



# TRAINING OF SECTOR OFFICER

# Overall objective

## **To provide clarity to Sector Officer on**

- Election Management
- Law & Order
- Model Code of Conduct
- Polling Process
- Functioning of EVM
- Coordination
- SVEEP (Systematic Voters' Education and Electoral Participation)
- and other important aspects of election

# Duty of Sector Officer



# Sector Officer

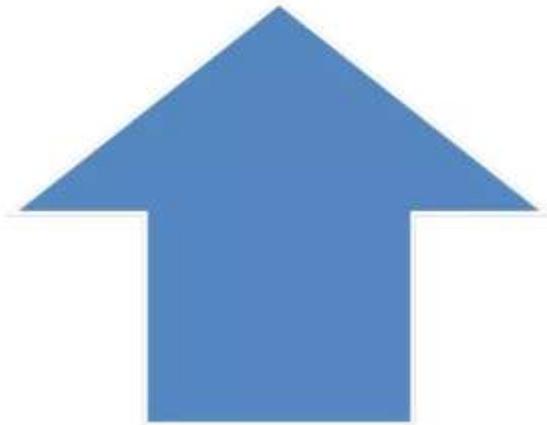
Sector officer is a person responsible for 10-12 polling stations (Sector)..

He is specifically responsible for his  
polling locations,  
vulnerability mapping,

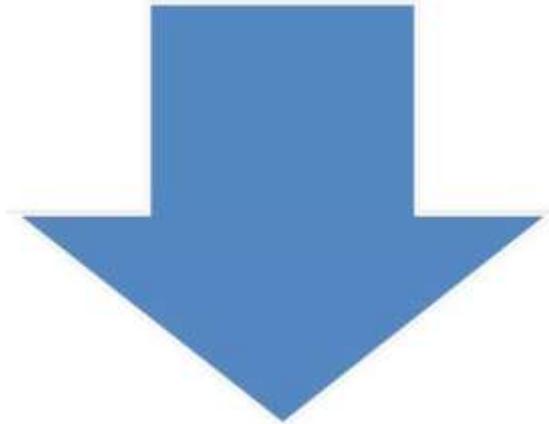
voters served by the polling locations under him and election management. He is supported by polling officers at polling stations and he reports to Returning officer.

For purpose of electoral roll he is reported by BLOs and he reports to ERO.

# RESPONSIBILITY



reports to  
Returning officer



supported by  
polling officers at  
polling stations

# **Role of Sector Officer**

**Election management for the assigned polling stations from the day of announcement of schedule of election till the end of poll day.**

# Responsibilities and Authorities

**Pre-poll  
responsibilities  
about polling  
locations**

**Pre-poll  
responsibilities  
about the voters**

**Pre-Poll  
responsibilities  
about vulnerability  
mapping**

**Poll-eve  
responsibility**

**Poll day  
responsibilities**

**Authorities**



# Pre-poll responsibilities about polling locations

- To finalize the routes of polling stations
- To ascertain and provide necessary infrastructure at polling stations
- To verify that the party offices do not exist within 200 meters periphery of polling stations
- To keep an eye out for and report on violation of model code of conduct



# Pre-poll responsibility- About the voters

- To generate awareness about the functionality of EVMs amongst voters of each polling station.
- To conduct voter contact programme
- To ensure that wide publicity is given to new polling stations
- SVEEP (*Systematic Voters' Education and Electoral Participation*)



# Pre-poll responsibility- About vulnerability mapping

- To identify villages, hamlets and segments of voters vulnerable to threat and intimidation
- To identify persons responsible for threat and intimidation in identified locations
- To be accountable for ensuring free access of voters for voting
- To make frequent visits of vulnerable locations for confidence building measures and fine tuning the vulnerability mapping
- To prepare sector plan with a sketch



# Poll-eve responsibility

- To ensure availability of polling teams and all election material as per Checklist at their PSs.
- To ensure that security force has arrived at PSs according to the plan
- To clarify any last minute doubts on EVM operation or the polling process, amongst the poll personnel
- To ensure observance of Model Code of Conduct as well as prevent/report/act upon deviations from prohibitory orders enforced during election period
- To ensure the mark of 100m and 200m boundary around the assigned polling stations



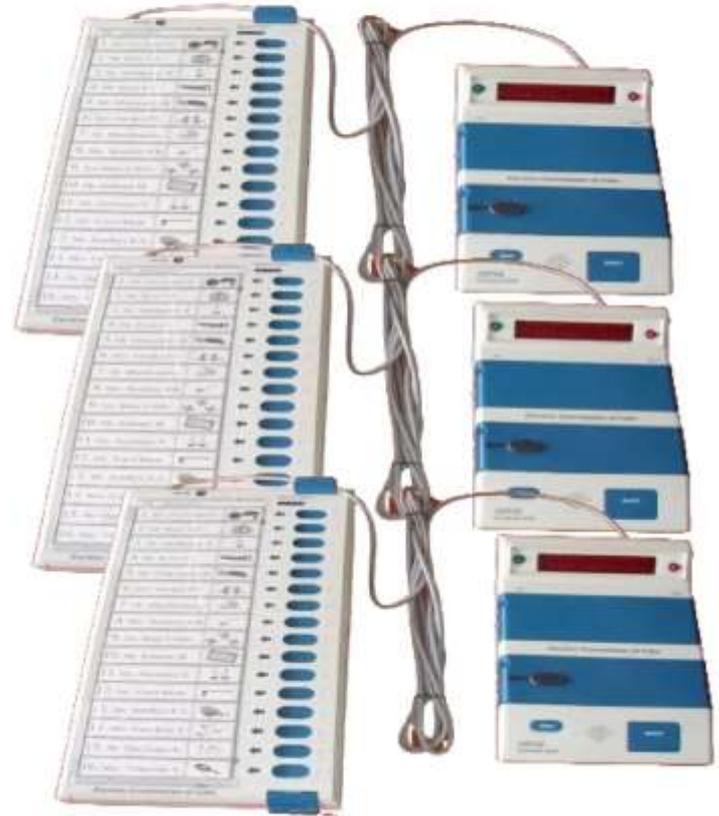
# Poll day responsibility

- To observe the implementation of provisions of Model Code of Conduct
- To be present at any one of the polling stations assigned to him when mock poll procedure is carried out
- To ascertain the mock poll status before commencement of poll- remedial action to sort out problem, if any



# Poll day responsibility

- To ensure the poll process start at given time at all PSs
- To make frequent visits and pay attention to the PS where the mock poll had to be conducted in the absence of agents
- To ensure that security forces deployed at PSs are in position
- To ensure availability of spare EVMs for replacement
- To ensure replacement of EVMs, if and when required, within 90 minutes



# Poll day responsibility

- To track and report the presence/absence of polling agents
- To assist polling team inside polling station with procedures
- To maintain the purity of poll process and check all aspects of polling during their visits to PSs
- To pay special attention on the day of poll to verify whether voters from the vulnerable habitats/ communities are turning up for voting or not and inform RO for remedial measures



# Poll day responsibility

- Replacement of polling personnel from reserve parties
- To ensure distribution of honorarium to polling personnel
- Provide inputs to Presiding Officer, Polling Officer and Booth Level Officers
- To ensure that the procedure of sealing of EVM etc. is done properly in all PSs
- To ensure the closing of register form 17A as per ECI instructions.



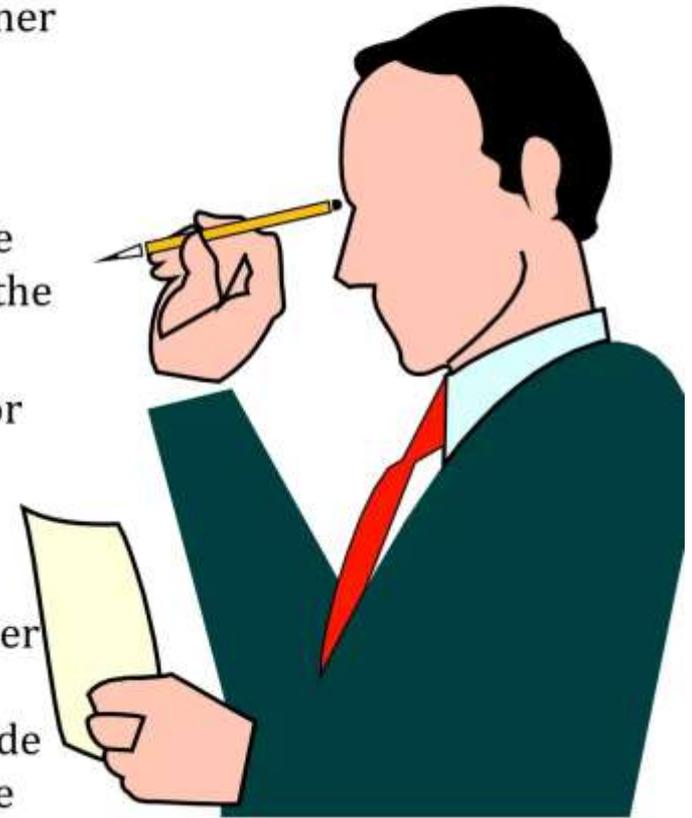
# Authorities of Sector Officer

- Section Officers shall be designated as Zonal Magistrates for the same area at least 7 days before poll day and will be provided powers of special executive magistrates
- **CRPC, Section 144 in The Code Of Criminal Procedure, 1973**
- section 144, sector officer will have following authorities
  - Sector office will have power to issue order in urgent cases of nuisance of apprehended danger in cases where, in the opinion of a sector officer there is sufficient ground for proceeding under this section and immediate prevention or speedy remedy is desirable



# Authorities of Sector Officer

- Sector officer may, by a written order stating the material facts of the case and served in the manner provided by section 134
  - (Explain the 134 and mention instruction)
- In cases of emergency or in cases where the circumstances do not admit of the serving in due time of a notice upon the person against whom the order is directed, be passed ex parte
- Direct any person to abstain from a certain act or to take certain order with respect to certain property in his possession or under his management
- Sector officer under magisterial power may either on his own motion or on the application of any person aggrieved, rescind or alter any order made under 144 sections, by himself or any Magistrate subordinate to him or by his predecessor-in-office



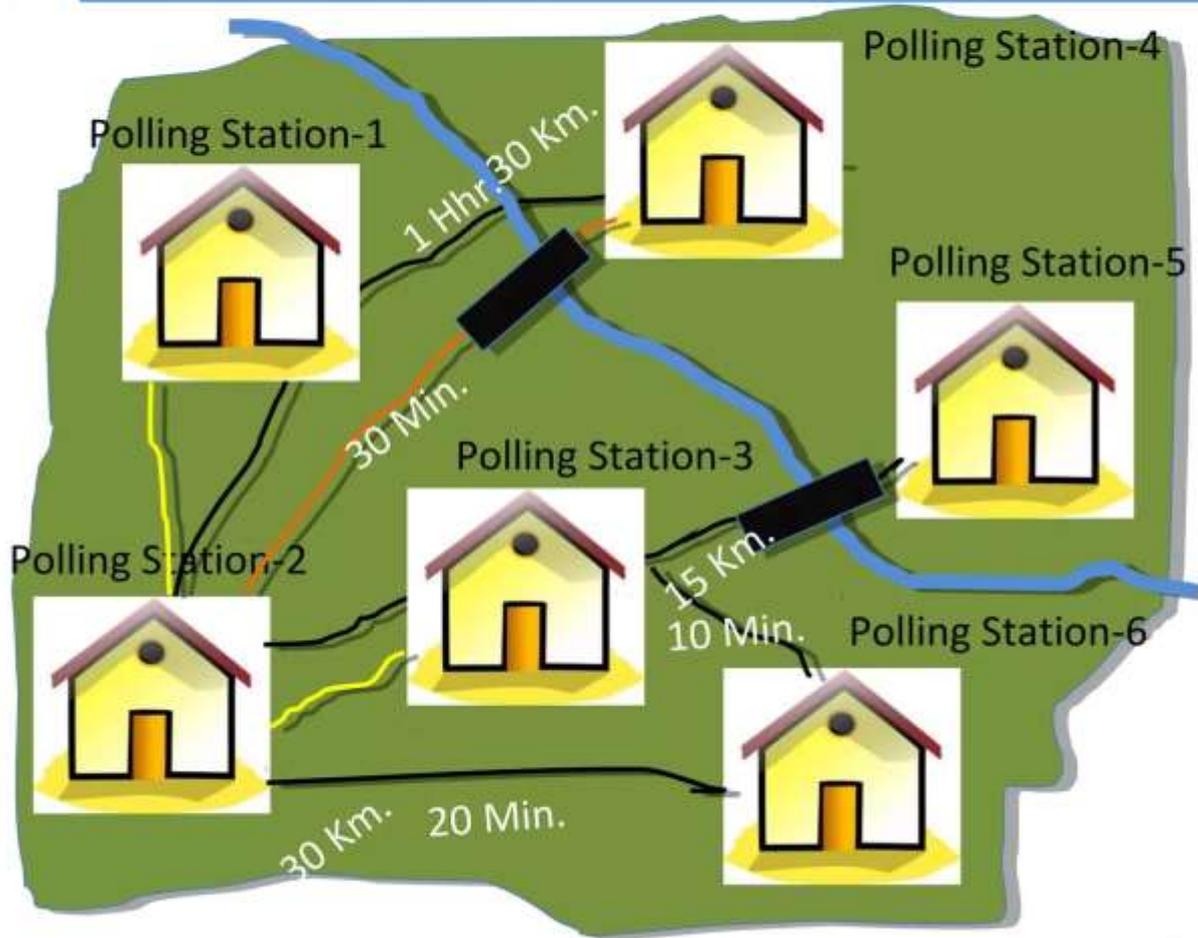
# **Selection and finalization of polling locations**

**Preparation of  
Route Map**

**Ascertain & Provide  
Infrastructure at  
Polling Location**

**Wide Publicity of  
New Polling  
Stations**

# Preparation of route map



**Various Routes to reach Polling stations**

**Alternate Routes to reach Polling stations**

**Shortest Routes to reach Polling stations**

**Road Condition, River, Nala, Bridge**

**Approximate time to reach**

**Approximate Distance**

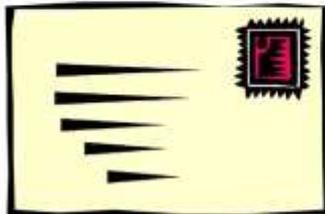


# Ascertain & provide infrastructure at polling locations

Physical Infrastructure	Roof, Floor, Walls and Condition of the building
Furniture and fixture	Chairs, tables, fans, light bulbs, electricity sockets
Basic Facilities	Public Toilet, Drinking water, Shade, Ramp Electricity supply, Alternate electricity supply arrangement, telephone connectivity, mobile connectivity etc.



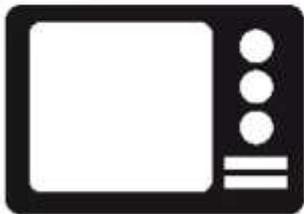
# Wide publicity at new polling stations



Complete postal address with easily identifiable landmarks



Publicity through local media



# Conduct of vulnerability mapping

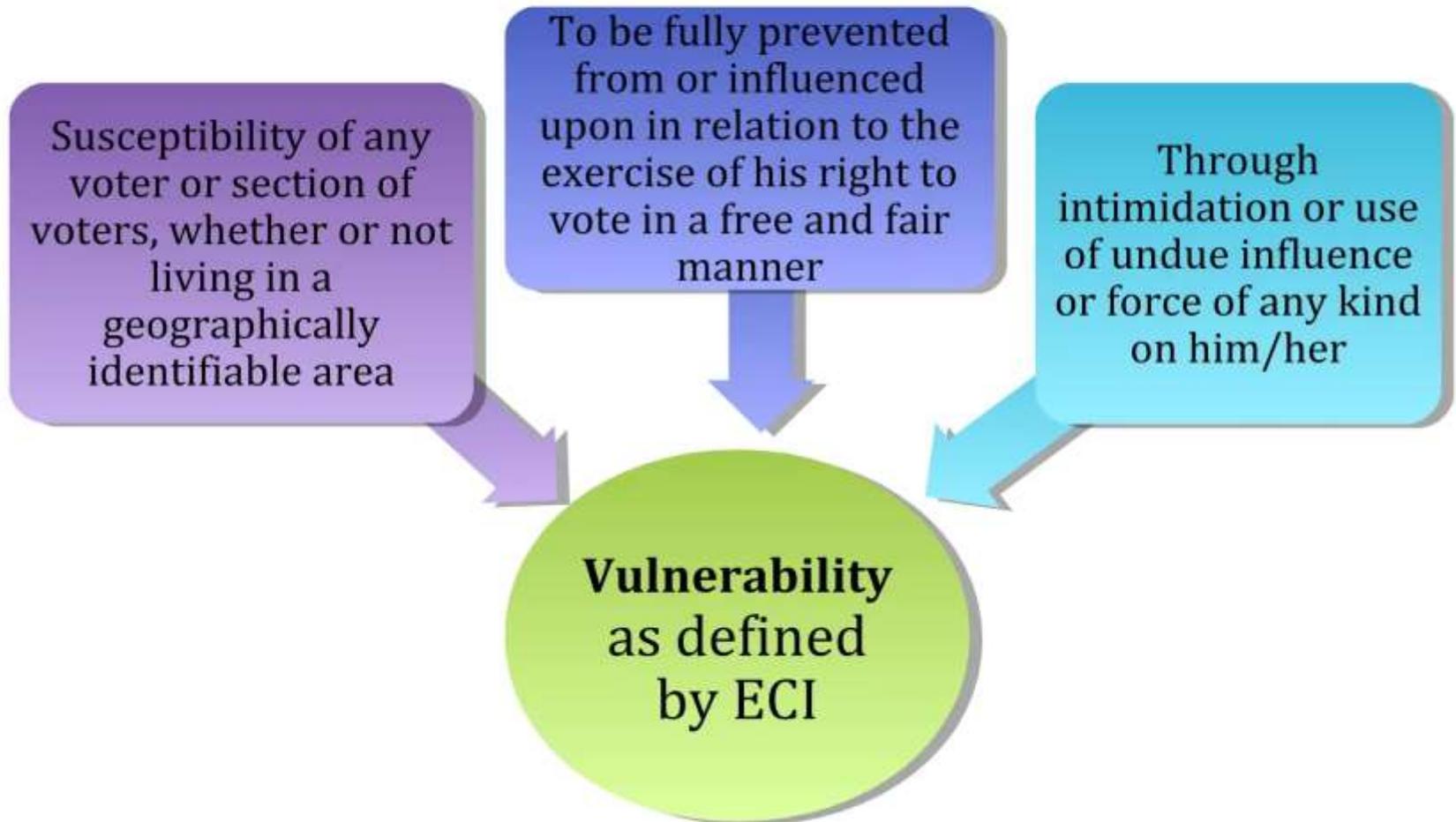
**What is  
vulnerability**

**What is  
vulnerability  
mapping**

**Personnel involved  
in vulnerability  
mapping**

**Role of Sector  
officer in  
vulnerability  
mapping**

# What is vulnerability



# Vulnerability Mapping

**To clearly identify, in advance, such voters or sections of voters, who are likely to be “vulnerable”**

**To identify the persons or other factors causing such vulnerability and**

**To plan and take adequate corrective action well in advance on the basis of such identification.**



# Personnel involved in vulnerability mapping

DEO finalizes the Vulnerability mapping report and develops further plan of action

RO compiles the information for entire constituency, polling stations wise

SO submit information to RO

Sector Officers Collect requisite information

Sector Officers appointed by DEO



# Role of Sector officer in vulnerability mapping

1

- Identification of villages/hamlets/habitats and segment of electorate vulnerable to any threats, intimidation or interference with free exercise of electoral right shall be taken polling station wise

2

- Field visit to all these identified locations

3

- Consultation with local Thana officer and local civil authorities like BDO/Tehsildar



# Role of Sector officer in vulnerability mapping

4

- Preparing list of source of threats

5

- Consideration of past incidents and current apprehensions

6

- Identification of contacts within a habitat/community vulnerable for such undue influence



# Role of Sector officer in vulnerability mapping

7

- Regular visits to the vulnerable villages/habitat/hamlets/communities to collect information

8

- Keep senior officer informed about vulnerable villages/habitat/hamlets/community

9

- Special Attention to verify whether voters from the vulnerable habitats/communities are turning up for voting or not and if not then inform RO immediately



# Role of Sector officer in vulnerability mapping

10

- Submission of special report, polling station wise in writing to the returning officers after closing hours on the poll day regarding voting by vulnerable population



# Voter Contact Programme

**EVM Demonstration  
to Voters**

**Information about  
EPIC**

**Voter Helpline  
Number**

**Polling Station  
Location  
Identification**

**SVEEP**  
(Systematic Voters'  
Education and  
Electoral Participation)

# EVM Demonstration to Voters

1. Various Parts of EVM
2. Awareness about locating Candidates on EVM
3. Awareness about voting
4. Dos and don't
5. Trust building among voters for EVM



# Tasks During Polling Day

**Mock Poll Conduct**

**Logistic  
Management**

**Polling Station Visit**

**Polling Personnel  
Management**

**Trouble Shooting**

**Reporting**

# Conduct of Mock Poll

**Objective of Mock  
Poll**

**Important Task in  
Mock Poll**

**Process of Mock Poll**

**Mock Poll  
Certificate**

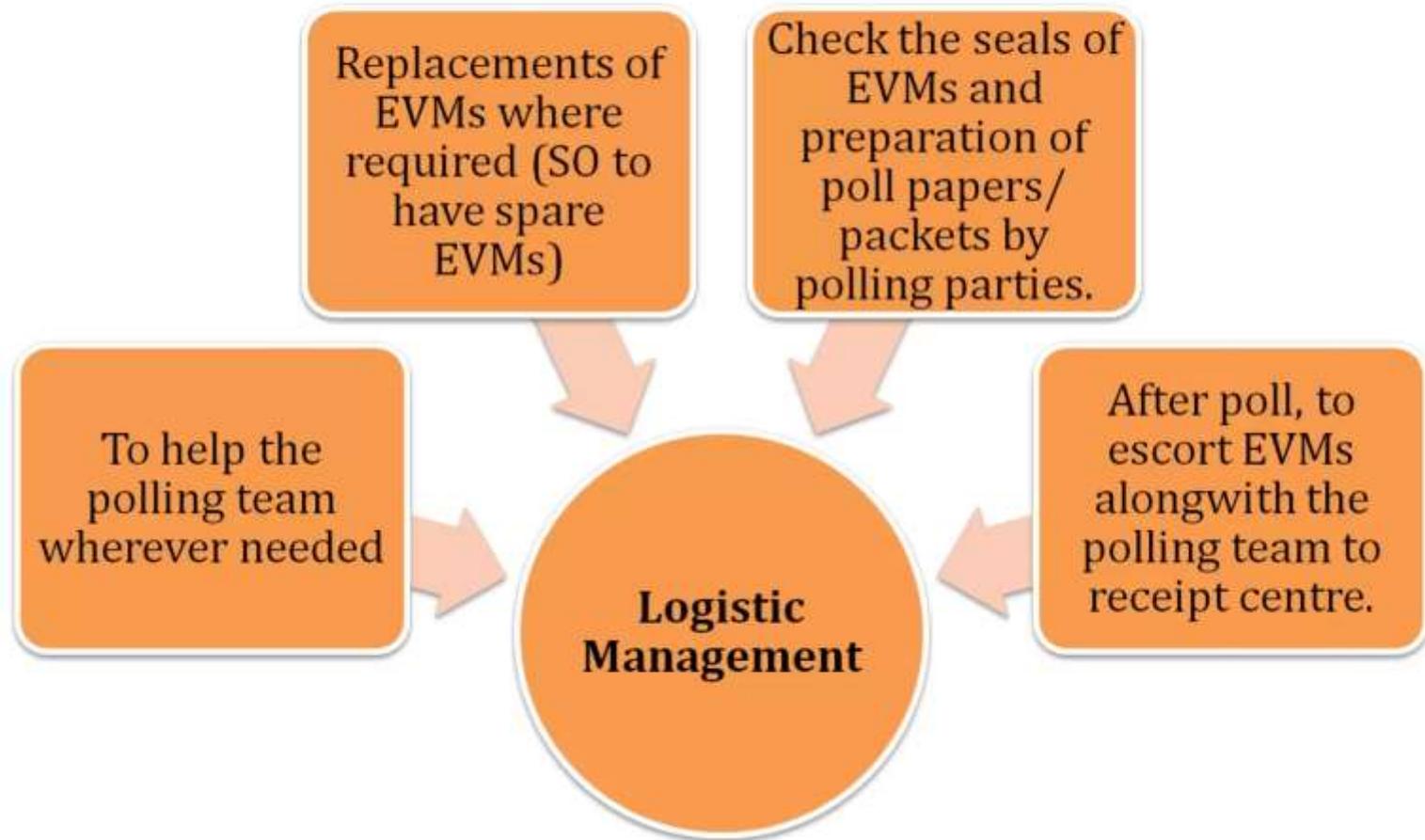
# Objective of Mock Poll

As a matter of transparency and ensuring well functioning of EVM mock poll will be conducted in the presence of candidates or agents nominated by candidates

**Presiding officer will conduct the Mock Poll**



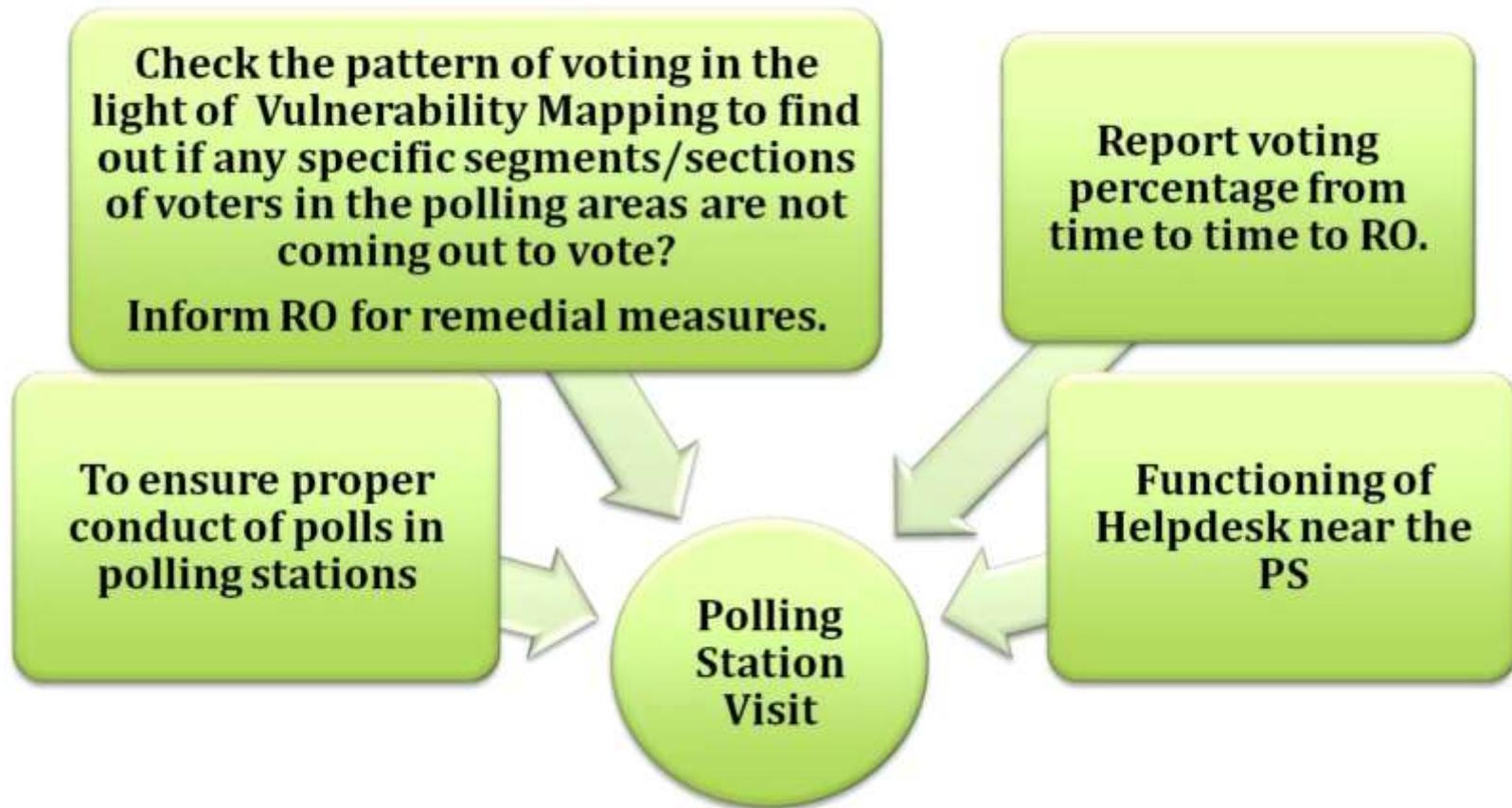
# Logistic Management



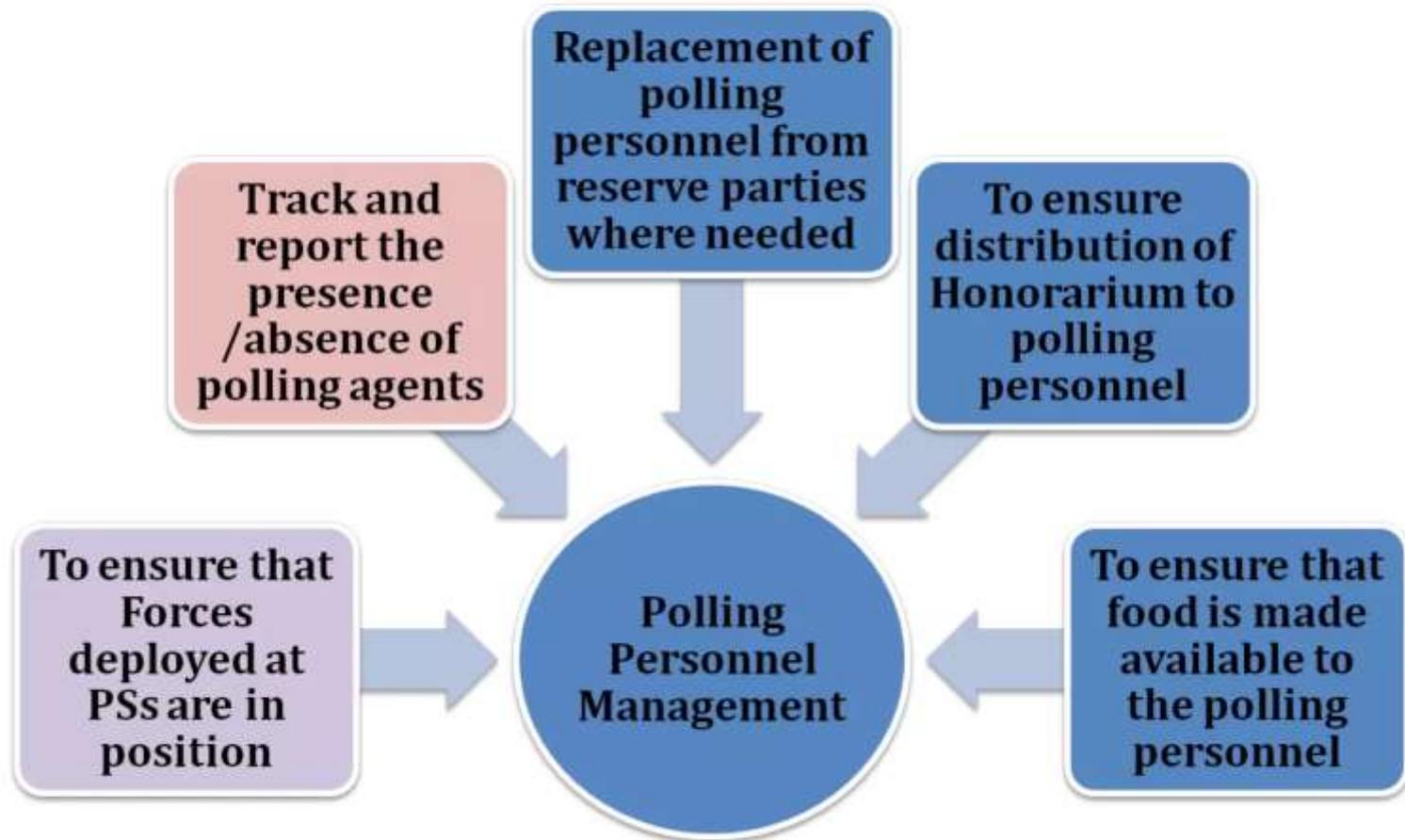
# Polling station visit

**(Minimum 3 visits of every PS on the poll day by SO/ ZM)**

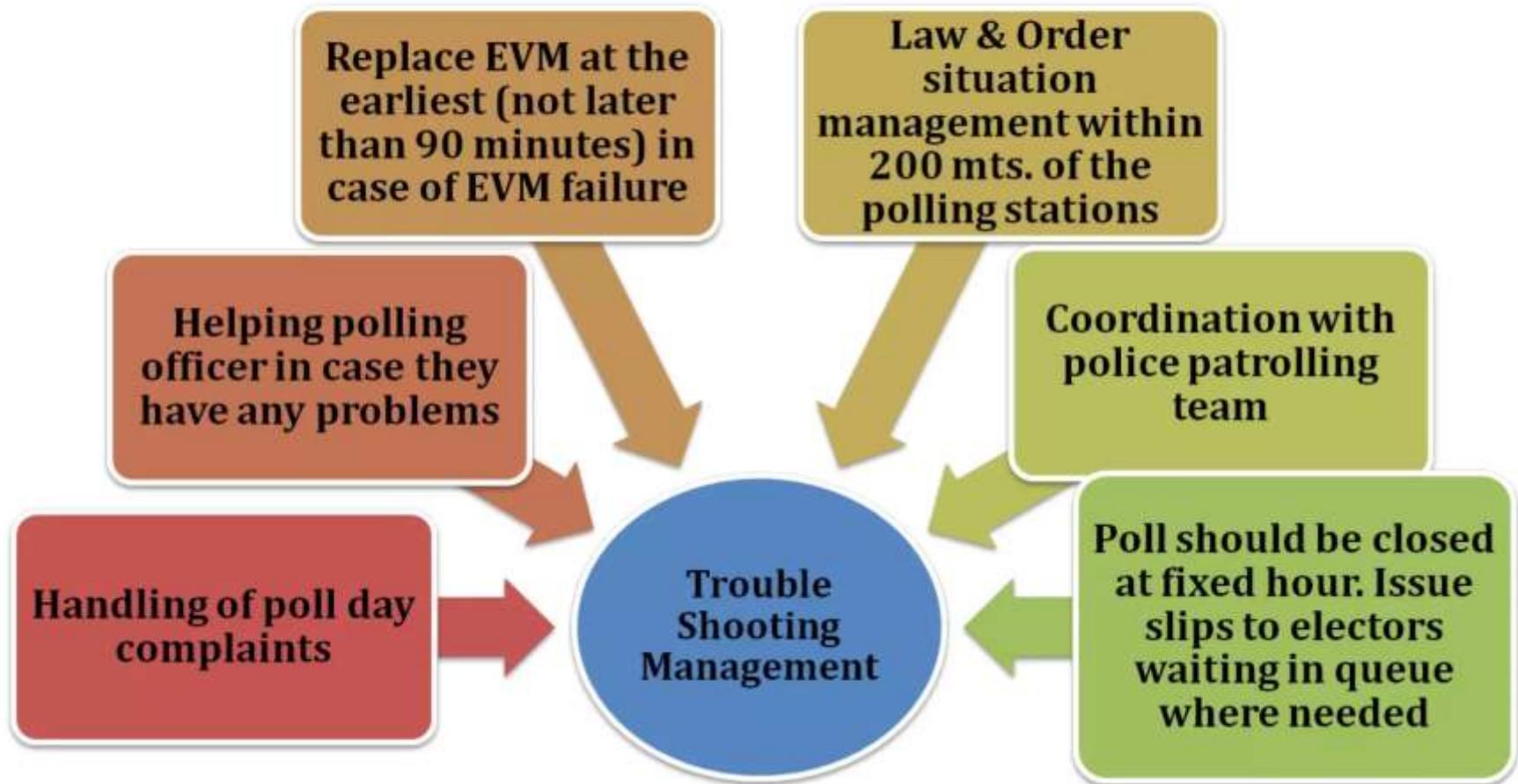
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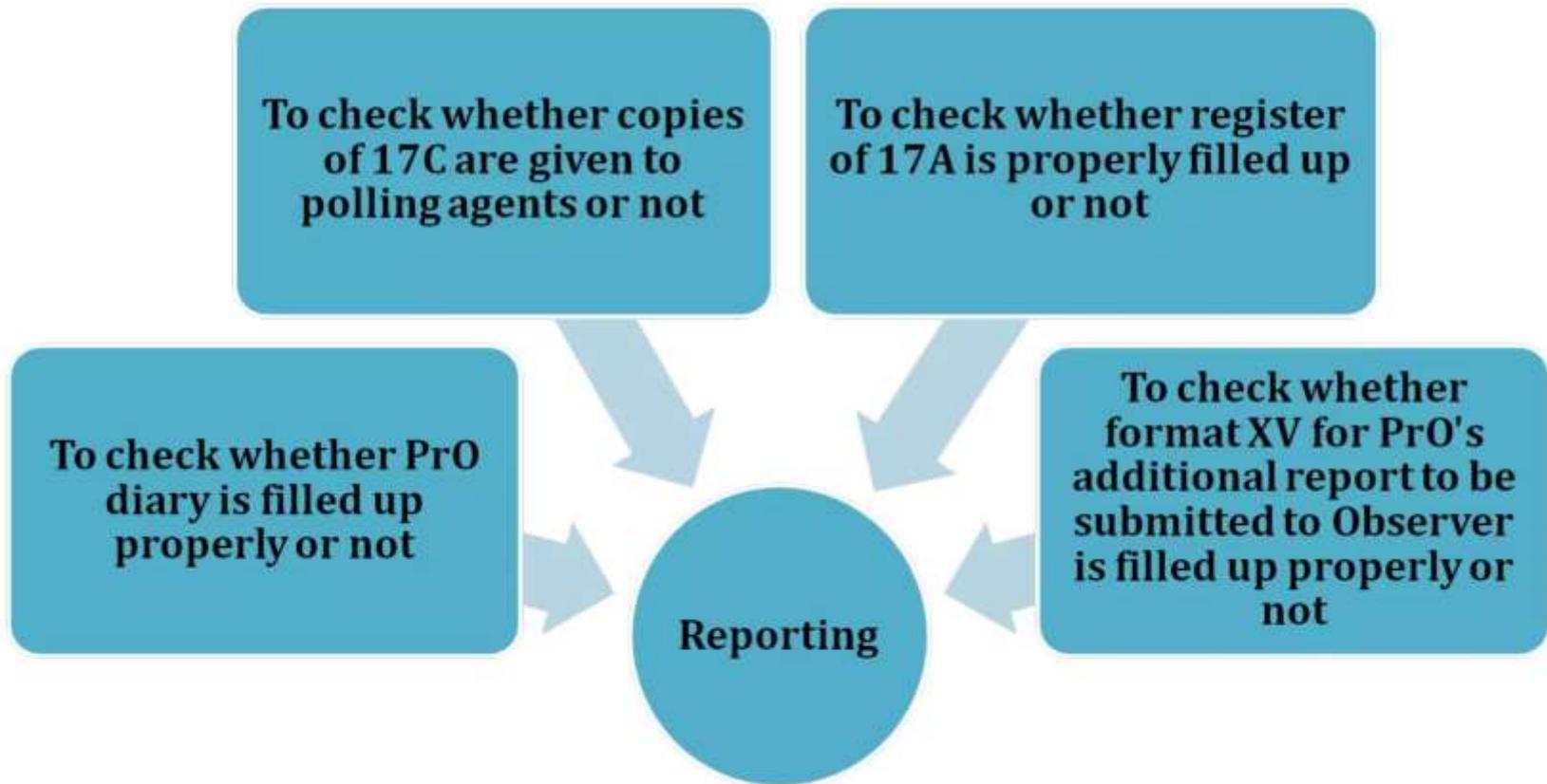
# Polling Personnel Management



# Trouble Shooting and Management



# Reporting



# Resources Required

**Elaborate training on various roles in election.**

**Special Executive Magisterial powers on duty for 7 days (upto poll day).**

**A detailed map of his/ her sector.**

**A vehicle with adequate fuel well in advance**

**The list of notified polling stations in his/her area.**

**Details about the voter help lines existing in his sector.**



# Pre-Poll: Resources Required

**Identity card issued by DEO.**

**Communication Plan.**

**All notifications issued by competent authorities under various laws**

**An EVM for demonstration before the voters for awareness generation.**

**A route map of his sector, giving the broad layout and location of polling stations falling in his sector**



# Poll-eve required resources

**A videographer to monitor any breach of MCC. (During poll eve and poll day).**



**Additional ballot paper for contingency.**

**Police Personnel**



**Polling Materials for each polling stations**



# Poll-Day required resources

**List of CUs & BU with serial number and ID from RO for comparing with EVMs on poll day in case there is replacement of EVM.**

**Additional EVMs for replacement during the poll.**



# Reports to be furnished by sector officer

**Reports to be  
furnished by Sector  
Officer**

**Reports to be  
collected from  
other Polling  
officers**



# Reports to be furnished by sector officer

No	Name of report	To whom	Purpose	Form of report	When
1	Format 8: Polling station wise special	RO	To know whether voters from the vulnerable habitats were able to vote or not	Writing as per format	During Poll day
2	Confirmatory report on the safe arrival and movement of the polling personnel/Security force at the polling station	RO	To ensure poll process to take place as per strict compliance of law and in prescribed manner	Writing	Eve of Poll



# Reports to be furnished by sector officer

No	Name of report	To whom	Purpose	Form of report	When
3	Ok Report	Control Room	To report conduction of poll	Writing as per format	During Poll day
4	Mock poll certification	RO	To confirm that Mock poll is conducted	Writing as per format	After completion of Mock Poll
5	Mock poll status report	RO	To take immediate action if Mock Poll not conducted	Using communication link	Within 30 minutes of Mock Poll



# Reports to be furnished by sector officer

No	Name of report	To whom	Purpose	Form of report	When
6	Commencement Report	RO	To ensure commencement of poll at all the polling station without any obstacle at the stipulated time	Telephonically	Immediately after commencement of poll
7	Tour report for every visit tour	RO and DEO	??	As per Format-1 and 2	??
8	Voting percentage report	RO	To know percentage of voting	Orally/SM S	
9	Special Report for replacement of EVM during poll.	RO PrO	To inform RO reason of replacement and		



# Reports to be furnished by sector officer

No	Name of report	To whom	Purpose	Form of report	When
10	Report on complaints received and resolved on the day of poll.	RO	To inform RO about no of complaints and type of complaints and its status		Post Poll
11	Report on Poll Day activities after polling is over	RO	To check all tasks and its status and inform RO	As per Format 3	Post-Poll
12	Report on status of building going to use as a polling station	RO	To make aware RO about the physical conditions of the polling stations	Writing	Pre-Poll



# Reports to be collected from other polling officers

No	Name of report	From whom	Purpose	Form of report	When
1	Presiding officer diary	PrO		Diary	Closing of poll on poll day
2	Percentage of voting	PrO	To know the voting pattern	Orally	Every two hours
3	Report of Mock Poll	PrO	To know the status of the Mock Poll	Mock Poll Certificate	Before commencement
4	Report of any other event	PrO	To know if any specific event happened	Writing	
5	Report on EVM failure and replacement	PrO	To know the need of EVM replacement and its reason	Writing	On failure of EVM



- b) Other avenues for collecting inputs:** - The Commission has issued instructions that DEO shall consider the worry lists submitted by political parties/candidates for Vulnerability Mapping, to take a holistic view. The inputs from political parties/candidates, so received may be validated at the SDM level (and not below it) before it goes up to the level of DEO. Similarly, a channel shall be created through call centres/control rooms to gather information from the voters as they are the largest stakeholders in the elections. Inputs from the District intelligence branch of the district police shall also be taken.

In order to ensure authenticity of the Vulnerability reporting, a mechanism of collecting, cross verifying, validating and collating information at a relatively higher administrative/police level shall be ensured.

## 6. Action to be Taken for Vulnerability Mapping

### A. Appointment of Suitable Sector Officers and Their Responsibilities

#### a) Appointment Process:

Depending on the terrain and availability of manpower resources, one Sector Officer (SO), as per directions of the Commission, is to be appointed to supervise 10 to 12 Polling Stations, that can be covered in 1 to 2 hours. The Sector Officers shall be appointed four months before the date of poll of last held General election. Since this is one of the most responsible positions; the best officers are to be identified. If required, Central Govt. officers can also be deployed.

It may be noted that Sector Officers are appointed to look after the VM work related to the specific sections, covered under each of the 10-12 Polling Station, hence this must not be construed as 10-12 Polling Station Locations. After announcement of election schedule till the poll process – Sector Officers shall be designated as Sector Magistrates for the same area, at least 7 days before the poll day. They will be conferred with the powers of Special Executive Magistrates also. The CEO shall take appropriate action in consultation with the State Government to facilitate the conferment of the powers of the Special Executive Magistrate.

#### b) Pre-Poll Responsibilities:

##### Responsibilities of Sector Officer



The pre-poll responsibilities of the Sector Officers related to the Vulnerability Mapping include:

- i) Initiating VM exercise as per the timeline
- ii) Frequent visits (minimum three) for confidence building measures and fine tuning the VM
- iii) Identification of villages, hamlets, and segments of voters vulnerable to threat and intimidation.
- iv) 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/SDM without having to disclose the source.
- v) Accountability for ensuring free access of voters for voting.
- vi) Contact points within the vulnerable community with their telephone/mobile numbers.
- vii) SO will act as Sector Magistrate (after notification) and will have to be accompanied by a police officer (Sector Police Officer).
- viii) Since SO will act as Sector Magistrate, he will prepare a Sector Management Plan with a sketch map for PSs, list of telephone numbers of PSs and election related officers, police stations, list of responsible persons, list of anti-social elements etc.
- ix) Meeting with Labour inspectors and food and supply officers for identification of vulnerable areas.
- x) Meeting with heads of educational institution, especially residential institutions.
- xi) Interaction with factory/ godown owners.
- xii) Meeting with RWA's/ Gram Pradhan/ Sarpanch for confidence building.
- xiii) Sharing information with the beat constable.
- xiv) Knowledge about geography of the polling station/area.
- xv) Identify the distribution of electors in terms of caste, creed, and religion.
- xvi) Identification of persons running printing press.

**c) Poll Day Responsibilities:**

On Poll Day the Sector Officer/Sector Magistrate is expected to perform the following activities apart from his other poll day responsibilities:

- i) Frequently check if the vulnerable sections identified earlier, are voting or not
- ii) In case of any alarm in this regard he/she has to alert the RO and district administration immediately.
- iii) He may also keep a check on vulnerable section with the help of flying squads.

The activities described above are illustrative only. Depending on the local sensitivities, the DEO/RO may add more activities for the purposes of VM.

**B. Appointment of Sector Police Officer and Designated Police Officer at Police Station Level**

Every Police Station covers a certain area of the Assembly Constituency. For the purpose of VM; SP of the district shall arrange for a policeman who will act as Sector Police officer, to accompany the Sector Officer and jointly conduct the exercise of VM in the given area. The Sector Police officer shall not be below the rank of Assistant Sub-Inspector or Head Constable of police.

For tracking the individual trouble mongers and for ensuring that the troublemakers are kept under watch, a specific officer shall be designated at Thana (Police Station) level for ensuring the proper law and order and peaceful poll. He will be called the Designated Police Officer for Vulnerability Mapping. The RO/SDM of each assembly segments shall coordinate with the Sector Officers and these Designated Police Officers.

**C. Training of Sector Officers & Designated Police Officers**

The Sector Officers and the Designated Police Officers shall be well trained on the following aspects to make them able to carry out their duties smoothly. They shall be trained jointly and each shall be provided with following details during the training: -

- a) Electoral roll of each of the PS; with hamlet name etc. to enable them to contact voters of every section in the part.
- b) Polling Station Wise Assured Minimum Facilities (AMF)
- c) Voter turn-out of AC and of polling stations of that sector (for last 2 general elections)
- d) Gender ratio
- e) MCC violation cases of that sector (for last 2 general elections)
- f) A route map of their area, giving the broad layout and location of polling stations falling in their sector (it could be a sketch map, need not be a scale map) and

Officer along with Sector Police Officer shall make field visits at regular intervals and give inputs on Vulnerability Mapping and identify voter's/voter segments vulnerable to threat or intimidation or undue influence etc. This exercise of identifying the persons responsible for making the voters / villages vulnerable shall be undertaken polling station wise indicating the name of village, hamlet, names of the potential troublemakers, including their address, and so on. This work has to be done by maintaining complete confidentiality of the informers/source, if so desired.

**F. Action against the Persons Responsible for Causing Vulnerability**

- a) The DEO and the Superintendent of Police of the District shall hold a joint review on the subject and shall finalize a focused action plan to deal with the potential threats and intimidation points identified. The action plan may be included, inter-alia, bounding down the identified trouble makers under appropriate section of the law, seizure of illegal arms, preventive detention if required, forcing their appearance in local police stations at reasonable intervals to ensure their good behaviour, placement of police pickets, deposit of licensed arms, placement of police pickets and carrying out confidence building measures. Special efforts should be taken in the last 72 hours to ensure that intimidation or obstruction of electors does not happen on the poll day.
- b) It has to be ensured that all such measures are undertaken in absolutely non-partisan manner without fear or favour towards any particular party.
- c) Names of contact persons from within the vulnerable groups shall also be identified and their contact numbers / mobile numbers, if any, shall be noted down.
- d) For tracking the individual troublemaker and for ensuring that the troublemakers are kept under watch, the Designated Police Officer for Vulnerability Mapping is to be appointed in each Thana, as already mentioned.
- e) EPIC snatching from Vulnerable Voters and the incidences of people being induced to deposit their EPIC on payment of money to prevent them from exercising their franchise shall be stopped. The DEOs/SPs/ROs shall closely monitor the situation and promptly take all appropriate action in this regard.
- f) SDM/ Dy. SP shall issue warning to the troublemakers that they will be tracked individually. These actions shall be taken in a focused manner.

**G. Confidence Building Measures in Identified Vulnerable Areas**

- a) SO may regularly visit these areas and remain in touch with local people.
- b) Focused SVEEP activities and awareness camps to be held in such areas.
- c) IT tools like e-VIGIL and Voter Helpline Number 1950 to be popularized and publicized in these areas.

- d) Visits by higher officials like DEO, SP and Observers to instil confidence among local people.
- e)
- f) The DEO/RO shall interact with the candidates and the representatives of the political parties to gather regular feedback.
- g) Regular feedback on the subject may also be obtained from the District Intelligence (L.I.B.).
- h) Wherever there is a cluster of such vulnerable pockets, the DEO shall arrange for dedicated police teams/squads and locate them at convenient locations in the vicinity, to be pressed into service for action on the day of poll without any loss of time. It shall invariably form part of the District Security Plan.
- i) Awareness generation among female and young voters on voting without fear and influence is essential as they tend to be soft targets of intimidation and undue influence, not only from outsiders but also from the family within.
- j) Formation of Village Level/ Ward Level Awareness Group (VAGs/WAGs) to mobilise them to gather information of intimidation in area & to create confidence building measures in the area.
- k) Targeted ethical voting awareness campaign should be undertaken in these identified vulnerable locations which are susceptible for bribing of voters in cash/kind.
- l) Carry out 24 hours' surveillance by FSTs, SSTs, VVTs.

#### **H. Area Domination Plan for CAPF and Poll Day Deployment**

- a) The Commanders / Assistant Commanders of the CAPF shall be given a list of such vulnerable locations by the DEO.
- b) Wherever CAPF arrives in advance for area domination, special attention shall be given to such locations.
- c) Special focus on expenditure sensitive pockets prior to 6-7 days of poll where there is possibility of distribution of cash/kind as bribe among voters.
- d) On the day of poll, the Commanders/Assistant Commanders shall make it a point to visit such vulnerable pockets as a confidence building measure.
- e) In case they come across any obstruction they shall take note of it and immediately inform any of the electoral officials such as RO/DEO/SP/Observer/Sector Officer and keep a note of the time of their intimation.

**D) Where there was past incident of EVM broken/looted in any polling station(s), CAPFs may be deployed.**

**I. Monitoring of Vulnerable Areas/Persons on the Day of Poll**

Following actions need to be taken to ensure that the vulnerable persons, if any, are able to vote without fear, threat or intimidation:

- a) At the time of dispatch of the polling parties from the dispatch centres, the RO shall brief the Presiding Officer concerned about the vulnerable locations within the polling station area.
- b) The Sector Officers shall submit a report indicating abnormally low percentage of voter turnout, if any, within any section/sections particularly, with reference to the vulnerable locations to the RO which may be used during the scrutiny etc.
- c) On the day(s) of poll, the Sector Magistrates and the mobile forces shall visit at least twice such villages/hamlets/dwelling areas which are identified as vulnerable areas and where there are reports of possible intimidation of the voters. The Sector Magistrates and mobile forces during their visit to these areas will ensure that wherever required, adequate security cover is provided to such vulnerable voters.
- d) During the poll, the Observers and other senior officers while visiting the polling station shall pay a special attention to this problem and find out whether any undue influence, intimidation/obstruction is being caused.
- e) The police patrolling parties shall keep track of the vulnerable locations and keep the control room informed. Wherever necessary, police pickets shall be established to ensure free and smooth access to all voters to cast their votes without fear.
- f) The Commanders/Assistant Commanders of the CAPF shall make it a point to visit such vulnerable pockets as a confidence building measure on the day of polls. In case they come across any obstruction they shall take note of it and immediately inform any of the electoral officials such as RO/DEO/SP/Observer/Sector Officer and keep a note of the time of their intimidation.
- g) Deployment of adequate forces shall be done in the vulnerable areas.

**J. Role of RO/DEO/OBSERVERS after the Poll**

- a) The RO/DEO shall take the inputs on mass scale intimidation/ threat/ obstruction, if any, into consideration while submitting their report after the poll.
- b) The Observers shall give their full attention to the issue of VM and verify it at every stage. A special mention of it shall be made about the issue in their final

Thank you

