

**OFFICE OF THE CHIEF ELECTORAL OFFICER
WEST BENGAL**

13, STRAND ROAD, KOLKATA - 700001

No. 4800 – Home (Elec)

dated: 09.04.2026

From: The Chief Electoral Officer,
West Bengal, Kolkata.

To: The District Election Officers
(All Districts).

Subject: Role and responsibilities of Booth Level Officers during ongoing General Election to the Legislative Assembly of West Bengal, 2026-reg.

Reference:

1. Instruction no. 464/INST-AMF/2022/EPS dated 10.06.2023 regarding AMF at Polling Station.
2. Instruction no. 464/INST/2022/EPS dated 19.06.2023 regarding multiple civil measures at polling stations.
3. Instruction no. 464/INST/VIS/2023/EPS dated 08.06.2023 regarding Voter information Slip.
4. Handbook of Returning Officer, 2023.

Madam/Sir,

Your kind attention is invited to the instructions under reference issued by the Election Commission of India on the subject matter cited above. The “Booth Level Officer (BLO)” has been entrusted with certain special responsibilities during conduct of election, which have been elaborated in the above referred instruction. The following salient points regarding the role and responsibilities of BLOs are reiterated here for strict compliance during ongoing General Election to the Legislative Assembly of West Bengal, 2026 –

1. Distribution of Voter Information Slip (VIS) -

- i) BLO shall visit door-to-door to distribute “Voter Information Slip (VIS)” to all enrolled electors.
- ii) Distribution of VIS shall be done till 5 clear days before the day of Poll.

- iii) BLO shall give the VIS either to the registered voter or to an adult member of the voter's family, who is himself/herself a voter.
- iv) Bulk distribution of the Voter Information slip is not allowed and shall be viewed as a violation of the instructions.
- v) BLOs shall maintain absolute neutrality during the distribution of VIS and strict action should be taken against the BLO if a complaint is received and found genuine.
- vi) BLA/Candidates' Agent accompanies may join the BLO for distribution of VIS. In that case, BLO shall take their signatures on the VIS distribution register.
- vii) BLO shall return all undistributed VIS to returning officer for preparation of ASDD list to be given to Presiding Officer.

2. Arrangement at Polling Stations -

- i) BLO and Sector officer shall take care of the webcasting arrangement and positioning of web camera at per the instructions
- ii) BLO and Sector Officer shall give certificate to the Returning Officer those webcasting arrangements have been made as specified and are functioning properly and position of the camera is correct.
- ii) BLO/Sector Officer shall help the polling party in setting up the polling station.
- iii) It shall be ensured that high voltage incandescent bulbs/tube-light are not be placed over or in front of voting compartment (as VVPAT may go into error mode in excess light).
- iv) It shall also be ensured that Sufficient light is available inside the voting compartment without compromising the secrecy of voting.

3. Voter Assistance Booths (VAB) -

- i) To assist voters on the day of poll, A Voter Assistance Booth (VAB) shall be set up with a team of BLO/officials.
- ii) Prominent signage indicating 'VOTER ASSISTANCE BOOTH' is to be displayed at VAB for guidance of voters.
- iii) Alphabetic Roll Locator (as per English alphabet) generated with ERO Net shall be placed at VAB to search the name easily.
- iv) No further distribution of Voter Information slip, would be done after the same are returned to the Returning Officer.

4. In addition to the above, as per Commission's instruction vide Order No.576/11/ESO24/94-JS.II dated 21.10.1994 and Section 49G of the Conduct of Election Rules,1961, where there are a large number of women electors, especially purdahnasheen women, women Polling Officers should be appointed to carry out the duty of identifying the electors. It is, therefore, instructed that the BLOs shall not be given any other duty on the day of poll. BLOs will sit at the VAB/entrance of the polling station and identify the electors coming to the polling station. Male BLO may be accompanied with a female staff and vice versa to identify electors including purdahnasheen women and mark the same in the electoral roll. In case of any discrepancy the BLO will bring the matter to the knowledge of the Presiding Officer concerned for necessary action.

5. For any clarification, the instructions under reference issued by the Election Commission may be referred.

6. The above directions should be communicated to all concerned for strict compliance in letter and spirit. Failure in discharge of duties will be viewed very seriously and will invite appropriate action as per applicable laws/rules.

Yours faithfully


(Chief Electoral Officer)
West Bengal