



ASSAM STATE ELECTION COMMISSION
ADITYA TOWER, 2ND FLOOR, DOWN TOWN, G.S. ROAD, DISPUR, GUWAHATI - 781006.
Ph. No. 0361-2263210/2264920 e-mail - secassam@gmail.com

No. SEC.53/2021/42

Dated Dispur 27th December, 2021.

To,

1. The Deputy Commissioner: Golaghat/ Lakhimpur/ Dhemaji/ Dibrugarh
2. The Sub-Divisional officer (C): Titabar/ Dhansiri

Sub: Guidelines for Counting Staff for Thengal Kachari Autonomous Council Election, 2021

Sir/Madam,

In view of the election to Thengal Kachari Autonomous Council, 2022 the Commission has decided to issue following guidelines for Counting Staff as below:

Counting Staff

The counting staff are to be appointed by the concerned Returning Officer.

On the basis of number of counting halls and counting tables to be provided in each counting hall, returning Officer should assess his/her requirement of counting staff for smooth and fool proof counting. There should be one counting supervisor, one counting assistant and one Micro-Observer for each table. Returning Officer should appoint required number counting assistants and counting supervisors (with some reserve), and such other official as he/she may require for assisting him/her in the counting from the available database of counting personnel. Returning Officer should also appoint sufficient number of Group D Government employees as counting assistants to carry the voting boxes to and from the counting tables and also for sealing of Ballot after counting.

Returning Officer should not appoint as counting supervisor or as counting assistant anyone who has been employed by or on behalf of, or has otherwise been working for a candidate in an election. Similarly, the staff of local bodies should also not be used for counting of votes.

Counting supervisors should preferably be Gazetted officers of the Central or State Government or officers of comparable status from Central/State Government undertakings. The counting assistants also should be selected carefully from Government employees of good competence/skill. In addition, one more counting assistant will be attached as Additional counting Assistant for Assam State Election Commission Observer for assisting him in parallel counting.

All counting staff should be given intensive training in counting using good audio-visual techniques like power point presentation.

Randomization of Counting Officials

The randomization is done in three stages. The Returning Officers shall issue photo-identity cards to all counting staff. After the randomization, explained in the following paragraphs is over, the reserve staff would be seated at a separate space within the counting centre campus.

In first randomization, a list of 120% of the required number of officials (Counting Supervisors/Counting Assistants/ Micro Observer) required for counting in the district/sub-divisions, should be generated (including reserve) randomly, using the software by the Returning Officer one week prior to the date of counting. Presence of observers is not required at this stage. This is only to identify and select the officials that would be given duty for counting as Counting Supervisors/ Counting Assistants/ Micro Observers. In no case, at this stage, the identity of the TKAC constituency to which the Counting personnel are likely to be deployed should be disclosed. The appointment letters to be issued by the RO concerned.

The TKAC Constituency wise randomization i.e., second randomization shall be done by the Returning Officer in presence of Observers 24 hours prior to commencement of counting. Thereafter, the Returning Officer shall issue the appointment letters to these officials intimating them about the concerned allotted Constituencies.

Randomization for allotment of Tables in the Counting Hall to these counting Supervisors/ Counting Assistants/ Micro Observer shall be done by the concerned Returning Officer in the presence of Observer at 5 AM on the day of Counting.

In Third randomization, the allotment of counting tables in the counting hall, to the Counting supervisors/ Counting Assistants/ Micro- Observer shall be done by the concerned Returning Officer in the presence of election Observer at 5 AM on the day of counting. The 3rd randomization would be carried out either manually or by using a computer. For manual randomization, the senior most observer present would randomly assign the table number to the counting officials of TKAC Constituency by the draw of lots. i.e. picking up chits of the unique serial numbers assigned to counting officials and the table numbers. The Returning Officer would make all prior arrangements to ensure quick and smooth conduct of this randomization process.

Alternatively, The Returning Officer may make arrangements for carrying out the above-mentioned randomization with the aid of a computer in consultation with the observer. However, before using a computer aided method the observer must fully satisfy themselves that the process is free from all errors and that it truly generates the results in a random manner.

The Returning Officer would ensure that video-graphy of the process of randomization is carried out for record.

On reaching the Control Room at the counting centre, the counting officials would be provided the posting details and directed to reach the counting hall of the assigned constituency at the respective table.

It must be ensured that the whole process of randomization is over by 6 AM so that the counting official are able to reach their assigned positions conveniently before the scheduled start of the counting process.

Reserve Pool

The Officials who have not been assigned any Constituency/ table would form a reserve pool.

There would be no deployment of officials in shifts as the counting process would normally not take more than 6 to 8 hours. However, the Returning Officer would have the liberty of replacing officials in case such an exigency arises, but this replacement would also be done randomly from the pool of officials in reserve after consulting the Observer of the constituency concerned.

Micro-Observers

Each counting table shall have one micro-observer. The Observer should properly train the micro-observer. The micro-observer shall be responsible for the purity of counting process on his/her respective table. The micro-observer will invariably be a State Govt./Central Govt. PSU employee. They will note down the details of votes exhibited by the Ballot Papers being counted in each round in that Table. These micro-observers would be provided with a pre-printed statement on which there will be space for noting down the Round No., Table No., Polling Station Number and thereafter the names of all the contesting candidates as they appear in the ballot paper. They will put their signature at the end of the statement and shall hand over the statement to the Observer after each round.

Further, two additional Micro-Observer should be deployed in each counting hall of every TKAC Constituency, who should be entrusted with the following responsibilities:

- i) One of these two Micro Observers shall keep a watch over the data entry in the computer placed in the counting hall for round wise compilation of the votes recorded for each candidate. He should ensure that the entries are correctly entered in this computer by the data entry operator.
- ii) The second Micro-Observer shall assist the observer and re-check on the printout (of the data entry done in step I above) that all data which has been entered is fully correct and complete and in accordance with the original records received from each counting table.

This is for favour of your kind information and necessary action.

Yours faithfully


Secretary

Assam State Election Commission
Dispur::Guwahati-6

Dated Dispur 27th December, 2021 .

Memo No SEC.53/2021/42 -A

Copy for favour of information and necessary action to:

- 1) All General Observers.


Secretary

Assam State Election Commission
Dispur::Guwahati-6