

Panchayat
General Elections

FAX/E-MAIL
STATE ELECTION COMMISSION, HARYANA
NIARVACHAN SADAN, PLOT NO. 2, SECTOR-17
PANCHKULA 134 109

No.SEC/3E-II /2016/1474-94

Dated: 22.01.2016

To

All the Deputy Commissioners-cum-District Election Officers (Panchayat),
in the state of Haryana.

Subject:- Panchayat Raj Institutions Elections—setting up of counting centers for the safe counting of votes.

Sir/Madam,

I am directed to refer to the subject cited above and to say that several requests are being received in the Commission with regard to the setting up of counting centers, counting of votes and deputing of staff etc. In this respect the State Election Commission directs as under:-

- I. The counting of votes in respect of Zila Parishad and Panchayat Samiti is to be made at the place specified by the Deputy Commissioner-cum-District Election Officer (P) concerned.
- II. Mandatory notice to candidates about the date, time and place of counting, should be given in advance.
- III. The votes shall be counted under the overall supervision and direction either of the Returning Officer (P) or Assistant Returning Officer (P) and each contesting candidate and his counting agent(s) shall have a right to be present at the time of counting.
- IV. Counting of votes should be done on tables arranged in rows. The number of counting tables in a counting hall is to be decided, keeping in view the number of polling stations, size available (space of the hall), the number of candidates/counting agents, the total number of counting personnel to be deployed, security aspects etc., but the

number of tables should not be more than 14 under any circumstances.

- V. On the basis of number of counting halls and counting tables to be arranged in each counting hall, assessment of required counting staff be made for smooth and fool proof counting. For each table there should be one counting supervisor and three counting assistants. From the available database of counting personnel, required number of counting personnel and counting supervisors (with some reserve) be appointed. Despite this, such other officials as required for assisting in the counting may also be appointed. Sufficient number of Group "D" employees may be also appointed, to carry the voting machines and ballot boxes from the counting tables and also for sealing of EVMs after counting.
- VI. No person shall be appointed as counting Supervisor/Counting Personnel who is employee in any institution of a contesting candidate or has otherwise been working for a candidate in or about an election.
- VII. In each counting hall temporary barricades should be provided for each counting table so that counting agents are prevented to touch/reach the EVM control unit /ballot box. However, the counting agents must be provided all reasonable facilities to see the whole counting process at the counting tables, and they should have unobstructed view of the counting process. The exact manner in which barricades may be erected is left to your discretion but you shall have to ensure that the agents etc. do not get any opportunity of meddling with the control units/ballot boxes in any manner to eliminate the chances of tampering by them.
- VIII. Since the election of Zila Parishads have been conducted through EVMs and Panchayat Samitis (except Panchkula and Rewari) through Ballot Boxes, the counting of voters in respect of Zila Parishad be made first and thereafter counting of votes in respect of Panchayat Samiti be started. In respect of district Panchkula and Rewari counting of votes may be done simultaneously or as is convenient.
- IX. The counting of voters as far as practicable be made continuously. If under certain circumstances the counting has to be suspended, keep the ballot papers, packets and

other papers relating to the counting sealed with his own seal and the seals of such candidates or election agents who may be desirous of affixing their seal and shall cause adequate precautions to be taken for their safe custody during such intervals.

- X. The detailed procedure in respect of counting of votes has been given in the Hand Book of Returning/Assistant Returning Officer at chapter 14 and 15 (counting of ballot paper casted through ballot boxes) and Chapter VI of the Hand Book of EVMs.

These instructions be immediately brought to the notice of all concerned for strict Compliance.

Yours faithfully

Sd/
(Parmal Singh)
Asstt. State Election Commissioner, Haryana