



# DOS & DON'TS CHECKLIST FOR PRESIDING OFFICER

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## AT DISPATCH CENTRE (DO'S)

- Do ensure that you have collected all polling material as provide in the latest edition of Presiding officer handbook.
- Do ensure that you have collected CU, BU and VVPAT pertaining to your polling station and match Unit IDs written on address tags with the metallic plate/barcode on the back side of each unit.
- Do switch off the Control Unit after checking that the battery is fully charged.
- Do check that the appropriate ballot paper is duly fixed on each Ballot Unit and is properly aligned under the ballot paper screen and thumb wheel switch has been set to the appropriate position.



## AT DISPATCH CENTRE (DO'S)

- Check that the paper roll lock knob in the backside of VVPAT is in the lock position (Horizontal Position) to lock paper roll, during transit.
- Do ensure that you have received all types of Statutory and Non-Statutory Forms and Envelopes for using at polling station.
- Do clear any or all doubts regarding Poll process or functioning of EVMs before movement from Dispatch centre to the assigned Polling Station.
- In case any discrepancy is found, inform Returning Officer.



## AT DISPATCH CENTRE (DON'TS)

- Don't take any EVM & VVPAT to any unauthorized place like residence, hotel, etc.
- Don't use vehicle other than vehicle provided by the Returning Officer for dispersal.
- Don't stay at any place other than designated place after the receiving of EVM's, VVPAT and other Election materials.
- Don't switch ON and OFF the VVPAT as it will deplete the battery as well as paper roll causing problems during the poll.
- Don't connect Ballot Unit, Control Unit and VVPAT during dispersal.
- Don't remove any seal from BU, CU and VVPAT.
- Do not test VVPAT at the time of dispersal and before mock poll at the polling station.



## ARRANGEMENTS AT POLLING STATION (DOS)

- Ensure that there is enough space for the voters to wait outside the Polling Station and form separate queues for male and female voters, senior citizens and pregnant women.
- Do ensure special arrangements for identification and application of indelible ink to Pardanashin women electors if required.
- Do place the Ballot Unit(s) and VVPAT in voting compartment in such a way that no one can disturb the interconnecting cable, and the cable is fully visible and its routing does not obstruct the movement of voters inside the Polling Station.

## ARRANGEMENTS AT POLLING STATION (DOS)

- Ensure separate entry and exit for voters.
- Put the VVPAT lock-unlock switch for paper roll in working-vertical position before switching on the Control Unit.
- To Maintain the secrecy of the ballot, ensure that polling officers and agents are seated in such a way that the BU, VVPAT and the voter recording his vote by pressing button on BU, is not visible to them at all.
- Ensure three separate Qs for PWD/Senior citizens, male and female elector.
- Check the appointment letters of polling agents and explain to them the provisions of section 128 of the R.P. Act 1951. Issue them entry passes for their movement.

## ARRANGEMENTS AT POLLING STATION (DOS)

- Ensure that Polling Agents appointed at the Polling Station are enrolled in the voter list of that Assembly Constituency and have EPIC or any other government approved Photo Identity Card.
- Ensure the following: A notice specifying the polling area and particulars of electors to be served by Polling Station is displayed outside the Polling Booth. A copy of list of the contesting candidates in Form 7A is displayed outside the Polling Station prominently. Voter Facilitation Posters and instructions are displayed on the outer wall, near the entrance of the Polling Booth.
- A HELP DESK/ Voter Assistance Booth must be set up by BLO to provide necessary assistance to the electors.
- Ensure that all security personnel deployed at your polling station are present.

## ARRANGEMENTS AT POLLING STATION (DON'TS)

- Do not accept the hospitality of any Contesting Candidate, Political parties and local people etc.
- No cooking or lighting of fire for any purpose should be allowed inside the PS.
- No smoking is allowed inside the PS.
- No arms should be carried inside the PS.
- Do not allow mobile phone inside the booth and even the cell phones of polling personnel should remain switched off/ in silent mode inside the polling booth.
- Do not have high wattage incandescent bulbs/tube-light placed directly over or in front of the VVPAT and also no window must be opened behind EVM and VVPAT.
- Do not expose the EVM and VVPAT to web camera/video camera so as to maintain secrecy of voting.



# ARRANGEMENTS AT POLLING STATION (DON'TS)

- Do not appoint any person as polling officer (in unforeseen situation where polling officer cannot do his duties) who is connected to the candidate or party.
- Don't have any photograph of any leader or symbol of political party or slogans related to elections displayed in the PS.
- No campaign material to be displayed in and around the booth and area of 100mts around the PS.
- No political party agent should be seated in such a way inside the booth that they have a chance to see a voter recording his/her vote.
- No political party member other than authorized person to be allowed to sit inside the PS or within a radius of 200m around it.
- Do not allow any photographer/ person to take pictures of a voter casting his/her vote in the voting compartment.

# ARRANGEMENTS AT POLLING STATION (DON'TS)

- Do not allow any person other than voter and those authorities allowed by ECI to enter the polling booth.
- No person should be allowed within the PS or within 100 mtrs. Wearing badges, emblems etc. bearing the names of candidates or political leaders and or their symbols or pictorial representation of any kind as it may amount to campaigning.
- Do not allow the security personnel posted at the entrance of PS to verify the identity of electors as it is the duty of the polling personnel.
- No security jawan should be positioned inside the polling booth.
- Do not give any special treatment to any VIP or celebrity coming to cast vote.

## DURING MOCK POLL (DOS)

- Do go through the meaning of various displays which appear on the Display panel of the control unit.
- Mock poll proceedings have to be video graphed, by authorized videographer, if directed.
- For mock poll, the Ballot Unit and VVPAT should be placed in the voting compartment, where a Polling Officer should be present along with polling agents to observe operations on BU and paper slips printed on VVPAT.
- Put paper roll locks on VVPAT in vertical position after inter connection of BU, CU and VVPAT.
- At least 50 votes should be cast during Mock poll in the presence of Candidates/Agents.
- Manual record of votes casted should be maintained by the Polling Officer.
- Mock poll should be conducted with the polling agents voting at random for each of the contesting candidates including NOTA.

## DURING MOCK POLL (DOS)

- Ascertain the mock poll result from Control Unit and compare with Manual record of votes.
- Remove the mock poll print paper slips from VVPAT drop box and Count the VVPAT printed paper slips in the presence of the polling agents and confirm that the results tally for each candidate.
- Press the 'Clear' button of Control Unit before the actual poll to clear the account of votes recorded during the mock poll.
- Empty drop box must be verified by the polling agents.
- Follow the procedure for sealing and storage of Mock Poll VVPAT paper slips.
- Seal the drop box of VVPAT with the thread and an address tag using Presiding Officer's seal before the actual poll starts and obtain signatures of Polling Agents thereon.

## DURING MOCK POLL (DOS)

- Seal the Result section of the control unit with green paper seal, special tag and address tag, and obtain signatures of polling agents.
- Prepare Part-I of the Presiding Officer's Reports (Mock poll certificate) and obtain signatures of Polling Agents thereon.
- Take the signatures of other polling officers in the Part-I of Presiding Officer's Reports that mock poll votes are erased from the CU and mock poll VVPAT slips are removed from the VVPAT drop box before start of actual poll.
- At the end of Mock Poll at the PS, check and note the date and time shown in the display of the Control Unit and also the actual date and time as well as any discrepancy between the two, if any, mention it in the Mock Poll certificate and also in Presiding Officer's Diary.
- After completion of mock poll intimate the mock poll status to returning officer through your sector officer.
- Micro Observer, if appointed, must have participated in all the proceeding of the mock poll and his signature has to be obtained on Part-I the Presiding Officer's Reports (Mock poll certificate).

## DURING MOCK POLL (DON'TS)

- Don't start mock poll, if no or only one election agent is present. Wait for 15 minutes.
- Don't stop mock poll without casting at least 50 votes.
- Don't forget to cast at least one vote to each candidate button including NOTA during mock poll.
- Don't keep BU, CU and VVPAT on one table for mock poll. (Keep BU & VVPAT at Voting Compartment).
- Do not seal rear compartment of Control Unit with WAX.
- Don't leave any mock poll slips inside the VVPAT slips compartment after completion of mock poll on poll day.

## DURING MOCK POLL (DON'TS)

- Don't keep mock poll VVPAT slips unstamped in black envelop.
- Don't forget to tally EVM count with VVPAT slips count during mock poll.
- Don't forget to fill Mock Poll Certificate (Part-I of Presiding Officer Reports) and take signatures of polling agents.
- Don't forget to CLEAR mock poll data from the CU before starting of actual poll.
- Don't start actual poll without sealing Result Section of CU and Drop Box of VVPAT and taking signatures of polling agents.

## COMMENCEMENT/DURING THE POLL (DOS)

- Ensure that the polling starts at the scheduled time.
- Explain to all present, the provisions of section 128 of the Representation of the People Act, 1951 regarding maintenance of secrecy of voting and warn them of the penalty for any breach.
- Read out the declaration as per instruction in prescribed Format.
- Take appropriate precautions regarding handling of indelible ink.
- Maintain visitor sheet and make entries of visitors as prescribed by the Commission.
- Intimate the status of commencement of poll to the Returning Officer through your sector officer.
- Before the first voter signs in Form 17A (Register of Voters), the Polling Officer I shall check with the Presiding Officer and record in INK in Form 17A that “Total in the Control Unit checked and found to be Zero”.



## COMMENCEMENT/DURING THE POLL (DOS)

- At regular intervals, check the Ballot Unit(s) and VVPAT to ensure that the voter has not tampered with it in any manner.
- Check periodically the 'TOTAL' for each Control Unit by pressing TOTAL button on CU to ensure that the voting is going as per the serial order of electors (Total should match with voter register i.e., Form 17A last serial number).
- Collect statistical information for compilation of items of Presiding Officer's diary regarding polling at every two hours and sending it to RO through the specified channels.
- If any voter wants to know how to vote on EVM, explain him with the dummy Ballot Sheet.

# COMMENCEMENT/DURING THE POLL (DONTs)

- Do not enter the voting compartment in the absence of polling agents.
- Do not enter the voting compartment at the time of polling to explain to the illiterate voters about how to use EVM and cast their vote. Use Cardboard dummy BU for this purpose.
- PRO or other staff should not go frequently in the voting compartment, as that may give scope for complaints.
- Don't operate the paper roll knob on VVPAT till the end of the poll.
- Don't conduct mock poll in case of replacement of only VVPAT during the actual poll. In case of replacement of entire set during poll, Mock Poll will be conducted by casting only one vote to each candidate including NOTA.
- In case of replacement of entire set during poll don't forget to clear mock poll data from the Control Unit and VVPAT mock slips from VVPAT in mock poll process.

# COMMENCEMENT/DURING THE POLL (DONTs)

- Don't hang any high illumination bulb over VVPAT at Voting Compartment
- Don't Switch ON the Control Unit at the time of connection and disconnection of Ballot Unit, Control Unit and VVPAT.
- Don't forget to tape the interconnecting cable of BU/VVPAT to the leg of the table with 'transparent' adhesive tape.
- Don't forget to press both side latches of connector while disconnecting the cable.
- Don't Switch OFF/Switch ON EVM during poll process
- Don't forget pressing of close button of CU after completion of poll.

## CLOSING OF THE POLL (DOS)

- Close the poll at the appointed hour even if it has started late. Give numbered slips with Presiding Officer's signature only to those electors who are in the queue at this hour starting with the last person in the queue.
- Ensure that no additional person joined the queue after the appointed hour.
- Ensure that after the last voter has voted as per the above procedure, the 'CLOSE' button is pressed on the Control Unit and Part-III of Presiding Officer's Reports has been prepared.
- Note the total number of votes recorded in the CU in Item 6 of Part I of Form I7C.
- At the time of closure of poll, make a note of the Poll end date and time, displayed on the CU in the Presiding Officer's diary.
- Switch off CU and then disconnect the BU(s) from VVPAT and VVPAT from the Control Unit.
- Remove VVPAT Power pack in the presence of Polling Agents.
- After the close of poll, prepare under Rule 49S, an account of votes recorded in the CU (Such account shall be prepared in Part-I of Form-I7C in duplicate and copy thereof should be given to each Polling Agent.)

## CLOSING OF THE POLL (DONTs)

- Do not forget to make a declaration at the close of poll in Part III (Annexure- 6) under rule 49S regarding furnishing of copies of account of votes recorded, to the polling agents.
- Don't forget to remove VVPAT Power Pack (Battery) from VVPAT before sealing of VVPAT in its carrying case after completion of poll.
- Do not forget to make a Presiding officer Reports at the close of poll in part IV & V in case of replacement of EVM during Mock poll or during Actual Poll as the case may be.
- Don't forget to press the close button on CU at the close of poll.
- Don't forget to intimate the SO/RO about the close of poll.

# SEALING OF EVM AND VVPAT AFTER THE CLOSE OF POLL (DOS)

- Switch off the power in the Control Unit before disconnecting the Ballot Unit(s), the Control Unit and VVPAT.
- Ensure that the power pack of VVPAT has been removed; paper slips contained in the drop box of the VVPAT are intact and the Ballot Unit(s), the Control Unit and VVPAT put back in their respective carrying cases.
- Ensure that each carrying case is sealed at both ends by passing a thread through the two holes provided for the purpose on both sides of the carrying case and putting thread seal with an address tag showing the particulars of the election, the PS and the unit contained therein and carrying the signature of Presiding Officer with date and seal on it.
- Ensure that the candidates or their polling agents are present and desirous of putting their seals shall also be allowed to do so.
- Ensure that the names of the candidates/polling agents who have affixed their seals on the carrying case of the Ballot Unit(s) and Control Unit are noted in the declaration which PRO makes at the close of the poll.
- Do not use any Performa for the PRO diary other than the one furnished.
- Do not forget to put correct Address tag on the EVMs and VVPATs at the time of sealing.
- Do not put wax on the EVMs, VVPATs and their carrying cases at the time of sealing.

# SEALING OF MATERIAL AFTER THE CLOSE OF POLL (DOS)

- Seal all election papers as per instructions in the Presiding Officer Handbook.
- Packing of Statutory, non-statutory covers and election material to be done as per the instructions in Presiding Officer Handbook.
- Ensure that all election papers relating to the poll are sealed in accordance with the provisions of rule 49U.
- Ensure that each packet containing election papers is sealed with the seal of the Presiding Officer.
- Ensure that the candidates or their agents present at the PS are allowed to affix their seals on such packets if they so desire.
- Ensure that a copy of the Form 17C (Account of votes recorded) has been provided to all polling agents.
- Ensure completion of Presiding Officer's Diary. All the items should be filled. If any incident occurs at polling booth it should be Reported in diary. Fill Presiding Officer's additional Reports to be submitted to the observer in prescribed format.
- After completion of poll, when you are returning back to the collection center, you must take the designated vehicle and designated route.
- Deposit all the material (EVM, VVPAT and 6 election papers) without any delay at Collection centre counter wise as directed by the Returning officers.

## SEALING OF MATERIAL AFTER THE CLOSE OF POLL (DON'TS)

- Do not delay deposition of all material at the collection centre counters after reaching back.
- Do not leave the collection center where the material is being collected without depositing all the items and after obtaining a relieving certificate from authorized officer.
- Under any circumstances, you should not make any deviation from the designated route and vehicle.



## SPECIAL CASES (DOS)

- Any elector arriving at polling station to cast his vote who is either blind or physically infirm or cannot see symbol button on BU, will be allowed to vote with the help of companion. Provide Braille ballot paper to blind/visually impaired voters, if he/she desires.
- Before a person is allowed to act as companion, he/she must give a declaration in prescribed format and indelible ink will be applied on the middle finger of Right Hand. If right hand has already been marked with indelible ink, he shall not be permitted to act as a companion.
- If name of elector coming for voting, is found in ASD List, by the PO identifying the electors, he/she will be requested go to PRO, who will complete his identification.
- If an elector is carrying unofficial identity slip containing name of Contesting Candidate and/party and/ 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.
- If the elector is not able to establish his identity and found impersonating in place of another elector, the person should be handed over to the police with letter of complaint to S.H.O. in prescribed format of PRO Handbook.
- If during the identification and marking of electors in marked copy of Electoral Rolls, it comes to the notice that Vote of elector has already been cast, such elector, if found genuine, will be allowed to cast his/her voter through Tendered Ballot Paper, not through the vote in EVM.

## SPECIAL CASES (DON'TS)

- Do not force any elector to vote if he decides not to vote.
- Do not allow any polling official to cast his vote in the PS unless they have been issued an EDC or PB as case may be.
- No person shall be permitted to act as a companion of more than one elector at any polling station on the same day.
- If right hand middle finger of authorized companion is already marked with indelible ink, such person not to be allowed to act as authorized companion for the concerned elector.
- Cases where an authorized companion merely led up to the voting compartment (but did not enter), shall not be included in Form 14A.
- No polling staff should act as a companion to a blind elector to cast vote on his behalf.
- No authorized companion should be allowed to stay inside the booth after the elector has voted.

## SPECIAL CASES (DON'TS)

- For “Challenged votes”- Do not entertain a challenge to an elector’s identity, unless the concerned polling agent deposits Rs.2/- in cash.
- Do not press or compel an elector to vote if he decides not to vote after his particulars have been noted in the Register of Voters. Make an entry to that effect in the 'Remarks' column against the entry relating to that elector in the Register of voters.
- If you consider an elector to be much below the voting age, i.e., 18 years but are otherwise satisfied about his identity, obtain a declaration from him about his age. Do not question his eligibility.
- Do not change any serial number in column I of the Register of voters, because of any elector who decides not to vote.
- Do not allow elector who has come to PS after someone else has already voted in his name to vote by voting machine but use tendered ballot paper.
- Do not allow an elector to vote if he refuses to follow the prescribed voting procedure to maintain secrecy of voting after being warned by you.



# EVM & VVPAT –Don'ts

# DON'Ts - General

|    |  |
|----|--|
| 1  | Don't allow the units to be handled by any unauthorized personnel/staff  |
| 2  | Don't move/keep/store EVM/VVPAT in any unauthorised place.   |
| 3  | Don't leave any EVMs &VVPAT without 24X7 security.   |
| 4  | Don't damage any seal of the BU, CU & VVPAT.   |
| 5  | Don't burn any VVPAT slips.  |
| 6  | Don't' leave VVPAT Paper Lock in vertical position during transportation.  |
| 7  | Don't position the EVM & VVPAT near an open window or any direct light/high- illumination source in the polling Station. |
| 8  | Don't forget to put paper lock position in vertical position before switching ON the CU.                                 |
| 9  | Don't switch ON CU before VVPAT paper roll knob is in unlocked condition (vertical position).                            |
| 10 | Don't remove cables without pressing the clips on the connectors.  |
| 11 | Don't insert cables by pressing the clips on the connectors.   |
| 12 | Don't switch OFF CU unless all 7 slips are printed and cut.  |
| 13 | Don't connect or disconnect EVM and VVPAT cables when CU switch is ON.   |
| 14 | Don't switch ON/OFF CU repeatedly.   |
| 15 | Don't leave EVMs and VVPATs unattended.  |

# DON'Ts - During Mock Poll

|    |   |
|----|---|
| 1  | Don't start mock poll, if no or one election agent is present. Wait for 15 minutes.   |
| 2  | Don't stop mock poll without casting at least 50 votes.   |
| 3  | Don't keep BU, CU and VVPAT on one table for mock poll. (Keep BU & VVPAT at voting compartment)                             |
| 4  | Don't forget to cast at least one vote to each candidate button including NOTA during mock poll                             |
| 5  | Don't leave any mock poll slips inside the VVPAT slips compartment after completion of mock poll on poll day.               |
| 6  | Don't forget to delete mock poll data from the CU before starting of actual poll.   |
| 7  | Don't keep mock poll VVPAT slips unstamped in black envelop.  |
| 8  | Don't forget to tally EVM count with VVPAT slips count during mock poll.  |
| 9  | Don't forget to fill Mock Poll Certificate (Part-I of Presiding Officer Report)   |
| 10 | Don't start actual poll without sealing Result Section of CU and Drop Box of VVPAT and taking signatures of polling agents. |

# DON'Ts - During poll

|    |   |
|----|---|
| 1  | Don't operate the paper roll knob till the end of the poll.   |
| 2  | Don't forget pressing of close button of CU after completion of poll.   |
| 3  | Don't conduct mock poll in case of replacement of only VVPAT during the actual poll.                                  |
| 4  | Don't hang any high illumination bulb over VVPAT at Voting Compartment  |
| 5  | Don't Switch ON the Control Unit at the time of connection and disconnection of Ballot Unit, Control Unit and VVPAT   |
| 6  | Don't Switch ON Control Unit when VVPAT paper roll knob is in lock position (horizontal position)                     |
| 7  | Don't forget to tape the interconnecting cable of BU/VVPAT to the leg of then table with 'transparent' adhesive tape. |
| 8  | Don't forget to press both side latches of connector while disconnecting the cable                                    |
| 9  | Don't forget to clear mock poll data from the Control Unit and VVPAT mock slips from VVPAT in mock poll process       |
| 10 | Don't enter into the voting compartment to educate illiterate how to cast vote. Use cardboard BU for this purpose.    |
| 11 | Don't Switch OFF/Switch ON EVM during poll process  |
| 12 | Don't forget to remove VVPAT Power Pack (Battery) from VVPAT before sealing of VVPAT in its carrying case after       |

# DON'Ts - After poll

|   |   |
|---|---|
| 1 | Don't keep polled units and reserve units in the same strong room                                     |
| 2 | Don't transport EVM and VVPAT in unauthorized vehicle (not notified for transport of EVM and VVPAT)   |
| 3 | Don't transport EVMs and VVPATs without escort after poll from polling stations to collection centre. |



