



AIR TRAFFIC CONTROLLERS' GUILD (INDIA)

OFFICE OF THE CHIEF ELECTION COMMISSIONER, CEC ELECTION 2020

Ref: ATCG(I)/CEC-ELEC2020/011

Dated: 21.09.2020

MODIFICATION OF STANDARD OPERATING PROCEDURE OF ATC GUILD(I) CEC ELECTION 2020

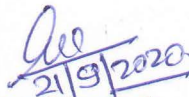
In continuation of this office notice of "STANDARD OPERATING PROCEDURE" for conducting of ATC GUILD(I) CEC Election 2020 (copy attached), the following are the modifications (item wise):

B) Timings for Casting Vote: Timing of Casting of Votes is **extended** up to 2300 Hrs. IST of 24.09.2020. to accommodate maximum nos. of Members.

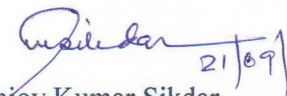
H) Home-staying Covid-19 Patients and Lady Members on Maternity Leave: During Voting dates, if any of ATC GUILD(I) Member is suffering from Covid-19 and staying at home quarantine and if any Lady Member is on Maternity Leave and staying at home, willing to cast his / her vote, local arrangements may be made by the *Local Election Team*. RS or BS may authorize election volunteers to travel to ill person's Home with Ballot Paper within an envelop. The Member will cast his / her vote secretly and will seal the envelop. The volunteer will bring back that envelop to the Airport and put this envelop in the Ballot Box after proper sanitization.

I) Postal Ballot: There is no provision of Postal Ballot in this CEC Election. An authorized ATC GUILD(I) member can cast his / her vote in a different station (other than parent station) if he / she is on i) Tour ii) Transfer or iii) Training.

Proper health hazard precautions are to made all the time as per Govt guidelines.


21/9/2020
Sutanu Mazumder
Election Commissioner


21/09/2020
Subir Sarkar
Election Commissioner


21/09/2020
Sanjoy Kumar Sikdar
Chief Election Commissioner

OPERATING PROCEDURES FOR ATC GUILD(I) CEC ELECTION 2020

These procedures / guidelines are to be followed for conducting CEC Election 2020 at station level:

- A) **How to prepare the Ballot Box?** Ballot Box may be prepared by paper card board material.
- B) **Timings for casting vote?** Timing for casting vote on 23rd September 2020 will be decided by the 'Team of Local Election Volunteers' headed by the Branch Secretary of the respective Branch. It will depend and differ from station to station; single shift, two shifts, four shift roster or five shift rosters. Casting of votes must be completed by 11-00 hrs. IST on 24th September 2020. To accommodate night shift ATCOs of the previous day, election may be started at least one hour before the night duty ends. In case of single shift / two shifts, it can be done during normal office hours.
- C) **How to open the sealed envelope containing Ballot Papers?** The sealed envelope containing Ballot Papers must be opened in presence of three officers. After opening the envelope, they should check the contents, i) Specified no. of Ballot Papers, ii) Station-wise Voter List, iii) SOP copy, iv) Return Envelope.
- D) **Who can cast vote?** Only enlisted members as per CEC voter list (station-wise copy supplied) of the respective stations, can cast their votes. ATCOs on permanent transfer / official tour (not personal tour / presence) can also cast their votes if their names are present in the CEC voter list (available in the ATC GUILD(I) website).
- E) **How to conduct vote?** The Branch Secretary of the corresponding stations shall form a 'Team of Local Election Volunteers' who will help to conduct the vote at that particular station. Guarding of Ballot Box will also be their responsibility. For multi-shift stations, proper handover of Ballot Papers, Ballot Box and other relevant papers are to be carried out and documented in paper. The Ballot Papers, after casting of votes, are to be kept in individual small envelopes (not supplied), where Ballot Box is not used due to fewer voters. All Ballot Papers are to be kept inside the small envelop (supplied) and sealed in presence of at least two officers (duly signed) and to be kept inside the big envelop (supplied) and send it back to the undersigned along with unused Ballots, if any.
- F) **How to send the Ballot papers to CEC after completion of vote?** After completion of casting of vote, the Ballot Box is to be broken in presence of three officers. Without opening the used Ballot Papers, all casted Ballot Papers along with the unused B.P. are to be kept in the return envelope (supplied) with a statement of number of 'Used & Unused B.P' and name/s of additional voter/s of outer station/s, if any. Then the Return Envelope (RE) to be properly sealed and signed. The RE to be sent back to the office of CEC by 'Speed Post / Courier' at the earliest.
- G) All precautions like wearing of masks, maintaining social distancing, hand sanitization etc. are to be maintained during the Election.

For any query, contact Chief Election Commissioner:

Mobile no: 9331037535


Chief Election Commissioner