



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

No. 2024/SBEC-III/Elections

रेल भवन, नई दिल्ली - 110 001, तिथि :

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

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

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

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

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

Annexure 'P' : Ballot Box Record

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

Annexure 'Q' : Booth Polling Record

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

Annexure 'R' : Presiding Officer Record

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

Annexure 'S' : Trade Union-wise Tally

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

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

DA: as above.

Annexure P
Railway Board's letter No. 2024/SBEC-III/Elections dt 15.10.2024
Ref: Section 19.5 of Final Modalities dt 09.09.2024, SBE-III

Ballot Box Record
(to be prepared by each Polling Officer for each Box and to be pasted on the Ballot Box)

Railway/PU:

Division/Unit:

Booth No/Location:

Ballot Box Number *	Serial Numbers of Ballots Cast in the Box		Total Number of Votes Cast in The Box	Initials of Polling Agents (those available)
	From	To		
				01. 02. 03. and so on

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

Name, Signature (with date) & stamp of the Polling Officer

Annexure Q
Railway Board's letter No. 2024/SBEC-III/Elections dt 15.10.2024
Ref: Section 19.5 of Final Modalities dt 09.09.2024, SBE-III

Booth Polling Record
(to be prepared by each Polling Officer for her/his booth on conclusion of polling)
Railway/PU:

Booth No:

Location:

Number of Voters in 'Final Voters List' as published on 18.10.2024 *	Voters added on a/c of under-going Training in 'Training Centres' attached to the Polling Booth *	Voters Transferred in, after 18.10.24 and hence included in the Polling Booth.	Sub-Total	Voters marked for 'Postal Ballot' and hence excluded here. *	Voters marked for training and therefore included in other Polling Booths. Hence, excluded here. *	'Voters excluded as per Section 3.4 & 3.5 of Final Modalities' AND 'Voters Transferred out of booth'	Sub-Total	Net Voters	No. of Votes Polled as per Ballot Paper Record
1	2	3	4= 1+2+3	5	6	7	8= 5+6+7	9= 4 - 8	10

Note: * Should conform to provisions of Railway Board's letter No. 2024/SBEC-III/Elections dt 09 10 2024

Name, Signature (with date) & stamp of the Polling Officer

Annexure R
Railway Board's letter No. 2024/SBEC-III/Elections dt 15.10.2024
Ref: Section 20.0 of Final Modalities dt 09.09.2024, SBE-III

Presiding Officer Record
(to be prepared by each PO for all the booths under her/him and to be forwarded to RO after counting)

Railway/PU:

Office of Presiding Officer:

Polling Officers & Booth Numbers (BN)	Number of Voters in 'Final Voters List' as published on 18.10.2024 *	Voters added on a/c of under-going Training in 'Training Centres' attached to the Polling Booth *	Voters Transferred in, after 18.10.24 and hence included in the Polling Booth.	Sub-Total	Voters marked for 'Postal Ballot' and hence excluded here. *	Voters marked for training and therefore included in other Polling Booths. Hence, excluded here. *	'Voters excluded as per Section 3.4 & 3.5 of Final Modalities' AND 'Voters Transferred out of booth'	Sub-Total	Net Voters	Votes Polled	Invalid Votes	Total Valid Votes Polled
	1	2	3	4= 1+2+3	5	6	7	8= 5+6+7	9= 4 - 8	10	11	12= 10 - 11
BN-1 & Name												
BN-2.... & Name												
Total:												

Note: * Should conform to provisions of Railway Board's letter No. 2024/SBEC-III/Elections dt 09 10 2024

Signature (With date), Name & Designation of Presiding Officer

Annexure S
Railway Board's letter No. 2024/SBEC-III/Elections dt 15.10.2024
Ref: Section 20.0 of Final Modalities dt 09.09.2024, SBE-III
Trade Union - wise Tally

(to be prepared by each Presiding Officer for all the booths under her/him and
to be forwarded to RO after counting)

Railway/PU:

Office of Presiding Officer:

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

Serial No.	Name of Contesting Trade Unions	Abbreviation of Contesting Trade Unions	'Total Valid Votes Polled' as secured by the TU.
1			
2			
3			
4...			
		Total:	

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

Signature (With date), Name & Designation of Presiding Officer