

Roles & Responsibilities of Sector Officers

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Role & Responsibilities of Sector Officers

Categorisation under three phases:

1. Pre-Poll
2. On the Poll Eve
3. On the Poll Day

Overall objective

To provide clarity to Sector Officer on

- Election Management
- Law & Order **and Complaint management**
- Model Code of Conduct
- Election Expenditure Monitoring
- Polling Process
- Functioning of EVM-VVPAT
- Coordination
- SVEEP
- Other important aspects of election

Learning Points

1. **Roles**
2. **Responsibilities and Authorities**
3. **Model Code of Conduct**
4. **Selection and finalization of polling locations**
5. **Conduct of vulnerability mapping**
6. **Functioning of EVM-VVPAT**
7. **SVEEP**
8. **Conduct of mock poll**
9. **Tasks during poll day**
10. **Knowledge of relevant laws**
11. **Required Resources**
12. **Reports to be furnished by Sector Officer**
13. **Law and Order and Complaint management**
14. **Set of various relevant instructions issued by competent authority and its operational period**

Role & Responsibilities of Sector Officers – Pre-Poll

Role of Sector Officers – Pre-Poll

- The Key Election manager drawn from amongst the best lot of officials, whose roles demand huge functional responsibility and managerial skill and knowledge .
- Responsible for multifarious aspects of election management from the day of appointment till the completion of poll process .
- Zonal/Sector Magistrates for the same area when provided with powers of Special Executive Magistrates .

Some important points

- Sectors to be constituted well in advance.
- Immediately after the appointment, Sector Officer should prepare the sector map.
- Routes should be plotted on sector map.
- DEO/RO & Observers will have review meetings with SOs and monitor works allotted to and done by them.
- To be provided with mobility support.
- To ensure effective implementation of communication plan.

Preparation of Sector Plan

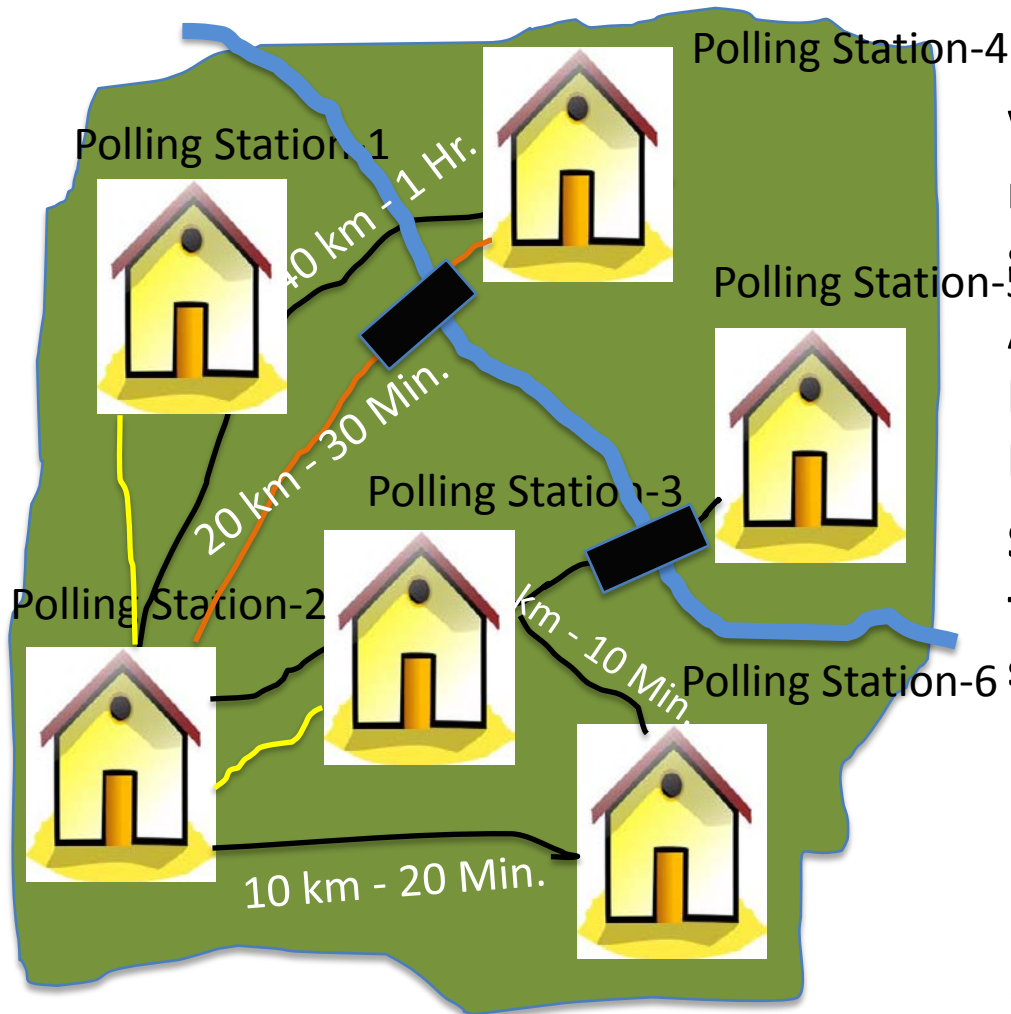
- A manageable route covering 10-12 polling stations or 4-5 Polling Station Location(PSL) as may be convenient.
- Civil Sector- cluster of polling stations of a single AC/AS with geographical contiguity and convenient communication network for mobility.
- To be formed in consultation with the police in order to make it co-terminus with the police sector.

Components of Sector Plan

- Polling stations categorized by no. of voters.
- Availability of AMF in a polling station as per physical verification report & action to be taken thereof
- Movement plan for polling parties with route charts.
- Sketch Map of sector with marking of vulnerable hamlets, mobile shadow zone, geographical barriers and communication network like road, railways, etc.
- Assessment of vehicle requirements.
- Communication plan including mobile/internet shadow zone.

MOVEMENT PLAN

Sketch Map of Constituency showing Sector routes



Various Routes to reach Polling stations

Alternative Routes to reach Polling stations

Shortest Routes to reach Polling stations

Road Condition, River, Nala, Bridge

Approximate time to reach and distances

Communication plan

It should contain –

- DEO, RO, AROs landline/mobile nos.
- DISTRICT LEVEL HELPLINE(24X7) for complaint monitoring
- List of landline and cellular connections available near each PS
- Identification of mobile shadow zone
- To coordinate and ensure connectivity in mobile shadow regions
- Identification of first referral point **and ambulance** in case of hospital need of a polling personnel.

Pre-Poll: Resources Required



Elaborate training on various roles in election.

Special Executive Magisterial powers on duty for 7 days (upto poll day).

A detailed map of his/ her sector.

A vehicle and fuel well in advance

The list of notified polling stations in his area.

Details about the voter help lines existing in his sector.



Pre-Poll: Resources Required



Identity card issued by DEO.

Communication Plan.

All notifications issued by competent authorities under various laws

An EVM for demonstration before the voters for awareness generation.

A route map of his sector, giving the broad layout and location of polling stations falling in his sector



Functions

Relating to:

- Polling stations
- Voters awareness and SVEEP
- EVM-VVPAT awareness
- Field level monitoring of MCC
- Vulnerability Mapping, Criticality Analysis and sensitive polling stations and Confidence Building Measures (CBM)

Polling stations

Shifting of polling stations

- Identification of suitable alternative polling stations, for cases, where voter is required to walk more than 2 kms in plain areas/ polling station is not located at the ground floor/better accommodation is available etc.
- To be submitted to DEO in due manner
- DEO to take up for disposal and seek approval of ECI

Assured Minimum Facilities (AMF) at polling stations

- Election Commission has directed that voter friendly facilities and amenities should be provided at polling stations.
- The following Assured Minimum Facilities (AMF) to be checked at each polling station :-

1. ***Permanent Ramps with hand rail***
2. ***Provision for drinking water***
3. ***Separate Toilet for Men & Women***
4. ***Electricity***
5. ***Adequate furniture***
6. ***Proper signage***
7. ***Shades***
8. ***Separate Entry and Exit***
9. ***Help Desk***
10. ***Good Approach Road***

- Polling station to have a minimum area of 20 sq. meters so that there is no congestion inside the polling station .
- Maximum distance to be covered by an elector to be not more than 2 km.
- Separate queues for men and women.
- Old, infirm, pregnant women and differently abled persons (PWD) should be allowed to enter the polling station without having to stand in the queue.
- Verify whether route plotted on map is feasible - Ascertaining the approach and accessibility.
- Ensure that wide publicity is given to new polling stations.

Voter awareness & SVEEP

- Inform voters about scope of inclusion, modification through continuous updation of electoral process,
- Facilitate through BLOs and Electoral Literacy Clubs(ELCs),
- Coordinate with institutions having ELC and with particular emphasis on issues relating to the PWD electors,
- To facilitate coverage of all eligible voters through effective SVEEP programme

- Give attention to low VTR pockets
- Take remedial measures thereof.
- Take lead role in awareness generation about Call centre facilities and helpline
- To inform voters to check their names and entries in PER on website or through SMS system or through BLO

EVM-VVPAT matters

- Awareness on EVM-VVPAT.
- Coordinating the segregation of poll and training/awareness EVM-VVPATs through 1st Randomization in presence of political parties.
- Coordinating the storage of FLC-ed EVM-VVPATs in the warehouse under fool proof 24x7 security and CCTV coverage.

Model code of conduct

- Meetings with permission (**only** through SUVIDHA)
- Coordinating coverage by MCC team & VST
- coordinating PROCESSIONS- APPROPRIATELY COVERED by VST
- Monitoring Use of vehicles- only with express permission from the CEO/DEO/RO
- Action on wall-writing/ posterings/ other form of canvassing
- Restriction on use of loudspeakers as per orders

RESTRICTIONS

NO ADVERTISEMENT ON

- building/ structure owned by the state/ central government/ any local authority
- buildings/ fence of an educational institution or hospital
- buildings used for religious purpose
- gate or exit requirement of any building
- electrical installations (transformer, lamp post etc.)
- water supply installations
- public transport
- heritage buildings
- road, if that obstruct traffic/pedestrian movement

RESTRICTIONS

- Advertisements on private buildings allowed
 - With written permission from the owner
 - When it does not obstruct
 - Doors
 - Windows
 - Ventilation shaft
 - Chimney
 - AC
 - Balcony
 - Any other portion covered with iron grill

Pre Poll Responsibility: *About Model Code of Conduct*

Check On Wall Writings, Posters, Banners, Other Campaign Materials In
Violation Of MCC/ Local Laws In Force

- **Report Unauthorized Use Of Govt. Property/ Premises,**
- Report whether any office of Political Party exists within 200 meters periphery of Polling Stations
- Reporting any other instance of violation of Model Code of Conduct

ACTION AGAINST VIOLATION

- If not complied within 3 days, FIR to be lodged by RO, case registered by OC & the RO arranges removal



- RO issues notice to the party/ candidate for removal



- SDPO/ Dy.S.P report to RO/ DEO



- SO, OC- PS to monitor & identify cases of violation/ report to SDPO/ Dy.S.P

Law & Order

- Frequent visits and holding wide spread discussions with the people for confidence building measures and fine tuning the vulnerability mapping, by collecting intelligence;
- Identification of villages, hamlets, segments and sections of voters vulnerable for threat and intimidation
Identification of persons who make it vulnerable - It is not about numbers-it is about names
- Information to be given in prescribed format for each such location / pocket separately to the RO/DEO without having to disclose the source, retaining a copy with him.
- Accountability for ensuring free access of voters for voting.
- Contact points within the vulnerable community with their telephone numbers

- SO will act as Sector Magistrate/Zonal Magistrate accompanied by police officer.
- Since SO will act as Sector Magistrate/Zonal Magistrate, he will prepare a Zonal Magistrate Plan with a sketch map for PSs, list of telephone Nos of PSs and election related officers, police stations, list of responsible persons, list of Anti Social elements etc.

PROVIDING INPUTS FOR PLANNING FOR LAW & ORDER MEASURES

VULNERABILITY MAPPING

IDENTIFICATION OF
VULNERABLE
AREAS

FORCE
DEPLOYMENT
PLAN FOR
VULNERABLE
AREAS

CRITICALITY ASSESSMENT

IDENTIFICATION OF
CRITICAL POLLING
STATIONS

FORCE
DEPLOYMENT
PLAN FOR CRITICAL
POLLING STATIONS

VULNERABILITY MAPPING

Identify vulnerable areas, polling station-wise

Identify source of threat/ intimidation

Identify names of persons likely to spearhead such offence of undue influence

Take into cognizance past incidents and present apprehensions

Identify points of contact within the vulnerable community

Initiate preventive/ confidence building measures

ACTION POINTS ON VULNERABILITY MAPPING

- Identification of Sectors- Civil & Police
- Civil & Police Sector must be co-terminus
- Extensive movement by DEO,RO,ARO,SDM,BDO/Tehsildar, Senior police officer for Confidence Building Measures (CBM) in vulnerable areas & interactions with the common people thereof
- Visits to be videographed
- Available forces to be tagged with the visits

Preparation of VM reports

3 Phase reports to be prepared to identify:

- Pockets of vulnerability
- Intimidators as apprehended by the voters to affect free & fair election

VM-SO



VM- RO



VM-DEO

All reports to be compiled ,cross verified & action taken to remove cause of vulnerability

Information for Vulnerability Mapping: VM SO Report

Format for Submitting Information by SO to RO for each locality/ Pocket – Annexure I

Annexure I

Format VM-SO

(The Sector Officer/ Sector Magistrate has to fill a different Format VM-SO for each Polling Station in his Sector, and as many Formats VM-SO as is the number of Polling Stations in his Sector.

Each Format VM-SO must contain the details for all Vulnerable Localities/ Pockets/ Voter Segments in one Polling Station area of the Sector.

It must be ensured and certified that no locality/ pocket/ voter segment which is vulnerable has escaped or been missed from inclusion in this format for any polling station area).

Number and Name of the AC –

Number and Name of the Polling Station -

I. Name of the Locality –

Date of Information-

A. List of Vulnerable Houses/ Families

S.No.	House No./ Family Name/ other identifying details of the Household/ Family which has Vulnerable Voters in the Locality	Number of Voters identified as Vulnerable in the house/ family identified in col-2	Contact No. of the Household, if any	Action Taken/ Proposed	Remarks
1	2	3	4	5	6
Total					

Action Taken/Proposed for identified vulnerable houses/families

B. List of Persons to be Tracked/ Prevented from Intimidating/ Wrongly Influencing Voters:

S.No.	Name of the Person	Contact No./Address of the person	Action Taken/ Proposed	Remarks
1	2	3	4	5
Total				

[CONTINUED]

Action Taken/Proposed against identified persons causing vulnerability

CRITICALITY ANALYSIS

- Identify critical polling stations
 1. Higher number of non-epic electors
 2. Higher number of missing voters without family linkage
 - 3. Polling stations having vulnerable pockets**
 4. Above 90% votes polled out of which above 75% in favour of a particular candidate
 - 5. Re-poll reported due to malpractices, and where electoral violence has taken place during last election**

TO BE DONE BY DEO/ POLICE TO PROVIDE INPUTS ON 3 & 5

CRITICALITY ANALYSIS

Also to take account of :

- PS affected by LWE activity
- Rivalry between political parties
- Political sensitivity
- Pronounced presence of criminals
- Communal tension
- Caste based tension

ACTION POINTS FOR CRITICAL POLLING STATIONS

1. CPF deployment

2. Deployment of Micro Observers

3. Deployment of web casting / digital / video camera

4. Strict enforcement of voting with EPIC/
alternative **Identity** document

5. Special vigil by the CPF

TO BE DONE BY DEO/ POLICE TO PROVIDE SUPPORT
ON 1 & 5

PREVENTIVE MEASURES

- Maintenance of law & order
- Execution of non-bailable warrants
- Prosecution under 107 Cr.P.C to prevent breach of peace & binding **down** under 116 Cr.P.C
- Preparation of list of criminals & habitual offenders
- Special drive for seizure of illegal arms/explosives
- Surrender of licensed weapons

REGULAR SECURITY/ ANTI-CRIME MEASURES

- Enforcement of excise law
- Action against bootleggers
- Regular checking of ID liquor dens
- Regular block raid to arrest persons involved in specific cases

RESTRICTION ON SALE OF LIQUOR

- Section 135C of RP Act 1951 provides that no spirituous, fermented or intoxicating liquors or other substances of like nature shall be sold, given or distributed at a hotel, eating house, shop or any other place, public or private, within polling area during the period of **48 hours ending from the hour fixed for closing of poll.**
- Such period is declared as “dry days”.
- No hotel, restaurant, club and other establishment shall be permitted to sell / serve liquor to anyone whosoever on the aforesaid days.
- Even licensed shops should not be permitted to do so.
- Strict vigilance should be enforced on illegal storage and use of liquor.

(Instruction Sl. No.72,79 & 90. ECI letter No.576/14/ 99-PLN-1 dt.21.8.1999, ECI letter No.464/L&O/2007/PLN-I dated 08.12.2007 & ECI letter No. 576 /1 4 / 2007 / PLN -I dated 28.12.2007)

Roles & Responsibilities of Sector Officers – On the Poll Eve

- To ensure availability of polling teams and all election material as per Checklist at their PSs.
- To ensure that security force has arrived at PSs according to the plan.
- To match the number of EVMs (CU-BU - serial number and ID number) with allotment order/list by RO for that Polling station.

- To clarify any last minute doubts on EVM-VVPAT operation or the polling process, amongst the poll personnel.
- To ensure observance of Model Code of Conduct as well as prevent/report/act upon deviations from prohibitory orders enforced during election period.
- To mark the 100m and 200m boundary around the assigned polling stations and plan out closure of any camp office and club since P-48 hours within 200 mts and sanitize such area from any political campaign or advertisement.

- To report immediately for any missing team/ member of a team to the RO.
- To give OK report to control room.

Poll-eve required resources

A videographer to monitor any breach of MCC. (During poll eve and poll day).

Additional Tender ballot paper for contingency.

Police Personnel

Polling Materials for each polling stations



Roles & Responsibilities of Sector Officers – On the Poll Day

Poll day responsibility

- To observe the implementation of provisions of Model Code of Conduct in and around the PSs in the sector
- To be present at any one of the polling stations assigned to him when mock poll procedure is carried out
- To ascertain the mock poll status before commencement of poll- remedial action to sort out problem, if any
- Mock poll certification be ensured and mock poll status be reported immediately to RO

- To ensure the poll process starts at given time at all PSs and report commencement of polls without any delay
- To make frequent visits and pay attention to the PS where the mock poll had to be conducted in the absence of agents
- To ensure that security forces deployed at PSs are in position

- Report voting percentage from time to time to RO as instructed
- To ensure availability of spare EVM-VVPATs for replacement
- To ensure replacement of EVMs, if and when required, within the shortest possible time
- Handling of poll day complaints

- To track and report the presence/ absence of polling agents
- To assist polling team inside polling station with procedures
- To maintain the purity of poll process and check all aspects of polling during their visits to PSs
- Ensure entry of every visitor in the visit sheet at each polling station
- To pay special attention on the day of poll to verify whether voters from the vulnerable habitats/ communities are turning up for voting or not and inform RO for remedial measures

- Replacement of polling personnel from reserve parties if required
- Provide inputs to Presiding Officer, Polling Officer
- To ensure that the procedure of sealing of Papers & EVM etc. done properly in all PSs at the close of Poll
- To ensure the closing of register form 17A as per ECI instructions.

At the end of poll he will ensure that: -

- (a) Presiding Officer Diary is filled up properly
- (b) EVMs are properly sealed.
- (c) Copies of 17C are given to polling agents
- (d) Register of 17A is properly filled up.

Format for Pro's additional report to be submitted to Observer is filled up properly.

- The Sector Officer is to provide an 'okay' report on the conduct of polls at the end of Poll.
- The Sector Officer is to escort and ensure the deposit of EVM-VVPATs at designated counters.

List of stationaries & materials required during poll-day

**Control Unit – 1 &
Ballot Unit (as
per no. of
candidates)**

VVPAT

**Register of Voters
(Form 17A)**

Voter's Slips

**Working Copy
and Marked Copy
of Electoral Roll-3**

**List of Classified
Service Voters, if
any**

List of stationaries & materials required during poll-day

**Ballot Papers for
Tendered Votes-
20**

**Indelible Ink- 2
Phials of 10CC
each**

**Address tag for
CU/BU**

**Address Tag for
VVPAT**

Special Tag

**Green paper
Seals for EVM**

List of stationaries & materials required during poll-day

Strip Seal

**Rubber
Stamp Arrow
Cross Mark**

**Stamp Pad
(purple)**

**Metal Seal for
Presiding
Officer**

Match Box

**Presiding
Officer's
Diary**

**Distinguishing
Mark Rubber
stamp**

**Presiding
Officer's
Declaration**

List of stationaries & materials required during poll-day



List of Contesting Candidates



List of Challenged Votes (Form 14)



List of Blind and Infirm Voters (Form 14A)



List of Tendered Votes (Form 17B)



Account of Votes Recorded (Form 17C)

List of stationaries & materials required during poll-day



Presiding Officer's Diary



**Receipt Book for deposit of challenged votes fee-
1 book**



Letter to SHO




Declaration by the Presiding Officer (Part I to IV)



Declaration by Elector about his age

List of stationaries & materials required during poll-day



List of Electors who voted after giving declaration/refused to give declaration



Declaration by the companion of blind and infirm voters



Passes for Polling agents



Visit Sheet



Format for Presiding Officer's Additional 16-Point report to be submitted to Constituency Observer/ RO

EVM-VVPAT Operations



Features of
M3 VOTER VERIFIABLE PAPER AUDIT TRAIL
(VVPAT - M3)

VVPAT- features

Special Features of the VVPAT

VVPAT system consists of four independent compartments, namely :

- (i) Paper roll compartment
- (ii) Ballot slips compartment
- (iii) Battery compartment
- (iv) Connector compartment



VVPAT- features

Special Features of the VVPAT

- Prints the ballot slip of size 56 x 99 mm
- Operates on a battery pack (22.5 V / 4 Ah)
- Accommodates paper roll of length 150 meters or less



VVPAT – Carrying Cases

Carrying Case - VVPAT

VVPAT is packed separately in special carrying cases

To Open the Carrying case, Lift front and side latch



VVPAT – Front View

Transparent Window

Power ON LED

Ballot Slip Compartment

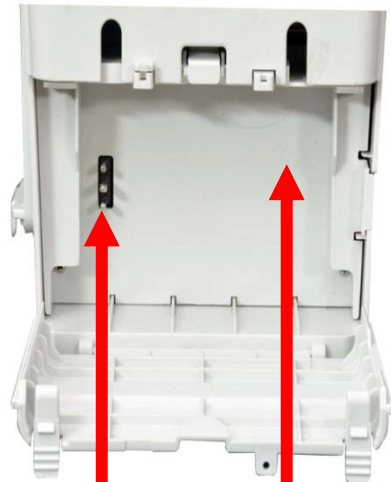
The Interconnecting cable is permanently attached to the VVPAT Unit



Front View

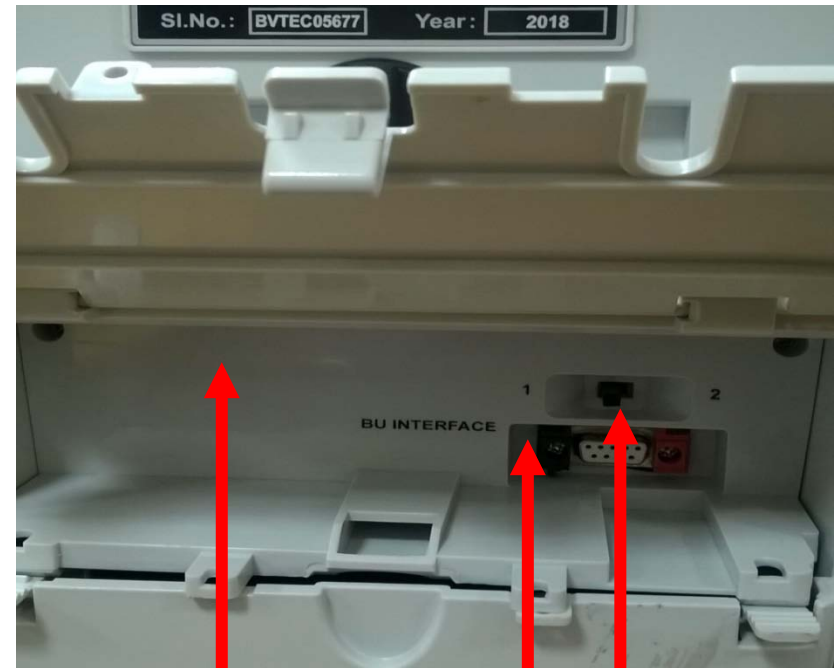
VVPAT– Rear View

Connector and Battery Compartment



Battery
Compartment

Battery Plug



Connector
Compartment

BU interface

VVPAT Position Switch

VVPAT–Rear View

Lock-Unlock Knob

Keep knob vertical while using VVPAT

Keep knob horizontal while transporting VVPAT



Stickers for Indication

VVPAT – Opening of Paper Compartment



Lift side Latch to
open Compartment



Paper Compartment
after opening

Loading of Paper Rolls



Insert spindle into
Paper Roll



Press down Paper Roll into space
provided



Insert Paper into
Paper Guide

VVPAT Connection



Open connector compartment of VVPAT



Connect cable from Ballot Unit to BU Interface connector matching the coloured latches (red/black connector)



Connect VVPAT cable to BU interface connector of Control Unit matching the coloured latches (red/black connector)

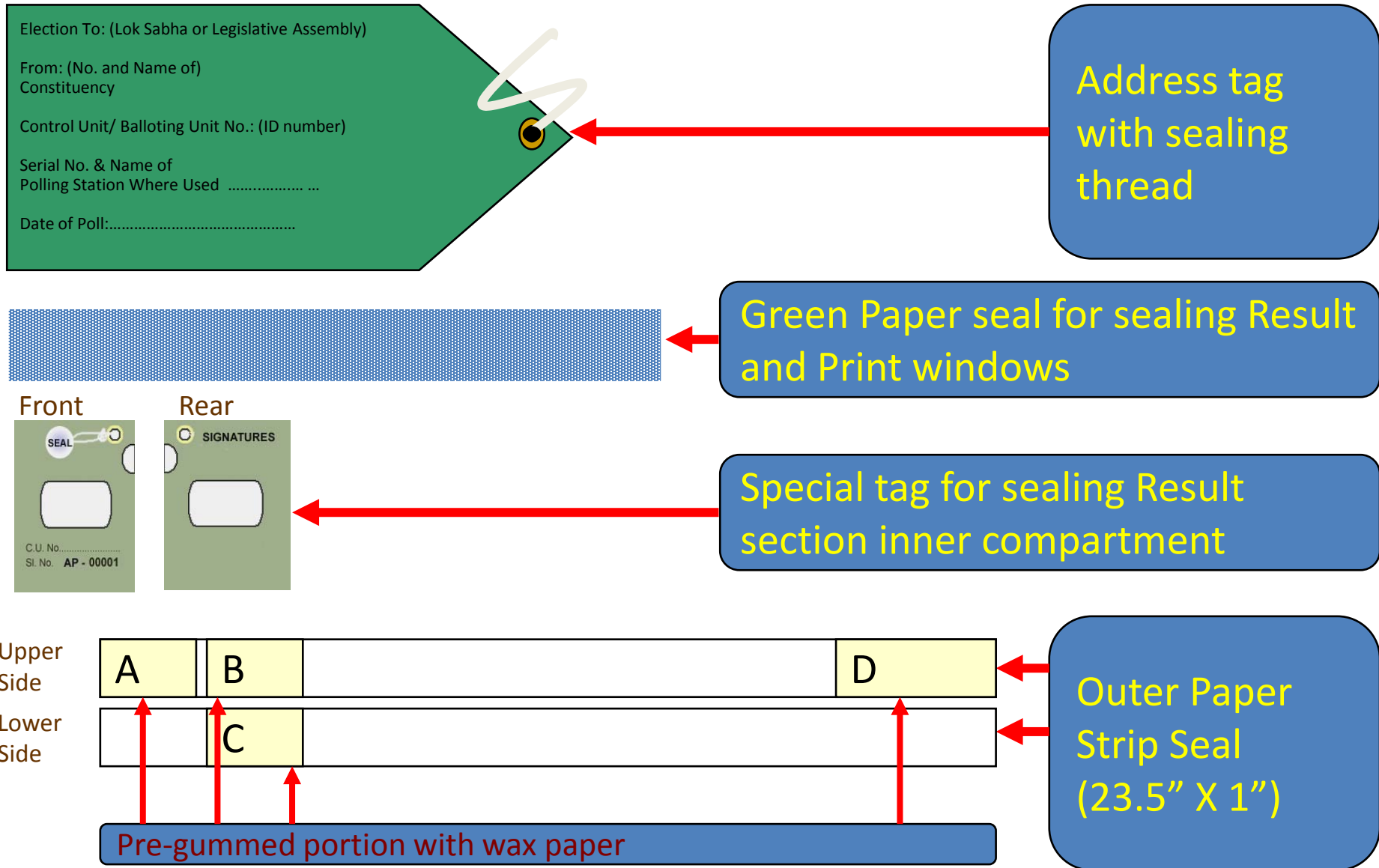
VVPAT setup with CU and BU



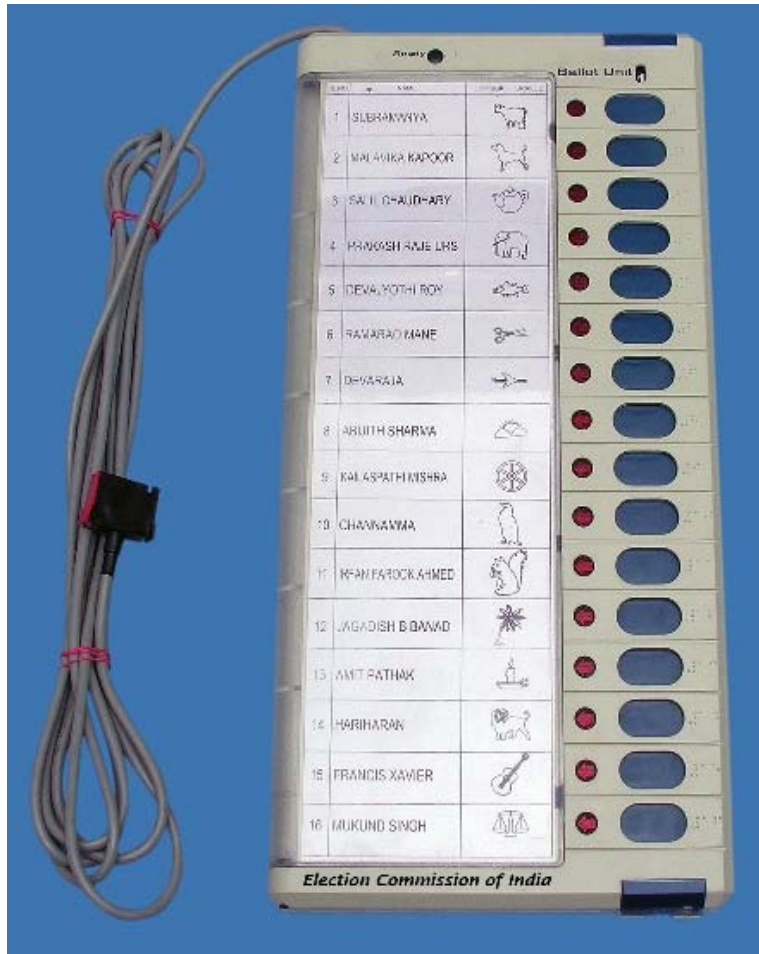
Components of EVM



EVM – Seals/Tags used



Various Component of EVM - Balloting Unit

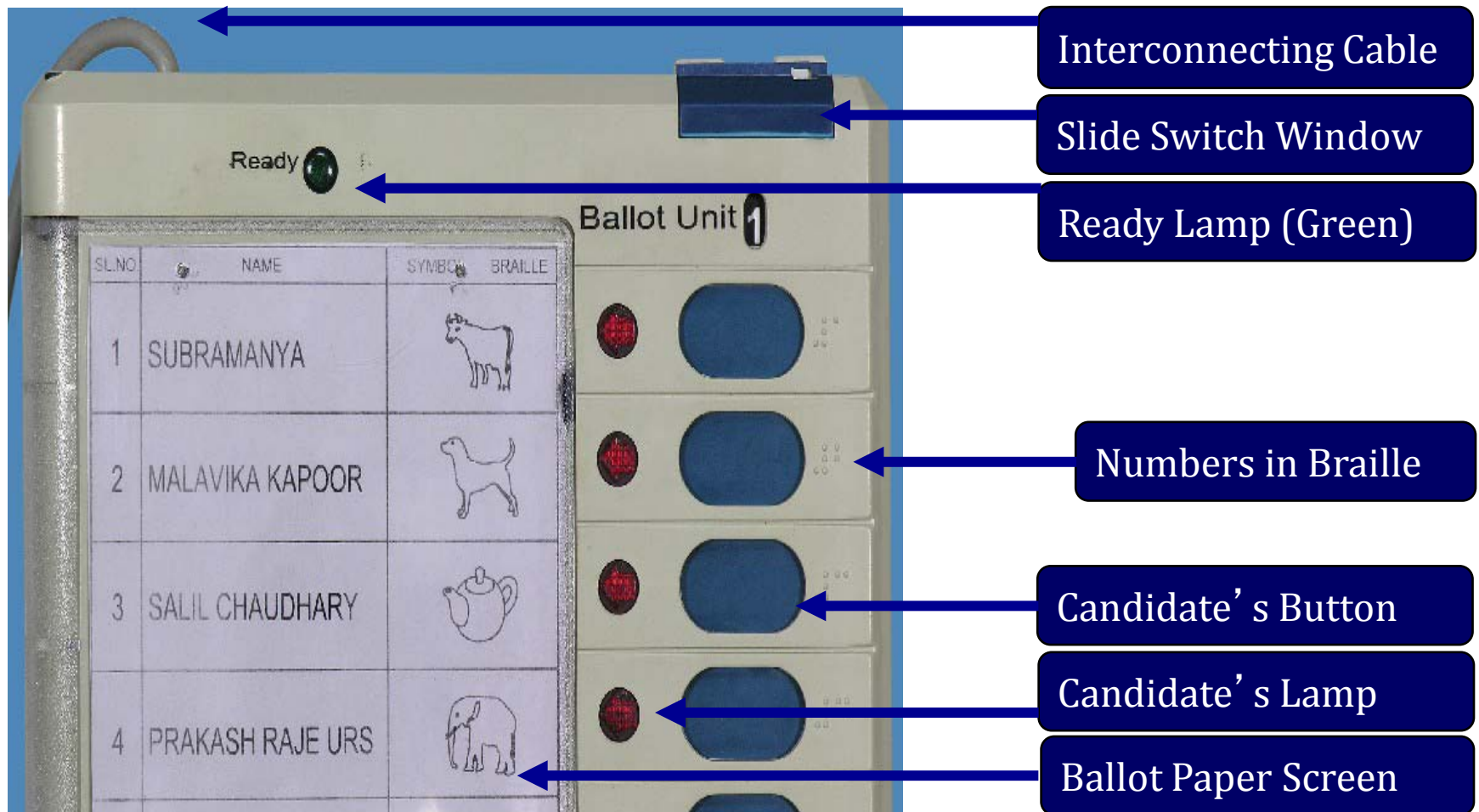


This is the unit the voter operates to exercise his / her franchise

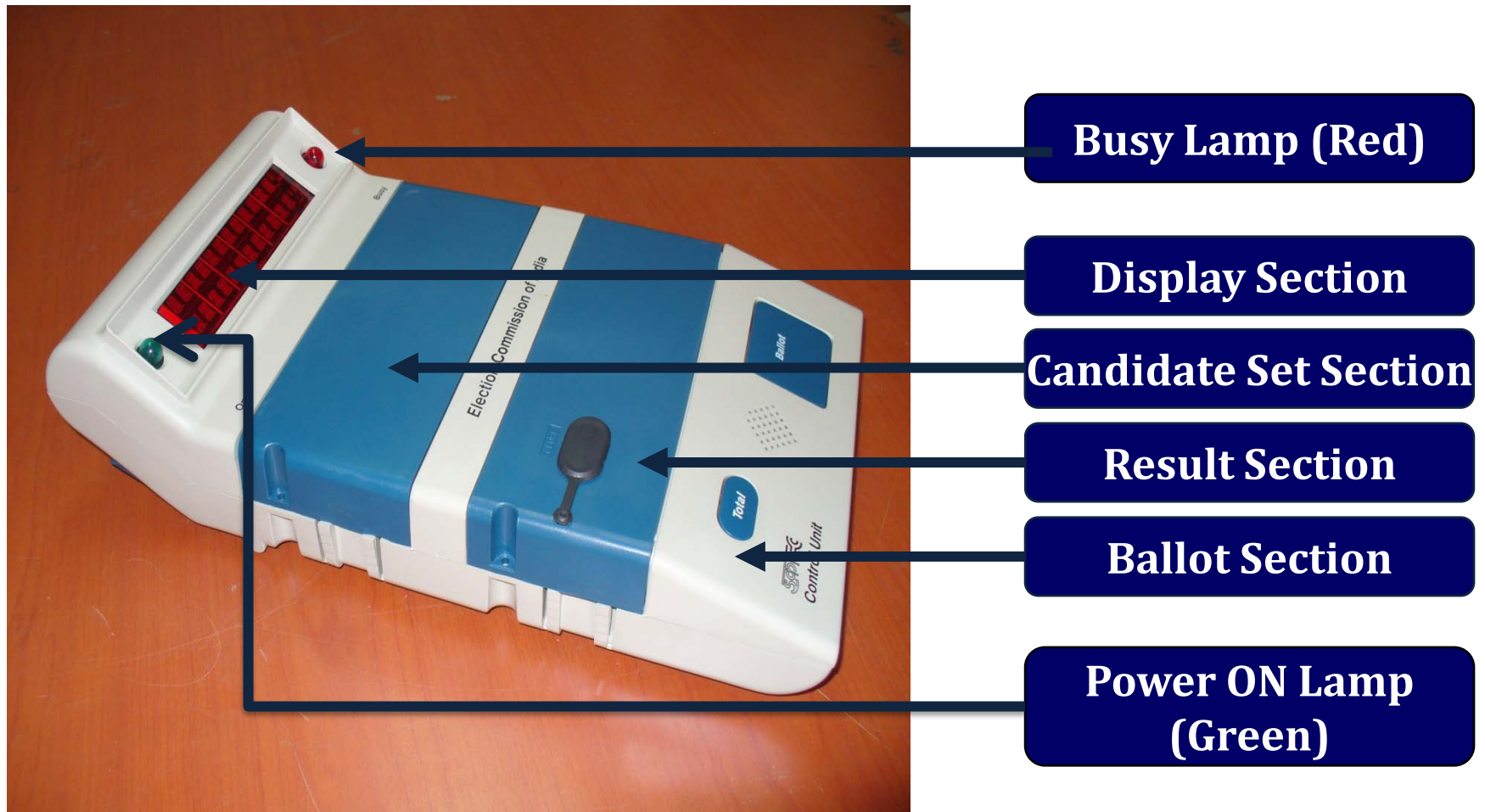
The Interconnecting cable is permanently attached to the Balloting Unit



Various Component of EVM - Balloting Unit Detail

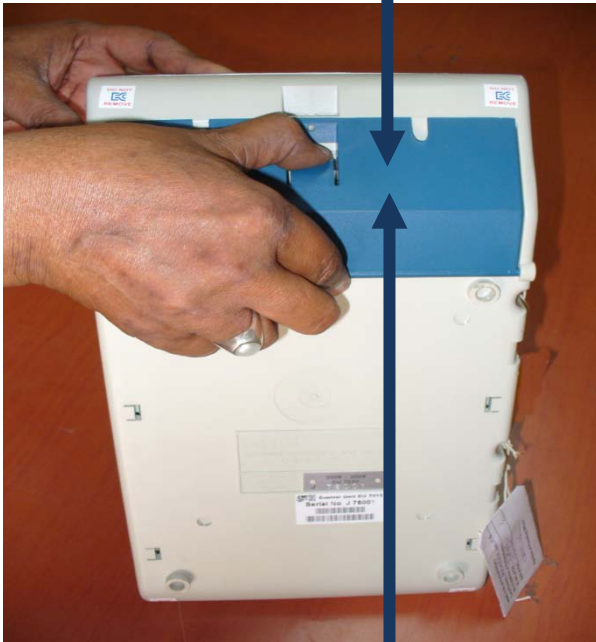


Various Components of EVM – Control Unit



Various Components of EVM - Control Unit – How to open

Press Latch to release



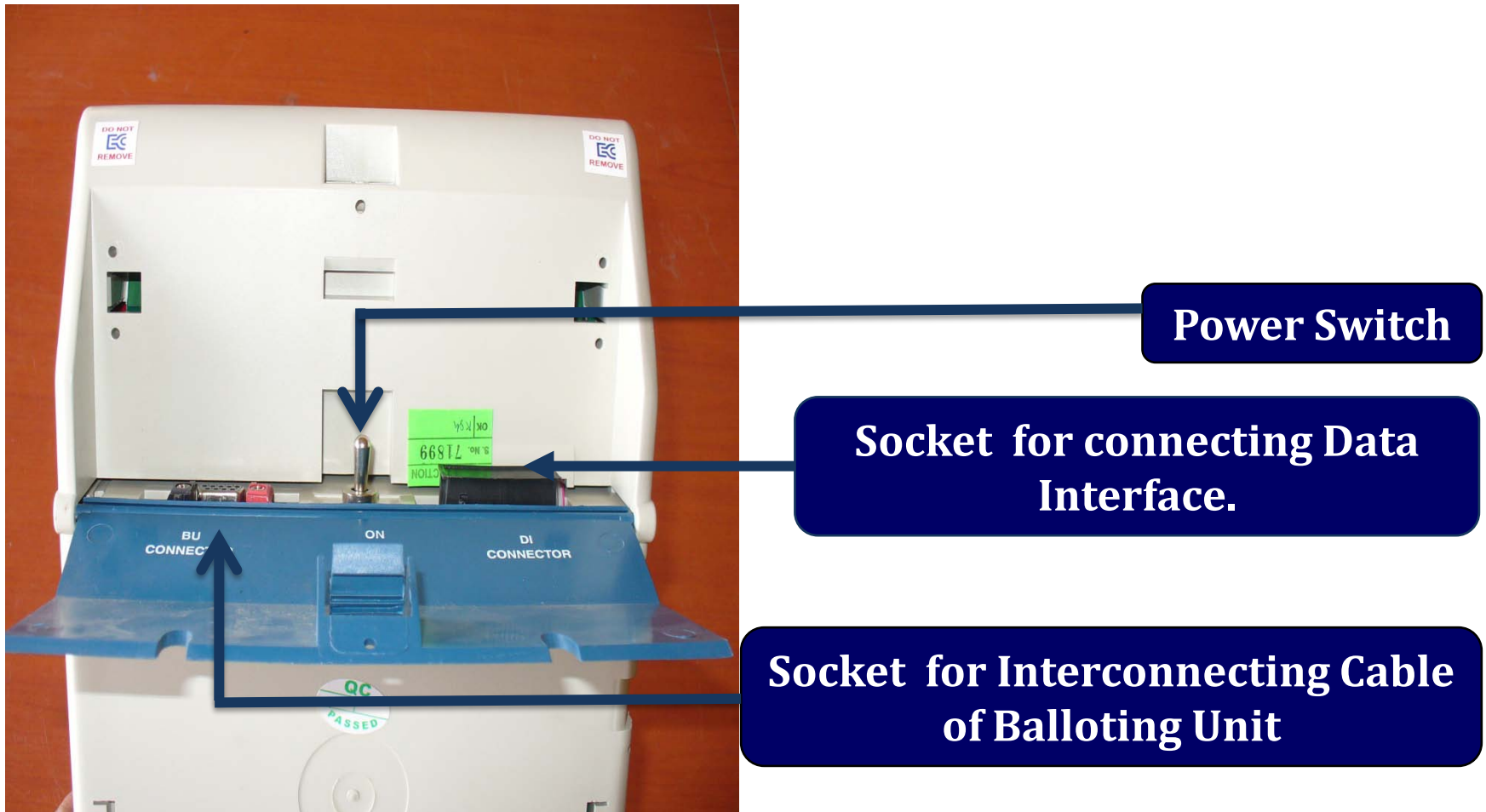
Bottom Compartment Cover



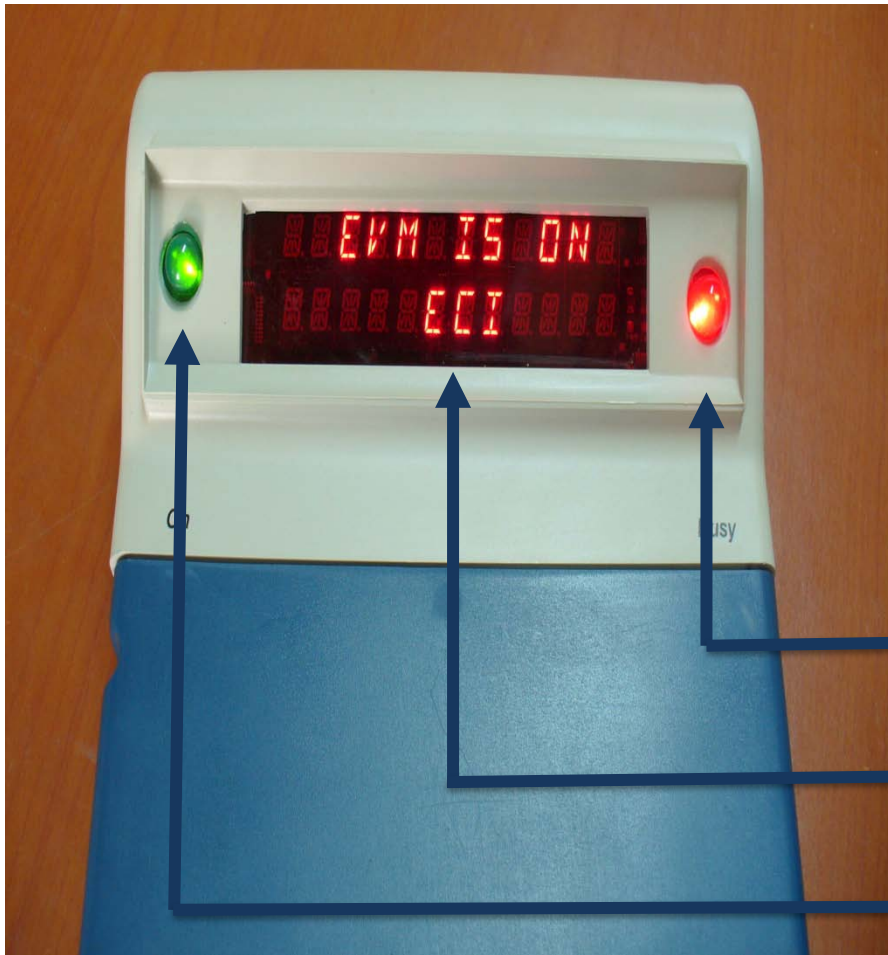
Pull to open cover



Various Components of EVM – Control Unit – Back side detail



Various Components of EVM – Display Section



Busy lamp glows 'RED' when the 'Ballot' button is pressed by polling officer to enable the voter to cast vote. It goes off when the voter has cast his vote.

When no button is operated for 10-15 minutes, the CU goes to power save mode. Indicated by flickering of green 'ON' lamp in every 5 seconds.

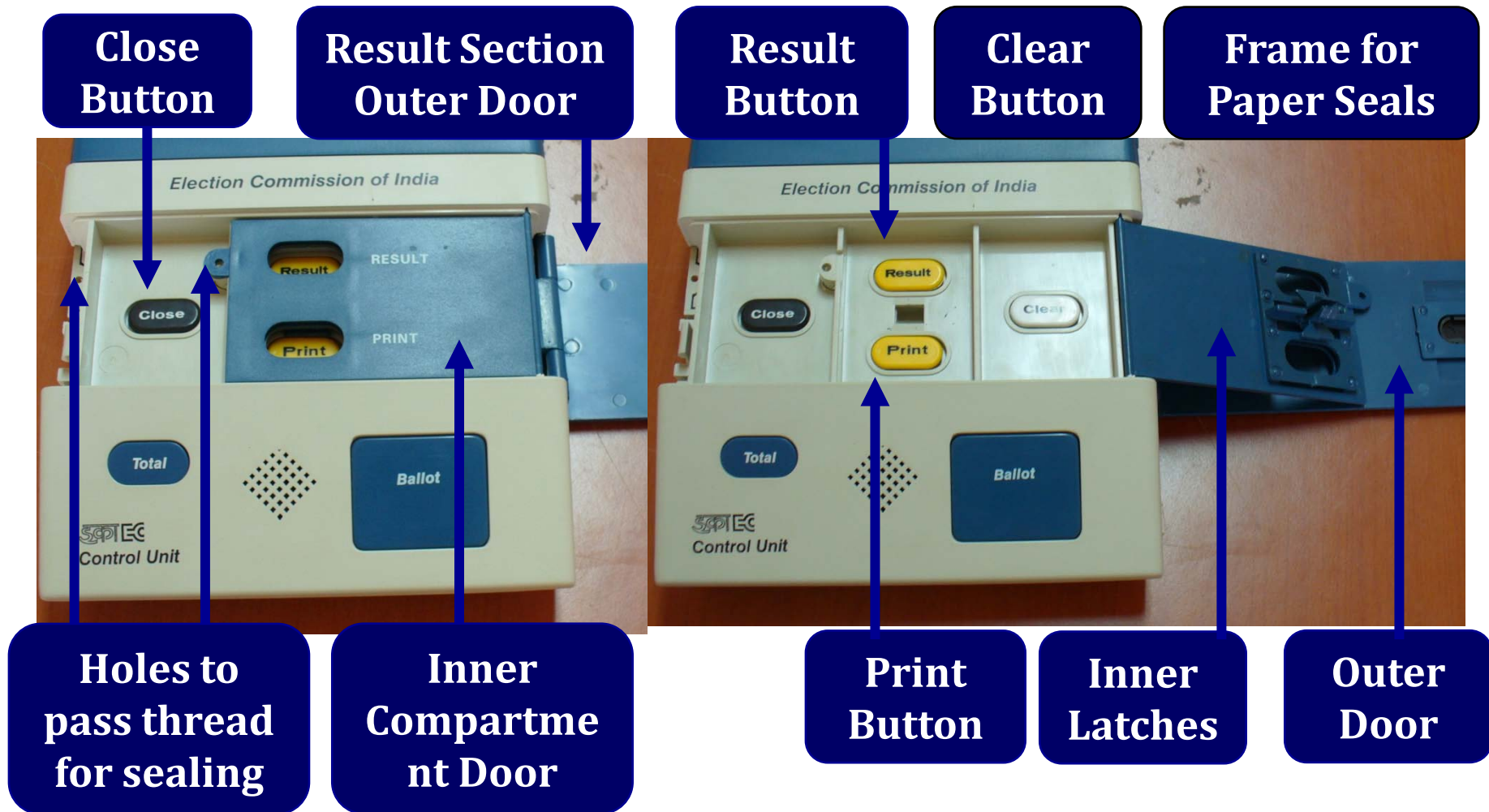
Busy Lamp (Red)

Dual Line Digital Display Panel

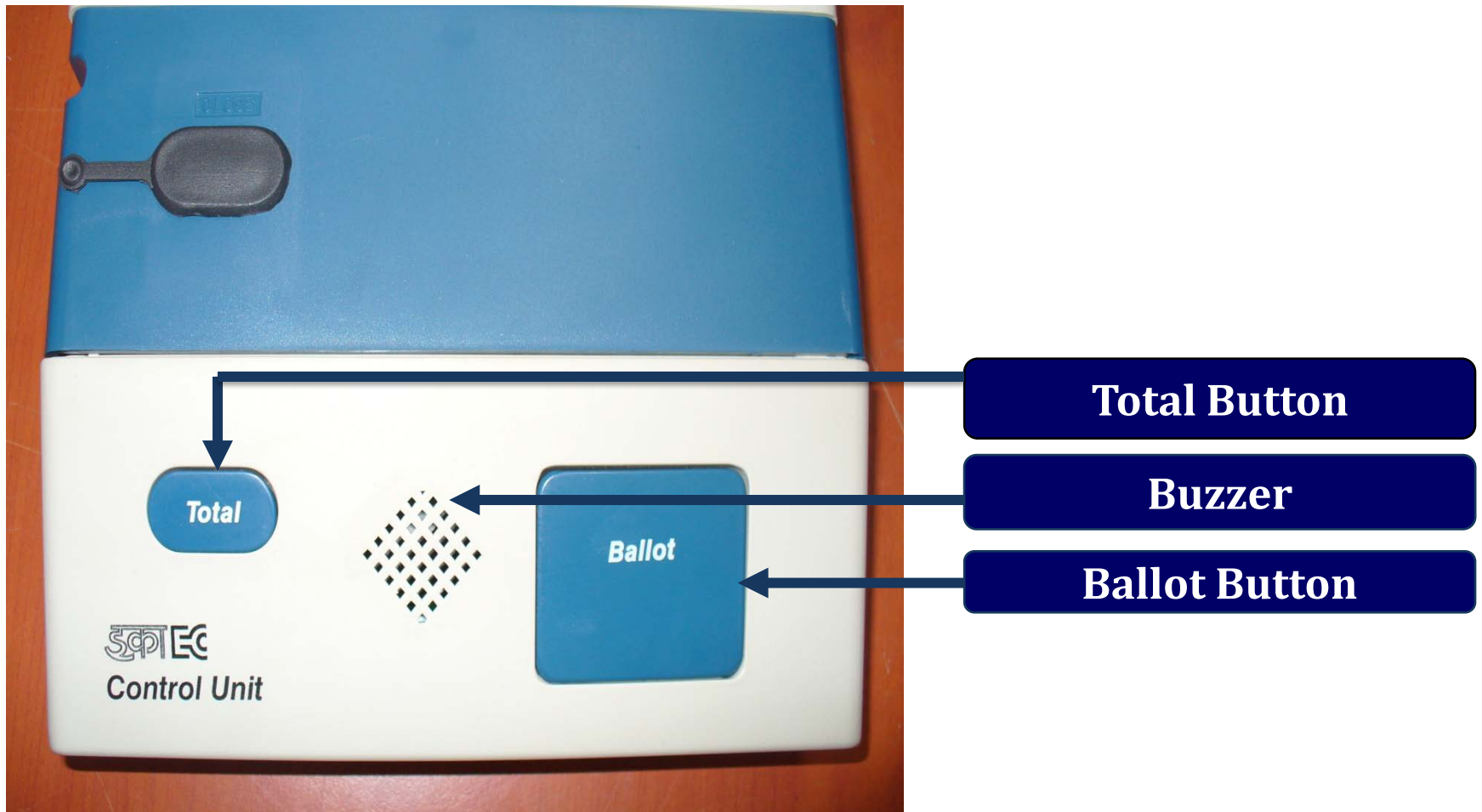
Power ON Lamp (Green)



Various Components of EVM – Control Unit - Result Section



Various Components of EVM – Control Unit - Ballot Section



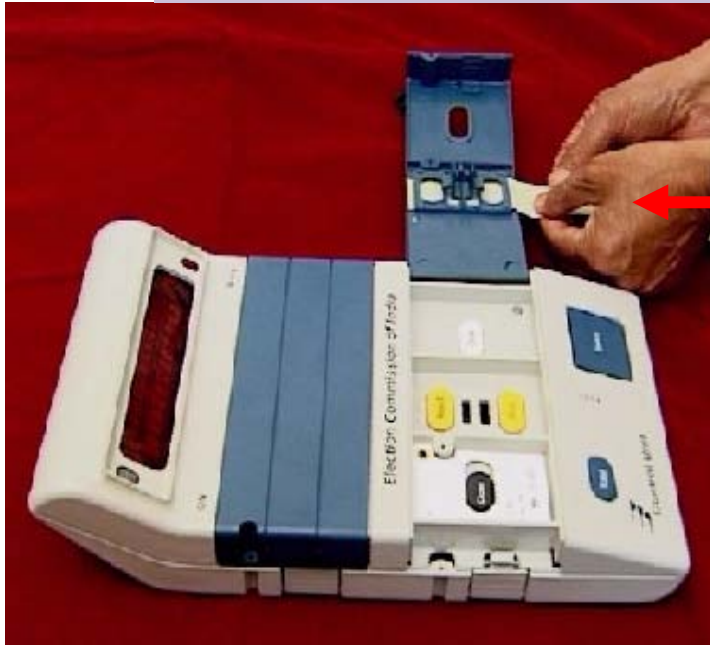
Verification of EVM after receiving from DC

- Each BU & CU will have green stickers at the back with following details

Name of the State/UT:				
Name of the Election:				
District Name:				
Control Unit No.		District Running Serial		
Current ID				
First Level Check			CU Randomization 1	
Date	Rep. ECIL	Rep. DEO	Date	Rep. RO
Rand. 2	Deployment Status	Polling Station No.		R.O./ A.R.O.

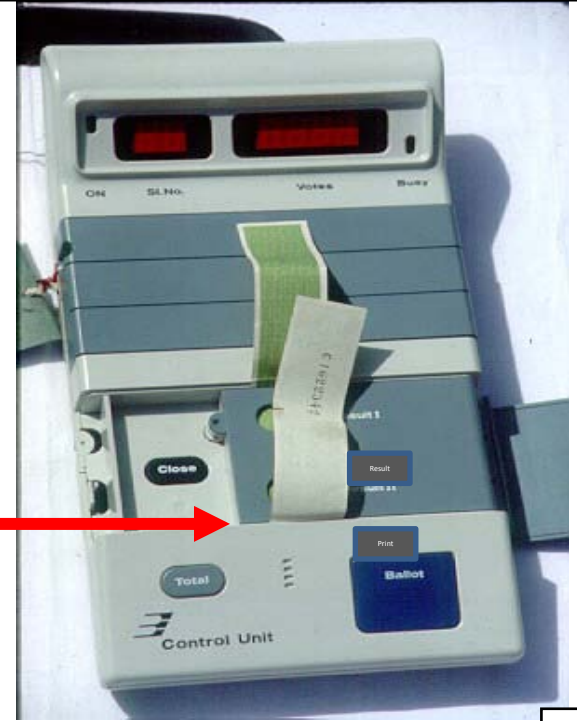


EVM – Sealing – Presiding Officer



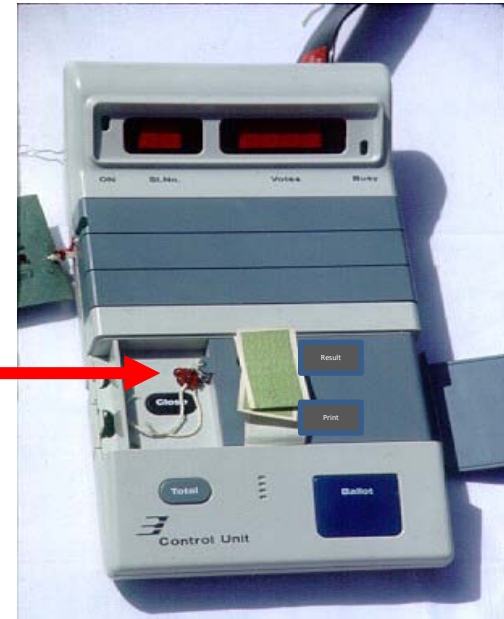
Insert the Green Paper seal in the frames provided for both Result

Close the Result Section inner compartment door with the Green paper seal protruding outside



EVM – Sealing – Presiding Officer

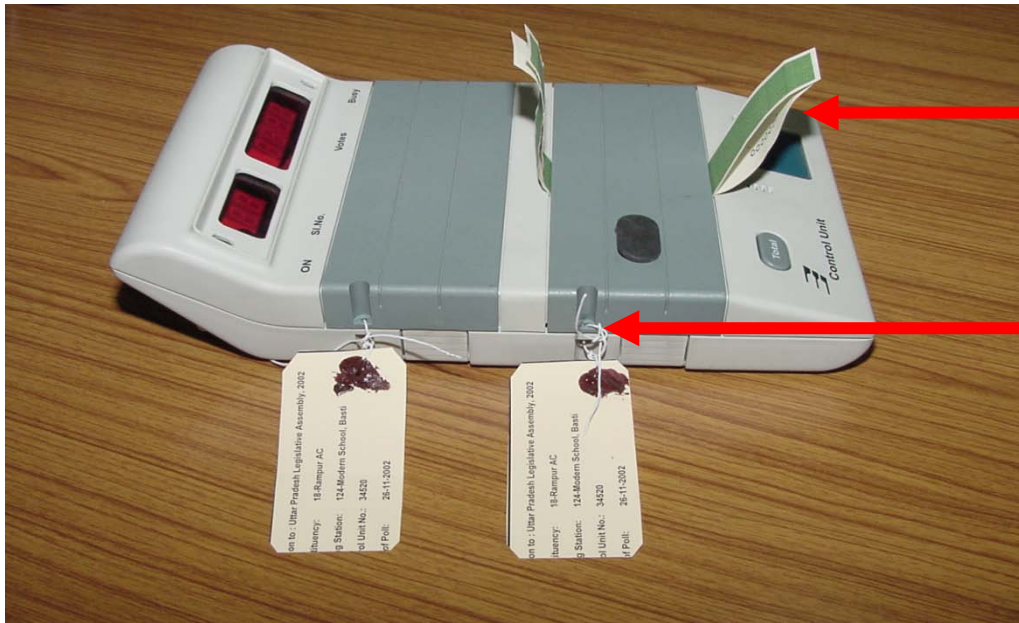
Seal the Result Section inner compartment



Fix the Special tag such that the **Close** button is visible and seal the tag



EVM – Sealing – Presiding Officer



Close the Result Section door such that the Green paper seal protrudes outside and Seal the door along with the Address tag



EVM – Sealing – Presiding Officer

Fixing the Outer Paper Strip Seal

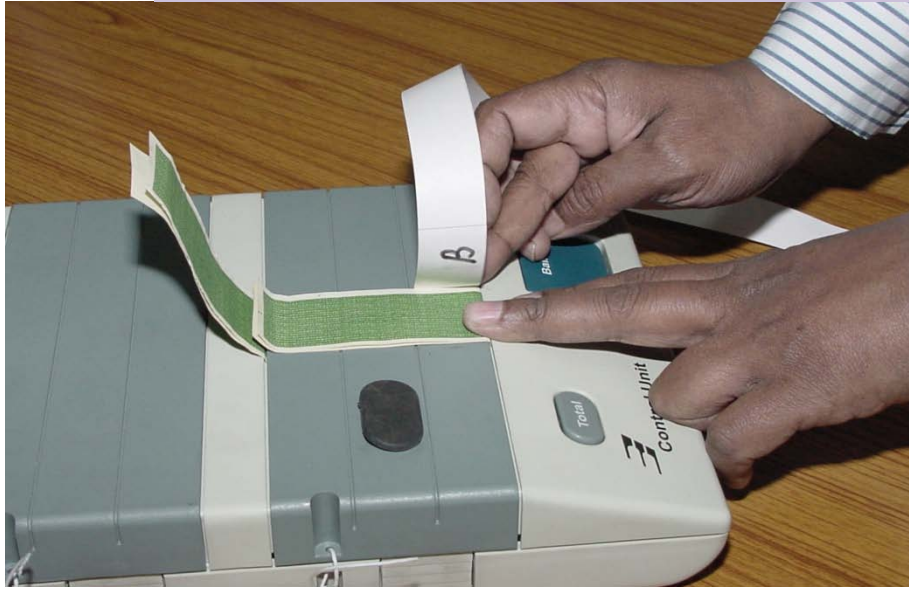
A	B		D
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Keep the Strip Seal with pre-gummed portion 'A' near the base of the Green Paper Seal protruding from the lower end of the door.

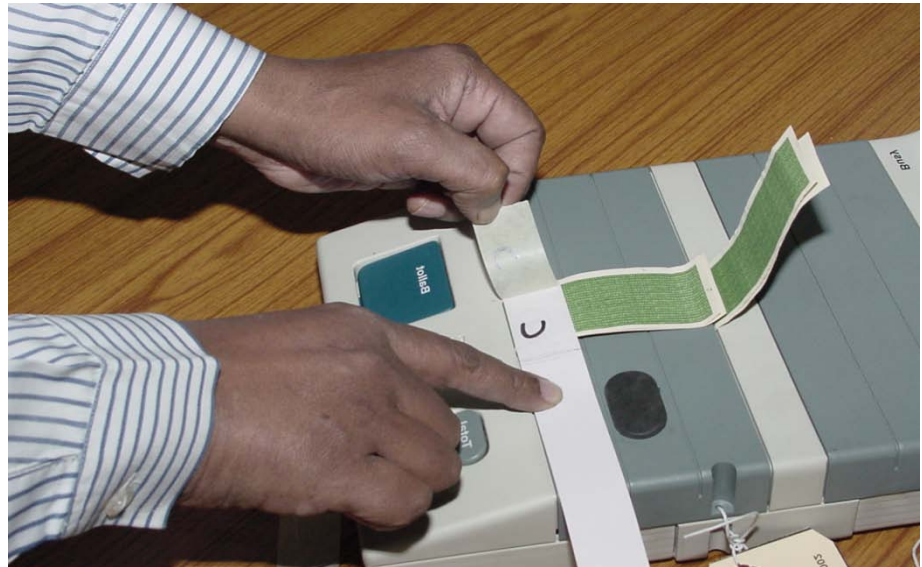
Remove the wax paper covering 'A' and paste the lower layer of Green Paper Seal.

EVM – Sealing – Presiding Officer



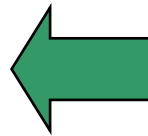
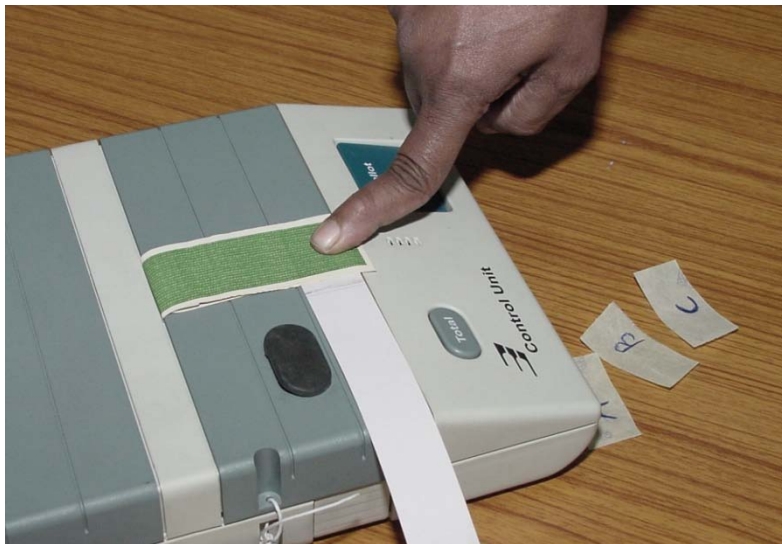
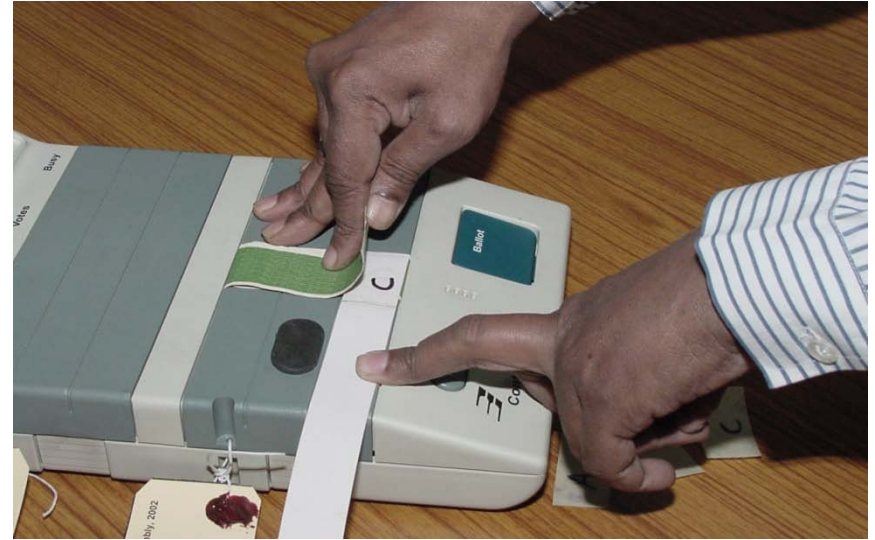
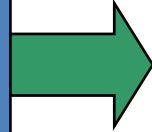
Remove wax paper covering 'B' and paste it above the upper layer of the Green Paper Seal.

After pasting 'B', the pre-gummed portion 'C' will be on top. Remove wax paper over 'C'



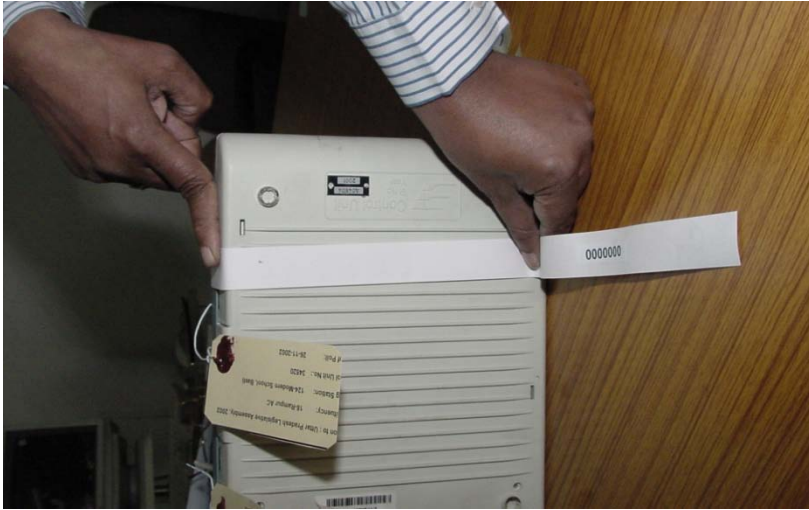
EVM – Sealing – Presiding Officer

Press both the layers of Green Paper Seal protruding from the top and....



Paste the lower layer by pressing it on 'C'.

EVM – Sealing – Presiding Officer



Take the Strip Seal round the Control Unit from left side just below the CLOSE button window

Bring the other end of the Strip Seal from right side to the top. Now the pre-gummed portion 'D' will be on top.

Remove the wax paper over 'D' and paste it on top of Green Paper Seal.



EVM – Sealing – Presiding Officer



Now the Strip Seal is finally fixed. Note that the Strip seal does not cover CLOSE button Flap. Control Unit is now ready to take real poll.

How to close & seal EVM after poll



**After the Close of POLL,
remove the cap on Close
button in the Control Unit.**



How to close & seal EVM after poll



**Press the
button as shown.**

Poll is closed

Fix the cap back in its

**The Control unit
displays total no. of
votes recorded.**



How to close & seal EVM after poll



Open the bottom compartment of the Control Unit and Switch OFF Power and disconnect the interconnecting cable

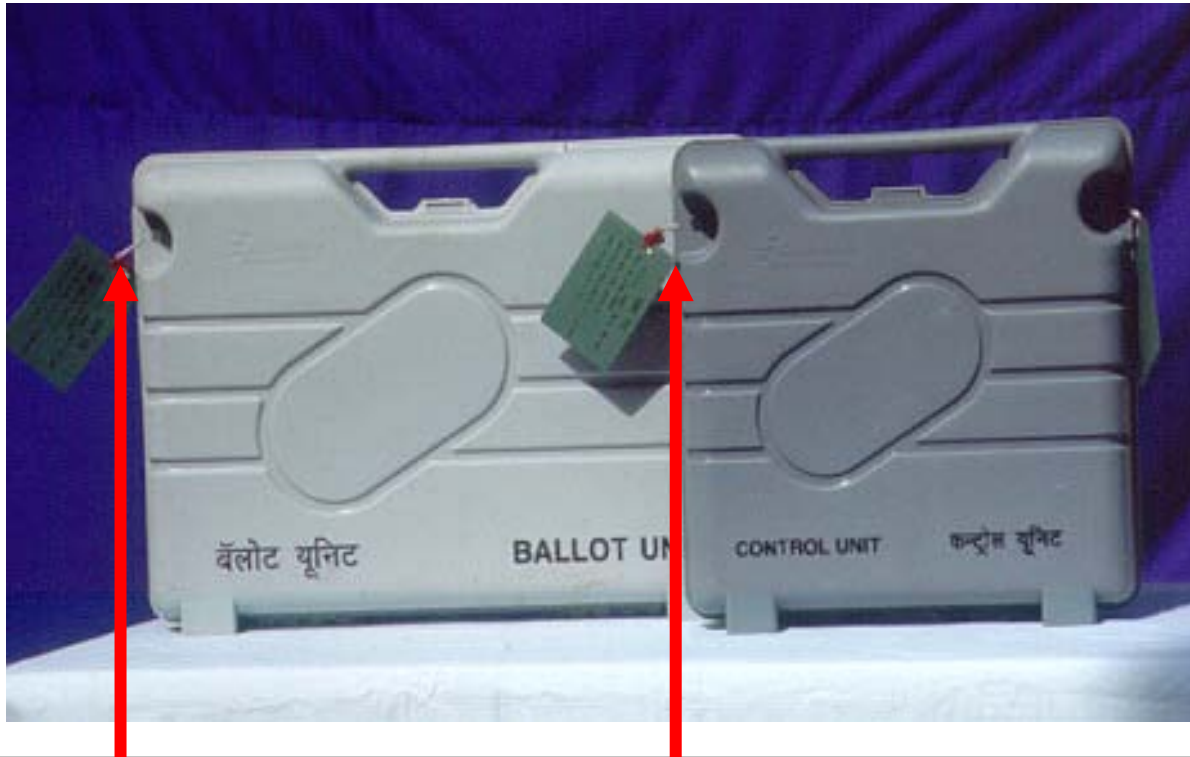


Pack the Control unit (with the Strip seal) and Balloting Unit in their carrying cases



EVM – Sealing – Presiding Officer

Sealing after the CLOSE of Poll



After CLOSING the Poll, place the Control Unit and Ballot Unit in their carrying cases, close and seal with the Address tag

Reports to be furnished by Sector Officer

Reports

- Sector Officer shall submit tour report to RO and DEO for every field visit undertaken by him after his appointment on the lines of the enclosed **Format-1 & 2**
- Sector Officer shall also submit report in **Format-3** issued by Election Commission of India giving details about the poll day activities after the polling is over. This report will be submitted to RO.

Format-1

FORMAT OF REPORT OF VARIOUS ROUNDS IN SECTOR
BY SECTOR OFFICER (AC)

Name or No. of Sector:

Name of Sector Officer:

S.No.	Name of Polling Station visited	Infrastructure (Yes / No / Report)					No. of Voters	Whether BLO accompanied you during Round (Yes/No)	Vulnerable Mapping	Any special observation in polling station, village & catchment's area
		Ramp	Accessibility Road	Water	Shade	PS on Ground Floor				
1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										
4										
5										
6										
Contd..										

Remarks:

Signature of Sector Officer:

Date of Visit:

Format-2**A. List of Vulnerable Houses / Families**

S.No.	House No. / Family Name / other identifying details of the Household / Family which has Vulnerable Voters in the Locality	Number of Voters identified as Vulnerable in the house / family identified in Col-2	Contact No. of the Household, if any	Action Taken / Proposed	Remarks
1	2	3	4	5	6
Total					

B. List of Persons to be Tracked / Prevented from Intimidating / Wrongly Influencing Voters

S.No.	Name of the Person	Contact No. / Address of the person	Action Taken / Proposed	Remarks
1	2	3	4	5
Total				

Sector Officer's Report Format (Poll Day)

Name of Sector Officer: _____

No. & Name of AC _____

Route No. _____

No. of Candidates _____

	PS No.	
	Central Force Deployed Y/N	
	Micro Observer deployed Y/N	
	Video camera deployed Y/N	
	Total voters	
	Whether Mock Poll done (Y/N)	
	No. of Polling Agents present	
	Party candidates not represented by polling agents	
	No. of votes polled at 1st visit (Mention time)	
	No. of votes polled at 2nd visit (Mention time)	
	No. of votes polled at 3rd visit (Mention time)	
	Whether poll continued after closure time? (Y/N)	
	No. of voters who have voted after 5PM by receiving token	
	Total No. of votes polled at close of poll	
	Total % of votes polled	
	Whether machines closed and sealed properly (Y/N)	
	Whether copy of 17C given to polling agents by PrO (Y/N)	
	Whether PrO diary, 17A, 17C checked and tallied? (Y/N)	
	Complaints received on poll day	
	Source of each complaint, its nature and followup action taken	
	Whether repoll recommended (Y/N)	
	Whether machine & statutory papers deposited in strong room (Y/N)	

Thanks