

ELECTION MATTER
URGENT/TIME BOUND

By Special Messenger/Speed Post



राज्य निर्वाचन आयोग हिमाचल प्रदेश
STATE ELECTION COMMISSION HIMACHAL PRADESH

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

No.SEC.16-31/2000-III-

Dated, the

To

All the Officers
as per Annexure-‘A’

Subject: Letter of appointment and guidelines for Election Observer.

Madam/Sir

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 December, 2015. Your duty starts with the receipt of this order and will be over on the completion of the election process.

2. You will be an observer for elections on behalf of the Commission within the Blocks/Urban Local Bodies as mentioned in **Annexure-A** enclosed herewith.

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, Institutions of public concern 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 Commission's 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 0177-2620152, 2620159, 2620154 and fax numbers are 0177-2620152 & 2620159. 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. You are expected to intimate your residential address with your office, residence as well as mobile numbers to the Commission immediately. Any change that may occur subsequently, may also be intimated as soon as it takes place.

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's windscreen should have a bold sticker reading "ELECTION OBSERVER".

9. Your first report will cover the events upto 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 atleast three clear days before the date of poll and remain there till the completion of counting and putting polled ballot boxes in strongrooms. 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 as possible during the scrutiny of nomination papers, polling and counting. In order to ensure your uninterrupted entry to the office of election areas an authority letter is enclosed herewith.

A. First Report:

10. During the second visit, which will cover the peak campaign period and the date of poll, you should specially take a closer look at 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 Ballot boxes after the poll wherever they are required to be kept in safe custody.**

11. You will inspect as many polling stations as possible during your first visit to verify them. The selection of polling stations to be visited by you should be done on random this serve as a reasonable sample.

12. You should familiarize yourself with the Model Code of Conduct and see whether it is being followed. Violations, if any, may be brought to the notice of the District Election Officer (Panchayat)/Returning Officer/Assistant Returning Officer concerned. Copy of the Himachal Pradesh Panchayats & Municipalities Model Code of Conduct-2015 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 preparation have been made for polling and counting especially in Sensitive/Hypersensitive Polling Stations.

13. 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. For repoll, adjournment of poll, re-counting besides the reports of R.O., your report will be final. In case polled ballot boxes are required to be kept in safe custody, you will ensure its safe custody and will ensure at the time of opening that the seals of locked custody room are intact.

14. You are required to send to the Secretary of State Election Commission following three reports on prescribed form as enclosed herewith:-

First report: At the end of listing of names of candidates which includes details from the filing of nomination papers, scrutiny, withdrawal and listing of names of candidates,

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 i.e. revolting over the custody of charged ballot boxes to strong room and will include the detain of the day of polling, counting, declaration of result and handing over the custody of charged ballot boxes to the concerned authorities.

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

15. 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 broadly cover the 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 minimises 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.

16. 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 conversation should preferably be held with the Secretary of the Commission and must be followed by a written message in confirmation.

17. 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.

18. 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.

Encls:

1. Copies of Commission's guidelines for election to 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 centers.
6. Identity lapel.
7. List of Observers appointed for General Elections-2015.
8. List of telephone numbers and email address of State Election Commission.

Yours faithfully,

Secretary
State Election Commission
Himachal Pradesh

Endst.No. SEC.16-31/2000-III-

Shimla-2, Dated the

Copy forwarded to the following with reference to letter No. PCH-HA (1)9/2010-26967-27005 dated 29th October, 2015, issued by the Chief Secretary to the Govt. of H.P. for strict compliance in its true letter and spirit. 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 officers appointed as observers to those who do not have attached vehicle/vehicle with them. The vehicle so provided shall be deemed to have been requisitioned by the 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 dated 12.10.2015.
4. The Secretary (Panchayati Raj) to Govt. of Himachal Pradesh.
- 5. The HODs concerned as per list annexed as Annexure-A.**
6. All the District Election Officers (Panchayat)-cum-Deputy Commissioners in Himachal Pradesh with the request that intimation about appointment of said Observer (s) may please be brought to the notice of all those concerned with the Panchayat Elections.

Secretary
State Election Commission
Himachal Pradesh

OBSERVER'S REPORT-I

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

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	Report on scrutiny and rejection of nomination papers and list of candidates.	
3	Report on violation of State Election Commission's instructions.	
4	Complaints regarding voter list / electoral rolls.	

Signature of the Observer
Date:_____

OBSERVER's REPORT-II

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

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 Samity & Wards	

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 polling.	
4	Report on incidents of booth capturing.	
5	Report on counting/recounting of Ward Members, Up-Pradhan and Pradhans of Panchayat(s).	
6	Recommendation(s) for re-poll and recounting, if any.	
7	Placing and keeping charged ballot boxes of Panchayat Samity and Zila Parishad in stong room.	

Signatures of the Observer
Date: _____

ANNEXURE-A**LIST OF OBSERVERS APPOINTED FOR THE CONDUCT OF GENERAL ELECTIONS-2015
TO PANCHAYATI RAJ INSTITUTIONS AND URBAN LOCAL BODIES.**

Sr. No.	District	Block	ULB	Name of the Observer	Contact number
1					
BILASPUR					
	1 2	Sadar & Ghumarwin	M.C. Bilaspur M.C. Ghumarwin	Sh. Surinder Maltoo, Joint Director, Ayurveda, Himachal Pradesh, Shimla-171001.	2623978 9459579633
	3 4	Jhandutta Naina Devi	M.C. Naina Devi ji N.P. Talai.	Sh. Rohit Jamwal, HPAS, Executive Director, HPSEB Ltd., Shimla.	2801706 94189-89000
2					
CHAMBA					
	5	Chamba	M.C. Chamba	Sh. Sanjeev Kumar, HPFS, ACF Forest Division, Hamirpur.	01972-224922 94184-53552
	6	Bhatiyat	N.P. Chowari	Sh. Ram Kumar Dogra, HPFS, D.M. Fatehpur, Distt. Kangra.	01893-256611 94180-80609
	7	Tissa	-	Sh. Manoj Kumar, HPAS, Registrar, CSK University of Agriculture, Palampur, Distt. Kangra.	1899 - 230353 94180-07388
	8	Mehla	-	Sh. Jugal Kishore Katoch, HPAS, Addl. Director, Revenue Training Institute, Joginder- nagar, Distt. Mandi.	1908-223309 94185-50199
	9	Salooni	M.C. Dalhousie	Sh. Prabhat Chand, HPAS, DTDO Kangra at Dharamshala, Distt. Kangra.	1892-224430 94187-22007
	10 11	Bharmour Pangi	Election already conducted.		
3					
HAMIRPUR					
	12	Hamirpur	M.C. Hamairpur N.P. Bhota	Sh. Sukhdev Singh, HPAS, D.C. (R&R), Talwara, Raja-ka-Talab at Larath, Distt. Kangra.	1893-250945 94181-00501
	13 14	Bhoranj Bamsan	-	Smt. Shashi Thakur, Addl. Director, Land Records, Shimla- 171009.	2623683 94184-82377 98054-22377
	15	Nadaun	N.P. Nadaun	Sh. Yashpaul Sharma, HDTDO, Solan (HP).	1792-230044 94183-83400

	16	Bijhari	-	Dr. Tanuja Joshi, Addl. Director (Health & Family Welfare), Shimla.	2628252 98160-44558
	17	Sujanpur	M.C. Sujanpur	Dr. Madhu Chaudhary, HPAS, Additional Director, RPMC, Tanda, Distt. Kangra.	1892-267976 94184-07890
4	KANGRA				
	18	Bajjnath	N.P. Bajjnath - Paprola	Sh. Satish Chaudhary, HPAS, ADM, Bharmour, Distt. Chamba.	01895-225-506 94184-56640
	19	Bhawarna	M.C. Palampur		
	20	Pragpur	-	Smt. Kumud Singh, HPAS, Land Acquisition Officer, Parvati H.E. Project, Kullu (HP).	
	21 22	Dehra Nagrota-Surian	M.C. Dehra Jawalamukhi	Sh. Ram Kumar Gautam, HPAS, Executive Director, HRTC, Shimla.	2657320 94188-48854
	23 24	Dharamshala Kangra	M.C. Kangra	Sh. D.C. Rana, HPAS, Addl. Secretary (Edu./Inds.&Forest) to the Govt. of H.P.	2628480 94181-84700
	25 26	Fatehpur Indora	N.P. Jawali	Sh. Harbans Singh, Brascon, ASO, Solan.	01792-220350
	27 28	Nurpur Rait	M.C. Nurpur	Sh. Vinay Kumar, HPAS, Registrar, HP Technical University, Hamirpur.	01972-224153 94182-12010
	29 30	Lambagaon Panchrukhi	-	Sh. Rakesh Verma, HPAS, Secretary, H.P. Ex-Servicemen Corporation, Hamirpur.	01972-222472 94182-54104
	31 32	Nagrota-Bagwan Sulah	M.C. Nagrota - Bagwan	Sh. Manoj Tomar, HPAS, Joint Secretary, H.P. Public Service Commission, Shimla.	2623857
5	KINNAUR				
	33	Kalpa	-	Sh. Padam Singh Chauhan, HPFS, DFO (HQ), O/o C.F. Kullu.	1902-222490
	34	Pooh	-	Sh. Chander Bhushan, HPFS, DFO (HQ), O/o C.C.F., Rampur, Distt. Shimla.	1782-202268 94180-34131
	35	Nichar	-	Sh. Rajesh Kumar Sharma, HPFS, DFO (WL), Kaza, Distt. Lahaul & Spiti.	94180 - 55849

6					
KULLU					
	36	Kullu	M.C. Kullu N.P. Bhuntar	Sh. Manoj Kumar Chauhan, HPAS, General Manager, DIC, Solon (HP).	1792-230528 94183-44337
	37	Naggar	M.C. Manali.	Sh. Rajinder Singh Rathore, HPAS, Joint Commissioner, (Tpt.)-cum-RTO(HQ), Shimla.	2808950 94180-14618
	38	Nirmand	-	Sh. Som Dutt Thakur, HPFS, DFO (Research), Sunder Nagar	94180-55268
	39	Banjar	N.P. Banjar	Sh. R.K. Bhalla, HPFS, DFO (FS) South, Bilaspur.	94184-50152.
	40	Ani	-	Sh. Ashwani Kumar Sharma, HPFS, DM, FWD, Mandi.	01905-222125.
7					
MANDI					
	41	Seraj	-	Sh. Ghanshyam Chand, HPAS, State Project Director, SSA, HP, Shimla.	94180-02410
	42	Gopalpur	-	Sh. Satish Kumar Negi, HPFS, DM (FWD) HPSFC, Shimla-2	94180-67585
	43	Chauntra	-	Sh. Sanjeev Kumar HPFS, DWDO, Swarghat, Distt. Bilaspur.	94180-26494.
	44	Mandi Sadar	M.C. Mandi	Dr. M.L. Mehta, HPAS, RTO, Solon.	1792-231308
	45	Gohar	-	Sh. Jawahar Swarup, HPFS, SDM, Baddi, Distt. Solon (HP)	01795-224994.
	46	Karsog	N.P. Karsog.	Sh. D.K. Vij, HPFS, DFO (HQ), O/o C.F., Shimla	94180-04955.
	47	Drang	N.P. Joginder- Nagar	Sh. Satish Kumar, HPAS, Jt. CEO, BBND A at Baddi, Distt. Solon.	1795-271123 94180-00701
	48	Sundernagar	M.C. Sunder Nagar.	Dr. Pankaj Lalit, HPAS, Registrar, H.P. University, Summer Hill, Shimla.	2833512 9418462030
	49	Balh	M.C. Nerchowk/ N.P. Rewalsar	Sh. R.K. Acharya, HPFS, DFO, O/o PCCF(HoFF), Shimla.	0177-2624207
	50	Dharampur	N.P. Sarkaghat	Sh. Suneet Bhardwaj, HPFS, DM (FWD) HPSFC, Dhanotu, Sunder Nagar, Mandi	01907-262576 94181-64519

8		SHIMLA			
	51 52	Mashobra Basantpur	N.P. Sunni	Sh. Himanshu Shekhar Choudhary, IAS, M.D. Agro Industries Corporation, Shimla.	2623811 98168-61110
	53 54	Theog Narkanda	M.C. Theog. N.P. Narkanda	Sh. Sanjeev Bhatnagar, IAS, Secretary, H.P. Backward Classes Commission, Shimla.	2620302 94180-83999 93188-83999
	55 56	Nankhari Rampur	M.C. Rampur.	Sh. Naresh Thakur, HPAS, Executive Director, HIMUDA & Joint Secy. (Agriculture) & Tpt. o the Govt. of H.P., Shimla.	2657580 94180-69444
	57	Chopal	N.P. Chopal	Sh. Yashpal Gernaeria, HPFS, DFO, Rajgarh, Distt. Solan.	1799-220101 94184-52645
	58	Jubbal- Kotkhai	N.P. Jubbal N.P. Kotkhai	Sh. Sanjay Sharma, HPAS, Secretary, STA-cum-Addl. Director, Transport, Shimla.	2811335 94186-86486
	59 60	Rohru Chuhara	M.C. Rohru	Sh. Prem Raj Mahajan, HPFS, DFO (Hqrs) O/o Pr. CCF (HoFF), HP, Shimla-1.	220804 94181-76561
		Dodra-Kawar		Sh. Chaman Lal, HPFS, DFO, Rohru, Distt. Shimla (HP).	01781-240035
9		SIRMOUR			
	61 62	Nahan Paonta	M.C. Nahan M.C. Paonta	Sh. Sumit Khimta, HPAS, Executive Director, H.P. State Civil Supplies Corporation, Shimla.	2621951 94181-55077
	63	Shillai	-	Sh. Jitender Sanjta, HPAS, Additional Director (Industries) Himachal Pradesh, Shimla-1.	2657624
	64	Pachhad	-	Sh. Narender P. Bharot, HPFS, DWDO, HP, MHWDP, Nahan.	01702-222423 94186-50524
	65	Sangrah	-	Sh. Anjni Kumar, HPFS, DM, FWD, Nahan, Distt. Sirmour.	01702-222334 94184-55485
	66	Rajgarh	N.P. Rajgarh	Sh. Ashwani Kumar Verma, HPFS, DFO, Chopal, Distt. Shimla.	01783-260026 94184-52035

10		SOLAN			
	67 68	Solan Kunihar	M.C. Solan N.P. Arki	Sh. Deva Singh Negi, HPAS, Director, Land Records, Himachal Pradesh, Shimla.	2623678 94180-73998
	69	Nalagarh	M.C. Nalagarh M.C. Baddi	Sh. Kamal Kant Saroch, HPAS, Addl. Registrar, Co-Op. Societies, Dharamshala, Distt. Kangra HP.	1892-228021 94183-00567
	70 71	Kandaghat Dharampur	M.C. Parwanu	Mrs Sunita Kapta, HPAS, Addl. Director (UD), Shimla.	2626516 94180-89600
11		UNA			
	72	Una	M.C. Una N.P. Mehatpur	Sh. Madan Lal Sharma, HPFS, A.C.F., Nalagarh, Distt. Solan.	1795-223124 94180-11062
	73	Amb	-	Sh. Munshi Ram, HPFS, ACF, O/o D.F.O. Bilaspur, Distt. Bilaspur.	01978-224809 94180-80986
	74	Bangana	-	Sh. Surinder S. Kashyap, HPFS, ACF O/o CF, Mandi.	01905-235379 94181-13427
	75	Gagret	N.P. Gagret N.P. Daulatpur	Sh. Pradeep Kumar Sharma, HPFS, DFO(HQ) O/o C.F. Nahan, Distt. Sirmour	01702-224824 94180-59301
	76	Haroli	NP. Tahliwal NP Santokhgarh	Ms Sangeeta Chandel, HPFS, DM, FWD, Hamirpur.	01972-222421 94182-11476
12		LAHAUL & SPITI			
	77	Kaza		GP/PS already conducted, ZP due in June, 2016.	
	78	Keylong		All are due in June, 2016.	