

"Say Yes to Life/Say No to Drugs"



Ch. Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya
Palampur - 176062 (H.P.) India
Office of the Registrar, General Administration Branch



☎: 01894-230383

Fax: 01894-230511

Email: registrar@hillagric.ac.in

From

Registrar

No. QSD. 7-3/2024/CSKHPKV (GA)/-

Dated, Palampur, the:-

53182-281

09 OCT 2024

To

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of Departments/Units/Offices, CSKHPKV, Palampur.
3. The Sr. Medical Officer, UHC, CSK HPKV, Palampur.



Subject: Best Electoral Practices Award-2024 -regarding.

Sir/Madam,

I am directed to send herewith the copy of letter No. 5-Solan-3/2022-ELN-10471-90 dated 01.10.2024 alongwith its enclosures received from the District Election Officer (DC), District Solan on the above subject for information and necessary action.

Yours faithfully,

Encls: As above.

[Signature]
Assistant Registrar (Admn.)

CSK HPKV, Palampur.

Dated: Even.

Endst. No. Even.

Copy to:-

1. All the Associate Directors/ Scientist Incharges/Programme Coordinators, RRSs/RSSs/KVKs, CSK HPKV.
2. The Incharge, Media Cell, CSKHPKV, Palampur.
3. The Incharge, UNS, CSK HPKV, Palampur for uploading the same in the University website.
4. All the Deputy Registrar/Assistant Registrar/Section Officers (Headquarters), CSKHPKV, Palampur.
5. The PS to the Vice-Chancellor/SPS to the Registrar, CSK HPKV, Palampur.

[Signature]
Assistant Registrar (Admn.)
CSK HPKV, Palampur.

Fwd: Best Electoral Practices Award -2024

From : Director of Research CSKHPKV <dresearch@hillagric.ac.in> Tue, Oct 08, 2024 11:20 AM
Subject : Fwd: Best Electoral Practices Award -2024 1 attachment
To : Vice Chancellor CSKHPKV <vc@hillagric.ac.in>, Dr. Madhu Chaudhary <registrar@hillagric.ac.in>

Handwritten notes:
 Registrar
 AR (G/A)
 1793
 9-10/24
 08/10/2024
 Snp AH (Adm)
 9/10/24

From: "Tehsildar Elections" <elect-sol-hp@nic.in>
To: "Director of Research CSKHPKV" <dr@hillagric.ac.in>, "vc hpu" <vc_hpu@hotmail.com>, "Vice Chancellor" <vcuhf@yaspuniversity.ac.in>, vicechancellorspu@gmail.com, akthakur06@yahoo.co.in, hrtchq@gmail.com, himfed-hp@gmail.com, "Sh. Vijay Thakur" <gmwoolfed-hp@nic.in>, "Bhupender Attri" <mcsml-hp@nic.in>, hpsidc@rediff.com, info@himapurti.com, "mcs shimla" <mcs_shimla@yahoo.com>, shimla@hptdc.in, mail@hpforestco.gov.in, hpwoolfed@yahoo.com, "MD mdhpf-hp" <mdhpf-hp@nic.in>, vstokes76@yahoo.com, hpgicld@yahoo.in, hpmcshimla@live.com, sdddkshimla@rediffmail.com, sdddkshimla@yahoo.co.in, airshimla@yahoo.com, "Tehsildar Election Hamirpur" <elect-ham-hp@nic.in>, "Sanjay Rathore" <elect-kan-hp@nic.in>, "Tehsildar Elections" <elect-sol-hp@nic.in>, "ERO Dehra" <ero-dehra@hp.gov.in>, "Charanji Lal" <ero-hamirpur@hp.gov.in>, "Divyanshu Singal" <ero-nalagarh@hp.gov.in>, "Shilpi Beakta" <erodehra.hp@eci.gov.in>, "Manish Kumar Soni" <erohamirpur.hp@eci.gov.in>, "Mahendra Pal Gurjar" <eronalagarh.hp@eci.gov.in>, aro50arki@gmail.com, "Sh Yadvinder Paul" <ero-arki@hp.gov.in>, "Divyanshu Singal" <ero-doon@hp.gov.in>, "Narayan Singh Chauhan" <ero-kasauli@hp.gov.in>, "Divyanshu Singal" <ero-nalagarh@hp.gov.in>, "Kavita Thakur" <ero-solan@hp.gov.in>, "ero nlg5152" <ero.nlg5152@gmail.com>, erosolan490@gmail.com, rokasauli@gmail.com, sdmkasauli@gmail.com, "Divyanshu Singal, IAS" <sdmnalagarh.hp@nic.in>, "Dr. Poonam" <sdmsolan.hp@nic.in>, sugamarki@gmail.com, "Solan" <solanho@indiapost.gov.in>, solanpm@indiapost.gov.in, "Solan DO" <dosolan.hp@indiapost.gov.in>, "CDPO Solan" <cdpo-sol-hp@gov.in>, "Labour Officer, Solan Labour and Employment Department" <lo-sol-hp@nic.in>, bdosolan@gmail.com, itisolan59@gmail.com, assistantcontrollersolanwm@gmail.com, ddhsolan@gmail.com, smsmchambaghat@gmail.com, "solan tcp" <solan.tcp@gmail.com>, "Surinder Pal Jagota" <hp-sol@pmsgsy.nic.in>, "Solan Arbitration Circle" <se-arb-hp@nic.in>, chieflibranhp@rediffmail.com, "a t p pw no" <a.t.p.pw.no@gmail.com>, "Assistant Director Fisheries solan" <Adfisheries-sol-hp@nic.in>, dtdosolan@gmail.com, drsunil@mailhptax.gov.in, mssolanrks@gmail.com, "Rita Sharma" <gcsolan-hp@nic.in>, "diet solan" <diet_solan@rediffmail.com>, prisolang@rediffmail.com, prigaura@gmail.com, gcsolanhp@gmail.com, "Scert scerthp" <scert-hp@nic.in>, "E.E. Solan Division Himachal Pradesh, PWD" <ee-sol-hp@nic.in>, "Er. Pawan Kumar" <eenh-sol-hp@nic.in>, "AC to DC Solan" <ac-sol-hp@nic.in>, xeniphsolan@rediffmail.com, cmosola@gmail.com, drosolan@gmail.com, "aetc solan" <aetc.solan@mailhptax.gov.in>, "SP Solan" <sp-sol-hp@nic.in>, ddhesolan@rediffmail.com, ddeesolan@rediffmail.com, "Deepak Kumar Dhawan" <sainik-sol-hp@nic.in>, dprosolan4@gmail.com, arcssolan@gmail.com, ddoofficesolan@gmail.com, solandwo@gmail.com, districtlanguageofficesolan@gmail.com, "Padma Devi" <dso-sol-hp@nic.in>, "Desraj Verma Banyal" <ayur-sol-hp@nic.in>, ddasolan@gmail.com, dpoicdssolan@gmail.com, gmdicshp@gmail.com, "Santosh Kumar Sharma" <hg11bn-hp@nic.in>, "dfsc-sol hp" <dfsc-sol@hp.gov.in>, "DPO Solan" <dpo-sol-hp@nic.in>, sportsofficesolan@gmail.com, "dpo solan" <dpo.solan@hotmail.com>, miningofficersolan@gmail.com, "RTO Solan" <rto-sol-hp@nic.in>, cdlsa-solan@gmail.com, "dfo

solan" <dfo_solan@yahoo.com>, idpsolan@gmail.com, dpoidpsolan@gmail.com, forestcirclesolan@gmail.com, directordmr@gmail.com, headoffice@jccbank.co.in

Sent: Tuesday, October 1, 2024 4:48:21 PM

Subject: Fwd: Best Electoral Practices Award -2024

From: "Tehsildar Elections" <elect-sol-hp@nic.in>

To: "SP Solan" <sp-sol-hp@nic.in>, "Ilma Afroz" <sp-baddi-hp@nic.in>, "Registrar Registrar" <registrar@yspuniversity.ac.in>, "Director Research" <dres@yspuniversity.ac.in>, "Director ExtnEdu" <dext@yspuniversity.ac.in>, "Dean COH" <deancoh@yspuniversity.ac.in>, "Dean College of Forestry" <deancof@yspuniversity.ac.in>, "Prof and Head Biotechnology" <hodbtc@yspuniversity.ac.in>, "Prof and Head Entomology" <hodeap@yspuniversity.ac.in>, "Prof and Head and FLA" <hodfls@yspuniversity.ac.in>, "Prof and Head Fruit Science" <hodfsc@yspuniversity.ac.in>, "Prof and Head Plant Pathology" <hodmpp@yspuniversity.ac.in>, "Prof and Head Food Science and Technology" <hodfst@yspuniversity.ac.in>, "Prof and Head SST" <hodsst@yspuniversity.ac.in>, "Prof and Head Vegetable Science" <hodvgc@yspuniversity.ac.in>, "Prof and Head Business Management" <hodmba@yspuniversity.ac.in>, "Prof and Head SAF" <hodsaf@yspuniversity.ac.in>, "Prof and Head FPU" <hodfpu@yspuniversity.ac.in>, "Professor and Head" <hodswm@yspuniversity.ac.in>, "Prof and Head TIGR" <hodtigr@yspuniversity.ac.in>, "Prof and Head Environmental Science" <hodevs@yspuniversity.ac.in>, "Prof and Head ssc" <hodssc@yspuniversity.ac.in>, "Prof and Head Basic Science" <hodbsc@yspuniversity.ac.in>, "Estate Officer" <eo@yspuniversity.ac.in>, "Librarian SNS Library" <library@yspuniversity.ac.in>, "Surinder Pal Jagota" <hp-sol@nic.in>, ee-de3-hp@nic.in, "E.E. Solan Division Himachal Pradesh,PWD" <ee-sol-hp@nic.in>, "EE Kasauli Division Himachal Pradesh PWD" <ee-kas-hp@nic.in>, "Er. Ajay Kumar Sharma" <ee-nal-hp@nic.in>, "Executive Engin Arki Division Himachal Pradesh PWD" <ee-ark-hp@nic.in>, "Er. Pawan Kumar" <eenh-sol-hp@nic.in>, xeniphsolan@rediffmail.com, enalagarh@yahoo.in, ipharki@gmail.com, aeiphdharampur@gmail.com, cdpoicdsdmp@gmail.com, cdpoicdsnlg@gmail.com, cdposolan@gmail.com, cdpoarki@gmail.com, Cdpokgt9@gmail.com, "Yashudeep Singh" <Dfonal-hp@nic.in>, dfokuniharhp@gmail.com

Cc: seops@hpseb.in, "se solan" <se.solan@gmail.com>, xenedsn@hpseb.in, xenedng@hpseb.in, xenedak@hpseb.in, xenedpw@hpseb.in, "Yashudeep Singh" <Dfonal-hp@nic.in>, dfokuniharhp@gmail.com, bmoarki@rediffmail.com, bmodmp@rediffmail.com, "bmo nalagrah" <bmo.nalagrah@rediffmail.com>, bmosyri@rediffmail.com

Sent: Tuesday, October 1, 2024 4:34:57 PM

Subject: Best Electoral Practices Award -2024

Dear **Sir/Madam,**

Please find the attached

enclosure on the subject cited above..(if any)

with regards,

**OFFICE OF THE DISTRICT ELECTION OFFICER (DC),
DISTRICT SOLAN, H.P.173212**

No. 5-Solan-3/2022-ELN- 10/11/24

Date 11/15/2024

From

District Election Officer (DC),
District Solan.

To

1. The Superintendents of Police (SPs), Solan/Baddi.
2. Registrar of Universities in district Solan
3. All the Heads of Offices of department of H.P. Govt./
Central Govt. in district Solan

Subject:-

Best Electoral Practices Awards-2024-regarding.

Sir/Madam,

Kindly find enclosed herewith a copy of letter No. 12-03/2023-ELN-dated 23rd September, 2025 received from the Chief Electoral Officer, Himachal Pradesh regarding best Electoral Practices Awards-2024.

Election Commission of India has decided to give the awards for the Best Electoral Practices adopted during the year-2024 in the following categories:-

1. General Category Award.
2. Special Award.
3. Best Performing State Award.
4. Civil Society Organization (CSO) Award for the best campaign on Voter Education and Awareness.
5. Award to Govt. Department/ Agency/ PSU for enhancing Electoral Participation.
6. Annual State Awards for Best Electoral Practices.

You are, therefore, requested to send the detailed write-up detailing the exemplary work done by you and staff engaged in elections during the year which may be considered as Best Electoral Practice. The write up should reach this office by 11th October, 2024.

Encls: As above

Yours faithfully,

for -District Election Officer (DC)
District Solan

Through fax/e-mail

“No Voter to be left behind”
Election Department, Government of Himachal Pradesh
 38-SDA Complex, Kasumpti, Shimla-9

No: 12-03/2023-ELN

Dated: the

September, 2024

From:

Chief Electoral Officer,
Himachal Pradesh.

To

All the District Election Officers (DCs)
in Himachal Pradesh.

Subject: - Best Electoral Practices Awards – 2024 – regarding.

Sir/Madam,

I am directed to enclose herewith a copy of Commission's letter No. 590/EC/LET/FUNC/SVEEP-III/Awards/2024, dated 17th September, 2024 on the subject cited above and to say that as per the past practices the Election Commission of India has decided to give the awards for the Best Electoral Practices adopted during the year 2024 in the following categories:-

1. General Category Award.
2. Special Award.
3. Best Performing State Award.
4. Civil Society Organization (CSO) Award for the best campaign on Voter Education and Awareness.
5. Award to Govt. Department/Agency/PSU for enhancing Electoral Participation.
6. Annual State Awards for Best Electoral Practices.

You are, therefore, requested to send the detailed write-up detailing the exemplary work done by you, Superintendents of Police (SPs), Civil Society Organization (CSO), Govt. Department/Agency/ PSU, Officers and the Staff engaged in elections during the year which may be considered as Best Electoral Practice. The write up should reach this office by 15th October, 2024.

Yours faithfully,

Signed by

Daleep Kumar Negi

Date: 23-09-2024 16:13:25
 Himachal Pradesh.

Enclose: As above.



Handwritten notes and signatures on the left margin:
 25/9/24
 Sh. Manish
 Sh. K. Negi

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110 001

No. 590/ECI/LET/FUNC/SVEEP-III/Awards/2024

Dated: 17th September, 2024

To,

The Chief Electoral Officers
of all States /UTs

Subject: - Best Electoral Practices Award, 2024

Sir/Madam,

With reference to the subject cited, I am directed to convey that the Hon'ble Commission has decided to give away the following Awards for year 2024:-

A. Best Electoral Practice Awards.

(I) **General Category Award** will 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 plaque and a citation. The nominations for the award will be in the following indicated field of election management:

- Election Management
- Voter's Education and Electoral Participation
- IT Initiatives
- Security Management
- Electoral Roll Management
- Innovative Measures
- Accessible Elections
- Electoral Literacy Clubs

(II) **Special Award** will be presented to officers, other than DEOs/ SPs for the best practices in the area of election management. The award would carry a plaque and a citation. The nominations for the award will be in the indicated field of election management as stated above for the General Category Awards. CEOs may nominate officers from among all officers/staff engaged in election management (including those from CEOs office).

(III) **Best Performing State Award** will be given to a State displaying best overall performance in the areas of election management. The nominations for the award will be in the indicated field of election management as stated above for the General Category Awards. The Award would carry a plaque and a citation, and it would be received by the Chief Electoral Officer of the State/UT.

B. Civil Society Organisation (CSO) Award for the best campaign on Voter Education and Awareness. Award will be given 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 details of the scheme and criteria of the Award is enclosed at Annexure 'A'.

C. Award to Govt. Department/Agency/PSU for enhancing Electoral Participation. This Award will be given to Govt. Department/Agency/PSU for promoting electoral participation, including accessible elections. The Award would carry a plaque and a citation. The scheme and criteria of the Award is enclosed at Annexure 'B'.

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 the staff engaged in elections, and to commend and encourage individual and team accomplishments in diverse fields of election management. These awards will be given in the States. The guidelines and framework for this category is enclosed at Annexure 'C'.

2. Nominations: The achievements/significant contributions for the said awards of all categories should be of the period since the last date of nomination for **Best Electoral Practices Award, 2023 (i.e. 10.12.2023)**. The CEOs shall send the nominations for Awards, with their recommendations, in the **enclosed format (Annexure D)** along with the requisite enclosures, possibly in spiral binding form in duplicate. **All the nominations shall have the signature of concerned CEOs.** For CSO Award and Award to Govt. Deptt./Agency/PSU, CEOs may ensure that the entries are in prescribed format and **duly recommended by the Chief Electoral Officer.** The restriction with regard to the number of nominations sent from State/UT, may strictly be adhered to. The States/UTs can send the following number of Nominations:-

| Indicators (No. of ACs) | Allowed for Election Gone States | | Name of States |
|----------------------------|----------------------------------|---------------|---|
| | General Category Award | Special Award | |
| More than 300 | 6 | 5 | Uttar Pradesh |
| Between 200 to 300 | 5 | 4 | Bihar, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan, Tamil Nadu, West Bengal |

| | | | |
|---------------|---|---|--|
| Less than 200 | 4 | 3 | Andhra Pradesh, Arunachal Pradesh, Assam, Chhattisgarh, Goa, Gujarat, Haryana, Himachal Pradesh, Jharkhand, Kerala, Manipur, Meghalaya, Mizoram, Nagaland, NCT Delhi, Odisha, Puducherry, Punjab, Sikkim, Telangana, Tripura, Uttarakhand, UT of Jammu and Kashmir |
| No ACs | 1 | 1 | Chandigarh, Lakshadweep, Andaman and Nicobar islands, Dadra and Nagar Haveli & Daman & Diu, Ladakh. |

3. Selection: the final award shall be decided in the following manner:

3.1 The nominations for **General Award, Special Award, Civil Society Organisation (CSO) Award, and the Award to Govt. Department/Agency/PSU**, will be scrutinized by a Scrutiny Committee and names will be shortlisted. The shortlisted candidates may be required to give a presentation to a Selection Committee. The Selection Committee will recommend final names to the Commission. The Commission may, if it so wishes, review the nominations/presentations.

3.2 For the **Best performing State Award**, the Selection Committee may select the winner based on the following performance indicators and give its recommendations to the Commission, which may recommend to the Commission, which may, if it so wishes, review the nominations/presentations:

- (i) Increase in the EP Ratio
- (ii) Increase in Gender ratio on rolls
- (iii) Increase in 18-19 years 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) Accessible Elections
- (xiii) Electoral Literacy Clubs
- (xiv) Additional indicators (may be stated)

3.3 The procedure to select the winners for the Annual State Awards will be done by the concerned CEO as per the guidelines and framework enclosed at Annexure 'C'.

4. **Last Date:** The nominations in the prescribed format, for the Best Electoral Practices Awards, CSO Award and Award to Govt. Department/Agency may be sent to the Commission latest by **21st October, 2024**. For the Annual State awards, the names of the selected winners to be sent to the Commission, for its approval, latest by **30th November, 2024**.

5. The Awards shall be given on National Voters' Day, those at Para 1'A', 'B', &'C' at the National function of NVD, 2025 in New Delhi and those at Para 1'D' at the State function of NVD

Yours faithfully,



(LOVE KUSH YADAV)
UNDER SECRETARY

Encls: (As above)

Copy to:

All Ministries/ Departments of Gov. of India

Copy for information:-

1. PSO to CEC
2. PSO to EC (GK)
3. PSO to EC (SSS)
3. Sr. PPS/PPS/PS to Sr DEC/DECs
4. All Zonal Sections

**CSO AWARD FOR BEST CAMPAIGN ON
VOTERS' EDUCATION & AWARENESS**

A. Who is eligible?

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

B. How to apply?

The submission of nominations shall be made to the Secretary (SVEEP), ECI by Civil Society Organizations, through CEOs. Each nomination must be accompanied by a written recommendation of the CEO/DEO. **A self-nomination will not be considered.**

C. Recommendation Criteria

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 the electoral process. Possible impacts to be considered 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;
 - d. Assisting CEO / DEO on Accessibility.
3. The best practice has been successful in developing awareness and action on electoral process particularly among:
 - a. Women
 - b. People with low levels of literacy
 - c. Persons with disabilities
 - d. Youth
 - e. Urban Populace
 - f. Tribal
 - g. Specific groups/communities

AWARD FOR CSO

Application Form

1. BASIC INFORMATION

- 1.1 Name of implementing organization:
- 1.2 Chief executive officer of the organization
- 1.3 Type of Organization: National NGO /International NGO¹/Other National Institution/ Other (Local branch of National NGO, Private body, Trade Union, Religious mission, etc.). Please specify :
- 1.4 Operational Level: All India/ State/District/Community/Others (Please specify)

2. CONTACT DETAILS

- 2.1 Name of contact person:
- 2.2 Job title (or position):
- 2.3 Full Address:
- 2.4 Telephone/Fax:
- 2.5 Web site, if any:
- 2.6 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)

- Electoral participation and Gender
- Weaker Section
- Special Communities/Groups
- Fighting Urban Apathy
- Inclusion of Persons with Disabilities

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

- Youth and Elections
- Other

6. PROGRAMME DETAILS

6.1 Specific objectives

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

6.2 Outreach

- i. Main target group(s):
- ii. Number of locations where the programme is running for the specific theme:
- iii. Number of people reached annually (average) on the theme :
- iv. Number of participants reached in the year of consideration on the theme:

6.3 Programme delivery

6.3.1 Structure and mechanism

- i. How are the programmes organized? Please describe:
- ii. What kind of 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?

6.3.2 Language(s) of instruction

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

6.4 Resources

What resources were used and how were they mobilized?

6.5 Partners

Provide full list of partners from:

- 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 (in not less than 100 words):

**AWARD TO GOVT. DEPARTMENT/ AGENCY/ PSU FOR ENHANCING
ELECTORAL PARTICIPATION**

A. Who is eligible?

Ministries/Departments/Agencies/PSUs promoting electoral participation through effective and innovative programmes or projects.

B. How to apply?

The submission of nominations shall be made to the Secretary (**SVEEP**), ECI by Ministries/Departments/Agencies/PSUs. Nomination must be accompanied by a written recommendation of the CEO/DEO, in case of State/District level offices/agencies.

C. Recommendation Criteria

4. The ability, as demonstrated in the proposal narrative, **to improve electoral participatory practices**.
5. The project must have made an outstanding and tangible contribution to improving electoral participation and **developing awareness** on the electoral process. Possible impacts to be considered 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;
 - d. Assisting CEO / DEO on Accessibility.
6. The best practice has been successful in developing awareness and action on electoral process particularly among:
 - a. Women
 - b. People with low levels of literacy
 - c. Persons with disabilities
 - d. Youth
 - e. Urban Populace
 - f. Tribal
 - g. Specific groups/communities

Award to Best Govt. Department/ Agency/PSU for

Enhancing Electoral Participation

Application Form

1. BASIC INFORMATION

- Name of department:
- Name of Head Office:
- Name & address of concerned Ministry:
- Operating Level : All India/State/District/Community/Other

2. CONTACT DETAILS

- Name of contact person:
- Designation:
- Full Address:
- Telephone/Fax:
- Web site, if any:
- E- Mail:

3. SUMMARY OF THE INITIATIVE / INTERVENTION

(Maximum 150 words):

4. DETAILS OF THE INITIATIVE / INTERVENTION (In about 1000 words)

5. Outcome

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

6. Recommendation by District Election Officer / Chief Electoral Officer (in not less than 100 words), if applicable:

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 the Staff engagement in elections, to encourage and recognise individual and team accomplishments in diverse fields of election management. The broad framework of the awards is as follows:

1.1 The Awards shall be presented to the outstanding performing District Election Officers (DEOs) (other than National Award winners), ERO/AERO and BLO of the State. The awards may carry a 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 amongst all officers/staff of all categories outside those mentioned at 1.1. This award may also carry a cash component.

1.3 The Officers winning the Best Electoral Practices Award at National level may not be given the State Award. However the Best Electoral Practices Award winners from the state shall be mentioned at the State level function (NVD) though they are not given any award at the State level NVD function (the names of Best Electoral Practices 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 | <ul style="list-style-type: none"> • Election Management • Voter's Education and Electoral Participation • IT Initiatives • Security Management • Electoral Roll Management • Innovative Measures • Accessible Elections • Electoral Literacy Clubs | <ul style="list-style-type: none"> • Increase in Turnout over previous elections. • Identification of communities outside the electoral roll and enrolling them. • Innovations. |

| | | |
|------------------|---|--|
| Best ERO/AERO | <ul style="list-style-type: none"> • Electoral Roll Management. • Complaint Disposal • SVEEP Activities. | <ul style="list-style-type: none"> • Identification of 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 percentages against last data. |
| Best BLO | <ul style="list-style-type: none"> • Improvement in the quality of Electoral Roll. • SVEEP Activities | <ul style="list-style-type: none"> • 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% EPIC and PER coverage. • Efforts in enrolling non-registered communities/groups. |
| Special Award | <ul style="list-style-type: none"> • Election Management • Voter's Education and Electoral Participation • IT Initiatives • Security Management • Electoral Roll Management • Innovative Measures • Accessible Elections • Electoral Literacy Clubs | |

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

The criteria for the Awards shall be similar to that in the 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 ERO | 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 Best Electoral Practices Award may automatically be included for the State Award for consideration of the State Committee. In addition, more entries may be invited.

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 Serial 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 2024 shall be met from the State funds (under Elections/ER) and no separate budget shall be provided by ECI for the same.

Nomination Form for Best Performing State


I. Name of the State :

II. Relevant Indicators (Comparative data for the period in consideration) :
(from list given at point 3.2 of the circular No 590/ECI/LET/FUNC/SVEEP-III/Awards/2024, dated ____ September, 2024)

III. Summary of Achievement/Work: Use plain language to describe the achievement / work in the State in no more than 1000 words.

IV. Enclosures :

- i.
- ii
- iii


Signature
(Name of CEO)
(Name of the State/ UT)