

WEST BENGAL STATE ELECTION COMMISSION
18, SAROJINI NAIDU SARANI
(Rowdon Street)
KOLKATA – 700 017
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No.1062-SEC/3P-5/2007

Date : 05.04.2012

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 :

- a) 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 no member of the polling party is an elector of the Municipality where the election will be held.
- b) 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.
- c) Seniority 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.
- d) School teachers should not be posted on polling duty.
- e) 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.
- f) 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.

- g) Since EVM would be used in all polling stations an additional Polling Officer shall be provided in all polling stations who will verify whether elector/electors standing in queue to cast vote are carrying proper identification documents. Only those electors should be allowed in queues who are either carrying Electoral Photo Identity Card (EPIC) or one of the alternative documents, as may be prescribed by the Commission in specified circumstances.
- h) 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.
- i) 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.
- j) 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 strength of Presiding & Polling Officers under the control of the Municipal Returning Officers.
- k) Arrangement should be made for holding training programme for at least two days conveniently fixed well before the date of poll. On 1st day, training will be held with the Presiding Officer and 1st Polling Officer and on 2nd day, such training will be held with the entire polling party including the Presiding Officer and the 1st Polling Officer.

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

Sd/
Secretary,

West Bengal State Election Commission

No.1062/1(11)-SEC/3P-5/2007

Date : 05.04.2012

Copy forwarded for information and necessary action to the :

- 1) District Municipal Election Officer and District Magistrate, Burdwan / Purba Medinipur / Birbhum / /Nadia / Jalpaiguri

- 2) Municipal Electoral Registration Officer and Sub-Divisional Officer, Durgapur / Tamluk / Haldia / Ranaghat / Rampurhat / Jalpaiguri(Sadar).

Sd/
Joint Secretary,
West Bengal State Election Commission

Order of Appointment of Presiding and Polling Officer.

General Election to the Municipal Corporation / Municipality/ Notified Area from Constituency (Ward) No.....

In pursuance of sub-section (4) of section 6 of the West Bengal State Election Commission Act,1994 (West Bengal Act VIII of 1994) read with sub-section (1) and sub-section (3) of Section 13 of the West Bengal Municipal Elections Act, 1994 (West Bengal Act XXXIV of 1994). I hereby appoint the officers specified in column 2 and 3 of the Table below as Presiding Officer and Polling Officers respectively for the polling station specified in column 1 of the Table below.

I also authorize the Polling Officer specified in column 4 of the Table to perform the functions of the Presiding Officer during the unavoidable absence, if any, of the Presiding Officer.

T A B L E

Polling Party Number	Name of the Presiding Officer	Name of the Polling Officers	Polling Officer authorized to perform the functions of the Presiding Officer in the latter's absence.
1	2	3	4

The Poll will be taken on (date) during the hours to The Presiding officer should arrange to collect the polling materials on the specified date and time from (full address of the place) and after the poll, these should be returned on completion of poll to Collecting Centre at (full address of the place).

Signature

Municipal Returning Officer,

.....
Municipal Corporation / Municipality / Notified area

Place:

Date: