

**GOA STATE ELECTION COMMISSION**  
**ALTINHO, PANAJI-GOA.**

**Tel. Commissioner: 2232632 / Secretary: 2232631.**

**Fax: 0832-2431881/E-Mail: comm-gsec.goa@nic.in**

**ELECTION URGENT**

No:- 5/26/GZPNS/Elec/2019-SEC/1337

Dated:- 5/12/2020

**O R D E R**

In exercise of the powers vested in me under section 237 of the Goa Panchayat Raj Act, 1994, I, Chokha Ram Garg, IAS, Commissioner of Goa State Election Commission, appoint following officers as Observers for the purpose of General Elections to 23 Constituencies of South Goa Zilla Panchayat to be held on 12<sup>th</sup> December, 2020.

Sr. No.	Name and designation of the Officer appointed as Observer	Name of the Returning Officers	Name of the Zilla Panchayat Constituencies
1.	Shri. Santosh Kundaikar Chief Officer, Mormugao Municipal Council	Deputy Collector & SDO of Mormugao, Sub-Division, Vasco-da-Gama, Goa.	1. Cortalim
2.	Shri. Prashant Shirodkar Addl. Commissioner of Excise	Deputy Collector & SDO-I of Margao, Sub-Division, , Margao - Goa.	1. Raia 2. Nuvem 3. Colva 4. Benaulim 5. Velim
3.	Smt. Sandhya Kamat Director Tribal Welfare	Deputy Collector & SDO-II Office of the Collectorate of South Goa District, Margao- Goa.	1. Davorlim 2. Guirdolim 3. Curtorim
4.	Shri. Dipak Dessai Director Skill Development & Entrepreneurship	Deputy Collector/SDO of Quepem, Sub Division, Quepem-Goa.	1. Xeldem 2. Barcem
5.	Shri. Shavaji Dessai Director Public Grievances	Deputy Collector & SDO Sanguem, Sub-Division, Sanguem - Goa.	1. Rivona
6.	Shri Damodar Morajkar (CEO, Khadi & Village Industries Board	Deputy Collector & SDO Dharbandora, Sub-Division, Dharbandora - Goa.	1. Dharbandora 2. Sanvordem
7.	Shri. Sagun Velip Director Art & Culture	Deputy Collector & SDO of Canacona Sub-Division, Canacona-Goa	1. Cola 2. Poinginim



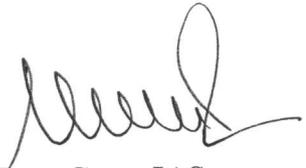
8.	Shri. Dipak Bandekar Director Industries Trade & Commerce	Deputy Collector & SDO of Ponda Sub-Division, Ponda-Goa	1. Usgao-Ganje 2. Betqui- Candola 3. Curti 4. Veling-Priol
9.	Shri. Jayant Tari Director (Admn), PWD	Deputy Collector & DRO Office of Collectorat North Goa Panaji -Goa	5. Queula 6. Borim 7. Siroda

The Observers shall look into public grievance regarding violations of Code of Conduct, Malpractices by the candidates and proper functioning of RO/ARO.

The date of Poll will be 12<sup>th</sup> December, 2020 and the hours of poll will be from 8.00 a.m. to 5.00 p.m. The counting of votes shall be done on 14-12-2020 from 8.00 a.m. till the counting is over. The above officer shall take charge of his duties immediately. General Observer shall submit reports as prescribed format on **15<sup>th</sup> December, 2020** latest by 2.00 p.m through email and also through special messenger.

The duties and responsibilities attached to the Observer shall be as mentioned in the Order No. 1/199/Standing Orders/2020-SEC/1232 dated 30/10/2020 (Copy enclosed).

**The respective Controlling Officers shall relieve them immediately.**



**Chokha Ram Garg, IAS**  
Goa State Election Commissioner

To,

1. All Concerned Officers.

Copy to:-

2. The Chief Secretary, Govt. of Goa, Secretariat, Porvorim, Bardez-Goa.
3. Director General of Police, Near Azad Maidan, Panaji-Goa.
4. The Collector South Goa District, Collectorate, Margao-Goa.
5. The Superintendent of Police, (South), Police Head Quarters South, Margao-Goa.
6. The R.O./Dy. Collector/SDO/DRO.
7. Guard file.
8. The Accounts Section of State Election Commission, Panaji-Goa.

GOA STATE ELECTION COMMISSION  
ALTINHO, PANAJI-GOA.

No. 1/199/Standing orders/2020-SEC/1232

Dated: 30/10/2020

ORDER

**Sub: Duties & Responsibilities of the General Observer appointed by the Commission.**

Whereas the superintendence, direction and control of elections to the local bodies is vested in the State Election Commission as per Article 243K of constitution of India read with Section 237 of Goa Panchayat Raj Act, 1994;

And also whereas keeping in view the necessity to hold the elections in a free, fair, transparent and peaceful manner, the State Election Commission in exercise of powers vested in it as aforesaid, appoints the senior officers of the Government as General Observers during the election period to oversee the conduct of election process in the field on its behalf;

And therefore, keeping the above objectives in view, the Commission issues the general guidelines for the conduct of business by the General Observers as follows:

1. The General Observers are required to generally act as the eyes and ears of the Commission as also their representatives in field who are charged with the prime responsibility of ensuring that the elections in the ward/constituency assigned to them are conducted in a free, fair and transparent manner.
2. They are supposed to observe the compliance of legal provisions and instructions issued by the Commission from time to time, by all concerned including the candidates / political parties and most importantly, the Returning Officer concerned and to point out to the RO and the Commission, the discrepancies noticed, if any. But under no circumstances, they will issue any directions to the RO concerned for compliance.
3. The Observer shall take charge of his duties immediately after receipt of the appointment order and send a joining report to the Commission immediately thereafter.

Contd..

4. The General Observer is required to collect an authority letter to enter the polling station and the place of counting; a car pass and a list of polling stations from the Commission.
5. A copy of passport size photograph, may kindly be made available to the Commission for the purpose of issuing a badge to the Observer.
6. Broadly, the duties and responsibilities attached to the Observer appointed by the State Election Commission will include inter alia, the following:
  - a) He shall watch the conduct of whole election process from the nomination onwards till the counting of votes and declaration of result.
  - b) He must attend all training sessions organized for conducting training of the election staff. He may also guide the Returning Officer concerned in conducting the training sessions for the polling personnel and also the counting rehearsals.
  - c) He shall remain present during scrutiny of nominations; allotment of symbols to the candidates; sealing / de-sealing of the strong room and counting process without fail.
  - d) He shall look into the public grievances regarding violations of Code of Conduct; malpractices by the candidates/political parties and proper functioning of RO/ARO concerned.
  - e) In case of any irregularities noticed by the Observer, the Returning Officer may be advised to initiate action as per the provisions of Law and Model Code of Conduct in force under intimation to the State Election Commission so as to ensure that the elections are conducted in a free, fair and transparent manner. For this purpose, the Observer shall be permitted to use the Telephone/Fax facilities available in the Office of the Returning Officer.
  - f) The Observer shall have to submit following four reports to the Commission:
    - i. First report GO-01 - On the day of scrutiny after allotment of symbols.

Contd..

- ii. Second report GO-02 – Immediately after the end of campaign period.
  - iii. Third report GO-03 – On the day of poll immediately after the sealing of strong room.
  - iv. Fourth report GO-04 – On the day of counting immediately after the declaration of result.
  - g) The Observer will have to submit to the State Election Commission immediately after the last day of counting of votes, a brief note containing his observations at the time of election and counting along with his suggestions, if any.
7. The Observer shall use his own department's official vehicle along with the driver.
  8. The respective HOD under whom the observer is working shall provide him a vehicle and a driver with adequate quantity of petrol for undertaking travel to the office of the concerned RO for reporting purpose.
  9. The Observer shall carry out any other duties as may be assigned to him by the Commission during the conduct of election process.

It shall be the responsibility of the concerned Returning Officer to provide adequate security and support services such as fuel, stationery etc. and a place of work to the Observer.

  
**R. K. Srivastava**  
State Election Commissioner

To  
The General Observers.

Copy to:

1. The Chief Secretary, Govt. of Goa.
2. Director General of Police, Goa.
3. The district Collectors.
4. The Suptd. of Police districts.
5. The ROs / AROs for the local body elections.