

**OFFICE OF THE CHIEF ELECTORAL OFFICE, TELANGANA,**  
**Buddha Bhavan 5<sup>th</sup> Floor, Tank Bund Road, Secunderabad – 500003.**

**Memo.No.7481/Elecs.A/2019-38,**

**Dated:12.10.2019**

Sub: Elections - Bye-Election to 89-Huzurnagar Assembly Constituency, Suryapet district of Telangana - Prohibition of Public meetings and presence of political functionary during the period of 48 hours ending with hours fixed for conclusion of poll - ECI Instructions - communicated - Reg.

Ref:1.From ECI, New Delhi, Lr.No.464/INST/2007-PLN-I, dt.8.1.2007.

2.From ECI, New Delhi, Lr.No.464/INST/2007-PLN-I, dt.12.10.2007.

3.From ECI, New Delhi, Lr.No.464/6/INST/2016-CCS, dt.24.5.2017.

4. This office Memo No.7006/Elecs.D/A1/2019-64, Dt: 11.10.2019.

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Copies of the references cited on the subject matter are sent herewith.

2. The attention of the Collector & District Election Officer, Suryapet district; Director-General of Police, Telangana, Hyderabad; Superintendent of Police, Suryapet district; Returning Officer for 89-Huzurnagar Assembly Constituency and all Assistant Returning Officers of the Constituency is invited to Section 126 of Representation of the People Act, 1951, which specifies that;

- (i) **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 Cinematograph, 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 48 hours ending with the fixed for the conclusion of the poll for any election in the polling area.**
- (ii) **Any person, who contravenes the provisions of sub-Section (1), shall be punishable with imprisonment for a term which may extend to two years, or with fine, or with both.**
- (iii) **In this Section, the expression "election matter" means any matter intended or calculated to influence or affect the result of an election.**

3. The Election Commission of India, vide references cited (copies enclosed), has issued clear instructions in this regard. The Collector & District Election Officer, Suryapet district is, therefore, requested to ensure that the Section 126 of Representation campaign shall take place within the Constituency during the period of **48 hours ending with the hours fixed for the close of poll.** Presence of political functionaries / party workers / processionists / campaign functionaries etc., who have been brought from outside the Constituency and who are not voters of the

Constituency, should not continue to remain present in the Constituency as their continued presence after campaign ends may undermine the atmosphere for free and fair poll.

4. The Commission has further directed that in order to ensure that the above instructions are carried out, the Election administration/Police administration may take all necessary measures, which may include :

- (i) Checking of Kalyana Mandapams / Community Halls etc where such people are kept/housed and find out whether the outsiders have been accommodated in these premises ;
- (ii) Verification of lodges and guesthouses to keep a track of the list of occupants ;
- (iii) Set up Check-Posts in the Constituency/district borders ;
- (iv) Verify the identity of the people/group of people in order to find out whether they are voters or not and establish their identity.

5. The District Election Administration / Police Administration shall ensure that all such functionaries leave the Constituency immediately after the campaign period is over.

6. They are also requested to bring these instructions to the notice of all political parties, contesting candidates and their agents in order to enable them to scrupulously comply with the instructions of the Commission.

7. In case of seeking exemption by any political functionary from leaving the constituency on medical reasons, the instructions of the Commission, vide its letter third cited (copy enclosed) shall be followed scrupulously.

**Dr. RAJAT KUMAR**  
**CHIEF ELECTORAL OFFICER &**  
**E.O PRL. SECRETARY TO GOVT.**

To

The Collector & District Election Officer, Suryapet district (w.e)

The Director General of Police, Police Head Quarters, Telangana,  
Hyderabad district (w.e)

The Superintendent of Police, Suryapet district (w.e)

The Returning Officer, 89-Huzurnagar AC **through** Collector & District Election Officer, Suryapet district (w.e)

**Copy to**

All recognized National & State Parties of Telangana ... (w.e)

**(with a request to intimate to all the cadre and contesting candidates of their Party)**

All Contesting Candidates in 89-Huzurnagar **through** Returning Officer for 89-Huzurnagar AC (w.e)

All Officers and Sections in the o/o Chief Electoral Officer.

SF/SC

**//FORWARDED::BY::ORDER//**

*R.Kumar*  
**SECTION OFFICER**

# Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 464/INST/2007-PLN-I

Dated: 8<sup>th</sup> January, 2007

To

1. The Chief Secretaries of all States and UTs
2. The Chief Electoral Officers of all States and UTs

**Sub: Restrictions on presence of political functionaries in a Constituency after the campaign period is over.**

Sir,

Under Section 126 of the Representation of the People Act, 1951, in the period of 48 hours ending with the hour fixed for the close of poll, the campaign will come to an end.

2. During the course of campaign in bye-election, the political parties mobilize their supporters, including from outside the constituency of poll, in order to bolster that campaign. In view of the fact that after the closure of campaign period no campaign can take place within the constituency, presence of political functionaries / party workers / procession functionaries / campaign functionaries etc., who have been brought from outside the constituency and who are not voters of the constituency, should not continue to remain present in the constituency as their continued presence after campaign ends may undermine the atmosphere for free and fair poll.

3. Hence the Commission has directed that after the campaign period is over, the district election administration / police administration shall ensure that all such functionaries leave the constituency immediately after the campaign period is over. This shall be brought to the notice of all political parties, candidates and their agents in order to enable them to comply.

4. The Commission further directs that in order to ensure that the above instruction is carried out, the election administration / police administration may take all necessary measures which may include:

1. Checking of kalyan mandapams / community halls etc., where such people are kept housed and find out whether the outsiders have been accommodated in these premises.
2. Verification of lodges and guesthouses to keep a track of the list of occupants.
3. Set up check-posts in the constituency borders and track the vehicular movement from outside the constituency.
4. Verify the identity of the people / group of people in order to find out whether they are voters or not and establish their identity.
5. This may be brought to the notice of all concerned and ensure strict compliance. Action taken in the matter may be informed to the Commission.

Yours sincerely,

Sd/-

**(A.K. Majumdar)**  
**Secretary**

## INSTRUCTION SI. No. 64

Election Commission's letter No.464/INST/2007-PLN-I Dated: 12th October, 2007 addressed to the Chief Secretaries and the Chief Electoral Officers of all States and Union Territories.

**Sub: Restrictions on presence of political functionaries in a Constituency after the campaign period is over.**

Under Section 126 of the Representation of the People Act, 1951, in the period of 48 hours ending with the hour fixed for the close of poll, the campaign will come to an end.

2. During the course of campaign in bye-election, the political parties mobilize their supporters, including from outside the constituency of poll, in order to bolster that campaign. In view of the fact that the closure of campaign period no camping period no campaign can take place within the constituency, presence of political functionaries/party workers/procession functionaries/campaign functionaries etc., who have been brought from outside the constituency and who are not voters of the constituency, should not continue to remain present in the constituency as their continued presence after campaign ends may undermine the atmosphere for free and fair poll.

3. Hence the Commission has directed that after the campaign period is over, the district election administration/police administration shall ensure that all such functionaries leave the constituency immediately after the campaign period is over. This shall be brought to the notice of all political parties, candidates and their agents in order them to comply.

4. The Commission further directs that in order to ensure that the above instruction is carried out, the election administration/police may take all necessary measures which may include:

1. Checking of kalia mandapams/ community halls etc., where such people are kept housed and find out whether the outsiders have been accommodated in these premises.
2. Verification of lodges and guesthouses to keep a track of the list of occupants.
3. Set up check-posts in the constituency borders and track the vehicular movement from outside the constituency.
4. Verify the identity of the people/group of people in order to find out whether they are voters or not and establish their identity.
5. This may be brought to the notice of all concerned and ensure strict compliance. Action taken in the matter may be informed to the Commission.



भारत निर्वाचन आयोग  
Election Commission of India

निर्वाचन सदन  
NIRVACHAN SADAN  
अशोक रोड, नई दिल्ली - 110 001  
ASHOKA ROAD, NEW DELHI - 110 001

F. No. 437/6/INST/2016-CCS

Dated: 24<sup>th</sup> May, 2017

To

The Chief Electoral Officers of  
all States and Union Territories.

Subject: - Restriction on presence of political functionary in a constituency after the campaign period is over - regarding.

Ref.: ECI's letters No.464/INST/2007-PLN-I, dated 8<sup>th</sup> January 2007, No. No.464/INST/2007-PLN-I, dated 12<sup>th</sup> October 2007 and No.464/INST/2008-EPS, dated 2<sup>nd</sup> December 2008 (Instruction No.63, 64 & 65 of the Compendium on MCC, respectively)

Sir,

I am directed to refer to the Commission's letters referred above which, inter alia, provides all political functionaries who are not the elector of the constituency going for poll should leave the constituency as soon as the campaign period is over, (section 126 of R. P. Act 1951 also refers). It has been brought to our notice during recently held bye-elections that a prominent political leader didn't leave the constituency after campaign period was over, citing some medical reasons.

The Commission, having considered the matter has issued following guidelines-

- **The DEO concerned, in consultation with CEO, would constitute a Medical Board for health check-up of the political functionary seeking exemption. The Medical Board shall, after medical examination of the patient and his/her medical history, will give report whether the condition of the patient( political leader) is such that he can't move or be shifted under medical attendance out of the constituency in an ambulance or vehicle.**
- **The exemption would only be considered by the ECI after consideration of report of the Medical Board received through CEO concerned.**
- **Such political functionary to whom exemption has been granted may be allowed to stay in the constituency subject to the condition that this is in no manner be used for any political/election related activities in any way. To ensure this, a video surveillance team shall be deployed at all the entrances of place of stay headed by a magistrate with suitable police personnel to be deployed, till completion of poll. Expenditure incurred for such stay should be**

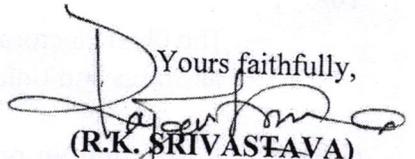
Tel : 011-23052205-18 Fax: 011-23052223-25, Website : www.eci.nic.in

“मजबूत लोकतंत्र - सबकी भागीदारी”

Greater participation for a stronger democracy

**duly accounted for in Election Expenditure accounts of the contesting candidates for that constituency.**

Please inform all concerned for full compliance. It should also be included in training module for training of election related officers.

Yours faithfully,  
  
**(R.K. SRIVASTAVA)**  
**SR. PRINCIPAL SECRETARY**

**OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA**

Buddha Bavan 5<sup>th</sup> Floor, Tank Band Road HYDERABAD

**Memo No.7006/Elections.D/A1/2019-64**

**Date:11-10-2019**

Sub:- Elections — Bye-Elections to Telangana Legislative Assembly from 89-Huzurnagar AC — Poll to be held on 21.10.2019 - Standard Operating Procedure (SoP) Last 72 hours - Instructions - Reg.

Ref: - Document on Standard Operating Procedure (SoP) for last 72 hours till counting. December 2016 (Document 12 — Edition 1), Reprint November 2018.

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The attention of the District Election Officer, Suryapet and Returning Officer of Bye-Elections to Legislative Assembly from 89-Huzurnagar AC is invited to the reference cited and are informed that the Poll will be held on 21.10.2019 (Thursday) from 7.00 am to 5.00 pm in 89-Huzurnagar AC.

2. In this connection attention is invited to the instructions contained in "Standard Operating Procedure (SOP) for last 72 hours till counting (2016) — Reprint November, 2018" which have already been supplied and also available on the ECI website. The SOP is designed to enumerate the major activities and actions required to be initiated and implemented by the DEO and RO during the most critical and crucial period of 72 hours, Last 48 hours, Last 24 hours till completion of Poll.

3. The above SOP is very useful as a ready reckoner and handy reference for use during the most sensitive period prior to the poll day as well as on poll day. A copy of the SOP may be given to RO/AROs/Nodal Officers and Sector Officers with a direction to go through the instructions laid down there in which will assist them in the effective and efficient discharge of their onerous statutory mandate of delivering a free, fair, participative and peaceful elections. The important instructions are hereby reiterated once again.

**Last 72 hours (P-3):**

Important activities and steps to be taking up during the last 72 hours prior to the poll day (SOP pp 1-17) are as follows:

- Poll personal management
- Accommodation and food for polling parties
- Deployment of Micro-Observers, Video Camera, Still Camera, Webcasting etc.,
- EVM Management
- Expenditure monitoring arrangements
- Intensified Monitoring and surveillance by the flying squads and SSTs
- Areas of special focus for expenditure monitoring
- Vehicle permissions
- Model Code of Conduct for Political Parties and Candidates
- Law and Order/Security arrangements/CAPF
- Special efforts to curb misuse of money power
- Checking of Interstate Border and placement of Nakas
- Assured Minimum facilities at distribution centre/reception centre and polling stations:
- Voters Education

**Last 48 hours (P-2) (Pages 19-25 of SOP)**

The Last 48 hours before the polls are extremely crucial for the election machinery. Under section 126 of the RoP Act, 1951, in the period of 48 hours ending with the hour fixed for the close of the poll, the campaign will come to an end. Strict vigil needs to be maintained in the poll-bound areas to ensure that no unscrupulous elements are able to engage in the nefarious activities like distribution of cash, gifts, liquor etc to unduly induce and influence the electors for extracting political mileage. A brief important points required on P-2day are as follows:-

- Generally orders under 144 CrPC , 1971 are issued regarding ban on unlawful assemblies and prohibition on holding of public meetings during the period of 48 hours ending with the hour fixed for close of poll the poll, applicable for the areas/constituency bound for polls.
- This order issued by the District Magistrate or any other competent authority effective from P-2 day to P+1 day within the Constituency.
- The political functionaries / party workers / procession functionaries / campaign functionaries etc., who have been brought from outside the Constituency and who are not voters of the Constituency, should not continue to remain present in the Constituency as their continued presence after campaign ends may undermine the atmosphere for free and fair poll. District administration/Police administration shall ensure that all such functionaries shall leave the Constituency.
- All hotels, guest houses, Kalyanamandapams, Community Halls, Residential schools etc., shall be checked ensuring that all political functionaries, party workers, campaign functionaries including Ministers; MPs, MLAs, MLCs etc., who have been brought from outside the Constituency and who are not voters of the Constituency should leave the constituency / district before forty eight hours ending with hour fixed for conclusion of poll.
- However, the said restriction may not be insisted in respect of the office bearer of Political party who is in-charge of the State. Such office bearer of the political party shall declare his place of stay in the State Headquarters and his movement during the period in question shall remaining confined normally between his party office and place of his stay.
- The Election Commission of India has issued instructions in their letter No.464/INST/2011/EPS/734-768, dt.11-10-2011 that elected MP or elected MLAs of poll going PC/AC constituency should not be asked to leave their constituency during the election, even if he/she is not an elector of the poll going PC/AC. However, such MP/MLA shall not be allowed to carry out any campaign in the constituency after the campaign period is over i.e.48 hours before the time of close of poll. Further MLA shall stay only in his own constituency and not visit any other assembly segment of a Parliamentary Constituency in the case of election from a Parliamentary Constituency. A copy of the ECI instructions is enclosed.

**Excise Enforcement**

- All restrictions provided in excise law on the storage of liquor in unlicensed premises shall be vigorously enforced;
- Special drives should be launched to unearth illicit liquor making factories and information about seizures should be made available;
- Dry Day shall be enforced during the period of 48 hours ending with the hours fixed for the conclusion of poll.
- Detail instructions issued on "Dry Day" issued vide U.ONote No.7481/Elecs.A/2019-35, dated 02-10-2019.

**EVMs**

- All EVMs duly prepared are stored in the strong room under 24 X 7 securities, the list of which may be given to the candidates under acknowledgement.
- In cases, where the EVMs are required to be shifted to the Dispersal Centers, the movement of EVMs should be done after maintaining the security protocol.
- The candidates should also be informed about the movement of EVMs to the Dispersal centre (No.51/8/7/2012, dt.19-01-2012).

**Micro Observers:**

- Micro Observers to be randomized for deployment in pre-identified polling booths in the presence of the Observer on P-2 day.
- Micro observers shall be informed about the exact polling booth only on the day of departure i.e. P-1 day.
- General Observer will supervise the work of the Micro Observers and the micro observers will report to the Observer.

**Inter-Departmental Coordination to be completed**

- Mobile medical vans/ambulances may be put on service to provide emergency medical assistance to the persons fallen sick on the poll day.
- Coordination with mobile/telephone service providers, electricity departments, public works department for providing uninterrupted services during poll day & counting day.

**Preparedness check of manpower/material/vehicle availability:**

- Apart from polling personnel, various other categories of personnel are deployed for poll day like micro-observers and camera-persons, Voters Assistance Booth personnel, BLOs for polling station 'help desk. etc., checked and ensured that these personnel are in a position to attend at respective polling stations on poll day. Also confirm that bagging of polling materials is complete with adequate reserve materials given to the Sector Officers.
- Preparation and authentication of marked and working copies of electoral roll is a very important activity, which is to be done very meticulously along with the polling station wise list of ASD – Instructions issued vide Memo No.7501/Elec.B/A1/2019-1, dt.23-09-2019.
- Reporting of vehicles for elections to be monitored and the vehicles are ready with fueling, labeling etc.

**Last 24 hours (P-1) ( pp 27-35)****Arrangements at Dispatch Centre, following to be included:**

- Enquiry Counter
- Display list of polling stations
- Counter for Material and EVM distribution
- Counter for tagging of Micro Observers
- Counter for tagging for camera persons
- Space for tagging of reserved polling personnel
- Counter for training on demand
- Counter for tagging vehicles for movement to polling stations
- Counter for police/force tagging
- Counter for supply reserve materials
- Space for checking of EVMs and materials for polling parties

- Facilitation centre for postal ballots
- Strong rooms for EVMs and storage of other material
- Medical AID
- For the convenience of the personnel coming for election duty emphasis needs to be given on single window service so that all information and materials are collected from one place and polling personnel do not get puzzled in shuttling from one counter to another.
- Public Address system should be in place both within and outside Dispersal centre
- There should be adequate provision of drinking water, toilet, first aid etc, at the dispatch location. The process should be monitored closely by the senior officers;
- The coordination between the sector police personnel deputed to accompany the polling personnel should be perfect so that there is no communication gap in this matter.
- Advance measures should be taken to ensure that transport facilities for pickup and dropping the polling personnel.
- Presence and involvement of Sector Officers:
- The Sector Officers should remain present at the Dispersal Centre in the morning and assist the polling personnel to find the polling station assigned to them from the decoded list.
- Sector Officers must be aware about the engagement of Micro-Observer, Camera-persons, Web-casting team etc at the polling station and must make contact with all members of the polling team, micro-observer and camera person (if deployed) and arrange for tagging of polling personnel against absentees.
- Sector Officer should monitor collection of polling materials by the polling parties of the sector and remind the polling personnel to check the items;

#### **Polling Station Arrangements:**

The role of the Sector Officer is immensely important on P-1 day to ensure that all arrangements are tied up at the polling stations for smooth conduct of polling. The RO shall ensure that the Sector Officer performs the following activities and checks and gives his report in a timely manner:

- Ensure that the security force has reached polling stations according to the force deployment plan.
- Check that the Presiding Officer has sent report on arrival of polling teams at the polling station to the RO control room.
- Confirm availability of assured minimum facilities at the polling stations like drinking water, lighting arrangements, furniture, toilet, signage of the polling station, shed for voters queue, ramp etc.,
- Observe that the voting compartment is made in such a way that secrecy of voting can be ensured by all means.
- Ascertain that the polling team is well conversant in the use of the EVM, provide support, wherever required and ensure that the EVM is properly switched off.
- Check and ensure that no wall writing, graffiti or any vestige of political campaign is visible within 100 m of polling station.
- Sector Officers shall collect the mobile numbers of presiding and polling officers, sector police officers, control room, Zonal Magistrate, RO / AROs, EVM technicians which may come into use in times of crisis.

## **Poll Day (P-O)**

### **Regulation on plying of vehicles on poll day (Para 1.1 of the SOP at p.37)**

- One vehicle for candidate, one vehicle for election agent and one vehicle for candidate's workers/party workers be allowed.
- Not more than 5 persons including drivers are allowed.
- If candidate is absent from constituency, no other person allowed to use the vehicle allotted to him.
- No other vehicle should be allowed to be used by any leader.
- Permits are issued by DEO - Permits shall be displayed on wind screen of vehicles.
- Carrying of voters by these vehicles are Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951.

### **No canvassing within PS or any public or private place within a distance of 100 meters of a PS (Section 130 of Representation of the People Act, 1951) (Para 1.2 of the SOP at pp.38-39)**

- Cellular phones, cordless phone etc., not to be allowed except officers on duty in the 100 meters of a PS.
- Voter slips to be plain white slips without name of candidate/party markings/ symbol.
- Polling Parties after reaching the respective polling stations should ensure that no campaign related posters or banners within 100 meters of the Polling Booth should be available;
- During polling, PrO(Presiding Officer) and other staff shall keep their mobile "switch off" in the PS. If required they can talk from outside the polling booth.
- Prohibition of loudspeakers, mega phones etc and disorderly conduct - within 100 mtrs of a PS (Para 1.8 of the SOP at p.39)

### **Candidates' election booths (Para 1.9 of the SOP at p.39)**

- Only beyond 200 mtrs. of a PS.
- One table + two chairs, without Shamiyana / Tentage.
- With-one banner upto 3 ft..x 1.5 ft.
- Persons manning these booths must carry EPICs.
- No distribution of any slips or materials containing any political content.
- Valid permission from local authority mandatory

### **Going armed to/near a polling station (Para 1.10 of the SOP at p.40)**

- None except authorized security personnel can enter within 100 meters of any polling station
- Security personnel attached to any person not to be allowed inside the polling booth.
- Exception to the above only in case of person covered under Z+ security which is one security person in simple clothes and with concealed weapon.

**Entry into polling station (Para 1.12 of the SOP at p.40 and Rule 49-D of Manual of Election Law, Vol.11)**

- Only persons entitled under rule 49-D of Conduct of Election Rules, 1961 be allowed i.e.,
  - a) The Electors
  - b) polling officers;
  - c) public servants on duty in connection with the election;
  - d) persons authorized by the Election Commission;
  - e) Each candidate, his election agent and one polling agent of each candidate at a time;
  - f) A child in arms accompanying an elector;
  - g) A person accompanying a blind or infirm elector who cannot move without help.,
  - h) Such persons as the Presiding Officer may from time to time admit for the purpose of identifying voters or otherwise assisting him in taking the poll.
- Media person not to capture photograph of the balloting process in any manner that will reveal the secrecy of ballot.
- Everyone must have a valid pass properly displays before entering the polling booth.
- Where the CPF is deployed, a Jawan will stand at entrance - Not inside the PS and shall not enter the polling booth. Except when called by PrO.

**Prohibition for Minister/MP/MLA to be an election agent etc., (ECI's No.437/ INST/2008- EPS dt. 14.10.2008):**

- Minister/MP/MLA or persons to whom security cover granted not to be an Election Agent/ Polling Agent/Counting Agent.
- Any person having security cover will not be allowed to surrender his security cover to act as such agent.

**MICRO-OBSERVER ISSUES (Para 4.1 of pp 42-43 of SOP):**

- Micro-observers in multi-polling station locations:(464/INST2014-EPS dated 21.03.2014)
- In case the location at which a Micro-observer is put on duty has more than one Polling Station, the Micro-observer shall be responsible for all the Polling Stations at that location.

**Work to be done by Micro-observers - 464/INST/2008-EPS dated 28.10.2008**

Micro observers will do the following at the polling station —

- Assess the preparedness at the Polling Station.
- Check the availability of Assured Minimum Facilities (AMF) at the Polling Station and certify before the start of Polling.
- Watch the mock poll and see that it is carried out as per the instructions of the Commission.
- See that the votes in the CU are cleared after the mock poll and before the start of actual poll and Mock Poll VVPAT paper slips are removed and kept in black cover. After the mock poll and before the start of actual poll and that mock poll certificate is signed by the Presiding Officer.
- During the poll day he should regularly note down the important points for his report in the format.
- It is made absolutely clear that in no case the Micro observer will act as Presiding Officer or the polling officer. His task is to observe that the election process is being carried out in a free and fair manner and there is no vitiation of poll.

**During the process of observation on the day of the poll, the Micro-observer shall specially observe and note:**

1. Mock Poll Procedures
2. Presence of Polling Agents and observance of ECI instructions with regards to them
3. The observance of entry pass system and access to Polling Station
4. Proper identification of electors in accordance with ECI guidelines
5. Identification and recording procedures for the Absentee, Shifted and Dead voter's list (ASD list)
6. Application of indelible ink
7. Noting down particulars of electors in register Form 17-A including the alternate identity documents used for identifying the voter
8. Secrecy of voting
9. Conduct of polling agents, their complaints, if any, etc.
10. If the micro-observer feels that the poll is being vitiated for any reason, he shall immediately bring to the notice of General observer through any means of communication available to him, including mobile phone, police wireless etc.

**Report to be submitted by Micro-observer (464/INST/2008-EPS, dt: 28.10.2008)**

After the poll process is over, the Micro-observer will submit a report to the General Observer in the prescribed format.

**VIDEOGRAPHY, STILL-PHOTOGRAPHY / WEB-CASTING:**

- Use of Video Cameras and Still Cameras on the Poll day at Polling Stations - (464/INST/2008/EPS dated 21.01.2009)
- Video cameras shall be used at as many Polling Stations as possible to keep a watch on the proceeding
- Still cameras shall be used at all those polling stations, where Micro-observers, video cameras or web casting is not being used. In this manner, all critical Polling Stations shall be at least covered by some method to keep a watch on the proceedings.

**Method of placing cameras: (464/INST/2008/EPS dated 21.01.2009)**

- Cameras shall be placed in such a manner that they can record the voters in the queue, and the proceedings in the Polling Station, including the process of identification of voters, application of indelible ink, end of poll sealing processes etc.
- It must be ensured that secrecy of voting is not violated by the camera in any manner.

**Food for videographers / photographers – (No.447/2007-PLN-)**

- Food shall be provided to videographers and it shall be ensured that the videographers / photographers DO NOT accept the hospitality of any contesting candidate or political party or their workers.
- All video teams should be under the personal supervision and guidance of a senior election officer.

**What should be recorded by the camera—447/2007-PLN-IV dt: 17.01.2007.(5.4 of PP44-45)**

The videographer / photographer shall make sure that all important events such as mock poll, sealing of EVMs, signing by polling agents on the seals of EVMs, etc., are properly recorded. Any untoward incident at the Polling Station must also be recorded. Specially the following must be recorded:-

- Attempts of intimidation of voters.
- Attempts of inducement / bribing of voters.
- Canvassing within 100 meters of Polling Stations.
- Positioning of voting compartment.
- Basic Minimum Facilities (BMF) at the Polling Station
- Presence of Polling agents
- Mock Poll.
- Clearing of Mock Poll.
- Sealing of EVMs (Pre-poll and Post-poll)
- Process of identification of voters.
- Voters in queues.
- The length of queue at the time fixed for close of poll.
- Any dispute of any nature at the Polling Station.
- Visit by Sector Officers, Observers and other electoral functionaries or any important person including the candidates.
- Replacement of EVM, if any.
- Any incident at the Polling Stations.
- All video and photography should be done with date and time recording so that the real time and date can be verified.

**Webcasting – (464/INST/2014-EPS dated 21.03.2014):** Web casting simply means live streaming of video on the Internet. It does not involve use of complicated technology.

- All that is needed is a video camera connected to the Internet.
- Any video camera including a webcam / android mobile phone capable of being connected to the Internet can be used for web casting.
- Camera can be connected to the Internet through a computer, either desktop or laptop.
- IP cameras with direct connection to the Internet are also available, these days, which may be used.

**Recording in case of webcasting: (464/INST/2014-EPS, dt: 21.03.2014):**

- In all cases where webcasting is done, the video of the entire day's proceedings must be recorded, especially Mock Poll, sealing of EVM, application of indelible ink, sealing of EVMs after close of poll etc.
- The camera should be placed in such a way that inside of the polling station particularly the voting compartment is seen and at the same time secrecy of voting is not compromised.
- In case of malfunctioning of any unit of EVM (either BU or CU), the EVM has to be checked by the ECIL/BEL expert, as the case may be.

**CCTV Coverage: (Manual on Force Multipliers and Non-CAPF Measures, Document No. 7 Edition-1, June 2016, Chapter II (1) (1.3) Pg-12)**

- CCTV coverage as a Non-CAPF measure may be used sparingly for poll day monitoring as it is comparatively cost intensive, but it can be used as a very effective tool, particularly in the vulnerable areas, where threat perception or rate of breach of election laws is historically very high.
- While using the CCTV as a Non-CAPF measure, it must be ensured that all the instructions/parameters mentioned above for the use of Video and still cameras and Webcasting are to be, ad seriatum, scrupulously followed in the case of CCTV coverage also.

**POLL PROCESS: (Para-6 PP 46-51)**

• **General Arrangements:**

- Control room arrangements:
- Additional staff / Equipment's
- Communication arrangements - To be in touch with CEO also - Mobile to be switched on all the time.
- Complaint handling arrangements.
- Arrangement for deploying reserve staff.
- Arrangement for EVM replacement.
- Arrangement for deployment of technical personal alongwith laptop & web cameras to the polling stations for live-web casting with polling parties
- Arrangement of videographers to polling stations
- Arrangements be made to collect sealed polled EVMs and other election material.
- Arrangement for escorting of the poll EVMs and election material - Observers to be intimated.

**Before Commencement of Poll:**

- PRO to demonstrate the EVM.
- Marked copy of roll and Register of Voters also to be demonstrated before the polling agents present and their signatures be taken.
- Mock poll by PrO - A prescribed certificate shall be given by PrO. (ECI No.51/8/7/2008) - (EMS dt. 15.7.2008 and No. 464/INST/2008-EPS dt.12.2008).
- Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll.
- All contesting candidates should be informed in writing well in advance in this regard.
- Control unit to be sealed properly.
- RO through SO and using other links shall track the conduct or otherwise of mock poll and ascertain the mock poll status within 30 minutes.

• **During Poll Process:**

- Presiding Officer:
- PrO to regulate the voters, and maintain purity of election
- To deal with tendered votes, challenged votes, etc.,
- Overall supervision on poll process.
- Keep track of the voter turn-out and send report/SMS every 2 hours.
- Maintain movement sheet of polling agents.

- In case of ASD Voters, PrO will verify his/her identity, Left Thumb Impression(LTI) has to taken in addition to signature in Form 17A, photograph to be taken and record maintained.
- Special attention where mock poll had to be conducted in the absence of agents [ECI's No. 464/INST/2008-EPS dt. 18.12.2008]
- **Identification of voters** - through EPIC or alternate documents approved by ECI - Minor discrepancies can be overlooked.
- In case of new EVM, new EVM should be put to use only after conducting mock poll, clearing the data of mock poll and recording the certificate of mock poll [ECI's No. 576/3/2009/SDR dt. 6.1.2009]
- On poll day, if EVMs are replaced, both BU & CU should be replaced as a set.
- Adequate reserve EVMs to be available with sector officers EVM to be replaced within half an hour wherever necessary.
- In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button, the Presiding Officer may from time to time make an inspection of ballot unit (BU)- but he should make it a point to do so in the immediate presence of polling agents when there is no voter inside the voting compartment.
- All supervisory visits to the polling booths by sector officers, candidates, election agents etc must be recorded in the Visit Sheet.
- At the time of closure of poll the Presiding Officer shall press the 'Close' button and make a note of the Poll end date and time displayed on the CU in the presiding officer's diary.

#### **After close of poll:**

- PrO will issue serially numbered slips/token only to the voters standing in the queue (from the last person in the queue to the first one), to enable them to cast their vote after the scheduled time of closure of voting.
- Press CLOSE button of the CU of the EVM after the voting is complete.
- SMS/report to be sent on close of poll.
- Check the number of votes recorded in the EVM by pressing TOTAL button and Tally 17A, 17C and EVM count.
- Proper sealing of EVM and election papers.
- PrO will sign and take signatures of polling agents in Form-17A after the last entry, draw line and write-"The Serial Number of the last entry in Form 17A is       ".
- Preparation of Form 17C (Account of Votes)
- Part-I of Form 17C will have to be prepared in multiple copies ( 2+ no of polling agents) and will be handed over to the polling agents under due receipt.
- Declaration of Presiding Officer (part III) will have to be filled up with signatures of polling agents.
- After sealing the EVMs, Declaration of Presiding Officer (part IV) will have to be filled up with signature of polling agents.
- Also to complete the Presiding Officers Diary and 16 point report of the Presiding Officer.

#### **RECEPTION CENTRE ARRANGEMENTS:**

- Proper arrangements at Reception Centre must be ensured for lighting, drinking water, first aid and other medical facilities, refreshments, transport arrangements etc.

//11//

- Strong Rooms should have proper security.
- Telephone, Fax, Internet, Computer section, Room for Observers, Generators/power back-ups etc.
- Observers to verify the arrangements.
- Make necessary arrangements for Generator.
- There should be no crowding - set up separate counters for specific numbers of PSs.

**Storage of polled EVMs:**

- Ensure that all the Presiding Officers should deposit voting machines and election papers and other materials at the storage centres without any delay.

4. The District Election Officer, Suryapet & Returning Officer of the Huzurnagar AC are informed that the above instructions are not exhaustive, detailed instructions are available in Handbook for Returning Officers, Standard Operating Procedure(SOP) Document-12-Edition-1(2016), Manual on EVM & VVPAT(Jan 2017), Handbook for Presiding Officers and latest instructions of the ECI issued from time to time should be referred and followed scrupulously.

**Dr.RAJAT KUMAR  
CHIEF ELECTORAL OFFICER,  
TELANGANA.**

To

The District Election Officer, Suryapet (w.e)  
The Returning Officer of the Huzurnagar AC (w.e)  
Copy to all AROs/Sector Officers through DEO, Suryapet.(w.e)

// FORWARDED BY ORDER //

  
SECTION OFFICER



*By Speed Post*

**ELECTION COMMISSION OF INDIA**

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.464/INST/2011/EPS / 734-768

Dated: 11<sup>th</sup> October, 2011

To,

The Chief Electoral Officers of,  
All States/Union Territories.

Subject: Restrictions on presence of political functionaries in a constituency after the campaign period is over – Regarding.

Sir,

I am directed to invite your attention to para – 3 of the Commission's letter No. 464/INST/2007/PLN – I dated 8<sup>th</sup> January, 2007 on the subject cited and to state that the Commission has further reviewed the instruction contained therein.

2. The said para – 3 of the above referred letter has accordingly been modified which shall be read as follows:-

3. "Hence, the Commission has directed that after the campaign period is over, the district administration/police administration shall ensure that all functionaries leave their constituency immediately after the campaign period is over. However, it has now been decided by the Commission that the elected MP or elected MLAs of poll going PC/AC constituency should not be asked to leave their constituency during the election to Lok Sabha/State Legislative Assembly, even if he/she is not an elector of the poll going PC/AC constituency. However, such MP/MLA shall not be allowed to carry out any campaign in the constituency after the campaign period is over, i.e., 48 hours before the time of close of poll. Further MLA shall stay only in his own constituency and not visit any other assembly segment of a Parliamentary Constituency in the case of election from a Parliamentary Constituency".

4. This may be brought to the notice of all the District Election Officers/ Returning Officers/Assistant Returning officers, and the election related officers immediately.

Yours faithfully,



(SUMIT MUKHERJEE)  
SECRETARY

