

By Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001.

No. 322/UP-LC/1/2010-CC&BE

Dated : 31st December, 2009

To,

The Chief Electoral Officer
Uttar Pradesh,
Lucknow.

Subject: Biennial Election to the Uttar Pradesh Legislative Council from 35 Local Authorities' Constituencies – Deployment of Micro Observers at all Polling Stations during poll- regarding.

Sir,

I am directed to state that the Commission has decided to deploy the **Micro Observers** in each of the Polling Stations on the day of poll i.e. on 7th January, 2009 for free and fair conduct of the Biennial Elections to the Uttar Pradesh Legislative Council from Local Authorities' Constituencies. These Micro Observers shall be the officials of the Central Government / Central PSUs. For this purpose, Guidelines and Check-List for the Micro Observers are enclosed herewith at Annexure-I and Annexure-II respectively.

2. It may be ensured that copies of the same are provided to all the officials who are deployed as Micro Observers and also to all Observers of the Commission through the Returning Officers.

3. The receipt of this letter may please be acknowledged with the confirmation that the relevant instructions have been issued to all the concerned.

Yours faithfully,



(K. N. BHAR)
UNDER SECRETARY

Guidelines for Micro Observers

1. Observers have a very crucial role to play in the conduct of an independent, free and fair election. To strengthen the system of observation, the Commission has consciously decided to deploy Micro Observers at each and every Polling Station of the Local Authorities Constituency. These Micro Observers would directly work under control and supervision of the General Observer of the Commission.
2. For deployment as Micro Observer, the Returning Officer will obtain the list of Gazetted Officers/officials of Government of India / Public Sector Undertakings from different offices in the district. Such Gazetted officers / officials will be eligible to be deployed as Micro Observer. In case Gazetted officers are not sufficient in number, Group 'B (Non-Gazetted)' or Group 'C' employees and above can also be utilized for this purpose.
3. There shall be a nodal officer identified by the Returning Officer for Micro Observers to handle logistics and deployment related tasks of Micro Observers in each district. General Observers will be in close touch with them for their requirements of Micro Observers relating to their constituencies.
4. Each Micro Observer shall be given a photo-pass and identity card by the Returning Officer to ensure his access to the polling stations.
5. Observers will arrange and train their Micro Observers. The officer selected for the job of Micro Observer may not be aware of different aspects of election process. Therefore, a basic training of election processes on the day of the poll shall have to be given to them. This should enable them to understand and observe the activities relating to election on the day of the poll. Since the Micro Observer shall be reporting to the Observer alone, it will be the responsibility of the Observers to ensure that they are trained properly on the relevant and crucial issues. The Returning Officers will organize the training of these Micro Observers.
6. The required number of officers for deployment as Micro Observer would be picked up randomly from the list of all eligible officers. Further the assigning of polling stations also will be done in random manner a day prior to the day of departure in presence of the Observer and duly approved by him.
7. The Returning Officer should ensure that the Micro Observers are separately dropped to their destinations. Micro Observer should be provided with an Identity card, entry pass to his/her polling stations, and such other requirements as may be necessary for discharge of duties as per the direction of the Commission.

8. On the day of poll the Micro Observer should reach the polling station at least one hour before the commencement of the poll, i.e., at 7 O'clock in the morning. If for certain reason it is not possible to reach in the morning, he should reach in the evening of the previous day.
9. Having reached the polling station he should assess the preparedness for the poll. During the poll day he should regularly note down the important points on the pre printed Performa (a Performa for this is appended). It is made absolutely clear that in no case the Micro Observer will act as presiding officer or the polling officer. His task is to observe that election process is being carried out in a free and fair manner and there is no vitiation of any kind.
10. In the process of observation on the day of the poll, the Micro Observer should specially observe: -
 - Presence of Polling Agents and observance of ECI instructions with regard to them,
 - Observance of videography in the Polling Station without compromising secrecy of votes,
 - The observance of entry pass system and access to Polling Station,
 - Proper identification of electors in accordance with ECI guidelines,
 - Identification and recording procedures for the Absentee, Shifted and Duplicate voter's list (ASD list),
 - Noting down particulars of electors in Counterfoil of Ballot Papers,
 - Issuance of ballot papers to electors
 - Secrecy of voting,
 - Observation of DECLARATION made by ILLITERATE/BLIND OR OTHERWISE INFIRM ELECTOR and their companion.
 - Conduct of polling agents, their complaints, if any, etc.
11. During the poll, if the Micro Observer feels that the poll is being vitiated for any reason, he will immediately bring it to the notice of Observer through whatever means of communication is available, for example, phone or wireless or any other means.
12. After the poll process is over, the Micro Observer will report to the Observer in the format as enclosed as Annexure II at the collection center and hand over his envelop containing the report for the day personally to the Observer and brief him/her on any thing of importance that had happened during the day.
13. Observers will go through the report and if any further clarification is required then he should arrange for the Micro Observer to be called for ascertaining those further details.

Checklist for Micro Observers

- i) Whether more than one polling agent from the same political party were present inside the polling station at any time?
- ii) Whether the entry pass system was enforced properly? Whether any unauthorized person was inside the polling station at any point of time?
- iii) Whether events are recorded from time to time as and when they occur in the Presiding Officer's Diary?
- iv) Whether only one ballot paper was issued to each voter?
- v) Whether the Presiding Officer or Polling Officer was going towards voting compartment or giving any undue instructions to the voters?
- vi) Whether copies of accounts of votes recorded have been given to the polling agents?
- vii) Whether videography of the poll proceeding done without compromising secrecy of voting and voting compartment was properly placed to ensure secrecy of voting?
- viii) Whether any complaint by polling agent, election agent or any political party was received? If yes it's substance.
- ix) Any other incident or issue that you would like to highlight. Signature of Micro Observer:

Signature_____

Name (in full) :_____

Designation :_____

Phone No. :_____

Date & Time :_____