

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION BRANCH-II)
7TH FLOOR, MSO BUILDING, I.P. ESTATE
NEW DELHI-110002

F.No.44(64)/2023/Election/DSW/Estt./ 11605-11664

Dated:- 19 SEP 2023

CIRCULAR

Sub:- Compilation of set of instructions in respect of General, Police and Counting Observers.

Please find enclosed the letter No.:CEO/COE/102(07)/ECI-INST/2023/18737-837 dated 24/08/2023 received from Asstt. Chief Electoral Officer (COE), Old St. Stephen's College Building, Kashmere Gate, Delhi-110006 Regarding Compilation of set of instructions in respect of General, Police and Counting Observers for necessary action

Encl:- As above.

P. Singh
19/9/23

Section Officer(Admn.)

F.No.44(64)/2023/Election/DSW/Estt./ 11605-11664

Dated:-

19 SEP 2023

Copy to:-

1. PS to Secretary (SW), 7th Floor, MSO Building, ITO.
2. PA to Director (SW), 7th Floor, MSO Building, ITO.
3. All DDs / DSWOs/DDO/HOO/Supdt./In-charge of Homes/ Institutions of the Department of Social Welfare.
4. ~~Sr. System Analyst, DSW for uploading the circular on the Department website.~~
5. Guard File

P. Singh
19/9/23

Section Officer(Admn.)

993/CC
20/09/2023

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Website: www.eci.gov.in

Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/OBS/2023/OPS

Dated: 14th August, 2023

To,

1. The Chief Electoral Officers of all States & Union Territories.
2. The Establishment Officer, Department of Personnel & Training, North Block, New Delhi- 110001.
3. The Home Secretary to Govt. of India, Ministry of Home Affairs, North Block, New Delhi-110001.

Subject - Compilation of set of instructions in respect of General, Police and Counting Observers - reg.

Reference -

Commission's instructions issued vide following letters -	
1.	Letter no. 464/OBS/2007/PLN-I Dated 09.01.2007
2.	Letter no. 464/OBS/2007/PLN-I Dated 03.01.2007
3.	Letter no. 464/INST/2007-PLN-I Dated 12.10.2007
4.	Letter no. 464/OBS/2009-OPS Dated 1.4.2009
5.	Letter no. 464/INST/2016-EPS Dated 19.01.2017
6.	Letter no. 464/OBS/2016/OPS Dated 29.04.2016 regarding Daily Activity Report of Observers (General & Police Observers)
7.	Letter no. 464/OBS/2016/OPS dated 29.04.2016 regarding deliverance of Commission's orders and instruction
8.	Letter no. 464/OBS/2023/OPS dated 12.05.2023 reg. Compilation of set of instructions in respect of General, Police and Counting Observers - reg.

Madam/Sir,

The Commission has been issuing instructions from time to time on roles and responsibilities of General, Police and Counting Observers vide the instructions referred above. Now, the Commission has reviewed these instructions and in supersession of the Commission's instructions referred above, I am directed to state that the Commission appoints Observers under the powers conferred on it by Section 20B of the Representation of the People Act, 1951 and the plenary powers available to the Commission under the Constitution of India. General, Police and Counting Observers are the appointees of the Commission, who work under the superintendence, control and discipline from their appointment till the completion of their election duties.

The Commission puts a great deal of faith in its General, Police and Counting Observers and the role of such Observers in ensuring free and fair elections is of utmost importance without a doubt. General, Police and Counting Observers not only help the

72/10 4716
(15)

The General, Police and Counting Observers, upon arriving at their designated constituency(ies), then have to send mandatory Observer reports to Commission by either uploading the filled-up report format or by feeding in the data in the Observer's Portal. All deployed General and Police Observers are also required to submit Daily Activity Report, if required by the Zonal Division concerned, highlighting the polling stations visited, summary of any meetings with DEO/RO, political parties/ public, vulnerability mapping, deployment of CPF, MCC enforcement, preparation of communication plans, expenditure monitoring and any other significant input or issue for urgent information of Commission.

(Report formats required to be submitted by the General, Police and Counting Observers including arrival/departure report and the self-certification format are enclosed at Annexure - A).

The CEOs of States/UTs where elections are underway are also required to appoint a nodal officer to furnish Status report of Observers regarding their arrival in the assigned constituency (ies), delivering Commission's instructions to the Observers concerned and provide necessary facilitation etc. to the deployed General, Police and Counting Observers.

Apart from the aforementioned instructions, to ensure the convenience and smooth conduct of Observer duty, some instructions/facilities in respect of Observers are mentioned below-

- i. As per the existing practice as stated above, a Briefing Meeting of Central Observer is convened few days before the announcement of General Elections and General, Police and Counting Observers are called for Observers' briefing meetings before they proceed for their assigned Observer duty. Central Observers belong to various services including all Indian services like IAS, IPS, SCS, India Forest Services and Gazetted officers of the secretariat of ECI. Officer sponsored/selected for Observer duty come to Delhi from different States and UTs to attend the briefing meeting and sometimes find it difficult to find accommodation and/or transport.

In order that those officers are not put to any inconvenience during their stay in Delhi, the Chief Secretaries /Chief Administrators of the States/UTs are required to issue suitable directions to the officers/departments allotting accommodation & transport as well as to the Resident Commissioners, Liaisons Officers and Managers in charge of the various State Guest Houses and Bhawans in Delhi to provide the officers arriving to attend the briefing meeting with suitable accommodation during their stay in Delhi and transport be placed at their disposal right from their arrival at airport / railway station in Delhi till their departure.

Further, facilitation Centers may be opened in the Offices of Resident Commissioners/

- 5011
4511
- c. Specific facilities will also be provided for the General and Counting Observers in the Counting Centers. DEO/RO should provide a separate table for the Observer(s) at each Counting Center/Hall with a STD Telephone and one fax to be jointly used with RO. If possible, the fax should have a separate line with STD facilities. The telephone numbers are to be obtained in advance for the Observers' use and these are to be communicated to the Zonal Secretaries concerned in the Commission. Internet facilities should also be provided to ensure exchange of information on real time basis.
- d. General, Police and Counting Observers shall be provided with an escort/liaison officer who must have a clear knowledge of the area of constituency. ROs shall ensure that the Liaison /Escort Officer should also be able to act as an interpreter for interaction of the Observers with the local people and officials.
- e. The ROs shall provide each General, Police and Counting Observer with a folder containing the following:
- A Map of the Parliamentary/Assembly Constituency (showing also the boundaries of the Assembly Segment(s);
 - List of Polling Stations as made available to the Political Parties and contesting candidates in terms of the provisions of Hand Book for the ROs;
 - Table of contents of Electoral Roll of each Assembly segment;
 - Telephone Numbers at a glance for the district(s), constituency;
 - A Booklet containing the plan for managing the elections in the district(s) and such other documents as are essential;
 - Detailed plan for counting of votes of the constituency.
- vi. The Commission desires that certain minimum facilities that are to be extended to the General, Police and Counting Observers are listed below:
- a. Facilities that would be provided to General, Police and Counting Observers, in general would depend on the local condition and therefore, the General, Police and Counting Observers should be given appropriate fooding, lodging and transportation facilities.
- b. General, Police and Counting Observers are not to be provided with a Guard of Honor.
- c. General, Police and Counting Observers should be provided with a minimum security of a PSO/gunman. However, if in the assessment of the CEO in consultation with the appropriate authorities of the State Government there is need for a higher level of security, suitably, enhanced security may be provided. Security scale beyond the minimum specified is to be provided by the District Administration as directed by the

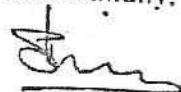
2487 43/1 (13)

3.	464 OBS/2008/FMS/Vol.II Dated 30.01.2009	Appointment of Observers to watch the General Election/Bye-elections-Instructions for substitution/ replacement of an officer appointed as Observer
4.	No.318 LC/OBS/2009/OPS Dated 29.12.2009	Biennial Bye-Elections to the Legislative Council- Deployment & Duties of Observers regarding.

Observers are deployed to observe whether Commission's instructions are being implemented in letter and spirit and therefore, Observers must keep themselves abreast of all Commission's instructions and guidelines and in case of any query Observers should get in touch with the office of CEO of State/UT concerned and if still not satisfied then contact the DEC/DG-Pr. Secretary/Secretary in charge of the State/UT concerned in the secretariat of ECI.

Commission's instructions may be brought to the notice of all Heads of Departments of the State/UT Government and Ministry/Departments for strict compliance.

Yours faithfully,



(SHEESH RAM)
UNDER SECRETARY

4111

	<i>with the concerned Nodal Health Officers.</i>	
10.	Whether election related officers who are in their home district or those who have completed 3 years of service in the Constituency had been identified?	
11.	Whether training centers, counting centers, strong rooms finalized?	
12.	Whether certain orders like suspension of arms license, order pertaining to defacement, use of loud speakers, declaring poll day as local holiday, appointment of sectoral magistrates, vesting powers under CrPC for executive magistrates, requisition orders for polling stations, counting centers, requisition order for vehicles, etc. have been issued	
13.	Whether the required election materials had been procured?	
14.	<i>Whether Election Material Kits have been prepared in a spacious and sufficiently large hall following all safety, sanitation and social distancing measures?</i>	
15.	Whether the postal ballot requirement has been worked out for persons under preventive detention, drivers/ cleaners of requisitioned vehicles, police personnel on election duty, Electors who are marked as Persons with Disabilities (PwD), electors above the age of 80 years, Electors employed in notified Essential services, Elector who are COVID- 19 positive/suspect and in quarantine (home/Institutional) and service electors.	
16.	Whether the route maps for every polling station, sector maps, route chart, and transport plans for Observers, poll personnel, Micro observers etc. made?	
17.	Whether the vehicle requirement for transport plan assessed?	
SECURITY MEASURES/MCC RELATED/EVM		
18.	Whether security force deployment plans have been finalized for the districts and all assembly constituencies?	
19.	Whether detailed planning for CPF patrolling and route marches in sensitive areas (with dates and routes) and other Confidence Building Measures have been done?	
20.	Whether security arrangement has been prepared for polling personal moving to remote/Sensitive polling station.	
21.	Whether Vulnerability mapping has been done effectively.	
22.	Whether important aspects of Model Code of Conduct were briefed to the political parties/Candidates. (Describe the main issues).	
23.	What was the time, date & venue of the meeting with the political parties and contesting candidates? The names of the candidates or their representatives along with their party affiliation who attended.	
24.	<i>Whether second randomization and preparation of EVMs/VVPATs have been arranged in large halls?</i>	

244/C (11)
18/1

	room has been made?		
46.	Whether round the clock 02tier security arrangements have been planned at the strong room having polled EVMs and VVPATs?	Yes/No	
47.	Whether arrangement for providing log book to CPF has been made to maintain details of visitors?	Yes/No	
48.	Whether arrangement for providing video camera to CPF has been made to record the visit of any permitted officials?	Yes/No	
49.	Whether there is provision for candidates representatives to stay outside the inner perimeter at a location which enables them to view entry point of the strong room?	Yes/No	
50.	If no direct view, whether CCTV arrangements have been planned to enable them to watch the main gate of the strong room?	Yes/No	
51.	Whether round the clock control room has been planned at the strong centre?	Yes/No	
52.	Whether candidates have been intimated in writing to depute their representatives to keep watch on the security arrangements of the strong room after the poll?	Yes/No	
53.	Whether you are satisfied with arrangements of strong room?	Yes/No	
54.	Any other remarks		

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

15.	How and when 2 nd randomization of polling personnel accomplished? Describe. Any drawbacks?	
16.	Whether Commission's instruction for increasing timing for 3 rd randomization of polling staff be from 24 hrs to 72 hrs in order to avoid large gathering of polling staff at dispatch centers has been implemented?	
17.	Similarly, for micro-observers what are the training and deployment arrangements?	
18.	Whether all vacancies of EROs/AEROs are filled up.	
POLLING STATIONS - POLL DAY PREPARATIONS		
19.	Poll Day Arrangements - Control room, Voter assistance booths, regular reporting to ECI about incidents and violence, for monitoring Law and Order, receipt arrangements, strong rooms, Training OROs about 17 A scrutiny formats etc.	
20.	Whether arrangements for regular media briefings have been made?	
21.	Whether all IT Applications are working properly and training imparted.	
22.	Whether ECI approval has been obtained on the list of Polling (including the auxiliary) stations. Are there any changes in the already approved list?	
23.	Whether the list of polling stations has been prepared, published and provided to political parties, RO, ARO, Observers, Police authorities etc. And whether three copies of the same is provided to the contesting candidates.	
24.	Whether assured minimum facilities like electricity, drinking water, shade, toilet etc. and ramps the physically challenged voters and a standard voting compartment has been arranged at all polling stations. Details.	
25.	Whether Commission's detailed instructions for assured minimum facilities in view of COVID-19 situation have been implemented in letter and spirit at polling stations?	
26.	Whether necessary arrangements for thermal Checking of voters either by polling staff or Para Medical staff of ASHA workers at entry point of polling station location/Polling station have been done?	
27.	Whether one shaded waiting areas with chairs, dari etc. has been provided, for male and female separately, within the polling station premises for the voters?	
28.	Whether help desks have been set up at all polling stations for distribution of token to the voters on first come first serve basis?	
29.	Whether the RO/ARO conducted inspections of all polling stations and a report prepared in the format A (format of DEO Checklist).	
30.	Whether any model polling stations planned?	
31.	Whether proper arrangements have been made to facilitate the differently abled electors at polling stations?	
32.	Whether Live web casting/CCTV arrangements made to monitor election process at distant polling stations?	

9/10/16 (9) 3711

PAID NEWS CASES	
45.	Whether strict monitoring of all 'Paid News' cases was undertaken and cases referred to DEO/RO/Media Certification & Monitoring Committee (MCMC).
46.	Any Other Comment:

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

28/4 (8) 34/

	<i>safety norms were followed for each activity?</i>	
12.	<i>How many relivers were allowed by the Presiding officer(s) in place of polling agents having temperature more than set limit?</i>	
13.	<i>How many token/certificates were issued to electors having temperature more than the set norm by MoHFW?</i>	
14.	<i>Any Other Comment:</i>	

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

22/10/10 (7) 3111

10.	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 re-poll. If yes describe the reasons for each recommended polling station separately.	
11.	Any Other Comment:	

(Signature of the General Observer)
Name of General Observer:
General Observer Code:
No. & Name of AC Allocated:

289/c

⑥ 29/c

	put on the blackboard/display in counting hall at the close of each round and before the beginning of next round?	
20.	Whether there was any demand for re-totalling with what result? Describe.	
21.	Whether any significant incident occurred during counting of votes? If yes, give details.	
22.	Whether there was any case of counting of VVPAT slips under Rule 56D of Conduct of Elections Rules, 1961.	
23.	Name and number of Polling Stations where VVPAT slip were counted due to non-display of result from the Control Unit(s)	
24.	Whether the number of VVPAT slips matched with the number of votes cast in Control Unit during mandatory verification of VVPAT slips	
25.	Whether candidates/counting agents were present at the time of declaration of result <i>following social distancing norms</i> ?	
26.	Time when counting started and ended. When was the result announced? If there was any time lag, please describe the reasons.	
27.	<i>Whether the counting centers were disinfected before, during and after the counting?</i>	
28.	Is the observer satisfied about the counting & declarations of results? (Observer should enclose round wise tabulation sheets with post copy)	
29.	Remarks if any.	

(Signature of the General Observer)

Name of General Observer:

General Observer Code:

No. & Name of AC Allocated:

2024/52711

COUNTING ARRANGEMENTS REPORT
(To be submitted one day before the date of Counting of Votes)

PART - B

Name of State	
Name of District	
No. & Name of AC	
Address of Counting Centre visited	

Sl. No.	Necessary Actions for Preparedness for Counting of votes	Y/N	Remarks
1.	Whether Counting Hall is spacious to accommodate infrastructure, officials and counting agents?	YES/NO	
2.	Whether smooth flow of EVMs/VVPATs from the strong room to counting hall and vice versa has been made?	YES/NO	
3.	Whether adequate lighting with proper standby arrangements (generator etc.) has been made?	YES/NO	
4.	Whether 100 meter perimeter around the counting centre has been demarcated as 'Pedestrian Zone' and barricaded?	YES/NO	
5.	Whether 03 (three) cordoning security system has been made? [1 st (outer) cordon to start from pedestrian zone having adequate local police, 2 nd (middle) cordon at the gate of counting premises/campus manned by SAP and 3 rd (inner) cordon at the door of counting hall manned by CPF]	YES/NO	
6.	Whether proper barricade using transparent material/wire mesh for each counting table to prevent agents/candidates/counting agents etc. From handling polled EVMs has been made?	YES/NO	
7.	Whether one of the counting table inside the counting hall has been earmarked as VVPAT Counting Booth (VCB) for counting of VVPAT paper slips?	YES/NO	
8.	Whether VCB has been wire-mashed just like as Bank Cashier Cabin so that no VVPAT slips can be accessed by any unauthorized person and CCTV camera has been installed on the ceilings?	YES/NO	
9.	Whether you are satisfied with arrangements at Counting Centre?	YES/NO	

Other remarks, if any:

(Signature of the Counting Observer) Name of Counting Observer: Counting Observer ECI Code: No. & Name of AC allocated:
--

(4) 21/11

	(in Lacs Since date of announcement of Election schedule)		
12.	Comments on any Liquor/ Cash seized (Since date of announcement of Election schedule)	Liquor (in Ltrs.)	
		Cash (in Rs.)	
13.	Status of Execution of NBW	Number of Execution	
14.	Comments and level of satisfaction regarding-		
a)	Deployment & performance of flying squads	Remarks	
b)	Night Patrols	Remarks	
c)	Area Domination by CPF/State Police	Remarks with dates and places of such activities	
d)	Training of Police Personnel at all levels	Remarks	
e)	Working of check-posts	Remarks	
15.	Any other specific activity or finding, which you may like to bring to the notice of the Commission	Remarks	
16.	Any major incident which may have impact on forth coming polls.	Remarks	
17.	Any information regarding intimidation of voters	Remarks	
18.	Level of satisfaction regarding whether sufficient action taken to stop such intimidation	Remarks	

REPORT ON ARRANGEMENT AT STRONG ROOM

	Particulars	Status	If No, remarks thereon
19.	Whether strong room is spacious to accommodate all polled EVMs and VVPATs?	Yes/No	
20.	Whether strong room has single entry door and no unsealed window/ventilators?	Yes/No	
21.	Whether main switch of electric connections installed outside of the strong room to avoid electric short circuit?	Yes/No	
22.	Whether strong Room has double lock system?	Yes/No	
23.	Whether there is arrangement for uninterrupted power supply at the strong room locations?	Yes/No	
24.	Whether keys of the locks of the strong room are kept as per ECI instructions No. 51/8/6/2021-EMS, dated 17.08.2021?	Yes/No	

3

POLICE OBSERVER REPORT - 2

(To be submitted on the 5th day of reaching the allocated district)

Observer's Name	
Observer Code	
Constituency	
District	
State	

Sl. No.	Subject	Observer's Report	
1.	Training of all Police Personnel on pre-poll and poll duties conducted. Please furnish your comments thereon.	Comments	
2.	Whether check-posts have been set up and shift duty is in place thereof to see whether illegal arms/Ammunitions, liquor etc. are not moving into the district.	Comments	
3.	Whether flying squads have been formed. Please furnish your comments thereon.	Comments	
4.	Whether Night Patrols have been mobilized in the district. Please furnish your comments thereon	Comments	
5.	Whether area domination through route plan is sufficient and each route plan is being covered or not. Please furnish your comments.	Comments	
6.	Whether Security forces have been briefed on:		
a)	pre-poll duties (Area domination)		
b)	security/sensitivity aspects of the area of their deployment.		
c)	Comments on (a) & (b) above		
7.	Status of Execution of NBW	Number of Execution	
8.	Whether NBWs have been executed at than a level. Details thereof		

(Signature of the Police Observer)

Name of Police Observer:

Police Observer Code:

No. & Name of AC Allocated:

22/6/16 211c

d)	Training of Police Personnel at all levels	Satisfied		Remarks	
		YES	NO		
		(If NO, give comments)			
e)	Working of check-posts	Satisfied		Remarks	
		YES	NO		
		(If NO, give comments)			
8.	Status of Execution of NBW	Number of Execution			
9.	Any other specific activity of finding, which you may like to bring to the notice of the Commission			Remarks	
10.	Any major incident which may have impact on forthcoming polls			Remarks	
11.	Suggestion, if any			Remarks	

(Signature of the Police Observer)

Name of Police Observer:

Police Observer Code:

No. & Name of AC Allocated:

ARRIVAL / DEPARTURE REPORT OF OBSERVERS

(To be Submitted Immediately after Arrival / Departure)

Date of Reporting	
Name of Observer and code	
Email Id	
Number and Name of Constituency	
Name of the District and State	
Mobile No.	
Fax No.	
Constituency Mobile No.	
Constituency Telephone No.	
Constituency Fax No.	

1.	Date of arrival / Departure of Observer (please strike out the portion which is not applicable)	
2.	Was there any break taken by the Observer from the duty-	
3.	If Yes, give details.	
4.	Was there late reporting to duty	
5.	If Yes, by how much time?	

PLACE:

DATE:

SIGNATURE OF OBSERVER