



OFFICE OF THE  
**ELECTION AUTHORITY**  
UNDER PANCHAYATI RAJ ACT, 1989  
**(CHIEF ELECTORAL OFFICER, JAMMU & KASHMIR)**  
2<sup>ND</sup> FLOOR VIKAS BHAWAN, RAIL HEAD COMPLEX, JAMMU

The District Election Officer,  
(Deputy Commissioner)  
Kupwara/Baramulla/Bandipora/Ganderbal/Srinagar/Budgam/  
Pulwama/Shopian/Kulgam/Anantnag/Leh/Kargil/Kishtwar/Doda/  
Ramban/Reasi/Udhampur/Kathua/Samba/Jammu/Rajouri/Poonch

No. 5208 /CEO/PYT/2011/3131-3152

Dated: 27-03-2011

Subject: **Conduct of Panchayat Elections, 2011 – Appointment of Presiding and Polling personnel and their Randomization and training thereof.**

Sir/Madam,

Your kind attention is drawn to the Rule 6 of the Jammu and Kashmir Panchayati Raj Rules, 1996 which is reproduced hereunder for ready reference:-

**“6. Appointment of Presiding Officers:-**

- (1) **The District Panchayat Election Officer shall appoint such number of Presiding Officers as may be required for holding of elections.**
- (2) **The Presiding Officer shall perform the functions required to be performed by him under these rules and it shall be his general duty to keep order at polling stations and to see that the poll is fairly taken.**
- (3) **The District Panchayat Election Officer may appoint for each polling station a Polling Officer or Officers and such number of attendants as he thinks necessary to assist the Presiding Officer in the performance of his functions.”**

**Proper mixing of polling personnel drawn from different offices:-**

You are well aware of the fact that effective control and utilisation of the Polling Personnel/ resources available with you is a pre-requisite for the smooth conduct of a fair and free poll. The instructions regarding deployment of Polling Personnel have been given in detail in **Chapter-III of the Hand Book for Returning Officers.**

**Software for data entry and randomization of Presiding/Polling Officers:-**

The software for randomization of Polling Personnel has been provided to all the District Informatics Officers (NIC). The issue has already been discussed in the previous meetings/video conferences and it is expected that the data entry of the employees has already been completed. A District Panchayat Election Officer-wise database, of all eligible poll personnel shall be maintained in electronic format, which can facilitate computerized randomization. All relevant particulars like Name, Sex, Place (Panchayat) of residence, work

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place, Birth i.e., Home Block, Designation, Office and Department/Institutions should be entered. The database shall contain, distinctly and separately, the State Govt. employees including Public Sector Undertakings, teachers etc. who can be employed as polling personnel. Unless otherwise advised and requested, the polling parties shall be invariably formed out of the State Govt. employees. Presiding Officers and Polling Officers shall be classified on the basis of scale of pay and their post and rank. As far as practicable, Gazetted Officers should be deployed as Presiding Officers and failing that officials who are working in supervisory capacity only should be deployed as Presiding Officers. The Presiding Officer should be of higher scale/grade in comparison to other Polling Officers of that formation. Further, no person will be assigned polling duties in an BLOCK in which he is posted or in which he resides or the BLOCK, which is his home constituency. In order to avoid any allegation of collusion among the polling personnel in favour of any candidate and to instill confidence in the minds of Political Parties and candidates about free and fair conduct of 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).

**Procedure to be adopted for the formation of polling parties:-**

District Panchayat Election Officers (Deputy Commissioners) should obtain a complete database of officers eligible for polling party duties from respective authorities. All relevant information should be entered into an electronic database of the computerized randomization application software approved by the Shri Saleem Khan, Technical Director, NIC.

From this full database of officers, a list of 120% of 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. The presence of observers is not required at this stage. It should be noted that this randomized list is DPEO-wise and not at any other level like subdivision, Tehsil, block, Panchayat Halqa etc. This is only to identify and select the officials that would be given training for poll duties as presiding and polling officers in whichever Panchayat constituency of that district. In no case, at this stage, the identity of the Block/Panchayat Halqa to which the polling personnel are likely to be deployed will be known. All that the polling personnel will know at this stage is whether he (or she) is a presiding officer or a polling officer and the venue and time of trainings.

The second stage of randomization exercise should be done subsequently in the presence of the Observers deployed in the constituency. At this stage actual polling parties shall be formed on random basis using the randomization software.

At this stage though the actual polling station will not be known, however, the Panchayat Constituency and the team composition may be known. This randomization should not take place before 6 or 7 days from the day of poll. For the purpose of serving the appointment letters, the DPEO can use the services of the sponsoring departments/ authority

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and/or organize a training programme of poll personnel in team formation on that date when final briefing can be given and appointment letters issued to them.

The third stage of randomization exercise shall take place at the time of dispersal 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 be done in the presence of the Observers. The actual polling station allotted to individual polling personnel is to be disclosed just before the polling party actually leaves the dispersal centre.

In order to ensure that the above instructions are complied with strictly, the Election Authority directs that the District Election Officer shall furnish to the Election Authority through the Observers and separately to the Chief Electoral Officer a certificate to the following effect immediately after the polling parties have been formed for an election:-

**“Certified that:-**

- (i) The polling parties have been formed by a proper mix of officials drawn from different offices and departments, in presence of Observers and**
- (ii) The officers have been drawn from the State Government departments as well as from the State Public Undertaking etc. as far as practicable.**
- (iii) For the purpose of making polling parties complete data base of all eligible employees in the district has been used.”**

It is clarified that the last stage of the randomization exercise must be done in the presence of the Observers sent to the constituency. The Observers should make a special reference to the randomization exercise observed by them in their constituencies while submitting the report.

Kindly acknowledge receipt.

**Matter may be treated as Election/Most Urgent.**

Yours faithfully,

*B.R. Sharma 27.03.11*  
**(B.R. Sharma) IAS**  
**Election Authority**

**Under Panchayati Raj Act, 1989**  
**(Chief Electoral Officer, J&K)**  
**Jammu**

Copy to the:-

1. Divisional Commissioner, Kashmir/Jammu for information.
2. Director, Rural Development Department, Kashmir/Jammu for information and necessary action.
3. Special Assistant to Hon'ble Minister for Rural Development and Law, Justice and Parliamentary Affairs for kind information of the Hon'ble Minister.
4. Principal Private Secretary to Chief Secretary, J&K, Jammu for the kind information of the Chief Secretary.
5. Assistant Chief Electoral Officer, Kashmir/Jammu for information.