

Biennial Elections to Telangana Legislative Council

MOST URGENT

**OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA
South "H" Block, Secretariat, Hyderabad.**

Memo.No.1834 /Elems. D/2019-1

Dated:01-03-2019.

Sub:- ELECTIONS – Biennial elections to the Telangana Legislative Council from 1 Graduate and 2 Teachers Constituencies to be held on 22-3-2019 Selection, appointment, training of Polling/Counting Personnel and deployment of other election officials - Instructions - Regarding.

Ref:- ECI, New Delhi, Press Note No.ECI/PN/21/2019, Dt.24.2.2019.

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The attention of all the District Election Officers and concerned Returning Officers in the address entry is invited to the reference cited where in the ECI has announced the Biennial Elections to the Legislative Council Constituencies from Graduates/Teachers and Local Authority.

2. In this connection it is informed that the Election Commission of India has published the Handbook for Returning Officers for Elections to the Council of States and State Legislative Council, February 2016, copies of the same has already been supplied to the districts by this office. The Chapter-III POLLING PERSONNEL & Chapter – VII of the said Handbook clearly explain about the appointment of Polling/Counting Personnel, some important instructions are reiterated below:

C. Elections in Graduates' and Teachers' Constituencies:

3. Under Section 26 of the Representation of the People Act,1951, the DEO is required to appoint a Presiding Officer and such number of Polling Officers, as he thinks necessary, for each polling station within his district. In cases where a Council Constituency extends over more than one district, the respective District Election Officer of the districts in which the Constituency falls shall prepare the lists of Presiding and Polling Officers within their jurisdiction. The District Election Officer responsible for providing polling stations for that Constituency will adopt these lists in to and make the appointments

Complement of staff for a Polling Party

5.1 In a Graduates' or Teachers' Constituency normally one Presiding Officer, one Polling Officer for Identification of voters and application of indelible ink, one

Polling Officer for issue of ballot papers and another Polling Officer for issue of marking instruments are appointed for each polling station. If the number of electors assigned to a polling station is very small, say, 100 or so, only two Polling Officers may be sufficient. There is no need for any reserve Polling Officer or peon for each polling station. A common reserve list of polling personnel for the entire district should, however, be kept by the District Election Officer of the district to enable him to send substitutes in the place of any Presiding or Polling Officer absenting himself on the Polling day owing to any unavoidable circumstances in their respective districts.

(P.T.O)

5.2 Although the second proviso to sub-section (1) of Section 26 permits the appointment of a common Presiding Officer for two or more polling stations, no Presiding Officer should be placed in charge of more than one polling station, unless a common polling station is provided in the same hall/room for Graduates' Constituency and a Teachers' Constituency at a simultaneous election.

Selection of staff for Polling parties

6.1 As the number of polling stations to be set up in each district is generally small and as the elections are not held simultaneously throughout the State at any time, the selection for appointment of Polling Personnel should be restricted to employees of Central and State Governments and Local Bodies. The Presiding Officer should generally be of the status of a Tahsildar or Dy.Tahsildar. The Polling Officer should generally be of the status of an Accountant or an Assistant. As far as possible, persons selected for polling duty in a district should be posted for duty **in the polling stations set up in that district**. Persons who have already done polling duty at a previous election from a Council Constituency or a Parliamentary or Assembly Constituency should, as far as possible, be selected for polling duty, as they would have acquired the requisite experience and training. Hence all the DEOs, shall appoint the Polling Staff required for the Polling Station falling in their respective districts under intimation to the concerned Returning Officer.

6.1.A In order to avoid any allegation of collusion among the polling personnel of a polling party in favour of any particular candidate or political party and to instill confidence in the minds of political parties and candidates about free and fair elections, RO should ensure proper mix of polling personnel drawn from Central and State Governments at the time of formation of a polling party in the Graduates' or Teachers' Constituency.

6.1.B. In order to ensure that the above instructions are complied with strictly, the RO should furnish to the Secretary, Election Commission as well as to the Chief Electoral Officer of your State a CERTIFICATE to the following effect immediately after the polling parties have been formed for an election.

CERTIFICATE

Certified that (i) the polling parties have been formed by a proper mix of officials drawn from different offices and departments, and (ii) that the officers have been drawn from State Government's departments as well as from the Central Government's offices, as far as practicable.

6. 2 After preparing the list of polling personnel on the lines indicated above, a copy of the list giving clear details of the name of the person selected, his official designation and the post and polling station for which he is selected should be sent to the Returning Officer of the Constituency, if the concerned District Election Officer is not himself the Returning Officer of that Constituency.

Form for the Appointment

7.2 The list of Polling Personnel in respect of all polling stations in the Constituency should be displayed on notice board, but not earlier than two or three days before the date of poll. There is no need to supply such lists to the political parties and contesting candidates.

A training programme shall be organized for all the Polling Officials and Counting Officials to make them thorough about the procedures of poll and counting of votes. Brush up their knowledge and experience by more rehearsals.

D. Elections in Local Authorities' Constituencies

16.1 It would be convenient if the Executive Officer of the Panchayat or the Commissioner of the Panchayat Union or Municipality is appointed as the Presiding Officer for the polling station in his area. He should be assisted by two or more Polling Officers depending on the number of electors, who may be drawn from the Panchayat Office or Municipal Office or from the Revenue Department. If it is found that it is not possible to appoint the Executive Officer or the Commissioner of the Panchayat Union or the Municipality as Presiding Officer, or the Commissioner of the Panchayat Union or the Municipality as Presiding Officer, persons of the status of Tahsildars or Deputy Tahsildars in the Revenue Department who were previously appointed for the polling duty in the Council elections or Assembly elections may be selected for appointment as Presiding Officers. The Polling Officers may be of the status of Head Accountant or Assistant.

16.2 A common reserve list of Polling Personnel for the entire district should be kept by the District Election Officer to enable him to send substitutes in the place of any Presiding Officer or Polling Officer absenting on polling day owing to any unavoidable circumstances.

16.3 The other instructions given in the case of Graduates' and Teachers' Constituencies will apply mutatis mutandis to the polling personnel in respect of this election also.

MICRO OBSERVERS:

The Commission vide letter dated 24.10.2010 has directed that Micro Observers shall be appointed in each polling station on the day of poll. These Micro Observers shall be officials of Central Government/Central PSUs. Guidelines and checklist are at Annexure B & Annexure C (copy of the letter is enclosed also available in R.O. Hand Book for Council 2016 page 244).

(P.T.O)

Appointment of Counting Assistants

52.1 Returning Officers should appoint such staff as may require for assisting in the counting. Such appointments may be made in the form given in Annexure XII-C.

52.2 R.O. should appoint as counting supervisors only Gazetted Officers of the Central or State Government or officers of comparable status from Central/State Government undertakings. The counting assistants also should similarly be drawn from officers of a comparatively higher level. They should be given Intensive training in counting.

52.3 R.O. should not appoint as counting supervisor or as counting assistant anyone who has been employed by or on behalf of, or has otherwise been working for a candidate in or about an election.

52.4 At each table there should be one counting supervisor and two or more counting assistants.

52.5 In addition, appoint a sufficient number of Group D Government employees also as counting assistants to carry the ballot boxes to and from the counting tables.

3. All the DEOs & Returning Officers of the Graduates', Teachers' & Local Authorities' Constituencies are requested to take necessary action duly following the ECI instructions. The above instructions are not exhaustive, for detailed instructions, the Hand Book for Returning Officers for Elections to the Council of States & State Legislative Councils – 2016, other Hand Books and latest instructions of the ECI issued from time to time should be referred and followed.

Dr. RAJATH KUMAR
CHIEF ELECTORAL OFFICER &
E.O.PRINCIPAL SECRETARY TO GOVERNMENT

To,

The Collector & District Election Officer., Karimnagar.(we)

The Collector & District Election Officer., Nalgonda.(we)

The Commissioner, GHMC & District Election Officer., Hyderabad.(we)

The Returning Officer, Medak-Nizamabad-Adilabad-Karimnagar Graduates Constituency through the Collector & District Election Officer, Karimnagar (we)

The Returning Officer, Medak-Nizamabad-Adilabad-Karimnagar Teachers Constituency through the Collector & District Election Officer, Karimnagar (we)

The Returning Officer, Warangal-Khammam-Nalgonda Teachers Constituency through the Collector & District Election Officer, Nalgonda (we)

The Returning Officer, Hyderabad Local Authorities Constituency through the Commissioner, GHMC & District Election Officer, Hyderabad.(w.e)

Copy to:

Project Manager, I.T. O/o the Chief Electoral Officer, Telangana.

Dy.Project Manager, CMC (SLA), O/o Chief Electoral Officer, Telangana.

SF/SCs

// FORWARDED: BY ORDER//


SECTION OFFICER

BIENNIAL ELECTIONS TO
TELANGANA LEGISLATIVE COUNCIL
MOST URGENT

OFFICE OF THE CHIEF ELECTORAL OFFICER
TELANGANA
South "H" Block, Secretariat, Hyderabad.

Letter No. 1834 /Elections.D/2019-2

Dated: 01-03-2019

To,
The Vice Chancellor, Osmania, Kakatiya University.
The Commissioner,.....
The Manager, SBI/ Andhra Bank/LIC
(Through: The Returning Officers concerned)

Sir,

Sub:- ELECTIONS – Biennial elections to the Telangana Legislative Council from 1 Graduate and 2 Teachers Constituencies to be held on 22-3-2019 - Requisition of staff for election purpose to appointment as Poll personnel/Micro Observers/counting personnel etc.- Regarding.

Ref:- From the ECI, New Delhi Press Note No.ECI/PN/21/2019, dated 24.02.2019.

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In exercise of the powers conferred under Sub-Section (1) of Section 159 of Representation of People Act, 1951 the authorities addressed above are hereby requested to make available the services of any of the officers/staff/ employees working under their control to the Returning Officer as required by him for the performance of any duty/duties in connection with the Biennial Elections to Telangana Legislative Council from 1 Graduate and 2 Teachers' Constituency scheduled to be held on 22-3-2019 and also to relieve those personnel as per the requisition given by the Returning Officer.

Yours faithfully,

Sd/-

CHIEF ELECTORAL OFFICER &
E.O.PRINCIPAL SECRETARY TO GOVERNMENT

// FORWARDED: BY ORDER//


SECTION OFFICER

Guidelines for Micro Observers

Micro Observers have a very crucial role to play in the conduct of an independent, free and fair election. To strengthen the system of observation, the Commission has consciously decided to deploy Micro Observers at each and every Polling Station of the Council Constituency. These Micro Observers would directly work under control and supervision of the General Observer of the Commission.

For deployment as Micro Observer, the Returning Officer will obtain the list of Gazetted Officers/officials of Government of India / Public Sector Undertakings from different offices in the district. Such Gazetted officers / officials will be eligible to be deployed as Micro Observer. In case Gazetted officers are not sufficient in number, Group 'B (Non-Gazetted)' or Group 'C' employees and above can also be utilized for this purpose.

There shall be a nodal officer identified by the Returning Officer for Micro Observers to handle logistics and deployment related tasks of Micro Observers in each district. General Observers will be in close touch with them for their requirements of Micro Observers relating to their constituencies.

Each Micro Observer shall be given a photo-pass and identity card by the Returning Officer to ensure his access to the polling stations.

Observers will arrange and train their Micro Observers. The officer selected for the job of Micro Observer may not be aware of different aspects of election process. Therefore, a basic training of election processes on the day of the poll shall have to be given to them. This should enable them to understand and observe the activities relating to election on the day of the poll. Since the Micro Observer shall be reporting to the Observer alone, it will be the responsibility of the Observers to ensure that they are trained properly on the relevant and crucial issues. The Returning Officers will organize the training of these Micro Observers.

6. The required number of officers for deployment as Micro Observer would be picked up randomly from the list of all eligible officers. Further the assigning of polling stations also will be done in random manner a day prior to the day of departure in presence of the Observer and duly approved by him.
7. The Returning Officer should ensure that the Micro Observers are separately dropped to their destinations. Micro Observer should be provided with an Identity card, entry pass to his/her polling stations, and such other requirements

as may be necessary for discharge of duties as per the direction of the Commission.

8. On the day of poll the Micro Observer should reach the polling station at least one hour before the commencement of the poll. If for certain reason it is not possible to reach in the morning, he should reach in the evening of the previous day.
9. Having reached the polling station he should assess the preparedness for the poll. During the poll day he should regularly note down the important points on the pre printed Performa (a Performa for this is appended). It is made absolutely clear that in no case the Micro Observer will act as presiding officer or the polling officer. His task is to observe that election process is being carried out in a free and fair manner and there is no vitiation of any kind.
10. In the process of observation on the day of the poll, the Micro Observer should specially observe: -
 - Presence of Polling Agents and observance of ECI instructions with regard to them,
 - Observance of videography in the Polling Station without compromising secrecy of votes,
 - The observance of entry pass system and access to Polling Station,
 - Proper identification of electors in accordance with ECI guidelines,
 - Identification and recording procedures for the Absentee, Shifted and Duplicate voter's list (ASD list),
 - Noting down particulars of electors in Counterfoil of Ballot Papers,
 - Issuance of ballot papers to electors
 - Secrecy of voting,
 - Observance of DECLARATIONS made by ILLITERATE/BLIND OR OTHERWISE INFIRM ELECTORS and their companions.
 - Conduct of polling agents, their complaints, if any, etc.
11. During the poll, if the Micro Observer feels that the poll is being vitiated on any reason, he will immediately bring it to the notice of Observer through whatever means of communication is available, for example, phone or wire or any other means.

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12. After the poll process is over, the Micro Observer will report to the Observer in the format as enclosed as Annexure II at the collection center and hand over his envelop containing the report for the day personally to the Observer and brief him/her on any thing of importance that had happened during the day.
13. Observers will go through the report and if any further clarification is required then he should arrange for the Micro Observer to be called for ascertaining those further details.

Checklist for Micro Observers

- i) Whether more than one polling agent from the same candidate were present inside the polling station at any time?
- ii) Whether the entry pass system was enforced properly? Whether any unauthorized person was inside the polling station at any point of time?
- iii) Whether identity of each elector was properly checked?
- iv) Whether events are recorded from time to time as and when they occur in the Presiding Officer's Diary?
- v) Whether only one ballot paper was issued to each voter?
- vi) Whether the Presiding Officer or Polling Officer was going towards voting compartment or giving any undue instructions to the voters?
- vii) Whether copies of accounts of votes recorded have been given to the polling agents?
- viii) Whether videography of the poll proceeding done without compromising secrecy of voting and voting compartment was properly placed to ensure secrecy of voting?
- ix) Whether any complaint by polling agent, election agent or any political party was received? If yes its substance.
- x) Any other incident or issue that you would like to highlight
- xi) Whether any unauthorized and ineligible person has been allowed to accompany the infirm/blind/illiterate voter by the Presiding Officer.

Signature _____

Name (in full) : _____

Designation : _____

Phone No. : _____

Date & Time : _____

DECLARATION

I, _____

R/o : _____

affirm and declare that
in accordance with
of illiteracy/blindness

Signature/

Part N

Declaration given in