



## ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road  
New Delhi-110001



No. 590/Training/2013/Fund

Dated: 2<sup>nd</sup> July, 2013.

To,

The Chief Electoral Officers,  
All State/ UTs

**Subject: Timely execution and quality management of Cascaded Trainings for Preparedness of field officers and trainers on matters of elections and electoral rolls. (Trainings at state/ divisional HQs).**

Madam/Sir,

Proper training is important for good and efficient management of elections and electoral rolls. The Commission attaches high importance to timely conduct of quality trainings. Trainings of State Level Master Trainers (SLMTs) have been going on at IIIDEM, New Delhi over the past months against this background. Now, the Commission plans to conduct quality trainings for preparing field officers and trainers on matters of electoral rolls and conduct of elections in a time bound manner in FY 2013-14. Accordingly, as a preparatory measure for the next general elections, trainings of a number of officers are to be carried out as detailed in this circular at state<sup>1</sup>/ divisional headquarters within Sep-Oct, 2013.

2 As per the cascaded training plan prepared in consultation with CEOs and approved by the Commission, as a part of the poll preparedness exercise of the Commission, State Level Master Trainers (SLMTs) are being trained at IIIDEM, Delhi and Assembly Level Master Trainers (ALMTs) and other election personnel including DEOs, ROs, AROs, EROs, AEROs,

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<sup>1</sup> The word 'state' wherever used in this circular includes both states and union territories.

Police and other officers are to be trained at state/ divisional HQs. (Please refer to the chapter titled 'Indian Elections' in the Annual Training Plan and Calendar, 2013-14 of IIIDEM circulated vide ECI letter no.590/Training Plan/2013-Trg dated 8<sup>th</sup> May, 2013.<sup>2</sup> CEOs had been requested to identify SLMTs and ALMTs, and make advance preparations regarding budgeting, arranging training venues and resources, tying up with ATIs etc. as part of the general instructions of this plan, as well as vide ECI letter no.590/SLMTs/training/2013 dated 18<sup>th</sup> and 22<sup>nd</sup> February, 2013). The following further instructions are circulated in this regard.

## TRAINING CATEGORIES AND TRAINEES

3 Trainings at state/ divisional HQs are to be conducted in two broad categories.

### Category A: 4-Day Trainings

Title of the Course: 'Course for Election Administrators and Trainers'  
Trainees:

- i. Officers who are posted as DEOs, ROs, EROs, AROs, AEROs.
- ii. Revenue officers who are not presently posted, but can be posted as DEOs, ROs, EROs, AROs, AEROs since they are of equivalent seniority.  
*[Category 1 and 2 would include revenue officers of ranks equivalent to district collectors, additional collectors, joint collectors, deputy collectors, assistant collectors, tehsildars (or talukdars or mamlatdars, depending on local terminology), additional tehsildars, naib tehsildars].*
- iii. District Development Officers & Block Development Officers, or equivalent officers of the rural development department.
- iv. Commissioner/ Dy Commissioner, Chief Municipal Officers of urban local bodies or equivalent officers of the urban development department of district/ sub-district level.
- v. District/ sub-district level officers of other departments who can do the work of Assembly Level Master Trainers (ALMTs) or discharge other executive responsibilities in matters of elections and electoral rolls.

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<sup>2</sup> The instructions contained in this circular would supersede if necessary any provisions contained in the Annual Training Plan and Calendar, 2013-14 of IIIDEM as printed by the Commission.

Category B: 1-Day Trainings

Sub-Category	Title of the Course	Trainees
B-1	1-day refresher course for DEOs	Officers who are posted or can be posted as DEOs
B-2	1-day training for police officers	Officers who are posted or can be posted as SPs and Additional SPs
B-3	1-day training for officers related to Election Expenditure Monitoring and Paid News	Officers who are posted or can be posted as District Excise Officers, Income Tax Officers, District Public Relations Officers etc.

Session plans for the above trainings can be seen at Annexure-1.

4 A concern was raised by a number of CEOs while responding to the draft Annual Training Plan & Calendar 2013-14 that possibilities of transfers of officers should be kept in mind while carrying out trainings in advance of elections. The types of officers who can be trained under the various trainings and the state-wise estimates of the numbers of officers of various categories to be trained have been made at Annexure-2 keeping in mind this concern. Hence, it is planned that officers may be trained for functioning as executives as well as trainers. As such, under the above category-A, officers are to be trained for discharging executive responsibilities as well as for functioning as assembly level master trainers (ALMTs) through the same course and with the same resource material. These officers can discharge executive responsibilities related to elections and electoral rolls when posted on such posts, while supporting further down the line trainings. When not posted on executive posts related to elections or electoral rolls, they can work as ALMTs. The officers trained in categories B-2 and B-3 would also similarly be required to perform executive duties besides supporting down the line training activities of related officials as and when required. This approach would help prepare a reserve pool of officers as well.

5 Moreover, it is further clarified that the actual number of trainee-officers may vary (from their category-wise numbers estimated in Annexure-2 for the various states/ UTs) depending upon the actual availability and need for training of officers in the various categories mentioned in Annexure-2. However, if the number of trainee-officers in any category is in more than  $\pm 25\%$  variance from the numbers mentioned in this table, the reasons for the same may please be

explained to the Training Division of ECI in due advance through letter and email, and the same should be re-clarified alongwith the Utilization Certificates.

## **PREPARATION OF TRAINING PLANS**

6 The Commission has circulated The Annual Training Plan & Calendar 2013-14 of IIIDEM earlier. It contains detailed guidelines on how cascaded trainings are to be planned in the states. In continuation of and by taking appropriate reference to the same, detailed training plans have now to be prepared by CEOs with involvement of the SLMTs and other officers in the states for carrying out the preparatory trainings of field officers and trainers on matters of e-rolls and elections in a cascaded manner during this FY. The following points are important to be noted in this regard at this stage:

1. All the plans for trainings at state/ divisional headquarter levels as detailed in this circular have to be sent to the Training Division of ECI latest by 30<sup>th</sup> July, 2013.
2. In addition to the officials identified in this circular, these training plans may include such other officials as trainees and trainers whom CEOs may consider to be required and suitable.
3. The training plans should detail the following:
  - a. Dates of trainings
  - b. Venues of trainings
  - c. Name of the course and the main topics included in it for every training
  - d. Number and details of the trainees for every training  
For example, identification of which officers from which districts would be joining in which batch of which course on the identified date(s) and venue(s).
  - e. The exact session plan to be followed for every training.  
It should show the time-plan of the sequence of sessions in a course, the names of the topics included in each session of the course, the name(s) of the trainer(s) who would train on each such topic in each session.
  - f. The names of the trainers should be identified carefully for each topic.  
Trainers for techno-legal sessions such as those relating to nomination, scrutiny, symbol allotment, MCC, EVMs, e-rolls, duties of polling and

counting personnel etc. should be chosen with extra care and they should be specifically asked to prepare well in advance. Preferably, they should have worked as ROs, EROs, DEOs or in CEO office and should have been trained as SLMTs at IIIDEM, ECI, Delhi.

4. All PPTs and other training material are to be prepared in advance. All trainers must be involved in finalization of the training material with regard to the topic they are going to handle. (Please also refer to the other paras in this circular regarding training material).

7 (Similarly, all detailed training plans for trainings of all the officials including BLOs, polling and counting personnel, micro-observers, EVM preparation staff, sector and zonal officers and magistrates etc. to be conducted within districts/ ACs have to be sent to the Training Division of ECI latest by 30<sup>th</sup> August, 2013. Work for preparing these training plans should also be started).

8 Further the following points are to be kept in consideration while preparing these training plans:

- i. Trainings for the trainees identified against Category-A above would be required to be completed before end September, 2013. (They may be given refresher trainings thereafter).
- ii. DEOs may be given the option to undertake 4-day Category-A training or 1-day Category-B-1 training before end-September, 2013.
- iii. Trainees identified against Categories-B-2 and B-3 above would also be required to be trained before end September, 2013.

9 All the above officers will be trained in batches of 50 trainees each at state/ divisional HQs by SLMTs trained at IIIDEM, Delhi. Further, the next level of cascaded trainings<sup>3</sup> would be carried out within districts/ ACs subsequently by these officers trained at state/ divisional HQs.

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<sup>3</sup> The next level of cascaded trainings to be carried out in districts/ ACs would be given to polling and counting personnel, BLOs, EVM ground staff, Micro observers, Sector/ Zonal magistrates and officers etc as already communicated through the Annual Training Plan and Calendar, 2013-14 of IIIDEM, ECI.

## **FINANCIAL & ADMINISTRATIVE ASPECTS**

### **Funding & Ceilings for reimbursement from ECI**

10 The Commission desires to affirm quality and timeliness in conduct of the aforementioned trainings at state/ divisional headquarters for preparing officials and trainers on matters of elections and electoral rolls through direct financial support upto a ceiling limit of Rs. 400/- per day per trainee for such trainees who take up the training and pass End of Training tests.

11 Within the overall reimbursement ceiling for expenditure from ECI, CEOs and DEOs would have flexibility with regard to cost breakup, subject to item-wise expenditure in the following order of priority:

- i. Honorarium to the trainers @ Rs. 10/- per trainee per session subject to maximum of Rs. 500/- per session. (Honorarium should be given to only one trainer for one session who should be the lead trainer, in case more than one trainers impart training in one session).
- ii. Honorarium to Training Observers @ Rs. 10/- per trainee per day for each day on which trainings are observed. The maximum honorarium payable to one training observer would be Rs.500/- per day of observation of trainings.
- iii. DVDs containing soft copies of course material and other important documents for distribution to trainees and for use by trainers.
- iv. Printed hand-outs of PPTs and hard/ printed copies of other important documents for distribution to trainees and for use by trainers.
- v. Expenditure for Venue Hiring, Training Tools and other necessary logistics as may be required.
- vi. Providing lunch and tea during trainings.

12 Ceiling for reimbursement from ECI is fixed at Rs.400/- per trainee per day. This has been worked out on the basis of estimated number of days of training, estimated number of sessions per batch, estimated volume of the course material etc..

13 Within the overall reimbursement ceiling for expenditure from ECI, CEOs and DEOs would have flexibility with regard to expenditure on a particular item mentioned at iii to vi above while ensuring that expenditure on higher priority items is incurred first subject to the

aforementioned ceiling limit. GFR-2005<sup>4</sup> and ECI guidelines are to be followed in making all expenditures.<sup>5</sup>

## **Fund Flow**

14 State wise quota of funds and the amount being devolved as 1<sup>st</sup> instalment would be as estimated at Annexure-3. Regarding the flow of funds, the following criteria and timelines shall apply:

- a) Funds would be transferred to CEOs from ECI by cheque and post unless the CEO has explicitly requested the ECI for electronic transfer of these funds and has duly provided to ECI's Training Division all relevant details for the same in advance.
- b) Funds would be transferred only to Chief Electoral Officers.
- c) State wise quota of funds has been worked out at this stage through proportional distribution according to the numbers of ACs and districts in states as shown in Annexure-3.
- d) 50% of total budget sanctioned as per the quota of funds calculated in the above para is being devolved as the 1<sup>st</sup> instalment.
- e) Utilization Certificate against the first instalment of funds must reach ECI in original with signatures of the CEO in blue ink latest by 30<sup>th</sup> October, 2013.
- f) Demand for 2<sup>nd</sup> (final) instalment, if any, should be made in the prescribed format alongwith the UC (Utilization Certificate) in the prescribed proforma at Annexure-8.
- g) Transfer of 2<sup>nd</sup> (final) instalment (if demanded) is to be completed by 15<sup>th</sup> November, 2013.
- h) Funds from the states which do not use the 1<sup>st</sup> instalment properly and in time would be liable to be transferred to other states at the time of release of 2<sup>nd</sup> instalment.

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<sup>4</sup> 'GFR' stands for General Financial Rules, 2005 of the Government of India.

<sup>5</sup> Pending any further communication, expenditures on trainings of polling and counting personnel which are carried out in districts/ ACs would be required to be claimed by CEOs from the central or state governments as per prevailing guidelines, norms and practices. CEOs should estimate their training expenditures in advance. They should accordingly tie up for their funding with central and state governments in due advance.

- i) Unutilized funds would be liable to be drawn back by ECI on expiry of prescribed time limits.

### **Trainee-Sessions & Honorarium to Trainers**

15 As explained earlier, the trainings at state/ divisional HQs should preferably be administered by SLMTs trained at IIIDEM. Honorarium can be given to them at the rate of Rs. 10/- per trainee per session to SLMTs for imparting these trainings. (For a batch of 50 trainees, this would mean an honorarium of Rs. 500/- to an SLMT for a session, which would be in accordance with the norm fixed by GOI vide circular no.13024/2/2008-Trg.I dated 3<sup>rd</sup> March 2009 of DoPT). Honorarium should be given to only one trainer for one session who should be the lead trainer, in case more than one trainers impart training in one session.

### **Arrangement of Training Venues and Teaching- Learning Aids**

16 Arrangement of venue and arrangement of teaching-learning aids such as printed flip chart versions of PPTs if needed, projector and other equipment etc is to be done in advance by the CEOs. CEOs should tie up with ATIs<sup>6</sup> or other institutions for imparting such trainings. Alternatively, they should arrange for duly equipped suitable venues for carrying out these trainings in due advance. Information of these training venues should be given to the ECI by CEOs latest by 30<sup>th</sup> July, 2013 in the format prescribed at Annexure-4.

17 PPTs, trainers' guidance notes, case studies, FAQs etc should be studied in advance by the trainers. They should be made ready for projection/ demonstration/ use in due advance.

### **Training Material**

18 Training material on the various training courses (A and B-1 to B-3) in English has been uploaded on ftp. This training material is of generic and common nature across states. The training material to be used for these trainings has been prepared at ECI with support and participation of ECI officers, CEOs and other field officials. Different files in this training material have been internally hyperlinked within the overall training material package so as to create an easy to use resource pack for trainers and trainees. In certain parts, actual circulars have been hyperlinked with relevant parts of PPTs, which facilitates on screen view of the relevant circulars and guidelines of the Commission by clicking on their reference numbers

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<sup>6</sup> Administrative Training Institutes



typed in the PPT slides themselves. CEOs may further enhance the quality of this training material. CEOs may also suitably modify and further develop this training material to suit and meet local requirements and to further incorporate new items and innovative training methodologies, provided the contents as included by ECI therein are retained and used during trainings. Translation of the course material to vernacular languages would be got done by CEOs.

19 Hand-outs and other required material in sufficient numbers for use by trainers or for distribution to trainees at the state/ divisional level trainings, would be required to be got prepared in due advance by CEOs. CEOs would be required to translate in vernacular languages and produce necessary soft and hard copies of the same and send them to training venues at state/ divisional HQs for distribution to the trainees at state/ divisional levels when they attend these courses.

20 All procurement and expenditures on these trainings must be done following the GFR 2005 of GOI and ECI guidelines. CEOs would be responsible for maintaining all bills and vouchers as per the GFRs of the GoI for production before audit teams for audit etc.. as may be required. CEOs should ensure that this procedure is strictly followed before UCs are sent by them to ECI.

## **MONITORING & EVALUATION**

21 The primary responsibility of providing trainings of best quality in the states rests with Chief Electoral Officers. ECI is extending support in this regard (as explained in this circular) with an aim to qualitatively prepare officers for proper discharge of their election and e-roll related duties, as well as for working as good Assembly Level Master Trainers for further trainings of polling and counting personnel, BLOs, micro-observers, EVM preparation staff etc. The following monitoring and evaluation measures for ensuring high quality and proper conduct of these trainings are to be taken.

### **Feedback from trainees**

22 After each training, the trainees should be asked to give their feedback grading on the 'quality' and 'usefulness' of the imparted training. Feedback forms as placed at Annexure-5 of

this circular should be given to the trainees for this purpose. Filled up feedback forms should be securely kept in CEO offices for further reference if needed. These feedbacks should be summarized by CEOs and sent to the ECI alongwith UCs in the following format placed at Annexure-6 of this circular.

## **Training Observers**

23 CEOs would appoint 'Training Observers' for observing training sessions at state/divisional HQs in accordance with following norms:

- a) For the trainings which are carried out at divisional HQs, Divisional Commissioners would necessarily be the training observers.
- b) In case Divisional Commissioners are not there in the state or in case they cannot become available for valid reasons (such as conduct of these trainings taking place at state HQs), the officers of the o/o CEO not below the rank of Jt. CEO or officers of equivalent or higher seniority of state government would be the training observers.
- c) Training observers are to be appointed by CEOs in accordance with a and b above.
- d) Training observers are to be appointed in such a way that one training observer becomes available for observation of one batch of trainees at one venue on any day of training. (One batch of trainees should optimally consist of 50 trainees).
- e) Each training observer would be required to give his report for each observed session to ECI through the CEO in format prescribed at Annexure-7.
- f) For every batch of training, atleast one session shall be observed on each day by a training observer. Training observers should try and observe the maximum possible number of training sessions on each day. Honorarium to training observers can be paid @ Rs. 10/- per trainee of a batch for all the observed sessions for one day during one training course, subject to an upper limit of Rs.500/- for one batch for one day of a training course. CEOs would need to report to ECI the numbers of training sessions observed by each training observer in their states subject to this ceiling in the format at Annexure-8 (with print copies of all session-wise training observers' reports duly indexed and attached) while claiming any balance reimbursement for these trainings from ECI.

- g) All training observers' reports in Annexure-7, alongwith CEOs' reports in Annexure-8 and details of trainees in Annexure-9 must reach the ECI alongwith the Utilization Certificates at the appointed times. In any case, all training observers' reports in Annexure-7, alongwith CEOs' reports in Annexure-8 must reach ECI through the CEOs latest by 30<sup>th</sup> Oct, 2013.
- h) CEOs should inform the name and other details of identified training observers to IIIDEM, ECI before 30<sup>th</sup> July, 2013. Training observers may be suitably briefed in advance from IIIDEM, ECI about how they can ensure that these trainings are conducted with application of appropriate training methodologies and conveyance of subject matter to trainees.

### **Third Party Monitoring & External Observers**

24 ECI may appoint one or more agencies for 'third party monitoring' of these trainings. The Commission may also depute independent observers from ECI or from amongst SLMTs of other states/ UTs to observe these trainings.

### **End of Training (EoT) Tests**

25 As a part of the quality control measures, all officials who are imparted trainings at state/ divisional HQs will be required to answer 'End of Training' questionnaires to be administered by the training coordinators. These tests would contain mainly objective type questions. CEOs would ensure through SLMTs and other officers that answer-keys do not become available to the trainees before they have undergone the EoT tests. CEOs would need to compile and provide to ECI training-wise information of the trainees alongwith the marks scored by the trainees in these EoT tests in the format prescribed at Annexure-9. Qualifying marks for the 'EoT' is 50% of the total marks.

## **REPORTING ON THE PROGRESS OF THESE TRAININGS**

26 For monitoring the progress of these trainings at State/ Divisional HQs, the following periodic reports are to be sent by CEOs to ECI:

- Information in the format at Annexure-9 of this circular, which relates to ‘Details of Trainees & EoT tests’ is to be compiled and sent by CEOs so as to reach ECI on the next day of completion of any course of training for any batch of trainees. These reports would contain names of the persons who participated in training courses alongwith the marks obtained by them in EoT tests in tabular format (preferably in MS excel). The names and other details of trainees (Part A: columns 2 to 6 of the format) should be filled on computer at the time of registration of trainees for any training course. The last column 7 in the Part B of this format (which pertains to marks obtained by trainees and the full marks of the EoT tests) should be filled subsequently on completion of a training course after the EoT test has been conducted for the trainees.
- Information in the format at Annexure-10 of this circular, which relates to ‘Cumulative Progress of Training’ is to be compiled and sent by CEOs so as to reach ECI on every alternate Tuesday, starting with 6th August, 2013 on fortnightly basis. The first such report (which is to reach ECI on 6<sup>th</sup> August, 2013) should cover all such trainings which have been conducted till that time. Thereafter, fortnightly reports should necessarily be sent. NIL reports should be sent if that is the case for a particular fortnight.
- Compilation of all reports on details of trainees and EoT tests in the format at Annexure-9 of this circular, and the final report on Cumulative Progress of Training in the format at Annexure-10 should reach ECI after completion of all state/ divisional level trainings and also alongwith the UCs.

These reports should reach ECI on the emails mentioned further on in this circular on the prescribed dates and in hard copy by post soon thereafter.

## **MAINTENANCE OF BILLS AND VOUCHERS**

27 CEOs would be responsible for maintaining all bills and vouchers as per the GFRs of the GoI for production before audit teams for audit etc.. as may be required. CEOs should ensure that this procedure is strictly followed before UCs are sent by them to ECI.

## **UTILIZATION CERTIFICATES (UCs)**

28 UCs duly signed by Chief Electoral Officers in original in blue ink must reach the ECI in prescribed time limits in the format prescribed at Annexure-11 (alongwith its sub-annexures). These UCs should reach ECI latest by 10<sup>th</sup> October, 2013. These UCs should clearly mention the expenditure made (in compliance of ECI instructions and in accordance with General Financial Rules of the central government), against the 1<sup>st</sup> instalment released as mentioned in this circular and should also contain clearly worked out demand for further funds as the 2<sup>nd</sup> (final) instalment where needed. The UCs must be in the format prescribed in this circular. The necessary accompanying documents for any UC are mentioned in the format of the UC at Annexure-11 itself.

## **E-MAIL CORRESPONDENCE**

29 All email correspondence with regard to this circular should be done on the following email address:

ECITRG.statediv2013@gmail.com

Copies of the emails sent on the above address may also be marked to DG(Trg) at dgiiidem@gmail.com, Director(Trg) at director.training.eci@gmail.com, US(Trg) at sbjoshi@eci.gov.in and the SO(Trg) of ECI on so\_trng@eci.gov.in. All emails should necessarily be followed by hard copies sent to Director (Training), ECI.

Yours faithfully,

-S/d-

(S B Joshi)  
Under Secretary

CC: Standard Circulation.

## **Summary of Last Dates as per the Time Limits mentioned in this Circular**

- 30<sup>th</sup> July, 2013
  - Training plans for trainings at state/divisional levels to reach ECI
  - Report of training venues to reach ECI in Annexure 4
  - Names of appointed Training Observers to reach ECI
  
- 30<sup>th</sup> August, 2013
  - Training plans for further trainings within districts and ACs to reach ECI
  
- 30<sup>th</sup> September, 2013
  - To complete the conduct of state/ divisional level trainings described in this circular
  
- 30<sup>th</sup> October, 2013
  - UC against first instalment and demand for second instalment, if any, to reach ECI
  - Reports of Training Observers in the format at Annexure-7 and compilation of these reports by CEOs in the format at Annexure-8 to reach ECI
  - Compilation of all reports on details of trainees and EoT tests in the format at Annexure-9 of this circular
  - Final report on Cumulative Progress of Training in the format at Annexure-10 to reach ECI
  
- 15<sup>th</sup> November, 2013
  - Transfer of second instalment of funds to CEOs, if demanded by CEOs and approved by ECI.
  
- Information in the format at Annexure-9 of this circular, which relates to ‘Details of Trainees & EoT tests’ is to be compiled and sent by CEOs so as to reach ECI on the next day of completion of any course of training for any batch of trainees.
  
- Information in the format at Annexure-10 of this circular, which relates to ‘Cumulative Progress of Training’ is to be compiled and sent by CEOs so as to reach ECI on every alternate Tuesday, starting with 6<sup>th</sup> August, 2013 on fortnightly basis. (NIL report should be sent if that is the case for a particular fortnight).

## **List of Annexures**

1. Session plans for the trainings to be conducted at state/ divisional HQs
2. Estimated numbers of trainees of various categories.
3. State-wise estimated, sanctioned of funds and the 1<sup>st</sup> instalment to be released from ECI
4. Details of training venues at state/ divisional HQs
5. Feedback Form for Trainees
6. Format for Compilation of Trainees' Feedback
7. Format for Training Observers' Reports
8. Format for CEO's report on training sessions observed by Training Observers
9. Format for reporting Details of Trainees & EoT Tests
10. Format for reporting the Cumulative Progress of Training
11. Format for Utilization Certificate (alongwith its sub-annexures)

## Annexure-1:

### Illustrative Session plans of the trainings to be conducted at state/divisional HQs

#### A CATEGORY:

TITLE:	4 DAY TRAININGS (20 SESSIONS) FOR ELECTION ADMINISTRATORS & TRAINERS
TRAINEES:	<ol style="list-style-type: none"> <li>1. Officers who are posted as DEOs, ROs, EROs, AROs, AEROs.</li> <li>2. Revenue officers who are not presently posted, but can be posted as DEOs, ROs, EROs, AROs, AEROs since they are of equivalent seniority. <i>[Category 1 and 2 would include revenue officers of the ranks of/ equivalent to district collectors, additional collectors, joint collectors, deputy collectors, assistant collectors, tehsildars (or talukdars or mamlatdars, depending on local terminology), additional tehsildars, naib tehsildars].</i></li> <li>3. District Development Officers &amp; Block Development Officers, or equivalent officers of the rural development department.</li> <li>4. Commissioner/ Dy Commissioner, Chief Municipal Officers or equivalent officers of the urban development department of district/ sub-district level.</li> <li>5. District/ sub-district level officers of other departments (such as engineering departments, higher education institutions etc.) who can do the work of District/ Assembly Level Master Trainers in addition to those at s.nos. 1 to 4 above.</li> </ol>
TRAINERS:	SLMTs (State Level Master Trainers) trained at IIIDEM, Delhi
VENUE:	Suitable halls equipped with PPT projection facility where batches of upto 50 persons can be trained at <u>State or Divisional head-quarters.</u>
OBJECTIVE:	<p>To prepare executive officers and other resource persons</p> <ol style="list-style-type: none"> <li>1. on matters related to preparation for elections, conduct of elections, matters of electoral rolls etc., and</li> <li>2. for working as District/ Assembly Level Master Trainers (ALMTs) for training grass-root functionaries including: <ol style="list-style-type: none"> <li>a. Booth Level Officers</li> <li>b. Polling personnel</li> <li>c. Counting personnel</li> <li>d. Sector/ zonal magistrates and officers</li> <li>e. EVM ground staff</li> <li>f. Micro-observers</li> </ol> </li> </ol>
SCHEDULE:	
DAY	SESSION
Day 1	1. Notification; qualifications and disqualifications; nomination, scrutiny, withdrawal, finalization of list of candidates, allotment of symbols.
	2. Same as above.
	3. Roll revision; Main Legal Provisions, Structure of the Roll, Types of Revisions, Finalization of list of PSs
	4. Roll revision; Draft Publication, Disposal of Claims and Objections, Final Publication
	5. Roll revision; Service electors, Overseas electors, voter slips and alphabetical rolls
Day 2	6. ERMS and other IT applications
	7. Postal ballots; matters related to polling personnel, including their management, randomization and welfare.
	8. MCC and legal provisions
	9. Vulnerability Mapping; DEMP; law & order, security measures and preventive action; force deployment and use;
	10. Poll day arrangements; receipt and despatch of parties; preparation of



	polling stations, strong rooms etc.
Day 3	11. Counting of votes; reports, formats and index cards; IT & Statistics.
	12. Election Expenditure Monitoring (EEM)
	13. Paid News.
	14. EVMs: Technical details; matters of EVM administration (including EVM tracking and storage); preparation of EVMs (including checking, debugging, initialization, candidate setting, sealing, safekeeping etc.); mock-poll; use on poll day; use during counting; post-counting EVM storage.  EVM Hands-On
Day 4	For session no. 15 to 20, there is no need to go into details. Material can be explained in brief.
	15. How to train Sector/ Zonal Officers and Magistrates: exposure to training techniques and resource material (including PPTs, handouts, flip-charts etc.)
	16. How to train BLOs: exposure to training techniques and resource material (including PPTs, handouts, flip-charts etc.)
	17. How to train Polling Personnel: exposure to training techniques and resource material (including PPTs, handouts, flip-charts etc.)
	18. How to train Micro-Observers: exposure to training techniques and resource material (including PPTs, handouts, flip-charts etc.)
	19. How to train Counting staff: exposure to training techniques and resource material (including PPTs, handouts, flip-charts etc.)
	20. How to train EVM Preparation staff: exposure to training techniques and resource material (including PPTs, handouts, flip-charts etc.)
	End of Training Test Summing up and re-exposure to references (including handbooks, manuals, compendiums, circulars, formats, checklists etc.)

#### B-1 CATEGORY:

TITLE:	1 DAY REFRESHER TRAININGS (4 SESSIONS) FOR DEOs
TRAINEES:	Officers who are posted or can be posted as DEOs
TRAINERS:	SLMTs (State Level Master Trainers) trained at IIIDEM, Delhi
VENUE:	Suitable halls equipped with PPT projection facility where batches of upto 50 persons can be trained at <u>State or Divisional head-quarters</u> .
OBJECTIVE:	To prepare DEOs on matters related to preparation for elections, conduct of elections, matters of electoral rolls etc.
SCHECDULE:	
Session 1	Notification, nomination, scrutiny, withdrawal, finalization of list of candidates, qualifications and disqualifications, symbol allotment
Session 2	Roll revision; e-roll matters in the run up to elections; roll health monitoring; EPICs and alternative documents; SVEEP; finalization of list of PSs; preparations of polling stations, counting centres, strong rooms etc.; receipt and despatch of polling parties; poll day arrangements.
Session 3	MCC; legal provisions; Vulnerability Mapping; DEMP; sector/ zonal officers and magistrates; observers; EEM; Paid News
Session 4	EVM; Postal Ballots; counting of votes; training administration; DEOs' nodal officers; polling personnel randomization, management and welfare; IT; statistics; references (handbooks, manuals, compendiums; checklists etc).

**B-2 CATEGORY:**

TITLE:	1 DAY TRAININGS (2 SESSIONS) FOR POLICE OFFICERS
TRINEES:	Officers who are posted or can be posted as SPs, Additional SPs and other senior police officers in districts
TRAINERS:	SLMTs (State Level Master Trainers) trained at IIIDEM, Delhi
VENUE:	Suitable halls equipped with PPT projection facility where batches of upto 50 persons can be trained at <u>State or Divisional head-quarters</u> .
OBJECTIVE:	To prepare senior police officers on matters related to preparation for elections and conduct of elections
SCHECDULE:	
Session 1	MCC and major legal provisions, DEMP and Vulnerability Mapping
Session 2	Law and Order Arrangements for Elections, Pending warrants, arms, liquor, preventive actions, money control; monitoring and reporting

**B-3 CATEGORY:**

TITLE:	1 DAY TRAININGS (3 SESSIONS) FOR OFFICERS RELATED TO ELECTION EXPENDITURE MONITORING & PAID NEWS
TRINEES:	Officers who are posted or can be posted as District Excise Officers, Income Tax Officers, District Public Relations Officers etc.
TRAINERS:	SLMTs (State Level Master Trainers) trained at IIIDEM, Delhi
VENUE:	Suitable halls equipped with PPT projection facility where batches of upto 50 persons can be trained at <u>State or Divisional head-quarters</u> .
OBJECTIVE:	To prepare election expenditure monitoring and matters related to paid news during elections
SCHECDULE:	
Session 1	MCC; Relevant Legal Provisions;
Session 2	Election Expenditure Monitoring
Session 3	Paid News

## Annexure-2: Estimated number of trainees of various categories

(The actual number of officers trained may vary depending upon the actual availability and need for training of officers in the various categories mentioned below. However, if the number of trainee-officers in any category is in more than  $\pm 25\%$  variance from the numbers mentioned in this table, the reasons for the same may please be explained to the Training Division of ECI in due advance through letter and email, and the same should be re-clarified alongwith the Utilization Certificates).

S.No.	Name of the State/UT	No of Districts	No of ACs (PC)	DEOs & equivalent officers to be trained	Police officers (including SPs)	EEM officers	Public Relations Officers	Revenue officers: rank Additional Collectors to Deputy/ Assistant Collectors	Tehsildars & Naib Tehsildars	BDOs (rural development)	Urban local body officers such as CMOs	Other department officers, such as engineering, higher education etc.
				disttX2.5	disttX2.5	disttX2.5	disttX1.25	ACX2.5	ACX2	ACX1.25	ACX1.25	ACX2
1	Andaman and Nicobar	3	1	8	8	8	4	3	2	2	2	2
2	Andhra Pradesh	23	294	58	58	58	29	735	588	368	368	588
3	Arunachal Pradesh	16	60	40	40	40	20	150	120	75	75	120
4	Assam	27	126	68	68	68	34	315	252	158	158	252
5	Bihar	38	243	95	95	95	48	608	486	304	304	486
6	Chandigarh	1	1	3	3	3	2	3	2	2	2	2
7	Chhattisgarh	27	90	68	68	68	34	225	180	113	113	180
8	Dadra and Nagar Haveli	1	1	3	3	3	2	3	2	2	2	2
9	Daman & Diu	2	1	5	5	5	3	3	2	2	2	2
10	Goa	2	40	5	5	5	3	100	80	50	50	80
11	Gujarat	26	182	65	65	65	33	455	364	228	228	364
12	Haryana	21	90	53	53	53	27	225	180	113	113	180
13	Himachal Pradesh	12	68	30	30	30	15	170	136	85	85	136
14	Jammu & Kashmir	22	87	55	55	55	28	218	174	109	109	174
15	Jharkhand	24	81	60	60	60	30	203	162	102	102	162
16	Karnataka	30	224	75	75	75	38	560	448	280	280	448
17	Kerala	14	140	35	35	35	18	350	280	175	175	280

S.No.	Name of the State/UT	No of Districts	No of ACs (PC)	DEOs & equivalent officers to be trained	Police officers (including SPs)	EEM officers	Public Relations Officers	Revenue officers: rank Additional Collectors to Deputy/ Assistant Collectors	Tehsildars & Naib Tehsildars	BDOs (rural development)	Urban local body officers such as CMOs	Other department officers, such as engineering, higher education etc.
				disttX2.5	disttX2.5	disttX2.5	disttX1.25	ACX2.5	ACX2	ACX1.25	ACX1.25	ACX2
18	Lakshadweep	1	1	3	3	3	2	3	2	2	2	2
19	Madhya Pradesh	50	230	125	125	125	63	575	460	288	288	460
20	Maharashtra	35	288	88	88	88	44	720	576	360	360	576
21	Manipur	9	60	23	23	23	12	150	120	75	75	120
22	Meghalaya	7	60	18	18	18	9	150	120	75	75	120
23	Mizoram	8	40	20	20	20	10	100	80	50	50	80
24	Nagaland	11	60	28	28	28	14	150	120	75	75	120
25	NCT of Delhi	9	70	23	23	23	12	175	140	88	88	140
26	Odisha	30	147	75	75	75	38	368	294	184	184	294
27	Puducherry	4	30	10	10	10	5	75	60	38	38	60
28	Punjab	22	117	55	55	55	28	293	234	147	147	234
29	Rajasthan	33	200	83	83	83	42	500	400	250	250	400
30	Sikkim	4	32	10	10	10	5	80	64	40	40	64
31	Tamil Nadu	32	234	80	80	80	40	585	468	293	293	468
32	Tripura	8	60	20	20	20	10	150	120	75	75	120
33	Uttar Pradesh	75	403	188	188	188	94	1008	806	504	504	806
34	Uttarakhand	13	70	33	33	33	17	175	140	88	88	140
35	West Bengal	19	294	48	48	48	24	735	588	368	368	588
	<b>Total</b>	<b>659</b>	<b>4125</b>	<b>1656</b>	<b>1656</b>	<b>1656</b>	<b>837</b>	<b>10318</b>	<b>8250</b>	<b>5168</b>	<b>5168</b>	<b>8250</b>

**Annexure-3: State wise estimate of funds to be released to states/UTs**

(Estimated number of category-wise Trainees X Category-wise Expenditure Ceiling Norm)

Name of the State/UT	Total Estimated Expenditure in Rupees @ Rs. 400/- per trainee per day	1st Instalment 50% of total sanctioned Budget in Rupees
Andaman and Nicobar	39,600	19,800
Andhra Pradesh	43,93,200	21,96,600
Arunachal Pradesh	9,72,800	4,86,400
Assam	20,01,200	10,00,600
Bihar	37,60,000	18,80,000
Chandigarh	26,800	13,400
Chhattisgarh	14,82,800	7,41,400
Dadra and Nagar Haveli	26,800	13,400
Daman & Diu	32,000	16,000
Goa	5,90,400	2,95,200
Gujarat	28,00,000	14,00,000
Haryana	14,42,800	7,21,400
Himachal Pradesh	10,60,800	5,30,400
Jammu & Kashmir	14,04,800	7,02,400
Jharkhand	13,32,800	6,66,400
Karnataka	34,30,400	17,15,200
Kerala	21,12,000	10,56,000
Lakshadweep	26,800	13,400
Madhya Pradesh	36,54,400	18,27,200
Maharashtra	43,86,800	21,93,400
Manipur	9,27,600	4,63,800
Meghalaya	9,13,200	4,56,600
Mizoram	6,30,400	3,15,200
Nagaland	9,40,400	4,70,200
NCT of Delhi	10,73,200	5,36,600
Odisha*	23,23,200	5,80,800
Puducherry	4,60,800	2,30,400
Punjab	18,38,400	9,19,200
Rajasthan	31,06,800	15,53,400
Sikkim	4,88,000	2,44,000
Tamil Nadu	35,88,800	17,94,400
Tripura	9,18,400	4,59,200
Uttar Pradesh	63,16,400	31,58,200
Uttarakhand	11,00,400	5,50,200
West Bengal	43,66,000	21,83,000
<b>Total</b>	<b>6,39,69,200</b>	<b>3,19,84,600</b>

**Annexure-4: Details of the venues for conducting trainings at state/ divisional HQs**

Name of the state/ UT .....

Details of Venues where state/ divisional level trainings are planned

S.No.	City/ town where the training venue is located	Full name and address of the training venue

.....  
(Signature of CEO)

.....  
(Name of CEO)

Chief Electoral Officer of  
.....  
(Name of State/UT)

**Annexure-5: Feedback Form for Trainees**

Details of the type of Course .....				
Details of the Batch (eg. dates of training, venue etc.) .....				
	Very High	High	Average	Low
Quality of Training				
Usefulness of Training				
..... (Signature of Trainee- <i>Optional</i> )				
..... (Name of Trainee- <i>Optional</i> )				

**Annexure-6: Format for Compilation of Trainees' Feedbacks**

Details of the Type of Course .....					
	Number of Responses with Grading .....				Total Number of Received Responses
	Very High	High	Average	Low	
Quality of Training					
Usefulness of Training					
..... (Signature of CEO)					
..... (Name of the CEO & Name of the State/ UT)					



**Annexure-7: Format for the report to be submitted by ‘Training Observer’**

1. Name of the State .....
2. Venue of the training program (full address) .....
3. Name of the training program.....
4. Name of the session observed and the subject topic(s) covered in it  
.....
5. Total number of trainees enrolled for the program .....
6. Total number of trainees present during the session .....
7. Comments on the quality of training:
  - a. Coverage of relevant issues during the session as planned in the Training Material
  - b. Clarity of content delivered from trainers
  - c. Level/ depth of subject matter knowledge of trainers
  - d. Use of effective training techniques
  - e. Level of participation of Trainees
  - f. Effectiveness of Resource Persons/Facilitators
  - g. Language(s) in which Training is Imparted
  - h. Adherence to scheduled time
  - i. Suitability of Venue and Training Facilities
  - j. Gender profile of Trainees
  - k. Learning materials provided if any
8. Any other point

Date .....

.....  
(Signature of Training observer)

.....  
(Name of training observer)

.....  
(Designation of the training observer)

## Annexure 8: Format for CEOs on Training Observers

Date of Report.....

1. Name of the State .....
2. Details of the training sessions observed in the state/ UT by Training Observers

S.No.	Name of the Training Observer	Name of the course (A/B1/B2/B3) in which the training sessions were observed	Number of the training sessions observed by the Training Observer in the month of					Total number of the training sessions observed by the Training Observer till date
			June 2013	July 2013	August 2013	...	...	
1.		A						
		B1						
		B2						
		B3						
		Total						
2.		A						
		B1						
		B2						
		B3						
		Total						
....		A						
		B1						
		B2						
		B3						
		Total						
<b>Total for the state/UT</b>		<b>A</b>						
		<b>B1</b>						
		<b>B2</b>						
		<b>B3</b>						
		<b>Total</b>						

Enclosed:

1. The report on observations submitted by training observers in Annexure-5

.....

(Signature of CEO)

(Name of the CEO)

(Name of the state/UT)

**Annexure-9: Details of Trainees & EoT tests**

Part A (Columns 2 to 6) – To be filled on computer at the time of registration

Part B (Column 7) – To be filled after evaluation of the End of Training Questionnaire

**Date of Report**.....

**Name of the State/ UT**.....

**Name of the Course**.....

Part A						Part B
S. No.	Name of the trainee	Designation and place of postings	Place of posting	Email ID	Mobile/ Contact Number	Marks obtained out of ... (Full marks)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						
6						
7						
8						
9						

## Annexure-10: Format for reporting Cumulative Progress of Training

### Reporting Period:

*(Please strike off the options which are not applicable for this report)*

- The period ending 6<sup>th</sup> August, 2013
- The fortnight ending 20<sup>th</sup> August, 2013
- The fortnight ending 3<sup>rd</sup> September, 2013
- The fortnight ending 17<sup>th</sup> September, 2013
- The fortnight ending 1<sup>st</sup> October, 2013
- Report for any other period (if required): From ..... To .....

S.No.	Category of the course	Cumulative progress till the end of the previous fortnight		Progress during the current fortnight		Cumulative progress till the end of the current fortnight	
		Number of persons who participated in the training course	Number of trainees who scored more than 50% marks in the EoT test	Number of persons who participated in the training course	Number of trainees who scored more than 50% marks in the EoT test	Number of persons who participated in the training course	Number of trainees who scored more than 50% marks in the EoT test
	<b>A</b>						
	<b>B1</b>						
	<b>B2</b>						
	<b>B3</b>						
	<b>Total</b>						

**Annexure-11: Format for Utilization Certificate (alongwith its sub-annexures)**

**Utilization Certificates from CEOs to ECI**

**UTILIZATION CERTIFICATE**

**O/o the Chief Electoral Officer,.....(name of the state/UT)**

It is certified that this office has received an amount of Rs..... (in figures and words) from the Election Commission of India as 1<sup>st</sup> Installment for **timely execution and quality management of Cascaded Trainings** during the Financial Year 2013-14. It is further certified that total expenditure of Rs.....(in figures and words) has been incurred for the above mentioned training programs. This expenditure is within the ceiling limits for reimbursement as detailed in this circular and has been incurred in accordance with the Commission's letter no. dated .....and in compliance of General Financial Rules of the Central Government. All bills and vouchers relating to this expenditure have been securely maintained in the office of the Chief Electoral Officer for any future reference or need.

Date:

Place:

.....  
(Signature of CEO)

.....  
(Name of CEO)

Chief Electoral Officer of

.....  
(Name of State/UT)

**Annexure-11.1**

**Fund Received from the ECI**

<b>Financial Year: 2013-2014</b>			
S. No.	ECI Order No. & Date	Details of Mode of Fund Transfer (Cheque No. & Date, NEFT/RTGS details etc.)	Amount in Rs.
Fund Transferred = Rs.....(in words)			

Date:

Place:

.....  
(Signature of CEO)

.....  
(Name of CEO)

Chief Electoral Officer of.....  
(Name of State/UT)

## Annexure-11.2

### Details of funds utilized for the trainings at State/ UT HQs

S. No.	Numbers of trainees trained under the various course categories	Total No. of the officers trained and passed End of Training test	Total Expenditure as per Norms
1	Trainees trained under the Category-A course [ @ Rs.400/- per trainee per day]		
2	Trainees trained under the 1 Day Category-B1 Course [ @ Rs.400/- per trainee per day]		
3	SPs and other police officers trained under the 1 Day Category B2 course [ @Rs.400/- per trainee per day]		
4	District Excise and other officers trained for EEM and Paid News, under the 1 Day Category B3 course [ @ Rs. 400/-per trainee per day]		
	<b>Grand Total</b>		

Note:

If the number of trainees in any category estimated in Annexure-1 of this circular is in more than  $\pm 25\%$  variance from the actual numbers of the trainees trained in that particular category, the reasons for the such variance may please be explained under signatures of the CEO on a separate sheet enclosed with this Utilization Certificate.

Date:

Place:

.....  
(Signature of CEO)

.....  
(Name of CEO)

Chief Electoral Officer of.....  
(Name of State/UT)

### **Annexure-11.3**

#### **Statement (Details) of the Fund Utilisation**

1. Amount Received from the ECI =
2. Total expenditure incurred as per norms [Grand Total at Annexure-8.2]=
3. Balance to be returned, if any [1]-[2]=  
Or
4. Demand for 2<sup>nd</sup> ( Final) installment, if any [2]-[1]=

#### **Enclosed:**

1. Compilation of feedback of trainees in the format at Annexure-6
2. The reports of training observers in Annexure-5
3. The compilation report on observation of trainings (to be submitted by the Chief Electoral Officer) in Annexure-6
4. Latest update on the details of trainees & EoT performance in the format at Annexure-9
5. Latest update on the cumulative progress of training in the format at Annexure-10
6. Explanatory sheet, if required, as per the note in Annexure-8.2

Date:

Place:

.....  
(Signature of CEO)

.....  
(Name of CEO)

Chief Electoral Officer of

.....  
(Name of State/UT)