



BHARAT SANCHAR NIGAM LTD.

A-13/MV2023
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/5-2/SR/2023

Dated: 14.07.2023

To

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

Subject: Conduct of 3rd Membership Verification process being conducted through secret ballot for electing majority representative Association of Executives in BSNL – Electoral Roll & Polling booths.

Sir,

The process of 3rd Membership Verification (MV) for electing major representative Association of executive employees in BSNL has already been started. Following letters have been issued by this office so far:

1	Letter No. BSNL/5-2/SR/2023 dated 01.02.2023	-Appointment of Chief Returning Officer (CRO)	A1
2	Letter No. BSNL/5-2/SR/2023 dated 01.02.2023	- Constitution of Core Group	A2
3	Letter No BSNLCO-SR/14(11)/1/2023-SR dated 14.03.2023	- Calling up of Application	A3
4	Letter No BSNLCO-SR/14(11)/1/2023-SR dated 17.04.2023	- List of eligible Association	A4
5	Letter No BSNL/5-2/SR/2023 dated 02.05.2023	- Final list of eligible Associations	A5
6	Letter No BSNLCO-SR/14(11)/1/2023-SR dated 09.06.2023	-Appointment of RO/AROs	A6
7	Letter No BSNLCO-SR/14(11)/1/2023-SR dated 09.06.2023	- Appointment of Nodal Officer in BSNLCO	A7
8	Letter No BSNLCO-SR/14(11)/1/2023-SR dated 19.06.2023	-Clarification regarding Appointment of ARO	A8
9	Letter No BSNL/5-2/SR/2023 dated 11.07.2023	- Intimation to DDG(SR), DOT	A9

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10	Letter No BSNL/5-2/SR/2023 dated 11.07.2023	- Intimation to CLC (C)	A10
11	Letter No BSNL/5-2/SR/2023 dated 11.07.2023	- Intimation to Election Commission	A11
12	Letter No BSNL/5-2/SR/2023 dated 14.07.2023	Instructions regarding Non-Transfer of Executive staff	A12

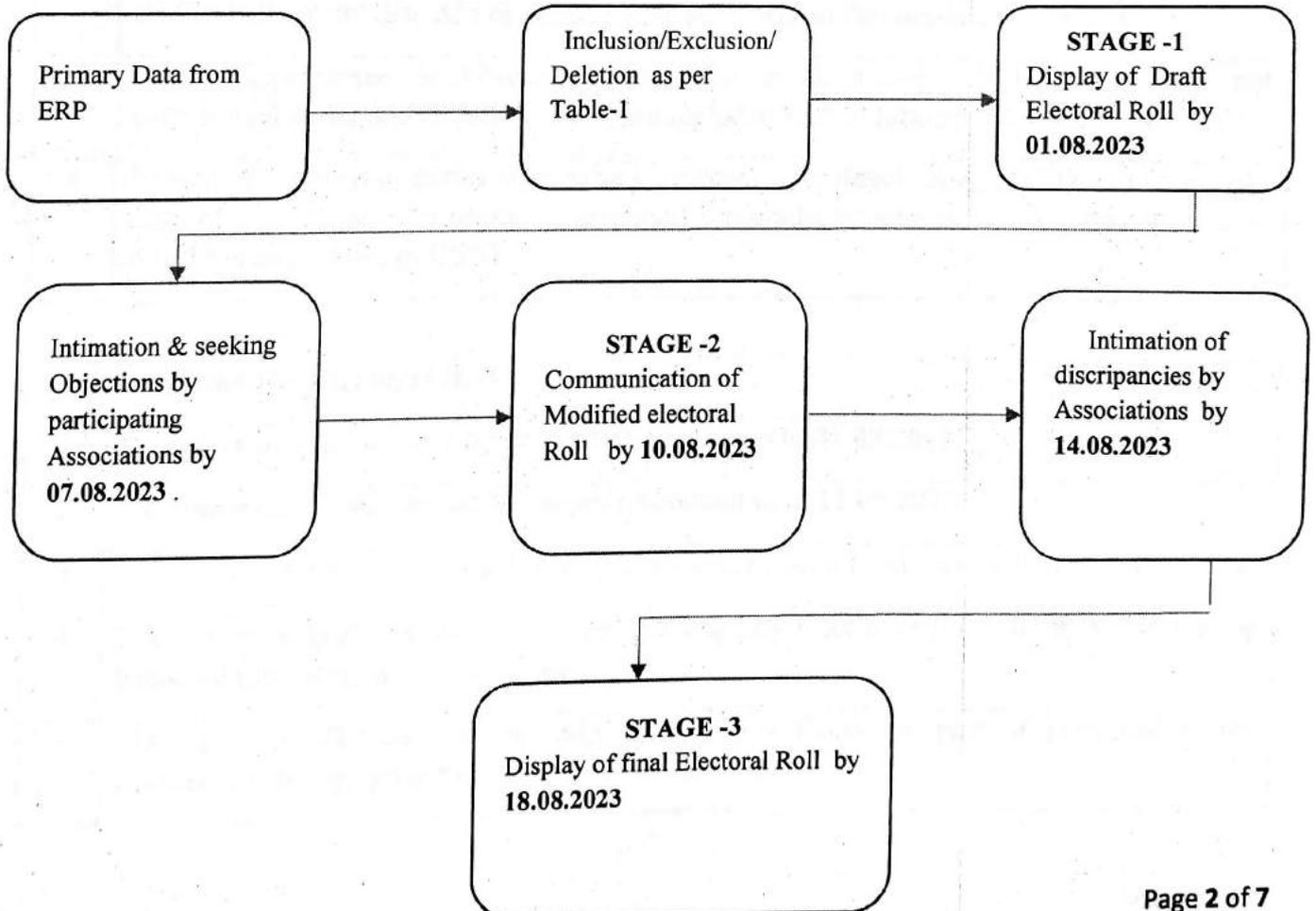
2. The tentative time schedule for 3rd MV is detailed below:

Sl. No.	Event	Date
1.	Date of Polling	12.09.2023 (Tuesday)
2.	Counting of Votes	14.09.2023 (Thursday)
3.	Declaration of result	14.09.2023 (Thursday)

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 three stage process as follows:



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- 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 concern 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 units and General Secretary will communicate the Circle representatives to concerned Circle by **28.07.2023**

The draft electoral rolls shall be displayed by **01.08.2023** and its copy shall be provided to the representatives of the participating Associations at Units HQs (CO/BA/OA) level for submission of their objections, if any, latest by **07.08.2023**.

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

Table-1

Inclusions in the Electoral Roll -	
Executive employees in the following situations shall be included in the Electoral Roll.	
1	Executive 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	Executive 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
4	Executive employees facing disciplinary proceeding or undergoing punishment (except in case of imposition of penalty of dismissal/ compulsory retirement etc.) and who have opted for absorption in BSNL.

Exclusion from the Electoral Roll.	
1	Executive employees retiring on superannuation up to 31.08.2023 .
2	Executive employees taking voluntary retirement upto 11.09.2023 .
3	Executive employees retiring due to any reason or resign from service before polling date.
4	The names of non-executives, who are holding any Executive post on adhoc /officiating basis, looking after arrangement etc.
5	The name of officials who are appointed in any Executive post or promoted to the Executive category after finalization of electoral rolls.

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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 associations, if any, by **10.08.2023**. The BAs/OAs shall provide a copy of the modified Electoral Roll to the Association representatives and advise them to pursue the Electoral Roll and inform discrepancy, if any, by **14.08.2023**.
- 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 **16.08.2023**. The Unit HQs (CO/BA/OA) shall display the final electoral roll by **18.08.2023** 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 **21.08.2023**.

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 associations participating in verification process (only BSNL Executives), depending upon the number of voters who vote at the 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 Performa 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 **22.08.2023 (Tuesday)**.

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

a)	Intimation of Association representatives to concerned Circle/BA/OA	28.07.2023
b)	Display of Draft Electoral Roll	01.08.2023
c)	Intimation of objections, if any, by participating Associations	07.08.2023
d)	Communication of modified electoral roll by Circles to Associations	10.08.2023
e)	Intimation of discrepancy, if any, by Associations	14.08.2023
f)	Display of final Electoral Roll	18.08.2023
g)	Communication of compiled report by ROs to CRO	21.08.2023
h)	Submission of no. of polling booths and no. of Voters by Circle to SR Cell	22.08.2023

This is issued with the approval of competent authority.

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14/07/2023
(P. K. Gupta)
AGM (SR)

Copy for information to:

1. PPS to CMD BSNL
2. PS to Dir(HR), BSNL Board.
3. CRO of 3rd Membership Verification
4. Members of Core Committee of 3rd Membership Verification
5. General Secretaries of all applicant Associations.

Annexure -1

Name of the Circle: _____

Name of BA/OA: _____

FORMAT FOR ELECTORAL ROLL

Sl. No.	Name of the employee	Designation	HRMS No.	Father's / Husband's Name	Male/ Female	Deptt /Section

Annexure -II

FORMAT FOR No. OF POLLING BOOTH

Sl. No.	Name of Unit (CO/BA/OA)	No. of Voters	No. of Polling Booths
	Total		

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Annexure -III

Guidelines for preparation of Electoral Rolls of non territorial Circles for conduct of 3rd Membership Verification to elect majority representative Association of Executives in BSNL

- a) The electoral rolls will be prepared by the territorial Circles - CO/BA/OA-wise, incorporating the names of 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 MD and Kolkata MD will have electoral rolls of executives belonging to Chennai MD and Kolkata MD only. Electoral rolls incorporating the names of executives of ZTTC Kalyani will be prepared by Kolkata MD.
- 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 executives 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 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. PGM (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. Electoral rolls incorporating the names of executives of Ghaziabad centre of ALTTC and INMARSAT BA Ghaziabad will be prepared by the territorial circle i.e. Ghaziabad BA of UP(W) Circle.

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