

For Official use only

**GENERAL ELECTIONS TO HOUSE OF PEOPLE /
LEGISLATIVE ASSEMBLY**

**MODEL CHECK LIST
FOR
DISTRICT ELECTION OFFICERS**

2009

**ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110 001**

A Check List for **District Election Officers**
in connection with Conduct of Elections for House of People/Legislative Assembly

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Part-1. Preliminary

1.1 General duties of DEO -

- (i) To coordinate and supervise all the work in connection with the preparation and revision of electoral rolls. (Section 13AA of RP Act 1950)
- (ii) To coordinate and supervise all the work of conduct of election in the district. (Section 20A of RP Act 1951)

1.2 General arrangements for conduct of elections - Broad points -

- (i) DEO shall coordinate and supervise all works in the district or in the area within his jurisdiction in connection with conduct of all elections to Parliament and the Legislative of the State. He is also responsible to ensure healthy and correct Photo Electoral Roll of his district.
- (ii) Advance planning of detailed arrangements
- (iii) To set up polling stations
- (iv) Polling personnel & Imparting training to polling personnel and various groups.
- (v) Polling material
- (vi) Building voter awareness, use of EVMs, Model code of conduct etc.
- (vii) Transportation of polling parties, micro observers, police forces and other officials.
- (viii) Security measures for EVMs
- (ix) Meeting with political parties
- (x) Law and order measures to prevent booth capturing etc and security plan.
- (xi) Setting up of control room
- (xii) Complaint monitoring system
- (xiii) Observance of Model Code of Conduct
- (xiv) Electoral offences / corrupt practices – Prevention and taking strong action against defaulters.
- (xv) Check on advertisements of political nature on TV channels, Cable network and Radio.
- (xvi) Giving required facilities to Observers

- (xvii) Printing of Postal Ballot Papers / Ballot Papers for EVMs
- (xviii) Identification of Counting Centers and Security arrangements thereof
- (xix) Scrutiny of accounts of expenses of candidates
- (xx) Safe custody of election papers and EVMs after poll
- (xxi) Randomization of EVMs/ personnel

1.3 Special Features of Forthcoming General Elections of Lok Sabha/Legislative Assembly –

- (i) Photo Electoral Rolls
- (ii) Different color coding for statutory and non-statutory envelopes
- (iii) Help lines
- (iv) Mock poll certification
- (v) Poll personnel to be given photo-ID
- (vi) Polling agent must be voter of same PS having EPIC
- (vii) Election Departments Voter Assistance Booth & alphabetical roll locator
- (viii) Micro Observers
- (ix) New counting system - GOI officials to be appointed as Addl. Counting Staff at each counting table - Random selection of counting officials. Allocation of AC and counting table at 6:00 AM on counting day. - Observer to verify each round of every table.
- (x) Identification of critical polling stations
- (xi) Election management through Sector Officers (SO) - He will subsequently be the Zonal Magistrate for 10-12 polling locations
- (xii) Specific report formats for Observer, SO, MO & PrO
- (xiii) Ensure Vulnerable Mapping with the assistance of Sector Officers and Police Officials.
- (xiv) Formation of polling parties - To be formed from State Government officials.
- (xv) GOI officials and GOI under takings as Micro Observers and additional counting staff
- (xvi) "Referral image sheet" of EPICs to be given to polling party with working copies of PER.

- (xvii) Videography - Unedited video cassette/CD to be given to Observer on very same evening along with certificate.
- (xviii) Photography inside identified/critical PSs to be done - Face of every elector to be captured in same sequence of Register of Voters. (Form 17A)
- (xix) Scrutiny of register 17A and other documents as per ECI instructions.
- (xx) "Visit Sheet" to be maintained at all polling stations.
- (xxi) Three rounds of training to polling personnel.
- (xxii) A.S.D. list of voters to be given to polling parties alongwith working copy of Photo Electoral Roll.

Part-2 PREPARATION & REVISION OF PHOTO ELECTORAL ROLL & EPICs —

District Electoral Officer will ensure compliance of the following activities:-

A. Regarding Photo Electoral Roll -

- 1 Finalization of Vendors for printing.
- 2 Notification of EROs and AEROs by ECI and filling up of all election related posts
- 3 Compliance of ECI's instruction regarding BLAs appointment
- 4 Posting and updating database of BLOs on the website
- 5 Appointment of Designated Officers for receiving claims and objections
- 6 Ensuring Training of BLOs, Designated Officers, Nodal and Supervisory officers etc
- 7 Ensuring Publication of Draft PER by EROs as per ECI instructions and reporting the same to ECI
- 8 Posting of the draft PER on website
- 9 Adequate action in districts and at ERO level for Invitation and Disposal of Claims and Objections as per instructions and programme given by ECI, preparation of supplementary lists
- 10 Ensuring Final Publication of PER and giving its hard & soft copies to recognized political parties etc as per ECI instructions
- 11 Hosting of final PER on website
- 12 Ensuring Security of Data base available with vendors.
- 13 Meeting with recognized political parties regarding revision of rolls

- 14 Briefing of Press to ensure awareness among the people regarding revision of rolls.
- 15 Taking back Datas of draft & final electoral rolls from vendors soon after their publication
- 16 Generating and providing to ECI information in all the formats prescribed by ECI using Control Tables etc
- 17 Ensuring monitoring of complaints received to assess fidelity of the electoral roll and grievances level. Complaints include news paper/media reports also
- 18 Ensuring maintenance of proper record of the complaints received in DEO and ERO offices. To ensure that all complaints are inquired and appropriate action is taken in proper manner by DEOs & EROs.
- 19 Ensuring that the rolls are being checked to see that names of MPs/MLAs and other leading personalities are in the electoral roll. Certificate regarding the retention of the names be obtained from EROs.
- 20 Ensuring that multi layered checking by DEO, ERO, AERO and BLO has been carried out on the quality of rolls.
- 21 Ensuring health check up of rolls by analyzing the data of electors on the basis of information in formats 1 to 8 devised by Commission
- 22 Development, running and use of software for De-duplication of voters and validation of PERs as directed by the Commission
- 23 Ensuring de-duplication of repeated names & cleansing of PERs.
- 24 Ensuring preparation of working copies of PERs for conduct of election at RO level. Following actions by RO to be ensured:-
 - (i) Working copies of rolls shall be prepared by the ERO/RO - Timely preparation be ensured.
 - (ii) At least 15 sets of rolls should be prepared -
 - (a) For candidates of recognized political party - One each.
 - (b) For Polling Party - 4 sets to each party including marked copy in sealed cover.

- (c) For Sector Officer
- (d) For safe custody of DEO/RO
- (e) For reserve
- (iii) Recognized political parties will be given two copies of supplement of continuous updation within 3 days after withdrawal of candidature with the request to carryout deletions in the final roll already given to them.
- (iv) In case rolls are reprinted after final publication, one complete set should be supplied to recognized political parties.
- (v) A separate and part wise electoral roll in alphabetical order, preferably in English - For use at Voter Assistance Booth/ P.S. (ECI No. 23/LOCATOR/2007-ERS dated 05-11-2007)
- (vi) RO to prepare PS wise list of absentee voters in roll, both, with family and without family linkage -This will be used for identification for critical PSs also.
- (vii) Additional list of EPICs, prepared and distributed after printing of PER and not reflected in PER, shall be given to PrO. [Referral Image Sheets RIS]
- (viii) List of Absentee/Shifted/Dead voters to be prepared and to be given to polling party.

B. Regarding Maximization of EPIC coverage

- 1 Ensuring appointment of vendors at Distt. Level for EPIC preparation
- 2 Launch EPIC preparation campaign and monitor the progress
- 3 Meeting with recognized political parties
- 4 Press briefing
- 5 Ensuring wide publicity through Electronic/Print media regarding EPIC preparation campaigns
- 6 Ensuring security of Datas
- 7 Ensuring proper accounting of Holograms

Part-3 Polling Stations

(Section 25 of RP Act 1951 and Chapter II of RO hand book)

3.1 Setting-up of polling stations: -

- (i) DEO's responsibility to set up polling stations
- (ii) Maximum voters in a PS should be - 1500
- (iii) Where number exceeds, Auxiliary PSs should be set up in same building except in unavoidable circumstances - ECI has now desired that auxiliary PSs can be made in all such PSs where No. of voters are between 1000-1500 subject to availability of necessary infrastructure for setting up of auxiliary PSs.
- (iv) Fresh list of PSs for delimited constituencies as approved by the ECI in terms of Sec. 25 and published finally by DEO, shall be the list of PSs.

3.2 Modification/change in the list -

- (i) Physical verification of PS for conduct of poll so as to avoid any last moment changes. (Format-A enclosed)
- (ii) Check whether any modification is required due to :-
 - (a). Sharp increase in the number of voters
 - (b). Owner of private building where PS is located becomes a contesting candidate or a supporter of a candidate or a political party
 - (c). Building of existing PS is badly damaged
 - (d). The building is not available for poll due to any other reason, or
 - (e). Any natural calamity
- (iii) Shifting of PS on requests - only in extremely exceptional cases and based purely on merit with approval of ECI.
- (iv) Changes in PS list only with approval of ECI
- (v) Proposals for changes are to be discussed with political parties and legislators in the meeting of standing committee.
- (vi) In case no modification is required CEO and ECI should be intimated two weeks before last date of withdrawal of candidature
- (vii) Change in nomenclature of building of PS - Approval of ECI not required; send intimation only to CEO and ECI.

- (viii) Publicity and information to contesting candidates and political parties and public at large, in case of any change.
- (ix) Printing errors to be corrected at the DEO level

3.3 Supply of list of PSs -

- (i) Sufficient copies may be printed for contesting candidates, political parties, RO, AROs, various cells of DEO office, Police authorities, Observers, CEO, sale, reserve etc.
- (ii) Contesting candidates shall be supplied three copies free of cost.
- (iii) Copies of list may be made available for sale at price fixed by C.E.O.

3.4 Arrangements at PS for poll -

- (i) Necessary furniture for poll
- (ii) Ramps for physically challenged persons mandatory in all PSs - Permanent ramps in public buildings. In the PSs where permanent ramps have not been provided temporary ramps should be provided - wide publicity of provisions of ramps be ensured (ECI's No. 509/110/2004-JS-I dt. 26.10.2007)
- (iii) Drinking water and shade for voters' convenience.
- (iv) Prepare a list of Phone No. of P.Ss. or nearest phone number.
- (v) Ensure that no office of political party exists within 200 meters radius of PS. (ECI's No. 464/INST/2007/PLN-1 dt. 12.1.07)
- (vi) Requisitioning of building - If necessary, take action u/s 160/166 of RP Act 1951.
- (vii) To photograph all the polling stations

Format-"A"

Format for Inspection of Polling Stations

S.No.	No & name of Polling Station	Name of Building	Particulars of the Building (Govt./Semi Govt./ Private)	No Of Voters in Polling Station	Mention, if the Polling Station is situated in the religious place, Police Station, Hospital	Physical Condition of the Polling Station.	If Polling Station is damaged, is there any appropriate building near by, mention name.	Whether area of Polling Station is minimum 20 sq./m or not.
1	2	3	4	5	6	7	8	9

Mention, if there is more than one Polling Station in the building,	Condition of approach road for the Polling station.(Distance in km if P.S. is to be covered on foot.)	Appropriate proposal if auxiliary Polling Station is to be established	Whether these facilities are available in the Polling Station or not							Whether permanent Ramp is available or not	Remark (If any section)
			Drinking Water	Toilet	Shed	Light	Furniture	Exit door	Space for separate queues for M/ F & for EPIC/ non-EPIC voters		
10	11	12	13	14	15	16	17	18	19	20	21

Part-4 Electronic Voting Machines

Reference —

- R. 49A, 49B of CE Rules 1961, Ch. XII of RO Hand Book,
- ECI's No.464/OBS/EVM/2007/PLN-IV dated 12.10.2007,
- ECI's No. 51/8/7/2007 PLN-IV dated 12-10-2007,
- ECI's No. 51/8/16/4/2007/PLN-IV dated 12-10-07
- ECI's No. 51/8/2008 - EMS (INST-1) dt. 11.8.2008
- ECI's No. 51/08/16/4/2008-PLN-IV(EMS) dated 28.8.2008;
- ECI's No. 51/8/16/4/2009/EMS dt. 16.1.2009

4.1 Availability -

- (i) Requirement and availability of EVMs be assessed
- (ii) 10% in rural area and 5% in urban area be kept extra.
- (iii) Reassessment of BUs if the number of contesting candidates becomes more than 16.

4.2 Checking -

- (i) "First Level Checking" of each and every EVM be done by authorised engineers of BEL/Authorized company at district HQ - DEO shall nominate a Nodal Officer.
- (ii) All switches be checked in the presence of representative of DEO.
- (iii) All EVMs be tested with dummy votes for each candidate and at every location - At least 1% EVM will be tested with 50 dummy votes.
- (iv) A sticker duly signed with date by engineer and representative of DEO may be pasted on back side of BU and CU - The unique Machine No. and District's running serial No. (to be allotted after this checking) will be indicated in the sticker.
- (v) Defective EVMs should be kept separately for follow up action for rectification of defect.
- (vi) DEOs to ensure that all prepared EVMs have new batteries.

4.3 Randomisation of EVMs -

- (i) A database of CUs and BUs verified and certified will be prepared.
- (ii) Database will contain details of CUs and BUs indicating machine number.

- (iii) CUs and BUs so verified shall be kept under proper lock and key.

4.3(A) Zero randomisation -

- (i) Before first randomisation of EVMs all first level checked EVMs at DEO level to be randomized. EVMs for training and for use in poll process to be segregated.
- (ii) CUs and BUs so segregated for training purpose shall be distributed AC segment/AC constituency wise - A sticker of RED color shall be affixed at front side of CUs/BUs.
- (iii) EVMs so selected for training purpose shall be kept separately under lock and key and these machines shall not be used in polling process.
- (iv) List of CUs and BUs so selected for training purpose shall be prepared and signed by DEO's representative shall be given to representatives of recognize political parties and a receipt be obtained.

4.3(B) First randomisation -

- (i) CUs/BUs as per requirement of poll including reserve will be selected by grouping for distribution to AC segments.
- (ii) Randomization in presence of representatives of recognized political parties.

4.4 Allocation of ID -

- (i) After AC segment wise grouping of CUs/BUs a current ID shall be assigned to each CU/BU and will be indicated in the sticker. For example - If AC No. 56 is allotted 280 CUs and BUs the current ID for CUs would be from "56/CU/001" to "56/CU/280" & the current ID for BUs would be from "56/BU/001" to "56/BU/280".

4.5 Distribution of List and EVM to RO/ARO -

- (i) Randomized list of CUs and BUs for use at poll shall be prepared and signed by DEO's representatives and the RO/ARO - This list shall be given to representatives of recognized political parties and a receipt be obtained, even if a representative is not present at the time of randomization.

- (ii) The CUs/BUs meant for use at poll be separately taken to ROs strong room under proper escort and will be sealed and guarded - At the time of sealing the strong room, the representatives of political parties may be permitted to affix their seals.
- (iii) Proper logbook shall be maintained in the strong room.
- (iv) Training EVMs shall be distributed to the relevant officers.

4.6 Preparation of EVMs by RO/ARO —

- (i) Preparation of EVMs by RO - In the presence of Observer and candidates/ their representatives.
 - (a) Fixing ballot on BU
 - (b) Installation of new batteries and setting of candidates
 - (c) Sealing of candidate section
- (ii) PS wise pair of CU and BU will be kept together by taking them.
- (iii) During preparation of EVMs the **Second randomization** of CUs/BUs be done to allot the CU/BU to specific PS - Allotted PS number will be indicated in the sticker - Remaining CUs/BUs shall be kept as reserved and "R" shall be written in the sticker of such reserve CU/BU
- (iv) In case the assembly segment of PC is not in the same district, the preparation of EVMs be done by the ARO - In such case EVMs for that assembly segment will be used out of the stock of that particular district.
- (v) Mock poll cum result verification will be done at this stage for satisfaction about functioning of the EVM - At least 10% EVM pairs should be tested by RO/ARO.
- (vi) PS wise list indicating the current ID and machine number of CU/BU allotted to each PS will be prepared by RO/ARO - Separate list for reserve CUs/BUs shall also be prepared - Both lists duly signed by RO/ARO shall be given to candidates/agents obtaining their signatures.
- (vii) Address tags - Current ID No. shall be indicated - Reserve status shall also be indicated.
- (viii) Prepared EVMs to be kept under double lock of respective storage room of AC segment - Candidates / agents permitted to affix their seals on lock of strong room.

- (ix) After preparing EVMs list of deployed EVM and reserve EVMs be prepared. In case of replacement record be maintained.

4.7 Distribution of EVMs to polling parties -

- (i) In case transportation of EVMs to dispersal centers, Observers and candidates be informed of movement plan. Armed security of at least a section strength be posted at dispersal centers.
- (ii) Distribution plan of EVMs will be closely monitored by Observers.
- (iii) PrOs shall be advised to compare the machine number and the adhesive sticker and also verify the PS number indicated on the sticker compared with PS number mentioned in the address tag.

4.8 Safe custody of polled EVM -

- (i) After poll, two tier security for strong rooms - Outer of SAP, inner of CPF/ SAP.
- (ii) Necessary fire fighting equipments around all strong rooms.
- (iii) Candidates, the election agents or authorised persons be permitted to affix their seals on the doors and windows of the storage place and they/agents may keep a watch from a considerable distance.
- (iv) RO shall paste EVM deployment account indicating the CU numbers of EVM used PS wise in the counting hall.
- (v) ECI's Instructions - DEOs / SPs are responsible for any lapse in arrangements and security of EVMs.
- (vi) **In case of re-poll** - A tag "Not to be counted" shall be put prominently on the old EVM and another tag "Re-poll EVM - to be counted" shall be put on the new re-poll EVM - Tags should be duly signed by RO.

4.9 Videography of Events -

- (i) All the stages beginning from first level checking should be fully covered with videography and records kept properly.

Part-5 Personnel Management

Reference —

- Section 26 and 159 of R.P. Act 1951, R. 53 of CE Rules 1961 and Ch. III of R.O. Hand Book,
- ECI's No. 464/Inst/2007/PLN-I dated 08.01.07,
- ECI's No. 464/Inst/2007/PLN-I dated 11-12-2007
- ECI's No. 464/KT-LA/ 2008 dated 4.4.2008,
- ECI's No. 464/OBS/Misc/2008/PLN-1 dated 27.5.2008,
- ECI's No. 437/6/2006/PLN-II dated 6.11.2006,
- ECI's No. 464/INST/2007/PLN-I dated 12.10.2007
- ECI's No. 464/INST/2008/EPS dt. 19.9.2008 and 26.12.2008
- ECI's No. 464/INST/2008/EPS 12.9.2008)

- 5.1 All Officers/officials related to election duties including police personnel shall be deemed to be on deputation of ECI during election process (Sec. 28-A of RP Act 1951)
- 5.2 Deployment of Staff in connection with conduct of election - following **categories** for various stages -
- (i) Presiding Officers and Polling Officers
 - (ii) Micro observers
 - (iii) Sector Officers
 - (iv) Area/Sector/Zonal Magistrates
 - (v) Police Personnel
 - (vi) Counting Supervisors and Assistants
 - (vii) Additional Counting Staff
 - (viii) Voter Assistance Booth Staff
 - (ix) Digital/Video camera Supervisors
 - (x) Booth Level Officers
- 5.3 Staff of following **authorities** can be deployed -
- (i) Central Government and State Government
 - (ii) Local Authority
 - (iii) University established or incorporated by/ under a Central / State Govt. Act.

- (iv) Government Company
- (v) Institution, Concern or Undertaking which is established by / under Central/State Act or which is controlled/financed wholly/substantially by funds provided directly / indirectly by Central/ State Govt.

5.4 District **Database** of eligible personnel which can facilitate computerized

- (i) **Software** - design as approved by ECI.
- (ii) **Particulars** like name, sex, residence AC, work place AC, designation, office, pay scale, phone No., part No., voter serial No., deployment category etc.
- (iii) Database be tested and operators be trained.
- (iv) Database to be **comprehensive** - no department be left out except those exempted by ECI. There should not be too much of strain on a particular department/organisation.
- (v) No contractual workers or Anganwadi workers.
- (vi) Bank employees only in contingency.

5.5 **Not to be deployed in election duties -**

- (i) Officials working in CBI, IB and RAW and personnel working in essential services.
- (ii) Sr. officers of Indian Forest Service, Veterinary Doctors and Compounders, Cattle Extension Officers, Medical Practitioners, Territorial staff of Wild Life/Sanctuary Deptt., Staff of AIR and Doordarshan.
- (iii) Staff of commercial bank in rural area, where the bank has only one employee.
- (iv) Operational staff of BSNL, UPSC and educational institutions (except in unavoidable circumstances)
- (v) Officials against whom ECI recommended disciplinary action or who have been charged for lapses in election related duties.
- (vi) Officials against whom criminal case is pending.
- (vii) Physically challenged persons in polling duty
- (viii) Where female employees are engaged in polling duty guidelines of ECI be followed.

5.6 **Grouping and formation of polling party -**

- (i) PrO and POs to be classified on the basis of pay, post and rank.
- (ii) PrOs should be Gazetted Officers and failing that official who are working in supervisory capacity should be deployed.
- (iii) Proper mix up of personnel. Two officials of the same group/category or from same deptt./office should not be put together - Certificate regarding proper mix up.
- (iv) One PrO + three POs in a polling party. In case of simultaneous elections for Legislative Assembly and House of People the norms is One PrO + 5 POs.
- (v) Where electors exceed 1200 one extra PO (ECI No. 464/INST/2008/EPS dt. 18.12.2008).
- (vi) Persons not to be deployed in home AC or AC wherein he is posted.

5.7 **Randomization of poll personnel - Three stage of randomisation process -**

- (i) **First stage** - To identify and select required number of polling personnel for district. In the appointment letter (in prescribed format as given in RO Hand book) the identity of AC not to be disclosed. Polling personnel will know whether he/she is a PrO or a PO, the venue and time of training. Presence of observers are not required at this stage.
- (ii) **Second stage** - Polling parties shall be formed. AC may be known but actual PS will not be known. Observers must be present. This randomisation not to be done before 6/7 days from the day of poll.
- (iii) **Third stage** - At the time of dispersal of polling party allocation of PS will be done. Presence of observers must
- (iv) Certificate regarding formation of polling parties on the basis of three stage randomisation process be given by DEO to ECI through and separately to CEO.

5.8 **Central Government Employees -**

- (i) Central employees need not be deployed as PrO and PO. To be kept for Micro Observer duties.
- (ii) Separate data base for Gr. A, B, C employee of Central Govt.

- (iii) The Gazetted officers/officials of Central Govt. and Central Govt. PSUs be identified as Micro Observers, which will be deployed randomly after consultation of Observer.
- (iv) One Additional Counting Staff drawn from Central Govt./PSUs of Central Govt., will be deployed for each counting table.

5.9 **Micro Observers/Election Volunteers** - Following categories of personnel can be considered for use as Micro Observers/election volunteers in election management (ECI No. 464/INST/ 2008/EPS dt. 10.12.2008) -

- (i) Serving GOI officials (Not in Home AC)
- (ii) Retd. GOI officials and State Govt. officials within district (not in Home AC)
- (iii) Members of NSS and Bharat Scouts.
- (iv) Serving State Govt. officials from other states.
- (v) Sr. Dn. members of NCC
- (vi) Individual volunteers selected by ECI.

5.10 **Photo Identity Cards etc., -**

- (i) Photo identity card in the prescribed format be issued by DEO/RO to PrO / PO / Counting Supervisors / Assistants, Camera / Video Supervisors/ BLO/ Voter Assistance Booth Staff/ All other staff associated with polling booth. Capturing of photographs of personnel at the time of first training be arranged. (ECI No. 464/Inst./2007/PLN-I dated 12-10-07)
- (ii) Polling Parties to **stay at polling stations** itself - In no case they may be allowed to stay at the residence of any private person.
- (iii) Arrangements for **shelter** and drinking **water** for polling personnel/ voters.
- (iv) Training sessions for teaching staff be conducted on holidays or after working hours. [ECI's No. 509/65/2003/ J.S.I. dt. 28.1.08]
- (v) In case, the polling personnel is not a voter he should be enrolled in the roll and EPIC be issued - DEO should ensure it to sponsoring authority.
- (vi) Micro Observer should, be enrolled as voter and EPIC issued.

5.11 **Polling personnel welfare measures** (ECI No. 464/INST/2008/EPS dt. 12.9.2008) –

- (i) Senior officer as nodal officer to coordinate and supervise welfare measures.
- (ii) Proper arrangement of basic amenities at training venues, dispersal centres/reception centres.
- (iii) Refreshment arrangements - on payment or otherwise
- (iv) Basic amenities at polling stations and
- (v) Health care/first aid.

5.12 **Ex-Gratia Compensation in case polling personnel dies** - meaning of "election duty" (ECI's No. 218/6/2006/EPS dt. 5.11.2008) –

A person to be considered on election duty as soon as he leaves his residence/office to report for any election related duty including training and until he reaches back his residence/office after performance of his election duty - There should be a causal connection between occurrence of death/injury and the election duty.

5.13 In relation to Women personnel, all instructions of ECI and court orders to be complied

Part-6 Working copies of Electoral Rolls

References —

- ECI's No. 22/2/2006 - PLN-II dt. 24-3-2006;
- ECI's No. 22/2/2007-ERS dt. 6-11-2007,
- ECI's No. 23/LOCATOR/2007-ERS dt. 5-11-2007;
- ECI's No. 22/2/2008 PLN-II dt. 8.8.2008;
- ECI's No. 51/8/7/2008-EMS (Inst-II) dt. 11.8.2008;
- ECI's No. 22/2/2008/ERS dt. 5.9.2008]

- 6.1 Working copies of rolls shall be prepared by the ERO/RO - Timely preparation be ensured.
- 6.2 At least 15 sets of rolls should be prepared -
 - (a) For candidates of recognized political party - One each.
 - (b) For Polling Party - 4 sets to each party including marked copy in sealed cover.
 - (c) For Sector Officer
 - (d) For safe custody of DEO/RO
 - (e) For reserve
- 6.3 Recognized political parties will be given two copies of supplement of continuous updation within 3 days after withdrawal of candidature with the request to carryout deletions in the final roll already given to them.
- 6.4 In case rolls are reprinted after final publication, one complete set should be supplied to recognized political parties.
- 6.5 A separate and part wise electoral roll in alphabetical order, preferably in English - For use at Voter Assistance Booth/ P.S. (ECI No. 23/LOCATOR/2007-ERS dated 05-11-2007)
- 6.6 RO to prepare PS wise list of absentee voters in roll, both, with family and without family linkage -This will be used for identification for critical PSs also.
- 6.7 Additional list of EPICs, prepared and distributed after printing of PER and not reflected in PER, shall be given to PrO. [Referral Image Sheets RIS]
- 6.8 List of Absentee/Shifted/Dead voters to be prepared and to be given to polling party.

Part-7 Polling material

- 7.1 Permanent articles like - Brass seal, Arrow Cross Seals etc, be checked - In case of shortage procurement as per instructions of CEO.
- 7.2 Forms and envelops received from CEO be checked/assessed. [Ref Ann V of Handbook of Presiding Officers, and Ann XII of Handbook of ROs]
- 7.3 Stationary articles to be procured from CEO/ as per direction of CEO.
- 7.4 Forms for appointment of polling parties to be generated from computer.
- 7.5 Indelible Ink - Only fresh stock be used.
- 7.6 Green paper seals and strip seals be obtained from stores of CEO.
- 7.7 Final result sheet in Form No. 20 and Part-II of Form No. 17-C (bearing names of contesting candidates) should be generated through computer.
- 7.8 Proforma for recording of votes by additional counting staff also to be printed.
- 7.9 Updated list of disqualified persons u/s 8A, 9, 10A of RP Act 1951 to be procured from CEO and to be given to ROs before scrutiny of nomination papers.
- 7.10 PrO diary formats should be serially numbered - keep proper account thereof.
- 7.11 Register of accounts of election expenses by candidates should be serially numbered and authenticated by DEO
- 7.12 Card board model of EVM also to be given to polling party for explaining voting process to voters (ECI No. 51/8/7/2008 EMS(INST-II) dt. 11.8.2008)
- 7.13 Procure following new formats also -
 - (i) Additional report by PrO after poll (to be submitted to Observer and RO).
 - (ii) Micro Observer's report after poll (to be given to Observer)
 - (iii) SO's report (to be submitted to Observer and RO).
 - (iv) Certificate regarding Mock Poll (ECI No. 51/8/7/2008-EMS dt. 15-7-2008).
 - (v) "Visit Sheet" at PS

Part-8 Imparting training to poll personnel/counting staff etc.

(ECI's No. 464/INST/2008/EPS dt. 23.12.2008 also to be seen)

8.1 Training for various groups —

- (i) RO/AROs of Vidhan Sabha Constituencies
- (ii) Resource persons (Trainers)
- (iii) Sector Officers
- (iv) Micro Observers
- (v) Police personnel / Area Magistrate / Zonal Magistrates
- (vi) Presiding Officers and Polling Officers
- (vii) Voters Assistance Booth Staff
- (viii) Authorized officers/ persons carrying digital cameras for inside photography at specified / identified PSs
- (ix) Counting Supervisors / Assistants and Additional Counting Staff.
- (x) Briefing to candidates and their election agents - about poll / counting process as well as provisions of model code of conduct / RP Act / ECI circulars.
- (xi) Booth Level Officers
- (xii) Despatch and receipt staff engaged in material distribution/ collection
- (xiii) Staff related to compilation of information and MIS.

8.2 Separate training **module** for various poll personnel.

8.3 Selection of training, Venues - Not more than 50 persons to be trained together.

8.4 Training to Polling Parties —

- (i) 1st randomization on database - 120% trainees be called.
- (ii) Form No. 12/ 12A be attached with call letters.
- (iii) 1st training limited to PrOs and PO 1st
- (iv) Relevant electoral rolls be facilitated at training centres
- (v) A model kit having polling material for the use of polling party, should be kept in training hall.

- (vi) 2nd training to PrO, PO Ist and PO IInd.
- (vii) Separate 'Hands on' training to 3rd P.O.
- (viii) Last training on despatch day - Entire polling team to be called.
- (ix) On last training day, facilitation center for marking and deposition of postal ballots. Arrangement for attestation officers - Briefing about procedure - Video filming.
- (x) Last moment EVM training and briefing on the departure day.
- (xi) Arrangements for advance TA/DA and outright charges.
- (xii) Videography of training process.
- (xiii) Test for PrO and P.O. Ist in 2nd training classes.
- (xiv) Training should be organised in smaller groups.

8.5 **EVM Training —**

- (i) More emphasis for "Hands on" training.
- (ii) Besides operation of machine, hands-on training on the following :-
 - (a) Connecting the BU with CU and switching on/off the battery.
 - (b) Mock poll and conduction and certification.
 - (c) Clearing of data after mock poll
 - (d) Preparation for poll.
- (iii) Irreversibility of the 'close' button;
- (iv) Proper sealing of machine -
 - (a) Before commencement of poll - green paper seal, strip seal, special tag, address tag
 - (b) Final sealing after close of poll
- (v) Precautions, Trouble shooting, DOs & DONTs

8.6 **Training on other items —**

- (i) Procedure / instructions as given in PO hand book.
- (ii) Duties of PrO, PO-I, PO-2 and PO-3 (including duty of extra PO, if any)
- (iii) Checklist for Presiding Officer - as provided in PrO Hand book.
- (iv) Use of postal ballot papers/EDC.

- (v) Poll day arrangements inside polling stations; voting compartment to be secure & secluded; only authorized persons to be allowed inside PS
- (vi) Polling Agents must be a voter in same PS and must have EPIC which may be displayed on their persons during poll (464/INST/2007 PLN I dt 12.10.07 and No. 464/INST/2008/EPS dt. 18.12.2008)
- (vii) Entry pass system into PS.
- (viii) Polling agents not allowed to be exchanged by relief agent after 3 PM.
- (ix) Agents to be given 17-C, PB and EDC list and shown marked copy of roll;
- (x) Polling agent not to be allowed to take out their marked copy of roll out side the PS (ECI No. 576/12/99-JS-II dated 18-08-1999)
- (xi) Display of Photo Identity Cards by polling personnel
- (xii) Issues related to identification documents of Voters
- (xiii) Mock poll certificate by PrO in prescribed format - Details of agents present be recorded and their signatures be obtained. Wait for 10 minutes in case if two or more polling agents are not present. (ECI's No. 51/8/7/2008- EMS dt. 15.7.08 and No. 464/INST/2008/EPS dt. 18.12.2008)
- (xiv) Not to show any excitement and get overwhelmed, when some VIPs/glamorous personalities come to caste their vote. (ECI No. 464/INST/2008 EPS dt. 23.7.08)
- (xv) Identification protocol
- (xvi) Marking of indelible ink on left fore finger of the elector and in case of proxy voter on the left middle finger.
- (xvii) Filling up of 17A- (Identification document and only last 4 digits of No. to be written in 'remarks') (ECI No. 464/INST/2007 - PLN-I dt. 25.10.2007)
- (xviii) Tallying of 17A, 17C and the EVM count
- (xix) Writing of Presiding Officers Diary - no column should be left blank.
- (xx) Additional report by PrO in prescribed **format** will be handed over to SO then RO/Observer.
- (xxi) Proper and correct filling up of statutory / non-statutory forms.
- (xxii) Maintenance of visit sheet at PS (ECI No. 464/Inst./2006 /PLN-I dated 17.03.2006)
- (xxiii) PrO not to go to voting compartment and 'assist' the voters – agents to accompany him when he has to go in special circumstances.

- (xxiv) PrO to explain to a voter, if needed, the voting process using the card board model of EVM (ECI No. 51/8/7/2008 EMS (INST-II) dt 11.8.2008 and No. 464/INST/2008/EPS dt. 24.10.2008)
- (xxv) Polling personnel should be sensitized about the special needs of the disabled, for courteous behavior towards them and for providing necessary support to them at PS. (ECI's No. 509/110/2004- JS-I dt. 26.10.2007)
- 8.7 Training to **Counting Supervisors / Assistants** and other staff engaged for opening of Strong Rooms, preparing result sheet, sealing of record etc.
- 8.8 Training to **Addl. Counting Staff** (GOI Staff) - About noting of result, filling of forms and reporting to Observer.
- 8.9 Training to **Police Personnel** (ECI No. 464/INST/2009-EPS dt. 9.1.2009) -
- (i) Critical polling stations - Measures thereat.
 - (ii) Vulnerable mapping and confidence building measures.
 - (iii) Special drives for preventive measures.
 - (iv) About force deployment at polling stations.
 - (v) Poll day management.
 - (vi) MCC provisions
 - (vii) Electoral offences
 - (viii) Misuse of money power and election expenditure
 - (ix) Defacement of public properties.
 - (x) Discipline during nomination process.
 - (xi) Publication of election pamphlets etc., u/s 127A
 - (xii) Communal harmony
 - (xiii) Poll day and counting day duties
 - (xiv) CPF coordination and amenities for them.
 - (xv) About election machinery and contact numbers.
- 8.10 Training to **special Executive Magistrates** - About their duties - Relevant Cr.P.C. provisions - Poll day management - Poll procedure.
- 8.11 Training to officers deployed for photography inside / outside the polling stations (as specially identified) - Sequence of photography as per 17A - Certificate regarding - Depositing camera/CD/ DVD/ hard & soft copies of photos along with certificate at separate counter. (ECI No. 447/2007 PLN-IV dt. 17.1.07)

Part-9 Deployment of Sector Officers and Tasks assigned to them

(ECI's No.51/8/7/2008 - EMS dt. 15.7.2008 and No. 464/INST/2008- EPS dt. 24.10.2008)

9.1 Deployment -

- (i) Responsible for election management from the day of announcement of schedule of election till the completion of poll process - If required central Govt. officers can also be deployed.
- (ii) Most responsible position; best officers to be identified – Deployment immediately after announcement of election schedule - They can be designated as Zonal Magistrates for the same area [at least 7 days before poll day]. They can be provided powers of Special Executive Magistrates also.
- (iii) A manageable route covering 10-12 polling locations (1 to 2 hours) should be assigned.
- (iv) Sectors to be constituted well in advance.
- (v) The routes should be plotted on constituency map.
- (vi) Immediately after the appointment he should have the sector map.
- (vii) DEO/RO & Observers to frequently (weekly) have review meetings with SOs and monitor works allotted to and done by them
- (viii) They should be provided with a vehicle in advance, not later than one week before the notification of election.
- (ix) A videographer can also be provided to monitor any breach of MCC.

9.2 Sector Officers - Tasks

9.2.1 Pre-poll responsibility - About polling location -

- (i) To verify whether route plotted on map is feasible - Ascertaining the approach and accessibility.
- (ii) Ascertain infrastructure at polling stations – water, shade, ramps, toilet, telephone etc., and physical status of building.
- (iii) Collect phone no., ascertain mobile connectivity at PS;
- (iv) Party Offices, whether they exist within 200 meters periphery of PS

- (v) He shall keep an eye and report on movement of unauthorised campaign vehicles, defacement of property, unauthorised campaigning, misuse of public buildings/Govt. Vehicles/Govt servants and all possible violation of MCC.

9.2.2 Pre-poll responsibility - About the voters -

- (i) EVM demonstration to the voters in catchments;
- (ii) Give specific information about EPIC coverage programme.
- (iii) Inform voters about help lines and locations of their PSs.
- (iv) To inform the voters to check their names in PER through BLO

9.2.3 Pre-poll responsibility - About vulnerability mapping -

- (i) **Frequent visits** for confidence building measures and fine tuning the vulnerability mapping;
- (ii) Vulnerability Mapping (ECI No. 464/INST/2007 PLN I dtd 12.10.07)
- (iii) Identification of villages, hamlets and segments of voters vulnerable for threat and intimidation
- (iv) Identification of persons who make it vulnerable - "It is not about numbers- it is about names" - Information to be given in prescribed format to the RO/DEO without having to disclose the source, [confidentially, if so required].
- (v) Accountability for ensuring free access of voters for voting.
- (vi) Contact points within the vulnerable community with their telephone numbers
- (vii) SO will act as Zonal Magistrate and therefore he will accompany the police forces during area domination.
- (viii) Since SO will act as Zonal Magistrate, he will prepare a "Zonal Magistrate Plan" sketch map of zones/ routes/ PSs, list of telephone Nos of PSs and election related officers, police stations etc., list of responsible persons and list of Anti social elements and people to be kept under 'special watch'.

9.2.4 Poll-eve responsibility

- (i) Ensure that the polling teams and all material have reached their PSs
- (ii) Ensure that force has arrived at PSs according to the plan.

- (iii) Clarify any last minute doubt on EVM operation or the polling process, amongst the poll personnel
- (iv) Give OK report to control room

9.2.5 Poll day responsibility

- (i) To ascertain the mock poll status before commencement of poll - Remedial action to sort out problem, if any, on the part of PrO or the EVM.
- (ii) Frequent visit and attention on the PS where the mock poll had to be conducted in the absence of agents.
- (iii) Report commencement of polls.
- (iv) To ensure that Forces deployed at PSs are in position
- (v) Replacements of EVMs where required (SO to have spare EVMs);
- (vi) Track and report the presence / absence of polling agents
- (vii) To assist polling team inside polling station if required,
- (viii) To maintain the purity of poll process and check all aspects of polling during their visits to PSs.
- (ix) Mock poll certification be ensured - mock poll status be reported within 30 minutes of completion of mock-poll to RO [ECI's No. 51/8/7/2008-EMS dt. 15.7.08]
- (x) Check voting pattern – any segment/section conspicuous by its absence Inform RO for remedial measures.
- (xi) Handling of poll day complaints
- (xii) Check the sealing of EVMs and preparation of papers by polling parties.
- (xiii) Escort all EVMs with the polling team to receipt centre.
- (xiv) Replacement of polling personnel from reserve parties
- (xv) At the end of poll he will ensure that: -
 - (a) PO diary filled up properly
 - (b) EVMs are properly sealed.
 - (c) Copies of 17C are given to polling agents
 - (d) Register of 17A is properly filled up.

9.2.6 After poll, submit a report on polling to RO. (Format enclosed)

Sector Officer's Report Format

Name of Sector Officer: _____
 No. & Name of AC _____
 Route No. _____
 No. of Candidates _____

1	PS No.	
2	Central Force Deployed Y/N	
3	Micro Observer deployed Y/N	
4	Video camera deployed Y/N	
5	Total voters	
6	Whether Mock Poll done (Y/N)	
7	No. of Polling Agents present	
8	Party candidates not represented by polling agents	
9	No. of votes polled at 1st visit (Mention time)	
10	No. of votes polled at 2nd visit (Mention time)	
11	No. of votes polled at 3rd visit (Mention time)	
12	Whether poll continued after closure time? (Y/N)	
13	No. of voters who have voted after 5PM by receiving token	
14	Total No. of votes polled at close of poll	
15	Total % of votes polled	
16	Whether machines closed and sealed properly (Y/N)	
17	Whether copy of 17C given to polling agents by PrO (Y/N)	
18	Whether PrO diary, 17A, 17C checked and tallied? (Y/N)	
19	Complaints received on poll day	
20	Source of each complaint, its nature and follow-up action taken	
21	Whether re-poll recommended (Y/N)	
22	Whether machine & statutory papers deposited in strong room (Y/N)	
23	At the close of poll, number and percent of votes polled by FEMALE, non-EPIC & ABSENTEE VOTERS with & without Family Links.	

Part-10 Deployment and Training of Micro Observers (MOs)

(ECI instruction No. 464/KT-LA2008 dt. 04.04.08 and No. 464/INST/2008-EPS dt. 24.10.2008)

- 10.1 Appointment (ECI's No. 464/INST/2008-EPS dt. 10.12.2008)
Following categories of personnel can be considered for use as Micro Observers in election management -
 - (a) Serving GOI officials (Not in Home AC)
 - (b) Retd. GOI officials and State Govt. officials within district (not in Home AC)
 - (c) Members of NSS and Bharat Scouts.
 - (d) Serving State Govt. officials from other states.
- 10.2 Responsibility of Micro Observers (Observers will decide the details)
- 10.3 MO would directly work under control and supervision of the observer.
- 10.4 DEO to arrange their database and their interaction with Observers
- 10.5 Appointment of Nodal Officer.
- 10.6 Route chart for Micro Observers
- 10.7 To provide communication plan to MOs.
- 10.8 MOs would be picked up randomly from Gazetted Officers/Officers of GOI in the district - In case Gazetted Officers are not sufficient in number, Gr. 'C' employees and above can also be utilised. Inter- district/ inter-division movement of central govt employees to function as micro observers, within the state, if necessary.
- 10.9 The list of PSs where MOs are to be deployed will finally be approved by the General Observer and kept confidential in a sealed envelop till the last moment of deployment.
- 10.10 In a multi polling station building one MO will be sufficient.
- 10.11 PSs to be assigned to MOs randomly on pre-departure day in the presence of Observers and duly approved by him. Exact PS would be given to on the day of departure.

- 10.12 DEO will provide them with an I-Card, photo entry pass to PS and other requirements.
- 10.13 DEO to call them for familiarization training in the polling personnel's training - DEO to arrange training – Observer will train them.
- 10.14 Arrangements by DEO for their drop and pick up to and from the PSs. They will not travel with polling personnel; they can travel with the Sector Officers. They have to be provided the general facilities.
- 10.15 They should reach PS at least one hour before the commencement of poll, or otherwise in the evening of previous day.
- 10.16 After the poll MO to submit report to the Observer about activities of poll day for each PS under his jurisdiction. **(Format enclosed)**
- 10.17 MOs report alongwith scrutiny of the 17A etc will be taken into consideration for taking a decision on re-poll etc.,.

**FORMAT FOR THE FEED BACK REPORT BY MICRO OBSERVERS TO BE
SUBMITTED TO THE CONSTITUENCY OBSERVER AFTER THE POLL
(Based on Annexure-L appended to Guidelines for Observers - 2008)**

1. Name of the Micro Observer
2. Designation
3. No. & Name of the polling station allotted
4. Date & time of arrival at the polling station
5. Name of the presiding officer
6. Total No. of voters
7. Whether mock poll was conducted (Y/N)
8. Whether mock poll result was cleared (Y/N)
9. Time of mock poll
10. Whether EVM ID/Machine No. shown to agents by Presiding Officer? (Y/N)
11. No. of polling agents present
12. Whether any party (candidate) not represented by polling agent
13. Whether entry pass system for Agents followed (Y/N)
14. Time of commencement of poll
15. No. of people standing at the queue at the time of commencement of poll
16. Whether voters were identified by verifying EPIC or other valid documents before permitted to vote (Y/N)
17. Whether the polling staff were filling details in the 17A register with reference to each voter

18. The time of first visit by the sector officer
19. How many times the sector officer visited the polling station during poll hours
20. Whether CPF deployed at the polling station (Y/N)
21. If yes, whether CPF jawan was observing the proceeding in the polling station while standing at the door
22. Was there any incident of violence/argument /threat etc. took place
23. 23.Did you notice any incident of polling staff going to voting compartment to guide the voters (Y/N)
24. Did any voter/agent complaint about voting process/polling staff?
25. Whether hourly total was compared between EVM total and 17A? (Y/N)
26. Whether flow of voters was regular or intermittent?
27. How many voters were standing at the queue at 3.00 PM/4.00 PM/5.00 PM
28. How many voters were given token by the presiding officer at 5.00 PM
29. How many voters had cast their vote at 5.00 PM
30. How many voters cast their vote after 5.00 PM
31. What time the poll was actually closed
32. Total No. of votes polled
33. % of votes polled
34. No. of voters voted using documents other than EPIC
35. No. of absentee/shifted voters voted
36. Whether EVM was sealed properly in the presence of agents
37. Whether signatures of agents obtained in the Part I of 17C?

38. Whether copy of 17C given to agents (Y/N)
39. What time the pickup party came to the polling station for escorting the polling staff?

Part-11 Transportation

- 11.1 Transport arrangements for the following: –
- (i) Observers
 - (ii) Area Magistrate / Zonal Magistrate
 - (iii) Polling parties
 - (iv) Sector officers
 - (v) Micro Observers
 - (vi) Police forces (State and Central)
 - (vii) Teams for observance of model code.
 - (viii) Videographers / Cameramen carrying digital cameras.
- 11.2 Route Chart for every PS; and be given to polling party and Sector Officer.
- 11.3 Route Chart must indicate the distance of last polling station from HQ - Routes must be plotted on constituency map also.
- 11.4 Route chart should be most feasible and convenient- Separate route chart for-
- (a) Polling parties
 - (b) Sector Officers/Zonal Magistrates
 - (c) Micro Observers
 - (d) Police Parties
- 11.5 Buses, Trucks, Cars, Jeeps etc., (both of private and government) be assessed.
- 11.6 Draft movement programme and *ad-hoc* ear-marking of vehicles.
- 11.7 Tentative transport programme of polling parties
- 11.8 Police personnel to be deployed at PSs should be accompanied with polling parties.

- 11.9 Minor repair of roads/ routes, if necessary, by PWD or related authorities/ departments.
- 11.10 Availability of POL, be ensured. Need of extra barrel points to be examined.
- 11.11 Requisitioning of vehicles, Private and Government both - Sec. 160 of RP Act, 1951.
- 11.12 Vehicle of the following should not be requisitioned. (ECI's No. 464/INST/2008 - EPS dt. 26.12.2008)
- (i) Vehicles of BSNL, UPSC and education institutions (except in unavoidable circumstances)
 - (ii) Vehicles of Forest department, AIR, Doordarshan, WHO, UNICEF and Organisations of UN.
- 11.13 Vehicle should be in good condition and shape and free from dirt and smell.
- 11.14 As far as possible truck should be not used for polling parties.
- 11.15 Vehicle should not be retained unnecessarily.
- 11.16 Check if any boats or such other means would be necessary to be deployed, and whether any special preparations/ precautions would be required in eventuality of rains or other such events.
- 11.17 Have the districts' 'Disaster/ Flood Contingency/ Management Plans' been re-looked into/ updated, and due preparations been kept in light of the same.

Part-12 Postal Ballot Paper

[Ch. X of RO Hand Book & ECI's No. 52/2008/JS-II dt. 21.10.2008]

12.1 Electors entitled to vote by post -

- (i) Service voters (including their wives), other than who opted for proxy voting.
- (ii) Special voters (including their wives)
- (iii) Electors subjected to preventive detention.
- (iv) Electors on election duty. These include PrO, PO, Police personnel, Sector Officers, Area/Zonal Magistrates, Observers and their staff, Micro Observers, BLOs, Drivers/Cleaners etc actually employed on requisitioned Vehicles.
- (v) Notified voters, as per special instructions of ECI.

12.2 Printing of Postal Ballots -

- (i) Postal ballots to be printed at DEO level through private or government press - Assess the requirement properly - Keep extra.
- (ii) Identification of printing press - Equipments, viz. proper slugs, numbering machines be ensured - Proper security arrangements at printing press.
- (iii) Design of postal ballots papers - Common for all categories.
- (iv) Postal ballots for service voters – Printing in Ist phase and within 24 hours of withdrawal.
- (v) Printing of postal ballots for other categories, in 2nd phase, within 72 hours of withdrawal.

12.3 Despatch and collection of Postal ballot Papers -

- (i) Before the PBs are issued, the facsimile signature of the RO, will be stamped on the reverse side of the PB two times - one which will appear in full and other in such a manner that part of the signature appears on the reverse side of PB and the remaining part appears on the reverse side of counter foil.
- (ii) **PBs for service voters** - District level dispatch within 48 hours of withdrawal - Register to be maintained - Signature of postal authorities to be obtained in Register -
- (iii) Advance preparation of Form 13B, 13C, 13D.

- (iv) **Postal ballots for polling personnel including MOs, BLOs etc.,** - Facilitation center at training venue - Voting on 2nd training day and spill over on 3rd training day also – collection arrangement also-Sealed Drop Box to be kept under supervision of RO/ARO - Register to be maintained.
- (v) **Postal ballots for police personnel** - Obtain police deployment list for poll duty only, including SAP and district executive force, with AC, Part No. and Sl. No., 10 days before poll day - Nodal officer in SP office be appointed - Form 12 or 12A to be given in advance despatch of PBs to their office address.
- (vi) **Postal Ballots for Drivers/Cleaners of requisitioned vehicles** - Only to those who are deployed on poll day – List of drivers/cleaners duly authenticated by vehicle owners should be obtained at least 10 days before - A letter for this purpose alongwith requisition letter should be served to the vehicle owner - Copy of form 12 may also be given - PB should be issued to drivers/cleaners in person on identification - Register to be maintained - Separate nodal officer.
- (vii) Obtain list of **persons under preventive detention** and places where they are being held – within 15 days after the date of notification of election.

- 12.4 Meeting with postal authorities to ensure expeditious delivery of PBs on counting day before commencement of counting and on pre-counting days.
- 12.5 Reserve staff shall be provided the facility to vote on postal ballot.
- 12.6 Once listed as postal ballot, no reverse decision -
- 12.7 Issuing of PB be completed 5-6 days before the dispatch day so that working copies/ marked copy can be prepared latest 2 days before the dispatch day.
- 12.8 Since a **Polling Agent** must be a voter of same PS, he should not be given PB.
- 12.9 Persons on polling duties to apply PB rather than EDC
- 12.10 Despatch of postal ballots by registered post, except where they are to be given in person after proper identification.
- 12.11 Video-filming of facilitation centres.

Part-13 Ballot papers for EVMs

(Ch. X of RO Hand Book)

- 13.1 Design** of Ballot papers for EVMs is separate from that of postal ballots.
- 13.2 Design** of ballot papers for Tendered vote and EVMs is same.
- 13.3 Assessment** of ballot papers – (i) No. of EVMs to be used including reserve EVMs (ii) 20 ballots per PS for use of tendered votes and (iii) 10% extra for mutilation at the time of fixing the BPs in the BUs, defective BPs. [Ref Ch X, Para 28 of RO Handbook]
- 13.4 Printing** - At Govt. Printing Press as directed by CEO.
- 13.4** Depute a responsible officer and staff for printing of BPs. - **Accurate and timely** printing be ensured.
- 13.5** After printing **security** arrangements during transportation and safe custody at District HQ.

Part-14 General Arrangement for Poll

14.1 **District Election Plan.** (ECI No. 464/INST/2008-EPS dt. 24.10.08) -

14.1.1 Prepare a **district profile** giving details of the following: -

- (a) important officials and their telephone numbers,
- (b) geography,
- (c) demography,
- (d) administrative units/assembly segments,
- (e) general law and order with constituency specific details and
- (f) past electoral offences

14.1.2 Information regarding **electors** be ready in advance:-

- (a) about sex ratio (form 1B & 1C)
- (b) Voter population ratio (form 2C)
- (c) Inclusion & Deletion (form 3B and 3C)
- (d) EPIC coverage (Form 5B & 5C)
- [e] Age cohort analysis, AC wise
- [f] Absentee voters with and without family links details/ analysis
- [g] ESR details and action taken.

14.1.3 **Polling Stations** - Details -

- (a) Constituency wise No. of PSs, Nos of polling locations, Categorized by No. of voters etc.,
- (b) PSs accessible by vehicle, their distance from road, list of PSs without telephone lines - Tel. No. of each PS.
- (c) Vulnerable villages/Hamlets - List in format.

14.1.4 **Polling personnel** - Man power requirement to be assessed for appointment as sector/zonal magistrates, PrOs, POs, etc., - complete database of particulars of officers/officials working in all central/State Govt officers, PSUs etc.,.

14.1.5 **Movement Plan** -

- (a) Sector movement plan - Plan of movement of polling parties/security forces, SOs with detailed route chart indicating PSs - Sketch map of constituency showing sectors and PSs.

- (b) Requirement of vehicle etc - Buses, LMVs and Heavy vehicles for polling parties, special executive magistrates, security forces etc - Assessment well in advance.
- 14.1.6 **District Security Plan** - As per ECI No. 464/INST/2008-EPS dt. 24.10.2008.
- 14.1.7 **Communication Plan** -
- (a) For polling stations - Prepare list of telephone nos available in/nearby each PS alongwith particulars of contact persons/ runners/ police stations/ police posts.
 - (b) Prepare list of telephone nos/mobile nos of PrOs, SOs, Spl. Executive Magistrates.
 - (c) Mode of communication such as VHF/HF linkage to ensure connectivity with each PS on poll day where no landline/mobile is available.
 - (d) Putting all contact Nos. and details related to election officials and polling stations on CEO website along with polling station-wise vulnerability/ criticality status.
- 14.1.8 **Counting Plan** -
- (a) Identify the place for polled EVMs and counting of votes.
 - (b) Proposals of counting centres through CEO to ECI for approval.
 - (c) Assess the requirement of counting staff.
 - (d) Other logistic arrangements.
 - (e) Media arrangements.
 - (f) Security arrangements
 - (g) Communication and furnishing the data.
- 14.1.9 **Polling Staff Welfare - Plan** -
- (a) Nodal Officer
 - (b) Detailed guidelines given in ECI's No. 464/INST/2008-EPS dt. 24.10.2008.

14.2 **Assembly segment wise Election Plan** (ECI No. 464/INST/2008-EPS dt. 24.10.08)

- (a) Details of PSs - Total number - categorization of PSs urban/ rural/ polling locations.
- (b) Sectors to be formed - one sector (cluster of PSs) should fall on one common road.

14.3 **Sector Management Plan** (ECI No. 464/INST/2008-EPS dt. 24.10.08)

- (a) Sectors to be formed in advance so that immediately after the announcement of elections, the SOs could be appointed.
- (b) Area of the Sector Officers/Zonal Magistrates and police mobile should be same.

14.4 **Other issues -**

14.4.1 **Selection of buildings/premises** for various activities –

- (i) For training classes to polling personnel etc.,.
- (ii) For checking and preparation of EVMs and their storage.
- (iii) For storage of EVMs to be used in training
- (iv) For storage of EVMs AC wise after first randomisation.
- (v) For Dispersal centers
- (vi) For safe custody of polled EVMs and counting of votes.
- (vii) For boarding and lodging of central forces / outside police forces
- (viii) For boarding and lodging of polling personnel, if required.

14.4.2 **Control Room** - To be well equipped

14.4.3 **MCC Teams** - complaint monitoring system.

- (i) Nodal Officer
- (ii) Formation of MCC team AC wise.
- (iii) Register to maintained.
- (iv) ATR and daily monitoring

14.4.4 **IT related activities** - a technical team comprising at least one programmer and two data entry operators must be available full time at district level (ECI No. PPS/DEC/ JP/2006 dated 15-12-2006)

14.4.5 Deputing staff and formation of **various cells** for general arrangements - Duties to be assigned for following events: -

<u>S.No.</u>	<u>Event</u>	<u>S.No.</u>	<u>Event</u>
(i)	Polling personnel	(xv)	Facilitation centre (Helpline & Control Room)
(ii)	Polling stations	(xvi)	Media centre/cell
(iii)	Electoral Roll	(xvii)	EVMs
(iv)	Transportation arrangements	(xviii)	Complaint monitoring
(v)	Printing of Postal Ballots and EVM ballots	(xix)	Election Expenses
(vi)	Issue of Postal Ballots/ EDC	(xx)	Procurement and distribution of election materials
(vii)	Route Chart preparation (sector movement plan)	(xxi)	Liasoning with Observers
(viii)	Counting Staff	(xxii)	Issue of Identity Card
(ix)	Training	(xxiii)	Micro Observers
(x)	Polling personnel welfare	(xxiv)	Computerization/ Randomization
(xi)	Communication plan	(xxv)	Arrangements at Distribution Centre, reception Centre, Counting Centre
(xii)	Vulnerability Mapping; Critical Polling stations	(xxvi)	Law and Order
(xiii)	Model Code of conduct and videography	(xxvii)	Police Personnel
(xiv)	Zonal officer/Sector officers	(xxviii)	Statistical Data Cell

14.4.6 Meeting with political parties/**Standing Committee** - Meeting as often as may be convenient after declaration of election - Appeal to cooperate in the observance of model code of conduct for free and fair elections and to

maintain law and order - Minutes be drawn - Not to be used as mere formality.

14.4.7

Media Cell: -

- (i) Nodal Officer
- (ii) Holding meetings with media.
- (iii) Giving information on nominations, affidavits, etc and other events.
- (iv) Sharing with other informations
- (v) Coverage on poll day
- (vi) Coverage on counting day
- (vii) Authority letters.

14.4.7

Facilities for Observers [ECI's No. 464/OBS/2007/PLN-I dt. 9-1-2007 and No. 464/INST/ 2007/PLN-I dt. 12.10.2007] —

- (i) Boarding, lodging, transport and security to be arranged by DEO.
- (ii) Stationary, wireless communication, guide and secretarial assistance be provided.
- (iii) Contingency expenditure, if any, incurred by observer will also be reimbursed
- (iv) Fax machine of district administration be used by Observer on a priority basis and confidentiality be maintained
- (v) One telephone line is sufficient for use of more than one Observer being housed in same premises.
- (vi) STD telephone with fax facility at counting centers.
- (vii) Give constituency maps, list of PSs, table of contents of electoral rolls, telephone numbers, book-let containing plan of election and counting of votes.
- (viii) Proper transport from nearest railway station/airport to constituency.
- (ix) No Guard of Honour - No escort car/pilot or advance pilot.
- (x) Place of stay, phone number and dates of visits of Observer should be publicised.
- (xi) Food arrangements by district administration

- (xii) Every Observer will be provided a video camera and a videographer from the day he reaches the constituency.
- (xiii) If suitable Government Guest Houses not available provide alternative, accommodation in consultation with CEO.
- (xiv) TA / DA - be drawn from parental ministry / department / office

14.4.8

Restrictions on the Printing of pamphlets, posters etc., [ECI's No. 3/9(ES008)94-JS II/5196 dt. 2.9.94, No. 3/9/2004/JS II dt. 24.8.2004 & No. 3/9/2007/JS II dt. 16.10.2007 and Sec. 127A of RP Act 1951] -

- (i) Ensure whether printers and publishers are complying with the provisions of Sec. 127A of R. P Act, 1951.
- (ii) All the printing presses shall be informed within 3 days of announcement of election in writing by the District Magistrate to furnish information and printed material as required U/s 127A of RP Act 1951 - Attention towards provisions of Sec. 77(1) and 127A of R.P. Act and sec. 171 H of IPC and ECI's directions may also be drawn.
- (iii) Four copies of such printed material along with declaration of the publisher shall be furnished to DM by the printer within 3 days of printing.
- (iv) List of all the election pamphlets, posters etc shall be exhibited on the notice board of DM.
- (v) Surrogate advertisements in print media for/against a political party/candidate - Expenditure involved in such advertisement has to be added to account of election expenses u/s 77(1), hence required to be maintained - Sec. 171H of IPC prohibits expenditure without authority from the candidate.
- (vi) Strict action on violation of the provisions of Sec. 77(1) and 127A of RP Act, 1951, 171H of IPC and Commission's directions.
- (vii) A press note should be issued drawing attention towards provisions of Sec. 77(1) and 127A of RP Act, 1951 and Sec. 171H of IPC.
- (viii) A report be sent to CEO after completion of election.

- 14.4.9 **Feed back about "Dummy Candidates"** and measures to be taken in this regard (ECI's No. 464/INST/2008/EPS dt. 7.1.2009) —
- (i) Actual use of vehicles permitted for campaigning be reviewed - Video recording and collecting evidence - Issuing notice.
 - (ii) Before giving permits of vehicles on poll day dummy factor should be considered.
 - (iii) Appointment of polling agents should be tracked.
 - (iv) Close watch on counting agents.
 - (v) On misuse of permitted vehicle, action u/s 171H IPC to be taken.
 - (vi) On misuse of vehicle authorized for other candidate, notice be given to include the expenditure of the candidate, who misused the vehicle for his campaigning.
- 14.4.10 **CERTAIN ORDERS TO BE ISSUED BY THE DM -**
- (i) Suspension of Arms license.
 - (ii) Issue of prohibitory orders under section 144 Cr. PC in certain cases (If required).
 - (iii) Issue of order under defacement of property (Prevention Act).
 - (iv) Prohibition of sale of liquor (declaration of dry day).
 - (v) Order relating to use of loudspeakers.
 - (vi) Declaration poll day as local holiday (If required).
 - (vii) Inviting the attention of Govt. Servants towards relevant provisions of MCC and conduct rules.
 - (viii) Sending proposal to the Law department through CEO for vesting powers of special executive Magistrates under the relevant provisions of CrPC to certain officer.
 - (ix) Appointment of Sector Magistrate.
 - (x) Requisition orders regarding Polling Station, Counting Center, Distribution center, Reception centers and other building meant for Polling Station welfare.
 - (xi) Requisition order of vehicles.

- (xii) Issuing orders to the Petrol pump owners for keeping reserve stock of POL.
- (xiii) Inviting the attention of Political Parties and candidates regarding compliance of Model Code of Conduct.

14.4.11 **Sending various statistical information and reports to CEO** - To send information as per detail given in Annexure-1 at the end of this Checklist.

Part-15 Law and Order - Preventive Actions - Measures for peaceful, free and fair elections

15.1 Preventive Law and Order actions for peaceful, free and fair elections [ECI's No. 464/L&O/1/2004-PLN-I dated 29-02-2004 and No. 464/L&O/ 2007 PLN-I dt. 8.1.2007]

- (i) **Special drives to be launched from the announcement** - (i) to compile list of persons indulged in electoral offences during past two elections (ii) updating list of history sheeters, declared absconders, fugitive criminals (iii) to give affect the service of pending warrants/challans and updating list of pending warrants, (iv) to expedite the investigation/prosecution of pending electoral offences (v) unearthing of illicit liquor factories (vi) seizure of illegal arms and ammunition etc.,.
- (ii) Fortnightly updated constituency wise information on above special drives be kept ready with DEO to be forwarded to ECI, if and when asked for.
- (iii) Prohibitory orders u/s 144 CRPC banning the carrying of licensed arms - 100% scrutiny of arms licenses.
- (iv) Order relating to use of loudspeakers.
- (v) Immediately after announcement of election review of license holders.
- (vi) Depositing of arms and ban on issuing of new arms license after announcement of elections.
- (vii) Strict vigil and thorough checking of vehicles from 3 days before the poll till counting of votes to ensure that no undesirable elements or arms and ammunitions are being transported from outside.
- (viii) Preventive actions u/s 107/116/109 CRPC
- (ix) Sending proposals to Law Department for vesting powers of special executive magistrates and appointment of special executive magistrates.
- (x) Daily Law and Order report for the district in format prescribed in format LOR-1 be sent to Home department and not directly to ECI - Home department shall

send a consolidated report on entire State in format LOR-2 to the CEO for onward submission to ECI - Daily report regularly from notification of elections till completion of elections.

15.2 Security force deployment Plan (ECI's No. 464/INST/2008-EPS dt. 24.10.2008)

15.2.1 Security Plan - [ECI's No. 464/L&O/2007 PLN-I dt. 8.1.07 and No. 464/INST/2008 - EPS dt. 24.10.2008]

- (i) Full and optimal utilisation of CPFs and SAPFs to be ensured.
- (ii) CPF can be splitted into half section - (SP to certify that the area is insurgency / naxalite free). In areas which are insurgency/ militancy/ naxalite affected, section of CPF not to be broken.
- (iii) State deployment plan - To be prepared in consultation with CEO taking account the available forces of State Police/SAPF and CPF which will be made available by the MHA.
- (iv) District deployment plan - To be prepared under the chairmanship of DM/DEO - and to be approved by Observers - No deviation without express prior approval of Observer.
- (v) State deployment plan and district deployment plan would be finalised at least one week before the poll.
- (vi) Observers to be given draft force deployment plan on their arrival.
- (vii) The plan should have sketch map of each sector and identify vulnerable pockets and critical PSs.
- (viii) Police patrol routes and SOs route to the extent possible should be common.
- (ix) Deployment of any force (other than State Police and CPF) i.e. Home Guards etc., will require prior permission of ECI.
- (x) Security cover to contesting candidates only as per assessment of threat, and not in routine manner - Observers should be provided with adequate security.
- (xi) Three tier cordoning system to be set up in counting centres (ECI's No. 470/2007/PLN-I dt. 11.1.2007).

- (xii) Sealing of inter state borders/inter district borders, well in advance to prevent infiltration of antisocial and disruptive elements.
- (xiii) For guarding strong rooms after the poll to the extent possible, CPF will be used and wherever CPF is not available SAP will be used.
- (xiv) The forces shall be deployed at the PSs in the following order of sensitivity - CPF followed by SAP followed by DAP (ECI's No. 464/L&O/2007 PLN-I dt. 8.1.07).
- (xv) Additional measures at critical polling stations - As per criteria [ECI's No. 464/INST/2008-EPS dt. 24.10.2008]

15.2.2 **Role of CPF and State Police** (ECI's No. 464/INST/2008-EPS dt. 24.10.2008)

- (i) CPF not to be kept as strike reserve etc.,.
- (ii) CPF will be used for the purpose of area domination, conducting flag march (should be more on foot), confidence building among electors, checking of border etc., till 2 days before the poll.
- (iii) For the poll day the CPF shall be assigned duties of guarding PSs, poll material, poll personnel and the poll process and not to look after law and order - CPF may be deployed in any of the following manners: -
 - (a) Static guarding of chosen polling stations solely and exclusively by CPF;
 - (b) Static guarding of polling stations as part of a mixed (composite) team with local state forces;
 - (c) Patrolling duty on assigned routes (election sectors) covering a fixed cluster of polling stations;
 - (d) Patrolling duty as 'flying squads' in a defined area with surprise element;
 - (e) Escorting duty of polled EVM with polling personnel back to the receipt centre/strong room after polls are over;
 - (f) Any other duty which is necessitated to ensure the purity and fidelity of the election process.
- (iv) In static duty at chosen PSs - One CPF Jawan from the CPF party posted at PS will be stationed at the entrance of PS to watch on the

- proceedings inside the PS - he will cover other PS also in same building.
- (v) Where CPF has been assigned static guard duties but could not reach the assigned PS, the poll shall not commence.
 - (vi) Local State Police for maintenance of general law and order.
 - (vii) Local police not to replace the CPF at PS where the CPF has been assigned duties solely and exclusively - Supervision and control over the CPF at PS not by local Police Officer.
 - (viii) Hamlets/habitations within polling area that are vulnerable to threat, intimidation and undue influence shall be identified and confidence building and preventing measures be taken in advance by local state police.
 - (ix) Only if enough CPF is not available, local State Police can be deployed at PS.
 - (x) A minimum two unarmed local State Police personnel/Home Guard for each PS - When a PS is covered with CPF unit, only one local police will be deployed.
 - (xi) CPF mobile patrolling party will be provided sketch map and list of critical polling stations.
 - (xii) When the CPF is assigned duty in a "flying squad" mode, it shall be accompanied by a Zonal Magistrate.

15.2.3 Amenities to CPF personnel

- (a) Fooding be made at par with the State Police/Polling personnel
- (b) Packed lunch on poll/counting duty
- (c) Accommodation - as prescribed.
- (d) Vehicle / transportation
- (e) SIM card to Coy. Commanders

15.3 Identification of critical polling stations [ECI No. 464/INST/2008-EPS dt. 24.10.2008]

Factors to be taken into account -

- (i) PSs of high % of Non EPIC voters.
- (ii) PSs of high % of missing voters without family links.

- (iii) PSs having vulnerable pockets - SO's, Police's and candidate's "worry list".
- (iv) PSs where polling was more than 75% and where more than 75% of votes have been polled in favour of one candidate in last election.
- (v) Re-poll reported due to malpractices, and where electoral violence has taken place during last election.
- (vi) Anti social elements and their areas of influence.
- (vii) Observer will be consulted while finalizing the list of critical PS.
- (viii) Categories of critical PSs - like S-1, S-2, S-3 and S-4. Weight-ages to be assigned to each category of criticality.

15.4 Critical Polling stations - Measures to be followed thereat [ECI No. 464/INST/2008 - EPS dt. 24.10.2008 and No. 447/2007/PLN-4 dt. 17.1.2007] -

- (i.) One or all of the following measures: —
 - (a) CPF to safe guard the PS.
 - (b) PrOs be briefed to ensure that the EPIC / approved identification document are properly verified and reflected in the remarks col. of Form 17A
 - (c) List of such PSs be given to Commanding / Assisting Commanding Officer of CPF to keep an eye on such PSs.
 - (d) Digital/Video camera be positioned at identified PSs as directed by the ECI - Photography be carried inside the PS to capture photos of all electors in same sequence as in Form 17A and cover poll proceeding without compromising the secrecy of voting - Special care about the faces of all electors without EPIC or other ECI approved photo identity card.
 - (e) Micro Observer to be deployed - with consultation / approval of Observer.
- (ii.) Critical events in and around the PS should also be captured/photographed
- (iii.) Digital cameras will be issued by DEO to the trained officers for such PSs - The officer shall submit a certificate (format enclosed) after the poll.
- (iv.) Media persons not to be allowed to capture photograph inside the PS. [See also ECI No. PS/AK/2005 dt. 10.9.2005]

15.5 Prevention of Intimidation to the voters - Mapping of vulnerability [ECI No. 464/INST/2007 - PLN-I dt. 12.10.2007]

- (i) For identification of the areas Sector officers, should do exercise by visiting the area soon after declaration of election - SHO and local administrative officers be consulted before the finalizing the list - [Candidates' "Worry List" also to be considered when candidates are finalized and observers have arrived].
- (ii) Source of such threat / intimidation and names of persons who likely to spearhead such offence of undue influence be identified - Past incidence and current apprehensions.
- (iii) Contact points within the habitats / community vulnerability, be identified - Mapping for entire constituency polling station wise in a format (enclosed)
- (iv) Preventing measures by DEO and SP and confidence building measures for free and fair poll - Frequent visit at such locations.
- (v) Regular feedback by district intelligence - DEO / RO shall interact with candidates / political parties.
- (vi) Details of PS wise vulnerability mapping be given to Observer also on his arrival.
- (vii) Action plan by DEO and SP to deal with potential threats and intimidation points - action under 107 / 116 / 151 CRPC, forcing trouble mongers' appearance in police station, placement of police pickets, visits by officers etc.,.
- (viii) On the day of poll special attention be given - In case some section of voters is conspicuously absent special squad will be sent to ascertain that there is no hindrance.
- (ix) At the end of poll SO to submit special report to RO that voters from vulnerable habitats were able to vote or not.
- (x) Polling parties should also be briefed about the vulnerable centers - section in electoral part of the area be marked specially.
- (xi) CPF shall be given a list of such vulnerable locations - CPF shall also make it a point to visit for confidence building measures.
- (xii) If ordered by ECI, Observer will make a reading of the Form 17A and the marked copy of the electoral roll used at the PS.

Part-16 Model Code of Conduct

16.1 Provisions of the code - (As issued by ECI and as downloaded from ECI website www.eci.gov.in)

"Model code of conduct for guidance of political parties and candidates

I. General Conduct

- (1) No party or candidate shall include in any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic.*
- (2) Criticism of other political parties, when made, shall be confined to their policies and programme, past record and work. Parties and Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the leaders or workers of other parties. Criticism of other parties or their workers based on unverified allegations or distortion shall be avoided.*
- (3) There shall be no appeal to caste or communal feelings for securing votes. Mosques, Churches, Temples or other places of worship shall not be used as forum for election propaganda.*
- (4) All parties and candidates shall avoid scrupulously all activities which are "corrupt practices" and offences under the election law, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing within 100 meters of polling stations, holding public meetings during the period of 48 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.*
- (5) The right of every individual for peaceful and undisturbed home-life shall be respected, however much the political parties or candidates may resent his political opinions or activities. Organizing demonstrations or picketing before the houses of individuals by way of protesting against their opinions or activities shall not be resorted to under any circumstances.*
- (6) No political party or candidate shall permit its or his followers to make use of any individual's land, building, compound wall etc., without his permission for erecting flag-staffs, suspending banners, pasting notices, writing slogans etc.*
- (7) Political parties and candidates shall ensure that their supporters do not create obstructions in or break up meetings and processions organized by other parties. Workers or sympathizers of one political party shall not create disturbances at public meetings organized by another political party by putting questions orally or in writing or by*

distributing leaflets of their own party. Processions shall not be taken out by one party along places at which meetings are held by another party. Posters issued by one party shall not be removed by workers of another party.

II-Meetings

- (1) The party or candidate shall inform the local police authorities of the venue and time any proposed meeting well in time so as to enable the police to make necessary arrangements for controlling traffic and maintaining peace and order.*
- (2) A Party or candidate shall ascertain in advance if there is any restrictive or prohibitory order in force in the place proposed for the meeting if such orders exist, they shall be followed strictly. If any exemption is required from such orders, it shall be applied for and obtained well in time.*
- (3) If permission or license is to be obtained for the use of loudspeakers or any other facility in connection with any proposed meeting, the party or candidate shall apply to the authority concerned well in advance and obtain such permission or license.*
- (4) Organizers of a meeting shall invariably seek the assistance of the police on duty for dealing with persons disturbing a meeting or otherwise attempting to create disorder. Organizers themselves shall not take action against such persons.*

III-Procession

- (1) A Party or candidate organizing a procession shall decide before and the time and place of the starting of the procession, the route to be followed and the time and place at which the procession will terminate. There shall ordinary be on deviation from the programme.*
- (2) The organizers shall give advance intimation to the local police authorities of the programme so as to enable the letter to make necessary arrangement.*
- (3) The organizers shall ascertain if any restrictive orders are in force in the localities through which the procession has to pass, and shall comply with the restrictions unless exempted specially by the competent authority. Any traffic regulations or restrictions shall also be carefully adhered to.*
- (4) The organizers shall take steps in advance to arrange for passage of the procession so that there is no block or hindrance to traffic. If the procession is very long, it shall be organized in segments of suitable lengths, so that at convenient intervals, especially at*

- points where the procession has to pass road junctions, the passage of held up traffic could be allowed by stages thus avoiding heavy traffic congestion.*
- (5) Processions shall be so regulated as to keep as much to the right of the road as possible and the direction and advice of the police on duty shall be strictly complied with.*
 - (6) If two or more political parties or candidates propose to take processions over the same route or parts thereof at about the same time, the organizers shall establish contact well in advance and decide upon the measures to be taken to see that the processions do not clash or cause hindrance to traffic. The assistance of the local police shall be availed of for arriving at a satisfactory arrangement. For this purpose the parties shall contact the police at the earliest opportunity.*
 - (7) The political parties or candidates shall exercise control to the maximum extent possible in the matter of percussionists carrying articles which may be put to misuse by undesirable elements especially in moments of excitement.*
 - (8) The carrying of effigies purporting to represent member of other political parties or their leaders, burning such effigies in public and such other forms demonstration shall not be countenanced by any political party or candidate.*

IV- Day

All Political parties and candidates shall –

- (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.*
- (ii) supply to their authorized workers suitable badges or identity cards;*
- (iii) agree that the identity slip supplied by them to voters shall be on plain (white) paper and shall not contain any symbol, name of the candidate or the name of the party;*
- (iv) refrain from serving or distributing liquor on polling day and during the twenty- four hours preceding it;*
- (v) not allow unnecessary crowd to be collected near the camps set up by the political parties and candidates near the polling booths so as to avoid Confrontation and tension among workers and sympathizers of the parties and the candidate;*
- (vi) ensure that the candidate's camps shall be simple .The shall not display any posters, flags, symbols or any other propaganda material. No eatable shall be served or crowd allowed at the camps; and*

- (vii) *co-operate with the authorities in complying with the restrictions to be imposed on the plying of vehicles on the polling day and obtain permits for them which should be displayed prominently on those vehicles.*

V-Polling Booth

Excepting the voters, no one without a valid pass from the Election Commission shall enter the polling booths.

VI-Observers

The Election Commission is appointing Observers. If the candidates or their agents have any specific complaint or problem regarding the conduct of elections they may bring the same to the notice of the Observer.

VII-Party in Power

The party in power whether at the Centre or in the State or States concerned, shall ensure that no cause is given for any complaint that it has used its official position for the purposes of its election campaign and in particular -

- (i) *(a) The Ministers shall not combine their official visit with electioneering work and shall not also make use of official machinery or personnel during the electioneering work;*
(b) Government transport including official air-crafts, vehicles, machinery and personnel shall not be used for furtherance of the interest of the party in power;
- (ii) *Public places such as maidens etc., for holding election meetings, and use of helipads for air-flights in connection with elections shall not be monopolized by itself. Other parties and candidates shall be allowed the use of such places and facilities on the same terms and conditions on which they are used by the party in power;*
- (iii) *Rest houses, dak bungalows or other Government accommodation shall not be monopolized by the party in power or its candidates and such accommodation shall be allowed to be used by other parties and candidates in a fair manner but no party or candidate shall use or be allowed to use such accommodation (including premises appertaining thereto) as a campaign office or for holding any public meeting for the purposes of election propaganda;*
- (iv) *Issue of advertisement at the cost of public exchequer in the newspapers and other media and the misuse of official mass media during the election period for partisan coverage of*

political news and publicity regarding achievements with a view to furthering the prospects of the party in power shall be scrupulously avoided.

- (v) *Ministers and other authorities shall not sanction grants/payments out of discretionary funds from the time elections are announced by the Commission; and*
- (vi) *From the time elections are announced by Commission, Ministers and other authorities shall not –*
 - (a) announce any financial grants in any form or promises thereof; or*
 - (b) (except civil servants) lay foundation stones etc. of projects or schemes of any kind; or*
 - (c) make any promise of construction of roads, provision of drinking water facilities etc.; or*
 - (d) make any ad-hoc appointments in Government, Public Undertakings etc. which may have the effect of influencing the voters in favour of the party in power.*

Note: *The Commission shall announce the date of any election which shall be a date ordinarily not more than three weeks prior to the date on which the notification is likely to be issued in respect of such elections.*
- (vii) *Ministers of Central or State Government shall not enter any polling station or place of counting except in their capacity as a candidate or voter or authorised agent."*

16.2 Publicity of Provisions of Model Code of Conduct (MCC) -

- (i) Provisions of MCC, Law relating to electoral offences and corrupt practices and ECI's directions may be explained in the meetings with political parties
- (ii) R.O. to give copies of ECI's directions to candidates
- (iii) Publicity through print media etc.

16.3 Be pro active - check misuse of -

- (i) Official vehicles of Government/Public undertakings
- (ii) Government Building
- (iii) Government Officials.

16.4 Set up a daily monitoring arrangements for MCC violations for each AC and ensure daily reporting to CEO and the Observers in prescribed format - Teams comprising of police and civil officer and videographer for each AC - Remedial measures to be taken (ECI No. 464/G.J.-LA/2007 dt. 6.10.2007)

16.5 Video all major meetings, speeches; Video to be watched very evening and report given to the Observer (ECI instruction 447/2007-PLN IV dt. 17.01.2007)

16.6 Political Parties & **star campaigners**; names to come within 7 days of notification - their movements and expenses to be closely monitored - cases when it will be apportioned to candidate(s)

16.7 Helicopter landings to be monitored; parties to give information in advance.

16.8 DO's & DONT's - (ECI No. 464/INST./2007-PLN-I dt. 07-01-07)

- (i) Announcements of new projects etc. concessions /financial grants, promises thereof, laying of foundation stones etc., are prohibited.
- (ii) Commissioning of completed schemes without associating political functionaries and without ceremonies permitted.
- (iii) No fresh sanction of scheme- no fresh release of funds on welfares schemes.
- (iv) No bar on release of payments for completed works if it is under norms.
- (v) Relief to people - Prior approval of ECI be taken.
- (vi) Ban on transfers of all Officers / Official connected with conduct of election.
- (vii) No appointment / promotion without prior approval of ECI.

16.9 References to Politicians/Ministers on official website- (ECI No. 437/6/2007/Inst./ PLN III dt. 21-11-07)

- (i) References to Ministers, politicians or Political Parties on Govt. official website, shall be taken off / purged off.

16.10 Restrictions on presence of political functionaries who is not voter, in the constituency, when campaign period is over [ECI No. 464/INST/2007/PLN-I dt. 8.1.2007 and 27.2.2007] –

- (i) Office bearer of political party, who is in charge of the state, shall declare his place of stay in the State HQ and his movement shall remain confined normally between this party office and place of stay.
- (ii) Premises like community halls etc., be checked to find out outsiders.
- (iii) Check posts in the constituency border for vehicular movement.
- (iv) Verify the identity of people/group of people - whether they are voters.

16.11 Regulation of plying of vehicles during campaign period [ECI's No. 437/6/96-PLN-III dt. 16.01.1996, No. 464/INST/2007 PLN-I dt. 9.2.07, No. 437/6/97 PLN-III dt. 18.3.97, No. 437/6/2007 PLN-III (Vol. III) dt. 16.3.2007; No. 437/6/2006 - PLN-III dt. 12-11-2007 and dt. 23.11.2007] -

- (i) Strict action against vehicles plying in contravention of provisions of MV Act
- (ii) Close watch on vehicles for any possible mischief or criminal activities carrying of illegal arms, illicit liquor, and anti-social elements - Such vehicles not to be release till elections - Penal actions under relevant law also be taken.
- (iii) Vehicles for campaign purpose may ply only with prior approval of RO - Original permits bearing number of vehicle and name of candidate be displayed premonitory on wind screen of vehicles - Details to be given to Expenditure Observer
- (iv) Vehicle not registered for campaigning if found being used for campaigning shall be deemed to be unauthorized campaigning for the candidate - Action for such activity be taken u/s 171H of IPC also.
- (v) During filing of nominations upto 3 vehicles be allowed to come within the periphery of 100 meters of RO/ARO office - Expenditure will be included in account.
- (vi) In case visits by party leader as covered U/S 77 (1) (a) the permits of vehicles for road journey be issued centrally by CEO in different color - expenditure to be proportionally distributed (ECI No. 437/6/2007Vol.IV/PLN-III dated 16-10-2007 and No. 437/6/INST/2008-CC&BE dt. 31.10.2008)
- (vii) Convoys of more than 3 vehicles (excluding security vehicles in view of security gradation of PP) not to be allowed from the date of notification till completion of election - Bigger convoys be broken up keeping a minimum distance of 200 meters
- (viii) Now there is no restriction on number of vehicles in a convey on the road during the period of election campaign by "leaders" as covered u/s 77(1) [ECI's No. 437/6/ INST/2008-CC&BE dt. 31.10.2008]
- (ix) Bicycle, Two wheelers or cycle rikshaw is also a vehicle u/s 160 of RP Act 1991.

- (x) Only one flag/banner/poster/placard be allowed on one vehicle during procession.

16.12 Use of videography and digital camera during elections process - (ECI No. 447/2007/PLN IV dt. 17.1.2007 and dt. 12.10.2007 and No. 4/2008/SDR dt. 15.12.2008)

- (i) R.O to make arrangement of videography of critical events during election campaign day of poll, counting etc..
- (ii) Video teams under supervision of Senior Officers - The private videographers to be properly sensitized and be easily identified.
- (iii) Critical events only which are likely to vitiate the poll, to be video taped - Viz - Meetings, violent incidents, booth capturing, intimidation of voter, inducement/ bribery of voters, canvassing within 100 meters of PS, vulgar display of expenditure, cutout/hoardings, movement/activities of candidates with criminals records, critical PS, nominations/ scrutiny/withdrawal etc, preparation of EVMs, closure and opening of strong rooms, counting process etc.
- (iv) Video films to be viewed by R.O. immediately - corrective actions by R.O - In cases of serious infringement copy of video tape accompanied by a brief note by R.O., be sent to ECI / observers.
- (v) Unedited videographic clippings/ cassettes/ CD's will be handed over to Observers on the same evening or latest by morning of next day - Certificate to be also furnished.
- (vi) CDs of all critical events should be made available on reasonable cost to everyone whoever intends to obtain a copy of the same.

16.13 Video/digital photography of proceedings inside the PS (ECI's No. 447/2007/PLN-IV dt. 17.1.07) -

- (i) In particular cases, as directed by ECI, photography of voters in identified area/AC/PSs.
- (ii) Faces of all electors, should be in same sequence as in Form 17-A - Special care about faces of voters not having EPIC or ECI approved photo-I cards.

- (iii) Critical events in and around the PS also to be captured - viz - mock poll and sealing of EVM, positioning of voting compartment, presence of polling agents, last voter in queue at the close of poll - visits of SO, etc.,.
- (iv) Digital camera be issued by DEO to trained officers, - After poll such officer will give a certificate.
- (v) Separate counter for depositing camera/ CD/ DVD/ cassettes and the certificate.
- (vi) Downloading of data be arranged - Video cassettes to be treated as part of election record.
- (vii) Training be imparted to such officer also.
- (viii) Video cassettes / CD/ DVDs duly indexed will be kept in the custody of DEO as other election records.
- (ix) Locking seals of cassettes will be kept intact.
- (x) Inspection and certified copy of print of video cassette - as per direction of ECI and on payment fixed by ECI.

16.14 Prevention of defacement of property (ECI's No. 3/7/2008/JS II dt. 07.10.2008 and 10.11.2008) -

(i) Defacement of Public Places —

- (a) No defacement in any form (wall writing, banners, posters, flags, hoardings etc.,) be permitted on Government premises.
- (b) Writing of slogans displaying of posters etc, erecting cutouts, hoardings, banners, advertisement **only in any public place specifically identified** for such purposes be allowed strictly as per local laws - **Equal opportunity** to candidates/political parties.
- (c) If specifically earmarked places are already let out to any agency, the DEO through municipal authorities should ensure equitable opportunity to candidates/political parties.

(ii) Defacement of Private Places —

- (a) Not to be permitted on private places, if the local law do not permit even with consent of the owner.
- (b) Where local law has express provisions permitting wall writings, posters, banners, hoarding etc on private premises the written permission of the

owner is must - Photocopies of the same shall be submitted by the candidate with a statement in prescribed format, to the RO within 3 days - Expenditure to be accounted for. However, expenditure incurred on party campaign without indicating any candidate shall not be added to candidate's expenditure.

- (c) In areas where there is no law on defacement of private property, temporary and easily removable campaign material like flags and banners would be permitted with written permission of the owner. Copy of the same is to be submitted to the RO.

(iii) Other issues —

- (a) In case of violation of legal provisions relating to prevention of defacement of property penal action to be taken.
- (b) Displaying of flags and stickers on private vehicles - If it aims to solicit vote for a candidate, then provision of S. 171-H IPC would be attracted.
- (c) No poster/flag/campaign material be displayed on commercial vehicles, except in case of vehicles permitted for electioneering (Action u/s 171-H of IPC).
- (d) External modification / fittings including loudspeakers, in contravention of M.V. Act, not to be allowed on vehicles.
- (e) Educational institutions (including grounds) not to be used for campaigning/rallies.

16.15 Tours of Ministers (ECI's No. 437/6/96 PLN.III dt. 17.1.1996; No. 437/6/99 PLN-III dt. 15.7.1999; No. 464/INST/2007 - PLN-I dt. 7.1.2007 and No. 437/6/2007/ PLN-III dt. 23.11.2007)-

- (i) Official visits and political activities/electioneering not to be combined.
- (ii) Tours of Union Ministers - They may visit on purely official business after letter of certification by Secretary of department/ ministry - Govt. vehicles, accommodation and due courtesies be given for such official trip.
- (iii) Tours of Ministers of State Government -
 1. No Minister shall undertake an official visit.
 2. Election related officers not to be summoned by Minister.

3. Only exception is Minister in charge or CM in case of failure of law and order and occurrence of natural calamity
4. Minister entitled for official vehicles at HQ from their residence to offices for official work only and not for any political activity.
5. During electioneering visit, no pilot cars or car with beacon lights or car affixed with sirens be used, even if the minister has been granted security cover - Official staff of Minister not to accompany with minister during electioneering.

16.16 Accommodation in Government Guest Houses etc., (ECI No. 437/6/2006-PLN-III (Vol.II) dt. 1.4.2006) -

- (i) Accommodations in the Guest Houses / Rest Rouses of Govt. or PSUs can be given to political functionaries who are provided security cover in Z scale or above, on equitable basis.
- (ii) No political activities while staying in such guest houses etc.,.

16.17 Misuse of official vehicles (ECI No. 437/4/96-PLN-III dt. 15.1.96, No. 437/6/96-PLN-III dt. 9.4.1996, No. 437/6/97 PLN-III dt. 18.3.97 and No. 464/INST/2007 - PLN-I dt. 7.1.07 and No. 437/6/2008/CC&BE dt. 19.10.2008) -

- (i) Total restrictions on the use of vehicles such as helicopters, aircraft (except PM), cars, jeeps, etc.
- (ii) Use of official vehicles by Ministers, even on payment for electioneering purposes including by adopting the official work has been totally prohibited. The only exception will be the Prime Minister and other political personalities who require security of high order. In respect of persons covered by security, the use of State owned one bullet proof vehicle will be permitted if security agencies have prescribed such use.
- (iii) Official vehicle means vehicles belonging to Central Govt., State Govt., Public / Joint Sector under takings of Central or State Govt., Local bodies, PRIs and any other body in which any public funds are invested.
- (iv) Functionaries of autonomous organisations may use the official vehicle only for commuting between office and residence and to attend any official meeting within Head Quarters itself (ECI No. 437/6/2008/CC&BE dt. 19.10.2008)

- (v) Close watch by district administration.
- (vi) Vehicles found being misused, may be confiscated forthwith.

16.18 Security covers to Ministers and political personalities (ECI No. 437/6/96- PLN-III dt. 9.4.96; No. 437/6/98 PLN-III dt. 18.8.99; No. 4/2001/JS II dt. 30.3.2001 and No. 437/6/2007 PLN-III dt. 24.10.2007) -

- (i) Security covers as per threat perception assessed by Govt. agencies.
- (ii) Absolute ban on the use of State owned aircraft or helicopters propelled at State cost or hired at State cost for any reason including security (except P.M.).
- (iii) State owned one bulletproof vehicle be permitted where the security agencies have prescribed such use. Stand-by vehicle not to be permitted unless so specifically prescribed by security authorities.
- (iv) Propulsion charges of bulletproof vehicle will be borne by the Government and not by the PP.
- (v) Carcade will be strictly in accordance with security norms. Propulsion charges of such security vehicles and cost of man power will be met by State Govt.
- (vi) Political functionaries of other states (other than Z+ and SPG protects for whom approved guidelines exist) will not be permitted with private security vehicles or security guards - They will be permitted to come with their PSOs as per X, Y and Z category entitlement. (ECI's No. 464/RJ-LA/2008 dt. 20.11.2008)

16.19 Conduct of Government Servants (ECI No. 62/84 dt. 6.11.84 and Sec 129, 134 and 134A of RP Act 1951 and Civil Services (Conduct) Rules) -

- (i) No Government servant can take part in political activities - He can not act as election agent, polling agent, counting agent.
- (ii) He should not be present in public meeting during election campaign. Exception - those officers engaged in law & order and security arrangements.

16.20 Liquor - Restrictions on Sale etc., (Sec. 135-C of RP Act 1951 & ECI No. 464/L&O/2007 PLN-I dt. 7.1.2007) -

- (i) Liquor not to be sold, given or distributed on polling day and period of 48 hours ending with close of poll - Dry day shall be declared.

16.21 Use of loud speakers (ECI No. 3/8/2000/JS II dt. 26.12.2000 and No. 3/8/2005/JS-II dt. 26.9.2005) -

- (i) Loudspeakers on vehicles or for meetings can be used between 6.00 AM and 10.00 PM only.
- (ii) Permission is must for use of loudspeakers.
- (iii) In the case of loudspeaker on vehicles, permit issued by Govt. authority, shall indicate registration Number / identification Number of vehicle.
- (iv) Vehicles used without written permission is liable to be confiscated with all equipment.
- (v) Expenditure to be accounted for.

16.22 Public meeting / processions -

- (i) A register for permissions granted for meetings etc.,.
- (ii) "First come first" principle be followed strictly.
- (iii) Permission - Subject to local laws / prohibitory orders.
- (iv) No public meeting / processing after campaign period is over.

16.23 Advertisement of political nature on Radio, TV Channel and cable networks (ECI No. 509/75/2004 JS-I (Vol. II) dt. 15.4.2004; 26.9.2007; 2.11.2007; dt. 08.11.2007 and dt. 21.11.2008) -

- (i) Directions of Hon'ble Supreme Court are applicable at all times and not restricted only during the period of electioneering.
- (ii) Advertisement of political nature are to be got certified by the Committee/Designated Officer at different level.
- (iii) 'Advertisement' includes programme also which intends to use campaign material.
- (iv) Application for such certification should contain all required details and in prescribed format and with two copies of proposed advertisement in electronic form along with transcript.
- (v) Register of application and applications be serially numbered.
- (vi) Certificate to be given in prescribed format.
- (vii) Necessary equipments for previewing and scrutiny.

- (viii) Returning Officers of parliamentary constituency have been declared as Designated Officer, who will deal with applications for certification of an advertisement on cable network or TV Channel by an individual contesting candidate.
- (ix) Broad casting of commercial advertisement of political nature on Radio Channels (including private FM Channels) during the period MCC is in operation - Pre broad casting scrutiny and certification by the committee setup in the office of CEO - Above instructions of ECI shall apply to advertisements on Radio also (ECI's No. 509/75/2004/JS-I/Vol.II/RCC dt. 21.11.2008).

16.24 Temporary offices of candidates during electioneering (ECI No. 437/6/2007/INST/PLN-III dt. 12.11.2007) -

- (i) No such offices will be opened by way of encroachment or in campus of a religious place or contiguous to a educational institution / hospital or within 200 mtrs of PS.
- (ii) Only one flag and one banner (4 × 8 ft.) allowed.

Part-17 Despatch Arrangements of Polling Parties

- 17.1 Displaying No. and Name of PSs
- 17.2 Checking attendance of polling parties + zonal magistrates.
- 17.3 Introducing all the members of a polling party.
- 17.4 Wherever required, replacement of absentee.
- 17.5 Ensuring that polling material has been received by all the parties.
- 17.6 Transport cell at dispersal centres
- 17.7 Counter system - AC wise
- 17.8 Third randomization of polling parties in the presence of Observer
- 17.9 ID cards for poll personnel
- 17.10 Last minute training - Separate counter
 - (i) EVM briefing + Hands - on
 - (ii) Non EVM briefing
- 17.11 Non CPF force, deployed at PS, to accompany the parties.
- 17.12 Facilities at dispersal centre -
 - (i) Boarding of vehicles.
 - (ii) Training space
 - (iii) For checking of EVM + material by polling parties.
 - (iv) Facilitation centre for postal ballots.
 - (v) Strong rooms for EVMs and storage of other material.
 - (vi) Distribution counter.
 - (vii) Medical Aid.
 - (viii) Basic amenities.

- 17.13 No canvassing during period of 48 hours ending with close of poll
- 17.14 Arrangement of advance TA/DA and outright charges etc., and medical kits.
- 17.15 POL arrangement
- 17.16 New formats, viz for MO, SO and PrO be given to the concerned.
- 17.17 Additional list of EPICs be included in despatch material.
- 17.18 Every polling material kit to be checked well in advance.
- 17.19 Basic amenities for polling personnel.
- 17.20 First Aid/other medical facilities should be arranged.
- 17.21 ASD list of voters also to be given to polling parties.
- 17.22 OK report of all polling parties reaching their PSs.
- 17.23 To give polling parties RIS sheets, and separate lists of non EPIC voters and Absentee voters with and without family links,
- 17.24 POs to comply with RO handbook Chapter XII para 4.6 (in relation to cross checking of BU- CU numbers and Polling Station numbers).

Part-18 Poll day arrangements

18.1 Control room arrangements.

- (i) Additional staff / Equipments
- (ii) Communication arrangements - To be in touch with CEO also - Mobile to be switched on all the time.
- (iii) Complaint handling arrangements.
- (iv) Arrangement for deploying reserve staff.
- (v) Arrangement for EVM replacement.

18.2 Arrangement for **escorting of the poll EVMs and election material** - Observers to be intimated.

18.3 Regulation of plying of vehicles on poll day [ECI's No. 437/6/96-PLN-III dt. 16.01.1996 & dated 24.3.2007 and No. 437/6/2006 - PLN-III dt. 23.11.2007] -

- (i) One vehicle for candidate, one vehicle for election agent and one vehicle for candidate's workers/party workers be allowed - not more than 5 persons including drivers be allowed. If candidate is absent from constituency no other person allowed to use the vehicle allotted to him - No other vehicle should be allowed to be used by any leader.
- (ii) Permits be issued by DEO - Permits be displayed on wind screen of vehicles
- (iii) Carrying of voters by these vehicles - Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951.
- (iv) Exceptions - Govt. Servant on duty, transportation of patient / old / infirm persons, voters in their own vehicle, public transport and other genuine bona-fide use other than election
- (v) Private vehicles used by owners for themselves/ family members for going to polling booth to vote, not to be allowed within a radius of 200 meter of PS.

18.4 No canvassing within PS or any public or private place within a distance of 100 meters of a PS (S. 130) -

- (i) Cellular phones, cordless phone etc., not to be allowed except officers on duty in the 100 meters of a PS. [ECI No. 464/INST/2007-PLN-1 dt. 12.1.2007]
- (ii) Voter slips to be plain white slips without name of candidate/party markings/symbol.
- (iii) No posters or banners.
- (iv) During polling PrO and other staff shall keep their mobile "switch off" in the PS. If required they can talk from outside the polling booth.
- (v) Booth Level Officer to be stationed outside the polling booth and should keep with mobile phone switched on.

18.5 Prohibition of misuse of SMSs [ECI's No. 464/INST/2008-EPS dt. 05.11.2008] -

- (i) Objectionable SMSs are to be traced and action to be taken by police.
- (ii) Bulk transmission of SMSs as an alternative electioneering - cost involved to be noticed.
- (iii) Transmission after the campaign period is over is not allowed.

18.6 Prohibition of loudspeakers, mega phones etc and **disorderly conduct** - within 100 mtrs of a PS (S. 131)

- (i) Amplifying or reproducing the human voice by any apparatus not allowed.
- (ii) In case of contravention such apparatus be seized.
- (iii) Shouting or otherwise act in disorderly manner not allowed.
- (iv) Penal action also to be taken.

18.7 Candidates' election booths (one table + two chairs) without shamiyana/tentage and with - one banner upto 3 ft.× 1.5 ft. beyond 200 mtrs of a PS allowed. If it have valid permission from local authority (ECI No. 464/INST/2007 PLN-I dt. 12.1.2007)

18.8 Going armed to / near a polling station (Sec. 134B and ECI No. 464/INST/2007 PLN-I dt. 24.2.2007) -

- (i) Security personnel attached to any person not to be allowed - Except in case of person covered under Z+ security which is one security person in simple clothes and with concealed weapon.
- (ii) Prohibition for Minister/MP/MLA to be an election agent etc., (ECI's No. 437/INST/2008-EPS dt. 14.10.2008) -
 - (a) Minister/MP/MLA or persons to whom security cover granted not to be an Election Agent/ Polling Agent/Counting Agent.
 - (b) Any person having security cover will not be allowed to surrender his security cover to act as such agent.

18.9 Entry into polling station -

- (i) Only persons entitled under rule 49-D of Conduct of Election Rules, 1961 be allowed.
- (ii) Media person not to capture photograph of the balloting process in any manner that will be reveal the secrecy of ballot - Every one must have a valid pass properly displayed.
- (iii) Where the CPF is deployed a Jawan will stand at entrance - Not inside the PS except called by PrO.

18.10 Before Commencement of Poll -

- (i) PrO to demonstrate the EVM.
- (ii) Marked copy of roll and Register of Voters also to be demonstrated before the polling agents present and their signatures be taken.
- (iii) Mock poll by PrO - A prescribed certificate shall be given by PrO. (ECI No. 51/8/7/2008 - EMS dt. 15.7.2008 and No. 464/INST/2008-EPS dt. 18.12.2008).
- (iv) Control unit to be sealed properly.
- (v) RO through SO and using other links shall track the conduct or otherwise of mock poll and ascertain the mock poll status within 30 minutes.

18.11 During Poll Process –

- (i) PrO to regulate the voters, and maintain purity of election - To deal with tendered votes, challenged votes, etc., - Overall supervision on poll process.
- (ii) Special attention where mock poll had to be conducted in the absence of agents [ECI's No. 464/INST/2008-EPS dt. 18.12.2008]
- (iii) Identification of voters - through EPIC or alternate documents approved by ECI - Minor discrepancies can be overlooked.
- (iv) PO- 1st - Marked copy - Responsible for identification.
- (v) PO- 2nd - Indelible Ink - Register of voters - voter slips.
- (vi) PO- 3rd - Control unit - He will sit near PrO - Same table for PrO + PO-3rd.
- (vii) In case of new EVM, new EVM should be put to use only after conducting mock poll, clearing the data of mock poll and recording the certificate of mock poll [ECI's No. 576/3/2009/SDR dt. 6.1.2009]

18.12 Voter Assistance Booth -

- (i) Separate officials for each premises having three or more PSs be appointed to facilitate voters to locate their particulars.
- (ii) Roll in alphabetical order, in English, to locate quickly.
- (iii) In case one or two PSs in a premises, this list (in addition to marked copies) be given to PrO for easy identification.

18.13 Facilities for the physically challenged electors {ECI's No. 509/110/2004-JS-I dt. 26.10.2007} -

- (i) They should be given priority for entering PS without having to wait in queue.
- (ii) Full facility be provided to take their wheel chairs inside the PS.
- (iii) PrO should follow the provisions of Rule 49N - regarding companion of blind/infirm voter.
- (iv) Wide publicity about the facilities to be given to such voters.

18.14 Supervisory visit - Sector officers - Candidates / Election Agents - Visit sheet at PS.

18.15 After close of poll -

- (i) Tally 17A, 17C and EVM count

- (ii) Proper sealing of EVM and election papers
- (iii) Tally 17A, 17C and EVM count - PO diary to be completed
- (iv) Additional report format to be handed over to SO
- (v) Form 17C - Attested copies to be given to polling agents.
- (vi) SO to ensure about arrangement.

18.16 Three comprehensive reports -

- (i) First upto 1300 hrs., Second by 1900 hrs. and third by 0700 hrs. on next day.

18.17 Recommendation for fresh poll/completion of adjourned poll -

- (i) Where necessary such recommendations should be in prescribed formats given in RO hand book.

18.18 Adjournment of poll after death of a candidate - [Sec 52 of RP ACT 51].

- (i) RO on being satisfied about the fact should order such adjournment.
- (ii) State party recognised in other state not to be treated as recognised political party within scope of section 52, even that party has been granted concession under para 10 of Symbol Order to use its symbol.

Part-19 Receipt Arrangements

References —

- Paras 51 to 53, 58 & 59 of Ch. XIII of RO hand book;
- ECI's No. 464/INST/2007 PLN-I dt. 12.10.2007;
- ECI's No. 464/INST/2008-EPS dt. 16.12.2008)

19.1 Final storage at district HQ only - Observers to verify arrangements

- (i) Facilities -like lighting, proper barricading, control room, drinking water, toilets, refreshment, medical aid
- (ii) Strong rooms/Store rooms - proper security
- (iii) Telephone, Fax, Internet, Computer section, rooms for Observers, DEO, etc.,.

19.2 There should be no crowding - If required set up separate counters for specific numbers of PSs.

19.3 Receipt of documents and polling material - as per printed checklist - Receiving officer should sign it.

19.4 Counter system - AC wise

- (i) For sealed CUs + Form 17C + PrO declaration
- (ii) For other election papers - statutory + non statutory
- (iii) For other items / articles
- (iv) For PO diary + Mock Poll certificate + 17C + SOs report + Addl. report of PrO + Visit sheet.
- (v) For depositing digital camera along with certificate in case of identified PSs

19.5 Separate special counter for election papers of PSs whereat polling percentage crossed the prescribed percentage, about which complaints had been received, in which significant events such as violent incidents, break down of EVMs reported, EVMs replacement had taken place etc. - Hoarding indicating such PSs at reception centre - PrO can be relieved only after obtaining the EVMs and document after proper verification and discussion with RO/Observer.

19.6 Check before receipt -

- (i) PO diary is properly filled up and visit sheet attached thereto.
- (ii) EVM is sealed
- (iii) 17C is given to Polling Agents
- (iv) Additional report format by PrO given to SO
- (v) All documents/material as per checklist is available.

19.7 Arrangements at reception centre - Lighting, drinking water, first aid and other medical facilities - Transport arrangements should be in place.

19.8 Strong Rooms -

- (i) Two cordoned security for strong rooms.
- (ii) Fire fighting requirements to be kept.
- (iii) Candidates/Agent be permitted to affix their seals and they may keep a watch from a considerable distance.
- (iv) Strong room of EVMs - AC wise - EVMs + one copy of 17C + PrO declaration
- (v) Strong room for election papers - Sealing thereof - To be put up in steel trunks - AC wise
- (vi) Separate room or demarked space for storing election paper of PSs whereat polling percentage crossed the certain level

19.9 .., (ECI No. 464/INST/2007 PLN-I dt. 12.10.2007) -

- (i) For PS where a polling has crossed a specific %, the ECI may order to RO and Observer to scrutinize register of voters (17A) and other documents, like PO diary, visits sheet, complains etc.
- (ii) Scrutiny in presence of / under intimation to candidates - advance notice.
- (iii) Procedure to be followed strictly
- (iv) Cross check the entries of Form 17A, PO diary, visit sheet, complaint register of control room, diaries of Magistrates, marked copy of roll, remarks column of 17A, Form 17C, photography if taken.

19.10 Arrangements in case of re-poll - Adjourned poll -

- (i) Re-poll u/s 58 / 58A - Re-poll EVMs be put back in same strong room - old EVM to be prominently marked cancelled / not to be counted and should be preserved unopened and with seals intact. - Separate polling party for the re-poll.
- (ii) Adjourned poll u/s 57 - Sealed packets containing marked copy of roll and the Register of Voters and new EVM will be provided to PrO. - PrO to open sealed packet in presence of polling agents present.

Part-20. Counting of Votes and Declaration of Results

(R. 50 to 54A, 55C, 56C, 57C and 60 to 66 of CE Rules, 1961 and Ch. XIV of RO Hand Book, ECI No. 470/2007 PLN-I dt. 11.1.2007 and 29.8.2007)

20.1 Programme of Counting -

- (i) Date, time and place (Counting centre) shall be approved by the Commission -
- (ii) While selecting the building, all relevant factors should be considered, viz security, space available, etc.,.

20.2 Requirements of furniture and other material -

- (i) Requirements of furniture, stationery and other material, such as - counting trays, black-board, peagon holes, sealing material, steel trunks, forms etc., be assessed.

20.3 Arrangements for emergency lights -

- (i) Foolproof effective alternative arrangements for lights should be made in and around the counting halls by providing standby generators, Petromax Lamps or emergency lights.

20.4 Giving Notice to candidates about time, date and place -

- (i) After approval of time, date and place, RO shall give notice to each candidate or his election agent in form prescribed (Annex. XXXVIII of RO Hand book)

20.5 Arrangements at counting centre -

- (i) Centralized at district HQ. May be more than one campus. Observers to verify the arrangements.
- (ii) Counting centre and receipt centres should be same.
- (iii) Strong rooms and counting centres to be within same campus - Earmarking of rooms AC segment wise
- (iv) Maximum two halls for one AC - Upto 8 tables, including RO/ARO, in a hall with approval of ECI - Maximum 15 tables (including the table of RO).
- (v) Large rooms can be divided into halls by temporary partitions - In such partition CGI sheets with rigid frame be used, so that any material can not be slipped through partition.
- (vi) Normally only one AC in one hall.
- (vii) There should be sufficient place for counting officials/agents, etc.,.

- (viii) Each counting center will have a distinct No. and each hall within counting center have a distinct No.
- (ix) Counting plan to be prepared - pre allotment of PSs.
- (x) Drawings of counting centre be given to Observer.
- (xi) Counting halls should be got ready at least 3 clear days before counting - A report in this regard to be sent by RO to CEO and by Observer to ECI - consolidated report by CEO also to ECI.
- (xii) Photo I-Cards to counting officials/candidates/agents.
- (xiii) Arrangement for food packets
- (xiv) Drinking water, toilets
- (xv) Unauthorized persons not to be allowed.
- (xvi) Minister/MP/MLA or other persons having security cover not to be allowed as election agent/counting agent.

20.6 Security Arrangements –

- (i) Proper barricading
- (ii) Three tier cordoning system should be setup to prevent unauthorised entry inside the counting centres.
- (iii) No counting agent without proper identity and having photograph duly displayed on its person shall be allowed to cross the first cordon.
- (iv) Identity of candidates/agents and counting officials should also be thoroughly verified at the first cordon itself.
- (v) Magistrate to be posted at entrance to control crowd and regulate the entry.
- (vi) Proper frisking at 2nd cordon by state police personnel.
- (vii) Barricades for each counting table.

20.7 Facilities at counting centres –

- (i) Observers or group of Observers will be provided a separate room or cubicle with table/chairs, a telephone with STD and fax.
- (ii) Telephone of Observers to be installed 15 days ahead of counting and to be made known to ECI.
- (iii) Separate one or more telephone lines with STD and fax for RO/DEO to keep in touch with CEO and ECI.

- (iv) Two internet connections and computers in a separate data room.

20.8 Media centres –

- (i) Separate room of adequate size should be provided with telephone, fax, data communicate network etc.
- (ii) PRO or ARO or other senior officer should be made OIC of the media centre.
- (iii) Escorting of small media groups to visit counting halls from time to time - Officials to be deployed to assist the OIC, for such escorting.
- (iv) Such visits should be of short duration only - Proper decorum to be maintained.
- (v) Media room should be at some distance from counting hall - media passes will be issued 'counting centre wise' and not 'counting hall wise'.
- (vi) Counting trends and result information be given at media centre in systematic manner and in good time.
- (vii) Static camera or video not to be allowed inside counting hall or for this purpose a line be demarcated.

20.9 Counting Agents –

- (i) Obtain the list of counting agents with their photographs from all the contesting candidates by 1700 hours on the day 3 days prior to counting. Photo I-cards of the counting agents should be issued then and there.
- (ii) Allow in counting hall only such counting agents as there are counting tables and one more to watch at ROs.
- (iii) Each counting agent may have a badge-bearing name of candidate and table No.

20.10 Appointment of Counting Assistants/Supervisors –

- (i) A model form of letter of appointment is given at Ann. XL of RO Hand book.
- (ii) Staff engaged for sealing etc may be appointed also as counting assistants.
- (iii) Ensure that no counting staff has affiliation with any candidate or party.
- (iv) Supervisor should be a Gazetted Officer or of equivalent status.
- (v) One supervisor and one assistant at one table.

20.11 Randomization of counting officials -

- (i) Counting supervisor/assistant must be selected randomly - They come to know of the AC and table assigned to them only at the time of arrival at the counting center on the day of counting.

- (ii) Randomization to be done by Observer and DEO at 5 AM on counting day - 10% staff be kept as reserved - Videography of randomization process will be done.
- (iii) After randomization AC wise posting list duly signed by DEO and Observer to be handed over to RO and control room by 6:00 AM
- (iv) Counting officials will reach at 6:00 AM there after they will be assigned the AC and counting table.
- (v) Replacement in exigency will also be done by DEO randomly from reserve staff after consulting Observer.

20.12 Additional counting staff -

- (i) GOI/Central Govt. PSU official on each table as static observer
- (ii) He will note down the CU No., Round No., PS No., and candidate wise result, in a pre-printed format - The format will be handed over to Observer
- (iii) DEO to issue I-Card to such staff - They will also be selected randomly by Observer

20.13 Confirmation report-

- (i) About arrangements be sent by DEO to ECI at 5.00 PM on previous day through CEO

20.14 Counting process -

- (i) First start with postal ballots - Ensuring that counting of postal ballots is completed before counting of votes of EVMs is completed.
- (ii) A round wise statement to be prepared by RO in a format.
- (iii) RO and Observer, both shall verify it.
- (iv) Next round should only start after finishing previous round at all tables.
- (v) Table wise round wise results be shown at notice board inside counting centre and to be announced through public address system.
- (vi) Flow of data through GENESYS.
- (vii) Round wise data to be faxed to CEO.
- (viii) After counting, the fully reconciled data should be checked thoroughly before result is declared.
- (ix) RO shall not declare the result without receiving the authorization in the prescribed format.

20.15 Random re-counting -

- (i) Re-counting of two EVMs selected randomly by Observer from every round separately and additionally.

20.16 Entry into counting hall (R. 53) -

- (i) Only the following persons can enter counting centres: -
 - (a) Counting Supervisors and Assistants and other staff appointed by RO
 - (b) Persons authorized by Commission.
 - (c) Public servants on election duty.
 - (d) Candidates, their election agents and counting agents.
- (ii) Ministers/MPs/MLAs or other persons having security cover not to be allowed as Election Agent or counting agent, except as a candidate. [ECI No. 464/INST/2008-EPS dt. 14.10.2008]

20.17 Restrictions on use of cellular phones etc (ECI No. 464/INST/98 PLN-I dt. 14.2.98) -

- (i) Cellular phones, cordless phones, wireless sets etc shall not be allowed within and around the counting centre or within the area cordoned off by the security forces to regulate the entry of persons to counting centre.
- (ii) These instructions do not apply to the officers on election duty and security personnel.

20.18 Counting of votes received by post (R. 54A) -

- (i) RO to first deal with the PBs.
- (ii) Covers in Form 13C received after hour fixed for commencement not to be opened - They may be rejected and be kept separately and sealed.
- (iii) PB received in time, be taken for counting.
- (iv) In first phase - Covers in Form 13C be opened and Form 13A will be scrutinized.
- (v) In 2nd phase covers in Form 13B should be opened and ballot paper will be scrutinized.
- (vi) Result of PBs, received within prescribed time, to be shown in Form 20.

20.19 Declaration of result and return of election (Sec. 65, 66 and 67A of RP Act, 1951; R. 64 of CE Rules, 1961; Ch. XV of RO Hand book) -

- (i) After completing final result sheet in Form 20 and receiving approval of the observer, declare the result.
- (ii) Formal declaration of result shall be made in Form 21C.

- (iii) Date of result is the date of result declared.
- (iv) Return of election in Form 21E shall be completed and certified.
- (v) One copy each of Forms 20, 21C and 21E will be given to Observer.
- (vi) Copy of form 21E may be given to any candidate or his agent on payment @ 2/- per copy.

20.20 Re-sealing of EVMs and election record (Para 32 and 34 of Ch. XIV of RO Hand book, R. 93(1) of CE Rules 1961) –

- (i) Immediately after counting is over, control units and packets of election papers specified under rule 93(1) shall be sealed with ROs seal and with the secret seal of the Commission.
- (ii) Secret seal shall be put on packets only and not on any of the locks of the trunk.

20.21 Minutes to be drawn (Para 35 of Ch. XIV of RO Hand book) –

- (i) After the sealing of the used control unit in boxes and election paper proceedings should be drawn up as prescribed.

20.22 Return of secret seal –

- (i) After sealing is over, the secret seal should be put into a separate packet, which should also be sealed. Candidates may be allowed to put their seals on the packet.
- (ii) It should be returned to ECI, within 24 hours of counting of votes, by registered insured post.

20.23 Safe custody of election papers (R. 92 & 57C of CE Rules 1961 and Para 33, 34 and 36 of CH. XIV of RO Hand book) –

- (i) Follow the procedure as mentioned in Returning Officer Hand book.
- (ii) Advance arrangement of steel boxes, locks, transportation, security, space in treasury should be ensured.

20.24 Certificate of election (Sec.53 of RP Act 1951 and R. 66 of CE Rules 1961) –

- (i) Soon after declaration of result, candidate shall be granted a certificate of election in Form 22. Certificate should be in English or Official language of the state/ UT.
- (ii) Receipt of such certificate shall be obtained from candidate in the format given in para 9 of Ch. XV of RO Hand book. Signature of candidate on the acknowledgement shall be duly attested by the RO.

20.25 Reports of election (Para 7 of Ch. XV of RO Hand book) –

- (i) Intimation of the result of election shall be sent by an immediate Fax/quickest means of transmission to the authorities - as mentioned in para 7 of Ch. XV of RO Hand book.
- (ii) **Copies of documents relating to result etc be sent** (Para 5, 6 & 9 of Ch. XV of RO Hand book and Sec. 67 of RP Act, 1951 and R. 64, 66 of CE Rules, 1961) –
- (iii) Documents duly signed with seal of RO are to be sent immediately to -
 - 1. Election Commission of India, New Delhi, through CEO
 - (a) Form - 20
 - (b) Form - 21C
 - (c) Form - 21E
 - 2. Chief Electoral Officer
 - (a) Form - 20
 - (b) Form - 21C
 - (c) Form - 21E
 - 3. In case of election to House of People to Ministry of Law and Justice, GOI, New Delhi and In case of election to Legislative Assembly the State Government
 - (a) Form - 21C
 - 4. Secretary General, House of People, New Delhi or Secretary, Legislative Assembly, as the case may be.
 - (a) Form - 21C
 - (b) Acknowledgement of Certificate of Election.

Part-21 Election expenses by candidates

References —

- Sec. 77, 78 of RP Act 1951, R. 86, 87, 88, 89 and 90 of conduct of election Rules 1961, Ch. XVII of RO Hand book
- ECI's No. 76/2003/JS-II dt. 24.10.2003;
- ECI's No. 76/2004/JS II dt. 10.4.2004;
- ECI's No. 76/2004/JS-II dt. 6.8.2004;
- ECI's No. 576/3/2005/JS-II dt. 29.12.2005;
- ECI's No. 76/2007/JS II dt. 10.2.2007; dt. 29.3.2007; 4.4.2007 and 4.4.2007
- ECI's No. 437/6/2007/Vol.IV - PLN-III dt. 16.10.2007;
- ECI's No. 437/6/1/2008-CC&BE dt. 24.10.2008
- ECI's No. 437/6/INST/2008 - CC & BE dt. 31.10.2008

- 21.1 Day to day details of expenditure incurred from date of nomination till the result to be maintained by contesting candidate / Election Agent in the register in the standard proforma.
- 21.2 Copy of the order dt. 24.10.2003 is to be furnished to each candidate at the time of nomination, alongwith the register, model proforma of abstract, statement form of affidavit and a letter.
- 21.3 The register shall be serially numbered and authenticated by DEO and be given to candidate / Election Agent by the RO at the time of nomination.
- 21.4 The register shall be lodged by each contesting candidate accompanied by prescribed Abstract Statement and Affidavit
- 21.5 Account shall be lodged with DEO within 30 days from the date of declaration of result.
- 21.6 All vouchers shall be lodged along with the account (R. 56 of CE Rules 1961).
- 21.7 All vouchers should be signed by the candidate / Election Agent.
- 21.8 Maximum limit of expenses for a candidate be ascertained. See Table appended to the Conduct of Election Rules 1961.
- 21.9 Register of day to day account of expenditure with vouchers/document shall be made available for inspection to the DEO / RO / Expenditure Observer or designated officers.

- 21.10 While maintaining the register, the candidate should also account for expenditure incurred prior to the date of nomination for preparation of campaign materials etc., which are actually used during the post nomination period.
- 21.11 Accounts shall be submitted by candidate / Election Agent for inspection thrice at least during election process - RO shall prepare a schedule of inspection for the candidate and advance intimation to be given.
- 21.12 Designated officers appointed by DEO and their locations should be made known to candidates.
- 21.13 Any person is entitle to inspect such account and to obtain attested copies
- 21.14 All expenses (except on visit of "leader" covered under Exp. 2 of Sec. 77) incurred by the candidate, political party(ies), association/ bodies/ individuals/ supporters shall be included.
- 21.15 Proportionate expenditure between candidates where expenses incurred in a public meeting by political party/star campaigners (except travel expenses) such as expenses of constructions of rostrums/barricades, advertisements etc.,.
- 21.16 Where the expenditure is incurred by the party for the benefit of a given group of candidates, the expenditure is to be apportioned equally among the candidates.
- 21.17 Expenditure on general party propaganda seeking support for the party and its candidate in general, but without any reference to any particular candidate or any particular class/group of candidates, shall be treated as expenditure of the party on general party propaganda - Not to be accounted for by the candidates.
- 21.18 Travel expenses on party leaders, other than those who are covered under section 77(1) Exp. 1, cl. (a), should be accounted for - Travel expenses of party leaders who's names not communicated to ECI and CEO within 7 days from the notification of election or who's names not included in the list of party leaders as per section 77(1) Exp. 2, shall also be accounted for.
- 21.19 A person who is not a member of the party cannot be nominated as "leader" of the party for the purposes of Sec. 77(1).

- 21.20 The permits for vehicles to be used by star campaigners (leaders) shall be issued centrally by CEO - Permits will be in different color and in the name of person.
- 21.21 If the vehicle of leader is also occupied by any other person then 50% expenditure shall be booked in the expenditure of candidate.
- 21.22 A candidate who has been declared as "leader" for the purpose of Sec. 77(1) **cannot be considered to be a "leader" in his own constituency** - In his own constituency, he is a candidate first - Hence, travel expenses incurred by him within his constituency would be accounted for.
- 21.23 All vehicles being used by a candidate for electioneering are required to be lodged with the DEO - Any vehicle that has not been registered for campaigning if found being used for campaigning shall be deemed to be unauthorised campaigning and penal action u/s 171-H IPC be taken.
- 21.24 Notice by DEO be affixed on his notice board within two days from lodging of account.
- 21.25 Report by DEO to ECI within 7 days after expiry of prescribed period for lodging of accounts - Accounts which are in the required manner and lodged within prescribed period need not to be sent to ECI, unless asked for.
- 21.26 Substituting a name from the list (u/s 77(1)) is permitted only where the person dies or ceases to be a member of the political party.
- 21.27 Where aircraft/helicopter for electioneering is used, prior information indicating name of company etc., should be given to CEO - Within 3 days of its use full details regarding area covered number of sorties involved and manifest of passengers alongwith the hire charges should be furnished to CEO.

Part-22 Safe custody of election records / EVMs after result

(R. 92, 93 and 94 of CE Rules 1961 and Ch. XVIII of RO Handbook)

- 22.1 Under double lock - one key with DEO and one with TO
- 22.2 Inspection/Attested copies of records which are not prohibited
- 22.3 Disposal of record - After expiry of prescribed period
- 22.4 EVMs also to be cleared after expiry of prescribed period and be kept in DEO's Godown / Store at safe place and as per prescribed norms/ ECI guidelines.
- 22.5 Where election petition is pending election record not to be disposed off and EVMs not to be cleared and to be kept in tact.

Annexure-1

SENDING VARIOUS STATISTICAL INFORMATION AND REPORTS TO THE CEO

Description	Format Name
■ Polling Station wise elector information (Gender Ratio)- Current Electoral Rolls.	1A
■ AC wise elector information (Gender Ratio).	1B
■ Polling Station wise elector information (Elector Population Ratio)-Current Electoral Rolls.	2A
■ AC wise elector information (Elector Population Ratio).	2B
■ District Age Cohort wise Elector Information.	3B
■ Polling Station wise information on inclusion and Deletions in current Electoral Rolls.	4A
■ AC wise information on inclusion and Deletions in current Electoral Rolls.	4B
■ Polling Station wise information on EPIC and Photo Coverage in Current Electoral Rolls.	5A
■ AC wise information on EPIC & Photo Coverage in Current Electoral Rolls.	5B
■ Photo Coverage in Current Roll.	5C
■ EPIC Coverage in Current Roll.	5D
■ Polling Station Location (PSL) Details.	6
■ Constituency wise Information on migrated Electors.	7A
■ Constituency wise Information on migrated Electors.	7B
■ Information on Service Voters.	8
■ Link Table of Newly Delimited ACs (and Polling Station) with Pre-Delimited ACs (and Polling Station).	9

Other Information's /Reports :

- (a) Related to Electoral Roll.
- (b) Report regarding publication of draft electoral roll.
- (c) Report of final publication of Electoral roll.
- (d) Statistical information related to electoral roll.
 - (i) Information related to Addition, deletion, modification.
 - (ii) Details of applications of Addition/Deletion.

- (iii) Information relating to addition and deletion.
- (iv) Information relating to service voters and general voters in the finally published electoral roll.
- (v) Information related to number of EPIC voters after the final publication electoral roll.
- (e) Information related to Polling Stations.
- (f) Information related to Publication of draft list of Polling Stations. (After delimitation and as per directions of commission.)
- (g) Information related to publication of final list of Polling Stations. (After Delimitation and as per direction of commission).
- (h) Proposal relating to modification of the Polling stations.

Nomination :

- (a) Information relating to the issue of public notice of election by the RO.
- (b) Daily information of nominated candidates.
- (c) Information relating to the validly nominated candidates (In alphabetical order)
- (d) Information relating to report of result of uncontested Election.
- (e) Information relating to list of contesting candidates.

Polling Personnel:

- (a) OK report of all the Polling parties of the AC/District reaching the Polling Stations.
- (b) OK report of all the Polling parties of the AC/District returning to reception center.

Counting center :

Sending report to the commission for approval of counting center. (with strong room.)

Poll Day :

- (a) Information relating to conduct of mock Polling all the Polling stations of AC/District.
- (b) Issuance of certificated of mock Poll by the P.O. and Collection of these certificate by Zonal /Sector Officers.
- (c) Information related to commencement of Poll.
- (d) Information related to Poll.
Ist Report – At 1 P.M.
IInd Report At 7 P.M.
IIIrd Report At 7 A.M. (Next day of Poll.)
- (e) Information relating to % at 9 A.M., 11 AM, 1PM, 3 PM and 5 PM on Poll day.
- (f) Information relating to EPIC Voter turnout on 7 PM of Poll day.

- (g) During the course of polling, the RO will maintain a separate register to identify such polling stations and even before the arrival of the polling party at the reception centre a hoarding or a notice board indicating number and details of the polling stations that would be handled at the special counter should be put up.

On Day of counting :

- (a) Information relating to round wise report of result. (Annexure for tabulating trend/ result.)
- (b) Information relating on line Genesis report.
- (c) Information relating to result in
- | | | |
|--|-----------|---|
| ■ Declaration of result of Election Form 21 C/D | 4 Copies. | Immediately after the declaration of result |
| ■ Return of Election Form 21E | 4 Copies. | Immediately after the |
| ■ Index Card | 3 Copies. | Within 3 days. |
| ■ Form 20 (Final Result Sheet) | 4 Copies. | Within 3 days. |
| ■ RO Report | 4 Copies. | Immediately after election. |
| ■ Check list | 4 Copies. | Immediately after election. |
| ■ Cancelled ballot paper | 2 Copies. | Immediately after election. |
| ■ Check Memo | 2 Copies. | Within 8 Days |
| ■ Receipt of Certificate from winning candidate. | 2 Copies. | After issuing certificate (Form 22) to winning candidate. |
| ■ Information relating to executive summary of election. | | |

Precautions while filling Index Cards:

1. Name of the candidate must be exactly as it appears in Form 7A
2. Political Party's name must be written in full, and not in abbreviation.
3. RO's seal and sign must be there in original and in ink [No Photocopy etc].

After Counting :

- (a) Sealing and storage of polled EVMs as per ECI guidelines.
- (b) Returning secret seal as per ECI guidelines.

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