

**GOA STATE ELECTION COMMISSION  
ALTINHO, PANAJI-GOA.**

No. 1/199/Standing orders/2020-SEC/1232

Dated: 30/10/2020

**ORDER**

**Sub: Duties & Responsibilities of the General Observer appointed by the Commission.**

Whereas the superintendence, direction and control of elections to the local bodies is vested in the State Election Commission as per Article 243K of constitution of India read with Section 237 of Goa Panchayat Raj Act, 1994;

And also whereas keeping in view the necessity to hold the elections in a free, fair, transparent and peaceful manner, the State Election Commission in exercise of powers vested in it as aforesaid, appoints the senior officers of the Government as General Observers during the election period to oversee the conduct of election process in the field on its behalf;

And therefore, keeping the above objectives in view, the Commission issues the general guidelines for the conduct of business by the General Observers as follows:

1. The General Observers are required to generally act as the eyes and ears of the Commission as also their representatives in field who are charged with the prime responsibility of ensuring that the elections in the ward/constituency assigned to them are conducted in a free, fair and transparent manner.
2. They are supposed to observe the compliance of legal provisions and instructions issued by the Commission from time to time, by all concerned including the candidates / political parties and most importantly, the Returning Officer concerned and to point out to the RO and the Commission, the discrepancies noticed, if any. But under no circumstances, they will issue any directions to the RO concerned for compliance.
3. The Observer shall take charge of his duties immediately after receipt of the appointment order and send a joining report to the Commission immediately thereafter.

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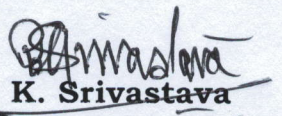
4. The General Observer is required to collect an authority letter to enter the polling station and the place of counting; a car pass and a list of polling stations from the Commission.
5. A copy of passport size photograph, may kindly be made available to the Commission for the purpose of issuing a badge to the Observer.
6. Broadly, the duties and responsibilities attached to the Observer appointed by the State Election Commission will include inter alia, the following:
  - a) He shall watch the conduct of whole election process from the nomination onwards till the counting of votes and declaration of result.
  - b) He must attend all training sessions organized for conducting training of the election staff. He may also guide the Returning Officer concerned in conducting the training sessions for the polling personnel and also the counting rehearsals.
  - c) He shall remain present during scrutiny of nominations; allotment of symbols to the candidates; sealing / de-sealing of the strong room and counting process without fail.
  - d) He shall look into the public grievances regarding violations of Code of Conduct; malpractices by the candidates/political parties and proper functioning of RO/ARO concerned.
  - e) In case of any irregularities noticed by the Observer, the Returning Officer may be advised to initiate action as per the provisions of Law and Model Code of Conduct in force under intimation to the State Election Commission so as to ensure that the elections are conducted in a free, fair and transparent manner. For this purpose, the Observer shall be permitted to use the Telephone/Fax facilities available in the Office of the Returning Officer.
  - f) The Observer shall have to submit following four reports to the Commission:
    - i. First report GO-01 – On the day of scrutiny after allotment of symbols.

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- ii. Second report GO-02 – Immediately after the end of campaign period.
  - iii. Third report GO-03 – On the day of poll immediately after the sealing of strong room.
  - iv. Fourth report GO-04 – On the day of counting immediately after the declaration of result.
  - g) The Observer will have to submit to the State Election Commission immediately after the last day of counting of votes, a brief note containing his observations at the time of election and counting along with his suggestions, if any.
7. The Observer shall use his own department's official vehicle along with the driver.
8. The respective HOD under whom the observer is working shall provide him a vehicle and a driver with adequate quantity of petrol for undertaking travel to the office of the concerned RO for reporting purpose.
9. The Observer shall carry out any other duties as may be assigned to him by the Commission during the conduct of election process.

It shall be the responsibility of the concerned Returning Officer to provide adequate security and support services such as fuel, stationery etc. and a place of work to the Observer.

  
**R. K. Srivastava**  
State Election Commissioner

To  
The General Observers.

Copy to:

- 1. The Chief Secretary, Govt. of Goa.
- 2. Director General of Police, Goa.
- 3. The district Collectors.
- 4. The Suptd. of Police districts.
- 5. The ROs / AROs for the local body elections.