



भारत सरकार /GOVERNMENT OF INDIA  
रेल मंत्रालय /MINISTRY OF RAILWAYS  
(रेलवे बोर्ड/RAILWAY BOARD)

No. 2024/SBEC-III/TU/Corresp.

रेल भवन, नई दिल्ली - 110 001, तिथि :

Rail Bhawan, New Delhi - 110 001, dated : 02.08.2024

The General Managers (P),  
All Indian Zonal Railways  
and PUs (CLW & RCF only).

(Attn: PCPOs)

**Sub: Location of Polling Booths.**

**Ref: SBEC's letter No.ERB-I/2023/23/60 dated 17.11.2023.**

The following guidelines may be kept in mind while deciding the location of Polling Booths for the purpose of proposed Secret Ballot Election for recognition of Trade Unions:-

1. As far as possible, the booth should be provided within secured official premises.
2. The location of booth should be such that voters do not have to travel more than 25-30 kms in the normal course.
3. Isolated booth at far-away places should only be kept to the minimum.
4. The layout of the polling booth should be such that polling agents for all the contesting unions can be accommodated at suitable locations inside/outside the booth from where they can observe all the processes(except for the confidential voting process). The entry and exit for voters should be separated by an appropriate barricade.
5. Railway Administration should identify sensitive booths as was done in the 2013 elections where additional attention is required for conducting the voting and other activities, smoothly. Such sensitive booths should be shown under separate column in the prescribed format, when issued.

(Rajiv Gandhi)  
ED/E/RRB & Convener  
Secret Ballot Election Committee-III