

COOPERATIVE ELECTION URGENT
STATE CO-OPERATIVE ELECTION COMMISSION, ODISHA
Plot No. 1800(P), OSAM Building, , Khandagiri, Bhubaneswar, Ph. No.- 0674-2351510,
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Letter No. 299/SCEC-Election-I -05/2022

Date 30-09-22

To

All the DRCS -cum-District Coordinating Officers,
All District Cooperative Election Officer &
All Assistant Registrar of Cooperative Societies.

Sub: Guidelines for appointment and training of the Presiding Officers and 1st Polling Officers.

Madam/Sir,

Training of the Presiding Officers and 1st Polling Officers is an essential part for smooth conduct of election to the Central Cooperative Societies. If training is conducted in a planned and systematic manner then there will be no dislocation in conducting the election. Therefore, the role and responsibility of Presiding officer and other polling officer are to be taught to them properly during the training for discharging their duty without any ambiguity. The following guidelines are to be followed meticulously for smooth conduct of election.

1. The training should be conducted at DRCS/ARCS level.
2. While issuing the appointment order to the Presiding Officers and Polling Officers, **date of training, time & venue** are to be mentioned in the order.
3. The Master Trainers of Cooperation Department will impart training to the Presiding Officers and Polling Officers of all departments.
4. All concerned Election Officers where there will be poll should also attend the training.
5. The Chief Executive of the concerned Societies where there will be poll also to attend the training to have an interaction with the Polling personnel.
6. The detail addresses and mobile nos of the Presiding Officers and Polling Officers are to be kept with the concerned DRC/DCEO/Election officer's level.
7. DRCS-cum-DCO is to ensure that all the Presiding Officers and Polling Officers will get the **Presiding officer handbook** and other relevant letters relating to them issued by

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this Commission time to time with regard to **payment of remuneration, identification of voters and putting of indelible ink** etc. in the folder of such officers.

8. The requisition of Presiding officers and Polling Officers are to be completed well in advance by the concerned DCEO.
9. At least 10% Presiding officers and Polling Officers are to be kept as reserve for emergency duty.
10. The staff of the DRCS/ARCS are also to be engaged as Polling Personnel .
11. The DCOs will provide Presiding Officers and Polling Officers to the DCEOs of other department as per their requisition.
12. The appointment and training of Presiding Officers and Polling Officers for 1st phase by 15th Oct'2022 and 2nd phase by 20th Oct'2022.
13. The DCEO should engage the Polling personnel near to their working place.
14. Class-IV employees may be engaged as 2nd & 3rd Polling officer.
15. The Polling personnel must be informed relating to the place, date and time for receipt of materials and movement of the polling parties from the dispersal centre during the time of training.
16. The DCEOs of other department should inform relating to the place, date and time for receipt of materials and movement of the polling parties from the dispersal centres with regard to their Societies.
17. The details regarding remuneration to be paid to the Presiding Officers and Polling Officers has been intimated vide this office letter No.2933 dtd.26.09.2022.
18. The T.A and D.A of polling personnel will be paid by the concerned Deptt./Society /Bank.
19. funds towards training of Presiding Officers and Polling Officers shall be provided to the DRCS-cum-DCOs. The DCOs shall distribute the fund to the concerned circle ARCS against the number of Participants those who have attended the training.
20. The DCO has to calculate the requirement of funds as per the number of Presiding Officers and Polling Officers under his Division and submit the same in the prescribed **Proforma-I** enclosed.

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21. Hence, the DRCS-cum-DCOs are directed to meet the training expenditure out of available Election Funds which can be reimbursed after receipt of the same from the Commission.
22. The Utilization certificate is to be submitted by the DRCS-cum-DCOs to the Commission.

Training expenses for Presiding Officers & Polling Officers.

(i) Training materials/Drinking water/Tea / Snacks @Rs 100/- per participant
(i.e Election Officer /Presiding Officer /Polling Officer/ Chief Executives)

Proforma-I

Information on requirement of funds for training to the Presiding Officers & 1st P.Os

Sl No	Name of the Division	No of Presiding Officers	No of 1 st Polling Officer	No of Chief Executives	Total Participants to attend the training	Amount
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Yours faithfully

N. N. Nayak
Secretary 30922

Memo No. 2991 /Date 30-09-22

Copy forwarded to the Registrar of Cooperative Societies, Odisha/ Director of Industries, Odisha Cuttack /Additional Director of Industries Odisha-Cum- Secretary Odisha Khadi and Village Industries Board/ Director, Textiles Odisha, Bhubaneswar / Director, Handicrafts / Director, Animal Husbandry & Veterinary Services Odisha, Cuttack/ Director, Fisheries Odisha Cuttack /Director, Ayush, Odisha, Bhubaneswar / Director, ST /Director, SC Welfare / Director (OBC) / Chairman-Cum- Managing Director, OMFED, Bhubaneswar for information & necessary action.

N. N. Nayak
Secretary 30922

Memo No. 2992 /date 30-09-22

Copy submitted to the Additional Secretary to Government in Cooperation Department for favour of information & necessary action.

N. N. Nayak
Secretary 30922