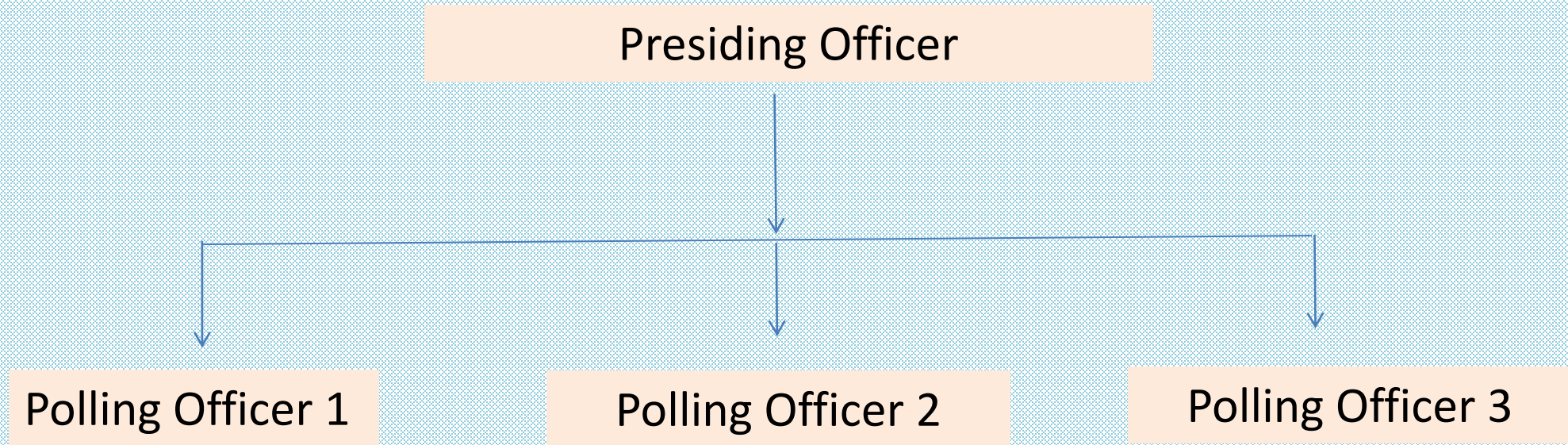


# POLL DAY ACTIVITIES & STATUTORY PAPERS

# POLLING PARTY



# POLLING PARTY

- Formed after 2<sup>nd</sup> randomisation of Polling Personnel
- Randomisation can be done soon after the completion of scrutiny.
- Randomization of Poll personnel is done in presence of Observer
- Assembly Constituency and the team composition may be known though name of the Polling Station can be known only after decoding on P(-1) day).
- Appointment letters of Presiding and Polling Officers will be issued by DEO.



# PRESIDING OFFICER

Appointed by DEO

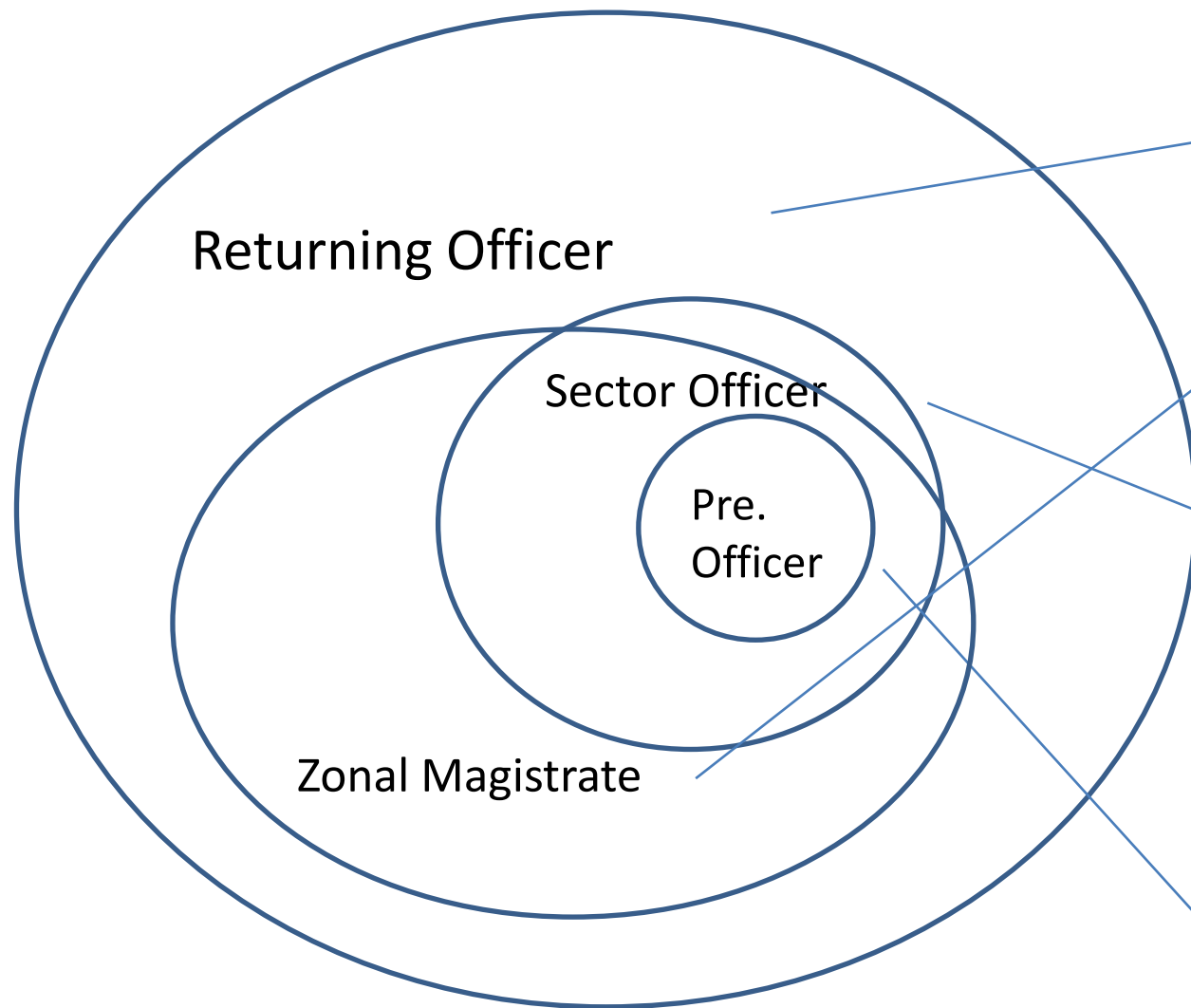
Over all in-charge of the Polling Station

Leader of the Polling Team

Custodian of the election materials and the machines

Signatory of the papers and forms

In charge of the poll for conduct of free, fair & credible elections



Looks after the whole Assembly Segment/ Constituency

Looks after the 4 -5 sector of the Assembly Segment/ Constituency

Looks after 10-12 Polling Station  
Magisterial power for the Polling stations assigned to him

Absolute Control over 100 metres radius, no canvassing  
No election booth within 200 metres

- Presiding Officer is the overall in-charge of the Polling Team.
- To ensure that the start of poll is not delayed for unduly long hours for any reasons.
- May swap duties of Polling Officers as per need of hour.
- To avoid frequent visit to Voting Compartment.
- Can inspect the Balloting Unit strictly in presence of Polling Agents.
- Ensure Free and Fair poll.
- Leave no chance for allegation against polling staff.
- Any voter seeking help/express inability to vote using EVM, PrO to explain the voter the voting process by using cardboard EVM outside VC in presence of Polling Agents
- Will give cumulative report to the RO/ARO through Sector Magistrate or representative of RO every two hours.
- Often verify figures taken from EVM using its TOTAL button with the Register of voters.

<b>IN-CHARGE OF</b>	<ol style="list-style-type: none"><li>1. Marked Copy of Electoral Roll</li><li>2. List of Absentee, Shifted &amp; Dead</li></ol>
<b>DO'S &amp; DONT'S</b>	<ol style="list-style-type: none"><li>1. Responsible for Electors Identification using <a href="#">Identification documents</a> viz.: EPIC / PVS</li><li>2. To ignore minor discrepancies in details of Voter, if voter is identified.</li></ol>
<b>ONCE ELECTOR ENTERS PS</b>	<ol style="list-style-type: none"><li>1. Shall ask for the Name of the Elector</li><li>2. Shall identify Elector with identification documents</li><li>3. Shall read ALOUD Serial No. &amp; Name of Elector</li></ol>
<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. Draw a <b>Diagonal Line</b> in the box of concerned Elector on Marked Copy.</li><li>2. Shall <b>Encircle the Serial No.</b> on Marked Copy in case of Female Voters.</li><li>3. Maintains <b>Record of Number</b> of Male and Female Electors voted.</li><li>4. Maintains <b>Record of voting</b> by with EPIC/PVS/Alt. docs.</li></ol>

<b>IN-CHARGE OF</b>	<ol style="list-style-type: none"><li>1. Indelible Ink</li><li>2. Register of Voters – Form-17A</li><li>3. Voter Slips</li></ol>
<b>WHAT HE DOES ?</b>	<ol style="list-style-type: none"><li>1. Hears Serial No. &amp; Name of Elector read aloud by the 1<sup>st</sup> PO.</li><li>2. Shall Enter this Serial Number of the Elector in Column 2 of the <b>Form-17A</b></li><li>3. <b>Apply indelible ink</b> to the Left Hand Forefinger of the Elector.</li><li>4. Enters description of document along with <b>LAST FOUR DIGITS OF ITS NUMBER</b> produced by the elector in the third column of Form-17A</li><li>5. Obtain full signature / thumb impression of elector in fourth column of Form-17A</li><li>6. Fill in the <b>Voter Slip</b>, Sign the same &amp; <b>issues it</b> to the Elector.</li></ol>



<b>IN-CHARGE OF</b>	1. Control Unit of the EVM
<b>WHAT HE DOES ?</b>	<ol style="list-style-type: none"><li>1. Takes back the Voter Slip from Elector &amp; places it serially.</li><li>2. Verifies if the ink mark is retained by the Elector &amp; if removed, should get the same applied again.</li><li>3. Instruct the Elector to wipe their thumb using wet cloth/duster, in case, if the same is inked.</li><li>4. Ask the voter to go to Voting Compartment.</li><li>5. Press the 'Ballot' button on Control Unit.</li><li>6. Informs Presiding Officer Figures of Votes Polled taken out from the EVM by pressing 'TOTAL' Button.</li><li>7. Will replace VVPAT battery in case of 'Low Battery' error message on CU.</li></ol>
<b>SPECIAL PRECAUTION</b>	<ol style="list-style-type: none"><li>1. Take care that the next voter is allowed to enter the Voting Compartment only after the beep sound and red light on Control Unit goes off.</li><li>2. Strictly allow voters to enter the Voting Compartment in same sequence of Voter Slip.</li></ol>

<b>P.O.</b>	<b>DUTIES</b>
<b>PO-1</b>	<ol style="list-style-type: none"><li>1. Give the number of Male and Female voters to PrO.</li><li>2. Give No. of Voters voted using EPIC, PVS &amp; Alternate documents</li><li>3. Shall sign the Presiding Officers Diary.</li></ol>
<b>PO-2</b>	<ol style="list-style-type: none"><li>1. Shall draw a line in Register of Voters after the last entry of the elector.</li><li>2. He shall also write immediately after the line <b>“The serial number of last entry in form 17A is _____”</b></li><li>3. Ask the Polling Agents present to affix their signatures on this page below the above line.</li><li>4. Inform the Presiding Officer about the total Number of Voters as per the Register of Voters</li><li>5. Inform the Presiding Officer the Number of test votes; if any cast in the CU</li><li>6. Also to inform the No. of voters who refused to vote and not allowed to vote.</li></ol>

1. Shall verify total votes recorded in Control Unit and record the same in [Form 17-C](#) & Presiding Officer's Diary
2. Give one copy of Form 17-C to each Polling Agent & obtain their signatures on it.
3. Shall press CLOSE button of CU and put off CU without any delay.
4. Shall make **Declaration in Part III** obtaining signatures of polling agents.
5. Shall put one copy of Form 17C and seal the control unit and balloting unit case with the address tags which are also required to be signed by him and polling agents.
6. Shall sign **Declaration in part IV** obtaining signatures of polling agents on it.
7. Shall fill in remaining part of the **Presiding Officer's Diary**
8. Shall complete **16 Point Report** for Observer.
9. Shall fill in the **Additional Information Report**
10. Maintain record of the electors from the **ASD List** who were allowed to vote
11. Shall fill in the **Scrutiny of Form – 17A**.

1.	Authenticated <a href="#">Photo Voter Slip</a> issued by the Election Machinery
2.	Election Photo Identity Card (EPIC)
3.	Driving Licence
4.	Official identity cards issued to MP's / MLA's / MLC's
5.	Passbook with photograph issued by Bank or Post office
6.	PAN card
7.	Aadhar Card
8.	Smart card issued by Registrar General of India under National Population Register.
9.	MNREGA Job card
10.	Health insurance smart card issued under the scheme of Ministry of Labour.
11.	Indian Passport
12.	Pension document with Photograph
13.	Service Identity Card with photograph issued to employees by Central / State Govt. / PSU's / Public Ltd. Companies.

ELECTION TO ASSEMBLY CONSTITUENCY OF GOA, 2017

## VOTER SLIP

No. & Name of the AC : 38 – Sanvordem

Part No.: 1 Serial No.: 4

Name of the Elector : Shantanu Gauns

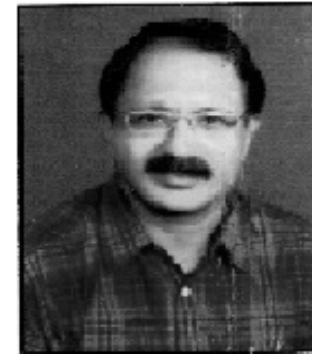
Sex: Male Age: 50

EPIC No. : TUH0223651

Polling Station No. & Name : 10 – Govt. Primary School, Piliem

Poll Date, Day and Time: 04.02.2017, Saturday, 07.00 am to 6.00 pm

Signature of RO



Signature of BLO

# During training

- Understand fully the legal provisions & latest instructions
- Proper understanding of the machines
- Casting of Postal Ballot/Election Duty
- How to fill up various forms

# At despatch centre

- Collection of materials(5 packets) & machines
- Special focus on items (tendered ballot paper, Braille Ballot, Register of Voters, Marked copy of electoral roll, Forms 17C, Presiding Officer Diary, Tags, Seals, ASD, CSV list)
- More details on Annexure 3 of Handbook of Presiding Officer

**ANNEXURE – 3**

**(CHAPTER – 1, Para 1.6)**

**LIST OF POLLING MATERIALS FOR A POLLING STATION**

S. No.	Items	Quantity
<b>(A)</b>	<b>EVM, Electoral Rolls and others</b>	
1	Control Unit	01 Nos
2	Ballot Units	01 or more depending upon the number of candidates plus NOTA
3	VVPAT	01Nos
4	Marked copy of electoral roll	01Nos
5	Working copies of electoral roll	03 Nos
6	Ballot papers (for tendered votes)	20 Nos
7	ASD List	01Nos
8	CSV List if any	01Nos
9	Braille Ballot Sheet	01Nos
10	Dummy Ballot Unit	01Nos
11	Voting Compartment	01 Nos as per design approved by Commission
<b>(B)</b>	<b>Forms and other formats:</b>	
<b>1</b>	<b>Statutory Booklet-01: White Colour Register</b>	01 Nos
	(i) Register of voters in Form 17A	
<b>2</b>	<b>Statutory Booklet-02: White Colour Booklet</b>	01 Nos
	(i) List of Tendered votes in Form-17 B	02 Nos
	(ii) The account of votes (Form-17C) recorded	10+ Nos,(Depending upon the number of candidates)
	(iii) List of challenged votes in Form-14	02 Nos
	(iv) List of blind and infirm electors in Form 14A	02 Nos
	In case of simultaneous election, for Assembly election, addition accounts of votes (17C) recorded should be given in pink colour	10+ Nos,(Depending upon the number of candidates in the assembly election)
<b>3</b>	<b>Statutory Booklet-03: White Colour Booklet</b>	01 Nos
	(i) Voter's Slip	Number of voter's slip shall be depended upon the number of voters in that booth.
	In case of simultaneous election, for Assembly election, Voter's Slip Pink Booklet should be provided.	Same as above
<b>4</b>	<b>Non-statutory Booklet- Part-A: Yellow Colour Booklet</b>	01 Nos
	(i) The declarations by the Presiding Officer before the commencement of poll and at the end of poll (Part-I to IV)	02 Nos
	(ii) The Presiding Officer's Diary	02 Nos
	(iii) Visit Sheet	02 Nos
	(iv) Presiding Officer's Report (I, II, III, IV & V)	01 Nos
	(v) Form M21- Receipts of return of election records and materials after poll	02 Nos
<b>5</b>	<b>Non-statutory Booklet- Part-B: Yellow Colour Booklet</b>	01 Nos
	(i) Polling Agents/ relieving agents movement sheet;	01 Nos
	(ii) Entry Pass of Polling Agents/Relief Agents	(10 + depending upon the number of candidates)
	(iii) Declarations by the companions of blind and infirm voter	10 Nos
	(iv) The receipt book and cash, if any, in respect of challenged votes;	10 Nos
	(v) Form of declaration by elector under Rule 49MA (Test Vote)	05 Nos
	(vi) Form of declaration by elector whose name is in ADS list	10 Nos
	(vii) Letter of complaint to the S.H.O. Police	04 Nos

	(viii) Declarations obtained from electors as to their age	04 Nos
	(ix) List of Electors who voted after giving declaration/refused to give declaration	04 Nos
<b>6</b>	<b>Candidate Information Booklet-06: Blue Colour Booklet</b>	01 Nos
	(i) List of contesting candidates Form-7A	01 Nos
	(ii) Photo copy of signature of Candidates/Agents	01 Nos
<b>(C)</b>	<b>Envelopes</b>	
<b>1</b>	<b>Envelope Set-01: EVM Papers (White colour)</b>	
	(i) Master envelope for EVM papers (White colour)	01 Nos,
	(ii) Envelope for account of votes (Form-17C) recorded	01 Nos
	(iii) Envelope for Presiding Officers Report- I (Mock Poll Certificate), II & III	01 Nos
	(iv) Envelope for VVPAT paper slip of Mock Poll (Black Colour)	01 Nos
	In case of simultaneous election, for assembly election, one addition Master envelope for EVM Papers in pink colour, one additional Envelope for account of votes recorded (17C) in pink colour and one additional envelope for Presiding Officer's Report-I (Mock Poll Certificate), II & III in pink color and one additional envelope for VVPAT paper slips of Mock poll in black colour for assembly poll EVM.	01 Nos each
<b>2</b>	<b>Envelope Set-02: Scrutiny Documents (White Colour)</b>	
	(i) Master Envelope for Security Documents (White Colour)	01 Nos
	(ii) Envelope for Presiding Officer's Diary (White colour)	01 Nos
	(iii) Envelope for register of voters (17A) (White Colour)	01 Nos
	(vi) Envelope for the list of blind and infirm electors in Form 14-A and the declarations of the companions (Yellow colour)	01 Nos
	(v) Envelope for Visit Sheet (White colour)	01 Nos
<b>3</b>	<b>Envelope Set-03: Statutory Cover (White colour)</b>	
	(i) Master envelope for Statutory Cover (White colour)	01 Nos
	(ii) Envelope for marked copy of the electoral roll and list of CSV (If any) (White colour)	01 Nos
	(iii) Envelope for voter's slips (White colour)	01 Nos
	(iv) Envelope for used tendered ballot papers and the list in Form 17B (White colour)	01 Nos
	(v) Envelope for unused tendered ballot papers (white colour)	01 Nos
	(vi) Envelope for the list of challenged votes in Form 14 (white colour)	01 Nos
	In case of simultaneous election, for assembly election, one additional Envelope for Voter's slip (Pink Colour)	01 Nos
<b>4</b>	<b>Envelope Set-04: Non-Statutory Cover (Yellow colour)</b>	
	(i) Master envelope for non-Statutory Cover (Yellow colour)	01 Nos
	(ii) Envelope for Copy or copies of electoral roll (other than the marked copy) (Yellow colour)	01 Nos
	(iii) Envelope for appointment letters of Polling Agents in Form 10 (Yellow colour)	01 Nos
	(iv) Envelope for election duty certificate in Form 12-B (Yellow colour)	01 Nos
	(v) Envelope for declarations by the Presiding Officer (Yellow Colour)	01 Nos
	(vi) Envelop for the receipt book and cash, if any, in respect of challenged votes (Yellow colour)	01 Nos
	(vii) Envelope for (i) unused and damaged paper seals and (ii) Unused and damaged special tags (Yellow colour)	01 Nos
	(viii) Envelope for Unused Voter's Slip (Yellow Colour)	01 Nos
	(ix) Envelope for the declarations obtained from electors as to their age and the list of such electors and the list of electors who have refused to make declarations as to their age (Yellow Colour)	01 Nos
	x) Envelope for the Form of declaration by elector under 49MA	01 Nos
	xi) Envelope for Form of declaration by elector whose name is in ASD list	01 Nos,
	xii) Envelope containing letter of complaint to SHO	01 Nos
	In case of simultaneous, one additional envelope for declaration by the Presiding Officer in pink colour for assembly poll.	
<b>5</b>	<b>Envelope Set-5: Handbook, Instructions and other (Brown Colour)</b>	
	(i) Master Envelope for Handbooks, Instructions, etc (Brown Colour)	01 Nos

Handbook for Presiding Officer / 97

# DO NOT

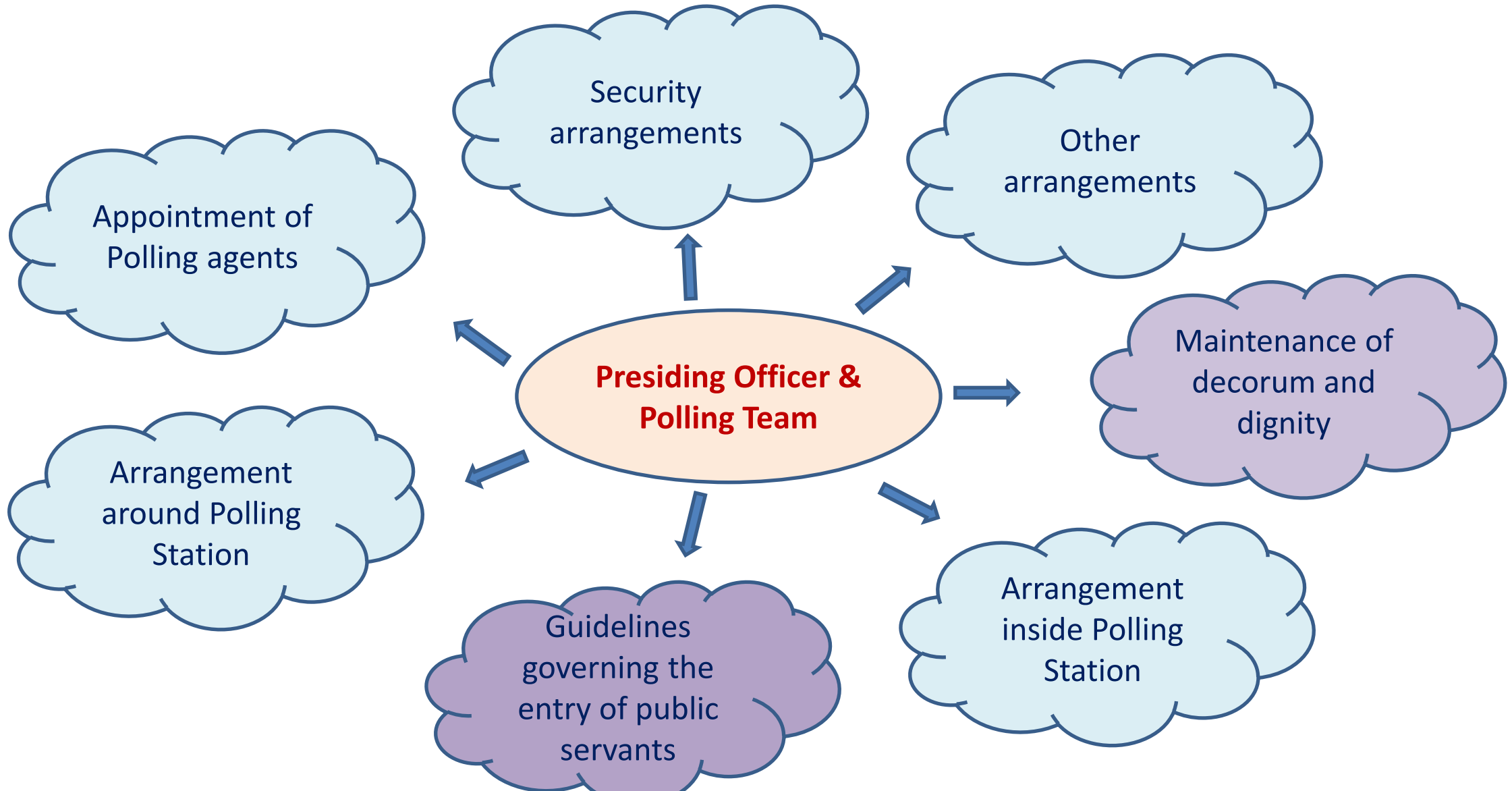
- Test the VVPAT
- Hand over the EVM/VVPAT to anyone else
- Play with the machines

# Arrival at Polling Station

- Ensure reaching of polling station through sector officers
- Do not accept the hospitality of local people
- Inspect the building, plan for the queue management, plan according to the door available to make separate entry and exit
- Do necessary arrangement to segregate voters of your PS with the other PS if the building is having more than one PS
- Take control of 100 metre radius of the PS. If the building is PRIVATE no chowkidar/guard/anybody connected to the owner of the building should remain either at the PS or within 200 metre radius.



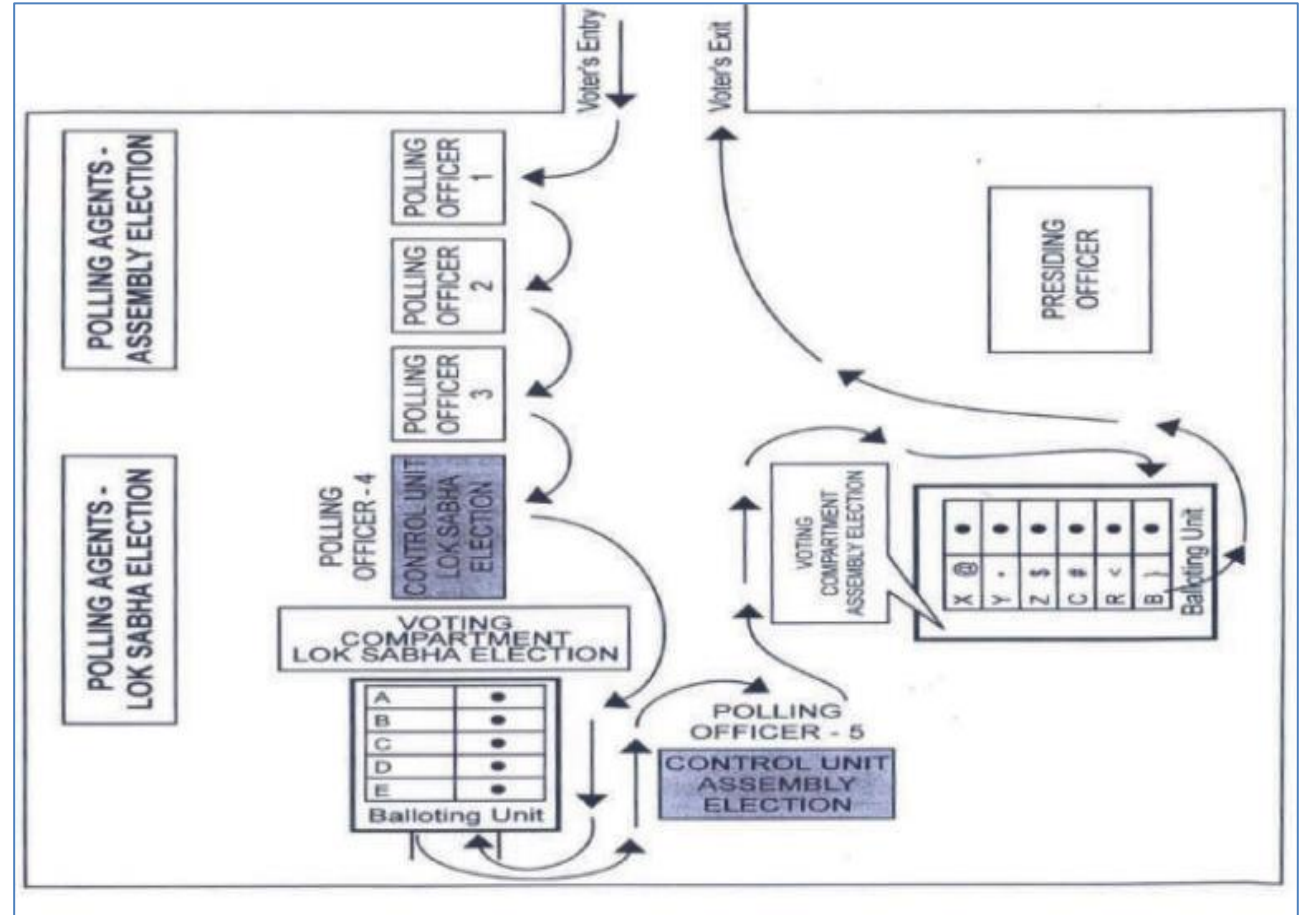
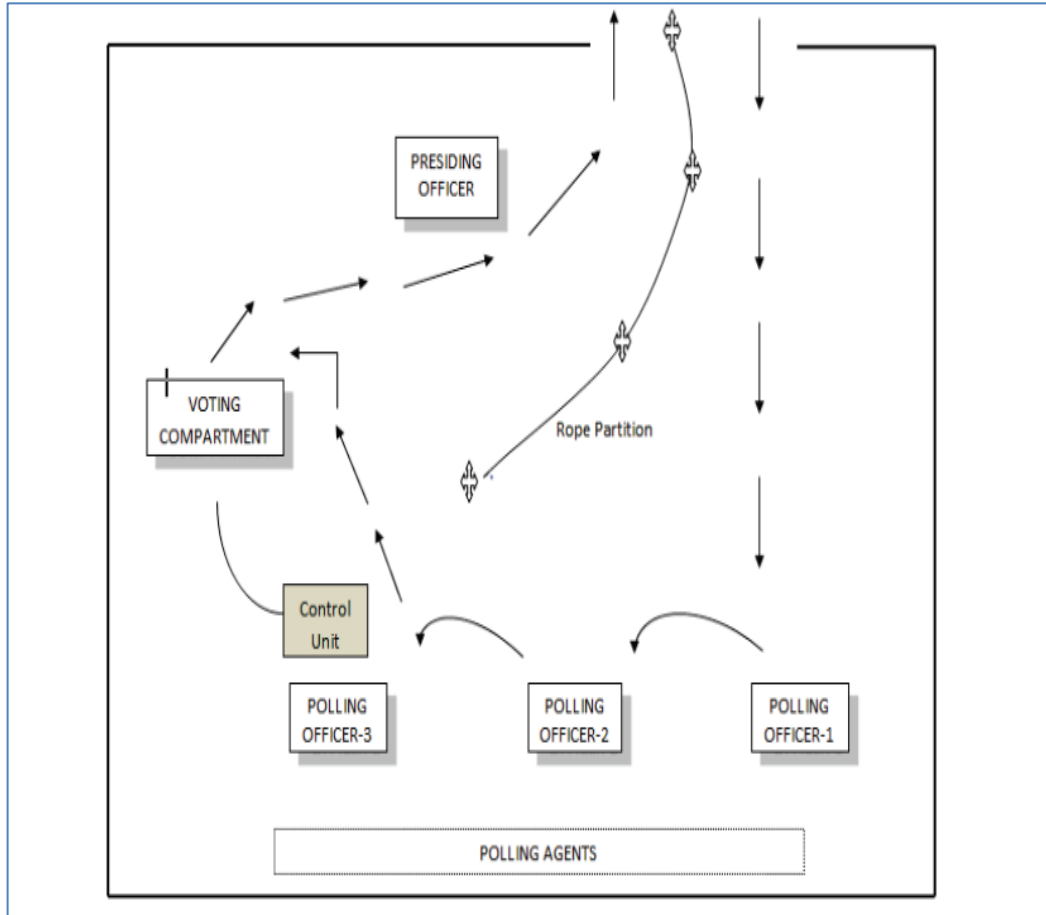
# POLLING DAY ARRANGEMENT AT POLLING STATIONS



# Polling Station – Sitting Arrangement

- Polling Officials:
  - As per schematic slide.
  - Polling team should not be in a position to see the voter while s(he) records the vote.
- Polling Agents:
  - Will be seated in such a way that they can see the face of an elector when s(he) enters the polling station for identification.
  - They should also be able to see the entire operation at the Presiding Officer's table/the table of the third Polling Officer, where the control unit is kept
  - But, they should not be in a position to see the voter while actually casting the vote.

# Polling Station – Booth Schematics



## MODEL POLLING STATION

- VC for voters must be well lighted not near the window.
- Photographs of political leaders displayed in the Polling Station to be removed/covered.
- Remove / get removed all the banners & symbols of candidates, if any, within radius of 200 mts.
- Candidates can setup election booth beyond 200 mts. sized 10x10 ft. with umbrella/covered with cloth/tarpaulin with 1 table + 2 chairs and having banner sized 3 x 1.5 ft. having permission issued by RO
- Display at the entrance of Polling Station: [Notice showing Polling Area](#), [List of Contesting Candidates](#) Form 7A, [Warning Notice](#) and [Voters Pledge](#)

# DISPLAY AT POLLING STATIONS

**NOTICE**  
Rule 31 (1) (a)  
नोटीस  
नियम ३१ (१) (अ)

Polling Station No. \_\_\_\_\_ (Location)  
मतदान केंद्र नं. \_\_\_\_\_ (सुवात)  
Motdan Kendra No. \_\_\_\_\_ (Suvat)  
मतदान केंद्र नंबर \_\_\_\_\_ (जागा)

The electors whose names are included in the electoral roll for the polling area specified below are entitled to vote at this polling station.  
सकयल दिल्ल्या मतदान विभागाच्या मतदार वळेटित ज्या मतदारांची नांवा घाल्लीं आसात त्या मतदारांक ह्या मतदान केंद्राचेर मत दिवपाचो हक्क आसा.  
Sokol dil'lea motdar vibhagachea motdar volerint jea motdaranchim nanvam gal'lim asat tea motdarank hea motdan kendracher mot divpacho hok asa.  
खाली नमूद केलेल्या मतदान क्षेत्रातील मतदार यादीत ज्या मतदारांची नांवे दाखल असतील त्यांनी या मतदान केंद्रावर मतदान करणेचे आहे.

Polling area- } \_\_\_\_\_  
मतदान विभाग- } \_\_\_\_\_  
Motdan Vibhag- } \_\_\_\_\_  
मतदान क्षेत्र- } \_\_\_\_\_

Govt. Ptg. Press, Panaji-Goa — 1568/4,000 — 2/2009.

**WARNING**

**Impersonation at an Election  
is a Cognizable Offence.  
Offenders are liable to  
Immediate Arrest  
by the Police.**

## VOTERS PLEDGE

“We, the citizens of India, having abiding faith in democracy, hereby pledge to uphold the democratic traditions of our country and the dignity of free, fair and peaceful elections, and to vote in every election fearlessly and without being influenced by considerations of religion, race, caste, community, language or any inducement”.

## MODEL POLLING STATION

- Display Voters Pledge inside Voting Compartment, on the wall opposite to VC & outside the door of Polling Station.
- Instruct the Police/Security Personnel to Regulate the Entry of Voters in the Polling Station as 1 Male to 2 Females.
- Also instruct Security to give Preference to PWD
- Display of the four Voter Facilitation Posters is an integral part of the overall arrangements to be made at every PS.

**भारत निर्वाचन आयोग**  
**ELECTION COMMISSION OF INDIA**

● Polling Station (Name/No.): \_\_\_\_\_

● Total Electors: \_\_\_\_\_

● Polling Station Locality: \_\_\_\_\_

● Polling Station Building: \_\_\_\_\_

● Presiding Officer: \_\_\_\_\_  
(Name/No.)

● Booth level officer: \_\_\_\_\_  
(Name/No.)

● Returning Officer: \_\_\_\_\_  
(Name/No.)

● District Election Officer (Name/No.): \_\_\_\_\_

● General Election Observer (Name/No.): \_\_\_\_\_

Polling Booth Area

**1** मुख्य निर्वाचन अधिकारी / CHIEF ELECTORAL OFFICER

राज्य/केंद्र शासित प्रदेश \_\_\_\_\_ State / UT \_\_\_\_\_

**POLL DAY:** / / **VOTING TIME:** AM to PM

**भारत निर्वाचन आयोग**  
**ELECTION COMMISSION OF INDIA**

**LIST OF CANDIDATES: (FORM 7-A)**

Conduct of Election Rules, 1961  
(Statutory Rules and Order)  
FORM 7A  
[ See Rule 10(1) ]  
List of Contesting Candidates  
Elections to the Assembly Constituency: \_\_\_\_\_

Sr. No.	Name of Candidate	Address of Candidate	* Party Affiliation	Symbol Allotted
1	2	3	4	5
<b>(I) Candidates of Recognized National and State Political Parties</b>				
1				
2				
3				
<b>(II) Candidates of registered political parties (Other than recognized National &amp; state Political Parties)</b>				
4				
5				
6				
<b>(III) Other Candidates</b>				
7				
8				
9				

Place: \_\_\_\_\_ Signature \_\_\_\_\_  
Date: \_\_\_\_\_ RETURNING OFFICER

**भारत निर्वाचन आयोग**  
**ELECTION COMMISSION OF INDIA**

**DO'S**

- Always be in queue and wait for your turn.
- Always maintain peace in and around the polling station
- Show your photo ID card as prescribed by the Election Commission of India as in Panel No. 4
- Follow instructions on "HOW TO VOTE"
- Show courtesy to the polling team which is facilitating your vote.
- After casting your vote come out of the polling station quietly.

**DONT'S**

- Do not accept bribe in favour of your vote. Bribery is an offence.
- Do not impersonate for someone else. Impersonation is an offence.
- Do not cause any disturbance in the poll process. You may land up in prison.
- Do not cause damage/ tamper with poll material including EVM/VVPAT. You may land up in prison.
- Do not obstruct the polling team in performing election duty. You may land up in prison.
- Do not litter/spit in and around the polling station. It is an offence.

**NO PHONES**

**NO SMOKING**

**NO FIRE ARMS**

**NO PHOTOGRAPHY**

**HELP LINE 1950**

**भारत निर्वाचन आयोग**  
**ELECTION COMMISSION OF INDIA**

**APPROVED IDENTIFICATION DOCUMENTS**

- Election Photo Identity card (EPIC)
- Smart Card issued by RGI under NPR
- MNERGA Job Card
- Passport
- Driving Licence
- 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
- Service Identity Cards with photograph issued to employees by Central/State Govt. PSUs/Public Limited Companies
- Official identity cards issue to MPs/MLAs/MLCs
- Passbooks with photograph issued by Bank/Post Office
- Adhaar Card
- PAN Card

**HOW TO VOTE**

**REMEMBER:** Your name must be in the electoral roll to cast your vote. Possession of EPIC is NOT a guarantee to vote.

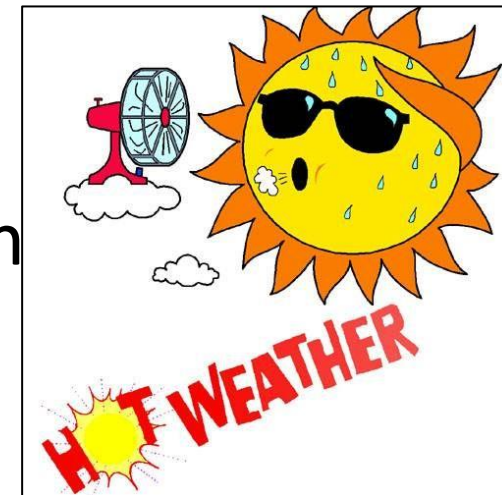
- First Polling Officer (PO-1) / Incharge of marked copy of electoral roll will verify your identity from your identification documents vis-à-vis your entry in electoral roll.
- After establishing your identity, Second Polling Officer (PO-2) / Incharge of indelible ink will put a mark with indelible ink on your left hand forefinger.
- PO-2 being incharge of Register of Voters will also take your signature/thumb impression on Register of Voters and will issue a Voter's slip.
- On the basis of serial number of Voter's slip, Third Polling Officer (PO-3) will allow you to cast your vote.
- Verify through VVPAT that your vote has been correctly cast to the intended candidate.
- Press the "blue button" on the EVM against the candidate of your choice. "Red" glowing of tiny lamp along with a long beep sound will confirm successful recording of your vote.

# AMF at Polling Station





- Covered shelter for the electors at every PS with seating arrangements.
- Adequate arrangements at every PS for storage of drinking water
- Every polling party shall be supplied with oral de-hydration powder and medicines. (First Aid Kits)
- One page hand bills prepared by Medicos on Dos & Don'ts of Heat Stroke First Aid.
- Appeal electors to protect themselves against de-hydration



- **Senior Citizens/PWD Electors** should be given priority for entering PS without having to wait in queue.
- Ramp to be provided to take wheel chairs inside the PS
- PRO should follow the provisions of Rule 49N - regarding companion of blind/infirm voter.
- Wide publicity about the facilities to be given to such voters



- Voter Assistance Booths will be setup outside every Polling Station.
- This Booth is manned by the Booth Level Officer (BLO) of the said Polling Station.
- BLO will be equipped with the copy of electoral roll printed in alphabetic order.
- In case any voter wishes to locate his/her serial number from the part;
- The same shall be searched by the BLO from the print out and supplied to the elector.



## Arrangement inside Polling Station

1. Regulation of entry into the polling station
2. Only three to four electors in a polling station at a time
3. Entry of public servants on duty in connection with election
4. Visits of observers/ Sector Officers/ Zonal Magistrates

## Arrangement around Polling Station

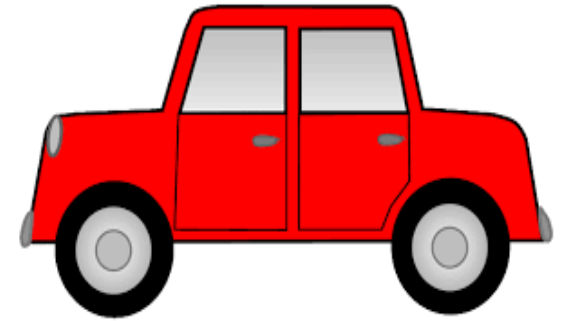
1. Ban on canvassing
2. Candidates election booth
3. Use of megaphones or loudspeaker
4. Illegal hiring of vehicles

# REGULATION ON PLYING OF VEHICLES

- One vehicle for candidate, one vehicle for election agent and one vehicle for candidate's workers/party workers be allowed - not more than 5 persons including drivers to be allowed
- If candidate is absent from constituency no other person allowed to use the vehicle allotted to him - No other vehicle should be allowed to be used by any leader
- Permits be issued by DEO - Permits be displayed on wind screen of vehicles
- Carrying of voters by these vehicles - Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951

## Exceptions –

- Govt. Servant on duty, transportation of patient / old / infirm persons, voters in their own vehicle, public transport and other genuine bona-fide use other than election
- Private vehicles used by owners for themselves / family members for going to polling booth to vote, not to be allowed within a radius of 200 meter of PS



# Persons entitled to enter the PS

- Polling Officers
- Candidate/ Agents/ one duly appointed polling agent of each candidate at a time
- Media persons authorised by the Commission
- Public servants on duty
- Observers/ micro-observers/ videographers/ photographers/ staff of web casting
- A child in arms accompanying an elector
- A person accompanying blind/ infirm voter
- Such other person you may from time to time admit for purpose of identification of voter

# Guidelines relating to polling agents

1. Appointment of Polling Agents
2. Can be appointed from amongst electors of the same AC
3. GP member, Pradhan, Municipality Councillors can be PAs
4. Attendance of Polling Agents
5. Passes for Polling Agents
6. Polling Agent/ relieving agent movement sheet
7. Disposal of complaints from Polling Agents

# Preference in sitting Arrangement for Polling Agents:

- Candidates of recognized National Political Parties;
- Candidates of recognized State Political Parties;
- Candidates of recognized State Political Parties of other states;
- Candidates of Registered Unrecognized Political Parties;
- Independent Candidates.



# Security Arrangements at Polling Stations

1. Pre poll meeting by the Pre. Officer with the security personnel
2. One CPMF jawan will be stationed at the entrance of the PS
3. He watches the proceedings inside the PS
4. The jawan posted at the entrance should not verify the identity of voters
5. Enough co-ordination with the Pre. Officer and security personnel
6. If any untoward happens, the jawan reports to the OC or the General Observer, OC reports to the RO and Observer in writing

# Role of CPMF

- Area domination, flag marches, make their presence felt on arrival
- Take position in and control of the PS
- Protects the polling station and regulating the entry
- No unauthorised person is present inside the PS
- Polling party / agent do not attempt to cast vote when no voters are in the PS
- No Pre. Officer/ Polling officer accompanies any voter to the compartment
- No Polling agents/ Polling Party threatens any voter
- No arms carried inside the PS
- No rigging takes place.

ASD VOTER

TENDERED VOTER – 49 P

EDC VOTER

PROXY VOTER

BLIND/INFIRM VOTER

CHALLENGE ON AGE

IDENTITY CHALLENGED

REFUSED TO VOTE – 49 O

LAST VOTER  
REFUSED TO VOTE

NOT ALLOWED TO VOTE – 49 M

INCORRECT BALLOT SLIP – 49 MA

[GREEN - UNSEALED STATUTORY](#)

[GREEN - SEALED STATUTORY](#)

[GREEN - UNSEALED REPORTS](#)

[YELLOW - SEALED NON-STATUTORY](#)

## UNSEALED STATUTORY COVERS

1.	Account of votes recorded and Paper Seal Account -17 C
2.	Declarations by Presiding Officer before and after the poll.
3.	Visit Sheet
4.	16- point Observer's Report
5.	Presiding Officers Diary in DUPLICATE
6.	Mock Poll Certificate
7.	Report on the voting by the visually impaired voters

**SEALED STATUTORY COVERS**

1.	Marked copy of electoral roll
2.	Register of voters 17 A
3.	Voter Slips
4.	Unused Tender Ballot Papers
5.	Used Tender Ballot Papers and List in Form 17B

## UNSEALED REPORTS

1. Additional Report of the Presiding Officer
2. Certificate regarding Number of Voter's who voted from the ASD List
3. Scrutiny of Form 17A

**SEALED NON-STATUTORY COVERS**

1.	Other copies of Electoral Roll	7.	Unused and damaged strip seals
2.	Unused & damaged Special Tags	8.	Unused and Damaged paper seals
3.	Unused Voter Slips	9.	List of challenged votes
4.	Dummy Ballot Sheet	10.	Election Duty Certificates [Form 12B]
5.	List of blind & infirm electors in Form 14-A along with the declarations of companions.	11.	Declaration from electors as to their age & list of such electors.
6.	Appointment letters of Polling Agents in Form 10	12.	Receipt book & cash forfeited in respect of challenged votes



# MOCK POLL

- Start Mock Poll 90 minutes before scheduled poll time, if 2 or more polling agents available. Otherwise, wait for 15 minutes
- If no Polling Agents are present or if Polling Agent of single candidate is present, then inform the R.O. immediately.
- Show CU Total ( Zero) and empty chamber of VVPAT to Agents
- Mock Poll has to be started even if Polling Agents have not arrived at PS.

## ANNEXURE – 5

(Chapter – 1, Para 1.12)

### PRESIDING OFFICER'S REPORT

#### PART-I: MOCK POLL CERTIFICATE

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) Conduct of mock poll and verification of mock poll data

S. No.	Name of Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during the mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed Paper slips against Candidates	Result displayed in CU & Printed Paper Slips count tallied with each other (Yes/No)	Signature of Polling agents with party abbreviation / Independent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
	NOTA					
	TOTAL					

(b) 'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/No). If yes, then write the above sentence in ink.  
.....

(c) All paper slips taken out from VVPAT after mock poll (Yes/No)

(d) Empty VVPAT shown to all Polling Agents (Yes/No)

(e) Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to Polling Agents (Yes/No)

(f) 'TOTAL' button on the Control Unit has been pressed to show total vote 'O' to polling agent (Yes/No)

(g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope and then sealed with Pink Paper Slip (Yes/No)

(h) Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll:

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

(i) Time display on the Control Unit is ..... minutes more/less than Indian standard Time (IST), if any.

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

Name and/ signature of the Presiding Officer

(l) It is, hereby, certify that before commencement of actual poll, 'TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that 'Total Vote is O'. Tick the appropriate observation:

(i) Control Unit shows total vote : 0

OR

(ii) Control Unit shows total vote more than 'O' (means mock poll votes not cleared), hence, clear the mock poll data.

(Signature of Presiding Officer)

Following witness the above process and certify that mock votes erased from the Control Unit and mock poll VVPAT slips removed from the VVPAT before start of actual poll:

S. No.	Name of Polling officer	Signature

## PRESIDING OFFICER'S REPORT

(Chapter – 4, Para 4.6)

### PART-II: POWER PACK REPLACEMENT IN CU

(TO BE FILLED DURING MOCK POLL, 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) Details of replacement of Power Pack of the Control Unit during mock poll/actual poll (strike out which one is not applicable)
- (i) Unique ID of Control Unit: .....
  - (ii) Reason for replacement of Power Pack of the Control Unit: .....
  - (iii) Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit .....
- (b) Following Polling Agents witness the replacement of power pack from the Control Unit:

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

## PRESIDING OFFICER'S REPORT

(Chapter – 1, Para 1.14)

### PART-IV: EVM/VVPAT REPLACEMENT

(TO BE FILLED DURING MOCK POLL, IF THERE IS ANY REPLACEMENT)

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. .... (to be pre-printed)

1.

- a) Details of Electronic Voting Machine and VVPAT used-  
{BU- Balloting Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit Trail}

S. No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
1.	Unique ID of units given at the time of dispersal				
2.	(a) Tick (-Y) which one found non-functional during mock poll (b) Reason for nonfunctioning (Mention error/code noticed in CU)				
3.	Unique ID of unit(s) given as replacement during mock poll				

- b) Following Polling Agents witness the replacement process

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

(Signature of Presiding Officer)

# Declaration by Presiding Officer before commencement of Poll

**ANNEXURE - 6**

(CHAPTER – 1, Para 1.12)

**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; After mock poll we have cleared the mock poll data from EVM (CU), and removed the print paper slips from VVPAT drop box.
  - 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 address tag, and I have affixed my signature on the back side of the special address 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 modified new green paper seal and also obtained thereon the signatures of such 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 address 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. ....) |                              |

# Form 17A - Register of Voters

Election to the House of the People of \_\_\_\_\_ Parliamentary  
Constituency and Name of the Polling Station..... Part. No. of electoral  
Roll.....

S. No.	Serial No of the elector in the electoral Roll	Details of the documents produced by the elector in proof of his/her identification	Signature/thump impression of the elector	Remarks
1	2	3	4	5

Signature of the Presiding Officer

# Declaration by Presiding Officer if Subsequent voting machine is used

**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:**

**That due to ..... (please mention the type of error) of BU/CU replacement of the whole EVM including BU/CU/VVPAT has been done.**

- (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 address tag, and I have affixed my signature on the backside of the special address 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 modified new green paper 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:

**PRESIDING OFFICER'S DIARY**

1. Name of the constituency (in block letters):
2. Date of poll:
3. Number and Name 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 of such appointment:
6. Electronic Voting Machine
  - (i) Number of Control Units used:
  - (ii) S. No.(s) of Control Units used:
  - (iii) Number of Balloting Units used:
  - (iv) S. No.(s) of Balloting Units used:
7.
  - (i) Number of paper seals used:
  - (ii) S. Nos. of paper seals used:
- 7A.
  - (i) Number of special tags supplied:
  - (ii) S. No.(s) of special tags supplied:
  - (iii) Number of special tags used:
  - (iv) S. No.(s) of special tags used:
  - (v) S. No.(s) of special tags returned as unused:
- 7B. Applicable in the polling stations where VVPAT system is used
  - (i) No. of Printers used:
  - (ii) S. No.(s) of printer(s):
8. Number of candidates who had appointed polling agents at the polling stations:
9.
  - (i) Number of polling agents present at the commencement of poll:
  - (ii) Number of polling agents who arrived late:
  - (iii) Number of polling agents present at the close of the poll:
10.
  - (i) Total number of voters assigned to the polling station:
  - (ii) Number of electors allowed to vote according to marked copy of the electoral roll:
  - (iii) Total number of electors as entered in the Register of Voters (Form 17-A):
  - (iv) Number of votes recorded as per the voting machine:
  - (v) Number of voters deciding not to record vote, if any:

# PRESIDING OFFICERS DIARY

# PRESIDING OFFICERS DIARY

Signature of the first Polling Officer

Signature of Polling Officer  
In-charge of Register of Voters

11. Number of electors who voted –  
Men.....  
Women.....  
Third Gender.....  
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):
- 13A. Number of overseas electors who voted:
14. Number of electors who voted with the help of companions:
15. Number of voters cast through proxy:
16. Number of tendered votes:
17. No. of electors –  
(a) From whom declarations as to their age obtained.....  
(b) Who refused to give such declaration.....
18. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:
19. Number of votes cast in every two hours –  
From 7 a.m. to 9 a.m.  
From 9 a.m. to 11 a.m.  
From 11 a.m. to 1 p.m.  
From 1 p.m. to 3 p.m.  
From 3 p.m. to 5 p.m.

(Necessary changes may be made depending on the hours fixed for commencement and close of poll)

19B. Details of visitors at polling stations as per Visit Sheet

S. No.	Name & Designation of the officer visiting (Observer/DEO/RO/ARO/Sector Magistrate/Zonal Magistrate/Patrolling Magistrate)	Time of Visit	Brief description of polling process (Peaceful/Incident, If any)	Number of votes polled till the time of visit	
				As per Form 17	As per the EVM

20. (a) Number of slips issued at the closing hour of the poll to electors standing in the queue:

# PRESIDING OFFICERS DIARY

- (b) Time at which poll finally closed after the last such elector cast his/her vote:
21. Electoral offences with details:  
Number of cases of –
- (a) Canvassing within one hundred meters of the polling station:
  - (b) Impersonation of voters:
  - (c) Fraudulent defacing, destroying or removal of the list of notice or other documents at the polling station:
  - (d) Bribing of voters:
  - (e) Intimidation of voters and others persons:
  - (f) Booth capturing:
22. Was 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 machine 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 details.
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 the poll as necessary:

Place:

Date:

Presiding Officer

This diary should be forwarded to the Returning Officer with the voting machine, Visit Sheet, and other sealed papers.



# Form 17C

**ANNEXURE - 8**  
(CHAPTER – 1, Para 1.12)

**FORM 17C**

[See rules 49S and 56C (2)]

**PART I – ACCOUNT OF VOTES RECORDED**

Election to 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.....

Balloting Unit.....

VVPAT .....

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

(a) Total number of test votes to be deducted:

Total No.	Sl. No.(s) of elector(s) in Form 17A
.....	.....

(b) Candidate(s) for whom test vote(s) cast:

Sl. No.	Name of candidate	No. of votes
.....	.....	.....
.....	.....	.....

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 votes as shown against item 2 minus numbers 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.....
8. Number of voters to whom tendered Ballot papers were issued under rule 49P.....
9. Number of tendered Ballot papers:

	Sl. No.		
	Total	From	To

- (a) received for use .....
- (b) issued to electors .....
- (c) not used and returned .....

10. Account of papers seals

Signature of polling agents

1. Paper seals supplied for use: Total No..... 1.....  
Sl.No. from..... To .....
  2. Paper seals used: Total No..... 2.....  
Sl.No. from..... To .....
  3. Unused paper seals returned to  
Returning Officer: Total No..... 3.....  
Sl.No. from..... To .....
  4. Damaged paper seal, if any: Total No..... 4.....  
Sl.No. from..... To .....
- 5.....  
6.....

Date.....

Place.....

Signature of Presiding Officer

Polling Station No.....

**PART II-RESULT OF COUNTING**

Sl. No. of candidate	Name of candidate	Number of votes as displayed on Control Unit	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes. (3-4)
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
N.	NOTA			
Total				

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.

Place.....

Date.....

Signature of Counting Supervisor

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.

Signature.....

Presiding Officer

Date.....

Time.....

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.....

Declaration after end of poll

# Declaration after pressing CLOSE button after completion of Poll

## PRESIDING OFFICER'S REPORT

(Chapter – 1, Para 1.13)

### PART-III: PRESSING OF CLOSE BUTTON AFTER COMPLETION OF POLL

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)

Date of Poll.....(to be pre-printed)

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

It is certified that I have pressed the "Close Button" of the Control Unit at the end of poll in the presence of the following:

S. No.	Name & Designation of the Polling Officer	Signature

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

Signature of Presiding Officer

# Declaration after sealing of voting machine

**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.

.....  
Signature of Presiding Officer

Date.....  
Time.....

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. ....)

Signature.....  
Presiding Officer

Date.....

**ANNEXURE – 10**

(Chapter – 1, Para 1.12)

**CHECK MEMO FOR PRESIDING OFFICER**

ITEM	ACTION TO BE TAKEN	REMARKS
1	Obtaining and keeping in possession all relevant instructions from the Returning Officer.	Whether obtained and kept?
2	Familiarization with the other members of the polling party and maintenance of close relationship with them.	Whether done?
3	Collection of election material, List of ASD voters.	Whether ensured that all the election materials and that too in sufficient quantities and numbers have been collected?
4	Checking up of Balloting unit(s), Control Unit, VVPAT, marked copies of the electoral roll, arrow cross mark rubber stamp, green paper seals, Register of Voters, voters slips etc.	Whether done?
5	Separate entrance and exit for voters at polling stations.	Whether ensured?
6	Display of Notice specifying the polling area and the number of electors assigned and also a copy of the list of contesting candidates.	Whether done?
7	Inter-linking of Control Unit, Balloting unit(s), and VVPAT after placing Balloting unit(s) and VVPAT in Voting Compartment. Switching on Control Unit and VVPAT.	Whether done?
8	Conducting Mock poll and Result of Control Unit tallied with VVPAT paper slips. Clearing Control Unit by pressing 'CLEAR' button. Putting VVPAT paper slips in black envelope after stamping 'mock poll slip'. Prepare Mock Poll certificate.	Whether done?
9	Fixing green paper seal on result compartment of Control Unit. Allowing polling agents to note the serial number of the green paper seal.	Whether done?
10	Sealing the result section of the Control Unit by using Green Paper Seal, Address Tag and Special Tag. Sealing of VVPAT drop box using address tag.	Whether done?
11	Declaration to be made at the commencement of the poll.	Whether made?
12	Reading out the provisions of the section 128 of the R.P. Act, 1951 with regard to the secrecy of voting by Presiding Officer at the beginning of the poll.	Whether done?
13	Allowing polling agents to note the serial numbers of Balloting Unit(s), Control Unit and VVPAT.	Whether allowed?
14	Marking of indelible ink on left index finger and obtaining the signature / thumb impression on the Register of Voters (17A).  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 <b>“Total in the Control Unit checked and found to be Zero”</b>	Whether properly done?

15	Declaration from under-aged electors.	Whether obtained?
16	Maintenance of Presiding Officer's diary	Whether events are recorded from time to time as and when they occur?
17	Maintenance of Visit sheet.	Whether maintained?
18	Close of poll at the appointed time.	Whether done?
19	Supply of copies of account of votes recorded in Form 17C to all the polling agents.	Whether done?
20	<b>Poll Day Report from Presiding Officers on EVM-VVPAT (Part-I to Part-V)</b>	<b>Whether done and obtained?</b>
21	Declaration to be made at the close of poll.	Whether made?
22	Sealing of EVM and VVPAT and election papers.	Whether done according to instructions?

# Check Memo for Presiding Officer

## Before Poll

- Setting up of Polling Station
- Conduct of Mock Poll on machines
- Tallying results of EVM results and VVPAT paper slips during mock poll
- Clearing of result of mock poll in the EVM/VVPAT
- Sealing of VVPAT paper slips after stamping backside in black envelope
- Sealing of EVM/VVPAT machines

## During Poll

- Briefing of candidates/agents on secrecy of voting
- Reading out declaration of Poll, then signing.
- Recording of entries in Form 17A
- Periodic tallying of total with Form 17A
- Recording of events in Presiding Officers diary

# Closure time of Poll

- Giving number slips to the voters in queue
- Close button
- Sealing
- Signatures of Agents on Part I of Form 17 C and give a copy to them
- Deposition to Receipt Centre

Thank You

