

ELECTION MATTER
URGENT/TIME BOUND
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राज्य निर्वाचन आयोग हिमाचल प्रदेश
STATE ELECTION COMMISSION HIMACHAL PRADESH
आर्मसडेल,शिमला-171002,Armsdale,Shimla-171002 Tel. 0177-2620152,2620159,2620154, Fax. 2620152
Email:secysec-hp@nic.in

No. SEC(F)1/19/2020

Dated, the

th December, 2020

To

All the Officers
Appointed as Observer
As Per Annexure-A

Subject: Letter of appointment and guidelines for Election Observer.

Sir/Madam,

I am directed to inform that you have been appointed as an Observer for the elections to the Panchayati Raj Institutions / Municipalities being conducted in Himachal Pradesh in the month of January, 2021 . Your duty starts with the receipt of this order and will be over on the completion of election process.

2. You will observe elections on behalf of this Commission within following Block/Urban Local Bodies:-

- (a) District: Shimla
- (b) Block: Mashobra, Basantpur and Tutu
- (c) Urban Local Body: Sunni

3. Your appointment as an observer has been made under the plenary powers available to the Commission under the Constitution of India and the Panchayati Raj Act,1994 and the Himachal Pradesh Municipal Act, 1994 and the rules made thereunder. As an observer, you are appointee of the Commission, on deemed deputation with it, working under the superintendence, control and discipline of the Commission for the period from your appointment till the submission of reports by you on completion of election process.

4. During the period of your appointment as an Observer, you will not proceed on leave or departmental tour without prior permission of the Commission. While visiting and staying in the area assigned to you as an Observer, you will be on duty and will use your official

vehicle and arrange reservation in the Rest House with the assistance of your Departmental officers or the

District Election Officer (Panchayat)/Deputy Commissioner or Returning Officer. In case you don't have official vehicle, concerned Distt. Election Officer (Panchayat) will arrange vehicle for you to be used in respective jurisdiction.

5. The State Election Commission, the contesting Candidates, Political Parties, Public Institutions and general public have high expectations from you as an Observer as you will be representative of the Commission.

6. The detailed election programme has been enclosed herewith as has been notified by the State Election Commission and available on website.

7. A Control Room will be operating round the clock in the Commission's Secretariat during the period of general elections. The Control Room will function till the election process is over. The telephone numbers of this office are 0177-2620154, 2620159, 2620152 and E-mail address of the Commission is secysec-hp@nic.in Since you have to communicate with the District Election Officer and Returning Officer concerned, you are required to find out and note down their telephone numbers for use in emergency.

8. The observers are expected to draw up their visit programme well in advance and intimate the same to the Returning Officer and the District Election Officer concerned to enable them to make necessary arrangements. While on tour in poll area, you will wear your identity lapel, carry authority letter with you, as proof of your authority. Your vehicle should have a bold lapel reading "Election Observer" on windscreen.

9. During your visit to the assigned area, your first report will cover the events up to withdrawal of nomination/candidature. You should try to be present at some time or other in as many offices as possible where scrutiny of nomination papers is to commence or is going on. The second visit will be during the campaign period covering the date(s) of poll and the date/time of counting of votes and must be undertaken in such a way that you should reach the poll area at least three clear days before the date of poll and remain there till the completion of counting and putting polled ballot boxes in strong rooms. You may find out, in advance, from the District Election Officer (Panchayat), Returning Officer concerned, the dates, time and places of polling and counting. You should visit as many Panchayati Raj Institutions/Municipal wards as possible during the scrutiny of nomination papers, polling and counting. In order to ensure your un-interrupted entry to the offices and election areas an authority letter is enclosed herewith.

10. During second phase you will cover campaign period, arrangement for the elections, movement of parties, establishment of polling stations, counting of votes and locking of polled ballot boxes in strong rooms. During campaign you will report the violations of Model Code of Conduct and about limits of expenses in respect of Zila Parishad Wards and Members of Municipal Councils and Nagar Panchayats

For arrangements of election, you have to observe rehearsals, deployment and movement of polling parties, preparation of ballot papers etc. You will submit reports on timely movements of polling parties, establishment of polling stations, strong rooms and counting centres and on the day of poll you will report on all the events from start of the poll to closure then counting of votes, declaration of results. Any untoward incident may please be intimated alongwith your recommendations through quickest mode of communication.

You should specially take a closer look on the arrangements at the polling stations, deployment of Executive Magistrates/Sector Officers and police forces, the observance of the restriction of stoppage of campaign and closure of the liquor shops 48 hour before the close of the poll, the state of readiness and preparedness about the availability of ballot boxes, polling materials like ballot papers, etc. and the polling personnel to commence polling in all the polling stations in the Constituency, as scheduled.

You may also observe the polling process and process prior to and after the polling while visiting a polling station. It follows that within the overall parameters of your mandate as observer, you must compulsorily witness and observe the following:-

- a) **Scrutiny of Nomination papers,**
- b) **Campaigning,**
- c) **Marshalling and movement of poll parties,**
- d) **Polling,**
- e) **Counting,**
- f) **Safe custody of EVMs after the poll.**
- g) **Safe custody of Ballot boxes after the poll wherever they are required to be kept in safe custody.**

You are required to submit 2nd and 3rd report as under:

Second Report: At the end of campaign period which will cover the arrangements made for the election and campaigning of the candidates.

Third report: At the end of polling process which will include the details of the day of polling, counting, declaration of results and handing over the custody of polled ballot boxes to the concerned authorities/strong rooms.

Your reports must reach the Commission at the earliest. It is now common to send these by fax/email. The submission of faxes/email should be invariably followed by sending a post copy. Your reports may also include following points:-

- i) That the conduct of the election machinery in the field is free from bias, impartial and uninfluenced by any local extra-constitutional authorities.
- ii) That the complaints received from the candidates and their agents are being disposed off by the election machinery with the desired speed.
- iii) That the location of the polling stations, the composition of the polling parties, the deployment of the Police Force and Home Guards, the preventive action on the part of local law and order machinery to prevent and curb poll violence and intimidation and counting of votes, are being carried out in a manner which minimizes vitiating of the process of conduct of peaceful, fair and free elections.
- iv) That the local election machinery is taking all practicable steps to ensure the observance of the Model Code of Conduct.

While sending your final report to the Commission, you should also return the copies of the Returning Officers Hand book, the Presiding Officers Hand Book and the Model Code of Conduct.

Note: You will be deemed to have been relieved from election duty after submission of third report.

11. You should familiarize yourself with the Model Code of Conduct and see whether it is being observed in true letter & spirit. Violations, if any, may be brought to the notice of the District Election Officer (Panchayat)/Returning Officer/Assistant Returning Officer concerned as well as State Election Commission. Copy of the Himachal Pradesh Panchayats & Municipalities Model Code of Conduct-2020 is enclosed. You should broadly assess after talking to the District Magistrate and Superintendent of Police concerned that adequate law and order arrangements have been made. You should also see that adequate security preparations have been made for polling and counting especially in Sensitive/Hypersensitive Polling Stations.

12. You should also visit the relevant polling stations where repoll or adjourned poll is to take place. You will send a brief report at the end of the poll highlighting any specific point which needs to be brought to the notice of the Commission. In case of repoll, you shall send a comprehensive report at the end of the re-poll.

13. Telephonic communication with the Commission, in urgent matters which cannot be kept pending till the written report during the field visit, will be welcomed. All telephonic

conversations should preferably be held with the Secretary State Election Commission and must be followed by a written message in confirmation.

14. It is emphasized that your job mainly is to observe the process of the election and to bring to notice of the District Election Officer (Panchayat) / Deputy Commissioner/Returning Officer/Assistant Returning Officer any inadequacies etc. that you may notice.

15. Above details may not be exhaustive. These have been issued to facilitate you in making your observations. In case you feel that something more and serious is required to be reported to State Election Commission, you are free to report.

Encls:

1. Copies of Election Programme of Panchayats and Municipalities.
2. Returning Officer's Hand Book for PRI & MC
3. Presiding Officer's Hand Books for PRI & MC
4. Model Code of Conduct.
5. Letter of authority to enter the polling and counting centres.
6. Reports to be submitted to the State Election Commission.
6. Identity lapel.
7. Telephone numbers and email address of State Election Commission.

Yours faithfully,

(Surjeet Singh Rathore)

Secretary,
State Election Commission,
Himachal Pradesh.

No. SEC(F)1/19/2020

Dated, the th December,

2020

Copy forwarded to the following :

Attention is also invited toward Article 243(K) of the Constitution of India read with section 160, 160-A, 160E of HP PR Act, 1994 and section 281, 281-A of HP Municipal Act, 1994 for information and strict compliance. All HODs to ensure that vehicle alongwith Driver is provided to the officer(s) appointed as observer(s) to those who do not have attached vehicle/vehicle with them. The vehicle so provided shall be deemed to have been requisitioned by the State Election Commission under relevant statutory provisions.

1. The Chief Secretary to the Govt. of Himachal Pradesh.
2. The Additional Chief Secretary (Home) to the Govt. of Himachal Pradesh.
3. The Addl. Chief Secretary (Personnel) to the Govt. of HP with reference to his letter No. Per(A-IV)B(15)-3/2010 Part-I dated 23.12.2020.
4. The Addl. Chief Secretary (Forest) to the Govt. of Himachal Pradesh.
5. The Secretary (Panchayati Raj) to Govt. of Himachal Pradesh.

6. The Secretary(UD) to the Government of HP Shimla 17
7. The Principal Chief Conservator of Forest, Talland Shimla-2.
8. The concerned District Election Officers (Panchaya/Municipalities)-cum-Deputy Commissioner, Himachal Pradesh with the request that intimation about appointment of said Observer may please be brought to the notice of all those concerned with the Panchayat.

(Surjeet Singh Rathore)
Secretary
State Election Commission,
Himachal Pradesh.



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

आर्म्सडेल, शिमला-171002, Armsdale, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154 Fax. 2620152

AUTHORITY LETTER

IN EXERCISE OF THE POWERS VESTED IN IT UNDER RULES 55 AND 73 OF THE HIMACHAL PRADESH PANCHAYATI RAJ (ELECTION) RULES, 1994, THE STATE ELECTION COMMISSION DO HEREBY AUTHORISE DR. ASHWANI KUMAR SHARMA (IAS) AS ELECTION OBSERVER TO ENTER ANY POLLING STATION AND COUNTING CENTRE IN THE AREA UNDER HIS JURISDICTION DURING THE POLL AND COUNTING OF VOTES FOR THE ELECTIONS OF PANCHAYATI RAJ INSTITUTIONS AND URBAN LOCAL BODIES UNDER THE JURIDICION OF BLOCK DEVELOPMENT OFFICE MASHOBRA, BASANTPUR & TUTU AND N.P. SUNNI DISTRICT SHIMLA.

(Surjeet Singh Rathore)

SECRETARY

STATE ELECTION COMMISSION

HIMACHAL PRADESH

SHIMLA-171002

OBSERVER's REPORT-I

Observer's Name	
District(s)	
Zila Parishad & Wards	
Block Samity & Wards	
Urban Local Body	

Sr.No.	Subject	Observer's Report
1	Details of nominations received for the members of Zila Parishad, Panchayat Samiti, Pradhan and Up Pradhan of Panchayats.	
2	Detail of nominations received for the ULBs Member	
3	Report on scrutiny of nomination papers and list of candidates.	
4	Report on violation of State Election Commission's instructions.	

Signature of the Observer
Date: _____

OBSERVER's REPORT-II

Observer's Name	
District(s)	
Zila Parishad & Wards	
Panchayat Samity & Wards	
Urban Local Body	

Sr.No.	Subject	Observer's Report
1	Details on violation of Model Code of Conduct.	
2	Details on arrangements of elections, establishment of control rooms, appointment of polling staff, scrutiny and state of strong room(s).	
3	Law and order situation.	
4	Complaints regarding voter list/electoral rolls.	

Signature of the Observer
Date: _____

OBSERVER's REPORT-III

Observer's Name	
District(s)	
Zila Parishad & Wards	
Panchayat Samiti & Wards	
Urban Local Body	

Sr.No.	Subject	Observer's Report
1	Report on movement of polling parties and establishment of polling booths.	
2	Report on Law and order situation.	
3	Report on Start and closing of polls.	
4	Report on incidents of booth capturing.	
5	Report on counting/recounting of Ward Members, Up-Pradhan and Pradhans of Panchayat(s) and ULBs	
6	Recommendation(s) for re-poll, if any.	
7	Placing and keeping charged ballot boxes of Panchayat Samiti and Zila Parishad in strong room.	

Signatures of the Observer
Date: _____

Annexure-A

**DEVELOPMENT BLOCK AND MC/NP WISE APPOINTMENT OF OBSERVERS TO ELECTIONS
OF PANCHAYATI RAJ INSTITUTIONS AND URBAN LOCAL BODIES – 2020.**

Sl. No	Name of District	Name of Dev. Block	Name of MC/NP	Name and Designation of officer appointed as observer.	Mobile No.
1.	Bilaspur	1.Bilaspur Sadar 2.Sri Naina Devi G	1.Bilaspur (MC) 2. Naina Devi (MC)	Sh. Anupam Kashyap, IAS, Director, Transport, Shimla.	919418021032
		3.Jhunduta 4.Ghumarwin	3. Ghumarwin (MC) 4.Talai (NP)	Dr. Vikram Mahajan,HAS OSD, SWD, Hamirpur.	919418096700 919418929153
2.	Chamba	1.Tissa 2. Salooni	- -	Sh. Raghu Ram, HPFS, DM, Forest Working Division, Forest Corpn Chamba	919417553072
		3. Chamba 4. Mehla	1. Chamba (MC) --	Sh. Ashwani Kumar Chaudhary, IAS Settlement Officer, Kangra Division	919418058601
		5.Bhatiyat	2. Dalhousie (MC) 3. Chowari (NP)	Dr.(Maj.Retd) Vishal Sharma,HAS RTO, Kangra HP.	919459928848
		6.Bharmour	---- --	Sh. Rajeev Kumar, HPFS DFO, Wild Life Chamba	919418086008
3.	Hamirpur	1. Hamirpur 2. Sujanpur/T	1.Hamirpur (MC) 2.Sujanpur/ T (NP)	Sh. K.K. Saroch , IAS, Director, TCP, Shimla.	919418300567
		3. Bhoranj 4. Bamson	---- ----	Sh. Krishan Chand, HAS, DTDO, Kullu	919459218995
		5.Nadaun 6.Bijhri	3.Nadaun (NP) 4.Bhota (NP)	Sh. Satish Kumar-II, Addl.Director, RTI, Jogindernagar.	919418000701
4.	Kullu	1.Kullu	1. Kullu (MC) 2.Bhuntar (NP)	Sh. Neeraj Kumar, IAS, Director, Labour Employment-cum-Director, Employment ,	919418494100

				Shimla.	
		2.Naggar	3.Manali (MC)	Sh. Rajeshwar Goel, IAS MD HP MC Shimla, H.P.	94180-81672
		3.Nirmand 4. Anni	----	Sh. Anish Kumar Sharma, IFS, Dy. Conservator of Forest(Publicity) Shimla.	919418470550
		5. Banjar	4.Banjar (NP)	Sh. Dinesh Sharma, HPFS, DFO Lahaul.	919418166585
5.	Kangra	1. Baijnath 2. Panchrukhi	1.Baijnath Paprola (NP)	Ms. Sunayana Sharma, HAS, DTDO, Kangra.	917018274625
		3. Kangra	2. Kangra (MC)	Sh. Ashutosh Garg, IAS, Secretary, HPPSC, Shimla.	918894935814
		4. Bhawarna 5. Lambagaon	----- -----	Sh. Pankaj Sharma- II, HAS, DTDO, Mandi.	918219320319
		6. Dehra 7. Pragpur	3. Dehra (NP) 4.Jawalamukhi(NP)	Sh. Vinay Kumar, HPAS MD Kangra Central Co-operative Bank, District Kangra	98827-12010
		8. Fatehpur 9. N/Surian	--- 5.Jawali (NP)	Sh. Amit Sharma, HPFS, DM, Forest Working Division, Forest Corpn., Hamirpur.	919418040081
		10.Indora 11.Nurpur	6.Nurpur (MC) -----	Ms. Deepti Mandhotra, HAS, AD, Pandit JL Nehru Govt. Medical College, Chamba.	919805090066
		12.N/Bagwan 13.Sullah	7.N/Bagwan (MC) ---	Sh. Vijay Kumar-I, HAS, DTDO, Chamba.	919418478957 919816442637
		14.Rait 15.Dharamshala	8.Shahpur (NP)	Sh. Patil Nitin Kundalik, IFS, Dy. Conservator of Forest, Palampur Forest Division.	919410992169
6.	Mandi	1. Siraj 2. Balichowki	--	Sh. Mohan Datt, HAS,Secretary, State Information Commission, Shimla, HP.	919418042880

		3.Gopalpur 4.Dharampur	1. Sarkaghat (MC) ----	Sh. Narinder Prakash Bharot, IFS, Dy. Conservator of Forest Working Plan Mandi.	919418650524
		5.Chountra	2. Joginder Nager (NP)	Sh. Satish Kumar Negi, HPFS, DFO, Wild Life Div. Kullu.	919418067585
		6. Mandi Sadar 7. Drang	3.Rewalsar (NP)	Sh. Sanjeev Kumar, HAS Addl Director Dr. Radhakrishnan Govt. Medical College Hamirpur	7018028101
		8.Karsog 9.Gohar	4. Karsog (NP)	Sh. Vivek Kumar, HAS ,MD, HP, Agri.& Rural Dev.Bank, Shimla.	917018450500
		10. Sunder Nagar 11.Balh	5.Sunder Nagar (MC) 6. Ner Chowk (MC)	Sh. Bhupender Kumar, HAS, MD, Milkfed, Shimla.	919418478957
7.	Shimla	1.Mashobra 2.Basantpur 3. Tutu	1.Sunni (NP) ----	Dr. Ashwani Kumar Sharma, IAS, Spl.Secy(Health &FW) to the Govt. of H.P.	919418075566 919418055195
		4.Theog 5.Narkanda	2.Theog (MC) 3.Narkanda (NP)	Sh. Neeraj Gupta, HAS, Addl.Director, Higher Education, Shimla.	919418181160
		6.Nankhri 7.Rampur	4.Rampur (MC) ----	Sh. H.K.Gupta, HPFS, DFO, Kunihar	919418218969
		8.Chopal 9. Kupvi	5.Chopal (NP)	Sh. Hitender Kumar Sharma, HPFS, Distt. Project Officer, IDP, Project Shimla.	919418459858
		10.J/ Kotkhai	6.Kotkhai (NP) 7.Jubbal (NP)	Sh. Ashwani Kumar Verma, HPFS, DFO, HQ, Solan.	919418452035
		11.Rohru 12.Chhohara	8.Rohru (MC) ----	Sh. Jangvir Dulta, HPFS, DM Forest Working Division,	918894601001

				Sawara.	
8.	Sirmour	1.Nahan 2.Sangrah	1.Nahan (MC) ---	Sh. Varinder Sharma, HPAS RTO Hamirpur	
		3.P/Sahib 4.Shillai	2.P/Sahib (MC)	Sh. Saroj Bhai Patel, IFS, Dy. Conservator of Forest, Bilaspur HP.	919418821666
		5.Pacchad 6.Rajgarh	3.Rajgarh (NP)	Sh. Narinder Kumar, HAS, Joint CEO, BBNDA, Baddi Distt. Solan	919418016747
9.	Una	1.Amb 2.Gagret	1.Gagret (NP) 2.Dollatpur chowk (NP)	Sh. Mritunjay Madhav, IFS, Dy.Conservator of Forest working Plan Palampur.	919418927093
		3.Bangana 4.Una	3.Una (MC) 4.Mehetpur (NP)	Sh. Virender Sharma, HPAS SPD (SSA + RMSA HP)	98050-11439
		5.Haroli	5. Santokhgrh (NP) 6. Tahliwal (NP)	Sh. Akshey Sood, HAS, Secretary, HP BoSE, Dharamshala.	
10.	Solan	1.Solan 2.Kandaghat	---	Sh. Manmohan Sharma, IAS, Director (Personnel & Fin.) HP Power Corpn Ltd., Shimla.	919418074123
		3.Kunihar	1.Arki (NP)	Sh. Hemis Negi, HAS, Addl.Commissioner, Transport, Shimla.	919418116667
		4.Nalagarh	2.Nalagarh (MC) 3.Baddi (MC)	Ms. Rupali Thakur, IAS, CEO, HIMURJA, Shimla.	919816020021
		5.Dharampur	4.Parwanoo (MC)	Sh. Tashi Sandup, HAS, MD, Jogindra Central Co-op Bank Solan.	918219740801
11.	Lahaul & Spiti	1.Kaza	-	Sh. Chaman Lal, HPFS, DFO,	919418461650

				Kinnaur.	
12.	Kinnaur	1.Kalpa 2. Pooh	-	Sh. Arindam Chaudhary, IAS, Spl. Secy.(E&T & PWD) Govt. of HP.	919910052061
		3.Nichar	-	Sh. Sunny Sharma, HAS, GM, HP Kaushal Vikas Nigam, Shimla.	919459742820