

GENERAL ELECTIONS,
LOK SABHA, 2019
MOST URGENT

OFFICE OF THE CHIEF ELECTORAL OFFICER
TELANGANA

South "H" Block, Secretariat, Hyderabad.

Memo.No.129 /Elevs. D/2019,

Dated:18-01-2019.

Sub:- ELECTIONS – Forthcoming General Elections to the Lok Sabha, 2019 - Preparatory activities – Preparation of database of Polling Personnel likely to be involved in elections - Instructions - Regarding.

Ref:- From the ECI, New Delhi, Lr.No.52/2013/SDR, Dt.18.06.2013 and 16.7.2013.

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The attention of all the Collectors & District Election Officers (except Collector, Hyderabad) and the Commissioner, GHMC & District Election Officer, Hyderabad is invited to the references cited and they are informed that very large number of persons have to be put on duty for the purpose of forthcoming General Elections to Lok Sabha, 2019. These include personnel in polling teams including Presiding Officers and Polling Officers, Police personnel used in elections, Sector and Zonal Officers, Returning Officers, Assistant Returning Officers, District Election Officers and their staff Micro-Observers, Assistant Expenditure Observers, Observers of the Commission, drivers, conductors and cleaners of vehicles used in elections etc. In this regard it is requested to make proper assessment of the requirements and preparatory work with regard to the appointment of Polling Personnel / Micro Observers for smooth conduct of forthcoming General Elections to the Lok Sabha, 2019 as was done during the General Elections to the Telangana Legislative Assembly, 2018, ensuring that there should not be any shortfall of any polling staff. The data base of the man power (State/Central Government, Public Undertakings of State & Central Government, Banks and allied organizations, videographers, drivers etc.) whose services are to be utilized, shall be prepared in accordance with the instructions of Election Commission of India in advance.

2. Section 26 of the Representation of Peoples Act, 1951 empowers the District Election Officers to appoint the Presiding Officer and Polling Officers for polling station 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..

3. The orders for requisitioning staff for election work are issued by the Chief Electoral Officer under section 159(1) of Representation Peoples 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 (ECI Instruction No.464/INST/2009/EPS, dated 18-2-2011).

4. All the District Election Officers shall to take further necessary action for drafting of the personnel from various organizations viz., State & Central Public Undertakings/Universities/ Banks and allied organizations, for appointment as Polling Personnel as well as Micro Observers for posting in **each polling station including the Auxiliary polling station.**

5. Appointment of Polling Personnel / Micro Observers shall be done for smooth conduct of General Elections to the Lok Sabha, 2019 as per Chapter III - Polling Personnel of Hand Book for Returning Officers, 2014. While requisitioning staff the following general guidelines should be kept in mind which is reiterated below:

- a) Based on the availability of staff in the institutions covered under Section 159(2) of R.P. Act 1961, and the requirement of staff, the staff may be requisitioned from such institutions.
- b) For the purpose of efficient control of the polling personnel and of economy in expenditure on travelling allowances etc., each district, as far as practicable, should use its own personnel. All the personnel working under the State and Central Government offices in the State, as well as under the local bodies, have to be mobilized and an assessment of availability made well in advance. The Central Government and State Government have issued instructions to all heads of departments and offices of the Central and State Governments to furnish to the District Election Officer data of officers in different categories.

This would facilitate your task of making suitable selection of polling personnel. As the polling parties are to be comprised of a proper mix, to the extent possible, of Central Government/Central PSU and State Government / State PSU employees, separate database for such officials are to be prepared by you. (Some of these Central Govt. officials may also be deployed as Micro-Observers.)

- c) The database of the above officials should also contain the AC number and name, Part number and the Serial number of the electoral roll in which he has been enrolled in addition to his residential address and address of office where posted. The sponsoring authorities are expected to discharge a greater role to ease the burden on the DEO/RO, especially in ensuring delivery of appointment letters and other urgent communications from the DEO/RO to their own officials. All the sponsoring authorities may be asked to appoint a nodal officer who could be contacted by the election authorities in time of need.
- d) Seniority of officials should properly be taken care of, while giving election related duty and it should be ensured that a senior official is not put on duty under an official who is quite junior to him/her. Presiding Officers and Polling Officers are to be classified on the basis of scale of pay and their post and rank. In determining the rank and status of officials drawn from different pools with different pay scales, the relative position of the official in his cadre/organization may be taken into account and not merely the pay scale. Say for example, if a Group-D employee from any pool, even if drawing a higher scale should not be assigned duties of a Presiding Officer or Polling Officer. The Presiding Officer should be of higher scale /grade in comparison to all Polling Officers.
- e) The employees belonging to the Revenue Departments (Central and State) who are enjoined upon responsibility of the collection of revenues, should be appointed in consultation with departments in-charge of the revenue collection. All representations, which are duly forwarded by the concerned department, in this regard, should be properly considered and cases of disagreement, if any, should be brought to the notice of the Chief Electoral Officer immediately. Further, school teachers working as Extra Department Postmasters should not be put on polling duty as that will lead to interruption in the maintenance of the essential service of Postal Department.
- f) 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 minimum numbers of employees of such institutions are requisitioned so that the business of these institutions is not hampered.
- g) In case employees of local bodies, namely, Municipalities, Panchayat Samitis, Zilla Parishads, etc., are engaged for polling duties at a polling station, it should be ensured that the Presiding Officer and the Sr. Polling Officer of a polling station (who in the event of absence of Presiding Officer is to function as Presiding Officer) should not both be the employees of local authorities. Further, except the first polling officer, who does the identification, the other polling officers could be employees of local authorities.

EXEMPTED CATEGORIES

The Commission has exempted certain officers from being drafted for election duty in view of essential nature of duties/service discharged by them.

- (a) The officers and staff of following departments will not be requisitioned for deployment of election duty:-
 - (i) Such officers of the Indian Forest Service as notified by ECI.
 - (ii) Doctors and Compounders working in veterinary hospitals
 - (iii) Officers working in Grade-B (Cattle Extension Officer) in veterinary hospitals
 - (iv) Medical staff including doctors, nurses, ANMs etc.
 - (v) Territorial Staff of Forest Department
 - (vi) Staff of All India Radio
 - (vii) Staff of Doordarshan
 - (viii) Officers of Food Corporation of India
 - (ix) Ayurvedic, Unani & Homeopathic Medical Officer of Ayush Deptt.

- (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) However, it is further to be noted that any official due to retire within 6 month's time or who is already retired but on extension of service or re-employed should not be drafted for any election related duty. It is clarified that while drawing persons for election duties, you should explore the possibility of asking for persons from all such Corporation / PSUs in the area instead of asking from one Corporation/PSU only so that is not too much of a strain on a particular organization.

WOMEN OFFICIALS

All pregnant women and lactating mothers, whether on maternity leave or not, or who are otherwise on medical advice not to undertake any rigorous or hazardous work, from election duty shall be exempted.

PHYSICALLY HANDICAPPED PERSONS

Physically challenged persons with disabilities as defined under the "Persons With Disabilities (Equal Opportunities Protection of Rights & Full Participation) Act, 1995 should not be deployed on election duty. In the case of physically handicapped persons (including visually handicapped and deaf and dumb persons), it may be considered whether any handicapped person as aforesaid would be able to go to the polling station/counting centre and perform election duties there. If any such person would not be in a position to perform election duties, he must be exempted subject to the satisfaction of the District Election Officer/Returning Officer.

5. All the District Election Officers are, therefore, requested to take immediate necessary action for collecting the information of the employees and prepare 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 TSRTC 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 Road Transport Authorities. Besides the information relating to mobile numbers and e-mail ids of all such persons shall also be collected and stored in the database.

6. A compliance report on the action taken along with number of employees required including reserve for the poll duty shall be submitted by **31.01.2019 positively.**

**Dr. RAJAT KUMAR
CHIEF ELECTORAL OFFICER &
E.O. PRL. SECRETARY TO GOVT.**

To,
All the Collectors & District Election Officers (except Collector, Hyderabad.). (w.e)
The Commissioner, GHMC & DEO., Hyderabad. (w.e)
Copy to all Sections in G.A.(Elec.) Dept. (w.e)
SF/SC

// FORWARDED BY ORDER //


SECTION OFFICER
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ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 52/2013/SDR

New Delhi, 18th 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

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 Form 12A requesting Postal Ballot and EDC is being developed and will be released for use soon. This will simplify the task of collecting Form 12 and Form 12A.
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

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BY E-MAIL/SPEED POST

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi-110001

No. 52/2013/SDR

New Delhi, 16th July, 2013

To

Chief Electoral Officers of all
States and Union Territories

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

Sir,

Kindly refer to the Commission's letter of even no. dated 18th June 2013, on the subject cited. The instructions contained in para 5.5 of the above letter has been amended to read as under:-

"5.5 Information regarding home district and posting in the same district for 3 years in the last 4 years: - Information about home district of employees shall be collected in the database. Similarly if an employee has been posted for 3 years or more in the last 4 years in the same district, this fact shall also be collected in the database as a yes/no column. This information will be useful for transfers of employees according to the transfer policy of the Commission."

You are requested to kindly communicate the above amendment to all concerned for taking further necessary action in the matter.

Yours faithfully,

Sd/-

(Ashish Chakraborty)

Secretary