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Welcome to the Learning Module for MCC Teams

Session 1: Introduction to MCC Teams and
their brief roles

Learning Objectives of the Module

Sr. No	Learning Objectives	Sr. No.	Sub Learning Objectives
1	To be able to explain in brief the MCC Teams and their roles	1.1	To be able to co-relate with major teams involved in election expenditure monitoring
		1.2	To be able to explain the roles, responsibilities and reporting mechanism of MCC teams

Preamble

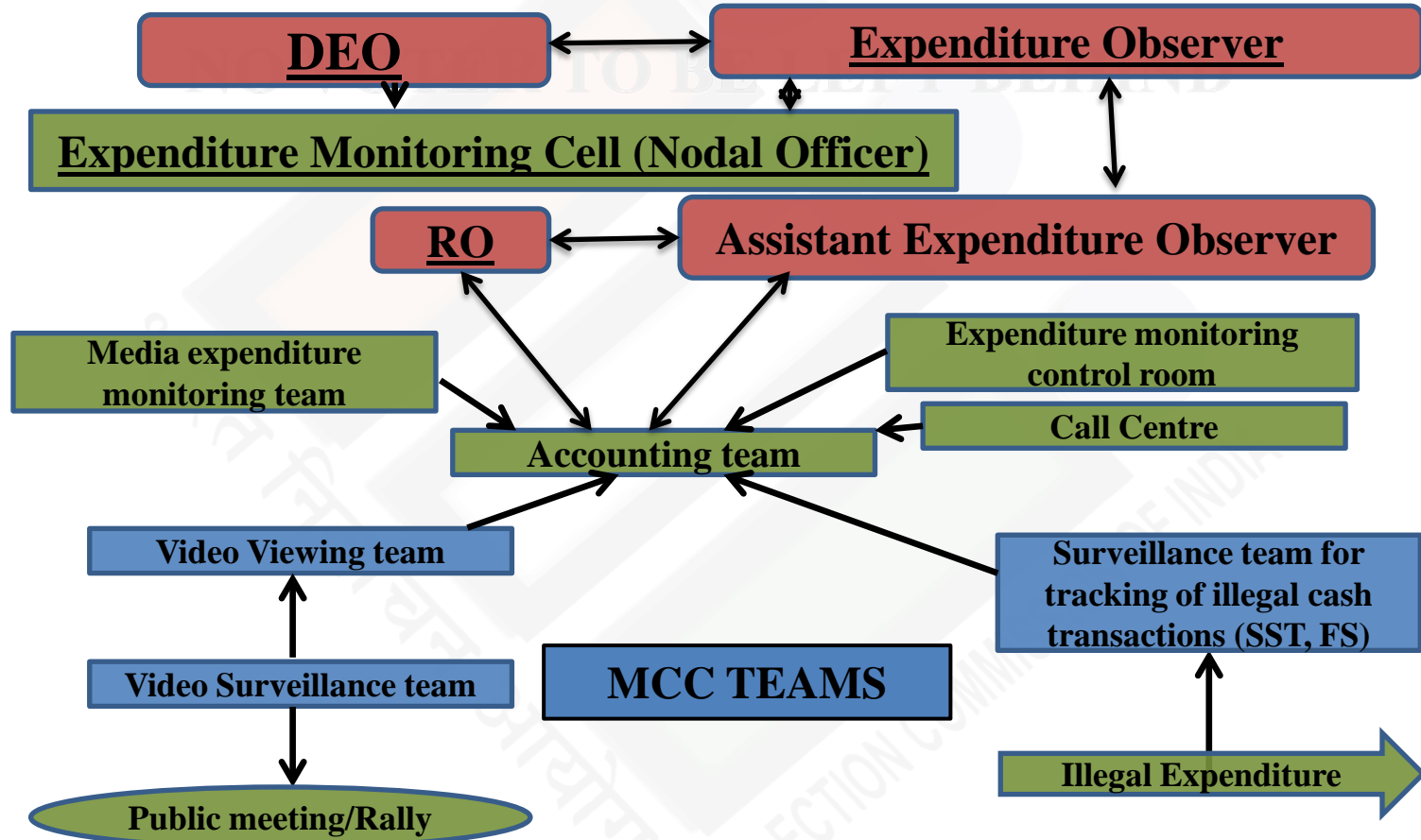
- In this session, you will primarily learn about the monitoring mechanism set up by ECI for MCC
- You will learn the roles, responsibilities, reporting mechanism and constitution of different teams involved in district level for monitoring/checking MCC violations
- In the following session, you will learn in more detail regarding the Model Code of Conduct and various MCC instructions from ECI

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Sub learning Objective 1

To be able to co-relate with major teams
involved in election expenditure
monitoring

Co-relate with the teams involved in election expenditure monitoring



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Sub learning Objective 2

To be able to explain the roles, responsibilities and reporting mechanism of MCC teams

Which teams are responsible for MCC?

- The following teams are primarily responsible for monitoring/checking MCC violations on ground level in districts:
 - Flying Squad (FS)
 - Static Surveillance Team (SST)
 - Video Surveillance Team (VST)
 - Video Viewing Team (VVT)
 - Liquor Monitoring Team

Constitution of Flying Squad (FS)

Flying Squad (FS)

- 3 or more FS in each AC.
- Executive Magistrate as head, 1 Police Officer, 3-4 Police personnel and 1 videographer
- Squads based on terrain of Sub division, no. of complaints, available manpower & Expenditure/Police Observer's recommendations
- To check illegal expenditure
- Take action on MCC and election expenditure related complaints
- Exclusively for election work and nothing else will be assigned to them

Standard Operating Procedure (FS)

(ECI File No. 76/Instructions/EEPS/2015/Vol-II, 29th May, 2015)

Three or more FS in each AC from date of announcement of election till completion of Poll

FS to attend to all MCC violations complaints (ex. Intimidation, threat, liquor, arms etc.)

In ESC, more FS depending on requirement. In such ESC, CPF or SAP to be mixed in the FS (circumstantial)

FS to reach the spot of complaint immediately. They should gather evidence, record statement of witness and issue panchnama as per CrPC.

FS to submit the case in Court of competent jurisdiction within 24 hours.

Standard Operating Procedure (FS)

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FS to send a Daily Activity Report to DEO in format as per Annexure-A for expenditure as well as MCC violations.

FS to send the copy of such report to RO, SP and EO (for EEM)/ GO (MCC)

FIR to be filed immediately by the FS and the whole process to be video filmed.

The copy of such FIR to be sent to DEO, GO, EO and PO and to be put on notice board of RO office.

Standard Operating Procedure (FS)

In case FS cannot reach the spot of complaint immediately, FS to send the information to SST of nearest location.

FS to announce through Public address system fitted on its vehicle, in local language the instructions as given on Page 231 of CoI-EEM, April 2016

FS to coordinate with BAG and reach the spot of crime immediately when they receive information from BAGs.

DEO to release pamphlets regarding EEM and MCC measures

All vehicles used by FS to be fitted with CCTV for recording.

Daily Activity Report by FS for MCC violations

Annexure-B

Daily Activity Report by Flying Squad on MCC related Complaints on the date.....

Reference No.

Name of the Sub-Division

Name and Designation of the Magistrate.....

State..... Name of the Police Officer.....

1	2	3		4		5	6
S. No.	Name of constituency/ district	Name of Complainant	Party Affiliation, if any	Complaint against (Name)	Party Affiliation, if any	Brief Description of MCC violation issue	Action Taken Report/ Seizure (if any)
1							
2							
3							

Signature

Name & Designation of the Officer in Charge
of Flying Squad / Nodal Officer of State Police HQ

Note:

1. The Officer in charge of the Flying Squad will submit the report for each Flying Squad in this format to the SP with copy to RO, DEO, SP, General Observer and Expenditure Observer.
2. The SP will send the report to the Nodal Officer in State Headquarter after compiling the data for the entire district.
3. The Nodal Officer of State Police HQ will compile the data for the whole state and send the report to Commission with copy to CEO of the State.

Daily Activity Report by FS for EEM measures

Annexure-A

Daily Activity Report by Flying Squad on seizure of Cash/ Other items related Complaints on the date.....

Reference No.

Name of the Sub-Division Name and Designation of the Magistrate.....

State..... Name of the Police Officer.....

1	2	3	4	5	6	7	8	9	10
S.No.	Name of constituency/ district	Nature of the complaint/ information	Name of the person against whom complaint received	Cash/ Other Items seized by FS	Cash/ Other Items Seized by Other Police authority	FIRs filed	Name of candidate or party with which links found	Name and designation of the authority to whom seized cash/items is handed over	Remarks (If any)
1									
2									
3									
Description				Figure on date of report			Progressive figure including the date of report		
1	Total amount of cash/ Other Items seized by Flying Squad								
2	Total amount of cash/ Other Items seized by Other Police authority								
3	Total of number of complaints of cash/ Other Items, received								
4	Total of number of complaints, verified (a) Within half an hour of receipt (a) Beyond half an hour of receipt								
5	Total of number of complaints, pending								
6	Total number of FIRs filed up to the end of the day								

Signature

Name & Designation of the Officer in Charge of Flying Squad/Nodal Officer of State Police HQ

Constitution of Static Surveillance Team (SST)

Static Surveillance Teams (SST)

- 3 or more SST under each AC
- One Magistrate, 3-4 police personnel in each team and 1 videographer
- Start operation from the date of the press announcement of election and will operate till day of poll in the Constituency.
- Responsible for putting the check post on major road/arterial road to check any illegal movement

Standard Operating Procedures of SST

(ECI File No. 76/Instructions/EEPS/2015/Vol-II, 29th May, 2015)

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3 or more SST in each AC

SST to put checkpoints at ESP/hamlets etc. and keep watch on the movement of illicit liquor, bribes, arms etc.

Entire process to be captured in video or CCTV

SST to send Daily Activity report to DEO with copy to RO, SP, EO, GO and PO as per Annexure-C on the same day.

Standard Operating Procedures of SST

(ECI File No. 76/Instructions/EEPS/2015/Vol-II, 29th May, 2015)

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The checking by SST to be done in the presence of Executive Magistrate and videographed

Video to be deposited with date, time and place to RO next day.

If the check posts are put at the borders of district/state or any location by agency, nearest SST to be present in such team to avoid duplication of checking in area.

Standard Operating Procedures of SST

(ECI File No. 76/Instructions/EEPS/2015/Vol-II, 29th May, 2015)

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Checking by SST on major roads to commence on date of notification of election.

SST to be controlled by DEO & SP in consultation with GO and EO.

During checking, if cash exceeding INR 50,000 found in vehicle of candidate, agent or party worker or carrying drugs, arms etc. which are valued at more than INR 10,000 to be subject to seizure. Whole event to be videographed and sent to RO every day.

Standard Operating Procedures of SST

(ECI File No. 76/Instructions/EEPS/2015/Vol-II, 29th May, 2015)

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If star campaigner carries cash up to INR 1 lac or any party functionary carrying such cash with certificate from party mentioning amount and its use, then SST to retain the copy of such certificate and not seize the cash.

If cash of more than INR 10 lac found in a vehicle and there is no suspicion of commission of crime or linkage to party/functionary, then SST shall not seize the cash and instead inform the IT department.

Standard Operating Procedures of SST

(ECI File No. 76/Instructions/EEPS/2015/Vol-II, 29th May, 2015)

During checking, if sign of commission of crime/suspicion of crime, the seizure of items to be done by Police Officer in charge of SST as per CrPC in presence of Executive Magistrate

The Police Officer to file FIR in court within 24 hours.

FS and SST to be polite, decent while checking baggage/vehicle.

Appeal against SST/FS to be made to Dy. DEO (in charge of EMC)

Standard Operating Procedures of SST

(ECI File No. 76/Instructions/EEPS/2015/Vol-II, 29th May, 2015)

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Whenever FS/SST receive information about suspicious activities/items in area, they shall keep respective law agencies informed

All vehicles used by SSTs and FSs to be fitted with GPRS enabled tracking unit for monitoring their activities.

Daily Activity Report for EEM & MCC by SST

Annexure-C

Daily Activity Report by Static Surveillance Teams on seizure of Cash/ Other items related

Complaints on the date.....

Place of Check Post..... Name and Designation
of the Magistrate..... District..... State..... N a m e
and Designation of the Police Officer

1	2	3	4	5	6	7	8
S. No.	Number & name of Constituency/ district	Name and Address of Persons searched at the Check Post	Cash/ Other Items	FIR filed	Name of candidate or party having links	Name & designation of Authority to whom cash, goods seized goods are handed over after seizure	Remarks
1							
2							
3							
Description						Figure on date of report	Progressive figure including the date
A.		Total amount of cash Seized by SST					
B.		Total amount of Other items seized by SST					
C.		No. of FIRs lodged					

Signature

Name & Designation of the Officer in Charge of
Static Surveillance Team/ Nodal Officer of State Police HQ

Note:

1. The Officer in charge of the SST will submit the report for each Static Surveillance Team in this format to the DEO with copy to RO, SP, General Observer and Expenditure Observer and Police Observer.
2. The SP will send the report to the Nodal Officer in State Headquarter after compiling the data for the entire district.
3. The Nodal Officer of State Police HQ will compile the data for the whole state and send the report to Commission with copy to CEO of the State/UT

Constitution of VST

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Video Surveillance Team (VST)

- 1 or more VST in each AC
- Minimum one official, one videographer and one vehicle
- Can be more than 1 team at a public meeting
- Properly trained to identify and capture MCC and expenditure related events in adequate minute details as required
- Submit CD and cue sheet to Viewing Team

Role of VST

- VST to capture expenditure related events and evidences.
- VST, at beginning of shooting to record in voice mode the following:
 - Title of the Event
 - Type of the Event
 - Date
 - Place
 - Name of the Party
 - Name of Candidate

Role of VST

- VST to videograph the following:
 - Vehicles (Number plate, Model etc)
 - Events
 - Posters/Cut-outs/Furniture/Banner
 - Wherever possible statement of drivers, passengers of vehicle
- VST to also record in voice the following:
 - Estimated number of chairs/furniture/lights/loudspeakers etc.
 - Estimated number of vehicles
- VST to record any MCC violation that may have occurred

Role of VST

- VST shall prepare a Cue Sheet at the time of recording in the format given in Annexure-7 of the CoI-EEM (April 2016)
- The Cue Sheet to be given to VVT alongwith recorded CD
- The CD should contain the following details on the cover:
 - Identification number
 - Date
 - Name of the Staff/Officer
 - Always be kept with Cue Sheet

Cue-Sheet to be reported by VST

Annexure- 7

Cue-Sheet for Video Surveillance Teams

(To be filled at the time of Video Recording)

Name of District –

Name of the Officer In-charge of Video Surveillance Team –

Name of the Videographer –

Date-

CD Number

Sl. No.	No. and Name of Constituency	Name of Candidate	Location	Event	Time of the day when recording began	Time on CD when recording began	Time on CD when recording ended	Duration of recording	Brief Description of evidence Recorded
1	2	3	4	5	6	7	8	9	10

Signature of Officer In-Charge of Video Surveillance Team

Constitution of VVT

Video Viewing Team (VVT)

- 1 or more VVT in each AC
- One officer and two clerks for each assembly segment
- View Video CD provided by VST for identifying election expenditure and MCC related issues
- Submit report containing candidate wise expenditure no later than next day to Accounting Team/ Asst. EO
- MCC related report to General Observer and RO

Role of VVT

- VVT to make CDs in-house out of the video recordings of VST.
- Recordings NOT to be given to any outside agencies
- Video footage to be viewed daily by VVT for identifying expenditure and MCC related issues and violations
- VVT to submit, latest by next day, their reports to Accounting Team/AEO
- The reports related to MCC shall be submitted to GO/RO
- For EEM related reports, VVT to put registration number of vehicles, their make, size of dais, number of chairs, size of banner etc. details in the reports so that AEO/AT can make expenditure estimates based on that.

Role of Liquor Monitoring Team (Excise Department)

Liquor Monitoring Team

- From date of election announcement, the production, off-take, stock limits of stockists and retailers of IMFL/Beer/country liquor are to be monitored
- **Closely monitor opening and closing of liquor shops**
- **Conduct raids to seize illicit liquor**
- **Inter state coordination of Excise Commissioners of the bordering states**
- Intensive vigil over **inter state movement of vehicles** at RTO check-posts and border check-posts by special enforcement staff of Excise Dept.
- District level Nodal Officer to **submit report every alternate day** to DEO, Exp. Observer and State Level **Nodal Officer in Annexure 22**, who will compile and send the report to CEO with a copy to ECI

**Annexure 22: Daily Report on IMFL/Beer/Liquor by State/District Level
Nodal Officer
(Reporting by District Nodal Officer of Excise Dept. to State Level Nodal
Officer with a copy to DEO)**

ANNEXURE- 22

Daily Report of IMFL/Beer/Country Liquor by the State/District Level Nodal Officer (Separate report should be submitted for IMFL Beer & Country Liquor)				
Name of the District / Name of the State			Date of report:	
S.No.	Description	During the day (This year)	During the day (Last year)	Remarks on excess, if any
1.	Opening stock with manufacturers in Bulk litres			
2.	Production/Bottling in Bulk litres			
3.	Total Despatch of stock from the manufacturer's godown in Bulk litres			
4.	Closing stock in Bulk litres with manufacturers (1+2-3)			
5.	Despatch of stock from manufacturer's godown to whole sellers/Stockists in Bulk litres			
6.	Opening stock with Retailers in Bulk litres			
7.	Purchase by Retailers in Bulk litres			
8.	Sale by Retailers in Bulk litres			
9.	Closing Stock with Retailers in Bulk litres (7+8-9)			
10.	Sale by others in Bulk litres			
11.	Number of check posts			
12.	Volume of illicit liquor seized by check posts in Bulk litres			
13.	Number of raids conducted			
14.	Volume of illicit liquor seized in Bulk litres during raids			
15.	No. of Prohibition cases			
16.	No. of persons arrested			
17.	Amount of Fine imposed			

Thank You

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