



GOVERNMENT OF INDIA(BHARAT SARKAR)
MINISTRY OF RAILWAYS(RAIL MANTARALYA)
(RAILWAY BOARD)

No. 2024/SBEC-III/Elections.

Dated 06.11.2024

**The PCPOs & Returning Officers
Zonal Railways (Open Line)
Metro Railway, Kolkata
Production Units (CLW & RCF only).**

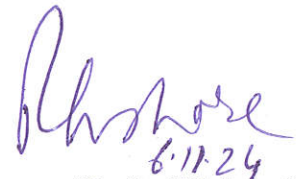
**Sub: Training to Polling Authorities for conduct of Secret Ballot
Elections-III.**

All Returning Officers and Presiding Officers are required to hold at least two rounds of training for the staff to be deployed for different poll-related responsibilities with special focus on Polling Authorities under the Presiding Officers.

2. Indicative topics to be covered in the training are as following:

- i. Relevant sections of Final Modalities and all subsequent corrigenda and clarifications.
- ii. Familiarisation with the Voters List of the Polling Booth.
- iii. Knowledge regarding voters deputed on training to other training institutes.
- iv. Sealing of ballot boxes with paper seal.
- v. Role of polling agents.
- vi. Lay out of Polling Booths and setting up of Polling Booths including CCTV installation.
- vii. Do's and Don'ts to be followed during election process.
- viii. Handling of voters covered under Right to Persons with Disabilities Act,2016 (Section 13 of Final Modalities).

- ix. Instructions regarding mobiles by Polling Personnel, Voters and Polling Agents. (Section 16.17.11 and 16.17.12 of Final Modalities).
- x. Knowledge regarding stationery to be used in the elections.
- xi. All procedures related to elections required to be followed at the level of Polling Officers, Presiding Officers and Returning Officers.
- xii. All formats to be filled up by Polling Officers & other authorities.
- xiii. Postal Ballot System - Training to be given to concerned officials under Presiding Officer/Returning Officer.
- xiv. Any other relevant topic.



(Rajiv Kishore)

Chairman,

Secret Ballot Election Committee-III

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