

# **WELCOME PRESIDING & POLLING OFFICERS**

A photograph of a tropical beach scene. In the center, a person is riding an elephant on a sandy beach. The beach curves along a clear blue ocean on the left. A dense line of green trees and foliage borders the beach on the right. The sky is clear and blue.

**BRIEFING ON POLLING  
PROCEDURE**

# INTRODUCTION

- The election for 19th Lok Sabha shall be held in the month of April 2024
- Your appointment as presiding/polling officer is as per the provisions of section 26 and section 28A of the Representation of People Act , 1951.
- On issue of appointment order, you are deemed to be on deputation to the Election Commission of India.
- You are subject to the control superindence and discipline of ECI.

# FORMATION OF POLLING PARTIES

- There are 412 polling stations and probably some auxiliary polling stations in this Union Territory.
- For each polling station, 4 polling officials appointed
- Maximum voters in a polling station is 1400 in Municipal area and 1200 in rural area.
- The number and name of the polling stations shall be assigned on the day of issue of election materials to the polling parties .

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# COLLECTION OF POLLING MATERIALS

- The polling materials shall be issued for the polling officials of Port Blair and Ferrargunj Tehsils from Netaji Stadium.
- Date and time for issue of the materials shall be intimated in due course.
- Sector officer, Liaison officer and vehicle is notified for transporting and for guiding the polling parties.

# WHAT TO CHECK AND COLLECT?

- All requisite statutory and non-statutory forms
- Other stationery items such as brass seal, voting compartments, outer paper seals, special tags, address tags, green paper seals, etc.
- Marked copy of Electoral roll along with ASD (Absent, shifted and dead) list of your polling station



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*Contd...*

- 
- **ECI order on alternative documents**
  - **Photocopies of specimen signatures of the contesting candidates and their election agents**
  - **Visitor's sheets, mock poll certificates**
  - **Additional reporting formats as prescribed by the Commission**

# COLLECTION OF ELECTORAL ROLLS

- 2 copies of the relevant part of the electoral roll complete and identical of that polling station
- All deletions of names and corrections of clerical or other errors duly incorporated in all the copies
- Serially numbered from no. 1 onwards
- The printed serial numbers of the voters are not corrected with ink or otherwise
- No new numbers are substituted for them

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*Contd...*

- The marked copy of the electoral roll does not contain any remarks other than 'PB' and 'CSV'
- Deletion have been clearly marked with "DELETED" on concerned electors
- The elector role is duly signed by at least one AERO and one more official
- A certificate signed by RO/ARO



## MISCELLANEOUS BUT IMPORTANT

- 20 Ballot papers are supplied to be used as tendered ballot papers in the polling station. Please check that they are not defective & check their serial number.
- Voting machine or any polling material defective in any respect, you must immediately bring such defect to the notice of the officer in-charge of distribution of voting machines/polling materials or the Returning Officer for necessary remedial action.

# CHECKING OF EVM

- One complete set of EVM prepared for your Polling Station.
- The control unit 'Candidate set section' is duly sealed, address tag is firmly attached and battery is operational.
- The ballot units is duly sealed and secured at two places
  - at right top and right bottom portions
  - with the seals of the Returning Officer
  - the address tags are firmly attached.
- Ballot paper is fixed properly and slide switch is correctly aligned.
- One set each of VVPAT and VSDU.



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*Contd...*

EVM operates on a 6 volts battery.

- Tamper proof, error free, easy to operate, portable.
- One Ballot Unit caters up to 16 candidates
- Maximum 4 BU can be linked to 1 CU. EVM can be used for maximum 64 candidates
- Ballot Units are linked in series

# COLLECTION OF EVMS

## Checking of Voting machine

Please check from address tags attached in the CU and BU that they pertain to your polling station.

If not, bring to notice of concerned officer in-charge immediately

Please also check that all seals and tags are intact

**'Candidate Set Section'  
of control unit is duly  
sealed and the address  
tag is firmly attached.**

**battery installed in the  
'Candidate Set Section'  
of the control unit is  
fully operational.**

**This can be checked by  
putting the Power  
Switch provided in the  
rear compartment to  
'ON' position**

**The power switch must  
be put to 'OFF'  
position.**

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**Ballot paper and slide  
switches correctly  
fixed**

**Ballot papers fixed on  
units are properly  
aligned**

**Name and symbol of each  
candidate in line with his  
corresponding lamp &  
button**

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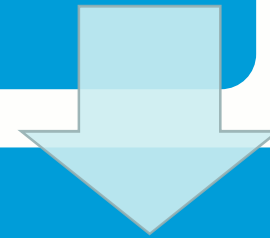
**Thick line are in line  
with corresponding  
grooves on the ballot  
unit**

**The candidates' blue  
buttons masked, are  
visible on the ballot  
units = number of  
contesting candidates,**

**Remaining buttons, if any,  
have been masked.**

# COLLECTION OF POLLING MATERIAL

Collect all sets of statutory and non statutory election materials one day before the date of poll



Check to ensure that the polling materials given to you belong to the polling station assigned to you



Ensure that the EVM and the Electoral Roll given to you is in order and belongs to your polling station



# **COLLECTION OF POLLING MATERIAL - 1**

**Register of Voters  
(Form 17A) - 1 Book**

**Voter's Slip - 1600**

**Working Copies of  
Electoral Roll-3 for AC  
and 5 for PC**

**List of Classified  
Service Voters(CSV),  
if any – 3**

# COLLECTION OF POLLING MATERIAL - 2

**Ballot Papers  
for Tendered  
Votes- 20**

**Indelible Ink- 2  
Phials of 10 CC  
each**

**Address tag for  
CU-5**

**Address Tag for  
BU – 4**

**Special Tag – 3**

**Green paper  
Seals for EVM -4**



# COLLECTION OF POLLING MATERIAL - 3

**Strip Seal -3**

**Rubber Stamp  
Arrow Cross  
Mark-1**

**Stamp Pad  
(purple)-1**

**Metal Seal for  
Presiding  
Officer -1**

**Match Box -1  
And sealing  
Wax**

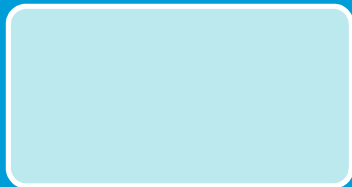
**Presiding  
Officer's Diary –  
1**

**Distinguishing  
Mark Rubber  
stamp-1**

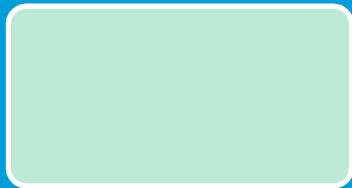
# **COLLECTION OF FORMS - 1**



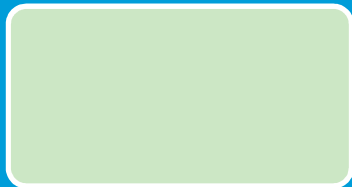
**List of Contesting Candidates (form 7-A)- 2**



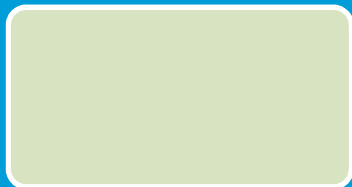
**List of Challenged Votes (Form 14) -2**



**List of Blind and Infirm Voters (Form 14 A)-  
2**



**List of Tendered Votes (Form 17 B) -2**



**Account of Votes Recorded (Form 17C) -10**

## **COLLECTION OF FORMS - 2**




**Record of Paper Seals used -2**



**Receipt Book for deposit of challenged votes  
fee- 1 book**



**Letter to Station House Officer (SHO) – 4**

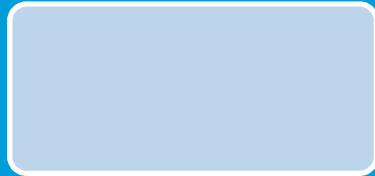


**Declaration by the Presiding Officer before the  
Commencement of Poll & End of Poll (Part I to  
IV) – 2**

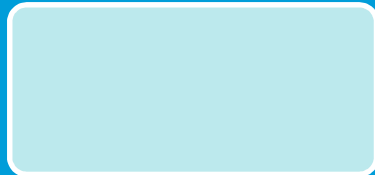


**Declaration by Elector about his age – 2**

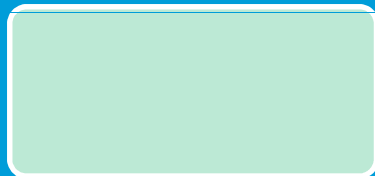
## **COLLECTION OF FORMS - 3**



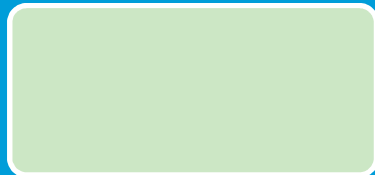
**List of Electors who voted after giving declaration/refused to give declaration – 10**



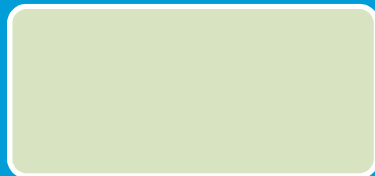
**Declaration by the companion of blind and infirm voters-10**



**Passes for Polling agents- @ 2 for each candidate**



**Visit Sheet – 2**



**Format for Presiding Officer's Additional 16-Point report to be submitted to Constituency Observer/ RO**

# **COLLECTION OF ENVELOPS - 1**

**For smaller envelopes  
(Statutory Covers)**

**For marked copy of  
electoral rolls**

**For other copies of  
electoral rolls**

**For tendered ballot  
paper & Tendered  
Voters list-1**

# **COLLECTION OF ENVELOPS - 2**

**For Declaration by the  
Presiding Officer  
before commencement  
of poll and at end of  
poll**

**For account of votes  
recorded**

**For list of challenged  
votes**

**For unused and spoiled  
paper seals**



## **COLLECTION OF ENVELOPS - 3**

**For appointment  
letters of polling  
agents**

**For list of blind and  
infirm voters**

**For Presiding  
Officer's Diary**

**For Election Duty  
Certificate**

# **COLLECTION OF ENVELOPS - 4**

**For receipt book  
and cash forfeited**

**For declaration of  
companion**

**For smaller  
envelopes (others)**

**For Register of  
Voters (17A)  
containing  
signatures of voters**

# **COLLECTION OF ENVELOPS - 5**

**Cover for PrO's  
brief record**

**Plain Envelopes**

**For unused ballot  
papers**

**For any other paper  
that RO has decided  
to keep in sealed  
cover**

# **COLLECTION OF ENVELOPS - 6**

**Cover for unused and  
damaged special tag**

**Cover for unused and  
damaged strip seal**

**Polling  
Officer**

**Polling  
Agent**

**Presiding  
Officer**

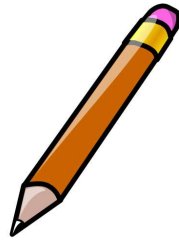
**Exit**

**BADGES**

**Entry**

**Miscellaneous  
Notice  
Specifying  
area etc.  
required by  
Rule 30(1)(a)**

# COLLECTION OF STATIONERY - 1



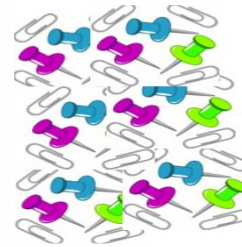
Ordinary pencil -  
1

Ball pen – 3 Blue  
+1 Red

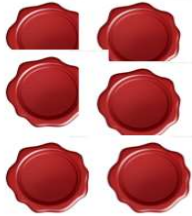


Blank Paper – 8  
sheets

Pins – 25 pieces



## COLLECTION OF STATIONERY - 2



Sealing Wax – 6 sticks

Material for voting compartment  
– 2+2=4



Gum Paste- 1 bottle

Blade - 1



## COLLECTION OF STATIONERY - 3



Candles – 4 sticks

Thin Twine thread – 20 m



Metal rule – 1

Carbon Paper – 3





## COLLECTION OF STATIONERY - 4



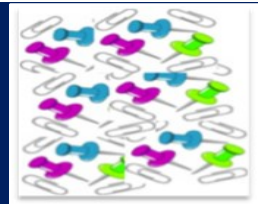
Cloth of rag for removing oil etc. - 3

Packing paper – 2 sheets

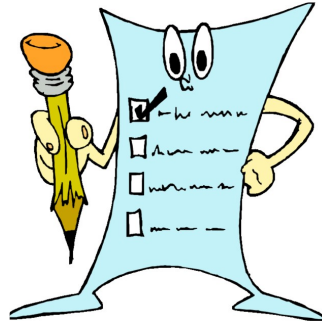


Cup/Empty tin/plastic box for holding  
indelible ink bottle – 1

Drawing pins- 24 pieces



# COLLECTION OF STATIONERY – 5



**Checklist – 2**

**Rubber Bands –  
20 pieces**



**Cello Tape - 1**

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# **Voter Verifiable Paper Audit Trail (VVPAT)**

# Voter Verifiable Paper Audit Trail



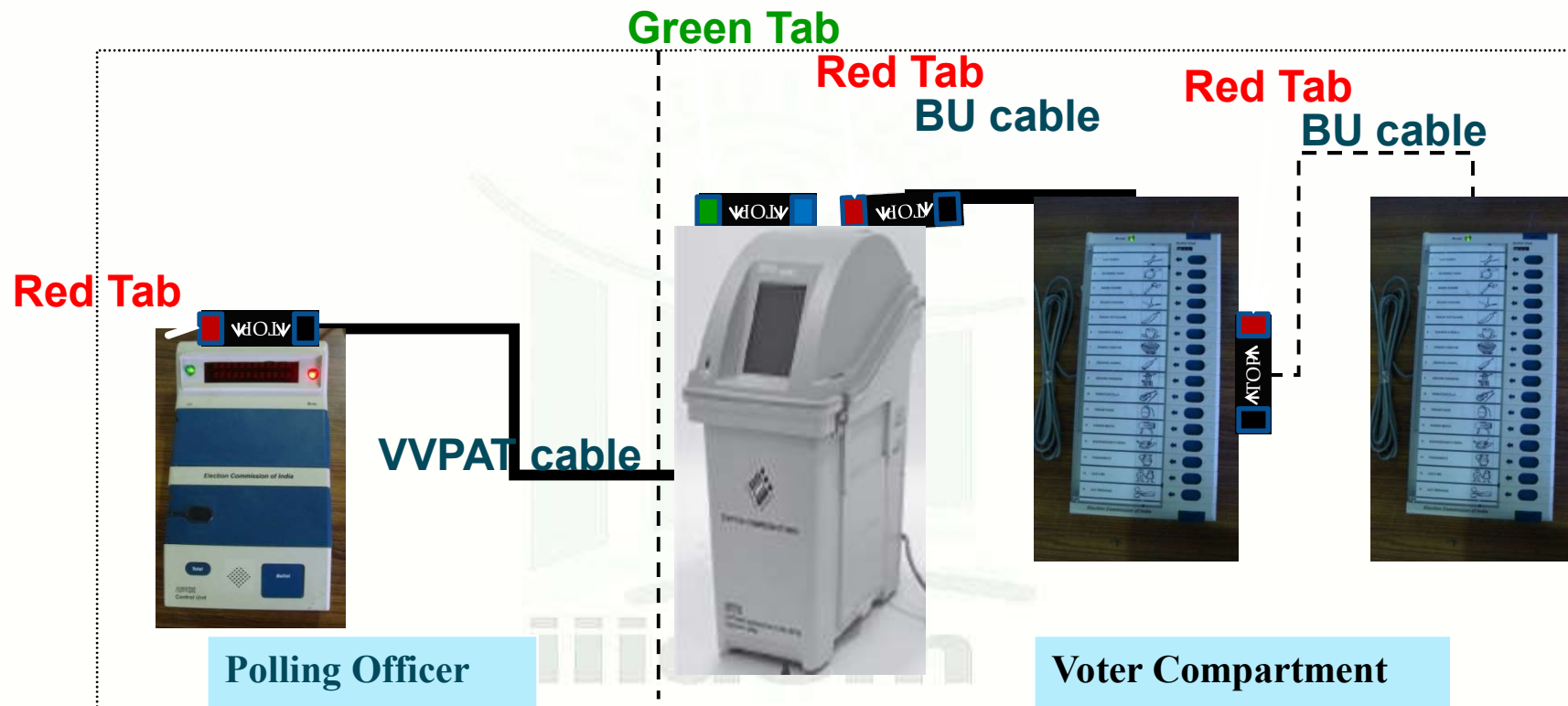
**VVPAT**

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## VVPAT FEATURES

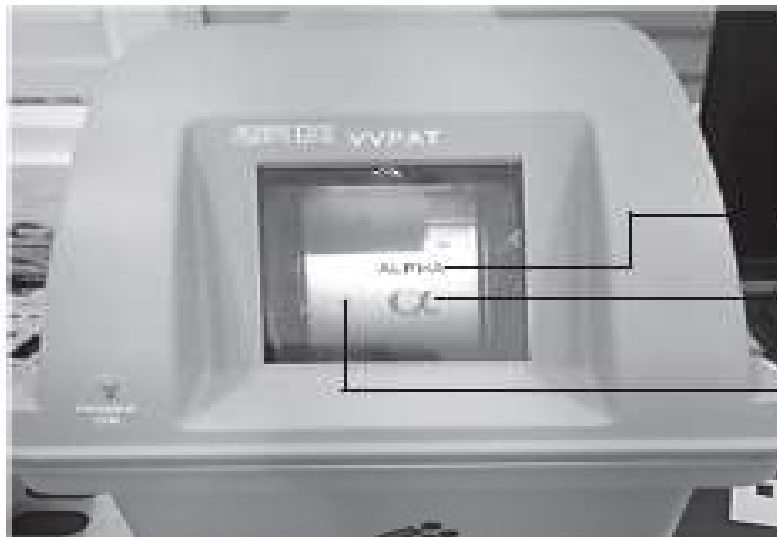
- Prints serial no, name and symbol on a ballot slip corresponding to the candidate voted for.
- Printed ballot slip is visible to the voter for 7 seconds.
- Ballot slip is then subsequently cut which then falls into the collection box of the VVPAT unit.
- Collection box with capacity to store 1500 ballot slips.
- Operates on 22.4 V battery pack.
- Carries provision for sealing.
- The paper is chosen with 5 years of print retention quality.

# Connecting CU, BU, VVPAT



Installation of EVM with VVPAT during testing, mock poll, actual poll

## VVPAT Features



➤ Candidate Name

➤ Candidate Symbol

➤ Candidate Number

Window when Light is ON

- On casting of Votes, Voter sees printed ballot slip with number, name & symbol of the candidate chosen – **Printed ballot slip is visible to the voter for 7 seconds.**

# SETTING UP OF POLLING STATION

- The hour fixed for polling to start is 7 AM.
- You should reach the polling station at least 2 hours before the commencement of poll.
- In case you are not in a position to reach polling station on the day of poll before 2 hours, you are advised to remain in the polling station with other polling staff.
- Provide separate entry and exit in the door even if there is only one door.



## Contd...

- Place the voting compartment in such a way that sufficient light is available and casting of vote by the elector is not seen by others.
- Ensure VVPAT is placed next to the Ballot Unit and also ensure that no light glow above the VVPAT as it may malfunction in case of direct light on the machine.
- Allow polling agents to enter in the polling station on production of appointment letter.
- The seating arrangement for the polling agent to be made in such a way that first preference is given to the polling agents of National Parties followed by State Parties and Independent candidates.

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*Contd...*

- ❖ The seating of polling agent to be made in such a way that on entry, the agent could see the face of elector.
- ❖ Ensure that no photo of leaders or symbol of any political party is pasted in the polling station.
- ❖ Display the notice specifying the polling area and the particulars of electors.
- ❖ Display a copy of list of contesting candidates in form 7A.

# COMMENCEMENT OF POLL

- ◎The poll should commence at the appointed time.
- ◎If commencement not done at the appointed hour, explain reasons for the delay in your Presiding Officer's Diary.

# READ OUT THE PRESCRIBED DECLARATION

## DECLARATION BY THE PRESIDING OFFICER PART-I

Declaration by the Presiding Officer before the commencement of the poll  
Election from ..... Parliamentary/Assembly Constituency  
Serial No. and name of polling station.....  
Date of Poll.....

I hereby declare :

- (1) that I have demonstrated to the polling agents and other persons present –  
(a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;  
(b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;  
(c) that the Register of Voters (Form 17A) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the control unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature .....

Presiding Officer

Signature of polling agents:

- |                             |                             |
|-----------------------------|-----------------------------|
| 1. .... (of candidate.....) | 2.....(of candidate.....)   |
| 3. .... (of candidate.....) | 4. .... (of candidate.....) |
| 5. .... (of candidate.....) | 6. .... (of candidate.....) |
| 7. .... (of candidate.....) | 8. .... (of candidate.....) |
| 9.....(of candidate.....)   |                             |

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

- |                             |                           |
|-----------------------------|---------------------------|
| 1. .... (of candidate.....) | 2.....(of candidate.....) |
| 3. .... (of candidate.....) | 4.....(of candidate.....) |

**DECLARATION BY THE PRESIDING OFFICER AT THE TIME OF USE OF  
SUBSEQUENT VOTING MACHINE, IF ANY,**

Election ..... Parliamentary/Assembly Constituency

Serial No. and Name of Polling Station.....

Date of poll .....

I hereby declare :

- (1) that I have demonstrated to the polling agents and other persons present –  
(a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;  
b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;  
(c) that the Register of Voters (Form 17A) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the control unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature .....

Presiding Officer

Signature of polling agents:

1. .... (of candidate.....)

2.....(of candidate.....)

3. .... (of candidate.....)

4. .... (of candidate.....)

5. .... (of candidate.....)

6. .... (of candidate.....)

7. .... (of candidate.....)

8. .... (of candidate.....)

9. ....(of candidate.....)

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

1. .... (of candidate.....)

2.....(of candidate.....)

3. .... (of candidate.....)

4.....(of candidate.....)

Date.....

Signature.....

Presiding Officer

**PART III**  
**DECLARATION AT THE END OF POLL**

I have furnished to the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in 'Part-I-Account of Votes Recorded' of Form 17C as required under rule 49-S (2) of the Conduct of Elections Rules, 1961.

*Date*.....

*Time*.....

*Signature*.....

*Presiding Officer*

Received an attested copy of the entries in the accounts of votes recorded (Part I of Form 17C)

Signature of polling agents :

1. .... (of candidate.....)

2.....(of candidate.....)

3. ....(of candidate.....)

4.....(of candidate.....)

5. ....(of candidate.....)

6..... (of candidate .....)

7. .... (of candidate.....)

8.....(of candidate.....)

9. .... (of candidate.....)

The following polling agents who were present at the close of the poll declined to receive an attested copy of Part I of Form 17C and to give a receipt therefor and so an attested copy of that Form was not supplied to them.

1. .... (of candidate.....)

2.....(of candidate .....)

3. .... (of candidate .....)

4..... (of candidate .....)

5. .... (of candidate .....)

6.....(of candidate.....)

7. .... (of candidate .....)

8.....(of candidate .....)

9. .... (of candidate.....)

*Signature* .....

*Presiding Officer*

*Date* .....

*Time*.....

# MARKED COPY OF THE ELECTORAL ROLL

- Ensure to demonstrate to the contesting candidates/polling agents that the marked copy of the electoral roll does not contain any remarks other than issuing postal ballot papers, EDC and CSVs and that the deletions appearing in the supplement are appended to the draft roll and supplements prepared after disposal of claims/Objections. Word 'DELETED' superimposed on elector detail box in case of photo electoral roll
- No other entry is deleted or altered or omitted

## **REGISTER OF VOTERS IN FORM 17 A**

**Show to contesting candidates / polling agents that the Register of Voters has no other entries other than entries of elector No. and his signature / thumb impression.**



# ENSURE IMPLEMENTATION OF INSTRUCTIONS REGARDING

Demonstration of the voting machine,

Marked copy of the electoral roll and Register of Voters

Obtaining signatures of the contesting candidates/polling agents on the green paper seal

Allowing them to note down their serial numbers

Read out the declaration for all persons present in the polling station

Sign the declaration and obtain signatures of the contesting candidates/polling agents

Any polling agents decline to affix their signatures, their names should be recorded.

# ENFORCEMENT OF ELECTION LAW IN AND AROUND POLLING STATION

Canvassing within 100 meters of the polling station is an offence under the election law.

Ban on canvassing:

Any person doing so will be arrested without warrant by the police and may be prosecuted under section 130 of the Representation of the people Act. 1951

# ENFORCEMENT OF ELECTION LAW IN AND AROUND POLLING STATION

The candidates may place one table and two chairs for agents and workers for the distribution of unofficial identity slips to voters beyond a distance of 200 meters from the polling station with an umbrella or a piece of tarpaulin.

Contesting candidates can set up shed beyond 200 meters from the polling station, to help the electors locate their names in the electoral roll.

Candidate's election booth:

If any violation of instructions, report to the Sector Magistrate or other officials responsible for maintenance of law and order around your polling station.

## **REMOVAL OF TROUBLE MAKERS**

**Any person who misconducts may be removed from the polling station on your orders by any police officer or other persons authorized by you.**

# WHO CAN ENTER THE POLLING STATION?

- The polling officers.
- Each contesting candidate, his election agent and one polling agent of each candidate.
- Persons authorized by the Commission such as media persons issued with authority letters.
- Public servants on duty.
- A person accompanying or assisting a blind or an infirm voter who cannot move or vote without help.

**PROHIBITION OF USE OF CELLULAR PHONES,  
CORDLESS PHONES, WIRELESS SETS ETC IN THE  
POLLING STATION.**

**Cell phones are not  
allowed inside the Polling  
Station**

# 1<sup>st</sup> Polling Officer

- In-charge of the marked copy of the roll
- Identification of voters
- Challenged voters, if any

# 2<sup>nd</sup> Polling Officer

- **Indelible Ink**
- **Form 17A**
- **Voter Slip**



## **3<sup>rd</sup> Polling Officer**

- **Collect the voter slip**
- **Check the finger for indelible ink**
- **Authorize the elector to vote**
- **Keep the voter slip safely**

# WHAT CAN BE IGNORED IN CASE OF CHALLENGE OF VOTER'S IDENTITY?

Discrepancies such as elector's name, father's/mother's/husband's name, sex, age (only within 2/3 years) or address in the electors photo identity card shall be ignored provided identity is established.

Discrepancy in the serial number of the electors photo Identity card as mentioned in the electoral roll shall be ignored

An elector with photo identity card issued by Election Registration Officer of another assembly constituency shall be allowed provided the name is there in electoral roll

## **LIST OF DEAD, ABSENT AND ALLEGEDLY BOGUS VOTERS**

- **If any name is mentioned in one of above categories and the person appear for voting, check the list provided by polling agent or contesting candidate and ensure the existence of person through formal identification procedure as other voters**

# PROCEDURE IN CASE OF CHALLENGE



Warn the person challenged about the penalty for personation

Enter his name and address in the list of Challenged Votes (Form 14)

Ask him to sign/ affix his thumb impression

If he refuses to do so, do not allow him to vote

# CHALLENGE VOTES

**Ask the challenger to produce evidence that he is not voter**

**If he does not provide prima facie evidence—disallow challenge**

**If prima facie evidence provided, ask the voter to produce evidence that he is voter (Rebut the challenge)**

**If voter proves his point, allow him for voting**

**If he fails, hold the challenge proved**

**Take support of villagers if you need to ascertain the fact**

**Administer oath from challengers**

**Enter the name in LIST OF CHALLENGED VOTES**

**Immediately return the challenge fee of two rupees to the challenger after inquiry except if you find that the challenge was not done in good faith.**

**In that case forfeit the challenge fee to Government and do not return it to the challenger and enter the word “forfeited” in Column 10 of Form 14 and the relevant counterfoil in the receipt book**

# DECLARATION OF AGE

## Minimum Voting Age

- Person having identity as voter can not be questioned in any case
- In case s/he does not appears above 18 years, as per your view:
  - Inform him about penal provision in section 31 of the Representation of the People Act, 1950, for making false declaration.
  - Obtain a declaration, as in form, that elector about his age on the 1st day of January of the year
  - Prepare a list of such voters.

# APPLICATION OF INDELIBLE INK

## Inspection of voter's left forefinger and application of indelible ink

- The second Polling Officer shall mark the elector's left hand forefinger with indelible ink
- Remove oily or greasy substance on forefinger if any

## In case of elector with no left forefinger

- Apply indelible ink on any finger on left hand
- If no finger on left hand apply indelible ink on right hand forefinger
- If no forefinger on right hand then apply ink on any finger on right hand
- If no finger on either hand apply indelible ink on extremity ( Stump) on left or right hand



## **Record of electoral roll in Register of Voters (Form 17A)**

<b>S.No.</b>	<b>Electoral roll No. i.e. S. No. of the elector in the marked copy of the roll*</b>	<b>Signature/ Thumb Impression of elector</b>
--------------	--	---


**In column (1) of the register of voters, the second Polling Officer will write down the serial numbers of electors in consecutive order, starting with serial number 1.**

**In column (2) of the said register, the second Polling Officer will write down the electoral (serial ?) roll number.**

**A signature may be described as the writing of a person's name on a document with the intention of authenticating that document.**

# WHEN NOT ALLOWED TO VOTE

## Literate Voter



The preferable course in the case of a literate voter will be to request him to sign his name, i.e., both his name or names and his surname in full.



Only mark can not be considered as signature in case of literate voter



If literate person refuse to sign in full, his thumb impression should be taken



If he refuse to put sign or thumb impression he should not be allowed to vote

# **CASE OF DIFFERENTLY-ABLED VOTERS**

**Thumb impression on the register of voters by blind or infirm or leper electors, who are illiterate but can use their hand**

**Literate person should be allowed to put signature by writing name**

**In case of infirm voters, who cannot use either of their hands, the companion should sign or put thumb impression**

**A note may be made against each such entry**

## **ISSUE OF VOTER'S SLIP TO ELECTOR**

**Serial number of elector as per Col (1) of register of votes.....**

**Serial no. of elector as entered in the electoral roll.....**

**Initials of polling officers.....**

**50 or 100 slips bundle in required number is given to you as part of polling material**

## **PERMITTING ELECTOR TO VOTE**


**After elector comes with the voter's slip, the Third polling officer in-charge will take the voter's slip from him, check his finger for ink and allow him to vote.**

**All voter's slips will be preserved and kept after sealing in a separate cover.**


**After the voter slip is collected from the elector, his left forefinger shall be checked by you/third polling officer in-charge and the elector will be directed to record his vote.**

# VOTING PROCEDURE USING EVMS

The ballot unit(s) has to be activated by pressing Ballot button, the 'Busy' lamp will glow red and simultaneously the 'Ready' lamp will start glowing green



The elector will record his vote by pressing the 'Blue Button' on the ballot unit against the name and symbol of the contesting candidate of his choice.



The elector can see the vote casted to his intended candidate in VVPAT

# VOTING PROCEDURE USING EVMS

When he presses that button, the lamp on the ballot unit against the name and symbol of that contesting candidate will start glowing red and green light on the ballot unit will go off.

A beep sound will be heard from the control unit.

After a few seconds, the beep sound and the red light in the candidate's lamp on the ballot unit and the red light in the 'Busy' lamp on the control unit will go off.

Ensured that after an elector records his/her votes, the 'Ballot' button on the control unit is pressed for the next voter only when the earlier voter has come out of the voting compartment.

# TALLYING OF NUMBER OF VOTES POLLED PERIODICALLY

Pressing 'Total' button on the control unit will show the total number of votes polled by that time.

Periodically tally should be done with the number of electors allowed to vote reflecting in the register of voters.

Tally the number of votes polled every two hours interval and record in the Presiding Officer's diary.

The 'Total' button should be pressed only when the busy lamp is not on, i.e. only after the elector recorded his vote, and before the next elector is allowed to vote by pressing the Ballot button.



# **PRESIDING OFFICER'S RIGHT TO ENTER THE VOTING COMPARTMENT DURING POLL**

**If the ballot unit kept in the screened voting compartment is not functioning properly**

**If an elector entered the voting compartment is tampering with or otherwise interfering with the ballot unit**

**If elector has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button**

**If elector has remained inside the voting compartment for unduly long period.**

**Presiding Officer to enter the voting compartment in presence of the polling agents.**

# REFUSAL TO OBSERVE VOTING PROCEDURE

If the elector refuses to observe voting procedure after warning by you/polling officer even after issue of voter's slip, slip should be withdrawn from him and cancelled.

A remark that– *“Not allowed to vote – Voting procedure violated”*– in the remarks column in the Register of Voters (Form 17A) against the entry relating to that elector by you.

You shall put your full signature below that entry.

No change to be done in the serial number of that elector or of any succeeding elector in column (1) of the register of voters.

# **ELECTORS DECIDING NOT TO VOTE**

**If an elector, after his electoral roll number has been duly entered and put his signature/thumb impression and decides not to record his vote**

**He shall not be forced or compelled to record his vote**

**Remark Refused to vote in register against his name and put your signature**

**Obtain signature or thumb impression of the elector against such remark under rule 49O**

**If voters decide after ballot button on control unit is pressed, direct the next voter to voting compartment**

# ELECTORS DECIDING NOT TO VOTE

- If the “Ballot” button on the control unit has been pressed to release voting on the ballot unit for the last elector but he refuses to vote then
  - Whoever is in-charge of the control unit shall put the ‘Power’ switch in the rear compartment of the control unit to ‘OFF’ position
  - Disconnect the ballot unit(s) from the control unit.
  - After disconnecting the ballot unit(s) from the control unit the ‘Power’ switch should again be put ‘ON’.
  - Now the ‘Busy’ lamp will go off and the ‘Close’ button will become functional to close the poll.
  
- Do it care fully and step wise as if this whole process is not followed in such a case, the ‘Close’ button will not be functional and without closing the control unit, it will not give the result, because the ‘Result’ button will also become functional only after the ‘Close’ button is pressed.

## **VOTING BY PUBLIC SERVANTS ON DUTY**

**As a policy, no person will be assigned polling duties in his home constituency.**

**Public servant on election duty have the option of casting their votes through Election Duty Certificate ( EDC )**

**They will have to apply to the Returning Officer in Form 12-A**

**The District Election Officer/Returning Officer will send you sufficient number of Forms 12-A to enable you and the Polling Officer to apply for Election Duty Certificate ( EDC )**

## **VOTING BY PUBLIC SERVANTS ON DUTY**

**An election official or any other public servant on election duty, to whom an EDC has been issued, should be allowed to cast his/her vote at any polling station other than the one in for which EDC is obtained including the polling station where he/she was originally posted for duty**

**Applications from voters on election duty to vote by postal ballot are required by law to be made at least seven days in advance**

**The Returning Officer may decide before the day of poll or the first day of the poll in the constituency**

# VOTING BY PROXY

Some categories of service voters have been given the facility of voting through proxy appointed by them.

Such voters are categorized as “Classified Service Voters” (CSVs).

The Returning Officer will supply you a list of the CSVs

This list of CSVs is to be treated as part of the marked copy of the electoral roll for your polling station

# VOTING BY PROXY

Proxy voter will follow the same procedure as other voters

In the case of proxy, marking of indelible ink will be done on the middle finger of the left hand

The proxy will be entitled to vote on behalf of the CSV in addition to the vote that he may cast in his own name if he is registered elector in the constituency

The serial number of elector to be entered in the second column of the Register of Electors (Form 17A) as given in the sub-list of CSVs for your polling station.

In the main marked copy of the electoral roll, the letters 'PV' (for 'Proxy Voter') should be suffixed in bracket.



# DESIGN OF TENDERED BALLOT PAPER

Tender voters means some one whose identity has been established through verification of documents as per rules but some one has already voted in his name.

The Returning Officer will provide to each polling station 20 additional ballot papers to be used as tendered ballot papers

Before giving it to voters, write "Tendered Ballot Paper" on the back of these ballot papers in your own hand, if not already stamped as tendered ballot papers

# **ACCOUNT OF OF TENDERED VOTES**

- ❖ **Account of tendered ballot paper & Record of tender voters**
  - ❖ **keep a correct account of all ballot papers \* received for use as tendered ballot papers**
  - ❖ **A/C of ballot papers issued as such to electors, and not used and returned, in Item 8 of Part I of Form 17C**
- ❖ **Maintain complete record of the electors who have been issued with tendered ballot papers, in Form 17B.**
- ❖ **Obtain the signature or thumb impression of the elector in Column (5) of that Form before delivering a tendered ballot paper to him.**

# **RECORDING OF VOTES ON TENDERED BALLOT PAPER**

**Supply an inked arrow cross mark rubber stamp**

**The elector concerned will mark his vote on the ballot paper by putting the cross mark on or near the symbol of the contesting candidate of his choice by means of the arrow cross mark rubber stamp**

**The elector will then fold the tendered ballot paper and hand it over to you**

**Keep all the tendered ballot papers and the list of such tendered ballot papers prepared in Form 17B in a cover provided for the purpose and seal the cover at the close of the poll**

**In case of blindness or physical infirmity companion shall be permitted**

## **ADJOURNMENT /STOPPAGE OF POLL**

**The Presiding Officer is empowered to adjourn the poll**

**Under section 57 (1) of the representation of The People Act 1951**

**A natural calamity like flood, heavy snowfall, a severe storm, or**

**Non-receipt or loss or damage to essential polling materials like voting machine, authentic copy of electoral roll and the like**

**Disturbance of peace at the polling station making it impossible to take the poll, or**

## **ADJOURNMENT /STOPPAGE OF POLL**

**The Presiding Officer is empowered to adjourn the poll**

**If there is a riot or any attempt of open violence, police force to be used to control and if cannot be controlled and impossible to continue the poll, you should adjourn the poll.**

**A passing shower of rain or strong wind would not normally be a sufficient cause for adjournment of poll.**

**The Commission has decided that an adjourned poll may be ordered at the polling stations where polling fails to start within two hours of the time scheduled for the commencement of poll.**

**In case of adjournment of poll, you must report immediately the full facts to the Returning Officer.**

# **ADJOURNMENT /STOPPAGE OF POLL**

## **Completion of adjourned poll.**

The adjourned poll will recommence on the date and time fixed by the Election Commission from the stage at which it was left immediately.

The electors, who have not voted before the poll was adjourned, will alone be permitted to vote at the adjourned poll.

The Returning Officer will provide the Presiding Officer with the sealed packets containing the same marked copy of the electoral roll and the register of voters in Form 17A, which were earlier used at that polling station, and a new voting machine.

# **ADJOURNMENT /STOPPAGE OF POLL**

## **Completion of adjourned poll.**

The sealed packet containing the marked copy of the electoral roll and the register of voters should be reopened by you in the presence of the contesting candidates or their agents, and this marked copy of the electoral roll and the register of voters should be used for completion of adjourned poll before it was so.

The provisions of rules 28 and 49A to 49B will apply to the conduct of an adjourned poll also as they apply to the poll before it was so adjourned.

Where the poll could not be commenced due to non-arrival of the polling party or other reasons, the provisions of abovementioned rules will apply to every such adjourned poll as they apply to the original poll.

## WHEN ELECTION IS DECLARED VOID?

**The Election Commission has been given power to declare the poll to be void and direct a fresh poll, if at that polling station**

- Any voting machine has been unlawfully taken away by any unauthorized person, or
- Any voting machine has been accidentally or intentionally destroyed or lost or damaged or tampered with and the result of the poll at that polling station cannot be ascertained for that reason, or
- Any voting machine develops a mechanical failure during the course of the recording of votes. or



# FRESH POLL

**The Election Commission has been given power to declare the poll to be void and direct a fresh poll, if at that polling station**

- If any such thing happens at your polling station, you should report to the Returning Officer, who will, in turn, report the matter to the Election Commission for its directions.
- After considering all material circumstances, if the Commission directs fresh poll, such fresh poll shall be taken in the same manner as the original poll.
- All electors entitled to vote at the polling station will be entitled to vote again at the fresh poll. The marks of the indelible ink made at the original poll should be ignored at the fresh poll.
- The Commission has directed that the mark of the indelible ink, in case of a fresh poll, should be put on the voter's left hand middle finger to distinguish the marks to be made at the fresh poll.

# BOOTH CAPTURING

**Closing  
voting  
machine  
in the case  
of booth  
capturing**

Where the Presiding Officer is of the opinion that booth capturing is taking place at the polling station, he shall immediately push the close button in the control unit of the voting machine under Rule 49X of the conduct of Elections Rules 1961.

Closing the voting machine should only be done when you are certain that the booth capturing is taking place and not on a mere apprehension or suspicion

Once the control unit is closed, the voting machine will not record any votes and the poll will have to be necessarily adjourned either for the day or temporarily till the new voting machine is provided.

Immediately report the matter to the Returning Officer.

The Returning Officer shall, in turn, report the full facts to the Election Commission through the fastest means of communication available.

---

## BOOTH CAPTURING

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The Election Commission, on receipt of the report from the Returning Officer may

Either decide to have the adjourned poll by providing a new voting machine, if it is satisfied that the poll upto that stage was not vitiated, or

Declare the poll as void, if it is satisfied that the poll was vitiated, and direct a fresh poll at that polling station.

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**ENSURE IMPLEMENTATION OF INSTRUCTIONS  
REGARDING: PROCEDURE TO BE FOLLOWED AT  
THE TIME OF USE OF NEW VOTING MACHINE.**

**Read  
declaración**

**At the end of  
the poll, record  
a further  
declaration**

**Declaration to be  
put in separate  
packet and  
delivered to  
Returning Officer  
with the account of  
votes recorded and  
the paper seal  
account in Form  
17C.**

# DISTRIBUTE SERIAL NUMBERED SLIPS

Voting by persons present at polling station at closing hour

The poll should be closed at the hour fixed for the purpose, even if it had commenced later than the hour appointed.

This will not mean that after the hour fixed for closing the poll, no elector will be allowed to cast his vote

A few minutes before the hour appointed for closing the poll, announce to all those within the limits of the polling station and waiting to vote that they will be allowed to record their votes in turn

You will be supplied about 200 Pre-Printed Serial Numbered Slips  
(as per sample in next slide)

# SAMPLE SLIPS

## SLIP

(For voters in Q at closing Hr of poll)

S.No. 1

[Signature (in full) of P.O.]

Constituency No. ----- P.S. No. -----

## SLIP

(For voters in Q at closing Hr of poll)

S.No. 2

[Signature (in full) of P.O.]

Constituency No. ----- P.S. No. -----

## SLIP

(For voters in Q at closing Hr of poll)

S.No. 3

[Signature (in full) of P.O.]

Constituency No. ----- P.S. No. -----

## SLIP

(For voters in Q at closing Hr of poll)

S.No. 4

Signature (in full) of P.O.]

Constituency No. ----- P.S. No. -----

## **CLOSE THE CONTROL UNIT OF EVM**

- **Press the 'Close' button on the control unit**
- **When the 'Close' button is pressed the display panels on the control unit will show the total number of votes recorded in the voting machine till the end of the poll**
- **Immediately record it in Item 5 of Part I of Form 17C**
- **The rubber cap should be replaced after the 'Close' button has been pressed and the poll closed**
- **Put the power switch to 'OFF' position in the rear compartment of the control unit.**
- **Disconnect the ballot unit from the control unit**

# TROUBLE SHOOTING

- **Close' button will function only when the 'Busy' lamp is off in the control unit**
- **If the 'Busy' lamp is on by mistake or otherwise, switch off the 'Power' switch in the rear compartment of the control unit and disconnecting the ballot unit(s) from the control unit**
- **After disconnecting the ballot unit(s) from the control unit, the 'Power' should again be put 'ON'. The 'Busy' lamp will go off and the 'Close' button will become functional**



# CLOSING AND SEALING OF CONTROL UNIT



**After the Close of  
POLL, remove the  
cap on Close  
button in the  
Control Unit.**

# CLOSING AND SEALING OF CONTROL UNIT



**Press the  
button as shown.**

**Poll is closed**

**Fix the cap back in its**

**The Control unit  
displays total no. of  
votes recorded.**

# SEALING OF THE EVM AFTER CLOSE OF POLL

- The power switch in the control unit should first be switched 'OFF'
- Then the ballot unit(s) and the control unit should be disconnected.
- The ballot unit(s) and the control unit should now be put back in their respective carrying cases
- Each carrying case should then be sealed at both ends by passing a thread through the two holes provided for the purpose on both sides of the carrying case
- Putting thread, seal with an address tag showing the particulars
  - of the election, the polling station and the unit contained therein
- Closing of VVPAT

....Contd

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**Signature of Presiding officer and seal it**

**Ask putting seal by the contesting candidates or their polling agents, who are present at the polling station**

**Note the name of those who affix their seal on carrying cases of ballot units and control unit as above in declaration**

# CLOSING AND SEALING OF CONTROL UNIT



**Open the bottom compartment of the Control Unit and Switch OFF Power and disconnect the interconnecting cable**



**Pack the Control unit (with the Strip seal) and Balloting Unit in their carrying cases**

# CLOSING AND SEALING OF CONTROL UNIT



**Seal the carrying cases  
and fix address tags.**

# DECLARATION OF SEALING EVM

## PART IV DECLARATION AFTER THE SEALING OF THE VOTING MACHINE

I have affixed my seals, and I have allowed the polling agents who were present at the polling station at the close of poll to affix their seals, on the carrying cases of the control unit and balloting units of the voting machine.

Date.....

Time.....

Signature.....T  
Presiding Officer

The following polling agents have affixed their seals.

Signature of polling agents :

1. .... (of candidate.....)

2. .... (of candidate.....)

3. ....(of candidate.....)

4.....(of candidate.....)

5.....(of candidate.....)

6.....(of candidate.....)

The following polling agents refused or did not want to affix their seals.

1. ....(of candidate.....)

2. .... (of candidate .....)

3.....(of candidate .....)

4.....(of candidate .....)

Date .....

Signature .....

Presiding Officer



# **ACCOUNT OF VOTES RECORDED**

**An account of votes recorded in the voting machine shall be prepared by you in Part I of Form 17C in duplicate**

**Total number of votes recorded in voting machine  
= total number of voters registered as per column  
(I) of the Register of Voters (Form 17A) – (the  
number of voters who decided not to vote+ the  
number of voters not allowed by you to vote)**

**The account of votes recorded in Form 17C should  
be kept by you in a separate cover with the words  
'Account of Votes Recorded' super scribed therein**



# ACCOUNT OF VOTES RECORDED

## ANNEXURE XIII (CHAPTER XXX, Para 1.4) Form 17C

[See Rules 19S and 56C (2)]

### PART I-ACCOUNT OF VOTES RECORDED

Election to the House of the People/Legislative Assembly of the State/Union Territory .....

From	XYZ Parliamentary
No. and Name of Polling Station	75-ABC
Identification No. of Voting Machine	Control Unit.....
used at the Polling Station	Balloting Unit.....

- |   |                 |
|---|-----------------|
| 1.Total No. of electors assigned to the Polling Station   | 995             |
| 2.Total No. of Voters as entered in the Register for Voters (Form 17A)  | 761             |
| 3. No. of voters deciding not to record votes under rule 49-O   | 2               |
| 4. No. of voters <i>not allowed to vote</i> under rule 49-M   | 1               |
| 5.Total No. of voter recorded as per voting machine   | 758             |
| 6.Whether the total No. of votes as shown against item 5 tallies with the total no. of voters as shown against item 2 minus no. of voters deciding not to record votes as against item 3 minus No. of voters not allowed to vote discrepancy noticed. | Yes, it tallies |
| 7. No. of voters to whom tendered ballot papers were issued under rule 49-P.  |                 |
| 8. No. of tendered ballot papers  |                 |

Serial Nos.

- |                           |      |            |          |
|---------------------------|------|------------|----------|
| (a) received for use      | (10) | From 00981 | To 00990 |
| (b) issued to electors    | (3)  | 00981      | 00983    |
| (c) not used and returned | (7)  | 00984      | 00990    |

#### 9. Account of paper seals

Serial Nos.

- |   |              |            |
|---|--------------|------------|
| 1. Serial Numbers of paper seals supplied | From A009758 | To A009760 |
| 2. Total number supplied.                 | From A009758 | To A009760 |
|   | 3            |            |
| 3. Number of paper seal used              | 1 (A009758)  |            |

**...Contd**

- |  |     |
|--|-----|
| 4. Number of unused paper seals returned to Returned Officer (Deduct item 3 from item 2) | 2   |
| 5. Serial number of damaged paper seal if any  | Nil |

Signatures of Polling Agents

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Date.....

Place .....

Signature of the Presiding Officer  
Polling Station No.

#### PART II-RESULT OF COUNTING

Sl. No.	Name of Candidate	No. of votes recorded
1.	A	109
2.	B	59
3.	C	77
4.	D	263
5.	E	38
6.	F	2
7.	G	51
8.	H	65
9.	I	94
<b>Total</b>		<b>758</b>

Whether the total nos. of votes shown above tallies with the total no. of votes shown against item 5 of Part I or any discrepancy noticed between the two totals—  
Yes, it tallies.

Date.....

Place .....

Signature of the Counting Supervisor  
Full Signature

Name of Candidate/election agent/counting agent

## SUPPLY TO THE POLLING AGENTS

Supply of attested copies of account of votes recorded to polling agents & Declaration at the close of poll.

If possible, you should prepare the required number of copies with the help of carbon paper, while filling in the entries in the original account so that all polling agents and the original account are identical in every respect.

To ensure following of rule 49S Commission has devised a declaration (Given in next slide) which should be made and completed by you at the close of poll.

# DECLARATION OF SEALING OF ELECTION PAPERS

## ANNEXURE VII

(CHAPTER XVI, Para 1 & 2)

### DECLARATION BY THE PRESIDING OFFICER

#### PART-I

Declaration by the Presiding Officer before the commencement of the poll  
Election from ..... Parliamentary/Assembly Constituency  
Serial No. and name of polling station.....  
Date of Poll.....

I hereby declare :

- (1) that I have demonstrated to the polling agents and other persons present –  
(a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;  
b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;  
(c) that the Register of Voters (Form 17A) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the control unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature of polling agents:		Signature .....
		Presiding Officer
1. .... (of candidate.....)	2.....(of candidate.....)	
3. .... (of candidate.....)	4. .... (of candidate.....)	
5. .... (of candidate.....)	6. .... (of candidate.....)	
7. .... (of candidate.....)	8. .... (of candidate.....)	
9. .... (of candidate.....)		

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

1. .... (of candidate .....	2.....(of candidate.....)
3. .... (of candidate.....)	4.....(of candidate.....)

28-03-2024

Signature..... Learning Module for I

Date.....

Presiding Officer

#### PART II

### DECLARATION BY THE PRESIDING OFFICER AT THE TIME OF USE OF SUBSEQUENT VOTING MACHINE, IF ANY,

Election ..... Parliamentary/Assembly Constituency  
Serial No. and Name of Polling Station.....  
Date of poll .....

I hereby declare :

- (1) that I have demonstrated to the polling agents and other persons present –  
(a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;  
b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;  
(c) that the Register of Voters (Form 17A) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the control unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature of polling agents:		Signature .....
		Presiding Officer
1. .... (of candidate.....)	2.....(of candidate.....)	
3. .... (of candidate.....)	4. .... (of candidate.....)	
5. .... (of candidate.....)	6. .... (of candidate.....)	
7. .... (of candidate .....	8. .... (of candidate.....)	
9. .... (of candidate.....)		

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

1. .... (of candidate .....	2.....(of candidate.....)
3. .... (of candidate.....)	4.....(of candidate.....)

Date.....

Signature.....  
Presiding Officer

# DECLARATION OF SEALING OF ELECTION PAPERS

## PART III DECLARATION AT THE END OF POLL

I have furnished to the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in 'Part-I-Account of Votes Recorded' of Form 17C as required under rule 49-S (2) of the Conduct of Elections Rules, 1961.

Date.....  
Time.....  
Signature.....  
Presiding Officer

Received an attested copy of the entries in the accounts of votes recorded (Part I of Form 17C)

Signature of polling agents :

1. .... (of candidate.....)	2.....(of candidate.....)
3. .... (of candidate.....)	4.....(of candidate.....)
5. .... (of candidate.....)	6..... (of candidate.....)
7. .... (of candidate.....)	8.....(of candidate.....)
9. .... (of candidate.....)	

The following polling agents who were present at the close of the poll declined to receive an attested copy of Part I of Form 17C and to give a receipt therefor and so an attested copy of that Form was not supplied to them.

1. .... (of candidate.....)	2.....(of candidate.....)
3. .... (of candidate.....)	4..... (of candidate.....)
5. .... (of candidate.....)	6.....(of candidate.....)
7. .... (of candidate.....)	8.....(of candidate.....)
9. .... (of candidate.....)	

Date.....  
Time.....  
Signature.....  
Presiding Officer

## PART IV DECLARATION AFTER THE SEALING OF THE VOTING MACHINE

I have affixed my seals, and I have allowed the polling agents who were present at the polling station at the close of poll to affix their seals, on the carrying cases of the control unit and balloting units of the voting machine.

Date.....  
ime.....  
Signature.....T  
Presiding Officer

The following polling agents have affixed their seals.

Signature of polling agents :

1. .... (of candidate.....)	4.....(of candidate.....)
2. .... (of candidate.....)	5.....(of candidate.....)
3. .... (of candidate.....)	6.....(of candidate.....)

The following polling agents refused or did not want to affix their seals.

1. .... (of candidate.....)	3.....(of candidate.....)
2. .... (of candidate.....)	4.....(of candidate.....)

Date.....  
Signature.....  
Presiding Officer



# SEALING OF ELECTION PAPERS

The first packet coloured **WHITE** containing EVM papers and should be super scribed as “**EVM PAPER COVERS**”

- a) Envelope containing the account of votes recorded(Form 17C)
- b) Envelope containing the PrO Report I (Mock Poll Certificate),II, III
- c) Black color Sealed Envelope containing Printed VVPAT paper slips of Mock Poll.

All the above election papers should be kept in unsealed white coloured master envelop (Envelope No: 1/1)

# SEALING OF ELECTION PAPERS

The second packet colored **WHITE** should contain unsealed/sealed envelopes and should be super scribed as **SCRUTINY COVER**.

- a) Unsealed envelope containing the Presiding officer's Dairy.
- b) Sealed envelope containing the register of voters (17A)
- c) Unsealed envelope containing Visit Sheet
- d) Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declaration of the companions.

All the above election papers should be kept in unsealed **white** coloured master envelop (Envelope No: 2/1)

# SEALING OF ELECTION PAPERS

The third packet colored **WHITE** should contain the sealed envelopes and should be superscribed as **“STATUTORY COVER”**

- a) Sealed envelopes containing the marked copy of the electoral roll and list of CSV (if any)
- b) Sealed envelope containing voter slips.
- c) Sealed envelope containing unused tendered ballot papers.
- d) Sealed envelope containing used tendered ballot papers and the list in FORM 17-B
- e) Sealed envelope containing challenged votes in Form 14



# SEALING OF ELECTION PAPERS

The fourth packet colored **YELLOW** should contain the following covers and should be superscribed as “**NON STATUTORY COVER**”

- a) Envelopes containing the copy or copies of electoral roll (other than the marked copy)
- b) Envelopes containing the appointment letters of Polling Agents in Form 10
- c) Envelopes containing the election duty certificate in Form 12-B
- d) Envelopes containing declaration by Presiding Officer
- e) Envelopes containing receipt book and cash if any in respect of challenged votes

*Contd...*

- f) Envelope containing the declaration obtained from electors as to their age and list of such electors who have refused to make declaration as to their age.
- g) Envelope containing unused and damaged paper seals and special tags
- h) Envelopes containing unused voter slips.
- i) Envelopes containing Form of declaration by elector under 49 MA (Test Vote)
- j) Envelope containing Form of Declaration by elector whose name is in ASD list.
- k) Envelopes containing letter of complaint to SHO.

# SEALING OF ELECTION PAPERS

The fifth packet colored **BROWN** should contain the following:

- ❖ The Handbook for Presiding Officer, Manual of Electronic Voting Machine and VVPAT instructions etc.
- ❖ Used and remaining Indelible ink set(with Stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation)
- ❖ Used Stamp pad (Brown Color)

# SEALING OF ELECTION PAPERS

The Sixth Packet colored **BLUE** should contain the following:

- a) Candidate Information Booklet
- b) Other unused forms
- c) Metal seal of the Presiding Officer
- d) The arrow cross mark rubber stamp for marking tendered ballot papers.
- e) Cup of setting the Indelible ink
- f) All the other items if any should be packed into the sixth packet colored blue.

## **Please Note!!**

◎Even if a statement or record to be put in any cover mentioned above is nil, a slip noting on it that the statement or record is "Nil" may be put in the cover and the total number of five covers made ready so that no necessity arises for the receiving official at the receiving centre to enquire about the nonproduction of any of the seal.

# **PREPARATION OF THE PRO'S DIARY**

- ◎ **The Presiding Officer should record the proceedings connected with the poll in the diary with serially numbered Performa. (Annex-XIV).**
  - **You must go on recording the relevant events as and when they occur.**
  - **You should mention all important events carefully while recording as if any incident at the polling station, which is not reported by you, but is reported by any other source, the Election Commission shall take necessary action in the matter. The Election Commission may even contemplate taking disciplinary action against you.**
  - **Keep on making necessary entries in the relevant columns of the diary at regular intervals and not do all entries and complete the diary at the end of the poll as it is highly objectionable.**

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**Thank You!**