

**STATE ELECTION COMMISSION, ODISHA  
TOSHALI BHAWAN, 1<sup>ST</sup> FLOOR, SATYA NAGAR,  
BHUBANESWAR-751007**

E-Mail ID: stateelectioncommission.odisha@gmail.com/ sec.odisha@gov.in  
Fax: 0674-2573494

No. 2813 /S.E.C.,

Date: 14/02/2022

From

Shri R.N. Sahu, IAS  
Secretary.

To

All District Magistrates.

Sub: General Election to ULBs, 2022 –  
**Appointment of Presiding Officer and Polling Officers.**

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to say that as per Rule 35 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 and Rule 34 of the Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003, the Election Officer shall appoint one Presiding Officer and one or more Polling Officers for each Polling Station. The Commission has decided that a polling party will consist of one Presiding Officer and four Polling Officers apart from the police personnel to be attached to the polling party. However, the Commission lays down the following guidelines for selection of the polling personnel:

- (a) Presiding Officer and Polling Officers are to be classified on the basis of scale of pay and their post and rank. As far as practicable, Gazetted Officers will be deployed as Presiding Officers and failing that, officials who are working in supervisory capacity only, should be deployed as Presiding Officers. The Presiding Officer should be of higher scale/grade in comparison to the other Polling Officers of that polling party.
- (b) The Presiding Officer (PO) should preferably be familiar with EVM operations in earlier election(s).

- (c) A person having residence in a particular Ward shall not be assigned polling duties in any of the Polling Stations of that Ward.
- (d) A polling party should not have more than one personnel from the same office.
- (e) A polling party should not have more than one personnel having residence in the same Ward.
- (f) No employee of the Municipality shall be appointed as a Presiding Officer or Polling Officer. No judicial or Police Officer shall be appointed as Presiding Officer or Polling Officer.
- (g) No casual (NMR, DLR type) employee can be assigned polling duties.

The Commission further directs that the Election Officer shall take steps to constitute the polling team so that the formation of polling team will be ready **at least fortnight** before the date of actual poll. The Election Officer shall requisition the employees of different offices in the following format before formation of polling team.

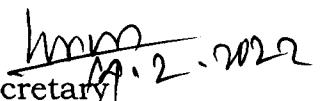
Name of the Office with location \_\_\_\_\_

Sl. No.	Name of Employee	Designation	Scale of Pay	Residential Address with Ward No.	Remarks
1	2	3	4	5	6

In order to ensure uniformity, the Commission has prescribed a form for such purpose (copy enclosed). The Election Officer should ensure that the appointment order must be served to the officers appointed for the purpose in a proper manner. He shall obtain signature of the persons drafted for the polling duty in the duplicate form.

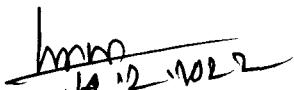
This instruction supersedes Commission's letter No.3161 dtd. 28.05.2013.

Yours faithfully

  
Secretary

Memo No 2814 /SEC., Dated 14/02/2022

Copy forwarded to All Municipal Commissioners/All Executive Officers  
for information and necessary action.

  
Secretary

14/2/2022

**ORDER OF THE APPOINTMENT OF PRESIDING OFFICERS &  
POLLING OFFICERS**

(Prescribed by the Election Commission)  
(General Election to \_\_\_\_\_  
NAC/Municipality/Corporation)

In pursuance of \*\*Rule 35 of Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 and Rule 34 of Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003, I hereby appoint the officers specified in Column (3) & (4) of the table below as Presiding Officer/Polling Officer for the booth specified in Column (2).

In pursuance of the direction of the State Election Commission, the officer mentioned in Column (3) of the table will be designated as Presiding Officer and perform the duties as prescribed in the said Rules. The other Polling Officers mentioned in Column (4) of the table would perform their duties as are assigned to them under the said Rules, by the State Election Commission, Election Officer and Presiding Officer.

Ward No.	Polling Station No. & Name with complete particulars of its location	Name & Designation of Presiding Officer	Name & Designation of the other Polling Officers	Remarks
[1]	[2]	[3]	[4]	[5]
			1.	
			2.	
			3.	

The training of Presiding Officer and 1<sup>st</sup> Polling Officer will be held at \_\_\_\_\_ (hours) on \_\_\_\_\_ (date) in \_\_\_\_\_ (place).

The poll will be taken on \_\_\_\_\_ (date) between \_\_\_\_\_ hours and \_\_\_\_\_ hours. The Presiding Officer should arrange to collect the polling materials on \_\_\_\_\_ (date) from \_\_\_\_\_.

(Full address of the place)  
and after the poll, those should be returned to the collecting centre at \_\_\_\_\_.

(Full address of the place)

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of the Election Officer of  
NAC/Municipality/Municipal  
Corporation

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\*\*Strike out which is not applicable.