

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

No. 464/INST/2009-EPS

Dated: 24th February, 2009

To,

The Chief Electoral Officer
All the States and Union Territories

Subject : Drafting of Polling Personnel for election duty General Election 2009 – Randomization of polling personnel – clarification – regarding.

Sir,

I am directed to invite your attention to the Commission's letter No. 464/INST/2008-EPS dated 19-09-2008 and 508/2008-EPS dated 18-12-2008 regarding drafting of polling personnel for election duty and criteria for appointment of District Election Officer/ Returning Officer. The criteria for formation of polling parties for the forth coming general election to the Lok Sabha, 2009 will be as per the instruction given in Commissions letter no. 464/INST/2008-EPS dated 19.09.2009 (copy enclosed). It is reiterated that 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 assembly constituency.

Database & software should be prepared and developed by the CEO and distributed among DEOs. District Election Officials should obtain a complete database of officers eligible for polling duties from respective authorities. He will maintain database of all eligible polling personnel in electronic format, containing all relevant particulars like Name, Sex, Place (constituency) of residence, work place, Home Constituency, Designation, Office and Department/Institutions in the computerized randomization application software approved by the CEO for that state.

It may be noted that all election logistics within the district shall also be looked after and provided for by the DEO concerned.

In the forthcoming general election to the Lok Sabha, 2009, the following scenarios may arise: -

Scenario No. 1 The entire district consists of only one Parliamentary Constituency, the District Election Officer of that district may be the Returning Officer for the Parliamentary Constituency.

In this case, the randomization of polling personnel (first, second and third stage) for election duty will be done as per the instructions contained in the Commission's aforesaid letter dated 19.09.2008 (copy enclosed).

Scenario No. 2 Where there are two or more Parliamentary Constituencies within one district, the District Election Officer will be the Returning Officer of only one Parliamentary Constituency and another senior most officer not below the rank of ADM may remain as Returning Officer of the second Parliamentary Constituency falling in the same district.

In this case, the first and second stages of randomization of polling personnel for election duty will be done at the District Election Officer level.

The District Election Officers after doing second randomization and once the training is over the District Election Officer will supply a full list to Returning Officer of the other Parliamentary Constituency of that district for the purpose of dispersal of polling party after doing third Stage of randomization. For this purpose, the third stage of randomization of polling parties will be done at the level of the Returning Officer of the concerned Parliamentary Constituency as the dispersal of polling party alongwith material take place from the Returning Officer's or Assistant Returning Officer's Headquarter.

Scenario No. 3 The Parliamentary Constituency consists of entire district as well as some of Assembly Segments of adjoining district and the District Election Officer of the said adjoining district is not the Returning Officer of the Parliamentary Constituency consisting of those assembly segments.

In this case, the District Election Officer of the adjoining district will be incharge of all the logistics to be provided in connection with the election-taking place in his district. As such, the Assembly Segments of the Parliamentary Constituency falling in his district has to be taken care of by the District Election Officer though he is not the Returning Officer/Assistant Returning Officer of these Assembly Segments. In such case, he will prepare a list of polling personnel from the district data base and handover to the concerned Assistant Returning Officer for doing third level of randomization and dispersal of polling parties. The polling personnel so assigned duty should be informed about the place from where their dispersal will be done.

Scenario No. 4 Where a Parliamentary Constituency area overlaps partly in two districts, the District Election Officer of that district where major parts of the Parliamentary Constituency falls shall be the Returning Officer of that Parliamentary Constituency. In case, the District Election Officer of that district is already a Returning Officer of another Parliamentary Constituency of that district, ADM rank officer will be the Returning Officer provided prior permission of the Commission is obtained.

In this case, the procedure mentioned at Scenario No. 3 may be followed.

This may be brought to the notice of all the District Election Officers/ Returning Officers concerned for strict compliance.

Kindly acknowledge receipt of the letter.

Yours faithfully,

**(SUMIT MUKHERJEE)
UNDER SECRETARY**