

**MODERN COACH FACTORY, RAEBARELI**  
(PERSONNEL DEPARTMENT)

Office of the,  
General Manager (P)

**NOTICE**

Sub: Guidelines for conducting election of Supervisors' club in MCF/RBL


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With the approval of competent authority, guidelines for conducting election of Supervisors' Club in MCF/RBL are attached herewith for information of all concerned.

2. Election calendar for election to be held on 20.05.2023 is also enclosed.

No. MCF-RBL/Supervisors Club/Election/2023

Date: 07.04.2023

  
(D. S. Meena) 07-04-23  
Asst. Personnel Officer/Staff  
For General Manager (P)

RULES FOR THE CONDUCT OF  
ELECTIONS  
TO THE SUPERVISORS' CLUB

1 GENERAL:

The elections shall normally be held in 2 years except that when extended by the (Patron) General Manager in writing in exceptional circumstances.

2 PROGRAMME OF ELECTIONS:

- 2.1 The elections for the Supervisors' Clubs shall be held during the Annual General Meeting.
- 2.2 The election calendar will be notified in advance to all concerned in the prescribed form shown in Annexure-'A'.
- 2.3 The President will nominate the Election Officer to conduct the election.
- 2.4 The President shall also nominate Observers for the election. The Observers shall not be the member of the Supervisors' Club or hold any post therein.
- 2.5 The President will also notify the eligible Voters' list.

3 NOMINATION OF CANDIDATES:

- 3.1 Only a member with at least one year membership of the Supervisors' Club can file a nomination. She/he can submit nomination to contest the election only for one post of the Club. The nomination shall be filed in the prescribed nomination form (Annexure-'B').
- 3.2 The employees under suspension/undergoing major penalty can't file nomination/contest election.
- 3.3 Every nomination paper shall be subscribed by two (one proposing and the other seconding) members of the Supervisors' club included in the voters' list.
- 3.4 Nomination papers shall be submitted in person along with proposing and seconding member to the Election Officer nominated for conducting the election of Supervisors' Club.
- 3.5 The Nomination shall be submitted within the stipulated date and time. No Nomination papers will be entertained after the due date.

4 SCRUTINY OF NOMINATION PAPERS:

- 4.1 The Election Officer shall scrutinize nominations and notify the list of valid nomination on the specified date.
- 4.2 The Election Officer's decision to reject any nomination shall be final. The Election Officer will inform the candidates about the rejection.
- 4.3 Any candidate can withdraw the candidature by written notice conveyed directly to the Election Officer after the notification of the valid nominations. However, once withdrawn, the candidate can't cancel the withdrawal or submit a renomination for the same election.

## 5 POLLING ARRANGEMENTS:

- 5.1 The Election Officer shall be responsible for the overall supervision and general conduct of the elections.
- 5.2 The Election Officer shall, not less than a week ahead of the date of polling, publish a notice indicating the date, time, and place of polling. The notice shall be widely distributed to all staff and exhibited in the Offices, Departments, Workshops, etc.
- 5.3 The Election Officer shall nominate responsible officials as 'Polling Officials', preferably not a member of Supervisors' Club.
- 5.4 The Polling Officials shall regulate the election's conduct and issue ballot papers to the voters.
- 5.5 The Polling Officials shall be responsible for the safe custody of the ballot boxes and ensure that no tampering occurs. Each box shall be assigned an identification number.
- 5.6 Each ballot box shall be provided with a padlock; before the ballot box is used for polling, the box shall be locked and sealed and the key retained with the Election Officer.

## 6 VOTING:

- 6.1 There is no provision for Postal Vote or Advance Vote for the Voters.
- 6.2 The Voters' list prepared as of the date of notification of the election is final.
- 6.3 The Ballot paper shall be made in the specimen form shown in Annexure-C
- 6.4 The Ballot papers shall be numbered serially.
- 6.5 Each voter, who is eligible to vote, shall vote for only one candidate among the candidates contesting for a post.
- 6.6 Immediately before a ballot paper is handed over to the voter, the polling official shall initial the ballot paper, and in case of doubt as to the identity of the voter, the identifying official shall also initial the ballot paper.
- 6.7 The voter shall make a cross against the name of the candidate for whom they wish to vote. They shall then fold up the voting paper, show it to the official in charge, and put it into the ballot box.
- 6.8 If the voter is unable to read the voting paper or to make a cross thereon and desires to be assisted in doing so, the Polling official in charge shall read it for him and, if necessary, mark the ballot paper according to the directions of the voter and give it to him to deposit personally in the ballot box. In all such cases, the Polling Official shall note the corresponding counterfoil of the form or the reason it was so marked.

## 7 COUNTING

- 7.1 The counting of the vote will be done immediately after the Voting.
- 7.2 The candidates concerned shall be notified individually for the counting of votes.
- 7.3 A candidate or a representative nominated by her/him shall be permitted to be present at the time of counting or votes. Absence on this account shall be treated as duty.


- 7.4 Any voting paper not duly marked/ votes are given to more than one candidate/ more than one cross made against any candidate's name/ disclosing identity of the voter by means of name, number or other such sign, then the Vote shall be treated as invalid.
- 7.5 The candidate who secures the largest number of votes for a post will be declared elected representative. If two or more candidates secure an equal number of votes, the Election Officer shall decide by drawing lots which candidate shall be declared to be the elected representative. The decision of the Election Officer shall be treated as final.
- 7.6 The results of the elections shall be published on the official Notice Boards.
- 7.7 Immediately after the counting of votes is completed, the Election Officer shall have the following sealed in separate packets:
  - 7.7.1 The ballot papers which have been taken into account to count the votes; and
  - 7.7.2 The ballot papers, the votes on which have been rejected, shall mark on each packet the number of papers it contains. These packets shall be kept in a sealed box and shall be preserved up to one month from the date of results of the elections are announced.

## 8 MISCELLANEOUS

- 8.1 The expenditure on elections will be met from the Supervisors' Club fund.
- 8.2 Cases of deviation from the Election rules shall have the prior sanction of the General Manager, or where this is not possible; ex-post facto sanction shall be obtained.
- 8.3 An election shall not be nullified just because of any irregularity or non-compliance with these instructions unless it can be considered to have materially affected the election results. In all such cases, the decision of the General Manager shall be final.

## ELECTION CALENDAR FOR THE SUPERVISORS' CLUB

1. Date of Election: 20.05.2023
2. Posts for which election being held:
  - Hony Secretary
  - Hony Treasurer
  - 06 Members
3. Voters' List: Members of Supervisors' Club as on 30.04.2023
4. Nomination form will be made available on 01.05.2023 at MCF website (<https://mcf.indianrailways.gov.in>)
5. Date for filing Nomination: 04.05.2023 (till 17.00 hrs.)
6. Date for Scrutiny of Nomination: 06.05.2023
7. Date of publication of election results: 20.05.2023

  
07.04.23  
(D. S. Meena)  
(Election officer)

## ANNEXURE 'B'

### NOMINATION PAPER FOR THE ELECTION TO SUPERVISORS' CLUB

I hereby declare that I am willing to contest as ..... (Post) in the Supervisors' Club, Modern Coach Factory, and that I am eligible to contest, as per rules/regulations framed for the Supervisors' Club.

- a. Name:
- b. Employee No.:
- c. Designation:
- d. Shop/Office:
- e. Date of Appointment:
- f. Date of Membership of Supervisors' Club:

**Signature of the Candidate**

#### Proposer's & Seconder's Declaration:

I hereby propose Shri.....(Name & Designation) as a candidate to for the post of .....to the Supervisors' Club.

Details	Proposer	Seconder
Signature with date		
Name		
Employee No.		
Designation		
Shop/Office:		
Date of Appointment		
Date of Membership of Supervisors' Club		

**Signature of the Election Officer**

**MODERN COACF FACTORY, RAEBARELI**

**BALLOT PAPER FOR THE SUPERVISORS' CLUB ELECTION**

(The Voter shall not write name/number/signature/other marks that have potential to disclose her/his identity)

Serial Number:
Election Year:
Signature of Polling Officer:
Signature of Election Officer:

**1. Hony. Secretary**

Please Put Cross (X) **only on one**

Sl. No.	Name of the Candidate	Vote

**2. Hony. Treasurer**

Please Put Cross (X) **only on one**

Sl. No.	Name of the Candidate	Vote

**3. Members:**

Please Put Cross (X) **on any Six**

Sl. No.	Name of the Candidate	Vote

**Signature of the Election Officer**

# Modern Coach Factory, Raebareli

Office of the,  
General Manager (P)

Dated: 07.04.2023

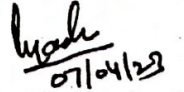
No. MCF/RBL/S.Club/Election/2023

Sub: Nomination of the Management Committee for Supervisors' Club of Modern Coach Factory, Raebareli.

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The competent authority has nominated the following officers as Management Committee Members for Supervisors' Club of Modern Coach Factory, Raebareli:-

S.No	Name (S/Shri)	Designation	Name of Managing Committee
1.	R. K. M. Pasi	CQM-I	President
2.	P. S. Meena	Dy.CEE/PS	Vice President
3.	Sanjay Nigam	Dy.CMM/FD	Astt. Vice President

  
(Dr. A. K. Yadav)  
SPO/Gaz.  
MCF/Raebareli

Cpoy to :

1. Secretary to General Manager/MCF/RBL
2. PCPO/MCF/RBL
3. President, Supervisors' Club /MCF/RBL
4. Vice President, Supervisors' Club /MCF/RBL
5. Astt, President, Supervisors' Club /MCF/RBL
6. SPO/Gaz. & Welfare/MCF/RBL
7. PS to PCPO/MCF/RBL for uploading of MCF Webside.
8. General Secretary SC/ST, OBC Association/MCF/RBL
9. Notice Board.