

**PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION LTD.
UDYOG BHAWAN, SECTOR-17, CHANDIGARH**

CIRCULAR

In continuation of circular issued under Endst. No.PSIEC/SWA/9980-86 dated 13.08.2024 and consequent upon placing the services of employees at the disposal of the election committee constituted by the MD, the arrangements for conducting elections of PSIEC Staff Welfare Association on 20.08.2024 has been made and the following employees designated as polling officers are hereby deputed for conducting the elections at the polling booths as under:-

Sr. No.	Name of Polling Booth	Area to be covered	Name of Polling Officer	Timing of Polling
1.	Head Office, Drivers Room, Basement, Udyog Bhawan, Chandigarh	Head Office, Mohali, Engg. Wing and RM Depot, IFP Derabassi & IFP Chanalon, PGE Chandigarh	1. Sh. Sandeep Singh, SDE, HO 2. Sh. Rajesh Kumar, Dy. Manager, Estate Wing, HO 3. Sh. Robin Bajaj, Sr. Executive, Planning Wing, HO 4. Smt. Nisha Gupta, Sr. Executive, HO	10:00 AM to 4:00 PM
2.	Engg. Wing, Jalandhar	Engg. Wing, Jalandhar, Suranassi Depot/ HZI, Kapurthala, CDC Hoshiarpur, Tanda	Sh. Parveen Kumar, Dy. Manager, Engg. Wing HO	10:00 AM to 4:00 PM
3.	PGE, Amritsar	Amritsar Depot & Engg. Wing	Smt. Mandeep Kaur, Sr. Executive, PGE, Amritsar	10:00 AM to 4:00 PM
4.	IFP Batala	Batala Depot and IFP Batala	Sh. Sanjay Kumar, Sr. Executive, RM, Wing, HO	10:00 AM to 4:00 PM
5.	SAIL, Mandi Gobindgarh	SAIL (HA) & IFP Mandi Gobindgarh, Wazirabaad.	Sh. Amrit Lal, Dy. Manager, SAIL, Ludhiana	10:00 AM to 4:00 PM
6.	Patiala, Engg. Wing	PGE, Patiala, Engg. Wing, Patiala & Nabha, Rajpura, Sangrur	Sh. Anil Kumar, Dy. Manager, Engg. Wing Patiala	10:00 AM to 4:00 PM
7.	SAIL, Ludhiana	SAIL (HA), RM Depot, Engg. Wing, Ludhiana,	Sh. Joginder Singh, Dy. Manager, F&A Section, HO	10:00 AM to 4:00 PM
8.	PGE, New Delhi	PGE, New Delhi	Sh. Vipin Grover, Sr. Executive, F&A Section, HO	10:00 AM to 4:00 PM
9.	IFP Nawanshehr	IFP Nawanshehr	Sh. Bharat Sharma, Sr. Executive, HRD Wing, HO	10:00 AM to 4:00 PM
10.	IGC Bathinda	Engg. Wing, IGC Bathinda, Abohar, Muktsar, Kotakpura, Malout.	Sh. Kamalpreet Singh, Dy. Manager, Engg. Wing, HO	10:00 AM to 4:00 PM
11.	IFP Goindwal Sahib	Engg. Wing, Goindwal Sahib & Tarn Taran	Sh. Gurinder Singh Sandhu, Sr. Executive, Coordination Section, HO	10:00 AM to 4:00 PM
12.	IGC, Pathankot	Engg. Wing, Pathankot	Sh. Manjit Lal, Dy. Manager, Engg. Wing, Jalandhar	10:00 AM to 4:00 PM

Note:- All the outstation polling officers must collect their ballot papers along with list of voters from the members (Sh. Vinod Bhatti-98151-55198 & Sh. Sandeep Kumar-9417213996) on dated 19.08.2024.

1. Only all regular employees of the Corporation are eligible to cast their votes.
2. The employees are advised to cast their vote at the above polling booths applicable to their posting divisions however the employees on official tour/election duty/ polling agent or on leave can cast their votes on the nearest polling booth.
3. All the employees shall cast their votes by putting a stamp available with the Polling Officers against the name/symbol of the candidate/contestant of their choice.
4. The voter shall bring either his/her employee ID or Aadhar Card for identification purposes.
5. In case of any dispute, the decision of Polling Officer/ Election Committee shall be final and binding on both the parties.
6. The ballot paper at PGE Kolkata will be sent through postal ballot process.

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7. Although special care has been taken to cover most of the areas w.r.t. polling booth declared above, in case if any area has not been covered, then the voter of the respective area may exercise his/her vote at the nearest polling station on his/her choice.

All the employees may be requested to meticulously adhere to the above schedule and area notified.

A separate guidelines for polling officers deputed above is attached along with this circular for their perusal.


(Rajdeep Kaur)
Member



(Vinod Kumar Bhatti)
Member


(Sandeep Kumar)
Member

Endst. No. PSIEC/SWA/ 10048 - 10055 Dated: 14/8/2024

A copy of the above is forwarded to the following for information and further necessary action:

1. PS/Chairman
2. PA/Vice Chairman
3. PS/MD
4. All Functional Heads
5. All officers/incharges of Head office and field offices (Depots and Agencies, Emporiums, Engg. Wing & CDC Hoshiarpur)
6. System Manager (IT)-for uploading the same on the website of the Corporation.
7. Notice Board (Head Office & Field offices)
8. Officers/Officials concerned.

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Guidelines for polling officers (Elections of PSIEC Staff Welfare Association scheduled on 20.08.2024)

Setting up the Polling Station

1. The polling officer shall reach the designated polling station premises before the scheduled time of polling.
2. The polling officer shall abstain from leave on the scheduled date of election i.e. 20.08.2024. However, if any polling officer is absent due to some genuine or unforeseen reasons beyond control, the Election Committee has the authority to appoint any other employee in his/her place.
3. It should be ensured that the voting process is transparent and secrecy of voting is not violated.
4. Separate male and female queue should be adopted for polling process.
5. Use of mobile phones shall not be allowed inside the polling premises.
6. Polling agents should be seated in such a position, so that they are able to watch the polling process, but it should be ensured that they are not able to see the vote being casted by the voter, in any case.
7. Voting compartment to be kept far away order to maintain secrecy.
8. Only one polling agent/election agent of each party can enter the polling station at a time.
9. All the polling officer will ensure to organize polling in a peaceful manner.
10. Candidates can also visit/inspect the polling station.

During Polls

Duties of Polling Officer

1. He will be the incharge of election material assigned to him including electoral rolls, Ballot Papers, Ballot Box and other stationary items and will keep it in the safe custody.
2. He will issue ballot paper to the voter after his/her identification from the electoral list given to him.
3. Affix the left hand thumb impression of voter on the electoral list corresponding to his/her name (Mandatory).
4. To incorporate the employee ID/Aadhar number of the voter, if any (preferably).
5. Recording the signature of the voter on the electoral list corresponding to his/her name (Mandatory).
6. Allowing the voter to cast vote through secret ballot process, upon fulfillment of above criteria at Sr. No. 3 & 5 respectively.
7. Election voter list along with ballot boxes to be properly sealed and secured in the presence of polling agent (one each of respective parties) after the completion of polling process as per scheduled time.
8. Polling officers may contact any member of Election Committee in case of any doubt or query regarding election process.



