ELECTIONS TO PANCHAYATS

HAND BOOK FOR ELECTION OBSERVERS (GENERAL / EXPENDITURE)

(At Elections where Ballot Boxes are used)

2015

STATE ELECTION COMMISSION, JHARKHAND
“NIRVACHAN BHAWAN”, NEW MARKET CHOWK
RATU ROAD, RANCHI
## INDEX

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Contents</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Background.</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Statutory Basis of Appointment.</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Overview of Observers Duty.</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Role of Observers.</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Briefing Meetings of Observers.</td>
<td>11</td>
</tr>
<tr>
<td>6</td>
<td>Kit of the Observers.</td>
<td>11</td>
</tr>
<tr>
<td>7</td>
<td>Tours and Absence from Headquarters.</td>
<td>11</td>
</tr>
<tr>
<td>8</td>
<td>Requests for Leave.</td>
<td>11</td>
</tr>
<tr>
<td>9</td>
<td>Reports by Observers.</td>
<td>11</td>
</tr>
<tr>
<td>10</td>
<td>Arrival of Observers in the Constituencies.</td>
<td>13</td>
</tr>
<tr>
<td>11</td>
<td>Interface of ROs/AROs and DEO(P) with the Observers.</td>
<td>13</td>
</tr>
<tr>
<td>12</td>
<td>Scrutiny of Nomination Papers.</td>
<td>14</td>
</tr>
<tr>
<td>13</td>
<td>Allotment of Symbols.</td>
<td>15</td>
</tr>
<tr>
<td>14</td>
<td>Electoral Rolls.</td>
<td>15</td>
</tr>
<tr>
<td>15</td>
<td>Meeting with the Candidates.</td>
<td>16</td>
</tr>
<tr>
<td>16</td>
<td>Visit of Areas in the Constituency and Polling Stations.</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>Review of Overall Preparedness of Law and Order Machinery.</td>
<td>16</td>
</tr>
<tr>
<td>18</td>
<td>Observation of Implementation of Model Code of Conduct.</td>
<td>17</td>
</tr>
<tr>
<td>19</td>
<td>Approach of the Observer in Implementation of Code of Conduct.</td>
<td>18</td>
</tr>
<tr>
<td>20</td>
<td>Preparation of Polling Parties and Training.</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>Preparations for Date of Poll.</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>Visit of Distribution Centres.</td>
<td>21</td>
</tr>
<tr>
<td>23</td>
<td>Poll Day Activities.</td>
<td>22</td>
</tr>
<tr>
<td>24</td>
<td>Reception of Polling Parties.</td>
<td>23</td>
</tr>
<tr>
<td>25</td>
<td>Scrutiny of Presiding officer’s diary and other Documents.</td>
<td>23</td>
</tr>
<tr>
<td>26</td>
<td>Re-Poll and Adjourned Poll Cases.</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Page</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>27.</td>
<td>End of Poll Report.</td>
<td>24</td>
</tr>
<tr>
<td>28.</td>
<td>Counting of Votes.</td>
<td>24</td>
</tr>
<tr>
<td>29.</td>
<td>Expenditure Observer</td>
<td>26</td>
</tr>
<tr>
<td>30.</td>
<td>Watch on Expenditure incurred on Election Campaign by the Candidates.</td>
<td>27</td>
</tr>
<tr>
<td>31.</td>
<td>District Media Cell.</td>
<td>31</td>
</tr>
<tr>
<td>32.</td>
<td>Media Certification and Monitoring Committee (MCMC).</td>
<td>31</td>
</tr>
<tr>
<td>33.</td>
<td>Expenditure Monitoring Control Room and Call Centre.</td>
<td>32</td>
</tr>
<tr>
<td>34.</td>
<td>Check List.</td>
<td>34</td>
</tr>
<tr>
<td>35.</td>
<td>Arrival/Departure Reports of Observers</td>
<td>38</td>
</tr>
<tr>
<td>36.</td>
<td>General Observer Reports. (1 to 6)</td>
<td>39</td>
</tr>
<tr>
<td>37.</td>
<td>Expenditure Observer Reports. (1 to 3)</td>
<td>47</td>
</tr>
<tr>
<td>38.</td>
<td>Dos &amp; Don’ts for Observers</td>
<td>53</td>
</tr>
<tr>
<td>39.</td>
<td>Limit of Election Expenditure</td>
<td>55</td>
</tr>
<tr>
<td>40.</td>
<td>Election Expenditure Order, 2015</td>
<td>57</td>
</tr>
</tbody>
</table>
GUIDELINES FOR OBSERVERS

1. BACKGROUND:

The concept of election observation by the observers has been evolved over a period of time, as the complaints during the election process were far and few in the initial years. There was no concept of deputing election observers. Initially, as and when complaints were received, some officials from the Election Commission’s headquarters were deputed. As number of complaints over a period of time increased, the deputation of Election Commission’s officials had a serious limitation. As a next step, the Commission started deputing some senior officials from the State to observe election process in a constituency or a group of constituencies.

2. STATUTORY BASIS OF APPOINTMENT:

Observers of the State Election Commission are appointed under the powers conferred on it by Section 67(3)(iiiA) of Jharkhand Panchayat Raj Act, 2001 and the plenary powers available to the Commission under the Constitution of India. They are the appointees of the Commission working under the superintendence, direction, control and discipline of the Commission for the period from their appointment until the process of elections is completed.

3. OVERVIEW OF OBSERVER’S DUTY:

3.1 By dint of their seniority and long experience in the administrative service, they are expected to be in a position to assist the Commission in the conduct of free and fair polls.

3.2 They will also be able to oversee the efficient and effective management of the electoral process at the field level.

3.3 For all purposes, they will act as the eyes and ears of the Commission during the period of the election and provide direct inputs to the Commission from the field as an interface with the election machinery, the candidates, parties and electors to
ensure that the acts, rules, procedures, instructions and guidelines related to
elections are strictly and impartially complied with by all concerned.

3.4 They should always clearly and firmly bear in mind the fact that they are only the
eyes and ears (and not the mouthpiece) of the Commission.

3.5 Their inputs/observations are confidential and solely for the use of the Commission
and not for any other agency including media.

3.6 They must not, therefore, interact with or respond to the queries of the Press even
after the elections are over. In recent times it has been observed that some
observers had a tendency to give interview to the media even during the course of
the polling process ventilating their opinion on various electoral issues.

3.7 Some observers have given interview to media after a long gap i.e. after the
completion of the election in a particular constituency. In all these cases, the
Commission has taken a very serious view. The observers who expressed their views
through media were withdrawn from the election duty. It is clarified that while the
formal report/input/observation sent by the observers are meant for the use of the
Commission, it does not mean that the observers will not discuss with the RO/DEO
about their observation on various aspects of election management in order to
facilitate mid-course corrections.

3.8 It should be kept in mind that the objective of the deputation of the observer is not
to find fault but to facilitate field administration in ensuring a free and fair poll.
However, the observers shall not mark copies of their formal reports to the
Commission to any other person including RO/DEO.

4. ROLE OF OBSERVERS:

4.1 Section 20B of the R.P. Act, 1951 read with Section 67(3)(iiA) of Jharkhand Panchayat
Raj Act, 2001 has vested the Observers with some statutory powers. They are
empowered to stop counting or the declaration of result in the event of happening
something which could have made it difficult to ascertain the result correctly.
Besides this, they have got certain direct executive roles to play which include:
(i) Observing the process of scrutiny, withdrawal and symbol allotment as directed by the Commission and report back to the Commission promptly in case of any irregularity;

(ii) examination of the video clipping of the nomination process as well as making proper investigation on the complaints received in connection with the process of nomination. Also to examine the unresolved grievances of candidates about the allotment of symbols.

(iii) Effective monitoring of the cases of violation of the model code of conduct by watching the video clippings of various meetings and, if needed, even by visiting important rallies to get first hand input, enforcement of the defacement of property act and such other things.

(iv) Checking randomization software, reviewing the process of randomization of the polling personnel, obtaining report from the DEO (Panchayat) regarding randomization.

(v) Though checking the account of expenditure of the candidates is entrusted to Expenditure Observers, however, General Observers are also required to do so, in case of exigencies, if directed by the Commission.

(vi) Observing and regulating the counting process: Observer has to sign the counting sheets as proof of his/her satisfaction. He/she can direct the Returning Officer to stop counting of votes or declaration of result, if he/she notices any irregularities and bring the matter to the notice of the Commission for further directions.

4.2 Apart from the direct executive role of the observer, as enlisted above, Observers are expected to observe and report on all the steps involved in election management. An illustrative list is as below:

(a) **Nominations, Withdrawal, Scrutiny and Symbol allotment:**

4.2.1 The General Observer arrives on the last day of nominations and thus does not observe the process of nomination. However, he should get the video recording of nomination process from Returning Officer and see the recording to get an overview of compliance of SEC instructions and report major violations, if any, with specific reference to Commission’s instructions regarding number of people allowed to be present during Nominations.
4.2.2 Scrutiny is a quasi judicial process and should be conducted by the RO without any outside influence. However, Observer can ensure that the RO is aware of the latest instructions, he has the latest list of disqualified candidates and the latest symbol order. The Observer should observe the scrutiny process and report any glaring error to the Commission. The Observer should send tabular information of all rejected cases with reasons thereof. **Observer should, however, abstain from directing or advising the RO.** Observer may remind RO that the scrutiny proceedings can be adjourned in case an opportunity is to be provided or if any legal provision needs to be examined that requires time.

4.2.3 Allotment of symbol is a process that is very technical and requires due care. It should be ensured that Returning Officer is aware of the provision of allotment of symbols. He should have the latest symbol allotment order. After allotment of symbols, the list of finally contesting candidates should be prepared in Form 9.

(b) **Electoral Roll Related:**

4.2.4 The electoral roll for Panchayat election is prepared by disintegrating the then enforced roll for the election of State Legislative Assembly. So no addition or deletion of names can be made or is permissible.

4.2.5 It should be ensured that the copies sold to the candidates are exactly the same as that which would be used on the poll day by the Polling Party.

(c) **Campaign Period**

4.2.6 Monitoring, implementation of Model Code of Conduct and measures to prevent occurrence of electoral offenses, in this regard, the Observers should bring any lapse to the notice of DEO (P), and the Commission, if required but abstain from any executive action on their part.

4.2.7 Meeting with candidates to explain the provisions of Model Code of Conduct and the instructions of Commission on expenditure monitoring.

4.2.8 Observe various events like meeting, involvement of political parties and leaders as this election is ‘a-political’ in nature etc.

4.2.9 Monitor that teams are constituted for enforcement of MCC and Expenditure Monitoring.

4.2.10 Monitor dummy candidates, surrogate advertisements and paid news.
4.2.11 Review video recordings of activities of those candidates, if any for whom video trailing has been resorted to.

**d) Pre-Poll Election Management**

4.2.12 The first level randomization of the election staff is done before the arrival of Observers. The second and third level of randomization is, however, done in the presence of Observers.

4.2.13 Training is an activity on which special emphasis should be provided. Observers should monitor that proper training is arranged for the election staff, especially with regards to recent instructions of SEC and related to operation of ballot boxes.

4.2.14 Visit polling stations and monitor that all polling stations are visited by election officials for verification from fitness angle. Verify that the list of polling stations is approved by the State Election Commission.

4.2.15 Go through the exercise and identification of critical booths and critical clusters done by the DEO/SP and finalize the list of critical polling stations and critical clusters.

4.2.16 Discuss and approve the Security Plan with the DEO and the Superintendent of Police, and review the law and order issue in general. Review the availability of security forces.

4.2.17 Review the preventive measures taken by law and order implementation machinery.

4.2.18 Review the communication plan and confirm dry runs.

4.2.19 Review control room arrangements and complaints monitoring system.

4.2.20 Ensure that proper arrangements for dispatch of polling parties have been made. The dispatch should normally be the day before the poll.

4.2.21 Review counting arrangements.

4.2.22 Review the effective monitoring of violation of Defacement of Property Act, and action taken from concerned authorities thereon.

4.2.23 Review the effective monitoring enforcement of special instructions of the Commission regarding election campaign for the period of 48 hours prior to the ending of poll or even up to the next day of poll 7:00 AM. These may specially include instructions on campaigning, vehicular movement, transportation of voters, sale and distribution of liquor etc. Copies of each circular should be collected from Secretary of the Commission.
(e) **Poll Day Management**

4.2.24 Monitor placement of petrolling Magistrate Sector Officers and Zonal Officers.

4.2.25 Review the pace of poll and percentage of polling at regular intervals.

4.2.26 Keep track of occurrence of any special events during the poll day.

4.2.27 Keep track of any delays or temporary suspension of poll.

4.2.28 Report anything exceptional to the Commission.

4.2.29 Ensure that proper arrangements for receipt of polling staff and polling material are made. Every receiving team should be well equipped with a checklist of items to be received. Ensure that the non-statutory documents are not locked with the ballot boxes in that strong room.

4.2.30 Ensure that a “special counter” is setup for receipt of polling parties from those polling stations where any special event has been reported and on receipt, proper documentation, along with the statement/report of the presiding officer, if required, is done.

(f) **Post Poll:**

4.2.31 Scrutiny of Presiding officer diary is an important analytical tool to analyse proper conduct of elections and taking re-poll decision. Scrutiny is done for those polling stations that fall within the criteria as per Commission’s instructions in the presence of Observer.

4.2.32 Report to the Commission about the conduct of poll and requirement of repoll, if any.

(g) **Counting**

4.2.33 Review the arrangements for counting made by the DEO (P).

4.2.34 The randomization of counting staff is done in the presence of Observer.

4.2.35 The Observer has to ensure that the results as tabulated by the counting staff tally.

4.2.36 Ensure that during the counting, round-wise results are announced as and when they are finalized.

4.2.37 Certify proper completion of counting process and allow R.O to declare results, if satisfied with the counting process.

4.2.38 Ensure that election certificate immediately be issued after declaration of result.
5. **BRIEFING MEETINGS OF OBSERVERS:**

5.1 It is compulsory for all Observers to attend a briefing session of the Commission. The Briefing Meeting must be attended without exception whether the Officer is allocated Constituency or put on Reserve List.

5.2 Before the Observers are sent to the constituencies allocated to them, Commission holds the Briefing Meeting. The Observers are expected to immediately notify any change in office and residential addresses and phone / fax / Telex numbers to the Secretary of the Commission.

6. **KIT OF THE OBSERVERS:**

   The Observers are supplied with a brief case containing the following booklets:

   (1) Hand Book for Returning Officers.
   (2) Hand Book for Presiding Officers.
   (3) Hand Book of Candidates.
   (4) Hand Book for Election Observers.
   (5) A copy of Model Code of Conduct.

7. **TOURS AND ABSENCE FROM HEADQUARTERS:**

   All Observers should seek prior permission from the Commission every time they want to leave the headquarters on personal work or on official work not connected with performance of their duties as Observers. Any request in this regard for special permission shall be made to the Secretary of the Commission.

8. **REQUESTS FOR LEAVE:**

   No officer appointed as Observer or kept in Reserve List shall proceed on any kind of leave without prior permission of the Commission till the completion of the election in the Constituency(ies) in which he/she has been appointed as Observer or he/she has been kept in reserve. All correspondence in this regard shall be addressed to the Secretary, State Election Commission, Jharkhand.

9. **REPORTS BY GENERAL OBSERVERS:**

   (1) The observers should send a report of their arrival in the allotted subdivision in the front prescribed and attached in Annexure -
(2) The Commission expects six mandatory reports from General Observers. However, in case of any serious deviations the observer should bring it to the notice of SEC through interim report(s) as and when necessary.

(i) OBSERVER REPORT – 1 : Immediately after the end of scrutiny of nomination papers.

(ii) OBSERVER REPORT – 2 : Immediately after meeting with candidates and their representatives on or before the withdrawal of candidatures.

(iii) OBSERVER REPORT – 3 : Immediately after the end of campaign period.

(iv) OBSERVER REPORT – 4 : Immediately after the end of poll.

(v) OBSERVER REPORT – 5 : Immediately after the scrutiny of Presiding officer diary and other documents on the day after poll.

(vi) OBSERVER REPORT – 6 : Immediately after counting of votes.

(3) The Observers should send these reports by e-mail to the Commission and by fax where internet facility is not available followed by sending physical copy by post. The email address of the Commission is

(i) secjharkhand@yahoo.co.in

(ii) secjharkhand@gmail.com

(iii) Fax Nos : 0651-2284002, 2280932 and 0651-2280287.

(4) All reports of the Observers shall be sent to the Secretary, SEC. Observers shall not, under any circumstances, share the contents of their reports or any information therein with anyone, repeat anyone, except the Election Commission. Utmost care should be taken while faxing or mailing the reports to ensure that no unauthorized person can have access to such reports.

(5) Oral communication with the Commission, on urgent matters which cannot be kept pending till the written report, through telephone or through any other fast and reliable means, during the field visit will be welcome. All telephonic communication should preferably be held with the Secretary of the Commission and must be followed by a written message in confirmation.
10. **ARRIVAL OF GENERAL OBSERVERS IN THE CONSTITUENCIES:**

(1) The General Observer is mandated to visit the constituency on the last day of filling of nominations before noon.

(2) The DEO(P) shall appoint an officer as the liaison officer for the observer and the liaison officer shall receive the observer at the point of his arrival in the District and escort him to the place of stay. The DEO (P) has to make arrangements for accommodation, vehicle and communication modes like internet, fax etc. The DEO (P) and RO shall compile information/particulars as enumerated in the check list which is annexed and furnish the same to the Observers on his arrival along with the Election Plan and a map.

11. **INTERFACE OF ROs/AROs AND DEO (P) WITH THE OBSERVERS:**

(1) The DEO(P) should organize a structured meeting with the observers as early as possible. All the RO, AROs, other election officials including the nodal officers for media cell, model code of conduct and the designated officers for expenditure monitoring should be present in the meeting to apprise the Observers about the specific issues needing his special attention. The Observer is also expected to the present in the office of the RO/ARO at the time of scrutiny of nominations papers at his office.

(2) The Observer should monitor that:

(a) The posting of requisite officers as RO and ARO has been completed (including for counting).

(b) The identification and status of all the venues which will be used for dispatching, receiving and counting has been done and reviewed.

(c) The list of polling stations has been finalized and approved.

(d) The machinery to monitor and implement model code of conduct, election expenditure monitoring is in place.

(e) The primary list of polling personnel has been prepared.

(f) The arrangements for receiving information from public, control room arrangements and inter coordination of police and DEO, RO control rooms.
(3) After reviewing the check list the Observer shall take up the matter with the SEC, if any deficiency is found in the election preparedness.

12. SCRUTINY OF NOMINATION PAPERS:

(1) The Observer arrives in the Constituency on the last date of filling the nomination process. However, he is expected to review the video recordings of the entire nomination process of all constituencies assigned to him and observe the Commission instructions regarding conduct of nomination process have been complied. In this regard compliance to the specific instruction of the Commission regarding number of persons allowed to be present during the nomination process should be specially observed for compliance.

(2) The observer is expected to observe the scrutiny process and finalization of the contesting candidates after withdrawal very closely. The role of observer in scrutiny is to observe the events, rather than guide formally. However, in a situation where there is some confusion, the observer shall report to the Commission but under no circumstances shall give instructions to the Returning Officer.

(3) The Observers are expected to be present during the scrutiny of nominations. However, before the scrutiny, it is important that the Observers verify from the Returning Officers the availability of latest instructions and orders of the Commission, which are specifically relevant for the Returning Officers in discharging their statutory function of scrutinizing the nominations.

(4) The following items are important

(a) The latest list of “Election Symbols” published by the Commission.
(b) Commission’s instructions on the latest Form of Affidavit/ Self declaration, which will accompany every nomination form.
(c) The latest copy of the List of Disqualified Candidates.
(d) An authentic copy of the electoral roll for the constituency.

(5) It is important for the Observers to go through these instructions carefully in advance before they interact with the Returning Officers. They will confirm that the Returning Officers have not only received the latest instructions but have understood the implications clearly.
13. **ALLOTMENT OF SYMBOLS:**

(1) After the process of withdrawal of nominations is completed, the process of allotment of symbols is taken up by the Returning Officers. The Observers will be available for overseeing this important activity. The Returning Officer should have access to the latest list of Election Symbols.

(2) As soon as the allotment of symbols is completed, a list of Contesting Candidates and Symbols allotted to them is prepared and published in Form 9. Special care should be taken regarding order in which the name of candidates appear in the list and Commission’s instructions in this regard should be strictly adhered to. This is a very important document and it is of utmost importance that copies of the same reach the DEO(P) at the earliest. The Returning Officers will make arrangements to send the original copy to the DEO (P) through special messenger.

14. **ELECTORAL ROLLS:**

Several complaints have been received in the Commission that during past elections the electoral rolls provided at the polling booths were different from the electoral rolls that were sold to the candidates. The Commission has viewed such complaints with concern and decided as follows:

(1) The electoral roll supplied to the polling booths shall be certified to be true copy of the one that has been sold to the candidates the marked copy kept by the Returning Officer and one subordinate to be specifically responsible for the purpose.

(2) The electoral roll supplied at polling booths shall be signed on all pages by the concerned officers.

(3) A copy of the electoral roll, which will be used on the day of election at polling booths (copy of the one sold to the candidates) shall also be given to the Observer. The Observer shall check the authenticity of the roll provided at polling booths vis-à-vis the rolls sold to the candidates on the day of poll at the polling stations visited by him. The Observers will discuss this subject thoroughly with the Returning Officer and ensure that there is no room for
any complaint on this score. This aspect should also be explained to the candidates during discussion.

15. **MEETING WITH THE CANDIDATES:**

The Returning Officer should conduct a meeting in the presence of Observer with all the contesting candidates and their representatives on the last day of withdrawal or on the next day and brief them about —

(i) Important aspects of the model code of conduct,
(ii) Expenditure reporting formats, expenditure and expenditure related issues.
(iii) Issuance of permissions for vehicles, processions and public meetings,
(iv) Proposed actions against violations of Model Code of Conduct,
(v) Interaction of observers with the candidates/electors (with specific details of time, contact numbers and place for meeting the observers),
(vi) Electoral rolls, and
(vii) Important aspect of conduct of elections (like appointment of polling agent, counting agent, election agent – their right and duties),
(viii) The observers should explain the concept of worry list. Wherever a candidate has apprehension about any unfair practice, procedural lapse, he will bring them to the notice of the Observer through the worry list indicating details of polling centre and reasons for such apprehension,
(ix) Latest instructions of the Commission or important changes from past practices should be brought to the knowledge and notice of candidates.

16. **VISIT OF AREAS IN THE CONSTITUENCY AND POLLING STATIONS:**

After finalization of contesting candidates by the Returning Officer, the observer should visit as many polling stations (therefore areas) to understand the constituency in social, economical and political context. During their visits, the observer shall definitely visit all new polling stations, sensitive polling stations and distant polling stations.

17. **REVIEW OF OVERALL PREPAREDNESS OF LAW AND ORDER MACHINERY:**

(1) The Observer should have a detailed discussion at a mutually convenient time not later than 4 days of his/her arrival about the following.

(a) Adequacy of scrutiny personnel
(b) Requirement of Special Forces
(c) Preventive actions taken (preventive detentions, bonds & arms deposition)
(d) Identification of critical polling stations through vulnerability mapping
(e) Sector plans for policing on the day of poll
(f) Response strategy on the day of poll and transportation of EVMs, and
(g) Discussion about sensitivity of inter-district and State boundaries.

(2) The vulnerability index mapping of the district should have been completed. The observer should ensure whether this has been done and critical clusters and polling stations are identified. The sector plan for police patrolling and the requirement for additional force should be reviewed in this context.

(3) The distilleries in the district should be monitored for the stock position of liquor and any abnormal increase in outflow during the election period should be checked. The outflow should be compared to the average of the last six months.

18. OBSERVATION OF IMPLEMENTATION OF MODEL CODE OF CONDUCT:

(1) It has been the most important and crucial task of observers to ensure non-partisan and effective implementation of model code of conduct.

(2) The main areas for strict vigil are:
   (a) Use of vehicles for campaigning without required permission
   (b) Use of muscle power to mobilize or restrain people from voting
   (c) Flow of liquor and money and ‘gifts’ to ensure voting in favor of a particular candidate
   (d) Divisive tactics through inflammatory and condemnable speeches/acts, and
   (e) Dealing with defacement of property as per prevailing law if any of the state.

(3) To ensure effective enforcement, the observer should check whether the enforcement squads are formed with clear territorial jurisdiction to have accountability. The teams of enforcement should consist of civil and police personnel.
19. **APPROACH OF THE OBSERVER IN IMPLEMENTATION OF CODE OF CONDUCT:**

(1) The approach of observer should be to get the complaint inquired by DEO(P)/RO through the inquiry officer and tracking how the inquiry is conducted and how the concurrent corrective measure is affected. The observer should advise the RO/DEO(P) about the violations and appropriate action to be taken. However in case of lapses on part of the authorities even after advice of the observers, the observers should immediately communicate lapses to the SEC. Observer should use videography as an effective tool to implement Model Code of Conduct.

(2) There are several instances where implementation of model code of conduct has been handled for the same issue in different manner in different constituencies. Observers are eyes and ears of the SEC and not the executives in the field. Some instances are given as case studies to sensitize you to this aspect-

**Situation A**

An observer found a vehicle (with a party flag and lot of workers or without flag and lot of supporters) with a microphone campaigning for a candidate without a permit.

(a) He detains the vehicle with the help of his Personal Security Officer (PSO) and calls for the police and orders them to take a particular action, issues a specific instruction in writing.

(b) He reports the matter on phone to the concerned SP and subsequently write a letter and warrants an Action Taken Report (ATR) from the SP and RO. In case of non action, the lapse is reported to SEC.

(c) He gives an instruction to immediately arrest the people in the vehicle to the police in writing.

The SEC would appreciate the option ‘b’ in this case. However, to ensure ripple effect, the incident and the action taken should be publicized in the media to create further deterrence through the Returning Officer. In any case the observer is not expected to interact and brief the media personally.
**Situation B**

There is a complaint from a particular Candidate that there is possession of illegal arms in a particular location by another contesting party. The complaining party does not disclose the location and requests for a police party to raid in a location to be specified later.

(a) The observer agrees to the demand and order the SP to send a police party.

(b) The observer takes the complaint and location confidentially, asks the SP to act on it and report back. He also sends a videography team with the police party.

(c) The observer takes the police party and goes to the specified location and raids it.

The SEC would recommend the option ‘b’ in this case as observers have to think and act independently after receiving a complaint and not physically move with one party or other as that is also seen as partisan.

**Situation C**

Every Candidate wants star campaigners. One of the star campaigners deliver inflammatory speeches hurting the sentiments of a particular section of society and this is widely covered by media at national and local levels.

(a) This episode and the contents of speech is recorded and reported to SEC and at the same time appropriate action by the election machinery has been initiated. The Action Taken is proportionate to the gravity of the lapse.

(b) This episode is not reported to SEC and action has been initiated at the local level which is covered by local media.

(c) It was not acted against at all.

The SEC would recommend option ‘a’ as the lapse is being covered by national media and the damage is no more localized and therefore the non-reporting of this event to SEC shall have negative effect on the general scenario of elections.

**Situation D**

An observer witnesses that a public property has been defaced by posters, which is serious violation of model code of conduct. He had to deal with this.

(a) The observer gets out of the vehicle and tears the posters himself.
(b) He informs the Returning Officer and asks the Returning Officer to send the enforcement squad responsible for territorial jurisdiction. He documents the violation through videography. After a day or two checks whether that violation has been dealt with and also ensures booking of that expenditure in the accounts. The option ‘b’ is the desired response.

(3) SEC encourages effective observation rather than self implementation of the Model Code of Conduct.

(4) SEC envisages appropriate and timely action against lapses and at the same time proportionate flow of this information of action taken to the appropriate levels like local, district and state national level to have a deterrence effect.

(5) Every move of campaigning has an implication of election expenditure. The observers are expected to correlate all the permissions taken and the expenditure statements submitted. In case of some expenditure not being reported, the standard rates prevailing in the district should be adopted.

20. **PREPARATION OF POLLING PARTIES AND TRAINING:**

(1) To ensure transparency, the Commission has formulated a comprehensive three stage randomization plan for selection and deployment of polling staff. In the first stage of randomization, polling staff is randomly selected from a complete database of all Government employees working in the district. This process would have been completed before arrival of the Observer. However, the Observer should examine the outcome of the process and ensure that the selection has been random.

(2) The second stage of randomization is for polling teams and assignment of the Panchayat Constituency to which they shall be deployed. It will be done in presence of General Observer. The polling station to which these teams will be going would be known only after the third stage of randomization which is done on the day just before dispatch. At this Stage Observer’s presence is necessary.

(3) Success of the poll process depends a lot on the quality of training imparted to the polling staff. Observer should monitor the training process and take care that:
(i) All the staff appointed for poll duty is trained.
(ii) The trainers are well versed with the election process. It is a good practice to use the Sector Officer as trainers.
(iii) Training is imparted in small groups and not very large groups to ensure that proper focus is maintained.
(iv) Training covers all aspects of poll management, including ballot Papers and ballot boxes aspects, forms and certificates to be filled by the staff. Special focus should be given to the latest instructions issued by the Commission since most of the polling staff would be unaware of them.

21. PREPARATIONS FOR DATE OF POLL:

(1) Effective checks to curb electoral malpractice or vitiation of the poll process by way of booth capturing, rigging, creating a scare of fear and panic among electorate and effectively preventing them from casting their votes are major concerns.

(2) The methods adopted by unscrupulous elements vary from State to State from constituency to constituency. The Observers are expected to familiarize themselves about the tricks of the trade prevalent in the area as well as identify the specific areas prone to such mischief.

(3) The Observers between or amongst them should carefully plan out, in confidence, the areas which they would focus on, during the actual period of poll. This will be kept confidential and is not to be shared with anyone including the District Election Officers, ROs, Escort and Liaison Officers and PSOs.

22. VISIT OF DISTRIBUTION CENTRES:

The Observers will visit the dispersal centers for dispatching the polling parties to different locations and make a brief report on the manner in which the operations are being conducted. They will particularly see that the random formation of polling parties is being truly and correctly implemented.
23. **POLL DAY ACTIVITIES:**

(1) One of the most important responsibilities of the Observers is to oversee the actual poll. On the date of poll, Observers available in the constituency should tour the maximum number of booths as is physically possible during the hours of polling. For this purpose, they will mutually decide as to which polling stations they will visit on the poll day. Also to save time they may consider carrying some packed food and start field visits well before the poll begins. The presence of the Observers in the field on the date of poll and their visits to polling stations should be an effective deterrent against electoral malpractice and vitiation of the poll process. The Observers will ensure prompt and effective action on this score by interacting with the District Administration constantly through telephone, wireless, VHF Radio sets etc.

(3) They should look for any unusual activity or lack of activity around a polling station to sense whether any electoral malpractice has vitiated or is likely to vitiate free and fair polls. Absence of women in the queues may be an indicator of something unusual. The Observers should in advance study and acquaint themselves with the pattern of electoral malpractices in the past elections in different areas. On this basis, they can look for tell tale signs, of any irregularities. They should constantly remain in touch with the Returning Officer, Assistant Returning Officer, Sector Magistrates and other officers on duty to get feedback as well as to convey anything specific for corrective action to be taken by the concerned authorities on the basis of what the Observers have actually seen in the field.

(4) They should also go inside Polling Stations and check for the progress of polling, the compliance of prescribed procedures by the polling officials in conducting the poll, the presence of polling agents, the updating of entries in the Presiding Officer’s diary and such other matters that need verification.

(5) The Observers will also take stock of the collection of the ballot boxes and the transport of polling parties and polling materials under appropriate security arrangements. The convoys once started should only stop at the destination, that is, the strong room where there are to be stored.
(6) An important point to be noted is that Form 17A has been completely and correctly filled by the Presiding Officer and these are deposited along with the Presiding Officer’s diary at the collection centres and strong rooms.

24. RECEPTION OF POLLING PARTIES:

(1) There is need to focus on polling stations wherein
   (i) polling was disrupted temporarily due to any reason
   (ii) serious complaints were received and

25. SCRUTINY OF PRESIDING OFFICERS DIARY AND OTHER DOCUMENTS:

(1) In order to deter electoral malpractices, the Commission has directed that scrutiny of Presiding Officers’ diaries, report of Sector Officer / Zonal Magistrates etc shall be taken up after completion of poll for polling station selected on the basis of detailed criteria laid down by the Commission. This scrutiny shall be taken up at 11:00 AM on the day next to the day of poll. Observer should ensure that his travel plan is so laid out that his departure from the constituency is not before 36 hours after completion of poll.

26. RE-POLL AND ADJOURNED POLL CASES:

(1) The report of the Observer is the most important input for the Commission for taking a decision on ordering re-polls. The Observers should therefore be vigilant and alert about any incident or activity which might or might have vitiated the poll process so that they can send a specific report to the Commission on this matter. Sometimes, information received from other sources are referred back to the Observers on telephone by the Secretary, State Election Commission and the Observers are expected to make such enquiries and verification as are possible within the constraints of the time available. After this and after taking into consideration other inputs made available to the Commission, re-poll is ordered in such of the polling stations as is considered necessary and appropriate by the Commission.

(2) It is utmost importance that the re-poll itself is not vitiated in any manner. The Observers will give specific and comprehensive report on the actual conduct of re-poll. The re-poll, if any, is normally held on the second day following the date of poll unless specified otherwise.
27. END OF POLL REPORT:

The Observers will send a report in the form prescribed in at the end of poll showing the role of polling agents and the number and nature of complaints received in regard to each polling station. In addition to this, the Observer has to send a comprehensive report highlighting all important factors, in case any re-poll is recommended by him for a particular polling station or a group of polling stations.

28. COUNTING OF VOTES:

(1) The Commission has prescribed a format for approval of counting centres and the DEOs(P) have been directed to personally inspect each counting centre and send their proposals to the Commission for its approval. During the initial stage of their visit, i.e. before the scrutiny of nomination papers, the Observers will check if the data in the format has been sent to the Commission for approval by that time.

(2) During this very stage of the visit itself, the Observers between them will also inspect each counting centre for a preliminary assessment of the facilities in the counting centre and to verify that these are as per specifications prescribed by the Commission. In addition they should also read thoroughly and, on this basis, they will interact with the Returning Officers.

(3) One of the most important features relates to provision of specific facilities for the Observers and media in the counting centers. It is now mandatory for the DEO (P) to provide a separate room or a cubicle for the Observer or Observers in each counting centre with one STD telephone and one fax attached to this.

(4) The statutory provisions regarding Observers specifically focus on their role during the counting process and empower them to stop counting and to direct the RO/ARO not to declare the result in circumstances mentioned in Section 20B of Representation of the People Act, 1951. The status thus enjoins a special responsibility on the part of the Observers to oversee and supervise the counting process and also to provide a direct immediate communication to the Commission. The Commission accordingly expects that
the Observers will have a key role in the superintendence of the counting process.

(5) The staff selected for counting has to be randomized on the day of the counting early morning before the counting begins. The Commission is particularly concerned that the entire counting arrangement should be orderly and well-structured. The Commission attaches great importance to the fact that the actual counting is done in such a manner that it is not only smooth and efficient but more importantly transparent and correct. Reasonable opportunity is to be afforded, as per existing instructions of the Commission, to let the counting agents of the candidates get a clear view of the counting process as it goes on each counting table. There should be no room for any doubt.

(6) For ensuring accuracy of the result of counting, a round wise statement shall be prepared by the Returning Officer. Both the Returning Officer and Observer shall personally verify that the number of votes posted against the name of each candidate in respect of every counting table tally with the figures as shown in Prescribed format pertaining to that table. They shall append their initial total of each counting table. A copy of the detailed table-wise, polling station-wise, round-wise breakup of the votes will be kept by the Observer in his folder.

(7) The tallying process at the end of each round of counting should be completed in a systematic manner and the round-wise progress announced within the halls by the concerned ARO-incharge. Immediately thereafter, this should be announced over the public address system. These public announcements could be centralized in a counting centre with multiple halls.

(8) The Observers will also ensure that as soon as the final results and the winning candidate are announced and all the relevant papers are signed by the Returning Officer, the final detailed result is transmitted to DEO (P) & SEC.

(9) The Observers should ensure after the declaration of result that the Returning Officer sends to DEO & SEC the duly filled and corrected copies of

(i) Final Result Sheet in Form 19/21,
(ii) Return of Election in Form 22,
(iii) Publication of Result in Form 23.

(10) It may be noted that only the name which is given in the Nomination Form is normally valid for all future references and use in the other related documents. The list of contesting candidates in Form 9 should reflect this name exactly and correctly with same spellings as given in the Nomination Form.

29. EXPENDITURE OBSERVER

(1) The Expenditure observer should send their report of their arrival in the allotted sub-division in the form prescribed and attached in Annexure –

(2) The Expenditure Observers are mandated to visit the allotted constituency on the last day of filing nomination before noon.

(3) The DEO(P) shall appoint an officer as the liaison officer for the observer and the liaison officer shall receive the observer at the point of his arrival in the District and escort him to the place of stay. The DEO (P) has to make arrangements for accommodation, vehicle and communication modes like internet, fax etc. The DEO (P) and RO shall compile information/particulars as enumerated in the check list annexed and furnish the same to the Observers on his arrival along with the Election Plan and a map.

(4) The DEO(P) should organize a structured meeting with the observers as early as possible. All the RO, AROs, other election officials including the nodal officers for media cell, model code of conduct and the designated officers for expenditure monitoring should be present in the meeting to apprise the Observers about the specific issues needing his special attention. The Observer is also expected to the present in the office of the RO/ARO at the time of scrutiny of nominations papers at his office.

(5) The Commission expects three mandatory reports from Expenditure Observers. However, in case of any serious deviations the observer should bring it to the notice of SEC through interim report(s) as and when necessary.

(i) OBSERVER REPORT – 1 : Immediately after the last date of nomination and within three days.
(ii) OBSERVER REPORT – 2: Immediately after the last date of withdrawal and within three days

(iii) OBSERVER REPORT – 3: Immediately after the end of poll.

(6) The Observers should send these reports by e-mail to the Commission and by fax where internet facility is not available followed by sending physical copy by post. The email address of the Commission is

(i) secjharkhand@yahoo.co.in

(ii) secjharkhand@gmail.com

(iii) Fax Nos: 0651-2284002, 2280932 and 0651-2280287.

(7) All reports of the Observers shall be sent to the Secretary, SEC. Observers shall not, under any circumstances, share the contents of their reports or any information therein with anyone, except the Election Commission. Utmost care should be taken while faxing or mailing the reports to ensure that no unauthorized person can have access to such reports.

(8) Oral communication with the Commission, on urgent matters which cannot be kept pending till the written report, through telephone or through any other fast and reliable means, during the field visit will be welcome. All telephonic communication should preferably be held with the Secretary of the Commission and must be followed by a written message in confirmation.

30. WATCH ON EXPENDITURE INCURRED ON ELECTION CAMPAIGN BY THE CANDIDATES:

(1) Use of money power, needless to reiterate, vitiates the election process. The Observers especially the Expenditure Observers are, therefore, expected to be the watchdogs and keep a strict vigil on surreptitious and discursive ways of spending money to influence voters. The observers should know the ceiling of election expenditure for his constituency.

(2) The Commission appoints separate Expenditure Observers to monitor election expenses.

(3) The Expenditure Observers shall mainly focus on expenditure aspects and the system of expenditure monitoring.
The General Observers has to focus on all other issues of election. However, both Observers may see or look the areas of each other and pass on the informations to the Commission on time.

Past experiences indicate that use of money power starts right from the nomination process. Subsequently, it takes various forms, which are enlisted herein below. However, it must be kept in mind that the enlisted ways of spending money is only indicative. There can be many other ways of spending money which should engage the attention of Observers.

(a) Booth-wise agents are appointed to purchase floating votes; 
(b) Large donations to clubs and organizations to influence its members; 
(c) Largesse to petty workers to dole out the same to Electors; 
(d) Rented crowds for meetings; 
(e) Rallies and campaigns with purchasable crowd; 
(f) Presence of candidates at social occasions like mass weddings, feasts, poojas, jagrans, inaugurals, football matches, khassi tournaments etc., where Gifts are given on behalf of candidates; 
(g) Acceptance of felicitations by the contesting candidates at any educational or charitable organizations; 
(h) Distribution of free liquor/liquor passes to the electors; 
(i) Use of dummy candidates at election to utilize his quota of Electioneering vehicles, etc., 
(j) Surrogate advertisements in print and electronic media where by candidature is canvassed by unconnected persons / organizations so as to avoid the expenditure on the same being accounted for in the expenditure of the contesting candidates; 
(k) Bringing cinema celebrities and sports persons to campaign; 
(l) Providing voters with caps, vets, umbrellas, bi-cycles, etc.

It shall be the duty of the observers to ensure that all the instructions of the Commission are followed meticulously and there are no aberrations in their application. It is therefore, imperative that the observers should familiarize themselves with the extant instructions issued by the Commission, a compendium of which is given in the Observer’s kit.
The gist and highlights of various sections and instructions on the issue of election expenditure is given hereunder for the benefit of the Observers:

(a) Section 65A of Jharkhand Panchayat Raj Act, 2001 stipulates that every candidate at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connections with the elections between the dates on which he has been nominated and the date of the declaration of the result thereof, both the dates inclusive.

(b) Section 65A of the said Act further stipulates that every contesting candidate at an election shall, within thirty days from the date of the elections of the returned candidate, lodge with the District Election Officer (P) or with Returning officer an account of the election expenses which shall be a true copy of all the account kept by him or by his election agent.

(c) In order to facilitate monitoring of election expenditure, each candidate is required to maintain election expenditure Register. All money to be spent on electioneering shall be accounted in this register.

(d) Even if a contesting candidate does not seriously contest the election for any reason whatsoever and incurs only a nominal expenditure on his filling nomination etc., he is required by law to lodge his account of election expenses.

(e) Contesting candidates, who fail to comply with the requirement of law regarding the lodging of account of election expenses, are liable to be disqualified by the State Election Commission u/s 65AA of the Jharkhand Panchayat Raj Act, 2001 for a period of three years.

(f) Failure to maintain the account of election expenditure is an electoral offence under Section 171-I of the Indian Penal Code. Further, the incurring or authorizing of expenditure in excess of the limit prescribed by the Commission is a corrupt practice and complaints may be lodged in both the cases in the local police station against erring candidates.
(g) The State Election Commission, Jharkhand has issued an order for expenditure monitoring which is annexed.

(h) The prescribed register/forms/extracts of rules relating to lodging of returns of accounts of election expenses should be printed and made available to the contesting candidates in Hindi.

(i) The supporting vouchers of the day to day expenses should necessarily bear the signature in full of the contesting candidate or his election agent.

(j) The register has to be made available by the contesting candidates for inspection by the Returning Officer/Designated Officer once before the date of poll.

(k) If a candidate is contesting election for more than one constituency, he is required to maintain and lodge a separate account of his election expenditure in respect of each such constituency.

(l) The candidate, while maintaining their register of accounts of election expenditure, should also account for all expenditure including those incurred prior to the date of nomination for preparation of campaign material, etc., which are actually used during the post nomination period in connection with the election.

(m) All vehicles (including two-wheelers, motor-bikes, scooters and mopeds, e-rickshaw etc) being used by the candidates for the election campaign are required to be lodged.

(n) The expenditure incurred by a political party or NGOs or any person, on advertisements in connection with the election of a particular candidate or a group of candidates shall be treated as expenditure authorized by the candidates concerned and shall be accounted for in the election expenses of the candidates concerned. In cases where the expenditure is incurred by the political party or NGOs for the benefit of a group of candidates, the expenditure is to be apportioned equally amongst the candidates.

(8) The Observers are advised to familiarize themselves completely with the instructions of the Commission and prevail upon the Designated Officer to
abide by the same. Wherever aberrations are noticed, the Designated Officers should be encouraged to issue notices through the Returning Officers to the erring candidates and make a note of the same in the register whenever they are produced for inspection.

EXPENDITURE MONITORING MECHANISM

31. DISTRICT MEDIA CELL:

The DEO(P) shall create a cell for dealing with media headed by Public Relations Officer and the main functions shall be –

(a) The cell shall collect various clippings about the elections and also the advertisements from all the newspapers including the vernacular languages and provide this with translation if required to the Observer through the liaison officer. This should be done on a day to day basis by the media cell. This exercise depending on the location of the observer may be done by liaison officer and an allowance shall be provided for this to the liaison officer.

(b) Prepare and circulate the note on various steps initiated during the day against violations of MCC to the media. These notes shall not include any direct quotes to the media by the observer, and

(c) They should also ensure that videography of all the public meetings are done and passed on to the observers. They should aid the observers in viewing and bringing forth any violations of MCC to the notice of the observers.

32. MEDIA CERTIFICATION AND MONITORING COMMITTEE (MCMC):

(1) There shall be a Media Certification and Monitoring Committee in each district. This committee with have the members.

(a) DEO (P) / Deputy DEO (P).

(b) District Public Relation Officer-Member Secretary.

(c) State Government, I & B Department Official, and

(d) Independent citizen / journalist as may be recommended by the PCI.
Besides carrying out the already assigned work of certification of advertisements, this committee will also monitor print and other electronic media including cable network and record either in CD or DVD, keep a photocopy of all advertisement / paid news / election related news of the contesting candidates.

(2) The DEO will ensure that this Committee is provided with all the national and local newspapers, having wide circulation in the constituency, three to four TV sets with connections of all the local and national News channels and one recording device and separate rooms so that they can watch and record all the advertisements/discussions related to the election. The Committee will also look into MCC violations in the Media sphere and send a report to the DEO(P) with copy to the General Observer. The MCMC shall see all the newspapers, print media, electronic media, cable network, mobile network and other modes of mass communication like bulk SMSs etc., and keep record of the advertisements, advertorials, messages, discussions and interviews relating to the candidates (and parties). This committee will submit a Daily Report with respect to each candidate to the accounting team with copy to RO and Expenditure Observer with respect to expenditure incurred by the candidate on election advertising including the assessed cases of Paid News, along with supportive paper cuttings/clippings, recordings of relevant TV and Radio advertisements, which will also be included in the Shadow Observation Register. **The RO will issue notice to the candidate with regard to the incidents of Paid News in consultation with the Expenditure Observer for not showing the expenditure on such publication.**

33. **EXPENDITURE MONITORING CONTROL ROOM AND CALL CENTRE:**

A 24x7 Call Centre will be established in the Control Room at the district level to operate from the date of notification of election. The call center will be given toll free telephone number with 3 or 4 hunting lines which will be widely publicized for the public to inform corrupt practices related to election. A senior officer will be put in-charge of the control room and call center who will be responsible for receiving and recording the complaints and passing them on to the respective officer for
action without any delay. The call center will be provided with sufficient staff to man the telephone lines round the clock to the respective officer for action without any delay. The call center will be provided with sufficient staff to man the telephone lines round the clock.
CHECK LIST

INFORMATION/PARTICULARS TO BE PREPARED BY DEO (P) AND RO
TO BE PROVIDED TO THE OBSERVER ON ARRIVAL

(a) Name of constituency
   (i) No and Name of the constituency
   (ii) No. of vulnerable villages/hamlets
   (iii) Map of the district and map of the constituency highlighting vulnerable Muhallas/hamlets/streets/locations.

(b) RO and ARO
   (i) Name
   (ii) Designation
   (i) Date of joining the designated cadre
   (iv) Experience in conduct of elections
   (ii) Date of posting

(c) Population
   (i) Male
   (ii) Female
   (iii) Total

(d) Electorate details

<table>
<thead>
<tr>
<th>Number of Electors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
</tr>
<tr>
<td>-------------------</td>
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</table>

(e) Polling Stations
   (i) No of polling stations
   (ii) Whether the list has been approved by the SEC
   (iii) Whether all the polling stations have been visited by the RO and ARO
(iv) Polling Station Details

<table>
<thead>
<tr>
<th>Total No. of Polling Stations</th>
<th>Single Polling Station Locations</th>
<th>Two PS Location</th>
<th>Three PS Location</th>
<th>Four PS Location</th>
<th>Five PS Location</th>
<th>Six PS Location</th>
<th>More than six PS Location</th>
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(f) Identification of centres for dispatch, receiving and counting and any special arrangements.

<table>
<thead>
<tr>
<th>Name of Location</th>
<th>Activity</th>
<th>Facilities</th>
<th>Space</th>
<th>Lighting</th>
<th>Water / &amp; toilets</th>
<th>Layout Plan</th>
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<tr>
<td></td>
<td></td>
<td>Adeq</td>
<td>Inad</td>
<td>Adeq</td>
<td>Inad</td>
<td>Done</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adeq</td>
<td>Inad</td>
<td>Not done</td>
</tr>
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</table>

(g) Availability of staff Polling Personnel

<table>
<thead>
<tr>
<th>Total no. of polling personnel required for the Constituency</th>
<th>No. of State Govt. Officials available</th>
<th>No. of State PSUs available</th>
<th>No. of Central Govt. Officials available</th>
<th>No. of Central PSUs available</th>
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(h) Police personnel

(i) The total number of Police personnel by designation:

<table>
<thead>
<tr>
<th>SP</th>
<th>Dy. SP</th>
<th>PIs</th>
<th>SIs</th>
<th>ASIs</th>
<th>Constables</th>
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</table>

(ii) Requirement of Special Forces.

(iii) Operation of police control (police and RO, DEO) and the contact numbers.

(i) Preventive actions taken

(i) Arms deposited:

(ii) Security bonds:

(iii) Preventive detentions:

(iv) Prohibition cases, if applicable:

(vii) List of persons provided with security cover:
(j) **Arrangements for implementation of model code of conduct**

(i) Arrangements for prevention and removal of defacement of Property

(a) Territorial jurisdiction wise enforcement squads formed.

(b) District media cell constituted or not

(ii) Instructions to all the officers, candidates highlighting actions envisaged for the lapses.

(iii) Nodal officer for communicating about the venues, and candidate’s meetings.

(a) Name and contact details:

(iv) Arrangements for expenditure observation at the constituency level.

(a) Designated officers at constituency level appointed

(k) **Arrangements for Expenditure Monitoring**

(i) Whether R.O. has been authorised by DEO(P) for expenditure monitoring

(ii) Whether Nodal cell for expenditure monitoring at district level has been constituted

(iii) Whether all forms and registers for expenditure monitoring has been supplied to R.Os.

(l) **Arrangements for procurement of election material and printing of forms.**

<table>
<thead>
<tr>
<th>No. of indelible ink phials obtained</th>
<th>No. of blue paper seal of ROS available</th>
<th>Whether sufficient no. of handbook for Presiding Officers etc. available</th>
<th>Whether Statutory/Non Statutory forms etc. available</th>
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</table>

(m) **Randomization of polling personnel**

(i) Whether data base of polling personnel prepared?

(n) **Training of Polling Personnel**

(i) Whether training schedule for the polling personnel prepared?

(ii) Whether schedule for training for the Magistrate /officers prepared?
(o) **Dispatch arrangements**
   (i) Whether from HQ or any other location:
   (ii) Name of the location:
   (iii) Any need for early dispatch to specific polling stations:
   (iv) If yes, reasons:

(p) **Receiving arrangements**
   (i) Location:
   (ii) No. of tables for receiving:
   (iii) Plan for special counters:

(q) **Strong room location and security arrangement**
   (i) Location:
   (ii) Security arrangement:

(r) **Counting arrangements**
   (i) Appointment of additional AROs, if any, [Yes | No]
   (ii) Location of counting – whether approval from the SEC [Yes | No]
   (iii) Testing of Genesis and operational feasibility [Yes | No]
| रिपोर्ट करने की तारीख : |  |
| प्रेक्षक का नाम |  |
| प्रेक्षक कोड |  |
| जिला का नाम |  |
| अनुमंडल का नाम |  |

| 1. | प्रेक्षक के आगमन/प्रस्थान की तिथि |
| (कृपया उस भाग को हटा दें जो लागू न हो) |
| 2. | क्या प्रेक्षक द्वारा डूटी से कोई अवकाश लिया गया था |
| 3. | यदि हैं, विवरण दें |
| 4. | क्या डूटी पर देर से आए थे |
| 5. | यदि हैं, तो कितनी देर से |

स्थान :  
दिनांक :  
प्रेक्षक का हस्ताक्षर  
38
First report of General Observer-after 5 days of arrival (not later than 7 days) to be sent by email or by fax

**The First Report**
(Immediately after the end of Scrutiny of Nomination Papers).

**OBSERVER REPORT -1**

<table>
<thead>
<tr>
<th>Observer’s Name with Code:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td></td>
</tr>
<tr>
<td>Sub division:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Observer’s Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether Scrutiny has been done by the R.O. himself, if no whether ARO has been authorized by the R.O. in writing.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Whether the Commission’s instruction regarding number of persons allowed to be present during nomination process was observed/complied (this may be confirmed by viewing the video coverage of nomination process).</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether Scrutiny of nomination papers have been done properly in accordance with Sections 18,19,37,38,52 and 53 Jharkhand Panchayat Raj Act 2001 read with rule 41 of the Jharkhand Panchayat Nirvachan Niyamavali, 2001.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Names of Candidate whose nomination has been rejected with brief but clear reasons (Attach copy of summary orders passed by the R.O. in each case).</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Local Address with telephone / mobile number of the Observer, after arrival in the constituency.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Whether Observer’s name, contact number and the meeting hours with venue have been advertised? (Attach a copy of Advertisement).</td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Observer**
The Second Report of General Observer  
(Immediately after meeting with the candidates and their representatives on or before the day of the Withdrawal of candidatures)

**OBSERVER REPORT – 2**

<table>
<thead>
<tr>
<th>Observer’s Name with Code:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td></td>
</tr>
<tr>
<td>Sub division :</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Observer’s Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What was the time, date &amp; venue of the meeting with the contesting candidates? The names of the candidates or their representatives who attended.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>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 Returning Officer detailing the provisions of maintenance of accounts of election expenses and submission of the formats in which Statement of Election Expenses by candidate within the stipulated time (30 days after result) has been issued to all candidates?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>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(P) to the candidates.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Whether the Designated Officers for checking the accounts of election expenses have been briefed by the Observer regarding the various aspects of election expenditure.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Question</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether the schedule for production of registers of election expenses has been finalized with the candidates? What is the schedule so fixed? (Please intimate the Commission)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Whether important aspects of Model Code of Conduct was briefed to the candidates (Describe the main issues).</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Whether the concepts of worry list was explained to the Candidates, and they advised to submit their worry list.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Whether candidates were advised to properly train their polling and counting agents (Describe the main aspects)</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Observer
The Third Report of General Observer  
(Immediately after the end of Campaign period)

**OBSERVER REPORT – 3**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Observer’s Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether copy of the electoral roll sold to Candidates. Report the exceptions.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>How and when 2nd randomization of polling personnel accomplished? Describe/ Any drawbacks?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>How is the preparedness of polling personnel? Describe the training schedule and contents. Any drawback?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Whether critical polling stations and clusters have been identified.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether adequate preventive steps have been taken for maintenance of Law and Order</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>What is the security arrangement for polling stations and poll personnel (briefly the force deployment parameter). How many polling stations with static outside force, What is the arrangement to escort the polled ballot boxes back? What is transportation and receipt arrangement for polled ballot boxes? What is strong room guarding plan? Is the general atmosphere conducive for holding of free and fair poll? If no, state detailed reasons.</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Observer
The Fourth Report of General Observer
(Immediately after the end of poll)

**OBSERVER REPORT – 4**

Observer’s Name with Code:  

District:  

Sub division:  

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Observer’s Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total number of Polling Station.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Number of Polling Stations where there was only one election agent/polling agent was present (indicate the specific Polling Stations).</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>No. of polling stations with video cameras</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Number of Polling Stations, where the interrupted poll could not continue (indicate the specific polling stations)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>No. of polling station where there is, in the opinion of observer, a need for re-poll (based on point no. 6, 7 &amp; 8 above).</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Observer
**The Fifth Report of General Observer**
(Immediately after the Scrutiny of Presiding officer diary and other documents on the day after poll)

**OBSERVER REPORT – 5**

Observer’s Name with Code:  
District:  
Sub division :  

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Observer’s Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether proper intimation was given in advance, in writing, to the contesting candidates/their agents. (under proper acknowledgment).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Whether Scrutiny of 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?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether proper logbooks has been maintained for recording the time and purpose of opening and closing storage room where election records are kept.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Whether the room was opened in the presence of observer and candidates/election agents/ representatives</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether the election agents/ representatives present have put their seal or signature thereon – who/which of the candidates?</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Whether after scrutiny of Presiding Officer’s diary and other documents and materials the R.O. and Observer makes any recommendations to the Commission for repoll. If yes, describe the reasons for each recommended polling station separately.</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Observer
The Sixth Report of General Observer
(Immediately after Counting of Votes)

**OBSERVER REPORT – 6**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Observer’s Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether arrangements for counting has been done as per the instruction of the Commission. If No, what are the discrepancies?</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Whether randomization of counting staff was done as per the instruction of the Commission in the morning?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>How many tables were arranged?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>How many rounds were planned?</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Whether the counting agents of the candidates were present at the time of counting?</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Whether the seating arrangements of the counting agents were done as per the Commission’s instructions?</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Whether continuous Videography of counting was done?</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Whether Blue paper seal no. for each counted ballot box checked and verified?</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Whether there was any demand for re-totaling with what result? Describe.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Whether any significant incident occurred during counting of votes? If yes, give details</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Whether candidates/ counting agents were present at the time of declaration of result?</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Time when counting started and ended. When was the result announced? If there was any time lag please describe the reasons.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Is the observer satisfied about the counting &amp; declaration of results? (Observer should enclose round wise tabulation sheets with post-copy)</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Observer
व्यय प्रेक्षक का प्रथम रिपोर्ट (01)
व्यय अनुश्रवण के लिए तैयारी रिपोर्ट
(नाम निर्देशन की अविनाशी तिथि के तीन दिनों के बीतर प्रत्येक निर्वाचन क्षेत्र के लिए अलग से प्रस्तुत की जाए)

<table>
<thead>
<tr>
<th>सूचना का क्षेत्र</th>
<th>सूचना का विवरण</th>
<th>हैं</th>
<th>नहीं</th>
</tr>
</thead>
<tbody>
<tr>
<td>क) प्रेक्षक का नाम</td>
<td>क्या व्यय अभ्यासियों द्वारा ध्यानपूर्वक रख-रखाव किए जाने वाले दिन-प्रतिदिन के व्यय लेखों की जांच करने के लिए पदनगमित अधिकारी के रूप में नियुक्ति पदाधिकारी की नियुक्ति की गई है ?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ख) निर्वाचन क्षेत्र</td>
<td>क्या निर्वाचन व्यय अनुश्रवण एवं लेखांच रखा हेतु प्रशासन / अनुमण्डल / जिला स्तर पर निर्वाची पदाधिकारी के अधीन कोष्ट गठन किया गया है तथा क्या वे सही तरह से कार्य कर रहे हैं ?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ग) निर्वाचन तंत्र</td>
<td>क्या निर्वाचन तंत्र को व्ययों की अधिकतम सीमा से संबंधित जानकारी है ?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(घ) क्या निर्वाची पदाधिकारी ने अन्यथा को निर्माणित सामग्री उपलब्ध कराई है :-

(i) नए प्रपत्र के अनुसार, निर्वाचन व्यय के दिन प्रतिदिन लेखा के रख-रखाव हेतु निर्धारित रजिस्टर

(ii) रिटर्निंग अफिसर द्वारा अभ्यर्थियों के नामांकन के तुरंत बाद निर्वाचन व्ययों के लेखे के रख-रखाव के उपबंधों का विवरण देते हुए पत्र व्यवहार

(ड) क्या ऐसे रजिस्टरों में सम्पक रूप से पृष्ठ संख्या अंकित कर दी गई थी तथा जारी करते समय निर्वाची पदाधिकारी द्वारा उन्हें अभिप्रस्तुत प्राप्त किया गया था?

(घ) क्या व्यय प्रबंधक ने नकद धनरक्षण, शराब तथा अन्य सामग्रियों के वितरण पर निगरानी रखने के लिए पुलिस अवधारणा तथा जिला निर्वाचन पदाधिकारी तथा राज्य आयुक्त द्वारा पदाधिकारी से बातचीत की है?

(छ) (i) क्या जिला निर्वाचन पदाधिकारी द्वारा जिले में पोस्टरों का मुद्रण करने, वाहनों, लाइफस्टाइल अस्पतालों को किराए पर लेने, पट्टालों को लगाने की कीमत तथा फार्माचर एवं फ्रेमबरों को किराए पर लेने की वर्तमान दरें उपलब्ध कराई गई थी?

(ii) क्या निर्वाचन क्षेत्र में कार्य करने वाले सभी मीडिया के मूल्य चार्ट प्राप्त कर लिए गए हैं?

(ज) क्या निर्वाचन लड़ने वाले अभ्यर्थियों, सहायक व्यय प्रबंधकों तथा व्यय अनुश्रमण दलों के सदस्यों को इस संबंध में सूचित कर दिया गया है?
(अ) क्या निर्वाची पदाधिकारी ने सभी अभ्यर्थियों के साथ बैठक की है तथा उन्हें स्थानीय भाषा में व्यय अनुदेश की प्रतियों प्रदान की है?

(यदि उपर्युक्त में से किसी का भी उत्तर ‘न’ है, तो इसे निर्वाचन आयोग को सूचित करते हुए तुरंत जिला निर्वाचन पदाधिकारी के ध्यान में लाया जाए)।

स्थान :

दिनांक :

व्यय प्रेक्षक के हस्ताक्षर
व्यय प्रेषक का द्वितीय रिपोर्ट (02)
(व्यय अनुश्रवण के लिए तैयारी रिपोर्ट)
(अभ्यर्थिता बापिस लेने के तीन दिनों के भीतर प्रत्येक निर्वाचन क्षेत्र के लिए अलग से प्रस्तुत की जाए)

| रिपोर्ट करने की तारीख : |  |
| प्रेषक का नाम |  |
| प्रेषक कोड |  |
| निर्वाचन क्षेत्र का नाम |  |
| जिला का नाम |  |
| अनुमंडल का नाम |  |

<table>
<thead>
<tr>
<th>कोसो</th>
<th>विवरण</th>
<th>हाँ</th>
<th>नहीं</th>
</tr>
</thead>
<tbody>
<tr>
<td>(क)</td>
<td>क्या निर्वाची पदाधिकारी द्वारा व्यय रजिस्टर/वाङ्करों की जांच का समय निर्धारित किया गया है ?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ख)</td>
<td>यदि हैं, तो जांच के लिए निर्धारित तिथियों को सूचित करें।</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ग)</td>
<td>क्या जिला निर्वाचन पदाधिकारी द्वारा जिले के पोस्टरों के मुद्रण करने, वाहन, लाउड स्पीकरों को भाड़ पर लेने, पंडाल लगाने के मूल्य तथा फर्नीचर तथा फिक्सचर को भाड़ पर लेने की वर्तमान दर पर उपलब्ध करवा दी गई है ?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(घ)</td>
<td>क्या निर्वाची पदाधिकारी द्वारा अभ्यर्थियों को व्यय अनुश्रवण की नई प्रक्रिया से अवगत कराया गया है तथा व्यय अनुदेशों की प्रतियां उन्हें दी गई हैं ?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ड)</td>
<td>क्या निर्वाचन क्षेत्र को व्यय के मामले में सहेजनशील घोषित किया गया है ?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(च)</td>
<td>व्यय अनुश्रवण दल की तैयारी पर समग्र परिवेशण तथा किसी भी प्रकार के सुधार के लिए कोई सुझाव (विचारणीय विषयों को प्राथमिकता के कम में दर्शाए)।</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

यदि उपरोक्त में से किसी का भी उत्तर 'न' हैं, तो उसे निर्वाचन आयोग को सूचित करने हुए तुर्ना जिला निर्वाचन पदाधिकारी, के ध्यान में लाया जाए।

स्थान :
दिनांक:
व्यय प्रेषक के हस्ताक्षर
व्यय प्रश्न का तृतीय रिपोर्ट (03)
मतदान पूरा होने के बाद व्यय रिपोर्ट
(मतदान/पुनर्मतदान यदि कोई हो, के पूरे होने के 24 घंटे के भीतर ई. मेल तथा फैक्स द्वारा प्रस्तुत की जाएगी)

<table>
<thead>
<tr>
<th>कॉलम</th>
<th>विवरण</th>
</tr>
</thead>
<tbody>
<tr>
<td>(क)</td>
<td>व्यय से संबंधित प्राप्त शिकायतों की संख्या</td>
</tr>
<tr>
<td>(ख)</td>
<td>जाँच की गई शिकायतों की संख्या तथा की गई कार्रवाइ</td>
</tr>
<tr>
<td>(ग)</td>
<td>लम्बित मामलों की संख्या, जाँच तथा सुधार हेतु कार्रवाई</td>
</tr>
<tr>
<td>(घ)</td>
<td>लम्बित रहने का कारण</td>
</tr>
<tr>
<td>(ड.)</td>
<td>(i) अभ्यार्थियों की संख्या जिन्होंने जाँच के लिए रजिस्टर प्रस्तुत नहीं किये हैं</td>
</tr>
<tr>
<td>(ड.)</td>
<td>(ii) अभ्यार्थियों की संख्या जिन्हें जाँच के लिए रजिस्टर प्रस्तुत नहीं करने के कारण नोटिस जारी किए गए हैं</td>
</tr>
<tr>
<td>(ड.)</td>
<td>(iii) अभ्यार्थियों की संख्या जिन्होंने नोटिस दिए जाने के बावजूद रजिस्टर प्रस्तुत नहीं किये</td>
</tr>
<tr>
<td>(ड.)</td>
<td>(iv) नामों का उल्लेख करने, जिन्होंने नोटिस दिए जाने के बावजूद रजिस्टर प्रस्तुत नहीं किये</td>
</tr>
<tr>
<td>(घ)</td>
<td>नामांकन दाखिल करने के बाद की अवधि के दौरान जल्द की गई नकद, शराब तथा अन्य वस्तुओं</td>
</tr>
</tbody>
</table>

51
<table>
<thead>
<tr>
<th>वाक्य</th>
<th>विवरण</th>
</tr>
</thead>
<tbody>
<tr>
<td>(३) यदि ऐसा है, तो उसका विवरण दें तथा अलग–अलग स्थान एवं प्राधिकारी का नाम बताएं, जिनके द्वारा जबली की गई।</td>
<td></td>
</tr>
<tr>
<td>(४) क्या जबल नकद राशि/सामग्रियों को किसी अभ्यर्थी के निवाचन व्यय से जोड़ा जा सकता है?</td>
<td></td>
</tr>
<tr>
<td>(५) यदि ऐसा है, तो विवरण दें।</td>
<td></td>
</tr>
<tr>
<td>(६) क्या किसी संदिग्ध पेड्न्यूज का पता चला था?</td>
<td></td>
</tr>
<tr>
<td>(७) यदि ऐसा है, तो अभ्यर्थी का नाम, मीडिया का नाम तथा अन्य विवरण सहित, विवरण दें। (इस प्रकार के समी पापों की प्रति संलग्न करें)</td>
<td></td>
</tr>
<tr>
<td>(८) क्या सभी जन समाज़ों/रेलियों/जुलूसों में उपग्रह व्यय की अभ्यर्थी के व्यय रजिस्टर में प्रविष्ट की गई थी?</td>
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</tr>
<tr>
<td>(९) क्या ऐसे सभी व्ययों को अभ्यर्थी द्वारा प्रस्तुत किए गए दिन–प्रतिदिन के लेख रजिस्टर में दर्शाया गया था?</td>
<td></td>
</tr>
<tr>
<td>(१०) यदि नहीं हैं, तो विवरण दें।</td>
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</tr>
<tr>
<td>(११) क्या इस अवधि के दौरान शराब के उत्पादन/वितरण की रिपोर्ट को मोंटेकर किया जा रहा था?</td>
<td></td>
</tr>
<tr>
<td>(१२) निवाचन व्यय को छुपाने के कोई अन्य तरीके का पता चला था? (कृपया विवरण दें)</td>
<td></td>
</tr>
<tr>
<td>(१३) कोई अन्य टिप्पणी/सुझाव (कृपया प्राथमिकता के कम में उल्लेख करें)।</td>
<td></td>
</tr>
</tbody>
</table>

स्थान:

दिनांक: 

हस्ताक्षर

व्यय प्रेस्क्रिप्शन
DOs & DON’Ts FOR OBSERVERS

DOs

(1) Attend the briefing and debriefing sessions fixed by the Commission.

(2) Notify your correct office and residential addresses and telephone / fax numbers by filling the Personal Information Sheet at the Registration Desk. Also please notify changes, if any, from time to time, to the Secretary of the State Election Commission.

(3) Draw up your tour programmes sufficiently in advance and intimate to the Secretary, SEC, District Election Officer and the Returning Officer of the constituency concerned.

(4) Note carefully the number of visits, duration of visits and the period of visits given by the Commission and strictly act according to this.

(5) Ensure that your tour programme is duly publicized within the constituencies allotted to you.

(6) Identify areas/polling stations which might require closer attention.

(7) Monitor that adequate stock of all election materials are actually available in adequate quantities.

(8) Make an independent assessment of the Law and Order situation in general.

(9) Make a random check of as many polling stations as possible and verify them.

(10) Monitor instances of violation of Model Code, ban on transfer etc.

(11) Familiarize yourself with the use of ballot boxes, and attend some training rehearsals.

(12) Monitor the deployment of security forces to have maximum impact.

(13) Send a report to the Commission within 24 hours of your return to the headquarters after the visit. In addition, also please send spot report (s) from time to time as considered necessary.

(14) Bring any development that merits immediate remedial action or attention of the Commission to Returning Officer’s /Commission’s notice without any loss of time. Such information should not be deferred till the regular reports are submitted.

(15) Send your report in a closed envelops addressed to the Secretary, State Election Commission.
(16) Attend meetings of the candidates called by the District Election Officers(P) / Returning Officers.

(17) Make independent assessment of the expenditure incurred by a candidate, or any other person.

(18) Speak to the local people and check posters, pamphlets etc. to arrive at an independent assessment.

(19) Make arrangements for Inspection of register of Election Expenditure prescribed by the Commission.

(20) Obtain prior permission of the Commission before leaving the headquarters.

(21) Maintain proper conduct in the constituency as SEC Observers are keenly observed.

DON’TS

(1) Do not ask for any exemption from the briefing session.

(2) Do not travel to the Constituency with your families.

(3) Do not talk to the Press.

(4) Do not call meetings of the candidates on your own.

(5) Do not make any unreasonable demands to the District Election Officer (P) / Returning Officer regarding accommodation, vehicle, security etc.

(6) Do not leave your headquarters once you have been allotted specific subdivision without the prior written Permission of the Commission.

(7) Do not plan for arrival to the subdivision on the day of scrutiny.

(8) Do not defer submitting reports of any development which requires immediate remedial action till submission of your regular report(s), but bring it to the Commission’s notice by fastest means.
राज्य निर्वाचन आयोग, झारखंड
'निर्वाचन भवन'
नई दिल्ली, नई दिल्ली, हार्ट, जैंकिंकर, - 834001

Email : seogjharkhand@yahoo.co.in

संख्या: 035309–128/2015 राजनिर्वाचन

अभिसंख्या

संख्या: 035309–128/2015 राजनिर्वाचन

निर्वाचन पंचायतों के निर्वाचन के संबंध में स्थानीय वादा द्वारा प्रतिष्ठित निर्वाचन व्यय की अभिलेखीय सीमा का निर्धारण पूर्व में राज्य निर्वाचन आयोग की अभिलेखीय संख्या 035309–11/2005–राजनिर्वाचन–13/404 दिनांक 28 जुलाई 2005 द्वारा निर्धारित की गई थी। वर्ष 2005 के पश्चात अन्य 10 वर्ष बीत हुए हैं तथा इस अवधि में 2010 में पंचायतों के आम निर्वाचन के साथ-साथ उन निर्वाचन व्यय की समयन कार्य जा चुकी है। इन निर्वाचनों के दौरान निर्वाचन व्यय की अभिलेखीय सीमा के पुनः निर्धारण केहु करके सत्र से प्रातः सुहाग एवं अनुरोध को दूर कराना रखा है आयोग ने इस विधि की गति समीक्षा किया है एवं देश के अन्य राज्यों में विनिमयित निर्वाचन व्यय की अभिलेखीय का भी आवश्यक किया है।

इस समय एवं आयोग के पश्चात आयोग इस निम्न कर्त्तव्य पर पहुँच रहा है कि निर्वाचन संबंधी चुनाव प्रचार आयोग में नियत नए-नए प्रयोग एवं अभाव समय के हुए है। इसलिए में एवं इलेक्ट्रॉनिक एवं डिजिटल तीक्ष्णता न मानने के लिए निर्धारण के लिए नये-नए अभाव निर्माण के कारण चुनाव प्रचार आयोग में इसकी मूलिका और स्थापना होगी। इसके अधिकांश महानगर एवं अभिलेखीय दृष्टि देश में भी अभिलेखीय हुई है जिसलिए वर्तमान चुनाव प्रचार साधनों के पर भी आवश्यक है।

अतः उक्त वर्तमान संरचनाओं को दृष्टिगत रखते हुए में, विवाद, निर्वाचन आयोग, झारखंड, भारत के संसदीय सरकार के अनुसार 243K तथा झारखंड पंचायत राज अधिनियम, 2001 (संविधान रूप में संरचित) अभिलेखीय संख्या 09–09–2015–28/तिथि 18 गई 2015) की द्वारा 657 (iii) के द्वारा बदल आयोग का प्रयोग करना है झारखंड राज्य अधिनियम द्वारा पंचायतों के स्तरों एवं पदों के निर्माण देने उम्मीदवार द्वारा उपयोग एवं प्राधिकृत निर्वाचन व्यय की अभिलेखीय निम्न प्रकार निर्धारित करता है—

<table>
<thead>
<tr>
<th>क्रमांक</th>
<th>उम्मीदवार</th>
<th>निर्वाचन व्यय की अभिलेखीय सीमा</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>सदस्य, श्रम पंचायत के प्रशासनिक निर्माण क्षेत्र</td>
<td>10,000 (इक्के प्रस्ताव)</td>
</tr>
<tr>
<td>2</td>
<td>श्रम पंचायत के मुख्यमंत्री</td>
<td>60,000 (एक साल प्रस्ताव)</td>
</tr>
<tr>
<td>3</td>
<td>सदस्य, पंचायत समिति के क्षेत्रीय निर्माण क्षेत्र</td>
<td>50,000 (पश्चात प्रस्ताव)</td>
</tr>
<tr>
<td>4</td>
<td>सदस्य, चिल्ला परिषद के क्षेत्रीय निर्माण क्षेत्र</td>
<td>1,50,000 (एक तीन साल प्रस्ताव)</td>
</tr>
</tbody>
</table>

55
2. जिल्हारीय रस्ता के विभिन्न खड़ों एवं स्थानों के उपरी वर्तमान या उनके निर्माण अभिक्रिया द्वारा ज्ञात घटना के निर्माण के अनुसार, 2001 में वितरित सम्य-सीमा अथवा निर्माण परिधान के लिए सीमा निर्माण पदार्थकारी (रस्ता) या अन्य पदार्थकारी जैसा राज्य निर्माण आयोग जोखिम के लिए रस्ता के लिए निर्माण करेगा। इसके अन्तर्गत निर्माण व्यवस्था का लेख एवं निर्माण व्यवस्था का सार आदायें एवं उसके निर्माण अभिक्रिया द्वारा देखी गई लेख के संबंधी प्रति होगी, वितत प्रयत्न से समर्पित करेगा।

3. जिल्हारीय रस्ता निर्माण के प्राथमिक उद्देश्य जिल्हा तारीख जो उसका नाम निर्धारित है अथवा उस तारीख से लेकर उसका परिकर्मा श्रेष्ठता करे, जिने तारीख के समय उसके या उसके निर्माण अभिक्रियाओं द्वारा प्रभावित निर्माण से जुड़े सभी विषयों का पूरक और सही लेख या तो व्याख्या रखें या अपने निर्माण अभिक्रियाओं से रखें। युक्त निर्माण व्यवस्था उपर्युक्त निर्धारित अभिक्रिया व्यवस्था की सीमा से अधिक नहीं होना चाहिए।

4. अभिनिवेश एवं निम्नांकित के प्रावधानों के अन्तर्गत तथा आयोग के दिशा-निर्देशों के अधीन अभिनिवेश श्रेष्ठता से वितरित सम्य-सीमा अथवा अभिनिवेश परिधान व्यवस्था का लेखा प्रस्तूत नहीं करने पर इसे चुका ना जाए तथा इस तृप्ति के लिए चुकाया जाए तथा अभिनिवेश का तथ्य प्रमाणन नहीं होने की संभावना में राज्य निर्माण आयोग उस उपर्युक्त का निर्धारित घोषित कर देगा और ऐसा व्यक्ति आदेश निर्धारित के अवधि से तीन वर्ष की अवधि के लिए निर्धारित नहीं हो जाएगा एवं इस आयोग के अनियमित राज्य के भी प्रकटित करा जाएगा।

5. पूर्व में निर्धारित समय अभिनिवेशादि इस हद तक संवर्धित समय बढ़ाया गया।

(वाहन वर्ष) 19 - 8 - 15
राज्य निर्माण आयोग,
ज्ञातिरूप, राजस्थान।
पंचायत निर्वाचन

अधिसूचना

संख्या : 03/निम्न-128/2015 राजनीतिक-2155 राजनीतिक में 27.08.2015

ज्ञानेश्वर पंचायत (निर्वाचन व्यवस्था का लेख राजनीतिक एवं प्रस्तुति) आदेश, 2015

प्राचीन प्रतिनिधिमूलक गणतन्त्र के लिए स्वतंत्र, निष्पक्ष एवं पारदर्शी निर्वाचन एक परम आवश्यकता है क्योंकि धनवल, वाहुवल के साथ में कोई भी निर्वाचन स्वतंत्र एवं सुदृढ़ नहीं हो सकता;

और प्राचीन ज्ञानेश्वर पंचायत राज अधिनियम, 2001 (ज्ञानेश्वर अधिनियम, 06. 2001) की धारा 65 के के अंतर्गत पंचायत निर्वाचन के प्रयोग उम्मीदवार के लिए यह आवश्यक है कि जिस तिथि को उसका नाम निर्धारित हो जाए तो उस तिथि से लेकर उसके निर्वाचन परिणाम घोषित किये जाने की तिथि तक, उसके या उसके निर्वाचन अभिकारी द्वारा उपग्रह और प्राधिकृत निर्वाचन से जुड़े सभी खाते का पूर्ण और सही लेखा संरक्षित या अपने निर्वाचन अभिकारी से रखवाये और लेखा में ऐसे विवरण शामिल होंगे जैसा विविधता किया जाए एवं उक्त व्यवस्था का योग ऐसे अधिकतम सीमा से, जैसा राज्य निर्वाचन आयोग द्वारा विविधता किया जाए, अधिक नहीं होगा, संबंधित प्राधिकृत हैं;

अतः राज्य निर्वाचन आयोग, ज्ञानेश्वर पंचायत राज अधिनियम, 2001 की धारा 65 के के अंतर्गत प्रत्येक विधायक का प्रयोग करते हुए निम्नलिखित आदेश निर्मित करता है :-

1. संक्षिप्त नाम, विस्तार एवं प्रारंभ

(1) यह आदेश “ज्ञानेश्वर पंचायत (निर्वाचन व्यवस्था का लेख राजनीतिक एवं प्रस्तुति) आदेश, 2015” कहा जा सकेगा।

(2) यह अधिसूचना निर्मित होने की तिथि से प्रारंभ होगा।

(3) इसका विस्तार सम्पूर्ण ज्ञानेश्वर राज्य में ज्ञानेश्वर पंचायत राज अधिनियम, 2001 की धारा 1 की उपपाठ्य (व्य) में उल्लिखित प्राधिकृतों के अनुरूप होगा।

2. परिणाम

जब तक संबंध द्वारा अन्यथा अपेक्षित न हो, इस आदेश में –

(1) “अधिनियम” से अपेक्षित है ज्ञानेश्वर पंचायत राज अधिनियम, 2001 (ज्ञानेश्वर अधिनियम, 06. 2001) ;

(2) “धारा” से अपेक्षित है उक्त अधिनियम की धारा ;

(3) “त्रितीय पंचायत निकाय” से अपेक्षित है जिला परिषद/पंचायत समिति/ग्राम पंचायत, यथा सरकार द्वारा अधिमुख रहेंगे;

(4) “विभाग” से अपेक्षित है, ग्रामीण विभाग विभाग ;

(5) “राज्य” से अपेक्षित है अधिनियम के अधीन त्रितीय पंचायत निकायों के पदवारों का प्रयास या अपराध निर्वाचन ;

(6) “उप निर्वाचन” से अपेक्षित है आकर्षक रिखितों को बनाने के लिए किया जानेवाला निर्वाचन ;

(7) “आयोग” से अपेक्षित है भारत के संबंधित के अनुसंधान 2433 नागरिक ज्ञानेश्वर पंचायत राज अधिनियम, 2001 की धारा 66 के अधीन गठित राज्य निर्वाचन आयोग ;

(8) “निर्वाचन व्यवस्था” से अपेक्षित है किसी पंचायत निर्वाचन के संबंध में किसी अन्यथा या उसके निर्वाचन अभिकारी द्वारा उपग्रह या प्राधिकृत व्यवस्था जो उसके नाम निर्देशन होने और निर्वाचन के परिणाम की घोषणा की तिथि के बीच (जिसके बीच ये दोनों तरहाँ आती हैं) किया गया है ;

(9) “निर्वाचन लड़ने वाला अभ्यर्थी” से अपेक्षित है ऐसा व्यक्ति जो किसी जिला परिषद/पंचायत समिति या ग्राम पंचायत के यथास्थिति सदस्य एवं मूलिका के सिद्ध कराये जा रहे निर्वाचन में
समय रूप से अपना नाम निर्देशन दाखिल किया हो तथा जिसने निर्वाचन नियमों में विनिर्दिष्ट कार्यान्वयन के भीतर अपनी अनुमति वापस नहीं दी है;  
(10) "प्रपत्र" से अभिव्यक्त है इस आदेश में संलग्न प्रपत्र;  
(11) इस आदेश में प्रयुक्त कितने अपरिष्कृत शब्दों का वही अर्थ होगा जो यथास्थिति ज्ञानाञ्जन पंचायत राज अधिनियम, 2001 तथा ज्ञानाञ्जन पंचायत निर्वाचन नियमावली, 2001 में उनके लिए दिया गया है।  

3. निर्वाचन व्यय का लेखा और उसकी अधिकतम राशि  
(1) पंचायत निर्वाचन का प्रवक्त उम्मीदवार जिस तारीख को उसका नाम निर्देशन हुआ हो उस तारीख से लेकर उसका परिवार ध्यान किये जाने की तारीख तक उपग्रह और उसके द्वारा प्राधकृत निर्वाचन से जुड़े सभी खर्च का पृथक और सही लेखा या तो स्वयं सहित या अपने निर्वाचन अभिकर्ता से रखवारिंदा;  
(2) इस आदेश के प्रयोजनार्थ राज्य निर्वाचन आयोग, ज्ञानाञ्जन द्वारा समय-समय पर अधिसूचना की माध्यम से पंचायत के विभिन्न पंढर के निर्वाचन हेतु व्यय की अधिकतम तीमा का निर्धारण किया जा सकेगा;  
(3) निर्वाचन व्यय के लेखा में ऐसी बिनिश्चितयों शामिल होंगी जैसा राज्य निर्वाचन आयोग द्वारा समय-समय पर विनिर्दिष्ट किया जाए।  

4. निर्वाचन व्यय के लेखा संबंधी की प्रक्रिया  
(1) पंचायत निर्वाचन के प्रवक्त उम्मीदवार को उसके द्वारा नाम निर्देशन पत्र दाखिल करने के लक्ष्य बाद दिन-प्रतिदिन के निर्वाचन व्यय का लेखा संबंधी हेतु निर्वाचन पदाधिकारी (पंचायत) द्वारा प्रपत्र-1 के अनुसार एक पंजी उपलब्ध कराई जा गई। ऐसा ही निर्वाचन व्यय संबंधी के सम्बंध में एक पत्र भी उपलब्ध कराया जाएगा जो प्रपत्र 2 में होगा;  
(2) इस पंजी को निर्जित करने सामय निर्वाचन पदाधिकारी द्वारा इसके प्रथम एवं अन्तिम पुष्ट पर पृष्ठों की संख्या के संबंध में प्रभावित किया जाएगा;  
(3) उम्मीदवार के पंजी हस्ताक्षर करने सामय उससंग प्राप्ति रसीद ही जागी जो प्रपत्र 3 में होगा;  
(4) प्रवक्त उम्मीदवार या उसके निर्वाचन अभिकर्ता द्वारा उपग्रह या प्राधकृत दिन-प्रतिदिन का सही-सही लेखा, इंगितनर्थी पुर्व के इस पंजी में जरूर दिए जायेंगे;  
(5) दिन-प्रतिदिन के निर्वाचन व्यय से संबंधित सभी दस्तावेज जैसे भावनार्थ, बिल, प्राप्ति रसीद आदि अवश्य प्राप्त की जाएगी तथा उन्हें लिखित एवं अभिलेख उसके पंजी में ही संबंधित किया जाएगा।  

5. निर्वाचन व्यय का दिन-प्रतिदिन के लेखा के अभिलेख का निर्देशन के लिए प्रस्तुत किया जाना  
(1) अभियोगी या उसके निर्वाचन अभिकर्ता द्वारा निर्वाचन व्यय के दिन-प्रतिदिन के लेखा का पंजी को संबंधित भावनार्थ, बिल, विपन्न, प्राप्ति रसीद आदि के साथ-पूरे निर्वाचन नियमों के दौरान, जैसा राज्य निर्वाचन आयोग द्वारा निर्देशित किया जाय, जैसे हेतु इसरील निर्वाचन पदाधिकारी (पंचायत), निर्वाचन पदाधिकारी (पंचायत), राज्य निर्वाचन आयोग द्वारा नियुक्त व्यय प्रतिदिन या इस कार्य हेतु किसी अन्य पदाधिकारी, जिसे प्राधकृत किया गया हो, के सम्बंध में निर्देशन हेतु प्रस्तुत करेगा;  
(2) उपकल्प (1) में प्राधकृत पदाधिकारी द्वारा मांग किये जानें यदि पंजी उपस्थित नहीं की जाती है तो ऐसे असफलता को अध्ययन की ओर से अधिनियम के अनुपालन करने में एक गन्धी चुक माना जाएगा।
6. निर्वाचन व्यक्ति का लेखा दाखिल किया जाना।
(1) निर्वाचन लड़ने वाले प्रत्येक अंशधरी या उसका निर्वाचन अभिकार अधिनियम में विनिर्दिष्ट समय अथवा निर्वाचन परिषद की घोषण के तत्व के तीस दिन के अंतर निर्वाचन व्यक्ति का लेखा जिला निर्वाचन पदाधिकारी (पंचायत) या निर्वाची पदाधिकारी या किसी अन्य पदाधिकारी, जिसे प्राधिकृत किया गया हो, के पास निर्वाचन व्यक्ति पंजी समर्पित कराया जो उसके द्वारा या उसके
निर्वाचन अभिकार के द्वारा रखी गयी लेखा की सच्ची प्रति होगा अथवा व्यक्ति पंजी की प्रमाणकृती वह अपने पास रखेगा एवं मूल अधिकार करेगा;
(2) निर्वाचन व्यक्ति के निर्वाचन अभिकार द्वारा तैयार एवं हस्ताक्षरित किये गये हैं तो उन्हें प्रस्तुत किये जाने से पहले उम्मीदवार द्वारा अभिप्राप्ति और प्रतिस्पष्टक निर्धारित किया जाएगा और उसके द्वारा भाज्यवर्ष भी प्रतिहस्ताक्षरित किये जाएगे;
(3) निर्वाचन व्यक्ति के लेखा प्रस्तुत करने के पश्चात प्रत्येक उम्मीदवार को उसकी प्रति सीद दी जाएगी जो प्राप्त 4 में होगा।

7. निर्वाचन व्यक्ति का लेखा दाखिल करने के संबंध में निर्वाची पदाधिकारी का प्रतिवेदन एवं उस पर जिला निर्वाचन पदाधिकारी (पंचायत) और राज्य निर्वाचन आयोग का विनिश्चय

(1) किसी पंचायत निर्वाचन में निर्वाचन व्यक्ति का लेखा दाखिल करने के लिए जारिखण पंचायत राज अधिनियम, 2001 की दर्शा 65िंको में विनिर्दिष्ट समय के अवसर के पश्चात याचयदृष्टि 15 दिनों के अन्दर ग्राम पंचायत एवं पंचायत समिति के अथाधिकारों के मामले में संबंधित निर्वाची पदाधिकारी द्वारा जिला निर्वाचन पदाधिकारी (पंचायत) को तथा जिला परिषद के अथाधिकारों के मामले में संबंधित निर्वाची पदाधिकारी द्वारा जिला निर्वाचन पदाधिकारी (पंचायत) के माध्यम से राज्य निर्वाचन आयोग को निर्वाचन लड़ने वाले प्रत्येक अंशधरी के संबंध में एक प्रतिवेदन जो प्राप्त 5 में होगा, मेंजागा। इस प्रतिवेदन में निर्वाचन लड़ने वाले प्रत्येक अंशधरी के संबंध में निर्धारित सूचनाएं आवश्यक रूप से अंकित रहेंगी –
(क) निर्वाचन लड़ने वाले अंशधरी का नाम;
(ख) व्या ऐसे अंशधरी ने अपने निर्वाचन व्यक्ति का लेखा दाखिल कर दिया है या नहीं, और यदि दाखिल किया है तो यह तारीख जिस तिथि को ऐसा लेखा दाखिल किया गया है;
(ग) व्या उसकी राय में ऐसा लेखा अधिनियम द्वारा अपेक्षित समय के अन्दर और प्रति से दाखिल किया गया है या नहीं; और
(घ) व्या निर्वाचन व्यक्ति अधिकारी के अंतर्गत है या अधिक किया गया है।

(2)(प) जारिखण पंचायत राज अधिनियम, 2001 (यथा संशोधित) की दर्शा 65िंको (प) (म) के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए राज्य निर्वाचन आयोग, जिला निर्वाचन पदाधिकारी (पंचायत) की मुखर्या, ग्राम पंचायत के सदस्य एवं पंचायत समिति के सदस्य पद के अथाधिकारों के मामले में निर्वाचन व्यक्ति के लेखों की जांच करने हेतु लक्ष्म प्राधिकारी के रूप में प्राधिकृत करता है। जिला निर्वाचन पदाधिकारी (पंचायत) उक्त पदों से संबंधित लेखों की जांच कर सकेगा तथा प्राधिकृत पक्ष की सुनवाई का प्रयोग अपना देने के पश्चात उसे निर्धारित करने हेतु अपना विनिश्चय करेगा तथा ऐसे व्यक्ति जिला ग्रामजन में अधिसूचना निर्माण करने की तिथि तथा तीन वर्ष की कालाधिक के लिए निर्धारित हो जाएगा।
(प्र) यदि जिला निर्वाचन पदाधिकारी (पंचायत) की यह राय है कि निर्वाचन लड़ने वाले किसी अंशधरी ने अपने निर्वाचन व्यक्ति का लेखा अधिनियम एवं इस आदेश द्वारा अपेक्षित शील से दाखिल नहीं किया गया है तो यह ग्राम पंचायत एवं पंचायत समिति के अथाधिकारों के मामले में अधिनियम की दर्शा 65िंको की उपाधि (प) (म) के तहत आवश्यक कार्यवाह करेगा अपना विनिश्चय करेगा। जहाँ जिला निर्वाचन पदाधिकारी (पंचायत) का यह विनिश्चय है कि निर्वाचन
लडें वाला कोई अभ्यर्थी अपने निर्धारण व्यय का लेखा उस समय के अन्दर और उस शीत के जैसा अधिनियम और आदेश द्वारा अपेक्षित है, दाखिल करने में असफल रहा है, वहाँ वह लिखित सूचना द्वारा अभ्यर्थी से अपेक्षा कराना कि वह इसका यूकित्युल्क कारण या आदिविच दाखिल कर के उसे इस असफलता के लिए ज्ञान उपयोग राज अधिनियम, 2001 की राहा 65क% के अधिन व्यय कानून निरहित किया जाए।

ऐसा कोई निर्धारण लडें वाला उभीदाय जिसे उपर्युक्त के अधीन यूकित्युल्क कारण या आदिविच दाखिल करने के लिए अभ्यर्थी की गई है, ऐसी सूचना की प्राप्ति के पद्धत दिन के अन्दर इस बारे में लिखित अभ्यवेदन गुणित्या, प्रामण पंचायत के सदस्य एवं पंचायत सत्सिंह के सदस्य पद के अभियोगों के मामले में जिला निर्धारण पदाधिकारी (पंचायत) को दाखिल कर सकेंगा और उसी अभ्यवेदन की एक प्रति और यदि उसने पहले से ऐसा नहीं कर दिया है तो निर्धारण व्यय का लेखा भी संबंधित जिला निर्धारण पदाधिकारी (पंचायत) को भेजेगा।

परन्तु यह कि जिला परिषद के अभियोगों के मामले में जिला निर्धारण पदाधिकारी (पंचायत) अपने मंत्री के साथ उस अभ्यर्थी के निर्धारण व्यय का लेखा से संबंधित प्रतिवेदन राज निर्धारण आयोग को भेजेगा।

(3) जिला निर्धारण पदाधिकारी (पंचायत) एवं राज्य निर्धारण आयोग काँड (१) एवं (२) में विनियमित प्रतिवेदन की प्राप्ति के प्रति उस पर यथासाध्य विचार कराए और विनियमक कराए कि वह कोई निर्धारण लडें वाला उभीदाय निर्धारण व्यय का लेखा उस समय—सीमा के अन्दर और उस शीत से, जो अधिनियम और इस आदेश द्वारा अपेक्षित है, दाखिल करने में असफल रहा है या नहीं।

(4) जिला परिषद के सदस्यों से संबंधित अभियोगों के मामले में जहाँ राज्य निर्धारण आयोग का यह विनियमक है कि निर्धारण लडें वाला कोई उभीदाय अपने निर्धारण व्यय का लेखा उस समय के अन्दर और उस शीत से जैसा अधिनियम और आदेश द्वारा अपेक्षित है, दाखिल करने में असफल रहा है, वहाँ वह लिखित सूचना द्वारा अभ्यर्थी से अपेक्षा करेगा कि वह इसका यूकित्युल्क कारण या आदिविच दाखिल कर कि उसे इस असफलता के लिए ज्ञान उपयोग राज अधिनियम, 2001 की राहा 65क% के अधिन व्यय कानून निरहित किया जाए।

(5) ऐसा कोई निर्धारण लडें वाला उभीदाय जिसे काँड (४) के अधीन यूकित्युल्क कारण या आदिविच दाखिल करने के लिए अभ्यर्थी की गई है, ऐसी सूचना की प्राप्ति के पद्धत दिन के अन्दर इस बारे में लिखित अभ्यवेदन जिला परिषद के अभियोगों के मामले में राज्य निर्धारण आयोग को दाखिल कर सकेंगा और उसी अभ्यवेदन की एक प्रति और यदि उसने पहले से ऐसा नहीं कर दिया है तो निर्धारण व्यय का लेखा भी संबंधित जिला निर्धारण पदाधिकारी (पंचायत) को भेजेगा।

(6) जिला निर्धारण पदाधिकारी (पंचायत) ऐसे अभ्यवेदन की प्राप्ति और यदि कोई लेखा दाखिल की गई हो तो उसकी प्राप्ति आद दिन के अन्दर, ऐसी टिप्पणियों सहित, जैसा वह उनपर करना चाहे, राज्य निर्धारण आयोग का अंग्रेजी कारवाई के लिए भेजेगा। इसके प्रति यदि राज्य निर्धारण आयोग का समाधान हो जाए कि अधिनियम या इस आदेश के अधीन अपेक्षित समय एवं रीति से जैसा विचित्रित किया गया है, निर्धारण व्यय लेखा दाखिल नहीं किया है, और युकित द्वारा यूकित्युल्क कारण या चिंतापूर्ण नहीं हैं तो उसे निरहित घोषित करने का विनियम करेगा जो भर्तिहोगा तथा ऐसा व्यक्ति राजकीय गतिविधि के अधिकृत निर्तिक की तिथि से तीन वर्ष की कालवाहे के लिए निरहित हो जाएगा।

8. निरहित का उदाहरण या उसकी कालवाहे कम करना —
राज्य निर्धारण आयोग या उसके कारणों के लिए, जो अभिलिखित किये जाएं, ऐसे निरहित का हटा सकेंगा या उसकी कालवाहे को कम कर सकेंगा।
9. आदेश तथा निर्देश जारी करने हेतु राज्य निर्वाचन आयोग की शक्ति

(1) इस आदेश के अंतर्गत किसी उपबंध को स्पष्ट करने के लिए तथा किसी ऐसी काटिनाई को दूर करने के लिए जो इसके किसी उपबंध के कार्यान्वयन के संबंध में उत्पन्न हो, और किसी ऐसी विशेष परिस्थिति जिसके बारे में इस आदेश में कोई उपबंध नहीं हो या उपबंध अपर्याप्त हो और जिसके लिए राज्य निर्वाचन आयोग की राय में उपबंध करना आवश्यक हो तो वह विधिसम्मत आदेश तथा निर्देश जारी कर सकेगा।

राज्य निर्वाचन आयुक्त के आदेश से,

सचिव

राज्य निर्वाचन आयोग,

झारखण्ड, रांची।
प्रपन्त 1

त्रितीय पंचायत निर्वाचन के अन्यथा द्वारा दैनिक यथा
के लेख संबांध से हेतु यथा पंजी

| निर्वाचन में यथा की लिपि | यथा की प्रकृति | अन्यथा का नाम/प्रथिकुल निर्वाचन अन्यथा का नाम जिससे यथा की लिपि है | यथा की राशि | यथा की उपयुक्त | विश्व राशि का उपयुक्त | नाम जिस राशि का यथा उपयुक्त | विश्व राशि का उपयुक्त | नाम जिस राशि का यथा उपयुक्त | गणना का हस्ताक्षर |
|-----------------|----------------|--------------------------------------------------------------------------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|----------------|----------------|
| अन्यथा का नाम/प्रथिकुल निर्वाचन अन्यथा का नाम जिससे यथा की लिपि है | यथा की प्रकृति | अन्यथा का नाम/प्रथिकुल निर्वाचन अन्यथा का नाम जिससे यथा की लिपि है | यथा की राशि | यथा की उपयुक्त | विश्व राशि का उपयुक्त | नाम जिस राशि का यथा उपयुक्त | विश्व राशि का उपयुक्त | नाम जिस राशि का यथा उपयुक्त | गणना का हस्ताक्षर |

प्रमाणित किया जाता है कि उपर्युक्त लेख विद्वाले मेरे द्वारा/मेरे निर्वाचन अन्यथा द्वारा संबंधित किया गया है जो मेरे उत्तम जानकारी में सही है।

अन्यथा का हस्ताक्षर

अन्यथा का नाम

पद का नाम जिसका अन्यथा है
प्रमन 2
निर्वाचन व्यवस्था के संबंध में निर्वाची पदाधिकारी द्वारा
अन्यथाओं को निर्देश किया जाने वाला प्रमन

पत्रांक: ______________
दिनांक: ______________
सेवा में:

__________________ (नाम)
__________________ (पतronym)

विशेष: निर्वाचन व्यवस्था का लेखा संरक्षण एवं उसकी सच्ची प्रती (True copy) दाखिल करने के संबंध में।

महोदय/ महदेव,
अर्जक ध्वनि जारखंड पंचायत राज अधिनियम, 2001 की धारा 65 के अनुसार किसी निर्वाचन व्यवस्था में प्रत्येक अन्यथा अपने निर्वाचन परिषद की घोषणा की तिथि से 30 दिनों के अंतर दिना निर्वाचन पदाधिकारी (पंचायत) या निर्वाची पदाधिकारी के पास निर्वाचन व्यवस्था की विरामी संबंधित करूँ जो उसके द्वारा या उसके निर्वाचन अधिकारी द्वारा रखी गई लेखा की सच्ची प्रती (True copy) होगा।

यदि कोई अन्यथा अपने नाम निर्देशन के प्रचार नाम-पत्रकी से समय अपनी अन्यथात वापस लेता है या बुनाई गम्भीरता पूर्वक नहीं लिखता है या दुबारा नामांकन का यथा करता है तो कागज से प्राप्ति के अनुसार उसे भी अपने निर्वाचन व्यवस्था का लेखा दाखिल करना अनिवार्य है।

यदि कोई अन्यथाकी की निर्वाचन व्यवस्था का लेखा दाखिल नहीं करता है या उस प्रक्रिया तथा समय सीमा के अन्तर्गत दाखिल नहीं करता है जबसे विधिक दिया है तो जारखंड पंचायत राज अधिनियम, 2001 की धारा 65 के अनुसार निर्वाचन अधिकारी उसे तीन वर्ष की आवश्यकता के लिए अर्जी योजना किया रखें।

निर्वाचन व्यवस्था का लेखा संबंधित करने हेतु अपको दिन-प्रतिदिन का लेखा व्यवस्था व्यवस्था तथा प्रतिवेदन सरीर का प्रयोग 2 उपलब्ध कराया जा रहा है। अपके द्वारा दिन-प्रतिदिन का व्यवस्था का लेखा संबंधित करना है तथा केवल इसी पत्र में दर्ज करना है, किसी अन्य कारण या पत्रों में नहीं। व्यवस्था संबंधित करने वाले मामले या व्यवस्था उपलब्ध नहीं होने के कारण निर्वाचन व्यवस्था का लेखा संबंधित नहीं किया जा रहा है। फलस्त: अपको उपर वर्णित दड़ नियम को ध्यान देना आवश्यक है 171-1 के तहत कार्यरत नहीं की जा सकती है।

निर्वाचन व्यवस्था का पदाधिकारी द्वारा जिसे जारखंड पंचायत राज अधिनियम, 1951 की धारा 78 के अनुसार इस लेखा को अधिकारी द्वारा रूपांतरित किया जाना है। अर्जक उपर लेखा की प्रति प्रती अपने प्रयोग मुख्य लेखा व्यवस्था दाखिल कर सकते हैं।

लेख प्रधानीतिक अधिनियम, 1951 की धारा 77(1) के अनुसार उसमें निर्वाचन के यथा यथा प्रतिवेदन व्यवस्था, या उपलब्ध व्यवस्था जिसे अन्यत्व के निर्वाचन में किन्ही राजनीतिक दल या संस्था या संस्था द्वारा संबंधित हो या कोई अन्य व्यक्ति ने यही किया है तो उस व्यवस्था की अधिकता में मौजूद नहीं किया गया या उस व्यवस्था का लेखा अन्यथा अन्य व्यवस्था के लिए अंतर्गत अन्य व्यवस्था का लेखा दाखिल करना है।

यदि आप एक ही व्यक्ति एक से अधिक पदों/निर्वाचन क्षेत्रों में चुनाव लड़ रहे हैं तो आपको उन्हें पद/निर्वाचन क्षेत्रों के लिए अंतर-अन्तर निर्वाचन व्यवस्था द्वारा लेखा दाखिल करना है।

कृपया सभी अनुलोकों सहित इस प्रण को प्रति प्रति निर्देशक की जाए तथा उसके पूर्व में विधित प्रमक 3 में एक प्रति प्रति सरीर निर्वाची पदाधिकारी को उपलब्ध कराया जाए।

विविधारकाज

निर्वाची पदाधिकारी

अनुलोकके=:
1. दिन-प्रतिदिन लेखा संबंधित करने हेतु व्यवस्था व्यवस्था
2. प्रधानिति सरीर का प्रयोग।
प्रपत्र 3

अप्यथ्यो से प्राप्त किया जाने वाला पालती रसीद

सेवा में,

निर्वाची पदाधिकारी


महाशय,

निर्वाचन व्यव के लेखा संदर्भण हेतु मैंने आपके पत्र संख्या------------------------------- दिनांक------------------------------- के अनुलम्बको एवं अन्य कारणों के साथ एक निर्वाचन व्यव फंजी (रजिस्टर) जिसका क्रमांक ------------------------ है

तथा जिसमें कुल पृष्ठों की संख्या ------------------------------- है, प्राप्त किया।

निर्वाचन व्यव के लेखा संदर्भण एवं उक्त लेखा की सच्ची प्रति जिला निर्वाचन पदाधिकारी (पंचायत)/निर्वाची पदाधिकारी (पंचायत) के समक्ष दाखिल करने हेतु विधि के अंतर्गत जो भी अपेक्षाएँ है उनसे मैं अवगत हो गया हूँ।

आपका विश्वासी

अप्यथ्यो का हस्ताक्षर
eवा नाम

तिथि
प्रारंभ 

अध्याय दो जाने वाला प्रारंभ रसीद

त्रिस्तरीय पंचायत निर्वाचन के निमित्त ग्राम पंचायत के प्रादेशिक निर्वाचन क्षेत्र का सदस्य/ग्राम पंचायत के मुखिया/पंचायत समिति के क्षेत्रीय निर्वाचन क्षेत्र का सदस्य/जिला परिषद के क्षेत्रीय निर्वाचन क्षेत्र का सदस्य का नाम..................................................................................................................................................प्रखण्ड......................................................
के लिए श्री............................................................................................................................................पता ..............................................................
.................................................................................................................................................................
जिनके निर्वाचन परिणाम तिथि.................................................. को घोषित की गई है, के द्वारा उनकी तरफ से निर्वाचन व्यवस्था श्रमिक लेखा विपरीत की पंजी मेरे समक्ष .............................................. जमा किया गया जिसे मेरे द्वारा आज दिनांक..................... को प्राप्त किया गया।

मुहर

जिला निर्वाचन पदाधिकारी (पंचायत)/निर्वाची पदाधिकारी का हस्ताक्षर

जिला.................................
प्रपत्र 5

निर्वाचन व्यय लेखा विवरणी

जिला निर्वाचन पदाधिकारी (पंचायत)/राज्य निर्वाचन आयोग को मेजबान जाने वाला प्रतिबंधन का प्रपत्र

जिला निर्वाचन पदाधिकारी (पंचायत)/राज्य निर्वाचन आयोग के प्राधिकृत/क्षेत्रीय निर्वाचन क्षेत्र की संख्या एवं नाम

पद का नाम

निर्वाचन परिणाम घोषणा की तिथि

निर्वाचन व्यय लेखा विवरणी जमा करने की अंतिम तिथि

निर्विवर्तित अन्यथा का नाम

<table>
<thead>
<tr>
<th>क्रमांक</th>
<th>अन्यथा का नाम एवं पता</th>
<th>क्या लेखा विवरणी जमा कर दिया गया है</th>
<th>लेखा विवरणी जमा करने की तिथि</th>
<th>क्या निर्वाचित समय पर लेखा विवरणी जमा किया गया है</th>
<th>क्या लेखा विवरणी विविधता से जमा किया गया है</th>
<th>यदि विविधता शर्त से जमा नहीं किया गया है तो इसमें पाई गई जुटियों का ब्यापार</th>
<th>सर्वप्रथम लेखा विवरणी के अनुसार कुल व्यय की गई राशि</th>
<th>अनुसूची</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>