

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

ANUJ JAIPURIAR
UNDER SECRETARY

No. 464/GJ-LA/2007

Dated: 14th November, 2007

To

The Chief Electoral Officer,
Gujarat,
Gandhinagar.

Sub.- General Election to the Gujarat Legislative Assembly 2007 – **Imparting of training/rehearsal to Presiding Officers and Polling Officers** – Regarding.

Sir,

I am directed to state on the subject cited that reports have been received in the past from various quarters that the officers/officials while performing the duties of Presiding Officers/Polling Officers are not adequately conversant/acquainted with the latest provisions of election law and procedures.

2. In this connection, I am to state that in all training/rehearsal classes for polling personnel, not only will the polling process be explained and demonstrated in detail but there will be compulsory emphasis on all the statutory requirements, directions and instructions of Commission and emphatic insistence on the strict observance of the same by the polling personnel without fail. During the training/rehearsals classes, the following points may also be highlighted for their strict compliance: -

(i) Acquaintance/Conversant with the instructions/procedures given in the Handbook for Presiding Officers.

The training personnel may be asked to be fully acquainted/conversant with the instructions/procedure given in the Handbook for Presiding Officers, copy of which may also be made available to them.

(ii) Operation of EVMs and its functions.

They may be asked to be thoroughly familiar with the operation of EVMs and functions of various buttons, switches provided thereon and use of green paper seal/special tag etc. They should be given enough time to undergo hands-on training.

- (iii) Mock poll and cleaning thereafter – i.e. set to Zero
- (iv) Sealing of EVM at closure of poll.
- (v) **Recording of Particulars of Identity Proof in Remarks column of Form 17A(Register of Voters).**

Identity of Elector should be properly verified with reference to entry in the Electoral Roll and document(s) prescribed by the Commission. Particulars (**only last 4 digits**) of identity proof produced by electors should be recorded in Register of Voters (Form 17A).
[refer to Commission's instructions in its letter no. 464/Inst/2007/PLN-I, dated 25th October 2007.]
- (vi) **Display of Photo Identity Cards by polling personnel.**

All the polling personnel, while discharging their duties as polling personnel, shall display their identity card on person on the day of poll.
[refer to Commission's instructions in its letter No. 464/Inst/2007/PLN-I, dated 12th October 2007.]
- (vii) **Appointment of Polling Agents.**

Contesting candidates can appoint polling agent who are ordinarily resident and electors of concerned polling area only. Such polling agents must have elector photo identity cards.
[refer to Commission's instructions in its letter no. 464/Inst/2007/PLN-I, dated 12th October 2007.
- (viii) **Maintenance of Presiding Officer's Diary.**

Presiding Officer must record the relevant events correctly and adequately to reflect the true picture of the proceedings of the polling station as and when the same took place in the Presiding Officer's Diary and no column of the same should be left blank.
- (ix) Highlight the importance of tallying of Form -17A, Form-17C and EVM count. Form-17C must be correctly tallied & filled in and a copy given to Polling agent & receipt taken.
- (x) **Statutory/Non-Statutory Forms must be filled up at various stages.**

All relevant Forms provided to Presiding Officer should be filled up properly and correctly at various stages.
- (xi) **Application of indelible ink on electors finger.**

Indelible ink will be applied on voter's finger as a line from the top end of the nail to the bottom of the first joint of the left fore finger.
[refer to Commission's instructions in its letter no. 54/2/2005/PLN-IV, dated 9TH January 2006.]

- (xii) Maintenance of “Visitor Sheet” at polling Station.**
Visitor Sheet at polling Station on the day of poll shall be maintained.
[refer to Commission’s instructions in its letter No. PS/AK/2005, dated 10th September 2005, PS/AK/2005, dated 13th October 2005 and No. 464/INST/2006/PLN-I, dated 17th March 2006, as contained in its “Compendium of Instructions on Conduct of Elections” and hosted at its website.]
- (xiii) Prevention of impersonation.**
To prevent impersonation, the Polling Agents should not be allowed to take out their marked copy of electoral roll outside the polling booths during poll hours.
[refer to Commission’s instructions in its letter No.576/12/99-JS-II, dated 18.08.1999.]
- (xiv) Presiding Officer not to go anywhere near the voting compartment and not to “assist” voter unduly.**
- (xv) No unauthorized person to be inside polling station at anytime.**
- (xvi) Check Memo.**
To ensure that various statutory requirements have been completed, a Check Memo as provided in Annexure-IV in the Handbook for Presiding Officers, shall be maintained.

3. The above points have only been highlighted and are illustrative and by no means comprehensive or/and substitute of legal provisions as contained in the Manual of Election Law and Commission’s various Handbooks and Instructions/directions issued in this behalf.

4. This may be brought to the notice of the all District Election Officers/Returning Officers/Asstt. Returning Officers and all other election related officers immediately.

Yours faithfully,

(ANUJ JAIPURIAR)