



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway  
मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)  
HEAD QUARTER, PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR,  
GM's OFFICE, BILASPUR (C.G.) 495004

पत्र क्र. SECR/P-HQ/IRM/SBE-2024/REP/E-149694

दिनांक: 09.10.2024

प्रति

All DRMs-BSP, R, NAG  
CWM/GSD/R, CWM/ MIB(W/s)/NAG  
Dy. CMM/GSD/R  
South East Central Railway

**विषय:— Section 16.35 (Record of Election Proceedings) of Final Modalities  
for holding of SBE, conveyed vide Railway Board's letter No.  
2024/SBEC-III/Elections dated 09.09.2024**

**संदर्भ:— रेलवे बोर्ड का पत्र क्र. 2024 / SBEC-III/Elections Dated 09.10.2024**

उपरोक्त संदर्भ में रेलवे बोर्ड द्वारा जारी पत्र संख्या 2024 / SBEC-III/Election दिनांक 09.10.2024 सभी संबंधितों के सूचनार्थ एवं आवश्यक कार्यवाही हेतु इस पत्र के साथ संलग्न किया जाता है।

संलग्नक: यथोक्त

*[Signature]*  
09.10.24  
(डी.सी. मंडल)

उप मुख्य कार्मिक अधिकारी (औ.सं. एवं आर.पी.)  
कृते प्रधान मुख्य कार्मिक अधिकारी

Copy forwarded for kind information to:-

- PS to PCPO & Returning Officer
- Additional Returning Officer & CPO/Admin
- All Nominated Presiding Officers.
- Sr. DPO, BSP, NAG & DPO (I/c) Raipur
- APO (HQ & Bills), APO/GSD/Raipur, AWPO/MIB/ (W/s) NAG,  
AWPO/WRS/Raipur, APO(Con)BSP

*[Signature]* 9/10/24  
कृते प्रधान मुख्य कार्मिक अधिकारी





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, दिनांक:

Rail Bhawan, New Delhi - 110 001, dated: 09.10.2024

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

**Ref:** Section 16.35 (Record of Election Proceedings) 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 Section. It is laid down therein that the format of the register for record of election proceedings shall be conveyed separately.

2. In this regard, three Annexures namely Annexure A, B & C are hereby attached for recording the election proceedings on each of Polling days. The status should be forwarded to higher offices within one hour of stipulated time for which position is being sent.

**Annexure 'A' - Polling Booth Record**

This will be used by the Polling Officer of individual Polling Booths. Polling Officer will send the duly filled and signed format to Presiding Officer four times on each of the Polling Day i.e. after 7:45 hours, after 12 hours, after 17 hours and after 18 hours.

**Annexure 'B' - Presiding Officer's Polling Record**

Presiding Officer/Assistant Presiding Officer will send duly filled and signed format to Returning Officer, three times on each of the Polling Day i.e. after 12 hours, after 17 hours and after 18 hours.

**Annexure 'C' - Zonal/PU level Polling Record**

Returning Officer will send duly filled and signed format to SBEC three times on each of the Polling Day i.e. after 12 hours, after 17 hours and after 18 hours.

(Rajiv Gandhi)

ED/RRB & Convener

Secret Ballot Election-III

DA: as above.



Annexure A  
to Railway Board's letter No. 2024/SBEC-III/Elections Dt 09 10 2024  
Section 16.35 of Final Modalities, SBE-III

**POLLING BOOTH RECORD**

(From Polling Officer to Presiding Officer)

Date:	
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Railway:	Division/Unit:
Polling Booth Address:	Polling Booth Number:

Total Number of Ballot Papers received at 7.45 Hrs: →		
Serial No of Ballot Papers: →	From:	To:
Initial of Polling Agents: →		

Time	Number of Ballot Papers Used	Serial Nos of Ballot Paper Used		Balance Number of Ballot Papers	Signature/Initial of Polling Agents of Contesting TUs					
		From:	To:		↓					↓
12:00 Hrs →										
17:00 Hrs →										
18:00 Hrs →										

Name of Polling Officer:	Signature & Stamp of Polling Officer:
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Annexure B  
to Railway Board's letter No. 2024/SBEC-III/Elections Dt 09 10 2024  
Section 16.35 of Final Modalities, SBE-III

**PRESIDING OFFICER's POLLING RECORD**

(From Presiding Officer to Returning Officer)

<b>Date:</b>	
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<b>Railway:</b>	<b>Division/Unit:</b>
Total no of Polling Booths:(A)	
Total No. of Voters of all Polling Booths: (B)	

Time	Number of Votes Cast (C)	Percentage of Votes Cast i.e. (C) / (B) X 100
<u>12:00 Hrs</u> →		
<u>17:00 Hrs</u> →		
<u>18:00 Hrs</u> →		

<b>Name of Presiding Officer/ Assistant Presiding Officer:</b>	<b>Signature &amp; Stamp of Presiding Officer/ Assistant Presiding Officer:</b>
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Annexure C  
to Railway Board's letter No. 2024/SBEC-III/Elections Dt 09 10 2024  
Section 16.35 of Final Modalities, SBE-III

**ZONAL/PU POLLING RECORD**

(From Returning Officer to SBEC)

<b>Date:</b>	
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<b>Railway/PU:</b>	
Total No of Voters in Zone/PU:(A) (as per Final Voters' List)	

Time	Number of Votes Cast (B)	Percentage of Votes Cast i.e. (B) / (A) X 100
<u>12:00 Hrs</u> →		
<u>17:00 Hrs</u> →		
<u>18:00 Hrs</u> →		

<b>Name of Returning Officer/ Additional Returning Officer:</b>	<b>Signature &amp; Stamp of Returning Officer/ Additional Returning Officer:</b>
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