

The Eastern Railway Employees' Co-Operative Bank Ltd.  
10, Strand Road, Kolkata – 700 001

Ref. No.: ERECB/ELEC/DLGT/ADV/02/2024

Date: 17-07-2024

**ADVISORY**

Further to our earlier Notifications / Instructions issued on different dates regarding ensuing Delegate Election-2024 of the Bank, scheduled to be held on 18-07-2024, a brief note has been prepared for better understanding is given below :-

1. An attendance sheet shall be prepared by the concerned Election Officer / Addl. Election Officer. The candidate or his / her authorized representative called as Polling Agent put his /her signature in the said attendance sheet as the witness of opening the sealed envelope, no. of Ballot Papers and Blank Ballot Box which will be shown by the E.O. /Addl. E.O. before commencement of the Poll.
2. Either the candidate or his /her authorized representative called as Polling Agent will be present in the Polling Booth. At any time, the candidate and his / her Polling Agent will not be present jointly in the Polling Booth.
3. The Polling Agent / Counting Agent may be or may not be the same person. However, in case of both, the persons concerned must be a voter of that particular Constituency, in which he / she will act as Polling Agent / Counting Agent.
4. The sealed envelope containing the Ballot Papers will be open by the concerned E.O. /Addl. E.O. in presence of candidate OR in presence of his / her authorized representative called as Polling Agent at 08.00 A.M. on 18.07.2024.
5. The E.O. /Addl. E.O. shall issue the Ballot Papers to the voters according to their discretion. It means that the Ballot Papers under Sl. No. 1 may not be issued in favour of the voters who will come first. To maintain the secrecy of the voters the Ballot Papers shall be reshuffled and to be issued to the voters where Sl. No. of the Ballot Papers need not to be mentioned. The E.O. /Addl. E.O. under no circumstances will disclose the Sl. No. of the Ballot Papers to anyone else. For the information to the candidates or his / her authorized representative present in the Polling Booth, the E.O. / Addl. E.O. may call out Sl. No. of the voter as mentioned in the voter list.
6. A **Whats App Group** will be on at 08:00 A.M. on the date of Poll i.e. 18.07.2024 under the administration of the Election Cell of the Bank. The Whats App No. for the said purpose is **6292121043**.
7. Few photographs, video clippings if any, during the course of election are to be taken by the concerned E.O. / Addl. E.O. which will reflect that the Poll is going on, voters are waiting etc. But in no case, the photographs of the inside of the voting compartment where the Ballot Box /es are kept shall be taken. The photographs as stated will be sent to the aforesaid Whats App No.
8. All E.O. / Addl. E.O. are earnestly requested to send the data / details of the Polling process to the Election Cell through the Whats App No. as stated on hourly basis.





9. The Bank Authority will send their authorized Officials as Observer who will visit to different Booths.

10. After completion of the Poll, the E.O. / Addl. E.O. will arrange for counting the Ballot Papers. The counting shall be noted in a tabulation sheet.

11. Only the Ballot Papers found in the Ballot box /es shall be considered for counting purpose.

12. After completion of Poll, the Ballot Box /es shall be opened by the E.O. / Addl. E.O. in presence of the candidate and / or his / her authorized representative. The counting will also be done in presence of the candidate and / or his /her authorized representative.

13. After completion of the counting of the Ballot Papers, the E.O. / Addl. E.O. will prepare a Result-Sheet as per prescribed Proforma named as **Schedule – V**.

For clear understanding, E.O.s' are requested to mention the no. of vote cast in favour of the each candidate both in figure and words.

14. E.O.s' are also requested to prepare the Account of Ballot Papers as per format enclosed with the Election materials already handed over to the all E.O.s'.

The no. of Ballot Papers received from the Bank Authority shall also be mentioned in the said Account of Ballot Papers for getting the Ballot Papers Account tallied.

15. It is earnestly requested to all esteemed E.O.s' to send instantly the result from their registered mail Id to the mail Id of Election Cell of the Bank.

The Bank Authority shall give their best effort to collect the result in person on the date of Poll itself. However, due to remote location of some Polling Stations, the documents may not be collected by the Bank Authority on the same date.

In that case the concerned E.O.s' are requested to render their best cooperation regarding holding of the Election documents under their safe custody and to hand over the same to the Bank's authorized representative on the very next day.

16. All the counter foils of the Ballot Papers including unused Ballot Papers shall be kept in a covered and sealed envelope with the signature and stamped of the E.O. mentioning the date.

For used and cancelled Ballot Papers a separate covered and sealed envelope shall be used where the signature and stamped of the concerned E.O.s' mentioning the date must be inscribed.

The 'Advisory' is issued in consultation with the respected Returning Officer, who has been appointed by the Co-operative Election Authority/ Ministry of Co-operation / Govt. of India.

**For The Eastern Railway Employees' Co-operative Bank Ltd.**

  
Chief Executive Officer  
The E.Ry. Emps. Co-op. Bank Ltd.  
Kolkata-700001

