

STATE ELECTION COMMISSION
NATIONAL CAPITAL TERRITORY OF DELHI
NIGAM BHAWAN, KASHMERE GATE, DELHI
Phone: 45007300, 23990919
E-mail: stateelectioncomm.delhi@gmail.com
Website: sec.delhi.gov.in

**BYE ELECTIONS TO 12 WARDS OF MUNICIPAL CORPORATION OF DELHI -2025
CHECK LIST FOR SECTOR OFFICERS**

I. DUTIES & ROLE OF SECTOR OFFICERS (SOs)

- a) Sector Officer is responsible for election management under the superintendence of the Returning Officer concerned from the day of his appointment till the completion of poll process.
- b) A manageable route covering about **10 to 12** polling stations will be assigned by Returning Officer. Sector Plan/Transport Plan should be finalized within a week in consultation with RO concerned and a hard as well as soft copy of the same to be sent to **Transport Cell (SEC/HQ)**. Sector Plan/Transport Plan should be carefully devised/finalized ascertaining the approach and accessibility of the vehicles and number of polling parties at a location.
 - **Type of vehicle i.e. DTC Bus/RTV/Tempo traveller, for ferrying polling parties back to Reception Centre after the poll, should be specifically mentioned in the sector plan.**
 - **Spot where the Bus would be stationed on the day of election also needs to be mentioned**
- c) Sector Officer should obtain the **details and contact number of all polling parties** assigned to his/her polling stations. SO will ensure presence of these polling personnel at the trainings. On the conclusion of the last training, SO will provide polling kit to Presiding Officers. It is generally on the poll eve (Poll day minus one). SO to ensure that requisite polling staff has been assigned to all polling stations under his/her control. **In case of any shortfall of Polling Personnel he/she will request the RO to provide the poll staff, from the Reserve Staff well in time to save any interruption in the poll.**
- d) Sector Officer shall visit the Polling Stations assigned to him 2-3 days earlier to the date of poll to check that:
 - i. Polling Stations have been set up as per prescribed norms.
 - ii. The furniture and Assured Minimum Facilities (AMF) etc. are available at the polling stations and are in good condition.
 - iii. MCD staff is available for setting up of the polling stations as per prescribed norms.
 - iv. In case he/she feels adequate arrangements have not been made to his satisfaction or he/she notices shortage of furniture etc., he/she has to contact concerned Nodal Officer (MCD) responsible for setting up of booths. Sector Officer shall ensure that the needful is done well in time and must personally supervise this job.
- e) SO shall prepare/seal the EVMs with the help of RO staff. He/She will ensure that EVMs assigned to his polling stations are OK to be used during poll. SO must check the PS No. written on the outer coverings of BU/CU are in order.

- f) A vehicle shall be provided to the Sector Officer by the Transport Cell (SEC/HQ). SOs have to obtain the vehicle from a designated location a day or two before poll day (schedule will be communicated). SOs should display Sector number & Ward name/number on front wind screen of the vehicle.
- g) The Delhi Police will depute a Sector Police Officer along with wireless set at least two days before the date of poll and he will remain with Sector Officer till he is relieved by him (Details of the police personnel will be provided). Each Sector Officer shall acquaint himself with his counterpart Sector Police Officer. Sector Police Officer shall also be available at the above location. SOs should contact his/her counterpart in case police personnel not found/present at the said location. **Presence of police officer is mandatory with the SO for the security of the EVMs and in performance of other duties of SO.**
- h) To ensure effective implementation of communication plan SO should have contact numbers of RO, ARO, Control Room (SEC/HQ), Transport Cell (SEC/HQ), Nodal officer booth setup (MCD), Nodal Officer (DTC), Presiding Officers, ECIL Engineer, Master Trainer, Driver (DTC Bus /vehicle) or any other person suggested by RO.

II. Poll Day eve preparedness / responsibilities

- a) Ascertain basic infrastructure at polling stations.
- b) **Should obtain at least two Reserve Polling kits to meet any demand by a Presiding Officer on poll day.** In case Sector Officer notices any shortage of material, he may purchase the same from open market and supply at the concerned Polling Station. The Returning Officer shall provide imprest of Rs. 500/- to each Sector Officer for the above said purpose.
- c) Contact Presiding Officers to ensure their presence at polling station on the day of poll at designated time.

III. Duties on the day of Poll

- a) Sector Officer shall collect EVMs, statutory seals, ballot papers to be used as Tendered Ballot Paper, marked copy and working copies of Electoral Rolls etc. from the Returning Officer for delivery to the Presiding Officers at the Polling Stations (time will be finalized by RO). Sector Officers shall ensure that they carry the EVMs etc., pertaining to their Polling Stations only. Collection of EVMs and marked/ working copies of Electoral Rolls etc. shall be done as per schedule fixed by ROs and they will ensure that these EVMs, etc. are delivered to the respective Presiding Officers under their charge latest by 6:00 A.M. on the day of polling.
- b) **Don't forget to carry Reserve EVMs which can be used in case of emergency.**
- c) Sector Officer shall inform the Returning Officer by 6:30 A.M. that:
 - i. All the polling staff has reached the Polling Stations.
 - ii. EVMs and marked and working copy of Electoral Rolls to the Presiding Officers of all the polling stations have been delivered.
 - iii. The polling stations have been set up as per requirements. **In case it is noticed that any Polling Party has failed to report by 6:00 A.M. on the day of poll, he shall contact his Returning Officer concerned so that alternative arrangement can be made.** Sufficient Reserve Parties will be stationed at R.O. Control Room to meet such emergencies.

- d) At 06:30 A.M. SO will ensure that Mock Poll, in the presence of polling agent(s), started in all polling stations and EVMs are functioning correctly, under his/her control. **SO will remind the Presiding Officers to erase the mock poll data from the EVMs.** Ensure EVMs are properly sealed in the prescribed manner and are ready for poll.
- e) Immediately after 07:30 A.M., SO will inform the Returning Officer concerned and police control room (by police sector officer through wireless) that polling has started at the fixed hour and there is no delay anywhere or any interruption. In case the poll is delayed or interrupted, Sector Officer must inform the Returning Officer without any loss of time. Also see that voters are voting in an orderly and peaceful manner and EVMs are functioning well. He may also attend the complaints of the polling agents, if any, and try to solve the same there and then. Any deficiency of material with the Presiding Officer be made up from reserve stock/local purchase by SO to avoid any interruption in the poll.
- f) The Sector Officer has to ensure that no public meeting, canvassing in or near polling station/location within 100 yards from the place of polling or in area of ward takes place from 48 hours earlier to the end of poll. The Commission has permitted only one table and two chairs at the candidate booth set up beyond 200 meters from the polling station. It is brought to the notice of Sector Officers that disorderly conduct by anyone in or near the Polling station/location, is punishable under Section 26 of the DMC Act, 1957 as amended till date and in such cases they may take necessary action under that provision also with the assistance of the Sector Police Officer having wireless set.
- g) Sector Officer shall inform both the Police Control Room/Reporting Cell (HQ) & RO at every two hour i.e. 09:30 A.M., 11:30 A.M., 01:30 P.M. and 03:30 P.M. and lastly at 5:30 P.M. or at the close of poll that polling is going on smoothly, the average polling percentage **Polling Station wise**, Male- Female data and that there has been no untoward incident or interruption in the poll etc. and that polling has ended peacefully at the appointed hour viz. 05:30 P.M. or later (in case of Voters in queue at 05:30 P.M.)
- h) On the day of poll at 3:00 PM Sector Officer will ensure that **DTC bus/Assigned vehicle has reached the parking point as per Transport arrangement.** In case of non-reporting, SO should contact Nodal Officer (DTC)/ Transport cell (HQ). The poll will close at 5:30 P.M. and sealing of EVMs and documents should be completed by 7:00 P.M., positively by the Presiding Officers. **Ensure that account of votes in Form 11C has been prepared and copies given to Polling Agents under proper receipt**
- i) After all the parties are gathered with sealed EVMs/documents then the Sector Officer shall ensure that all EVMs are secured in the Bus/Vehicle and proceed to the Reception Center. Police Personnel must be there in the Bus/Vehicle who will guard the vehicle /EVMs/polling staff etc. upto reception centre. SO should escort the Bus leading in his/her vehicle. Candidates/Election Agents/Polling Agents may follow these vehicles **but in no case they should be allowed to be seated in the official vehicles carrying polling parties with the EVMs and election material.**
- j) After reaching the Reception Center, Sector Officer shall take all teams to the respective Reception Counters and get the EVMs and documents delivered properly. Please ensure that every item is delivered specifically, kept in the counter premises, and acknowledgement given to the Presiding Officers, one copy to be retained by Reception staff and handed over to Returning Officer. **Ensure that no presiding officer leave without your permission. Give clearance slip/Acknowledgement slip to presiding officer after ensuring that all the material has been deposited in the required format**

and manner. Before relieving your presiding officers prior permission of RO must be obtained.

k) At reception counter SO must ensure that unsealed envelopes containing:-

- i. Account of Votes in Form 11C.
- ii. Declarations of Presiding Officer.
- iii. Presiding Officer Diary and any other document as asked by RO has been delivered.

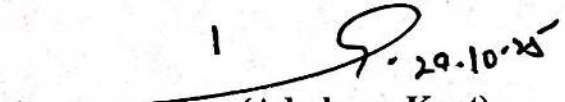
SO must go through these documents /details. Inform his RO if there is any adverse entry or there is any mismatch in accounts of vote mentioned.

l) SO must ask the presiding officers before poll to prepare multiple copies of Form 11C. Requirement of 11C is as under:

- i. One copy to be submitted at reception desk (for RO) as mentioned in para k
- ii. **One copy has to be tagged on CU by the reception staff. No EVM without Form 11C will be received/ locked in strong room.**
- iii. Copies to polling agents as mentioned above in para h.

m) Sector Officers can leave after the sealing of strong room and with the permission of RO concerned.

n) Sector Officer shall be relieved of his/her election duties after permission of the Returning Officer concerned.

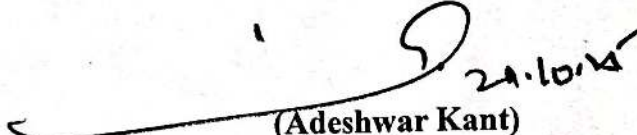

(Adeshwar Kant)
Secretary In-charge/HOD

No. F.10(24)/SEC/MCD/Bye-Elections/2025/21256

Dated: 29/10/2025

A copy is forwarded to the following for information and necessary action:

1. All District Election Officers concerned.
2. All Election Observers concerned.
3. All Returning Officers concerned.
4. All the Sectors Officers to be served through the respective Returning Officer.
5. Technical Officer, IT Branch, SEC with the request to upload on the website of the Commission.


(Adeshwar Kant)
Secretary In-charge/HOD