

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, SAROJINI NAIDU SARANI**  
**KOLKATA – 700 017**

**No. 1063-SEC/3P-5/2007**

**Date : 05.04.2012**

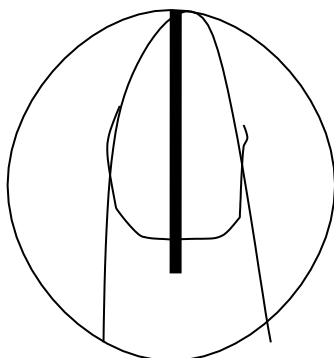
**DIRECTION**

Sub-section (4) of Section 6 of the West Bengal State Election Commission Act, 1994 read with Section 13 of the West Bengal Municipal Elections Act, 1994 requires the Municipal Returning Officer to appoint such number of person to be the Presiding Officers and Polling Officers as may be necessary for holding Municipal General Elections scheduled to be held in May, 2012.

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 every polling party for the conduct of poll in a polling station shall consist of one Presiding Officer and four Polling Officers for performing the functions as mentioned below:

- i) The Presiding Officer will be in charge of over-all supervision of the conduct of poll.
- ii) The First Polling Officer will be in charge of the marked copy of the electoral roll and also responsible for identification of electors. After the identity of an elector is established he/she will underline the entry relating to the elector in the marked copy of the roll and where the elector is a female put a tick mark (√) on the left hand side of the name of the female elector.
- iii) The Second Polling Officer will be in charge of indelible ink. He will also be in charge of the Register of Voters in Form 16A. He will obtain the signature or thumb impression of each elector on that Register before the elector is allowed to vote. He will also issue a Voter's Slip to each elector after he has entered the elector's particulars in the Register of Voters. In the ensuing Municipal General Elections the indelible ink will be applied on the voter's left forefinger generally as 'a line from the top end of the nail to the bottom of the first joint of the fore-finger' as shown below in the diagram. It may be further noted that in case left forefinger of the voter is missing, any other finger of the left hand should be construed as a reference to the concerned rule. In case, his / her left hand is missing then right finger or any other finger as the case may be construed as reference, under rule 29 of the West Bengal Municipalities (Conduct of Election) Rules, 1995.

The matter may kindly be communicated to the Municipal Returning Officers concerned so that they can brief the Presiding and Polling Officers concerned at the time of imparting training to polling personnel.



- iv) An additional Second Polling Officer (2A) will be provided to each polling party who will verify whether electors standing in queue to cast vote are carrying proper identification documents.
- v) The Third Polling Officer will be in charge of the control unit of the voting machine. He will collect the voter's Slip and preserve the same. He will also activate the balloting unit kept in the voting compartment by pressing the 'Ballot' button on the control unit.
- vi) Auxiliary Polling Station, if set up, should be provided with one Presiding Officer and 4 Polling Officers so as to enable it to function as an independent Polling Station.

The order of appointment of Presiding Officer and Polling Officer for each polling station shall be issued by the Municipal Returning Officer concerned. The model form of appointment letter is enclosed.

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

Encl.: As stated.

Sd/  
(Tapas Ray)  
Secretary,  
West Bengal State Election Commission

**No. 1063/1(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, Jalpaiguri / Purba Medinipur / Nadia / Burdwan / Birbhum.
- 2) Municipal Returning Officer and Sub-Divisional Officer, Jalpaiguri (Sadar) / Durgapur / Haldia / Tamluk / Ranaghat / Rampurhat.

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: