



BHARAT SANCHAR NIGAM LTD.

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

No. BSNL/5-1/SR/2016

Dated, the 1st July, 2016

To

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

Sub: Preparation of Electoral Rolls for conduct of 1st membership verification to elect majority representative Association of Executive employees in BSNL - consolidated guidelines regarding

This is further to this office letter of even number dated 23rd June, 2016 regarding revised time-schedule for submission of applications for participation in the membership verification and also conduct of election to elect a majority representative Association of Executives in BSNL. Accordingly, the following guidelines are issued for preparation of electoral rolls in supersession of guidelines issued vide this office letter of even number dated 7th June, 2016 -

- a) The draft/provisional electoral rolls may be prepared in the proforma, enclosed at Annexure-I, wherein names of all executives of any stream, except those who have taken absorption in Group 'A' capacity, will be included in the electoral rolls. The electoral rolls will also include the names of those executives who have opted for absorption in BSNL, but their absorption has not taken place till date due to any reason whatsoever. Further, the names of DR DGMS will also be included in the voters' list since they are eligible to become members of the Associations and cast their votes in the membership verification.
- b) Further, the names of executives who are on deputation and also those under suspension shall figure in the electoral rolls.
- c) The names of executives, who will be superannuating up to 31st October, 2016 may not be included in the electoral roll.

- d) The names of non-executives, who are holding any Executive post on adhoc / officiating basis, looking after arrangement etc. will not be included in the electoral rolls.
- e) The non-Executives who are appointed/promoted to the Executive category after finalization of electoral rolls will not be included in the rolls which amounts to revision of electoral rolls.
- f) The electoral rolls will be prepared by the territorial Circles - SSA-wise, incorporating the names of executives belonging to other units like Mtce regions, Project Circles, QA, Inspn., TFs, ITPC, NCNGN, BBNW, Civil, Electrical, Architecture etc. etc. and posted under their respective Circle in addition to the names of executives of their own Circles.
- g) Chennai TD and Kolkata TD will have electoral rolls of executives belonging to CHTD and CTD only.
- h) NTR will be a separate Circle and its electoral rolls will include all units of BSNL located in Delhi only, viz. NTP, NCNGN, BBNW, QA Circle, RE Circle Delhi etc., except Corporate Office. However, the names of NTR employees working in its sub regions outside Delhi will be included in the respective territorial Circles/SSAs wherever they are working.
- i) WB Circle electoral rolls will also include the names of executives working in ETR, ETP, TFs, TS, ITPC, Civil/Elect. etc. and working under its territorial Circle. Similarly, TN Circle electoral rolls will include staff of STR, STP etc.
- j) Corporate Office, ALTTC and BRBRAITT 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 executives of all streams working in the Corporate office.
- k) The names of Executives on temporary transfer to other Circles will be included in the electoral rolls of the Circle in which they are presently posted.

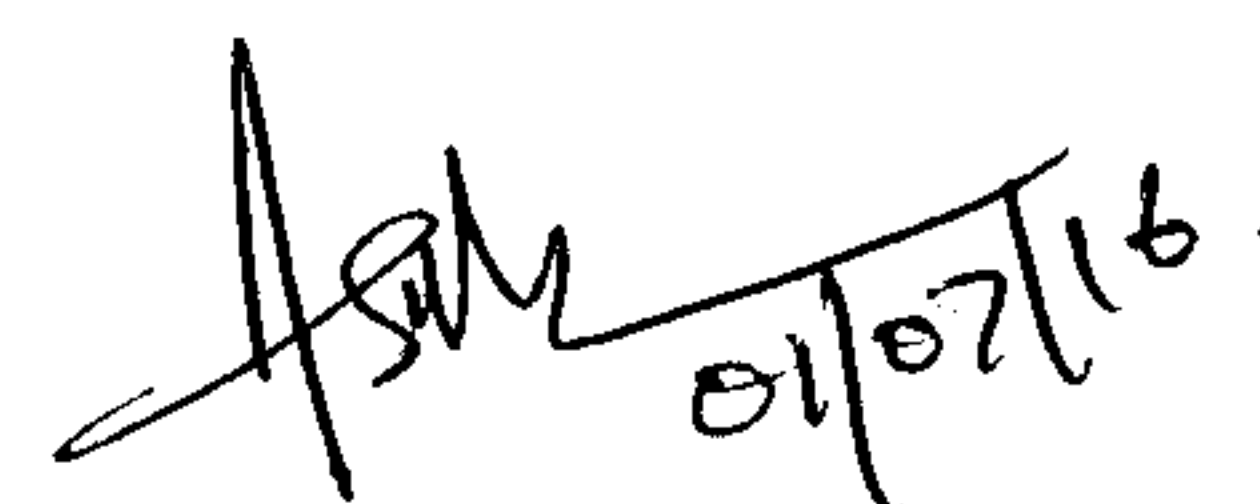
3. It may be ensured that the electoral rolls are prepared by 1st August, 2016. With a view to finalising the voters' lists, the following time-frame may be followed :-

- (a) The electoral rolls may be displayed by 8th August, 2016 and also a copy provided to the representatives of the participating Associations at SSA level to submit their objections, if any, latest by 11th August, 2016. The list of eligible Associations participating in the membership verification will be circulated in due course of time.

- (b) In case objections are not received from any of the Association by the stipulated date, it will be presumed that the Associations are not having any objection on the electoral rolls provided to them. However, objections, if any, received from the Associations will be addressed by 16th August, 2016 and the revised final list will be displayed and copy provided to the Associations by 17th August, 2016.
- (c) In pursuance of this office letter no. BSNL/5-1/SR/2016 dated 1st July, 2016, it is mandated that "Transfer orders of executives serving hard-tenure/soft-tenure stations may be issued till 31st August, 2016 and their relieving on or before 30th September, 2016." To enable such executives to cast their votes, supplementary lists may be prepared and finalized.

4. In addition to above, the position with regard to number of polling booths in a SSA may be assessed by the Head of SSA in consultation with Circle office keeping in mind that least inconvenience is caused to the employees and also to minimize the expenditure. It may be ensured that in a polling booth, provision may be made for not more than 400 voters to cast their votes. The information of polling booths may be prepared in the proforma as per Annexure-II.

5. Consequent upon finalization of voters' lists, the requisite information relating to number of voters only, SSA-wise, and also the number of polling booths will be communicated to the Corporate Office positively by 17th August, 2016.



(A.M. GUPTA)
GM (SR), BSNL C.O.

ANNEXURE-I

Name of the Circle : _____

Name of the SSA _____

S. No.	Name of the employee	Male/ Female	Designation	HR Package Staff No.	Deptt/ Section

ANNEXURE-II

Name of the Circle : _____

Sl. No.	Name of SSA	No./Name of Polling Booths