

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No. 464/INST/2009/EPS

Dated: 16th November, 2009

To,

The Chief Electoral Officers of
All States/Union Territories

**Subject: General Election/Bye – Elections to the House of People/
Legislative Assembly – Reports by Observers – regarding.**

Sir,

In supercession of all earlier Instructions relating to reports to be submitted by the Observers during the election period, I am directed to say that the Commission desires that the Observers should send the following seven reports in the Proforma enclosed herewith to the Commission:-

- 1 The First Report (immediately after the Scrutiny of Nomination papers)
- 2 The Second Report (after meeting with the candidates and their representatives on or before the day of the Withdrawal of candidatures)
- 3 The Third Report (immediately after the end of campaign period)
- 4 The Fourth Report (immediately after the end of poll)
- 5 The Fifth Report (immediately after the scrutiny of 17 A (Register of Voters) & other documents on the day after the poll.
- 6 The Sixth Report (immediately after the Counting of Votes and declaration of results).
- 7 Seventh Report (immediately after the poll)

The Observers of the Election Commission of India deputed for General Elections/bye-elections should send these seven reports on Observer's Portal, by e-mail or by fax to the officers concerned in the Commission, followed by sending the post copy. Fax should be sent only once. Care should be taken not to send the same report repetitively by fax more than once. The email addresses of officers of the Commission are already given in the telephone directory of the Commission. If there are any issues other than those mentioned in the format, to report, this may be added.

All reports of the Observers shall be sent to the Principal Secretary/ Secretary-in-charge of the specific State in the Commission. Observers shall not, under any circumstances, share the contents of their reports or any information therein with anyone, **repeat anyone**, except the Election Commission. Utmost care should be taken while faxing or mailing the reports to ensure that no unauthorized person can have access to such reports.

This should be brought to the notice of all Observers of your State for strict compliance.

Yours faithfully



(SUMIT MUKHERJEE)
UNDER SECRETARY

The First Report (immediately after the end of Scrutiny of Nomination papers).

OBSERVER REPORT – 1

Observer's Name with Code:	
Constituency:	
District:	
State:	

SI No	Subject	Observer's Report
1.	Whether Scrutiny has been done by the R.O. himself, if no whether ARO has been authorised by the R.O. in writing.	
2	Whether the Commission's instruction regarding number of persons allowed to be present during nomination process was observed/complied (this may be confirmed by viewing the video coverage of nomination process).	
3	Whether Scrutiny of nomination papers have been done properly in accordance with Sections 33, 34 and 36 of the R.P. Act 1951 read with rule 4 of the C.E. Rules 1961	
4	Names of Candidate whose nomination has been rejected with brief but clear reasons. (Attach copy of summary orders passed by the R.O. in each case)	

5	Local address with telephone/mobile no. of the Observer, after arrival in the constituency.	
6.	Whether Observer's name, contact No. and the meeting hours with venue has been advertised ? (Attach a copy of Advertisement)	

Signature of the Observer

The Second Report (immediately after meeting with the candidates and their representatives on or before the day of the Withdrawal of candidatures)

OBSERVER REPORT – 2

Observer's Name with Code:	
Constituency:	
District:	
State:	

SI No	Subject	Observer's Report
1	What was the time, date & venue of the meeting with the political parties and contesting candidates? The names of the candidates or their representatives alongwith their party affiliation who attended.	
2	Whether prior intimation regarding date and time of 2 nd randomization of EVM followed by EVM preparation and second level check of EVM has been given to candidates with proper acknowledgement receipt.	
3	Whether all the candidates were furnished with the prescribed and authenticated register for maintaining day-to-day account of election expenditure by contesting candidates. Whether written communication by the Returning Officer detailing the provisions of maintenance of accounts of election expenses and submission of the formats in which Statement of Election Expenses as well as an Affidavit is to be	

	submitted by candidate within the stipulated time (30 days after result) has been issued to all candidates?	
4	Whether standard rate list of the items were given to the candidates. Whether the prevailing rates in the district for printing of posters, hiring of vehicles, loud speakers, cost of erecting pandals and hiring of furniture and fixtures have been provided by the DEO to the candidates.	
5	Whether the Designated Officers for checking the accounts of election expenses have been briefed by the Observer regarding the various aspects of election expenditure.	
6	Whether the names of leaders under Explanation 2 of Section 77(1) of the R.P. Act, 1951, (maximum of 20 in the case of unrecognized political party and 40 for recognized political party) has been received by the DEO/RO?	
7	In case where political parties have not submitted the list, whether the contesting candidates of the parties have been intimated that all expenses incurred in connection with visit of all leaders of the party including their traveling expenses will necessarily have to be shown in the account of election expenses of the candidate(s) concerned in connection with whose election the visit is made (if the visit is a common one in connection with the election of a group of candidates, the expenses will be	

