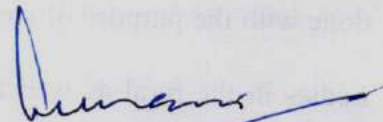


PREFACE

The enactment of 73rd and 74th amendments in the Constitution of India was done with the purpose of strengthening the democratic framework and empowering the local bodies in the rural as well as the urban areas of the country. The constitution of the State Election Commissions was also part of this amendment to ensure timely, free, fair, smooth and peaceful elections. The State Election Commission Himachal Pradesh has so far conducted six general elections to Panchayati Raj Institutions and Urban Local Bodies in the State. The sixth General election for Panchayati Raj Institutions and Urban Local Bodies was conducted in the months of January and April, 2021, except Zila Parishad Lahaul-Spiti, Gram Panchayats and Panchayat Samiti of Keylong Development Block of this district and Gram Panchayats and Panchayat Samiti of Development Block Pangi of district Chamba. The elections to Panchayati Raj Institutions of these areas were due before 23.06.2021 but due to rising number of Covid-19 positive cases in the State, it was considered appropriate to defer the elections. The situation was reviewed in August, 2021 and after detailed stakeholder consultations, the election programme for elections to Zila Parishad Lahaul- Spiti and Gram Panchayats and Panchayat Samiti of Keylong and Pangi Development Blocks was issued. The Commission also decided to fill casual vacancies in various Panchayati Raj institutions across the State along with the general elections in the abovementioned areas.

This report is a small endeavour to collate and document information on these elections in a cohesive manner. A first of its kind initiative by this Commission, I am sure it will provide the template for record keeping in future also. I wish to take this opportunity to place on record the sincerity displayed by all field officials to ensure smooth, fair and transparent conduct of these elections. Without their hard work and devotion to duty, it would not have been possible to conduct these elections. A special thanks is also due to the electorate and the contesting candidates for participating enthusiastically in this festival of democracy at the grass roots and making it a grand success. And of course, not to forget the

extremely knowledgeable and committed staff in the Commission Headquarters, without whose involvement and commitment, the elections would be difficult. They all deserve appreciation of the highest order.



(Anil Kumar Khachi)
State Election Commissioner
Himachal Pradesh

Date: 18/11/2021

Place: Shimla

1) Preparation for the Elections:

1.1 Electoral Rolls are basic document to conduct any election. The Commission had updated the electoral rolls of the Panchayati Raj Institutions of the State with 01.12.2020 as qualifying date. In view of the decision of the Commission to conduct elections in Lahaul-Spiti as well as Pangi Development Block of Chamba district, it was decided to update the electoral rolls of these areas with 31.07.2021 as qualifying date so that maximum eligible young voters may exercise their right to franchise. Besides the Commission also decided to update the electoral rolls of those Panchayats where casual vacancies had occurred in the State. The date for the final publication of electoral rolls was fixed as 25.08.2021.(Copy of Notification is annexed as **Annexure-I**). The details of additions /deletion/corrections after updating the electoral rolls are as under: -

Sr. No.	Name of District	Name of Block	No. of electors as on 31.07.2021	Male	Female
1	Lahaul-Spiti	Keylong	17409	8686	8723
2	--do--	Kaza	8647	4184	4463
3	Chamba	Pangi	15544	7910	7634
	Total		41600	20780	20820

2) **Preparatory Activities carried out by the Commission**

2.1) Covid-19 Safety Protocols

Before the issuance of election programme, the Commission issued detailed Standard Operating Procedures (SoPs) on 23.08.2021 (**Annexure-II**) & Office Order dated 26.08.2021 (**Annexure-III**) for the guidance of the contesting candidates, poll related authorities and for awareness of the general public in view of the Covid-19 pandemic. The Commission also made it mandatory for the District Election authorities to provide Covid safety kits to the Polling Parties and also laid down the manner in which Covid patients / quarantined persons would be facilitated to exercise their right to franchise with complete precaution and safety.

2.2) Directions regarding Conduct of Elections

The Commission also issued detailed directions to all District Election Officers (Panchayats) regarding preliminary arrangements, arrangement of ballot boxes, nominations, disclosure of specified information, deposit of amount received from the candidates and others during elections, ballot papers, counting arrangements, maintenance of Law and Order, enforcement of the Model Code of Conduct etc vide letter dated 26.8.2021 (**Annexure IV**).

3) **Election Programme**

After the final publication of the electoral rolls, the Commission issued the election programme on 31.08.2021 (**Annexure-V**). As per election programme, nominations were scheduled for 13.09.2021, 14.09.2021 and 15.09.2021. The scrutiny of nominations was directed to be carried out on 16.9.2021, while withdrawal of nominations was permitted till 18.9.2021. The poll was scheduled in two phases i.e., 29.09.2021 and 01.10.2021. The counting of votes was scheduled on 4.10.2021 and the entire process of elections was to be concluded by 6.10.2021.

4) **Model Code of Conduct**

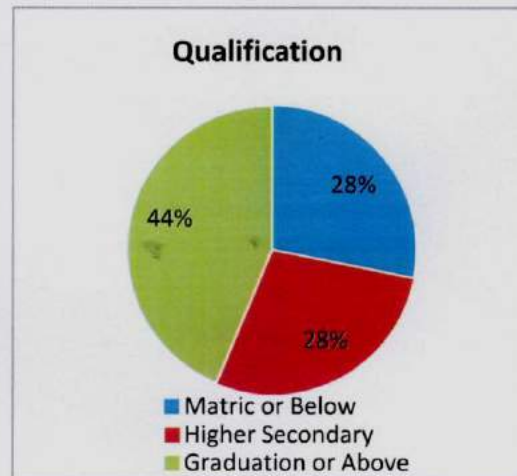
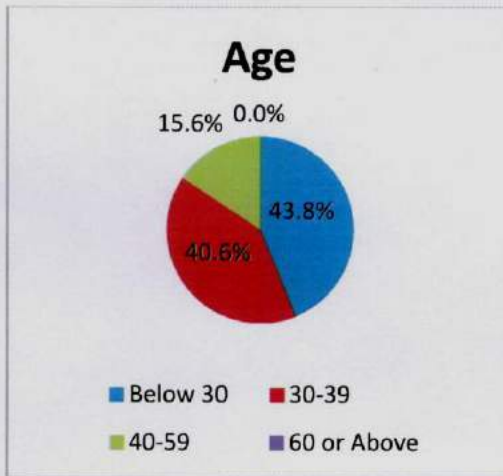
In order to conduct free, fair and independent elections, the Commission enforced Model Code of Conduct for the guidance and observance by all concerned vide Notification dated 31.08.2021 (**Annexure-VI**).

5) **Appointment of Election Observers**

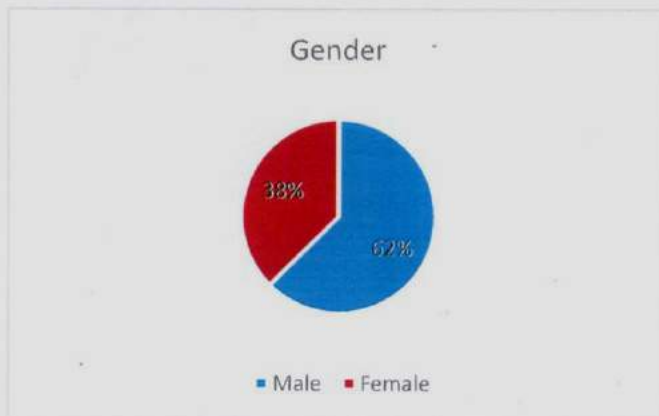
To ensure oversight over the entire election process, the State Election Commission appointed three election observers from amongst senior HAS Officers, in Development Blocks Keylong and Kaza of District Lahaul-Spiti and Development Block Pangi of District Chamba. Their mandate was to observe the election process on behalf of the Commission and they were issued detailed guidelines highlighting their roles and responsibilities and the expectations of the Commission from them (**Annexure-VII**).

6) Report on the Elections:

6.1) Nominations



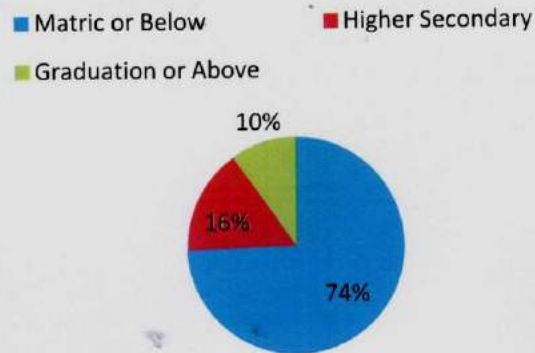
6.1.1) A total of 39 nominations were filed for the 10 Zila Parishad Seats in Lahaul-Spiti till the close of nominations. After scrutiny and withdrawals, 32 candidates were left in the fray. Women candidates numbered 12, while SC candidates numbered 1, 14 candidates were graduates or better qualified, 9 candidates were higher secondary, while 9 candidates had either just completed or not even completed matriculation. In terms of age profile, 0



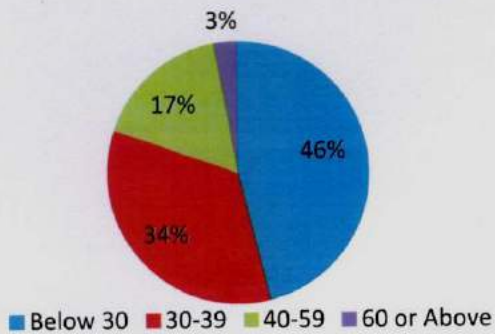
candidates were above 60 years of age, another 5 were aged between 40-59 years, 13 were aged between 30-39 years, while 14 were below 30 years of age.

6.1.2) 110 nominations were filed for the 30 Panchayat Samiti seats in Keylong Block of Lahaul-Spiti District, Pangi Development Block of Chamba District as well as for the 3 casual vacancies in other Districts. After scrutiny and withdrawals, 102

Qualification of candidates



Age Profile of candidates

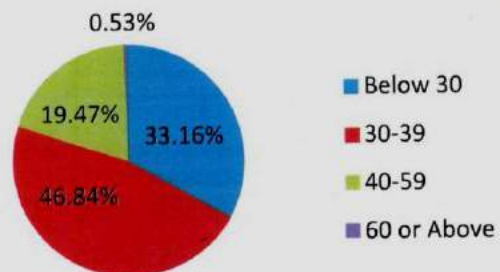


candidates were left in the fray. Women candidates numbered 52, while SC candidates numbered 2, 10 candidates were graduates or better qualified, 16 candidates were higher secondary while 76 candidates had either just completed or not even completed matriculation. In terms of age profile, 3 candidates were above 60 years of

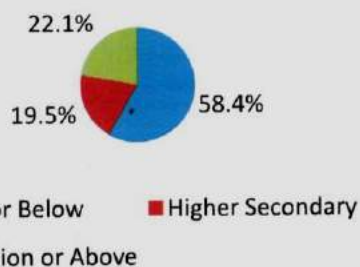
age, another 17 were aged between 40-59 years, 35 were aged between 30-39 years, while 47 were below 30 years of age.

6.1.3) For the 56 posts of Gram Panchayat Pradhan contested across the State, 221 nominations were filed till the close of nominations. After scrutiny and

Age Profile of Candidates



Qualification



withdrawals, 190 candidates were left in the fray. Women candidates numbered 87, while SC candidates numbered 1. 42 candidates

were graduates or better qualified, 37 candidates were higher secondary while 111 candidates had either just completed or not even completed matriculation. In terms of age profile, 1 candidate was above 60 years of age, another 37 were aged between 40-59 years, 89 were aged between 30-39 years, while 63 were below 30 years of age.

6.1.4) In addition to the above, 389 posts of Gram Panchayat Up-Pradhan/Ward member were to be contested across the State. 757 nominations were filed till the close of nominations. After scrutiny and withdrawals, 462 candidates were left in the fray. Women candidates numbered 253, while SC candidates numbered 15.

6.2. Unopposed Election

6.2.1) There were general elections for 10 members of Zila Parishad Lahaul-Spiti, 15 members each of Panchayat Samiti Keylong of District Lahaul-Spiti and Panchayat Samiti Pangi of District Chamba. One Panchayat Samiti Member of Ward No.11 Keylong of Panchayat Samiti Lahaul was elected unopposed. Out of the general elections for 32 Gram Panchayat Pradhan of Development Block Lahaul, 8 Gram Panchayat Pradhans viz. Gram Panchayat Varbog, Kardang, Koksar, Kolang, Nalda, Tandi Tingrat and Jhunda were elected unopposed. 8 Gram Panchayat Up-Pradhans of the Development Block Lahaul viz. Gram Panchayat Kardang, Koksar, Kolang, Nalda, Jhunda, Keylong, Sissu and Yurnath were also declared elected unopposed. 137 out of 160 Gram Panchayat Ward Members in Development Block Lahaul were elected unopposed. In Development Block Pangi, 14 out of 97 Panchayat Ward Members were elected unopposed.

6.2.2) Apart from the above, by-elections for 3 Panchayat Samiti Members, one each for Panchayat Samiti Nurpur of District Kangra, Gagret of District Una and Seraj of District Mandi and 5 Gram Panchayat Pradhans were held and all seats were contested. In addition, there were 10 casual vacancies for the post of Up Pradhan in the State out of which 3 Up-

Pradhans were elected unopposed and elections were held for the remaining 7 seats. As far as Gram Panchayat Ward Members are concerned, there were 71 casual vacancies, out of which 39 were elected unopposed. No nominations were filed for 7 Gram Panchayat Ward Members.

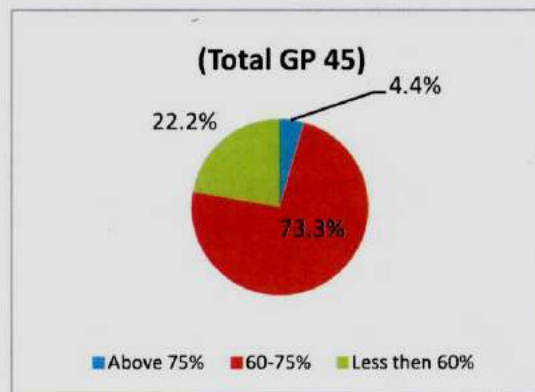
6.3. Polling Stations

A total of 295 polling booths were set up for general elections in tribal areas of Development Block Pangi of District Chamba, Development Block Kaza and Lahaul of District Lahaul-Spiti. 97 booths were set up in Pangi for 97 Gram Panchayat Wards, 160 in Lahaul for 160 Gram Panchayat Wards while 38 polling booths were set up in Kaza Development Block. Out of these 295 polling booths, women electors outnumbered men electors in 162 polling stations. 20 polling booths were identified as sensitive and two were identified as hyper sensitive out of 198 polling booths set up in District Lahaul-Spiti. 10 polling booths were identified as sensitive out of 97 polling booths set up in Development Block Pangi of District Chamba.

6.4. Voter Turnout

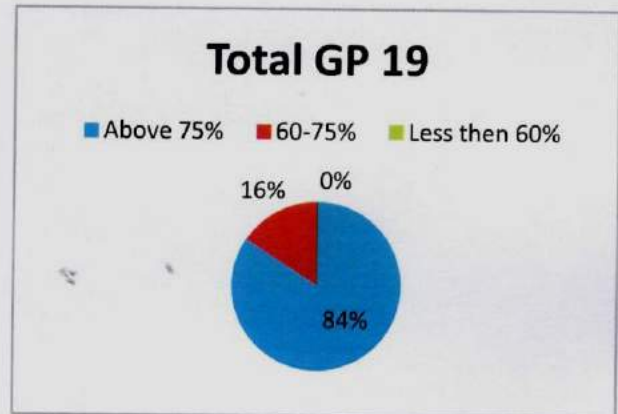
6.4.1) A total of 17491 votes were cast out of 26056 electors, for the 10 Zila Parishad seats in District Lahaul-Spiti. This translates into 67.12% voting. The highest percentage of voting in a Zila Parishad ward was recorded as 72.4% in Sisu-6 while the lowest percentage was 55.20% in Kaza-9 ward of Zila Parishad Lahaul-Spiti.

6.4.2) There are 45 Gram Panchayats in District Lahaul-Spiti. Out of these 45 Gram Panchayats, there were 2 Gram Panchayats viz. Gram Panchayat Salgran and Sissu of Development Block Lahaul wherein polling percentage was 81.1% and 76.7 % respectively. In 33



Gram Panchayats poll percentage was recorded between 60 to 75%, whereas in the remaining 10 Gram Panchayats polling was recorded less than 60%.

6.4.3) There are 19 Gram Panchayats in Development Block Pangi of District Chamba. Polling in the range of above 75% was recorded in 16 Gram Panchayats, whereas in 3 Gram Panchayats viz Sural, Killar and Kufa polling was recorded as 74%, 65.6% and 65.1% respectively.



6.5. Counting and Results

6.5.1) Counting of votes for the posts of Pradhans, Up-Pradhan and Ward Members was undertaken on 29.09.2021 and 01.10.2021 on the day of poll itself, whereas counting of votes for Panchayat Samiti member and member Zila Parishad was undertaken on 04.10.2021.

6.5.2) There were general elections for 10 members of Zila Parishad Lahaul-Spiti. Victory margin for one Zila Parishad Ward was between 10-100 votes and in rest of 9 Wards margin was more than 100 votes.

6.5.3) In 15 members of Panchayat Samiti Lahaul of District Lahaul-Spiti victory margin for 7 Panchayat Samiti members was between 10-100 votes and for 7 Panchayat Samiti members margin was more than 100 votes, whereas one member of Panchayat Samiti was elected unopposed.

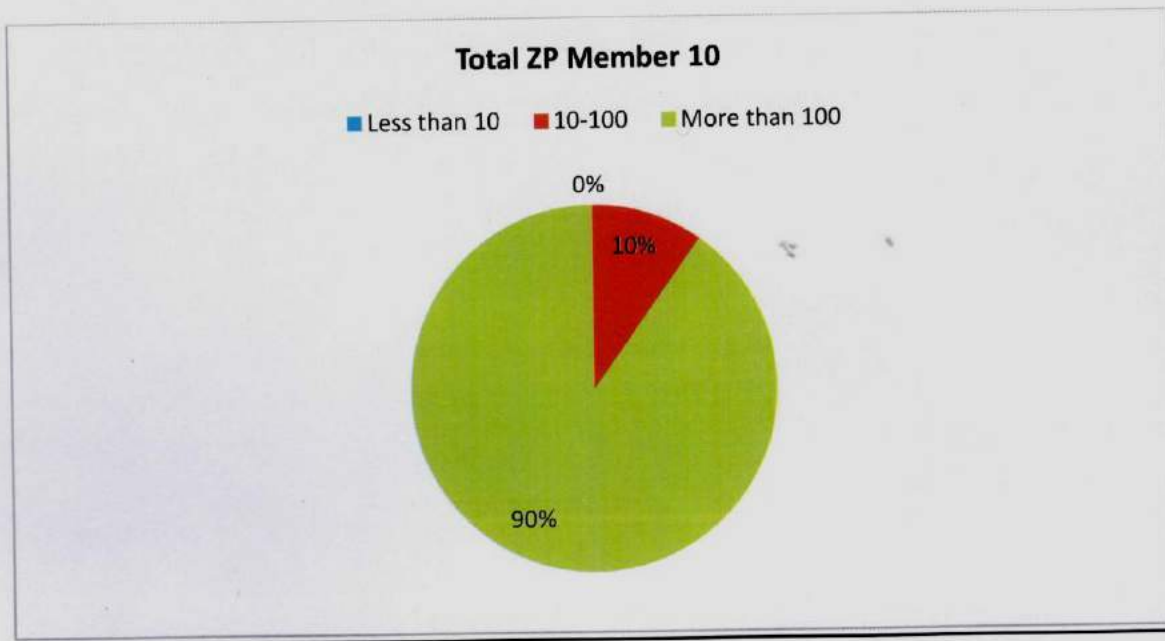
6.5.4) In the general elections for 32 Gram Panchayat Pradhans of Development Block Lahaul, 8 Gram Panchayat Pradhans were elected unopposed. Victory margin in one Gram Panchayat Jobrang was less than 10 votes while in 16 Gram Panchayats, the victory

margin ranged between 10-100 votes. In 7 Gram Panchayats, victory margin was more than 100 votes. In the general elections for 32 Gram Panchayat Up-Pradhans of Development Block Lahaul, 8 Gram Panchayat Up-Pradhans were elected unopposed. Victory margin in 3 Gram Panchayats was less than 10 votes while in 18 Gram Panchayats, the victory margin ranged between 10-100 votes. In 3 Gram Panchayats, the victory margin was more than 100 votes.

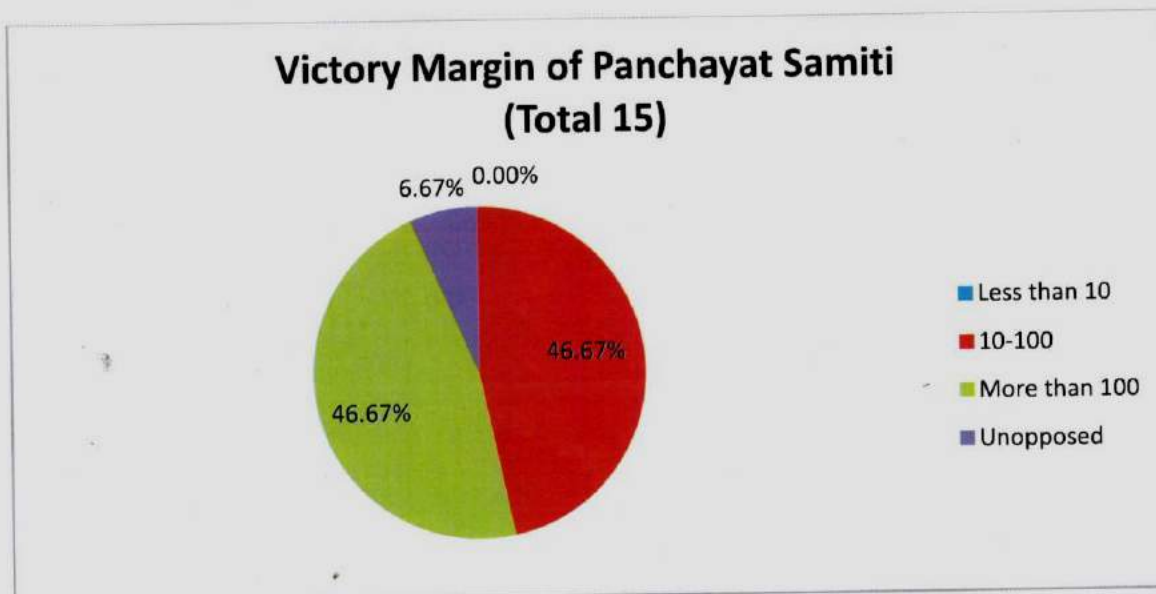
6.5.5) In the general elections for 15 members of Panchayat Samiti Pangi, District Chamba, the victory margin for one Panchayat Samiti Ward was less than 10 votes, in 8 Wards margin was between 10-100 votes whereas in rest of 6 wards victory margin was more than 100 votes. In the general elections for 19 Gram Panchayat Pradhans of Development Block Pangi, the victory margin in 2 Gram Panchayats was less than 10 votes. In 13 Gram Panchayats, the victory margin ranged between 10-100 votes, whereas in 4 Gram Panchayats, the margin of victory was more than 100 votes. Similarly in the case of 19 Gram Panchayat Up-Pradhans of Development Block Pangi, victory margin in 3 Gram Panchayats was less than 10 votes. It ranged between 10-100 votes in 13 Gram Panchayats whereas in 3 Gram Panchayats, victory margin was more than 100 votes. The victory margin in various offices in these elections is depicted in graphs as under:

Graphic depiction of Victory Margin

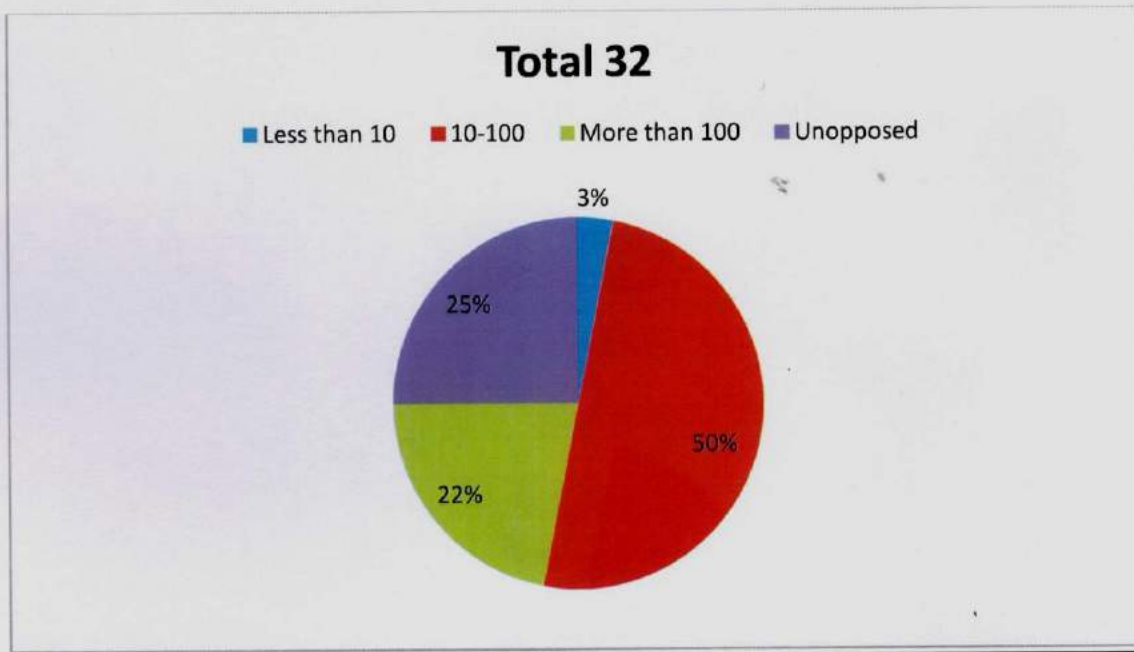
Victory Margin of Zila Parishad Lahaul-Spiti Elections



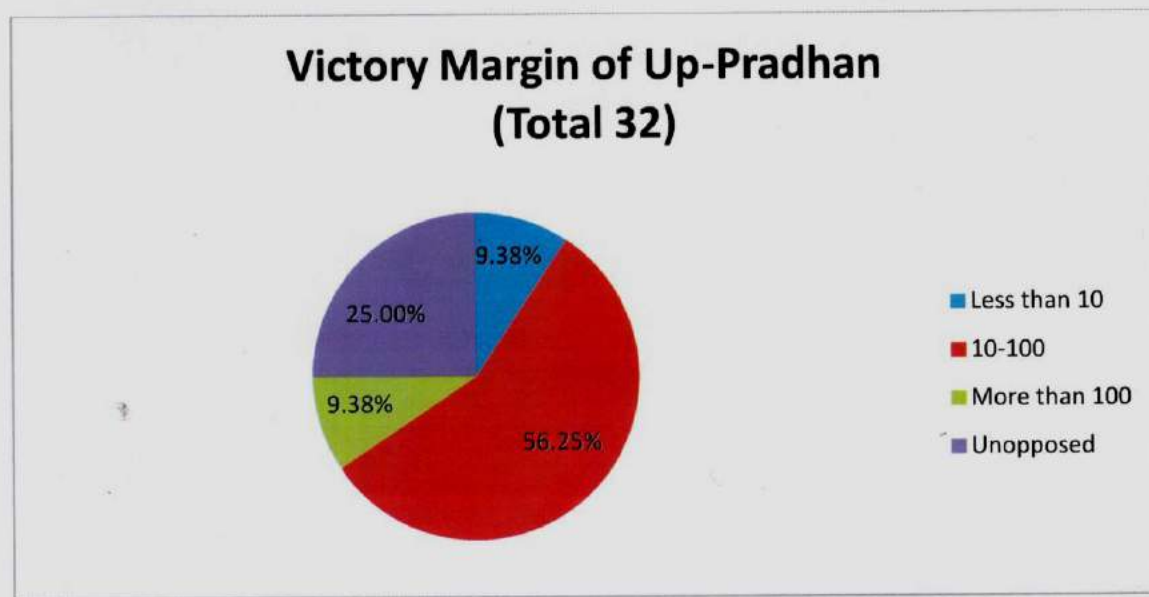
Victory Margin in Panchayat Samiti Lahaul-Spiti Elections



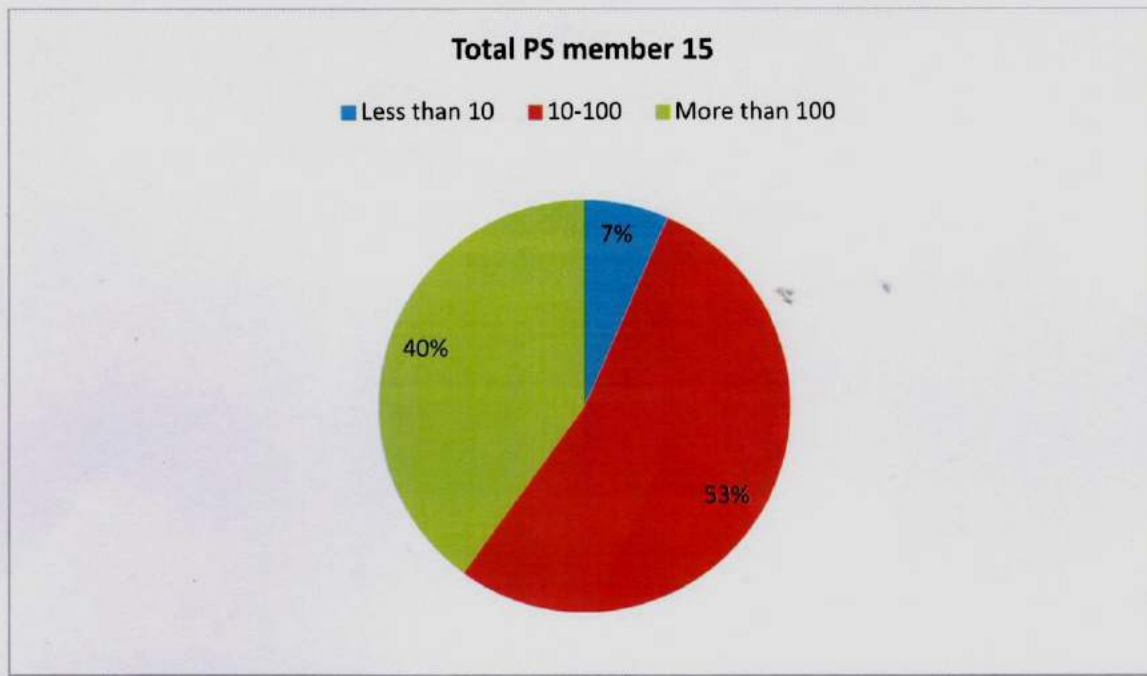
Victory Margin for the Post of Pradhan In Lahaul-Spiti



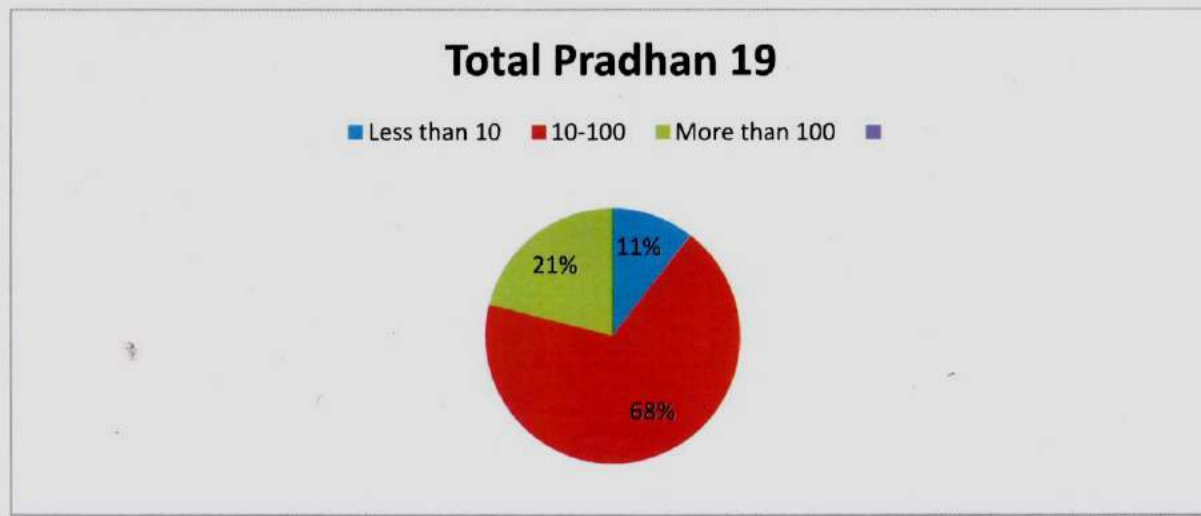
Victory Margin for the Post of Up-Pradhan In Lahaul-Spiti



Victory Margin in Panchayat Samiti Elections in Dev. Block Pangri



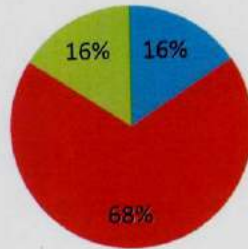
Victory Margin of Pradhan in Dev. Block Pangri



Victory Margin of Up-Pradhan in Dev. Block Pangri

Total Up-Pradhan 19

■ Less than 10 ■ 10-100 ■ More than 100 ■



6.6) **Recount of Votes**

6.6.1) Recount of votes was carried out for 1 ward of Panchayat Samiti Lahaul, one post each of Pradhan and Up-Pradhan of Development Block Pangi District Chamba and in 2 Gram Panchayat wards of Pangi Development Block. After recount of votes, there was no change in the result.

7. **Special Feature**

7.1) In three Gram Panchayats viz. Keylong, Zalma and Udaipur of Development Block Lahaul of District Lahaul-Spiti, only women officials were appointed as Assistant Returning Officers, Presiding Officers and Polling Officers and the whole election process, right from the filing of nomination to counting of votes were carried out by the women officials. Even security arrangements were entrusted to women Police/ Home Guard Officials. The whole election process was conducted smoothly and efficiently. Learning from this experience, the Commission hopes to extend this practice in future elections.



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-PRIs-1/19-II-4271-4290 Dated

7th August, 2021

NOTIFICATION

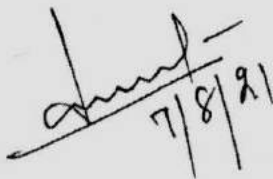
In exercise of the powers vested in it under Article 243K of the Constitution of India, Section 160 of Himachal Pradesh Panchayati Raj Act, 1994 read with Rule 22 of the HP Panchayati Raj Elections Rule, 1994, the State Election Commission, Himachal Pradesh hereby directs special revision of the Electoral Rolls in respect of Panchayats of District Lahaul & Spiti and Pangi Block of District Chamba as per program mention below;

Sr. No.	Exercise to be undertaken	Period
1.	Publication of draft Electoral Rolls	09.08.2021
2.	Filing of claims and objections before the Revising Authority	Up to 16.08.2021
3.	Disposal of claims and objections	Up to 20.08.2021
4.	Filing of appeals before Appellate Authority	Up to 23.08.2021
5.	Disposal of appeals by the Appellate Authority	Up to 24.08.2021
6.	Final publication of electoral rolls	25.08.2021

The Commission hereby directs that the qualifying date for inclusion of names of eligible electors in the said electoral rolls shall be 31.07.2021 as required under Rule 14(e) of the Rules *ibid*.

The Commission further directs that the special revision of electoral rolls with 31.07.2021 as qualifying date shall also be applicable in all those Panchayats of the State where any casual vacancy has occurred or any post remained vacant after conduct of general elections/by-elections.

The final electoral rolls updated during the recently held elections with 01.12.2020 as qualifying date shall be notified as draft electoral rolls in accordance with Rule 15 of the rules *ibid*. Wide publicity may be made of the qualifying date and the programme for the


7/8/21

preparation of electoral roll through media/loudspeaker/announcements and other means of communication.


The District Election Officer (P) will appoint Revising Authorities under Rule-17 of the HP Panchayati Raj (Elections) Rules, 1994. The claims, objections and appeals shall be received and decided even on holidays. All claims, objections etc. shall be entered in Forms 5,6 and 7 to be maintained on the prescribed registers under Rule 18(4) of the ibid Rules.

After all the claims/objections and appeals received during the period have been decided, the District Election Officer (P) shall prepare a supplementary list, 2021 through ERMS Software and shall issue notice of final publication of electoral rolls on Form-15 as per schedule fixed by the Commission. The finally published electoral rolls shall be uploaded on the official website of the State Election Commission.

As soon as the notice of final publication is issued by the District Election Officer (P) the intimation of the same may be sent to the Commission immediately through E-mail followed by confirmation by post. Thereafter 15 copies of the Supplementary List, 2021 shall be printed. These supplementary lists shall be added to the main electoral roll prepared in 2020. These electoral rolls with supplementary, 2021 shall be used in the ensuing elections.

The copies of the electoral rolls be made available for sale at the cost of Rs.5/- per page to be paid in cash against receipt. However a person interested in purchasing of electoral roll shall have to purchase full set of electoral rolls of the concerned Ward.

The relevant provisions of ibid Rules enshrined under Chapter-III shall be adhered to strictly for the preparation of the said electoral rolls through special revision. Needless to say that the aforesaid programme should be implemented in letter and spirit. If any violation of this programme is noticed, it will be in contravention of the mandate of the Constitution of India and the relevant statutory provisions, which may lead to serious consequences in view of Section 160-E of the HP Panchayati Raj Act, 1994.


7/8/21

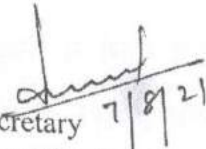
By Order
(Anil Kumar Khachi)
State Election Commissioner
Himachal Pradesh.

No. SEC(F)1-PRIs-1/19-II-4271-4290 Dated

7th August, 2021

Copy to the following with the request to ensure that the aforesaid programme is implemented in letter and spirit:-

1. The Chief Secretary, Government of Himachal Pradesh.
2. The Secretary (Panchayati Raj) Government of Himachal Pradesh.
3. The Director (Panchayati Raj) Government of HP.
4. All the Deputy Commissioners for information and necessary compliance.
5. The ADC, Kaza for information and necessary compliance.
6. The Resident Commissioner, Pangi for information and necessary compliance.
7. The SIO, NIC Shimla-2 for information and necessary action.
8. Guard File.


Secretary 7/8/21
State Election Commission
Himachal Pradesh.

चुनाव सम्बन्धी
व्यक्तिगत ध्यानार्थ



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

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

Email: secysec-hp@nic.in

संख्या:- रा0नि0आ0(G)6-5/2020- 5092 शिमला-171 002 दिनांक 23 अगस्त, 2021

हिमाचल प्रदेश में पंचायती राज संस्थाओं के निर्वाचन के लिए कोविड-19 के

दृष्टिगत मानक संचालन प्रक्रिया (SOP)

➤ सामान्य निर्देश:

1. चुनाव कार्य में नियोजित प्रत्येक कर्मियों को फेस मास्क लगाना आवश्यक होगा।
2. चुनाव कार्य में नियुक्त प्रत्येक कर्मचारी को मोबाईल में आरोग्य सेतु एप का उपयोग करना होगा।
3. चुनाव कार्य हेतु चयनित प्रत्येक स्थल एवं मतदान केन्द्र को उपयोग में लिए जाने से पूर्व सैनेटाइज करवाया जाए।
4. निर्वाचन हेतु प्रशिक्षण एवं मतदान दलों को प्रस्थान के समय इस कार्य में नियुक्त प्रत्येक कर्मचारी के तापमान की जांच थर्मल स्कैनर से की जाए।
5. सार्वजनिक स्थान पर थूकना एवं पान, गुटका, तम्बाकू आदि का खाना केन्द्र/राज्य सरकार द्वारा जारी नियमों के अनुसार दण्डनीय होगा।
6. कोविड-19 के संदर्भ में केन्द्र एवं राज्य सरकार द्वारा जारी अनुदेश के अन्तर्गत सामाजिक दूरी का अनुपालन सुनिश्चित किया जाएगा।

➤ नोडल स्वास्थ्य अधिकारी की नियुक्ति:

1. जिला स्तर पर मुख्य स्वास्थ्य अधिकारी अथवा उनके द्वारा नामित स्वास्थ्य अधिकारी को नोडल अधिकारी नियुक्त किया जाए।
2. खण्ड स्तर पर ब्लॉक स्वास्थ्य अधिकारी को या उनके द्वारा नामित डॉक्टर को नोडल अधिकारी नियुक्त किया जाए।
3. नोडल अधिकारी निर्वाचन के दौरान कोविड-19 से बचाव हेतु सभी आवश्यक उपाय किया जाना सुनिश्चित करेंगे। नोडल अधिकारियों के नाम एवं मोबाइल नम्बर निर्वाचन में नियुक्त सभी अधिकारी/कर्मचारियों को उपलब्ध कराए जाएं।

4. कोविड-19 से बचाव हेतु सम्बन्धित समस्त प्रबन्ध उक्त नोडल अधिकारी के मार्गदर्शन व निर्देशन में किये जाएंगे।

➤ नामांकन पत्रों का प्रस्तुतिकरण, संवीक्षा एवं नाम वापसी:

1. रिटर्निंग अधिकारी के कक्ष में नामांकन पत्र प्रस्तुत करने के लिए आने वाले व्यक्तियों के लिए साबुन, पानी एवं सैनेटाईजर की व्यवस्था होगी एवं इसके प्रयोग के लिए dedicated कर्मी की नियुक्ति की जाएगी।
2. नामांकन पत्र प्रस्तुत करने के लिए आने वाले व्यक्तियों के लिए मास्क लगाना अनिवार्य होगा। मास्क के बिना रिटर्निंग अधिकारी के कक्ष में आने की अनुमति नहीं दी जाएगी।
3. नामांकन पत्र प्रस्तुत करने के लिए केवल प्रत्याशी एवं उसके साथ एक अन्य व्यक्ति को ही रिटर्निंग अधिकारी के कक्ष में प्रवेश की अनुमति दी जायेगी। अन्य प्रत्याशियों एवं उनके साथ आने वाले व्यक्तियों का प्रतीक्षा हेतु कक्ष के बाहर बैठने की व्यवस्था इस प्रकार की जाए जिससे उचित सामाजिक दूरी (Social Distancing) की पालना हो सके।
4. नामांकन के अवसर पर अधिकतम दो वाहनों की ही अनुमति होगी।
5. चुनाव लड़ने वाले अभ्यर्थी आयोग की वेबसाइट से नामांकन पत्र डाउनलोड कर उसका उपयोग कर सकेंगे। यदि कोई कोविड रोगी या संगरोध में रह रहा व्यक्ति निर्वाचन लड़ना चाहता है तो वह अपना नामांकन पत्र अपने प्रस्तावक या किसी अन्य प्राधिकृत व्यक्ति द्वारा अभ्यर्थी द्वारा रिटर्निंग अधिकारी को प्रस्तुत कर सकता है। ऐसे व्यक्ति रिटर्निंग अधिकारी के समक्ष स्वयं नहीं जाएंगे।
6. नामांकन पत्र प्रस्तुत करने के लिए नियत समय में आने वाले सभी अभ्यर्थियों को उनके आने के क्रम के अनुसार रिटर्निंग अधिकारी द्वारा हस्ताक्षरित पर्ची दिये जाने के पश्चात् एक बड़े हॉल में सोशल डिस्टेंसिंग का ध्यान रखते हुए बैठाया जाए एवं उक्त क्रम में ही अभ्यर्थियों को एक एक करके रिटर्निंग अधिकारी के कक्ष में प्रवेश दिया जाए।
7. नामांकन पत्र की संवीक्षा (Scrutiny) बड़े हॉल में की जाएगी जिससे सोशल डिस्टेंसिंग की पालना सुनिश्चित की जा सके। जिला परिषद् से सम्बन्धित नामांकन पत्रों की संवीक्षा में वार्ड बार अभ्यर्थियों को एक-एक करके प्रवेश दिया

जाए। जब एक वार्ड के अभ्यर्थी रिटर्निंग अधिकारी के समक्ष उपस्थित हों तो शेष वार्डों के अभ्यर्थियों को प्रतीक्षा करने के लिए कहा जाए।

8. इसी प्रकार पंचायत समिति से सम्बन्धित नामांकन पत्रों की संवीक्षा में भी वार्ड-वार अभ्यर्थियों को एक-एक करके प्रवेश दिया जाएगा।
9. ग्राम पंचायत से सम्बन्धित नामांकन पत्रों की संवीक्षा में सर्व प्रथम प्रधान पद के उम्मीदवारों/निर्वाचन अभिकर्ता को प्रवेश दिया जाएगा। तत्पश्चात उप-प्रधान पद के उम्मीदवारों के नामांकन पत्रों की संवीक्षा की जाएगी।
10. प्रधान/उप-प्रधान पद की संवीक्षा उपरान्त हॉल खाली होने पर एक बार में केवल एक वार्ड के अभ्यर्थियों को संवीक्षा हेतु बुलाया जाए। इस प्रक्रिया का सभी वार्डों की संवीक्षा के दौरान अनुपालन किया जाए।
11. नाम वापसी के समय पर भी एक बार में एक ही व्यक्ति को रिटर्निंग अधिकारी के कक्ष में प्रवेश हेतु अनुमति दी जाए।
12. नामांकन पत्र प्रस्तुत करने वाले प्रत्येक अभ्यर्थी को रिटर्निंग अधिकारी द्वारा लिखित में इस आशय की सूचना (Notice) दी जायेगी कि परिणाम की घोषणा के बाद यदि कोई जलूस, रैली या सभा आयोजित की जाती है तो कोविड-19 के संबंध में केन्द्र सरकार और राज्य सरकार द्वारा जारी गाईड लाइन्स की पालना किया जाना आवश्यक होगा। यदि केन्द्र/राज्य सरकार द्वारा जारी कोविड-19 के सम्बन्ध में जारी गाईडलाईन का उल्लंघन किया जाता है तो आपदा प्रबंधन अधिनियम, 2005 की धारा 51 से 60 तथा आईपीसी की धारा 188 एवं तत्समय प्रभाव अन्य विधियों के अन्तर्गत कार्यवाही की जाएगी। ऐसी सूचना (Notice) की दूसरी प्रति पर अभ्यर्थी के हस्ताक्षर प्राप्त किये जायेंगे।

➤ मतदान कर्मियों की नियुक्ति एवं प्रशिक्षण:

1. जहाँ तक संभव हो निर्वाचन से जुड़े पदाधिकारियों एवं कर्मियों हेतु प्रशिक्षण की व्यवस्था विकेन्द्रीकृत होगी। प्रशिक्षण हॉल में सामाजिक दूरी का पालन करते हुए प्रशिक्षण कार्यक्रम संचालित किये जाएंगे।
2. निर्वाचन कार्य में प्रतिनियुक्ति पर आए कर्मियों के प्रशिक्षण के लिए यथासम्भव ऑनलाईन पद्धति का प्रयोग किया जाए।
3. मतदान कार्य हेतु 55 वर्ष से अधिक आयु के कर्मियों, को यथा संभव नियुक्त नहीं किया जाए। इसके साथ ही गम्भीर रोगों से ग्रसित कर्मियों जिनके कोविड-19 से

- संक्रमित होने की आशंका अधिक है, को चुनाव कार्य में नियुक्त नहीं किया जाएगा।
- उक्त के अलावा गर्भवती महिलाओं (Pregnant women) एवं धात्री माताओं (Lactating mothers) तथा दिव्यांग कर्मचारियों को नियुक्त नहीं किया जाए।
4. कोविड-19 के दृष्टिगत उचित संख्या में रिजर्व (Reserve) मतदान कर्मी रखें जाएं जिससे कि मतदान दल के किसी सदस्य में कोविड-19 के लक्षण पाए जाने की स्थिति में रिजर्व कर्मी/कर्मियों को उपयोग में लाया जा सके।
 5. प्रशिक्षण स्थल पर Thermal Scanner, हाथ धोने के लिए साबुन एवं पानी तथा सैनेटाइजर की उचित व्यवस्था की जाए।
 6. प्रशिक्षण में सम्मिलित होने वाले प्रत्येक व्यक्ति के लिए मास्क लगाना अनिवार्य होगा।
 7. मतदान कर्मियों के प्रशिक्षण में प्रशिक्षण स्थल की क्षमता को दृष्टिगत रखते हुए प्रशिक्षणार्थियों को चरणवार बुलाया जाए जिससे सोशल डिस्टेंसिंग की पालना हो सके।
 8. प्रशिक्षण में उपयोग में आने वाली सामग्री को भी सैनेटाइज कर उपयोग में लिया जाए।
 9. प्रशिक्षण स्थल को प्रतिदिन प्रशिक्षण प्रारंभ होने से पूर्व तथा प्रशिक्षण समाप्त होने के पश्चात् sanitize किया जाएगा।
 10. प्रशिक्षण के दौरान सम्बन्धित कर्मियों को कोविड-19 से सम्बन्धित सामग्री जैसे PPE Kit, Thermal Scanner आदि के प्रयोग का पर्याप्त प्रशिक्षण नोडल स्वास्थ्य अधिकारी द्वारा सुनिश्चित किया जाएगा।

➤ मतदान दलों का प्रस्थान:

1. प्रस्थान के दौरान प्रस्थान स्थल की क्षमता को दृष्टिगत रखते हुए मतदान दलों को अलग-अलग सत्रों में बुलाया जाए एवं तदनुसार ही मतदान दलों का प्रस्थान करवाया जाए।
2. मतदान कर्मियों के प्रशिक्षण एवं मतदान दलों की रवानगी के समय सभी कर्मियों को यह स्पष्ट निर्देश प्रदान किए जाएं कि वे मतदान के दौरान पूरे समय मास्क का उपयोग करेंगे एवम् सामाजिक दूरी का पालन करेंगे।
3. प्रस्थान से पूर्व मतदान दल के प्रत्येक कर्मचारी एवं वाहन चालक की मेडिकल टीम

4. मतदान दलों को उनके गंतव्य मतदान केन्द्र के लिए प्रस्थान करने से पूर्व एवं मतदान के पश्चात उनकी वापसी से पूर्व उपयोग के लिए जा रहे वाहन को समुचित रूप से सैनेटाइज किया जाए
5. जिला निर्वाचन अधिकारी द्वारा मतदान दल के सदस्यों के ठहरने की व्यवस्था करते समय यह ध्यान रखा जाए कि मतदान दल के सदस्यों में उचित सामाजिक दूरी रहे एवं ठहरने के स्थान पर स्वच्छता एवं सफाई का पूर्ण ध्यान रखा जाए।
6. मतदान दल के सदस्यों के लिए निम्नलिखित किट उपलब्ध करवाई जाएगी:-
 - (क) पॉकेट सैनेटाइजर (100ML)-मतदान दल के सदस्यों के निजी प्रयोग के लिए (सभी मतदान चरणों के लिए सिर्फ एक बार)
 - (ख) स्प्रे सैनेटाइजर (एक लीटर)-मतदान दिवस पर मतदाताओं के प्रयोग के लिए (प्रत्येक मतदान चरण के लिए एक लीटर की दर से)
 - (ग) फेस शिल्ड (मतदान दल के सदस्यों के प्रयोग के लिए)! (एक प्रति मतदान सदस्य की दर से)।
 - (घ) Gloves (मतदान दल के सदस्यों के प्रयोग के लिए)। (प्रति मतदान सदस्य प्रत्येक मतदान चरण एक Pair की दर से) इसके अतिरिक्त कॉउंटिंग स्टाफ तथा कॉविड पॉजिटिव व पृथक आवास मतदाताओं को भी (Gloves) दस्ताने उपलब्ध करवाये जाएंगे।
 - (ङ) Thermal Scanner (एक प्रति मतदान दल की दर से)
 - (च) मतदान स्थल पर सामाजिक दूरी के लिए गोले (Circle) बनाने के लिए चॉक (Chalk)

➤ चुनाव लड़ने वाले अभ्यर्थियों द्वारा चुनाव प्रचार:

1. अभ्यर्थियों द्वारा चुनाव प्रचार के दौरान केन्द्र/राज्य सरकार द्वारा कोविड-19 के सम्बन्ध में जारी दिशा-निर्देश (guideline) की पूर्ण रूप से पालना की जाएगी।
2. अभ्यर्थियों द्वारा घर-घर चुनाव प्रचार के समय पांच व्यक्तियों से अधिक का समूह नहीं होना चाहिए।
3. यदि कोई अभ्यर्थी, दल या समूह निर्वाचन से सम्बन्धित कोई जन या नुक्कड़ सभा करना चाहे तो उसमें केन्द्र/राज्य सरकार द्वारा समय-समय पर जारी कोविड-19 से सम्बन्धित सभी दिशा-निर्देशों का पालन किया जाए।

➤ मतदान दिवस पर मतदान केन्द्र की व्यवस्था:-

1. मतदान केन्द्र पर मतदान दल के सदस्यों/पोलिंग एजेन्ट्स के बैठने की व्यवस्था सामाजिक दूरी के नियमों को ध्यान में रखते हुए की जाए।
2. मतदान केन्द्र पर प्रवेश करने वाले प्रत्येक व्यक्ति के लिए मास्क लगाना अनिवार्य होगा, केवल मतदाता की पहचान पर संदेह होने पर ही मास्क हटाया जा सकेगा।
3. मतदान दिवस पर मतदान के लिए आने वाले प्रत्येक मतदाता को बूथ में प्रवेश से पहले सैनेटाईज करने के पश्चात् ही मतदान के लिए कक्ष में प्रवेश दिया जाएगा।
4. सभी मतदान केन्द्र के प्रवेश द्वार पर Thermal Scanner की व्यवस्था की जाएगी।
5. सैनेटाईज तथा Thermal Scanning का कार्य मतदान दल में नियुक्त एक अतिरिक्त पुलिसकर्मी/होमगार्ड/आशा वर्कर/आंगनबाड़ी कार्यकर्ता/सहायिका द्वारा सम्पन्न किया जाएगा। इसके द्वारा ही मतदान के लिए लाईन में लगे मतदाताओं में सोशल डिस्टेंसिंग की पालना सुनिश्चित की जाएगी।
6. पुलिसकर्मी/होमगार्ड द्वारा ही मतदान के लिए लाईन में लगे मतदाताओं में सोशल डिस्टेंसिंग की पालना सुनिश्चित की जाएगी।
7. Thermal Scanning के दौरान निर्धारित मानक से अधिक तापमान पाये जाने पर वैसे निर्वाचकों के तापमान की दोबारा जाँच आधा घंटा बाद की जाएगी। यदि फिर भी तापमान निर्धारित मानक से अधिक पाया जाता है तो उन्हें मतदान के अंतिम घंटे में आने के लिए कहा जाएगा। ऐसे निर्वाचक को पीठासीन अधिकारी द्वारा इस आशय का प्रमाण पत्र अथवा टोकन भी प्रदान किया जाएगा तथा इस प्रकार के मतदाताओं का विवरण पीठासीन अधिकारी (Presiding Officer) द्वारा नोट किया जाएगा।
8. मतदान केन्द्र पर मतदाताओं के मतदान करने हेतु यथासंभव तीन पंक्तियाँ पुरुष, महिला एवं दिव्यांगजनों/वरिष्ठ नागरिकों के लिए पृथक-पृथक होंगी।
9. प्रत्येक पंक्ति में मतदाताओं के लिए 6 फीट (दो गज) की दूरी पर खड़े रहने हेतु पूर्व से ही गोले निर्धारित किये जाएंगे जहाँ प्रत्येक मतदाता मतदान हेतु अपनी बारी की प्रतीक्षा करेंगे। गोलों की संख्या से अधिक मतदाताओं को मतदान स्थल से बाहर रखा जायेगा।
10. संक्रमण से बचाव के लिए मतदान बूथ पर चुनाव लड़ने वाले अभ्यर्थियों के पोलिंग एजेन्ट तथा मतदान कर्मियों की बैठने की व्यवस्था सोशल डिस्टेंसिंग का ध्यान

रखते हुए की जाए। परन्तु यदि मतदान कक्ष की संरचना ऐसी है जिसमें अभ्यर्थियों के पोलिंग एजेन्ट्स को अन्दर बैठाने से सामाजिक दूरी की पालना संभव नहीं है तो उन्हें कक्ष से बाहर इस तरह बैठाया जायेगा की कक्ष के अन्दर की कार्यवाही उनके द्वारा देखी जा सके और आवश्यकता पड़ने पर पीठासीन अधिकारी से बात की जा सके।

11. मतदान केन्द्र पर मतदान दल एवं मतदाताओं द्वारा भारत सरकार एवं राज्य सरकार द्वारा कोविड-19 की रोकथाम हेतु जारी दिशा-निर्देशों की पालना की जाए।
12. मतदान के दौरान मतदान दल में नियुक्त किसी भी कर्मचारी को कोविड-19 के लक्षण पाए जाने पर ऐसे कर्मचारी को तुरन्त प्रभाव से अन्य कार्मियों से अलग कर दिया जाए। नोडल अधिकारी द्वारा ऐसे कर्मियों का कोविड परीक्षण करवाया जावे। परीक्षण के परिणाम की सूचना संबन्धित जिला निर्वाचन अधिकारी को दी जाए।
13. यदि पोलिंग एजेन्ट या Counting Agent में से किसी का तापमान निर्धारित मानक से ऊपर पाया जाता है तो Presiding Officer की अनुमति से उनका Reliever प्रदान किया जा सकता है और इस आशय का रिकॉर्ड रखा जाएगा।
14. अभ्यर्थियों द्वारा मतदान केन्द्र के बाहर बनाये जाने वाले बूथ पर सैनेटाईजर की व्यवस्था रखनी होगी एवं मतदाताओं की सहायता के कार्य में संलग्न व्यक्तियों द्वारा पूरे समय मास्क का उपयोग किया जायेगा। ऐसे बूथ पर अनावश्यक भीड़ नहीं होनी चाहिए। कोविड-19 के सम्बन्ध में सरकार द्वारा जारी गाईडलाईन की पालना की जायेगी।

➤ मतगणना:

(क) पंचायती राज संस्थाओं की मतगणना:

1. मतगणना स्थल पर रिटर्निंग अधिकारी, मतगणना हेतु प्राधिकृत अधिकारी/कर्मचारी, मतगणना अभिकर्ता एवं अन्य अधिकृत व्यक्तियों को फेस मास्क लगाना अनिवार्य होगा।
2. मतगणना कार्य हेतु यथा संभव बड़े हॉल/स्थान का चयन किया जाए, जिससे मतदान कार्य में नियुक्त कर्मियों एवं अभ्यर्थियों के मतगणना अभिकर्ताओं के मध्य उचित दूरी रह सके।
3. एक समय में एक पद की गणना की जाएगी। सर्वप्रथम पंचायत के सदस्यों की मतगणना की जाएगी, तत्पश्चात उप-प्रधान व प्रधान के पदों की मतगणना की

जाएगी। इसी प्रकार विकास खण्ड स्तर पर पहले पंचायत समिति सदस्यों की मतगणना की जाएगी, तत्पश्चात जिला परिषद सदस्यों की मतगणना की जाएगी।

4. मतगणना केन्द्र पर एक प्रत्याशी व एक मतगणना अभिकर्ता को उपस्थित रहते की अनुमति दी जाए। जैसे ही जिस पद की मतगणना पूरी हो जाए उसके पद के प्रत्याशियों/एजेन्टों को मतगणना केन्द्र से बाहर जाने का आग्रह किया जाए ताकि सामाजिक दूरी (Social Distancing) का पालन हो सके।
5. चुनाव लड़ने वाले अभ्यर्थियों के मतगणना एजेन्टों के बैठने की व्यवस्था इस तरह से की जाए कि मतगणना की पूरी प्रक्रिया को स्पष्ट रूप से देख सकें।
6. मतगणना में नियुक्त स्टाफ को (Gloves) दस्ताने पहनना आवश्यक होगा। मतगणना की समाप्ति पर (Gloves) दस्तानों को (Disposal) नष्ट स्वास्थ्य विभाग द्वारा नियत नियमों के अनुसार किया जाएगा।

➤ मतदान सामग्री का संग्रहण:

1. मतदान सामग्री संग्रहण स्थल पर साबुन, पानी एवं सैनेटाइजर की उचित व्यवस्था की जाए।
2. मतदान के पश्चात् ईवीएम एवं अन्य मतदान सामग्री के संग्रहण कार्य में भी सोशल डिस्टेंसिंग की पालना सुनिश्चित की जाए तथा इस हेतु नियुक्त कर्मियों द्वारा आवश्यक रूप से मास्क का उपयोग किया जाए।
3. मतदान सामग्री जमा कराने हेतु प्रत्येक काउण्टर पर कर्मियों के लिए पंक्ति में खड़े होने के लिए 6 फीट (दो गज) की दूरी पर गोले बनाए जाए।
4. इस दौरान यदि आवश्यकता पड़े तो अतिरिक्त पुलिसकर्मी को नियुक्त किया जाए ताकि वे मतदान सामग्री जमा कराने वाले कर्मियों को सोशल डिस्टेंसिंग के साथ पंक्ति बनाए रखें।

आदेश द्वारा
(अनिल कुमार खाची)
राज्य चुनाव आयुक्त
हिमाचल प्रदेश

पृष्ठांकन संख्या: उपरोक्त-5093-5269 शिमला-171 002 दिनांक
प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

अगस्त, 2021

1. सचिव (पंचायती राज विभाग) हिमाचल प्रदेश।
2. सचिव (स्वास्थ्य) हिमाचल प्रदेश।
3. समस्त उपायुक्त एवम् जिला निर्वाचन अधिकारी(पंचायत) हिमाचल प्रदेश।
4. जिला पंचायत अधिकारी एवम् सहायक जिला निर्वाचन अधिकारी हिमाचल प्रदेश।
5. समस्त खण्ड विकास अधिकारी हिमाचल प्रदेश।
6. समस्त खण्ड चिकित्सा अधिकारी हिमाचल प्रदेश।

(डा० के० आर० सैहजल)
सचिव
राज्य निर्वाचन आयोग
हिमाचल प्रदेश



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

आर्मस्ट्रेंग, शिमला-171002 Armsdale, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154, Fax. 2620152
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संख्या:- रा0नि0आ0(G)6-5/2020-4839 शिमला-171 002 दिनांक अगस्त, 2021 26-08-2021

कार्यालय आदेश

हिमाचल प्रदेश में पंचायती राज संस्थाओं व शहरी निकायों के निर्वाचन के अधीक्षण, निर्देशन तथा नियन्त्रण की शक्तियां भारत के संविधान के अनुच्छेद 243K के अन्तर्गत राज्य निर्वाचन आयोग में निहित है;

अतः राज्य निर्वाचन आयोग ने यह निर्णय लिया है कि पंचायती राज संस्थाओं के आगामी निर्वाचन में मतदान करने के लिए ऐसे मतदाता भी आ सकेंगे जो कोविड-19 पॉजिटिव केस हों, या पृथक आवास में (Quarantined) हों। ऐसे रिपोर्ट किये गये व्यक्ति/व्यक्तियों की स्वयं के स्वास्थ्य एवं सुरक्षा के लिए और समाज के अन्य नागरिकों को जोखिम से बचाने के लिए, ऐसे व्यक्ति द्वारा मतदान करने की प्रक्रिया विहित करने की आवश्यकता है;

अतः राज्य निर्वाचन आयोग, हिमाचल प्रदेश, भारत के संविधान के अनुच्छेद 243K व तत्सम्बन्धी सभी प्रदत्त शक्तियों का प्रयोग करते हुए निम्न आदेश जारी करता है:-

1. मुख्य चिकित्सा अधिकारी अथवा उन द्वारा नियुक्त नोडल अधिकारी द्वारा पंचायतों में मतदान से एक दिन पूर्व की कोविड-19 पॉजिटिव तथा पृथक आवास (Quarantined) व्यक्तियों की सूचना सम्बन्धित उप-मण्डल अधिकारी एवं इस हेतु नियुक्त ब्लॉक स्तरीय नोडल स्वास्थ्य अधिकारी को उपलब्ध कराई जायेगी। मतदाता से सम्पर्क हेतु ऐसे व्यक्ति/व्यक्तियों का पूरा पता तथा मोबाइल नम्बर भी उपलब्ध करवाया जाएगा।
2. ब्लॉक स्तरीय नोडल स्वास्थ्य अधिकारी, कोविड-19 पॉजिटिव रिपोर्ट किए गए या पृथक आवास (Quarantined) मतदाता से मतदान करने की इच्छा जानने के लिए अधीनस्थ स्वास्थ्यकर्मी/पटवारी/पंचायत सचिव आदि को किसी सुरक्षित माध्यम से सम्पर्क करने हेतु निर्देशित करेगा। वह कर्मचारी ऐसे व्यक्ति से उसका मतदाता सूची

में नाम एवं क्रमांक भी प्राप्त करेगा। यदि वह मतदान की इच्छा जाहिर करता है तो उसे कोविड-19 सुरक्षा के प्रोटोकॉल से अवगत करवाया जाएगा जिससे कि वह उचित सामाजिक दूरी के साथ मतदान केन्द्र पहुँचे। साथ ही उसे उसके लिए स्थापित मतदान की प्रक्रिया तथा मतदान के लिए तय समय की भी जानकारी दी जाएगी और उसे अपने साथ पहचान के लिए आधार कार्ड या आयोग द्वारा निर्धारित अन्य कोई फोटोयुक्त पहचान पत्र लाने को कहा जाएगा। सम्बन्धित स्वास्थ्यकर्मी/पटवारी/पंचायत सचिव इन मतदाताओं का विवरण व इनकी कुल संख्या खण्ड स्तरीय नोडल अधिकारी को सूचित करेंगे। ऐसे व्यक्ति स्वयं भी नोडल अधिकारी से सम्पर्क कर सकते हैं।

3. कोविड-19 पॉजिटिव व पृथक आवास (Quarantined) मतदाताओं के सुचारु मतदान के लिए उचित रहेगा कि स्वास्थ्यकर्मी, पटवारी या पंचायत सचिव द्वारा ऐसे मतदाताओं से समय रहते ही सम्पर्क करना शुरू करें ताकि ऐसे मतदाताओं की संख्या को लेकर अनिश्चितता न रहे। इसके लिए आवश्यक है कि सम्बन्धित नोडल अधिकारी द्वारा समय पर कोविड-19 रोगियों या पृथकवास में रह रहे व्यक्तियों की सूची उपलब्ध करवाई जाए।

4. उपरोक्त श्रेणी के जिन मतदाताओं द्वारा मतदान की इच्छा जाहिर की गई है, सम्बन्धित ब्लॉक स्तरीय नोडल स्वास्थ्य अधिकारी द्वारा उनका ब्यौरा सम्बन्धित पीठासीन अधिकारी (Presiding Officer) को मतदान के एक दिन पहले मुहैया करवाया जाएगा। ऐसे व्यक्ति/व्यक्तियों का मतदान सबसे अन्त में करवाया जायेगा। जब सभी सामान्य मतदाता मतदान कर चुके हों तो तत्पश्चात् मतदान दल के सदस्यों/पोलिंग एजेन्ट्स को छोड़कर शेष सभी को मतदान केन्द्र से दूर जाने को कहा जाएगा। तत्पश्चात्, पहले पृथक आवास (Quarantined) मतदाताओं को मतदान का मौका दिया जाएगा, और फिर कोविड-19 पॉजिटिव मतदाताओं से मतदान करवाया जाएगा। इन मतदाताओं को एक दूसरे से दो गज की दूरी बनाते हुए अलग-अलग पंक्ति बनाने को कहा जाएगा। पृथक आवास (Quarantined) मतदाताओं के लिए अलग तथा कोविड-19 पॉजिटिव मतदाताओं के लिए अलग से पंक्ति बनाई जाएगी।

5. यदि उपरोक्त श्रेणी के किसी मतदाता द्वारा निकटतम स्वास्थ्यकर्मी, पटवारी या पंचायत सचिव को पूर्व में सम्पर्क करने पर मतदान की इच्छा जाहिर नहीं की गयी है तथा कोविड-19 या पृथक आवास में रह रहे मतदाताओं की जानकारी पहले शून्य दी गयी है, तो भी मतदान दल द्वारा ऐसे मतदाताओं के मतदान के लिए पूरी तैयारी रखी

जाएगी। यदि मतदान के दिन इस श्रेणी का कोई मतदाता मतदान केन्द्र में आता है तो निर्धारित नियमों के अनुसार पीठासीन अधिकारी द्वारा उसे मतदान की अनुमति दी जाएगी।

6. उपरोक्त श्रेणी के मतदाताओं के लिए मतदान का समय मतदान दिवस पर सांय 3 बजे के बाद होगा। सांय 3 बजे सामान्य मतदाताओं के द्वारा मतदान समाप्ति के पश्चात उक्त मतदाताओं द्वारा मतदान आरम्भ होगा।
7. स्वास्थ्यकर्मी PPE Kit पहन कर दूर से ही इन मतदाताओं की पहचान सुनिश्चित करेगा जिसके लिए सभी मतदाता अपना फोटो पहचान पत्र, आधार कार्ड या अन्य कोई भी फोटोयुक्त पहचान पत्र जो राज्य निर्वाचन आयोग द्वारा अधिसूचित किया गया हो, दूर से दिखा सकते हैं।
8. ऐसे मतदाताओं के मतदान शुरू करने से पूर्व दोनों मतपेटियों मतदान केन्द्र के द्वार पर मेज पर रखी जाएगी। इस दौरान पीठासीन अधिकारी व सुरक्षा कर्मी मतपेटियों से सुरक्षित दूरी पर खड़े रहेंगे तथा सुरक्षा कर्मी सुनिश्चित करेंगे कि किसी भी अनाधिकृत व्यक्ति को मतदान केन्द्र तथा मतपेटी के समीप आने की अनुमति नहीं होगी। हालांकि अभ्यर्थियों के मतदान एजेन्ट दूर से इस मतदान प्रक्रिया को देख सकते हैं।
9. पहचान सुनिश्चित होने के उपरान्त स्वास्थ्य कर्मी द्वारा ऐसे मतदाताओं को Gloves पहनने को दिये जाएंगे तथा बारी-बारी से मतपत्र व Arrow Cross mark seal उपलब्ध करवायी जाएगी। इसके पश्चात् उन्हें मतपत्रों पर मोहर लगाने के उपरान्त उनको तहकर सम्बन्धित मतपेटी में डालने को कहा जाएगा। पीठासीन अधिकारी द्वारा यह भी सुनिश्चित किया जाएगा कि उक्त मतदान के समय मतदान की गुप्तता (secrecy of vote) का पूर्ण ध्यान रखा जाए। पहले पृथक आवास (Quarantined) मतदाताओं को मतदान करवाया जाएगा। स्वास्थ्यकर्मी द्वारा प्रत्येक मत के बाद Arrow Cross Mark Seal को sanitize किया जाएगा। सबसे अन्त में कोविड-19 पॉजिटिव मतदाताओं से मतदान करवाया जाएगा।
10. कोविड-19 पॉजिटिव रिपोर्ट किये गए तथा पृथक आवास में रह रहे व्यक्ति, स्वास्थ्य कर्मियों की देख-रेख में चिकित्सा विभाग द्वारा जारी प्रोटोकॉल/निर्देश एवं इस सम्बन्ध में नियत सभी उपायों की पालना करते हुए मतदान करेंगे। मतदान दल के सभी सदस्य ऐसे व्यक्ति के द्वारा मतदान के समय गलबज पहनकर रहेंगे और सुरक्षा के अन्य समस्त उपायों का अनुपालन करेंगे। कॉविड पॉजिटिव व पृथकवासी व्यक्ति को

उपलब्ध करवाये गए गलबज खुले में नहीं फेंके जाएंगे। निर्वाचन डियूटी पर नियुक्त चिकित्सा कर्मी सुनिश्चित करेंगे कि ऐसे गलबज को निर्धारित प्रक्रिया के अनुसार एकत्रित कर नष्ट (Dispose off) किया जाए।

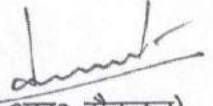
11. स्वास्थ्यकर्मी पीठासीन अधिकारी को उस व्यक्ति का मतदाता सूची में नाम एवं क्रमांक से अवगत करायेगा। उसकी पहचान के लिए Mask नहीं हटवाया जाएगा। मतदान अधिकारी मतपत्र के प्रतिपूर्ण पर (Counterfoil) इस आशय का नोट डालकर मतदान के लिए अनुमति देगा।
12. ऐसे पृथक आवास (Quarantined) तथा कोविड-19 पॉजिटिव रिपोर्ट मतदाता द्वारा मतदान के समय मतदान दलों की सुरक्षा को दृष्टिगत रखते हुए उसकी अंगूली पर अमिट स्याही लगाए जाने की एवं मतदाता रजिस्टर में हस्ताक्षर/अंगूठा लगाने की अनिवार्यता लागू नहीं होगी।
13. मुख्य चिकित्सा अधिकारी द्वारा सभी मतदान केन्द्रों पर Waste Disposal सम्बन्धी दिशा-निर्देश सम्बन्धित स्वास्थ्य कर्मी को दिए जाएंगे जिससे कि Waste Disposal सरकार द्वारा तत्सम्बन्धी तय नियमों के अनुसार किया जाए।

आदेश द्वारा
(अनिल कुमार खाची)
राज्य चुनाव आयुक्त
हिमाचल प्रदेश, शिमला-171 002

पृष्ठांकन संख्या: उपरोक्त शिमला-171 002 दिनांक-4840-5091-26 अगस्त, 2021

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. मुख्य सचिव हिमाचल प्रदेश।
2. सचिव (पंचायती राज विभाग) हिमाचल प्रदेश।
3. सचिव (स्वास्थ्य) हिमाचल प्रदेश।
4. समस्त उपायुक्त एवम् जिला निर्वाचन अधिकारी (पंचायत) हिमाचल प्रदेश।
5. समस्त उपमण्डलाधिकारी (सिविल) हिमाचल प्रदेश।
6. समस्त जिला पंचायत अधिकारी एवम् सहायक जिला निर्वाचन अधिकारी हिमाचल प्रदेश।
7. समस्त मुख्य चिकित्सा अधिकारी हिमाचल प्रदेश।
8. समस्त खण्ड विकास अधिकारी हिमाचल प्रदेश।
9. समस्त खण्ड चिकित्सा अधिकारी हिमाचल प्रदेश।


(डा० के० आर० सैहजल)
सचिव
राज्य निर्वाचन आयोग
हिमाचल प्रदेश

Election Matter
Urgent/Time Bound



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)-1/2019 - 4557 - 4560 Dated the

26th August, 2021

To

1. The District Election Officers (Panchayat)-cum-
Deputy Commissioners Chamba & Lahaul-Spiti
Himachal Pradesh.
2. The District Election Officer (Panchayat)-cum-
Additional Deputy Commissioner Kaza
District Lahaul-Spiti, Himachal Pradesh
3. The District Election Officer (Panchayat)-cum-
Resident Commissioner Pangti
District Chamba, Himachal Pradesh

**SUBJECT: CONDUCT OF ELECTION TO PANCHAYATI RAJ
INSTITUTIONS -- DIRECTIONS THEREOF.**

Sir,

I am directed to convey for your guidance and compliance the following directions for ensuring proper, timely and smooth conduct of general elections to Panchayati Raj Institutions of Development Block Keylong and Kaza of District Lahaul & Spiti and Development Block Pangti of district Chamba to be held in near future.

1. **PRELIMINARY ARRANGEMENTS:** The Commission is contemplating to issue election programme for the conduct of general elections for the abovementioned Development Blocks. You have to make all preparatory arrangements within a short time. It is presumed that the list of staff to be deployed for this purpose has been prepared by now. If not, the same would need to be initiated immediately. You are advised to chalk-out a programme for imparting

training to the Returning Officers/Assistant Returning Officers who shall be responsible for receipt of nominations, scrutiny of nomination papers, preparing list of contesting candidates, allotment of symbols and finally counting and declaration of results. The polling personnel may be given at least three rehearsals including the day fixed for collection of material for polling.

2. **ARRANGEMENT FOR BALLOT BOXES:-** It is presumed that by now you may have kept the Ballot Boxes ready. As you are aware that there are two sizes of ballot boxes therefore, while distributing ballot boxes care should be taken that bigger boxes are provided to the Panchayats where numbers of electors are comparatively higher, smaller boxes can be used for Panchayat Samiti and Zila Parishad elections as two ballot papers pertaining to these offices will be inserted in one box and three ballot papers pertaining to Gram Panchayats will be inserted in one box therefore, bigger box should be used for the elections of Gram Panchayats.

3. **NOMINATION :** Nominations for the office of Ward Member, Up-Pradhan and Pradhan of Gram Panchayat shall be received at the Panchayat headquarters, for Members of Panchayat Samiti at the Tehsil/Block Headquarter and for Members of Zila Parishad at the Sub-Divisional/District Headquarters as the case may be. The choice of officers to be appointed as Returning Officers/Assistant Returning Officers for the conduct of elections is left to the best judgment of District Election Officers (Panchayat). However, Assistant Returning Officers may be of a reasonable rank such as Principal/Headmaster/Lecturer of Government Senior Secondary School/Govt. High School/Govt. Middle School and Assistant Engineer/Junior Engineer/Extension Officer, etc. Since, this task involves great responsibility and need to be handled with circumspection and knowledge, **an Official appointed on election duty should normally be deployed in a Panchayat other than the one which he belongs to or where he is currently stationed but should be within the same block.** The Returning Officers/Assistant Returning Officers would be responsible for counting of votes also; therefore, they should be required to fully acquaint themselves with the relevant provisions of the Acts and Rules on the subject. The appointment of Returning Officers/ Assistant Returning Officers / Presiding Officers/Polling Officers may be confirmed to the Commission as soon as the same are made.

Presiding Officers and Polling Officers may be classified on the basis of scale of pay/grade pay, their post and rank. As far as possible, Gazetted Officers be deployed as Presiding Officers failing which officials who is working in supervisory capacity only may be deployed as Presiding Officers. The Presiding Officers should be of higher scale/grade in comparison to other Polling Officers of a polling party.

4. **DISCLOSURE OF SPECIFIED INFORMATION:** As you are aware that the Commission has framed Regulations namely "**The Himachal Pradesh Panchayats and Municipalities Elections (Disclosure of Specified information by the Candidate) Regulations, 2004**", according to which every candidate seeking election to the office of Member, Up-Pradhan and Pradhan of a Gram Panchayat shall submit the specified information in the **Annexure-I** as per rule 5 of the said regulation in the form of **an affidavit or a declaration**. Every person seeking election to Panchayat Samiti and Zila Parishad shall submit the same information, as per rule 4 read with sub-rule 2 of the regulation, in the form of **an affidavit** duly attested by Magistrate or Notary Public or Oath Commissioner. Forms in respect of Annexure-I, already stand supplied to you and is required to be issued alongwith the Nomination Form to the contesting candidates. Therefore, please ensure that the said **Annexure-I** is attached to each nomination paper so that every contesting candidate should get complete set of nomination papers.

5. **DEPOSIT OF AMOUNT RECEIVED ON ACCOUNT OF VARIOUS RECEIPTS DURING THE ELECTIONS:** While imparting the training to Returning Officers/Assistant Returning Officers, you are requested to bring it to their notice that while discharging their duty as Returning Officer/Assistant Returning Officer they will receive various amounts such as on account of sale of voter lists, amount of forfeited security and amount on account of challenging of identity of a voter etc. The amount so received shall be deposited in the following Receipt Head of Accounts:

Major Head:- 0070-Other Administrative Services-02-Election 101-Sale proceeds for election Forms and documents-02-Sale proceeds for election Forms and documents by State Election Commission.

As far as security money is concerned, the Assistant Returning Officer shall deposit the forfeited security money with the Returning Officer concerned immediately and it will be

responsibility of Returning Officer only to deposit the forfeited security money in the Govt. Treasury immediately after receipt of such amount from Assistant Returning Officer in the following receipt Head:

Major Head: 0070-Other Administrative Services-02-Election 104-Fee fines foreitures-02-Fee fine forfeiture by State Election Commission.

Any miscellaneous amount received during the election shall be deposited in the following receipt head:-

Major Head: 0070-Other Administrative Services-02-Election 800-other receipt-03 Misc. receipt by State Election Commission.

The Returning Officer will send all the Challans in original alongwith used and unused receipt books issued to him and a summary of amount received (receipt book wise) to the Districts Election Officer (Panchayat) and retain a copy of the same with him for his record. The proforma for sending summary is as under:

S. No.	Sr. No. of receipt book	Total receipts issued from a book	Amount	Total blank receipts in a book	Full blank receipt books in total (Unused books)	Detail, if any

Note: Even if no receipt is issued from a receipt book it has to be mentioned in the summary of receipt book.

6. **BALLOT PAPERS:** The State Election Commission has prescribed the design of the ballot papers under rule 52. Under Rule 42, there shall be no choice of symbol i.e. symbols shall be allotted according to the symbols approved and notified by the Commission to the contesting candidates against their names as they appear in the list of the contesting candidates in alphabetical order. The name of the contesting candidates shall be written in hand on the ballot papers with a ball point pen legibly so that there is no confusion among the electors. The order of the names on ballot papers shall be the same as they appear in the list of contesting candidates. This is a massive exercise and required to be done with utmost care.

The Returning Officers / Astd. Returning Officers will select suitable officials to do the job at the block headquarter.

As you are aware that option of "NOTA" "उपरोक्त में से कोई नहीं" will also be made available on the ballot paper. For this purpose the Commission has already supplied you sufficient number of NOTA stamps and black ink stamp pads. Therefore, you would require one block extra on the ballot paper than the number of contesting candidates to apply "NOTA" stamp in black ink. While applying the stamp on ballot paper, care must be taken that it is applied within the border of last block of the ballot paper. For example, if there are five candidates for a particular office you will keep six blocks on ballot papers. The sixth block will be used for application of **NOTA** stamp and the remaining portion of ballot papers after the **NOTA** option shall be detached with the help of metal rule leaving behind the shaded portion at the bottom.

Please keep in mind that there are maximum ten symbols printed on the ballot papers. If there are ten contesting candidates for any office, you would require ballot paper with eleven blocks i.e. ten blocks for candidates and one for **NOTA**. Therefore, after the time of withdrawal of candidature is over, if there are ten or more than ten candidates for any office the Returning Officer will immediately inform the District Election Officer (Panchayat) name of the post alongwith number of electors so that adequate number of ballot papers could be supplied to you by the Commission. This information must reach the District Election Officer (Panchayat) at once through quickest mode who will inform the Commission at once.

The number of symbols printed on ballot paper for members of Gram Panchayats are six symbols and ten symbols. Therefore while issuing ballot for members of Gram Panchayat care should be taken that where there are five contesting candidates ballot papers with six symbols may be provided as sixth block will be used for "NOTA" "उपरोक्त में से कोई नहीं" and where number of contesting candidates is six or more ballot paper printed with 10 symbols may be issued.

The gap between the date of withdrawal and the date of poll is ten days. Therefore, it has to be ensured that the writing of the names of the contesting candidates on the ballot papers is completed within a maximum of six days under the personal supervision of the **concerned Returning Officer/Assistant Returning Officer**. The Commission has now changed the colour scheme of ballot papers to be used in ensuing election. The following

colour scheme of ballot paper has been prescribed for the entire State except District Kinnaur, Development Block Kaza of District Lahaul-Spiti and Pangi and Bharmour of District Chamba:

- | | | |
|----|-----------------|-------------|
| 1. | Member G.P. | White |
| 2. | Up-Pradhan G.P. | Yellow |
| 3. | Pradhan | Light Green |
| 4. | Member P.S. | Pink |
| 5. | Member Z.P. | Light Blue |

The colour scheme for District Kinnaur, Development Block Kaza of District Lahaul-Spiti and Pangi and Bharmour of District Chamba will remain the same as was fixed during the general elections held in the year 2015 as these Districts / Development Block have been issued ballot papers of old stock printed in the year 2015. The colour scheme for these areas will be as under:

- | | | |
|----|--------------|-------------|
| 1. | Member G.P. | Light Blue |
| 2. | Up-Pradhan | White |
| 3. | Pradhan G.P. | Yellow |
| 4. | Member P.S. | Light Green |
| 5. | Member Z.P. | Pink |

Needless to add, any lapse in the preparation of ballot papers will nullify the entire election process. Therefore, you are advised to carry out the work of preparation of ballot papers with utmost care and sense of responsibility and ensure that the persons engaged for the purpose are discharging their duty with a sense of responsibility.

7. **COUNTING ARRANGEMENTS:** Although, the Panchayat elections are expected to be peaceful, still in order to maintain law and order and peace, adequate security arrangements shall have to be made. The pattern of deployment of Police force and Home Guards at each Polling Station and at the counting centers is left to the discretion of the District Election Officer (Panchayat) who will do the needful in consultation with the Superintendent of Police of the concerned districts. In case of sensitive polling stations, additional force may be deployed. Similarly, security arrangements in the Block Headquarters, where counting of votes for the members of the Panchayat Samiti and Zila Parishad shall have to be ensured in order to maintain law and order.

8. **MAINTENANCE OF LAW AND ORDER:** The Secretary (Home) and Director General of Police will be requested to make available adequate force according to realistic projection of requirements by the District Election Officers (Panchayat)-cum-Deputy Commissioners in consultation with the Superintendent of Police of the Districts. Assessment of requirement of police force and Home Guards may be done by you in consultation with Superintendent of Police of your Districts. After identifying, Polling Stations are required to be classified as “sensitive” or “hyper-sensitive”. The number of security personnel to be deployed for maintaining law and order at the sensitive stations will be suitably increased. Utmost care should be taken before classifying a polling station as sensitive. This exercise may be undertaken in consultation with the Superintendent of Police of your District.

The list of polling stations categorized as “sensitive” or “hyper-sensitive” and the quantum of force to be deployed therein be intimated to the Commission immediately.

9. **POLLING STATIONS:** Separate Polling station has to be established for each ward of a Gram Panchayat. Care should be taken to see that polling stations established for different wards should, as far as possible, be at equal distance for the electors of the area. Polling Stations for a group of wards should be established at the Panchayat headquarters, which will also facilitate counting of votes. The buildings in which polling stations are being located should be inspected by a gazetted officer (to be recommended by you) before taking a final decision. While fixing the polling stations instructions issued by the Commission vide its letter No. SEC-16-2/2011-4820-4831 dated 12th November, 2020 may be kept in view. The polling station may not be located in a police station, hospital or a place having sectarian or religious significance. As far as possible, the polling station shall be located in a Govt. /Semi-Govt. buildings and where no such building is available, the polling station may be located in a temporary structure of adequate strength. The number of polling Stations set up in each block may be intimated to the Commission immediately. Proper arrangements shall be made for polling by voters in quarantine or covid-19 positive as per instructions separately issued vide order, SEC(G)6-5/2020-8773 dated 29.12.2020. In addition covid-19 protocol issued by the Health Department will be followed strictly and social distancing between electors at polling stations shall be ensured. Polling station is to be set up keeping in view covid-19 pandemic situations in respective areas.

10. **MOVEMENT PROGRAMME:** Movement programme for the polling parties should be prepared separately well in advance so that there is no cause for any confusion in the minds of the officials deputed for the purpose. Arrangement of vehicles such as buses and jeeps, wherever needed, has also to be done in advance. The Govt. of H.P. vide its Notification No. PCH-HA (4)15/2000 dated 8th September, 2000 has delegated the powers of requisitioning of vehicles conferred on the State Government under Section 160-A, 160-B, and 160-C of the H.P Panchayati Raj (Amendment) Act, 2000 (Act. No. 18 of 2000), to the Deputy Commissioner within their respective Districts. The District Election Officer (Panchayat) may hire private vehicles only in extreme urgency in case Govt. vehicle are not available at that point of time. Needless to say that in the use of vehicles utmost economy may be ensured.

11. **RETURN OF NON-CONSUMABLE ITEMS:-** Out of the material to be supplied to the polling parties some items mentioned below are non-consumable. Therefore, these items should be received after completion of poll. The Returning Officer/Assistant Returning Officer will not relieve the polling parties until the following items are received back:

1. Ballot boxes
2. Self Inking pad
3. Presiding Officer Seal
4. Rubber Seal for marking Ballot paper
5. Distinguishing mark seal
6. Material for voting Compartment
7. Metal rule for detaching ballot paper and pusher
8. Needle (Sua)
9. Cup for setting indelible ink.
10. Gunny bags.
11. NOTA Seal

Besides these RO/ARO Hand Books and Returning Officer seals may also be received from the concerned Returning Officer/Assistant Returning Officer.

12. **COUNTING CENTRE :** The counting of votes for the office of Member, Up-Pradhan and Pradhan of a Gram Panchayat will be done at the Panchayat Headquarters on the day of the poll after the close of poll. Once the poll is closed, the ballot boxes from other

polling stations shall be brought to the counting centre alongwith the used/sealed ballot boxes of the Panchayat Samiti and ZilaParishad. All efforts should be made to commence counting as soon as possible on the same day. The Police personnel and the Home Guards on duty at that polling station shall accompany the polled ballot boxes to the counting centre in order to ensure absolute security of the used ballot boxes. The polled ballot boxes pertaining to Panchayat Samiti and ZilaParishad shall be transported to Block Headquarter. The District Election Officer (Panchayat) shall ensure that the polled ballot boxes may be safely transported to the Block Headquarter immediately after close of poll. Foolproof security arrangements for transporting these boxes to the Block Headquarter may be ensured. If there is any security threat to ballot boxes during transportation, the District Election Officers may take decision to avoid night journey. In such eventuality adequate security arrangement for the safety of ballot boxes at Panchayat Headquarter may be made and these may be transported to the Block Headquarter next morning. **Adequate lighting arrangements at the counting centers shall have to be made.** In case electricity is not available or electric supply is known to be erratic in any counting centre, petromax lamps/generators / emergency light have to be arranged. **Counting of votes in candle light is not permissible.** As alternative only petromax lamps/generator / emergency light may be made available in the Block Offices and same may be hired. Police personnel/Home Guards on duty at the different polling stations in the Panchayat are required to remain on duty at the Panchayat Headquarter during the period of counting as well as up to the time of declaration of the results for maintaining law and order. In case used ballot boxes for Panchayat Samiti and ZilaParishad have to be kept at the Panchayat Headquarters, the police and Home Guard personals shall also remain there for night duty.

Counting at the Block Headquarter in respect of Panchayat Samiti Members and Zila Parishad Members shall be undertaken as per programme issued in this behalf. If counting is likely to continue till late night, adequate lighting arrangements and sufficient police force for maintaining law and order shall have to be deployed.

4 **13. MODEL CODE OF CONDUCT AND ITS OBSERVANCE:** With a view to maintain a healthy and peaceful atmosphere during the election period, which would be conducive for ensuring a free and fair election, the Commission has formulated a Model Code of Conduct for the guidance of political parties, candidates and others. It should be impressed

upon to all concerned that Model Code of Conduct should not be violated at any stage and you are also requested to ensure that in no circumstances Model Code of Conduct is violated.

14. **PROHIBITION OF PUBLIC MEETING:** Section 158-B of the Himachal Pradesh Panchayati Raj Act provides that **during the period of forty-eight hours ending with the hour fixed for the conclusion of poll** no person shall convene, hold, attend, join or address any public meeting or procession in connection with an election or display to the public any election matter by means of cinematography, television or other similar apparatus. It further provides that no person propagate any election matter to the public by holding or arranging any musical concert or any theatrical performance or any other entertainment or amusement with a view to attracting the numbers of the public thereto in any polling area.

15. **CONTROL ROOM:** In order to monitor the movement of the polling parties, to ensure peaceful conduct of the poll and counting of votes, control rooms shall be set up at the District Headquarters/Sub Division/ Block Headquarters three days before the poll and till the completion of counting. The District Election Officer (Panchayat) shall post a responsible person as an office-in-charge in the Control Room. The control room should have a telephone with E-Mail facility so that urgent messages are communicated to and from the District Headquarters and the Commission Headquarter on the day of poll. The control room shall function round the clock until the counting is completed at all level. In the Commission's Office, control room shall be in Room No.105 in the Armsdale building of the HP Secretariat. The telephone numbers are 2620152, 2620159, 2620154.. You will **intimate the names of the Officers manning the control rooms with telephone numbers to the Commission also.**

It would be desirable to have security arrangement at the Control room to meet any exigency that may arise owing to a law and order problem in the concerned district. The requirement of force at the control room shall be decided by the District Election Officer (Panchayat) in consultation with the Superintendent of Police of the District.

16. **DEPUTATION OF STAFF AND PUNISHMENT ON BREACH OF OFFICIAL DUTY:** Section 160-E of the Panchayati Raj Act, 1994 provides that the officer or staff employed in connection with the preparation, revision and correction of the electoral roll for, and the conduct of all elections shall be deemed to be on deputation with the State Election

Commission for the period during which they are so employed and such officers and staff shall, during the period, be subject to control, and Superintendence and discipline of the State Election Commission.

17. SECTOR OFFICERS: The District Election Officer (Panchayat) may also examine the need for having sector officers, depending upon the geographical and general law and order conditions prevailing in the District. The Sector Officers can be provided with mobile wireless sets for transmitting urgent messages. Requirement of mobile wireless sets may be intimated to the D.I.G. (Wireless) who will be requested to provide the sets.

18. OBSERVERS: During the election process, Observers appointed by the State Election Commission will keep a constant watch on all issues and processes of election. The Observers will use their official vehicles in the concerned areas. The payments on account of fuels consumed will be borne by the State Election Commission. The Observers will submit the bills of fuel to the concerned District Panchayat Officers who will make the payments after following due procedure. The arrangements for stay will be made by the concerned DCs/SDMs/BDOs in the Govt. Circuit/Rest Houses. All support in terms of telephone, fax, computer, internet and Assistant for typing report will be provided by the concerned DCs/SDMs/BDOs as and when required.

19. TRANSMITTING OF URGENT MESSAGES: Urgent messages may be sent through wireless in case e-mail and telephone facilities are not available. The D.I.G. (Wireless) will be requested to transmit all message concerning elections on priority basis. He will also be requested to accept messages on credit.

20. BAN ON THE SALE OF LIQUOR: Liquor Vends shall remain closed and there shall be no sale of liquor, one day before the day of poll, on the day of poll and on the day of counting in the Panchayat areas. The dates for closing of liquor vends shall be notified by the District Election Officers (Panchayat)-cum-Deputy Commissioner in their respectively district, according to the notification of election programme.

21. **HAND BOOKS:** The detailed guidelines for RO/ARO and Presiding Officers have been given in the Hand Books. These books have already been provided to you alongwith election material.

22. **LOGISTICS:** The Commission has already fixed norms with regard to expenses on account of contingency, rehearsals or working in the odd hours in the offices etc. vide its letter No. SEC-2-23/2005-4377 dated 31st October, 2015. However, you may also authorize RO / ARO to increase the contingency amount for cooliage etc. in case the polling party has to cover a considerable distance on foot alongwith election material. As far as diet money to polling parties is concerned, it will be paid to the polling parties and security personnel deputed with the polling party. During counting light refreshment will be provided to the staff deputed for counting, if the counting lasts till four hours or less. In case counting continues for more than four hours the staff deployed for counting will be provided lunch / dinner @ Rs. 100/- per head.

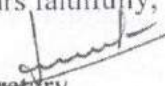
23. **LUMPSUM PAYMENT:-** The staff deployed on election duty may be informed that the Commission has decided to provide lumpsum payment in lieu of TA/DA on following rates:

Assistant Returning Officers	Presiding Officers	Polling Officers	Assistant Returning Officers (Reserve)	Presiding Officers (Reserve for all three phases)	Polling Officers (Reserve for all three phases)
3500/-	700/- per phase	650/- per phase	2500/-	1200/-	1000/-

You are, requested that the aforesaid directions /guidelines may be adhered to strictly in order to ensure free, fair and smooth conduct of elections to Panchayati Raj Institutions in the State.

The Commission wishes smooth success for your diligent and consistent hard work.

Yours faithfully,

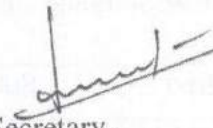

Secretary

State Election Commission
Himachal Pradesh.

Endst. No. SEC (F)-1/2019-4561-4743 Dated the 26th August, 2021

Copy forwarded for favour of information and necessary action to:

1. The Additional Chief Secretary (Home) to the Govt. of H.P.
2. The Additional Chief Secretary (Excise and Taxation) to the Govt. of H.P.
3. The Secretary (Panchayati Raj) to the Govt. of HP.
4. The Special Secretary-cum-Director, Panchayati Raj Deptt. Shimla-9.
5. The Director General of Police, H.P. Shimla-2
6. All the District Election Officers (P)-cum- Deputy Commissioners HP (except Lahaul-Spiti and Chamba).
7. All the Superintendent of Police Himachal Pradesh.
8. All the Sub-Divisional Officer (Civil) Himachal Pradesh.
9. All the District Panchayat Officers Himachal Pradesh.
10. All the Block Development Officers HP.
11. Guard File.


Secretary,
State Election Commission,
Himachal Pradesh.

**राज्य निर्वाचन आयोग हिमाचल प्रदेश****STATE ELECTION COMMISSION HIMACHAL PRADESH**

आमजडेल शिमला-171002 Armsdale, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154, Fax. 2620152
secysec-hp@nic.in

No.SEC(F)1/2019-II 5378

Dated, the 31st August, 2021**NOTIFICATION**

In exercise of the powers vested in it under Article 243-K of the Constitution of India, Section 160 of the Himachal Pradesh Panchayati Raj Act, 1994 read with Rule 32 of the Himachal Pradesh Panchayati Raj (Election) Rules, 1994, the State Election Commission Himachal Pradesh hereby notifies the following Election Programme for the conduct of general elections to Panchayati Raj Institutions of the tribal areas mentioned below pertaining to District Lahaul & Spiti and Chamba in Himachal Pradesh:-

Sr. No.	District	Sub-Division	Office Bearer
1	Lahaul-Spiti	Udaipur & Keylong	All three tier of PRIs
		Kaza	Zila Parishad Member only
2	Chamba	Pangi	All Gram Panchayats and Panchayat Samiti Only

The Commission further directs that any casual vacancies occurred up-to-date in Panchayati Raj Institutions in the State (HP) shall also be filled as per election programme mentioned below :-

Election Programme

1	Date of Notification	31.08.2021
2	Nomination papers shall be presented:	On 13 th , 14 th and 15 th September, 2021 (between 11 am to 3 pm). Nomination papers for the office bearers of Gram Panchayat, Panchayat Samiti & Zila Parishad shall be filed at designated places and before the Officers appointed by the District Election Officers (Panchayat) for the purpose.
3	The nomination papers shall be scrutinized:	On 16 th September, 2021 (From 10.00 am onwards)
4	A candidate may withdraw his/her candidature:	On 18 th September, 2021 (Between 10.00 am to 3.00 p.m.)

5	List of contesting candidates showing the name of symbol allotted to them immediately after the time of withdrawal is over shall be prepared and affixed:	On 18th September, 2021 immediately after the time of withdrawal is over.
6	List of Polling stations shall be published:	On or before 13th September, 2021.
7	<p>The Poll, if necessary, shall be held from <u>7.00 AM to 3.00 PM</u></p> <p>After the last elector in queue at the hour fixed for close of poll has cast his vote, thereafter quarantined electors and Covid -19 positive electors shall cast their votes. The polling shall be closed immediately once these electors have cast their votes and no other voter shall be allowed to cast his vote once the voting by quarantined/ covid patients has started.</p>	<p>1st Phase 29th September, 2021 2nd Phase 01st October, 2021</p>
8.	Counting of votes, in the event of Poll, shall be done:	<p>(i)The counting of votes for the Ward Members, Up-Pradhan and Pradhan of Gram Panchayats shall be taken up immediately after the close of the poll at the Gram Panchayats Headquarters.</p> <p>(ii)The counting of votes for the members of Panchayat Samiti and Zila Parishad shall be taken up on <u>4th October, 2021</u> at 8.30 AM. at respective Block Headquarters. The counting for a Ward Members once started shall continue until it is completed.</p>
9.	The results of election shall be declared:	<p>The results of the election of Member, Up-Pradhan & Pradhan of Gram Panchayat shall be declared immediately after the counting is over.</p> <p>The result of election of Members of Panchayat Samiti shall be declared on the day of counting at the Block Headquarters immediately after the counting process is over. The result of election to Zila Parishad shall be declared in accordance with the provisions contained in rule 75(vi) of the Himachal Pradesh Panchayati Raj (Election) Rules, 1994.</p>
	The process of election shall be completed by:	06th October, 2021

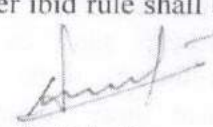
The State Election Commission further directs that polling to fill up the casual vacancies shall be held in second phase i.e. on 01.10.2021.

By Order
(Anil Kumar Khachi)
State Election Commissioner
Himachal Pradesh.

Endst. No. SEC(F)1/2019-II 5379-91

Dated, the 31st August, 2021

1. All the District Election Officers (Panchayat)-cum-Deputy Commissioners/Additional Deputy Commissioner Kaza/Resident Commissioner Pangi in Himachal Pradesh for information and necessary action. They shall issue Notice of Election Programme in accordance with the provisions contained in Rule 33 of the Himachal Pradesh Panchayati Raj (Election) Rules, 1994 on the same date on which the State Election Commission has issued, supra notification. A copy of notice in Form-17 required under ibid rule shall be ensured to be sent to this Commission for information immediately.



(Dr. K. R. Saizal)
Secretary
State Election Commission
Himachal Pradesh.

Endst. No. SEC(F)1/2019-II 5392-5667

Dated, the 31st August, 2021

Copy forwarded for information and necessary action to:

1. The Secretary to H.E. the Governor of H.P.
2. The Principal Private Secretary to the Hon'ble Chief Minister, H.P.
3. The Chief Secretary to the Govt. of H.P.
4. The Secretary, Vidhan Sabha Himachal Pradesh, Shimla-4.
5. All the Spl. / Sr. Private Secretaries to the Cabinet Ministers to the Govt. of H.P.
6. All Additional Chief Secretaries to the Govt. of Himachal Pradesh.
7. All Principal Secretaries/Secretaries to the Govt. of Himachal Pradesh.
8. The Secretary (Panchayat Raj) to the Govt. of H.P.
9. The Secretary (GAD) to the Govt. of HP with the request that the days of poll in Panchayat concerned shall be declared a paid holiday under Negotiable Instrument Act in order to enable the electors to exercise their right to franchise.
10. The Director General of Police, Himachal Pradesh.
11. The Director Panchayati Raj Deptt. Shimla-9.
12. All Heads of Departments of Himachal Pradesh.
13. All Superintendents of Police in H.P.
14. The Director, Information and Public Relation Deptt. Shimla with the request that wide publicity may please be ensured to the election programme as issued above.
15. The Director AIR/ Doordarshan, Shimla-4, with the request that wide publicity may please be ensured of the Election Programme.
16. All the Sub-Divisional Officers (C) Himachal Pradesh.
17. All The Asstt. District. Election Officers (P)-cum-Distt. Panchayat Officer H.P.
18. All the Block Development Officers.
19. E- Gazette.


(Dr. K. R. Saizal)
Secretary
State Election Commission
Himachal Pradesh.



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

आर्मसटेल, शिमला-171002 Armsdate, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154, Fax. 2620152

secysec-hp@nic.in

No.SEC.16-29/2000-I 5668

Dated the

31st August, 2021

NOTIFICATION

Whereas the State Election Commission has issued election programme vide Notification No.SEC(F) PRIs-1/2019-II dated 31st August, 2021 to conduct general elections for all three tier of Panchayati Raj Institutions in Development Block Keylong District Lahaul Sapiti, Zila Parishad Members of Development Block Kaza District Lahaul-Spiti, Panchayat Samiti & Gram Panchayats in Development Block Pangi of district Chamba and to fill up-to-date casual vacancies occurred in Panchayati Raj institutions in the State;

Therefore, the State Election Commission in exercise of the powers vested in it under Article 243K of the Constitution of India read with Section 160 of the Himachal Pradesh Panchayati Raj Act, 1994, hereby directs that the Model Code of Conduct as notified by this Commission vide Notification No.SEC-16-29/2000-I-3768 dated 03rd November, 2020 shall come into force with immediate effect in District Lahaul-Spiti and Development Block Pangi of District Chamba.

The Commission further directs that the said Model Code of Conduct shall also come into force in territorial areas of Development Blocks (except Municipal areas) wherein bye-elections to Member Panchayat Samiti are being conducted and in the respective Gram Panchayat areas where bye-elections to Pradhan, Up-Pradhan and Ward Member are also being conducted.


By Order
(Anil Kumar Khachi)
State Election Commission
Himachal Pradesh

Endst.No.SEC.16-29/2000-I 5669-5892 Dated the
Copy is forwarded to:-

31st August, 2021

1. The Secretary to H.E. the Governor of H.P.
2. The Principal Secretary to the Hon'ble Chief Minister, H.P.
3. The Principal Private Secretary to the Hon'ble Chief Minister H.P.
4. The Secretary, Vidhan Sabha Himachal Pradesh, Shimla-4.
5. All the Special / Sr. Private Secretaries to the Ministers of the Govt. of H.P.
6. The Chief Secretary to the Govt. of H.P.

7. All Additional Chief Secretaries to the Govt. of Himachal Pradesh.
8. All Principal Secretaries/Secretaries to the Govt. of Himachal Pradesh.
9. The Director General of Police, Himachal Pradesh.
10. The Director Panchayati Raj Department HP.
11. All the Deputy Commissioners Himachal Pradesh.
12. All the Superintendent of Police Himachal Pradesh.
13. The Director, Information and Public Relation Department Shimla-2, for vide publicity.
14. The Director AIR / Doordarshan, Shimla-4, for wide publicity.
15. The Additional Deputy Commissioner Kaza District Lahaul -Spiti HP.
16. The Resident Commissioner Pangi District Chamba
17. All the Sub-Divisional Officers (C) Himachal Pradesh.
18. All the District Panchayat Officers HP.
19. All the Block Development Officers HP.
20. E- Gazette.
21. Guard File and file No.SEC-16-29/2000-I.


(Dr. K. R. Saizal)
Secretary
State Election Commission
Himachal Pradesh.





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 5919

Dated, the 01 th September, 2021

To

Sh. Sanjeev Sood, HPAS
Additional Director
Rural Development Department
Himachal Pradesh, Shimla-9

Subject: Letter of appointment and guidelines for Election Observer.

Sir,

I am directed to inform that you have been appointed as an Observer for the elections to the Panchayati Raj Institutions being conducted in Development Block Kaza of District Lahaul-Spiti for Zila Parishad only in the month of September/October, 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.
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 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 District 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 also available on the website of the State Election Commission.

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 (P) 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 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.

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:-

- g) Scrutiny of Nomination papers,
- h) Campaigning,
- i) Marshalling and movement of poll parties,
- j) Polling,
- k) Counting,
- l) 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.

- v) 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.
- vi) 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. Copy of Election Programme of Panchayats.
2. Model Code of Conduct.
3. Letter of authority to enter the polling and counting centres.
4. Identity lapel.

(Dr. K.R. Saizal)
Secretary,
State Election Commission,
Himachal Pradesh.

No. SEC(F)1/19/2020 5920-24

Dated, the 0/ th September, 2021

Copy forwarded to the following :

1. The Chief Secretary to the Govt. of Himachal Pradesh.
2. The Addl. Chief Secretary (Personnel) to the Govt. of HP.
3. The Addl. Chief Secretary (Forest) to the Govt. of HP with reference to
4. The Secretary (Panchayati Raj) to Govt. of Himachal Pradesh.
5. The District Election Officers (Panchayat)-cum-Additional Deputy Commissioner, Kaza 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 Election.

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 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.

(Dr. K.R. Saizal)
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 SH SANDEEP SOOD (HPAS) 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 UNDER THE JURIDICITION OF BLOCK DEVELOPMENT OFFICE KAZA DISTRICT LAHAUL-SPITI.

(Dr. K.R.SAIZAL)

SECRETARY

STATE ELECTION COMMISSION

HIMACHAL PRADESH

SHIMLA-171002