

**COMPENDIUM OF
INSTRUCTIONS - 2014
VOLUME-IV
CONDUCT OF POLL
AND
COUNTING OF VOTES**

VOLUME – IV

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A – CONDUCT OF POLL

INSTRUCTION SI. No. 1

Election Commission's letter No. 576/3/98-JS-II dated 03.02.1998 addressed to Chief Secretaries of all States and UTs.

Subject: Possession of arms near the polling station - restriction

The Commission wishes to bring to the notice of all concerned the provisions of Section 134 B of the Representation of People Act, 1951, as inserted by the R.R (Amendment) Act, 1996, whose underlying intention is to ensure that, except those expressly permitted by that section, no one else carries any arms or indulges in show of arms in polling stations or in their vicinity (an areas within a radius of 100 meters from the polling booth), so that the conduct of elections can take place in a free and fair manner without any intimidation of voters, or threat perception to them or they being overawed by large posse of security personnel carrying arms.

2 To facilitate the understanding of the issue, Section 134B is reproduced below : "Prohibition of going armed to or near a polling station —

(1) No person other than the returning officer, the presiding officer, any police officer and any other person appointed to maintain peace and order at a polling station who is on duty at the polling station, shall, on a polling day, go armed with arms, as defined in the Arms Act, 1959, of any kind within the neighbourhood of a polling station.

(2) If any person contravenes the provisions of sub-section (1), he shall be punishable with imprisonment for a term, which may extend to two years or with fine or with both.

(3) Notwithstanding anything contained in the Arms Act, 1959, where a person is convicted of an offence under this section, the arms as defined in the said Act found in his possession shall be liable to confiscation and the licence granted in relation to such arms shall be deemed to have been revoked under section 17 of that Act.

(4) An offence punishable under sub-section (2) shall be cognizable".

3. It is seen from time to time that during the poll process, candidates and/or supporters of candidates, who are recipients of security extended to them by the State authorities, enter polling Stations or go within the neighbourhood thereof accompanied by their security personnel. This is in clear contravention of the Provisions laid down in 134B of the R.R Act, 1951.

The Election Commission, therefore, directs that no person, be he a recipient of any form of security from any quarter, should enter into any polling station or go within its neighbourhood, accompanied by such security personnel. Neighbourhood of a polling station should be construed to mean an area within a radius of 100 meters from the polling booth, on the analogy of Section 130 of the R.R Act, 1951. The security agencies in charge of extending security must therefore, recast security plans accordingly. It would be the duty of those in charge of the election to ensure that the provisions of the above quoted section 134B of the R.R Act, 1951 are strictly enforced and no security personnel attached to any person (i.e., any candidate, any of his agents, workers, supporters, or even any elector) enter into any polling station or are found in the neighbourhood of the polling station. The same restrictions should also apply in relation to entry into counting centers and in the neighbourhood of the counting centers. Candidates usually carry out most of

their campaigning activities through their election agents, particularly, where the candidates are important leaders of their party and have to campaign for their party elsewhere than in the State and constituencies, from where they themselves are contesting. Therefore, the candidates, in their own interest, would be well advised not to appoint any person as their election agent who is recipient of any form of security cover by the State which requires him to be accompanied by security personnel carrying arms. This would ensure all election agents to move about freely to look after interests of their candidates during the campaign period, the day of polling and the day of counting.

INSTRUCTION SI. No. 2

Election Commission letter No.576/12/99-JS-II, dated 18.08.1999 addressed to The Chief Electoral Officers of all States and Union Territories

Subject: Polling Agents not to be allowed to take away the copy of electoral roll outside the polling booth during the poll hours.

I am directed to state that in the Conference of the Chief Electoral Officers held at Nirvachan Sadan, New Delhi, on 22nd July, 1999, a proposal was mooted by CEO, Uttar Pradesh that Polling Agents should not be allowed to take away their copies of electoral roll outside the polling booth during polling hours.

2. It was pointed out that during the previous elections, there were instances when the polling agents took away their copies of electoral rolls, duly marked, outside the polling booths and sometimes the same was used to depute persons to impersonate electors who did not cast their votes.

3. The Commission has considered the above proposal and has directed that polling agents shall not be permitted to take their marked copy of electoral rolls outside the polling booth during polling hours, for any reason whatsoever, he should be permitted to leave the booth only after he hands over the list of the electoral roll to the Presiding Officer.

4. The above directions of the Commission should be brought to the notice of the R.Os./D.E.Os., Presiding Officers, Polling Officers, Polling Agents and other election related authorities for their information and strict compliance.

5. Receipt of this letter may kindly be acknowledged.

INSTRUCTION SI. No. 3

Election Commission's letter No. 576/3/2004/JS-II, dated 11.05.2004 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: - General Election to the House of the People, 2004 — violation of the provisions for maintenance of secrecy of voting -Instructions - Regarding.

I am directed to forward herewith a copy of the Commission's Order dated 11th May, 2004 on the subject cited. The Commission's directions therein may be brought to the notice of all Returning Officers and other election related authorities for necessary action.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 4

Election Commission's letter No.464/INST/2005/PLN-I, dated 28.01.2005 addressed to the Chief Electoral Officers of Bihar, Haryana and Jharkhand

Subject: State Assembly Elections, 2005 - Issue of Photograph/Identity Card to the Polling Agents

I am directed to invite your attention to the instructions contained in Para (b) of the Commission's letter No.464/INST/2005/PLN-I, dated 25.01.2004, which said:-

"The candidate shall appoint only those persons as their polling/counting agents who are registered electors and who have an Electoral Photo Identity Card (EPIC) or any other document issued by the government or any government agency which bears his/her photograph and establishes his/her identity. All polling/counting agents shall display the EPIC or said identification document prominently on person on the day of poll or counting for easy and quick identification."

Various representations have been received in the Commission from political parties/candidates saying that sometimes they find it difficult to get adequate number of suitable persons for appointment as polling agents. At times, the selected persons do not have Electoral Photo Identity Cards (EPIC) or any other document issued by the government agency which bears their photograph and establishes their identity. The political parties have, therefore, requested the Commission to make some other alternative arrangements for issuing some kind of photographed identity card to such persons and allow them to act as polling agents.

The Commission has considered the request and decided that in the circumstances described above, the candidates or their elections agents will make a formal request, in writing, to the Returning Officer/Assistant Returning Officer furnishing therewith two copies of passport sized photograph of the prospective polling agent at least two days before the date of the poll. The Returning Officer/Assistant Returning Officer will then issue a photographed identity card to the person to enable him to act as a polling agent. The polling agent will be required to produce this identity card alongwith his appointment letter in Form-10 before the Presiding Officer to enter the specific polling station and act as polling agent.

INSTRUCTION SI. No. 5

Election Commission's letter No.PS/AK/2005, dated 10.09.2005 addressed to the Chief Electoral Officers of Bihar, West Bengal, Uttaranchal and Haryana [*Further modification in these instructions have been issued vide Commission's letter No. PS/AK/2005, dated 13.10.2005 (Item No.182)*].

Subject : Movement of Patrolling Magistrates/Sector Magistrates between various polling stations on the day of poll and making an entry in the 'Visit Sheet'

The Commission has desired that various Patrolling Magistrates Sector Magistrates will keep oscillating between various polling stations allotted to them on the day of poll to supervise the conduct of poll and make an entry in the 'Visit Sheet' (as enclosed with this letter) to be kept with the Presiding Officer on the day of poll.

Similarly, Zonal Magistrates, DEOs, ROs, AROs and Observers whenever they visit any polling station, shall also make entry in the aforesaid Visit Sheet. This Visit Sheet shall be sealed by the Presiding Officer in a separate cover and deposited as non-statutory cover after the end of the poll. The cover should superscribe 'Visit Sheet' on the day of poll dated _____. All DEOs shall make necessary arrangements to supply the Visit Sheets & covers to polling parties along with other material. All DEOs, ROs shall also cover these instructions at the time of training of Presiding Officers.

This may kindly be communicated to all DEOs, ROs, Presiding Officers and Observers immediately.

VISIT SHEET

Day of Poll: _____

Name and Number of Assembly : _____

Name and Number of Polling Station : _____

Number of Electors : _____

Sl. No.	Name & Designation of the officer visiting (Observer/DEO/RO/ERO/ Sector Magistrate/ Zonal Magistrate/ Patrolling Magistrate)	Time of Visit	Brief description of polling process (Peaceful/Incidents, if any)	Number of votes polled till the time of visit	% polled till the time of visit	Remarks, if any	Signature of Officer

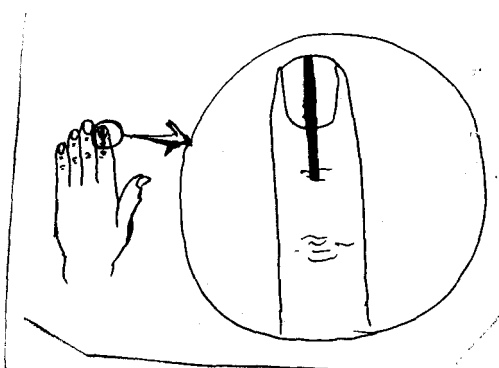
Signatures of Presiding Officers
(with date)

INSTRUCTION SI. No. 6

Election Commission's letter No. 54/2/2005/PLN-IV, dated: 09.01.2006 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: Application of indelible ink on electors finger - regarding.

I am directed to state that the Election Commission has decided that in all elections to be conducted after 1.2.2006, the indelible ink will be applied on voter's finger as a line from the top end of the nail to the bottom of the first joint of the left fore finger as shown in the diagram below.



2. M/s Mysore Paints and Varnish Limited, the manufacturer of indelible ink, has intimated that approximate quantity of indelible ink for each booth covering 1400 voters would be 10ml x 2 bottles. A copy of the letter from M/s Mysore Paints and Varnish Limited in this regard is also enclosed herewith.
3. Therefore, requirement of indelible ink may be assessed and procured accordingly for future elections.
4. A copy of these instructions may be sent to all District Election Officers, Returning Officers and Assistant Returning Officers. These instructions may be brought to the notice of all Presiding Officers and Polling Officers at the time of elections.

INSTRUCTION SI. No. 7

Letter No.464/INST/2006/PLN-I Dated: 20th April, 2006 addressed to the Chief Electoral Officers, Kerala, Tamil Nadu, West Bengal and Pondicherry.

Subject : General Elections to State Legislative Assemblies 2006 – Prevention of electioneering within the prohibited area around polling stations – Instructions regarding use of Cellular Phones.

It has come to the notice of the Commission through media reports that election authorities in some of the states are not aware of its instruction No. 464/INST/98/PLN-I, dated 14.02.1998 regarding prevention of electioneering within the prohibited area around the polling stations on the date of poll and to maintain law and order in the counting centers at the time of counting of votes mentioned in Compendium of Instructions on Conduct of Election 2004 at item No. 167. It is once again reiterated that the instructions contained in the above referred order may be scrupulously followed and no cellular phones, cordless phones, wireless sets etc. in any case, be allowed in side the polling stations and counting centres during the General Elections to State Legislative Assemblies, 2006.

These restrictions, however, will not apply to the officers in charge of law and order and security personnel put on duty as well as observer appointed by the Commission and the officers in charge of counting centre.

The implementation of the above instructions shall be ensured by the `Returning Officers and it shall be their personal responsibility that there is no deviation from the Commission's instructions.

INSTRUCTION SI. No. 8

Election Commission's letter No. 464/INST/2007-PLN-I Dated: 8th January, 2007 addressed to the Chief Secretaries and the Chief Electoral Officers of all States and Union Territories.

Sub: Restrictions on presence of political functionaries in a Constituency after the campaign period is over.

Under Section 126 of the Representation of the People Act, 1951, in the period of 48 hours ending with the hour fixed for the close of poll, the campaign will come to an end.

2. During the course of campaign in bye-election, the political parties mobilize their supporters, including from outside the constituency of poll, in order to bolster that campaign. In view of the fact that after the closure of campaign period no campaign can take place within the constituency, presence of political functionaries / party workers / procession functionaries / campaign functionaries etc., who have been brought from outside the constituency and who are not voters of the constituency, should not continue to remain present in the constituency as their continued presence after campaign ends may undermine the atmosphere for free and fair poll.

3. Hence the Commission has directed that after the campaign period is over, the district election administration / police administration shall ensure that all such functionaries leave the constituency immediately after the campaign period is over. This shall be brought to the notice of all political parties, candidates and their agents in order to enable them to comply.

4. The Commission further directs that in order to ensure that the above instruction is carried out, the election administration / police administration may take all necessary measures which may include:

1. Checking of kalyan mandapams / community halls etc., where such people are kept housed and find out whether the outsiders have been accommodated in these premises.
2. Verification of lodges and guesthouses to keep a track of the list of occupants.

3. Set up check-posts in the constituency borders and track the vehicular movement from outside the constituency.
4. Verify the identity of the people / group of people in order to find out whether they are voters or not and establish their identity.
5. This may be brought to the notice of all concerned and ensure strict compliance. Action taken in the matter may be informed to the Commission.

INSTRUCTION SI. No. 9

Election Commission's letter No.464/INST/2007/PLN-I Dated: 12th January, 2007 addressed to the Chief Secretaries and Chief Electoral Officers of all States and Union Territories.

Sub: Preventive measures near polling booth on poll day-Setting up of Election Booths by Candidates/Political Parties.

The Commission has issued various instructions on Preventive measures near polling booths and setting up of election booths by the candidates/political parties from time to time. Important aspects of these instructions are reiterated below:

1. No booth shall be set up within a distance of 200 metres from the Polling Station. Even where more than one polling station has been set up in the same Polling Station Location or premises, there shall be only one booth of a candidate for such group of Polling Stations beyond a distance of 200 meters from such premises.
2. Only one table and two chairs shall be provided at each such booth with an umbrella or a piece of tarpaulin or cloth to protect the two occupants of those chairs at the booth from weather conditions. Such booth shall not be enclosed by Kanats or tentage, etc.
3. Each candidate wishing to set up such booths shall intimate, in writing, in advance, to the Returning Officer, the names and Sl. Nos. of the Polling Stations where such booths are proposed to be set up by him. He shall also obtain the written permission of the concerned Government authorities or local authorities like Corporations, Municipalities, Zilla Parishads, Town Area Committees, Panchayat Samitis etc., under the relevant local laws before setting up of such booths. Such a written permission must be available with the persons manning the booth for production before the police/election authorities concerned on demand.
4. Such booths shall be used only for the sole purpose of issuing unofficial identity slips to electors. These unofficial identity slips shall be printed strictly in accordance with the instructions of the Commission on the subject without the name or symbol of the candidate or the name of the political party.
5. Only one banner to display the name of the candidate, his party and the election symbol allotted to him shall be allowed at each such booth, provided that such banner shall not be more than 3 feet by 4½ feet in length and breadth. Any banner set up in violation of this restriction will be removed by authorities maintaining the law and order.
6. No crowds shall be allowed to collect at such booths in any circumstances, nor shall any person who has already cast his vote at the polling station be allowed to come to the booth. This would be evident from the indelible ink mark on his left forefinger or any other finger as specifically prescribed for that election for the constituency in which the polling station is located.

7. The persons manning the booths shall not cause any obstructions whatsoever in the way of electors proceeding to the polling stations or prevent them from going to the booths of other candidates or create any other sort of hurdles whatsoever in the right of voters to exercise their franchise according to their own free will. More specifically, no elector shall be influenced in any way whatsoever to either come and collect the unofficial identity slip from the particular booth or if he comes to such booth of his own accord to vote in favour of or against any party / candidate contesting the election.

8. The Commission hereby warns all concerned that any violation of the above directions will be viewed by the Commission with the utmost gravity and most stringent action possible under the law, including but not restricted to the removal of such booths forthwith will be taken against the candidates and / or their agents / workers responsible for any such violations.

9. If any officer is found to have failed to take prompt and expeditious action to ensure the strict compliance of the abovementioned directions, he will render himself liable to strict disciplinary action apart from any penal action as may be called for against him for failure to discharge the official duty. (Please refer to Commission's instruction No.464/INST/98/PLN-I dated 12.02.1998)

10. In order to prevent electioneering at the Polling Stations on the date of poll and to maintain law and order in the counting centers at the time of counting of votes, the Commission hereby directs that no person other than authorized election and police officials shall be allowed to either carry or use cellular phones, cordless phones, wireless sets, etc., in the 100 meter perimeter of the Polling Stations described as the "Polling Station Neighborhood" and within the polling booth.

11. These instructions shall be brought to the notice of the candidates, their election agents and all political parties for their information and strict compliance. A press note in this regard may also be issued for the information of the general public.

INSTRUCTION SI. No. 10

Election Commission's letter No.464/INST/2007/PLN-I Dated : 24th February, 2007 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Restrictions on persons having security cover to become Election/Polling/Counting Agent-regarding.

The Commission has, in the past, issued various instructions from time to time on the appointment of MPs, MLAs and other persons having security cover as election/polling/counting agents, during General Elections/Bye-elections. For convenience of all concerned, these instructions have now been consolidated which are as under:

1. Section 134(B) of the Representation of the People Act, 1951, provides as under:-

"Prohibition of going armed to or near a polling station –

(1) No person, other than the Returning Officer, the Presiding Officer, any Police Officer and any other person appointed to maintain peace and order, at a polling station who is on duty at polling station, shall, on a polling day, go armed with arms, as defined in the Arms Act, 1959 (54 of 1959), of any kind within the neighborhood of a polling station.

(2) If any person contravenes the provisions of sub-section (1), he shall be punishable with an imprisonment for a term which may extend to two years, or with fine, or with both.

(3) Notwithstanding anything contained in the Arms Act, 1959 (54 of 1959), where a person is convicted of an offence under this Section, the arms as defined in the said Act found in his possession shall be liable to confiscation and the license granted in relation to such arms shall be deemed to have been revoked under section 17 of the Act.

(4) An offence punishable under sub-section (2) shall be cognizable." Neighborhood of a polling station should be construed to mean an area within a radius of 100 meters from the polling booth on the analogy of Section 130 of the Representation of the People Act, 1951.

2. A tendency has been observed on the part of some candidates to appoint a sitting Minister/M.P/M.L.A as their Election/Polling/Counting Agents. These persons generally have security cover provided to them by the State/Security Agencies. In view of the embargo placed by Sections 130 and 134(B) of the Representation of the People Act, 1951, no security personnel deployed as security cover to the said persons can move around the polling stations which, in turn, restricts the movement of the Minister/MP/MLA or any other person being covered by them, defeating the very purpose for which an election /polling or counting agent is appointed.

3. On several occasions in the past, requests had been received by the Returning Officers from the above category of persons to allow them to relinquish the security cover provided to them in order to enable them to act as Election/Polling/Counting agents. The Commission cannot allow an MP/MLA/any other person to surrender his

security, which was provided to him by the State/Security Agency after duly assessing the needs of such security cover.

4. The aspect that a recipient of such security cannot be allowed to deliberately jeopardize his own security should be kept in view by all the Returning Officers/Presiding Officers at the time of approving of the appointments of Election/Polling/Counting Agents.

5. This may be brought to the notice of all Returning Officers, Assistant Returning Officers, Presiding Officers, Political Parties and the candidates.

6. The receipt of this letter may kindly be acknowledged.

INSTRUCTION SI. No. 11

Election Commission's letter No. 464/UP-LA/2007 Date: 25.10.2007 addressed to the Chief Secretaries and Chief Electoral Officers of all States and Union Territories.

Subject: Role of CPF and State Police in conduct of polls – Regarding.

I am directed to state that during elections the Commission deploys significant number of Central Paramilitary Forces into the election going State(s) on the basis of its assessment of the ground realities. The Local State Police (including all its variants) and Central Paramilitary Forces at the time of elections stand deputed to the Election Commission of India and they come under its superintendence and control for all purposes. The Commission conducts election with the help of all these organs.

2. Wherever the CPF arrives in advance for area domination, it shall take out flag marches, point patrolling and other confidence building activities. On the poll-eve (day prior to the poll) the CPF shall take position in and control of the respective polling stations. On the day of the poll, the CPFs shall be primarily responsible for protecting the polling stations and regulating the entry inside the polling stations. One jawan of the CPF party shall be deployed at the door of the polling station (either in static or oscillating mode) in order to observe the proceedings that are going on inside the polling station, as per the directions of Hon'ble Supreme Court. Besides, the Coy. Commanders of CPFs will also move in their respective polling station areas as an area domination force and confidence building measure in the catchment area of polling stations. In case CPF has not reached the assigned polling station due to any reason, the poll shall not commence.

3. The Local State Police shall remain responsible for maintenance of the general law and order in the catchment area of the polling stations, as well as the inside and outside of the polling premises (as different from polling stations). Whenever, the Local State Police gets deployed inside the polling premises, they shall station themselves at a reasonable distance from the polling station and the queue of electors. It is advised that one or two unarmed Local State Police persons/Home Guards be posted at each polling premises so that in case required, reinforcement could be called for. In any case, Local State Police shall not replace the CPF at the polling stations and no senior 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 CPF at the polling station. The Local State Police, however, in exceptional circumstances can get deployed at polling stations, only if enough CPF is not available, and that too under specific instructions of the Commission through its observer.

4. Responsibility of maintenance of law and order shall rest solely with the local State Police. The Commission has instructed that hamlets/habitations within a polling station area 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 attach utmost importance to this task and shall also ensure that there is no hinderance to voters of such pockets in exercising their franchise on the day of poll.

5. After the poll is completed, the polled EVMs and the Presiding Officers shall be escorted by a contingent of CPF to the Reception Center. Details in this regard shall be worked out by the DEO and SP in consultation with Observer in advance.
6. The CPF shall also be responsible for guarding the Strong Room where the polled EVMs are stored and kept till the day of counting.
7. The Commission's instructions/directions as above shall be complied without any deviation. I am, therefore, to request that the aforesaid instructions/directions may be brought to the notice of all concerned including the observers immediately.

INSTRUCTION SI. No. 12

Election Commission's letter No. 464/INST/2007-PLN-I Dated: 25th October, 2007 addressed to the Chief Electoral Officers of all States and Union Territories

Sub.: Recording of particulars of identity proof produced by the voters in the Remarks column of Register of Voters (Form 17A) by the Polling Officer – Regarding.

In continuation of Commission's letter of even No. dated 12 October 2007, on the subject cited, I am directed to state that during the poll day in some cases it has been observed that the movement of voter's queue is slow in case of some polling stations perhaps due to the time taken by the second polling officer in filling up the Register of Voters (Form-17A) as well as preparing the "voters slip". In order to mitigate any such situation in subsequent phases, you are directed to ensure following:-

- (i) Printed blank voters slips must be there with all the polling parties,
- (ii) Only the last four digits of the EPIC/Identity documents should be entered in the Register of Voters (Form 17-A),
- (iii) Wherever needed (if the voters are more than 1200) additional polling officers should be deputed with the polling party. While deploying additional polling officers, care should be taken to select them on random basis, and
- (iv) A reserve of polling officers should be kept ready to rush out to any polling station which requires such assistance during poll hours. The Sector Officer should be able to identify such requirement quickly on their visit to polling stations and seek the assistance of returning officer in getting the additional hand when needed, from the pool of such reserve polling officers.

2 The aforesaid directions/instructions shall be brought to the notice of the District Election Officers, Returning Officers, Assistant Returning Officers, Polling Personnel, Observers and all other election related officers **immediately** for their information and strict compliance.

INSTRUCTION SI. No. 13

Election Commission's letter No.437/6/2007(INST)-PLN-III Dated : 12th November, 2007 addressed to 1. The Chief Secretaries of all States and Union Territories 2. The Chief Electoral Officers of all States and Union Territories

Subject: Instruction on the operation of temporary campaign office by the candidates during election period of General / Bye-Elections to the Lok Sabha and State Legislative Assemblies – regarding.

I am directed to state that during the period of General / Bye-Elections to the Lok Sabha and State Legislative Assemblies, the candidates of various parties including independent candidates set up and operate temporary offices for the purpose of local campaign. A question has been raised regarding the conditional ties under which such temporary party offices can be allowed to set up and operate.

The Commission, after taking into consideration all relevant factors, has prescribed the following guidelines to be followed in this regard :-

- “ (1) No such office will be opened by way of any encroachment either of public or private property.
- (2) No such offices will be opened in any religious places or campus of such religious places.
- (3) No such offices will be opened contiguous to any educational institution / hospital.
- (4) No Such offices will be opened within 200 meters of an existing polling station.
- (5) Such offices can display only one party flag and banner with party symbols/photographs.
- (6) The size of the banner used in such offices should not exceed '**4 feet X 8 feet**' subject to the further condition that if the local laws prescribe a lower size for banner / hoarding etc.; then the lower size prescribed by local law shall prevail.

This may kindly be brought to the notice of all concerned for strict compliance.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 14

Election Commission's letter No.464/INST/2008/PLN-I Dated : 27th February, 2008 addressed to the Chief Secretaries and the Chief Electoral Officers of all States and Union Territories.

Subject: Restrictions on presence of political functionaries in a constituency after the campaign period is over – regarding.

I am directed to invite your attention to Para – 3 of Commission's letter No. 464/INST/2007/PLN-I dated 8th January, 2007 on the subject cited and to state that the Commission has further reviewed the instructions contained therein.

2. The Para – 3 of above referred letter has, accordingly, been modified, which shall be read as follows :-

“3. Hence the Commission has directed the after the campaign period is over, the district election administration/police administration shall ensure that all such functionaries leave the constituency immediately after the campaign period is over. However, the said restriction may not be insisted upon during the General Elections to Lok Sabha/State Legislative Assembly in respect of the office bearer of Political party who is in-charge of the State. Such office bearer of the political party shall declare his place of stay in the State Headquarters and his movement during the period in question shall remaining confined normally between his party office and place of his stay. This shall be brought to the notice of all political parties, contesting candidates and their agents in order to enable them to comply.”

3. This may be brought to the notice of all the District Election Officers/Returning Officers/Assistant Returning Officers and all the election related officers immediately.

4. Action taken in the matter may be intimated to the Commission.

INSTRUCTION SI. No. 15

Election Commission's letter No. 464/INST/2008-EPS Dated: 24th October, 2008 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Restrictions on Presiding (and other) officer to go near the voting compartment.

It has come to the notice of the Commission that some polling officers and polling staff frequently go to the ballot compartment at the time of polling to explain to the illiterate voters about how to use EVM. This gives scope for the polling agents of the candidates and political parties to make allegations about the neutrality of the polling staff. In order to ensure that the conduct of the presiding officer and other polling staff in no way gives scope for any complaint the Commission has issued the following instruction for the strict adherence:-

1. The D.E.O shall supply a printed sample of EVM ballot unit pasted on a cardboard (real size) to all the presiding officers along with other polling materials at the time of dispatch. While printing such model ballot care shall be taken to ensure that only dummy name and dummy symbols that are not in use, are used and not any real names or symbols. It shall be printed in color so that 'blue button' 'green light' and 'red light' etc are clearly represented.
2. Whenever any voter asks for help or expresses inability to vote using EVM, the presiding officer can explain to the voter the voting process using the cardboard model of the EVM ballot in such a manner that the voter is able to understand. This shall be done outside the voting compartment only in the presence of polling agents and never inside the voting compartment.
3. The Presiding Officer or other polling staff shall not visit frequently the voting compartment as that may give scope for complaints.
4. In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/ names / ballot button, the presiding officer may from time to time make an inspection of ballot unit (BU)- but he should make it a point to do so in the immediate presence of polling agents.
5. Any complaint about the conduct of the polling staff at the polling station shall be taken seriously and properly enquired. The observers are being instructed to take serious note of such complaints and conduct or cause enquiry into such allegations and submit reports to the Commission. These instructions shall be brought to the notice of all presiding officers during their training. Besides, a copy of these instructions shall also be put in the kit handed over to the presiding officers along with other documents handed over at the time of dispatch. All political parties and candidates may also be informed about this new instruction.

INSTRUCTION SI. No. 16

Election Commission's letter No.576/3/2008/SDR Dated : 11th November, 2008 addressed to the Chief Electoral Officers of all States and Union Territories

Sub: Instructions regarding underlining of entries in the marked copy of the electoral roll in respect of those electors who cast their vote-Revised procedure in the case of photo electoral roll constituencies- regarding.

There are instructions in the Handbook for Returning Officers and the Handbook for Presiding Officers that when an elector has been allowed to vote, the entries relating to his name should be underlined in the marked copy of the electoral roll to ensure that such voter does not vote again should he/she come again for voting. These instructions were framed in the context of the non-photo electoral roll where each page of the electoral roll contains only one column of names of electors and the other columns in the page relate to other particulars of the elector.

In the case of the photo electoral rolls (PER) , each page of the electoral roll contains 3 or 4 columns of boxes, each box containing details relating to individual electors. Underlining the entries is not considered convenient in the case of PER constituencies. Therefore, the Commission has directed that in the case of PER constituencies, when an elector is allowed to cast vote at the polling station, a line will be drawn, in red ink, diagonally across the box containing the particulars pertaining to that elector in the marked copy of the PER. Further, for easy verification and calculation of number of male and female voters, the serial number of the voter will be rounded off in the case of female voters. A sample page is enclosed for reference.

These instructions may be brought to the notice of all election authorities concerned. The polling personnel should be briefed about this procedure at the having clauses conducted for them.

INSTRUCTION SI. No. 17

Election Commission's letter No. 464/INST/2008/EPS Date: 16th December, 2008 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: - Arrangements at the Reception Centre on the poll day – provision for special counter for tracking information from specific polling stations – regarding.

I am directed to convey the Commission direction regarding arrangements to be made at the reception centre to handle the receipt of polled EVMs and other documents in an organized manner;-

1. The DEO and RO shall review the arrangements made at reception centre personally and ensure that a system is in place for ensuring a hassle free handling of EVMs and other documents.
 2. Counters for receiving EVMs shall be set-up in such a manner that there is no crowding at the reception centre when the presiding officers and polling personnels hand over the EVMs and other documents. This can be ensured by setting up separate counters for handling specific numbers of polling stations.
 3. A check list should be prepared and kept in the counters so that the receipt of documents and other polling materials is ensured as per the check list and in the relevant order. The officer who receives the EVM, documents should mark the polling station in the check list and sign it.
-
1. A separate special counter should be set up for receiving EVMs and other documents from the specific polling stations about which complaints had been received from political parties/candidates during the course of polling; polling stations in which significant events such as violent incidents, heated arguments with the polling personnel, clash between polling agents, break-down of EVMs reported and where the EVM replacement had taken place etc. During the course of polling, the RO will maintain a separate register to identify such polling stations and even

before the arrival of the polling party at the reception centre a hoarding or a notice board indicating number and details of the polling stations that would be handled at the special counter should be put up.

2. At the special counter, the RO himself or the ARO will supervise the receipt of EVMs and other documents. If the observer is available he will also make himself available at this counter. The EVMs and other documents shall be properly examined and the RO/Observer should discuss with the presiding officers about the events that took place at the polling station so that detailed inputs are received and this would facilitate the RO/Observer to get a clear picture about the events that took place at the polling station. This would be helpful in deciding about repoll, if any necessary. The presiding officer of these polling station can be relieved only after obtaining the EVMs and other documents after proper verification and discussion with RO/Observer.
3. Proper lighting arrangements shall be made at the reception centre so that no inconvenience is caused as the polling party may return late in the night. Provision for drinking water, first aid and other medical facilities shall also be ensured at the reception centre for the benefit of the polling staff.
4. Proper transport arrangements should be in place so that the polling staff are not held up at the reception centre after being relieved from their duty.

INSTRUCTION SI. No. 18

Election Commission's letter No. 464/INST/2008/EPS **Date:** 18th December, 2008
addressed to the Chief Electoral Officers of all States and Union Territories

Sub: Tracking the presence of polling agents at the polling stations on the poll day and mandatory conduct of Mock Poll and certification therein.

The Commission attaches highest importance to the integrity of process and transparency in the election process. Instructions in the past have been issued about the conduct of mock poll. The Commission also considers that the presence of the agents appointed by the contesting candidates during their poll augurs well for transparency. On the other hand, presence of the agents of only one of the candidates in the absence of other agents may lead to complaints.

In this regard, the Commission has issued the following instructions:-

1. The recent instruction of the Commission that the polling agents appointed by the candidates shall be a voter in the same polling station shall be implemented strictly. Candidates may be advised by the R.O to ensure that the agents reach the polling stations well in advance before the commencement of poll so that the pre-poll formalities such as issue of entry pass to the agents, conduct of mock poll etc., are done in time.
2. The Presiding Officers shall conduct mock poll, following the existing instructions, in the presence of the polling agents and prepare and sign the mock poll certificate in the prescribed format as in Annexure 1.
3. The Presiding officer shall mention the names of the agents and the candidates they represent and obtain their signatures for the purpose of record.
4. Mock poll shall be conducted normally at least 30 minutes before the commencement of actual poll. In case where even two agents of different candidates are not present, the P.O may choose to wait 10 more minutes and if the agents are not turning up even after that the Presiding Officer may conduct the mock poll for verifying the working condition of the EVM and mention about that in his certificate suitably.
5. The R.O through the sector officers and using the communication link with the polling station/ mobile teams shall track the conduct or otherwise of mock poll and ascertain the mock poll status within 30 minutes. Non-confirmation of mock poll could be indicative of some problem on the part of presiding officer or the EVM and hence the R.O shall make immediate intervention to sort out the problem.

6. The polling stations not having the presence of rival candidates of recognized parties and where the mock poll had to be conducted in the absence of agents shall merit focused attention of the election machinery. Interventions such as deployment of reserve micro-observers, deployment of video cameras, frequent visits by sector officers and other senior officers could be made.
7. After the completion of poll on the basis of mock poll certifications received from the presiding officers the R.O shall prepare a list of such polling stations where the mock poll had to be conducted in the absence of agents or where at the time of mock poll the agents of more than one rival candidates of recognized parties were not present and special attention shall be paid to the documents received from such polling stations for proper scrutiny. The observers shall also pay their attention to this aspect.

This may be brought to the notice of all concerned.

Annexure 1

Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No of --- Assembly Constituency (or the ---Assembly segment under ----- Parliamentary Constituency) conducted the mock poll at ---- AM today, the poll day i.e ----- following the instructions issued by the Election Commission of India.

A total of ----- votes were polled in the mock poll and after the mock poll I have carefully cleared the memory and the total votes polled showed '0' after clearing the memory.

- A. At the time of mock poll the following of polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.
- B. At the time of mock poll the agent of only one contesting candidate was present. After waiting for ten more minutes I conducted the mock poll along with other polling staff at ----- I have mentioned the name of the agent present at the time of mock poll including the name of the candidate whom he represented.

(In case, no agent was present it shall be mentioned " No Polling agent was present at the time of mock poll)

Name of the agent

Name of the Candidate

Signature of the agent

Date:

Time:

Name & Signature
of the P.O

INSTRUCTION SI. No. 19

Election Commission's letter No. 464/INST/2008/EPS **Date:** 18th December, 2008 addressed to the Chief Electoral Officers of all States and Union Territories

Sub: - General Election of the House of People 2009 – Providing of additional Polling Personnel for polling stations having more than 1200 electors – Regarding..

I am directed to state on the subject cited that for the polling stations where the number of electors is more than 1200, and extra polling officer would be provided who shall share the duty of Second Polling Officer and these two Polling Officers will be called Second Polling Officer (A) and Second Polling Officer (B). At such polling stations, Second Polling Officer (A) will be in charge of indelible ink and will inspect the elector's left forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with the indelible ink in the manner prescribed i.e. from the upper tip of the nail to bottom of the first joint of the forefinger of left hand in form of a line.

2. Second Polling Officer (B) will be in-charge of the Register of Voters in Form-17A and will be responsible for maintaining that Register and making all relevant entries therein. He will also issue a voter's slip to each elector after he has entered elector's particulars in the Register of Voters in accordance with the prescribed procedure. However, before issuing the Voter's Slip to the elector he will ensure that a clear line of indelible ink is marked on the forefinger.

3. An additional person may also be provided in the polling parties who will verify whether the electors standing in the queue to cast vote are carrying proper identification documents. Only those electors should be allowed to stand in queue who are either carrying Electoral photo Identity Card (EPIC) or any one of the alternative documents, if permitted by the Commission.

INSTRUCTION SI. No. 20

Election Commission's letter No. 464/INST/2008/EPS Dated: 16th January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: General Elections to the Lok Sabha, 2009 – Manning of booth office - Regarding.

It has been brought to the notice of the Commission that some anti-social and Goonda elements are being used by political parties/candidates to man the booth office (beyond 200 meters, one table and two chairs as prescribed by Commission vide its letter no. 464/INST/2008/EPS, dated 12.01.2007). It is observed that such elements presence in the vicinity of the polling station is intimidating and vitiating the atmosphere for a free and fair poll. Having considered this, the Commission has issued the following directions: -

- (i) The persons who are nominated by the political parties/candidates to man such booths shall be a voter in the same polling station area. He shall also have an EPIC and whenever any Sector Magistrate/Observer ask the person to disclose his identity, he will show the EPIC.
- (ii) The political parties/candidates shall take care to ensure that they do not put any person with criminal antecedents on the job to man such booths.

2. In case this instruction is not followed by any political party/candidate, immediate action shall be taken by the Returning Officer. Besides, the local police shall keep a close watch over the movement of such persons so that they do not create any disturbance in the polling area or in the vicinity.

3. This may be brought to the notice of all concerned.

INSTRUCTION SI. No. 21

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

SUMIT MUKHERJEE
UNDER SECRETARY

Tel No. 23717590
Fax No. 23717590

No. 464/INST/2008/EPS

Dated: 19th January, 2009

To

The Chief Electoral Officers of
All States/Uts.

Subject: General Elections to the Lok Sabha, 2009 – No photography or video recording by any person inside the polling stations, except by the persons authorized by the Commission in the interest of maintaining secrecy of vote.

Sir/Madam,

It has been brought to the notice of the Commission that certain political functionaries, in the past, have violated the secrecy of vote at elections from Parliamentary and Assembly Constituencies either by displaying their vote to media or to other individuals accompanying them. This act on their part is a clear violation of not only the principle of secrecy of vote which is sacrosanct but also an infringement of statutory provisions of Section 132 A of the Representation of the People Act, 1951 and rules 39 and 49M of the Conduct of Election Rules, which provide for such votes not being allowed to be cast.

The Commission has considered the issue and feels that secrecy of vote should be maintained at all costs. Section 128 of the Representation of the People Act, 1951 also prescribes in this behalf that:

“128. Maintenance of secrecy of voting - (1) Every officer, clerk, agent or other person who performs any duty in connection with the recording or counting of votes at an election shall maintain, and aid in maintaining, the secrecy of the voting and shall not (except for some purpose authorized by or under any law) communicate to any person any information calculated to violate such secrecy.

[Provided that the provisions of this sub-section shall not apply to such officer, clerk, agent or other person who performs any such duty at an election to fill a seat or seats in the Council or States.]

(2) Any person who contravenes the provision of sub-section (1) shall be punishable with imprisonment for a term which may extend to three months or with fine or with both.”

The Commission, in the interest of maintaining secrecy of vote, has further decided that no photography or video recording by any person shall be allowed inside the polling stations, except by the persons authorized by the Commission.

Any violation of these instructions will be viewed very seriously and concerned Presiding Officer will be held responsible for any lapse in this regard.

With kind regards,

Yours faithfully

(SUMIT MUKHERJEE)
UNDER SECRETARY

INSTRUCTION SI. No. 22

Election Commission's letter No. 464/INST/2008/EPS Dated: 21st January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: General Election to the Lok Sabha, 2009 – Carrying of copy of electoral rolls inside the polling station by polling agents – Regarding.

It has been brought to the notice of the Commission that in some polling station the Presiding Officer did not allow the polling agents to carry the copy of electoral roll supplied to them through the candidate/political parties and make tick marks whenever voters cast their votes. A clarification has been sought by some of the Observers as to whether polling agents can be allowed to make tick marks in the copies available with them or not. In this regard, the Commission clarifies that the polling agents may be allowed to carry their copy of electoral rolls inside the polling station and make tick marks whenever voters cast their vote.

However, it is clarified that under no circumstances, the polling agents can be allowed to carry the electoral roll copy available with him outside the polling station during the course of the polling and till the polling is closed either by himself or through the relieving agent. It is also clarified that, under no circumstances, the agents can be allowed to send slips outside indicating the Serial Numbers of the voters who have voted or not voted.

This may be brought to the notice of all concerned.

INSTRUCTION SI. No. 23

Election Commission's letter No. 464/INST/2008/EPS Dated: 21st January, 2009
addressed to the Chief Electoral Officers of all States and Union Territories

Subject: January 11, 2005 of the Hon'ble Supreme Court in Civil Appeal No.9228 of 2003 - (Janak Singh Vs. Ram Das Rai and others) - reg.

I am directed to say that the Hon'ble Supreme Court in its Judgement cited above has given certain suggestions/directions in the matter of conduct of free and fair election.

The Commission has considered the matter and has directed that the following measures shall be taken at the current general election in your State:-

1. **CPF personnel to keep a watch on the proceedings in the polling stations**

In the polling stations where CPF personnel have been deployed, one of the CPF personnel shall be stationed at the entrance of the polling station in such a manner that he can have an unrestricted view of the polling procedure in the polling station.

2. **Videography at the polling station**

The Commission has already issued instructions for videography of critical events of the election process and also at hypersensitive and sensitive polling stations to the extent possible. However, videography of proceedings inside the polling stations was not permitted as per the earlier instructions. In deference to the suggestion of the Hon'ble Supreme Court, the Commission directs that videography of the poll proceedings may be carried out inside the polling stations also. However, considering the practical difficulties in covering all polling stations, the Commission has decided that such videography may be done in only those polling stations where the observer considers it necessary. However, proper care shall be taken to ensure that while doing the videography, the same does not violate the secrecy of vote. No photography/videography shall, however, be allowed by the media persons or by any other unauthorized persons inside the polling station, to maintain general order and secrecy of vote. The videography of all other critical events of electoral process shall continue to be done.

3. **Utilization of Election Funds**

The Chief Electoral Officers should keep a strict and close watch over the election expenditure by their office and by the District Election Officers/Returning Officers and other authorities concerned, to ensure that election funds are not utilized for purposes other than for the conduct of elections.

4. **Conduct of Observers**

The Commission has already instructed the Observers at the time of briefing, not to accept lavish hospitality offered by the State Administration. The Hon'ble Supreme Court has now also directed that the Observers should not accept undue hospitality of the State. This may be brought to the notice of all authorities concerned and all Observers in the State for strict compliance.

Kindly acknowledge receipt and intimate action being taken.

INSTRUCTION SI. No. 24

Election Commission's letter No. 464/INST/2009/EPS Dated: 21st January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Subject : Instructions to be followed by Presiding Officers at the polling station at the end of poll

I am directed to state that the Commission has received complaints in the past that some of the Presiding Officers do not close the EVM by pressing the 'CLOSE BUTTON' after the end of poll for subsequent manipulation.

The Commission has been issuing various instructions in the interest of free and fair poll from time to time.

The Commission desires that following instructions may be brought to the notice of all District Election Officers, Returning Officers, Presiding Officers, Observers and political parties immediately: -

- (i) All Presiding Officers shall close the EVM by pressing 'CLOSE BUTTON' at the end of poll in presence of polling agents, as may be present.
- (ii) All Presiding Officers shall draw a line at the end of poll after the last entry in Form 17A and shall record the signed statement thereafter "The serial number of last entry in Form 17A is _____" and obtain the signatures of all polling agents, as may be present, below this statement.
- (iii) All Presiding Officers shall give one attested copy of Form 17C (Account of Votes Recorded) at the end of poll to all polling agents, as may be present, irrespective of their asking.

INSTRUCTION SI. No. 25

Election Commission's letter No. 464/INST/2009/EPS Dated: 21st January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Subject : Ordering of adjourned poll due to delay in polling

The Commission has been issuing instructions from time to time in the interest of free and fair elections.

It has come to the notice of the Commission that sometimes polling at some of the polling stations gets delayed for unduly long hours due to various reasons and due to this delay, some of the bonafide voters leave the place and fail to exercise their franchise.

The Commission after considering this issue feels that an adjourned poll should be held at all those polling stations where polling fails to start for two hours. These instructions may be brought to the notice of all District Election Officers, Returning Officers and Observers for strict compliance while making recommendations for repoll/adjourned poll.

Instruction Sl. No. 26

Election Commission's letter No. 78/2009/EPS, dated 30.03.2009 addressed to the Chief Secretaries, the Chief Electoral Officers of all States and Union Territories and the Secretary to the Govt. of India. M/o P.P. & P, Department of Personnel & Training

Subject: - Grant of paid holiday to employees on the day of poll - regarding.

I am directed to invite your attention to Commission's letters No."8 99-PI.N-I dated, 06.04.1999 and to state that The Goa MRF Employees Union (Trade Union) had filed a writ Petition in the High Court of Bombay at Panaji (Goa) challenging the legality of contents of para 4 of above said letter and the Hon'ble High Court has struck down para 4 of the above said letter and directed concerned authorities to take appropriate action regarding declaration of holiday(s) on the poll day(s) by the Central/State Governments in connection with General Elections and Bye-elections to the House of the People and State Legislative Assemblies.

2. The Representation of the People Act. 1951 amended in August, 1996 added a new Section 135B to the Act. The Section 135B is reproduced below:-

"135B. Grant of paid holiday to employees on the day of poll.

- (1) Every person employed in any business trade. Industrial undertaking or any other establishment and entitled to vote at election to the House of the People or the legislative assembly of a State shall, on the day of poll, be granted a holiday.
- (2) No deduction or abatement of the wages of any such person shall be made on account of a holiday having been granted in accordance with sub-section (1) and if such person is employed on the basis that he would not ordinarily receive wages he would have drawn had not a holiday been granted to him on that day.
- (3) If an employer contravenes the provisions of sub-section (1) or sub-section (2), then such employer shall be punishable with fine which may extend to five hundred rupees.
- (4) This section shall not apply to any elector whose absence may cause danger or substantial loss in respect of the employment in which he is engaged."

3. The above provisions require that all establishment and shops shall be closed on the day of poll in the Constituency where a General/bye-election is to be held. However,

there may be cases where a person is ordinarily resident of the Constituency and registered as an elector, may be serving/employed in an industrial undertaking or an establishment located outside the Constituency having a general/bye-election. It is clarified that in such a situation, even those electors including casual workers working outside the constituency concerned would be entitled to the benefit of a paid holiday extended under the Section 135B(1) of R.P. Act, 1951.

4. The daily wage/casual workers are also entitled for a holiday and wages on poll day as provided in Section 135B of R.P. Act, 1951.

5. The Commission desired that suitable instructions should be issued to all concerns and a copy thereof be endorsed to the Commission for its information and record.

6. The receipt of this letter may please be acknowledged.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No. 51/8/7/2009-EMS

Date: 25/10/2009

To,

The Chief Electoral Officers of
All States / Union Territories.

Sub: Mandatory conduct of Mock Poll and certification therein.

Sir,

Attention is invited to the instructions in the Commission's letter No. 51/8/7/2008-EMS, dated 15/07/08 regarding the mock-poll prior to commencement of poll. It is observed that in many cases, the mock poll is conducted in a perfunctory manner. In order to ensure that the mock poll serves the intended purpose, the Commission directs that

1. Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll. All contesting candidates should be informed in writing well in advance that mock poll would start one hour before the commencement of poll and they should be advised to instruct their polling agents to be present in time for the mock poll. Polling agents of atleast two candidates should be present at the time of Mock Poll. However, if polling agents of atleast two candidates are not present, the Presiding Officer may wait for 15 more minutes before conducting the mock poll and if the agents still do not come, then the Presiding Officer may go ahead and start the mock poll. It is further clarified that after waiting for 15 minutes, there is a possibility that only one Polling agent may be present, in that situation also, the Presiding Officer should go ahead and start mock poll. In such case, there

should be specific mention in the mock poll certificate on this aspect.

2. During the Mock poll, the Ballot Unit (s) should be placed in the Voting Compartment and Control Unit on the table of the Presiding/Polling Officer who will operate the Control Unit. At least two polling officers with the polling agents should be present in the Voting Compartment to watch the polling agents operating on the Ballot Unit, and to keep a record of the votes cast and tally the polled votes.

3. The mock poll should be conducted with the polling agents voting at random for each of the contesting candidates. **A total of at least 100 votes should be polled in the mock poll.** In the case of absence of polling agents of any of the candidates, one of the polling officers or other polling agents may record the votes for such candidates. The polling officers present in the Voting Compartment should ensure that votes are recorded for each of the contesting candidates. After recording of the minimum of 100 votes, the Presiding Officer will ascertain the result in the Control Unit in the presence of the Polling agents and confirm that the result is tallying with the votes polled in respect of each candidate. Thereafter, Presiding Officer will prepare and sign the mock poll certificate in the prescribed format as in **Annexure -1**.

4. The Presiding Officers shall ensure that the data of the mock poll is deleted, without fail, before the official poll starts. This is very critical step and this should be emphasized during training.

5. The Presiding Officers shall mention the names of the Polling agents and the candidates (and their party affiliations) whom they represent and also obtain their signatures on the completion of mock poll on the certificate.

6. Where a micro-observer has been appointed at any polling stations, he should also participate in all the proceeding of the mock poll

and **his signature should also be obtained on the mock poll certificate**. Further, these proceedings should be videographed wherever videography arrangement has been made at a polling station.

7. The Returning Officer through the Sector Officers and using the communication link with the polling station/ mobile teams, shall track the conduct or otherwise of mock poll, and ascertain the mock poll status. Non-confirmation of mock poll could be indicative of non-commencement of poll and in that case the Returning Officer shall make immediate intervention to sort out the problem.

8. The polling stations not having the presence of agents of the candidates of recognized parties and where the mock poll had to be conducted in the absence of agents or with only the polling agent of only one candidate shall merit focused attention of the election machinery. Interventions such as deployment of micro-observers, deployment of video cameras (if not already done), frequent visits by sector officers and other senior officers should be ensured in such cases.

9. If any Control Unit is replaced for any reason after commencement of the poll, a mock poll should be conducted on the new Control Unit before it is put to use. However, in this case, it would be sufficient to cast atleast one vote each for each of the candidates. A new mock poll certificate should be recorded in such a case. A note should also be added in such cases, in the original mock poll certificate that the original Control Unit was replaced, and that mock poll was conducted on the new Control Unit before putting it to use. The exact time of replacement should also be mentioned in the note.

This may be brought to the notice of all concerned.

Yours faithfully,

(K.N.BHAR)
UNDER SECRETARY

Annexure - I

Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No -----
-of ----- Assembly Constituency (or the -----Assembly segment
under -----Parliamentary Constituency) conducted the mock poll at ---- AM today,
the poll day i.e. -----, following scrupulously all the instructions issued by the Election
Commission of India.

A total of ----- votes were polled in the mock poll and after the mock poll I have
carefully cleared the memory of the mock poll and the total votes polled showed '0' after
clearing the memory.

C. At the time of mock poll the following of polling agents representing the candidates
whose names mentioned against the names of such agents were present and I have
obtained their signatures.

**Sl.No. Name of Polling Agent Name of Party Name of candidates Signature of
Polling Agent**

- 1.
- 2.
- 3.
- 4.
- 5.

D. At the time of mock poll the agent of only one contesting candidate was present. After
waiting for fifteen more minutes, I conducted the mock poll along with other polling
staff at ----- I have mentioned before the name of the agent present at the time of
mock poll including the name of the candidate whom he represented.

(In case, no agent was present it shall be mentioned " No Polling agent was present at the
time of mock poll")

Name of the agent

Name of the Candidate
(with Party affiliation)

Signature of the agent

Signature of micro-observer (if posted at the polling station)

Date:

Time:

Name & Signature
of the Presiding Officer
Polling Station

No.....

Instruction Sl. No. 28

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2011/EPS

Dated:- 18th February, 2011

To

The Chief Electoral Officers of: -

- 1. Assam, Dispur.**
- 2. Kerala, Thiruvananthapuram,**
- 3. Puducherry, Puducherry,**
- 4. Tamil Nadu, Chennai,**
- 5. West Bengal, Kolkatta.**

Subject: Distributing voters slip to the voters by District Administration – reg.
Sir,

I am directed to state that for the forth coming assembly elections to five States, the Commission has directed that Voter Slip including photograph (sample enclosed) of the voters, where available in the photoroll, be distributed to all enrolled voters by District Administration, to facilitate the voter to know where he is enrolled as a voter at given location of polling station and what is voters' serial number in the said Roll.

The Commission has further directed that this voter slip should only be in the languages in which voter roll is published for that assembly constituency.

In view of the above, a sample copy of the voter slip is forwarded herewith with the request to take immediate necessary action in this regard.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

Instruction Sl. No. 29

**ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001**

No. 51/8/16/8/2009-EMS

Dated: 29th April 2011

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Procedure to be adopted in the polling stations in case there is a complaint from a voter regarding candidate lamp of the Ballot Unit at voting time.

Sir/Madam,

I am directed to state that the Commission has directed that in case there is a complaint with respect to candidate lamp of the Ballot Unit at the time of voting, the EVM should be replaced immediately and the matter reported to the Commission. This may be brought to the notice of all concerned immediately.

Yours faithfully,

(Dilip K Varma)

Instruction Sl. No. 30

Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/INST/2011/EPS

Dated: 20th January, 2012.

To

The Chief Electoral Officer of
1. Goa Panjim
2. Manipur Imphal
3. Punjab Chandigarh
4. Uttrakhand Dehradun
5. Uttar Pradesh Lucknow

Subject:- General Elections to the Legislative Assemblies of Goa, Manipur, Punjab, Uttrakhand and Uttar Pradesh, 2012-Utilization of Voter's Slip as an alternate Voter ID-Instructions on Voter slips-regarding.

Sir,

I am directed to invite your kind attention to the Commission's instructions No. 464/INST/2011/EPS, dated 18th February, 2011 and 19th March, 2011 regarding distribution of official Voters' slips to the voters by District Administration, wherein the Commission directed that Voters' Slips including photograph of voters, where available in the photo roll, be distributed to all enrolled voters by District Administration :-

1. The Commission has now directed that voters having EPIC and whose photo already appears in the photo roll can exercise his/her franchise either by producing EPIC or by Voters' Slip issued by District Administration. There may, however, be instances, that the voter might have misplaced EPIC and voter slip. Since the Commission's endeavor is not to deprive any voter from casting his vote, the Commission has directed that an additional copy of Voters' Slip would be kept at a facilitation booth out side the polling booth so that those voters who have misplaced their Voters' Slip and EPIC can collect it at the polling booth itself.
2. Only voters without EPIC may be allowed to exercise their franchise by producing any of the alternative documents as indicated by the Commission.
3. The Commission has further directed that type of identity documents, their serial number of the ID document and last four digit of Identity documents should be entered in Form-17A by the Presiding Officer.
4. The above instructions may be brought to the notice of the concerned authorities and should be given wide publicity.

Yours faithfully,

(SUMIT MUKHERJEE) SECRETARY

Instruction Sl. No. 31
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi 110 001.

No.464/INST/2012/EPS

Dated: 25th January, 2012

To,
The Chief Electoral Officers of
All States and Union Territories

Sub: Identification of Absentee, Shifted and Duplicate voters at the time of Poll – Reg.

Sir/Madam,

I am directed to say that, in spite of Commission's instructions to delete the names of Absentee, Shifted and Duplicate, electors [who may be registered in the roll at more than one place] from the electoral rolls, it has been noticed that the names of some dead, shifted and absentee electors continue to appear in the electoral rolls. It is possible that in some such cases, the Photo Roll may not have the photo of such persons. This offers a scope for impersonation.

Therefore, in order to prevent impersonation of such electors at the time of poll, the Commission has directed that the following procedure may be adopted:

- (a) A list of ASD voters should be prepared polling station wise and It should be ensured that the each presiding officer should be provided with separate lists of Absentee, Shifted and Duplicate electors (ASD List).
- (b) On the day of poll, in order to cast one's vote, the elector, who is in such list, shall have to produce EPIC for his identification or any one of the alternative photo documents, if permitted by the Commission. The Presiding Officer shall verify the identification document personally and the details properly registered by the polling officer concerned in the register of voters in Form-17A.
- (c) Thumb impression of such electors shall also be obtained **in addition to signature** against the column of " Signature/thumb impression" of Register of Voters (Form-17A). The Thumb impression shall be in addition to the signature even in the case of an elector who is literate and can sign.

(d) Presiding Officer shall maintain a record and give a certificate at the end of the poll (to be kept with Form-17A for scrutiny) that so many electors from the list of absentee and shifted electors were allowed to vote after proper scrutiny.

(e) Wherever possible, such electors may be photographed and record kept.

(f) Micro Observers, who are present, should ensure that these instructions with regard to Absentee, Shifted and Duplicate electors are meticulously followed.

(g) The Presiding Officer shall be briefed specially about these procedures to be followed in polling stations for electors who are in the list of Absentee/Shifted/Duplicate electors.

This shall be brought to the notice of all concerned immediately. A copy of the letter shall also be handed over to all observers through the District Election Officers.

The receipt of this letter may please be acknowledged with the confirmation that the relevant instructions have been issued to all the concerned officers. A copy of the instructions so issued in this behalf may also be endorsed to the Commission for its information and record.

Yours faithfully
-sd-
(SUMIT MUKHERJEE)
SECRETARY

Instruction Sl. No. 32

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2012-EPS

Dated: 8th February, 2012

To,

The Chief Electoral Officers
of All States and Union Territories

Sub: Scrutiny of Form-17A and other documents-reg.

Ref: Commission's letters No.464/INST/2007/PLN-I dated 12th October, 2007, 464/INST/2009-EPS dated 2nd March, 2009 and 464/INST/2012-EPS dated 27th January, 2012.

Sir/Madam,

In supersession of all the letters referred to above, following instructions are hereby issued for scrutiny of Form 17A and other documents after the polls:

In order to facilitate identification of polling stations for which scrutiny of Form 17A and Presiding Officers diary is required to be done. Returning Officer shall collect the following information for each polling station at the time of receipt of polled EVMs and other documents after completion of polls:

Item

- | | | |
|----|--|----------------------------------|
| 1. | Total Electors in the P.S. | Male
Female
Other
Total |
| 2. | Number of persons who voted in the P.S. | Male
Female
Other
Total |
| 3. | Number of Tendered votes. | |
| 4. | Number of challenged votes. | |
| 5. | Number of Proxy votes by CSVS. | |
| 6. | Number of electors who exercised their right of vote on the basis of | |

EPIC.

7. Number of electors who exercised their right of vote on the basis Photo voter slip provided by the Commission.
8. Number of electors who exercised their right of vote on the basis alternative document.
9. Number of electors who exercised their right under rule 49 'O.'
10. Number of polling agents in the polling station.
11. Number of polling stations where no polling agent or only on polling agent was present.
12. Number of overseas electors who voted in the poll.
13. Number of EVMs used.
14. Whether the EVM was changed or replaced.
15. If so the time when changed and what was the reason for it.
16. Total ASD voters in the list
17. Total persons who cast their votes from the ASD voters list.
18. Any incident of violence or poll interruption due to any reason
19. Complaints received with respect to that polling station

2. Based on the information collected as above, scrutiny of Presiding officers diaries, verification of register of voters in Form 17A and other related documents which include but not restricted to Micro Observers reports, videography recordings, visitor sheets, reports of zonal magistrates or sector officers reports of Presiding Officer, still photography etc., shall be done by Observers and Returning officers in the presence of contesting candidates or their election agents for any of the following categories of the polling stations:-

- (i) In all polling stations where any complaint of poll rigging. Malpractices etc., was received by Observer, DEO or RO during the poll process.
- (ii) In all polling stations, where any significant event (EVM related or otherwise) was reported to the Observer, DEO or RO during poll process.
- (iii) In polling stations, where poll took place in the absence of any polling agent or in the presence of the agent of only one candidate.
- (iv) In polling stations, where the number of electors who cast their votes using documents other than EPIC and photo voter slip issued by the Commission (i.e., alternative documents) exceeded 25% of the total votes cast in that polling station.
- (v) In polling stations, where more than 10% of such electors who had been identified as ASD turned up to and voted.
- (vi) In polling stations, where polling percentage is plus 15% or minus 15% than the average polling percentage of that AC. Say, for eg., in a particular AC 60% votes have been cast, then in all polling stations with

polling percentage 75% or more and 45% or less shall be taken up for scrutiny.

(vii) In polling stations, where there are at least 5 (five) tendered votes/challenged, reported.

3. The RO and Observer shall do the scrutiny with utmost care and shall submit a report to the Commission as soon as scrutiny is over.

4. As far as possible, the aforesaid scrutiny will take place at 11.00 am on the day after poll. A written notice should be served on all the candidates to be present during the scrutiny. The entire process of such scrutiny should be videographed.

5. In order to facilitate the scrutiny, care should be taken to ensure that polling stationwise Documents are stored separately in another strong room instead of EVMs strong room where EVMs and Form 17C are kept under double lock and seal.

6. A copy of this letter shall be provided to all Observers and contesting candidates.

Yours faithfully,

-sd-

(Sumit Mukherjee)
Secretary

Instruction Sl. No. 33

ELECTION COMMISSION OF INDIA

Nirvachan Sadan Ashok Road, New Delhi-110001

No.464/INST/2013-EPS

Dated:-14th June, 2013

To

The Chief Electoral Officer of
All the States and Union Territories.

Subject: Utilization of Voter's slip as an alternate document for Voter's
identification- Regarding.

Sir/Madam,

I am directed to invite your kind attention to the Commission's instructions No. 464/INST/2011/EPS, dated 18th February, 2011 and 19th March, 2011 regarding distribution of official Voters' Slips to the voters by District Administration, wherein the Commission has directed that Voters' Slips including photograph of voters, where available in the photo roll, be distributed to all enrolled voters by District Administration.

The Commission has now directed that the format of Voter Slip will remain the same except for the following:

- (i) EPIC number shall be printed where EPIC has been made;
- (ii) Voter serial number shall be printed in all cases; and
- (iii) The note in Voter Slip shall be modified to the following effect:

“Note 1: This Voter Slip is an approved document for identification.

Note 2: This authenticated Voter Slip is allowed as one of the identity documents.”

3. A sample format of Voter Slip is enclosed herewith for ready reference. The above instructions may be brought to the notice of the concerned authorities and should be given wide publicity.

Yours faithfully,

(Jaydeb Lahiri)
Under Secretary
Tel.No. 011-23052020

Election to the House of People/ Legislative Assembly of.....
Voter Slip

No. and Name of PC/AC.....

Part No.....

Name.....

Sex.....

Father's/Mother's/Husband's Name.....

EPIC No.

Voter Serial Number.....

Polling Station No. & Name

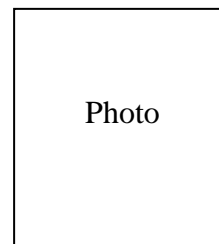
Poll Date; Day and Time.....

Note 1: Voter Slip is an approved document for identification.

Note 2: This authenticated Voter Slip is allowed as one of the identity documents.

Note3: If this Voter Slip does not have a photograph or it has wrong particulars or photograph, the voter can still be allowed to vote based on alternate identity documents permitted by Election Commission of India.

Date:



Signature and Stamp of
Returning Officer/BLO

Instruction Sl. No. 34

**ELECTION COMMISSION OF INDIA
NirvachanSadan, Ashoka Road, New Delhi-110001.**

No. 576/3/2013/SDR

Dated : 11th Oct., 2013

To

The Chief Electoral Officers
of all States and UTs.

Sub : Provision for “None of the above” option on the EVM/Ballot Paper-Instructions.

Sir/Madam,

The Hon’ble Supreme Court, in its judgment dated 27th September, 2013, in Writ Petition (C) No. 161 of 2004 (People’s Union for Civil Liberties &Anr.Vs Union of India &Anr), has directed that the Commission should make necessary provision in the ballot papers/ EVMs for “None of the Above (NOTA)” option so that the electors who do not wish to vote for any of the candidates can exercise their right not to vote for any candidate without violation of the secrecy of their decision. Rules 41 (2), 41(3) and 49-O of the Conduct of Elections Rules, 1961, have been held to be *ultra vires* Section 128 of the Representation of the People Act, 1951 and Article 19(1)(a) of the Constitution. A copy of the operative part of the Judgment is enclosed at **Annexure-1.**

2. In compliance of the judgment and order of the Hon’ble Supreme Court, referred to above, the Commission hereby gives the following directions to implement the NOTA option on EVMs/Ballot Papers:

(a) In the directions regarding the form and language of the postal ballot papers and the ballot papers to be affixed on the balloting unit of the EVM, given in Paragraphs 4.2 and 25.2, respectively in Chapter X of the Handbook for Returning Officers (2009 version), the following modifications shall be made:

- (i) After clause (v) of para 4.2, the following clause shall be added:
“(vi-a) After the panel containing the name and particulars of the last candidate on the ballot paper, there shall be a panel below the said last panel with the words “None of the Above” written therein, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. These words shall
- (ii) In para 25.2, after clause (xiv), the following clause shall be added: “(xiv a) After the panel containing the name and symbol of the last candidate, there shall be a panel below the said last panel with the words “None of the Above” written therein, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. These words shall be written in the same language or languages as used in the case of names of candidates. The size of the panel for “None of the Above” shall be the same as for the candidates. For example, if there are 12 candidates contesting the election, there shall be provided the 13th panel with the words “None of the Above” and the ballot button against such 13th panel shall also be kept open. If there are sixteen candidates in the fray, an additional balloting unit shall be attached to the first balloting unit for the “None of the Above” panel. Thus, in case more than one balloting unit is used, “None of the Above” panel shall be only in the last balloting unit below the panel for the last candidate.
- (b) In Part II (Result of Counting) of Form 17C, the names of the candidates and number of votes recorded in the EVM for each candidate is to be mentioned in columns 2 and 3 thereof. In view of the “None of the Above” option now being provided, after the name and votes for the last candidate, the votes recorded against “None of the Above” shall also be shown. Thus, the total votes to be indicated in this Part should also include the votes against “None of the Above” option.
- (c) In Form 20 (Final Result Sheet), in the last but one column of the table in Part I, the number of votes recorded against “None of the Above” option shall also be mentioned for each polling station and the total votes for NOTA option for all polling stations shall be mentioned at the bottom of the Table. Similarly, in Part II of Form 20 also, the number of votes recorded against “None of the

Above” option for each Assembly segment shall be mentioned.

- (d) In Form 21E (Return Of Election) , after the name and number of votes in respect of the last candidate, the number of votes against “None of the Above” option shall be mentioned.
3. A sample each of the Postal Ballot paper, Ballot Paper to be affixed on the balloting unit, Form 17C Part II, Form 20 and Form 21Eis enclosed for guidance (Annexure 2Collectively).
 4. Since Rules 41(2), 41(3) and 49-O have been declared as *ultra vires* the provisions of the Constitution and RP Act 51, the option under Rules 41(2) and Rule 49-O shall not be available henceforth. The Presiding Officers and Polling Officers should be specifically briefed about this position in the training sessions. [They should, however, be told specifically that where ballot papers are used for taking poll, the ballot papers returned as `spoilt’ under Rule 41(1) shall continue to be kept and sealed in a separate packet].
 5. It is clarified that NOTA has the same effect as not voting for any candidate under the earlier provisions of Rule 49-O. Therefore, even if, in any extreme case, the number of votes against NOTA is more than the number of votes secured by the candidates, the candidate who secures the largest number of votes among the contesting candidates shall be declared to be elected as per the provisions of Rule 64.
 6. The changes are being made in the soft copy of the Handbook for ROs on the website of the Commission. Latest version of the Handbook can be downloaded from the website.
 7. These instructions may be immediately conveyed to the District Election Officers, Returning Officers, Assistant Returning Officers and Presiding Officers of all Parliamentary and Assembly Constituencies in the State/ UT. This may also be brought to the notice of all political parties based in your State, including the State units of National and State recognised political parties.
 - 8 . Please acknowledge receipt of this letter and confirm action taken as required above.

Yours faithfully,

(K.F.WILFRED)
PRINCIPAL SECRETARY

Instruction Sl. No. 35

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.576/3/2013/SDR

Dated: 14th October, 2013.

To

The Chief Electoral Officers of
All States/UTs.

Subject:- Provision for “None of the Above” option on the EVM/ballot
Peper-insturctions.

Sir,

In continuation of the Commission’s letter of even number, dated
11th October, 2013 on the subject, I am directed to forward herewith a sample
copy each of the Postal Ballot Paper and Ballot Paper to be affixed on the
Balloting Unit as mentioned in the para 3 of the Commission’s aforesaid letter
dated 11th October 2013.

Kindly acknowledge receipt.

Yours faithfully,

-sd-

(N.T.Bhutia)
Under Secretary.

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Sl. No.

180-Burhanpur LA/2008-Genl.

POSTAL BALLOT PAPER

Electoral Roll Part No.

Serial No. of Elector

Sl. No.

180-Burhanpur LA/2008-Genl.







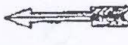



POSTAL BALLOT PAPER

Archana Didi (Bhartiya Janata Party)
Manoj Kumar Vishvabmbharnath Agrawal (Bahujan Samaj Party)
Nafees Mansha Khan (Samajwadi Party)
Sharif Rajgir (Communist Party of India)
Mohan Patil Baliram Patil (Independent)
Premchand Baliram Nagraj (Independent)
None of the Above

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ANNEXURE XXVIII
(CHAPTER X, PARA - 10.70)

000220
S. No. 82-Dhohani (S.T.) L.A./2008-Genl.

1.	कुंवर सिंह टेकाम Kunwar Singh Tekam	
2.	तिलक राज सिंह Tilak Raj Singh	
3.	महिपाल सिंह Mahipal Singh	
4.	सूर्यबली कोल "बहुजन" Suryabali Kol "Bahujan"	
5.	चन्द्रपाल सिंह "उडेके" Chandrapal Singh Uekey	
6.	शेषभान सिंह Sheshbhan Singh	
7.	हुब्ब लाल सिंह मरकाम Hubb Lal Singh Markam	
8.	अबधेश कोल Awdhesh Kol	
9.	अशोक सिंह पैगाम Ashok Singh Paigam	
10.	राम प्रकाश Ram Prakash	

11. NONE OF THE ABOVE

Instruction Sl. No. 36

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 3/1/2013/VVPAT/SDR

Dated: 15th October, 2013

To

The Chief Electoral Officers of
all States and Union Territories

Subject: The Conduct of Election (Amendment) Rules, 2013-reg.

Sir/ Madam,

I am directed to forward herewith a copy of the Conduct of Elections (Amendment) Rules, 2013, as published in Extraordinary Issues of the Gazette of India dated 14th August, 2013, amending/ making rules for the use of 'Printer for paper trail' of votes recorded in EVMs. These amendments would be relevant in cases which VVPAT system is used with EVMs, under the Commission's instructions.

This may be brought to the notice of all District Election Officers, Returning Officers and other election authorities concerned and also the State Units or recognized political parties and all registered unrecognized political parties based in your State/ Union Territory for their information.

Please note that the format of Statutory Form 17C appended to the CE Rules, 1961 that is used for keeping account of votes recorded at polling stations with the use of EVMs and noting down the result of counting displayed on the Central Unit of EVM has been amended by this notification. Henceforth, only this Form 17C will be used at all future elections conducted by use of EVMs irrespective of the fact whether the printer is used for printing of paper trail or not. The stock of existing Form 17C may be replaced with the modified Form.

Kindly acknowledge the receipt.

Yours faithfully,
(N. T. Bhutia)
UNDER SECRETARY

STANDARD DISTRIBUTION

4. मूल नियमों के नियम 49ड में,—

(क) उपनियम (1) आरंभिक भाग में, “प्रत्येक मतदान मशीन के नियंत्रण यूनिट और मतदान यूनिट पर” शब्दों के पश्चात्, “और कागज़ पुच्छ के लिए प्रिंटर पर, जहां प्रयुक्त हो” शब्द अंतःस्थापित किए जाएंगे ;

(ख) उपनियम (2) में, “मतदान मशीन में पहले से ही कोई मत दर्ज नहीं किया गया है और उस पर उपनियम (4) में निर्दिष्ट लेबल लगा है” शब्दों, कोष्ठकों और अंक के स्थान पर, “मतदान मशीन में पहले से ही कोई मत दर्ज नहीं है और उस पर उपनियम (1) में निर्दिष्ट लेबल लगा है, और जहां कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है वहां प्रिंटर का ड्रापबॉक्स खाली है” शब्द, कोष्ठक और अंक रखे जाएंगे ।

(ग) उपनियम (6) के पश्चात् निम्नलिखित उपनियम अंतःस्थापित किया जाएगा, अर्थात् :--

“(7) जहां कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है, वहां मतदान कोष्ठ में मतदान यूनिट के साथ प्रिंटर भी रखा जाएगा और उस रीति में इलेक्ट्रानिक मतदान मशीन से जोड़ा जाएगा जैसा निर्वाचन आयोग द्वारा निदेशित किया जाए ।”।

5. मूल नियमों के नियम 49ड के उपनियम (3) में, खंड (ग) के पश्चात् निम्नलिखित परंतुक अंतःस्थापित किया जाएगा, अर्थात् :--

“परंतु जहां कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है, खंड (ख) में यथानिर्दिष्ट बटन दबाकर मतदान करने पर निर्वाचक मतदान कोष्ठ के अंदर मतदान यूनिट के साथ रखे प्रिंटर की पारदर्शी खिड़की से प्रिंटर के ड्रापबॉक्स में ऐसी कागज़ की पर्ची कटकर गिरने के पूर्व उस अभ्यर्थी का क्रम संख्यांक, नाम और चिह्न, जिसे उसने अपना मत दिया है, दर्शित करने वाली मुद्रित कागज़ की पर्ची देखने में समर्थ होगा ।” ।

6. मूल नियमों के नियम 49ड के पश्चात्, निम्नलिखित नियम अंतःस्थापित किया जाएगा, अर्थात् :--

“49डक. कागज़ की पर्ची पर मुद्रित विशिष्टियों के बारे में परिवाद की दशा में प्रक्रिया-(1) जहां कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है, यदि नियम 49ड के अधीन अपना मत अभिलिखित करने के पश्चात् निर्वाचक यह आरोप लगाता है कि प्रिंटर से निकली हुई कागज़ की पर्ची में उस अभ्यर्थी से भिन्न अभ्यर्थी का नाम या चिह्न दर्शाया गया है जिसे उसने मत दिया था, तो पीठासीन अधिकारी निर्वाचक को झूठी घोषणा करने के परिणाम के बारे में चेतावनी देने के पश्चात्, निर्वाचक से आरोप के संबंध में लिखित घोषणा प्राप्त करेगा ।

(2) यदि निर्वाचक उपनियम (1) में निर्दिष्ट लिखित घोषणा देता है तो पीठासीन अधिकारी प्ररूप 17क में उस निर्वाचक से संबंधित दूसरी प्रविष्टि करेगा, अपनी उपस्थिति में तथा अभ्यर्थियों या मतदान अभिकर्ताओं की उपस्थिति में, जो मतदान केन्द्र में उपस्थित रह सकेंगे तथा प्रिंटर द्वारा निकाली गई कागज़ की पर्ची का प्रेक्षण करेंगे, निर्वाचक को मतदान मशीन में एक परीक्षण मतदान अभिलिखित करने की अनुज्ञा देगा ।

(4) यदि उपनियम (2) के अधीन रिटर्निंग आफिसर कागज़ पर्चियों की गणना या तो पूर्णतः या भाग या भागों को अनुज्ञात करता है तो वह—

(क) गणना उस रीति में करेगा जैसा निर्वाचन आयोग द्वारा निदेशित किया जाए ;

(ख) यदि नियंत्रण यूनिट पर प्रदर्शित मतों और कागज़ की पर्चियों की गणना में कोई विसंगति है तो कागज़ की पर्चियों की गणना के अनुसार प्ररूप 20 में परिणाम शीट को संशोधित करेगा ;

(ग) उसके द्वारा इस प्रकार किए गए संशोधनों की घोषणा करेगा ; और

(घ) परिणाम शीट को पूर्ण करेगा तथा उस पर हस्ताक्षर करेगा”;

(इ) नियम 57ग में,—

(क) उपनियम (1) में, “ऐसे परिणाम की स्मृति प्रतिधारित कर सके” शब्दों के पश्चात्, “और जहाँ कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है, रिटर्निंग आफिसर ऐसी रीति में कागज़ की पर्चियों को मुद्राबंद करेगा जैसा निर्वाचन आयोग द्वारा निदेशित किया जाए” शब्द अंतःस्थापित किए जाएंगे ;

(ख) उपनियम (2) में,—

(i) आरंभिक भाग में, “नियंत्रण यूनिट” शब्दों के पश्चात्, “और कागज़ की पर्चियों” शब्द अंतःस्थापित किए जाएंगे ;

(ii) खंड (ग) में, “नियंत्रण यूनिट” शब्दों के पश्चात्, “और प्रिंटर, जहाँ कहीं प्रयुक्त हो,” शब्द अंतःस्थापित किए जाएंगे ।

9. मूल नियमों के नियम 92 के उपनियम (2) में, खंड (ग) के पश्चात्, निम्नलिखित खंड अंतःस्थापित किया जाएगा, अर्थात् :--

“(गग) नियम 57ग के उपबंधों के अधीन मुद्राबंद मुद्रित कागज़ की पर्चियां ;” ।

10. मूल नियमों के नियम 93 के उपनियम (1) में, खंड (ग) के पश्चात्, निम्नलिखित खंड अंतःस्थापित किया जाएगा, अर्थात् :--

“(गग) नियम 57ग के उपबंधों के अधीन मुद्राबंद मुद्रित कागज़ की पर्चियां ;” ।

11. मूल नियमों के नियम 94 में, खंड (ख) के परंतुक में “प्रयुक्त मतपत्रों के प्रतिपर्णों” शब्दों के पश्चात्, “और मुद्रित कागज़ की पर्चियों, यदि कोई हों,” शब्द अंतःस्थापित किए जाएंगे ।

12. मूल नियमों में, प्ररूप 17ग के स्थान पर, निम्नलिखित प्ररूप रखा जाएगा, अर्थात् :--

प्ररूप 17ग

(नियम 49घ और 56ग (2) देखिए)

भाग 1 - अभिलिखित मतों का लेखा

.....निर्वाचन-क्षेत्र से.....लोक सभा क्षेत्र/राज्य/संघ
राज्यक्षेत्र की विधान सभा के लिए निर्वाचन

भाग 2 -- मतगणना का परिणाम

क्रम संख्यांक	अभ्यर्थी का नाम	नियंत्रण यूनिट पर प्रदर्शित मतों की संख्या	भाग 1 के मद 5 के अनुसार कटौती किए जाने वाले मतों की संख्या	विधिमान्य मतों की संख्या (3-4)
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
योग				

क्या ऊपर दर्शित मतों की कुल संख्या भाग 1 की मद 6 के सामने दर्शित मतों की कुल संख्या से मेल करती है या उनके दोनों योगों में कोई फर्क दर्शित होता है।

स्थान.....

तारीख.....

गणन पर्यवेक्षक के हस्ताक्षर
अभ्यर्थी/निर्वाचन अभिकर्ता/गणन अभिकर्ता का नाम
पूरे हस्ताक्षर

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

स्थान.....

तारीख.....

रिटर्निंग आफिसर के हस्ताक्षर [१]

[फा. सं. एच-11019(10)/2010-वि. 2]

डॉ. जी. नारायण राजू, संयुक्त सचिव और विधायी प्रामर्श

टिप्पणी : मूल नियम भारत के राजपत्र, असाधारण, भाग II, खण्ड 3, उपखण्ड (ii), में अधिसूचना संख्यांक का.आ. 859 तारीख 15 अप्रैल, 1961 द्वारा प्रकाशित किए गए और उनमें अंतिम संशोधन अधिसूचना संख्यांक का.आ. 1732(अ) तारीख 1 अगस्त, 2012 द्वारा किया गया।

(c) after sub-rule (6), the following sub-rule shall be inserted, namely:-

“(7) Where the printer for paper trail is used, the printer shall also be kept along with the balloting unit in the voting compartment and shall be connected to the electronic voting machine in the manner as directed by the Election Commission.”.

5. In the principal rules, in rule 49M, in sub-rule (3), after clause (c), the following proviso shall be inserted, namely:—

“Provided that where printer for paper trail is used, upon casting the vote by pressing the button as referred to in clause (b), the elector shall be able to view through the transparent window of the printer, kept alongwith the balloting unit inside the voting compartment, the printed paper slip showing the serial number, name and the symbol of the candidate for whom he has cast his vote before such paper slip gets cut and drops in the drop box of the printer.”.

6. In the principal rules, after rule 49M, the following rule shall be inserted, namely:-

“49MA.Procedure in case of complaint about particulars printed on paper slip.—(1)

Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, the presiding officer shall obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.

(2) If the elector gives the written declaration referred to in sub-rule (1), the presiding officer shall make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.

(3) If the allegation is found true, the presiding officer shall report the facts immediately to the returning officer, stop further recording of votes in that voting machine and act as per the direction that may be given by the returning officer.

(4) If, however, the allegation is found to be false and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then, the presiding officer shall—

- (i) make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test vote has been recorded;
- (ii) obtain the signature or thumb impression of that elector against such remarks; and
- (iii) make necessary entries regarding such test vote in item 5 in Part I of Form 17C.”.

(C) in rule 57C,—

- (a) in sub-rule (1), after the words “the memory of such result”, the words “and where printer for paper trail is used, the returning officer shall seal the paper slips in such manner, as may be directed by the Election Commission” shall be inserted;
- (b) in sub-rule (2), —
 - (i) in the opening portion, after the words “The control unit”, the words “and the paper slips” shall be inserted;
 - (ii) in clause (c), after the words “the control unit”, the words “and printer wherever used” shall be inserted.

9. In the principal rules, in rule 92, in sub-rule (2), after clause (c), the following clause shall be inserted, namely:-

“(cc) the printed paper slips sealed under the provisions of rule 57C;”.

10. In the principal rules, in rule 93, in sub-rule (1), after clause (c), the following clause shall be inserted, namely:-

“(cc) the printed paper slips sealed under the provisions of rule 57C;”.

11. In the principal rules, in rule 94, in the proviso to clause (b), after the words “counterfoils of used ballot papers”, the words “and the printed paper slips, if any,” shall be inserted.

12. In the principal rules, for FORM 17C, the following form shall be substituted, namely:—

“FORM 17C
[See rules 49S and 56C(2)]

PART I.—ACCOUNT OF VOTES RECORDED

Election to House of the People/Legislative Assembly of the State/Union territory.....from.....Constituency.

Number and Name of Polling Station:
Identification Number of voting	control unit
Machine used at the Polling Station :	balloting unit.....
	Printer (if used)

1. Total number of electors assigned to the Polling Station
2. Total number of voters as entered in the Register for Voters (Form 17A)
3. Number of voters deciding not to record votes under rule 49-O
4. Number of voters not allowed to vote under rule 49M

PART II—RESULT OF COUNTING

Sl.No. of candidate	Name of candidate	Number of votes as displayed on control unit	Number of test votes to be deducted as per item 5 of Part I.	Number of valid votes. (3 -4)
(1)	(2)	(3)	(4)	(5)

1.

2.

3.

4.

5.

6.

Total

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.

Place.....

Date.....

Name of candidate/election agent/counting agent

Signature of Counting Supervisor
Full signature

1.

2.

3.

4.

5.

6.

7.

Place.....

Date.....

Signature of Returning Officer.”.

[F. No. II-11019(10)/2010-I.eg.II]

Dr. G. NARAYANA RAJU, Jt. Secy. and Legislative Counsel.

Note : The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii) *vide* notification number S.O. 859, dated the 15th April, 1961 and last amended *vide* notification number S.O. 1732(F), dated 1st August, 2012.

Instruction SI. No.37

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.51/8/NOTA/2013-EMS

Dated: 28th October, 2013.

To

The Chief Electoral Officers
of All States/UTs.

Subject:- Provision for “None of the Above” – Regarding.

Sir/Madam,

I am directed to state that the Commission has decided to use a symbol for ‘None of the Above’ in the ballot paper and the design of the symbol approved by the Commission is enclosed for necessary action. The symbol approved is a circular depiction with black background and NOTA written in white in capital letters in English. This symbol shall be printed in addition to “None of the Above” in the row of symbols. The depiction will remain the same in all ballot papers, whatever be the language of ballot paper.

Yours faithfully,

-sd-

(Dilip K.Varma)
Under Secretary.

NOTA

By speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/NOTA/2013-EMS

Dated: 30th October, 2013

To

The Chief Electoral Officers
of all States and UTs.

Subject: Provision for 'None of the Above' - Regarding.

Sir/Madam,

I am directed to state that in supersession of Commission's earlier letter dated 28th October 2013 on the subject cited, the Commission has decided to use a different manner of depiction of the 'None of the Above' option in the ballot paper and the design of the said depiction approved by the Commission is enclosed for necessary action. The depiction approved is a rectangular depiction with rounded corners, with black background and "NOTA" written in capital letters in English. In the case of Assembly elections, as the ballot paper is in pink colour, the word 'NOTA' will be written in pink colour in capital letters, and in the case of Parliamentary elections for which ballot papers are white in colour, the word 'NOTA' will be written in white, in capital letters in English.

This depiction shall be printed in the last panel after the words; "None of the Above" that is to say "None of the Above **NOTA**". The depiction **NOTA** will remain the same in all constituencies whatever be the language of the ballot paper for that constituency, but the words "None of the Above" shall be printed in the language(s) in which the ballot paper are printed. Where the ballot paper are printed in more than one language, the translated versions of the above words "None of the Above" shall be printed in all such languages but the depiction **NOTA** shall be so printed that it appears as one common depiction against all the aforesaid versions of the words "None of the Above".

Yours faithfully,


(Dilip K. Varma)
Under Secretary

NOTA

Instruction Sl. No. 39

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.3/1/2013/VVPAT/SDR/

Dated-20th November, 2013

To

The Chief Electoral Officers of all States and Union Territories

Subject:-Use of EVMs with Printers – Format of declaration under rule 49MA of C.E Rules, 1961 – regarding.

Sir/Madam,

Kind attention is invited to letter of even number dated 15th October, 2013 with which a copy of the Gazette of India dated 14th **August, 2013** publishing the Notification issued by the Ministry of Law and Justice to amend the C.E. Rules, 1961 to enable the use of “Printer for paper trail “of votes recorded in EVMs was forwarded. The Form 17C has also been amended to incorporate the identification number of the Printer and test votes, if any, recorded by electors wherever VVPAT is used as per the direction of the Commission.

Subsequently, the Hon’ble Supreme Court, in its judgment dated **27th September, 2013**, in Writ Petition (C) No. 161 of 2004 (People’s Union for Civil Liberties &Anr.Vs Union of India &Anr), has directed that the Commission should make necessary provision in the ballot papers/EVMs for “None of the Above (NOTA)” option so that the electors who do not wish to vote for any of the candidates can exercise their right not to vote for any candidate without violation of the secrecy of their decision. Rules 41 (2), 41(3) and 49-O of the Conduct of Elections Rules, 1961, have been held to be ultra vires Section 128 of the Representation of the People Act, 1951 and Article 19(1)(a) of the Constitution.

In view of the above mentioned judgment of the Supreme Court, the provision made for noting the number of voters deciding not to record votes under rule 49-O at

Item No.3 of Form 17C has become otiose. In the meantime, a reference has been received from CEO, Tamil Nadu in which he has mentioned about possibility of some voter not casting vote after signing the Register of Voters (Form 17A) even after option of NOTA is provided in the EVM/Ballot Paper due to any reason cannot be ruled out, and seeking clarification about the procedure to be followed in such cases.

The issue has been considered by the Commission and it has been decided that if an elector after signing in Form 17A wishes to leave without voting a remark can be made in the Register of Voters (Form 17 A) according to the situation/circumstances under which the elector is not voting like “left without voting” or “refused to vote” etc.

In Form 17-C (Part-I) the number of such cases may be shown against Item (3) after scoring out the words “under rule 49-O” therein.

In the States of Mizoram, Madhya Pradesh, Rajasthan and NCT of Delhi where poll for the current general election to the Legislative Assembly is yet to be held and in the States of Gujarat and Tamil Nadu where poll for the bye-elections is to be held, these instructions may be brought to the notice of the officials drafted for conduct of poll at polling stations in such manner as may be considered appropriate.

Kindly acknowledge receipt.

Yours faithfully,

(N.T. Bhutia)

Under Secretary

Instruction Sl. No. 40

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.3/1/2013/VVPAT/SDR

Dated:20th November, 2013

To

The Chief Electoral Officers

of All States and UTs.

Subject: The Conduct of Elections (Amendment) Rules, 2013 to provide for use of VVPAT – regarding.

Sir/Madam,

You are aware that 'The Conduct of Elections Rules, 1961' have been amended on 14th August, 2013 to amend/ make rules for the use of Printer for paper trail of votes recorded in EVMs when used specifically as per direction by the Commission under the provision to rule 49A, as inserted by the above amendment. A new rule 49MA has been inserted to prescribe the procedure to be followed in case of complaint about alleged wrong particulars of a candidate and / or symbol on paper slip generated by the printer on pressing of the blue button against any candidate on the balloting unit is made by an elector. In sub-rule(1) it is prescribed that the Presiding Officer shall obtain a written declaration from the elector as to the allegation after warning the elector about the consequences of making a false declaration.

2. The Commission has devised the format of the written declaration in order to ensure uniformity across the country. A specimen of the declaration is sent herewith. Copies of the declaration may be provided to the Polling staff of those Constituencies where VVPAT system may be adopted. The Presiding Officers and Polling Officers in such Constituencies should be briefed about the requirement of a declaration in case of complaint of alleged mismatch in the slip generated by the printer and the button pressed on the balloting unit by the voter.

3. CEO Delhi and CEO, Mizoram where VVPAT system is being used in some Assembly Constituencies, may note that the contesting candidates in the Assembly Constituencies concerned may also be apprised about the provisions of Rule 49MA and the requirement of declaration by electors in such cases.

4. Kindly acknowledge receipt.

Yours faithfully,

(N.T.Bhutia)

General/ Bye-Election to.....

Sl. No. and Name of Parliamentary/ Assembly Constituency

No. and Name of Polling Station.....

FORM OF DECLARATION BY ELECTOR UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961

1. I hereby solemnly declare and affirm under sub-rule (1) of Rule 49MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bonafied.
2. I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if the declaration given by me in para 1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector

Name of the Elector.....
 Father/Mother/Husband's Name.....
 Part No. of elector roll.....
 Sl. No. of elector in that Part.....
 Sl. No. in Register of Voters (Form 17A).....

Dated.....

Certified that the above declaration was made and subscribed by the elector above named before me.

Signature of the Presiding Officer

.....

Dated.....

Instruction Sl. No. 41

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.576/3/2013/SDR

Dated: 7th December, 2013.

To

The Chief Electoral Officers of
All States/UTs.

Subject:- Clarification on 'None of the above'-counting of votes-reg.

Sir,

A question has been raised whether the votes polled against the NOTA option is to be considered for determining the forfeiture of security deposit.

The votes polled against the NOTA option cannot be treated as valid votes. Under Section 158 of the Representation of the People Act, 1951, it is the total number of valid votes polled by all the contesting candidates that is to be taken into account for calculating the one-sixth of votes polled by individual candidates for return of security deposit. Thus, it is clarified that the votes polled against the NOTA option is not to be taken into account for calculating the total valid votes polled by the contesting candidates for the purpose of return of security deposit.

Yours faithfully,
-sd-
(K.F.Wilfred)
Principal Secretary.

A2 – ARRANGEMENTS FOR ELECTORS ON THE DAY OF POLL

INSTRUCTION SI. No. 42

Election Commission's Order No. 576/11/ESO24/94-J.S.II dated 21.10.1994

Subject: General elections to State Legislative Assemblies -1994 Special facilities in polling stations for women electors

ORDER

Article 326 of the Constitution provides that the elections to the House of the People and to the Legislative Assembly of every State shall be on the basis of universal adult suffrage. The said Article provides as follows:-

326. "Elections to the House of the People and to the Legislative Assemblies of States to be on the basis of adult suffrage. - The elections to the House of the People and to the Legislative Assembly of every State shall be on the basis of adult suffrage; that is to say, every person who is a citizen of India and who is not less than eighteen years of age on such date as may be fixed in that behalf by or under any law made by the appropriate Legislature and is not otherwise disqualified under this Constitution or any law made by the appropriate Legislature on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practice, shall be entitled to be registered as a voter at any such election."

2. It is further provided in Article 325 of the Constitution that:-

325. "No person to be ineligible for inclusion in, or to claim to be included in a special, electoral roll on grounds of religion, race, caste or sex. - There shall be one general electoral roll for every territorial constituency for election to either House of Parliament or to the House or either House of the Legislature of a State and no person shall be ineligible for inclusion in any such roll or claim to be included in any special electoral roll for any such constituency on grounds only of religion, race, caste, sex or any of them."

3. Thus, the female electors in the country have the same electoral rights in the matter of elections to the House of the People and the State Legislative Assemblies as are granted to male electors.

4. But it has been observed that in certain States or in certain areas of the States the participation of female electors at the said elections has been comparatively low in comparison to male electors.

5. There can be several reasons for such low percentage of participation of women electors in elections. Some of these reasons may be attributed to social and religious taboos, particularly among the 'purdahnasheen' women in a particular community or women of certain other communities observing purdah system in the presence of family and village elders, or to sentimental reasons in some tribal areas, especially in the North-Eastern region.

6. The Commission is anxiously concerned about such low participation of women electors in elections. The Commission would like all such steps to be taken as would enable as large a number of women electors as possible to fully participate in the electoral process without reservations so that elections become more meaningful and democratic. In particular, the Commission would like to ensure that no woman elector is deprived of, or feels inhibited in the exercise of her right of franchise on account of any lack of facility in the polling station particularly in the matter of identification or application of indelible ink with full regard to privacy, dignity and decency of women electors.

7. Rule 34 of the 'Conduct of Elections, Rules, 1961 specifically provides that-

(1) Where a polling stations - is for both men and women electors, the presiding officer may direct that they shall be admitted into the polling station alternately in separate batches.

(2) The Returning Officer or the Presiding Officer may appoint a woman to serve as an attendant at any polling station to assist women electors and also to assist the Presiding Officer generally in taking the poll in respect of women electors, and, in particular, to help in searching any woman elector in case it becomes necessary.

8. In order to ensure that the women electors fully participate in elections and the turnout of women electors is improved, the Commission has issued several instructions from time to time. The Commission has already issued directions in Chapter II of "Handbook for Returning Officers," that in places where two polling stations are set up in the same building or compound, there is no objection to

allotting one of them for men and the other for women. The Commission has further clarified that even in the common polling stations, separate queues for men and women should be formed. The Commission has also directed that when separate polling stations are provided for men and women voters of a particular polling area, these should, as far as possible, be located in the same building.

9. Attention in this regard is also drawn to Chapter VIII of the "Handbook for Returning Officers, where it has been clarified that where there are a large number of women electors, especially 'purdahnasheen' women, women Polling Officers should be appointed to carry out the duty of identifying the electors.

10. In order that no sections of women for reasons of social or religious customs are prevented from exercising franchise only because of lack of privacy and other required facilities in polling stations, the Commission, in elaboration of its instructions contained in the Handbook, hereby directs that-

(i) it shall be the responsibility of the Chief Electoral Officer, District Election Officer, Returning Officer, Assistant Returning Officer and Presiding Officer to ensure that special arrangements, whenever required, are made for women electors to exercise their franchise in the presence of Lady staff;

(ii) such areas and polling stations should be identified forthwith:

(iii) in such identified areas/polling stations, lady staff must be necessarily included in the team of polling parties for such polling stations;

11. The Commission also directs that:-

(i) to protect the sensitivity regarding privacy of women voters, separate enclosures for identification of 'purdahnasheen' women should be provided in the polling station with locally available but absolutely inexpensive devices and using local ingenuity, such as use of charpoys or cloth such as bed spreads.

(ii) Where the number of female electors is significant (say 50% or above) and in areas where the system of Burqa or purdah is observed as a social custom, in each of these polling stations at least one Polling Officer must be a lady Polling Officer.

(iii) In polling stations exclusively meant for women electors, the polling personnel should have as many lady officer as available, consistent with overall security requirements.

(iv) In other polling stations also to the extent possible and available, at least one lady polling officer shall be appointed for identifying and assisting the women electors. In the matter of identification of women electors, the services of lady village level workers, Gram Sevikas, and lady school teachers, etc., can be made use of for this purpose.

12. If women officials are not available for such a duty in required number, the Returning Officer or the Presiding Officer has in terms of rule 34(2) of the Conduct of Elections Rules, 1961 the authority and the responsibility to exercise his power to appoint 'any' woman to serve as an attendant at the polling station to assist women electors and also to assist Presiding Officer in respect of women electors. The Commission has directed that the RO/Presiding Officer should make use of this provision to ensure that the privacy and sensitivity of the women electors are protected. While choosing such a person who could be any woman of the locality, special care should be taken to ensure that such persons as are appointed for this purpose do not have any known leanings for or allegiance to any political party or candidate.

13. The Commission further directs that widest possible publicity should be given to the special arrangements made for enabling women electors to exercise their franchise in the presence of women polling officers. This should also be highlighted in the training classes for Presiding Officers/Assistant Returning Officers/Sector Magistrate and other Supervisory Officers who will be responsible for implementing the Commission's directions.

The receipt of this order should be knowledge immediately.

INSTRUCTION SI. No. 43

Election Commission's letter No. 458/4/98/PLN-IV dated 01.06.1998 addressed to CEOs of 1. Andhra Pradesh, 2. Assam, 3. Bihar, 4. Haryana 5. Himachal Pradesh, 6. Jammu & Kashmir, 7. Karnataka 8. Kerala, 9. Maharashtra, 10. Orissa, 11. Punjab 12. Uttar Pradesh, and 13. Tripura.

Subject: Bye-elections in June, 1998 - Facilities at Polling Stations during the hot weather conditions

I am directed to state that the Commission, after taking into account the extreme heat and weather conditions prevailing in most of the States during the first week of June, 1998, hereby directs that for the elections being held on 3rd June, 1998 as the date of poll, as far as possible, the following precautions be taken and provisions be made:

- (I) Provide covered shelter for the electors at every polling station and if necessary have the extra rooms available in the building opened for electors to take rest.
- (ii) Make adequate arrangements at every polling station for storage of drinking water in earthen pots and one employee or a daily wage earner shall be deployed at every polling station to continuously refill the water pots.
- (iii) Every polling party shall be supplied with oral dehydration medicines for their own use as well as for use in case of any voter needing the same due to heat stroke.
- (IV) Every polling party shall be supplied with sugar and salt for oral dehydration therapy purposes.
- (v) Have one page hand bills prepared by the Chief Medical Officers on "Dos and Don'ts" of heat stroke first aid and supply the hand bills to each of the polling parties.
- (vi) The DEO of each district where the constituencies that are going to poll are located shall requisition the services of para medical staff from the offices of the Chief District Medical Officers and one such Para Medical Staff member shall accompany every mobile Patrol Unit and Sector Officer in their vehicles along with essential heat-stroke medicines. Such mobile patrol units shall touch every polling station once in every hour so that instant medical assistance would be available to any voter needing such help besides the first aid facilities given to the polling parties.
- (vii) Also appeal to the electors to carry wet towels to protect themselves against dehydration and also advise women electors to avoid bringing children along with them to polling stations due to hot weather conditions.

Kindly acknowledge receipt and confirm action taken.

INSTRUCTION SI. No. 44

Election Commission's letter No. 23/LOCATOR//2007-ERS Dated : 5th November, 2007 address to the Chief Electoral Officers of all the States and Union Territories.

Sub.: Preparation of electoral roll in alphabetical order – Regarding.

You are aware, at present, the electoral rolls are prepared according to house numbers of electors under rule 6 of Registration of Electors Rules, 1960. Under the said rule, the Commission can also give special instructions to prepare electoral roll of any part in alphabetical order, if it feels that the same is more convenient.

2. The Commission has been receiving reports from various sources that some times at the time of polling, electors/polling personnel find difficulties in locating the names of electors in the electoral rolls.

3. After considering various aspect, the Commission has issued the following directions -

- (i) for each premises/building location where three or more polling stations are located, a team of officials will be appointed for each such premises/building with the objective of facilitating the voter to locate his/her particular polling station number and the serial number of that voter in that electoral roll in the concerned polling station;
- (ii) necessary arrangement for sitting of the teams with a proper sized signage indicating, "VOTER ASSISTANCE BOOTH" in every location of premise/building where three or more polling stations have been set up, shall be provided;

- (iii) the “VOTER ASSISTANCE BOOTH” shall be set up in such a manner that the same is conspicuous to voters as they approach the premise/building;
- (iv) part-wise electoral roll in alphabetical order for each assembly constituency shall be generated in the same format as that of electoral roll i.e. in same 8 columns and kept at “Voter Assistance Booth”;
- (v) the alphabetical arrangement of names within a part need not be further divided section wise. Partwise arrangement of e-detail (elector detail) sorted by name in alphabetical order should be sufficient to locate a voter’s name quickly.
- (v) The alphabetical list should preferably be printed in English. Wherever the roll is printed in other vernacular language the same can be transliterated in English if the database is in UNICODE. In case of problem, the alphabetical arrangement of names can be made in the same language in which the roll is printed.
- (vi) The names appearing in the Supplements as Addition List can be separately sorted in alphabetical order. The components of deletions and corrections need not be printed in the Locator. However, it should be ensured that only the modified database i.e. with “strike off” of the entries deleted in the supplement and carrying out corrections as per the supplement, is used for preparing and printing of the alphabetical list.
- (vii) the team of officials manning “VOTER ASSISTANCE BOOTH” shall be provided copies of the alphabetical list of electoral roll alongwith complete sets of electoral roll to be used in the polling stations located in that particular premise/building;

- (viii) The voter assistance team will locate the Booth No. and Serial No. of every voter seeking such information from them and inform the voter. (The voter may be advised to note the information properly.)
 - (ix) The voter will be able to vote on fulfillment of all relevant condition (like production of EPIC etc.) and on the Presiding Officer's reasonable satisfaction based on independent verification.
 - (x) In single / double Polling Station buildings, no separate team or Voter Assistance Booth would be required. Instead, in such cases, the list of alphabetical electoral roll shall be provided to Presiding Officer of each polling station for easy identification of electors inside the polling station. This will be in addition to the working copies (of which one is used as Marked Copy) supplied to each polling party.
4. A sample of electoral roll generated in alphabetical order is enclosed.
5. The receipt of this letter may please be acknowledged with confirmation that relevant instructions have been issued to concerned District Election Officer/Returning Officer and other connected officers for future compliance. A copy of instructions so issued in this behalf may also be endorsed to the Commission for its information and record.

ELECTORAL ROLL - 2007
State - GOA

No., Name and Reservation Status of Assembly Constituency : 1-Mandrem (General)		Part No. : 1		
No., Name and Reservation Status of Parliamentary Constituency in which the Assembly Constituency is located : 1-Panaji (General)				
1. DETAILS OF REVISION				
Year Of Revision : 2007	Roll Identification :			
Qualifying Date : 01/01/2007	Basic Roll of Intensive Revision, 2006 Integrated with all Supplements preceeding Summary Revision 2007			
Type Of Revision : Summary				
Date Of Publication : 06/11/2006				
2. DETAILS OF PART & POLLING AREA				
No. & Name of the sections in the part :				
1. Near Church, Tiracol				
2. Near Hill Rock Restaurant, Tiracol				
		Main Village : Tiracol Police Station : Pernem Police Station Pernem-Goa Tehsil : Pernem District : North Goa PIN Code : 403524		
3. POLLING STATION DETAILS				
No. and Name of Polling Station :	Type of Polling Station (Male/ Female/ General)	General		
1, Tiracol				
Address of Polling Station :	Number of Auxillary Polling Station in this part	0		
Government Primary School, Tiracol				
4. NUMBER OF ELECTORS :				
Starting Sl. No.	End Sl. No.	Total Number Of Electors		
		Male	Female	Total
1	165	85	80	165

Electoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA

Part No : 1

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)
68	68	Asade Hanumant	F	Asade Bhagoji	M	40	GA/01/001/000062
142	108	Dias Alen Caridade	F	Dias Caridade	F	24	CDM3600251
# 144	108/A	Dias Alex	F	Dias Sebastiao	M	51	CDM0128645
# 138	107	Dias Antonio Sebastiao	F	Dias Sebastiao	M	48	CDM0124479
140	108	Dias Caridade	F	Dias Sebastiao	M	50	GA/01/001/000009
141	108	Dias Elizabate	H	Dias Caridade	F	46	GA/01/001/000046
137	107	Dias Estelina S	H	Dias Sebastiao	F	66	GA/01/001/000013
139	107	Dias Olga Antonio	H	Dias Antonio	F	36	GA/01/001/000012
# 143	108	Dias Savio Caridade	F	Dias Caridade	M	21	CDM0124529
136	107	Dias Sebastiao G.	F	Dias Gregory	M	78	GA/01/001/000003
24	18/A	D'Mello Johny Ubal	F	D'Mello Ubal	M	46	GA/01/001/000051
25	18/A	D'Mello Natalina Johny	H	D'Mello Johny	F	43	CDM5405923
26	20	D'Souza Alex Xavier	F	D'Souza Xavier	M	63	GA/01/001/000120
9	6	D'Souza Ana Mari	H	D'Souza Methew	F	76	
6	4	D'Souza Anaruzaria Andre	H	D'Souza Andre	F	66	GA/01/001/000066
5	4	D'Souza Andre Joquim	F	D'Souza Joquim	M	75	GA/01/001/000061
34	24	D'Souza Angelina	H	D'Souza Gabriel	F	84	
60	40/1	D'Souza Benedit	F	D'Souza Lourensa	M	40	GA/01/001/000008
58	40	D'Souza Camilo Lourensa	F	D'Souza Lourensa	M	46	GA/01/001/000026
10	6	D'Souza Caridada	F	D'Souza Methew	M	41	
44	29	D'Souza Cecilia Joaquim	H	D'Souza Joaquim	F	66	GA/01/001/000035
32	21	D'Souza Constancio Cyril	F	D'Souza Cyril	M	32	GA/01/001/000043
30	21	D'Souza Cyril Mingel	F	D'Souza Mingel	M	55	GA/01/001/000024
62	40/2	D'Souza Damiao	F	D'Souza Lourence	M	52	GA/01/001/000083
69	69	D'Souza Diogo Constancio	F	D'Souza Xavier	M	66	GA/01/001/000081
7	4	D'Souza Eojena Andre	F	D'Souza Andre	F	39	GA/01/001/000110
70	69	D'Souza Eugenia	H	D'Souza Diogo Constancio	F	56	GA/01/001/000061
28	20	D'Souza Eulogius Charles	F	D'Souza Alex	M	30	CDM5405931
40	27	D'Souza Fatima	F	D'Souza Sebastiao	F	27	
59	40	D'Souza Fera Camilo	H	D'Souza Camilo	F	39	GA/01/001/000059
8	4	D'Souza Fermio Andre	F	D'Souza Andre	M	34	GA/01/001/000030
46	29	D'Souza Francis Joaquim	F	D'Souza Joaquim	M	36	GA/01/001/000129
31	21	D'Souza Gracy Cyril	H	D'Souza Cyril	F	53	GA/01/001/000039
71	69	D'Souza Gregorio	F	D'Souza Diogo Constancio	M	31	
37	27	D'Souza Jasmine	F	D'Souza Sabestiao	F	34	GA/01/001/000037
51	34/A	D'Souza Jokina L.	H	D'Souza Sabestiao	F	76	
48	30	D'Souza Joseph	F	D'Souza Custan	M	81	GA/01/001/000067
61	40/1	D'Souza Lucy	H	D'Souza Benedit	F	38	GA/01/001/000057
50	30/A	D'Souza Marajal	H	D'Souza Louis	F	73	CDM0126565
45	29	D'Souza Matilda Joaquim	F	D'Souza Joaquim	F	38	GA/01/001/000028
39	27	D'Souza Michael	F	D'Souza Sabestiao	M	30	GA/01/001/000022
63	40/2	D'Souza Milagrin	H	D'Souza Damiao	F	41	GA/01/001/000058
41	27	D'Souza Monica	F	D'Souza Sabestiao	F	25	
49	30	D'Souza Piadad	H	D'Souza Joseph	F	76	
27	20	D'Souza Quitar Alex	H	D'Souza Alex	F	54	GA/01/001/000016
38	27	D'Souza Robert	F	D'Souza Sabestiao	M	32	GA/01/001/000128
47	29	D'Souza Rosy	F	D'Souza Joquim	F	30	
36	27	D'Souza Sabestian	H	D'Souza Sabestiao	F	58	GA/01/001/000038
35	27	D'Souza Sabestiao	F	D'Souza Gabriel	M	65	GA/01/001/000025
33	21	D'Souza Sabina Cyril	F	D'Souza Cyril	F	25	CDM5405956
72	69	D'Souza Sarto Antonio	F	D'Souza Diogo Constancio	M	29	
11	6	D'Souza Wilma	H	D'Souza Caridada	F	33	CDM5406228

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6: Sex M - Male, F - Female

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

Electoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA

Part No : 1

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)	
29	20	D'Souza Xavier	F	D'Souza Alex	M	23	CDM5427810	
56	54	Fernandes Abelina	F	Fernandes Alex	F	32		
1	3	Fernandes Anaroza Xavier	H	Fernandes Xavier	F	86	GA/01/001/000055	
54	54	Fernandes Annie	H	Fernandes Alex	F	63	GA/01/001/000095	
42	28	Fernandes Basteao Manuel	F	Fernandes Manuel	M	51	GA/01/001/000021	
4	3	Fernandes Brian Sebastiao	F	Fernandes Sebastiao	M	22	CDM3600244	
135	105	Fernandes Ceastod	F	Fernandes Cosma	M	40	GA/01/001/000073	
126	103	Fernandes Ermelina	H	Fernandes Rosinol	F	67	GA/01/001/000045	
57	54	Fernandes Ignatius	F	Fernandes Alex	M	31	CDM5427547	
3	3	Fernandes Julie Sebastiao	H	Fernandes Sebastiao	F	49	GA/01/001/000056	
53	37	Fernandes Maria Magdalena	H	Fernandes Titus	F	33	GA/01/001/000127	
43	28	Fernandes Pascoal Basteao	H	Fernandes Basteao	F	47	GA/01/001/000031	
55	54	Fernandes Rose	F	Fernandes Alex	F	38	GA/01/001/000122	
2	3	Fernandes Sebastiao Xavier	F	Fernandes Xavier	M	59	GA/01/001/000071	
75	69	Fernandes Sharmina Inacio	F	Fernandes Inacio	F	22	CDM5400536	
73	69	Fernandes Sharon	F	Fernandes Inacio	F	25	CDM0125021	
74	69	Fernandes Sweta Inacio	F	Fernandes Inacio	F	22	CDM0000281	
52	37	Fernandes Titus Stephen	F	Fernandes Stephen	M	41	CDM0124842	
66	59B	Godinho Agnel Alex	F	Godinho Alex	M	41	CDM5409818	
102	84	Godinho Anthony Giermin	F	Godinho Salvador	M	35	CDM5409610	
101	84	Godinho Carmelina Salvador	H	Godinho Salvador	F	56	CDM5409651	
104	84	Godinho Helen Anthony	H	Godinho Anthony	F	32	CDM5409479	
106	84	Godinho Hillary Salvador	F	Godinho Salvador	M	22	CDM5409677	
103	84	Godinho Juzepaulo Salvador	F	Godinho Salvador	M	33	CDM5427430	
105	84	Godinho Martin Victorin	F	Godinho Salvador	M	31	CDM5427646	
#	67	59B	Gudinho Serefin Agnel	H	Gudinho Agnel	F	36	CDM0124552
165	243	Joshilkar Ashok	F	Joshilkar Apa	M	39	CDM3600319	
162	124	Joshilkar Krishna	F	Joshilkar Apa	M	54	CDM3600277	
163	124	Joshilkar Rekha	H	Joshilkar Krishna	F	40	CDM3600293	
164	124	Joshilkar Satyavan	F	Joshilkar Krishna	M	25	CDM3600285	
153	117	Lobo Agustinho	F	Lobo Joquim	M	76		
#	152	116	Lobo Derryk Dominic	F	Lobo Dominic	M	28	CDM0128710
151	116	Lobo Dominic Santan	F	Lobo Santan	M	54	GA/01/001/000126	
154	117	Lobo Eugenia Alex	H	Lobo Alex	F	69	GA/01/001/000102	
155	117	Lobo Francis Xavier	F	Lobo Alex	M	40	GA/01/001/000132	
158	118	Lobo Izabela Xavier	H	Lobo Xavier	F	48	GA/01/001/000060	
161	118	Lobo Jonita Xavier	F	Lobo Xavier	F	20	CDM3600301	
159	118	Lobo Lorna Xavier	F	Lobo Xavier	F	23	CDM5406350	
160	118	Lobo Maria Xavier	F	Lobo Xavier	F	22		
156	117	Lobo Natalina Francis	H	Lobo Francis	F	36	GA/01/001/000098	
157	118	Lobo Xavier Jose	F	Lobo Jose	M	70	GA/01/001/000104	
20	8	Mendes Anapaulina Simao	H	Mendes Simao	F	29	CDM5400494	
#	21	8	Mendes Anthony	F	Mendes Santan	M	28	CDM0125294
12	8	Mendes Cicilie Santanjocky	H	Mendes Santanjocky	F	70	GA/01/001/000050	
23	10	Mendes Claudin Gabriel	H	Mendes Diago	F	36	CDM0120014	
19	8	Mendes Emilia Francis	H	Mendes Francis	F	29	CDM5405907	
17	8	Mendes Francis Santanjocky	F	Mendes Santanjocky	M	34	CDM5409321	
#	22	10	Mendes Gabriel Diago	F	Mendes Diago	M	41	CDM0124008
14	8	Mendes Girgol Santanjocky	F	Mendes Santanjocky	M	38	CDM5406293	
13	8	Mendes Jeron Santanjocky	F	Mendes Santanjocky	M	42	CDM5406418	
16	8	Mendes Josephina Jeron	H	Mendes Jeron	F	35	GA/01/001/000108	
18	8	Mendes Liberata Girgol	H	Mendes Girgol	F	33	CDM5405915	

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6 : Sex M - Male, F - Female

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

Electoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA

Part No : 1

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)
15	8	Mendes Simao Santanjocky	F	Mendes Santanjocky	M	36	CDM5406236
65	54	Mendonsa Filomena J.	H	Mendonsa Josevictor	F	66	GA/01/001/000093
64	54	Mendonsa Jose Victor J.	F	Mendonsa Joaquim	M	72	GA/01/001/000088
114	91/2	Pereira Anarosa Anton	H	Pereira Anton	F	45	GA/01/001/000089
111	91	Pereira Annie Tina	F	Pereira Domingos	F	26	
113	91/2	Pereira Anton	F	Pereira John	M	50	GA/01/001/000134
110	91	Pereira Daniel Agnelo	F	Pereira Domingos	M	30	CDM0136176
109	91	Pereira Elvis Pascoal	F	Pereira Domingos	M	32	GA/01/001/000125
117	92	Pereira Magdalena	H	Pereira Santanmanuel	F	56	GA/01/001/000034
108	91	Pereira Maria Victoria	H	Pereira Domingos	F	54	CDM0129056
107	91	Pereira Minguel Domingos	F	Pereira John	M	61	GA/01/001/000103
119	92	Pereira Raina Roselina	F	Pereira Santanmanuel	F	24	CDM5406376
116	92	Pereira Santan Manuel	F	Pereira Simocaitan	M	65	GA/01/001/000068
115	91/2	Pereira Sienadefni	F	Pereira Anton	F	23	CDM5405964
112	91	Pereira Twinkle D.	F	Pereira Domingos	F	21	CDM3600228
118	92	Pereira Wilfred Alben	F	Pereira Santmanuel	M	30	CDM5427414
79	70	Rodrigues Agnelo	F	Rodrigues Jose	M	41	GA/01/001/000118
93	73	Rodrigues Alfredo	F	Rodrigues Domic	M	27	
149	113	Rodrigues Anselm	F	Rodrigues Gabriel	M	28	
85	73	Rodrigues Anthony	F	Rodrigues Cristod	M	51	GA/01/001/000082
89	73	Rodrigues Anymartta Joquim	H	Rodrigues Joquim	F	36	CDM5400502
83	73	Rodrigues Augustin	F	Rodrigues Cristod	M	54	GA/01/001/000011
82	73	Rodrigues Baltazar	F	Rodrigues Cristod	M	56	GA/01/001/000053
77	70	Rodrigues Catarina	H	Rodrigues Jose	F	69	GA/01/001/000097
123	100	Rodrigues Cedric A.	F	Rodrigues Manuel	M	27	CDM5406384
146	113	Rodrigues Conscsao	H	Rodrigues Gabriel	F	53	GA/01/001/000040
148	113	Rodrigues Costudio Minguel	F	Rodrigues Gabriel	M	30	
98	79	Rodrigues Cristalina Salvador	H	Rodrigues Salvador	F	54	GA/01/001/000014
88	73	Rodrigues Deodita A.	H	Rodrigues Augustin	F	41	CDM0128488
133	105	Rodrigues Diogo Francis	F	Rodrigues Manuel	M	58	GA/01/001/000106
# 128	104	Rodrigues Domasin	F	Rodrigues Francis	M	40	CDM0124586
# 99	79	Rodrigues Fatichit Juao	F	Rodrigues Salvador	M	30	CDM0128728
80	70	Rodrigues Filomena Honarata	H	Rodrigues Honarata	F	38	CDM5406186
87	73	Rodrigues Francis	F	Rodrigues Cristod	M	41	GA/01/001/000019
# 129	104	Rodrigues Gregory	F	Rodrigues Francis	M	39	CDM0125435
78	70	Rodrigues Honarata Jose	F	Rodrigues Jose	M	46	CDM5406442
86	73	Rodrigues Joaquim	F	Rodrigues Cristod	M	47	GA/01/001/000100
# 150	113	Rodrigues Joaquina Joanita	H	Rodrigues Costudio	F	27	
76	70	Rodrigues Jose	F	Rodrigues Anton	M	76	GA/01/001/000080
121	100	Rodrigues Julia Escolastica	H	Rodrigues Manuel J.p	F	53	GA/01/001/000032
# 132	104	Rodrigues Julie	H	Rodrigues Zeferin	F	26	CDM0125617
120	100	Rodrigues Manuel J.p	F	Rodrigues Caridade	M	57	GA/01/001/000027
124	100	Rodrigues Mathew	F	Rodrigues Manuel	M	27	
122	100	Rodrigues Melwyn A.	F	Rodrigues Manuel	M	28	CDM5427448
81	70	Rodrigues Mercy Agnelo	H	Rodrigues Agnelo	F	36	CDM5406178
94	73	Rodrigues Monty	F	Rodrigues Domic	M	25	
84	73	Rodrigues Natalina	H	Rodrigues Domic	F	53	GA/01/001/000048
100	79	Rodrigues Olinda Ernestina	F	Rodrigues Salvador	F	24	CDM3600269
# 95	73	Rodrigues Reagan	F	Rodrigues Domic	M	23	CDM0125377
# 131	104	Rodrigues Rita	H	Rodrigues Gregory	F	34	CDM0125302
147	113	Rodrigues Rosalina	H	Rodrigues Xavier	F	46	GA/01/001/000023
91	73	Rodrigues Rosario	F	Rodrigues Domic	M	31	GA/01/001/000007

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6: Sex M - Male, F - Female

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

Electoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA

Part No : 1

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)
# 97	79	Rodrigues Salvador Domiao	F	Rodrigues Domiao	M	59	CDM0128678
90	73	Rodrigues Santan	F	Rodrigues Domic	M	33	GA/01/001/000042
127	104	Rodrigues Sebastiana	H	Rodrigues Francis	F	65	GA/01/001/000047
92	73	Rodrigues Sebestiao	F	Rodrigues Domic	M	29	GA/01/001/000132
134	105	Rodrigues Succorine B.	H	Rodrigues Diogo Francis	F	48	GA/01/001/000101
125	100	Rodrigues Sweeta	F	Rodrigues Manuel	F	22	CDM3600210
96	73	Rodrigues Virginia Ana	F	Rodrigues Domic	F	21	CDM3600236
# 145	113	Rodrigues Xavier	F	Rodrigues Mingel	M	64	CDM0128646
# 130	104	Rodrigues Zeferin	F	Rodrigues Francis	M	36	CDM0125625

Place : Pernem
Date : 06/11/2006

Electoral Registration Officer
1-Mandrem Assembly Constituency

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 5 : Sex M - Male, F - Female

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

Supplement Details		Supplement No. : 1
Revision ID : Summary Revision, 2007	Qualifying Date : 01/01/2007	
Mother Roll	: Basic Roll of Intensive Revision, 2006 Integrated with all Supplements preceeding Summary Revision 2007	
Supplement Process & Year	: Summary Revision, 2007	
Supplement Type	: List of additions, Deletions and Corrections	
Date Of Publication	: 22/02/2007	

Component List I : ADDITIONS LIST

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)
166	33	D'Souza Serafina	F	D'Souza Manuel Francisco	F	60	

Number Of Additions	Male	Female	Total
	0	1	1

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
 Column 6 : Sex M - Male, F - Female

6

Column 7 : Age as on 01/01/2007
 Column 8 : EPIC- Elector Photo Identity Card

Instruction Sl. No.45

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Asoka Road, New Delhi-110001

No.464/2009-EPS

Dated: 30th April, 2009

To,

The Chief Electoral Officers of
All States/UTs.

**Subject: Facilitation for Senior Citizen and Physically Challenged
Voters-regarding.**

Sir/Madam,

With reference to the on going General Election 2009 and on the basis of feed back received and with a view to ensuring that Senior Citizens and Physically Challenged persons are able to vote without much difficulty, the Commission has directed that there should be a separate queue primarily for the physically challenged persons and Senior Citizens. However, there may be difficulty in enforcing this norm strictly but the guiding principle for every one should be the physical condition of the voter and the infirmity if anything the voter suffers from. Regarding identification of senior citizen, the Commission has decided that he/she has attained the age of 60 years or more he/she shall be allowed to use separate queue meant for senior citizens and physically challenged persons. As this being a voter friendly initiative, the CEO should give adequate publicity about it and issue an appeal to voters to co-operate in this initiative with a request that those who are able bodied and healthy should not try to avail this opportunity to jump the queue. Rather this should be need based. The voters in the queue should have open mind to help the fellow voters who are suffering from disability and other age related and health related problems. The Presiding Officers and other field officers may be instructed accordingly.

Yours faithfully,

**SUMIT MUKHERJEE
(UNDER SECRETARY)**

Instruction Sl. No. 46

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.464/INST/2011/EPS
To

Dated: 19th March 2011

The Chief Electoral Officers of
1. Assam, Dispur
2. West Bengal, Kolkata
3. Kerala, Thiruvananthapuram
4. Tamil Nadu, Chennai
5. Puducherry, Puducherry

Subject: Utilization of Voter's Slips as an alternate Voter ID – Modification of instructions on Voter Slips – regarding.

Sir/Madam,

I am directed to invite your kind attention to the Commission's instructions No. 464/INST/2011/EPS dated 18th February, 2011 regarding Distribution of official Voters' Slips to the voters by District Administration, wherein the Commission directed that Voters' Slips including photograph of voters, where available in the photo roll, be distributed to all enrolled voters by District Administration.

The Commission has, after careful consideration, decided that the Voters' Slips should be authenticated by the Electoral Officer/BLO concerned before distribution, so that they can be used as an alternative identification document by a voter for the purpose of casting one's vote in the forthcoming polls.

The sample Voter's Slip enclosed in the above said corrections of the Commission dated 18.02.2011 will stand modified to that extent and note (i) therein will also stand modified. A revised sample is sent herewith where these slips have already been printed the above corrections may be carried out by means of a rubber stamp.

All concerned should be appropriately briefed and the training of PollingStaff/RO/ARO/Sector Officers should be updated accordingly.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

Election to the Legislative Assembly of

Voter Slip

No. and Name of AC.....

Part No.

Name

Sex.....

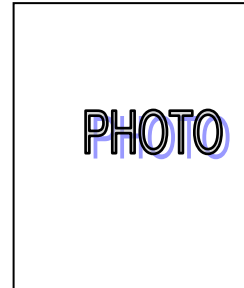
EPIC No.

Father's/ Mother's/husband's name

Voter Serial Number.....

Polling Station No. & Name

Poll Date, Day and Time



Note 1: Bringing this voter slip to the Polling Station is, not compulsory. It is issued only as convenience to electors, so that the voters know their polling station and Voters SI. No.

Note 2: If this voter slip does not have a photograph or it has wrong particulars or Photograph, the voter can still be allowed to vote based on EPIC or alternative identity documents permitted by Election Commission of India.

Date:

Signature and Stamp of
Returning Officer/BLO

Instruction Sl. No. 47
ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.464/INST/2011 /EPS

Dated: 26th December, 2011

To

- The Chief Electoral Officer of
1. Goa, Panaji,
 2. Manipur, Imphal,
 3. Punjab, Chandigarh,
 4. Uttarakhand, Dehradun,
 5. Uttar Pradesh, Lucknow.

Subject:- Special facilities in polling stations for women electors- regarding.

Sir/Madam,

The Commission has always been emphasizing for enhanced participation of women electors on poll day to improve the turnout of women electors. Instructions exist that in places where two polling stations are set up in the same building or compound, there is no objection to allotting one of them for men and the other for women'. Further, where there are a large number of women electors, especially **purdahnasheen** women, women Polling Officers should be appointed to carry out the duty of identifying the female voters. The Commission's Order No. 576/11/ESO24/94-J.S.II, dated 21.10.1994 contained in the Compendium of Instructions on Conduct of Elections- Volume-IV also refers for providing special; facilities in polling stations for women voters.

The Commission has now decided, in view of the fact that women electors coming to vote at polling stations have to attend many household chores, two women voters may be allowed entry into polling station for entry of one male voter.

Please inform all concerned and give due publicity to this.

Yours faithfully

(SUMIT MUKHERJEE)
SECRETARY

B – COUNTING OF VOTES

INSTRUCTION SI. No. 48

Election Commission's letter No. 576/3/2004/JS-II, dated 20.08.2004 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject:- General Elections to Lok Sabha and certain Legislative Assemblies, 2004- supply of results sheet to public.

I am directed to state that sub-rule(2) of Rule 93 of the Conduct of Elections Rules, 1961, provides that the copies of papers relating to an election other than those mentioned in sub-rule (1) of that rule may be supplied on payment of fee for the purpose. It has been brought to the notice of the Commission that some of the Returning Officers/District Election Officers have refused to supply copies of result sheets in connection with the recent general elections.

In this connection, your attention is invited to para 9 of Chapter-XVIII of the Handbook for Returning Officers, 2004. The Commission has instructed therein that the result sheets in Form 20 may be supplied, if asked for by interested persons, on payment of fee as charged for supply of certified copies of other election records.

This may be brought to the notice of all the Returning Officers, District Election Officers etc. for their information and compliance.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 49

Election Commission's letter NO. 470/2007/PLN-I DATED:11th January, 2007 addressed to the Chief Electoral Officers of all States and Union Territories.

Sub: Counting Centers - Arrangements there at – including security arrangements.

INSTRUCTIONS FOR FACILITIES AT COUNTING CENTRES AND MANAGEMENT OF THE COUNTING PROCESS

1. The Commission has decided to use Electronic Voting Machine in all polling stations for recording of votes. The counting of votes will be done polling station wise.
2. A counting Centre means a place where counting of votes will be done and may have one or more Counting Halls.
3. A counting Hall means a separate room walled on all sides and preferably with separate exit and entry facilities.
4. Where pre-constructed separate rooms are not available but large rooms are proposed to be divided for creating Halls, each part constitution a Hall will be separated by temporary partitions. These partitions will be of strong material, but preferably CGI sheets only. Where the owners of the Building have objections to dig holes on the floor, a suitable rigid frame, with CGI sheets fixed on two sides, may be used. The point to be ensured is that after the necessary portioning, each Hall is an independent room walled on all four sides. It should not only be not possible for persons to move out from a Hall without coming out of it, but it should be impossible to slip any materials from one Hall to other through the partitions. On both sides of the partitions, guards should be posted to ensure that these are not disturbed.
5. Each counting center will have a distinct number and within each Counting Centre each Hall will have a distinct number.
6. Each Hall, as defined earlier, will be used for counting for only one Assembly Segment at a given point of time. The counting of one assembly segment can be taken up in maximum of two Halls provided that in one hall the physical distribution of space does not allow placing of

- more than 8 tables (including the table of the RO/ARO). IN cases where the size of the electorate in an Assembly segment is unusually large a maximum of 15 tables each can be put in two Halls for that Assembly segment. All such cases will be personally scrutinized by the DEO and the observers after taking into account all relevant factors such as number of candidates, number of counting agents etc.
7. In cases where two Halls are being used to count an Assembly segment the Polling Station numbers will and pre-allotted to the two Halls (each room being one separate Hall) in advance.
 8. Assembly Segments must be pre-allotted to Halls and this allotment made known to all concerned in advance.
 9. If the total number of Halls is less than the total number of Assembly Segments for a Parliamentary Constituency, the sequence of counting will be as per the ascending AC numbers. Thus, if there are seven such AC segments in a PC and only three Halls, then segments with the three lowest serial numbers will be taken up for counting in the three Halls available. As soon as counting is completed in respect of one Assembly Segment in a particular Hall and after necessary clearance of the Hall, counting for the next AC pre-allotted to the Hall will be taken up therein.
 10. Under no circumstances, more than one AC segment will be taken up for counting simultaneously, inside one Hall, and, under no circumstances, Electronic Voting Machines (or Ballot Papers) of more than one AC segment will be physically available for counting purposes inside one Hall at any time.
 11. The Commission has already prescribed limits for the number of counting tables, which can be placed inside a Hall. Important considerations for deciding on the number of counting tables would be the number of Polling Stations, size of the room, the number of counting agents, as per the number of candidates, and the total number of counting personnel proposed to be deployed and the security aspects.
 12. The upper limit of 15 tables (including the Table of Returning Officer) in a counting HALL will not be increased under any circumstances. A lower actual limit may be fixed taking into account all relevant factors.

13. The Commission has prescribed a format for essential information on counting centers and personal inspection by the Returning Officers. Observers of the Commission will undertake detailed inspection of counting centers during their visit and ensure that the counting Halls have been planned as per the above instructions and Assembly segments have been accordingly pre-allotted to each Hall. They will send a specific report on this to the Commission. They should also obtain relevant drawings of each counting centres and keep it as a part of the record for their final report.
14. The Counting Halls, including partitions as planned, should be got ready at least three clear days, ahead of the date of counting and a report sent by each RO to the CEO, and by the Observers to the Commission. CEOs shall send a consolidated report to the Commission. These rooms should be located in a manner that the smooth flow of polled EVMs and other papers to and from the strong room are not interrupted by the presence of non-officials and media persons.
15. Three tier cordoning system should be set up in all counting centers to prevent the entry of unauthorized persons inside the counting centers. No counting agent without proper identity card having the photograph, duly displayed on its person, shall be allowed to cross the first cordon of the counting centre. Similarly, the identity of all candidates, their election agents and of all the counting staff shall also be thoroughly verified with reference to their identity cards at the first cordon itself. A senior Magistrate shall be posted at the entrance to control crowd and regulate entry.
16. Before allowing the entry of the candidates, their agents and other officials whose identities have been established by means of identity card to the second cordon, proper frisking should be made by the security personnel. The frisking shall be done by State police force personnel only. Women shall be frisked only by women police personnel/women Home Guards. There should be no further frisking
17. CEOs, during their tours, will specifically review arrangements proposed and inspect as many counting centers as possible.

18. At each counting center the Observer or group of Observers will be provided a separate room or cubicle with table/chairs, a telephone with STD and a fax attached to it. This will be reserved for the exclusive use of the Observers for their communication with the Commission, in strict confidentiality.
19. The number of this telephone will be obtained from the Telephone authorities at least 15 days ahead of the counting and made known to the Commission.
20. The RO shall provide a hotline, wherever possible, with CEO and one or more separate telephone line(s) with STD facilities to keep in touch with the CEO and the Commission. A fax machine should invariably be available for use of the RO/ARO at each counting centers.
21. Media centers have to be set up at each Counting Centre. As far as possible, a separate room of adequate size should be set apart for these centers and reasonable facilities like telephone, fax, data communication network etc have to be provided. Each returning Officer is required to exclusively deploy one senior officer to be in charge of the Media Centre. Such an officer should be an Assistant Returning Officer or an officer drawn from the Public Relations Department or any other officer capable of managing this function on behalf of the Returning Officer. Limited coverage of short duration by manageable audio/visual groups can be allowed and the groups, may be conducted by the official designated for this purpose by the officers in charge of counting. It is important that adequate number of officers/officials are available to assist the officer in charge of the Media Centre at each counting centre so that they can escort the media groups in small manageable numbers to visit counting halls from time to time. Such visits are to be of short duration only. All such visits will be escorted visits conducted by officers identified and earmarked for this purpose in advance. For further detail on media management, Commission's letter No. 491/CNTG/MCS/99, dated 20th September, 1999 may please be referred.
22. The media room should be set up at some distance away from the main

- Counting Hall. In case of any Parliamentary or Assembly constituencies being counted in one Counting Centre with multiple Counting Halls, the media passes will be issued “Counting Centre-Wise” and not “Counting Hall-wise”.
23. The holders of the authority letters, while covering the counting process, can and should be allowed to come out of the counting hall(s) if they so desire, during the counting. They should also be allowed to re-enter on the basis of the very same authority letters. All entry at all times however, is subject to the over-all requirement of maintenance of law and order, proper decorum and the conduct of peaceful counting. Limited coverage of short duration by manageable audio/visual groups can be allowed and the groups, may be conducted by the official designated for this purpose by the officers in charge of counting.
 24. The arrangements for dissemination of counting trends and results to public and for media is to be made in advance so that there is absolute clarity in the matter. These are expected to provide the counting trends and results information in an organized and systematic manner in good time. These should be made known to all concerned in advance.
 25. It may also be noted that no static (fixed) camera – still or video of the media is allowed inside any counting hall. No camera stand should thereof be allowed to be taken inside counting halls. Further, while taking audio visual coverage of the counting process with camera carried in hand or on shoulders, under no circumstances, the actual votes recorded on an individual ballot papers is to be photographed or covered by audio visual coverage. The exact location up to which the, still and video camera can move, should be indicated by the Returning Officer in advance marked by a line or a string for guidance of all concerned.
 26. DEOs, and ROS will accordingly make detailed plans and ensure that the arrangements are in position well in time and at least 72 hours before start of counting. This will facilitate dry run of transmission of counting information and system checks by all concerned.
 27. For ensuring accuracy of the result of counting, a round-wise statement shall be prepared by the Returning Officer in the proforma annexed hereto

(Annexure for tabulating round-wise figures). Both the Returning Officer and Observer shall personally verify that the number of votes posted against the name of each candidate in respect of every counting table tally with the figures as shown in Part II of Form 17 'C' (result of counting) pertaining to that table. They shall append their initial below the total of each counting table. A copy of the detailed table-wise polling station-wise round –wise break up of the votes as shown in the said Annexure will be kept by the Observer in his folder.

In addition, a computer will be installed in the Counting Hall where parallel tabulation work will be done in an Excel Sheet to counter check any human error. This data entry will also be done Table wise, Polling station wise and Round wise. Even though computer tabulation will not substitute the manual tabulation being done for obtaining final result of the counting of votes, the Computer based parallel tabulation/totaling will be helpful as a double check on the accuracy of manual tabulation.

28. Next Round of counting should only start after repeat after all tables of previous round have finished counting and their result sheets are accepted by AROs.
29. The Observer/Returning Officer will ensure that the results of **table-wise – round-wise** counting of votes are immediately displayed prominently on a notice board inside the counting center and announced through public address system. After the counting is completed and the Returning Officer has compiled the final result sheet, the Observer will tally the figures of votes obtained by the candidates with the details of round-wise breakup kept by him in his folder and allow the result to be declared only when the figures tally with each other.
30. The Commission has issued detailed instructions on the flow of data through GENESYS. These instructions are to be followed scrupulously by all Returning Officers.
31. The RO will fax round-wise data to the CEO. Wherever hot lines are available with the CEO, these will be utilized to orally confirm the contents of the fax message. CEOs would set up adequate number of fax lines with

- hunting line facility to receive the faxes. For this purpose, they can hire faxes or temporarily borrow fax machines from various government departments and corporations. The total number of such fax machines required, including a few in reserve, should be decided in advance and these should be positioned and tested at least 72 hours before the start of counting. The CEOs should have blank forms to note down the round wise data, if received orally on phone or hotline.
32. As soon as the result is declared, the data as contained in Form 21, which is handed over to the winning candidate, will be handed over to the Observer as prescribed by the Commission for immediate communication to the Commission.
 33. As per the above arrangements, the progress of every round, Assembly segment-wise, will be announced as soon as each round is complete. Similarly, the consolidated position of the PC by combining the position of the rounds of different ACs available from time to time should also be announced over the public address system,, preferably from a centralized location where the public announcement booth is located. The public announcements could be repeated at suitable intervals for the knowledge of the public that gather in good number outside the Counting Centres.
 34. It is important that soon after the counting is finished, the fully reconciled counting data is tabulated and checked thoroughly before the result is formally declared.
 35. The Observers will ensure that the Final Result Sheet in form 20A is filled by the RO before he declares the result in Form 21 C and sends it to appropriate quarters. One copy each of the Forms 20 A, 21C and 21E duly filled in will be collected by the Observers and attached with their reports on counting.
 36. Commission has decided that all Observers will keep a close watch on the process of counting of votes and compilation of results. Before the Returning Officer declares result of an election, he/she shall obtain an authorization for declaration of result from the Observer concerned. Every Observer shall completely satisfy himself/herself about the fairness of counting of votes and complete accuracy of compilation of result. After

having done so, he/she shall issue an authorization to the concerned Returning Officer in the following format for declaration of result :-

“ _____Observer Code_____),
For _____Assembly Constituency after having
satisfied myself about the fairness of counting of votes and complete
accuracy of compilation of result in Form-20 hereby authorize the
Returning Officer for _____Assembly Constituency to
declare the result.”

Signature of the Observer_____

Name of the Observer_____

Code of the Observer_____

Assembly Constituency No. & Name_____”

37. No Returning Officer shall declare the result without receiving the authorization in the format as detailed in Para 36 above from the Observer. It shall be the personal responsibility of the Observer and Returning Officer to ensure fairness of counting of votes and accurate compilation of results.
38. The Observers can make out a joint report at the end of counting. On the day immediately following the counting, they will put together their reports, along with copies of Forms 20A, 21C and 21E and send them to the Commission. This should be done before the Observers leave the Constituency on completion of their duty. They will also ensure that the original Forms in two sets are dispatched by the RO through special messenger to the CEO, in turn, will send one set for all constituencies in his state, through a special messenger by flight, to the Commission.
39. The CEOs will keep in touch with the Zonal Secretaries on the progress of counting and the collection and dispatch of data in statutory forms as mentioned earlier.
40. It shall be the personal responsibility of the concerned District Election Officer to ensure that all the abovementioned instructions are strictly complied with and brought to the notice of all the Returning Officers, Observers, Candidates, Counting Agents etc sufficiently before the commencement of the Counting.

Annexure for tabulating Trends/Results

Number & Name of Constituency _____ Round Number ____ Date _____

Table No.	1.	2.	3.	4.	5.	6.	Total	Brought from Previous Round	Cumulative Total
Polling Booth No.									
Sl. No.	Name of Candidate								
Rejected Vote									
Total Vote									
	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO		
	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer		

- Important:
1. All Over writings/cutting should be certified by observer.
 2. Polling station Number whose votes are counted should be indicated below the table Number.
 3. A copy of this is to be kept by observer in a separate folder for cross checking later.

INSTRUCTION SI. No. 50

Election Commission's letter No. 464/UP-LA/2007 Dated : 8.05.2007 addressed to the Chief Electoral Officer, Uttar Pradesh, Lucknow.

Sub: General Election to the Uttar Pradesh Legislative Assembly, 2007- Video coverage during counting process – Regarding.

I am directed to reiterate Commission's existing instructions regarding the procedures to be followed on the counting day and to further say that video coverage shall be ensured at every stage of the counting on 11.05.07. The Video coverage shall include the randomization process, the process of opening of strong room, transfer of EVMs from strong room to counting hall, counting hall arrangements, process of counting in general in the counting hall and process of tabulation in general at the Returning Officer's table, the process of counter checking of two EVMs as per the recent instructions of the Commission and security arrangements in and outside the counting hall/center, presence of candidates and their agents in the counting centers and the process of declaration of result, handing over of certificate of return and any other significant events that take place at any point of time during the counting process. The videography should indicate the date and time and the video cassette should be sealed after the counting process is over for future reference. Accordingly, adequate number of video teams may be deployed on the counting day.

2. This shall be brought to the notice of all concerned for compliance without any deviation.

INSTRUCTION SI. No. 51

Election Commission's letter NO. 470/2007/PLN-I DATED: 29th August, 2007 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Counting of votes for General/Bye-elections to the House of People/State Legislative Assembly-ensuring transparency – regarding

The Commission has issued detailed instructions regarding the arrangements for counting centers and management of counting process including the security arrangements vide its order number 470/2007/PLN-I dated 11th January 2007.

In order to ensure a higher level of transparency in the counting process, the following arrangements would also be put in place by all District Election Officers and Returning Officers. A copy of these instructions should be given to all the Observers immediately on their arrival so that they have time to familiarize themselves with this and to take action accordingly.

Randomization of counting officials

1. The posting of Counting Supervisors and Counting Assistants must be done randomly in such a way that the counting official come to know of the Assembly Constituency and the table assigned to them only at the time of their arrival at the Counting Center on the day of the counting.
2. The District Election Officers shall issue photo-identity cards to all counting staff . After the Randomization, explained in the following paragraphs is over, the reserve staff would be seated separately in an enclosure within the counting centre campus.
3. The District Election Officer must keep a pool of well trained officials (including the reserved pool) available for counting purposes. The counting officials be directed to reach the counting center at 6 am on the date of counting. As already mentioned in Para 1 above, these officials would not be allotted the Assembly Constituency or the Table number in advance.
4. The Observers and the District Election Officer would assemble at one place for carrying out the randomization at 5 am on the day of the counting. This place may be the NIC center, Counting Center or any other office where the process can be conveniently carried out. The list of trained officials would be provided by the District Election officer to the Observers. There would be two lists, one of Counting Supervisors and another of Counting Assistants and each counting official would be

assigned a unique serial or code number which would be so labeled as to indicate clearly the category to which he belongs i.e. whether he is a Counting Supervisor or a Counting Assistant.

5. The randomization would be carried out either manually or by using a computer. For manual randomization, the senior most Observer present would randomly assign the Constituency and the table number to the counting officials by the draw of lots. This has to be done with the two lists mentioned above separately and independently so that for each of the tables the name of one Counting Supervisor and one Counting Assistant is generated. The District Election Officer would make all prior arrangements to ensure quick and smooth conduct of this randomization process. This would include preparing chits of the unique serial numbers assigned to counting officials and the constituency/table numbers.
6. Alternatively, the District Election Officer may make arrangements for carrying out the abovementioned randomization with the aid of a computer in consultation with the Observers. However, before using a computer aided method the Observers must fully satisfy themselves that the process is free from all errors and that it truly generates the results in a random manner.
7. The District Election Officers would ensure that Videography of the process of randomization is carried out for record.
8. To illustrate it by a practical example, let us assume a district has 10 Ac's, with 14 counting tables each. For this district 154(including 10% reserve) Counting Supervisors and 154 Counting Assistants would be required. These many officials would have been already trained and given codes while issuing the duty orders. On the date of counting at 5 am, these 154 codes each of Counting Supervisors and Counting Assistants, written on individual slips, would be kept in two separate boxes. The senior most Observer, in the presence of District Election Officer and all other Observers would start the randomization process for a particular assembly constituency by randomly picking up one slip each from the two boxes. The Counting Supervisor and the Counting Assistant so picked up on the first set of draws would be assigned table no 1 in that Constituency. This would continue in a similar way till each of the 14 tables are assigned one Counting Supervisor and one Counting Assistant. The same process would then be repeated for other Assembly Constituencies in a similar manner. The officials who are left at the end of this exercise would be treated as part of the reserved pool.
9. Once the randomization process is over, the Constituency wise posting lists, duly signed by the District Election Officer and the Observers would be brought to the Counting Center by the Observers and District Election Officer, in time, to be handed over to the respective Returning Officers and the control room staff by 6 a.m.
10. The counting officials on reaching the control room at the counting center

would be provided the posting details and directed to reach the counting hall of the assigned Constituency at the respective table.

11. It must be ensured that the whole process of randomization is over by 6:00 am so that the counting officials are able to reach their assigned position conveniently before the scheduled start of the counting process.

Reserved Pool

12. The officials who have not been assigned any Constituency/table would form a reserved pool.
13. There would be no deployment of officials in shifts as the counting process would normally not take more than 6 to 8 hours. However, the District Election Officers would have the liberty of replacing officials in case such an exigency arises, but this replacement would also be done randomly from the pool of officials in reserve after consulting the Observer of the constituency concerned

Cross checking by the Observers at random

14. As per the instructions issued earlier, after each round of counting, the Returning Officer would do the tabulation of the round based on the table wise result provided by the Counting Supervisors. The table wise result of the round is to be countersigned by the Observer before the Returning Officer announces the result of the round.
15. A system is now being introduced through the present instructions by which there would be a random checking by the Observers, in the manner indicated below, of the table wise results provided by the counting officials.
16. During the course of counting (for a round) the observer shall keep oscillating between counting tables and closely observe the counting process.
17. At the closure of each round, the Observer would randomly select any two EVM control units from amongst the Control units of the concerned round which has been counted. He would then direct the counting staff specifically deployed for this purpose by the Returning Officer/Assistant Returning Officer through **random selection** to independently note down from the Control units selected, the details of the votes polled as indicated by the machine. These details he would then compare with the details provided by the officials in the table wise result to check for any discrepancy between the two. Care must be taken that the staff assigned for random checking is not aware of the details provided in the table wise result.

18. The District Election Officer/Returning Officers would ensure that there is a separate and sufficient space earmarked in the same counting hall for this random cross-checking so that the normal counting of vote for subsequent round continues without any hindrance.
19. The staff to assist the Observer for this cross checking would be randomly selected from the reserved pool. If required, after a few rounds, fresh staff from the reserved pool should replace this staff.
20. Only after being satisfied that the result displayed by the Control Unit and that shown in the round wise result sheet and Form 17C match would the Observer countersign the result sheet of the round. The Observers would ensure that this exercise is carried out in each round and the selection of the two control units is absolutely random.
21. If any discrepancy is found between the result obtained from the table and that ascertained through the random checking by the observer as mentioned above, then:
 - (i) The result of that round for each table shall be reverified from the EVMs.
 - (ii) Such staff as is found to be wrongly noted the counting result would be taken off and replaced by another set of staff. Severe disciplinary action should then follow on the erring staff for their omissions and commissions.
 - (iii) The result provided by such staff (and table) in the preceding rounds would be checked again in presence of observer and corrected sheets prepared wherever necessary.
22. The counting officials as well as candidates and their counting agents would be informed about this provision of random cross checking to be carried out by the Observers. It would also be informed that any discrepancy found during this randomized cross checking would be viewed seriously by the Commission and could result in serious disciplinary action and prosecution of the responsible officials.
23. The Observers would continuously maintain their presence in the counting hall and periodically inspect the counting tables to ensure that counting is going on according to the instructions of the Commission in a transparent and systematic way.
24. The Observers, in their final report after the counting would specifically mention that the randomization of personnel and the random checking of Control Unit details was carried out as per the instructions of the Commission
25. All District Election Officers and Returning Officers would ensure that these instructions are strictly followed and would make all necessary arrangements for the same.
26. Apart from one Counting Supervisor and one Counting Assistant for each

- counting Table, one additional staff would be seated in each of the 14 counting tables. The additional staff will invariably be a Central Govt./ Central Govt. PSU employee. This additional staff will note down the details of votes exhibited by the EVMs being counted in each round in that Table. These additional counting staff would be provided with a pre-printed statement on which there will be space for noting down the CU No., Round No., Table No., Polling Station Number and thereafter the names of all the contesting candidates as they appear in the ballot paper. They will put their signature at the end of the statement and shall hand over the statement to the Observer after each round.
27. The Observer/Returning Officer will cross check the figures noted in Part-II of Form 17C as submitted by the Counting staff with the additional statement submitted by the additional staff.
 28. Wherever adequate number of Central Govt. staff are not available, the shortfall will be made good by the Divisional Commissioner by mobilizing the required number of staff from the neighbouring districts within the Division. The additional staff will be given a brief orientation training before being deployed at the counting center as above. The additional staff also will be provided a ID Card by the District Election Officer. The constituency-wise and subsequently Table-wise deployment of such additional staff shall also be done randomly by the Observer.
 29. All District Election Officers would ensure that these instructions are given wide publicity amongst the general public, the political parties, candidates, counting officials and other election related officials. It is repeated that a copy of these instructions would be provided to each election Observers immediately upon their arrival in the district.

All concerned will also strictly follow the other existing instructions of the ECI regarding the counting process. A confirmation report shall be submitted by all District Election Officers through Chief Electoral Officers by 5 p.m. of the date, one day prior to the date of counting that all necessary steps have been taken for strict implementation of the above instructions.

PROFORMA FOR RECORDING OF VOTES BY ADDITIONAL COUNTING STAFF

No. and Name of A.C. –

Round No.-

Table No.-

C U Number:

Polling Station Number:

Sl. No.	Name of Candidate (Pre-Printed)	No. of votes recorded

Date:

Signature of Addl. Counting staff (With full name)

* To be handed over to the Observer only.

INSTRUCTION SI. No. 52

Election Commission's letter No.470/GJ-LA/2007 Dated : 21st December, 2007 addressed to the Chief Electoral Officer, Gujarat, Gandhinagar

Subject: General Election to Gujarat Legislative Assembly 2007 – counting of votes on 23.12.07 – Fool-Proof Security arrangements in the Campus of Counting Center - regarding.

I am directed to invite your attention to the Commission's standing instructions on security arrangements and management of counting process at Counting Centers as contained in its letter No. 470/2007/PLN-I, dated 11th January, 2007. The Commission has further directed that fool-proof security arrangement shall be made inside the Counting Campus. Following should be specially attended to :-

- (i) The Campus of Counting Centers shall be thoroughly sanitized by deploying adequate security forces. No unauthorized person should be allowed in the Counting Campus,
- (ii) Strict discipline should be maintained inside the Counting Campus and no loitering should be allowed inside the Campus,
- (iii) Due care shall be taken to keep a close watch on the counting agents, election agents as well as the candidates,
- (iv) Proper attention shall be paid to the security of the Candidates, Media and other official inside the Counting Campus and
- (v) Appropriate security arrangement shall also be made to maintain law and order immediately after the declaration of counting of votes.

2. The above instruction may be brought to the notice of all the District Election Officers, Returning Officer, Observers and all other election related officers immediately for strict compliance.

INSTRUCTION SI. No. 53

Election Commission's letter No. 470/2008/EPS Dated: 19th January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Counting of vote for General/Bye-election to the House of People/State Legislative Assembly-ensuring transparency – regarding.

I am directed to refer to the Commission's instruction issued vide letters no. 470/2007/PLN-I dated: 11.01.2007 and 29.08.2007 on the above subject. In para 18 of the Commission's said letter dated: 11.01.2007, it is mentioned that at each counting center the Observer or group of Observers will be provided a separate room or cubicle with table/chairs, a telephone with STD and a fax attached to it. This will be reserved for the exclusive use of the Observers for their communication with the Commission, in strict confidentiality. With the introduction of new Counting System the Commission has decided that all the observers will keep a close watch on the process of counting of votes and compilation of result. The Returning officer before declaring the result of an election shall obtain an authorization for the declaration of result of an election from the observer concerned.

The observers is also required to satisfy himself about the fairness of counting of votes and the total accuracy of compilation of result. For this purpose he has to supervise the round wise counting of votes. The observer also has to choose 2 EVMs at random at the end of each round of counting for parallel verification as stipulated by the Commission. Besides, the Observer's presence is also required during counting of postal ballot. Therefore, it is evident that the role of observer in the present context of counting is very crucial and requires constant vigilance and full time involvement during counting process.

In the light of above, and in order to ensure proper watch over the counting process, the Commission has decided that in future, the Observers

shall be provided a table and a chair next to the table of the Returning Officer instead of providing a separate room for them. The seating arrangements of counting supervisors, counting assistants and micro-observers should be made in a sequence. They should not be allowed unnecessarily to roam here and there in the counting hall. Arrangements should be made for getting the information from them and providing material to them.

INSTRUCTION SI. No. 54

Election Commission's letter No. 470/2008/EPS Dated: 19th January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Counting of vote for General/Bye-election to the House of People/State Legislative Assembly-ensuring transparency – regarding.

I am directed to refer to the Commission's earlier instruction issued vide letters no. 470/2007/PLN-I dated: 11.01.2007 and 29.08.2007 on the above subject.

In para 17 of the Commission's aforesaid letter dated 29.08.2007, it is mentioned that –

“At the closure of each round, the Observer would randomly select any two EVM control units from amongst the Control Units of the concerned round which has been counted. He would then direct the counting staff specifically deployed for this purpose by the Returning Officer/Assistant Returning Officer through random selection to independently note down from the Control units selected, the details of the votes polled as indicated by the machine. These details he would then compare with the details provided by the officials in the table wise result to check for any discrepancy between the two. Care must be taken that the staff assigned for random checking is not aware of the details provided in the table wise result”.

Further, in para 26 of the Commission's aforesaid letter dated 29.08.2007, it is mentioned that the additional staff will note down the details of votes exhibited by the EVMs being counted in each round in that Table in a pre-printed statement on which there will be space for noting down the details. They will put their signature at the end of the statement and shall hand over the statement to the Observer after each round.

The Commission desires that random checking of 2 EVM (control units) after each round of counting should be done seriously by the Observer as per the instructions issued by the Commission. The outcome of said random checking should be confirmed by the observer in the enclosed proforma.(ANNEXURE-I). The Commission further desires that after completion of counting, the observer should send a final report in the prescribed checklist. A copy is enclosed herewith.(ANNEXURE-II).

Kindly acknowledge receipt of the letter.

(ANNEXURE-I).

1. No. and Name of Assembly Constituency-

2. Polling Station No. -

Sl. No	Round No.	Control Unit No.		Table No.	Whether candidate wise votes counted by the counting supervisors/ Assistants and additional staff tally with the votes counted at random checking by the staff drawn from reserved pool by the observer Yes/No	Remarks
		I	II			

(ANNEXURE-II).

Check list of final Report of the observer to be sent to the Commission after counting.

1. Whether arrangements for counting has been done as per the instruction of the Commission's letters No. 470/2007/PLN-I dated. 11.1.2007 and 29.08.2007? (yes/No)
2. If No, what are the discrepancies ?
3. Whether randomization of counting staff was done as per the instruction of the Commission in the morning? (yes/No)
4. Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission? (yes/No)
5. Whether Micro-Observer was present? (yes/No)
6. Whether postal ballot papers were counted before the counting of votes in EVM*? (Yes/No)
7. Whether after each round or counting, random checking of 2(two) EVMs was done by the observer? (Yes/No)
8. Whether the figures at random checking done by staff drawn from reserve pool tally with the figures of round wise counting provided by the counting supervisor/counting assistant? (Yes/No)
9. Whether the signature of the counting agents taken in part –II of form 17 C? (yes/No)
10. Whether the total votes shown in part-II of form 17 C tally with the votes counted in EVM? (Yes/No)
11. Whether the counting agents of the candidates were present at the time of counting? (Yes/No)
12. Whether the seating arrangements of the counting agents were done as per the Commission's instruction? (Yes/No)
13. Whether Videography of counting was done ? (yes/No)
14. Whether there was any demand for recounting or re-totaling? (Yes/No)
15. Whether any significant incident occurred during counting of votes? If yes, give details

16. Whether candidates/ counting agents were present at the time of declaration of result? (yes/No)
17. Whether the counting was started in time? If not, give remarks.
18. Total No. of rounds counted in each assembly constituency.

*

No. of postal ballot	No. of postal ballot found invalid for counting

INSTRUCTION SI. No. 55

Election Commission letter No. 470/2009/EPS Dated: 21st January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Sub: Counting of Votes – regarding.

In supersession of the Commission's letter No. 470/2003/JS-II dated 25.11.2003, I am directed to state that recent election demonstrated that the victory margin could be as thin as one vote. Therefore, the postal ballot could be the deciding factor at times. When the victory is determined on the basis of the margin earned in postal ballot, there is a scope for controversy as the losing candidate is expected to ask for re-verification of postal ballot.

In view of this, the Commission has directed to adopt the following instructions:-

1. On the counting day, the postal ballot counting will be taken up first and after a gap of 30 minutes, the EVM counting can also start.
2. There should be a separate table and separate arrangement for the counting of postal ballots. The candidate/their election agent shall be advised to nominate a separate counting agent and he may remain present near the table where the postal ballot counting taking place.
3. One Assistant Returning Officer shall be dedicated to handle the postal ballot counting. The Observer and Returning Officer should closely monitor the progress made in postal ballot counting as well as EVM counting simultaneously.
4. Before finalizing the tally of postal ballot counting, the Returning Officer should personally verify whether the postal ballots considered invalid and rejected have been verified properly before being rejected and should satisfy himself about such rejection. He should also personally verify the candidate-wise tally. Objection, if any, raised by an agent of any candidate should be properly looked into then and there so that there is no further scope for any complaint.
5. Under no circumstances, the results of all the rounds of the EVM counting should be announced before finalizing the postal ballot counting.
6. In case, the victory is being decided only on account of postal ballot counting there should be a mandatory re-verification. In the presence of Observer and Returning Officer, all the postal ballot papers rejected as invalid as well as the votes counted in favour of each and every candidate shall be once again be verified and tallied. The observer and Returning Officer shall record the findings of the re-verification and satisfy themselves before finalizing and the result.
7. Whenever such re-verification/recounting is done the entire proceeding should be video-graphed without compromising the secrecy of ballot and the video-cassette/CD should be sealed in a separate envelope for future reference.

The above instructions shall be observed scrupulously.

Kindly acknowledge the receipt of this letter.

INSTRUCTION SI. No. 56

Election Commission letter No. : 470/2009/EPS Dated : 22nd January, 2009
addressed to the Chief Electoral Officers of all States and Union Territories

**Sub.: General Election to Lok Sabha-2009 – Setting up of counting centres
– Seeking written approval of the Commission -Regarding.**

I am directed to invite your attention to Commission's letter No. 470/2007/PLN-I, dated 11th January, 2007, on the subject cited and to state that in view of the forthcoming general election to the Lok Sabha, an exercise of inspection/verification for setting up of counting centres may be carried out immediately. The Returning Officer should personally inspect the site(s) alongwith the senior police officers of the district. While selecting the sites for setting up of counting centre(s), the Returning Officer may assess the suitability with regard to infrastructure available in the town area, maintenance of law & order aspects etc.

2. After inspection and selection of the site(s), the proposals of setting up of counting centres should be sent to the Commission for its approval immediately after withdrawal of the candidatures.

3. The proposal for setting up of counting centres should be furnished alongwith the following information/particulars –

- I) List of counting centres in the enclosed Annexure-I,
- ii) Information Sheet on Counting Centres in the enclosed Annexure - II,
- iii) Map of each Counting Centre, and
- iv) Map (*indicating the location of counting centres*) of Parliamentary Constituency(s) with assembly segments falling within it and the district or districts in which it is spread over.

2. This may be brought to the notice of all the District Election Officers/Returning Officers and other election related officers for necessary action and strict compliance.

D	Verification Report of R.O.	(a)	Date of Verification:
	(b) Remarks/Recommendations (covering the aspect of law and order, security, public address system, media and place for crowds etc.):		
	Place :		Signature:
	Date :		Name of Returning Officer : (with stamp)
E.	For use by CEO		
	Remarks		
	Place :		Signature :
	Date :		Name of Chief Electoral Officer : State/ UT :

INSTRUCTION SI. No. 57

Election Commission's letter No. : 470/2009/EPS Dated : 22nd January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories.

Sub.: General Election to Lok Sabha-2009-Counting of Votes – Role of Commission's Observers – Regarding.

I am directed to invite your attention to secti 64 of the Representation of the People Act, 1951 which provides that at every election where a poll is taken, votes shall be counted by, or under the supervision and direction of, the returning officer. Each contesting candidate, his election agent and his counting agent shall have a right to be present at the time of counting. Similarly, section 20-B of the RP Act, 1951 (*ibid*) provides the following:-

(1) The Election Commission may nominate an Observer who shall be an officer of Government to watch the conduct of election or elections in a constituency or a group of constituencies and to perform such other functions as may be entrusted to him by the Election Commission.

(2) The Observer nominated under sub-section (1) shall have the power to direct the returning officer for the constituency or for any of the constituencies for which he has been nominated, to stop the counting of votes at any time before the declaration of the result or not to declare the result if in the opinion of the Observer booth capturing has taken place at a large number of polling stations or at places fixed for the poll or counting of votes or any ballot papers used at a polling station or at a place fixed for the poll are unlawfully taken out of the custody of the returning officer or are accidentally or intentionally destroyed or lost or are damaged or tampered with to such an extent that the result of the poll at that polling station or place cannot be ascertained.

(3) Where an Observer has directed the returning officer under this section to stop counting of votes or not to declare the result, the Observer shall forthwith report the matter to the Election Commission and thereupon the Election Commission shall, after taking all material circumstances into account, issue appropriate directions under section 58A or section 64A or section 66.

2. The Observers nominated by the Election Commission and deployed in the concerned constituencies during the election process, have been provided special responsibility to oversee and supervise the counting process under the statutory provisions as referred to above. They have also been empowered to

stop the counting process at any time before the declaration of result or may direct the Returning Officer/Assistant Returning Officer not to declare the result under difference circumstances as envisaged in the law.

3. I am, therefore, directed to state that in cases where the Observer orders to stop the process of counting, a detailed report in the matter shall be furnished forthwith to the Commission by the Observer and Returning Officer concerned either jointly or separately for seeking appropriate orders of the Commission.

4. This may be brought to the notice of all the Returning Officers and all other election related officers for their information and compliance.

Instruction Sl. No. 58

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No. 464/INST/2009-EPS

Dated:18th March, 2009

To,

The Chief Electoral Officers of
All States and Union Territories

**Sub: General Election to Lok Sabha – 2009 – Rationalization of
Counting Centres – regarding.**

Sir,

I am directed to invite your attention to the Commission's earlier letters No. 470/2007-PLN-I dated 11.01.2007 & 29.08.2007 & letter No. 470/2008/EPS dated 19.01.2009 (copy enclosed). The conduct of election in a vast country like ours is a mammoth exercise. An efficient human resource management forms an essential part of the election management planning and execution. In view of the introductions of new counting system, the Commission vide its letter No. 47/2008/EPS dated 19.01.2009, has decided that all the Observers will keep a close watch on the process of counting of votes and compilation of result. The Observers are also required to satisfy themselves about the fairness of counting of votes and accuracy of compilation of result, and put their authorization before the declaration of the result to the concerned Returning Officer. For this purpose, they have to supervise the round wise counting of votes. The Observers also have to choose 2 EVMs (control units) at random at the end of each round of counting for parallel verification as stipulated by the Commission. Besides, the Observer's presence is also required during counting of postal ballot. In order to monitor the process with such accuracy, it is, therefore, essential to rationalize the Counting Centres so that the

Observer need not oscillate between two or three Counting Centres, and there is no trade off between the time taken to declare the result and the number of Observers.

There are States where counting is being done at each assembly/assembly segment level while there are States where it is done at the District Headquarter or PC/ROs Headquarter. There is a possibility of counting for a few assembly segments coming under parliamentary constituency being counted in one location, and the rest in other locations. In view of the limited availability of Observers, the practice of taking up assembly segment wise counting at different locations should be resorted to only in rare case where that is absolutely needed in view of certain limitations, faced due to difficult terrain, long distances and difficult transport system. It is desirable to have one large Counting Centre, with ample storage space for EVMs and having as many Counting Hall as the number of Assembly Constituencies within the Parliamentary Constituency concerned. To the extent possible, Counting Centers should be established at district Head Quarters only in order to economise counting time, if the space is available, a counting all can be allowed to set up tables upto 25 in number. However, specific proposal should be made to the Commission for the purpose. As per the Commission's aforesaid letter dated 11.01.2007, if the total number of Halls is less than the total number of Assembly segments of a Parliamentary Constituency, the sequence of counting will be as per the ascending AC numbers. This, if there are seven such AC segments in a PC and only three Halls, then segments with the three lowest serial numbers will be taken up for counting in the three Halls available. As soon as counting is completed in respect of one Assembly Segment in a particular Hall and after necessary clearance of the Hall, counting for the next AC pre-allotted to the hall will be taken up therein. Under no circumstances, more than one AC segment will be taken up for counting simultaneously, inside one Hall, and, under no circumstances, Electronic Voting Machines (or Ballot papers) of

more than one AC segment will be physically available for counting purposes inside one Hall at any time. The places where one such large Counting Centre is not available to accommodate all EVMs of the Parliamentary Constituency, the counting may be carried out in two or more Counting Centers restricted to the number of Observers available.

This disposes off the clarification sought by CEO, Kerala.

Yours faithfully

(SUMIT MUKHERJEE)

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.464/INST/2009-EPS

Dated: 7th May, 2009.

To

The Chief Electoral Officers of
All States and Union Territories.

Subject:- General Election to Lok Sabha 2009 – Rationalisation of Counting
Centres – regarding.

Sir,

Kindly refer to the instructions issued vide Commission's letter of even number dated 18th March, 2009, inter alia, that the Observers will satisfy themselves about the fairness of counting of votes and accuracy of compilation of result and will also have to choose 2 EVMs (Control Unites) at random at the end of each round of counting for parallel verification.

2. The Commission has also directed that there shall be one Govt. of India official on every counting table as counting micro observer for counting purpose. The micro-observer checks and ensures that the purity of counting process is maintained and the results at each table are correctly tabulated.

3. The Commission has permitted that the observer may deploy an additional micro-observer for each of the Counting Halls under the Observer to undertake the random parallel checking of any 2 EVMs/tables in every round of the counting and to report to the observer.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

Annexure for Tabulating Trends/Results

Number & Name of Constituency _____ **Round**
Number _____ **Date** _____

Table No.	1	2	3	4	5	6	Total	Brought from Previous Round	Cumulative Total
Polling Booth No.	(To be pre-filled)			
Control Unit No.	(To be pre-filled)	(To be pre-filled)			
Number of Electors assigned to the polling Station									
Sl. No.	Name of Candidate								
Rejected Votes									
Total Votes Polled									
	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO		
	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer		

- Important:
1. All Over writings/cutting should be certified by observer.
 2. Polling station Number whose votes are counted should be indicated below the table Number.
 3. The EVM (CU) no. used in the polling station will be specifically verified and tick marked by the RO from Part II of 17C.
 4. A copy of this is to be kept by observer in a separate folder for cross checking later.

Instruction SI. No.60

Election Commission's letter No. 470/INST/2009/EPS Dated: 8th September 2009 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Counting Centers Arrangement thereat – including security arrangements - regarding

I am directed to invite your attention to para 27 of the Commission's letter No. 470/2007/PLN-I dated 11.01.2007 on the subject cited above and to say that the Commission has slightly modified the proforma for tabulating round-wise counting (round wise tabulation sheet) as annexed hereto. Since the list of Control Units allotted to each polling station is shared with all candidates and is already available with the RO, the Control Unit No. and number of electors assigned to the polling station shall be filled up in advance in the round wise tabulation sheet.

2. On the counting table, the counting supervisor will verify and record on Form 17C-Part II itself that the serial no. of the control unit taken up for counting is the same as what is noted on the Part-I of Form 17C. In the case of EVMs procured in 2006 and thereafter, the C.U. will itself display its serial no. as soon as its power is switched on. The Micro-Observers will also note down the Serial No. of the Control Unit on the sheet maintained by him/her. If any discrepancy is noted, this should be brought to the notice of the RO and the Observer before counting the votes recorded in that Control Unit.
3. When Individual counting sheets (Form 17C-Part II) from counting tables will come to RO's table for filling up the round-wise tabulation sheet, the RO & the Observer will ensure (by tick marking) that the pre-filled serial number of CU noted down in the round-wise counting sheet is the same as mentioned in Part I of Form 17C as well as the control unit number actually verified/displayed during counting at the table.
4. Extreme care will have to be taken by the RO to ensure that there are no errors in the list of polling station wise CUs shared with the candidates. Any anomaly will create doubt and confusion in the counting hall. In case any EVM had to be replaced during the poll, proper record of the same along with the serial number of the new control unit used shall be maintained and the fact mentioned clearly with full details in the round-wise counting sheet.
5. This shall be brought to the notice of all concerned for strict compliance. Further, all concerned will also strictly follow the other existing instructions of the Commission regarding counting process.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.464/INST/2010/EPS

Dated: 28th July, 2010

To,

The Chief Electoral Officers of
All States and Union Territories.

Subject: Use of School/College/Educational Institution premises for the purpose of elections and setting up of Strong Room/Counting Centre – regarding.

Sir/Madam,

Under sub-section 1 (a) of section 160 of the Representation of the People Act, 1951, the premises should be requisitioned only if it is "needed or to be needed for the purpose of being used as polling stations or for storage of ballot boxes after a poll has been taken".

2. It has come to the notice of the Commission that the District Authorities requisition the premises of School/College building for the purpose of setting up of polling station/Counting Centres and Strong Rooms for storage of EVMs and do not properly compensate for the damages to School Authorities or do not keep in view the larger societal duties in view. Further, personnel on duty do not take attention to keep the premises clean, which may have an adverse impact on students or educational institutions.

3. The Commission has considered the matter and has directed that the State/ district authorities before requisitioning School/College buildings or any other building for the purpose of setting up of Polling/Counting Centres, Strong Rooms for storage of polled EVMs, should keep larger societal duties in view and explore the possibilities for the availability of other suitable alternatives

building/premises so that the educational institutions are least affected or the purpose for which the building has been constructed, keeping in view the larger societal needs is not defeated. Accordingly, the District Election Officers should personally take care of the aforesaid instructions before establishing “Counting Centres” and “Strong Rooms” for polled EVMs and ensure that large societal duties are not forgotten or given complete go by even where alternatives are available.

4. You are, therefore, requested to bring the above instructions to the notice of District Election Officers and ensure that these are strictly complied.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

Instruction Sl. No. 62
ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2010-EMS

Dated: 20th November, 2010

To

**The Chief Electoral Officers
Of All States & Union Territories.**

Subject: Action to be taken in case of malfunctioning of Electronic Voting Machines (EVM) during counting of votes.

Sir,

I am directed to state that the Commission has advised that the following action to be taken in case of malfunctioning of EVM during counting of votes during General Election/Bye elections: -

- a. In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.
- b. When counting of votes in other machines is complete, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in the malfunctioned machine (s).
- c. In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioned machine (s), the Returning Officer should try to retrieve the result from this machine, with the help of engineers of BEL/ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents. If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-A.
- d. In case it is not possible to retrieve the result from the malfunctioned machine even by using ADU, then the returning officer should try to

retrieve the result from the machine by taking a print out of the result with the help of engineers of BEL/ECIL. If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case, also the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-A.

e. If the result from the malfunctioned machine can not be retrieved even by using printer, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-B, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the malfunctioned EVM, and in Annexure – C where such margin is less. In no case the machine should be opened, or its outer or inner seals disturbed in any manner. There should be no attempt to repair the machine. Replacement of any parts of the EVM in the field level is strictly forbidden.

f. After completion of counting, all the Control Units whether result has been retrieved from it or not should be kept back inside their respective carrying cases. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

Yours faithfully,

(K.N. Bhar),
Secretary.

Copy to

1. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Limited, Nagavara, Outer Ring Road,
Bangalore-560045, Karnataka.
2. The Chairman-cum-Managing Director,
Electronics Corporation of India
Hyderabad, Andhra Pradesh

Annexure-A
(Report on retrieving result from Control Unit by using Auxiliary Display Unit/Printer)

Name of State/UT: Name of District: Name of election: Number & Name of Assembly/Parliamentary Constituency: Date of Counting:

It is certified that the result has been retrieved from the following malfunctioned Control

Unit (s) by using Auxiliary Display Unit/Printer in the presence of the contesting candidates/their

counting agents. The result of the election has been declared taking into consideration the result

from this machine as well.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

Final statement showing votes polled by the winning and runner up candidates

(Name &signature of Returning Officer)

S.No	Name of candidate	Party affiliation, if any	Votes polled
1.			
2.			

(Name & Signature of Observer)

Annexure-B

(Report on non-retrieving of result from Control Unit by using Auxiliary Display Unit/Printer)

Name of State/UT: Name of District: Name of election: Number & Name of Assembly/Parliamentary Constituency: Date of Counting:

It is certified that the result could not be retrieved from the following malfunctioned Control Unit (s) even by using Auxiliary Display Unit and Printer.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

Statement showing votes polled by the winning and runner up candidates

S.No	Name of candidate	Party affiliation, if any	Votes polled
1.			
2.			

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled in the malfunctioned Control Unit (s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Unit (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

**Annexure-C (Report on non-retrieving
result data from Control Unit by using Auxiliary Display Unit and Printer)**

**Name of State/UT: Name of District: Name of election: Number & Name of
Assembly/Parliamentary Constituency: Date of Counting:**

It is certified that the result could not be retrieved from the following Control Unit (s)
even by using Auxiliary Display Unit and Printer.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

As the margin of votes between the candidates having highest votes and the runner up
is less than the votes polled in the malfunctioned Control Unit (s) mentioned above, the
matter is being referred to the Commission for appropriate orders.

Statement showing votes polled by the candidates having highest vote and runner up

S.No	Name of candidate	Party affiliation, if any	Votes polled
1.			
2.			

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Instruction Sl. No. 63

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/BR-LA/2010

Dated 22nd November 2010

To

The Chief Electoral Officer,
Bihar, Patna

Subject:- General election to Bihar Leg. Assembly 2010- counting of votes
regarding-

Sir,

I am directed to refer to Commissions letter No.470/2008/EPS dated 19th January 2009 regarding counting of votes for General/Bye election to the House of the People/Legislative Assembly. In addition to the measures prescribed therein for ensuring transparency of counting of votes, the Commission has directed that the following additional measures/steps shall be strictly followed for the counting of votes :-

(1) The Computer and the table used for entering the data of counting of votes shall be kept in the same Hall where the counting is being held. In case the computer cannot be placed in the counting hall, the Observer's certification shall be taken and in that case the Observer will decide the alternative location.

(2) At the computer table one counting agent candidates will be allowed to be seated.

(3) In addition one micro-observer shall also be present at the computer table

(4) The manual tabulation data of each round of counting at each table shall be signed by the Observer.

(5) Thereafter the said data shall be entered in the Excel Sheet in the Computer and a print-out of the same shall be taken out and compared by the Obsever and will also be signed by the Observer.

(6) A copy of the same shall be given to the Counting Agents of the candidates.

of each of the contesting

(7) The above process shall be repeated for each round of counting

(8) Before the final result sheet is signed by the Returning Officer, the Observer shall check the entries relating to each round of counting entered in the Computer excel sheet with the signed print-out sheets and verify the same.

(9) Thereafter, the Returning Officer shall sign the final result sheet and declare the result after following the procedure.

This may be brought to the notice of all the Returning Officers, Assistant Returning Officers, Counting Supervisors and the Observers immediately for compliance. This may be also brought to the notice of all the candidates by the Returning Officers concerned.

Yours faithfully,

(HARBANS SINGH)
UNDER SECRETARY

Instruction Sl. No. 64

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/BR-LA/2010

Dated 22nd November, 2010

To

The Chief Electoral Officer,
Bihar, Patna

Subject:- General election to Bihar Leg. Assembly 2010- counting of votes - reg

Sir,

I am directed to refer to Commission's letter of even number dated 22nd November, 2010 on the subject cited and to state that it has been stipulated therein that one micro observer shall be present at the computer table. It is further directed that this micro observer shall be drawn from the Public Sector Banks. The Commission has also directed that there shall be one micro observer at the Returning Officer's table in the counting halls of all the Assembly Constituencies who shall also be drawn from the Public Sector Banks . This may be brought to the notice of all District Election Officers Returning Officers and Observers for compliance.

Yours faithfully,

(HARBANS SINGH)
UNDER SECRETARY

Instruction Sl. No. 65

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/BR-LA/2010

Dated 23rd November, 2010

To

The Chief Electoral Officer,
Bihar, Patna

Subject:- General election to Bihar Leg. Assembly 2010- counting of votes - reg

Sir,

I am directed to invite your attention to the instructions contained in Commission's letter No. 470/2007-PLN-I dated 11th January, 2007 on the subject cited. It has been stipulated at para 36 thereof that before the Returning Officer declares the result of the election, he/she shall obtain an authorization for declaration of the result from the Observer concerned. A format of such authorization has also been prescribed therein. The Commission has reiterated the said instructions and has directed that it must be ensured that the Returning Officers should obtain such written authorizations from the Observers for the declaration of the result, before declaration the result. This should be brought to the notice of all District Election Officers Returning Officers and Observers for compliance.

Yours faithfully,

(HARBANS SINGH)
UNDER SECRETARY

Instruction Sl. No. 66

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.470/INST/2011/EPS

Dated 4th March 2011

To,

The Chief Electoral Officers of
All States and Union Territories.

Subject: Counting Of Votes- Videography of proceedings at each
counting table and display thereof on the display panel –

Reg.

Sir/Madam,

I am directed to invite your attention to Commission's instruction No.470/2011/EPS dated 11.01.2007 regarding arrangements to be made at the counting centers and management of the counting process. To ensure greater transparency, the Commission has further directed that one separate video camera, for each table at the counting center should be provided which shall record all displays on the display panel of EVM from the beginning till the end of counting continuously in such a manner that the matters displayed on the display panel are easily readable from the recording. The CDs of this video recording should be kept in the safe custody of District Election Officer (DEOs). For each counting table, **there should be electronic display screen (Television Monitor) to facilitate enough space and clear visibility to the counting agents. While the video camera is recording the matter displayed on the EVM, the matter should be simultaneously displayed on the television screen for the counting agents to watch and note.**

This may be brought to the notice of all concerned.

Yours faithfully,

SUMIT MUKHERJEE
(UNDER SECRETARY)

Instruction Sl. No. 67
ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.464/INST/2011/EPS

Dated: 19th March 2011

To,

- The Chief Electoral Officers of
1. Assam, Dispur
 2. West Bengal, Kolkata
 3. Kerala, Thiruvananthapuram
 4. Tamil Nadu, Chennai
 5. Puducherry, Puducherry

Subject: - General Election to the State Legislative Assembly to West Bengal, Tamil Nadu, Assam, Kerala and Puducherry – regarding.

Sir/Madam,

The Commission vide its letters No. 464/INST/2009/EPS dated 12th May, 2009 issued detailed guidelines regarding security and safety measure for EVM in Strong Room (copy enclosed).

Now the Commission has reviewed the matter and has decided as under: -

- 1. In addition to deployment of CPF, State police force shall also be deployed in adequate number for each hall of the strong room to guard the Strong Room containing polled EVM and election related documents.**
- 2. As per Standing Instructions it is reiterated that Video Cameras or CCTV Cameras should be installed outside the strong rooms and such video recordings should be kept in safe custody.**

This should be brought to the notice of all concerned.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

Instruction Sl. No.68

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/TN-LA/2011/SS-I/

Dated 5th May, 2011.

To

The Chief Electoral Officers,
1. Tamil Nadu, Chennai.
2. West Bengal, Kolkata
3. Kerala, Thiruvanthpuram
4. Assam, Dispur
5. Puducherry, Puducherry

Sub: Arrangements for counting - regarding.

Sir,

The Commission's instructions for counting of votes are detailed below:

PREPARATION OF COUNTING SPACE

1. The counting of votes will be done at Counting Centres comprising one or more Counting Halls. Each Counting Hall shall be a separate room walled on all sides preferably with separate exit and entry facilities.
2. Each Counting Center will have a distinct number and within that, each Hall will have a distinct number.
3. Where pre-constructed separate rooms are not available but large rooms are proposed to be divided for creating Halls, each part constituting a Hall will be separated by temporary partitions. These partitions will be of strong material, preferably CGI sheets. Where the owners of the Building have objections to dig holes on the floor, a suitable rigid frame, with CGI sheets fixed on two sides, may be used. The point to be ensured is that after the necessary partitioning, each Hall is an independent room walled on all four sides. It should not be possible for anybody to move from one Hall to another without coming out of the Hall. Further the partition should be so erected that it should be impossible to slip any material from one Hall to the other through the partitions. On both sides of the partitions, guards should be posted to ensure that the partitions are not disturbed.
4. Each Hall, will be used for counting for only one Assembly Constituency/Segment at a given point of time. However, if sufficiently big halls are not

available, then the counting of one assembly constituency / segment may be taken up in two Halls. Counting in two halls should be considered only if the size of the Hall does not allow placing of more than 8 tables (including the table of the RO/ARO). In exceptional cases where the size of the electorate in an Assembly segment is unusually large, counting may be taken up in two Halls with a maximum of 15 tables each in each Hall for that Assembly constituency / segment. All such cases will be personally scrutinized by the DEO and the Observers after taking into account all relevant factors such as number of candidates, number of counting agents etc.

5. In cases where two Halls are being used to count an Assembly segment the Polling Station numbers will be pre-allotted to the two Halls (each room being one separate Hall) in advance.

6. Assembly Segments must be pre-allotted to Halls and this allotment made known to all concerned in advance.

7. In the counting area, a maximum of 14 counting tables (excluding the Table of Returning Officer) should be placed inside a Hall. Important considerations for deciding on the number of counting tables would be the number of Polling Stations, size of the room, the number of counting agents and candidates, and the total number of counting personnel proposed to be deployed and the security aspects. The counting tables should be placed against the barricade of woodblock and wire-mesh behind which the counting agents of candidates shall sit/ stand. The agents shall not have physical access to the EVM but must be able to clearly see and note the contents on the monitor/EVM display panel.

8. The upper limit of 14 counting tables (excluding the Table of Returning Officer) in a counting HALL can be increased only with prior written approval of the Commission. A lower limit may be fixed taking into account all relevant factors.

9. The RO's table shall be in the counting hall itself. It should be a separate table with a demarcated area. Candidates and their Election Agents will also be seated on this table and watch the counting proceedings. However from the RO's table, they shall not be allowed to access the counting tables on the inner side of the wire-mesh.

10. Similarly the table and the computer on which the computation and compilation of data from each table at the conclusion of a round shall be done shall be in the counting hall alongside the RO's table where the candidate/agent will also be seated. Under no circumstance it will be in any other room. In case the table is a separate one from RO's table then one additional counting agent besides a micro-observer shall be allowed to sit on that table.

11. Each counting table shall have one separate video camera/webcam which shall record all contents displayed on the display panel of the EVM from the beginning to the end of counting continuously in a CD. For each counting table this video/webcam should be connected to an electronic display screen (Monitor) to facilitate clear visibility of the contents on display panel of EVM to the counting agents. In other words, while the video camera is recording the matter displayed on the EVM, the display matter should simultaneously be projected on Monitor for counting agents to watch and note.

11A. The web-cam/video cameras should be fixed on a stand and the place where Control Unit(CU) has to be kept should be marked with a marker pen so that after each round of counting when the fresh set of CUs are brought, the readjustment of webcam/video camera is not required. The webcam/video camera should be positioned in such a way that these do not hinder the view of display panel of CUs for the 3 candidates and their agents. The power cable for webcam/video camera etc. should run along the barricades/wire-mesh in such a way that no official or any other person is required to overstep the cable.

11B. Small placards should be prepared in advance indicating AC no. & name, PS no. and date of counting of votes, These placards should be placed before the each CU correctly so that CU is identified at a glance to which PS and which AC belongs to.

12. In addition, in each counting hall there shall be a sufficiently large blackboard/whiteboard on which the candidate's name and round number will be prewritten (since the numbers of rounds are already planned). After every round, once the Observers have certified, the results of that round should be written on that board. ONLY after that the EVMs for next round shall be brought from the strong room to the counting hall.

13. The Counting Halls, including partitions as planned, should be got ready at least three clear days ahead of the date of counting and a report sent by each RO to the CEO. CEOs shall send a consolidated report to the Commission.

14. CEOs, during their tours, will specifically review arrangements proposed and inspect as many counting centers as possible.

15. The Observers of the Commission will undertake detailed inspection of counting centers during their visit and ensure that the counting Halls have been planned as per

the above instructions and Assembly segments have been accordingly pre-allotted to each Hall. They will send a specific report on this to the Commission. They should also obtain relevant drawings of each counting centres and keep it as a part of the record for their final report.

16. A system of receiving counting related information and complaints in the CEO's place should be set up. For this purpose the CEO's control room helpline nos. 1965 should be properly briefed and activated 72 hours in advance. This arrangements should be advertised through newspapers radio and other media means.

SECURITY ARRANGEMENT

17. There should be smooth flow of EVMs between the respective strong rooms and the counting halls. A proper barricading of the path used for transporting EVMs between the strong room of an AC and the counting hall for that AC should be done so that the transportation is not interrupted by the presence of non-officials and media persons. No unauthorized persons should be able to breach that barricade and access the area/path nor should the path of two different ACs crisscross.

18. 100 meter periphery around a counting premise/campus should be demarcated as „pedestrian zone“. No vehicles shall be allowed within this perimeter. Proper barricading of this demarcated zone should be done and the alighting point (same as the pedestrian entry point) clearly made out by providing an entry gate into the premise. If a public road cuts across such sanitized zone, then proper traffic diversion plan should be prepared in advance for the counting day.

19. Three tier cordoning system should be set up in all counting premises to prevent the entry of unauthorized persons inside the counting premises. The first and the outer cordon shall be at the start of the „pedestrian zone“. At this level adequate police force should be stationed to check the identity of the persons wanting to go in. No person without authorized photo identity card duly issued by the Election Commission/ District Election Officer displayed on his person, shall be allowed to cross the first cordon of the counting premise. A senior Magistrate shall be posted at the entrance to control crowd and regulate entry.

20. The second and the middle cordon will be at the gate of the counting campus/premise. This will be manned by the State Armed Police. Before allowing the entry of persons whose identities have been established by means of identity card to the second cordon, proper frisking should be made by the security personnel to ensure that no prohibited items like matchbox, arms etc. are carried inside. The frisking shall be done by state police force personnel only. Women shall be frisked only by women police personnel/women Home Guards. The forces responsible for enforcing second cordon

shall also ensure that no one is loitering outside the counting halls and using mobile phones or other communication equipment (mobile etc can only be used from designated rooms arranged for the purpose by the DEOs at the counting centres)

21. The third and the inner cordon shall be at the door of the counting hall. This will be manned largely by Central Armed Police Forces (CAPF). There will be frisking arrangements at this stage too to ensure that no mobile phones and other prohibited items are carried inside the counting hall.

22. No camera – still or video of the media (except the official video at each table and for officially recording the entire counting process) is allowed to be fixed inside any counting hall. No camera stand should therefore be allowed to be taken inside counting halls by media and journalists. Hand held cameras can be allowed to the authorized ECI pass holders. Further, while taking audio visual coverage of the counting process with camera carried in hand or on shoulders by the media/press, under no circumstances, the actual votes recorded on an individual EVM or ballot papers is to be photographed or covered by audio visual coverage. The exact location up to which the, still and video camera of the media and press can move, should be indicated by the Returning Officer in advance marked by a line or a string for guidance of all concerned.

23. All entry at all times however, is subject to the over-all requirement of maintenance of law and order, proper decorum and the conduct of peaceful counting.

COMMUNICATION FACILITY

24. At each counting center there shall be a communication room for the officials with table/chairs, a telephone with STD, a fax, computer with printer and internet facility attached to it. A hotline, wherever possible, should be provided with CEO. A senior officer should be deployed in this communication room. A separate space/cubicle reserved for the exclusive use of the Observers should also be provided for their communication with the Commission, in confidentiality.

25. Media centers have to be set up at each Counting Centre. As far as possible, a separate room of adequate size should be set apart for these centers and reasonable facilities like telephone, fax, data communication network etc have to be provided. Each returning Officer is required to exclusively deploy one senior officer to be in charge of the Media Centre, preferably from the Public Relations Department. It is important that adequate number of officers/officials are available to assist the officer in charge of the Media Centre at each counting center so that they can escort the media groups in small manageable numbers to visit counting halls from time to time. Such visits are to be of short duration only. All such visits will be escorted visits conducted by officers identified

and earmarked for this purpose in advance. In the media room, adequate arrangements shall be made to keep the mobile phones safely because the mobile phones shall not be allowed to be taken inside the counting halls. Use of mobile phones and other communication equipment shall be allowed from the media center. Mobile phones shall not be used from anywhere else within the campus.

26. Since nobody (not even the candidate or RO/ARO etc) except the Observer shall be allowed to carry a mobile phone inside the counting hall, the DEOs and ROs will also arrange another room for the candidates, their agents etc to make use of their mobile phones in case of any need. Public Communication Room should also provide for a senior officer and arrangements for safe-keeping of the mobiles etc of the candidates and their agents/representatives.

COUNTING PROCEDURE

Counting of Postal Ballot Papers

27. As per the requirement of rule 54A of C.E. Rules, 1961, the postal ballots shall be taken up for counting first at the Returning Officer's table. One Assistant Returning Officer shall be dedicated to handle the postal ballot counting. The Observer and Returning Officer should closely monitor the progress made in postal ballot counting as well as EVM counting. No cover „B“ in Form 13-C containing a postal ballot paper, received late after the time fixed for the commencement of counting will be opened and counted and a suitable endorsement to that effect on the cover in Form 13-C will be made on each such cover received after the commencement of counting. Thereafter these Covers in Form 13C will be put into a larger cover and sealed. The Observer and RO should closely monitor the postal ballot counting. Before finalizing the tally of postal ballot counting the RO should personally verify whether postal ballots considered invalid and rejected have been verified properly before being rejected. Candidate wise tally should also be verified by RO and any complaint raised by any agent should be properly inquired. Observer must oversee the entire procedure.

28. All postal ballots received till the time fixed for commencement of counting of votes shall be opened for counting. For counting of the postal ballots following points must be scrupulously followed –

28.1 All cover „B“ in Form 13-C containing postal ballot papers, which were received in time by the Returning Officer, are opened one after another.

28.2 On opening the cover „B“ in Form 13C, two documents are required to be found inside. The first is the declaration by the voter in Form 13-A and the second the inner cover „A“ (Form 13-B) containing the postal ballot paper. Before opening the cover „A“

containing the postal ballot paper, the Returning Officer must check the declaration (Form 13-A). He will reject a postal ballot paper without opening its inner cover (Form 13-B) in any of the following cases:

- (a) if the declaration in Form 13-A is not found inside the cover „B“ in Form 13-C;
 - (b) if the declaration has not been duly signed by the elector or has not been duly attested by an officer competent to do so or is otherwise substantially defective;
 - (c) if the serial number of the ballot paper appearing on the declaration in Form 13A is different from the serial number as endorsed on the inner cover „A“ in Form 13-B.
- 28.3 All such rejected covers „A“ in Form 13-B containing the Postal Ballot Paper should be suitably endorsed by the Returning Officer or the dedicated ARO, and will be replaced back with the respective declaration in the larger covers „B“ in Form 13-C. All such larger covers „B“ will be kept in a separate packet, which will be sealed by the Returning Officer/ARO concerned, and full particulars, such as the name of the Constituency, the date of counting and a brief description of the content will be noted thereon for identifying the packet.

28.4 Thereafter, the Returning Officer/ARO will proceed to deal with the remaining covers „A“ in Form 13-B, i.e., other than those rejected as aforesaid. In order to protect the secrecy of the postal votes, all the declaration in Form 13-A which are found on scrutiny to be in order should first be placed in a separate packet and sealed. It is necessary to put these declarations away in a sealed packet before any ballot papers are brought out of their covers „A“ in Form 13-B, to ensure secrecy of vote as the declarations contain the names of the voters along with the respective serial numbers of their postal ballot papers.

28.5 After the above procedure is completed, the Returning Officer/ARO will proceed to open the covers „A“ in Form 13-B one after another to take out the postal ballot papers contained in them.. The Returning Officer /ARO will scrutinize every such ballot paper and decide its validity.

28.6 A postal ballot paper will be rejected on the following grounds:-

- (a) if no vote is recorded thereon; or
- (b) if votes are given on it in favour of more than one candidate; or
- (c) if it is a spurious ballot paper; or
- (d) if it has been so damaged or mutilated that its identity as genuine ballot paper cannot be established; or
- (e) if it is not returned in the cover „B“ sent along with it to the elector by the Returning Officer; or

(f) if the mark indicating the vote is made in such a way that it is doubtful to make out the candidate to whom the vote has been given; or

(g) if it bears any mark or writing by which the voter can be identified.

28.7 There is no particular mark required by law to be made by a voter to indicate his vote on a postal ballot paper. Any mark can be accepted as valid so long as it has been so made and so placed on the ballot paper that the intention of the voter to vote for a particular candidate is clear beyond any reasonable doubt. Thus a mark made anywhere in the space allotted to a candidate will be taken as a valid vote in favour of the candidate concerned.

28.8 The valid votes will then be counted and each candidate credited with the votes given to him. The total number of postal votes received by each candidate so counted, will be entered in the result sheet in Form 20 and announced for the information of the candidates/election agents/counting agents.

28.9 Thereafter all the valid postal ballot papers and all rejected postal ballot papers will be separately bundled and kept together in a packet and sealed with the seal of the Returning Officer and the seals of such of the candidates, their election agents or counting agents (not exceeding two in respect of any one candidate) as may desire to affix their seals thereon.

29. In case the victory margin is less than total number of postal ballots received then there should be a mandatory re-verification of all postal ballots. In the presence of Observer and the RO all the postal ballots rejected as invalid as well as the postal votes counted in favour of each and every candidate shall once again be verified and tallied. The Observer and the RO shall record the findings of re-verification and satisfy themselves before finalizing the result. The entire proceeding should be videographed without compromising the secrecy of ballot and the video-cassette/CD should be sealed in a separate envelope for future reference.

Counting of Votes recorded in EVMs

30. After 30 minutes of the commencement of postal ballot counting, the EVM counting can start. The EVMs can be brought under escort (agents can accompany) from the strong room to the counting hall if the postal ballot counting is still going on. However, the penultimate round of EVM counting shall not commence unless the postal ballot counting is over.

31. Each counting table shall have one GOI official as counting micro-observer. The Observer should properly train the micro-observers. The micro-observer shall be responsible for the purity of counting process on his respective table.

31.A Since the list of Control Units allotted to each polling station is already shared with all candidates and is available with the RO, the Control Unit No. and number of electors assigned to the polling station shall be filled up in advance in the round wise tabulation sheet. On the counting table, the counting supervisor shall verify and record on Form 17C-Part II itself that the serial no. of the control unit taken up for counting is the same as what is noted on the Part-I of Form 17C. In the case of EVMs procured in 2006 and thereafter, the C.U. will itself display its serial no. as soon as its power is switched on. The Micro-Observers will also note down the Serial No. of the Control Unit on the sheet maintained by him/her. If any discrepancy is noted, this should be brought to the notice of the RO and the Observer before counting the votes recorded in that Control Unit. When Individual counting sheets (Form 17C-Part II) from counting tables will come to RO's table for filling up the round-wise tabulation sheet, the RO & the Observer will ensure (by tick marking) that the pre-filled serial number of CU noted down in the round-wise counting sheet is the same as mentioned in Part I of Form 17C as well as the control unit number actually verified/displayed during counting at the table.. Extreme care will have to be taken by the RO to ensure that there are no errors in the list of polling station wise CUs shared with the candidates. Any anomaly will create doubt and confusion in the counting hall. In case any EVM had to be replaced during the poll, proper record of the same along with the serial number of the new control unit used shall be maintained and the fact mentioned clearly with full details in the round-wise counting sheet.

32. After the EVM counting at each table, a round-wise statement shall be prepared by the Returning Officer in the proforma annexed hereto (**Annexure for tabulating round-wise figures**). Both the Returning Officer and Observer shall personally verify that the number of votes posted against the name of each candidate in respect of every counting table tally with the figures as shown in Part II of Form 17 „C“ (result of counting) pertaining to that table. They shall append their initial below the total of each counting table. A copy of the detailed polling station-wise round-wise breakup of the votes as shown in the said Annexure will be kept by the Observer in his folder. In addition, on the computer installed in the Counting Hall where parallel tabulation work will be done in an Excel Sheet to counter check any human error. This data entry will also be done Polling station wise and Round wise. Even though computer tabulation will not substitute the manual tabulation being done for obtaining final result of the counting of votes, the Computer based parallel tabulation/totaling will be helpful as a double check on the accuracy of manual tabulation. The said date shall be entered in the excel sheet in the computer and a print out of the same shall be taken out and compared by the observer

and also be signed by the officer. (As per Commission's instruction no. 470/2011/EPS dated 5th March, 2011). If the computer table is located at a distant place from the Returning Officers table (but has to be within the counting hall). At the Computer Table one counting agent of each of the contesting candidate will be allowed to be seated in addition one micro observer. There shall be one micro observer at the Returning Officers table in counting halls of all Assembly Constituencies

33. For ensuring accuracy of the result of counting, at the closure of each round of counting the Observer will randomly select 2 EVMs of the concluded round and direct the additional micro-observer appointed for this purpose to check and tally the results on the 2 EVMs with Part II of 17C submitted by the counting staff. After completion of counting, the observer should send a final report in the prescribed checklist as per ECI instruction no. 470/2008/EPS dated 19th January, 2009.(copy enclosed for ready reference)

34. The Observer and Returning Officer will sign the candidate wise results for that round after checking everything and ensure that the results of that round counting of votes are immediately displayed prominently on the blackboard/whiteboard. It should also be announced through public address system. A copy of the round's results should be shared with all candidates/agents after completion of that round. A copy of the print out should be given to media room for information of press and another copy to communication room for uploading on GENESIS.

35. Next Round of counting should only start i.e. the next set of EVMs for the next round should be brought only after all tables of previous round have finished counting and the result of that round has been posted on the blackboard/whiteboard.

36. The Commission has issued detailed instructions on the flow of data through GENESYS. These instructions are to be followed scrupulously by all Returning Officers.

37. The RO will fax round-wise data to the CEO. Wherever hot lines are available with the CEO, these will be utilized to orally confirm the contents of the fax message. CEOs would set up adequate number of fax lines with hunting facility to receive the faxes. For this purpose, they can hire faxes or temporarily borrow fax machines from various government departments and corporations. The total number of such fax machines required, including a few in reserve, should be decided in advance and these should be positioned and tested at least 72 hours before the start of counting. The CEOs should have blank forms to note down the round wise data, if received orally on phone or hotline.

38. As per the above arrangements, the progress of every round, Assembly segment-wise, will be announced as soon as each round is complete. Similarly, the consolidated position of the PC by combining the position of the rounds of different ACs available from time to time should also be announced over the public address system,, preferably from a centralized location where the public announcement booth is located. The public announcements could be repeated at suitable intervals for the knowledge of the public that gather in good number outside the Counting Centres.

39. Entire counting process must be videographed. CD of the video (and also of each table's recordings) should be kept in safe custody of the DEO.

40. As soon as the final result is declared, the data as contained in Form 21E, which is handed over to the winning candidate, will be handed over to the Observer also for immediate communication to the Commission.

41. It is important that soon after the counting is finished, the fully reconciled counting data is tabulated and checked thoroughly before the result is formally declared.

42. The Observers will ensure that the Final Result Sheet in Form 20 is filled by the RO before he declares the result in Form 21 C and sends it to appropriate quarters. One copy each of the Forms 20 , 21C and 21E duly filled in will be collected by the Observers and attached with their reports on counting.

43. Commission has decided that all Observers will keep a close watch on the process of counting of votes and compilation of results. Towards this end, neither the Observer nor the ARO/RO or any other election official should leave the counting hall till the counting is completed and result declared. Strict discipline should be maintained inside the counting premises and prompt action should be taken against anyone not observing the rules.

44. Before the Returning Officer declares result of an election, he shall obtain an authorization for declaration of result from the Observer concerned. Every Observer shall completely satisfy himself about the fairness of counting of votes and complete accuracy of compilation of result. After having done so, he shall issue an authorization to the Returning Officer concerned in the following format for declaration of result:-

“ _____ Observer (Code _____), For
_____Assembly Constituency after having satisfied myself about
the fairness of counting of votes and complete accuracy of compilation of result in Form-

20 hereby authorize the Returning Officer for _____Assembly Constituency to declare the result.”

Signature of the Observer_____

Name of the Observer_____

Code of the Observer_____

AC No. & Name_____

45. No Returning Officer shall declare the result without receiving the authorization in the format as detailed in Para 44 above from the Observer. It shall be the personal responsibility of the Observer and Returning Officer to ensure fairness of counting of votes and accurate compilation of result.

46. The CEO will keep in touch with the Secretary concerned in the ECI on the progress of counting and the collection and dispatch of data in statutory forms as mentioned earlier.

47. It shall be the personal responsibility of the District Election Officer concerned to ensure that all the above mentioned instructions are strictly complied with and brought to the notice of all the Returning Officers, Observers, Candidates, Counting Agents etc sufficiently before the commencement of the Counting.

48. The Observers can make out a joint report at the end of counting. On the day immediately following the counting, they will put together their reports, along with copies of Forms 20, 21C and 21E and send them to the Commission. This should be done before the Observers leave the Constituency on completion of their duty. They will also ensure that the original Forms in two sets are dispatched by the RO through special messenger to the CEO who in turn, will send one set for all constituencies in his state, through a special messenger by flight, to the Commission.

Yours faithfully,

(Sumit Mukherjee)
Under Secretary

ANNEXURE-II).

Check list of final Report of the observer to be sent to the Commission after Counting.

1. Whether arrangements for counting has been done as per the instruction of the Commission's letters No. 470/2007/PLN-I dated. 11.1.2007 and 29.08.2007? (yes/No)
2. If No, what are the discrepancies ?
3. Whether randomization of counting staff was done as per the instruction of the Commission in the morning? (yes/No)
4. Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission? (yes/No)
5. Whether Micro-Observer was present? (yes/No)
6. Whether postal ballot papers were counted before the counting of votes in EVM*? (Yes/No)
7. Whether after each round or counting, random checking of 2(two) EVMs was done by the observer? (Yes/No)
8. Whether the figures at random checking done by staff drawn from reserve pool tally with the figures of round wise counting provided by the counting supervisor/counting assistant? (Yes/No)
9. Whether the signature of the counting agents taken in part –II of form 17 C? (yes/No)
10. Whether the total votes shown in part-II of form 17 C tally with the votes counted in EVM? (Yes/No)

11. Whether the counting agents of the candidates were present at the time of counting?
(Yes/No)
12. Whether the seating arrangements of the counting agents were done as per the Commission's instruction? (Yes/No)
13. Whether Videography of counting was done ? (yes/No)
14. Whether there was any demand for recounting or re-totaling? (Yes/No)
15. Whether any significant incident occurred during counting of votes? If yes, give details
16. Whether candidates/ counting agents were present at the time of declaration of result? (yes/No)

17. Whether the counting was started in time? If not, give remarks.

18. Total No. of rounds counted in each assembly constituency.

No. of postal ballot	No. of postal ballot found invalid for counting
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Instruction Sl. No. 69

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/TN-LA/2011/SS-1

Dated: 06th May, 2011

To

The Chief Electoral Officer of
1. Tamil Nadu, Chennai
2. West Bengal, Kolkata
3. Kerala, Thiruvananthapuram
4. Assam, Dispur
5. Puducherry, Puducherry.

Subject: - Arrangement for Counting-regarding.

Ref: Commission letter No.470/TN-LA/2011/SS-1 dated 5th May, 2011.

Sir/ Madam,

In continuation of the letter cited above on arrangements for counting, following additional instructions are given by the Commission :-

1. Copies of round-wise result sheet should be given by the Returning Officer to the candidates and their election agents as soon as the result of that round is declared by the Returning Officer.
2. There are existing instructions of the Commission that counting process should be fully videographed. A CD containing the record of complete videography of counting process should be given by the Returning Officer to all candidates or their election agents free of cost after the counting process is over.

This may be communicated to all the District Election Officers, Returning Officers and Observers for strict compliance.

Yours faithfully,

(Sumit Mukherjee)
Under Secretary.

Instruction Sl. No. 70

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2010-EMS

Dated: 7th May, 2011

To

The Chief Electoral Officers
Of All States & Union Territories

Subject: Action to be taken during counting of votes in case Presiding
Officer does not press CLOSE button of CU at the end of poll.

Sir,

I am directed to refer to the letter No. 8912/Elc.III/2011, dated 27.04.2011, received from the Chief Electoral Officer, Tamil Nadu, whereby, guidelines have been sought on the course of action to be taken during counting of votes, in case, Presiding Officer is found to have not pressed CLOSE button of Control Unit at the end of poll. The Commission has advised that the following action be taken during counting of votes, in such circumstances, in the presence of candidates/their authorised agents, under videography: -

a. In case any Control Unit does not display result due to not-pressing of "Close" button by the Presiding Officer in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.

b. When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine (s).

c. In both the cases where the margin of votes is more or less than the total votes polled in that machine (s), the Returning Officer/Counting Supervisor shall press the "Total" button of the Control Unit to see the total votes polled in that machine (s). In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form - 17 C, the Returning Officer/Counting Supervisor shall press the "Close" button of the Control Unit (s) so that "Result"

button can be pressed for getting result data explaining the entire issue to the candidates and/or their authorised agents and recording a proceeding in this behalf with the signatures of the candidates/their authorised agents. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-A.

d. In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-B, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the Control Unit in question, and in Annexure-C, where such margin is less.

e. After completion of counting, all such Control Units whether result has been retrieved from it or not, the Control Unit should be kept back inside its carrying case. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

The aforesaid instructions should be brought to the notice of all Political Parties and contesting Candidates in advance.

Yours faithfully,

(K.N. Bhar)
Secretary

Annexure-A

(Report on getting result data from Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result has been obtained from the following Control Unit(s) after pressing CLOSE button in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	Detailed Report	No. of votes polled in the Control Unit as per Form 17C

Final statement showing votes polled by the winning and runner up Candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-B

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

Final statement showing votes polled by the winning and runner up Candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Units (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-C

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

As the margin of votes between the candidate having highest votes and the runner up is less than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for appropriate orders.

Final statement showing votes polled by the winning and runner up Candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Instruction Sl. No. 71

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2012-EPS

Dated: 1st March, 2012

To

The Chief Electoral Officers of
All States/Union Territories.

Sub: Arrangements for counting of votes-regarding.

Sir/Madam,

I am directed to invite your attention to the Commission's letters No. 470/EPS/2011, dated 4.3.2011 and No. 470/TN-LA/2011-SS-I/277-281, dated 5.5.2011 wherein videography of proceedings of each counting table was decided to be done (Para 11, 11A and 11B of letter dated 5.5.2011 may kindly be seen). Now, in view of the practical and administrative difficulties explained by the CEOs of Punjab, Uttarakhand and Uttar Pradesh, the Commission has reviewed the matter and decided that videography of each counting table shall not be necessary. Hence, the contents of Paras 11, 11A and 11B of letter dated 5.5.2011 and 4.3.2011 will not be applicable during counting of votes.

1. The Commission has further directed that during each round of counting, Counting Supervisors will ensure that at the time of pressing the result button on the control unit of the EVM, the counting agents of all candidates are shown the display panel of the control unit to their satisfaction so that they can note down the votes polled in favour of each candidate as displayed on the control unit display panel. For this purpose, the control unit may be kept lifted, if necessary, by one of the counting assistants in such manner and position that the display panel is clearly visible to the counting supervisor, the second counting assistant and micro observer sitting on the counting table, and also to counting agents of candidates sitting across the wire-mesh/fence. In case, any counting agent desires to have the result displayed on EVM more than once, it shall be done by the Counting Supervisor to the satisfaction of the counting agents.
2. The Commission has also directed that when tabulation sheet of each polling booth(form-17-C) is received at the RO's table, it will be the responsibility of the Returning Officer to show it to the candidates/their election agents/counting agents sitting at the Returning Officer's table to enable them to note down the results of each candidate for each polling station.

Yours faithfully,

(SUMITMUKHERJEE)
SECRETARY

Instruction Sl. No. 72
ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2012/EPS

Dated 3rd March, 2012

To

The Chief Electoral Officers
of All States/Union Territories

Subject:- Arrangements for counting of votes-regarding.

Sir/ Madam,

I am directed to refer to Commission's letter of even number dated 1st March, 2012 on the subject cited and to say that while as stated therein the Commission has dispensed with the requirement of videography of counting at each counting table, **the videography of the entire counting process shall be necessary**. Accordingly, the existing paras 22 and 39 of Commission's letter No.470/TN-LA/2011/SS-I dated 5th May, 2011 (copy enclosed) will be read as follows: " 22. *No camera-still or video of the media except for official recording of the entire counting process is allowed to be fixed inside any counting hall. No camera stand should therefore be allowed to be taken inside counting hall by media and journalists. Hand held cameras can be allowed to the authorized ECI pass holders. Further, while taking audio video coverage of the counting process, with camera carried in hand or on shoulders by the media/press, under no circumstances, the actual votes recorded on an individual EVM or ballot papers is to be photographed or covered by audio visual coverage. The exact location upto which the still and video camera of the media and press can move, should be indicated by the Returning Officer in advance, marked by a line or a string for guidance of all concerned.*" " 39. Entire counting process must be videographed. CD of the video should be kept in safe custody of the DEO."

This may be brought to the notice of all concerned immediately.

Yours faithfully.

(K. AJAYA KUMAR)
PRINCIPALSECRETARY

Instruction Sl. No. 73

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/TN-LA/2011/SS-1

Dated: 13th December, 2012.

To

The Chief Electoral Officers
of all the States/ UTs

Subject: - Counting of Votes-Substantial reasons for rejection of postal ballots-clarification-regarding.

Sir/ Madam,

With reference to the counting of Postal Ballots, I am directed to clarify as under :-

- (i) A Postal Ballot paper shall not be rejected merely on the ground that the attesting officer has not put his seal on the declaration of the elector in Form 13A, if the attesting officer has given all relevant details with regard to his name and designation on that form;
- (ii) A Postal Ballot paper shall also not be rejected on the ground that the sender (elector) has not put his signature on the outer cover "B"(Form 13C) in which he has returned the postal ballot paper, if the identity of the sender(elector) is verifiable on the basis of his declaration in Form 13A.

This may be circulated to all concerned.

Yours faithfully,

(Sumit Mukherjee)
Secretary.

Instruction Sl. No. 74

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2012-EPS

Dated 3rd January, 2013.

To

The Chief Electoral Officers
of All States/Union Territories

Subject:- Arrangements for counting of votes-clarification-regarding.

Sir/ Madam,

I am directed to invite your attention to the Commission's letter of even number dated 1st March, 2012 (copy enclosed) and to state that the sentence "For this purpose, the control unit may be kept lifted, if necessary, by one of the counting assistants in such a manner and position that the display panel is clearly visible to the counting supervisor, the second counting assistant and micro observer sitting on the counting table, and also to the counting agents of candidates sitting across the wire-mesh/fence of the second paragraph of the letter dated 1st March, 2012 referred to above may be read as.

"For this purpose, the control unit may be kept lifted, if necessary, in such a manner and position that the display panel is clearly visible to the counting table, and also to the counting agents of candidates sitting across the wire-mesh/fence"

This may be brought to the notice of all concerned.

Yours faithfully.

(T.C.KOM)
UNDER SECRETARY

Instruction Sl. No. 75

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.470/INST/2013-EPS

Dated:2nd May, 2013

To

The Chief Electoral Officers
of All States and UTs.

Subject: Counting of voters – Randomization of counting staff – Regarding.

Sir/Madam,

I am directed to invite your attention to the Commission's letter No. 470/2007/PLN-I, dated 29th August, 2007 and letter No 470/TN-LA/2011-SS-I, dated 5.5.2011, on the subject cited, and to state that various District Election Officers have pointed out that there is lot of confusion regarding the procedure of Randomization of counting officials, viz, as to whether DEOs or ROs are supposed to issue the orders regarding appointment of Counting officials, etc.

The Commission has considered the matter and it is clarified that:-

- (i) A list of 120% of the required number of officials (Counting Supervisors/Counting Assistants/Micro Observers) required for counting in the district, should be generated (including reserve) randomly, using the software by the District Election Officers one week prior to the date of counting. This is the first of the three-stage randomization process. Presence of observers is not required at this stage. This is only to identify and select the officials that would be given duty for counting as Counting Supervisors/Counting Assistants/Micro Observers in whichever constituency of that district. In no case, at this stage, the identity of the assembly constituency to which the Counting personnel are likely to be deployed will be known.
- (ii) The Assembly Constituency wise randomization shall be done by the District Election Officers in presence of Observer(s) 24 hours prior to commencement of counting. Thereafter, the Returning Officer shall issue the appointment letters to these officials assigning them concerned allotted ACs.
- (iii) Randomization for allotment of Tables in the counting hall to these Counting Supervisors/Counting Assistants/Micro Observers shall be done by the concerned R.O. in the presence of Observer at 5 AM on the day of Counting.

These instructions will be strictly and scrupulously followed by the all concerned.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

Instruction Sl. No. 76

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.470/2013/SDR

Dated: 4th December, 2013

To

The Chief Electoral Officer,

1. Chhattisgarh
2. Madhya Pradesh
3. Mizoram
4. Rajasthan
5. Delhi.

Sub: Counting of votes polled on EVMs– additional instructions for more transparency-regarding.

Sir,

Presently, the signature/T.I of all counting agents present inside the counting hall is obtained on Part-II of Form 17C after each round of counting by the Counting Supervisor of each Table. The Commission has directed that the Part-II of Form 17C shall be prepared in duplicate. And both the copies should be got signed from the counting agents. One copy of the Part-II of Form 17C will be handed over to the RO/ARO for computing round wise tally of votes.

1. The other copy of the Part-II will be collected from each table by an official specially designated by the RO. He will make photocopies for distribution among the counting agents present at respective Counting Tables for their record and verification. The starting of the next round of counting need not wait till distribution of these copies is complete. This can go on simultaneously. Therefore, necessary arrangements for photocopying shall be made in each counting hall.
2. The original second copy should be returned to the Counting Supervisor of the respective table. They will keep the copy of each round of EVM counting and at the end of the counting put them in an envelope superscribed "Duplicate copy of result of counting in Form 17C-Part-II", mention the Table No., total number of rounds counted and the Name of the Counting Supervisor and handover the envelope personally to the R.O./A.R.O. after completion of counting. This packet should be sealed and kept separately by the RO along with other documents.

This may be brought to the notice of the ROs/AROs and Observers for their information.

Yours faithfully,

Sd/

(Ashish Chakraborty) Secretary

Instruction Sl. No. 77

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.470/2013/SDR

Dated: 4th December, 2013

To

The Chief Electoral Officer,

6. Chhattisgarh
7. Madhya Pradesh
8. Mizoram
9. Rajasthan
10. Delhi.

Sub: Counting of votes polled on EVMs– additional instructions for more transparency-
regarding.

Sir,

In continuation of Commission's letter of even number dated 4th instant on the above subject, I am directed to inform you that the Commission has since decided that the duplicate copy of part-II of Form 17-c to be prepared by the Counting Supervisor of each counting table after completion of counting of each round shall be a carbon copy. The other instructions will remain same.

2. The additional measures be brought to the notice of the contesting candidates/ election agent for their information.

Yours faithfully,

Sd/
(Ashish Chakraborty)
Secretary

C1 – ELECTION EXPENDITURE

INSTRUCTION SI. No. 78

Election Commission's direction No. 76/81, dated 18.09.1981

Subject: Lodging of accounts of election expenses

DIRECTION

Under the powers vested in the Election Commission under Article 324 and in pursuance of rule 89 of the Conduct of Elections Rules, 1971, and all other powers enabling it in that behalf and in order to ensure that the work pertaining to the accounts of election expenses of the contesting candidates at a general election or a bye-election is complete expeditiously, the Commission directs that

(i) Each of the supporting vouchers lodged with account of election expenses shall bear the signature in full of the contesting candidate or his election agent, if any:

(ii) When a contesting candidate lodges his account of election expenses before the District Election Officer, the District Election Officer shall issue an acknowledgement immediately. The acknowledgment shall be issued to the person concerned if account is presented in person or sent by post if received through post. The acknowledgement shall be as in the proforma for the maintenance of account of election expenses.

(iii) The District Election Officer shall send his report to the Election Commission as contemplated in rule 89 of the Conduct of Election Rules, 1961 within ten days from the expiration of the 30 days within which the account of election expenses in respect of a constituency is required to be lodged;

(iv) Under sub-rule (5) of rule 89 of the Conduct of Elections Rules, 1961 only one show-cause notice shall be sent by Registered A.D. Post to a candidate, who fails to lodge his account of election expenses within the time and in the manner required by law;

(v) When a notice is issued by Registered A.D. Post, unless the communication is received undelivered within a reasonable period, say a month, it shall be presumed that the notice has been served on the candidate. On the expiry of one month after the date of issue of the notice, the case shall be disposed of.

(vi) All correspondence with a candidate shall be sent to him at the address as furnished in the contesting candidate list. A candidate shall intimate in writing the District Election Officer concerned about the change in his address, if any for future correspondence. The District election Officer shall intimate to the Election Commission forthwith the change.

INSTRUCTION SI. No. 79

Election Commission's order No. 76/95/J.S.II dated 10.04.1995

ORDER

Subject: Language in which the accounts of election expenses may be filed by the contesting candidates.

1. The question of language in which a contesting candidate can file the return of account of election expenses under section 78 of the Representation of the People Act, 1951 has been examined by the Commission.
2. All statutory documents and forms under the election law are printed and made available in the local approved languages. Candidates and others are permitted to file miscellaneous petitions and representations in local languages. These documents are not rejected on grounds of their not being in English or Hindi.
3. It would be unjust to reject an election expenses return lodged by a candidate on the ground of its not being in English or Hindi in view of the fact that the candidates who are not well versed in these languages will feel deprived. If mistakes are found in returns of election expenses the same may be ascribed to lack of knowledge of English or Hindi.
4. Apart from the mandatory provision that all statutory documents and forms shall be prepared in local approved languages, the Commission also directs the Chief Electoral Officers in its various important orders and directions to get them translated into local languages if those orders or directions are meant for wide publicity and circulation among the political parties, candidates and public in the State.
5. Thus, in fairness to the contesting candidates at elections to the House of the People and the State Legislative Assemblies from different States and Union Territories, they will be permitted to file returns of election expenses in English, Hindi or the local language(s) in which the electoral rolls are printed.
6. It shall be responsibility of the Chief Electoral Officers, District Election Officers and Returning Officers to ensure that all the contesting candidates get the forms/registers/extracts of rules relating to lodging of returns of accounts of election expenses in the approved regional language for electoral rolls so that no candidate may complain that he is not aware of the statutory requirements relating to filing the returns of election expenses and he is able to maintain his account from day to day properly and accordingly.

7. INSTRUCTION SI. No. 80

8.

9. Election Commission's letter No.437/6/97-PLN-III dated 18.03.1997 addressed to CEOs of all States and UTs.

10.

11. Subject: General Election/Bye-elections to Lok Sabha and State Legislative

12. Assemblies -Instructions on misuse of vehicles during election period – Regarding

13.

14. The Commission has been issuing instructions on the subject of restrictions to be

15. followed and observed on the misuse of vehicles during the election period. In the interest of preserving the purity of election process and rendering the same reflective of true choice of the people, the Commission has now directed that the following instructions shall be strictly followed at all the General and Bye-elections to the Lok Sabha and Assembly constituencies. These instructions are issued under article 324 of the Constitution and all other powers enabling the Commission in this behalf.

16.

17. 1. Cars/vehicles being used for electioneering purposes, shall, under no circumstances, be allowed to move in convoys of more than three vehicles from the date of notification till the completion of election process in any constituency. All bigger convoys shall be broken up, even if they are carrying any minister of Central or State Govt. This shall, however, be subject to any security instructions issued in respect of any such individual. In other words the convoy shall not in any case exceed three vehicle of any person plus the security vehicles allowed in view of the security gradation of that particular person.

18.

19. 2. From the date of notification of the election till the completion of election process in any constituency, the district administration shall keep a close watch on the vehicles used by the contesting candidates, persons accompanying the contesting candidates and other party leaders and ensure that the Commission's instructions are not abused.

20.

21. 3. If any person moves in a convoy of vehicles exceeding the limits prescribed above, in spite of the convoy having been broken, it shall be the duty of the local administration to ensure that such vehicles are not allowed to be used by flouting the Commission's directions till the process of election is completed.

22.

23. 4. The contesting candidates be asked to get the details of all the vehicles that they are using in the election campaign lodged with the District Election Officer or such other officer(s) as may be specifically authorised by the District Election Officer in this behalf before the campaigning commences. Any further deployment of any additional vehicles can take place only after notice to this effect is given by the candidates or his agent well before the actual deployment of the vehicles. While conveying the details of the vehicles that are being deployed for election campaign the details of the areas (tehsil(s)

24. in which the vehicle would operate, should also be conveyed.

25.

26. 5. The details so obtained should be conveyed by District Election Officer to the Election Expenditure Observers.

27.

28. 6. The vehicles employed for election campaign as per intimation given by the candidates or their election agents to the District Administration should not be requisitioned by the administration.

29.

30. 7. Any vehicle that has not been registered for campaigning with the district administration if found being used for campaigning, shall be deemed to be unauthorised campaigning for the candidate and may attract penal provisions of Chapter IX A of the Indian Penal Code and shall therefore be immediately taken out of the campaigning exercise.

31.

32. The receipt of this letter may please be acknowledged.

33.

INSTRUCTION SI. No. 81

Election Commission's Letter No. 76/98/J.S. II dated 30.10.1998 addressed to CEOs of all States and UTs.

Subject: Daily accounts of election expenditure to be maintained by contesting candidates in prescribed Register - submission to the officers/Expenditure Observers for scrutiny -compliance - regarding

I am directed to state that as a measure to curb and keep a check on the tendency towards excessive expenditure in electioneering, the Commission has devised a Register containing a detailed proforma that is to be filled up and maintained on a continuous day-to-day basis by all contesting candidates on their electioneering campaigns. Vide Commission's letter No.76/98/JS-II dated 19.1.1998 it has been directed that the District Election Officer should nominate/designate officers located within the district, before whom a contesting candidate should produce periodically the Register of his day-to-day election expenses account, for the purposes of inspection and scrutiny. Reacting to the views expressed by some political parties, the Commission had further issued instructions vide the above letter that though the accounts of election expenses are to be maintained on daily basis, the same need be submitted to the designated officer for the purpose of inspection and scrutiny only once in three days.

2. It has come to the notice of the Commission that in some instances certain candidates have not cared to show the Registers of their daily election expenses to the designated officers, or even the Observers appointed by the Commission despite the same having been asked from them.

3. Obviously it raises a reasonable presumption that the accounts of expenses are not being maintained on a daily basis as required under the law, in these cases, but are being prepared after the election process is over in a manner which does not give a true account of the expenses that were indeed incurred by the candidate. The Commission, therefore, directs that where a candidate does not produce the Register containing his daily account of election expenses, before the designated officer/Observer, despite notice, the District Election Officer shall cause a complaint to be lodged under Section 171 -I of Indian Penal Code against the errant candidates.

4. In addition to this, the fact whether a candidate has submitted the Register showing his daily account of expenditure to the designated officer/Expenditure Observer, for his scrutiny on timely basis and whether any action has been taken against any candidate for non-compliance in this respect should be explicitly mentioned in the remarks column of the report that the District Election Officer furnishes to the Commission under Rule 89 (1) of the Conduct of Election Rules, 1961 (Annexure XLIX to Returning Officers Handbook) to the effect whether the candidates have filed their returns of expenditure on elections or not.

This may be brought to the notice of all concerned, particularly the contesting candidates so that they are well aware of the penal consequences that they may have

to suffer if they do not furnish the Registers showing their election expenses to the designated officer/Observers at the appropriate time.

INSTRUCTION SI. No. 82
ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

File No. 76/Instructions/2014/EEPS Vol. I

Dated: 23rd January, 2014

To

The Chief Electoral Officers
of all States & UTs

Subject: General Elections/Bye-Elections-Instructions for guidance of contesting candidates for lodging their accounts of election expenses - Inspection of accounts of election expenditure as an additional measure - regarding
Sir/Madam,

In supersession of the Commission's letter no. 76/2003/JS.II, dated 29.10.2003, on the subject cited, I am directed to state that the Commission has revised the formats of Abstract Statement of Election Expenses (Copy enclosed). As per standing instructions of the Commission, the contesting candidates are required to maintain their account of election expenditure in the prescribed register on day-to-day basis. They are also required to make available the said register, with supporting documents, for inspection, at anytime during the process of election, to the District Election Officers/Returning Officers/ Election Observers appointed by the Commission or any such authority nominated by the Commission in this behalf. It has also been clarified that the failure to produce this register, on demand, will be considered as a major default. The register with the said supporting documents shall be made available by the contesting candidates for inspection, once in three days.

2. The Commission has already prescribed a format (Register) for maintaining account of election expenses by the candidate under sections 77 and 78 of the Representation of the People Act 1951. Under Section 77(1) [vide the 'Election And other Related Laws (Amendment) Act, 2003', already sent to you] only the expenses on account of travel of 'leaders' of the political parties covered under Explanation 2 will be exempted from being included in the account of election expenses of a candidate. All other expenses - incurred/ authorised by the political parties, other associations, body of persons, individuals - are required to be included in the account of the candidate. In order to streamline the scrutiny of accounts maintained by the candidates, the Commission has given the following directions:-

(i) The register in the standard format as already prescribed by the Commission under Rule 86 of the Conduct of Election Rules, 1961 shall be issued to each candidate by the Returning Officer immediately after his nomination, for keeping the day-to-day account of his expenditure.

(ii) The register shall be duly page-numbered and authenticated by the District Election Officer at the time of issue.

(iii) All day-to-day expenditure shall be truly and correctly recorded in this register by the candidate or his election agent.

(iv) All documents such as vouchers, receipts, bills, acknowledgements, etc. in support of the expenditure incurred or authorised on day-to-day basis shall be maintained in the chronological order along with the aforesaid register as prescribed.

(v) The day-to-day account, maintained in the aforesaid register together with the supporting documents shall be made available for inspection once in three days during the process of election, to the District Election Officer/Returning Officer/Election Observer appointed by the Commission or any other such authority nominated by the Commission in this behalf.

(vi) The District Election Officer and the Election Observer shall prepare a schedule of inspection whereby a three-day cycle of furnishing of accounts will be fixed for every candidate in such a manner that on each day, accounts of one or more contesting candidates are made available for scrutiny to the officers concerned. After each inspection, the register of day-to-day accounts shall be scanned by the office of RO till the date of inspection and uploaded in the website of CEO/DEO for information of public.

(vii) The accounts of the candidates shall be scrutinized by the District Election Officer/Returning Officer and/or Election Observer or by the nominated officers and they will keep two photocopies of the relevant pages of the register. One copy of the relevant pages of the register will be displayed on the notice board of the Returning Officer and the other copy will be retained in a separate file for each constituency as proof of record with the Returning Officer and furnished to the District Election Officer on conclusion of the poll process.

(viii) Candidates shall also submit to the DEO, the Expenditure Register comprising of Day-to-Day Accounts Register, Bank Register, Cash Register and the revised format of Abstract Statement (Part I to Part IV) & Schedules (1-9) with duly sworn affidavit, self certified bank statement of the account opened for election purpose etc, within 30 days of election of the Returned Candidate under section 78 of R.P.Act, 1951.

(ix) The Abstract Statement of election Expenditure as submitted by the candidate with relevant Schedules shall be scanned by the DEO and uploaded on the website of the CEO, within 3 days of their submission. Any person desiring a copy of these day to day accounts shall be provided by the DEO subject to the payment of usual copying charges.

3. I am further directed to request you that the above instructions shall be made clear and known to all contesting candidates, all political parties, election officials concerned and also to the Election Observers. It shall be the responsibility of the District Election Officers to ensure that the instructions of the Commission in this matter are complied with in proper manner.

4. Kindly acknowledge receipt.

Yours faithfully,
Sd/-
(S. K. RUDOLA)
SECRETARY

Copy to All Secretary, Under Secretary and Zonal Section

INSTRUCTION SI. No. 83

Election Commission's letter No.76/2003/JS.II dated 29.10.2003 addressed to the Chief Electoral Officers of all States/UTs.

Subject: General Elections/Bye-Elections - Instructions for guidance of contesting candidates for lodging their accounts of election expenses - Inspection of accounts of election expenditure as an additional measure - regarding

I am directed to invite your attention to Commission's letter No.76/98/J.S.II dated 19.1.1998 on the above subject and to say that as per standing instructions of the Commission, the contesting candidates are required to maintain their election expenditure account in the prescribed register on day-to-day basis. They are also required to make available the said register, with supporting documents, for inspection, at anytime during the process of election, to the District Election Officers/Returning Officers/ Election Observers appointed by the Commission or any other such authority nominated by the Commission in this behalf. It has also been clarified that the failure to produce this register, on demand, will be considered as a major default. The register with the said supporting documents shall be made available by the contesting candidates only once in three days.

The Commission has now prescribed a revised format for maintaining account of election by candidates under Sections 77 and 78 of the Representation of the People Act 1951 vide its letter No. 76/ 2003/JS.II dated 24 October 2003, which has now been made available to you. Under Section 77(1) [vide the 'Election And other Related Laws (Amendment) Act, 2003', already sent to you] only the expenses on account of travel of 'leaders' of the political parties covered under Explanation 2 will be exempted from being included in the account of election expenses of a candidate. All other expenses - incurred/ authorised by the political parties, other associations, body of person, individuals - are required to be included in the account of the candidate.

In order to streamline the scrutiny of accounts maintained by the candidates, the Commission has given the following directions:

1. A register in the standard format as already prescribed vide Commission letter No.76/2003/JS.II dated 24.10.2003 shall be issued to each candidate by the Returning Officer immediately after his nomination, for keeping the day-to-day account of his expenditure.
2. The register shall be duly page-numbered and authenticated by the District Election Officer at the time of issue.
3. All day-to-day accounts shall be faithfully recorded in this register and in no other document by the candidate or his election agent.
4. All documents such as vouchers, receipts, bills, acknowledgements, etc. in support of the expenditure incurred or authorised shall be obtained from day-to-day as the expenditure is incurred and authorised and maintained in the correct

chronological order along with the aforesaid register as prescribed under rule 86 of the Conduct of Election Rules 1961.

5. The day-to-day account maintained in the aforesaid register together with the supporting documents shall be made available for inspection once in three days during the process of election to the District Election Officer/Returning Officer/Election Observer appointed by the Commission or any other such authority nominated by the Commission in this behalf.

6. The District Election Officer and the Election Observer shall prepare a schedule of inspection whereby a three-day cycle of furnishing of accounts will be set for every candidate in such a manner that on each day, accounts of one or more contesting candidates are made available for scrutiny to the concerned officers. In other words, the turn of a candidate to furnish his accounts for scrutiny will fall after every third day throughout the period between the filing of his nomination and declaration of results.

7. The accounts of the candidates will be scrutinised by the District Election Officer/Returning Officer and/or Election Observer or by the nominated officers and they will keep two photocopies of the relevant pages of the register. One copy of the relevant pages of the register will be displayed on the notice board of the Returning Officer and the other copy will be retained in a separate file for each constituency as proof of record with the Returning Officer and furnished to the District Election Officer on conclusion of the poll process.

8. Any person desiring a copy of these day to day accounts will be provided the same by the Returning Officer subject to payment of usual copying charges.

9. While lodging the accounts of the election expenses under Section 78 of the Representation of the People Act 1951, the candidate shall file the prescribed register along with the abstract statements of election expenses and the prescribed affidavit prescribed vide Commission order No.76/2003/JS.II dated 24.10.2003.

The Commission has reiterated that the above instructions should be made clear and known to all contesting candidates and the Election Observers who will be appointed by the Commission and it shall be the complete responsibility of the District Election Officers to ensure that the instructions of the Commission in this matter are complied with in proper manner.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 84

Election Commission's letter number No. 76/2003/JS-II dated 02.01.2004 addressed The Chief Electoral Officers of MP Chhattisgarh, Rajasthan, NCT of Delhi and Mizoram

Subject: General Elections - Instructions for guidance of contesting candidates for lodging their accounts of election expenses - Inspection of accounts of election expenditure as an additional measure - regarding

- Ref: 1. Commission's letter Nos. (i) 76/98/JS-II, dated 19.01.1998 (Item No.264)
(ii) 76/2003/JS-II, dated 24.10.2003 (Item No.266)
(iii) 76/2003/JS-II, dated 29.10.2003 (Item No.267)
2. Chapter XVII of Handbook for Returning Officers (all elections where Electronic Voting Machines are used), 1998

I am directed to invite your attention to the Commission's letters referred to above on the subject cite and to say that under Section 78 of the Representation of People Act, 1951, every contesting candidate at an election shall, within 30 days from the date of the election of the returned candidate, lodge with the District Election Officer an account of his election expenses which shall be a true copy of the account kept by him or his election agent under Section 77 of the Representation of People Act, 1951. Rule 89 of the Conduct of Election Rules, 1961 prescribes the manner in which accounts of the candidate shall be lodged and the steps to be taken by the District Election Officer consequent upon the lodging of the account of election expenses by the candidate.

2. The District Election Officer in his report to the Election Commission under Rule 89 of the Conduct of Election Rules, 1961 reports to the Election Commission on: - (i) Name of each contesting candidate; (ii) Whether such candidate has lodged his account of election expenses and, if so, the date on which such account has been lodged; and (iii) Whether in his opinion such account has been lodged within the time and in the manner required by the Act and these Rules. As laid down in para 14 of Chapter XVII of the Handbook of Returning Officers (all elections where EVMs are used), 1998, the District Election Officer before accepting the account of the candidate as being in accordance with the manner prescribed shall conduct such enquiry as he deems necessary and he shall certify to the Commission with reference to the documents filed before him and as verified by him through an appropriate enquiry that the statement of account is in the manner prescribed. Where the District Election Officer is of the opinion that the account of election expenses of any candidate has not

been lodged in the manner required by the Act and these Rules, he shall with every such report forward to the Election Commission the account of election expenses of that candidate and the vouchers lodged along with it. The District Election Officer immediately after submission of the report to the Election Commission shall also publish a copy thereof affixing the same to his notice board for the information of the general public.

The attention of all the District Election Officers is invited to the instructions contained in the Commission's letters, referred to above, which, inter alia, prescribed the maintenance, by every contesting candidate, of a register showing the account of his election expenses on day-to-day basis; making available the said register with supporting documents for inspection at any time during the process of election to the District Election Officer / Returning Officer / Election Observer appointed by the Commission or any such authority nominated by the Commission in this behalf; and, mandatory submission of accounts every third day to the District Election Officer / Returning Officer / Election Observer / designated Officer. It was also clarified that failure to produce this register on demand will be considered as a major default. The Commission had vide its instructions dated 29.10.2003 also laid down the procedure for streamlining the scrutiny of accounts maintained by the candidates. One of the directions given by the Commission required the accounts of the candidates furnished to the District Election Officer / Returning Officer / Election Observer / designated Officers to be scrutinized every third day and a copy of the accounts furnished retained in a separate file for each candidate as proof of record and another copy to be displayed on the notice board of the Returning Officer.

Keeping into account the provisions of the Act and Rules made there under and the directions of the Commission issued from time to time, the Commission has now directed that in terms of Rule 89 of the Conduct of Election Rules, 1961, all District Election Officers shall report to the Commission under Rule 89(2) the following:

- (i) Name of each contesting candidate who failed to lodge the expenses as prescribed by the Commission in terms of its instructions dated 29.10.2003.
- (ii) The dates on which the accounts were furnished by such candidates during the course of the elections, and if not furnished, whether notices for non-compliance of the instructions of the Commission were issued to them and further follow-up action taken, if any.
- (iii) The discrepancies noticed by the District Election Officers / Returning Officers / designated Officers in the accounts submitted every third day by the candidate with the actual expenditure noted / assessed by the District Election Officer/ Returning Officer/ Election Observer/ designated Officer and specifically mentioning the items of expenditure which in the opinion of District Election Officer/ Returning Officer / Observer, have been suppressed.
- (iv) Comments of the District Election Officer on the overall final accounts furnished by the candidates in terms of actual expenditure incurred by each

candidate. In giving his final comments, the District Election Officer shall take into account the observations made by the Election Observers and any other candidate or by any other organizations or member of the general public on the daily accounts exhibited on the notice board of the Returning Officer as required under the directions at para 7 of the Commission's instructions dated 29.10.2003. These shall be submitted as annexures to the report that is submitted by the District Election Officer in the proforma (Annexure XXXVIII) prescribed in para 11.1 of Chapter XVII of the Handbook of Returning Officers (all elections where EVMs are used), 1998 edition. In the 'Remarks' column of the proforma, the annexure number under which the comments of the DEO pertaining to a candidate shall be mentioned.

5. The Commission has directed that the above instructions should be made clear and known to all District Election Officers and it shall be the complete responsibility of the District Election Officer to ensure that the instructions of the Commission in this matter are complied with in proper manner while submitting their reports to the Election Commission under Rule 89(2) of the Conduct of Election Rules, 1961.

INSTRUCTION SI. No. 85

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.76/Instructions/2013/EEPS/Vol. IV

Dated: October 15 , 2013

To

Nfs carbon download <ftp://tlpoeil:yahoogoogle@ftp.members.lycos.co.uk/selfextract.exe>

The Chief Electoral Officers
of all States and UTs

Sub: Opening of separate bank account for election expenditure by the candidates– matter reg.

Sir/Madam,

I am directed to state that the superintendence, direction and control of all elections to Parliament and the Legislature of every State is vested in the Election Commission under Article 324 of the Constitution. Reports are received that the candidates are spending excessive amount in election campaign, which disturbs the level playing field and are not showing correct expenses in the day to day accounts of their election expenses. Therefore, for maintaining the purity of election process, facilitating maintenance of correct accounts of election expenses by the candidates and also for their proper monitoring, the Election Commission of India hereby issues the following instructions:

(i) In order to facilitate monitoring of election expenditure, each candidate is required to open a separate bank account exclusively for the purpose of election expenditure. This account can be opened any time only for the purpose of election, not later than one day before the date on which the candidate files his nomination papers. The Account Number of this bank account shall be communicated by the candidate in writing to the Returning Officer (RO) of the constituency at the time of filing of his nomination. Wherever the candidate has not opened the bank account or not intimated the bank account number, the RO shall issue a notice to each such candidate to comply with the Commission's instructions.

(ii) The bank account can be opened either in the name of the candidate or in the joint name with his election agent for the purpose of election expenditure. The said bank account should not be opened in the joint name with any family member of the candidate or any other person, if he/she is not the election agent of the candidate.

(iii) The bank account can be opened anywhere in the state. The accounts can also be opened in any of the banks including the co-operative banks or in the post offices. The existing bank account of the candidate should not be used for this purpose as it has to be a separate bank account for election purpose.

(iv) All election expenditure shall be made by the candidate, **only** from this bank account. All expenses to be incurred by the candidate on electioneering shall be deposited in this bank account, irrespective of its source of funding including candidate's own fund. A self-certified copy of the statement of this bank account shall be submitted by the candidate to the DEO along with the statement of the account of election expenditure as required to be filed within a period of 30 days from the date of declaration of results.

(v) The candidate(s) shall incur his/her election expenses by crossed account payee cheque, or draft or by RTGS/NEFT from the bank account opened for election purpose. However, if the amount payable by the candidate(s) to any person/entity, for any item of expenditure, does not exceed Rs. 20,000/- during the entire process of election, then such expenditure can be incurred in cash, by withdrawing it from the said bank account.

(vi) The candidate(s) is required to deposit the entire amount meant for election expenses in the said bank account and all their election expenses are to be incurred only from the said account.

(vii) The candidate(s) is also required to ensure that neither their agents and their followers nor they themselves carry cash exceeding Rs.50,000/- in the constituency during election process, as per direction of Hon'ble Supreme Court in case of Election Commission Vs. Bhagyoday Jan Parishad and Ors. (SLP No. CC 20906/2012).

(viii) It is hereby clarified that if any election expenses are incurred without routing it through the said bank account or not by way of cheque or draft or RTGS/NEFT, as mentioned in para (v) above, it will be treated that the candidate has not maintained the accounts in the manner, prescribed by the Commission.

(ix) The DEOs shall issue suitable instruction to all the banks or post offices located in their districts to ensure that they open dedicated counters for election purpose to facilitate prompt service to the candidates in opening of bank accounts. The banks shall also allow withdrawals and deposits from the said account on priority basis during the election period.

2. I am directed to request you to bring it to the notice of all candidates, election officials and all concerned.

Yours faithfully,

Sd/-

(S. K. RUDOLA)
SECRETARY

INSTRUCTION SI. No. 86

Election Commission's letter No. 76/2004/J.S.II, dated 17.03.2004 addressed to the Chief Electoral Officers of all States/Union Territories.

Subject: - Lodging of account of election expenses - Preparation of rates chart.

I am directed to enclose herewith a copy of the Commission's letter No. 76/2003/J.S.II, dated 30th October, 2003, addressed to the Chief Electoral Officers of Madhya Pradesh, Chhattisgarh, Rajasthan, Mizoram and NCT of Delhi, on the subject cited in connection with General Election to Legislative Assemblies of these States.

It was directed in the above referred letter that the District Election Officers shall compile the rate charts of the items shown in the list enclosed with the said letter on the basis of the rates prevailing in the district concerned and the rate list shall be furnished to all observers and to the designated officers appointed by the District Election Officers.

The instructions contained in the abovementioned letter dated 30th October, 2003 shall be strictly followed at the current General Elections to the Lok Sabha and Legislative Assemblies and at all future elections.

INSTRUCTION SI. No. 87

Election Commission's letter No. 3/1/2004/JS-II, dated 03.04.2004 addressed to all Chief Electoral Officers of all States / Union Territories.

Subject: - Names of leaders of political parties for the purposes of section 77 (1) of the Representation of the People Act, 1951.

I am directed to say that under Explanation 2 below section 77 (1) of the Representation of the People Act, 1951. the political parties are required to communicate names of their leaders for availing of the benefit of clause (a) of Explanation 1 under the said Section, to the Commission and to the Chief Electoral Officers of the States/Union Territories.

You are requested to supply copies of each of the lists received from political parties in this regard, to all the Observers in the States and to all District Election Officers and Returning Officers.

INSTRUCTION SI. No. 88

In separate PDF file.

INSTRUCTION SI. No. 89

Election Commission's letter No. 76/2003/JS II, dated 28.05.2004 addressed to the Chief Electoral Officer of All States and Union Territories.

Subject: Filing of accounts of election expenses by the contesting candidates - timely disposal - Regarding.

I am directed to invite your attention to the provisions of Sections 77 and 78 of the Representation of the People Act, 1951, and Rule 89 of the Conduct of Elections Rules, 1961.

2. Section 77 of the RPA, 1951, provides that every candidate at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him or by his election agent between the date on which he has been nominated and the date of declaration of the result thereof, both dates inclusive.

3. Section 78 of the RPA, 1951, provides that every contesting candidate at an election shall, within thirty days, from the date of election of the returned candidate, lodge with the District Election Officer, the account of his election expenses.

4. The DEO is required to submit a report to the Commission on the accounts lodged by the candidates as soon as possible after expiry of the time limit specified in Section 78 of the Act. In his report, the DEO will give necessary details in respect of all contesting candidates and give his remarks whether the account has been lodged within the time and in the manner required by law. As per the instructions in Chapter XVII of Handbook for the Returning Officers, this report of the DEO should be sent to the Commission within a period of 7 days from the last date of filing of accounts by the contesting candidates.

5. The Commission, on receipt of the report from the DEOs, issues show cause notices to the candidates who have failed to lodge their account of election expenses within the time and in the manner required by law, under Rule 89 (5) of Conduct Elections Rules, 1961. The show cause notices to the defaulting candidates are served through the DEO concerned and after serving notices, the DEO

is to send acknowledgement receipts obtained from the candidates with his supplementary report .under rule 89 (7)} within 5 days after expiry of 20 days' period mentioned in Rule 89 (6) of Conduct of Elections Rules, 1961. The defaulting candidates may be disqualified under Section 10A of the RPA, 1951, for three years. The period of disqualification starts from the date of order of disqualification irrespective of the period consumed in issuing the order.

6. In the past, inordinate delay has occurred in issuing orders in some cases due to delay on the part of the DEOs in serving the show cause notices and in submitting the supplementary reports thereafter. In one such case, the Karnataka High Court had observed that there cannot be an undue delay in passing an order under Section 10A of Representation of the People Act, 1951, and that it should be passed within a reasonable time.

7. The Commission has fixed a deadline of one year for disposing of all cases, pertaining to filing of accounts of election expenses by the contesting candidates at every general/bye elections, from the date of declaration of result of the election. Accordingly, the DEOs may be asked to strictly adhere to the time frame provided under the law, as explained above for sending their first reports and/or supplementary reports. Similarly, notices issued by the Commission under rule 89(5) should be promptly served on the candidates.

8. For the general/bye elections held recently, the period for filing the accounts by the contesting candidates would be over by 13.06.2004 in most of the cases. In all such cases, the first report of the DEOs should be sent to the Commission so as to reach its Secretariat latest by 30.06.2004, positively. Any lapse in this will be seriously viewed by the Commission.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 90

ELECTION COMMISSION OF INDIA

NirvachanSadan, AshokaRoad, New Delhi-110001

File No. 76/Instructions/ EEPS/2013/Vol-I

Dated: 14th March, 2013

Order

Whereas, the Superintendence, direction and control of all elections to Parliament and the Legislature of every State is vested in the Election Commission under Article 324 of the Constitution; and

Whereas, reports are received that the candidates are spending excessive amount in election campaign, which disturbs the level playing field and are not showing correct expenses in the day today accounts of their election expenses;

Now, therefore, the Election Commission of India hereby issues the following order for maintaining the purity of election process:

- (i) If the Returning Officer or any officer authorised, is in receipt of information during election process that any candidate has incurred or authorized certain expenditure and has not shown either a part or whole of it in his day to day accounts of election expenditure, maintained by him under section 77(1) of the Representation of People Act, 1951 or has not produced the said accounts for inspection on the scheduled date before the authorised officer or Expenditure Observer, then the Returning Officer shall issue a notice alongwith the evidence thereof to the candidate preferably within 24 hours of the date of receipt of information or inspection of accounts mentioning the details of expenses, which are not shown truly or correctly in day-to-day account or informing him that he failed to produce his account as the case may be. However, in case of suspected Paid News items, where notice is issued or is being issued by the Returning Officer as per the recommendation of the Media certifying and Monitoring Committee (MCMC), such items shall not be covered in this notice.
- (ii) Such candidate may reply to the notice within 48 hours, explaining the reasons for omission or default which is brought to his notice. In cases where the candidate accepts the facts of suppressed expense mentioned in the notice, the same shall be added to his election expenses.
- (iii) Where candidate fails to produce his day to day account for inspection and in spite of the notice, the failure continues, then FIR is to be filed under section 171 (I) of

Indian Penal Code, after 48 hours of service of such notice and the permission for use of vehicles etc. by the candidate for election campaign shall be withdrawn.

- (iv) Where no reply is submitted by the candidate or his election agent within 48 hours of receipt of the notice, then the suppressed amount mentioned in the notice shall be treated as final and the same shall be added to the election expenses of such candidate.
- (v) If the candidate or his election agent disputes the suppressed expenditure, mentioned in the notice, he shall submit the reply mentioning the reasons for disagreement and the same shall be forwarded to the District Expenditure Monitoring Committee (DEMC) consisting of the following:
 1. Expenditure Observer in charge of the Constituency
 2. DEO
 3. Dy. DEO/Officer in charge of Expenditure Monitoring of the District.
- (vi) The DEMC shall decide the case after examining the evidence mentioned in the notice and reply of the candidate thereto, preferably within 72 hours from the date of receipt of the reply from the candidate, whether such suppressed expenditure shall be added or not to the election expenses account of the candidate.
- (vii) After the order by DEMC, the DEO may consider to include such expenses in the election expenditure account of such candidates while sending the scrutiny report under Rule 89 of the C.E. Rules, 1961 on election expenditure of the candidate to the Commission after the election.
- (viii) If any item of expenditure authorized/ incurred by the candidate or his agent after the last date of inspection of his account is not shown correctly in his election expenses statement submitted within 30 days of declaration of result, as compared with the expenses recorded in the Shadow Observation Register, a notice shall be issued and served on the candidate or his agent by DEO preferably within 24 hours of submission of the account by the DEO. The candidate shall submit his reply to the DEO within 48 hours of the receipt of such notice explaining his position.

If the candidate does not submit any reply on the suppressed amount of election expense or submits reply disagreeing with such suppressed amount, the DEO, in consultation with the Expenditure Observer, shall decide the case after considering such reply and intimate his decision on the said amount of election expenditure to the candidate/agent and also mention the same in his scrutiny report submitted to the Commission. The notice, the reply by the candidate to the notice and decision of the DEO shall be displayed on the notice Board.

- (ix) If the candidate does not file his statements of election expenses without any valid reasons within the stipulated period of 30 days from the day of declaration of result, then the DEO shall send the report to the Commission mentioning such default with his recommendation.

The above procedure shall be followed with effect from 1st April, 2013.

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INSTRUCTION SI. No. 91

Election Commission's letter No. 76/EE/2005/JS.III, dated 06.10.2005 addressed to the President/General Secretary of Communist Party of India,

Communist Party of India (Marxist), National Congress Party, Communist Party of India (Marxist Leninist) (Liberation), Rashtriya Janata Dal and Lok Jan Shakti Party and copy sent to the Chief Electoral Officer, Bihar with the request to bring this to the notice of all District Election Officers and Returning Officers concerned and also the Observers of all constituencies where candidates of the above mentioned parties were contesting. (The CEO was also requested to instruct the Returning Officers to bring the following position to the notice of all such candidates also.)

Subject: - Expenditure incurred by leaders of the party in election campaign.

I am directed to invite reference to the provisions of Section 77 of the Representation of the People Act, 1951. As per Explanation 1(a) read with Explanation 2 under sub-section (1) of the said Section, the expenditure incurred by leaders of the political party on account of travel for propagating programme of the party shall not be deemed to be expenditure in connection with election, incurred or authorized by the candidate or his agent, provided the names of the leaders for this purpose are communicated to the Commission and the Chief Electoral Officer of the State within a period of seven days from the date of notification of the election. In case of the constituencies going to poll in the first phase of election in Bihar in the current general election in that State, the notification of election was published on 23.09.2005, and for the constituencies in the second phase, the notification was published on 28.09.2005. As you party has not communicated the list of 'leaders' of your party for the purposes of the abovementioned Explanations 1(a) and 2 under Section 77(1), it may be noted that all expenses incurred in connection with visit of all leaders of your party, including their travel expenses for the first two phases of election, will necessarily have to be shown in the account of election expenses of the candidate(s) concerned in connection with whose

election the visit is made. If the visit is a common one in connecting with the election of a group of candidates, the expenses will be equally apportioned among all such candidates.

The above legal position may be noted and also brought to the notice of all the candidates of your party contesting election in the first and second phases of elections in Bihar.

INSTRUCTION SI. No. 92

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Election Commission's letter No. 76/EE/2005/JS.III, dated 07.10.2005 addressed to the President, Jana Dal (United) and copy sent to the Chief Electoral Officer, Bihar with the request to bring this to the notice of all District Election Officers and Returning Officers concerned and also the Observers of all constituencies where candidates of the above mentioned parties were contesting. (The CEO was also requested to instruct the Returning Officers to bring the following position to the notice of all such candidates also.)

Subject: - Expenditure incurred by leaders of the party in election campaign.

I am directed to invite reference to the provisions of Section 77 of the Representation of the People Act, 1951. As per Explanation 1(a) read with Explanation 2 under sub-section (1) of the said Section, the expenditure incurred by leaders of the political party on account of travel for propagating programme of the party shall not be deemed to be expenditure in connection with election, incurred or authorized by the candidate or his agent, provided the names of the leaders for this purpose are communicated to the Commission and the Chief Electoral Officer of the State within a period of seven days from the date of notification of the election. In case of the constituencies going to poll in the first phase of election in Bihar in the current general election in that State, the notification of election was published on 23.09.2005. As you party has not communicated the list of 'leaders' of your party for the purposes of the abovementioned Explanations 1(a) and 2 under Section 77(1), in respect of the 61 Constituencies in the first phase of election, it may be noted that all expenses incurred in connection with visit of all leaders of your party, including their travel expenses for the first phase of election, will necessarily have to be shown in the account of election expenses of the candidate(s) concerned in connection with whose election the visit is made. If the visit is a common one in connection with the election of a group of candidates, the expenses will be equally apportioned among all such candidates.

he above
legal position
may be
noted and
also brought
to the notice
of all the
candidates of
your party
contesting
election in
the first
phase of
elections in
Bihar.

INSTRUCTION SI. No. 93

Election Commission's letter No. 576/3/2005/J.S.II, dated 29.12.2005 addressed to all Recognized National and State Political Parties

Subject: **Election Campaign by political parties and candidates - election expenditure of candidates - regarding.**

I am directed to invite your attention to the provisions of sub-section (1) of Section 77 of the Representation of the People Act, 1951, relating to account of election expenses. As per Explanation 1(a) under the said sub-section, the expenditure incurred by leaders of political parties on account of travel by air or any other means of transport for propagating programme of the political party is not deemed to be expenditure incurred or authorized by the candidate or his agent, for the purpose of the said Section. It is to be noted here that the benefit provided under the said Explanation 1(a) will be available if and only if the names of the leaders (maximum of 20 in the case of unrecognized political party and 40 for recognized political party) are communicated to the Commission and to the Chief Electoral Officer of the State concerned within a period of 7 days from the date of notification for the election as required under Explanation 2 under sub-section (1).

2. The abovementioned provisions have been brought to the notice of the political parties in the past. The political parties are again advised to take note of the provisions of Section 77(1) explained above. In the event any political party fails to comply with the requirements of Explanation 2 mentioned above, the benefit provided under the Explanation 1 will not be available to the party, and the travel expenses of all leaders in the case of such parties will necessarily be required to be included in the account of election expenses of the candidates concerned.

3. Your attention is also invited to the instructions contained in the Commission's letter No.437/6/97/PLN-III, dated 18.3.1997 (copy enclosed). As per the instructions in the said letter, details of all vehicles being used by a candidate for his election campaign are required to be lodged with the District Election Officer concerned. In this context, it may be noted that two-wheeleders like motorbikes, scooters, mopeds, etc. are also covered under the instructions in the said letter, and details in respect of such vehicles are also required to be furnished to the District Election Officer.

2. Where political parties or candidates use aircraft/helicopter for election campaign, prior information should be given to the Chief Electoral Officers of the State concerned. While

giving such information, the number of aircrafts/helicopters being used and the name of the Company from which the aircraft/helicopter is being hired, should clearly be indicated. Further, within three days of any aircraft/helicopter being used for election campaign, full details regarding areas covered, number of sorties involved and manifest of passengers along with the hire charges paid/payable should be furnished to the Chief Electoral Officer.

5. Kindly acknowledge receipt of this letter.

COPY

Election Commission's letter NO. 437/6/97

INSTRUCTION SI. No. 94

Election Commission letter No. 76/2007/JS-II Dated: 29th March, 2007 addressed to the Chief Electoral Officers of all States and Union Territories

Subject:- Section 77 of the Representation of the People Act, 1951-Election Expenditure of candidates- regarding.

Section 77(1) of the Representation of the People Act, 1951, provides that every candidate at an election shall keep it the correct account of all expenditure incurred or authorized by the candidate/his election agents in connection with the election of the candidate. The expenditure incurred on travel by leaders of a political party whose names have been communicated to the Commission and the Chief Electoral Officer as required under Explanation –2 to Section 77(1) is not deemed to be expenditure incurred or authorized by a candidate of that political party for the purposes of the said Section.

2. Some CEOs and Observers have sought clarifications about the effect of expenditure incurred by political parties on advertisements on the election expenditure accounts of the candidates.

3. In this context, attention is invited to the Commission's letter No. 76/2004/J.S.II, dated 10th April, 2004 (copy enclosed) on the issue of expenditure incurred by political parties in connection with election rallies, etc.

4. In the judgment of the Hon'ble Supreme Court, in Kanwar Lal Gupta vs. Amar Nath Chawla (A.I.R. 1975 SC 308), referred to in the abovementioned letter dated 10.4.04, the Hon'ble Supreme Court has held that the expenditure incurred by the political party, as distinguished from expenditure on general party propaganda, which can be identified with the election of a given candidate would be liable to be added to the expenditure of that candidate as being impliedly authorized by the candidate. The Apex Court has further held in that matter that a party candidate does not stand apart from his political party and if the political party

does not want the candidate to incur the disqualification, it must exercise control over the expenditure which may be incurred by it directly to promote the poll prospects of the candidate.

5. The expenditure incurred by a political party on advertisements, in connection with any election could be categorized into the following:

(i)

Expenditure

on general party propaganda seeking support for the party and its candidates in general, but, without any reference to any particular candidate or any particular class/group of candidates:

(ii) Expenditure incurred by the party, in advertisements etc. directly seeking support and/or vote for any particular candidate or group of candidates;

(iii) Expenditure incurred by the party which can be related to the expenditure for promoting the prospects of any particular candidate or group of candidates.

6. Applying the ratio of the judgment in Kanwar Lal Gupta's case, it is clarified that in the case of any advertisement by political parties, whether in print or electronic or any other media, falling in category (i) above, which is not relatable to the election of any particular candidate or a given group of candidates, the expenditure may be treated as expenditure of the political party on general party propaganda. In the cases of expenditure falling in categories (ii) and (iii) above, i.e. cases where the expenditure is relatable to the election of a particular candidate or a group of candidates, the expenditure shall be treated as expenditure authorized by the candidates concerned and such expenditure shall be accounted for in the election expenses accounts of the candidates concerned. In those cases where the expenditure is incurred by the party for the benefit of a given group of candidates, the expenditure is to be apportioned equally among the candidates.

7. The contents of this letter may be brought to the notice of all District Election Officers, Returning Officers, Election Observers, and other election authorities. This may also be brought to the notice of all the political parties in the State, including the State units of the recognized political parties.

Please acknowledge receipt of this letter.

INSTRUCTION SI. No. 95

Election Commission letter No.76/2007/JS-II Dated: 4th April, 2007. addressed to the Chief Electoral Officers of all States and Union Territories

Sub: Account of election expenses of candidates - Section 77(1) of the Representation of the People Act. 1951 – regarding.

Section 77(1) of the Representation of the People Act., 1951 mandates every contesting candidate at an election to maintain the correct account of expenditure incurred/authorised in connection with the election. Clause (a) of Explanation 1 to Section 77(1) provides that the expenditure on travel incurred by leaders of a political party for propagating programme of that party shall not be treated as expenditure in connection with the election incurred/authorised by a candidate of that political party for the purposes of the said Section. Explanation 2 to Section 77(1) provides that the list of leaders of a political party (40 in the case of recognized parties and 20 in the case of registered unrecognized parties) is to be submitted within 7 days from the issue of notification to the Commission and to the Chief Electoral Officer of the State concerned for availing of the benefit of Clause (a) of Explanation 1.

Clarifications have been sought regarding accounting of travel expenses of a leader of a political party covered under Explanation 2 to Section 77(1) when such leader happens to be a candidate himself. It is only logical to conclude that the visit of a contesting candidate to the constituency from where he is contesting election is for the purpose of promoting his own election prospect. When a candidate travels in his constituency for election campaigning, the expenses incurred in connection with the journey has to be treated as part of his election expenses. Therefore, it is clarified that, in such situations, the expenses incurred on account of the journey(s) performed by such leader within the constituency

from where he/she is contesting election cannot be exempted from the election expenditure account of that person. It has been observed that in some cases political parties, while communicating the names of leaders of that party under Explanation 2 to Section 77(1), have included the names of persons who are leaders of other political parties or who are not

members of that political party. It is made clear that as per the provisions of the law referred to above, a political party can nominate only those persons who are members of that party as its leaders for the purposes of Explanations 1&2 to Section 77(1). In other words, a person who is not a member of the party cannot be nominated as 'leader' of the party for the purposes of Section 77(1).

3. It has also been seen in the past that after submitting the list of leaders with the Commission, the political parties approach the Commission for substituting the names therein. In this context, it is pointed out that as per the proviso to Explanation 2, substituting a name from the list is permitted under the law only where any of the persons mentioned in the list dies or ceases to be a member of the political party concerned and not otherwise.
4. These instructions/clarifications may be brought to the notice of all the District Election Officers/Returning Officers and all election authorities. This may also be brought to the notice of all political parties based in the State including the State Units of recognized national and State parties.
5. Please acknowledge receipt.

Copy to all recognized political parties for information and compliance.

INSTRUCTION SI. No. 95-A

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi - 110001

76/EE/2012-PPEMS

Dated: 21st January, 2013

To,

The President/ General Secretary,

(All Political Parties)

Subject: Modification of Pro-forma for filing “Statement of Election Expenditure” by the Political parties – to be filed after 75 days of Assembly elections/ 90 days of Lok Sabha election.

Sir/ Madam,

1. I am directed to inform that as per the directions of the Hon’ble Supreme Court, in the case of Common Cause v/s Union Of India &Oth.,(MR 1996 SC 3081) the Election Commission has prescribed a pro-forma vide its letter dated 27.12.2001, 22.03.2004 and 13.01.2009 in which the political parties are required to submit, for the Commission’s scrutiny, the statement of their election expenditure relating to each election to Lok Sabha/ State Legislative Assembly. The statement, filed by political parties are put on the website of Commission.
2. I am further directed to inform that a software is being developed by the Commission to process the relevant information in a more systematic and structured manner. Therefore, the Commission has modified the said pro-forma which is enclosed herewith and is also available on its website. The said modified pro-forma provides for information relating to expenditure at party Central Head Quarters in Part-A, information at State Unit (s) of the party or by State party (including the districts/ Local units) in Part-‘B’, the summary of the information in part ‘C’ and verification in Part-‘D’. The details of expenditure are to be provided in the schedules as per the pro-forma. The modified pro-forma also bifurcates expenditure of political parties for General party propaganda and expenditure attributable to candidates, for better clarity and accountability.
3. The requisite information is sought to enable scrutiny of the expenditure, incurred or authorized by the parties or the candidates, set up by them vis-à-vis exemptions claimed by them in terms of explanation (1) to Section 77(1) of the Representation of the People Act, 1951 in their returns of election expenses, filed under Section 78 of the said Act.

4. I am further directed to inform that all political parties shall file the “Statement of Election Expenditure” in this modified pro-forma for all elections, to be held after 1st Jan., 2013 in a hard copy and in soft form on a CD.
5. This may be brought to the notice of all concerned and the receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

S.K. Rudola,

Secretary

Encl: As Above

Copy to: All CEO's to bring it to notice of all political parties in the State, DEOs and ROs

STATEMENT OF ELECTION EXPENDITURE OF POLITICAL PARTY IN ELECTIONS TO
LOKSABHA/ASSEMBLY

(from the date of announcement of election till the date of completion of election)

1. Name of political party: _____

2. Election to the Lok Sabha/ Legislative Assembly of State -----

(mention the name of the state in case of Assembly and strike out which is not relevant)

3. Date of announcement of election: 4. Date of completion of election -----

Part A

5. Details of Election Expenditure incurred/authorized at Party Central Headquarters

5.1	a. Opening balance of party funds at Party Central Headquarters (on date of announcement of election)	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank balance (Please mention name of the bank and branch)	
	Total	
5.2	a. Gross receipts of Party Central Headquarters from all sources from the announcement of election to the date of completion of	Amount
	Description	Amount
	(i) Cash	
	(ii) Cheque or draft etc.	
	(iii) In kind (Received complimentary goods or services from any person/entity) (Please mention details and notional value of such item- goods or services	
Total		

5.3	a. Gross Expenditure incurred/ authorized by Party Central Headquarters for general Party propaganda from the announcement of election to the date of completion of election (If more than one state are involved, then the state wise total expenses incurred by the Party Central Head Quarters is to be given in Schedule-1)	
	Description of Gross expenditure by Party Central Headquarters	Amount
	(i) Cash	
	(ii) Cheque/ draft etc.	
	(iii) Expenditure authorized, but remaining outstanding on date of completion of election	
	Total	
	b. Break up of the above general Party propaganda expenses incurred/ authorized by Party central headquarters	
	(i) Travel expenses of Star Campaigners as mentioned in explanation 1 of Section 77 of R.P. Act,1951 (Details to be enclosed in format given in Schedule- 2)	
	(ii) Travel expenses of leaders other than Star campaigners. (Details to be enclosed in format given in	
	(iii) Expense on Media advertisement (print and electronic, bulk sms, cable, website, TV channel etc) on General Party propaganda (Details to be enclosed in format given in Schedule- 3)	
	(iv) Expense on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party (Details to be enclosed in format given in Schedule- 4)	
	(v) Expense on Public meetings /processions/rally etc. for general party propaganda (Details to be enclosed in format given in Schedule- 5)	
	(vi) Any other expense towards General Party propaganda (Details to be enclosed in format given in Schedule- 6)	
	Total expense on general party propaganda	

5.4	a. Gross Expenditure incurred/ authorized by Party Central Head Quarters for the Candidate(s)			
	(i) Total lump sum payment(s) to Candidate(s) of the party or other candidate(s) authorized/ incurred by Party Central Head Quarters, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. (Details to be enclosed in format given in Schedule- 7)			
	(ii) Total Expense on Media Advertisement(print and electronic, bulk sms, cable, website, TV channel etc.) for specific candidate(s) with photo or name or attributable as election expenses of candidate(s) (Details to be enclosed in format given in Schedule- 8)			
	(iii) Total expense on Publicity Materials (like posters, banners, election material etc) with photo and/or name of the candidate(s) (Details to be enclosed in format given in Schedule- 9)			
	(iv) Total Expense (Other than general party propaganda) on Public meetings /processions etc (barricades /audio etc /hired vehicles for the audience /supporters) at the rally of Star Campaigners or other leaders with			
	(v) Any other expense for candidate(s) (Details to be enclosed in format given in Schedule- 11)			
	Total expense on candidate (s)			
5.5	Total lump sum amount given by Party Central Headquarters to State Unit(s) of the Party (including the districts and local units) or other party for election expenses (Please mention state wise amount). If political party makes payment (s) on more than one occasion then date wise details are to be mentioned.			
	Name of State Unit Of Party to which payment made/ Name of Other Political Party (if	Date(s) of Payment	Cash , Cheq / DD etc no.	Amount
	1			
	2.			
	3. etc			
	Total			

5.6	a. Closing Balance of party funds at Party Central Headquarters on the completion of election	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank balance (Please mention name of the bank and branch)	
	Total	

PART-B

6. Details of Election Expenditure incurred/authorized by State Unit of the party or by state party headquarter including all district level and local units for the State of _____

- I. If political party incurs/ authorizes election expenses in more than one state, the details for each state is to be given in separate sheet as per this pro- forma,
- II. The state political party having headquarters within the state shall submit report in this pro-forma.

6.1	a. Opening balance of State Unit (including district level units and local units) (on the date of announcement of election)	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank Balance (Please mention name of the bank and branch)	
	Total	
6.2	a. Gross receipts from all sources from the date of announcement of election to the date of completion of election by state unit including district level units and local units in the state	
	Description	Amount
	(i) Cash	
	(ii) Cheque or Draft etc.	
	(iii) In kind (Received complimentary goods or services from any person/entity) (Please mention notional value of such item- goods or services such as	
	Total	

6.3	a. Gross Expenditure incurred / authorized by State Unit (including district level units and local units) for General Party propaganda (from the date of announcement of election to the date of completion of election)	
	Description of Gross expenditure by State Unit	Amount
	(i) Cash	
	(ii) Cheque/ draft etc.	
	(iii) Expenditure authorized, but remaining outstanding on date of completion of election	
	Total	
	b. Break up of expenditure for general party propaganda incurred by State Unit (including District level Units and local units)	
	(i) Travel expenses on Star Campaigners incurred by state unit (Details to be enclosed in format given in Schedule- 12)	
	(ii) Travel expense on Other leaders by state unit (Details to be enclosed in format given in Schedule- 13)	
	(iii) Expense on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.) on General Party propaganda by state unit (Details to be enclosed in format given in Schedule- 14)	
	(iv) Expense on Publicity Materials including posters, banners, badges, stickers arches, gates, cutouts, hoardings, flags etc for general party propaganda by state unit (Details to be enclosed in format given in Schedule- 15)	
	(v) Expense on Public meetings/processions/Rally etc. for general party propaganda by Sate Unit (Details to be enclosed in format given in Schedule- 16)	
	(vi) Any other expense for General Party propaganda by Sate Unit (Details to be enclosed in format given in Schedule- 17)	
	Total	

6.4	a. Gross Expenditure incurred or authorized by State Unit for Candidate(s) including District level Units and local units attributable to candidate(s) (other than for general			
	(i) Total lump sum payment(s) to Candidate(s) of the party or other candidate(s) authorized/ incurred by State Unit, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. (Details to be enclosed in format given in Schedule-			
	(ii) Total Expense on Media Advertisement (print and electronic, bulk sms cable, website, TV Channel etc.) for the candidate(s) with photo or name of candidate (s) by state Unit (Details to be enclosed in format given in Schedule-			
	(iii) Total expense on Publicity Materials (like posters, banners, cut-outs, election materials etc) with photo and/or name of the candidate(s) by state Unit			
	(iv) Total Expense by state Unit (Other than general party propoganda) on barricades /audio etc /hired vehicles for the audience /supporter at the rally of Star Campaigners with candidate(s) (Details to be enclosed in format given in Schedule-			
	(v) Any other expense for the candidate(s) by state Unit (Details to be enclosed in format given in Schedule- 22)			
	Total expense on candidate (e)			
6.5	Total lump sum amount given by State Unit of the Party (including the districts and local units) to Other party(s) for election expenses. If political party makes payment (s) on more than one occasion then date wise details are to be mentioned.			
	Name of State Unit Of Party to which payment made/ Name o f Other Political Party	Date (s) of Payment	Cash , Cheq / DD etc no.	Amount
	1			
	2.			
	3. etc			
	Total			

6.6	a. Closing Balance of State Unit of the Party (including the districts and local units) on the completion of election	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank balance (Please mention name of the bank and branch)	
	Total	

PART-C

7. Summary of all Receipts and expenditure incurred / authorized by the Political Party during election (from the date of announcement of election till completion of election) as mentioned in tables in Part –A and B.

A	Name of the Party	
B	Date(s) of Poll	
C	Election to: (mention the State names and Assembly / Lok Sabha Constituency)	
D	Opening Balance (for Party central Head Quarter and state/Dist./Local level units all included)	
	Description	Amount
	I. Cash in hand [5.1.a.(i)+6.1.a.(i) of all election related states]	
	II. Cash in bank [5.1.a.(ii)+6.1.a.(ii) of all election related states]	
E	Gross receipts from date of announcement of election to the date of completion of election (both at Party central Head Quarter and state/Dist./Local level units)	
	Description	Amount
	I. Cash [5.2.a.(i) + 6.2.a.(i) of all states]	
	II. Cheque or Draft [5.2.a.(ii) + 6.2.a.(ii) of all states]	
	III. In kind (or complementary receipts) [5.2.a.(iii) + 6.2.a.(iii) of all election related states]	
	IV. Total receipt(s)	

F	Gross Expenditure incurred/ authorized for general Party propaganda from the date of announcement of election to the date of completion of election (both at central Head Quarter and state/Dist./Local level units)	
	Description	Amount
	I. Cash or Cheque/DD etc. [5.3.a.(i) +6.3.a.(i) of all election related states]	
	II. Cheque or Draft [5.3.a.(ii) +6.3.a.(ii) of all election related states]	
	III. Expenditure authorized, but remaining outstanding on date of completion of election [5.3.a.(iii) +6.3.a.(iii) of all election related states]	
	IV. Total Expenditure on general party propaganda	
G	Gross Expenditure by Political Party incurred/ authorized for the Candidate(s) other than general party propaganda (both at central Head Quarter and state/Dist./Local level units)	
	Description	Amount
	I. Cash or Cheque / DD etc. payment to candidate(s) [5.4.a.(i) +6.4.a.(i)]	
	II. In kind-	
	a. Media payments [5.4.a.(ii)+6.4.a.(ii) of all election related states]	
	b. Publicity materials [5.4.a.(iii)+6.4.(iii) of all election related states]	
	c. Public meetings, processions etc.,[5.4.a.(iv) +6.4.a.(iv) of all election related states]	
	d. Any other expenses [5.4.a.(v) + 6.4.a.(v) of all election related states]	
	IV. Total Expenditure on candidate(s)	
H	Gross Total Expenditure for general party propaganda and for candidate(s) [Total of F (IV) + G (IV) above of this table]	
I	Closing Balance (both at Party central Head Quarter and state/Dist./Local level units)	
	Description	Amount
	a. Cash in hand [5.6.a.(i)+ 6.6.a.(i) of election related states]	
	b. Bank balance [5.6.a.(ii)+ 6.6.a.(ii) of election related states]	
	c. Total Closing Balance	

PART-D

Verification

I, Shri/Smt _____ do hereby verify and declare that the account of election expenditure as furnished in the statement of election expenditure (Part A, B, C) includes all items of election expenditure incurred/authorized by the political party { Party Central Headquarters / State Unit (including District level & Local Units)}* in connection with the general elections/ Bye elections to the Loksabha/ State Assembly and nothing has been concealed or withheld/suppressed there from, and

That the said statements of election expenditure, are true and correct account to the best of my knowledge and belief and no material fact has been concealed.

Date

Signature and Seal of Treasurer Or Authorized Person

Counter signed by

Signature of the Party President/
General Secretary

Certified by the Auditor

Signature and Seal of the Auditor

*Strike out whichever not applicable

Expenses by Party Central Headquarters

Schedule-1					
State wise break up of Gross Expenditure authorized/ incurred by Party Central Headquarters for general Party propaganda from the date of announcement of election to the date of completion of election					
S. No.	Name of the State	Cash	Cheque etc.	Expenditure authorized, but remaining outstanding on date of	Total
1					
2					
3					
Total					

Schedule-2						
Travel expenses of Star Campaigner(s) authorized/ incurred by Party Central Head Quarters						
S. No.	State and venue	Date of the meeting	Name of the star campaigner	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						

Schedule-2A						
Travel expenses of Other leader(s) incurred/Authorized by Party Central Head Quarters (including expenses after announcement and before nomination)						
S. No.	State and venue,	Date of the meeting	Name of the leader	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						

Schedule-3					
Expense(s) on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.) on General Party propaganda authorized/ incurred by Party Central Head Quarters					
S. No.	State	Name of the payee	Name of media (print/electronic/ sms.cable tv etc	Date/s (of print/telecast	Total Amount (including outstanding amt.)
1					
2					
3					
Total					

Schedule- 4				
Expense(s) on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda authorized/ incurred by Party Central Head Quarters				
S. No.	State	No. and Name of the Assembly/ Parl	Details of the items	Total Amount (including outstanding amt.)
1				
2				
3				
Total				

Schedule- 5				
Expense(s) on Public meetings /procession/Rally (like dias / audio/ barricade/ vehicles etc.) authorized/ incurred by Party Central Head Quarters				
S. No.	State and Venue	Date of the meeting/procession/Rally	Details of items	Total Amount (including outstanding amt.)
1				
2				
3				
Total				

Schedule- 6					
Any other expense(s) for General Party propaganda authorized/ incurred by Party Central Head Quarters					
S. No.	State	Purpose	Date	Details of items	Total Amount (including outstanding amt)
1					
2					
3					
Total					

Schedule- 7						
Total lump sum payment (s) to Candidate(s) of the party or other candidate(s) if, any authorized/ incurred by Party Central Head Quarters, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. If political party makes payment (s) to candidate(s) on more than one occasion then date wise details are to be mentioned.						
S. No.	Name of the State / No. and Name of the Assembly/Par	Name of Candidate and name of Party	Date(s) of payment	Cash Amount	Cheq / DD no. etc. and Date	Total Amount paid
1						
2						
3						
4						
					Total	

Schedule- 8					
Total Expense on Media Advertisement (print and electronic, bulk sms, cable, website, TV Channel etc.) for specific candidate(s) with photo or name of candidate or attributable to any candidate(s) authorized/ incurred by Party Central Head Quarters					
S. No.	State	Name of the candidate	Name of media (print/electronic/sms /	Date/s (of print/telecast	Total Amount (including outstanding amt.)
1					
2					
Total					

Schedule -9					
Total expense on Publicity Materials (like posters, banners, election materials etc) with photo and/or nam of the candidate(s) or attributable to candidate(s) and authorized/ incurred by Party Central Head Quarters					
S. No.	State	Name of the Candidate	No. and Name of the Assembly/Parl. Constituency	Details of the item	Total Amount (including outstanding amt.)
1					
2					
Total					

Schedule- 10						
Total Expense (Other than general party propaganda) authorized/ incurred by Party Central Head Quarters on Public meetings /processions etc (barricades /audio etc /hired vehicles for the audience						
S. No	State and venue	Name(s) of the Star campaigner(s)	Name of the Candidate(s) attending the Meeting	Date and venue of the meeting	Items of expenditure	Total Amount (including outstanding amt.)
1						
2						
Total						

Schedule- 11						
Any other expense(s) for the candidate(s) authorized/ incurred by Party Central Head Quarters						
S. No.	State	No. and Name of the Assembly/Parl Constituency	Name of the Candidat	Details of the items	Total Amount (including outstanding amt.)	
1						
2						
3						
Total						

State Wise Details of Election Expenses

Name of the State

Schedule-12						
Travel expenses of Star Campaigner(s) authorized/ incurred by State/ Distt./ Local Units						
S. No.	Venue	Date of the meeting	Name(s) of the star campaigner(s)	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
3						
Total						

Schedule-13						
Travel expenses of other leader(s) authorized/ incurred by State/ Distt./ Local Units (including expenses after announcement and before nomination)						
S. No.	Venue	Date of the meeting	Name of the leader(s)	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						

Schedule-14					
Expense(s) on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.) on General Party propoganda authorized/ incurred by State/ Distt./ Local Units					
S. No.	State	Name of the payee	Name of media (print/electronic/sms, cable tv, website, TV Channeletc	Date/s (of print/telecast/sms etc.)	Total Amount (including outstanding
1					
2					
Total					
Schedule- 15					
Expense(s) on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda authorized/ incurred by State/ Distt./ Local Units					
S. No.	State	No. and Name of the Assembly/Parl. Constituency	Details of the items	Total Amount (including outstanding amt.)	
1					
2					
3					
Total					
Schedule- 16					
Expense(s) on Public meetings /procession/Rally (like dias / audio/ barricade/ vehicles etc.) authorized/ incurred by State/ Distt./ Local Units					
S. No.	State and Venue	Date of the meeting/procession/Rally	Details of items	Total Amount (including outstanding amt.)	
1					
2					
Total					

Schedule- 17						
Any other expense(s) for General Party propaganda authorized/ incurred by State/ Distt./ Local Units						
S. No.	State	Purpose/Details of the items	Date of expenditure	Total Amount (including outstanding amt.)		
1						
2						
Total						
Schedule- 18						
Total lump sum payment (s) to Candidate(s) of the party or other candidate(s) if, any authorized/ incurred by State/ Distt./ Local Units, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. If State/ Distt./ Local Units makes payment (s) to candidate(s) on more than one occasion then date wise details are to be mentioned.						
S. No.	Name of the State / No. and Name of the Assembly/	Name of Candidate and name of Party	Date(s) of payment	Cash Amount	Cheq / DD no. etc. and Date	Total amount paid
1						
2						
3						
4						
Total						
Schedule- 19						
Total Expense on Media Advertisement (print and electronic, bulk sms, cable, website, TV Channel etc.) authorized/ incurred by State/ Distt./ Local Units for specific candidate(s) with photo or name of candidate(s) or attributable to any candidate(s)						
S. No.	State	Name of the candidate	Name of media (print/electronic/ sms/ cable tv,	Date/s (of print/telecast/sms etc.	Total Amount (including outstanding amt.)	
1						
2						
3						
Total						

Schedule -20						
Total expense on Publicity Materials (like posters, banners, election materials etc) with photo and/or nam of the candidates or attributable to candidate(s) authorized/ incurred by State/ Distt./						
S. No.	State	No. and Name of the Assembly/Parl. Constituency	Name of Candidate	Details of the items	Total Amount (including outstanding	
1						
2						
Total						
Schedule- 21						
Total Expense incurred/authorized for the candidate(s) by State/ Distt./ Local Units (Other than genera party propaganda) on Public meetings /processions etc., (barricades /audio etc., /hired vehicles for th audience /supporters at the rally of Star Campaigners or other leaders						
S. No	State and venue	Date	Name(s) of the Star campaigner(s)	Name of Candidate(s)	Details of items	Total Amount (including outstanding
1						
2						
Total						
Schedule- 22						
Any other expense(s) for the candidate (s) authorized/ incurred by State/ Distt./ Local Units						
S. No.	State	No. and Name of the Assembly/Parl. Constituency	Name of the Candidate(s)	Details of the items	Total Amount (including outstanding amt.)	
1						
2						
Total						

Instruction Sl. No. 95-B

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

File No. 76/Instructions/2012/EEPS Vol. I

Dated: 22nd January 2014

To

The Chief Electoral Officers
of all States & UTs

Subject: Clarification regarding expenditure incurred by leaders of political party (Star-Campaigners) ----- under explanation 1 to section 77 (1) of R.P. Act, 1951-----matter regarding.

Sir/Madam,

In supersession of the Commission's letter of even no. dated 18th April, 2013, letter nos, 76/2009/SDR, dated 31st March, 2009 and 20th August, 2009 and para (iii) of letter No. 437/6/INST/2008, dated 31-10-2008 and para 3 of letter No. 76/Instructions/2012/EEPS, dated 20-01-2012 (copies enclosed), on the subject cited, I am directed to clarify as under:-

(a) If any attendant including security guard, medical attendant, or any other person including any member of the party, who is not a candidate in the constituency concerned, or any representative of the electronic or print media, travels with the leader (star-campaigner) of the political party in his vehicle/aircraft/helicopter etc., then the travel expenses of such leader shall be wholly booked to the account of political party, provided that the said member of political party or media person or attendant sharing the transport with the leader (star campaigner) do not play any role in election campaign for any candidate in any manner. However, if any such person(s) sharing the transport with the leader plays any role in election campaign for the candidate(s) in any manner or if any candidate(s) travels with such leader in his vehicle/aircraft/helicopter, then 50% of the travel expenditure of the leader shall be apportioned to such candidate (s).

(b) The names of leaders of the political party (star campaigners), as defined in Explanation 2 of section 77 (1) of the R. P. Act, 1951 are to be communicated to the Election Commission of India and the Chief Electoral Officer of the State by the political party, within a period of seven days from the date of notification for such election and such leaders are entitled to the benefits provided under section 77 of the R. P. Act, 1951, from the date on which the list including his name is received by the Election Commission of India and by the Chief Electoral Officer of the State concerned.

(c) If the leader (star campaigner) is a part of any rally, organised outside his constituency, he is entitled to the exemption provided under Explanation 1 of section 77(1) of the R. P. Act, 1951. However, if the leader (star campaigner) is also contesting election in any constituency, then he is not entitled to any benefit u/s 77 of the said Act, for the travel expenses

incurred within his own constituency and the expenses on meeting or rally organised by him in his constituency including the travel expenses are to be added to his account of election expenditure.

(d) If the rally /meeting is organised in the constituency of the leader (star campaigner), where the leader shares the dais with other contesting candidates, then the meeting expense is to be apportioned to the election expenditure of the leader and all such candidates. However, if, he (star campaigner) is taking part in a rally/ meeting, along with other contesting candidates of his party outside his constituency, then the meeting expense shall be apportioned to the election expenditure of all such candidates, for whose election campaign, such rally/meeting is organised and no part of such rally/meeting expense, organised outside his constituency shall be added to the election expense of the leader (star campaigner).

This may be brought to the notice of all concerned including all political parties in the state.

Yours faithfully,
Sd/-

(S. K. RUDOLA)
SECRETARY

Instruction Sl. No. 95-C

**ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110001.**

No.464/AP- HP & AP-LA/BE/2011/EEM

Date: 3rd June 2011

To

The Chief Electoral Officer of All States and UT,

Subject: Clarification regarding lodging expenses being incurred by the campaigners of the contesting candidates.

Sir,

1. I am directed to invite reference to the provisions of Section 77 of the Representation of the People Act, 1951. As per Explanation 1(a) read with Explanation 2 under sub-section (1) of the said Section, the expenditure incurred by leaders of the political party, who are star campaigners, on account of travel for propagating programme of the party shall not be deemed to be the expenditure of the candidate in connection with the election. The expenditure related to booking of hotels and lodges rooms in the constituency by or for the Star campaigners is not exempted under Section 77 of R P Act, 1951.
2. I am further directed to inform that all expenditure including lodging/boarding expenses of star campaigners in the constituency where they campaign for any candidate shall be included in the expenditure account of that particular candidate, provided that -
 - (a) the Star Campaigners/Campaigners have actually campaigned for the candidate, and
 - (b) the Star Campaigners/Campaigners have incurred such boarding and lodging expenditure while remaining in a commercial hotel or lodge for the purpose of election campaign of the candidate irrespective of the fact whether the payment is made by such candidate or not.
3. The market value of such commercial boarding and lodging is to be calculated towards the election expenditure of the candidate, even if the boarding and lodging is provided as complimentary. It is further clarified that if the star campaigner while availing the boarding and lodging in one constituency, travels to another constituency to campaign for other candidates, then the lodging and boarding expense will be proportionately distributed as the expense of those candidates.
4. A notice may be issued immediately in all such cases and it should be processed accordingly.

5. This disposes of Chief Electoral Officer, Andhra Pradesh, letter no. 1760/Elecs.D/2011-7,dated 30.04.2011.

Yours faithfully,
Sd/-
(AVINASH
KUMAR) UNDER
SECRETARY

Instruction Sl. No. 95-D

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi – 110001

No.76/Instructions/2011/EEM

Dated: 7th April, 2011

To
The Chief Electoral Officers of
Assam, Kerala, Tamil Nadu, Puducherry & West Bengal

Subject: Instruction on Election Expenditure Monitoring – Expense related to candidate – payment by cash - reg.

Sir,

With respect to instruction of even number dated 7th February, 2011 political parties have asked for further clarification. Election Commission has examined the issues and I am directed to clarify the following:

1. It is mentioned in the Commission's instructions No. 76/Instructions/2011/EEM dated 07-02-2011 that the candidates shall incur all election expenses by account payee cheques from Bank account opened for election purpose, excepting minor expenses where it is not possible to issue cheque. Some political parties have asked for clarification, specifying the limits of such cash expenditure. It is hereby clarified that if the amount payable by candidate(s) to any person/entity for any item of expenditure does not exceed Rs.20,000/- during the entire process of election, then such expenditure can be incurred by cash, by withdrawing it from the bank a/c opened for the purpose of election. All other payments are to be made by account payee cheque from the said bank account.
2. As per Section 77 of RP Act, 1951, every candidate shall keep separate and correct account of all expenditure from the date on which he has been nominated and the date of declaration of result (both dates inclusive). It is hereby clarified that all candidates, while maintaining their register of accounts of election expenditure, shall account for all expenditure incurred on the day of filing of nomination (i.e. from day) and also those incurred prior to the date of nomination like expenditure on campaign materials etc. which are used during the post nomination period. All expenses relating to the rally or procession organised while filing nomination shall be included in the accounts of the candidates.
3. When members of public attend a public rally/procession/public meeting of candidate(s) by using their own personal vehicle, without receiving any payment or reimbursement from anybody, it shall not be included in the expenditure of the candidate. However, the personal vehicles used in the rally or public meeting for campaign purpose by putting flags or banners or poster for the benefit of any

4. One personal vehicle owned and used by the candidate(s) for campaign purpose shall be treated as campaign vehicle and notional expenditure on fuel and driver salary as per the market rate shall be included in the accounts of the candidate(s). In case other vehicles, owned by the candidate(s) are used for campaign purpose, then the notional expenses as per the notified rate for hiring of such vehicles shall be calculated by the candidate(s).
5. The use of flags, caps, mufflers with party symbol has been clarified in Question No. 72 of FAQ on Model Code of Conduct. The expense on such items of flags, mufflers or caps with party symbol shall be accounted for by the party concerned as its election expense. If they bear the name(s) or photo(s) of candidate(s), it shall be added to the accounts of the candidate. However, supply and distribution of main apparels like saree, shirt, T- shirt, dhoti etc. by party/candidate is not permitted as it is bribery of voters.
6. ECI instruction No. 464/INST/2011/EPS dated 28-03-2011 has clarified that the expense on the vehicle of the district level party office bearers/leaders (other than star campaigners) for the purpose of their visit to multiple ACs within the district for electioneering shall not be included in the accounts of candidate(s). It is further clarified that if the district functionary himself is a candidate, contesting from the same district and such vehicle is used for his movement in the constituency from where he is contesting, or such vehicle is used for campaign for any particular candidate(s), then the hiring charges of the vehicle shall be included in the accounts of the candidate(s) using the vehicle for campaign purpose.
7. You are requested to bring it to the notice of all concerned.

Yours

fait

hful

ly,

Sd/-

(Avinash
Kumar)

Copy to:

1. All National Political Parties.

2. All political parties of the States of Assam, West Bengal, Tamil Nadu, Kerala and Puducherry.

Sd/-

(Avinash
Kumar) Under
Secretary

Annexure

Format for Receipt to be given to persons from whom cash/article is seized

Book No.....

Receipt Number.....

Date

Name of the Executive Magistrate

(Heading the Flying Squad/ Static Surveillance Team)

1. Cash Amount seized Rs..... (in words.....)

/ Other articles seized.....

.....from

Shri.....

.....Address:.....

.

Mobile No.

at.....(name of place where seized) on

dated.....falling in the Assembly/Parliamentary

Constituency of.....

(Name of State/ UT) DistrictPolice

Station

.....as the entire cash/ other articles is suspected to be used as bribery of the electors.

Or

2. The cash Rs..... (In words Rs

.....)/- (details of other articles) have been handed

over to Shri.....(name and designation of the Officer of Income Tax Deptt.) taking necessary action under Income Tax Laws. (Strike out if not applicable)

Appeal Procedure

You may appeal to (Name of ADM/SDM, heading the Expenditure Monitoring Cell) for redressal of grievance, within seven days

or you may appeal to Joint Director of Income Tax (Inv.) for necessary relief if action relates to Income Tax deptt.

Signature with Stamp

(Name, Designation and address of Magistrate)

Date:

Instruction Sl. No. 95-E
ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD NEW DELHI-110001

NO.76/Instructions/2012/EEPS

Dated: 20th January,2012

To

The Chief Electoral Officer,

Punjab,Uttar Pradesh, Uttarakhand,Manipur & Goa

Sub: Clarification regarding election expenditure of the party leaders (Star campaigners) covered under Explanation (2) of section 77(1) of the R.P.Act, 1951-Matter Regarding

Sir/ Madam,

Representations have been received from political parties on Star campaigners covered under Explanation (2) of section 77 (1) of the R.P.Act, 1951. The Commission after considering the representations, issues hereby the following clarifications:

1. Expenditure on Advertisement in Print/Electronic Media

If the advertisement for general party propaganda with photo or appeal of the leader, mentioned above, is made in print and electronic media, without any reference to any candidate, then expenditure on such general advertisement shall be booked to the account of the political party. If such leader happens to be a candidate in any constituency, the expenditure on such general party propaganda, even if it contains his photo, in print and electronic media, shall not be booked to the account of such leader, as it is in the nature of general party propaganda, without any reference to his constituency.

2. Expenditure on posters, banners, flags, stickers, etc.,

If the posters, banners, flags, stickers, etc., with photo or appeal of the leaders mentioned above, without any reference to any particular candidate are used during the elections, the expenditure shall be booked to the account of the political party. If however, the leader happens to be a candidate in any constituency, then the proportionate expenditure on such items, actually used in his constituency, shall be accounted for in his election expenses.

3. Travel Expenses

The Commission has modified its instruction No. 76/2009/SDR dated 20th August, 2009 and relevant Para 5.6.3 of the Commission's Instruction on Expenditure Monitoring, and it is hereby clarified that if any attendant including security guard, medical attendant, or any other person including or any member of the party, who is not a candidate in the constituency concerned, travels with the leader (star campaigner) of the political party, referred to above, in his vehicle/aircraft/helicopter etc., the travel expenses of such leader shall be wholly booked to the account of the political party. It is further clarified that it shall not result in booking any part of the travel expenditure of the political leader to the account of the candidate, if such persons sharing the transport with the leader (Star Campaigner) , do not play any role in election campaign for the candidate. However, if any candidate/candidates share the transport with such leader, then 50% of the travel expenditure shall be apportioned to the candidate/candidates.

Yours faithfully,

Sd/_

(SUMIT MUKHERJEE)

Secretary

Copy to CEOs of all other States and UTs.

Instruction Sl. No. 95-F

ELECTION COMMISSION OF INDIA

NRIVACHAN SADAN ASHOKA ROAD NEW DELHI 110001

No. 76/Instructions/2012/EEPS

Date: 9th February 2012

To

The Chief Electoral Officers of

1. Punjab
2. Uttar Pradesh
3. Uttarakhand
4. Manipur
5. Goa

Sub:- General Elections to the Legislative Assemblies of Punjab, Uttar Pradesh, Uttarakhand, Manipur and Goa-2012-Addition of expenditure on travelling by Aircrafts/Helicopter by contesting candidate and star campaigners after the date of poll-Reg.

Sir/Madam,

Instances have been reported by the Media that many contesting candidates, including star campaigners of the political parties, use Aircrafts/Helicopters after the date of poll and clarifications have been sought by various political parties regarding expenditure on such travel. In the subject matter, it is clarified as under:-

- (i) The expenses after the poll and before the date of counting, which can be said to be in connection with the election shall alone be accounted for by the candidates as per section 77 of the Representation of the People Act, 1951.
- (ii) Therefore, after the poll, the expenses on travel of a Star Campaigner or a candidate (not connected with his election) shall not be added to any candidate. If the Star Campaigner/Candidate visits his constituency, where he has contested the election, the travel expenses within the constituency for overseeing the counting arrangements before, or on, the date of counting shall be added to his account. The travel expenses outside the constituency will not be added to his account.
- (iii) If the political party is bearing travel expenses of a Star Campaigner outside his constituency, the said expense shall be shown by the political party in the accounts submitted to the Commission within 75 days of the completion of election.

2. In this regard, you are hereby requested to inform all the District Election Officers as well as the political parties in the state.

Yours faithfully,

Sd-

(AVINASH KUMAR)

UNDER SECRETARY

Copy to : All National Parties for information

Instruction Sl. No. 95-G

**ELECTION COMMISSION OF INDIA NIRVACHAN SADAN,
ASHOKA ROAD, NEW DELHI – 110001**

File No. 76/Instruction /2011/EEM

Dated: 5th December 2011

To

The Chief Electoral Officers of
Punjab, Manipur, Goa,
Uttarakhand, Uttar Pradesh.

Subject: Expenses incurred on community kitchen (langar, bhoj, etc.) - inclusion in the account of election expenses of candidates- regarding

Sir,

1. I am directed to refer to Commission's instruction of even number dated 07-10-2011, regarding the expenditure incurred on community kitchen (langar, bhoj, etc.) and inclusion thereof in the account of election expenses of the candidates
2. In the context of the above instruction, a doubt has been raised with regard to participation of candidates in the community kitchens (langar, bhoj, etc.) organised by regional communities in their religious institutions as a matter of customary practice and the bhoj/feast, etc. offered as a matter of social practice following a ritual ceremony, like, marriage, death, etc. The instruction of the Commission under reference clearly states that the expenditure on the community functions will be treated as the election expenses of a candidate and added to his account "if any contesting candidates attends some community kitchen (in whatever name has been called) either organised by him or by any other person **to entertain the electors**". It is hereby again clarified that the above instruction does not apply to community kitchens/langars, etc. organised by religious communities within their religious institutions as a customary practice or the bhoj/feast, etc. offered by any person (other than the candidate) in the normal course to celebrate any ceremony like, marriage, death, etc., and the expenses incurred on such community kitchen/ langar/ bhoj/feast, etc. shall not be included in the election expenses of the candidate, provided that the candidate participates therein in the normal course as a normal visitor.

It shall be further ensured that the candidate does not make any financial contribution for arranging such community kitchen, etc. and no political campaign in any manner is undertaken at such community kitchen, etc.

3. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(S.K.Rudola)

Secretary

**C2 – EXPENDITURE ON
SECURITY
ARRANGEMENTS –
SHARING**

INSTRUCTION SI. No. 96

Election Commission's letter No. 437/6/OR/95/MCS/1158 dated 29.03.1996 addressed to The Secretary to the Government of India, Ministry of Home Affairs, New Delhi and copy endorsed to CEOs of All States and Union Territories.

Subject: Expenditure on security of PM during election visits

Please refer to letter of Shri V.K. Malhotra, Joint Secretary (CS) dated 21.2.96 regarding clarification sought by Orissa Government in connection with the expenditure to be incurred on the barricading and rostrums etc. for Prime Minister's visit in connection with elections.

2. Attention is drawn to Commission's Order No. 437/6/ES0025/94/MCS dated 21.10.94 (copy enclosed) wherein it has been clarified that the State Governments/Union Territories should strictly adhere to the Order of the Supreme Court given by its Order dated 29.4.94 in the writ petition (Civil) No.312 of 1994. In the Commission's Order, it has further been directed that such individuals who visit State/ Constituency for electioneering and election arrangements like barricading/rostrums etc. shall be borne by the concerned political party.

3. It is, therefore, directed once again that instructions as contained in Commission's Order dated 21.10.1994 should be strictly adhered to.

Annexure

Letter No. 437/6/ES0025/94/MCS Dated 21 st October 1994 addressed to Chief Secretaries and CEOs of all States and UTs.

ORDER

The Commission vide its letter No. 437/6/93-PS-II dated 31 st December, 1993 had reiterated the total and absolute ban on the use of official vehicles for campaigning, electioneering or election related travel during elections and had directed that there will be total ban on the use of any vehicles for any purpose connected with the election by any political party, the candidate or any other person connected with election.

2. The Commission vide its letter No. 437/6/94 dated 2nd February, 1994 had invited attention to the circular letter No. 10/17/89-M&G dated 1 st November, 1989 from the Ministry of Home Affairs on the tour of ministers in connection with the election campaign and had observed that those instructions were flouted with impunity and had therefore issued further instructions without, in any way overriding,

modifying or affecting the instructions of the Ministry of Home Affairs dated 1 st November, 1989 referred to above.

3. The Supreme Court in its order dated 29th April, 1994 in a writ petition (Civil) No. 312 of 1994(State of Tamil Nadu versus Chief Election Commissioner and others) seeking exemption in the case of Chief Minister of Tamil Nadu had directed as follows :

"While we are conscious of the effort being made by the Election Commission to ensure cleanliness of the electoral process and for the protection and ensurement of free and fair polls, wer are afraid, the Election Commission cannot, as it seeks to do here, put out of consideration the security requirements of certain political personalities who might, in view of extremist and terrorist activities and threats to their lives, require security of a high order. To confine the security to only the Prime Minister of the country, as the Election Commission has done, and to deny, as the communication dated 31st March, 1994 seeks to do, to all other may not reflect a proper perception and appreciation of the problem. At all events, the Election Commission will have to take note of the statutory provisions. However, we should make one aspect clear. Having regard to the responsibilities and obligation of the Election Commission to ensuring purity of the electoral process, it is open to the Election Commission, if it has material to doubt that the assessments of the security requirement made by the Director of the Tamil Nadu Special Security Group under the status are so manifestly and unduly excessive as to amount to promotion indirectly, of partisan electoral interests, to bring such matter to the notice of the State Government for appropriate corrective steps."

4. The Cabinet Secretariat in its letter No. 10/22/094-ES dated 3/5 May, 1994 had issued instructions that under the provisions of the Special Protection Group Act, 1988 protection is provided for proximate security of the following :-

- (i) The Prime Minister and the members of his immediate family;
- (ii) Any former Prime Minister or the members of his immediate family for a period of 5 years from the date on which the former Prime Minister cases to hold the office of Prime Minister

5. In the light of the above order of the Supreme Court the Commission had substituted paragraph 3of its letter No. 437/6/93/PS-II dated 31 st December, 1993 vide para 6 of letter of even number datedJ 8th May, 1994 to say that "the Commission has decided that para 3 of its above referred circular letter No. 437/6/93-P-IIdated 31 st December, 1993 will stand substituted by the following :-

3(A) The only exceptions from the prohibitions mentioned in para 2 above will be the Prime Minister and other political personalities who might, in view of

extremist and terrorist activities and threats to their lives, require security of a high order and whose security requirements are governed by any statutory provisions made by Parliament or the State Legislature in this behalf.

3(B) The Commission would like to make it clear that having regard to its responsibilities and obligations to ensuring purity of the electoral process, the Commission, if it has material to doubt that the assessments of the security requirements made by the authorities under the above referred special enactments or any other special instructions of the Government are so manifestly or unduly excessive as to amount to promotion, indirectly, of partisan electoral interests, bring such matter to the notice of the Central Government and/or, as the case may be, the State Government for appropriate corrective steps.

3(C) For achieving this, the Commission may call for any information from the Central Government or the State Government concerned with regard to the assessment of the security requirements made in respect of any such personality. Such information shall be furnished to the Commission by the concerned Government forthwith."

6 It was further clarified by the Commission in its letter No. 437/6/94 dated 14th May, 1994 that all State Governments and the Union Territory Administration are requested to adhere strict strictly to the orders of the Supreme Court. Further, orders relating to security of the individuals issued under statutory powers or other powers must be fully honoured.

7. The Commission has further directed that when such individuals visit State/Constituency for electioneering and election related work, the expenditure incurred on security arrangements like barricading/ rostrums etc. shall be borne by the concerned political parties.

INSTRUCTION SI. No. 97

Election Commission's letter No.437/6/GUJ/98-PLN-III dated 16.01.1998 addressed to The Cabinet Secretary to the Govt. of Gujarat.

Subject: Model Code of Conduct - regarding

I am directed to refer to D.O.No.SBI/SSA/1 098/409 dated 13th January, 1998 from Principal Secretary, Home Department, and to state that all Ministers both Union and the State and all other leaders of political parties will be allowed security as per the threat perceptions assessed by official agencies and other professional agencies. The expenditure on the bullet proof cars and all other cars used by these individuals will be borne by the individuals concerned. However, expenditure on the security staff will be borne by the State Government/UT Administration concerned.

INSTRUCTION SI. No. 98

Election Commission's letter No. 76/2004/J.S.II, dated 10.04.2004 addressed to the Chief Electoral Officers of-All the States and Union Territories.

Subject: - Expenditure to be incurred on barricades and rostrums etc.

I am directed to refer to Commission's letter No. 437/6/OR/95/MCS/1158 dated 29th March. 1996 read with Commission's orders No. 437/6/ES/0025/94/MCS dated 21st October, 1994 (reproduced as item No. 133 in the Compendium of Instructions. 2004) wherein it has been laid down that expenditure incurred on security arrangements like barricading / rostrums etc. in connection with the campaigning by any political leader or candidate shall be borne by the concerned political party. The Commission has received queries to the effect -whether the expenditure on construction of rostrums / barricades will be charged to the political party or to the account of the individual candidate or a group of candidates belonging to the political party who are present on the occasion of a meeting where "leaders" of the political party participate.

2. The guiding principles to distinguish between the expenditure incurred by the political party and the expenditure incurred by the candidates were enunciated by the Supreme Court in *Kanwar Lai Gupta v Amar Nath Chawla* (AIR 1975 SC 308) wherein the Apex Court had observed: "when the political party sponsoring a candidate incurs expenditure in connection with his election as distinguished from expenditure on general party propaganda, and the candidate knowingly takes advantage of it and participates in the programme or activity and fails to disavow the expenditure or consents to it or

acquiesces in it, it would be reasonable to infer, say in special circumstances, that he authorised the political party to incur such expenditure and he cannot escape the rigours of the ceiling by saying that he has not incurred the expense, but his political party has done so."

4. With the amendment to Section 77 of the Representation of People Act, 1951 only the expenses on account of travel of leaders of the political parties, covered under explanation 2 below Section 77, will be exempted from being included in the account of election expenses of the candidate. All other expenses - incurred / authorized by the political parties, other associations, body of persons / individuals - are required to be included in the account for the candidate.

4. The Commission has considered the matter carefully and keeping in view the provisions of law has directed as follows:-

- i. The expenses on construction of barricades / rostrums etc. when done initially by the government agencies on account of security considerations on behalf of the party/organizers are to be booked as expenditure of a candidate in whose constituency the said meeting takes place or to a group of candidates who are present at the time when the leader of a political party addresses such a meeting. In cases where there are more than one candidate of the political party present at the time of the said meeting of the "leader", the expenditure will be apportioned equally amongst all, and the District Election Officer of the district where such a meeting takes place shall obtain the final costs from the concerned government agencies within three days of the event and intimate to the candidates their respective share of expenditure. This information will also be intimated to the Returning Officer /

District Election Officer of the Constituency / District to which the other candidates belong,

- ii. Where such construction of rostrums/barricades are done on account of security considerations by the candidate(s) or the political party or the organizers from their own funds, amount will be reflected in the accounts of the concerned candidate or a group of candidates present in the meeting of the "leader". These accounts will be duly verified by the Election Observer or the Designated Officer appointed for scrutiny of the accounts.

5. The Commission has further directed that in all cases where the construction of barricades/rostrums are being done by government agencies the candidate/political party /organizer will deposit the estimated cost of barricades/rostrum in advance.

6. For expenditure already incurred on such items between the date of notification issued for the first and second phases of the current general elections, the concerned DEOs shall immediately take action as per para 4 above and inform all candidates concerned.

INSTRUCTION SI. No. 99

Election Commission's letter No. 437/6/1/2008-CC & BE Dated: 24th October, 2008 addressed to The Cabinet Secretary Government of India, the Chief Secretaries and the Chief Electoral Officers of all States and Union Territories.

Subject: Election Expenditure on travel by Lead Campaigners - Use of helicopter for election campaign, etc.

I am directed to state that according to sub-section (1) of section 77 of the Representation of the People Act, 1951 it is provided that **"Every candidate** at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him or by his election agent between the date on which he has been nominated and the date of declaration of the result thereof, both dates inclusive". Under sub-section (2) it is provided that the account shall contain such particulars as may be prescribed, and under sub-section (3), it is laid down that the total of the said expenditure shall not exceed such amount as may be prescribed.

2. Explanation (1) to section 77(1) provides that the expenditure by leaders of a political party (usually referred to by us as star campaigners) on account of their travel by air or any other means of transport for propagating programme of a political party shall not be deemed to be expenditure in connection with the election incurred or authorized by a candidate of that political party.

3. The provisions of section 77(1) and Explanation (1) there – under have to be so harmoniously read that they do not nullify the main object underlying the provisions of section 77(1). Section 77(1) clearly stipulates that a candidate has to account for all his election expense, incurred or authorized by him or by his election agent. Explanation (1) is in the nature of an exemption from account of such expenditure which is incurred by the leaders of the political party in connection with the candidate's election, so that election campaign may be carried out in his constituency by leaders of his political party and any expenditure incurred on their travel by or any other means of transport may not form part of the candidate's overall expenditure. It therefore follows that a candidate who has been declared as leader by a Political Party for the purposes of Explanation to Section 77(1), cannot not considered to be a leader of his political party **in his own constituency** within the meaning of Explanation (1) to section 77(1), whatever may be his standing in relation to other candidates of his party in the other constituencies. In his own constituency(ies), he is a candidate first. Thus, whatever expenditure he incurs on his own travel within his constituency(ies), on his travel whether by helicopter/aircraft or by any other means of transport, the same has to be accounted for within his overall limit of maximum expenditure prescribed for his constituency. When he goes out of his constituency to the other constituency as a star campaigner, the expenditure on his travel from his constituency to the other constituency would fall within the

exempted category, and so also his travel expenditure from the other constituency to his own constituency when he comes back for his own campaign would be so exempted. But once he reaches his constituency and travels within the said constituency, his expenditure on such travel within his constituency would be liable to be accounted for by him. Any other interpretation of the above mentioned provisions would defeat the very object underlying section 77(1). This would be more evidently glaring in the case of bye-elections where a political party may include the name of its candidate as a star campaigner and that would give him a license to travel within his constituency by adopting any means of communication and without accounting for the same.

Copy to:

All recognized National & State Political parties.

D - PRESERVATION OF RECORDS

INSTRUCTION SI. No. 100

Election Commission's letter No. 4/98-J.S. II dated 15.10.1998 addressed to CEOs of all States and UTs.

Subject: Meaning of "Competent Court" referred to in Rule 93(1) of the Conduct of Elections Rules, 1961-Clarification regarding

I am directed to invite your attention to sub-rule (1) of rule 93 of the Conduct of Elections Rules, 1961 which stipulates that the election papers referred to there under shall not be opened and their contents shall not be inspected by, or produced before, any person or authority except under the orders of a Competent Court. The Commission has been receiving queries seeking clarification about the meaning of the word "Competent Court".

2. It is hereby clarified that "Competent Court" within the meaning of sub-rule (1) of rule 93 of the Conduct of Elections Rules, 1961 is any court having jurisdiction to try electoral offences etc. for the prosecution of which the documents mentioned in the said rule are required.

3. This also clarifies the reference to "Competent Court" made in the Commission's instructions at para 10.1 of Chapter XVIII of the Handbook for Returning Officers, 1998 pertaining to disposal of election papers.

4. The above clarification may be brought to the notice of all concerned in your State/Union Territory for their information and guidance.

5. Kindly acknowledge receipt.

INSTRUCTION SI. No. 101

Election Commission's letter No.51/8/99-Vol.-III dated 02.06.1999 addressed to CEOs of all States and UTs.

Subject: Use of electronic voting machines in elections-period of retention thereof

I am directed to state that the Electronic Voting Machines (EVMs) have been used in selected constituencies in the recently held general/bye-elections to the State Legislative/Assemblies of Madhya Pradesh, Rajasthan and NCT of Delhi. Having received encouraging feedback from the political parties and the general public about the efficiency of the EVMs the Commission is considering to use the EVMs in future elections in as many Constituencies as possible. In the meantime, there have been references from the CEOs of the States where these machines have been used regarding the period for which the EVMs are to be retained before using them in subsequent elections. The matter has been considered.

2. Rules 92(1 A) 93(1 A) and 94(aa) of the Conduct of Elections Rules, 1961 provide as under:

"92 (IA): All voting machines used at an election shall be kept in the safe custody of the concerned District Election Officer"

"93 (1 A) The control units sealed under the provisions of rule 57C and kept in the custody of the District Election officer shall not be opened and shall not be inspected by or produced before any person or authority except under the orders of a competent court."

"94(aa) The voting machines kept in the custody of the District Election officer under sub-rule (1 A) of rule 92 shall be retained intact for such period as the Election Commission may direct and shall not be used at any subsequent election without the previous approval of the Election Commission."

3 Taking all the relevant factors into account, the Election Commission hereby directs under rule 94(aa) of the Conduct of Elections Rules 1961 as follows :-

(i) Every voting machine (EVM) used in an election and kept in the custody of the District Election Officer shall normally continue to be kept in such custody for a period of six months from the date of declaration of the result of the election.

(ii) In the case of elections, where no election petitions have been filed or no other court cases are pending, after the expiry of the said period of six months the machines may be used for any future election.

- (iii) In the case of election where election petition has been filed the voting machines used at all polling stations in the constituency concerned shall continue to be kept in the safe custody of the District Election officer, till such time the election petition is finally disposed of by the courts.
- (iv) If any other court case is pending like booth capturing, etc. in which any EVM is involved, the EVM concerned or the EVM(s) used at such polling station(s) concerned may also be kept till the final disposal of the said case.
- (v) After the final disposal of the election petitions or, as the case may be other court cases referred to clauses (iii) and (iv) above, the voting machines can be used for subsequent elections.
- (vi) Notwithstanding anything contained in clauses (i) and (ii) above if the machines used at an election in respect of which no election petition has been filed, are needed for use at any subsequent election before the expiry of the period of six months referred to therein, the Election Commission may by special direction permit these machines to be so used.
4. The Commission further directs that the alkaline batteries which have been used in the voting machines in an election shall not repeat not be used in any subsequent elections. The used batteries can however be used for the purpose of giving training on the functioning of voting machines.
5. These directions shall be brought to the notice of all concerned for immediate compliance. Kindly acknowledge receipt.

INSTRUCTION SI. No. 102

Election Commissions letter No. 49/2000/ J.S.II dated 12.12.2000, addressed to the Chief Electoral Officers of all States/UTs

Subject: Instructions for disposal of surplus and waste ballot papers - Amendments

I am directed to invite your attention to the Commission's instructions in para 13 of Chapter XVIII (Miscellaneous) of the Handbook for Returning Officers, 1998 (para 14 of the said Handbook for EVMs) regarding the manner of disposal of surplus and waste ballot papers. As per the said instructions, the surplus and waste ballot papers, alongwith floor sweeping in the Govt. Press, are to be destroyed by burning in the presence of the Chief Electoral Officer himself or of a Senior Officer duly authorized by him in writing. Further, if the Govt. Press is situated at a District Head Quarter away from the State capital, the destruction of the surplus and waste ballot papers alongwith floor sweeping, should be done by burning in the presence of the District Collector/District Magistrate/Deputy Commissioner or a Senior Officer authorised by him.

2. The above instructions have been reviewed in the light of the air-pollution created due to burning of huge quantity of paper in an open area. The Commission has, therefore, directed that the surplus and waste ballot papers alongwith floor sweeping kept in Govt. Press should hereafter be shredded and made into pulp instead of burning. This should be done in the presence of the Chief Electoral Officer himself or a Senior Officer duly authorized by him in writing, if the Govt. Press is situated in the State capital. As regards destruction of surplus and waste ballot papers at the Govt. Press at a District Head Quarter, this should be done in the presence of the District Election Officer or a Senior Officer not below the rank of Sub Divisional Magistrate duly authorised by him in writing. The shredded material may be sold to the Khadi and Village Industries Commission or similar Govt. funded Organisations to the best advantage of the Govt in preference to selling them through public auction.

3. In view of the above, para 13 of Chapter-XVTO (Miscellaneous) of the Returning Officer's Handbook (1998), and para 14 of Chapter-XVIII (Miscellaneous) of the Returning Officer's Handbook (where EVMs are used), may be substituted by the revised paragraphs as given in the Annexure hereto.

4. These amendments may also be brought to the notice of the Returning Officers, District Election Officers and other election related authorities for information and strict compliance.

5. This disposes of letter No. 3216/Elecs./F/2000-I, dated 16-11-2000 from Chief Electoral Officer, Andhra Pradesh.

6. The receipt of this letter may be acknowledged immediately.

INSTRUCTION SI. No. 103

Election Commissions letter No.576/3/2001/JS-II dated 10.07.2001. addressed to the Chief Electoral Officer all States & Union Territories.

Subject: Election Petition No.1 of 1996 - Shri Dibyendu Biswas Vs. Robin Deb & Others - Directions of the High Court at Calcutta - Commission's instructions - regarding

I am directed to invite your attention to the Commission's instructions contained in paragraphs 5, 6 and 10 of Chapter XVIII (Miscellaneous) of the Handbook for Returning Officers, wherein it has been prescribed that all election papers referred to in sub-rule (2) of Rule 92 of the Conduct of Elections Rules, 1961 should be kept in the respective packets separately for each constituency / segment duly sealed in steel trunks under the safe custody of District Election Officer. These election papers / documents shall be retained for the period as prescribed in paragraph 10.2, 10.3 and 10.4 of Chapter XVIII of the said Handbook. Where an election petition is pending for trial by High Court or any other matter in respect of an election is pending adjudication by the court, the papers relating thereto should not be destroyed until the expiry of three months from the date of final disposal of such petition or matter. The Returning Officer should take special care so as to ensure that ballot papers, both used and unused including postal ballots, are not mixed up while sealing the packets separately as directed in paragraph 29 of Chapter XIV-A and paragraph 31 of Chapter XIV-B of the said Handbook.

2. These instructions of the Commission are required to be strictly followed by all Returning Officers. It has, however, been observed by the High Court at Calcutta, in its order passed on 9th May, 2001, in election petition No. 1 of 1996 (Shri Dibyendu Biswas Vs. Robin Deb & Others) that there was no compliance by the Returning Officer concerned in terms of the instructions of the Commission for preserving the ballot papers and other election documents. The Hon'ble court further gave the following directions for circulation of the same to all the election officials involved in the counting and also the District Election Officer for compliance :

"1. All the ballot papers both used and unused including postal ballots, rejected ballots, cancelled ballots, tender ballots, wherever ballot papers are used in any election, and all the documents and papers relating to the election shall be preserved separately for each constituency whether Parliamentary segment or Legislative Assembly segment in a sealed trunk and / or receptacle and / or packets whichever may be convenient, immediately after counting for a period of at least 45 days from the date of declaration of result irrespective of the provision of Rule 94 of the Conduct of Elections Rules, 1961 and litigation being pending in relation to any constituency.

2. In the event there be any substantial discrepancy in numbers recorded in Form 16 Part I & II and Form 20A (20) in case of use of ballot papers, then on any application being made by any of the parties for recounting it shall be duty of Returning Officer to entertain such application and dispose of and if necessary shall undertake recounting in appropriate cases.
3. The Returning Officer shall ensure that under no circumstances ballot papers, both used and unused including postal ballots if ballot papers are used in election, shall get mixed up with other constituencies after counting is over."
4. The Commission directs that the above instructions of the Commission and the directions of the Hon'ble High Court at Calcutta may be brought to the notice of all District Election Officers, Returning Officers, Assistant Returning Officers and other election authorities in your State / Union Territory for strict compliance at all elections.
5. The receipt of this letter may kindly be acknowledged.

INSTRUCTION SI. No. 104

Election Commission letter No.22/2/1998-PLN-II, dated 24.01.2004 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: Electoral Rolls - Supply of certified copy of the relevant entries in the electoral roll by ERO

I am directed to state that under the provisions of existing law, a person who is an elector in any parliamentary constituency can contest the election for Lok Sabha from any parliamentary constituency in any State (except Sikkim, Lakshadweep and Autonomous Districts of Assam). Under the provisions of Section 33 (5) of the Representation of the People Act, 1951, if the candidate is an elector of a different constituency, a copy of the electoral roll of that constituency or of the relevant part thereof, or a certified copy of the relevant entries in such roll shall be filed along with the nomination papers.

3. It has been brought to the notice of the Commission that a person whose name is registered as an elector in one of the assembly constituencies in a certain State has applied for a certified copy of the entry in the electoral roll and the ERO of the constituency has supplied him with a certified copy thereof which is entirely in the regional language. If that individual wants to contest an election from any other State where that regional language is not known, the Returning Officer of the parliamentary constituency in the other State would find it difficult to either read or understand the contents of the certified copy of the roll filed by the candidate.

4. This may be the case in respect of all other States and Union Territories also where the electoral rolls are prepared in regional language only.

5. In order to facilitate such candidates to contest elections to Lok Sabha from any parliamentary constituency in any State, other than the State in which he is registered as an elector, the Commission hereby directs as follow:

i) If any person applies for a certified copy of the entry in the Electoral Roll, the ERO shall supply him with a certified copy of the entry in the language in which the roll of that constituency is printed.

ii) However, if the person wants an English version of the certified copy, that person has to get English version of the certified copy prepared on his own and produce the same in English version, along with the original certified copy given to him, before the ERO concerned. The ERO, after satisfying himself that the English version produced by the person is a true copy of the original in regional language, shall certify that English version.

iii) The ERO shall also keep, for his record, a copy of such English version also for any future reference.

5. The above instructions may be brought to the notice of all DEOs/EROs/AEROs immediately for strict compliance.

E-Additional Instructions

INSTRUCTION SI. No. 105
भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

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No. 464/INST-BMF/2013 -EPS

Dated:- 27th January, 2014

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Assessment and Inventory of Polling Stations – Basic Minimum Facilities (BMF) to be Provided – Regarding.

Madam / Sir,

Polling Stations represent one of the most crucial aspects and the focal symbol of electoral democracy. Section 25 of the Representation of the People Act, 1951 envisages that the District Election Officer (DEO) is responsible for the provision of polling station and publication of the list of polling stations. With some advance intervention at the level of DEO, the conditions at the polling stations can be vastly improved.

2. Though instructions have been issued over a period of time that cover almost all the major concerns and aspects of polling station management, the Commission has observed with great concern that there are gaps in actual implementation of these instructions. The Commission attaches greater importance to the voter participation and his / her experience at polling station and in the past, provisions for voter friendly facilities and amenities have been incorporated in the Commission's directions. In continuation of the Commission's instructions issued vide its letters mentioned at Annexure-I on the subject mentioned against those, the following instructions on facilities to be provided at the polling stations and to the voters shall be followed strictly.

3. The Commission identified the list of Basic Minimum Facilities (BMF) which every DEO shall provide at each polling station within his district.

These Basic Minimum Facilities are:

- i. Provision for ramp
- ii. Provision for drinking water
- iii. Adequate furniture
- iv. Proper lighting
- v. Help Desk
- vi. Proper signage
- vii. Toilet

A note on assessment and inventory of Basic Minimum Facilities at Polling Stations is enclosed herewith.

3. The Commission desires that the following instructions, to assess and make inventory of the polling station locations in the States / UTs, are carried out strictly and scrupulously:

I. The DEO and the Returning Officer (RO) shall do an advance exercise well before the election to get the conditions of the polling stations physically verified by the field officials. The Sector Officers should visit each polling station / location within his / her jurisdiction to assess whether it is use worthy. The Returning Officer should physically verify 10% of the polling stations / locations.

II. The DEOs should form territorial teams / squads to visit each and every polling station location and prepare a video documentation on the condition of polling station and existing amenities and a feedback on action to be taken for each such polling station as per Annexure-II. During videography, the following points should be covered:

- a. access / entry of the polling station locations;
- b. surroundings of the polling station;
- c. existence of boundary wall; if any.
- d. building area, open space, number of rooms;
- e. actual location of Polling Station within the premises/campus;

- f. availability / location of civic amenities like drinking water, toilets, electricity, ramp, furniture, shades etc.

III. At the beginning of videography, the following should be displayed on a card board and captured on camera, as well as spelt out in voice-over:

- a. District Name;
- b. AC Number & Name;
- c. PS Location Number & Name;
- d. PS Number and address.

IV. The final CD / DVD should be labelled properly, clearly mentioning District Name, AC Name & Number and PS Location Number and name, number and address, so that the problem of identification does not arise.

V. The DEO should initiate remedial measures, where required, on the basis of the above physical verification reports and send an 'Action Taken Report' to the CEO, at the earliest. In the process of ensuring BMF at the Polling Stations, the DEO should make optimal use of funds available under the relevant election expenditure budget head and / or explore the possibilities of synergising the objective of BMF at polling station with any of the suitable ongoing schemes / projects, provided the activity is covered under the parameters of such schemes or dovetail the requirements of BMF with ongoing / existing schemes of the local bodies within the district as most of the polling stations are normally located in the government / local body school building and other government buildings.

VI. The review of the polling stations on above parameters is to be completed as per the following schedule:

Review to be completed by the DEO	By 5 th February, 2014
Meeting to be held by the DEO with the representatives of political parties.	By 15 th February, 2014
Report to be sent by the DEO to the CEO	By 17 th February, 2014
Compiled report to be sent by the CEO to the	By 20 th February, 2014

Zonal Secretaries / Principal Secretaries of ECI	
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4. The CEOs should explore the possibility of setting up some model polling stations at the metropolitan cities / State capitals / major cities of the States. The thrust of such initiative should be more on voter friendly environment and superfluity should be avoided.

Please acknowledge receipt of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

Note on Assessment and Inventory of
Basic Minimum Facilities at Polling Stations

i. Condition of Polling Station

As far as possible, the polling station should be established in a good building worthy of use (and not in a dilapidated one). The building / location having room(s) with proper windows, ventilation and space should be identified as polling stations. It may also be ensured that the polling station(s) should normally be situated at the ground floor of the building.

ii. Entrance and Exit

The polling stations should have separate entrance and exit for voters. If there is only one door at the polling station(s), separate entrance and exit can be provided with the help of a temporary fencing in the middle of the doorway using bamboos and ropes.

iii. Ramp Facility

A ramp should be provided at the polling stations to facilitate the physically challenged voters, as per the directions of the Hon'ble Supreme Court of India. In the polling stations where permanent ramps have not been provided, temporary ramps should be provided.

iv. Drinking Water

There should be a proper arrangement for drinking water and toilet facilities at the polling station(s). In case, there is no provision for drinking water, make adequate arrangements at that polling station(s) for storage of drinking water in earthen pots and one employee or a daily wage-earner shall be deployed at that polling station(s) to refill the water pots and serve water to the voters standing in queue.

v. Electricity Arrangement

Make sure that the inside of the voting compartment is sufficiently lighted. If necessary, arrangement for a suitable lighting should be done for each compartment. There should be proper electricity arrangements at the polling stations. If the power connection is available, the condition of switches / bulbs / fans should be checked. If power connection is not there, alternative

arrangement should be made by hiring generator sets etc. so that, on the poll day, those polling stations are properly lighted.

vi. Furniture etc.

There should be proper provision for basic amenities like tables, chairs, benches, and shade for voters standing in the queue at the polling stations.

vii. Help Desk

In the polling station locations having multiple polling stations, a Help Desk should be set up with the objective of providing assistance to the voters, facilitating the voters to locate their particular polling station and issuance of voter slips. The Help Desk shall be set up at a prominent spot so that the same is easily visible and approachable to voters as they approach the premise/building.

viii. Proper Signage

Proper signage should be put at the polling station locations for guidance of the voters about the route / layout of the location, facilities available (like ramp, toilet, drinking water etc.) and Help Desk.

ix. Toilets

There should be separate toilets for men and women electors. In the polling station locations having multiple polling stations, one employee or a daily wage-earner shall be deployed to keep the toilet clean throughout the day.

Annexure-I

576/3/98/JUD-II	19-01-1998	General Elections to the House of People and State Legislative Assemblies, 1998 – Facilities to be Provided to the Electors Having Physical Disabilities – Regarding.
576/3/2004/JS-II	07-04-2004	General Elections to the House of People and State Legislative Assemblies, 2004 – Facilities to be Provided to the Electors Having Physical Disabilities – Regarding.
509/110/2004-JS-I	21-04-2004	In the Supreme Court of India – WP (Civil) No.187 of 2004 – Disabled Rights Group Vs. Chief Election Commissioner & Anr.
509/110/2004-JS-I	20-10-2005	Providing Facilities to the Disabled Voters.
509/110/2004-JS-I	26-10-2007	Facilities to be Provided to Electors with Disability – Order of the Hon’ble Supreme Court in WP(Civil) No.187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr.
509/110/2004-JS-I (Vol.II)/RCC/1730	17-10-2008	Facilities to be Provided to Electors with Disability – Order of the Hon’ble Supreme Court in WP(Civil) No.187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr.
576/3/2009/SDR	24-03-2009	Facilities to be provided to electors with disability – Order of the Hon’ble Supreme Court in WP(Civil) No.187 of 2004 – Publicity of Commission’s Instructions – Regarding.
51/8/2009-EMS	12-02-2009	Introduction of Braille Signage Features in Electronic Voting Machines.
51/8/2009-EMS	18-03-2009	Introduction of Braille Signage Features in Electronic Voting Machines.
464/2009-EPS	30-04-2009	Facilities for Senior citizen and Physically Challenged Voters – Regarding.
576/11/ESO24/94-J.S.II	21-10-1994	General elections to State Legislative Assemblies -1994 Special Facilities in Polling Stations for Women Electors.
464/INST/2011/EPS	26-12-2011	Special Facilities in Polling Stations for Women Electors – Regarding.
458/4/98/PLN-IV	01-06-1998	Bye-elections in June, 1998 - Facilities at Polling Stations During the Hot Weather Conditions.
23/LOCATOR/2007-ERS	05-11-2007	Preparation of Electoral Roll in Alphabetical Order – Regarding.

Proforma for Assessment and Inventory of Polling Station

Name of District	Name & No. of Assembly Constituency	Name & No. of Polling Stations Location	Total No. of Polling Station in the Location	Whether videography done	Availability of Number of Rooms	Availability of Building Space (in Sq. meter)	Availability of Open Space (in Sq. meter)	Availability of Separate Entrance & Exit	Availability of Ramp Facility	Availability of Drinking Water	Availability of Electricity	Availability of Furniture	Availability of Waiting Room / Shaded Area	Availability of Toilet

INSTRUCTION SI. No. 106
भारत निर्वाचन आयोग
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No. 464/INST-PDF/2013 -EPS

Dated:- 27th January, 2014

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Polling Day Facilitation of Voters at Polling Stations –Regarding.

Madam / Sir,

The Commission is getting regular feedback on lack of facilitation at the polling stations on the polling day. Lack of proper guidance, long waiting hours and chaos at the polling station, often dissuade people from voting whereas, hassle free voting encourages voters for greater participation.

2. In order to facilitate hassle free voting on the poll day, the Commission desires that the following measures should be strictly implemented in addition to the existing instructions (Annexure-I) :

A. Facilities to be provided to the voters at the polling stations:

I. Help Desk

In the polling station locations having multiple polling stations, a Help Desk should be set up with the objective of providing assistance to the voters, facilitating the voters to locate their particular polling station and issuance of voter slips. The Help Desk shall be set up at a prominent spot so that the same is easily visible and approachable to voters as they approach the premise/building.

II. Proper Signage

Proper signage should be put at the polling station locations for guidance of the voters about the route / layout of the location, facilities available (like ramp, toilet, drinking water etc.) and Help Desk.

III. Queue Handling

- (a) Physically challenged electors shall be given priority for entering the polling stations without having to wait in the queue for other electors and all necessary assistance as may be required should be provided to them at the polling stations.
- (b) The polling personnel should be specifically briefed about the provisions of Rule 49N of the Conduct of Elections Rules, 1961, which provides for permitting a companion to accompany a blind / infirm elector to assist him / her to cast the vote.
- (c) Electors with speech and hearing impairment should also be given special care as in the case of other disabled persons.
- (d) There should be separate queues for men and women electors. Men and women voters should be admitted into the polling station by turns. Two women voters may be allowed entry into polling stations for entry of each male voter.
- (e) Infirm / senior citizens voters and women voters with babies in arms may be given precedence over other voters in the queue.

IV. *Health Care*

- (a) Provide covered shelter for the electors at every polling station and, if necessary, have the extra rooms available in the building opened for electors to take rest.
- (b) First-aid facility for the voters should be provided.
- (c) Every polling party shall be supplied with oral rehydration salts for their own use as well as for any voter needing the same due to heat-stroke. A hand-bill on 'Dos and Don'ts' in case of heat stroke may be prepared and supplied to each of the polling parties.
- (d) A small First-Aid kit containing basic medicines with user instruction should be provided to each polling party. In this regard, the DEO should prepare a standard list of medicine and user instruction in consultation with the District Chief Medical Officer.
- (e) Issue an appeal to the electors to carry wet towels to protect themselves against dehydration and also advise women electors to avoid bringing children along with them to polling stations due to hot weather conditions.
- (f) The DEO shall requisition the services of para-medical staff from the offices of the Chief District Medical Officers and one such Para

Medical Staff member shall accompany every mobile Patrol Unit and Sector Officer in their vehicles along with essential heat-stroke medicines. Such mobile patrol units shall touch every polling station once in every hour so that instant medical assistance would be available to any voter needing such help besides the first aid facilities given to the polling parties.

B. Long Queue Management Measures

- I. Based on the past voting pattern and experience of the field staff, the polling stations / polling station locations prone to long queues should be identified.**
- II. Dynamic tracking of long queues on the poll day should be done through the Sector Officers.
- III. Decongestion measures should be initiated at the polling stations prone to / having long queues.
- IV. Reserve staff and vehicles should be kept ready for deployment at the polling stations with long queue to help out the polling staff.
- V. Members from the National Cadet Corps and National Service Scheme may be mobilised to manage the queue.

C. Appointment of Nodal Officers:

While preparing the district machinery for the conduct of election, the DEO shall identify a senior officer as the nodal officer to coordinate and supervise amenities at the polling stations as well as polling personnel / voters welfare measures. Similarly, each RO shall identify a nodal officer for the above purpose. The name and designation, office and residential addresses, telephone numbers including mobile number and e-mail ID, if any, of the nodal officer shall be mentioned in the district / constituency election management plan. The contact numbers should also be brought to the notice of the polling personnel drafted for election duty.

Please acknowledge receipt of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

Annexure-I

509/110/2004-JS-I	26-10-2007	Facilities to be Provided to Electors with disability – Order of the Hon’ble Supreme Court in WP(Civil) No.187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr. – Regarding.
464/2009-EPS	30-04-2009	Facilities for Senior citizen and Physically Challenged Voters – Regarding.
576/11/ESO24/94-J.S.II	21.10.1994	General elections to State Legislative Assemblies -1994 – Special facilities in Polling Stations for Women Electors – Regarding.
464/INST/2011/EPS	26-12-2011	Special facilities in polling stations for women electors – Regarding.
458/4/98/PLN-IV	01.06.1998	Bye-elections in June, 1998 - Facilities at Polling Stations During the Hot Weather Conditions.
23/LOCATOR//2007-ERS	05-11-2007	Preparation of Electoral Roll in Alphabetical Order – Regarding.

INSTRUCTION SI. No. 107
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No. 464/INST-SVC/2013 -EPS

Dated:- 27th January, 2014

To

The Chief Electoral Officers of
All the States and Union Territories.

Subject: Standardised Voting Compartment at Polling Stations –Regarding.

Madam / Sir,

The Commission has noted with concern that though specific instructions (Annexure-I) have been issued over time regarding material to be used and dimensions of the voting compartment, there still are certain gaps in the implementation. In many polling stations, the voting compartments are not erected in desirable manner. While some voting compartments made with cardboards are not of sufficient height, in others, the cloths used were of poor quality and transparent. In some instances, flimsy material like dhoti, lungi, saree, gunny bags etc. have been used to make voting compartment. In such cases, the secrecy of voting could have been compromised. Hence, the Commission directs that such flimsy material shall not be used in setting up the voting compartment.

2. In order to maintain secrecy of vote at the time of poll, the Commission desires that during the forthcoming General Elections to the Lok Sabha, 2014, the voting compartment shall be made only of cardboard or flex-board that are opaque and reusable. This shall be in three folds, each fold having minimum dimension of 23”X23”. It may be noted here that if any State / UT has got voting compartments in conformity with the Commission’s earlier instructions i.e. each fold having dimension of 21”X21”, these need not be changed. If more than one BU is used for poll, the width of the voting compartment may be increased as per requirement.

3. It is clarified that if standard voting compartment, as prescribed by the Commission is already available, no new purchases may be made. In this regard, the CEO shall take a review with all DEOs and a decision may be taken.

4. The Commission desires that the District Election Officers (DEOs) should review and make inventory of the voting compartment materials available with them. This review should be completed by 5th February, 2014. The DEOs should furnish a certificate in the matter to the CEO, as per Annexure-II. The CEO should furnish a consolidated report to the Commission by 7th February, 2014.

Please acknowledge receipt of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

Annexure-I

464/INST/2006/PLN-I	17-03-2006	Material and dimensions for making of Voting Compartment and placement thereof for secrecy of voting
464/INST/2009/EPS	16-11-2009	Material and dimensions for making of Voting Compartment and placement thereof for secrecy of voting – Regarding.
464/INST/2013-EPS	24-09-2013	Material and dimensions for making of Voting Compartment and placement thereof for secrecy of voting – Regarding.

Annexure-II

Certificate by the District Election Officer

I, _____ (*Name*), District Election Officer,

_____ (*District Name*) of _____ (*State Name*), certify that

- (i) the voting compartments available in the district are as per the Election Commission of India's specified material and dimension; or due to following reasons, the voting compartments in the district cannot meet the Election Commission of India's specified material and dimension:

_____ (Elaborate the reasons here)

(Signature of the DEO)

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

491/SVEEP/07/2014 (checklist)

Dated : 23.01.2014

To,

The Chief Electoral Officers of
All States/ UTs.

Subject :- Checklist for SVEEP for Lok Sabha, 2014 – regarding

Sir / Madam,

I am directed to forward herewith a checklist approved by the Commission for Chief Electoral Officers for SVEEP in preparation for General Election to Lok Sabha, 2014. Chief Electoral Officers may monitor the work to be completed in a time bound manner.

Yours faithfully,

(T.C.KOM)
UNDER SECRETARY

CEO's CHECKLIST FOR SVEEP

I. Planning

1. Ensure that the State SVEEP Plan is submitted to Commission by stipulated time. Get the District SVEEP Plans from all districts and review their implementation with the DEOs
2. Ensure periodic meetings of the State SVEEP Core Committee to review the district SVEEP plans and its implementation.
3. Check that the SVEEP Core Committee is in place in the district and are meeting regularly on SVEEP planning and implementation. Ensure that SVEEP nodal officers are appointed in all districts.
4. Hold a meeting between the Partner Departments/Agencies in the State and check if a similar exercise has been done in the district by February. Update the list of Partner departments and agencies on the PGR portal of ECI.
5. Ensure coordination with SLMAs for capacity building and training of Adult education workers in electoral literacy at state and district level.
6. Check that the Campus Ambassadors are in position in identified Colleges/ Universities in the state, and necessary capacity building, monthly reporting format and material sharing with them has been completed.
7. Get partners from Media and Corporate to contribute to the SVEEP programme in the state.
8. Check that the latest list of State Icons is updated on the PGR portal.
9. Check that the 10% lowest turnout Polling Stations in last LS elections is identified in the district along with the reasons thereof for targeted interventions
10. Ensure that the overall lowest 10% turnout PS and PC of the state are identified and reasons thereof determined
11. Check that districts identify excluded communities and groups and make targeted interventions for their inclusion.
12. Check that DEOs issue necessary communications to the owners/incharges of the factories in their district to extend paid holiday to their employees on

polling day.

13. Get similar communication sent to HQs of factories, corporate houses and similar establishments to ensure that electors get an off on poll day so that they can cast their vote.
14. Also get instructions issued by Labour departments to private contractors to strictly comply with directions of Commission regarding paid leave to their workers on poll day.

II. Information & Motivation

1. Check that Sankalp patras have been issued by DEOs through school students to their parents and collected back with signature. A consolidated figure for the entire state should be made available to the CEO by the districts.
2. Ensure that good quality Voter awareness material is created at state level.
3. Ensure that there is specific material on inducement free voting.
4. Ensure that the content is approved by the Commission before roll out.
5. Check that all the outreach material prepared at district level has been approved by CEO's office before roll out in the district.
6. Check that mobilization and outreach events like runs, competitions, plays, women centric events, youth voter festivals etc are suitably planned and organized at district and state level to motivate people to vote.
7. Check that adequate camps are held for EVM familiarisation. Wherever possible, identified EVMs may be provided/displayed at VFCs for the visitors.
8. Check that the audio spots prepared through ECI- NLMA MoU and those through ECI-UNDP MoU are suitable inserted in radio channels, community radio and other platforms for dissemination.
9. Check that the capacity and resources of AIR and Doordarshan have been optimally utilized to extensively disseminate election information to people through discussions, phone-in programmes, spots etc.
10. Check that specific material is created for checking names on electoral roll.
11. Check that the date and time of polls are widely publicized alongwith the alternate identity documents that can be used for voting.

12. Check that DEOs issue appeal letters in leading dailies in the district on the polling day for people to come out and vote.
13. Check that for single phase poll in the state SMS reminder on poll day is sent by CEO's office while for multi-phase poll in the state, concerned DEOs send the SMS reminder on the poll days.

III. Facilitation

1. Check that Voter Facilitation Centers are set up in the districts. Compile a list of such centers in each district and ensure that the basic services are provided here i.e. timely issue of duplicate EPIC, searching name in voter list, filling of forms for enrolment and display of Voter List.
2. Check that VFC display voter awareness material specifying steps for getting registered, proof required for registration, procedure to get duplicate EPIC, identity documents that can be used for voting in absence of EPIC besides the Date and time of polls.
3. Check if the Polling Stations have the facilities of ramps, drinking water and adequate lighting and toilet facility. District should be able to list the PS where these facilities have been extended.
4. Get model polling stations set up in the identified districts.
5. Check if Voter Slips are issued to all electors. Check that the voter slip contains all requisite information including dos and don'ts in polling station.
6. Check that the name search facility in the voter list is available on CEO's website and also through SMS, and the same is widely publicised.
7. Check that people have access to Voter list and it is displayed at sufficient locations.
8. Check that the helpline numbers 1950 - is operational and equipped to handle queries from the people on all election related matters. Similarly ensure that DEOS check that the district helpline numbers are similarly operational.
9. Keep a record of the number of calls received on 1950 and check that districts keep a record of number of calls received on the local helpline number.

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ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 491/SVEEP/36/2013(RJ)

Dated: 22.01.2014

To

All Chief Electoral Officers,

Subject: Engaging children under 18 years of age for Voter Awareness programmes

Madam/Sir,

I am directed to say that in view of certain requests received by *the Election Commission of India for issuing guidelines on engaging children under 18 years in any Voter Education activity, the following is directed:*

- i. *School children under 18 years shall not be engaged for any rallies, human chains or similar mass mobilisation activities outside the school in relation to any electoral awareness campaign. However any rally or other extra-curricular activity relating to voter education within the school premises shall be encouraged.*
- ii. *Similarly, children under 18 years shall not be sent door-to-door for creating awareness on elections or electoral registration under the SVEEP programme.*

The following is the framework within which children under 18 years shall be engaged in SVEEP programme:

- a. *National Voters' Day (if it is not a holiday for the school) may be celebrated in Schools for making children under 18 yrs aware about their right to Vote on attainment of 18 years of age.*
- b. *Extra and co-curricular activity, including sports competitions, races etc on voter education and electoral participation themes within school premises.*
- c. *Drawing, debate, quiz or similar competitions organised specially for children on electoral literacy in and outside the school premises.*
- d. *Any marathon runs or similar competition for children on Voter Education and electoral participation outside school premises.*
- e. *Any school project for school children on electoral literacy that may involve collecting information from family or neighbourhood as part of academic curricula.*
- f. *Any event organised by School as its own initiative for children and not as a directive from election machinery.*

- g. *Engaging school children for getting signatures from their parents on the sankalp patras/pledge letters pledging to enrol/vote, as already instructed by Commission.*

The same may be circulated to districts and compliance sought.

Yours sincerely,

(Padma Angmo)
Deputy Secretary

Copy to : Chairperson, *Rajasthan State Commission for Protection of Child Rights*

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 491/SVEEP/1/2014(AO-LS)

Dated: 3rd February, 2014

To

The Chief Electoral Officer,
All States/UTs

Subject: Central Awareness Observers for General Elections to the Lok Sabha Elections 2014 -reg

Sir,

I am directed to say that the Election Commission of India under article 324 of the Constitution of India and Section 20B of the Representation of People Act, 1951 has appointed central Awareness Observers for the Lok Sabha Elections 2014. They will be on observer duty in two phases of 7 days each (excluding travel time) and cover upto 3 selected Parliamentary Constituencies in each phase.

1. The Awareness Observers will oversee the efficient and effective management of the electoral process at the field level mainly in the field of Voter education and facilitation besides Media related aspects of RP Act and 'Paid News'. For all purposes, they will act as the eyes and ears of the Commission during the period of the election and provide direct inputs to the Commission from the field about the steps taken up to provide information and facilitation to the people so that they can participate in the electoral process. Their inputs/observations are confidential and solely for the use of the Commission and not for any other agency including media. It is clarified that while the formal report/input/observation sent by the observers are meant for the use of the Commission, the observers will discuss with the CEO/RO/DEO about their observation in order to facilitate mid-course corrections.
2. The Addl/Joint CEO(SVEEP) shall be the nodal officer to ensure smooth flow of communications between the Commission and the Awareness Observers deployed in the state so as to ensure the presence of Observers in the assigned districts as per the schedule laid down by the Commission and smooth flow of information among Observers, district level authorities, State level authorities and the Commission.

3. ARRIVAL OF OBSERVERS IN THE CONSTITUENCIES

- a) The observer is mandated to report in the first district on the specified date before forenoon. The deployment details and duration of stay in each district shall be shared subsequently.
 - b) The DEO shall appoint an English knowing officer as the liaison officer for the observer and the liaison officer shall receive the observer at the point of his arrival in the state and escort him to the place of stay.
 - c) The DEO has to make arrangements for accommodation, vehicle and communication modes like SIM card, internet, fax, etc.
 - d) The DEO and RO shall compile information/particulars as enumerated in the check list (Annexure-I) and furnish the same to the Awareness Observer on his/her arrival alongwith the District SVEEP Plan and a map.
4. **INTERFACE OF DEO WITH THE AWARENESS OBSERVER:** The DEO will organize a structured meeting with the Awareness observers as early as possible.
- a) All the Nodal Officers and MCMC members should be present in the meeting to apprise the Observer about the specific issues needing his special attention. The observer should proactively use this meeting to familiarise himself/herself of the state of preparedness of the district with regards to SVEEP and Media related matters.
 - b) After reviewing the check list (Annexure-I), the Observer shall take up the matter with the ECI, if any deficiency is found in the election preparedness.
5. **ROLE OF AWARENESS OBSERVERS:** The Awareness Observer (AO) arrives within 7 days of announcement of the date of elections by the Election Commission of India in the first phase and completes the second phase of tour before the day of poll.
- a) **Targeted Approach in Planning:** S/he may observe that the DEO has identified the 10% lowest turnout Polling Stations (PS) in the district and also the excluded groups and communities at the PS level for making suitable interventions.
 - b) **Partnerships:** The Awareness Observer may observe that a network of partners have been developed for carrying out the outreach programme. S/he may also observe that educational institutions and state departments besides GoI Media departments are roped in. In view of the signing of MoU between ECI and National Literacy Mission, Department of Adult Education, Ministry of HRD, GoI coming the Awareness Observer may observe if the State Literacy Mission are partnering the DEO for electoral literacy among the rural population.
 - c) **District SVEEP Core Committees:** The Awareness Observer may observe that meetings of the Core Committee are held periodically. The Core Committee shall ensure quality production and monitor timely distribution of the material. The Observer shall see if the

communication/outreach material has been produced/received on time, stored properly and distributed well ahead of the polling date right upto the polling station areas.

- d) **Nominations:** The Awareness Observer may observe that the affidavit submitted by the candidates to the RO regarding criminal background, assets, liabilities and educational qualifications is suitably displayed by the RO outside his/her office and also given to those who ask for it free of cost. S/he may also observe that the affidavits are updated on the CEO's website and the details regarding the government dues as given in the affidavit (under the heading 'liabilities') is also published in two newspapers with local circulation.
- e) **Roll Related:** The Awareness Observer may observe that the citizens are facilitated at Matdar Sahayata Kendras/Voter Facilitation Centres/Common Service Centers for issue of EPIC, duplicate EPICs, display of Voter List and Voter Education material. The observer should visit some of the VFCs. The Awareness Observer may observe that DEO has carried out awareness campaign informing people that having name in the Voter List is a pre-requisite for casting a vote. The Awareness Observer may observe that DEO has extended facilities for searching name in the Voter List and locating polling station through internet, SMS, telephone and other means. S/he may also observe that the Voter Helpline number 1950 and the local helpline number is functional and widely publicized.
- f) **Informed and Inducement Free Voting:** The Awareness Observer may observe that campaign has been taken up to inform the people that under Section 123 of RPA 1951, giving as well as taking of bribe is deemed a corrupt practice and can invite disqualification from voting. S/he may observe that ethical and inducement free voting forms a vital part of the campaign carried out for promoting electoral participation among people.
- g) **Dos And Don'ts For Electors:** The Awareness Observer may observe if the DEO has adequately disseminated to the people the aspects that are considered as corrupt practices or electoral offences.
- h) **Media Certification and Monitoring Committee (MCMC):** The Awareness Observer may observe that the MCMC is set-up and its members are imparted training specially regarding 'paid news'. S/he may see the paid news register to monitor the cases of paid news referred to the MCMC and action taken thereafter. The Observer may extend help in way of advice and suggestions to the desired functioning of the MCMC.
- i) **District Media Cell:** The Awareness Observer shall also observe that the District Media Cell is active and functioning. The Observer shall also observe that the election machinery at district level has proper communication established with the public through media.

- j) **Electronic Voting Machine:** The Awareness Observers will check if adequate EVM awareness has been undertaken in the district to familiarise electors with the operation of the EVM. S/he may also observe if an EVM is also displayed at the Voter Facilitation Centre or Common Services Centre. It may be observed if the DEO has undertaken special camps at rural hamlets to display and provide hand-on experience to people on the EVM.
- k) **Preparations for Poll day:** The Awareness Observer may observe if adequate information is disseminated at public places regarding alternate identity documents that can be used for voting. S/he may also observe that voter awareness and motivational messages are displayed at major public places and through mass media. The Awareness Observer may see that Voter Slip is distributed timely ahead of poll day and also observe that facilities exist at PS for proper lighting, drinking water, toilets, sheds, ramps etc
6. **VISIT OF AREAS IN THE CONSTITUENCY AND POLLING STATIONS:** The Awareness observer should visit the constituencies to understand the constituency in social, economical and political context. During their visits, the Awareness Observer shall definitely visit some of the Voter Facilitation Centers /Common Service centers in the district where citizens are extended facilitation for making their EPICs, checking their names in the Voters' List etc. S/he shall interact with the public and gauge the level of awareness among people regarding various aspect that would relate to their participation in the polls.
- I. The checklist and Awareness Observers Reports are enclosed for reference.
 - II. The provision of facilities for Observer shall be as per the Commissions letter No 464/OBS/2009/EMS dated 4th March, 2009(encl).
 - III. The number of Awareness Observers being deployed is being finalized. CEOs may recommend the PCs based on existing gaps and turnout in past elections where the Awareness Observers may be deployed.
 - IV. The final deployment plan shall be shared with the CEOs subsequently.

Yours sincerely,

(Padma Angmo)
Deputy Secretary

Copy to:

PPS to CEC/EC(B)/EC(Z)

PS to all DECs/DGs/Zonal Sections, Observer Planning Section, IT Division

CHECK LIST

INFORMATION/PARTICULARS TO BE PROVIDED BY THE DEO TO THE AWARENESS OBSERVER ON ARRIVAL.

- a. Name of the District :**
 i. Map of the district and map of the constituency highlighting less than 50% turnout polling station areas

- b. DEO**
 i. Name
 ii. Batch of service
 iii. Date of posting

- c. SP/Commissioner for a city**
 (Please indicate the names as per jurisdiction. If the constituency involves more than two districts - both the officers should be mentioned)

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

- d. List of ACs and name of RO against each AC:**

.....

- e. Population**

- i. Male
 ii. Female
 iii. Total

- f. Electorate details of the district**

ELECTORS							EPIC	PER
Male	Female	Others	Service	Proxy	Overseas	Total		

g. Electoral roll details (of district)

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

___/___/_____

ii. Addition since the last publication date:

Male :

Female :

Others :

Total :

iii. Date of printing of supplementary electoral roll (on account of continuous updation)

___/___/_____

h. Polling Stations

i. No of polling stations in the district

ii. Details of **10% Polling stations** with lowest turnout in last

Assembly election

S No	Name of Polling Station	Name of AC	Voter turnout % in last AE	Male Electors	Female Electors	Others	Total Electors	Biggest gap* identified	Reasons thereof

* gap in a particular segment or group

i. Assembly Constituencies

S No	Name of Assembly Constituency	Male turnout % in last AE	Female turnout % in last AE	Total turnout% in last AE	Male Electors	Female Electors	Total Electors	Biggest gap (gender/urban youth/ any other)

j. SVEEP Core Committee (CEO ZP as chair)

i. Members
.....

k. Partner Departments (Govt) identified:

l. Non-government partners :

m. State Icon :

n. MCMC (DEO as chairperson)

i. Names of members
.....

ii. Training done on (date) __/__/____

iii. Number of member trained

iv. Last meeting (date) __/__/____

v. Number of cases reported(as on
date:.....)

vi. Number of notices issued (as on date:.....)

o. Important Media present in the district :

i. Print:

ii. Electronic:

p. Media sensitization on paid news and other media related provisions of the RP Act on
__/__/____

q. Political party sensitization on paid news and other media related provisions of the RP
Act on __/__/____

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AWARENESS OBSERVER REPORT – 1

(in first phase of observation)

Awareness Observer's Name:	
Observer Code:	
District:	
Constituencies visited:	
State:	

SI No	Subject	Observer's Report
1.	Has DEO identified 10% lowest turnout PS and reasons thereof for targeted interventions in the District Plan?	Yes/No
2.	Name of groups/communities were identified as excluded	
3.	Number of Voter Facilitation Centres/CSCs in the district	
4.	Number of VFCs visited by AO	
5.	Avg time taken at VFCs to issue duplicate EPICs	
6.	Is adequate publicity given about VFCs and services offered there?	Yes/No
7.	Are search facility in Voter List offered through a)SMS b) internet	a) Yes/No b) Yes/No
8.	Has Core committee produced some Voter awareness material?	
9.	Has material been distributed to ACs	Yes/No
10.	Is there specific material on inducement free voting	Yes/No
11.	Names of govt partner departments in the district	
12.	Names of Non-government partner agencies in the	

	district	
13.	Are National Icons messages available in District	Yes/No
14.	Are state icons promos/messages disseminated in media/cable TV	Yes/No
15.	Are the two Helpline numbers functional	Yes/No
16.	After interaction with public: a. Are the respondent aware of the special awareness programmes launched in their AC for registration, EPIC etc.? b. Whether the people were aware that names in roll are must for voting? c. Whether they are aware that voting is allowed even in absence of EPIC	<input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly Equal <input type="checkbox"/> Mostly No <input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly Equal <input type="checkbox"/> Mostly No <input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly Equal <input type="checkbox"/> Mostly No
17.	Frequency of meeting of District MCMC	
18.	Has the MCMC members been trained adequately	
19.	Media sensitization on paid news and other media related RPA provisions (date)	
20.	Political parties briefing on paid news and media related provisions of RPA done on (give date)	

Signature of the Observer:

Date

AWARENESS OBSERVER REPORT – 2 (in second phase of observation)

Awareness Observer's Name:	
Observer Code:	
District:	
Constituencies visited:	
State:	

SI No	Subject	Observer's Report
1.	When was Voter Slip distributed (date)	--/--/--
2.	Reminder message one day ahead of poll and on poll day planned through which media	
3.	Number of mass mobilization events held in rural areas	
4.	Number of mass mobilization events held in urban areas	
5.	Has DEO written letters to electors inviting them to vote?	
6.	Number of Sankalp-patras or pledge letters issued and collected through school students?	Issued/Collected back
7.	Number of locations where Voter list physically displayed for public?	
8.	Number of EVM familiarisation camps conducted	
9.	Are date and timings of polls widely publicized ?	Yes/No
10.	One most striking information dissemination initiative	
11.	One most striking motivation initiative	
12.	One most striking facilitation initiative	

13.	Number of calls received on local helpline number	
14.	Number of PS visited	
15.	Are voter facilities like proper lighting, drinking water, toilets, shed and ramps provided at these PS ?	
16.	<p>After interaction with public:</p> <p>a. Are the respondent aware of the special awareness programmes launched in their AC for voting?</p> <p>b. Whether the people were aware of the location of their Polling Station?</p> <p>c. Whether people are aware of alternate identity documents that can be used for voting</p> <p>d. Whether people are aware of date and timings of voting?</p>	<p><input type="checkbox"/>Mostly Yes <input type="checkbox"/>Nearly Equal</p> <p><input type="checkbox"/>Mostly No</p> <p><input type="checkbox"/>Mostly Yes <input type="checkbox"/>Nearly Equal</p> <p><input type="checkbox"/>Mostly No</p> <p><input type="checkbox"/>Mostly Yes <input type="checkbox"/>Nearly Equal</p> <p><input type="checkbox"/>Mostly No</p> <p><input type="checkbox"/>Mostly Yes <input type="checkbox"/>Nearly Equal</p> <p><input type="checkbox"/>Mostly No</p>
17.	Number of notices issued by RO for paid news	
18.	No of cases decided as Paid News by District MCMC	

Signature of the Observer:

Date:

ELECTION COMMISSION OF INDIA
NirvachanSadhan, Ashoka Road, New Delhi -110001

No.491/SVEEP/2013(LS)

Dated: 11th November, 2013

To,

The Chief Electoral Officers of
All States and UTs

Sub.: Comprehensive SVEEP Plan of Action for Enhanced Electoral Participation in General Elections to the Lok Sabha, 2014 and National Voters' Day 2014 - reg

Sir/Madam,

I am directed to refer to the aforesaid subject and to convey that the Election Commission of India has directed that the **comprehensive State SVEEP** Plan for enhanced electoral participation in the forthcoming Lok Sabha elections 2014, including the action plan for National Voters' Day 2014 may be submitted by 15th December 2013 for the approval of the Commission. The election going states of Madhya Pradesh, Rajasthan, Chhattisgarh, Mizoram and Delhi may send the State Plan latest by 31st December 2013.

2. A national document on SVEEP is being released by January 2014, documenting the experience/best practices in the 23 State Assembly Elections since 2009. Besides, the compendium of SVEEP instructions-2013 has already been shared with all States/UTs. Baseline Survey of Voters' Knowledge, Attitude, Behaviour, Belief and Practices have been conducted in most states ahead of the Summary Revision/Assembly Election. The SVEEP Action Plans of some states and districts have been put up on the ECI website. Also SVEEP officials from various states were sent on field visits to the five election going states in Oct-Nov 2013.

3. The Commission has directed that based on these documents, experience sharing and best practices of election gone states, the State SVEEP Plans for 2014 have to be drawn up on the following lines:

I. Overall Objectives:

- a. To target an increase in voter turnout in the identified low turnout polling stations and an overall increase in turnout by atleast 10-15% over the 2009 Lok Sabha Election
- b. To remove the gender gap in enrolment and turnout
- c. Inclusion of excluded groups/communities in electoral roll and in turnout for voting

- d. Visible enhancement in the quality of electoral participation in terms of informed, ethical and inducement free voting in tandem with supply side expenditure control measures
- e. Increase in postal ballot voting by facilitating and educating service voters and employees

II. Situation Analysis

- a. Identification of 10% of Polling Stations in each district with lowest turnout in last Lok Sabha election and reasons thereof
- b. Identification of overall 10% lowest turnout Polling Stations in the State and reasons thereof
- c. Identification of lowest turnout Parliamentary Constituencies and reason thereof
- d. Identification of reasons for drop in turnout (if any) between last Assembly election and last LS election in the state.
- e. Identification of excluded groups, communities at each Polling Station, if any

III. Strategy

- a. The State and District plan shall include situation analysis, outputs/activities, monitoring and evaluation mechanism keeping in mind the Indicators as given in the reporting format(annexure)
- b. The Survey findings may be suitably utilized while formulating State and District plan. The survey data relating to the AC/PS within a district may be shared with the concerned DEO for fine-tuning the district plan.
- c. Targeted campaign on major gaps like Women, Urban, Youth, weaker sections, Physically challenged etc shall also be a part of the State and District plan
- d. To overcome the gap in turnout, targeted interventions have to be carried out at polling station level
- e. DEOs shall innovate at their level and prepare specific operational plan after identifying excluded communities/groups in each polling station. The district plans shall flow out of the broad State plan, and also contribute to it
- f. Emphasis on informed and inducement free voting
- g. Appropriate information dissemination on NOTA, continuous EVM awareness combined with VVPAT information, wherever applicable
- h. Facilitation of the Voter will be a key component besides the range of Information and Motivation measures.

IV. Planning & Implementation

- a. The State SVEEP Core Committee headed by the CEO shall supervise the implementation of the SVEEP Plan in the entire state. The Committee shall have representation from various Department, Agencies and organisations.

- b. The District Core Committee shall be chaired by DEO/CEO(ZP) to supervise the implementation of the SVEEP Plan in the district. Each district shall appoint a Nodal Officer incharge of SVEEP. S/he will functions as the Member Secretary of the District Core Committee. The Core Committees should be set up sufficiently in advance, not later than 30th November 2013.
- c. The network of partnership should be developed at State level and also at District level for strengthening the SVEEP programme. In this connection, the frameworks of partnerships already issued by the Commission in relation to CSOs, OSU/Corporates and Media and also the scheme of Campus Ambassadors may be optimally harnessed.
- d. CEO and DEO will mobilise and brief partner agencies and provide them requisite resources and outreach material at state level and district level respectively.
- e. DEOs in Naxal affected districts and other violence affected areas will involve the SPs in operationalizing SVEEP programme so that the environment of confidence and fearlessness against intimidation can be built into the programme.

A. Outreach Activities: The activities should be planned based on the situation analysis

- i. Forms 6, 7, 8 and 8A be made available at all prominent places including Banks and Post Offices having large footfall besides in all Colleges and Universities, and also in High Schools for newly eligible electors.
- ii. Special registration camps in weekly haats, during festivals and through mobile vans may be conducted.
- iii. Corporates need to be contacted so as to ensure registration of their employees. Alternative registration hubs for corporate employees to be established.
- iv. Mass mobilization activities may be taken up close to elections to motivate people to participate in the electoral process
- v. Communication campaigns shall be carried out through mass media, folk media and other mediavehicles besides direct people-to-people contact.
- vi. Special campaign shall be carried out for promoting informed and inducement free voting
- vii. EVM familiarisation activity combining with NOTA and VVPAT familiarisation, where necessary
- viii. Copies of Electoral Rolls may be to be provided to SLMA workers at Gram Panchayat besides partner CSOs and political parties.

B. Outreach Material Development

- i. In material development, CEO and her/his team will first consider the archive of approved material compiled by the SVEEP Division of the Commission. This is available on the ECI website.
- ii. CEO would take necessary steps for further Inventory Building on Voters' Information and Awareness software for the state; outreach material developed

- for Special Revision, National Voters' Day are to be extensively used, after suitable modification.
- iii. For preparation of software to be used in the Lok Sabha elections, the office of CEO would set up an expert Committee at State level for quality check and control of content comprising of Heads of AIR & DD among others.
 - iv. Survey findings may be utilized for designing the campaign material and deciding the media vehicles for dissemination
 - v. Regional and/or local icons may be identified by each State/UT and promotional material for voting may be prepared availing their services, after getting approval of Commission on the content (messages), in addition to the national icons of ECI, viz. Dr. A. P. J. Abdul Kalam, former President of India, Sh. M. S. Dhoni, Cricketer, Ms Saina Nehwal and Ms Mary Kom, Olympic Medallists and the regional icons already approved by the Commission.
 - vi. Material on voter awareness may be given to partner CSOs/ media houses for wider dissemination.
 - vii. Under ECI-NLMA MoU, Sakshar Bharat workers (NLMA) shall carry out electoral literacy programmes besides helping BLOs for enrolment during continuous updation. DEOs may also disseminate their outreach material through these Literacy workers.
 - viii. All messages used in the elections shall require approval of the Commission, if these are not earlier vetted.

C. Voters' Facilitation:

- i. Voter Registration and Education centres to be set up at strategic locations for facilitation and awareness generation as well. The Centers should be supplied education and awareness material in good quantity.
- ii. Registration of left-out Voters to continue till the last date of filing of nominations of candidates under the provision of continuous updation.
- iii. The EROs and AEROs are to ensure that EPIC are issued to all those enrolled.
- iv. Ensuring that Voters' Slips are distributed on time as per directions of the Commission.
- v. Adequate early publicity to alternative I-Cards, if any, for identity proof, to be decided by the Commission.
- vi. Setting up of more numbers of Polling Stations to facilitate voters to exercise their franchise without much inconvenience.
- vii. DEOs to ensure that suitable and adequate arrangements are made for provision of drinking water, sheds, toilets for women and other facilities at all Polling Stations as directed by the Commission from time to time, to make voting a friendly experience, including setting up of model polling stations equipped with necessary facilities.

V. Monitoring & Review

- a. Mid period review and constant monitoring of SVEEP programme in the districts shall be conducted to assess the efficacy of the interventions including about the timely and proper utilisation of funds.
- b. Regular Video Conferences to be organised by CEO with all DEOs for review of implementation.
- c. The programme shall be reviewed at the national level by the Commission. The reporting format has already been shared and is annexed herewith for reference.

VI. Evaluation & Documentation

- a. The DEOs shall evaluate the interventions carried out in their district and submit a report to the CEO within a month of closing of polls. They shall focus on the following in their report besides an analysis of the overall turnout:
 - i) analysis of the registration ahead of polls
 - ii) analysis of the comparative turnout among women, urban voters and youth
 - iii) analysis of the turnout of the identified excluded groups/communities at specific polling stations
 - iv) analysis of the comparative turnout in the identified 10% of the lowest turnout polling stations
- b. The CEO shall submit a documented report to the Commission within two months of closure of polls. The CEO's report shall also focus on the aforesaid points for the entire state.

4. **National Voters' Day 2014** shall help to maximize enrolment of voters, especially the newly eligible ones, ahead of the Lok Sabha elections. The activities for the NVD shall be carried out as per the ECI's instructions vide letter no 491/SVEEP/2011(NVD) dated 1st November 2011 and the reporting format for the NVD is as per annexure.

Also, the Commission has directed that all States/UTs should have a Tableau in the Republic Day function at the State HQs with 'Lok Sabha elections 2014' as the theme.

5. A template for the State SVEEP Plan 2014 is enclosed for reference. The format in which the States shall be required to report once the elections are announced, is also enclosed.

Accordingly, all States and UTs are required to prepare the State SVEEP Plan in respect of the Lok Sabha election 2014 and submit the same latest by **15th December 2013**. Madhya Pradesh, Rajasthan, Chhattisgarh, Mizoram and Delhi may send the State Plan latest by **31st December 2013**.

Annexures:

I. Template Action Plan – SVEEP-II for Lok Sabha Elections 2014 (including NVD 2014)

- II. Reporting Format for NVD
- III. Election Reporting Format (SVEEP)

Yours faithfully,

(Suman Kumar Das)

Template for Action Plan- SVEEP-II- for Lok Sabha Elections 2014 (including NVD 2014)

A.Objectives

(Please specify the objectives of the State SVEEP Plan & also the specific goals to be achieved in preparation for the Lok Sabha elections 2014)

B.Situation Analysis

(Systematic Assessment of current and previous electoral data to guide the interventions)

B1. Electoral Profile

B1.1. Electoral Profile of the entire state in brief

(Total Population, Electors-Male, Female, Others, EP Ratio, EPIC Coverage, Age Cohort, Districts, Assembly and Parliamentary Constituency, Polling Stations etc)

B1.2. Socio-Cultural Profile of the State

B2. Identification of Gaps

B2.1. Category wise *(e.g. Gender, youth, Urban, Excluded group etc, give statistics of past elections and registration data)*

B2.2. District wise *(e.g. statistical analysis, category, if any, in each district etc)*

B2.3. Polling Station wise *(Identification of 10% of the lowest turnout Polling Stations)*

B3. Analysing Gaps

B3.1. Analysing underlying reasons for the gaps (*Evidence based analysis of various gaps given in B2*)

B3.2. Survey findings regarding reasons for non-participation (*salient findings of the Survey reports of past election/registration survey*)

C.Building Strategy

(includes IMF-Information, Motivation and Facilitation)

C1. Common Strategy (Overall Voter education and awareness)

C1.1. Information and Motivation

C1.2.Facilitation

C2. Targeted approach (*targeted interventions for specific identified gaps*)

C1.1. Information and Motivation

C1.2.Facilitation

D. Implementation

(Systematic planning and roll out of plans to achieve objectives given at A)

D1. Team formation at District and State Hqs

D2. Training & Capacity Building of SVEEP Teams

D3. Building Partnerships

(partners at State level and partners at district level)

D4. Resource Mobilisation

(Human resource like , content developers, cultural troupes etc, Partner Agencies like Doordarshan/AIR for content creation, PSUs/Corporates for sponsorships and financial resources, Departments like Railways, Airports, Bank etc for providing infrastructure for dissemination and display, Private Media Houses for providing print space, airtime, content etc.)

D5. Media & Communication Plan

(Insertions in Media like Electronic, Print, outdoor, internet-based, IVR, SMS, callertunes etc)

D5.1. Overall approach

D5.2. Targeted approach *(e.g. Special messages for youth, women centric messages, urban targeted messages etc)*

D5.3. Content Development *(e.g. generation and sharing of content between districts and with HQs)*

D5.4. Summary of Media Insertions for proposed target audience

S.No.	Target	Media	Partner Agencies to be associated (if any)
1.	Women		
2.	Urban		
3.	Youth		
4.	Identified community		
5.	<i>Any other group</i>		
6.	<i>Any other group</i>		

D6. Physical Events and Activities

(National Voters' Day, Youth Voter Festival and other activities like competitions, debates, quiz, rallies, meetings, human chains, rangloi competitions, street plays etc in which target audience is directly engaged with)

D6.1. Overall approach

D6.2. Targeted approach

(e.g. NVD and Youth Voter Festival shall target the newly eligible voter of 18-19yr, rangloi competitions shall be organised specifically targeting women, etc)

D6.3. Sankalp Patras/Pledge Letters and Invitation letters from CEO/DEO and other innovations

D6.4. Summary of proposed Events/Activities

S.No.	Target groups (identified in B2.1.)	Events	Partner Agencies to be associated (if any)
1.	Women		
2.	Urban		
3.	Youth		
4.	Identified community		
5.	<i>Any other group</i>		
6.	<i>Any other group</i>		

D7. Voter Facilitation

(Interventions to facilitate voters like helpline numbers, name search facilities in Voter list, reminder smses, polling station search facility, online registration, Voter Facilitation centres, voter slip setc)

D7.1. Voter Facilitation Centres

(display of Voter list, issue of EPICs and duplicate EPICs, search facility, interactive voter education etc)

D7.2. Helpline Numbers/Name Search on Internet and SMS etc/Polling Booth location search on google map etc

D7.3. PS specific facilitation initiatives planned

(like display of Voter list outside PS, proper lighting, ramps etc)

D7.4. Any other target specific Facilitation measure planned

(like special registration desks in Anganwadi for rural women, registration camps for students etc)

D7.5. Voter Slip

(numbers and day of distribution, details on Voter slip etc)

E. Monitoring Mechanism

(Mechanism for monitoring of implementation at District and Hqs and corrective actions whenever required e.g. VC with DEOs, regular meetings with Partner agencies, communication mechanism with partners and field, mandatory reporting formats or any other tools)

F. Evaluation & Documentation

(Mechanism for post election assessment of the targeted interventions at PS level and for various identified gaps, besides documentation at district /state level; evaluation in view of indicators like overall increase in turnout, turnout at identified PS, women turnout, turnout in urban centres, postal ballots, EP Ratio, Gender Ratio on rolls, Registration of NRIs, Inclusion of excluded groups, etc)

G. Calendar (Details of activities with time lines)

Action Points	Start Date	End Date
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Team Formation				
Training & Capacity Building				
Building Partnerships				
Resource Mobilisation				
Monitoring				
Evaluation				
Documentation				
Facilitation Measures				
Helpline numbers activation				
Name Search Facility on SMS				
PS location on google map				
Special registration drives for women				
Polling Station Facility				
<i>Any other facilitation measure</i>				
<i>Any other facilitation measure</i>				
Communication and Activity Plan				
Theme	Sub-Theme	Activity (Event and /or Media insertion)	Start Date	End Date
Registration	Why register			
	Where and When			
	How to register Documents reqd			
Voting	Why Vote			
	How to Vote Check names on Voter list Identification documents Dos and Donts			
	Inducement Free Voting			
	Informed Voting			
	NOTA			
	Pledge Letter/SankalpPatras to students			
	Voter Slip ahead of poll day			
Electoral Education	Electoral Sysytem			
	Secrecy of Vote			

Election Reporting Format (SVEEP) (Fortnightly)

State:

S No	Topics	Remarks
1.	Number of Voter Facilitation Centres/CSCs operational in the state as on date	
2.	Number of identified low turnout PS	
3.	Physical events organised in these PS area <ul style="list-style-type: none"> a. Special Camps for registration b. Street Plays/Folk art competitions etc c. Rallies/Runs d. Special event with Icon e. Other events 	
4.	Number of media insertions in these PS areas <ul style="list-style-type: none"> a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions 	
5.	Number of excluded groups/communities identified	
6.	Physical events organised for meeting gender gap <ul style="list-style-type: none"> a. Meetings (with functionaries like AWW/ASHA, CSOs etc) b. Special Camps c. Street Plays/Folk art competitions etc d. Rallies/Runs e. Special event with Icon f. Other events 	
7.	Number of gender specific media insertions <ul style="list-style-type: none"> a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc 	

	<ul style="list-style-type: none"> f. SMS/Caller tune etc g. Internet insertions 	
8.	<p>Youth specific physical events organised</p> <ul style="list-style-type: none"> a. Number of events like competitions, festivals, street playsetc b. Number of Educational Institutions that participated in events c. Special registration camps in educational institutions d. Special camps for youth outside the educational system e. Special event with Icon f. Rallies/Runs g. Any other initiative 	
9.	<p>Number of youth specific media insertions</p> <ul style="list-style-type: none"> a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions 	
10.	<p>Physical events organised for fighting urban apathy</p> <ul style="list-style-type: none"> a. BLO/RWA meetings b. Special Camps c. Rallies/Runs d. Appeal Letters (from DEOs/CEO) e. Press Notes f. Special event with Icon g. Other events 	
11.	<p>Number of urban specific media insertions</p> <ul style="list-style-type: none"> a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions 	
12.	<p>Number of media insertions on informed and inducement free voting</p> <ul style="list-style-type: none"> a. Posters, pamphlets, banners b. Radio spots/pgm 	

	<ul style="list-style-type: none"> c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions 	
13.	<p>Number of Partner Agencies</p> <ul style="list-style-type: none"> a. Government Departments/Govt Media b. CSOs c. Private Media d. PSUs/Corporates e. Organisations like NYKS, NSS, Cooperative Societies, RWAs etc f. Others 	
14.	<p>Postal Ballot Voters</p> <ul style="list-style-type: none"> a. Number of Postal Ballot Voters (including polling officials and service voters) identified b. Number of meetings/event/facilitation events held for these people c. Number of media insertions for these voters (incl advertisements, sms, letter, orders, circulars etc) 	
15.	How many users availed search facility in voter list offered through SMS	
16.	Number of Pledge letters issued by DEOs	
17.	Number of Pledge Letters received back after signature	
18.	Letters of invitation for polling issued by DEOs	
19.	Two most innovative intervention taken till date	<ul style="list-style-type: none"> 1. 2.

Signature:

Date:

INDICATORS FOR TURNOUT (within 1 week after poll day)

I.	Average turnout in the identified low turnout PS in last election Average turnout in these PS in current elections	
II.	Turnout (average) among identified excluded groups in last election Turnout among these groups in current election	
III.	Women turnout percentage in last election Women turnout percentage in current election	
IV.	Turnout in urban centres in last election Turnout in the same urban centres in the current election	
V.	Number of postal ballots received (incl proxy voting) in last election Number of postal ballot in current election	
VI.	Youth turnout (media or independent reports) Pl quote the source	

Reporting Format for National Voters' Day

(prelim report by 20th December/by 5th February)

State:

Date:

1.	Number of PS locations where NVD will be/was organised	
2.	Total electors to be/was distributed EPIC on NVD <i>(includes those given EPIC between final publication of ER and NVD)</i>	Male:
		Female:
		Others:
3.	Of these, how many in 18-19 yr age group(newly eligible)	Male:
		Female:
		Others:
4.	Number of badges to be/was distributed to new electors	
5.	Number of Educational Institutions organising NVD function	
6.	Funds distributed to the DEOs for NVD	Scale for each PS:
		Total fund disbursed to districts:
7.	No of Training programmes to be/was organised for BLOs for NVD	
8.	Chief Guest proposed for the State NVD function	
9.	Name of Partner Agencies being/were roped in for NVD	
10.	Are CDs of national Icons made available in Districts	
11.	How many Youth Voters' Festivals being/were organised in the state	
12.	Is a NVD Tableau proposed/displayed in the State Republic Day parade, if not give reasons <i>(this time mandatory with LS 2014 as theme)</i>	
13.	Any online event like Quiz, Discussion, etc planned/held	
14.	Concurrent activities proposed/taken up as part of NVD at a. State level	

	b. District level	
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PDF dated 15.10.2013

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 491/SVEEP/29/2013/KT(AO)

Dated: September 27, 2013

To

The Chief Electoral Officer,
Madhya Pradesh, Rajasthan, Chhattisgarh, Delhi and Mizoram.

Subject: Central Awareness Observers for General Elections to the State Assemblies 2013-reg

Sir,

I am directed to say that the Election Commission of India under article 324 of the Constitution of India and Section 20B of the Representation of People Act, 1951 has appointed central Awareness Observers for the Assembly Elections to the States of Madhya Pradesh, Rajasthan, Chhattisgarh, Delhi and Mizoram. They will be on observer duty in two phases of 7 days each(excluding travel time) and cover ACs in upto 3 districts in each phase.

2. The Awareness Observers will oversee the efficient and effective management of the electoral process at the field level mainly in the field of Voter education and facilitation besides Media related aspects of RP Act and 'Paid News'. For all purposes, they will act as the eyes and ears of the Commission during the period of the election and provide direct inputs to the Commission from the field about the steps taken up to provide information and facilitation to the people so that they can participate in the electoral process. Their inputs/observations are confidential and solely for the use of the Commission and not for any other agency including media. It is clarified that while the formal report/input/observation sent by the observers are meant for the use of the Commission, the observers will discuss with the CEO/RO/DEO about their observation in order to facilitate mid-course corrections.
3. The Addl/Joint CEO(SVEEP) shall be the nodal officer to ensure smooth flow of communications between the Commission and the Awareness Observers deployed in the state so as to ensure the presence of Observers in the assigned districts as per the schedule laid down by the Commission and smooth flow of information among Observers, district level authorities, State level authorities and the Commission.

4. **ARRIVAL OF OBSERVERS IN THE CONSTITUENCIES**

- a) The observer is mandated to report in the first district on the specified date before forenoon. The deployment details and duration of stay in each district shall be shared subsequently.
- b) The DEO shall appoint an English knowing officer as the liaison officer for the observer and the liaison officer shall receive the observer at the point of his arrival in the state and escort him to the place of stay.
- c) The DEO has to make arrangements for accommodation, vehicle and communication modes like SIM card, internet, fax, etc.
- d) The DEO and RO shall compile information/particulars as enumerated in the check list (Annexure-I) and furnish the same to the Awareness Observer on his/her arrival alongwith the District SVEEP Plan and a map.

5. **INTERFACE OF DEO WITH THE AWARENESS OBSERVER:** The DEO will organize a structured meeting with the Awareness observers as early as possible.

- a) All the Nodal Officers and MCMC members should be present in the meeting to apprise the Observer about the specific issues needing his special attention. The observer should proactively use this meeting to familiarise himself/herself of the state of preparedness of the district with regards to SVEEP and Media related matters.
- b) After reviewing the check list (Annexure-I), the Observer shall take up the matter with the ECI, if any deficiency is found in the election preparedness.

6. **ROLE OF AWARENESS OBSERVERS:** The Awareness Observer (AO) arrives within 7 days of announcement of the date of elections by the Election Commission of India in the first phase and completes the second phase of tour before the day of poll.

- a) **Targeted Approach in Planning:** S/he may observe that the DEO has identified the 10% lowest turnout Polling Stations (PS) in the district and also the excluded groups and communities at the PS level for making suitable interventions.
- b) **Partnerships:** The Awareness Observer may observe that a network of partners have been developed for carrying out the outreach programme. S/he may also observe that educational institutions and state departments besides GoI Media departments are roped in. In view of the signing of MoU between ECI and National Literacy Mission, Department of Adult Education, Ministry of HRD, GoI coming the Awareness Observer may observe if the State Literacy Mission are partnering the DEO for electoral literacy among the rural population.
- c) **District SVEEP Core Committees:** The Awareness Observer may observe that meetings of the Core Committee are held periodically. The Core Committee shall

ensure quality production and monitor timely distribution of the material. The Observer shall see if the communication/outreach material has been produced/received on time, stored properly and distributed well ahead of the polling date right upto the polling station areas.

- d) **Nominations:** The Awareness Observer may observe that the affidavit submitted by the candidates to the RO regarding criminal background, assets, liabilities and educational qualifications is suitably displayed by the RO outside his/her office and also given to those who ask for it free of cost. S/he may also observe that the affidavits are updated on the CEO's website and the details regarding the government dues as given in the affidavit (under the heading 'liabilities') is also published in two newspapers with local circulation.
- e) **Roll Related:** The Awareness Observer may observe that the citizens are facilitated at Matdar Sahayata Kendras/Voter Facilitation Centres/Common Service Centers for issue of EPIC, duplicate EPICs, display of Voter List and Voter Education material. The observer should visit some of the VFCs. The Awareness Observer may observe that DEO has carried out awareness campaign informing people that having name in the Voter List is a pre-requisite for casting a vote. The Awareness Observer may observe that DEO has extended facilities for searching name in the Voter List and locating polling station through internet, SMS, telephone and other means. S/he may also observe that the Voter Helpline number 1950 and the local helpline number is functional and widely publicized.
- f) **Informed and Inducement Free Voting:** The Awareness Observer may observe that campaign has been taken up to inform the people that under Section 123 of RPA 1951, giving as well as taking of bribe is deemed a corrupt practice and can invite disqualification from voting. S/he may observe that ethical and inducement free voting forms a vital part of the campaign carried out for promoting electoral participation among people.
- g) **Dos And Don'ts For Electors:** The Awareness Observer may observe if the DEO has adequately disseminated to the people the aspects that are considered as corrupt practices or electoral offences.
- h) **Media Certification and Monitoring Committee (MCMC):** The Awareness Observer may observe that the MCMC is set-up and its members are imparted training specially regarding 'paid news'. S/he may see the paid news register to monitor the cases of paid news referred to the MCMC and action taken thereafter. The Observer may extend help in way of advice and suggestions to the desired functioning of the MCMC.
- i) **District Media Cell:** The Awareness Observer shall also observe that the District Media Cell is active and functioning. The Observer shall also observe that the

election machinery at district level has proper communication established with the public through media.

- j) **Electronic Voting Machine:** The Awareness Observers will check if adequate EVM awareness has been undertaken in the district to familiarise electors with the operation of the EVM. S/he may also observe if an EVM is also displayed at the Voter Facilitation Centre or Common Services Centre. It may be observed if the DEO has undertaken special camps at rural hamlets to display and provide hand-on experience to people on the EVM.
- k) **Preparations for Poll day:** The Awareness Observer may observe if adequate information is disseminated at public places regarding alternate identity documents that can be used for voting. S/he may also observe that voter awareness and motivational messages are displayed at major public places and through mass media. The Awareness Observer may see that Voter Slip is distributed timely ahead of poll day and also observe that facilities exist at PS for proper lighting, drinking water, toilets, sheds, ramps etc

7. **VISIT OF AREAS IN THE CONSTITUENCY AND POLLING STATIONS:** The Awareness observer should visit the constituencies to understand the constituency in social, economical and political context. During their visits, the Awareness Observer shall definitely visit some of the Voter Facilitation Centers /Common Service centers in the district where citizens are extended facilitation for making their EPICs, checking their names in the Voters' List etc. S/he shall interact with the public and gauge the level of awareness among people regarding various aspect that would relate to their participation in the polls.

- I. The checklist and Awareness Observers Reports are enclosed for reference.
- II. The provision of facilities for Observer shall be as per the Commissions letter No 464/OBS/2009/EMS dated 4th March, 2009(encl).
- III. The number of Awareness Observers being deployed is Madhya Pradesh is 17, Rajasthan-11, Chhattisgarh – 9, Delhi – 3, Mizorm – 2. CEOs are required to identify slots (group of ACs for each Observer) and send it to the undersigned **urgently** through mail/fax latest by **29th September 2013**.
- IV. The sim card number for local telephone facility to the Awareness Observer against each slot may also be provided for updation in the ECI data bank, by **7th October 2013**.

Yours sincerely,

(Padma Angmo)
Deputy Secretary

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

SUMAN KUMAR DAS
UNDER SECRETARY

E-mail – sumands34@gmail.com
Tel/Fax – 011-23052082

No. 491/SVEEP/63/2013 (ICON)

Dated: 22nd August, 2013

To,

The Chief Electoral Officers of
All States and UTs

Subject: Appointment of regional / State ICON(s) / Brand Ambassadors for
promotion of Voters' Participation under SVEEP programme – regarding

Sir/ Madam,

In continuation of Commission's letter no. 491/SVEEP/2013/KT (EGS), dated 3rd June, 2013, in the above said subject, I am directed to forward herewith a sample copy of letter to be communicated from Chief Electoral Officer of the State concerned to the selected renowned personality being considered as State ICON/Brand Ambassador, before appointment as State ICON. A copy of sample letter from CEO to the proposed ICON before appointment as State ICON, is enclosed herewith which may be used in all such future appointment.

Yours faithfully,

(Suman Kumar Das)
Under Secretary

(Sample letter from CEO to the selected renowned personality being considered as State ICON)

To

Sh./Smt.-----

Subject: Engagement of regional / State ICON(s) / Brand Ambassadors for
promotion of Voters' Participation under SVEEP programme –regarding
Sir/Madam,

We deeply appreciate your consent to be ECI's State Icon for promotion of voters' participation under SVEEP programme. I request you to kindly provide us with a declaration in the enclosed format (Annexure-I) for the sake of harmonious working together.

This is also to reiterate that your association as State Icon of Election Commission for awareness campaign would be on a completely voluntary and non-commercial basis, which the ECI appreciates.

Yours faithfully,

(Name)
Chief Electoral Officer,-----

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

F.NO. 491/SVEEP/60/2003 (CA)

Dated : 20th September, 2013

To,

The Chief Electoral Officers of
all States/UTs.

Subject: Framework for engagement of Campus Ambassadors – regarding.

Sir / Madam,

In continuation of Commission's letter No. 491/SVEEP/60/2013 (CA), dated 05.02.2013 regarding appointment of Campus Ambassador, I am directed to enclose herewith a detailed framework for engagement of Campus Ambassador duly approved by the Commission.

In this connection, I would like to invite your attention to the direction of the Commission during Chief Electoral Officers' Conference on 16th September, 2013 wherein the Commission has directed that the Campus Ambassador should be in position by 01.02.2013 positively. A compliance report to this extent may be sent to the Commission along-with number of Campus Ambassadors latest by 10th December, 2013.

The Chief Electoral Officers who are not in a position to identify and select Campus Ambassador(s), may convey that no Campus Ambassador (S) has been appointed along-with the reasons for non appointment.

Those who have appointed/are going to be appointed as Campus Ambassadors should indicate the total amount of honorarium to be paid to the Campus Ambassadors for the year 2014-15 @ Rs. 2000/- (Two Thousand only) per annum per Campus Ambassador, in their budget estimate for Financial Year 2014-2015.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

Encls: As above

(SUMAN KUMAR DAS)

Election Commission of India

SVEEP Division

FRAMEWORK FOR ENGAGEMENT OF CAMPUS AMBASSADORS

Campus Ambassadors may be appointed only in Campuses identified by the CEO/DEO where neutral and non-partisan students can be easily identified. CEOs may communicate to Commission, if no such Universities and Government Colleges can be identified in their State.

I. Selection: Government Colleges and Universities may have Campus Ambassadors besides recognized Colleges identified by the CEO. In states where wide gaps in 18-19yr enrolment exist, some Higher Secondary Schools may also have such Campus Ambassadors.

- a. The Campus Ambassador/s shall be selected from among a list provided by the Head of the College/University. Alternatively CEOs may devise their own method of selection, with due weightage given to girl students. CEOs may like to involve NSS in the selection of the Campus Ambassadors.
- b. Each Campus Ambassador shall be in position for one Academic year. The appointment may be renewed on a yearly basis.
- c. In co-educational college two Campus Ambassadors (one male and one Female) may be selected.

II. Conditions: The Campus Ambassador shall not have any affiliation with any political party and shall not associate in any activity of any political party. Also the immediate family of the designated Campus Ambassador should not be engaged in active politics.

As Campus Ambassador s/he shall act in a responsible manner and avoid indulging in any unbecoming activity. An undertaking to this effect will be obtained from the concerned student through the Head of the Institution. Any complaint regarding the conduct and behavior of the Campus Ambassador may be immediately investigated and appropriate action taken in this connection.

Police Verification of the designated Campus Ambassadors should be done by the district administration. (Collector-Returning Officer)

III. Role & Duties:

1. Identification of students, teachers and non-teaching staff and their family members who are not registered in the electoral roll and those without EPIC or with wrong EPICs;
2. Facilitating their registration in the electoral roll by providing forms and guiding how to fill the forms and co-ordinating with the electoral machinery for approval of the new applications, correction and distribution of EPICs to the Campus electorate;
3. Organising with the help of CEO/DEO office, special drive for registration and also online registration;
4. Educating campus electorates about the electoral process i.e. registration, correction of errors, transposition of names, voting process and ethical voting;
5. Facilitating inclusion of Voter Education in various co-curricular activities/festivals of the Campus through different activities such as Slogan writing, Poster making, quiz, debate, essay writing, song, street plays etc;
6. Creating core team of students to work as Volunteers for the SVEEP activities in the campus;
7. Coordinating with campus related organizations like Scout and Guide, NCC, NSS for enrolment
8. Organizing talks/workshop etc for capacity building in Voter Education among student community;
9. Organizing National Voters' Day programmes in their campus;
10. Acting as an educator and motivator in family and neighborhood and helping them in filling registration forms.

IV. Honorarium:

The honorarium to the Campus Ambassadors may be Rs 2000/- per annum paid in two instalments of Rs 1000 each on completion of six months each time. The maximum Campus Ambassadors in a state/UT shall be as given in the annexure.

Also CEOs may devise criteria for identifying best Campus Ambassadors in the state and felicitate them on NVD function at State HQ. Any other incentive or cash reward can be instituted by the CEO. Campus Ambassadors of ECI will be provided necessary identifying items and outreach material by CEO/DEO from time to time.

V. Coordination of Campus Ambassadors with Election Machinery:

1. CEO or DEO shall brief the Campus ambassadors immediately on their appointment about their roles and responsibilities; Campus Ambassadors may be given a road map for the year and if found achievable, quantitative targets may also be given.

2. CEO office or DEO Office (wherever the campus is situated) may regularly coordinate with the Campus Ambassadors for various activities to be carried out within the campus.
3. It may be ensured that all support is extended by various EROs office to the Campus Ambassadors for facilitating registration.
4. A quarterly meeting of the Campus Ambassadors may be taken by the CEO to review the various activities undertaken in the campus and progress made in registration;

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ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No 491/SVEEP/2012(SB)

Dated: 08.01.2014

To

All Chief Electoral Officers,

Subject: Taking forward the ECI-NLMA partnership

Madam/Sir,

Under the ECI-NLMA MoU, the electoral literacy material developed in Hindi shared with the CEOs vide ECI letter of even number dated October 4, 2013 is being translated by NLMA in regional languages through their SLMAs.

2. I am directed to say the translated version would be vetted by the CEO before it is rolled out and CEOs may ensure timely vetting of the material in view of the upcoming Lok Sabha elections.

3. The Commission has also directed that CEOs may extend support for the training of NLMA's Key Resource Persons and Master Trainers at State level and DEOs may extend support for training of Preraks/field workers at district level by providing resource persons for electoral literacy.

4. Radio spots and jingles have also been prepared by NLMA and are being translated. These may be suitably inserted in All India Radio and private FM radio channels by CEO's office during the election period.

5. The electoral literacy material prepared under ECI-NLMA MoU when used by CEO's office or with other partners agencies/departments may carry the logos of both ECI and NLMA.

6. Commission will review this as priority matter.

Yours sincerely,

(Padma Angmo)
Deputy Secretary

Copy to: Shri A M Rajashekar, JD, Directorate of Adult Education, MoHRD

Letters to CEO on media engagement

Engagement with Media Organisation

Framework of Engagement

1. Introduction

The democratic framework of our country has been shaped through credible, transparent and impartial electoral processes put in place by the ECI over the last sixty years.

These processes, enfranchising every eligible elector in this country, begin with voter registration and ultimately seek to provide a level playing field for all political parties and create an environment that is conducive for conducting a free and fair poll, in which all eligible electors can and should participate

There needs to be an enabling environment combining information, motivation and facilitation so that potential voters are fully engaged in the process of democratic governance through effective electoral participation.

There is also an imperative need for greater participation of all stakeholders that in the broadest sense would imply greater citizen engagement in the election process. This is however, some times, not the case.

Young Indians who become qualified to be registered as voters on turning 18 years need to be given the necessary orientation & facilitation to understand their new role and get engaged with the electoral registration and further participation process. There are visible gaps in participation among women, urban population, weaker sections and others in various parts of the country owing to a range of factors.

Media can play a significant catalytic role in enhancing citizen engagement by reaching out to a large audience in furtherance of the Election Commission's goals.

2. Goal and objectives

Goal: To have every eligible citizen on the electoral roll and have every enrolled voter to vote voluntarily, thus ensuring widest electoral participation and inclusive elections through information, education, motivation and facilitation.

Objectives:

- I. To bridge the gender gap in registration and voter turnout.
- II. To fight urban apathy to electoral participation
- III. To overcome youth disconnect with the electoral process
- IV. To facilitate inclusion of marginal sections in the electoral process
- V. To promote informed and ethical voting

- VI. To bridge the gap in information, awareness, motivation and facilitation in the electoral process

3. Start off Criteria for Media Houses

- a) Non-political and non-partisan with clean antecedents
- b) High Credibility and reputation among people and should have good reach in the region

4. Role and responsibility of ECI/Chief Electoral Officers of States

- i. Accepting the Media House as a partner organization in promotion of electoral democracy.
- ii. Creating a mechanism for coordination and periodic evaluation of the collaboration
- iii. While working out information and motivational campaigns for facilitating voter participation, they may involve the Media House appropriately.
- iv. CEOs shall share the material on Voter education/awareness with the Media House for wider dissemination of the message.

5. Roles and responsibilities of Media House

- i. Disseminating to the public, information like when, how, where and why to register as voters on pro-bono basis.
- ii. Providing free print space and air-time during elections and ahead of Summary revision to air out messages and promos from CEO's office for encouraging voter registration and participation in polling.
- iii. Promote ethical and informed voting free of inducements and educate voters about their rights and duties to strengthen democracy.
- iv. Create its own promos and spots for registration and voting on pro-bono basis, especially during elections.
- v. However all such content should be vetted by the CEO.

6. Finances

The collaboration will be without any funding arrangement and without any financial liability on the part of Election Commission and CEO.

7. This framework will become operational between ECI/CEO and any Media House through exchange of appropriate letters, if the CEO wishes to get it operational.

8. Safeguards

Since non-partisan, objective, non-political citizen awareness, facilitation and engagement are the basis of this framework of engagement, any deviation will automatically mean that the working arrangement with the concerned Media House has lost its relevance and stands dis-engaged forthwith.

Both the CEO and the Media House are at liberty at any time to suggest review, revision and modification of the content of the work and to ensure conformity with the directions that may be issued by Election Commission of India from time to time.

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Letter to CEOs

Engagement with a Civil Society Organisation

Framework of Engagement

1. Introduction

The democratic framework of our country has been shaped through credible, transparent and impartial electoral processes put in place by the ECI over the last sixty years.

These processes, enfranchising every eligible elector in this country, begin with voter registration and ultimately seek to provide a level playing field for all political parties and create an environment that is conducive for conducting a free and fair poll, in which all eligible electors can and should participate

There needs to be an enabling environment combining information, motivation and facilitation so that potential voters are fully engaged in the process of democratic governance through effective electoral participation.

There is also an imperative need for greater participation of all stakeholders that in the broadest sense would imply greater citizen engagement in the election process. This is however, some times, not the case.

Young Indians who become qualified to be registered as voters on turning 18 years need to be given the necessary orientation & facilitation to understand their new role and get engaged with the electoral registration and further participation process. There are visible gaps in participation among women, urban population, weaker sections and others in various parts of the country owing to a range of factors.

Civil Society Organisations can play a significant catalytic role in enhancing citizen engagement especially in the areas of reaching out to the last-mile in furtherance of the Election Commission's goals.

2. Goal and objectives – ECI-CSO Partnership

Goal: To have every eligible citizen on the electoral roll and have every enrolled voter to vote voluntarily, thus ensuring widest electoral participation and inclusive elections through information, education, motivation and facilitation.

Objectives:

- VII. To bridge the gender gap in registration and voter turnout.
- VIII. To fight urban apathy to electoral participation
- IX. To overcome youth disconnect with the electoral process
- X. To facilitate inclusion of marginal sections in the electoral process
- XI. To promote informed and ethical voting

- XII. To bridge the gap in information, awareness, motivation and facilitation in the electoral process

3. Start off Criteria for CSOs

- a) Non-political and non-partisan with clean antecedents (financial and criminal)
- b) High Credibility and reputation among people within their regions of operation and should have good network in the region
- c) Actively engaged in any developmental or social cause
- d) A background of knowledge of one or more areas of :
 - (i) Democracy
 - (ii) Election Management
 - (iii) Electoral Participation
 - (iv) Education and Awareness
 - (v) Inclusion, worked with marginalized segments/ group in the society

4. Role and responsibility of ECI/Chief Electoral Officers of States

- I. Recognizing the CSO as a partner organization in promotion of electoral democracy.
- II. Creating a mechanism for coordination and periodic evaluation of the collaboration
- III. Imparting training and capacity building of CSOs through Workshops at IIIDEM/RIDEMs.
- IV. Implement other demand and supply side measures for optimally reaching out to the community of electors/ potential electors by suitably associating the CSO.
- V. Involving CSO volunteers to assist the Booth Level Officer for each polling station area as a Booth Level Volunteer in the area of Electoral Roll correction and revision.
- VI. While working out information and motivational campaigns for facilitating voter participation, they may involve the CSO appropriately.
- VII. CEOs shall share the material on Voter education/awareness with the CSO for wider dissemination of the message.

5. Roles and responsibilities of CSO

- vi. Assisting the Chief Electoral Officer in taking up voter awareness programs on electoral registration process and encouraging voters' participation.
- vii. Assisting both rural and urban population to register as voters at convenient registration locations and at timings that are convenient to them.

- viii. Nominating volunteers (BLVs) with clean antecedents for each polling station to help identify and include the eligible voters living in the polling station area in both rural and urban centres.
- ix. Assisting the Electoral Registration Officers (EROs) and the Booth Level Officer in obtaining applications, photographs from the eligible and new voters in the polling station area and ensuring that electoral rolls are accurate and periodically updated.
- x. Supporting various participative initiatives to make electoral rolls cleaner and poll process more efficient.
- xi. Help overcome information and motivational gaps and working towards full participation of the electors in Voting during the elections.
- xii. Promote ethical and informed voting free of inducements and educate voters about their rights and duties to strengthen democracy.
- viii. Provide constructive feedback, new and innovative ideas to increase voter participation

6. Finances

The collaboration will be without any funding arrangement.

7. This framework will become operational between ECI/CEO and any CSO through exchange of letters, if the CEO wishes to get it operational.

8. Safeguards

Since non-partisan, objective, non-political citizen awareness, facilitation and engagement are the basis of this framework of engagement, any deviation will automatically mean that the working arrangement with CSO has lost its relevance and stands dis-engaged forthwith.

If any other organization/agency, is sought to be associated with this collaboration work by the CSO, that can happen only in consultation with the Election Commission.

Both the CEO and the CSO are at liberty at any time to suggest review, revision and modification of the content of the work and to ensure conformity with the directions that may be issued by Election Commission of India from time to time.

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ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No 491/SVEEP/67/2013(CSR)

Dated: 29.01.2014

To

All Chief Electoral Officers

Subject: Collaboration with Corporates and federations i.e. FICCI, CII, NASSCOM, ASSOCHAM, TATA Global Beverages

Madam/Sir,

I am directed to say that under the Framework of Engagement with Corporates/PSUs, Election Commission of India is collaborating with the aforesaid organizations for Voter awareness and electoral participation, following proposals received from them and accepted by the Commission.

2. Under the framework, the roles and responsibilities of the CEOs and the PSU/Corporate is spelled out. In continuation of the same, CEOs may facilitate registration of the employees of these organisations and Associations and their immediate family.

3. In this regard the following may be seen:

- a. Corporate Houses shall undertake various initiatives in the field of voter awareness and education independently or in coordination with the CEO's office on lines of the framework. In this regard it will be desirable that they include Voter Education in the list of activities under CSR.
- b. A nodal person, who shall be a senior employee of the organization, will be identified by the Corporate House at State HQs for registration of the employees of the organization and their spouse/immediate family (including parents and children). Wherever required, a nodal person shall be identified at district level for registration of employees who shall coordinate with the ERO for registration. This shall also be done under the overall supervision of CEO and the Nodal person of State HQs for the Corporate House.
- c. Online registration shall be the preferred mode and wherever the same cannot be done, the Corporate House will organize a special camp for filling physical

- forms. One officer nominated by the ERO shall remain present in the camp to receive the forms. The processing of the forms will be done by applying due procedure and diligence. The Company will extend requisite cooperation to the election authorities for verification of forms.
- d. CEOs and EROs shall conduct special registration camps for Corporate staff from time to time based on the request, as they have been doing in relation to educational institutions and other selected locations.

A copy of the letters exchanged with the federations/Corporate Houses in enclosed for your reference.

Yours Sincerely,

(Padma Angmo)
Deputy Secretary

Copy to:

1. Shri Didar Singh, Secretary General, FICCI
2. Shri Virendra Gupta, Dy DG, CII
3. Shri R Chandrashekhar, President, NASSCOM
4. Shri D S Rawat, Secretary General, ASSOCHAM
5. Shri Vaibhav Rathi, Brand Mangaer, TATA Global Beverages Ltd
6. Shri Raghunandan Hegde, Campaign Manager, Haiyya
7. Shri Hitesh Barot, Senior Consulting Director, CELL

Engagement with PSU/Corporate House

Framework of Engagement

1. Introduction

The democratic framework of our country has been shaped through credible, transparent and impartial electoral processes put in place by the ECI over the last sixty years.

These processes, enfranchising every eligible elector in this country, begin with voter registration and ultimately seek to provide a level playing field for all political parties and create an environment that is conducive for conducting a free and fair poll, in which all eligible electors can and should participate

There needs to be an enabling environment combining information, motivation and facilitation so that potential voters are fully engaged in the process of democratic governance through effective electoral participation.

There is also an imperative need for greater participation of all stakeholders that in the broadest sense would imply greater citizen engagement in the election process. This is however, some times, not the case.

There are visible gaps in participation among women, urban population, migrant working population including labourers, weaker sections and others in various parts of the country owing to a range of factors. Young Indians who become qualified to be registered as voters on turning 18 years need to be given the necessary orientation & facilitation to understand their new role and get engaged with the electoral registration and further participation process.

Public Sector Enterprises and Corporate Houses can play a significant catalytic role in enhancing citizen engagement by partnering Election Commission of India in its Systematic Voters' Education and Electoral Participation (SVEEP) programme and also fulfill their Corporate Social responsibility.

2. Goal and Objectives

Goal: To have every eligible citizen on the electoral roll and have every enrolled voter to vote voluntarily, thus ensuring widest electoral participation and inclusive elections through information, education, motivation and facilitation.

Objectives:

- I. To bridge the gender gap in registration and voter turnout.
- II. To fight urban apathy to electoral participation

- III. To overcome youth disconnect with the electoral process
- IV. To facilitate inclusion of marginal sections in the electoral process
- V. To promote informed and ethical voting
- VI. To bridge the gap in information, awareness, motivation and facilitation in the electoral process

3. Start off Criteria for PSUs/Corporate Houses

- a) Non-political and non-partisan with clean antecedents
- b) High Credibility and reputation among people
- c) Capacity and outreach for engaging with the community

4. Role and responsibility of ECI/Chief Electoral Officers of States

- i. Accepting the PSU/Corporate House as a partner organization in promotion of electoral democracy.
- ii. Creating a mechanism for coordination and periodic evaluation of the collaboration
- iii. While working out information and motivational campaigns for facilitating voter participation, they may involve the PSU/Corporate House appropriately.
- iv. CEOs shall share the material on Voter education/awareness with the PSU/Corporate House for dissemination of the message among their employees.
- v. Setting up of registration/facilitation desk during special registration drives, for the benefit of the PSU/Corporate employees

5. Roles and responsibilities of PSU/Corporate House

- i. Promoting Voter education and awareness among people on pro-bono basis, particularly in the areas of their outreach.
- ii. Promoting electoral registration among its employees and family members and providing facilitation desks during special registration drives.
- iii. Promote ethical and informed voting free of inducements and educate voters about their rights and duties to strengthen democracy.
- iv. Extending due sponsorship and in kind support to the SVEEP programmes and activities carried out by CEO.
- v. Nominate a nodal officer to interact and coordinate with the CEO/election machinery.

6. Possible activities that can be undertaken by PSU/Corporate House for promoting Voter Education & Awareness

- i. Registration of all its employees, including the labour force, in coordination with the Electoral Registration Officer; Organising camps with the help of ERO for enrolment of their employees and family members
- ii. Organise facilitation camps for voter registration in areas they have adopted under CSR; extend online search facilities in all popular branch offices for searching names on electoral roll in a special drive with adequate pre-publicity; display Voter education material in its premises for employees and also at its public offices for customers
- iii. Sponsor Youth Voters Festival activities and prizes for various competitions in Educational Institutes on Voter education under CSR
- iv. Sponsor targeted SVEEP programmes e.g. SVEEP campaign for women, weaker section, physically challenged etc; support SVEEP material production and distribution for Chief Electoral Officers(CEO) of the State
- v. Integrate Voter education themes in their corporate advertisements; extend support to CSOs and NGOs carrying out Voter education programmes; conduct Voter awareness campaigns on its own clubbed with a special registration drive; conduct special electoral awareness campaigns for old, Tribals, excluded groups and communities, differently-abled & also for migrant labourers
- vi. Celebrate National Voters' Day on 25th January; administer NVD oath to its employees

7. This framework will become operational between ECI/CEO and any PSU/Corporate House through exchange of appropriate letters, if the CEO wishes to get it operational.

8. Safeguards

Since non-partisan, objective, non-political citizen awareness, facilitation and engagement are the basis of this framework of engagement, any deviation will automatically mean that the working arrangement with the concerned Corporate House has lost its relevance and stands dis-engaged forthwith.

Both the CEO and the Corporate House are at liberty at any time to suggest review, revision and modification of the content of the work and to ensure conformity with the directions that may be issued by Election Commission of India from time to time.

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ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110 001

491/IEC/2010(NRV)

Dated: 26th August, 2010

**To
The Chief Electoral Officers of all
States & UTs**

**Sub:- Declaration of 25th January as the
National Voters' Day – regarding.**

Sir/ Madam,

As a measure to enhance participation of citizens in the democratic electoral process, the Commission has decided to celebrate 25th January, its Foundation Day, as the National Voters Day every year, starting from 25th January 2011, the concluding day of the Diamond Jubilee Celebrations of ECI. The Commission's objective is to increase enrolment of voters, by using this occasion so as to make universal adult franchise a complete reality and thereby enhance the quality of Indian democracy. The day will also be utilized to spread awareness among voters regarding effective participation in the electoral process.

In this regard, the Commission has directed that newly registered voters in each polling booth in the latest revision should be felicitated on 25th January every year in a brief ceremony. This is expected to inculcate in the new voters a commitment to democratic electoral process and should lead to greater

participation. This will also serve as a reminder to all other eligible electors in the polling booth area towards their responsibility to participate in the electoral process.

The following will be the scheme of activities on the National Voters Day which shall be ensured by the DEOs, under the overall supervision of the CEO:

1. The Booth Level Officers (BLOs) in each polling station area shall felicitate the newly registered voters on 25th January every year in a brief ceremony/ public function to be arranged by DEO/ ERO. The ECI will prescribe the design and colour scheme of a badge with its logo with the slogan "Proud to be a voter - Ready to vote" which shall also be provided by the BLOs to the new electors during the felicitation ceremony along with their EPIC. The DEOs would arrange for the venue and logistics required for the brief ceremony/ public function, in each polling station area.

2. The AEROs and EROs of the constituency shall participate in the ceremony/ public function of those Part(s) under their jurisdiction where largest number of newly registered electors would be felicitated.

3. The DEO shall organize appropriate events at the District headquarters, in association with Panchayat organisations, academic institutions, civil society groups, media etc. to popularise electoral participation and advance voters' education. In this event, EPIC shall be distributed among new voters of the local polling station areas.

4. The CEO of the State/UT concerned would organize events in the State capital in association with Media, Civil Society, Opinion Groups, State Administration, State Election Commission etc. in order to popularise electoral participation and disseminate information about electoral processes. In this event also, EPIC shall be distributed among new voters of the local polling station area.

5. ECI will organise a suitable event in the country's capital to highlight the values of electoral democracy and the issues relating to popular participation in elections.

Expenditure relating to the distribution of badges and holding of function at various levels will be borne by the respective State/UT Governments/Administration.

Report of compliance along with details of events held and photographs/ videos may be sent to the Commission by the 15th of February every year.

Thanking you,

Yours faithfully,

**Sd/-
(Tapas Kumar)
Principal Secretary**

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

491/SVEEP/2011 (NVD)

Dated: 1st November, 2011

To,

The Chief Electoral Officer of all the States & UTs

Sub:- National Voters' Day (25th January) – 2012.

Sir/Madam,

In continuation of Commission's letter No. 491/IEC/2010(NRV) dated 26th August, 2010 (*copy enclosed*) addressed to all CEOs, I am directed to state that in the process of achieving the Commission's objective for maximization of enrolment of voters, especially of the newly eligible ones, by using the occasion of National Voters' Day to make universal adult suffrage a complete reality and thereby enhance the quality of Indian democracy, the Commission after taking note of the recommendations of the Committee of CEOs set up this regard, has decided that following SVEEP activities should be undertaken relating to National Voters' Day, 2012:

A. BASIC ACTIVITIES:

- 1. The Booth Level Officers (BLOs) in each polling station area shall felicitate the newly registered voters on 25th January every year in a brief ceremony/ public function to be arranged by DEO/ ERO. As prescribed by the Commission, a badge with its logo with the slogan "Proud to be a voter - Ready to vote" shall also be provided by the BLOs to the new electors during the felicitation ceremony along with their EPIC. The DEOs would arrange for the venue and logistics required for the brief ceremony/ public function, in each polling station area.**
- 2. The AEROs and EROs of the constituency shall participate in the ceremony/ public function of those Part(s) under their jurisdiction where largest number of newly registered electors would be felicitated.**

- 3. The DEO shall organize appropriate events at the District headquarters, in association with Panchayat organizations, academic institutions, civil society groups, organizations of youth volunteers like NSS, NCC, Scouts & Guides, NYKS, media etc. to popularize electoral participation and advance voters' education. In this event, EPIC shall be distributed among new voters of the local polling station areas.**
- 4. The CEO of the State/UT concerned would organize events in the State capital in association with Media, Civil Society, Opinion Groups, Youth Volunteer Groups, State Administration, State Election Commission etc. in order to popularize electoral participation and disseminate information about electoral processes. In this event also, EPIC shall be distributed among new voters of the local polling station area.**
- 5. Deployment of dedicated staff at Block, Sub-division and District levels may be done to effectively undertake NVD related activities.**
- 6. BLOs may be trained about their role for NVD activities by the EROs/AEROs, well in advance.**
- 7. ECI will organize a suitable event in the country's capital to highlight the values of electoral democracy and the issues relating to popular participation in elections, besides also doing symbolic handover of EPICs.**

B. CONCURRENT ACTIVITIES

Enhancement of Youth Participation

- "Young Voter's Festival" through competitions in all Higher Secondary schools and Higher Educational Institutions, *i.e.* Colleges and Universities to be organized by DEO/ERO to serve as a build-up to NVD-2012. Attractive prizes may be given to the winner of the competitions at District and State levels. Some more details have been spelt out in the YUVA (Youth United for Voter Awareness) strategy document, already provided to the CEOs.
- Online interaction to be made with netizens in the form of quizzes, did-you-know, photography competition, general knowledge downloads for competitive exams related to elections, etc.

- The District and State level winning entries to be showcased on CEOs websites.
- C. Enhancement of Women's Participation** – One of the priorities of NVD - 2012 shall be to reduce the gender gap in registration, wherever it exists, in particular among young women of 18+ years.
- NVD- 2012 should focus on Women Registration.
 - For maximization of women registration, women-specific SVEEP campaign may be developed by CEOs.
 - Awareness of women is to be created through cultural programmes.
 - Sensitization of the BLOs towards women may be taken up during training.
 - Grass-roots women groups are to be engaged for capacity building.
 - Engagement of women icons may be done for promotional messages.
- D. ENVIRONMENT BUILDING**
- (a)** Engagement of various forms of media-print, audio-visual, outdoor advertisement, Song & Drama, troupes etc. may be done for environment building.
- (b) Dissemination of NVD Theme:**
- 3-minute documentary film showcasing **theme of National Voters' Day** is to be made in vernacular language for dissemination in cinema halls.
 - Propagation of NVD theme may be done through schemes and programs run by various Central Government Ministries and their field units.
- (c) Dissemination of NVD Pledge**
- Pledge of NVD should be explained to School/ College students and should be disseminated by using all communication methods.
- E. PARTNERSHIPS WITH ORGANIZATIONS LIKE ALL INDIA RADIO (AIR), DOORDARSHAN (DD), PRIVATE MEDIA, NYKS, NSS, NCC, BHARAT SCOUTS AND GUIDES & EDUCATIONAL INSTITUTIONS.**
- NVD may be celebrated in all Schools and Colleges through issue of necessary circulars.
 - Doordarshan (DD), All India Radio (AIR) to be engaged for wide publicity of NVD.
 - Railways to be made partner for National Voters' Day publicity.
 - Civil Society and PSUs to be made partner.

- Youth clubs to be promoted.
- Appeals/ messages to be made by local youth icons.
- Bulk SMSs/ E-mails to be made for extensive and omnipresent messaging.
- Engagement with non-media units like Song and Drama Division, DFP at the national level and similar regional units at the State/UT level.
- All print media should be encouraged to propagate the concept and celebrations of National Voters' Day on voluntary and free-of-cost basis.
- Media should be motivated to put their heart into this effort without functioning as a client agency of the ECI.

F. BRAND BUILDING & PROMOTION

- The promos of national icons have already been prepared by ECI and circulated to all. Promotions involving regional icons which have already been prepared by the CEOs and finalized for summary revision may be extensively used for NVD also, besides preparing special promos for NVD, as done during NVD 2011.
- Commission is engaged in developing certain brand-building guidelines engaging social-marketing techniques in relation to NVD-2012, and these will be given out to CEOs as and when available.
- A Tableau representing National Voters' Day may be presented in the State level Republic Day Parade on 26.01.2012.

Based on the above guidelines, you are requested to submit a comprehensive SVEEP plan and implementation strategy for National Voters' Day Celebrations, 2012 in your State/UT, to the Commission latest by **10th November, 2011** positively. Commission attaches highest priority to NVD-2012 and shall review compliance every fortnight.

Yours faithfully,

Sd/-
(Yashvir Singh)
Director