



## AIR TRAFFIC CONTROLLERS' GUILD (INDIA)

OFFICE OF THE CHIEF ELECTION COMMISSIONER, CEC ELECTION 2026

STANDARD OPERATING PROCEDURE  
FOR ATC GUILD CEC ELECTION

2026

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**EDITION NO: EC/ATCGI/CEC-ELEC-2026/003  
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# AIR TRAFFIC CONTROLLERS' GUILD (INDIA)

## OFFICE OF THE CHIEF ELECTION COMMISSIONER, CEC ELECTION 2026

### **OPERATING PROCEDURES FOR ATC GUILD CEC ELECTION 2026**

These procedures/guidelines are to be followed for conducting CEC Election 2026 at station level. However, it may be noted that these cannot be treated as an exhaustive compendium in all aspects.

Presiding Officers and other associated officers designated for the conduct of election are fully responsible for all the activities taking place at polling location. Further it is their primary duty and responsibility to ensure a **free and fair** poll at polling station

#### **1. Authority and Applicability**

This Operating Procedure is issued under the authority of the Election Commission, ATC Guild (India), for the conduct of elections to the Central Executive Council. The operating procedures shall be strictly adhered by Branch Secretaries, Regional Secretaries, Presiding Officers, Polling Officers, Support Teams and all personnel associated with the election process. The guidelines is applicable to all polling stations, including training centres, temporary polling locations, multi-shift stations, and special polling arrangements such as leave voting and official tour voting.

#### **2. Nomination of Presiding Officer and Support Team**

The Branch Secretary or Regional Secretary, as applicable, **shall nominate the Presiding Officer and a Support Team consisting of Polling Officers and volunteers** for smooth conduct of the election. Branch Secretary / Regional Secretary shall **communicate the contact details (including address)** of the Presiding Officer and Support Team to the Election Commission within the stipulated timeline and inform the same to members of the station. (Refer Annexure-1)

The Presiding Officer shall be the principal authority at the polling station and shall be fully responsible for the lawful and impartial, conduct of polling. **The Presiding Officer shall coordinate exclusively with the Election Commission** for all election-related matters and shall ensure strict compliance of all directions issued by the Election Commission.

#### **3. Duties and Responsibilities of the Presiding Officer**

**The Presiding Officer shall have custody of all election related materials** and shall be responsible for setting up the polling booth, verifying voters, issuing ballot papers, supervising polling staff, maintaining statutory records, ensuring secrecy of voting, sealing election materials after polling, dispatching the same to the Election Commission and any other works associated with election process. The Presiding Officer shall ensure that all prescribed procedures are followed and shall be accountable for any deviation, discrepancy, or lapse.

#### **4. Setting up of Polling Booth and Pre-Poll Checks**

The Presiding Officer shall ensure that **the polling booth is arranged** in a manner that **guarantees utmost secrecy of voting** / voting compartment is of considerable height so that there is no chance of viewing the voter recording his/her vote. Adequate lighting, and smooth flow of voters shall be ensured. Before commencement of poll, the Presiding



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Officer shall **check all items of polling material** have been received in required quantity and voter lists, ballot box, envelopes marked "USED", "UNUSED", and "RETURN", stationery, and other election materials.

The ballot box shall be shown empty to the Support Team, leaving only one slot open for insertion of ballot papers.

### 5. Polling material:

**Polling material will be sent via speed post/ courier in sealed envelope at the postal address of Presiding Officer communicated to election commission.**

- List of Articles to be supplied :-
- Specified no. of Ballot Papers,
- Station-wise Voter List,
- SOP copy,
- Three Envelopes for USED, UNUSED & SPOILED Ballots,
- Return Envelope.

The Presiding Officer shall acknowledge receipt of the polling materials by email to the Election Commission immediately upon receiving them.

In case the polling materials are not received, the Presiding Officer must inform the Election Commission within 12 days from the date of dispatch of the polling materials.

The date of dispatch of the polling materials will be communicated to the Presiding Officer in due course.

### 6. Opening of the sealed envelope containing polling material

The sealed envelope containing Ballot Papers must be the **opened by presiding officer in presence of three officers** (to be nominated by BS/ RS/ LS) **two days prior to the polling date**. If desired number is not available at station the reason shall be documented and intimated to Election Commission and lesser number of officers may open the envelope. After opening the envelope, they should check the contents.

(Refer Annexure-2)

**Any discrepancy** need to be documented under signature of person authorised to open sealed envelope .The discrepancy has to be immediately intimated to **Mr. Shakti Sharan Tripathi (7408417146) / Mr N P Singh (Mob No. 7408412413) / Ms Ramita Rawat (Mob no.9868924187)**

### 7. Custody and procedure of handover and takeover of Ballot paper/ Polling material

The polling material **entrusted to the presiding officer** should remain in his/her custody throughout, till the poll is completed and the ballot paper and other requisite polling documents are forwarded back to the office of election commission. Either presiding officer or other Polling Officers/ Volunteers **should remain in the polling station during voting period**. Presiding officer shall refer **Annexure -3 for purpose of handover and takeover** polling materials.

### 8. Guidelines for Preparation of Ballot Box

The ballot box may be prepared using rigid cardboard or similar material. All sides of the box shall be sealed with adhesive tape, except the slot provided for inserting ballot papers. Where more than one ballot box is used, each box shall be serially numbered station-



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wise.(Ex. MUMBAI as VABB01/VABB02/.....) The ballot box shall remain under continuous supervision of the Presiding Officer or Polling Officers until closing of votes and the ballot box/es is/are sealed.

### 9. Verification of Voters

The **identity of voters shall be verified** by the Presiding Officer / volunteers against:

- The certified voters list supplied by the Election Commission; or
- Any supplementary voter list issued subsequently (Presiding Officer needs to take a print of supplementary list); or
- Official tour order of the member on tour to station.

After verification, the **voter shall sign against his or her name** in the register of voters as per **Annexure - 4**. No ballot paper shall be issued without verification and signature.

The signed register of voters shall form part of the election record to be returned to the Election Commission along with other records.

### 10. Conduct and timing of Poll

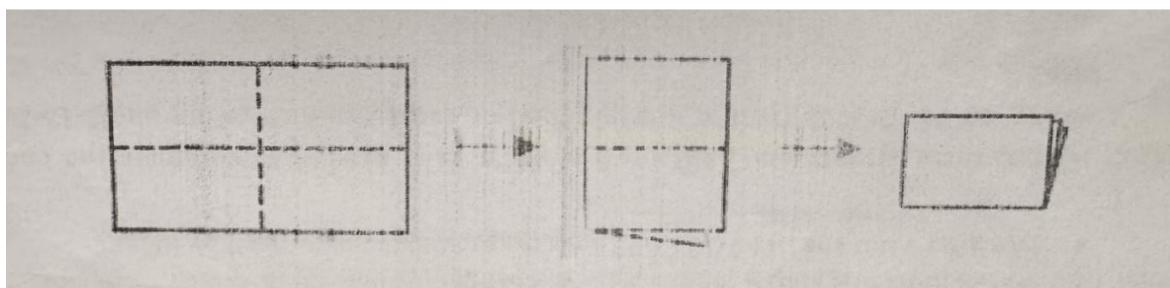
Timing for casting vote on 07th & 08th April 2026 **will be decided** by the Presiding Officer, Polling Officer/ Volunteers of the respective Branch, under intimation to CEC via email, as **duties/operational hour will differ from station to station**. However, **casting of votes must be completed by 11:30 hrs. IST on 08th April 2026**.

The Presiding Officer shall communicate timing of voting to all the legitimate members of the branch.

### 11. Voting Procedure

Only one ballot paper shall be issued to each verified voter. The voter shall record the vote by marking a **cross (X) against the candidate of choice using blue or black ball point pens**. If any ballot is spoiled during or **before handing over to the voter** and presiding officer has reasonable assurance that it cannot be used to cast vote, he can issue another ballot to the voter. Presiding Officer shall keep the record of **such spoiled ballot paper/s and will be sent to election commissioner in separate envelope**.

The ballot paper shall be folded as instructed in the below image and inserted into the ballot box by the voter.



No elector shall be allowed to enter the voting compartment when another elector is inside it.



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### 12. Delegation of duties of Presiding Officer/ Polling officer

In case of unforeseen circumstances of Presiding Officer being absent on account of illness and any other unavoidable reason, the branch secretary shall authorised additional responsibility of Presiding Officer to any legitimate member in coordination with election commission.

### 13. Closing of Poll

The Presiding Officer shall close /polling at the specified closing time as mentioned in point no 10.

### 14. Sealing and Securing of Ballot Papers and Ballot Box

As soon as the ballot box is full and/ or the last vote cast and/or closing of poll, the presiding officer in **the presence of polling officers / volunteers shall ensure that the ballot box is sealed and secure** (Refer Annexure -5).

Unused ballot papers **shall be sealed separately** in envelope provided by the Election Commission.

**Once sealed, the ballot box shall only be opened for sending the ballots to the Election commission.**

### 15. Accounting of Ballot Papers and Voters

Once the polling is closed, the Presiding Officer shall **prepare an account of votes**. (Refer Annexure -6).

Presiding Officer shall ensure the number of votes recorded must be equal to the number of voter mentioned in register of votes. The number of ballot papers entrusted shall equal the total of used, unused, and spoiled ballot papers.

The Presiding Officer shall ensure that the number of voters who have signed the voter list corresponds with the number of used ballot papers.

Any discrepancy shall be recorded and immediately reported to the Election Commission.

### 16. Handling of Ballot Paper Envelopes /Dispatch of Election Material.

**Sealed ballot boxes shall be opened by presiding officer *in the presence of three officers (to be nominated by BS/RS/LS)* for sending used ballot papers to Election commission in an envelope (provided by EC).**

- Used ballot papers shall be placed in an envelope clearly marked as "**USED BALLOT PAPERS**".
- Unused ballot papers shall be placed in a separate envelope marked as "**UNUSED BALLOT PAPERS**".
- Spoiled ballot papers shall be placed in an envelope marked as "**SPOILED BALLOT PAPERS**".
- The presiding officer and polling officer **shall affix their signatures on sealed ballot envelopes**.
- The register of votes, account of votes recorded and any other written records of (Example. additional voter on tour) as prescribed shall also be enclosed.



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**All sealed envelopes shall be placed in the Return Envelope provided by EC and the PO shall dispatch this return envelope by end of the day 08.04.2026 through Speed Post /Courier to election commission.**

The photo of this return envelope, proof of dispatch, including tracking details, shall be shared with the Election Commission by e-mail **Refer Annexure -7.**

### **17. Voting Procedure for members on sanctioned leave and tour**

Guild Members who are on sanctioned leave during the voting period shall **follow the Leave Voting Procedure prescribed** by the Election Commission at **Annexure -8**

Guild members on official tour are entitled to cast vote at the station where they are on tour **by showing the tour order.** In such case the presiding officer **will verify the identity and membership** before the issue of ballot paper.

### **18. Contingency provisions**

In case of emergency/unforeseen circumstances, the Election Commission, when deemed necessary may decide different voting hours (before or after the prescribed Hours) for such polling stations subject to the request by presiding officer. Such instances shall not constitute precedence and shall not be cited as such.

In case of emergency/unforeseen circumstances the Presiding Officer may relocate a polling station if deemed necessary for the conduct of free and fair election. The process of relocation of polling station should be recorded, signed and send to the Election Commission along with appropriate and justified reasons.

### **19. Management of voting at station having different units at different locations**

Only one Presiding Officer shall be responsible for managing the poll. The Presiding Officer may appoint separate Support Teams or Nodal Officers for individual units located at different places and may delegate necessary powers and responsibilities to them to ensure the smooth conduct of voting.

### **20. Polling agents (during counting of votes)**

Each candidate can appoint one counting agent and one relief counting agent during the counting of votes which shall take place at CATC Prayagraj. The counting agent shall be a member of ATC Guild (I) and shall not be a candidate in ATC Guild (India) CEC 2026 election. The counting agent will be allowed to observe the counting process in a peaceful manner, without disturbing election team and shall not be allowed inside the counting room.

### **21. Conduct, Discipline, and Accountability**

ATC Guild is a professional body. The candidates shall campaign in quiet manner and take care of professional activities at the station. No candidate shall include in any activity which may create differences or create mutual hatred or cause tension among the Guild members. Candidates shall refrain from criticism of personal life. There shall be no appeal on the basis of religion, caste, region, language etc. for securing votes. To secure votes candidate shall not misuse their official position to gain an unfair edge over other candidates.

All personnel associated with the election process shall maintain absolute neutrality, discipline, and professionalism. Any irregularity, objection, or deviation shall be recorded



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and reported immediately to the Election Commission. The Presiding Officer shall be responsible for compliance with this SOP and the integrity of the election process.

**In case of any dispute in the election process, the decision of the Election Commission shall be FINAL.**

**However, the decision of election commission and/or litigation with respect to election process shall be within the jurisdiction of High Court of judicature at Allahabad.**

**Any expenditure incurred in the defending the legal proceeding on the behalf of Election Commission shall be borne by ATC Guild India (Central Executive Council).**



10.02.2026

( Ankur Singh)  
ATC GUILD (I)  
Chief Election Commissioner, Prayagraj-211012



10.02.2026

**ANNEXURE – 1**  
**Statement of Presiding Officer and Polling Officer Details**  
*(For ATC Guild (India) – CEC Elections 2026)*

**Station:** \_\_\_\_\_

**To**

The Election Commissioner  
ATC Guild (India)

Sir / Madam,

In compliance with the directions issued by the Election Commission for the conduct of **ATC Guild (India) CEC Elections 2026**, the details of the Presiding Officer and Polling Officer(s) nominated for election duty are furnished below for your information and record.

**Details of Election Officials**

<b>S. No.</b>	<b>Name of Presiding Officer &amp; Employee No.</b>	<b>Contact Details (Mobile No.), Mail ID, Address</b>	<b>Name of Polling Officer &amp; Employee No.</b>	<b>Contact Details (Mobile No.) Mail ID, Address</b>
1				
2				
3				
4				
5				
6				

*(Add additional rows if more Polling Officers are nominated.)*

**Certification**

Certified that the above officials have been duly nominated for election duties and shall discharge their responsibilities strictly in accordance with the SOP and directions issued by the Election Commission, ATC Guild (India).

Name and Signature

Branch Secretary or Regional Secretary

  
10.02.2026

## ANNEXURE – 2

### Certificate for Opening of Sealed Polling Material Envelope

(For ATC Guild (India) – CEC Elections 2026)

Station: \_\_\_\_\_

(To be filled by Presiding Officer)

Certified that the **sealed Polling Material Envelope** for the **ATC Guild (India) CEC Election 2026** was opened on **Date:** \_\_\_\_\_ at **Time:** \_\_\_\_\_ IST , strictly in the presence of the undersigned three officers.

Sl. No.	Name of Officer	Designation	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Signature of Presiding Officer: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Station: \_\_\_\_\_

Date: \_\_\_\_\_



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**ANNEXURE – 3**  
**Handover-Takeover of Election Materials during Shift Duty**  
*(For ATC Guild (India) – CEC Elections 2026)*

**Station:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time (IST):** \_\_\_\_\_

**1. Details of Officers**

<b>Particulars</b>	<b>Handing Over Officer</b>	<b>Taking Over Officer</b>
Name	_____	_____
Designation	_____	_____
Shift Timing	_____	_____

**2. Election Materials – Physical Verification**

<b>Sl. No.</b>	<b>Election Material</b>	<b>Quantity / Description</b>	<b>Status (Intact / Sealed)</b>	<b>Remarks</b>
1	Ballot Box (Box No.)	_____	_____	_____
2	Used Ballot Papers	_____	_____	_____
3	Unused Ballot Papers	_____	_____	_____
4	Cancelled / Spoiled Ballot Papers	_____	_____	_____
5	Signed Voter List	_____	_____	_____
6	Election Forms / Annexures	_____	_____	_____

**3. Declaration**

Certified that all election materials listed above have been **jointly verified** at the time of handover–takeover and found to be **secure, sealed, and un-tampered**. Custody and responsibility of the election materials have been formally transferred from the Handing Over Officer to the Taking Over Officer in accordance with the SOP and directions of the Election Commission, ATC Guild (India).

Signature of Handing Over Officer

Signature of Taking over Officer



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**ANNEXURE – 4**

**REGISTER OF VOTES RECORDED**  
(For ATC Guild (India) – CEC Elections 2026)

**Station:** \_\_\_\_\_

**Date(s) of Poll:** \_\_\_\_\_

**Presiding Officer:** \_\_\_\_\_

**Register of Voters Who Have Cast Their Vote**

<b>Sl. No.</b>	<b>Serial No. in Member ship List</b>	<b>Name of Member</b>	<b>Employee ID</b>	<b>Signature of Voter</b>	<b>Remarks</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*(Additional sheets may be used if required. Each sheet shall be signed by the Presiding Officer.)*

**Certification by Presiding Officer**

Certified that the voters listed above have cast their votes after due verification against the certified Electoral List. No ballot paper was issued without obtaining the signature of the voter in this register. The total number of entries in this register matches the number of used ballot papers.

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**Signature of Presiding Officer with Date**



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## ANNEXURE – 5

### Certificate for Sealing of Ballot Box after Completion of Poll

(For ATC Guild (India) – CEC Elections 2026)

**Station:** \_\_\_\_\_

(To be filled by Presiding Officer)

Certified that the **voting process** for **ATC Guild (India) CEC Election** was completed on  
**Date:** \_\_\_\_\_ at **Time:** \_\_\_\_\_ IST.

After completion of polling, the **Ballot Box was sealed** in my presence and in the presence of the undersigned three officers. The seal was affixed securely and signed across.

Sl. No.	Name of Officer	Designation	Signature
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

The sealing of the Ballot Box was carried out strictly in accordance with the SOP and instructions issued by the Election Commission.

**Signature of Presiding Officer:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Station:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## ANNEXURE – 6

### Account of Votes Recorded

(For ATC Guild (India) – CEC Elections 2026)

**Station:** \_\_\_\_\_

(To be filled by Presiding Officer after completion of polling)

**Date of Poll:** \_\_\_\_\_

#### A. Ballot Paper Account

Sl. No.	Details of Voting Material	Quantity	Remarks
1	Ballot Papers entrusted to the Presiding Officer	_____	_____
2	Used Ballot Papers	_____	_____
3	Unused Ballot Papers	_____	_____
4	Cancelled / Spoiled Ballot Papers	_____	_____
5	<b>Total of Sl. No. 2, 3 &amp; 4</b>	_____	<i>Total shall match Sl. No. 1</i>

#### B. Voter Account

Particulars	Number
Total number of voters as per certified voter list	_____
Number of voters who cast their vote (as per signatures)	_____
Difference, if any (with reasons)	_____

#### C. Certification

Certified that the above account of ballot papers and votes recorded is correct. The total number of ballot papers entrusted equals the sum of used, unused, and cancelled/spoiled ballot papers. All entries have been verified personally by the undersigned after completion of the polling process and are found to be in order.

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**D. Signature of Presiding Officer**

**Date**



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## ANNEXURE – 7

### Opening of Sealed Ballot Box and Sealing of Return Envelope Containing Ballot Papers (For ATC Guild (India) – CEC Elections 2026)

**Station:** \_\_\_\_\_

*(To be filled by Presiding Officer)*

Certified that after completion of polling for **ATC Guild (India) CEC Election 2026**, the following election materials were placed in the **Return Envelope** and sealed on **Date:** \_\_\_\_\_ in the presence of the undersigned officers:

- Used Ballot Papers
- Unused Ballot Papers
- Cancelled / Spoiled Ballot Papers (if any)
- Signed Voter List and prescribed election records

The Return Envelope was sealed securely and signed across.

<b>Sl. No.</b>	<b>Name of Officer</b>	<b>Designation</b>	<b>Signature/Date</b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

The sealed Return Envelope shall be dispatched to the Election Commission as per prescribed instructions.

**Signature of Presiding Officer:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Station:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**ANNEXURE – 8 (PART-I)**  
**Guidelines for Leave Voting**  
*(For ATC Guild (India) – CEC Elections 2026)*

### **1. Eligibility**

- Applicable only to **ATC Guild (India) members who are on sanctioned leave on the polling dates.**
- Members name must be mentioned **in the certified voter list.**

### **2. Submission of Details**

- Members shall forward the duly filled and signed the **Leave Voting Application Form and Undertaking** through e-mail to election commission by 03.04.2026.

### **3. Verification by Presiding Officer**

- Election Commission shall forward leave-voting requests to the concerned **Presiding Officer (PO).**
- PO shall verify that:
  - The member is on leave on polling dates, and
  - The member has **not voted at the station of posting.**
- PO shall confirm verification to EC by 13:00 Hrs of 08.04.2026

### **4. Issue of Ballot for Leave Voting**

- Upon verification, EC shall email the following to the eligible member:
  - Ballot Paper (PDF format)
  - **Unique Validator Code** (member-specific)

### **5. Procedure for Casting Leave Vote**

The member shall:

1. Print the ballot paper on **A4 size paper.**
2. Cast vote and place the ballot in an **unmarked sealed envelope.**
3. Write the **Unique Validator Code** as provided by EC on a separate slip of paper.
4. Place the following in a second envelope:
  - Envelope containing ballot paper
  - The paper slip with unique Validator Code
  - Original signed request form and undertaking



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## **6. Dispatch of Leave Vote**

- The second envelope shall be **sealed and dispatched by Speed Post/Courier** by EOD of 08.04.2026 to Election Commission.
- A photograph of:
  - Sealed envelope, and
  - Postal receipt with tracking number shall be emailed to EC on 08.04.2026.

## **7. Cut-off Dates**

- Leave voting envelopes **received after 20.04.2026 shall not be considered for counting.**
- Dates and timelines are **final and binding.**

## **8. Confidentiality & Integrity**

- The Unique Validator Code ensures **one member – one vote.**
- Any attempt at duplication, impersonation, or violation shall lead to **rejection of vote.**

### **NOTE :**

- Presiding Officer shall **maintain a record of verified leave voters.**
- Leave votes shall be opened and counted **only at CATC, Prayagraj.**
- Refer to **notification no. EC/ATCGI/CEC-ELEC-2026/001 dated 29.01.2026 for address/contact details.**



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## ANNEXURE – 8 (PART-II)

### Leave Voting Application /Form

(For ATC Guild (India) – CEC Elections 2026)

**Station:** \_\_\_\_\_

(For Members on Leave on the Date(s) of Poll)

**Election:** ATC Guild (India) – CEC Election 2026

<b>Sl. No. Particulars</b>	<b>Details (to be filled by Member)</b>
1 Name (as per Guild Membership List)	_____
2 Designation	_____
3 Station of Posting	_____
4 Employee ID	_____
5 Email ID	_____
6 Period of Leave	From _____ To _____
7 Mobile Number	_____

#### Declaration by Member

I declare that I am a bona fide member of ATC Guild (India) and shall be on sanctioned leave during the polling dates. I will not be able to cast my vote at my station of posting and request permission to vote under the Leave Voting process as prescribed by the Election Commission.

.....  
.....  
.....

<b>Place</b>	<b>Date</b>	<b>Signature of Member</b>
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**ANNEXURE – 8 (PART-III)**  
**Undertaking for Leave Voting**  
*(For ATC Guild (India) – CEC Elections 2026)*

**Station:** \_\_\_\_\_

I, \_\_\_\_\_, Emp No. \_\_\_\_\_, here by declare that:

1. I am a bona fide member of ATC Guild (India).
2. I shall be on leave during the polling dates of the CEC Election 2026.
3. I shall not cast my vote at my station of posting.
4. I shall strictly follow all guidelines issued by the Election Commission for Leave Voting.
5. All information furnished by me is true to the best of my knowledge

..... ..... .....  
**Place**                    **Date**                    **Signature of Member**



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