



OFFICE OF THE CHIEF ELECTORAL OFFICER
OLD ST. STEPHEN'S COLLEGE BUILDING, KASHMERE GATE : DELHI-110006

No.F.26/CEO/TRG/LA-19/2019/Pt/ 3948-3970
To

Dated 07/01/2020

All DEOs
NCT of Delhi.

Sub: Comprehensive Instructions regarding:

- Training of Polling Parties and other stakeholders, at District/ACs level for the Delhi Assembly Election - 2020
- Uploading of Training Schedule on the Training Module of website of CEO Delhi

Sir/Madam,

By now, the Advance Training of ALMTs , Sector Officers , Expenditure Monitoring Teams, MCC and BLOs etc must be over, as per schedule of Model Training submitted by the respective Districts. Now, since the Election dates have been announced, it is high time that the Final Schedule of Training be submitted to the O/o CEO Delhi. Most important amongst the stakeholders are the Polling Parties, which need to be thoroughly trained, in as much as the procedural part and the hands on training on the EVM/VVPAT.

The following things be kept in mind while finalising the Training Programme.

1. The training of Poll Personnel at ACs level, may be imparted in **small batches of 30-40**, for comprehensive learning.
2. The training must **be imparted through cascading method**. The AC Level Master Trainers be pressed into service, for this and it must be ensured that the training is imparted through ECI approved training material, only.
3. The trainees must be made available the **training material, in hard/soft copies**, for self learning and for alleviation of doubts, if any.
4. A **certificate in prescribed format must be obtained** from the individual Trainees that they have understood the concept and learnt the process well (Copy enclosed).
5. The Trainer, on his part is also required to submit a certificate, after the session of training is over. This certificate is to be uploaded on the training module of the website of CEO Delhi.
6. The record of **Videography & Webcasting of Trainings** as per ECI instructions is to be strictly ensured.
7. **The AC wise Schedule of Trainings in the prescribed format is to be sent physically and also uploaded on Training Module of the website of O/o CEO Delhi, LATEST by 10-01-2020.** Training Observers from O/o CEO Delhi would be visiting the Venues, for quality management of training.

This issues with the prior approval of Competent Authority.

Encl: As above

No.F.26/CEO/TRG/LA-19/2019/Pt/ 3948-3970
Copy for information and further necessary action to:-

1. All SDMs Election NCT of Delhi with the request to ensure the proper training of stakeholders.
2. SSA, O/o, CEO, Delhi with the request to provide necessary column for uploading the above said information on online training module.

Yours faithfully,

(SUBODH RAWAT) 7/1/2020

Election Officer (Media/Trg.)

Dated 07/01/2020

(SUBODH RAWAT) 7/1/2020

Election Officer (Media/Trg.)

NAME OF DISTRICT:-

Report regarding Training of Polling Personnel
Topic to be covered: _____

SN	AC No & Name	Venue of Training	Type of Stakeholder Trainees (eg Polling Officers Sector Officer Counting Staff BLOs etc	Total Number of Personnel to be trained	No of Batches to be trained	Dates of Training	Batch	Timings
1							Batch 1	
							Batch 2	
							Batch 3	
							Batch 4	
2							Batch 1	
							Batch 2	
							Batch 3	
							Batch 4	
3							Batch 1	
							Batch 2	
							Batch 3	
							Batch 4	

please add extra sheet for more ACs

Signature of SDM (Election)



OFFICE OF THE DISTRICT ELECTION OFFICER, _____
Assembly Constituency, Number & Name _____

(General Elections to the Delhi Legislative Assembly -2020)

CERTIFICATE OF TRAINING

I _____ (Name & Designation)
having been nominated as DLMT/ALMT, for imparting training on the
subject _____ in the above Assembly
Constituency, on dated _____ hereby certify that:-

1. The training has been imparted through the ECI approved material.
2. The necessary Training material has been shared with the trainees, in Hard and Soft copy.
3. The evaluation of trainees has been done before dispersal of the trainees.
4. The Certificate for having properly understood the subject, has also been obtained from the trainees.

Signatures

(Name & Designation)

Mobile No

Note ; A certificate to the above effect may be obtained from the Trainees , at the end of training sessions, by the DLMT/ALMT , who has imparted training.



OFFICE OF THE DISTRICT ELECTION OFFICER, _____
Assembly Constituency, Number & Name _____

(General Elections to the Delhi Legislative Assembly -2020)

CERTIFICATE OF TRAINING

I _____ (Name & Designation)
having been deployed as _____, attended the training on
the subject _____ in the above Assembly
Constituency, on dated _____ hereby certify that:-

1. The necessary Training material has been provided to me in Hard copy.
2. I have properly understood each and every aspect of the training.

Signatures

(Name & Designation)

Mobile No