



**Bharat Sanchar Nigam Limited**  
**(A Government of India Enterprise)**  
**Corporate Office, (SCT Cell) Room No.221, Eastern Court**  
**Janpath, New Delhi -110001.**

No.65-3/2015-SCT(Pt-II)

Dated: 7.06.2016.

To

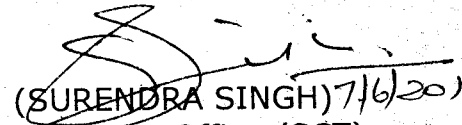
1. All Heads of Telecom Circles/ Maintenance/ Projects/ Training centres/ Administrative units of BSNL.
2. All Heads of SSAs/ Telecom Districts of BSNL.

Subject: Model Guidelines for election of Circle and SSA/ District Governing body of SC/ST Employees Welfare Association (SEWA) in BSNL-Reg.

Kindly find enclosed herewith a copy of model guidelines for election of Circle and SSA/ District Governing body of SEWA, BSNL.

It is requested that all elections of Circle and SSA/ District Governing body of SEWA, BSNL may be conducted on the basis of Model guidelines only.

Encl: As above.

  
(SURENDRA SINGH) 7/6/2016  
Chief Liaison Officer(SCT)  
PH:011-23037363  
FAX:011-23766143


Copy to:

1. President/ General Secretary, CHQ SEWA, BSNL, D-3, Atul Grove Road, Jan path, New Delhi.
2. All Circle President/ Circle Secretary/ District President/ District Secretary of SEWA, BSNL.
3. BSNL Intranet portal.
4. Guard file.

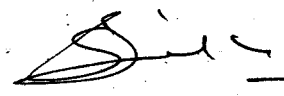
## **Model Guidelines for Circle SEWA Election**

General body meeting / conference of SC/ST Employees Welfare Association of BSNL for electing Circle Governing Body for the tenure 2 years. BSNL will function as Observer for free and fair election. Guidelines for Observer/LO/Dy.LO and returning officer are as follows:

1. The Election of Circle Governing Body Members will be panel wise.
2. The delegate will cast his/her votes in favour of any one of the panel.
3. Numbers of the delegates for the circle body election is 5% of the enrolled single members of the respective SSA / District, each delegate will have one voting power. District /SSA body will call the General Body meeting as per by law of SEWA BSNL for election of delegates of forthcoming Circle election. Place, Date, time, No of delegates to be clearly mentioned in the notification of the General Body meeting. In General Body meeting proposals for the delegate will be called among the present members in the meeting for delegate election. The membership will be verified as per the list received from pay disbursing authority of concerned SSA/ District for SEWA. Secrete ballot system will be adopted for selection of delegates among the candidates who are willing to be as a delegate for the Circle election. Majority of the votes will decide the delegate for the election. District President and District Secretary will prepare the list of delegate by signing. Entire process of the Election for delegate will be conducted in the presence of Dy.L.O. Who will ensure free and fair democratic election of delegate. During this election process Dy. L.O. will be neutral party. The list of elected delegates prepared and signed by the District Sectary and President will be certifying by the Dy.L.O. for free, fair and democratic peace full manner. Dy. L.O. will send this list of elected delegate to the Concern circle L.O.
4. The list of delegates will be submitted by the joint signature of district Secretary, President and Dy. L.O. of concern district to the concern Circle L.O. In the absence of district Secretary / President Dy.L.O. is empowered for sending delegate list.
5. The members who have paid monthly subscription through salary for minimum Three months before issue of SEWA circle election notification will be treated as Bonafide paid member. The delegates will be selected from the paid single members only.
6. If any Delegate is found after election to be member or office bearer of any trade union /cadre association their office bearer / Primary membership will be

  
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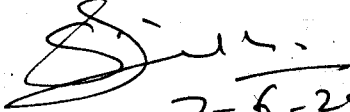
- terminated automatically and vacant post will be filled up by the newly elected Circle Governing Body. If dual membership will be established the strict action may be taken as per rule.
7. Bye-law of SEWA BSNL will be followed strictly and no dual membership will be allowed for deciding delegates.
  8. All willing SC/ST employees will be allowed /admitted as a members of SEWA BSNL with the condition that he/she should not be bonafide member of any other trade union/ cadre association.
  9. Observer /Returning Officer should be appointed by the concern Circle.
  10. In case of any disputes/confusion regarding selection / voting of delegates, the responsibility of the SSA Head is to resolve the issue in consultation with L.O. / Circle Head.
  11. All delegates/ contestants should keep with him/her BSNL identity card. In case of unavailability of BSNL ID card other like PAN, Driving Licence, Voter Card, Pass Port or any ID issued by the Govt authority having photo.
  12. Delegates fee per delegates is Rs..... Delegates fee will be utilised for making arrangements of the whole conference including food.
  13. All SC/ST employees working in BSNL may attend the inaugural session of SEWA BSNL is open to all SC/ST employees working in BSNL. But during the election process delegates only be strictly allowed inside the venue.
  14. In case of any disputes regarding voting of delegates in Circle SEWA elections, the decision of the returning officer will be final.
  15. After completion of the election process the Returning Officer will declare the election result and submit the report duly signed, to LO (SCT) and Head of Circle for further necessary action. One copy of the result will also be given to the contestant panel(s).
  16. Above procedure will be followed for the election of Circle governing body and after election the circle body will function independently as per bye- law of SEWA BSNL. There will be no interference of Dy.L.O./ L.O./ T.L.O. in day to day working.

  
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## Model Guidelines for District SEWA Election

General body meeting / conference of SC/ST Employees Welfare Association of BSNL for electing District Governing Body for the tenure 2 years. BSNL will function as Observer for free and fair election. Guidelines for Dy.L.O./ Observer and returning officer are as follows:

1. The Election of District / SSA Governing Body Members will be panel wise.
2. All Enrolled single member will cast his/her votes in favour of any one of the panel.
3. All the enrolled single members of the respective SSA / District will have one voting power. District / SSA body will call the General Body meeting as per bye-law of SEWA BSNL for the SSA / District election. Place, Date, time mentioned in the notification of the General Body meeting. The election process will be conducted in the presence of Dy. LO.
4. The members who have paid monthly subscription through salary for minimum Three months before issue of SEWA SSA / District election notification will be treated as Bonafide paid member.
5. If any member is found after election to be member or office bearer of any trade union /cadre association their office bearer / Primary membership will be terminated automatically and vacant post will be filled up by the newly elected district /SSA Governing Body.
6. Bye-law of SEWA BSNL will be followed strictly and no dual membership will be allowed for District / SSA SEWA BSNL. If dual membership will be established the strict action may be taken as per rule.
7. All willing SC/ST employees will be allowed /admitted as a members of SEWA BSNL with the condition that he/she should not be member of any other trade union/ cadre association.
8. Observer /Returning Officer should be appointed by the concern SSA / District.
9. In case of any disputes/confusion regarding selection / voting in the election, the decision of the returning officer will be final.
10. All single members should keep with him/her BSNL identity card. In case of unavailability of BSNL ID card other like PAN, Driving Licence, Voter Card, Pass Port or any ID issued by the Govt authority having photo.
11. Fee per member is Rs..... Member fee will be utilised for making arrangements of the whole conference including food.

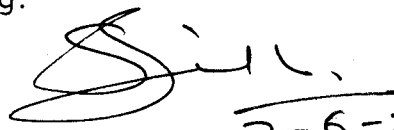
  
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12. All SC/ST employees working in BSNL may attend the inaugural session as SEWA BSNL is open to all SC/ST employees working in BSNL. But during the election process single members only be strictly allowed inside the venue.

13. In case of any disputes regarding voting by the member in District / SSA SEWA elections, the decision of the returning officer will be final.

14. After completion of the election process the Returning Officer will declare the election result and submit the report duly signed, to Dy LO (SCT) and Head of SSA for further necessary action. One copy of the result will also be given to the contestant panel(s).

15. Above procedure will be followed for the election of District/ SSA governing body and after election the district/ SSA body will function independently as per bye- law of SEWA BSNL. There will be no interference of Dy.L.O./ L.O./ C.L.O. in day to day working.

  
7-6-2016.