

ELECTION / URGENT

TELANGANA STATE ELECTION COMMISSION

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Lr.No.2450/TSEC-EM/2019

Dated:04.07.2019

To

All the Collectors & District Election Authorities, except Hyderabad.

Sir/Madam,

Sub:- TSEC – Elections – Ordinary Elections to Nizamabad, Karimnagar and Ramagundam Municipal Corporations and municipalities – Appointment of Nodal Officers for various Activities at District/ ULB Level – Reg.

You are aware that, elections to Urban Local Bodies will be notified shortly. These elections will be conducted with ballot boxes and ballot papers.

During the elections, it may not be always possible for the Collector & District Election Authority to personally monitor each and every activity to his /her complete satisfaction in view of short time frame and a large number of activities involved. Hence, the District Election Authorities are advised to appoint Nodal Officers at District/ ULB level for the following purposes from the available officers in the district to ensure focus and perfect synchrony for the smooth conduct of ULB elections, 2019.

1. Nodal Officer for Manpower Management.
2. Nodal Officer for Ballot Boxes Management
3. Nodal Officer for Transport Management
4. Nodal Officer for Training Management.
5. Nodal Officer for Election Material Management.
6. Nodal Officer for Ballot Paper Printing.
7. District Nodal Officer for implementing MCoC and Expenditure Monitoring.
8. Nodal Officer for Observers.
9. Nodal Officer for Media Communication.
10. Nodal Officer for Help-Line and Complaints Redressal.

A detailed note regarding activities to be taken up by the Nodal Officers during the election is as listed below-

1. Nodal Officer for Manpower Management:

This Officer will be responsible for assessing the requirement of manpower for all the positions, their enumeration, computerisation, obtaining their data, randomised appointment, tracking their presence / absence / leave etc., keeping in touch with their parent organization, and all other related works. The Sub-Collectors / RDOs may be entrusted with this responsibility at District level. The DRO may have to intervene in cases where inter-district deployments become necessary.

2. Nodal Officer for Ballot Boxes Management:

This officer will be responsible for ensuring necessary repairs/painting, assess requirement of ballot boxes, proper storage, security and logistics of Ballot boxes. His/her work would include overall Monitoring and control of ballot boxes in accordance with the SEC instructions.

3. Nodal Officer for Transport Management:

The Officer will be responsible for assessing the requirement and availability of all kinds of transport to be used in the elections. He / She will look after the arrangements for requisitioning vehicles, day to day deployment, PoL requirement, remuneration, maintaining respective reports, anticipating future requirements and making necessary arrangements and all other related works.

4. Nodal Officer for Training Management:

The Officer will be responsible for the capacity building and training of all officials who would be performing any kind of election duty. The officials who will need to be trained include the Returning Officers, Election Officers, Presiding Officers, Officers looking after Model Code of Conduct, Officers who will handle Ballot boxes in any capacity, Videographers, Micro-Observers and personnel involving in expenditure monitoring, etc., among others as decided by the DEA. He will also be responsible for arrangements of training venue and all logistics

required at the training venue. He will ensure availability of training material, its timely distribution and all related works. He / she will also arrange training/ training material for political parties, candidates, their agents as may be required.

5. Nodal Officer for Election Material Management:

While the major items such as paper, Indelible Ink etc are procured and supplied by the Director of Municipal Administration and Election Authority through the Commissioner of Printing, Stationery & Stores Purchase and certain other materials are required to be procured at district level. The Nodal Officer should compile the requirement from all the Commissioners of Municipalities / Municipal Commissioners and manage/ monitor their supplies. He/ She will make proper arrangements for distribution of material to the concerned officials at the District / ULB level. He / She will ensure timely procurement and supply of all election materials and specialized equipment such as, Video Camera, computer, printers. Since setting up of dispatch and receiving centres require intricate arrangements, this Nodal Officer should be given adequate assistance.

6. Nodal Officer for Ballot Papers Printing:

The scrutiny, proof reading and printing of ballot papers at the selected printing presses will be the responsibility of this Nodal Officer. He will also ensure its timely, printing, transportation, Proper storage, distribution under strict security and control all other related works. Considering the number of wards of urban local bodies in each district and further the short time window of 3-4 days available for printing makes it very crucial to obtain perfect co- ordination amongst all the stakeholders.

7. District Nodal Officer for Monitoring the adherence to MCoC and Expenditure Accounts:-

This responsibility should be given to a fairly senior officer preferably of the rank of Joint Collector. The Officer will be responsible for ensuring that all

instructions of the SEC regarding MCoC are followed by the officers/ candidates/ political parties/ media, etc., in the District. He/she shall ensure timely constitution of Stationery/ Flying Squads, accounting teams, Video teams, provision of vehicles, stationery etc. He/she will also ensure the availability of CD/DVD player, Television, etc., for monitoring MCoC violations. He/she will ensure that all references made by any office in the district are routed through the DEA in the format specifically designed for such references, with the clear opinion of the DEA. He/ She will impart training to all the teams formed for implementing MCoC. He/ She will also be responsible for all other matters related to MCoC. He/she needs to be appointed right away too, so that he/ she can identify his/her team and start training them and also start enlisting the action to be taken in the entire district before announcement of elections and on announcement of elections. The DEA should ensure an adequate numbers for this team.

- (i) Cost data of various items and activities required for computing and monitoring the Expenditure incurred by the contesting candidates.
- (ii) Maintenance of election expenditure accounts by contesting candidates and shadow registers by the Returning Officers/Election Officers.
- (iii) Monitoring the stationary and Flying Squads. Ensuring Data flow from all sources into shadow registers and consequent enforcement action.
- (iv) Following up with important cases of Model Code of Conduct violation in the district.
- (v) Ensuring prompt booking of all cases of MCoC violations and launching of prosecution.

Expenditure Monitoring:- This is a very challenging and intricate task. In the absence of relevant entries in the shadow registers, the accounting of expenditure accounts submitted by the contesting candidates becomes a mere formality, inviting ridicule and insult to the entries MCoC work. Since the work of expenditure monitoring continues upto the day of counting, the work of this Nodal Officer will also continue accordingly. They should be made responsible till

all the expenditure accounts are received or upto 45 days from the date of declaration of results. They should arrange and ensure that the expenditure accounts are maintained and submitted in the format and manner prescribed, scrutinised critically. The DEAs are expected to ensure proper training to the selected Officers much in advance so as to equip them to perform all tasks as per the SEC instruction manual for Expenditure Monitoring.

8. Nodal Officer for Observers:

The SEC will appoint General Observers and Expenditure Observers during the time of polls. It will be the responsibility of this Nodal Officer to keep track of the arrival, departure, boarding and lodging arrangements, liaison officer arrangements, reference material, transportation, security, telephone connectivity, computers, printer, DVD player, etc., as per the directions of the SEC.

9. Nodal Officer for Media Communication:

This Officer will be responsible for dissemination of information, instructions, briefs, press notes, etc., arrangement of press conferences, appraising of press coverage on a daily basis to the DEA office, handing over of accreditation cards to media members, constant exchange of information with media and all other related works. He/she will also be responsible for maintaining repository of scanned records of press cuttings record keeping and utilisation by observers, interested citizens, activities etc.

10. Nodal Officer for Help- Line and Complaints Redressal:

The Officer may be appointed from amongst the Class I officers available in the district. He/ she should be selected on the basis of his/her quick responsiveness and a detailed understanding of the election related works. He/she will ensure timely disposal and redressal of complaints in the pre-election period as well as election period, including complaints related to MCoC that may be lodged.

However, it is to be noted that the appointment of these Nodal Officers in no way can be taken as a replacement for the overall monitoring and supervision work of the District Election Authorities. This is only a supplementary arrangement. The District Election Authorities shall remain the focal point of election management, supervision and delivery and be accountable for the overall process of free and fair elections. In case sufficient number of suitable officers are not available, then one officer can be made the nodal officer for more than one activity.

The Joint Collector may be involved for general co-ordination, and he/she shall monitor the activities of all the nodal officers and take feedback on day to day basis and ensure that the entrusted activities to the nodal officer are done in time.

I, therefore, request you to send the list of Nodal Officers appointed with contact Nos. to the Commission before **10.07.2019** in the following prescribed proforma.

**LIST OF NODAL OFFICERS APPOINTED
FOR ORDINARY ELECTIONS TO MPTC/ZPTCS, 2019.**

Name of the District.....

Sl.No.	Name and designation of the Officer appointed as Nodal Officer	Name of the Activity	Mobile Number	E-Mail ID
1	2	3	4	5

**Yours faithfully,
Sd/- M. Ashok Kumar
Secretary**

Copy to:

The Director of Municipal Administration and Election Authority, Telangana, Hyderabad for follow up action.

The Commissioners of all Municipalities and Nizamabad, Karimnagar and Ramagundam Municipal Corporations for necessary action.

//Attested//

M. Jayachandrababu
JOINT SECRETARY