

**STATE ELECTION COMMISSION
N.C.T. OF DELHI
N1GAM BHAWAN. KASHMERE GATE. DELHI-110006**

CHECK LIST FOR SECTOR OFFICERS BYE - ELECTIONS 2021

I DUTIES & ROLE OF SECTOR OFFICERS

- a) Sector Officer is responsible for election management from the day of announcement of schedule of election till the completion of poll process.
- b) A manageable route covering 10 to 12 polling stations will be assigned by RO. Sector Plan/Transport Plan should be finalized by 12/02/2021 and a hard as well as soft copy of the same to be sent to **Transport cell (HQ)**. Sector Plan /Transport Plan should be carefully devised/finalized ascertaining the approach and accessibility of the vehicle and number of polling parties at a location. **Type of vehicle i.e. DTC Bus/RTV/Tempo traveller, for ferrying polling parties back to counting centre after the poll, should be specifically mentioned in the sector plan.**
- c) Sector Officer should obtain the details of all polling parties assigned to his/her polling stations. SO will ensure presence of these polling personnel at trainings. On the conclusion of the last training SO will provide polling kit to presiding officers. 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.**
- d) Sector Officer shall visit the Polling Stations assigned to him to check that (i) Polling Stations have been set up as per prescribed norms (ii) The furniture etc. is available in the polling stations in good conditions, iii) MCD staff is available. In case he/she feels adequate arrangements have not been made to his satisfaction or he/she notices shortage of furniture etc., he/she to contact concerned Nodal Officer (MCD) responsible for setting up of booths. Sector Officer shall ensure that the needful is done 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 (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 Police Officer alongwith wireless set, who will remain with Sector Officer(Details of the police personnel will be provided). Each Sector Officer shall acquaint himself with his counterpart Police Sector Officer. Sector Police Officer shall also be available at the above location. SOs should contact his/her counterpart in case police personal not found/present at the said location. **Presence of police officer is mandatory with the SO for the security of the EVMs etc.**
- h) To ensure effective implementation of communication plan SO should have contact numbers of RO, ARO, General Observer, Expenditure Observer, Control Room (HQ), Transport Cell(HQ), Nodal officer booth setup) (MCD), Nodal Officer (DTC), Presiding Officers, BEL / 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 kit 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 i.e. on 28/02/2021

- a)* Sector Officer shall collect EVMs, statutory seals, ballot papers to be used as Tendered Ballot Paper, working copies of Electoral Rolls etc. from the Returning Officer for delivery to the Presiding Officers at the Polling Stations in the morning (time will be finalized by RO). Sector Officer shall ensure that they carry the EVMs etc., pertaining to their Polling Stations only. Collection of EVMs and working copies of Electoral Rolls etc. shall be done as per schedule fixed by R.Os. 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 spare one/two EVM 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 Station (ii) the EVMs 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., he is requested to 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 7:00 A.M. SO will ensure that Mock Poll, in presence of polling agent(s), started in all polling stations and EVMs are functioning correctly, under his/her control. **SO will again 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 7.30 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 then and there. Any deficiency of material with the Presiding Officer be made up from reserve stock to avoid any interruption in the poll.
- f)* The Sector Officer has to ensure that no public meeting, canvassing in or near polling station within 100 meters from the place of polling or in area of ward takes place from 48 hours earlier to the end of poll & till the poll is completed. The Commission has permitted only one table and two chairs at the camp. It is brought to the notice of

Sector Officers that disorderly conduct by anyone in or near the Polling Station is punishable under Section 26 of the DMC Act, 1957 as amended by DMC (Amendment) Act, 2011 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 & RO at every two hour i.e. 9.30 A.M., 11.30 A.M. , 1.30 P.M. and 3.30 P.M. and lastly at 5.30 P.M. 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. 5.30P.M.
- h] On the day of poll at 3.00 p.m 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 provided to the polling agents.**
- 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 which will guard the vehicle upto reception centre. SO should escort the Bus 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 polled 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 or 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 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 your 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 11C. Requirement of 11C is as (i) One copy to be submitted a 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 11C will be locked in strong room,** (iii) Copies to polling agents as mentioned above in para h)
- m) Sector Officers must leave after the sealing of strong room and with the permission of RO.
- n) Sector Officer shall be relieved of his/her duties after permission of the Returning Officer concerned.
- o) Covid-19 guidelines to be followed:
1. Every person shall wear face mask during every election related activity.
 2. Social distancing shall be maintained.
 3. Sanitizer, soap and water shall be made available.
 4. Spitting, chewing tobacco shall be strictly prohibited.

The following items have been provided in the polling kit:

1. Mask, 2. Sanitizer, 3. Gloves (for both staff and Electors)

Covid-19 guidelines must be ensured for compliance which have been uploaded on the website of the Commission sec.delhigovt.nic.in.


(P.K. Goel)
Dy. Secretary

No. F.1(1015)/Admn./SEC/Bye-Elections/2021/ 278

Date: 10/2/2021

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

- 1 All DEOs/ General Observers.
- 2 All the Returning Officers.
- 3 All the Sectors Officers to be served through the respective Returning Officer.


(P.K. Goel)
Dy. Secretary

Sector Officer's Report Format (Poll Day)
To submitted to Returning Officer immediately after reaching reception centre.

Name of Sector Officer: _____
No. & Name of ward _____

				PS No.
				Total voters
				Whether Mock Poll done (Y / N)
				No. of Polling Agents present
				No. of voters who have voted after 5:30 PM by receiving token
				Total No. of votes polled at close of poll
				Total % of votes polled
				Whether machines closed and sealed properly (Y / N)
				Whether copy of 11C given to polling agents by PrO (Y / N)
				Whether PrO diary, 11A, 11C checked and tallied? (Y / N)
				Whether any EVM replaced (Y/N)
				Whether any complain t (Y/N)
				Whether re-poll recommended (Y / N)
				Any Other Remarks

Signature