

- Deployment of personnel
 - Dispatch of poll parties
 - Receipt of poll materials

PERSONNEL DEPLOYMENT

- **Staff needed for?**

Deployment of Staff (in connection with conduct of election) is needed for the following **categories** for various stages -

- (i) Presiding Officers and Polling Officers
- (ii) Micro observers
- (iii) Sector Officers
- (iv) Area/Sector/Zonal Magistrates
- (v) Police Personnel
- (vi) Counting Supervisors and Assistants
- (vii) Additional Counting Staff
- (viii) Voter Assistance Booth Staff
- (ix) Digital/Video camera Supervisors
- (x) Booth Level Officers

- **Staff of Authorities/ Organisations that can be deployed?**
 - (i) Central Government and State Government
 - (ii) Local Authority
 - (iii) University established or incorporated by/ under a Central / State Govt. Act.
 - (iv) Government Company
 - (v) Institution, Concern or Undertaking which is established by / under Central / State Act or which is controlled / financed wholly / substantially by funds provided directly/ indirectly by Central/ State Govt.
- **All Officers/officials related to election duties including police personnel shall be deemed to be on deputation of ECI during election process (Sec. 28-A of RP Act 1951)**

- Create District **Database** of eligible personnel which can facilitate computerized randomization.

(i)**Software** - design as approved by ECI.

(ii)**Particulars** like name, sex, residence AC, work place AC, designation, office, pay scale, phone No., part No., voter serial No., deployment category etc.

(iii)Database be tested and operators be trained.

(iv)Database to be **comprehensive** - no department be left out except those exempted by ECI. There should not be too much of strain on a particular department/organisation.

(v)No contractual workers or Anganwadi workers.

(vi)Bank employees only in contingency

Officials not to be deployed in election duties

- Officials working in CBI, IB and RAW and personnel working in essential services.
- Sr. officers of Indian Forest Service, Veterinary Doctors and Compounders, Cattle Extension Officers, Medical Practitioners, Territorial staff of Wild Life/Sanctuary Deptt., Staff of AIR and Doordarshan.
- Staff of commercial bank in rural area, where the bank has only one employee.
- Operational staff of BSNL, UPSC and educational institutions (except in unavoidable circumstances)
- Officials against whom ECI recommended disciplinary action or who have been charged for lapses in election related duties.
- Officials against whom criminal case is pending.
- Physically challenged persons in polling duty
- Where female employees are engaged in polling duty guidelines of ECI be followed.

Grouping and formation of polling party

- PrO and POs to be classified on the basis of pay, post and rank.
- PrOs should be Gazetted 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 deptt./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.

Randomization of poll personnel

(Three stage of randomisation process)

- **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 randomisation 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 randomisation 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. and Central Govt. PSUs 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)
- Retd. 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. ¹¹

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.
- In relation to Women personnel, all instructions of ECI and court orders to be complied

IMPORTANT ECI INSTRUCTIONS

- Section 26 and 159 of R.P. Act 1951, R. 53 of CE Rules 1961 and Ch. III of R.O. Hand Book,
- ECI's No. 464/Inst/2007/PLN-I dated 08.01.07,
- ECI's No. 464/Inst/2007/PLN-I dated 11-12-2007
- ECI's No. 464/KT-LA/ 2008 dated 4.4.2008,
- ECI's No. 464/OBS/Misc/2008/PLN-1 dated 27.5.2008,
- ECI's No. 437/6/2006/PLN-II dated 6.11.2006,
- ECI's No. 464/INST/2007/PLN-I dated 12.10.2007
- ECI's No. 464/INST/2008/EPS dt. 19.9.2008 and 26.12.2008
- ECI's No. 464/INST/2008/EPS 12.9.2008)

DESPATCH 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
- Non EVM briefing
- **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 centres for the poll parties to depart

- Non CPF force to be deployed at PS, to accompany the parties.
- **Facilities at dispersal centre -**
 - (i) Boarding of vehicles.
 - (ii) Training space
 - (iii) For checking of EVM + material by polling parties.
 - (iv) Facilitation centre for postal ballots.
 - (v) Strong rooms for EVMs and storage of other material.
 - (vi) Distribution counter.
 - (vii) Medical Aid.
 - (viii) Basic amenities.

- Arrangement of advance TA/DA and outright charges etc., and medical kits.
- POL arrangement
- 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.

- To give polling parties RIS sheets, and separate lists of non EPIC voters and Absentee voters with and without family links,
- POs to comply with RO handbook Chapter XII para 4.6 (in relation to cross checking of BU-CU numbers and Polling Station numbers).

RECEIPT ARRANGEMENTS

Final storage at district HQ only

- Observers to verify arrangements

- Facilities at the storage centre - like lighting, proper barricading, control room, drinking water, toilets, refreshment, medical aid
- (ii) Strong rooms/Store rooms - proper security
- (iii) Telephone, Fax, Internet, Computer section, rooms for Observers, DEO, etc.
- There should be **no crowding** - If required set up separate counters for specific numbers of PSs.
- **Receipt of documents and polling material** - as per printed checklist - Receiving officer should sign it.

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 whereat 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** -
 - Two cordoned security 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.

- **References —**

Paras 51 to 53, 58 & 59 of Ch. XIII of RO hand book;

ECI's No. 464/INST/2007 PLN-I dt. 12.10.2007;

ECI's No. 464/INST/2008-EPS dt. 16.12.2008 –
Arrangement at the reception centre