



ASSAM STATE ELECTION COMMISSION  
ADITYA TOWER, 2<sup>ND</sup> FLOOR, DOWNTOWN, G.S ROAD, DISPUR, GUWAHATI - 781006.  
Ph. No. 0361-2263210/2220240/2264920(e-mail - [secassam@gmail.com](mailto:secassam@gmail.com))

No. SEC. 53/2021/2

Dated Dispur the 21<sup>st</sup> December, 2021

To,

1. The Deputy Commissioner,  
Golaghat/Lakhimpur/Dhemaji/Dibrugarh
2. The Sub-Division Officer (C)  
Titabar/Dhansiri

Sub: Broad Guidelines for the conduct of Thengal kachari Autonomous Council Elections, 2022 during Covid-19.

Sir,

With reference to the subject cited above, I am directed to forward in PDF format a copy of the Broad Guidelines for conduct of Thengal Kachari Autonomous Council Election 2022 during Covid-19. These guidelines are as issued by Election Commission of India, and by Assam State Election Commission vide Notification No. SEC 66/2020/23 dated 26.08.2020 in connection with elections to local bodies.

You are, therefore, requested to kindly follow the guidelines in respect of the ensuing Thengal Kachari Autonomous Council Elections, 2022.

Encl: 16(sixteen) pages

Yours faithfully,

  
Secretary

Assam State Election Commission  
Dispur::Guwahati-06



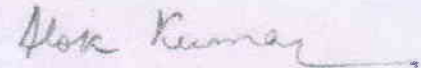
ASSAM STATE ELECTION COMMISSION  
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fax) 2220024 e-mail - secassam@gmail.com

## NOTIFICATION

Dated 26<sup>th</sup> August, 2020

SEC.66/2020/23: Assam State Election Commission has adopted the broad guidelines for conduct of General Elections/Bye-elections during Covid-19 issued by Election Commission of India vide Document No: 324 .6 .EPS .OT .001 .2020 on August, 2020 for conducting various local bodies elections entrusted to the Assam State Election Commission till Covid-19 pandemic continues.

Accordingly, these broad guidelines, which seek to create a protocol of practices to ensure safety of health of government functionaries, leaders, members and workers of political parties/contesting candidates and general public participating in the electoral process, shall be implemented by the Returning Officers in their jurisdiction. The Returning Officers shall issue comprehensive instructions as required after contextualizing the broad guidelines with the relevant rules and process of particular electoral exercise viz; Autonomous District Council/Panchayat/Municipalities/Autonomous Councils being undertaken at hand. The Returning Officers would also keep in mind various instructions/guidelines issued by ASDMA as well as Deptt of H&FW, Govt. of Assam while implementing these broad guidelines.



(Ajok Kumar) 26.08.2020

State Election Commissioner, Assam  
Dispur : : Guwahati-6.

Memo No. SEC. 66/2020/23-A

Dated Dispur, 26<sup>th</sup> August, 2020.

Copy for information and necessary action to :

1. The Deputy Commissioner : Baksa/ Barpeta/ Biswanath/ Bongaigaon/ Cachar/ Charideo/ Chirang/ Darrang/ Dhemaji/ Dhubri/ Dibrugarh/ Goalpara/ Golaghat/ Hailakandi/ Hojai/ Jorhat/ Kamrup(M)/ Kamrup (R)/ Karbi Anglong/ Karimganj/ Kokrajhar/ Lakhimpur/ Majuli/ Morigaon/ Nagaon/ Nalbari/ Dima Hasao/ Sivsagar/ Sonitpur/ South Salmara Mancachar/ Tinsukia/ Udalguri/ West Karbi Anglong.
2. The Sub-Divisional Officer(s) : Salbari/ Tamulpur/ Bajali/ North Salmara/ Gohpur/ Bijni/ Jonai/ Bilasipara/ Maibong/ Bokaghat/ Dhansiri/ Titabor/ Rangia/ Bokajan/ Gossaigaon/ Parbatjhora/ Dhakuakhana/ Kaliabor/ Nazira/ Margherita/ Saidiya/ Bhergaon



Secretary  
Assam State Election Commission  
Dispur : : Guwahati-6.



# **BROAD GUIDELINES FOR CONDUCT OF GENERAL ELECTIONS/ BYE-ELECTIONS DURING COVID-19**

**AUGUST 2020**

Document No. 324.6.EPS.OT.001.2020



**भारत निर्वाचन आयोग**  
**ELECTION COMMISSION OF INDIA**  
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

*'No voter to be left behind'*



**BROAD GUIDELINES  
FOR  
CONDUCT OF  
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DURING COVID-19**

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**ELECTION COMMISSION OF INDIA**  
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001



## BROAD GUIDELINES FOR CONDUCT OF GENERAL ELECTIONS/ BYE-ELECTIONS DURING COVID-19

After onset of COVID-19 pandemic in India, Ministry of Home Affairs and Ministry of Health and Family Welfare (MoHFW) have been issuing guidelines from time to time. In their latest circular dated 29<sup>th</sup> July, 2020, Ministry of Home Affairs has issued comprehensive guidelines/directives to be followed countrywide. Similarly, Ministry of Health & Family Welfare has also issued SOP on disinfection, sanitization, and prevention for containing COVID-19.

The Commission on 17<sup>th</sup> July, 2020, sought views/suggestions of National/State Political Parties till 31<sup>st</sup> July, 2020, which on request, Commission further extended the period till 11<sup>th</sup> August, 2020. The Commission has considered the views/suggestions received from various Political Parties, and Chief Electoral Officers of States/UTs on election campaign and public meetings.

Keeping in view the above, following broad guidelines have been framed with respect to key activities of the conduct of elections, considering the upcoming General Elections and bye-elections in various States/UTs during the period of COVID-19 :

Sl. No.	Guidelines to be followed
1.	<b>GENERAL GUIDELINES TO BE FOLLOWED DURING ENTIRE ELECTION PROCESSES FOR ALL PERSONS</b> <ol style="list-style-type: none"><li>1) Every person shall wear face mask during every election related activity.</li><li>2) At the entry of hall/ room/ premises used for election purposes:<ol style="list-style-type: none"><li>(a) Thermal Scanning of all persons shall be carried out;</li><li>(b) Sanitizer, soap and water shall be made available.</li></ol></li><li>3) Social distancing shall be maintained as per the extant COVID-19 guidelines of the State Govt. and Ministry of Home Affairs.</li><li>4) As far as practicable, large halls should be identified and utilized to ensure social distancing norms.</li><li>5) Adequate number of vehicles shall be mobilized for movement of polling personnel, security personnel to ensure compliance of COVID-19 guidelines.</li></ol>

Sl. No.	Guidelines to be followed
2.	<p><b>NODAL HEALTH OFFICER</b></p> <p>Nodal Health Officer shall be designated for the State, the District and the Assembly Constituency to oversee COVID-19 related arrangements and, preventive measures during entire electoral process.</p>
3.	<p><b>EVMs/VVPATs</b></p> <ol style="list-style-type: none"> <li>1) First &amp; Second randomization and preparation of EVMs/VVPATs shall be done in large halls.</li> <li>2) Sanitizers shall be provided in sufficient quantity for use during the process.</li> <li>3) Gloves shall be made available to each official handling EVM/VVPAT.</li> </ol>
4.	<p><b>TRAINING AND CAPACITY BUILDING</b></p> <ol style="list-style-type: none"> <li>1) As far as practicable, training of election officials will be organized in decentralized manner at large halls.</li> <li>2) Training for election officials may be organized through online mode.</li> <li>3) All PPTs, training materials, relevant documents, topic wise video clips, question papers for self-assessment may be uploaded in app/ portal so that any election official can access it as per requirement.</li> <li>4) Sufficient number of Polling/Counting/Poll related staffs shall also be kept in reserve by DEO/RO, to replace in case any polling personnel displays COVID-19 symptoms.</li> </ol>
5.	<p><b>NOMINATION PROCESS</b></p> <p><b>I. Following additional options to facilitate online mode are hereby provided:</b></p> <ol style="list-style-type: none"> <li>1) Nomination form will also be available online on the website of CEO/ DEO. An intending candidate may fill in it online and its print may be taken for submitting before the Returning Officer as specified in Form-1 (Rule-3 of Conduct of Election Rules 1961).</li> <li>2) Affidavit may also be filled in online on the website of CEO/DEO and its print can be taken and after notarization it may be submitted along with the nomination form before the Returning Officer.</li> <li>3) Candidate may deposit security money through online mode at the designated platform. However, a candidate will continue to have the option of deposit in cash in the treasury.</li> </ol>



Sl. No.	Guidelines to be followed
	<p>4) Candidate may have the option to seek his/her elector certification for the purpose of nomination online .</p> <p><b>II. Further, Commission has directed:</b></p> <p>1) Number of persons to accompany candidate for submission of Nomination is restricted to two (2). (This is in supersession of existing Para 5.8.1 of Returning Officer's Handbook 2019)</p> <p>2) Number of vehicles for the purposes of nomination is restricted to two (2). (This is in supersession of existing Para 5.8.1 of Returning Officer's Handbook 2019)</p> <p>3) Returning Officer's chamber should have sufficient space to perform the functions of nomination, scrutiny and symbol allocation following social distancing norms.</p> <p>4) Returning Officer should allot staggered time in advance to prospective candidates.</p> <p>5) Large space for waiting for candidate(s) should be arranged.</p> <p>6) All steps required to be taken for the submission of nomination form and affidavit shall continue to operate as per the provisions contained in the Representation of the People Act, 1951.</p>
<b>6.</b>	<p><b>ELECTION MATERIAL</b></p> <p>Election Material Kit will be prepared in a spacious and sufficiently large hall following all safety, sanitation and social distancing measures.</p>
<b>7.</b>	<p><b>DISTRIBUTION AND COLLECTION OF ELECTION MATERIAL</b></p> <p>1) Large halls/spaces should be identified for distribution/collection of election material.</p> <p>2) As far as practicable, it should be organized in decentralized manner.</p> <p>3) Prior staggered time should be allocated to the polling teams for distribution/ collection of election material.</p>
<b>8.</b>	<p><b>TIMING OF 3<sup>rd</sup> RANDOMIZATION:</b></p> <p>Timing for 3<sup>rd</sup> randomization of polling staff be increased from 24 hrs to 72 hrs in order to avoid large gathering of polling staff at dispatch centres.</p> <p>(This is in supersession of <b>ECI No. 464/Inst/2008/EPS dated 19<sup>th</sup> September , 2008</b>)</p>

Sl. No.	Guidelines to be followed
9.	<p data-bbox="272 236 621 261"><b>NO. OF ELECTORS IN POLLING STATION</b></p> <p data-bbox="290 282 988 340">There shall be maximum 1000 electors instead of 1500 electors in a polling station.</p> <p data-bbox="290 360 958 384"><b>(Commission’s Instruction No.23/SEC/2020-ERS, dated 23<sup>rd</sup> July, 2020)</b></p>
10.	<p data-bbox="272 404 593 429"><b>POLLING STATION ARRANGEMENTS</b></p> <p data-bbox="272 450 1000 541">Commission has issued detailed instructions for assured minimum facilities at each polling station. Now, in view of COVID-19 situation, following additional facilities/steps should be taken:</p> <ol data-bbox="284 563 1008 1483" style="list-style-type: none"> <li data-bbox="284 563 1008 588">1) Mandatory sanitization of Polling Station, preferably, a day before the poll.</li> <li data-bbox="284 604 1008 629">2) Thermal Scanner at the entry point of every polling station location.</li> <li data-bbox="284 645 1008 703">3) Thermal Checking of voters at entry point of polling station location/ Polling station, either by polling staff or Para Medical staff or Asha worker.</li> <li data-bbox="284 745 1008 901"><b>4) If temperature is above the set norms of MoHFW at first reading, then it will be checked twice and if it remains, then the elector shall be provided with token/certificate and will be asked to come for voting at the last hour of poll. At the last hour of poll, such electors shall be facilitated voting, strictly following COVID-19 related preventive measures.</b></li> <li data-bbox="284 918 1008 976">5) Help Desk for distribution of token to the voters of first come first basis so that they do not wait in the queue.</li> <li data-bbox="284 992 1008 1017">6) Marker to demonstrate social distancing for queue.</li> <li data-bbox="284 1034 1008 1125">7) Earmarking circle for 15-20 persons of 2 yards (6 feet) distance for voters standing in the queue depending on the availability of space. There shall be three queues each, for male, female, and PwD/ Senior citizen voters.</li> <li data-bbox="284 1141 1008 1199">8) The services of BLOs, volunteers etc may be engaged to monitor and regulate social distancing norms strictly.</li> <li data-bbox="284 1215 1008 1306">9) One shaded waiting areas with chairs, dari etc. will be provided, for male and female separately, within the polling station premises so that voters can participate in voting without safety concerns.</li> <li data-bbox="284 1323 1008 1348">10) Wherever possible, Booth App shall be used at the polling station.</li> <li data-bbox="284 1364 1008 1422">11) Soap and Water shall be provided at the entry/exit point of every polling station.</li> <li data-bbox="284 1438 1008 1463">12) Sanitizer should be provided at the entry/exit point of every polling station.</li> </ol>

Sl. No.	Guidelines to be followed
	<p>13) Face Masks in reserves for those electors who are not carrying the mask will be kept.</p> <p>14) Awareness posters on COVID-19 should be displayed at visible locations.</p> <p>15) Sitting arrangement in polling station for the polling personnel and polling agents shall be made as per the norms of social distancing.</p> <p>16) If polling agent or counting agent is having temperature above the prescribed limit, then their reliever shall be allowed by Presiding Officer, who will keep a record accordingly.</p> <p>17) During the process of identification of voter, the voters will require to lower the facemask for identification, when required.</p> <p>18) At any given time, only 1(one) voter shall be allowed to stand in front of each polling official maintaining social distance.</p> <p>19) Hand gloves shall be provided to the voter, for signing on the voter register and pressing button of EVM for voting.</p> <p>20) Sanitizers shall be kept inside the booth at appropriate locations with clear direction for the use by voters.</p> <p>21) COVID-19 patients who are quarantined will be allowed to cast their vote at the last hour of the poll day at their respective Polling Stations, under the supervision of health authorities, strictly following COVID-19 related preventive measures. Sector Magistrates shall coordinate this in their allocated polling stations.</p> <p>22) In case of those voters who are residing in the area notified as containment zone, guidelines shall be issued separately.</p>
<p><b>11.</b></p>	<p><b>KIT FOR POLLING OFFICER</b></p> <p>The following items shall be provided to every polling official and security personnel (Other than those where PPEs are needed) in addition to other prescribed items:</p> <ul style="list-style-type: none"> <li>i. Mask</li> <li>ii. Sanitizer</li> <li>iii. Face-Shield</li> <li>iv. Gloves</li> </ul>

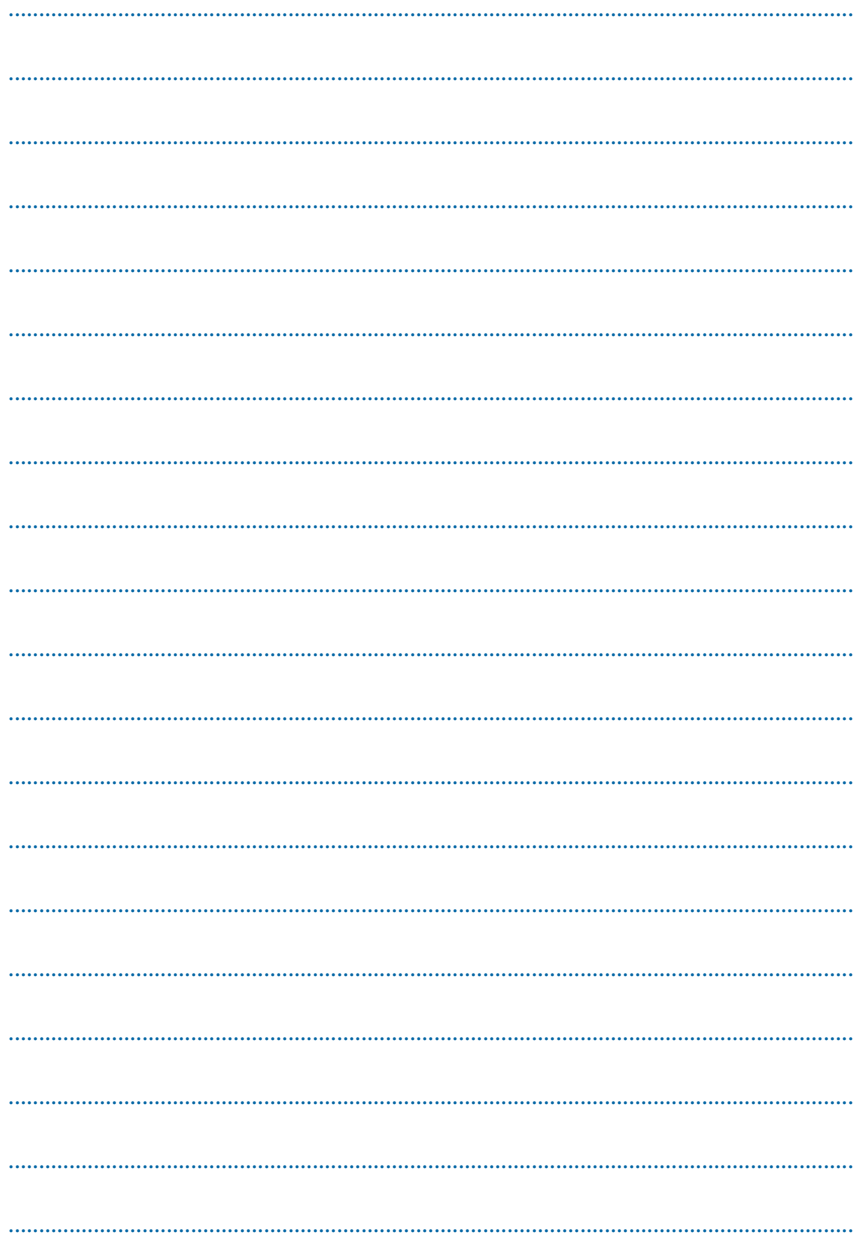
Sl. No.	Guidelines to be followed
12.	<p><b>POSTAL BALLOT</b></p> <ol style="list-style-type: none"> <li>1) Option of Postal Ballot facility has been extended to the electors of following categories: <ol style="list-style-type: none"> <li>a. Electors, who are marked as Persons with Disabilities (PWD)</li> <li>b. Electors above the age of 80 years</li> <li>c. Electors employed in notified Essential services</li> <li>d. Electors who are COVID- 19 positive/suspect and in quarantine (home/ institutional)</li> </ol> </li> <li>2) Guidelines for each of these categories are being issued separately.</li> </ol>
13.	<p><b>CAMPAIGN BY THE POLITICAL PARTIES/CONTESTING CANDIDATES</b></p> <ol style="list-style-type: none"> <li>1) <b>Door to Door Campaign-</b> Subject to any other restriction(s) including extant COVID-19 guidelines, a group of 5 (five) persons including candidates, excluding security personnel, if any, is allowed to do door to door campaigning.</li> <li>2) <b>Road Shows</b> - The convoy of vehicles should be broken after every 5 (five) vehicles instead of 10 vehicles (excluding the security vehicles, if any). The interval between two sets of convoy of vehicles should be half an hour instead of gap of 100 meters. (In supersession of <b>Para 5.8.1 of Returning Officer's Handbook 2019</b>)</li> <li>3) <b>Election Meetings</b> - Public gatherings/ rallies may be conducted <b>subject to adherence to extant COVID-19 guidelines</b>. District Election Officer should take following steps for this purpose: <ol style="list-style-type: none"> <li>(a) District Election Officer should, in advance, identify dedicated grounds for public gathering with clearly marked Entry/Exit points.</li> <li>(b) In all such identified grounds, the District Election Officer should, in advance, put markers to ensure social distancing norms by the attendees.</li> <li>(c) Nodal District Health Officer should be involved in the process to ensure that all COVID-19 related guidelines are adhered to by all concerned in the district.</li> <li>(d) District Election Officer and District Superintendent of Police should ensure that the number of attendees does not exceed the limit prescribed by State Disaster Management Authority for public gatherings.</li> </ol> </li> </ol>

Sl. No.	Guidelines to be followed
	<p>(e) DEO should depute Sector Health Regulators to oversee that COVID-19 instructions/guidelines are being followed during these meetings.</p> <p>(f) The political parties and candidates concerned should ensure that all COVID-19 related requirement like face masks, sanitizers, thermal scanning etc. are fulfilled during each of these activities.</p> <p>(g) <b>Non-compliance of Instructions</b> – <i>Anybody violating instructions on COVID-19 measures will be liable to proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable, as specified in Order No. 40-3/2020-DM-I(A) dated 29th July, 2020 of Ministry of Home Affairs.</i> District Election Officer should bring this to the notice of all concerned.</p> <p>4) Allocation of public spaces must be done using Suvidha app in the manner already prescribed by Commission.</p>
<b>14.</b>	<p><b>STRONG-ROOM ARRANGEMENT</b></p> <p>1) Strong Room should be sanitized after completion of poll day.</p> <p>2) Social Distancing and other safety norms shall be followed for each activity.</p>
<b>15.</b>	<p><b>COUNTING OF VOTES</b></p> <p>1) Not more than 7 counting tables should be allowed in a counting hall. Hence, counting of votes of a constituency may be considered at 3-4 halls by appointing additional Assistant Returning Officers. <b>(In supersession of instructions dated 30<sup>th</sup> April, 2014)</b></p> <p>2) Carrying cases of CUs/VVPATs should be sanitized before placing over counting tables.</p> <p>3) De-sealing of CUs/VVPATs and displaying Result on CU should be done by one official on each table.</p> <p>4) Display of result from the Control Units may be displayed on a large screen to avoid accommodation of large number of counting agents.</p> <p>5) The counting centers shall be disinfected before, during and after the counting.</p>

Sl. No.	Guidelines to be followed
	6) For counting of Postal Ballots, additional number of AROs may be required. If required, Postal Ballots may also be counted in a separate hall under the supervision of the Returning Officer/Assistant Returning officer.
<p><b>Based on these broad guidelines, a detailed COVID-19 related comprehensive plan will be prepared at the State level, taking local conditions into account. In case of General Elections, three-layer plan will be prepared in consultation with the concerned Nodal Health Officers: AC, District, and State levels. In case of bye-elections, the plans will be prepared at the District and AC levels in consultation with respective Nodal Health Officers. In case, more than one district is involved, such plans will be prepared by the Returning Officer of the Parliamentary Constituency in coordination with the DEOs, wherever required.</b></p>	

## ***NOTE***

A series of 20 horizontal dotted lines provided for taking notes.









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