

TOP PRIORTY



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**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DIRECTORATE GENERAL: DOORDARSHAN
NEW DELHI**

F.No.23/20/2013-S.IV

Dated:-15 .04.2014

SUBJECT:- HANDBOOK FOR RETURNING OFFICER 2014(EXEMPTED CATEGORIES)

Reference subject noted above and to say that due to Lok Sabha Election -2014, Election Commission of India have exempted the Officers/Staff of Doordrshan from election duty under para 3.3 of Handbook for Returning Officer 2014. The above directions of Election Commission of India are required to be circulated amongst the all Kendra/DMC/HPT & LPT of Doordarshan on priority.

2. Deputy Director (A&G) is requested to ensure that the Handbook (copy enclosed) is uploaded on the Web site of DG:DD by today evening. It is necessitated by the fact that the routine operations of Doordarshan do not suffer as a result of the staff being deployed for the Election Duty. Thus it deserves TOP PRIORTY.

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Encl: As above.

**(JITENDRA SIHWAG)
DEPUTY DIRECTOR (ADMN)
TEL: 23388354**

**Shri H.S. Chhabra,
Deputy Director(A&G),
DG:DD.**

✓ Copy to Section Officer, E-II Section, DG:DD

HANDBOOK
FOR
RETURNING OFFICER
2014

ELECTION COMMISSION OF INDIA

(d) Seniority of officials should properly be taken care of, while giving election related duty and it should be ensured that a senior official is not put on duty under an official who is quite junior to him/her. Presiding Officers and Polling Officers are to be classified on the basis of scale of pay and their post and rank. In determining the rank and status of officials drawn from different pools with different pay scales, the relative position of the official in his cadre/organization may be taken into account and not merely the pay scale. Say for example, if a Group-D employee from any pool, even if drawing a higher scale should not be assigned duties of a Presiding Officer or Polling Officer. The Presiding Officer should be of higher scale/grade in comparison to all Polling Officers.

(e) The employees belonging to the Revenue Departments (Central and State) who are enjoined upon responsibility of the collection of revenues, should be appointed in consultation with departments in-charge of the revenue collection. All representations, which are duly forwarded by the concerned department, in this regard, should be properly considered and cases of disagreement, if any, should be brought to the notice of the Chief Electoral Officer immediately. Further, schoolteachers working as Extra Department Postmasters should not be put on polling duty as that will lead to interruption in the maintenance of the essential service of Postal Department.

(f) Employees of banks, LIC may be drafted on election duty to the minimum extent possible, only in a constituency where sufficient numbers of govt. employees are not available or in emergent circumstances such as strike etc by the Govt. employees. Care should be taken to ensure that minimum numbers of employees of such institutions are requisitioned so that the business of these institutions is not hampered.

(g) In case employees of local bodies, namely, Municipalities, Panchayat samitis, Zila Parishads, etc., are engaged for polling duties at a polling station, it should be ensured that the Presiding Officer and the Sr. Polling Officer of a polling station (who in the event of absence of Presiding Officer is to function as Presiding Officer) should not both be the employees of local authorities. Further, except the first polling officer, who does the identification, the other polling officers could be employees of local authorities.

3.3 EXEMPTED CATEGORIES

3.3.1 The Commission has exempted certain officers from being drafted for election duty in view of essential nature of duties/service discharged by them.

(a) The officers and staff of following departments will not be

requisitioned for deployment of election duty: -

- (i) Such officers of the Indian Forest Service as notified by ECI
 - (ii) Doctors and Compounders working in veterinary hospitals
 - (iii) Officers working in Grade – B (Cattle Extension Officer) in veterinary hospitals
 - (iv) Medical staff including doctors, nurses, ANMs etc.
 - (v) Territorial Staff of Forest Department.
 - (vi) Staff of All India Radio
 - (vii) Staff of Doordarshan
 - (viii) Officers of Food Corporation of India
 - (ix) Ayurvedic, Unani & Homeopathic Medical Officer of Ayush Deptt.
- (b) The operational/technical staff of BSNL, MTNL, UPSC and educational institutions will be requisitioned for election duty only in unavoidable circumstances.
- (c) Officer/staff of Commercial Bank located in rural area and if happens to be a single officer branch, need not be deployed.
- (d) However, it is further to be noted that any official due to retire within 6 month's time or who is already retired but on extension of service or re-employed should not be drafted for any election related duty. It is clarified that while drawing persons for election duties, you should explore the possibility of asking for persons from all such Corporations / PSUs in the area instead of asking from one Corporation / PSU only so that it is not too much of a strain on a particular organization.

3.4 WOMEN OFFICIALS

3.4.1 The availability of female polling personnel should be examined for appointing Presiding/Polling Officers in polling stations set up exclusively for female voters or where the number of female voters, especially, pardanashin women is large, there must be at least one lady-polling officer who may identify the women electors.

3.4.2 You shall exempt all pregnant women and lactating mothers, whether on maternity

geographical barriers or special law and order related problem, polling parties need to be dispatched earlier to that. But in all such cases, specific prior approval of CEO in writing shall be obtained who will give it after discussing with observer and ECI. The number of persons in each polling party will depend on various factors. Normally, a party will consist of one Presiding Officer and three Polling Officers. At the polling stations where auxiliary polling stations could not be set up and electors are in range of 1200-1400 voters, an extra polling officer should be provided to share the duty of 2nd Polling Officer in order to ensure that polling proceeds at a smooth pace and the electors are not put to inconvenience.

3.17 TRANSPORT FOR POLLING PARTIES

3.17.1 You will arrange for the transport of the polling parties, police parties and the accompanying the polling parties, polling materials, like Voting Machines, etc. Take stock of the vehicles at your disposal. Requisition more vehicles as necessary. Draw up the Vehicle Movement Plane carefully for each polling party so that the arrangements may not fail at the last moment. Have reserves of sufficient vehicles in readiness to meet any emergent situation.

3.17.2 The Commission has exempted vehicles of following departments from requisitioning for election purposes:-

(i) Vehicles of BSNL, MTNL, UPSC and the vehicles of educational institutions which are specifically meant for carrying the students from their residence to educational institution will be requisitioned for election duty only in unavoidable circumstances and as a last resort.

(ii) The vehicles of Forest Department, All India Radio, Doordarshan, World Health Organization, UNICEF and all the organizations of UN will not be requisitioned for election duty.

3.18 POLICE PERSONNEL TO ACCOMPANY POLLING PARTIES

3.18.1 You should acquaint yourself thoroughly with the police arrangements made for your constituency and ensure, in consultation with the police authorities, details of such the personnel or the police party, which will be attached to each polling party.

3.19 ACCOMMODATION AND FOOD FOR POLLING PARTIES

3.19.1 You must make suitable arrangements for accommodation, food, drinking water facilities and toilet facilities for the polling personnel. Special emphasis should be laid on such arrangements for female polling personnel with due regard to their privacy. If poll is conducted during summer, arrangement should be made for providing shelter for polling personnel and voters. If necessary, improvised roofing may be erected even if it involves some additional expenditure. In case any