

**SECRETARIAT OF THE  
ELECTION COMMISSION OF INDIA**  
Nirvachan Sadan, Ashoka Road, New Delhi - 110001.

No. 464/OPS/2016 (O)/Vol.-II

Dated: 1<sup>st</sup> April, 2016

To,

1. The Chief Electoral Officer, Assam, Dispur,
2. The Chief Electoral Officer, Kerala, Thiruvananthapuram
3. The Chief Electoral Officer, Tamil Nadu, Chennai
4. The Chief Electoral Officer, West Bengal, Kolkata and
5. The Chief Electoral Officer, Puducherry, Puducherry

Subject: 'Status Note' by Central Observers for video-conference – General Election for Assam, Kerala, Tamil Nadu, West Bengal and Puducherry -2016 – Regarding.

Madam/Sir,

I am directed to state that the Commission shall hold a review, through Video-conference (VC), with all Central Observers deployed in the poll going States /UTs, a few days before the poll day, to comprehensively assess the poll preparedness of the field machinery and to ensure compliance of all election related rules, guidelines and instructions in letter and spirit.

2. In this connection, all Central Observers (General, Police and Expenditure) are directed to submit a "Status Note" on the critical gaps, urgent actionable points, crucial issues or other significant inputs if any, for the attention of the Commission, latest by the 7<sup>th</sup> day before the date of polls in all phases. This 'Status Note' must be concise, lucid, crisp and focused and shall not exceed 2-typed A-4 pages. An indicative list of issues/points to be covered in the 'Status Note' is enclosed at Annexure. 'A'.

3. The "Status Note" shall be submitted to the concerned Pr. Secretaries/Director/Secretaries of the poll going States through fax/email and also uploaded on the Observer Portal without fail.

4. This instruction may be brought to the notice all Central Observers immediately.

Yours faithfully,

  
(NIKHIL KUMAR)  
DEPUTY SECRETARY

# Annexure –‘A’

## Review Points for Central Observers

- 1. Polling Station:**
  - Assured Minimum Facilities(AMP), standard voting compartment (with increased height of voting compartment).
  - Voter Assistance Booth for ease of voters.
  - All Women Managed Polling Station.
  - Special Facilitation for differently-abled, visually-challenged, women, elderly, leprosy affected etc.
  - Voter Facilitation Posters.
- 2. Electoral Roll:**
  - Modified Photo Voter Slip (with larger photo of the voter and location of the polling booth) distribution arrangements & monitoring.
  - Voter guide distribution.
- 3. Model Code of Conduct:**
  - Mechanism of strict enforcement of MCC- flying squads, excise teams, border check posts etc.
  - Arrangements for “SOPs for last 72 hrs. till counting” and strict compliance.
- 4. Vulnerability Mapping:**
  - Whether list of vulnerable pockets/hamlets have been identified by the DM/SP and RO and have they visited them.
  - Whether proper arrangement has been made for monitoring liquor production units and liquor outlets. Details of action taken on this front so far.
- 5. Quality and Fidelity of the Transportation Plan and Communication Plan and arrangements for communication-shadow areas.**
- 6. Training and deployment of Micro-observers.**
- 7. Training of polling staff with special focus on electoral process, EVMs & VVPATs.**
- 8. Deployment of Forces:**
  - Whether deployment of CPFs and SAPs has been prepared as per the directions of the Commission.
  - Whether vulnerable and critical polling stations have been identified and proper security measures have been adopted.
  - Whether CPF has been used for route-marches/ area domination in the vulnerable pocketes/hamlets. Details of dates/time of such visits by CPF.
  - Whether daily action plan of the CPF has been prepared in consultation with DEO/RO. Comment of effective CPF usage so far and shortcoming if any.
- 9. Complaint Redressal Mechanism:**
  - Whether complaint redressal mechanism based on website and Call Centers has been constituted.
  - Whether the Call Center number has been given wide publicity.
- 10. IT Application:**
  - Whether new IT applications like SAMADHAN, SUVIDHA, SUGAM single window permission system, vehicle management system etc. has been put in place. Details of action taken so far.
  - Whether arrangements for Webcasting at identified critical polling stations have been made.
  - Whether arrangements for CCTV monitoring and webcasting at various border check-posts, check-nakas and other sensitive and critical locations across the constituencies have also been made.
- 11. Arrangements for Poll Day Monitoring.**
- 12. Arrangements at the EVM Strong Room:**
  - Whether proper arrangements have been made for video recording of the EVM strong room.
  - Whether proper arrangements have been made for temporary stay/shelter for the representatives of the political parties outside the EVM strong room.
  - Whether proper lighting arrangements have been made.

- Whether plans for using the forces for securing the strong rooms where the EVMs and VVPATs are stored and for securing the counting centers and for other purposes, as required, have been formulated.

**13. EVM Arrangements:**

Whether mock poll conducted during candidate setting on 5% randomly selected EVMs.

Whether all polling officials adequately trained on handling of EVMs & VVPATs in batch sizes of less than 50? How many batches conducted?

Whether arrangements are being made to conduct hands on training and doubt clearing on EVMs during

How many EVMs/VVPATS found faulty during Candidate Setting? Are these entered in ETS?

**14. Counting Day Arrangements:**

- Whether proper management for reception of postal ballots has been arranged.
- Whether proper security arrangement have been made at the strong room as per Commission's instructions.
- Whether CCTVs/Videography arrangements have been as per extant instructions of the Commission.
- Whether proper arrangements have been made for deployment of micro-observers at each table in counting centers.
- Whether proper arrangements have been made for the Counting Halls as per the Commission's instructions.
- Whether proper barricading has been done inside and outside the Counting Centers.
- Whether the paths for carrying EVMs to the Counting Centers have been properly sanitized with adequate security measures.
- Whether proper arrangements have been made for the verification of VVPAT paper slips as per Commission's instruction vides letter no. 51/8/VVPAT/2017-EMS dated 16.10.2017 and 05.12.2017.

**15. Any other important issue.**