

ELECTIONS TO GRAM PANCHAYATS, 2018



Guidelines for Observers

**Issued by
TELANGANA STATE ELECTION COMMISSION
1ST Floor, DTCB Building, Opp: PTI Building,
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I N D E X

Sl. No.	Particulars	Page Nos.
1.	Statutory basis of appointment	1-2
2.	General & Expenditure Observers	2
3.	Co-ordination between General and Expenditure Observers	2
4.	Overview of Observer's Duty	2-3
5.	Role of Observers	3-4
6.	Nominations, Withdrawal, Scrutiny and Symbol allotment	4-5
7.	Campaign period	5
8.	Watch on Election Expenditure	5-6
9.	Pre-poll Election Management	6-7
10.	Poll Day Management	7-8
11.	Briefing Meetings	8
12.	Kit of the Observers (Portfolio bags)	8
13.	Tours and Absence from Headquarters	8-9
14.	Requests for leave	9
15.	Reports by Observers	9-10
16.	Interface with Commission	10
17.	Arrival of Observers in the Districts	10
18.	Arrival Report	11
19.	Facilities to Observers	11-12
20.	Publicity on Tour Programme	12
21.	Interface of ROs//AROs and DEA with the Observers	12-13
22.	Inspection of Polling Stations and field visit	13
23.	Meeting on Model Code of Conduct	13-14
24.	Review of Law and Order and Security situation	14-15
25.	Review of Preparedness for conducting polls	15
26.	Electoral Rolls	15

27.	Randomisation for grouping of polling personnel	15
28.	Scrutiny	16
29.	Observation of implementation of Model Code of Conduct	16
30.	Approach of the Observer in implementation of Model Code of Conduct	17
31.	Ensuring Peaceful and Violence free polls	17
32.	Watch on expenditure incurred on election campaign by the candidates	17-20
33.	District Media cell	21
34.	Preparedness to conduct poll	21
35.	Preparation of polling parties and training	21-23
36.	Preparation for Date of Poll	23
37.	Visit to Dispersal Centres	24
38.	Micro Observers	24
39.	Date of Poll	24-25
40.	Repoll and adjourned poll cases	25-26
41.	End of poll report	26
42.	Counting	26-27
43.	Miscellaneous	27
44.	Dos and DON'Ts for Observers	28-29
45.	Statement showing various legal provisions under which electoral malpractices and election offences can be dealt	30-41
	Annexure – I - Arrival Report	42
	Annexure-II - CHECK LIST	43-48
	Annexure – III - Observer Report-1	49-51
	Annexure – IV - Observer Report-2	52
	Annexure – V - Observer Report-3	53-55
	Annexure – VI - Observer Report-4	56

GUIDELINES FOR OBSERVERS

1. Statutory Basis of Appointment

Observers of the State Election Commission are appointed under the powers conferred on it by Section 241 of the Telangana Panchayat Raj Act, 2018 and the plenary powers vested with the Commission under the Constitution of India. They are the appointees of the Commission working under the superintendence, control and discipline of the Commission from the date of their appointment until they are relieved after the process of elections is completed.

Section 241 of the Telangana Panchayat Raj Act, 2018:

"(1) The State Election Commission may nominate an Observer who shall be an officer of Government to watch the conduct of election or elections for such specified area or areas in the district and to perform such other functions as may be entrusted to him by the Commission in relation thereto.

(2) The Observer nominated under sub-section (1) shall have the power to direct the Returning Officer for any of the wards or constituencies for which he/she has been nominated, to stop the counting of votes at anytime before the declaration of the result, or not to declare the result, if in the opinion of the Observer, booth capturing has taken place at a large number of polling stations or at counting centers or any ballot papers used at a polling station are unlawfully taken out of the custody of the Returning Officer or accidentally or intentionally destroyed or lost or damaged or tampered with, to such an extent that the result of the poll at that polling station cannot be ascertained.

(3) Where an Observer has directed the Returning Officer under this section to stop counting of votes or not to declare the result, the Observer shall forthwith report the matter to the Commission and thereupon the Commission shall, after taking all material circumstances into account, issue appropriate directions under Section 231 or Section 239 in the matter of declaration of results.

(4) *It shall be competent for the State Election Commission also to appoint an Election Expenditure Observer for a group of wards or constituencies or for a Mandal or group of Mandals so as to ensure that the provisions of Section 237 and 238 are strictly adhered to and in that behalf the Commission may issue such instructions as it deems fit, from time to time, to such Observers”.*

2. General & Expenditure Observers

The nomenclature used to identify the Observers as “**General Observers**” and “**Expenditure Observers**” is only for easy identification of major functions of the two groups of Observers being appointed. There is no distinction between them so far as the law is concerned and both are “**Observers**”. Both types of the Observers perform duties as assigned by the Commission for the conduct of Gram Panchayat Elections.

3. Co-ordination between General and Expenditure Observers:

Both General and Expenditure Observer will reach the District allotted to them on the same day. They will discuss among themselves and settle common issues and establish appropriate co-ordination to cover different events of the elections. They will cover maximum area of the district in the different phases. On the date of poll, the Observers together should distribute between them mandals/divisions in the District and cover them through intensive and extensive visits to ensure that the poll is free and fair.

4. Overview of Observer’s Duty:

By dint of their seniority and long experience in the administrative service, they are expected to be in a position to assist the Commission in the conduct of free and fair polls. They will also be able to oversee the efficient and effective management of the electoral process at the field level. For all purposes, **they will act as the eyes and ears of the Commission** during the period of the election and provide direct inputs to the Commission from the field as an interface with the election machinery, the candidates, parties, and electors to ensure that the acts,

rules, procedures, instructions and guidelines related to elections are strictly and impartially complied with by all concerned. They should always clearly and firmly bear in mind the fact that they are only the eyes and ears (and not the mouthpiece) of the Commission. Their inputs/observations are confidential and solely for the use of the Commission and not for any other agency including media. They must not, therefore, interact with or respond to the queries of the Press even after the elections are over. It is clarified that while the formal report/input/observation sent by the observers are meant for the use of the Commission, it does not mean that the observers will not discuss with the RO/Collector and District Election Authority(C&DEA) about their observation on various aspects of election management in order to facilitate mid-course corrections. It should be kept in mind that the objective of the deputation of the observer is not to find fault but to facilitate field administration in ensuring a free and fair poll. However, the observers shall not mark copies of their formal reports to the Commission to any other person including RO/C&DEA.

5. Role of Observers:

Section 241 (2) of the Telangana Panchayat Raj Act, 2018, has vested the Observers with some powers. The Observer shall have the power to direct the Returning Officer for the Gram Panchayat or for Gram Panchayats for which he/she has been nominated, to stop the counting of votes at anytime before the declaration of the result, or not to declare the result, if in the opinion of the Observer, booth capturing has taken place at a large number of polling stations or at counting centers or any ballot papers used at a polling station are unlawfully taken out of the custody of the Returning Officer or are accidentally or intentionally destroyed or lost or are damaged or tampered with, to such an extent that the result of the poll at that polling station cannot be ascertained.

Where an Observer has directed the Returning Officer under this section to stop counting of votes or not to declare the result, the Observer shall forthwith report the matter to the Commission and thereupon the Commission shall, after

taking all material circumstances into account, issue appropriate directions under section 231 or section 239 in the matter of declaration of results.

Besides the above, they have got certain direct executive roles to play which include:-

- (i) monitoring the processes of nomination, scrutiny and withdrawal and report back to the Commission promptly in case of any irregularity;
- (ii) effective monitoring of the cases of violation of the model code of conduct by watching the video clippings of various meetings and, if needed, even by visiting important rallies to get first hand input, enforcement of the defacement of property act, checking the account of expenditure of the candidates, training of Micro-Observers and such other things;
- (iii) overseeing the process of dispatch of postal ballot papers to the service voters and employees drafted for poll duties;
- (iv) monitoring the process of randomization of the polling personnel, obtaining report from the DEA regarding randomization;

Apart from the direct executive role of the observer, as enlisted above, Observers are expected to observe and report on all the steps involved in election management.

6. Nominations, Withdrawal, Scrutiny and Symbol allotment

1. The Observer **arrives on the first day of nomination period** and observes the process of nomination. He/she shall furnish arrival report in **Annexure-I** to the Commission. He/she should observe the nomination process to see that it is in compliance with the State Election Commission Instructions. He/she should report major violations, if any, with specific reference to Commission's instructions such as the number of persons allowed to be present during Nomination process etc.,

2. Scrutiny is a quasi judicial process and should be conducted by the RO without any outside influence. The Observer should observe the scrutiny process and report glaring error if any noticed to the Commission. However, Observer can ensure that the ROs are aware of the latest instructions, and latest list of candidates disqualified to contest elections and the latest symbols order issued by the State Election Commission. Observer, in no case, should indulge in directing or advising the ROs.
3. Allotment of symbols is a technical process and requires due care It should be ensured that, the Returning Officer is fully aware of the provisions of symbols allotment order in Gram Panchayat elections, **the candidates cannot have choice of symbols as these elections are held on non party basis.** The symbols are allotted to the contesting candidates prepared in Telugu alphabetical order in serial order from the list of approved symbols. After allotment of symbols, the list of contesting candidates should be prepared.

7. Campaign Period

1. During campaign period, the observers shall monitor the implementation of Model Code of Conduct (MCOC) and take measures to prevent occurrence of electoral offenses. In this regard, the Observers should bring any lapse to the notice of C&DEA and report to the State Election Commission, if required, but abstain from any executive action on their part.
2. Monitor the teams that are constituted for enforcement of MCOC.
3. Monitor dummy candidates and surrogate advertisements (paid news).
4. Review video recordings of activities of those candidates for whom video trailing has been resorted to.

8. Watch on Election Expenditure

1. Obtain the rate list from the C&DEA.
2. Ensure that ROs maintain shadow expenditure registers for all the Contesting Candidates.

3. Make sure that ROs record the details of big expenditure items collected by themselves or those obtained from other sources such as mobile and stationary squads, in the shadow registers.
4. Fix dates for reviewing the Expenditure Account registers maintained by the candidates for monitoring the truthfulness and also formats of election expenditure by comparing the entries with those in shadow expenditure registers etc.,
5. Review supporting documents for the expenditure entries in the Accounts.
6. Monitor that the Abstract of Election Expenditure is also maintained along with the detailed accounts as prescribed by the State Election Commission in Notification No. 178/TSEC-L/2018, dated 18.5.2018.

9. Pre-Poll Election Management

1. Monitor printing and dispatch of postal ballot papers to all eligible persons including service voters and voters under preventive detention immediately after the preparation of list of contesting candidates.
2. Monitor adherence to the instructions of the Commission regarding issue of postal ballot papers to the staff on election duty and the subsequent voting through them.
3. Monitor randomization of the polling staff;
4. Training is an activity on which special emphasis should be given. Observers should monitor that proper training is arranged for the polling staff, especially with regards to recent instructions of TSEC and on operation of ballot boxes.
5. Visit polling stations and monitor that all polling stations are visited by election officials for verification from fitness angle.
6. Discuss the District Security Plan with the C&DEA and the SP and review the law and order situation in general. Review the availability of Police. Review the preventive measures taken by the law and order implementing machinery.
7. Review the list of critical polling stations and arrangements therein to ensure free, fair and peaceful polls;
8. Review the Communication Plan and confirm dry runs.

9. Training and placement of Micro Observers.
10. Ensure that proper arrangements for dispatch of polling parties have been made. The dispatch should normally be on the day before the poll and any exception should have prior approval of the Commission.
11. Review counting arrangements to be made in all the Gram Panchayats.

10. Poll Day Management:

1. Monitor placement of Micro Observers.
2. Review the polling stations with no or only one polling agent.
3. Review the pace of poll and percentage of polling at regular intervals.
4. Keep track of occurrence of any special events during the poll day.
5. Keep track of any delays or temporary suspension of poll.
6. Report anything exceptional to the State Election Commission.
7. Ensure that proper arrangements for receipt of polling staff and polling material are made. Every receiving team should be well equipped with a checklist of items to be received by the Stage-II Returning Officer at Gram Panchayat Level.
8. Ensure that a **"special counter"** is setup for receipt of polling parties from those polling stations where any special event has been reported and on receipt, proper documentation, along with the statement/ report of the presiding officer, if required, is done.

Counting:

1. Review the arrangements made by the RO/ADEA for undertaking counting process as GRAM PANCHAYAT elections counting is done at each Gram Panchayat **on the same day after completion of the poll** from 2p.m.
2. Ascertain that the counting of postal ballots is taken up **first**.
3. Ensure that the instructions of the Commission on counting of votes are strictly followed by counting staff;
4. Get reports on counting process from Micro Observers where ever they are appointed.

5. Ensure that, the results as tabulated by the counting staff and the additional counting supervisor are checked and found them tallied.
6. Ensure that during the counting, round wise results are announced as and when they are finalized.
7. Stop counting and report the Commission if any irregularities noticed during counting.
8. Ensure proper completion of counting process and allow Returning Officer to declare results if satisfied with the counting process.

11. Briefing Meetings

It is compulsory for all Observers to attend a briefing session organized by State Election Commission without exception – whether the Officer is allocated any district or put on Reserve List.

Before the Observers are sent to the districts allocated to them, Commission holds the Briefing Meeting. A letter of Appointment as Observer is handed over to the Observer at the time of **Registration for the Briefing Session**. If any Observer is kept on Reserve List, that fact also will be intimated to him/her on the day of briefing. The Observers are expected to immediately notify any change in office and residential addresses and phone /fax/ telex numbers to the Secretary of the Commission.

12. Kit of the Observers (Portfolio bags)

The Observers are supplied with portfolio bags which contain instruction booklets issued by the Commission, Model Code of Conduct and other instructions, Notifications and orders issued by the Commission. This bag is common to all observers. This will be supplied at the time of briefing meeting.

13. Tours and absence from Headquarters:

All Observers should seek prior permission from the Commission every time they leave the headquarters on personal work or on official work not connected with

performance of their duties as Observers. Any request in this regard for special permission shall be made to the Commission. No Observer is allowed to go on a foreign trip during the period intervening between the date of appointment and the completion of election process. In cases of receipt of late intimation about selection to attend a foreign training, which had been duly sponsored by the DOPT as per prescribed procedure, General Administration Department may recommend for relief of such officer by substituting an officer of equivalent or high rank. All such requests shall be addressed by the GAD to the Commission.

14. Requests for Leave:

No officer appointed as Observer or kept in Reserve List shall proceed on any kind of leave without prior approval of the Commission till the completion of the election process under his/her charge. All correspondence in this regard shall be addressed to the Secretary, Telangana State Election Commission, by name.

15. Reports by Observers:

The Commission expects the following **four** mandatory reports from the Observers at the time specified below for each phase of election separately. However, in case of any serious deviations the observer should bring it to the notice of TSEC through interim report(s).

- | | | | | |
|-------|----------|---|--|--------------|
| (i) | REPORT-1 | - | on the last day of the nominations | Annexure-III |
| (ii) | REPORT-2 | - | three days before the poll day | Annexure-IV |
| (iii) | REPORT-3 | - | At the end of poll and after declaration of result | Annexure-V |
| (iv) | REPORT-4 | - | After completion of indirect election | Annexure-VI |

The indirect elections are held to the office of Upa-Sarpanch for Gram Panchayat.

The Observers should send these reports by e-mail to the concerned officers in the Commission, and by fax where internet facility is not available followed by

physical copy through post. The email address of the Commission is **sec-ts@nic.in/**
sec.telangana@gmail.com

All reports of the Observers shall be sent to the Secretary, Telangana State Election Commission. Observers shall not, under any circumstances, share the contents of their reports or any information therein with anyone, repeat anyone, except the Telangana State 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.

Oral communication with the Commission, on urgent matters which cannot be kept pending till the written report, through telephone or through any other fast and reliable means, during the field visit will be welcome. All telephonic communications should preferably be held with the Secretary/Joint Secretary, SEC, and must be followed by a written message in confirmation.

16. Interface with Commission:

The Observers may get in touch with any of the Senior Officers of the Commission in case of any necessity

For any serious matter warranting intervention at the highest level, Observers may contact the State Election Commissioner.

A sheet containing the Office and Residential Telephone Numbers and Cell Phone Numbers, FAX Numbers of the Officers of the Commission will be supplied to the observers during briefing session.

17. Arrival of Observers in the Districts:

The observer is mandated to report in the District **on the first day of filling of nominations** for each phase of elections.

18. Arrival Report:

On arrival in the district, the observers are requested to furnish details of time of arrival in the district, base camp, telephone/fax numbers to the State Election Commission. **(Annexure-I)**

The DEA shall appoint an officer of the district as the liaison officer for the observer and the liaison officer shall receive the observer at the point of his arrival in the District and escort him to the place of stay. The DEA has to make arrangements for accommodation, vehicle and communication modes like internet, fax, etc. The C&DEA shall compile information/particulars as enumerated in the check list **(Annexure-II)** and furnish the same to the Observer on his arrival alongwith the District Election Plan and a map.

19. Facilities to Observers:

The Telangana State Election Commission issued the following instructions to the District Election Authorities with regard to arrangement for board, lodging, transport and security of the Observers.

1. The Observers should be given reliable and dependable transport for his movement in the district, if required.
2. The Observers should be provided with a minimum security of a PSO/Gun man. However, if in the assessment of the Collector and SP there is need for a higher level of security, suitably enhanced security may be provided.
3. No escort car / pilot or advance pilot is to be given to the Observer unless Collector and Superintendent of Police feel otherwise.
4. In addition to the PSO/Gunman, the Observer should be provided with a local Liaison officer in the cadre not less than Dy.Tahsildar who is aware of the terrain.
5. Food arrangements should be made by the district administration to the Observer, PSO/Gunman, driver and the local official in a manner that would allow the Observer full freedom of movement as he desires.
6. If the Observer desires mineral bottled water, it should be provided.

7. Observers should be housed in a Government or Semi-Government Guest Houses located in the district for which they are functioning as Observers.
8. STD Phone / Cell Phone / Computer / Operator, TV, Fax machine need to be provided exclusively to the Observer in the base camp. The numbers of the STD phone / Cell Phone / Fax shall be informed to the State Election Commission, wide publicity to be given on phone/fax numbers in the District.
9. Where more than one Observer is being housed in the same premises only one Fax and Computer facility with operator be provided.
10. One videographer is provided by the District Election Authority to the Election Observer to videograph the events on the violation of model code of conduct and electoral malpractices during the conduct of Gram Panchayat elections.

The Observers are expected to draw their visit schedule sufficiently in advance and intimate to the District Election Authority concerned so as to enable him to make necessary arrangements for their reception, security, transport, stay and publicity of their visit. A copy of the tour schedule in the district be sent to the Secretary, Telangana State Election Commission, 1st Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad-500 004.

20. Publicity on Tour Programme:

Before commencing their visits, the Observers are expected to ensure that their tour programme has been duly publicized and that their place of stay, phone number etc. have been notified by the Collector and District Election Authority concerned.

21. Interface of ROs/AROs and DEA with the Observers:

The C&DEA should organize a structured meeting with the observer as early as possible. The Chief Executive officer, Dist. Panchayat Officer, RDOs, DSPs, SP and other senior officers involved in election process, the nodal officers for media cell, senior officers monitoring implementation of model code of conduct and the designated officers for expenditure monitoring should be present in the meeting to apprise the Observers about the specific issues needing his special attention.

The Observer should monitor that:

- a. The posting of requisite officers as RO and ARO has been completed.
- b. The list of polling stations has been finalized.
- c. Availability of sufficient number of ballot boxes in working condition.
- d. Reconcile the list of polling personnel to be deployed and arrangements for their randomization as per the instructions of TSEC.
- e. The identification and status of all the venues which will be used for Dispatching, receiving and counting has been done and reviewed.
- f. The machinery to monitor and implement model code of conduct is in place.
- g. The arrangements for receiving information from public and Political Parties. Control room arrangements and coordination between the Election Authorities and Police personnel at District, Division & Mandal levels.

After reviewing the check list (**Annexure-II**), the Observer shall take up the matter with the Telangana State Election Commission if any deficiency is found in the election preparedness.

22. Inspection of Polling Stations and field visit:

The Observers, between them, will inspect as many polling stations as is possible. The selection of Polling Stations should be done on a random basis and the areas covered should serve as a reasonable sample. During these field visits the Observers should talk to the electors, and assess the level of confidence of the electorate in the electoral process and machinery. They should particularly talk to the electors belonging to the vulnerable sections and woman electors for making such an assessment. They may suggest to the RO any corrective action as may be required to increase the level of confidence of the electors as per their own assessment.

23. Meeting on Model Code of Conduct:

1. Observers are requested to attend some of the meetings convened by the DEA/DDEA/ADEA in implementation of Model Code of Conduct with the candidates.

The broad features of the Model Code of Conduct and the general instructions of the Commission in this regard should be briefly touched upon during this discussion. A general consensus should be evolved for making the elections in the area free and fair. The participants should be impressed upon to co-operate with the election machinery and the district administration to ensure a free and fair election with largest participation of the electorate. During this meeting, confidence shall be created among the contesting candidates that, prompt action will be taken on complaints/suggestions given by them. The fixed time and place at which the Observers will be available in the base station and its location should be clearly indicated during this meeting.

2. Observers should thoroughly familiarize themselves with the Model Code of Conduct and instructions issued by the Commission, so that they can participate in a meaningful and effective manner in the above-mentioned discussion.

24. Review of Law and Order and Security Situation:

1. The Observers should have a separate meeting with the Collector, sub-Collector/ RDOs, SPs, DSPs and Chief Executive Officer of Zilla Praja Parishad, District Panchayat Officers to take stock of the law and order and security situation. It is important that the local police force available is deployed so as to optimize its impact in conducting free and fair polls and in providing a high level of confidence to the electors. An in depth review of the assessment of critical, sensitive / hyper sensitive polling stations should be conducted. State Election Commission will issue orders separately for appointing Gazette officers as Zonal Officers, delegating Magisterial Powers to go round the Zone to ensure implementation of Model Code of Conduct from the date of publication of the list of contesting candidates and to furnish daily report to the District Election Authority and Collector. In turn Collector to furnish a copy of the consolidated report to Telangana State Election Commission under copy to the Observer, to have a overall view of election situation in the district. Steps taken by the district administration on the proper maintenance of law and order may be furnished to the State Election Commission from time to time

through the observers reports. A statement showing various legal provisions under which electoral malpractices and election offences can be dealt with is enclosed.

2. The Observers should also make a quick assessment of any interpersonal issues which might impede in the smooth conduct of elections. If there is any major problem on this account it should be brought to the notice of the Secretary, Telangana State Election Commission.

25. Review of Preparedness for Conducting Polls:

1. A separate and detailed interaction with the key functionaries in the election machinery should be held to assess preparedness to conduct poll.

2. The following items need to be checked by the Observer thoroughly during the first visit.

26. Electoral Rolls:

1. Correctness of electoral roll contributes greatly for the success of election. The correctness of the electoral rolls need to be verified at random.

2. It is necessary to update the electoral rolls in the period intervening between the date of publication of electoral roll and the date of issue of election notification. Inclusions and deletions are carried out at appropriate place i.e., in respective ward of the Gram Panchayat concerned as per law.

3. Observers are requested to verify a few of the rolls published by the District Panchayat Officer.

27. Randomisation of Polling Personnel:

One of the important tasks for the Observers during their visit would be to oversee the planning made by the ROs and the District Election Authority for the proper selection and deployment of polling personnel in accordance with the Commission's guidelines on randomization techniques for selection and deployment of Polling personnel.

28. SCRUTINY:

1. The Observers are expected to oversee the Scrutiny of Nominations. However, before the scrutiny, it is important that the Observers verify whether latest instructions and orders of the Commission are available with ROs. They should observe whether the Returning Officers are discharging their statutory functions in scrutinizing the nominations efficiently.
2. The following items are important:
 - a) An authentic copy of the ward wise electoral roll of Gram Panchayat for which he is appointed as R.O
 - b) Hand Book for Returning Officers issued by Telangana State Election Commission;
 - c) Symbol Notification issued by Telangana State Election Commission.
3. It is important for the observers to go through these instructions carefully in advance before they interact with the Returning Officers. They will confirm that the Returning Officers have not only received the latest instructions but have understood the implications clearly.

29. Observation of implementation of Model Code of Conduct:

1. The main focus of the Observers will be on the **campaign and the compliance of the model code of conduct.**
2. In the matter of use of loudspeakers, public meetings etc. the existing instructions of the Commission should be strictly and impartially implemented and this will be overseen by the Observers.
3. Use of only the permitted vehicles for campaigning.
4. Prevention and control of Bribing by the candidates and their coverts.
5. Against use of muscle power to mobilize or restrain people from voting.
6. Critical review of the Zonal Officers reports on Model Code of Conduct, Law and Order Election arrangements, consolidated reports furnished daily by the District Election Authorities and issue instructions on the spot for effective implementation of the Model Code of Conduct and Election Arrangements.

30. Approach of the Observer in implementation of Model Code of Conduct:

The approach of observer should be to get the complaints inquired by DEA/ DDEA/ADEA through the competent inquiry officer, tracking the tone and tenor of the inquiry and the concurrent corrective measures taken. The observer may advise the DEA/ DDEA/ADEA about the violations and appropriate action to be taken as and when warranted. However in case of lapses on part of the authorities even after advice by the observers, the observers should immediately communicate such lapses to the DEA and Telangana State Election Commission. Observer should use videography as an effective tool to implement Model Code of Conduct

31. Ensuring Peaceful and Violence free Polls:

The Commission is particularly concerned that the campaign period remains free from violence. The spirit of a healthy contest and a level-playing field which are crucial for a free and fair poll should be respected and honored by all concerned. Candidates should, therefore, cooperate with the district administration to keep the contest free from violence. The district administration have an important role in ensuring this. The Observers will particularly maintain close coordination with and monitor the functioning of the election administration and keep a close watch on the activities of the candidates from this angle and oversee that no undue advantage is taken by any section in whatsoever manner during the campaign. They should also be watchful to ensure that the level of confidence of the electors is not eroded or compromised in any manner during the campaign period.

32. Watch on expenditure incurred on election campaign by the candidates:

Of late, abuse of money power has become the prime cause of concern. Use of money power, needless to reiterate, vitiates the election process. The Observers are, therefore, expected to be the watchdogs and keep a strict vigil on covert and overt ways of abusing money power to influence voters. The observers should know the ceiling of election expenditure and closely monitor its adherence by all the contesting candidates. He should verify if the DEA has put in place a fool proof

system of expenditure monitoring through the setting up of flying squads, stationery squads on the one hand and scrupulous maintenance of shadow Registers by the Returning Officers. The evidence and material gathered should result in suitable entries in the shadow registers and also filing of complaints before police/court authorities.

The following ways of spending money is only indicative but not exhaustive. There can be many other ways of spending money which should engage the attention of the Observers.

- Booth-wise agents are appointed to bribe voters;
- Large donations to organizations to influence its members;
- Largesse to workers to dole out the same to electors;
- Rented crowds for meetings;
- Rallies and campaigns with hired crowd;
- Presence of candidates at social occasions like mass weddings, feasts, poojas, jagrans, innaugurals, etc. where gifts are given on behalf of candidates;
- Acceptance of felicitations by the contesting candidates at any educational or charitable organizations;
- Distribution of free liquor/liquor passes to the electors;
- Hosting of feasts, distribution of items such as chicken, mutton etc.,
- Use of dummy candidates at election to utilize his quota of electioneering vehicles, etc.
- Surrogate advertisements (paid news) in print and electronic media whereby candidature is canvassed by unconnected persons/organizations so as to avoid the expenditure being accounted for in the expenditure of the contesting candidates;
- Providing voters with sarees, dress materials, caps, vests, umbrellas, bi-cycles, etc.

It shall be the duty of the observers to be attentive and to ensure that all the instructions of the Commission are complied with meticulously and there are no aberrations in their application. It is, therefore, imperative that the observers should familiarize themselves with the extant instructions issued by the Commission, a compendium of which is enclosed with this handbook.

The gist and highlights of various instructions on the issue of election expenditure is given hereunder for the benefit of the Observers:

- Section 237 of the Telengana Gram Panchayat Act, 2018 stipulates that every candidate at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election between the date on which he has been nominated and the date of the declaration of the result thereof, both the dates inclusive.
- Section 238 of the said Act further stipulates that every contesting candidate at an election shall, **within forty five days from the date of declaration of the result of the election**, lodge with the Mandal Parishad Development Officer, an account of his election expenses, which shall be a true copy of the account kept by him, or by his election agent under Section 237.
- Even if a contesting candidate does not seriously contest the election for any reason whatsoever and incurs only a nominal expenditure on his security deposit, etc., he is required by law to lodge his account of election expenses.
- Contesting candidates, who fail to comply with the requirement of law regarding the lodging of account of election expenses, are liable to be disqualified by the State Election Commission u/s 23 of the TPR Act, 2018, **for a period of three years**.
- The State Election Commission has prescribed register formats in **Proforma-I to IV**, which are required to be maintained by the contesting candidates along with supporting vouchers, bills, etc. arranged in a proper chronological order (Refer: Notification No.178/TSEC-L/2018, dated 18.05.2018 and Circular No. 178/TSEC-L/2018, dated 21.5.2018).
- The prescribed register/forms/extracts of rules relating to lodging of returns of accounts of election expenses should be printed and made available to the contesting candidates, at the time of filing of nomination papers.

- The supporting vouchers of the day to day expenses should necessarily bear the signature in full of the contesting candidate or his election agent.
- The register along with the Abstract of expenses has to be made available by the contesting candidates for inspection by the Returning Officer/Designated Officer thrice before the date of poll.
- If a candidate is contesting election for Sarpanch and Ward Member of Gram Panchayat, he is required to maintain and lodge a separate account of his election expenditure in respect of each such office.
- The accounts of the candidate will be scrutinized by the Returning Officer/Designated Officers.
- Where a candidate does not produce his daily account of election expenses before the designated officers, despite notice, the DEA shall cause a complaint to be lodged u/s 171-I of the IPC against the errant candidates.
- Any person desiring a copy of these day to day accounts should be provided the same by the Returning Officer subject to the payment of usual copying charges.
- The candidate, while maintaining the daily accounts of election expenditure, should also account for all expenditure including those incurred prior to the date of nomination for preparation of campaign material, etc. which are actually used during the post nomination period in connection with the election.
- All vehicles (including two-wheelers, motor-bikes, scooters and mopeds, etc.) being used by the candidates contesting to the office of Sarpanch for the election campaign are required to be reported to the Tahasildar.

The Observers are advised to familiarize themselves completely with the aforesaid instructions of the Commission and prevail upon the Returning Officer/ Designated Officer to abide by the same. Wherever aberrations are noticed, the Returning Officers/ Designated Officers should issue notices to the erring candidates and make a note of the same in the register whenever they are produced for inspection.

33. District Media Cell:

The DEA shall set up a cell for dealing with media headed by Public Relations Officer and the main functions shall be

- a. The cell shall collect various clippings about the elections and also the advertisements from all the newspapers including the vernacular languages and provide this to the Observer through the liaison officer. This should be done on a day to day basis by the media cell. This exercise depending on the location of the observer may be done by liaison officer and an allowance shall be provided for this to the liaison officer,
- b. Prepare and circulate the note on various steps initiated during the day against violations of MCC to the media.

Similar cell shall be opened at Mandal level by the Assistant Additional District Election Authority and function accordingly.

34. Preparedness to Conduct of Poll:

1. A further review of the preparedness to conduct poll should also be taken up with the District Election Authority and other key functionaries namely Chief Executive Officer/ District Panchayat Officer /Revenue Divisional Officers/Sub-collectors/ Zonal Officers and S.P / DSPs/ CIs of the area.

2. The Commission has issued detailed guidelines regarding the size of the motorcades permitted during the campaign period. The Observers may familiarize themselves with these instructions and ensure that the district officers enforce the guidelines of the Commission in letter and spirit in a free and impartial manner.

35. Preparation of Polling parties and training:

1. To ensure transparency, the Commission has formulated a comprehensive three stage randomization plan for selection and deployment of polling staff (As per the Instructions in Cir No. 469/TSEC-PR/2017, dated 22.05.2018).

Software prepared and developed by Telangana State Election Commission should be used to undertake randomization of the polling personnel.

i. First Randomization: From out of the total database of eligible personnel, a list of 120% of required number of polling personnel should be generated (including reserve) randomly by using above software. This is the **first** stage of randomization process. Presence of observers is not required at this stage. This is only to identify and select the officials that would be given training for polling duties as Presiding and Asst. Presiding Officers in whichever Mandal they may be (source Mandals).

ii. Second Randomization: The **second** stage of randomization should be done in the presence of General Observers deployed in the District by State Election Commission. At this stage, actual polling parties should be formed on random basis using the randomization software. Each polling party shall be assigned with a code number. At this stage though the actual polling station will not be known, however, details of Mandal allotted and team composition may be known. The second randomization should not take place earlier than 7 days before the day of poll. At this stage a code number has to be assigned to each poll party. Orders may be served to the personnel by the receiving Asst. District Election Authority/MPDO concerned duly indicating the date and time of Poll, 2nd training class venue and timings (in case of POs/APOs), details of the Distribution centre etc well in advance.

The second training class to POs and APOs can be conducted at this stage by receiving Assistant District Election Authorities (MPDOs)/ROs & AROs.

iii. Third Randomization: **Third** stage of randomization exercise shall take place one day prior to actual dispersal of polling parties. This stage of randomization for final allocation of polling station to each polling party should also be done under the supervision of General Observers. This will be done basing on the code number allotted to each poll party duly assigning a polling station to that code. The actual polling stations allotted to the individual polling personnel is to be disclosed just before the polling party at the Distribution centre, receives the poll

material at Distribution centre. Orders to be served to Polling Parties at the Distribution Centre indicating the name of the Gram Panchayat, Ward No, Polling Station Number etc.

The General Observers should make a special reference to the randomization exercise observed by them while submitting the report to State Election Commission.

2. Success of the poll process depends a lot on the quality of training imparted to the polling staff. Observer should monitor the training process and take care that:

- (i) All the staff appointed for poll duty is trained well.
- (ii) The trainers are well versed with the election process.
- (iii) Training is imparted in small groups to ensure that proper focus is maintained.
- (iv) Training covers all aspects of poll management, including operation of ballot boxes, forms and declarations to be filled by the staff. Special focus should be given to the latest instructions issued by the Commission.

36. Preparations for Date of Poll:

1. Effective checks to curb electoral malpractices or vitiation of the poll process by way of bribing, booth capturing, rigging, creating a scare, fear and panic among electorate so as to prevent them from casting their votes are major concerns. The methods adopted by unscrupulous elements vary from Panchayat to Panchayat and area to area. The Observers are expected to familiarize themselves about the tricks of the trade prevalent in the area as well as identify the specific areas prone to such mischief.

2. The Observers between them or amongst them should carefully plan out, in confidence, the areas which they would focus on, during the actual period of poll. This will be kept confidential and is not to be shared with anyone including the District Election Authority, Returning Officers, Escort and Liaison Officer.

37. Visit to Dispersal Centres:

The Observers may visit the dispersal centres for despatching the polling parties at different locations and make a brief report on the manner in which the operations are planned to be conducted.

38. Micro Observers:

The employees of the Central Government, Central PSUs are appointed as Micro Observers. Collector and DEAs were also given option to appoint Gazetted Officers of the State Government, having unblemished track record and considerable experience, where Central Government and Central PSU employees are not available in sufficient number. The Micro Observers are deployed at the selected sensitive / hypersensitive polling station. They should oversee poll process.

The Guidelines for Micro Observers and Illustrative training material is issued in Circular No.280/TSEC-PR/2018, dated 21.05.2018

39. Date of Poll:

1. On the date of poll, Observers available in the district visit the maximum number of booths/centres as is physically possible during the hours of polling and counting. They should, therefore, plan to carry some packed food so that no time is lost on this account. The presence of the Observers in the field on the day of poll and their visits to polling stations should be an effective deterrent against electoral malpractice and vitiation of the Poll Process. The Observers will ensure prompt and effective action on this score by interacting with election related officers and the District Administration constantly through telephone or wireless set etc. The District Administration shall provide a wireless set fitted to the Observers vehicles on the pre poll day to the date of completion of the polling and counting as polling and counting takes place on the same day in Gram Panchayat elections.

2. One of the most important responsibilities of the Observers is to oversee the actual poll which takes place from 7.00 a.m. to 1.00 p.m. for Gram Panchayats

election. Since the polling starts very early in the morning, the Observers should plan to start their work from a convenient point sufficiently before the start of the poll. General and Expenditure Observers should distribute the areas in the district between them in such a manner that they can cover all the Gram Panchayats in the district during each phase.

3. They should look for any unusual activity or lack of activity around a polling station to sense whether any electoral malpractice has vitiated or is likely to vitiate free and fair polls. Absence of women in the queues may be an indicator of something unusual. The Observers should in advance study and acquaint themselves with the pattern of electoral malpractices in the past elections in different areas. On this basis they can look for tell tale signs, of any irregularities. They should constantly remain in touch with the ROs/ Zonal Officers and other officers on duty to get feed back as well as to convey anything specific for corrective action to be taken by the concerned authorities on the basis of what the Observers have actually seen in the field on the date of poll.

4. They should also go inside Polling Stations and check for the progress of polling, the compliance of prescribed procedures by the polling officials in conducting the poll, the presence of polling agents, the updating of entries in the Presiding Officers diary and such other matters that need verification. Observers shall sign the visit sheet available with the Presiding Officers and check whether the R.Os (Stage-II)/ Zonal Officers visited the polling station and recorded their observations and the number of votes polled at the time of visit of the Officer has to be recorded and signed.

40. Repoll and adjourned poll cases:

The report of the Observer is the most important input for the Commission for taking a decision on ordering repolls. The Observers should therefore be vigilant and alert about any incident or activity which might or might have vitiated the poll process so that they can send a specific report to the

Commission on this matter. In case of repolls, the Observers shall send a comprehensive report at the end of repoll.

41. End of Poll report:

The Observers will send a report in the form prescribed in **observer report 3** at the end of poll showing the role of polling agents and the number and nature of complaints received in regard to each polling station. In addition to this, the Observer has to send a comprehensive report highlighting all important factors, in case any repoll is recommended by him/her for a particular polling station or a group of polling stations.

42. Counting:

1. The statutory provisions regarding Observers role during the counting process and their authority to stop counting and to direct the Returning Officer not to declare the result, if in the opinion of the Observer, booth capturing has taken place at a large number of polling stations or at counting centers or any ballot papers used at a polling station are unlawfully taken out of the custody of the Returning Officer or are accidentally or intentionally destroyed or lost or are damaged or tampered with, to such an extent that the result of poll at that polling station cannot be ascertained and report the facts to Telangana State Election Commission for further instructions. The statute thus enjoins a special responsibility on the part of the Observers to oversee and supervise the counting process and also to provide a direct and immediate communication to the Commission. The Commission accordingly expects that the Observers to play key role in the superintendence of the polling and counting process.

2. Commission is particularly concerned that the entire counting arrangement should be orderly and well-structured. Commission attaches great importance to the fact that the actual counting is done in such a manner that it is not only smooth and efficient but more importantly transparent and correct. Reasonable opportunity is to be afforded, as per existing instructions of the Commission, to let the counting

agents of the candidates get a clear view of the counting process as it progresses at each of the counting tables.

3. Observers may visit as many Gram Panchayats as they can when counting of votes is done to ensure that counting process is conducted as per the procedure prescribed.

4. The detailed instructions on arrangements of distribution, reception (at Gram Panchayat and Mandal level) counting, storage, plan after counting of votes are issued vide TSEC circular no. 69/TSEC-PR/2018, dated 10.2.2018.

43. Miscellaneous:

1. The District Election Authority will ensure that the place of stay, the phone number, the dates of visit of the Observers are duly publicized in the areas allotted to them. The Observers shall doubly check this. They have to make themselves accessible to whoever wants to meet them with an election-related complaint or information.

2. The Telangana State Election Commission will take all steps to ensure that the Observers are protected against any victimization due to their reports.

3. Observers may indicate the district in which he/she has been appointed as Observer and also whether he/she is a General Observer or an Election Expenditure Observer in all the communications to the Commission. This will facilitate easy identification and quick processing of the communications received from the observers.

4. Observers may indicate in each report, whether it is the first report, second report, third report or fourth report.

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DOs AND DON'Ts FOR OBSERVERS

DOs

1. Attend the briefing and debriefing sessions conducted by the Commission.
2. Notify your correct office and residential addresses and telephone / fax numbers by filling the Personal Information Sheet at the Registration Desk. Also please notify changes, if any, from time to time, to the Secretary, Telangana State Election Commission.
3. Draw up your tour programmes sufficiently in advance and intimate to the District Election Authority.
4. Note carefully the numbers of visits, duration of visits and the period of visits given by the Commission and strictly act according to this.
5. Ensure that your tour programme is duly publicized.
6. Identify areas / polling stations which might require closer attention.
7. Make sure that adequate stock of all election materials are actually available in adequate quantities.
8. Make an independent assessment of the Law and Order situation in general.
9. Make a random check of as many polling stations as possible and verify them.
10. Monitor instances of violation of Model Code, ban on transfer etc.
11. Send a report to the Commission within 24 hours of your return to the headquarters after the visit. In addition, also send spot report (s) from time to time as considered necessary.
12. Bring any development that merits immediate remedial action or attention of the Commission, to Returning Officer's / Commission's notice without any loss of time. Such information should not be deferred till the regular reports are submitted.
13. Send your report in a closed envelope.
14. Attend meetings of the candidates, if any, called by the District Election Authority/ DDEA/ADEA.
15. Make independent assessment of the expenditure incurred by a candidates.
16. Speak to the local people and check posters, pamphlets etc. to arrive at an independent assessment.

17. Inspect the statements of Election Expenditure submitted by the contesting candidates and ensure that they are as prescribed by the Commission.
18. Obtain prior permission of the Commission before leaving the headquarters.
19. Maintain proper conduct in the District as SEC Observers are keenly observed by the stake holders.

DON'Ts

1. Do not ask for any exemption from the briefing session.
2. Do not travel to the District with your families.
3. Do not talk to the Press unnecessarily.
4. Do not make any unreasonable demands to the State Election Commission / District Election Officer / Returning Officer regarding accommodation, vehicles, security etc.
5. Do not leave your headquarters once you have been allotted specific districts without the prior written permission of the Commission.
7. Do not defer submitting reports on any development which requires immediate remedial action till submission of your regular report(s), but bring it to the Commission's notice by fastest means.

**STATEMENT SHOWING THE PROVISIONS OF LAW RELATING TO OFFENCES AND
CORRUPT PRACTICES IN CONNECTION WITH ELECTIONS TO RURAL LOCAL BODIES**

Sl. No	Brief Description of Offence	Type of offence	Prosecution to be launched against violators under section			Punishment
			TPR Act, 2018	Indian Penal Code, 1860	Other Acts	
A)	ELECTORAL OFFENCES CONCERNING MEETING:					
1	Promoting or attempting to promote enmity on grounds of religion, race, caste, community or language, feelings of enmity or hatred, between different classes of the citizens of India.		Section 213 of TPR Act, 2018			Punishable with imprisonment for a term which may extend to 3 years and with fine which may extend upto Rs.3000/-.
2.	Prohibition of public meetings before the date of poll:- (1) No person shall:- (a) convene, hold or attend join or address any public meeting or procession in connection with an election; Or (b) display to the public any election matter by means of cinematography, television or other similar apparatus; or (c) propagate any election matter to the public by holding, or by arranging the holding of, any musical concert or any theatrical performance or any other entertainment or amusement with a view to attracting the members of the public thereto, in any polling area during the period of forty eight hours prior to the hour fixed for the conclusion of the poll in the case of Mandal Parishads and Zilla Parishads and forty four hours prior to the hour fixed for the conclusion of the poll in the case of Gram Panchayats.		Section 214 of TPR Act, 2018			Punishable with imprisonment for a term which may extend to 2 years or with fine or with both.
3.	Acting or inciting others to act in disorderly manner at a public meeting, for the purpose of disturbing the meeting.	Cognizable	Section 215 of TPR Act, 2018			Punishable with imprisonment which may extend to 6 months or with fine which may extend upto Rs.2,000/-.
NOTE: Section 2 (c) (3) of CrPC : An offence under any law other than Indian Penal Code would be non-cognizable if it is punishable with imprisonment for less than 3 years or with fine only.						

B) OFFENCES CONCERNING VEHICLES						
1	If any person illegally hires or procures any vehicle for the free conveyance of any elector other than the candidate himself, members of his family or his agent, to or from any polling station commits an offence.		Section 211 (7) read with Section 212 of TPR Act, 2018			Punishable with imprisonment which may extend to three months and with fine.
C) CONCERNING OFFICERS/PERSONS INVOLVED IN ELECTION DUTY						
1	Every officer, clerk, agent or other person who performs any duty in connection with the recording or counting of votes at an election shall maintain, and aid in maintaining, the secrecy of the voting and shall not (except for some purpose authorised by or under any law) communicate to any person any information calculated to violate such secrecy. Its violation constitutes an offence.		Section 217 of TPR Act, 2018			Punishable with imprisonment for a term, which may extend to three months or with fine or with both.
2	No official connected with conduct of elections shall do any act other than giving of vote for the furtherance of the prospects of election of a candidate.		Section 218 of TPR Act, 2018			Punishable with imprisonment, which may extend to six months, or with fine or with both.
3	Breach of official duty, without reasonable cause, by any person involved in any duty in connection with an election.		Section 224 of TPR Act, 2018			Punishable with fine, which may extend to five hundred rupees.
4	No person in the service of the State or Central Government or a Local authority or a Corporation owned or controlled by the State or Central Government shall act as an election agent or a polling agent or a counting agent of a candidate at an election.		Section 225 of TPR Act, 2018			Punishable with imprisonment for a term which may extend to three months, or with fine or with both.
D) AT OR NEAR POLLING STATION ON THE DATE(S) OF POLL						
1	Prohibition on committing any of the following acts within the polling station or within a distance of 100 mtrs. of the polling station (on the date(s) of poll) :- (a) canvassing for votes ; or (b) soliciting the vote of any elector; or (c) persuading any elector not to vote for any particular candidate; or (d) persuading any elector not to vote at the election; or (e) exhibiting any notice or sign other than an official notice relating to the election.		Section 219 of TPR Act, 2018			Shall be punished with fine which may extend to two hundred and fifty rupees.

2	Any person shouting in a disorderly manner or using loudspeakers, megaphones etc. so as to disturb the poll, in or around the polling station can be arrested and such apparatus seized by any police officer.		Section 220 of TPR Act, 2018.			On the orders of the Presiding Officer, Police can arrest the offender. Punishable with imprisonment which may extend to three months or with fine or with both.
3	Misconduct by any person in the polling station, or disobedience of lawful directions of the presiding officer may result in that person being removed from the polling station by Presiding officer (or) by any police officer on duty. Any person who has been so removed from a polling station re-enters the polling station without the permission of the presiding officer shall be punishable.		Section 221 of TPR Act, 2018.			Punishable with imprisonment for a term which may extend to three months, or with fine, or with both.
E) AGAINST CARRYING OF ARMS:						
	No person, other than the Returning Officer, any police officer or any other person appointed to maintain peace and order at the polling station who is on duty at the polling station, shall, on a polling day, go armed with arms, as defined in the Arms Act, 1959, of any kind within the neighborhood of a polling station. If he does so, he commits an offence.	Cognizable	Section 223 of TPR Act, 2018.			Punishable with imprisonment for a term which may extend to two years, or with fine, or with both.
F) AGAINST TAMPERING OF BALLOT PAPERS						
1	Removal of ballot papers or ballot boxes from polling stations to be an offence: 227 (1) Any person who at any election fraudulently takes or attempts to take a ballot paper or ballot box out of polling station, or willfully aids or abets the doing of any such act shall be punished. (2) If the presiding officer of a polling station has reason to believe that any person is Committing or has committed an offence, punishable under sub-section (1), such officer may, before such person leaves the polling station arrest or direct a police officer to arrest such person and such person may cause him to be searched by a police officer.		Section 227 of TPR Act, 2018			On the orders of the Presiding Officer, Police can arrest the offender. Punishable with imprisonment for a term which may extend to five years and with fine which may extend upto five thousand rupees.
2	Booth capturing is an offence. 'Booth capturing' includes – (a) seizure of a polling station or a place fixed for the poll by any person or persons, making polling authorities surrender the ballot papers or voting machines and doing	Cognizable	Section 226 of TPR Act, 2018			Punishable with imprisonment for a term which shall not be less than one year but which may

	<p>of any other act which affects to orderly conduct of elections;</p> <p>(b) taking possession of a polling station or a place fixed for the poll by any person or persons and allowing only his or their own supporters to exercise their right to vote and prevent others from free exercise of their right to vote;</p> <p>(c) coercing or intimidating or threatening directly or indirectly threatening any elector and preventing him from going to the polling station or a place fixed for the poll to cast his vote;</p> <p>(d) seizure of a place for counting of votes by any person or person, making the counting authorities surrender the ballot papers or voting machines and the doing of anything which affects the orderly counting of votes;</p> <p>(e) doing by any person in the service of Government of all or any of the aforesaid activities or aiding or conniving at any such activity in the furtherance of the prospects of the election of a candidate.</p>					<p>extend to three years and with fine, and where such offence is committed by a person in the service of the Government, he shall be punishable with imprisonment for a term which shall not be less than three years but which may extend to five years and with fine.</p>
3	<p>OTHER OFFENCES:</p> <p>(1) A person shall be guilty of an electoral offence if at any election he,-</p> <p>(1) A person shall be guilty of an electoral offence if at any election he,-</p> <p>(a) fraudulently defaces or fraudulently destroys any nomination paper; or</p> <p>(b) fraudulently defaces or destroys or removes any list notice or other documents affixed by or under the authority of a returning officer, or</p> <p>(c) fraudulently defaces or fraudulently destroys any ballot paper or the official mark or any ballot paper or any declaration of identity or official envelope used in connection with voting by postal ballot; or</p> <p>(d) without due authority supplies any ballot paper to any person or receives any ballot paper from any person or is in possession of any ballot paper; or</p> <p>(e) fraudulently puts into any ballot box anything other than the ballot paper which he is authorised by law to put in; or</p> <p>(f) without due authority destroys; takes, opens or otherwise interferes with any ballot box or ballot papers then in use for the purposes of the election; or</p> <p>(g) fraudulently or without due authority as the case may be, attempts to do any of the foregoing acts or willfully aids or abets the doing of any such acts.</p>		Section 233 of TPR Act, 2018			<p>If offence committed by (i) any officer or clerk employed in connection with the election duty shall be punishable with imprisonment for a term which may extend to 2 years or with fine or with both, (ii) any other person shall be punishable with imprisonment for a term which may extend to six months or with fine or with both.</p>

G) CORRUPT PRACTICES:						
1	<p>Bribery- (1) Bribery, that is to say,- (A) Any gift, offer or promise by a candidate or his agent or by any other person with the consent of a candidate or his election agent of any gratification, to any person whomsoever, with the object directly or indirectly of inducing,- (a) a person to stand or not to stand as or to withdraw or not to withdraw from being a candidate at an election, or (b) an elector to vote or refrain from voting at an election, or as a reward to i) a person for having so stood or not stood, or for having withdrawn his candidature; or ii) an elector for having voted or refrained from voting; (B) The receipt of, or agreement to receive, any gratification, whether as a motive or a reward,- (a) by a person for standing or not standing as or for withdrawing or not withdrawing from being a candidate, or (b) by any person whom so ever for himself or any other person for voting or refraining from voting or inducing or attempting to induce any elector to vote or refrain from voting, or any candidate to withdraw or not to withdraw his candidature. Explanation:- For the purposes of this clause the term 'gratification' is not restricted to pecuniary gratification or gratifications estimable in money and it includes all forms of entertainment and all forms of employment for reward but it does not include the payment of any expenses bonafide incurred at, or for the purpose of any election and duly entered in the account of election expenses.</p>					<p>Corrupt practices can be agitated in an Election Petition before the Election Tribunal.</p> <p>Punishable under Section 171 E of IPC with imprisonment for a term which may extend to 1 year or with fine or with both.</p>
2	<p>Undue influence at election – (2) Undue influence, that is to say, any direct or indirect interference or attempt to interfere on the part of the candidate or his agent or of any other person with the consent of the candidate or his election agent with the free exercise of any electoral right: Provided that- (a) without prejudice to the generality of the provisions of this clause any such person as is referred to thereon, who- (i) threatens any candidate or any elector or any person in whom a candidate, or an elector is interested, with injury of any kind</p>					<p>Corrupt practices can be agitated in an Election Petition before the Election Tribunal.</p>

	including social ostracism and excommunication or expulsion from any caste or community; or (ii) induces or attempts to induce a candidate or an elector to believe that he, or any person in whom he is interested will become or will be rendered an object of divine displeasure or spiritual censure, shall be deemed to interfere with the free exercise of the electoral right of such candidate or elector within the meaning of this Section.					
3	The appeal by a candidate or his agent or by any other person with the consent of a candidate or his election agent to vote or refrain from voting for any person on the ground of his religion, race, caste, community or language or the use of, or appeal to religious symbols, or the use of, or appeal to national symbols such as the national flag or the national emblem, for the furtherance of the prospects of the election of that candidate or for prejudicially affecting the election of any candidate. Provided that no symbol allotted under this Act to a candidate shall be deemed to be a religious symbol or a national symbol for the purposes of this clause.		Section 211 (3) of TPR Act, 2018			Corrupt practices can be agitated in an Election Petition before the Election Tribunal.
4	The promotion of, or attempt to promote feelings of enmity or hatred between different classes of the citizens of India on grounds of religion, race, caste, community, or language by a candidate, or his agent or any other person with the consent of a candidate or his election agent for the furtherance of the prospects of the election of that candidate or of prejudicially affecting the election of any candidate.		Section 211 (4) of TPR Act, 2018			Corrupt practices can be agitated in an Election Petition before the Election Tribunal.
5	The propagation of the practice or the commission of sati or its glorification by a candidate or his agent or any other person with the consent of the candidate or his election agent for the furtherance of the prospects of the election of that candidate or for pre-judicially affecting the election of any candidate. Explanation:- For the purpose of this clause, "sati" and "glorification" in relation of sati shall have the meanings respectively assigned to them in the Commission of Sati (Prevention) Act, 1987.		Section 211 (5) of TPR Act, 2018			Corrupt practices can be agitated in an Election Petition before the Election Tribunal.
6	The publication by a candidate or his agent or by any other person, with the consent of a candidate or his election agent or any statement of fact which is false, and which he either believes to be false, or does not believe to be true in relation to the personal		Section 211 (6) of TPR Act, 2018			Corrupt practices can be agitated in an Election Petition before the Election Tribunal.

	character or conduct of any candidate or in relation to the candidature, or withdrawal of any candidate, being a statement reasonably calculated to prejudice the prospects of that candidate's election.					
7	<p>The hiring or procuring whether, on payment or otherwise of any vehicle or vessel by a candidate or his agent or by any other person with the consent of a candidate or his election agent, or the use of such vehicle or vessel for the free conveyance of any elector other than that the candidate himself the members of his family or his agent to or from any polling station</p> <p>Provided that the hiring of a vehicle or vessel by an elector or by several electors at their joint costs for the purpose of conveying him or them to and from any such polling station or place fixed for the poll shall not be deemed to be a corrupt practice under this clause if the vehicle or vessel so hired is a vehicle or vessel not propelled by mechanical power;</p> <p>Provided further that the use of any public transport vehicle or vessel by any elector at his own cost for the purpose of going to or coming from any such polling station or place fixed for the poll shall not be deemed to be a corrupt practice under this clause.</p> <p>Explanation:- In this clause the expression "vehicle" means any vehicle used or capable of being used for the purpose of road transport, whether propelled by mechanical power or otherwise and whether used for drawing other vehicles or otherwise.</p>		Section 211 (7) of TPR Act, 2018			Corrupt practices can be agitated in an Election Petition before the Election Tribunal.
8	The incurring or authorizing of expenses in contravention of section 237 .		Section 211 (8) of TPR Act, 2018			Corrupt practices can be agitated in an Election Petition before the Election Tribunal.
9	<p>The obtaining or procuring or abetting or attempting to obtain or procure by a candidate or his agent, or by any other person with the consent of a candidate or his election agent, any assistance (other than the giving of vote) for the furtherance of the prospects of that candidate's election, from any person in the service of the State, Central Government, Local Authority or a Corporation owned or controlled by the State or Central Government</p> <p>Provided that where any person, in the service of the State or Central Government or a Local Authority in the discharge or</p>		Section 211 (9) of TPR Act, 2018			Corrupt practices can be agitated in an Election Petition before the Election Tribunal.

	purported discharge of his official duty, makes any arrangements or provides any facilities or does any other act or thing, for to or in relation to, any candidate or his agent or any other person acting with the consent of the candidate or his election agent (whether by reason of the office held by the candidate or for any other reason), such arrangements, facilities or act or thing shall not be deemed to be assistance for the furtherance of the prospects of that candidate's election.					
10	Booth capturing by a candidate or his agent or other person. Explanation:- (1) In this section the expression 'agent' includes an election agent, a polling agent, and any person who is held to have acted as an agent in connection with election the consent of the candidate. (4) For the purposes of sub-section (10), booth capturing shall have the same meaning as in section 226.	Cognizable Under Section 226 of TPR Act, 2018	Section 211 (10) of TPR Act, 2018			Corrupt practices can be agitated in an Election Petition before the Election Tribunal. Punishable with imprisonment for a term which may extend to six months or with fine or with both.

H) CHECKING THREAT/INDUCEMENT OF VOTERS:

1	Whoever forces or intimidates a member of SC/ST not to vote or to vote a particular candidate or to vote in a manner other than that provided by law commits an offence.	Cognizable			Section 3(1) (I) of the Scheduled castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989.	Shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to five years and with fine.
2	Whoever affixes to, or inscribes or exhibits on any place open to public view any objectionable advertisement commits an offence.	Cognizable			Section 3 of Telangana Prevention of Disfigurements of Open Places and Prohibition of obscene and objectionable posters and Advertisements Act, 1997	Shall be punished with imprisonment of either description for a term which may extend to one year or with fine which shall not be less than two thousand rupees but which may extend to five thousand rupees or with both.
3	Whoever affixes to, or inscribes or exhibits on any place open to public view any advertisement without the written consent of the owner or occupier or person in management of the property in which such place	Cognizable			Section 4 of Telangana Prevention of Disfigurements of Open Places and Prohibition	Shall be punished with imprisonment of either description for a term which may

	is situated commits an offence				of obscene and objectionable posters and Advertisements Act, 1997	extend to three months or with fine which shall not be less than one thousand rupees but which may extend to two thousand rupees or with both.
4	Whoever in any manner whatsoever punishment causes, procures, counsels, aids, abets or is accessory to, the commission of any offence under Section 3 or Section 4 shall be punished with the punishment provided for the offence.	Cognizable			Section 5 of Telangana Prevention of Disfigurements of Open Places and Prohibition of obscene and objectionable posters and Advertisements Act, 1997	Punishment provided for the offences in Section 3 or Section 4 which ever is applicable.
5	<p>Bribery. (1) Whoever— (i) gives a gratification to any person with the object of inducing him or any other person to exercise any electoral right or of rewarding any person for having exercised any such right; or (ii) accepts either for himself or for any other person any gratification as a reward for exercising any such right or for inducing or attempting to induce any other person to exercise any such right, commits the offence of bribery:- Provided that a declaration of public policy or a promise of public action shall not be an offence under this section.</p> <p>(2) A person who offers, or agrees to give, or offers or attempts to procure, a gratification shall be deemed to give a gratification.</p> <p>(3) A person who obtains or agrees to accept or attempts to obtain a gratification shall be deemed to accept a gratification, and a person who accepts a gratification as a motive for doing what he does not intend to do, or as a reward for doing what he has not done, shall be deemed to have accepted the gratification as a reward.</p>				Sections 171-B and 171-E of the Indian Penal Code	Punishable with imprisonment for a term which may extend to 1 year or with fine or with both.

6	<p>Undue influence at election – (1) Whoever voluntarily interferes or attempts to interfere with the free exercise of any electoral right commits the offence of undue influence at an election. (2) Without prejudice to the generality of the provisions of sub-Section (1). Whoever,- (a) threatens any candidate or voter, or any person in whom a candidate or voter is interested, with injury of any kind, or (b) induces or attempts to induce a candidate or voter to believe that he or any person in whom he is interested will become or will be rendered an object of Divine displeasure or of spiritual censure, shall be deemed to interfere with the free exercise of the electoral right of such candidate or voter, within the meaning of sub-section (1). (3) A declaration of public policy or a promise of public action, or the mere exercise of a legal right without intent to interfere with an electoral right, shall not be deemed to be interference within the meaning of this section.</p>			Sections 171-C and 171-F of the Indian Penal Code		Punishable with imprisonment for a term which may extend to 1 year or with fine or with both.
7	<p>Personation at elections.— Whoever at an election applies for a voting paper or votes in the name of any other person, whether living or dead, or in a fictitious name, or who having voted once at such election applies at the same election for a voting paper in his own name, and whoever abets, procures or attempts to procure the voting by any person in any such way, commits the offence of personation at an election: Provided that nothing in this section shall apply to a person who has been authorised to vote as proxy for an elector under any law for the time being in force in so far as he votes as a proxy for such elector.</p>			Sections 171-D and 171-F of the Indian Penal Code.		Punishable with imprisonment for a term which may extend to 1 year or with fine or with both.
8	<p>Whoever with intent to affect the result of an election makes or publishes any statement purporting to be a statement of fact which is false and which he either knows or believes to be false or does not believe to be true in relation to the personal character or conduct of any candidate commits a crime.</p>			Section 171-G of the Indian penal Code.		Punishable with fine

9	<p>Whoever without the general or special authority in writing of a candidate incurs or authorizes expenses on account of the holding of any public meeting, or upon any advertisement, circular or publication, or in any other way whatsoever for the purpose of promoting or procuring the election of such candidate.</p> <p>Provided that if any person having incurred any such expenses not exceeding the amount of ten rupees without authority obtains within ten days from the date on which such expenses were incurred the approval in writing of the candidate, he shall be deemed to have incurred such expenses with the authority of the candidate.</p>			Section 171-H of the Indian Penal Code		Punishable with fine which may extend to five hundred rupees.
10	<p>Statements creating or promoting enmity, hatred or ill-will between classes –</p> <p>Whoever makes, publishes or circulates any statement or report containing rumour or alarming news with intent to create or promote or which is likely to create or promote, on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, feelings of enmity, hatred or ill-will between different religious, racial, language or regional groups or castes or communities, shall be punished.</p>			Section 505 (2) of the Indian Penal Code		Imprisonment which may extend to 3 years or with fine or with both.
I) AGAINST HARMING A PUBLIC SERVANT ON DUTY:						
1	<p>Whoever voluntarily causes hurt to any person being a public servant in the discharge of his duty as such public servant, or with intent to prevent or deter that person or any other public servant from discharging his duty as such public servant, or in consequence of anything done or attempted to be done by that person in the lawful discharge of his duty as such public servant, shall be punished</p>			Sections 332 of the Indian Penal Code		with imprisonment of either description for a term which may extend to three years, or with fine, or with both.
2	<p>Whoever voluntarily causes grievous hurt to any person being a public servant in the discharge of his duty as such public servant, or with intent to prevent or deter that person or any other public servant from discharging his duty as such public servant, or in consequence of anything done or attempted to be done by that person in the lawful discharge of his duty as such public servant, shall be punished</p>			Sections 333 of the Indian Penal Code		with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine.

3	Whoever assaults or uses criminal force to any person being a public servant in the execution of his duty a such public servant, or with intent to prevent or deter that person from discharging his duty as such public servant, or in consequence of anything done or attempted to be done by such person in the lawful discharge of his duty as such public servant, shall be punished			Sections 353 of the Indian Penal Code		with imprisonment of either description for a term which may extend to two years, or with fine, or with both.
J) CONCERNING PAMPHLETS / POSTERS / HANDBILLS / PLACARDS:						
	Whoever prints or publishes any election pamphlets, poster, handbills or placards which does not bear on its face the name and the address of the printer and the publisher commits an offence.	Non-cognizable	Section 216 (4) of TPR Act, 2018			Punishable with imprisonment for a term which may extend to six months or with fine which may extend to Rs.2000/- or with both.

Annexure – I

Arrival Report

1	Name of the observer	
2	Designation and office address	
3	Contact no.	
4	Mail ID:	
5	Name(s) of the District(s) allotted	
6	Date of reporting/ arrival by the observer in the District for election duty	

Date:

Place:

Signature of the Observer

Annexure – II

CHECK LIST

INFORMATION/PARTICULARS TO BE PREPARED BY C&DEA TO BE PROVIDED TO THE OBSERVER ON ARRIVAL.

- I. Name of the District :**
- i. a. No. of Revenue Divisions :
 - b. No. of Mandals :
 - c. No. of GPs :
 - d. No. of habitations :
 - d. Total No. of Wards :
- ii. Map of the district :

- II. District Election Authority**
- a. Name :
 - b. Batch of service :
 - c. Date of posting :

- III. Superintendent of Police**
- i. Name :
 - ii. Batch of service :
 - iii. Date of posting :

- IV. Name of the C&DEA, Dy. DEA, ADEA, ROs :**
(list can be obtained)

- V. Electorate details**

Number of Electors in the District

Male	Female	others	Total electors

- VI. Electoral roll details**

Date of publication of ward-wise electoral roll (w.r.t.01.01.2018)

Date	Month	Year

- i. No. of inclusions/deletions made in the ward-wise electoral roll from _____ till the date of election notification.

No. of electors as on the date of publication of electoral roll _____	No. of inclusions made from _____ till the date of election notification	No. of deletions made from _____ till the date of election notification	No. of electors in the ward as on the date of notification

ii. Whether copies of electoral roll have been supplied to the recognized political parties and registered political parties who were allotted a symbol by SEC.

Yes	No	If yes, date thereof	If no, reason thereof

VII. Polling Stations

i.	No. of Polling Stations	
	a. No. of Permanent Structures	
	b. No. of temporary structures	
	c. No. of private / rented buildings identified as PS	

ii	Whether the list has been approved by the Collector	Yes	No

iii	Whether all the polling stations have been visited by the ADEA, RO and ARO	Yes	No

iv Polling Station Details

Total No of Polling Stations	Single Polling Station Locations	Two PS locations	Three PS locations	Four PS locations	Five PS locations	Six PS locations	More than Six PS locations

v. Electors details of Polling Stations in the wards

Total No of Polling Stations	No of electors attached to the Polling Station		
	Upto 200	201 to 400	Above 400

vi Identification of critical sensitive and hypersensitive polling stations (please provide the list)

- a. No. of Critical Polling Stations :
- b. No. of Sensitive Polling Stations :
- c. No. of hypersensitive Polling stations :

VIII. Ballot boxes

Total number of polling stations	No. of ballot boxes required	No. of ballot boxes to be reserve	No. of ballot boxes marked for training	Total number required (2+3+4)	Available ballot boxes	Remarks excess or shortfall
1	2	3	4	5	6	7

IX. (i) Identification of centres for distribution, reception and counting and reception (List may be obtained)

Yes	No

- (ii) a. Locations identified for distribution :
- b. Locations identified for receptions :
- c. Locations identified for counting :

(iii) Whether facilities, space, lightening

Adequate	Inadequate

X. Arrangements for deployment of adequate polling personnel

	Required	Appointed	Remarks if any
A	No. of Zonal officers		
	No. of route officers		
	No. of Returning Officers Stage –I		
	No. of Returning Officers Stage-II		
	No. of Presiding Officers		
	No of Assistant Presiding Officers		
	No. of Polling clerks		
	No. of counting supervisors		
	No of counting assistants		
No of Micro observers			

B. Police personnel

i. The total number of police personnel by designation

SP	Dy SP	PIs	PSIs	Constables

ii. Requirement of CPF

iii. operation of police control (police and RO, DEA) and the contact numbers

C. Preventive actions taken

- i. Arms deposited
- ii. Security bonds
- iii. Preventive detentions
- iv. NSA
- v. Externment
- vi. Prohibition cases if applicable
- vii. List of persons provided with security cover
- viii. Copy of law & order report 1 and 2 sent to State HQ should be endorsed to Observer daily.

XI. Training of Polling Personnel

(i) Whether Returning Officers appointed Trained or not?

Yes	No

(ii) Whether Polling Officers appointed Trained or not?

Yes	No

(iii) Whether schedule for training of the Zonal Officer(s) prepared?

Yes	No

(iv) Whether Counting Personnel appointed Trained or not?

Yes	No

XII. Arrangements for implementation of Model Code of Conduct

- i) Arrangements for prevention and removal of defacement of property.
- ii) Enforcement squads formed.
- iii) District media cell constituted or not.

- iv) Instructions to all the officers, candidates, political parties highlighting actions envisaged for the lapses.
- v) Name & Designation of Officer for communicating about the venues and rallies of Political Party/Candidates' meetings.

a. Name and contact number

- vi) Arrangements for expenditure observation at the Mandal level.

Yes	No

a. Designated officers at Mandal level appointed.

- vii) Preparation of list of prevailing market rates for Regular campaign material required done

Yes	No

XIII. Arrangements for procurement of election material and printing of forms etc.

No. of indelible ink phials obtained	No. of green paper seal obtained	Whether Statutory/ Non-Statutory forms/Covers and polling material etc., available

XIV. Randomization of polling personnel

- i. Whether data base of polling personnel prepared?

Yes	No

- ii. Whether polling parties are formed at Mandal level/ District level:

- iii. Date of allocation of polling stations to polling parties will be at the time of their despatch

Date	Month	Year

XV. Despatch arrangements

- i. Whether from Mandal Headquarters or any other location,
- ii. Name of the location,
- iii. Any need for early despatch to specific polling stations,
- iv. If yes, reasons.

XVI. Receiving arrangements (At Gram Panchayat level)

- (i) Location
- (ii) Plan for special counters for receiving sealed ballot boxes and other sealed election related documents.
- (iii) Arrangements for temporary strong rooms.

XVII. Counting arrangements (At Gram Panchayat level)

- i. Temporary strong room and Counting Halls in the same campus.
- ii. Arrangement for receiving and counting of Postal Ballot papers.
- iii. Lighting arrangements

XVIII. Receiving Arrangements at Mandal Level:

XIX. Storage Arrangements at treasuries for counted Ballot Papers and Statutory and Non-Statutory election papers after counting.

ANNEXURE – III

OBSERVER REPORT-1

(To be sent to commission on the last day of the Nominations)
 (for each phase)
 POLL PREPAREDNESS REPORT (please indicate done or not done)

Yes	No

From

Name of the Observer:	
Name of the District	
Camp / Station :	

1.	Electoral roll published and handed over to the political parties	Yes	No
2.	Arrangements for	(Done / Not done)	
	(a) Ballot Paper printing		
	(b) Setting up of facilitation center for providing postal ballot papers to polling personnel		
	(c) Providing postal ballot papers to service voters & voters under PD		
3.	Polling personnel list preparation & first randomization i.e. segregation into Pos, Asst. PO & OPO categories		
	Dates of second randomization (for teams formation)		
	Dates of third randomization (for allocation of Polling stations)		

4. Training

	Date	Month	Year
First Training held on			
Second Training to be held on			

5	Adequate preventive steps taken for maintenance of Law & Order	Yes	No
6	Mapping of ward-wise critical polling stations done	Yes	No
7	Arrangements for dispatch, receiving and counting centre and strong room	Done	Not done
8	Facilities made for column-7 are adequate ?	Yes	No
9	Arrangements for model code of conduct implementation		
	i. Whether enforcement squads formed	Yes	No
	ii. whether system for receiving complaints and monitoring of disposal of complaints done	Yes	No
10	Communication plan done	Yes	No
11	Establishment of control rooms done	Yes	No
12	Monitoring of election expenditure	Yes	No
(a)	Whether the election machinery is aware of Rules relating to ceiling on maximum expenses		
(b)	Whether all the candidates been furnished with the prescribed register formats I to IV for maintaining day to day account of election expenditure by contesting candidates and a written communication by the Returning Officer detailing the provisions of maintenance of accounts of election expenses immediately after the nomination of the candidates.		
(c)	Whether such registers were duly page numbered and authenticated by the DEA at the time of issue.		
(d)	Whether the DEA has designated an officer (Designated Officer) to check the accounts of daily expenditure to be maintained by the candidates		
(e)	Whether the schedule of inspection of the expenditure register/vouchers fixed.		

(f)	If yes, indicate the dates fixed for inspection.		
(g)	Whether the Designated Officers for checking the accounts been briefed by the Observer regarding the various aspects of accounting the expenditure.		
(h)	Has 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 etc., have been provided by the DEA		
(i)	Has the same been apprised to the contesting candidates and the Designated Officers.		
(j)	Whether a plan has been formalized for flow of communication between –		
	(i) media cell and the Designated Officer to keep track of expenditure on print and electronic media		
	(ii) media cell and the Designated Officer to keep track of expenditure on print and electronic media.		
	(iii) authority granting permission for deploying vehicles for electioneering and the Designated Officer for keeping track of expenditure on vehicles.		
	(iv) Excise authorities granting liquor license and the Designated Officer to have upto date information on stock position and disbursements.		
	(v) Authorities enforcing model code of conduct and the Designated Officer to keep track of expenses on wall posters and holdings on public buildings, videography of meetings, rallies, etc.		
	(vi) Police authorities who confiscate unauthorized vehicles which are illegally used for electioneering and the Designated Officer.		
(k)	Any other item of expenditure incurred by the candidates which engages the attention of the Observer during the period of their stay		

Overall observation – (Indicate any arrangements not made, requiring improvements, overall coordination assessment) Indicate areas of concern atleast three in order of priority

Date:
Place:

Signature of the Observer

ANNEXURE – IV

OBSERVER REPORT- 2 **(Three days before the poll day)** (for each phase)

From

Name of the Observer	
Name of the District	
Camp/station	

1	Number of complaints received on violation of Model Code of Conduct					
2	Number of notices issued					
3	Number inquired and action taken					
4	Any pending for inquiry and corrective action					
5	Reasons for pendency:					
6	Details of election	Sl. No	Post	No. notified	No. elected unanimously	No. for which polls are scheduled
		1	Sarpanch			
		2	Ward member			
7	Critical polling stations identified (hypersensitive and sensitive)				Yes	No
8	Police plan (bundbust) done				Yes	No
9	Authenticated copy of electoral roll has been prepared and supplied to candidates				Yes	No
10	Number of Micro-Observers identified				Yes	No
11	Whether the communication plan has been validated				Yes	No

Any special input.

Date:
Place:

Signature of the Observer

ANNEXURE – V

OBSERVER REPORT- 3

PART – I
At the end of the poll
(for each phase)

From

Name of the Observer:	
Name of the District:	
Camp / Station :	
Name of the election and year:	

Total no of contesting candidates		Ward Members	Sarpanch	
Total no of voters				
1	Total no of votes polled			
	Percentage of votes polled			
	Percentage of women votes polled			
2	Number of Micro observers appointed at the polling stations			
3	Number of ballot boxes replaced after the start of poll (indicate the specific number of polling stations)			
4	Number of polled votes in the Ballot boxes which were replaced and the name and number of the polling stations			
5	All Presiding officers diaries and other documents received	Yes.		No.
6	Total voting (Both for Sarpanch and Ward members) combined	Total no. of electors	Number voted	Percentage
	Male			
	Female			
	Others			
	Total			

7	Conclusion of the poll	Sl. No.	Post	Total no. of polls conducted	No. of poll concluded successfully	No. of polls adjourned	No. interrupted
		1	Sarpanch				
		2	Ward member				
8	Events relating to law and order, bogus voting etc.,						
9	Any need for repoll If yes, then the details of						
10	Fixing the responsibility for the occurrences of repolls						

PART – II

After declaration of the Results

1	Total number of postal ballot papers issued					
2	Total number of postal ballot papers received					
3	Valid postal Ballot papers					
4	Invalid postal ballot papers					
5	Total No. votes polled for NOTA					
Total number of offices notified for election in the * phase ____ <table border="1" style="margin-left: auto; margin-right: auto; width: 60%; text-align: center;"> <tr> <td style="width: 50%;">Wardmembers</td> <td style="width: 50%;">Sarpanchas</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>			Wardmembers	Sarpanchas		
Wardmembers	Sarpanchas					
Total number of offices Unanimously elected in the * phase ____ <table border="1" style="margin-left: auto; margin-right: auto; width: 60%; text-align: center;"> <tr> <td style="width: 50%;">Wardmembers</td> <td style="width: 50%;">Sarpanchas</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>			Wardmembers	Sarpanchas		
Wardmembers	Sarpanchas					
Total number of offices for which elections were held in the *phase ____ <table border="1" style="margin-left: auto; margin-right: auto; width: 60%; text-align: center;"> <tr> <td style="width: 50%;">Wardmembers</td> <td style="width: 50%;">Sarpanchas</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>			Wardmembers	Sarpanchas		
Wardmembers	Sarpanchas					

Total number of offices for which elections were **completed** in the *phase_____

Wardmembers	Sarpanchas

Total number of offices for which **results declared** in the *phase_____

Wardmembers	Sarpanchas

Total number of offices for which **repolls** to be held in the *phase_____

Wardmembers	Sarpanchas

Upa-Sarpanch election:

Number of Upa-Sarpanchs elected :

Number of Upa-Sarpanch elections postponed to next day:

*** please indicate the phase number.**

Date :

Place:

Signature of the Observer

ANNEXURE – VI

The observers have to send fourth report after completion of Indirect election to Upa-Sarpanch of Gram Panchayat Election

OBSERVER REPORT – 4 **(after completion of indirect election)** **(In each phase)**

1	Date and time of Indirect election meeting		
2	No. of offices for which indirect election to be conducted (upa-sarpanch –GP)		
3	Whether notice of the date and hour of meeting was given to all the members who have voting right	Yes	No
4	Whether proper arrangements were made for conduct of indirect election meeting	Yes	No
5	No. of indirect election meetings postponed due to want of quorum or for any other reason, indicate the next date of election		

DEPARTURE REPORT (Phase-wise)

1	Date of reporting by the Observer in the District for election duty	
2	Date of departure of Observer;	
3	Was there any break taken by the observer from the duty If yes, give details	
4	Was there late reporting to duty If yes, by how much time.	

Date:
Place:

Signature of the Observer