

WEST BENGAL STATE ELECTION COMMISSION

DISTRICT OBSERVER REPORT-1

First report of District Observer- after finalization of list of Contesting Candidates

POLL PREPAREDNESS REPORT (please indicate done or not done*)

Yes	No

Name of the Observer	
District	

1	Is there any critical vacancy? If yes, give details	Yes	No	
2	Electoral roll published and handed over to the political parties?	Yes	No	
3	Declarations uploaded on the Commission's website, put on notice boards and published?	Yes	No	
4	Arrangements for	Don e	Not Done	
	(a) Ballot Boxes			
	(b) Ballot Paper printing			
	(c) Providing ED ballot papers to police/security Personnel/ drivers/cleaners/helpers			
	(d) Delivery of ED Ballot Papers to Voters on Election Duty			
5	Polling personnel list preparation			
	Dates of second randomization			

6. Training

	Day	Month	Year		
First Training Date					
Second Training Date					

7	Adequate preventive steps taken for maintenance of Law & Order	Yes	No
8	Vulnerability mapping done and critical polling stations and clusters identified	Yes	No
9	Arrangements for despatch, receiving and counting centers and strong room	Done	Not done
	Facilities adequate	Yes	No
10	Arrangements for model code of conduct implementation		
	Enforcement squads formed	Yes	No
	System for receiving complaints and monitoring of disposal of complaints done	Yes	No
11	Communication plan done	Yes	No
12	Establishment of control rooms done	Yes	No
13	a) whether physical verification of all Polling Stations have been made		
	b) whether arrangements made to keep watch on wall posters and hoardings on public buildings		
	c) Arrangement for covering major public meetings, rallis etc.		
14	Number of polling stations visited and their suitability		

* Overall observation – (Indicate any arrangements not made, requiring improvements, overall coordination assessment) Indicate areas of concern at least three in order of priority

* Please use a separate sheet, if required.

Signature of the District Observer

Date:
Place:

WEST BENGAL STATE ELECTION COMMISSION

DISTRICT OBSERVER REPORT- 2

Report to be sent by District Observer 3 days before the date of Poll

Name of the Observer	
District	

1	Number of complaints received for violation of MCC		
2	Number of notices issued to persons violating MCC		
3	Number inquired and action taken		
4	Any pending for inquiry and corrective action		
5	Reasons for pendency		
6	Vulnerable villages, critical clusters identified	Yes	No
7	Police plan done	Yes	No
8	Allotted force has reached the district	Yes	No
9	Authenticated copy of electoral roll has been prepared and supplied to candidates	Yes	No
10	Whether the communication plans has been put in place	Yes	No
11	Whether all arrangements for Conduct of Poll such as formation of Polling parties, reserve polling personnel, providing ballot boxes and other polling materials procured in adequate numbers.	Yes	No
12	Whether Magistrates and Sector officers appointed for all polling areas	Yes	No

Any special input:-

Signature of the District Observer

Date :
Place :