



# DOs & DON'Ts

FOR **DISTRICT ELECTION OFFICERS**

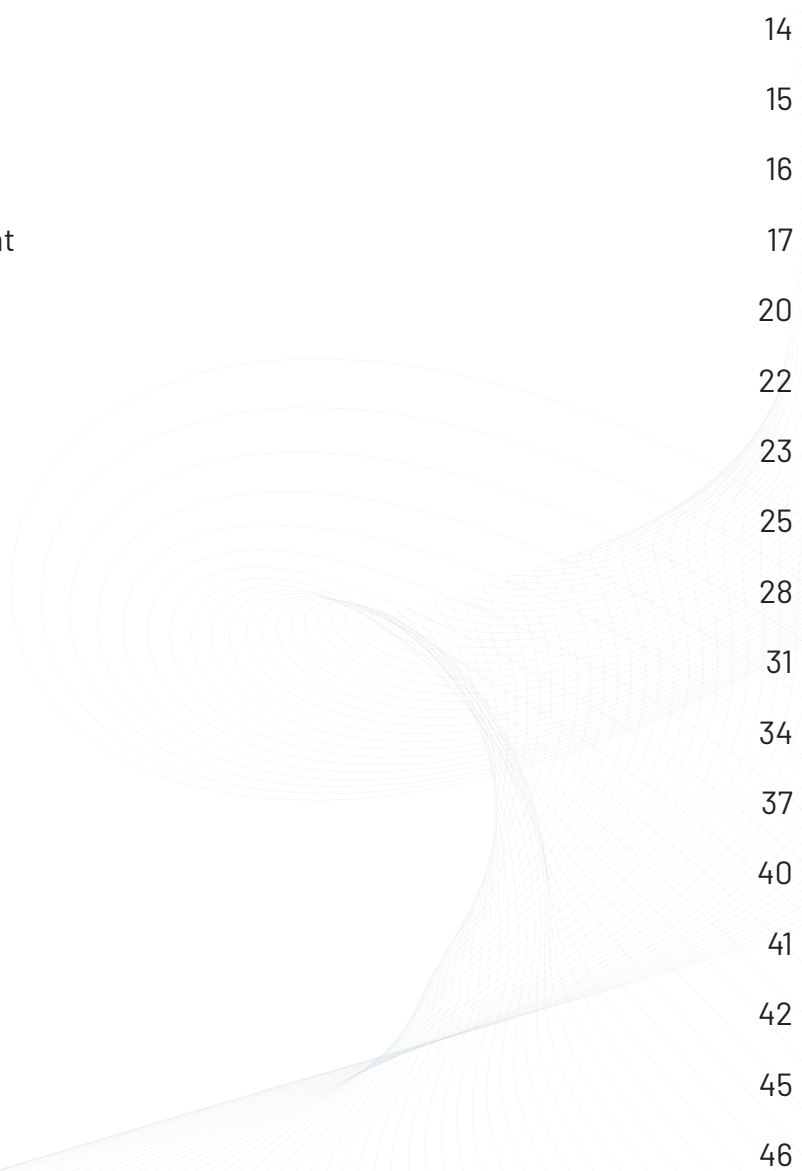
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# LIST OF ABBREVIATIONS

<b>AC</b>	Assembly Constituency	<b>DPRO</b>	District Public Relation Officer	<b>NGSP</b>	National Grievance Services Portal
<b>ADM</b>	Additional District Magistrate	<b>ECI</b>	Election Commission of India	<b>NOTA</b>	None of the Above
<b>ALMT</b>	Assembly Level Master Trainer	<b>EDC</b>	Election Duty Certificate	<b>NSS</b>	National Service Scheme
<b>AMF</b>	Assured Minimum Facilities	<b>EEM</b>	Election Expenditure Monitoring	<b>NVSP</b>	National Voter's Service Portal
<b>ARO</b>	Assistant Returning Officer	<b>ENCORE</b>	Enabling Communications on Real-time Environment	<b>NYK</b>	Nehru Yuva Kendra
<b>ATM</b>	Automatic Trilling Machine	<b>EP</b>	Election Petition	<b>PB</b>	Postal Ballot
<b>AVCO</b>	Absentee Voters of COVID-19 (category)	<b>EPIC</b>	Electors Photo Identity Card	<b>PC</b>	Parliamentary Constituency
<b>AVES</b>	Absentee Voters of Essential Services	<b>ESC</b>	Expenditure Sensitive Constituency	<b>PO</b>	Polling Officer
<b>AVPD</b>	Absentee Voters of PwD (category)	<b>ESP</b>	Expenditure Sensitive Pocket	<b>PRO</b>	Presiding Officer
<b>AVSC</b>	Absentee Voters of Senior citizen (category)	<b>ETPBS</b>	Electronically Transmitted Postal Ballot System	<b>PS</b>	Polling Station
<b>BLO</b>	Booth Level Officer	<b>EVM</b>	Electronic Voting Machine	<b>PSU</b>	Public Sector Undertaking
<b>BU</b>	Balloting Unit	<b>FIR</b>	First Information Report	<b>PWD</b>	Person with Disabilities
<b>CAPF</b>	Central Armed Police Force	<b>FLC</b>	First Level Checking	<b>RO</b>	Returning Officer
<b>CCTV</b>	Closed Circuit Television	<b>FST</b>	Flying Squad Team	<b>SDM</b>	Sub Divisional Magistrate
<b>CEO</b>	Chief Electoral Officer	<b>GPS</b>	Global Positioning System	<b>SLMT</b>	State Level Master Trainer
<b>CMS</b>	Complaint Monitoring System	<b>HDMI</b>	High Definition Multimedia Interface	<b>SLU</b>	Symbol Loading Unit
<b>CPF</b>	Central Police Force	<b>HF</b>	High Frequency	<b>SOP</b>	Standard Operating Procedure
<b>CSV</b>	Classified Service Voter	<b>I&amp;B</b>	Information & Broadcasting	<b>SP</b>	Superintendent of Police
<b>CU</b>	Control Unit	<b>IMFL</b>	Indian-made Foreign Liquor	<b>SST</b>	Static Surveillance Team
<b>DCRC</b>	Dispersal Center & Reception Center	<b>IPC</b>	Indian Penal Code	<b>SVEEP</b>	Systematic Voters' Education and Electoral Participation
<b>DEMC</b>	District Expenditure Monitoring Committee	<b>IT</b>	Information Technology	<b>T&amp;A</b>	Training & Awareness
<b>DEMP</b>	District Election Management Plan	<b>MCC</b>	Model Code of Conduct	<b>U/S</b>	Under Section
<b>DFMD</b>	Door Frame Metal Detector	<b>MCMC</b>	Media certification & Monitoring committee	<b>VHF</b>	Very High Frequency
<b>DIO</b>	District Information Officer	<b>MLA</b>	Member of Legislative Assembly	<b>VM</b>	Vulnerability Mapping
<b>DLMT</b>	District Level Master Trainer	<b>MP</b>	Member of Parliament	<b>VST</b>	Video Surveillance Team
<b>DM</b>	District Magistrate	<b>NCC</b>	National Cadet Corps	<b>VVPAT</b>	Voter-verified Paper Audit trail

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# GENERAL



## 1.1. DOs

1. Check all latest instructions, Manual, Guidelines ,and Handbooks etc. and make them available to all concerned RO/AROs.
2. Form 16 Cells/Units as prescribed by the Commission and train them accordingly before announcement of election.
3. Hold meetings with political parties for Electoral Rolls, MCC, Rate Chart, Expenditure Monitoring, Polling Stations, EVM/VVPAT, Strong Rooms & counting arrangements.
4. Maintain records of all notices of meetings, detailed proceedings and recording of attendance of stakeholder meetings as above and processes catalogue them with indexes for future access and retrieval.
5. Ensure formation of sectors and appointment of Sector Officers and Zonal Magistrates.
6. Ensure civil and Police Sector coordination.
7. Send proposal for Magisterial powers including for Zonal Magistrates, FST/SST etc. to CEO.
8. Plan for FLC/Commissioning/Dispatch Center and Receipt Center Send proposals of Strong Room/Counting center to CEO after jointly inspection with police authorities.
9. Form MCC teams and other teams keeping in mind 3 years restrictions for election related officials in the district and home district.

10. Analyze previous election data and prepare DEMP considering current status of development of roads, communications infrastructure etc.
11. Strengthen Cells for collection, preparation and timely dissemination of different Reports.
12. Prepare election planner and calendar in consonance with the planner and calendar of the ECI/CEO office.
13. Ensure all ECI instructions on preparation of Electoral Roll in Election Year are being adhered to.
14. Ensure availability of adequate infrastructure i.e. hardware/software and connectivity etc at DEO/RO offices.
15. Formulate Risk Management Plan and District Disaster Management Plans for the district.



## 1.2. DON'Ts

1. Don't depend on old study material.
2. Don't make Dispatch Center/Receipt Center clumsy by arranging too many Assembly Constituencies very closely or in a confined venue.
3. Don't forget to meet frequently with various stakeholders and maintain detailed records of proceedings.

# POLLING STATIONS



## 2.1. DOs

1. Ensure Physical verification of all polling stations well in time to avoid last minute changes.
2. Send proposals for change of location of polling station buildings/rationalization of polling stations, as well as for setting up of auxiliary polling stations to CEO in consultation with the political parties.
3. Provide final approved lists of polling stations to political parties as per ECI instructions.
4. Ensure that polling stations have been duly equipped with ramps and AMFs.
5. Publish a fresh list of Polling Stations for delimited constituencies as approved by the ECI in terms of Sec. 25 of Representation of the People Act, 1951.
6. Where number of electors exceeds 1500 electors, set up Auxiliary PS in same premises except in unavoidable circumstances.
7. Ensure wide publicity through all possible modes for finally notified Polling Stations, change of location of Polling Station buildings and their nomenclature etc.
8. Send modification/change in the list of Poling Stations if building of existing PS is badly damaged, building is not available for poll due to any other reason or any natural calamity after final publication of list of Polling Stations.

9. Ensure printing of sufficient copies list of Polling Stations for contesting candidates, political parties, RO, AROs, various cells of DEO office, Police, Observers, CEO, sale, reserve etc.
10. Make arrangements at PS for poll - Necessary furniture and infrastructure for poll.
  - a. Prepare a list of Phone No. of P.Ss. or nearest phone number. (Communication Planning)
  - b. Requisitioning of building - If necessary, take action U/S 160/166 of RP Act 1951.



## 2.2. DON'Ts


1. Don't send proposal of polling stations for approval without consultation with political parties.
2. Don't forget to display new signage of polling station as per the approved PS number/name by the Commission.
3. Don't forget to publicize the division of electors between main and auxiliary PS.
4. Don't allow office of any political party within 200 meters radius of PS.
5. Don't forget to arrange a Voter Assistance Booth in multi booth premises.
6. Don't take poll in any other building/room which is not notified by the ECI as a Polling Station.
  - a. Don't locate polling station in police station, hospital, temples and places having religious significance.
  - b. Avoid private buildings as Polling Station as far as possible.

# ELECTORAL ROLLS



## 3.1. DOs

1. Ensure adherence to time schedule notified by the Commission for preparation of ER for conduct of election including timely disposal of claims and objections by the ERO and test check of claims and objections.
  2. Ensure preparation of working copies of Electoral Rolls as follows- Working copies of rolls shall be prepared by the RO - preparation be ensured till departure of polling teams. Ensure preparation of adequate numbers of copies of electoral rolls for
    - a. Candidates of recognized political parties - One each.
    - b. Polling Party - 4 sets to each party including marked copy in sealed cover.
    - c. Sector Officer /BLOs
    - d. Safe custody of DEO/RO
    - e. Reserve
    - f. RO of PC for nomination (four authenticated sets of Electoral Rolls)
  3. Ensure preparation of Copies of Electoral Rolls & Voter Information Slips as follows-
    - a. Recognized political parties to be given two copies of supplement of continuous updation after final publication within 3 days after date of withdrawal. In case rolls are reprinted after final publication, one complete set should be supplied to recognized political parties.
  4. Make arrangement of roll printing considering cutoff date. Roll to be updated till the last date of nomination.
  5. Ensure timely distribution of EPICs to electors before poll.
  6. Take all measures to secure the electoral database and avoid any unnatural inclusion/deletion.
    - a. Call meeting of political parties and explain the schedule of rationalisation of Polling Stations and preparation/publication of electoral roll.
    - b. Prepare Format 1 to 8 to check the health of the electoral roll and ensure submission to CEO office as per schedule.
    - c. Ensure that list of all the claims and objections received are put up on the CEO website and copies thereof are supplied to political parties.
- a. A separate and part wise electoral roll in alphabetical order, preferably in English - For use at Voter Assistance Booth especially where there are multiple polling stations at the same location.
  - b. PS wise list of absentee voters in roll, both, with family and without family linkage - This will be used for identification of critical PSs also.
  - c. List of Absentee/Shifted/Dead/Proxy (CSV) voters to be prepared and given to the polling party.
  - d. Voters information slips, wherever available, to be distributed at least one week or as directed by the ECI, before the poll day.

- 
- a. Conduct Super checking for the verified entries as per the instructions of the Election Commission.
  - b. Check flagging of person with disabilities/VIP electors in the electoral database.
7. Catalogue and index all records of proceedings of meeting with political parties, along with attendance register, for future reference and retrieval.

### 3.2. DON'Ts

1. Don't forget to get returned undistributed slips back to RO.
2. Don't forget to print an alphabetical roll locator for required polling stations.
3. Don't delay marked copies preparation, otherwise bagging will be affected.
4. Don't forget to check existence of names of marked electors (i.e. MP, MLA & Other dignitaries) in the electoral rolls
5. Don't allow final publication of electoral roll without prior approval from the Election Commission
6. No deletions on the grounds of death and shifting shall be made without processing Form-7 during election year.
7. No decision on claims and objections should be done without prior to 7 clear days of publication of notice.
8. No deletion should be done without serving of personal notice to the person whose name is proposed to be deleted.
9. No deletion, modification, transposition will be carried out after the announcement of elections.

# EVMs & VVPATs



## 4.1. DOs

1. Assess requirement of EVMs, VVPATs and other election material 6 months before poll.
2. Place Procurement orders for the consumable material required for EVMs and VVPATs at least 5 months before poll.
3. Ensure sufficient storage space for EVMs and VVPATs.
4. Install fire extinguisher at FLC center, Warehouse, Strong room.
5. Disconnect electricity inside the room/hall having EVM/VVPAT after sealing.
6. Seal all other doors/windows (except entry/exit door) using brick masonry or concrete.
7. Ensure videography of opening and closing of warehouse/strong room at each instance.
8. Maintain a Log Book for each entry and exit.
9. Maintain Duty Roster of security personnel.
10. Invite representatives of National, State Recognized Political Parties & candidates also while sending or receiving EVMs and VVPATs from warehouse/strong room/FLC hall.
11. Install Door Frame Metal Detector (DFMD) at FLC center.
12. Ensure webcasting of FLC process and share links with CEO and ECI.
13. Intimate in writing FLC schedule to National and State Recognized political parties.
14. Share list of EVMs and VVPATs taken out for T&A with National and State Recognized Political Parties after completion of FLC with proper acknowledgment.
15. Re-introduce T&A EVMs and VVPATs as Poll Day Reserve after de-novo FLC, randomization, candidate setting etc.
16. Ensure provision of paper shredder machine at FLC/Commissioning center for shredding of VVPAT slips.
17. Ensure to keep records of proceedings and attendance registers of meetings with or consultations with or presence of political parties / candidates for every specified stage of EVM/VVPAT deployment life cycles like opening/ closing of warehouses/ strong rooms, transportations, awareness schedules, training schedules, FLC, sealing, route charts etc.





## 4.2. DON'Ts (to be ensured by DEO)

### 1. General

- a. Don't allow the units to be handled by any unauthorized personnel/staff
- b. Don't move/keep/store EVM/VVPAT in any unauthorized place.
- c. Don't shift any EVM/VVPAT without making an entry in EMS.
- d. Don't leave any EVMs/VVPAT without 24X7 security.
- e. Don't damage any seal of the BU, CU & VVPAT.
- f. Don't burn any VVPAT slips.
- g. Don't position the EVM & VVPAT near open window or any direct light/high-illumination source.
- h. Don't move/shift the units anywhere during the period from - Commissioning to the Counting Day - except EVMs & VVPAT required for use in poll.
- i. Don't leave EVMs and VVPATs unattended.

### 2. During storage of EVMs and VVPATs

- a. Don't open and close EVM warehouse without intimation and participation of the representatives of National and State Recognized Political Parties
- b. Don't keep other material whether election related or not (except the documents / materials prescribed by the Commission) with EVM and VVPAT.
- c. Don't store EVM and VVPAT at any place below the Tehsil Headquarters level.
- d. Don't keep various models of EVM and VVPAT in same room/hall of the warehouse.

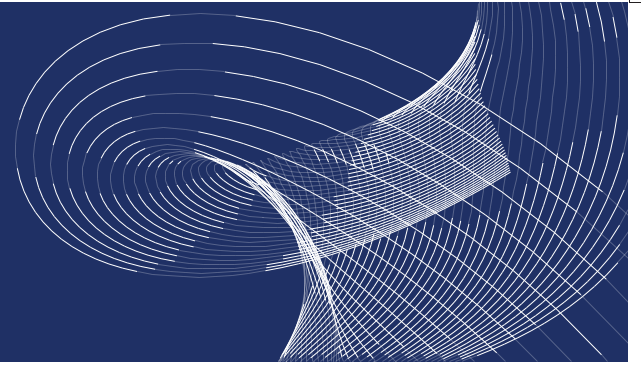
- e. Don't keep/mix EVMs and VVPATs of other election management bodies (viz. State Election Commission etc.) with ECI EVMs and VVPATs.
- f. Don't make EVM & VVPAT warehouse in the Educational Institute.
- g. Don't open the strong room/warehouse having EVMs and VVPAT pertaining to Election Petition for any purpose without approval of the Court concerned.

### 3. Transportation

- a. Don't transport EVM and VVPAT without GPS/Mobile app-based tracking.
- b. Don't transport EVM and VVPAT in un-containerized vehicles.
- c. Don't transport EVM and VVPAT without armed security.
- d. Don't transport VVPAT in unlock position of the paper roll knob (vertical position).
- e. Don't forget to coordinate with the CEO, DEOs and police authorities concerned in case of Factory to State, State to Factory, Inter-State and Intra-State transportation of EVMs and VVPATs.
- f. Don't forget to intimate National/State political parties/ candidates regarding transportation schedule of EVM/VVPAT.

### 4. First Level Checking

- a. Don't allow to take any electronic device/equipment inside FLC Hall except items permitted by ECI.
- b. Don't allow any person to enter/Exit FLC hall without proper frisking.
- c. Don't forget to dispatch the FLC rejected Units to the factory for repairs within 7 days after completion of FLC.

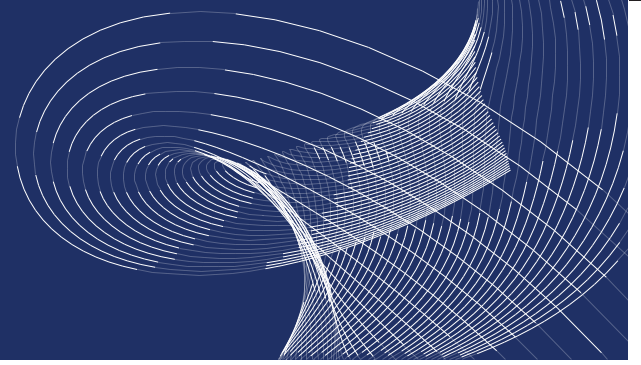


- d. Don't forget to mark FLC OK, FLC rejected unit in EMS on a daily basis.
- e. Don't forget to conduct mock poll in 5% randomly selected EVMs & VVPATs (1200 votes in 1% EVMs, 1000 votes in 2% EVMs and 500 votes in 2% EVMs).
- f. Don't forget to paste pink paper seal on FLC OK CU.
- g. Don't use real election symbol during FLC, demonstration and Training & Awareness.
- h. Don't leave VVPAT slips generated during FLC/T&A without shredding on daily basis.
- i. Don't forget to install fire extinguisher at FLC centre, Warehouse, Strong room.
- j. Don't appoint FLC Supervisor below the rank of Deputy District Election Officer.
- k. Don't forget to submit FLC Preparedness Certificate before starting FLC.
- l. Don't forget to barricade and sanitize FLC area by police.
- m. Don't allow entry to FLC hall without production of Identity Card issued by DEO.
- n. Don't forget to install TV/Monitor display with HDMI input for each SLU under use in FLC hall.
- o. Don't forget to display a copy of FLC SoP in FLC Hall.
- p. Don't allow any person/official except authorized staff and engineers of Bharat Electronics Limited and Electronics Corporation of India Limited, as the case may be, to conduct FLC.
- q. Don't keep FLC OK and FLC Reject EVM and VVPAT in the same strong room.
- r. Don't forget to share list of FLC OK units with National and State Recognized Political Parties after completion of FLC with proper acknowledgment.

- s. Don't share FLC webcast link with unauthorized persons.
- t. Don't forget to close FLC OK strong rooms with double locks every day in presence of FLC Incharge and representative of political parties.

## 5. Training & Awareness

- a. Don't forget to mark those EVM and VVPAT in EMS as 'Training/Awareness'.
- b. Don't forget to paste a yellow colour sticker mentioning Training /Awareness on T&A EVMs.
- c. Don't take out T&A EVMs more than 10% of total number of PS in the district.
- d. Don't use units without FLC OK sticker for T&A.
- e. Don't use real election symbol during Training and Awareness.
- f. Don't keep T&A units in FLC Strong Room or vicinity of FLC OK Strong Room, but in separate designated warehouse/nearby training areas under security.
- g. Don't forget to share the information of the designated warehouse with political parties/candidates to keep T&A EVMs and VVPATs.
- h. Don't forget to destroy VVPAT slips generated during Training and Awareness on daily basis.
- i. Don't operate EVM Demonstration Centre(s) set up at DEO, RO Headquarters/ Revenue Sub-Division Offices and mobile demo vans after announcement of election by ECI.
- j. Don't do EVM/VVPAT awareness program in open space.
- k. Don't forget to ensure 100% coverage of polling stations under awareness programme.



## 6. Randomization

- a. Don't forget to intimate in writing 1<sup>st</sup> Randomization and 2<sup>nd</sup> randomization schedule to National and State Recognized Political parties/candidates with proper acknowledgment.
- b. Don't allocate EVMs and VVPATs AC-wise unevenly during 1<sup>st</sup> Randomization.
- c. Don't allocate Ballot Units more than Control Units during 1<sup>st</sup> Randomization.
- d. Don't forget to enter receipt of EVM and VVPAT, AC-wise, in EMS by scanning after 1<sup>st</sup> Randomization.
- e. Don't forget to share the list of 1<sup>st</sup> Randomized EVMs and VVPATs (AC-wise) to each recognized political party and obtain written acknowledgement.
- f. Don't forget to share the list of 2<sup>nd</sup> Randomized EVMs & VVPATs (PS-Wise) and reserve units along with the list of 1<sup>st</sup> randomized EVMs & VVPATs to all candidates under written acknowledgement.

## 7. Commissioning

- a. Don't forget to intimate in writing the schedule and venue for commissioning of EVMs & VVPATs to the contesting candidates.
- b. Don't forget to videograph all the processes of preparation and commissioning.
- c. Don't forget to deploy security of armed police force round the clock with 24x7 CCTV coverage at entry and exit point of hall for preparation.
- d. Don't forget to put DFMD outside the hall.

- e. Don't forget to ensure proper frisking at every entry and exit.
- f. Don't forget to get every ballot paper signed by the RO on the back before placing on the BU panel.
- g. Don't forget to check the correct alignment of ballot paper by affixing it on ballot unit.
- h. Don't forget to unmask all candidates button including NOTA button.
- i. Don't forget to install visual display unit along with symbol loading unit, during loading of symbols in VVPATs.
- j. Don't forget to restrict unauthorized entry into the commissioning hall.
- k. Don't forget to maintain logbook.
- l. Don't forget to destroy VVPAT slips through shredder on a daily basis.

## 8. After Counting

- a. Don't leave batteries inside CUs before storing them in the strong room after counting of votes.
- b. Don't store more than one AC machines in the same strong room after completion of poll and counting of votes till the completion of EP period.
- c. Don't open the strong room till the completion of EP period i.e. till EP list is received from respective High Court and directions from CEO.
- d. Don't forget to remove VVPAT slips from all VVPATs after counting of votes before storing VVPAT in the warehouse.

# MANPOWER MANAGEMENT



## 5.1. DOs

1. Assess requirement of staff considering various categories of officers/officials.
2. Deploy Staff from authorities prescribed by ECI.
3. Prepare database of all employees of Central Govt./State Govt, Central/State PSUs, Govt. Companies in Software, supplied by CEO Office.
4. Ensure grouping and formation of polling parties as follows –
  - a. PrO and POs to be classified on the basis of pay, post and rank.
  - b. PrOs should preferably be Gazetted Officers and or working in supervisory capacity.
  - c. Proper mix of personnel.
  - d. One PrO + three Pos in a polling party. In case of simultaneous elections for Vidhan Sabha & Lok Sabha the norm is One PrO + 5 POs.
5. Ensure Randomization of poll personnel as per the following three stages:
  - a. First stage – To identify and select required number of polling personnel for district including 40% reserve.
  - b. Ensure proper and timely dispatch of appointment orders of polling personnel.
  - c. Second stage – Polling parties are formed. AC may be known but actual PS will not be known. Observers must be present. This randomization not to

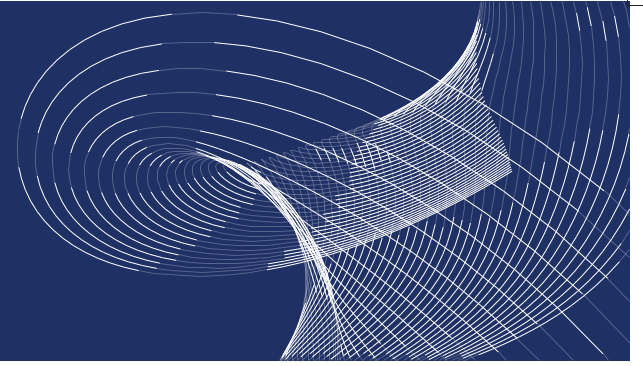
be done before 6/7 days from the day of poll.

- d. Third stage – 24 hours before dispersal of polling party, allocation of PS will be done. Presence of observers is must. List to be disclosed at the time of dispersal only.
6. Ensure Polling personnel welfare measures such as boarding, lodging, drinking water, hygienic food etc. at dispatch and collection centre as well as at polling station.
7. Special provisions for women officials and person with disabilities should be kept in mind while allocating duties to the polling personnel.
8. Separate database should be prepared and randomization should be done for micro observers in consultation with the observer.
9. Make arrangement of speedy payment of remuneration, DIET money, ex-gratia compensation etc. to the polling personnel.



## 5.2. DON'Ts

1. Don't deploy officials/ staff for election duties from exempted categories.
2. Don't strain too much on a particular department/ organization, while deputing the staff on election duty.
3. Don't breach the seniority while forming polling party.



4. Don't put two officials from same Department/Office together.
5. Don't forget to send Certificate regarding formation of polling parties on the basis of three stage randomization process to CEO.
6. Don't allow to engage children for any work connected with the election process like campaigning, carrying campaigning materials etc.
7. Don't deploy Polling/Security personnel in home AC or AC wherein he is posted.
8. Don't forget to arrange various colour coded Identity Cards for all personnel, candidates and agents.



# MATERIAL MANAGEMENT



## 6.1. DOs

1. Check and update prescribed list of all items required.
2. Make list of items to be procured from CEO office and items to be procured at district level. Assessment of requirement of statutory and non-statutory Forms and other stationery to be made 80-90 days before the day of poll.
3. Make proper assessment of requirement of materials on the basis of number of PS including auxiliary, sectors as per the prescribed scale (including reserve), considering the available reusable valid materials.
4. Prepare easily detachable booklet with all prescribed Forms/signage for polling parties.
5. Maintain register at all level on issuance and distribution of materials.
6. Start Procurement process at district level well before the announcement of election.
7. Ensure proper distribution & receipt of all items to the Presiding Officers as per the check list at DCRC through designated counters.



## 6.2. DON'Ts

1. Don't use stock of Indelible ink older than 6 months.
2. Don't keep bagged material in hot area or under sun, materials such as candles, sealing wax.
3. Don't forget to open a counter at Distribution center for material replacement/to give the missed items.
4. Don't use expired consumables for poll.

# TRAINING MANAGEMENT



## 7.1. DOs

1. Prepare detailed training calendar at least 6 months before poll.
2. Include training for DLMT/ALMTs, Sector Officer/Magistrates, RO/AROs, Police, Political Parties, Media personnel, EEM teams, Candidates and their agents, Polling Personnel, Counting Personnel, various Cells Personnel, DCRC Personnel, BLO/BLO Supervisors, Micro Observers, IT Personnel, MCC Monitoring Teams.
3. Use developed and standardized training modules of CEO office.
4. Identify venues, master trainers considering each batch of trainees not more than 50.
5. Arrange hands-on training on EVM/VVPAT and filling up of various statutory Forms/registers/ reports.
6. Ensure arrangement of videography of training process.
7. Arrange counter for postal ballot papers/EDC.
8. Setup Facilitation Centers for Postal Ballot by election duty staff.
9. Ensure provision of audio/video, demonstration facilities at all training venues.
10. Ensure your personal presence at all training venues as far as possible.

11. Ensure proper facilitation for reporting and attendance of polling personnel at training venue.
12. Ensure proper training on all IT applications.
13. Ask polling staff to bring photographs and also arrange a photographer at the training venues for the election staff to get photos for their identity cards.



## 7.2. DON'Ts

1. Selection of training Venues – Don't put more than 50 persons to be trained together in one batch.
2. Don't forget to sensitize the polling personnel about the special needs of the disabled, for courteous behavior towards them and for providing necessary support to them at PS.
3. Don't forget to arrange evaluation after the training.
4. Don't forget to emphasize on clearance of mock poll data on poll day, EVMs & VVPATs replacement protocol.
5. Don't forget to emphasize on DOs and DON'Ts of EVMs & VVPATs.
6. Don't take attendance while training sessions are going on.

# TRANSPORTATION



## 8.1. DOs

1. Assess the actual requirement of vehicles for smooth conduct of election.
2. Make Transport arrangements for the Observers, Area Magistrate/Zonal Magistrate, Polling parties, Sector Officers, Micro Observers, Asstt. Expenditure Observer, Flying Squads, SSTs, VSTs, Police forces (State and Central), Teams for observance of model code, Videographers/Cameramen carrying digital cameras and Various Cells related to Election work and transportation of EVMs & VVPATs.
3. Prepare updated Route Chart as per present status of road connectivity.
4. Prepare Route Chart for every PS and give copy to polling party and Sector Officers. Route Chart must indicate the distance of last polling station from HQ – Routes must be plotted on constituency map also.
5. Ensure requisitioning of vehicles, Private and Government both (Sec. 160 of RP Act, 1951) as per requirement.
6. Check if any boats, helicopters or such other means of transportation would be necessary to be deployed, and whether any special preparations/precautions would be required in eventuality of rains or other such events.
7. Ask all the vehicle owners to furnish data about drivers/conductors/cleaners including their enrollment details in electoral roll in advance.

8. Do color coding of signages of vehicles in the DCRC having more than 1 AC. Ensure that vehicles carrying EVMs/VVPATs are GPS fitted.
9. Ensure that all vehicles in use for election duty should be properly labeled.
10. Ensure that vehicles to be requisitioned from all agencies should be made available in good condition to avoid any breakdown.



## 8.2. DON'Ts

1. Don't forget to brief the fueling stations about the fuel requirements with probable dates.
2. Don't forget to ensure cleaning of vehicle before taking polling parties.
3. Don't requisition vehicles of exempted Departments/Institutions.

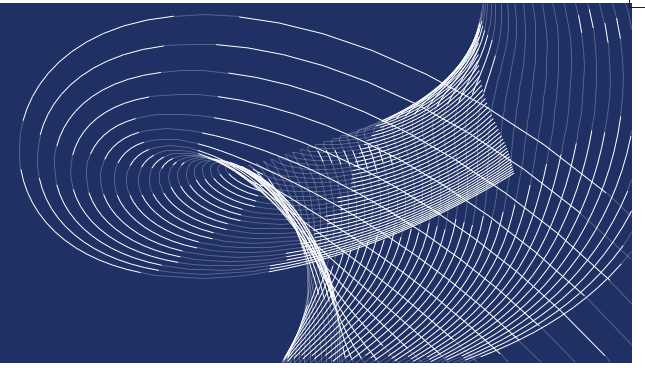


# SOP FOR 72 Hrs FROM ANNOUNCEMENT




## 9.1. DOs

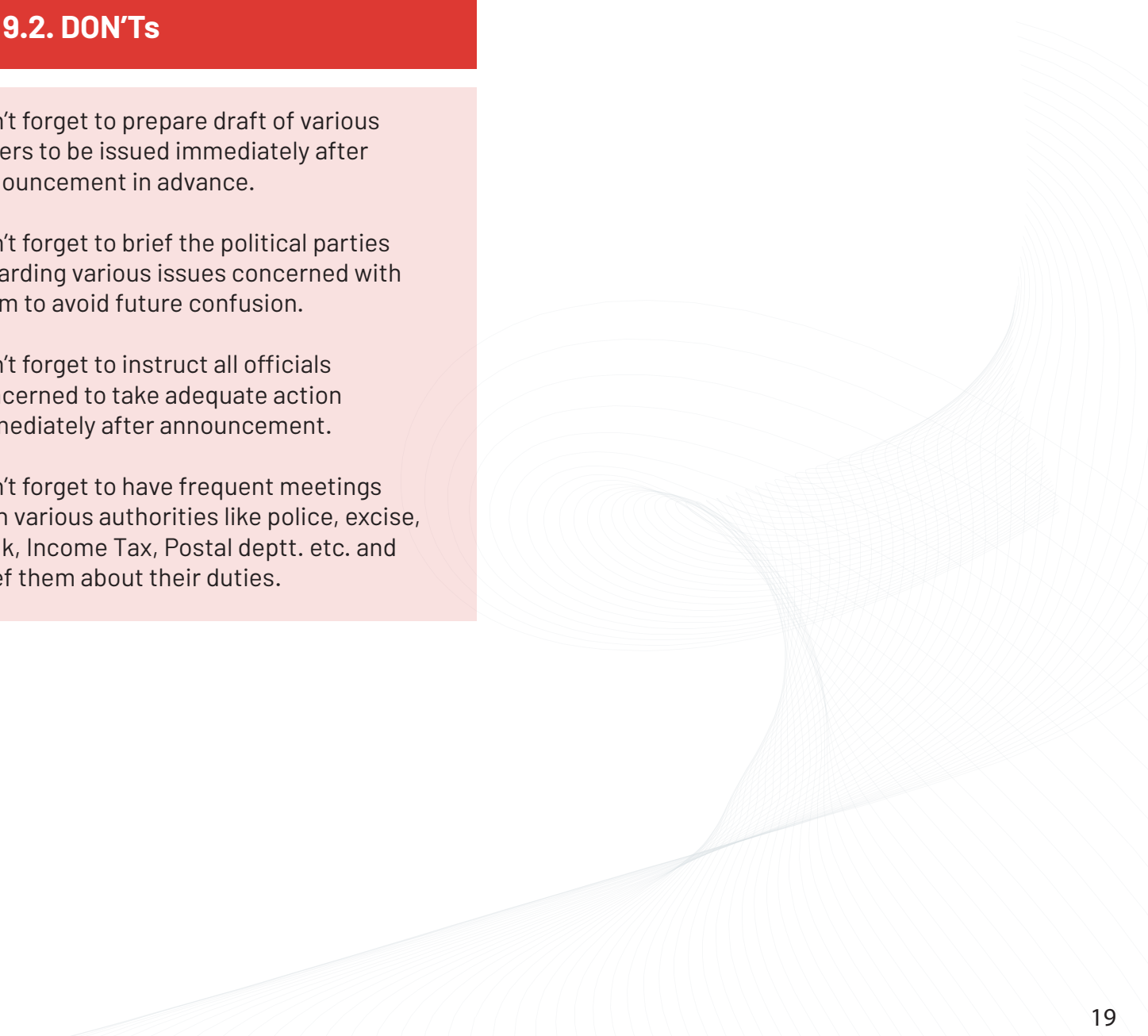
1. Hold press meet on the day of Press Release for announcement of schedule of election and explain provisions of Sec. 77(1) and 127A of RP Act, 1951 and Sec. 171 H of IPC.
2. Inform all the printing presses within 3 days of announcement of election in writing by the District Magistrate to furnish information and printed material as required U/S 127A of RP Act 1951.
3. Hold a meeting with all the recognized National and State Level political parties within 3 days of announcement of elections by the Commission. In this meeting, explain all the legal provisions and instructions.
4. After the announcement of elections, make an appeal in print and electronic media for the benefit of general public about the monitoring mechanism of election expenditure (with a mention of Sec 171 B & 171 C of IPC) which has been put in place during election process.
5. Ban on carrying of Licensed Arms: Prohibitory orders under Section 144 of the Criminal Procedure Code, 1973 shall be issued banning the carrying of licensed arms as soon as an election is announced and should be effective till the declaration of results.
6. Ban on issue of License of Arms: Issue of license for arms should be prohibited during the period commencing with the date of announcement of elections till the completion of the election as notified.
7. Immediately after the announcement of elections, make a detailed and individual review and assessment of all license holders so that licensed arms in those cases where considered essential are impounded in order to ensure maintenance of law and order for conducting free and fair elections. Screening Committee for review and assessment of all license holders shall consist of the District Magistrate and the Superintendent of Police. In the Commissionerate area, it shall consist of the Commissioner of Police and Joint/Additional Commissioner of Police (Admin.). The decision taken by the Screening Committee shall be final.
8. Arrange meeting with banks
  - a. for facilitation in opening bank account by candidates and issuing cheque books.
  - b. for sending suspicious transaction report exceeding Rs.10 Lakh.
  - c. for explaining the procedure to be followed for ATM Vans as per guideline of Ministry of Finance.
9. Ensure compliance of provisions related to Defacement of Property:
  - a. All wall writings, posters/papers or defacement in any other form, cutouts /hoardings, banners, flags etc., on Government property shall be removed within 24 hours from the announcement of elections.
  - b. All unauthorized political advertisement, in the form of wall writing/posters/papers of defacement in any other form, cutouts/hoardings,



10. Prevent misuse of official vehicles - There shall be a total ban on use of official vehicle by any political party, candidate or any other person connected with election (except officials performing any election related official duty) for campaigning, electioneering or election related travel during elections (subject to certain exceptions mentioned in the relevant instructions).
11. Take immediate action to remove/stop any advertisement, in the print/electronic media, showing the achievements of the Government soon after the announcement of elections.
12. Ensure removal of all references of Ministers, Politicians or political parties available on central/state government's official website.
13. Within 72 hours of announcement of elections, obtain the following list of works for reference in case of validating any complaint on violation of MCC:
  - a. List of works which have already been started on ground.
  - b. List of fresh works which have not started on ground.
14. Ensure immediate action for Expenditure Monitoring and enforcement of MCC through Flying squads, VST, video viewing team, intensive checking for liquor/Cash/contrabanned drugs, flying squads of excise department to check illicit trafficking of Drug/Narcotics etc.
15. Ensure that the toll-free number of contact center i.e. 1950 is functional.
16. Ensure that all IT applications including official website are updated and operational with the announcement.
17. Ensure dissemination of information for Awareness of Voters and political parties- Publicity of major election activities would be given through DEO/RO through radio, TV, cinema, social media etc.
18. Make efforts for creating awareness among the voters, political parties and other stakeholder through media center about election system including use of EVM/VVPAT.
19. Ensure that Media Certification and Monitoring Committee (MCMC) should start functioning immediately on announcement for pre-certification of political advertisements proposed to be issued on electronic media.
20. Activate the 24x7 control room at district level immediately with sufficient deployment of manpower and other logistics.
21. Ensure ban on issue of fresh liquor license after announcement of elections.
22. Ensure finalization of first list of vulnerability and criticality within 03 days from the announcement of election.
23. Ensure that SUVIDHA facility should be functional with mapping of various facilities, immediately after announcement of election for granting of permission to the Political Parties and contesting candidates.

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24. Ensure training on different IT applications to the various stakeholders.
  25. Ensure notification of rate chart of various expenditure items in consultation with political parties within three days of announcement of elections.

## 9.2. DON'Ts


1. Don't forget to prepare draft of various letters to be issued immediately after announcement in advance.
  2. Don't forget to brief the political parties regarding various issues concerned with them to avoid future confusion.
  3. Don't forget to instruct all officials concerned to take adequate action immediately after announcement.
  4. Don't forget to have frequent meetings with various authorities like police, excise, bank, Income Tax, Postal deptt. etc. and brief them about their duties.
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# NOMINATION



## 10.1. DOs

1. Brief the political parties in advance on the process of Nomination, Form A, B submission, Form 26, criminal antecedents etc. including facility for online filling of nomination & deposition of security money.
2. Inspect places of nominations at identified RO/ARO level and its necessary arrangements like clock, signages, CCTV, video camera, space capacity, seating arrangement, fees deposition, fixture/ furniture etc.
3. Train the RO/ARO team on nomination issues/procedures.
4. Provide all latest instructions on nomination to ROs/AROs.
5. Provide the RO/ARO the latest symbol orders of the Commission.
6. Provide the RO/ARO the latest list of disqualified persons.
7. Ensure availability & procurement of Election Expenditure Registers.
8. Arrange pre- checking of Form-1 (Notice of Election) to be issued by RO as per schedule of ECI.
9. Ensure issue of copy of notification of rate chart of various items to every nominated candidate after obtaining acknowledgement.
10. Ensure sending of nomination reports on prescribed formats to CEO every day.
11. At the earliest, consolidate all affidavits in Form-26 and make available their copy to any applicant on nominal payment of copying charges and also upload Form-26 on CEO website within 24 hours.
12. Ensure nomination data entry in ENCORE on the day of receipt of nominations.
13. Encourage online data entry of nomination by candidates.
14. Ensure Form A and Form B are accepted only when received by the Returning Officers by 3:00 PM on the last day of nomination.
15. Ensure that the preliminary examination of nomination papers is done from the technical standpoint and checklist is given to the presenter of the nomination Forms with respect to the gaps in the nomination papers filed.
16. Ensure that the copies of nomination papers filed by each candidate along with the affidavit are displayed on the notice board of the RO office on the same day of receiving nomination.
17. Ensure that the consolidated list of nominated candidates prepared in the prescribed Form is sent to the CEO after 3:00 PM on the last day of nomination.
18. Ensure that copies of the orders related to restriction of printing of posters and pamphlets under Section 127A of RP Act, 1951 is intimated to the candidate on the day of filing of nominations.

- 
19. Ensure that the scrutiny is done in proper way with sufficient time duration. After checking of spelling, alphabetical order should be ensured.
  20. Ensure RO is aware of 'Office of Profit' under the Government guidelines as per Judgment of Hon'ble Supreme Court (1971) 3 SCC 870.
  21. Ensure sending 2 copies of 'List of validly Nominated candidates', in Form-4, prepared after the scruting, to the CEO
  22. Arrange checking and submission of list of contesting candidates (Form-7A) to CEO office on the day of withdrawal, after finalization of list of contesting candidates.
  23. Monitor publication of criminal antecedent in 3 blocks as follows and submit report accordingly
    - a. Within first 4 days of withdrawal.
    - b. Between next 5th- 8th days.
    - c. From 9th day till the last day of campaign (the second day prior to date of poll).
  24. Ensure that after declaration of result, all nomination papers and other documents should be handed over to DEO for safe custody.



## 10.2. DON'Ts

1. Don't use old symbol order and old disqualification list.
2. Don't allow unauthorized gathering near nomination venue.
3. Don't forget to check the nomination venues personally or by some senior officers.
4. RO should not accept the nomination paper from anyone else other than the candidate or any one of his proposers.
5. Don't forget marking of Periphery of 100 meters of RO office.
6. Not more than 4 persons are allowed inside the RO office periphery along with the candidate at the time of filing of nominations.
7. Not to accept the nomination papers on public holidays and at a place and time which is not mentioned in the public notice (From-1).
8. Not more than 4 sets of nomination are accepted from a candidate.
9. Not more than 3 vehicles are allowed for a candidate within 100 meters of periphery of the ROs office at the time of filing of nominations.

# BALLOT PAPERS FOR EVMs



## 11.1. DOs

1. Form and Language of ballot paper for EVM –
  - a. Names of candidates shall be printed in the official language of the State concerned, and name of Constituency in English.
  - b. Names of candidates to be arranged in same order as they appear in list of contesting candidates (Form 7A) under 3 categories. The headings of categories not to be printed in ballots.
  - c. Ensure alignment of EVM ballot paper with the BU Buttons.
2. Assessment of requirement of ballot papers to be done on the following basis –
  - a. Number of Polling Stations + 12% Reserve.
  - b. 20 ballot papers per Polling Station for tendered ballot papers.
  - c. In addition to point (a) & (b) 10% of the above number may be printed extra for mutilation at the time of fixing the BPs in the B.U., defective BPs.
3. Printing of Ballot Papers as per detailed instructions sent by CEO –
  - a. The list of contesting candidates (Form 7A) to be sent on same day to CEO and Govt. Press.
  - b. Transport and security arrangements to be ensured.
  - c. Officer- Incharge printing will leave at once for printing with the relevant documents.



## 11.2. DON'Ts

1. Don't finalize the ballot printing place without the provision of strict security arrangement.
2. Don't allow starting of printing without thorough checking of proof of Ballot Papers.
3. Don't forget to get checked and verified various types of ballot papers by senior officer at the time of printing and immediately on receipt.
4. Don't allow prescribed colour paper of less than 75 GSM for ballot printing.
5. Don't transport Ballot Paper without standard security protocol.
6. Don't forget procurement of braille dummy sheet.

# POSTAL BALLOT PAPERS



## 12.1. DOs

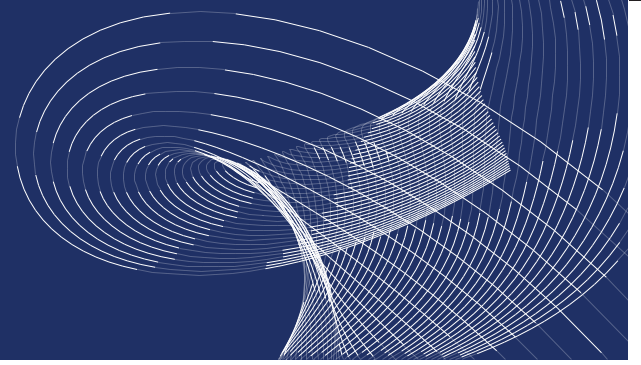
1. Voters entitled to vote by post -
  - a. Service Voters (including their spouse) - (except those who opted for proxy voting).
  - b. Special Voters - (including their spouse) who are holding declared offices.
  - c. Electors subjected to preventive detention.
  - d. Electors on election duty.
  - e. Absentee voters - AVSC, AVPD, AVCO, AVES.
2. Planning and identification of such persons should be made well in advance. Proper security arrangement has to be ensured.

### ETPBS to Service Electors

- i. Ensure timely generation of ETPBs for service electors immediately after date of withdrawal of nominations.
- ii. ETPBs for the service electors to be transmitted online by the RO concerned within 24 hours of time fixed for withdrawal of candidature.
- iii. The RO to appoint a Nodal Officer to supervise the entire process of transmitting and receiving of ETPBs to service electors.
- iv. Service electors, who opted for proxy voting, not to be issued ETPBs. Ensure to mark "CSV" against such voters in the last part of electoral roll.
- v. The entire process of transmission and receipt of ETPBs must be videographed.

### Postal Ballot Paper to other categories

- a. Ensure printing of postal ballot papers within 48 hours of time fixed for withdrawal of nominations.
- b. Ensure to receive applications from electors deployed on various election duties and absentee electors in prescribed Forms for issuance of postal ballot papers/EDCs.
- c. Ensure preparation of database as per applications received on prescribed Forms for postal ballot papers and EDCs.
- d. Ensure preparation of addressed covers (Forms -13-B and 13-C)", complete Form 13-D (Instructions) and keep Form 13-A (declaration) ready.
- e. Ensure marking of "PB/EDC" against the entry of elector in the marked copy of electoral roll to whom PB/EDC is issued.
- f. The RO to appoint a Nodal Officer to supervise the entire process of issuance and receipt of PB/EDC.
- g. Ensure setting up of AC wise facilitation centers for issuance and receipt of PB/EDC.
- h. The entire process of issuance of and receipt of PB/EDC must be videographed.
- i. Ensure proper arrangement of security and CCTV coverage at each facilitation center.
- j. Ensure to maintain logbook for opening and closing of strong rooms where postal ballot papers are being stored in safe custody.



- k. Ensure to convene advance meetings with district Postal authorities and request them for prompt delivery of postal ballot papers to the concerned RO on daily basis till 8 AM of day of counting.
- l. Ensure collection of Form 12D from absentee voters (AVSC, AVPD, AVCO, AVES) within five days of notification of election.
- m. Ensure preparation and training of sufficient number of teams along with security, videographer for capturing postal ballot of absentee voters (AVSC, AVPD, AVCO) at their homes/hospitals.
- n. Ensure preparation of schedule and route chart for polling parties for capturing postal ballot of absentee voters (AVSC, AVPD, AVCO) at their homes/hospitals and informing the voters and contesting candidates accordingly.
- o. Ensure issuance and collection of polled postal ballot papers from absentee voters (AVSC, AVPD, AVCO) by the polling teams and submission to RO on daily basis upto one day prior to the poll.
- p. Ensure appointment of ARO for collecting Form 13C containing PB and other documents.
- q. Ensure identification of postal voting center (PVC) within AC by RO for absentee voters (AVES).
- r. Ensure fixing of three dates for polling at PVC by RO and their intimation to the absentee voters (AVES) and contesting candidates.

## 12.2. DON'Ts

1. Don't forget to check the ETPB and obtaining approval from CEO before dispatch to service electors.
2. Don't allow to keep polled postal ballot papers in any place other than double lock with proper security protocol.
3. Don't forget to keep the printing press ready for emergency printing.
4. Don't consider the counting of postal ballots received later than the hour fixed for counting.
5. Don't forget to send/upload the daily report on receipt of polled postal ballot to CEO office.
6. Don't forget to warn the polling teams regarding maintenance of secrecy of vote at the time of home voting/facilitation center/PVC.

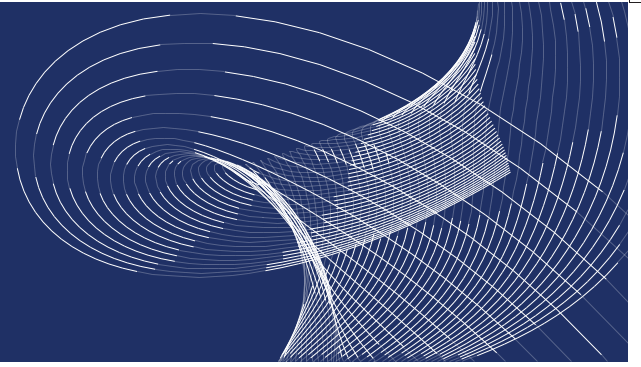


# GENERAL ARRANGEMENT FOR POLL



## 13.1. DOs

1. Prepare District Election Management Plan and District Risk Management Plan as per format prescribed by ECI.
2. District Security Plan to be prepared by SP in consultation with Observer/DEO/RO.
3. Communication Plan:
  - a. a) Prepare list of telephone numbers available in/nearby each PS along with particulars of contact persons/runners/police stations/police posts.
  - b. Prepare list of telephone numbers/
  - c. mobile numbers of PrOs, SOs, and Sector Magistrates.
  - d. Put all contact Nos. and details related to election officials and polling stations on DEO website.
  - e. Get details of shadow areas and mode of communication such as VHF/HF linkage and satellite phones to ensure connectivity with each PS on poll day where no landline/ mobile are available.
4. Counting Plan:
  - a. Identify the place for polled EVMs (A&B) and counting of votes.
  - b. Send proposals of counting centers through CEO to ECI for approval.
  - c. Assess the requirement of counting staff.
  - d. Ensure other logistic arrangements.
  - e. Media arrangements.
  - f. Security arrangements
  - g. Communication and furnishing the data.
- h) Law and order arrangements
5. Polling Staff Welfare Plan –Appoint Nodal Officer and ensure welfare arrangements of polling staff as per guidelines of ECI.
6. Assembly segment wise Election Plan
  - a. Details of PSs - Total number - categorization of PSs urban/rural/polling locations.
  - b. Sectors to be formed - one sector (cluster of PSs) should fall on one common road.
7. Sector Management Plan
  - a. Sectors to be formed in advance with appointment of Sector Officers.
  - b. Area of the Sector Officers/Zonal Magistrates and police mobile parties should be same.
8. SVEEP Plan – For all stages targeted activities to be planned.
9. Selection of buildings/premises for various activities –
  - a. For training classes to polling personnel etc.
  - b. For checking and preparation of EVMs and their storage.
  - c. For storage of EVMs to be used in training.
  - d. For FLC and storage of EVMs AC wise after first randomization.
  - e. For Dispatch centers.
  - f. For safe custody of polled EVMs and counting of votes.
  - g. For boarding and lodging of central forces / outside police forces



- h) For boarding and lodging of polling personnel, if required.
- 10. Control Room/ Helpline with toll free numbers – To be well equipped.
- 11. Complaint Monitoring Cell – appoint Nodal Officer (not below the rank of ADM) with adequate assisting staff for maintaining the complaint register and prompt disposal of complaints.
- 12. IT related activities – a technical team comprising at least one programmer and two data entry operators must be available full time at district level.
- 13. Election Expenditure Monitoring
  - a. Officers and staff and infrastructure or EEM teams.
  - b. Identification, Appointment and Training to various teams of Election Expenditure Monitoring.
- 14. Deputing staff and formation of various cells for general arrangements – Duties to be assigned for following Nodal Officer and concerned cells:
  - a. Nodal Officer for Manpower Management
  - b. Nodal Officer for Training Management
  - c. Nodal Officer for Material Management
  - d. Nodal Officer for Transport Management
  - e. Nodal Officer for Computerization, Cyber Security and IT
  - f. Nodal Officer for SVEEP
  - g. Nodal Officer for Law and Order, VM and Security Plan
  - h. Nodal Officer for EVM Management
  - i. Nodal Officer for MCC
  - j. Nodal Officer for Expenditure Monitoring
  - k. Nodal Officer for Ballot paper, Postal Ballot and ETPBS
  - l. Nodal Officer for Media
  - m. Nodal Officer for Communication Plan
  - n. Nodal Officer for Electoral Rolls
  - o. Nodal Officer for Complaints Redressal and Voter Helpline
  - p. Nodal Officer for Observers
- 15. Hold meeting with political parties/ Standing Committee as often as may be convenient after declaration of election.
  - a. Appeal to cooperate in the observance of model code of conduct for free and fair elections and to maintain law and order.
  - b. Minutes to be drawn.
  - c. Not to be used as mere formality.
- 16. Media Cell: –
  - a. Appoint Nodal Officer
  - b. Hold meetings with media.
  - c. Give Publicity about new guidelines regarding EEM and Paid News
  - d. Give information on nominations, affidavits, etc and other events.
  - e. Share other relevant information
  - f. Ensure Coverage on poll day and counting day
  - g. Ensure issuance of Authority letters.
- 17. Facilities for Observers – arrangements to be ensured:

- a. Boarding, lodging, transport and security arrangements.
- b. Stationary, wireless communication, guide and secretarial assistance to be provided.
- c. One telephone line with FAX facility.
- d. Give constituency maps, list of PSs, table of contents of electoral rolls, telephone numbers, booklet containing plan of election and counting of votes.
- e. No Guard of Honour
- f. Every Observer will be provided a-
  - Videographer from the day he reaches the constituency.
  - Liaison Officer familiar with the constituency along with other supporting staff.

18. Certain orders to be issued by the DM:

- a. Suspension of Arms license.
- b. Issue of prohibitory orders under section 144 Cr.PC in certain cases (If required).
- c. Issue of order under defacement of property (Prevention Act).
- d. Prohibition of sale of liquor (declaration of dry day).
- e. Order relating to use of loudspeakers.
- f. Inviting the attention of Govt. Servants towards relevant provisions of MCC and conduct rules.
- g. Sending proposal to CEO for vesting powers of special executive Magistrates under the relevant provisions of CrPC to certain officers.
- h. Issuing orders to the Petrol pump owners for keeping reserve stock of POL.

- i. Inviting the attention of Political Parties and candidates regarding compliance of Model Code of Conduct and ECI guidelines of Election Expenditure Monitoring.
- j. Appeal to general public about awareness regarding bribery, inducement etc. by candidates/political parties/any other person.

### 13.2. DON'Ts

1. Don't forget to keep the information booklet ready for Observers.
2. Don't forget to get Communication Plan updated through dry run 1-2 day before poll day.
3. Don't forget to check whether 1950 is functioning properly.

# LAW AND ORDER

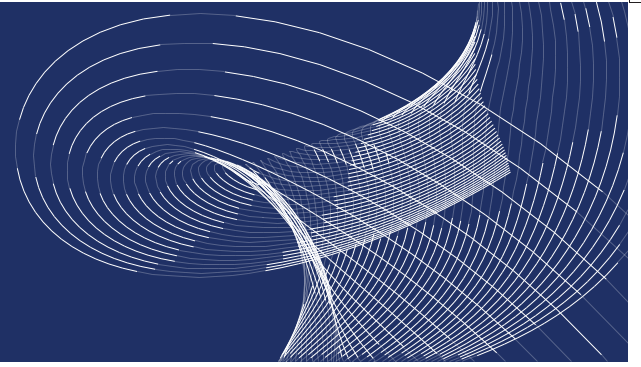


## 14.1. DOs

1. Special drives to be launched from the announcement –
  - a. To compile list of persons who indulged in electoral offences during past two general elections.
  - b. Updating list of history sheeters, declared absconders, fugitive criminals.
  - c. To ensure the service of pending warrants/challans.
  - d. To expedite the investigation / prosecution of pending election offences.
  - e. Unearthing & seizure of illicit liquor making factories.
  - f. Thorough search & seizure of illegal arms and places of indigenous manufacturer of arms &ammunitions- Regular raids- Arrest of offenders.
  - g. 100% scrutiny of arms licenses and ammunition shops.
  - h. Ensure compliance of prohibitory orders U/S 144 CrPC banning the carrying of licensed arms.
  - i. Inter-state and Intra-State movements of trucks and commercial vehicles shall be checked with a view to preventing smuggling of arms & ammunitions and anti-social elements.
  - j. Preventive actions U/S 107, 116/ 109 CrPC.
2. Ensure compilation of updated constituency wise information on above points of special drives.
3. No new arms license after announcement

of elections till completion of elections. The issuance of Arms licenses should be in consultation with the Screening Committee only in exceptional case.

4. Deposit of Licensed Arms:
  - a. Immediately after announcement of election, make a detailed and individual review and assessment under prevalent laws of all license holders.
  - b. Licensed arms which are considered detrimental to free & fair elections and for maintenance of Law & Order at elections to be impounded.
5. Transportation of Arms and Ammunitions-
  - a. Ensure strict vigil and thorough checking of lorries, light vehicles and all other vehicles from 3 days before the poll till counting of votes to ensure that no undesirable elements or arms and ammunitions are being transported.
  - b. Ensure that Inter-state supply of Arms and ammunitions is only on the basis of valid papers including "No Objection Certificate" from the DM. Care should be taken that supply reaches the actual consignee and not into the hand of unauthorized persons.
6. Confidence building measures – Initiate preventive measures to ensure that intimidation/obstruction doesn't happen on the poll day. Undertake tours along with SP and meet the communities and explain the arrangements.
7. Monitoring, Production, Distribution etc. of liquor

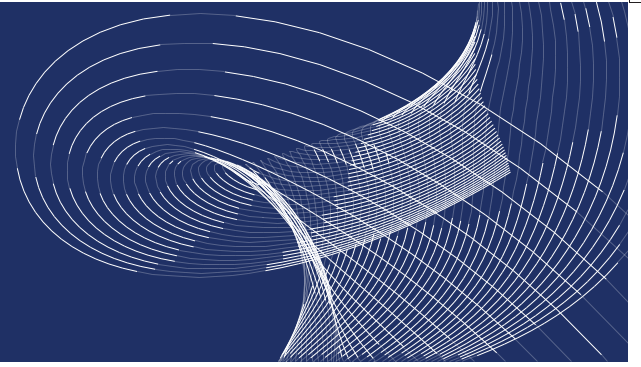


- a. Closely monitor production, off take from Central Stocks, Stock limits of licensed stockiest, daily receipt/off take of retail sellers of IMFL/Bear/Country liquor and opening/closing time of liquor shops.
  - b. Ensure obtaining daily report from Excise Nodal Officer at district level from notification of elections till poll.
8. Law & Order Report
- a. Arrange for compilation of daily Law and Order report for district in format (LOR- Form-1) from police authorities for its transmission to CEO.
  - b. The reports should be sent to CEO on daily basis from announcement of elections till completion of elections.
9. Actions against persons violating election laws
- a. Actions to be taken in cases of violation of legal provisions dealing with false declarations in connection with electoral rolls and elections by persons and in connection with breach of official duty by officials with regard to conduct of election.
  - b. ERO, RO and DEO to initiate action against defaulters by filing complaints before competent court in case of non-cognizable offences and by getting FIR registered in case of cognizable offences.
  - c. Delay to be avoided – in view of period of limitation U/S 468 read with Sec. 469 CrPC.
10. District Security Deployment Plan –
- a. Full and optimal utilization of CAPFs and SAPs to be ensured.

- b. CAPF can be split into half section – (SP to certify that the area is insurgency / naxalite free). In areas which are insurgency/militancy/naxalite affected, section of CAPF not to be broken.
- c. To be prepared under the chairmanship of DM/DEO – and to be approved by Observers – No deviation without express prior approval of Observer.

#### Role of CAPF and State Police –

- a. CAPF not to be kept as strike reserve etc.
  - b. CAPF will be used for the purpose of area domination conducting flag march (should be more on foot), confidence building among electors, checking of border etc., till 2 days before the poll.
  - c. For the poll day, the CAPF shall be assigned duties of guarding PSs, poll material, poll personnel and the poll process and not to look after law and order
  - d. Ensure provision of accommodation and requisition of vehicles for the CAPF personnel as per the instruction of the ECI.
  - e. Briefing to CAPF personnel about challenges of area – If deployed in a Police Station by SHO and if it is in a district by DM and SP.
11. Ensure timely identification of critical polling stations and critical zones.
12. Vulnerability Mapping to be undertaken with the point of view:
- a. To clearly identify vulnerable voter/ section of voters.
  - b. To identify the persons/factors causing such vulnerability.



- c. Plan and take adequate corrective action well in advance.
- d. For identification of the areas well in advance Sector Officers should be ready before the announcement of election. All help including vehicular support should be given to the Sector Officers.
- e. Ensure collection of Formats VM-RO & prepare and send report on Format VM-DEO to the CEO.
- f. Make frequent visits with the SP of the district to such locations and take regular feedback from district intelligence.
- g. Interact with candidates/political parties.
- h. A specific officer to be designated at Thana level for tracking the individual trouble mongers.
- i. The name of Police Officer responsible for each vulnerable location should be mentioned along with his contact no. in the format to be sent as ATR.
- j. Submit ATR jointly with SP to the CEO, 5 days before the poll.
- k. Details of PS wise vulnerability mapping to be given to Observer on his arrival.
- l. Make action plan with SP to deal with potential threats and intimidation points – action U/S 107/116/151 CrPC, forcing trouble mongers' appearance in police station, placement of police pickets, visits by officers etc.
- m. Ensure that the police patrolling parties keep track of the vulnerable locations and keep the control room informed on the day of poll. Wherever necessary, police pickets should be established.

- n. The Commanders of the CAPF shall be given list of such vulnerable locations who shall make it a point to visit such pockets as a confidence building measures.



## 14.2. DON'Ts

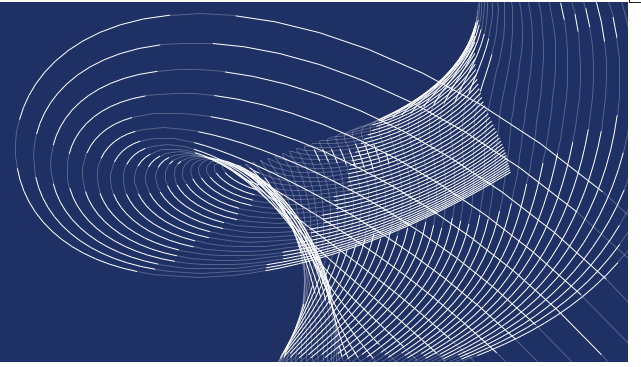
1. Don't share the force deployment data or allow any officials to comment in media in this regard.
2. Don't forget to take ensure optimal utilization of available forces for peaceful conduct of election.
3. Don't allow non-coterminous sectors for police and civil sector personnel.
4. Don't use non-force measures injudiciously.
5. Don't deviate from district deployment plan without express approval of the Observer.
6. Don't deploy forces other than State Police and CAPF without prior permission from Election Commission.
7. Don't deploy CAPF for law and order purpose and as strike reserve.
8. Don't replace CAPF at polling stations with local police where the CAPF has been assigned duties.
9. Don't forget to return all fire arms deposited to the license holders immediately after one week after the declaration of result.

# MODEL CODE OF CONDUCT



## 15.1. DOs

1. MCC comes into operation in the Constituency from the day of announcement of Election.
2. Publicity
  - a. Provisions of MCC, Illustrative list of DOs & DON'Ts, Legal provisions of electoral offences and corrupt practices and ECI's directions may be explained in the meetings with political parties/ candidates.
  - b. RO to give copies of ECI's directions to candidates at the time of nominations.
  - c. Wide Publicity through print/electronic media etc.
3.
  - a. Ongoing programmes which actually started in the field before the announcement of elections may continue.
  - b. Relief and rehabilitation measures to the people in areas affected by floods, drought, pestilence, and other natural calamities can commence and continue.
  - c. Grant of cash or medical facilities to terminally or critically ill persons can continue with appropriate approvals.
  - d. Ensure that public places like maidans must be available impartially to all parties/contesting candidates for holding election meetings. Helipads should also be used in impartial manner to ensure a level playing field.
  - e. Ensure that the local police should be fully informed of the venue and time of the proposed meetings well in time and all necessary permissions taken.
- f. Restrictive or prohibitory orders, if any, in the place of the proposed meeting of political parties/candidates shall be fully implemented.
- g. The Police assistance should be obtained in dealing with persons disturbing meetings or otherwise creating disorder.
- h. The time and place of the starting/termination of any procession and the route should be settled in advance.
- i. Restrictions on plying of vehicles during campaign period and on poll day shall be fully implemented.
- j. Except voters, candidates and their election/polling agents, only persons with a specific valid authority letter from the ECI can enter any polling booth. No functionary highly placed (e.g. CM, Minister, MP or MLA etc) is exempt from this condition.
- k. Any complaint or problem regarding the conduct of elections shall be brought to the notice of the Observer/RO/Sector Magistrate/ECI.
4. Restrictions on presence of political functionaries who are not voter, in the constituency, when campaign period is over
  - a. Ensure that the political functionaries who are not a voter or a candidate or candidate's election agent from that constituency, leave the constituency after the campaign period is over.
  - b. Premises like community halls/guest houses etc., be checked to find out outsiders.
5. Regulation of plying of vehicles during campaign period:




- a. Take strict action against vehicles plying in contravention of provisions of MV Act
  - b. Keep close watch on vehicles for any possible mischief or criminal activities carrying of illegal arms, illicit liquor and anti-social elements – Such vehicles not to be released till elections – Penal actions under relevant law also be taken.
  - c. Ensure vehicles for campaign purpose are plied only with prior approval of RO – Original permits bearing number of vehicle and name of candidate be displayed premonitory on wind screen of vehicles.
  - d. Ensure that during filing of nominations, upto 3 vehicles are allowed to come within the periphery of 100 meters of RO/ARO office.
  - e. In case of visits by party leader as covered U/S 77(1)(a) of the RP Act 1951, the permits of vehicles for road journey be issued centrally by CEO in different color.
  - f. Ensure that convoy of more than 10 vehicles (excluding security vehicles in view of security gradation of Protected Person) not to be allowed from the date of notification till completion of election – Bigger convoys be broken up keeping a minimum distance of 200 meters.
6. Ensure that Dry days are declared. Liquor not to be sold, given or distributed on polling day and period of 48 hours ending with close of poll and on counting day.
7. Ensure that there is no misuse of religious institutions for political purposes:
- a. Use of place of worship for election propaganda in any manner is prohibited.

Use of religious institutions and funds of religious institutions for the promotion or propagation of any political idea or political activity or for benefit of any political party is offence and punishable under Religious Institutions (Prevention of Misuse) Act, 1988.

8. Ensure that there is no dissemination of bulk SMSs of political nature during the period of 48 hours ending with the hours fixed for conclusion for poll.
9. Ensure that loud speakers are not used on vehicles or for any meetings before 6.00 am and after 10.00 pm.
10. Maintain a party wise register to track the instances of violation of MCC by candidates/star campaigners – Brief description be given about violation, dates of violation, action taken and order passed. Any violation of MCC by candidates of recognized political parties or by a star campaigner must be reported to ECI.’
11. Restrictions on the Printing of pamphlets, posters etc.
  - a. Ensure that printers and publishers are complying with the provisions of Sec. 127A of R. P Act, 1951.
  - b. List of all the election pamphlets, posters etc. shall be exhibited on the notice board of DM.
12. a. Ensure that District MCMC monitors all the political advertisements in electronic media, for checking if the telecast/broadcast has been done only after certification by the competent committee.



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- b. Immediate action will be taken in case of political advertisement is found without certification.
  - c. Broadcasting of commercial advertisement of political nature on Radio Channels (including private FM Channels) during the period of MCC-Instruction of ECI about pre-broadcasting scrutiny and certification by the Committees setup at three levels shall apply to advertisements on Radio also.



## 15.2. DON'Ts


1. Don't forget removal of hoardings banners cutouts depicting achievements of the party/Government in power within stipulated time.
2. Don't forget to hold the meetings with the Standing Committee of MCC.
3. Don't forget to check premises like community halls/guest houses etc. to find out outsiders who are not voters in the constituency when campaign period is over.
4. Don't forget to send a list of work in progress/work not yet started to the CEO within 72 hours of announcement of elections.
5. Don't allow any advertisements at the cost of public exchequer regarding achievements of party/Govt. in power.
6. No minister shall enter any polling station and in the place of counting unless they are candidate or a voter only for voting.
7. Don't appoint any person having official security or private security guards as an election agent or polling agent or counting agent.
8. Don't sanction any grants/payments out of discretionary funds.

# ELECTION EXPENDITURE MONITORING



## 16.1. DOs

1. Convene a meeting with all Recognized Political Parties within 3 days of announcement of election about the instructions of the Commission and explain the legal provisions and give a copy of the compendium of instructions. Also discuss the various rates of expenditure and consider their suggestions before notification of rate chart.
2. Arrange two facilitation trainings at own office for all election agents/candidates through the Expenditure Monitoring cell.
3. Appeal to public for ethical voting and educate them that both receiver and giver of bribe are punishable as per law. Make appeal to public to avoid carrying huge amount of cash during election process.
4. Train the manpower engaged in expenditure monitoring teams and election agents. Prepare plan for training of all manpower to be deployed in Expenditure Monitoring Teams in 2-3 phases.
5. Constitute District Level MCMC comprising DEO/RO (of Parliamentary Constituency), ARO (not below SDM), and Central Govt. I&B Official (if any) and 1 citizen/ journalist nominee of Press Council of India/ DPRO or DIO equivalent- member secy.
6. Check list for DEOs: Before announcement
  - a. Identify officers for Assistant Expenditure Observers from Income Tax, Customs & Central Excise or other Accounts Departments of Central Govt. or PSUs.
  - b. Identify manpower for Flying Squad (one or more per AC). Static Surveillance Team (3 or more per AC) and Video Surveillance Team (one or more per AC)
  - c. Mobilize Video Cameras as per requirement of Video Surveillance Teams, Flying Squads and Static Surveillance Teams.
  - d. Arrange TV/Computers with TV connection for MCMC.
  - e. Identify the Nodal Officer of State Police and State Excise Department of the district for Expenditure Monitoring programme- they will be Master Trainers.
  - f. Pursue all pending cases of last election, where FIR was filed and take it to logical conclusion.
  - g. Identify officers who will be notified as Executive Magistrate for the Flying Squad / Static Surveillance Team.
  - h. Identify a senior officer of ADM rank as Nodal Officer for Expenditure Monitoring and forward his name, telephone no., fax no. and mobile no. etc to ECI - He will be Master Trainer for all Expenditure Monitoring officials.
  - i. Get the figures of Daily production, distribution and storage of liquor in the district during last year.
  - j. Identify Expenditure Sensitive Pockets in each constituency and Expenditure Sensitive Constituencies in the district on the basis of complaints during last election, literacy and economic development of the area and intimate



to Commission through CEO the plan for Ethical Voting campaign involving the students of colleges and schools, NYK, NSS and CSO.

#### 7. After announcement


- a. Arrange meeting with banks for
  - Facilitation in opening bank account by candidates and issuing cheque books instantly.
  - Sending suspicious transaction report exceeding Rs.1 Lakh.
  - Procedure to be following for ATM Vans as per guidelines of Ministry of Finance.
- b. Go through the Guidelines for permission for helicopter landing in the district for checking of baggage.
- c. Arrange meeting with political parties in the district for notification of rate chart of different items of election campaign expenditure and hand over a copy of Compendium of Instructions on EEM.
- d. Ensure that all EEM teams are functional
- e. Ensure that District level Complaint monitoring Cell is functional with toll-free number
- f. Ensure that all rallies are videographed for verification of party/candidates expenses
- g. Ensure that the district level state excise department is submitting report in the prescribed proforma.

#### 8. After Notification

- a. Ensure that the SST is functional and put in ESPs/ major roads
- b. Ensure that the proper registers and Forms/affidavit (Form-26) are given to candidates for filing the nomination
- c. Take note of the list of Star Campaigners received by the CEO and ECI within 7 days of notification of election.
- d. Ensure that the training of candidates or agents at RO level is organized on the date of scrutiny of nomination

#### 9. After Completion of election

- a. Issue a letter just after declaration of results to all the candidates for lodging the account within 30 days of declaration of result and mention the date of facilitation training in that notice.
- b. Arrange one-day facilitation training programme for all the election agents/candidates and the personnel engaged for receiving the accounts, within one week before the final date of submission of the accounts of election expenses.
- c. Scanned copy of the Abstract Statement (Part I to Part VI) of all the candidates to be put on the website of the DEO, positively within 3 days of lodging of account of election expenses by the candidate, for wider dissemination of information to general public.
- d. The list of all contesting candidates and their election expenditure as shown in their accounts is to be prepared and are put in notice board of DEO.

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- e. Scrutinize the statement of accounts of election expenditure submitted by each candidate, with the help of the DEMC and issue notice within 24 hrs in respect of expenses, not correctly shown and calling for the reply from the candidate on such discrepancy within 48 hrs.
  - f. Intimate the candidate in writing the decision of DEMC on his reply.
  - g. Get the comments of Expenditure Observer on his Scrutiny report and forward to the Commission through the CEO within 37 days of declaration of the results in the prescribed format.
  - h. The scrutiny report of each candidate is to be entered in ENCORE, within a week.



## 16.2. DON'Ts

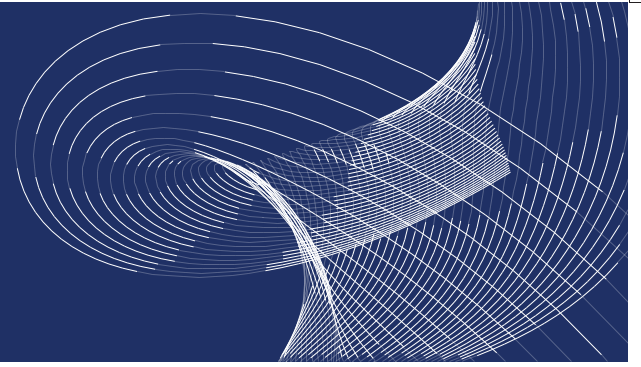
1. Don't forget to train the election agent of candidates for dealing with expenditure registers.
2. Don't forget to reconcile the shadow register frequently with the expenditure register of candidates to avoid any dispute/discrepancies.
3. Don't forget to ensure regular viewing of recordings sent by VSTs and other teams by the VVTs and sharing of the details with Assistant Expenditure Observer.
4. Don't forget to book expenditure of proven cases of paid news.
5. Don't forget to ensure proper maintenance of folder of evidence, cue sheet and shadow expenditure register by the Accounting Team.
6. Don't forget to release seized cash without any electoral linkage latest within 7 days of day of poll after following the due procedure.

# ARRANGEMENTS FOR POLL



## 17.1. DOs

1. As soon as the list of contesting candidates has been finalized, make necessary arrangements for the poll and ensure that everything is ready for taking the poll on the scheduled date(s).
2. Assess in advance, the exact number of voting machines required for taking the poll in each of the Constituency, including the reserve machines.
3. Complete the First Level Checking of allocated EVMs & VVPATs for use in polls and in training/awareness for each PC/AC.
4. Ensure that EVMs & VVPATs are allotted for polling only after completion of first and second randomization
5. Postal ballot Papers shall be printed at district level within 48 hours after the last hour for withdrawal of the candidatures.
6. Ensure transmission of ETPBS within the 24 hours of the time fixed for withdrawal of candidature along with connected papers to service voters.
7. The required number of ballot papers which are to be used on the ballot units of the voting machines and also for supply to the polling stations for use as tendered ballot papers to be got printed immediately in accordance with the ECI instructions.
8. All other polling materials, statutory and non-statutory Forms and other stationery required for taking poll to be procured timely.
9. Ensure timely printing/procurement and distribution of Voter Information Slips to the electors.
10. Ensure that the Polling teams along with EVMs/VVPATs materials have reached the polling station.
11. Ensure arrangements for deployment of Videographers at identified polling stations.
12. Ensure arrangements of live web casting of polling process at identified polling stations.
13. Issue formal appointment orders for the Presiding Officers and Polling Officers for each polling station in the Constituency. Also ensure that sufficient reserve Presiding Officers and Polling Officers are appointed to meet any emergent need of deployment.
14. Ensure to organize comprehensive and exhaustive trainings of polling personnel as well as Police personnel on conduct of elections on EVMs/VVPATs.
15. Ensure issuance of application Forms (Form 12, 12A and 12D) for postal ballot papers and election duty certificates to the polling personnel including the police, videographers, technical persons for web casting, micro observers and drivers/cleaners of the requisitioned vehicles and absentee voters.
16. Ensure requisitioning of vehicles required for transportation of polling personnel and polling materials.



17. Check the deployment of police forces and their movement to synchronize with the movement of the polling parties.
18. Review requirement of polling materials including Statutory and Non- Statutory Forms etc., in the light of actual number of contesting candidates and the total number of polling stations.
19. Ensure preparation of required number of working copies of the relevant parts of the electoral roll for use in each polling station.
20. Publicity about the location of polling stations.
21. Ensure that the contesting candidates are supplied with
  - a. Lists of polling stations and the areas covered by each polling station.
  - b. Forms of appointment of polling and counting agents.
  - c. Same copy of electoral roll as to be used for actual polling to candidates of recognized political parties.
22. Micro Observers belonging to Central Govt. Departments to be appointed for identified Polling Station.
23. Ensure arrangements at reception centre for the return of the polling parties after the poll and the receipt of the voting machines and other materials and election papers from them in specified counters with proper signages.
24. Ensure arrangements to collect sealed EVMs, Presiding Officers Diaries, Form 17A (Register of Voters), Form-17C and other important statutory items including Additional information in prescribed proforma at special counters.
25. Ensure arrangements for the safe custody of polled machines (A & B) and other election papers on completion of poll. Ensure separate storage of C & D categories machines in separate premises.
26. Issue instructions to Electricity department for uninterrupted power supply in all the polling stations/distribution centres and receipt centres.
27. Necessary arrangement to be made for power backup at distribution/receipt centres.
28. On Poll day set up a control room with adequate staff/infrastructure for prompt handling of complaints, communication and reporting.
29. Ensure that ROs have informed the contesting candidates about the date, time and venue for scrutiny of documents after poll.



## 17.2. DON'Ts

1. Don't forget to conduct dry run of GPS tracking of EVM/VVPAT carrying vehicles on P-2 days or as applicable.
2. Don't forget to randomize Polling personnel in advance for P-2/3 party movement if any.
3. Don't forget to plan storage of A, B, C, D category EVM/VVPATs and communicate the same to candidates.
4. Don't forget to display 4 compulsory posters at the polling stations:
  - a. Notice specifying the polling area.
  - b. List of contesting candidates.
  - c. Alternative identification documents and how to vote.
  - d. Dos and Don'ts for electors.
5. Don't forget to remind the polling personnel and Sector Officers on EVM/VVPAT replacement protocol.
6. Don't forget to remind the RO regarding full durational video recording of post poll scrutiny of Form-17A and other documents.
7. Don't keep voting machines in educational institutions after the completion of EP period.
8. Don't shift any EVMs and VVPATs without the permission of CEO.
9. Don't keep the EVM engineers in single place on poll day.
10. Don't forget to share the numbers of EVM engineers with Sector Officers/PrOs.
11. Don't forget to do dry run of webcasting on P-1 day.
12. Don't forget to ensure monitoring of webcasting on poll day and briefing the monitoring personnel on the action to be taken in different situations.

# COMPLAINT MANAGEMENT



## 18.1. DOs

1. ADM to monitor complaint redressal mechanism under CMS and ECI-NGS Portal.
2. Regular, timely and quality disposal of complaints, both online and offline be ensured.
3. For effective redressal of the complaints, an attempt may be made to categorize the complaints, keeping in mind the nature of the complaints and also the urgency of the matter.
4. The National Grievance Services Portal or NGS—all complaints received by mail or post are to be digitized and then registered into the NGS portal.
5. Ensure that the Voter helpline number 1950 is working properly.
6. Ensure disposal of complaints received through cVIGIL Application within stipulated time frame.
7. Complaints received from the Print/Electronic/Social Media- The Conduct of the political parties as well as the grievances raised by them should be under an incisive supervision through media watch at State, district and sub-district levels.
8. Effective complaint redressal system to be managed keeping in mind the following:
  - a. Time bound disposal of the Complaints
  - b. Focusing on the quality of disposal also

- c. Forwarding the Complaints and getting the ATR in a fast seamless manner
- d. Responding back to the complainant
- e. Fixing up the responsibility of the Respondent also.



## 18.2. DON'Ts

1. Don't take more than expected time to dispose complaints.
2. Don't give general reply without mentioning the true fact and figures.
3. Don't forget to make arrangement of tracking status of complaints received through different channels and give feedback to complainants.
4. Don't forget to train the personnel adequately who deal with c-VIGIL.
5. Don't forget to keep analysis on number of complaints as per various categorizations.
6. Don't forget to monitor and analyze the disposal rate, average time taken, excess time taken for the disposal of complaints received on cVIGIL platform on daily basis.



# SVEEP & MEDIA



## 19.1. DOs

1. Prepare SVEEP plan emphasizing upon poor voter registration and low turnout areas.
2. Regular analysis of content and response on social media should be done at both State and District level to get proper understanding of ways to improve voter turnout.
3. The plan should be focused based on Urban Apathy, Gender Bias, PwD, Senior Citizen, Third Gender, Sex Worker, Migrant Labours, Marginal Sections etc,
4. Calendar of various year around activities have to be prepared.
5. Focus on regional languages to reach maximum people.
6. Reconstitute MCMC committee and conduct regular meetings.
7. Pre-Certification request of candidates shall be entertained by District MCMC.
8. Examining complaints/issues of Paid News etc. by all members through a monitoring arrangement.
9. During election period, if there is any misinformation being circulated about election management issues, communicate actual facts of the incident and resolve doubts through Media Centres set up at district level.

10. A media cell with a Nodal Officer should be established for giving information to print and electronic media right from the day of announcement to provide information on MCC, nominations, clarification, polling, counting etc. and other clarifications.
11. Ensure arrangements for distribution of authorization cards to the media personnel and press representatives as per the list approved by the Election Commission for coverage of polling stations on the day of poll and counting process.



## 19.2. DON'Ts

1. Don't make creatives that are difficult to understand by the public.
2. Don't forget to utilize the service of District Icon for awareness generation.
3. Don't forget to train the media personnel on various electoral issues.
4. Don't make creatives that violate any sensitivity or are controversial.
5. Don't forget to brief the media regularly on the various electoral process and steps being taken for ensuring free and fair elections
6. Don't forget to send interim reply in case any instance reported by the media is under investigation.
7. Don't undertake any wasteful expenditure under SVEEP.

# COUNTING ARRANGEMENTS



## 20.1. DOs

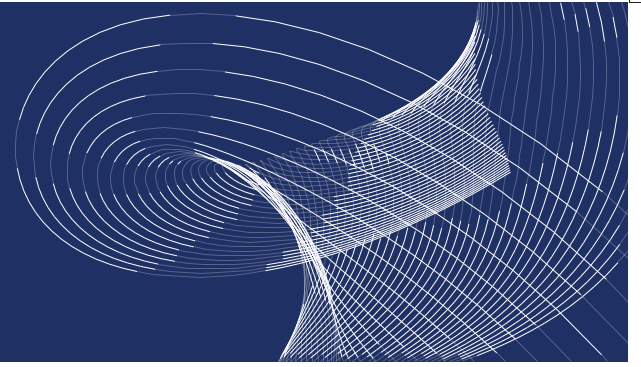
1. Strong Room Arrangements
  - a. Inspection of strong room by DEO 2-3 times in a week and RO every day in the morning & afternoon and submit report on prescribed format to CEO accordingly.
  - b. The RO should commence the counting at the hour fixed (8:00am) and communicate the time of opening strong room to candidates and Observers (6:30am).
2. Infrastructural Arrangements at Counting Centre
  - a. Letter to be sent to the authority concerned for uninterrupted power supply at counting center till counting is over. Ensure arrangements for alternative power backups for uninterrupted power supply.
  - b. No person will be allowed without Identity card issued by competent authority.
  - c. Ensure installation of CCTVs at strong room/counting center.
  - d. Arrange sufficient facilities including a separate room or cubicle along with telephone and fax for the observer.
  - e. Establish a Media Centre at the counting centres for disseminating counting information and latest trends and provide sufficient communication facilities to the media persons.
3. Sealing Arrangement:
  - a. After completion of counting of votes, EVMs (CUs & BUs) and envelopes containing printed paper slips drawn from Drop box of VVPATs shall be kept in the same strong room after removing Power Packs of all Control Units and empty VVPATs shall be stored separately.
  - b. All statutory papers have to be sealed by Secret seal but not on the lock of the trunk. Locks of the trunks only are sealed with the seal of RO.
  - c. After counting, ensure usage of Secret Seals and its return to ECI within next 24 hours under insured post.
4. Law & order matters -
  - a. 24x7 2-tier security of EVM strong room - CCTV coverage - maintenance of Log book-police & civil control room.
  - b. Three tier security cordoning of counting centre.
  - c. Frisking at 2nd tier - ensure special arrangements for women.
  - d. Sufficient numbers of DFMDs (Door Frame Metal Detectors) have to be installed for smooth & timely entry of all.
  - e. Deployment of Executive Magistrate at 1st tier.
  - f. Police control Room at counting centre - top brass of police to supervise
  - g. Meeting with political parties/candidates on post counting activities.
  - h. Prohibitory order - declaring 'dry day' on day of counting.
  - i. Special vigil on politically sensitive area.
  - j. Preventive measures to continue.

## 5. Counting Procedure –

- a. Postal ballots are to be counted first and such counting has to be done at RO table.
- b. Declaration of result has to be done only after obtaining no objection from the Observer.
- c. Declaration of result should be made by the RO in Form 21C or 21 D.
- d. Return of election is to be made in Form 21E.
- e. Certificate of election has to be given by the RO in Form 22 under proper acknowledgment.
- f. In case of stoppage or adjournment of counting process, the RO should seal and secure all EVM/VVPATs and election papers.

## 20.2. DON'Ts

1. Don't finalize counting centre without thorough review and planning.
2. Don't forget to remind the RO to enter data carefully in ENCORE.
3. Don't forget to write to electricity authority for uninterrupted power supply.
4. Don't allow any movement of EVM/VVPATs before counting.
5. Don't allow un-barricaded movement of EVM/VVPATs from Strong Room to Counting Hall.
6. Don't forget to conduct dry run of IT system on C-1 day.
7. Don't forget to get the prior clearance from Election Commission for the proposed arrangements at the counting centres.
8. Under no circumstance actual votes recorded on EVM is to be photographed or covered by any audio-visual coverage.
9. Don't forget to do counting of VVPATs slips of five polling stations randomly selected.
10. Don't forget to ensure separate entry exit for counting teams and counting agents.
11. Don't allow any criss-crossing of paths of movement of EVM-VVPATs from strong rooms to counting halls.



12. Don't forget to ensure proper barricading of VVPAT-slips counting booth with thin wire mesh to prevent slippage of paper slips.
13. Don't forget to ensure CCTV installation on the ceiling of the VVPAT-slips counting booth.
14. Don't forget to remind the RO to administer pledge for maintaining secrecy of voting under Sec 128 of RP Act, 1951 before commencement of counting.
15. Don't forget to remind the RO to obtain signatures of the Observers on round-wise counting results.
16. Don't forget to remind the RO to obtain signatures of the counting agents on Part-II of Form 17C at each counting table.
17. Don't forget to deploy separate teams for tally of counting results round-wise manually and electronically before uploading on ENCORE.
18. Don't forget to ensure intimation about the date, time and place for counting of votes to the contesting candidates three days before the date of poll.



# IT APPLICATIONS



## 21.1. DOs

1. Conduct Training and Awareness programme for the concerned stakeholders/users for popularizing the applications of the Commission:
  - a) ERO Net
  - b) Voter Portal
  - c) Voter Helpline App
  - d) NVSP
  - e) NGS Portal
  - f) SUVIDHA
  - g) ENCORE
  - h) EMS
  - i) cVIGIL
  - j) ETPBS
2. The instructions of the Commission on webcasting of critical and vulnerable polling stations to be followed.
3. The link for the web casting of FLC to be shared timely with CEO for information of the Commission.
4. Arrangements for videography, CCTV etc. for various election related activities shall also be made, as per requirement.
5. Whenever dealing with any agency for IT related services 'non-disclosure agreement' has to be signed.
6. IT infrastructure and sufficient manpower has to be deployed for smooth functioning of all app, portal and sites of the Commission.



## 21.2. DON'Ts

1. Don't forget to take initiatives to make the people aware of various IT initiatives.
2. Don't forget to arrange adequate and compatible IT infrastructures to run all the apps/portals.
3. Don't forget to take extra precaution to prevent handling of these apps by unauthorized access.
4. Don't hesitate to arrange frequent training for the operating officials.
5. Don't forget to update the DEO website regularly with all relevant and latest information.

# POST COUNTING



## 22.1. DOs

1. Refund security deposits only to the person in whose name it was made in the treasury or his legal representatives if he is dead and if he fulfills the eligibility.
2. Two copies of report in Format given in RO Handbook should be sent to Commission through CEO, one copy for CEO also.
3. Ensure to send Index Card through CEO to the Commission within 15 days of poll.
4. Send a report within a week after poll to the CEO certifying that all surplus and waste ballot papers printed have been destroyed in the prescribed manner.
5. Get information from ROs in Forms 20, 21C and 21E in original ink signed copy.
6. Ensure return of secret seal to ECI within 24 hours after completion of counting under insured post.
7. Send separate reports of filed election accounts by candidates for each constituency and supplementary reports of late filed election accounts to ECI.
8. After completion of counting of votes, EVMs (CUs & BUs) and envelopes containing printed paper slips drawn from Drop box of VVPATs shall be kept in the same strong room after removing Power Packs of all Control Units and empty VVPATs shall be stored separately.

9. All statutory papers have to be sealed by Secret seal but not on the lock of the trunk. Locks of the trunks only are sealed with the seal of RO.



## 22.2. DON'Ts

1. Don't forget to tally the hard copy index card with index card generated through ENCORE.
2. Don't forget to arrange checking of Forms 20, 21C and 21E before handing over to candidates.
3. Don't forget to dispose used power pack after counting as per the instruction of the Commission.
4. Don't leave batteries inside CUs before storing them in the strong room after counting of votes.
5. Don't store more than one AC machines in the same strong room after completion of poll and counting of votes till the completion of EP period.
6. Don't open the strong room till the completion of EP period i.e. till EP list is received from respective High Court and directions from CEO.
7. Don't forget to remove VVPAT slips from all VVPATs after counting of votes before storing VVPATs in the warehouse.



भारत निर्वाचन आयोग  
ELECTION COMMISSION OF INDIA