

ELECTION URGENT

**GOVERNEMENT OF ARUNACHAL PRADESH
OFFICE OF THE DEPUTY COMMISSIONER
WEST SIANG DISTRICT: AALO:**

NO.WSDC/CON-1201/13

Aalo, 01-05-2013

Instructions for Special Executive Magistrates for PR Elections:

The officers who are appointed as Special Executive Magistrates for the ensuing PR elections' 2013 will perform the duties as mentioned below. They will visit all the Polling Stations situated within the area assigned to them and ensure that same are set up as per guidelines/instructions of State Election Commission. In case of any shortcomings, they will get the needful done through the agencies concerned. They will be responsible for monitoring, arrival and dispatch of polling parties within their area during poll. It shall be their duty to keep a close watch on the emerging law and order situation. They shall submit a daily report to the Returning Officer concerned regarding prevailing law and order situation in their respective areas or any other matter pertaining to the conduct of Panchayat Election. They are to perform the election duty as per law and as laid down in the guidelines /instructions of State Election Commission, Arunachal Pradesh, however a checklist is being provided as guiding factor. In case of any emergency, they should contact the Police Control/DEO/RO/ARO concerned, depending upon the situation. They will report to the RO concerned.

Checklist for Special Executive Magistrates – Tasks to be performed

Pre-poll responsibility - About polling location -

- (i) To verify whether route plotted on map is feasible - Ascertaining the approach and accessibility.
- (ii) Ascertain infrastructure at polling stations – water, shade, ramps, toilet, telephone etc, and physical status of building.
- (iii) Collect phone no, ascertain mobile connectivity at PS
- (iv) Party Offices, whether they exist within 200 meters periphery of PS

(v) He shall keep an eye and report on movement of unauthorised campaign vehicles, defacement of property, unauthorised campaigning, misuse of public buildings/Government vehicles/Govt servants and all possible violation of MCC.

Pre-poll responsibility - About the voters -

- (i) Give specific information about EPIC coverage programme.
- (ii) Inform voters about help lines and locations of their PSs.
- (iii) To inform the voters to check their names in PER through BLO

Pre-poll responsibility - About vulnerability mapping -

- (i) **Frequent visits** for confidence building measures and fine tuning the vulnerability mapping;
- (ii) Identification of villages, hamlets and segments of voters vulnerable for threat and intimidation
- (iii) Identification of persons who make it vulnerable - "It is not about numbers-it is about names" - Information to be given in prescribed format to the RO without having to disclose the source, [confidentially, if so required].
- (iv) Accountability for ensuring free access of voters for voting.
- (v) Contact points within the vulnerable community with their telephone numbers

Poll-eve responsibility

- (i) Ensure that the polling teams and all material have reached their PSs
- (ii) Ensure that force has arrived at PSs according to the plan.
- (iii) Clarify any last minute doubt on the polling process, amongst the poll personnel
- (iv) Give OK report to control room

Poll day responsibility

- (i) To ascertain the mock poll status before commencement of poll – Remedial action to sort out problem, if any, on the part of PrO.
- (ii) Frequent visit and attention on the PS where the mock poll had to be conducted in the absence of agents.
- (iii) Report commencement of polls.
- (iv) To ensure that Forces deployed at PSs are in position
- (v) Track and report the presence /absence of polling agents

