



# HANDBOOK FOR SECTOR OFFICER 2023



ELECTION COMMISSION OF INDIA  
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

“No voter to be left behind”

(This document is also available at ECI's website at <https://eci.gov.in>)





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## TABLE OF CONTENTS

CHAPTER / PRELIMINARY	PAGE NO.
<b>CHAPTER-01, INTRODUCTION.....</b>	<b>1-2</b>
<b>CHAPTER-02, DUTIES AND RESPONSIBILITIES OF SECTOR OFFICER.....</b>	<b>3-10</b>
2.1-Overview of poll responsibilities.....	3
2.2-Pre poll responsibility .....	3-5
2.3- Poll Day responsibility .....	5-10
2.4- Post-poll responsibility .....	10-11
<b>CHAPTER-03, VULNERABILITY MAPPING AND CRITICAL POLLING STATION..</b>	<b>12-16</b>
3.1- Introduction .....	12
3.2- Legal framework.....	12
3.3- Parameters of vulnerability.....	12-13
3.4- Three stages of vulnerability mapping (VM) exercise .....	13
3.5- Identification of vulnerable areas/segments/villages/hamlets .....	13
3.6- Identification of the persons causing such vulnerability .....	14
3.7- Confidence Building Measures in Identified vulnerable areas to be performed by Sector Officers.....	14
3.8- Monitoring of vulnerable areas/persons on the day of poll .....	14
Activity .....	15
3.9- Accountability and confidentiality.....	15-16
3.10- Critical Polling Stations.....	16
<b>CHAPTER-04, VOTING THROUGH POSTAL BALLOT BY ABSENTEE VOTERS.....</b>	<b>17-18</b>
<b>ANNEXURE-I TO ANNEXURE-VIII .....</b>	<b>18-29</b>



## Abbreviations

ARO	Assistant Returning Officer
ASD	Absent, Shifted, Expired & Duplicate
ASI	Assistant Sub Inspector
ATR	Action Taken Report
CEO	Chief Electoral Officer
CAPF	Central Armed Police Force
DEO	District Election Officer
DM	District Magistrate
DSP	Deputy Superintendent of Police
ECI	Election Commission of India
EPIC	Electoral Photo Identity Card
LIB	Local Intelligence Bureau
LOR	Law and Order
LWE	Left Wing Extremism
MCC	Model Code of Conduct
NBW	Nonailable Warrant
PASA	Prevention of Anti-Social Activities Act
PCCP	Patrolling-cum-collecting parties
PI	Police Inspector
PS	Polling Station
RO	Returning Officer
SDM	Sub Divisional Magistrate
SDPOs	Sub Divisional Police Officers
S.O.	Sector Officer
SP	Superintendent of Police
TDO	Taluka Development Officer
UT	Union Territory
VM	Vulnerability Mapping





## CHAPTER-01

### INTRODUCTION

- 1.1. Sector Officers/ Sector Magistrates perform a pivotal role in election management and serve as a link between Presiding Officers/Polling Parties, Returning Officers and District Election Officers. Sector Officers are responsible for election management from the day of announcement of the schedule of election till the completion of poll process. Each Sector Officer is usually in charge of 10-12 polling locations. Sector Officers are appointed by the District Election Officers generally from the pool of State Government Officers. If required, Central Govt. officers can also be deployed. They are appointed well in advance (4 months before poll date) considering the important roles and responsibilities they need to perform during various pre-poll, poll day and post poll activities.
- 1.2. Sector Officers are assigned a 'Sector' of the Constituency/Segment having manageable route covering 10-12 polling stations/locations. The Sectors are constituted well in advance in such a way that the Sector Officers can cover all the polling stations/locations within the Sector in 1 to 2 hours. The routes of polling stations/locations are plotted on Sector map and Sector map is also plotted on Constituency map. Immediately after their appointment, Sector Officers are provided with the Sector map as well as Constituency map.
- 1.3. Sector Officers are tasked to identify vulnerable hamlets and electors as per the norms prescribed to ensure that adequate measures are deployed to provide a level playing field and create a conducive environment for electors to cast their vote without fear or favor.
- 1.4. Sector Officer may be conferred with the powers of Special Executive Magistrates at least 7 days before poll day. Sector Officer has to extensively familiarize themselves with every nook and corner of their jurisdiction i.e. the polling locations as well as the catchment area of the polling stations.
- 1.5. Sector Officers also need to familiarize themselves on their roles and responsibilities at various stages of election process:
  - Pre-poll responsibility: Verification of Polling Station location and route maps, Assured Minimum Facilities and infrastructure in Polling stations, voters' awareness and vulnerability mapping exercise etc.
  - Poll-eve responsibility: Ensuring availability of polling parties, election materials, security personnel and enforcement of Model Code of Conduct etc.
  - Poll Day responsibility: Assisting polling parties, replacement of EVMs and VVPATs if required, sending various reports to Returning Officer from time to time including voter turnout and incidents, ensuring return of polling parties along with EVMs and VVPATs as per the prescribed movement plan etc.
- 1.6. The Sector Officers are also responsible for generation of awareness about EVMs/VVPATs amongst voters, giving specific information to voters under their jurisdiction about their EPIC coverage programme, informing voters about the helpline numbers and location of their polling stations where they have to cast their vote. Sector officers also check the distribution of Voter Information Slips and reports if there are any discrepancies.
- 1.7. Sector Officer ensures that polling parties and all election materials/equipments reach polling

stations safely. He reports any missing team/member of a team to the RO immediately. The Sector Officer is also responsible for reporting the arrival of polling parties at the polling stations.

- 1.8. Sector Officer visits all the polling stations during the first two hours of the poll and gives the Mock poll and poll commencement report to the RO for polling stations under his jurisdiction. Sector Officer ensures replacement of any EVM/VVPATs if required.
- 1.9. Sector Officer oscillates between his/her Polling Stations and should be available/contactable to every Presiding Officer under his/her jurisdiction and ensure that the poll is conducted in a free and fair manner and without interruptions. Sector officer ensures that there is no obstruction to any of the voters in vulnerable pockets/population identified in approaching the Polling Station and casting their votes. Further, the Mobile nos. of Sector Officers along with other officers, are displayed at the Polling Stations.
- 1.10. Sector Officers ensure that the polling personnel deputed to perform their duty at the polling stations assigned to them are taken care of and they are not unduly held up at the dispatch centre. The movement of the polling personnel/security forces are tracked closely by the Sector Officer, and confirmatory reports are sent on the safe arrival of polling personnel at the polling station.
- 1.11. The Sector Officers also have to personally ascertain that the Presiding Officers in their jurisdiction have properly written their diaries. They also ensure that the EVM/VVPAT and other statutory, non-statutory documents are deposited properly at the Receiving Centre by the Presiding Officer.
- 1.12. The work of Sector Officers is monitored by the District Election Officers/Returning Officers & Observers through frequent review meetings and reports.
- 1.13. Sector Officer must acquaint themselves with the procedural details of conduct of poll described in the Presiding Officer's Handbook for providing guidance to the polling parties if required during poll. The Sector Officer should not miss any of the training sessions for Polling Parties and must be aware about the protocol regarding EVM/VVPAT management.
- 1.14. Thus, Sectors Officers are to perform plethora of activities for smooth and peaceful conduct of elections. This handbook contains all the major duties and responsibilities Sector Officers are assigned. However, this is not exhaustive, and it should be read in light of latest updated instructions of the Commission.

## CHAPTER-02

### DUTIES AND RESPONSIBILITIES OF SECTOR OFFICER

**2.1 Overview** - Sector Officer is an imperative link between Presiding Officer/Polling Parties/ Returning Officer, and District Election Officer. They are trained jointly with Sector Police Officer on following aspects and are provided with the following details during the training to enable them to carry out their duties smoothly:

- Electoral roll of each of the PS; with hamlet name etc. to enable them to contact voters of every section in the part.
- Polling Station wise Assured Minimum Facilities (last updated)
- Voter Turnout (in last two general elections)
- Elector Gender ratio
- MCC violation cases (in last two general elections)
- A route map of their assigned area, giving the broad layout and location of Polling Stations falling in their sector.
- **VM-1** report generated by DEO (**Annexure I**)

Following are the various Pre-Poll, during Poll & Post-Poll responsibilities of the Sector Officer:

#### **2.2 Pre-poll responsibilities**

- 2.2.1 The Sector Officer has to verify if the route plotted on map is navigable and has to ascertain the approach and accessibility (road, bridges, culverts) of all the polling stations including P-3 Polling stations after physically visiting the polling locations through the assigned route and suggest changes to the RO if any required.
- 2.2.2 The Sector Officer has to ensure that wide publicity is given to new Polling Stations after their notification. He has to ascertain availability of infrastructure & Assured Minimum Facilities at Polling Stations, through physical verification. The Physical verification report of the Polling stations will have to be submitted by the Sector Officer in ANNEXURE-VII
- 2.2.3 The Sector Officer shall collect Mobile numbers of Polling parties and ascertain mobile connectivity at Polling Station and see to it that no Political Party/Candidates' office exists within 200 meters of the periphery of the Polling Station.
- 2.2.4 Sector Officer shall keep an eye and report on any unauthorized campaign activities such as using unauthorized vehicles and buildings, defacement of property, and any possible violations of MCC.
- 2.2.5 The Sector Officer has to give specific information to the voters about EPIC coverage programme & monitor the program of Mobile EVM demonstration being carried out for the voters in catchment areas, covering all the assigned polling stations. The Sector Officer has to inform voters about timelines for enrolling themselves in the electoral rolls, check their names and entries in Electoral Roll through their respective BLO.
- 2.2.6 Sector Officer has to ensure frequent visits and hold widespread discussions with the people for confidence building measures and fine tune vulnerability mapping, by collecting

intelligence. Sector Officer must follow latest instructions regarding Vulnerability Mapping. He must ensure identification of villages, hamlets, segments, and sections of voters vulnerable to threat, intimidation and undue influence. Sector Officer shall also ensure identification of persons causing vulnerability and has to give information in the prescribed format for each such location / pock`et separately to the RO/DEO without having to disclose the source, by retaining a copy with him.

- 2.2.7 Sector Officer must ensure free access of voters for voting and establish contact points within the vulnerable community. Sector Officer shall make frequent visits to such identified pockets and hold meetings with vulnerable population in their hamlets as confidence building measure.
- 2.2.8 Sector Officer, when acting as Zonal Magistrate, shall prepare a Zonal Magistrate Plan with a sketch map for PSs, list of telephone nos./mobile nos. of PSs and election related officers, police stations, anti-social elements etc.
- 2.2.9 All help, including vehicular, fuel, mobile phone support etc. if needed, are extended to the Sector Officer for this purpose.
- 2.2.10 Sector Officer should restrain himself from interacting with political parties and media persons and shall not disclose any information to anyone except to Returning Officer, District Election Officer and Observer.
- 2.2.11 Sector Officer shall not visit or accept hospitality of any person connected with any candidate or political party and maintain transparency by being impartial.

### **2.2.12 Reserve EVM/VVPAT related**

#### **Collection of Reserve EVMs and VVPATs**

The Returning Officer provides reserve EVMs and VVPATs along with extra Power Packs of Control Units and VVPAT and “MOCK POLL REPLACE” stickers for poll day replacement. The Sector Officer has to reach the earmarked Collection Centre for receiving the same at scheduled time fixed by the Returning Officer. While receiving the EVMs/VVPATs, the Sector Officer has to check the following:

- Stickers “Reserve” (Pink for Assembly elections and White for Parliamentary elections) are pasted on the carrying cases of Ballot Unit(s), Control Unit(s) and VVPAT(s).
- Unique ID of reserve BU(s), CU(s) and VVPAT(s) provided.

### **2.2.13 Use of vehicles with GPS tracking/Mobile app-based tracking for movement of EVMs & VVPATs**

DEO monitors the end-to-end movement of all vehicles carrying EVMs and VVPATs including Reserve EVMs and VVPATs provided to Sector Officers at all times using GPS/ Mobile app-based tracking and the DEO has to notify the registration number and details of all vehicles carrying Reserve EVMs/ VVPATs along with the name of the Sector Officer to all recognised National and State political parties/candidates and Observers in the district.

The Sector Officer shall use only the assigned vehicles/other transport as provided by the DEO/RO. The Sector Officers shall ensure that vehicles provided to them have GPS tracking/ Mobile app-based tracking system and also ensure that Police Officer/Security Person are

available with vehicle.

A sticker containing “ON DUTY- Sector Officer/Zonal Magistrate” shall be pasted on the front (wind-screen) and backsides of the vehicles having reserve EVMs/VVPATs on dispersal/poll days.

The Sector Officers shall not remove the EVMs and VVPATs from the authorized vehicles except where required for election purposes or for safe storage at designated places.

In case of P-3/P-2/P-1 Day, the Sector Officer must keep reserve EVMs and VVPATs only in Intermediate Strong Room earmarked by the RO.

### **All arrangements at Polling Stations**

The Sector Officer has to ensure that polling parties and all election related materials have reached at the assigned polling stations along with the arrival of Security forces/Security Personnel etc. in accordance with the plan. In case the polling party has any doubts on poll process or EVM operation, then he has to clarify the same and on his personal satisfaction, to give OK report to CONTROL ROOM. In case Sector Officer has any doubt, he has to immediately contact the Returning Officer.

Sector Officer has to ascertain the basic amenities and Assured Minimum Facilities at the Polling Station locations viz. ramp, water, toilet, telephone number, etc. Sector Officer also has to ascertain the basic infrastructure of the Polling Station where polling is supposed to take place like, the roof, the walls, electricity, furniture, entry/exit etc.

### **2.3 Poll day responsibility**

#### **2.3.1 Movement of Reserve EVMs and VVPATs on Poll Day**

The reserve EVM/VVPAT carried by the Sector Officer should have proper labelling sticker “RESERVE” and non-Functional unit replaced before start of actual poll (During mock poll) should not be left in the polling station with the Presiding Officer. These should be carried back by the Sector Officer with proper sticker “MOCK POLL REPLACE” on the carrying case.

Whenever replacement of unit(s), power pack of CU and VVPAT takes place in polling station(s) Sector Officer should not forget signing the prescribed format (**Annexure-II**).

#### **2.3.2 Visit to allocated Polling Stations:**

Some of the other duties of Sector Officers are -

- The SO has to pay attention to the Polling Station(s) where the mock poll had to be conducted in the absence of polling agents or where only one polling agent was present.
- Give polling station-wise certificate of proper installation and functioning of webcasting to the Returning Officer where webcasting arrangement has been made.
- Ensure that the 4 VFPs (Voter Facilitation Posters) are prominently displayed as per the directions and submit a report to the Returning Officer.
- Dynamic tracking of long queues on the poll day.
- Ensure distribution of remuneration to Polling personnel, if responsibility is entrusted.

- 2.3.3** The SO has to maintain the purity of poll process and has to check all aspects of polling during the visits to PS and visit all allocated polling stations at least thrice on poll day. At least on one Polling Station, the SO has to check the sealing of EVMs and preparation of papers by polling parties.
- 2.3.4** Whenever any request is made to the SO for replacement of polling personnel from reserve polling parties, he has to address the same after consultation with RO and has to quickly handle poll day complaints related to allocated polling stations.
- 2.3.5** Frequent visits to Polling station not having the presence of agents of the candidates of recognized parties and where the mock poll had to be conducted in the absence of agents or with only the polling agent of only one candidate.
- 2.3.6** The SO has to ascertain the mock poll status before commencement of poll and to take remedial action to sort out problems, if any. The SO has to assist polling team inside the polling station with procedures, if required and report the mock poll status within 30 minutes to the RO. The SO has to report commencement of polls of all the assigned polling stations to the RO, without any delay.
- 2.3.7** The SO has to check the voting pattern and if any segment/section of voters is found conspicuous by its absence, he has to inform RO for remedial measures. The SO has to verify whether the voters from vulnerable habitats / communities turn up for voting or not. If not, inform the RO / DEO so as to send a dedicated squad.
- 2.3.8** During poll, the SO has to report voting percentage from time to time to RO as instructed and at the end of poll, ensure that: -
- Presiding Officer Diary is filled up properly
  - EVMs are properly sealed.
  - Copies of filled in Form 17C are given to polling agents
  - Register of Voters in Form 17A is properly filled up.
  - Any other important report/format as per ECI's latest instructions.

**2.3.9 Replacement Protocol for EVMs and VVPATs**

In case of non-functioning of EVM/VVPATs, the following process is to be adopted

<b>EVM/VVPAT non-functioning during MOCK Poll</b>
<ul style="list-style-type: none"> <li>• BU not functioning: Replace BU only.</li> <li>• CU not functioning: Replace CU only.</li> <li>• VVPAT not functioning: Replace VVPAT only.</li> </ul> <p><b>NOTE:</b> Adhesive stickers with inscription 'MOCK POLL REPLACED' shall be affixed on carrying case of rejected BU/CU/VVPAT replaced during mock poll and Switch OFF CU before any sort of replacement</p>
<b>EVM/VVPAT non-functioning during Actual Poll</b>

**(Switch OFF CU before any sort of replacement)**

- If CU or the BU does not work properly. Replace full set (BU + CU + VVPAT). When full set is replaced then conduct Mock Poll by casting one vote to each contesting candidate including NOTA. **(Follow all mock poll procedures)**
- If VVPAT does not work properly, replace VVPAT only. In this case, **No mock-poll is required to be undertaken.**
- If CU shows “Low Battery” for VVPAT, then replace power pack of VVPAT.
- If CU shows “Low Battery” for CU, then replace power pack of CU. For this purpose, Presiding Officer shall replace the Power pack of CU in presence of polling agents and Sector Officer and again seal the Battery Section of CU with Address Tag and obtain their signatures. Presiding Officer shall submit a report in Format prescribed format.

The SO to get acquainted with the polling process as mentioned below:

**a) Conduct of Mock Poll:**

- Before starting mock poll, BU and VVPAT are kept in Voting Compartment and CU with Presiding Officer/Polling Officer (In-Charge CU). Cable of BU is connected with VVPAT and VVPAT cable with CU.
- Mock Poll starts 90 minutes before scheduled poll time, if 2 or more polling agents are available at polling station.
- Waiting time to start mock poll is 15 minutes, if one or no polling agent available.
- At least 50 votes are cast (votes recorded for each candidate button including NOTA) and result of CU is verified with VVPAT slips count.
- VVPAT slips pertaining to mock poll are stamped “MOCK POLL SLIP” and kept in black envelope and sealed with Pink Paper Seal.
- After mock poll and clearance of Mock Poll data, Result Section of CU is sealed with Green Paper Seal, Special Tag and Address Tag and Drop box of VVPAT is sealed with Address Tag.

**b) Start of Actual Poll:**

- Actual Poll starts at notified Poll start time.
- Before the first voter signs in Form 17 A (Register of Voters), the Polling Officer-I checks with the Presiding Officer and record in INK in Form 17A that “Total in the Control Unit checked and found to be Zero”.

**c) Closure of Poll:**

- Poll is closed at the time fixed for the purpose, even if it had commenced somewhat later than the hour appointed for the commencement of poll owing to some unavoidable reason.
- It may also be noted that Poll shall not be closed at the time fixed for the purpose unless all the electors available in the polling station before fixed poll closing time

cast their votes.

- To close the poll, Presiding Officer after the last voter has voted, presses the 'CLOSE' button on the Control Unit. Presiding Officers must note the total number of votes recorded in the EVM in Item 6 of Part I of Form 17C.
- Noting of the Poll end date and time displayed on the CU in the Presiding Officer's diary by the Presiding Officer.
- After prescribed Forms have been carefully and duly filled for the election, Presiding Officers switch OFF the Control Unit and disconnect all units i.e. Ballot Unit(s), Control Unit and VVPAT and seal them in their respective carrying cases using Address Tags. In the case of simultaneous election, the papers should be prepared and sealed separately.
- Presiding Officer shall remove the power pack (battery) from VVPAT in the presence of polling agents. Only after removal of power pack (battery) from VVPAT, seal the carrying case of VVPAT in the presence of polling agents. The removed power pack (battery) of the VVPAT shall be deposited at the receiving centre. These power packs will not be stored in strong room.
- Presiding Officers put signature on address tags and also obtain the signatures of polling agents.

**d) Presiding Officer's Report Format on Poll Day:**

- a) **Part-I (Mock Poll Certificate).**
- b) **Part-II (Replacement of Power Pack of the Control Unit):** To be filled whenever Power Pack of the Control Unit is replaced.
- c) **Part-III (Pressing of Close Button after completion of Poll Certificate):** To be filled after completion of Poll.
- d) **Part-IV (EVM/VVPAT replacement Report, if replaced during Mock Poll).**
- e) **Part-V (EVM/VVPAT replacement Report, if replaced during Actual Poll).**

**NOTE:** A report on Replacement of EVMs & VVPATs during Mock Poll and Actual poll shall also be submitted by the Sector Officer in the Format at **Annexure- IV** (Part IV & Part V of Presiding Officer Report) to the Returning Officer.

**e) Presiding Officer's activities after completion of Poll:**

After polling process is over, duly filled forms and other materials including unused materials should be packed by the Presiding Officer in the following packets so that, it can be submitted at the Receipt Center without any difficulty and errors: -

- I. The first packet should contain the EVM Papers as mentioned below and should be super scribed as "EVM Papers";
  - (i) Unsealed envelope containing the account of votes recorded (Form-17C),
  - (ii) Unsealed envelope containing the Presiding Officer Report I (Mock-Poll Certificate),



II & III

- (iii) Printed VVPAT paper slips of Mock Poll should be kept in Black Colored Sealed Envelope

All the above election papers should be kept in unsealed white colored master envelope (Envelop No:

1/1) and should be kept in the Polled EVM Strong room.

In case of simultaneous election, all above EVM papers may be packed separately in their respective pink/black colour envelopes and should be kept along polled EVM for assembly poll in the polled EVM Strong room.

- II. The second packet should contain the unsealed/sealed envelopes mentioned below and should be super scribed as “Scrutiny Cover”

- (i) Unsealed envelope containing the Presiding Officer’s Diary
- (ii) Sealed envelope containing the Register of Voters (17A)
- (iii) Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declarations of the companions
- (iv) Unsealed envelope containing Visit Sheet

All the above election papers should be kept in unsealed white colored master envelope (Envelope No: 2/1) and polling station wise scrutiny cover required for scrutiny should be stored separately in a strong room other than Polled EVM Strong Room having polled EVMs and VVPATs.

- III. The Third packet should contain the sealed envelopes mentioned below and should be super scribed as “STATUTORY COVER”:

- (i) Sealed envelope containing the marked copy of the electoral roll;
- (ii) Sealed envelope containing voter’s slips;
- (iii) Sealed envelope containing unused tendered ballot papers;
- (iv) Sealed envelope containing the used tendered ballot papers and the list in Form 17-B
- (v) Sealed envelope containing the list of challenged votes in Form 14;

All the above statutory papers in sealed envelopes should be kept in sealed white colored master envelope (Envelop No: 3/1). In case of simultaneous election, pink envelope containing pink voter’s slip for assembly poll should be kept in this envelope.

- IV. The Fourth packet should contain the following envelopes and should be super scribed as “NON-STATUTORY COVER”:

- (i) Unsealed envelope containing the copy or copies of electoral roll (other than the marked copy);
- (ii) Unsealed envelope containing the appointment letters of polling agents in Form 10 and accounts of appointment of polling agent;

- (iii) Unsealed envelope containing the election duty certificate in Form 12B;
- (iv) Unsealed envelope containing the declarations by the presiding officer
- (v) Unsealed envelope containing the receipt book and cash, if any, in respect of challenged votes;
- (vi) Unsealed envelope containing unused and damaged seals and special tags;
- (vii) Unsealed envelope of unused voter's slip
- (viii) Unsealed envelope for the declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age
- (ix) Form of declaration by elector under Rule 49MA (Test Vote);
- (x) Form of declaration by elector whose name is in ASD list;
- (xi) Letter of complaint to the S.H.O. Police;

In case of simultaneous election, unsealed envelope containing the declarations by the Presiding Officer in pink colour for assembly election for packed in this non statutory cover. All the above eleven non-statutory papers in envelopes should be kept in sealed in yellow colored master envelope (Envelope No: 4/1)

V. The Fifth packet should contain the following items:

- (i) Hand Book for Presiding Officer;
- (ii) Instructions of Electronic Voting Machine & VVPAT (a. Posters on How to cast vote on EVM and VVPAT, b. Brochure for Presiding Officer on use of EVM and VVPAT and c. Trouble shooting on use of EVM and VVPAT);
- (iii) Sealed envelope containing (a. Indelible ink set with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation and b. used self-inking pads);

All the above five items should be kept in sealed brown colored master envelope (Envelop No: 5/1).

VI. The Sixth Packet shall contain materials like

- (i) Used list of contesting candidates Form 7A,
- (ii) Used photocopy of signature of candidates and
- (iii) Other unused forms. The colour of this envelope should be Blue. (Envelope No: 6/1) Metal seal of the Presiding Officer;
- (iv) Arrow cross-mark rubber stamp for marking tendered ballot papers;
- (v) Cup for setting the indelible ink;

All remaining stationery items should be placed back in the respective transparent Card Board/Carton containers and submitted at the Receipt Center.

#### **2.4. POST-POLL RESPONSIBILITY**

**2.4.1. Depositing Reserve and Mock Poll Non-Functional EVMs and VVPATs along with left out Power Packs of CU and VVPAT**

Immediately after completion of poll, on Poll Day itself, the SO has to deposit **category C** (mock poll Non-Functional EVMs and VVPATs) & **Category D** (unused reserve EVMs and VVPATs) in the Receiving Centre or other place earmarked by the RO.

In case of P+1 day movement, the SO has to keep **category C & D EVMs and VVPATs** only in Intermediate Strong Room earmarked by the RO and deposit in the receiving centre or other place earmarked by the RO and submit a detailed account of reserve EVMs/VVPATs in prescribed format (**Annexure-V**) at the time of deposition of reserve EVMs/VVPATs after close of poll on the same day.

The SO has to submit Polling stations wise report to RO giving details about the poll day activities after the polling is over. (**Annexure-VI**)

## CHAPTER- 03

### Vulnerability Mapping and Critical Polling Stations

#### 3.1 Introduction

Vulnerability in the context of elections is defined as the susceptibility of any voter or section of voters, whether or not, living in a geographically identifiable area, to being wrongfully prevented from or influenced upon in relation to the exercise of his right to vote in a free and fair manner, through intimidation or use of any kind of undue influence or force on the voter.

‘Vulnerability mapping’ is an exercise to identify the villages/habitats/segments of electorate belonging to minorities or weaker sections of the society like scheduled caste/scheduled tribe, who are vulnerable to any threat, undue influence, intimidation, or interference with free exercise of their electoral right.

The exercise of Vulnerability Mapping (VM) in the context of the elections is to be undertaken with the objective of clearly identifying, in advance, such voters or section of voters who are likely to be “vulnerable”, the persons or other factors causing such vulnerability and taking adequate corrective action well in advance based on such identification.

#### 3.2 Legal framework:

Section 171 B (1) of the Indian Penal Code- Whoever- (i) gives a gratification to any person with the object of inducing him or any other person to exercise any electoral right or of rewarding any person for having exercised any such right; or (ii) accepts either for himself or for any other person any gratification as a reward for exercising any such right or for inducing or attempting to induce any other person to exercise any such right; commits the offence of bribery: provided that a declaration of public policy or a promise of public action shall not be an offence under this section.

Section 171C of the Indian Penal Code - Undue influence at elections is an electoral offence under Section 171C of the Indian Penal Code. Any voluntary interference or attempt at interfering with the free exercise of any electoral right constitutes the crime of undue influence at an election.

Section 123 (2) of the Representation of the People Act, 1951 – This section defines, any direct or indirect interference or attempt to interfere on the part of the candidate or his agent, or of any other person with the consent of the candidate or his election agent with the free exercise of any electoral right, as a corrupt practice.

#### 3.3 Parameters of Vulnerability

3.3.1 Every DEO needs to collect input based on present and past records concerning the elements of vulnerability in his/her district/constituency. **VM-1(Annexure-I)** provides a set of parameters to collect the input on vulnerability. The DEO should collect such information at least six months in advance from RO/SDM of each Assembly Segment and continue updating it subsequently.

3.3.2 After appointment of Sector Officer (four months before the date of poll of the last of election) for the exercise of Vulnerability Mapping, this input needs to be provided to him/her. There shall be some channel for information sharing from the voters also, they being the largest stake holders. The helplines/Call centres/ Control Rooms /C-vigil shall be activated and given sufficient publicity. Suitable training capsule also needs to be organized to make Sector Officer capable for the exercise of vulnerability mapping. The details on additional

parameters on vulnerability mapping can be found in the latest manual.

- 3.3.3 The Sector Officer shall with the help of proforma in **VM-2, Annexure-II, and VM-3 Annexure-III**) check and determine vulnerable areas, during the visit to the Polling Station(s). Post this activity, the DEO cross-verifies the vulnerability report through additional mechanism as given in the vulnerability mapping manual.

### 3.4 Three stages of vulnerability mapping (VM) exercise

In all the Constituencies going to poll, the Vulnerability Mapping (VM) exercise shall be carried out without exception. The VM exercise takes place in three stages:

- Identification of the voters/voter segments (village/hamlets/ area wise) vulnerable to threat or intimidation including bribing of voters in cash/kind
- Identification of the persons causing such vulnerability using muscle/ money power
- Initiating preventive measures against the persons responsible for causing vulnerability.

### 3.5 Identification of vulnerable areas/ segments/ villages/ hamlets:

- 3.5.1 The first stage in the exercise of Vulnerability Mapping is frequent visit (minimum three) by the Sector Officer immediately after his appointment along with the Sector Police Officer for confidence building measures and fine tuning of VM exercise. Police Station covers a certain area of the Assembly Constituency. For the purpose of VM; SP of the district shall arrange for a policeman who will act as Sector Police officer, to accompany the Sector Officer and jointly conduct the exercise of VM in the given area. The Sector Police officer shall not be below the rank of Assistant Sub-Inspector or Head Constable of police. Polling Stations wise list of vulnerable house/families will have to submitted by SO in **Annexure-VIII**

The tour programme for them will be decided jointly by the Returning Officer and Dy. Superintendent of Police/SDPO.

- 3.5.2 The Sector Officer must visit every Locality/ Pocket in the area of every Polling Station in his/her Sector, hold widespread discussions with the local people, collect intelligence, and enlist the vulnerable households and families, as well as the persons and factors causing such vulnerability there.

While carrying out this exercise, he/she shall consider the past incidents and current apprehensions.

- 3.5.3. Immediately after the declaration of election by the Commission, the Sector Officer will visit and prepare information in Proforma VM-2 (SO) and VM-3 (SO). The local police officer and local civil authorities such as TDO/ Mamlatdar/ Police Inspector etc. shall also be consulted and their inputs be considered before finalizing the list/forms.
- 3.5.4. The format VM-2 (SO) is only meant as an enabler; and information collected may not be restricted to it. Additional information may be added, if it has a bearing on the vulnerability of the PS.
- 3.5.5. These formats are to be necessarily filled for each such locality/ Pocket, while Sector Officer is touring the locality. The Sector Officer must retain copies of the filled in Formats and submit all filled in Formats to the Returning Officer within 3 days of announcement of elections.

**3.6 Identification of the persons causing such vulnerability:**

3.6.1 This exercise of identifying the persons responsible for making the voters/villages vulnerable shall be undertaken polling station wise indicating the name of village, hamlet, names of the potential troublemakers, including their address, and so on. This work has to be done by maintaining complete confidentiality of the informers/source, if so desired.

**3.7 Confidence Building Measures in Identified vulnerable areas to be performed by Sector Officers:**

- SO shall regularly visit these areas and remain in touch with local people.
- Focused SVEEP activities and awareness camps to be held in such areas.
- IT tools like c-VIGIL and Voter Helpline Number 1950 to be popularized and publicized in these areas.
- Carry out 24 hours surveillance by FSTs, SSTs, VVTs

**3.8 Monitoring of vulnerable areas/persons on the day of poll**

Following actions need to be taken to ensure that the vulnerable persons, if any, are able to vote without fear, threat or intimidation:

3.8.1 Sector Officer shall be well aware of the vulnerable locations within the polling station area.

3.8.2 The Sector Officers shall submit a report indicating abnormally low percentage of voter turnout, if any, within any section/sections particularly, with reference to the vulnerable locations to the RO which may be used during the scrutiny etc.

3.8.3 On the day(s) of poll, the Sector Magistrates and the mobile forces shall visit at least twice such villages/hamlets/dwelling areas which are identified as vulnerable areas and where there are reports of possible intimidation of the voters. The Sector Magistrates and mobile forces during their visit to these areas will ensure that wherever required, adequate security cover is provided to such vulnerable voters.

3.8.4 The FST and mobile teams shall keep track of the vulnerable locations and keep the control room informed. Wherever necessary, police pickets shall be established to ensure free and smooth access to all voters to cast their votes without fear.

3.8.5 The exercise of Vulnerability mapping shall begin four months in advance. It may be noted that Vulnerability Mapping exercise is a pre-poll exercise, therefore all activities as laid down are to be completed as per schedule.

SNo.	Activity	Time-limit
1.	Collection & compilation of basic information on each AC by DEO as per Annexure-I from RO/SDM of each assembly segments	Six months before the date of poll of the last election
2.	Updation of basic information by DEO as per Annexure-I	Before handing over to Sector Officer
3.	Appointment of Sector Officers & Police Sector Officers	four months before the date of poll of the last election
4.	Appointment of Sector Police Officer at police station level	four months before the date of poll of the last election
5.	Training of Sector Officers & Sector Police Officers & handling over of basic information of AC to Sector Officers by DEO	Four months before the date of poll of the last election
6.	Making Law and Order Portal of State functional by ECI	Four months before the date of poll of the last election
7(a)	Preliminary identification and submission of VM reports of vulnerable areas/ segments/ villages/hamlets, persons causing such vulnerabilities etc. in Prescribed Format	Two months before the date of poll of the last election.
7(b)	Final identification of vulnerable areas/ segments/ villages/hamlets, persons causing such vulnerabilities etc. Prescribed Format.	After the issue of Press Note by the Commission and before the issue of the gazette notification.
8.	Submission of all VM reports in Prescribed Format to RO.	Within 3 days of announcement of elections
9(a).	Compilation of Sector Officers reports by RO and submission to DEO in Prescribed Format	Within 5 days of announcement of elections
9(b).	Compilation of VM reports of ROs by DEO & submission to CEO in Prescribed Format	Within 7 days of announcement of elections
10	Certificate of NO Vulnerable village/area in Assembly Constituency, by DEO to CEO	Within 7 days of announcement of elections
11	Compilation of VM reports of DEOs and submission to ECI in VM 6 (CEO)	Within 10 days of announcement of elections
12	Completion of preventive/legitimate action against the persons responsible for causing vulnerability	At least 7 days before day of poll.
13	Plan and execute joint confidence building visits by DM/SP; SDM/ Dy SP; Tehsildar/PI in areas identified as most vulnerable.	Within 2 weeks prior to poll day
14	Pre-poll area domination by CAPF	At least 3-5 days before poll day.
15	Strict vigil and monitoring of vulnerable areas/ persons by Observers, DEO/RO, SO, Police	On the Poll Day

### 3.9 Accountability and confidentiality

3.9.1 Accountability of various Sector Officer and Sector Police Officials for Vulnerability Mapping and follow up at every stage shall be clearly defined with reference to each

polling station/constituency. Severe disciplinary action will be initiated in case of dereliction of duty on the part of any police/civil officials in this matter.

- 3.9.2 It is advised not to conduct any kind of press conference or to furnish any type of details relating to Vulnerability Mapping, Vulnerable areas, hamlets, troublemakers etc. or any type of details relating to deployment of security forces for the purpose, in public domain during any election. Appropriate instructions to field machineries may be given in this regard. Any information to media about vulnerability, if required would be given only by the Commission or by the Chief Electoral Officers of the State/UTs concerned on instructions of the Commission.

### 3.10 CRITICAL POLLING STATIONS

Critical Polling Stations are identified based on certain objective criteria as given in Annexure-IV to ensure heightened security measures such as deployment of sufficient CAPF personnel, webcasting etc. in order to create a peaceful and transparent environment for all the stakeholders for the conduct of elections. SO should be aware of the fact that all polling stations identified under vulnerability mapping are designated as critical polling stations but not vice versa.

With reference to polling stations identified as **Critical Polling Stations** on account of the indicators annexed one or more of the following measures shall be put in place-

- The presence of CAPF to safeguard the polling stations to the maximum possible extent.
- Deployment of Video Camera, SMS/App based Monitoring and Web-casting (at least one of them) shall be positioned in the polling station as non-CAPF measure. Webcasting shall be done in all critical polling stations and all polling stations in vulnerable area or at least in 50% of total polling stations including auxiliary polling stations, whichever is higher.
- Deployment of Micro Observer inside the polling station/polling station location.
- The Presiding Officer shall be specifically briefed to ensure that the EPIC/ approved identification document, if any, are properly verified and reflected in the remark's column of Form 17 A.



## CHAPTER-4

### VOTING THROUGH POSTAL BALLOT BY ABSENTEE VOTERS

- 4.1** In pursuance of the Conduct of Elections (Amendment) Rules, 2019, and the Conduct of Elections (Amendment) Rules, 2020 read with the Election Commission's decision dated 16th July, 2020 following categories of Absentee voters have been given the facility of voting through postal ballot (PB) paper:
- (i) Senior citizens (above 80 years of age) (AVSC)
  - (ii) Persons with benchmark disability (AVPD)
  - (iii) COVID 19 suspect or affected persons (AVCO)
  - (iv) Voters on Essential Service (AVES)
- 4.2** Process for applying Postal Ballot by Absentee Voters.
- 4.2.1 An Absentee Voter wishing to vote by postal ballot has to make application to the Returning Officer (RO) of the constituency concerned, in Form-12D, giving all requisite particulars. Such application seeking postal ballot facility should reach to the RO from date of announcement of election to **five days following the date of notification of the election concerned.**
- 4.2.2 If any elector at the time of election is hospitalized on account of COVID-19, in a hospital within the State or is in Home/ Institutional Quarantine on account of COVID-19 and hence not be in a position to cast vote personally at the polling station as per medical advice and if such elector makes request for issue of Postal Ballot, the RO concerned, on being satisfied about the genuineness of the application, shall provide the postal ballot to the elector.
- 4.2.3 The RO shall make arrangement to deliver Postal Ballot and to get the same collected back from the said elector before the date fixed for poll in the Constituency. arrangement shall be made in coordination with the Nodal Officer for COVID-19, designated by the Chief Secretary, on the directions of the Commission. Application for postal ballot paper from such electors (Form 12D) should be accompanied by copy of certificate/ instructions from competent health authorities which show that the applicant is hospitalized in the State or is in quarantine within the State (Home or Institutional) on account of COVID 19.
- 4.2.4 In case of absentee voters belonging to PWD category (AVPD), who opt for postal ballot, application (Form 12D) should be accompanied by a copy of benchmark disability certificate (not less than 40% of a specified disability) as certified by the concerned certifying authority, under Section 2 of the Rights of Persons with Disabilities Act, 2016.
- 4.3** Action by RO- Distribution of Form 12D by BLO:
- 4.3.1 BLO will visit the houses of the absentee voters in category of AVSC, AVPD and AVCO, as per details provided by the RO, in the Polling Station area and deliver Form 12D to the concerned electors and obtain acknowledgements from them.

- 4.3.2 BLO shall deposit all the Acknowledgements obtained from the electors with the RO.
- 4.3.3 If an elector is not available, BLO will share his/her contact details and revisit to collect it within period of five days following the date of the notification.
- 4.3.4 The elector may or may not opt for Postal Ballot. If he/she opts for Postal Ballot, then the BLO will collect the filled-in-Form 12D from the house of the elector and deposit with the RO forthwith within period of five days following the date of the notification.
- 4.3.5 Sector Officer shall supervise the process of distribution and collection of Form 12D by BLOs under the overall supervision of RO.

**ANNEXURE-I**

**Format VM-1**

**Information on each AC/Sector to be provided by DEO to Sector Officer before he/she undertakes the exercise of VM**

1. Number of election offences registered in the last parliamentary elections in the AC/Sector (give details wherever required)
2. Number of election offences registered in the last assembly election in the AC/Sector (give details wherever required)
3. Number of election offences registered in the last local body election in the AC/Sector (give details wherever required)
4. Number of serious criminal offences, caste conflicts, and communal incidents registered in the area, if any, in the last one year (give details wherever required)
5. Model code of conduct violations if any in the last parliamentary election (give details wherever required)
6. Model code of conduct violations if any, in the last assembly elections (give details wherever required)
7. Number of incidents of cash/kind seized/intercepted by FSTs/SSTs in the last parliamentary election (Give details whenever required) and details of expenditure sensitive pockets in the last parliamentary election
8. Number of incidents of cash/kind seized/intercepted by FSTs/SSTs in the last assembly election (Give details whenever required) and details of expenditure sensitive pockets in the last assembly election
9. Details of re-poll if any in the last general election of parliament or assembly or any bye-election

10. Details of Prohibition laws related cases in the last parliamentary/assembly and local elections.
11. Names of persons from AC/Sector currently under externment /detention.
12. No. of cases & details of important cases registered in the area under relevant State Excise Act:
  - 1) In the last parliament election.
  - 2) In the last Assembly election.
  - 3) In the last one year
13. Arms related information
14. Details of cases violating the Narcotic Drugs and Psychotropic Substances Act
15. List of warranties of area in election related cases.
16. List of habitual offenders (with details of crime) of that area
17. Details of pre-poll complaints if any related to electoral rolls of the AC/sector
18. Details of any other pre-poll complaints
19. Information regarding more than normal migration in the last 06 months to and from the AC/ Sector, if any
20. Voter turnout and % in the last Parliamentary elections along with voter turnout details of allocated Polling Stations:
  - Male:
  - Female:
  - Overall:
21. Voter turnout and with % in the last assembly elections along with voter turnout details of allocated Polling Stations:
  - Male:
  - Female:
  - Overall:

**VM-2 (SO): Proforma for determining vulnerability by Sector Officers  
(Polling Station Wise)**

**Election and year:**

Number and Name of the AC/PC:                      Sector No.:

Number and Name of the Polling Station/Locality: -

Date of Information:

**PART-A**

<b>1.</b>	Whether clashes between two or more castes/communities/groups have occurred in the village/area during last one year? (if yes, details thereof)
<b>2.</b>	Whether any incidents have occurred in the village/area which have caused political rivalry or political scuffle between two or more castes/communities/groups on large scale? (if yes, details thereof and groups involved)
<b>3.</b>	Whether any election related offences/incidents have occurred during last Assembly/Parliamentary/Local body election? (if yes, details thereof)
<b>4.</b>	Details of very serious offences like murder, rape, atrocity, rioting occurred/ registered during last one year in the village and person/groups involved and area in which it occurred.
<b>5.</b>	Name of persons who have been externed or detained during last one year
<b>6.</b>	Name of persons who are presently under externment or detained
<b>7.</b>	Whether incidents of clashes are likely to occur considering the political situation prevailing in the village/area and surroundings. (If yes, the reasons thereof and groups involved)
<b>8.</b>	Whether any caste/ group/ household has apprehension that they will be prevented from casting votes. (If yes, details of caste/ group/ household and from whom and which type of threat they have)
<b>9.</b>	Whether women from any caste/community/group/household have fear that they would be prevented from casting votes. (If yes, details of such type of person/household/ group and from whom and for what reason the fear they have.)
<b>10.</b>	Whether some points of contact within the area/village has been identified so that information related to such developments can be tracked constantly. Details thereof

## HANDBOOK FOR SECTOR OFFICER

<b>11.</b>	Whether cases of temptation by candidate in form of cash, liquor, mobile recharge, lunch etc. have come to notice in the village/area during last two General Elections? (Please check in context of women, young voters, and economically weaker section voter). If yes, details thereof.			
<b>12.</b>	Other details, if any.			
<b>13.</b>	Details of local people in whose presence the above mentioned review is carried out. (Out of them, two elder people, two women and two youth and other people) – Note: These details are to be recorded only if the sources are ready to disclose their details.			
	No.	Name	Residence of which area in the village	Signature
	1.			
	2.			
	3.			
	4.			
	5.			
	.....			

### PART-B

(i) **List of Vulnerable House/Families**

Sl. No	House no. / Family Name / other identifying details of the Household	Number of Voters identified as Vulnerable in the House / Family identified in Col-2	Contact No. of the Household, if any	Action Taken / Proposed	Remarks
1	2	3	4	5	6
<b>Total</b>					

(ii) **List of persons responsible for vulnerability using muscle/money power:**

Sl. No	Name of the Person	Contact No. & Address of the Person	Possible area/village/locality susceptible/ vulnerable for intimidation	Action Taken / Proposed	Remarks
1	2	3	4	5	6
<b>Total</b>					

**PART-C**  
**CERTIFICATION**

It is hereby certified that no locality/pocket/voter segment which is ‘vulnerable’ from the point of view of the assembly/parliamentary elections, 20\_\_ in the area of the polling station No. -----, polling station name ----- which is included in my sector, has been missed from inclusion in this format.

Signature of Sector Police Officer Name: Designation: Tel. No.: Sector No. : AC No. :	Signature of Sector Officer/Sector Magistrate Name: Designation: Tel. No.: Sector No.: AC No. :
--	--

**ANNEXURE -III**

**VM-3 (SO) – Summary of Polling Station wise enlisting of Vulnerable Localities / Pockets / Voter Segments and of intimidators by Sector Officer (Sector Wise)**

Election and year:

Name of AC/PC:

Name of Sector:

Sl. No.	Subject	Total number
1.	Total number of Polling Stations allocated to Sector Officer	
2.	Period of visit covering all Polling Stations	From.....to.....
3.	Total number of Polling Stations visited	
4.	No. of polling stations affected with vulnerability	
5.	Total number of households identified with vulnerable voters in all the PS put together	
6.	Total number of Voters identified as Vulnerable in all the PS put together	
7.	Total number of persons causing vulnerability identified in all the PS put together	

Signatures of Sector Officer/ Sector Magistrate .....

Name and Mobile No. of the Sector Officer/ Sector Magistrate .....

**OBJECTIVE CRITERIA FOR IDENTIFICATION OF CRITICAL POLLING STATIONS:**

- (i) PSs having vulnerable pockets and PSs located in identified vulnerable area.
- (ii) PSs where polling was more than 90% and where more than 75% of votes have been polled in favour of one candidate in last election.
- (iii) PSs where polling is less than 10%
- (iv) PSs where Re-poll conducted owing to vitiation of poll process and electoral offences such as booth capturing, during any election for Lok Sabha or State Legislative Assembly in last five years
- (v) PSs where any sort of violence took place on poll day leading to lodging of FIR, during any election for Lok Sabha or State Legislative Assembly in last five years.
- (vi) PSs with higher than constituency average % of Absentee, Shifted and Dead (ASD) voters (*Ref: Constituency Average % of ASD Voters=Total number of ASD Voters in the constituency/Total number of polling station*)
- (vii) Information regarding abnormal law and order situation in any particular area.



**CERTIFICATE**

**FOR SECTOR OFFICERS/ZONAL MAGISTRATE etc.**

- a) **Name of election:**.....
- b) **No. and Name of Parliamentary/Assembly Constituency:**.....
- c) **No. and Name of Parliamentary Constituency:**.....  
(In case of Parliamentary Constituency)  
**(To be filled at the time of dispersal)**
- a) **Name of Sector Officer/Zonal Magistrate:**.....
- b) **Cell No.:**.....
- c) **Polling Station Nos. assigned:**.....
- d) **Date and Time of receiving Reserve EVMs/VVPATs:**.....
- e) **Details of reserve EVMs and VVPATs provided:**.....

Sl. No.	Unique ID of BU	Unique ID of CU	Unique Id of VVPAT

(To be filled on Poll day)

- (a) **At the time of mock poll on poll day**

Sl. No.	No. and name of Polling Station	Unique ID of units replaced at polling station			Unique ID of units provided to polling station			Sign of the Presiding Officer
		Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	

**HANDBOOK FOR SECTOR OFFICER**

(b) At the time of actual poll on poll day

Sl. No.	No. and name of Polling Station	Unique ID of units replaced at polling station			Unique ID of units provided to polling station			Sign of the Presiding Officer
		Unique ID of BU	Unique ID of CU	Unique ID of VVPAT	UniqueID of BU	Unique ID of CU	Unique ID of VVPAT	

(c) At the time of deposition of EVMs and VVPATs at Reception Centre

(i) Date and Time of Deposition of the Reserve EVMs/VVPATs.....

(ii) **Details of unused/Non-Functional unused EVMs and VVPATs deposited at reception centre**

Sl.No.	Unique I D of BU	Unique ID of CU	Unique ID of VVPAT

It is certified that the above information is correct.

**(Signature)**

**Name of Sector Officer**

**Designation**

It is certified that I have received the unused/ Non-Functional unused EVMs and VVPATs as mentioned above from the Sector Officer(Name)

**(Signature)**

**Sector Officer's Report Format (Poll Day)**

**Annexure-VI**

Name of Sector Officer: \_\_\_\_\_

No. & Name of AC \_\_\_\_\_

Route No. \_\_\_\_\_

No. of Candidates

1	PS No and Name
2	Central Force Deployed Y / N
3	Micro Observer deployed Y / N
4	Video camera deployed Y / N
5	Total voters
6	Whether Mock Poll done (Y / N)
7	No. of Polling Agents present
8	Party candidates not represented by polling agents
9	No. of votes polled at Ist visit (Mention time)
10	No. of votes polled at IInd visit (Mention time)
11	No. of votes polled at IIIrd visit (Mention time)
12	Whether the Vulnerable voters have identified and if so when they have taken for voting
13	Whether poll continued after closure time? (Y / N)
14	No. of voters who have voted after 5 PM by receiving token
15	Total No. of votes polled at close of poll
16	Total % of votes polled
17	Whether machines closed and sealed properly (Y / N)
18	Whether copy of 17C given to polling agents by PrO (Y / N)
19	Whether PrO diary, 17A, 17C checked and tallied? (Y / N)
20	Complaints received on poll day
21	Source of each complaint, its nature and follow up action taken
22	Whether repoll recommended (Y / N)
23	Whether machine & statutory papers deposited in strong room (Y /N)
24	Webcasting being done Y/N

**FORMAT OF REPORT OF VARIOUS ROUNDS IN SECTOR BY SECTOR OF FICER(AC)**

Name or No. of Sector:

Name of Sector Officer:

Annexure-VII

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

Remarks:

Signature of Sector Officer: Date of Visit:

Annexure-VIII

List of Vulnerable Houses /Families

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

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

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



**भारत निर्वाचन आयोग**  
**Election Commission of India**  
Nirvachan Sadan, Ashoka Road, New Delhi-110001