



**STATE ELECTION COMMISSION, HARYANA**  
**NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17**  
**PANCHKULA, HARYANA – 134109**

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**Most Immediate/Date Bound**  
**Panchayat Raj Institution Election**

No.SEC/4E-II /2022/5115-5136

Dated: 04<sup>th</sup> November, 2022

To

All the Deputy Commissioners-cum-  
District Election Officers (Panchayat),  
in the state of Haryana.

**Subject:- Panchayati Raj Institutions Elections—setting up of counting centers for the safe counting of votes.**

Sir/Madam,

I have been directed to refer to the above subject and to say that Returning Officer/Assistant Returning Officer has to play a vital role at the time of counting of votes. Utmost care is needed for setting up counting centers, arranging counting tables and deploying of personnel for counting of votes. Accordingly, the State Election Commission, Haryana has laid down the following instructions for formation of Counting Centers, arranging counting tables, counting of votes and deployment of counting staff for counting of votes in respect of all the Members of 143 Panchayat Samitis and Members of 22 Zila Parishads in the State for counting of votes to be undertaken on **27<sup>th</sup> November, 2022:-**

- i. The counting of votes at an election is regulated under the provisions of rule 66 to 71 of the Haryana Panchayati Raj Election Rules, 1994.
- ii. Counting of votes in respect of all the Members of 143 Panchayat Samitis and Members of 22 Zila Parishads.
- iii. The counting will start at 08.00 AM on 27<sup>th</sup> November, 2022.
- iv. Mandatory notice in writing to each candidate or his election agents about the date, time and place of counting, should be given at least one week before the counting.
- v. The votes shall be counted under the overall supervision and direction either of the Returning Officer (Panchayat) or Assistant Returning Officer (Panchayat) and each contesting candidate and his counting agent(s) shall have a right to be present at the time of counting.


- vi. Before start of counting of votes recorded in EVMs, postal ballots papers, if any, must be counted first and proper account must be kept.
- vii. Counting of votes should be done on tables arranged in rows. The number of counting tables in a counting hall is to be decided, keeping in view the number of polling stations, size available (space of the hall), the number of candidates/counting agents, the total number of counting personnel to be deployed, security aspects etc., but the number of tables should not be more than 14 under any circumstances.
- viii. On the basis of number of counting halls and counting tables to be arranged in each counting hall, assessment of required counting staff be made for smooth and fool proof counting. For each table there should be one counting supervisor and three counting assistants. From the available database of counting personnel, required number of counting personnel and counting supervisors (with some reserve) may be appointed. Despite this, such other officials as required for assisting in the counting may also be appointed. Sufficient number of Group "D" employees may be also appointed, to carry the voting machines from the counting tables and also for sealing of EVMs after counting.
- ix. No person shall be appointed as counting Supervisor/Counting Personnel who is employee in any institution of a contesting candidate or has otherwise been working for a candidate in or about an election.
- x. In each counting hall temporary barricades should be provided for each counting table so that counting agents are prevented to touch/reach the EVM control unit. However, the counting agents must be provided all reasonable facilities to see the whole counting process at the counting tables, and they should have unobstructed view of the counting process. The exact manner in which barricades may be erected is left to your discretion but you shall have to ensure that the agents etc. do not get any opportunity of meddling with the control units in any manner to eliminate the chances of tampering by them.
- xi. Since the elections for the Members of Panchayat Samitis and Zila Parishads have been conducted through EVMs, the counting of votes shall be done simultaneously on a single table, as per convenience. If the counting of votes is done on separate table it may be ensured that details of the vote of account of each polling booth submitted by the Presiding Officer be made available to the tables on which counting of votes has to be done, so that result sheet of the ward member is prepared easily on the same table. However, it is also advised that votes of one booth in two separate EVMs for the post of Members, Panchayat Samiti and Zila Parishads be counted simultaneously.
- xii. The counting of voters as far as practicable be made continuously. If under certain circumstances the counting has to be suspended, keep the EVMs (CUs+BUs), packets and other papers relating to the counting shall be sealed with the stamp of Returning Officer


and seals of such candidates or election agents who may be desirous of affixing their seal and shall cause adequate precautions to be taken for their safe custody during such intervals.

- xiii. The detailed procedure in respect of counting of votes has been given in the Hand Book of Returning/Assistant Returning Officer at Chapter VI of the Hand Book of EVMs.
- xiv. No candidate or his elections agent shall be allowed to carry their mobile telephone inside the counting hall. Similarly the counting staff and those handling EVMs shall also not be permitted to keep their mobile telephone in the counting center.

These instructions may kindly be brought to the notice of all concerned for strict compliance immediately.

Yours faithfully

  
Assistant State Election Commissioner  
for State Election Commissioner, Haryana  
Panchkula

  
4/1/22