

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	
7	Name of the Election & Year	

Place:

Date:

Signature of the Observer

Annexure – II

CHECK LIST

Information/particulars to be prepared by C&DEA to be provided to the Observer on arrival

1. District Profile:

- (i) a. Name of the District :
- b. Total No. of Revenue Divisions :
- c. Total No. of Mandals :
- d. Total No. of Gram Panchayats :
- e. Total No. of habitations :
- f. Total No. of Wards :

- (ii) a. Total No. of Mandal Praja Parishad
Territorial Constituencies (MPTCs) :
- b. Total No. of Zilla Praja Parishad
Territorial Constituencies (ZPTCs) :

- (iii) Map of the district
(copy enclosed) :

2. District Election Authority

- a. Name :
- b. Batch of service :
- c. Date of posting :
- d. Contact Nos. :
- e. Mail – IDs :

3. Superintendent of Police

- a. Name :
- b. Batch of service :
- c. Date of posting :
- d. Contact Nos. :
- e. Mail – IDs :

4. Name of the C&DEA, Dy.DEA, ADEA, ROs:

(list containing Name, Designation, Posted
as and Contact Nos. can be obtained)

5. Population details:

Male	Female	others	Total

6. Electorate details

- (i) Number of Electors in the District

Male	Female	others	Total electors

(ii) Percentage of voters

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7. Electoral roll details

(i) Date of publication of Ward - wise electoral roll (w.r.t.01.01.....)

Date	Month	Year

(ii) Additions and deletions since the last publication date.

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 as on the date of notification

(iii) Date of printing of supplementary Electoral Roll:

Date	Month	Year

(iv) Whether electoral roll of the Gram Panchayat prepared and published by District Panchayat Officer, is arranged MPTC wise by the MPDO

Yes	No

concerned and ZPTC wise by CEO, ZPP which is divided into convenient parts (polling stations) by numbering it conveniently.

Date of display of Territorial Constituency wise electoral rolls of MPPs & ZPPs

Date	Month	Year

(iv) Whether copies of electoral roll have been supplied to the recognized political parties and registered political parties who were allotted a symbol by TSEC.

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

8. 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	More than three PS locations, if any

v. Electors details of Polling Stations in the Territorial Constituencies

Total No of Polling Stations	No of electors attached to the Polling Station					
	Upto 300	301-600	601-800	801-1000	1001-1200	Above 1200 if any

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

- a. Vulnerability mapping done or not :
- b. No. of Critical Polling Stations identified :
- c. No. of Sensitive Polling Stations identified :
- d. No. of hypersensitive Polling stations identified :

9. Ballot boxes / EVMs

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

(i) *Have EVMs been allocated Mandal wise by the DEA after 1st randomization

Yes	No

(ii) *Date and location planned for 2nd randomization of EVMs by Returning Officer.

Yes	No

10. Identification of centers for distribution, reception and counting and reception

		Yes	No
(i)	a. Locations identified for distribution :		
	b. Locations identified for receptions :		
	c. Locations identified for counting :		

(ii) Whether facilities, space, lightening

Adequate	Inadequate

11. Polling Personnel

(i)

Total No. of Polling Personnel required for the District	No. of State Government Officials available	No. of Central Government Officials available	No. of State PSUs Officials available	No. of Central PSUs Officials available	Total No. of Polling Personnel available in the District

(ii) Arrangements for deployment of adequate polling personnel

	Actual Required	In Reserve	Appointed	Remarks if any
No. of Zonal officers				
No. of route officers				
No. of Returning Officers				
No. of Asst Returning Officers				
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				

(iii) Police personnel

i. The total number of police personnel by designation

Superintendent of Police	Deputy Superintendent of Police	Inspector of Police	Sub-Inspector of Police	Constables

ii. Requirement of CPF

iii. Operation of Police Control Room (Police and RO, DEA) and the contact numbers

(iv) 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.

(v) Training of Polling Personnel

(i) Whether Returning Officers and Asst. Returning Officers appointed Trained or not?

Yes	No

(ii) Whether Polling Officers (Pos, APOs and PCs) appointed Trained or not?

Yes	No

(iii) Whether Polling Personnel appointed are trained on operation of EVMs/ VVPATs/Ballot Boxes

Yes	No

(iv) Whether schedule for training of the

Yes	No
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Zonal Officer(s) prepared?

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(v) Whether Counting Personnel appointed Trained or not?

Yes	No

12. Arrangements for implementation of Model Code of Conduct

i) Arrangements for prevention and removal of defacement of property.

Done	Not Done

ii) Enforcement squads formed.

Done	Not Done

iii) District media cell constituted or not.

Done	Not Done

iv) Instructions to all the officers, candidates, political parties highlighting actions envisaged for the lapses.

Done	Not Done

v) Name & Designation of Officer for communicating about the venues and rallies of Political Party/Candidates' meetings.

Name and contact details obtained.

Yes	No

vi) Arrangements for expenditure observation at the Mandal level.

Designated officers at Mandal level appointed.

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

Yes	No

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

No. of indelible ink phials obtained	No. of green paper seal obtained	*No. of Strip Seals obtained (When EVMs are used)	Whether Statutory/ Non-Statutory forms/Covers and polling material etc., available	Whether Hand Books of ROs, Pos, Contesting Candidates etc. are obtained

14. 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 formation of Polling Parties

Date	Month	Year

iv. Date of allocation of polling stations to polling parties will be at the time of their dispatch

Date	Month	Year

15. Dispatch arrangements (at Mandal level)

- i. Whether from Mandal headquarters or any other location,
- ii. Name of the location mostly selected by all the Mandals
 - a.
 - b.
- iii. Average No. of tables arranged for each Mandal
- iv. Any need for early dispatch to specific polling stations,
- v. If yes, reasons.

16. Receiving arrangements (At Mandal level)

- (i) Location
- (ii) Plan for special counters for receiving sealed ballot boxes and other sealed election related documents.
- (iii) Average No. of tables arranged for each Mandal
- (iv) Arrangements of **temporary** strong rooms.

17. Temporary Strong Room location and Security arrangement
(Temporary strong room and Counting Halls in the same campus).

- (i) Location identified
- (ii) Security arrangements made

18. Counting arrangements

- i. Identification of counting centres
- ii. Whether counting centres identified approved by C&DEA.
- iii. Average No. of tables arranged for each Mandal.
- iv. Lighting arrangement
- v. Arrangement for receiving and counting of Postal Ballot papers.

19. Storage Arrangements of counted Ballot Papers and Statutory on-Statutory election papers after counting.

At treasuries or at any other location

If at any other location, whether approved by C&DEA:

*** Applicable only when EVMs are used**

ANNEXURE – III

OBSERVER REPORT-1 **POLL PREPAREDNESS REPORT**

(To be sent to commission on the last day of the Nominations for each phase)

From

Name of the Observer:	
Name of the District	
Name of the election, year and phase	

		Yes	No
1.	Electoral roll published and handed over to the political parties		
	Ballot boxes		
2.	(a) Whether sufficient ballot boxes are available		
	(b) Whether available ballot boxes are repaired, hauled and kept in perfect working condition for use of poll		
	*Randomization of EVMs:	Done	Not done
3.	(a) FLC and First level Randomization of EVMs		
	(b) Involvement of political parties in process of First level Randomization of EVM is taken		
	(c) Providing of Randomized list of EVMs to political parties and Returning Officer and people log book maintained.		
	(d) Number of VVPATs to be used, if any		
	(e) Whether VVPATs tested		
	Arrangements for:	Done	Not Done
4.	(a) Ballot Paper printing		
	(b) Required election material had been procured		
	(c) Setting up of facilitation center for providing postal ballot papers to polling personnel		
	(d) Providing postal ballot papers to service voters & voters under PD		

Polling Personnel:		Done	Not Done	
5.	(a) Whether a complete data base of the polling personnel- State and Central Government employees- is available for deployment?			
	(b) Polling personnel list preparation & first randomization i.e. segregation into Pos, Asst. PO & OPO categories			
	(c) Dates of second randomization (for teams formation)			
	(d) Dates of third randomization (for allocation of Polling stations)			
Training Programme:				
6.		Date	Month	Year
	First Training held on			
	Second Training to be held on			
7.	Adequate preventive steps taken for maintenance of Law & Order	Yes	No	
8.	Mapping of Mandal-wise critical polling stations done	Yes	No	
9.	Arrangements for dispatch, receiving and counting centre and strong room	Done	Not done	
10.	Facilities made for column-8 are adequate?	Yes	No	
Model Code of Conduct:		Yes	No	
11.	(a) Adequate publicity of MCC is done			
	(b) Arrangements for model code of conduct implementation i. Whether enforcement squads formed ii. whether system for receiving complaints and monitoring of disposal of complaints done			
	(c) Communication plan done			
	(d) Establishment of control rooms done			
	(e) whether Mechanism to control defacement of property has been set up			

Election expenditure Monitoring:-		Yes	No
11.	Monitoring of election expenditure		
	(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) authority granting permission for deploying vehicles for electioneering and the Designated Officer for keeping track of expenditure on vehicles.		
	(iii) Excise authorities granting liquor license and the Designated Officer to have upto date information on stock position and disbursements.		
	(iv) 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.		

	(v) 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		

*** Applicable only when EVMs are used**

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

Date:

Place:

Signature of the Observer

ANNEXURE – IV

OBSERVER REPORT- 2

(To be sent to Commission Three days before the poll day for each phase)

From:

Name of the Observer	
Name of the District	
Name of the election, year and phase	

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	MPTC			
		2	ZPTC			
7	Authenticated copy of electoral roll has been prepared and supplied to candidates				Yes	No
8	Whether vulnerability mapping have been done and critical polling stations identified (hypersensitive and sensitive)				Yes	No
9	No. of polling stations requiring static outside force					

10	No. of polling stations requiring video coverage		
11	No. of polling stations to be covered with micro observers		
12	Number of Micro-Observers identified		
13	Security arrangement for polling stations and poll personnel i.e. Police plan (bandobust) done	Yes	No
14	Whether the communication plan has been validated	Yes	No
15	Whether the route maps for every polling station, sector maps, route chart, and transport plans for Observers, poll personnel, Micro Observers etc. made?	Yes	No
16	Whether the vehicle requirement for transport plan assessed?	Yes	No
17	Whether Live web casting/ CCTV arrangements made to monitor election process at distant/critical polling stations?	Yes	No
18	Whether arrangements made to review the live feed from CCTVs/ Webcasting at polling stations etc. and steps to be taken for action on any illegal activity noticed in live feed.	Yes	No
19	Whether adequate preventive steps have been taken for maintenance of Law and Order?	Yes	No
*EVM/ VVPTS			
20	Whether list of EVMs used in the Mandal including the training EVMs and reserved EVMs for replacement has been give to political parties/ candidates.	Yes	No
21	Whether prior intimation regarding date and time of 2 nd randomization of EVMs followed by EVM preparation and second level check of EVM has been given to candidates with proper Acknowledgement receipt.	Yes	No
22	Whether Random verification of 10% or more of CU/ BU was done by the R.O in presence of Political Parties/ candidates. Whether candidate verifies the EVMs (2 nd level check) to their satisfaction.	Yes	No

23	Whether candidates were allowed to take from the engineers/ master trainers in order to eliminate doubt about the malfunctioning of EVM.	Yes	No
24	Whether all stages of Randomization of EVMs done and record kept properly.	Yes	No
		Yes	No
25	Arrangements to escort the polled Ballot Boxes / EVM back done		
26	Transportation and receipt arrangements for Polled Ballot Boxes / EVM		
27	Is strong room guarding plan done? Is the general atmosphere conducive for holding of free and fair poll? If no, state detailed reasons.		

*** Applicable only when EVMs are used**

Any special input.

Date:
Place:

Signature of the Observer

ANNEXURE – V
OBSERVER REPORT- 3

The Third Report

(To be sent to the Commission immediately **after completion of the poll** for each phase)

From:

Name of the Observer:	
Name of the District:	
Name of the election, year and phase:	

Total no of contesting candidates		MPTCs	ZPTCs
1	Total number of Polling Stations		
2	No. of Polling Stations covered with Micro Observers		
3	No. of Polling Stations covered with Video coverage		
4	* Number of Polling Stations where mock poll was not confirmed (indicate the specific number of Polling Stations)		
5	Number of Polling Stations where there were no Polling agents (indicate the specific number of Polling Stations)		
6	Number of Polling Stations where there was only one Polling agent was present (indicate the specific number of Polling Stations)		
7	Number of Polling Stations where poll was interrupted for more than two hours or delayed in starting (indicate the specific number of Polling Stations)		
8	Number of Polling Stations where the interrupted poll could not continue (indicate the specific number of Polling Stations)		
9			

	No. and name of the Polling Stations where complaints of violation of Polls were received during the course of Poll. Describe the nature of complaints and action taken.						
10	Number of Ballot Boxes/EVMs replaced after the start of Poll (indicate the specific number of Polling Stations)						
11	Number of polled votes in the Ballot boxes/EVMs which were replaced and the name and number of the polling stations						
12	* When EVMs with VVPATs are used:						
	(i) Whether there was malfunctioning of any VVPATs machine.						
	(ii) Whether counting of ballots of VVPATs have been carried out						
	(iii) Whether the number of ballots of VVPATs machine with the number of votes casted tallied.						
13	All Presiding officers diaries and other documents received				Yes.	No.	
14	Total voting (Both for MPTCs/ZPTCs) combined				Total no. of electors	Number voted	Percentage
	Male						
	Female						
	Others						
	Total						
15	Conclusion of the poll	Sl. No.	Post	Total no. of polls conducted	No. of polls concluded successfully	No. of polls adjourned	No. interrupted
		1	MPTCs				
		2	ZPTCs				

16	Events relating to law and order, bogus voting etc.,		
17	Any need for repoll If yes, then the details of	MPTCs	ZPTCs
18	Fixing the responsibility for the occurrences of re-polls		

*** Applicable only when EVMs are used**

Date:

Signature of the Observer

Place:

ANNEXURE – VI

OBSERVER REPORT – 4

The Fourth Report

(To be sent to the Commission **After Counting and Declaration of results** for each phase)

From:

Name of the Observer:	
Name of the District:	
Name of the election, year and phase	

1. Total number of offices notified for election in phase	MPTCs	ZPTCs
2. Total number of offices Unanimously elected in Phase	MPTCs	ZPTCs
3. Total number of Poll candidates	MPTCs	ZPTCs
4. Total number of offices going for counting	MPTCs	ZPTCs

Part-I

Arrangement for Counting		Done	Not Done
1	Whether arrangements for counting has been done as per the instruction of the Commission.		
2	Randomization of Counting Staff		
3	Political Parties, Counting Agents and Counting Personnel trained		
4	Pairing of Counting Supervisor and Counting Assistant		
5	Average number of tables were arranged for counting		
6	Average number of rounds were planned		
7	Whether Micro-Observers were deployed for each Counting centers.	Yes	No
8	Whether the seating arrangements of the Counting Agents were done as per the instructions of the Commission	Yes	No
9	Whether the Counting Agents of the Candidates were present at the time of counting	Yes	No

10	Whether the signature of the Counting Agents taken in Part-II of Ballot Paper Account/Accounts of Votes Recorded by Returning Officer	Yes	No
11	Videography of counting	Done	Not Done

Part –II

Counting of Postal Ballot			
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. of votes polled for NOTA by Postal Ballot		
6	* Whether the EVM no. was tallied with EVM list supplied to polling station		
7	Whether Green paper seal no. for each counted ballot box/ EVM checked and verified		
8	Whether the round wise result was immediately put on the blackboard in counting hall at the close of each round and before the beginning of next round by Returning Officer		
8A	Whether the total votes shown in Part – II of Ballot Paper Account (Form XXV when Ballot box used) / Accounts of Votes Recorded (Form XXXII when EVMs are used) tallied with the votes counted.	Yes	No
9	Whether there was any demand for re-totalling with what result ? Describe. Specify the names of MPTC/ZPTC constituencies, if any.		
10	Whether any significant incident occurred during counting of votes? If yes, give details		

*** Applicable only when EVMs are used**

Part – III

(After declaration of results)

Total number of offices **notified** for election in phase

MPTCs	ZPTCs

Total number of offices **Unanimously elected** in phase

MPTCs	ZPTCs

Total number of offices for which elections were **held** inphase

MPTCs	ZPTCs

Total number of offices for which elections were **completed** inphase

MPTCs	ZPTCs

Total number of offices for which **election results declared** inphase

MPTCs	ZPTCs

Total number of offices for which **results withheld** inphase

MPTCs	ZPTCs

Date:

Place:

Signature of the Observer

ANNEXURE – VII
OBSERVER REPORT – 5

The Fifth Report

(To be sent to the Commission **After Declaration of indirect election results** for each phase)

From:

Name of the Observer:	
Name of the District:	
Name of the election, year and phase	

1. Total No. of offices for which indirect elections to be conducted

MPP		ZPP	
President	Vice President	Chair Person	Vice chair Person

2.	Date and time of Indirect election meeting
3.	Whether notice of the date and hour of meeting was given to all the members who have voting right
4.	Whether proper arrangements were made for conduct of indirect election meeting

Yes	No
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Yes	No
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Yes	No
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

5. Total No. of offices for which indirect elections completed and results declared

MPP		ZPP	
President	Vice President	Chair Person	Vice chair Person

6. Total no. of Offices – Indirect election Postponed due to want of quorum or any other reason

MPP		ZPP	
President	Vice President	Chair Person	Vice chair Person

7.	If the Meeting was postponed due to want of quorum or any other reason , indicate the next date of election		
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DEPARTURE REPORT

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