

# **ELECTION COMMISSION OF INDIA**

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 576/3/2011/SDR

Dated 22<sup>nd</sup> March, 2011

To

The Chief Electoral Officer,  
Of all states/UTs

Subject: General Election-Composition of polling party – Reg.

Sir,

I am directed to state that as per existing instructions of the Commission, a polling party would, in normal course, consist of a Presiding Officer and three polling officers. The First Polling Officer is in charge of the marked copy of electoral roll and responsible for identification of the voters. The Second Polling Officer makes the entries in the Register of Voters (Form 17 A ) including EPIC/other identification document details, takes the signature of the voters or the thumb impression ( in the case of illiterate voters ), applies indelible ink on the left forefinger of the voters and issues voters slip to the voters indicating the serial number in which they would be going into the voting compartment to cast vote. The Third Polling Officer is the custodian of the “CU” and activates the “BU” by pressing “BALLOT” button of the “CU” and allows the voter to go inside the voting compartment for casting vote, in the order of the serial number on the voters slip issued by the Second Polling Officer.

The Commission has decided that in the event of shortage of polling staff in any particular District/Constituency, then in such places, the polling party may consist of a Presiding Officer and two polling officers as against the three polling officers which is the standard norm. In that case, the duty of the First Polling Officer will also include

application of indelible ink on the finger of the voter, after identification of the voter. The Second Polling Officer will be the custodian of the 'CU' also in such cases, in addition to his normal duties of making the entries in Form 17 A (Register of Voters) and taking the signature/thumb impression of electors therein. It is clarified that in such cases where only two polling officers are used, it is not necessary to prepare the voters slip serial numbers. Instead, the Second Polling Officer will activate the "CU" and then send the voters inside the voting compartment exactly in the same sequence in which they sign in the Register of Voters (Form 17A). There will be no need to prepare the voters slips at the polling stations in such cases.

Further, in the cases where number of polling officers is restricted to two, the contesting candidates should be informed in writing in advance about this. The duties to be performed by the two polling officers should also be explained to the candidates. Training content for training of polling personnel shall also accordingly be modified. in such cases.

Kindly acknowledge receipt.

Yours faithfully,

(K.F.WILFRED)  
**SECRETARY**