

# Modern Coach Factory, Raebareli

Office of the  
General Manager (P)

## Notice

**Sub: Rules for the conduct of Election to the Workers' Canteen in MCF/RBL.**

With the approval of competent authority, rules for the conduct of election to the Workers' Canteen in MCF/RBL are attached herewith for information of all concerned.

2. The calendar for election is enclosed as Annexure 'A'.

No. MCF/RBL/Wel/Canteen Election

Dated: 18.09.2023.



18/09/23

(Dr. A. K. Yadav)

Senior Personnel Officer/Gaz  
for General Manager (P)

Copy to:

1. Secretary to GM for kind information of GM.
2. Secretary to PCME for kind information of PCME.
3. PS to PFA for kind information of PFA.
4. PS to PCPO for uploading on MCF website.
5. All Notice Boards.

**RULES FOR THE CONDUCT OF  
ELECTIONS  
TO THE WORKERS' CANTEEN**

**1. GENERAL:**

A Management Committee should be constituted to advise on issues related to management of Workers' Canteen in MCF, Raebareli. The Composition of the Committee shall be as under:

**(A) NOMINATED MEMBERS :**

- |       |   |             |
|-------|---|-------------|
| (i)   | Principal Chief Mechanical Engineer           | - Chairman  |
| (ii)  | Dy. CME (nominated by PCME)                   | - Secretary |
| (iii) | Sr. Section Officer (nominated by PFA)        | - Member    |
| (iv)  | Staff & Welfare Inspector (nominated by PCPO) | - Member    |

**(B) ELECTED MEMBERS :**

- (i) Three Members – Duly elected through prescribed procedure.

**2. PROGRAMME OF ELECTIONS:**

- i. The elections shall normally be held once in 03 (Three years except that when extended by the (Patron) General Manager in writing in exceptional circumstances.
- ii. The election calendar will be notified in advance to all concerned in the prescribed form shown in Annexure-'A'.
- iii. The Chairman will nominate the Election Officer to conduct the election.
- iv. The Chairman shall also nominate Observers for the election.
- v. The Chairman will also notify the eligible Voters' list through nominated Election Officer.

**3. NOMINATION OF CANDIDATES:**

- i. Any regular Railway employee on the rolls of MCF, Raebareli on the date of notification can file a nomination. She/he can submit nomination to contest the election only for one Member of the Canteen. The nomination shall be filed in the prescribed nomination form (Annexure-'B').
- ii. The employees under suspension/undergoing major penalty can't file nomination/contest election.

- iii. Every nomination paper shall be subscribed by two (one proposing and the other seconding) MCF employees.
- iv. Nomination papers shall be submitted in person along with proposing and seconding member to the Election Officer nominated for conducting the election of Workers' Canteen.
- v. 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:**

- i. The Election Officer shall scrutinize nominations and notify the list of valid nomination on the specified date.
- ii. The Election Officer's decision to reject any nomination shall be final. The Election Officer will inform the candidates about the rejection.
- iii. 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:**

- i. The Election Officer shall be responsible for the overall supervision and general conduct of the elections.
- ii. 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.
- iii. The Election Officer shall nominate responsible officials as 'Polling Officials'.
- iv. The Polling Officials shall regulate the election's conduct and issue ballot papers to the voters.
- v. 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.
- vi. 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:**

- i. There is no provision for Postal Vote or Advance Vote for the Voters.

- ii. The Voters' list prepared as of the date of notification of the election is final.
- iii. The Ballot paper shall be made in the specimen form shown in Annexure-C.
- iv. The Ballot papers shall be numbered serially.
- v. Each voter, who is eligible to vote, shall vote for only one candidate among the candidates contesting for a post.
- vi. 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.
- vii. 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.
- viii. 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:

- i. The counting of the vote will be done immediately after the Voting.
- ii. The candidates concerned shall be notified individually for the counting of votes.
- iii. 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.
- iv. 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.
- v. 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.
- vi. The results of the elections shall be published on the official Notice Boards.
- vii. Immediately after the counting of votes is completed, the Election Officer shall have the following sealed in separate packets:

- (a) The ballot papers which have been taken into account to count the votes; and
- (b) The ballot papers, the votes on which have been rejected, shall mark on each packet the number of papers it contains.
- (c) 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:**

- i. The expenditure on elections will be met from the Special Imprest created for this purpose, sanction for which will be obtained separately.
- ii. 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.
- iii. 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.

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**ANNEXURE 'A'**

**MODERN COACH FACTORY RAEBARELI**

**ELECTION CALENDAR FOR THE WORKERS' CANTEEN**

1. Name of Election Officer:
2. Date of Election: 14.10.2023.
3. Posts for which election being held:
  - Members Canteen - 3 (Three)
4. Voters' List: Employees on Roll as on\* 18.09.2023 (as per Annexure)
5. Date for obtaining Nomination Form: 23.09.2023.
6. Date for filing Nomination: 25.09.2023.
7. Date for Scrutiny of Nomination: 27.09.2023.
8. Date of voting: 0800hrs to 1600hrs.
9. Date of publication of election results: 14.10.2023.

**(Signature of Election officer)**

\*Date of notification of election.

**ANNEXURE 'B'**

**MODERN COACH FACTORY RAEBARELI**  
**NOMINATION PAPER FOR THE ELECTION TO WORKERS'**  
**CANTEEN**

I hereby declare that I am willing to contest as MEMBER in the Workers' Canteen, Modern Coach Factory, and that I am eligible to contest, as per rules/regulations framed for the Workers' Canteen.

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

**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 Workers' Canteen.

Details	Proposer	Seconder
Signature with date		
Name		
Employee No.		
Designation		
Shop/Office:		
Date of joining MCF		

**Signature of the Election Officer**

**ANNEXURE 'C'**

**MODERN COACH FACTORY RAEBARELI**

**BALLOT PAPER FOR THE WORKERS' CANTEEN 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:

**Members:**

Please Put Cross (X) **on any Three:**

Sl. No.	Name of the Candidate	Vote

**Signature of the Election Officer**