

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



Khawzawl, the 13th March, 2024

TRAINING NOTICE

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

Venue : **Meeting Hall, DC Office, Khawzawl**
Time : **14th March, 2024 @ 02:00 p.m.**

All Nodal Officers under are requested to attend the meeting without fail. Further, detail programmes for the above is enclosed at **Annexure – A of SI No. 3.**

Sd/- LALFAKZUALA

Dy. District Election Officer
Khawzawl District, Khawzawl

Memo No.H.11029/1(II)/2023-DEO(KZL) : Khawzawl, the 13th March, 2024

Copy to :

1. Joint Chief Electoral Officer, Mizoram for kind information.
2. All Nodal Officer under 22-Tuichang (ST) A/S for kind information and necessary action.
3. Nodal Officer, Training Management under 22-Tuichang (ST) A/S for kind information and with a request to make necessary arrangement.
4. All DLMTs/ALMTs under Khawzawl District for kind information and necessary action.
5. DIPRO, Khawzawl District for kind information.
6. P.A. to Asst. Returning Officer, 22-Tuichang (ST) A/S for kind information.
7. Website Manager, Election Branch, for kind upload in office website.

Dy. District Election Officer
Khawzawl District, Khawzawl

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Khawzawl, the 13th 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.

Sl. No	Trainee	Training	Date of training	Detail Training Plan
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 st round	To be fixed later	Annexure - B
16	Polling Personnel	Training of Polling Personnel 2 nd round	To be fixed later	Annexure - C
17	Polling Personnel	Training of Polling Personnel 3 rd 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 13th 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	Lunch Break		
					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	Registration			
		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	Short Break			
		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	Lunch Break			
		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	Short break			
		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	Registration				
		10:00-11:30 AM	Question & Answer/Doubt Clearing Session/Discussion	Pu Elijah LH Sanga, SDC/DLMT & Pi Lalhmingtluangi, 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	Short Break				
		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	Lunch Break				
		1:30-2:30 PM	Hands-on training on filing up of forms & Packing of election materials	Pi Lalhmingtluangi, ALMT	Pu Vabeimozachhi Chozah, SDO(S)	Pi V Lalmuanpuii, DLMT	
		2:30-2:40 PM	Short break				
		2:40- 3:40 PM	Role play & Setting and preparation of EVM & VVPAT	Pi Lalhmingtluangi, 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 Lalhmingtluangi, 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	Registration			
		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	Lunch Break			
		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.