: 11-13)(Qrs. 48A-50B, 1/1A-1/4B, 1A-12A/D, 36A-47D)</b>	1
4	32 (Cr Rd: 13-14)(Qrs. 14A-25D); <b>32 (Extn.)(Qrs. 26A-26D);</b> 33 (Extn.) (Qrs. 1/1A-1/4D); <b>34 (Cr Rd: 13-14)(Qrs. 14A-35D);</b> 34 (Extn.) (Qrs. 24/1A-24/2D); <b>35 (Extn.) (Qrs. 42A-45D, 1/1A-1/4D)</b>	1
5	36 (Cr Rd: 11-13)(Qrs. 1A-16D, 40A-56B, 1/1A-1/3B); <b>38(Cr Rd: 11-13)(Qrs. 1A-5B, 57A-61B, 44A-56D)</b>	1
6	36 (Cr Rd: 13-14)(Qrs. 17A-39D); <b>36 (Extn.)(28/1A-28/5D);</b> 37 (Extn.) (Qrs. 46A-49B, 1/1A-1/3D); <b>38 (Cr Rd: 13-RNPR) (Qrs.32A-43D, 31/1, 31/2A-31/4D)</b>	1
7	39 (Cr Rd: 11-13)(Qrs. 1A-5B, 6A-18D, 33A-37B); <b>40 (Cr Rd: 11-13) (Qrs. 1A-4B, 4/1A-4/12AB, 19A-29D, 30A-33B);</b> 41 (Cr Rd: 11-13)( Qrs. 2A-8B,9A-17B, 1/15A-1/28D, 1/29A-1/29B) ; <b>41B</b>	1
8	39 (Cr Rd: 13-14) (Qrs. 19A-32D); <b>40 (Cr Rd: 13-14)(Qrs. 4/14A-4/25D, 5A-18D);</b> 41 (Cr Rd: 13-14) ( Qrs. 1A-1D,1/1A-1/14D, 18A-24D)	1
9	39 (Extn.)(Qrs. 32/1A-32/8B); <b>40 (Extn.)(Qrs. 5/1A-5/14B);</b> 41 (Extn.)( Qrs. 0/1A-0/6D, 25A-28B); <b>41A</b>	1
		9

**g) Area-7: Simjuri colony bounded by Cr.No.45, 50 & onwards including RPF/Barrack:**

<b>Constituency No.</b>	<b>Street /Road /Avenue etc.</b>	<b>No. of Seats</b>
1	60, 78, 79, 80, 81, 82	1
2	62, 63, 83	1
3	84 ( including <b>RPF/Simjuri Barrack</b> ), 85	1
4	64, <b>86</b> , 86A, <b>87(Cr Rd: 45-46)(Qrs. 2A-13D, 45A-58B)</b>	1
5	87 (Cr Rd: 46-50)(Qrs. 14A-44D, 30/1A-30/2B), <b>88; 89</b>	1
6	66A, 69A, 70A, 72A, 73A	1
		6

**h) Area-8: New Hospital Colony:**

<b>Constituency No.</b>	<b>Street /Road /Avenue etc.</b>	<b>No. of Seats</b>
1	24A, 26A, 26B, 33A, 33B, 33C	1
2	35A, 37A, 38A, 42A, 43A	1
3	35B, 37B, 38B, 42B, 43B	1
		3

**2. SCHEDULE OF CONSTITUENCIES – VICE WARDENS**

Constituency Name	Brief Area Description	No of Votes	No. Of Seats
Area No.-1	Fatehpur Colony including Police Station	4	1
Area No.-2	SPN Colony & Ribbon Area	5	1
Area No.-3	SP West, SP East, Hill Colony, Hospital Colony (Old) including S P East Market	6	1
Area No.-4	Amladahi Centre bounded by Amladahi Circle, St No- 24 Cross Road No-12, Gold Mohar Avenue and River Road.	4	1
Area No.-5	Amladahi West bounded by St No-26, 38 & 43 Cross Road No-17 (including R-7 Market Area) and Rupnarayanpur Road and all RPF dorms/barrack	8	1
Area No.-6	Amladahi East Bounded by St No- 24, 41/A & 41/B Rupnarayanpur Road, Cross Road No-12 & 11.	9	1
Area No.-7	Simjuri Colony bounded by CR No- 45, 50 & onwards.	6	1
Area No.-8	New Hospital Colony	3	1
	Total	45	8

**3. SCHEDULE OF CONSTITUENCIES- NOMINATED REPRESENTATIVE TO THE CENTRAL STAFF COUNCIL**

Constituency Name	Brief Area Description	No of Votes	No. Of Seats
Area Committees 3,5 & 8	Elected Street Member of Area Committees for Area No-3, 5 & 8	17	1
Area Committees 1, 2 & 7	Elected Street Member of Area Committees for Area No-1, 2 & 7	15	1
Area Committees 4 & 6	Elected Street Member of Area Committees for Area No- 4 & 6	13	1