

**No.H.11029/1(I)/2023-DEO(KZL)  
OFFICE OF THE DISTRICT ELECTION OFFICER  
KHAWZAWL DISTRICT ; KHAWZAWL**



*Khawzawl, the 14<sup>th</sup> March, 2024*

**TRAINING NOTICE**

In continuation of this office letter of even number dt. 13.03.2024, training for **Postal Ballot/EDC Team and EDC Police** under 22-Tuichang (ST) A/S is hereby convened at the time and place mentioned below:

**Venue : DRDO Meeting Hall, Khawzawl Dintar**  
**Time : 15<sup>th</sup> March, 2024 @ 10:00 a.m.**

All officials concerned are requested to attend the meeting without fail. Further, detail programmes for the above is enclosed at **Annexure – A of SI No. 4.**

Further, if there are any queries pertaining to the aforementioned training, Pi V. Lalmuanpui (Ph.9612694931), Nodal Officer for Training, 22-Tuichang (ST) A/S may be contacted.

**Sd/- LALFAKZUALA**

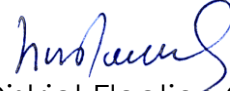
Dy. District Election Officer  
Khawzawl District, Khawzawl

**Memo No.H.11029/1(I)/2023-DEO(KZL) : Khawzawl, the 14<sup>th</sup> March, 2024**

**Copy to :**

1. Joint Chief Electoral Officer, Mizoram for kind information.
2. Superintendent of Police, Khawzawl District for kind information and with a request to appoint personnel for EDC Police to attend the said training.
3. All Nodal Officer under 22-Tuichang (ST) A/S for kind information and necessary action.
4. Nodal Officer, Training Management under 22-Tuichang (ST) A/S for kind information and with a request to make necessary arrangement.
5. All DLMTs/ALMTs under Khawzawl District for kind information and necessary action.
6. DIPRO, Khawzawl District for kind information.

7. All Team Members, Postal Ballot/EDC Team, 22-Tuichang (ST) A/s for kind information and necessary action.
8. P.A. to Asst. Returning Officer, 22-Tuichang (ST) A/S for kind information.
9. Website Manager, Election Branch, for kind upload in office website.



Dy. District Election Officer  
Khawzawl District, Khawzawl

**No.H.11029/1/2024-DEO(KZL)**  
**OFFICE OF THE DISTRICT ELECTION OFFICER**  
**KHAWZAWL DISTRICT ; KHAWZAWL**



*Khawzawl, the 13<sup>th</sup> March, 2024*

**TRAINING NOTICE**

Training Schedule for various teams and personnel for the upcoming General Elections to Lok Sabha, 2024 under 22-Tuichang (ST) Assembly Segment shall be as follows. Trainers are informed to be well prepared for their assigned topics.

<b>Sl. No</b>	<b>Trainee</b>	<b>Training</b>	<b>Date of training</b>	<b>Detail Training Plan</b>
1	EEM Team	Training on Election Expenditure Monitoring	12.03.2024	Annexure - A (SI No. 1)
2	All Political Parties and MPF	Training on Model Code of Conduct & IT Applications for Head of Offices, Political Parties & MPF	14.03.2024	Annexure - A (SI No. 2)
3	All Nodal Officers	Training of Nodal Officers	14.03.2024	Annexure - A (SI No. 3)
4	Postal Ballot & EDC Team & Nodal Officer, Postal Ballot/EDC Police	Training on Postal Ballot & Election Duty Certificate Team	15.03.2024	Annexure - A (SI No. 4)
5	All Head of Offices	Training on Model Code of Conduct & IT Applications for Head of Offices	15.03.2024	Annexure - A (SI No. 5)
6	Security Personnel	Training/Briefing of Security Personnel	15.03.2024	Annexure - A (SI No. 6)
7	Drivers	Briefing of Drivers	21.03.2024	Annexure - A (SI No. 7)
8	IT Team	Training of IT Team	22.03.2024	Annexure - A (SI No. 8)
9	Sector Officers/Magistrates & Sector Police	Training of Sector Officers/Magistrates & Sector Police on Electoral Process & Handling of EVM & VVPAT	25.03.2024	Annexure - A (SI No. 9)

Sl. No	Trainee	Training	Date of training	Detail Training Plan
10	Home Voting Team & Security personnel	Training on Home Voting & Absentee Voters	27.03.2024	Annexure - A (SI No. 10)
11	Dispatch & Receiving Team	Training of Dispatch and Receiving Team	08.04.2024	Annexure - A (SI No. 11)
12	Counting Supervisors & Counting Assistant	Training of Counting Officials	To be fixed later	Annexure - A (SI No. 12)
13	Micro observers	Training of Micro observers	To be fixed later	Annexure - A (SI No. 13)
14	Counting staff (Group D) & Sealing Team	Briefing of Counting Staff & Sealing of Election Materials Team	To be fixed later	Annexure - A (SI No. 1)
15	Polling Personnel	Training of Polling Personnel 1 <sup>st</sup> round	To be fixed later	Annexure - B
16	Polling Personnel	Training of Polling Personnel 2 <sup>nd</sup> round	To be fixed later	Annexure - C
17	Polling Personnel	Training of Polling Personnel 3 <sup>rd</sup> round	To be fixed later	Annexure - D

**(Schedule of Training is subjected to change)**

**Sd/- LALFAKZUALA**

Dy. District Election Officer  
Khawzawl District, Khawzawl

**Memo No.H.11024/1/2024-DEO(KZL) : Khawzawl, the 13<sup>th</sup> March, 2024**

Copy to :

1. P.A to DC/DEO/ A.R.O, Khawzawl District for information.
2. SP Khawzawl District for information & necessary action.
3. All SLMT/DLMT/ALMT under 22-Tuchiang (ST) A/S concerned for information.
4. All concerned category of personnel for information and to **attend the training programmes without fail.**
5. Website Manager, Election Branch, for kind upload in office website.



Dy. District Election Officer  
Khawzawl District, Khawzawl

## ANNEXURE - A

## Training Plan for General Election to Lok Sabha, 2024

Sl. No.	Proposed Date	Time	Venue	Training	Time Slot	Topic	Trainer	Trainee(s)
1	12.3.2024	1:00-5:00 PM	Meeting Hall, DC Office	Training on Election Expenditure Monitoring	1:00- 1:20 PM	1. Election Expenditure Monitoring Introduction & Related Legal Provisions	Pu Lalfakzuala, ADC/Dy. DEO	EEM Team
					1:20- 2:20 PM	2. Structure & Various Organs of Election Expenditure Monitoring	Pi V Lalmuanpuii, DLMT	
						3. Standard Operating Procedure for various Teams		
						4. Model Code of Conduct (MCC)		
					2:20- 2:30 PM	Short Break		
					02:30- 3:40 PM	5. Role of RO, DEO, AEO & Accounting Team, District Expenditure Monitoring Committee	Pu Lalfakzuala, ADC/Dy. DEO	
						6. Monitoring of expenditure on election Campaign		
3:40- 4:40PM	7. IT Applications (C-Vigil, ESMS etc)	Pu Timothy R. Lalmangaiha, EO						
4:40- 5:00PM	8. Media Certification & Monitoring Committee (MCMC)	Pu Lalchhuanawma, DIPRO						
2	14.3.2024	11:00 AM - 01:30 PM	Meeting Hall, DC Office	Training on Model Code of Conduct & IT Applications for Political Parties, MPF nad Media	11:00 - 11:30 AM	1. Model Code of Conduct for Political Parties	Pu Elijah LH Sanga, SDC/DLMT	All Political Parties, MPF
					11:30 AM-12:30 PM	2. IT applications -Citizens centric & Political Parties App	Pu Timothy R. Lalmangaiha, EO/Nodal Officer	
					12:30 - 01:00 pm	Lunch		
					1:00 - 01:30 pm	EEM use of Media, etc for Political Parties in Election	Pu Lalfakzuala ADC/Dy. DEO	
3		2:00 PM- 3:30 PM	Meeting Hall, DC Office	Training of Nodal Officers	2:00- 2:30 PM	Briefing on roles and responsibility of Nodal Officers	Pu K. Lalrohluwa, DC/DEO	All Nodal Officers
					2:30- 03:30 PM	Relevant IT applications	Pu Timothy R. Lalmangaiha, EO/Nodal Officer	
4	15.3.2024	10:00 AM-12:00 Noon	DRDO Meeting Hall	Training on Postal Ballot & Election Duty Certificate Team	10:00 AM-12:00 Noon	1. Preparation of Marked copy of electoral roll	Pi V Lalmuanpuii, DLMT/ Nodal Officer	Postal Ballot & EDC Team & Nodal Officer, Postal Ballot/EDC Police
						2. Preparation of Postal Ballot Papers for Home voting & Absentee Voters		
						3. Preparation and issue of EDC		
						4. Absentee Voters voting procedure		

**Training Plan for General Election to Lok Sabha, 2024**

Sl. No.	Proposed Date	Time	Venue	Training	Time Slot	Topic	Trainer	Trainee(s)
5	15.3.2024	11: 00 AM - 12:00 Noon	Meeting Hall, DC Office	Training on Model Code of Conduct & IT Applications, etc for Head of Offices	11: 00 AM - 12:00 Noon	1. Model Code of Conduct for Government Servants	Pu Elijah LH Sanga, SDC/DLMT	All Head of Offices
						2. IT applications -Citizens centric & Political Parties App	Pu Timothy R. Lalmangaiha, EO/Nodal Officer	
6	15.3.2024	10:00 AM-3:00 PM	Auditorium, DC Office	Training/Briefing of Security Personnel	10:00-11:00 AM	1. Maintenance of Law & Order, roles and responsibilities of Security personnel	Pu Lalfakzuala, Dy. DEO/Nodal Officer Law & Order	May be identified by DEO & SP
					11:00- 12:00 Noon	2. Important ECI's instructions		
					12:00- 12:30 PM	Lunch Break		
					12:30-1:30 PM	District Security Deployment Plan	SP Khawzawl or representative	
					1:30-2:20 PM	Police requirements during various stages of election	Pu Timothy R. Lalmangaiha, EO	
					2:20-3:00 PM	Enforcement of MCC, Complaint Monitoring System & Defacement of Public property	Pu Elijah LH Sanga, DLMT	
7	21.3.2024	11:00 AM- 12:30 PM	Meeting Hall, DC Office	Briefing of Drivers	11:00 AM-12:00 Noon	Duties & responsibilities	Pu Vabeimozachhi Chozah, SDO(S)/Nodal Officer	Drivers
					12:00-12:30 PM	Filling up of Election Duty Certificate	EDC Team	
8	22.3.2024	11:00AM-1:00 PM	Meeting Hall, DC Office	Training of IT Team	11:00 AM- 1:00 PM	1. All IT Applications in connection with GE to Lok Sabha, 2024	Pu Timothy R. Lalmangaiha, EO/Nodal Officer	IT Team
						2. Poll day report/management		

**Training Plan for General Election to Lok Sabha, 2024**

Sl. No.	Proposed Date	Time	Venue	Training	Time Slot	Topic	Trainer	Trainee(s)
9	25.3.2024	12:30-3:00 PM	DC Meeting Hall	Training of Sector Officers/Magistrates & Sector Police on Electoral Process & Handling of EVM & VVPAT	12:30-1:30 PM	1. Electoral Process, EDC & Hands-on training on filling up forms & Poll day duties & responsibilities	Pi V Lalmuanpuii, DLMT & Pi PC Lalhmingtuangi, ALMT	Sector Officers/Magistrates & Sector Police
					1:30-2:00 PM	2. Relevant IT applications	Pu Timothy R. Lalhmingaiha, EO/Nodal Officer	
					2:00-4:00 PM	2. Hands-on Training on EVM & VVPAT	Pu Elijah LH Sanga, DLMT & Dr. Lalliantluanga, ALMT	
10	27.3.2024	11:00 AM- 12:30 PM	Meeting Hall, DC Office	Training on Home Voting & Absentee Voters	11:00 AM-12:30 PM	Procedure of casting of votes through Home Voting	Pu Vabeimozachhi Chozah, SDO (S)/ Nodal Officer	Home Voting Team & Security personnel
11	8.4.2024	10:00 AM-2:30 PM	DC Meeting Hall	Training of Dispatch and Receiving Team	10:00-10:30 AM	Registration		Dispatch & Receiving Team
					10:30- 12:00 Noon	Important election forms & Envelopes	Pi Lalhmingtuangi, ALMT	
					12:00-12:30 PM	<b>Lunch Break</b>		
					12:30-1:30 PM	Receiving of Materials	Pu Elijah LH Sanga, DLMT	
					1:30-2:30 PM	Receiving of EVM & VVPAT	Pu Elijah LH Sanga, DLMT	
12	May be fixed	10: AM- 12:30 PM	Counting Hall, DEO Office	Training of Counting Officials	10:00-10:30 AM	Registration		Counting Supervisors & Counting Assistant
					10:30-11:30 AM	Counting Process of votes recorded in EVM	Pi V Lalmuanpuii, DLMT	
					11:30- 12:30 PM	EVM Hands-on Training	Pi V Lalmuanpuii & Pu Elijah LH Sanga, DLMT	
13	May be fixed	1:00- 2:30 PM	Counting Hall, DEO Office	Training of Microobservers	1:00-1:30 PM	Registration		
					1:30- 2:30 PM	Roles & responsibilities of Micro-observer	Pu Elijah LH Sanga, DLMT	
14	May be fixed	11:00-12:00 Noon	Counting Hall, DEO Office	Briefing of Counting Staff & Sealing of Election Materials Team	11:00- 12:00 Noon	Duties & Responsibilities	Pi V Lalmuanpuii & Pu Elijah LH Sanga, DLMT	Counting staff (Group D) & Sealing Team

**ANNEXURE - B**

**TRAINING OF POLLING PERSONNEL 1st ROUND**

DATE	VENUE	TIME	TOPIC	TRAINER		
				Room No.		
				1	2	3
May be fixed	To be identified	9:30-10:00 AM	<b>Registration</b>			
		10:00-10:15 AM	Introductory remarks	Pu K. Lalrohluva, DEO/DC	Pu Lalfakzuala, ADC/Dy. DEO	Pi V Lalmuanpuii, Project Director DRDO
		10:15-10:50 AM	General Introduction to Poll, Election Duty Certificate & Setting up of Polling Station	Pu Elijah LH Sanga, SDC/DLMT	Dr. Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT
		10:50-11:00 AM	<b>Short Break</b>			
		11:00- 12:30 PM	Polling Procedure including Packing of election materials, Special Cases and Electoral Offences	Pu Elijah LH Sanga, SDC/DLMT	Dr. Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT
		12:30- 1:15 PM	<b>Lunch Break</b>			
		1:15- 2:15PM	Hands-on training on filing up of forms & Packing of election materials	Pi Lalhmingtluangi, ALMT	Pu Vabeimozachhi Chozah, SDO(S)	Pi V Lalmuanpuii, DLMT
		02:15-2:30 PM	<b>Short break</b>			
		2:30- 3:30 PM	Setting and preparation of EVM & VVPAT	Pi Lalhmingtluangi, ALMT	Pu Vabeimozachhi Chozah, SDO(S)	Pu Timothy R. Lalmangaiha, EO
		3:30- 4:30 PM	Hands-on training on EVM & VVPAT	Pu Elijah LH Sanga, DLMT & Pi Lalhmingtluangi, ALMT	Pu Vabeimozachhi Chozah, SDO(S) & Dr. Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT & Pu Timothy R. Lalmangaiha, EO



## ANNEXURE - C

## TRAINING OF POLLING PERSONNEL 2nd ROUND

DATE	VENUE	TIME	TOPIC	TRAINERS			
				Room No.			
				1	2	3	
P-10	To be identified	9:30-10:00 AM	<b>Registration</b>				
		10:00-11:30 AM	Question & Answer/Doubt Clearing Session/Discussion	Pu Elijah LH Sanga, SDC/DLMT & Pi Lalhmingtuangi, ALMT	Pu Vabeimozachhi, SDO(S) & Dr Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT & Pu Timothy R. Lalmangaiha	
		11:30- 11:50 AM	General Introduction to Poll, Election Duty Certificate & Setting up of Polling Station	Pu Elijah LH Sanga, SDC/DLMT	Dr. Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT	
		11:50-12:00 Noon	<b>Short Break</b>				
		12:00- 1:00 PM	Polling Procedure including Packing of election materials, Special Cases and Electoral Offences	Pu Elijah LH Sanga, SDC/DLMT	Dr. Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT	
		1:00-1:30 PM	<b>Lunch Break</b>				
		1:30-2:30 PM	Hands-on training on filing up of forms & Packing of election materials	Pi Lalhmingtuangi, ALMT	Pu Vabeimozachhi Chozah, SDO(S)	Pi V Lalmuanpuii, DLMT	
		2:30-2:40 PM	<b>Short break</b>				
		2:40- 3:40 PM	Role play & Setting and preparation of EVM & VVPAT	Pi Lalhmingtuangi, ALMT	Pu Vabeimozachhi Chozah, SDO(S)	Pu Timothy R. Lalmangaiha, EO	
		3:40- 5:00 PM	Hands-on training on EVM & VVPAT	Pu Elijah LH Sanga, DLMT & Pi Lalhmingtuangi, ALMT	Pu Vabeimozachhi Chozah, SDO(S) & Dr. Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT & Pu Timothy R. Lalmangaiha	

**ANNEXURE - D**

**TRAINING OF POLLING PERSONNEL 3rd ROUND**

DATE	VENUE	TIME	TOPIC	TRAINERS		
				Room No.		
				1	2	3
P-2	To be identified	9:30-10:00 AM	<b>Registration</b>			
		10:00-12:30 AM	Question & Answer/Doubt Clearing Session/Discussion	Pu Elijah LH Sanga, SDC/DLMT & Pi Lalhmingtuangi, ALMT	Pu Vabeimozachhi, SDO(S) & Dr Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT & Pu Timothy R. Lalmangaiha
		12:00-12:30 PM	<b>Lunch Break</b>			
		12:30-1:30 PM	Hands-on training on filing up of forms & Packing of election materials	Pu Elijah LH Sanga, SDC/DLMT & Pi Lalhmingtuangi, ALMT	Pu Vabeimozachhi, SDO(S) & Dr Lalliantluanga, ALMT	Pi V Lalmuanpuii, DLMT & Pu Timothy R. Lalmangaiha
		1:30-4:30 PM	Role play & Hands-on training on EVM & VVPAT	Pu Elijah LH Sanga, DLMT & Pi Lalhmingtuangi, ALMT	Pu Vabeimozachhi Chozah, SDO(S) & Dr.	Pi V Lalmuanpuii, DLMT & Pu Timothy R.