

A Presentation for RDS Officers at IGPRS

# Module- II

# RDS Officers in

# Election Period

RAJASTHAN ELECTION DEPARTMENT, JAIPUR

[www.ceorajasthan.nic.in](http://www.ceorajasthan.nic.in)

# Recap



STRUCTURE AND  
PROCEDURE OF  
ELECTION MACHINERY



BASICS OF ELECTION



ROLE OF BDO IN SSR



SVEEP ACTIVITIES

# Discussion Points



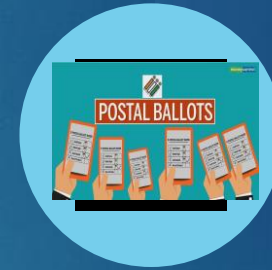
SECTOR  
OFFICER



MCC AND  
C-VIGIL



FACILITATION  
AT BOOTH



PWD AND  
POSTAL BALLOT

# Structure during Non-Election Period

ERO and AERO  
(RAS & Tehsildar)

- One Each AC
- 200 in whole state

BDO  
(RDS)

- One in Each Block
- 295 in whole state

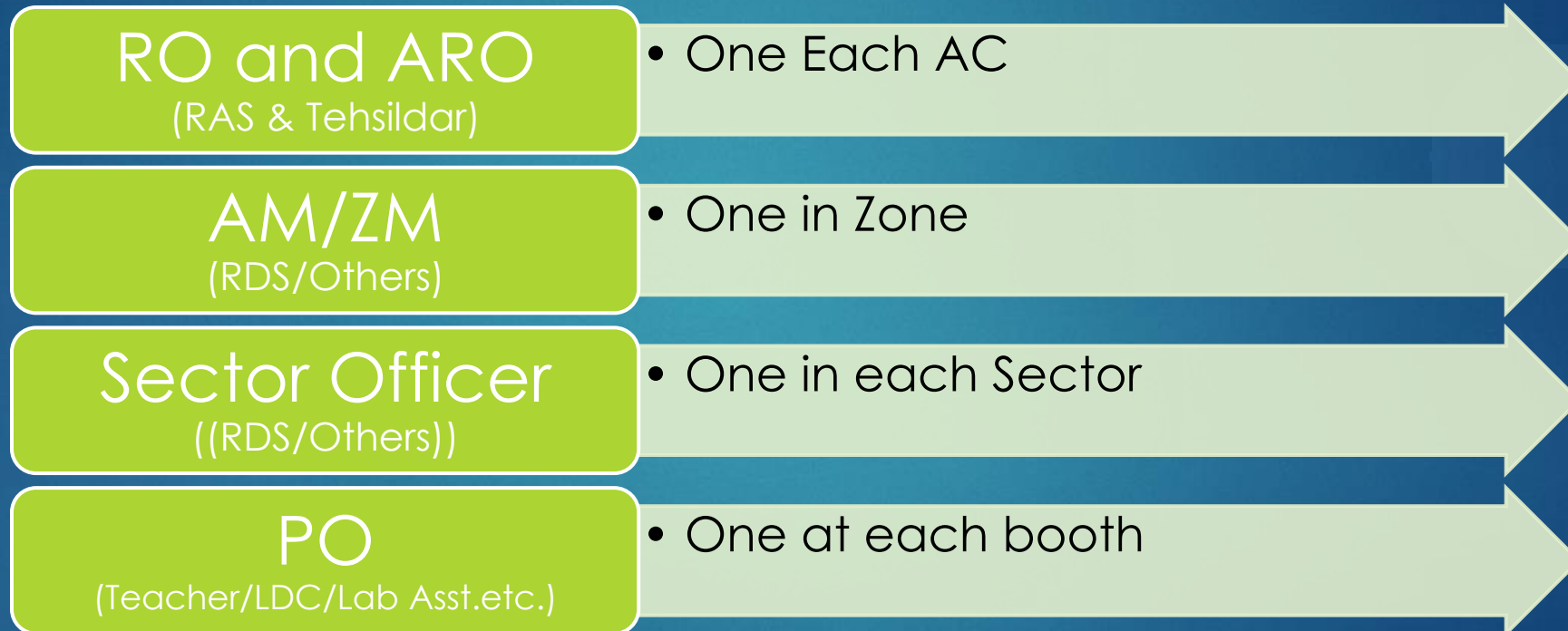
Supervisor  
(Principal)

- 6-7 Supervisor to one AERO
- 5211 in whole state

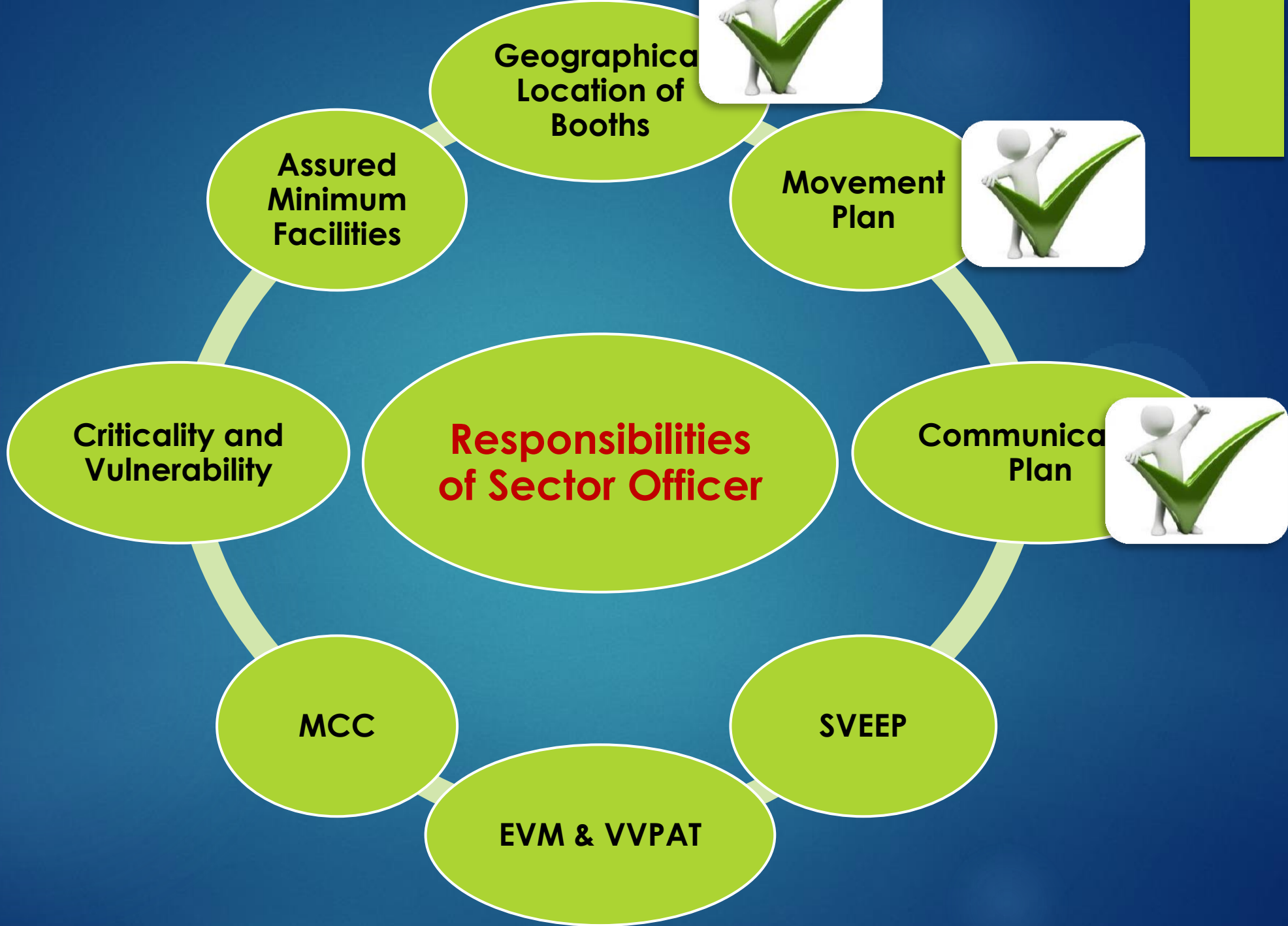
BLO  
(Teacher/LDC/Lab Asst.etc.)

- One Supervisor on 10 BLO
- Total 52062

# Structure during Election Period







**Geographical  
Location of  
Booths**



**Movement  
Plan**



**Communication  
Plan**



**SVEEP**

**EVM & VVPAT**

**MCC**

**Criticality and  
Vulnerability**

**Assured  
Minimum  
Facilities**

# Voter awareness & SVEEP



# Systematic Voters' Education and Electoral Participation (SVEEP)

- ▶ ECI started a nation wide Electoral Awareness Programme in 2009
- ▶ Now III Phase of this programme is being run since May 2015.
- ▶ Three main objectives-





# Electoral Literacy Club



**ELC College-** Focus on New Voters (18-25 yrs)

**ELC School-** Focus on Future Voters (14-18yrs)

**VAF-** At Government and Non-Government Organizations and offices

**Chunav Pathashala-** At each Polling Station especially for non organised people.

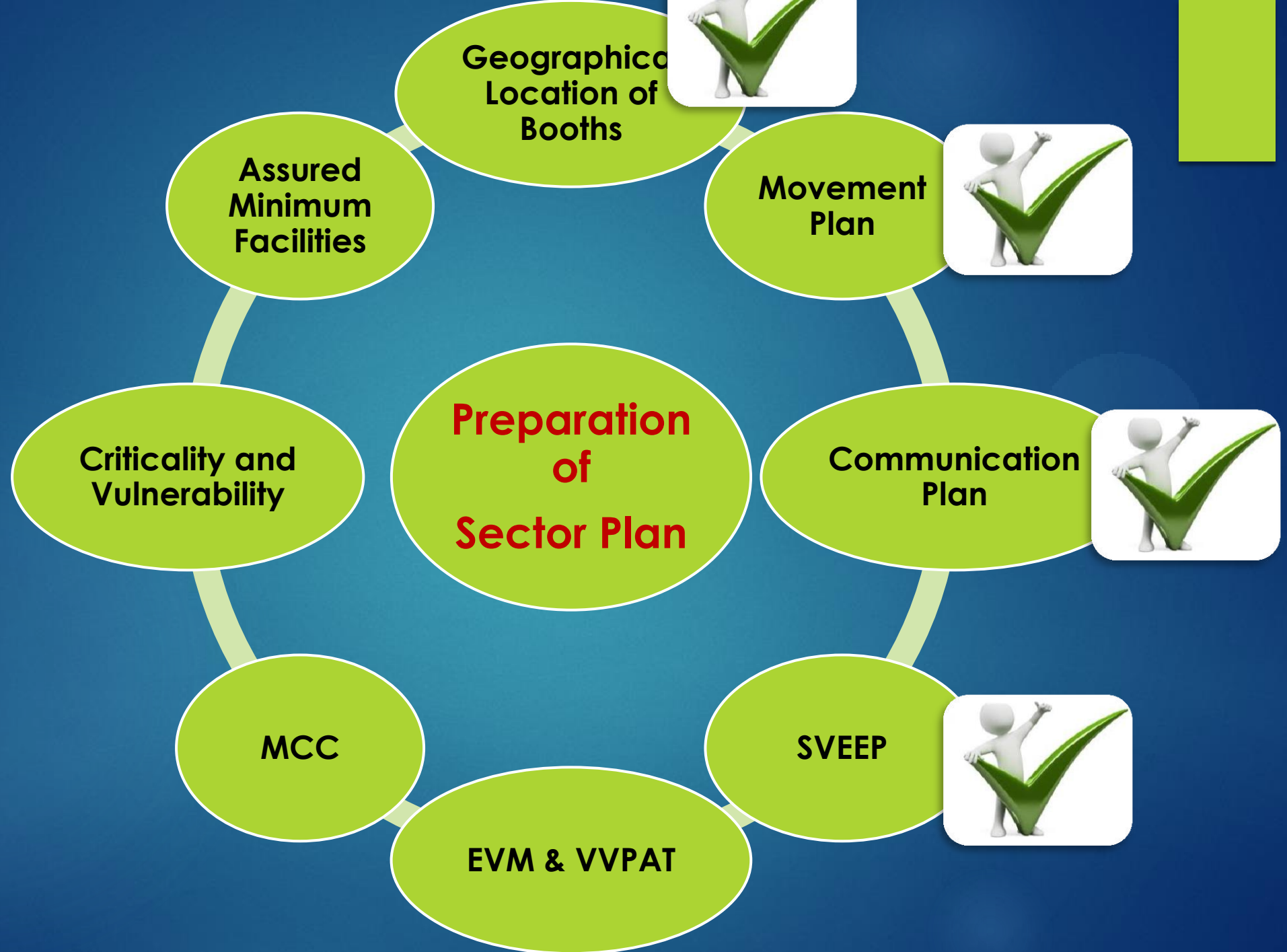
# How BDO do for SVEEP?

Coordinate with institutions having ELC and with particular emphasis on issues relating to the PWD electors

Take lead role in awareness generation about Call center facilities and helpline

Give attention to low VTR pockets. Take remedial measures thereof

To inform voters to check their names and entries in PER on website or through SMS system or through BLO





**EVM-VVPAT matters**

**Coordinating the segregation of poll and training/awareness EVM-VVPATs through 1<sup>st</sup> Randomization in presence of political parties.**

**Awareness on EVM-VVPAT.**



# EVM (Ballot Unit + Control Unit + VVPAT)



Ballot  
Unit

VVPAT

Control  
Unit

- EVM consists of Ballot Unit, Control Unit and VVPAT
- Polling Officer presses the Ballot Button of Control Unit which enable the voter to cast his vote using Ballot Unit
- When a voter presses a button against the candidate of his choice in Ballot Unit, red light glow against candidate of his choice in Ballot Unit.
- A paper slip showing the **serial no**, **name** and the **symbol** of the candidate of his choice is generated and visible for about 7 seconds through transparent window of VVPAT

# Control Unit



**CONTROL UNIT-** enables the Ballot Unit to accept vote from the voter and stores the vote cast

# Ballot Unit



**BALLOT UNIT-** the voter can franchise his/her vote by pressing a button against the candidate of his/her choice

# VVPAT



**VVPAT- allows the voters to verify that their votes are cast as intended.**





# Law & Order



# PROVIDING INPUTS FOR PLANNING FOR LAW & ORDER MEASURES

## VULNERABILITY MAPPING

IDENTIFICATION OF VULNERABLE AREAS

FORCE DEPLOYMENT PLAN FOR VULNERABLE AREAS

## CRITICALITY ASSESSMENT

IDENTIFICATION OF CRITICAL POLLING STATIONS

FORCE DEPLOYMENT PLAN FOR CRITICAL POLLING STATIONS

# VULNERABILITY MAPPING

Identify vulnerable areas, polling station-wise

Identify source of threat/ intimidation

Identify names of persons likely to spearhead such offence of undue influence

Take into cognizance past incidents and present apprehensions

Identify points of contact within the vulnerable community

Initiate preventive/ confidence building measures



# Discussion Points



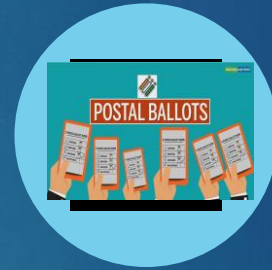
SECTOR  
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# Model Code of Conduct (MCC)

1  
Objective of MCC

2  
Why MCC

3  
Broad Areas of Application

4  
MCC applicable to officials

5  
MCC & Ban on transfer of officials

6  
MCC for Ministers/Chairmen/ Members of Commissions

7  
MCC for political parties/candidates

8  
MCC - Dos & Don'ts for Political Parties/Candidates

9  
MCC for Use of Official Vehicles

10  
MCC for State/Central Govt

# ECI Press Note (Point 26)

## **26. Model Code of Conduct-**

Model Code of Conduct comes into effect immediately from the announcement of schedule. All the provisions of the Model Code will apply to the whole of Goa, Manipur, Punjab Uttarakhand and Uttar Pradesh with regard to all candidates, political parties and the governments of the said States. The Model Code of Conduct shall also be applicable to the Union Government in so far as announcements/policy decisions pertaining to/for Goa, Manipur, Punjab Uttarakhand and Uttar Pradesh are concerned.

The Commission has made elaborate arrangements for ensuring the effective implementation of MCC Guidelines. Any violation of these Guidelines would be strictly dealt with and the Commission re-emphasizes that the instructions issued in this regard from time to time should be read and understood by all Political Parties, contesting candidates and their agents/representatives, to avoid any misgivings or lack of information or inadequate understanding/interpretation. The Governments of the poll-bound States have also been directed to ensure that no misuse of official machinery/position is done during the MCC period.

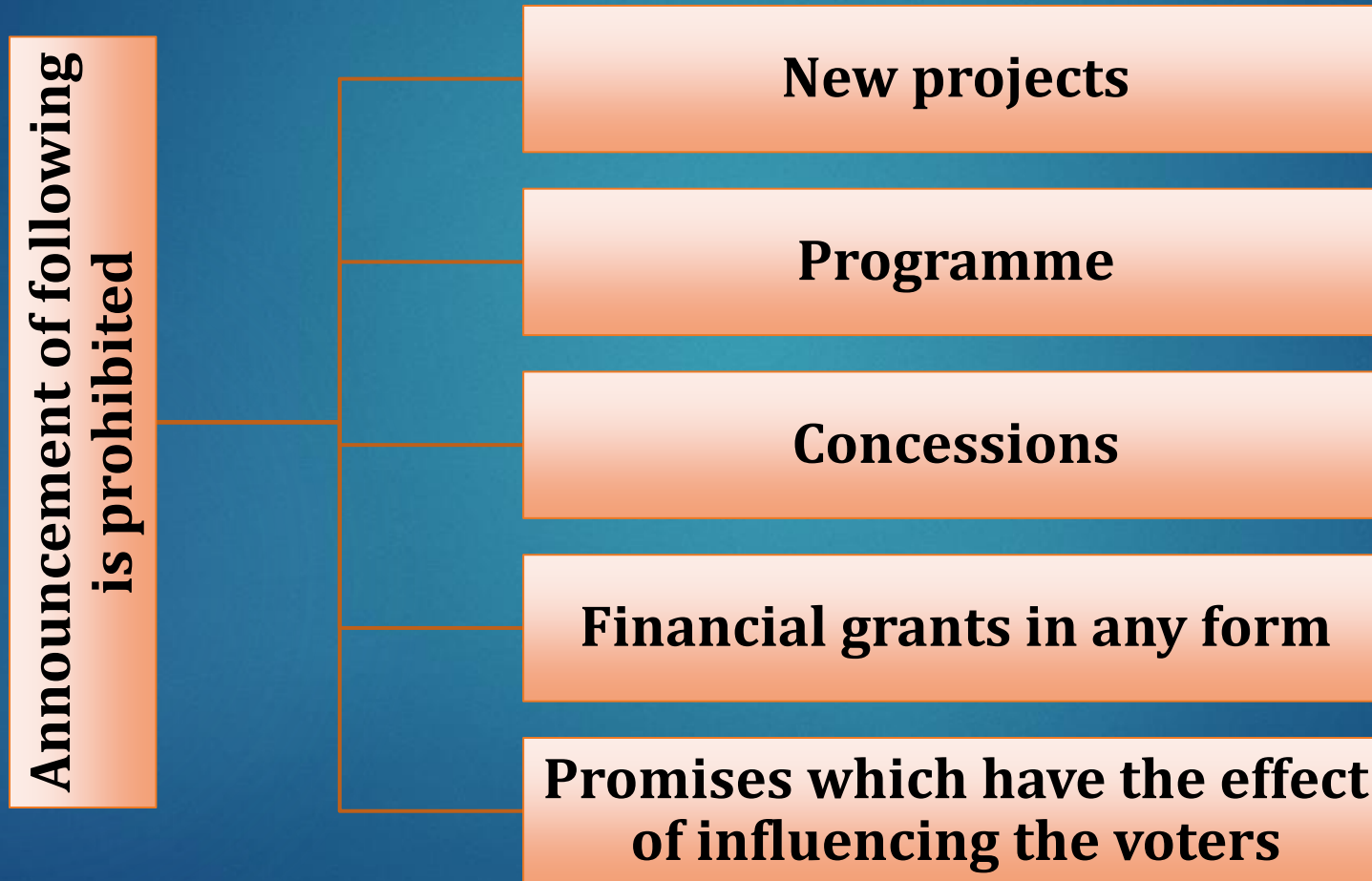
The Commission has also issued instructions for swift, effective and stringent action for enforcement of Model Code of Conduct during the first 72 hours of announcement of the election schedule and also for maintaining extra vigilance and strict enforcement action in the last 72 hours prior to the close of polls. These instructions have been issued in the form of Standard Operating Procedures (SOPs) for compliance by the field election machinery.

# Do's & Don'ts

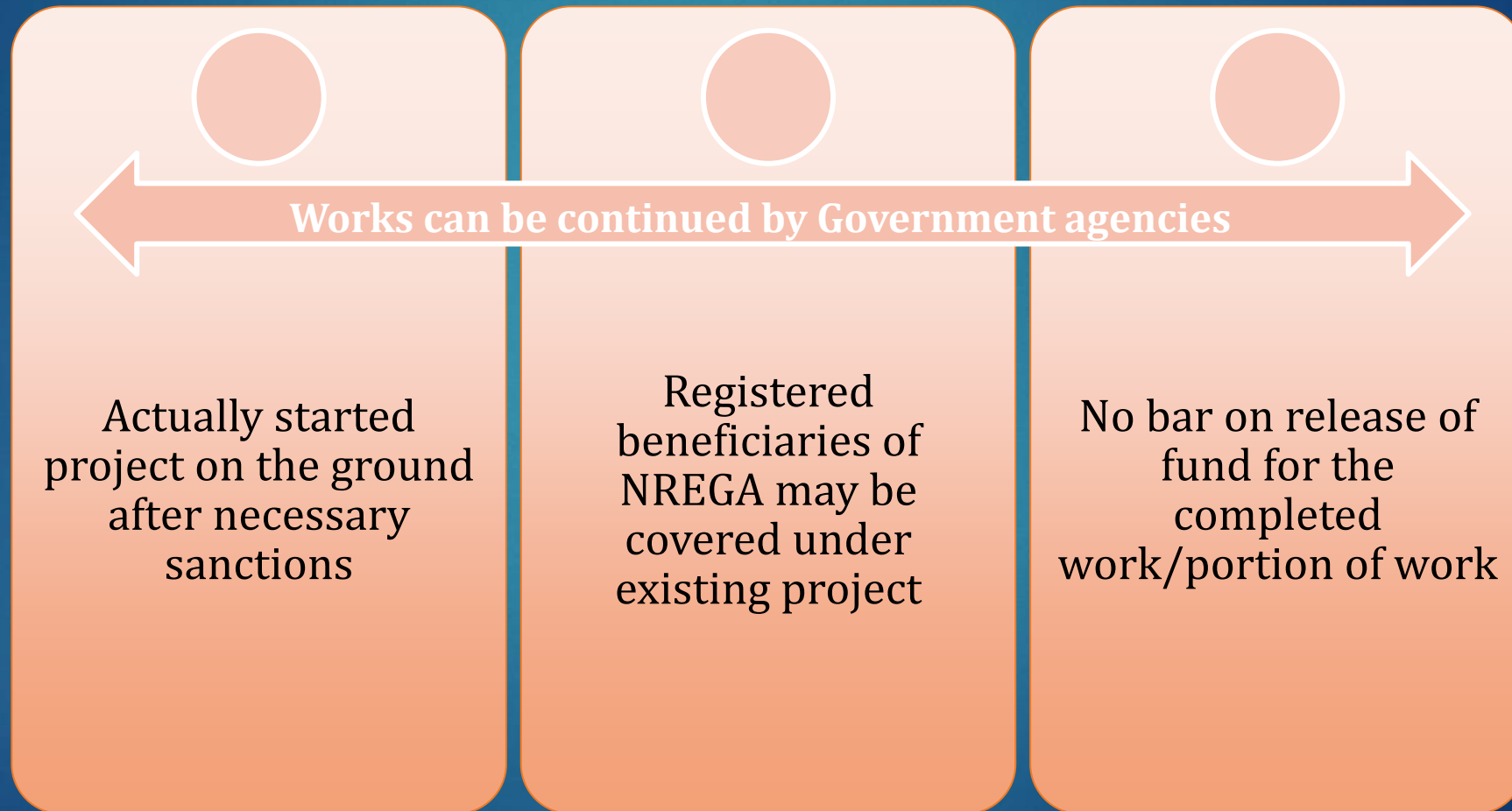
**The commission has drawn up a list of dos' and don'ts' to be followed by candidates and political parties after the announcement of elections and till the completion of the process of election.**

**The list of dos' and don'ts' is only illustrative and not exhaustive and is not intended to substitute or modify other detailed directions/instructions on the above subjects, which must be strictly observed and followed.**

# Work not to be done by State/Central Government during MCC



# Work can be continued during MCC





# What is cVIGIL?



► **MCC Case Watch**



Cvigoil



Election Commission of India

# LODGE A COMPLAINT



Complain Register Flow

# How it works?

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## ONE APP TO REPORT MODEL CODE OF CONDUCT (MCC) VIOLATION

Status in just 100 Mins



**5 Mins-**

District Collector  
assign complaint to  
Field Unit for  
verification



**15 Mins-**

Field team arrives  
on venue



**30 Mins-**

Field team to exe-  
cute the action and  
submit report



**50 Mins-**

Time taken by  
Returning Officer to  
information the  
states

# c-VIGIL Citizen App

**Lightweight user-friendly App**

**Android & iOS based mobile App available on Google Play Store (compatible with 4.1 Jelly Bean and above) and App Store**

**App is available at web site <https://cvigil.eci.gov.in> under user manuals**

**One can register complaint anonymous too.**

# Home Dashboard



cVIGIL

Election Commission of India

Enter your mobile no.

Send OTP

OR

Anonymous

By using this application, you agree to the terms of service and privacy policy of cVIGIL





Welcome  
Aakansha patel



[CLICK HERE TO LOGOUT](#)



Nirvachan Sadan, Ashoka Rd, Pandit Pant Marg Area, Sansad Marg Area, New Delhi, Delhi 110001, India

[Give additional location info](#)

Additional Location Info

Help to locate exact location

State : DELHI

District : New Delhi

Type\*

Select Incident Type

Description

(In case you selected Others as incidence type, description field is mandatory)

Reset

submit ( 03: 34 )

Do you want to submit complaint ?

GPS Location : Nirvachan Sadan,  
Ashoka Rd, Pandit  
Pant Marg Area,  
Sansad Marg Area,  
New Delhi, Delhi  
110001, India

Additional : Not Suggested  
Location Info

Incident Type : Property Defacement

Description :



CONFIRM

CANCEL

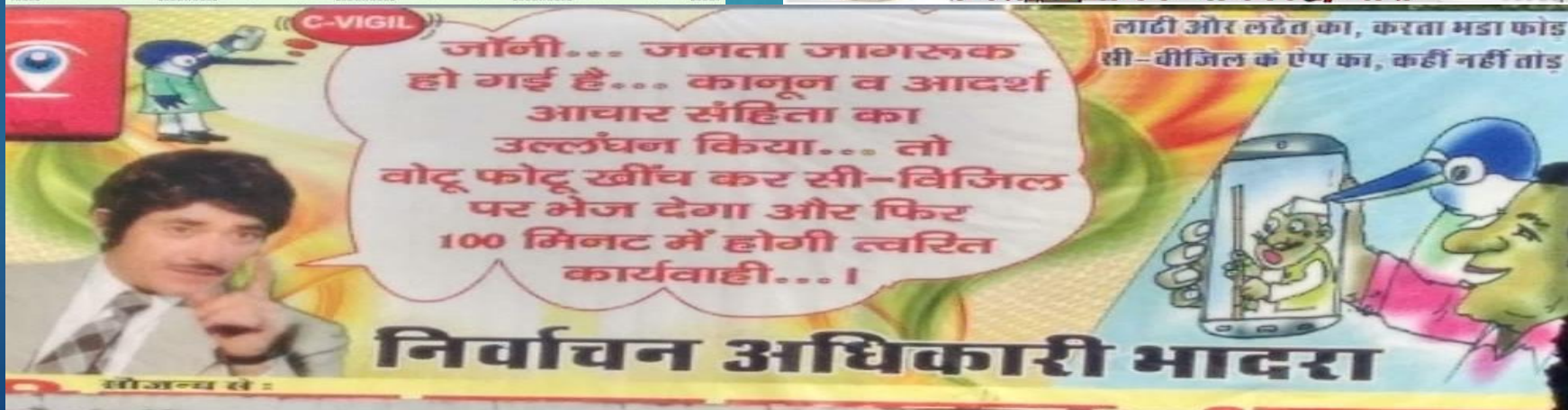
# c-VIGIL app Success Story

App has been a huge success in the General elections 2019, statistics are as follows

- Total cases reported : 1,42,270
- Disposed of (acted upon): 141,618 (99%)
- Found correct : 110,029 (80%)



# Cartoons & Posters on cVIGIL





# Cartoons & Posters on cVIGIL







# Discussion Points



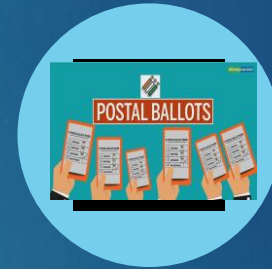
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# Assured Minimum Facilities (AMF) at polling stations

Election Commission has directed that voter friendly facilities and amenities should be provided at polling stations.

The following Assured Minimum Facilities (AMF) to be checked at each polling station :-

- *Permanent Ramps with hand rail*
- *Provision for drinking water*
- *Separate Toilet for Men & Women*
- *Electricity*
- *Adequate furniture*
- *Proper signage*
- *Shades*
- *Separate Entry and Exit*
- *Help Desk*
- *Good Approach Road*

**Note:-** This will be further supplemented with COVID mitigation measures like sanitizers, thermal scanner, soap etc., as notified from time to time.

## Signage

- Parking for Persons with Disability (PwD) coming on wheelchairs or other vehicles (to be visible from the road)
- After
- Arrow
- Sign
- Sign
- Sign



## Ramp

- Ramps should have an inclination ratio of 1:10 and not more than 1:14
- Firm hand rails to
- In case there are s



## Separate Entry and Exit

Whether separate entrance and exit is provided in the polling station

If no separate entrance and exit is available, whether provision of rope separator/partition can be done? specify



## Help D

Tables of  
NSC volun  
the polling

## Toilets

- Whether separate
- Whether toilets are
- Whether running w
- If running water fa

## Lighting

- Electricity connection with two plug points
- Minimum 1 fan
- 2-3 tube lights



## Drinking Water

Whether there is facility

## Furniture

- Is adequate furniture is available?
- Height of the table on which the Ballot Unit is kept should be disabled-friendly
- Sufficient moving space around the table for wheel chairs



**Polling station to have a minimum area of 20 sq. meters so that there is no congestion inside the polling station .**

**Maximum distance to be covered by an elector to be not more than 2 km.**

**Separate queues for men and women.**

**Old, infirm, pregnant women and differently abled persons (PWD) should be allowed to enter the polling station without having to stand in the queue.**

**Verify whether route plotted on map is feasible - Ascertaining the approach and accessibility.**

**Ensure that wide publicity is given to new polling stations.**



# Voter Facilitation Poster

In order to fulfil the statutory requirements under Rule 31 of the Conduct of Elections Rules, 1961 and to provide accurate and relevant information for voter awareness and information at each polling station, the Commission directs that uniform and standardized Voter Facilitation Posters (VFP) following **total of FOUR (4) kind of Posters** shall be prominently displayed at all Polling Stations *i.e.*

- ▶ **1. Polling Station Details,**
- ▶ **2. List of Candidates,**
- ▶ **3. Do's and Don'ts and**
- ▶ **4. Approved Identification Documents & How to Vote**
- ▶ **Additionally COVID Awareness behavior posters too.**

# Voter Assistance Booths (VAB)

Voter Assistance Booths shall be set up for every polling station location, having a team of BLO/officials in order to assist voters to correctly locate her /his polling booth number and serial number in the electoral roll of that concerned polling booth. The VABs will be set up with prominent signage and in such a manner that it will be conspicuous to the

- ▶ voters as they approach the polling premise/building to enable them to seek required facilitation on poll day.
- ▶ Alphabetic locator (as per English alphabet) generated with ERO Net is placed at VAB to search the name easily and to know the serial number in the Electoral Roll.

# Standardized Voting Compartment

In order to maintain the secrecy of vote at the time of poll and to achieve uniformity in use of voting compartments, Commission revised its instructions on 15<sup>th</sup> November, 2016 and increase the height of the **Voting Compartments to 30 inches** and also directed that the Voting Compartment should be placed on a **table whose height shall be 30 inches**. Only corrugated plastic sheet (flex board) of steel-grey colour, which is completely opaque and reusable, shall be used for making the voting compartments.





# Discussion Points



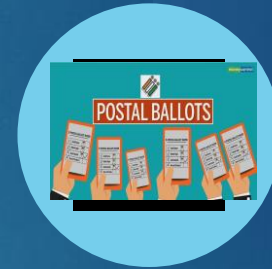
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# PB Types



# Different Categories of Beneficiaries

**Service Voter** (including wife if ordinarily residing with him) except those Classified Service Voters, who opted for proxy voting (Rule 17A)

**Special Voters** - (including wife if ordinarily residing with them) who are holding declared offices. [List of such declared offices is given in footnote below Sec. 20 of RP Act, 1950] (Rule 17b)

**Voters on election duty** (Rule 17C)

**Notified voters** – In special circumstances such class of persons as is notified by ECI under Sec. 60 (c) of RP Act 1951.

**Absentee voters** (defined in Rule 27A) – Senior Citizens (80+), PwD and Covid Positive

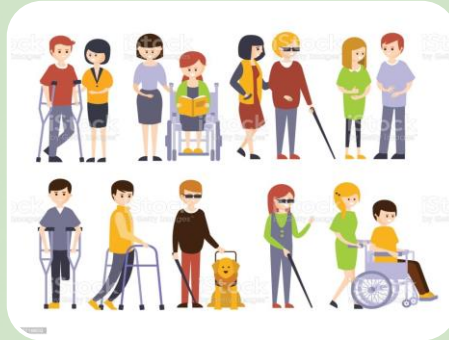
**Electors subjected to preventive detention under any law**

# Special Note

For absentee voter, it is only an additional facility and they can visit polling stations and vote personally or apply to avail postal ballot facility .

Voters who have been issued PB are not entitled to vote at polling station.

# Absentee Voters



**CORONAVIRUS (COVID-19)**

**POSITIVE**

**NEGATIVE**

**Senior Citizen  
(80+)**

**PwD, already  
flagged in ER**

**COVID  
suspect/  
affected  
Persons**











## Tweet



@CeoRajasthan

Promoting Accessible Elections.  
ECI's Postal Ballot facility being  
availed by PwD Voters in Bye-  
Election in Rajasthan.  
Every Vote Counts ! Every Voter is  
precious !!

#ECI #ecisveep #Rajivkumarre  
#govote 🍷 #ceoassam  
#ceopuducherry #ceokerala  
#ceobihar #deorajsamand  
#deobhilwara



# Steps for execution of PB at home

Distribution and collection of 12D by BLO within five days of Declaration

RO draws list of all Absentee Voters in the 3 categories, i.e. (a) 'AVSC', (b) 'AVPD' and (c) AVCO, whose applications have been received in time and are in order

The RO shall also indicate entry 'PB' in the marked copy after issuing PB to the absentee voter



# Steps for execution of PB at home

The team of 2 polling officials, Micro-observers, Videographer, Police official shall visit the electors at the address mentioned in their application Form 12D for facilitating their voting by postal ballot paper.

The electors are intimated, in advance, about the date and approximate time of visit of poll officials, through SMS. The intimation is also given by post and/or *through the BLO.*

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# Steps for execution of PB at home

A tick mark shall be placed against the name of the elector in the list of AVSC, AVPD and AVCO to indicate that the person has voted. The counterfoil with the serial number and part number of elector duly filled up shall be got detached and kept in safe custody by the team

The electors are intimated, in advance, about the date and approximate time of visit of poll officials, through SMS. The intimation is also given by post and/or through the BLO.

Poll officer is authorized to attest with his full name and designation 'poll officer', the declaration in Form 13A in the case of AVSC, AVPD and AVCO. In the case of a COVID affected person on treatment in Hospital, the Medical Officer attending to the person also authorized to attest the declaration.

# Steps for execution of PB at home

At the end of each day of visit by poll officers to the address of AVSC/AVPD/AVCO electors, the envelopes in Form-12C containing postal ballot paper etc. and the counterfoils of ballot papers containing the signature/thumb impression of electors and other particulars, shall be collected by the ARO designated of postal voting by the absentee voters.

## **Important**

- ✓ Visits by teams of poll officers to the address of AVSC, AVPD and AVCO electors should be planned in such a way that the same is completed 1 day prior to the date fixed for poll in the constituency.
- ✓ For the poll officers deputed to AVCO electors appropriate protection equipment including PPE kit shall be provided. This should be done in consultation with the Nodal Health Officer for AVCOs.



*Thank you for your co-operation  
and patience*