

**ELECTION MATTER  
MOST URGENT**

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

No.SEC/1ME/2016/3530

Dated:08.12.2016

**To**

The Deputy Commissioner,  
Faridabad.

**Subject:-**

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

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Sir,

Since the duties discharged by the polling personnel are vital in the conduct of elections, sufficient care is needed to draft and deploy such personnel in the interest of free and fair election and accordingly, the Commission lays down the following instructions for formation of polling parties:-

- (i) A district database, of all eligible poll personnel shall be maintained in an electronic form, which can facilitate computerized randomization. All relevant particulars like Name, Sex, Place (Municipal Committee) of residence, work place, Home Municipalities, Designation, Office and Department/Institutions should be entered.
- (ii) Presiding Officer and Polling Officers should be classified on the basis of scale of pay /grade pay and their post and rank. As far as practicable Gazetted Officers will be deployed as Presiding Officers and failing that officials who are working in supervisory capacity only should be deployed as Presiding Officers. The Presiding Officer should be of higher scale/grade in comparison to other Polling Officer of that formation.
- (iii) No person will be assigned polling duties in the ward of Committee in which he is posted or in which he resides.
- (iv) 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, proper mix of polling personnel drawn from different offices and department at the time of formation of a

polling party should be ensured. Two officials of the same serial 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.

- (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 minimum extent possible and may be posted at relatively more sensitive polling stations. The Central Government employees should be mixed with State employees on 50:50 basis, if available.
- (vi) Deputy Commissioner/Returning Officer should obtain a complete database of officers eligible for polling party duties from respective authorities. All relevant information should be entered into a electronic database of the computerized randomization application software approved already available with NIC which was used in General Elections of Vidhan Sabha.
- (vii) From this full database of officers a list of twice required number of polling persons should be generated (including reserve) randomly, using the software. **This is the first of the three-stage randomization** process. Presence of observers is not required 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 whichever municipality of that district. 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 a presiding officer or a polling officer and the venue and time of trainings.
- (viii) The second stage of randomization exercise should be done in the presence of the Observer deployed in the municipality. At this stage actual polling parties shall be formed on random basis using the randomization software. The **Observer must be present at this stage.** At this stage though the actual polling station will not be known, however, the municipality may be known. The

randomization should not take place before 4 or 5 days from the day of poll. For the purpose of serving the appointment letters, the Deputy Commissioner/Returning Officer can use the services of the sponsoring departments/authority and/or organize a training programme of poll personnel on that date when final briefing can be given and appointment letters issued to them.

- (ix) The third stage of randomization exercise shall take place at the time of dispersal of polling parties when the allocation of polling stations to the polling parties will be done. This third stage randomization for final allocation of Polling Stations to each Polling Party should also be done in the presence of Observer. The actual polling station allotted to individual polling personnel is to be disclosed just before the polling party actually leaves the dispersal centre.
- (x) In order to ensure that above instructions are complied with strictly, the Commission directs that the Deputy Commissioner/Returning Officer 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 an 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.+
- (xi) It is clarified that the entire randomization exercise except the first stage must invariably be done in the presence of the Observer sent to the municipality. If, by any chance, the forming of the polling parties through randomization (second stage) has been

done in the absence of the Observer, then the 2<sup>nd</sup> stage randomization exercise should be done afresh in the presence of Observer and compliance report should be submitted in this regard . The Observer should make a special reference to the randomization while submitting the report.

- (xii) You should make available all the copies of the instructions to the Observer of your district

Kindly acknowledged receipt.

Yours faithfully

A handwritten signature in cursive script, appearing to read "Parmal Singh", written in black ink.

**(Parmal Singh)**  
**Assistant State Election Commissioner, Haryana**