

CHECKLIST FOR MANPOWER MANAGEMENT

General Elections 2014

PRE ANNOUNCEMENT ACTIVITIES

Sr. No.	Section/ Rule	Para of ROHB	Activity	Responsible Officer
1	Sec.159 of RP Act, 1951	3.2	Request to every Local Authority, University, Govt. Company, any other institution to make available staff to Returning Officer.	CEO
2		3.4	Forethought and planning in assessment of the availability of requisite number of personnel – preparation of database to ensure proper mix.	DEO
3		3.5	Database of officials to contain details such as AC number and name, part and Sr. No. of electoral roll, residential address, office address, etc – sponsoring authorities to ensure delivery of appointment letters and other communication from DEO/RO – all sponsoring authorities to appoint a Nodal Office for this purpose.	DEO to ensure Sponsoring Authorities to play their role accordingly.
4		3.8	Presiding Officers and Polling Officers to be classified on the basis of scale of pay and their post and rank.	DEO
5		3.19(b)	Standardized software to be provided for this purpose	CEO
6		3.38(2)	To identify Nodal Officers to facilitate the appointment of micro observers from various departments/offices.	DEO
		3.38(3)	To decide on the appropriate honorarium for micro observers.	CEO
		3.38(5)	To appoint suitable number of officials as Sector/Zonal Magistrates .	DEO/RO
		(a)	To hold frequent review meetings (weekly) with Sector Officers to monitor their work.	DEO/RO/Observer.
		(b)	To draw route map and hand-over to Sector Officer.	DEO/RO
		(c)	To prepare communication plan based on Sector Officer's report of connectivity at PS.	DEO/RO
		(e)	To train SOs on activities regarding electoral rolls, help-lines,	DEO/RO

			confidence building measures, vulnerability mapping, SMS monitoring, preparation of Zonal Magistrate plan, whole day responsibilities, etc.	
7		3.46	To ensure a separate chapter in the District Election Management Plan (DEMP) on staff welfare giving details of all measures for personnel welfare.	DEO
8		3.47	To identify a senior officer as Nodal Officer to coordinate and supervise polling personnel welfare measures. RO also to have nodal officers for this purpose.	DEO/RO
9		3.54	To have a system in place for ex-gratia/compensation payment in case of injury or death on duty of polling personnel	CEO
10		3.55(1)	To develop a check list of duties and responsibilities of key officials based on ECI instructions, laws and rules.	DGP/Police HQs.
			DGP to identify Senior Officer as Nodal Officer to ensure communication of instructions of ECI to concerned police personnel.	DGO/Police HQs.
		3.55(2)	DEO/DM to hold meeting with SP to appraise recent ECI instructions. Enforcement of MCC is joint responsibility of District Electoral administration and police administration. DEO/SP to review status of election related cases in previous elections and follow up.	DEO/SP/Nodal Officer (MCC)
		3.55(3)	To plan in advance proper training of Police personnel and particularly to explain the process of identifying critical polling stations and the concept of vulnerability mapping.	DEO/SP
11		3.56(1)	To prepare standardized check list of Nodal Officers, learning and training material for election personnel; to provide hand books to concerned officials, to prepare work charge of key election functionaries, to prepare FAQ for election management, etc.	CEO
		3.56(2)	To explain all new circulars of ECI to concerned election functionaries, to	DEO

			issue circulars category wise bunch together to concerned personnel (such as all circulars related to police to be issued to police personnel, all circulated related EVM management to be issued to Addl. Collector/RO/ARO/other concerned Officers) develop work charge and check list of key functionaries and to equip functions of statutory aspects of election management.	
		3.56(3)	To plan date and venue of training of polling personnel in advance, to review training material for polling personnel	DEO
12			ECI instruction dated 23.12.2008 – targeting the names of officers transferred by order of ECI, charged with dereliction of duty, etc.	CEO/DEO
13			ECI instruction dated 14.12.2010 and on 1.12.2011 regarding transfer/posting of officers.	CEO

POST ANNOUNCEMENT ACTIVITIES

Sr.No.	Section/Rule	Para of ROHB	Activity	Responsible Officer.
1	Sec.26 of RP Act, 1951	3.1	Appointment of Presiding Officers and Polling Officers for Polling Stations for ACs.	DEO
2	Sec.26 of RP Act, 1951 Sec.134 of RP Act, 1951 (Cal. High Court Judgment 1971)	3.3	Section 26 of RP Act, 1951 gives power to unilaterally appoint polling staff and to prosecute u/s.134 of RP Act, 1951 for refusal to join duty on appointment	DEO
3		3.6	To ensure that the Presiding Officer and First Polling Officer in a PS should not be employees of Local Authorities where PS is located.	DEO

4		3.9	Appointment of female staff in polling stations meant exclusively for female voters.	DEO
5		3.11	Female staff to be intimated in advance regarding overnight and separate stay arrangement being drafted for election duties.	DEO
6		3.19 (a)	From 125% database, to generate randomly list of required number of polling personnel – presence of Observer not required.	DEO
7		3.27	To ensure details of deployment of personnel in police parties in consultation with Police Authorities.	DEO/RO
8		3.28(a)	To requisite vehicles for movement of polling parties, preparation of vehicle movement plan from dispatch center to polling booth and back to receiving center.	DEO/RO
9		3.33	Order of appointment to be issued in duplicate for utilization by polling staff for applying for postal ballot.	DEO/RO
10		3.34	Order of appointment should bear seal of RO/DEO	DEO/RO
11		3.35	Along with letter of appointment, give list of locations/facilities where name can be searched in Electoral Roll by polling staff.	DEO/RO
12		3.38(1)	To appoint micro observers from categories of personal given in this paragraph.	DEO
		3.38(4)	To appoint micro observers from amongst	DEO/RO

			employees of Central Govt. or under Central Govt. PSUs.	
		(d)	To arrange EVM demonstrations through SO at PS.	DEO/RO
		3.38(1.1) (8)	To provide vehicle in advance not later than one week before notification of election, to all SOs and ROs.	
13		3.39 Instruction dated 12.10.2007	To issue photo identify cards to polling personnel	DEO/RO
14		3.40	To organize photograph of polling personnel in first round of training and ensure photo identity card is issued in second round of training.	RO
15		3.41	To request polling personnel to bring their own photograph in first round of training for ID card in writing.	RO
16		3.43 (Pl. see sample at Para 3.43 and 3.44 of ROHD)	To ensure uniform pattern of preparation of photo ID cards of polling personnel	CEO
17		3.48	Training venue of polling staff to be carefully selected with full arrangements with basic amenities, help desk for polling personnel, water, toilet facilities at dispatch location and receiving center with proper signage, etc.	RO/Nodal Officer (Welfare)
18		3.55(4)	Field level election machinery and police administration to work as a team to track mal-practices related misuse of money power and election expenditure.	DEO/SP/RO/ SDPO

		3.55(5)	Instructions regarding defacement of public properties of ECI dated 7.10.2008.	DEO/DM/RO/ SP
		3.55(6)	Nodal Officer to be appointed by the SP for sanitizing RO premises during nomination period and to ensure that candidate is accompanied by only 4 other persons (Instruction of ECI dated 9.2.2007)	SP
		3.55(7)	Strict vigil to be kept by police regarding circulation of campaign material which can affect communal harmony	SP
		3,55(8)	Orientation to be given to police personal, CPF, etc. regarding duties and responsibilities on poll day.	SP/RDEO
		3.55(9)	Proper orientation to be given regarding role of CPF viz-a-viz role of State Police and other police force.	SP and DM Jointly.
		3.55(10)	Directory of key functionaries of electoral administration – both civil and police to be prepared separately at State level and at Dist. Level	CEO/DEO
19		3.56(3)	To conduct training in small groups of not more than 50 personnel, to run postal ballot facilitation center, etc.	RO/ARO
		3.56(4)	To ensure that day to day instructions issued by ECI during elections are printed/Xeroxed and circulated to the concerned election functionaries.	DEO
		3.56(5)	Clear accountability to be spelt out with regard to	CEO/DEO/Observer.

			quality of training to be imparted by the sponsoring RO/ARO or by the receiving RO/ARO. Observer to participate in training programme. CEO to track a system being adopted by Districts.	
		3.56(6)	Proper logistic arrangement at training venues to be ensured and personal supervision by DEO.	DEO
		3.56(7)	To arrange for a training counter at dispatch center for clearing all last minute doubts by polling personnel and for hands on training.	DEO/RO

EXEMPTED CATEGORIES AND PRECAUTIONS.

Sr.No.	Section/Rule	Para of ROHB	Activity	Responsible Officer.
1	Sec. / of RP Act, 1951	3.3 (a) to (e)	Categories exempted from drafting for election duty have to be carefully studied and it is to be ensured that they are not part of the manpower database.	DEO
2		3.7	Employees of Revenue Deptt (Central and State) responsible for collection of revenue to be appointed only in consultation with concerned Department. Similarly School teachers working as Extra Department Post Master not to be put on polling duty.	DEO
3		3.10	Exemption of women in advance stage of pregnancy and those breast feeding infant child.	DEO.
4		3.12	Regarding employment of judicial officers for election work.	DEO
5		3.13	Regarding differently abled persons employment for election work	DEO
6		3.14	To ensure as far as possible that Presiding Officer is a Gazetted Officer or at least working a supervisory capacity.	DEO
7		3.16	To ensure proper mix of polling	DEO

			personnel drawn from different offices and departments while forming polling parties.	
8		3.17	To ensure that no person is assigned polling duties in AC in which he is posted or resides.	DEO
9		3.18	To ensure that manpower database contains 125% of total anticipated requirement of election staff.	DEO
10		3.25	To ensure number of personnel as per this instruction regarding polling parties.	DEO
11		3.26	To keep reference list of officials to be deployed at PS	DEO
12		3.28(b)	Exemption of certain vehicles from certain department for requisition for election purposes.	DEO/RO

POST NOTIFICATION

Sr.No.	Section/Rule	Para of ROHB	Activity	Responsible Officer.
1		3.20	To conduct second stage of random for formation of actual polling parties which are located to Assembly Constituencies – Observers presence necessary.	DEO
2		3.21(a)	Second stage randomization to be completed up to 12 days before the date of poll.	DEO/RO
		3.21(b)	Second training of polling personnel to be imparted in presence of RO of the AC.	DEO/RO
3		3.22	To conduct third stage randomization one day prior to the day of dispersal of polling parties. Observer presence mandatory.	DEO
4		3.23	Certificate to be given to ECI and CEO through Observers by DEO regarding compliance of 3.22 above.	DEO
5		3.24	To make special reference of the observation of the randomization exercise in report.	General Observer.
6		3.29	To ensure suitable arrangements for accommodation, food, water, toilet facilities for polling personnel and shelter, ramp, etc. for voters.	DEO/RO

7		3.30	Appointment of Presiding and Polling Officers to be done in the format given at Annexure VII of ROHB.	DEO/RO
8		3.31	To intimate polling parties regarding their PS only at the time of departure, one day prior to polls.	DEO
9	Rule 20(2) of Conduct of Election Rules, 1961.	3.32	Applications in Form 12A/ EDC to reach RO at least 4 days before polls.	RO
10		3.37	To display list of polling personnel AC wise on Notice Board at least 2 to 3 days before poll. This list is not to be supplied to political parties/candidates.	DEO/RO
11		3.49	Movement of polling personnel and security forces to be planned in advance and track closely	RO/Nodal Officer (Transport) Police Authorities
12		3.50	To ensure provision of furniture, etc. as per requirement at polling stations well in advance	DEO/RO
13		3.51	To ensure arrangements for food for polling personnel	DEO/RO/Sector Officer
14		3.52	To make separate arrangements for providing health care/First Aid assistance at Dispatch/Receiving Centers.	DEO/RO/Nodal Officer (Welfare)
15		3.53	Reception Center arrangements.	DEO/RO/Nodal Officer (Welfare)

POLL DAY ACTIVITIES

Sr.No.	Section/Rule	Para of ROHB	Activity	Responsible Officer.
1		3.15	Action to be taken in case of unavoidable absence of Presiding Officer - replacement from reserve.	DEO/RO