

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

K.N.BHAR
UNDER SECRETARY

No.464/OBS/2008/EMS/Vol.II

Dated: 30th January, 2009

To

1. The Chief Secretaries of All States and Union Territories.
2. The Chief Electoral Officers of all States and Union Territories.
3. The Director, DOPT, North Block, New Delhi.
4. The Director, CBDT, North Block, New Delhi.
5. The Director, CBEC, North Block, New Delhi.

Subject: Duties and responsibilities of Nodal Officer.

Sir/Madam,

I am directed to state that during the General Elections to the Lok Sabha or Legislative Assembly of a State or Bye-elections deployment of the Observers for close observation of the election process at the constituency level has become an integral part of the election management.

2. Keeping in view of the above, the Commission has already requested to appoint the Nodal Officer to co-ordinate all matters relating to the Observers between the State Govt./Ministries/Department and the Commission. For the purpose of smooth management of the affairs relating to Observers and proper coordination, the Commission has decided to prescribe the following responsibilities of the Nodal Officer: -

- a) Ensure that the lists in **Formats OBS01 and OBS02** are sent in time with as many officers in OBS01 as sought from the sponsoring authority.
- b) Ensure that the information sought in the formats are properly filled and are correct and up-to-date.
- c) Ensure that the reasons stated in OBS02 for not sparing an officer are self-explanatory.
- d) Ensure that any mid course changes in the details of the officers provided in the beginning of the period are properly communicated to the Commission for incorporating for the same in Commission's list..
- e) Ensure that the officers selected for briefing are informed well in time and that they attend their briefing.
- f) Ensure that the appointment orders of the Observers are served to the concerned officers in time.

- g) In case, an Observer is to be replaced by the sponsoring authority, it should be done at the first instance and not only after orders of his appointment or deployment are issued. It is responsibility of the Nodal Officer to ensure that all proposals of replacement, on personal or official grounds are sent in the formats prescribed, giving full details as sought in the format.
- h) In case, an Observer has sought exemption, it is the responsibility of the Nodal Officer to ensure that the request of exemption is made in the format prescribed, giving full details as sought in the format.
- i) Ensure that the decision of the Commission regarding replacement and exemption is communicated to the officers concerned in time and they act in accordance to the orders of the Commission.
- j) Ensure that the deployment orders are served in time, as and when they are issued and that the Officers travel towards their respective places of deployment as per the visit schedule provided by the Commission without fail.
- k) Bring any default to the notice of the Commission and the sponsoring authority at the earliest.

3. In addition to this, an **Observers Portal** for accessibility of the Observers and the Nodal Officers will be developed in the website of the Commission (<http://www.eci.gov.in>) wherein all the relevant information shall be provided. While general information shall be made viewable to all, Observer specific information and sponsoring Authority specific information shall be accessible to the Observer and Nodal Officer respectively only on login.

4. The appointment letter shall be served to the Observer through the Nodal Officer of the concerned Sponsoring Authority, who shall, in turn get it served to the Observer under intimation to the Commission in **Format OBS04** and would also be placed on the Observer Portal. The appointment Order shall also be e-mailed to the Observer on the e-mail ID provided by the sponsoring Authority in OBS01. In case the appointment order (s) could not be served by the Nodal Officer to an officer or multiple officers, this shall be reported immediately to the Commission giving specific reasons.

5. After the deployment orders are served, depending on the date of reporting, the Nodal Officer shall ensure that the Observers appointed under his jurisdiction leave in time for their respective Constituencies.

6. Simultaneously, this follow up has to be done by the Office of the Chief Electoral Officers of concerned States and Union Territories in which the Observers are deployed. For this purpose, the Chief Electoral Officers of all States and Union Territories are requested to appoint a Nodal Officer in the rank of Addl. /Joint Chief

Electoral Officer. The details of the Observers deployed and their contact details shall be made available on the Observers Portal and the Chief Electoral Officer's offices shall ensure that the Observers deployed are contacted about their travel plans and reporting to their respective Constituencies. Any default shall be brought to the notice of the Commission without delay.

7. Kindly acknowledge the receipt of this letter alongwith its enclosures.

Yours faithfully,

(K.N.Bhar)

OBS04

Status of service of Observer Appointment Orders

Sponsoring Authority							
Nodal Officer							
Number of Observers Appointed							
Number of Orders Served							
Details							
Sl No	Code	Name	Status of Service	Reasons if not served	Is Observer proposed for exemption or substitution	Details of Substitute, if any proposed	
						Code	Name

**(Nodal Officer)
Sponsoring Authority**

Note:

1. It should be ensured that the Observer appointed by the Commission is spared for deployment. In rare cases, the Observer should be proposed for replacement only if there are very strong reasons.
2. In case a substitute is proposed, it should not be from list already sponsored and is retained by Commission for appointment (even if he is not appointed in this instance).
3. When a substitute is offered, his availability should be ascertained before proposing the replacement.