

## CHECK LIST

1. Ascertain names of all Unions, whether registered/un-registered together with names of Central Organization, if any, to which they are affiliated.
2. Number and date of registration of the Unions under the Trade Unions Act, 1926.
3. Copy of the constitution of each of the Unions operating in the Corporation
4. Consent of the Unions for holding elections and also their undertaking for acceptance of results through Secret ballot for determining the majority union.
5. Consent of the Unions for acceptance of the Code of Discipline for conduct of the elections. The meeting the existing Unions for explaining the new procedure of election will also be attended by Chief Returning officer/Dy Chief Returning officer.
6. To decide a criteria for participating of the Unions in the election such as from which date/period the registered Union having valid registration on the date of filing nomination in the prescribed proforma should be allowed.
7. To constitute a 'Election Cell' for coordinating the work of 'Secret Ballot System' & to liaise with Chief Returning officer/Dy Chief Returning officer and Returning Officers etc. and to nominate some senior Officer of FCI to act as a Chief Nodal Officer in order to coordinate for making necessary arrangements for the smooth conduct of election. Chief Nodal officer will further constitute sub-committees headed by Officers of FCI to assist Chief Nodal officer, if needed.
8. To give wide publicity for holding of election of different unions in FCI under Secret Ballot System through Print Media or placing the copy of notification on all notice boards of all work points.
9. To issue instructions for finishing the information through transmission to Sun-Server/computer as well as in the floppy as per proforma which includes the particulars of all work points viz. Depot, Pay Offices, District Offices, sub-Offices, ROs, Office of the Port Operation etc. including the necessary particulars of employees (Cat-III & IV) on a date to be decided for the preparation of voters list.
10. To call for a list of all Managers & equivalent with present place of posting along with the directions for issuance of I cards to all the Cat.III& IV employees.
11. To issue instructions to all field offices for keeping the Head-wise detail of expenditure to be incurred on the election separately.
12. Setting up of requisite number of polling Stations/Booths near the premises where the workers normally work on the advice of Field Offices facilities considering the existing transport facilities & the distance from work points.
13. Nomination of Presiding Officers for each /booth with requisite number of polling assistance along with keeping 15% as reserved parties. Providing of details of Cat.I& II officers and also detail of officers who are sympathizer with

any Union/Association along with suggested place of posting of Cat.I& II as Presiding/Polling Officers.

14. Notifying Supervisors of elections and composition of Polling Teams for elections.
15. Instructions for complete ban on routine/normal transfers till the election process is over
16. Finalizing the tentative election schedule indicating the dates of election, filing of nominations, scrutiny of nomination papers, withdrawal of nomination, counting of votes and declaration of results and giving it wide publicity, further allowing at least one month's time to the contesting union for canvassing before finalizing the date of nominations.
17. To request Ministry of Labour/CLC© for deputing Observers to help FCI in the smooth conduct of elections.
18. To finalize the list of Unions who are found eligible to participate in the membership of verification process.
19. To display a copy of the voter list at all conspicuous places/work places & one copy be given to respective Returning Officers for removing objections if any.
20. To display the final voter list on all work points and also provide one copy to all the contesting Unions/concerned Returning Officer.
21. Issue instructions for purchase/arranging of polling materials to be supplied to each polling parties.
22. To hold a meeting with the eligible unions for allotment of symbols.
23. To finalise the sample ballot paper before it is printed
24. Printing requisite number of Ballot Papers (Voters + 10% extra) in the prescribed proforma in Hindi/English and the Regional languages through Government Press.
25. Instructions for designating's (Zone)/Dy.GMs(Region)/Area Managers to work as Nodal Coordinating Officers for election and necessary particulars i.e. name, postal address, telephone No.(official and residential) of these Officers were called for during last election.
26. Making request to Election Commission for providing of Ballot Boxes. If not possible, alternate arrangements will have to be decided by FCI. Last time, the Ballot Boxes were purchased.
27. Finalizing the procedure of casting of votes and circulating it amongst the Unions and field offices.
28. Making arrangement of one representative of each contesting union at the polling station as an polling agent. A set of instructions over the responsibilities of GMs (Region)/Duties of Presiding Officer, proforma for Presiding Officers diary, proforma for appointing of polling agent and other instructions for counting Supervisors and Assistant including relevant proformas and the list of materials required for the use during the election were sent to all concerned.
29. Making arrangements for deputing in charges of strong rooms (Cat. I officers) to receive the ballot boxes.

30. Making arrangements for counting of the votes in the presence of the representatives of the contesting Union, if any.
31. Making arrangements for moving of the Ballot Boxes to a Central Place/Strong Room.
32. Making security arrangements in consultation with local police authorities for peaceful conduct of election, to carry out the ballot boxes to the Strong Rooms and also at the time of counting of votes.
33. Declaration of the results of the Unions in consultation the Chief Returning officer/Dy Chief Returning officer.
34. Issuing letter of recognition to the majority Union/(s) for a period of five years from the date of conferment of recognition.
35. Attending objections/disputes filed by the Union(s) over election process.

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