

ELECTION URGENT

WEST BENGAL STATE ELECTION COMMISSION
18, SAROJINI NAIDU SARANI
(Rawdon Street)
KOLKATA – 700 017
Ph No. 2280-5805 ; FAX: 2280-7373

No. 503-SEC/3P-5/2007

Date : 11.03.2015

DIRECTION

Under the provision of sub-section (4) of Section 6 of the West Bengal State Election Commission Act, 1994, the Municipal Returning Officer shall appoint such number of persons to be the a) Presiding Officer and b) Polling Officer as may be necessary for holding elections to a Municipality and Municipal Constituency.

Now, in exercise of the power conferred by sub-section (1) of Section 5 of the West Bengal State Election Commission Act, 1994 the Commission hereby directs that :

1. The Municipal Returning Officer, while forming polling parties with the officers and employees drafted from different offices of the State and Central Government located within the district, should ensure that -

a) For Municipal Corporations :- no member of the Polling Party be

- i) an elector within the jurisdiction of the same Borough of the Corporation .
- ii) an employee of the Govt. or Govt. Undertaking whose Office is located within the jurisdiction of the same Borough of the Corporation .

b) For Municipalities, no member of the Polling Party be

- i) an elector within the jurisdiction of the same Municipality.
- ii) an employee of the Govt. or Govt. Undertaking. whose Office is located within the jurisdiction of the same Municipality .

C) No employee of Urban Local Bodies be engaged as Polling Personnel.

2. In some cases it is not unlikely that the required number of polling personnel can not be formed only with the available Government Employees. In that case, the polling personnel may be formed with the employees of the State Govt. Undertakings within the district as well.

3. Rank/Seniority/ scale of pay of officials should be taken into account and it should be ensured that a Senior Official is not put on duty under an officer who is junior to him.
4. School teachers should not preferably be posted on polling duty unless absolutely required.
5. The Presiding Officer is required to perform very important functions. He should as far as possible be a senior official not below the rank of U.D. Assistant.
6. Appointment as Presiding Officer or as Polling Officer shall not be given to any one who has been employed by or on behalf of, or has otherwise been working for, a candidate standing for election.
7. In order to exclude any apprehension of collusion among the polling personnel in favour of any candidate or political party and to instill confidence in the perception of the political parties and the candidates about free and fair poll, the Municipal Returning Officer should ensure proper mix of polling personnel drawn from different offices and departments at the time of formation of polling party.
8. Appointment letters of Presiding Officers and Polling Officers should be issued as soon as polling parties are formed; but in their appointment letters, number and name of polling station at which they will be on duty should not be indicated. Such information regarding place of duty should normally be intimated to them on the day on which they will report for collecting Polling materials at the Distribution Centre. In this connection, it may be pointed out that assigning of polling station shall be done randomly in presence of the observer.
9. A reserve list of Presiding and Polling Officers for the Municipal Constituencies should be drawn up to deal with emergencies at any of the polling stations in the constituency as well as for conducting re-polls, if required. However, this should be restricted up to 20% of the total requirement of Presiding & Polling Officers under the control of the Municipal Returning Officers.
10. Arrangement should be made for holding training programme for at least two days conveniently fixed well before the date of poll. On the 1st day, training will be held with the Presiding Officer and 1st Polling Officer and on the 2nd day, such training will be

held with the entire polling party including the Presiding Officer and the 1st Polling Officer.

11. Photo Identity Cards are to be issued to the Polling Personnel by the concerned Municipal Returning Officers.

By order of the
State Election Commissioner,
West Bengal State Election Commission

11/3/15

Secretary,
West Bengal State Election Commission

No. 503/1(66)-SEC/3P-5/2007

Date : 11.03.2015

Copy forwarded for information and necessary action to the :

1. District Municipal Election Officer for Kolkata Municipal Corporation & District Magistrate, South 24-Parganas.
2. District Municipal Election Officer & District Magistrate, Darjeeling / Cooch Behar / Jalpaiguri / Uttar Dinajpur / Dakshin Dinajpur / Malda / Murshidabad / Nadia / North 24 Parganas / South 24 Parganas / Howrah / Hooghly / Purba Medinipur / Paschim Medinipur / Purulia / Bankura / Burdwan / Birbhum.
3. Municipal Returning Officer & Sub-Divisional Officer, (All)

11/3/15

O.S.D. & E.O.
Joint Secretary,
West Bengal State Election Commission