



**IMMEDIATE  
BY FAX/E-MAIL**

**No.F.23(1)/2021-GE (Trg) – PADRM  
ELECTION COMMISSION OF PAKISTAN  
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**Secretariat,  
Constitution Avenue, G-5/2,  
Islamabad, the 19<sup>th</sup> April, 2023.**

✓  
The Provincial Election Commissioner,  
**Punjab, Lahore.**

Subject: **TRAINING OF POLLING PERSONNEL IN RESPECT OF PROVINCIAL  
GENERAL ELECTIONS OF PUNJAB ASSEMBLY (2023).**

Dear Sir,

I am directed to refer to the subject captioned above and to state that the Competent Authority has approved the following training plans in respect of subject mentioned trainings:

- (i) Two Days training of Presiding Officers and Sr. APOs (Annex-A).
- (ii) Half Day Orientation Sessions for APOs and Polling Officers (Annex-B).

02.

The terms & conditions / details of the trainings are as under:

- (a) The trainings / sessions will be conducted as per following schedule.

Sr. #	Name of Training	Dates
01	02 Day Training of Presiding Officers and Sr. APOs	26 <sup>th</sup> April to 07 <sup>th</sup> May, 2023
02	Half Day Orientation Sessions for APOs and Polling Officers.	08 <sup>th</sup> to 11 <sup>th</sup> May, 2023

- (b) The training will start at 08:00 a.m. daily and will be conducted as per agenda.
- (c) The deployment of Master Trainers and formation of batches (participants) will be the responsibility of concerned REC / DEC.
- (d) The concerned REC / DEC will arrange / identify the training venues (government owned buildings) and will also ensure fool proof security during the trainings with the help of district administration and police / security personnel.
- (e) The printing of training material and photocopy (where required) will be the responsibility of PEC Punjab. The soft copy of all the relevant training material (Handbook, Leaflet, Placemat etc.) has already been shared with the PEC Punjab.
- (f) The respective RECs and DEC's will facilitate the training teams by nominating a focal person at each training venue to facilitate the trainers and to ensure the attendance of participants.

**Contd....P/02**

- (g) The Handbooks and Placemat will be provided to all the Presiding Officers & Sr. APOs whereas Leaflet will be provided to APOs and Polling Officers only
- (h) Two Days training of Presiding Officer and Sr. APOs will be conducted by a pair of Master Trainers whereas the Orientation Sessions will be conducted by a single Master Trainer.
- (i) The Mock Exercise Kit which is necessary to conduct mock poll and practical exercises during the trainings will be provided by the REC / DEC concerned at the training venue well before the start of trainings
- (j) All the RECs/DECs and trainers will be asked to ensure that COVID-19 SOPs are observed properly during the trainings
- (k) The following rates are approved in respect of refreshment, stationery, trainer's fee and honorarium to the participants of the training.

Sr. #	Name of Training	Purpose of Expenditure	Rates
1.	02 Days Training of Presiding Officers and Sr. APOs	Training Fee / Honorarium / Remuneration to the Master Trainers.	Rs 5000/- per person per day
		Reward / Honorarium to cover travelling expenses (PrOs & Sr. APOs).	Rs.1000/- per person per day
		Refreshment and Stationery Charges.	Rs 450/- per person per day
2.	Half Day Orientation Sessions for APOs & Polling Officers.	Training Fee / Honorarium / remuneration to the Master Trainers.	Rs 3000/- per session
		Reward / Honorarium to cover travelling expenses (APOs & POs)	Rs 1000/- per person
		Refreshment and Stationery Charges.	Rs 150/- per person

03. It is requested that all concerned may be informed accordingly.

  
**(MUKHI BANQ)**  
 Director (Admn-PADRM)

Copy for information:

**OFFICE OF THE PROVINCIAL ELECTION COMMISSIONER, PUNJAB**  
 Lahore, the 19<sup>th</sup> April, 2023.  
 No. F.1(1)/2023-TR&E


Copy forwarded for necessary compliance in letter and spirit to:-

1. All Regional Election Commissioners in the Punjab.
2. All District Election Commissioners in the Punjab with the request to inform the Master Trainers of their respective Districts to impart the above said Trainings, starting w.e.f, 26.04.2023.

Copy also forwarded for information to:-

1. The Director (Elections).
2. The Deputy Director (Elections).
3. The Deputy Director (GS).
4. The Deputy Director (Admn)
5. The Account Branch.
6. The Deputy Director (MCO).
7. SPA to PEC, Punjab, Lahore (HQ).
8. JPA to JPEC (Elections) PEC Headquarters Office.
9. SPA to JPEC (Admn) PEC Headquarters Office

of this office.

  
**(Maham Qadir)**  
 Deputy Director (TR&E)

**TWO DAYs TRAINING PLAN FOR PRESIDING OFFICERS & SR. APOs**  
**PUNJAB ASSEMBLY - 2023 (Timeline 12 Days)**

**Annex-A**

Sr. No	Name of Division	Name of District	Total No. of PrOs & Sr. APOs	Total No of Trainings @ 25 per training	Total No of Master Trainers (5 % Extra)	Duration	Venue
1	Rawalpindi	Rawalpindi	5394	216	76	02 Days	Responsibility of PEC / REC / DEC
2		Murree	542	22	7		
3		Attock	2246	90	32		
4		Chakwal	1060	42	15		
5		Talagang	1078	43	15		
6		Jhelum	1600	64	22		
7	Sargodha	Sargodha	3564	143	50		
8		Khushab	1440	58	25		
9		Bhakkar	1440	58	20		
10		Mianwali	1654	67	25		
11	Faisalabad	Faisalabad	9080	363	127		
12		Jhang	2680	107	38		
13		T.T Singh	2456	98	35		
14		Chiniot	1280	51	18		
15	Gujranwala	Gujranwala	3538	142	49		
16		Sialkot	3724	149	53		
17		Narowal	1658	66	24		
18		Wazirabad	820	33	12		
19	Gujrat	Gujrat	3000	120	42		
20		Hafizabad	1238	50	18		
21		M.B.Din	1554	62	30		

Sr. No	Name of Division	Name of District	Total No. of P-OS & Sr. APOs	Total No of Trainings @ 25 per training	Total No of Master Trainers (5% Extra)	Duration	Venue		
22	Lahore	Lahore	8976	359	126	02 Days	Responsibility of PEC / REC / DEC		
23		Sheikhupura	2996	120	42				
24		Nankana Sahib	1396	56	20				
25	Kasur	3048	122	43					
26	Sahiwal	Sahiwal	2730	109	38				
27		Okara	3000	120	42				
28		Pakpattan	1912	76	26				
29	Multan	Multan	3906	156	55				
30		Khanewal	3050	122	43				
31		Lodhran	1590	64	22				
32	D.G.Khan	Vehari	2932	117	41				
33		D.G Khan	2900	116	41				
34		Muzaffargarh	2516	101	36				
35		Kot Addu	1354	54	19				
36	Bahawalpur	Layyah	1482	59	21				
37		Rajapur	1434	57	24				
38		Bahawalpur	3362	134	48				
39	Bahawalpur	Bahawalnagar	2816	113	40				
40		R.Y.Khan	3900	156	41				
Grand Total			106346	4255	1501				

**HALF DAY ORIENTATION SESSION OF APOs AND POLLING OFFICERS  
PUNJAB ASSEMBLY - 2023 (Timelines = 04 Days)**

**Annex-B**

Sr. No	Name of Division	Name of District	Total No. of APOs & POS	Total No of Session @ 40 per training	Master Trainers	Duration	Venue
1	Rawalpindi	Rawalpindi	11790	295	76	Half Day	Responsibility of PEC / REC / DEC
2		Murree	1170	29	7		
3		Attock	7521	188	32		
4		Chakwal	2416	60	15		
5		Talagang	2411	60	15		
6	Sargodha	Jhelum	3702	93	22		
7		Sargodha	9002	225	50		
8		Khushab	3213	80	25		
9		Bhakkar	3250	81	20		
10		Mianwali	4499	113	25		
11	Faisalabad	Faisalabad	24134	603	127		
12		Jhang	6264	156	38		
13		T.T Singh	5496	137	35		
14		Chiniot	3030	76	18		
15		Gujranwala	12383	310	49		
16	Gujranwala	Sialkot	8644	216	53		
17		Narowal	4595	115	24		
18		Wazirabad	2870	72	12		
19		Gujrat	8360	209	42		
20	Gujrat	Hafizabad	3211	80	18		
21		M.B. Din	5009	125	30		

Sr. No	Name of Division	Name of District	Total No. of APOs & POs	Total No of Session @ 40 per training	Master Trainers	Duration	Venue		
22	Lahore	Lahore	22192	555	126	Half Day	Responsibility of PEC / REC / DEC		
23		Sheikhupura	8886	222	42				
24		Nankana Sahib	2980	70	20				
25	Kasur	6818	170	43					
26	Sahiwal	Sahiwal	6809	170	38				
27		Okara	8288	207	42				
28		Pakpattan	3778	94	26				
29	Multan	Multan	9387	235	55				
30		Khanewal	6537	163	43				
31		Lodhran	4517	113	22				
32		Vehari	5938	148	41				
33		D.G Khan	7550	189	41				
34	D.G. Khan	Muzaffargarh	7440	186	36				
35		Kot Addu	3787	95	19				
36		Layyah	3643	91	21				
37		Rajapur	3603	90	24				
38		Bahawalpur	8346	209	48				
39	Bahawalpur	Bahawalnagar	7376	184	40				
40		R.Y.Khan	9264	232	41				
Grand Total			270109	6746	1501				