

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

No. 1/199/ Standing orders /2020-SEC/1231

Dated: 30/10/2020

**ORDER**

**Sub: Duties and responsibilities of the Collector & District Magistrate in elections to the local bodies.**

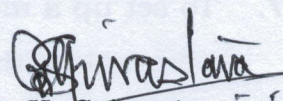
In exercise of the powers vested in it under Article 243K of the Constitution of India read with Section 237 of the Goa Panchayat Raj Act, 1994; and also with a view to ensure conduct of the elections of the Local Bodies in a free, fair, transparent and peaceful manner ; the Goa State Election Commission prescribes the broad framework of the duties and responsibilities of the Collector & District Magistrate as below:-

1. To generally coordinate and supervise the work of ROs /AROs engaged in the election work under his jurisdiction.
2. To guide and assist the ROs / AROs wherever they need guidance/ assistance.
3. To set up a control room in his office.
4. To establish a Complaint monitoring mechanism.
5. To constitute Flying Squads and monitor their day-to-day performance and to deploy the Sector Magistrates.
6. To monitor enforcement of the Model Code of Conduct through the ROs / AROs, Flying squads and sector magistrates.
7. To set up a mechanism to deal with the electoral offences/corrupt practices ; prevention thereof and to take action against the offenders .
8. To set up a mechanism for monitoring advertisements of political nature appearing in the Print & Electronic Media by activating the Media Monitoring Committee .
9. To review the counting centre arrangements and security arrangements therefor.
10. To make the Law and Order arrangements and to review the situation periodically .

**Contd..**



11. To review Law & Order arrangements in the sensitive/hyper-sensitive polling stations at regular intervals.
12. To extend help to the Returning Officers in requisitioning of manpower/ material wherever necessary.
13. To keep an eye through the Police on the history- sheeters and to declare absconders/fugitive criminals.
14. To unearth the operation of illicit liquor factories.
15. To deal with instances of the violation of prohibitory orders in force.
16. To organize seizure of illegal arms and ammunition etc.
17. To issue Prohibitory orders u/s 144 CrPC banning the carrying of licensed arms.
18. To issue Order for regulating the use of loudspeaker.
19. To maintain a strict vigil and to organize a thorough checking of vehicles 3 days before the poll day to ensure that no undesirable elements or arms and ammunitions get transported in to the territory of Goa.
20. To take preventive action u/s 107/116/109 CrPC.
21. To send proposals to the Government for vesting powers of special executive magistrates and appointment of special executive magistrates.
22. To prepare an Action plan in consultation with the distt Supdt of Police to deal with potential threats and intimidation points; action under Sec 107/116/151 CrPC, forcing trouble mongers' appearance in police station and placement of police pickets etc.
23. To handle any other task / responsibility as may be assigned by the Commissioner during the conduct of election process.

  
**R.K. Srivastava**

State Election Commissioner

To

1. The district Collectors.

Copy to:

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