CHECK LIST
For
SECTOR OFFICERS

GENERAL ELECTIONS 2014

CHECK LIST FOR SECTOR OFFICERS

1. Tasks and Responsibilities

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

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. (**Format-1**)
iii.	To ensure that wide publicity is given to new polling stations
iv.	Collect phone no., ascertain mobile connectivity at PS;
v.	Party Offices, whether they exist within 200 meters periphery of PS
vi.	He shall keep an eye and report on movement of unauthorized campaign vehicles, defacement of property, unauthorized campaigning, misuse of public buildings/Govt. Vehicles/Govt servants and all possible violation of MCC.

3.Pre poll responsibility - About the voters

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

4.Pre poll responsibility - About vulnerability mapping

i.	Frequent visits and holding wide spread discussions with the people for confidence building measures and fine tuning the vulnerability mapping, by collecting intelligence;
ii.	Vulnerability Mapping (ECI No. 464/Instructions/EPS/2011, Dt:05.03.2011)
iii.	Identification of villages, hamlets, segments and sections of voters vulnerable for threat and intimidation
iv.	Identification of persons who make it vulnerable - It is not about numbers-it is about names - Information to be given in prescribed format for each such location / pocket separately to the RO/DEO without having to disclose the source, by retain a copy with him. **(Format – 2)**
v.	Accountability for ensuring free access of voters for voting.
vi.	Contact points within the vulnerable community with their telephone numbers
vii.	SO will act as Zonal Magistrate, therefore will accompany with police officer.
viii.	Since SO will act as Zonal Magistrate, he will prepare a Zonal 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.,.

5. Poll-eve responsibility

i.	Ensure that the polling teams and all material have reached their PSs
ii.	Ensure that force has arrived at PSs according to the plan.
iii.	Clarify any last minute doubt on EVM operation or the polling process, amongst the poll personnel
iv.	After full satisfaction Give OK report to control room

6. Poll day responsibility

i.	To ascertain the mock poll status before commencement of poll - Remedial action to sort out problem, if any.
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 without any delay
iv.	To ensure that Forces deployed at PSs are in position
v.	Replacements of EVMs where required (SO to keep spare EVMs);
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 PS
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.	Check voting pattern – any segment/section conspicuous by its absence? Inform RO for remedial measures.
xi.	Report voting percentage from time to time to RO as instructed.
xii.	Handling of poll day complaints
xiii.	To verify whether the voters from vulnerable habitats / communities are formed up for voting or not. If not to inform the RO / DEO so as to send a dedicated squad.
xiv.	Check the sealing of EVMs and preparation of papers by polling parties.
xv.	Escort EVMs with the polling team to receipt centre

xvi.	Replacement of polling personnel from reserve parties
xvii.	To ensure distribution of Honorarium to Polling personnel
xviii.	At the end of poll he will ensure that: - (a) Presiding Officer 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. Format XV for Pro's additional report to be submitted to Observer is filled up properly.

7. After poll, submit a report on polling to RO. (**Format-3** enclosed)

8.   The following information and facilities that should be available with Sector Officer: -

i.	Sector Officers shall ensure that they have been given adequate training particularly with regard to EVM, Election Management, Polling Process, Model Code of Conduct and other important aspects of elections.
ii.	Sector Officers should have an identity card issued by DEO and should always ensure that they display their identity card during their visits to their sector.
iii.	Sector Officers should have the list of all polling stations under his jurisdiction alongwith number of voters in each polling booth.
iv.	Communication plan

9. Material to be provided to Sector Officer —

Sector Officer should ensure that they have with them all the material listed below: -

i.	Training input being given to Presiding Officer, Polling Officer and Booth Level Officers.
ii.	A detailed map of his sector.
iii.	The list of notified polling stations in his area.
iv.	Details about the voter help lines existing in his sector.
v.	Reserve EVMs
vi.	Copy of VM-SO (Format-2) which was submitted to RO/DEO.

10. Reports to be furnished by Sector Officer —

i.	Sector Officer shall submit tour report to RO and DEO for every field visit undertaken by him after his appointment on the lines of the enclosed **Format-1 & 2**
ii.	Sector Officer shall also submit report in **Format-3** issued by Election Commission of India giving details about the poll day activities after the polling is over. This report will be submitted to RO.

FORMAT OF REPORT OF VARIOUS ROUNDS IN SECTOR

BY SECTOR OFFICER (AC ....)

Name or No. of Sector: **Name of Sector Officer:**

S.No.	Name of Polling Station visited	Infrastructure (Yes / No / Report)					No. of Voters	Whether BLO accompanied you during Round (Yes/No)	Vulnerable Mapping	Any special observation in polling station, village & catchment's area
		Ramp	Accessibility Road	Water	Shade	PS on Ground Floor				
1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										
4										
5										
6										
Contd..										

Remarks:

Signature of Sector Officer:
Date of Visit:

A. List of Vulnerable Houses / Families

S.No.	House No. / Family Name / other identifying details of the Household / Family which has Vulnerable Voters in the Locality	Number of Voters identified as Vulnerable in the house / family identified in Col-2	Contact No. of the Household, if any	Action Taken / Proposed	Remarks
1	2	3	4	5	6
Total					

B. List of Persons to be Tracked / Prevented from Intimidating / Wrongly Influencing Voters

S.No.	Name of the Person	Contact No. / Address of the person	Action Taken / Proposed	Remarks
1	2	3	4	5
Total				

Sector Officer's Report Format (Poll Day)

Name of Sector Officer: _____

No. & Name of AC _____

Route No. _____

No. of Candidates _____

PS No.	Central Force Deployed Y / N	Micro Observer deployed Y / N	Video camera deployed Y / N	Total voters	Whether Mock Poll done (Y / N)	No. of Polling Agents present	Party candidates not represented by polling agents	No. of votes polled at Ist visit (Mention time)	No. of votes polled at IInd visit (Mention time)	No. of votes polled at IIIrd visit (Mention time)	Whether the Vulnerable voters have identified and if so when they have taken for voting	Whether poll continued after closure time? (Y / N)	No. of voters who have voted after 5 PM by receiving token	Total No. of votes polled at close of poll	Total % of votes polled	Whether machines closed and sealed properly (Y / N)	Whether copy of 17C given to polling agents by PrO (Y / N)	Whether PrO diary, 17A, 17C checked and tallied? (Y / N)	Complaints received on poll day	Source of each complaint, its nature and followup action taken	Whether repoll recommended (Y / N)	Whether machine & statutory papers deposited in strong room (Y / N)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23