

Revised Standard Guidelines for Postal Ballot (Ref. Item number 16 of Delegate Election Regulations 2023)

1. Postal ballot must be procured by the particular voter only from E.O. /AEO once the ballot is readily available with respective EO/AEO up to 24 hours before the election, and the casted vote should be sent in sealed cover to the E.O. just immediately after procuring the ballot from the E.O./AEO.
2. All running staff (Guard, Asst. Guard, Driver, Asst. Driver, Fireman, Asst. Fireman, Shunter, TTE and Coach Attendant) and the staff of Track maintenance office shall be entitled to cast postal ballot for the election of delegates only in the constituency wherein his/her name appears.
3. Office Supervisor / Competent Authority from Railway Administration shall certify about the outstation duty of the particular voter on the date of delegate election. On satisfaction of EO/AEO over the said certification, EO/AEO of the respective constituency shall issue Postal Ballot by keeping the said certification on record.
4. No staff other than the categories mentioned under item no. 2 shall be issued postal ballot.
5. EO/AEO shall maintain a register for issue of postal ballot.
6. EO/AEO shall put on a remark along with short signature/initial against the serial number of the voter on the final voter list, to be used at the time of voting, of the respective constituency mentioning **'PB Issued'**.
7. EO/AEO shall provide two separate envelop along with the Ballot paper. One Small Size and one Big Size.
8. The casted postal ballot submitted after 30/08/2023, 4.00 P.M. shall be treated as cancelled.
9. Voter shall submit the ballot paper to EO/AEO after casting of vote immediately by himself by maintaining the following the procedure.
 - a. The manner of casting vote shall be 'tick' mark (beside the name of the Candidate) against the candidate to whom the concern voter want to caste the vote.
 - b. Ballot paper shall be put into the small envelop supplied by EO/AEO and duly sealed. No marking shall be made in the said envelop.
 - c. The said small envelop, duly sealed, shall be put into the big envelop supplied by EO/AEO. The said big envelop shall also be duly sealed

and marked with the details of EO/AEO of the respective constituency.

10. Violation of any instructions/ guideline mentioned above shall lead to cancellation of the postal ballot.

THE ABOVE GUIDELINE IS HEREBY ISSUED AS PER CONCURRENCE OF THE RETURNING OFFICER.