

**OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA
GENERAL ADMINISTRATION (ELECTIONS) DEPARTMENT**
5th Floor, North Block, Buddha Bhavan, Tank Bund Road, Secunderabad - 500003

Memo No.2993/Elecs.C/A1/2022

Dated: 30.05.2023

Sub: General Administration (Elections) Department – Conduct of Elections – Appointment of Nodal Officers for various activities at State and District Level during elections – Reminder – Regarding.

Ref: 1. ECI, New Delhi, Letter No.464/INST/EPS/2022, dt. 02.11.2022.
2. This Office Memo No.2993/Elecs.C/A1/2022, dt.10.11.2022.

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The attention of the Collectors & District Election Officers in the address entry are invited to the references cited and they are requested to immediately appoint Nodal Officers for the various activities mentioned in the reference 1st cited as directed by Election Commissioner of India, New Delhi and furnish the information along with their names and phone numbers, to this office positively by 05.06.2023. A copy of reference 1st cited is enclosed herewith.

2. This may be treated as Most Urgent.

VIKAS RAJ,
CHIEF ELECTORAL OFFICER &
E.O. PRINCIPAL SECRETARY TO GOVERNMENT

To,
The Commissioner, GHMC & District Election Officer, Hyderabad. (w.e)
The District Collectors & District Election Officers,
Mancherial / Nirmal / Nizamabad / Kamareddy / Jagityal / Peddapalli /
Hyderabad / Nalgond / Yadadri Bhongiri / Jangaon / Mahabubabad /
Warangal / Hanmakonda / Jayashankar Bhupalapalli / Khammam (w.e)

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FORWARDED:: BY ORDER//


SECTION OFFICER

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भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

TEL: 011-23052246
Fax 011-23052001
Website: www.eci.gov.in
No.464/INST/EPS/2022

निर्वाचनसदन,
अशोकरोड, नई दिल्ली-110001.
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.
Dated: 2nd November, 2022

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: **Conduct of Elections – Appointment of Nodal Officers for various activities at State and District Level during elections – reg.**

Reference: 1. 464/INST/2013-EPS dated 02.01.2014.
2. 464/L&O/2019-EPS dated 08.02.2019.

Sir/Madam,

For effective monitoring of varied activities to be undertaken during elections, the Commission has directed that separate Nodal Officers may be appointed at the State level as well as District level who shall function under the Chief Electoral Officer and District Election Officer respectively to ensure smooth conduct of elections.

2. In this connection, it shall be ensured that all Nodal Officers are appointed in time to perform election related duties during elections. **16 (Sixteen)** Nodal Officers for the activities as shown below shall be identified at State and District level:

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| No: | 2993 |
| Date: | 7/11/22 |
| Section | |

1. Nodal Officer for Manpower Management A^s
2. Nodal Officer for Training Management A
3. Nodal Officer for Material Management C
4. Nodal Officer for Transport Management A
5. Nodal Officer for Computerization, Cyber Security and IT B
6. Nodal Officer for SVEEP B
7. Nodal Officer for Law and Order, VM and Security Plan A
8. Nodal Officer for EVM Management A
9. Nodal Officer for MCC A
10. Nodal Officer for Expenditure Monitoring D
11. Nodal Officer for Ballot paper, Postal Ballot and ETPBS A
12. Nodal Officer for Media A
13. Nodal Officer for Communication Plan A

14. Nodal Officer for Electoral Rolls B

15. Nodal Officer for Complaints Redressal and Voter Helpline A

16. Nodal Officer for Observers C

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

4. Some Nodal officers of EVM, Electoral Roll, IT, SVEEP, Training etc. need to function during non-election period also. The State Nodal Officer of each subject shall monitor the work of corresponding District Nodal Officers of each District and coordinate for better communication/quick directions/review of the subject assigned.

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

6. Depending upon the nature of works/urgency/criticalities, more Nodal Officers may be appointed in a State/district. However, in such cases, reporting channels shall be clearly established to ensure bilateral flow of information.

7. Please acknowledge receipt of the letter. This instruction is issued in suppression of referred instructions of 2014 and 2019.

Yours faithfully,


(Ajay Kumar Verma)
Secretary

Annexure I
State Nodal Officer

| Sl. No. | Nodal Officer | Broad responsibilities (only indicative) |
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| 1) | Nodal Officer for Manpower Management | To assess the entire requirement of manpower in the state, their availability, shortfall and appointment of manpower in districts facing shortfall. Arrangement for randomization infrastructure and computerization. Coordination with Government Department for manpower. |
| 2) | Nodal Officer for Training Management | Responsible for the capacity building and training of allofficers/officials involved in election activities, arrangements of training venue and all logistics, collating the training material, distribution. Training/training material for political parties, candidates and their agents if required. Training for police personnel. Coordination with IIIDEM. Management of SLMT/NLMT. |
| 3) | Nodal Officer for Material Management | To assess the election material requirements (statutory and non-statutory forms, ballot papers, indelible inks and all-other election material etc.), their procurement and timely distribution to districts. |
| 4) | Nodal Officer for Transport Management | To assess the requirement and availability of all kinds of transport to be used in the elections and timely procurement from other States in case of shortfall and their allocation in districts. All matter connected with it. |
| 5) | Nodal Officer for Computerization, Cyber Security and IT | Preferably an additional CEO level officer to be appointed and he shall ensure compliance to Cyber Security regulations, updation of state website, functioning of Commission's ICT applications, to provide software and hardware, trouble shooting for ICT applications, providing technical support and arrangements for webcasting. |
| 6) | Nodal officer for SVEEP | Responsible for finalizing District SVEEP plan, KAP (Knowledge, Attitude, Practice) Survey, NVD celebration, devise ways to increase enrolment of voters and their participation in polls, SVEEP documentation before and during elections, SVEEP documentation after elections. |
| 7) | Nodal Officer for Law and Order, | To compile and prepare daily law & order report, to arrange for induction, de-induction of forces, their briefing, training, stay, |

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| | VM and Security Plan | transport for the CAPF, preparation of Vulnerability Mapping and critical polling station assessment. Must work in coordination with SPNO and Nodal Officer (CAPF) appointed by DGP. |
| 8) | Nodal Officer for EVM Management | To ensure EVMs (includes VVPAT) availability and distribution in districts, prepare calendar for various activities like ensuring of First Level Checking, Randomization, commissioning, availability of BEL/ECIL engineers in districts. Ensure availability of EVM consumables. Monitoring of EVM movements, storages. Legal cases affecting EVMs etc. |
| 9) | Nodal Officer for MCC | To ensure compliance of all MCC instructions by the officer/candidates/political parties/media etc. in districts. Compilation of daily reports, sending MCC references as per Screening Committee to Commission and their implementation, forwarding of ATR on MCC violation, implementation of SoP for first 72 hours and disposal of C-Vigil complaints in State. Enforcement of last 48 hours guidelines and instructions. |
| 10) | Nodal Officer for Expenditure Monitoring | A senior officer in CEO office, not below the rank of Jt. CEO, for coordination on expenditure monitoring with Commission, training of election expenditure monitoring for officials and political party functionaries, coordination with all the DEOs, other Nodal Officers in the State. Coordination with Expenditure Observers on the subject of Expenditure Management. Coordination with all enforcement agencies involved in election expenditure monitoring and reporting. |
| 11) | Nodal Officer for Ballot paper, Postal Ballot, ETPBS | The printing of ballot paper/dummy ballot sheet/Braille ballot, etc. at the printing press and their transportation, proper storage, distribution in districts. All matters related to ETPBS. |
| 12) | Nodal Officer for Media | Responsible for dissemination of election related information, instructions, briefs, press notes, arrangement of press conferences and submitting press cuttings, exchange of information with media, maintaining daily reports, work as member of State MCMC and review of cases of paid news. Monitoring of social media and responses thereof. |
| 13) | Nodal Officer for Communication | To prepare state Communication Plan and uploading it on ECI website, implementation |

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| | Plan | of the various monitoring system including poll day monitoring, arrangements for communication in shadow areas and mid-course correction on Poll Day. |
| 14) | Nodal Officer for Electoral Rolls | Coordinate with EROs for enrolments of voters during Special Summary Revision, continuous revision of Electoral Rolls, preparation/printing of EPICs, their distribution in districts. All activities related Roll purifications like DSE/PSE/Aadhar etc |
| 15) | Nodal officer Complaints Redressal and Voter Helpline: | To ensure timely disposal and redressal of complaints lodged on the National Grievance Services Portal, ensure handling of telephone calls and their disposal on Voter Helpline No. 1951 in the districts. |
| 16) | Nodal Officer for Observers | The nodal officer shall coordinate with Election Commission for various issues including provision of list of officers for appointment as an Observer and the intimation for the briefing meeting communicated by the ECI. State level coordinator for all matters related to General, Police and Expenditure Observers deployed during election. |

State Nodal Officers shall create quick communication channels with respective District Nodal Officers. Quick communication grid shall be established for dissemination of Commission's directions/instructions and reporting of important issues.

Annexure II
District Nodal Officer

| S1. No. | Nodal Officer | Broad responsibilities (only indicative) |
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| 1) | Nodal Officer for Manpower Management | Responsible for assessing the entire requirement of manpower in the district, their availability, obtaining their data, its analysis, appointments, randomization of Polling personnel, arrangements for advance and delayed polling parties. |
| 2) | Nodal Officer for Training Management | Responsible for the capacity building and training of all election related officers/officials, arrangements of training venue and all logistics, training materials, their distribution and organize training/training material for political parties, candidates and their agents if required. Management of SLMT/DLMT. Coordination for police personnel training. |
| 3) | Nodal Officer for Material Management | Responsible for estimating requirements (statutory and non-statutory forms, indelible inks, ballot papers and all other poll materials etc.) and make arrangements to procure all the material required for conducting elections at the district level, to receive materials being distributed by the CEO office and their distribution. |
| 4) | Nodal Officer for Transport Management | To assess the requirement and availability of all kinds of transport to be used in the elections and timely requisitioning. |
| 5) | Nodal Officer for Computerization, Cyber Security and IT | Functioning of DEO's website, updating of CEOs website with local news/updates, uploading of latest photographs and information, functioning of Commission's ICT applications in district, to provide software and hardware, providing technical support and arrangements for webcast. |
| 6) | Nodal officer for SVEEP | Prepare District SVEEP plan, KAP (Knowledge, Attitude, Practice) survey, NVD celebration, devise ways to increase enrolment of voters and their participation in polls, compilation of SVEEP documents. |
| 7) | Nodal Officer for Law and Order, VM and Security Plan | To compile and prepare daily law & order report, to arrange for induction, their briefing, training, stay, transport, mobile, de-induction etc. for the CAPF, preparation of VM plan and identification of critical polling booth. Coordination with district police. |

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| 8) | Nodal Officer for EVM Management | To ensure proper storage, security, availability and checking of EVMs by BEL/ECIL Engineers, overall monitoring and ensuring of FLC, EVM randomization, Commissioning, dispatch, replacement of EVMs, EVM sealing, transportation of EVM. EVM data management and preparing report. |
| 9) | Nodal Officer for MCC | Compliance of MCC instructions by the officer/candidates/political parties/media etc. in district. Compilation of daily reports, sending MCC references to CEO and their implementation, forwarding of ATR on MCC violation, implementation of SoP for first 72 hours and disposal of C-Vigil complaints. Last 48 hours protocol implementation. |
| 10) | Nodal Officer for Expenditure Monitoring | The Nodal Officer will train the manpower engaged in various teams of the expenditure monitoring work well in advance, before the notification of election. The Expenditure Monitoring Cell shall be responsible for video graphing all public meetings/rallies political parties/potential candidates during the period between announcement of election by ECI and notification of election. All such expenditure incurred by political parties as per the video CDs/DVDs are to be calculated by this Cell and handed over to DEO for estimating the expenditure by the political parties. Rate fixation of various campaign items/ activities. |
| 11) | Nodal Officer for Ballot paper, Postal Ballot, ETPBS | Ensure their timely transportation, proper storage and distribution of ballot papers to Absentee voters and arrangements for returned polled ballots to safe custody for counting. Home voting for eligible voters. All matters related to ETPBS. |
| 12) | Nodal Officer for Media | Responsible for dissemination of election related information, instructions, briefs, press notes, arrangement of press conferences and submitting press cuttings, exchange of information with media, maintaining daily reports, work as member of district MCMC and cases of paid news. |
| 13) | Nodal Officer for Communication Plan | To prepare District Communication Plan, implementation of the various monitoring systems, arrangements for communication in shadow areas and mid-course correction on Poll Day. |
| 14) | Nodal Officer for Electoral Rolls | Coordinate with EROs for enrolments of voters during SSR and continuous revision of Electoral Rolls, monitor distribution of EPIC, |

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| | | supply of marked copy of electoral rolls to recognized Political parties and their candidates and availability of alphabetic locator in Voter Assistance Booths (VABs). All matters related to Electoral Rolls/BLOs. |
| 15) | Nodal officer Complaints Redressal and Voter Helpline: | Ensure timely disposal and redressal of complaints lodged on the National Grievance Services Portal, ensure handling of telephone call and their disposal received on Voter Helpline No. 1951. |
| 16) | Nodal Officer for Observers | Keep track of the arrival, departure, boarding and lodging arrangements, liaison officer arrangement, reading material, transportation, security, telephone connectivity, computers, printer, etc, for all Observers. |

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

- 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 District (except for Sr.No.10 above, where Drawing and Disbursal Officer (DDO) or Treasury Officer 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 coherent subjects, as required, in one person/officer.
- 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 the designated purposes.
- DEOs will have to ensure that the selected officers are trained very well to take up the task at hand.
- The Nodal Officers at the districts may be intimated 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

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reported to the CEO in charge of the State 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 or who are likely to be transferred due to their home district or against whom Commission/CEO has recommended disciplinary action in past.

Annexure III

State Nodal Officer

