

CONDUCT OF COUNCIL ELECTION, 2001

This Karbi Anglong district enjoys autonomy under the provision of the sixth schedule to the Indian Constitution. It covers an area of 10,434 sq. km. This district is situated in the middle part of Assam with a total population of 6,62,723 (as per 1991 census). The Karbi Anglong Autonomous Council consists of 30 (Thirty) members, 26 (Twenty Six) of whom are to be elected and four nominated with a view to provide representation to the minorities who constitute a considerable portion of the total population of the district. The tenure of the Karbi Anglong Autonomous Council is for five years unless it is dissolved earlier. The District Council has a Chairman and a Deputy Chairman who are elected by the members of the council in accordance with the provisions of the Assam Autonomous Districts (Constitution of District Councils) Rules, 1951. The Deputy Commissioner functions as the Returning Officer in respect of the elections to Karbi Anglong Autonomous Council.

A) TOTAL NO. OF VOTERS:

The total no. of voters in the 26 no. M.A. Constituency is 4,47,741.

The detail sub-division wise break-up of the voters is as shown below:

Karbi Anglong	Total
1. Hamren Sub-Division	1,39,075
2. Bokajan Sub-Division	1,05,037
3. Diphu Sub-Division	2,03,629
Total	4,47,741

B) Service Voters:

There are a total no. of 213 service voters in the 26 Nos. M.A.C. constituencies. The break-up of the service voters is shown below:

Karbi Anglong	Total
1. Diphu (Sadar)	204
2. Bokajan	
3. Hamren	9
TOTAL	213

C) “D” Voters:

The total no. of “D” voters in Karbi Anglong District is 7888. The Detail Sub-Division wise break up of the ‘D’ voters is as shown below:

Name of Sub-Division	No. of ‘D’ Voters
1. Diphu (Sadar)	4783
2. Bokajan	3105
3. Hamren	Nil
Total	7888

TOTAL NO. OF POLLING STATIONS:

There are a total no. of 586 original polling stations in 26 M.A. constituencies. The detail break up of polling station sub-division wise is as shown below:

Karbi Anglong	Original P.S.
1. Diphu (Sadar)	255
2. Bokajan	135
3. Hamren	196
Total	586

POLL SCHEDULE:

ITEM	EVENT	DATE	DAY
1.	Issue of press note and announcement	30/10/2001	
2.	Date of issue of notifications	1/11/2001	
3.	Last date for making nominations	16/11/2001	
4.	Date of scrutiny of nominations	17/11/2001	
5.	Last date for withdrawal of candidature	19/11/2001	
6.	Dates on which poll, if necessary shall be taken	4/12/2001	
7.	Date of counting	8/12/2001	

RETURNING OFFICER AND ASSTT. RETURNING OFFICER

The Deputy Commissioner , Karbi Anglong Mr. Bhaba Gogoi, IAS is the notified returning officer for the whole district. The notified Asstt. Returning Officers are as below:

1	Diphu Sadar Sub-Division	Bhaba Gogoi, IAS, Deputy Commissioner	Returning Officer
2	Bokajan Sub-Division	Rana Borthakur, ACS, SDO(C) Bokajan	Assistant Returning Officer
3	Hamren Ssub-Division	Ali Askar, ACS, SDO (C) Hamren	Assistant Returning Officer

LAW AND ORDER CELL:

A) LAW & ORDER:

The Diphu Sadar Sub-Division consists 10 nos. of MAC Constituencies. They are divided into 7 and 5 nos. Law & Order Zones and 17 and 8 nos. police sectors respectively.

ZONAL MAGISTRATES:

For smooth and efficient conduct of the ensuing KAAC Election, in the Karbi Anglong District, the following officers are appointed as zonal magistrates in above law and order zones and they will look after the polling stations shown against their names from law & order points of view. Moreover they will liaise with the police sector officer shown against the zones.

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DUTIES OF ZONAL MAGISTRATES _____ :

1. To liaise with the police/CPMF Authorities/Zonal Officers/ Polling Parties to know and get familiarized with their respective zones.
2. To escort the polling parties from Diphu Stadium ground to respective PS and to ensure their safe return along with their ballot boxes and other polling materials up to the collection centers at Diphu Govt. College.
3. To ensure that free and fair poll takes place as per the norms laid down by the the Assam Autonomous Districts (Constitution of District Councils) Rules, 1951.

4. To ensure that proper law and order is maintained during entire election process under their respective jurisdiction.
5. To keep close contact with control room at district H.Q.s/ constituency H.Q. and to send periodic reports to the control room at Dist. H.Q. /constituency H.Q. on the day of the poll.
6. Any other duties that may be assigned by the Returning Officer from time to time.

For smooth and efficient conduct of the ensuing KAAC Election, 2001, detail assessment of the vulnerability of the polling stations has been worked out for the two assembly constituencies basing on different factors. They are as follows :

NAME OF THE Sub-Division.	CATEGORY OF SENSITIVITY			TOTAL
	VERY VULNERABLE	VULNERABLE	COMP. SAFE	
1. Diphu Sadar	114	96	45	255
2. Bokajan	43	47	45	135
3. Hamren	62	54	80	196
Grand Total	219	197	170	586

POLLING ARRANGEMENTS:

CIVIL ZONES :

For smooth and efficient conduct of the ensuing KAAC Election, 2001 under Karbi Anglong District, 11 Nos. of Civil Zones are constituted in Diphu Sadar .

DUTIES OF ZONAL OFFICERS:

Duties and responsibilities of the zonal officers are enumerated in brief as under:

- a) Zonal officers will visit each and every polling station allotted to them and takes stock of condition of the school building selected for the polling booth and to submit report to that effect to the District Election Officer / Returning officer in advance.
- b) They will prepare route charts, maps indicating roads leading to the polling station and condition of bridges etc. for movements of polling parties and furnish the same to the transport cell well ahead of time of the poll with an intimation to the District Election Officer / Returning officer for further action.
- c) They will assess the requirement of different types of vehicle and any other convenience for movement of polling personnel from district H.Q. to

respective polling stations and back to collection center at Diphu College to furnish the same to the transport cell.

- d) Zonal officers will also indicate in the maps/reports the terminal polling stations where the vehicles will be parked for transport of polling personnel after the poll.
- e) Zonal officers will clearly state as to when the polling personnel shall have to move from Diphu with polling materials so as to reach the polling station one day ahead of the poll.
- f) Zonal officers will have to ensure that all the required polling materials are collected by the polling personnel in presence of the zonal officers concerned and they will start for their respective polling stations from Diphu Govt. College, Diphu with the zonal officer's knowledge only.
- g) Zonal officers will have to ensure the smooth conduct of the poll by the respective presiding and polling officers.
- h) Zonal officers shall carry extra polling materials with them for meeting any emergency.
- i) Zonal officers are to inform the local Magistrates about any development in regard to casting of votes on the day of poll and other matters from time to time till their entrusted polling personnel return to Diphu after the poll is completed.
- j) Zonal officers will have to keep a close contact with different cells and zonal Magistrates will perform their duties diligently and effectively for smooth conduct of the election.
- k) Any other duties that may be assigned by the Returning Officer from time to time.

LOGISTICS OF NOMINATION:

RECEIPT/SCRUTINY/WITHDRAWAL :

The nomination paper for the 26 constituencies will be received and scrutinized centrally at D.C. office, Diphu (R.O.'s H.Q.) and notice of withdrawal by candidate will be accepted at D.C. office, Diphu as per date & time indicated below.

- a) Last date for making nominations : 16/11/2001
- b) Date of scrutiny of Nominations : 17/11/2001

c) Last date of withdrawal of candidature : 19/11/2001

DETAILMENT OF PERSONNEL CELL:

FUNCTION :-

The functions of the Cell shall be :-

- 1) To assess the requirement of total no of presiding/polling Officers and also Counting supervisors/assistants including reserve personnel @ 10 %.
- 2) To prepare list of polling personnel including reserve personnel appointment of presiding/polling officers including reserve personnel and issue of appointment letter in advance.
- 3) To issue application forms for election duty certificate in form alongwith appointment letters.
- 4) To issue intimation in respect of date place and time for training of the polling personnel alongwith the appointment letters.
- 5) To arrange for training of polling personnel in connection with material cell & counting cell.
- 6) Preparation of Dummy Ballot papers, paper seals etc. for the training.
- 7) To make detailment 2 (two) of counting personnel and to prepare roster charts for counting personnel in details including reserve @ 10 % and arrangement of their training in advance.

TRANSPORT ARRANGEMENT:

FUNCTIONS :-

- 1) To assess the requirement of vehicle of different natures and other means of communication like elephants/boats/porter etc. on the basis of reports received from the Zonal Officers including the vehicles required for the Observers, AROs, Zonal Magistrates, Zonal Officers and police forces.
- 2) To collect list of Govt. vehicles available in the Diphu Sub-Division and requisition all of them in advance to keep the Deptt. Vehicles in good running condition well ahead of time.
- 3) To make arrangement for procurement of vehicles from other States/Districts of Assam as per direction of the returning Officer.
- 4) To arrange for minor repairing of requisitioned vehicles engaged in election and maintenance of proper records to the effect.

- 5) To arrange for issue of POL/Log Sheet/Payment of T.A. for the Driver/handyman of private vehicles and maintenance of proper records for the same.
- 6) To arrange for requisition of required elephants/boats and maintaining records for it and to ensure release as soon as the poll duties are over.
- 7) To ensure & release of the requisitioned vehicles after return of the polling personnel.
- 8) To submit accounts of expenditure and all other relevant records to the Returning Officer within seven days from the date of poll is over.
- 9) Any other works/assignments that may be given by R.O. from time.

MATERIAL PROCUREMENT & DISTRIBUTION CELL:

FUNCTION :-

SORTING OF POLLING MATERIALS : The sorting of polling materials for each polling station under Diphu (S) Sub-Division will be done in the Deputy Commissioner's Office, Karbi Anglong, Diphu under the supervision of Sri D.K. daloi, Deputy Secretary, Karbi Anglong Autonomous Council.

Sri L.C. Barua, Horticulturist, Diphu will receive each item of polling materials supplied by the Election Branch as per approved quality and maintain a register item and quantity wise before sorting of the items polling station wise.

The materials except Ballot papers and paper seals will then be grouped and put in Ballot Box (big one) polling station wise and constituency wise. This exercise will start from 15/11/2001. The officers and staff mentioned above must report to Sri D.K. Daloi, Deputy Secretary, KAAC, Diphu on 15/11/2001 at 10.00 a.m.

- B. **DISTRIBUTION OF POLLING MATERIALS :** The distribution of polling materials to the presiding officers/polling persons will be made zonewise and MAC constituency wise from Diphu Govt. College Ground on 1/12/2001 & 2/12/2001 from 8.00 a.m. as mentioned in the appointment letters of presiding/polling officers. Separate counter will be opened for each zone with officers and staff mentioned at next page.

1. Any other works/assignments that may be given by R.O. from time to time.

PRINTING/PROCUREMENT/TRANSPORTATION/DISTRIBUTION OF BALLOT PAPER

FUNCTION :

1. To assess the total requirement of ballot papers for the MAC Constituencies.
2. To prepare specimen bilingual ballot paper for MAC Constituencies under the direction of the Returning officer, in form 7A and to arrange for printing the same at Govt. Press, Guwahati.
3. To proceed the Govt. Press, Guwahati under the authority of R.O and one copy for Govt. Press alongwith photocopy of accepted valid nomination papers in form 2-B and name of contesting candidates in Assamese as well as English in his/her own handwriting duly authenticated by him and to report Govt. Press.
4. To supervise the printing press at Govt. Press and to issue certificate about correct and accurate printing at Govt Press after verification.
5. To take delivery of ballot papers for Diphu Sadar Sub-Division after verification at Govt. Press and keep them in safe custody at Diphu treasury till distribution.
6. To verify each and every ballot paper individually and to make packers for a polling station.
7. To supply the packets off ballot papers and paper seals to distribution cell polling station-wise on the day of distribution of polling materials at Diphu Govt. College Ground, Diphu on 1/12/2001 & 2/12/2001.

Counting Hall and Strong Room Arrangement Cell:

FUNCTION :

1. To receive the Ballot boxes, Presiding Officer diaries, ballot paper a/c & paper seal account for the material cell on the arrival of polling parties on 4/12/2001.
2. To receive the postal ballot from returning officer prior to counting.
3. To train counting personnel as per the latest instructions/direction.
4. To issue necessary instructions received from Hill Areas Department to contesting candidates, Election agents, counting Supervisors, counting assistants.

5. To assess and procure stationary articles required for counting table and counting halls from election cell.
6. To arrange and number counting halls and strong rooms at Diphu Govt. College (subject to approval of the Hill Areas Department).
7. To assess the requirement of counting tables as per the instructions and direction of the Hill Areas Department and in consultation with returning Officer so as to ensure that the counting is completed in minimum possible time.
8. To prepare detail plan in consultation with returning officer immediately after the list of contesting candidates is ready, only when the space to be made available for the counting agents could be assessed.
9. To send a list of counting tables for all the MAC Constituencies under Diphu (S) Sub-Division to the appointment cell for appointment of Counting Asstt.'s and counting supervisors.
10. To prepare plan and estimates for strong room security, barricades in counting hall premises, wire netting inside the counting hall in consultation with returning officer, E.E. PWD (Building) and superintendent Police, Karbi Anglong, Diphu.
11. To check all electrical fitting of the counting premises and extension of electrical lines wherever necessary.
12. To arrange stand-by generators/gas-light/Petromax/candles/torch light for emergency lights in the counting halls.
13. To assess the availability of the stock of counting trays basing upon the number of contesting candidates, pigeon holes, stationary articles and all other articles as mentioned in the hand book for returning officer.
14. To issue necessary entry pass to counting personnel and other officials/staff detailed in counting hall.
15. To arrange for declaration of election results by the Returning Officer.
16. To take necessary steps for installation of casual telephones connection in the control room and the Returning Officer's chamber with adequate arrangements for the observers deputed by the election commission.
17. Any other works/assignments that may be given by R.O. from time

Despatched & Receipt of Ballot Papers:

Function of the cell:

1. To take electoral rolls of service from election office and Form-12 from i/c personnel cell and to prepare postal ballot papers as per specimen given in handbook of Returning Officer, (Election Officer will give assistance).
2. To issue and despatch of postal ballot papers in tie to the service voters.
3. To receive Form-12B from i/c Personnel Cell and to issue election duty certificate in Form-12C to the Polling personnel on individual applications.
4. To keep proper account of postal ballot papers received from the service Voters/Voters on election duty & handover the same to the Returning Officer before commencement of counting of votes.
5. Any other works/assignments that may be given by R.O. from time to time.

CONTROL & HELPLINE DUTIES

Function of the cell:

1. To provide information to the inquiries put from different quarters including political parties, candidates, press and public.
2. To keep adequate information ready on hand about electoral rolls & preparation to conduct of elections etc.
3. To attend to any complaint from public and candidates in regard to election.
4. To attend call on telephone from different election functionaries.
5. The officer i/c Control Room can modify or change the time schedule after taking into consideration, the unforeseen problems/ inconveniences faced by the officers and staff on duty in consultation with R.O.
6. Any other works/assignments that may be given by R.O. from time to time.

Model Code of Conduct:

Functions of the cell:

1. To be brought to notice of all concerned the "Model Code of Conduct" and the guideline issued in this regard.

2. To strictly enforce compliances of "Model Code of Conduct" & the guidelines issued from time to time, and take action against violation of Model Code of Conduct if any.

1. To assist the Election Observer in making enquiries in this regard.

2. To hold meeting of Constituency level Standing Committee from time to time.