

# POLLING PERSONNEL



# POLL STAFF, POLLING PARTIES AND STAFF WELFARE, FACILITATION OF PWDs.



## **IMPORTANT ASPECTS:-**

- **LEGAL PROVISIONS FOR APPOINTMENT.**
- **GENERAL GUIDELINES.**
- **EXEMPTED CATEGORIES.**
- **PROPER MIXING AND RANDOMIZATION.**
- **TRAINING.**
- **COMPOSITION OF POLLING PARTIES.**
- **RESERVE POLLING PERSONNEL, TRANSPORT PLAN, SECURITY MEASURES.**
- **STAFF WELFARE.**
- **APPOINTMENT OF MICRO OBSERVERS AND SECTOR OFFICERS.**
- **FACILITATION OF PWDs.**

## LEGAL PROVISIONS



**Article 324 of Constitution of India-** Superintendence, direction and control of elections to be vested in Election Commission.

**Article 325 of Constitution of India-** No person to be ineligible for inclusion in, or to claim to be included in a special electoral roll on grounds of religion, race, caste or sex.

**Article 326 of Constitution of India-** Elections to the House of People and to the Legislative Assemblies of States to be on the basis of adult suffrage.

**Article 327 of Constitution of India-** Power of Parliament to make provision with respect to elections to Legislatures.

**Article 328 of Constitution of India-** Power of Legislature of a State to make provision with respect to elections to such Legislature.

**Article 329 of Constitution of India-** Bars interference by courts in electoral matters.

# LEGAL PROVISIONS



**Representation of Peoples Act 1950-** This act is related to seat distribution of Parliament, Legislative assembly as well as Legislative council and also the preparation of electoral roll.

**Registration of Electors Rule 1960-** These are the rules regarding the preparation of electoral roll and regarding the provisions in the Representation of Peoples Act 1950.

## LEGAL PROVISIONS



**Representation of Peoples Act 1951-** This act is related to conduct of election of Parliament, Legislative Assembly and Legislative Council.

**The Conduct of Election Rule 1961-** These are the rules regarding the conduct of election and the complete procedure thereof.

# LEGAL PROVISIONS



- **Constitution of India.**
- **Representation of Peoples Act, 1950.**
- **Registration of Electors Rules, 1960.**
- **Hand Book for Electoral Registration Officers.**
- **Representation of Peoples Act, 1951.**
- **Conduct of Election Rules, 1961.**
- **Hand Book for Returning Officers.**
- **Hand Book for Presiding Officers.**
- **Policies, Guidelines and instructions from Election Commission India under Section 324 of The Constitution of India.**

## LEGAL PROVISIONS FOR POLL STAFF APPOINTMENT.



### CONSTITUTION OF INDIA- THE REPRESENTATION OF PEOPLES ACT,1951

- ❑ UNDER SECTION 26 OF REPRESENTATION OF PEOPLE ACT, 1951 THE DISTRICT ELECTION OFFICER IS RESPONSIBLE FOR THE APPOINTMENT OF THE PRESIDING OFFICER AND STAFF FOR EACH POLLING STATION IN RESPECT OF ALL ASSEMBLY CONSTITUENCIES COMPRISED WITHIN THAT DISTRICT.
- ❑ SECTION 26 OF REPRESENTATION OF PEOPLE ACT,1951 CONFERS NOT ONLY THE POWER TO THE DEO TO APPOINT UNILATERALLY THE PRESIDING AND POLLING OFFICERS BUT ALSO TO IMPOSE ON THEM ALL THE OBLIGATIONS OF SUCH OFFICE IRRESPECTIVE OF THEIR CONSENT, AT THE PERIL OF PROSECUTION UNDER SECTION 134 OF THE SAID ACT BY DEFAULT.
- ❑ UNDER SECTION 159 (1) OF REPRESENTATION OF PEOPLE ACT,1951 ORDERS FOR REQUISITIONING STAFF FOR ELECTION WORK ARE ISSUED.

## GENERAL GUIDELINES FOR POLL STAFF APPOINTMENT.



- ❑ UNDER SECTION 159(2) OF REPRESENTATION OF PEOPLE ACT,1951 THE REQUIREMENT OF POLLING STAFF MUST BE FINALIZED.
- ❑ FOR EFFICIENT CONTROL AND ECONOMY IN EXPENDITURE ON TRAVELLING ETC. EACH DISTRICT, AS FAR AS PRACTICABLE, SHOULD USE ITS OWN PERSONNEL.
- ❑ THE DATABASE OF PERSONNEL WORKING IN DIFFERENT CATEGORIES UNDER STATE, CENTRAL GOVERNMENT AND LOCAL BODIES MUST BE PREPARED. THE DATABASE MUST CONTAIN AC NUMBER, NAME, PART NUMBER AND SERIAL NUMBER AND RESIDENTIAL AND OFFICIAL ADDRESS OF PERSONNEL.
- ❑ HEIRARCHY, SENIORITY & PAY SCALE OF OFFICIALS SHOULD BE TAKEN IN CONSIDERATION, WHILE APPOINTING.



## EXEMPTED CATEGORIES



- THE OFFICERS AND STAFF OF FOLLOWING DEPARTMENTS WILL NOT BE REQUISITIONED FOR DEPLOYMENT OF ELECTION DUTY:-**
- SUCH OFFICERS OF THE INDIAN FOREST SERVICE AS NOTIFIED BY ECI.**
- DOCTORS AND COMPOUNDERS WORKING IN VETERINARY HOSPITALS.**
- GRADE B CATTLE EXTENSION OFFICERS.**
- MEDICAL STAFF.**
- STAFF OF ALL INDIA RADIO.**
- PREGNANT & LACTATING WOMEN OFFICIALS.**
- JUDICIAL OFFICERS DEPENDING ON SOME CONDITIONS.**
- PHYSICALLY CHALLENGED PERSONS WITH DISABILITIES DEFINED UNDER PWD ACT, 1995 & 2016 ACT.**

## PROPER MIXING AND RANDOMIZATION OF POLLING PARTIES.



- ❑ IN ORDER TO AVOID ANY **ALLEGATION** OF COLLUSION AMONG POLLING PERSONNEL FAVOURING CANDIDATES OR POLITICAL PARTIES AND FOR **FREE AND FAIR ELECTIONS**, A PROPER MIXING OF POLLING PERSONNEL MUST BE DRAWN.
- ❑ NO PERSON SHALL BE ASSIGNED POLLING DUTY IN AN ASSEMBLY CONSTITUENCY WHERE **HE IS EMPLOYED OR RESIDES**.
- ❑ DEO SHOULD OBTAIN A COMPLETE DATABASE OF OFFICERS ELIGIBLE FOR POLLING DUTIES. THE DATABASE SHOULD CONTAIN **125%** OF TOTAL ANTICIPATED REQUIREMENT.
- ❑ FROM THE DATABASE, RANDOMIZED LIST OF REQUIRED NUMBER OF POLLING PERSONNEL SHOULD BE GENERATED BY USING **SPECIALLY DESIGNED COMPUTER SOFTWARE**.

## PROPER MIXING AND RANDOMIZATION OF POLLING PARTIES.



- FIRST RANDOMIZATION SHOULD BE DONE ON THE 125% DATABASE, IN THE ABSENCE OF OBSERVER.
- THE SECOND STAGE** RANDOMIZATION EXERCISE SHOULD BE DONE IN THE PRESENCE OF **OBSERVERS**. AT THIS STAGE **ACTUAL POLLING** PARTIES SHALL BE FORMED RANDOMLY.
- SECOND RANDOMIZATION OF POLLING PERSONNEL CAN BE DONE **UP TO 12 DAYS** BEFORE THE DATE OF POLL.
- THE THIRD STAGE** RANDOMIZATION EXERCISE SHALL TAKE PLACE ON THE DAY PRIOR TO ACTUAL DISPERSAL OF POLLING PARTIES. **COMPLIANCE OF COMMISSION'S** INSTRUCTIONS MUST BE DONE.
- PHOTO IDENTITY CARDS** TO THE POLLING PERSONNEL SHALL BE ISSUED BY DEO.

# APPOINTMENT OF MICRO OBSERVERS



## [ECI – LETTER NO. 464/INST/2008/EPS DATED 24/10/2008.](#)

- TO BE APPOINTED FOR VULNERABLE , SENSITIVE POLLING STATION, LOW PER / EPIC POLLING STATION APPROVED BY THE GENERAL OBSERVER.
- AT MULTI POLLING STATION BLDG. EACH LOCATION WILL HAVE ONE MICRO OBSERVER .
- NODAL OFFICER TO BE IDENTIFIED BY THE DEO FOR MICRO OBSERVERS TO HANDLE LOGISITICS AND DEPLOYMENT RELATED TASK.
- MICRO OBSERVERS TO BE TRAINED .
- ON THE DAY OF POLL MICRO OBSERVERS TO OBSERVE CONDUCT OF POLL.
- MICRO OBSERVERS- TO ENSURE THE PURITY OF ELECTION PROCESS.
- RETIRED GOVT. OF INDIA AND STATE OFFICIALS, THE MEMBERS OF NSS AND BHARAT SCOUTS, SERVING STATE GOVT. OFFICIALS CAN BE USED.
- THE COMMISSION HAS DIRECTED MICRO-OBSERVERS SHOULD BE APPOINTED FROM SUCH OFFICIALS WHO ARE CENTRAL GOVERNMENT EMPLOYEE OR WORKING UNDER CENTRAL GOVERNMENT PSUS.

## **SECTOR MANAGEMENT BY SECTOR OFFICER**



- **SECTOR OFFICERS DEPLOYED TO MANAGE 5 TO 10 POLLING STATION IN NEARBY LOCATIONS**
- **SECTOR OFFICER TO ENSURE THE POLLING TEAM REACH THE PS SAFELY WITH THE POLLING MATERIALS AND LAW AND ORDER ARRANGEMENTS**
- **ON THE POLLING DAY REPORT ABOUT THE COMMENCEMENT OF POLLING WITHIN 1 HOUR**
- **ENSURE THE REPLACEMENT OF ANY DEFECTIVE EVM**
- **SECTOR OFFICER TO KEEP MOVING BETWEEN POLLING STATION FOR ENSURING FREE AND FAIR ELECTIONS AND FOR PROPER REPORTING OF THE EVENTS**
- **SECTOR OFFICERS- THE RO SHOULD IDENTIFY BEST OFFICERS TO BE APPOINTED IMMEDIATELY AFTER THE ANNOUNCEMENT OF ELECTION SCHEDULE.**
- **SECTOR OFFICER SHALL BE RESPONSIBLE FOR ELECTION MANAGEMENT.**
- **SECTOR OFFICERS ARE THE EYES AND EARS OF THE RETURNING OFFICER.**

# SECTOR MANAGEMENT BY SECTOR OFFICER



- **USE OF VIDEOGRAPHY AND DIGITAL CAMERA ON THE DAY OF POLL , TRANSPORT OF EVMs AND ELECTION MATERIAL TO BE DECIDED BY RO**
- **VIDEOGRAPHERS TO BE DEPLOYED AT CRITICAL POLLING STATION**
- **MOCK POLL, SEALING OF EVMs, PRESENCE OF POLLING AGENTS, VISIT OF SECTOR OFFICERS SHOULD BE RECORDED**
- **ALL VIDEOGRAPHY/PHOTOGRAPHY - IN THE CUSTODY OF THE DEO**
- **CERTIFIED COPY CAN BE GIVEN TO PERSON APPLYING ON PAYMENT.**

# TRAINING OF POLLING PERSONNEL



- THE **DATE AND VENUE** FOR TRAINING OF POLLING PERSONNEL SHALL BE DECIDED **WELL IN ADVANCE**.
- NODAL OFFICER** SHALL BE APPOINTED FOR TRAINING PROGRAMME. THE NODAL OFFICER SHALL BE ACCOUNTABLE FOR ATTENDANCE OF POLLING STAFF.
- THE **TRAINING MATERIAL** SHOULD BE PREPARED PROPERLY AT DEO LEVEL TO MEET THE LOCAL REQUIREMENTS.
- EVM AND VVPAT AWARENESS FOR ELECTORS ABOUT THE **FUNCTIONING OF EVM AND VVPAT**.
- POSTAL BALLOT FACILITATION CENTERS** SHALL BE OPERATED FOR BENEFIT OF POLLING STAFF.
- DISSEMINATION OF RECENT AND SUBSEQUENT INSTRUCTION-** POSSIBILITY OF SOME INSTRUCTIONS BEING SENT AFTER TRAINING, IN SUCH CASE DEO SHALL TAKE CARE TO ENSURE ALL SUBSEQUENT INSTRUCTIONS ARE PRINTED IN LEAFLETS.
- TRAINING MODULE: CLASS ROOM, FORMAL & INFORMAL AS WELL AS HANDS ON TRAINING.

# TRAINING OF POLLING PERSONNEL



- ❑ **FACILITATION AT TRAINING CENTRE-** 1) DRINKING WATER 2) FIRST AID 3) MEDICAL FACILITIES, TOILETS SHALL BE PROVIDED.
- ❑ TRAINING COUNTERS AND DISPATCH CENTRE- IN ORDER TO **CLEAR LAST MOMENT DOUBTS** AND GIVE OPPORTUNITY FOR **HANDS ON TRAINING** AT DISPATCH CENTRE.



**Training is a continuous process!**



# COMPOSITION OF POLLING PARTIES.



- POLLING PARTIES CONSISTS OF **4 POLLING OFFICER** ,
- PRESIDING OFFICER –Pr.O: OVERALL INCHARGE.- ACCORDING TO **SECTION 27** OF THE REPRESENTATION OF THE PEOPLE ACT-1951,THE GENERAL DUTIES OF PRESIDING OFFICER ARE MENTIONED.
- 1st PO : INCHARGE OF IDENTIFICATION OF ELECTORS AND THE MARKED COPY OF THE ELECTORAL ROLL.
- 2nd PO : APPLICATION OF INDELIBLE INK AND MAINTAINCE OF REGISTER VOTERS.
- 3rd PO : INCHARGE OF CONTROL UNIT.
- ACCORDING TO **SECTION 28** OF THE REPRESENTATION OF THE PEOPLE ACT-1951, THE GENERAL DUTIES OF POLLING OFFICERS ARE MENTIONED.
- ACCORDING TO **SECTION 28 A** OF THE REPRESENTATION OF THE PEOPLES ACT-1951, PRESIDING OFFICERS AND POLLING OFFICERS ARE DEEMED TO BE ON DEPUTATION TO THE ELECTION COMMISSION OF INDIA.
- **UNAVOIDABLE ABSENCE OF PRESIDING OFFICER- SHOULD AUTHORIZE ONE OF THE POLLING OFFICER TO PERFORM THE DUTIES OF PRESIDING OFFICER IN CASE OF UNAVOIDABLE CIRCUMSTANCES.**

## RESERVE STAFF, TRANSPORT PLAN AND SECURITY MEASURES.



- A **RESERVE LIST** OF OFFICIALS OF ALL THE CATEGORIES SHOULD BE KEPT.
- **TRANSPORT PLAN** SHALL BE PREPARED AND FOLLOWED. **ADEQUATE VEHICLES** FOR THE TRANSPORTATION SHALL BE MADE AVAILABLE AT RO AND ARO WELL IN ADVANCE.
- **POLICE PERSONNEL** TO ACCOMPANY POLLING PARTIES AND ELECTION MATERIAL IS MANDATORY.

## STAFF WELFARE



- 1) ACCOMMODATION.
- 2) FOOD FOR POLLING PARTIES.
- 3) DRINKING WATER FACILITIES.
- 4) TOILET FACILITIES FOR THE POLLING PERSONNEL SHALL BE MADE.
- 5) PROVISION FOR SUFFICIENT LIGHT.
- SECTOR OFFICER, **SHALL OVERSEE** WELL IN ADVANCE.

# FACILITATION OF PWDs FOR ENROLLMENT.



- PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES PROTECTION OF RIGHTS AND FULL PARTICIPATION) ACT, 1995 AND 2016-
- 1) BLIND PERSONS 2) DUMB AND DEAF PERSONS 3) LOCOMOTORS 4) PERSONS SUFFERING FROM CEREBRAL PALSY.
- PWDS MUST BE IDENTIFIED AND MAPPED POLLING STATION WISE.
- WEBSITES MADE USER FRIENDLY AND ACCESSIBLE TO PWDS.
- PWDS WHO ARE NOT LISTED IN ELECTORAL ROLL MUST BE ENROLLED THROUGH VOTER FACILITATION CENTERS.
- SPECIAL CAMPS FOR THE ENROLLMENT OF PWD.
- PARTNERSHIPS WITH NGO, CSO FOR ELECTORAL INCLUSION OF PWDS.
- SPECIAL TRAINING SESSIONS FOR SENSITIZATION OF ELECTION MACHINERY TO ADDRESS THE NEEDS OF PWDs.

# FACILITATION OF PWDs AT POLLING STATION



- ACCESSIBLE POLLING STATION.
- WIDE ENTRANCE.
- RAMPS.
- SIGNAGE'S.
- WHEEL CHAIR.
- A/V FOR HEARING IMPAIRED.
- PRIORITY IN VOTING.
- HELP FROM COMPANION.
- AVAILABILITY OF BRAIL SCRIPT.

(ECI'S NO. 509/110/2004-JS-I DT. 26.10.2007)

- **PR.O SHOULD FOLLOW THE PROVISIONS OF RULE 49N - REGARDING COMPANION OF BLIND/INFIRM VOTER.**
- **WIDE PUBLICITY ABOUT THE FACILITIES TO BE GIVEN TO SUCH VOTERS.**

# FACILITATION OF PWDs AT POLLING STATION



**“WE MAY BE PHYSICALLY CHALLENGED ,BUT WE ARE  
READY TO FACE ANY CHALLENGE TO MAKE OUR  
DEMOCRACY STRONGER!!”**

**“NO VOTERS TO BE LEFT BEHIND”**



**THANK YOU!**

**“GREATER PARTICIPATION FOR STRONGER DEMOCRACY”**

**“ACCESSIBLE ELECTIONS”**