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**ELECTION COMMISSION OF INDIA**

**MODEL CHECK LIST  
FOR  
MICRO OBSERVERS**

**2009**

**Nirvachan Sadan, Ashoka Road, New Delhi - 110 001**

**A Check list for Micro Observers in connection with  
Conduct of Elections for House of People/Legislative Assembly**

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## **Part-1. Micro Observers (MOs)**

(ECI instruction No. 464/KT-LA2008 dt. 04.04.08 and No. 464/INST/2008-EPS dt. 24.10.2008)

- 1.1 Micro Observers to work directly under control and supervision of General Observers.
- 1.2 Micro Observer is only an observer and is not a member of polling party.
- 1.3 Micro Observers shall be given a photo pass, identity card and Appointment letter by DEO
- 1.4 He should also take communication plan from Returning Officer.
- 1.5 PSs to be assigned to MOs randomly on pre-departure day in the presence of Observers and duly approved by him. Exact PS would be given to on the day of departure.
- 1.6 Micro Observers to ensure that they have undergone familiarization training arranged by DEO – Observer will train them.
- 1.7 Arrangements by DEO for their drop and pick up to and from the PSs. They will not travel with polling personnel; they can travel with the Sector Officers. They have to be provided the general facilities.
- 1.8 They should reach PS at least one hour before the commencement of poll, or otherwise in the evening of previous day.
- 1.9 After the poll, MO to submit upon to the Observer about activities of poll day for each Polling Booth under his jurisdiction (As per Format)
- 1.10 At multi-polling station building location, the Micro Observer deployed will oscillate between & visit the polling stations within the same campus at frequent interval.

## **Part-2. Micro-Observers need to know**

- 2.1 Different aspects of election processes.
- 2.2 Operation of EVM
- 2.3 Guide Lines issued by E.C. for Micro-Observers.
- 2.4 Contact number of General Observer.
- 2.5 Obtaining Guidelines from General Observer for performing duties.

### **Part-3. Micro-Observers - Need to observe .....**

- 3.1 Mock Poll procedure
- 3.2 Presence of Polling Agents and Observance of ECI instructions.
- 3.3 Entry pass system and access to polling stations.
- 3.4 Proper identification of electors in accordance with ECI Guidelines.
- 3.5 Identification and recording procedures for Absentee, Shifted and Duplicate voter list (ASD List)
- 3.6 Application of indelible ink.
- 3.7 Procedure of noting down particulars of electors in register 17-A.
- 3.8 Secrecy of voting
- 3.9 Conduct of polling agents, their complaints if any.
- 3.10 In case of violation found in observation - Immediate report to general observer through available means of communication.
- 3.11 Preparation of Report in prescribed format by MO.
- 3.12 MO to report to the General Observer at the collection centres and handover his envelope containing the report for the day personally to General Observer.
- 3.13 Reports of Micro-Observer along with scrutiny of Register 17A may be taken with consideration for taking a decision of repoll.

## **Part-4.**

### **FORMAT FOR THE FEED BACK REPORT BY MICRO OBSERVERS TO BE SUBMITTED TO THE CONSTITUENCY OBSERVER AFTER THE POLL**

**Based on the ANNEXURE -L of GUIDELINES FOR OBSERVERS, 2008 issued by ECI**

1. Name of the Micro Observer
2. Designation
3. No. & Name of the polling station allotted
4. Date & time of arrival at the polling station
5. Name of the presiding officer
6. Total No. of voters
7. Whether mock poll was conducted (Y/N)
8. Whether mock poll result was cleared (Y/N)
9. Time of mock poll
10. Whether EVM ID/Machine No. shown to agents by Presiding Officer? (Y/N)
11. No. of polling agents present
12. Whether any party (candidate) not represented by polling agent
13. Whether entry pass system for Agents followed (Y/N)
14. Time of commencement of poll
15. No. of people standing at the queue at the time of commencement of poll
16. Whether voters were identified by verifying EPIC or other valid documents before permitted to vote (Y/N)
17. Whether the polling staff were filling details in the 17A register with reference to each voter
18. The time of first visit by the sector officer
19. How many times the sector officer visited the polling station during poll hours
20. Whether CPF deployed at the polling station (Y/N)

21. If yes, whether CPF jawan was observing the proceeding in the polling station while standing at the door
22. Was there any incident of violence/argument /threat etc. took place
23. Did you notice any incident of polling staff going to voting compartment to guide the voters (Y/N)
24. Did any voter/agent complaint about voting process/polling staff?
25. Whether hourly total was compared between EVM total and 17A? (Y/N)
26. Whether flow of voters was regular or intermittent?
27. How many voters were standing at the queue at 3.00 PM/4.00 PM/5.00 PM
28. How many voters were given token by the presiding officer at 5.00 PM
29. How many voters had cast their vote at 5.00 PM
30. How many voters cast their vote after 5.00 PM
31. What time the poll was actually closed
32. Total No. of votes polled
33. % of votes polled
34. No. of voters voted using documents other than EPIC
35. No. of absentee/shifted voters voted
36. Whether EVM was sealed properly in the presence of agents
37. Whether signatures of agents obtained in the Part I of 17C?
38. Whether copy of 17C given to agents (Y/N)
39. What time the pickup party came to the polling station for escorting the polling staff?

Signature of Micro Observer :

Name (in full) :

Designation :

Phone No. :

Date & Time :