




FOR **SECTOR OFFICER**

Edition 1, July 2023



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# GENERAL TASKS AND RESPONSIBILITIES



## 1.1. DOs

1. If you are designated as Zonal Magistrate for the designated sector at least 7 days before polls, do exercise powers of Special Executive Magistrate as and when required.
2. Do familiarize with the sector area, topography and routes concerned with elections well in advance.
3. Do carry the sector map, soon after appointment.
4. DEO/RO & Observers shall frequently (weekly) have review meetings with Sector Officers and monitor works allotted to and done by them.
5. DEO/RO to provide a vehicle to SOs in advance, not later than one week before the notification of election. Vehicle shall have clear signage sticker on front and back wind screens of vehicle.
6. Ensure effective implementation of communication plan.
7. Ensure timely submission of prescribed Reports.



## 1.2. DON'Ts

1. Don't use vehicle other than vehicle provided by the District Administration.
2. Don't avoid meetings.
3. Don't forget to submit reports in time.

# PRE POLL RESPONSIBILITY - ABOUT POLLING LOCATION



## 2.1. DOs

1. Verify the route map (approach and accessibility of the polling stations) and suggest changes if required to the Returning Officer.
2. Ascertain availability of infrastructure and AMF at polling stations - water, shade, ramps, toilet, telephone, electricity etc., and physical status of the building.
3. Ensure wide publicity to new polling stations once they are notified.
4. Collect phone numbers of Presiding Officer etc. and ascertain mobile connectivity at Polling Stations.
5. Check if Party offices, exist within 200 meters periphery of the Polling Station.
6. Keep an eye and reports on movement of unauthorized campaign vehicles, defacement of property, unauthorized campaigning, misuse of public/Govt buildings, vehicles/Govt. servants and all possible violations of MCC.
7. Supervise the process of distribution and collection of Form 12D by BLOs under the overall supervision of Returning Officer.



## 2.2. DON'Ts

1. Don't finalise the route map to polling locations without visiting the polling locations personally.
2. Don't reports on the infrastructure and AMF details of polling stations without physical verification and personal satisfaction.
3. Don't forget to ensure wide publicity of new polling stations.
4. Don't forget to reports any violation of Model Code of Conduct.

# PRE POLL RESPONSIBILITY - ABOUT THE VOTERS



## 3.1. DOs

1. Inform voters about timelines for enrolling themselves in the electoral rolls.
2. Give specific information to the voters about EPIC coverage programme.
3. Inform voters to check their names and entries in Electoral Roll through Booth Level Officer (BLO).
4. Ensure EVM demonstration to the voters in catchments, covering all your polling stations.
5. Inform voters about availability of helplines and locations of their Polling Stations.
6. Ensure distribution of Voter Information Slips by BLOs should be completed at least five clear days before the date of poll.
7. Ensure all undistributed Voter Information Slips shall be returned by the BLOs to the ERO concerned who shall keep the same in the sealed cover under safe custody.
8. Ensure no further distribution of Voter Information Slips, would be done after the same are returned to the ERO.



## 3.2. DON'Ts

1. Don't forget to meet Booth Level Officers of your allocated polling locations/stations.
2. Don't visit or accept hospitality from any person connected with any candidate or political party.

# PRE POLL RESPONSIBILITY - ABOUT VULNERABILITY MAPPING



## 4.1. DOs

1. Identify villages, hamlets, segments, and sections of voters vulnerable to threat and intimidation.
2. Ensure frequent visits and hold widespread discussions with the public for confidence building measures and prepare vulnerability map, by collecting intelligence.
3. Ensure identification of persons responsible for vulnerability - and information to be given in prescribed format for each such location / pocket separately to the RO/DEO.
4. Establish Contact points within the vulnerable community with their telephone numbers.
5. Ensure free access of voters for voting.
6. Do carry plan with a sketch map for Polling Stations, list of election related officers, emergency services with contact numbers.



## 4.2. DON'Ts

1. Don't interact with political parties and media persons.
2. Don't disclose any information to anyone except Returning Officer, District Election Officer, and Observer.

# POLL EVE RESPONSIBILITY



## 5.1. DOs

1. Collect Reserve EVMs, VVPATs and extra Power Packs of CU and VVPAT for poll day replacement.
2. Note unique ID of reserve BU(s), CU (s) and VVPAT (s).
3. Paste a sticker containing "ON DUTY-Sector Officer/Zonal Magistrate" on the front (wind-screen) and backsides of the vehicles having reserve EVMs/VVPATs on dispersal/poll days.
4. In case of P-3/P-2/P-1 Day movement, keep EVMs and VVPATs only in intermediate Strong Room earmarked by the Returning Officer.
5. Ensure that polling teams and all material have reached their respective PSs.
6. Ensure that forces have arrived at the respective PSs according to the Deployment plan.
7. Clarify any last-minute doubt on EVM operation or the polling process, amongst the poll personnel.
8. Check if the polling booth has been set up as per instructions by the polling party.
9. Verify if Voter Assistance Booth has been set up and information posters have been displayed at the polling station.
10. Give OK reports to control room only after full satisfaction.



## 5.2. DON'Ts

1. Don't stay at any private place like hotel, home etc. Always stay in designated place.
2. Don't use provided vehicle/transport without signage stickers on front and back wind screens of the vehicle.
3. Don't leave vehicle unattended under any circumstances.
4. Don't keep reserve EVMs and VVPATs without prescribed stickers in your designated vehicle.
5. Don't interact with Media/Political Parties/Candidates.
6. Don't forget to send reports regarding safe reaching of polling parties at the polling stations to the Returning Officer.
7. Don't forget to send reports regarding setting up of polling booth by the polling party to the Returning Officer.



# POLL DAY RESPONSIBILITY



## 6.1. DOs

1. On poll day, keep reserve EVMs and VVPATs in the vehicles provided by Returning Officer and ensure security person with vehicle.
2. Ensure replacement of non-functional EVMs, VVPATs during Mock Poll & during Actual Poll.
3. Ensure replacement of Power pack of CU & VVPAT in case of defect or low battery indication.
4. Do submit reports on replacement of EVMs & VVPATs during Mock Poll and Actual poll in Format at Annexure-I (Part IV & Part V of Presiding Officer Reports) to the Returning Officer.
5. Frequent visit and attention on the PS where the mock poll had to be conducted in the absence of agents.
6. Do reports commencement of poll without any delay to the RO.
7. Do ensure that security forces deployed at PSs are in position.
8. Do track and reports the presence/absence of polling agents.
9. Do assist the polling team inside the polling station with procedures.
10. To maintain the purity of poll process do check all aspects of polling during their visits to PS.
11. Do reports Mock poll status within 30 minutes to RO.
12. Check voting pattern – any segment/section conspicuous by its absence and inform RO for remedial measures.
13. Reports voting percentage from time to time to RO as instructed.
14. Do verify whether the voters from vulnerable habitats / communities turn up for voting or not. If not, to inform the RO / DEO to send a dedicated squad.
15. Check the sealing of EVMs and preparation of papers by polling parties.
16. Ensure distribution of Honorarium to Polling personnel, if assigned by the Returning Officer.
17. At the end of poll ensure that: -
  - a. Presiding Officer Diary is filled up properly.
  - b. EVMs are properly sealed after pressing CLOSE button on CU.
  - c. Removal of power pack from VVPAT before sealing VVPAT
  - d. Copies of 17C are given to polling agents.
  - e. Register of 17A is properly filled up.



## 6.2. DON'Ts

1. Don't keep reserve and mock poll replaced EVMs and VVPATs without prescribed stickers in vehicle.
2. Don't interact with Media/Political Parties/Candidates
3. Don't forget to submit timely reports on conduct of mock poll, commencement of poll, 2 hourly reports and close of poll to the Returning Officer or Control Room.
4. Don't forget to intimate any untoward instance to the Returning Officer or Control Room.

# POST POLL RESPONSIBILITY



## 7.1. DOs

1. Ensure that all the polling parties in the designated sector have moved to the Collection Centre in the designated vehicles and reach the Receiving Centre on time without any delay/stoppages on the way.
2. Escort EVMs with the polling team to receipt Centre, if given such responsibility.
3. Deposit Reserve and Mock poll non-functional EVMs & VVPATs along with left out Power Packs of CU and VVPAT in the collection Centre or other place earmarked by the Returning Officer.
4. Do ensure that a certificate is submitted in the prescribed Format to the Returning Officer with regard to deposit of Reserve and Mock Poll defective EVMs & VVPATs.
5. In case of P+1 movement, keep EVMs & VVPATs only in Intermediate Strong Room earmarked by RO and deposit in the Receiving Centre earmarked by RO on arrival.
6. After poll, submit a reports on polling to RO.
7. Leave the Collection Centre only after permission and proper relieving by the RO.



## 7.2. DON'Ts

1. Don't forget to deposit Reserve and Mock poll non-functional EVMs & VVPATs along with left out Power Packs of CU and VVPAT in the collection Centre or other place earmarked by the Returning Officer.
2. Don't stay at any private place like hotel, home etc. while carrying the election material. Always stay in designated place.
3. Don't leave the sector unless all polling parties have moved on the designated vehicles.
4. Don't leave the Collection Centre until all polling parties have deposited the election materials and EVMs, VVPATs at the Collection Centre.

# INFORMATION AND FACILITIES TO BE AVAILABLE WITH SECTOR OFFICER



## 8.1. DOs

1. Sector Officers shall ensure that they have been given adequate training particularly regarding EVM, Election Management, Polling Process, Model Code of Conduct and other important aspects of elections.
2. 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.
3. Sector Officers should have the list of all polling stations under his jurisdiction along with number of voters in each polling booth.
4. Sector Officer shall keep all the important contact details required to ensure smooth conduct of elections.

# MATERIAL TO BE PROVIDED TO SECTOR OFFICER



## 9.1. DOs

1. A detailed map of the sector.
2. The list of notified polling stations in the area.
3. Details about the voter helplines existing in the sector.
4. Reserve EVMs & VVPATs along with Power packs of CU and VVPAT.
5. Copy of VM-1(Format-1) on information of Sector

# REPORTS TO BE FURNISHED BY SECTOR OFFICER



## 10.1. DOs

1. Sector Officer shall submit VM reports 2 & 3 to Returning Officer after field visit undertaken by him along with Sector police Officer after his appointment.
2. Sector Officer shall also submit reports in format issued by Election Commission of India giving details about the poll day activities after the polling is over. This reports will be submitted to the Returning Officer.



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