

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: 12th May, 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/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

Madam/Sir,

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 no. 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 no. 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 no. of IPS officers. However, if deficit number of officer 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 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 usually of urgent nature and need to 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 all-sponsoring authorities to appoint nodal officers 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.

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 reports 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, brief 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 an 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, 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 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 in 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 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 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 Constituency (showing also the boundaries of the Assembly Segments;
 - 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. Food arrangements should be made by the District Administration for General, Police and Counting Observers, PSO/ gunman, driver and the local official 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 CEOs of the poll going state are required to form a Whatsapp Group is formed 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, Observer 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 incharge 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,



(M L MEENA)

UNDER SECRETARY

ANNEXURE - A

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

GENERAL OBSERVERS REPORTS

The First Report (immediately after the withdrawal of candidature).

OBSERVER REPORT – I

Observer's Name with 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
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.	<i>Whether sufficient number of Polling/Counting/Poll related staffs have been kept in reserve by DEO/Ro, to replace in case any polling personnel displays COVID-19 symptoms?</i>	
Polling Personnel, Logistics and Training		
7.	<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</i>	
8.	<i>Whether proper arrangements have been made for organizing the training for election officials through online mode?</i>	
9.	<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>	

10.	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?	
11.	Whether training centers, counting centers, strong rooms finalized?	
12.	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	
13.	Whether the required election materials had been procured?	
14.	<i>Whether Election Material Kits have been prepared in a spacious and sufficiently large hall following all safety, sanitation and social distancing measures?</i>	
15.	Whether the postal ballot requirement has been worked out for persons under preventive detention, drivers cleaners of requisitioned <i>vehicles</i> , <i>police personnel on election duty</i> , <i>Electors who are marked as Persons with Disabilities (PwD)</i> , <i>electors above the age of 80 years</i> , <i>Electors employed in notified Essential services</i> , <i>Elector who are COVID- 19 positive/suspect and in quarantine (home/Institutional) and service electors.</i>	
16.	Whether the route maps for every polling station, sector maps, route chart, and transport plans for Observers, poll personnel, Micro observers etc. made?	
17.	Whether the vehicle requirement for transport plan assessed?	
Security Measures/MCC Related/EVM		
18.	Whether security force deployment plans have been finalized for the districts and all assembly constituencies?	
19.	Whether detailed planning for CPF patrolling and route marches in sensitive areas (with dates and routes) and other Confidence Building Measures have been done?	
20.	Whether security arrangement has been prepared for polling personal moving to remote/Sensitive polling station.	
21.	Whether Vulnerability mapping has been done effectively.	
22.	Whether important aspects of Model Code of Conduct were briefed to the political parties/Candidates. (Describe the main issues).	
23.	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.	
24.	<i>Whether first & second randomization and preparation of EVMs/VVPATs have been arranged in large halls?</i>	

25.	Whether prior intimation regarding date and time of 2 nd randomization of EVM/VVPAT followed by EVM/VVPAT preparation and second level check of EVM/VVPAT has been given to candidates with proper acknowledgement receipt.	
26.	Whether the concept of worry list was explained to the Candidates, and they advised to submit their worry list.	
27.	Whether political parties were advised to properly train their polling and counting agents (Describe the main aspects).	
28.	Whether adequate publicity on MCC is done.	
29.	Whether Control room, media center and complaint monitoring mechanism has been set up properly.	
30.	Whether the sector officers, flying squads, check posts, video viewing teams, complaint monitoring system, control room etc. in force?	
31.	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.	
32.	Whether Videography teams have been appointed and are available at officer's disposal.	
33.	Whether Single window for granting permissions/passes at RO level.	
34.	Whether Mechanism to control defacement of property has been setup.	
35.	Whether Mechanism 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

Sl. No.	Particulars	Status	If No, remarks thereon
36.	Whether strong room is spacious to accommodate all polled EVMs and VVPATs?	Yes/No	
37.	Whether strong room has single entry door and no unsealed window/ventilators?	Yes/No	
38.	Whether main switch of electric connections installed outside of the strong room to avoid electric short circuit?	Yes/No	
39.	Whether strong Room has double lock system?	Yes/No	
40.	Whether there is arrangement for uninterrupted power supply at the strong room locations?	Yes/No	
41.	Whether keys of the locks of the strong room are kept as per ECI instructions No. 51/8/7/2018-EMPS, dated 13 th November, 2018?	Yes/No	
42.	Whether arrangement for installation of CCTV cameras at Strong room has been made?	Yes/No	
43.	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. 51/8/7/2018-EMPS, dated 29 th August, 2018?	Yes/No	
44.	Whether adequate arrangement for fire extinguisher has been made?	Yes/No	
45.	Whether alternate arrangement for lighting at strong room has been made?	Yes/No	
46.	Whether round the clock 02tier security arrangements have been planned at the strong room having polled EVMs and VVPATs?	Yes/No	
47.	Whether arrangement for providing log book to CPF has been made to maintain details of visitors?	Yes/No	

48.	Whether arrangement for providing video camera to CPF has been made to record the visit of any permitted officials?		
49.	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	
50.	If no direct view, whether CCTV arrangements have been planned to enable them to watch the main gate of the strong room?	Yes/No	
51.	Whether round the clock control room has been planned at the strong centre?	Yes/No	
52.	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	
53.	Whether you are satisfied with arrangements of strong room?	Yes/No	
54.	Any other remarks		

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

The Second Report (To be Submitted on P-2 days)

OBSERVER REPORT – 2

Observer's Name with Code:	
Constituency:	
District:	
State:	

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 political parties/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 political parties/candidates. Whether candidate verified the EVMs/VVPATs (2 nd level check) to their satisfaction. Please describe.	
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 mentioned in the Commission letter 51/8/16/4/201-EMS dated 05-12-2017 and 51/8/VVPAT/2017-EMS dated 30/08/2017 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 FLC completed? And the Zero level randomization (separating training machines from the poll machines) and First randomization completed?	
10.	Whether political parties were involved during the process of First level randomization? Randomized list provided to political parties and Ros and proper log books maintained?	
11.	What is the number of VVPATs used	
12.	Whether VVPATs have been tested and whether full load test performed?	
13.	<i>Whether Commission's revised instruction of allowing maximum number of electors in a polling Station has been implemented?</i>	
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.	
17.	Whether proper checking of the names of VIPs- Ministers, MLA, etc. has been carried out	
Polling Personnel		
18.	Whether arrangement has been made for creating a data base for deployment of polling/police personnel?	
19.	How and when 2 nd randomization of polling personnel accomplished? Describe. Any drawbacks?	
20.	<i>Whether Commission's instruction for increasing timing for 3rd randomization of polling staff be from 24 hrs to 72 hrs in order to avoid large gathering of polling staff at dispatch centers has been implemented?</i>	
21.	Similarly, for micro observers what are the training and deployment arrangements?	
22.	Whether all vacancies of EROs/AEROs are filled up.	
Polling Stations – Poll Day Preparations		
23.	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.	
24.	Whether arrangements for regular media briefings have been made?	
25.	Whether all IT Applications are working properly and training imparted.	
26.	Whether ECI approval has been obtained on the list of Polling (including the auxiliary) stations. Are there any changes in the already approved list?	
27.	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.	
28.	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.	
29.	<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>	
30.	<i>Whether mandatory sanitization of Polling Station has been done before the poll day?</i>	
31.	<i>Whether, thermal Scanner have been installed at the entry point of every polling station location?</i>	
32.	<i>Whether necessary arrangements for thermal Checking of voters either by polling staff or Para Medical staff of ASHA workers at entry point of polling station location/Polling station have been done?</i>	
33.	<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>	
34.	<i>Whether soap, water, sanitizer have been provided at the entry/exit point of every polling Station?</i>	

35.	<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>	
36.	Whether the RO/ARO conducted inspections of all polling stations and a report prepared in the format A (in page 9 of the DEO Checklist).	
37.	Whether any model polling stations planned?	
38.	Whether proper arrangements have been made to facilitate the differently abled electors at polling stations?	
39.	Whether Live web casting/CCTV arrangements made to monitor election process at distant polling stations?	
40.	Whether references/photographs/posters of Ministers/MLAs depicting the achievements of the Government in power removed in polling stations.	
Vulnerability Mapping		
41.	Whether vulnerability mapping have been done and critical polling stations and clusters have been identified?	
42.	Whether comprehensive District Election Management Plan has been prepared as per the Commission's instructions. Comment on quality.	
43.	Details of measures taken for confidence building in vulnerability/hamlets.	
44.	Are there any vulnerable polling stations? Any PS where violence, booth capturing, intimidations, political rivalry etc. incidents reported in past elections?	
45.	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 then 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		
46.	Whether adequate preventive steps have been taken for maintenance of Law and Order?	
47.	What is security arrangement for polling stations and poll personnel (briefly describe the force deployment parameter)?	
48.	How many polling stations with static outside force, how many with video coverage and how many through micro observers?	
49.	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.	
50.	What is the date of arrival of the CPF.	

51.	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		
52.	Whether strict monitoring of all 'Paid News' cases was undertaken and cases referred to DEO/RO/Media Certification & Monitoring Committee (MCMC).	
53.	Any Other Comment:	

Signature of the Observer

The Third Report (Immediately after completion of Poll)

OBSERVER REPORT – 3

Observer's Name with Code:	
Constituency:	
District:	
State:	

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 replaced after the start of poll (indicate the specific polling Stations.) and describe the defect in the EVM - EVM No. and make to be clearly mentioned.	
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.	Whether there was malfunctioning of any VVPATs machine	
12.	<i>Whether strong room was sanitized after completion of poll day and whether social distancing and other safety norms were followed for each activity?</i>	
13.	<i>How many relivers were allowed by the Presiding officer(s) in place of polling agents having temperature more than set limit?</i>	
14.	<i>How many token/certificates were issued to electors having temperature more than the set norm by MoHFW?</i>	

15.	Remarks if any.	
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Signature of the Observer

The Fourth Report (immediately after the Scrutiny of 17 A (Register of Voters) and other documents on the day after the poll)

OBSERVER REPROT – 4

Observer's Name with Code:	
Constituency:	
District:	
State:	

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 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.	Remarks if any.	

Signature of Observer

**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 maximum of 7 counting tables allowed in the counting hall?</i>		

Observer Code:

Assembly Constituency/ District/ State:

Signature:

COUNTING ARRANGEMENT 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:

S. No.	Particulars	Status	If No, remarks thereon
i.	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?	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:

The Fifth Report (immediately after the Counting of Votes).

OBSERVER REPORT – 5

Observer's Name with Code:	
Constituency:	
District:	
State:	

Sl. No.	Subject	Observer's Report
1.	Whether arrangements for counting has been done as per the instruction of the Commission's letters No. 470/2007/PLN-I dated. 11.01.2007, 29.08.2007 and 470/INST/2009/EPS dated 08.09.2009? 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-Observer 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 or 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.	
24.	Whether the number of VVPAT slips matched with the number of votes cast in Control Unit.	

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 Observer

POLICE OBSERVERS REPORTS

OBSERVER (POLICE)

FIRST REPORT

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

Code No. & Name of Observer (Police)	
State:	
District:	
Date:	

Sl. No.	Item	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/CDs given in the Observer Kit?	
6.	Whether you had a meeting with -	
	a) District Magistrate (Collector)	Date of meeting & Brief of the discussion held
	b) Superintendent of Police	Date of meeting & Brief of the discussion held
	c) General Observers of the District	Date of meeting & Brief of the discussion held
	d) Expenditure Observers of the District	Date of meeting & Brief of the discussion held
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	Itemized details of the Seizure:
	Weapons <input style="width: 50px;" type="text"/>	
	Cartridges <input style="width: 50px;" type="text"/>	
	Explosives <input style="width: 50px;" type="text"/>	
9.	Comments on illicit arms manufacturing Centers raided and seizures made and Cancelled	Itemized details of the Seizure:
	Number of Raids <input style="width: 50px;" type="text"/>	
10.	No. of persons bound down u/s 107 / 116 Cr. P.C. etc. & other preventive sections	
	Number <input style="width: 50px;" type="text"/>	

11.	Comments on — a) Incidents of violence related to poll campaign, political rivalry etc.	Number <input type="text"/>	
	b) Total Killed (Since date of announcement of Election schedule)	Number <input type="text"/>	
	c) Total injured (Since date of announcement of Election schedule)	Number <input type="text"/>	
	d) Damage to Property (in Lacs Since date of announcement of Election schedule)	Number <input type="text"/>	
12.	Comments on any Liquor/ Cash seized (Since date of announcement of Election schedule)	Liquor (in Ltrs.) <input type="text"/>	
		Cash (in Rs.) <input type="text"/>	
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 forthcoming 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			
S. No.	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 connection 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?		
24.	Whether keys of the locks of the strong room are kept as per ECI instructions No. 51/8/7/2018-EMPS, dated 13 ^o November, 2018?	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. 51/8/7/2018-EMPS, dated 29* August, 2018?	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?		
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 th4e 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/District allocated:

OBSERVER (POLICE)

SECOND REPORT

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

Code No. & Name of Observer (Police)	
State:	
District:	
Date:	

Sl. No.	Item	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 rms/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 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	
7.	Status of Execution of NBW	Number of Execution:
8.	Whether NBWs have been executed at than a level. Details thereof	

Signature of the Observer

OBSERVER (POLICE)

THIRD REPORT

(To be submitted 2 days before poll)

Code No. & Name of Observer (Police)	
State:	
District:	
Date:	

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

11.	b) Night Patrols	Satisfied <input type="checkbox"/> YES <input type="checkbox"/> NO If no, give comments	Remarks:
12.	c) Area Domination by CPF/State Police	Satisfied <input type="checkbox"/> YES <input type="checkbox"/> NO If no, give comments	Remarks:
13.	d) Training of Police Personnel at all levels	Satisfied <input type="checkbox"/> YES <input type="checkbox"/> NO If no, give comments	Remarks:
14.	e) Working of check-posts	Satisfied <input type="checkbox"/> YES <input type="checkbox"/> NO If no, give comments	Remarks:
15.	Status of Execution of NBW	Number of Execution	
16.	Any other specific activity of finding, which you may like to bring to the notice of the Commission		Remarks:
17.	Any major incident which may have impact on forthcoming polls		Remarks:
18.	Suggestion, if any		Remarks:

Signature of the Observer

FOURTH REPORT - POLL DAY REPORT

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

Code No. & Name of Observer (Police)	
State:	
District:	
Date:	

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 <input type="text"/> Arms <input type="text"/> Cash <input type="text"/>	Remarks:
3.	Reports on Security at Polling Stations.	Satisfied <input type="text"/> YES <input type="text"/> NO If no, give comments	Remarks:
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 Observer

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 to arrival in assigned constituency		
6.	Date to 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 concerned Zonal Secretary immediately after completion of Observer duty and before leaving the constituency.