

**STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYANAGAR,
BHUBANEWAR-751007**

E-mail ID – stateelectioncommission.odisha@gmail.com
Fax No. 0674-2573494

No. 2051 /SEC.,
Ele (Ml) 16/2018

Date: 18.5.2018

From
Shri U.N. Das, OAS (SAG)
Secretary.

To
All District Magistrates.

Sub: **Appointment of Sector Officer for General Election to Urban
Local Bodies.**

Madam/Sir,

I am directed to say that Sector Officers are appointed to coordinate between the Election Officer and Presiding Officer for conduct of Municipal Election smoothly. Ordinarily, one Sector Officer is appointed for 10 – 12 booths depending upon the geographical location and nature of Polling Station.

Duties of Sector Officer:

- i) To facilitate the dispersal of Polling Parties of Polling Stations attached to him.
- ii) To ensure that all parties attached to him are dispatched to Polling Station smoothly.
- iii) To ensure that all Polling Parties attached to him have reached the Polling Station safely the day before Poll.
- iv) To ensure from Polling Parties that all election materials are verified and O.K. with the Polling Parties.
- v) To ensure that all arrangement has been made by the Presiding Officers before commencement of the Poll.

- vi) To ensure that Mock poll has been completed in presence of Candidates/Polling Agents before actual Poll and he should remain present during mock poll at least in one Polling Station.
- vii) To ensure that poll has been commenced at the time fixed by the Commission.
- viii) To inform Election Officer regarding Percentage of polling of male & female voters voted at every two hours interval.
- ix) To ensure that poll has been completed smoothly and peacefully.

These instructions shall be explained to the Sector Officer during their appointment.

Yours faithfully,


Secretary

Memo. No. ²⁰⁵² /SEC, dated 18.5.18

Copy forwarded to Commissioner-cum- Secretary, Housing & Urban Development Department for information and necessary action.


Secretary

Memo. No. ²⁰⁵³ /SEC, dated 18.5.18

Copy forwarded to All Election Officers/Executive Officers of NAC/Municipality/ Municipal Commissioners for information and necessary action.


Secretary

Memo No ²⁰⁵⁴ /SEC., Dated 18.5.18

Copy forwarded to OSD to State Election Commissioner for kind information of Commissioner/All Officers for information and necessary action.


Secretary