

**MINUTES OF MEETING WITH DISTRICT ELECTION OFFICERS & SUPERINTENDENTS OF POLICE ON PREPAREDENESS FOR LOK-SABHA ELECTIONS-2024 HELD ON 19<sup>TH</sup> MARCH, 2024 CHAIRED BY SHRI PRADEEP KUMAR JHA, CHIEF ELECTORAL OFFICER, MANIPUR AT THE CONFERENCE HALL OF CHIEF ELECTORAL OFFICER, MANIPUR, LAMPHELPAT.**

At the outset, Shri Pradeep Kumar Jha, Chief Electoral Officer, Manipur welcomed all the District Election Officers & Superintendents of Police present and placed that the meeting was taken specially to discuss on preparedness for General Elections to Lok Sabha, 2024.

2. The following points were deliberated upon in the meeting and decisions taken accordingly:

**i. Electoral Roll:**

Chief Electoral Officer, Manipur informed that District Election Officers shall ensure disposal of all pending forms. Electoral Registration Officers of Assembly Constituencies where pendency is more than 100 should give priority on speedy disposal of forms.

**ii. Model Code of Conduct:**

Chief Electoral Officer, Manipur instructed that with the enforcement of MCC since 16<sup>th</sup> March, 2024, all stakeholders concerned should take responsibility and undertake swift action on any violation of MCC. It was also reminded to brief Political Parties on all developments undertaken and to work in close co-ordination to maintain an open & transparent platform for consultation.

**iii. Daily Reporting to Commission:**

It was reminded to District Election Officers & Superintendents of Police to furnish the daily MCC report and LOR-II report on time with correct figures.

**iv. Observers:**

Chief Electoral Officer, Manipur brief that 3 Expenditure Observers would be arriving on 20<sup>th</sup> March 2024, One for Inner Manipur PC and two for Outer Manipur (ST) PC. It was instructed that logistics and other arrangement for Observers may be planned and executed properly. It was shared that General and Police observers would be arriving one day before last day of nomination. It was instructed that responsible Liaison Officers may be appointed and briefed properly.

**v. Special Polling Stations:**

Chief Electoral Officer, Manipur shared that Commission had approved setting up of 94 Special Polling Stations. It was instructed that ID-FORMS may be circulated along with the List of approved Special Polling Stations and designated AROs appointed for

the purpose. Facilitation centres for issuing and receiving ID-FORMS should be set up. It was clarified that Electors staying outside the relief camps can choose either any of the Special Polling Stations or original polling station to exercise his/her franchise.

**vi. Notification:**

Chief Electoral Officer, Manipur apprised that the Returning Officers may authorize Assistant Returning Officers for receiving Nomination Papers. However, scrutiny of nomination will be done by Returning Officers only.

**vii. Training Plan:**

CEO, Manipur advised the DEOs to prepare a proper District Training Plan and to follow scrupulously. It was also informed to conduct minimum 3 rounds of hands on training to all polling teams besides Presiding Officers to ensure confidence.

**viii. Vehicles:**

Chief Electoral Officer, Manipur highlighted that District Election Officers have been authorised for requisition of vehicles for use in election purposes. It was also shared that request to Assam Government for vehicles for Hill Districts has been made.

**ix. Postal Ballot:**

It was informed that the services of Booth Level Officers may be utilised for distribution and collection of Form 12D for absentee voters. Application Forms for Postal Ballots/Election Duty Certificates for voters on election duty may be made available in Facilitation centres and Training Centres.

**x. Security:**

State Police Nodal Officer directed the SPs to prepare District Security Plan. He emphasised that those polling stations which are critical due to vulnerability should be given priority. He also directed the SPs to make an assessment of the number of police personnel who will be opting for postal ballots.

**3. The meeting concluded with thanks from the Chair**

Sd/-


(Pradeep Kumar Jha)  
Chief Electoral Officer, Manipur

Memo No. AA-1019/1/2022-ELEC-ED

Imphal, the 21st March, 2024

**Copy to:**

1. Commissioner-cum-Secretary (Election), Government of Manipur.
2. All District Election Officers
3. All Superintendents of Police
4. Relevant File.

  
(Ramananda Nongmeikapam)  
Joint Chief Electoral Officer, Manipur