

पूर्वोत्तर सीमांत रेल  
Northeast Frontier Railway.

कार्यालय  
महाप्रबंधक(कार्मीक)  
मालीगांव, गुवाहाटी-781011

Office of the  
General Manager(P)  
Maligaon, Guwahati-781011

तारीख: 27.11.2024

No.E/301/SBE(U)-III

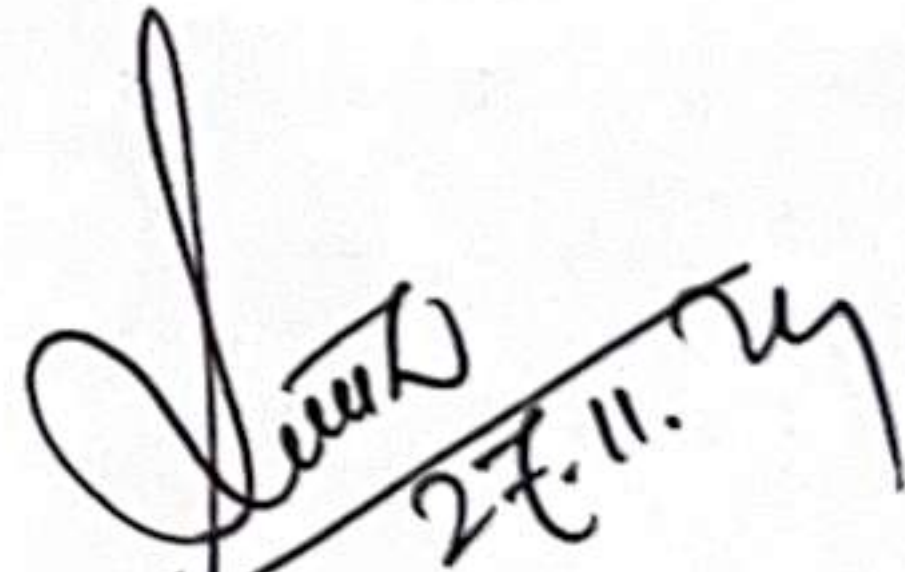
To  
DRM(P)/KIR, APDJ, RNY, LMG & TSK  
Sr. DPO/DBWS  
APO/NBQS, APO/CON/MLG

Sub: **SBE-III/2024 TIMELINE.**

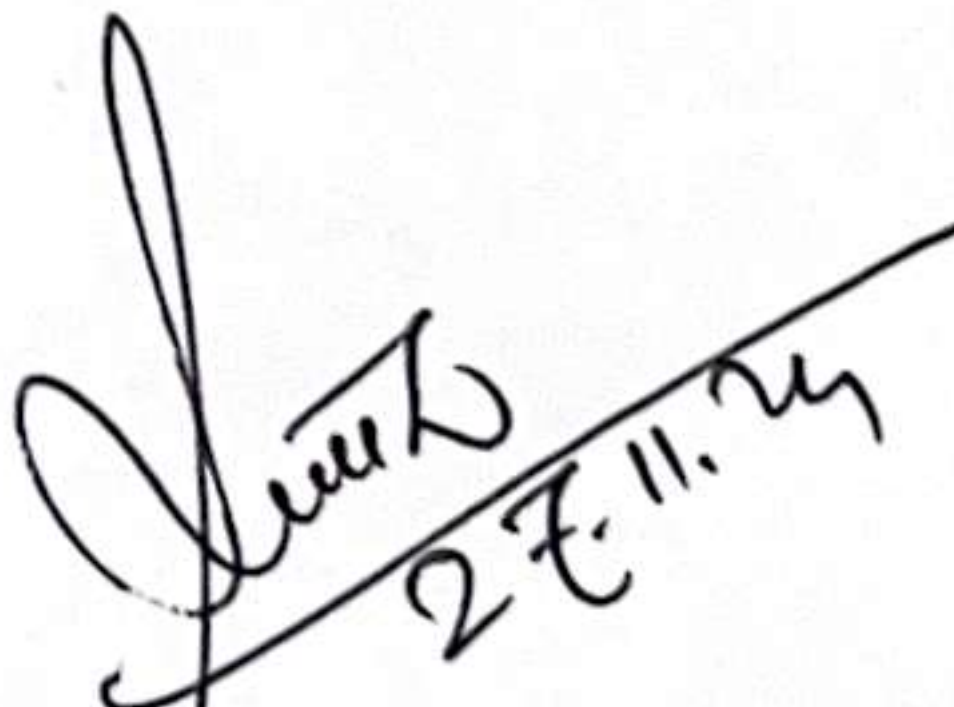
Ref:- Railway Bd's Letter No. 2024/SBEC-III/Elections dated 09.09.2024.

The Timeline of SBE-III/2024 is enclosed herewith for your kind information and guidance please.

DA: As above. (3 pages)

  
(Santosh Kumar Dutta)  
APO/Welfare  
For General Manager(P)  
N. F. Railway, Maligaon

Copy to:- 1) PS to PCPO for kind information PCPO.  
2) CPO/Admn. (ARO)  
3) CPO/IR/NFR

  
For General Manager(P)  
N. F. Railway, Maligaon

# NORTHEAST FRONTIER RAILWAY

## SBE - III 2024 TIMELINE

### COMMENCEMENT AND FIRST DAY (04-DEC-2024) - FOR ALL VOTERS

SN	DATE	TIME	ACTIVITY	BY
1	28-Nov-24		DESPATCH OF POSTAL BALLOTS BY PBO TO PRESIDING OFFICERS BY SPL MESSENGERS & ENSURE TIMELY DELIVERY TO EACH APPLICANT.	PBO
2	01-Dec-24	11:00	PRESIDING OFFICERS TO COLLECT BALLOT PAPERS, VOTING CUBICLES & OTHER POLLING MATERIALS FROM HQ MLG	PRESIDING OFFICERS
3	02-Dec-24		EMPTY BALLOT BOXES, BALLOT PAPER BOOKLETS & OTHER POLLING MATERIAL TO BE HANDED OVER TO EACH POLLING OFFICER	PRESIDING OFFICERS
4	03-Dec-24	10:00	POLLING STAFF TO REACH THEIR RESPECTIVE POLLING BOOTHS - STORE EMPTY BALLOT BOXES IN STRONG ROOM - INSPECT ALL ARRANGEMENTS & FUNCTIONING OF CCTV	POLLING OFFICERS
5	04-Dec-24	06:30	TWO EMPTY BALLOT BOXES TO BE COLLECTED FROM STRONG ROOM	POLLING OFFICERS
6		07:00	POLLING TEAMS TO OPEN POLLING BOOTH	POLLING OFFICERS
7		07:15	JOINT INSPECTION & SEALING OF EMPTY BALLOT BOXES	POLLING OFFICERS & POLLING AGENTS
8		07:20	PLACEMENT OF VOTING CUBICLE & EMPTY BALLOT BOX	POLLING OFFICERS
9		07:25	SCRUTINY OF BALLOT PAPER BOOKLETS & VOTERS LIST	POLLING OFFICERS & POLLING AGENTS
10		07:45	1st Polling Booth Report (Annex-A) to be sent to Presiding Officer	POLLING OFFICERS
11		08:00	POLLING TO BEGIN	POLLING OFFICERS
12		12:00	2nd Polling Booth Report to Presiding Officer	POLLING OFFICERS
13		17:00	3rd Polling Booth Report to Presiding Officer	POLLING OFFICERS
14		18:00	POLLING TO CLOSE *	POLLING OFFICERS
		* <b>Note:</b> Polling shall close only after the last voter (who has joined the queue before 18:00 hours) has cast his/her vote. Hence, closing time may extend beyond 18:00 hours.		
15		*18:00:00	4th (Last) Polling Booth Report to Presiding Officer	POLLING OFFICERS
16		AFTER POLLING	USED BALLOT BOXES TO BE SEALED & SIGNED	POLLING OFFICERS, RPF & POLLING AGENTS
17			Fill & PASTE LABEL as per ANNEX-P (Ballot Box Record) on EACH USED & SEALED BALLOT BOX	POLLING OFFICERS
18			Submit ANNEX-Q (Daily Booth Polling Record) to PRESIDING OFFICERS	POLLING OFFICERS
19			SHIFT UNUSED/USED & SEALED BALLOT BOXES TO STRONG ROOM. LOCK & SEAL the STRONG ROOM.	POLLING OFFICERS, RPF & POLLING AGENTS

**NOTE:** None of the above-mentioned activities shall be held up in case any Polling Agent is absent OR reports late.

DISCLAIMER: In case any further clarification is needed, please refer to Final Modalities of SBE-III (2024)

**NORTHEAST FRONTIER RAILWAY**  
**SBE - III 2024 TIMELINE**  
**SECOND DAY (05-DEC-2024) - FOR ALL VOTERS**

SECOND DAY (05-DEC-2024) - FOR ALL VOTERS

SN	DATE	TIME	ACTIVITY	BY
1	05-Dec-24	06:30	STRONG ROOM TO BE RE-OPENED & FRESH EMPTY BALLOT BOXES TO BE COLLECTED	POLLING OFFICERS, RPF & POLLING AGENTS
2		07:00	POLLING TEAMS TO OPEN POLLING BOOTH	POLLING OFFICERS
3		07:15	JOINT INSPECTION & SEALING OF EMPTY BALLOT BOXES	POLLING OFFICERS & POLLING AGENTS
4		07:20	PLACEMENT OF VOTING CUBICLE & EMPTY BALLOT BOX	POLLING OFFICERS
5		07:25	SCRUTINY OF BALLOT PAPER BOOKLETS & VOTERS LIST	POLLING OFFICERS & POLLING AGENTS
6		07:45	1st Polling Booth Report (Annex-A) to be sent to Presiding Officer	POLLING OFFICERS
7		08:00	POLLING TO BEGIN	POLLING OFFICERS
8		12:00	2nd Polling Booth Report to Presiding Officer	POLLING OFFICERS
9		17:00	3rd Polling Booth Report to Presiding Officer	POLLING OFFICERS
10		18:00	POLLING TO CLOSE *	POLLING OFFICERS
		* Note: Polling shall close only after the last voter (who has joined the queue before 18:00 hours) has cast his/her vote. Hence, closing time may extend beyond 18:00 hours.		
11		*18:00:00	4th (Last) Polling Booth Report to Presiding Officer	POLLING OFFICERS
12		AFTER POLLING	USED BALLOT BOXES TO BE SEALED & SIGNED	POLLING OFFICERS
13			Fill & PASTE LABEL as per ANNEX-P (Ballot Box Record) on EACH USED & SEALED BALLOT BOX	POLLING OFFICERS
14			Submit ANNEX-Q (Daily Booth Polling Record) to PRESIDING OFFICERS	POLLING OFFICERS & POLLING AGENTS
15	SHIFT UNUSED/USED & SEALED BALLOT BOXES TO STRONG ROOM. LOCK & SEAL the STRONG ROOM (TILL SHIFTING THE USED BALLOT BOXES TO THE COUNTING CENTRE).		POLLING OFFICERS, RPF & POLLING AGENTS	

NOTE: None of the above-mentioned activities shall be held up in case any Polling Agent is absent OR reports late.

# NORTHEAST FRONTIER RAILWAY

## SBE - III 2024 TIMELINE

### THIRD DAY (06-DEC-2024) - ONLY FOR LEFT OVER RUNNING STAFF

THIRD DAY (06-DEC-2024) - ONLY FOR LEFT OVER RUNNING STAFF

SN	DATE	TIME	ACTIVITY	BY	
1	06-Dec-24	06:30	STRONG ROOM TO BE RE-OPENED & FRESH EMPTY BALLOT BOXES TO BE COLLECTED	POLLING OFFICERS, RPF & POLLING AGENTS	
2		07:00	POLLING TEAMS TO OPEN POLLING BOOTH	POLLING OFFICERS	
3		07:15	JOINT INSPECTION & SEALING OF EMPTY BALLOT BOXES	POLLING OFFICERS & POLLING AGENTS	
4		07:20	PLACEMENT OF VOTING CUBICLE & EMPTY BALLOT BOX	POLLING OFFICERS	
5		07:25	SCRUTINY OF BALLOT PAPER BOOKLETS & VOTERS LIST	POLLING OFFICERS & POLLING AGENTS	
6		07:45	1st Polling Booth Report (Annex-A) to be sent to Presiding Officer	POLLING OFFICERS	
7		08:00	POLLING TO BEGIN	POLLING OFFICERS	
8		12:00	2nd Polling Booth Report to Presiding Officer	POLLING OFFICERS	
9		17:00	3rd Polling Booth Report to Presiding Officer	POLLING OFFICERS	
10		18:00	POLLING TO CLOSE *	POLLING OFFICERS	
		* <b>Note:</b> Polling shall close only after the last voter (who has joined the queue before 18:00 hours) has cast his/her vote. Hence, closing time may extend beyond 18:00 hours.			
11		*18:00:00	4th (Last) Polling Booth Report to Presiding Officer	POLLING OFFICERS	
12		AFTER POLLING	USED BALLOT BOXES TO BE SEALED & SIGNED	POLLING OFFICERS	
13			Fill & PASTE LABEL as per ANNEX-P (Ballot Box Record) on EACH USED & SEALED BALLOT BOX	POLLING OFFICERS	
14			Submit ANNEX-Q (Daily Booth Polling Record) to PRESIDING OFFICERS	POLLING OFFICERS & POLLING AGENTS	
15	SHIFT UNUSED/USED & SEALED BALLOT BOXES TO STRONG ROOM. LOCK & SEAL the STRONG ROOM (TILL SHIFTING THE USED BALLOT BOXES TO THE COUNTING CENTRE).		POLLING OFFICERS, RPF & POLLING AGENTS		
NOTE: None of the above-mentioned activities shall be held up in case any Polling Agent is absent OR reports late.					