

OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA
GENERAL ADMINISTRATION (ELECTIONS) DEPARTMENT

9th Floor, B.R.K.R Bhavan, Adharsh Nagar, Tank Bund Road, Hyderabad - 500 063

Memo No.1387/Elecs.D/2024

Dated:26.02.2024

Sub:- Elections - ECI Instructions – Compilation of set of instructions in respect of General Police and Counting Observers - Communicated – Regarding.

Ref:- ECI Letter No. 464/OBS/2024OPS, Dated: 15.02.2024.

--:o0o:--

A copy of the reference cited wherein the ECI has issued certain instructions regarding Compilation of set of instructions in respect of General Police and Counting Observers is sent herewith to the Commissioner GHMC & District Election Officer, Hyderabad and to all the Collectors & District Election Officers in the State for information and taking necessary action in the matter.

VIKAS RAJ
CHIEF ELECTORAL OFFICER &
E.O. SECRETARY TO GOVERNMENT.

To,

The Commissioner GHMC & District Election Officer, Hyderabad. (w.e.)

All the Collectors & District Election Officers in the State (w.e.)

Copy to:

The Secretary to Government (Political), GAD, Telangana State.

(with a request to communicate to all MoS) (w.e)

The PS to Chief Secretary to Government of Telangana State (w.e)

The General Administration (Spl. A) Department, Telangana Secretariat (w.e)

The S.L.A., O/o the C.E.O. (w.e.) for uploading in the CEO's website.

SF/SC

//FORWARDED BY :: ORDER//


SECTION OFFICER

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

GI
No: 1387
Date: 23/2/24
Section

K

S.O.D.

SAE
23/02/2024

3

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

5

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/

- 9
- 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:

- 11
- 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

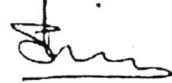
15

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 FCI.

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/passes 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 poiled 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 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.	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 poli)

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>	

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 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 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	

	<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:

	the close of each round and before the beginning of next round?	
20.	Whether there was any demand for re-totalling 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: