



भारत निर्वाचन आयोग
Election Commission of India

निर्वाचन सदन
NIRVACHAN SADAN
अशोक रोड, नई दिल्ली 110001-
ASHOKA ROAD, NEW DELHI-110001

No. 318/ECI/INST/FUNC/CS/2020

Dated: 06th March, 2020

To,

The Chief Electoral Officers of

- | | |
|------------------------------|--------------------------|
| 1. Andhra Pradesh, Amaravati | 10. Maharashtra, Mumbai |
| 2. Assam, Dispur | 11. Manipur, Imphal |
| 3. Bihar, Patna | 12. Meghalaya, Shillong |
| 4. Chhattisgarh, Raipur | 13. Odisha, Bhubaneswar |
| 5. Gujarat, Gandhinagar | 14. Rajasthan, Jaipur |
| 6. Haryana, Chandigarh | 15. Tamil Nadu, Chennai |
| 7. Himachal Pradesh, Shimla | 16. West Bengal, Kolkata |
| 8. Jharkhand, Ranchi | 17. Telangana, Hyderabad |
| 9. Madhya Pradesh, Bhopal | |

Sub: Biennial election to Council of States- Duties of Polling Officer -reg.

Sir,

I am directed to invite your attention to the Commission's Press Note dated 25.02.2020 whereby biennial election to Council of States for 55 seats from 17 states has been announced.

2. For smooth conduct of said biennial election, the Returning Officers shall ensure following points w.r.t duties of Polling Officers:

(i) Under provisions of section 29 (2) of the Representation of the People Act, 1951, the Returning Officer shall appoint such number of persons to act as polling officer as he thinks necessary. Normally, two polling officers are sufficient. However, if the number of electors is large, the Returning Officer may appoint three or more polling officers. These officers should be drawn from Secretariat of the State Legislature.

(ii) The details of duties to be performed by the polling officer are given in Annexure XI(i)-A and Annexure XI (i)-B of the Handbook for Returning Officers for election to Council of States and State Legislative Councils, 2016 (copy enclosed). The polling officers shall be briefed about their duties well in advance before polling.

(iii) Further, to provide safeguards against the insertion of spurious ballot papers in the ballot box, the Assistant Returning Officer should take strict vigil of the ballot box. In any case, the ARO/RO can ask the electors to show the distinguish mark on the back of the ballot paper before inserting the same into the ballot box.

3. The above instructions shall be brought to the notice of all concerned.

Yours faithfully,

(PRAFULL AWASTHI)
UNDER SECRETARY

**DUTIES OF POLLING OFFICERS AT A
SINGLE ELECTION TO THE COUNCIL OF STATES/
STATE LEGISLATIVE COUNCIL BY MEMBERS OF
LEGISLATIVE ASSEMBLY**

(When polling party consists of one Presiding Officer and two Polling Officers)

First Polling Officer

The first Polling Officer will be in charge of the marked copy of the electoral roll (i.e. the list of electors) and responsible for the identification of electors. The voters at this election will normally be known to the Presiding Officer and the Polling Officers and there will not be any difficulty in their identification. A voter may, however, come with an unofficial identity slip which he has received from a candidate. The slip should be on plain white paper and may contain the name of the elector, his serial number in the electoral roll and the number of the electoral part. The slip should not contain the name of the candidate and/or the name of his party. If the voter does not have any such identity slip, the Polling Officer will himself ascertain his name, etc., and will then locate his name from the electoral roll kept by him. The elector should not be compelled to bring an identity slip, nor should he be turned away solely because he has not brought such a slip. The Polling Officer should not treat the identity slip brought by an elector as a conclusive proof of his identity.

After locating the name of the elector and checking it with the particulars in the relevant entry in the roll, the first Polling Officer will call out loudly the page number, the part number, the serial number and the name of the elector to the hearing of the polling agents. The identity slip, if any, brought by the elector should then be torn into pieces and put in the waste paper basket supplied. Such torn slips should not be thrown on the floor. If there is no challenge as regards the identity of the voters, the Polling Officer will underline in every case the entry relating to the elector in the marked copy of the electoral roll with him and, where the elector is a female, put a (√) mark also on the left-hand side of the name of the female elector.

The first Polling Officer will also be in charge of the bundles of ballot papers. He will record on the counterfoil of the ballot paper the electoral roll part number

and the serial number of the elector, as entered in the marked copy of the electoral roll.

He will then obtain the signature/thumb impression of the voter on the counterfoil of ballot paper. For the purpose of obtaining the thumb impression the stamp pad of purple colour supplied to your polling station should be used and for obtaining signature the copying pencil/ball-points pen should be used. For the use of voters whose thumb impression has been taken on the counterfoil of the ballot paper, a wet piece of cloth may be kept on the table of this Polling Officer for removing the ink. The ballot paper will then be detached from the counterfoil with the help of a flat metal rule having a sharp edge on the lengthwise- side. It will thereafter be delivered to the voter and he will be directed to the second Polling Officer sitting near the voting compartment. No ballot paper should be delivered to an elector unless he has put his signature or thumb impression on the counterfoil of the ballot paper. It is not necessary to have the thumb impression of the elector on the counterfoil attested by the Presiding Officer or a Polling Officer or by any other officer.

Second Polling Officer

The second Polling Officer will be in charge of the articles to be supplied to the elector for marking the ballot paper. He will take the ballot paper from the elector and fold it twice, first vertically and then horizontally, in such a way that the distinguishing mark is clearly visible at the top right hand corner on the back of the ballot paper. He will then unfold the ballot paper and hand it over to the elector. He will also give to the voter marking article and if specifically requested by the voter, instruct him by making a mark with it on a piece of plain paper. The voter will then be asked to proceed to a voting compartment. After recording his vote, the elector will refold the ballot paper along the lines on which it was folded before it was issued to him, come out of the voting compartment and insert the ballot paper into the ballot box kept in front of the Polling Officer.

The Polling Officer in charge of the ballot box will keep a strict vigil to see that no elector inserts anything other than the genuine ballot paper into the ballot box. For this purpose, he may require any elector to show the distinguishing mark and the Presiding Officer's signature on the back of the ballot paper before its insertion into the ballot box.

**DUTIES OF POLLING OFFICERS AT A
SINGLE ELECTION TO THE COUNCIL OF STATES/
STATE LEGISLATIVE COUNCIL BY MEMBERS OF
LEGISLATIVE ASSEMBLY**

(When polling party consists of one Presiding Officer and three Poling Officers)

First Polling Officer

The first Polling Officer will be in charge of the marked copy of the electoral roll (i.e. the list of electors) and responsible for the identification of electors. The voters at this election will normally be known to the Presiding Officer and the Polling Officers and there will not be any difficulty in their identification. A voter may, however, come with an unofficial identity slip which he has received from a candidate. The slip should be on plain white paper and may contain the name of the elector, his serial number in the electoral roll and the number of the electoral roll part. The slip should not contain the name of the candidate and/or the name of his party. If the voter does not have any such identity slip, the Polling Officer will himself ascertain his name, house number, etc., and will then locate his name from the electoral roll kept by him. The elector should not be compelled to bring an identity slip, nor should he be turned away solely because he has not brought such a slip.

After locating the name of the elector and checking it with the particulars in the relevant entry in the roll, the first Polling Officer will call out loudly the page number, the part number, the serial number and the name of the elector to the hearing of the polling agents. The identity slip, if any, brought by the elector should then be torn and destroyed. If there is no challenge as regards the identity of the voter, the Polling Officer will underline in every case the entry relating to the elector in the marked copy of the electoral roll with him and where the elector is a female, put a (√) mark also on the left hand side of the name of the female elector.

The voter will then move to the second Polling Officer.

Second Polling Officer

The second Polling Officer will be in charge of the bundles of ballot papers. As the first Polling Officer reads aloud the part number and serial number of the

elector, the second Polling Officer will record on the counterfoil of the ballot paper the electoral roll part number and the serial number of the elector as entered in the marked copy of the electoral roll.

The Polling Officer will then obtain the signature/thumb impression of the voter on the counterfoil of ballot paper. For the purpose of obtaining the thumb impression a stamp pad of purple colour supplied to your polling station should be used and for obtaining signature a copying pencil/ball-point pen should be used. For the use of voters whose thumb impression has been taken on the counterfoil of the ballot paper, a wet piece of cloth will be kept on the table of this Polling Officer for removing the ink the ballot paper will then be detached from the counterfoil with the help of a flat metal rule having a sharp edge on the lengthwise side. It will thereafter be delivered to the voter and he will be directed to the third Polling Officer sitting near the voting compartment. No ballot paper should be delivered to an elector unless he has put his signature or thumb impression on the counterfoil of the ballot paper. It is not necessary to have the thumb impression of the elector on the counterfoil attested by the Presiding Officer or a Polling Officer or by any other officer.

Third Polling Officer

The third Polling Officer will be in charge of the article to be supplied to the elector for marking the ballot paper. He will take the ballot paper from the elector and fold it twice, first vertically and then horizontally, in such a way that the distinguishing mark is clearly visible at the top right-hand corner on the back of the ballot paper. He will then unfold the ballot paper and hand it over to the elector. He will also give to the voter the marking article and, if specifically requested by the voter, instruct him by making mark with it on a piece of plain paper. The voter will then be asked to proceed to voting compartment. After recording his vote, the voter will refold the ballot paper along the lines on which it was folded before issue to him, come out of the voting compartment and insert the ballot paper into the ballot box kept in front of the Polling Officer.

The Polling Officer in charge of the ballot box will keep a strict vigil to see that no elector inserts anything other than the genuine ballot paper into the ballot box. For this purpose, he may require any elector to show the distinguishing mark and the Presiding Officer's signature on the back of the ballot paper before its insertion into the ballot box.