



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

Website: www.secharyana.gov.in
Email id: sec@hry.nic.in

Phone: +91172 258 4810
Fax: +91 172 258 5904

**Most Immediate/Date Bound
Municipal Election**

No.SEC/1ME/2025/1097-1115

Dated: 04.02.2025

To

All the Deputy Commissioners in the State
except Panchkula, Charkhi Dadri and Rewari.

Subject:- Deployment of Polling Personnel for Election Duty for the conduct of elections in Municipal Bodies in the State –Randomization of Polling Personnel.

Sir,

I have been directed to refer to the above subject and to say that the duties discharged by the polling personnel are vital in the conduct of elections. Sufficient care is needed to draft and deploy such personnel in the interest of free and fair elections, and accordingly the State Election Commission lays down the following instructions for formation of polling parties:-

- (i) A district database, of all eligible poll personnel shall be maintained in an electronic form, which can facilitate computerized randomization. All relevant particulars like Name, Sex, Place of residence, work place, Home Municipality, Designation, Office and Department/Institutions should be entered.
- (ii) Presiding Officer and Polling Officers should be classified on the basis of scale of pay/grade pay and their post and rank. As far as practicable, Gazetted Officers will be deployed as Presiding Officers and in case of shortage etc., the officials working in supervisory capacity can only be deployed as Presiding Officers. The Presiding Officer should be of higher pay scale/grade in comparison to other Polling Officers of that format.
- (iii) No person will be assigned polling duty in the ward of a Municipality in which he is posted or resides.
- (iv) In order to avoid any allegation of collusion among the polling personnel in favour of any candidate or political party and to instill confidence in the minds of political parties and candidates about free and fair elections, proper mix of polling personnel drawn from different offices and departments at the time of formation of a polling party should be ensured. Two officials of the same serial group/category should not be put together. Further, two members of the polling party should not be from the same department (in case of school teachers, they should not be from the same school).

(v) Polling personnel should be drawn both from the State Government departments as well as the Central Government offices. As far as practicable, Central Government employees should be drawn to the minimum extent possible and may be posted at relatively more sensitive polling stations. The Central Government employees should be mixed with State employees on 50:50 basis, if available.

(vi) Deputy Commissioner/Returning Officer should obtain a complete database of officers eligible for constituting polling parties from respective authorities. All relevant information should be entered into an electronic database of the computerized randomization application software already available with NIC, which was used during the last general elections (2019) of Vidhan Sabha.

(vii) From this full database of officers a list of twice the required number of polling persons should be generated (including reserve) randomly, using the software. **This is the first of the three-stage randomization** process. Presence of observers is not required at this stage. This is only to identify and select the officials that would be given training for poll duties as Presiding and Polling Officers in whichever municipality of that district. In no case, at this stage, the identity of the ward to which the polling personnel are likely to be deployed shall be disclosed. All that the polling personnel shall know at this stage is, whether he (or she) is a Presiding Officer or a Polling Officer and the venue and time of trainings.

(viii) The **second stage** of randomization exercise should be done in the presence of the Observer deployed in the municipality. At this stage actual polling parties shall be formed on random basis using the randomization software. The **observer must be present at this stage**. At this stage though the actual polling station will not be known, however, the municipality may be known. The randomization may take place 4 or 5 days before the day of poll. For the purpose of serving appointment letters, the Deputy Commissioner/Returning Officer can use the services of the sponsoring departments/authority and/or organize a training programme of poll personnel on that date when final briefing can be given and appointment letters issued to them.

(ix) The **third stage** of randomization exercise shall take place at the time of dispatching of polling parties when the allocation of polling stations to the polling parties will be done. This third stage randomization for final allocation of Polling Stations to each Polling Party **should also be done in the presence of Observer**. The actual polling station allotted to an individual polling personnel is to be disclosed just before the polling party actually leaves the Dispersal Centre.

(x) In order to ensure that above instructions are strictly complied with, the State Election Commission directs that the Deputy Commissioner/Returning Officer shall furnish to the State Election Commission through the Observers and also directly a certificate to the following effect immediately after the polling parties have been formed for an election:-

"Certified that polling parties have been formed by a proper mix of officials drawn from different offices and departments, in the presence of Observer and-----

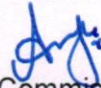
a) the officers/officials have been drawn from the State Government departments as well as from

the Central Government Offices, PSUs, etc. as far as practicable.

b) for the purpose of forming polling parties complete data base of all eligible employees in the district has been used.”

(xi) It is clarified that the entire randomization exercise except the first stage must invariably be done in the presence of the Observer sent to the municipality concerned. If, by any chance, the forming of the polling parties through randomization (second stage) has been done in the absence of the Observer, then the 2nd stage randomization exercise should be done afresh in the presence of Observer and compliance report should be submitted in this regard. The Observer should make a special reference to the randomization while submitting the report.

Yours faithfully,



Asstt. State Election Commissioner
for State Election Commissioner, Haryana