



الیکشن کمیشن آف پاکستان

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ELECTION
COMMISSION
OF
PAKISTAN

Handbook for District Returning Officers



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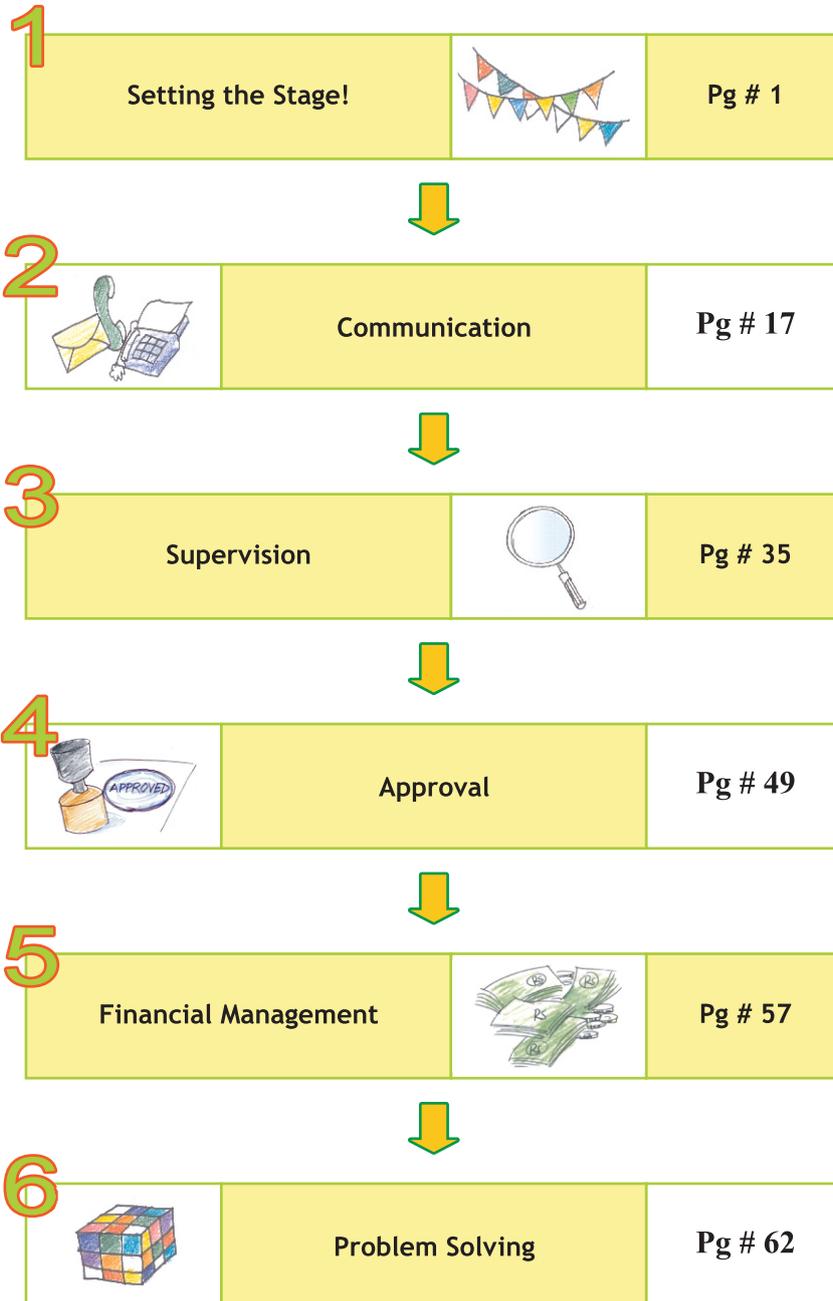
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Setting the Stage



HO 1.01

Overview



Essentials of Democracy

Source

The Will of the People



Method

Representatives Chosen Through Competitive (Free & Fair) and Transparent Elections



GOAL

Common Good of the Society at Large

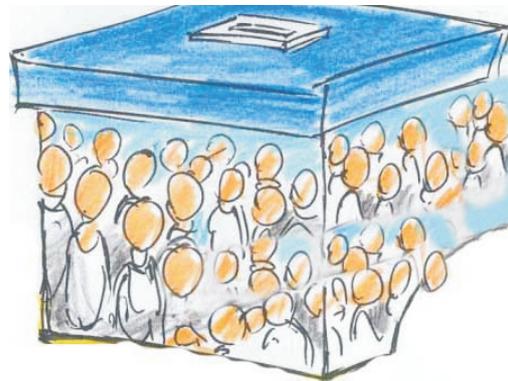


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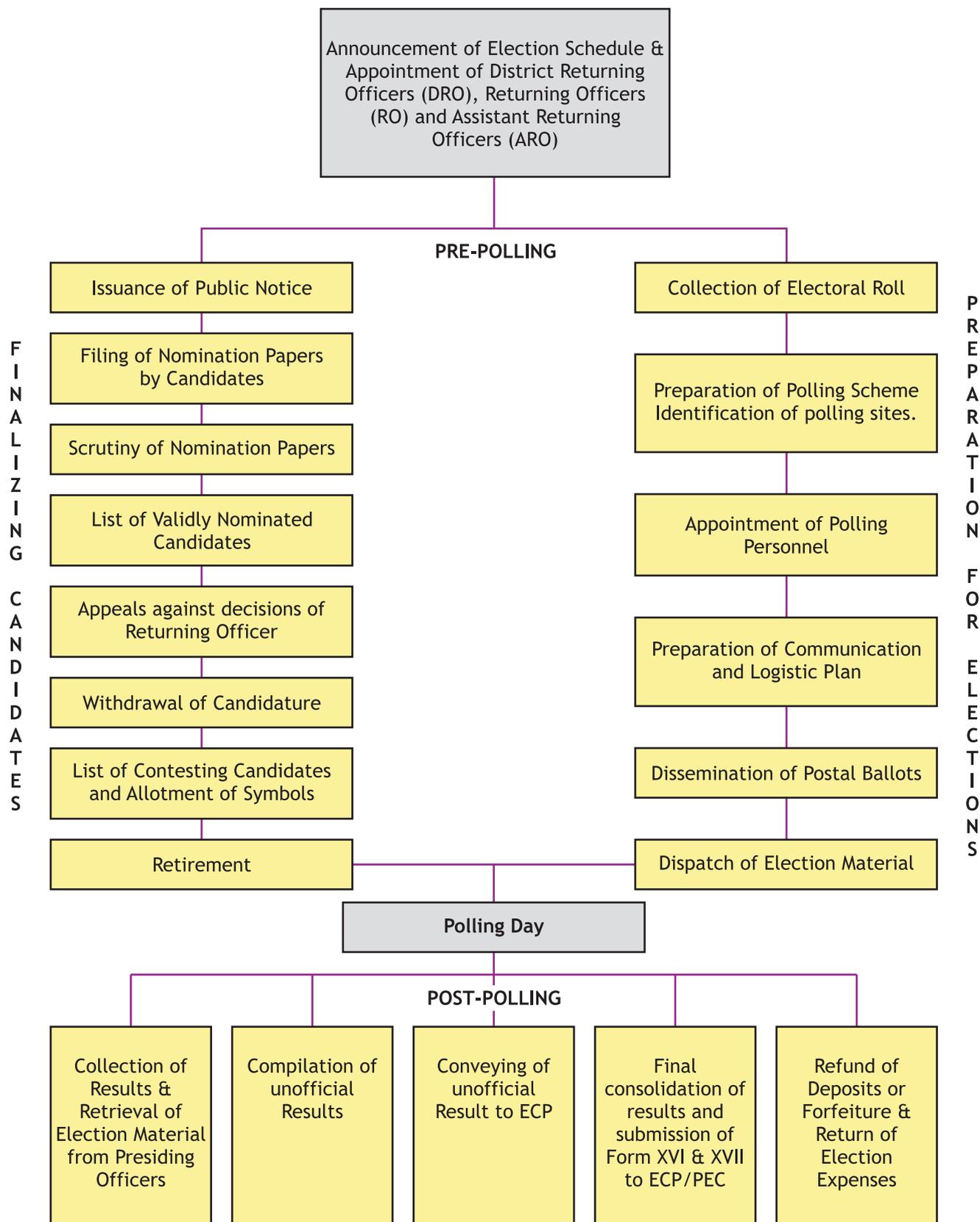
Elections

**Free, Fair & Transparent
Elections are essential to
democracy!**

- There must be **free competition** for votes! Every candidate must have a **right to campaign** for his/her votes.
- **All registered voters** should be encouraged to cast their vote for the candidate of their choice.
- **Candidates should be elected through secret ballots** in order to avoid any possibility of bias. There should be no factor influencing the voters choice of vote on polling day.



ELECTORAL PROCESS





HO 1.05

Election Overview 2007

- *Election of 272 National Assembly seats and 577 Provincial Assembly seats will be held on the basis of adult franchise i.e. one man one vote.*
- *Reserved seats for Non-Muslims and women will be determined by proportional representation party list system based on the number of seats won by each party in the National/Provincial Assembly, as the case may be.*
- *There will be no balloting for reserved seats for women and non-Muslims.*
- *Polling for National & Provincial assemblies will be held on the same day. Counting of ballot papers will be conducted immediately after the poll at the polling stations.*
- *Approximately 70,000 polling stations will be in operation on polling day.*
- *Each polling station will contain between 2 - 4 polling booths (depending on the number of voters assigned to each polling station).*
- *There will be 1 Presiding Officer per Polling Station and 3 polling staff working at each polling booth.*
- *Carbonized copies of the Statement of the Count must be provided to all polling agents.*
- *Blue Bags will be provided for return of stationary and unused Election Material.*

WHAT'S NEW?

- *New transparent ballot boxes will be used for balloting.*
- *New screened off compartments will ensure secrecy of the vote!*
- *The Electoral Roll will be computerized.*

Constitutional Decree

According to the Article 220 of the Constitution of The Islamic Republic of Pakistan (1973)...

“It shall be the duty of all executive authorities in the Federation and in the Provinces to assist the Commissioner and the Election Commission in the discharge of his or their functions”

Therefore, the District Returning Officer or Returning Officer may ask **any relevant Government Department** for assistance in the conduct of fair, free and impartial elections, subject to directions issued by the Election Commission from time to time



HO 1.07

Roles & Responsibilities of Election Commission & Provincial Election Commissioner



Election Commission

- Issuing Notification of the following:
 - Announcement of Election schedule
 - Assigning Dates & Times to various stages of Election
 - Appointment of DROs, ROs and AROs
 - Approval for change of Polling Personnel/ Polling Station
 - Appointment of Appellate tribunal
 - Names of Returned Candidates
 - Appointment of election tribunals.
- Supplying lists of symbols if allocated to political parties;
- Delegating Magisterial Powers to Presiding Officers;
- Announcing unofficial country-wide election Result.



Provincial Election Commissioner

- Communicating to Returning Officer decisions on appeals against rejection/acceptance of Nomination Papers;
 - Supplying to ECP lists of contesting candidates received from RO through DRO;
 - Supplying of Election Material and Ballot Papers to District Returning Officers;
 - Supply of lists of contesting candidates to the presses for printing of ballot papers and postal of ballot paper.
 - Supply of lists of polling stations to the PCP press, for printing and publication in the official gazette.
 - Conveying unofficial/ official result to ECP.
 - Disposal of complaints.
- Provide necessary funds for conduct of elections.

Roles & Responsibilities of District Returning Officer, Deputy Election Commissioner and Assistant Election Commissioner



District Returning Officer (DRO)

- Liaising between Returning Officers and Provincial Election Commissioner;
- Coordinating and Supervising Returning Officers;
- Arranging prompt dispatch of lists of contesting candidates to Provincial Election Commissioner for printing of Ballot Papers;
- Approving & Publishing lists of Polling Stations;
- Approving appointment of Polling Personnel (Presiding Officers, Assistant Presiding Officers and Polling Officers);
- Ensuring that election material is made available to Returning Officers in time;
- Collecting election results from Returning Officers for communication to the Election Commission;
- Performing any other function and duties assigned to the DRO by the Election Commission.
- Disposal of complaints received



Deputy Election Commissioner

- Liaising between key stakeholders in the election process, in particular, AEC, DRO, RO and PEC;
- Supervising supply of Election Material to Returning Officers;
- Direct supervision of all AECs under his/her jurisdiction;

from ECP/PEC promptly.

- Confirmation of stage set for polling a day before the poll.
- Confirmation of start of poll on Election Day.

Supply of copies of all information/ data/ reports/ comments at the end of all stages.



Assistant Election Commissioner

- Conveying directives/instructions from ECP/PEC to DRO/RO;
- Providing Electoral Roll to Returning Officers;
- Issuing of Extracts of Voter's List to Contesting Candidates;
- Problem solving and receiving complaints from DRO/RO/ARO;
- Liaising between District Returning Officer, Provincial Government and District Administration;
- Identifying possible Polling Sites and providing lists to Returning Officers;
- Receiving of Sensitive Material with Returning Officers;
- Supplying to PEC Lists of Contesting Candidates received from RO;
- Providing technical assistance to District Returning Officer and Returning Officer whenever needed.

Roles & Responsibilities of Returning Officer & Assistant Returning Officer



Returning Officer

- Publishing public notice for election.
- Receiving Nomination Papers from Candidates within the specified time frame;
- Scrutinizing Candidate's Nomination Papers in accordance with the provisions of law;
- Selecting suitable public buildings for Polling Stations;
- Enlisting impartial Polling Personnel to staff the polling stations;
- Supplying Election Material on time for use at Polling Stations;
- Educating the polling personnel in the method of voting;
- Collecting Results of the Count from Presiding Officers;
- Communicating un-official Results to the District Returning Officer or as may be directed by the Election Commission;
- Consolidating Results furnished by the Presiding Officers;
- Submitting Consolidated Results to the Election Commission and the Provincial Election Commissioner, with the copy to DEC/AEC.
- Supply of copies of all information/ data/ reports/ comments at the end of all stages.



Assistant Returning Officer

- Performing specific duties assigned to him/her by the Returning Officer;
- Generally assisting the Returning Officer in his/her functions under the law;

The Assistant Returning Officer may NOT:

- Receive and/or scrutinize Nomination papers;
- Consolidate results;
- Assume any of the functions of the Returning Officer of his/her own accord without prior permission from the Election Commission.



HO 1.10

Roles & Responsibilities Of Polling Personnel



Presiding Officer (PrO)

- Checking Election Materials & reporting missing items; if any
- Setting up their polling station for maximum efficiency;
- Ensuring that only those voters who are qualified to vote and are on the Electoral Roll are permitted to vote;
- Opening & Closing Polling;
- Supervising the work of APO & PO;
- Ensuring that the ballot boxes are not tampered with;
- Ensuring secracy of each voters' vote;
- Ensuring that observers, polling agents, candidates & voters conduct themselves correctly;
- Making security arrangements at the Polling Station and limiting access only to those who have a legal right to be there;
- Completing all relevant forms & procedures;
- Conducting the count and preparing a statement;
- Dispatching unused materials as per instructions.
- Providing copy of count to the candidates/ Polling Agents.
- Sending sensitive/ non-sensitive material to Returning Officer.
- Exercising power of first class magistrate as & when required.
- Communication of authentic copy of count promptly to the RO.



Assistant Presiding Officer (APO)

- Issuing ballot papers to the voters;
- Affixing official stamp at the back of ballot papers and counterfoils and putting his/ her signatures.
- Ensuring that all information required in counterfoils is properly entered;
- Ensuring the secracy of each voter's votes;
- Assisting the Presiding Officer in conducting his/her duties;
- Performing any other function assigned to him/her by the PrO;

Roles & Responsibilities Of Police & Observers



Police/ Law enforcing Agencies

- Maintain Law & Order outside the polling station at all times;
- Ensure that there are no campaign signs or literature within 100 yards of the polling station and no campaign camps, or attempts to solicit or persuade voters, within 400 yards;
- Assist the Presiding Officer in maintaining law & order inside the polling station when asked to do so;
- Upon an order from the Presiding Officer, remove any person in the polling station who is acting unlawfully;
- Provide for the security of all election materials before, during and after the vote;
- To facilitate secure transport of voting material from the polling station to the Returning Officer or the Assistant Returning Officer;
- Ensuring safe return of Presiding Officers and other staff to the office of the Returning Officer



Observer(s)

- Observe all stages of the voting and counting process, except for watching a voter mark a ballot;
- Make notes about his observations about the voting process;
- Speak to the Presiding Officer and other polling staff, and ask questions, without disrupting their work;
- Enter and leave the polling station at will.
- The Observer **MUST**:
- Display his/her accreditation pass at all times;
- Show neutrality at all times;
- Obey any lawful order given by the Presiding Officer or the Assistant Presiding Officer;
- The Observer **SHOULD NOT**:
- handle any materials, including ballot papers and the Electoral Roll;
- interfere with or influence voters;
- Intimidate the Presiding Officer or other Polling Personnel;



HO 1.12

Roles & Responsibilities Of Election Agents & Polling Agents



Polling Agent(s)

- Observe, before voting commences, that the ballot boxes are empty and properly sealed.
- Hear the name and serial number in the Electoral Roll of each voter who presents himself to vote;
- Challenge the vote of any person who s/he believes is impersonating a voter or who is otherwise not eligible to vote at the polling station;
- After the voting is concluded, observe the count and the packing by the Presiding Officer of all relevant materials & Lists in their proper packets;
- Obtain a carbonized copy of statement of count from the Presiding Officer.
- Advise the Presiding Officer in a polite manner of any misconduct or irregularities s/he observes in the conduct of the voting & counting.
- The Polling Agent MUST:
 - Obey any lawful order given by the Presiding Officer or the Assistant Presiding Officer;
- The Polling Agent SHOULD NOT:
 - directly question, or otherwise speak to, any voters while in the polling station, and not
 - interfere with the voting process;
 - handle any materials, including ballot papers and the Electoral Rolls;

Professional Ethics for Election Officers

As Gatekeepers of Democracy in Pakistan, Election Officials are mandated to ensure that all their actions are conducted according to the following:



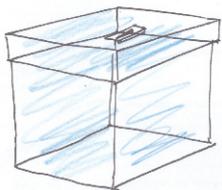
Integrity

- The integrity of the election process is compromised if an official accepts any enticements offered by parties wishing to influence and bias the election results. You must strictly guard against such threats.
- All laws must be followed to their very core. Any show of leniency immediately introduces bias into the election process.



Neutrality

- Political opinions must not be allowed to influence the sphere of electoral duties.
- Even subtle expressions of political opinion compromise neutrality. You must never use such expressions during the election process.
- To achieve true neutrality you must ensure that the voter has full freedom to express his/her choice in accordance with law.



Transparency

- The list of contesting candidates must be clearly displayed so as to allow viewing of the list by concerned individuals.
- To further ensure transparency it must be made certain that all interested electors have the opportunity to file an objection against the nomination of a candidate.
- Polling agents, candidates and observers must be allowed to observe the proceedings of the election.



Fairness

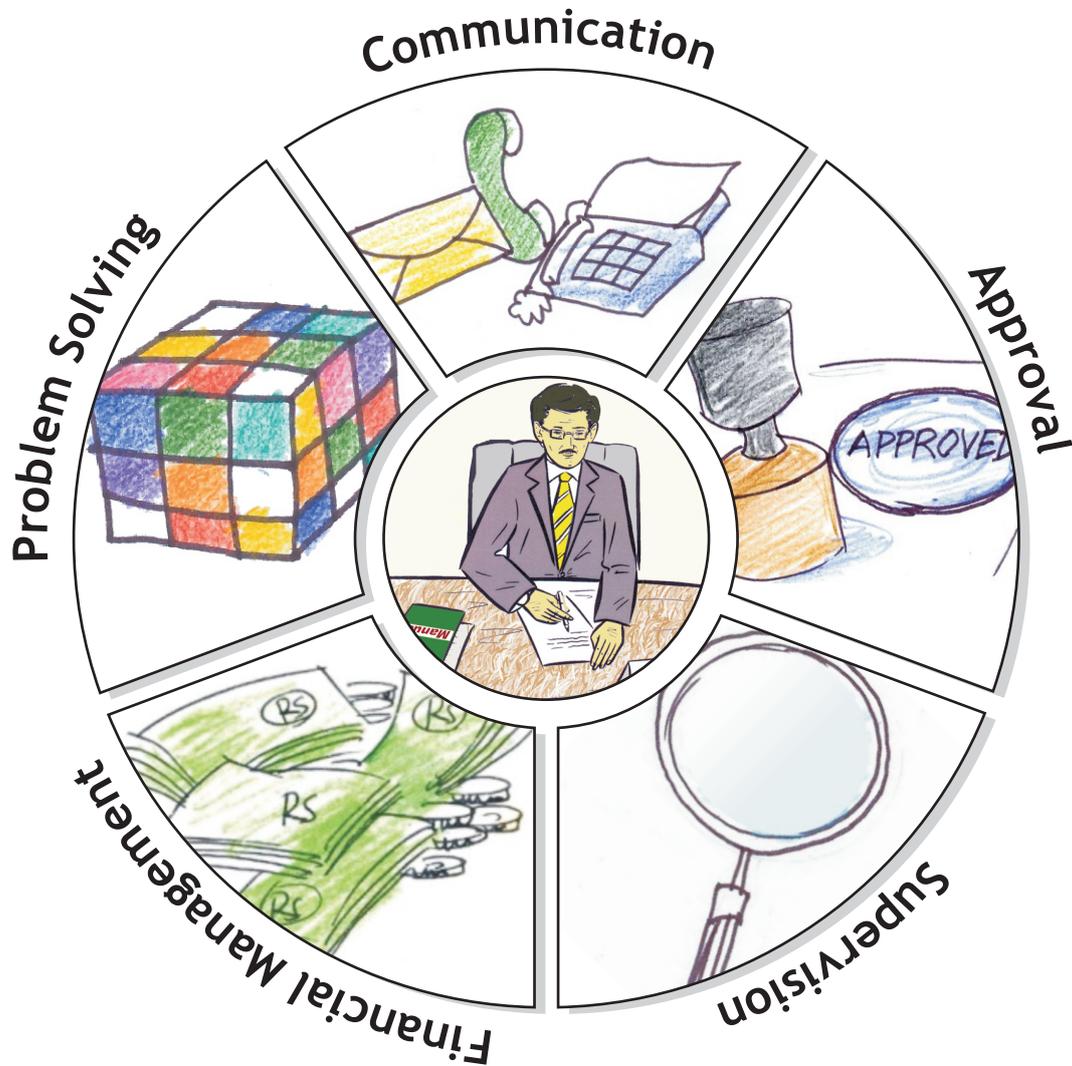
- For a fair and just polling process, voters, polling agents, candidates and observers alike must be treated with equality regardless of their gender, ethnic origin, religion or political affiliation.



HO 1.14

Roles & Responsibilities of the District Returning Officer

As the Custodian of Democracy in Pakistan, the District Returning Officer has the following critical responsibilities within the electoral process:



2

Communication



HO 2.01

DRO's Communication Universe

**Election Commission of Pakistan/
Provincial Election Commissioner**



ECP

**Deputy Election Commissioner/
Assistant Election Commissioner**



Returning Officers



**District Administration &
Law Enforcing Agencies**



Contesting Candidates

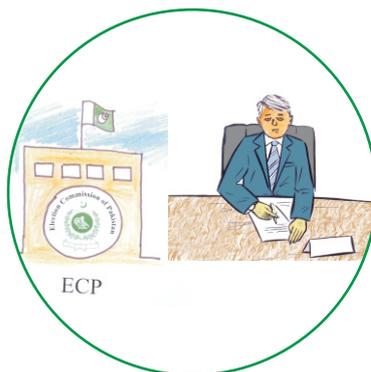


Election Observers



Communication with ECP/PEC

Election Commission of Pakistan/
Provincial Election Commissioner



- *Implementation Reports as and when required;*

- ★ *Lists of Contesting Candidates (obtained from RO);*

- ★ *Guidance vis-à-vis election process and/or procedures;*

- ★ *Statement of Count & Preliminary Result (obtained from RO);*

- ★ *Confirmation regarding 'Stage Set for Polling' one day before Polling;*

- *Directives/ Instructions related to Electoral Process;*

- ★ *Dispatch of Election Material;*

- ★ *Demand for any relevant information from the districts*



District Returning Officer

Form V: List Of Contesting Candidates

FORM V [See rule 7(1)]

LIST OF CONTESTING CANDIDATES

Election to the { *National Assembly
~~Provincial Assembly of the Punjab~~
~~Sindh~~
~~the North West Frontier Province~~
~~Balochistan~~

From..... NA-255, Karachi XVII **Constituency.

Serial No.	Name of the contesting candidates in the Urdu alphabetical order	Address of the contesting candidates	Symbol allocated
1.	2.	3.	4.
1.	اللہ بخش خان Allah Bakhsh Khan	134, Jacob Lines, Karachi	Table
2.	ریاض احمد صدیقی Riaz Ahmad Siddiqui	House No 15-c, Lane 3, Bahadur Abad, Karachi	Scissors
3.	کلیم اللہ سہارنپوری Kaleemullah Saharanpuri	Mohallah Rajpootan, Sanghar Road, Nawabshah	Spectacles
4.	ملک محمد نعیم Malik Muhammad Naeem	155-A, Sanat Nagar, Lahore	Bus
5.	نرگس زبیر ہاشمی Nargis Zubair Hashmi	54, Hatim Road, MACHS, Karachi.	Computer
6.			
7.			
8.			
9.			
10.			
etc.			

Notice is hereby given that the poll shall be taken between the hours of 0800 to 1700 hours.....

On (date) 10-10-2006.....

Place Karachi.....

Date 18-9-2006.....

Returning Officer /
Additional District and
Session's Judge III
Karachi East

Strike off the words not applicable.

**Insert the No. & Name of the constituency.

Form XVI: Consolidation Statement

FORM XVI

[See rule 26(1)]

CONSOLIDATION STATEMENT OF THE RESULTS OF THE COUNT FURNISHED BY THE PRESIDING OFFICERS

In respect of election to the *National Assembly

~~Provincial Assembly of the Punjab/Sindh/the North West Frontier Province/Baluchistan~~

From NA-255, Karachi XVII Constituency

Sl. No.	Polling Station	Number of valid ballot papers (including challenged votes) cast in favour of										Total per polling station	Number of tendered Votes				
		Allah Bakhsh Khan	Riaz Ahmed Siddiqui	Kaleemullah Saharanpuri	Malik Muhammad Naeem	Nargis Zubair Hashmi	7	8	9	10	11			Valid	Rejected	Total	
1	Govt. Boys Secondary School Bahadurabad Karachi	401	613	58	02	111	1185	03	1188	-							
2	Ali Model School Hatim Road Karachi	109	388	118	12	418	1045	25	1070	01							
3	Ideal Kids Academy Off Hatim Road, Karachi.	18	534	292	06	347	1197	32	1229	-							
***Total No. of votes recorded at the polling stations.		24365	78439	15021	513	8917	127255	178	127433	03							
Total votes recorded on postal ballot for the constituency.		16	141	-	-	-	157	-	157	-							
Grand Total		24381	78580	15021	513	8917	127412	178	127590	03							
Place..... Karachi													Returning Officer / Additional District and Session's Judge III Karachi East				
Date..... 12-10-2006																	

*Strike off the words not applicable.

**Write the names of the candidates.

***Total Figures are to be recorded on the last page of statement.



HO 2.05

FORM XVII: Result of Count

FORM XVII

(See rule28)

RESULT OF THE COUNT

Election to the * National Assembly
~~Provincial Assembly of the~~ ~~Punjab~~
~~Sindh~~
~~the North-West~~
~~Frontier Province~~
~~Baluchistan~~

From..... NA-255, Karachi XVII.....Constituency

Sl.No	Name of the contesting Candidates	Number of valid votes Polled
1.	Allah Bakhsh Khan	24381
2.	Riaz Ahmed Siddiqui	78580
3.	Kaleemullah Saharanpuri	15021
4.	Malik Muhammad Naeem	513
5.	Nargis Zubair Hashmi	8917
etc.		

Total number of valid votes Polled..... 127412.....

Total number of rejected votes 178.....

Total number of Total votes 03.....

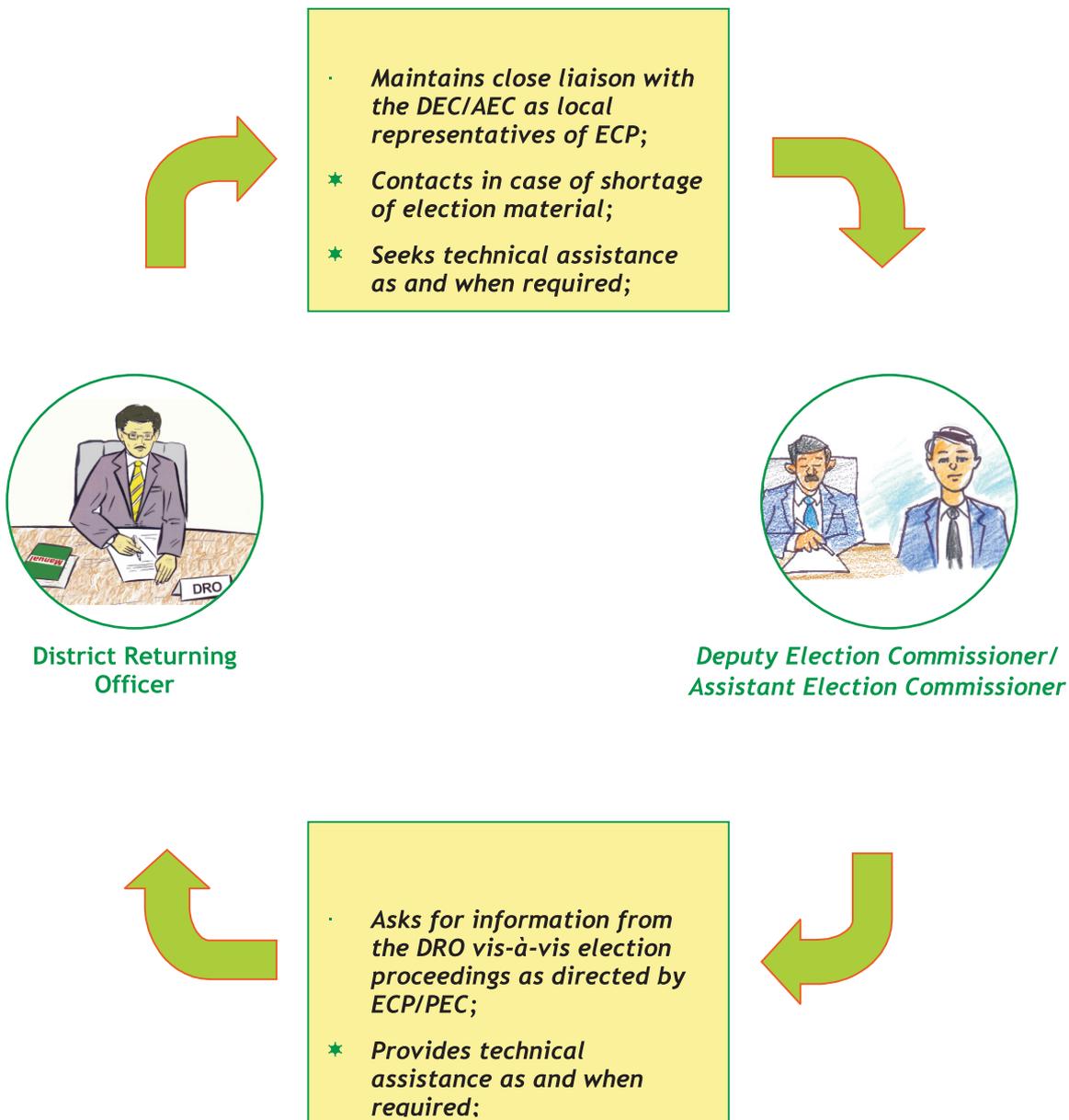
Date..... 12-10-2006.....

Place..... Karachi.....

*Returning Officer /
Additional District and
Session's Judge III
Karachi East*

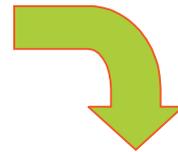
*Strike off the words not applicable.

Communication with DEC/AEC



Communication with Returning Officers

District Returning Officer



- ★ Provide information vis-à-vis election as and when requested;
- ★ Seek guidance/clarification about election processes and procedures;
- ★ Obtain approval on polling schemes;
- ★ Receive election material and informs in case of shortage;
- ★ Inform in case of all emergencies and problems;
- ★ Apprises in case of complaints and grievances.

- ★ Conveys directives/ instructions issued by ECP/PEC vis-à-vis the electoral process;
- ★ Issues specific instructions if asked to do so by ECP/PEC;
- ★ Provides Election Material and resolves shortages if any;
- ★ Obtains list of Contesting Candidates and other election data;
- ★ Receives and resolves complaints & grievances;
- ★ Provides guidance/clarifications as and when required



Returning Officers

Preliminary Meeting with Returning Officers

In order to ensure smooth processing of the upcoming elections, DRO should hold a preliminary meeting with all Returning Officers as soon as the Election Schedule is announced!

DRO's should ensure that the following is discussed in detail at this meeting:

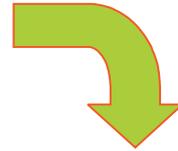
Roles & Responsibilities	Election Timeline	Returning Officers Mandate	Possible Problems/Issues	Mitigation/Resolution Strategies
<p><i>Roles & Responsibilities of key players in the upcoming elections (ECP/PEC, DEC/AEC, DRO, RO, ARO, Polling Staff, District Administration, Line Departments, and Law Enforcing Agencies etc) should be discussed in detail.</i></p>	<p><i>The timeline decided for election activities should be shared. It should be highlighted that the days/dates for a large number of activities have been predetermined by ECP. Other dates should be decided and agreed upon by all ROs and DRO.</i></p>	<p><i>The Returning Officers should be clear about their mandate vis-à-vis the electoral process. The DRO should make sure that all Returning Officers are on board and committed to the activities ahead. ROs should also have the necessary manuals/law books required.</i></p>	<p><i>A good idea would be to brainstorm possible problems/issues that could occur. This would allow ROs to share their concerns regarding the upcoming electoral process. Effort should be made to highlight as many possible problems as possible.</i></p>	<p><i>Along with identification of each problem a mitigating strategy should be devised and agreed upon. This way all the DRO and RO can collectively strategize courses of action to follow in case of emergencies.</i></p>



HO 2.09

Communication with District Administration & Government Line Departments

District Returning Officer



- ★ Provides assistance and manpower at various stages of the election process;
- ★ Provides government vehicles for use of DRO/RO during Election;
- ★ Provides help in obtaining lists of Government buildings & Polling Personnel.
- ★ Provides telephone facilities to DRO & ROS

- ★ Seeks assistance and manpower at various stages of the election process;
- ★ Obtains government vehicles for use of DRO/RO during Election;
- ★ Asks for installation of telephone facilities for use of DRO and RO during Elections;



District Administration & Government Line Departments



Communication with Law Enforcing Agencies



- Provides security and safe transportation for dispatch and retrieval of sensitive election materials;
- ★ Obtains feedback and input while developing security plans for the election;
- ★ Shares security plans and receives feedback;
- ★ Provides immediate assistance in case of emergencies;

- Seeks assistance and manpower at various stages of the election process;
- ★ Requests a framework for maintaining law & order during the pre-poll period and on polling day;
- ★ Provides feedback on developed security plan for Elections;
- ★ Seeks immediate assistance in case of emergencies;



Law Enforcing Agencies





HO 2.11

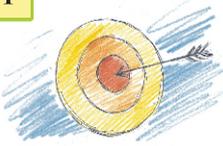
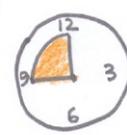
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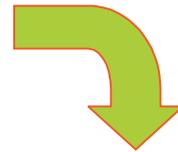
Roles & Responsibilities	Election Timeline	Returning Officers Mandate	Possible Problems/Issues	Mitigation/Resolution Strategies
<p><i>Roles & Responsibilities of key players in the upcoming elections (ECP/PEC, DEC/AEC, DRO, RO, ARO, Polling Staff, District Administration, Line Departments, and Law Enforcing Agencies etc) should be discussed in detail.</i></p>	<p><i>The timeline decided for election activities should be shared. It should be highlighted that the days/dates for a large number of activities will have been predetermined by ECP. Other dates should be decided and agreed upon by all ROs and DRO.</i></p>	<p><i>The Returning Officers should be clear about their mandate vis-à-vis the electoral process. The DRO should make sure that all Returning Officers are on board and committed to the activities ahead. ROs should also have the necessary manuals/law books required.</i></p>	<p><i>The Returning Officers should be clear about their mandate vis-à-vis the electoral process. The DRO should make sure that all Returning Officers are on board and committed to the activities ahead. ROs should also have the necessary manuals/law books required.</i></p>	<p><i>Along with identification of each problem a mitigating strategy should be devised and agreed upon. This way all the DRO and RO can collectively strategize courses of action to follow in case of emergencies.</i></p>

Tips for Conducting Successful Meetings

<p>1</p>  <p>Define Meeting Objectives The meeting should have a specific purpose that you should communicate before you start.</p>	<p>2</p>  <p>Create an agenda List what you want to discuss and who will lead those discussions. Put topics that require the most brain power first.</p>	<p>3</p>  <p>Invite relevant people Invite individuals who can contribute to the meetings discussions and decisions.</p>	<p>4</p>  <p>Schedule breaks Nobody can concentrate on a meeting forever. Have a 15 minute break every two hours.</p>
<p>5</p>  <p>Lead the meeting Many people are afraid of taking control. Everyone wants a leader and you should take charge of your meeting.</p>	<p>6</p>  <p>Start on time and finish on time A perfect way to establish your control of a meeting is to start on time. Each item on the agenda</p>	<p>7</p>  <p>Make sure the meeting is formal Stick to this rule and you will make decisions by a majority and not by loud vocal minority.</p>	<p>8</p>  <p>You decide who speaks This way all opinions will be heard. You will be able to silence the domineering participants and draw out the silent ones.</p>
<p>9</p>  <p>Never lose control of the meeting</p>	<p>10</p>  <p>Move quickly through topics Do not stay too long with one topic or participants will begin to think nothing is getting done.</p>	<p>11</p>  <p>Document action items Deal with issues one at a time. Document what items must get done before the next meeting</p>	<p>12</p>  <p>Never take notes yourself It is a good idea to have a designated recorder taking minutes of the meeting. You will be able to deal with questions immediately</p>

Communication with Contesting Candidates

District Returning Officer

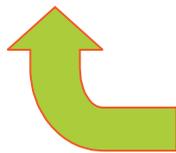


- *Submits grievances for resolution;*

- *Apprises Candidates of Code of Conduct;*
- ★ *Addresses grievances if any;*

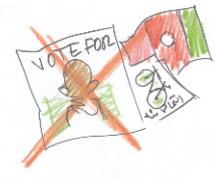


Contesting Candidates



Code of Conduct for Candidates

(Code of conduct is issued by Election Commission in consultation with Political Parties)

1		<p>Political parties shall not propagate any opinion or act in any manner prejudicial to the ideology, sovereignty, integrity or security of Pakistan.</p>
2		<p>Criticism of other political parties, when made, shall be confined to their policies, programs, past activities and future plans. Criticism of all aspects of private life unconnected to public office or activities is to be refrained from. Criticism based on unverified allegations or distortion is to be avoided.</p>
3		<p>No candidate or any person on his/her behalf shall, openly or in secret, promise or give a donation to any institution irrespective of their respective constituency. Nor shall s/he commit to undertake any development project in the respective constituency. unconnected to public office or activities is to be refrained from. Criticism based on unverified allegations or distortion is to be avoided.</p>
4		<p>All parties and candidates shall avoid corrupt practices and offences under the election law such as bribing or intimidation of voters.</p>
5		<p>No party or candidate shall canvass within 400 yards of a polling station.</p>
6		<p>No public meetings shall be held 48 hours prior to the close of the poll.</p>
7		<p>Organized demonstrations or picketing before houses of any individuals as a protest against their opinions or activities shall not be resorted to under any circumstances.</p>

8		<p>No individual's land will be used without his/her permission for campaigning purposes including erecting flag staffs, suspending banners and/or writing slogans.</p>
9		<p>Political parties/candidates should ensure that their supporters do not create disturbance at public meetings or processions organized by another political party.</p>
10		<p>Party/Candidate will inform the local administration of the venue and time of any proposed meeting well in time to allow the police to make necessary arrangements for controlling traffic and maintaining law & order. Any restrictive or prohibitory orders vis-à-vis public meetings should be followed strictly. Any exception should be applied for and obtained well in time.</p>
11		<p>A party/candidate organizing a procession will decide beforehand the route(s) to be taken as well as a time and place where the procession will terminate. Advanced intimation is to be given to the police and there should be no deviations from the program. All traffic regulations should be strictly followed and care should be taken that traffic is not hampered.</p>
12		<p>All political parties/candidates are required to cooperate with the officers on election duty in order to ensure peaceful and orderly polling.</p>
13		<p>All authorized workers for a political party/candidate shall be authorized and provided suitable badges and ID cards.</p>
14		<p>Parties/Candidates should carry out a comprehensive plan for education of voters in the manner of marking the ballot paper and casting of votes.</p>
15		<p>No person or political party shall affix hoardings, posters or banners larger than the sizes prescribed by law, i.e.:</p> <ul style="list-style-type: none"> • Posters = 2' x 3' • Hoardings = 3' x 5' • Banners = 3' x 9'



Communication with Election Observers/Media

District Returning Officer



- Apply for Polling Station Entry Passes;
- ★ Report grievances (if any) for resolution;

- Issues Polling Station entry passes to International/Domestic Observers as well as media representatives;



Election Observers/ Media



3

Supervision

Supervision Universe

During the Election Period the District Returning Officer is mandated to supervise the following:

1



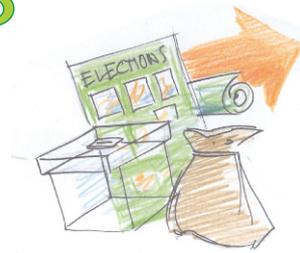
Implementation of ECP/PEC Directives/instructions

2



Provision of Logistics & Facilities

3



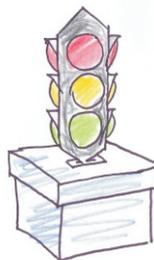
Provision, Distribution and Retrieval of Election Material

4



Maintenance of Law & Order

5



Election Rules & Laws are followed by all concerned individuals

6



Timely completion of all Election Related activities

Supervision Do's & Don'ts



Do's	Don'ts
<ul style="list-style-type: none"> Do encourage all Returning Officers to make their own decisions. 	<ul style="list-style-type: none"> Do not say or hint that you doubt his/her responsibilities to effectively complete the tasks ahead.
<ul style="list-style-type: none"> Do move from hands-on to hands-off as soon as possible. 	<ul style="list-style-type: none"> Do not miss any stage in the briefing process.
<ul style="list-style-type: none"> Do intervene when absolutely necessary but only at that time. 	<ul style="list-style-type: none"> Don't surreptitiously take back a task.
<ul style="list-style-type: none"> Do ask Returning Officers if they feel thoroughly prepared for the task. Y at that time. 	<ul style="list-style-type: none"> Do not deny a Returning Officer the chance to learn by interfering too much.



HO 3.03

Designing a System of Supervision - Implementation of Supervision

#	Type of System	Factors to Consider
1	<p>Involvement in all Correspondence: <i>The DRO may ensure that all election related correspondence is copied to him/her for his/her information.</i></p>	<p>This keeps you fully informed of developments and allows you to anticipate and avoid any bad errors in judgment.</p>
2	<p>Written Reports: <i>The RO can be asked to supply a written commentary regarding election activities, actions and results as well as any problems that may occur.</i></p>	<p>This encourages ROs to organize their thoughts clearly and give a full account of how election activities are progressing.</p>
3	<p>Personal Reports: <i>The DRO may arrange for the RO to meet with him/her at regular intervals to discuss assigned tasks.</i></p>	<p>This provides an opportunity for regular, informal updates and early airings of any potentially problematic situations.</p>
4	<p>Open-Door Policy: <i>The DRO may encourage the RO to bring his/her day-to-day problems at anytime for help or clarification.</i></p>	<p>This enables you to give support and show encouragement. This also stresses the corroborative nature of the task at hand.</p>
5	<p>Meetings: <i>The DRO may discuss delegated tasks in a meeting which includes not only the RO but any other relevant individual/organization involved in a particular task/activity.</i></p>	<p>This allows issues to be debated in a wider forum and emphasizes that effective completion of activities involves coherent teamwork.</p>



Implementation of ECP/PEC Directives

Directives/Instructions are issued from time to time by the ECP. These will be sent to the DRO/RO directly by ECP or through the PEC. If any directives are meant only for the ROs they will be sent to the DRO with a request for it to be copied to the RO.



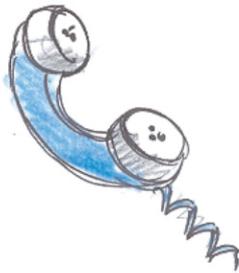
The DRO must ensure that all directives/instructions are strictly followed by both him/herself as well as all Ros.



If any RO is not following ECP directives/instructions the DRO must advise the RO to do so immediately. If the RO does not comply then the matter must immediately be reported to ECP/PEC.

Provision of Logistics & Facilities

1



The DRO must ensure that **telephones** are installed at his/her own office as well as each ROs office as soon as elections are announced. These telephones are critical to smooth communication between all election stakeholders.

Telephones are provided by the Telephone Department in keeping with instructions issued by ECP. The DRO should inform the PEC in case of any difficulty in obtaining telephone facilities.

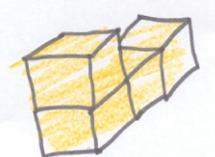
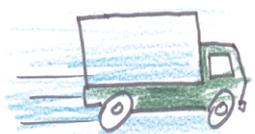
2



The DRO must also ensure that **transport** for him/herself as well as the RO is available during the election period.

Vehicle is provided by the District Administration in keeping with instructions issued by ECP. The DRO should inform the PEC in case of any difficulty in obtaining transport facilities.

Provision & Distribution of Election Material

			Tip
1		Election material is sent to the DRO by the PEC according to the requirements of the district.	The DRO must also coordinate with the DEC/AEC in order to make sure there are no unnecessary delays.
2		The DRO will receive sensitive election material in bulk. The boxes received by the DRO will be labeled by constituency.	The DRO should ensure that official confirmation of receipt is sent to the PEC/DEC/AEC.
3		The material delivered should be checked by the DRO to ensure that no constituency has been left out.	In case of missing material for any constituency, the DRO must inform the DEC/AEC immediately and arrange for material to be transferred as soon as possible.
4		Election material should then be transferred to the ROs in the fastest and most convenient manner available.	The means whereby Election Material is to be sent to each RO should be pre-determined by the DRO and communicated to concerned ROs.
5		The DRO should then keep in touch with the RO and supervise the process of bulk breaking and dispatch of election materials.	The RO will contact the DRO in case of missing materials. In such a case the DRO must immediately contact the PEC and arrange for material to be sent to the RO on an urgent basis.

Dispatch of Election Material by Returning Officers

Tip

1



Sensitive Election Materials will be received in bulk from District Returning Officer

RO must ensure they are in contact with the DRO/DEC/AEC and know when to expect the election material.

2



A packing invoice will be prepared for each polling station.

While preparing the invoice RO should refer to the list of polling stations prepared and published in the Official Gazette.

3



Individual election material bags will be prepared for each polling station.

RO should make sure they label each set of bags correctly to avoid any later mix-ups or confusions.

4



Bags of election material will be re-checked before sealing to ensure that nothing has been left out and that only relevant material has been included and nothing is missing.

This is extremely important as mistakes at this stage can lead to delays and confusion on polling day.

5



Presiding Officers will be informed of the day on which they can collect the prepared bags of sensitive and non-sensitive material.

This is ordinarily one-day prior to the Election. Details should have been provided to the Presiding Officer by the RO in a prepared communication plan.

6



Relevant election bags and ballot boxes will be handed over to Presiding Officers in an efficient and organized manner. Presiding Officers must sign the Packing Invoice and receive a copy of the same along with the material.

RO should have separate tables/ collection counters from which female Presiding Officers receive their election material.



HO 3.08

Carefully fill out the packing invoice for **each** polling station. Make sure that the numbers are accurate. Make sure that the election material for each polling station is available in each polling bag according to the prepared packing invoice!

PACKING INVOICE

Election to the _____
*Provincial Assembly of the Punjab
Sindh
N.W.F.P
Balochistan*

PART "A"

1. No. and Name of Constituency _____
2. No. and Name of Polling Station _____
3. No. of voters assigned to the Polling Station _____
4. No. of Booths _____

PART "B"

5. Ballot Papers in the sealed packet:-
 - (a) Quantity _____
 - (b) Serial No. From _____ to _____
 - (c) No. of Books _____
 - (d) Serial No. From _____ to _____

6. Official Code Marks Stamps (two per booth plus one spare for the polling station)
 - (a) Quantity _____
 - (a) Code Nos _____
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____
 - (v) _____

7. Rubber stamp for marking ballot papers (three per booth plus one spare for the polling station).

8. No. of Brass seals (one per polling station).

Quantity _____
Serial No _____

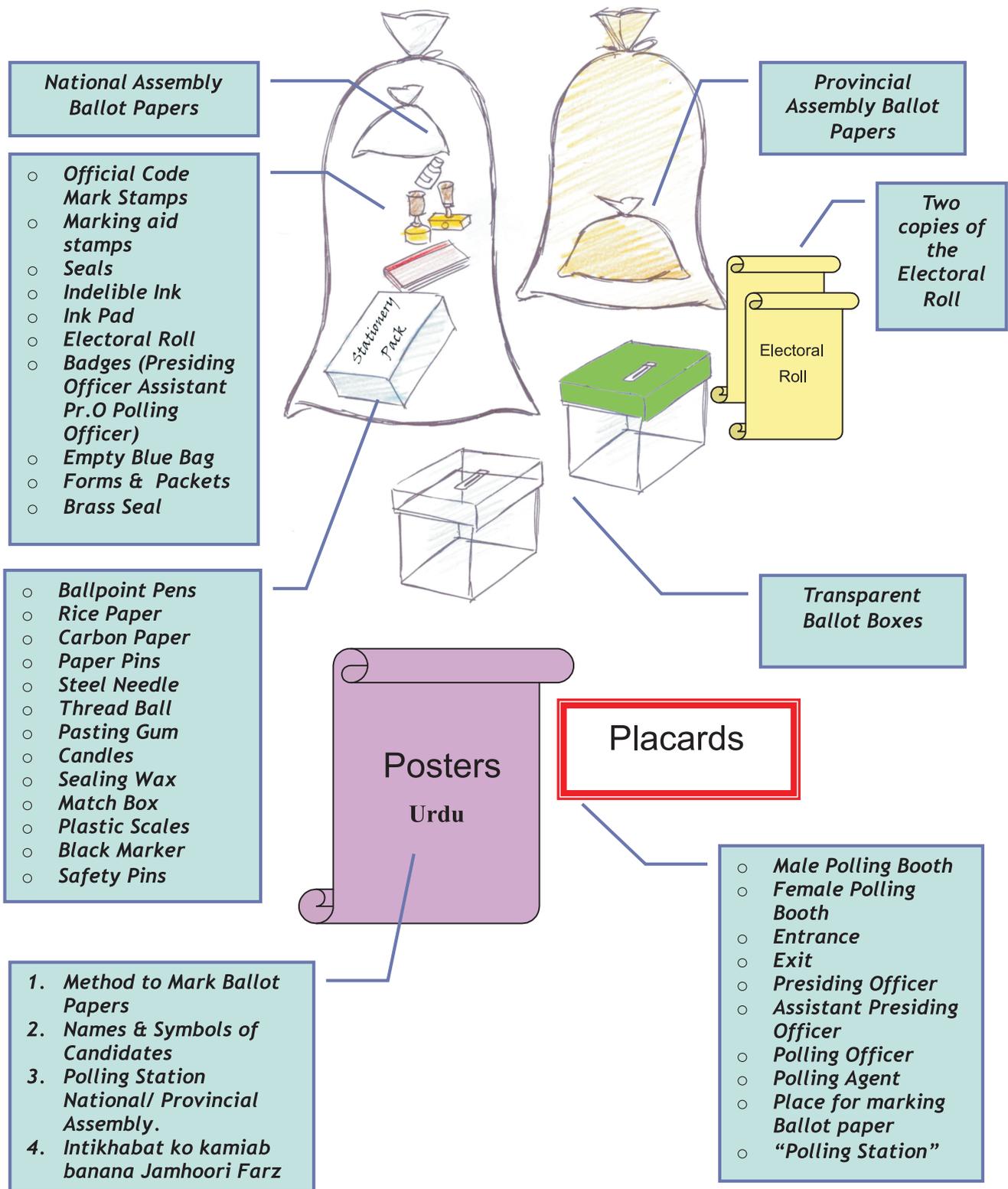
9. Indelible ink vials (one per booth plus two per polling station)

10. No. of Self/Inking Stamp pads (two per booth plus one spare for the polling station).

11. Standard stationery pack (one per polling station).

Received above articles in sealed bag
Signature of the Presiding Officer
Signature of the Returning Officer

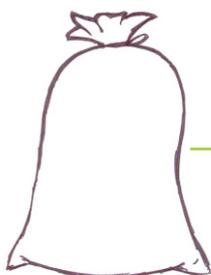
Inventory of Election Materials Per Polling Station



Retrieval of Election Material by Returning Officer

The task of retrieving used and unused election material from polling stations and disposing of them against proper receipt is primarily the Returning Officer's, however the DRO is mandated to supervise the process and ensure that all material is collected and disposed of by the ROs as instructed by ECP.

Materials are to be packed by the Presiding Officers in **3** bags (white, khaki and blue) as specified below and returned on the same day to Returning Officers.

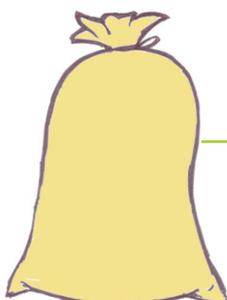


1

WHITE BAG

Sensitive Election Material for National Assembly

This bag should be retrieved and kept safely with the Treasury until required.

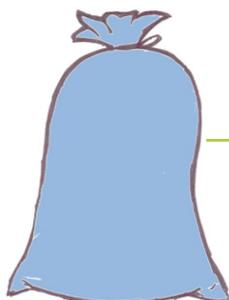


2

KHAKI BAG

Sensitive Election Material for Provincial Assembly

This bag should be retrieved and kept safely with the Treasury until required.



3

BLUE BAG

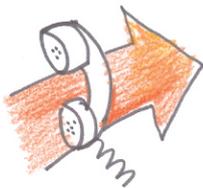
Non Sensitive, Retrievable Election Material

Returning Officer should immediately unpack this bag prepare an inventory of returned items. The inventory as well as the retrieved stationary and other election material should be handed over to the Assistant Election Commissioner of the district against proper receipt.



HO 3.11

Maintenance of Law & Order

			Tip
1		The DRO must ensure that proper security, communication and contingency plans are drawn by the Law Enforcing Agencies and a copy is given to him/her. In areas where the vote casting for women is a delicate matter, there should be a provision of increased security. This also applies for female polling staff.	It is important that the DRO and RO be consulted during the creation of this plan and the completed plan be shared by the Law Enforcing Agencies with the DRO and RO.
2		On Polling Day the DRO should visit a number of Polling Stations in order to ensure that all proceedings are taking place smoothly and no problems have occurred.	It is a good idea to plan surprise visits to a random number of polling stations in different constituencies.
3		During polling, the DRO must ensure that adequate security personnel have been made available to each polling station.	Possible areas where conflicts may arise should be identified in advance and extra security measures must be planned and implemented in such areas.
4		In case of emergencies, DRO must be in direct contact with the District Administration and the Law Enforcing Agencies. S/he must be able to inform these agencies of problems that arise and request them to address them immediately.	The DRO must ensure that s/he has set clear channels of communication with relevant persons at both District Administration and the Law Enforcing Agencies who may be contacted in case of emergencies.



HO 3.12

Election Rules & Laws

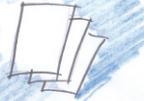
			Tip
1	An illustration of a stack of three books with yellow, orange, and red covers.	The DRO should ensure that the RO should have copies of books/manuals containing all Laws and instructions pertaining to the elections.	These books may be obtained from ECP/PEC. The DRO may also request the DEC/AEC to provide copies of all relevant books/manuals to the Ros.
2	An illustration of a hand holding a document titled 'CODE OF CONDUCT'.	The DRO should also ensure that the Code of Conduct for Contesting Candidates has been explained.	It is also the DROs responsibility to ensure wherever possible that the code of conduct is being followed by Contesting Candidates.
3	An illustration of a traffic light with red, yellow, and green lights, sitting on a pedestal.	During the Election, the DRO must ensure that all laws and procedures are being strictly followed.	It is important that the DRO be well acquainted with all election laws and procedures.
4	An illustration of a large orange arrow pointing to the right, with a document icon at its tail.	Any misconduct should be reported to ECP/PEC immediately.	The DRO should seek guidance/clarification from ECP/PEC where required vis-à-vis election laws.



HO 3.13

Timely Completion of Election Activities

The DRO should ensure that each of the following activities is completed within the timeframe Specified by ECP:

<input type="checkbox"/>  Issuance of Public Notice Deadline:	<input type="checkbox"/>  Filing of Nomination Papers by Candidates Deadline:	<input type="checkbox"/>  Collection of Electoral Roll Deadline:	<input type="checkbox"/>  Scrutiny of Nomination Papers Deadline:
<input type="checkbox"/>  Allotment of Symbols to Contesting Candidates Deadline:	<input type="checkbox"/>  Completion of the List of Contesting Candidates Deadline:	<input type="checkbox"/>  Preparation of Polling Scheme Deadline:	<input type="checkbox"/>  Appointment of Polling Personnel Deadline:
<input type="checkbox"/>  Dissemination of Postal Ballots Deadline:	<input type="checkbox"/>  Polling Day Activities & Counting of Votes. Communication of results of count by RO Deadline:	<input type="checkbox"/>  Consolidation of Results Deadline:	<input type="checkbox"/>  Return of Election Expenses & Refund or Forfeiture of Deposits Deadline:

4

Approval



HO 4.01

Approval Universe



The District Returning Officer approves the POLLING SCHEME for the Election consisting of two components as follows:

1



List of Polling Stations

A comprehensive list prepared by the RO (with assistance from the AEC). The list details:

- Number of polling stations proposed for the constituency (with individual serial numbers)
- * Name and location of each polling station
- * Name of the Electoral Area covered by the polling station
- * Serial numbers of voters on the electoral roll for each polling station
- * Total number of voters (with segregated data for male and

2



List of Polling Personnel

A list of polling personnel selected to act as Presiding Officers, Assistant Presiding Officers, and Polling Officers for each polling station is prepared by the Returning Officer. In addition the list details the individuals (both men and women) selected for a reserve pool for each contiguous group of polling stations.

List of Polling Stations



While finalizing the list of polling stations the Returning Officer should refer to the lists of polling stations that were set up for earlier elections, in particular the last election held in the constituency. These lists are available with the Assistant Election Commissioner who will provide them to the Returning Officer. If there were any complaints or problems faced at the polling stations during the previous elections, alternate venues should be selected. Reasons for changes in venue should be recorded. The RO/ARO should visit the polling stations to ensure that they meet the criterion set down in the guidelines issued by the Election Commission of Pakistan.

The list is revised and updated by the RO who is responsible for inspecting the polling stations and ensuring that the venues correspond to the guidelines set by the Election Commission of Pakistan. The prepared list is submitted to the District Returning Officer for approval and publication at least fifteen days prior to the Poll.

Guidelines for Selection of Polling Stations

While preparing the list of polling stations the following should be kept in mind:

1



Number of Voters

Polling stations may cater for between 1000 1200 voters, the number of voters assigned to polling station determines its size. Spacious buildings should be selected which can easily accommodate designated number of voters. The number of polling booths will vary depending on the number of voters (male and female) in an electoral area.

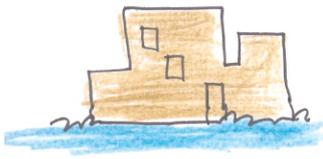
2



Accessibility

Voters should not be inconvenienced; the building should be easily accessible to all registered voters. A centrally located building is recommended. In case selected buildings have more than one storey polling should be held on the ground floor. It is recommended that a new polling station be established within 10 15 kms to facilitate every 200/300 voters

3



Ownership

Polling Stations may only be set up in government owned buildings as well as buildings of Autonomous/Semi-Autonomous Bodies and Corporations. It is illegal to locate a polling station in a building which is owned by or is in possession of any individual. In no case is a police station building to be utilized or a building owned by a candidate or candidate's agent.

4



Gender Concerns

Separate polling stations for female voters should only be proposed if both male and female voters cannot be accommodated in one building. Furthermore, it should be ensured that female voters of a particular electoral area are assigned to the same (or close to) the polling station where their men are assigned. In a combined polling station effort should be made to provide separate entrances and exits for men and women.

5



Condition of Building

It should be ensured (both personally through site visits and via verification from concerned department) that the buildings selected should be in good condition and equipped with necessary facilities/amenities.

6



Area

No electoral area should be left out and proposed stations should be within the extent of the constituency.

7



Socio-Political
Conditions

Tribal affiliations and feuds should be kept in mind. It should be ensured that voters do not have to go to the territory of a hostile tribe to cast their ballot.

8



Accessibility

Improvised polling booths are to be avoided in the interest of the economy. However, these may be set up in areas where absolutely no public buildings are available.

Note: No change can be made by the Returning Officer to the list of Polling Stations after publication of this list by the DRO in the Official Gazette without the approval of Election Commission



HO 4.04

List of Polling Personnel



While finalizing the list of polling personnel the Returning Officer should refer to the lists of government officials from different departments provided to him/her by the Assistant Election Commissioner. Utmost care should be taken while selecting polling personnel. The Returning Officer will select **ONE Presiding Officer per Polling Station** as well as **TWO Assistant Presiding Officers and ONE Polling Officer per Polling Booth**. The total number of polling personnel per polling station will vary depending on the number of polling booths. It is recommended that appointment orders for polling staff be issued sufficiently in advance to polling day in order to avoid any problems. This also facilitates training of Polling Personnel.

The list of appointed polling personnel is prepared by the RO after confirming the availability of each selected individual. The list is submitted to the DRO for approval and publication at least fifteen days prior to the Poll.

Guidelines for Selection of Polling Personnel

While preparing the list of polling personnel the following should be kept in mind:



Government Grade

Presiding Officers should be BPS 17 and BPS 18. It is important that these individuals be established government officials who are able to command respect and inspire public confidence. **Assistant Presiding Officers** may be drawn from officials working in BPS 11 to BPS 16. **Polling Officers** should be officials working in BPS 5 to BPS 10. Such officers who are likely to retire by the time of elections or likely to go abroad should not be included in the list of polling personnel.



Government Department

Polling Personnel may not be taken from Provincial Government as a whole. They may be drawn as far as possible, from both the **Provincial and Federal Government Departments on equal basis**. While assigning polling personnel to polling stations, the mixed staff (i.e. from both provincial and federal departments) must be deployed at polling stations in order to ensure fair and free elections and remove doubts/apprehensions from the minds of contesting candidates.



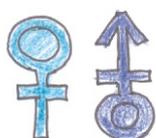
Character

Polling Personnel should be men and women of integrity and responsibility. They should be the best persons available to help in the conduct of fair, free and impartial elections. The fairness of the poll depends upon the conduct of polling personnel.



Travel

Polling personnel appointed should be residing or serving in the vicinity of the polling station to ensure that they do not have to travel long distances to reach the station.



Gender Concerns

Female polling staff may be selected for exclusive female polling stations as well as female polling booths at combined polling stations. In case of rural areas where female staff is not available, the booth may be staffed by some elderly male member with at least one female Polling Officer or Assistant Presiding Officer at each booth for female voters. Where a female Presiding Officer has been appointed for a polling station, a Naib Quasid (helper) may also be deputed with her to facilitate taking over of Election material, carrying of ballot boxes and other similar tasks.



Reserve Staff

5% Reserve Staff should be earmarked for each category in the constituency. A number of contiguous polling stations should be grouped together and at least one Assistant Presiding Officer and one Polling Officer should be assigned as reserve for this group. A senior-most Assistant Presiding Officer at each polling station is to be designated in writing by the Returning Officer to act in place of the Presiding Officer, if the latter, is unavailable.

Approval of Polling Scheme by DRO

			Tip
1		Finalized Polling Schemes consisting of both list of polling stations and list of polling personnel will be sent to the DRO by each Returning Officer by the dates fixed by ECP.	Make sure the deadlines for submission of Polling Schemes is conveyed to all ROs beforehand. In case any RO does not submit the polling scheme in time make sure you follow up on his/her progress.
2		The DRO must ensure that this list is prepared correctly and in line with the provided guidelines.	Assistance during this phase may be requested from the DEC/AEC.
3		Alterations (if any) can be made to this list by the DRO.	Ensure that all alterations (and the reasons for them) are conveyed to all stakeholders including ECP/PEC/DEC/AEC and the RO.
4		The DRO must recheck the Polling Scheme and then send it for publication in the Official Gazette not later than 15 days before polling day.	Note that no changes (without express approval from ECP) can be made in the list of polling stations and the list of polling personnel after publication in the official gazette.

Note: If a change in the final list of Polling Stations becomes necessary and inevitable, the case must be sent by the DRO to ECP through the PEC with all relevant facts and reasons.

5

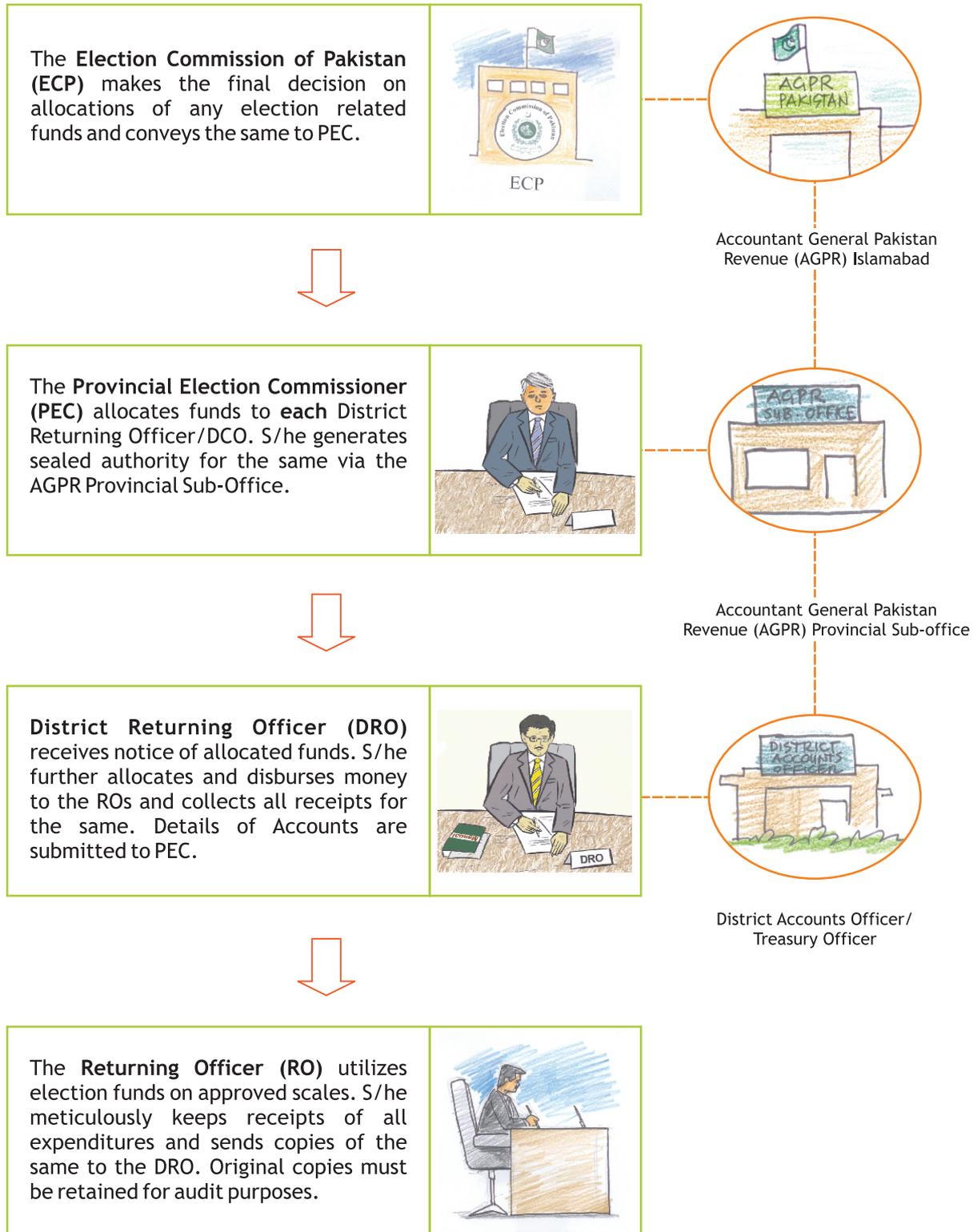
Financial Management

Financial Universe

The DROs Financial Universe spans the following Head of Accounts:

	Head		Purpose	Responsibility for disbursement
1	 Election Allowance <input type="checkbox"/>		For Polling Staff	Returning Officer
2	 Diet Charges <input type="checkbox"/>		For Polling Staff	Returning Officer
3	 Payment to Naib Qasid <input type="checkbox"/>		For duty at Polling Stations with Female Presiding Officers	Returning Officer
4	 POL Charges <input type="checkbox"/>		For use at the office of DRO/RO	District Returning Officer/ Returning Officer
5	 Postage Stamps <input type="checkbox"/>		For correspondence	District Returning Officer/ Returning Officer
6	 Transportation of Election Material <input type="checkbox"/>		From DRO ■ RO ■ Polling Station	District Returning Officer or District Coordination Officer (DCO)
7	 Office Stationery <input type="checkbox"/>		For use at the office of DRO/RO	District Returning Officer/ Returning Officer
8	 Other Contingent Expenditure <input type="checkbox"/>		For use at the office of DRO/RO	District Returning Officer/ Returning Officer
9	 Improvisation of Polling Stations (i.e. 25% of total polling stations) <input type="checkbox"/>		For use in case of non availability of building	Returning Officer

Disbursement Framework





HO 5.03

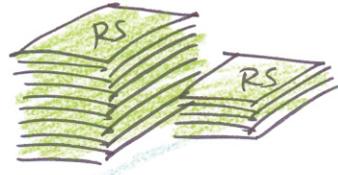
What If?

1



More funds are needed in order to meet the DRO's POL expenses? What should the DRO do?

2



At the end of the Elections the DRO finds that he/she has excess funds? What is he/she to do?

4



The DRO is faced with a situation where funds under the head of 'Payment to Naib Qasid' are in excess whereas funds are short in 'Diet Charges'? Can funds be shifted from one head to meet the other?

3



Evidence has been found by the DRO that an RO has utilized election funds under one head to meet expenses under another head. What is he to do?

Do's & Don'ts of Financial Management



Dos	Donts
<p> <i>Make sure you keep all receipts and memos. You will be audited for election expenditure sometime soon.</i></p>	<p> <i>Do not spend any government money without obtaining a proper receipt.</i></p>
<p> <i>Budget all funds before you spend them. Ensure that you spend only as much as is needed.</i></p>	<p> <i>Do not overspend beyond the allocated amount under any one head. This will lead to budgeting problems later.</i></p>
<p> <i>Make sure you refund all surplus funds with PEC/ECP.</i></p>	<p> <i>Do not re-appropriate any election funds without express approval from the Election Commission.</i></p>
<p> <i>If you are elevated/transferred from one district to another, make sure you handover your financial records to your successor. A copy of the same should be sent to the PEC.</i></p>	<p> <i>Do not make any financial commitments with any agency/individual on behalf of the ECP without express permission from ECP/PEC.</i></p>

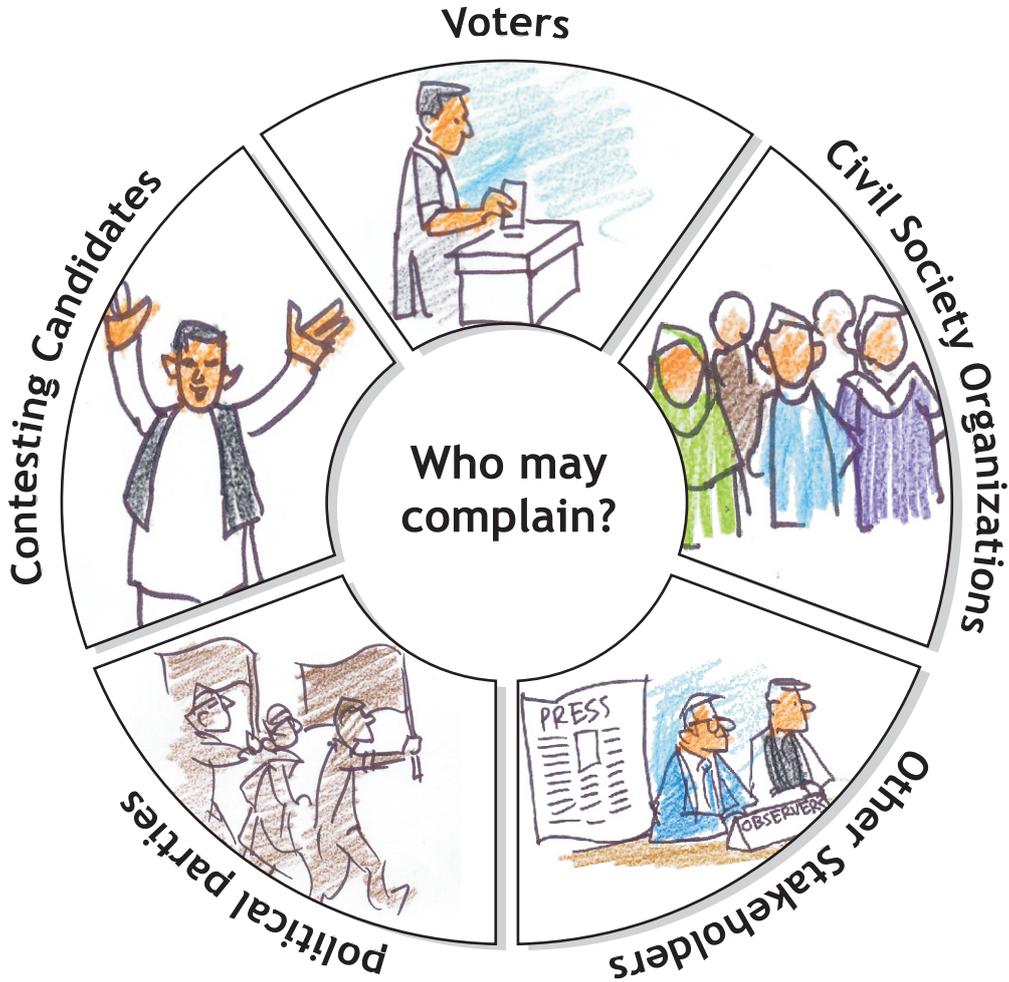
6

Problem Solving

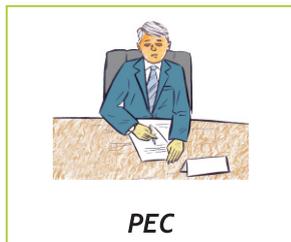


HO 6.01

Reporting Grievances



Complaints/Grievances may be submitted to any one of the following:



What Would You Do?

Grievances such as the following, examples, may arise and be reported to the DRO. The correct solution differs from case to case, however the DRO should always consult with ECP/PEC before addressing any grievances!

1



A Polling Station has been established in a broken-down old building which has no facilities and is very inconvenient for voters to access!

2



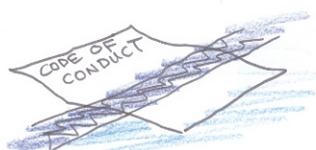
A Polling Station has been shifted from the location published in the Official Gazette and no notice has been given to voters of where the new Polling Station is!

3



Biased or partial polling staff has been appointed for a particular Polling Station!

4



A political party or a contesting candidate has violated the code of conduct!

5



A contesting candidate or his supporters have harassed voters!

6



Fictitious names have been discovered in the Electoral Roll for a particular area!



HO 6.03

Implementing a Complaint Handling Process

STAGE	ACTION TO TAKE
<p>1</p>  <p><u>Questioning</u> Find out details of the situation by asking appropriate questions to complete the picture</p>	<ul style="list-style-type: none"><input type="checkbox"/> Ask probing questions to pinpoint whether there has been any misunderstanding that can be easily resolved.<input type="checkbox"/> Question in a genuine attempt to understand the situation; avoid leading questions or cross examination.
<p>2</p>  <p><u>Resolving</u> Propose and agree on a solution that is acceptable to all concerned parties.</p>	<ul style="list-style-type: none"><input type="checkbox"/> Ensure that any solution is specific so that the complainant(s) is left in no doubt as to how the issue will be resolved.
<p>3</p>  <p><u>Implementing</u> Carry out an action plan to rectify the situation in keeping with the law.</p>	<ul style="list-style-type: none"><input type="checkbox"/> Summarize what you plan to do to ensure successful implementation and actions for the complainant, if any.
<p>4</p>  <p><u>Following-Up</u> Ensure that the complaint has been resolved in keeping with the law.</p>	<ul style="list-style-type: none"><input type="checkbox"/> Check that the law has been followed in its entirety. Make sure that nothing has been left undone.<input type="checkbox"/> Examine the underlying cause of the complaint to ensure that it does not occur again.

Extract from Constitution of Pakistan

Article 62.

A person shall not be qualified to be elected or chosen as a member of Majlis-e-Shoora (Parliament) unless-

- (a) he is citizen of Pakistan;
- (b) he is, in the case of the National Assembly, not less than twenty-five years of age and is enrolled as a voter in any electoral roll in-
 - (i) any part of Pakistan, for election to a general seat or a seat reserved for non-Muslims; and
 - (ii) any area in a Province from which he seeks membership for election to a seat reserved for women.
- (c) he is, in the case of Senate, not less than thirty years of age and is enrolled as a voter in any area in a Province, or, as the case may be, the Federal Capital or the Federally Administered Tribal Areas, from where he seeks membership;
- (D) he is of good character and is not commonly known as one who violates Islamic Injunctions;
- (e) he has adequate knowledge of Islamic teachings and practices obligatory duties prescribed by Islam as well as abstains from major sins;
- (F) he is sagacious, righteous and not-profligate and honest and amen;
- (g) he has not been convicted for a crime involving moral turpitude or for giving false evidence;
- (h) he has not, after the establishment of Pakistan, worked against the integrity of the country or opposed the ideology of Pakistan:

Provided that the disqualifications specified in paragraphs (d) and (e) shall not apply to a person who is a non-Muslim, but such a person shall have good moral reputation; and
- (i) he possesses such other qualifications as may be prescribed by Act of Majlis-e-Shoora (Parliament).

Qualification for membership of Majlis-e-Shoora (Parliament)

Article 63.

- (1) A person shall be disqualified from being elected or chosen as, and from being, a member of the Majlis-e-Shoora (Parliament), if

- (A) he is of unsound mind and has been so declared by a competent court; or
- (b) he is an undischarged insolvent; or
- (c) he ceases to be a citizen of Pakistan, or acquires the citizenship of a foreign State; or
- (d) he holds an office of profit in the service of Pakistan other than an office declared by law not to disqualify its holder; or
- (e) he is in the service of any statutory body or any body which is owned or controlled by the Government or in which the Government has a controlling share or interest; or
- (f) being a citizen of Pakistan by virtue of section 14B of the Pakistan Citizenship Act, 1951 (II of 1951), he is for the time being disqualified under any law in force in Azad Jammu and Kashmir from being elected as a member of the Legislative Assembly of Azad Jammu and Kashmir; or
- (g) he is propagating any opinion, or acting in any manner, prejudicial to the Ideology of Pakistan, or the sovereignty, integrity or security of Pakistan; or morality, or the maintenance of public order, or the integrity or independence of the judiciary of Pakistan, or which defames or brings into ridicule the judiciary or the Armed Forces of Pakistan, or
- (h) he has been convicted by a court of competent jurisdiction on a charge of corrupt practice, moral turpitude or misuse of power or authority under any law for the time being in force; or
- (I) he has been dismissed from the service of Pakistan or service of a corporation or office set up or, controlled by the Federal Government, Provincial Government or a Local Government on the grounds of misconduct or moral turpitude; or
- (j) he has been removed or compulsorily retired from the service of Pakistan or service of a corporation or office set up or controlled by the Federal Government, Provincial Government or a Local Government on the grounds of misconduct or moral turpitude; or
- (k) he has been in the service of Pakistan or of any statutory body or any body which is owned or controlled by the Government or in which the Government has a controlling share or interest, unless a period of two years has elapsed since he ceased to be in such service; or

*Disqualifications
for membership
of
Majlis-e-Shoora
(Parliament)*

- (l) he is found guilty of a corrupt or illegal practice under any law for the time being in force, unless a period of five years has elapsed from the date on which that order takes effect; or
- (m) he has been convicted under section 7 of the Political Parties Act, 1962 (III of 1962), unless a period of five years has elapsed from the date of such conviction; or
- (n) he, whether by himself or by any person or body of persons in trust for him or for his benefit or on his account or as a member of a Hindu undivided family, has any share or interest in a contract, not being a contract between a cooperative society and Government, for the supply of goods to, or for the execution of any contract or for the performance of any service undertaken by, Government :

Provided that the disqualification under this paragraph shall not apply to a person-

- i. where the share or interest in the contract devolves on him by inheritance or succession or as a legatee, executor or administrator, until the expiration of six months after it has so devolved on him;
- ii. where the contract has been entered into by or on behalf of public company as defined in the Companies Ordinance, 1984 (XLVII of 1984), of which he is a shareholder but is not a director holding an office of profit under the company; or
- iii. where he is a member of Hindu undivided family and the contract has been entered into by any other member of that family in the course of carrying on a separate business in which he has no share or interest; or

Explanation. In this Article “goods” does not include agriculture produce or commodity grown or produced by him or such goods as he is, under any directive of Government or any law for the time being in force, under a duty or obligation to supply.

- (o) he holds any office of profit in the service of Pakistan other than the following offices, namely :-
 - i. an office which is not whole time office remunerated either by salary or by fee;
 - ii. the office of Lumbardar, whether called by this or any other title;

- iii. the Qaumi Razakars;
 - iv. Any office the holder whereof, by virtue of such office, is liable to be called up for military training or military service under any law providing for the constitution or raising of a Force; or
- (p) he has been convicted and sentenced to imprisonment for having absconded by a competent court under any law for the time being in force; or
 - (q) he has obtained a loan for an amount of two million rupees or more, from any bank, financial institution, cooperative society or cooperative body in his own name or in the name of his spouse or any of his dependents, which remains unpaid for more than one year from the due date, or has got such loan written off; or
 - (r) he or his spouse or any of his dependents has defaulted in payment of government dues and utility expenses, including telephone, electricity, gas and water charges in excess of ten thousand rupees, for over six months, at the time of filing his nomination papers²; or
 - (s) he is for the time being disqualified from being elected or chosen as a member of the Majlis-e-Shoora (Parliament) or of a Provincial Assembly under any law for the time being in force.
- (2) If any question arises whether a member of Majlis-e-Shoora (Parliament) has become disqualified from being a member, the Speaker or, as the case may be, the Chairman shall, within thirty days from raising of such question refer the question to the Chief Election Commissioner.
- (3) Where a question is referred to the Chief Election Commission under clause (2), he shall lay such question before the Election Commission which shall give its decision thereon not later than three months from its receipt by the Chief Election Commissioner.

Important Contacts of Election Commission of Pakistan Election Commission Secretariat Islamabad

S. No.	Name	Designation	Ph # Office	Fax #
1	Kanwar Muhammad Dilshad	Secretary ECP	051- 9206062	0519203583
2	Mr. Iftikhar Ahmed Qureshi	Joint Secretary Elec.	051-9201549	051- 9205300
3	Mr. R.B. Jan Wahidi	Joint Secretary Admn.	051-9201546	051- 9205300
4	Mr. Javed Khursheed	Joint Secretary Budget	051- 9204238	051- 9205300
5	Mr. Iftikhar Hussain Shah	Deputy Secretary Elec.	051- 9201506	051- 9205300
6	Mr. Fazal-ur-Rehman	Incharge R & I	051- 9205611	051- 9205300

Provincial Offices

7	Mr. A yaz Muhammad Baig	PEC Punjab	042- 9211015	042- 9211020
8	Mr. Z. A. Farooqi	Joint PEC Punjab	042- 9211017	042- 9211020
9	Ch. Qamar-uz-Zaman	PEC Sindh	021- 9203385	021- 9206646
10	Mr. Mehboob Anwar	Joint PEC Sindh	021- 9203384	021- 9206645
11	Mr. Akhtar Hussain Sabir	PEC N.W.F.P	091- 9211036	091- 9210487
12	Mr. Muhammad Imtiaz Alam	Joint PEC N.W.F.P	091- 9211035	091- 9210487
13	Mr. Sono Khan Baloch	PEC Balochistan	081- 9202334	081- 9202317
14	Mr. Muhammad Imran Siddiqui	Joint PEC Balochistan	081- 9202309	081- 9202317

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