



TRAINING OF

DISTRICT LEVEL MASTER TRAINERS

BYE ELECTION TO 01-PADAMPURAC-2022

**MIRDHA TOPPO, OAS(SAG)
ADDITIONAL DISTRICT MAGISTRATE, BARGARH**

TRAINING OF POLL STAFF

- ❖ In Past – Instances have occurred where Re-Poll has been ordered not because of vitiating of poll process and malpractices, but because of mishandling of EVMs (Due to lack of knowledge)
- ❖ Nodal Officer, training should be appointed and held responsible for proper training.
- ❖ Training schedule is communicated in the appointment letter
- ❖ Presiding Officer & 1st P.O. - Three rounds of training.
- ❖ Last minute doubt clearing sessions should be arranged at Dispersal Centre
- ❖ Training must cover – Demo of EVMs functions -Connection & Sealing procedure, Mock Poll Procedure, filling up Mock Poll Certificate, Other Reports, P.O's Diary, Observer's Report, Critical Mistakes, Poll Closure Procedure etc.
- ❖ A set of Standard Election Materials, a copy of Electoral Roll should also be placed inside Training Hall for exposure

ON THE DAY OF DISPERSAL

- For Bye Elections there shall be **One Presiding Officer** and **Three Polling Officers** in a Polling Party apart from a police personnel.
- You shall be aware of your Assembly constituency allotted and the other Polling Party members during the 2nd Randomization.
- The Polling Station shall be assigned to the Polling Parties after the 3rd Randomization on the day of dispersal.
- On arrival at the Dispersal Centre as per the date and location specified in the Appointment letter, find out the Polling Station assigned to your party.
- Report at designated counter to collect EVM and Polling materials.

ON THE DAY OF DISPERSAL

- **DO NOT OPEN THE VVPAT AT THE DISPERSAL CENTRE. BRIGHT LIGHT DAMAGES THE SENSORS IN THE VVPAT AND RENDERS IT DYSFUNCTIONAL.**
- Check address tags and serial nos on the boxes and that of the BUs & CUs allotted to you.
- Check if the thumbwheel in the BU is correctly set.
- Check if you have all the polling materials as per the list given in Annexure 19 Page 179 of Handbook of Presiding Officer.
- Ascertain if any micro-observer, CAPF, videographer, web casting has been in respect of your polling station in case it is a vulnerable booth.
- Collect the mobile no of your concerned Sector Officer (SO) and Sector Police Officer (SPO).
- Find the allotted vehicle for your route and move along with the police person tagged with you. (Proper maintenance of log book should be ensured and duly signed)
- The RMC godown, Padampur will be the dispersal center and the vehicle will be parking there. Moreover the shuttle facility will be available between the both.

ON ARRIVAL AT THE POLLING STATION

- . Check the lay out of the room, furniture available, doors etc. for setting up the Polling Compartment.
- . Area within 200m radius of the Polling Station is prohibited area and no campaigning is allowed.
- . Campaigning ceases 48 hours prior to the hour fixed for closure of the poll.
- . Remove posters banners if any in the prohibited zone.
- . Candidates booth if any with the prior permission of RO shall have only one table and two chairs.
- . Set up the voting compartment away from the window or door so that secrecy of the ballot is maintained.
- . There should not be direct electric/sun-light above the voting compartment to prevent damage to the VVPAT.
- . Be in touch with SO & PSO for any assistance.

Distribution of Duty in Polling Party



Presiding Officer

- Overall Supervision.
- Maintain purity of election
- Deal with Spl. Cases- Tendered / Challenge Votes etc



1st Polling Officer

- Marked copy of the E. Roll.
- Identification of Voter.



2nd Polling Officer

- Maintenance of register of Voters
- Application of indelible ink
- Issue Voter Slip



3rd Polling Officer

- To obtain Voter Slip
- Press Ballot Button of CU

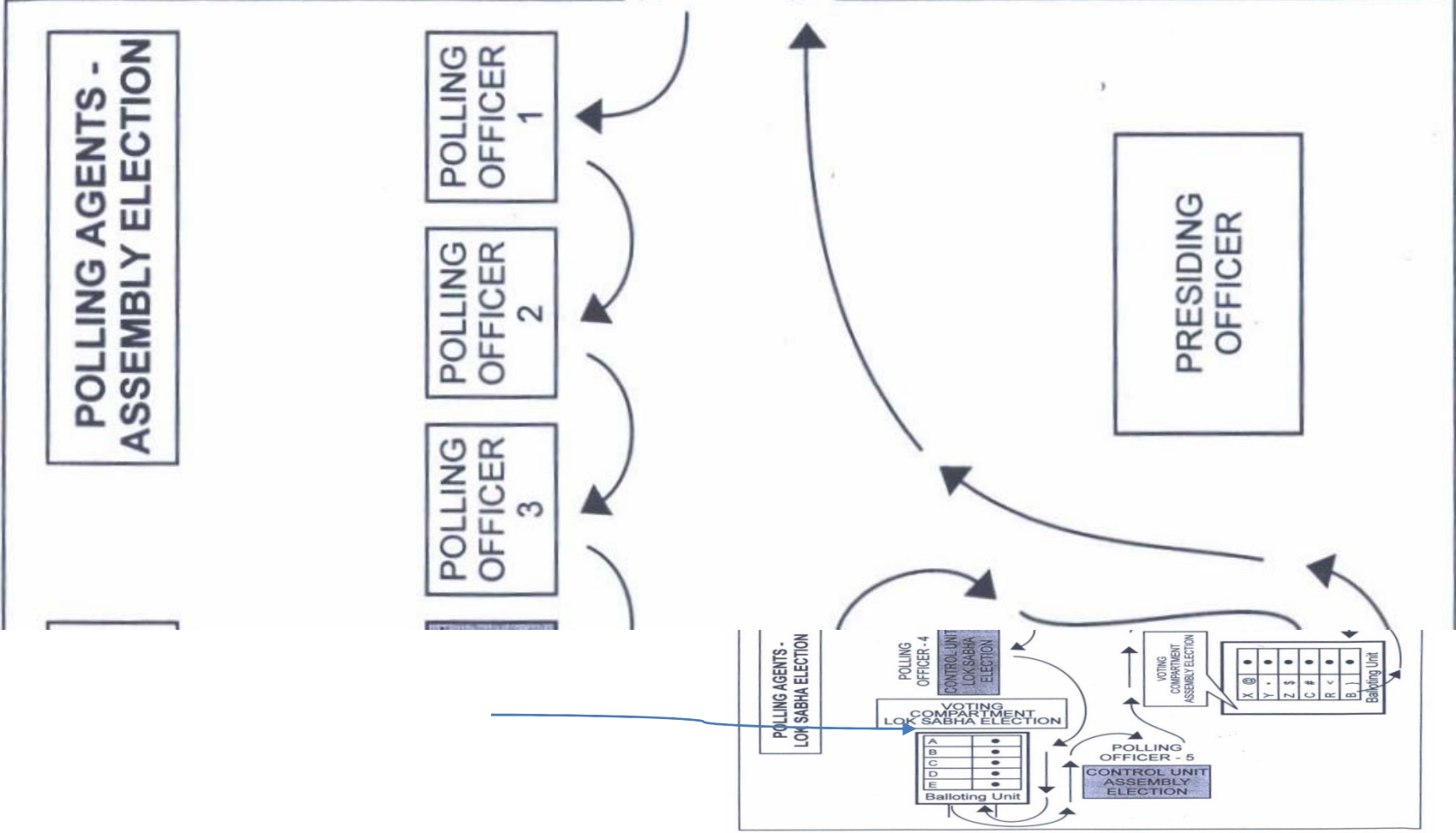
POLL DAY

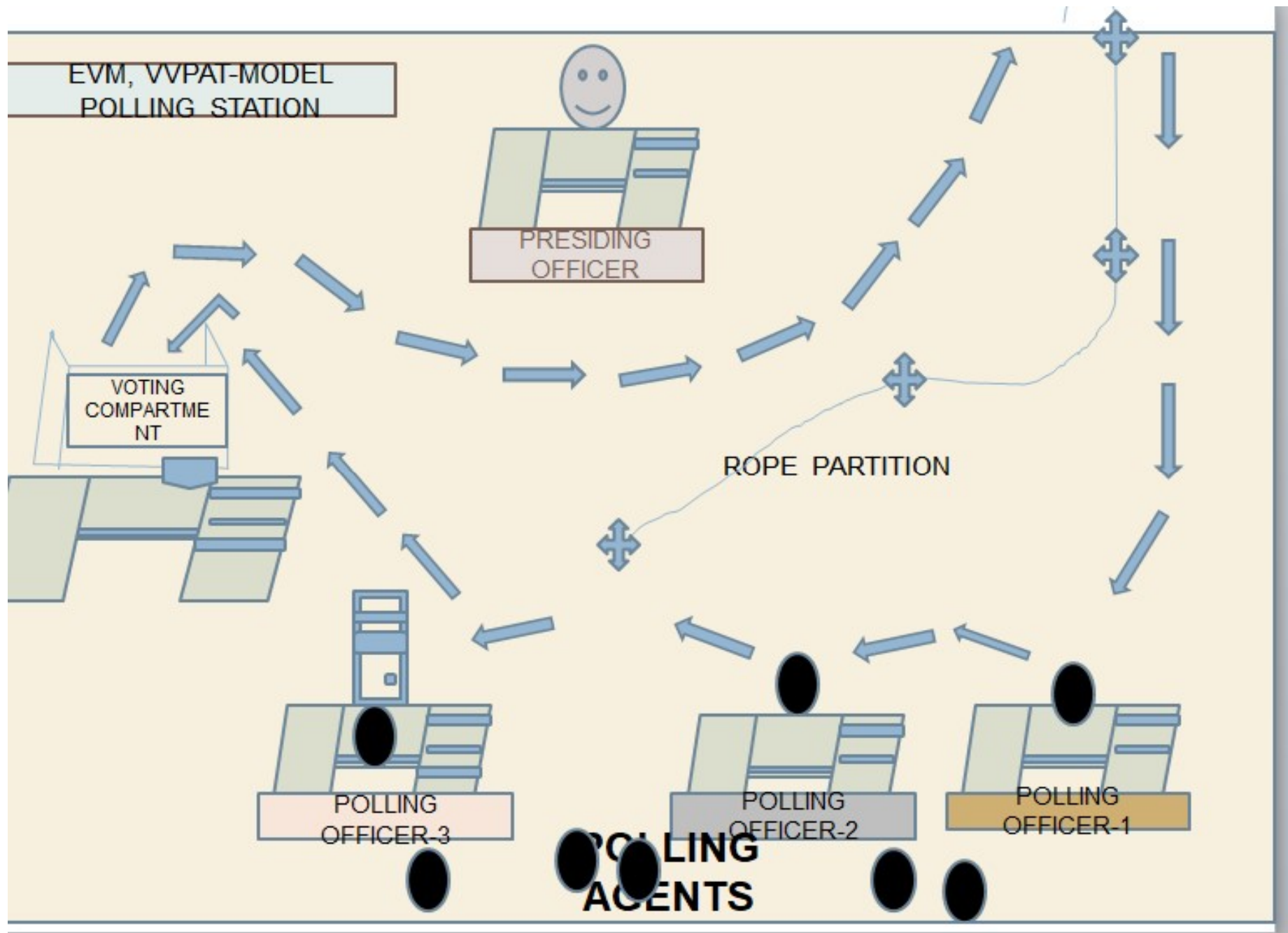
11.1. Layout of polling station



11.2. SET UP OF EVM AND VVPAT







SELF ADHESIVE STICKERS TO BE PASTED ON ALL SIDES OF THE VOTING COMPARTMENT

- a) Name of Election -**
- b) Name of State/UT:**
- c) AC/PC No. & Name:**
- d) Date of Poll:**
- e) Polling Station No. and Name:**

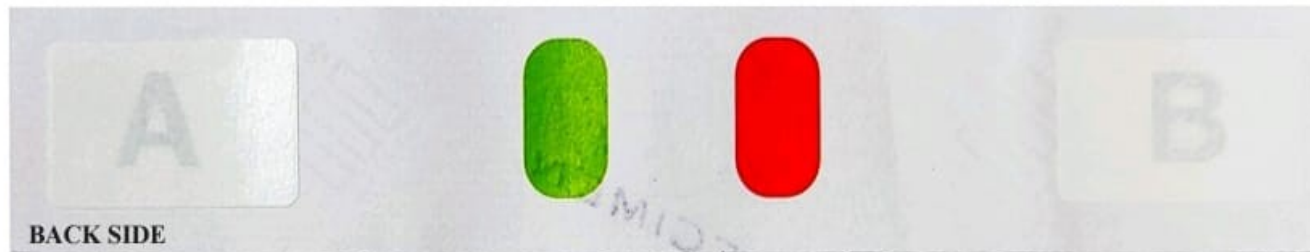
11.8. VARIOUS TYPES OF SEALS USED FOR SEALING EVMs & VVPATs



PINK PAPER SEAL (TWO PARTS)

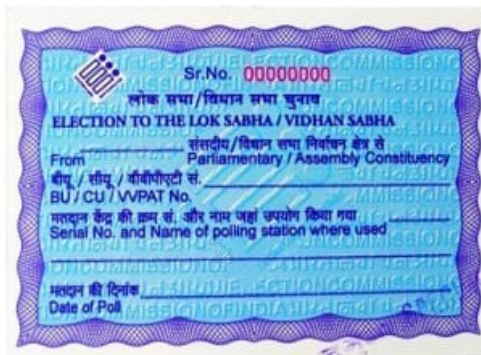


FRONT SIDE (GREEN)



BACK SIDE

GREEN PAPER SEAL



COMMON ADDRESS TAG



SPECIAL TAG



Fixing of Green Paper Seal and closing of inner compartment

Affix Green paper seal on the inner side of door of Result Section and close the door in such a manner that the two ends of the paper seal project outwards from the sides of the inner compartment.

(iii) Sealing of inner door compartment (inner Result Section) with Special Tag



Seal the inner door of the Result Section by passing a thread through hole provided on the left side using Special Tag showing the particulars of the election with the seal of the Presiding Officer.

P w D Voters

- **ECI's Letter No. 509/110/2004-JS-I dt. 26.10.2007**
- **They should be given priority for entering**
- **Facilitating them with wheel chairs inside the PS.**
- **Presiding Officer should follow the provisions of Rule 49N- regarding companion of blind / infirm voter.**
- **They are given Vahan Pass to avail facility of Transportation to Booths.**
- **Wide publicity about the facilities extended**
- **PwD Voters already opted out as Absentee voters to be excluded from direct Polling at Booth**



PERSONS ENTITLED TO ENTER THE POLLING STATION

- ❖ VOTERS
- ❖ POLLING OFFICERS
- ❖ CANDIDATE OR HIS ELECTION AGENT or ONE POLLING AGENT
- ❖ PUBLIC SERVANTS ON DUTY – (MINISTERS NOT INCLUDED) AND POLICE OFFICERS.
- ❖ PERSON ACCOMPANYING BLIND OR INFIRM VOTERS
- ❖ INFANT IN ARMS
- ❖ PERSONS ALLOWED BY PRESIDING OFFICER TO IDENTIFY A VOTER OR TO ASSIST HIM.
- ❖ PERSONS ALLOWED BY COMMISSION .
- ❖ SECTOR OFFICER

CONDUCT OF MOCK POLL

- ❖ Mock Poll shall be done exactly one and half hours before the schedule time of commencement of Poll, i.e. at 5:30 AM, provided that Polling agents of at least two candidates are present at the time.
- ❖ The scheduled time for commencement of poll is 7.00am and ends at 4.00 PM.
- ❖ In case Polling agents of at least two candidate are not present at the time fixed for starting the Mock Poll, i.e. by 05.30 A.M, the Presiding Officer should wait for 15 more minutes before conducting the Mock Poll. If the agents still don't come then the Presiding Officer should go ahead & start the Mock Poll.

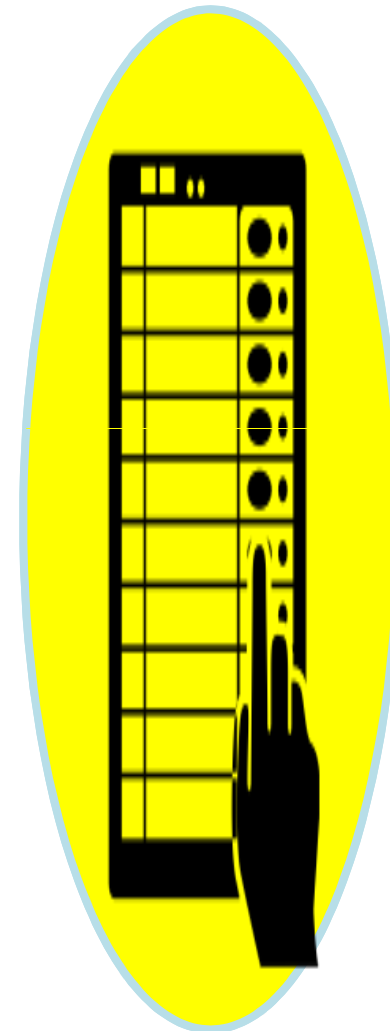
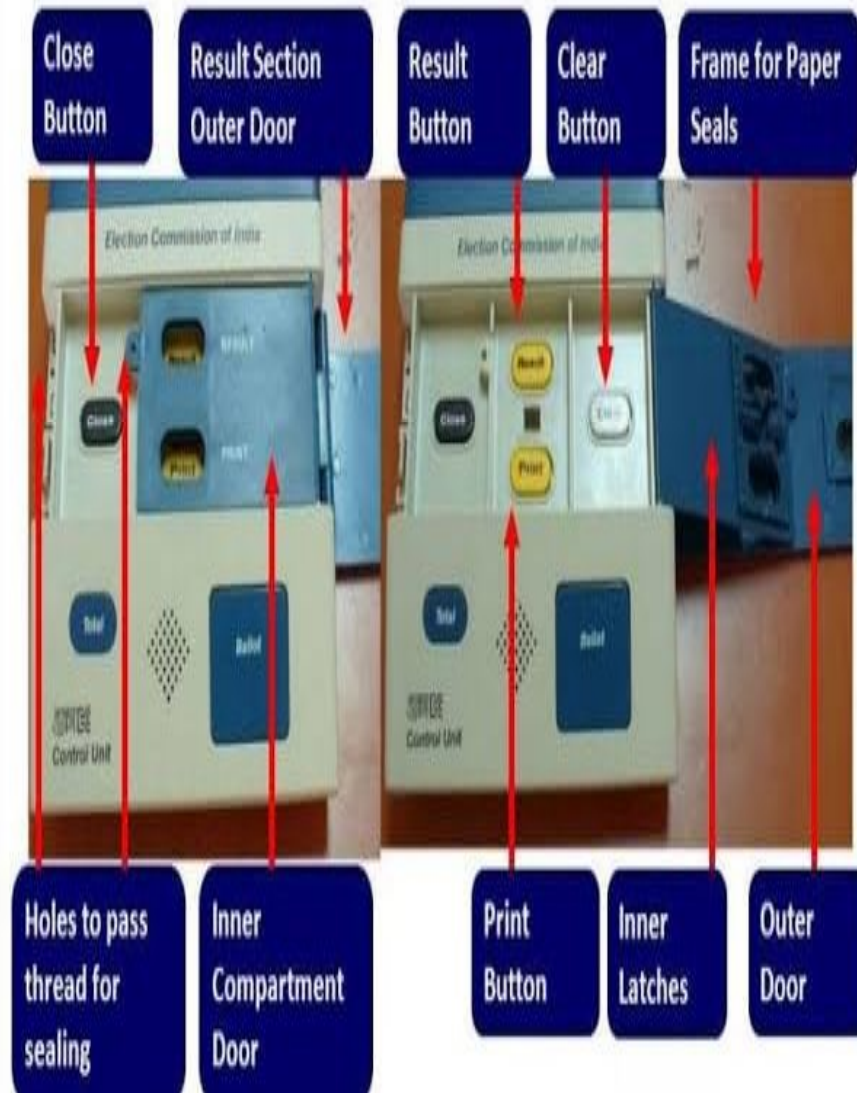
- ❖ At the time of Mock Poll if no Polling agent or only one polling agent of one contesting candidates is present, endorsement to that effect shall be given in the Mock Poll certificate in proper place.
- ❖ During Mock Poll the VVPAT & the Ballot Unit should be placed in the voting compartment, the Control Unit on the table of the Presiding or the Polling Officer who will operate the Control Unit.
- ❖ At least two Polling Officer with the polling agents should be present in the voting compartment for mock poll.
- ❖ Set up Polling station as per specification and implementable Lay Out.
- ❖ Place BU and VVPAT in Voting Compartment & CU on Table of 3rd P.O.
- ❖ Ensure that the cable connection between BU-VVPAT and CU-VVPAT are placed in such a way that cables are visible to everyone & does not hang loose/Obstruct path of voters.
- ❖ Place the Paper Roll Knob at Vertical Position. Switch on the power button of CU

- ❖ Demonstrate Zero Vote in CU and Empty chamber of VVPAT slips to the candidates/agents.
- ❖ Mock Poll should be conducted by pressing the button of each candidate including the button for NOTA, at least once.
- ❖ It should be noted that the NOTA button should be pressed by polling officers only and if any of the candidate's agent is not present then polling officer is authorized to press the concerned button on behalf of him/her.
- ❖ At least **50 (Fifty) Votes** should be Polled in the Mock Poll even if the number of candidate is less.
- ❖ The display on the transparent screen of the VVPAT shall be observed as the buttons are being pressed.
- ❖ One Polling Officer shall keep a record of the number of times each candidate's is button pressed during the Mock Poll.

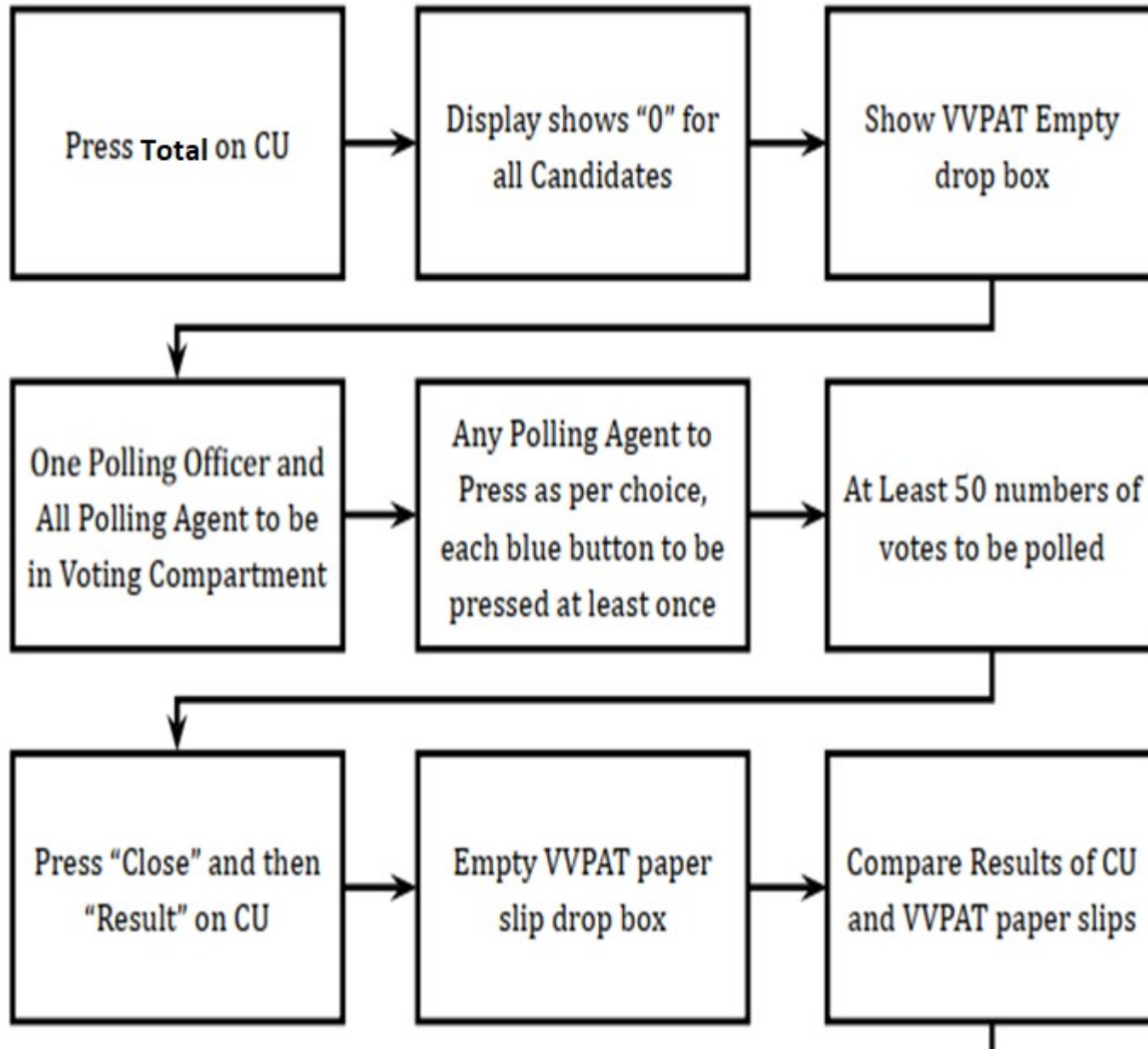
- ❖ After recoding of voters is over the Presiding Officer shall close the Mock Poll by pressing **CLOSE** button & ascertain the result of Mock Poll by pressing the **RESULT** button of the Control Unit & counting the paper slips in the **VVPAT** in the presence of polling agent.
- ❖ Demonstrate the indifference between CU result & VVPAT result in front of polling agents
- ❖ The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription “**MOCK POLL SLIP**”, keep these inside Black Envelope and then inside Plastic Box and wrap with Pink Paper Seal.
- ❖ The Presiding Officer and polling agents must put their signatures on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words “*VVPAT paper slips of Mock Poll*” shall be written on the envelope.
- ❖ The Presiding Officer shall ensure that, the data of Mock Poll is erased by pressing the **CLEAR** button.
- ❖ The paper slips in the VVPAT shall also be invariably cleared after the mock poll and the empty box be displayed to the polling agents.

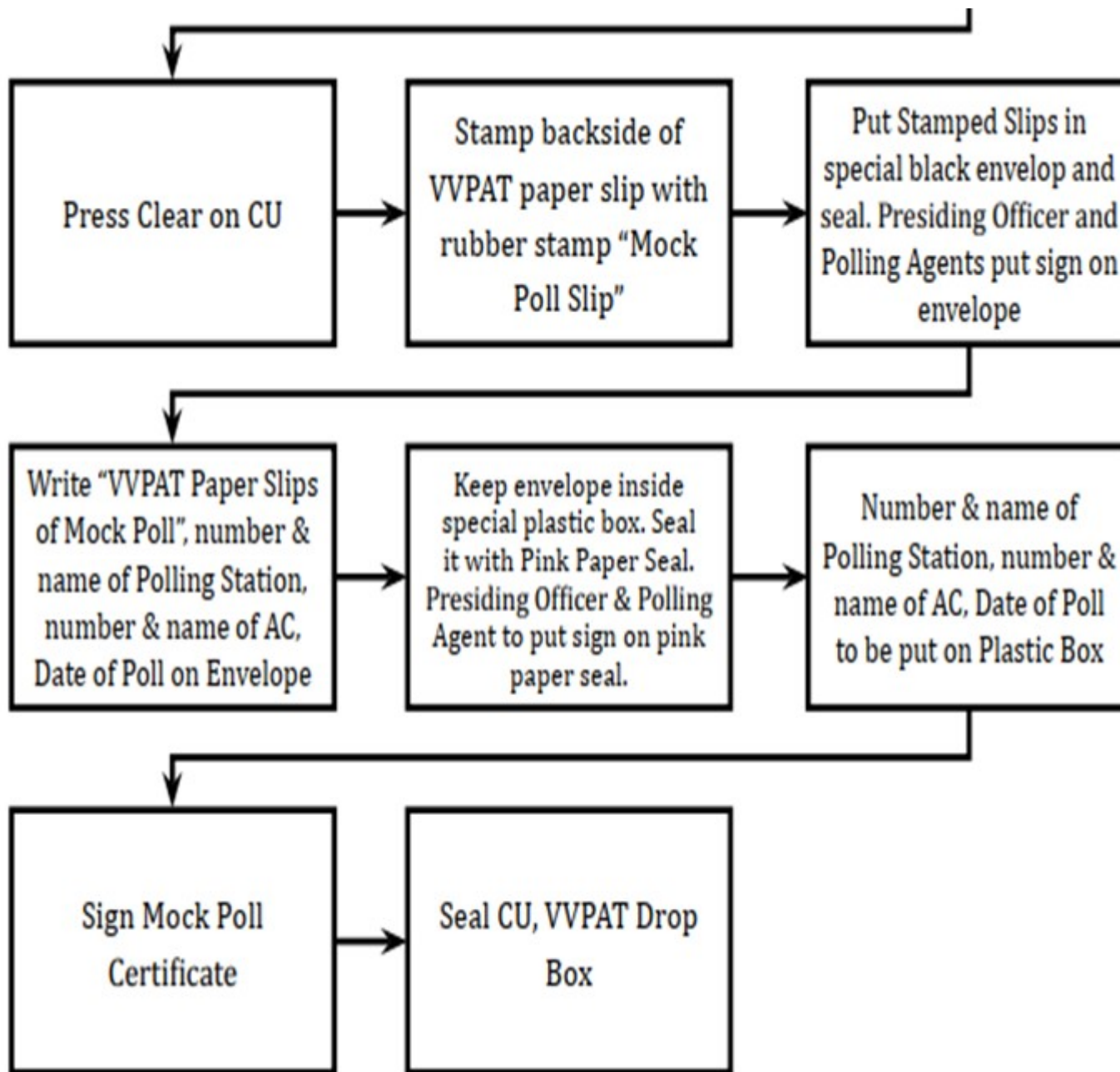
- ❖ After clearing the Mock Poll data, the Presiding Officer shall press the **TOTAL** button & verify that the total is '0' (Zero).
- ❖ After total is shown zero the CU shall be switched off before sealing.
- ❖ Prepare the Certificate of mock poll (Annexure 23) & obtain sign. of all Polling agents and Polling Officers on it.
- ❖ Ensure that the result section of CU is sealed with Green Paper seal (new), Special Tag, Address Tag, strip seal (four pre-gummed area portions identified by the letters A,B,C&D). Specifically, on the green paper seal, the candidates or their polling agents put their signatures.
- ❖ Commission's instructions - If there is No Mock Poll at a polling station, there shall be No Poll at that polling station.
- ❖ The EVM and the VVPAT are now ready in all respects for use for actual poll.

Mock Poll



MOCK POLL PROCESS ON DAY OF POLL





Conducting Mock Poll

Ensure that equal number of votes are polled for all candidates



Total
1

Ballot
2

Close
3

Result
4

Clear
5

Switch off
6

Seal
7



Mock Poll Certificates

ANNEXURE 14

(CHAPTER 12, PARA 12.2)
MOCK POLL CERTIFICATE

This is certified that I Presiding Officer at the Polling Station Noof
Assembly Constituency (or theAssembly segment underParliamentary
Constituency) conducted the mock poll atAM today, the poll day i.e.(date), following
scrupulously all the instructions issued by the Election Commission of India, using –

CU of Serial No. (as printed on back-side of CU)

BU of Serial No. (as printed on back-side of BU)

VVPAT of Serial No. (as printed on VVPAT)

1. A total of votes were cast for each candidate and also for NOTA.
2. It was verified that the LED light was getting lit up against the correct candidate/NOTA button, when the button was pressed and beep sound was properly heard.
3. The candidate-wise detail of votes polled during mock poll and result displayed, is as under:

S. No.	Name of the Candidate	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of Printed Paper slips, as per counting on checking mock poll result (if VVPAT used)	Votes cast and Result displayed & Printed Paper Slips (if VVPAT used) count tallied with each other (YES/NO)
1.					
2.					
	NOTA				
	TOTAL				

4. I have cleared the memory of the EVM and also removed the printed paper slips of VVPAT after mock poll and verified that the memory has been cleared, by pressing the Total button and seeing the Total as shown as '0'.
5. At the time of mock poll, the following polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.

6. Poll Start Date and Time seen on the display of CU at the start of actual poll

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

OR

At the time scheduled for the mock poll, no polling agent was present/the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff at AM.

Signature of Micro-Observer (if posted at the polling station)

Date:

Time:

Name and signature of the Presiding Officer

Polling Station No.....

Polling Station Name

PRESIDING OFFICER'S REPORT

PART-V: EVM/VVPAT REPLACEMENT

(TO BE FILLED DURING POLL & AFTER COMPLETION OF POLL DEPENDING ON CASE/SITUATION)

Name of election:..... (to be pre-printed)

No. and Name of AC/AS: (to be pre-printed)

No. and Name of PC: (to be pre-printed)

Polling Station No:.....

(a) Replacement of EVM and VVPAT during actual poll process

S.No.	Particulars	BU	CU	VVPAT
1	(a) Unique ID of unit(s) found non-functional during actual poll			
	(b) Time of occurrence of defects			
	(c) No. of votes recorded in the Control Unit by the time the unit(s) got non-functional			
	(d) Reason for non-functioning (mention error/code noticed in CU)			
	(e) Beep Sound is heard	Yes/No		
	(f) Unique ID of new unit(s) provided as replacement			
	(g) Time of re-starting poll			
2	Remarks, if any			

(c) Following polling agents witness the replacement process during actual poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer

COMMENCEMENT OF POLL

- ❖ Before commencement of Poll – Explain to all present the Hall, the provisions U/S- 128 of the Representation of the People Act, 1951 w.r.t. maintain the secrecy of vote and warn them of the penalty for any breach thereof.
- ❖ Prevent any P.O. or any Polling agent from wandering here or there inside P.S.
- ❖ Commence the actual Poll at the stroke of the hour fixed
- ❖ Be alert and deal with Special cases relating to voters identification, EVM failure etc.
- ❖ During the first hour of the poll no Polling Officer should show slackness
- ❖ Check the total votes cast periodically on Control Unit
- ❖ Make a 'Declaration' in PART I of the form prescribed and get it signed by polling agents and the Candidate if present at that time.
- ❖ Read aloud the declaration before commencement of the poll.
- ❖ Commence the Poll at the hour fixed by the Commission at 7.00am.
- ❖ You should match your watch with the exact time.
- ❖ Read out the provisions of section 128 of R.P. Act, 1951 regarding maintenance of secrecy of vote and bring to their (Polling Agents') notice.
- ❖ Show the 'Marked Copy of Electoral Roll' and 'Voter's Register' to Polling Agents.
- ❖ In case of EVM being replaced, in addition to a mock poll certificate, Declaration in PART II shall be filled up.

ANNEXURE 5

(CHAPTER 16, PARA 16.2)

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 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.....) |

Signature.....

Presiding Officer

Date.....

COMMENCEMENT OF POLL- PERSONS ADMITTED

PAGE 72 of PO's Handbook

- ❖ The Electors with photo identity proof
- ❖ Polling Officers
- ❖ Contesting candidates, their election agents and one polling agent of each candidate at a time.
- ❖ Persons authorized by the commission having entry passes by ECI to enter the polling station; such as media persons issued with authority letter.
- ❖ Public servants on duty (Public servant does not include ministers)
- ❖ A child in arms accompanying an elector
- ❖ A person accompanying a blind or on infirm elector who cannot move or vote without help.
- ❖ BLO or such other persons as the Presiding Officer may from time to time admit for the purpose of identifying voters or for otherwise assisting.

MARKED COPY OF E-ROLL (1st PO)

- ❖ Each Polling station shall be supplied with one marked copy of the E-Roll and four working copies of the E-Roll.
- ❖ The marked copy of E-Roll shall bear the marking P.B.(Postal ballot) denoting the persons to whom postal ballot have been issued (polling persons on election duty etc.), it shall be duly authenticated by the ERO in every page.
- ❖ In Photo E-Roll each page of E-Roll contains three or four column of boxes with details of individual electors.
- ❖ The 1st Polling Officer who is in charge of the Marked copy of the electoral roll, will diagonally strike out the electors to indicate the electors who have voted.

CONDUCT OF POLL

- ❖ On arrival of the elector in the polling station he will 1st go to the 1st Polling Officer with Marked copy of the electoral roll.
- ❖ 1st Polling Officer will look up the elector in the Photo Electoral roll & verify the Elector's Identity. PAGE 80
- ❖ Examine the identity document, EPIC or alternative documents like passport, driving license, and pan card etc as prescribed by the Commission.
- ❖ Read aloud the name and Serial No. of the elector PER.
- ❖ In case of Photo Electoral Roll (PER), when an elector is allowed to cast vote at the polling station, a line will be drawn in red ink diagonally across the box containing the particulars pertaining to that elector in the marked copy of PER.
- ❖ Further, for easy counting, the serial number will be rounded off in case of the female voter .

1ST POLLING OFFICER

Marking
in the
Photo
Electoral
Roll

The screenshot shows a grid of 21 entries in a photo electoral roll. Each entry includes a name, EPIC No., and a photo. Red circles and lines highlight specific entries and fields. Entry 10 has a 'DELETED' stamp. Entry 19 has a 'PB' stamp. The Adobe Reader interface is visible at the top and bottom.

EPIC No.	Name	Sex	Age	Other Info
HJ0003143	RAVZALVA	Male	50	Father's Name: NEHALHA (L), House No: 1
HJ0002592	LINMAMII	Female	49	Husband's Name: RAVZALVA, House No: 1
HJ0001305	REBEKI	Female	25	Father's Name: RAVZALVA, House No: 1
HJ0003145	LALSANGZUAIJ	Female	23	Father's Name: RAVZALVA, House No: 1
HJ0003210	VANLALFAKA	Male	20	Father's Name: RAVZALVA, House No: 1
HJ0001743	LALTHANINGURI	Female	20	Husband's Name: LALAWTA (L), House No: 2
HJ0002326	LALGHINGPUII	Female	43	Father's Name: LALAWTA (L), House No: 2
HJ0002939	HVINGQHLINMANGA	Male	43	Father's Name: LALAWTA (L), House No: 2
HJ0002334	Darhnamai	Female	39	Father's Name: Lalawta (L), House No: 2
HJ0002367	Lalotlinga	Male	24	Father's Name: Lalotlinga, House No: 2
HJ0002939	Lalawthanga	Male	29	Mother's Name: Valbhingi, House No: 2
HJ0001942	Thanglun	Female	46	Husband's Name: Zosanglura (L), House No: 3
HJ0001736	Lalzami	Female	76	Husband's Name: Barthanga, House No: 4
HJ0001933	Laldhawma	Male	45	Father's Name: Barthanga, House No: 4
HJ0002594	Dandala	Male	30	Father's Name: Barthanga, House No: 4
HJ0002263	Lalunmawia	Male	39	Father's Name: Huama, House No: 5
HJ00022574	Hmangaltpai	Female	35	Husband's Name: Lalunmawia, House No: 5
HJ0003228	Ramzaura	Male	39	Father's Name: Barthanga, House No: 6
HJ0001125	etazual	Female	37	Husband's Name: Ramzaura, House No: 6

Alternative Documents for Establishing Identity

- ❖ The Election Commission of India, during the SGE 2014, vide their order, dt.02.04.2014 have notified that,
- ❖ All Electors who have been issued EPIC shall produce the EPIC for their Identification at the Polling Station before casting their votes. Those Electors who are not able to produce the EPIC shall produce one of the following alternative Photo Identify documents establishing their identity.
 - ❖ Passports.
 - ❖ Driving License.
 - ❖ Service Identity Cards with photograph issued to employees by Central/State Govt. PSUs/Public Limited Companies.
 - ❖ Passbooks with photograph issued by Bank/Post Office.
 - ❖ PAN Card.

Alternative Documents for Establishing Identity

- ❖ Aadhar Card.
- ❖ Smart Card issued by RGI under NPR.
- ❖ MNREGA Job Card.
- ❖ Health Insurance Smart Card issued under the scheme of Ministry of Labour.
- ❖ Pension document with photograph
- ❖ Authenticated Photo Voter Slip issued by the election machinery signed in original by BLO.
- ❖ The overseas Electors shall have to produce their original passport for identification.

Photo Voter Slips

As Per the direction of ECI, Photo Voter Slips shall be distributed to all Electors a few days before the Poll day.

- ❖ The Photo Voter slips shall have the photograph of the elector and other electoral details as are there in the Photo Electoral Roll of the polling station.
- ❖ The voters slip can't be used as document for identification.
- ❖ The only usage of the voter slips is to facilitate in finding out the serial no of the concerned voters.

Absentee Shifted Dead Electors

PAGE 80 PARA 18.1.2. of PO's Handbook

- ❖ Every booth shall be supplied with a separate list of ASD-Absentee, Shifted & Dead/Duplicate Electors prepared by the BLOs.
- ❖ On the day of poll every electors whose name appears in such a list, shall have to produce EPIC for his/ her identification or any one of the alternative photo Identity document.
- ❖ The presiding officer shall verify the identification document personally & the details should be properly mentioned in the register of voters in Form-17A in Column 3.
- ❖ The 1st polling officer shall inform the polling agents about the ASD Electors who has come to vote by reading out his/her name loudly.

Absentee Shifted Dead Electors

- ❖ Thumb impression of such electors shall also be obtained in addition to signature against in column-4 of register of voters in form -17A.
- ❖ The thumb impression shall be in addition to the signature, even if in case a elector who is a literate & can sign as well.
- ❖ There shall be a separate line of the electors who are in the ASD list supplied to you.
- ❖ Declaration shall also be obtained from the ASD Electors in the format enclosed
- ❖ The Presiding Officer shall maintain a record & give a certificate at the end of the poll (To be kept with the register of electors in Form -17A) that so many electors from the ASD list were allowed to vote after proper scrutiny.

Form OF Declaration BY Elector whose name is in ASD list

AN-16 PAGE 175 of PO's Handbook

I hereby solemnly declare and affirm that I am the same person whose name appears at serial No..... Of Part No..... Of the existing electoral roll of theConstituency which was prepared/revised with respect to first date of January,20....., as qualifying date. I am aware that impersonation at elections is an electoral offence under the section 171 D of the Indian Penal Code.

.....
Signature/Thumb impression of the Elector
Name.....

Certified that the above declaration was made and subscribed by the elector above named before me.

.....
Signature of the Presiding Officer
.....
Number and name of polling station
Dated.....

MAINTENANCE OF SECRECY VOTING

PAGE 93 of PO's Handbook

- ❖ Every electors who is permitted to vote shall maintain absolute secrecy of voting within the Polling station and he should strictly observe the voting procedure of observing secrecy.
- ❖ If he refuses even after warning given by the Presiding Officer to observe the voting procedure, such an elector shall not be allowed to vote by the presiding Officer under rule-49 M of Conduct of Election rules.
- ❖ Where an elector is not allowed to vote for violation of voting procedure, a remark to that effect that voting procedure has been violated shall be made by the Presiding Officer in the remark column (column 5) in the register of voters.
- ❖ The No. of voters who have been disallowed to vote under rule-49 M shall be entered at Serial No.4 of the part-1 of accounts of vote recorded.

Application of Indelible Ink (2nd PO)

- ❖ In case of General Voters - Left Hand Fore finger (In the absence- Any of the fingers starting from Fore finger, No finger- Fore finger of Right Hand. In the absence - any other finger starting from index finger). If no finger - Stump of either hand as s/he possess
- ❖ Companion of Blind / Infirm Voter – Index Finger of Right Hand
- ❖ Proxy Voter (in lieu of CSV) – Middle finger of Left Hand

VOTERS REGISTER IN FORM-17A

PAGE 86 PARA 19.4.2.3. of PO's Handbook

- ❖ The 2nd Polling officer who will be In-charge of the Voter's Register in Form-17A shall mention in column-3 of Form 17A the following :
- ❖ EP in case the electors comes with EPIC as Identity proof.
- ❖ VS if the Electors comes with Photo Voter's Slip.
- ❖ In case of any other alternative documents brought by Electors the type of the document produced should be mentioned along with the **LAST FOUR DIGITS** shall be mentioned.
- ❖ Signature means signature in full with name(s) and surname in full.
- ❖ If an elector is unable to sign his name, the impression of his left hand thumb shall be obtained.

REGISTER IN FORM 17-A

Election to the House of People/Legislative Assembly of the State/
Union Territory..... fromConstituency No.
and Name of Polling Station..... Part No. of Electoral
Roll.....

Sl no	Sl No. of Elector in the Electoral Roll	Details of the documents produced by the Elector in proof of his/her identification	Signature/Thumb impression of Elector	Remarks
1	2	3	4	5
		EP		
		VS		
		PAN CARD ****		
		DRIVING LICENCE ****		

Signature of the Presiding Officer

REGISTER OF VOTERS FORM-17A

- ❖ At the end of poll all Presiding officers shall draw a line at the need of poll after the last entry in Form-17A & shall record the signed statement thereafter “The Serial No. of last entry in form-17A is _____” & obtain the signature of all polling agents as may be present below the statement. PAGE 107 PARA 28.2.8 of PO’s Handbook.
- ❖ The Presiding Officer shall also give a certificate there after that how many electors from the ASD list supplied have been allowed to vote after due verification of Identity proof & taking declaration from the concerned elector.
- ❖ The maintenance of the Register of Voters must be done scrupulously as the Observer will make a scrutiny of the 17A Register along with other documents on the next day of poll for examination of any critical events & decision on repoll.

CONDUCT OF POLL

- ❖ Then 3rd Polling Officer will issue Pink voter slip for 'VIDHAN SABHA' Election.
- ❖ The 3rd P.O. will fill up the voter slip with details like serial no in E-roll & serial no in register of voters in form 17A and put his signature under it.
- ❖ In case the CU is handled by 3rd PO then the pink slip will be issued by the 2nd PO and in turn will be collected by the 3rd PO.
- ❖ Voters to vote in the same sequence as they have been entered in sequence in the register 17A.

CONDUCT OF POLL

- ❖ Then Voter will go to 3rd PO in charge of CU for VIDHAN SABHA and pink voter slip will be collected from him.
- ❖ He will press 'Ballot' button of CU for assembly poll and allow the voter to go to the voting compartment of VIDHAN SABHA to cast his vote.
- ❖ Voters to vote in the same sequence as they have been entered in sequence in the register 17A.
- ❖ After every hour 3rd PO will tally the total votes polled in the CU with that of voter's Register.

VOTER'S SLIP

**Serial No. elector as
Per Col.(1) of the
Register of Voter.**

.....

**Serial No. of elector as
Entered in the Electoral Roll.**

.....

Initial of Polling Officer

.....

Voter's slip collected from the voters should be tagged serially and kept in a separate statutory envelope provided for the purpose.

COMPLAINS ON EVM BY VOTER

PAGE 90 PARA 20.3.3. AND PARA 20.3.6. of PO's Handbook

- ❖ If there is a complaint with respect to candidate lamp of the ballot unit, at the time of voting, the EVM and VVPAT should be replaced immediately and the matter be reported to the commission.
- ❖ If an elector having recorded his vote under Rule 49 MA alleges that the paper slip generated by the VVPAT has shown the name or symbol of a candidate other than the one he has voted for, the Presiding Officer shall obtain a written declaration in **Annexure 15** from the elector as to the allegation.
- ❖ If the elector gives the written declaration, the Presiding Officer shall make a second entry in the 17-A Register and permit the elector for a test vote.
- ❖ The test vote shall be cast by the said elector in the presence of the Presiding Officer, candidates or polling agents who may be present.

DECLARATION UNDER RULE 49 MA

ANNEX 15 PAGE 174 of PO's Handbook

General/Bye Election to.....

SL No and Name of Parliamentary/Assembly Constituency.....

No and Name of the Polling Station.....

FORM OF DECLARATION BY ELECTOR UNDER RULE 49MA OF CONDUCT OF ELECTION RULES,1961

(1). I hereby solemnly declare and affirm under sub-rule (1) of rule 49 MA that the paper slip generated by the printer attached to the BU has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and the symbol of the candidate of my choice on the BU. I am ready to cast a test vote again to show that the allegation made by me is true and bonafide.

(2) I am aware of the penal provisions of the Section 177 of the IPC that I shall be liable to be punished for a term which may extend to six months or with fine which may extend to one thousand rupees, or with both, if the declaration given by me is found to be incorrect.

Signature/Thumb impression of the elector

Dated.....

Name of the elector, Part no, SI No in ERoll

Certified that the above declaration was made & subscribed before me.

Dated.....

Signature of the Presiding Officer

Micro Observers

- ❖ To be appointed for vulnerable, critical polling station, polling station having low PER/EPIC, polling station approved by the General Observer.
- ❖ At multi Polling station bldg. Each location will have one Micro Observer.
- ❖ Nodal officer for Micro Observers to be identified by the DEO to handle logistics and deployment related task.
- ❖ Micro Observers to be trained by Observer
- ❖ On the day of poll Micro Observers to observe conduct of poll and submit report at the end of poll.

POLLING AGENT

PAGE 45 of PO's Handbook

- Only a person who is residing and an elector in the same polling station or alternatively in the neighboring polling station in the same Assembly Constituency can be appointed as Polling Agent.
- He must possess a valid EPIC to establish his identity
- PO must check the Appointment Letter in Form 10 issued by the candidate and check their signature given to you by the RO.
- The Polling agent must complete the declaration in Form-10 in front the Presiding Officer.
- Polling agents should reach the polling station at least one hour before the poll i.e. by 5.30 am
- They have to be present during Mock poll.
- Give a declaration in Mock Poll certificate
- If no polling agent or only one polling agent was present during mock poll inform your Sector officer / Zonal Magistrate / Returning Office immediately.

POLLING AGENTS

- ❖ There can be appointed maximum two relief agents for a polling agent
- ❖ A Polling agents/ relieving agents' movement sheet should be maintained at each polling station, in which each and every polling agent shall be required to sign indicating time of arrival and departure.
- ❖ Polling agents shall display their appointment order and the entry pass on person.
- ❖ At any point of time only one polling agent or relief agent can be present inside the booth – Entry Pass System ensures this.
- ❖ Within two hour before end of poll i.e. after 3.00 pm no replacement of any polling agent is to be allowed by his relief agent.
- ❖ Polling agents can challenge bogus voters

POLLING AGENTS

- ❖ To regulate the presence of polling agents Entry Pass system has been introduced.
- ❖ One entry pass for one polling agent of each candidate is to be given.
- ❖ The accounts of Entry Passes issued shall be maintained in a prescribed format.
- ❖ Polling agents of candidates shall sit in following order:-
 - ❖ Agents of candidates of recognized National parties
 - ❖ Of recognized State parties
 - ❖ Recognized parties of other States who have been allowed to use their symbols in the election
 - ❖ Registered unrecognized parties
 - ❖ Independent candidates

Entry pass of polling agents

SI No.....

ENTRY PASS OF POLLING AGENTS

Assembly Constituency No. & Name.....

Polling Station No. & Name

Name of Candidate.....

Name of Polling Agent.....

Name of Relief Agent, if any.....

Date:
Officer

Signature of Presiding

Account of entry passes

1. Number and Name of Assembly Constituency.
2. Number and Name of Polling Station.
3. Total Number of contesting candidates.
4. Number of entry passes received with poll material
5. Details of entry passes issued to polling agents.
6. Unused entry passes of.

Name of Candidate	Whether enrty pass issued	Signature of the polling agent/relief agent.
1		
2		
3		
4		

Signature and seal

Presiding Officer

RESTRICTIONS ON PRESS AND MEDIA

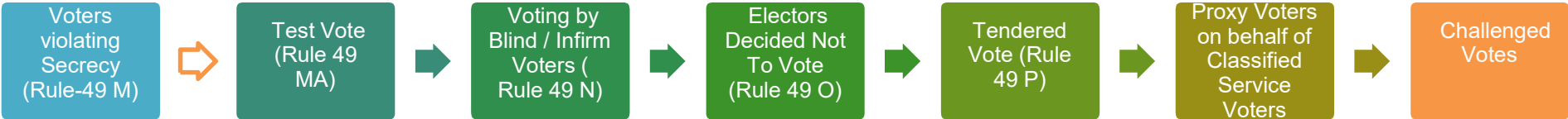
- Only those photographers/ videographers authorized by the Election Commission of India shall be allowed to take photographs.
- However Commission has already issued directions for deployment of micro observers or videography of critical events at critical polling stations. You shall be informed if your booth is such one at the dispersal centre.
- It has to be ensured that a voter recording his vote should not be video-graphed.
- There is no objection to photograph being taken of the crowd of electors lining up for voting out side the Booth.
- Secrecy of ballot is most important.

NOTA(None of the above)

Hon'ble Supreme Court of India in their Judgment dt 27.09.2013 in writ petition case No. 161 of 2004 (Peoples Union for Civil Liberty Vrs Union of India) have directed that the commission should make necessary provision in Ballot paper EVMs for None of The above (NOTA) option show that the electors who don't wish to vote in favor of any candidate can exercise their right not to vote for any candidate.

There shall be a panel below the panel containing the name & symbol of the last candidate with words (None of The above) written in the same language as used in the case same language as used in the case of names of candidates. The size of the panel shall be the same as per the candidates.

Special scenarios inside the Polling Station



Special Scenario (Test Vote)

- ❖ **Wrong Print on VVPAT Paper Slip**
- ❖ Voter May Complain About Wrong Print on VVPAT Paper Slip against the Button Pressed on BU (49 MA)
- ❖ Get written declaration signed by Elector
- ❖ Make second entry related to that elector in Form 17A
- ❖ Permit Elector to record test vote in presence of Presiding Officer & Polling Agents & Observe Paper slip
- ❖ If allegation found true, stop polling and inform RO
- ❖ If allegation is false, then mention in Form 17A, serial no. and name of candidate for whom such test vote has been recorded
- ❖ Obtain Signature/Thumb Impression of Elector on remarks
- ❖ Make entries of such test vote in Part I of Form 17C

Companion of Blind / Infirm Voter

Voting By Blind or Infirm Electors (Rule 49 N)

- ❖ Presiding officer is **to be satisfied** about the blindness or other physical infirmities
- ❖ A companion is **not less than eighteen** years of age
- ❖ Shall be required to **declare** that he will keep **secret** the vote recorded by him on behalf of the elector and that he has **not already acted** as the companion of any other elector at any other polling station on that day.
- ❖ The presiding officer shall keep a **record in Form 14A** of all cases under this rule.

Facility for Blind Electors

- ❖ The Dist. administration is taking proactive steps to ensure that the blind electors cast their ballot without depending upon companion and exercise their free choice independently.
- ❖ The District has been supplied with **M3** EVMs which has Braille Signage in the Ballot Unit which can be deciphered by the Blind electors.
- ❖ Every Polling station shall be supplied with Dummy Ballot papers for Assembly Elections, printed in Braille giving the details of candidates and their party affiliation in the same sequence as in the ballot paper in the respective ballot unit.

Facility for Blind & Infirm electors

- ❖ The Presiding Officer shall facilitate the Blind electors to read the Braille Ballot Paper to exercise their choice in voting. Afterwards the Blind electors shall be allowed to proceed the voting compartment to exercise his/ her franchise.
- ❖ Every Polling station shall be provided with wheel chair to assist person with disabilities , Old and infirm electors . The Presiding Officer shall take care to ensure that infirm electors do not have to wait for long to exercise their voting right.
- ❖ There shall be a special queue for the persons with disability so that they can exercise their franchise quickly without waiting for long.

VOTING BY BLIND & INFIRM ELECTORS

PAGE 94 of PO's Handbook

- When the Presiding Officer is satisfied that an elector is not able to recognize the symbols in the ballot paper on the BU or is unable to record his vote by pressing the appropriate button thereon, without any assistance owing to his blindness or physical infirmity, under rule 49N he shall be allowed take a companion.
- Person below 18 years of age cannot be a Companion.
- No person can be companion for more than one elector at any Polling Station on the same day.
- Marking of the indelible ink shall be done on the right index finger of the companion and on left index finger of such elector.
- Obtain Declaration from the Companion in the prescribed form (ANNEXURE-10 PAGE 163 of PO's Handbook).
- Maintain a list of Companion in Form 14 A
- Polling Agents cannot act as Companion.
- Infirm voters who are capable of voting themselves by pressing button on BU, shall be permitted authorized companion only up to the voting compartment but not inside.

TENDERED VOTES

PAGE NO 99 of PO's Handbook

- ❖ This happens when a voter on arrival in the polling station finds that another person has already voted in his place.
- ❖ Be satisfied about the identity elector now present. Allow him to vote not through EVMs but through 'TENDERED BALLOT PAPERS' supplied.
- ❖ Write "Tendered Ballot Paper" on the back of such paper and write the A/C no and Booth no and put dated signature as no distinguishing mark rubber stamp shall be provided.
- ❖ Prepare a list in Form 17 B and obtain the signature of such voter in Column (5) of the Form.
- ❖ Issue an inked 'Arrow Cross Mark' and collect the same folded after marking by the elector in the voting compartment.
- ❖ Keep the ballot paper and form 17 B in the Cover provided and seal the envelope after the close of the poll.

REFUSED TO VOTE

PAGE 96 of PO's Handbook

- ❖ If a voter after signing Voter's Register decides not to vote, he shall not be compelled to do so.
- ❖ Mention 'Refused to Vote' in the Remark Column of the Voter's Register and put your signature below it.
- ❖ Also obtain the signature of the elector against such remark.
- ❖ The numbers of such cases shall be written at SI-No 3 of Accounts of votes in Form-17C as cases under Rule-49 0.
- ❖ If a person refuses to vote, after the Ballot button is pressed in the CU; then immediately allow the next voter to vote.
- ❖ If the last voter refuses to vote in such a situation, switch off the power of the CU and disconnect the VVPAT cable from the Control Unit.
- ❖ After disconnecting the VVPAT, switch ON the power and now you can operate 'CLOSE' button.

Special Scenario

Challenged Vote

- Presiding Officer
- Presiding Officer to hold a summary inquiry into the challenge
- If after summary enquiry, the challenge is not established, the elector should be allowed to vote
- If challenge is established, the elector shall be debarred from voting and shall be handed over to police with a written complaint



POLLING AGENTS MAY CHALLENGE THE IDENTITY OF AN ELECTOR BY DEPOSITING A SUM OF Rs.2/- WITH PRESIDING OFFICER

CHALLENGE VOTE

PAGE 82 of PO's Handbook

- ❖ Every person whose name is entered in the electoral roll and produces a proof of his identity as per ECI's order is entitled to vote at the election unless there is a challenge by a candidate or his election agent or his polling agent.
- ❖ A Polling Agent can challenge the identity of a voter only after depositing challenge fee of Rs. 2/-
- ❖ Issue him the receipt and make an enquiry as to the identity of the Voter.
- ❖ Challenger has to show evidence to justify the challenge. Check the absentee voter list.
- ❖ If he fails to produce, ask the voter to sign & give his address in the list of Challenged votes in Form -14 and forfeit the deposit.
- ❖ Allow the voter to vote only after he signs/puts his thumb impression in Form 14-A. If he refuses, to do so, do not allow him to vote.
- ❖ If challenge is established, return the amount and hand over the person to Police for impersonation.

Special Scenario

**Challenged
Vote**

**POLLING AGENTS MAY CHALLENGE THE
IDENTITY OF AN ELECTOR BY DEPOSITING A
SUM OF Rs.2/- WITH PRESIDING OFFICER**

- Presiding Office
- Presiding Officer to hold a summary inquiry into the challenge
- If after summary enquiry, the challenge is not established, the elector should be allowed to vote
- If challenge is established, the elector shall be debarred from voting and shall be handed over to police with a written complaint

Special Scenario

Voter with unofficial identity slip

Contesting candidate or agent may give any voter unofficial identity slip

- If unofficial identity slip contains name of contesting **candidate and/or party** and/or symbol, then instruct concerned polling agent to end such **violation**
- In case of illiterate voter, the **1st Polling Officer** should read out serial number of elector and ask elector to tell him/her name **to ascertain genuineness**
- **in case of impersonator, the person should be handed over to the police**

Declaration about age

If presiding officer considers an elector much below the qualifying age

-
- **Satisfy yourself about identity** of an elector
 - **Obtain a declaration** in proper format about his/her age as on 1st January of the year of reference for electoral roll. Inform him/her about penal provision.
 - Prepare a list of voters from whom you have **obtained such declarations** in Part I & Part II of Annexure 9

AGE OF ELECTOR

PAGE 84 of PO Handbook

- If a voter appears to be below the qualifying age, satisfy yourselves about the correct identity.
- So long as the identity of a voter has been established to satisfaction, he has the right to vote. The Presiding Officer is not entitled to hold an enquiry in the polling station whether he is over 18 years or ordinarily resides in the constituency or not.
- Inform him about the penal provision under section 31 of RP Act, 1951.
- Obtain declaration from him in the specified form supplied. (ANNEXURE 7 PAGE 160 of PO's Handbook)
- Prepare a list of such voters who gave such declarations and who didn't. (ANNEXURE 9 PAGE 162 of PO's Handbook)
- Allow such electors to vote after informing him of the penal provisions in the RP ACT 1950 for false declaration.
- Put the declaration and the list in a separate cover specified.

Special Scenario

Voting by
persons present
at closing hour

The Presiding Officer will close the polling station at the hour fixed, but will allow all the Persons standing in queue to cast their votes, even if for that purpose, the polling is to be continued beyond the specified closing hour.

The Presiding Officer will distribute slips signed by him to all voters in the queue serially numbered from 1 onwards from the tail end of the queue and proceeding backward towards its head.

COVID-19 Patients who are quarantined will be allowed to cast their vote at the last hour of the poll under the supervision of health authorities, strictly following COVID-19 related preventive measures. Persons who were issued slips during Poll for high body Temperatures shall also be allowed to vote during this hour. All P.Os will put on PPE Kit.



SECURITY OF VOTING PAGE 93 of PO Handbook

- Every voter who is permitted to vote shall maintain absolute secrecy of voting within the polling station.
- If an elector refuses to observe the voting in secrecy even after a warning given by the Presiding Officer, he will not be allowed to vote.
- Voter's Slip if issued already, it may be withdrawn and cancelled.
- Mention 'Not allowed to vote- Voting Procedure Violated' in the remark column of Voter's Register against the elector's entry.
- The Presiding Officer to put your full Signature below it.
- Don't change the Serial No. of that elector or any succeeding elector in the 17-A Register.
- The number of such cases shall be written at SI-No-4 of Accounts of vote in Form-17C under rule 49M.

PRESIDING OFFICER'S RIGHT TO ENTER VOTING COMPARTMENT

PAGE 91 of PO's Handbook

- Presiding Officer under rule 49Q to enter the voting compartment for inspection of the balloting unit (BU).
- He may have to take steps as may be considered necessary to ensure that the Balloting Unit is not tampered with or interfered with in any way and that the poll is conducted smoothly and orderly.
- Presiding Officer has to be careful that whenever he enters the Voting Compartment, he does so in the immediate presence of the Polling Agents.
- The Presiding Officer must not enter the Voting Compartment at the time of polling to explain to the illiterate voters about how to use EVM.
- Dummy balloting unit can be used outside the Voting Compartment to explain the voting mechanism.

SAFEGUARDS, LAW & ORDER, FACILITIES

- There shall be separate queues for men and women electors. Three or four voters to be allowed at a time.
- Use of mobile phone within the polling station is prohibited.
- Only the Presiding Officer or the 1st Polling Officer can keep mobile phone in switched off mode for sending reports through SMS / WhatsApp messages outside the PS.
- Smoking inside the polling station is prohibited.
- Be impartial and fair to all. No special treatment to any VIP or celebrity coming to cast vote.
- Press TOTAL button to tally with number of voters in 17-A Register and note down the votes recorded in the control unit.
- VOTER ASSISTANCE BOOTH: In each polling station premise a VAB shall be there to facilitate the electors to locate his/her serial no in the electoral roll. They shall have the part-wise electors name in English in alphabetical order.

Adjournment of Poll / Fresh Poll

Adjournment of Poll in Emergency : u/s 57

– When Poll proceeding is obstructed due to exigencies – Riot, Violence or Calamity, etc. – Pres. Officer shall announce Adjournment of Poll to a date to be notified later. He will intimate to R.O.. Based on report of R.O., ECI may announce Fresh Poll.

- Where ECI takes decision to recommence Adjourned poll u/s-57(1), the poll will commence from where it was stopped

- Same sealed marked copy of E. roll and the Register of Voters but new set of EVM will be provided to Pr.O.

- Pr.O to open sealed packet in presence of polling agents.

Fresh Poll / Re-poll : u/s 58

– When due to destruction of EVM / unlawful taken away / mechanical failure during course of Poll occurs

– R.O. reports ECI & ECI may decide a Fresh Poll or allow completion of Poll

- In case of Re-Poll, all provisions of a new Poll applies.

- Re-pollled EVMs are put inside same strong room with level – CANCELLED / NOT TO BE COUNTED and should be preserved with seals intact.

- Separate polling party for the re-poll will be deployed

Adjournment / Countermanding

Adjournment of Poll / Countermanding Election in case of Booth Capturing : u/s-58 A

- Capturing takes place in a manner that Result of Counting can not be ascertained
- Pres. Officer should report to R.O. and R.O. to report ECI.
- (U/R-49 X of C.E.Rules-1961) – Pres. Officer should immediately attempt to Press CLOSE button of the C.U. (so that No further Vote is cast upon)
- ECI may direct to have a fresh Poll
- When large no. of booths are involved, ECI may Countermand the Election in that A.C. A fresh Notification for Election will follow.

CLOSE OF POLL

PAGE 105 of PO's Handbook

- Poll will be closed at the hour fixed by the ECI.
- Few minutes before the close if you find still some voters are waiting to vote, then distribute slips to these voters starting from the end of the queue giving slip no 1 to the last elector so that no person can join the queue later.
- After the last voter has recorded his vote, formally declare the poll as closed.
- Open the Rubber Cap and press the 'Close' button in the CU in the presence of the polling agents as may be present.
- Close button will function only when the busy lamp on the CU is not on.
- Now, Display panel of CU will show the total votes polled. Note it down in at Serial no 6 of Accounts of Vote recorded in Form 17 C.

CLOSE OF POLL

- TOTAL NO OF VOTES RECORDED IN THE EVM =
(TOTAL NO OF ELECTORS REGISTERED IN 17A -- MINUS THE NO VOTERS WHO DID NOT VOTE -- MINUS THE VOTERS NOT ALLOWED TO VOTE – TEST VOTES IF ANY)
- Test votes recorded are required to be mentioned in Part-I in the Serial No 5 of Form 17 C.
- The Presiding Officer shall also note the Poll End date and time displayed on the CU for noting in the Presiding Officer's Diary.
- At the end of poll all Presiding officers shall draw a line at the end of poll after the last entry in Form-17A & shall record the signed statement thereafter "The Serial No. of last entry in form-17A is _____" & obtain the signature of all polling agents as may be present below the statement.
PAGE 107 PARA 28.2.8 of PO's Handbook.

CLOSE OF POLL

- In the Election, the Account of Votes recorded in Form 17C must be prepared in triplicate.
- The original Form 17C must be deposited with the EVM for storage in strong room. Other two Copies of the 17C must be deposited separately with the RO in the receiving centre.
- Give attested copy of the Form 17C to the respective polling agents.
- After handing over of the copies of the Form 17C to the Polling agents fill up sign the **Declaration in Part III**.
- Switch off the EVM and keep them in their respective carrying cases. Seal the boxes with the correct address tag and take signature of the polling agents.
- After thus sealing the EVM fill up and sign the **Declaration in Part IV** and ask polling agents to sign there.

Reports of Presiding Officer

Presiding Officers Diary

- ⑩ The PO is required to record the relevant events/proceedings as & when they occur in a diary as per prescribed format

Visit Sheet

- ⑩ Fill up the information in the visit sheet as & when any officer visit the Polling Station.

Additional 16 Point Report

- ⑩ 16 points Report is to be submitted to the observer / RO.

Register of Voter

- ⑩ The PrO should make required entries in the relevant columns of this Register at regular intervals.

P.O Reports

- ⑩ Mock Poll Certificate, Replacement of EVMs and Change of Power Pack in CU (all in Separate Envelope)

3 copies of 17-C to be prepared apart from the copies for
the polling agents

Original with EVM, other two at cash counter

Form 17-C

PAGE 164 of PO's Handbook

[See Rule 49-S and 56 C(2)]

Part-I Account Of Votes Recorded

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

Number and Name Of Polling Station :.....

Identification Number of Voting Machine used at the polling Station:

Control Unit :

Ballot Unit :

VVPAT :

1. Total Number of electors assigned to the Polling Station
2. Total Number of voters as entered register for voters (Form 17-A).
3. Number of voters deciding not to record votes under Rule 49-O.
4. Number of voters not allowed to vote under Rule-49-M
5. Test votes recorded under Rule 49 MA(d) required to be deducted.

Form 17-C

(a)	Total number of test votes to be deducted	Total No	Sl. No (s) of elector(s) in Form 17A	
(b)	Candidates for Whom test vote(s) cast:	Si. No	Name Of Candidate	No. Of Votes
		1		
		2		
		3		
		4		
		5		
		6		

6. Total number of votes recorded as per voting machine

7. Whether the total number of votes as shown against item 6 tallies with the total number of voters as shown against item 2 minus number of voters deciding not to record votes as against item 3 minus number of voters as against item 4 (i.e. 2-3-4) or any discrepancy noticed.

Form 17-C

8. Number of voters to whom tendered ballot papers were issued under Rule 49-P :

9. Number of tendered ballot papers:

(a) Received for use	Total	SI No	
		From	To
(b) Issued to electors			
(c) Not used and returned			

10. Account of papers seals

Paper seals supplied for use

Paper seals used

Unused Paper seals returned to Returning Officer

Damaged Paper seals if any..

Date

SIGNATURE OF POLLING AGENTS

Place

SIGNATURE OF PRESIDING OFFICER

DECLARATION AT THE END OF POLL

PART III

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 17-C as required under Rule 49-S(2) of the Conduct of Elections Rules, 1961.

Date

Signature.....

Time

Presiding Officer

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

Signature of polling agents :

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

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

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

DATE

TIME

SIGNATURE OF THE PRESIDING OFFICER

Presiding Officer's Diary

1. Name of constituency (in Block Letters) ..
 2. Date of Poll ..
 3. Number of the Polling Station ..
Whether located in-
 - (i) Government or quasi-Government building ..
 - (ii) Private building ..
 - (iii) Temporary structure ..
 4. Number of polling officers recruited locally, if any ..
 5. Appointment of polling officer made in the absence of duly appointed polling officer, if any, and the reasons for Such appointment.
 6. Voting Machine-
 - (i) Number of control units used ..
 - (ii) Sl. No (S) of Control units used ..
 - (iii) Number of control units used ..
 - (iv) Sl. No (S) of Control units used ..
 7.
 - (i) Number of paper seals used ..
 - (ii) Sl. No (S) paper seals used ..
- ..
- ..

7A. (i) Number of special tags supplied	..
(ii) Sl. No (S) special tags supplied	..
(iii) Number of special tags used	..
(iv) Sl. No (S) special tags used	..
(v) Sl. No (S) special tags returned as unused	
7B. (i) Number of Strip seals supplied	..
(ii) Sl. No (S) Strip seals supplied	..
(iii) Number of Strip seals used	..
(iv) Sl. No (S) Strip seals used	..
(v) Sl. No (S) Strip seals returned as unused	..
8. Number of polling agents and the number who arrived late.	..
9. Number of candidates who had appointed polling-agents at the polling stations.	..
10. (i) Total No. of voters assigned to the polling station.	..
(ii) Number of electors allowed to vote according to marked copy of the electoral roll.	..

10. (iii) Number of electors who actually voted as per
the Register of Voters (Form 17-C). ..
- (iv) Number of votes recorded as per
the voting machine. ..

Signature of polling

Signature of first Polling Officer Officer- in-charge of Register of voters

11. Number of electors who voted-

- Men.....
- Women.....
- Total.....

12. Challenged vote-

- Number allowed.....
- Number rejected.....
- Amount forfeited Rs.....

13. Number of persons who have voted on
production of Election Duty Certificate (EDC). ..

14. Number of electors who voted with the help of
companions. ..

15. Number of votes cast through proxy ..
16. Number of tendered votes ..
17. No. of electors-
- (a) From whom declarations as to their
 age obtained. ..
18. Whether it was necessary to adjourn the poll and
 if so, the reasons for such adjournment. ..
19. Number of votes cast-
- from 7 a.m. to 9 a.m. ..
- from 9 a.m. to 11 a.m. ..
- from 11 a.m. to 1 a.m. ..
- from 1 p.m. to 3 p.m. ..
- from 3 p.m. to 5 p.m. ..
20. Number of slips issued at the closing hour
 of the poll. ..
21. Electoral offences with details Number of cases of-
- (a) canvassing within one hundred metres of the polling station.
- (b) impersonation of voters ..

21. (c) fraudulent detaching, destroying or removal of the list or notice or other document at the polling station.

(d) bribing of voters ..

(e) intimidation of voters and other persons ..

(f) booth capturing ..

22. As the poll interrupted or obstructed by- ..

(1) riot ..

(2) open violence ..

(3) natural calamity ..

(4) booth capturing ..

(5) failure of voting machine ..

(6) any other cause (please give details of the above)

23. Was the poll vitiated by any voting machines used at the polling station having been - ..

(a) unlawfully taken out of the custody of the presiding Officer.

(b) accidentally or intentionally lost or destroyed.

(c) damaged or tampered with (Please give detail)

24. Serious Complaints ,if any, made by the candidate / agents. ..

25. Number of cases of breach of law and order ..

26. Report of mistakes and irregularities committed, If any, at the polling station.

27. Whether the declarations have been made before the commencement of the poll and if necessary during the course of poll when a new voting machine is used and at the end of poll as necessary. ..

Place.....

Date.....

Presiding Officer

This diary should be forwarded to the returning officer along with the voting machine, Visit Sheet, 14- point Observer's report and other sealed papers.

ADDITIONAL INPUTS TO BE GIVEN BY PRESIDING OFFICER

		Polling booth No.
		CPF deployed Y/N
		Micro Observer deployed Y/N
		Video Camera deployed
		Total Voters
		No. of Votes polled
		% of votes polled
		Total No. Of Candidates
		No of candidates represented by polling agents
		No of voters who voted using documents other than EPIC
		Whether Mock Poll done in the presence of agents ? Y/N
		Whether Mock Poll cleared ? Y/N
		Whether machines closed and sealed properly in the presence of agents.
		Whether 17C given to polling agents after obtaining their signatures ?
		No of voters who have voted after 5 p.m. by receiving the token at the end of polling hours.
		Whether any significant incident took place during poll ? Y/N
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Visit Sheet

Day of Poll: _____

Name and Number of Assembly: _____

Name and Number of Polling Station: _____

Number of Electors: _____

SI No	Name & Designation of the officer Visiting (Observer/DEO/RO/ERO/Sector Magistrate/ Zonal Magistrate/ Patrolling Magistrate)	Time of visit	Brief description of polling process (peaceful/ incidents, if any)	Number of votes polled till the time of visit	% polled till the time of visit	Remarks, if any	Signature of Officer

Statutory Covers- Green

The covers mentioned below should be sealed & kept in a large packet super scribed as “**STATUTORY COVERS**”:

- ❖ Marked copy of electoral roll,
- ❖ Register of voters,
- ❖ Voter Slip,
- ❖ Used Tendered Ballot Papers & list in Form-17 B,
- ❖ Unused Tendered Ballot Papers.

Non-statutory Covers- Yellow

The second packet should contain the following covers & should be super scribed as “NON-STATUTORY COVERS”:

- ❖ Copies of electoral rolls other than marked copies,
- ❖ Appointment letters of polling agents in Form-10,
- ❖ Election duty certificate in Form-12 B,
- ❖ List of challenged votes in Form-14,
- ❖ List of blind & infirm electors in Form-14A & declaration of the companion,
- ❖ Declaration obtained from electors as to their age & the list thereof,
- ❖ The receipt book & Cash, if any challenged votes,
- ❖ Unused & damaged paper seals, special tags, strip seals,
- ❖ Unused voter slips.

DEPOSITION OF ELECTION PAPERS AT THE COLLECTION CENTRE

PAGE 112 of PO's Handbook

- **STATUTORY COVERS IN GREEN:**

- ❖ MARKED COPY OF THE ELECTORAL ROLL
- ❖ REGISTER OF VOTERS
- ❖ VOTER'S SLIP
- ❖ USED TENDER BALLOT PAPERS & FORM 17-B
- ❖ UNUSED TENDER BALLOT PAPERS

- **NON-STATUTORY COVERS IN YELLOW:**

- ❖ WORKING COPIES OF THE ELECTORAL ROLL
- ❖ APPOINTMENT LETTERS OF POLLING AGENT
- ❖ ELECTION DUTY CERTIFICATE IN FORM 12-B
- ❖ LIST OF CHALLENGED VOTES IN FORM 14
- ❖ LIST OF BLIND AND INFIRM ELECTORS IN FORM 14A
- ❖ LIST OF ELECTORS DECLARING AGE & DECLARATIONS
- ❖ RECEIPT BOOK AND CASH IN RESPECT OF CHALLENGE
- ❖ UNUSED & DAMAGED PAPER SEALS, STRIP SEALS & SPL TAGS
- ❖ UNUSED VOTER SLIPS

**ALL THE BEST...
LET US HAVE A FREE, FAIR
& ETHICAL POLL IN THE
BYE ELECTION to 01-PADAMPUR-2022**