

**Office of the Chief Electoral Officer,
Jammu & Kashmir,**

2nd Floor Vikas Bhawan Rail Head Complex, Jammu

Phone: 0191 – 2477519

Fax: 0191 – 2477389

"Greater Participation for a Stronger Democracy"

The Returning Officer,
(Divisional Commissioner)
Kashmir/Jammu

No. ¹⁵⁹³~~2024~~/CEO/Elec/MLC/2012/ **3635-60**

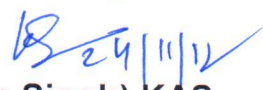
Dated:- **24** -11-2012

Subject:- **Conduct of Elections to the four (4) seats of the Member Legislative Councils from Panchayats Constituencies – Guidelines/checklist for Micro Observers.**

Sir,

I am directed to enclosed herewith Guidelines and Checklist for Micro Observers issued by the Election Commission of India. As such you are therefore requested to kindly take necessary action in the matter accordingly.

Yours faithfully,


(Harcharan Singh) KAS
Joint Chief Electoral Officer,
J&K, Jammu

Copy to:

1. All Assistant Returning Officers (Deputy Commissioners) for similar necessary action.
2. Assistant Chief Electoral Officer, Kashmir/Jammu for information.

INSTRUCTION SL. NO. 58

Election Commissions letter No. 464/INST/2008-EPS Dated: 24th October, 2008 addressed to The Chief Electoral Officers of all States and Union Territories.

Subject: Appointment of Micro-Observers – Guidelines & Check List - Regarding.

I am directed to state that the Commission has decided to deploy the Micro Observers in some constituencies in the State. For this purpose, it has framed Guidelines and Check-List for the Micro Observers. A copy of each of the guidelines and checklist is forwarded herewith as in **Annexure-I & Annexure-II.**

2. It will be ensured that copies of the same are provided to officials who are appointed as Micro Observers and also to all Observers of the Commission through the District Election Officers.
3. The receipt of this letter may please be acknowledged with the confirmation that the relevant instructions have been issued to all the concerned officers. A copy of instructions/directions so issued in this behalf may also be endorsed to the Commission for its information and record.

Guidelines for Micro-Observers

1. Observers have a very crucial role to play in the conduct of an independent, free and fair election. To strengthen the system of observation, the Commission has consciously decided to deploy micro-observers where necessary. These micro-observers would directly work under control and supervision of the general observer.
2. For deployment as micro-observer, the DEO will obtain the list of Gazetted Officers/officials of Government of India from different offices in the district. Such Gazetted officers/officials will be eligible to be deployed as micro observer. In case Gazetted officers are not sufficient in number, Group 'C' employees and above can also be utilized for this purpose.
3. The DEO will prepare a list of polling stations under the supervision of General observer where these micro-observers would be deployed. Such polling stations would be short listed on the basis of various factors which contribute to the vulnerability of the voters. Such factors, for example, domination of one social group over other, inaccessibility of the area, EPIC non availability, previous history of violence, etc. would have been taken into consideration while doing the vulnerability mapping in the district as per the extant instructions of the Commission on this issue. The list of such polling stations where micro-observers are to be deployed will be finally approved by the General observer and kept confidential in a sealed envelop till the last moment of deployment.
4. In multi-polling station buildings each location will have one microobserver instead of one micro-observer per polling station. The micro-observer can oscillate between and visit the polling stations within the same campus at frequent intervals.
5. There shall be a nodal officer identified by the DEO for micro-observers to handle logistics and deployment related tasks of micro-observers in each district. General Observers will be in close touch with them for their requirements of micro-observers relating to their constituencies.
6. Each micro-observer shall be given a photo-pass and identity card by the DEO to ensure his access to the polling stations.
7. Observers will arrange and train their micro-observers. The officer selected for the job of micro-observer may not be aware of different aspects of election process. Therefore, a basic training of election processes on the day of the poll shall have to be given to them. This should enable them to understand and observe the activities relating to election on the day of the poll. An illustrative training material for the micro-observer in Micro Soft Power Point is attached with this letter. Since the micro-observer shall be reporting to the observer alone, it will be the responsibility of the observers to ensure that they are trained properly on the

relevant and crucial issues. The DEOs will organize the training of these micro-observers.

8. The required number of officers for deployment as micro-observer would be picked up randomly from the list of all eligible officers. Further the assigning of polling stations also will be done in random manner a day prior to the day of departure in presence of the general observer and duly approved by him. However, the exact polling station would be given to them on the day of departure.
9. The DEO should ensure that the micro-observers are separately dropped to their destinations. Micro-observer should be provided with an Identity card, entry pass to his/her polling stations, and such other requirements as may be necessary for discharge of duties as per the direction of the Commission.
10. On the day of poll the micro-observer should reach the polling station at least one hour before the commencement of the poll, i.e. at 7 O'clock in the morning. If for certain reason it is not possible to reach in the morning, he should reach in the evening of the previous day.
11. Having reached the polling station he should assess the preparedness for the poll. During the poll day he should regularly note down the important points on the pre printed Performa (a Performa for this is appended). It is made absolutely clear that in no case the micro observer will act as presiding officer or the polling officer. His task is to observe that election process is being carried out in a free and fair manner and there is no vitiation of any kind.
12. In the process of observation on the day of the poll, the micro-observer should specially observe: -
 - a. Mock Poll Procedures,
 - b. Presence of Polling Agents and observance of ECI instructions with regard to them,
 - c. The observance of entry pass system and access to Polling Station,
 - d. Proper identification of electors in accordance with ECI guidelines,
 - e. Identification and recording procedures for the Absentee, Shifted and Duplicate voter's list (ASD list),
 - f. Application of indelible ink,
 - g. Noting down particulars of electors in register 17-A,
 - h. Secrecy of voting,
 - i. Conduct of polling agents, their complaints, if any, etc.

13. During the poll, if the micro-observer feels that the poll is being vitiated for any reason, he will immediately bring it to the notice of General observer through whatever means of communication is available, for example, phone or wireless or any other means.
14. After the poll process is over, the micro-observer will report to the Observer in the format as enclosed as Annexure II at the collection center and hand over his envelop containing the report for the day personally to the Observer and brief him/her on any thing of importance that had happened during the day.
15. Observers will go through the report and if any further clarification is required then he should arrange for the micro-observer to be called for ascertaining those further details. These reports along with the scrutiny of the Register 17-A will be taken into consideration for taking a decision on repoll or disciplinary action against any delinquent polling staff.

ANNEXURE - II

Checklist for Micro-Observers

1. Whether mock poll has been conducted in presence of micro Observer? - Y/N.
2. Whether data of mock poll from the ballot unit was cleared and the EVM count was set to zero after the mock poll and before the beginning of real poll? - Y/N.
3. How many polling agents and of which political party, were present during the mock poll?
4. Whether more than one polling agent from the same political party were present inside the polling station at any time?
5. Whether polling agents were allowed to note the serial numbers of balloting unit and control unit and green paper seal?
6. Whether the entry pass system was enforced properly? Whether any unauthorized person was inside the polling station at any point of time?
7. Whether marking of indelible ink on left forefinger was done properly?
8. Whether the identification document particulars were being filled up meticulously in Register of Voters (Form 17-A)?
9. Whether the list of votes issued with Postal Ballot was available with the Presiding Officer & Polling Agents? Did any person already issued Postal Ballot appeared to vote again in person?
10. Whether events are recorded from time to time as and when they occur in the Presiding Officer Diary?
11. Whether the Presiding Officer or Polling Officer was going towards voting compartment or giving any undue instructions to the voters?
12. Whether the scrutiny of voters in the Absentee, Shifted and Duplicate list was done meticulously by the Presiding Officers in accordance with ECI Guidelines?
13. Whether copies of accounts of votes recorded in Form-17C have been given to the polling agents?
14. Whether voting compartment was properly placed to ensure secrecy of voting?
15. Whether sealing of voting machine was done according to instructions?
16. Whether any complaint by polling agent, election agent or any political party was received? If yes its substance.

17. Any other incident or issue that you would like to highlight.

Signature of Micro-Observer :

Name (in full) :

Designation :

Phone No. :

Date & Time :