

ELECTIONS IMMEDIATE

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G. Road, Secunderabad – 500 003, A.P.

**Sri NAVIN MITTAL, I.A.S.
SECRETARY**

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Lr.No.393/SEC-F2/2010

Date:22.08.2013

To

**The Collectors and District Election Authorities
(except Hyderabad).**

Sir/Madam,

Sub: State Election Commission – 4th ordinary elections to ULBs –
Drafting of Polling personnel on election duty – Certain
important instructions – Reg.

Ref: 1. SEC Circular No.2 in ref No.393/SEC-F2/2010, dt.23.06.2011.
2. SEC Circular No.2A in ref No.393/SEC-F2/2010,dt.23.06.2011.

In the references 1st and 2nd cited, instructions have been issued for drafting Polling personnel on election duty in connection with elections to Municipal Corporations, Municipalities and Nagar Panchayats .(copy enclosed for ready reference). Specific instructions have been issued in both the circulars regarding randomization of polling personnel. Sufficient care needs to be taken in formation of unbiased polling parties in the interest of free and fair elections. The State Election Commission lays down the following guidelines for formation of polling parties.

1. The district-wise database of all eligible poll personnel maintained in electronic format needs to be updated by collecting latest information from all the State Government and Central Government offices located in each district. Relevant particulars like name, sex, place of residence (mandal), place of work (mandal) Assembly constituencies/ native place (mandal), designation, office and department/institution should be entered in such database.

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2. From this database, polling parties shall be formed preferably out of the State Government employees. Variations in scales and ranks should be taken into consideration while forming parties to avoid scope for complaints. Officers of higher rank and scale need to be assigned higher responsibilities (Example: Lecturers working in Degree Colleges should not be posted to serve under those working as Junior College Lecturers and Head Masters. Similarly, Junior College Lecturers may not be posted to serve under the Head Masters or Teachers carrying lesser rank and scale of pay).
3. Proper mixing of polling personnel drawn from different offices and departments should be done at the time of formation of polling parties. Two officials of the same group/category should not be put together. Further, two members of the polling party should not be from the same department (in case of school teachers, they should not be from the same school).
4. No person shall be assigned polling duties in the Municipal body in which he works or resides. Polling personnel shall not be drafted from the assembly constituency / constituencies in which the urban local body going for poll is located.
5. The following randomization procedure shall be adopted for formation of polling parties.
 - a. From the full updated database of available manpower in the district, a list of 120% of the required number of persons for each Municipal body should be generated (including reserve) randomly using appropriate software. This is the first of three stage randomization process.
 - b. In the second stage of randomization exercise, actual polling party should be formed for each Municipal body on random basis using randomization software. At this stage, though the actual polling station will not be known, the Municipal body in which a polling person is likely to be posted and the team composition may be known. For the purpose of serving the appointment letters, the services of sponsoring departments can be used. Alternatively, a training programme may be organized for the polling personnel on a particular date when

final briefing can be given and appointment letter can be served on them.

- c. The third stage of randomization should take place at the time of dispersal of polling parties when actual polling station allotted to each polling party will be disclosed. This shall be done just before the polling party actually leaves from the distribution centre.
6. Senior officers having adequate experience shall be designated to supervise randomization done at various stages as presence of observers to witness randomization may not be possible in urban local body elections.
7. The State Election Commission will provide randomization software. Sri Chiranjeevi, IT Consultant and Sri Vishnu Prasad, Assistant Secretary may be contacted for technical assistance. Their mobile numbers were already communicated to all Municipal Commissioners.

The formats of appointment order to the polling personnel appended to the said two circulars in case of Municipal Corporations, Municipalities and Nagar Panchayats respectively may be suitably modified to be in conformity with the above instructions.

Yours faithfully,
Sd/-
Secretary

Copy to:-

All the Commissioners of Municipal Corporations, Municipalities & Nagar Panchayats
All the Regional Directors-cum-Appellate Commissioners and Additional District Election Authorities, Visakhapatnam, Rajahmundry, Guntur, Ananthapur, Warangal and Hyderabad.

The Commissioner & Director of Municipal Administration, A.P. Hyderabad.
The Principal Secretary to Government, M.A. & U.D. Department.

// Attested //


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Assistant Secretary

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STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M.G.Road, Secunderabad - 500 003.

No. 393/SEC-F/2010

Dated: 23.06.2011

Circular No.2 A

Sub: ELECTIONS – 4th Ordinary Elections to Municipal Corporations 2005 - Polling personnel selection, appointment and training - Instructions - Issued.

- 1.0 Under Section 30 of the Hyderabad Municipal Corporations Act 1955, it is the duty of the returning officer to appoint polling personnel namely a Presiding Officer, one or more Polling Officers for each polling station in connection with conduct of direct election to ward member of municipal corporations.
- 2.0 **The State Election Commission has decided that the polling personnel to be drafted on duty in a municipal corporation should be drawn from a revenue division other than the one in which the municipal corporation is located.**
- 2.1 The mode of election for the office of Mayor of a municipal corporations is indirect recently. Therefore, a voter has to cast only one vote to elect a Ward Member.
- 2.2 The State Election Commission has decided to introduce electronic voting machines in the ensuing elections.
- 2.3 To facilitate smooth polling from 7-00 A.M to 5-00 P.M. on the polling day, the State Election Commission issued guidelines earlier to fix the strength of a polling station at 1200 voters with marginal adjustments. As only one vote is to be cast by a voter, the personnel required for a polling station is one Presiding Officer and four Polling Officers. Their duties in brief are given below:
 - (a) 1st Polling Officer : Incharge of identification of electors and marked copy of electoral roll
 - (b) 2nd polling officer : Incharge of application of indelible ink and maintenance of register of voters.
 - (b) 3rd polling officer : Incharge of voter slips
 - (c) 4th polling officer : Incharge of control unit of voting machine

3. SELECTION OF POLLING PERSONNEL

- 3.0 The Commissioners of municipal corporations are requested to work out the requirements of polling personnel on the above basis by adding 10% in excess of their requirement so as to keep certain personnel in reserve also to meet any contingency.
- 3.1 As more number of polling personnel will be required for the conduct of direct election of ward members, all the gazetted and non-gazetted government servants other than the employees of municipal corporations shall be drafted as election personnel. The Returning Officer should in no case cancel the appointment orders of any individual, except under extraordinary circumstances when the employee substantiates his plea for exemption with documentary evidence.
- 3.2 All the Commissioners of Municipal Corporations should immediately take necessary action to address all the heads of offices to lend the services of their sub-ordinates for appointment as polling personnel and obtain the lists of such personnel well in advance. Generally, the Presiding Officers and Assistant Presiding Officers must be appointed from persons working under central / state government holding posts not lower in rank than that of superintendents. The remaining Polling Officers may be selected from amongst the persons in government service i.e. (state or central) or employees working in statutory corporations. The persons other than government servants should not be entrusted with the duties of Polling Officers which involve identification of voters. Care should be taken to see that employees of municipal corporations including teachers of municipal corporations are not drafted as polling personnel.
- 3.3. The following categories of individuals should be avoided:
- (1) Employees having political leanings towards any party or candidate.
 - (2) School teachers working as extra departmental post masters.
 - (3) Pensioners
 - (4) Teachers of private educational institutions

- 3.4 The lists of polling personnel selected for posting to the various polling stations should be finalized with the approval of the Returning Officer as per the provision of section 30 of HMC Act, 1955.
- 3.5 For the purpose of efficient control of the polling personnel and of economy in expenditure on travelling allowances etc., each district, as far as practicable, should use its own personnel. All the available personnel working under the state and central government offices in the state, as well as under the local bodies except employees of municipal corporations have to be mobilized and an assessment of the availability of the requisite number as to be made well in advance. This work calls for a lot of forethought and planning.
- 3.6 (a) While drafting Presiding Officers / Polling Officers, the availability of female polling personnel should be examined for appointing Presiding / Polling Officer for polling stations set up exclusively for female voters or where the number of female voters especially burqua clad women are large. In such polling station there must be at least one women Polling Officer who may attend to the duty of identification of woman electors.
- (b) All such women, who are in advanced stage of pregnancy, whether on maternity leave or not, or who are otherwise on medical advice not fit for any rigorous, hazardous work, shall be exempted from being requisitioned for election duty. The same will apply to women who are breast feeding a newly born child.
- (c) Every female official called for election duty shall be informed in advance of the arrangements made for her stay, private and separate arrangements for women at the place of duty to meet the calls of nature as well as for bath and dressing. Unless such arrangements are made and information in this behalf is furnished to such a female official, she shall not be called to perform any election duty at any such place where the above arrangements are not available.

- 3.7 In case the employees belonging to the revenue collection department (central and state) are busy in the collection of revenues they should be appointed in consultation with departments incharge of the revenue collection. All representations in this connection should be looked into and cases of disagreement, if any, should be brought to the notice of the State Election Commission immediately.
- 3.8 Seniority of officials should be taken into account in every case and it should be ensured that a senior official is not put on duty under an official who is junior to him/her.
- 3.9 While appointing a polling party for a polling station, returning officers should authorize one of the Polling Officers to perform the duties of Presiding Officer, in case the latter is unavoidably absent from the polling station. He may be designated as Assistant Presiding Officer.
- 3.10 Any official against whom any disciplinary action was taken during earlier elections to the Legislative Bodies or local bodies shall not be drafted on any election related work whatsoever as the ensuing elections.
- 3.11 **PROPER MIXING OF POLLING PERSONNEL DRAWN FROM DIFFERENT OFFICES:**
- 3.11.1 **In order to avoid any allegation of collusion among the polling personnel in favour of any candidate or political party and to instill confidence in the minds of political parties and candidates about free and fair elections, you should ensure proper mix of polling personnel drawn from different offices and departments at the time of formation of a polling party.**
- 3.11.2 **The help of the computer technology, whenever available, should be taken for the above purpose of formation of polling parties by proper mix of polling personnel drawn from different departments and offices.**
- 3.12 **All Polling Personnel shall be drawn from a revenue division other than the one in which the Municipal Corporation going to election falls**

3.13 RESERVE POLLING PERSONNEL

Have a reserve list of presiding and Polling Officers for each municipal corporations to deal with emergencies at any of the polling station as well as for conducting re -polls, if required.

4. APPOINTMENT OF POLLING PERSONNEL :

4.1 All the heads of offices shall be addressed to furnish the lists of employees working under them along with their scale of pay for payment of flat rates of DA & TA for polling duty. After obtaining the lists, the postings should be made carefully in respect of each polling station. Care should be taken to see that in the polling stations exclusively set apart for women, as far as possible, women officers are posted for these posts. In any case, the polling officers kept in-charge of indelible ink and assigned the duty of marking forefinger of the voters in every women polling station should invariably be a woman. At a polling station, where there are considerable number of women voters especially burqua clad ladies, women assistants may be employed wherever practicable.

4.2 Thereafter, orders of appointment at each polling station should be prepared in the form given in annexure appended and communicated to the persons after due authentication. orders of appointment of polling personnel kept in reserve should also be communicated as all the presiding officers and assistant presiding officers, including the reserve, should attend the training classes. Blank form of orders of appointment have to be got printed and sufficient forms of these orders shall be supplied by returning officer. The orders of appointment so supplied should also contain the details of training classes. The orders of appointment should be issued well in advance of the training classes programme.

5. ADOPTION OF RANDOM NUMBER OF GENERATION TECHNIQUE

5.1 Random number of generation technique adopted for the deployment of polling personnel during assembly and parliament elections shall be followed in the ensuing elections also.

5.2 In this process, a code number (different from the polling station number) is assigned to each polling station and just before departure of the party this is decoded to the actual

polling station number where the party has to reach. This method could effectively eliminate complaints relating to any possible partisan conduct of polling personnel. The criteria to be followed while constituting polling parties is enunciated below.

- (a) presiding officers and polling officers are classified on the basis of scale of pay, their post and rank. presiding officers should be of higher scale/ grade in comparison to all polling officers.
- (b) No person should be assigned polling duties in a municipal corporation in which he resides or works.
- (c) All polling personnel shall be drawn from a revenue division other than the one in which the municipal corporation going to election falls.
- (d) Two members of the polling party should not be from the same department and in any case the Presiding Officers and 1st Polling Officer should not be from the same department.
- (e) Each polling station exclusively set up for women electors must have a female Polling Officer. Female Polling Officer must be posted in the areas dominated by burqua clad women.
- (f) Selection of polling officers of every party shall be done on random basis.

6. **TRAINING TO POLLING PERSONNEL**

In pursuance of the instructions given by Election Commission of India, training on handling and operation of electronic voting machines to the district level officers of all the districts was organized by the state resource persons with the support of the electronics corporation of india limited (ECIL) technical personnel during the elections. Training programmes were also conducted in all the districts at various centers by the resource personnel to build up a pool of trained personnel at the district level for imparting training to the polling personnel. These officials conducted training classes to all the polling

personnel drafted for the election duty in general elections to the state legislative assembly and house of people, 2004.

For the ensuing municipal elections, about 8,000 polling stations are to be set up. At the rate of one Presiding Officer and four Polling Officers per polling station, the requirement of polling personnel with reserve comes to 50,000 for the entire state. This manpower requirement is less than 1/5th of the polling personnel drafted for election duty during the general elections, 2004.

The trained personnel who were deployed during general elections, 2004 can be drafted on election duty for the ensuing elections to municipal corporations as they have earlier experience on handling and operation of EVMs. The District Collector may decide the number of training classes required for them. The State Election Commission is making arrangements for deputing ECIL technical personnel to all the districts for imparting training to the polling personnel wherever necessary. They will also check up the machines, undertake repairs wherever necessary and replace batteries for the machines to be used in elections. The ECIL personnel will be deputed to all the districts for giving proper guidance to the district personnel on the day of polling and on the day of counting.

(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)

**Sd/- K. Ram Gopal
SECRETARY**

To

The Election Authority and Commissioner & Director of Municipal Administration. A.P.,
Hyderabad.

All the Returning Officers and Commissioners of Municipal Corporations concerned.

All the District Election Officers and District Collectors.

Copy to

The Regional Director-cum-Appellate Commissioners of Municipal Administration in the State.
The Secretary to Government, Municipal Administration, and Urban Development Department
AP Hyderabad.

The above circular is also available in the website www.apsec.gov.ins

ANNEXURE

Elections to the Municipal Corporation Order of appointment of Presiding and Polling Officers.

In pursuance of Section :

I hereby appoint the Officers specified in column 2 and 3 of table below as Presiding Officers and Polling Officers respectively for the polling station specified in the corresponding entry in column 1 of the table provided for Ward of Municipal Corporation,

I also authorise the polling officer specified in column 4 of the table against that entry to perform the functions of the Presiding Officer during the unavoidable absence, if any, of the Presiding Officer.

TABLE

Polling Station Code No	Name of the Presiding Officer	Names of the Polling Officers	Polling Officer authorised to perform the functions of the Presiding Officer in the latter's absence.
(1)	(2)	(3)	(4)

Date :

Place :

Signature of Returning Officer
.....**Ward**
Municipal Council

Note:-

1. The Training Classes to acquaint the Procedure of conduct of election will be held on at at (.....Place). The Presiding Officers and Assistant Presiding Officers including those kept in reserve also should attend the Training Classes.
2. The date of poll is between and (hours).
3. You should report to the Returning Officer on (Date) (time) at (Place) for taking delivery of polling materials.

Failure to attend polling duties will be viewed seriously. Defaulting Officers are not only liable for disciplinary action but are also liable for prosecution.