



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

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

Phone: +91172 258 4810
Fax: +911722585904

No.SEC/1ME/2025/180-1819

Dated: 14th February, 2025

To

All the Deputy Commissioner,
(except Panchkula, Charkhi Dadri and Rewari)

Subject:- Deputing five Polling Personnel i.e. one Presiding Officer and four Polling Officers at the polling booths having more than 1000 voters.

Sir/Madam,

I have been directed to refer to the above subject and to say that under rule 34 (3) of the Haryana Municipal Election Rules, 1978 and 35 (3) of the Haryana Municipal Corporation Election Rules, 1994 it is the duty of the Returning Officer to appoint Presiding Officer for each polling station and such number of Polling Officers as are considered necessary and if before or at the time of the poll the Presiding Officer or the Polling Officer refuses to act or becomes incapable of acting as such, the Returning Officer shall appoint another person to act as Presiding Officer or Polling Officer, as the case may be, and the Returning Officer may at any time, if he thinks fit, appoint any other person so to act in place of any person previously appointed.

2. In view of this provision, one Presiding Officer and three Polling Officers are appointed at each polling booth to conduct the elections with free, fair, peaceful and transparent manner. The duties of polling staff within the polling station/booth remains as under:

- i) Identification of electors and mark the copy of electoral roll;
- ii) Application of indelible ink and maintenance of register of voters;
- iii) Distribution of slip for casting the vote;
- iv) Charge of Control Unit (CU) of EVM and allow the voter to cast the vote;
- v) Inquiries into challenged votes;

- vi) Completion of formalities with regard to assistance to blind or physically infirm electors;
- vii) Issue of tendered ballot papers; etc.

3. It is also informed that due to direct election of the seat of Mayor/President and member, two EVMs are to be used and two votes are to be polled by the voters at each polling booth.

4. In view of the position explained above and work position within the polling booth, the State Election Commission, Haryana has decided that at least one Presiding Officer + four Polling Officers be appointed at each polling booth having more than 1000 voters, for the convenience of voters and conduct of election with free, fair, peaceful and transparent manner.

5. It is also to convey here that State Election Commission, Haryana has not issued any instructions for the coverage of nomination process through videography or CCTV cameras, so no action in this respect is required to be taken. Your attention is also invited towards page no. 19 (sr. No. 10 & 11) of election expenditure instructions/guidelines booklet (yellow book) pertaining to Panchayati Raj Institutions and Municipal Bodies, which provides as under:

"10. वीडियोग्राफी, फोटोग्राफी व नक्शे

इयूटी मैजिस्ट्रेट को मतदान के दिन विडियोग्राफर उपलब्ध करवाया जाये और अति सर्वेदनशील/संवेदनशील बूथों की विडियोग्राफी कराई जाए। यदि इससे अधिक (यानी 5 प्रतिशत) बूथों की विडियोग्राफी करवाई जानी आवश्यक हो तो इसकी पूर्व अनुमति आयोग से प्राप्त की जाए। विडियोग्राफी के किराये की अदायगी भी एक दिन (अर्थात् 24 घण्टे) की जाए।

11. CCTV कैमरे


यदि चुनाव के बाद E.V.M.,s को मतगणना के लिए स्ट्रॉंग रूम में रखा जाना है, तो E.V.M.,s को स्ट्रॉंग रूम में रखने की तिथि से आयोग द्वारा निर्धारित की गई मतगणना की तिथि तक आवश्यकता अनुसार उपायुक्त द्वारा तीन राजपत्रित अधिकारियों की एक कमेटी गठित करके व CCTV कैमरों के रेट कुटेशने प्राप्त करके रेट निर्धारित किये जाये। स्ट्रॉंग रूम में E.V.M.,s को रखने की तिथि से लेकर आयोग द्वारा निर्धारित की गई मतगणना की तिथि तक केवल स्ट्रॉंग रूम के लिए आवश्यकता अनुसार ही CCTV कैमरों को किराये पर

1. Sh. Lokes
2. Sh. Kulde
3. Sh. Pawal
Sh. Ashok K
Sh. Surendr
avita (D
HSSC
an for 2
nuli K
il Pa
ant
sh

लिया जाये। अन्य कार्य के लिए CCTV कैमरों के किराये
की अदायगी आयोग द्वारा देय नहीं होगी।"

6. This may please be brought to the notice of all concerned for strict compliance.

Yours faithfully


Asstt. State Election Commissioner
for State Election Commissioner, Haryana
Email Id: asec.sec@hry.nic.in

Endst. No. SEC/1ME/2025/1820-1860 Dated: 14.02.2025 *Yupz*

A copy of the above is forwarded to the Returning Officers,
Municipal Corporations/Councils/Municipal Committees concerned with
the directions to comply with the instructions meticulously.

SAC
Asstt. State Election Commissioner
for State Election Commissioner, Haryana
Email Id: asec.sec@hry.nic.in