

**Edition-1**



# **CHECKLIST FOR SECTOR OFFICERS 2023**



**भारत निर्वाचन आयोग  
Election Commission of India**

Nirvachan Sadan, Ashoka Road, New Delhi-110001

Document No.324.6.EPS:CL:8:2023





सत्यमेव जयते

# CHECKLIST

## FOR

# SECTOR OFFICERS

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## CHECKLIST FOR SECTOR OFFICERS

### 1. TASKS AND RESPONSIBILITIES

- i. Responsible for election management from the day of appointment as Sector Officer till the completion of poll process.
- ii. May be designated as Zonal Magistrates for the same area at least 7 days before poll day and given powers of Special Executive Magistrates.
- iii. A manageable sector covering 10-12 polling stations to be covered in 1 to 2 hours is assigned.
- iv. After appointment, Sector Officer should collect the following documents from RO/DEO
  - i. Electoral roll of each of the PS; with hamlet name etc. to enable them to contact voters of every section in the part.
  - ii. Polling Station wise Assured Minimum Facilities (last updated)
  - iii. Voter turn-out (in last 2 general elections)
  - iv. Elector Gender ratio
  - v. MCC violation cases (in last 2 general elections)
  - vi. A route map of their area, giving the broad layout and location of polling stations falling in their sector.
  - vii. VM-1 report generated by DEO
- v. Attend frequent review meeting with DEO/RO & Observers.
- vi. To ensure effective implementation of communication plan- collect details of Mobile number/ phone number of polling parties and polling stations.
- vii. To ensure Vulnerability Mapping 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.
- viii. To ensure that following Assured Minimum Facilities (AMF) at each polling station are in place:
  - ✓ Provision of Ramp
  - ✓ Provision of Drinking water
  - ✓ Adequate Furniture
  - ✓ Proper lighting/Electricity
  - ✓ Help Desk
  - ✓ Proper signage
  - ✓ Toilets for Male and Female with water facilities
  - ✓ Shade
- ix. To ensure proper election management at polling booth, before and during poll.

### 2. PRE-POLL RESPONSIBILITY - ABOUT POLLING LOCATION

- i. To verify whether route plotted on map is feasible - Ascertain the approach and accessibility.

## CHECKLIST FOR SECTOR OFFICERS

- ii. Ascertain infrastructure at polling stations – water, shade, ramps, furniture, toilet, telephone etc., and physical status of building.
- iii. To ensure that wide publicity is given in polling area about new polling stations, if in case created;
- iv. Ascertain mobile and internet connectivity at polling station location;
- v. Ensure no political party/contesting candidate offices exist within 200 meters periphery of PS
- vi. Keep watch and report on movement of unauthorized campaign vehicles, defacement of property, unauthorized campaigning, misuse of public buildings/Government Vehicles/ Government servants and all possible violations of MCC.

### **3. PRE POLL RESPONSIBILITY - ABOUT THE VOTERS**

- i. Give specific information about EPIC coverage programme.
- ii. Monitor the program of mobile EVM demonstration being carried out for the voters in catchment areas, covering all the assigned polling stations.
- iii. Inform voters about help lines and locations of their polling stations.
- iv. To make voters aware to check their names and entries in Photo Electoral Roll through BLO or in online mode.

### **4. PRE POLL RESPONSIBILITY - ABOUT VULNERABILITY MAPPING**

- i. Identification of villages, hamlets, segments and sections of voters vulnerable for threat and intimidation as per vulnerability mapping guidelines
- ii. Identification of persons who make it vulnerable - It is not about numbers-it is about names - Information to be given in prescribed format for each such location / pocket separately to the RO/DEO without having to disclose the source, by retain a copy with him.
- iii. Frequently visits and holding wide spread discussions with the people for confidence building measures and fine tuning the vulnerability mapping, by collecting intelligence;
- iv. Contact points within the vulnerable community with their telephone numbers
- v. Accountability for ensuring free access of voters for voting.
- vi. Sector Officer will be accompanied by Sector Police Officer while visiting their assigned sector.
- vii. When acting as Zonal Magistrate, he will prepare a Zonal Magistrate Plan with a sketch map for PSs, list of telephone Nos of PSs and election related officers, police stations, list of responsible persons, list of Anti-Social elements etc.,

### **5. POLL-EVE RESPONSIBILITY**

- i. Ensure that the polling parties and all material have reached their respective polling stations
- ii. Ensure security force has arrived at PSs according to the deployment plan.
- iii. Clarify any last-minute doubt on EVM & VVPAT operation or the polling process, amongst the polling personnel
- iv. After full satisfaction about readiness of the polling party and polling station, give OK report to control room
- v. Collection of Reserve EVMs and VVPATs from allotted Dispatch Centre

## CHECKLIST FOR SECTOR OFFICERS

- vi Reserve EVM/VVPAT carried by the Sector Officer should have proper labeling sticker “RESERVE”.
- vii Use of vehicles with GPS tracking/Mobile app-based tracking for movement of EVMs & VVPATs and armed security
- viii. Intermediate Storage and Movement of Reserve EVMs and VVPATs as per plan given by RO

### 6. POLL DAY RESPONSIBILITY

- i. Continuously visit all the assigned polling stations at the shortest possible periodic intervals
- ii. To ascertain the mock poll status before commencement of poll. Remedial action to sort out problem, if any.
- iii. Send the following reports to the Returning Officer without any delay:
  - a) Completion of mock poll-issuance of Mock Poll Certificate, deletion of Mock Poll data (including removal of mock poll slips from VVPAT)
  - b) Commencement of poll
  - c) Replacement of EVM/VVPAT during mock poll and poll
  - d) Approximate voter turnout data at given intervals through appropriate channel
  - e) End of Poll- pressing of CLOSE button, sealing, departure of polling parties in the designated vehicles on designated routes only to reach the Receiving Centre etc.
  - f) Reporting of any unwarranted event and immediate response/corrective measures taken
  - g) Any other reporting unwarranted event and immediate response/corrective measures
- iv. Non-functional EVM/VVPAT unit replaced before commencement of poll (i.e. related to mock poll) should not be left in the polling station with the Presiding Officer. Non-functional unit(s) replaced during mock poll should be with Sector Officer with proper sticker “MOCK POLL REPLACE” on the carrying case.
- v. Whenever, replacement of unit(s), power pack of CU and VVPAT take place in polling station(s), sign the prescribed format.
- vi. Categories C (Un-pollled non-functional- replaced during mock poll on poll day) & D (Unused Reserved) EVMs and VVPATs available with Sector Officers shall be deposited after completion of poll as instructed by the District Election Officer/Returning Officer.
- vii. Frequently visit and pay attention on the PS where the mock poll had to be conducted in the absence of polling agents or where only one polling agent was present.
- viii. Replacements of EVMs where required (SO to keep spare EVMs);
- ix. Track and report the presence/absence of polling agents
- x. To assist polling team inside polling station with procedures, if required
- xi. To maintain the purity of poll process and check all aspects of polling during their visits to PS
- xii. Check voting pattern – if any segment/section of voters is conspicuous by its absence, inform RO for remedial measures.
- xiii. To verify whether the voters from vulnerable habitats/communities are turned up for voting or not. If not to inform the RO/DEO so as to send a dedicated squad.
- xiv. Check the sealing of EVMs and preparation of papers by polling parties.

## CHECKLIST FOR SECTOR OFFICERS

- xv. Escort EVMs with the polling team to receipt center
- xvi. Replacement of polling personnel from reserve parties, if required in case of any eventuality
- xvii. At the end of poll, ensure that: -
  - (a) Close button of EVM is pressed
  - (b) Power Pack of VVPAT has been removed
  - (c) Presiding Officer Diary is filled up properly
  - (d) EVMs and VVPATs are properly sealed.
  - (e) Copies of 17C are given to polling agents
  - (f) Register of 17A is properly filled up.
- xviii. Deposit unused reserve and mock poll non-functional EVMs and VVPATs at Receiving Centre assigned by the Returning Officer and also submit Reports on replacement of EVMs and VVPATs (Part-IV and Part-V of Presiding Officer's Report and Certificate

### **7. The following information and facilities should be available with Sector Officer:-**

- i. Sector Officers shall ensure that they have been given adequate training particularly with regard to EVM, Election Management, Polling Process, Model Code of Conduct and other important aspects of elections.
- ii. Sector Officers should have an **IDENTITY CARD** issued by DEO and should always ensure that they display their identity card during their visits to their sector.
- iii. Sector Officers should have the list of all polling stations under his jurisdiction along with number of voters in each polling booth.
- iv. Sector Officers should have readily available Communication plan with him.

### **8. Material to be provided to Sector Officer —**

- i. Training input being given to Presiding Officer, Polling Officer and Booth Level Officers.
- ii. A detailed map of his sector including vulnerable area.
- iii. Movement Plan & Route Chart
- iv. The list of notified polling stations in his area.
- v. Details about the voter help lines existing in his sector.
- vi. Reserve EVMs
- vii. Copy of VM-SO (Format-2 & 3) which was submitted to RO/DEO.

### **9. Reports to be furnished by Sector Officer —**

- i. For every round of field visit, Sector Officer shall submit visit report in prescribed format **Annexure-I** to RO and DEO after his appointment.
- ii. Vulnerability Mapping Report in Format VM-2 and VM-3
- iii. Poll Day Reports as per para 6 (iii) above.
- iv. Sector Officer shall also submit report in prescribed format about the poll day activities after the polling is over. This report will be submitted to RO in **Annexure-II**.



**CHECKLIST FOR SECTOR OFFICERS**

**Annexure-I**

S.No.	Name & No. 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				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Contd..													
4													
3													
2													
1													

Remarks:

Signature of Sector Officer:

Date of Visit:

## CHECKLIST FOR SECTOR OFFICERS

**Signature of Sector Officer: Date of Visit:**

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

No. of Candidates

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

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

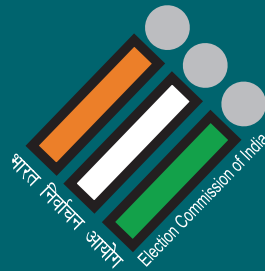
Name of Sector Officer: \_\_\_\_\_

Sector Officer's Report Format (Poll Day)

Sector Officer's Report Format (Poll Day)

Annexure-II





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