

Extract of Duty of Micro-Observers (RO's Hand Book)

3.15.12 Work to be done by Micro-observers on poll day - They will do the following at the polling station –

1. Assess the preparedness at the Polling Station.
2. Check the availability of Assured Minimum Facilities (AMF) at the Polling Station and certify, before the start of Polling.
3. Watch the mock poll and see that it is carried out as per the instructions of the Commission.
4. See that the votes in the CU are cleared after the mock poll and before the start of actual poll and that Pr.O's report is signed by the Presiding Officer.
5. During the poll day he should regularly note down the important points for his report in the prescribed format.
6. 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.
7. **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.**

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.

3.15.13 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-31. He shall hand over the report to the General Observer at the collection centre 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.

**** Please submit your Report at your RC counter.**

3.15.14 Micro-observers to remain present at the time of scrutiny (at 10AM on P+1Day) - 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.

ANNEXURE 31

(CHAPTER 13, PARA 13.44.1)

MICRO OBSERVER REPORT ON POLL DAY

Sl. No.	Point	Remarks
1	Whether mock poll has been conducted in presence of micro Observer?	Yes or No
2	Whether data of mock poll from the Control Unit was cleared and the EVM count was set to zero after the mock poll and before the beginning of real poll?	Yes or No
3	How many polling agents and of which political party, were present during the mock poll?	
4	Whether Basic Minimum facilities were available at the polling station?	Yes or No
5	Whether more than one polling agent from the same political party were present inside the polling station at any time?	Yes or No
6	Whether polling agents were allowed to note the serial numbers of Ballot Unit and Control Unit and green paper seal?	Yes or No
7	Whether the entry pass system was enforced properly? Whether any unauthorized person was inside the polling station at any point of time?	Yes or No
8	Whether marking of indelible ink on left forefinger was done properly?	Yes or No
9	Whether the identification document particulars were being filled up meticulously in Register of Voters (Form 17A)?	Yes or No
10	i) Whether the list of voters issued with Postal Ballot was available with the Presiding Officer & Polling Agents? ii) Did any person already issued Postal Ballot appeared to vote again in person? iii) Whether any person cast a vote on the basis of EDC?	i) Yes or No ii) Yes or No iii) Yes or No
11	Whether events are recorded from time to time as and when they occur in the Presiding Officer Diary?	Yes or No
12	Whether the Presiding Officer or Polling Officer was going towards voting compartment or giving any undue instructions to the voters?	Yes or No
13	Whether the scrutiny of voters in the Absentee, Shifted and Dead list was done meticulously by the Presiding Officers in accordance with ECI Guidelines?	Yes or No
14	Whether copies of accounts of votes recorded in Form 17C have been given to the polling agents?	Yes or No
15	Whether voting compartment was properly placed to ensure secrecy of voting?	Yes or No
16	Whether sealing of voting machine was done according to instructions?	Yes or No
17	Whether any complaint by polling agent, election agent or any political party was received? If yes, its substance	Yes or No
18	Any other incident or issue that you would like to highlight.	

(Signature of the Micro Observer)

Name (in Full):

Designation:

Phone No:

Date and Time

Reports to be filled by MO
Part-4. MODEL CHECK LIST FOR MICRO OBSERVERS, 2009(ECI)
FORMAT FOR THE FEED BACK REPORT BY MICRO OBSERVERS TO BE SUBMITTED TO THE
CONSTITUENCY OBSERVER AFTER THE POLL

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? (Y/N)
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/5.00PM/6:30 PM
28. How many voters were given token by the presiding officer at 6:30 PM
29. How many voters had cast their vote at 6:30 PM:
30. How many voters cast their vote after 6:30 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 :