

कार्यालय : मुख्य निर्वाचन अधिकारी, उत्तराखण्ड
विश्वकर्मा भवन, प्रथम तल, सुभाष रोड़, सचिवालय परिसर, देहरादून- 248001

फोन न० (0135) - 2713760, 2713551
फैक्स न० (0135) - 2713724

संख्या: 3071 /XXV-(1-8)/2008 देहरादून: दिनांक 14 दिसम्बर, 2018.

सेवा में,

श्री विलियम एस० सिंह, उपाध्यक्ष,
राष्ट्रीय सामाजिक न्याय कृति मंच,
केनफिल्ड स्कूल के सामने क्लेमनटाउन, देहरादून।

विषय:- सूचना के अधिकार अधिनियम 2005 के अन्तर्गत चाही गयी सूचना के संबंध में।

महोदय,

उपरोक्त विषयक अनुसचिव एवं लोक सूचना अधिकारी, राज्य निर्वाचन आयोग, उत्तराखण्ड के पत्र संख्या-1689/रा.नि.आ.-1/2537/2018 दिनांक 13 दिसम्बर, 2018 जो इस कार्यालय को सम्बोधित एवं आपको पृष्ठांकित है, का संदर्भ ग्रहण करने का कष्ट करें। आपके द्वारा सूचना के अधिकार अधिनियम, 2005 के अन्तर्गत चाही गयी सूचना निम्न विवरणानुसार संलग्न कर प्रेषित की जा रही है:-

बिन्दु संख्या-01	भारत निर्वाचन आयोग के पत्र संख्या-464/INST-PAY/2014-EPS दिनांक 26 फरवरी, 2014 एवं पत्र संख्या-464/INST-PAY/2014-EPS दिनांक 21 मार्च, 2014 के कुल 12 (बारह) पृष्ठ प्रमाणित कर संलग्न प्रेषित है।
बिन्दु संख्या-02	इस कार्यालय में धारित नहीं है।

संलग्न-यथोपरि।

यदि आप उपरोक्त उपलब्ध करायी गयी सूचनाओं से सन्तुष्ट न हों तो विभागीय अपीलीय अधिकारी के सम्मुख निम्न पते पर अपील प्रस्तुत कर सकते हैं:-

विभागीय अपीलीय अधिकारी एवं
सहायक मुख्य निर्वाचन अधिकारी, उत्तराखण्ड
विश्वकर्मा भवन, प्रथम तल, सुभाष रोड़,
सचिवालय परिसर, देहरादून।

भवदीय,

B.S. Rawat
(बी०एस०रावत)
अनुभाग अधिकारी एवं
लोक सूचना अधिकारी

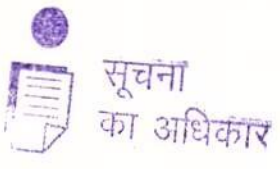
प्राप्त
13/12/18

राज्य निर्वाचन आयोग
उत्तराखण्ड



पत्रांक : 1689 / रा.नि.आ-1/2537/2018

दिनांक 13/12/2018



राज्य निर्वाचन आयोग

सूचना के अनुरोध को दूसरे प्राधिकारी को हस्तांतरण के लिए प्रपत्र

Recd
13/12/18

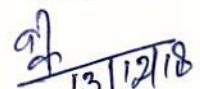
सेवा में,
अनुभाग अधिकारी/लोक सूचना अधिकारी,
कार्यालय-मुख्य निर्वाचन अधिकारी,
उत्तराखण्ड, देहरादून।

महोदय,
कृपया श्री विलियम एस0 सिंह, उपाध्यक्ष राष्ट्रीय सामाजिक न्याय कृति मंच, जनपद-देहरादून का सूचना का अनुरोध-पत्र दिनांक रहित जो राज्य निर्वाचन आयोग में दिनांक 12.12.2018 को प्राप्त हुआ है। अनुरोधकर्ता के अनुरोध-पत्र दिनांक रहित की छायाप्रति संलग्न कर आपको इस आशय से प्रेषित है कि उक्त अनुरोध पत्र में मांगी गयी सूचना जो आपके विभाग से संबंधित है, कृपया अनुरोधकर्ता को अपने स्तर से नियमानुसार उपलब्ध कराने का कष्ट करें।

इस पत्र की एक प्रति अनुरोधकर्ता को सूचनार्थ प्रेषित की जा रही है।

संलग्नक-उपरोक्तानुसार।

भवदीय,


13/12/18
(बी0पी0 कोठारी)

अनु सचिव/
लोक सूचना अधिकारी।
मो0नं0-7534820707

संख्या- /रा0नि0आ0-1/2537/2018 तददिनांक।(पंजीकृत)

प्रतिलिपि:- श्री विलियम एस0 सिंह, उपाध्यक्ष, राष्ट्रीय सामाजिक न्याय कृति मंच, जनपद-देहरादून
पता- केनफिल्ड स्कूल के सामने क्लेमनडाउन, देहरादून को सूचनार्थ।

(बी0पी0 कोठारी)
अनु सचिव/
लोक सूचना अधिकारी।



724
12/12/10

(2537)

Regd. No.22383d-988/2005-06

राष्ट्रीय सामाजिक न्याय कृति मंच (रजि0) जनपद देहरादून इकाई

National Action Forum for Social Justice (Regd.) Distt. D.Dun

An all India Organization for Scheduled Castes (SCs) Scheduled Tribes (SCTs) and Socially & Educationally Backward Classes (SEdBc)

Registration U/S 12A of IT-Act 1961

Chief Patron /Chairman NAC

Shri William S. Singh
Vice Chairman

Shri Rajesh Gill
State Chairman

Shri Nanak Chand
National Chairman
National Chairman
Human Rights Forum

Shri P.S. Krishnan, IAS (Rtd.)
Former Secretary to Govt. of India

NATIONAL
ADVISORY COUNCIL

Sh. P.L. Punia

Hon'ble Chairman
National Commission for
Scheduled Caste,
Govt. of India

Dr. R.K. Nayak,
IAS (Rtd)

Member of Parliament (R/S)

Sh. Ashok Tanwar

Member of Parliament (L/S)

Sh. J.S. Badhan,
IAS (Rtd)-1962 [KL]

Sh. Devi Dayal
IAS (Rtd)

Former Secretary Govt. of India

Sh. Mahinder Singh
IAS (Rtd)

Sh. Ashfaq Hussian Ansari
Former Secretary Govt. of India

Sh. Harish Chandra
IAS (Rtd) U.P.

Ambassador Tara Singh,
IFS

Ambassador Bal Anand,
IFS

Sh. Prakash Singh,
IAS (Rtd.) /U.P.

Sh. S.S. Badhan
All India General
Secretary

सेवा में,

जनहित

लोकसूचनाधिकारी,
राज्य निर्वाचन अधिकारी,उत्तराखण्ड
रिंग रोड लाडपुर देहरादून।

विषय:

सूचना के अधिकार अधिनियम के अन्तर्गत धारा 6 के अनुसार सूचना उपलब्ध कराये जाने विषयक।

महोदय/महोदया,

कृपया निवेदन इस प्रकार है कि राज्य में होने वाले विभिन्न चुनावों (लोकसभा, विधान सभा, नगर निकाय /प्रधान जिला पंचायत आदि) में विभिन्न विभागों के कर्मचारियों की ड्यूटी चुनाव कराने में नियुक्त की जाती है, ड्यूटी में नियुक्त राज्य कर्मचारियों को केन्द्रीय /राज्य निर्वाचन आयोग द्वारा किया जाने वाला अग्रिम भुगतान /मानदेय राशि के सम्बन्ध में क्रमवत सूचना उपलब्ध कराने की कृपा करें।

1. निर्वाचन ड्यूटी में नियुक्त समस्त अधिकारी एवं कर्मचारियों (पर्यवेक्षक, निर्वाचन अधिकारी, सहायक निर्वाचन अधिकारी, जोनल मजिस्ट्रेट, सेक्टर मजिस्ट्रेट, पीठासीन अधिकारी, मतदान अधिकारी इत्यादि) को अग्रिम मानदेय के रूप में भुगतान की जाने वाली धनराशि का पदवार विवरण एवं इस सन्दर्भ में मा0 निर्वाचन आयोग भारत द्वारा दिशा निर्देशों की प्रमाणित प्रति उपलब्ध कराने का कष्ट करें।

2. राज्य निर्वाचन आयोग के दिशा निर्देशन में चुनाव ड्यूटी एवं मतगणना ड्यूटी में सुरक्षा व्यवस्था के प्रभारी एवं सुरक्षा ड्यूटी में नियुक्त समस्त अधिकारी/कर्मचारी (वरिष्ठ /पुलिस अधीक्षक, प्रभारी पुलिस अधिकारी, नोडल पुलिस अधिकारी, जोनल पुलिस अधिकारी, सेक्टर पुलिस अधिकारी एवं मतदान स्थल में सुरक्षा ड्यूटी में नियुक्त कर्मी इत्यादि) को अग्रिम मानदेय के रूप में भुगतान की जाने वाली धनराशि का पदवार विवरण एवं इस सन्दर्भ में पृथक रूप से मा0 आयोग का दिशा-निर्देशन पत्र की प्रमाणित प्रति।

अतः सूचना के अधिकार अधिनियम में निहित प्राविधानों के अनुसार सूचना प्राप्त हेतु 10 रूपये नगद धनराशि अदा की जा रही है।

जोएक नो 39 D 780501

Received Rs 10/- CA 7

12-12-10

भवदीय
विलियम एस0 सिंह

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashok Road, New Delhi - 110001

No.464/ INST/2014-EPS

Dated 21st March, 2014

To,

Chief Electoral Officers
of all States/ UTs

Sub: Multiple measures to keep a watch on polling process at Polling Stations to ensure free and fair elections – Micro-observers, Video camera, Still camera, Web casting etc. - reg.

Sir/ Madam,

The Commission has issued instructions, from time to time, on various measures to keep a watch on the polling process at Polling Stations, to ensure conduct of free and fair elections. These measures include use of Micro-observers, video cameras, still cameras and web-casting.

In view of the announcement of the General Elections to Lok Sabha, Legislative Assemblies of 4 States and Bye-elections to fill up the casual vacancies in 8 States, consolidated instructions are being issued, in supersession of all existing instructions, on the use of Micro-observers, video cameras, still cameras and web casting at Polling Stations, which are as follows:

1. **Critical Polling Stations must be covered at least by one of the measures to keep a watch on polling process –**
 - a. Considering the limitation on availability of central Armed Police Forces (CAPFs), Commission has decided that critical Polling Stations shall at least be covered by one or more of the following measures to keep a watch on the polling process, as non-CAPF measures:
 - i. Micro-observer
 - ii. Video camera
 - iii. Still camera
 - iv. Web casting
 - b. Allocation of force to Polling Stations is done on the basis of sensitivity analysis. Even at those Polling Stations where CAPF is deployed, the measures given in (a) above can be put in place to keep a watch on the polling process.

Attested

B 2

(बसन्त सिंह रावत)

अनुभाग अधिकारी

कार्या. मुख्य निर्वाचन अधिकारी

उत्तराखण्ड

2. Use of Micro-observers at Polling Stations –

- a. **Category of persons who can be appointed as Micro-observers** – The following category of persons can be appointed as Micro-observers:
- Government of India employees, not below group-C.
 - Employees of Central Public Sector Undertaking, not below group-C.
- b. **Preparation of database of Micro-observers** - District Election Officer (DEO) will prepare a database of all Government of India and Central Public Sector Undertakings employees in the district. The database shall contain the name, designation and organization of the employee. The database will also have the elector details of the employee including the Assembly, Part and serial number in the electoral roll and the EPIC number. In addition to this, the postal address, telephone number, mobile number and email ID of the Micro-observers should also be included in the database.
- c. **Sharing of Micro-observer database with other districts** - There may be a situation that some districts do not have adequate number of Government of India or Central PSU employees to be appointed as Micro-observers. DEO of such a district shall get the database of Government of India or Central PSU employees posted in neighboring districts, with the help of the Divisional Commissioner, in States which have a divisional commissioner system and with the help of CEO in other States. In case a Micro-observer has to go to another district on poll duty, arrangement for proper stay of such Micro-observers must be made. Similarly arrangements for their travel from the district of their work to the district of their poll duty must also be made by the DEO.
- d. **Micro-observers can be used on more than one poll day** - In case of multi-poll days' elections and in case of shortage of Micro-observers they can be used for poll duty on more than one poll day. The convenience, safety and logistics of movement must be taken into account while putting them on duty for more than one poll day.
- e. **Randomization of Micro-observers** - The list of Polling Stations where Micro-observers are to be appointed shall be prepared by the DEO in consultation with the Observer, depending on the sensitivity analysis of Polling Stations and availability of Micro-observers. The available Micro-observers will then be randomized in the presence of Observer, among those Polling Stations. The conditions for randomization of Micro-observers will be the same as that of Presiding Officers, viz. they shall not be posted on duty in a Polling Station within the same Assembly Constituency, where they are enrolled as voters or where they are working. All efforts should,

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(बसन्त सिंह रावत)

अनुभाग अधिकारी

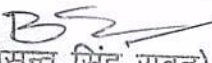
कार्या. मुख्य निर्वाचन अधिकारी

उत्तराखण्ड

however be made to put them on duty in the same Parliamentary Constituency where they are enrolled as voters, to enable them to exercise their franchise through EDC. They shall be informed about the exact Polling Station where they will be on duty only on the day of departure.

- f. **Training of Micro-observers** - Micro-observers should be given a detailed training on the rules and procedures of the entire polling process. In addition, they must also be trained on the work of observation, which is expected of them, and the method of filling the report which they are required to submit. There should be at least two rounds of training for Micro-observers. They should be trained by the Observers. Illustrative training material for the Micro-observers is available on the ECI website under the link "Training Material at Sl. No. 14 Micro Observer".
- g. **Logistics for Micro-observers** - The District Election Officer shall be responsible for providing logistics to Micro-observers. One Nodal Officer for Micro-observers shall be appointed for each district by the DEO. Micro-observers will reach the dispatch centers on their own. From the dispatch centers they will be sent with the polling team to the Polling Station. They will return to the receipt center with the polling teams. Each Micro-observer shall be given a photo identity card by the DEO to ensure his/ her access to the Polling Stations.
- h. **Honorarium to Micro-observers** - Micro-observers shall be paid an honorarium of Rs 1000/- for each Poll day of duty. This shall be in addition to the admissible TA and DA, and the food allowance as per the norms of the State and their parent Department. The honorarium, TA, DA and food allowance should be paid by the Returning officer, in cash, to the Micro-observers at the receipt center itself.
- i. **Exercise of franchise by Micro-observers** - Micro-observers are entitled to EDC or postal ballot like any other person on poll duty. The DEO shall send Form-12 and Form-12A to every Micro-observer along with the appointment order. Micro-observers shall be asked to bring the completed Forms on the first day of training. The completed forms shall be sent to the concerned Returning Officer by the DEO. The Returning Officer shall issue EDC or postal ballot depending on eligibility and ensure that it is delivered to the Micro-observer on the second training day. All instructions of the Commission on Postal Ballots and EDC for employees on poll duty shall also apply to Micro-observers.
- j. **Micro-observers in multi-polling station locations** - In case the location at which a Micro-observer is put on duty has more than one Polling Stations, the Micro-observer shall be responsible for all the Polling Stations at that location. There is no need to post separate Micro-observers in

Attested


(बसन्त सिंह रावत)

अनुभाग अधिकारी
कार्या. मुख्य निर्वाचन अधिकारी
उत्तराखण्ड

Polling Stations at one location. The Micro-observer shall divide his time between Polling Stations and will visit all the Polling Stations within the same campus at frequent intervals. He shall make it known to the polling agents at each Polling Station that he is available in case they want to bring anything to his notice.

- k. **Supervision of the work of Micro-observers** - General Observers will supervise the work of Micro-observers and shall be in close touch with them. Micro-observers shall report to the Observer alone and not to other election officials.
- l. **Work to be done by Micro-observers on poll day_-** Micro observers should reach the Polling Station at least one hour before the start of poll. They will do the following at the polling station -
- i. Assess the preparedness at the Polling Station.
 - ii. Check the availability of Basic Minimum Facilities (BMF) at the Polling Station and certify, before the start of Polling.
 - iii. Watch the mock poll and see that it is carried out as per the instructions of the Commission.
 - iv. See that the votes in the CU are cleared after the mock poll and before the start of actual poll and that mock poll certificate is signed by the Presiding Officer.
 - v. During the poll day he should regularly note down the important points for his report in the format given at Annexure-2.
 - vi. It is made absolutely clear that in no case the Micro observer will act as Presiding Officer or the polling officer. His task is to observe that the election process is being carried out in a free and fair manner and there is no vitiation of poll.
 - vii. During the process of observation on the day of the poll, the Micro-observer shall specially observe and note: -
 - Mock Poll Procedures,
 - Presence of Polling Agents and observance of ECI instructions with regards to them,
 - The observance of entry pass system and access to Polling Station,
 - Proper identification of electors in accordance with ECI guidelines,
 - Identification and recording procedures for the Absentee, Shifted and Dead voter's list (ASD list),
 - Application of indelible ink,
 - Noting down particulars of electors in register Form 17-A including the noting down of the alternate identity documents used for identifying the voter,
 - Secrecy of voting,
 - Conduct of polling agents, their complaints, if any, etc.

Attested

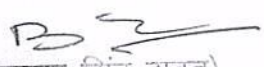
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अनुभाग अधिकारी
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उत्तराखण्ड

- viii. If the micro-observer feels that the poll is being vitiated for any reason, he will immediately bring it to the notice of General observer through any means of communication available to him including mobile phone, police wireless etc.
- m. **Report to be submitted by Micro-observer** - After the poll process is over, the Micro-observer will submit a report to the General Observer in the format as enclosed at **Annexure-1**. He shall hand over the report to the General Observer at the collection center in a sealed envelope. He shall also orally brief the General Observer on anything of importance that had happened during the day. General Observers will go through the report submitted by Micro-observers and can seek any further clarifications required.
- n. **Micro-observers to remain present at the time of scrutiny** - Micro-observers reports shall also be taken into consideration at the time of scrutiny after poll for taking a decision on re-poll or disciplinary action against any delinquent polling staff. Micro-observers should remain available at the time of scrutiny, for the General Observer to seek any clarifications, if required.

3. **Use of Video Cameras and Still Cameras on the Poll day at Polling Stations-**

- a. **Use of video camera and still cameras at Polling Stations** - Video cameras shall be used at as many Polling Stations as possible to keep a watch on the proceedings. Still cameras shall be used at all those polling stations, where Micro-observers, video cameras or web casting is not being used. In this manner, all critical Polling Stations shall be at least covered by some method to keep a watch on the proceedings.
- b. **Inventory of cameras** - DEOs shall prepare an inventory of all video and still cameras available in the district, which can be used on the poll day at Polling Stations.
 - i. An inventory of all video and still cameras available in all Government Departments shall be prepared. All video and still cameras available in all Government Departments shall be made available to the DEO.
 - ii. In addition, DEO shall also hire video and still cameras from the market and shall fix the hiring charges, based on prevailing market rates.
 - iii. Private videographers or photographers hired by the DEO should not belong to any political party and should not be known sympathizers or supporters or close relatives of any of the contesting candidates or leaders of any political party and should not have been hired by any political party or contesting candidate.

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- iv. The DEO can also use video and still cameras owned by Government Employees and shall fix the hiring charges for them as well. These may be a little less than the hiring charges for video and still cameras hired from the market.
 - v. In case video or still cameras are hired from Government Employees, the employee from whom the camera is hired shall also be used for videography/photography using that camera. In these cases, the instructions for randomization of employees on poll duty shall also apply.
 - vi. In case video or still camera is hired from a Presiding Officer or Polling Officer, it can be used in the polling station where they are on put duty. However, another polling officer will be appointed to handle the camera, so that the Presiding Officer of the Polling Station concerned shall be able to do his/ her work uninterruptedly.
 - vii. In case there is a shortage of video or still cameras in any district, they shall be taken from the neighboring district, and the Divisional Commissioner or the CEO will facilitate such sharing of video cameras between districts.
- c. **Method of placing cameras** - Cameras shall be placed in such a manner that they can record the voters in the queue, and the proceedings in the Polling Station, including the process of identification of voters, application of indelible ink etc. **It must be ensured that secrecy of voting is not violated by the camera in any manner.**
- d. **What should be recorded by the camera** - The videographer/ photographer shall make sure that all important events such as mock poll, sealing of EVMs, signing by polling agents on the seals of EVMs, etc. are properly recorded. Any untoward incident at the Polling Station must also be recorded. Specially the following must be recorded: -
- i. Attempts of intimidation of voters.
 - ii. Attempts of inducement / bribing of voters.
 - iii. Canvassing within 100 metres of Polling Stations.
 - iv. Positioning of voting compartment
 - v. Basic Minimum Facilities (BMF) at the Polling Station
 - vi. Presence of polling agents
 - vii. Mock Poll.
 - viii. Clearing of Mock Poll.
 - ix. Sealing of EVMs.
 - x. Process of identification of voters.
 - xi. Voters in queues.
 - xii. **The length of queue at the time fixed for close of poll.**
 - xiii. Any dispute of any nature at the Polling Station.
 - xiv. Visit by Sector Officers, Observers and other electoral functionaries or any important person including the candidates.

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- xv. Replacement of EVM, if any.
 - xvi. Any incident at the Polling Stations.
 - xvii. All video and photography should be done with date and time recording so that the real time and date can be verified.

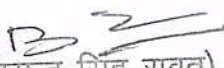
Note: The list above is illustrative and not exhaustive.

- e. **Retention of video/still photo recording** - The recording made by video and still cameras shall be kept in video tapes, CDs, Pen drives or other storage devices in the safe custody of District Election Officer. These recordings shall be retained till the period of filing of Election Petitions is over, and in case an election petition is filed, till the final disposal of the Election Petition.
- f. **Copies of recording to be given** - Copies of video and still photo recording should be given on demand, free of cost to candidates and on payment of a fee of Rs 100/- per CD to any other person.
- g. **Training of videographers/ photographers** - Videographers/ photographers should be trained by the Returning Officer on how videography/photography should be done and what event must be covered. The videographers/ photographers must be told that the principle behind the scheme is to record critical events which are likely to vitiate the poll and not to just videotape or photograph in a routine manner only to fill the cassette or camera memory.
- h. **Food for videographers/photographers** - Food shall be provided to videographers and it shall be ensured that the videographers/ photographers DO NOT accept the hospitality of any contesting candidate or political party or their workers. All video teams should be under the personal supervision and guidance of a senior election officer.
- i. **Video recording/ photographs to be seen and videographers/ photographers to be available at the time of scrutiny** - If videography/ photography has been done at a Polling Station, it shall be viewed by the RO and Observer at the time of scrutiny, in case of any complaint with respect to that Polling Station. Videographers/ photographers shall remain available at the time of scrutiny so that the RO and Observer can seek any clarification, if they feel it necessary.

4. **Use of Web Casting at Polling Stations** -

- a. **Meaning of webcasting** - Web casting simply means live streaming of video on the Internet. It does not involve use of complicated technology. All that is needed is a video camera connected to the Internet.

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- i. Any video camera including a webcam capable of being connected to the Internet can be used for web casting.
 - ii. Camera can be connected to the Internet through a computer, either desktop or laptop.
 - iii. IP cameras with direct connection to the Internet are also available. These days, which may be used.
 - iv. Many mobile devices with built- in Internet connectivity also have cameras. These include mobile phones, tablet computers etc. They can also be used for web casting.
- b. **Identification of locations for webcasting** - Commission desires that web casting should be done from as many Polling Stations as possible. Efforts should be made for webcasting from all Polling Stations where Internet connection is possible. For this purpose, DEOs should check the availability of Internet connection through a landline or mobile broadband connection at each Polling Station.
- c. **Process of setting up webcasting at Polling Stations** -
- i. A temporary landline or mobile broadband connection should be taken in all Polling Stations where connectivity for such an Internet connection is possible. Other webcasting infrastructure should then be provided to all such Polling Stations where Internet connection is taken.
 - ii. Desktop or laptop computers can be borrowed from schools or Government offices, wherever available for a few days for use at the Polling Stations for webcasting. Most Polling Stations are located in school buildings, where computers have been provided under various Government and Non-Government programmes. These computers can be used on the poll day for the purpose of webcasting. In case computers are not available at the Polling Station building itself, they can be borrowed from other Government departments or taken on rent for a few days.
 - iii. Cameras should then be provided and connected to the computers, having Internet connection, at Polling Stations.
 - iv. If mobile devices with cameras and Internet connection are available, they can be provided to Polling Stations for webcasting. Such mobile devices can also be hired for a few days.
 - v. Some CEOs have suggested that they have access to IP cameras, which do not require connection with computers for webcasting. These IP cameras if available can also be used.
- d. **Preparation for live streaming** - Live streaming of video from Polling Stations will require that the computer, mobile device or the IP camera at the Polling Station is configured for live streaming of video on some website. Many websites allow free live streaming of videos. These include YouTube, You Stream etc. The method of configuration for live streaming

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of these websites is given in **Annexure-2**. It may be noted that no payment of fee etc. is required for this purpose.

- e. **Preparation of the CEO website for webcasting** - A special webpage should be prepared on the website of each CEO for the public to access the webcasting of Polling Stations of that State/ UT. The link to this webpage will be prominently displayed on the homepage of the CEO's website. This page will have hyperlink to the webpage of each Parliamentary/ Assembly Constituency. The Constituency webpage will have hyperlinks to the webcasting pages of Polling Stations. The hyperlink to the Polling Station webcasting will redirect the user to the webcasting website which could be YouTube, YouStream or any other free video streaming website.
- f. **Checking of the webcasting preparation before poll day** - Preparation of the website of CEO, and configuration of computers including taking of Internet connections at Polling Stations should be completed **at least 3 days before the poll**. Live test of webcasting from Polling Stations should be carried out **at least 2 days before the poll** to ensure that nothing goes wrong on the poll day.
- g. **Recording of video in case of webcasting** - In all cases where webcasting is done, the video of the entire day's proceedings must be recorded. This can be done locally on the computer in the concerned Polling Station or on the server of the CEO, centrally or both. In either case the Polling Station wise recording of the entire day's proceeding must be kept in the server of the CEO and should be available to the RO and Observer for viewing at the time of scrutiny on the next day after the poll in case of any complaint with respect to that Polling Station.
- h. **Webcasting to be available in Public Domain** - The purpose of webcasting is to make the polling process transparent. All webcasting should therefore be put in public domain. Wide publicity should be given to the fact that webcasting can be seen by members of the public and also by political parties, candidates and their agents. It should also be publicised that if any person notices any violation of rules and procedures on the webcast, he/she can make a complaint to the Returning Officer/Observer. Arrangements should be made for an immediate inquiry on all such complaints. Polling Stations for which complaints have been received shall also be kept for scrutiny by RO and Observer, on the next day after the poll.
- i. **Additional Staff for Webcasting** -
- i. **In the CEO office** - No additional staff would be required at the CEO office. The IT team of the CEO office should prepare the CEO website in advance and should train the team of the DEOs for webcasting.

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- ii. **In DEO Office/RO Office** - Depending on the number of Polling Stations from which webcasting is planned, one or more IT personnel will be needed in the office of DEO/RO. For this purpose, IT manpower available in Government offices in the district should be borrowed and trained in advance.
- iii. **In the Polling Stations** - One additional polling officer will be needed in Polling Stations where webcasting is done. This polling officer should have some background in IT and should be trained in the process of webcasting.
- iv. **Sector Officers** - All Sector Officers must be trained in webcasting. They should be fully involved in the preparation for webcasting and live checking of webcasting, **two days before the poll.**
- j. **Training** – Training of all Officers/ Staff associated with webcasting is very important. All Sector Officers, Presiding Officers and polling officers of the Polling Stations where webcasting is planned must be trained in webcasting. The district IT staff should also be properly trained.

CEOs may ensure implementation of the above listed non-CAPF measures and monitor them.

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Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

कार्यालय सचिव एवं मुख्य निर्वाचन अधिकारी
पत्र प्राप्त का दिनांक- 04/03/14
रजिस्टर क्रमांक- 135 पत्रावली संख्या-

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

EPABX 011-23717391-98
Fax 011-23713412/23739944
Website: www.eci.nic.in

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/INST-PAY/2014-EPS

Dated: 28th February 2014

To

The Chief Electoral Officers of
all States and Union Territories.

Subject:-

Fixing uniform rate of remuneration to the officers/officials deployed on election
duty - Regarding.

Sir/Madam,

In supersession of the Commission's letter No. 464/INST/2009/EPS, dated 9th January,
2009, and in order to bring uniformity in payment of remuneration to polling/counting personnel, the
Commission has recommended the following rates of remuneration to be paid to the officers/officials
deployed on election duty:-

Sl. No.	Designation of Officers/Officials	Minimum Rate of remuneration (in Rupees)
1.	Sector Officer/Zonal Magistrate	1500/- lump sum
2.	Presiding Officer/Counting Supervisor	350/- per day or part thereof
3.	Polling Officers/Counting Asstt.	250/- per day or part thereof
4.	Class-IV	150/- per day or part thereof
5.	Packed lunch and/ or light refreshment	150/- per head per day
6.	Video Surveillance Team, Video Viewing Team, Accounting Team, Expenditure Monitoring Control Room and Call Center Staffs, Media Certification and Monitoring Committee, Flying Squads, Static Surveillance Team, Expenditure Monitoring Cell	Class - I/II (Rs. 1200/- lump sum) Class - III (Rs. 1000/- lump sum) Class - IV (Rs. 200/- per day)
7.	Income Tax Inspector	Rs. 1200/- lump sum

The abovementioned rates are equally applicable to police personnel actually deployed on polling booths/counting centers.

2. The above rates are payable to the staff for attending training classes, collecting polling materials, etc. and also for attending duty on the polling day/counting day.

3. The Commission has also directed that staff deployed at all polling stations/counting centers may be provided with packed lunch and or light refreshment at the rate of Rs. 150/- per head per day. In case of difficulty in providing packed lunch, a cash payment @ Rs. 150/- per head may be made.

4. The above rates as recommended by the Commission are **minimum** rates. The States/Union Territories, which are paying more than the minimum rates recommended by the Commission, may continue to pay at the higher rates. These rates will come into force prospectively and will have no retrospective effect.

(बसन्त सिंह)

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Jt. C.E.O.
Pl. Sir,
(राधा स्त्री)
प्रमुख सचिव एवं
मुख्य निर्वाचन अधिकारी
04-3-14

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24.03.14
मुख्य निर्वाचन अधिकारी

24.03.14
S.O.

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5. The police personnel deployed on election work on poll day/Counting day including mobile Parties/Home Guards/Forest Guards/Gram Rakshak Dal/NCC (senior) Cadets/Ex-Army/CPF may be provided with packed lunch/refreshment or payment in lieu thereof as is being given to polling/counting personnel.

6. The expenditure incurred on this account will be borne in the following manner:

- (i) In case of election to the House of People: 100% by the Union Government.
- (ii) In case of election to the Legislative Assembly: 100% by the State Government concerned.
- (iii) In case of simultaneously election to the House of the People and the State Legislative Assembly: The expenditure will be shared between the Central and the State Government on 50:50 basis.

7. Kindly acknowledge the receipt of this letter immediately.

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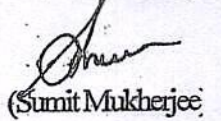


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Yours faithfully



(Sumit Mukherjee)

Secretary