

PROCEEDINGS OF THE MEETING HELD BY CEO, MANIPUR WITH DCs, SsP, ADCs AND SDOs ON 11TH FEBRUARY, 2009 AT 11.00 A.M. AT MAIN CONFERENCE HALL OF OLD SECRETARIAT, IMPHAL IN CONNECTION WITH THE ENSUING 15TH LOK SABHA ELECTIONS-2009:

List of participants is at ANNEXURE-I.

CEO, Manipur welcomed all Officers present and informed that the Election Commission of India has recently held a Conference of Chief Electoral Officers of all States and Union Territories on 4th Feb, 2009 and discussed matters relating to the forthcoming 15th Lok Sabha Elections-2009. This was followed by another meeting of Chief Secretaries, Directors General of Police and Chief Electoral Officers on 5th Feb, 2009. Earlier on 3rd Feb, 2009, the Commission held a meeting with representatives of all recognized National and State Parties and obtained their views/suggestion for smooth conduct of the forthcoming Lok Sabha Elections-2009. Now, the Election Commission is likely to announce the schedule of the General Elections-2009 anytime in the last week of February, 2009. He informed that the recent instructions of the ECI are being compiled in the form of Compendium and the same will be shared with all concerned officers.

Announcement of election schedule and Model Code of Conduct:

CEO, Manipur requested all DCs, SsP, ADCs and SDOs to ensure that the provisions of Model Code of Conduct (MCC) are enforced strictly in their respective districts immediately after announcement of election schedule by the Commission. District Level Standing Committees should be formed immediately for effective enforcement of MCC. A complaint monitoring system should be placed in operation and a register be maintained properly for all complaints lodged in this regard. He directed the DCs and SsP to ensure that the provisions of MCC are known to all police officials also including the Constables by arranging special awareness programme.

(Action: All DCs, SsP ADCs & SDOs)

Setting up of Election Control Rooms:

CEO informed that immediately after announcement of election schedule, a State Level Election Control Room shall be set up at Old Secretariat, South Block, Imphal. He directed the DCs and SsP to set up similar Control Rooms at the District Headquarters. Nodal Officers to control these Control Rooms should be appointed.

(Action: Jt.CEO, all DCs, SsP ADCs & SDOs)

Model Checklist for DEOs & ROs:

Copies of Model Checklist for District Election Officers (DEOs) and Returning Officers (ROs) prepared by the Election Commission were distributed at the meeting. CEO advised the officers present to read these model checklist minutely as it will guide them properly at every stage of election process. He informed that checklist for the Presiding Officers and Booklet of Statutory and Non-Statutory Forms to be used by the Presiding Officers are being supplied by CEO's office shortly.

(Action: Jt. CEO, All DCs, ADCs & SDOs)

Photo Electoral Rolls, 2009:

CEO informed that the final Photo Electoral Rolls published on 10th Jan, 2009 (revised w.r.t. 01-01-2009 as the qualifying date) plus the continuous updated Rolls shall be used for the forthcoming 15th Lok Sabha Elections-2009. He advised the DCs, ADCs and SDOs to inform the recognized National and State Parties to appoint the Booth Level Agents (BLAs) latest by 16th Feb, 2009. As per direction of ECI, a meeting of Booth Level Officers (BLOs) and BLAs should be arranged by the DCs at all polling stations on 23rd Feb, 2009 for verification and rectification of the finally published Rolls. CEO made it clear that the meeting of BLAs and BLOs at the polling stations should be made at least once in a month.

(Action: All DCs, ADCs/KPI & JBM & SDOs)

Service Electors:

Regarding special campaign for enrolment of Service Voters and proxy voting facility, CEO, Manipur instructed all Deputy Commissioners/DEOs to identify the locations/cantonments where special campaign for enrolment of service voters can be undertaken immediately within the cantonments/peace stations. He informed that adequate Forms 2, 2A, 13 F etc shall be provided by CEO's office. Further, he directed all DCs/DEOs to dispose of all pending cases for registration of service electors in respect of all Assembly Constituencies falling under your jurisdiction immediately without any further delay and to inform the Record Office concerned accordingly. The status report in this regard should be submitted to CEO's office latest by 20th Feb, 2009.

(Action: All DCs, ADCs/KPI & JBM)

New RO for No.2-Outer Manipur (ST) Parliamentary Constituency:

CEO drew the attention of all Officers present that as per the standing guidelines of the Commission, DC/DEO, Thoubal has recently been appointed as R.O. for No.2-Outer Manipur (ST) P.C. DC/DEO, Imphal West shall continue to be the R.O. for No.1-Inner Manipur P.C. The list of ROs and AROs for both the P.C.s was shared with all officers present.

Polling Stations:

CEO recalled that the total number of polling stations in the State has recently been increased by 132 polling stations after conducting a rationalization exercise. Now, out of existing 2193 polling stations, **970** Nos. of polling stations are within No.1-Inner Manipur Parliamentary Constituency and the rest **1223** Nos. of polling stations are within No.2-Outer Manipur Parliamentary Constituency (ST).

CEO directed all DCs/DEOs, ADCs and SDOs to conduct physical verification of all polling stations falling under their jurisdiction immediately and submit a status report of polling stations building along with proposal for any repairing (if any) to CEO's office latest by 20th Feb, 2009. He also directed DCs/DEOs to publish the list of polling stations for all ACs falling under respective jurisdiction immediately and send copies to political parties, SsP and CEO's office.

DCs and SPs present were also directed to identify the list of Hypersensitive, Sensitive and Normal Polling Stations based on the criteria laid down by the Election Commission and to submit the same to CEO's office latest by 20th Feb, 2009.

(Action: All DCs, SsP, ADCs/KPI & JBM & SDOs)

Uniform software for polling personnel data:

As per instruction of ECI, CEO's office has developed a uniform software for polling personnel randomization to be used by all DCs/DEOs in consultation with NIC, Manipur. CEO informed that randomization of polling personnel is to be done by use of this software. He informed further that a training of all related officials especially from District NICs shall be arranged shortly by CEO's office for familiarization with this software. A power point presentation in this regard was made by Smt. L. Sujata Devi, Assistant Computer Programmer of CEO's office.

CEO also advised the DCs/DEOs to prepare the movement chart for the polling personnel in advance in consultation with SsP. Requirement of porters (if any) should be worked out and details should be furnished to CEO's office latest by 20th Feb, 2009. He also directed the DCs and ADCs/SDOs to conduct randomization of EVMs in presence of contesting candidates, election agents, political parties at appropriate time as per standing instruction of ECI.

(Action: Jt. CEO, All DCs, SsP, ADCs/KPI & JBM & SDOs)

Requirement of vehicles and requisition powers:

CEO informed that necessary Orders conferring powers to all DCs, Director Transport, ADC/Kangpokpi, ADC/Jiribam etc regarding requisition of vehicles shall be issued by the CEO's office under the relevant provisions of Representation of People Act, 1951. He stated that every effort should be made to utilize the maximum number of Government/Departmental vehicles available in the district. The requirement of vehicles should be worked by the DCs in consultation with SsP and the same should be furnished to CEO's office on or before the 20th Feb, 2009.

(Action: Jt. CEO, all DCs & SsP, ADCs/KPI & JBM & SDOs)

District Communication Plan:

As done in the past General Elections, CEO advised DCs/DEOs to prepare a well planned District Communication Plan in consultation with their respective SsP and concerned officials. The details of communication facilities available in the districts such as landlines, mobile phones, wireless connectivity etc along with details of shadow areas should be mentioned clearly. Appropriate district maps showing the approach roads to the polling stations should be prepared to the extent possible. DCs and SsP should consult the concerned officials of BSNL posted in their districts and status of BSNL connectivity should be established. This exercise should be done in advance and the report should be submitted to CEO's office on or before the 20th Feb, 2009.

(Action: Jt. CEO, all DCs & SsP, ADCs/KPI & JBM & SDOs)

Electronic Voting Machines (EVMs):

CEO informed that as done in the past elections and as per direction of the Election Commission of India, EVMs will be used in all Polling Stations of the State in the ensuing 15th Lok Sabha Elections-2009. He informed that 6(six) BEL Engineers from Bangalore shall start First Level Checking (FLC) of all EVMs available at all District Headquarters (including Jiribam and Kangpokpi) one after another. They shall start FLC in Imphal East and Imphal West districts from 12th Feb, 2009 onwards. Details for the other districts shall be intimated shortly. He informed that the DCs/DEOs concerned are required to make all necessary transportation of these BEL Engineers from Imphal to their respective District HQs and also to make arrangements for accommodation and any other backup support.

CEO informed that as per instruction of the Commission, the total requirement of EVMs for conduct of elections in the district should not exceed the total number of polling stations plus 20% extra (10% for training and another 10% for reserve). Since there is shortage of EVMs in some districts, CEO advised the DCs and ADCs to return the excess EVMs to CEO's office immediately but not later than 20th Feb, 2009.

(Action: Jt.CEO, all DCs & SsP, ADCs/KPI & JBM & SDOs)

Dedicated Room at DC/ADC's office for training on use of EVMs:

CEO directed that one separate dedicated room shall be set up at the offices of the DCs/ADCs/SDOs to train general public, contesting candidates, election agents, media etc. on the use of EVMs. General public should be informed in time to take full advantage of this facility.

(Action: Jt.CEO, all DCs, ADCs/KPI & JBM & SDOs)

Airlifting of EVMs by Helicopters:

CEO recalled that during last SAE-2007, as many as **133** EVMs were airlifted from **21** helipads located in Chandel, Tamenglong and Churachandpur Districts and Jiribam Sub-division of Imphal East district. He directed the DCs and SsP to identify the list of polling stations requiring airlifting of EVMs and submit the information to CEO's office along with the list of Helipads at the earliest but not later than 20th Feb, 2009.

CEO requested the DCs of hill district to assess the requirement of Satellite phones, if any and furnish the same to CEO's office. DC/Churachandpur was requested to assess the requirement of high speed boats/motor boats for use in the Vangai range.

(Action: All DCs & SsP, ADCs/KPI & JBM & SDOs)

Training of Officials:

CEO advised the DCs to prepare a detailed plan for training of officials on use of EVMs and statutory items. The training should be of 2(two) parts, one for EVM training and the other on statutory items. The size of the training should be of moderate number say about 50. He emphasized that the 3rd Polling Officer should also be trained properly on use of EVM besides the Presiding Officer and First Polling Officer.

(Action: All DCs & SsP, ADCs/KPI & JBM & SDOs)

Videography and use of Digital Camera:

CEO informed that as done in the past elections, Videocams and digital cameras shall be used for coverage of all critical events during the election process and polling at sensitive/hypersensitive polling stations on the poll day. As per instruction of ECI, copy of the un-edited CDs/Cassette of videography coverage of critical events should be handed over to the Observer on the same evening of the day.

(Action: Jt.CEO, all DCs & SsP, ADCs/KPI & JBM & SDOs)

Observers:

CEO recalled that during last Lok Sabha Elections-2004, a total of 9(nine) Observers (6 General Observers & 3 Expenditure Observers) were appointed. As per latest instruction of ECI, Micro-observers shall also be appointed this time to assist the Observers. Four to Five Micro-Observers may be appointed per Observer. CEO directed the DCs to identify the list of District Level Officers for appointment of Micro-Observers and the list should be furnished to CEO's office.

(Action: All DCs, ADCs/KPI & JBM & SDOs)

Counting Centres:

CEO recalled that there were altogether **12** (twelve) Counting Centres in the State during the last State Assembly Elections-2007. One Counting Centre each are located at each District H.Q. [except that of Imphal East which has 2(two) Counting Centres]. Another 2(two) Counting Centres are located at the offices of ADC/Jiribam and ADC/Kangpokpi. He re-iterated that specific written approval of ECI is to be obtained for setting up Counting Centres. All DCs and

ADCs, Jiribam and Kangpokpi were requested to submit formal proposal in the prescribed formats along with the district maps to CEO's office latest by 20th Feb, 2009.

(Action: Jt.CEO, all DCs & SsP, ADCs/KPI & JBM & SDOs)

Use of e-mail facilities:

For quick transmission of information between the office of CEO and other offices during the entire run up to the election process, CEO advised all DCs, SsP, ADCs and SDOs to make use of e-mail facilities available in their respective district. The e-mail ID of CEO and Joint CEO are: (1) *ceo_manipur@eci.gov.in & shambhuin@yahoo.com* and (2) *jtceo_manipur@eci.gov.in & trsingh13@yahoo.co.in* respectively. All concerned officers should furnish their e-mail IDs to the aforesaid e-mail IDs at the earliest latest by 20th Feb, 2009.

(Action: All DCs & SsP, ADCs/KPI & JBM & SDOs)

Pending Election Accounts:

CEO requested all DCs, ADCs and SDOs to submit all pending APRs/Vouchers and DCC bills (if any) before release of fund for the forthcoming Lok Sabha Elections-2009. Release of election fund shall be subject to submission of these APRs/Vouchers.

(Action: Jt.CEO, all DCs & SsP, ADCs/KPI & JBM & SDOs)

Requirement of funds:

CEO informed that the requirement of fund for conduct of elections is being worked out and the State Government shall be moved shortly for release/sanction of fund and the same shall be available to DCs, ADCs and SDOs in time.

(Action: Jt.CEO)

Conclusion :

Concluding the discussions, CEO, Manipur requested all the DCs, SsP, ADCs and SDOs to co-ordinate with the CEO's Office and ensure a free and fair election in the State. The officers are directly responsible and answerable to the Election Commission of India and hence they are to be guided exclusively by the directions and guidelines of ECI and not by any other consideration. CEO, Manipur thanked all the Officers present and requested them for their full co-operation. Lastly, he made an appeal to all officers to ensure that they attend personally every meeting called by CEO.

(Shambhu Singh)
Chief Electoral Officer,
Manipur

Memo No.4/Elec-1/LS-2009:

Imphal, the 12th February, 2009.

Copy to :-

1. Secretary to Hon'ble Chief Minister, Manipur.
2. Chief Secretary, Govt. of Manipur.
3. Addl. Chief Secretary (Home), Govt. of Manipur.
4. Principal Secretary (Finance), Govt. of Manipur.
5. Commissioner (Election), Govt. of Manipur.
6. Shri Standhope Yuhlung, Secretary, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001.
7. Deputy Commissioners/DEOs, Imphal West, Imphal East, Thoubal, Bishnupur, Senapati, Ukhrul, Chandel, Churachandpur & Tamenglong.
8. Superintendents of Police, Imphal West, Imphal East, Thoubal, Bishnupur, Senapati, Ukhrul, Chandel, Churachandpur & Tamenglong.
9. Addl. Deputy Commissioners, Jiribam, Kangpokpi & Moreh.
10. SDOs/AROs, Lamphel, Wangoi, Lamsang, Patsoi, Porompat, Sawombung, Keirao Bitra, Nambol, Bishnupur, Moirang, Thoubal, Lilong & Kakching.

(T.Ranjit Singh)
Joint Chief Electoral Officer,
Manipur

List of participants: -

1. Shri A. Ibocha Singh, DC/DEO/RO, Imphal West.
2. Shri Y. Thamkishore Singh, DC/DEO/ARO, Imphal East.
3. Shri Pankaj Kumar Pal, DC/DEO/ARO, Ukhrul.
4. Shri Sumant Singh, DC/DEO/ARO, Churachandpur.
5. Shri N. Ashok Kumar, DC/DEO/ARO, Chandel.
6. Ms. Nidhi Kesharwani, DC/DEO/ARO, Senapati.
7. Shri R.H.Gonmei, DC/DEO/ARO, Tamenglong.
8. Shri L. Kailun, SP/ Imphal East & Imphal West.
9. Shri Clay Khongsai, SP/Thoubal.
10. Shri K. Jayanta Singh, SP/Bishnupur.
11. Shri H.T.Gangte, SP/Churachandpur.
12. Shri N.K.Ujjawal, SP/Senapati.
13. Shri G.B.Sharma, SP/Chandel.
14. Shri Gonglin Faumei, SP/Tamenglong.
15. Shri W. Rajen Singh, ADC/ADM/ARO, Thoubal (for DC/TBL).
16. Shri K. Thangasang, ADC/ARO, Kangpokpi.
17. Shri Y. Iboyaima Singh, ADC/ADM/ARO, Jiribam.
18. Shri C. Arthur W., AC/Chandel.
19. Shri Shailesh Kr.Chourasia, AC/TPL.
20. Shri L. Nandakumar Singh, SDO/ARO, Kakching.
21. Shri W. Malemnganba Chenglei, SDO/ARO, Thoubal.
22. Shri Y. Dimbajit Singh, SDO/ARO, Lilong.
23. Shri Ng. Roben Singh, SDO/ARO, Wangoi.
24. Smt. Mercina R. Panmei, SDO/ARO, Lamphel.
25. Shri Somorjit Salam, SDO/ARO, Lamsang.
26. Km. Rachel N. Guite, SDO/ARO, Patsoi.
27. Smt. Anna Arambam, SDO/ARO, Moirang.
28. Km. Yumnam Robita, SDO/ARO, Porompat.
29. Smt. Valentina Arambam, SDO/ARO, Nambol.
30. Dr. Rangitabali Waikhom, SDO/ARO, Keirao Bitra & Sawombung.
31. Shri S. Rajendra Singh, SDO/ARO, Bishnupur.
32. Shri Ningshem Vashum, SDPO, Ukhrul (for SP/Ukhrul).
33. Shri L. Kirankumar, SDC/EO, Imphal East.
34. Shri L. Bobi Singh, SDC, Jiribam.
35. Shri T. Ranjit Singh, Joint CEO, Manipur.
36. Shri K. Bono Singh, EO (HQ), CEO's Office, Lamphel.
37. Shri K. Moses, EO (HQ), CEO's Office, Lamphel.
38. Shri S. Sambhunath Singh, Election Officer of DC/DEO's office, Chandel.
39. Shri A.C.Kanmi, Election Officer of DC/DEO's office, Thoubal.
40. Shri N. Angangjao Singh, Election Officer of DC/DEO's office, Senapati.
41. Shri Kh. Lalmani Singh, SDC & Election Officer of DC/DEO's office, Bishnupur.
42. Smt. L. Sujata Devi, Assistant Computer Programmer, CEO's office, Manipur.
43. Shri Kh. Narendra Singh, Computer Operator, CEO's office, Manipur.
44. Shri K. Kumudkanta, ES, Kangpokpi.
45. Shri A.S. Innocent, Election Supervisor, DC/DEO's office, Ukhrul.
46. Shri M. Birendra Singh, ERC, CEO's office, Manipur.
47. Shri K. Biragopal Singh, ERC, CEO's office, Manipur.