

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

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निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/INST-PAY/2014-EPS

Dated: 28th February 2014

To

The Chief Electoral Officers of
all States and Union Territories.

Subject:- Fixing uniform rate of remuneration to the officers/officials deployed on election duty - Regarding.

Sir/Madam,

In supersession of the Commission's letter No. 464/INST/2009/EPS, dated 9th January, 2009, and in order to bring uniformity in payment of remuneration to polling/counting personnel, the Commission has recommended the following rates of remuneration to be paid to the officers/officials deployed on election duty:-

Sl. No.	Designation of Officers/Officials	Minimum Rate of remuneration (in Rupees)
1.	Sector Officer/Zonal Magistrate	1500/- lump sum
2.	Presiding Officer/Counting Supervisor	350/- per day or part thereof
3.	Polling Officers/Counting Asstt.	250/- per day or part thereof
4.	Class-IV	150/- per day or part thereof
5.	Packed lunch and/ or light refreshment	150/- per head per day
6.	Video Surveillance Team, Video Viewing Team, Accounting Team, Expenditure Monitoring Control Room and Call Center Staffs, Media Certification and Monitoring Committee, Flying Squads, Static Surveillance Team, Expenditure Monitoring Cell	Class – I/II (Rs. 1200/- lump sum) Class – III (Rs. 1000/- lump sum) Class – IV (Rs. 200/- per day)
7.	Income Tax Inspector	Rs. 1200/- lump sum

The abovementioned rates are equally applicable to police personnel actually deployed on polling booths/counting centers.

2. The above rates are payable to the staff for attending training classes, collecting polling materials, etc. and also for attending duty on the polling day/counting day.

3. The Commission has also directed that staff deployed at all polling stations/counting centers may be provided with packed lunch and or light refreshment at the rate of Rs. 150/- per head per day. In case of difficulty in providing packed lunch, a cash payment @ Rs. 150/- per head may be made.

4. The above rates as recommended by the Commission are **minimum rates**. The States/Union Territories, which are paying more than the minimum rates recommended by the Commission, may continue to pay at the higher rates. These rates will come into force prospectively and will have no retrospective effect.


5. The police personnel deployed on election work on poll day/Counting day including mobile Parties/Home Guards/Forest Guards/Gram Rakshak Dal/NCC (senior) Cadets/Ex-Army/CPF may be provided with packed lunch/refreshment or payment in lieu thereof as is being given to polling/counting personnel.

6. The expenditure incurred on this account will be borne in the following manner:

- (i) In case of election to the House of People: 100% by the Union Government.
- (ii) In case of election to the Legislative Assembly: 100% by the State Government concerned.
- (iii) In case of simultaneously election to the House of the People and the State Legislative Assembly: The expenditure will be shared between the Central and the State Government on 50:50 basis.

7. Kindly acknowledge the receipt of this letter immediately.

Yours faithfully,


(Sumit Mukherjee)

Secretary

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2013 -EPS

Dated:- 2nd January, 2014

To

The Chief Electoral Officers of
all States and Union Territories.

Subject: General Election to the Lok Sabha, 2014 - Appointment of Nodal Officers for Various Activities at State and District Level - Regarding.

Madam/Sir,

During the elections, it may not be always possible for the District Election Officer to effectively monitor each and every activity to his/her complete satisfaction in view of short time frame and the large number of activities involved. To cope with the problem, the Commission has directed that separate Nodal Officers may be appointed at the State level as well as District level to ensure smooth conduct of General Election to Lok Sabha, 2014.

2. In this connection, it may be ensured that adequate numbers of officers are available in all the States and Union Territories. Fifteen Nodal Officers for the activities as shown below have been identified.

1. Nodal Officer for Manpower Management
2. Nodal Officer for EVM Management
3. Nodal Officer for Transport Management
4. Nodal Officer for Training Management
5. Nodal Officer for Material Management
6. District Nodal Officer for implementing MCC
7. Nodal Officer for Expenditure Monitoring
8. Nodal Officer for Observers
9. Nodal Officer for Law and Order, VM and District Security Plan
10. Nodal Officer for Ballot paper/Dummy ballot
11. Nodal Officer for Media/Communication
12. Nodal Officer for Computerization
13. Nodal Officer for SVEEP
14. Nodal Officer for Help-line and Complaints Redressal
15. Nodal Officer for SMS Monitoring and Communication Plan

3. However, this should be noted that the appointment of these Nodal Officers in no way can be taken as a replacement of the overall monitoring and supervision work of the District Election Officers. This is only a supplementary arrangement. The District Election Officers shall remain the focal point of election management, supervision and delivery and be accountable for the overall process of free and fair elections. In case sufficient number of suitable officers are not available, then one officer can be made the nodal officer for more than one activity.

4. A detailed note regarding activities to be taken up by the Nodal Officers during the election is also enclosed herewith.

Please acknowledge receipt of the letter.

Yours faithfully,


(SUMIT MUKHERJEE)
SECRETARY

**Note on appointment of Nodal Officers for various activities during
General Election to the Lok Sabha – 2014**

There are several activities that are to be undertaken at the State level and at the District level which will require close monitoring at DEO level to ensure smoothness and effectiveness in the conduct of elections. In fact, DEOs will be expected to monitor on a daily basis. Given the time frame and the large number of activities to be completed, it may not be always possible for the District Election Officer to effectively monitor each and every activity to his/her complete satisfaction. Therefore, it will be required that for each set of activities a separate Nodal Officer is appointed at the State level as well as at the District level. It may be strictly noted that the appointment of these Nodal Officers in no way can be taken as a replacement of the overall monitoring and supervision work of the DEOs. This is only a supplementary arrangement. With this background, and in this context, the DEOs are required to appoint the following Nodal Officers at District level for the purposes outlined below:-

1. **Nodal Officer for Manpower Management:**

This Officer will be responsible for assessing the entire requirement of manpower for the conduct of elections in the district, their availability, obtaining their data, analyzing the data, appointing them on time, tracking their presence/absence/leave, etc, keeping in touch with their parent organization, and all other related works.

2. **Nodal Officer for EVM Management:**

This officer will be responsible for ensuring the proper storage, security, availability and checking of EVMs by BEL / ECIL Engineers. His / her work would include overall Monitoring and ensuring of First Level Checking as per procedure outlined by ECI, EVM randomization, EVM sealing, transportation of EVM, EVM data management and preparing report in accordance with the ECI instructions and all other related works.

3. **Nodal Officer for Transport Management:**

The Officer will be responsible for assessing the requirement and availability of all kinds of transport to be used in the elections. He / She will look after the arrangements for their day to day deployment, PoL requirement, remuneration, maintaining respective reports, anticipating future requirements and making necessary arrangements and all other related works.

4. **Nodal Officer for Training Management:**

The Officer will be responsible for the capacity building and training of all officials who would be performing any kind of election duty in accordance with the State Training Plan. The officials who will need to be trained include the Returning Officers, Officers looking after Model Code of Conduct, officers who will handle EVMs in any capacity, Videographers and micro-observer personnel involving in expenditure monitoring, etc., etc, among others as decided by the DEO. He will also be responsible for arrangements of training venue and all logistics required at the training venue. He will ensure availability of training material, its timely distribution and all related works. He will also arrange training/training material for political parties, candidates, their agents if required.

5. **Nodal Officer for Material Management:**

This Officer will be responsible for estimating requirements and arranging or arranging to procure all the material required for conducting elections at the District level. He/She will also be responsible for ensuring proper arrangements to receive materials being distributed by the CEO office. He/She will make proper arrangements for distribution of material to the concerned officials at the District level. He/She will ensure timely procurement or provision of material such as, Video Camera, computer, printer, statutory and non-statutory forms, all materials required to set up the dispatch and receiving centers and all other related works. Since setting up to dispatch and receiving centers will require intricate arrangements, this Nodal Officer should be given adequate assistance.

6. **District Nodal Officer for implementing MCC:**

This responsibility should be given to a fairly senior officer preferably of the rank of Additional Collector. The Officer will be responsible for ensuring that all instructions of the ECI regarding MCC are followed by the officers/candidates/political parties/media, etc in the District. He/She will collect a list of ongoing works of all departments as on 31.01.2013, as on 31.01.2014, and give it due publicity. If he/she gets information of any other new work being undertaken after announcement of elections, he/she will conduct due enquiry and report the matter for necessary action. The compilation of daily reports to be sent in respect of MCC violations will be the responsibility of this Officer. He/She will also ensure the availability of CD/DVD player, Television, etc. For monitoring MCC violations. He/She will ensure that all references made by any office in the district are routed through the DEO in the format specifically designed for such references, with the clear opinion of the DEO. He/She will impart training to all the teams formed for implementing MCC. He/She will also be responsible for all other matters related to MCC. He/She needs to be appointed right away too, so that he/she can identify his/her team and start training them and also start enlisting the actions to be taken in the entire district before announcement of elections and on announcement of elections. The DEO should ensure an adequate number for this team.

7. **Nodal Officer for Expenditure Monitoring:**

This is a very time consuming and intricate task. A great deal of coordination and follow up will be required. In every district, the DDOs have traditionally not being given any work during general elections. The DDO level is the right level for keeping strict control and monitoring over expenditure of candidates. The DDOs may be appointed as Nodal Officer at District level for expenditure monitoring purpose. Since the work of expenditure monitoring continues for 3 days after elections, the work of this Nodal Officer will also continue accordingly. The DEOs are expected to ensure proper training of the DDOs and her/his team much in advance and as the Nodal officer EM, the DDO is expected to perform all tasks as per the ECI instruction manual for EM.

8. **Nodal Officer for Observers:**

The ECI will be appointing General Observers, Expenditure Observers, Police Officers, etc. during the time of polls. It will be the responsibility of this Nodal Officer to keep track of the arrival, departure, boarding and lodging arrangements, liaison officer arrangement, reading material, transportation, security, telephone connectivity, computers, printer, DVD player, etc. as per the directions of the ECI.

9. **Nodal Officer for Law and Order:**

As per the prevailing ECI directions every district has to ensure that its daily law and order report reaches the State Nodal Officer every day. This Nodal Officer will be responsible for effectively collecting this information and compiling it for onward transmission. On behalf of the DEO, he/she will also coordinate with the District Police to make stay, transport, mobile, etc. Arrangements in advance, for the Central Police Force likely to be stationed in the District. He/She will be responsible for the briefing and training, if required, of all the officers' in-charge of the Central Police Force units.

10. **Nodal Officer for Ballot paper/Dummy ballot:**

The printing of ballot paper/dummy ballot sheet/Braille ballot, etc at the printing press decided at the State level will be the responsibility of this Nodal Officer. He will also ensure its timely transportation, proper storage, distribution and all other related works.

11. **Nodal Officer for Media:**

This Officer will be responsible for dissemination of information, instructions, briefs, press notes, etc., arrangement of press conferences, submitting of press cuttings on a daily basis to the DEO Office,

handing over of accreditation cards to media members, constant exchange of information with media and all other related works. He/She will also be responsible for maintaining scanned records of press cuttings and compiling them at the end of the polls for district level record keeping.

12. Nodal Officer for Computerization:

The Officer will be responsible for providing necessary software and hardware as and when required, ensuring constant exchange of information on CEO's server, constant updating of CEO's website with local news/updates regarding conduct of elections, uploading of latest photographs and information on CEO's website in respect of district level activities, and all other related works.

13. Nodal officer for SVEEP:

He/She will be responsible for preparing and if already prepared, finalizing District SVEEP plan getting it approved at State level and ensuring its proper implementation at District level. This Officer should be carefully selected such that he/she is capable of taking innovative initiatives and also procuring the resources to implement the initiatives for Voter Education. He/She should be able to work in partnership with various Public and Private sector organizations. He/She will also look after the work related to KABBP survey and compilation of SVEEP documentation of and other related works. At the end of polls he/she should prepare the documentation of SVEEP activities in the district in consultation with the DEO and the DEO should then submit a soft and hard copy of the same to the CEO. The Baseline survey of KABBP has started and the findings of the survey will have to be thoroughly studied and interventions accordingly planned and implemented by this officer and his/her team under supervision of the DEO.

14. Nodal officer for Help-line and Complaints Redressal:

The Officer may be appointed right away from amongst the Class I officers available in the district. He/She should be selected on the basis of his/her quick responsiveness and an understanding of the election related works. The Officer will have to be imparted training about help-line number and the PGR system. He/She will ensure timely disposal and redressal of complaints in the pre-election period as well as election period, including complaints related to MCC that may be lodged on the PGR system on the ECI website.

15. Nodal Officer for SMS Monitoring and Communication Plan:

This Officer will be responsible for preparing the District Communication plan and up-loading it on ECI website. He/She will also look after the implementation of the SMS monitoring system including training and poll day monitoring and other related works.

The following instructions regarding how to appoint these officers may also be followed:-

- The above Nodal Officer may be appointed from amongst various Class-I officers and effective Class-II Officials only if Class I officers are not available in your District (except for Sr.No.7 above, where DDO is to be appointed).
- Do not appoint the Dy. DEO as Nodal Officer for any of the above, and also refrain from appointing ROs and AROs for this purpose as far as possible.
- Depending on the availability of local offices, appoint one Nodal Officer for each work or you may combine 2 to 3 Nodal Officers in one person.
- After appointing the Nodal Officer, the DEOs may send the list including name, designation and contact details (mobile number, Office telephone number, residence telephone number, Fax number, e-mail ID), of each of them to the CEO's office.
- When the elections are yet to be announced, these Nodal Officers will continue to do their work in their substantive posting and also in addition act as Nodal Officers for your purpose.
- DEOs will have to ensure that the selected officers are trained very well to take up the task at hand.
- The Nodal Officers may be instructed that their work will be reviewed from time to time by the Nodal Officers appointed for the same purpose at the State level.

- DEOs will also be expected to review the work of these officers periodically and ensure that all matters of urgent nature are reported to the DEO by them for quick and effective action by the Nodal Officers without wasting time.
- Once the elections are announced, these Nodal Officers will be considered as on deputation to the Election Commission of India for the purposes of disciplinary control.
- The DEOs are expected to ensure not to appoint those officers as Nodal Officers who have been previously transferred during an election on the directions of the ECI or who are about to complete 3 years in a same district on the cut-off date 31.05.2014 or who are likely to be transferred due to their home district.

Note:

Further instructions may be issued by ECI in this context, as and when required.
