

**ELECTION MATTER**  
**URGENT/TIME BOUND**  
By Special Messenger/Speed Post



**राज्य निर्वाचन आयोग हिमाचल प्रदेश**  
**STATE ELECTION COMMISSION HIMACHAL PRADESH**

आर्म्सडेल शिमला-171002 Armsdale, Shimla-171002 Tel. 0177-2620152, 2620159, 2620154, Fax. 2620152  
Email: secysec-hp@nic.in

No. SEC(F)I-45/2024-1- 4441-4476

Dated, the

30<sup>th</sup> April, 2026

To

All the Observers  
Appointed by the SEC  
Himachal Pradesh

**Subject:** Guidelines for Election Observer.

Madam/Sir,

I am directed to inform that you have been appointed as an Observer vide this Commission order No. SEC(F)I-45/2024-1-4361 Dated 30.04.2026 for the conduct of general elections to Panchayati Raj Institutions and Urban Local Bodies in the State in the month of May, 2026. Your duty starts with the receipt of this order and will be over on the completion of election process.

2. Your appointment as an observer has been made under the plenary powers available to the Commission under Article 243K and 243ZA of the Constitution of India read with Section 160 of the Panchayati Raj Act, 1994, Section 281 of the HP Municipal Act, 1994 and Section 9 of the HP Municipal Corporation Act, 1994 and the rules made thereunder. As an observer, you are an appointee of the Commission, on deemed deputation with it, working under the superintendence, control and discipline of the Commission for the period from your appointment till the submission of reports by you on completion of election process. The following will be supplied to you by the Commission:-

1. Letter of authority to enter the polling and counting centers.
2. Guidelines for election observers and details of reports to be submitted to the State Election Commission.
3. Identity lapel.

3. During the period of your appointment as an Observer, you will not proceed on leave or departmental tour without prior permission of the Commission. While visiting and staying in the area assigned to you as an Observer, you will be on duty and will use your official vehicle and arrange reservation in the Circuit House/Rest House with the assistance of your Departmental officers or the District Election Officer-cum-Deputy Commissioner.

4. The State Election Commission, the contesting Candidates, Political Parties, Public Institutions and general public have high expectations from you as an Observer as you will be representative of the Commission.

5. A Control Room will be operating in the Commission's Secretariat during the period of general elections. The Control Room will function till the election process is over. The telephone numbers of this office are 0177-2620154, 2620159, 2620152 and E-mail address of the Commission is [secysec-hp@nie.in](mailto:secysec-hp@nie.in). Since you have to communicate with the District Election Officer and Returning Officer concerned, you are required to find out and note down their telephone numbers for use in emergency.

6. The observers are expected to draw up their visit programme well in advance and intimate the same to the Returning Officer and the District Election Officer concerned to enable them to make necessary arrangements. While on tour in poll area, you will wear your identity lapel, carry authority letter with you as proof of your authority. Your vehicle should have a bold lapel reading "Election Observer" on windscreen.

7. During your first visit to the assigned area, your first report to the Commission will cover the events up to withdrawal of nomination/candidature. You should try to observe the nomination process at as many offices as possible and also observe scrutiny of nomination papers at a few locations. The second visit will be during the campaign period covering the date (s) of poll and the date/time of counting of votes and must be undertaken in such a way that you should reach the poll area at least three clear days before the date of poll and remain there till the completion of counting and deposit of polled ballot boxes in strong rooms. You may find out, in advance, from the District Election Officer (Panchayat), Returning Officer concerned, the dates, time and places of polling and counting. You should visit Municipality and as many Panchayati Raj Institutions as possible during the scrutiny of nomination papers, polling and counting. In order to ensure your un-interrupted entry to the offices and election areas, an authority letter is enclosed herewith.

8. In case your jurisdiction includes an urban area going to polls, you will cover preparation of Electronic Voting Machines also. Arrangement for the elections, movement of parties, establishment of polling stations, counting of votes, establishment of strong room and locking of polled ballot boxes/EVMs in strong rooms should be observed minutely. During campaign you will report the violations of Model Code of Conduct and also keep an eye on the limit of expenses in respect of Zila Parishad Wards and Municipal Wards.

9. For arrangements of election, you have to observe rehearsals, deployment and movement of polling parties etc. You will submit reports on timely movements of polling parties, establishment of polling stations, strong rooms and counting centres and on the day of poll you will report on all the events from start of the poll to closure, then counting of votes, declaration of results. Any untoward incident may please be intimated alongwith your recommendations through quickest mode of communication.

10. You should specially take a closer look on the arrangements at the polling stations, deployment of Executive Magistrates/Sector Officers and police forces, the observance of the restriction of stoppage of campaign and closure of the liquor shops 48 hour before the close of the poll, the state of readiness and preparedness about the availability of EVMs/ballot boxes, polling materials like ballot papers, etc. and the polling personnel to commence polling in all the polling stations in the Constituency, as scheduled.

11. You may also observe the polling process and process prior to and after the polling while visiting a polling station. It follows that within the overall parameters of your mandate as observer, you must compulsorily witness and observe the following:-

- a) **Campaigning,**
- b) **Marshalling and movement of poll parties,**
- c) **Polling,**
- d) **Counting,**
- e) **Safe custody of EVMs/Ballot boxes after the poll wherever they are required to be kept in safe custody.**
- f) **Expenditure being incurred by the contesting candidates of Zila Parishad and Municipal Bodies**

**You are required to submit 1st, 2<sup>nd</sup> and 3<sup>rd</sup> report as under:**

**First Report:-** Filing of Nomination , scrutiny, withdrawal and allotment of symbols.

**Second Report:** At the end of campaign period which will cover the arrangements made for the election and campaigning of the candidates.

**Third report:** At the end of polling process which will include the details of the day of polling, counting, declaration of results and handing over the custody of polled ballot boxes/EVMs to the concerned authorities/strong rooms.

Your reports must reach the Commission at the earliest. It is now common to send these by email. Your reports may also include following points:-

- i) Whether the conduct of the election machinery in the field is free from bias, impartial and uninfluenced by any local extra-constitutional authorities.
- ii) Whether the complaints received from the candidates and their agents are being disposed off by the election machinery with the desired speed.
- v) Whether the location of the polling stations, the composition of the polling parties, the deployment of the Police Force and Home Guards, the preventive action on the part of local law and order machinery to prevent and curb poll violence and intimidation and counting of votes, are being carried out in a manner which minimizes vitiating of the process of conduct of peaceful, fair and free elections.
- vi) Whether the local election machinery is taking all practicable steps to ensure the observance of the Model Code of Conduct.
- vii) Whether the expenditure being incurred by the contesting candidates is within prescribed limit

While sending your final report to the Commission, you should also return the copies of the Returning Officers Hand book, the Presiding Officers Hand Book and the Model Code of Conduct booklet.

**Note:** You will be deemed to have been relieved from election duty after submission of third report.

12. You should familiarize yourself with the Model Code of Conduct and see whether it is being observed in true letter & spirit. Violations, if any, may be brought to the notice of the District Election Officer, Returning Officer/Assistant Returning Officer concerned as well as to the State Election Commission. Copy of the Himachal Pradesh Panchayats & Municipalities Model Code of Conduct-2020 shall be obtained from the concerned District Election Officer/ Returning Officer. You should broadly assess after talking to the District Magistrate, Superintendent of Police, Sub-Divisional Magistrates and Block Development Officers concerned that adequate law and order arrangements have been made. You should also see that adequate security preparations have been made for polling and counting especially in Sensitive/Hypersensitive Polling Stations.

13. You should also visit the relevant polling stations where re-poll or adjourned poll is to take place. You will send a brief report at the end of the poll highlighting any specific point which needs to be brought to the notice of the Commission. In case of re-poll, you shall send a comprehensive report at the end of the re-poll.

14. Telephonic communication with the Commission, in urgent matters which cannot be kept pending till the written report during the field visit, will be welcomed. All telephonic conversations should preferably be held with the Secretary State Election Commission and must be followed by a written message in confirmation.


15. It is emphasized that your job mainly is to observe the process of the election and to bring to notice of the Commission District Election Officer/Deputy Commissioner/Returning Officer/Assistant Returning Officer any inadequacies etc. that you may notice.

16. Above details may not be exhaustive. These have been issued to facilitate you in making your observations. In case you feel that something more and serious is required to be reported to State Election Commission, you are free to report.

**Following Shall be Obtained from the District Election Officer**

1. Copies of Election Programm and phase wise Notices
2. Returning Officer's Hand Book PRIs/ULBs
3. Presiding Officer's Hand Books PRIs/ULBs
4. Model Code of Conduct.

Yours faithfully,

  
(Surjeet Singh Rathore)  
Secretary,  
State Election Commission,  
Himachal Pradesh.

Endst. No. SEC(F)I-45/2024-I- 4477-4513 Dated, the

30<sup>th</sup> April, 2026.

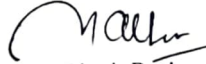
Copy forwarded to all the HODs to ensure that vehicle alongwith Driver is provided to the officer(s) appointed as observer(s) and who do not have attached vehicle with them. The vehicle so provided shall be deemed to have been requisitioned by the State Election Commission under relevant statutory provisions.

Endst. No. SEC(F)I-45/2024-I- 4514-4568 Dated, the

30<sup>th</sup> April, 2026.

Copy to:-

1. The Chief Secretary to the Govt. of Himachal Pradesh.
2. The Additional Chief Secretary (Forest) to the Govt. of HP with reference to letter No. Ft 377-76/94(E-I) dated 27.04.2026.
3. The Principal Secretary (UD) to Govt. of Himachal Pradesh.
4. The Secretary (Personnel) to the Govt. of HP with reference to letter No. Per(A-iv)-B015/4/2024 and P-I-F010/6/2024-PER-AP dated 28.04.2026.
5. The Secretary (Panchayati Raj) to the Government of HP.
6. The Principal Chief Conservator Forest Himachal Pradesh Forest Department, Talland, Shimla.
7. All the District Election Officers-cum-Deputy Commissioners Himachal Pradesh with the request that intimation about appointment of said Observer may please be brought to the notice of all Returning Officers.
8. Director, Information and Public Relation for wide publicity.
9. All the Officers appointed as Observer as per Annexure-A.

  
(Surjeet Singh Rathore)  
Secretary  
State Election Commission,  
Himachal Pradesh.

**APPOINTMENT OF OBSERVERS FOR ELECTIONS TO PRIs & ULBS -2026**

Sr. No.	Name of District	Name of Dev. Block	Name of MC/NP	Name and Designation of officer appointed as observer	Mobile No.
1.	Bilaspur	1. Bilaspur 2. Ghumarwin	1. Bilaspur (MC) 2. Ghumarwin (MC)	Sh. Rohit Jamwal, IAS, Director Ayush HP.	94189-89000.
		3. Shri Naina Devi Ji 4. Jhunduta	3. Sh. Naina Devi Ji (MC) 4. Talai (NP)	Sh. Suklap Kumar Sharma, HPFS, GM (R&T)	94180-04715.
2.	Chamba	1. Mehla 2. Chamba	1. Chamba (MC)	Dr. Patil Nitin Kundalik, IFS, Director (North) HPSFDC, Dharamshala.	94109-92169.
		3. Tissa 4. Salooni	-	Sh. Raghu Ram, IFS, DM, Forest Working Division Chamba.	94175-53072.
		5. Pangi	-	Sh. Rajesh Kumar Sharma, IFS DCF (WL) Kullu.	94180-55849.
		6. Bhattiyat	2. Dalhousie (MC) 3. Chowari (NP)	Sh. Vinay Dhiman, HAS, District Tourism Development Officer, Kangra at Dharamshala.	94180-39526.
		7. Bharmour	-	Sh. Kulveer Singh Rana, HAS, Deputy Commissioner (Relief & Rehabilitation), Talwara at Raja-Ka-Talab, District Kangra.	70185-12473.
3.	Hamirpur	1. Hamirpur 2. Sujanpur 3. Nadaun	1. Sujanpur-Tihra (MC)	Sh. Shubh Karan Singh, IAS, Special Secretary (MPP & Power and NCES).	94182-04690.
		4. Bijhari 5. Bhoranj 6. Bamson	2. Bhota (NP)	Sh. Jagdish Gautam, HPFS, DM, Forest Working Division Hamirpur.	94180-80334.
4.	Kangra	1. Dharamshala 2. Kangra 3. Rait	1. Dharamshala (M.Corp.) 2. Kangra (MC)	Sh. Vinay Singh, IAS, Managing Director, H.P. State Cooperative Bank Ltd. Shimla.	94180-67223.
		4. Baijnath 5. Palampur	3. Palampur (M.Corp.)	Sh. Ram Kumar Gautam, IAS, MD HP State Agriculture Marketing Board Shimla.	94184-80006.
		6. Indora 7. Nurpur 8. Fatehpur	4. Nurpur (MC)	Sh. Dinesh Sharma, IFS, DFO (HQ) O/o Pr.CCF- cum-CWLW, HP Dharamshala	98053-12791

		9. Dehra 10. Pragpur 11. Surani 12. Nagrota Suriyan	5. Dehra (MC) 6. Jawalamukhi (MC)	Sh. Anupam Kumar, IAS Additional Director, Dr. Radha Krishanan, Govt. Medical College Hamirpur, District Hamirpur.	94184-73332
		13. Nagrota Bagwan 14. Sullah 15. Baroh	7. Nagrota- Bangwan (MC) 8. Shahpur (NP)	Sh. Ajay Kumar, HPFS, DM, Himkasth Sale Depot, Nurpur.	94184-70026.
		16. Lambagaon 17. Bhawama 18. Panchrukhi	-	Sh. Naresh Kumar, HPFS, DM (HQ) O/o Director (N) Dharamshala.	94186-91590.
5.	Kullu	1. Nagar 2. Kullu 3. Bhuntar	1. Kullu (MC) 2. Manali (MC) 3. Bhuntar (NP)	Sh. Neeraj Kumar, IAS, Director, Transport HP.	94180-94100.
		4. Anni 5. Nirmand 6. Banjar	4. Nirmand (NP) 5. Banjar (NP)	Sh. Gian Sagar Negi, HAS, Registrar, H.P. University.	70180-08011.
6.	Mandi	1. Balh 2. Sadar Mandi 3. Balichowki	1. Mandi (M.Corp.) 2. Ner Chowk (MC) 3. Rewalsar (NP)	Sh. Vijay Kumar, IAS, Special Secretary (Tourism & Civil Aviation) to Govt. of HP.	98164-42637.
		4. Dharampur 5. Gopalpur 6. Chauntra 7. Drang	4. Sarkaghat (MC) 5. Jogindernagar (MC)	Sh. Subhash Chand Prashar, IFS, Joint Director, Himachal Pradesh Forest Academy, Sundernager.	94180-62181.
		8. Churag 9. Karsog 10. Seraj	6. Karsog (NP)	Sh. Kamal Jaswal, HPFS DM, Forest Working Division, Sundernagar.	94182-02606.
		11. Dhanotu 12. Sunder Nagar 13. Nihri 14. Gohar	7. Sunder Nagar (MC)	Sh. Shashi Pal Negi, HAS, Registrar, Sardar Vallabhbai Patel University Mandi.	94188-54386.
7.	Shimla	1. Narkanda 2. Theog 3. Kotkhai	1. Theog (MC) 2. Narkanda (NP) 3. Kotkhai (NP)	Ms. Chetna Khadwal, HAS, Secretary, State Information Commission, HP.	94184-56920
		4. Rampur 5. Nankhari	4. Rampur (MC)	Sh. Chaman Lal, IFS DCF (T) Anni.	94184-61650.
		6. Chhohara 7. Rohru 8. Jubbal	5. Jubbal (NP) 6. Rohru (MC) 7. Chirgaon (NP)	Dr. Amit Guleria, HAS, Additional Director, Ayush, Himachal Pradesh.	94187-13675.

		9. Mashobra 10. Basanapur 11. Tutu	8. Sunni (NP)	Sh. Sanjeev Kumar, HPFS District Project Officer, IDP Solon.	94181-81674.
		12. Chopal 13. Kupvi	9. Chopal (NP) 10. Nerwa (NP)	Sh. Anil Kumar HPFS District Officer, IDF Shimla.	94184-55048.
8.	Solon	1. Solon 2. Kandaghat 3. Dharampur	1. Solon (M.Corp.) 2. Kandaghat (NP)	Dr. Ashwani Kumar Sharma, IAS, Special Secretary (Health & Family Welfare) to the Govt. of HP.	94180-55195.
		4. Patta 5. Nalagarh 6. Kunihar	4. Parwanoo (MC) 5. Nalagarh (MC) 6. Arki (NP)	Sh. Surinder Kumar, HAS, General Manager, District Industries Centre Solon, District Solon.	78892-68020.
9.	Sirmour	1. Nahan 2. Sangrah 3. Dadahu	1. Nahan (MC)	Sh. Sumit Khimta, IAS, Director, Deptt of Emp of SCs, OBCs, Minorities and Specially Abled, HP.	98167-11011
		4. Shilai 5. Kamrau at Tilordhar 6. Paonta Sahib	2. Paonta-Sahib (MC)	Sh. Sanjay Kumar, HPFS, District Project Officer, IDP, Nahan.	94184-73254.
		7. Rajgarh 8. Pachhad	3. Rajgarh (NP)	Sh. Naresh Pal Singh Dhaulta, HPFS, Forest Working Division, Shimla.	98161-45479.
10.	Una	1. Amb 2. Gagret	1. Gagret (NP) 2. Daulatpur Chowk (NP) 3. Amb (NP)	Sh. Vinay Modi, HAS, Member Secretary, H.P. State Commissioner for SCs HQ at Una, District Una.	98165-22214.
		3. Bangana 4. Haroli 5. Una	4. Santokhgarh (MC) 5. Mehatpur- Basdehra (MC) 6. Tahliwal (NP)	Sh. Sanjeev Kumar-I HAS, Additional Director, Shri Lal Bahadur Shastri Govt. Medical Collage Balh at Nerchowk.	94184-81004.
11.	Kinnaur	1. Kalpa 2. Nichar 3. Pooh	-	Sh. Dharmveer Meena, IFS, Executive Director, IDP Solon.	70178-92306.
12.	Lahaul & Spiti	1. Lahaul	-	Dr. Charanji Lal, HAS, Assistant Settlement Officer Kullu, District Kullu.	94180-24128.
		2. Kaza	-	Sh. Ashok Kumar Negi, IFS, DCF (WL) Sarahan.	94181-53258.