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ELECTION COMMISSION OF INDIA
SVEEP DIVISION

No. 590/ECI/LET/SVEEP-1/Awardec/2017

Dated: 30.08.2017

CORRIGENDUM/ADDENDUM

In continuation to Commission's letter no. 590/ECI/LET/FUNC /SVEEP-I/Awardec/2017 dated : 23rd August, 2017, the last date for sending of all the nominations for the Best Electoral Practices Award may be read as 25th October, 2017 in place of 10th November, 2017.

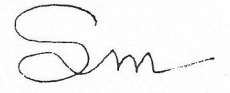
Further, the period of achievements/significant contributions for the said awards of all categories would be considered only from January, 2017 to December, 2017.

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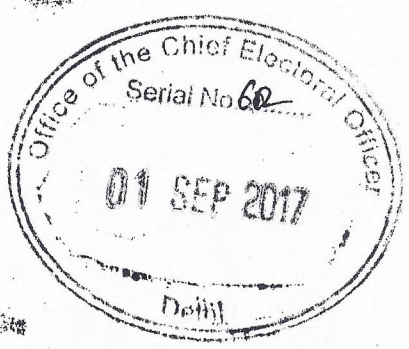
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Yours faithfully,


(SUJEET KUMAR MISHRA)
UNDER SECRETARY





ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

SUJEET KUMAR MISHRA
UNDER SECRETARY

E-mail – skmishra@eci.gov.in

Tel – 011-23052064

No.590/ECI/LET/FUNC/SVEEP-I/Awardee/2017

Dated: 23rd August, 2017

To

The Chief Electoral Officers
of All States/UTs.**Subject: Best Electoral Practices Award-2017 - regarding**

Sir/Madam,

I am directed to refer to the subject cited above and to convey that the Commission has decided to give away the following Awards:-

A. Best Electoral Practice Award

I. **The General Category Award** shall be presented to the best performing District Election Officers (DEOs)/Superintendents of police (SPs) in the area of election management. The Award would carry a cash prize along with a plaque and a citation.

II. **Special Award(s)** will be presented to officers, other than DEO/SP, who have made significant contribution to conduct of elections, covering areas like Expenditure Control, SVEEP, Technology, Security, Infrastructure, Electoral Roll management and innovative measures etc. The awards would carry a cash prize along with a plaque and a citation.

III. **Best State Award** would be given to the State displaying best overall performance in various areas of election management. The Award would carry a cash prize along with a plaque and a citation and would be received by the Chief Electoral Officer of the State/UT.

B. National CSO Award for the best campaign on voter education and awareness
National Award for the CSO is to be given away to institutions, Organizations or Individuals for promoting electoral participation through effective and innovative programmes or projects. **The Award would carry a plaque and a citation.** The scheme and criteria of the Award is enclosed.

C. National Award for Govt. Department/Agency/PSU for enhancing electoral participation
National Award for Govt. Department/Agency is to be given away for enhancing electoral participation. **The Award would carry a plaque and a citation.** The scheme and criteria of the Award is enclosed.

D. Annual State Awards for Best Electoral Practices

Annual State awards for Best Electoral Practices was instituted in 2014 to recognize the efforts and contribution of the Officers, and to commend and encourage individual and team accomplishments in diverse fields of election management. The guidelines and framework for

this award remain the same as conveyed vide Commission's letter No. 491/SVEEP/42/2014 dated 24th December, 2014 (copy enclosed).

2. **Nominations:** The CEOs shall send the nominations with recommendations for Awards in the enclosed format along with enclosures. The nominations shall be as follows:

2.1 For **General Category Award**, CEOs shall nominate officers based on outstanding performance in election management in any one of the following :

- i) Voter's Education and Electoral Participation
- ii) Management of Electoral Rolls
- iii) Expenditure Monitoring & Tackling Money Power
- iv) Use of Technology
- v) Security Management
- vi) Infrastructure Management
- vii) Innovative measures

2.1.1 There may be upto 4 nominations (3DEOs +1SP) from States with more than 300ACs, upto 3 nominations (2 DEOs+ 1SP) from States between 200-300 ACs, upto 2 nominations (1 DEO + 1 SP) each from States /UTs with less than 200 ACs.

2.2 For **Special Award**, CEOs may nominate officers other than DEOs covering areas like Expenditure Control , SVEEP, Technology, Security, Infrastructure, Electoral Roll management and innovative measures, etc. from among all officers/staff of all categories (including those from CEOs office).

2.2.1 For the special award, 3 officers may be nominated from States with more than 300 ACs, 2 from States between 200-300 ACs, 1 from States less than 200 ACs

However, the **Election gone States** can send nomination as per scheme mentioned below:

Indicators	Specified as above		Allowed (two additional nomination)	
	General Category Award (no. of nominations)	Special Award (no. of nominations)	General Category Award (no. of nominations)	Special Award (no. of nominations)
ACs>300	4 (3DEOs+1SP)	3	6	5 (five)
ACS 200-300	3 (2DEOS+1SP)	2	5	4four)
ACs<200	2(1DEO+1SP)	1	4	3(three)

2.3 **Best State Award** may be given to the State displaying best overall performance in all the following areas:

- i. Overall conduct of elections
- ii. Voter's Education and Electoral Participation
- iii. Management of Electoral Rolls
- iv. Expenditure Monitoring & Tackling Money Power
- v. Use of Technology
- vi. Security Management
- vii. Infrastructure Management
- viii. SVEEP
- ix. Innovative measures

2.4 For National CSO Award and National Award for Govt. Deptt./Agency/PSU, CEOs may ensure that the entries are in prescribed format and duly recommended by the Chief Electoral Officer.

3. Selection: The selection Committee may decide the winners in the following manner:

3.1 The nominations for the Best Electoral Practices award (General Award and Special Award) may be scrutinized and names shortlisted. The shortlisted candidates may be required to give a presentation to the committee. The selected candidates may be recommended to Commission for the Awards. Commission may, if it so wishes, review the presentations.

3.2 For the Best State Award, the committee may select the winner based on various performance indicators and recommend to Commission.

Commission may, if it so wishes, ask for a presentations. The indicators (not exhaustive) for assessing the performance of the state shall be as follows:

- (i) Increase in the EP Ratio
- (ii) Increase in Gender ratio on rolls
- (iii) Increase in 18-19 yrs registration
- (iv) Increase in registration of PwD, NRI excluded class, etc.
- (v) EPIC/PER Coverage, EPIC distributed in NVD
- (vi) Partnership building
- (vii) Conduct of Elections-peaceful and incident free polls
- (viii) Voter turnout –Overall and in low turnout and vulnerable PS
- (ix) Voter Turnout – meeting gaps in gender, urban and youth participation
- (x) Innovation in process/procedure
- (xi) Innovation in the use of technology
- (xii) Additional indicators (may be stated)

3.3 For the National CSO Award and National Award for Govt. Deptt./Agencies shortlisted agencies may be invited for giving presentation to the Committee.

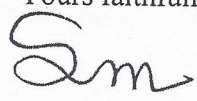
4. Last date

4.1 The nominations in the prescribed format, for the Best Electoral Practices Awards, National CSO award and National Award for Govt. Department/Agency may be sent to the Commission latest by 10th November, 2017.

4.2 For the Annual State Awards, the names of selected Award winners may be sent to Commission for approval latest by 5th January, 2018.

The Awards shall be given on National Voters' Day, those at A, B, & C at the National function of NVD in New Delhi and those at 'D' at the state function of NVD.

Encls: as above

Yours faithfully,


(SUJEET KUMAR MISHRA)
UNDER SECRETARY

Nomination Form for Best Electoral Practices Awards
(Format)

I. Nomination for : Best Electoral Practices/Special Award (Tick one)

II. Name of the Officer :

III. Designation/Post during the period of consideration :

IV. Present Designation and Post :

V. Nominated for : (Tick any one)

- i. Overall conduct of elections
- ii. Voters' Education and Electoral Participation
- iii. Management of Electoral Rolls
- iv. Expenditure Monitoring & Tackling Money Power
- v. Use of Technology
- vi. Security Management
- vii. Infrastructure Management
- viii. SVEEP
- ix. Innovative measures

VI. Summary of Achievement/Work - The name of the achievement and a summary of the nomination. Describe the achievement/work, key features and the outcomes/effectiveness. (No more than 100 words)

VII. Description of Achievement/Work - Use plain language to describe the achievement/work of the nominee (No more than 1000 words)

VIII. Enclosures:
1.
2.

IX. Recommendation of the CEO - (upto 100 words)

.....
Signature

.....
(Name of CEO)

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

(1)

File No. 491/SVEEP/42/2014

NATIONAL CSO AWARD FOR BEST CAMPAIGN ON VOTERS' EDUCATION & AWARENESS – 2017

A. Who is eligible?

Institutions, organizations or individuals from among CSOs promoting electoral participation through effective and innovative programmes or projects.

B. How to apply?

The submission of nominations shall be made to Under Secretary(SVEEP), ECI by the CEOs, as well as by Civil Society Organizations maintaining official partnerships with CEOs/DEOs. Each nomination must be accompanied by a written recommendation by CEO/DEO. A self-nomination cannot be considered.

C. Selection process

The selection of prize winners will be made by a Jury appointed by ECI. The Prize shall be awarded at the official ceremony on National Voters' Day (25th January). It would not have any cash component.

The following specific selection criteria will be applied to candidatures:

1. The ability, as demonstrated in the proposal narrative, to **improve electoral participatory practices**.
2. The project must have made an outstanding and tangible contribution to improving electoral participation and **developing awareness** on electoral process. Possible impacts to be considered include but are not limited to:
 - a. Increased stakeholder engagement in elections.
 - b. Increase of community awareness on registration and voting process;
 - c. Increase of community understanding of informed and ethical voting;
3. The best practice has been successful in developing awareness and action on electoral process among particularly:
 - a. Women
 - b. People with low levels of literacy;
 - c. People with disabilities;
 - d. Youth
 - e. Urban Populace
 - f. Tribal
 - g. Specific groups/communities

Please provide the information in the Application form:

NATIONAL AWARD FOR CSO

Application Form

1. BASIC INFORMATION

- i. Name of implementing organization:
- ii. Chief executive officer of the organization:
- iii. Type of Organization: National NGO International NGO¹ Other National Institution
- iv. Other (Local branch of National NGO, Private body, Trade Union, Religious mission, etc.). Please specify :
- v. Operating in: All India State District Community Other Please specify:

2. CONTACT DETAILS

- i. Name of contact person:
- ii. Job title (or position):
- iii. Full Address:
- iv. Telephone/Fax:
- v. Web site, if any:
- vi. E Mail:

3. ORGANIZATION

Describe the organization, its history, its aims and mandate, its governance structure, any other relevant information (maximum 250 words):

4. PROGRAMME SUMMARY

Describe the vision and rationale of the programme/project: the main goal and the particular problem/s it seeks to address (maximum 250 words):

5. THEMATIC AREAS (tick those that apply)

- i. Electoral participation and Gender
- ii. Weaker Section
- iii. Special Communities/Groups
- iv. Fighting Urban Apathy
- v. Inclusion of Differently Abled
- vi. Youth and Elections
- vii. Other please specify:

¹Only if they are represented in India as organisation and their Indian chapter only is eligible.

6. PROGRAMME DETAILS

a. Specific objectives

List and explain the specific objectives of the programme/project (150 words):

b. Outreach

Main target group(s):

- i. Women & Girls
- ii. Adults (18 +)
- iii. Youth in educational institutions
- iv. Urban Population
- v. Tribals
- vi. Minority groups
- vii. Other, please specify

- A. Number of locations where the programme is running for the specific theme:
- B. Number of people reached annually (average) on the theme :
- C. Number of participants reached in the year of consideration on the theme:

c. Programme delivery

Structure and mechanism

- i. How are the programmes organized? Please describe:
- ii. What kind communication or behavioural change methodology is applied? Please describe:
- iii. What kind of material is being used?
- iv. What are the main topics covered? Please describe:
- v. How and by whom is the material developed?

Language(s) of instruction

- i. Official language
- ii. Mother tongue
- iii. Other:

d. Resources

What resources were used and how were they mobilized?

e. Partners

Provide full list:

- i. Government:
- ii. List contributions from the private sector and/or NGOs:
- iii. Other partnerships (please specify):

7. Programme Results

List and describe the achievements of the programme/project (minimum 150 words)

8. Innovative Features

List and describe the innovative features of the programme/project (max 150 words):

9. Additional Information

List any sources from which information regarding the programme/project is available:

10. Please list here documents in the following categories that will accompany this application

- i. Documents, films, audio visual material available about programme:
- ii. Published research studies / reports available about the programme:
- iii. Internal or external evaluations of the programme, reports on impact assessments:

11. Recommendation by District Election Officer/Chief Electoral Officer

Last date of submission of complete application form: 10th November, 2017to:

ShriSujeet Kumar Mishra
Under Secretary(SVEEP)
NirvachanSadan, Ashoka Road,
New Delhi – 110001

NATIONAL AWARD FOR GOVT. AGENCY/PSU FOR ENHANCING ELECTORAL PARTICIPATION –2017

A. Who is eligible?

Institutions, organizations or departments from among States/UTs promoting electoral participation through effective and innovative programmes or projects.

B. How to apply?

The submission of nominations shall be made to Under Secretary (SVEEP), ECI by the CEOs, as well as by Govt. Departments maintaining official partnerships with CEOs/DEOs. Each nomination must be accompanied by a written recommendation by CEO.

C. Selection process

The selection of prizewinners will be made by a Jury appointed by ECI. The Prize shall be awarded at the official ceremony on National Voters' Day (25th January). It would not have any cash component.

The following specific selection criteria may be applied to candidatures:

1. The ability, as demonstrated in the proposal narrative, **to improve electoral participatory practices.**
2. The project may have made an outstanding and tangible contribution to improving electoral participation and **developing awareness** on electoral process. Possible impacts to be considered include but are not limited to:
 - a. Increased stakeholder engagement in elections.
 - b. Increase of community awareness on registration and voting process;
 - c. Increase of community understanding of informed and ethical voting;
3. The best practice has been successful in developing awareness and action on electoral process among particularly:
 - a. Women
 - b. Migrant Labours
 - c. Excluded Classes
 - d. People with low levels of literacy;
 - e. People with disabilities;
 - f. Youth
 - g. Urban Populace
 - h. Tribal
 - i. Specific groups/communities

Please provide the information in the Application form:

National Award for Best Govt. Agency/PSU for Enhancing Electoral Participation

Application Form

1. BASIC INFORMATION

- i. Name of department:
- ii. Name of Head Office:
- iii. Name & address of concerned Ministry:
- iv. Operating in: All India State District Community Other Please specify:

2. CONTACT DETAILS

- i. Name of contact person:
- ii. Designation:
- iii. Full Address:
- iv. Telephone/Fax:
- v. Web site, if any:
- vi. E Mail:

3. SUMMARY OF THE INITIATIVE / INTERVENTION

(maximum 150 words):

4. DETAILS OF THE INITIATIVE / INTERVENTION

a. Specific objectives

List and explain the specific objectives of the initiative/intervention:

b. Outreach

Main target group(s):

- i. Women & Girls
- ii. Adults (18 +)
- iii. Youth in educational institutions
- iv. Urban Population
- v. Tribals
- vi. Minority groups
- vii. Employee of the Deptt.
- viii. Other, please specify

c. Implementation (Details of the Intervention – 250 words)

5

d. Partners

Provide full list:

- i. Government:
- ii. Private sector and/or NGOs:
- iii. Other partnerships (please specify):

5. Results

List and describe the achievements of the initiative (minimum 150 words)

6. Recommendation by the Chief Electoral Officer

4

State/UT Awards for Best Electoral practices

(Framework)

Annual State awards for Best Electoral Practices shall be instituted by all States/UTs from 2014 to recognize the efforts and contribution of the Officers, and to commend and encourage individual and team accomplishments in diverse fields of election management. The broad framework of the awards is as follows:

1. STATE AWARDS

1.1 The Awards shall be presented to be performing District Election Officers (DEOs) (other than National Award winners), ERO/Aero and BLO of the State. The awards may carry cash component. The awards would be given to the officials who have done exceptional innovative work in election management.

1.2 **Special Award** will be presented to officers who have made significant contribution to conduct of elections, covering all areas like SVEEP, Expenditure control, Technology, Security, Polling Station management etc. from among all officers/staff of all categories outside those mentioned at 1.1. This may also carry cash component.

1.3 The Officers winning the National Award may not be given the State Award. However the National Award winners from the state shall be mentioned at the State level function (NVD) though they are not given any award there. (The names of National Award winners shall be intimated before 30th December)

2. CRITERIA

Award	On Innovation/best practice in any of the themes	Key Indicators (indicative)
Best DEO	<ol style="list-style-type: none">i. Voters' Education and Electoral Participation.ii. Management of Electoral Rolls.iii. Expenditure Monitoring & Tackling Money Power.iv. IT for citizen's facilitation/election management.v. Security Management, Enforcement of MCC etc.	<ul style="list-style-type: none">• Increase in Turnout over previous election.• Identification of communities outside electoral roll and enrolling them.• Innovations.
Best	<ol style="list-style-type: none">i. Electoral Roll	<ul style="list-style-type: none">• Identification of

(3)

ERO/AERO	Management. ii. Complaint Disposal iii. SVEEP Activities.	potential electors. • Number of duplicate/dead/shifted electors identified and deleted following due process. • Against errors identified, no of corrections made in ER. • Percentage of complaints disposed – online and offline complaints. • Increase in submission of form 6 over past year SR. • EP ration compared to last year. • 18-19 enrolment percentage against last data.
Best BLO	i. Improvement in the quality of Electoral Roll. ii. SVEEP Activities	• Identification of Prospective Electors and distribution of relevant forms. • Correction of entries in Electoral Roll. • Efforts in bridging gender gap. • Efforts in enrolling 18-19 year olds. • Efforts towards 100% EPICX and PER coverage. • Efforts in enrolling non-registered communities/groups.
Special Award	i. Voters' Education and Electoral Participation. ii. Management of Electoral Rolls. iii. Expenditure Monitoring & Tackling Money Power. iv. IT for citizens facilitation/election management Security	

	Management, Infrastructure management, Enforcement of MCC etc.	
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2.1. Number of Awards In States (Indicative)

Number of Districts in the State	Number of Awards			
	Best DEO	Best ERO/AERO	Best BLO	Special Award
Up to 9	1	1	2	1
10 to 29	2	2	5	2
30-49	3	3	10	3
50 and more	4	4	15	4

3. UNION TERRITORIES AWARDS

3.1. The criteria for the Awards shall be similar to that in State except that the Best DEO Award shall be replaced with "Best Electoral Practice Award" and to be given to either a DEO or an ERO.

Award Title	Category	Numbers (indicative)
Best Electoral Practice Award	For DEO or DEO	1
Best BLO	Booth Level Officers	2

4. OTHER AWARDS

The State may also institute Awards to recognize the contribution from **Campus Ambassadors, Village Awareness Groups** (formed under directions from EEM), **Civil Society and Media** for their contribution to the electoral process. These Awards may be instituted on need basis and wherever the contribution from this category of partners have been worthy of recognition and acknowledgement.

5. SELECTION

- 5.1. A Committee at State/UT Level may be constituted to scrutinize the nominations and shortlist the winners. The constitution of the Committee may be sent to the Commission for approval.
- 5.2. All officers nominated by the CEO for the National Award may automatically be included for the State Award for consideration of the State Committee. In addition, more entries may be invited.

- ①
- 5.3. DEOs may submit their nominations to the CEO for Best DEO Awards.
 - 5.4. The nominations for remaining Awards, including those instituted under sl no '4' may be forwarded by DEOs to the CEO.
 - 5.5. The selected names shall be recommended to the Commission for approval.
 - 5.6. The awards shall be given away on National Voters Day at State/UT HQs.
 - 5.7. Detailed guidelines on the selection and nomination may be chalked out by the CEO within this broad framework and communicated to the Commission.

6. FUNDING

The funds for the Award for 2017 shall be met from the State funds (under Elections/ER) and no separate budget shall be provided by ECI for the same.

7. Timeline

The names of selected Award Winners should be sent to Commission for approval latest by 5th January, 2018.