

**ELECTION MATTER**

**MOST URGENT**

**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, PLOT NO.-2, SECTOR-17  
PANCHKULA**

NO. SEC/1ME/2012/

DATED:-12/07/2012

**To**

The Deputy Commissioner,  
Bhiwani.

**Subject:-**

**Drafting of Polling Personnel for election duty –Randomization of  
Polling Personnel.**

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Sir

I am directed to refer you on the subject cited above and to say that the proposal for holding the general elections of the Municipal Committee, Loharu (Bhiwani) is proposed to be held on 05/08/2012. For free, fair and peaceful elections, the Commission lays down the following instructions for formation of polling parties:-

- (i) A Deputy Commissioner/Returning Officer should create a complete database of officials eligible for the formation of polling parties from respective District authorities, in an electronic form, which can facilitate computerized randomization. All relevant particulars like Name, Sex, Place of residence (Municipal Committee/village), work place (Municipality/village), Home (district & Municipality), Designation, Office and Department/Institution should be entered into the proposed database, software of which is already available with NIC and was used in General Elections of Vidhan Sabha.
- (ii) Presiding Officer and Polling Officers should be classified on the basis of Group of Services (A, B & C), scale of pay /grade pay and their department, post and rank. Only Gazetted Officers (Group A or B) should be deployed as Presiding Officers.
- (iii) No person will be assigned polling duties if he/she is working in Committee area or domicile Committee.
- (iv) Proper mix of polling personnel drawn from different offices and departments at the time of formation of a polling party for a polling station should be ensured. Two members of the polling party, for a polling station, should not be from the same department. However, in case of school teachers, they should not be from the same school.
- (v) Polling personnel should be drawn both from the State Government departments as well as the Central Government offices. As far as practicable, Central Government employees should be drawn to the

extent possible and may be posted at relatively more sensitive polling stations. If available, the Central Government employees should be mixed with State employees on 50:50 basis.

- (vi) After the announcement of the elections, from the full database of officials, a list of twice the required number of polling persons should be generated (including reserve) randomly, using the software. **This is the first of the three-stages randomization** process. The **Observer must be present at this stage.** This is only to identify and select the officials that would be given training for poll duties as presiding and polling officers. In no case, at this stage, the identity of the ward to which the polling personnel are likely to be deployed will be known. All that the polling personnel will know at this stage is whether he (or she) is in a panel of presiding officer or polling officer. The venue and time of the training may be notified in due course of time.
- (vii) **The second stage of randomization shall be done five days before the day of poll to select the required numbers of Presiding Officers and Polling Officers.** In addition, for reserve purpose, 20% of the required number of Presiding Officers and Polling Officers should also be selected. **The second stage of randomization should also be done in the presence of Observer.** At this stage, though the actual polling station will not be known, however, the municipality may be known.
- (viii) There shall be two rounds of the training. The first training shall take place immediately after second randomization. The second training shall be held on the day of distributing the material and formulation of poll parties. **This is the third stage of randomization, final allocation of Polling Stations to each Polling Party should also be done in the presence of Observer.** After the allotment of the polling station, the polling station of any Presiding Officer/Polling officer should not be changed and if it has to be done, approval of the Observer should be obtained after recording reasons..
- (ix) In order to ensure that above instructions are complied with strictly, the Commission directs that the Deputy Commissioner shall furnish to the Election Commission through the Observers and separately to the State Election Commission, Haryana a certificate to the following

effect immediately after the polling parties have been formed for election:-

Certified that:-

- a) The polling parties have been formed by a proper mix of officials drawn from different offices and departments, in presence of Observer and
  - b) The officers have been drawn from the State Government departments as well as from the Central Government Offices, PSUs, etc. as far as practicable.
  - c) For the purpose of making polling parties complete data base of all eligible employees in the district has been used and randomization has been done as per the instructions of the Commission..”
- (x) It is reiterated that the entire randomization exercise at every step must invariably be done in the presence of the Observer sent to the municipality. The Observer should make a special reference to the randomization while submitting his report.
- (xi) You should make available all the copies of the instructions to the Observer of your district

Kindly acknowledged receipt.

Yours faithfully

**(PARMAL SINGH)**  
**Asstt. State Election Commissioner, Haryana**