



**Vidhan Sabha Election 2025**  
**Date - 05.02.2025**  
**Time - 7:00 am to 6:00 pm**

# MICRO-OBSERVER's TRAINING

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**DLMT**

# OUTLINES

- **Why Micro-Observer(MO)?**
- **Job Description of MO.**
- **MO at Multiple Polling Stations.**
- **MO need to know.**
- **MO need to Observe.**
- **Format checklist for MO.**
- **Logistics for MO.**
- **Key Tasks**
- **Few Sample Formats**

# Various Roles of MO:

- **MO for Home Voting Process.**
- **MO for Election Day Process.**
- **MO for Counting Day Process.**

# Right to Cast Votes by MO:

- **MO's can exercise their right to vote by filling either **Form 12** (Postal Ballot in they are appointed in AC other than their home AC) or **Form 12A** (EDC if appointed in their home AC)**

# Nodal Officer for MO:

- **Each district will have a NODAL officer for MO appointed by DEO.**
- **Nodal officer will ensure all the facilities required for proper working of MO's in the election process.**

# Various Roles of MO:

**DUTIES ON ELECTION DAY  
AND  
DUTIES FOR HOME VOTING**

# Why Micro-Observer?

- Observers have a very crucial role to play in the conduct of an **independent, free and fair election.**
- **To strengthen the system of observation,** the Commission deploys Micro-Observers where necessary.

# Why Micro-Observer?

- These micro-observers directly work under **control and supervision** of the General Observer.



# JOB DESCRIPTION OF MO

- MO are appointed in the **SENSITIVE POLLING Stations** identified in vulnerability mapping.



- MO need to observe that a **fair, unbiased and peaceful election** process takes place at the polling booth assigned to him.

# JOB DESCRIPTION OF MO

- The responsibilities of MO is to report **any deviations in the polling process.**
- MO **reports to General Observer** of the assigned constituency.
- MO is only an observer and is **not a member of any polling party.**

# JOB DESCRIPTION OF MO

- For performing his duties well, he **needs to understand the roles and responsibilities** of official machinery of polling booth.
- The MOs will be **trained for the election process, guidelines and instructions**, polling materials like EVMs and electoral roll etc.

# JOB DESCRIPTION OF MO

- The MO can be assigned one or **more than one polling station.**
- The MOs will be provided with the **transport.**
- Each MO shall be given a **photo identity card by the DEO** to ensure his access to the Polling Stations .

# MO IN MULTIPLE POLLING STATION

- The MO shall be responsible for **all the polling stations at that location.**
- MO must **submit separate reports** for each polling station assigned to him.
- MO must **observe mock poll at any one** of the polling stations assigned to him.

# MO IN MULTIPLE POLLING STATION

- MO shall **divide her/his time between Polling Stations** & will visit all the Polling Stations within the same campus at frequent intervals.
- S/he shall **make it known to the polling agents** at each Polling Station that s/he is available in case they want to bring anything to her/his notice.

# MO-NEED TO KNOW

- Different Aspects of Election Process
- Operation of EVM
- Obtaining guidelines from General Observer for performing duties.
- Contact number of General Observer.

# MO-NEED TO OBSERVE

- 1. Mock Poll Procedure.**
- 2. Presence of Polling Agents and Observance of ECI instructions.**
- 3. Entry pass system and access to polling stations.**
- 4. Proper identification of electors in accordance with ECI Guidelines.**



# MO-NEED TO OBSERVE

- 5. Identification and recording procedures for Absentee, Shifted and Dead voter list (ASD List)**
- 6. Application of indelible ink.**
- 7. Procedure of noting down particulars of electors in register 17-A.**

**8. SECRECY OF VOTING.**

**9. Conduct of polling agents, their complaints if any.**

**10. Violation Found:** Immediately report to general observer through available means of communication.

**11. Preparation of Report in prescribed format by MO.**

# MO-NEED TO OBSERVE

**12. Personally, handing over his report to General Observer.**

**13. Re-Poll at PS: Reports of Micro-Observer along with scrutiny of Register 17A are taken in due considerations.**

# KEY TASKS

- ✓ To attend the **training** for Micro observer compulsorily.
- ✓ To be present at the time of **MOCK POLL**.
- ✓ To **understand the instructions** given by General Observer.

# KEY TASKS

- ✓ To **reach the polling station** at least **one hour before the polls** or previous day if required as per situation.
- ✓ To keep a track of the data of **CONTROL UNIT** whether properly deleted after the mock polls.

# KEY TASKS

- ✓ To keep an **eye on the presence of polling agent** and political parties during mock poll.
- ✓ To check whether **more than one polling agent** from same political party was present inside polling station or not.

# KEY TASKS

- ✓ To note down the **time of mock poll**.
- ✓ To observe whether the **entry pass system** for agents is been followed or not.
- ✓ To observe whether the voters were identified by **verifying EPIC or other valid documents** before permitting to vote.

# KEY TASKS

- ✓ To observe whether the polling booth is been **visited by Sector Officer** or not **during Actual POLL.**
- ✓ To observe **whether CAPF Jawan is deployed** at the polling station.
- ✓ To observe whether the hourly total is compared to **EVM total and Electoral Roll (17 A).**



# KEY TASKS

- ✓ To observe the **time of Commencement of poll** as well as **time of closing of poll** at the polling station.
- ✓ To check whether **polling agents** were allowed to note down the **serial numbers of ballot unit and control unit and green paper seal**.

# KEY TASKS

- ✓ To check whether the **list of votes issued with Postal Ballot** was available with the Presiding Officer & Polling Agents.
- ✓ To observe whether any **unauthorized person** was inside the polling station at any point of time.

# KEY TASKS

- ✓ To observe whether the **Presiding Officer or Polling Officer** was **going towards voting compartment** or giving any undue instructions to the voters.

# KEY TASKS

- ✓ To observe whether **marking of indelible ink** on **LEFT FOREFINGER** of voter was done properly.
- ✓ To check whether the **scrutiny of voters** in the **Absentee, Shifted and Dead list** was done meticulously by the Presiding Officers in accordance with ECI Guidelines.

# KEY TASKS

- ✓ To note down whether copies of accounts of votes recorded in **Form-17C** have been given to the polling agents.
- ✓ To observe whether **voting compartment** was properly placed to **ensure secrecy of voting**.

# KEY TASKS

- ✓ To check whether **sealing of voting machine** was done according to ECI instructions.
- ✓ To check whether **events are recorded** as and when they occur in the **Presiding Officer's Diary**.
- ✓ To be in **constant touch with the General Observer** and report from time to time.

# KEY TASKS

- ✓ To keep a **track of complaints by polling agent/s**, election agent/s or any political party and also understand the **nature and seriousness of the complaint.**
- ✓ To observe whether **sufficient polling material** has been provided to the Polling party.

# KEY TASKS

- ✓ Assess the preparedness of the election process on the day of poll like **presence of polling party, mock polls, facilities at polling booth, security arrangements, etc.**



# KEY AUTHORITIES

- ❖ To **scrutinize the voters' list** and other information.
- ❖ To access the entries in the **voter's register (Form 17 A)** to see if it is filled as per prescribed procedure by polling officer.
- ❖ To **enter and leave** assigned polling booths **as many times as required**.

# **SAMPLE FORMATS**

# MARKING ON MARKED COPY OF ELECTORAL ROLL

Electoral Roll, 2008 of Assembly Constituency 38-Sanvordem (S05) GOA

Part No. 2

Section No & Name : 1.Temple of Vithoba, Udalshem , Sub-Division: Quepem, District: South Goa, Pincode: 403406

31 EPIC NO : JGZ6504989 Name : Ratnabai Kulekar Husband's Name : Datta Kulekar House No :157 Age 49 Sex : Female	32 EPIC NO : JGZ6504674 Name : Rajaram Datta Kulekar Father's Name : Datta Kulekar House No :157 Age 29 Sex : Male	<del>33 EPIC NO : JGZ4273520</del> Name : Rajeshree Rajaram Kulekar Husband's Name : Rajaram Kulekar House No :157 Age 27 Sex : Female
<del>34 EPIC NO : GA/02/035/000210</del> Name : Babi Krishna Sanvordekar Father's Name : Krishna Sanvordekar House No :158 Age 49 Sex : Male	35 EPIC NO : JGZ8728099 Name : Babita Babi Sanvordenkar Husband's Name : Babi Sanvordenkar House No :158 Age 42 Sex : Female	36 EPIC NO : GA/02/035/000423 Name : Kushali Martu Kulekar Father's Name : Mortu Kulekar House No :159 Age 45 Sex : Male
37 EPIC NO : GA/02/035/000101 Name : Sushanti Kushali Kulekar Husband's Name : Kushali Kulekar House No :159 Age 39 Sex : Female	38 EPIC NO : JGZ4272498 Name : Sita Savlo Bhandari Husband's Name : Savlo Bhandari House No :160 Age 72 Sex : Female	39 EPIC NO : JGZ4301834 Name : Chandrakant Raghu Kalekar Father's Name : Raghu Kalekar House No :161 Age 38 Sex : Male
40 EPIC NO : JGZ6535868 Name : Pooja Kalekar Husband's Name : Chandrakant Kalekar House No :161 Age 29 Sex : Female	41 EPIC NO : JGZ0000430 Name : Lilawati Krishna Naik Husband's Name : Krishna Naik House No :162 Age 63 Sex : Female	<del>42 EPIC NO : TUH0082438</del> Name : Kamlakant Krishna Naik Father's Name : Krishna Naik House No :162 Age 36 Sex : Male
<del>43 EPIC NO : JGZ4273983</del> Name : Lalita Kamalakant Naik Husband's Name : Kamalakant Naik House No :162 Age 33 Sex : Female	44 EPIC NO : JGZ4273975 Name : Neeta Naik Father's Name : Krishna Naik House No :162 Age 24 Sex : Female	45 EPIC NO : GA/02/035/000361 Name : Vithu Pandu Naik Father's Name : Pandu Naik House No :163 Age 70 Sex : Male

# FORM-17A (REGISTER OF VOTER)

## FORM 17A REGISTER OF VOTERS

Election to the House of the People/Legislative Assembly of State/Union Territory.....  
from.....constituency number and Name of the polling station..... Part no. of  
electoral roll.....

S. No.	Serial no. of elector in the electoral roll	Details of the documents produced by the elector in proof of his/her identification	Signature/ thumb impression of elector	Remarks
1	2	3	4	5
503	801	EPIC 1029.	B. S. Singh	<del>Refused to vote</del>
504	912	EPIC 7001.	Vishnu	
505	443	EPIC 0654	Ashu	Refused to vote

Signature of the Presiding Officer

# FORM-17A (REGISTER OF VOTER)(LAST ENTRY)

No.	Sl. No. of elector in the electoral roll	Signature/Thumb impression of elector	Remarks
781	1003	Krishna Naik	Pass book 0099
782	765	P.S. Kondepant	Epic 4567
783	766	शिवजी शंकरराव	Epic 4568
784	51	J.K. Gonsalves	Epic 4454
785	The serial Number of last entry in Form 17A is 784		
786		Presiding Officer Polling Agents 1. 2. 3.	

Signature of the Presiding Officer

# DECLARATION AT END OF POLL

## PART III DECLARATION AT THE END OF POLL

I have furnished to the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in 'Part-I-Account of Votes Recorded' of Form 17C as required under rule 49-S (2) of the Conduct of Elections Rules, 1961.

Date. 18th October, 2010

Time. 5.15 p.m.

Signature [Signature]  
Presiding Officer

Received an attested copy of the entries in the accounts of votes recorded (Part I of Form 17C)

Signature of polling agents :

1. [Signature] (of candidate xyz)  
3. [Signature] (of candidate abcd)  
5. .... (of candidate.....)  
7. .... (of candidate.....)

2.....(of candidate.....)  
4.....(of candidate.....)  
6..... (of candidate .....)  
8.....(of candidate.....)



# POLLING AGENT PASS

## मतदान अभिकर्ता के लिए पास PASS FOR POLLING AGENT

.....निर्वाचन क्षेत्र से.....के लिए  
उम्मीदवार श्री.....के मतदान  
अभिकर्ता श्री.....को मतदान केन्द्र सं.....  
में जाने की आज्ञा है।

Shri.....Polling Agent of Shri.....  
..... a candidate for election to the.....from the.....  
Constituency, is allowed to enter Polling Station No. ....

पीठासीन पदाधिकारी  
PRESIDING OFFICER

# POLLING AGENT MOVEMENT RECORD

## POLLING AGENTS / RELIEVING AGENTS MOVEMENT SHEET

S. No.	No. and Name of Parliamentary Constituency	No. and Name of Assembly segment	Name of Candidate	Name of Political Party	Name of Polling agents / Relieving agents	Time of Entry	Signature	Time of Exit	Signature
1.									
2.									
3.									

Signature of the Presiding Officer



# PRESIDING OFFICER'S DIARY (SAMPLE)

## PRESIDING OFFICER'S DIARY

1. Name of the constituency (in block letters):
2. Date of poll:
3. Number and Name of the polling station:
- Whether located in –
  - (i) Government or quasi-government building;
  - (ii) Private Building;
  - (iii) Temporary structure;
4. Number of Polling Officers recruited locally, if any:
5. Appointment of Polling Officer made in the absence of duly appointed Polling Officer, if any, and the reasons of such appointment:
6. Electronic Voting Machine
  - (i) Number of Control Units used:
  - (ii) S. No.(s) of Control Units used:
  - (iii) Number of Balloting Units used:
  - (iv) S. No.(s) of Balloting Units used:
7.
  - (i) Number of paper seals used:
  - (ii) S. Nos. of paper seals used:
- 7A.
  - (i) Number of special tags supplied:
  - (ii) S. No.(s) of special tags supplied:
  - (iii) Number of special tags used:
  - (iv) S. No.(s) of special tags used:
  - (v) S. No.(s) of special tags returned as unused:
- 7B. Applicable in the polling stations where VVPAT system is used
  - (i) No. of Printers used:
  - (ii) S. No.(s) of printer(s):
8. Number of candidates who had appointed polling agents at the polling stations:
9.
  - (i) Number of polling agents present at the commencement of poll:
  - (ii) Number of polling agents who arrived late:
  - (iii) Number of polling agents present at the close of the poll:
10.
  - (i) Total number of voters assigned to the polling station:
  - (ii) Number of electors allowed to vote according to marked copy of the electoral roll:
  - (iii) Total number of electors as entered in the Register of Voters (Form 17-A):
  - (iv) Number of votes recorded as per the voting machine:
  - (v) Number of voters deciding not to record vote, if any:

# PRESIDING OFFICER'S DIARY (SAMPLE)(..CONTD)

Signature of the first Polling Officer

Signature of Polling Officer

In-charge of Register of Voters

11. Number of electors who voted –

Men.....

Women.....

Third Gender.....

Total.....

12. Challenged vote –

Number allowed.....

Number rejected.....

Amount forfeited Rs.....

13. Number of persons who have voted on production of Election Duty Certificate (EDC):

13A. Number of overseas electors who voted:

14. Number of electors who voted with the help of companions:

15. Number of voters cast through proxy:

16. Number of tendered votes:

17. No. of electors –

(a) From whom declarations as to their age obtained.....

(b) Who refused to give such declaration.....

18. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:

19. Number of votes cast in every two hours –

From 7 a.m. to 9 a.m.

From 9 a.m. to 11 a.m.

From 11 a.m. to 1 p.m.

From 1 p.m. to 3 p.m.

From 3 p.m. to 5 p.m.

(Necessary changes may be made depending on the hours fixed for commencement and close of poll)

19B. Details of visitors at polling stations as per Visit Sheet

S. No.	Name & Designation of the officer visiting (Observer/DEO/RO/ARO/Sector Magistrate/Zonal Magistrate/Patrolling Magistrate)	Time of Visit	Brief description of polling process (Peaceful/Incident, If any)	Number of votes polled till the time of visit	
				As per Form 17	As per the EVM

20. (a) Number of slips issued at the closing hour of the poll to electors standing in the queue:

# FORM-17C (ACCOUNT OF VOTES)

## FORM 17C

[See rules 49S and 56C (2)]

### PART I – ACCOUNT OF VOTES RECORDED

Election to House of the People/Legislative Assembly of the State/Union Territory .....  
from..... constituency.

Number and Name of Polling Station: .....

Identification Number of voting Machine used at the Polling Station:

Control Unit.....

Balloting Unit.....

VVPAT .....

1. Total number of electors assigned to the Polling Station
2. Total number of voters as entered in the Register for Voters (Form 17A)
3. Number of voters deciding not to record votes under rule 49-O
4. Number of voters not allowed to vote under rule 49M
5. Test votes recorded under rule 49MA (d) required to be deducted-

(a) Total number of test votes to be deducted:

Total No.	Sl. No.(s) of elector(s) in Form 17A
.....	.....

(b) Candidate(s) for whom test vote(s) cast:

Sl. No.	Name of candidate	No. of votes
.....	.....	.....
.....	.....	.....

6. Total number of votes recorded as per voting machine.....
7. Whether the total number of votes as shown against item 6 tallies with the total number of votes as shown against item 2 minus numbers of voters deciding not to record votes as against item 3 minus number of voters as against item 4(i.e. 2-3-4) or any discrepancy noticed.....
8. Number of voters to whom tendered Ballot papers were issued under rule 49P.....
9. Number of tendered Ballot papers:
 

	Sl. No.	
Total	From	To
(a) received for use	.....	.....
(b) issued to electors	.....	.....
(c) not used and returned	.....	.....
10. Account of papers seals

Signature of polling agents

# FORM-17C (ACCOUNT OF VOTES)(..CONTD)

1. Paper seals supplied for use: Total No..... 1.....  
Sl.No. from..... To .....
2. Paper seals used: Total No..... 2.....  
Sl.No. from..... To .....
3. Unused paper seals returned to  
Returning Officer: Total No..... 3.....  
Sl.No. from..... To .....
4. Damaged paper seal, if any: Total No..... 4.....  
Sl.No. from..... To .....  
5.....  
6.....

Date.....

Place.....

Signature of Presiding Officer

# FORM-17C (ACCOUNT OF VOTES)(..CONTD)

(CHAPTER XXX, Para 1.4)  
"Form 17C"  
[See Rules 49S and 56C(2)]

## PART I. – ACCOUNT OF VOTES RECORDED

Election to House of the people/Legislative Assembly of the State/Union Territory West Bengal from  
26, Sikkuri Constituency  
Number and Name of Polling Station : 22, Baghajatin Primary School  
Identification Number of Voting Control unit G 04101  
Machine used at the Polling Station: Balloting unit G 18342  
Printer (if used) 3099

1. Total number of electors assigned to the Polling Station 995
2. Total number of voters as entered in the Register for Voters (Form 17A) 763
3. Number of voters deciding not to record votes/ refused to vote 02
4. Number of voters not allowed to vote under Rule 49M 01
5. Test votes recorded under Rule 49MA(d) required to be deducted -  
(a) Total number of test votes to be deducted : Total No. 02  
Sl. No.(s) of elector(s) in Form 17A 17 2 200

(b) Candidate(s) for whom test vote(s) cast :

Sl. No.	Name of Candidate	No. of votes
1	A	0
2	B	01
3	C	0
4	D	0
5	E	0
6	F	0
7	G	01
8	H	0
9	None of the Above	0
	Total	02

6. Total number of votes recorded as per voting machine: 760
7. Whether the total number of votes as shown against items 6 tallies with the total number of votes as shown against item 2 minus number of votes deciding not to record votes as against 3 minus number of voters as against item 4 (i.e. 2-3-4) or any discrepancy noticed: Yes, tallied 03
8. Number of voters to whom tendered ballot papers were issued under rule 49P: 03



# FORM-17C (ACCOUNT OF VOTES)(..CONTD)

2

## 9. Number of tendered ballot papers.

Sl. No.	Total	From	To
Received for use	20	00421	00440
Issued to electors	03	00421	00423
Not used and returned	17	00424	00440

## 10. Account of paper seals

(1)	Paper seals supplied for use:	Total No.....(3)..... Sl. No. from AA009788 - AA009790
(2)	Paper seals used	Total No.....(1)..... Sl. No. from AA009788
(3)	Unused paper seals returned to Returning Officer	Total No.....(2)..... Sl. No. from AA009789 to AA009790
(4)	Damaged paper seal, if any, Returning Officer	Total No.....Nil 4..... Sl. No. (3) from.....to..... 5..... 6.....

Date .....XX.XX.XXXX  
Place.....X.X.X.X.....

Signature of Presiding Officer  
Polling Station No. 22/26  
Bapajatin Primary School

Signature of Polling Agents

# PRESIDING OFFICER'S REPORT PART-I

## PRESIDING OFFICER'S REPORT

### PART-I: MOCK POLL CERTIFICATE

Name of election: ..... (to be pre-printed)

No. and Name of AC/AS: ..... (to be pre-printed)

No. and Name of PC: ..... (to be pre-printed)

Polling Station No: .....

(a) Conduct of mock poll and verification of mock poll data

S. No.	Name of Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during the mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed Paper slips against Candidates	Result displayed in CU & Printed Paper Slips count tallied with each other (Yes/No)	Signature of Polling agents with party abbreviation / Independent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
	NOTA					
	TOTAL					

(b) 'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/No). If yes, then write the above sentence in ink.

- (c) All paper slips taken out from VVPAT after mock poll (Yes/No)
- (d) Empty VVPAT shown to all Polling Agents (Yes/No)
- (e) Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to Polling Agents (Yes/No)
- (f) 'TOTAL' button on the Control Unit has been pressed to show total vote 'O' to polling agent (Yes/No)
- (g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope and then sealed with Pink Paper Slip (Yes/No)
- (h) Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

MO Sign Needed

- (i) Time display on the Control Unit is ..... minutes more/less than Indian standard Time (IST), if any.
- (j) Signature of Micro-Observer (if posted at the polling station)

Name and/ signature of the Presiding Officer

# MICRO OBSERVER REPORT ON POLL DAY

Name of the Election –.....

Name of AC/AS – .....

Name of Assigned Polling Station - .....

S.N.	Point	Remarks
1	Whether Assured Minimum facilities like Provisions of ramp, drinking water, adequate furniture, proper lighting/electricity arrangement, proper signage, toilets, shade, etc. were available at the polling station?	Yes or No
2	Whether mock poll has been conducted in presence of micro-Observer?	Yes or No
3	Whether data of mock poll from the Control Unit was cleared and all slips are taken out from VVPAT & put in black envelop and the EVM count was set to zero after the mock poll and before the beginning of actual poll?	Yes or No
4	How many polling agents and of which political party, were present during poll?	Yes or No and brief details
5	Whether more than one polling agent from the same political party were present inside the polling station at any time?	Yes or No



# MICRO OBSERVER REPORT ON POLL DAY

6	Whether polling agents were allowed to note the serial numbers of balloting unit and Control Unit and green paper seal?	Yes or No
7	Whether voting compartment was properly placed to ensure secrecy of voting?	Yes or No
8	Whether the entry pass system was enforced properly? Whether any unauthorized person was inside the polling station at any point of time?	Yes or No
9	Whether marking of indelible ink was done properly?	Yes or No
10	Whether the identification document particulars were being filled up meticulously in Register of Voters (Form 17A)?	Yes or No
11	<p>(a) Whether the information of voters issued with Postal Ballot was available with the Presiding Officer &amp; Polling Agents?</p> <p>(b) Did any person already issued with Postal Ballot appeared to vote again in person?</p> <p>(c) Whether any person cast a vote on the basis of EDC?</p>	<p>Yes or No</p> <p>Yes or No</p> <p>Yes or No</p>

# MICRO OBSERVER REPORT ON POLL DAY

12	Whether events are recorded from time to time as and when they occur in the Presiding Officer Diary?	Yes or No
13	Whether the Presiding Officer or Polling Officer was going towards voting compartment without valid reasons or giving any undue instructions to the voters?	Yes or No
14	Whether the scrutiny of voters in the Absentee, Shifted and Dead list was done meticulously by the Presiding Officer in accordance with ECI Guidelines?	Yes or No

# MICRO OBSERVER REPORT ON POLL DAY

15	Whether sealing of voting machines was done according to instruction?	Yes or No
16	Whether copies of accounts of votes recorded in Form 17C have been given to the polling agents?	Yes or No
17	Whether any complaint by polling agent, election agent or any political party was received? If yes, its substance.	Yes or No
18	Any other incident or issue that you would like to highlight?	Yes or No

**Signature of the Micro Observer**

Name (in Full):

Designation:

Mobile No:

Date and Time:

# Duties on Counting Day.

## DUTY of MO on Counting Day

- ✓ Each Counting table including tables for Counting of Postal Ballots, shall have one Micro Observer.
- ✓ The Micro Observer shall be responsible for the PURITY OF COUNTING PROCESS on his/her respective table.
- ✓ The Micro Observers will note down the details of votes displayed by the CUs being counted in each round on the table assigned to them.

## DUTY of MO on Counting Day

- ✓ Micro Observers would be provided with a pre-printed statement on which there will be space for noting down the CU Number, Round Number, Table Number, Polling Station Number and the names of all the contesting candidates, including NOTA, as they appear in the Ballot Paper.

## DUTY of MO on Counting Day

- ✓ Micro Observers shall put their signatures at the end of the statement and shall hand over the statement to the Observer after completion of each round.



## DUTY of MO on Counting Day

- ✓ **The two Micro Observers, attached with the Observer, are entrusted with the following responsibilities:**
  - a) One of these two Micro Observers shall keep a watch over the data entry in the computer placed in the Counting Hall for round-wise compilation of the votes recorded for each candidate. He/ she should ensure that the entries of the Part II of the Form 17C are correctly entered in the computer by the data entry operator.**
  - b) The second Micro-Observer shall assist the Observer. He/ She shall by obtaining a print-out of the data entry done in the computer and verifying the entries with the statement handed over by the Micro-Observers, present on Counting tables, after each round of Counting.**



## DUTY of MO on Counting Day

- ✓ In cases where the Observer is assigned to look after Counting in more than one Hall/AC:

The Micro Observers attached to the Observer in each Hall and **who are preparing the round-wise tabulation format of randomly selected two CUs, should sign the round-wise tabulation format on behalf of the Observer in absence of the Observer.** The Observer will countersign the same when he/she returns/ visits the Counting Hall.



**THANK YOU**