

**OFFICE OF THE ELECTION COMMISSIONER FOR DISTRICT COUNCIL
TRIPURA : AGARTALA**

No.F. 2(20)/EC/DC/GEN--ELEC/2020 19096

Date: - 29/ 03/2021

MEMORANDUM

Subject:- Arrangements required to be made for Counting Hall.

In continuation to the Memorandum vide No. F. 2(20)/EC/DC/GEN--ELEC/2020/ 18998 dated 26/03/2021 and in addition to other instruction(s) for free & fair counting process, following arrangements are to be made in each counting hall to maintain required standards of counting process.

1. Media Room

- i) A media room should be set up where Media Persons can wait and do their works. This facilitation is necessary for overall transparency and dissemination of information. Reasonable facilities like telephone, data communication network have to be provided for the said room. In case of two Halls at same location, these services may be shared by both the Counting Halls. This will minimize the expenditure. The room should be facilitated with drinking water, electricity, toilets both for men and women. Each Returning Officer may exclusively deploy an Official from the ICA Department or any other Official capable of managing this function on behalf of RO.
- ii) The Media room should be set up at some distance away from the main Counting Hall. The holders of the authority letters can cover the counting process. They should be allowed to re-enter on the basis of the very same authority letters. All entry at all times however, is subject to the over-all requirement of maintenance of law and order, proper decorum, discipline and the conduct of peaceful counting.

2. A tabulation table with computer and internet facility should be arranged to the side of Returning Officer's table inside the Counting hall for his/ her Official works.

3. Seating arrangement for Observer: - A separate place for seating of Observer shall be provided, next to the table of the Returning officer inside the counting Hall, from where he (Observer) can observe the Counting process.

4. Round wise statement:-For ensuring accuracy of the result of counting, a round wise statement shall be prepared by the Returning Officer in the proforma annexed here to. Both the Returning Officer and Observer shall personally verify that the number of votes posted against the name of each candidate in respect every counting table tally with the figures as shown in Part II of Form 19 C pertaining to that table. They shall append their initial below the total of each counting table. A copy of the detailed table-wise polling station-wise round -wise breakup of the votes as shown in the said Annexure will be kept by the Observer in his folder.

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Annexure for tabulating Trends / Results

Number & Name of Constituency _____ Round Number _____ Date.....

Table No	1	2	3	4	5	6	7	Total	Brought from previous Round	Cumulative Total
Polling Station No										
Sl. No	Name of Candidate									
Rejected Votes										
Total Votes										
	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO		
	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer		

Important

- 1. All over writings / cutting should be certified by Observer
- 2. A copy of this Statement is to be kept by Observe in a separate folder for cross checking later.

5. Tabulation in Excel sheet: - In addition, a computer will be installed in the Counting Hall where parallel tabulation work will be done in an Excel sheet to counter check any human error. This data entry will also be done Table wise, polling station wise and round wise. Even though computer tabulation will not substitute the manual tabulation being done for obtaining final result of the counting of votes, the computer based parallel tabulation/totaling will be helpful as a double check on the accuracy of manual tabulation.

6. Furnishing Round wise statement to Election Commission: - The RO will e-mail round wise data to the Election Commission. For this purpose well in advance at least 72 hours the start of counting the RO's shall take steps for installation of internet connectivity in the counting hall.

7. Display of round wise counting result: - The Returning Officer /Observer shall ensure that the results of table-wise-round-wise counting of votes are immediately displayed prominently on a Notice Board inside the counting center and announced through public address system. On completion of counting and compilation of final Result sheet by the Returning Officer, the Observer will tally the number Votes obtained by the candidates with details of round wise statement kept by him in his folder and allow the result to be declared only when the figures tally with each other.

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8. Authority for declaration of result: Commission has decided that all Observers will keep a close watch on the process of counting of votes and compilation of results. Before the Returning Officer **declares result of an election, he/she shall obtain an authorization for declaration of result from the Observer concerned.** Every Observer shall completely satisfy himself about the fairness of counting of votes and complete accuracy of compilation of result. After having done so, he shall issue an authorization to the concerned Returning Officer in the following format for declaration of result:-

*“Observer forDistrict Council Constituency.
After being satisfied about the fairness of counting of votes and complete accuracy of compilation of result in Form-28, the undersigned hereby authorizes the Returning Officer for District Council Constituency to declare the result”.*

Signature of the Observer

Date:-

No Returning Officer shall declare any result without obtaining written authorization in the format as detailed above.

9. Carrying Mobile Phones inside Counting Hall:-Nobody, except Observer and Returning Officer, shall be allowed to carry mobile phone inside the Counting Hall. A Counter shall be provided outside the second tire of cordoning for safe keeping of mobiles and other articles of the candidates and their agents / representatives / counting staff.

10. Security of the Counting Hall: - As per procedure of three tire cordoning system, shall be followed for each Counting hall.

- i) First cordon of security:** 100 meter periphery around the counting premises / campus shall be demarcated as pedestrian zone. No vehicle shall be allowed within this perimeter. Proper barricading of this demarcated zone should be done and alighting point (same as the pedestrian entry point) clearly made out by providing the entry gate into the premise. If a public road cuts across such sensitive zone, then proper traffic diversion plan should be prepared in advance for the counting day.
- ii) Second cordon of security:** It will be started at the gate of counting premise. Before allowing the entry of persons into the second cordon, proper frisking should be made by security personnel to ensure that no prohibited items as mentioned in Memorandum No.F.2(20)/EC/DC/GEN--ELEC/2020/18998 dated 26/03/2021 and in addition **Scarf/shoulder veil (Uttariya)** are allowed to carry inside. All electronic appliances including mobile phone etc. shall be handed over to security at second cordon. Women shall be frisked by women police personnel only and decency should be followed at any cost.

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- iii) **Third cordon:** It shall be started at the door of Counting Hall. Frisking shall be done at this stage also to ensure that no mobile phone or banned items are carried inside the Counting Hall.

11. Authority to stop entry in to Counting Hall: - The Security Official at the gate of counting Hall shall have full authority to stop any person who is found violating the instruction of the Election commission for District Council.

The above instructions shall be strictly complied.

By order of the Election Commissioner for District Council.

HP
29/02/2021
(P. Bhattacharjee)
Secretary to the
Election Commissioner for,
District Council

Copy to:-

1. PA to Election Commissioner for District Council for information of Election Commissioner for District Council.
2. Police Nodal Officer (Inspector General of Police (TSR & Ops) with a request to communicate the guideline to the field functionaries & strictly enforce the three tire cordoning and entry of person as per commission's guideline.
3. The District Election Officers (DM & Collectors), North/ Unakoti /Dhalai /Khowai / West / Sepahijala / Gomati & South Tripura District for kind information.
4. ROs (SDMs) Kanchanpur/L.T.Valley/ Kumarghat/ Gandacherra/ Ambassa/ Khowai / Teliamura / Mohanpur / Jirania / Jampuijala/ Bishalgarh/ Udaipur/ Amarpur/ Karbook/ Santirbazar & Sabroom Sub-Division for information & Necessary action. They should bring this Memorandum to the notice of the concerned Observer.
5. All Observer(s) for information and necessary action please.

HP
29/02/2021
Secretary to the
Election Commissioner for,
District Council