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ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.464/INST/EPS/2023 (CAPFs)

Dated:14th June, 2023

To

1. The Secretary to the Government of India,
Ministry of Home Affairs,
New Delhi- 110001.
2. The Chief Secretaries of
all States/UTs.
3. The Chief Electoral Officers of
All States/UTs

Subject: Deployment of CAPFs for conduct of elections--Role, Transportation, Accommodation, Welfare Measures and other related provisions- Consolidated Instruction - regarding.

Reference: Commission's Instructions issued on the subject:

- (i) No.464/L&O/99-PLN-I dated 05.08.1999
- (ii) No.PS/AK/2005 dated 30.09.2005
- (iii) No.464/L&O/2007/PLN-I dated 08.01.2007
- (iv) No.464/UP-LA/2007 dated 25.10.2007
- (v) No.464/INST/2008/EPS dated 24.10.2008
- (vi) No.464/L&O/2014/EPS dated 07.04.2014
- (vii) No.464/L&O/2014-EPS dated 11.04.2014
- (viii) No.464/INST/2014/EPS dated 05.05.2014
- (ix) No. 464/2015/EPS dated 09.11.2015
- (x) No.218/6/2019-EPS dated 10.04.2019
- (xi) No.218/6/2019-EPS dated 25.04.2019
- (xii) No.464/INST/2021-EPS dated 03.03.2021
- (xiii) No.464/L&O/2021/EPS dated 08.02.2021
- (xiv) No.470/L&O/2022/EPS dated 02.08.2022

Madam/Sir,

Conduct of free, fair and peaceful elections are a fundamental characteristics and requirement of a functional democracy, which involve various strenuous activities that are carried out by election machinery consisting of officials and staffs from various departments, including security forces. The Commission invariably drafts and deputes Central Armed Police Forces (CAPF), in terms of Article 324 of the Constitution of India and in terms of Honorable Supreme Court orders in Election Commission of India Vs Union

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of India and Ors Writ Petition number 606/1993, wherever elections are conducted, on the basis of various inputs such as assessment of law-and-order situation on the ground received from multiple sources or any other relevant inputs.

2. Under Section 28 A of the Representation of the People Act 1951, all the officers and personnel from State Police and Central Armed Police Forces, so deployed for election related duties, shall stand deputed to the Election Commission of India for the period commencing from the date of the notification calling for such election and up to the date of completion of election process and accordingly, such officers and personnel, during that period, shall be under superintendence, direction and control of the Election Commission of India.

3. In view of consolidating all instructions on deployment, role, transportation, welfare measures and other related issues, the Commission directs, *in supersession* of all the previous instructions issued by the Commission under reference, a revised consolidated instruction, as below, for strict compliance by all concerned:

A. MEANING OF CAPFs:

Central Armed Police Forces (CAPFs) include all Central Armed Police Forces, State Armed Police Forces, Indian Reserve Battalion, Railway Protection Force and any other force deployed by Ministry of Home Affairs, on direction of the Election Commission of India, for the purpose of elections.

B. STATE LEVEL FORCE COORDINAOR and STATE CAPF COORDINATOR:

The Ministry of Home Affairs shall appoint a State Level Force Coordinator (SLFC) for every poll-bound State/UT, six months in advance, not below the rank of Inspector General. However, for smaller States or UTs, an officer of the rank of Deputy Inspector General can be appointed.

The poll-bound State/UT shall appoint State CAPF Coordinator to assist State Police Nodal Officer, not below the rank of Inspector General of Police, for close coordination with State Level Force Coordinator appointed by the Ministry of Home Affairs Government of India. However, for smaller States or

UTs, an officer of the rank of Deputy Inspector General can be appointed.

C. DEPLOYMENT OF CAPFs:

(i) The Commission, invariably, directs deployment of CAPFs for free, fair and peaceful conduct of General Election/Bye-Elections to the Lok Sabha and State Assemblies.

(ii) CAPFs, so deployed, shall not be kept on reserve or used for any other purposes, other than specified by the Commission, except with the prior approval of the Commission through the CEO.

(iii) The District Deployment Plan shall be prepared by DEO and SP jointly for the district and shall be vetted by senior most General and Police Observers jointly.

(iv) The deployment of forces in district, as per the approved District Deployment Plan, shall be the responsibility of the concerned Commissioner of Police/Superintendent of Police.

(iv) CAPF shall invariably be deployed at all critical Polling Stations and the deployment plan shall be prepared in such a way that all Polling Stations are covered with effective static duty force reinforced by necessary mobile patrolling at the level of Sectors. In case of shortage of CAPF, more critical Polling Stations shall be provided with CAPF and less critical Polling Stations may be provided with mixed or other non-CAPF forces.

(v) Details regarding District Deployment Plan with district profile, route plan, accommodation, transport arrangement and Nodal Officer contact details must be ready before the arrival of CAPFs to the State and shall be shared with them on arrival.

(vi) CAPF is not required to be randomized for deployment.

D. SPLITTING OF SECTIONS BASED ON AREA CRITICALITY:

It shall be ensured that not less than one Section of CAPF shall be deployed in LWE/Militancy/Insurgency areas. Half Section of CAPF should be deployed in the areas other than LWE/Militancy/Insurgency areas.



E. ROLE OF CAPFs:

While deployed for election duty, the CAPF is required to perform the following activities:

1. PRE-POLL ACTIVITIES:

CAPF shall carry out effective and focused flag marches for area domination, point patrolling and other confidence building measures till 2 days before the polling day (P-2). These forces may also be used as a part of SSTs/FSTs/QRTs etc. for surveillance purpose. Such flag marches by CAPF should be more on foot; and there should be some interaction with local population. This will help to instill public confidence in general law and order. The CAPF shall be provided with a list of anti-social elements and vulnerable pockets to keep a watch on unlawful activities.

2. POLL DAY ACTIVITIES:

The CAPF shall be assigned duties of guarding the Polling Stations, poll materials, polling personnel and keeping watch on poll process on poll day. For this purpose, the CAPF may be deployed in any of the following manner:

- (i) Static guarding of critical polling station solely and exclusively by CAPF.
- (ii) Static guarding of polling stations as part of a mixed (composite) team with local state forces;
- (iii) Patrolling duty on assigned routes (election sectors) covering a fixed cluster of Polling Stations;
- (iv) Patrolling duty as a part of FST in a defined area;
- (v) Escorting duty of polled EVM with polling personnel back to the Receipt Centers/Strong Rooms after polls are over;
- (vi) Any other duty which is necessitated to ensure the purity and fidelity of the election process.

It will be the responsibility of the District Magistrate and SP concerned to ensure that the polling parties and static armed force reach Polling Stations in scheduled time. CAPF shall be deployed for static duty at assigned Polling Station at least one day prior to poll day. The Sector Officers/Magistrates shall have the details of static force parties that have been allocated to Polling Stations under his charge as per the District Deployment Plan.



3. POST POLL ACTIVITIES:

- (i) Polled EVMs and VVPATs and the polling personnel shall be escorted by CAPF to the Receiving Centers/Strong Rooms. Details in this regard shall be worked out by the DEO and CP/SP in consultation with Observers in advance.
- (ii) CAPF shall be assigned the duty of guarding the Strong Rooms 24x7, where the polled EVMs and VVPATs shall be stored and kept, till the day of counting (*Latest edition of EVM Manual shall be referred*)
- (iii) It shall be ensured that adequate and fool-proof security arrangements are made inside and around the Counting Centers to prevent incidents that are likely to vitiate the counting process. Sufficient CAPF personnel shall be present at all the Counting Centers for this purpose.

F. FURTHER DIRECTIONS ON POLL DAY DUTIES OF CAPF:

(a). STATIC DUTY:

- (i) CAPF shall take positions in the assigned polling stations, at least one day prior to the poll, for the duty of static guarding of Polling Stations. The CAPF shall be primarily responsible for protecting the Polling Stations, polling parties, polling materials and regulating the entry inside the Polling Stations.
- (ii) One personnel of the CAPF shall position himself at the door of the Polling Stations (either in static or oscillating mode) in order to observe the proceedings that are going on inside the Polling Stations. (*Janak Singh vs Ram Das Rai and Others, CA 9228/2003, SC*)
- (iii) The CAPF staff shall keep an eye on the activities inside the Polling Station and report to the Officer in-Charge of the CAPF or the Presiding Officer, Micro Observer, Sector Officer, General/Police Observers etc., if anything unusual is observed.
- (iv) CAPF personnel deployed at the entrance of the Polling Stations are expected to keep a watch on the following activities:
 - No unauthorized person to be present inside the Polling Station at any time during the poll.

- Ensure that polling party or the polling agents do not attempt to cast any vote when no voter is present inside the Polling Station.
- No polling officer shall accompany any voter to the voting compartment.
- No polling agent or polling officer shall threaten any voter or make any gesture to threaten them.
- No arms shall be carried inside the Polling Station.
- No silent rigging of poll process shall take place.

(v) Wherever CAPF is on static duty, in case of any requirement, reinforcements of local police shall be provided.

(vi) In cases of disorder/disturbance in Polling Stations, Presiding Officers shall exercise the power conferred under Section 131 of the Representation of the People Act 1951 and use the presence of CAPF/State Police in case of occurrence of any untoward incident affecting the free and fair poll process. In this regard, there shall be proper coordination between Presiding Officer and CAPF/ State Police Force posted at the Polling Station. Presiding Officers and CAPF/State Police Force may be briefed suitably for mutual coordination with each other during the poll process. The DEO and CP/SP shall brief the CAPF/ State Police about this provision.

(vii) In case CAPF has not reached the assigned Polling Station, due to any reason, the poll shall not commence in that Polling Station.

(viii) State Police Force shall, under no circumstances, replace the CAPFs at the Polling Stations, in contravention of District Deployment Plan. No officer of the local state police, with or without contingent, shall position himself at the Polling Station and exercise any supervision and control over the CAPF at the Polling Station

(b). MOBILE PATROLLING DUTY:

i. In case CAPF is assigned duties of mobile patrolling/FST on one or more Sectors, having a cluster of Polling Stations, then the patrolling unit shall ensure supervision and guarding of Polling Stations of that Sectors

by assisting or joining the Sector Officers and Sector Police Officers of that Sectors. They shall stay in continuous contact with Sector Officers and Sector Police Officers on that Sectors as well as the Micro Observers and the Presiding Officers of the Polling Stations. They shall also undertake surprise checks on Polling Stations (without entering inside) and report to District Control Room and/ or senior officers, about their findings.

- ii. Mobile patrolling unit of CAPF shall be provided with a list of critical Polling Stations and vulnerable localities falling in the Sector(s) assigned. Such units shall be provided with detailed route maps and contact details of senior officers, officials on static duty and officers specifically assigned to that Sector(s).

G. ACCOMMODATION, TRANSPORT AND OTHER LOGISTICS FOR CAPF:

Amenities for CAPF during their deployment in the respective States/UTs for the election duty should be as per following minimum standard:

i. ACCOMMODATION FOR 1 COY:

Sl. No.	Strength	Accommodation required	Quantity (Normal period)	Quantity (Covid period)
1.	For 01 Coy of CAPF	Barrack 16x32(01 Barrack can accommodate 18 personnel only)	06	10
		Room set for officer with attached basic facility	01	01
		Kitchen/Dining hall with basic amenities	01	02
		Room 16x32(Kote, Office, Store)	03	03
		Bathroom	10	15
2.	For TAC HQ	Room Set for officer with attached basic facility	03	03
		Barrack 16x32	01	02
		Room 16x32(Kote, Office, Store)	03	03
		Kitchen/Dinning Hall with basic amenities	01	02
		Bathroom	06	06
		Toilet	06	06

3.	For Mahila Troops	Earmark appropriate resources, such as dedicated toilets for every 5/6 females and provide adequate private changing space.
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ii. TRANSPORTATION FOR 1 COY:

Sl.No.	Strength	Vehicle Required	Quantity (Normal Period)	Quantity (Covid Period)
1.	For 01 Coy of CAPF	Bus (52) seater	02	10 Mini bus
		Truck for officers	01 Truck & 01 personal vehicles for his movement	01 Truck & 01 personal vehicles for his movement
		Medium vehicle	01	01
		Light Vehicle	01	01
		*In case of deployment is less than 01 Section, 03 light vehicles @ 01 per platoon would be additionally required for effective supervision	03	03
2.	For TAC HQ	Bus (25-Seater)	01	02
		Medium Vehicle	01	01
		Light Vehicle	03	03
3.	For Mahila Troops	Maintaining female dignity, vehicles to be provided		

H. GENERAL DIRECTIONS ON WELFARE MEASURES:

- (i) Advance identification of accommodation and a pool of mechanically sound vehicles customized to prevailing weather conditions, shall be arranged for incoming CAPF and communicated to their respective office.
- (ii) Earmarked accommodation shall be clean and airy having facilities such as adequate toilets/bathrooms, lighting, charging points, cooking fuel etc.

- (iii) Fitness certificate and security verification of drivers shall be undertaken and ensure that **drivers are suitable to drive in difficult terrains especially in the north eastern states.**
- (iv) Necessary fuel (POL) arrangements to be made for the vehicles brought by forces, if any, for duties in the State, along with vehicles provided by the State authorities till final de-induction of the troops.
- (v) Meal packets/refreshment charges as applicable to State Police personnel on election duty should be extended to personnel of all the forces being deployed on the poll & counting day.
- (vi) Defense material to maintain law and order, if required, to be provided to the forces that are deployed.
- (vii) SIM card and/or recharge allowance may be provided to all the Company Commanders as well as supervisory officers.
- (viii) Spots for stationing of air ambulances and emergency evacuation helicopters to be identified.
- (ix) As a welfare measure, Commission has issued instructions to provide **honorarium** to CAPF personnel deployed for election duty. The instruction shall be scrupulously followed.
- (x) The Commission has issued instruction to grant **ex-gratia compensation** for polling personnel and security personnel deployed on election duty. This instruction shall be scrupulously followed to promptly pay ex-gratia compensations to CAPF personnel, in case of any eventuality.
- (xi) Chief Electoral Officers shall plan or do tie ups for **cashless medical treatment facilities**, in coordination with State/UT Health Departments, in state-of-the-art hospitals for all such personnel deployed on election duty, including CAPF, and who get injured or fall sick while on duty.

I. PROTOCOL TO BE FOLLOWED IN CASE OF INJURY OR DEATH:

- (i) In case of any violent incident/attack involving personnel deployed on election duty (*including CAPF*), DEO and SP shall take all measures to ensure proper treatment to the injured and a senior official shall be

deputed to meet the injured.

- (ii) The family of the injured shall immediately be informed and arrangement should be made for proper coordination with them.
- (iii) In case of violent attack or a serious accident resulting in death of any personnel deployed on election duty, DEO/senior officials of the district shall visit the family of the deceased, if living locally, to offer commiserations and ensure that all formalities like post-mortem and shifting of dead body etc. are handled sensitively and without any delay.
- (iv) In case, the deceased person is from some other district of the same State/UT or some other State/UT, it shall be ensured that the details are given to the family members immediately. The shifting of dead body to his native place should be coordinated for proper transportation. The CEO of the poll-going State, where the incident took place, shall also inform the CEO of the State/UT to which the deceased person belongs, giving details of the address etc. The CEO concerned should ensure that a senior officer from the district administration meet the family members of the deceased and convey commiserations of the Commission and coordinate the issues of payment of ex-gratia compensation etc.

J. ROLE OF STATE POLICE:

- (i) The local State Police shall remain responsible for maintenance of the general law and order in entire area concerning the Polling Station as well as the inside and outside of the polling station premises (as different from Polling Stations). Hamlets/habitations within area concerning Polling Stations that are vulnerable to threat, intimidation and undue influence shall be identified and all necessary confidence building and preventive measures shall be taken in advance. The local State Police shall ensure that there is no hindrance to voters of such pockets in exercising their franchise on the day of poll.
- (ii) The local State Armed Police (*not as part of CAPF deployed by MHA*) or local State Police can also get deployed exclusively at Polling Stations,



when enough CAPF is not available. This shall however be done according to the District Deployment Plan approved by the senior General Observer and Police Observer of the Commission.

- (iii). Local State Police Force, if deployed in static duty, shall be through process of randomization as provided in the relevant instruction of the Commission.

K. ROLE OF OBSERVER:

- (i) The senior General Observer and Police Observer shall appraise the draft of District Deployment Plan consisting of static and sector deployment of various forces available based on list of critical polling stations and Vulnerability mapping prepared according to the instruction of the Commission. The Observers shall also consult various officials, stake holders and take field inputs before finally approving District Deployment Plan, with or without any modification.
- (ii) The plan as approved by the Observers shall be implemented by the DEO and CP/SP on the ground, without any deviation.
- (iii) Any subsequent changes or deviations that may be necessitated for any reason should be brought to the notice of the senior General and Police Observers and their approval shall be obtained before effecting such changes.

L. ALTERNATIVE FORCES TO GUARD POLLING STATION:

Due to limited availability of Central Armed Police Forces during elections, it is essential that every State Government identifies and prioritizes alternative manpower resources on the basis of their source of recruitment, training, work profile and suitability for guarding duties. **The State shall seek approval of the Commission at least six months in advance, if such alternative manpower is being planned for static duty.**

M. LOANING OF POLICE FORCE OR HOME GUARDS FROM OTHER STATES:

If Poll-going State has deficiency of manpower in its State Police setup due to large scale retirements or lack of recruitments, the State may explore,

if required, the option of taking State Police Force (including Home Guards) from neighboring States or any other States on bilateral or multilateral basis under intimation to the Commission. Reference may be made to the Commission, if difficulty arises in the bilateral or multilateral loaning of the State Police Force.


CAPF cannot be a substitute of deficiency of manpower in the State Police Force and CAPF is deployed by the Commission for very specific purpose and duties.

N. STATE DEPLOYMENT PLAN:

A Committee of Chief Electoral Officer, State Nodal Police Officer (SPNO), State level Force Coordinator appointed by MHA and State CAPF Coordinator shall jointly decide the State Deployment Plan. Special General Observer and Special Police Observer, if appointed by the Commission, shall review State Deployment Plan. The Committee shall also monitor the deployment and ensure effective and optimum utilization of available forces and related arrangements.

These instructions shall be brought to notice of all concerned for strict compliance.

Yours faithfully,


14/06/2023

(SANJEEV KUMAR PRASAD)
SECRETARY