



ASSAM STATE ELECTION COMMISSION

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No. SEC 53/2021/41

Dated Dispur 27th December, 2021

To,

1. The Deputy Commissioner,
Dibrugarh/Golaghat/Lakhimpur/Dhemaji
2. The Sub-Divisional Officer (Civil),
Titabar/Dhansiri

Sub: Preparation of Database of Employees/Group Formation and randomization of the groups for the purpose of Polling on coming Thengal Kachari Autonomous Council Election, 2022.

Sir/Madam,

In view of the Thengal Kachari Autonomous Council Election, 2022, the Commission decides to issue guidelines in preparation of Database of Employees, group formation and randomization of the polling parties before start of the Election. Details mentioned as below:

Under Rule 13(1) of the Thengal Kachari Autonomous Council (Election) Rules, 2010, the District Election Officer is responsible for the appointment of the Presiding Officer and staff for each polling station in respect of all TKAC constituencies comprised within that district.

General Guidelines

While requisitioning staff, the following guidelines should be kept in mind:

- a) Based on the availability of staff in the institutions covered under Section 159(2) of the R.P Act, 1951, and the requirement of staff, the staff may be requisitioned from such institutions.
- b) For the purpose of efficient control of the polling personnel and of economy in expenditure on travelling allowances, etc., each district, as far as practicable, should use its own personnel. All the personnel working under the State and Central Government offices in the State, as well as under the local bodies, have to be mobilized and an assessment of availability should be made well in advance.
- c) The database of the above officials should also contain the Constituency number and name, Part number and the Serial number of the electoral roll in which he has been enrolled in addition to his residential address and address of office where posted.

Proper Mixing of Polling Personnel Drawn from different Offices

In order to avoid any allegation of collusion among the polling personnel in favour of any candidate or political party and to instil confidence in the minds of political parties and candidates about free and fair elections, District Election Officer should ensure a proper mix of polling personnel drawn from different offices and departments at the time of formation of a polling party. Further, the polling personnel should be drawn both from the State Government departments as well as the Central Government offices, as far as practicable.

It is pertinent to mention that central govt. officials must first be used for appointment as micro-observers and then, if available for proper mix as stated above.

No person shall be assigned polling duties in TKAC constituency where he is employed or resides. He should also not to be posted in his home constituency.

Randomization of Polling Parties

District Election Officer should obtain a complete database of officers eligible for polling party duties from respective authorities. All relevant information should be compiled into a database. The database should contain 125% of Returning Officer's total anticipated requirement of election staff.

From the database, randomized list of required number of polling persons should be generated (including reserve) using 'Random Number Generation Technique'. Presence of Observers is not required at this stage.

The second randomization of polling personnel should be done in presence of the Observer. The second training of polling personnel, (training of Presiding and Polling Officers) may be conducted as per the convenience of the District Election Officer and it will be imparted in presence of the Returning Officer of the TKAC Constituency. Particulars of constituencies where an official is going to be deployed will be available but specific polling station for poll duty shall under, no circumstances, be known. The provision will ensure better coordination between the Returning Officers and the Polling Teams since the Returning Officers will be able to meet the Presiding/Polling Officers who have been allotted to his Constituency and simultaneously the polling team would also know in advance the Returning Officer under whom they have to work till the poll day.

The third stage randomization exercise shall take place on the day prior to actual dispersal of polling parties, and in no case earlier to that. Now the allocation of polling stations to the polling parties will be done using the same software as above. Observers' presence and satisfaction is mandatory.

In order to ensure absolute compliance of Commission's instruction in this regard, following certificate to the Commission through the Observers, shall be given under sign and seal of Returning Officer immediately after the polling parties have been formed for an election.

CERTIFICATE

Certified that the polling parties have been formed by using the randomization software, on complete database of all the eligible employees in the district, in accordance with the Commission's guidelines.

Name and designation of Returning Officer

The Observers should make a special reference to the randomization exercise observed by them in their constituencies while submitting the report.

Yours faithfully,



Secretary

Assam State Election Commission
Dispur::Guwahati-6