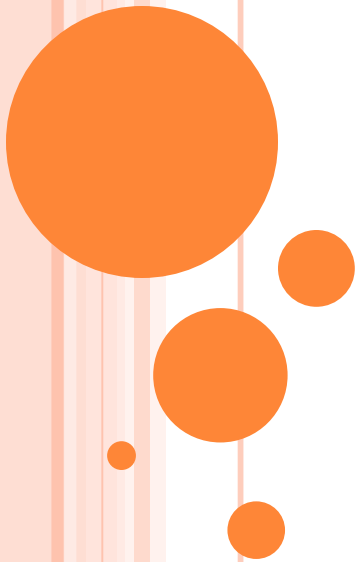


# CONDUCT OF ELECTION



# DATABASE, CONSTITUENCY WISE CHECK LIST, STATUTORY FORMS

Sl.No.	Check Point
1	Conduct meeting with all AROs and officials of different teams regarding legal provisions and work assigned with the teams. The team members shall be suitably informed about their role.
2	Check the constituency wise number of seat reserved according to reservation order made by the SDMs for this term and make seat wise separate file for receiving nomination papers.
3	Collect all the statutory forms /materials etc from the Director of Panchayats required in connection with conduct of Election and sort it out properly phase wise.
4	Identify the location of strong room and counting hall (with number of table) including dispersal centre and receiving centre and send to the State Election Commission through DEOs as and when asked for.
5	Collect list of employees from deferent office/institutions to form polling team as per guideline issued from the State Election Commission.

## FORM-1(RULE 4A), MEETING OF POLITICAL PARTIES, WINDOW FOR NOMINATION FORMS

Sl.No.	Check Point
6	<p>Prepare seat wise public notice in Form-1 as per Rule 4A of the Tripura Panchayats (Conduct of Election) Rules,1993 for issuance of the same according to Notification issued by the SEC under Rule-4 of the said Rules.</p> <p><u>This should be prepared in advance after receiving instructions from the SEC.</u></p>
7	<p>Convene meeting with the political parties and police authority as regularly as practicable.</p> <ul style="list-style-type: none"> <li>• Keep in touch with DEO(DM &amp; collector)) regarding law and order issues.</li> <li>• Keep close watch on Vulnerable habitations.</li> <li>• Sensitize all stake holders on Model code of Conduct( once it is issued).</li> </ul>
8	<p>Put in place a specific counter in your Office for supply of nomination forms etc on demand to the political parties and individuals.</p> <p>While holding meeting with political parties they should be informed about this facility</p> <ul style="list-style-type: none"> <li>• <b>It should be ensured that no complaint is received on account of non availability of Form.</b></li> <li>• <b>Keep in touch with Police such that there is no threat or intimidation to prospective candidates seeking Forms.</b></li> </ul>

# Finer points regarding Nomination Process

- Please remember- nomination process should have a feel of facilitation centre



# BASIC REQUIREMENTS FOR CANDIDATURE

Stage of Nomination	Relevant Rule	Explanation
Requirement for filing nomination (in addition to other requirements for qualification)	Rule-5	<p><b>Gram Panchayat:</b></p> <p>a) From any constituency if the name is included in that or any other constituency of the area comprised by the Gram.</p> <p>b) <u>Not more than one Seat</u></p> <p><b>Panchayat samity</b></p> <p>a) Any constituency ( of Panchayat Samity) provided his name is in the electoral roll pertaining to area comprised in that Panchayat Samity [Rule 5(2) ]</p> <p>b) <u>Not more than one constituency</u></p> <p><b>Zilla parishad</b></p> <p>a) Any constituency( of Zilla Parishad) provided his name is in the electoral roll pertaining to area comprised in that Zilla Parishad</p> <p>b) <u>Not more than one constituency.</u></p>

Nomination paper should be presented in Form-2A in case of Gram Panchayat Constituency, 2-B in case of Panchayat Samiti Constituency and 2-C in case of Zilla Parishad Constituency.

***He or she has completed 21 years of age on the date of submission of nomination at an election (Section 191 (1)(c) )***

# SC/ST CERTIFICATE IN ORIGINAL AT THE TIME OF DELIVERY OF NOMINATION PAPER

Stage of Nomination	Relevant Rule	Explanation
<p>Presentation of Nomination and requirement of valid nomination-Number of Proposers</p>	<p>Rule-6</p>	<p>Nomination paper can be delivered either in person or by his proposer as per the prescribed time limit.</p> <p>For SC/ST seats, the original copy of SC/ST certificate has to be produced at the time of delivery of nomination paper</p> <p>Besides other requirements, <u>the proposer</u> has to be a voter of the constituency. <u>He shall also not subscribe for more than one nomination.</u></p> <p>For <u>National and State party in the State of Tripura</u> – as prescribed by the SEC, during submission of Nomination. <u>-only one proposer is required.</u></p> <p>In all other cases depending upon the number of voters in constituencies of GP, number of proposers as mentioned in <u>Sub Rule (a) of Rule 6</u> should be seen. However, in case of Panchayat Samiti and Zilla Parishad- <b><u>5 proposers will be required.</u></b></p> <p><u>Not more than four nominations</u> papers shall be presented by or on behalf of the candidate in the same constituency.</p>

# REQUIREMENT OF DEPOSIT

Stage of Nomination	Relevant Rule	Explanation		
Requirement of Deposit	Rule-13	Tiers	Others	Women/SC/ST
		Constituency of Gram Panchayat	Rs.100	Rs.50
		Constituency of Panchayat Samity	Rs.200	Rs.100
		Constituency of Zilla Parishad	Rs.400	Rs.200
<p>Note- Where a candidate has been nominated by more than one nomination paper for election in same constituency not more than one deposit shall be required by him under this rule.</p>				



# RECEIVING NOMINATION PAPER AND ENTERING SERIAL NUMBER BY RO

Stage of Nomination	Relevant Rule	Explanation
Entering Serial Number on receiving Nomination paper and issue of signed certificate .	Rule-14	<p>Nomination paper can be delivered either in person or by his proposer as per the prescribed time limit(Rule-6).</p> <p>Serial number is to be recorded on nomination paper at the time of receipt.</p> <p>Date and time(hour ) of receiving ( delivery by candidate or proposer) is to be recorded on certificate and signed by the Returning Officer.</p> <p>Display in Form-3 the notice containing description similar to these contained in nomination paper both of the candidate and of the proposer.</p>





# DATE OF SCRUTINY

Stage of Nomination	Relevant Rule	Explanation
Scrutiny of Nomination paper	Rule-15	<p>On the date and time fixed as per notification.</p> <p><i>The candidate or <u>his election agent</u> and one proposer and no other person may attend.</i></p> <p>Transparency regarding: Returning Officer shall give all reasonable facilities for examining nomination papers of all candidates which have been delivered within time. (Sub Rule (1) of Rule 15)</p> <p>The Returning officer shall then examine nomination papers</p>



# BASIC THINGS TO SEE AT THE TIME OF SCRUTINY- CORRECTION OF MINOR ERRORS

- While receiving the nomination paper the Returning Officer should do preliminary checking in presence of the candidate or his proposer the following matter.
- Whether the name and number as recorded in the voter list of the candidate and his proposer or proposers as entered / written in the nomination paper are-
  - same as those entered of the electoral roll of the constituency.
- If there is any printing or clerical or technical error in the nomination paper in regard to the name or serial number of the candidate/proposer, the RO/ARO should permit
  - the candidate or his proposer to correct the same in order to bring them in conformity in the voter list.
- Minor clerical /printing/technical error in the voter list or same entries in the nomination paper may be ignored /overlooked.
- if any correction is done by the candidate or his proposer during preliminary checking at the time of delivery of nomination paper,
  - the signature of the candidate should be obtained on the cutting mark / correction mark / in the nomination paper to avoid any confusion at the time of scrutiny of nomination paper.

## REJECTING OF NOMINATION ON FLIMSY GROUND

- It should also be ensured by the RO/ARO at the time of receiving of nomination paper that all the entries as required in the nomination paper have been duly filled in and completed in all respect by the candidate or his proposer to avoid confusion at the time of scrutiny.
- In case of shortfall of any document as required by law the RO should
  - at once bring the matter to the notice of the candidate or the proposer at the time of receiving of nomination paper in writing.
- Extreme care should be taken at the time of receiving of nomination paper so that no nomination paper is rejected on flimsy ground at the time of scrutiny.

# FULL NAME AND SIGNATURE TO BE OBTAINED

- At the time of scrutiny of nomination papers the following should be obtained separately (candidate wise) in white paper (A4):
  - Full name( in Bengali and English) in separate sheet of candidate as he /she wish to appear his / her name in the Ballot paper.
  - Specimen signature of the candidate for supply to the presiding officer.
- If the nomination paper is submitted by the proposer then the proposer may be requested to inform the candidate for giving his full signature and specimen signature to the RO,
  - If possible on the same date of submission of nomination paper due to unavoidable circumstances,
  - Before the date of scrutiny without fail.
- Section 191 of TPA-He has attained the age of 21 years. As on date of submission of nomination.

# GROUNDS OF REJECTION

Stage of Nominati on	Relevant Rule	Explanation
Examinat ion of Nominati on paper	Rule- 15(2)	<p>Rejection may be done only on following grounds:</p> <ul style="list-style-type: none"><li>a) The candidate is disqualified to fill the seat by or under the Act.</li><li>b) The proposer is not a voter of the constituency concerned.</li><li>c) Failure to comply with any of the Provisions of Rule 5 and 6.</li><li>d) The signature of the candidate or any of the proposer on the nomination paper is not genuine.</li></ul> <p>c) and d) above shall not affect and authorize rejection of any candidate if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularities have been committed.</p> <p>Nomination paper shall not be rejected on the ground which is not of substantial character.</p>

# LIST OF VALIDLY NOMINATED CANDIDATES

Stage of Nomination	Relevant Rule	Explanation
Drawing up list of validly nominated candidates	Rule-16	<p>Immediately after all nomination papers have been scrutinized and decisions accepting or rejecting have been recorded , the Returning officer shall prepare a list in Form-4 of the validly nominated candidates. The same shall be affixed on notice board.</p> <p>Please see Sub Rule (2) also.</p>

# NOTICE IN FORM-5 ( WITHDRAWAL)

Stage of Nomination	Relevant Rule	Explanation
Withdrawal of Nomination, giving of notice to be signed by candidate	Rule-17	<p>The notice ( Form-5) in this regard is to be given in writing which <i>has to be signed by the candidate</i> and can be delivered either in person or by the election agent who has been authorized in this behalf in writing by the candidate before 3.00 PM in the afternoon on the day fixed.</p> <p>Notice cannot be cancelled.</p> <p>Returning Officer shall, on receipt of such notice (Form-5) shall note thereon the date and time of receipt.</p> <p>After being satisfied on the genuineness, Notice in Form -6 is to be displayed at the notice board.</p>

# LIST OF CONTESTING CANDIDATES

Stage of Nomination	Relevant Rule	Explanation
Preparation of list of contesting candidates	Rule-18	<p>After expiry of period for withdrawal, list of contesting candidates shall be prepared in Form-7.</p> <p>Contesting candidates mean- those who have not withdrawn and nomination papers have been accepted.</p> <p>A candidate can make request in writing before the list of contesting candidates is prepared, the proper form and spelling of his name if his name is incorrectly spelt or is otherwise incorrectly shown in nomination paper .</p> <p>The Returning officer can accept the request based on its genuineness and make necessary correction/alteration in Form-4 and adopt that form/spelling in the list.</p> <p>The names of candidates shall be arranged in the following order:</p> <ul style="list-style-type: none"><li>a) Recognized political parties.</li><li>b) Candidates of registered political parties other than (a)</li><li>c) Other candidates.</li></ul>



# ALLOTMENT OF SYMBOLS

Stage of Nomination	Relevant Rule	Explanation
Preparation of list of contesting candidates and allotment of symbols	Rule-18(2)	<p>The names of candidates shall be arranged in the following order:</p> <ol style="list-style-type: none"> <li>a) Recognized political parties.</li> <li>b) Candidates of registered political parties other than (a)</li> <li>c) Other candidates.</li> </ol> <p>Each category shall have alphabetical order with such particulars as prescribed in Form-7</p> <p>Alphabetic order shall be determined as below:</p> <ol style="list-style-type: none"> <li>a. Where surnames are written first-with reference to surnames.</li> <li>b. In other cases by the proper name of candidates</li> </ol> <p>Steps for allotment of symbols shall be done in accordance with Rule 10, 11, 12 and any other special direction issued by the State Election Commission.</p> <p>As far as practicable-symbols are allotted in conformity of choice. Please see the Notification of the SEC on allotment of symbols followed by specific order in respect of different parties.</p>

# SOME IMPORTANT FORMS AND RULES SUMMARISED

Sl. No.	Subject matter	Rule	Form to be used
1	Notice of Nomination- per day description	Rule-14	Form-3
2	List of validly nominated candidates	Rule-16	Form-4
3	Receiving of withdrawal Notice	Rule-17	Form-5
4	After being <i>satisfied of</i> withdrawal matter	Rule-17	Form-6
5	List of contesting candidates	18(2)	Form-7

## AROS' SENSITIZATION, TR-5, INITIAL SCRUTINY OF NOMINATION PAPERS (AT THE TIME OF RECEIVING)

10	<p>If any ARO is asked to receive of nomination papers, he may be briefed properly regarding provisions and procedure of receiving nominations.</p> <ul style="list-style-type: none"><li>• This is a sensitive and crucial task. No lapse shall be accepted in the matter of irregularity or complaints regarding failure to follow process.</li></ul>
11	<p>Arrange TR-5 as required for receiving deposits from the candidates on the day of receiving of nominations.</p>
12	<p>Initial checking of the nomination papers to be done during the time of receiving nomination papers. Proper arrangement to be done for scrutiny of nominations as per rule.</p> <ul style="list-style-type: none"><li>• Keep the police informed of this date and ensure that proper security is available.</li><li>• Keep DEO informed of each milestone( event)</li></ul>

# TRANSPORTATION OF BALLOT PAPERS, REQUIREMENT OF BALLOT PAPERS

13	<p><i>Allotment of symbols to the contesting candidates is to be done as per rule and in accordance with the memorandum issued from the SEC in this respect.</i></p> <p><i>Immediately after the preparation and publication of list of contesting candidates, arrange to send the list to the SEC in duplicate both in English and Bengali for taking necessary step for printing of Ballot paper.</i></p>
14	<p>Set up a team for taking delivery of required ballot papers from the Govt. press and brief properly the team members.</p> <ul style="list-style-type: none"><li>• Arrange vehicle and security for transportation of ballot papers from Govt. press to ROs head quarter</li><li>• The ballot papers have to be kept in strong room under tight security .The ballot papers can be sorted according to actual requirement in polling station.</li></ul>
14	<p>Assess actual requirement of ballot papers according to methodology communicated from the State Election commission and send requirement of ballot paper seat wise to the SEC for further course of action.</p> <ul style="list-style-type: none"><li>• <b>No error, whatsoever, shall be accepted here</b></li></ul>

# REQUIREMENT OF BALLOT BOXES

15

Assess actual requirement of ballot boxes polling station wise considering the number of ballot papers (Seat wise and tier wise) to be used in the said polling station. Generally 700 number of ballot papers and 1200 number of ballot papers can be inserted in Bungo type and Godrej type ballot boxes respectively.

- Based on number of ballot papers to be used in a given polling station, requirement of ballot boxes should be quickly worked out.
- Please ensure that only the serviceable ballot boxes are counted for polling stations.

# VERIFICATION OF POLLING STATIONS, MOVEMENT PLAN, STOCK OF DIESEL PETROL, ETC

16	<p>Verification of Polling stations to be taken by the AROs and Sector officer and to take immediate step for repairing/maintenance wherever necessary with the help of concerned Department.</p> <p>Please see that the drinking water, sanitation and electric facility is available in the polling stations. The present status of road and bridges linking with the polling stations may also be reviewed and if necessary, take step for repairing/maintenance.</p>
17	<p><b>Prepare movement plan and assess requirement of vehicle for transportation of polling personal and security personal with proper care to avoid wasteful expenditure.</b></p> <p>Arrange for hiring of vehicle in consultation with the respective SDM &amp; DEO.</p>
18	<p>Sufficient stock of petrol, diesel, kerosene etc needs to be built up in different Sub-Divisions to meet up the demand for plying vehicle for election purpose. Advance step may be taken in consultation with the Food &amp; civil supply Department so that artificial crisis may not arise.</p>

# TRAINING, FORM-16 EDV

19	<p>Arrangement of proper training to the polling personal at least in 3 phase. Ensure to supply Form-16 (application for Election duty votes) along with appointment of polling personal with instruction to submit the filled in Form on the day of 1<sup>st</sup> Training.</p> <p>Arrange a facilitation counter at the training centre to assist the person on election duty and counter for receiving of filled in form.</p>
20	<p>On previous approval from the SEC, the DM &amp; Collector may appoint Sector Officer for specific polling area and shall send the proposal to Home Department directly for vesting of powers of Executive Magistrates to the sector officers who have not already vested the powers.</p>
21	<p>The service of the sector officers may be utilized properly for maintenance of law and order situation and all other aspect for free, fare and smooth conduct of election.</p>



# EDV

22	<p>The RO should make necessary arrangement well in advance for casting election duty votes according to date &amp; time fixed for the purpose. (Rule- 35)</p> <p>The contesting candidates, his election agent shall be informed regarding date , time and venue with a request to remain present when the votes are cast. The instructions/guidelines issued from the commission in this respect should strictly be followed.</p>
23	<p>Immediately after casting of EDV, arrange to prepare <b>marked copy of electoral rolls as per Rule-32</b> of the Tripura Panchayats (Conduct of Election) Rules,1993 and ensure to supply the same to the presiding officer before movement.</p>
24	<p>Check that all the materials, statutory and other forms required for conduct of poll are available in your stock with sufficient quantity and arrange to sort it polling station wise to supply to the polling team before movement.</p>



# BASICS

1	Confirm that the furniture as required for the poll is available in the polling station. If any shortage, take necessary step to provide the furniture before the day of movement of polling team. Inform all the Head of the Institution which is selected as polling station to arrange to handover the key of the polling station to the presiding officer during the time of their arrival.
2	Ensure arrival of the all polling team to their respective polling station through fax/mail before the day of poll.
3	On the day of poll, send report to SEC regarding starting of poll and hourly report regarding percentage of vote and percentage of votes after poll is over with safely reached all polling teams.

## RECEIVING COUNTER , STORAGE OF POLLED BALLOT BOXES

28	<p>Arrange receiving counter for polled ballot boxes and other statutory and non statutory covers. Ensure that the ballot paper accounts are correct and properly written and signed by the presiding officer. Check all other statutory forms specially Presiding Officers Diary, whether any mistake or irregularities committed or not.</p> <p>Take necessary action as per rule if any irregularities found.</p>
28	<p>Storage of polled ballot boxes in strong room along with ballot paper accounts should be ensured by the RO. Prepare a proceedings regarding sealing of strong room in presence of the representative of political party /candidates/election agents and they may be requested to affix their seal.</p> <p>Arrange for proper security arrangement for strong rooms.</p>
29	<p>Appoint counting officials and conduct training well in advance.</p> <p>Ask all the candidates to appoint counting agent. Arrange for issuance of Pass to counting officials and counting agents before counting.</p> <p>Inform all the candidates regarding date , time and place of the counting through notice as per Rule-52.</p>

# COUNTING HALL

30	Collect materials for counting Halls from the respective SDMs to minimize the expenditure for construction of counting hall.
31	<p>Ensure the counting hall is properly designed and arrangement made for counting is proper with all materials. Ensure the forms related to counting are available.</p> <p>Ensure the security arrangement is proper.</p> <p>Follow the rules and instruction properly during the time of counting and declaration.</p>
32	Arrangement for sealing of election papers as per rule and to ensure safe custody of the election papers and materials after counting.
33	Ensure sending of copy of the result sheet and declaration made by RO to the DEO,SEC and State Govt. as soon as the result is declared.

# IMPORTANT ISSUES REGARDING COUNTING

- Sealing of Ballot papers (Rule -60)
  - After completion of counting
  - Counting agents or candidates may affix their seal.
- Sealing of statutory covers ( Rule -64)
  - Counting sheet ( 21, 21 A and 22)
  - Result sheet-Form 23
  - Declaration in Form 24
  - Any other paper as directed by SEC
- To be sealed under the seal of RO
- Transmission of all packets, ballot boxes, ballot paper accounts and other papers, sealed ballot papers

# POLLING PERSONNEL -DATA BASE

- District Election Officer should obtain a complete database in proper format of officers eligible for polling party through BDOs.
- As a person cannot be assigned duty in the same '*Zilla Parishad constituency*' to which he/she belongs or in which he/she is posted, the database has to be properly captured.
- For this a standard coding (alpha numerical) shall be done for each constituency of ZP( at District level).
- This coding should be immediately communicated to BDO

# FIRST STAGE OF RANDOMISATION

- From the database, randomized list of required number of polling persons should be generated (including reserve).
- This shall be done using specially designed computer software by NIC.
- At this stage Polling Personnel shall be assigned to different Blocks for training purpose.
- For this the appointment order could be generated by software indicating the place of training and to whom they have to report.
- At this stage Polling Personnel shall not know to which 'Block' they will be finally assigned. Further, polling parties shall not be formed at this stage.

# THE SECOND STAGE RANDOMIZATION

- Second randomization of polling personnel can be done up to 12 days before the date of poll.
- The exercise should be done in the presence of the Observers (deployed for all the constituencies covered by the concerned Zilla parishad).
  - At this stage the actual polling parties shall be formed randomly by application of computer software using the 'Random Number Generation Technique'.
  - The polling parties shall also know the 'Block' in which they will be assigned election duty.
  - Polling stations shall not be assigned at this stage.
  - Further, a mandatory training shall be held after second randomisation such that polling personnel are trained as 'polling teams'.

## THE THIRD STAGE OF RANDOMIZATION

- This shall take place on the day prior to actual dispersal of polling parties.
- Observers' presence is mandatory for this exercise.
- At this stage, the allocation of polling stations to the polling parties will be done using the same software as above.



## ADDITIONAL CLARIFICATION ON RANDOMIZATION

- To facilitate collection of database, a standard input sheet (**Format-Database**) has been developed. A copy of this is being enclosed which may be circulated to BDOS.
- However, if a district has adopted a better form, which caters to the requirements under the guidelines for randomisation, the same may be continued.
- In the format, columns 17 and 18 shall be filled by BDO office based on the standard coding of ZP constituency. The information in column 16 A and 16B shall be given by the Department.
- A standard alpha numeric code for all ZP constituencies is developed by SEC.
- BDOs can use this code while entering information in the columns 16 and 17 of the **Format-Database**.

# SIZE OF POLLING TEAM

- All BDOs shall classify their Polling Stations into two categories (for the purpose of polling personnel only) viz X and Y.
- The X category will have those polling stations which have up-to three seats of Gram Panchayat, remaining will be Y category.
- This input will also be given in the data base of the polling stations.
- The software for randomisation at third stage shall suitably incorporate the provision for allotting higher scale of polling team for Y category.

# ISSUES TO BE MANDATORILY COVERED DURING TRAINING

- Mandatory requirement of display of Notice at Polling Station (Rule 29)
- Proper arrangement for Polling Compartment ( Sub Rule 2 of Rule 29)
- Regulating admission to Polling Station( Rule 30)
- Following full procedure for preparing Ballot boxes (Rule 31)
- Demonstration of marked copy of electoral Roll to the Polling Agents ( Rule 32)
- Challenge to identity and safeguarding against impersonation ( Rule 36 and 37)
- Proper care to be taken such that all the steps elaborated in Rule 38 regarding issue of Ballot paper are taken care off.
  - **As it would be simultaneous election to GP/PS and ZP, proper order( Sub Rule 4 of Rule 38) shall be followed while issuing ballot papers (GP-PS-ZP).**

## ISSUED TO BE MANDATORILY COVERED DURING TRAINING

- Strict adherence to procedure for maintain secrecy ( Rule -39)
- No person shall be allowed to act as companion of more than one elector in respect of Blind or inform Voter (Rule -40)
- Procedure for closing of Poll, sealing of ballot boxes and account of ballot papers ( Rule- 43,44 and 45)
- Proper care is to be taken that all other packets are sealed as per the procedure prescribed in Rule 46.
- Delivery of Ballot Boxes, ballot paper account, sealed packets and other papers used at poll to Returning Officer as per Rule 47.

Thanks

