

# POLL STAFF, POLLING PARTIES AND STAFF WELFARE THE POLL DAY ARRANGEMENTS



# POLL STAFF

1. Presiding Officer has been appointed under the provisions of section 26 of the RP Act 1951.
2. Every Polling station one presiding officer and four polling officers
3. 120% polling officer has been selected randomly. (1<sup>st</sup> randomization) (DEO)
4. Constituency allotted and party formation in 2<sup>nd</sup> randomization (DEO and observer)
5. Polling station allotted in 3<sup>rd</sup> randomization that is mustering day (DEO and observer)

# Grouping and formation of polling party

- PRO and POs to be classified on the basis of pay, post and rank.
- PROs should be Gazette Officers and failing that official who are working in supervisory capacity should be deployed.
- Proper mix up of personnel. Two officials of the same group/category or from same dept./office should not be put together - Certificate regarding proper mix up.
- One PrO + three POs in a polling party. In case of simultaneous elections for Legislative Assembly and House of People the norms is One PrO + 5 POs.
- Where electors exceed 1200 one extra PO (ECI No. 464/INST/2008/EPS dt. 18.12.2008).
- Persons not to be deployed in home AC or AC wherein he is posted.

- **First stage** - To identify and select required number of polling personnel for district. In the appointment letter (in prescribed format as given in RO Hand book) the identity of AC not to be disclosed. Polling personnel will know whether he/she is a PrO or a PO, the venue and time of training. Presence of observers are not required at this stage.
- **Second stage** - Polling parties shall be formed. AC may be known but actual PS will not be known. Observers must be present. This randomization not to be done before 6/7 days from the day of poll.
- **Third stage** - At the time of dispersal of polling party allocation of PS will be done. Presence of observers must
- Certificate regarding formation of polling parties on the basis of three stage randomization process be given by DEO to ECI through and separately to CEO.

# Central Government Employees

- Central employees need not be deployed as PrO and PO. To be kept for Micro Observer duties.
- Separate data base for Gr. A, B, C employees of Central Govt.
- The Gazetted officers/officials of Central Govt. be identified as Micro Observers, which will be deployed randomly after consultation with Observer.
- One Additional Counting Staff drawn from Central Govt./PSUs of Central Govt., will be deployed for each counting table.

# Micro Observers/Election Volunteers

- Following categories of personnel can be considered for use as Micro Observers/election volunteers in election management (ECI No. 464/INST/ 2008/EPS dt. 10.12.2008)
- Serving GOI officials (Not in Home AC)
- Retired GOI officials and State Govt. officials within district (not in Home AC)
- Members of NSS and Bharat Scouts.
- Serving State Govt. officials from other states.
- Sr. Dn. members of NCC
- Individual volunteers selected by ECI.

# Photo Identity Cards etc

- Photo identity card in the prescribed format be issued by DEO/RO to PRO / PO / Counting Supervisors / Assistants, Camera / Video Supervisors/ BLO/ Voter Assistance Booth Staff/ All other staff associated with polling booth. Capturing of photographs of personnel at the time of first training be arranged. (ECI No. 464/Inst./2007/PLN-I dated 12-10-07)
- Polling Parties to **stay at polling stations** itself - In no case they may be allowed to stay at the residence of any private person.
- Arrangements for **shelter** and drinking **water** for polling personnel/ voters.
- Training sessions for teaching staff be conducted on holidays or after working hours. [ECI's No. 509/65/2003/ J.S.I. dt. 28.1.08]
- In case, the polling personnel is not a voter he should be enrolled in the roll and EPIC be issued - DEO should ensure it to sponsoring authority.
- Micro Observer should, be enrolled as voter and EPIC issued.



# **DESPATCH (MUSTERING) ARRANGEMENTS**



## Getting the Polling Parties right

- Display No. and Name of PSs
- Check attendance of polling parties (SO/ Zonal magistrates to help)
- Introduce all the members of a polling party.
- Wherever required, replacement of absentee.
- Third randomization of polling parties in the presence of Observer
- ID cards for poll personnel
- Last minute training - Separate counter
- EVM briefing + Hands – on
- Ensure that polling material has been received by all the parties - Counter system - AC wise – for material distribution
- Transport cell to be established at the dispersal centers for the poll parties to depart

## ➤ Facilities at dispersal centre –

- Boarding of vehicles.
- Training space
- For checking of EVM + material by polling parties.
- Facilitation centre for postal ballots.
- Strong rooms for EVMs and storage of other material.
- Distribution counter.
- Medical Aid.
- Basic amenities.

- Arrangement of advance TA/DA and outright charges etc., and medical kits.
- New formats, viz for MO, SO and PrO be given to the concerned.
- Additional list of EPICs be included in dispatch material.
- Every polling material kit to be checked well in advance.
- Basic amenities for polling personnel.
- First Aid/other medical facilities should be arranged.
- ASD list of voters also to be given to polling parties.
- OK report of all polling parties reaching their PSs.





# **RECEIPT (DEMUSTERING) ARRANGEMENTS**

# Counter system - AC wise

- Counters for sealed CUs + Form 17C + PrO declaration
- Counters for other election papers - statutory + non statutory
- Counters for other items / articles
- Counters for PO diary + Mock Poll certificate + 17C + SOs report + Addl. report of PrO + Visit sheet.
- Counters for depositing digital camera along with certificate in case of identified PSs
- Separate special counter for election papers of PSs where at polling percentage crossed the prescribed percentage, about which complaints had been received, in which significant events such as violent incidents, break down of EVMs reported, EVMs replacement had taken place etc. - Hoarding indicating such PSs at reception centre - PrO can be relieved only after delivery of the EVMs and documents after proper verification and discussion with RO/Observer.

# Check before receipt -

PO diary is properly filled up and visit sheet attached thereto.

EVM is sealed

17C is given to Polling Agents

Additional report format by PrO given to SO

All documents/material as per checklist is available

- **Arrangements at reception centre** - Lighting, drinking water, first aid and other medical facilities - Transport arrangements should be in place.

## ➤ **Strong Rooms –**

- Security arrangement for strong rooms.
- Fire fighting requirements to be kept.
- Candidates/Agent be permitted to affix their seals and they may keep a watch from a considerable distance.
- Strong room of EVMs - AC wise - EVMs + one copy of 17C + PrO declaration
- Strong room for election papers - Sealing thereof - To be put up in steel trunks - AC wise
- Separate room or demarcated space for storing election paper of PSs whereat polling percentage crossed the certain level.



# Scrutiny of Form 17A etc.,

(ECI No. 464/INST/2007 PLN-I dt. 12.10.2007) -

- For PS where a polling has crossed a specific %, the ECI may order to RO and Observer to scrutinize register of voters (17A) and other documents, like PO diary, visits sheet, complains etc.
- Scrutiny in presence of/ under intimation to candidates - advance notice to be given.
- Procedure to be followed strictly
- Cross check the entries of Form 17A, PO diary, visit sheet, complaint register of control room, diaries of Magistrates, marked copy of roll, remarks column of 17A, Form 17C, photography if taken.

# Arrangements in case of re-poll - Adjourned poll

Re-poll u/s 58 / 58A - Re-poll EVMs be put back in same strong room - old EVM to be prominently marked cancelled / not to be counted and should be preserved unopened and with seals intact. - Separate polling party for the re-poll.

- Adjourned poll u/s 57 - Sealed packets containing marked copy of roll and the Register of Voters and new EVM will be provided to PrO. - PrO to open sealed packet in presence of polling agents present.

# Polling personnel welfare measures


(ECI No. 464/INST/2008/EPS dt. 12.9.2008)

- Senior officer as nodal officer to coordinate and supervise welfare measures.
- Proper arrangement of basic amenities at training venues, dispersal centres/reception centres.
- Refreshment arrangements - on payment or otherwise
- Basic amenities at polling stations and
- Health care/first aid.

# Ex-Gratia Compensation in case polling personnel dies meaning of "election duty"

(ECI's No. 218/6/2006/EPS dt. 5.11.2008)

- A person to be considered on election duty as soon as he leaves his residence/office to report for any election related duty including training and until he reaches back his residence/office after performance of his election duty - There should be a causal connection between occurrence of death/injury and the election duty.



**POLLING DAY ARRANGEMENT  
IS JUST NOT LIMITED TO  
POLLING STATION ACTIVITIES**

# POLLING DAY

## A PRODUCT OF -

- **EVENT MANAGEMENT SKILLS .**
- **LEADERSHIP.**
- **GOOD TRAINING TO STAFF .**
- **GREAT COORDINATION.**
- **SUCCESSFUL IMPLEMENTATION OF CODE OF CONDUCT.**
- **A FUNCTIONAL CONTROL ROOM WITH SMOOTH AND EFFECTIVE COMMUNICATION .**
- **Knowing the General Instructions Regarding Conduct of Polls**

# POLLING DAY

- \* **WHERE IT HAPPENS:**
- \* **AT POLLING STATION.**
- \* **IN THE CONSTITUENCY –  
LAW AND ORDER –  
MODEL CODE OF CONDUCT .**
- \* **AT CONTROL ROOM .**
- \* **RECEPTION CENTRE .**
- \* **STRONG ROOM .**



TRAINING





TRANSPORTATION



STRONG ROOM AND OTHER  
SECURITY /PP



STRONG ROOM

# POLLING DAY PREPARATIONS

- \* **ADVANCE PREPARATIONS**

- \* **POLL DAY PREPARATIONS**

**ALL PREPARATIONS TO BE DONE IN ADVANCE**

# POLLING DAY EVENTS

- REACHING OF POLL MATERIAL AND POLLING PARTIES
- RESERVE PARTIES AND REPLACEMENT OF DEFECTIVE EVMS
- POLLING PROCESS AT POLLING STATION .
- MONITORING LAW AND ORDER SITUATIONS .
- MODEL CODE OF CONDUCT ISSUES
- POLL RELATED SITUATIONS .
- RECEPTION OF POLLING MATERIAL AND EVMS.
- SAFE CUSTODY OF EVMS IN STRONG ROOM .
- COLLECTING AND SENDING REPORTS
- COMMUNICATION AND COORDINATION



# **PLANNING IN ADVANCE**

- **SEC 25 OF RP ACT 1950 : Polling station are setup by DEO with prior approval of ECI**
- **Polling station are to be same as approved by ECI as in the Final approved list.**
- **Availability of reserved parties.**
- **Well organized training to polling staff.**

# SECTOR MANAGEMENT BY SECTOR OFFICER

- Sector officers deployed to manage 5 to 10 polling station in near by located.
- Sector officer to ensure the reaching of the polling team and the polling material at the polling station and about law and order arrangements.
- On the polling day report about the commencement of polling within 1 hours
- Ensure the replacement of any defective EVM
- Sector officer to keep moving between polling station for ensuring free and fare election and for proper reporting of the events.



# SECTOR MANAGEMENT BY SECTOR OFFICER

- Use of VIDEOGRAPHY AND DIGITAL CAMERA on the day of poll, transport of EVMs.
- Videographers to be deployed at critical polling station and for strong room closure
- Mock Poll, Sealing of EVMs, Presence of Polling Agents, visit of sector officers should be recorded
- All video photography remains in the custody of the DEO

# 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, each location will have one Micro Observer..**
- **Nodal officer be identified by the DEO for Micro Observers to Handle logistics and deployment related Task**
- **Micro Observers to be trained.**
- **On the day of poll micro observers to observe conduct of poll.**

# COMMUNICATION ARRANGEMENTS

- Setting up of control room with - TELEPHONE , FAX , INTERNET
- List of contact numbers functionaries – CEO, DEO, PWD, POLICE, SECTOR- OFFICES, RESERVED PARTIES, TRANSPORT IN-CHARGE, OBSERVER, TEAMS FOR REPLACING EVMS.
- Allocation of duties to Handle information, complaints on the Poll Day.

# FACILITIES FOR THE PHYSICALLY CHALLENGED ELECTORS

- \* ECI's No. 509/110/2004-JS-I dt. 26.10.2007
  - They should be given priority for entering PS without having to wait in queue.
  - Full facility be provided to take their wheel chairs inside the PS.
  - PrO should follow the provisions of Rule 49N - regarding companion of blind/infirm voter.
  - Wide publicity about the facilities to be given to such voters.

## PREPARATION OF ELECTORAL ROLLS IN ALPHABETICAL ORDER

- To sort out difficulties in locating the name of electors in the electoral rolls.
- For each premises/building location where 3 or more polling stations are located, a team of officials will be appointed to facilitate the voters to locate his/her particular polling station No. and the serial no. of that voter in that Electoral Roll
- Necessary arrangements for sitting of the teams with a proper sized signage indicating voter assistant booth.
- Where ever the rolls is printed in other vernacular language the same can be translated in English if the database is in Unicode.

# VOTER ASSISTANCE BOOTH

- **Separate officials for each premises having three or more PSs be appointed to facilitate voters to locate their particulars.**
- **Roll in alphabetical order, in English, to locate quickly.**
- **In case one or two PSs in a premises, this list (in addition to marked copies) be given to PrO for easy identification.**

# GOING ARMED TO / NEAR A POLLING STATION

(Sec. 134B and ECI No. 464/INST/2007 PLN-I dt. 24.2.2007)

- Security personnel attached to any person not to be allowed - Except in case of person covered under Z+ security which is one security person in simple clothes and with concealed weapon.
- Prohibition for Minister/MP/MLA to be an election agent etc., (ECI's No. 437/ INST/2008-EPS dt. 14.10.2008) -
  - (a) Minister/MP/MLA or persons to whom security cover granted not to be an Election Agent/ Polling Agent/Counting Agent.
  - (b) Any person having security cover will not be allowed to surrender his security cover to act as such agent.

# PREVENTIVE MEASURES NEAR POLLING BOOTH

- \* ECI LETTER 464/INST/2007/PLN-1 DATED 12/01/2007 AND INSRUCTIONS IN LETTER NO.464/INST/2008/EPS DATED 16/01/2009.
- NO BOOTH IS SET UP BY POLITICAL PARTIES/CANDIDATE WITH IN A DISTANCE OF 200 M FROM THE POLLING STATION.
- ONLY ONE TABLE AND TWO CHAIRS AT EACH BOOTH FOR TWO OCCUPANTS WHO HAVE TO BE VOTER IN THE SAME POLLING STATION AREA HAVING AN EPIC. PERSON NOT HAVE CRIMINAL RECORD.
- PRIOR PERMISSION IN WRITING TO BE OBTAINED FROM THE RO.
- SUCH BOOTH TO BE ISSUED ONLY UNOFFICIAL IDENTITY SLIPS.
- ONLY ONE BANNER TO DISPLAY THE CANDIDATE NAME AND PARTIES SYMBOL.



# REGULATION OF VEHICLES ON POLL DAY

[ECI's No. 437/6/96-PLN-III dt. 16.01.1996 & dated 24.3.2007 and No. 437/6/2006 - PLN-III dt. 23.11.2007]

- **One vehicle for candidate, one vehicle for election agent and one vehicle for candidate's workers/party workers be allowed - not more than 5 persons including drivers be allowed.**
- **If candidate is absent from constituency no other person allowed to use the vehicle allotted to him - No other vehicle should be allowed to be used by any leader.**
- **Permits be issued by DEO - Permits be displayed on wind screen of vehicles**
- **Carrying of voters by these vehicles - Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951.**

## **Exceptions –**

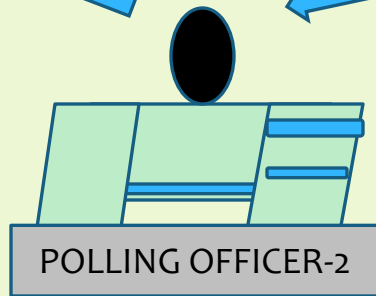
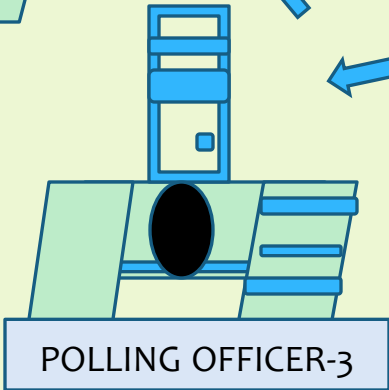
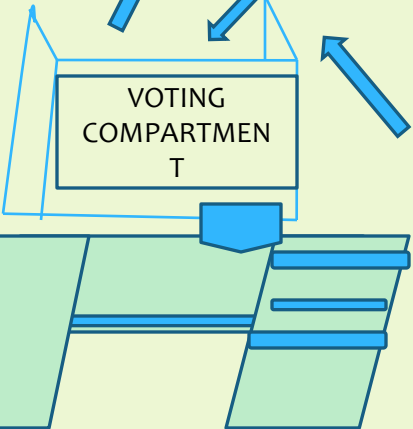
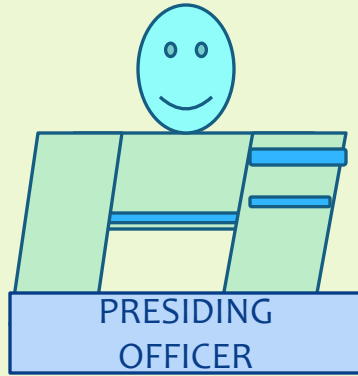
- **Govt. Servant on duty, transportation of patient / old / infirm persons, voters in their own vehicle, public transport and other genuine bona-fide use other than election.**
- **Private vehicles used by owners for themselves/ family members for going to polling booth to vote, not to be allowed within a radius of 200 meter of PS.**

# ENTRY IN THE POLLING STATION

## \* ELECTORS

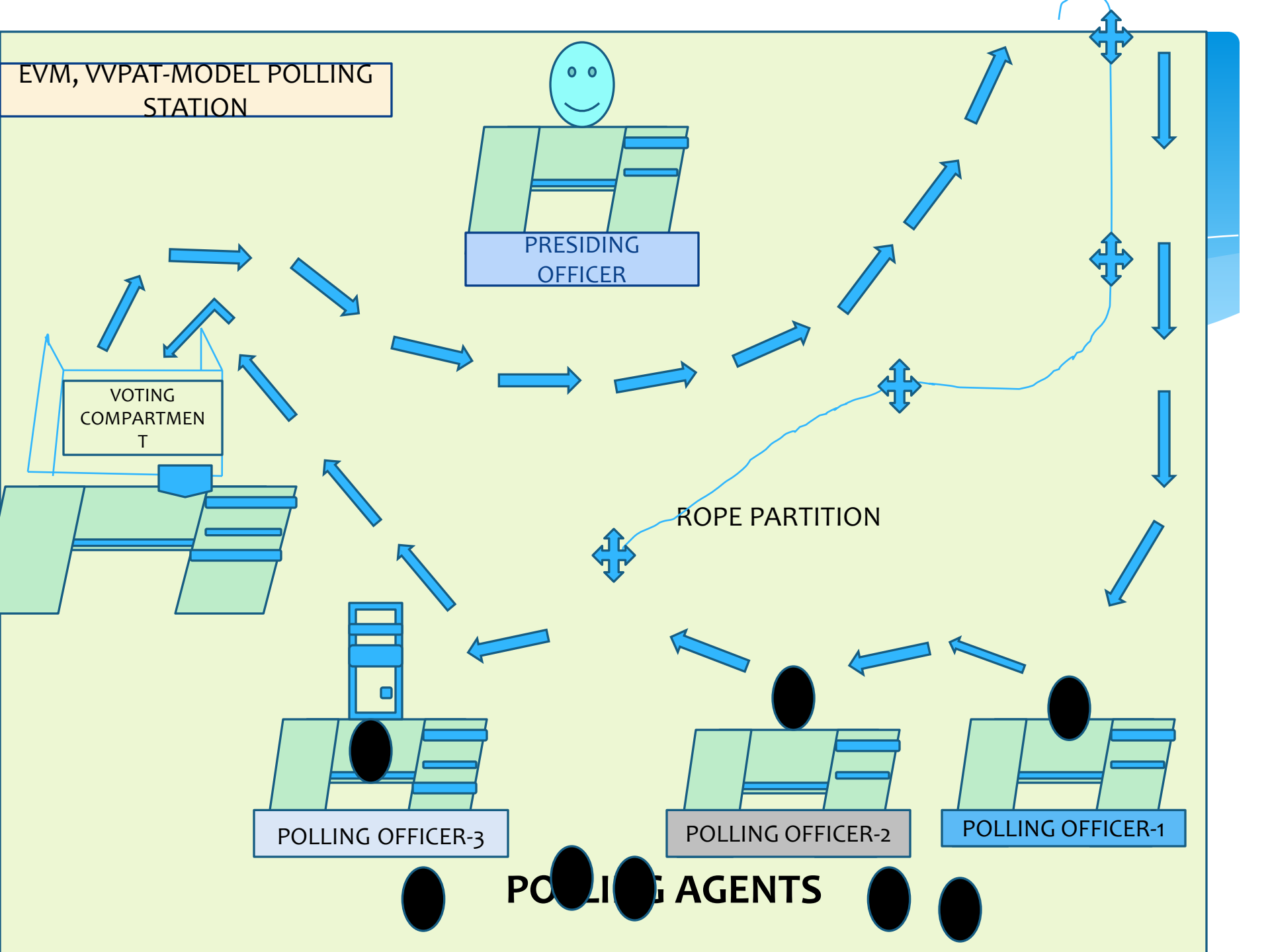
- POS
- CANDIDATE, HIS ELECTION AGENT AND ONE POLLING AGENT OF EACH CANDIDATE AT A TIME.
- PUBLIC SERVANT ON DUTY – MINISTERS NOT INCLUDED AND POLICE OFFICERS.
- PERSON ACCOMPANYING BLIND OR INFIRM
- PERSONS ALLOWED BY PrO TO IDENTIFY A VOTER OR TO ASSIST HIM.
- PERSON ALLOWED BY COMMISSION .
- NO PHOTOGRAPH OF THE ELECTORS REGARDING THE VOTE.

EVM, VVPAT-MODEL POLLING STATION



POLLING AGENTS

ROPE PARTITION



# SETTING UP OF POLLING STATION BY POLLING PARTY

- **VOTING COMPARTMENT AS PER THE MODEL LAYOUT.**
- **BALLOT UNIT-VVPAT NOT TO BE NEAR THE WINDOW.**
- **VOTING MACHINE SHOULD BE KEPT ONE HOUR BEFORE THE COMENCMENT OF THE POLL.**
- **DISPLAY LIST OF THE CONTESTING CANDIDATES AND DETAILS OF POLLING STATION AREAS OUTSIDE THE PS.**

# DURING POLL PROCESS

- PrO to regulate the voters, and maintain purity of election - To deal with tendered votes, challenged votes, etc., - Overall supervision on poll process.
- Special attention where mock poll had to be conducted in the absence of agents [ECI's No. 464/INST/2008-EPS dt. 18.12.2008]
- Identification of voters - through EPIC or alternate documents approved by ECI - Minor discrepancies can be overlooked.
- PO- 1st - Marked copy - Responsible for identification.
- PO- 2nd - Indelible Ink - Register of voters - voter slips.
- PO- 3rd - Control unit
- In case of new EVM, new EVM should be put to use only after conducting mock poll, clearing the data of mock poll and recording the certificate of mock poll [ECI's No. 576/3/2009/SDR dt. 6.1.2009]

# POLLING PROCESS

- **DELETING THE RESULT OF THE MOCK POLL IN THE CU**
- **FIXING THE GREEN PAPER SEAL TO SECURE THE INNER COMPARTMENT OF THE RESULT SECTION.**
- **CLOSING AND SEALING OF OUTER COVER OF THE RESULT SECTION.**
- **SEALING THE CU WITH THE OUTER PAPER STRIP SEAL.**
- **KEEPING ACCOUNT OF PAPER SEAL.**
- **DEMONSTRATION OF MARKED COPIES OF E ROLL AND REGISTER VOTER.**
- **DECLARATION ABOUT COMMENCEMENT OF POLL IN PART 1 OF THE DECLARATION.**
- **WARNING ABOUT SECRECY OF VOTES – SEC 128 OF RPA 1951.**

# POLLING DAY PREPARATION IS

## THE STORY OF

- **GOOD TEAM WORK:** **KNOW YOUR PLAYERS**
- **ADVANCED PLANNING :** **KNOW THE COMPONENTS**
  
- **GOOD IDEA ABOUT ELECTION LAWS ,  
MODEL CODE OF CONDUCT,  
INSTRUCTIONS:** **FEEL CONFIDENT AND READY TO ACT**
  
- **GOOD TRAINING:** **NO SCOPE FOR ERRORS**
  
- **COMMUNICATION :** **RESPOND VERY QUICKLY**
  
- **CONTINGENCY PLAN :** **ANTICIPATE THE ISSUES**
- **KNOW YOUR CONSTITUENCY :** **FOR BETTER PLANNING & RESPONSE TIME**



# POLLING DAY PREPARATION IS

## THE STORY OF

■ 49-O. Elector deciding not to vote.—If an elector, after his electoral roll number has been duly entered in the register of voters in Form 17A and has put his signature or thumb impression thereon as required under sub-rule (1) of rule 49L, decided not to record his vote, a remark to this effect shall be made against the said entry in Form 17A by the presiding officer and the signature or thumb impression of the elector shall be obtained against such remark.



THANK YOU