



PUBLIC (ELECTIONS.VII) DEPARTMENT,
SECRETARIAT, CHENNAI-600 009.

Letter No.2028/ Elec.VII/ 2023-112, dated: 19.03.2024.

From
Thiru Satyabrata Sahoo, I.A.S.,
Chief Electoral Officer &
Principal Secretary to Government

To
All District Election Officers.

Sir/Madam,

Sub: Training – General Elections to Lok Sabha 2024-
Training for Polling Personnel – Instructions -
Communicated- Reg.

Ref: This office Letter No. 2028/ Elec.VII/ 2023-108,
dated: 06.03.2024.

I am to invite your kind attention to the reference cited wherein a tentative schedule for the conduct of cascaded training to all election related officials has been forwarded to all districts for the General Election to Lok Sabha, 2024.

2. Among others, the training schedule for the polling parties as mentioned in the training plan vide Sl.No.19 (Hands on EVM Training to Presiding and First Polling Officers) can be conducted along with the Polling parties training vide Sl.No.22 as three days training as follows:

Sl.No.19 and Sl.No.22	Polling Parties (PO + PO1 +P2+P3+P3) including Hands on EVM Training to Presiding and First Polling Officers
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3. I am to furnish the schedule for conduct of polling parties / Polling personnel training to be imparted for the General elections as stated below:

Proposed schedule for Training of polling personnel

Sl. No	Training	Schedule of Training	Probable date
1	1 st Training (Separately for each Category (PrO, PO1, PO2, PO3, PO4)	3 days after First randomization (First randomization will be conducted 3-4 days after the date of Notification)	24.03.2024 (Sunday)

Sl. No	Training	Schedule of Training	Probable date
2.	2 nd Training (for the Team together PrO + PO1 + PO2 + PO3 + PO4)	2 days after second randomization (Second randomization will be conducted 9 to 12 days before poll date / after postal ballots are finalized)	07.04.2024 (Sunday)
3.	2 nd Repeat training (same as 2 nd training)	3 days before poll date	16.04.2024 (Tuesday)
4.	3 rd Training	P-1 day	18.04.2024 (Thursday)
5.	4 th Training (Refresher)	On Poll day early morning	19.04.2024 (Friday)

4. In addition to the above, I am to request you to take into notice the following points of action, for effective conduct of the training Programme:-

Important action points:

- Total number of polling personnel to be trained should be at least 120% of the required Personnel.

First Training

- Service of orders to be made within 2 days of first randomization
- Should be done in Batch of around 40 persons in class room environment
- Separately for PrO, PO1, PO2, PO3, PO4
- To be imparted by Zonal Officers /AROs /RO
- Practical Sessions with dummy polling station may be set up
- Full set of polling material to be supplied
- Role play to be done
- Practice of filling up Statutory and other Forms
- At end of training, it should be indicated to them where they should come for getting orders after second randomization
- Form 12 /Form 12A for Postal Ballots/EDC to be collected during the training

Second Training

- To be given by zonal officers of the constituency
- To be given for the entire polling team group – together
- actual polling booth scenarios to be enacted
- Postal ballots to be issued and necessary arrangements made to receive the polled PBs
- Trial sending of SMS messages for SMS poll monitoring system to be done.

Second Repeat training

- Same as second training
- Ensure that there are no absentees

Third training

- Basically for dispersal of orders – preferably in schools with number of rooms
- To ensure fast service of orders, the examination hall approach should be adopted
- The polling station no. would be pasted on the benches in the class room in order, and the staff should sit together on the allocated bench (one polling station personnel together)
- Zonal officer would then serve the order to the polling personnel of their zone,
- Pre familiarization of the actual team members and concerned zonal officers.
- SIM cards to be given to Pr. Officers, and trial SMSs sent
- Clarify last minute doubts if any

Fourth refresher training

- To be given at the polling station by the zonal officer
- confirming presence at polling station and pre familiarity of the actual situation with EVM's and other polling materials
- final doubts clarification

5. The above instructions of Election Commission of India should be followed scrupulously.

Yours faithfully,

Srinivasan
20/3/24
for Chief Electoral Officer &
Principal Secretary to Government.

Copy To:-

The Public (Elections-III) Department,
Secretariat, Chennai -9.

All Officers in Public (Elections) Department,
Secretariat, Chennai -9.

The Secretary to Government,
School Education Department,
Secretariat, Chennai-9.

The Principal Secretary to Government,
Higher Education Department,
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The Commissioner,
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The Director of Collegiate Education,
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