

**STATE ELECTION COMMISSION
PUDUCHERRY**

No.1-5/SEC/CE/Observer Report/2021

/729

Dated. 20. 09.2021

ORDER

Subject: Reports to be submitted by the General Observers during the Civic Elections-Reg

& & &

The Commission desires that the Observers should send the following six reports in the Proforma enclosed herewith to the Commission during the Civic Elections.

1. The First Report (immediately after the Scrutiny of Nomination papers)
2. The Second Report (after meeting with the candidates and their representatives on or before the day of the Withdrawal of candidatures)
3. The Third Report (immediately after the end of campaign period)
4. The Fourth Report (immediately after the end of poll)
5. The Fifth Report (immediately after the scrutiny of 17 A (Register of Voters) & other documents on the day after the poll.)
6. The Sixth Report (immediately after the Counting of Votes and declaration of results).

✓

(ROY P. THOMAS)
STATE ELECTION COMMISSIONER

To
The General Observers

2
8

The First Report (immediately after the end of Scrutiny of Nomination papers).

OBSERVER REPORT – 1

Observer's Name	
District	
Municipality/Commune Panchayat	

Sl.No.	Subject	Observer's Report
1.	Whether Scrutiny has been done by the R.O. /ARO	
2.	Whether the Commission's instruction regarding number of persons allowed to be present during nomination process was observed/complied	
3.	Whether Scrutiny of nomination papers have been done properly in accordance with the rules and instructions of the Commission	
4.	Whether Observer's name, contact No. and the meeting hours with venue has been designated	

Signature of the Observer

The Second Report (immediately after meeting with the candidates and their representatives on or before the day of the Withdrawal of candidatures)

OBSERVER REPORT – 2

Observer's Name	
District	
Municipality/Commune Panchayat	

Sl.No.	Subject	Observer's Report
1.	Whether prior intimation regarding date and time of 2nd randomization of EVM followed by EVM preparation and second level check of EVM has been given to candidates with proper acknowledgement receipt.	
2.	Whether all the candidates were furnished with the prescribed and authenticated register for maintaining day-to-day account of election expenditure by contesting candidates. Whether written communication by the RO/ARO detailing the provisions of maintenance of accounts of election expenses and submission of the formats in which Statement of Election Expenses as well as an Affidavit is to be submitted by candidate within the stipulated time (30 days after result) has been issued to all candidates?	
3.	Whether standard rate list of the items were given to the candidates. Whether the prevailing rates in the district for printing of posters, hiring of vehicles, loud speakers, cost of erecting pandals and hiring of furniture and fixtures have been provided by the DEO/REO to the candidates.	
4.	Whether the schedule for production of Registers of election expenses has been finalized with the candidates?	
5.	Whether important aspects of Model Code of Conduct was briefed to the political parties/ Candidates.	

Signature of the Observer

The Third Report (immediately after the end of campaign period)

OBSERVER REPORT – 3

Observer's Name	
District	
Municipality/Commune Panchayat	

Sl.No.	Subject	Observer's Report
1.	Whether a copy of the electoral roll handed over to Candidates of recognized Political parties. Whether a copy of written receipts obtained from each of them. Report the exceptions.	
2.	Whether list of EVM to be used in the Municipality/Commune Panchayat including the training EVMs and reserved EVMs for replacement has been given to political parties/candidates.	
3.	Whether Random verification of 10% or more of CU/BU was done by the R.O. in presence of political parties/candidates. Whether candidate verified the EVMs (2nd level check) to their satisfaction.	
4.	Whether candidates were allowed to take help from the engineers/master trainers in order to eliminate doubt about the malfunctioning of EVM.	
5.	How and when 2nd randomization of polling personnel accomplished?	
6.	How is the preparedness of polling personnel? Describe the training schedule and contents. Any drawbacks?	
7.	Whether adequate preventive steps have been taken for maintenance of Law and Order	
8.	What is the security arrangement for polling stations and poll personnel? What is the arrangement to escort the polled EVM back? What is transportation and receipt arrangement for polled EVM? What is strong room guarding plan? Is the general atmosphere conducive for holding of free and fair poll? If no, state detailed reasons.	

Signature of the Observer

The Fourth Report (immediately after the end of poll).

OBSERVER REPORT – 4

Observer's Name	
District	
Municipality/Commune Panchayat	

Sl.No.	Subject	Observer's Report
1.	Total number of Polling Station	
2.	Whether mock poll done and certificate issued in all Polling Stations. If no, indicate the specific number of Polling Station.	
3.	Number of Polling Stations where there was only one election agent / polling agent was present (indicate the specific Polling Stations).	
4.	Number of EVMs replaced after the start of poll (indicate the specific polling Stations.) and describe the defect in the EVM – EVM No. and make to be clearly mentioned.	
5.	No. and name of polling stations where complaints of violation of polls were received during the course of poll. Describe the nature of complaints and action taken.	
6.	Number of Polling Stations where poll was interrupted for more than two hours or start of poll delayed by two hours or more in starting (indicate the specific Polling stations)	
7.	Number of Polling Stations, where the interrupted poll could not continue (indicate the specific polling stations)	
8.	No. of polling station where there is, in the opinion of observer, a need for re-poll (based on point no. 5, 6 & 7 above).	

Signature of the Observer

The Fifth Report (immediately after the Scrutiny of 21A or 15A (Register of Voters) and other documents on the day after the poll)

OBSERVER REPORT – 5

Observer's Name	
District	
Municipality/Commune Panchayat	

Sl.No.	Subject	Observer's Report
1.	Whether proper intimation was given in advance, in writing (under proper acknowledgment).	
2.	Whether Scrutiny of Form 21 A (Register of Voters - Municipal) and/or 15 A (Register of Voters - Panchayat) and other documents such as Form 21B/15B, Presiding Officer's diary, \Sector Officer's visit Sheets (in the presence of candidates/election agents or their authorized representatives) done. Who were present? For how many polling stations?	
3.	Whether proper log-books has been maintained for recording the time and purpose of opening and closing storage room where election records are kept.	
4.	Whether the room was opened in the presence of observer and candidates/their election agents/representatives	
5.	Whether after the scrutiny of Form 21A/15A, 21B/15B, marked copies of electoral rolls etc., have been resealed by the Retuning Officer.	
6.	Whether the election agents/ representatives present have put their seal or signature thereon – who/which of the candidates?	
7.	Whether after scrutiny of Form 21A/15A, 21B/15B and other documents and materials, the R.O. and Observer makes any recommendations to the Commission for re-poll. If yes describe the reasons for each recommended polling station separately.	

Signature of the Observer

The Sixth Report (immediately after the Counting of Votes).

OBSERVER REPORT – 6

Observer's Name		
District		
Municipality/Commune Panchayat		
Sl.No.	Subject	Observer's Report
1.	Whether an arrangement for counting has been done as per the rules & instructions of the Commission? If no, pls. indicate the discrepancies	
2.	Whether randomization of counting staff was done as per the instruction of the Commission in the morning?	
3.	How many tables were arranged?	
4.	How many rounds were planned?	
5.	How many postal ballot papers were counted?	
6.	Whether after each round or counting, random checking of 2(two) EVMs was done by the observer?	
7.	Whether the counting agents of the candidates were present at the time of counting?	
8.	Whether the signature of the counting agents taken in Part –II of Form 21B/15B?	
9.	Whether the total votes shown in Part-II of Form 21B/15B tally with the votes counted in EVM?	
10.	Whether the seating arrangements of the counting agents were done as per the Commission's instruction?	
11.	Whether the EVM no. was tallied with the EVM list supplied to the polling stations	
12.	Whether Green paper seal no. for each counted EVM checked and verified?	
13.	Whether the round wise result was immediately put on the blackboard in counting hall at the close of each round and before the beginning of next round?	
14.	Whether there was any demand for re-totalling with what result? Describe.	
15.	Whether any significant incident occurred during counting of votes? If yes, give details	
16.	Whether candidates/ counting agents were present at the time of declaration of result?	
17.	Time when counting started and ended. When was the result announced? If there was any time lag please describe the reasons.	
18.	Is the observer satisfied about the counting & declarations of results?	

Signature of the Observer