

Letter No: MHCO-ADMN/13(48)/2/2022-O/o GM HR-Admin

Dated: 19/08/2022

To,

All BA/SSA/Unit Heads of MH Circle

Sub: Circulation of Draft Electoral Rolls for Conduct of 9th membership verification in BSNL MH Circle regarding.


Ref: - BSNL Corporate office letter no. BSNL/5-1/SR/2022 Dated 20/07/2022

The Details of provisional number of voters (Electoral Rolls) has been received from respective SSAs/Units of MH Circle and the same has been uploaded on MH Intranet Home page for kind information. Any objection/information like modification/deletion/Addition in the Draft electoral list (if any) is to be submitted to this office on email id **adgd2022@gmail.com** by 29th of August 2022 for preparing of final Electoral Rolls for Conduct of 9th membership verification in BSNL MH Circle. If no communication received by above said date, it will be presumed that the Unions does not have any objection on draft electoral Rolls provided to them and accordingly final Electoral Rolls will be prepared by this office

The guidelines has been already issued by BSNL Corporate office for preparation of Electoral Rolls vide letter under reference. Some important points in above said guidelines are Exclusion of employees retiring on or before 30.09.2022 / taking VRS or resigning from the services before conduction of polling/ Deputationists shall be included in electoral rolls of their parent units and parent unit will ensure dispatch of postal ballot to outstation Deputationists well in time / Inclusion of employees under suspension, temporary holding of executive post on local officiating basis, employee facing disciplinary proceeding or undergoing punishment etc.

This is issued with the approval of competent Authority

Encl: As above


19/8/22
(GAURANG DOSHI)
Asstt. Director (Admn. C)
MH Circle Office, Mumbai - 54

Copy to:

1. PS to CGMT MH Circle for kind information pl
2. GM (HR/Admin), O/o CGMT MH Circle, BSNL, Mumbai 54 for kind information pl
3. Shri K.H. Morey DGM (Admin.) & RO for MH Circle for kind information pl
4. All AROs of MH Circle for kind information pl
5. All CS/Representative of participative Unions



BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
SR CELL, Corporate Office
8th Floor, Bharat Sanchar Bhawan,
Harish Chander Mathur Lane,
Janpath, New Delhi-110 001

File No. BSNL/5-1/SR/2022

Dated 20th July, 2022

To

1. All CGMs, BSNL
2. GM (Pers.)/PGM (Estt.)/GM (Admn), BSNL C.O.

Sub: Conduct of 9th membership verification to elect majority representative Union(s) of Non-Executive employees in BSNL – Electoral Roll & Polling booths.

Sir,

The process of 9th membership verification for electing major representative Union(s) of non-executive employees in BSNL has already been started. Following letters have been issued by this office so far:

1	Letter No. BSNL/5-1/SR/2022 dated 22.04.2022	– Appointment of Chief Returning Officer (CRO)	(C1)
2	Letter No BSNL/5-1/SR/2022 (ii) dated 22.04.2022	– Constitution of Core Group	(C2)
3	Letter no. BSNL/5-1/SR/2022 dated 07.07.2022	– Calling up of Application	(C3)
4	Letter no. BSNL/5-1/SR/2022 dated 13.07.2022	– Instructions regarding non transfer of non executives during MV	(C4)

2. The tentative time schedule for the 9th Membership Verification (MV) is detailed below:

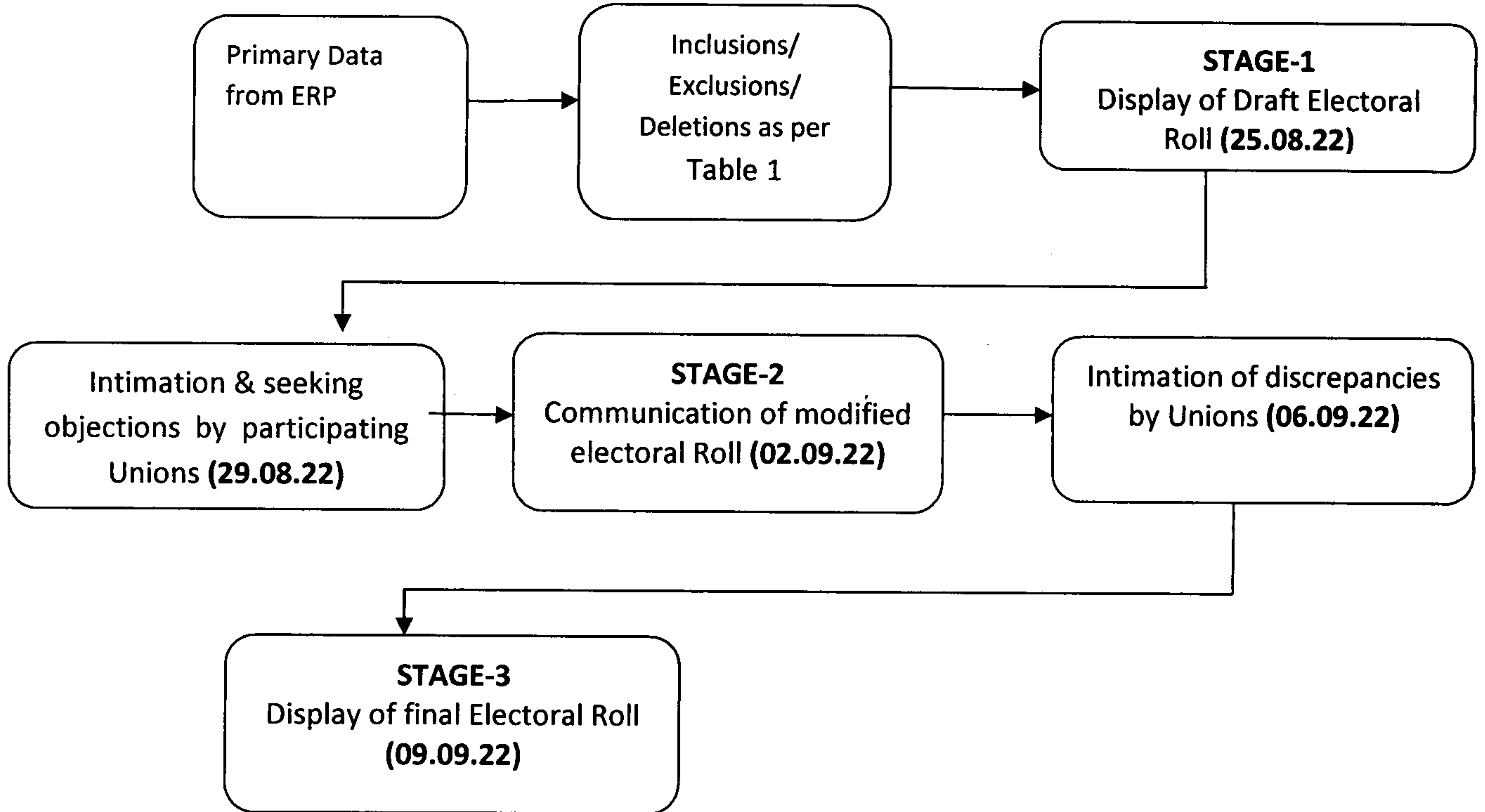
Sl. No.	Event	Date
1.	Date of Polling	12.10.2022 (Wednesday)
2.	Counting of Votes	14.10.2022 (Friday)
3.	Declaration of Result	14.10.2022 (Friday)

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3. I am directed to state that the preparation of Electoral Rolls and deciding no of Polling Booths shall be carried out as below :

(A) **Electoral Rolls:**

It will be a three stage process as follows:



i) **Stage-1 - Draft electoral roll-** The primary data may be taken from the ERP and processed for its correctness. The draft electoral rolls may be prepared immediately in the pro-forma enclosed at Annexure-I with inclusions and exclusions as per Table-1 by the concerned authority (e.g. GM HR /DGM HR). R.O. and A.R.O. will monitor the completion of all activities of electoral roll preparation as per the time schedule.

The Circle Secretaries will communicate BA/OA level representatives to concerned unit and *General Secretary will communicate the Circle representatives to concerned Circle by 22.08.2022*

The draft electoral rolls shall be displayed by 25.08.2022 and its copy shall be provided to the representatives of the participating unions at Unit HQs (CO/BA/OA) level for submission of their objections, if any, latest by 29.08.2022.

In case no communication is received by the stipulated date, it will be presumed that the Union does not have any objection on the draft electoral rolls provided to them.

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Table -1

Inclusions in the Electoral Roll –	
Employees in the following situations shall be included in the Electoral Roll .	
1	Employees under suspension
2	Deputationists shall be included in Electoral Roll of their parent place of posting. Parent circles will ensure dispatch of postal ballot to outstation deputationists well in time.
3.	Employees holding Non-Executive post on substantive basis, but temporarily promoted to Executive grade on local officiating basis
4.	Employees who exercised their option for absorption in BSNL but PO have not been issued so far and if their names were included in the electoral roll of previous MV.
5.	Employees facing disciplinary proceedings or undergoing punishment (except in case of imposition of penalty of dismissal/ compulsory retirement etc) and who have opted for absorption in BSNL

Exclusions from the Electoral Roll –	
1	Employees retiring on superannuation up to 30.09.2022
2.	Employees taking voluntary retirement up to 11.10.2022
3.	Employee retiring due to any reason or resign from service before polling date.

Regarding **non territorial Circles**, the draft electoral rolls shall be prepared according to guidelines enclosed at **Annexure-III**.

- ii) **Stage-2 – Modified electoral roll-** The concerned HR section shall prepare modified electoral roll, after addressing the objections received from the unions, if any, by 02.09.2022. The BAs/OAs shall provide a copy of the modified electoral roll to the Union representatives and advise them to peruse the electoral roll and inform discrepancy, if any, by 06.09.2022.
- iii) **Stage -3 – Final electoral roll-** In case any discrepancy is reported, the same shall be suitably addressed and final Electoral Roll shall be prepared by 07.09.2022. The Unit HQs (CO/BA/OA) shall display the final Electoral Roll by 09.09.2022 and circles will communicate a list indicating the final number of voters with BA-wise break-up to this office. Any objection arising out of foreseeable events shall not be entertained after this stage. ROs will collect the completion report from AROs in respect of all three stages and will send compiled report to CRO by 12.09.2022.

Note - After display of final Electoral Roll i.e. 09.09.2022, non-executives acquiring the status of an executive on or before the date of polling i.e. 12.10.2022 shall not be allowed to cast their votes since the MV is for Unions of Non-Executives. While communicating the final results, names of all such employees as mentioned above are to be excluded.



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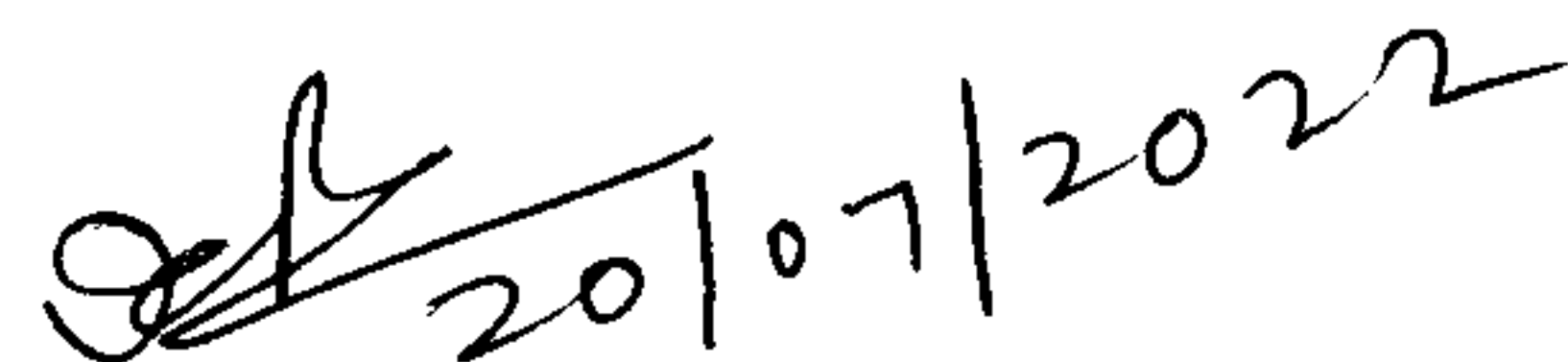
B. Polling Booths:

- i) The number of polling booths in a BA/OA may be decided by the Head of BA in consultation with Circle office keeping in mind the following points:
- a) Total number of voters in a polling booth should not exceed normally three hundred. In case it exceeds, two or more polling booths, as required may be planned.
- b) The Polling booths should be so located that minimum inconvenience is caused to the voters. The Polling booths should be spacious to accommodate one Presiding Officer, 1 to 3 Polling Officers, one Group D employee and one polling agent of each unions participating in verification process (only BSNL employees), depending upon the number of voters who vote at that particular booth. Polling Booths should have sufficient space for necessary arrangements for voting cabin and tables and chairs etc.
- ii) The information of polling booths may be prepared in the proforma at Annexure-II.
- iii) The field units shall communicate compiled information i.e. the number of polling booths and number of voters in the Circle to SR Cell Corporate Office by 16.09.2022.

4. The events and dates related with preparation of electoral roll and planning of polling booths are as follows:

(a)	Intimation of Union representatives to concerned Circle/BA/OA	22-8-2022
(b)	Display of Draft electoral roll	25-8-2022
(c)	Intimation of objections, if any, by participating Unions	29-8-2022
(d)	Communication of modified electoral roll by Circles to Unions	2-9-2022
(e)	Intimation of discrepancy, if any, by Unions	6-9-2022
(f)	Display of final Electoral Roll	9-9-2022
(g)	Communication of compiled report by ROs to CRO	12-9-2022
(h)	Submission of no. of polling booths and no. of Voters by Circles to SR Cell	16-9-2022

This is issued with the approval of competent authority.


(KRISHNA MURARI RUHELA)
AGM (SR), BSNL C.O.

Copy to

1. PPS to CMD, BSNL
2. PPS to all Directors, BSNL Board
3. CRO of 9th Membership Verification
4. Members of Core committee of 9th Membership Verification
5. All Unions.

ANNEXURE-I

(Annexure to Letter No. BSNL/5-1/SR/2022 Dated 20th July, 2022)

FORMAT FOR ELECTORAL ROLL

S.No.	Name	Designation	HRMS No.	Father's/ Husband's Name	Male/ Female	Deptt./Section

ANNEXURE-II

FORMAT FOR NO OF POLLING BOOTH

S.No.	Name of unit (CO/BA/OA)	No.of Voters	No. of Polling Booths
	Total		

ANNEXURE-III

(Annexure to Letter No. BSNL/5-1/SR/2022 Dated 20th July, 2022)

Guidelines for preparation of Electoral Rolls of non territorial Circles for conduct of 9th membership verification to elect majority representative Union(s) of Non-Executive employees in BSNL

- a) The electoral rolls will be prepared by the territorial Circles – CO/BA/OA-wise, incorporating the names of non-executives belonging to other units like BRBRAITT, Core Network-TX circles, I & QA, TFs, ITPC,, BBNW (NCNGN+BBNW), Civil, Electrical, Architecture etc. and posted under their respective Circle.
- b) Chennai TD and Kolkata TD will have electoral rolls of non-executives belonging to Chennai TD and Kolkata TD only.
- c) CNTX-North will be a separate Circle and its electoral rolls will include all units of BSNL located in Delhi only, viz. BBNW (NCNGN+BBNW), I & QA Circle, or any other Circle having presence in Delhi etc., except Corporate Office. However, the names of CNTX-North employees working in its sub regions outside Delhi will be included in the respective territorial Circles/BAs/OAs wherever they are working.
- d) WB Circle electoral rolls will also include the names of non-executives working in CNTX-East, TFs, ITPC, Civil/Elect etc. and working under its territorial Circle. Similarly, TN Circle electoral rolls will include staff of CNTX-South etc.
- e) Corporate Office and ALTTC will be independent Circles for the purpose of electoral rolls. GM (Pers.) as the nodal officer in the Corporate Office shall be responsible for preparation of electoral rolls incorporating names of non-executives of all streams working in the Corporate Office.

