

**STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17  
PANCHKULA- 134109**

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No.SEC/1ME/2022/4461-4481

Dated: 11<sup>th</sup> June, 2022

To

All the Deputy Commissioner,  
(Except Faridabad)

**Subject:-Deputing five Polling Personnel i.e. one Presiding Officer and four Polling Officers at the polling booths having more than 1000 voters.**

Sir/Madam,

I have been directed to refer to the above subject and to say that under rule 34 (3) of the Haryana Municipal Election Rules, 1978, it is the duty of the Returning Officer to appoint Presiding Officer for each polling station and such number of Polling Officers as are considered necessary and if before or at the time of the poll the Presiding Officer or the Polling Officer refuses to act or becomes incapable of acting as such, the Returning Officer shall appoint another person to act as Presiding Officer or Polling Officer, as the case may be, and the Returning Officer may at any time, if he thinks fit, appoint any other person so to act in place of any person previously appointed.

**2.** In view of this provision, one Presiding Officer and three Polling Officers are appointed at each polling booth to conduct the elections with free, fair, peaceful and transparent manner. The duties of polling staff within the polling station/booth remains as under:

- i) Identification of electors and mark the copy of electoral roll;
- ii) Application of indelible ink and maintenance of register of voters;
- iii) Distribution of slip for casting the vote;
- iv) Charge of Control Unit (CU) of EVM and allow the voter to cast the vote;




- v) Inquiries into challenged votes;
- vi) Completion of formalities with regard to assistance to blind or physically infirm electors;
- vii) Issue of tendered ballot papers; etc.

3. It is also informed that due to direct election of the seat of President and member, two EVMs are to be used and two votes are to be polled by the voters at each polling booth.

4. In view of the position explained above and work position within the polling booth, the State Election Commission, Haryana has decided that at least one Presiding Officer + four Polling Officers be appointed at each polling booth having more than 1000 voters, for the convenience of voters and conduct of election with free, fair, peaceful and transparent manner.

5. This may please be brought to the notice of all concerned for strict compliance.

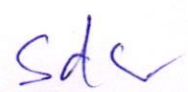
Yours faithfully

  
Asstt. State Election Commissioner  
for State Election Commissioner, Haryana  
Email Id: [asec.sec@hry.nic.in](mailto:asec.sec@hry.nic.in)

Endst. No. SEC/1ME/2022/4482-4527

Dated: 11.06.2022 <sup>11/6</sup>

A copy is forwarded to the Returning Officers, Municipal Councils/Municipal Committees concerned with the directions to comply with the instructions meticulously.

  
Asstt. State Election Commissioner  
for State Election Commissioner, Haryana  
Email Id: [asec.sec@hry.nic.in](mailto:asec.sec@hry.nic.in)