

भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)

SBC/Union Elections/2012/2.

New Delhi, dated 04.04.13

To
All CPOs (Open Line) & CPO/Metro Kolkata.

Sub : Secret Ballot Elections - Polling materials

Ref : Railway board order No. ERB-I/2012/23/49 dated 09.11.2012.

An indicative list of materials which might be required by the polling parties during secret ballot elections is Annexed. The list is not exhaustive and Returning/ Presiding officers may make suitable changes in it. Railways may also develop standard forms as per SN V of the annexure, except for item no. 3, 'Form for companion of blind or infirm voters', which would be forwarded by the Committee soon.

DA: As above.

Rajiv Kishore
ED/ERP, Railway Board &
Member Secretary, Secret Ballot Election Committee.

Annexure

LIST OF POLLING MATERIAL FOR POLLING PARTY

Sl. No.	Heads	Items	Quantity Required
I	POLLING MATERIAL	1. * Paper Seal with Serial No.	Required numbers
		2. Stitched bundles of Ballot Papers with counterfoil	Required numbers
		3. Ballot Boxes (duly numbered)	2 or 3 (as considered appropriate)
		4. Sufficient quantity of wrapping wire /tape (for securing ballot boxes)	As per requirement
		5. Self-inking pad (Purple)	2
		6. Metal seal for Presiding officer	1
		7. Rubber stamp with arrow cross mark (for marking Ballot Paper)	3
		8. Receipt for deposit for challenged votes	
		9. Metal ruler for detaching Ballot Papers from counterfoils	1
II	STATIONERY	1. Indelible ink	2 phials of 5 cc. per polling station
		2. Carbon papers	
		3. Form for paper seal account	
		4. Ordinary pencil	
		5. Ball Pens	
		6. Blank Paper (white)	
		7. Pins	
		8. Gum paste	
		9. Candle	
		10. Sutli (thread)	
		11. Sealing wax	
		12. Match Box	
		13. Blade	
		14. Emergency Light (if necessary)	

Sl. No.	Heads	Items	Quantity Required
		15. Cloth or rag for removing oil or any other substance from the fingers of the elector	
		16. Rubber bands	
		17. Cello Tape	
		18. Eraser	
III	ENEVELOPS/ COVERS & BAGS	1. Cover for unused Ballot Paper	
		2. Cover for counterfoils of used Ballot Paper	
		3. Cover for tendered ballot paper and list of tendered votes	
		4. Covers for returned and Cancelled ballot papers	
		5. Cover for unused paper seal	
		6. Cover for ballot paper account	
		7. Cover for paper seal account	
		8. Cover for marked copies of electoral rolls	
		9. Cover for letters of appointment of Polling Agents	
		10. Cover for Presiding Officer's Diary	
		11. Cover for declarations of Companions	
		12. Cover for election duty certificate	
		13. Canvass bag or a new cloth for wrapping ballot box/boxes	
		14. Cover for ballot papers cancelled; voting procedure violated	
		15. Cover for signed but unused ballot papers	
		16. Cover for Presiding Officer's brief record	
		17. Cover for any other paper that the Returning Officer has directed to be kept in a sealed packet	

Sl. No.	Heads	Items	Quantity Required
		18. Cover for declaration by the Presiding Officer before commencement of the poll, at the time of use of subsequent ballot boxes and at the end of poll	
		19. Polythene bag/Gunny bag to contain polling materials	
IV	LABELS	<ol style="list-style-type: none"> 1. Passes for Polling Agents 2. Labels for Ballot Boxes 3. Notice specifying polling area 4. List of contesting candidates 5. *Arm bands for Polling Officers 	
V	FORMS	<ol style="list-style-type: none"> 1. List of tendered votes(Forms) 2. Forms for ballot paper account 3. Forms for companions of blind or infirm voters 4. List of blind or infirm Voters (Forms) 5. Form for declaration by Presiding Officer before commencement for the Poll, at the time of use of subsequent ballot boxes and at the end of poll 	
VI	POLLING BOOTH SET UP	<ol style="list-style-type: none"> 1. Rubber stamp (bearing distinguishing mark of Polling Station) 2. Flexible wire 3. Cup/Empty tin/Plastic Box for holding indelible ink bottle 4. Appointment letters of Polling Team 5. Polling officer's diary (duly numbered) 	

Sl. No.	Heads	Items	Quantity Required
		6. Material for voting compartment	
		7. Waste paper basket	
VII	SIGN BOARD (PER BOOTH)	1. Polling Officer	
		2. Entry	
		3. Exit	
		4. Polling Agents	

The above is an indicative list of materials to be given to Polling Parties. Wherever quantity column is shown blank, administration may decide on the quantity that may be adequate. Presiding Officers may make suitable modification to the above list as per requirement.