

Check list for District Election Officers in connection with Conduct of General Elections, 2014

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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 Reading Material –

- (i) Constitution of India (relevant provisions)
- (ii) RP Act, 1951
- (iii) IPC, 1860 (relevant provisions)
- (iv) Conduct of Election Rules, 1961
- (v) RO's Hand Book
- (vi) Presiding Officer's Hand Book
- (vii) Manual for EVM operations
- (viii) Instructions of ECI
- (ix) Model Code of Conduct
- (x) Instructions regarding Election Expenditure Monitoring.
- (xi) Article 84, 102, 173 and 191 of the Constitution and Chapters II and III of Part II of the Representation of the People Act, 1951 deal with qualifications and disqualifications for membership of Parliament and State Legislatures. You should carefully study these provisions.

1.3 General arrangements for conduct of elections - Broad points –

- (i) DEO shall coordinate and supervise all works in the district in connection with conduct of all elections to Parliament and the Legislature 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 management for election related various activities & 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) Keeping record of EVMs.
- (ix) Security measures for EVMs.
- (x) First Level Checking of EVMs.
- (xi) Meeting with political parties on various issues.
- (xii) Law and order measures to prevent booth capturing etc and security plan.
- (xiii) Setting up of control room
- (xiv) Observance of Model Code of Conduct
- (xv) Electoral offences / corrupt practices – Prevention and taking strong action against defaulters.
- (xvi) Check on advertisements of political nature on TV channels, Cable network and Radio.
- (xvii) Giving required facilities to Observers
- (xviii) Printing of Postal Ballot Papers / Ballot Papers for EVMs
- (xix) Identification of Counting Centers and Security arrangements thereof
- (xx) Finalization and notification of rates of various items of election related expenses after consulting political parties
- (xxi) Holding meeting/workshop of recognized political parties to explain process of expenditure monitoring, MCC & other legal provisions.
- (xxii) Monitoring of Election Expenditure by candidates (including paid news).
- (xxiii) Establishing Complaint Monitoring Cell & Call Centre
- (xxiv) Scrutiny of accounts of expenses of candidates and submission of reports.
- (xxv) Monthly report of pending cases of election expenditure by candidates
- (xxvi) Forwarding the report within 35 days of result to CEO on Election Expenditure on public meetings, hoardings,

advertisement etc. by political parties incurred during the period from announcement of election to the date to notification of election and also after that period.

(xxvii) Safe custody of election papers and EVMs after poll

(xxviii) Randomization of EVMs/ personnel

(xxix) SVEEP activities.

1.4 Special Features of General Elections, 2014 –

- (i) Special procedure/smooth management of Postal Ballot Papers.
- (ii) Special procedure for Monitoring of candidate's Election Expenditure.
- (iii) Role of Income Tax Deptt., State Excise Deptt., in Election Expenditure Monitoring.
- (iv) "Paid News" Monitoring.
- (v) DEO's role in monitoring of accounts of election expenditure by political parties
- (vi) Intensive training to all election related officials.
- (vii) Systematic Voter Education & Electoral Participation (SVEEP).
- (viii) Voter slips for facilitation of voters on poll day.
- (ix) Call Centre with Toll Free Numbers.
- (x) Revised procedure for First Level Checking (FLC) of EVMs.
- (xi) Allocation of EVMs to ACs and PSs after tracking through Software.
- (xii) Live Monitoring of Poll Process through Webcasting.
- (xiii) Formation of various Teams for Election Expenditure Monitoring (EEM) and Constitution of MCMC at District level / State level.
- (xiv) Appointment of Nodal Officers for various activities to be taken for General Elections.

Part-2. POLLING STATIONS

Check list for DEO:

Legal Provisions: Under the law (Section 25 of the Representation of the People Act, 1951), the District Election Officer is responsible for the provision of polling stations and the publication of the list of polling stations.

- 1 **Physical verification** of each polling station and preparation of lists of the polling stations in ACs **as per the latest instructions communicated by the ECI vide Lr.No.64/2012/ERS dt.17-6-2013) to avoid last minute changes.**
- 2 Send proposals for change of location of polling station buildings, as well as for setting up of Auxiliary polling stations to ECI after receiving the same through DEOs in consultation with the political parties AND getting and communicating approval of the ECI on the same to the ROs.
- 3 To provide final approved lists of polling stations to political parties as per ECI instructions.
- 4 Ensure that polling stations have been duly equipped with ramps and other facilities **as per ECI instructions by the DEOs vide ECI instructions Lr.No.39/KT/2013(MIS)850, dated 31-05-2013.**
- 5 Ensure wide publicity through all possible modes for notified Polling stations, change of location of polling station building and their nomenclature etc. **(Display Polling Station No. on polling station locations 2 months before the poll along with house numbers of electors.)**
6. **Setting-up of polling stations: -**
 - (i) DEO's responsibility to set up polling stations.
 - (ii) Maximum voters in a PS should be – 1400.
 - (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 1000-1400 subject to availability of necessary infrastructure for setting up of auxiliary PSs in the same locations.

- (iv) Fresh list of PSs for delimited constituencies as approved by the ECI in terms of Sec. 25 of Representation of the People Act, 1951 and published finally by DEO, shall be the list of PSs.

7. Modification/change in the list -

- (i) Physical verification of PS for conduct of poll so as to avoid any last moment changes. (As per the latest instructions communicated by the ECI vide Lr.No.64/2012/ERS dt: 17.06.2013) (Format-A enclosed).
 - (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
 - (f) Proposal of modifications, if needed, be sent to DEO in the Prescribed
- (ii) Check whether any modification is required due to:-
 - (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) Sending proposals for change of location of polling station buildings, as well as for setting up of Auxiliary polling stations to ECI in consultation with the political parties AND getting and communicating approval of the ECI on the same to the ROs.
- (ix) Publicity and information to contesting candidates, political parties and public at large, in case of any change.

- (x) Printing errors to be corrected at the DEO level.
- (xi) Ensuring that polling stations have been duly equipped with ramps and other facilities as per ECI instructions by the DEOs vide ECI instructions Lr.No. 39/KT/2013 (MIS)-850, Dt: 31.05.2013

8. 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.
- (iv) Ensuring wide publicity through all possible modes for notified Polling stations, ramp facility, change of polling station building and their nomenclature etc. (Display Polling Station No. on the building 2 months before the poll along with house numbers of electors.)

9. 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. (Communication Planning)
- (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.

(viii) Availability of toilet facility in the polling stations as the polling staff will reach one day before the poll.

(ix) Power Supply

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

ANNEXURE – III
(CHAPTER – II, PARA 2.3 of Hand Book for Returning
Officers)
LIST OF POLLING STATIONS

Polling Station No.	Locality	Building in which it will be located	Area of the Polling Station	Whether there is a separate entrance and exit if not reasons	Area of the Polling Station	Whether for all voters or men only or women only	Whether for all voters or men only or women only	Maximum distance that a voter will have to travel to reach the station	Remarks
1	2	3	4	5	6	7	8	9	10

ANNEXURE IV
(CHAPTER II, PARA 2.14 of Hand Book for Returning
Officers)
SCRUNITY SHEET FOR LIST OF POLLING STATIONS

..... Assembly Constituency of State
..... of State/UT

1. Date of Poll
2. Total number of voters in the Constituency
 - a) Men
 - b) Women
 - c) Service VotersTotal
3. Number of polling stations required on the basis of an average; of 1000 voters per Polling station
4. Total Number of polling stations actually provided
5. Average number of polling station
6. Number of polling stations to each of which more than 1200 voters have been assigned, indicating the highest number of voters assigned to a polling station.
7. The lowest number of voters assigned to a polling station.
8. Whether the number of voters in respect of each component village :or other unit of the polling are a has been shown in the list/map.
9. No of polling stations for which the maximum distance that a voter : will have to travel is more than 2 kilometers.
10. Whether all the polling areas have been clearly demarcated.
11. Whether serial number of polling stations has been done in a systematic manner
12.
 - a) Whether there are any areas predominantly inhabited: by electors belonging to SC/ST and other weaker sections of the society.
 - b) If so , the number of polling stations set up separately for the them and the total number of electors assigned to each of them.
13. Whether any polling station has been proposed to be located in any
 - a) Private building
 - b) Temporary structure, and if so, whether the exact site chosen: for the location of the polling stations has been clearly indicated in the list.

14. No of Polling stations which have less than 20 sq.mt.area
15. Whether it has been certified that the private buildings do not: belong to any of the candidates, his active workers or known sympathizers.
16. Details of Polling Stations where more than 4 polling stations in urban areas and more than 2 polling stations in rural areas have been located in the same building.
17. Whether it has been certified that all the polling areas within the : constituency are covered by the proposed polling stations.
18. a) Serial Nos. of separate polling stations provide for : women voters
b) In case of (a) above, whether polling stations for men and women voters of a particulars area have been located in the same building
19. Serial number of polling stations which have not been situated in : the villages having the largest number of voters
20. Serial number of polling stations which have not been located in any of the villages attached to it:
21. Whether the list has been informally published and discussed with the political parties, etc
22. When the electoral roll of the Constituency was last intensively : revised : and whether there is any proposal of such revision again during the year
23. Any other remarks

Note: Please specify the serial numbers in addition total number of polling stations against items

6, 7, 12(b), 13, 14, 16, 18, 19 and 20

ANNEXURE – V
(CHAPTER II, PARA 2.14 of Hand Book for Returning Officers)
CERTIFIED TO BE FURNISHED ALONG WITH LIST OF POLLING
STATIONS

- (i) That the draft, list was duly published, objections and suggestions were invited, and discussed with the party representatives and legislators on the lines indicated in the commission's Directions.
- (ii) That all the polling areas within the constituency have been converted in the list:
- (iii) That no building, public or private, which is a Temple, Church, Mosque, Gurudwara or has any religious significance or in respect of which any sections of public may have any legitimate objection or enter, has been proposed as a polling station.
- (iv) That no police station, hospital or dispensary is proposed as a polling stations.
- (v) That separate polling station have been set up in areas electors of which are predominantly. SC/ST and other weakers sections of the society and that no such area has been either left out or linked with areas where electors predominantly belongs to forward communities.
- (vi) Whether the usual limit of 1200 voters per polling station or the limit of the two Kilometers beyond which a voter should not ordinarily be required to walk has not been maintained, no better arrangement is practicable.
- (vii) That no private building in the list polling stations belongs to any political party or is known to belong to any prominent or active member of any of political parties and

(viii) In cases where private buildings have been selected as polling stations, the written consent of the owner for the purpose has been obtained.

Place:

Date:

Officer/

Officer

Signature of the District Election

Returning

Part-3. 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. 51/8/2008 - EMS (INST-1) dt. 11.08.2008 ECI's No. 51/08/16/4/2010-EMS dated 04.08.2010; ECI's No. 51/08/3/2010/Vol. II dated 04.10.2011; ECI's No. 51/8/7/2012-EMS dt. 19.01.2012 ECI's No. 51/8/7/2011-EMOPS dt. 02.07.2012, ECI's No.51/8/7/2014-EMS/583, dt.23.01.2014)

3.1 Availability -

- (i) Requirement and availability of EVMs be assessed
- (ii) Adequate reserve per AC.
- (iii) Reassessment of BUs if the number of contesting candidates becomes more than 16.
- (iv) Data entry of all EVMs is must.

3.2 Preliminary Checking -

- (i) Each and every EVM should be checked by authorized engineers of BEL/ECIL at district HQ - DEO to nominate a Nodal Officer.
- (ii) All switches be checked in the presence of representative of DEO.
- (iii) Defective EVMs should be kept separately for follow up action for rectification of defect.
- (iv) CUs and Bus shall be kept under proper lock and key.
- (v) Formation of Teams to First Level Checking (FLC) and data entry of EVMs in Tracking Software at EVM warehouse. Arrangements for Printers / CCTVs & Videograph shall be arranged as per ECI instruction.

3.3 FIRST LEVEL CHECKING OF EVM (FLC)

(Pre-2006 EVMs)

- (i) First Level Checking of EVM is technical and physical examination of the machine by the engineers of the BEL/ECIL.
- (ii) **FLC when to be done:** As per programme well before nomination FLC should be completed.

3.3.1 Political Party Involvement-

- (i) Schedule for FLC shall be communicated to every recognized political party in writing by the DEO at least one week before the beginning of the FLC.

- (ii) During FLC, representatives of all recognized political parties authorized by District President of the party shall be allowed to be present.
- (iii) A register shall be kept by the DEO in which signatures of all political parties shall be taken every day as token of their presence (Annex.- A of the instruction dated 04.08.10).

3.3.2 Arrangements for FLC-

- (i) FLC shall be carried out in a large hall.
- (ii) To accommodate officers nominated by the DEO, engineers of BEL/ECIL and also representatives of political parties.
- (iii) The hall for FLC shall be fully sanitized to ensure that the hall is free from any other electronic device or components of electronic devices.
- (iv) Every hall shall have a metal detector door frame and guarded by police force.
- (v) Every person who enters the hall shall be frisked at every entry.
- (vi) Entry to this hall shall be on production of Identity Card of the authorized officials/passes issued by the District Election Office.
- (vii) Nobody will be allowed to carry any electronic device inside the hall including cell phones, camera and spy pens etc. or out of the hall.

3.3.3 Man Power -

- (i) FLC shall be carried out only by authorized engineers of BEL/ECIL.
- (ii) List of engineers deputed by BEL/ECIL for carrying out FLC in a district alongwith their identity card numbers etc. shall be communicated in writing by BEL/ECIL to the DEO.

- (iii) No engineers, technicians or other technical staff except authorized engineers/technical staff of BEL/ECIL shall be allowed to enter the FLC hall.
- (iv) Authorized persons will be allowed to enter the FLC hall only after proper identification using photo identity documents.

3.3.4 Work to be done in FLC -

- (i) Removal of address tags, Ballot Papers, cleaning of superscriptions on CU & BU, clearing of earlier poll data, dusting of CU & BU etc.
- (ii) Visual Inspection of CU/BU: Physical verification of Carrying Cases, CU, BU, Connecting Cable, Connector, Latches etc. to ensure no breakages
- (iii) Full functionality checks: Checking of all switches in CU & BU, doors (flaps), sealing provisions, scratches on acrylic screen etc. Response of all switches, confirmation tests for efficacy of CU, BU etc.
- (iv) BEL/ECIL engineers shall carry out test prescribed by the manufacturers to confirm that all components of the EVM are original.
- (v) BEL/ECIL engineers will certify that all the components of the EVMs are original in Annexure-B of the instruction dated 04.08.2010.
- (vi) If any EVM is found to be defective, it will be kept aside and then taken to the factory of BEL/ECIL for repairs
- (vii) Security personnel will not allow any equipment, other than prescribed by BEL/ECIL, to be carried into the FLC hall
- (viii) Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM.
- (ix) **In 5% percent** of EVMs at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of political parties
- (x) Representatives of political parties shall be allowed to do the mock poll themselves.

- (xi) Signatures of representatives of political parties shall be taken in a register as a token of having done mock poll themselves in Annexure -C of the instruction dated 04.08.2010.

3.3.5 Demonstration of printout of results

- (i) A printout of the results of mock poll as well as a sequential print out of every vote polled during the mock poll shall be taken out for at least 5% of EVMs and shown to the representatives of political parties.
- (ii) Representatives of political parties shall be allowed to pick machines randomly for this purpose .
- (iii) Signatures of representatives of political parties shall be taken in a register as a token of having seen the print out and confirm that there is no discrepancies between the votes polled during the mock poll and results in the print out in Annexure-D of the instruction dated 04.08.10.

3.3.6 Sealing of plastic cabinet of Control Unit of EVMs

- (i) In order to ensure that the Control Unit of the EVM has not been opened after First Level Checking of the EVMs, the Control Unit shall be sealed with the 'Pink Paper Seal' supplied by the Nasik Security Press in the presence of the representatives of the Political Parties present at the time of FLC.
- (ii) The Pink Paper Seal shall be affixed on the portion between the Candidate Set Section and the Result Section of the Control Unit.
- (iii) After fixing the Pink Paper Seal, the Engineer of the Manufacturer shall put his signature on the Pink Paper Seal.
- (iv) The representatives of the Political Parties shall also be allowed to put their signature on the said seal with party name in abbreviation below the signature.
- (v) The representatives of the Political Parties present should be allowed to note down the serial number of the pink paper seal affixed on the Control Unit.
- (vi) A register shall be maintained to note down the serial number of the pink paper seal used on the Control Unit by clearly mentioning the unique ID number of Control Unit

and the Pink Paper Seal number in Annexure – E of the instruction dated 04.08.2010.

- (vii) Signatures of representatives of political parties will also be obtained on this register.
- (viii) Photocopy of this register will be given free of cost to all National and State level recognized political parties as soon as FLC is over.
- (ix) Photocopy of this register will also be given to RO and all contesting candidates as soon as last date of withdrawal of candidature is over.
- (x) Photocopy of this register should also be available at the time of candidate setting and at the time of counting, and should be shown to candidates and their representative and acknowledgement taken on the register.

3.3.7 Supervision of FLC

- (i) The DEO shall nominate one officer not below the rank of ADM to supervise the entire process of FLC.
- (ii) This officer shall be present in the FLC hall for the entire duration of FLC.
- (iii) The process of FLC shall be continuously videographed.
- (iv) Video CD will be kept in the custody of DEO.
- (v) CCTV cameras shall be put in the FLC hall in such a manner that the process of FLC can be seen on CCTV in the office of DEO.

3.3.8 Instructions on preparation of upgraded post-2006 EVMs are issued vide ECI's No.51/8/7/2014-EMS/583, dt.23.01.2014.

3.4 First Randomisation

- (i) After FLC of EVMs, the first randomisation of EVM (BU & CU) to be done to allocate AC wise.
- (ii) This randomisation can be done in the EVM Tracking Software.
- (iii) The DEO to fix the schedule of first randomisation and inform the political parties to remain present.
- (iv) After random allocation of EVM for election, random allocation for training and awareness is to be done.

- (v) Green colour sticker for EVMs for election clearly written 'Election' on the sticker.
- (vi) Yellow colour for training/awareness EVM and also written on the same as 'Training' or 'Awareness'.
- (vii) AC wise list of random allocation of EVM for both 'Election' and 'Training/Awareness' are to be given to representatives of political parties by DEO.
- (viii) Care should be taken that in no case the EVMs found defective are included in this list.
- (ix) RO should take charge of his EVMs right from here and receive by checking the Unique Serial Number of EVMs from the list.
- (x) Thereafter the RO to keep his EVMs in his strong room with due care that pink paper seal fixed on CUs during FLC do not get damaged in any way. 24×7 security for this strong room to be provided.
- (xi) RO may allow the political parties to affix their seal on the lock of strong room where the FLC done EVMs are stored.
- (xii) The EVMs meant for training etc. should be handed over to the concerned officials.

3.5 Preparation/Commissioning of EVM's (ECI No. 51/8/2008-EMS(INST-1) dated 11.8.2008)

- (i) EVMs must be prepared one week before poll.
- (ii) EVMs allotted by DEO in first randomization only be used.
- (iii) Prior intimation in writing to candidate/election agent at least one week before the date of such preparation.
- (iv) Advance preparation of Register; address tags etc to save time.
- (v) Observer's presence is must.
- (vi) Candidates / their representatives be explained about procedure.
- (vii) Step by step operation given in RO Hand book.
- (viii) For preparation of EVMs, take BU first.
- (ix) Ballot paper before it is fixed on BU, shall be signed on its back by RO (by hand or through rubber stamp)
- (x) Ensure proper alignment of ballot paper with panels of corresponding candidate in BU
- (xi) Candidates / their agents be allowed to put their seals on address tags alongwith the seal of RO.

- (xii) Don't use "secret seal" of ECI at this stage - RO shall use his own seal. Secret seal should be used only to seal EVMs and election papers after counting of votes.
- (xiii) Use new battery during RO sealing.
- (xiv) Numeric Stickers in Braille signage will be pasted to the right of Blue button of BU by RO/ARO in the presence of candidates / agents. (ECI No. 51/8/2009-EMS dt. 12.2.2009)

3.6 Preparation of EVM by RO

- (i) Preparation shall be carried out in a large hall which can accommodate all EVMs to be prepared and all personnel concerned.
- (ii) Entry to this hall shall be on production of Identity Card issued by the DEO.
- (iii) The hall should be sanitised – free from all electronic device (except devices carried by the engineers of EVM).
- (iv) Only one entry provided with metal detector door frame and guarded by the police.
- (v) The Returning officer should fix the date of preparation of EVMs for poll (Candidate set) one week before poll and intimate all candidates to remain present or send their representatives during the process.
- (vi) On this day second randomization should be done before doing the process of preparation of EVMs for polls and CUs and BUs should be randomly allocated to polling stations.
- (vii) After second randomization Polling Station number should be marked in the EVM tracking software, against those BUs and CUs which have been assigned to polling stations.
- (viii) Those BUs and CUs which have not been assigned to polling stations but are meant to be used in elections should be marked “Reserve” in the EVM tracking software.
- (ix) List of such EVM assigned to each polling station including reserve to be given to each candidate.
- (x) In case more than one BU is needed, the additional BUs should also be allocated to each polling station randomly.
- (xi) In case the additional BUs are being arranged by CEO, these BUs should also be allocated randomly on arrival.
- (xii) BU shall be examined by BEL/ECIL engineers who will certify as in Annexure-3 (dt. 19.01.2012).

- (xiii) If any BU is found defective, it will be kept aside and will not be repaired as repairing is strictly prohibited in the field.
- (xiv) Casting of votes against all 16 candidate switches, observation of result & clearing of mock poll data will be done for each EVM. In 5 % (five percent) of EVMs at least 1000 votes shall be polled during the mock poll. In rest of the machines number of votes polled during the mock poll should be to the satisfaction of the representatives of candidates.
- (xv) Representatives of candidates shall be allowed to do the mock poll themselves.
- (xvi) Signature of representatives of candidates shall be taken in a register in Ann.4 (Letter dt. 19.01.2012).
- (xvii) Ensure that the pink paper seal fixed on the CU at the time of FLC is not damaged in any manner in this process.
- (xviii) A sequential print out of every vote polled during the mock poll shall be taken out for at least 5% of EVMs and shown to the representatives of political parties. Representatives of candidates shall be allowed to pick machines randomly for this purpose.
- (xix) Signatures of representatives of candidates shall be taken in a register in Ann.5 (Letter dt. 19.01.2012).
- (xx) Sealing of BU with thread and address tags should be done as per procedure.
- (xxi) In addition, the BU shall be sealed with a special “pink paper seal”.
- (xxii) After affixing the pink paper seal, BEL/ECIL engineer shall put his signature on the pink paper seal. Candidates or their representatives shall also be allowed to put their signatures on this seal with name of the candidate, party.
- (xxiii) A register in Ann.6 (Letter dt. 19.01.2012) shall be maintained to note down the serial no. of the pink paper seal used on the ballot unit by clearly mentioning unique ID of the BU and pink paper seal no.
- (xxiv) Signatures of candidates and their representatives will also be obtained on this register.
- (xxv) Photocopies of this register will be given free of cost to all candidates once preparation is over.
- (xxvi) Preparation shall be supervised either personally by the RO or one of the AROs under videography.

3.7 Safe custody of prepared EVMs

- (i) Prepared EVMs to be used at PSs and kept as reserve be stored in safe custody under double lock - Strong room should be sealed with ROs seal and candidates/representative should be asked to put their seal.
- (ii) Log book should be maintained regarding opening/sealing etc.,.
- (iii) Opening of strong room - Prior intimation to candidates is must

3.8 Receipt of EVMs by Polling Parties at the time of dispersal

- (i) Check the serial numbers & Address tags on CU & BU & on their carrying cases.
- (ii) Check the seals put by RO on the Candidate Set section on CU and at the right top and bottom latch covers of BU and affixed Pink Paper Seal on CU & BU.
- (iii) Polling party should never open the seals put by Returning Officer on CU and BU.
- (iv) Switch on the CU and press 'Total' button' to verify that the CU is set for correct number of candidates.
- (v) Check that the ballot paper is properly fixed.
- (vi) Check that the required candidate Buttons are unmasked (blue) and the other Buttons are masked (white)
- (vii) Seals of Balloting Unit should not be opened by polling party at any time
- (viii) Switch off the CU and pack it in its carrying case before taking it away to polling station.

3.9 On Poll day

3.9.1 Tracking of Mock Poll

- (i) The RO through the Sector Officers and using the communication link with the polling station/ mobile teams, shall track the conduct or otherwise of mock poll, and ascertain the mock poll status.
- (ii) Non-confirmation of mock poll could be indicative of non-commencement of poll and in that case the RO shall make immediate intervention to sort out the problem.

3.9.2 Conduct of Mock Poll

- (i) Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll.
- (ii) All contesting candidates should be informed in writing well in advance in this regard.
- (iii) Polling agents of at least two candidates should be present at the time of Mock Poll. However, if polling agents of at least two candidates are not present, the Presiding Officer may wait for 15 more minutes.
- (iv) If the agents still do not come, then the Presiding Officer may start the mock poll.
- (v) Remove the Ballot Unit & Control Unit from their carrying cases.
- (vi) Connect Ballot Unit to Control Unit.
- (vii) Open back cover of CU and Switch “ON” power.
- (viii) Open “Result” section outer door and inner door of CU.
- (ix) Press Clear button of CU to show to the agents present that there are no votes polled.
- (x) The mock poll should be conducted with the polling agents voting at random for each of the contesting candidates. A total of at least 50 votes should be polled in the mock poll.
- (xi) Presiding Officer will ascertain the result in the Control Unit in the presence of the Polling agents and confirm that the result is tallying with the votes polled in respect of each candidate.
- (xii) Thereafter, Presiding Officer will prepare and sign the mock poll certificate in the prescribed format as in Annexure -7 (dt. 19.01.2012) where pre-2006 EVMs or in Annexure- 8 where post-2006 EVMs are being used.
- (xiii) The Presiding Officers shall ensure that the data of the mock poll is deleted, without fail, before the actual poll starts.
- (xiv) Micro-observer should also participate in mock poll process and sign the mock poll certificate.
- (xv) These proceedings should be videographed wherever videography arrangement has been made at a polling station.

- (xvi) If any unit of the EVM found defective during poll process, the entire set of EVM (both BU & CU) should be replaced by new set of EVM (BU & CU).
- (xvii) Again mock poll should be conducted on the new set of EVM (both BU & CU) before it is put to use. However, in this case, it would be sufficient to cast at least one vote each for each of the candidates. A new mock poll certificate should be recorded in such a case.
- (xviii) Whenever any voter asks for help or expresses inability to vote using EVM, the presiding officer can explain to the voter the voting process using the cardboard model of the BU, supplied by DEO/RO in the presence of polling agents and never inside the voting compartment.

3.9.3 Conduct of Poll

- (i) In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button, the Presiding Officer may from time to time make an inspection of ballot unit (BU)- but he should make it a point to do so in the immediate presence of polling agents when there is no voter inside the voting compartment.
- (ii) At the time of closure of poll the Presiding Officer shall press the 'Close' button and make a note of the Poll end date and time displayed on the CU in the presiding officer's diary. And do the other prescribed procedures.

3.10 Collection Centre

- (i) The machines shall be escorted back after the poll under proper escort. After all formalities are completed, the EVMs shall be kept in strong room and the room shall be sealed in the presence of the candidates/ their agents and Observer.
- (ii) In case of re-poll, the EVM required for re-poll shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing and also to be entered in the EVM Tracking Software.

3.11 Re-pollled EVM

- (i) After re-poll the strong room shall be re-opened in the presence of the candidates/ their agents and Observer for the storage of the re-pollled EVM.
- (ii) This re-pollled EVM should be placed together with the old EVM which was used earlier in the original poll.
- (iii) A tag 'Not to be counted' shall be put prominently on the old EVM and another tag 'Re-pollled EVM – to be counted' shall be put on the new re-pollled EVM. RO shall put signature on both the tags.

3.12 Counting of Votes

- (i) Before starting the counting in the EVM the unique ID number of the CU, the Unique ID number of the Pink Paper Seal and the unique ID number of Green paper seal should be verified from the record and shown to the polling agents.
- (ii) Poll start date and time and poll end date and time displayed on the CU should be verified from the record and shown to the polling agents.
- (iii) In case of any discrepancy in the date and time of start and end of poll displayed in the Control Unit with Indian Standard Time of start and end of poll, the difference will be compared with the date and time noted by Presiding Officer in the mock poll certificate.
- (iv) If the date and time difference at the time of mock poll does not match with the date and time difference of start and end of poll, the EVM will be kept aside and the matter will be referred to the Commission for its decision.
- (v) On other hand, the difference of the discrepancy will be explained to the candidates/representatives and the votes will be counted as usual.
- (vi) In case any CU does not display result due to not-pressing of "Close" button by the PO in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall.

- (vii) Counting of votes in other machines should continue as usual.
- (viii) When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine (s)
- (ix) In both the cases where the margin of votes is more or less than the total votes polled in that machine (s), the RO/Counting Supervisor shall press the “Total” button of the CU to see the total votes polled in that machine (s).
- (x) In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form-17 C, the RO/Counting Supervisor shall press the “Close” button of the CU (s) so that “Result” button can be pressed for getting result data explaining the entire issue to the candidates/ their authorised agents and recording a proceeding in this behalf with their signatures.
- (xi) In such a case, the RO and Observer should send a detailed report to the Commission in the format mentioned at Annexure-9 (dt. 19.01.2012).
- (xii) In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the RO to the Commission for its decision.
- (xiii) In such a case, the RO and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-10, where the winning margin is more than the votes polled in the CU in question, and in Annexure-11 (dt. 19.01.2012), where such margin is less.
- (xiv) In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer’s custody in the counting hall.
- (xv) Counting of votes in other machines should continue as usual.
- (xvi) When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in the malfunctioned machine (s).

- (xvii) In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioning machine (s), the RO should try to retrieve the result from this machine, with the help of engineers of BEL/ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents.
- (xviii) If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-12 (dt. 19.01.2012).
- (xix) In case it is not possible to retrieve the result from the malfunctioning machine even by using ADU, then the Returning Officer should try to retrieve the result from the machine by taking a print out of the result with the help of engineers of BEL/ECIL.
- (xx) If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case, also the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-12.
- (xxi) If the result from the malfunctioned machine can not be retrieved even by using printer, the matter should be referred by the RO to the Commission for its decision.
- (xxii) In such a case, the RO and Observer should also send a detailed report to the Commission in the format mentioned at Ann.13 (Dt. 19.1.12), where the winning margin of vote is more than the votes polled in the malfunctioned EVM, and in Ann.14 (Dt. 19.1.12), where such margin is less.
- (xxiii) In no case the machine should be opened, or its outer or inner seals disturbed in any manner. There should be no attempt to repair the machine as it is strictly forbidden.
- (xxiv) After completion of counting, all the CUs whether result has been retrieved from it or not should be kept back inside their respective carrying cases. The carrying cases should then be sealed once again.

(xxv) The RO & Observer should put their signatures on the seal.

(xxvi) All candidates and their election agents should also be allowed to put their signature on the seal.

(xxvii) The Control Unit should be then kept in the strong room(s).

3.13 Videography of Events –

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

Part-4. 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 dt.11-12-07, ECI's No. 464/KT-LA/2008 dated 4.4.2008, ECI's No. 64/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, No.76/Instruction/2013/EEPS/Vol.- I dt. 21.03.2013)

4.1 Deemed deputation of ECI -

- (i) 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)

4.2 Requirement to be assessed - Deployment of Staff in connection with conduct of election - following **categories** of officers/officials will be required in various stages -

- (a) Presiding Officers and Polling Officers
- (b) Micro observers
- (c) Sector Officers
- (d) Area/Sector Magistrates
- (e) Asstt. Election Observer and other teams to be engaged in Election Expenditure Monitoring.
- (f) Control Room/Help Line Staff
- (g) EVM Ground Staff
- (h) Officers/Officials to be engaged in Dispersal Counters, Facilitation Centers & Receipt Centers.
- (i) Assembly Level Master Trainers for imparting training to various categories of officials.
- (j) Officers/Staff required for various election cells.
- (k) Police Personnel
- (l) Counting Supervisors and Assistants
- (m) Additional Counting Staff
- (n) Voter Assistance Booth Staff
- (o) Digital/Video camera Supervisors
- (p) Booth Level Officers

4.3 Who can be deployed - Staff of following authorities can be deployed-

- (a) Central Government and State Government
- (b) Local Authority
- (c) University established or incorporated by/ under a Central / State Govt. Act.
- (d) Government Company
- (e) 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.

4.4 Database - District Database of all employees of Central Govt./State Govt., Central/State PSUs, Govt. Companies shall be prepared.

- (a) Software – Supplied by CEO Office.
- (b) Particulars like name, sex, Home AC, work place AC, designation, office, pay scale, phone No., and Name & No. of AC, where he is enrolled, Part No., voter serial No. etc.
- (c) Database to be comprehensive – Every employee of all deptts. of Central/State Govt. and Central/State PSUs must be covered in the database, irrespective of the fact that an employee will be assigned the election duty or not.
- (d) While deputing the staff on election duty ensure that there should not be too much of strain on a particular department/ organisation.
- (e) Bank employees only in contingency.

4.5 Not to be deployed in election duties -

- (i) Officials working in CBI, IB and RAW and personnel working in essential services.
- (ii) Contractual workers or Anganwadi workers not to be engaged in elections
- (iii) 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.
- (iv) Staff of commercial bank in rural area, where the bank has only one employee.
- (v) Operational staff of BSNL, UPSC and educational institutions (except in unavoidable circumstances)

- (vi) Officials against whom ECI recommended disciplinary action or who have been charged for lapses in election related duties.
- (vii) Officials against whom criminal case is pending.
- (viii) Physically challenged persons in polling duty
- (ix) Where female employees are engaged in polling duty guidelines of ECI be followed.

4.6 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 –
- (iv) Certificate regarding proper mix up.
- (v) One PrO + three POs in a polling party. In case of simultaneous elections for Vidhan Sabha & Lok Sabha the norms is One PrO + 5 POs.
- (vi) Where electors exceed 1200 one extra PO (ECI No. 464/INST/2008/EPS dt. 18.12.2008).
- (vii) Persons not to be deployed in home AC or AC wherein he is posted.
- (viii) Where electors are small in numbers one PrO + 2 PO may be sufficient.

4.7 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.

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.

4.8 Central Government Employees -

- (i) Central employees need not be deployed as PrO and PO. To be kept for Micro Observer duties.
- (ii) Asstt. Expenditure Observer are also to be deployed from Gr. B officers of Income Tax Deptt., Central Excise, Audit & Accounts or Central PSUs (if available)
- (iii) Separate data base for Gr. A, B, C employee of Central Govt.
- (iv) 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.
- (v) One Additional Counting Staff drawn from Central Govt./PSUs of Central Govt., will be deployed for each counting table.

4.9 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

4.10 Assistant Expenditure Observer & other teams for Expenditure Monitoring-

- (i) AEOs to be appointed from the date of announcement by DEO well before announcement of elections programme and to start work.
- (ii) Flying Squads and Static Surveillance Teams
- (iii) Video Surveillance Teams & Video Viewing Teams
- (iv) Accounting Teams
- (v) Liquor Monitoring Team
- (vi) Election Expenditure Monitoring Cell
- (vii) Complaint Monitoring Cell & Call Centre

4.11 SVEEP activities -

- (i) Separate cell – SVEEP Committee at District level.
- (ii) District PROs and other departments, organizations to be involved.
- (iii) SVEEP material to be arranged.

4.12 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 through sponsoring authority.
- (vi) Micro Observer should, be enrolled as voter and EPIC issued.

4.13 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.
- (vi) In relation to women personnel all instructions of ECI and Court orders to be complied with.

4.14 Engagement of Child Labour in Election related activities (ECI No. 464/INST/2013-EPS dt. 02.05.2013)

- (i) Children (below 14 years) not to be engaged for any work connected with the election process like campaigning, carrying campaigning materials etc.,.
- (ii) Penalty under Child Labour (Prohibition and Regulation) Act, 1986.

4.15 Disciplinary proceedings by Govt. against officials on election duty (Sec. 28A of RP Act, 1951 and ECI's No. 464/INST/2009-EPS dt. 31.03.2009)

Written prior permission of the ECI is mandatory before suspending/initiating any disciplinary proceeding against officer/official connected with conduct of election during the period of election.

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

- (i) 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.
- (ii) Ex-gratia compensation as per rules/regulations of State Government.

Part-5. Material

5.1 Polling material

- (i) Permanent articles like - Brass seal, Arrow Cross Seals etc, be checked - In case of shortage procurement as per instructions of CEO.
- (ii) Forms and envelopes received from CEO be checked/assessed. [Ref Ann V of Handbook of Presiding Officers, and Ann XII of Handbook of ROs]
- (iii) Stationary articles to be procured from CEO/ as per direction of CEO.
- (iv) Forms for appointment of polling parties to be generated from computer.
- (v) Indelible Ink - Only fresh stock be used.
- (vi) Green paper seals and strip seals be obtained from stores of CEO.
- (vii) 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.
- (viii) Proforma for recording of votes by additional counting staff also to be printed.
- (ix) 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.
- (x) PrO diary formats should be serially numbered - keep proper account thereof.
- (xi) Register of accounts of election expenses by candidates should be serially numbered and authenticated by DEO
- (xii) 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)
- (xiii) Arrangement for voting compartment of Card board or Flex board that are opaque and reusable, shall be in three folds, each fold having minimum dimension of 23x23 for use in General Elections, vide ECI's Lr.No.464/INST-SVC/2013-EPS, dt.27.01.2014.
- (xiv) Procure following new formats also –
 - (a) Additional report by PrO after poll (to be submitted to Observer and RO).

- (b) Micro Observer's report after poll (to be given to Observer)
- (c) SO's report (to be submitted to Observer and RO).
- (d) Certificate regarding Mock Poll (ECI No. 51/8/7/2008-EMS dt. 15-7-2008).
- (e) "Visit Sheet" at PS

5.2 Working copies of Electoral Rolls (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)

- (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 set to each party including marked copy in sealed cover.
 - (c) For Sector Officer
 - (d) For safe custody of DEO/RO
 - (e) For reserve

5.3 Copies of Electoral Rolls & Voters Slips

- (i) 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.
- (ii) In case rolls are reprinted after final publication, one complete set should be supplied to recognized political parties.
- (iii) 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)
- (iv) 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.
- (v) List of Absentee/Shifted/Dead voters to be prepared and to be given to polling party.
- (vi) Voter's slip including photograph of elector, wherever available, will be distributed by Distt. Adm. well before the poll day to facilitate the voter to know about his enrollment i.e., Part No., Sr. No. & Polling Station.

Part-6. Trainings

6.1 Imparting training at district level and AC level to poll personnel/counting staff etc.

6.1.1 Training for various groups by resource persons/ALMTs

- (a) Sector Officers
- (b) Micro Observers
- (c) Dy. SPs/SHOs/Inspectors/Sub Inspectors/Police Mobile Parties & other Police personnel
- (d) Area Magistrate / Sector Magistrates
- (e) Presiding Officers and Polling Officers
- (f) Voters Assistance Booth Staff & BLOs
- (g) Asstt. Exp. Observer
- (h) Flying squads, SSTs, VSTs, VVTs, Accounting team and other officials engaged in EEM.
- (i) Personnel engaged in SVEEP
- (j) Incharge of digital cameras for inside/outside photography at specified / identified PSs
- (k) Counting Supervisors / Assistants and Additional Counting Staff.
- (l) Briefing to candidates and their election agents - about EEM/Paid News/Poll/Counting process as well as provisions of MCC/RP Act/ ECI circulars.
- (m) Booth Level Officers
- (n) Dispatch and receipt staff engaged in material distribution/Collection/Facilitation Centers for Postal Balloting
- (o) Staff for compilation of information and MIS.

6.1.2 Separate training **module** for separate category of Officers/Officials.

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

6.1.4 Training at different levels – IIIDEM, State/Divisional HQ., Distt. HQ. and Assembly Level.

- 6.2 Training to BLOs** - Role of BLO in updation of Electoral Rolls, Preparation of polling stations and other poll day arrangement, their communication plan, vulnerability mapping, SVEEP and other such matters related to conduct of elections in which they have a role in the run-up to an election. They would also be trained on matters related to electoral rolls in the run up to an election under the ECI modules.
- 6.3 Training to Area/Sector Magistrate & Sector Officers** - Matters relating to law & order, vulnerability mapping, District Election Plan preparation (including communication plan), poll-day arrangements including preparation of polling stations, MCC, route and transport planning and preparation, EVM-Do's and basic debugging, receipt & dispatch of polling parties, monitoring and reporting (esp. on poll day) rules, regulation and guidelines relating to conduct of polls, postal ballots, SVEEP etc.
- 6.4 Training to Micro Observers** - To be trained on their specific roles and responsibilities if and as required by the Observers appointed by ECI with support of ALMTs (if asked for by Observers). The topics may include operations at polling station, EVM-essentials, postal ballots etc.
- 6.5 Training to Various Nodal Officers** – Issues related to them–
- 6.6 Officers & Staff engaged in EEM & Paid News** – Issues related to EEM, MCC, Daily reporting, Paid News etc.
- 6.7 Dy. SPs, SHOs, RIs etc.** - Law and order control, vulnerability mapping, deployment and logistics of forces, control over liquor, arms and ammunitions etc., election expenditure/MCC monitoring related matters, special drives for preventive measures, electoral offences, defacement of public properties, discipline during nomination process, communal harmony, poll day management, CPF co-ordination and amenities for them etc.
- 6.8 Training to Additional Counting Staff/Micro Observers for counting (GoI Staff)** – About noting of result, filling of forms and reporting to Observer.

6.9 Counting Personnel – Opening of Strong Room, Counting of votes, Preparing Result Sheets and related aspects of EVMs, tabulation, IT, sealing of records etc.

6.10 EVM ground staff - Matters relating to handling, preparation, administrative logistics etc. of EVMs.

6.11 In-charge of digital cameras – Poll process inside polling station.

6.12 Police mobile parties – Vulnerability mapping and action to be taken on poll day, check on plying of vehicles, Prohibitions on poll day, Electoral offences, poll process and other issues.

6.13 Police personnel at police stations – Poll process, Prohibitions on poll day, their duties at polling station.

6.14 Training to Polling Parties —

6.14.1 Training Management -

- (a) Ist randomization on database - 120% trainees be called.
- (b) Pre-filled Form No. 12 to be attached with appointment letters.
- (c) Ist training limited to PrOs and PO 1st
- (d) A model kit having polling material for the use of polling party, should be kept in training hall.
- (e) 2nd training to PrO, PO Ist and PO IInd.
- (f) Separate 'Hands on' training to 3rd P.O.
- (g) Last training on dispersal - Entire polling team to be called.
- (h) Last moment EVM training and briefing on the departure day.
- (i) Arrangements for advance TA/DA and outright
- (j) Videography of training process.
- (k) Test for PrO and P.O. Ist in 2nd training classes.
- (l) Training should be organised in smaller groups.

6.14.2 EVM Training to polling parties—

- (a) More emphasis for "Hands on" training.

- (b) Besides operation of machine, hands-on training on the following :-
 1. Connecting the BU with CU and switching on/off the battery.
 2. Mock poll and conduction and certification.
 3. Clearing of data after mock poll
 4. Preparation for poll.
- (c) Irreversibility of the 'close' button;
- (d) Proper sealing of machine -
 1. Before commencement of poll - green paper seal, strip seal, special tag, address tag
 2. Final sealing after close of poll
- (e) Precautions, Trouble shooting, DOs & DONTs
- (f) Safeguard about Pink Paper Seal.

6.14.3 Training to polling personnel on other items —

- (a) Procedure / instructions as given in PO hand book.
- (b) Duties of PrO, PO-I, PO-2 and PO-3 (including duty of extra PO, if any)
- (c) Checklist for Presiding Officer - as provided in PrO Hand book.
- (d) Use of postal ballot papers/EDC.
- (e) Poll day arrangements inside polling stations; voting compartment to be secure & secluded; only authorized persons to be allowed inside PS
- (f) Polling Agents must be a voter in same PS or in the alternative from neighbouring polling stations in the same constituency and must have EPIC or any other photo ID device issued by Govt. or any Govt. agency which may be displayed prominently on their persons during poll (464/INST/2007PLN I dt 12.10.07 and No. 464/INST/2008/EPS dt.18.12.2008 & No.464/INST/2009/EPS dt. 10.03.09)
- (g) Entry pass system into PS.
- (h) Polling agents not allowed to be exchanged by relief agent after 3 PM.
- (i) Agents to be given 17-C, PB and EDC list and shown marked copy of roll;

- (j) 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)
- (k) Display of Photo Identity Cards by polling personnel
- (l) Issues related to identification documents of Voters including “Voters Slips”
- (m) 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)
- (n) 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)
- (o) Identification protocol and Voters Slips
- (p) Marking of indelible ink on left fore finger of the elector and in case of proxy voter on the left middle finger.
- (q) 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)
- (r) Tallying of 17A, 17C and the EVM count
- (s) Writing of Presiding Officers Diary - no column should be left blank.
- (t) Additional report by PrO in prescribed **format** will be handed over to SO then RO/Observer.
- (u) Proper and correct filling up of statutory / non-statutory forms.
- (v) Maintenance of visit sheet at PS (ECI No. 464/Inst./2006 /PLN-I dated 17.03.2006)
- (w) PrO not to go to voting compartment and 'assist' the voters – agents to accompany him when he has to go in special circumstances.
- (x) 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)
- (y) Braille signage in Ballot Units and Ballot Sheets
- (z) 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)

6.15 Facilitation Centers for Postal Balloting by election duty staff-

- (i) On each training day separate and exclusively two hours period shall be fixed for Postal Balloting at Facilitation Centers within training venue.
- (ii) Relevant electoral rolls be kept
- (iii) Arrangements for voting compartment for marking of Postal Ballots and sealed trunk box for deposition of PBs.
- (iv) One gazetted officer for attestation of Form 13-A
- (v) Employees on election duty should be briefed about procedure.
- (vi) Candidate should be asked to remain present.
- (vii) Videography of Postal Balloting process.

6.16 Deployment and training to Sector Officers

6.16.1 Pre-poll responsibility about vulnerability mapping-

- (i) For identification of the areas well in advance Sector Officers should be ready before the announcement of election. All help including vehicular support should be given to the SO.
- (ii) For identification of the areas/communities Sector Officers should do exercise soon after declaration of election.
- (iii) Sector Officer, after visiting the area and collecting information, shall fill up detailed information in **Format VM-SO** for each polling station in his Sector.
- (iv) Each Format VM-SO must contain the details of all vulnerable localities/pockets/voter segments in one polling station area.
- (v) SVEEP activities – about “Ethical Voting”.

6.16.2 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 to the RO on movement of unauthorized campaign vehicles, defacement of property, unauthorized campaigning, misuse of public buildings/ Govt. Vehicles/ Government servants and all possible violation of MCC.

6.16.3 Pre-poll responsibility – About voter turnout-

- (i) To increase voter turn out - awareness
- (ii) To organize SVEEP activities in the field
- (iii) EVM demonstration to the voters in catchments;
- (iv) Inform voters about help lines and locations of their PSs.
- (v) To inform voters to check their names and entries in PER through BLO
- (vi) SO will act as Zonal/Sector Magistrate, therefore will accompany with police officer.
- (vii) Since SO will act as Zonal/Sector Magistrate, he will prepare a Zonal/Sector Magistrate Plan with a sketch map for PSs, list of telephone Nos of PSs and election related officers, police stations, list of responsible persons, list of Anti Social elements etc.,.

6.16.4 Poll-eve responsibility of SO -

- (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

6.16.5 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 is in position
- (v) Replacements of EVMs where required.
- (vi) Track and report the presence /absence of polling agents
- (vii) To assist polling team inside polling station with procedures,
- (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 to RO [ECI's No. 51/8/7/2008-EMS dt. 15.7.08]
- (x) Handling of poll day complaints
- (xi) About vulnerable pockets/family – to check their voter turn out and measures thereat.
- (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) PrO diary is 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.
- (xvi) After poll, submit a report on polling to RO.

6.17 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, No. 464/INST/2008-EPS dt. 10.12.2008)

6.17.1 Appointment

- (i) 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.
- (ii) Responsibility of Micro Observers (Observers will decide the details)
- (iii) MO would directly work under control and supervision of the observer.

- (iv) DEO to arrange their database and their interaction with Observers
- (v) Appointment of Nodal Officer for MOs.
- (vi) Route chart for Micro Observers
- (vii) To provide communication plan to MOs.
- (viii) 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.

6.17.2 Deployment -

- (i) 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.
- (ii) In a multi polling station building one MO will be sufficient.
- (iii) 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.
- (iv) DEO will provide them with an I-Card, photo entry pass to PS and other requirements.
- (v) DEO to call them for familiarization training in the polling personnel's training - DEO to arrange training – Observer will train them.
- (vi) 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.
- (vii) They should reach PS at least one hour before the commencement of poll, or otherwise in the evening of previous day.
- (viii) After the poll MO to submit report to the Observer about activities of poll day for each PS under his jurisdiction.
- (ix) MOs report alongwith scrutiny of the 17A etc will be taken into consideration for taking a decision on re-poll etc.,.

Part-7. Transportation

7.1 Transport arrangements for the following:

- (a) Observers
- (b) Area Magistrate / Zonal Magistrate
- (c) Polling parties
- (d) Sector officers, Micro Observers
- (e) Asstt. Expenditure Observer, Flying Squads, SSTs, VSTs
- (f) Police forces (State and Central)
- (g) Teams for observance of model code.
- (h) Videographers/Cameramen carrying digital cameras.
- (i) Various Cells related to Election work.

7.2 Route Chart -

- (i) Route Chart for every PS; and be given to polling party and Sector Officer.
- (ii) Route Chart must indicate the distance of last polling station from HQ - Routes must be plotted on constituency map also.
- (iii) 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

7.3 Arrangements -

- (i) Buses, Trucks, Cars, Jeeps etc., (both of private and government) be assessed.
- (ii) Draft movement programme and *ad-hoc* ear-marking of vehicles.
- (iii) Tentative transport programme of polling parties
- (iv) Police personnel to be deployed at PSs should be accompanied with polling parties.
- (v) Minor repair of roads/ routes, if necessary, by PWD or related authorities/ departments.
- (vi) Availability of POL, be ensured. Need of extra barrel points to be examined.

7.4 Requisitioning -

- (i) Requisitioning of vehicles, Private and Government both - Sec. 160 of RP Act, 1951.
- (ii) Vehicle of the following should not be requisitioned. (ECI's No. 464/INST/2008 - EPS dt. 26.12.2008)
 - (a) Vehicles of BSNL, UPSC and education institutions (except in unavoidable circumstances)
 - (b) Vehicles of Forest department, AIR, Doordarshan, WHO, UNICEF and Organisations of UN.
- (iii) Vehicle should be in good condition and shape and free from dirt and smell.
- (iv) As far as possible truck should be not used for polling parties.
- (v) Vehicle should not be retained unnecessarily.
- (vi) 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.
- (vii) Have the districts' 'Disaster/Flood Contingency/ Management Plans' been re-looked into/ updated, and due preparations been kept in light of the same.

7.5 Database -

All the vehicle owners should be asked to furnish data about drivers/conductors/cleaners including their enrollment details in electoral rolls. Database to be prepared in advance.

Part-8. Nominations

8.1 Notification -

- (i) Notification for election of Legislative Assembly shall be issued by the Governor u/s 15 of R.P. Act, 1951, as recommended by ECI. The notification shall be published in official gazette of the State.
- (ii) On the date of notification u/s 15, another notification u/s 30 shall be issued by ECI appointing the dates of nominations, scrutiny, withdrawals, date/dates of poll and date before which election shall be completed. This notification shall also be published in official gazette of the State.

8.2 Public Notice (Sec. 31 of RP Act 1951 and R. 3 of CE Rules 61)

- (i) Public Notice in Form-1 – to be published on the day of notification of election (u/s 15 and 30), well before 11:00 AM (time for commencement of filing of nominations)
- (ii) In State Official Language and English- both.
- (iii) To be signed by RO only – No other authority can issue this public notice.
- (iv) To be published on the notice boards of RO and other prominent public offices, PSs etc. Gazette publication not needed.
- (v) Normally one ARO should be specified in Form-1 and he should, as far as possible, be the one stationed at RO's headquarters.
- (vi) Other particulars to be specified in the public notice: -
 - (a) Name of election
 - (b) Name of place at which nominations are to be filed (normally at RO HQr)
 - (c) Last date of filing of nominations; date, time & place of scrutiny; withdrawal and date & hours of poll.

8.3 Presentations of Nominations Papers (Sec.8,32.33,33A of RP Act, 1951 and R.4, 4A of CE Rules, 1961; Ch-V of RO Hand Book, ECI's No. 3/4/2012/SDR/dated 24.08.2012) -

- (i) Nominations paper for Lok Sabha must be in Form 2-A and Vidhan Sabha Election must be in Form 2-B.
- (ii) Cannot be filed on a **public holiday**

- (iii) May be presented on the day of public notice or any of the seven days following that day.
- (iv) Every holiday for Government offices is not to be treated as 'public holiday', unless that is declared under N.I. Act, 1881 as 'public holiday'.
- (v) Either RO or ARO must be present for nominations but on the last day of nomination the RO himself (not ARO alone) should be present.
- (vi) Nomination papers shall be presented **by candidate personally** or **by proposer** at the **place specified** and at no other place.
- (vii) To be presented before RO/specified ARO only.
- (viii) Cannot be sent by post or filed through any other person.
- (ix) A maximum of 4 nomination papers can be accepted.
- (x) An affidavit in Form 26 (as amended) at the time of delivering the nomination paper.
- (xi) Time of presentation - between 11:00 A.M. and 3:00 P.M. If some intending candidates or proposers are physically present in the office at 3:00 PM their nominations should be treated as presented at 3:00 P.M.
- (xii) The RO shall display one copy of the **affidavit on the notice board** of his office and also upload on the ECI & CEO website on daily basis till the last date nominations.
- (xiii) Only 4 persons can enter in the office of RO/specified ARO other than the candidate.
- (xiv) During filing of nominations upto 3 vehicles be allowed to come within periphery of 100 meters of RO/ARO's office.
- (xv) Accompanying documents – Only one original needed.

8.4 Preliminary examination of nomination papers (Sec.33 of RP Act, 1951, Ch-V of RO Hand book) –

- (i) Nomination paper should be examined then and there by RO/ARO from technical point of view, however no formal scrutiny be made at this stage.
- (ii) Entries in electoral rolls should be compared.
- (iii) Clerical errors in names, sr.no. etc can be allowed to be corrected or even ignored.
- (iv) Defects, if any, to be pointed out to candidate.

8.5 Check List regarding documents/requirement (ECI

No.576/3/2009/SDR dt. 10.02.2009 & 576/3/2013/SDR dt. 21.01.2013)

- (i) A Check List (as modified) of documents required to be filed and other requirement to be fulfilled by candidates at the time of filing of nominations should be maintained.
- (ii) The Check List should be in duplicate.
- (iii) While checking the documents filed with nomination and filling up the Check List RO/ARO should make an endorsement about defect if any noticed in the documents.
- (iv) Both the copies of above Check List with all requirements indicated therein shall be signed by RO/ARO as well as the candidate.
- (v) The duplicate copy of the Check List shall be handed over to candidate/proposer and original copy to be retained by RO/ARO.
- (vi) If and when a document is filed subsequent to filing of nomination, receipt will be given mentioning the date and time.
- (vii) In case where a candidate set up by political party has either not filed Forms A & B or the Forms filed are not as per the requirement while preparing Form 3-A (Notice of Nominations) a mention to this effect shall be made therein.

8.6 Proforma of Checklist is given in the ECI circular No. 576/3/2013/SDR dt. 21.01.2013 - **The items of Checklist are:-**

- (i) Affidavit in Form 26 (whether filed) (Yes/No)
- (ii) Certified extract of electoral roll (when candidate is an elector of different AC) (Whether filed). (Yes/No)
- (iii) Forms A and B (applicable in the case of candidates set up by political parties). (whether filed) (Yes/No)
- (iv) Copy of caste certificate (if candidate claims to belong SC/ST) (whether filed) (Yes/No)
- (v) Security deposit (whether made) (Yes/No)

- (vi) Oath/affirmation (whether taken). (Yes/No)

Note: For documents not filed and/or found defecting in any manner, specific mentioned should be made in the second part of the Checklist as notice to candidate for filing the same within prescribed time limit.

8.7 Separate Bank Account by each Candidate for Election Expenditure

- (i) Each candidate is required to open a separate bank account exclusively for the purpose of election expenditure.
- (ii) This account shall be opened **at least one day before the filing of nomination.**
- (iii) The account number of this bank account shall be communicated by the candidate in writing to the RO at the time of filing nomination.
- (iv) If the separate bank account is not opened before the nomination or any amount is spent without depositing the same in the said bank account it will be treated that the candidate has not maintained the account “in the manner prescribed”.

8.8 Proposer (Sec.33 of RP Act, 1951; Ch. V of R.O. Handbook)

- (i) Any proposer can present nomination paper duly signed by candidate.
- (ii) One proposer - in case of a candidate set up by a National recognized party or State recognized party in the State. In case of other candidates ten proposers.
- (iii) If a State party recognised in other State (but **not recognised in this state**) is granted concession for using its reserved symbol, the nomination of that candidate will also be required to be prescribed by **ten proposers.**
- (iv) Proposer should be an elector from the same constituency.
- (v) Proposer can propose more than one nomination papers of the same candidate or different candidates.

- (vi) In case of proposers who are illiterate their thumb impression has to be attested (u/r 2(2) of CE Rules, 1961) by RO or an officer authorised by ECI (an administrative officer not below the rank of SDO) Therefore, thumb has to be affixed in presence of the RO or the authorised officer.

8.9 Acknowledgement of nomination papers & other actions by RO on receipt of nominations (Sec. 33 and 35 of RP Act, 51; Ch-V of RO Hand book) –

- (i) Give serial number on each nomination paper and enter the date and time also.
- (ii) Nomination papers in bunch may be assigned serial numbers in the order in which they are dealt with.
- (iii) Acknowledgement (Part-VI) duly filled up be given for each nomination paper.
- (iv) Each nomination paper be entered by RO and ARO in one and same register.
- (v) Indicating the time, place and date of scrutiny and allotment of symbols, in the acknowledgement form.
- (vi) Specimen signature of candidate, be obtained.

8.10 Oath or affirmation (Art. 173 of the Constitution; Para 21 to 24 of Ch. V of RO Hand book) –

- (i) Oath or affirmation in prescribed form is must.
- (ii) The oath/affirmation only after his nomination and before the date of scrutiny. It cannot be made / subscribed on the day of scrutiny.
- (iii) RO and certain other persons are authorized to administer oath or affirmation.
- (iv) After making oath/ affirmation a certificate, in this regard, will be given to the candidate without his applying for it.

8.11 Furnishing of Affidavit of liabilities/assets etc. in Form-

26- (Sec. 33A of RP Act, 1951 R. 4A of CE Rules 1961, ECI's No. 3/4/2012/SDR dt. 24.08.2012) -

- (i) Every candidate at the time of filing his nomination paper, shall furnish an affidavit in Form No. 26 (as amended vide notification dt. 01.08.2012) and shall give full and complete information of assets and liabilities of self, spouse and dependent children. Information about conviction/pending criminal cases also to be given in this affidavit.
- (ii) Format of affidavit in Form-26 should be delivered to every candidate as a part of the nomination paper.
- (iii) The affidavit should be on stamp paper of Re. 10/- and duly sworn before a Magistrate of Ist Class or a Notary or a Commissioner of Oaths appointed by the High Court.
- (iv) If the affidavit is not filed along with nomination paper, this fact may be indicated in the Checklist (as per ECI's circular dt. 21.01.2013). The affidavit can be filed separately by 3:00 PM of the last day of nominations.
- (v) All column should be filled up and no column to be left blank.
- (vi) The affidavit should be either typed or written legibly & neatly.

8.12 Nomination by Overseas Electors (ECI's No. 576/3/2011/SDR dt. 22.03.2011)

- (i) An Overseas elector can contest election subject to the fulfillment of other requirements.
- (ii) In the case of a candidate who is outside India, the Oath can be made before the diplomatic for consular representative of India in the country where the candidate happens to be.
- (iii) If he is in India at the time of filing nomination he may make the oath or affirmation before the RO/ARO.
- (iv) If he/she appears before RO/ARO to make the oath, the RO/ARO shall ensure the identity of the person through his/her Passport.

8.13 Compendium/Compilation of Circulars/ Instructions & Register for Accounts of Election Expenditure to be given to Candidates at the time of the filing of Nominations-

- (i) A written memo along with (i) Compendium of Instructions on Election Expenditure Monitoring (ii) Compilation of other relevant orders/circulars, including extract of section 127-A of RP Act, 1951, inviting attention towards relevant legal provisions shall be given to the candidate at the time of filing of nomination.
- (ii) Register for maintaining accounts of election expenditure by candidates (3 Parts in different colors and Abstract Statement alongwith Affidavit Form) shall be given to every candidate.
- (iii) The registers shall be serially numbered and authenticated by DEO.
- (iv) Acknowledgement (as given in model form) should be sent by RO to DEO within one week from last date of withdrawals

8.14 The list of rates of various items as notified by DEO

should also be given to every nominated candidate after obtaining acknowledgement. This list has to be notified by DEO after consultation of political parties before notification of election.

8.15 Videography

- (i) Process of filing nomination to be videographed.
- (ii) Continuous/unedited videography in the last hour of filing nomination (2 PM onwards on the last day)
- (iii) Keep all papers securely. Avoid misplacing.

8.16 Notice of nominations (Sec.35 of RP Act, 1951 and R. 7 of CE Rules, 1961) -

- (i) After 3.00 PM on each day a notice of the nomination papers presented on that day in form 3-A published on RO's notice board- ARO should also do the same in respect of the nomination papers presented before him.

- (ii) In case more than one nomination papers by a candidate, notice must be given for all of them.
- (iii) Daily intimation to CEO and DEO.

8.17 Security Deposits (Sec.34, 55 of RP Act, 1951 and P.-27 of Ch-V of RO Hand Book) -

- (i) A receipt of the deposit should be attached with the first nomination paper.
- (ii) Sum may be deposited in cash with RO or in RBI or a Govt. Treasury under prescribed head.
- (iii) Security deposit should be made either before the filing of nomination paper or at the time of filing of first set of nomination.
- (iv) One deposit sufficient for each constituency.
- (v) Separate deposit for different constituency.
- (vi) Security deposit for the candidates has been increased to Rs.25,000/- for Lok Sabha election and Rs.10,000/- for Assembly election (the rate being half this amount for candidates belonging to SC/ST)..

8.18 Consolidated list of nominated candidates (P. 31 Ch- V of RO Hand book)-

- (i) Immediately after 3 PM on the last date of nominations a complete list of all nomination papers, to be prepared in the format prescribed in RO Hand book.
- (ii) The names of candidates may be arranged under 3 categories and such names shall be arranged in State Official Language alphabetical order within each category.
- (iii) In the case of a candidate set up by a Recognized party the reserved symbol may be shown.
- (iv) Even if more than one candidate has claimed to be set up by the same party, all such candidates may be included in relevant category.
- (v) Complete address of each candidate must be shown.

8.19 Safe custody of nomination papers -

- (i) Nomination papers along with connected papers shall be kept in safe custody of RO., till transmission to DEO's safe custody.
- (ii) ARO should forward to RO for safe custody all the nomination papers received by him, if any, on daily basis.

8.20 Receiving Form-A and Form-B (Para 13 and 13A of Election Symbol (R+A) order, 1968) -

- (i) Form A and Form B delivered to RO shall be accepted only up to 3.00 PM on last date of nominations.
- (ii) Forms signed in ink only, be accepted. Facsimile signatures or signatures by means of rubber stamp or forms transmitted by fax/e-mail shall not be accepted.
- (iii) If Form-B received from the same party in favour of more than one candidate and there is no cancellation/rescinding of Form-B for any candidate, than among such candidates, the one who filed nomination paper first shall be treated as the candidate sponsored by that party.

8.21 Display of information submitted by the candidates regarding affidavit (Sec. 33-A of RP Act 1951, ECI No. 3/ER/2003/ JS-II dated 27.3.2003 and No. 3/ER/2003/ JS-II dated 07.08.2003; No. 3/ER/2004/JS-II dt. 9.3.2004; No. 3/ER/2009/SDR dt. 21.03.2009, No.3/ER/ 2011/ SDR dt. 20.07.2012& 12.10.2012, Ch. V of R.O. Hand book)–

- (i) A copy of nomination paper & Affidavit (Form 26) to be displayed at a conspicuous place at the office of RO and also at the notice board of ARO, if his office is in a different place.
- (ii) If office of both RO & ARO are outside the boundary of AC, one set of copies of Affidavit to be displayed at the prominent public places within the AC limits.
- (iii) Copies to be given freely to electronic media/press, NGO and any other persons.
- (iv) Scanning and updating of the affidavit on the CEOs website at the earliest and not later than 24 hours of nomination is received.

- (v) The affidavits filed by all candidates (party candidates and independents) shall be put up on website.
- (vi) Even if the candidate withdraws his candidature the affidavit already uploaded on website shall not be removed.
- (vii) Information to the contrary, by means of counter affidavits, shall also to be displayed.
- (viii) RO is not required to conduct enquiry into correctness of statements in the affidavit.
- (ix) DEO, at the earliest, will consolidate all such affidavits and make available their copy to any applicant on nominal payment of copying charges.
- (x) Constituency-wise consolidated information furnished by candidates on "Govt. Dues" in Item-8(ii) in the affidavit should be published by DEO in a format in two News Papers having local circulation one of which should be vernacular news paper. This should be done within two days of finalization of the list of contesting candidates.

Part-9. Scrutiny of nomination papers

9.1 Scrutiny by RO himself (Sec.22 (2) of RP Act, 51, Ch-VI of RO Hand Book)-

- (i) Scrutiny of nomination papers has to be done by RO himself except when he is unavoidably prevented from performing the said function. In that case RO should record reasons and authorize ARO in writing.
- (ii) Whole process of scrutiny of nomination papers should be videographed in all cases.

9.2 Entry into place fixed for scrutiny (Sec. 36 (1) of RP Act, 51, Ch. VI of RO Hand Book) -

- (i) On the date and hours fixed for scrutiny, only following persons should be allowed-
 - (a) candidate himself
 - (b) his election agent
 - (c) one proposer for each candidate, and
 - (d) one another person duly authorized by candidate in writing.
- (ii) Reasonable facilities for examining the nomination papers be given to the persons.
- (iii) Not necessary that the candidate or his representative should be present.

9.3 Scrutiny (Sec.33, 36 of RP Act and R.4 of CE Rules, 1961; Ch-VI of RO Hand Book) -

- (i) Scrutiny is a quasi-judicial function. Enquiry into the question of validity or otherwise of a nomination is a summary enquiry.
- (ii) All nomination papers are to be scrutinized.
- (iii) Reason to be recorded in case of every objection and rejection.
- (iv) RO can raise objection to any nomination suo-moto also.
- (v) Crucial date for qualifications and disqualification is the date fixed for scrutiny.

- (vi) To be liberal in overlooking minor technical or clerical errors.
- (vii) No-rejection on the ground of any defect which is not of a substantial nature.
- (viii) Where a recognized party has sponsored a candidate as main candidate and another one as substitute candidate, nomination papers of main candidate should be taken first in scrutiny.
- (ix) If the nomination paper of main candidate is found valid, the substitute candidate shall not be deemed to have been set up by that party.
- (x) Where a candidate had not made a declaration in his nomination paper that he had been set up by a political party, he shall not be deemed to have been set up by that party.
- (xi) Inaccurate description, clerical, technical or printing error in the electoral roll or in the nomination paper shall be overlooked [Proviso of Sec. 33 (4)]
- (xii) Question of genuine caste certificate - RO should satisfy himself that candidate from a reserved constituency belongs to SC or ST. In case of doubt, the RO must insist on production of SC/ST certificate - Wherever certificate produced is also challenged, RO need not go into question, except where it is alleged that the certificate is forged. In case of any allegation/suspicion about the genuineness of the certificate, RO should get the position cross checked with the authority which issued the certificate (ECI's No. 4/3/2008/JS-II/Vol.III dt. 2.7.2008).
- (xiii) Certificate should be of a reasonably recent date.

9.4 Grounds for rejection (Ch-VI of RO Hand book & Sec.36 of RP Act, 1951) -

- (i) Nomination paper will be rejected, if the -
 - (a) Candidate is not qualified, or
 - (b) Candidate is clearly disqualified, or
 - (c) Signatures of candidate or proposer are not genuine.
 - (d) Affidavit in Form-26 not furnished.
 - (e) Candidate has failed to comply with any provisions of Section 33, 33A and 34 of RP Act, 1951.
- (ii) For Qualifications see provisions of -

- (a) Article-173 of the Constitution,
- (b) Section 5 of RP Act, 1951,
- (c) Section 55 of RP Act, 1951,
- (iii) For Disqualifications, see provisions of-
 - (a) Article-191 of the Constitution.
 - (b) Section 8, 8A, 9, 9A, 10, 10A, 11 of RP Act, 1951.
 - (c) Section 16 of RP Act, 1950 read with section 36 (7) of RP Act, 1951.
 - (d) Article 84, 102, 173 and 191 of the Constitution and Chapters II and III of Part II of the Representation of the People Act, 1951 deal with qualifications and disqualifications for membership of Parliament and State Legislatures. You should carefully study these provisions.
- (iv) Grounds of rejection – Non compliance of provisions u/s 33, 33A and 34 of RP Act, 1951: -
 - (a) Nomination paper is not signed by candidate,
 - (b) Nomination paper is not subscribed by requisite number of proposers,
 - (c) Requisite security deposit has not been made,
 - (d) Certified extract of entry in the electoral roll not submitted, if candidate is contesting from different constituency.
 - (e) Affidavit in Form-26 has not been submitted
 - (f) Complete address of candidate has not been mentioned in nomination paper
 - (g) Not filed within the date and time prescribed or not filed before the RO or the authorised ARO at the specified place.
- (v) Record reasons for rejecting a nomination paper on the spot and supply certified copies of the order, free of cost, in case where all the nomination papers of candidate have been rejected. This may be done even in the absence of an application by the candidate.

9.5 Qualifications-

- (i) Must be a citizen of India (Art. 173(a))
- (ii) Must be an elector for any Assembly Constituency in the State. (Sec. 5)
- (iii) In case of a seat reserved for SC, must be a member of SC in the State. (Sec. 5(a))

- (iv) In case of a seat reserved for ST, must be a member of ST in State. (Sec. 5(a))
- (v) Must make and subscribe before authorised person an oath or affirmation in the form set out in Third Schedule. (Art. 173 (a))
- (vi) On the date fixed for scrutiny of nominations, minimum age must be 25 years. (Sec. 36 (2)(a) and Art. 173 (b))
- (vii) A member of SC or ST is eligible also for a seat not reserved for SC or ST. (Sec. 55)

9.6 Disqualifications-Disqualifications under constitution —

- (i) If a person holds any office of profit under the GOI or any State Government - Exceptions - Ministers of Central Government or State Government (Art. 191(a)).
- (ii) If a person is of unsound mind, so declared by a competent court (Art. 191 (b)) – Mere allegation not sufficient.
- (iii) If a person is an un discharged insolvent (Art. 191 (c))
- (iv) If a person is not a citizen of India, or has voluntarily acquired the citizenship of a foreign State or is under any acknowledgment of allegiance or adherence of a foreign State. (Art. 191 (d))
- (v) If a person is disqualified on ground of defection under Tenth Schedule. (Art. 191 (2))

9.6.1 Office of profit under the Government – Test for deciding the question [in the light of Judgement of Hon’ble Supreme Court (1971) 3 SCC 870]:

- (i) Whether the Govt. makes the appointment
- (ii) Whether the Govt. has the right to remove or dismiss the holder
- (iii) Whether any remuneration is paid
- (iv) Does the Govt. exercise any control over the performance of those functions.

9.7 Disqualification under R.P.Act 1951-

9.7.1 Disqualification on **ground of conviction for certain offences (Sec.8 of RP Act, 1951, ECI No. 509/5/2005 JS-I dt. 14.1.05 and dt. 20.1.2005) -**

- (i) Disqualification commences from date of conviction, and shall continue: —

- a. in case of only fine for a period of six years, and
 - b. in case of imprisonment till further period of six years since his release.
- (ii) Offences and period of imprisonment for disqualification -
 - (a) For offences mentioned u/s 8(1) - Any penalty or any period of imprisonment.
 - (b) For offences mentioned u/s 8(2) - Imprisonment for minimum 6 months.
 - (c) For any other offences (Sec 8(3)) minimum imprisonment of 2 years.
 - (iii) Release on bail does not remove disqualification unless conviction is also stayed during pendency of appeal.
 - (iv) In case of conviction for more than one offence in a common trial and with the sentences of **imprisonment to run consecutively**, for the purposes of Sec. 8(3), the period of sentence of imprisonment for each offence **should be added** and if the total length of time is two years or more, the convicted person shall be disqualified u/s 8(3) of RP Act, 1951.
 - (v) The above interpretation would be equally applicable to the provisions of Sec. 8(2).
 - (vi) Protection u/s 8(4) is given to a sitting MP/MLA only for the membership of the house, and not for future election.

Note: The Provisions of Sec 8(4) have been declared ultra virus recently by Hon'ble Supreme Court.

9.7.2 Disqualification on ground of corrupt practice (Sec. 8 A) -

- (i) On being found guilty of a corrupt practices by an order in election petition or in election appeal-Period of disqualification up to six years, as determined by the President after obtaining opinion of ECI.
- (ii) Only those persons are disqualified whose list is circulated by ECI from time to time.

9.7.3 Disqualification for dismissal for corruption or disloyalty
(Sec.9)-

- (i) Period of disqualification five years from the date of dismissal- ECI will issue a certificate for this purpose. (See Sec. 33(3) also).
- (ii) For a person dismissed from an office under Govt. of India/any State Govt. to contest election within 5 years of dismissal has to produce a certificate from ECI that he was not dismissed for corruption or disloyalty to State.
- (iii) Such certificate must be filed with nomination paper otherwise nomination shall be rejected [Sec. 33(3)]

9.7.4 Disqualification for Government contracts etc. [Sec. 9A] -

- (i) If there subsists (on the date of scrutiny) a contract with **the State Government** for supply of goods or for execution of any works - However the contract shall be deemed not to subsist, where the contract has been fully performed by the person and Government has not performed its part.

9.7.5 Disqualification for office under Government Company
[Sec.10] -

- (i) A **managing agent, manager or secretary** of any company or corporation (other than cooperative society) in which the **State Government** has 25% or more share.

9.7.6 Disqualification for failure to lodge account of election expenses (Sec. 10A) –

- (i) Disqualification for three years from the date of order of ECI.
- (ii) Only those persons are disqualified whose list is circulated by ECI from time to time.
- (iii) ECI, may remove any disqualification under Sec. 8, 9, 9A, 10 and 10A or reduce the period of any such disqualification (Sec. 11)

9.8 Adjournment of Scrutiny(Sec .36 (5) of R.P Act, 1951 and of Ch. VI of RO Hand Book)

- (i) If the Nomination of a candidate has been objected to, he should be given reasonable opportunity of rebutting the same and, where necessary, scrutiny proceedings in relation to his nomination may be adjourned. Scrutiny proceedings in relation to other candidates should continue.
- (ii) Scrutiny can be adjourned upto 3rd day, which is normally the last day of withdrawal and not beyond that date.

9.9 Decision of RO is final

- (i) Decision of RO rejecting or accepting the nomination of a candidate is not subject to any review or revision by any authority including the Courts and the Election Commission until the process of the election is over.
- (ii) If can be challenged only by means of an Election Petition [Article 329(b)]

9.10 List of validly nominated candidates (Sec. 36 (8) of RP Act, 1951 and R.8, 22(3), 30(3) of CE Rules, 1961 and of Ch. VI of RO Hand Book) -

- (i) List shall be prepared in Form 4 and affixed on notice board. Names shall be classified into three categories i.e.
 - (a) Candidates of Recognized National/State Political Parties in the State.
 - (b) Candidates of registered unrecognized political parties.
 - (c) Other (Independent) candidates.
- (ii) Names to be arranged in State Official Language alphabetical order within each category- first letter of the name as given in nomination paper, shall be considered, irrespective of whether the name or surname. However, initials (viz - T.K., S.R.) prefixed to the name should be ignored for this purpose.
- (iii) Prefixing or suffixing honorific titles to names are permitted, but these prefixes are not taken into account in the determination of the alphabetical arrangements of names.
- (iv) Only one entry for a candidate.

9.11 Corrections in the names of candidates – (Ch. VI of RO Hand Book) -

- (i) Normally the name of candidate in the list of validly nominated candidates shall be shown as it appears in nomination paper [R.8(2)]
- (ii) However, spelling of the name may be corrected or alteration in the name may be made on application by RO (if satisfied as to genuineness of the request) either at the time of nomination or immediately after the scrutiny or at the time of allotment of symbols, and before the preparation of list of contesting candidature.
- (iii) After preparation of 7-A, request for correction / alteration cannot be entertained.

9.12 Substitute Candidates (Sec. 33 and 36 of RP Act, 1951; Ch.VI of RO Hand Book) -

- (i) The nomination paper of substitute candidate will be rejected if the nomination paper of main candidate of party is accepted. However if such substitute candidate has also filed another nomination paper subscribed by ten proposers, then this nomination paper will be scrutinized independently by treating him as an independent candidate.
- (ii) Where the nomination paper of the main approved candidate is rejected, the substitute candidate will be treated as main candidate of the party and his nomination paper will be scrutinized accordingly.

9.13 Candidates claiming to be set up by a recognized party-

If a candidate files a nomination with both Part-I and Part-II thereof filled, and he fails to bring form A and B, the nomination paper may be accepted, if Part-II is properly filled up and subscribed by ten proposers.

Part-10. Withdrawal of Candidature

10.1 Notice for withdrawal of candidature (Sec.37, of RP Act, 1951 and R. 9 of CE Rules, 1961 and Ch. VII of RO Hand book) -

- (i) A validly candidate may withdraw his candidature by a notice in Form 5.
- (ii) Form 5 duly signed by candidate shall be delivered by (a) candidate in person, or (b) his proposer, or (c) his election agent. The proposer or election agent must be additionally authorized by the candidate in writing. Such notice cannot be sent to the RO in any other manner.
- (iii) Candidature shall be withdrawn **during normal office hours** after the scrutiny is over and before 3:00 P.M. of the last date of withdrawal. No withdrawal on public holiday.
- (iv) Notice of withdrawal shall be delivered either to RO or ARO at their offices (as specified in Form - 1)
- (v) RO must satisfy himself as to the genuineness of a notice of withdrawal and identity of the person delivering it.
- (vi) A notice of valid withdrawal in Form - 6 shall be affixed on RO's notice board on every day.
- (vii) Valid withdrawal not to be cancelled.
- (viii) No provision for retirement from contest after last day fixed for withdrawals.
- (ix) Receipt for withdrawal be given immediately.

10.2 Preparation of list of contesting candidates (Sec. 38 of RP Act, and R.10 of CE Rules, 1961 and Ch. VII of RO Hand Book) -

- (i) Immediately after 3.00 PM on the last date of withdrawal and after allotment of symbols, list shall be drawn in Form 7-A.
- (ii) List in Form - 7-A shall be prepared in State Official Language and English, both. Names shall be classified into 3 categories – namely
 - (a) Candidates of recognized National and State Political Parties.
 - (b) Candidates of registered political parties (other than recognized National and State political parties).
 - (c) Other candidates.

- (iii) Names shall be arranged in the above order of categories.
- (iv) Names in each category shall be arranged in State Official Language alphabetical order within each category, but sr. no. of names shall be run-on.
- (v) Required particulars including address should be filled up correctly.
- (vi) Even in case of uncontested election, list in Form - 7-A shall be prepared.
- (vii) Send immediately copies of the list (alongwith English translation) to the Govt. Press, CEO and ECI.
- (viii) If symbol has been revised by order of ECI, the list shall be amended.
- (ix) Names of candidate shall appear on ballot papers in same order as in Form 7A, however the headings of 3 categories shall not appear on the ballot papers.

10.3 Publication of list in Form-7A (Sec.38 of RP Act, 1951 and R.10, 11, 31(1)(b) of CE Rules, 1961 and Ch. VII of RO Hand Book) -

- (i) It shall be affixed on the notice board even in uncontested election.
- (ii) It shall be given to each contesting candidate or his election agent.
- (iii) It shall be published by RO in State Official Language in Official Gazette of State.
- (iv) It shall be displayed outside the PS through PrOs on pre – poll day.
- (v) The ballot papers will be printed strictly as per 7-A

10.4 Identity cards to contesting candidates (Ch. VII of RO Hand Book) -

- (i) Two copies of identity cards with photograph in the form given in P.8 of Ch.VII of RO Hand Book - one copy to be retained in record.

- (ii) ID cards duly attested by the RO with his seal.

10.5 Issue of list of polling stations (Ch. II of RO Hand Book) - Three copies of list of PSs, free of cost, to each contesting candidate.

10.6 Intimation about legal provisions of corrupt practices and electoral offences (Ch. VII of RO Hand Book) - A notice to each contesting candidate should be given inviting attention towards penal provisions of corrupt practices and electoral offences - Model Form given in RO Hand Book.

10.7 Supply of copy of electoral roll (R. 85D of CE Rules 1961 and Ch. VIII of RO Hand Book) -

- (i) RO shall supply one copy of roll, free of cost to the candidate of every recognized political party
- (ii) Such copy should be supplied within 3 days after withdrawal.
- (iii) List of CSVs for the constituency should also be given along with roll.

10.8 Appointment of Election Agent (Sec. 40, 41 and Sec. 45 of RP Act, 1951 and R.12 of CE Rules 1961) -

- (i) Ministers, MPs/MLAs/MLCs/Mayor of Corporation/ Chairman of Municipality/Zila Parishad and others having security cover not to be allowed as election agent. (ECI's No. 464/INST/2008/EPS dated 14.10.2008, 464/INST/2009/APS dt. 25.04.2009, dt. 09.05.2009 & dt. 12.05.2009)
- (ii) A person who is disqualified for being member of Parliament or Legislative Assembly or for voting at an election shall be disqualified for being an election agent.
- (iii) Appointment in Form 8 (in duplicate) with photographs affixed on top-right - RO shall return one copy after affixing his seal and signature - ID card to the election agent will be provided by RO
- (iv) Revocation in Form-9.
- (v) ID Card to be provided.

10.9 Appointment of An Additional Agent for Expenditure Matters (ECI's No. 76/2011/SDR dt. 18.03.2011)

- (i) An additional agent to assist the candidate in various expenditure matters.

- (ii) Appointment in the format prescribed by ECI (dt. 18.03.2013).
- (iii) Person disqualified for being chosen as, and for being a MP/MLA or voting at an election should not be appointed .
- (iv) General prohibition against appointing Minister/MP/ MLA/ Mayor/ Chairperson or Municipality/ Pramukh of Zila Parishad etc. as any agent would also apply.
- (v) This agent would be for the purpose of performing only the non-statutory duties related to expenditure monitoring matters.

10.10 Declaration of result of un-contested Election (Sec. 53(2) of RP Act, 1951 and R.11(1) of CE Rules 1961, Ch. IX of RO Hand Book) -

- (i) After affixation of list (Form-7-A) on the notice board of RO, result of uncontested election shall be declared in Form 21.
- (ii) Return of Election in Form 21-E with suitable amendments.
- (iii) Copies to (i) State Government (ii) ECI (iii) Secretary, Vidhan Sabha (iv) CEO.
- (iv) Date of declaration shall be the date on which the result is declared.
- (v) Certificate of Election in Form-22 – Acknowledgement of such certificate, duly signed, may be obtained from returned candidate - Which shall be sent to Secretary Vidhan Sabha.

10.11 Safe deposit of papers relating to nomination etc (Ch. VII of RO Hand Book) -

- (i) Papers/proceeding relating to nominations, scrutiny, and withdrawals should be put together in a cover, with description, and to be retained by R.O.
- (ii) After declaration of result, these documents should be sent to safe custody of DEO.

Part-11. Allotment of Symbols

(R. 5 and 10 of CE Rules 1961 and Ch. VIII of RO Hand Book)

11.1 Approved symbols (R.5 and 10 of CE Rules, 1961; P. 17 of the Election Symbols (R&A) Order, 1968) -

- (i) Always refer to latest notification containing the names of National/State recognized political parties with symbols reserved thereto, names of registered but unrecognized political parties and list of free symbols approved for this State.
- (ii) Symbols out of the approved list not to be allotted.
- (iii) Reserved symbol only to the candidate setup by that recognised party.

11.2 Candidates set up by a political party (Para 13 of Symbol Order, 1968, Ch. VIII of RO Hand Book) -

- (i) A candidate shall be deemed to be set up by a political party, if, and only if -
 - (a) The candidate has made a declaration in any of his nomination paper.
 - (b) Form B signed by authorised person must reach the RO not later than 3.00 PM of the last date of nomination.
 - (c) Name and specimen signatures of such authorized person in Form A are communicated to the RO and CEO not later than 3.00 PM of last date of nominations - However reaching the RO is mandatory.
 - (d) Forms A and B are signed in ink only - Fax not to be accepted.

11.3 Choice of symbols (R.5 and 10 of CE Rules, 1961 and Symbol (R&A) Order, 1968 and Ch. VIII of RO Hand Book) -

- (i) A candidate sponsored by National/State recognised party shall choose and shall be allotted only the reserved symbol for that party and no other symbol. Such candidate need not indicate three symbols in his nomination paper.

- (ii) The candidate sponsored by unrecognized but registered party and independent candidate shall choose three symbols out of the list of free symbols specified for the State by the Commission

11.4 Which choice of symbol to be considered (R.5 and 10 of CE Rules, 1961.; Election Symbols (R&A) order, 1968 and Ch. VIII of RO Hand Book) -

- (i) Only the choice of symbols made by a candidate (other than a candidate sponsored by a Recognised Party) in the nomination paper first delivered, shall be considered, even when nomination paper is rejected.
- (ii) In the case of candidate set up by a National or State recognised party, the choice of party's symbols indicated by a candidate made in subsequent nomination papers may also be considered.

11.5 Allotment of symbols to party candidates (R.5 & 10 of CE Rules, 1961 and Election Symbols (R&A) Order, 1968 and Ch. VIII of RO Hand Book) -

- (i) First pick up the candidates set up by National/State parties and allot reserved symbol. Fulfillment of conditions under Para 13 and 13A of order, 1968 is necessary.
- (ii) If a State party recognized in other State (but not recognized in this State), sets up a candidate in this State, the symbol reserved for that State party shall be allotted to a candidate set-up by it if the authorization from ECI is received in relation to that constituency.
- (iii) If an unrecognized party which was recognized not earlier than six years from the notification of election, sets up a candidate, under Para 10A and the authorization is received from ECI, in relation to that AC. then such candidate may be allotted the symbol reserved earlier for that party.
- (iv) If same free symbol is chosen by two candidates candidate of registered party gets preference.

11.6 Allotment of Symbols to independent candidates

- (i) If such candidate has given option for a particular free symbol as his first preference and no candidate of a registered unrecognized party has opted for that symbol as his first preference, he shall be allotted that symbol to the exclusion of all other candidates;

- (ii) If more than one independent candidates have given their first preference for the same free symbol, RO shall decide by lot which of those candidates should be given that free symbol;
- (iii) However, if any of those candidates is, or was, immediately before the election, a sitting MP/MLA, he shall be allotted that symbol without draw of lots, provided that he contested the earlier election on that very symbol;
- (iv) If a candidate does not get his first preference symbol because of draw of lots, his second preference for a symbol shall not be treated now as his first preference, while considering the preferences of other candidates;
- (v) If a candidate does not get any of the symbols as per his preferences, he shall be allotted a symbol at the end of the allotment process (including the allotment of symbols to the independent candidates) from out of the remaining free symbols available for allotment with the RO.

11.7 Substitution of candidate by political party (Para 13A of Symbol Order, 1968) –

If a political party submits Form B in respect of more than one candidate and does not indicate that earlier notice has been rescinded, then Form 'B' in respect of the candidate **whose nomination paper was first delivered, shall be accepted** as candidate set up by that party.

11.8 Revision of Symbols (R. 10(5) of CE Rules, 1961) -

- (i) RO's decision is final except where it is inconsistent with any direction issued by the ECI in which case the ECI may revise the allotment of symbols.
- (ii) List in Form 7-A shall be amended accordingly, in case symbol is revised under the orders of ECI.

Part-12. Postal-Ballot Papers

12.1 Printing arrangements (Ch. X of RO Hand Book) -

- (i) Postal ballots should be printed at district level at private or govt. printing press.
- (ii) Printing with due care and with fool proof security arrangements - Depute an ARO, for strict watch.
- (iii) Planning and identification of such private presses should be made well in advance.
- (iv) Ensure that proper slugs, numbering machines, etc. are available at the press.

12.2 Voters entitled to vote by post (Sec. 60 of RP Act., 1951; Sec.20 of RP Act, 1950; R. 17, 18(a) & (c), 20-21 & 27B of CE Rules, 1961) -

- (i) Service Voters (including their wives) - (except those who opted for proxy voting)
- (ii) Special Voters - (including their wives) who are holding declared offices. [List of such declared offices is given in footnote below at Sec. 20 of RP Act, 1950].
- (iii) Electors subjected to preventive detention.
- (iv) Electors on election duty – Persons and Staff who are specifically assigned any official work in connection with elections on the day of poll & cannot be able to vote at normal PS. These include all police personnel (except those on leave), HGs, DEOs/ROs/AROs & their Staff, Control Room Staff, Videographers/Staff of EEM Teams/ ZOs/SOs, BLO, MOs, Drivers/Cleaners, etc. also. (ECI's No.52/2012/SDR dt. 01.11.2012)
- (v) Notified voters, if any-

12.3 Uniform common design of postal ballot papers (R.22, 30 of CE Rules, 1961; Ch.XI of RO Hand Book) -

Design of Postal Ballots for all categories shall be common.

12.4 Design of postal ballot papers (PB) (R.22 of CE Rules, 1961 and Ch. XI of RO Hand Book)–

- (i) It shall have counterfoil attached to it at the top.
- (ii) ECI's direction regarding design, form and language of postal ballot paper are given at Para 4, Ch. XI of RO Hand Book.
- (iii) In election to Vidhan Sabha it shall be printed on **Pink** paper and for Lok Sabha **White** Paper.
- (iv) Width of PB shall be between 3" & 4".
- (v) Single column - up to 9 candidates – In case of indivisible numbers of candidates, e.g. 11 candidates' first six candidates will be shown in first column and remaining 5 will be shown in second column, and space at the end of second column for 12th candidate will be completely shaded.
- (vi) Names of candidates shall be arranged in the same order under 3 categories in which they appear in the list (Form 7A). Headings of categories should not appear in PBs.
- (vii) Symbols will not be printed.
- (viii) Party affiliation, if any, shall be printed along with the name of candidate.
- (ix) Party affiliation will be shown for the candidates set up by all political parties (recognised and unrecognized both).
- (x) For independent candidates the word "Independent" in English and in Official Language of the State will be printed.
- (xi) Sample of PB is given at Ann. XXIV of RO Handbook.

12.5 Language of postal ballot paper (R.22 of CE Rules 1961 and CH. XI of RO Hand Book)–

- (i) Counter foil in English only.
- (ii) Particulars of Candidates and party affiliation in State Official Language and English, both.
- (iii) Particulars in State Official Language will appear first over those in English.
- (iv) Particulars of Constituency and election in ballot paper will appear in English only.

12.6 Printing of postal ballot papers (Ch. XI of RO Hand Book) –

- (i) In the first phase, printing of postal ballots for service voters should be completed within 24 hours of withdrawals.
- (ii) For other categories these should be printed in 2nd phase and within 72 hours of withdrawals.
- (iii) To be stitched in bundles of 50 ballot papers.
- (iv) Ensure that Serial number on postal ballot and on its counterfoil are identical.

12.7 Arrangements for Dispatch of Postal Ballot Papers to Service Electors –

- (i) PB for the service electors will be centrally dispatched from the District Head Quarters itself.
- (ii) The DEO will appoint a **Nodal Officer** to supervise the entire process of dispatching PBs to service electors.
- (iii) The DEO will co-ordinate with the Postal Department to ensure that a team of postal department receives covers containing PBs from that location itself and the ballots are sent to the right address without any delay.
- (iv) Details of PBs sent AC wise shall be maintained in a register and the signature of the postal authorities shall be obtained in the register.
- (v) R.O shall depute a team of officers including an ARO with details of **Service Electors** to whom PBs are to be dispatched on the basis of the last part of the roll.
- (vi) Service voters, who opted for proxy voting, not to be issued PB. Mark **“CSV”** against such voters in the last part of electoral roll.
- (vii) One of the **Observers** available in the district headquarters shall personally monitor the entire process of dispatch, who will send the report to the ECI.
- (viii) The entire process must be **videographed**.

12.7.1 Dispatch to service voters (Chapter XI of RO Hand Book and R.23 of CE Rules) –

- (i) In advance - "prepare addressed covers (Forms -13-B and 13-C)", complete Form 13-D (i.e. instructions) and keep Form 13-A (i.e. declaration) ready.
- (ii) Enter the Part Number of roll and Sr. No. of the elector on the counterfoil of ballot.
- (iii) Mark "PB" against the entry of elector in the marked copy of roll.
- (iv) **Sr. No.** of postal ballots shall **not be mentioned in the marked copy** of roll.
- (v) **Sr. No. of ballot to be written correctly on the cover (Form 13-B) containing PB & in the space provided in Form 13-A (Declaration) also.**
- (vi) **IMPORTANT-** At the time of counting if the PB Nos. do not tally then they are rejected.
- (vii) Fill up hours and date of commencement of counting in Part-II of Form 13D.
- (viii) The covers in Form 13-B shall be in **Pink** color in Vidhan Sabha Election and **Green** in Lok Sabha Election. However, covers in 13-C for issue of PBs to Service Electors shall be in **Yellow** color both for election to Lok Sabha & Vidhan Sabha.
- (ix) Form 13-B & 13-C, Form 13-A and Form 13-D as prepared will be put inside a larger cover addressed to the service voter.
- (x) Address/ particulars, on the covers must be clear and proper.
- (xi) Before the PBs are issued, the facsimile signature of the RO will be stamped on the reverse of PB two times.
- (xii) Voters, who have been issued PB, are not entitled to vote in person at a PS.

- (xiii) Proper postage stamps should be affixed on above larger cover.
- (xiv) Separate larger cover for each service voter, even in the case of husband and wife.
- (xv) All larger covers addressed to service voters attached to each record office will be put inside **one packet** and the packet will be dispatched to record office by **Registered Post** only.
- (xvi) Postal Department to ensure the delivery of PBs to respective Record Offices within 48 hours.
- (xvii) For service voters in foreign these shall be sent by ordinary airmail service.
- (xviii) Write "W" on the cover in Form-13C in the case of female voter
- (xix) Process of dispatch to be completed within 48 hours of withdrawals.
- (xx) Voters who have been issued PB are not entitled to vote in person at a Polling Station.

12.7.2 Sealing of counterfoils of ballots and marked copy of rolls

(Ch.XI of RO Hand Book) –

- (i) Counterfoils of postal ballots, issued, shall be sealed by RO in a packet.
- (ii) Electoral roll relating to service voters, also to be sealed in separate packet.
- (iii) Brief description of contents with date of sealing to be mentioned on both these packets and these should be kept in safe custody of RO, which will be transmitted to DEO for safe custody after declaration of result.

12.7.3 Return of Polled PBs from Service Voters -

- (i) For receiving back PBs by post, the DEO will make arrangement with the Postal Department to nominate one

post office for each AC which will deliver PBs every day to the RO.

- (ii) The time of delivery will be fixed at **3 PM** every day at the office of the RO, except for the counting day when the time for delivery will be **8 AM** at the counting center for that AC.
- (iii) A Pass should be issued by the DEO to the nominated postal department employee to enter the counting center on counting day for this purpose.

12.8 Intimation by other categories of voters - as to vote by post (R.19 and 20(1) of CE Rules, 1961; Ch. XI of RO Hand Book) –

- (i) By **special voter** in Form 12 at least 10 days before poll. (R.19)
- (ii) By an elector on **election duty** in Form-12 along with duplicate copy of appointment/ duty letter (R. 20(1)).

12.8.1 Intimation by electors under preventive detention (R.21 of CE Rules, 1961 and Ch. XI of RO Hand Book)–

- (i) The Home department will communicate to RO within 15 days after the date of notification of the election- about the-
 - (a) names and addresses of all such voters in the AC;
 - (b) respective places where they are being so held.
- (ii) Elector may also send intimation to RO specifying name, address, Part No. & Sr. No. in the roll and place of detention.
- (iii) In either case, before sending PB, it is to be ensured that the name is entered in the roll and the person is held under preventive detention.

12.8.2 Preparation of postal ballots by RO for other categories (other than service voters) (R. 23 of CE Rules, 1961; Ch. XI of RO Hand Book)–

- (i) Before the PBs are issued, the facsimile signature of the RO will be stamped on the reverse of PB two times.
- (ii) PBs shall be sent by registered post (if not delivered personally) to,-
 - (a) special voters,

- (b) electors under preventive detention containing-
- (c) voters on election duty (on application in Form 12)
- (iii) PB envelops shall be prepared similarly as in case of Service Voters, which contain:-
 - (a) A declaration in Form - 13-A.(Sr. No. of PB to be filled up).
 - (b) A cover in Form 13-B (containing postal ballot paper) (Sr.No. of PB to be written correctly). (Reason of rejection, if Sr.No. of PB not found)
 - (c) A cover addressed to the RO in Form 13-C (without postage stamp)
 - (d) Instructions for the guidance of the elector in Form 13-D. (Date and time of commencement of counting to be filled up).
- (iv) Above documents [at (a), (b), (c) and (d)] shall be placed inside a larger cover. This cover should be properly addressed and postage stamp shall be affixed (if not delivered personally).
- (v) Postal ballots be issued as expeditiously as possible.
- (vi) Write "W" on the cover in Form 13-C in case of female voter.
- (vii) The Covers in Form-13-B and 13-C for issue of PBs to categories other than service voters, shall be in **Pink** color in Vidhan Sabha Election.

12.8.3 Issue of E.D.C. (R. 22 (2) of CE Rules 1961 and Ch. XI of RO Hand Book)–

- (i) If a person is not able to cast his vote at the PS where he is enrolled, for reason of being on election duty, such person is entitled to an EDC if he is on duty in the same constituency where he is enrolled as a voter.
- (ii) EDC in Form 12-B.
- (iii) EDC on application in Form 12-A only.
- (iv) EDC holders not to be issued PB.
- (v) All persons on election duty to apply PB rather than EDC- Reason is that the staff are assigned duty outside their AC and further that they come to know about the place of duty only at the last moment. One more reason is that issuing PBs and casting of vote by PBs at facilitation center will be more convenient and transparent.

12.9 Smooth Management of PBs for Persons on Election Duty (ECI's No. 52/2012/SDR dt. 13.8.2012, No. 52/2013/SDR Dated

26.03.2013 issued to CEO Karnataka and ECI's No.52/2013/SDR dt. 18.06.2013 to all CEO's)

12.9.1 Preparation of Database -

- (i) All Deptts./Institutions should be asked by DEO to check enrollment of all the employees in rolls.
- (ii) A database of all persons likely to be on election duty should be prepared well in advance.
- (iii) Along-with other information about No. & name of AC, No. & Name of PS, Sr. No. in Part where the person is enrolled and EPIC of each person should be captured in the database.
- (iv) Cell phone number and E-mail Ids, if any, of all persons shall be collected and stored in the database.
- (v) The software for preparation of this database shall be made available by CEO.
- (vi) The work of preparation of database should be completed by the DEO.
- (vii) The database should also have fields for capturing information about No. & Name of AC, No. & Name of PS where the persons will be put on duty, the location of facilitation centers.
- (viii) The facilitation center and training center will be same. If a person is to be called for training more than once, information about all the trainings should be captured in the database.

12.9.2 Checking of the enrollment status of person in the database:-

- (i) Enrolment of a person can be found by using search facility provided on CEO's website based on EPIC/Name/Locality.
- (ii) The search should be completed by ERO.

12.9.3 Corrections in electoral roll entries-

- (i) Based on search, if any correction in roll becomes necessary, appropriate forms should be got filled and correction be made following due procedure-

- (ii) In case person is not enrolled at all or enrolled at a place other than ordinarily residence, ERO should take immediate steps for enrollment at the place of ordinarily residence.
- (iii) They should be enrolled once only and all of them should have an EPIC.
- (iv) DEO should monitor this on a daily basis.
- (v) It should be made clear to Govt. employees, by a circular, that enrollment at more than one place is an offence, and that a person is to be enrolled only at the place of ordinarily resident and not at native place.

12.9.4 Database of employees of election duty-

- (i) Database should include not only employees of State Govt, it should include all employees of Central Govt. and Central & State PSUs.
- (ii) The DEO has to prepare a database of all eligible employees who can be put on election duty, viz., polling personnel, Sector Officers, ZMs, AEOs, Micro-Observers, Staff of Control Room/ Helpline, VST/ FST/ VVT/ SST/ Accounting team, Communication Monitoring Team, Web cast Teams, BLO, Videographers, MCC Team etc.,.

12.9.5 Postal Ballot for Police Personnel -

- (i) All police force from Constable to DGP are notified under Sec.28A of R.P.Act, 1951 as on deputation to ECI during election period.
- (ii) On the basis of judgment of Hon'ble Madras High Court dated 22.08.2012 all police personnel, except those on leave during the election period, are treated as personnel on election duty and hence entitled to vote by Postal Ballot.

12.9.6 Database of all police personnel -

- (i) The SP should prepare the database of all police personnel (including home guards, to be deployed on election duty).
- (ii) Enrolment status of all police personnel to be collected in the database.
- (iii) Pre-filled Form-12 shall be delivered to the police personnel along with his duty order or by any other means atleast 15 days before the poll.

- (iv) Police personnel have to submit Form-12 for availing the facility of PB, so as to reach RO atleast 7 days or such shorter period as the RO may allow before poll.(u/r 20(1)).
- (v) RO shall issue PBs to all police personnel whose Form-12 are received in time through SP. This can be combined with training of police officer on poll duty.
- (vi) SP should organize a special facilitation camp for police officers for casting PBs.
- (vii) One Gazetted officer for attestation of Declaration in Form-13A at Facilitation Camp.
- (viii) Register for correct account of PBs issued.
- (ix) A ballot box shall be kept at the facilitation centre and police officers who have been issued PB should deposit PB in this box after marking.

12.9.7 Database of drivers, conductors and cleaners of vehicle on election duty -

- (i) The database of drivers, conductors and cleaners shall be prepared by the OIC of transportation, who shall get the information about enrollment of them through owners of private vehicles (buses, trucks, minibuses, taxi etc.).
- (ii) Owners of vehicles should be instructed that they should ask drivers, conductors and cleaners of vehicles to bring their EPIC with them when they report for duty.
- (iii) One Officer well trained in the process of elector search should be deputed.
- (iv) With regard to Driver/Conductor etc. the complete address, No. & name of AC, PS No. & Name where he is enrolled, EPIC No. should be entered in a register. OIC may use search facility.
- (v) The OIC shall get the signature of Drivers/ Cleaners/ Conductors in Form 12 and send to RO at least 7 days before poll.

12.9.8 Issue of pre-filled Form-12 and collection of signed form-12 -

- (i) Pre-filled Form- 12 with information of Name of elector, No. & Name of AC, No. & Name of PS and Sr. No. in Part where the person is enrolled should be sent to all persons on election duty along-with the appointment order.

- (ii) Pre-filled Form-12 can be printed from the database of employees by software prepared by CEO. Small cell with computers, laser printers & internet connection.
- (iii) A note should be printed at the bottom of Form-12 , that the employee should check it and make corrections, if any.
- (iv) For Police Personnel - DCP/SP shall arrange to distribute pre-filled Form-12 and collection of duly filled-in & signed Form-12.
- (v) For Drivers/Conductors/Cleaners on poll duty - OIC, transportation shall arrange to distribute pre-filled Form-12 and collection of duly filled-in & signed Form-12.
- (vi) Duly filled-in & signed Form-12 should be collected from employees on poll duty by the Nodal Officer appointed by DEO before the last date of withdrawal of candidature. However, if for some reason Form-12 can be collected even after the date.

12.9.9 Issue of Postal Ballots to persons on election duty -

- (i) RO should prepare PB for all employees who are called for training and for all police personnel in anticipation of receiving filled-in Form-12 duly signed.
- (ii) RO should also prepare PBs for all such drivers/ conductors/ cleaners whose Form-12 duly signed are received through OIC, transportation.
- (iii) All employees including police personnel and drivers etc., will be called at least once for training for the purpose of facilitation of postal balloting.
- (iv) For drivers etc. facilitation of casting of PBs can be done one day before the dispatch of polling parties.
- (v) For police personnel facilitation for casting of PBs will be done during the special facilitation camp organized by DCP/SP and all trainings.
- (vi) If more than one training session is organized for employees facilitation of postal balloting should be done in each session.
- (vii) RO will depute one Officer for each facilitation centre for delivering PBs to persons on poll duty.
- (viii) Prepared PBs should be given to these Officers, in advance, so that PBs can be delivered as soon as duly signed and filled-in Form-12 received from persons on poll duty.

- (ix) The Officer shall maintain a register to keep account of PBs received by him and issued by him.
- (x) The Officer will issue PBs after verifying identity of the Voter concerned based on EPIC or any other photo ID.
- (xi) Signature of persons to whom PBs are issued shall be obtained in the register in the same format as Form-17A.
- (xii) All un-issued PBs, after trainings are over, shall be kept in a sealed cover with proper record by RO.
- (xiii) Employees are generally not sent for election duty outside their district. If however it becomes necessary to send a PB to a Facilitation Center outside the district the DEO will co-ordinate with the DEO of the other district.

12.9.10 Procedure at the Facilitation Center (FC) -

- (i) DEO shall appoint one senior officer as OIC of PB at each FC.
- (ii) All Recognized **Political Parties will be informed in writing the schedule** of facilitation of postal balloting at FC. They shall be allowed to send their representatives to witness the facilitation process.
- (iii) In each training session, after training is over, at least **2 hours shall be set apart** for facilitation of postal balloting.
- (iv) **Arrangement shall be made for candidates** to sit and watch the process of facilitation without interfering with the process. If any person interferes with the process of facilitation, the OIC of facilitation can order such a person to leave the premises immediately.
- (v) **Voting compartments** (as in a PS) shall be made in each FC for marking the PBs by employees in complete secrecy. Arrangement of glue/gum also be made to seal the envelopes.
- (vi) At least one **gazetted officer** shall be put on duty by the DEO at each FC to attest the declaration in Form 13A based on the identification of the voter by his identity documents.

12.9.11 Process of Postal Balloting -

- (i) After receiving his PB, the voter shall go into the voting compartment and mark the PB in secrecy. He shall then

keep the marked PB in the inner envelope (Form 13B) and seal it properly.

- (ii) The voter shall then sign the declaration in Form- 13A and get it attested by a gazetted officer. He shall write the serial number of the PB paper if not already filled up in Form 13A.
- (iii) He shall then keep the inner envelope (Form 13B) and the signed & attested declaration in Form 13A in the outer envelope (Form 13C) and seal this as well. The voter will then cast his PB in the Facilitation Ballot Box.
- (iv) **A large steel trunk with one opening at the top for casting of PBs** shall be used as a facilitation ballot box. Before the casting of PBs is started the empty facilitation ballot box will be shown to all present. The facilitation ballot box will then be sealed by the OIC of FC. Every voter shall cast his PB in the Facilitation Ballot Box after marking it and sealing it in the envelopes.

12.9.12 Sorting of PBs -

- (i) After all PBs for the day have been cast, the box will be opened by the OIC of FC in the presence of the representatives of political parties. All the PBs will be taken out of the box and the empty box will be shown. The PB envelopes will be sorted AC wise and the number of PB envelopes received for each AC will be entered in a register in prescribed Format.
- (ii) Representatives of political parties present will be asked to put their signature on the register. A copy of the relevant pages be given to them.
- (iii) All PB envelopes for one AC shall be kept in one large envelope. The name of the Facilitation Centre, the date of Facilitation, the number of PBs contained therein and no. & name of AC will be clearly written on this envelope.
- (iv) This envelope will then be sent to the concerned RO along with a copy of the relevant pages of register through special messenger appointed by RO for this purpose not below the rank of Naib Tahsildar.

12.9.13 Videography - The entire process of postal balloting will be videographed.

12.9.14 Monitoring of the process at Facilitation Center-

- (i) The OIC of FC will prepare a return in Format-2 on every day when facilitation of PBs is done and will send it to the DEO daily till the facilitation is over.
- (ii) The compiled daily return will be sent by DEO to the CEO who will send compiled return of the entire state in the Format to ECI every day till the facilitation of PBs is over in the State.
- (iii) CEO will also send a copy of return in the Format every day to all recognized political parties.

12.9.15 Storage of PBs received from facilitation center- RO shall keep the envelope containing PBs along with the copy of the relevant pages of the register in a special strong room made especially for this purpose.

12.9.16 Reporting format to monitor PBs by employees on poll duty (ECI's No. 52/2013/SDR dt.5.7.2013) -.

- (i) Fortnightly progress i.e. on 5th and 20th of each month will be sent to CEO/ECI with district-wise details for each category of employees on poll duty till the elections is over.
- (ii) Format showing position of (i) total No. of employees, (ii) No. of employees in database, (iii) No. of employees whose ER & EPIC details known, (iv) No. of employees whose name are not in ER, (v) employees who filled Form-12 (vi) No. of employees who were issued PBs (vii) No. of employees who cast PBs at facilitation centre.
- (iii) Information on above points to be given for each category of employees on poll duty.

12.9.17 Receipt of PBs by post-

- (i) For receiving back PBs by post, the Postal Department will be asked to nominate one post office for each AC which will deliver PBs every day to the RO.
- (ii) The time of delivery will be fixed at 3 PM every day at the office of RO, except for the counting day when the time for delivery will be 8 AM at the counting center.
- (iii) The list of counting centers and the addresses of ROs offices will be communicated in writing to the Postal Department by the CEO & DEO.

- (iv) All recognized political parties and contesting candidates will be informed in writing that they or their representatives may remain present at the time of delivery of PBs by the post office.
- (v) The PBs envelopes delivered by the post office will be counted in the presence of representatives of political parties & candidates.
- (vi) A pass should be issued to the nominated postal department employee to enter the counting center on counting day for the purpose.

12.9.18 Procedure on receiving PBs by post-

- (i) An acknowledge of the number of PBs received will be given to the post office.
- (ii) Copy of acknowledgement shall be kept in the record of the RO.
- (iii) The number of PBs received will be entered by RO in the daily return in Format-1.
- (iv) R.O. to give a daily report to the Observer when he starts receiving the polled PBs indicating the cumulative number of such polled PBs.
- (v) The entire process will be videographed.

12.9.19 Storage of PBs received by Post- The RO will keep all PBs received from the post office every day in a separate envelope for that day and write on the envelope the date and words – “Postal Ballots Received by Post”. He will keep this envelope also in the strong room for PBs every day after the post has been received.

12.9.20 Role of Postal Department

- (i) To appoint a Nodal Officer at State, District and AC level.
- (ii) To open a prepaid account of RO well in advance to ensure PB deliveries.
- (iii) Collection of service voters’ PBs from RO and its delivery in time.
- (iv) Daily delivery of PBs at 3:00 PM and on counting day before commencement of counting.
- (v) Keeping record of deliveries.

12.9.21 Monitoring by daily return-

- (i) RO will prepare a daily return of the PBs received from facilitation center in Format-3 to check till the facilitation is over. He will enter the number of PBs received by post also in Format-3 and Format-4 till the day of counting.
- (ii) RO will send a copy of Format- 3 to the CEO every day through the DEO. He will also send a copy of Format-3 and Format-4 to all the candidates.
- (iii) Compiled information of the State in Format-3, Format-4 and Format-5 will be sent every day to ECI. Copy of compiled return will be sent by CEO to all recognized political parties also.

12.9.22 Sending PBs to the counting center -

- (i) Where the counting is done at a place other than the RO headquarters, the PBs will be transferred to another strong room for the PBs for that AC at the counting centers, one day before the day of counting.
- (ii) For this purpose, the RO shall inform in writing to the candidates the time at which this will be done. The strong room for PBs shall be opened in the presence of the candidates/representatives present.
- (iii) All PBs will then be kept in steel box to be sealed in the presence of candidates/ representatives.
- (iv) This box will then be carried under guard of armed CPF to the strong room for PBs at the counting center. Candidates and their representatives shall be allowed to follow the vehicle carrying PBs.
- (v) The box will then be kept in the strong room for PBs at the counting center in the presence of the candidates/representatives. Strong room will then be sealed and signatures of candidates/ representatives shall be taken.
- (vi) Candidates/representatives shall be allowed to keep watch on the strong room for which they will be provided reasonable facilities by the DEO.
- (vii) Whole process will be video graphed.

- (viii) On the day of counting, the RO will open the strong room and bring all PBs and copies of the relevant pages of registers received from the Facilitation Centers to the table where the PBs will be counted.

12.9.23 Tallying of PB numbers before counting-

- (i) The envelopes received from facilitation centers will be opened one by one and the number of PBs found in each envelope will be tallied with the numbers mentioned in the copies of relevant pages of the registers received from the facilitation centers.
- (ii) The result of such tallying will be shown to the candidates/election agents before the counting of PBs.
- (iii) Similarly, the register of PBs received by post shall also be shown to the candidates/election agents.

12.9.24 Marked copy of Roll and Record of PBs & EDCs (R. 20 (2) and 23 of CE Rules, Ch. XI of RO Hand Book) –

- (i) In the marked copy of roll "EDC" or "PB", shall be marked in RED ink against the name of such elector.
- (ii) In any case only one marked copy should be used as *Master Copy* for issued PBs to avoid any mistake.
- (iii) Serial number of PBs **not** to be mentioned in the marked copy of roll.
- (iv) The counterfoils should be sealed in a separate packet and kept in safe custody.
- (v) After marking "PB" or "EDC", in all cases, marked copy of electoral roll may be sealed and it will be supplied to the concerned PrO for the use at PS.

12.10 Register of postal ballot papers (Ch. XI of RO Hand Book) –

- (i) A separate register to keep a record of issue of PBs to all categories and PBs received back.
- (ii) The names of electors to whom PBs are issued and category i.e., *Service Voter, Special Voter, Voters on Election Duty and Voters in Preventive Detention* shall be entered in the register.
- (iii) A record of PBs received back should also be entered in the register indicating how many PBs are received in time and how many received late, in each category.

12.11 Supply of second set of ballot papers (R. 26 of CE Rules, 1961 and Ch. XI of RO Hand Book) –

- (i) Second postal papers along with connected papers, may be issued only if –
 - (a) it returned undelivered
 - (b) elector has inadvertently spoiled it or any connected paper in such a manner that it cannot be used.
- (ii) RO shall cancel the spoiled ballot papers so returned, seal them in a packet and note the Sr. No. of PB.

12.12 Counting of PBs

- (i) RO to first deal with the PBs and then after 30 minutes EVM counting starts.
- (ii) PBs received in time be taken for counting.
- (iii) In first phase – covers in Form 13C be opened and Form 13A will be scrutinized.
- (iv) If 13A not found separately or 13A is incorrect or incomplete, reject without opening Cover – A.
- (v) If 13A & Cover A found separately, then match the Sr. No. of the Ballot on cover with the Declaration.
- (vi) If the Sr. No. doesn't match or is not found at all on either 13A or on Cover A, reject it.
- (vii) Correct & incorrect Declarations & their respective Ballot Covers will be separated.
- (viii) After sealing the Declarations, PBs in Cover-A shall be taken for counting.
- (ix) In second phase – Form 13-B (Cover-A) shall be opened and PBs found therein shall be scrutinized.
- (x) Second last round (penultimate round) of EVM counting will be stopped if PB counting is not completed.

12.13 PBs received after commencement of counting

- (i) PBs received late, i.e. after commencement of counting of votes, not to be counted and must be rejected. Date and time of receipt to be noted on covers. However such rejected PBs not to be included in Form 20 and 21-E.

Format -3

Statement of Postal Ballots Received by RO

(Summary)

Name of State _____

Name of District _____

Date _____

S.No.	No. and Name of AC	Number of Postal Ballots received by special messenger from Facilitation Centers		Number of Postal Received by Post		Total Postal Ballots Received (Including by special messenger from facilitation centers and by post)	
		Received on Date	Received cumulative till date	Received on Date	Received cumulative till date	Received on Date	Received cumulative till date
Total for District							
Total for State							

Format 4

Statement of Postal Ballots Received by RO

(Detailed based on the copies of relevant pages received along with postal ballots from facilitation centers)

Name of State _____

Name of District _____

Date _____

S.No.	No. and Name of AC	Postal Ballots Received by Special Messenger from Facilitation Centers								Postal Ballots Received by Post				Total Postal Ballots Received							
		Number of Postal Ballots by Employees on Poll duty		Number of Postal Ballots by Police		Number of Postal Ballots by Drivers, conductors, cleaners of requisitioned vehicles		Total Number of postal ballots received from facilitation Centers		Postal Ballots by Employees		Postal Ballots by Service Voters (Outer Envelope of Yellow Color)		From Employees (Add Total Postal ballots received from facilitation centers with postal ballots received from employees by post)				From Service Voters (Received by post)		Total	
		On Date	Till Date	On Date	Till Date	On Date	Till Date	On Date	Till Date	On Date	Till Date	On Date	Till Date	On Date	Till Date	On Date	Till Date	On Date	Till Date		
Total for District																					
Total for State																					

Format – 5

Statement of persons eligible for postal ballots, postal ballots issued by RO and postal ballots received by RO

Name of State _____

Name of District	Category of Employees	No. of Employees on duty	No. of employees to whom Form-12 given	No. of employees who submitted filled Form-12	No. of Employees to whom postal ballot were issued	No. of Employees who cast postal ballot at facilitation centre	No. of Postal Ballots received from Employees by Post	Total No. of Service Voters in District	No. of Postal Ballots issued to Service Voters	No. of postal Ballots received from Service Voters
1	2	3	4	5	6	7	8	9	10	11
District -1	Civilian									
	Police									
	Driver, Conductor, Cleaner									
Total for State	Civilian									
	Police									
	Driver, Conductor, Cleaner									

Part-13. Ballot Papers For EVMs

13.1 Form and Language of ballot paper for EVM (Label) (R. 49 B of CE Rules 1961 and Ch. XI of RO Hand book 2014; ECI No. 51/8/99/ PLN-II Dated 25.8.1999)

- (i) Names of candidates shall be printed in the official language of the State concerned, and name of Constituency in English.
- (ii) Names of candidates to be arranged in same order as they appear in list of contesting candidates (Form 7A) under 3 categories. The headings of categories not to be printed in ballots.
- (iii) Form and design of ballots as per directions given in Ch. XI of RO Hand Book.
- (iv) Sample ballot paper is shown in Annexure XXXI-B of RO Hand Book.

13.2 Assessment of requirement of ballot papers (Ch. XI of the RO Hand Book 2014)

Requirement of ballot papers on the following basis -

- (i) Number of Polling Stations + 12% Reserve.
- (ii) 20 ballot papers per Polling Station for tendered ballot papers.
- (iii) In addition to point (i) & (ii) 10% of the above number may be printed extra for mutilation at the time of fixing the BPs in the B.U., defective BPs.

13.3 Printing of Ballot Papers (Ch. XI of RO Hand Book 2014) —

- (i) The detailed instructions will be sent by CEO
- (ii) The list of contesting candidates (Form 7A) to be sent on same day to CEO and Govt. Press.
- (iii) Transport and security arrangements to be ensured.
- (iv) O.I.C. printing will leave at once for printing with the relevant documents.
- (v) Each bundle will have 20 ballot papers - Not to be stitched - Ballot papers will have consecutive serial numbers.

- (vi) Exact alignment with BUs to be ensured - For this purpose a BU should be kept in the press.

13.4 Verification of ballot papers (Ch. XI of RO Hand book 2014) -

- (i) Ensure that names and symbols have been printed properly and correctly and in correct order.
- (ii) Ensure that there is no discrepancy in the numbers of ballot papers dispatched by the press and received by RO
- (iii) Defective ballots or with duplicate number, or missing number should be entered in register - Also to be published on notice board and intimation to candidates also.
- (iv) Ballot papers should be kept in safe custody.

13.5 Safe custody of undistributed ballot papers (Ch. XI of RO Hand Book 2014) -

- (i) After the issue of ballots, surplus undistributed ballot papers should be kept in safe custody
- (ii) Such surplus ballot papers may also be used for fresh/adjourned poll.
- (iii) After completion of the election surplus ballot papers should be disposed off in the manner prescribed by the ECI.

13.6 Ballot papers for record of ECI and CEO (Ch. XIX of RO Hand Book 2014) -

Two undistributed ballot papers duly cancelled with words "Cancelled for the record in Election Commission" and one ballot paper duly cancelled with the words "Cancelled for the record of Chief Electoral Officer" written on the back of ballot paper under the signature of the RO should be sent to the CEO.

13.7 Tendered ballot papers (Ch. XI of R.O. Handbook 2014)

Tendered ballot papers shall be in same design and form as the ballot papers to be used in balloting unit of EVM. The words "Tendered ballot paper" shall be stamped on the back of ballot paper.

Part-14. General Arrangements for Poll

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

- (i) 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
- (ii) 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.
- (iii) **Polling Stations** - Details –
 - (a) Constituency wise No. of PSs, Nos. of polling locations, Categorized by No. of 29 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.
- (iv) **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.,.
- (v) **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) Route chart
- (c) Requirement of vehicle etc - Buses, LMVs and Heavy vehicles for polling parties, special executive magistrates, security forces etc - Assessment well in advance.

14.2 District Security Plan - As per ECI No. 464/INST/2008-EPS dt. 24.10.2008.

14.3 Communication Plan -

- (i) For polling stations - Prepare list of telephone nos available in/nearby each PS alongwith particulars of contact persons/ runners/ police stations/ police posts.
- (ii) Prepare list of telephone nos/mobile nos of PrOs, SOs, Spl. Executive Magistrates.
- (iii) Mode of communication such as VHF/HF linkage to ensure connectivity with each PS on poll day where no landline/ mobile is available.
- (iv) Putting all contact Nos. and details related to election officials and polling stations on CEO website along with polling station-wise vulnerability/criticality status.
- (v) Details of shadow areas and measures regarding.

14.4 Counting Plan -

- (i) Identify the place for polled EVMs and counting of votes.
- (ii) Proposals of counting centers through CEO to ECI for approval.
- (iii) Assess the requirement of counting staff.
- (iv) Other logistic arrangements.
- (v) Media arrangements.
- (vi) Security arrangements
- (vii) Communication and furnishing the data.

14.5 Polling Staff Welfare - Plan -

- (i) Nodal Officer
- (ii) Detailed guidelines given in ECI's No. 464/ INST/2008-EPS dt. 24.10.2008.

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

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

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

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

14.8 SVEEP Plan – For all stages targeted activities to be planned.

14.9 Other issues –

14.9.1 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 FLC and 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.

14.9.2 Control Room/Helpline with toll free numbers - To be well equipped

14.9.3 Complaint Monitoring Cell -

- (i) Nodal Officer
- (ii) Register to maintained.
- (iii) ATR and daily monitoring

14.9.4 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)

14.9.5 Election Expenditure Monitoring -

- (i) Officers and staff and infrastructure or EEM teams.
- (ii) Identification, Appointment and Training to various teams of Election Expenditure Monitoring

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

- (i) Polling personnel
- (ii) Polling stations
- (iii) Electoral Roll
- (iv) Transportation arrangements
- (v) Printing of Postal Ballots and EVM ballots
- (vi) Issue of Postal Ballots/ EDC
- (vii) Route Chart preparation (sector movement plan)
- (viii) Counting Staff
- (ix) Training
- (x) Polling personnel welfare
- (xi) Communication plan
- (xii) Vulnerability Mapping; Critical Polling stations
- (xiii) Model Code of conduct and videography
- (xiv) Area Magistrate/Sector officers
- (xv) Facilitation centre (Postal Balloting)
- (xvi) Media centre/cell
- (xvii) EVMs
- (xviii) Election Expenditure Monitoring
- (xix) Procurement and distribution of election materials
- (xx) SVEEP activities
- (xxi) Liasoning with Observers
- (xxii) Issue of Identity Card
- (xxiii) Micro Observers
- (xxiv) Computerization/ Randomization
- (xxv) Arrangements at Distribution Centre, reception Centre, Counting Centre
- (xxvi) Law and Order
- (xxvii) Police Personnel
- (xxviii) Statistical Data Cell
- (xxix) Scrutiny of Election Expenses by candidates
- (xxx) Reporting of Election Expenditure by political parties

14.11 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.

14.12 Media Cell: -

- (i) Nodal Officer
- (ii) Holding meetings with media.
- (iii) Publicity about new guidelines regarding EEM and Paid News
- (iv) Giving information on nominations, affidavits, etc and other events.
- (v) Sharing with other information's
- (vi) Coverage on poll day
- (vii) Coverage on counting day
- (viii) Authority letters.

14.13 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.

14.14 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 and ECI guidelines of Election Expenditure Monitoring.
- (xiv) Appeal to general copy about awareness regarding bribery, inducement etc. by candidates political parties

14.15 Sending various statistical information and reports to CEO.

Part-15. Law and Order – Preventive actions 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/ 2007 PLN-I dt. 8.1.2007, No. 464/INST/2009/EPS dt. 24.03.2009 & Dt. 01.09.2009, No. 464/UP/2011/EPS dt. 30.12.2011]

- (i) Increasingly vitiative role of criminality and muscle power at elections-Measures to be taken over and above the purview of normal law and order arrangements.
- (ii) Measures include the deployment of CPF to assist the State L&O Machinery in prevention of pre-poll, poll & post-poll violence and confidence building.

15.2 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 election offences
- (v) unearthing & seizure of illicit liquor making factories.
- (vi) Thorough search & **seizure of illegal arms** and places of indigenous manufacturer of arms & ammunitions- Regular raids- Arrest of offenders.
- (vii) **100% scrutiny** of arms licenses and ammunition shops.
- (viii) Prohibitory orders u/s 144 CRPC **banning the carrying of licensed arms.**
- (ix) **Fortnightly updated constituency wise information** on above points of special drives be made available to DEO & RO to be forwarded to ECI, if and when asked for.
- (x) **New arms license** after announcement of elections till completion of elections. The issuance of Arms licenses should be in consultation with the Screening Committee.
- (xi) Inter-state and Intra-State movements of trucks and commercial **vehicles shall be checked** with a view to preventing smuggling of arms & ammunitions and anti-social elements.
- (xii) Preventive actions **u/s 107 116/ 109 CRPC.**

15.3 Deposit of Licensed Arms

- (i) Immediately after announcement of election DM/Police Commissioner shall make a detailed and individual review and assessment under prevalent laws of all license holders.
- (ii) Licensed arms which are considered essential may be impounded in order to ensure free & fair elections and for maintenance of Law & Order at elections.
- (iii) Among cases which may need to be reviewed are the arms licenses of persons,-
 - a) released on bail,
 - b) having a history of criminal offences, and
 - c) previously involved in rioting at any time but especially during elections.
- (iv) The above categories are only illustrative and not exhaustive.
- (v) The Bombay High Court laid down the guidelines on the subject.

15.3.1 Screening Committee – In every district and in every Commissionerate area.

- (i) In District – It shall consist of DM & SP.
- (ii) In Commissionerate – It shall consist of Commissioner of Police and Joint/Additional C.P. (Admn.)
- (iii) Work of screening from the day of announcement of election and to be completed in respect of licenses placed before it before notification of elections.
- (iv) On receipt of report from Screening Committee the Licensing Authority issue notice before last date of withdrawals to the license holder for depositing the arms and inform about prosecution u/s 188 IPC on failure to deposit the arms.
- (v) The license holder, on receipt of notice, shall deposit his arms within 7 days. The Licensing Authority shall give proper receipt to the licensee.
- (vi) Decision of Screening Committee shall be final.
- (vii) License holder if fails to deposit arms within specified period shall be liable for prosecution u/s 188 IPC.
- (viii) All fire arms so deposited shall be returned to the license holders immediately after one week after the declaration of result.

15.3.2 Sportsmen members of National Rifle Association will be exempted from these restrictions.

15.3.3 Ban not to apply those communities also who are entitled to display weapons by long standing law, custom and usage. However District administration may impound weapons of a person from such communities if they are found to be indulged in violence or causing a threat to peaceful conduct of elections.

15.4 Transportation of Arms and Ammunitions –

- (i) Strict vigil and thorough checking of lorries, light vehicles and all other 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.
- (ii) Inter-state supply of Arms and ammunitions only on the basis of valid papers including “No Objection Certificate” from the DM. Care should be taken that supply reaches the actual consigning and not into the hand of unauthorized persons.

15.5 Confidence building measures –

- (i) The DEO & SP shall initiate preventive measures to ensure that intimidation/obstruction do not really happen on the poll day. They shall undertake tours and meet the communities and explain the arrangements.
- (ii) Police patrolling parties for tracking of vulnerable locations and Control Room be informed.
- (iii) Wherever necessary police pickets shall be established.
- (iv) List of vulnerable locations shall be given to CPF.
- (v) Wherever CPF arrives in advance for area domination, special attention to be given on such locations.
- (vi) On the day of poll Commander/Asstt. Commander should visit such vulnerable pockets.
- (vii) Complaints about obstructions/threat shall be enquired into immediately.
- (viii) Special drive to compile the list of persons who are reported to have indulged in the offences under SC & ST (Prevention of Atrocities) Act, 1989 during the election period.

15.6 Display of Arms

Display of arms in support of a candidate shall not be allowed during a procession or in any meeting in support of a candidate under any circumstances.

15.7 Monitoring, Production, Distribution etc. of liquor

(ECI No. 576/3/2010/EEM dt. 22.10.2010)

- (i) Production, off take from Central Stocks, Stock limits of licensed stockiest, daily receipt/off take of retail sellers of IMFL/Bear/Country liquor and opening/closing time of liquor shops should be closely monitored.
- (ii) Daily report by Excise Nodal Officer at district level and State level notification of elections till poll.

15.8 Law & Order Report

- (i) The Chief Secretary shall arrange for compilation of daily Law and Order report for each district in format (LOR- Form -1) and for its transmission to CEO. District Authorities should not send this report directly to ECI.
- (ii) The Chief Secretary shall also arrange for compilation of a consolidated report for entire State in format (LOR- Form-2) by the Home department.
- (iii) The reports should be sent to CEO who in turn would fax the report with comments to ECI.
- (iv) Daily report from announcement of elections till completion of elections.

15.9 Actions against persons violating election laws (ECI's No.

4/2012/SDR dt. 17.9.2012)

- (i) Actions to be taken in cases of violation of legal provisions dealing with false declarations in connection with electoral rolls and elections by persons and in connection with breach of official duty by officials with regard to conduct of election.
- (ii) Violation of these provisions under IPC, RP Act, 1950 and RP Act, 1951 are punishable.
- (iii) ERO, RO and DEO to initiate action against defaulters by filing complaints before competent court in case of non- cognizable offences and by getting FIR registered in case of cognizable offences.
- (iv) Delay to be avoided - in view of period of limitation u/s 468 r/w Sec. 469 CrPC.

15.10 District Security Deployment Plan – [ECI's No. 464/L&O/2007PLN-I dt.8.1.07 and No. 464/INST/2008-EPS dt. 24.10.2008, No. 470/2009/EPS dt. 8.9.2009]

- (i) Full and optimal utilization of CPFs and SAPs 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.

15.10.1 State Deployment Plan – To be prepared in consultation with CEO taking account the available forces of State Police / SAP and CPF which will be made available by the ECI / MHA.

15.10.2 District Deployment Plan –

- (i) To be prepared under the chairmanship of DM/DEO – and to be approved by Observers – No deviation without express prior approval of Observer.
- (ii) State deployment plan and district deployment plan would be finalized at least one week before the poll.
- (iii) Observers to be given draft force deployment plan on their arrival.
- (iv) The plan should have sketch map of each sector and identify vulnerable pockets and critical PSs.
- (v) Police patrol routes and SOs route to the extent possible should be common.
- (vi) Deployment of any force (other than State Police and CPF) i.e. Home Guards etc. will require prior permission of ECI.
- (vii) Security cover to contesting candidates only as per assessment of threat, and not in routine manner – Observers should be provided with adequate security.
- (viii) Adequate security to Observers and Asstt. Election Observers also.
- (ix) Three tier cordoning system to be set up in counting centers.
- (x) Sealing of inter-state borders / inter district borders, well in advance to prevent infiltration of antisocial and disruptive elements.
- (xi) 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.
- (xii) The forces shall be deployed at the PSs in the following order of sensitivity – CPF followed by SAP followed by DAP.

(xiii) Additional measures at critical polling stations – As per criteria [ECI's No. 464/INST/2008-EPS dt. 24.10.2008]

15.10.3 Role of CPF and State Police (ECI's No. 464/INST/2008-EPS dt. 24.10.2008, No. 464/L&O/2009-EPS dt. 30.3.2009)

- (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 force;
 - (c) Patrolling duty on assigned routes (election sectors) covering a fixed cluster of polling stations;
 - (d) Patrolling duty as flying squad 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.
 - (g) 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. When a building has multiple PSs CPF deploy is not sufficient to cover every PS door then the CPF Jawan on duty at entrance of the PS will oscillate from one PS door to the other. He will report to officer incharge of CPF or Observer if anything unusual observed by him.
 - (h) Where CPF has been assigned static guard duties but could not reach the assigned PS, the poll shall not commence.

- (i) In some cases CPF and the local police mixed in the ratio 1:1 - in such case the CPF Jawan will take position at the door of PS.
- (j) Where CPF is on static guard duty (whether exclusively or compositively) two (at least one) unarmed local police/ HG be posted at PS premises.
- (k) When CPF is assigned duty of mobile patrolling they will ensure the fidelity of election process and assist the sector officer. CPF be provided list of critical PSs, vulnerable Hamlets etc.
- (l) Local State Police for maintenance of general law and order, in the catchment area of PSs as well as inside and outside of the polling premises.
- (m) 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.
- (n) When the CPF is assigned duty in a “flying squad” mode, it shall be accompanied by a Zonal Magistrate.
- (o) Hamlets / habitations with in 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.
- (p) Only if enough CPF is not available, local State Police can be deployed at PS. In such case the local police shall not stand at the entrance door of PS and instead would be position away from the sight of polling personnel inside the PS.
- (q) 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.
- (r) CPF mobile patrolling party will be provided sketch map indicating PS locations, their sensitive gradations, name and contact numbers of SO/RO/Observer etc.,.
- (s) After poll the polled EVMs and polling personnel's shall be escorted by CPF.

- (t) CPF may also be assigned duty of guarding polled EVMs/ strong room.

15.10.4 Amenities etc. to CPF personnel

- (i) IG level officer at PHQ to be appointed as nodal officer to look into matters of CPF facilities.
- (ii) Name, address etc. of nodal officer to be indicated to ECI and DG of concerned CPF
- (iii) Fooding be made par with the State Police/Polling Personnel
- (iv) Packed lunch or payment for refreshment on poll / counting duty
- (v) Accommodation – as prescribed - Arrangements to be reviewed by DEO/CEO also.
- (vi) Vehicle / transportation with PoL
- (vii) SIM card to Coy. Commanders
- (viii) Mobilization of CPF from other States - Adequate road transport to destination (upto 500 Kms) - For distances more than 500 Kms rail transport be arranged.
- (ix) Briefing to CPF personnel about challenges of area - If deployed in a Police Station by SHO and if it is in a district by DM and SP.
- (x) Briefing to CPF personnel by Observer and RO also about their duties, structure, functioning of forces etc.

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

- (i) Factors to be taken into account –
 - (a) PSs of high % of Non EPIC voters.
 - (b) PSs of high % of missing voters without family links.
 - (c) PSs having vulnerable pockets – SO's, Police's and candidate's "worry list".

- (d) PSs where polling was more than 75% and where more than 75% of votes have been polled in favor of one candidate in last election.
- (e) Re-poll reported due to malpractices, and where electoral violence has taken place during last election.
- (f) Anti social elements and their areas of influence.
- (ii) Observer will be consulted while finalizing the list of critical PS.
- (iii) Categories of critical PSs – like S-1,S-2, S-3 and S-4. Weight-ages to be assigned to each category of criticality.

15.11.1 Critical polling stations and zones – Measures to be followed thereat - Police mobiles and zonal mobiles [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 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– Photography 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.
 - (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 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]
- (v) Webcasting of poll process at identified PS can be done.

15.12 Vulnerability Mapping –(ECI No. 464/INST/ 2007 - PLN-I dt. 12.10.2007, No. 464/INST/2008- EPS dt. 24.10.2008, No. 464/INST/2009-EPS dt. 22.03.2009, 31.03.2009 & No. 464/Instructions/EPS/2011 dt. 05.03.2011)-

15.12.1 “Vulnerability”- In the context of election may be defined as, -

- (i) susceptibility of any voter or section of voters, whether or not living in a geographically identifiable area,
- (ii) to being wrongfully prevented from or influenced upon in relation to the exercise of his right to vote in a free and fair manner,
- (iii) through intimidation or use of undue influence or force of any kind on him/her.

15.12.2 The exercise of **Vulnerability Mapping** in the context of elections to be undertaken with the point of view, :-

- (i) to clearly identify vulnerable voter/ section of voters,
- (ii) to identify the persons/factors causing such vulnerability , &
- (iii) to plan and take adequate corrective action well in advance.

For identification of the areas well in advance Sector Officers should be ready before the announcement of election. All help including vehicular support should be given to the SO.

15.12.3 Exercise on Vulnerability Mapping

- (i) For identification of the areas/communities Sector Officers should do exercise soon after declaration of election by, -
 - (a) Visiting the catchment area of every polling station in his Sector.
 - (b) Meeting with community, local intelligence etc.
 - (c) Identify source of threat and intimidation.

- (d) Considering incidence and current apprehensions.
 - (e) Consultation with SHO, BDO, Tehsildar and other local administrative officers/officials.
 - (f) Candidates' "Worry List" when candidates are finalized and observers have arrived.
 - (g) Identify names of people who are likely to cause undue influence/intimidation.
- (ii) Sector Officer will prepare,-
- (a) The list of vulnerable households & families,
 - (b) The list of persons and factors causing such vulnerability
 - (c) Contact no. of household/ Contact points within the habitats/ community vulnerable
 - (d) Action taken/proposed
 - (e) Contact no. & address of the person who are to be tracked/prevented from intimidating/wrongly influencing the voters

15.12.4 Formats-

- (i) Sector Officer, after visiting the area and collecting information, shall fill up detailed information in **Format VM-SO** for each polling station in his Sector
- (ii) Each Format VM-SO must contain the details of all vulnerable localities/pockets/voter segments in one polling station area.
- (iii) It must be ensured and certified by Sector Officer that no locality/pocket/voter segment which is vulnerable has escaped or been missed from inclusion in this Format for any polling station area.
- (iv) The SO must retain a copy of filled Format VM-SO with himself and submit all filled in Formats VM-SO to the Returning Officer.
- (v) Each RO must collect all Formats VM-SO and prepare the **Format VM-RO** and will send it to DEO.

- (vi) The DEO on the same lines must collect the **Formats VM-RO** & prepare and make available to the CEO the **Format VM-DEO** .
- (vii) CEO will compile all the districts formats **Format VM-DEO** of the State in a book which will be sent to the ECI.

15.12.5 Follow up action on Vulnerability Mapping exercise

- (i) Preventing measures by DEO and SP and confidence building measures for free and fair poll - Frequent visit at such locations.
- (ii) Regular feedback by district intelligence.
- (iii) DEO / RO shall interact with candidates/political parties.
- (iv) A specific officer will be designated at Thana level for tracking the individual trouble mongers.
- (v) The name of Police Officer responsible for each vulnerable location should be mentioned along with his contact no. in the format to be sent as ATR.
- (vi) The ATR is required to be submitted by DEO & SP jointly to the CEO 5 days before the poll.
- (vii) Details of PS wise vulnerability mapping be given to Observer also on his arrival.
- (viii) 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.,.
- (ix) The Police patrolling parties should keep track of the vulnerable locations and keep the control room informed on the day of poll. Wherever necessary police pickets should be established.
- (x) The Commanders of the CPMF shall be given list of such vulnerable locations.
- (xi) On the day of poll CPF shall make it a point to visit such pockets as a confidence building measures.

15.12.6 On the day of poll special attention at vulnerable pockets/families –

- (a) The Presiding Officer should be briefed about the vulnerable locations. In the electoral roll the Section within the part should also be marked for proper monitoring.

- (b) SO will verify whether voters from vulnerable habitates/communities/households are turning up for voting or not.
- (c) It can be gauged from the marked copy of electoral roll where voters who have voted are ticked.
- (d) In case SO find that some section of voters is conspicuously absent then they should inform the RO about this immediately and special squad will be sent to ascertain that there is no hindrance.
- (e) At the end of poll SO to submit special report to RO that voters from vulnerable habitats were able to vote or not.
- (f) The Observers shall give their full attention at every stage. A special mention shall be made about this in their final report.
- (g) 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 Period of MCC -

MCC comes into operation in the Constituency from the day of announcement of Election Programme.

16.2 Objective -

- (i) To develop for maintaining a healthy and peaceful atmosphere conducive to the conduct of smooth elections.
- (ii) To provide level playing field for all political parties and candidates.

16.3 Publicity

- (i) Provisions of MCC, Illustrative list of DO's' & DON'Ts', Legal provisions electoral offences and corrupt practices and ECI's directions may be explained in the meetings with political parties/ candidates.
- (ii) R.O. to give copies of ECI's directions to candidates at the time of nominations.
- (iii) Wide Publicity through print/electronic media etc.

16.4 Be pro active - check misuse of

- (a) Official vehicles of Government/PSUs
- (b) Government Building
- (c) Government Officials/Machinery.

16.5 Important Aspects of the MCC- DO's & DONT's (ECI No. 464/INST/2007-PLN-I dt. 07-01-07)

16.5.1 On Welfare schemes and governmental works:

- (i) Announcement of new projects or programme or concessions or financial grants or promises thereof or laying of foundation stones, etc., are prohibited.
- (ii) These restrictions apply equally to new schemes and also ongoing schemes. The commissioning of such schemes

will be done by civil authority without associating political functionaries and without any fanfare or ceremonies.

- (iii) Even if a budget provision has been made or the scheme has been sanctioned earlier or a reference to the scheme was made in the address of the Governor/budget speech the schemes can not be announced/inaugurated/ taken up while the MCC is in operation.
- (iv) No fresh sanctions for governmental schemes should be made.
- (v) Review by political executives and processing of beneficiary oriented schemes, even if ongoing, should be stopped.
- (vi) No fresh release of funds on welfare schemes and works should be made or contract for works awarded without prior permission of the Commission. This includes works under the MP/MLA Local Area Development Fund .
- (vii) No work shall start even if work orders have been issued before the MCC came into effect. However, if a work has actually started, that can continue.
- (viii) There shall be no bar to the release of payments for completed work(s) subject to the full satisfaction of the concerned officials.
- (ix) Prior approval of Commission is required for schemes like providing relief to people suffering from drought, floods, pestilences, other natural calamities or welfare measures for the aged, infirm etc. However, ostentatious functions are not allowed.

16.5.2 Ban on Transfer/Appointments

- (i) From the announcement of election programme no officer/official connected with election work or likely to be deputed for election work not to be transferred.
- (ii) Transfer orders issued prior to the date of announcement but not implemented till the announcement should not be given effect without specific permission from ECI.

- (iii) No appointment/promotion in Govt./PSUs shall be made without prior clearance of ECI.
- (iv) Officers connected with election work should not remain at the place against the Home District and 3+ policy.

16.5.3 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 shall be guilty of misconduct under the relevant service rules.
- (ii) He can not act as election agent, polling agent, counting agent. It is an offence. (S.134 of R.P.Act, 1951)
- (iii) If he happens to be an official mentioned in Section 129 (1) of R.P. Act, 1951, he shall also be additionally liable to penal action.
- (iv) He should not be present in public meeting during election campaign. Exception - those officers engaged in law & order and security arrangements.

16.5.4 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 official 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 is totally prohibited.
- (iii) The only exception will be the Prime Minister and other political personalities who require security of high order.
- (iv) 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.
- (v) Functionaries of autonomies organizations 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)

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

16.5.5 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, No. 437/6/INST/2011-CC&BE dt, 24.03.2011 & 01.04.2011)

- (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 -
 - (a) No Minister shall undertake an official visit.
 - (b) Election related officers not to be summoned by Minister.
 - (c) Only exception is Minister in charge or CM in case of failure of law and order and occurrence of natural calamity
- (iv) Minister entitled for official vehicles at HQ from their residence to offices for official work only and not for any political activity.
- (v) During visit, whether on a private or official, no pilot car(s) or car(s) with beacon lights or car affixed with sirens be used by Minister or by any political functionary, even if he has been granted security cover. This is applicable whether vehicle is government owned or private owned.
- (vi) Official staff of Minister not to accompany with minister during electioneering – But one member of non gazetted personal staff of the Chief Minister may be allowed to accompany him on personal/private tour.

- (vii) However, such personal staff shall not take part in political activity or assists the CM in his political work.

16.5.6 Security covers to Ministers/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, No. 437/INST/2009/CC&BE dt. 25.03.2009)

- (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) Cost of spare multiple vehicles, where prescribed in the case of SPG protectee by the security agencies will be borne by Govt. (except the vehicle used by the SPG protectee.
- (v) Propulsion charges of bulletproof vehicle used by PP/SPG protectee will be borne by the PP/SPG protectee when it is used for non-official purpose and in case star campaigner it will be borne by the political party.
- (vi) 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.
- (vii) 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)

16.5.7 Other DO'S & DONT'S (ECI No. 464/INST/2007-PLN-I dt. 07-01-07)

A. Illustrative list of DO'S :-

- (i) **Ongoing programmes**, which actually started in the field before the announcement of elections may continue.

- (ii) **Relief and rehabilitation** measures to the people in areas affected by floods, drought, pestilence, and other natural calamities, can commence and continue.
- (iii) Grant of cash or medical facilities to terminally or **critically ill persons** can continue with appropriate approvals.
- (iv) Public places like **maidans** must be available impartially to all parties/contesting candidates for holding election meetings. So also use of **helipads** to ensure a level playing field.
- (v) **Criticism** of other political parties and candidates should relate to their policies, programme, past record and work.
- (vi) The right of every individual for peaceful and undisturbed **home life** should be fully safeguarded.
- (vii) The local police should be fully informed of the venue and time of the proposed **meetings** well in time and all necessary permissions taken.
- (viii) Restrictive or **prohibitory orders**, if any, in the place of the proposed meeting, they shall be fully respected. Exemption, if necessary, must be applied for and obtained well in time.
- (ix) Permission must be obtained for the use of **loudspeakers** or any other such facilities for the proposed meetings.
- (x) The Police assistance should be obtained in dealing with **persons disturbing meetings** or otherwise creating disorder.
- (xi) The time and place of the starting/termination of any **procession** and the route should be settled in advance and advance permissions obtained from the police authorities.

- (xii) **Restrictive orders**, if any, in force in the localities through which the procession has to pass should be fully complied with. So also all **traffic regulations** and other restrictions.
- (xiii) The passage of the procession must be without hindrance to traffic.
- (xiv) Cooperation to all election officials at all times to ensure peaceful and orderly poll.
- (xv) All Workers must display badges or **identity cards**.
- (xvi) Unofficial **identity slips** issued to voters shall be on plain (white) paper without any symbol, name of the candidate or name of the party.
- (xvii) Restrictions on **plying of vehicles** during campaign period and on poll day shall be fully obeyed.
- (xviii) (Except voters, candidates and their election/polling agents), only persons with a specific valid authority letter from the ECI can enter any polling booth. No functionary highly placed (e.g. CM, Minister, MP or MLA etc) is exempt from this condition.
- (xix) Any complaint or problem regarding the conduct of elections shall be brought to the notice of the Observer/RO/Sector Magistrate/ECI.
- (xx) Directions/orders/instructions of the ECI/RO/DEO shall be obeyed in all matters related to various aspects of election.
- (xxi) Do leave the constituency after the campaign period is over if the political functionaries are not a voter or a candidate or candidate's election agent from that constituency.

B. DON'Ts (ECI No. 464/INST/2007-PLN-I dt. 07-01-07)

- (i) Any and all advertisements at the cost of the public exchequer regarding achievements of the party/Government in power as prohibited.

- (ii) No Minister shall enter any PS or the place of counting, unless he or she is a candidate or as a voter only for voting.
- (iii) Official work should not at all be mixed with campaigning/electioneering.
- (iv) No inducement, financial or otherwise, shall be offered to voters.
- (v) Caste/communal feelings of the electors shall not be appealed to.
- (vi) No activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes, communities or religious or linguistic groups shall be attempted.
- (vii) No aspect of the private life, not connected with the public activities, of the leaders or workers of other parties shall be permitted to be criticized.
- (viii) Other parties or their workers shall not be criticized based on unverified allegations or on distortions.
- (ix) Any place of worship shall not be used for election propaganda, including speeches, posters, music etc., on electioneering.
- (x) Activities which are corrupt practices or electoral offences such as bribery, undue influence, intimidation of voters, personation, canvassing within 100 meters of a polling station, holding of public meetings after campaign period is over and conveyance of voters to and from polling stations are prohibited.
- (xi) Demonstrations or picketing before the houses of individuals by way of protesting against their opinion or activities shall not be resorted to.
- (xii) Subject to the local laws, no one can make use of any individual's land, building, compound wall, vehicles etc. for erecting flag staffs, putting up

banners, pasting notices or writing slogans etc. without specific permission of the owner. The specific permission will be shown to and deposited with the DEO.

- (xiii) No disturbances shall be created in public meetings or processions organised by other political parties or candidates.
- (xiv) No procession along places at which another party is holding meetings.
- (xv) Processionists shall not carry any articles, which are capable of being misused as missiles or weapons.
- (xvi) Posters of other parties/candidates shall not be removed or defaced.
- (xvii) Posters, flags, symbols or any other propaganda material shall not be displayed in election booths of candidates on the day of poll or near polling booths.
- (xviii) Loudspeakers shall not be used either before 6 a.m. or after 10a.m. and without prior written permission of the authorities concerned.
- (xix) Loudspeakers shall also not be used at public meetings and processions without the prior written permission of the authorities concerned. Normally, such meetings/processions will not be allowed to continue beyond 10.00 p.m. in the night and will be subject to the local laws and other relevant considerations like festival season, examination period, etc.
- (xx) No liquor should be distributed during elections.
- (xxi) On the day of the poll, no person having security cover shall enter the vicinity of a polling station premise (within 100 meters) with his security personnel. Further, on the day of the poll no such person shall move around in a constituency with his security personnel. If the person happens to be a

voter also, then he or she shall restrict his/her movement - to voting only.

(xxii) No person having official security or private security guards for himself, shall be appointed as an election agent or polling agent or counting agent.

(xxiii) Grants/payments out of discretionary funds shall not be sanctioned.

16.6 References to Politicians/Ministers on official website-

(ECI No. 437/6/2007/Inst./ PLN III dt. 21-11-07)

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

16.7 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.

16.8 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, No. 437/6/INST/2010/CC&BE dt. 05.10.2010]

- (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 10 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) Bicycle, Two wheelers or cycle rikshaw is also a vehicle u/s 160 of RP Act 1991.
- (ix) Only one flag/banner/poster/placard be allowed on one vehicle during procession.

16.9 Permission of vehicle to a political party for transporting publicity material (ECI's No. 464/INST/2011/EPS dated 23-3-2011 and 28-3-2011)

- (i) CEO may grant permission of a vehicle to a recognized political party on request, for distributing publicity material to various party offices in the State.
- (ii) The color of permit will be different.
- (iii) Political party will have to specify the name of district, route map, dates etc.
- (iv) The vehicle will be subjected to normal checks and will not be used for campaigning.

- (v) The expenditure shall be incurred by political party and not by candidate.

16.10 Vehicle permit for district office-bearers of recognized political party - (ECI's No. 464/INST/2011/EPS dated 23-3-2011 & 28-3-2011)

- (i) DEO may permit district level office-bearers (other than Star Campaigners) of recognized political party for electioneering in different constituency within district.
- (ii) Permit on different color from the color of permits issue to candidates and Star Campaigners
- (iii) Permit in the name of person and details of vehicle – journey, period etc.
- (iv) The expenditure shall be incurred by political party and not by candidate.

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

A. 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.

B. 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.

C. 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

16.12 Accommodation in Government Guest Houses (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.,.

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

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.

16.14 Police briefing by CM/HM (ECI's No.437/6/INST/2009/CC&BE dt 26.04.09)

- (i) Security briefing of CM/HM when essential should be undertaken by Home Secretary or Chief Secretary. If required Police Agency/ Officers may present in such briefing.
- (ii) In situation where is so warranted, DGP/Police Agencies may inform the political executives and take directions from them in the bona-fied performance of their duty.

16.15 Misuse of religious institutions for political purposes (ECI's No. 3/1/2012-SDR dt. 27.07.2012)

- (i) Use of place of worship for election propaganda in any manner is prohibited.
- (ii) Use of religious institutions for funds of religious institutions for the promotion or propagation of any political idea or political activity or for benefit of any political party is offence and punishable under Religious Institutions (Prevention of Misuse) Act, 1988.
- (iii) In case of violations FIR/complaints be lodged.

16.16 Prohibition of Misuse of SMSs (ECI's No. 464/INST/2008-EPS dt. 05.11.2008 & No. 464/INST/2012-EPS dt. 15.05.2012)

- (i) For objectionable SMSs, which are violating the provisions of MCC, Election Law and ECI's directions, the police authorities should advertise special mobile nos on which the receiver of such SMSs can forward the said SMSs alongwith the number of sender.
- (ii) Police authority should initiate enquiry and take action under relevant provisions of IPC and RP Act, 1951
- (iii) Total prohibition of bulk SMSs of political nature during the period of 48 hours ending with the hours fixed for conclusion for poll.

16.17 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.

16.18 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.
- (v) Expenditure plan of the public rally must be enclosed with the application for permission.
- (vi) Copy of this expenditure plan shall be given by the DEO along with the copy of permission to the officer deputed for maintenance of Law & Order, Asstt. Expenditure Observer, VST & Accounting Team.
- (vii) Permission for public rally shall not be given if the candidate does not produce his account for inspection.

16.19 Temporary offices of candidates during electioneering

(ECI No. 437/6/2007/INST/ PLN-III dt. 12.11.2007)

- (i) No such offices will be setup 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.) is allowed.

16.20 Restriction on publication and dissemination of result of exit poll etc. (Sec 126 A and 126B)

- (i) No person shall conduct any exit poll and publish or publicized by means of the print or electronic media or disseminate in any other manner, the result of any exit poll, -

- (a) At any time during the period as may be notified by the ECI.
 - (b) The period may commence from the beginning of hours fixed for poll on first day and continue till half an hour after close of poll in all the phases in all States.
- (ii) On contravention punishment- imprisonment upto 2 years/fine.

16.21 Political Parties & star campaigners: –

- (i) 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) -
- (ii) CEO & DEO to maintain a party wise register to track the instances of violation of MCC by candidates/star campaigners - Brief description be given about violation, dates of violation, action taken, order passed - This should also be put in public domain. (ECI No. 437/6/INST/2008-CC & BE dated 18.2.2009)
- (iii) Any violation of MCC by candidates of recognized political parties or by a star campaigner must be reported to ECI.

16.22 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 127-A 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 to CEO after completion of election.
- (ix) Display of election materials, viz., Cardboard badges, Paper caps, Mobile stickers, Sticker badges, Flag banners, Cut-outs, Caps, Masks, Scarf are not covered under section 127-A. Therefore, they should not be seized for violation of 127-A. (ECI No. 464/INST/2012/EVS dt. 20.01.2012)

16.23 Feedback 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.

16.24 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) DEO/RO 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) Besides Video Surveillance Teams in EEM separate Video Teams will also be required for videography of various stages of election process to be done by DEO & RO.
- (iv) Critical events which are likely to vitiate the poll and related to election expenditure by candidates/political parties 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.
- (v) Video films to be viewed by R.O/VVTs immediately - corrective actions by R.O - In cases of serious infringement of MCC & seizure of money etc. copy of video tape accompanied by a brief note by R.O., be sent to ECI.
- (vi) 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.
- (vii) CDs of all critical events should be made available on reasonable cost to everyone whoever intends to obtain a copy of the same.

16.25 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; 21.11.2008; 18.03.2009, No. 3/ER/2009/SDR dt. 20.3.2009 and ECI No. 491/Paid News/2012/Media dt. 27.07.2012)

- (i) Advertisement of political nature on TV Channels, Cable Network and Radio including FM Channels are to be got certified.
- (ii) 'Advertisement' includes programme also which intends to use campaign material .
- (iii) Committees are formed at **three level** for previewing, scrutinizing and verifying all advertisements by individual contesting candidates or political parties before it is inserted in the electronic media.

16.25.1 Committee setup in the office of CEO, Delhi –

- (i) To deal with applications by Central Offices of all Political Parties having HQrs at Delhi.
- (ii) Certification by this committee will be valid for telecast/broadcast throughout country in all States.

- (iii) The party should submit a copy of the certificate obtained from Committee in Delhi to CEO of the State in which such advertisements are proposed to be telecast/broadcast.
- (iv) The copy shall be accompanied with declaration that the same is a true copy of the certificate.
- (v) This should be submitted to the CEO of the State before the advertisement is telecast/broadcast.

16.25.2 State level Committee - Headed by Jt. CEO – for certification of political advertisement by (i) State Units of recognized national political parties, (ii) all registered political parties having HQr in the State and (iii) all organizations or groups of persons or associations having their registered offices in the State.

16.25.3 District level MCMC –

- (i) For purposes of the certification of advertisements on TV/Radio by an individual / candidates the RO of the Parliamentary Constituency & ARO (not below SDM) shall be members of MCMC.
- (ii) For the scrutiny of cases of *Paid News* etc. there shall be 3 additional members and in such case DEO of the district concerned will preside the Committee.
- (iii) District MCMC will also monitor all the political advertisements in electronic media, for checking if the telecast/broadcast has been done only after certification by the competent committee.

16.26 Immediate action will be taken in case of political advertisement is found without certification.

16.27 Broad casting of commercial advertisement of political nature on Radio Channels (including private FM Channels) during the period of MCC–Instruction of ECI about pre-broadcasting scrutiny and certification by the Committees setup at three levels shall apply to advertisements on Radio also.

Part -17. Election Expenditure Monitoring

(Election expenses by candidates)

(Sec. 77, 78 of RP Act 1951, R. 86, 87, 88, 89 and 90 of conduct of election Rules 1961, Ch. XVIII of RO Hand book 2014 as well as Election Expenditure Monitoring 2014 & ECI's circulars)

17.1 Legal Provisions

- (i) Every candidate shall keep a separate and correct account of all expenditure incurred or authorized by him or by his election agent, between the date on which he was nominated and the date of declaration of result, both dates inclusive. (S.77(1) of R.P. Act, 1951)
- (ii) The total expenditure shall not exceed the prescribed amount. (S.77(3) of R.P. Act, 1951) – The ceiling is Rs. 40 lacs in Lok Sabha and Rs. 16 lacs in Vidhan Sabha elections.
- (iii) U/S 77(2), the account shall contain such particulars as may be prescribed.
- (iv) Such particulars are prescribed u/r 86.
- (v) Failure to maintain the account is an electoral offence (Section 171-I of IPC).
- (vi) Incurring or authorizing excess expenditure is a corrupt practice. (S. 123(6) of R.P. Act, 1951).
- (vii) Every contesting candidate is required to lodge a true copy of the account of his election expenses with the DEO within 30 days of the declaration of result of the election (S.78 of R.P. Act, 1951).
- (viii) Failure to lodge the account of election expenses within the time and in the manner required by law without good reason or justification may result in disqualification of the candidate by the ECI. (10A of R.P. Act, 1951)
- (ix) The Commission can go into the correctness of the account of election expenses filed by the candidate and disqualify a candidate u/s 10A of R.P. Act, 1951 in case the account is found to be incorrect or untrue. (AIR 1999 SC 252)

17.2 Other legal provisions related to –

- (i) Sec. 127A of RP Act, 1951 – Restriction on printing of pamphlets, posters etc.,.
- (ii) Sec. 171B of IPC – Bribery
- (iii) Sec. 171E of IPC – Punishment for Bribery
- (iv) Sec. 171C of IPC – Undue influence at elections
- (v) Sec. 171F of IPC – Punishment for undue influence at elections.
- (vi) Sec. 171H of IPC – Illegal payments in connection with an election.
- (vii) Sec. 171-I of IPC – Failure to keep election accounts
- (viii) Rule 85-B of CE Rules 1961 – Form of contribution reports by political party.
- (ix) Rule 87 of CE Rules 1961 - Notice by DEO for inspection of accounts.
- (x) Rule 88 of CE Rules 1961 – Inspection of accounts and obtaining copies thereof.
- (xi) Rule 89 of CE Rules 1961- Report by DEO as to the lodging of account of election expenses and the decision of the ECI thereon.

17.3 Election Expenses incurred by party / candidate – Travel by Star Campaigners, Expenses on common rostrums, Advt. etc., -

- (i) 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.
- (ii) List of star campaigners required to be submitted to CEO/ECI within 7 days of the notification.
- (iii) Travel expenses on party leaders, other than star campaigners should be accounted for.
- (iv) 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.

- (v) Proportionate expenditure between candidate where expenses incurred by political party / star campaigners (except travel expenses) such as expenses of constructions of rostrums / barricades, advertisements etc.,
- (vi) 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.

17.4 Star Campaigner -

- (i) 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.
- (ii) 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.
- (iii) Travel expenses of star campaigners of allied party are not to be exempted.
- (iv) If the Star campaigner travels with candidate or media person, then 50% of the travel expense will be added to the candidate
- (v) If the candidate shares the Pandal with the Star Campaigner or his photo or poster with his name is exhibited in the meeting, then the meeting expense will be added to his account
- (vi) If any attendant, Security Guard, Medical attendant or any person including any member of the party not being a candidate in the constituency and not playing any role in election campaign for the candidate.

17.5 Types of Election Expenditure -

- (i) Broadly two categories, **the first type is allowed** under the law for electioneering, subject to it being within the permissible limit.
- (ii) The **second category** of expenditure on items which are illegal and **not permitted** under law. For example, distribution of money, liquor etc. which is bribery and is an offence and corrupt practice also.
- (iii) Another form of expenditure in recent times is on **Surrogate Advertisements, Paid News** etc.

17.6 Election Expenditure Monitoring (EEM)- Purpose-

- (i) The purpose is two fold. For the **first category**, it must be ensured that all election expenditure on permitted items is truthfully reported and considered while scrutinizing the expenditure account.
- (ii) For **second category** including surrogate advertisements, paid news etc. the systems should be robust enough to catch such expenditure as well, and not only include it in the account of election expenditure, but also take action against the wrongdoers under the relevant provisions of law.

17.7 Mechanism for Election Expenditure Monitoring (EEM)

17.7.1 Meeting with Political Parties

- (i) DEO will have a meeting with all recognised Political Parties within 3 days of announcement of election to explain the legal provisions and Instructions of ECI and give a copy of the compendium of instructions,
- (ii) He will also discuss the various rates of expenditure and consider their suggestions before notification of rates,
- (iii) Training at State Level (to be given by SLMTs) on Expenditure Monitoring Measures for the representatives of all registered political parties of the State, to explain various legal provisions including the procedures.

17.7.2 Notification of rates for assessment of Expenditure

- (i) The list of these rates would be given by the RO to the candidates at the time of filing of nomination papers,
- (ii) If the rate of any item is not available in the list, the candidate/election agent, if they wish, may apply with the DEOs to notify the rates for such items as well and the DEOs will take appropriate steps to notify them,
- (iii) Any objection regarding the quantum of such rates has to be made to the DEO within 24 hours of notification,
- (iv) To obtain airing charges from media houses with reference to campaigning through electronic media.

17.7.3 Rates of items to be fixed after consultation with political parties:

- (i) Loudspeaker with amplifier and microphone
- (ii) Cloth banner, Cloth flags, Hand bills, Posters,
- (iii) Video Cassettes/CDs, Audio Cassettes/CDs,
- (iv) chairs, tables and other furniture, electrical fittings/equipments,
- (v) Audio slots on Radio & AV on TV, cable TV, State & National Level TV Channels
- (vi) podium or Pandal of standard sizes,
- (vii) Hoardings, Cut outs (wooden), Cut outs (Cloth/plastic),
- (viii) Daily hiring charges of vehicles (all types of vehicles),
- (ix) Print media advertisements and DAVP rates
- (x) Any other item commonly used in a district.

17.7.4 Two Training Programmes

- (i) The DEO will arrange two facilitation trainings at his own office for all election agents/candidates through the Exp. Monitoring cell ,

- (ii) One, immediately on the day of scrutiny of nomination in presence of Expenditure Observers to acquaint them with the legal provisions, procedures for filling up the forms and registers and dates of inspection of accounts,
- (iii) Second, within a week before the final date of submission of accounts in presence of Asst. Exp. Observers (i.e., after 20 days of declaration of results) with all election agents/candidates/personnel engaged in his office for receiving the accounts, regarding the procedure for filling up the forms of Abstract, Statements of Election Expenses and affidavits, consequences for failure and other legal provisions.

17.7.5 New Expenditure Monitoring Machinery

- (i) Expenditure Observer (EO)
- (ii) Asst. Expenditure Observer (AEO)
- (iii) Flying Squad and Static Surveillance Teams (FS and SST)
- (iv) Video Surveillance Team (VST)
- (v) Video Viewing Team (VVT)
- (vi) Media Certification and Monitoring Committee (MCMC)
- (vii) Accounting Team (AT)
- (viii) Liquor Monitoring Team (LMT)
- (ix) Election Expenditure Monitoring Cell.

17.8 Expenditure Observer (EO)

17.8.1 To be appointed by the Commission.

- (i) EO's are responsible for overall supervision of expenditure monitoring for two or more Assembly segments.
- (ii) They will train the AEOs and inspect functioning of different teams engaged in EEM in each constituency

- (iii) They will coordinate with various law enforcement agencies of Income tax, Police, BSF/SSB, State Excise and DRI
- (iv) They will assist the DEO in preparation of scrutiny report.

17.8.2 Structure and Functions

- (i) Expenditure Observers for each district not more than five ACs.
- (ii) AEO for each constituency
- (iii) More number of Observers and AEOs in ESC (Expenditure sensitive constituency)
- (iv) More number of Flying Squads and SSTs with man power from central Govt. and central PSUs and CPF

17.9 Role of DEO

- (i) Make appeal to public to avoid carrying huge amount of cash during election process,
- (ii) Give wide publicity about the 24X7 - Call centre and District Complaint monitoring Cell,
- (iii) He shall involve NYKs, NSS and other citizen forums to get information about distribution of cash and other gift items for inducement of electors,
- (iv) He shall appeal to public and students for ethical voting and educate them that both receiver and giver of bribe are punishable as per law,
- (v) He shall be responsible for training of the manpower engaged in Expenditure monitoring teams and election agents.

17.10 Expenditure Monitoring Cell (EMC)

- (i) This cell at district level will consist of a Nodal Officer, of the rank of SDM/ADM and two officials, who will be in charge of Expenditure monitoring training and coordination with all other team heads engaged in expenditure monitoring,

- (ii) It will be responsible for expenditure monitoring efforts in the district, providing manpower and logistical support like space and equipments,
- (iii) First training of the AEOs and all the officials engaged in various teams should be done by these Nodal Officers of EMC in the District as soon as the elections are announced,
- (iv) This cell will keep custody of all Shadow Observation Registers (SOR) and Folders of Evidence (FE) after the poll,
- (v) Nodal Officer of EMC shall act as the link between the DEO and the EO,
- (vi) EMC will assist the DEO and Expenditure Observer in finalizing the scrutiny report to be submitted after declaration of result.

17.11 Video Surveillance Team

- (i) Minimum One official, one videographer and one vehicle
- (ii) Can be more than 1 team at a public meeting,
- (iii) Properly trained to identify and capture MCC and expenditure related events in adequate minute details as required,
- (iv) At the beginning of shooting, the team will record in voice mode the title and type of event , date, place and the name of the party or the candidate organizing the same.
- (v) It will capture the photo in such a way that the evidence of each vehicle, furniture, rostrum, banner, cutout etc. can be seen clearly and the expense thereon can be estimated,
- (vi) At the end of shooting, the team may also record in voice mode the estimated number and type of vehicles, Chairs, furniture, approx size of rostrum/banner/poster/cutout etc. used in the event.
- (vii) This team will prepare a video cue-sheet in the format given at Annexure-7 of the instructions. This cue-sheet contains the highlights of the recording with date and time. Therefore it should be ensured by the team that the time and date set up in the camera is correct.

17.12 Video Viewing Team

- (i) 1 officer and 2 clerks (or as required) for each assembly segment ,as viewing all CD's is a time consuming task,
- (ii) View Video CD provided by VST for identifying election expenditure and MCC related issues,
- (iii) Submit report containing candidate wise expenditure not later than next day to Accounting Team/ Asst. EO, on public rally including the vehicle numbers, number of chairs, size of Dias, audio system, posters , banners, helicopter expense, media advertisements and Paid News, names of candidates
- (iv) MCC related report to General Observer and RO

17.13 Accounting Team

- (i) One official and one accounting clerk per AC.
- (ii) Drafted from employees of accounts wing of Central Govt. depts.
- (iii) It will work under Asst. EO, involved in preparation of Shadow Observation Register and maintaining videos/ CD evidences carefully in Evidence Folder. To maintain proper back-up which can be called by Commission later.
- (iv) Will enter expenditure incurred by the candidate on major expenses and corresponding notified rates against each item(major public meetings/rallies) in the Shadow Observation Register, reported by various teams and calculate the total expenditure of the event observed for each candidate.

17.14 Campaign through media : Monitoring by MCMC

17.14.1 Print Media –

- (i) Local News Papers
- (ii) Other News Papers in circulation in the area.
- (iii) Magazines
- (iv) Pamphlets and Posters

17.14.2 Electronic Media –

- (i) Radio including private FM

- (ii) TV Channels, Cable network
- (iii) Bulk SMS

17.15 District Level MCMC – To Operate 24×7

- (i) A Dist. Level MCMC comprising DEO/RO (of Parliamentary Constituency), ARO (not below SDM), Central Govt. I&B Official (if any) and 1 citizen/ journalist nominee of Press Council of India/ DPRO or DIO equivalent- member secy.
- (ii) Certifying advt. proposals of candidates, by committee comprising only RO Parliamentary Constituency + one ARO
- (iii) Scanning media for suspected ‘paid news’ and examination of complaints, reference by EO.
- (iv) RO to issue notice to candidate within 96 hrs. and on receipt of reply from candidate Dist. Level MCMC to decide expeditiously & convey decision to candidate. If he/she does not reply within 48 hrs of recpt. of notice, then Distt. MCMC’s decision is final
- (v) EO to report to ECI immediately on Paid News
- (vi) Infrastructure – in separate room - 3-4 TVs with cable, all newspapers including local,

17.16 Separate Bank Account

- (i) The candidate is required to open a separate bank account for the purpose of election expenditure, one day prior to filing of his nomination papers.
- (ii) It can be opened in joint name of the candidate and his election agent, anywhere in the state.
- (iii) This Bank account can not be opened jointly by the candidate with spouse or other relatives, if they are not the election agent of the candidate.
- (iv) The account can be opened in any bank, including co-operative banks and Post Office.

- (v) At the time of filing the nomination the candidate will communicate the account number of this bank account to the RO in writing.
- (vi) All the election expenses of the candidate should be met from this bank account. The candidate shall also submit a certified copy of the account statement after the poll.

17.17 Shadow Observation Register (SOR) & Folder Of Evidence (FE)

- (i) SOR (in format as given in ECI's instructions) is for each Contesting Candidate in a constituency (ANNEXURE-11 of the Instructions). To record all expenses incurred on major events(public meetings/ rallies etc.,) towards election campaign,
- (ii) All expenditure recorded to be supported by CD/Video evidences(proper referencing) held in FE and to be cross-checked during Inspections
- (iii) Signatures of candidate/authorized agent to be taken
- (iv) The SOR & FE to be handed to the Dy.DEO by the EO for safe custody before leaving the constituency, under receipt.

17.18 Flying Squads

- (i) FS- to attend to all complaints related to election expenditure & MCC
- (ii) Receive complaints forwarded by Distt. Complaint Monitoring Cell or forwarded from CEO Office
- (iii) Take immediate action on receipt of complaints which will provide complete contact details of complainant
- (iv) Wherever not possible to reach within ½ hour, send SST or local SHO and monitor action taken by the officials
- (v) All action taken by FS/SST/Local SHO to be videographed
- (vi) Complainant to be contacted in case of clarification
- (vii) FS- report action taken to District Control Room/ Call Centre

- (viii) Forward Daily Report (Format as prescribed) to SP & DEO and copy to AEO

17.19 Static Surveillance Teams (SST)

- (i) The SSTs shall be formed under each Police Station comprising of one magistrate, 3-4 Police personnel and one videographer.
- (ii) They will be responsible for putting the check post on major road/arterial road to check movement of illegal cash/ liquor/arms or gift items.
- (iii) There should be surprise elements in putting the check posts so that one can not anticipate about its placement. The Flying Squad of the district will supervise the posting of the Static Team/ Check Post so as to avoid any harassment of public.
- (iv) The entire activity at the check post should be video graphed and the DVD handed over to Accounting Team, for keeping in `folder of evidence`.
- (v) Any member of public may ask and take copy the Video DVD/CD for a particular day by depositing Rs. 300/-.
- (vi) It will submit a Daily Activity report in prescribed format to SP, RO and AEO,
- (vii) The Nodal Officer at Police Headquarters at State level will compile the Daily Activity reports of FSs and SSTs and send to the CEO and Commission.
- (viii) EO to have coordination meeting with all law enforcement agencies of district and the teams.
- (ix) Flying Squad will supervise operation of SSTs and law & order issues arising out of the operation,
- (x) FS & SST will seize cash or other gift items suspected to be used for inducement of electors under CrPC/ IPC, if criminality is suspected.
- (xi) **Criminality is determined, if they find :**
 - (a) Banner/ poster/ voter slip/ any campaign material along with cash or gift.
 - (b) Arms or illicit items along with cash or gift.
 - (c) Cash in custody of any candidate/ agent/ party official being carried in a vehicle or any other modus operandi leading to crime.

- (xii) **Utmost care to ensure all politeness, decency and courtesy –**
- (a) Seizure has to be done with proper Panchnama/ Acknowledgement
 - (b) The authority whom to appeal and procedure for appeal must be mentioned in the seizure order
 - (c) FIR to be lodged and also put in notice board of RO.
 - (d) Copy forwarded to SP, DEO, Exp. Observer, Nodal Officer of Police and Police Observer (If any)

17.20 Standard Operating Procedure : SOP

- (i) During checking by SSTs, if any cash exceeding Rs.50,000 is found in a vehicle carrying a candidate, or his agent or party worker or carrying posters or election materials or any drugs, liquor, arms or gift items(valued more than Rs. 10,000) which are likely to be used for inducement of electors or any other illicit articles are found in a vehicle, the same shall be subject to seizure. Whole event of checking/seizure to be video graphed by video team submitting CD to R.O.,
- (ii) An Appeal is to be made by DEO and CEO in local language through Flying Squads / media regarding the enforcement measures & advising the public and political functionaries not to carry huge cash during election process.

17.21 Visit of Expenditure Observer

- (i) To reach the constituency on the day of notification of elections,
- (ii) EO to leave the constituency after submitting the poll preparedness report-I,
- (iii) 2nd Visit on date immediately after the date of withdrawal of candidature and remain in the constituency during entire campaign period and leave the constituency only after the completion of poll and sending his Report-III,
- (iv) 3rd visit after 30 days from declaration of results to assist in finalisation of scrutiny report prepared by DEO. He/ she will send their Final Report- IV after that.

17.22 Inspection of Accounts of Election Expenditure

Candidates are required to produce their accounts for Inspection 3 times or more before the Expenditure Observer (EO) or any officer authorized by him. The RO will notify 3 dates & timing well in advance in consultation with EO for inspection of election expenditure accounts maintained by candidates.

17.22.1 Inspection of Accounts

- (i) Gap between the two inspection should not be less than 3 days and inspection to be done in such a way that major portion of expenses are covered under inspection,
- (ii) Candidate can have a separate agent for election expenses matters
- (iii) Inspection to be done in the office chamber of RO or any other Office room NOT AT THE GUEST HOUSE between 10AM to 5PM,
- (iv) Publicity has to be given about the contact number of EO and time of inspection,
- (v) The Accounting Team alongwith the AEO to be present with SOR and FE during inspections,
- (vi) The details of excess expenditure, if any found based on evidences gathered, must be recorded in writing on the register maintained by the candidate and also on the SOR/EF and signatures of candidate/Agent obtained on both. It must be counter signed by EO/AEO and RO / Accounting team head,
- (vii) Commission considers the comments of Expenditure Observer in the register at the time of disqualification proceedings.
- (viii) Instances of suspected Paid News will also be noted in the register,
- (ix) RO to issue notice to candidate on the same day on all such discrepancies and also on all advertisements / Paid News,

- (x) A photocopy of the accounts maintained by the candidates should be obtained after each inspection and RO will display a copy on the notice board
- (xi) Notice to be issued to candidate in case of failure to produce accounts for inspection and FIR to be filed if failure continues (Sec 171I of IPC),
- (xii) Withdrawal of permission for use of campaign vehicle, if the failure continues in spite of notice,
- (xiii) Intimation of such withdrawal of permission to the Flying Squad to take the vehicle out of campaign,
- (xiv) Any member of Public can obtain copy of Shadow Observation Register after inspection, notices and replies by candidates on payment of Re. 1/- per page.

17.23 Registers Maintained by Candidates to be Checked During Inspections

- (i) Register for maintenance of day to day a/c's of election expenses by contesting candidates Refer annexure-14 of the instructions:
- (ii) Daily Register : Part-A Color:White Pages)
- (iii) Cash Register: Part-B (Color: Pink Pages)
- (iv) Bank Register: Part-C (Color: Yellow Pages)

17.24 District Complaint Monitoring Cell

- (i) Copies of all complaints received and reports of inquiries conducted shall be put on the notice board of the RO for information of the Public. Any member of the Public can obtain copies of these documents on payment of a fee of Re. 1 per page.
- (ii) All complaints filed with District Level Complaint Monitoring cell to be recorded and investigated

17.25 Assistant Expenditure Observer

- (i) One Asst. Expenditure Observer (AEO) for each Assembly segment.

- (ii) AEO's should be from Income Tax, Central Excise, Audit and Accounts or Central PSUs - of the rank Group 'B' Central Govt. Officers.
- (iii) AEOs are appointed from date of announcement of election by DEO.
- (iv) He would assist the Expenditure Observer and the DEO in scrutiny of the account election expenses submitted after the declaration of result.

17.26 Public Meetings/Rallies

- (i) Format for applying for permission to hold public meeting/rally is given in Instruction of ECI.
- (ii) Candidate has to mention date time, duration and location of such meeting/rally along with expenditure plan for obtaining due permission
- (iii) This is necessary for maintenance of law and order and proper video recording of events.

17.27 Rally Expenses

- (i) All public rallies and Public meetings (even before notification and after announcement) to be videographed
- (ii) Rally expense for filing nomination to be included
- (iii) Public who attend the rally in their own vehicle without receiving any payment or without any flag, banner or photo of candidate not to be included
- (iv) Commercial vehicles used for rally to be included in expense
- (v) Notional cost of fuel and driver salary of one Personal vehicle used by the candidate to be added (Notional cost of hiring in case of more than one personal vehicle used)
- (vi) One vehicle of district level party officer (Not being the candidate) exempted. Its expenses shall be incurred by political party.

17.28 Printing Pamphlets, Banners and Posters

- (i) The print and electronic media, cable network and FM radio will be closely monitored
- (ii) Prior approval of CEO before any broadcast or telecast
- (iii) Press or publisher's name and address, number of copies and amount charged to be mentioned in all printed material including media advertisements and sent to DEO immediately
- (iv) Advertisement in Print media to be covered under section 127A of RP Act,1951.
- (v) Copy of the printed material and declaration from the publisher to be sent by the printer to CEO or DEO.

17.29 Monitoring of vehicles

- (i) Candidates to submit before the RO details of vehicles proposed to be used and obtain permission in writing
- (ii) Permission letter to be displayed on the wind screen of vehicle
- (iii) Permission given to a particular candidate being used by another, vehicle to be seized and exp. for entire period to be added.

17.30 Monitoring production, storage and distribution of liquor

- (i) From the date of announcement of election, the production, off-take, stock limits of stockists and retailers of IMFL/Beer/country liquor are to be monitored district wise,
- (ii) Opening and closing of liquor vending shops are to closely monitored,
- (iii) Intensive vigil over inter state movement of vehicles at RTO check-posts and border check-posts by special enforcement staff of Excise Deptt.,
- (iv) To conduct raids to seize illicit liquor,
- (v) Inter-state coordination of Excise Commissioners of the bordering states,

- (vi) District level Nodal Officer to submit report in format prescribed by ECI every alternate day to DEO, Exp. Observer and State Level Nodal Officer, who will compile the state level report to Commission and CEO (Annex.22).

17.31 Other Instructions

- (i) If candidate attends a community kitchen, during election campaign, (other than those organized by religious communities and normal ceremonies like marriage etc,) the entire expenditure will be added as his election expenditure,
- (ii) If the vehicle permitted to any independent candidate or any other candidate is found carrying campaign material of another candidate or being used for campaign for any other candidate, the entire expenditure on the vehicle from the date of permission will be added to the candidate using it for his campaign and permission will be withdrawn.

17.32 Other Monitoring Measures

- (i) The bookings of marriage halls and Mandaps to be monitored,
- (ii) Distribution of gift items and cash coupons to be closely monitored,
- (iii) Unusual cash deposit/ withdrawal in account of SHGs and NGOs,
- (iv) Disbursal of wages under ongoing Government schemes only in presence of Government officials during elections.
- (v) Tracking on transportation of liquor – Any linkage between the election process and such indulgences.

17.33 Lodging Of Accounts Of Election Expenses

- (i) Candidates are required to lodge their accounts of election expenses with the DEO within 30 days of declaration of result along with the register of election expenses (U/s. 78 of the RP Act,1951)
- (ii) **Documents required to be filed:**

- (a) Part I to Part VI of Abstract statement signed by the candidate ,
 - (b) Certified Copy of Bank statement ,
 - (c) Affidavit signed by the candidate
 - (d) Register of Day-to-day Accounts with all bills and vouchers in original duly signed,
 - (e) Copies of expenditure related notices issued by RO and replies to such notices,
 - (f) Replies to discrepancies pointed out at the time of Inspection,
- (iii) **Not lodging account in manner**
- (a) Election Expenditure Register comprising of Day to Day Account Register + Cash Register+ Bank Register + Abstract Statement (Part I to Part VI) + Bills and Vouchers (serially numbered) if not lodged with the DEO office,
 - (b) Abstract Statement (Part I to Part VI) as well as Affidavit annexed with it not signed by the candidate himself. (both these should be signed by the candidate himself).
 - (c) Bills and vouchers are not signed by the candidate or his election agent,
 - (d) In case of discrepancy on any item of expenditure, pointed out by RO/Expenditure Observer/designated officer during inspection of register, the explanation along with reason for the discrepancy on such items not enclosed,
 - (e) Self certified copy of the bank statement not submitted,
 - (f) Any amount not correctly reflected by the candidate or understatement of any amount of expenditure.

17.34 DEO's Scrutiny Report

- (i) **At Sr. No. 8, prescribed format:-** whether candidate has submitted his Expenditure Register (Part A, B,C), Abstract Statement (Part I to VI) along with Affidavit sworn by candidate before Magistrate of first class or Oath Commissioner or Notary Public, vouchers of expenses signed by candidate/Agent, Self certified copies of the Bank Account,

- (ii) **Sr. No.10(a) of DEO`s Report:-** The most important column which may cause the issue of Notice for disqualification to candidate- by the Commission. DEO has to mention as to whether items of expenses reported by candidate tally with those shown in Shadow Observation Register. If there is understatement or candidate has not mentioned any expenses then it has to be shown in relevant columns of 10(b) with proper evidences collected by various teams on Expenditure Monitoring kept with the DEO.

17.35 SOP: Checking of Helicopters/Aircraft

- (i) The Bureau of Civil Aviation Authority Instruction vide its OM dt. 14.02.12
- (ii) During election process proper frisking and preembarkation, checking of all persons, screening/ phy. Checking of baggage to be done,
- (iii) CISF to inform the Income Tax dept. if cash above 10lacs/ bullion is detected in poll bound states,
- (iv) No prior permission for landing/ takeoff at commercial airports from DEO. But ATC to keep records of all such pvt. Aircrafts/ helicopters and make available such information to the CEO within 3 days of landing or takeoff. The CEO to share this information with EO for accounting purpose.
- (v) The candidate or Party shall inform about the travel plan of the aircraft or helicopter 24 hrs in advance for landing and take off in non commercial airports, to DEO for security purpose
- (vi) For airstrips not used for commercial purposes applications to be made to the DEO concerned 24 hrs in advance by candidate or Political Party,
- (vii) Every candidate shall inform the RO concerned in writing, within 3 days of landing about the hiring charges paid or payable for helicopter / aircraft and name of Political Party if party has borne the expenses

- (viii) Political Parties to inform the ECI in 75 days (for AC) and in 90 days (for PC) after completion of poll, details of expenses borne on such hiring of crafts.

17.36 Role assigned to Income Tax Department

- (i) To gather intelligence/ keep watch over movement of cash in the constituency and take necessary action under IT Laws
- (ii) To watch all airports of the state, major railway stations, hotels, farm houses, hawala agents, financial brokers, Cash couriers, Pawn brokers
- (iii) IT Deptt. will open Air Intelligence Units in all airports of the poll bound states and also shall keep vigil over movement of cash through aircrafts/ helicopters leading to poll bound states,

17.37 Paid News Monitoring

17.37.1 Media Certification and Monitoring Committee (MCMC) –

- (i) ECI letter No. 491/Media Policy/2010, dated 23rd Sept 2010 in relation to the measures to check *Paid News*, to carry out the already assigned work of certification of advertisements, it will also monitor both print and electronic media including cable networks, and record either in CD or DVD/ keep a photocopy of all advertisements /*paid news*/ election related news of the contesting candidates/political parties.
- (ii) DEO will provide this Committee all national & local newspapers, 3-4 TV sets with connections of all the local/national News channels and one recording device and separate rooms so that they can watch and record all the advertisements/discussions related to the election.
- (iii) The advertisements of political nature on TV Channel, cable networks, radio, including the FM Channels, during the period when MCC is in operation, can only be made after prior clearance.
- (iv) Copy of permission granted by District Level Committee or the Committee constituted by the CEO, it shall be forwarded along with expenditure details to DEO and the Accounting Team to include the expenditure in the Shadow Observation Register.

- (v) The political party/candidate shall have to submit the details of expenditure on the telecast/broadcast in electronic media and advertisement/ paid news in print media.
- (vi) If the MCMC finds that any advertisement has been made in TV, Radio, Cable Network, FM Channel, without proper permission, they shall inform the RO who shall issue a notice to the candidate u/s 127-A.
- (vii) If the MCMC finds any advertisement or advertorial in Print Media, it will bring it to notice of EO and a copy will be placed in the Folder of Evidence. The expenditure on this advertisement will be mentioned in the Shadow Observation Register and intimated to the candidate during inspection of his register.
- (viii) S.127-A provides that no person shall print or publish or cause to be printed or published any election pamphlet or poster, handbill or **other document** without mentioning the name and address of the printer and the publisher, and without obtaining declaration from the publisher which is attested by two persons.
- (ix) Such press shall deliver a copy of the declaration along with copy of the document to the DEO/CEO, within reasonable time.
- (x) Printing **other documents** for the purpose of section 127A includes any advertisement inserted in news paper and “Paid News” published in any news paper. For violation of this provision, the penalty on the printer or the person is six months of imprisonment or fine up to Rs.2000/-.
- (xi) Therefore, the R.O. shall issue notice to candidate bringing to his notice such advertisements published and the notional expenditure involved in the advertisement and whether declaration/authorization has been given by him for printing such material. (No. 491/Media/ 2012 dated 08.06.2010 and 3/09/2007/JS-II dated 16.10.2007)
- (xii) If the advertisement is with consent or knowledge of the candidate, it will be accounted for in expenditure of the candidate.
- (xiii) If the advertisement by a person is without authority from candidate in violation of S.171-H of IPC then action will be taken

against defaulter. The matter will be taken up with such media house, for printing advertisement, in violation of section 127- A of R.P. Act.

- (xiv) ***Paid News***: As defined by PCI 'any news or analysis appearing in any media (Print and Electronic) for a price in cash or kind as consideration'. The ECI circular No.491/ Media/2010 dated 8th June 2010 sets out the approach to *Paid News* and the action that needs to be taken.
- (xv) The MCMC shall see all the newspapers, print media, electronic media, cable network, mobile network and bulk SMSs etc., and keep record of the advertisements, advertorials, messages, discussions and interviews. This committee will submit a Daily Report with respect to each candidate in a format to the Accounting Team with copy to RO and EO on advertisement including the assessed cases of *Paid News*, along with cuttings/clippings, recordings of TV and Radio advertisements, which will also be included in the Shadow Observation Register.
- (xvi) The RO will issue notice to candidate with regard to *Paid News* in consultation with the EO for not showing the expenditure on such publication. The EO shall send a report of *Paid News* along with copy thereof to the ECI within 24 hours.
- (xvii) The Accounting Team will calculate the expenditure involved at the DAVP/DPIR rate, whichever is lower, and will mention it in the Shadow Observation Register. The EO will bring such discrepancies to the notice of the candidate/his election agent at the time of inspection and mention the discrepancies in the expenditure on account of ***Paid News*** in the remarks column of the Register of election expenses of the candidate.
- (xviii) The copies of all such notices along with the paid news should be displayed in the notice board of R.O and DEO/CEO's Website. The copies of the same can be given to any member of public on payment of Rs.1/- per page.
- (xix) In case of dispute by the candidate in admitting the expenditure on account of *paid news*, such cases may be considered in appeal by the State level committee. (ECI circular dated 8th June 2010 and circular no. 491/Media/ 2009 dated 18.03.2011).

- (xx) The Commission has issued guidelines putting time frame for appeal against decision of MCMC to State Level MCMC and also the procedure involved vide its letter no.491/Paid News/2012/Media, dated 27th August, 2012.
- (xxi) Appeal against the decision of State Level MCMC in the matter of Paid News will be made to the ECI. The State Level MCMC can also make a reference to the ECI for advise.
- (xxii) In order to bring uniformity in dealing with the instances of alleged *Paid News* and advertisements on TV/Cable Channels owned by political parties or their functionaries/office bearers, the Commission vide its letter No.491/Media/2011 (Advt, dated 16-08-11 has issued following guidelines:-
 - (a) Six months before the due date of expiry of LA, a list of TV channels/radio channels/newspapers, broadcasting/circulated in the State and their standard rate cards shall be obtained by the CEOs and forwarded to the Commission. Similar action be taken in respect of any news channel, newspaper, etc. ,introduced within this said period of six months.
 - (b) MCMC - At District level and State level will monitor all political advertisements in relation to candidates, either overt or covert, and will intimate the Returning Officer for issue of notices to candidates for inclusion of notional expenditure based on standard rate cards in their election expenses account, even if, they actually do not pay any amount. This will also include publicity by or on behalf of candidate by Star Campaigner (s) or others. A copy of the notice will also be marked to EO.
 - (c) In case of bye-election to the standard rate card will be obtained by the DEO immediately on announcement of the bye-election.
 - (d) Like in the case of “Paid News”, the CEO & DEO will brief political parties and media houses about the above guidelines before the commencement of the election campaign.
 - (e) In case of any technical doubt relating to the application of the standard rate card, the matter would be referred to the DAVP, Ministry of I&B, Govt. of India for advice.

(xxiii) The DEO shall alert political parties, candidates and media that *Paid News* shall be accounted through MCMC and they must refrain from such practice. The DEO shall also explain the new Expenditure Monitoring Mechanism and related legal provisions. They shall be clearly told that any practice of surrogate advertising shall be dealt with sternly. At the state level, the CEO shall do the same exercise.

(xxiv) If the advertisement for general party propoganda with photo or appeal of the Star Campaigner is made in print and electronic media, without any reference to any candidate, then expenditure on such general party advertisement shall be booked to the account of the political party.

(xxv) The Commission has issued Code of Conduct for Television broadcasts in connection with election.

17.38 Targeted activities regarding EEM shall fixed by the CEO of the State and communicate to the concerned DEO-

S.No.	Activity	Target Date
1	Formation of District Level MCMC (As per ECI's instruction dt. 27.08.2012)	
2	Assessment & requirement of Officers, Staff & Equipments for new system of EEM	
3	Formation of expenditure monitoring cell	
4	To identify Distt. Level Nodal Officer for EEM - Name, Mobile, Tel. No., Fax No. to ECI also.	
5	Appointment of Assistant Expenditure Observer(s)	
6	Formation of Flying Squads & SSTs	
7	Formation of Video Surveillance Teams, Video Viewing Teams, Accounting Teams	
8	Formation of Liquor Monitoring Teams	
9	Infrastructure for Paid News Monitoring - Separate Room & Radio, 3-4 TVs with cable, all News Papers, Computer/Laptop	

S.No.	Activity	Target Date
10	<p>Obtaining required registers & other stationery from Election Department or to be arranged at DEO level for use of EEM teams/candidates/political parties.</p> <p>(i) Day to day accounts or Election Expenditure of the candidates (Register with Part A, B & C)</p> <p>(ii) Shadow Observation Register</p> <p>(iii) Video Cue Sheet for Video Surveillance Team</p> <p>(iv) Daily Activity Reports by Flying Squad/Static Surveillance Team</p> <p>(v) Compendium of Election Expenditure guidelines in English / State Official Language</p>	
	<p>(vi) Criminal case and Assets liability format for the candidates</p> <p>(vii) Abstract statement of Election Expenditure</p> <p>(viii) Revised Statement of Expenditure for the political parties, to be submitted within 75 days of declaration of result</p>	
11	List of Star Campaigners to be made available to DEOs, ROs	On the day when received
12	To take note of the list of Star Campaigners from CEO office	Within 7 days of notification of election
13	Details of Certifications of political advertisements by (i) Jt. CEO committee & (ii) RO (Parliamentary Election) Committee to be sent to DEO & RO	On the same day of certification of such advertisement
14	Rate Lists of various articles to be prepared	
15	List of TV Channels/Radio Channels & News Papers along with their rate cards to be obtained	

S.No.	Activity	Target Date
	from CEO office	
16	To pursue all pending cases, where FIR was filed during last election for bribing the electors	
17	Impart training to FSs/SSTs/VSTs and other EE Teams in two phases	
18	Arrangement for - Toll free Complaint + Monitoring cell with 2/3 hunting lines. (to be started from the date of announcement of election)	
19	Wide publicity in local print/electronic media- about penal provisions against bribery u/s 171 B of IPC- and formation of Flying Squads & Toll free No. of Complaint Cell	After announcement of election
20	To arrange meeting with Banks regarding Opening of account by candidates suspicion transaction report, ATM vans etc.	Soon after announcement of election
21	Helicopter landing- checking of baggage	On the day of event
22	Meeting with political parties about briefing of new EEM system	Within 3 days from announcement
23	Final training to EEM tem at RO level in the presence of Observer	Before withdrawal of Candidature
24	Capturing photos of all major rallies organized by political parties after announcement of election (This is to be compared with party exp. statement to be filed after 75 days of poll)	From the date of announcement of election
25	To provide logistic support to Income Tax Officers,	From the date of announcement

S.No.	Activity	Target Date
	after their deployment	of election
26	To arrange training programme at RO level for candidates or their agents and apprise them about the new procedure of Expenditure Monitoring in the presence of Expenditure Observer	From the date of notification of election
27	To prepare updated total seizure report of cash, liquor, other items, FIRs lodged on the ground of bribery and sent to CEO for compilation of figures for the whole State (regularly)	From the date of notification of election
28	To issue a letter just after declaration of result to all the candidates for lodging the account	within 30 days of declaration of result
29	Scanned copy of the Abstract Statement (Part I to Part VI) of all the candidates along with copies of all notices issued by the RO, if any, and the replies thereto, during election period, must be put on the website of the CEO, positively within 3 days of lodging of account of election expensed by the candidate, for wider dissemination of information to all public	within 3 days of lodging of account
30	To affix on the notice board photocopies of the Abstract statement of returned candidate and Ist runners up, within two days from the date and to put a notice with the list of candidates and dt. of lodging of the Election Expenditure A/Cs.	within 9 days from lodging of account
31	To arrange one-day facilitation training programme for all the election agents/candidates and the personnel engaged for receiving the accounts	within one week before the final date of submission of the account of election expenses

S.No.	Activity	Target Date
32	The scrutiny report of DEO for each candidate is to be entered in EEMS Software	within a week after submission of DEO's Scrutiny Report
33	To scrutinize the statement of accounts of election expenditure submitted by each candidates after the declaration of results with the help of the Exp. Monitoring Cell with the assistance of the Exp. Observer and issue letter to the candidates on discrepancies as per procedure mentioned in ECI order Dt. 14.03.2013. The candidate shall be asked to reply within 2 days, on such discrepancy.	After the lodging of accounts
34	To prepare the DEO scrutiny report of each candidate with assistance of Exp. Observers and forward to CEO, along with the Summary report for the each constituency.	Within 7 days of receipt of account
35	To issue notice to those candidates who have not filed their election expense accounts.	31st day after result
36	Arrangements for Service of Notices to Candidates in the matters of EEM	Before notification of election
37	Arrangements for scrutiny of accounts submitted by candidates	-do-
38	Submission of reports by DEO to ECI regarding Election Expenditure Accounts of Candidates - After scrutiny and comments of Observers	Immediately after 30 days from declaration of result

Part-18. The Poll

CHECK LIST FOR DEO:

A. PRE-POLL ARRANGEMENTS:

As soon as the list of contesting candidates has been published, DEO shall make necessary arrangements for the poll final and checkup that everything is ready for taking the poll on the scheduled date(s).

- 1 The exact number of voting machines required for taking the poll in each of the Constituency, including the reserve machines. Each and every machine has to be thoroughly tested for its 100% (hundred per cent) error-free functioning at the time of poll.
- 2 The DEO shall complete the First Level Checking and allocated EVMs for use in polls and for use in training for each PC/AC.
- 3 Ensure that only after completion of first and second randomization; the EVMs shall be ready for polling. The Commission has issued Comprehensive instructions on use of EVMs after first level checking of EVMs vide Lr.No.51/8/7/2012-EMS, Dt:19.12.2012 shall be followed scrupulously.
- 4 Post ballot Papers shall be printed at district level by the DEO within 24 hours after the last hour for withdrawal of the candidatures and shall dispatch the postal ballot papers within the next 24 hours along with connected papers to voters entitled to vote by post and the Election Duty Certificate to such of the voters on election duty who want to vote on the strength of such certificates;
- 5 The required number of ballot papers which are to be used on the ballot units of the voting machines and also for supply to the polling stations for use as tendered ballot papers shall be get printed immediately in accordance with the ECI instructions.
- 6 All other polling materials, statutory and non-statutory forms and other stationery that require for taking the poll should be procured immediately.
- 7 Arrangements for deployment of Videographers at each polling stations.
- 8 Arrangement of live web casting.
- 9 A diary of the different items of work that have to be attended from time to time shall be maintained and keep it upto-date by adding remarks to show the progress made in respect of each item mentioned in chapter XI of H. B. R. O. 2014.

- 10 Formal appointment orders for the Presiding Officers and Polling Officers for each polling station in the Constituency shall be issued by the District Election Officer; Also ensure that sufficient reserve Presiding Officers and Polling Officers shall be maintained to meet any emergent need of deployment.
- 11 Organizing comprehensive and exhaustive training of polling personnel as well as Police personnel on conduct of elections on EVMs;
- 12 Issuing of forms of application (Form 12 and 12A) for postal ballot papers and election duty certificates to the polling personnel including the police, video graphers, Technical persons for web casting, micro observers and drivers/cleaners of the requisitioned vehicles by the DEO.
- 13 Requisitioning of vehicles required for the poll including the vehicles required for transport arrangements of polling personnel and polling materials;
- 14 Finalizing the transport arrangements for polling personnel and polling materials; and for Zonal Officers depending on the No. of Routes Videographer, Technical persons for Web Casting and Micro Observers.
- 15 Checking up the deployment of police forces and their movement to synchronize with the movement of the polling parties;
- 16 Review of your requirement of polling materials, including statutory and non-statutory forms, etc., in the light of actual number of contesting candidates and the total number of polling stations;
- 17 Meetings with contesting candidates with a view for seeking their cooperation and removing their misapprehensions, if any;
- 18 Supplying the contesting candidates with (i) lists of polling stations and the areas covered by each polling station and (ii) forms of appointment of polling and counting agents;
- 19 Preparing required number of working copies of the relevant parts of the electoral roll for use in each polling station;
- 20 Provision of screened voting compartments at each polling station in which a voter can record his vote on the ballot unit of the voting machine in complete secrecy;
- 21 Publicity about the location of polling stations;
- 22 Distribution of polling materials to the polling parties;
- 23 Supply of copies of 'Instructions to Electors' for recording their votes by means of voting machines to political parties/candidates for distribution among electors;

- 24 Micro Observers who are deployed from Central Govt. Services to be appointed for each Polling Station by the Dist. Election Officer to observe the Poll process at Polling Station and for reporting the entire Poll process. They have to submit their reports directly to Election Observer for giving further instructions to Returning Officer. (ECI Lr.No.464/INST/2008-EPS, dt.24.10.2008)
- 25 Arrangements at reception centre for the return of the polling parties after the poll and the receipt of the voting machines and other materials and election papers from them;
- 26 Arrangements to be made to collect sealed EVMs, Presiding Officers Diaries, Form17A (Register of Voters), Form-17C and other important statutory items including Additional information in (19) Column proforma at special counters duly verifying by the Officer in the special counters. (ECI Lr.No.464/INST/2012-EPS, dt.24.01.2012)
- 27 Arrangements for the safe custody of these voting machines and other election papers on completion of poll;
- 28 Instructions to Electricity department for un interrupted power supply in all the polling stations/distribution centres and receipt centres
- 29 Necessary arrangement to be made for generator at distribution centres/receipt centres and Strong Rooms.
- 30 Voter Slips including photograph of the voter where available in the Photo Electoral Roll shall be printed by the District administration. The voter slips should be authenticated by the Electoral Registration Officer/BLO concerned before distribution and shall be distributed to the Voters by visiting door to door by the concerned BLOs personally, one week before the Poll day under proper acknowledgement and keep one additional set at out side of the Polling Stations for convenience to the Voters. After completion of distribution of Voter Slips, the BLO shall prepare the list of absentees, shift and duplicate Voters lists from the left over un-distributed Slips and hand over to RO two days before the day of Poll, so as to hand over the same to the P.O. for use on the day of Poll. (ECI Lr. No. 464/INST/2011/EPS, Dt.18-32-11, 19-3-2011 and Dt.20-01-2012).

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The Sector Officer shall be responsible for ensuring that the Polling team and all the materials/equipment have reached the polling stations. He will report any missing team/member of a team to the RO immediately. The Sector Officer shall also be responsible for reporting that the Forces Deployed according to the plan have reached the polling stations.

B. DESPATCH ARRANGEMENTS OF POLLING PARTIES

- 1 Displaying No. and Name of PSs
- 2 Checking attendance of polling parties + Zonal Magistrates.
- 3 Introducing all the members of a polling party.
- 4 Wherever required, replacement of absentee.
- 5 Ensuring that polling material has been received by all the parties.
- 6 Transport cell at dispersal centres
- 7 Counter system - AC wise
- 8 Third randomization of polling parties in the presence of Observer
- 9 ID cards for poll personnel
- 10 Last minute training - Separate counter
 - (i) EVM briefing + Hands - on
 - (ii) Non EVM briefing
- 11 Non CPF force, deployed at PS, to accompany the parties.
- 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.
- 13 No canvassing during period of 48 hours ending with close of poll .
- 14 Arrangement of advance TA/DA and outright charges etc., and medical kits.

- 15 POL arrangement
- 16 New formats, viz for MO, SO and PrO be given to the concerned.
- 17 Additional list of EPICs be included in despatch material.
- 18 Every polling material kit to be checked well in advance.
- 19 Basic amenities for polling personnel.
- 20 First Aid/other medical facilities should be arranged.
- 21 ASD list of voters also to be given to polling parties.
- 22 OK report of all polling parties reaching their PSs.
- 23 To give polling parties RIS sheets, and separate lists of non EPIC voters and Absentee voters with and without family links,
- 24 P/O shall be advised to compare the machine number inscribed on the metal label and the adhesive sticker and also verify the P.S number indicated on the sticker compared with P.S number mentioned in the address tag before accepting the EVM. Discrepancy if any shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled.

C. Poll day arrangements

1. Control room arrangements.

- (i) Additional staff / Equipment's
- (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.
- (vi) Arrangement for deployment of technical personal alongwith laptop & web cameras to the polling stations for live-web casting with polling parties
- (vii) Arrangement of videographers to polling stations
- (viii) Arrangements be made to collect sealed polled EVMs and other election material.

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

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 that 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.

4. No canvassing within PS or any public or private place within a distance of 100 meters of a PS (Section 130 of Representation of the People Act, 1951) –

- (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 along with elector roll of the PS and one set of voter slips alongwith undistributed voters slips near the polling stations to distribute the electors.

5. Sector Officer :-

- (i) Sector Officer shall visit all the polling stations during the first two hours of poll and give the poll commencement report to the RO for polling stations under his jurisdiction.
- (ii) Sector Officer shall ensure replacement of any EVM that would not operate for whatsoever reason at the start and during the poll hours:
- (iii) Sector Officer shall oscillate between his/her polling stations and make himself/herself available/contactable to every Presiding Officer under his/her jurisdiction and ensure that the poll is conducted in a free and fair manner and without interruptions. Sector Officer will ensure that there is no obstruction to any of the vulnerable pockets/population identified earlier in approaching

the polling station and casting of votes. Any such thing shall be reported to the RO immediately. Sector Officer will give an OK report on conduct of poll in polling stations under his jurisdiction. Oscillate.

- (iv) He shall ensure that all the vulnerable electors have been participated in voting.
- (v) Sector Officer will safely escort and get deposited the polled EVMs at designated counters.

6. 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.

7. 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.

8. 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)

9. 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.

10. 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.

11. 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. 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.

12. 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]
- (viii) On poll day, if EVMs are replaced, both BU & CU should be replaced as a set.
- (ix) Adequate reserve EVMs to be available with sector officers EVM to be replaced within half an hour wherever necessary.

13. 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.

14. 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.

15. Supervisory visits -Sector Officers / Candidates / Election Agents Visit sheet at PS.

16. After close of poll –

- (i) Proper close of poll and sealing of EVMs. EVMs must be switched off. Polled EVMs to be transported with police escorts.
- (ii) Tally 17A, 17C and EVM count
- (iii) Proper sealing of EVM and election papers
- (iv) Tally 17A, 17C and EVM count - PO diary to be completed
- (v) Additional report format to be handed over to SO
- (vi) Form 17C - Attested copies to be given to polling agents.
- (vii) Sector Officer to ensure about arrangement.

17. Three comprehensive reports –

- (i) First upto 1300 hrs. Second by 1900 hrs. and third by 0700 hrs. on next day to CEO/ECI on time;

18. Recommendation for fresh poll/completion of adjourned poll –

- (i) Where necessary such recommendations should be submitted in prescribed formats given in RO hand book 2012.

19. 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 recognized in other state not to be treated as recognized political party within scope of section 52, even that party has been granted concession under para 10 of Symbol Order to use its symbol.

D. Regarding receipt arrangement

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 etc.
 - (ii) Strong rooms/Store rooms - proper security
 - (iii) Telephone, Fax, Internet, Computer section, rooms for Observers, DEO, etc.,.
 - (iv) Generator.
2. There should be **no crowding** - If required set up separate counters for specific numbers of PSs.
3. **Receipt of documents and polling material** - as per printed checklist- Receiving officer should sign it.
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
5. Separate special counter for election papers of PSs where at 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.
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 Pr.O given to SO
- (v) All documents/material as per checklist is available.

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

8. Strong Rooms –

- (i) Two cordoned security for strong rooms.
- (ii) Fire fighting equipment 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 where at polling percentage crossed the certain level.

9. Scrutiny of form 17A etc., (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.

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.

11. SAFE CUSTODY OF VOTING MACHINES AFTER POLL

- (i) Ensure that all the Presiding Officers should deposit voting machines and election papers and other materials at the storage centres without any avoidable delay.
- (ii) Earmarked inside the storage room or building, specified parts of the floor space in the form of squares in advance for stacking the voting machines received from particular polling stations. The arrangement for this should follow the serial number of polling stations.
- (iii) All ballot unit(s) and control unit received from one polling station must invariably be kept together at one place on the same square. The control unit should be kept on top of the ballot unit(s). One copy of the account of votes recorded and the paper seal account of each polling station should be kept on top of the control unit pertaining to the polling station. The duplicate copy of the account of votes recorded and the paper seal account should be kept under RO safe custody along with the Presiding Officers Diary and other records like register of voters (17A) reports of Sector/ Zonal magistrates, Additional inputs provided by the Presiding Officer (refer ECI instruction in this regard) etc.
- (iv) Ensure safe custody of metal seals, rubber stamps etc,

12. Safe custody of election records / EVMS after result

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

1. Under double lock – one key with DEO and one with TO.
2. Inspection / Attested copies of record which are not prohibited.

3. Disposal of record – After expiry of prescribed period.
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.
5. Where election petition is pending election record not be disposed off and EVMs not to be cleared and to be kept in tact.

**SENDING VARIOUS STATISTICAL INFORMATION AND REPORTS TO
THE CEO**

- Polling Station wise elector information (Gender Ratio) – Current Electoral Rolls.
- AC wise elector information (Gender Ratio).
- Polling Station wise elector information (Elector Population Ratio) – Current Electoral Rolls.
- AC wise elector information (Elector Population Ratio).
- District Age Cohort wise Elector Information.
- Polling Station wise information on inclusion and deletions in Current Electoral Rolls.
- AC wise information on inclusion and deletions in Current Electoral Rolls.
- Polling Station wise information on EPIC and Photo Coverage in Current Electoral Rolls.
- AC wise information on EPIC and Photo Coverage in Current Electoral Rolls.
- Photo Coverage in Current Electoral Rolls.
- EPIC Coverage in Current Electoral Rolls.
- Polling Station Location (PLS) Details.
- Constituency wise Information on migrated Electors.
- Information on Service Voters.
- Link Table on newly Delimited ACs (and Polling Station) with Pre – Delimited ACs (and Polling Stations).

Other Information's / Reports :

- a) Related to Electoral Rolls.
- 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 final published electoral roll.
- e) Information related to Polling Stations.
- f) Information related to publication of draft list of Polling Stations. (After Delimitation and as per direction 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 the reaching of Polling parties of the AC / District to the Polling Stations.
- b) OK report of the returning Polling parties of the AC / District to reception center.

Counting Center :

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

Poll Day :

- a) Information related to conduct of mock Poll at all the Polling Stations of AC / District.
- b) Issuance of certificate 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 of next day of Poll
- e) Information relating to % of poll at 9 AM, 11AM, 1PM and 5 PM on Poll Day.
- f) Information relating to EPIC Voter on 7PM 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 center and a hoarding or a notice board at reception centre 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 generation report.
- c) Information relating to result in the following formats:

Declaration of result of election form 21 C / D	4 Copies.	Immediately after the declaration of result
Return of Election Form 21 E	4 Copies.	Immediately after the declaration of result.
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 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.

ALLEGATION AGAINST POLLING STAFF

Whenever specific allegations of a serious nature are made in writing against the Presiding Officer or the polling staff about his/her conduct during polling at an election, RO should inquire into the matter as soon as practicable and send the papers together with DEO report to the Chief Electoral Officer and the Commission.

Part-19. Legal Provisions

(R. 50 to 54A, 55C, 56C, 57C and 60 to 66 of CE Rules, 1961 and Ch. XV of RO Hand Book, ECI No. 470/2007 PLN-I dt. 11.1.2007 & 29.8.2007; No. 470/2009/EPS dt. 21.1.09; No. 470/2009/EPS dt. 22.1.2009, No. 470/TN.LA/2011/SS1 dt. 05.05.2011 & No. 470/INST/2012-EPS dt. 01.03.2012)

21.1 Arrangements for emergency lights

Foolproof effective alternative arrangements for lights in and around the counting halls.

21.2 Giving Notice to candidates about time, date and place

RO shall give notice to each candidate or his election agent in form prescribed in RO Hand book.

21.3 Date, Place and Time for Counting

1. Have the date and time of Counting fixed by the ECI been communicated to you?
2. Has the place of counting been selected? Whether strong room and counting centre are there in the same campus? Whether it satisfies other conditions prescribed by the ECI?
3. Whether adequate drinking water and toilet facilities are there?
4. Whether Observer has inspected and approved the place of counting?
5. Whether proposal for approval of the counting hall has been sent to CEO, for forwarding to ECI, and whether ECI approval has been obtained?

A. Infrastructural Facilities in Counting Hall/ Outside

1. Whether counting hall is spacious enough for accommodating tables, staff and agents?
2. Whether sufficient space available outside for hassle free movement of EVMs, possible crowd, law & order enforcement personnel, etc?
3. Whether power supply and power backup arrangement (generator, emergency lights, petromax lamps) available?
4. Whether transparent wire mesh barricades between the counting tables and counting agents erected?
5. Whether counting table, RO table, Observer table and table for computation and compilation provided?

6. Whether white/ black board with pre-written name of candidates and round numbers provided in the hall for writing the results?
7. Whether various requirements like counting trays (for ballot paper counting, including PB), pigeon holes (for ballot paper counting, including PB), sealing material, steel trunks, forms, etc. assessed and procured?
8. Whether microobserver's pre-printed statement prepared on which there is space for noting down the CU No., Round No., Table No., Polling Station Number and thereafter the names of all the contesting candidates as they appear in the ballot paper, for recording votes polled on each EVM?
9. Whether a blank Form 17 C, along with carbon paper, made available at each Counting Table to act as duplicate Form 17 C?
10. Whether a rubber stamp facsimile of all candidates (in order in which their name comes on the ballot paper) prepared to stamp on the Part 2 of the Form 17 C received from the Polling Station and the duplicate Form 17 C before starting counting on each table?
11. Whether stationary, including carbon paper, paper pencil, scissors, etc., provided for each table?
12. Whether computers provided in the hall for computation of results?
13. Whether communication room with telephone, fax, internet facilities, computers, hot line and a senior officer-in-charge ready in the Counting Centre?
14. Whether communication room for Observer set up?
15. Whether media centre with mobile deposit facility, communication facility and an officer-in-charge for media persons set up?
16. Whether mobile deposit facility for others set up?
17. Whether loudspeaker for making announcements outside available?
18. Whether counting hall ready 3 days before day of counting, and report sent to CEO for forwarding to ECI?

B. Security

1. Whether barricading of path where EVM travels from strong room to counting hall done?
2. Whether 100 m periphery around counting campus converted into a pedestrian zone and suitable barricading done to prevent vehicles from coming in?
3. Whether 3-tier security cordon, with inner cordon manned by Central Police Force, in place?
4. Whether magistrate provided at the outer cordon for monitoring the frisking by police?

5. Whether the police force at each cordon briefed about their functions and duties?
6. Whether media briefed about protocol to be followed by it in covering counting? (they would be taken to the counting hall in small groups for a short time, and they can take only shoulder or hand held cameras inside; they should not take photos of specific EVMs and votes recorded on them)

C. Counting Staff

1. Whether total requirement of staff (including reserve) arrived at?
2. Whether database for counting staff, including micro-observer, counting supervisor, counting assistant and Group D staff prepared (upto 120% of requirement including reserve)?
3. Whether training material received from CEO?
4. Whether training of counting staff done?
5. Whether training of micro-observers done?
6. Whether appointment letters and photo-identity cards prepared?
7. Whether arrangement for three stage randomization (either manual or through software) made?
8. Whether randomization done (1st by DEO one week before counting, 2nd 24 hours before counting by DEO in presence of observer, 3rd at 5 am on the morning of counting by RO in presence of observer)
9. Whether videography of randomization process done?
10. Whether arrangement for stationing reserve staff done?
11. Whether arrangement for providing food to counting staff, and also counting agents (after collecting money from candidates) made?

D. Postal Counting

1. Whether adequate number of tables and AROs (500 postal ballots for each table) provided in the counting hall? Whether one Counting Supervisor, two Assistants and one additional micro-observer provided for each such table?
2. Whether report on postal ballots received given by the RO to the Observer in the prescribed format on the day prior to counting?

E. EVM Counting

1. In case the Observer has stopped the counting, whether ECI's approval has been obtained before starting the counting again?

F. Sealing of machines/ materials after counting and their safe custody

1. Whether sealed Ballot and Control Units sent by RO after counting kept in your safe custody?
2. Whether other sealed Election Papers sent by RO kept in your safe custody?
3. Whether the secret seal returned to the Commission within 24 hours of counting getting over?

Part-20. Miscellaneous

(Ch. XIX of RO Handbook)

22.1 Disposal of deposits made by candidates (Sec. 158) -

- (i) The deposit can be refunded only to the person in whose it was made in the treasury or his legal representatives if he is dead.
- (ii) The deposit shall be refunded if the conditions laid down u/s 158 of RP Act, 1951 are fulfilled.
- (iii) Form of applications for return is given in RO Hand book.

22.2 ROs report (Ch. XIX of RO Hand book) -

- (i) Two copies of report in Format given in RO Handbook should be sent to Commission through CEO one copy for CEO also.
- (ii) Ensure in advance that required information from Presiding Officers is available and mentioned in P.O. diaries.

22.3 Index Card (Ch. XIX of RO Hand book)-

- (i) Send it through CEO to the Commission within 15 days of poll.
- (ii) To fill up the Index Card instructions given in the card should be carefully followed (Format given in RO Hand book)

22.4 Disposal of surplus and waste ballot papers -

- (i) Directions of Commission given at Para 13 of Ch. XIX of RO Hand book shall be followed strictly.
- (ii) Superintendent Government Press and Collector / District Magistrate of the district, wherein Govt. Press is situated, shall send a report within a week to the CEO certifying that all surplus and waste ballot papers printed have been destroyed in the prescribed manner. Such consolidated report with certificate shall be submitted onwards to the Commission by the CEO.

NOTE

- (i) THIS CHECK LIST HIGHLIGHTS ONLY THE KEY ACTIVITIES RELATED TO D.E.O./R.O./A.R.O. .
- (ii) D.E.Os./R.Os/A.R.Os ARE ADVISED TO STUDY LEGAL PROVISIONS/ SPECIFIC CIRCULARS/ ORDERS OF E.C.I. also.