

राजस्थान सरकार
निर्वाचन विभाग

विषय : Compilation of set of instructions in respect of General,
Police and Counting Observers- reg.

प्रसंग : भारत निर्वाचन आयोग का पत्र क्रमांक 464/OBS/2023/OPS दिनांक
15 फरवरी, 2024 एवं इस विभाग का पत्रांक एफ 3(1)(6)प्रथम/
निर्वा/2024/1051 दिनांक 07.02.2024

महोदय,

भारत निर्वाचन आयोग द्वारा सामान्य, पुलिस और मतगणना पर्यवेक्षकों की भूमिकाओं और जिम्मेदारियों पर समय-समय पर जारी दिशा-निर्देशों के अधिकरण में जारी किये गये दिशानिर्देश दिनांक 14.08.2023 आपको विभागीय यू.ओ. नोट क्रमांक एफ 3(1)(6)प्रथम/निर्वा/2024/1051 दिनांक 07.02.2024 द्वारा पूर्व में प्रेषित किया गया था।

भारत निर्वाचन आयोग ने अपने प्रासंगिक पत्रांक 464/OBS/2023/OPS दिनांक 15.02.2024 द्वारा पूर्व में प्रेषित दिशा-निर्देश दिनांक 14.08.2023 के साथ संलग्न Annexure-A को Updated/Modified कर प्रेषित किया है।

अतः आयोग के प्रासंगिक दिशा-निर्देश दिनांक 15.02.2024 मय Updated/Modified Annexure-A के आपको आगामी लोकसभा आम चुनाव 2024 के संबंध में आवश्यक कार्यवाही हेतु प्रेषित है।

(प्रवीण मुस्ता)
मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

1. मुख्य सचिव, राजस्थान, जयपुर।
2. महानिदेशक पुलिस, राजस्थान, जयपुर।
3. अतिरिक्त मुख्यसचिव, गृह विभाग, शासन सचिवालय, राजस्थान, जयपुर।
4. प्रमुख शासन सचिव, कार्मिक विभाग, शासन सचिवालय, राजस्थान, जयपुर।
5. समस्त अतिरिक्त मुख्य सचिव/समस्त प्रमुख शासन सचिव/समस्त शासन सचिव/
समस्त विशिष्ट शासन सचिव, राजस्थान।

क्रमांक एफ 3(1)(1)/निर्वा/2023/1518

जयपुर, दिनांक : 20/2/24

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. निजी सचिव, मुख्य निर्वाचन अधिकारी, राजस्थान, जयपुर।
2. समस्त रिटर्निंग अधिकारी, संसदीय निर्वाचन क्षेत्र, राजस्थान।
3. विशेषाधिकारी, प्रशिक्षण शाखा, निर्वाचन विभाग, राजस्थान, जयपुर।

विशेषाधिकारी, निर्वाचन विभाग,
राजस्थान, जयपुर।

राजस्थान सरकार
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विषय : **Compilation of set of instructions in respect of General, Police and Counting Observers- reg.**

प्रसंग : भारत निर्वाचन आयोग का पत्र क्रमांक 464/OBS/2023/OPS दिनांक 14 अगस्त, 2023

- संदर्भ :
1. Letter no. 464/OBS/2007/PLN-I Dated 09.01.2007
 2. Letter no. 464/OBS/2007/PLN-I Dated 03.01.2007
 3. Letter no. 464/INST/2016-EPS Dated 19.01.2017
 4. Letter no. 464/OBS/2009-OPS Dated 1.4.2009
 5. Letter no. 464/INST/2007-PLN-I Dated 12.10.2007
 6. Letter no. 464/OBS/2016/OPS Dated 29.04.2016 regarding Daily Activity Report of Observers (General & Police Observers)
 7. Letter no. 464/OBS/2016/OPS Dated 29.04.2016 regarding deliverance of Commission's orders and instruction
 8. Letter no. 464/OBS/2023/OPS Dated 12.05.2023 reg. Compilation of set of instructions in respect of General, Police and Counting Observers- reg.

महोदय,

आयोग उपरोक्त निर्देशों के माध्यम से सामान्य, पुलिस और मतगणना पर्यवेक्षकों की भूमिकाओं और जिम्मेदारियों पर समय-समय पर निर्देश जारी करता रहा है। अब, आयोग ने इन निर्देशों की समीक्षा की है और ऊपर उल्लिखित आयोग के सन्दर्भित निर्देशों के अधिक्रमण में संकलित निर्देश जारी कर सूचित किया है कि आयोग लोक प्रतिनिधित्व अधिनियम, 1951 की धारा 20बी और पूर्ण शक्तियों द्वारा प्रदत्त शक्तियों के तहत पर्यवेक्षकों की नियुक्ति करता है, जो भारत के संविधान के तहत आयोग को उपलब्ध है। सामान्य, पुलिस और मतगणना पर्यवेक्षक आयोग द्वारा नियुक्त व्यक्ति होते हैं, जो अपनी नियुक्ति से लेकर अपने चुनाव कर्तव्यों के पूरा होने तक अधीक्षण, नियंत्रण और अनुशासन के तहत काम करते हैं।

आयोग अपने सामान्य, पुलिस और मतगणना पर्यवेक्षकों पर बहुत भरोसा करता है और स्वतंत्र और निष्पक्ष चुनाव सुनिश्चित करने में ऐसे पर्यवेक्षकों की भूमिका बिना किसी संदेह के अत्यंत महत्वपूर्ण है। सामान्य, पुलिस और मतगणना पर्यवेक्षक अपने संवैधानिक आदेश को पूरा करने के साथ-साथ स्वतंत्र, निष्पक्ष, पारदर्शी और समावेशी चुनाव कराने में न केवल आयोग की मदद करते हैं बल्कि वे मतदाता जागरूकता और चुनाव में भागीदारी को भी बढ़ा रहे हैं। चुनाव निगरानी का उद्देश्य सुधार के लिए क्षेत्रों की पहचान करना और ठोस और प्रभावी सिफारिशें तैयार करना है।

आयोग किसी भी आम/उपचुनाव के शुरू होने से पहले सामान्य और पुलिस पर्यवेक्षकों के रूप में तैनात किए जाने वाले आवश्यक अधिकारियों का पूल तैयार करता है। विभिन्न राज्यों/केंद्रशासित प्रदेशों के प्राधिकारियों से पहले ही अनुरोध किया जाता है कि वे अपने अधिकार क्षेत्र के अंतर्गत सेवारत आईएएस/आईपीएस अधिकारियों की आवश्यक संख्या को प्रायोजित करें। केंद्रीय प्रतिनियुक्ति पर सेवारत आईएएस अधिकारियों के मामले में कार्मिक एवं प्रशिक्षण विभाग (DoPT) से आवश्यक संख्या में आईएएस अधिकारियों को प्रायोजित करने का अनुरोध किया जाता है। इसी प्रकार, केंद्रीय प्रतिनियुक्ति पर सेवारत आईपीएस अधिकारियों के मामले में, गृह मंत्रालय (MHA) से आवश्यक संख्या

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में आईपीएस अधिकारियों को प्रायोजित करने का अनुरोध किया जाता है। हालाँकि, यदि किसी राज्य/केंद्रशासित प्रदेश द्वारा अधिकारियों की कमी को प्रायोजित किया जाता है तो आयोग केंद्रीय पर्यवेक्षकों के रूप में तैनाती के लिए आईएएस और आईपीएस अधिकारियों की सिविल सूची से अधिकारियों को चुनता है।

एक बार जब किसी अधिकारी को सामान्य, पुलिस और मतगणना पर्यवेक्षक के रूप में तैनाती के लिए प्रायोजित/चयनित किया जाता है, तो चुनाव प्रक्रिया के बीच में कोई भी परिवर्तन/प्रतिस्थापन/छूट पूरी तरह से अवांछनीय है और पर्यवेक्षकों के माध्यम से मतदान प्रक्रिया के उपयुक्त पर्यवेक्षण के लिए गंभीर समस्याएं पैदा करता है। व्यक्तिगत पर्यवेक्षकों के संबंध में छूट/प्रतिस्थापन के संबंध में कोई भी अनुरोध अनिवार्य रूप से संबंधित कार्मिक विभाग/नोडल प्राधिकारी के माध्यम से भेजा जाना चाहिए। मुख्य निर्वाचन अधिकारी या व्यक्तिगत अधिकारी से सीधे प्राप्त किसी भी अनुरोध पर विचार नहीं किया जाएगा और ऐसे सभी अनुरोधों को तब तक स्वीकार नहीं किया जाएगा जब तक आयोग से इसकी मंजूरी के संबंध में पुष्टि नहीं मिल जाती।

चुनाव की घोषणा के आसपास सामान्य, पुलिस और मतगणना पर्यवेक्षकों की ब्रीफिंग बैठक बुलाई जाती है, जिसके बाद सामान्य, पुलिस और मतगणना पर्यवेक्षकों को उनके निर्धारित निर्वाचन क्षेत्रों में तैनात किया जाता है। आमतौर पर, सभी सामान्य, पुलिस और मतगणना पर्यवेक्षकों को विशिष्ट तिथियों पर निर्दिष्ट निर्वाचन क्षेत्र/जिला(जिलों) को रिपोर्ट करना आवश्यक होता है और चूंकि चुनाव संबंधी कर्तव्य तत्काल प्रकृति के होते हैं और उन्हें समयबद्ध तरीके से पूरा करने की आवश्यकता होती है। इसलिए, सामान्य, पुलिस और मतगणना पर्यवेक्षकों को आयोग के आदेशों/निर्देशों के वितरण में किसी भी देरी से बचने के लिए, आयोग प्रायोजक अधिकारियों से प्रायोजित/तैनात किये गये सामान्य, पुलिस और मतगणना पर्यवेक्षकों के संबंध में जानकारी के निर्बाध प्रवाह के लिए उचित वरिष्ठता के नोडल अधिकारी को नियुक्त करने का भी अनुरोध करता है। संबंधित राज्यों/केंद्रशासित प्रदेशों/विभागों के मुख्य निर्वाचन अधिकारियों और नामित नोडल अधिकारियों को उचित पावती के तहत निर्धारित समय सीमा के भीतर संबंधित अधिकारियों को आयोग के आदेशों को पूरा करने के लिए सभी उपलब्ध साधनों/संसाधनों को इस्तेमाल करना आवश्यक है।

सामान्य, पुलिस और मतगणना पर्यवेक्षकों को, अपने निर्दिष्ट निर्वाचन क्षेत्रों में पहुंचने पर, भरे हुए रिपोर्ट प्रारूप को अपलोड करके या पर्यवेक्षक के पोर्टल में डेटा फीड करके आयोग को अनिवार्य पर्यवेक्षक रिपोर्ट भेजनी होगी। सभी तैनात सामान्य और पुलिस पर्यवेक्षकों को, यदि जोनल डिवीजन द्वारा आवश्यक हो, दैनिक गतिविधि रिपोर्ट प्रस्तुत करना आवश्यक है, जिसमें दौरा किए गए मतदान केंद्रों पर प्रकाश डालना, DEO/RO, राजनीतिक दलों/जनता के साथ किसी भी बैठक का सारांश, भेद्यता मानचित्रण, CPF की तैनाती, MCC लागू करना, संचार योजनाओं की तैयारी, व्यय की निगरानी और आयोग की तत्काल जानकारी के लिए कोई अन्य महत्वपूर्ण इनपुट या मुद्दा।

(आगमन/प्रस्थान रिपोर्ट और स्व-प्रमाणन प्रारूप सहित सामान्य, पुलिस और गणना पर्यवेक्षकों द्वारा प्रस्तुत किए जाने वाले आवश्यक रिपोर्ट प्रारूप Annexure-A में संलग्न हैं।)

जिन राज्यों/केंद्रशासित प्रदेशों में चुनाव चल रहे हैं, वहां के CEO को अपने निर्धारित निर्वाचन क्षेत्र में पर्यवेक्षकों के आगमन के संबंध में उनकी स्थिति रिपोर्ट प्रस्तुत करने, संबंधित पर्यवेक्षकों को आयोग के निर्देश देने और तैनात सामान्य, पुलिस और मतगणना पर्यवेक्षकों को आवश्यक सुविधा आदि प्रदान करने के लिए एक नोडल अधिकारी नियुक्त करने की भी आवश्यकता है।

उपरोक्त निर्देशों के अलावा, पर्यवेक्षक ड्यूटी की सुविधा और सुचारु संचालन सुनिश्चित करने के लिए, पर्यवेक्षकों के संबंध में कुछ निर्देश/सुविधाएं नीचे उल्लिखित हैं:-

i. जैसा कि ऊपर बताया गया है, मौजूदा प्रथा के अनुसार, आम चुनावों की घोषणा से कुछ दिन पहले केंद्रीय पर्यवेक्षकों की एक ब्रीफिंग बैठक बुलाई जाती है और सामान्य, पुलिस और मतगणना पर्यवेक्षकों को उनके निर्धारित पर्यवेक्षक कर्तव्य के लिए आगे बढ़ने से पहले पर्यवेक्षकों की ब्रीफिंग बैठकों के लिए बुलाया जाता है। केंद्रीय पर्यवेक्षक आईएएस, आईपीएस, एससीएस, भारत वन सेवा जैसी सभी भारतीय सेवाओं और ECI के सचिवालय के राजपत्रित अधिकारियों सहित विभिन्न सेवाओं से संबंधित होते हैं। पर्यवेक्षक ड्यूटी के लिए प्रायोजित/चयनित अधिकारी ब्रीफिंग बैठक में भाग लेने के लिए विभिन्न राज्यों और केंद्रशासित प्रदेशों से दिल्ली आते हैं और कभी-कभी उन्हें आवास और/या परिवहन खोजने में कठिनाई होती है।

राज्यों/केंद्रशासित प्रदेशों के मुख्य सचिवों/मुख्य प्रशासकों को आवास और परिवहन आवंटित करने वाले अधिकारियों/विभागों के साथ-साथ रेजिडेंट आयुक्तों को उचित निर्देश जारी करने की आवश्यकता है ताकि उन अधिकारियों को दिल्ली में रहने के दौरान कोई असुविधा न हो। दिल्ली में विभिन्न राज्य अतिथि गृहों और भवनों के प्रभारी संपर्क अधिकारी और प्रबंधक, ब्रीफिंग बैठक में भाग लेने के लिए आने वाले अधिकारियों को उनके दिल्ली प्रवास के दौरान उपयुक्त आवास प्रदान करेंगे और हवाई अड्डे/रेलवे स्टेशन पर उनके आगमन से उनके प्रस्थान तक दिल्ली में ही उनकी व्यवस्था में परिवहन उपलब्ध कराया जाएगा। इसके अलावा, दिल्ली में राज्य अतिथि गृहों और भवनों में संपर्क अधिकारी, पर्यवेक्षक को उनके कर्तव्यों में सहायता और सुविधा प्रदान करने के लिए रेजिडेंट कमिश्नरों के कार्यालयों में सुविधा केंद्र खोले जा सकते हैं।

ii. राज्यों/केंद्रशासित प्रदेशों को ऐसे अधिकारियों द्वारा अपेक्षित हवाई यात्रा/रेल यात्रा के लिए आवश्यक सहायता प्रदान करनी चाहिए। मुख्य निर्वाचन अधिकारियों को यह भी सुनिश्चित करना होगा कि इस संबंध में आवश्यक कार्रवाई की जाए।

iii. दिल्ली में रेजिडेंट कमिश्नरों और संपर्क अधिकारियों को यह सुनिश्चित करना चाहिए कि ब्रीफिंग मीटिंग या आयोग द्वारा दिए गए किसी अन्य कार्य के लिए दिल्ली में रहने के दौरान सामान्य, पुलिस और मतगणना पर्यवेक्षक के रूप में नियुक्त किसी भी अधिकारी को कोई असुविधा न हो।

iv. अपने निर्धारित AC/PC/जिले में सामान्य, पुलिस और मतगणना पर्यवेक्षकों के आगमन के बाद, सामान्य, पुलिस और मतगणना पर्यवेक्षकों के लिए भोजन, आवास, परिवहन और सुरक्षा की आवश्यक व्यवस्था संबंधित जिला निर्वाचन अधिकारी/रिटर्निंग अधिकारी द्वारा की जाएगी। इन व्यवस्थाओं में Escort अधिकारी, पीएसओ, ड्राइवर, सुरक्षा कर्मी आदि भी शामिल होंगे। चुनाव प्रक्रिया के दौरान उपलब्ध समय का सर्वोत्तम और इष्टतम उपयोग करने में सामान्य, पुलिस और मतगणना पर्यवेक्षकों की सुविधा के लिए DEO/RO द्वारा पूरी टीम की व्यवस्था की जाएगी। ये खर्च RO द्वारा चुनाव के लिए आकस्मिक व्यय के बजट मद से पूरा किया जाएगा।

v. आयोग सामान्य, पुलिस और मतगणना पर्यवेक्षकों को उनके कर्तव्यों के निर्वहन के लिए स्टेशनरी और अन्य आवश्यकताओं के संदर्भ में आवश्यक सभी चीजें प्रदान करने का हर संभव प्रयास करता है। DEO/RO को आयोग के निम्नलिखित निर्देशों का पालन करना चाहिए—

a. DEO पर्यवेक्षक कर्तव्य निभाने के लिए सामान्य, पुलिस और मतगणना पर्यवेक्षक द्वारा आवश्यक किसी भी अतिरिक्त सहायता की पूर्ति करेगा। हालाँकि, ऐसे दुर्लभ मामले हो सकते हैं जब सामान्य, पुलिस और मतगणना पर्यवेक्षकों को टेलीफोन कॉल करने, फैंक्स संदेश भेजने या डाक का उपयोग करने या किसी अन्य समान वस्तुओं सहित कुछ आकस्मिक आकस्मिक खर्चों को पूरा करने की आवश्यकता होती है। ऐसे मामलों में, सामान्य, पुलिस और मतगणना पर्यवेक्षक तुरंत RO को एक

वाउचर देंगे। जो पर्यवेक्षक द्वारा दिए गए प्रमाण पत्र के आधार पर उसी समय राशि की प्रतिपूर्ति करेगा। इसे संबंधित DEO के खाते के आकस्मिक व्यय खाते से वसूला जाना है।

b. DEO/RO सामान्य, पुलिस और मतगणना पर्यवेक्षकों को सर्किट हाउस या गेस्ट हाउस में टेलीफोन, इंटरनेट और फैंक्स सुविधाएं प्रदान करेंगे जहां उन्हें रखा जाएगा। जहां तक संभव हो, किसी निर्वाचन क्षेत्र को आवंटित सभी सामान्य, पुलिस और मतगणना पर्यवेक्षकों को एक ही स्थान पर समायोजित किया जाएगा ताकि वे टेलीफोन और फैंक्स सुविधाएं साझा कर सकें। आयोग में संबंधित क्षेत्रीय सचिवों को इन नंबरों के बारे में सूचित किया जाएगा।

c. मतगणना केंद्रों पर सामान्य और मतगणना पर्यवेक्षकों के लिए विशिष्ट सुविधाएं भी प्रदान की जाएंगी। DEO/RO को प्रत्येक मतगणना केन्द्र/हॉल में पर्यवेक्षकों के लिए एक एसटीडी टेलीफोन और RO के साथ संयुक्त रूप से उपयोग किए जाने वाले एक फैंक्स के साथ एक अलग टेबल उपलब्ध करानी चाहिए। यदि संभव हो तो फैंक्स में एसटीडी सुविधाओं के साथ एक अलग लाइन होनी चाहिए। पर्यवेक्षकों के उपयोग के लिए टेलीफोन नंबर पहले से प्राप्त किए जाने चाहिए और इनके बारे में आयोग में संबंधित क्षेत्रीय सचिवों को सूचित किया जाना चाहिए। वास्तविक समय के आधार पर सूचनाओं का आदान-प्रदान सुनिश्चित करने के लिए इंटरनेट सुविधाएं भी प्रदान की जानी चाहिए।

d. सामान्य, पुलिस और मतगणना पर्यवेक्षकों को एक Escort/संपर्क अधिकारी उपलब्ध कराया जाएगा, जिसे निर्वाचन क्षेत्र के क्षेत्र का स्पष्ट ज्ञान होना चाहिए। RO यह सुनिश्चित करेंगे कि संपर्क/Escort अधिकारी स्थानीय लोगों और अधिकारियों के साथ पर्यवेक्षकों की बातचीत के लिए दुभाषिया के रूप में भी कार्य करने में सक्षम होना चाहिए।

e. RO सामान्य, पुलिस और मतगणना पर्यवेक्षक को निम्नलिखित सम्मिलित करते हुए एक फोल्डर प्रदान करेगा:

- संसदीय/विधानसभा निर्वाचन क्षेत्र का मानचित्र (जिसमें असेंबली खंड/खंडों की सीमाओं को भी दर्शाया गया हो)।
- RO के लिए हैंड बुक के अनुसार राजनीतिक दलों और चुनाव लड़ने वाले उम्मीदवारों को उपलब्ध कराई गई मतदान केंद्रों की सूची;
- प्रत्येक विधानसभा क्षेत्र की मतदाता सूची की तालिका;
- जिले एवं विधानसभा निर्वाचन क्षेत्र से संबंधित टेलीफोन नंबर
- एक पुस्तिका जिसमें जिले में चुनाव प्रबंधन की योजना और आवश्यक अन्य दस्तावेज शामिल हों;
- निर्वाचन क्षेत्र के वोटों की गणना के लिए विस्तृत योजना।

vi. आयोग चाहता है कि सामान्य, पुलिस और मतगणना पर्यवेक्षकों को कुछ न्यूनतम सुविधाएं दी जावें, जो नीचे सूचीबद्ध हैं:

a. सामान्य, पुलिस और मतगणना पर्यवेक्षकों को जो सुविधाएं प्रदान की जाएंगी, वे सामान्य तौर पर स्थानीय स्थिति पर निर्भर होंगी और इसलिए, सामान्य, पुलिस और मतगणना पर्यवेक्षकों को उचित भोजन, आवास और परिवहन सुविधाएं दी जानी चाहिए।

b. सामान्य, पुलिस और मतगणना पर्यवेक्षकों को गार्ड ऑफ ऑनर प्रदान नहीं किया जाएगा।

c. सामान्य, पुलिस और मतगणना पर्यवेक्षकों को न्यूनतम PSO/Gunman की सुरक्षा प्रदान की जानी चाहिए। हालाँकि, यदि राज्य सरकार के उपयुक्त प्राधिकारियों के परामर्श से CEO के मूल्यांकन में उच्च स्तर की सुरक्षा की आवश्यकता है, तो उपयुक्त रूप से बढ़ी हुई सुरक्षा प्रदान की जा सकती

है। निर्धारित न्यूनतम से अधिक सुरक्षा का पैमाना जिला प्रशासन द्वारा CEO के निर्देशानुसार उपलब्ध कराया जाना है।

d. ऊपरवर्णित बिन्दु संख्या (c) के अनुसार निर्धारित विशेष आवश्यकता के अलावा सामान्य, पुलिस और मतगणना पर्यवेक्षक को कोई Escort कार/पायलट या एडवांस पायलट नहीं दिया जाएगा।

e. PSO/Gunman, ड्राइवर और स्थानीय अधिकारी को जिला प्रशासन द्वारा इस तरह से उपलब्ध कराया जाएगा जिससे सामान्य, पुलिस और मतगणना पर्यवेक्षक को उनकी इच्छानुसार आवाजाही की पूर्ण स्वतंत्रता मिल सके।

f. यदि सामान्य, पुलिस और मतगणना पर्यवेक्षक मिनरल या बोटलबंद पानी चाहते हैं तो उन्हें उपलब्ध कराया जाना चाहिए।

vii. प्रत्येक सामान्य, पुलिस पर्यवेक्षक को निर्वाचन क्षेत्र में पहुंचने के दिन से ही एक वीडियो कैमरा और वीडियोग्राफर उपलब्ध कराया जाना चाहिए ताकि वे उन सभी घटनाओं को कैद कर सकें जो उन्हें महत्वपूर्ण लगती हैं।

viii. सामान्य, पुलिस और मतगणना पर्यवेक्षकों के संबंध में TA/DA बिलों का निपटान उनके संबंधित मंत्रालय/विभाग/कार्यालय/संगठन द्वारा किया जाना है जहां वे पर्यवेक्षकों के रूप में अपनी नियुक्ति के समय काम कर रहे हैं। प्रत्येक पर्यवेक्षक के नियुक्ति आदेश में इसे स्पष्ट रूप से दोहराया गया है।

ix. सामान्य, पुलिस पर्यवेक्षक के नियत निर्वाचन क्षेत्र/जिले में पहुंचने के बाद, चुनाव वाले राज्य/केंद्रशासित प्रदेशों के CEO को प्रत्येक आम/उपचुनाव के दौरान एक Whatsapp Group बनाने की आवश्यकता होती है जिसमें प्रत्येक चुनाव वाले राज्य/केंद्र शासित प्रदेश में तैनात सामान्य और पुलिस पर्यवेक्षक, संबंधित राज्य/केंद्र शासित प्रदेश के CEO, पुलिस नोडल अधिकारी, CEO के कार्यालय में पर्यवेक्षक से संबंधित मामलों के लिए एक नामित अधिकारी और आयोग के अधिकारी जैसे DEC/DG/Pr. Secretary/ Secretary of Zonal Division शामिल होते हैं। Whatsapp Group का उद्देश्य सूचनाओं का त्वरित आदान-प्रदान सुनिश्चित करना है।

x. चूंकि संसदीय निर्वाचन क्षेत्रों में सामान्य/उपचुनावों के दौरान आमतौर पर एक से अधिक सामान्य/पुलिस पर्यवेक्षक तैनात किए जाते हैं, इस संदर्भ में संसदीय निर्वाचन क्षेत्र में उपलब्ध भारतीय प्रशासनिक सेवा का सबसे वरिष्ठ सामान्य पर्यवेक्षक, संसदीय निर्वाचन क्षेत्र के लिए समन्वयक पर्यवेक्षक के रूप में कार्य करेगा।

उपरोक्त निर्देश/दिशा-निर्देशों के अतिरिक्त आयोग के निम्नलिखित निर्देश निरस्त किये गये हैं—

Sl. no.	Letter No.	Subject
1.	464/OBS/2007/PLN-I/Vol.II Dated 02.01.2007	Appointment of Nodal Officers -reg.
2.	464/INST/2009/EPS Dated 16.11.2009	General Election/Bye Elections to the House of People/ Legislative Assembly- Reports by Observers- regarding
3.	464/OBS/2008/EMS/Vol.II Dated 30.01.2009	Appointment of Observers to watch the General Election/Bye-elections-Instructions for substitution/ replacement of an officer appointed as Observer

4.	No. 318/LC/OBS/2009/OPS Dated 29.12.2009	Biennial/Bye-Elections to the Legislative Council-Deployment & Duties of Observers regarding.
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पर्यवेक्षकों को यह देखने के लिए तैनात किया जाता है कि क्या आयोग के निर्देशों को अक्षरशः लागू किया जा रहा है और इसलिए, पर्यवेक्षकों को आयोग के सभी निर्देशों और दिशानिर्देशों से अवगत रहना चाहिए और किसी भी प्रश्न के मामले में पर्यवेक्षकों को संबंधित राज्य/केंद्रशासित प्रदेश के CEO के कार्यालय से संपर्क करना चाहिए और यदि फिर भी संतुष्ट नहीं हैं तो आयोग के DEC/DG/Pr. Secretary/ Secretary in charge of the State/UT से संपर्क करें।

अतः आयोग के प्रासंगिक दिशा-निर्देश आगामी लोकसभा आम चुनाव, 2024 को ध्यान में रखते हुये सूचनार्थ एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित है।

(प्रवीण गुप्ता)
मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर

1. मुख्य सचिव, राजस्थान, जयपुर।
2. महानिदेशक पुलिस, राजस्थान, जयपुर।
3. अतिरिक्त मुख्य सचिव, गृह विभाग, शासन सचिवालय, राजस्थान, जयपुर।
4. प्रमुख शासन सचिव, कार्मिक विभाग, शासन सचिवालय, राजस्थान, जयपुर।
5. समस्त अतिरिक्त मुख्य सचिव/समस्त प्रमुख शासन सचिव/समस्त शासन सचिव/ समस्त विशिष्ट शासन सचिव, राजस्थान।

क्रमांक एफ 3(1)(6)।/निर्वा/2024/ 1051

जयपुर, दिनांक : 7/2/24

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. निजी सचिव, मुख्य निर्वाचन अधिकारी, राजस्थान, जयपुर।
2. समस्त रिटर्निंग अधिकारी, संसदीय निर्वाचन क्षेत्र, राजस्थान।
3. विशेषाधिकारी, प्रशिक्षण शाखा, निर्वाचन विभाग, राजस्थान, जयपुर।

विशेषाधिकारी, निर्वाचन विभाग,
राजस्थान, जयपुर।

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Website: www.eci.gov.in

Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/OBS/2024/OPS

Dated: 15th February, 2024

To,

1. The Chief Electoral Officers of all States & Union Territories.
2. The Establishment Officer, Department of Personnel & Training, North Block, New Delhi- 110001.
3. The Home Secretary to Govt. of India, Ministry of Home Affairs, North Block, New Delhi-110001.

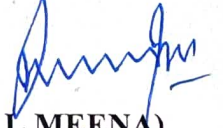
Subject - Compilation of set of instructions in respect of General, Police and Counting Observers - reg.

Madam/Sir,

With reference to letter No. 464/OBS/2023/OPS dated 14.08.2023, I am directed to state that there have been some modifications in 'ANNEXURE A' of aforementioned letter.

2. Accordingly, find enclosed herewith the aforementioned letter on the above subject incorporating the modified/updated 'ANNEXURE A' for your information.

Yours faithfully,



(M L MEENA)

UNDER SECRETARY

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Website: www.eci.gov.in

Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/OBS/2023/OPS

Dated: 14th August, 2023

To,

1. The Chief Electoral Officers of all States & Union Territories.
2. The Establishment Officer, Department of Personnel & Training, North Block, New Delhi- 110001.
3. The Home Secretary to Govt. of India, Ministry of Home Affairs, North Block, New Delhi-110001.

Subject - Compilation of set of instructions in respect of General, Police and Counting Observers - reg.

Reference -

Commission's instructions issued vide following letters -	
1.	Letter no. 464/OBS/2007/PLN-I Dated 09.01.2007
2.	Letter no. 464/OBS/2007/PLN-I Dated 03.01.2007
3.	Letter no. 464/INST/2007-PLN-I Dated 12.10.2007
4.	Letter no. 464/OBS/2009-OPS Dated 1.4.2009
5.	Letter no. 464/INST/2016-EPS Dated 19.01.2017
6.	Letter no. 464/OBS/2016/OPS Dated 29.04.2016 regarding Daily Activity Report of Observers (General & Police Observers)
7.	Letter no. 464/OBS/2016/OPS dated 29.04.2016 regarding deliverance of Commission's orders and instruction
8.	Letter no. 464/OBS/2023/OPS dated 12.05.2023 reg. Compilation of set of instructions in respect of General, Police and Counting Observers - reg.

Madam/Sir,

The Commission has been issuing instructions from time to time on roles and responsibilities of General, Police and Counting Observers vide the instructions referred above. Now, the Commission has reviewed these instructions and in supersession of the Commission's instructions referred above, I am directed to state that the Commission appoints Observers under the powers conferred on it by Section 20B of the Representation of the People Act, 1951 and the plenary powers available to the Commission under the Constitution of India. General, Police and Counting Observers are the appointees of the Commission, who work under the superintendence, control and discipline from their appointment till the completion of their election duties.

The Commission puts a great deal of faith in its General, Police and Counting Observers and the role of such Observers in ensuring free and fair elections is of utmost importance without a doubt. General, Police and Counting Observers not only help the

Commission in fulfilling its constitutional mandate of conducting free, fair, transparent and inclusive elections but also enhance the voter awareness and participation in election. The objectives of election observations are to identify areas for improvements and to formulate concrete and operative recommendations.

The Commission prepares the pool of officers required to be deployed as General and Police Observers in advance before the commencement of any General/Bye Election(s). Various State(s)/UT(s) authorities are requested beforehand to sponsor the required number of IAS/IPS officers serving under their jurisdiction. In case of IAS officers serving on Central Deputation the Department of Personnel & Training (DoPT) is requested to sponsor the required number of IAS officers. Similarly, in case of IPS officers serving on Central Deputation, the Ministry of Home Affairs (MHA) is requested to sponsor the required number of IPS officers. However, if deficit number of officers are sponsored by any State/UT then the Commission picks the Officers from the Civil List of IAS & IPS officers for deployment as Central Observers.

Once an officer is sponsored/selected for deployment as General, Police and Counting Observer, any change/replacement/exemption in the middle of the election process is totally undesirable and creates serious problems for suitable supervision of the poll process through Observers. Any request(s) regarding exemption/replacement in respect of individual Observers should invariably be routed through the concerned department of personnel/nodal authority. Any request received directly from CEOs or directly from the individual officer shall not be entertained and all such requests are to be treated as not accepted until the confirmation from the Commission is conveyed regarding the approval of same.

Briefing Meeting of the General, Police and Counting Observers is convened in vicinity of the announcement of election, post which the General, Police and Counting Observers are deployed in their assigned constituency(ies). Usually, all General, Police and Counting Observers are required to report to the assigned Constituency(ies)/District(s) at specific date(s) and since the election related duties are of urgent nature and need to be carried out in time bound manner, therefore, to avoid any delay in the deliverance of Commission's orders/directions to the General, Police and Counting Observers, the Commission also requests the sponsoring authorities to appoint nodal officers of appropriate seniority for seamless flow of information in respect of the sponsored/deployed General, Police and Counting Observers. The Chief Electoral Officers and designated nodal officers of concerned States/UTs/Departments are required to employ all available means/resources to serve the Commission's orders to the officers concerned within the stipulated time frame under proper acknowledgement.

The General, Police and Counting Observers, upon arriving at their designated constituency(ies), then have to send mandatory Observer reports to Commission by either uploading the filled-up report format or by feeding in the data in the Observer's Portal. All deployed General and Police Observers are also required to submit Daily Activity Report, if required by the Zonal Division concerned, highlighting the polling stations visited, summary of any meetings with DEO/RO, political parties/ public, vulnerability mapping, deployment of CPF, MCC enforcement, preparation of communication plans, expenditure monitoring and any other significant input or issue for urgent information of Commission.

(Report formats required to be submitted by the General, Police and Counting Observers including arrival/departure report and the self-certification format are enclosed at Annexure - A).

The CEOs of States/UTs where elections are underway are also required to appoint a nodal officer to furnish Status report of Observers regarding their arrival in the assigned constituency (ies), delivering Commission's instructions to the Observers concerned and provide necessary facilitation etc. to the deployed General, Police and Counting Observers.

Apart from the aforementioned instructions, to ensure the convenience and smooth conduct of Observer duty, some instructions/facilities in respect of Observers are mentioned below-

- i. As per the existing practice as stated above, a Briefing Meeting of Central Observer is convened few days before the announcement of General Elections and General, Police and Counting Observers are called for Observers' briefing meetings before they proceed for their assigned Observer duty. Central Observers belong to various services including all Indian services like IAS, IPS, SCS, India Forest Services and Gazetted officers of the secretariat of ECI. Officer sponsored/selected for Observer duty come to Delhi from different States and UTs to attend the briefing meeting and sometimes find it difficult to find accommodation and/or transport.

In order that those officers are not put to any inconvenience during their stay in Delhi, the Chief Secretaries /Chief Administrators of the States/UTs are required to issue suitable directions to the officers/departments allotting accommodation & transport as well as to the Resident Commissioners, Liaisons Officers and Managers in charge of the various State Guest Houses and Bhawans in Delhi to provide the officers arriving to attend the briefing meeting with suitable accommodation during their stay in Delhi and transport be placed at their disposal right from their arrival at airport / railway station in Delhi till their departure.

Further, facilitation Centers may be opened in the Offices of Resident Commissioners/

Liaison Officers in the State Guest Houses and Bhawans in Delhi to facilitate and help the Observer in their duties.

- ii. States/UTs should provide necessary assistance for air travel / rail travel required by such officers. The Chief Electoral Officers are also required to ensure that the needful is done in this regard.
- iii. Resident Commissioners & liaison officers in Delhi should ensure that no officer appointed as General, Police and Counting Observer is put to any inconvenience during their stay in Delhi for the Briefing Meeting or any other assignment given by the Commission.
- iv. After arrival of General, Police and Counting Observers in their assigned AC/PC/District(s), necessary arrangements for boarding, lodging, transport, and security of the General, Police and Counting Observers shall be arranged by the District Election Officers / Returning Officers concerned. These arrangements will also cover the Escort Officers, PSO, Driver, Security Personnel etc. Arrangements for the full team will be made by the DEO/RO to facilitate the General, Police and Counting Observers in making best and optimum use of the time available during the election process. These expenses will be met out of budget head of contingencies for election by the RO.
- v. The Commission makes every effort to provide everything needed by the General, Police and Counting Observers in terms of stationeries and other requirements for discharging their duties. DEOs/ROs should adhere to the following instructions of the Commission -
 - a. The DEO will supplement with any additional support required by the General, Police and Counting Observer for performing Observer duty. However, there may be rare cases of the General, Police and Counting Observers being required to meet some emergent contingent expenditure including making telephone calls, sending fax messages or using postage or for any other similar items. In such cases, the General, Police and Counting Observer would immediately give a voucher to the R.O. who will reimburse the amount then and there based on the certificate given by the Observer. This has to be charged to the contingency expenditure account of the concerned DEOs' account.
 - b. The DEO/RO shall provide the General, Police and Counting Observers telephone, internet and fax facilities at the Circuit House or Guest House where they will be housed. As far as practicable, all General, Police and Counting Observers allotted to a Constituency will be accommodated at the same place so that they can share telephone and fax facilities. The Zonal Secretaries concerned in the Commission shall be intimated with these numbers.

- c. Specific facilities will also be provided for the General and Counting Observers in the Counting Centers. DEO/RO should provide a separate table for the Observer(s) at each Counting Center/Hall with a STD Telephone and one fax to be jointly used with RO. If possible, the fax should have a separate line with STD facilities. The telephone numbers are to be obtained in advance for the Observers' use and these are to be communicated to the Zonal Secretaries concerned in the Commission. Internet facilities should also be provided to ensure exchange of information on real time basis.
- d. General, Police and Counting Observers shall be provided with an escort/liaison officer who must have a clear knowledge of the area of constituency. ROs shall ensure that the Liaison /Escort Officer should also be able to act as an interpreter for interaction of the Observers with the local people and officials.
- e. The ROs shall provide each General, Police and Counting Observer with a folder containing the following:
 - A Map of the Parliamentary/Assembly Constituency (showing also the boundaries of the Assembly Segment(s);
 - List of Polling Stations as made available to the Political Parties and contesting candidates in terms of the provisions of Hand Book for the ROs;
 - Table of contents of Electoral Roll of each Assembly segment;
 - Telephone Numbers at a glance for the district(s), constituency;
 - A Booklet containing the plan for managing the elections in the district(s) and such other documents as are essential;
 - Detailed plan for counting of votes of the constituency.
- vi. The Commission desires that certain minimum facilities that are to be extended to the General, Police and Counting Observers are listed below:
 - a. Facilities that would be provided to General, Police and Counting Observers, in general would depend on the local condition and therefore, the General, Police and Counting Observers should be given appropriate fooding, lodging and transportation facilities.
 - b. General, Police and Counting Observers are not to be provided with a Guard of Honor.
 - c. General, Police and Counting Observers should be provided with a minimum security of a PSO/gunman. However, if in the assessment of the CEO in consultation with the appropriate authorities of the State Government there is need for a higher level of security, suitably, enhanced security may be provided. Security scale beyond the minimum specified is to be provided by the District Administration as directed by the

CEO.

- d. No escort car/pilot or advance pilot is to be given to the General, Police and Counting Observer except in terms of special requirement assessed in terms of (c) above.
 - e. PSO/ gunman, driver and the local official will be provided by the District administration in a manner that would allow the General, Police and Counting Observer full freedom of movement, as he so desires.
 - f. If the General, Police and Counting Observer desires mineral or bottled water that should be provided.
- vii. Each General, Police observer should be provided with a video camera and videographer from the day he reaches the constituency to enable them to get captured all the events found important by them.
- viii. The TA/DA bills in respect of General, Police and Counting Observers are to be settled by their respective Ministry/Department/Office/Organization where they are working at the time of their appointment as observers. Same is clearly iterated in the appointment order of each Observer.
- ix. After the General, Police Observer reach the assigned Constituency(ies)/District, the CEO(s) of the poll going State(s)/UT(s) are required to form a Whatsapp Group during each General/Bye Elections in respect of each poll going State/UT, comprising of the deployed General and Police Observers, CEO of State/UT concerned, Police Nodal Officer, a designated Officer for Observer related matters in CEO's office and ECI officers like DEC/DG/Pr. Secretary/Secretary of Zonal Division concerned. Purpose for the Whatsapp Group is to ensure speedy exchange of information.
- x. Since more than one General/Police Observer(s) are usually deployed during General/Bye Election(s) in Parliamentary Constituency(ies), the senior-most General Observer of the Indian Administrative Service available in the Parliamentary Constituency shall act as the Coordinator Observer for the Parliamentary Constituency in this context.

Apart from the aforementioned instruction/guidelines, Commission's following instructions have been repealed -

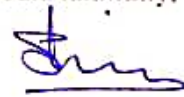
Sl. No.	Letter No.	Subject
1.	464/OBS/2007/PLN-I/Vol.II Date 02.01.2007	Appointment of Nodal Officers -reg.
2.	464/INST/2009/EPS Dated 16.11.2009	General Election/Bye – Elections to the House of People/ Legislative Assembly – Reports by Observers – regarding

3.	464 OBS/2008/EMS/Vol.II Dated 30.01.2009	Appointment of Observers to watch the General Election/Bye-elections-Instructions for substitution/ replacement of an officer appointed as Observer
4.	No.318/LC/OBS/2009/OPS Dated 29.12.2009	Biennial/Bye-Elections to the Legislative Council- Deployment & Duties of Observers regarding.

Observers are deployed to observe whether Commission's instructions are being implemented in letter and spirit and therefore, Observers must keep themselves abreast of all Commission's instructions and guidelines and in case of any query Observers should get in touch with the office of CEO of State/UT concerned and if still not satisfied then contact the DEC/DG/Pr. Secretary/Secretary in charge of the State/UT concerned in the secretariat of ECI.

Commission's instructions may be brought to the notice of all Heads of Departments of the State/UT Government and Ministry/Departments for strict compliance.

Yours faithfully,



(SHEESH RAM)
UNDER SECRETARY

GENERAL OBSERVER REPORTS**GENERAL OBSERVER REPORT – 1**

(To be submitted Immediately after the withdrawal of candidature)

Observer's Name	
Observer Code	
Constituency	
District	
State	
Local address with telephone/mobile no. of the Observer, after arrival in the consistency.	
Whether Observer's name, Contact No. and the meeting hours with venue were advertised? (Attach a copy of Advertisement)	

Sl. No.	Subject	Observer's Report
Scrutiny of nominations		
1.	Whether Scrutiny had been done by the R.O. himself, if no. whether ARO has been authorized by the R.O. in writing. Provide details	
2.	Whether the Commission's instruction regarding number of persons allowed to be present during nomination process was observed/complied (this may be confirmed by viewing the video coverage of nomination process.)	
3.	Whether Scrutiny of nomination papers was done properly in accordance with Section 33, 34 and 36 of the R.P. Act 1951 read with rule 4 of the C.E. Rules 1961.	
4.	Names of Candidates whose nominations were rejected with brief but clear reasons. (Attach copy of summary orders passed by the R.O. in each case)	
5.	Whether a complete data base of the poll personnel – State and Central Government employees – is available for deployment?	
6.	Whether sufficient number of Polling/Counting/ Poll related staff have been kept in reserve by DEO/RO, to replace them in cases of exigencies like any polling personnel displays COVID-19 symptoms?	
7.	Whether Affidavits have been displayed at prominent places as per ECI's instructions?	
8.	Whether Affidavits have been uploaded on the website as per ECI's instructions?	
9.	Whether Facilitation Centre have been set up by the RO at the Training Venue as well as at RO's office, as per ECI's instructions?	
Polling Personnel, Logistics and Training		
10.	<i>Whether all PPTs, training materials, relevant documents, topic wise video clips, question papers for self-assessment have been uploaded in app/portal so that any election official can access it as per requirement.</i>	

11.	<i>Whether proper arrangements have been made for organizing the training for election officials through online mode?</i>	
12.	<i>Whether a detailed COVID-19 related comprehensive multi-level plan has been prepared at the Assembly Constituency and District Level, taking local conditions into account in consultation with the concerned Nodal Health Officers.</i>	
13.	Whether election related officers who are in their home district or those who have completed 3 years of service in the Constituency had been identified?	
14.	Whether training centers, counting centers, strong rooms finalized?	
15.	Whether certain orders like suspension of arms license, order pertaining to defacement, use of loud speakers, declaring poll day as local holiday, appointment of sectoral magistrates, vesting powers under CrPC for executive magistrates, requisition orders for polling stations, counting centers, requisition order for vehicles, etc. have been issued	
16.	Whether the required election materials had been procured?	
17.	<i>Whether Election Material Kits have been prepared in a spacious and sufficiently large hall following all safety, sanitation and social distancing measures?</i>	
18.	<i>Whether the postal ballot requirement has been worked out for persons under preventive detention, drivers/ cleaners of requisitioned vehicles, police personnel on election duty, Electors who are marked as Persons with Disabilities (PwD), electors above the age of 80 years, Electors employed in notified Essential services, Elector who are COVID- 19 positive/suspect and in quarantine (home/ Institutional) and service electors.</i>	
19.	Whether arrangements for printing of ballot papers and security thereof have been made as per ECI instructions?	
20.	Whether arrangements for keeping accurate account of postal ballots printed, distributed, extra deposited have been made?	
21.	Whether the route maps for every polling station, sector maps, route chart, and transport plans for Observers, poll personnel, Micro observers etc. made?	
22.	Whether the vehicle requirement for transport plan assessed?	
SECURITY MEASURES/MCC RELATED/EVM		
23.	Whether security force deployment plans have been finalized for the districts and all assembly constituencies?	
24.	Whether detailed planning for CPF patrolling and route marches in sensitive areas (with dates and routes) and other Confidence Building Measures have been done?	
25.	Whether security arrangement has been prepared for	

	polling personal moving to remote/Sensitive polling station.	
26.	Whether Vulnerability mapping has been done effectively.	
27.	Whether important aspects of Model Code of Conduct were briefed to the political parties/Candidates. (Describe the main issues).	
28.	What was the time, date & venue of the meeting with the political parties and contesting candidates? The names of the candidates or their representatives along with their party affiliation who attended.	
29.	<i>Whether second randomization and preparation of EVMs/VVPATs have been arranged in large halls?</i>	
30.	Whether prior intimation regarding date and time of 2 nd randomization of EVM/VVPAT followed by EVM/VVPAT preparation has been given to candidates with proper acknowledgement receipt.	
31.	Whether VVPAT slips generated during Training & Awareness have been destroyed?	
32.	Whether digital outreach for awareness campaign for EVMs & VVPATs has been carried out?	
33.	Whether the concept of worry list was explained to the Candidates, and they advised to submit their worry list.	
34.	Whether candidates were advised to properly train their polling and counting agents (Describe the main aspects).	
35.	Whether adequate publicity on MCC is done.	
36.	Whether Control room, media center and complaint monitoring mechanism has been set up properly.	
37.	Whether the sector officers, flying squads, check posts, video viewing teams, complaint monitoring system, control room etc. in force?	
38.	What arrangements made to review the live feed from CCTVs/Webcasting at Nakas etc. and SOP for action on any illegal activity noticed in live feed.	
39.	Whether Videography teams have been appointed and are available at officer's disposal.	
40.	Whether Single window for granting permissions/passses at RO level.	
41.	Whether Mechanism to control defacement of property has been setup.	
42.	Whether Mechanism has been setup to collect and compile information about search, seizures of cash, liquor, and filing of cases for MCC violations and monitoring the same.	

REPORT ON ARRANGEMENT AT STRONG ROOM

	Particulars	Status	If No, remarks thereon
43.	Whether strong room is spacious to accommodate all polled EVMs and VVPATs?	Yes/No	
44.	Whether strong room has single entry door and no unsealed window/ventilators?	Yes/No	
45.	Whether main switch of electric connections	Yes/No	

	installed outside of the strong room to avoid electric short circuit?		
46.	Whether strong Room has double lock system?	Yes/No	
47.	Whether there is arrangement for uninterrupted power supply at the strong room locations?	Yes/No	
48.	Whether keys of the locks of the strong room are kept as per ECI instructions No. 51/8/6/2021-EMS, dated 17.08.2021?	Yes/No	
49.	Whether arrangement for installation of CCTV cameras at Strong room has been made?	Yes/No	
50.	Whether arrangement has been made for providing round the clock police security at strong room as per the norms prescribed by Commission vide letter no. 51/8/6/2021-EMS, dated 17.08.2021?	Yes/No	
51.	Whether adequate arrangement for fire extinguisher has been made?	Yes/No	
52.	Whether alternate arrangement for lighting at strong room has been made?	Yes/No	
53.	Whether round the clock 02 tier security arrangements have been planned at the strong room having polled EVMs and VVPATs?	Yes/No	
54.	Whether arrangement for providing log book to CPF has been made to maintain details of visitors?	Yes/No	
55.	Whether arrangement for providing video camera to CPF has been made to record the visit of any permitted officials?	Yes/No	
56.	Whether there is provision for candidates' representatives to stay outside the inner perimeter at a location which enables them to view entry point of the strong room?	Yes/No	
57.	If no direct view, whether CCTV arrangements have been planned to enable them to watch the main gate of the strong room?	Yes/No	
58.	Whether round the clock control room has been planned at the strong center?	Yes/No	
59.	Whether candidates have been intimated in writing to depute their representatives to keep watch on the security arrangements of the strong room after the poll?	Yes/No	
60.	Whether you are satisfied with arrangements of strong room?	Yes/No	
61.	Any other remarks		

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

GENERAL OBSERVER REPORT – 2

(To be submitted on P-2 days)

Observer's Name	
Observer Code	
Constituency	
District	
State	
Local address with telephone/mobile no. of the Observer, after arrival in the consistency.	
Whether Observer's name, Contact No. and the meeting hours with venue were advertised? (Attach a copy of Advertisement)	

Sl. No.	Subject	Observer's Report
ELECTORAL ROLL/EVM/VVPAT RELATED		
1.	Whether a copy of the electoral roll handed over to Candidates of recognized Political parties. Whether a copy of written receipts obtained from each of them. Report the exceptions.	
2.	Whether list of EVMs/VVPATs used in the assembly constituency including the training EVMs/VVPATs and reserved EVMs/VVPATs for replacement has been given to candidates.	
3.	Whether mock poll of 1000 votes in 5% randomly selected EVMs as well as VVPATs was done by the R.O. in presence of candidates/their representatives.	
4.	Whether candidates were allowed to take help from the engineers/master trainers in order to eliminate doubt about the malfunctioning of EVMs/VVPATs.	
5.	Whether all stages of Randomization of EVM/VVPAT have been fully covered with videography and record kept properly.	
6.	What is the arrangement to escort the polled EVM back?	
7.	What is transportation and receipt arrangement for polled EVM/VVPAT?	
8.	What is strong room guarding plan? Is the general atmosphere conducive for holding of free and fair poll? If no, state detailed reasons.	
9.	Whether storage and security of intermediate strong room (P-2/3, C+1) arrangements have been made as per ECI instructions.	
10.	Whether arrangements for storage and security of strong rooms for storing polled, reserve and non-functional EVMs/VVPATs after poll have been made as per ECI instructions?	
11.	Whether proper log-book of Training and Awareness EVMs has been maintained?	
12.	Are you familiar with EMS 2.0 and its important processes like, second randomization of EVMs/VVPATs, replacement of non-functional units during Commissioning etc.?	

13.	Whether VVPAT slips generated during Commissioning have been destroyed?	
14.	Whether Count of 17 types of errors before final publication has been carried out and rectified.	
15.	Whether count of duplicates names in the electoral roll has been identified and deleted.	
16.	Whether exercise has been done to delete dead/shifted and absentee.	
POLLING PERSONNEL		
17.	Whether arrangement has been made for creating a database for deployment of polling/police personnel?	
18.	How and when 2 nd randomization of polling personnel accomplished? Describe. Any drawbacks?	
19.	<i>Whether Commission's instruction for increasing timing for 3rd randomization of polling staff from 24 hrs to 72 hrs in order to avoid large gathering of polling staff at dispatch centers has been implemented?</i>	
20.	Similarly, for micro-observers what are the training and deployment arrangements?	
21.	Whether all vacancies of EROs/AEROs are filled up.	
POSTAL BALLOT AND HOME VOTING		
22.	Whether arrangements have been made for home voting by senior citizen above 80 years and PwD voters?	
23.	Whether Postal Voting Centre has been set up for electors belonging to Essential Services?	
POLLING STATIONS – POLL DAY PREPARATIONS		
24.	Poll Day Arrangements – Control room, Voter assistance booths, regular reporting to ECI about incidents and violence, for monitoring Law and Order, receipt arrangements, strong rooms, Training OROs about 17 A scrutiny formats etc.	
25.	Whether arrangements for regular media briefings have been made?	
26.	Whether all IT Applications are working properly and training imparted.	
27.	Whether ECI approval has been obtained on the list of Polling (including the auxiliary) stations. Are there any changes in the already approved list?	
28.	Whether the list of polling stations has been prepared, published and provided to political parties, RO, ARO, Observers, Police authorities etc. And whether three copies of the same is provided to the contesting candidates.	
29.	Whether assured minimum facilities like electricity, drinking water, shade, toilet etc. and ramps the physically challenged voters and a standard voting compartment has been arranged at all polling stations. Details.	
30.	<i>Whether Commission's detailed instructions for assured minimum facilities in view of COVID-19 situation have been implemented in letter and spirit at polling stations?</i>	
31.	<i>Whether necessary arrangements for thermal Checking of voters either by polling staff or Para</i>	

	<i>Medical staff of ASHA workers at entry point of polling station location/Polling station have been done?</i>	
32.	<i>Whether one shaded waiting areas with chairs, dari etc. has been provided, for male and female separately, within the polling station premises for the voters?</i>	
33.	<i>Whether help desks have been set up at all polling stations for distribution of token to the voters on first come first serve basis?</i>	
34.	Whether the RO/ARO conducted inspections of all polling stations and a report prepared in the prescribed format (format of DEO Checklist – available in Vol. 1 of Observer Handbook).	
35.	Whether any model polling stations planned?	
36.	Whether proper arrangements have been made to facilitate the differently abled electors at polling stations?	
37.	Whether Live web casting/CCTV arrangements made to monitor election process at distant polling stations?	
38.	Whether references/photographs/posters of Ministers/ MLAs depicting the achievements of the Government in power removed in polling stations.	
VULNERABILITY MAPPING		
39.	Whether vulnerability mapping have been done and critical polling stations and clusters have been identified?	
40.	Whether comprehensive District Election Management Plan has been prepared as per the Commission's instructions. Comment on quality.	
41.	Details of measures taken for confidence building in vulnerability/hamlets.	
42.	Are there any vulnerable polling stations? Any PS where violence, booth capturing, intimidations, political rivalry etc. incidents reported in past elections?	
43.	Whether list of vulnerable pockets/hamlets have been identified by the DM/SP and RO. (i) PSs of high % of Non-EPIC voters. (ii) PSs of high % of missing voters without family links. (iii) PSs having vulnerable pockets – SO's, Police's and candidate's "worry list". (iv) PSs where percentage of votes polled was more than 90% and where more than 75% of votes have been polled in favor of one candidate in last election. (v) Re-poll reported due to malpractices, and where electoral violence has taken place during last election. (vi) Anti-social elements and their areas of influence.	
SECURITY MEASURES		
44.	Whether adequate preventive steps have been taken for maintenance of Law and Order?	

45.	What is security arrangement for polling stations and poll personnel (briefly describe the force deployment parameter)?	
46.	How many polling stations with static outside force, how many with video coverage and how many through micro-observers?	
47.	Whether sector officer has prepared Zonal Magistrate Plan with the sketch map for Polling Stations, List of telephone No. of Polling Stations and election related officers, police stations, list of responsible persons, list of Anti-Social elements etc.	
48.	What is the date of arrival of the CPF.	
49.	Whether daily action plan of the CPF was prepared in consultation with DEO/RO. Comment on effective CPF usage so far and shortcoming if any.	
PAID NEWS CASES		
50.	Whether strict monitoring of all 'Paid News' cases was undertaken and cases referred to DEO/RO/Media Certification & Monitoring Committee (MCMC).	
51.	Any Other Comment:	

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

GENERAL OBSERVER REPORT – 3

(To be submitted immediately after completion of Poll)

Observer's Name	
Observer Code	
Constituency	
District	
State	
Local address with telephone/mobile no. of the Observer, after arrival in the consistency.	
Whether Observer's name, Contact No. and the meeting hours with venue were advertised? (Attach a copy of Advertisement)	

Sl. No.	Subject	Observer's Report
1.	Total number of Polling Station.	
2.	Whether mock poll done and certificate issued in all Polling Stations. If no, indicate the specific number of Polling Station.	
3.	Number of Polling Stations where there was only one election agent/polling agent was present (indicate the specific Polling Stations).	
4.	No. of polling stations with video cameras.	
5.	No of polling stations with micro-observers.	
6.	Number of EVMs/VVPATs replaced after the start of poll (indicate the specific polling Stations).	
7.	No. and name of polling stations where complaints of violation of polls were received during the course of poll. Describe the nature of complaints and action taken.	
8.	Number of Polling Stations where poll was interrupted for more than two hours or start of poll delayed by two hours or more in starting (indicate the specific Polling stations)	
9.	Number of Polling Station, where the interrupted poll could not continue (indicate the specific polling stations)	
10.	No. of polling station where there is, in the opinion of observer, a need for re-poll (based on point no. 7, 8 & 9 above).	
11.	<i>Whether strong room was sanitized after completion of poll day and whether social distancing and other</i>	

	<i>safety norms were followed for each activity?</i>	
12.	<i>How many relievers were allowed by the Presiding officer(s) in place of polling agents having temperature more than set limit?</i>	
13.	<i>How many token/certificates were issued to electors having temperature more than the set norm by MoHFW?</i>	
14.	Any Other Comment:	

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

GENERAL OBSERVER REPORT – 4

(To be submitted immediately after the Scrutiny of 17 A (Register of Voters) and other documents on the day after the poll)

Observer's Name	
Observer Code	
Constituency	
District	
State	
Local address with telephone/mobile no. of the Observer, after arrival in the consistency.	
Whether Observer's name, Contact No. and the meeting hours with venue were advertised? (Attach a copy of Advertisement)	

Sl. No.	Subject	Observer's Report
1.	Whether proper intimation was given in advance, in writing (under proper acknowledgment).	
2.	Whether Scrutiny of Form 17 A (Register of Voters) and other documents such as Form 17 C, Presiding Officer's diary, Micro observer's reports, Sector Officer's visit Sheets (in the presence of candidates / election agents or their authorized representatives) done. Who were present? For how many polling stations?	
3.	Whether proper log-books has been maintained for recording the time and purpose of opening and closing storage room where election records are kept.	
4.	Whether the room was opened in the presence of observer and candidates/their election agents /representatives.	
5.	Whether after the scrutiny of Form 17A, 17C, marked copies of electoral rolls etc., have been resealed by the Retuning Officer.	
6.	Whether the election agents/representatives present have put their seal or signature thereon – who/which of the candidates?	
7.	<i>Whether social distancing norms were followed by all election agents/representatives?</i>	
8.	<i>Whether thermal Scanning of all personnel entering the premises was done?</i>	
9.	<i>Whether proper arrangements were made for</i>	

	<i>providing sanitizer, soap and water?</i>	
10.	Whether after scrutiny of Form 17 A, 17C and other documents and materials the R.O. and Observer makes any recommendations to the Commission for re-poll. If yes describe the reasons for each recommended polling station separately.	
11.	Any Other Comment:	

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

GENERAL/COUNTING OBSERVER REPORT – 5

(To be submitted immediately after the Counting of Votes)

Observer's Name	
Observer Code	
Constituency	
District	
State	
Local address with telephone/mobile no. of the Observer, after arrival in the constituency.	
Whether Observer's name, Contact No. and the meeting hours with venue were advertised? (Attach a copy of Advertisement)	

Sl. No.	Subject	Observer's Report
1.	Whether arrangements for counting have been done as per the instruction of the Commission's letters No. 464/ Counting Arrangements/2023-EPS dated 18.07.2023? If No, what are the discrepancies?	
2.	Whether randomization of counting staff was done as per the instruction of the Commission in the morning?	
3.	Whether political parties were advised to properly train their counting agents.	
4.	<i>Whether the seating arrangements of the counting agents were done as per the Commission's recent instructions for the conduct of General/Bye elections amid COVID-19?</i>	
5.	Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission?	
6.	How many tables were arranged?	
7.	How many rounds were planned?	
8.	How many Micro-Observers were deployed for each table?	
9.	How many postal ballot papers were counted?	
10.	How many ETPBS were received?	
11.	How many ETPBS were valid and counted.	
12.	Whether after each round of counting, random checking of 2(two) EVMs was done by the Observer?	
13.	Whether the counting agents of the candidates were present at the time of counting?	
14.	Whether the signature of the counting agents taken in part – II of form 17 C?	
15.	Whether the total votes shown in part-II of form 17 C tally with the votes counted in EVM?	
16.	Whether continuous Videography of counting was done?	
17.	Whether the EVM no. was tallied with the EVM list supplied to the polling stations?	
18.	Whether Green paper seal no. for each counted EVM checked and verified?	
19.	Whether the round wise result was immediately put on the blackboard/display in counting hall at	

	the close of each round and before the beginning of next round?	
20.	Whether there was any demand for re-totaling with what result? Describe.	
21.	Whether any significant incident occurred during counting of votes? If yes, give details.	
22.	Whether there was any case of counting of VVPAT slips under Rule 56D of Conduct of Elections Rules, 1961.	
23.	Name and number of Polling Stations where VVPAT slip were counted due to non-display of result from the Control Unit(s)	
24.	Whether the number of VVPAT slips matched with the number of votes cast in Control Unit during mandatory verification of VVPAT slips	
25.	Whether candidates/counting agents were present at the time of declaration of result <i>following social distancing norms</i> ?	
26.	Time when counting started and ended. When was the result announced? If there was any time lag, please describe the reasons.	
27.	<i>Whether the counting centers were disinfected before, during and after the counting?</i>	
28.	Is the observer satisfied about the counting & declarations of results? (Observer should enclose round wise tabulation sheets with post copy)	
29.	Remarks if any.	

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

COUNTING ARRANGEMENTS REPORT
(To be submitted one day before the date of Counting of Votes)

PART - A

Sl. No.	Necessary Actions for Preparedness for Counting of votes	Y/N	Remarks
1.	Whether proper management for reception of Postal Ballots has been arranged?		
2.	Whether counting staff has gone under proper training?		
3.	Whether necessary entry passes have been issued to media persons concerned and counting agents?		
4.	Whether proper security arrangements have been made at the strong room as per Commission's instructions?		
5.	Whether proper security arrangement have been made at the Counting centers as per Commission's Instruction?		
6.	Whether CCTVs/ Videography arrangements have been made as per extant instructions of the Commission?		
7.	Whether proper arrangements have been planned for depositing of Electronic Gadgets at the Counting centers?		
8.	Whether Political parties has been advised to properly train their counting agents?		
9.	Whether proper arrangements have been made for deployment of micro-observers at each table in counting centers?		
10.	Whether all arrangements for the Counting Centres have been made properly as per Commission's Instruction?		
11.	Whether minimum 8mbps of lease line internet connectivity, backup lease line of 8mbps, computer system, printer, Cyber security, online ups and minimum 8 hours of power backup generator have been put into place.		
12.	Whether ENCORE app has been set up correctly and training and report generation has been provided?		
13.	<i>Whether thermal Scanning equipments have been made available in the Counting Centres for thermal screening?</i>		
14.	<i>Whether proper arrangements have been made for providing sanitizer, soap and water?</i>		
15.	<i>Whether a minimum of 7 and maximum of 14 counting tables allowed for counting of votes in CU(EVM) in the counting hall?</i>		

Observer Code:

Assembly Constituency/ District/ State:

Signature:

COUNTING ARRANGEMENTS REPORT
(To be submitted one day before the date of Counting of Votes)

PART – B

Name of State	
Name of District	
No. & Name of AC	
Address of Counting Centre visited	

Sl. No.	Necessary Actions for Preparedness for Counting of votes	Y/N	Remarks
1.	Whether Counting Hall is spacious to accommodate infrastructure, officials and counting agents?	YES/NO	
2.	Whether smooth flow of EVMs/VVPATs from the strong room to counting hall and vice versa has been made?	YES/NO	
3.	Whether adequate lighting with proper standby arrangements (generator etc.) has been made?	YES/NO	
4.	Whether 100 meter perimeter around the counting centre has been demarcated as 'Pedestrian Zone' and barricaded?	YES/NO	
5.	Whether 03 (three) cordoning security system has been made? [1 st (outer) cordon to start from pedestrian zone having adequate local police, 2 nd (middle) cordon at the gate of counting premises/campus manned by SAP and 3 rd (inner) cordon at the door of counting hall manned by CPF]	YES/NO	
6.	Whether proper barricade using transparent material/wire mesh for each counting table to prevent agents/candidates/counting agents etc. From handling polled EVMs has been made?	YES/NO	
7.	Whether one of the counting table inside the counting hall has been earmarked as VVPAT Counting Booth (VCB) for counting of VVPAT paper slips?	YES/NO	
8.	Whether VCB has been wire-mashed just like as Bank Cashier Cabin so that no VVPAT slips can be accessed by any unauthorized person and CCTV camera has been installed on the ceilings?	YES/NO	
9.	Whether you are satisfied with arrangements at Counting Centre?	YES/NO	

Other remarks, if any:

(Signature of the Counting Observer)

Name of Counting Observer:

Counting Observer ECI Code:

No. & Name of AC allocated:

POLICE OBSERVER REPORTS

POLICE OBSERVER REPORT – 1

(To be submitted on 2nd day of reaching the allocated district)

Observer's Name	
Observer Code	
Constituency	
District	
State	

Sl. No.	Subject	Observer's Report	
1.	Date & Time of Arrival at allocated District		
2.	Particulars of Stay in the District with Telephone and Fax number		
3.	Camp Office Address with Telephone and Fax number		
4.	Mobile Phone Number		
5.	Have you gone through the booklets/Pen Drive given in the Observer Kit?		
6.	Whether you had a meeting with -	Date of meeting & Brief of the discussion held	
	a) District Magistrate (Collector)		
	b) Superintendent of Police		
	c) General Observers of the District		
	d) Expenditure Observers of the District		
7.	Any significant information regarding the pattern of law and order situation in the district	Remarks:	
8.	Comments on Seizure of unlicensed Arms/ Weapons/ Cartridges/ Explosives	Weapons	
		Cartridges	
		Explosives	
9.	Comments on illicit arms manufacturing Centers raided and seizures made and cancelled	Number of Raids	
			Itemized details of the Seizure
10.	No. of persons bound down u/s 107 / 116 Cr. P.C. etc. & other preventive sections	Number	
11.	Comments on -		
a)	Incidents of violence related to poll campaign, political rivalry etc.	Number	
b)	Total Killed (Since date of announcement of Election schedule)	Number	
c)	Total injured (Since date of announcement of Election schedule)	Number	
d)	Damage to Property	Number	

	(in Lacs Since date of announcement of Election schedule)		
12.	Comments on any Liquor/ Cash seized (Since date of announcement of Election schedule)	Liquor (in Ltrs.)	
		Cash (in Rs.)	
13.	Status of Execution of NBW	Number of Execution	
14.	Comments and level of satisfaction regarding-		
a)	Deployment & performance of flying squads	Remarks	
b)	Night Patrols	Remarks	
c)	Area Domination by CPF/State Police	Remarks with dates and places of such activities	
d)	Training of Police Personnel at all levels	Remarks	
e)	Working of check-posts	Remarks	
15.	Any other specific activity or finding, which you may like to bring to the notice of the Commission	Remarks	
16.	Any major incident which may have impact on forth coming polls.	Remarks	
17.	Any information regarding intimidation of voters	Remarks	
18.	Level of satisfaction regarding whether sufficient action taken to stop such intimidation	Remarks	

REPORT ON ARRANGEMENT AT STRONG ROOM

	Particulars	Status	If No, remarks thereon
19.	Whether strong room is spacious to accommodate all polled EVMs and VVPATs?	Yes/No	
20.	Whether strong room has single entry door and no unsealed window/ventilators?	Yes/No	
21.	Whether main switch of electric connections installed outside of the strong room to avoid electric short circuit?	Yes/No	
22.	Whether strong Room has double lock system?	Yes/No	
23.	Whether there is arrangement for uninterrupted power supply at the strong room locations?	Yes/No	
24.	Whether keys of the locks of the strong room are kept as per ECI instructions No. 51/8/6/2021-EMS, dated 17.08.2021?	Yes/No	

25.	Whether arrangement for installation of CCTV cameras at Strong room has been made?	Yes/No	
26.	Whether arrangement has been made for providing round the clock police security at strong room as per the norms prescribed by Commission vide letter no. 51/8/6/2021-EMS, dated 17.08.2021?	Yes/No	
27.	Whether adequate arrangement for fire extinguisher has been made?	Yes/No	
28.	Whether alternate arrangement for lighting at strong room has been made?	Yes/No	
29.	Whether round the clock 02tier security arrangements have been planned at the strong room having polled EVMs and VVPATs?	Yes/No	
30.	Whether arrangement for providing log book to CPF has been made to maintain details of visitors?	Yes/No	
31.	Whether arrangement for providing video camera to CPF has been made to record the visit of any permitted officials?	Yes/No	
32.	Whether there is provision for candidates representatives to stay outside the inner perimeter at a location which enables them to view entry point of the strong room?	Yes/No	
33.	If no direct view, whether CCTV arrangements have been planned to enable them to watch the main gate of the strong room?	Yes/No	
34.	Whether round the clock control room has been planned at the strong centre?	Yes/No	
35.	Whether candidates have been intimated in writing to depute their representatives to keep watch on the security arrangements of the strong room after the poll?	Yes/No	
36.	Whether you are satisfied with arrangements of strong room?	Yes/No	
37.	Any other remarks		

(Signature of the Police Observer)

Name of Police Observer:

Police Observer Code:

No. & Name of AC Allocated:

POLICE OBSERVER REPORT – 2

(To be submitted on the 5th day of reaching the allocated district)

Observer's Name	
Observer Code	
Constituency	
District	
State	

Sl. No.	Subject	Observer's Report	
1.	Training of all Police Personnel on pre-poll and poll duties conducted. Please furnish your comments thereon.	Comments	
2.	Whether check-posts have been set up and shift duty is in place thereof to see whether illegal arms/Ammunitions, liquor etc. are not moving into the district.	Comments	
3.	Whether flying squads have been formed. Please furnish your comments thereon.	Comments	
4.	Whether Night Patrols have been mobilized in the district. Please furnish your comments thereon	Comments	
5.	Whether area domination through route plan is sufficient and each route plan is being covered or not. Please furnish your comments.	Comments	
6.	Whether route maps have been meticulously prepared indicating major intersections?		
7.	Whether sufficient check posts operationalized with proper arrangements of manual and digital monitoring?		
8.	Whether multi-disciplinary/ departmental checking squads have been operationalized?		
9.	Whether Security forces have been briefed on:		
a)	pre-poll duties (Area domination)		
b)	security/sensitivity aspects of the area of their deployment.		
c)	Comments on (a) & (b) above		
10.	Status of Execution of NBW	Number of Execution	
11.	Whether NBWs have been executed at than a level. Details thereof		

(Signature of the Police Observer)

Name of Police Observer:

Police Observer Code:

No. & Name of AC Allocated:

POLICE OBSERVER REPORT – 3

(To be submitted 2 days before poll)

Observer's Name	
Observer Code	
Constituency	
District	
State	

Sl. No.	Subject	Input			
1.	Observation about Seizure of unlicensed Arms/ Weapons/ Cartridges/ Explosives	Weapons		Itemized details of seizure with dates	
		Cartridges			
		Explosives			
2.	Observation about illicit arms manufacturing Centers raided and seizure made	Number of raids		Itemized details of seizure with dates	
3.	Observation about Licensed Arms deposited/impounded and cancelled	Deposited		Remarks	
		Impounded			
		Cancelled			
4.	No. of persons bounded down u/s 107 / 116 Cr. P. C. etc. & other preventive sections	Number		Remarks	
5.	Observation about –				
a)	Incident of violence related to poll campaign, political rivalry etc.	Number		Details with dates of the major incidents	
b)	Total Killed (Since date of announcement of Election schedule)	Number		No. of Male/ Females died and details of action taken	
c)	Total injured (Since date of announcement of Election schedule)	Number		No. of Male/ Females died and details of action taken	
d)	Damage to Property (in Lacs Since date of announcement of Election schedule)	Number		Cause of damage and action taken	
6.	Comments of any Liquor/Cash seized (Since date of announcement of Election schedule)	Liquor (Ltrs.)		Remarks	
		Cash (in Rs.)			
7.	Observation about –				
a)	Deployment & performance of flying squads	Satisfied		Remarks	
		YES	NO		
		(If NO, give comments)			
b)	Night Patrols	Satisfied		Remarks	
		YES	NO		
		(If NO, give comments)			
c)	Area Domination by CPF/State Police	Satisfied		Remarks	
		YES	NO		
		(If NO, give comments)			

d)	Training of Police Personnel at all levels	Satisfied		Remarks	
		YES	NO		
		(If NO, give comments)			
e)	Working of check-posts	Satisfied		Remarks	
		YES	NO		
		(If NO, give comments)			
8.	Status of Execution of NBW	Number of Execution			
9.	Any other specific activity of finding, which you may like to bring to the notice of the Commission			Remarks	
10.	Arrangements for check posts and major intersections made, if forces are withdrawn from poll day duty				
11.	Any major incident which may have impact on forthcoming polls			Remarks	
12.	Suggestion, if any			Remarks	

(Signature of the Police Observer)

Name of Police Observer:

Police Observer Code:

No. & Name of AC Allocated:

POLICE OBSERVER REPORT – 4

(TO BE SUBMITTED IMMEDIATELY AFTER POLLS ARE OVER IN THE DISTRICT)

Observer's Name	
Observer Code	
Constituency	
District	
State	

Sl. No.	Item				Report
1.	a)	No. of incidents of violence on poll day.			
	b)	Total Killed			
	c)	Total Injured			
	d)	Damage of Property (in Lacs)			
2.	Details of any Liquors/ Arms/ Cash seized	Liquors		Remarks	
		Arms			
		Cash			
3.	Reports on Security at Polling Stations.	Satisfied If no, give comments.	YES	Remarks	
			NO		
4.	<i>How many cases were registered for violating instruction on COVID-19 measures under the provisions of Section 51 to 60 of the Disaster Management Act, 2005 during the election?</i>				
5.	<i>How many legal actions under Section 188 of the IPC, and other legal provision as applicable, as specified in Order No. 40-3/2020-DM-I(A) dated 29th July, 2020 of Ministry of Home Affairs were initiated during the election?</i>				

INCIDENT REPORT

Sl. No.	District	Constituency	Polling Station	Description
1.				
2.				
3.				

(Signature of the Police Observer)

Name of Police Observer:

Police Observer Code:

No. & Name of AC Allocated:

SELF- CERTIFICATION FORMAT FOR CENTRAL OBSERVERS

Sl No.	Details required		Information provided
1.	Name of Observer		
2.	Cadre & Year		
3.	ECI Code		
4.	Name of the State(s)/UT of deployment		
5.	Date of arrival in assigned constituency		
6.	Date of departure from assigned constituency		
7.	Period of stay in the assigned constituency/district		No. of days:
8.	Leave taken during observer duty, if any		Leave Period: No. of days:
9.	Bank Account Details	Name of Bank and Branch	
		Account No.	
		IFSC Code	

SIGNATURE:.....

NAME:.....

PLACE AND DATE:.....

Kindly submit the filled up self-certification by uploading the scanned copy of the same on your Observers' Portal or send by email to the Zonal Secretary of ECI immediately after completion of Observer duty and before leaving the constituency.

ARRIVAL / DEPARTURE REPORT OF OBSERVERS

(To be Submitted Immediately after Arrival / Departure)

Date of Reporting	
Name of Observer and code	
Email Id	
Number and Name of Constituency	
Name of the District and State	
Mobile No.	
Fax No.	
Constituency Mobile No.	
Constituency Telephone No.	
Constituency Fax No.	

1.	Date of arrival / Departure of Observer (please strike out the portion which is not applicable)	
2.	Was there any break taken by the Observer from the duty	
3.	If Yes, give details.	
4.	Was there late reporting to duty	
5.	If Yes, by how much time?	

PLACE:

DATE:

SIGNATURE OF OBSERVER

CHECKLIST FOR DEO/RO

INFORMATION/PARTICULARS TO BE PREPARED BY DEO AND RO TO BE PROVIDED TO THE OBSERVER ON ARRIVAL

a) Constituency

i.	No. & Name of the Constituency	
ii.	No. of vulnerable villages/hamlets	
iii.	Map of the district and map of the constituency highlighting vulnerable villages/hamlets	

b) DEO

i.	Name	
ii.	Batch of service	
iii.	Date of posting	

c) SP/Commissioner for a city

(Please indicate the names as per jurisdiction. If the constituency involves more than two districts - both the officers should be mentioned)

i.	Name	
ii.	Batch of service	
iii.	Date of posting	

d) RO and ARO

i.	Name	
ii.	Designation	
iii.	Date of joining the designated cadre	
iv.	Experience in conduct of elections	
v.	Date of posting	

e) Population

i.	Male	
ii.	Female	
iii.	Total	

f) Electorate Details

Number of Electors

ELECTORS							EPIC Holders	Photos in Rolls
Male	Female	Others	Service	Proxy	Overseas	Total		

g) Electoral roll details

i. Date of publication of revised electoral roll (revised w.r.t 01-01-----)

Date		Month		Year			

ii. Whether copies of electoral roll have been supplied to the recognized political parties

Yes	No	If yes, date thereof	If no, reason thereof

iii. List of polling station wise changes made (a separate sheet to be attached)

iv. Addition and deletion since the last publication date

Polling Stations		Male Electors	Female Electors	Total
	Original			
	Additions			
	Deletions			
	Change			
	Final Number			

v. Date of printing of supplementary electoral roll (on a/c of continuous updation)

Date		Month		Year			

vi. Preparation of authenticated copies completed and supplied to political parties on-

Date		Month		Year			

h) Polling Stations

a. No. of polling stations

i. Whether the list has been approved by the ECI

YES NO

ii. Whether all the polling stations have been visited by the RO and ARO

YES NO

iii. Polling Station Details

Total No. of Polling Stations	Single polling station locations	Two PS location	Three PS location	Four PS location	Five PS location	Six PS location	More than Six PS location

iv. Electors details of Polling Stations in the Constituency

Total No. of Polling Stations	No. of Electors attached to the Polling Station					
	Less than 300	300-800	801-1000	1001-1200	1201-1500	More than 1500

i) Identification of critical villages, urban clusters and polling stations

i. Vulnerability mapping done or not

ii. Critical polling stations identified or not (Detailed list with reasons)

j) EVMs/VVPATs

Name of Constituency	No. of EVMs/VVPATs required for polling booths	No. of EVMs/VVPATs in reserve	No. of EVMs/VVPATs marked for training	Total number required	Available Number

- k) Have EVMs been allocated AC wise by the DEO after 1st randomization

YES	NO
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Date and location planned for scaling and randomization of EVMs by RO-

i. Date :

ii. Location :

- l) Identification of centers for dispatch, receiving and counting and any special arrangements

Name of Location	Activity	Facilities		Space		Lighting		Water & Toilet		Layout Plan	
		Adeq	Inad	Adeq	Inad	Adeq	Inad	Adeq	Inad	Done	Not Done

- m) Availability of staff

Polling Personnel

Total no. of polling personnel required for the Constituency	No. of State Govt. officials available	No. of State PSU officials available	No. of Central Govt. Official available	No. of Central PSUs officials available

Police Personnel

- i. The total number of police personnel by designation

SP	Dy SP	PIs	PSIs	Constables

- ii. Requirement of CPF

- iii. Operation of police control room (police and RO, DEO) and the contact numbers

n) Preventive actions taken

- i. Arms deposited
- ii. Security bonds
- iii. Preventive detentions
- iv. NSA
- v. Externment
- vi. Prohibition cases, if applicable
- vii. List of persons provided with security cover
- viii. Copy of law & order report 1 and 2 sent to State HQ should be endorsed to Observer daily.

o) Arrangements for implementation of model code of conduct

i. Arrangements for preventions and removal of defacement of property

- a. Territorial jurisdiction wise enforcement squads formed

YES	NO
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- b. District media cell constituted or not

YES	NO
-----	----

- ii. Instructions to all the officers, candidate, political parties actions envisaged for the lapses

DONE	NOT DONE
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- iii. Nodal officer for communicating about the venues, and rallies of political party/candidates meetings

- a. Name and Contact details

- iv. Arrangements for expenditure observation at the constituency level.

- a. Designated officers at constituency level appointed

YES	NO
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- v. Preparation of list of prevailing market rates for regular campaign material required done

YES	NO
-----	----

- p) Arrangements for procurement of election material and printing of forms etc.

No. of indelible ink phials obtained	No. of green paper seal obtained	No. of paper seals obtained (Pink Paper Seals, Green Paper Seals, Address tags, Special tags etc.)	Whether secret seals of commission received	Whether sufficient No. of handbook for presiding Officers etc. available	Whether Statutory/Non-statutory form etc available

- q) Randomization of polling personnel

- i. Whether data base of polling personnel prepared?

YES	NO
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- ii. Date of formation of polling parties

Date	Month	Year

- r) Training of Polling Personnel

- i. Whether training schedule for the polling personnel prepared?

YES	NO
-----	----

- ii. Whether schedule for EVM/VVPAT training for the polling personnel prepared?

YES	NO
-----	----

- iii. Whether schedule for training of the sector Magistrate/ officers prepared?

YES	NO
-----	----

- s) Dispatch arrangements
- i. Whether from HQ or any other location,
 - ii. Name of the location,
 - iii. Any need for early dispatch to specific polling stations,
 - iv. If yes, reasons.

- t) Receiving arrangements
- i. Location
 - ii. No. of tables for receiving
 - iii. Plan for special counters

- u) Strong room location and security arrangements
- i. Location
 - ii. Security arrangements

- v) Counting arrangement

i. Appointment of additional AROs, if any,

YES	NO
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ii. Location of counting – whether approval from the ECI

YES	NO
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iii. Testing of Genesis and operational feasibility

DONE	NOT DONE
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iv. Arrangements for receiving and counting of Postal Ballot Papers

YES	NO
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