



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

आर्मसडेल, 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 HEREBY AUTHORISES SHRI

..... 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 ELECTION OF PANCHAYATI RAJ INSTITUTIONS AND URBAN LOCAL BODIES.

(Dr. ASHWANI SHARMA), HAS,
SECRETARY,
STATE ELECTION COMMISSION,
HIMACHAL PRADESH,
SHIMLA-171002

ELECTION MATTER
URGENT/TIME BOUND
By Special Messenger/Speed Post



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

Dated, the .2016

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 Sub-Division, Udaipur, Keylong, Kaza and Pangi in the month of June, 2016. 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 Sub-Division/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 for 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. revolving over the custody of charged ballot boxes to strong room and will include the detail 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-2016.
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- 9074-83

Shimla-2, Dated the 29/5/16

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.
4. The Secretary (Panchayati Raj) to Govt. of Himachal Pradesh.
5. **The HODs concerned as per list annexed as Annexure-A.**
6. The District Election Officers (Panchayat)-cum-Deputy Commissioners Lahaul & Spiti and Chamba, 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.
7. The Addl. Deputy Commissioner, Kaza, Distt. Lahaul & Spiti/Resident Commissioner, Pangi, Distt. Chamba (HP).


Secretary
State Election Commission
Himachal Pradesh

OBSERVER'S REPORT-I

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

Sr.No.	Subject	Observer's Report
1	Details of nominations received for the members of Zila Parishad, Panchayat Samiti, Pradhan Up-Pradhan of Panchayats and Members of Municipalities.	
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	
Municipality	

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	
Municipality	

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)/Municipalities.	
6	Recommendation(s) for re-poll and recounting, if any.	
7	Placing and keeping charged ballot boxes of Panchayat Samity and Zila Parishad in strong room.	
8	Placing and keeping EVMs in strong room	

Signatures of the Observer
Date: _____

ANNEXURE-A**LIST OF OBSERVERS APPOINTED FOR THE CONDUCT OF GENERAL ELECTIONS-2016 TO PANCHAYATI RAJ INSTITUTIONS.**

Sr. No.	District	Block/M.C./ N.P.	ULB	Name of the Observer	Contact number
BILASPUR					
1	LAHAUL & SPITI.	All Panchayats of Sub Division Keylong.		Sh. Krishan Chand, Asstt. Settlement Officer, Kullu, Distt. Kullu (HP).	01902-224918 94592-18995
2		All Panchayats of Sub Division Udaipur.		Sh. Raj Krishan, HPAS, R.T.O., Kullu, Distt. Kullu (HP).	01902-226497 88948-90387
3		All Panchayats of Sub Division Kaza.		Sh. Kuldeep Singh Patial, Project Officer, ITDP, Kinnaur.	01786-222273 94184-57848
4	CHAMBA	All Panchayats of Sub Division Pangi.		Sh. Sukhdev Singh, HPAS, D.C. (R&R), Talwara, Raja-ka-Talab at Larath, Distt. Kangra.	01893-250945 94181-00501
5	MANDI	M.C. Ner-Chowk M.C. Karsog		Sh. Viney Kumar, Registrar, HP Technical University, Hamirpur	01972-224153 94180-12010
6	UNA & BILASPUR	N.P. DAULATPUR-CHOWK, Z.P. Bilaspur – Ward No.14 Tarsuh.		Sh. Neeraj Gupta, HPAS, D.T.D.O., Mandi (HP)	01905-225036 94181-081160
7	KANGRA	Z.P. KANGRA Ward No.26, Khaira and Ward No.3 of M.C. Kangra, Ward No. 4 & 11 of N.P. Baijnath-Paprola.		Smt. Madhu Chaudhary, HPAS, Joint Director, Tanda Medical College.	01892-267976 94184-07890

