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**Municipal General Elections**  
**GUIDELINES FOR OBSERVERS**



**WEST BENGAL STATE ELECTION COMMISSION**  
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## **WEST BENGAL STATE ELECTION COMMISSION**

### **GUIDELINES FOR OBSERVERS**

#### **GENERAL**

##### **Statutory Basis of Appointment**

1. Observers of the Commission are appointed under the plenary powers available to the Commission under the Constitution of India. They are the appointees of the Commission working under the superintendence, control and discipline of the Commission for the period from their appointment until the process of election is complete.

##### **Role**

2. By their seniority and experience in the administrative service, they are expected to be in a position to assist the Commission in the conduct of free and fair polls. They will also oversee the efficient and effective management of the electoral process at the field level. They will act as the eyes and ears of the Commission during the period of election and provide direct inputs to the Commission from the field acting as an interface between the election machinery, the candidates, political parties, and electors to ensure that the Acts, rules, procedures, instructions and guidelines related to elections are strictly and impartially complied with by all concerned. For close monitoring of electoral events commencing from the nomination to the declaration of results, Observers play a critical role.

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**They should always clearly and firmly bear in mind the fact that they are only the eyes and ears (and not the mouth piece) of the Commission. Their inputs/observations are confidential and solely for the use of the Commission and not for any other agency including media. They must not, therefore, interact with or respond to the queries of the Press even after the elections are over. It is clarified that while the formal report/input/ observation sent by the Observers are meant for the use of the Commission, it does not mean that the Observers will not discuss with the R.O., D.E.O., and officials of the Commission about their observation on various aspects of election management in order to facilitate mid-course corrections. It should be kept in mind that the objective of the deputation of the Observer is not to find fault but to facilitate field administration in ensuring a free and fair poll. However, the Observers shall not mark copies of their formal reports to the Commission to any other person including R.O./D.E.O.**

### **BRIEFING MEETINGS**

3. It is compulsory for every Observer to attend briefing sessions which he or she has been allotted by the Commission. The Briefing Meeting must be attended without exception whether the Officer is allocated any Constituency or put on Reserve List.

### **REQUEST FOR EXEMPTION**

4. Commission does not entertain any request for exemption from duty as an Observer or for substitution

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by another officer, if it is directly submitted by the concerned officer or officers.

5. Any request from the Officers appointed as Observers or from their Controlling Officers for exemption from the duty of Observer shall be made only to the Sponsoring Authority i.e. the Secretary, P & A.R Department, Government of West Bengal. On receipt of specific recommendation of sponsoring authority suggesting alternate officer of equivalent or higher rank, Commission may consider such requests within the limitations of the tight schedule of the elections.

#### **REQUESTS FOR LEAVE**

6. No officer appointed as Observer or kept in Reserve List shall proceed on any kind of leave without prior approval of the Commission till the completion of the election in the constituency (ies) in which he/she has been appointed as Observer or for which he/she has been kept in reserve.

#### **FACILITIES FOR OBSERVERS**

7. The Commission has separately issued instructions regarding the arrangements for boarding, lodging, transport and security of the Observers. These will be arranged by the District Municipal Election Officers/the Municipal Returning Officers concerned. The arrangements will cover the escort officer, driver, the accompanying security personnel and secretarial assistance. Arrangements for the full team will be made by the Returning Officer so that no time is lost

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on this account by the Observer in making the best and optimum use of the time available during the election process. These expenses will be met out of contingencies for election by the DEO/RO.

8. It is clarified that under no circumstances the Observers can travel to the constituency with their own Steno/ Private Secretary/ Peon from their place of posting.

#### **TRAVEL PLANS**

9. The Observers are expected to draw their visit programme sufficiently in advance and intimate them to their Municipal Returning Officer, District Municipal Election Officer concerned so as to enable them to take necessary arrangements for their reception, security, transport, stay and publicity of their visit.
10. The District Election Officer / Returning Officer will make arrangements for the accommodation, security, transport, tele-communication with the Commission, guide/escort and secretarial assistance. The DEO shall also rent a mobile set for him/her.
11. The R.O. will provide facilities of Fax (with STD) to the Observers at the Circuit House or Guest House where they will set up base.

#### **FAMILIES NOT ALLOWED**

12. The candidates, political parties and the voting public have high expectations from the Observers, as the direct representatives of the Commission in the constituencies.

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13. The Observers shall not put excessive and unreasonable demands on the District Administration regarding him/her personal needs and shall not fall prey to temptations of lavish hospitality.

14. It is made very clear that the Commission will not only withdraw the observers from the election duty on receiving any input about the observers carrying their family members with them during the course of election duty but will also initiate disciplinary action against the observer in this regard. The explanation that the observer was making his own arrangement for the stay of the family members; was making payments for their food and stay, etc., will not justify their carrying their family members during the course of election duty. **The Commission does not approve the presence of any family member with the observer while the observer is on election duty.** The Commission has zero tolerance on this issue.

#### **OBSERVERS ARE OBSERVED**

15. As the Commission monitors the micro-details of the election management the role of the election observer has also undergone tremendous changes in recent times. It is relevant to keep it in mind that the Observers are observed by all stake holders. The growing presence of media even in the remote areas has added new dimension to the role of Observer. The visibility of Observer has increased. The political parties also keenly watch the performance and behavior of Observers. The Field Level Functionaries, Civil Society Organisations and even the common

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citizens have been giving inputs about the Observers' performance and about their behavior to the Election Commission directly or indirectly.

16. The role of the Observer needs to be understood very clearly. The Observer is expected to keenly observe each and every development in the constituency and bring that to the notice of the Commission. Whenever he observes a development which requires intervention and remedial measures on the part of the district administration/election machinery, he shall bring that to the notice of DEO / RO in a proper manner. The observer is not expected to do any executive role. He is not expected to interfere in the day-to-day administration. A good efficient observer can always achieve the objective of ensuring a free and fair poll without himself keeping involved in taking measures which is beyond his jurisdiction.

#### VISITS

17. The Observers shall visit as per schedule given to them. Before commencing their field visits the Observers are expected to ensure that their tour programme has been duly published by the District Election Officer and that their place of stay, phone number, etc., have been reasonably notified among the candidates and the political parties by the Returning Officer. They will mention in their tour programme that they will be available for personal meets during a fixed period of the day at their base. It could be any time for an hour or so, convenient to the general public who may wish to approach the observers. The R.O. and the DEO will do the needful in this matter.

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18. The Observers are expected to visit the constituencies allotted to them strictly as per the schedule given to them. In case of any change in the schedule, instructions will be given separately by the Commission to the Observers concerned - either at the time of briefing or by means of a written or oral communication either directly or through RO / DEO as appropriate.

**POINTS TO BE COVERED BY OBSERVERS DURING THEIR VISITS**

19. The initial stage of this visit will cover the familiarization with the Constituency assigned to the observer and assessment of overall preparedness for elections. They will check the polling stations that have been set up especially new ones and temporary booths if any, the training of polling personnel, the general principles of randomization of polling personnel and the data base prepared by the district and its conformity to the instructions of the Commission, the dissemination of information on declarations filed by the candidates as part of the nomination papers and the overall preparedness for the elections in the area allotted to them, etc.
20. The Observers should specially take a closer look at the arrangements at the polling stations, the availability of EVMs, polling materials like forms, etc., arrangements for setting up of Sector Offices, the observance of model code of conduct in particular misuse of Government personnel, Government vehicles, Government buildings, defacement of property, etc. Special attention will be needed to the



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observance of the statutory restriction of stoppage of campaign 48 hours before the close of the poll, closure of the liquor shops 48 hours before the close of the poll and the polling personnel to commence polling in all the polling stations in the constituency as scheduled. Random questions can be asked to the polling personnel at polling stations to check their understanding of the procedure for the conduct of poll, such as, filling up of a Presiding Officer's diary, the use of indelible ink, the procedure for tendered vote, the requirement for statutory and nonstatutory papers being separately sealed, etc.

The Commission has recently decided that the indelible ink will be applied on voter's left hand forefinger as a line from the top end of the nail to the bottom of the first joint of the left forefinger.

21. The observers shall closely see whether the counting staff are properly geared up for the work, the arrangements for counting at the Counting Hall including security and law and order are satisfactory, facilities for the press are properly organized, the counting personnel have been adequately trained in the procedure for counting.
22. The action taken for issue of passes to counting agents and their presence during the counting should also be observed, as also the manner in which objections are heard and finalized by Returning Officer before declaring the outcome of counting including formal speaking orders being passed by him to ensure that there is absolute objectivity, fairness and transparency in the counting process as well.

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23. The Observers shall also ensure that after the nomination process and after the declaration of results, the RO / DEO uplinks names of contesting candidates, their declarations filed with the nomination papers and results of counting to the Commission's website.

### **TASKS, INPUTS AND DELIVERABLES OF VISITS**

#### **1. VISIT(S) COVERING FAMILIARIZATION WITH THE AREA AND POLLING PROCESS:**

##### **Objective**

24. During the visit the focus of the Observer would be on: familiarization with the area of the constituency, the election machinery in district, the candidates, the political parties and the electorate; assessment of preparations for conduct of poll and counting; observing the campaign and the compliance on the model code of conduct as well as supplementary instructions issued by the Commission from time to time; and a general watch on the complete election process.

##### **Information Folder from R.O.**

25. The Returning Officers will hand over to each Observer a folder containing a map of the constituency, a list of Polling Stations as made available to the political parties, Telephone Numbers at a glance, a booklet containing the plan for managing the elections in the district/Block(s) and such other documents as are essential.

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### **Inspection of Polling Stations and Field Visits**

26. The Observers, will inspect as many polling stations as is possible during the first few days of their visit and verify them. The selection of Polling Stations should be done on a random basis and the areas of the constituencies covered should serve as a reasonable sample, but should include some temporary polling booths. During these field visits, the Observers should talk to the electors and assess the level of confidence of the electorate in the electoral process and machinery. They should particularly talk to the elector belonging to the weaker sections and women electors for making such an assessment. They should enquire to find out about the voting in the previous elections. They may suggest to the ROs any corrective action as may be required to increase the level of confidence of the electors as per their own assessment.

### **Meeting with Political Parties, Model Code of Conduct**

27. The R.O. will convene a formal meeting with the political parties and candidates with the observers. The broad features of the Model Code of Conduct and the general instructions of the Commission in this regard should be comprehensively touched upon during this discussion. A general consensus should be evolved for making the election in the area free and fair. The participants should be impressed upon to co-operate with the election machinery and the district administration to ensure a violence free, clean and good election with fullest participation of the electorate. During this meeting, the general

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arrangements on how to reach the Observers with complaints or information should be spelt out. The fixed time during which the Observers will be available in the base station and its location should be clearly indicated during this meeting.

28. Observers should thoroughly familiarize themselves with the Model Code of conduct so that they can participate in a meaningful and effective manner in the above mentioned discussion.

#### **Review of Law & Order and Security Situation**

29. The Observers should take stock of the law & order and security situation. An in-depth review of the assessment of sensitive polling stations should be made.
30. The Observers should also make a quick assessment of any inter-personal issues which might impede in the smooth conduct of election in the constituency. If there is any major problem on this account, this should be brought to the notice of DEO and to the Commission by telephonic contact.

#### **RANDOMISATION FOR GROUPING OF POLLING PARTIES / PERSONNEL**

31. One of the important tasks for the Observers during the first visit would be to oversee the planning made by the RO and the District Election Officer for the proper selection and deployment of polling personnel, in accordance with the Commission's guidelines regarding use of randomisation techniques for selection and deployment of polling personnel.

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32. **Randomisation of Polling Personnel is compulsory with no exception whatsoever**
  33. Where computer facilities are not available, printed random number tables can be used for this purpose.
  34. It is of utmost importance that the database containing the names of Polling Personnel and every essential information required is prepared sufficiently in advance. This will help in complying with the norms prescribed by the Commission regarding the formation of groups and deployment of polling personnel. During this visit the Observer will ensure that the paper work has been completed and the RO and the DEO are in control of the situation.

#### **DECLARATION OF CANDIDATES**

35. At the time of filling of nomination papers, the candidates have to furnish a declaration, supported by duly sworn affidavit, on their criminal antecedents, assets and liabilities, the assets and liabilities of their spouse and dependants and their educational qualifications. Furnishing of these declarations is mandatory. However, the Returning Officer is not empowered to reject a nomination paper merely on the grounds that the declaration is incomplete or incorrect.
36. The information so furnished by each candidate in the declaration shall be disseminated by the respective Returning Officers by displaying a copy of the declaration on the Notice Board of his office, office of the concerned Urban Local Body and also by

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making copies thereof freely available to all other candidates. If the rival candidates furnish information to the contrary, by means of a duly sworn affidavit, then such affidavit shall also be disseminated along with declaration of the candidate in the manner stated above.

37. The declarations of contesting candidates have to be scanned at the RO/DEO level and then they will put them on State Election Commission's website for wide dissemination.
38. The Observers are expected to ensure that the instructions of the Commission on display and dissemination of the declarations is done properly and in time. Apart from these standard instructions, separate instructions may be issued from time to time and the Observers should obtain copies of these from DEO/RO and ensure their compliance.

#### **COMPLIANCE OF MODEL CODE OF CONDUCT**

39. During this visit, an important focus of the Observers will be on the campaign and the compliance of the Model Code of Conduct as well as Supplementary Instructions issued by the Commission from time to time, by all concerned. The latter include the political parties, including the ruling party, the candidates, the election machinery as well as the administrative machinery.
40. All instructions of the Commission have to be followed by the contesting candidates, administration, police and others in so far as the application of the Model

Code of Conduct is concerned. Any breach should be brought to the notice of the R.O./DEO/Commission immediately.

#### **ENSURING PEACEFUL AND VIOLENCE-FREE POLLS**

41. The Commission is particularly concerned that the campaign period remains free from violence. The spirit of a healthy contest and a level-playing field is crucial and this should be respected and adopted by all concerned. Political parties and candidates should, therefore, cooperate with the district administration to keep the contest free from tension and violence. The district and police administration has an important role in ensuring this. The Observers will particularly keep close coordination with and monitor the functioning of the district administration and keep a close watch on the activities of the political parties and candidates from this angle and oversee that no undue advantage is taken by any party in whatsoever manner during the campaign. They should also be watchful to ensure that the level of confidence of candidates of the electors in general but more particularly of the weaker sections, disadvantaged sections and women are not eroded or compromised in any manner during the campaign period.

#### **PREPAREDNESS TO CONDUCT POLL**

42. A further review of the preparedness to conduct poll should also be taken up with the R.O. and other key authorities.

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## **PREPARATIONS FOR COUNTING**

43. The Observers will also take stock of the preparations made by the ROs for counting of votes. They may visit the strong room and the counting centres during the course of their tour in the field. They should also check on the training given to the counting staff.
44. Detailed instructions regarding counting arrangements would be issued by the Commission soon. The Observers may confirm that the ROs are well conversant with these procedures and that the preparations for counting have been made accordingly.

## **PREPARATIONS FOR DATE OF POLL**

45. Electoral malpractice or vitiation of poll process by way of booth capturing, rigging, creating an atmosphere of fear and panic among electorate and effectively preventing them from casting their votes are of major concern. The methods adopted by unscrupulous elements vary from constituency to constituency. The Observers are expected to familiarize themselves about the past experience in the area as well as identify the specific areas prone to such mischief.

## **VISIT TO DISPERSAL CENTRES**

46. The Observers may visit the dispersal centre for dispatching the polling parties to different locations and make a brief report on the manner in which the operations are being conducted. They will particularly see that the random formation of polling parties is being truly and correctly implemented.



## DATE OF POLL

47. On the date of poll Observers should tour the maximum number of booths as is physically possible during the hours of polling. They should, therefore, plan to carry some packed food so that no time is lost on this account. The presence of the Observers in the field of the date of poll and their visits to polling stations should be an effective deterrent against electoral malpractice and vitiation of the poll process. The Observers will ensure prompt and effective action on this score by interacting with the District Administration constantly through telephone, wireless, etc.
48. One of the most important responsibilities of the Observers is to oversee the actual poll which takes place on the Date of Poll as approved by the Commission. Since the polling starts very early in the morning, the Observers should plan to start their work from a convenient point sufficiently before the start of the poll.
49. They should look for any unusual activity or lack of activity around a polling station to sense whether any electoral malpractice has vitiated or is likely to vitiate free and fair polls. **Absence of women in the queues may be an indicator for something unusual.** As mentioned earlier the Observers should in advance study and acquaint themselves with the pattern of electoral malpractices in the past elections in different areas. On this basis, they can look for tell tale signs,

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of any irregularities. They should constantly remain in touch with the RO, ARO, Sector Magistrate and other officers on duty to get feed back as well to convey anything specific for corrective action to be taken by the concerned authorities on the basis of what the Observers have actually seen in the field.

50. They should also go inside the Polling Stations and check for the progress of polling, the compliance of prescribed procedures by the polling officials in conducting the poll, the presence of polling agents, the updating of entries in the Presiding Officer's Diary and such other matter that needs verification.

#### **RE-POLL AND ADJOURNED POLL CASES**

51. The report of the Observer is the most important input for the Commission for taking a decision on ordering re-polls. The Observers should, therefore, be vigilant and alert about any incident or activity which might or might have vitiated the poll process so that they can send a specific report to the Commission on this matter. Sometimes, information received from other sources are referred back to the Observers on telephone by the Secretary or other officers of the Commission and the Observers are expected to make such enquiries and verification as are possible within the constraints of the time available. After this and after taking to into consideration any other input that may be available with the Commission, re-poll would be ordered in such of the polling stations as is considered necessary and appropriate by the Commission.

52. It is of utmost importance that the re-poll itself is not vitiated in any manner. The Observers will give specific comprehensive report on the actual conduct of the re-poll.

#### **END OF POLL REPORT**

53. The Observers will send a brief report at the end of the poll highlighting any specific point which needs to be brought to the notice of the Commission. In case of re-polls, the Observers shall send a comprehensive report at the end of re-poll.

#### **VISIT (S) COVERING COUNTING PROCESS :**

##### **COUNTING**

54. The Observer shall direct the Municipal Returning Officer to stop counting of votes of any of the constituencies at any time before the declaration of the result or not to declare the result, if in the opinion of the observer, booth capturing has taken place at polling station(s) or at the place fixed for counting of votes or irregularities have come to his notice for which result of poll can not be ascertained. The Commission expects that the Observers will play a key role in the superintendence of the counting process.
55. The Commission is particularly concerned that the entire counting arrangement should be orderly and well-structured. The Commission attaches great importance to the actual counting is done in such a manner that it is not only smooth and efficient but

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more importantly transparent and correct. Reasonable opportunity is to be afforded, as per existing instructions of the Commission, to let the counting agents of the candidates get a clear view of the counting process in each counting table. There should be no room for any doubt.

56. The Commission will soon issue detailed orders regarding the arrangements for counting. These will include selection of counting centres and for managing the counting process.
57. The Observers will also ensure that as soon as the final results and the winning candidate are announced and all the relevant papers are signed by the RO the final detailed result is transmitted to the Commission's website and a copy of the same is faxed to the Commission.
58. **The Commission expects at least three reports from the Observers:**
  - I. **The first, after the familiarization with the area and the polling process;**
  - II. **The second, after the polling is over; and**
  - III. **The third, after the declaration of results.**
59. All the reports must reach the Commission at the earliest. It is now common to send these by Fax. **The submission by Faxes should be invariably followed by sending a post copy.** In addition, the Observers shall keep the Commission informed of the

developments during the date of poll/ counting through spot reports through wireless/fax/telephone or any other fast means of communication.

60. The Commission has prescribed sample format for the reports of the Observers. While situations and perceptions in regard to maintaining the purity of the elections can materially differ from constituency to constituency there can be some common points of interest also, viz.
- i) That the conduct of election machinery in the field is free from bias and impartial and is not influenced by any local extra-constitutional authorities.
  - ii) That the complaints received from the candidates and their agents are being suitably and with due and, deliberate speed disposed of by the election machinery.
  - iii) That the location of polling stations the composition of the polling parties, the deployment of police forces, the preventive action of the local law and order machinery to curb poll violence and intimidation and counting of votes, are being carried out in a manner which minimizes vitiation of the process to conduct peaceful, fair and free elections.
  - iv) That the local election machinery is taking all practicable steps to ensure the observance of the Model Code of Conduct.
61. All reports of the Observers shall be sent to the Commission in closed envelopes. Observers shall not, under any circumstances, share the contents

**of the reports or any information therein with any one repeat any one except the Commission. They are specifically forbidden from compromising the confidentiality of their Reports. R. Os and DEOs are not authorized to access these reports. Utmost care should be taken while faxing or mailing the report to ensure that no unauthorized person can access such reports.**

62. Oral communication with the Commission or urgent matters which cannot be kept pending till the written report through telephone or through any other fast and reliable means, during the field visit will be welcome. **All telephonic communication should preferably be held with the concerned authority and must be followed by a written message in confirmation.**

#### **MISCELLANEOUS**

63. Under no circumstances, should the Observers communicate or talk with the Press.
64. The Observers should not call meetings of the political parties independently. They should, however, attend the meetings of the political parties called by the Returning Officer.
65. The District Election Officers will ensure that the place of the stay, the phone number, the dates of visit of the Observers are duly publicized in the constituencies. The Observers shall check this. They have to make themselves easily accessible to whoever wants to meet them with an election-related complaint or information.

66. The State Election Commission will take all practicable steps to ensure that the Observers are protected against victimisation due to their reports.
67. The Observers will indicate the constituencies / in which he/she has been appointed as Observer in all communications to the Commission. This will facilitate easy identification and quick procession of the communication.
68. Each report, should be clearly mentioned as the first report, second report or third report.
69. These are intended only as General Guidelines and changes, if any, to suit each constituency will be indicated at the time of briefing or by written instructions subsequently.

## WEST BENGAL STATE ELECTION COMMISSION

Name of the Observer :

Name of the District :

Name of the Urban Local Body :

### FIRST REPORT: (after familiarization with the area and polling process)

1. Comment on the team spirit in the District Administration and the Election Machinery. If unsatisfactory, specify how.
2. List out the polling stations inspected by you and any specific problem in respect of any.
3. Give your own assessment of the law and order situation in the Constituency.
4. Have the candidates been made aware of the Commission's instructions on the vehicles to be used for campaigning? Ascertain how the administration has been implementing this.
5. Has there been any breach of Model Code of Conduct anywhere in your Constituency? Specify, if yes.
6. Comment about the training schedules and randomisation of polling personnel.
7. Whether the political parties/candidates have been given the same electoral rolls that are being given to polling parties.



8. Comment on the plan made by the Returning Officer to receive back the EVMs after the poll, specially from the safety and security angle.
9. After checking with the local administration and police authorities comment on the law and order arrangement made for ensuring free, fair and peaceful poll.
10. Please check the list of sensitive and super sensitive polling stations drawn up by the local administration to see whether such list has been prepared with due care and caution. Also, whether the arrangements for these polling stations are adequate. Specify whether the authorities were able to maintain normalcy in such very sensitive or sensitive areas, not, specify details.
11. Any other point you would like to comment on.

(Signature of Observer with date)

N.B. (Your report should be precise, comprehensive and self-explanatory and should reach the Commission immediately after the Lists of Contesting Candidates are prepared, as directed. Please use separate sheets in case you want to comment on additional points.)

## **WEST BENGAL STATE ELECTION COMMISSION**

Name of the Observer :

Name of the District :

Name of the Urban Local Body :

### **SECOND REPORT : (after the Polling is over)**

1. State whether public campaigning was stopped 48 hours before the close of the poll by all contesting candidates and political parties. Report on the incidents of violation, if any.
2. Visit maximum number of polling stations on the poll day. Please specify the number you have visited.
3. Report on the general turnout of voters on the day of poll (percentage).
4. Report incidents, if any, on the day of Poll polling stationwise.
5. Has any occasion for adjournment of poll arisen and has it been so declared? Please specify the number of polling station and the reason.
6. Report whether the Returning Officer has set up a system by which, if repoll is ordered, he does not have to open the strong room where the polled EVMs have been kept.
7. In case you recommend repoll, this should be faxed straight to the Commission on the day of poll itself giving reasons for such repoll.

8. After the poll, whether all EVMs have been kept in the strong room, the place sealed, secured and guarded as per standing instructions of the Commission?
9. Comment on counting arrangements made for Counting of Votes
10. Comment on the strong room from the safety and security point of view.
11. Any other point you would like to comment on.

(Signature of Observer with date)

N.B. (Your report should be precise, comprehensive and self-explanatory and should reach the Commission immediately after the poll, as directed. Please use a separate sheet in case you want to comment on additional points.)

## **WEST BENGAL STATE ELECTION COMMISSION**

Name of the Observer :

Name of the District :

Name of the Urban Local Body :

### **THIRD REPORT:**

1. Whether all counting personnel have been suitably trained?
2. Comment on the Counting Hall and the counting arrangements made and whether they conform to the instructions of the Commission regarding tables, counting agents, counting staff, lighting arrangements etc.
3. Comment on the security arrangements made for counting.
4. Did you recommend recounting at any of the Counting Centres that you visited? If so, specify.
5. In case of any irregularity observed during the course of counting, report the fact immediately to the Commission before the result is declared. Include the fact in your report.
6. Enclose a list of candidates declared elected, if possible, along with your report.

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7. In your opinion, would you recommend any improvements in the –
- a) Locations and conditions of polling stations;
  - b) Locations and conditions of counting centres; and
  - c) Communication network between polling stations, counting centres, Returning Officers, District & Police Administration, Observers and the Commission.
8. Any other point you would like to comment on.

(Signature of Observer with date)

**N.B. (Your report should be precise, comprehensive and self-explanatory and should reach the Commission immediately after counting is over, as directed. You may use separate sheet in case you want to comment on additional points.)**