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Office of the Election Authority

Under Panchayati Raj Act, 1989

(Chief Electoral Officer)

Jammu & Kashmir

"Greater Participation for a Stronger Democracy"

The District Panchayat Election Officer,
(Deputy Commissioners)
All Districts

No.6817/CEO/Pyt/2020/1937-56

Dated:30.10.2020

Subject: - Grouping and formation of polling party for the conduct of ensuing
DDC and Panchayat By-Elections – regarding.

Madam/Sir,

I am directed to request you to kindly adopt the following procedure during Grouping and formation of polling party:

1. Database - District Database of all employees of UT Govt., UT PSUs, Govt. Companies shall be prepared.

- (a) Particulars like name, sex, Home Block, work place Block, designation, office, pay scale, phone No., and Name & No of the BLock, where he is enrolled, Part No., voter serial No. etc. shall be captured.
- (b) Database to be comprehensive – Every employee of all departments of UT Govt. and UT PSUs of your district must be covered in the database, irrespective of the fact that an employee will be assigned the election duty or not.
- (c) While deputing the staff on election duty ensure that there should not be too much of strain on a particular department/ organisation.
- (d) Bank employees shall be used only in contingency.

2. Grouping and formation of polling party –

- (a) Presiding Officer (PrO) and Polling Officers (PO) to be classified on the basis of pay, post and rank.
- (b) PrOs should be Gazetted Officers or Senior Non Gazetted Officers (only in case of shortage of Gazetted Officers in the District).
- (c) Proper mix of personnel should be done. Two officials of the same group/category or from same department/office should not be put together.
- (d) Certificate regarding proper mix to be furnished.
- (e) For polling stations where only District Development Council (DDC) Constituency votes are to be polled, the Poling Party may consist of One PrO + 2 POs.

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- (f) For polling stations where vacant Panch/Sarpanch as well as DDC votes are to be polled, the polling party may consist of One PrO + 3 Pos.
- (g) Wherever there is a need of airlifting the Polling party, the number of Polling Officers should be kept minimum and even a Polling party with One Pr + 1 PO can also be used.
- (h) Persons not to be deployed in the home Block (belongs to/ resident of) or in the Block where he/she is posted.
- (i) The deployment of Officers/Officials to be managed in such a manner that no employee is deployed for duty during a Phase in which his/her own Panchayat/DDC, where he/she is having a voting right, is going for elections.
- (j) The staff of Rural Development department should not be deployed for polling duty unless totally unavoidable and if so necessary, permission of the Election Authority be obtained while furnishing relevant data and detailing the reasons.

3. Randomization of poll personnel -


Each Block of the district is to be treated equivalent to a single unit and accordingly the three stages of randomisation shall be as follow:-

- (i) **First stage** - To identify and select required number of polling personnel for district. In the appointment letter (in prescribed format) the identity of the Block is not to be disclosed. Polling personnel shall be informed, whether he/she is a PrO or a PO, the venue and time of training. Presence of observers is not required at this stage.
- (ii) **Second stage** - Polling parties shall be formed. Blocks may be known but not the actual Polling Stations. This randomisation not to be done before 6/7 days from the day of poll. Observers must be present.
- (iii) **Third stage** - At the time of dispersal of polling parties, allocation of the Polling Station will be informed. Presence of observers must.

A Certificate regarding formation of polling parties on the basis of three stage randomisation process shall be submitted by the DPEO to the Election Authority.

Matter may kindly be treated as Election Urgent.

Yours faithfully,


(Anil Salgotra)
30/10/2020
Joint Chief Electoral Officer
Jammu & Kashmir

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