



STATE ELECTION COMMISSION, HARYANA

NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17

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No. SEC/1ME/2021/ 1238-1281

Dated: 11th June, 2021

To

All the Deputy Commissioners
In the State of Haryana
(Panchayat & LFA Branch).

**Subject: - Polling Day facilitation of voters at polling Stations-
Regarding.**

Sir/Madam,

I have been directed to refer to the above subject and to inform you that the State Election Commission is getting regular feedback on lack of facilitation for the voters at the polling stations on the polling day. In order to facilitate hassle free voting on the poll day, the Commission desires that the following measures should be strictly implemented:-

1. Proper Signage

Proper signage should be put at the polling station locations for guidance of the voters about the route / layout of the location, facilities available (like ramp, toilet, drinking water etc.) and Help Desk.

2. Help Desk

In the polling station having multiple polling booths, a Help Desk should be set up with the objective of providing assistance to the voters, facilitating the voters to locate their particular polling station and issuance of voter slips. The Help Desk shall be set up at a prominent spot so that the same is easily visible and approachable to voters as they approach the premise/building.

3. Amenities for Physically challenged, infirm, disabled, women, senior citizens at Polling Station and Queue Handling

i). Physically challenged electors shall be given priority for entering the polling stations without having to wait in the queue for

other electors and all necessary assistance as may be required should be provided to them at the polling stations.

ii). Full facility should be provided for such electors to take their wheel-chair inside the polling station. In the polling stations where permanent ramps have not been provided, temporary ramps should be provided as per the order dated 19th April, 2004, of the Hon'ble Supreme Court.

iii). The polling personnel should be specifically briefed about the provisions of Rule 53 of the Haryana Municipal Election Rules, 1978, Rule 54 of the Haryana Municipal Corporation Election Rules, 1994 and Rule 51 of the Haryana Panchayati Raj Election Rules, 1994, which provides for permitting a companion to accompany a blind / infirm elector to assist him / her to cast the vote.

iv). At the training classes for the polling personnel, they should be sensitized about the special needs of the disabled, for courteous behavior towards them and for providing necessary support to them at the polling station.

v). Electors with speech and hearing impairment should also be given special care as in the case of other disabled persons.

vi). The polling personnel should be specifically briefed about the provisions of Rule 41 of the Haryana Municipal Election Rules, 1978, Rule 42 of the Haryana Municipal Corporation Election Rules, 1994 and Rule 44 & 46 of the Haryana Panchayati Raj Election Rules, 1994 which provides as under:-

- 1) The Presiding Officer shall regulate the number of voters to be admitted at any one time inside the polling station
- 2) Where a polling station is for both men and women electors, the Presiding Officer may direct that they shall be admitted into the polling station alternatively in separate batches.
- 3) The Returning Officer or the Presiding Officer may appoint a woman to serve as an attendant at any polling station to assist women electors and also to assist the Presiding Officer generally in taking the poll in respect of women electors,

and in particular, to help in searching any woman elector, in case it becomes necessary.

4) Facilities for women voters- (1) Where a polling station is for both men and women voters, the Presiding Officer may direct that they shall be admitted into the polling station alternatively in separate batches of women and men. (2) The Returning Officer (Panchayat) or the Presiding Officer may appoint a woman to serve as an assistant at a polling station to assist women voters and also to assist the Presiding Officer generally in taking the poll in respect of women voters, and in particular, to help in searching any woman voter in case it becomes necessary to ensure free and fair election.

vii) It shall be responsibility of the Deputy Commissioner, Returning Officer, Assistant Returning Officer and Presiding Officer to ensure that special arrangements, whenever required, are made for women electors to exercise their franchise in the presence of Lady Staff.

viii) To protect the sensitivity regarding privacy of women voters, separate enclosures for identification of "purdahnasheen" women should be provided in the polling station with locally available but absolutely inexpensive devices and using local ingenuity, such as use of charpoys or cloth such as bed spreads.

ix) Where the number of female electors is significant (say 50% or above) and in areas where the system of Burqa or purdah is observed as a social custom, in each of these polling stations at least one Polling Officer must be a lady Polling Officer.

x) In polling stations exclusively meant for women electors, the polling personnel should have as many female officers/officials as available, consistent with overall security requirements.

xi) In other polling stations also to the extent possible and available, at least one lady polling officer shall be appointed for identifying and assisting the women electors. In the matter of

identification of women electors, the services of lady Municipal/Gram Sevikas level workers and lady school teacher, etc., can be made use of for this purpose.

xii) If women officials are not available for such a duty in required number, the Returning Officer or the Presiding Officer has in terms of rule 41 (2) of the Haryana Municipal Election Rules, 1978 Rule 42(2) of the Haryana Municipal Corporation Election Rules, 1994 and Rule 46(2) of the Haryana Panchayati Raj Election Rules, 1994 the authority and the responsibility to exercise his power to appoint "any" women to serve as an attendant at the polling station to assist women electors and also to assist Presiding Officer in respect of women electors.

xiii) The widest possible publicity should be given to the special arrangements made for enabling women electors to exercise their franchise in the presence of women polling officers. This should also be highlighted in the training classes for Presiding Officers/Assistant Returning Officer/Sector Magistrate and other Supervisory Officers who will be responsible for implementing the Commission's directions.

xiv) There should be separate queues for men and women electors. Men and women voters should be admitted into the polling station by turns" Two women voters may be allowed entry into polling stations for entry of each male voter.

xv). Infirm / senior citizens voters and women voters with babies in arms may be given precedence over other voters in the queue.

4. Health Care

i) In emergent weather condition, if necessary, shelter should be provided to the voters at the polling station. Extra rooms available in that building should be opened for the electors to take rest, but ensure that this does not cause any law and order or other disturbance in polling.

ii) First -aid Facility for the voters should be provided.

iii) A small First-Aid kit containing basic medicines, band aid, dettol/savlon etc. with user instructions should be provided to each polling party. In this regard, the Returning Officer should prepare a standard list of medicine and user instruction in consultation with the District Chief Medical officer.

iv). Every polling party should be supplied with oral dehydration salts for their own use as well as for any voter needing the same due to heat-stroke. A hand-chart on 'Dos and Don'ts' may be prepared and supplied to each of the polling parties.

v). The voters should also be appealed to carry wet towels to protect themselves against dehydration and also advise women voters to avoid bringing children along with them to the polling stations due to extreme weather conditions.

vi). The Returning Officer 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.

5. Long Queue Management Measures

i). Based on the past voting pattern and experience of the field staff, the polling stations / polling station locations prone to long queues should be identified.

ii). Dynamic tracking of long queues on the poll day should be done through the Sector Officers.

iii). Decongestion measures should be initiated at the polling stations prone to / having long queues.

iv). Reserve staff and vehicles should be kept ready for deployment at the polling stations with long queue to help out the polling staff.

v). Members from the National cadet corps and National service scheme may be mobilized to manage the queue.

6. Appointment of Nodal Officers:

While preparing the district machinery for the conduct of election, the Deputy Commissioner shall identify a senior officer as the nodal officer to coordinate and supervise amenities at the polling stations as well as polling personnel / voters welfare measures.

Similarly, Returning Officer shall identify a nodal officer for the above purpose. The name and designation, office and residential addresses, telephone numbers including mobile number and e-mail id., if any, of the nodal officer shall be mentioned in the Panchayat/Municipal election management plan.

The contact numbers should also be brought to the notice of the polling personnel drafted for election duty.

You are requested to provide a copy of these instructions to the officers concerned for strictly compliance during the elections of Municipal Corporation/Council/Committee and Panchayats to be held in future.

Yours faithfully,


(Parmal Singh)

Asstt. State Election Commissioner, Haryana

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Endst. No. SEC/1ME/2021/

Dated: .06.2021

A copy of above is forwarded to the following for information and further necessary action:-

1. Additional Chief Secretary to Govt. of Haryana, Urban Local Bodies Department, Chandigarh.
2. Additional Chief Secretary to Govt. of Haryana, Development and Panchayats Department, Chandigarh
3. Director General, Urban Local Bodies Department, Haryana, Panchkula.
4. Director General, Development and Panchayats Department, Haryana, Chandigarh.
5. Commissioners of all the Municipal Corporations.
6. All District Municipal Commissioners in the State of Haryana.
7. All District Development and Panchayat Officers in Haryana.
8. Executive Officers/Secretaries, Municipal Corporations/ Councils/ Committees in the State of Haryana.



(Parmal Singh)

Asstt. State Election Commissioner, Haryana

Endst. No. SEC/1ME/2021/

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A copy of above is forwarded to President of all Political Parties in the State of Haryana for further information and necessary action.



(Parmal Singh)

Asstt. State Election Commissioner, Haryana