



BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA
ENTERPRISE)
SR Cell, Corporate Office
8th Floor, Bharat Sanchar Bhawan,
Harish Chander Mathur Lane,
Janpath, New Delhi-110 001

No. BSNL/ 5-2 /SR/2019

Dated, the 29 July, 2020

PROCEDURE

FOR CONDUCTING MEMBERSHIP VERIFICATION / COUNTING OF VOTES FOR RECOGNITION OF MAJORITY REPRESENTATIVE(S) ASSOCIATION OF EXECUTIVES IN BSNL

(2nd Membership Verification Process)

Notification for 2nd membership Verification of Executives Associations in BSNL was issued vide letter A-1/MV2020 dated 16.06.2020. As per the notification, polling will be conducted on 18.08.2020. Thereafter, guidelines/instructions have been issued through various letters from A-1 to A-35 of MV-2020 (**Annexure-V**). The instructions on remaining issues have been covered in the Procedure as follows :

1. Canvassing
2. Polling Booths
 - Number Of Voters per Booth
 - Location
 - Team
 - Constitution of Polling Team
 - Polling Agents of Associations
 - Space
 - Furniture
 - Other Miscellaneous Polling material
3. Polling Hours
4. Distribution of Ballot Papers & Casting of Ballots, Transportation of Ballot Boxes after casting of Votes
5. Counting of Votes
6. Appointment of Officers for supervision of Verification Process
 - Returning officer / Assistant Returning officer
 - Polling Team
 - Counting teams
 - Polling Agents
 - Observers
7. Duties of Presiding Officers

8. Duties of Polling Officers
9. Duties of Observers
10. Disposal of election papers
11. Security arrangements
12. Other Important Guidelines: - Meetings with the Circle/Distt Secretaries of the participating Associations, Check list, Calendar of date of activities etc.

In this procedure, prescribed format for polling report to be prepared at Booth level (**Annexure-I**), SSA level (**Annexure-IA**) and Circle level (**Annexure-II**) are given at the end. In calendar giving targets for completing the various activities has been provided at **Annexure-IV**. Prior to this procedure various letters issued by SR marked as A1 to A35 shall also be referred which are available on BSNL Intranet. (**Annexure – V**)

1. CANVASSING : Guidelines regarding canvassing and prevention from defacement of building/premises were issued vide letter A18/MV2020 dated 30.06.2020. Further:-

1.1 Silence period will start 48 hours before polling time and will end after polling ends. During silence period, no active campaigning by the representatives of Associations shall be done. No Association will be allowed to hold any public meeting within or outside the premises of the establishment. This is with a view to giving voters a peaceful time to consider and make a final decision on their vote.

1.2 No person/official of the Association will be allowed to canvass during working hours within the premises of the establishment of the company.

1.3 The participating Associations should do no canvassing for votes within the polling booth compound.

2. Polling Booths – Instructions regarding setting up of Polling Booths have been issued vide this office letter A-16 of MV-2020 DATED 30.06.2020.

2.1 Number Of Voters per Booth – Total number of voters in a polling booth should normally not exceed two hundred. In case the number does exceed, the voters should be divided into two or more polling booths, as required.

2.2 Location –The Polling booths should be so located that minimum inconvenience is caused to the voters.

2.3 Teams –

2.3.1 Polling Team-

- b) Polling Officer – Preferably JTO Junior to Presiding Officer. (As per Table below)
- c) Supporting Staff – One (ATT or equivalent grade)

No of Polling Officer will increase in bigger Polling booth as follows:

number of voters	No of Polling Officer
less than or equal to 100	1
>100 but upto 200	2

2.3.2 Polling Agents of Associations - District Secretaries / Circle Secretaries / All India General Secretary may nominate one polling agent and one Relief agent from working Executive and not outsider, for each polling station by 03.08.2020 to the SSA/Circle Heads.

2.4 Space -The booths should be able to accommodate the official side polling team as per para 2.3.1 and one polling agent as per para 2.3.2 of each of the Associations participating in verification process (only BSNL serving Executives and not outsider).

2.5 Furniture -Sufficient number of tables and chairs should be provided.

2.6 Miscellaneous Polling material-

- a) Sealing wax,
- b) Rubber stamp with SWASTIC mark of 2 inch or more width,
- c) Self- inking stamp pads,
- d) Fevicol and brown adhesive tape of minimum 2 inch width.
- e) Ball point pens etc. scales and other stationery items,
- f) Indelible ink.
- g) Thread and needle (for stitching),
- h) Wax seal, tender box with locking arrangement,
- i) Sutli,
- j) Self inking stamp pads,
- k) Cloth for closing ballot box (dasuti bag)
- l) Envelope
- m) Candle

3. Polling Hours

3.1 The Polling hours should normally be from **10:30 a.m. to 5.30 p.m.** except in West Bengal and North Eastern Circles where these timings may be revised suitably to suit the local conditions, with the prior permission of the Head of the Circles. These

timings may also be revised in difficult areas in other circles with the prior approval of Head of Circle. However, it may be ensured that polling should be for precisely seven hours duration. Polling team shall complete the arrangement for polling at 10:00 O'clock.

- 3.2 Only the voters who are standing in queues at the appointed hour (closing hours) should, however, be permitted to cast their votes, and issued ballot papers, even after expiry of the prescribed Polling time.
- 3.3 Adequate security arrangements at the Polling booths, transportation of ballot boxes from the Polling booths to the SSA HQs., safety of ballot boxes in the SSA HQs and at the counting centers may be made. In case any problem or disturbance or unruly behavior is anticipated at any time in connection with the conduct of verification process, adequate steps should be taken before hand to guard against such eventualities.
- 3.4 Only authorized employees with valid passes issued by the SSA Heads in advance should be permitted to enter the Polling booths.
- 3.5 Suitable remuneration for duty in connection with the polling /counting would be paid to the staff so deployed, for which separate instructions shall be issued separately.

4. Distribution of Ballot Papers & Casting of Ballots

Instructions were issued vide letters A-25 of MV-2020 (Postal Ballot) and A-31 of MV-2020 (Sample Ballot).

- 4.1 Empty ballot box with its slit will be sealed after it is seen by all the staff/agents present and shall be locked at 10:00 Hrs and thereafter lock will also be sealed (Ref.: A-20 of MV-2020 allowing use of tender boxes instead of ballot boxes from Election Commission).
- 4.2 The number of ballot papers distributed for each polling booth should be marginally more than the number of voters in that polling booth to provide for contingencies viz. inadvertent mutilation, crumpling, spoiling etc.
- 4.3 Proper record of unused / mutilated ballot papers shall be kept by the Presiding officer and handed over to the In-charge of Counting in the SSA, under receipt in a sealed cover along with other documents. Necessary entry regarding the total number of unused / mutilated ballot papers shall also be made in the document enclosed as Annexure-IA of the procedure.
- 4.4 **NOTE:** Ballot papers are to be signed by the Presiding Officer at the back(overleaf) on Voter's portion before issue.

4.5 On entry of voter into the Polling booth, the first Polling Officer will check the voter's identity card (in case identity card is not available for any reason, authority from minimum D.E./A.G.M.(HR) or equivalent level officer duly signed under official stamp and tally relevant details with those available with him in the electoral rolls. If the name and other relevant particulars given by the voter tally with those available in the electoral rolls, he will make a tick mark against the relevant entry in the electoral rolls and ask him to go to the second Polling Officer who will put a mark on his left hand forefinger (or left hand thumb in case forefinger is missing) with the indelible ink and advise him to go to the third Polling Officer for issue of a ballot paper. [In case municipality/assembly elections in some States have recently taken place or likely to take place in the immediate near future, in that case in order to distinguish between the two, the indelible ink mark shall be put on the middle finger of left hand (or thumb of left hand in case middle finger is missing), irrespective of the fact whether the employee has voted in the municipality / assembly elections and a mark is already there on his forefinger or not. The concerned CGM shall issue suitable instructions in this regard. Before handing over ballot paper, he will check that the presiding officer has signed in the overleaf. He would also guide the voter about folding of the ballot paper and tell him to cast his vote in the ballot box placed on a table in front of the Presiding Officer. The voter, shall look for his preference on the ballot paper i.e., the name of the Association towards which he wants to cast his vote and shall put a mark by means of a rubber stamp with a SWASTIC mark in the box and put his ballot paper in the Ballot Box.

4.6 Voter : Voter should keep the following things in mind while voting :-

- (i) He should sign on counter foil of the ballot paper.
- (ii) He should see that ballot paper given to him has signature of Presiding officer on the back side otherwise the same shall be rejected and not counted.
- (iii) He shall not be allowed to use his mobile.
- (iv) He shall maintain peace and listen carefully the instructions of Polling team.
- (v) He shall put his mark only by Swastic stamp well inside the box.
- (vi) His ballot paper shall be liable to be rejected if
 - (a) He puts stamp substantially outside the Seal box
 - (b) He puts some marks/signature/write any message/any type of indication on ballot paper.
 - (c) On backside, signature of presiding officer is not available.

4.7 After sufficient number of votes have been cast and put in the ballot box, the support staff on duty would push the ballot papers coming out, if any, with a scale, from time to time, and see that these do not come out and also do not get torn in

the process. If necessary, the Presiding Officer would arrange placement of second ballot box, if it is found that no more ballot papers could be put in the first ballot box.

4.8 If a ballot paper is mutilated or crumpled or gets otherwise inadvertently spoiled, a fresh ballot paper may be issued to the voter. At the end of the polling, the Presiding Officer will prepare proper accounts giving details of all the ballot papers.

- (i) received
- (ii) utilized
- (iii) spoiled and unutilized during the polling and hand over the same to the designated authority at SSA Hqrs. along with the ballot box(es) **{Annexure-I}**.

4.9 After the ballot box is full and more ballot papers cannot be put therein or it is otherwise difficult to put the ballot papers in the box, it will be sealed by the Presiding Officer with the paper by pasting with fevicol and brown adhesive tape & put his signature thereon and also obtain the signatures of one of the Polling Officers and the available polling agents. After the polling is over, each sealed ballot box is to be wrapped in a stitched white cloth and sealed with a WAX seal again. Ballot boxes are to be sealed and signed by Presiding Officer, One Polling Officer and Polling agents.

4.10 Casting of Votes by Executive on Polling Duty- The Executives on polling duty may exercise their vote at the polling booths where they are put on duty. They may, however, do so immediately before commencement of polling. The indelible ink mark, relevant entries etc. will be done by the Presiding Officer in such cases.

4.11 Casting of Votes in Difficult Areas identified by CGMs -In difficult/remote areas, the circles may make transport arrangements, if possible, to enable the voters to cast their votes.

4.12 Casting of vote by Postal Ballot :- Instructions, in this regard, have been issued vide letter No.BSNL/5-2/SR/2019 (A-25 of MV2020) dated 10.07.2020 which may be followed scrupulously.

4.13 Transportation of Ballot Boxes after casting of Votes -All the ballot boxes, duly sealed, should reach the counting center of the SSA on the same day and if not possible due to some exceptional and unforeseen circumstances latest by the next day of polling (relaxable only with the approval of Head of the circle). The sealed Ballot boxes are to be signed by Presiding Officer, One Polling Officer and

Polling agents & will be taken by the Presiding Officer and his team to the Head Quarter of the SSA and handed over to the designated officers (not below the rank of STS) under dated acquaintance along with the time of handing over of the ballot boxes preferably on the same day and if not possible due to some exceptional and unforeseen circumstances latest by the next day (only relaxable with the approval of Head of the Circle). The sealed ballot boxes should be delivered by the Presiding Officers, to the officer-in-charge (an STS level officer) entrusted with the job of counting, under receipt. The Head of the SSA will regularly monitor the timely and safe transportation of ballot boxes to the place of counting in order to ensure that there is no undue delay. **In case due to any unforeseen situation, the ballot boxes from any polling booth do not reach the place of counting by 5 p.m. of the next day of polling, the matter should be brought to the notice of this office with detailed reasons by Fax and by email.**

5. **Counting of Votes:** There should be separate teams for conducting voting and counting of votes.
 - 5.1 **Counting teams -**
 - 5.1.1 Officer In-charge of counting team - DE or equivalent.
 - 5.1.2 Members of counting team (3-5 as the case may be) – DE/AGM and SDEs/JTOs or equivalent.
 - 5.1.3 Note: Officials / Officers of impeccable integrity only should be deputed in connection with the verification process.
 - 5.2 After the sealed ballot boxes are received at the SSA HQs, the designated officer will open them in the presence of representatives of the Association(s), Assistant Returning Officer and Observer on the fixed date i.e. 2nd day after the polling day and mix them thoroughly before counting.
 - 5.3 These would then be counted by the designated team of officers headed by the ARO and under the supervision of SSA Heads. The votes polled by each participating Association in the SSA would then be compiled and figures immediately faxed to the Returning Officer of the Circle concerned by name by the Assistant Returning officer after obtaining the signature of the Observer, Assistant Returning officer and one representative each of the participating Associations available there in the proforma as per **Annexure-IA**. The counting of votes will start from 9.00 hrs..and will be completed as soon as possible, and latest by 15:00 hrs.

- 5.4** After the results of the counting of votes are received by the Returning Officer of the Circle concerned from all the SSA HQs., these would be compiled and totaled at the HQs. of the Circle Office under the supervision of Returning Officer, Observer and faxed to the Chief Returning Officer, BSNL HQs, New Delhi (duly signed by the Returning Officer, Observer and representatives from the participating Associations (one from each Association present there), in the Proforma attached as **Annexure-II** by 1700 hrs. for appropriate action for announcing the results of the Membership Verification and announcing the majority recognized Association.
- 5.5** The counting will be done in the presence of the polling agents i.e. representatives of the participating Associations (only BSNL serving Executives), one from each Association.
- 6. Appointment of Officers for supervision of Verification Process:**
- 6.1** Instructions for appointment of Returning Officer in Circle and Assistant Returning Officer in SSA to oversee the conduct of Membership Verification were issued vide this office letters A-9, A12 & A-13 of MV 2020.
- 6.2 Polling Team** - Presiding Officer, Polling Officers with supporting staff as per para 2.3.1
- 6.3 Counting Teams** as per para 5.1 - One DE level Officer with other Members of counting team (3-5 as the case may be) – SDEs/JTOs or equivalent.
- 6.4 Polling Agents** as per para 2.3.2 one polling agent and one Relief agent (only BSNL serving executive) – nominated by Associations.
- 6.5 Observers** as per this office letter A13, A23 and A28 of MV2020.
- 6.6** The CGMs may ensure availability of the officers/ staff like Returning officer/ Asstt. Returning officers, Polling teams, Counting teams, Observers in the SSAs etc. required for election duty and counting and compilation of results as per the procedure.
- 6.7** It is reiterated that only officers/staff of impeccable integrity are to be deputed on election duty.
- 7. Duties of Presiding Officers:**
- 7.1** Superintendence and conduct of free, unbiased, smooth and peaceful polling.
- 7.2** Allocation of work among various Polling officers/staff.
- 7.3** To ensure that there is no discrimination with any Association or favoritism towards any one.

- 7.4** In case of any difficulty, seek instructions/guidance from the Assistant Returning Officer / Returning officer.
- 7.5** To keep a proper account of all ballot papers and further handling of election record as per the procedure.
- 7.6** Ballot papers are to be signed by the Presiding officer at the back(overleaf) before issue.
- 7.7** Supervising proper sealing, transportations, handing over of Ballot box along with Annexure-I.

8. Duties of Polling Officers :

- 8.1** To abide by the instructions and follow the guidance given by the Presiding Officer.
- 8.2** To check the identity cards of the voters.
- 8.3** To check the voter's identity card (in case identity card is not available for any reason, authority from SDE or equivalent level officer duly signed under official stamp) and tally relevant details with those available with him in the Electoral rolls. If the name and other relevant particulars given by the voter tally with those available in the Electoral rolls, he will make a tick mark against the relevant entry in the Electoral Roll.
- 8.4** To make a mark by indelible ink on the left hand first finger (or left hand thumb in case first finger is missing) of voters, at the time of issue of ballot papers.
- 8.5** To take signatures of the voter on the counterfoil of the ballot paper and issue the ballot paper.
- 8.6** To guide the voter about folding of the ballot paper and tell him to cast his vote in the ballot box placed on a table in front of the Presiding Officer.

9. Duties of Observers:

Duties have been defined vide this office letters A-13, A-23 & A-28 of MV 2020.

10. Disposal of election papers

- 10.1** The unused ballot papers with counterfoils deposited by the respective Presiding officers in sealed covers to the In-charge of counting, shall be preserved at SSA headquarters / Circle HQrs (as the case may be) for a period of one year after declaration of the election results & then destroyed.
- 10.2** The stock of undistributed ballot papers, cancelled ballot papers with Circle / SSA shall be preserved for a period of one year after declaration of the election results and then destroyed subject to sub para 10.5 below.

10.3 The used ballot papers and counterfoils of used ballot papers whether valid, tendered or rejected, electoral rolls, should be preserved for a period of year, subject to the provisions of sub-para 10.5 below, after declaration of the election results and then destroyed.

10.4 The paper should be destroyed through shredding, in the presence of any one of these officers, viz. Returning officer or Assistant Returning officer or Presiding officer nominated for this election process. In case, it so happens that all of these nominated officers have since been transferred or retired, then the destroying process may be carried out in the presence of an officer of minimum of D.E. or equivalent rank. The officer in whose presence the surplus and waste ballot papers are destroyed shall prepare a certificate giving details of papers, which have been destroyed in his presence.

10.5 In case, an election petition or any other matter in respect of this election is filed and pending adjudication by a Court, the papers relating thereto as mentioned above should not be destroyed until the expiry of three months from the date of disposal of such petition or matter finally.

10.6 Security arrangements:

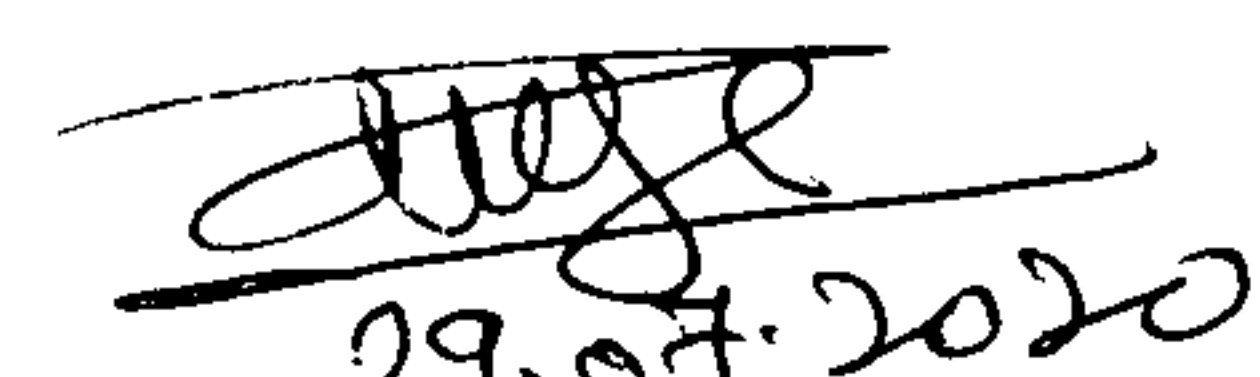
The CGMs may make necessary security arrangements for peaceful conduct of elections and security of ballot boxes including help from local police authorities. Director(HR), BSNL Board vide letter A21 of MV2020 dated 06.07.2020 has already requested to DGPs of All States for provision of security to Telecom personnel/officers in connection with the conduct of Membership Verification.

11. Other Important Guidelines:

11.1 The CGMs will hold meetings with the Circle Secretaries of the participating Associations about 10 days before the polling date in connection with the conduct of Membership Verification so as to facilitate its smooth conduct. Afterwards, the SSA heads will hold similar meetings with the District Secretaries of the participating Associations.

11.2 A check list & calendar of activities is enclosed at Annexure III & IV for guidance. It may be noted that the dates mentioned against the various activities are the last date by which these activities are to be completed. These dates may be modified suitably to suit the local conditions. However, the CGMs should personally monitor these aspects to avoid any problem at the last moment.

- 11.3** The executives may be granted half a day leave for casting the vote and polling agents nominated by the Associations may be granted full day's leave on the days of voting as well as counting.
- 11.4** The use of telephone – mobile, land-line or any other form of communication shall not be permitted in the rooms where polling / counting of votes takes place by any official on duty, viz. the Assistant Returning Officers, Presiding Officers, Polling Officers, Counting teams, Polling agents etc., except Observers. Use of telephones by Observers is permitted.
- 11.5** The name of executives under suspension may be included in the voters' lists and made eligible to cast their votes in the membership verification.
- 11.6** No TA/DA /Conveyance Allowance is to be paid to the executives for going to Polling Station for casting their votes.
- 11.7** Approval of estimate expenditure Circle-wise has been issued vide letter A35 of MV2020 dated 29.07.2020 . Circles shall ensure availability of funds and based on the sanctioned estimate, the requisition for funds, Head Wise may be sent to CBB Cell, BSNL CO immediately.


29.07.2020
(Pardeep Kumar)

Assistant General Manager (SR),

To

1. All CGMs BSNL – With a request to give wide publicity to this document & make available copies to All SSA heads under their control.
2. PGMs – (Pers.)/(Admn.), BSNL C.O.
3. General Secretaries of all the eligible Participating Associations

Copy for Information to –

1. Sr. PPS to CMD, BSNL
2. All Directors, BSNL Board.
3. CLCI, Ministry of Labour, Shram Shakti Bhawan, New Delhi.
4. Chief Returning Officer –PGM (EB-I), BSNL C.O.

Report from Booth to SSA HQ (Ref. :Para 4.3)

- 1. Name of Booth:**
- 2. Name of SSA:**
- 3. Name of Circle:**
- 4. Ballot Papers issued**
 - a. Total No.:**
 - b. S. No.**
From:
To:
- 5. Total no. of ballot papers utilized:**
- 6. Total no. of ballot papers spoiled along with S.Nos.:**
- 7. Ballot Papers unutilized**
 - a. Total No.:**
 - b. S. No.**
From:
To:
- 8. Lock & Key no. of Ballot Box:**

Report from SSA to Circle (Ref. :Para 5.3)

Proforma for compiling polling and counting data

Name of the Circle:

Name of the SSA:

Total Number of Voters:

Serial Numbers of the Ballot Papers issued to SSA:

Total Number of Ballot Papers:

Total Number of Votes Polled:

Total Number of Valid Votes:

Total Number of Invalid Votes:

Total Number of spoiled/mutilated/crumpled ballot papers.

S.N.	Name of the Association	Number of Votes Polled

Annexure-II**Report from Circle to Corporate office (Ref. :Para 5.4)****Proforma with regard to votes polled**

Name of the Circle:

Total Numbers of Voters:

Total Number of Votes Polled:

S.N.	Name of the Association	Number of Votes Polled

Annexure – III**Progress of issues related to verification of majority Association.**

Name of the circle	Updating of Voters List	Print- ing of Ballot papers	Procurement of (as per Para 2.6)				Identification of staff for 2 nd .MV for duty	Security Arrangem ents
			Ballot boxes	Indeli- ble Ink	SWASTIC Stamp and other articles of stationery etc.	Dasuti Bag		

Annexure-IV**Calendar giving targets for completing the various activities**

S.No.	Activities	Last date for completion of the activity
1.	Sample Ballot Paper to Circles	20.07.2020
2.	Finalisation of Voters list	24.07.2020
3.	Nomination of one polling agent and one Relief agent (only BSNL working executive) for each polling station by District Secretaries/ Circle Secretaries/All India General Secretary of the participating Associations to the SSA/Circle Heads. (Para 2.3.2)	03.08.2020
4.	Briefing to Circle Secretaries of all the participating Associations regarding various Do's and Don'ts and polling procedures by CGMs.	07.08.2020
5.	Review of nomination of staff for election duties i.e. Observers, Presiding & polling officers etc. by SSA / Circle Head	07.08.2020
6.	Procurement of polling material such as sealing wax, ballot box with proper lock and keys, Rubber stamp of SWASTIC mark, Fevicol, self-inking stamp pad, pad – ink, stationery, ball point pens, wooden/steel scales, white cloth (Dasuti Bag), thread, needle, sutli etc. by the SSAs.	07.08.2020
7.	Briefing to District Secretaries of all the participating Associations regarding various Dos and Don'ts and polling procedure etc. by the SSA Heads	07.08.2020
8.	Briefing regarding polling procedures etc. to all the polling teams by the SSA Heads.	10.08.2020
9.	Preparation of packet of polling material booth-wise by the SSA	13.08.2020
10.	Handing over of packet of polling material to the Presiding Officer by the SSA.	14.08.2020
11.	Movement of entire polling team along with polling material to the respective polling stations	17.08.2020
12.	Date of Election/Polling	18.08.2020
13.	Transportation of ballot boxes to the counting centers after polling	18.08.2020
14.	Counting of votes	20.08.2020

LIST OF CIRCULARS BY SR CELL on 2nd MV

Circular Number	Date of Issue	Subject
A1	16.06.2020	Notification- calling up of applications for recognition of majority representative Association of serving Executive employees in BSNL.
A2	16.06.2020	Extension of facilities to all the participating Associations
A3	16.06.2020	Non-transfer of Executive staff till completion of 2 nd Membership Verification process
A4	17.06.2020	Preparation of Electoral Rolls.
A5	19.06.2020	Constitution of a Core Group to deal with matters relating to conduct of 2 nd Membership Verification process .
A6	19.06.2020	Appointment of Chief Returning Officer.
A7	19.06.2020	Appointment of Nodal Officer in the BSNL CO
A8	22.06.2020	Non-transfer of Executive staff till completion of Membership Verification process-Clarification.
A9	23.06.2020	Appointment of Returning Officer and Assistant Returning Officers .
A10	24.06.2020	Preparation of electoral polls.
A11	25.06.2020	Non-transfer of Executive staff till completion of 2 nd Membership Verification process of Executives Associations in BSNL – modification.
A12	25.06.2020	Clarification regarding appointment of Assistant Returning officer.
A13	26.06.2020	Appointment of Observer
A14	26.06.2020	Extension of trade Association facilities during Membership Verification .
A15	29.06.2020	Letter to Chief Labour Commissioner.
A16	30.06.2020	Instructions regarding setting up of Polling Booths.
A17	30.06.2020	Letter to Secretary, Election Commission of India.
A18	30.06.2020	Guidelines regarding canvassing and prevention from defacement of building/premises.
A19	01.07.2020	Guidelines for preparation of Electoral Rolls on non territorial circles.

A20	03.07.2020	Arrangement of Ballot Boxes
A21	06.07.2020	Arrangement of Security-Letter to DGP by Director(HR)
A22	08.07.2020	Fund requisition
A23	09.07.2020	Appointment of Observer
A24	09.07.2020	Incorporation of names of Executives of ERP, INMARSAT in ALTTC
A25	10.07.2020	Procedure for issue and casting of votes by postal ballot paper.
A26	13.07.2020	List of eligible Associations
A27	14.07.2020	Advisory to General Secretaries of All Applicant Associations
A28	16.07.2020	Appointment of Observer
A29	17.07.2020	List of eligible Associations
A30	20.07.2020	Final List of eligible Associations
A31	20.07.2020	Sample Ballot Paper
A32	23.07.2020	Arrangement of indelible ink
A33	27.07.2020	Statement w.r.t. Postal Ballot Paper
A34	27.07.2020	Statement w.r.t. Postal Ballot Paper
A35	29.07.2020	Fund requisition for conduct of 2 nd MV