JOB DESCRIPTION OF MICRO OBSERVERS

I. **Job Title**: Micro Observer

II. **Appointed By**: Election Commission of India

III. **Duration of work**: 1 week

IV. **Reporting to:** General Observer

1. Observer:

   a. **Report of MO for poll day (as per format in COI, Vol: 2, Annexure II)** duly filled.

   b. Feedback report by MO **(as per format provided in Annexure L of Guidelines for Observers, 2008, issued by ECI)** to be submitted to the constituency observer after the poll.

V. **Reported By:**

   No one

VI. **Job Description:**

Micro Observer (MO) is a special job profile created under the guidelines of ECI. The responsibilities and tasks assigned to MO revolve around reporting deviations in the polling process from the assigned polling station to the General Observer of the constituency. MOs are appointed in the sensitive polling areas identified in vulnerability mapping.

The duties of the MO are restricted to the days of polling. The MO needs to observe the overall election process of the polling booth/s assigned to him. 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. The MO can be assigned one or more than one polling area so he has to visit all the polling booth assigned to him to observe if the polling procedure is performed according to the guidelines of the ECI. He has to report to the General Observer from time to time and keep him updated about the status of the polling booth. He also has to observe the complaints made to him by the polling agents, election agents and electors during the poll and understand the seriousness and nature of the complaints.

The MO is also assigned the responsibility of observing the procedures related to electoral roll. He also needs to be present at the time of mock polls to observe the presence of various officials and polling parties and if it has been carried out as per prescribed procedures. The MOs will be provided with the transport as well as food facility. Not only that in case if he needs to reach the polling station on the previous day, he is provided with the accommodation facility also. The MO is authorized to enter and

leave the polling station as and when required without signing the register kept at the polling station for visitors.

VII. Key Result Area:

To report any deviation in election process to General Observer and to observe that a fair, unbiased and peaceful election process takes place at the polling booth assigned to him.

VIII. Key Responsibilities:

a. To be conversant with the laws and rules related to election conduct on the poll day.
b. To observe whether the identification document particulars were being filled up meticulously in Register of Voters (Form 17-A) by polling officer.
c. To be present/ visit the given polling booth throughout the day and observe all the processes of the election as per the guidelines of ECI
d. To observe whether the Presiding Officer or Polling Officer was going towards voting compartment or giving any undue instructions to the voters
e. To check whether the scrutiny of voters in the Absentee, Shifted and Duplicate list was done meticulously by the Presiding Officers in accordance with ECI Guidelines
f. To report to Observer about activities of poll day for each polling booth under his jurisdiction.
g. To check whether sealing of voting machine was done according to ECI instructions.
h. 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.
i. After the poll, the MO should report to General Observer at the collection centers and handover the envelope containing the report.
j. To observe whether sufficient polling material has been provided to the Presiding Officer and Polling party.
k. To bring to the notice of General Observer whenever he feels that the poll is being vitiated for any reason, with help of available communication channel either phone, wireless or any other means.
l. 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

IX. Key task:

a. To attend the training for Micro observer compulsorily.
b. To be present at the time of mock polls.
c. To avail his/her photo pass, Identity card and appointment letter from DEO.
d. To understand the instructions given by General Observer.
e. To take the communication plan from RO.
f. To reach the polling station at least one hour before the polls or previous day if required as per situation.
g. To keep a track of the data of ballot unit whether properly deleted after the mock polls.
h. To keep an eye on the presence of polling agent and political parties during mock poll.

i. To check whether more than one polling agent from same political party was present inside polling station.

j. To note down the time of mock poll.

k. To observe whether the entry pass system for Agents is been followed or not.

l. To observe whether the voters were identified by verifying EPIC or other valid documents before permitting to vote.

m. To observe whether the polling booth is been visited by Sector Officer or not.

n. To observe whether CPF Jawan is deployed at the polling station.

o. To observe whether the hourly total is compared to EVM total and Electoral Roll (17 A).

p. To observe the time of Commencement of polls as well as time of closing of polls at the polling station.

q. To check whether polling agents were allowed to note down the serial numbers of ballot unit and control unit and green paper seal.

r. To check whether the list of votes issued with Postal Ballot was available with the Presiding Officer & Polling Agents.

s. To observe whether the entry pass system was enforced properly in the polling booth/s.

t. To observe whether any unauthorized person was inside the polling station at any point of time.

u. To observe whether marking of indelible ink on left forefinger of voter was done properly.

v. To note down whether copies of accounts of votes recorded in Form-17C have been given to the polling agents.

w. To observe whether voting compartment was properly placed to ensure secrecy of voting.

x. To check whether events are recorded and when they occur in the Presiding Officer's Diary

y. To be in constant touch with the General Observer ad report from time to time.

X. Key Authorities:

a. To scrutinize the voters' list and other information.

b. 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.

c. To enter and leave assigned polling booths as many times as required.

XI. Resources Provided:

a. *Communication facilities in case of any problem or emergency*

b. Pick up and drop facility to and from the polling stations.

c. Facility of food at par with polling party

d. Facility of accommodation if necessary.

XII. Communication with media:

Not allowed to communicate anything to anyone except the General Observer.

XIII. Forms/Reports/Certificates/Papers/Instructions to be Received:

a. Photo pass and Identity Card from DEO

XIV. Forms/Reports/Letters to be Submitted/Sent

a. **Report of MO for poll day (as per format in COI, Vol: 2, Annexure II)** duly filled.

b. Feedback report by MO **(as per format provided in Annexure L of Guidelines for Observers, 2008, issued by ECI)** to be submitted to the constituency observer after the poll.
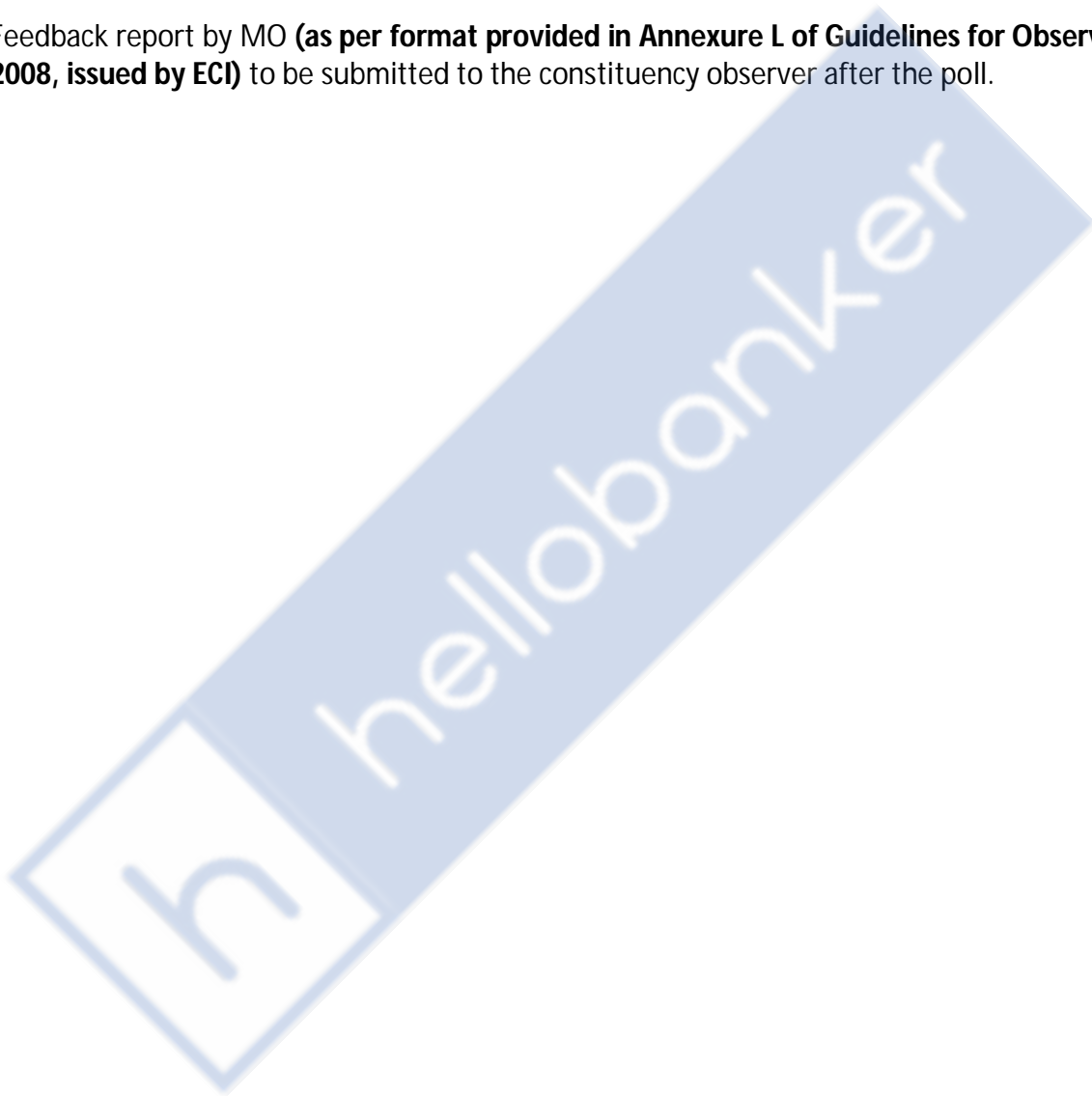
Part-4.

FORMAT FOR THE FEED BACK REPORT BY MICRO OBSERVERS TO BE SUBMITTED TO THE CONSTITUENCY OBSERVER AFTER THE POLL

Based on the ANNEXURE -L of GUIDELINES FOR OBSERVERS, 2008 issued by ECI

1.   Name of the Micro Observer

2.   Designation

3.   No. & Name of the polling station allotted

4.   Date & time of arrival at the polling station

5.   Name of the presiding officer

6.   Total No. of voters

7.   Whether mock poll was conducted (Y/N)

8.   Whether mock poll result was cleared (Y/N)

9.   Time of mock poll

10.   Whether EVM ID/Machine No. shown to agents by Presiding Officer? (Y/N)

11.   No. of polling agents present

12.   Whether any party (candidate) not represented by polling agent

13.   Whether entry pass system for Agents followed (Y/N)

14.   Time of commencement of poll

15.   No. of people standing at the queue at the time of commencement of poll

16.   Whether voters were identified by verifying EPIC or other valid documents before permitted to vote (Y/N)

17.   Whether the polling staff were filling details in the 17A register with reference to each voter

18.   The time of first visit by the sector officer

19.   How many times the sector officer visited the polling station during poll hours

20.   Whether CPF deployed at the polling station (Y/N)

21. If yes, whether CPF jawan was observing the proceeding in the polling station while standing at the door
22. Was there any incident of violence/argument /threat etc. took place

23. Did you notice any incident of polling staff going to voting compartment to guide the voters (Y/N)
24. Did any voter/agent complaint about voting process/polling staff?
25. Whether hourly total was compared between EVM total and 17A? (Y/N)

26. Whether flow of voters was regular or intermittent?

27. How many voters were standing at the queue at 3.00 PM/4.00 PM/5.00 PM

28. How many voters were given token by the presiding officer at 5.00 PM

29. How many voters had cast their vote at 5.00 PM

30. How many voters cast their vote after 5.00 PM

31. What time the poll was actually closed

32. Total No. of votes polled

33. % of votes polled

34. No. of voters voted using documents other than EPIC

35. No. of absentee/shifted voters voted

36. Whether EVM was sealed properly in the presence of agents

37. Whether signatures of agents obtained in the Part I of 17C?

38. Whether copy of 17C given to agents (Y/N)

39. What time the pickup party came to the polling station for escorting the polling staff?

Signature of Micro Observer :
Name (in full) :
Designation :
Phone No. :
Date & Time :