

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

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निर्वाचन सदन

अशोक रोड, नई दिल्ली-110001

Nirvachan Sadan

Ashoka Road, New Delhi-110001

Dated: 07th June, 2023

No.464/L&O/2023/EPS

To,

1. The Secretary, Ministry of Home Affairs,
North Block, New Delhi-110001
2. The Chief Secretaries of
all States and Union Territories
3. The Chief Electoral Officers of
all States and Union Territories

Subject: Appointment of State Police Nodal Officer (SPNO) -roles and responsibilities- reg.

Reference:

- (i) 464/L&O/2021-EPS dated 08.02.2021
- (ii) 464/L&O/2021-EPS dated 27.02.2021
- (iii) 464/INST/2021/EPS dated 03.03.2021

Madam/Sir,

The Election Commission of India endeavors to create a conducive environment for elections which is free, fair and ethical. Some of the key ingredients has been the deployment of security personnel from State/UTs police forces and the Central Armed Paramilitary Forces deployed by Ministry of Home Affairs, Government of India, apart from additional and enhanced measures for law and order much prior to the poll day(s).

This requirement calls for designating a competent and experienced senior police officer as **State Police Nodal Officer (SPNO)** who can, under overall coordination with Chief Electoral Officer, prepare and

execute detailed plan on law and order and State Deployment Plan to provide adequate and sufficient security to voters, polling personnel, election materials, polling stations, counting centers and other such locations as directed by the Commission.

In the context as above, the Commission, in supersession of the instructions referred to above, directs as follows:

I. Appointment of SPNO:

On the basis of request initiated by the Chief Electoral Officer to the Chief Secretary/Home Secretary of the State/UT, the Chief Secretary/Home Secretary shall provide a panel of minimum three experienced and competent police officers, working in the State Police Headquarters, within 15 days of such request to the Chief Electoral Officer. Panel shall be accompanied by vigilance clearance and executive record sheet of the police officers. Chief Electoral Officer shall promptly seek the Commission's concurrence on selection of the police officer for designating as State Police Nodal Officer. Upon receipt of the Commission's decision on the panel, the Chief Secretary/Home Secretary shall cause to designate such police officer as State Police Nodal Officer (SPNO), in addition to his original work, for three years tenure which is further extendable for another three years after the concurrence of the Commission.

The State/UT Government shall follow following guidelines for preparing and sending panel of police officers:

- (i) Police officers who are in the rank of Inspector General of Police and above.
- (ii) She/he shall have prior experience of elections in any capacity (including Police Observer) in her/his career.
- (iii) She/he should not have been barred by ECI from deployment on election duty.
- (iv) She/he should not have been transferred on basis of dereliction

of election duty in past.

It shall be ensured that a police officer is designated as SPNO, through the process as above, all the time for election and non-election period to perform duties as directed.

II. Role and Responsibilities of State Police Nodal Officer:

State Police Nodal Officer shall *inter alia* perform following duties/ tasks in close coordination with the Chief Electoral Officer:

- (i) Preparation of State (or UT) Force Deployment Plan and its approval by Committee consisting of Chief Electoral Officer, State Police Nodal Officer and State CAPF Nodal Officer and finally vetted/ modified by the General and Police Observers appointed by the Commission (*Detailed procedure can be referred to in the Manual on Force Deployment*).
- (ii) Prepare multilateral augmentation plan of taking police force/ home guards etc. from the neighboring State/UTs, on mutually acceptable terms, for any deficiency in the State Police Force due to large scale retirements and/or lack of fresh inductions.
- (iii) Review and assessment of detailed daily Law & Order situation in the State and ensuring that timely measures are taken in this regard, considering the specific law and order concerns of the State/ UT in the context of elections.
- (iv) Coordination with all District SP/ Commissioner of Police on election related issues.
- (v) Preparation of training materials and training of all police personnel.
- (vi) Taking specific measures for law and order prescribed by the Commission *inter alia* as follows:
 - a. Monitoring of past electoral offences
 - b. Preventive actions and measures
 - c. Vulnerability mapping and corrective measures to prevent

intimidation, influence etc.

- d. Execution of non-bailable warrants from competent courts in time bound manner.
 - e. Special drives for illegal arms, illicit liquor, and contraband
 - f. Check on illegal transportation and storage of cash and other inducements
 - g. Any other additional and enhanced measures to maintain and improve law and order.
 - h. Prepare and provide consolidated reports for the State/UT, in LOR-I and LOR-II formats prescribed by the Commission, to the CEO for review and onward submission to the Commission, from announcement of elections till completion of elections.
- (vii) Assessment of requirement of CAPF from the Government of India and convey the requirement to the Chief Electoral Officer with proper justification. Preparation of induction/ de-induction plan of CAPF in consultation with State Level Force Coordinator of Ministry of Home Affairs. Make a detailed plan for accommodation, transport, food/ ration and security of CAPF, while on move or on static duty.
- (viii) Preparation of phase-wise movement plan of forces and its monitoring.
- (ix) To make contingency plan for rescue, evacuation, hospitalization, air transportation, water transportation etc. by coordinating with different Departments / Agencies.
- (x) Creating a database of Helipads/Airfields and creating mechanism for inbound/ outbound frisking.
- (xi) Close coordination with bordering States for inter-State border sealing, joint operation etc.
- (xii) Preparation of communication plan by augmenting police wireless system for communication shadow zones.

- (xiii) Preparing security plan for dispatch centers, receiving centers, training centers, strong rooms, warehouses etc.
- (xiv) Preparing special security plans for LWE area or insurgency prone areas or areas with international borders, as applicable.
- (xv) Close coordination with police observers
- (xvi) Any other action or activity required, as provided in relevant Manual on Force Deployment etc., for free, fair and peaceful conduct of election under close coordination with Chief Electoral Officer.

III. Appointment of State CAPF Coordinator:

Home Department of State/UT shall also designate a police officer, in the rank of Inspector General of Police or above, as **State CAPF Nodal Officer** to assist State Police Nodal Officer. Concurrence or approval of the Commission is not required for this.

State CAPF Nodal Officer shall assist SPNO in management, induction and de-induction of CAPF deployed by Ministry of Home Affairs, Government of India. She/he shall work in close coordination with State Level Force Coordinator designated by the Ministry of Home Affairs.

IV. Appointment of Nodal Officer (Election Expenditure) for State Police:

Home Department of the State/UT may designate a police officer, in the rank of Inspector General of Police or above, as Nodal Officer (Election Expenditure) for State Police to assist SPNO. Nodal Officer (Election Expenditure) can assist SPNO in matter related to seizure of cash, liquor, contrabands and other inducements where State Police is mandated to take actions as per the directives of the Commission. Nodal Officer (Election Expenditure) for State Police can work in tandem and coordination, under overall guidance of SPNO, with Nodal Officers of other Enforcement Agencies like Income Tax Department, Central

GST Department, State Excise Department, Narcotics Control Bureau, Enforcement Directorate, Railway Protection Force, Central Industrial Security Force, Border Security Force etc.

However, such arrangement is optional and State/UT may choose to designate SPNO as Nodal Officer (Election Expenditure) for State Police. Concurrence or approval of the Commission is not required for designating a police officer as Nodal Officer (Election Expenditure) for State Police.

V. Exception to seniority:

Exception to the requirement of seniority of Inspector General of Police and above can be made for smaller States/ UTs in case sufficient number of such police officers are not available in the State/UT to form panel. In such cases, Chief Electoral Officer can send the proposal, based on request received from State/UT, to the Commission for decision. However, seniority of SPNO or his assisting police officers, as above, can't be less than Deputy Inspector General of Police under any circumstances.

The aforesaid instructions shall be brought to the notice of all concerned for compliance during General Elections to Lok Sabha, State Legislative Assembly and all Bye elections.

Yours faithfully,

(AJAY KUMAR VERMA)
SECRETARY