

**Biennial Elections to APLC & TLC**

**Most Immediate**

**OFFICE OF THE CHIEF ELECTORAL OFFICER & SPL. C.S. TO GOVT.,  
ANDHRA PRADESH AND TELANGANA STATES  
South 'H' Block, Secretariat, Hyderabad – 500 022**

**Memo No.705/Elecs.B/A1/2017-7,**

**Dated:07.02.2017**

Sub: Elections – Biennial elections to Andhra Pradesh Legislative Council from 3 Graduates' and 2 Teachers' Constituencies and to Telangana Legislative Council from 1 Teachers' Constituency scheduled to be held on 09.03.2017 – Selection, appointment, training of polling/counting personnel and deployment of other election officials and randomization of Polling/Police personnel – Regarding.

- Ref: 1. From the ECI, New Delhi Lr.No.464/INST/2008/EPS, Dt.19.09.2008.  
2. From the ECI, New Delhi Lr.No.464/INST/2008-EPS, Dated 26.12.2008.  
3. From the ECI, New Delhi Lr.No.464/INST/2009/EPS, Dated 18.02.2011.  
4. From the ECI, New Delhi Lr.No.52/2013/SDR, dated 18.06.2013  
5. From the ECI, New Delhi Lr.No.464/INST/2014-EPS, Dt.04.03.2014.  
6. From the ECI, New Delhi Lr.No.464/INST/2014-EPS, Dt.10.03.2014.  
7. From the ECI, New Delhi Lr.No.464/INST/2014-EPS, Dt.12.03.2014.  
8. From the ECI, New Delhi Lr.No.464/INST-DPS/2013-EPS, Dt.18.03.2014.  
9. From the ECI, New Delhi Lr.No.464/INST/2014-EPS, Dt.28.03.2014.  
10. From the ECI, New Delhi Lr.No.464/INST/2014-EPS, Dt.04.04.2014.  
11. From the ECI, New Delhi Press Note No.ECI/PN/14/2017, Dt.06.02.2017.

:-

The attention of the Collectors & District Election Officers of Srikakulam, Vizianagaram, Visakhapatnam, Prakasam, Nellore, Chittoor, Kadapa, Anantapur and Kurnool districts of Andhra Pradesh State and the Collectors & District Election Officers of erstwhile Mahabubnagar, Ranga Reddy districts of Telangana State and the Commissioner, Greater Hyderabad Municipal Corporation & District Election Officer, Hyderabad and also the Collectors & District Magistrates of newly created Wanaparthy, Nagarkurnool, Jogulamba Gadwal, Medchal and Vikarabad districts of Telangana State is invited to the references 1<sup>st</sup> to 12<sup>th</sup> cited (copies enclosed). They are informed that in the said letters the Election Commission of India has issued various instructions with regard to the Selection, deployment, training and randomization of Polling Personnel / Police Personnel / Female Polling Personnel and other election officials and also sealing of strong room and scrutiny of Form-17A.

2. In view of the announcement of Biennial elections to Andhra Pradesh Legislative Council from 3 Graduates' and 2 Teachers' Constituencies and to Telangana Legislative Council from 1 Teachers' Constituency scheduled to be held on 09.03.2017, they are requested to take immediate necessary action on the following:

(P.T.O)

- i) Assessment of the requirement of man power (State/Central Government, Public Sector Undertakings of State & Central Government, Banks and allied Organizations, Videographers, Drivers etc.) whose services are to be utilized for various activities of Biennial Elections;
- ii) Drafting of personnel from various Organizations viz., State & Central Government, Public Sector Under takings / Universities/Banks and allied Organizations, for appointment as Polling Personnel as well as Micro Observers.
- iii) Preparation of database of all employees to be involved in election duty and for their franchise as instructed vide ECI letter No.52/2013/SDR, dated 18.06.2013.
- iv) Selection of Micro Observers for posting as per the norms prescribed by the Commission.
- v) Necessary Training to all the election related officials;
- vi) Randomization of Polling Personnel / Police Personnel / Female Polling Personnel and sealing of strong room and scrutiny of Form-17A as per the instructions of the Commission.

3. As per the instructions of the Commission, a letter from the Chief Electoral Officer, requesting the Universities/Banks and other allied organizations for sparing the services of their personnel for conduct of Biennial Elections to A.P. Legislative Council / Telangana Legislative Council is enclosed herewith. They are requested to utilize this letter while drafting the personnel from the institutions listed under Section 159 of Representation of People Act, 1951.

4. They are also requested to keep in mind the Departments/persons exempted from Election Duty, as instructed by the Commission from time to time.

5. The Action taken in this regard shall be intimated to this office.

BHANWAR LAL  
CHIEF ELECTORAL OFFICER &  
E.O SPL. CHIEF SECRETARY TO GOVT.

To

The Collectors & District Election Officers of Srikakulam, Vizianagaram, Visakhapatnam, Prakasam, Nellore, Chittoor, Kadapa, Anantapur and Kurnool districts of Andhra Pradesh State (w.e)

The Collectors & District Election Officers of erstwhile Mahabubnagar, Ranga Reddy districts of Telangana State (w.e)

The Commissioner, Greater Hyderabad Municipal Corporation & District Election Officer, Hyderabad (w.e)

The Collectors & District Magistrates of newly created Wanaparthy, Nagarkurnool, Jogulamba Gadwal, Medchal and Vikarabad districts of Telangana State (w.e)

**Copy to:**

M/s TCS Ltd., (SLA), O/o CEO .. to take necessary action for release of randomization software at appropriate time.

SC/SF

//FORWARDED:: BY ORDER//

  
SECTION OFFICER

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

NO. 464/INST/2008/EPS

DATED: 19<sup>th</sup> September, 2008

To,

1. The Chief Secretaries of All States/UTs.
2. The Chief Electoral Officers of All States/UTs.

Subject: Drafting of Polling Personnel for election duty – Randomization of Polling Personnel.

Sir,

It has always been endeavor of the Commission to ensure free and fair elections and towards that end it has issued instructions from time to time on various aspects of election process including formation of polling parties. The duties discharged by polling personnel in the conduct of elections are of vital importance. They are the face of the Commission in the minds of electorate, polling agents, media and the candidates etc. Therefore, sufficient care is needed to draft and deploy such personnel and formation of unbiased polling parties in the interest of free and fair election. Accordingly, the Commission lays down the following instructions for formation of polling parties:-

- (i) A District Election Officer-wise database, of all eligible poll personnel shall be maintained in electronic format, which can facilitate computerized randomization. All relevant particulars like Name, Sex, Place (constituency) of residence, work place, Home Constituency, Designation, Office and Department/Institutions should be entered.
- (ii) The database shall contain, distinctly and separately, the State Govt. employees including Public Sector Undertakings, teachers etc. who can be employed as polling personnel.
- (iii) Similarly the data base shall distinctly and separately contain all Central Govt. employees including PSU, Bank, etc.
- (iv) Separate database shall be prepared of Retired Government of India 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.

- (v) Unless otherwise advised, the polling parties shall be formed out of the State Govt. employees. The Central Govt. employees including PSUs and Banks, etc. shall be utilized for selecting suitable persons as Micro Observers.
- (vi) Presiding Officers and Polling Officers shall be classified on the basis of scale of pay and their post and rank. As far as practicable, Gazetted Officers will be deployed as Presiding Officers and failing that officials who are working in supervisory capacity only should be deployed as Presiding Officers. The Presiding Officer should be of higher scale/grade in comparison to other Polling Officers of that formation.
- (vii) In view of the recent instructions regarding issue of postal ballot papers, Assembly Constituency No., Part No., Sl. No. of each and every official shall be indicated. In case, he is not a voter, in the process of continuous updation he should be enrolled in the electoral roll of Assembly Constituency concerned and Elector Photo Identity Card issued. Similarly, the personnel meant for being appointed as Micro observers should invariably be enrolled as voter and Elector Photo Identity Card issued. Therefore, persons put on polling duties should invariably be voters. Further, 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 constituency.
- (viii) In order to avoid any allegation of collusion among the polling personnel in favour of any candidate or political party and to instill confidence in the minds of Political Parties and candidates about free and fair elections, proper mix of polling personnel drawn from different offices and departments at the time of formation of a polling party should be ensured. Two officials of the same serial 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).
- (ix) Polling personnel database should include personnel both from the State Government departments as well as the Central government offices. Central Government employees should be utilized for micro observer duties to be decided by Observers. Polling personnel to be posted within the district unless specifically directed otherwise.

Following procedure should be adopted for formation of polling parties:-

- (x) Database & software should be prepared and developed by the CEO and distributed among DEOs. District Election Officers should obtain a complete database of officers eligible for polling party duties from respective authorities. All relevant information should be entered into an electronic database of the computerized randomization application software approved by the CEO for that state.
- (xi) From this full database of officers, a list of 120% of the required number of polling persons should be generated (including reserve) randomly, using the software. This is the first of the three-stage randomization process. Presence of observers is not required at this stage. It should be noted that this randomized list is DEO-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 whichever constituency of that district. In no case, at this stage, the identity of the assembly constituency to which the polling personnel are likely to be deployed will be known. All that the polling personnel will know at this stage is whether he (or she) is a presiding officer or a polling officer and the venue and time of trainings.
- (xii) The second stage of randomization exercise should be done in the presence of the Observers deployed in the constituency. At this stage actual polling parties shall be formed on random basis using the randomization software. **The Observer must be present at this stage.** At this stage though the actual polling station will not be known, however, the Assembly Constituency and the team composition may be known. This randomization should not take place before 6 or 7 days from the day of poll. For the purpose of serving the appointment letters, the DEO can use the services of the sponsoring departments/ authority and/or organize a training programme of poll personnel in team formation on that date when final briefing can be given and appointment letters issued to them. It will also facilitate Postal Balloting.
- (xiii) The third stage of randomization exercise shall take place at the time of dispersal of polling parties when the allocation of polling stations to the polling parties will be done. This third stage randomization for final allocation of Polling Stations to each Polling Party should also be done in the presence of Observers. The actual polling station allotted to individual polling personnel is to be disclosed just before the polling party actually leaves the dispersal centre.

(xiv) 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:-

(I) The polling parties have been formed by a proper mix of officials drawn from different offices and departments, in presence of Observers and

(II) The officers have been drawn from the State Government departments as well as from the State Public Undertaking etc. as far as practicable.

(III) For the purpose of making polling parties complete data base of all eligible employees in the district has been used.”

(xv) It is clarified that the entire randomization exercise except the first stage must invariably be done in the presence of the Observers sent to the constituency. If, by any chance, the forming of the polling parties through randomization (second stage) has been done in the absence of the Observers, then the 2<sup>nd</sup> stage randomization exercise should be done afresh in the presence of Observers and compliance report should be submitted in this regard. The Observers should make a special reference to the randomization exercise observed by them in their constituencies while submitting the report.

Kindly acknowledge receipt.

Yours faithfully,

**(SHANGARA RAM)**  
**PRINCIPAL SECRETARY**

## INSTRUCTION SI. No. 17

Election Commission's letter No. 464/INST/2008-EPS Dated: 26<sup>th</sup> December, 2008 addressed to The Chief Electoral Officers of all States and Union Territories.

**Subject: - General Election to Lok Sabha, 2009 – Deployment of officers and staff – regarding.**

I am directed to state that the Commission has decided that: -

- (a) The officers and staff of following departments will not be requisitioned for deployment of election duty: -
  - (i) Senior officers of the Indian Forest Service.
  - (ii) Doctors and Compounders working in veterinary hospitals.
  - (iii) Officers working in Grade – B (Cattle Extension Officer) in veterinary hospitals.
  - (iv) Medical Practitioners.
  - (v) Territorial Staff of Forest Department.
  - (vi) All India Radio.
  - (vii) Doordarshan.
- (b) The operational/technical staff of BSNL, MTNL, UPSC and educational institutions will be requisitioned for election duty only in unavoidable circumstances.
- (c) Officer/staff of Commercial Bank located in rural area and if happens to be a single officer branch, need not be deployed,
- (d) It is clarified that while drawing persons for election duties, you should explore the possibility of asking for persons from all such Corporations/PSUs in the area instead of asking from one Corporation/PSU only so that it is not too much of a strain on a particular organization.

Kindly acknowledge the receipt of the letter.

**ELECTION COMMISSION OF INDIA**  
**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.**

No.464/INST/2009/EPS

Dated: 18<sup>th</sup> February,

2011

To,

The Chief Electoral Officers of  
All States and Union Territories.

**Subject: Requisition of Staff for election purpose – regarding.**

Sir/Madam,

I am directed to refer to Section 159 of the Representation of the People Act, 1951, which deals with requisitioning of staff for election work. It has been provided that the authorities mentioned in sub-section(2) of the said Section 159 shall make available to the Returning Officers such staff as may be necessary for the performance of any duty in connection with an election, on request made by the Chief Electoral Officer of the State.

2. The following authorities have been so specified under the said sub-section(2) of the section 159:

- (i) every local authority;
- (ii) every university established or incorporated by or under a Central, Provincial or State Act;
- (iii) a Government company as defined in section 617 of the Companies Act, 1956;
- (iv) any other institution, concern or undertaking which is established by or under a Central, Provincial or State Act, or which is controlled, or financed wholly or substantially by funds provided, directly or indirectly, by the Central Government or a State Government.

3. Section 26 of the Representation of People Act, 1951 empowers the District Election Officers to appoint Presiding Officers and Polling Officers for polling stations falling in his district. Further, under section 20A of the Representation of the People Act, 1951, the District Election Officer is required to coordinate and supervise all work in the District in connection with conduct of elections. Therefore, by convention and for convenience, the



**District Election Officers have been requisitioning staff for conduct of election under Section 159 of the R. P. Act, 1951.**

4. During the general election to the Legislative Assembly of Maharashtra, in 2009, the orders of requisitioning of staff issued by the DEOs and Collectors of Thane district and Mumbai sub-urban district were quashed by the Hon'ble Bombay High Court in Writ Petition Nos. 8052 of 2009, No. 8039 of 2009, No. 8089 of 2009, No. 8111 of 2009, on the ground that the action on the part of the DEOs in issuing of requisition orders by invoking sections 26 of R. P. Act, 1951 and 13AA of the R.P. Act, 1950, without giving due regard to the provisions of Section 159 of the R.P. Act, 1951 were improper. The Hon'ble High Court held that the power under Section 159 is of the Chief Electoral Officer, and the CEO should requisition the staff keeping in mind the guidelines issued by the Commission. The High Court has also made an observation that while requisitioning staff, all the organizations should be considered so that some institutions are not picked up selectively ignoring the fact that deployment of large number of staff from a few institutions would be likely to result in hardships in the business of such institutions.

5. The Hon'ble High Court further observed that the Chief Electoral Officer should issue legal and valid requisition orders under Section 159 of the R. P. Act, 1951, for requisitioning of staff from the organizations covered by section 159 of the R. P. Act, 1951 in accordance with the law.

A copy of the common order dated 25<sup>th</sup> September, 2009 passed by Hon'ble High Court of Bombay in W. P. Nos. 8052, 8039, 8089 and 8111 of 2009 is enclosed herewith.

6. In view of the above, it may be ensured that the orders for requisitioning staff for election work are issued by the Chief Electoral Officer under section 159(1) of R.P. Act, 1951, requesting the authorities mentioned in sub-section(2) of section 159 of Representation of the People Act, 1951 to make available to Returning Officer such staff as may be necessary for performance of duties in connection with elections. Appointments of staff so seconded to Returning Officer should, however, be made by the District Election Officer under Section 26 of the Representation of the People Act, 1951.

7. The following guidelines should be kept in mind:

- (a) Based on the availability of staff in the institutions covered under Section 159(2), and the requirement of staff, the staff may be requisitioned from such institutions.
  - (b) The Commission has exempted certain offices/institutions for the purposes of election duty in view of the essential nature of duties/services discharged by the institutions. This should be kept in mind.
  - (c) Employees of banks, LIC may be drafted on election duty to the minimum extent possible, only in a constituency where sufficient numbers of govt. employees are not available or in emergent circumstances such as strike etc. by the Govt. employees. Care should be taken to ensure that normal functioning of banks, LIC are not interrupted. Care should further be taken to ensure that minimum numbers of employees of such institutions is requisitioned so that the business of these institutions is not hampered.
8. It is reiterated that while requisitioning of the staff for conduct of future elections, their rank, salary etc. should be kept in mind while making appointment and assigning duties to them.
9. The instructions in the earlier letter No. 464/INST/2009/EPS, dated 30<sup>th</sup> December, 2009, shall be treated as superseded by the instructions in the present letter.
10. These instructions may be brought to the notice of all concerned.

Yours faithfully,

**SUMIT MUKHERJEE**  
**(UNDER SECRETARY)**

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 52/2013/SDR

New Delhi, 18<sup>th</sup> June, 2013

To

Chief Electoral Officers of all  
States and Union Territories

**Sub: - Preparatory activities for Exercise of Franchise by persons on election duty.**

Sir,

You are aware that very large numbers of persons are put on duty for the purpose of conduct of elections. In the last Lok Sabha election approximately one crore persons were put on election duty. These include person in polling teams including Presiding Officers and Polling Officers, Police personnel used in elections, sector and zonal officers, Returning Officers, Assistant Returning Officers, District Elections Officers and their staff, micro-observers, Assistant Expenditure Observers, Observers of the Commission, drivers conductors and cleaners of vehicles used in elections and police personnel, etc. It is a known fact that many of these persons are not able to exercise their franchise because of being on election duty. The Commission is keen that all persons on election duty are able to exercise their franchise as per law.

2. Under the law, there are two ways in which franchise can be exercised by a person on election duty. If the person is on duty in the same constituency where he is enrolled as an elector, he is given in the Election Duty Certificate (EDC), which entitles him to cast his vote in the polling station of the constituency where he is on election duty. If on the other hand, the person is on duty in some constituency other than the one in which he is enrolled as an elector, he is entitled to vote by Postal Ballot.
3. Common reasons why a person may not be able to exercise his franchise when on election duty are: -

- 3.1. Problems with enrolment in electoral rolls –
  - 3.1.1. Many Persons on Election Duty are not enrolled at all.
  - 3.1.2. Many Persons on Election Duty are not enrolled at their ordinary place of residence, but continue to be enrolled in their native villages or towns where they are not living any longer.
  - 3.1.3. Many Persons on Election Duty are enrolled at more than one place.
- 3.2. Problems with requesting Postal Ballot or EDC –
  - 3.2.1. Many Persons on Election Duty are not aware that they are entitled to EDC or Postal Ballot.
  - 3.2.2. Many Persons on Election Duty are not aware of the application forms required to be filled for the purpose of applying for EDC or Postal Ballot.
  - 3.2.3. Many Persons on Election Duty do not know their enrolment details and are therefore not able to fill the application forms correctly.
  - 3.2.4. Many Persons on Election Duty do not have access to the application forms.
  - 3.2.5. Many Persons on Election Duty are not able to send the application forms to the concerned Returning Officer in time.
- 3.3. Problems with issuance of EDC and Postal Ballot –
  - 3.3.1. Returning Officers do not receive request forms for EDC and Postal ballot from most persons on poll duty in time.
  - 3.3.2. Many request forms received are either incomplete or have wrong information, thus making it difficult to issue an EDC or Postal Ballot. There is no time to send the form back for correction.
  - 3.3.3. Even if EDC or Postal Ballot is issued, it is difficult to get them delivered to the Person on Election Duty in time.
- 3.4. Problems with return of marked postal ballot for counting –
  - 3.4.1. There are postal delays due to which postal ballots do not come back to the Returning officer in time for counting.
4. Recently, the Commission has tried to improve the system of Postal Balloting by persons on poll duty. This has resulted in significant improvement. One of the important lessons learnt in the process is the fact

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that it is difficult to collect all information required for Postal Balloting and also ensure enrollment of persons on election duty at their place of ordinary residence in the short time available after the announcement of elections. It will be much better if these preparatory activities are undertaken much before the announcement of elections.

5. **Preparatory Activities** – The following preparatory activities should be undertaken immediately by all DEOs: -

5.1. **Preparation of a database of Persons likely to be on election duty** –

There are existing instructions of the Commission to prepare a database of all Government Employees posted in the district for the purpose of randomization and allocation of election duties. So far this database has been prepared after announcement of elections. The Commission has directed that every district should prepare this database immediately and keep it updated if there are transfers, retirements or new recruitments. The database should include not only employees of the State Government, it should include all employees of State Government, Central Government and Central and State PSUs. It should also include all police personnel posted in the district including Home Guards etc. This database should include drivers, conductors and cleaners of Government vehicles, vehicles of State Road Transport Corporation etc. An effort should be made to get the information of drivers, conductors and cleaners of private vehicles in the district like trucks, buses, minibuses etc. with the help of vehicle owners associations. Apart from other things, Information relating to Cell Phone numbers and Email Ids of all persons shall also be collected and stored in the database. The software for preparation of this database shall be developed by the Commission and be made available on the website of the Commission soon. The work of preparation of the database should be completed by the end of August 2013.

5.2. **Checking the enrolment status of persons in the database** –

Information about enrolment status and EPIC numbers shall be collected in the database. Based on this information the DEO should undertake a search in the elector database to find, whether any person is not enrolled at all, or enrolled at more than one place or enrolled at

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a place other than place of ordinary residence. This search should be completed by end of September 2013.

- 5.3. **Correction in electoral roll entries** – Based on the search described above, if any correction in the enrollment in electoral roll becomes necessary, appropriate forms should be got filled from the persons concerned and corrections in electoral roll entries should be made after following statutory procedure. This activity will coincide with the summary revision of electoral rolls for the next year. After all corrections are made, all persons in the database should be enrolled at the place of their ordinary residence. They should be enrolled only once and all of them should have an EPIC. It should be made clear to all Government Employees by a circular sent to all Government Offices that enrolment at more than one place is an offence and that a person is entitled to be enrolled only at the place of his or her ordinary residence and not in the native village or town.
- 5.4. **Linking of database of persons likely to be used for elections with electoral roll database** – The database of persons likely to be used for elections prepared in the manner described above should then be linked with the electoral roll database on the basis of the EPIC number. This will be useful at the time of elections for filling on-line Form 12 for issue of Postal Ballot or Form 12A for issue of EDC.
- 5.5. **Information regarding Home District and posting history in the entire service** – Information regarding home district and previous posting shall also be collected in the database of employees. This information will be useful for transfers of employees according to the transfer policy of the Commission.
6. **On-line Applications in Form 12 and Form 12A** –Software for on-line applications in Form 12 and Form12A requesting Postal Ballot and EDC is being developed and will be released for use soon. This will simplify the task of collecting Form12 and Form12A.
7. **Issue of Postal Ballots and EDC and preparation of Marked Copy of the Electoral Roll** – Software for issue of EDC and Postal Ballots and automation of preparation of marked copy of electoral rolls is also being prepared and will be soon released. It is therefore recommended that arrangements for printing of Form 12 and Form 12A, printing of EDC and postal ballots and

printing of marked copies of electoral roll in adequate number should be kept ready at the time of elections. For this purpose, a small cell with adequate number of computers, laser printers and Internet connection should be kept ready.

8. These instructions should be communicated to all concerned and strict monitoring should be done to ensure that all preparatory activities are carried out according to the deadlines given in this letter.

Yours faithfully,

(Ashish Chakraborty)  
Secretary

By Speed Post/Gamj

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भारत निर्वाचन आयोग  
**ELECTION COMMISSION OF INDIA**  
 NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

F. NO. 464/INST/2014-EPS

Dated:- 4<sup>th</sup> March, 2014

To, The Chief Electoral Officer of All States/Union Territories.

Subject: General Election to the Lok Sabha 2014 – Randomization of Police Personnel – Regarding.

Madam,

I am directed to state that the randomization of Police personnel at the Polling Station on the day of poll may be done in the following manner:

- a) Those Police Constables / Home Guards coming from outside the District can be deployed without randomization.
- b) 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.
- c) 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.

Yours faithfully,

*[Signature]*  
**UMIT MUKHERJEE**  
 SECRETARY

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# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 464/INST/2014-EPS

Dated:- 10<sup>th</sup> March, 2014

To

The Chief Electoral Officers,

Of all the States/UTs.

Sub: General Election to Lok Sabha, 2014 – Drafting of Polling Personnel –  
Randomisation of female polling personnel – regarding.

Sir/Madam,

Please refer to the Election Commission's letter dated 19-09-2008 regarding randomisation of polling personnel wherein it has been instructed that the appointments of Polling Personnel at the Polling Stations are made by randomisation and as per the existing instructions no person (neither Male nor Female) is to be appointed in the Constituency in which he or she resides or works and also in the Constituency which is his/her home Constituency. The Polling party is required to reach the polling station assigned to it latest by the late evening of the day before polling, all polling personnel including women are required to stay overnight at the Polling Station for security and safe custody of Polling material.

During the CEOs' conference held on 10<sup>th</sup> February, 2014, this issue was also raised and it was proposed to adopt randomization process during ensuing General Elections to Lok Sabha for the appointment of female personnel in such a way that the female polling personnel can reach the polling station at least 2 hours before the start of polling and assume their duties well in time. For this purpose, the Commission directs that the randomisation 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 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 whose contiguous ACs are Rural 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 Urban-Rural mixed ACs whose Contiguous ACs are rural randomization for rural areas 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 when she has been residing or working.

Yours faithfully,

  
(Sumit Mukherjee)  
Secretary

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# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No. 464/ INST / 2014-EPS

Dated: 12<sup>th</sup> March, 2014

To

The Chief Electoral Officers  
of the all States/UTs.

GI subject: General Election to the Lok Sabha, 2014 – Drafting of Polling Personnel for  
election duty – Randomization of Polling Personnel – regarding.

Sir/Madam,

The Commission has laid down the procedure for formation of polling parties vide its instruction No. 464/INST/2008/EPS dated 19<sup>th</sup> September, 2008 so that sufficient care is taken to draft and deploy such personnel and formation of unbiased polling parties in the interest of free and fair elections.

2. In the recently held CEOs Conference, some CEOs proposed for undertaking third randomization of polling personnel on P-2 day (in place of P-1 day) in presence of the Observers to ensure timely service of the results/orders of the randomization and dispatch the teams to the polling stations. The matter was considered by the Commission and it has been decided that –

- (i) The Randomization can be done on P-2 day in presence of the Observer.
- (ii) The result of randomization, along with appointment orders shall be printed in presence of the Observer.
- (iii) The same shall be sealed in separate covers (AC wise, and sector wise) with the signature of the Observer.
- (iv) The sealed covers shall be sent to the AROs of the respective Assembly Segments.
- (v) 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.

2. The same may be brought to notice of all concerned.

Yours faithfully,

(SUMIT MUKHERJEE)  
SECRETARY

भारत निर्वाचन आयोग  
ELECTION COMMISSION OF INDIA

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निर्वाचन सदन  
अशोक रोड, नई दिल्ली- 110001  
Nirvachan Sadan,  
Ashoka Road, New Delhi-110001.

No. 464/INST-DPS/2013 -EPS

Dated:- 18<sup>th</sup> March, 2014

To

The Chief Electoral Officers of  
All the States and Union Territories.

**Subject: General Election to the Lok Sabha, 2014 – Dignity of Polling Staff –  
Regarding.**

Madam / Sir,

In spite of adoption of automation and technology in various activities, the conduct of election in our country primarily requires human intervention at every stage. The personnel involved in the conduct of election shoulder their duty in demanding situations. Therefore, the least that can be done is to treat them with propriety and to provide for certain basic amenities. The need for human resource management in conduct of election can never be over emphasised.

2. Though instructions have been issued over a period of time that cover almost all the major concerns and aspects of human resource management, the Commission has observed with great concern that still there are gaps in actual implementation of these instructions. The Commission desires that facilitation of the polling personnel should be an integral part of election management plan. Starting from the top level in the field to the last Polling Personnel, the well-being of personnel related to conduct of election should receive adequate attention.

3. In continuation of the Commission's instructions issued vide its letters listed in Annexure-I on the subject mentioned against each, the following instructions on appropriate treatment of personnel engaged in conduct of election shall be followed strictly:

### **Nodal Officer**

While preparing the district machinery for the conduct of election, the District Election Officer shall identify a senior officer as the Nodal Officer to coordinate and supervise polling personnel welfare measures on the lines of a District Welfare Officer, wherever prevalent. Similarly, each Returning Officer shall identify a Nodal Officer for the above purpose. The name and designation, office and residential address, telephone numbers including mobile number and e-mail ID of the nodal officer shall be mentioned in the district / constituency election management plan. The contact numbers should also be brought to the notice of the polling personnel drafted for election duty.

### **Seniority**

The Commission has been receiving representations regarding assigning of election duty without due consideration to the Seniority of personnel drawn from different Departments/ Organisations. There were litigations filed in this regard by few aggrieved personnel in the past and directions of various Courts are also available in the matter. The Commission desires that while assigning election duties to various officials, their seniority should be taken into account and it should be ensured that a senior official is not put on duty under an official who is junior to him/ her. The existing instructions in the matter are explanatory and should be implemented in letter and spirit without any deviation.

### **Dispatch Centre & Receiving Centre Arrangement**

The Commission is greatly concerned with chaotic situation at the dispatch centres and receiving centres that remains a persistent problem. The dispatch centres for issuing polling material and reception centres for polled election materials shall be managed efficiently and professionally by senior officials. Arrangements for health care and refreshment should be made without disturbing the distribution and receiving of election materials. The polling personnel shall not be held up unnecessarily at the reception centre after they have handed over all polling material. Once EVMs and other documents are handed over, the polling staff shall be relieved from the duty without any delay. Advance measures should be in place to

ensure that transport facility including public bus service etc. is available for them to reach their home, at the earliest.

#### **Food & Civic Amenities**

The polling personnel should not be put into difficulty for lack of provision in remote areas for getting their food. An exercise shall be undertaken through Sector Officers as to how such problems can be sorted out. It is relevant to note that it may not be desirable on the part of polling personnel to venture out for the sake of getting food in remote locations. It is also undesirable to avail the local hospitality as that may lead to complaints. In some States there is a practice of providing a Gr.-IV staff in the polling team who cooks food and serves the polling party. The DEO shall review the situation and ensure that proper alternative arrangements are made depending on the local conditions and limitations.

#### **Health Care**

The health care of the polling personnel is another important concern. At the training centre as well as in dispatch / reception centres, there should be separate arrangements for providing health care/first-aid assistance to the polling personnel. Medical staff/para-medical staff shall be stationed in those locations to be available in case of any requirement.

Every polling party shall be supplied with oral rehydration salts for their own use as well as for any voter needing the same due to heat-stroke. A hand-bill on 'Do's and Don'ts' in case of heat stroke may be prepared **and supplied to each of the polling parties**. A small First-Aid kit containing basic medicines with user instructions should be provided to each polling party. In this regard, the DEO should prepare a standard list of medicine and user instructions in consultation with the District Chief Medical Officer, in English/ Hindi/ Regional Languages as the case may be, for the benefit of polling personnel.

The DEO shall requisition the services of para-medical staff from the offices of the Chief District Medical Officers and one such Para Medical Staff member shall accompany every mobile Patrol Unit and Sector Officer in their vehicles along with essential heat-stroke medicines. Such mobile patrol units shall touch every polling station once in every hour so that instant medical assistance would be available to any voter needing such help besides the first aid facilities given to the polling parties.

**Transportation**

A senior officer should supervise the arrangement made for providing transport vehicles for the travel of the polling personnel. The movement of the polling personnel/security forces shall be tracked closely and a confirmatory report should be obtained through Sector Officer on the safe arrival of the polling personnel at the polling stations.

**Payments**

Arrangements for prompt payment of remuneration etc. should be made by all DEOs. Apart from this, the system of making ex-gratia / compensation payment in case of an unfortunate event of injury or death of polling personnel requires prompt disposal. Computerized data-base of Polling Personnel may be updated with the Savings Bank Account Numbers of all Polling Personnel, in this regard.

**Exemption**

The Commission has exempted certain offices / institutions for the purposes of election duty in view of the essential nature of duties / services discharged by the institutions. Further, physically challenged persons are not to be deployed for polling duty. There are guidelines to engage female employees for polling duty. Engagement of child labour in election related work is strictly not acceptable. These instructions should be kept in view at all times to avoid violation of relevant Acts enacted for this purpose.

Please acknowledge receipt of the letter.

Yours faithfully,

  
(SUMIT MUKHERJEE)  
SECRETARY

Annexure-I

464/INST/2008/EPS	12.09.2008	HR Issues in the Polling Personnel Management.
576/3/2004/JS-II	09.08.2004	Assigning election duties - Seniority of officials to be taken into consideration.
458/4/96/PS-IV/Vol-II	22.07.1996	Provision of Minimum Facilities to Pregnant Women Polling Personnel During Poll.
464/INST/2008/EPS	11.02.2009	General Election to Lok Sabha, 2009 - Drafting of Teachers / Women / Pregnant Women as Polling Personnel.
464/INST/2008/EPS	23.12.2008	Drafting of Physically Challenged Personnel for Election Duty.
464/Inst./2004-PLN-I	06.03.2004	General Election to Lok Sabha, 2004- Deployment of Officers and Staff.
464/INST/2008-EPS	26.12.2008	General Election to Lok Sabha, 2009 - Deployment of Officers and Staff.
464/INST/2004-PLN-I	24.03.2004	-- Requisitions of Staff and Vehicles.
464/Inst/2005/PLN-I	13.04.2005	Exemption from Election Duty.
464/INS/2007-PLN-I	11.12.2007	Exemption from Election Duty.
464/INST/2009/EPS	1.05.2009	Engagement of Child Labour in the Election Process.
464/INST/2009/EPS	9.01.2009	Fixing of Uniform Rate of Remuneration for Payment to Staff Deployed on Poll / Counting Duty and for Provision of Minimum Facilities.
218/4/96/PLN-IV	9.02.1996	Payment of 100% TA / DA as Advance to Persons Put on Election Duty.
218/6/2009/EPS	17.02.2009	Payment of Ex-gratia Compensation to the Families of Polling Personnel Who Die or Sustain Injuries While on Election Duty.
464/INST/2013-EPS	18.10.2013	Payment of Ex-gratia Compensation to the Families of Polling Personnel Who Die or Sustain Injuries While on Election Duty.



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निर्वाचन सदन,  
अशोक रोड, नई दिल्ली-110001,  
Nirvachan Sadan,  
Ashoka Road, New Delhi-110001.

No.464/INST/2014-EPS

Dated 28<sup>th</sup> March, 2014

To

The Chief Electoral Officers of  
All the States & Union Territories.

Subject: Drafting of Polling Personnel for Election Duty – Second Randomisation of  
Polling Personnel – Regarding.

Madam / Sir,

Please refer to the Commission's instructions No.464/INST/2008/EPS, dated 19<sup>th</sup> September, 2008 regarding drafting of polling personnel, wherein the Commission directed that second randomisation of polling personnel should not take place before six or seven days from the day of poll.

2. The Commission has reviewed the matter and decided to permit the second randomisation of polling personnel as soon as after the completion of scrutiny of nomination papers, for effective and systematic implementation of the Commission's instructions for issuance of Election Duty Certificate (EDC) and Postal Ballot (PB). The second randomisation of polling personnel should be done in the presence of the Observer. The second training of polling personnel may be conducted as per the convenience of the Returning Officer.

This may be brought to the notice of all concerned. Please acknowledge receipt of the letter.

Yours faithfully,

  
(SUMIT MUKHERJEE)  
SECRETARY

**Election Urgent**  
**By Fax/Camp Bag**

## ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110 001.

No 464/INST/2014-EPS

Dated: 4<sup>th</sup> April, 2014

To

The Chief Electoral Officers of  
all States and Union Territories.

**Sub: Presence of Observer during randomization of polling personnel, sealing of strong room, scrutiny of Form-17A and during counting.**

Sir / Madam,

The Commission has been issuing instructions on the subject cited from time to time. In this context, the presence of Observers during vital events such as randomization of polling personnel, sealing of strong room, scrutiny of Form-17A and during counting, has been prescribed vide Commission's instructions in the past and have been reiterated from time to time.

It has been brought to the notice that in some Parliamentary Constituencies, there will be a mismatch in number of observers available and the locations in which such vital activities as referred to above are taken place as there is no uniformity in terms of locations of strong rooms/counting centres, district headquarters, RO's headquarters, etc. To handle this situation, over and above the existing instructions of the Commission, the following instructions are issued which shall be followed depending on the requirement of the parliamentary constituency/district by the ROs/DEOs and the Observers collectively:-

1. **Randomization of polling personnel:-**

The instructions regarding randomization have already been issued. Depending on the number of observers available within the constituency, the DEO/RO concerned in consultation with the observers will decide the location where such randomization will take place. In the process it shall be ensured that one of the observer remain present at

the time of any such randomization takes place. In order to ensure compliance to this, wherever necessary, the ARO may bring the software/database for randomization in the presence of observer and take the list of polling personnel in the sealed cover.

2. **Sealing of strong room:-**

Wherever the number of strong rooms exceed the number of observers, following action shall be taken:-

In case of more than one strong rooms in the same premises or in the same town, the sequencing of closure or sealing of strong room can be coordinated in such a way that one of the Observer remain present at the time of closing of each strong room without any deviation. In case strong room locations are distributed in the constituency, observers of the PC and the DEO/RO will, in advance, decide which observer will remain present at the time of closure of which strong room. The information should also be made available to the contesting candidates or their election agents in advance. Even after making these arrangements, if the number of observers is still less than the number of strong rooms, the RO and Observer concerned shall authorize one of the Micro Observers to remain present as a representative of the Observer. In such case, the RO and observer have to take due care to select a most suitable micro observer from the list of micro observers and give advance information to all concerned. In such cases, the DEO/RO shall ensure that one senior officer alongwith ARO of the district administration remain present. In such cases, a joint report alongwith videography will be submitted by the ARO and Micro Observer jointly to the RO and Observer. After getting joint report from ARO/Micro Observer, the RO and the Observer shall record their satisfaction about the process of closure of strong room. Similarly, candidates or their agents may also have the problem of not being available in all strong rooms. In such a situation, the candidates may be allowed to send an authorized representative who will have the authority of the candidate in writing, also carry a photo ID card and who should be a voter within the concerned parliamentary constituency.

3. **Scrutiny of Form-17A:-**

The scrutiny of Form-17A alongwith other documents will be taken up at 11:00 A.M. on the day following the day of poll at the headquarters of the Returning Officer and in presence of Observer. All contesting candidates shall be given an advance notice in

writing under proper acknowledgement so that they or their agent/representatives remain present. An assembly constituency wise schedule for taking up scrutiny shall be prepared and it will be ensured that all documents with regard to assembly segments where strong room is at the place different from the RO's headquarters are brought by the ARO to RO headquarters in time to scrutiny to be undertaken.

4. **Security of Strong Room:**

The strong room shall be opened at the time so appointed in the presence of candidates and their representatives after verifying the intactness of the seal. After taking out copies of Forms 17C and the packets containing Forms 17A and marked copies of electoral roll in respect of such polling stations (where polling has been more than the percentage as prescribed by the Commission after the end of poll) for scrutiny, the strong room shall be duly closed and sealed after making entry in the log-book and obtaining the signatures of all candidates or their representatives as may be present. The whole process shall be videographed.

5. **Transportation of Form 17-A, Marked Copy of the Electoral Roll, Presiding Officer Diary Form 17-C etc.**

All relevant papers required for scrutiny of Form 17-C shall be transported from strong room to RO headquarter under proper police escort along with executive magistrate. Candidates and their representatives shall be allowed to follow the vehicle transporting relevant papers. In this regard proper information about the travel plan should be given to the candidates/their Election Agents or their authorized representatives.

6. During the process of scrutiny the candidates / their election agents or their authorized representatives may watch the proceedings so that they can get a clear view of the proceedings but, are not able to handle the election papers/material or interfere with the proceedings.

7. **Post-scrutiny procedure :**


After scrutiny, the Forms 17A, 17C and marked copies of electoral roll for each polling station, other documents and material shall be re-sealed with the seal of the Returning Officer. The candidates or their election agents/representatives present, may also be allowed to affix their seal or signature thereon, if they so desire. These sealed envelopes shall then be kept back in the strong room from which they were taken out.

This shall also be done in the presence of the candidates or their election agents/representatives. The room shall then be sealed with the seal of the Returning Officer. The candidates or their representatives may also affix their seals/signatures thereon if they so desire.

8. After scrutiny of Forms 17A, 17C and other documents and materials, the Returning Officer and Observer shall make necessary recommendations to the Commission for repoll, wherever considered necessary, giving reasons polling station wise. In case of any difference of opinion, the same shall be reflected indicating the reason for the same in their respective reports.

This may be brought to the notice of all concerned.

Yours faithfully,

  
(Sumit Mukherjee)  
Secretary

**Biennial Elections to APLC & TLC**  
**Most Immediate**

**OFFICE OF THE CHIEF ELECTORAL OFFICER & SPL. C.S. TO GOVT.,**  
**ANDHRA PRADESH AND TELANGANA STATES**  
**South 'H' Block, Secretariat, Hyderabad – 500 022**

**Letter No.705/Elec.B/A1/2017-8, Dated:07.02.2017.**

To  
The Vice Chancellor, \_\_\_\_\_  
The Commissioner, \_\_\_\_\_  
The Manager,  
State Bank of India/ State Bank of Hyderabad/ Andhra Bank/LIC

**(Through : The Returning Officer concerned)**

Sir,

Sub: Elections – Biennial elections to Andhra Pradesh Legislative Council from 3 Graduates' and 2 Teachers' Constituencies and to Telangana Legislative Council from 1 Teachers' Constituency scheduled to be held on 09.03.2017 – Requisition of staff for election purpose to appointment as Poll personnel / Micro Observers / counting personnel etc., – Reg.

Ref: From the ECI, New Delhi Press Note No.ECI/PN/14/2017, Dt.06.02.2017.

In exercise of the powers conferred under Sub-Section (1) of Sec. 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 Andhra Pradesh Legislative Council from 3 Graduates' and 2 Teachers' Constituencies and to Telangana Legislative Council from 1 Teachers' Constituency scheduled to be held on 09.03.2017 and also to relieve those personnel as per the requisition given by the Returning Officer.

Yours faithfully,



**CHIEF ELECTORAL OFFICER &**  
**E.O SPL. CHIEF SECRETARY TO GOVT.**

**Copy to:**

The Collectors & District Election Officers of Srikakulam, Vizianagaram, Visakhapatnam, Prakasam, Nellore, Chittoor, Kadapa, Anantapur and Kurnool districts of Andhra Pradesh State

(P.T.O)

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The Collectors & District Election Officers of erstwhile Mahabubnagar, Ranga Reddy districts of Telangana State

The Commissioner, Greater Hyderabad Municipal Corporation & District Election Officer, Hyderabad

The Collectors & District Magistrates of newly created Wanaparthi, Nagarkurnool, Jogulamba Gadwal, Medchal and Vikarabad districts of Telangana State

All Sections o/o CEO, Hyderabad.

SF/SC