



**STATE ELECTION COMMISSION, HARYANA**  
**NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17**  
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***Most Immediate/Date Bound***

**Municipal Election**

No.SEC/1ME/2021/3775-3776

Dated: 10.09.2021

To

The Deputy Commissioner,  
Gurugram and Karnal

**Subject:- Drafting of Polling Personnel for election duty –Randomization of Polling Personnel.**

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Sir,

I am directed to refer to the subject cited above and to say that the duties discharged by the polling personnel are vital in the conduct of elections in a transparent, free and fare manner. Sufficient care is needed to draft and deploy such personnel in the interest of free and fair elections, and accordingly the State Election 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 of residence, work place, Home Municipal Corporation, Designation, Office and Department/Institutions etc. 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 the Gazetted Officers will be deployed as Presiding Officers and on failing to turn up for duty or shortage etc., the officials working in supervisory capacity can only be deployed as Presiding Officers. The Presiding Officer should be of higher scale/grade in comparison to other Polling Officers of that format.
- (iii) No person will be assigned polling duty in the ward of Municipal Corporation in which he/she is posted or 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 departments 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 they may be posted at relatively more sensitive polling stations. The Central Government employees should be mixed with State Government 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 an electronic database of the computerized randomization application software already available with NIC which was used during the last general elections (2019) of Vidhan Sabha.

(vii) From this full database of officers, 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-stage randomization** process. This is only to identify and select the officials that would be given training for poll duties as Presiding and Polling Officers in whichever Municipal Corporation of that district. In no case, at this stage, the identity of the ward to which the polling personnel are likely to be deployed shall be disclosed. All that the polling personnel shall 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 Returning Officer of the Municipal Corporation. At this stage actual polling parties shall be formed on random basis using the randomization software. The **Returning Officer must be present at this stage.** At this stage though the actual polling station will not be known, however, the Municipal Corporation in which they will be deployed for election duty may be known. The randomization may take place 4 or 5 days before the day of poll. For the purpose of serving appointment letters, the Deputy Commissioner/Returning Officer can use 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 may be 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 Returning Officer.**  
The actual polling station allotted to an individual polling personnel is to be disclosed just before the polling party actually leaves the dispersal centre.

(x) In order to ensure that the above instructions are strictly complied with, the Commission directs that the Deputy Commissioner/Returning Officer shall furnish to the State Election Commission, Haryana, a certificate to the following effect immediately after the polling parties have been formed for conduct of an election:-

“Certified that polling parties have been formed by a proper mix of officials drawn from different offices and departments, in the presence of Returning Officer and-----

a) the officers have been drawn from different State Government departments as well as from the Central Government Offices, PSUs, etc. as far as practicable.

b) 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 Returning Officer and sent to the Municipal Corporation concerned. If, by any chance, forming of the polling parties through randomization (second stage) has been done in the absence of the Returning Officer, then the 2<sup>nd</sup> stage randomization exercise should be done afresh in the presence of Returning Officer and compliance report should be submitted in this regard.

Kindly acknowledge the receipt of this communication.

Yours faithfully,



Asstt. State Election Commissioner  
for State Election Commissioner, Haryana