

STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, BLOCK-B2, 1ST FLOOR,
SATYANAGAR, BHUBANESWAR-751007.

E-mail ID – stateelectioncommission.odisha@gmail.com

Fax No. 0674-2573494

No. 4050 /SEC.,

Date: 23 / 11 / 2021

ORDER

Sub: **Appointment of Polling Personnel.**

Presiding Officers and Polling Officers in the Polling Stations are appointed in pursuance of Rules 2(i) (g) & 22 of the Odisha Gram Panchayat Election Rules, 1965, Rules 2(m) (l) & 13 of Odisha Panchayat Samiti Election Rules, 1991 and Rules 2(o), (m) & 16 of Odisha Zilla Parishad Election Rules, 1994.

In the interest of free and fair election, the State Election Commission in exercise of powers vested under Article-243-K of the Constitution and such other enabling powers in that behalf lays down the following guidelines for selection of the Polling Personnel:

- (i) The Polling party shall comprise of One Presiding Officer, Two Polling Officers and one Police personnel.
- (ii) In case of bare necessity, service of third Polling Officer may be utilized.
- (iii) Presiding Officers and Polling Officers are to be classified on the basis of scale of pay and their post and rank. As far as practicable, **Gazetted Officers** will be appointed as Presiding Officers and in case of difficulty, Officials who are working in supervisory capacity only should be appointed as Presiding Officers. The Presiding Officer should be of higher scale/grade in comparison to the other Polling Officers of that polling party.
- (iv) A polling party should not have more than one personnel from the same office or school.

- (v) The Polling Officer should not be posted to work at a polling station located in the locality where he ordinarily resides.
- (vi) A polling party should not have more than one personnel having residence in the same locality.
- (vii) The Executive Officer of the Grama Panchayat should not be entrusted with polling duty.
- (viii) No Judicial or Police Officer should be appointed as Presiding/Polling Officer.
- (ix) A Constable or a Home Guard as a bare minimum shall be attached to each polling party.
- (x) The Police Personnel/Home Guard/Grama Rakhi who shall be attached to each of the polling parties should be finalised in advance in consultation with the District Superintendent of Police.
- (xi) No casual (NMR, DLR type) employee can be assigned polling duties.
- (xii) Polling personnel ordinarily should not be appointed as counting personnel.
- (xiii) The number of such personnel should be worked out keeping in view the numbers of Polling Stations and a reserve of 5% for emergencies.
- (xiv) While selecting polling personnel, all aspects of employees, i.e. the capability, honesty, non-political inclination, etc. should be taken into account while selecting polling personnel.
- (xv) **Requisition of Officials for Polling duty:**

The Election Officer shall requisition the employees of different offices in the following format before formation of polling team.

Name of the Office with location _____

Sl. No.	Name of Employee	Designation	Scale of Pay	Residential Address with Ward No.	Remarks
[1]	[2]	[3]	[4]	[5]	[6]

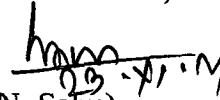
(xvi) Appointment Order

In order to ensure uniformity the Commission has prescribed a form for appointment of Presiding Officer and Polling Officer (copy enclosed). The Election Officer should ensure that the appointment order must be served to the officers appointed for the purpose in a proper manner and ahead of training schedule. He shall obtain signature of the persons drafted for the polling duty in the duplicate form.

(xvii) The Election Officer will arrange one round of training for the Presiding Officer and 1st Polling Officer before the date of polling.

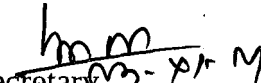
(xviii) The Polling Personnel would be paid remuneration at the rates prescribed by the Commission.

By order and in the name of
State Election Commission, Odisha


(R.N. Sahu)
Secretary

Memo No. 4051 /SEC., Date: 23/11/2021

Copy forwarded to All Collectors/Sub-Collectors/District Panchayat Officers/Block Development Officer for information and necessary action.


Secretary

ORDER OF APPOINTMENT OF PRESIDING OFFICERS/POLLING OFFICERS FOR THE ELECTIONS TO 3 TIER PANCHAYATI RAJ INSTITUTIONS (PRESCRIBED BY THE STATE ELECTION COMMISSION)

In pursuance of rules 2(d), 2(g) and 2(i) of Odisha Grama Panchayat Election Rules, 1965; Rule 2 (e), 2(k) and Rule 2(m) of Odisha Panchayat Samiti Election Rules, 1991 and Rule 2(f), 2(m) and 2(o) of Odisha Zilla Parishad Election Rules, 1994, the Officer mentioned in column 2 of the table below, is appointed as Presiding Officer and Officials mentioned in column 3 are appointed as Polling Officer (s) for conduct of elections to 3 –tier Panchayati Raj Institutions. The Polling Officer mentioned at Sl.1 of column (3) would perform the function of Presiding Officer in the later's temporary absence from the booth.

TABLE

Particulars of Ward/Constituency	Name and designation of the Presiding Officer	Name and designation of the other Polling Officers	REMARKS
(1)	(2)	(3)	(4)
.....G.P.....Ward(s)		1.	
.....P.S.....Constituency(ies)		2.	
.....Z.P.....Constituency(ies)		3.	

The poll will be taken on.....(date) between.....hours to.....
hours.....at.....The Presiding Officer should arrange to collect
(Name & location of Polling Stations)
the polling materials from.....and after the poll, those should be
(full address of the place)
returned to the collecting centre at.....
(full address of the place)

Place:.....

Date:.....

Signature & Seal of Election Officer

of.....G.P.....P.S.....Z.P. Constituency