

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

No. 464/INST/2009/EPS

Dated: 22nd September, 2009

To,

The Chief Electoral Officers of
1 Arunachal Pradesh, Itanagar.
2 Haryana, Chandigarh.
3 Maharashtra, Mumbai

Subject: General Elections to the Legislative Assemblies of Arunachal Pradesh , Haryana and Maharashtra - Reports by Observers - regarding.

Sir,

In supercession of all earlier Instructions relating to reports to be submitted by the Observers during the election period, I am directed to say that the Commission desires that the Observers should send the following six reports in the proforma enclosed herewith to the Commission.

- 1 The First report (immediately after the Scrutiny of Nomination papers)
- 2 The Second report (after meeting with the candidates and their representatives on or before the day of the Withdrawal of candidatures)
- 3 The Third report (immediately after the end of campaign period)
- 4 The Fourth report (immediately after the end of poll)
- 5 The Fifth Report (immediately after the scrutiny of 17 A (Register of Voters) & other documents on the day after the poll.
- 6 The Sixth report (immediately after the Counting of Votes and declaration of results).

The Observers should send these reports on Observer's Portal, by e-mail or by fax to the concerned officers in the Commission, followed by sending the post copy by post. Fax should be sent only once and care should be taken not to send the same report repetitively by fax more than once. The email addresses of officers of the Commission are already given in the telephone directory of the Commission. If there are any issues other than those mentioned in the format, to report, this may be added.

All reports of the Observers shall be sent to the Secretary-in-charge of the specific State in the Commission. Observers shall not, under any circumstances, share the contents of their reports or any information therein with anyone, repeat anyone, except the Election Commission. Utmost care should be taken while faxing or mailing the reports to ensure that no unauthorized person can have access to such reports.

This should be brought to the notice of all Observers of your state for strict compliance.

Yours faithfully

(SUMIT MUKHERJEE)
UNDER SECRETARY

The First Report (immediately after the end of Scrutiny of Nomination papers).

OBSERVER REPORT – 1

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

SI No	Subject	Observer's Report
1.	Whether Scrutiny has been done by the R.O. himself, if no whether ARO has been authorised by the R.O. in writing.	
2	Whether the Commission's instruction regarding number of persons allowed to be present during nomination process was observed/complied (this may be confirmed by viewing the video coverage of nomination process).	
3	Whether Scrutiny of nomination papers have been done properly in accordance with Sections 33, 34 and 36 of the R.P. Act 1951 read with rule 4 of the C.E. Rules 1961.	
4	Names of Candidate whose nomination has been rejected with brief but clear reasons. (Attach copy of summary orders passed by the R.O. in each case)	

5	Local address with telephone/mobile no. of the Observer, after arrival in the consistency.	
6.	Whether Observer's name, contact No. and the meeting hours with venue has been advertised ? (Attach a copy of Advertisement)	

Signature of the Observer

The Second Report (immediately after meeting with the candidates and their representatives on or before the day of the Withdrawal of candidatures)

OBSERVER REPORT – 2

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

SI No	Subject	Observer's Report
1	What was the time, date & venue of the meeting with the political parties and contesting candidates ? The names of the candidates or their representatives alongwith their party affiliation who attended.	
2	Whether prior intimation regarding date and time of 2 nd randomization of EVM followed by EVM preparation and second level check of EVM has been given to candidates with proper acknowledgement receipt.	
3	Whether all the candidates were furnished with the prescribed and authenticated register for maintaining day-to-day account of election expenditure by contesting candidates. Whether written communication by the Returning Officer detailing the provisions of maintenance of accounts of election expenses and submission of the formats in which Statement of Election Expenses as well as an Affidavit is to be	

	submitted by candidate within the stipulated time (30 days after result) has been issued to all candidates?	
4	Whether standard rate list of the items were given to the candidates. Whether the prevailing rates in the district for printing of posters, hiring of vehicles, loud speakers, cost of erecting pandals and hiring of furniture and fixtures have been provided by the DEO to the candidates.	
5	Whether the Designated Officers for checking the accounts of election expenses have been briefed by the Observer regarding the various aspects of election expenditure.	
6	Whether the names of leaders under Explanation 2 of Section 77(1) of the R.P. Act, 1951, (maximum of 20 in the case of unrecognized political party and 40 for recognized political party) has been received by the DEO/RO?	
7	In case where political parties have not submitted the list, whether the contesting candidates of the parties have been intimated that all expenses incurred in connection with visit of all leaders of the party including their traveling expenses will necessarily have to be shown in the account of election expenses of the candidate(s) concerned in connection with whose election the visit is made (if the visit is a common one in connection with the election of a group of candidates, the expenses will be	

	equally apportioned amongst all such candidates)	
8.	Whether the schedule for production of registers of election expenses has been finalized with the candidates? (What is the schedule so fixed? Please intimate the Commission)	
9	Whether important aspects of Model Code of Conduct was briefed to the political parties/ Candidates. (Describe the main issues).	
10	Whether the concept of worry list was explained to the Candidates, and they advised to submit their worry list.	
11	Whether political parties were advised to properly train their polling and counting agents (Describe the main aspects).	

Signature of the Observer

The Third Report (immediately after the end of campaign period)

OBSERVER REPORT – 3

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

SI No	Subject	Observer's Report
1	Whether a copy of the electoral roll handed over to Candidates of recognized Political parties. Whether a copy of written receipts obtained from each of them. Report the exceptions.	
2	Whether list of EVM used in the assembly constituency including the training EVM and reserved EVMs for replacement has been given to political parties/candidates.	
3	Whether Random verification of 10% or more of CU/BU was done by the R.O. in presence of political parties/candidates. Whether candidate verified the EVMs (2 nd level check) to their satisfaction. Please describe.	
4	Whether candidates were allowed to take help from the engineers/master trainers in order to eliminate doubt about the malfunctioning of EVM.	
5	Whether all stages of Randomization of EVM mentioned in the Commission letter	

	51/8/7/2008-EMS (Inst-1) dated 11-08-2008 have been fully covered with videography and record kept properly.	
6	How and when 2 nd randomization of polling personnel accomplished? Describe. Any drawbacks?	
7	How is the preparedness of polling personnel? Describe the training schedule and contents. Any drawbacks?	
8.	Similarly for micro observers what are the training and deployment arrangements?	
9	Whether vulnerability mapping have been done and critical polling stations and clusters have been identified.	
10.	Whether adequate preventive steps have been taken for maintenance of Law and Order	
11.	What is the security arrangement for polling stations and poll personnel (briefly the force deployment parameter). How many polling stations with static outside force, how many with video coverage and how many through micro observers? What is the arrangement to escort the polled EVM back? What is transportation and receipt arrangement for polled EVM? What is strong room guarding plan? Is the general atmosphere conducive for holding of free and fair poll? If no, state detailed reasons.	

Signature of the Observer

The Fourth Report (immediately after the end of poll).

OBSERVER REPORT – 4

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

SI No	Subject	Observer's Report
1	Total number of Polling Station.	
2	Whether mock poll done and certificate issued in all Polling Stations. If no, indicate the specific number of Polling Station.	
3	Number of Polling Stations where there was only one election agent / polling agent was present (indicate the specific Polling Stations).	
4.	No. of polling stations with video cameras	
5.	No of polling stations with micro observers	
6	Number of EVMs replaced after the start of poll (indicate the specific polling Stations.) and describe the defect in the EVM – EVM No. and make to be clearly mentioned.	
7.	No. and name of polling stations where complaints of violation of polls were received during the course of poll.	

	Describe the nature of complaints and action taken.	
8	Number of Polling Stations where poll was interrupted for more than two hours or start of poll delayed by two hours or more in starting (indicate the specific Polling stations)	
9	Number of Polling Stations, where the interrupted poll could not continue (indicate the specific polling stations)	
10	No. of polling station where there is, in the opinion of observer, a need for re-poll (based on point no. 7, 8 & 9 above).	

Signature of the Observer

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

OBSERVER REPORT – 5

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

SI No	Subject	Observer's Report
1	Whether proper intimation was given in advance, in writing (under proper acknowledgment).	
2	Whether Scrutiny of Form 17 A (Register of Voters) and other documents such as Form 17 C, Presiding Officer's diary, Micro observer's reports, Sector Officer's visit Sheets (in the presence of candidates/election agents or their authorized representatives) done. Who were present? For how many polling stations? .	
3.	Whether proper log-books has been maintained for recording the time and purpose of opening and closing storage room where election records are kept.	
4.	Whether the room was opened in the presence of observer and candidates/their	

	election agents/ representatives	
5.	Whether after the scrutiny of Form 17A, 17C, marked copies of electoral rolls etc., have been resealed by the Retuning Officer.	
6.	Whether the election agents/ representatives present have put their seal or signature thereon – who/which of the candidates?	
7.	Whether after scrutiny of Form 17 A, 17C and other documents and materials the R.O. and Observer makes any recommendations to the Commission for repoll. If yes describe the reasons for each recommended polling station separately.	

Signature of the Observer

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

OBSERVER REPORT – 6

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

SI No	Subject	Observer's Report
1	Whether arrangements for counting has been done as per the instruction of the Commission's letters No. 470/2007/PLN-I dated. 11.1.2007, 29.08.2007 and 470/INST/2009/EPS dated 08.09.2009? If No, what are the discrepancies?	
2	Whether randomization of counting staff was done as per the instruction of the Commission in the morning?	
3	Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission?	
4	How many tables were arranged?	
5	How many rounds were planned?	
6	How many Micro-Observer were deployed for each table?	
7	How many postal ballot papers were counted?	
8	Whether after each round or counting,	

	random checking of 2(two) EVMs was done by the observer?	
9	Whether the counting agents of the candidates were present at the time of counting?	
10	Whether the signature of the counting agents taken in part –II of form 17 C?	
11	Whether the total votes shown in part-II of form 17 C tally with the votes counted in EVM?	
12	Whether the seating arrangements of the counting agents were done as per the Commission's instruction?	
13	Whether continuous Videography of counting was done?	
14	Whether the EVM no. was tallied with the EVM list supplied to the polling stations	
15	Whether Green paper seal no for each counted EVM checked and verified?	
16	Whether the round wise result was immediately put on the blackboard in counting hall at the close of each round and before the beginning of next round?	
17	Whether there was any demand for re-totalling with what result? Describe.	
18	Whether any significant incident occurred during counting of votes? If yes, give details	
19	Whether candidates/ counting agents were present at the time of declaration of	

	result?	
20	Time when counting started and ended. When was the result announced? If there was any time lag please describe the reasons.	
21	Is the observer satisfied about the counting & declarations of results? (Observer should enclose round wise tabulation sheets with post copy)	

Signature of the Observer