

**Expenditure Observer Report-I  
Preparedness Report for the Expenditure Monitoring**

[To be uploaded on Observer Portal and signed copy to be sent by post to the Commission separately for each Assembly Segment in case of Assembly Election and only one Report for one PC in case of Lok Sabha Election within 3 days after the date of notification]

Date of Reporting	
Observer Name	
Observer Code	
No. and Name of the Constituency	
Name of the State	
Constituency Fax No.	Official Fax No..
Constituency Telephone No.	Telephone No.
Constituency Mobile No.	Mobile No.
E mail id	

Sl.No.	Description	Yes	No
(a)	Whether the Assistant Expenditure Observer has been appointed as the Designated Officer to help check the accounts of daily expenditure to be maintained by the candidates.		
(b)	Whether all the teams engaged in election expenditure monitoring, like, Accounting Team, Static Surveillance Teams, Flying Squads and Video Surveillance Teams etc., have been formed and working properly.		
(c)	Whether election machinery is aware of Rule 90 of the Conduct of Election Rules relating to ceiling on Maximum expenses.		

Sl.No.	Description	Yes	No
(d)	Whether the RO has provided the <b>Election Expenditure Register</b> containing day to day Account Register (Part A),Cash Register (Part B), Bank Register (Part C), Abstract Statement (Part-I to Part IV) containing Schedule 1 to 9 and Acknowledgement Form under due covering letter to addressed to the candidate.		
(e)	Whether such registers were duly page numbered and authenticated by the DEO/RO at the time of issue.		
(f)	Whether the entire Expenditure Monitoring Teams and Assistant Expenditure Observers have been briefed by the Observer regarding the various aspects of expenditure and the System of Reporting.		
(g)	Whether the Expenditure Observer has spoken to the SP and DEO, and the Officers of Investigation Directorate of Income Tax, Police and State Excise for keeping surveillance on distribution of cash, liquor and other goods.		
(h)	(i) Have the prevailing rates in the district for printing of posters, hiring of vehicles, loud speakers, cost of erecting pandals and hiring of furniture and fixtures been provided by the DEO.		
	(ii) Whether rate charts of all Media operating in the constituency has been obtained		
i)	Has the same been apprised to the contesting candidates and the Assistant Expenditure Observers and Members of Expenditure Monitoring Teams.		

Sl.No.	Description	Yes	No
(j)	Whether the Accounting Team, Video Viewing Team, Video Surveillance Team, Media Monitoring Team and Surveillance Teams under each Police Station are prepared for Monitoring of Election Expenditure and are provided with relevant Registers/Formats e.g. Video cue sheet, Shadow Register, Media Expenditure Monitoring Report etc.		
(k)	Indicate		
	(i) No. of Flying Squads (FSs)		
	(ii) No. of SSTs		
	(iii) No. of AEOs		
	(iv) No. of VSTs		
	(v) No. of VVTs		
(l)	Whether the Assistant Expenditure Observer and members of the Accounting Team, Video viewing Team, Video Surveillance Team, Media report, and Monitoring Team have been trained.		
	(a) By DEO		
	(b) By Expenditure Observer		
	(c) Any Problem in functioning as pointed out by the teams (if yes, then bring it to the notice of RO, DEO and CEO immediately under intimation to the Election Commission of India)		
(m)	Whether the DEO has held meeting with all political parties and has given to them copies of Expenditure Instruction in local language.		

(If answer to any of the above is negative, the same should be brought to the notice of DEO, RO and CEO immediately under intimation to the Election Commission of India.)

Place:

Date:

**Signature of Expenditure Observer**