

**कार्यालय मुख्य निर्वाचन अधिकारी, राजस्थान
शासन सचिवालय, जयपुर**

क्रमांक: एफ.8(2)(6)/निर्वा/2023/1174

जयपुर, दिनांक: 20.3.2023

प्रेषक : मुख्य निर्वाचन अधिकारी
राजस्थान, जयपुर।

प्रेषिति : समस्त जिला निर्वाचन अधिकारी,
(कलक्टर्स) राजस्थान।

विषय : Drafting and Randomization of Polling and Police Personnel for election related duties during conduct of General/Bye elections – regarding.

प्रसंग : भारत निर्वाचन आयोग, नई दिल्ली का पत्रांक No. 464/INST/2022/EPS दिनांक 15.03.2023

महोदय,

उपरोक्त विषयान्तर्गत भारत निर्वाचन आयोग, नई दिल्ली ने अपने प्रासंगिक पत्र दिनांक 15.03.2023 के द्वारा अवगत कराया है कि लोकप्रतिनिधित्व अधिनियम, 1951 की धारा 28 ए के अनुसार, अधिकारी अर्थात् रिटर्निंग ऑफिसर, सहायक रिटर्निंग ऑफिसर, पीठासीन अधिकारी, मतदान अधिकारी और उक्त अधिनियम की धारा 159 के तहत अपेक्षित कोई अन्य अधिकारी और कोई भी किसी भी चुनाव के संचालन के लिए राज्य सरकार द्वारा तत्समय नामित पुलिस अधिकारी, ऐसे चुनाव के लिए जारी की गई अधिसूचना की तारीख से ऐसे निर्वाचन के परिणामों की घोषणा की तारीख तक की अवधि के लिए चुनाव आयोग में प्रतिनियुक्ति पर माना जाएगा। तदनुसार ऐसे अधिकारी उस अवधि के दौरान, चुनाव आयोग के नियंत्रण, अधीक्षण और अनुशासन के अधीन होंगे।

आयोग ने हमेशा स्वतंत्र, निष्पक्ष और पारदर्शी चुनाव सुनिश्चित करने का प्रयास किया है और इसके लिए मतदान दलों की संरचना और उनकी तैनाती सहित चुनाव प्रक्रिया के मुख्य पहलुओं पर कई दिशा-निर्देश जारी किए हैं। निर्वाचनों के संचालन में मतदान कार्मिकों द्वारा निभाए गए कर्तव्यों का अत्यधिक महत्व है और निष्पक्ष मतदान दल मतदाताओं, मीडिया और राजनीतिक दलों के मन में विश्वास पैदा करते हैं इसलिए ऐसे कार्मिकों का प्रारूपण और तैनाती में अत्यधिक सावधानी बरतनी चाहिए।

आयोग ने उपर्युक्त तथ्यों को ध्यान में रखते हुए मतदान और मतगणना स्टॉफ का प्रारूपण, रेण्डमाईजेशन और तैनाती के संबंध में समय-समय पर जारी सभी मौजूदा निर्देशों का अधिकमण करते हुए संशोधित समेकित विस्तृत दिशा-निर्देश जारी किए हैं जिनके मुख्य-मुख्य बिन्दु निम्नानुसार हैं :-

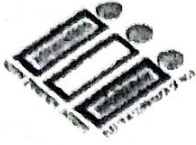
- 1- Preparation and Maintenance of Database of Polling Personnel
- 2- Formation of Polling Teams
- 3- Randomization of Polling Personnel
- 4- Randomization of Police Personnel
- 5- Randomization of Female Polling Personnel
- 6- Randomization of polling staff in PWD category
7. Randomization of Counting Staff

अतः भारत निर्वाचन आयोग के प्रासंगिक पत्र दिनांक 15.03.2023 की छायाप्रति संलग्न कर अनुरोध है कि आयोग के उक्त दिशा-निर्देश आपके जिले के चुनाव संबंधित समस्त अधिकारियों के ध्यान में लाये जावें एवं निर्वाचन के दौरान उक्त दिशा-निर्देशों की अक्षरशः पालना सुनिश्चित की जावें।

संलग्न :- उपरोक्तानुसार।

भवदीय,

(प्रवीण गुप्ता)
मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।



भारत निर्वाचन आयोग ELECTION COMMISSION OF INDIA

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निर्वाचनसदन,
अशोकरोड, नई दिल्ली-110001

Nirvachan Sadan
Ashoka Road, New Delhi-110001

No.464/INST/2022/EPS
To

Dated: 15th March, 2023

The Chief Electoral Officers,
All states/UTs

Subject: Drafting and Randomization of Polling and Police Personnel for election related duties during conduct of General/Bye elections – regarding.

Reference:

Commission's Instructions on Drafting of Polling/Counting/Police personnel:

1. No.464/INST/2008/EPS dated 19.09.2008
2. No.464/INST/2008/EPS dated 23.12.2008
3. No.464/INST/2009/EPS dated 24.02.2009
4. No.470/INST/2013/EPS dated 02.05.2013
5. No.464/INST/2014-EPS dated 12.03.2014
6. No.464/INST/2014-EPS dated 28.03.2014
7. No.464/INST/2014-EPS dated 04.03.2014
8. No.464/INST/2014-EPS dated 10.03.2014
9. No.464/INST/2016-EPS dated 29.03.2016

Madam/Sir,

I am directed to state that as per section 28A of the Representation of the People Act, 1951, the officials i.e. returning officer, assistant returning officer, presiding officer, polling officer, and any other officer requisitioned under section 159 of the said Act and any police officer designated for the time being by the State Government, for the conduct of any election, shall be deemed to be on deputation to the Election Commission for the period commencing on and from the date of the notification calling for such election and ending with the date of declaration of the results of such election and accordingly, such officers

shall, during that period, be subject to the control, superintendence and discipline of the Election Commission.

2. The Commission has always endeavored to ensure free, fair and transparent elections and towards that end has issued numerous instructions on core aspects of election process including composition of polling parties and their deployment. The duties discharged by the polling personnel in the conduct of elections are of vital importance and unbiased polling parties instill confidence in the minds of voters, media and political parties. Therefore, drafting and deployment of such personnel warrants utmost caution.

3. Keeping the abovementioned facts in view, the commission hereby issues the following revised consolidated instructions in supersession of all the existing instructions issued from time to time on drafting, randomization and deployment of polling and counting staff.

I. Preparation and Maintenance of Database of Polling Personnel:

- a) The District Election Officer shall prepare and maintain a database of all eligible poll personnel posted in his district in electronic format, for facilitating computerized randomization. The database shall include all relevant particulars such as Name, Sex, Mobile No. Designation, Office/Department, Place of residence, work place, Home Assembly Constituency No., Part No., etc.
- b) The database shall contain, two separate lists of State Govt. employees and Central Govt. employees (PSUs, Banks etc.) who can be employed as polling personnel.
- c) Besides, a separate database shall be prepared of retired Central and State Government officials as well as of Members of NCC & NSS [and reputed NGOs, if & as approved by the Commission]. They shall be used in specified manner only with express prior approval of the Commission

II. Formation of Polling Teams:

- a. Unless otherwise directed, the polling parties shall be formed out of the State Govt. employees. Employees of Central Govt., PSUs and Banks, etc. shall be utilized for selecting suitable persons as **Micro Observers.**
- b. In order to avoid any allegation of collusion with a candidate/ political party etc. there shall be proper mix of polling personnel requisitioned from different offices and departments while drafting and deploying them.
- c. As far as possible, lists from various offices and departments should be obtained from their respective computerized database (e.g. HRMS), if maintained, to ensure integrity of the lists.
- d. Presiding Officers and Polling Officers shall be classified by seniority on the basis of their scale of pay, rank and post. As far as practicable, Gazetted Officers shall be deployed as Presiding Officers, failing that, officials who are working in supervisory capacity only should be deployed as Presiding Officers. The Presiding Officer should be of higher rank/scale/grade in comparison to other Polling Officers of that team.
- e. Two officials of the same 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).
- f. No person will be assigned polling duties in an Assembly constituency in which he is posted or in which he resides or the constituency, which is his home assembly constituency.
- g. Polling personnel shall be posted within the district unless specifically directed otherwise.

- h. All election related logistics within the district shall be provided by the DEO concerned.
- i. The Polling party is required to reach the polling station assigned to it latest by the evening of the preceding day of polling and all polling personnel are required to stay overnight at the polling station for security and safe custody of polling material.
- j. In order to ensure that above instructions are complied with strictly, the Commission directs that the District Election Officer shall furnish to the Election Commission through the Observers and separately to the Chief Electoral Officer of the State/UT a certificate to the following effect immediately after the polling parties have been formed for an election: -

“Certified that: -

- o The polling parties have been formed by a proper mix of officials drawn from different offices and departments, in presence of Observers and
- o The officers have been drawn from the State Government departments as well as from the State Public Undertaking etc. as far as practicable.
- o For the purpose of making polling parties complete, data base of all eligible employees in the district has been used.”

III. Randomization of Polling Personnel:

- a. Randomization software should be prepared and developed by the CEO and distributed among DEOs. All the stages of the randomization process will be completed through this randomization software only. District Election Officers shall enter all relevant information of the eligible officials in the database prepared by her/him into the randomization application. Randomization process involves the following stages:

(x) **FIRST STAGE:** From the complete database of officers, a list of at least 120% of the required number of polling persons should be generated (including reserve) randomly, using the software. **Presence of observers is not required at this stage.** It should be noted that this randomized list is to be prepared district wise and not at any other level like subdivision, tehsil, block, assembly constituency etc. This is only to identify and select the officials that would be given training for poll duties as Presiding and Polling Officers. In no case, at this stage, the details of the assembly constituency to which the polling personnel are likely to be deployed will be known. All that a polling personnel will know, at this stage, is whether he (or she) is a presiding officer or a polling officer and the venue, date and time of trainings.

(y) **SECOND STAGE:** For the sake of effective and systematic implementation of the Commission's instructions on issuance of Election Duty Certificate (EDC) and Postal Ballot (PB), the second stage randomization of polling personnel shall be done as soon as after the completion of scrutiny of nomination papers.

At this stage, **randomization exercise should be done in the presence of the General Observers** deployed for the constituencies in that district. The actual polling station will not be known; however, the Assembly Constituency and the team composition may be known.

(z) **THIRD STAGE:** The last randomization exercise is to be done for final allocation of polling stations to polling parties. It shall take place at the time of dispersal of polling parties and in the presence of **General Observers**. The actual polling station allotted to the team/individual polling personnel is to be disclosed just before the polling party leaves the dispersal center.

The Commission permits for undertaking third randomization on P-2 day (in place of P-1 day) to ensure timely services of results/orders of the randomization and dispatch of the teams to the polling stations, with following conditions:

- The Randomization can be done on P-2 day in presence of the General Observer.
 - The result of randomization, along with appointment orders shall be printed in presence of the Observer.
 - The same shall be sealed in separate covers (AC wise, and sector wise) with the signature of the Observer.
 - The sealed covers shall be sent to the AROs of the respective Assembly Segments.
 - The ARO shall open the covers only on the P-1 day at the dispatch center in the presence of Observer, if the latter is present there.
- b. For the purpose of serving the appointment letters on polling staff, use the services of the sponsoring departments/ authority. A training program can be organized for poll personnel for a final briefing and distribution of appointment letters. This training session may also be used for Postal Ballot facilitation.
- c. It is further, clarified that the entire randomization exercise except the first stage must invariably be done in the presence of the General Observers sent to the constituency. The Observers should make a special reference to the randomization exercise observed by them in their constituencies while submitting the report.
- d. **Various scenarios of randomization of polling personnel**

The following scenarios may arise:

Scenario No.1: The entire district consists of a single Parliamentary Constituency and the District Election Officer of that

district may be the Returning Officer for the Parliamentary Constituency.

In this case, the randomization of polling personnel (first, second and third stage) for election duty will be done as per the instructions stated above at para III. (a).

Scenario No.2: If a district consists of two or more Parliamentary Constituencies, the District Election Officer will be the Returning Officer of only one Parliamentary Constituency and another senior most officer not below the rank of ADM may be the Returning Officer of the second Parliamentary Constituency.

In this case, the first and second stages of randomization of polling personnel for election duty will be done at the District Election Officer level.

After completion of second randomization and once the training is over, the District Election Officer shall supply a full list of polling personnel to Returning Officer of the other Parliamentary Constituency of that district for third stage of randomization of polling parties at the Returning Officer's or Assistant Returning Officer's Headquarter before their dispersal.

Scenario No.3: In case a Parliamentary Constituency consists of an entire district plus certain Assembly Segments of adjoining district and the District Election Officer of the said adjoining district is not the Returning Officer of the Parliamentary Constituency consisting of those assembly segments, in that case, District Election Officer of the adjoining district will be in-charge of all the logistics to be provided in connection with the election-taking place in the Assembly segments falling in his district.

He will prepare a list of polling personnel from his district data base and handover to the concerned Assistant Returning Officer for doing third level of randomization and dispersal of polling parties. The polling personnel so assigned duty, should be informed about

the place from where their dispersal will be done.

Scenario No.4: Where a Parliamentary Constituency falls in two districts, the District Election Officer of the district in which portion of the Parliamentary Constituency falls shall be the Returning Officer of that Parliamentary Constituency. In case, the District Election Officer of that district is already a Returning Officer of another Parliamentary Constituency falling in that district, an ADM rank officer will be designated as Returning Officer by the Commission.

In this case, the procedure mentioned at Scenario No. 3 may be followed.

IV. Randomization of Police Personnel:

Randomization of Police personnel at the Polling Station on the day of poll may be done in the following manner: -

- Police Constables / Home Guards coming from outside the district can be deployed without randomization.
- Lists of constables/Home Guards of a district should preferably be matched with computerized database (e.g. HRMS) of Home Dept, if maintained, to ensure integrity of lists.
- In case of Constables / Home Guards of the same District, it would be ensured that they shall be deployed in the Polling Stations falling outside the area of the Police Station where they are presently posted.
- As far as practicable, randomization should be done in such a manner that they are posted in the same parliamentary Constituency where they are enrolled as voters to allow them to exercise their franchise through EDC.

V. Randomization of Female Polling Personnel:

- a. Due to various hardships faced by female polling personnel while being deployed, the DEO shall ensure the following:
- The availability of female polling personnel should be examined for appointing Presiding or Polling Officers in polling stations set up exclusively for female voters or where the number of female voters, especially, pardanashin women is large, there must be at least one lady-polling officer for facilitation and identification of women electors.
 - Pregnant women and lactating mothers, whether on maternity leave or not, or women staff who are otherwise on medical advice not to undertake any rigorous or hazardous work, may be exempted from election duty.
 - Every female official called for election duty should be informed of the arrangements made for her stay and transportation. Unless arrangement is made and information in this behalf is furnished to such female official, she shall not be called to perform any election duty at any such place.
 - **The female polling personnel should not be put on duty on the basis of computer randomization process. They should be put on duty in the neighboring polling stations through manual randomization under the guidance of the Observers, so that they are able to go to the polling stations on the morning of the poll day at least 2 hours before the start of polling and assume their duties well in time.**
 - District Election Officers should prepare a negative list of polling stations, which are inaccessible or remotely located and no female polling personnel should be posted to such polling stations.

- b. Randomization of female polling staff should be done under following four categories: -

First category: - In completely rural ACs, female staff shall be randomized manually in such a way that they are not posted in the Gram Panchayat where they have been residing or working.

Second category: - In the Urban areas having two or more urban Assembly Constituencies, the randomization of female staff shall be done inter-Assembly Constituency wise among these ACs.

Third category: - In the Urban ACs contiguous to rural ACs, the randomization shall be done within the same urban Assembly Constituency in such a way that the female staff is not posted at the polling station location/ward where she has been residing or working.

Fourth category: - In the mixed Urban-Rural ACs contiguous to rural ACs, randomization for rural area shall be done in such a way that a female staff would not get posted in the Gram Panchayat where she has been residing or she has been working and in urban areas female staff shall not be posted in the polling station location where she has been residing. However, it must be ensured that female staff should not get posted outside the block where she has been residing or working.

VI. Randomization of polling staff in PWD category:

- a. Considering the nature of hardship faced by Persons with disabilities during election duty, the Commission has directed that physically challenged persons with disabilities defined under the Right of Persons with Disabilities Act, 2016, should be deployed on election duty only under unavoidable circumstances.
- b. However, the Commission encourages to have PwD manned polling

booths with prior approval of the CEO of the concerned State/UT. The DEO and the RO shall make personal efforts to ensure that the special needs and requirements of physically challenged persons are taken into account while choosing polling stations for their deployment.

- c. Further, it shall be ensured that they are not posted in any remote area, rather they should invariably be posted at the polling stations located in the headquarters. This can be incorporated in the randomization software itself so that database contains information about the PwD personnel, and if any PwD staff inadvertently is deployed at difficult locations, the RO should make necessary changes manually in consultation with the Observer.
- d. CEOs shall sensitize all the field officials about the above instructions.

VII. Randomization of Counting Staff:

Randomization of the Counting staff is to be done in the manner mentioned below:

- a) A list of 120% of the required number of officials (Counting Supervisors/Counting Assistants/Micro Observers) required for counting in the district, should be generated (including reserve) randomly, using the Randomization software by the District Election Officer one week prior to the date of counting. 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 duty for counting as Counting Supervisors/Counting Assistants/Micro Observers in whichever constituency of that district. In no case, at this stage, the identity of the assembly

constituency to which the Counting personnel are likely to be deployed will be known.

- b) The Assembly Constituency wise randomization shall, be done by the District Election Officers in presence of Observer(s) 24 hours prior to commencement of counting. Thereafter, the Returning Officer shall issue the appointment letters to these officials assigning them concerned allotted ACs.
- c) Randomization for allotment of tables in the counting hall to these Counting Supervisors/Counting Assistants/Micro Observers shall be done by the concerned R.O. in the presence of Observer at 5 AM on the day of Counting.
- d) Randomization of staff for counting of Postal Ballots/ETPBS shall be done separately with 120% of the required no. of staff. In no case, this shall be mixed with the data base of staff responsible for counting of votes in EVM.

The abovementioned instruction shall be brought to notice of all concerned for strict compliance during conduct of elections.

Yours faithfully


(BREJESH KUMAR)
UNDER SECRETARY