

Assembly Election - 2026

**TRAINING
OF
POLLING PERSONNEL**

New instructions

Presiding Officer's Report Format on Poll Day.

Part-I : Mock Poll Certificate

Part-II : Replacement of Power Pack of the Control Unit

Part-III : Pressing of Close Button after completion of Poll

Part-IV : EVM/VVPAT replacement Report, if replaced during Mock Poll

Part-V : EVM/VVPAT replacement Report, if replaced during Actual Poll

Collection of Presiding Officer's Report

- (i) Part-I, Part-II and Part-III of the Presiding Officer's Report shall be kept in an envelope.

Details to be printed on envelope:

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:

- The Presiding Officer shall deposit the said envelope along with EVM, VVPAT and other election material at Collection Centre.
- (ii) Part-IV and Part-V of the Presiding Officer's Report ***shall be collected by the Sector Officer, whenever any replacement is done.*** Sector Officers shall submit the said Reports to the Returning Officer.
- Mobile Depositing bag.
- **Two Hourly Report by PrO in ECINET.(MTs to show the Video Clip)**

- Use of Strip Seal is discontinued
- Design of Pink paper seal for BU is changed.
- Design of Green Paper seal is changed.
- Use of plastic box for mock poll slips is discontinued. Only the black envelope containing Mock poll slips have to be sealed with newly designed Pink Paper seal, no plastic box in this regard will be there.
- Pr.O's diary modified
- Packeting system of election papers is changed.
- PB only at facilitation centre, will not be sent through post office.

New packet arrangement for RC

Packet	Colour	Name of packet	Item no	Content
1st	White	EVM Papers	3	17C, Pr.O report I,II,III and envelop with Mock poll slip
2nd	White	SCRUTINY COVER	4	Pr.O diary, 17A, 14A, Visit sheet
3rd	White	STATUTORY COVERS	5	Marked copy, Voter's slip, used tender ballot & 17B, unused tender ballot, Form 14
4th	Yellow	NON-STATUTORY COVERS	11	Working copy, Form 10, Pr.O declaration, receipt book & cash, unused and damaged paper seals and special tags, unused voter's slip, under age declaration & list, 49MA, ASD declaration, letter to SHO
5th	Brown	HANDBOOK/ MANUAL etc.	3+	Handbook, instructions- checklist, do's & don'ts etc Indelible ink, stamp pad
6th	Blue	OTHER MATERIALS	5+	Candidate information booklet, unused forms, Metal seal, Arrow cross mark, Cup of indelible ink

All remaining stationery items should be placed back in the respective transparent Cardboard/Carton containers and submitted at the Receipt Center.

Activities at Distribution Centre

1. Arrangement at DC(Despatch Centre)
2. Tagging of police,MO(Micro Observer), vehicle
3. Polling Materials
4. Receiving EVM/VVPAT
5. Electoral Roll Checking

Tagging of Polling Party at Distribution Centre

- ❖ **The Polling Personnel** will come to know their respective Polling Station to which they are assigned only at the Dispersal Centre on P-1 day and not before it.
- ❖ **Large display boards** - Decoded list of polling personnel assigning polling stations to be displayed very prominently at multiple places
- ❖ **Single window counters** – Reporting, issuance of order tagging polling station, distribution all materials including EVMs should preferably be done from one single counter to avoid inconvenience of polling personnel from shuttling between counters.
- ❖ **Reserved personnel** - *are to report at enquiry/PP counter and go to Reserve Shed.*

Checking Polling Materials

1. EVM and VVPAT of your Polling Station
2. PB list
3. Indelible ink
4. One Marked copy and two Working Copy of E. Roll
5. Tendered Ballot Paper
6. Green Paper Seal, Special Tag, ~~Strip Seal~~, Pink Paper Seal
7. Alphabetical Roll Locator
8. ASD and CSV list (if any)
9. Signature of candidate and Election Agent
10. Form 17A (Register of Voters), 17C, Pr.O diary, Declaration of Pr.O, Pro's Report I,II,III, IV, V
11. Arrow Cross Mark, Metal Seal of Pr.O, Distinguishing Mark
12. ~~Plastic box for Mock slips~~
13. 'MOCK POLL SLIP'
14. Rubber stamp
15. Other stationeries

EVM/VVPAT checking

- Check address tag of EVM/VVPAT and make sure whether it is assigned to your polling station
- Candidate Set section of CU is sealed
- Ballot paper is properly fixed in BU
- Thumb Wheel of BU is at 1 (If no of candidate including NOTA is less than equal to 16)
- Unmasked Number of button of BU = number of candidate + NOTA. Other button of BU will be masked.

- BU is sealed properly
- Check with list (EVM/VVPAT, indelible ink, Marked copy, Tendered ballot, Green Paper Seal, Special Tag, Pink Paper Seal.
- No need to check VVPAT at DC. No need to switch on before MOCK POLL.
- Dont keep EVM/VVPAT in unassigned vehicle or unassigned place
- Never keep EVM/VVPAT unattended without security

- Check the list of CSV, AIS, ASD and ARL.
- Voters who have been given Postal Ballot will have the word PB written next to their name and the signature of the ARO next to it.

ELECTORAL ROLL 2024 525 West Bengal

No. Name and Reservation Status of Assembly Constituency (Continuity - 144 - 88384 10338942)		Part No - 18			
No. Name and Reservation Status of Parliamentary Constituency(ies) to which the Assembly Constituency is linked - 28 : KOLKATA GARDHAN (GEN)					
1. Details of Revision					
Year of Revision:-	2024	Roll Identification: Serial No. - Imprinted with all supplements to General Summary Roll(s) 2024			
Qualifying Date:-	01.01.2024				
Type of revision:-	Continuous updation 2024				
Date of Update:-	16.02.2024				
2. Details of part and polling area:-					
No. and name of part(s) in the part: To be filled after receipt of No. 144					
No. and Name of Polling Station: ID : The District Authority Address of Polling Station: The District Authority, Room - 5, 27, Park Street Kolkata-700016		Type of Polling Station	Urban		
		Number of Auxiliary Polling Stations in this part:	0		
3. NUMBER OF ELECTORS:					
Starting Serial No.	Ending Serial No.	Sex Gender			
		Male	Female	Total Gender	Total
1	100	176	166	342	342
Signature of Electoral Preparation Officer					

Map of Nakelha



Google Map View



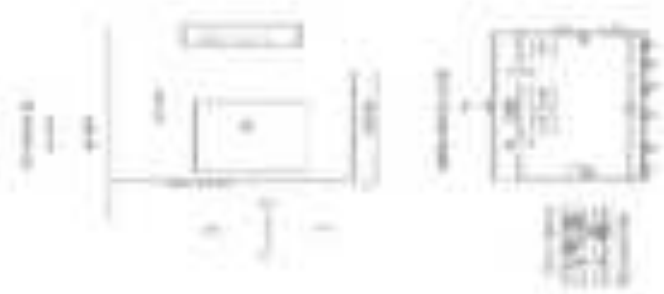
Polling Station Building Front View



Polling Station Front View



CAD View



Key MAP View



MARKED COPY OF ELECTORAL ROLL

SUMMARY OF ELECTIONS :				No. of ...			
A) NUMBER OF ELECTIONS :							
	Poll Type	Poll Description :	NUMBER OF ELECTIONS :				
			Male	Female	Total	...	
1	General	Annual
2	Special Elections	Special Election
		Special Election
		Total
3	Special Elections	Special Election
		Special Election
		Total
Total		
Total		
B) NUMBER OF APPLICANTS :							
Poll Type	Poll Description :	NUMBER OF APPLICANTS :					
Special Election	Special Election	...					
Special Election	Special Election	...					
Total		...					

ବିଶ୍ୱାସପତ୍ର ୨୦୨୩-୨୪ (ଅନୁସୂଚୀ-୧)							
A) ବିଭାଗୀୟ ସଂସ୍ଥା							
କ୍ର. ସଂ.	ବିଭାଗ	ବିଭାଗୀୟ ସଂସ୍ଥା	ବିଭାଗୀୟ ସଂସ୍ଥା ନାମ	ବିଭାଗୀୟ ସଂସ୍ଥା			
				ପ୍ରାଥମିକ	ଉଚ୍ଚ ମାଧ୍ୟମିକ	ଉଚ୍ଚ ମାଧ୍ୟମିକ	ଉଚ୍ଚ ମାଧ୍ୟମିକ
I	ଶ୍ରୀ	ଅନୁସୂଚୀ-୧	ଶ୍ରୀ ବିଭାଗୀୟ ବିଭାଗୀୟ ସଂସ୍ଥା ୨୦୨୩-୨୪ (ଅନୁସୂଚୀ-୧)	360	300	0	700
II	କାର୍ଯ୍ୟକାରୀ ସଂସ୍ଥା	କାର୍ଯ୍ୟକାରୀ 1	ବିଭାଗୀୟ ବିଭାଗୀୟ ସଂସ୍ଥା ୨୦୨୩	11	0	0	20
		କାର୍ଯ୍ୟକାରୀ 2	ବିଭାଗୀୟ ବିଭାଗୀୟ ସଂସ୍ଥା	1	1	0	2
		କାର୍ଯ୍ୟକାରୀ 3	କାର୍ଯ୍ୟକାରୀ ବିଭାଗୀୟ ସଂସ୍ଥା	12	10	0	22
III	ବିଭାଗୀୟ ସଂସ୍ଥା	କାର୍ଯ୍ୟକାରୀ 1	ବିଭାଗୀୟ ବିଭାଗୀୟ ସଂସ୍ଥା ୨୦୨୩	2	0	0	2
		କାର୍ଯ୍ୟକାରୀ 2	ବିଭାଗୀୟ ବିଭାଗୀୟ ସଂସ୍ଥା	0	1	0	1
		କାର୍ଯ୍ୟକାରୀ 3	କାର୍ଯ୍ୟକାରୀ ବିଭାଗୀୟ ସଂସ୍ଥା	2	1	0	3
IV	ଅନ୍ୟାନ୍ୟ ବିଭାଗୀୟ ସଂସ୍ଥା			0	0	0	0
ବିଭାଗୀୟ ସଂସ୍ଥା (I+II+III)				400	311	0	711
B) ଉଚ୍ଚ ମାଧ୍ୟମିକ ସଂସ୍ଥା							
ବିଭାଗୀୟ ସଂସ୍ଥା	ବିଭାଗୀୟ ସଂସ୍ଥା ନାମ	ଉଚ୍ଚ ମାଧ୍ୟମିକ ସଂସ୍ଥା					
କାର୍ଯ୍ୟକାରୀ 1	ବିଭାଗୀୟ ବିଭାଗୀୟ ସଂସ୍ଥା ୨୦୨୩	6					
କାର୍ଯ୍ୟକାରୀ 2	ବିଭାଗୀୟ ବିଭାଗୀୟ ସଂସ୍ଥା	0					
କାର୍ଯ୍ୟକାରୀ 3		6					

E-Roll for Poll

DELETED-
Deletion in SSR

DELETED-2 :
Deletion in
Continuous
update

- correction in
SSR

(2)# -correction
in Continuous
update

<p>১১</p> <p>নাম : মোহাম্মদ ইরফান পিতার নাম : মোহাম্মদ সলিম বাহীর নং : n0532 বয়স : 26 লিঙ্গ : পুং</p>	<p>PHOTO AVAILABLE</p> <p>with stamp</p>
<p>১২</p> <p>নাম : মোহাম্মদ সলিম পিতার নাম : মোহাম্মদ ইরফান বাহীর নং : n0532 বয়স : 43 লিঙ্গ : পুং</p>	<p>PHOTO AVAILABLE</p> <p>with stamp</p>
<p>১৩</p> <p>নাম : মোহাম্মদ ইরফান পিতার নাম : মোহাম্মদ সলিম বাহীর নং : n0532 বয়স : 41 লিঙ্গ : পুং</p>	<p>PHOTO AVAILABLE</p> <p>with stamp</p>
<p>১৪</p> <p>নাম : মোহাম্মদ সলিম পিতার নাম : মোহাম্মদ ইরফান বাহীর নং : n0532 বয়স : 7</p> <p>DELETED</p>	<p>PHOTO AVAILABLE</p> <p>with stamp</p>

<p>১১১</p> <p>নাম : মোহাম্মদ ইরফান পিতার নাম : মোহাম্মদ সলিম বাহীর নং : n0532 বয়স : 26 লিঙ্গ : পুং</p>	<p>PHOTO AVAILABLE</p> <p>with stamp</p>
<p>১১২</p> <p>নাম : মোহাম্মদ ইরফান পিতার নাম : মোহাম্মদ সলিম বাহীর নং : n0532 বয়স : 23 লিঙ্গ : পুং</p>	<p>PHOTO AVAILABLE</p> <p>with stamp</p>
<p>১১৩</p> <p>নাম : মোহাম্মদ ইরফান পিতার নাম : মোহাম্মদ সলিম বাহীর নং : n0532 বয়স : 40 লিঙ্গ : পুং</p>	<p>PHOTO AVAILABLE</p> <p>with stamp</p>
<p>১১৪</p> <p>নাম : মোহাম্মদ ইরফান পিতার নাম : মোহাম্মদ সলিম বাহীর নং : n0532 বয়স : 48</p> <p>DELETED 2</p>	<p>PHOTO AVAILABLE</p> <p>with stamp</p>

<p># 128</p> <p>নাম : মোহাম্মদ ইরফান পিতার নাম : মোহাম্মদ সলিম বাহীর নং : n0532 বয়স : 26 লিঙ্গ : পুং</p>	<p>TYK1678200</p> <p>Photo is Available</p>
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<p>(2) # 129</p> <p>নাম : রেহান সকুর পিতার নাম : সেখ সকুর বাহীর নং : n0534 বয়স : 24 লিঙ্গ : পুং</p>	<p>TYK1677608</p> <p>Photo is Available</p>
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- Voters who have the word PB next to their name cannot cast their vote at their booth.
- Check the marked copy to see if all parts are correct
- Match the PB List given to you with the number of PB marked in the marked copy
- Check whether each entry in the marked copy is authenticated

Polling Materials

A. EVM, E Roll, & others

B. Forms and other formats

C. Envelopes

D. Seals, tags & marks

E. Handbooks and instructions

F. Stationery items

ANNEXURE – 3

(CHAPTER – 1, Para 1.6)

LIST OF POLLING MATERIALS FOR A POLLING STATION

S. No.	Items	Quantity
(A)	EVM, Electoral Rolls and others	
1	Control Unit	01 Nos
2	Ballot Units	01 or more depending upon the number of candidates plus NOTA
3	WPAT	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)	Forms and other formats:	
1	Statutory Booklet-01: White Colour Register	01 Nos
	(i) Register of voters in Form 17A	
1	Statutory Booklet-02: White Colour Booklet	01 Nos
	(i) List of Tended votes in Form-17 B	02 Nos
	(iii) The account of votes (Form-17C) recorded	10+ Nos, (Depending upon the number of candidates)
	(ii) 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)
3	Statutory Booklet03: White Colour Booklet	01 Nos
	(i) Voter's Slip In case of simultaneous election, for Assembly election, Voter's Slip Pink Booklet should be provided.	Number of voter's slip shall be depended upon the number of voters in that booth. Same as above

4	Non-statutory Booklet- Part-A: Yellow Colour Booklet	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
5	Non-statutory Booklet- Part-B: Yellow Colour Booklet	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
6	Candidate Information Booklet-06: Blue Colour Booklet	01 Nos
	(i) List of contesting candidates Form-7A	01 Nos
	(ii) Photo copy of signature of Candidates/Agents	01 Nos

(C)	Envelopes	
1	Envelope Set-01: EVM Papers (White colour)	
	(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
2	Envelope Set-02: Scrutiny Documents (White Colour)	
	(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
	(iv) 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
3	Envelope Set-03: Statutory Cover (White colour)	
	(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

4	Envelope Set-04: Non-Statutory Cover (Yellow colour)	
	(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.	
5	Envelope Set-5: Handbook, Instructions and other (Brown Colour)	
	(i) Master Envelope for Handbooks, Instructions, etc (Brown Colour)	01 Nos
	(ii) Envelope for (i) Used and remaining Indelible Ink Phials) and (ii) Used Stam Pad (Brown Colour)	

6	Envelope for other polling materials (Blue colour)	01 Nos
(D)	Seals, Tags and Marks	
1	Common Address tags for Ballot unit, Control Unit and VVPAT	14 Nos
2	Special Tags	03 Nos
3	Green paper seals for EVM	03 Nos
4	Indelible Ink	02 Phials of 10CC
5	Rubber stamp with arrow cross mark	01 Nos
6	Metal seal for Presiding Officer	01 Nos
7	Distinguishing mark rubber stamp	01 Nos
8	Pink Paper seal for sealing Black Envelope	02 Nos
9	Mock Poll Slip Stamp	01 Nos
(E)	Handbooks and Instructions	
	(i) The Hand Book for Presiding Officer	01 Nos
	(ii) Instructions of Electronic Voting Machine & VVPAT	
	(a) Poster on How to cast vote on EVM & VVPAT	01 Nos
	(b) Brochure for Presiding Officer on use of EVM & VVPAT	01 Nos
	(c) Trouble shooting on use of EVM & VVPAT	01 Nos
	(iii) Mock Poll leaflet	01 Nos
	(iv) Commission order of identification of electors through alternative documents	01 Nos
	(v) Phone Book/Contact Book for Polling parties	01 Nos
	(vi) Checklist of Presiding Officer	01 Nos

(F)	Stationery items	
1	Stamp pad (purple)	01Nos
2	Match box	01Nos
3	Sign Boards	
	(i) Presiding Officer	01 Nos
	(ii) Polling officer-1	01 Nos
	(iii) Polling Officer-2	01 Nos
	(iv) Polling Officer-2	01 Nos
	(v) Entry	01 Nos
	(vi) Exit	01 Nos
	(vii) Male	01 Nos
	(viii) Female	01 Nos
	(ix) Polling Agent	01 Nos
	(x) You are under WEB CASTING/CCTV surveillance	04 Nos
	(xi) Miscellaneous notice specifying area, etc as required by under Rule 31(1)(a) of The Conduct of Elections Rules 1961	01 Nos
4	Ordinary pencil	01 Nos
5	Ball pen (three blue, one red and one silver white)	05 Nos
6	Blank paper	08 sheets
7	Pins	25 Nos
8	Sealing wax	06 sticks
9	Gum paste	01 Nos
10	Blade	01 Nos
11	Candle sticks	04 sticks
12	Thin twine thread	20 meters
13	Metal rule	01 Nos
14	Carbon paper	03 Nos
15	Cloth or rag for removing oil etc.	small quantity
16	Packing paper sheets	03 Nos
17	Cup/empty tin/plastic box for holding indelible ink bottle	01 Nos
18	Drawing pins	24 pieces
19	Rubber bands	20 Nos
20	Transparent Adhesive tape	01 Nos



Activities done at Polling Station on P-1 day

- 1. Activities**
- 2. Voting Compartment Setup**
- 3. Video Camera**
- 4. Web Casting**

P-1 (Pre-Poll Day) Tasks to be done

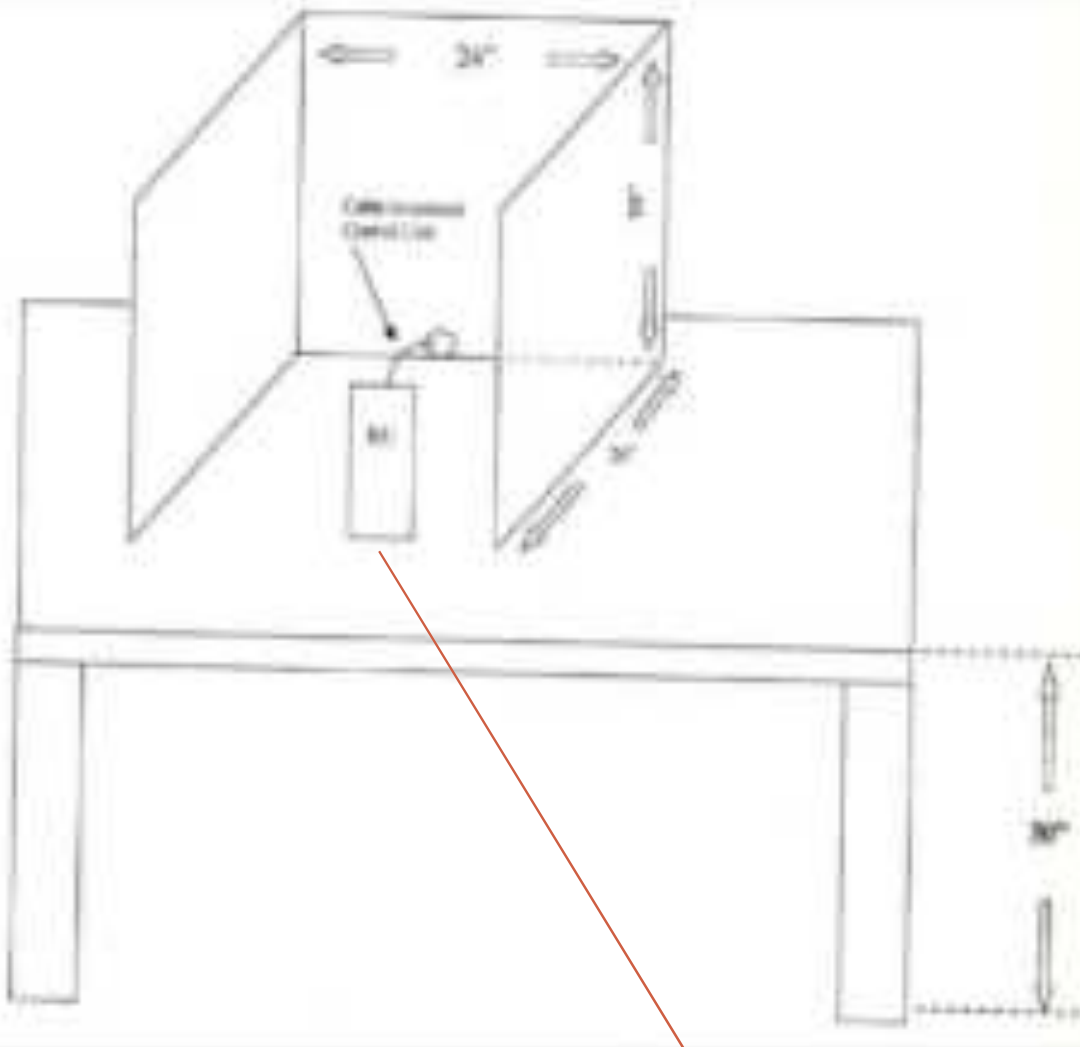
- First, inform the sector officer about your arrival safely.
- Examine your booth properly and plan accordingly.
- Ensure that there is enough space for voters outside and separate lines can be formed for women, men, and PWD voters.
- There are separate entrances and exits for voters.(if not, make two by dividing with a rope)
- Make sure that the distance between the first voter in line and the booth door is within 5 to 10 feet.
- There are no slogans or writings on the booth within a 100-meter radius.
- Create and maintain all the necessary signage inside the booth.
- Prepare and fill out different forms and tally sheets in advance.
- Cooking or lighting fire inside the booth is strictly prohibited.

Management of Polling Station

- Set up **voting compartment** at the farthest corner which is **secure & secluded** for **maintenance of secrecy of voting** and ensure it is properly lighted.
- The Voting compartment shall be made of corrugated plastic sheet (flex-board) measuring **24" X24" X 30"** and **should not be placed near any window / door;**
- **CU & BU of EVM & VVPAT to be so positioned that Cable of EVM is not placed on the way of voters**
- After making proper connections of the BU, CU and VVPAT, the connecting wires may be taped to the leg of the table in such a manner that the wire does not hang in the air so that the load of hanging wire does not impact the connecting switch of the BU and VVPAT and the tape is also easy to remove when replacement of units (BU/CU/VVPAT) are required.
- Accordingly, one transparent tape of half inch width has to be provided to the Presiding Officers for the aforementioned purpose. Taping shall only be done using **"TRANSPARENT ADHESIVE TAPE"** in such a way that taping does not affect the visibility of the connecting wires and it shall be removed easily when replacement of units (BU/CU/VVPAT) are required.

Management of Polling Station

- **Proper electricity arrangements** should be made at the polling stations.
- **High voltage** incandescent bulbs/ tube-light should **not** be placed over or front of the voting compartment.
- **Voting Compartment** should be placed in such a way that
 - (a) **sufficient light** is available inside the voting compartment.
 - (b) **no direct lighting** is placed over or in front of the voting compartment.
 - (c) **secrecy of voting** is not violated.
 - (d) voting compartment is not placed near the **window/door**.



**Write PS name,
number and other
details in the signage
of Voting
compartment**

**Position of BU
and VVPAT in
voting
compartment**



FOR ONE SIDE - FACING THE VOTER AREA

Name of Candidate
AC/PC Name
AC/PC Number
Date of Poll
Polling Station Name
Polling Station Number

FOR REMAINING TWO SIDES OF THE VOTING COMPARTMENT

वोट प्रणाली का उपयोग करें
विशेष सुनिश्चित करें

ELECTRONIC VERIFICATION FOR INDIA
VOTING COMPARTMENT

VIDEO CAMERA

- • A videographer will be assigned to a specific booth (from P-1 day to DC) and will accompany the polling personnel during the entire process.
- • The videographer will capture photos/videos of the voters according to the sequence of Form 17A and create a log sheet that needs to be signed by the Presiding Officer. They will also capture photos of the following incidents or items.
- • Mock polling and presence of polling agents there. Additionally, they will capture video preparation of EVM/VVPAT before the voting (at least three photos on each side).
- Before the voting begins, the presence of polling agents, and then their presence every hour.
- A picture of the indelible ink being applied to the voter's hand at the moment of polling.
- Pictures of the voting compartment from three different angles (with three pictures of the background).
- Any voter from the ASD list, challenged vote, tendered vote

- Outside the polling center, lines of voters - during voting hours and at the end of voting.
- A picture of the last voter standing in line when voting ends.
- Any changes to the EVM or any undesirable incidents.
- No violation of voting secrecy through videography.
- After voting ends, the Presiding Officer will complete and submit the deposited video footage and signed log sheet, keeping the same in NON STATUTORY envelope with them. They will deposit it in the RC.

WEBCASTING RELATED GUIDELINES

- The webcam should be installed at a sufficient height from the ground (approximately 7 to 8 feet). It should be mounted on a platform rather than attached to the wall with any strong stand, ensuring stability and a fixed position without any wobbling. The position should be such that there is no disturbance, meaning the location remains fixed.
- The placement of the camera should allow clear monitoring and possible broadcasting of the following events:
 - Verification of voters by the Polling Officer.
 - Application of indelible ink on voters' fingers.
 - Supervision by the Presiding Officer after voters' mandatory verification.
 - Pressing the button on the EVM unit.
 - Entry of voters into the voting compartment while maintaining privacy.
 - The ballot unit should not be visible.
 - Presence of polling agents.
 - Collection of the queue slip from voters standing in line at the end of voting.
 - Sealing of EVM/VVPAT after voting and handing over the 17C copies to the agents.

- The Sector Officer (RO) will issue a certificate stating that webcasting has been carried out in accordance with the above conditions. The concerned District Election Officer will inform the Chief Electoral Officer of the state accordingly. This report will be submitted to the Commission.
- RO will prepare signage measuring 30 inches * 18 inches, with a fluorescent yellow background and black text stating "YOU ARE UNDER WEB CAMERA/CCTV SURVEILLANCE." This signage will be prominently displayed inside and outside polling centers at multiple locations.
- It must be ensured that no advertisements are displayed during the webcasting arrangement.

Maintenance of Law and Order around Polling Stations

1. Establishment of candidate booths.
2. No campaigning.
3. Movement of vehicles.
4. Entry of armed personnel.
5. Power of arrest.

Setting up political booths of candidates

- Within 100 meters of the polling center, no booths of any political party will be allowed.
- The contents of a political party's booth include: one table, two chairs, and a banner measuring 4 feet × 8 feet. Due to summer, a tent measuring 10 feet × 10 feet may be allowed.
- From this political party booth, only UNOFFICIAL IDENTITY SLIPS will be distributed to voters. These slips will not contain the name of the candidate, symbol, or name of the political party.
- The organizers of this booth must inform the RO in writing beforehand about the establishment of their booth. Local authorities' permission is required. If requested to show permission, those present at the booth should display it.
- Any crowding or disturbance around the polling center is prohibited.

PUBLICITY PROHIBITED

- Inside or within 100 meters of the polling booth, any government or non-governmental premises are prohibited from advertising.
- Within 100 meters of the polling booth, the use of mobile phones or cordless phones is prohibited, except for authorized officials involved in election duties.
- During voting hours, the Presiding Officer and Micro Observers will keep their phones in silent mode. They will make calls from outside if necessary and may send SMS to approved numbers.
- Sending bulk SMS after the specified time for campaigning by the candidate is prohibited.
- If any objectionable SMS activity occurs, the police will take action according to specific procedures.

PROHIBITIONS RELATING TO PUBLICITY AND CODE OF CONDUCT

- Within 100 meters of the polling center, the use of any kind of microphone is prohibited. Shouting or creating disturbances within 100 meters of the polling center is also prohibited. If these instructions are violated, the microphone or the object causing disturbance will be confiscated, and legal action will be taken against the specified individuals.
- No political personalities from outside the constituency are allowed to be present at the polling center 48 hours before the election.

Approaching the booth while armed is prohibited

- Only individuals involved in election duties or those authorized by the authorities will be allowed to keep weapons. Additionally, no one else will be allowed to enter the polling center with weapons within 100 meters. Displaying weapons is also prohibited.
- Except for the security personnel of Z+ category individuals, no other security

personnel with weapons will be allowed to enter the booth.

- For individuals under Z+ category security, their security personnel must be dressed in civilian attire and keep their weapons concealed.
- Ministers, Members of Parliament (MPs), or Members of the Legislative Assembly (MLAs) who have security guards will not be permitted to serve as election/polling or counting agents. Even if they wish to relinquish their own security, they will not be approved to serve as agents.

The presiding officer can order arrest if he thinks so

- If the Presiding Officer believes that any individual at the polling booth is committing or has committed any offense by violating the prescribed rules of conduct or any lawful instructions provided by the Presiding Officer, they may direct any police official present there to arrest that person, and the said police official shall arrest that individual.

Activities done on Poll Day

1. Polling Agents
2. Mock poll
3. Pr.O's Report
4. Sealing after Mock poll
5. Reserve identification
6. CU powerpack change

ITEMS TO BE HUNG IN THE POLLING STATION

- Notice for Polling Station Area Determination
- Copy of Form 7A
- Poster on how to cast votes on EVM/VVPAT
 - Important telephone numbers
 - Working Copy of Voter List
 - Dummy Ballot Paper

Activities On the Day Of Poll: Preliminaries

- Start Preliminary Activities at least **90 minutes** prior to the scheduled hours of Commencement of Poll ;
- **Display Photo Identity Cards.**
- Place the phials of indelible Ink carefully in order to avoid spilling over;
- **Also take note that other prerequisites namely EVM, copies of Photo Electoral Rolls, Voters" Register(17 A), pass for Polling Agents etc are firmly in place, along with Micro Observers and Digital Photographers, if so designated;**
- Allow Polling Agents enter Polling Stations. Verify signatures of Candidates/ Election Agents in the Appointment letters (Form 10) of the Polling Agents in reference to Specimen Signatures of Candidates/ Election Agents given at the Distribution Centre.

Conditions for polling agent

- Must be a voter of that **Assembly Constituency**.
- Must be appointed by the candidate/election agent through prescribed form (**Form no 10**) only.
- Seating arrangement to follow the sequence of candidates belonging to national recognised /state recognised /registered/independent
- **Two relievers** may also be engaged in like manner, their movement to be controlled through issuance of Gate Passes and due signature on **Movement Sheet**.
- **One polling agent** to remain seated in the polling station at a time.
- **Substitution of reliever is not allowed after 3 pm .**

- Ministers/ MPs/ MLAs/ persons to whom security cover is given, cannot become election/polling/ counting agents: he is not allowed to relinquish security cover to become agents;
- **Copy of the electoral roll as marked by the polling agents can not be taken outside the polling station.**
- Under no circumstances, the agents can be allowed to send slips outside indicating the Serial Numbers of the voters who have voted or not voted.
- **Can display a badge showing the name of the candidate only.**

Mock Poll

- Should start **90 minutes** prior to the poll.
- If no polling agent arrives or only one agent is present wait for 15 min. If none else appears even after that, mock poll to be started. In such cases the matter is to be recorded in the mock poll certificate to be prepared after mock poll.
- Connect BU with VVPAT and VVPAT with CU.
- **BU, VVPAT and CU to be placed in the same position as will be done during poll.**
- Put paper roll knob of VVPAT in vertical (unlocked) position
- Switch ON the CU.
- Press **TOTAL button** and show that no vote is recorded in EVM
- Press **BALLOT button** and ask any polling agent to press his candidate's button in BU
- At least **50 votes** in total and **1 vote** shall be cast against all buttons including **NOTA** and record maintained.

- **Press CLOSE Button** At the end of casting votes in Mock Poll,
- **Press RESULT button** and show the result of Mock Poll
- **Press CLEAR button** & clear the data of Mock Poll by and show that the EVM has no data recorded in it.

Press “Total” button to ensure that there are no votes recorded in CU before the actual poll.

Send Mock poll completion status

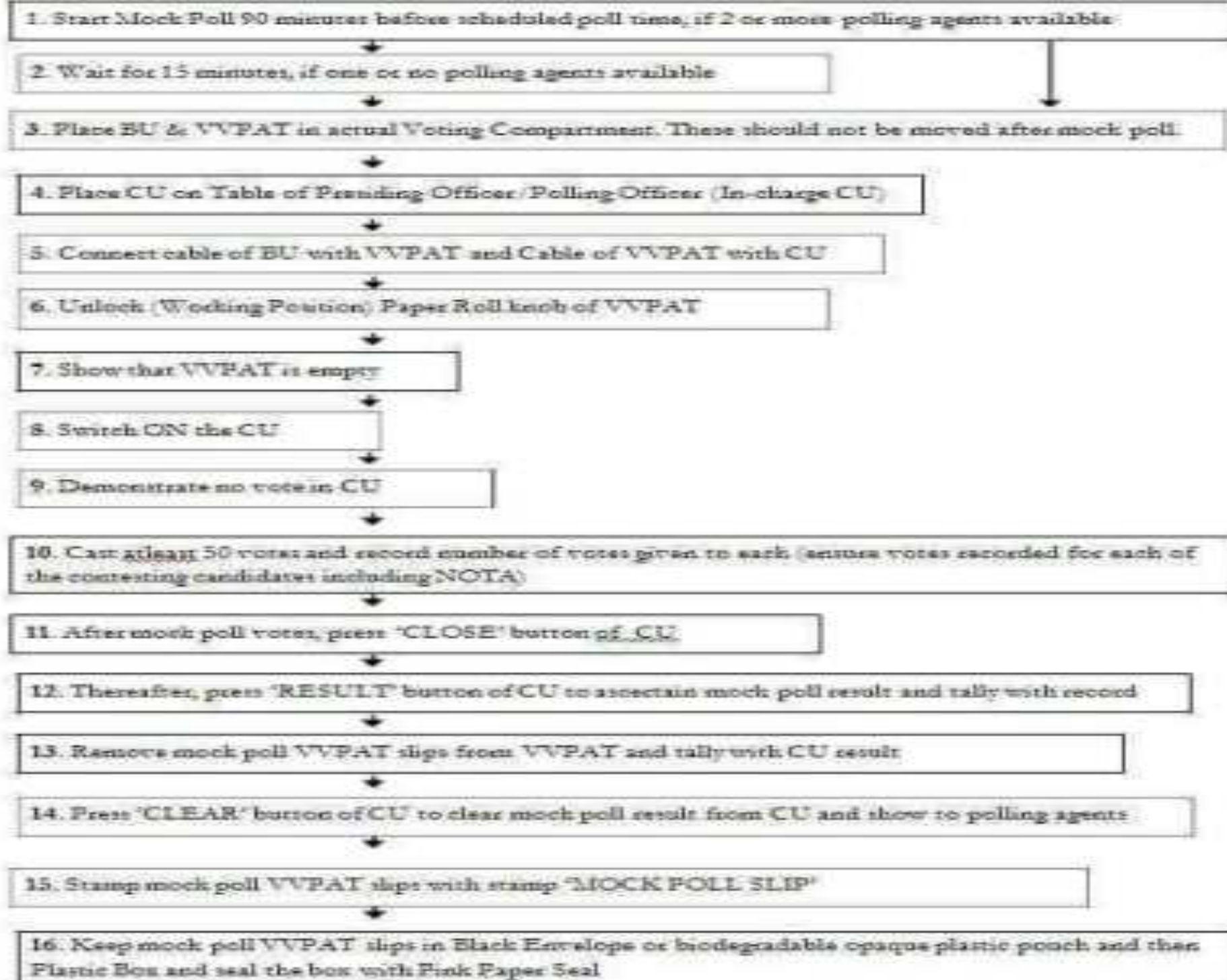
Prepare Pr.O’s report Part I in format in **duplicate** and sign. Obtain signatures of polling agents present, (if absent record the same) and MO (if deployed). Sector officers to collect one copy, other copy to be submitted at RC.

Entire mock poll process should be videographed where ever videography arrangement has been made at the polling station

Sealing of Mock poll slips and preparation of VVPAT

- After mock poll, all 'printed paper slips' will be taken out , marked with a stamp on their back as '**MOCK POLL SLIP**' (dimension of the stamp 3cms x 1.5 cms) kept in a black envelope
- PrO and polling agents to sign on the envelope marked as 'VVPAT paper slips of mock poll'
- The cover of Drop Box will also be sealed and attached with address tag.
- **51/8/7/2019-EMPS dtd 08.05.2019** - The Commission has further directed that any deviation in compliance of the aforesaid mock poll instructions shall be viewed seriously by the Commission and the District Election Officer shall take **suo-moto disciplinary action** against defaulting Presiding Officers. Sector Officers shall be responsible to ensure these instructions are clearly understood by all Presiding Officers.

11.4. MOCK POLL ON THE DAY OF POLL



17. Switch OFF the CU and Seal the CU with Green Paper Seal, Special Tag, Address Tag and Outer Paper Strip Seal

Show empty drop box of VVPAT and then seal the drop box with Address Tag

Fill Mock Poll Certificate Part-I of Presiding Officer's report – Annexure - 21 carefully

Switch ON the CU for Actual Poll and press "Total" button to confirm Zero votes.

Switch ON the CU for Actual Poll

11.5. Mock poll in case of replacement of EVM/VVPAT

In case the CU or BU or VVPAT does not work properly during mock poll, replace the respective unit only.

In case the CU or the BU does not work properly during actual poll, replace entire set of CU, BU and VVPAT. In such case cast only one vote to each contesting candidate including NOTA should be polled in the Mock Poll and follow other instructions of mock poll.

In case the VVPAT does not work properly during actual poll, replace only VVPAT. **NO MOCK POLL** is required in case of replacement of VVPAT only.

11.6. Recording of Poll Start and Poll End Date and Time

The Presiding Officer, at the end of Mock Poll at the Polling Station, shall check and note the date and time shown in the display of the CU and also the actual date and time as well as any discrepancy between the two, if any, in the mock Poll certificate (Annexure-21) and also in the Presiding Officer Diary.

11.7. CRITICAL MISTAKES

Not pressing the CLOSE button of CU after mock-poll.

Not matching the mock-poll result of the CU with the VVPAT Paper Slips.

Not removing the mock-poll paper slips from VVPAT.

Non-deletion of mock-poll data from the Control Unit.

When setting up the EVMs and VVPATs in the polling station, the VVPAT to be positioned so as to avoid direct light from falling on it.

Do not position the VVPAT near an open window or directly under a bulb or halogen lamp.

Conduct of Mock Poll

1. Show VVPAT slips compartment is empty
2. Switch ON the CU
3. Press TOTAL button and show '0' vote in CU
4. Cast atleast 50 votes and record manually on paper/register number of votes given to each candidate (ensure votes are recorded for each of the contesting candidates including NOTA)
5. After mock poll votes, press CLOSE button of CU
6. Thereafter, press RESULT button of CU to ascertain mock poll result and tally with manual record
7. Remove mock poll VVPAT slips from VVPAT compartment and tally with votes in CU.
8. Mock poll tallies ONLY if 6 & 7 above are both satisfied.
9. Press CLEAR button of CU to clear mock poll result from CU and show '0' vote to polling agents
10. Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP'
11. Keep mock poll VVPAT slips in Black Envelope and then in Plastic Box and seal the box with Pink Paper Seal
12. Switch OFF the CU
13. Show empty drop box of VVPAT to polling agents and seal it. Ask polling agents to sign address tag.
14. Fill Mock Poll Certificate (Presiding Officer's Report- Part-I) carefully. Obtain signatures of all Polling Officers and Polling Agents on it.

Replacement Protocol for Mock Poll:

1. All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.
2. In case BU or CU or VVPAT not functioning, replace the respective unit only

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

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

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

Name and/ signature of the Presiding Officer

(f) It is hereby certified 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 0'. Tick the appropriate observation.

(i) Control Unit shows total vote : 0

OR

(ii) Control Unit shows total vote more than '0' (indicates more poll votes not cleared). Action: clear the total poll data.

(Signature of Presiding Officer)

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

S. No.	Name of Polling officer	Signature

Sealing of CU and VVPAT after Mock Poll

1. Seal the CU with Green Paper Seal, Special Tag, Address Tag and Outer Paper Strip Seal (ABCD seal) and obtain signatures of polling agents on them.



Fixing Green Paper Seal



Sealing inner Result Section with Special Tag



Sealing outer Result Section with Address Tag



Sealing with Outer Paper Strip Seal (ABCD Seal)



2. Seal the drop box of VVPAT with Address Tag and ask polling agents also to sign it.



Sealing of Drop Box of VVPAT with Address Tag

Sealing of Envelope having mock poll printed ballot slips with Pink Paper Seal



After the mock poll, Presiding Officer removes all the printed paper (ballot) slips from the drop box in the VVPAT unit, stamps the printed paper slips of the mock poll on their back side with rubber stamp having inscription “**MOCK POLL SLIP**” before keeping and sealing these printed paper slips in the thick black envelope supplied for the purpose. The envelope is sealed with the seal of the PO.



Seal the envelope with a **Pink Paper Seal** placed all around in such a manner that opening of the envelope shall not be possible without breaking the seal.

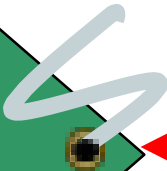
CLOSING AND SEALING C.U.

FIXING OF GREEN PAPER SEAL:

- Switch off CU and detach from the cable.
- Pr.O to sign in full on white side of paper seal just below the Sl.No. of paper seal
- Get also signatures of agents present
- Insert paper seal through the frame of inner door of Result Section so that green side is seen through the two apertures
- Door of inner compartment should be closed by pressing so that two open ends of seal project outward
- Prepare A/C of paper seal in 17C Part-I and return unused & damaged paper seals to RO and relevant part in P.Os Diary

EVM – Seals/Tags used

Election To: (Lok Sabha or Legislative Assembly)
From: (No. and Name of Constituency)
Control Unit/ Balloting Unit No.: (ID number)
Serial No. & Name of Polling Station Where Used
Date of P o l l :



Address tag with sealing thread



Green Paper seal for sealing Result and Print windows

Front

Rear



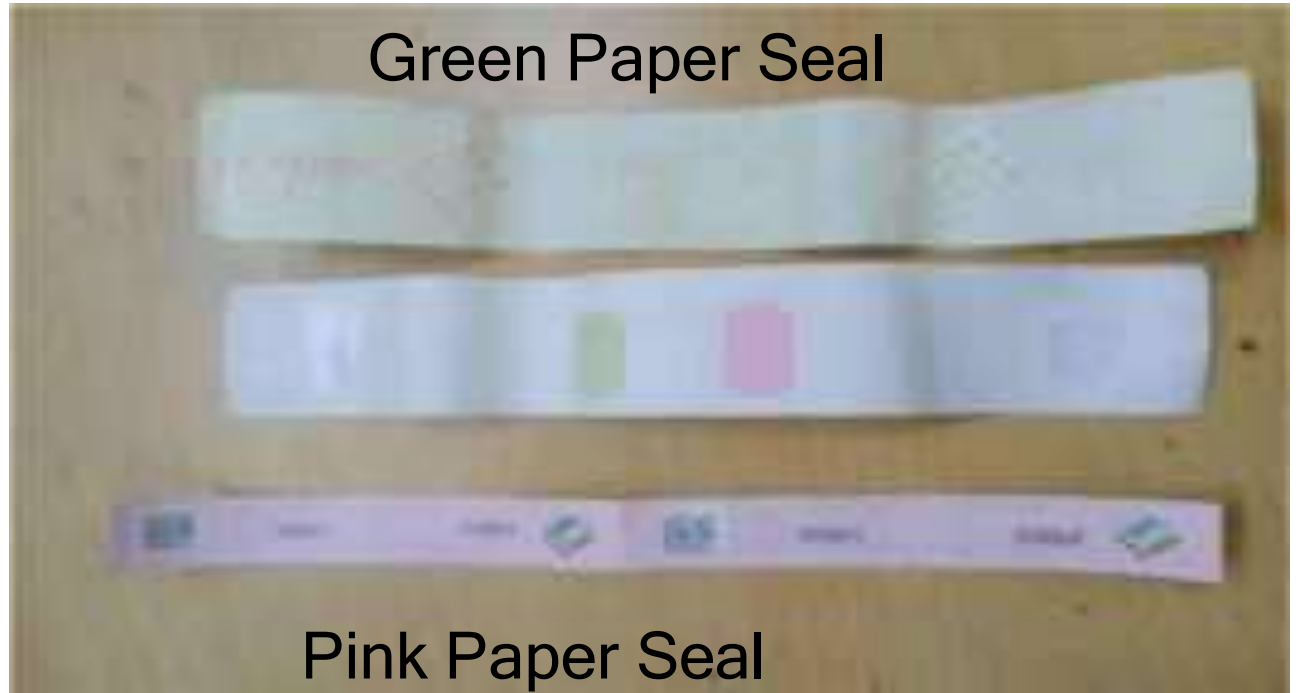
Special tag for sealing Result section inner compartment

VARIOUS TYPES OF SEALS USED FOR SEALING EVMs & VVPATs



Special tag

for sealing Result section
inner compartment



Green Paper Seal

Pink Paper Seal

Common Address Tag for BU/CU/VVPAT



EVM – Sealing



Insert the Green Paper seal in the frames provided for both Result

Close the Result Section inner compartment door with the Green paper seal protruding outside



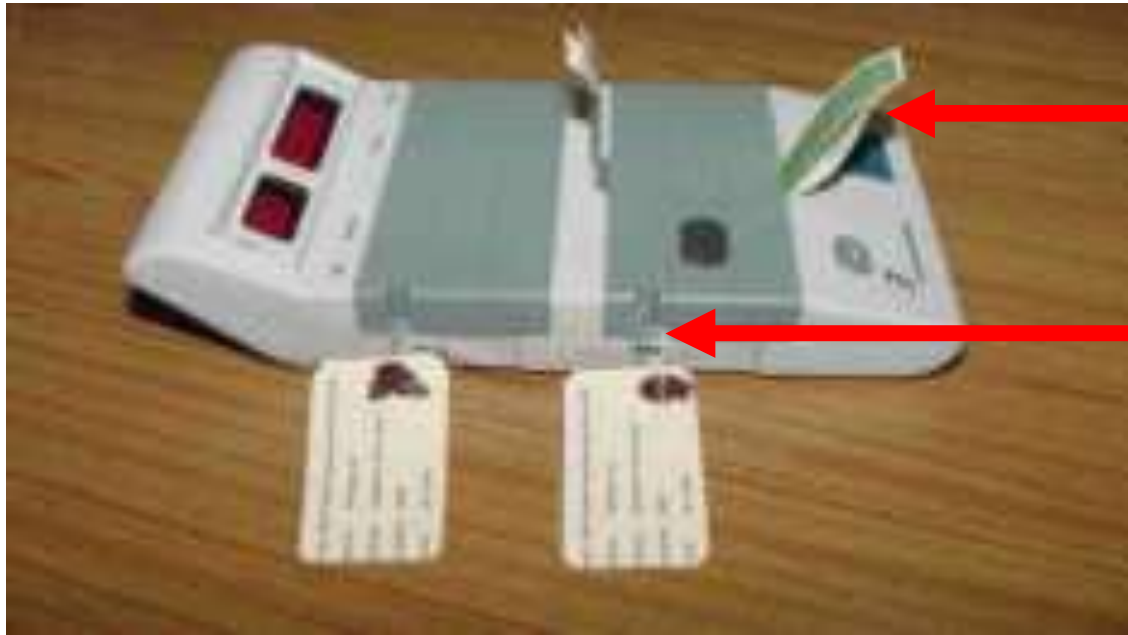
EVM – Sealing – Presiding Officer

Seal the Result Section
inner compartment



Fix the Special tag such
that the button is
visible and seal the tag

EVM – Sealing – Presiding Officer



Close the Result Section door such that the Green paper seal protrudes outside and Seal the door along with the Address tag



VVPAT Sealing

Presiding Officer and polling agents shall put their signatures on the address tag used for Sealing Drop box of the VVPAT after completion of mock poll.



Remove all Ballot Slips from Ballot Slip compartment and Keep in Black Envelope and Plastic Box. Seal with PPS.



Now Actual Poll may be started.

Identification of reserve EVMs and VVPATs

For visual identification of reserve EVMs and VVPATs the following shall be strictly, followed:

1. Adhesive Stickers with inscription '**RESERVE**' shall be pasted on the carrying cases of reserve BUs, CUs and VVPATs during commissioning of EVMs and VVPATs.
2. Apart from the adhesive stickers" the carrying cases of reserve EVMs and VVPAT's shall also be sealed with thread and address tags to avoid doubt on misuse of reserve EVMs and VVPATs while in movement on poll day. The thread and address tag of reserve EVM and VVPAT shall be removed in the presence of polling agents at polling station, if needed to replace any rejected EVM & VVPAT at polling stations.
- 3, Sector Officers shall also be provided Adhesive Stickers with inscription' **MOCK POLL REPLACED**' for affixing on the carrying case of rejected BU/CU/VVPAT replaced during Mock poll.
4. **Specification of the Adhesive Stickers:** The color of' such Adhesive Stickers should be 'Pink' for Assembly Constituencies elections and 'White' for Parliamentary Constituencies elections. Dimension of the stickers should be **15 cm x 10 cm.** (Sample attached)
The above instructions shall be brought to notice of all the concerned for compliance.

Sample



Sample



Setting up of BU, CU & VVPAT at Polling Station

1. Place BU and VVPAT in actual Voting Compartment
2. Place CU on Table of Presiding/Polling Officer (In-Charge CU), so that these are not moved after setting up or after mock poll.



3. Connect Cable of BU with VVPAT and Cable of VVPAT with CU



4. Un-lock (Working position i.e. Vertical position) paper roll knob of VVPAT



Start of Actual Poll

1. Switch ON the Control Unit
2. Press TOTAL button of CU to confirm Zero vote and show to polling agents

Replacement Protocol for Actual Poll:

1. All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.
2. In case CU shows Error "Replace VVPAT", switch OFF the CU and replace VVPAT. No MOCK POLL is required.
3. In case BU or CU not functioning, replace the whole set of BU, CU and VVPAT. In case of replacement of whole set, mock poll shall again be conducted by cast of 01 vote to each contesting candidates including NOTA

Closing of poll procedure

1. Press CLOSE button of CU
2. Press TOTAL button of CU to note total polled votes in CU
3. Switch OFF the CU
4. Disconnect cable of BU from VVPAT and VVPAT cable from CU
5. Remove Power Pack (Battery) from VVPAT
6. Keep BU, CU and VVPAT in the respective carrying case.
7. Seal each carrying case with Address Tag

HANDLING OF CU-BU-VVPAT FAILURES/ERRORS DURING POLL PREPARATION OF POLLING OFFICIALS FOR FAULT HANDLING-SUGGESTIONS

Certain contingencies may arise during the polling process which may require certain actions. These are as follows:-

In case the CU or the BU does not work properly: (i) Switch off the CU and don't switch it on again (ii) Replace the complete set of EVM and VVPAT by another set of BU, CU and VVPAT (iii) However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll. (iv) Continue the poll with the new EVM set, after clearing mock poll data and printed paper slips from VVPAT Drop Box.

In case Display Panel of the CU displays "Link Error": (i) Check that the cable connections are proper by visual inspection (don't remove and reconnect the connectors);

(ii) If "Link Error" still persists, replace the complete set of EVM and VVPAT.

In case the printed paper slip has not been cut and is hanging from the paper roll: Replace the Printer, but no effort should be made to make it fall into the drop box. It should be allowed to remain hanging, as it is not to be counted at the time of counting of the ballot slips. The details of such an occurrence should be clearly recorded in the Presiding Officer's diary in the following format:

The date and time of the occurrence.

The name of the voter and his serial number in part in the electoral roll who was allowed to cast his vote after replacement of VVPAT.

Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.

The Total number of voter cast before the occurrence.

In case a voter alleges after recording his vote that the printed paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for: Action should be taken as per provisions of Rule 49MA of the Conduct of Elections (Amendment) Rules, 2013:

Obtain a declaration from the complainant in the Declaration Form (Annexure-23) under his/her signature/thumb impression; (ii) Proceed to the voting compartment along with the complainant and polling agents present in the polling station at that moment; (iii) The voter shall be asked to cast a test vote in favour of any candidate and make second entry related to that elector in the Form-17A; (iv) Observe carefully whether the Printer has printed the paper slip correctly; (v) If the complaint of the elector is found genuine, the Presiding Officer shall report the facts immediately to the RO and stop further polling at the station;

If the complaint of the elector is found false, make a remark to that effect against the second entry relating to that elector in Form-17A mentioning the serial number and name of the candidate for whom such test vote has been recorded and obtain the signature or thumb impression against such remark. Further make necessary entries regarding such test vote in item 5 in Part-I of Form 17-C.

Change of Powerpack of CU

In case the Power Pack (Battery) of the control unit does not function properly or showing Low Battery, Presiding Officers shall take the following action:

i) Presiding officer shall immediately inform the same to the Sector officer for replacement of Power Pack of the control Unit. For this purpose, additional power Packs of the Control Units shall be provided to the Sector officers.

ii) Presiding officer shall replace the Power Pack of the control Unit in the presence of the Polling Agents and Sector officer. PO shall again seal the Battery Section of the Control unit with thread and Address Tag and obtain the signature of the polling agent on the tag.

(iii) Presiding officer shall submit a report in the Format attached with the Commission's letter No 51/8/7/2020-EMS dtd 25.08.2020 (i.e. part-III of the Presiding Officer's Report).

PRESIDING OFFICER'S REPORT

PART-III, 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:.....

Details of replacement of Power Pack of the Control Unit during mock poll/ actual poll
(state out which one is not applicable)

Unique ID of Control Unit:.....

Reason for replacement of Power Pack of the Control Unit:.....

Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit:.....

Unique ID of new address tag used by the Presiding Officer to seal the Battery Section of the Control Unit:.....

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:

COMMENCEMENT OF POLL

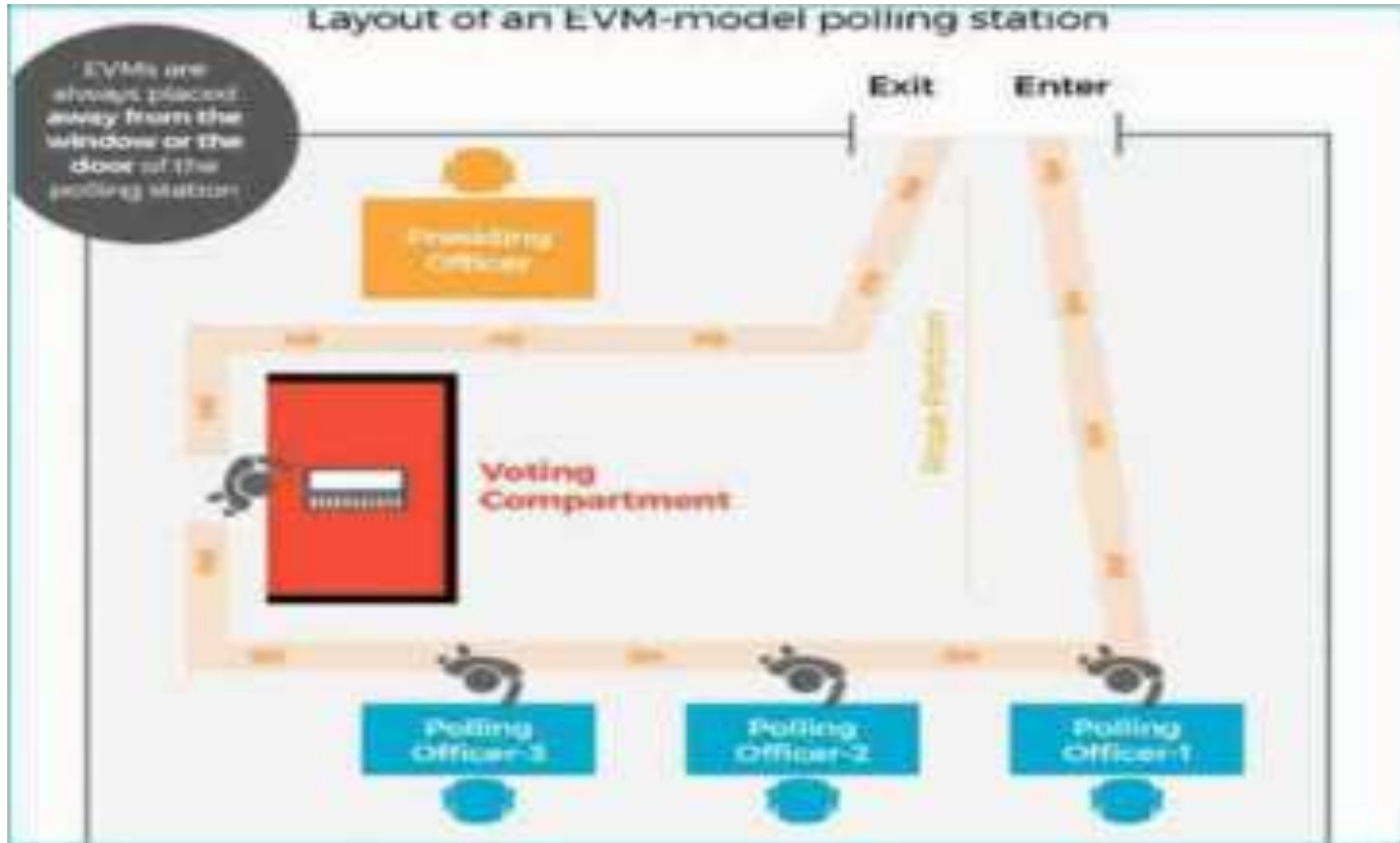
- Pr. O to read out provisions u/s 128 of R.P. Act, 1950 about maintenance of secrecy of voting
- Pr. O to make a declaration in prescribed form about commencement of poll & sign & obtain signatures of polling agents present
- If the preliminaries are not over, admit 3 to 4 voters at the hour fixed for commencement of poll
- Send a report on commencement of poll
- Please remember if commencement of poll gets delayed by more than two hours, re-poll will be announced by the ECI
- Demonstrate to the polling agents that the marked copy of the electoral roll does not contain any entries other than **PB & EDC**;
- Demonstrate also that the register of voters (**Form-17A**) does not contain any entry;
- Tally time with the polling agents.
- Before the first voter signs in Form-17A (Register of Voters), the Polling Officer-1 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"**.

Poll

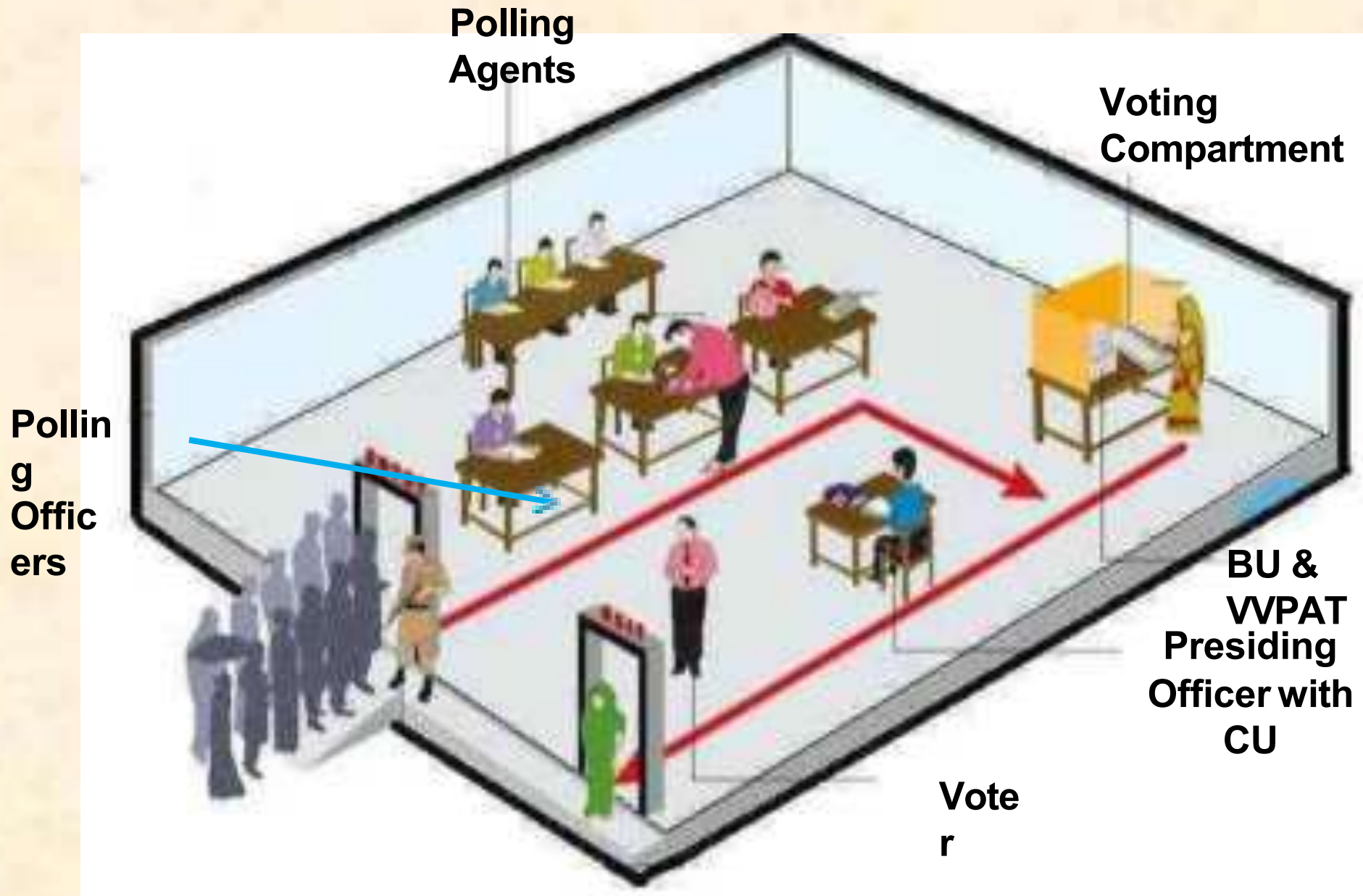
1. Regulation of entries at PS
2. Role of CPF at PS
3. Entry of Media
4. Duties of PP
5. ED vote

POLL DAY

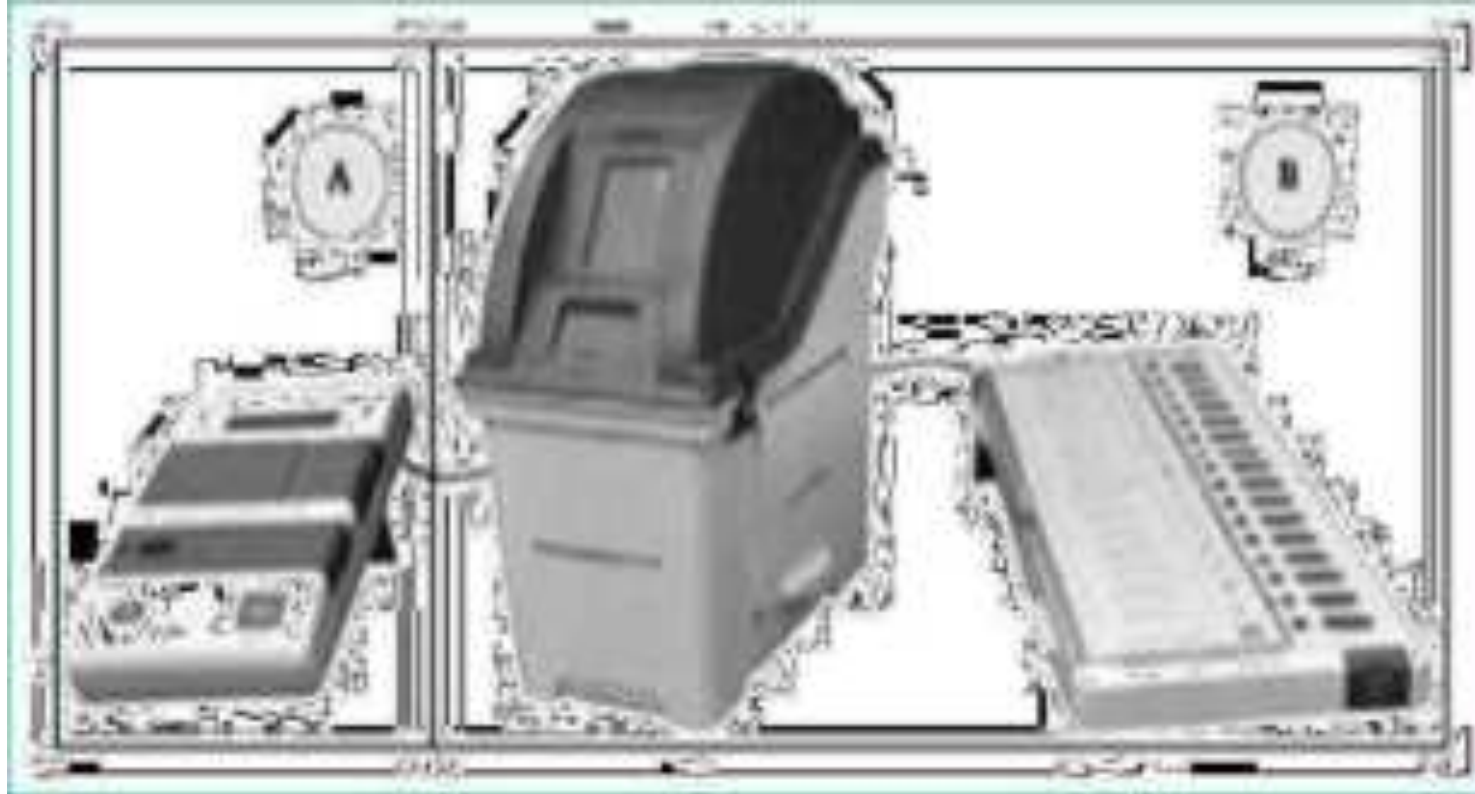
Layout of polling station



Inside booth arrangement



SET UP OF EVMs AND VVPATs



A. CU – Polling Officer (PO3)

B. BU + VVPAT – Voting Compartment

Poll Process: Regulation of Entry at Polling Stations

Persons entitled to enter, other than electors, are :

- *Polling Officers;*
- *Candidates/Election Agents/one Polling Agent at a time;*
- *Observers, Micro-observers, Persons authorized by ECI;*
- *Child in arms accompanying elector;*
- *Companion of blind, infirm elector;*
- *Public Servant on duty;*

Public Servant on duty does not normally include police officers. Similarly armed body guards of Candidates/Election Agents/ Polling Agents are not also allowed, except they are covered under Z-plus security.

**POLICE/CPF CANNOT ENTER POLLING STATION
UNLESS DIRECTED TO DO SO BY PRESIDING
OFFICER.**

Role Of CPF at Polling Station on Poll Day

- The CPF shall **take positions** in the assigned polling stations on P-1 day (poll-eve day).
- The CPF shall be primarily responsible for protecting the polling stations and regulating the entry inside the polling stations. In such cases one Jawan of the CPF shall position himself at the door of the polling station (either in static or oscillating mode) in order to observe the proceedings that are going on inside the polling station, as per the directions of Hon'ble Supreme Court.
- 'Static guard duty in an oscillating mode' is a situation when a building has multiple polling stations and CPF deployed is not sufficient to cover every polling station (door). In such a situation, the CPF Jawan on duty at the entrance of the polling station may be asked to oscillate from one polling station door to the other and keep an eye on what is going on inside these polling stations and report to the officer in-charge of the CPF or the Observer, if anything unusual is observed by him.

Presence of Media

- Only those bearing Identity Cards issued by the CEO/ DEO.
- Should not disturb voting process
- Should not compromise secrecy of voting
- Should stay for very short period only

Duties Of Polling Officers

Pr. O will be in overall charge of the Polling Station

1ST PO will be identifying the electors and will be in charge of marked copy of electoral roll

2nd PO will be in charge of indelible ink, Voters Register and, Voter's Slip

3rd PO will be in charge of CU & preservation of voter's slips.

Duties of First Polling Officer

- 1ST PO will be identifying the electors and will be in charge of marked copy of electoral roll
- Identification of Electors:
- **All** Electors who have been issued with EPICs, shall have to produce the EPICs to exercise their franchise;
- ❖ Those who can not produce their EPICs can vote, provided their identity is established by alternative documents as will be allowed by the Election Commission.

Alternative Documents

For identification of voters at Polling Station, the Voter shall present his EPIC or any of the following identification documents as approved by the Commission: -

- i. Aadhaar Card,
- ii. MGNREGA Job Card,
- iii. Passbooks with photograph issued by Bank/Post Office,
- iv. Health Insurance Smart Card issued under the scheme of the Ministry of Labour,
- v. Driving License,
- vi. PAN Card,
- vii. Smart Card issued by RGI under NPR,
- viii. Indian Passport,
- ix. Pension document with photograph,
- x. Service Identity Cards with photograph issued to employees by Central/State Govt./PSUs/Public Limited Companies,
- xi. Official identity cards issued to MPs/MLAs/MLCs and
- xii. Unique Disability ID (UDID) Card, issued by M/o Social Justice & Empowerment, Government of India.

Voter Information Slip will **NOT** be used as alternative document

Duties of First Polling Officer

- 1st PO loudly reads out the Sl. No. & name of elector and verifies the Photo ID of elector;
- 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 the Electoral Roll.
- Further, for easy verification and calculation of number of male and female voters, the serial number of the voter will be rounded off in the case of female voters. For 3Rd Gender star mark *
- Provide data on No. of votes polled to Pr.O from time to time. For this, usual practice is to keep a sheet containing consecutive numbers and crossing one by one as poll progresses

IDENTIFICATION OF VOTER

- Minor discrepancies in EPIC relating to elector's name, father's / mother's / husband's name, sex, *age* or address shall be ignored and the elector allowed to cast vote.
- Any discrepancy in the serial number of EPIC *as* mentioned in the electoral roll shall be ignored.
- If an elector produces an EPIC which has been issued by the ERO of another Assembly constituency, such cards shall also be taken into account provided the name of that elector is in the electoral roll pertaining to the polling station where the elector has turned up *for* voting.

Duties of Second Polling Officer

- Ensure that the electors put their full signature or LTI in the Register of Voters (Form 17 A).
- Note the kind of Identification Document produced along with the No. of document produced, if given in the document, on Column 3 of Form 17A.
- In case of EPIC holder, write EP and in case of other documents last four digits mentioned in the Column 3 of Form 17 A.
- Issue voter slip

"FORM 17A

(See rule 491.)

Register of Voters

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

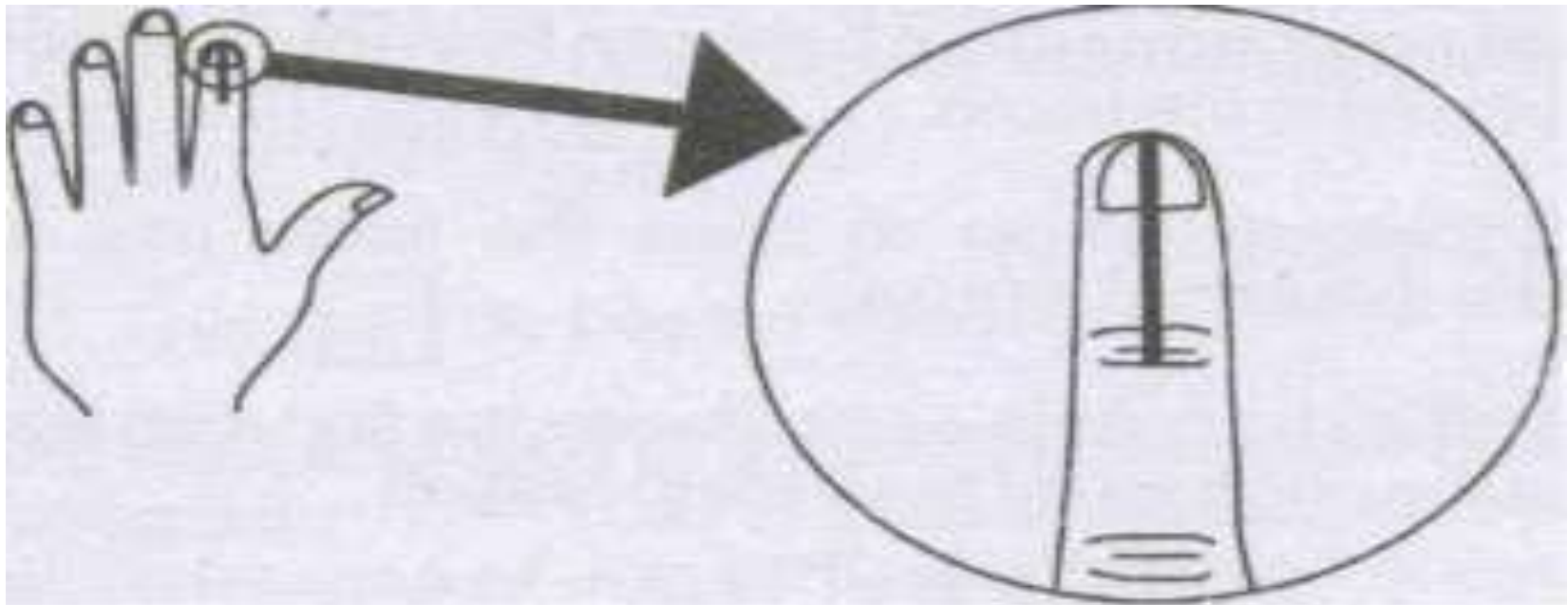
Sl. No. of elector in the No. electoral roll	Details of the document produced by the elector in proof of his/her identification	Signature/Thumb impression of elector	Remarks	
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
etc.				

Signature of the Presiding Officer".

Duties of Second Polling Officer

Application of Indelible Ink

Inspect the elector's Left Forefinger and put *a* mark of Indelible Ink from the upper tip of the nail to bottom of the first joint in the form of *a* line *as* illustrated:



APPLICATION OF INDELIBLE INK

- 2nd PO will mark left forefinger from the tip up to the first joint with indelible ink;
- **When elector has no left forefinger, put ink on any finger on left hand starting from left forefinger, as applicable;**
- If elector has no left hand, put ink on any finger on right hand starting from right forefinger, as applicable;
- **If elector has no hand, put ink on extreme (stump) of hand as he possesses;**

ISSUE OF VOTER'S SLIPS

It will be supplied in stitched bundles of 50 or 100,

- After an elector's left forefinger is marked with indelible ink and his entries are made in voter register, 2nd PO will issue Voter's Slip;
- **Elector will be allowed to vote by 3rd PO on the basis and order of Voter's Slips issued by 2nd PO;**
- All Voter's Slips should be collected by 3rd PO from electors & preserved carefully and kept in separate cover;
- **Check again left forefinger of the elector,**

RECORDING OF VOTES

3rd PO presses BALLOT button of the CU

- Voter goes inside voting compartment for recording his vote;
- **If Voter is not familiar with voting procedure, he may be explained by the Pr.O the use of dummy cardboard model of the EVM in presence of the polling agents, but none should accompany the voter inside voting compartment;**
- If Pr.O needs to enter inside voting compartment during poll for any checking or so, when no voter is inside, he should ask or allow polling agents to accompany on all such occasions;
- **Tally number of votes polled periodically with CU & Register of Voters (Form- 17A)**

PrO not to seek any instruction from MO. If required ask Sector Officer or any Magistrates visiting the polling station

Plz. Note

- Preparation of **Pr.O's report I** in format.
- Use of Dummy Cardboard Model of EVM for explaining the voting process by Pr.O to any voter who asks for help or expresses his inability to vote using EVM
- PRO & other polling officers not to frequent voting compartment that may give scope of complaints
- Time to time inspection of the BU in presence of all polling agents(with no voter)
- Declaration form to be used by voters complaining on use of VVPAT.
- Blind voters may vote by using braille system in the EVM

POSTAL Vote

1. On the first day of training, submit Forms 12 and 12A with correct electoral information using the assistance of the search engine. You can use www.voters.eci.gov.in, the Voter Helpline App, www.electoralsearch.eci.gov.in, or the help desk.
2. After the second randomization, during the second training, you will be informed along with your appointment letter (for party-wise training)., whether you will be provided with Postal ballot OR receive an Election Duty Certificate (EDC). With the Election Duty Certificate (EDC) in 12D, you may cast your vote at your assigned polling station.
3. PB Facilitation Centre will only be operational on the days of party-wise training at the training venue (as per Training hours). Additionally, the Facilitation Centre will also be operational at the RO office from P-3 to P-1 days (normal office hours).
4. At the PB Facilitation Centre:
 - 1st Polling Officer: Will identify by EPIC and take signature in the register.
 - 2nd Polling Officer: Will apply indelible ink to the left hand's forefinger.
 - 3rd Polling Officer: Will issue Postal Ballot, Forms 13A, 13B, 13C, and 13D.

5. When you show your voter card 13A will be attested at Facilitation Centre
6. After receiving the Postal Ballot, the voter must go to the Voting compartment and mark a 'cross' (X) or 'tick' (✓) against the candidate's name of their choice with confidentiality.
7. Write the serial number of the Postal Ballot paper on - Form 13A at the space provided for declaration and inside the envelope (Form 13B) where the Postal Ballot is kept.
8. The sealed Form 13B and the 13A Declaration must be placed inside the cover of Form 13C. After sealing Form 13C, it should be deposited into the drop box at the Facilitation Centre.
9. Representatives of the recognized political parties and candidates' agents will be present.
10. The entire process will be videographed.

Extra Ordinary Situations

1. Replacement of machines
2. Test Vote
3. Blind & Infirm voting
4. Challenged vote
5. Tender vote
6. ASD voting
7. Voting by Proxy
8. Deciding not to vote
9. Voting procedure violation

Replacement of EVM-VVPAT during Poll

- In case the CU or the BU does not work properly during actual poll, replacement of the whole EVM including CU, BU and VVPAT is required. However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll.
- All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.
- The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription "MOCK POLL SLIP", thereafter they shall be kept in an envelope of thick black paper and must be kept in the special plastic box for mock poll and sealed with a pink paper seal.
- In case of replacement of only VVPAT during actual poll, no mock poll will be conducted.

Replacement of EVM/VVPAT

During mock poll

During poll

Only the defective unit i.e CU or BU or VVPAT will be changed

BU/CU is defective

VVPAT is defective

The entire set i.e CU, BU and VVPAT will be changed
-Only **one** vote to each contesting candidate including NOTA should be polled in the mock poll.

Only VVPAT will be changed
-No mock poll will be conducted.

PRERIOING OFFICER'D REPORT

(hapCer- F.Para].t4)

PART-IV: EVM/VVPAT REPLACEMENT

[IF THERE IS ANY REPLACEMENT

Name of Election: _____ (to be pre-printed)

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

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

Polling Station No. _____ (to be pre-printed)

à)

[BFJ: Balloting Unit, CU: Control Unit and VVPAT: Voter Verifiable Paper Audit Trail]

S. No.	Particulars	BFJ	KW	O P E T	Signature of Seccor
					öep*acennen*
1.	Unique ID of and time of disposal				
2.	(^) k.() lücb. oWe fOU»d non-functional items CU Modules for use (Minimum instructions)				
3.	Unique ID of units given as replacement during mock poll.				

S. No.	Name of Party / Candidate	Name of Candidate	Signature of Polling Officer

[Signature of

O H

VVPAT Complaint by voter – Rule 49MA

In case a voter complains of wrong printing by VVPAT:

- **He will report to Presiding Officer.**
- **Presiding Officer will take a declaration explaining that if found false he can be penalized.**
- **PO will then record in 17A and permit him to cast a ‘test vote’ in presence of PO and Polling Agents.**
- **If found false PO will record in 17A (against whom the Test Vote has been cast)and 17C(in col 5.) so that test vote is not counted.**
- **If found true then PO will stop poll and report to RO.**

ANNEXURE - 17
(Chapter - 5, Para 5.9.2)

DECLARATION UNDER RULE 49MA

General/Bye-Election to.....

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

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

**FORM OF DECLARATION BY ELECTOR TO BE FILLED BEFORE CASTING A TEST VOTE
UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961**

1. I hereby solemnly declare and affirm under sub rule (1) of Rule 49 MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit 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 symbol of the candidate of my choice on the Balloting Unit. 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 Section 177 of the IPC that I shall be liable to be punished with imprisonment 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 in para 1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector

Name of the Elector.....

Father/Mother/Husband's Name.....

Part No. of electoral roll.....

Sl. No. of elector in that Part.....

Sl. No. in Register of Voters (Form 17A)

Dated.....

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

Signature of the Presiding Officer

Dated.....

VOTING BY BLIND AND INFIRM VOTERS

Blind voters may vote through *Braille* system available in EVM. The procedure may be explained to him by Dummy cardboard EVM by Pr.O if necessary,

- Or else a companion may be allowed of not less than 18 years of age;
- No polling personnel shall act as companion
- No person shall be permitted to act as companion of more than one elector at any polling station on the same day;
- Get a declaration from the companion in this respect and also that he would keep secret the vote recorded by him on behalf of blind/infirm voter;
- Keep a record of all such cases in Form 14A;
- No polling personnel should act as a companion

- As per the first proviso to sub-rule (1) of Rule 49N, one person cannot act as the companion of more than one elector. In order to facilitate the polling staff to ensure compliance of these provisions, application of indelible ink shall also apply to the companion. **Indelible ink shall be applied on the right index finger of the companion.** Marking of ink on the **left index finger of the elector in such cases shall continue to apply** as per the existing provisions.
- Before an elector is permitted to take with him a companion inside the voting compartment, the **right index finger of the companion should be checked** to ensure that it is not already marked with indelible ink. If it is found to be already marked, such person cannot be permitted to be companion for the purpose of Rule 49N.
- Companion shall leave Polling Station Location immediately after assisting an infirm/blind voter.

Voting by Blind and infirm Voters-instructions

- **Infirm voters who are capable of voting** by herself/ himself by pressing the button of the candidate of his choice on the balloting unit of EVM shall be permitted authorized **companion only up to Voting Compartment** in the Polling Station, but **not inside** the Voting Compartment. This will apply in cases where the nature of physical infirmity is such that the **elector needs assistance only for his movement and not for voting**. The Presiding Officer has to take decision in such cases.
- Sub-rule (2) of Rule 49N provides that the Presiding Officer shall keep a record of cases where electors record vote with the assistance of companion in Form 14A. This should cover all cases where the companion is permitted to go into the voting compartment with the elector to assist him in recording the vote. Cases where a **companion only comes to assist the elector in his movement and does not go into the voting compartment shall not be included in Form 14A**.

Voting by Blind and infirm Voters-instructions

- While **Scrutinizing** of various documents such as the **Form 17A, Presiding Officers Diaries** etc., by the **Observer and Returning Officer** on the day following the day of poll, **Form 14 A shall also be scrutinized** to see whether there are unusually larger no. of cases of companions accompanying the electors in recording votes in any Polling Station, which may create suspicion about the fairness of poll.

DECLARATION BY THE COMPANION OF BLIND OR INFIRM ELECTOR

.....Assembly Constituency (comprised
within Parliamentary Constituency)

Sl. No. and Name of Polling Station

I,son of.....aged..... resident of*.....

..... hereby declare that

(a) I have not acted as companion of any other elector at any polling station today, the.....

.....

(b) I will keep secret the vote recorded by me on behalf of

Signature of Companion

*Full address to be given

Conduct of Elections Rules, 1961
(Statutory Rules and Order)

[FORM 14A

[See rules 40(2) and 40A(2)]

LIST OF LITERATE, BLIND AND INFIRM VOTERS

Election to the**.....*from the.....constituency*by the elected members**/members
of the Legislative Assembly of.....[State].

[District and Name of Polling Station.....in.....Assembly constituency/Name of place of poll.....]

Part No.
& S.No.
of elector

Full name
of elector

Full name
of companion

Address of
companion

Signature of
companion

Date.....

Signature of Presiding Officer.]

[The word "Infirmed" not applicable in the case of election from Assembly/Parliamentary constituency

*Strike off whichever is inapplicable.

** Strike off whichever is inapplicable.]

PROFORMA FOR REPORT ON THE VOTING BY THE VISUALLY IMPAIRED VOTERS

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

No. and the Name of Assembly Segment.....

(In case of Parliamentary Constituency)

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

Name of the Presiding Officer.....

S.No.	Number of visually impaired voters turned up for voting	Number of such voters who used dummy ballot sheet in Braille	Number of such voters who did not use dummy ballot sheet and preferred to vote using the provision of Rule 49N	Number of voters who used both the facilities

(Signature of the Presiding Officer)

CHALLENGED VOTES

Entertain a challenge from polling agent only after he deposits Rs. 2 in cash

- Furnish a receipt to challenger;
- Warn the person challenged about penalty for impersonating, enter his name and address in the list of challenged votes (form 14) and ask him to sign. If he refuses to do so, do not allow him to vote;
- Summary inquiry: ask the challenger to adduce *prima facie* evidence. If challenger succeeds, ask the person challenged to produce evidence to rebut the challenge;
- If challenge is established, hand over such person to police with a written complaint and return challenge fee after taking receipt in col. 10 of form 14 and counter foil of receipt;
- If challenge is not established, forfeit the fee and write “forfeited” in col. 10 of form 14 and counter foil of receipt.

DECLARATION OF ELECTOR ABOUT AGE

If an elector appears to be below aged but his identity is otherwise established, take a declaration from him about his age in prescribed form;

- Before taking declaration inform him about penal provisions of law for giving false declaration;
- Prepare a list of such voters from whom the declaration is obtained. Also maintain a list of persons who refused to give declaration and have gone away without casting vote;
- Keep all such declarations in a separate cover.

TENDERED VOTES

- 20 Ballot papers marked as **tendered ballot paper** on their back will be supplied per polling station;
- Maintain complete record of electors issued with tendered ballot papers in form 17B;
 - Obtain signature or LTI of elector in col. 5 of 17B before issuing him a tendered ballot;
 - Elector will mark his vote through arrow cross mark inside voting compartment and fold the ballot paper, come out and hand over the same to the Pr.O;
 - Keep all tendered ballot papers and list in form 17B in separate cover;
 - Keep a correct account of tendered ballot papers (1) received in the polling station (2) issued to electors, and (3) unused and returned in item 8 of 17C part-I

FORM-17B**(See Rule 49P)****LIST OF TENDERED VOTES**

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

No. and Name of Part No. of Electoral Roll Polling station.....

Sl. No.	Name of elector	Sl. No. of elector in electoral roll of the person who has already voted in place of elector	Sl. No. in Register of voters (Part 17A) elector	Signature/Thumb impression of
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Date :

Signature of the Presiding Officer

Voting by voters from ASD list

- Every elector, whose name appears in ASD list, shall have to produce EPIC for his/her identification or any one of the alternative photo identity documents permitted by the Commission.
- The **PrO shall verify the identification document** personally and satisfy himself about identity..
- A declaration shall be obtained from the ASD electors
- ASD elector to be videographed(where videographer is attached.
- the details should be properly registered in the register of voters in Form 17A.

- The First Polling Officer shall inform the Polling Agents about the ASD elector who has come to vote by reading out his/her name loudly.
- Thumb impression of such electors shall also be obtained in addition to signature against the column of "signature/thumb impression" of Register of voters (Form 17A).
- The thumb impression shall be in addition to the signature even in the case of an elector who is a literate and can sign.
- Presiding Officer shall maintain a record and give a certificate at the end of poll about electors allowed from ASD list

**FORM OF DECLARATION BY ELECTOR
WHOSE NAME IS IN ABSENTEE / SHIFTED / DEAD LIST**

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 the _____ Constituency which was prepared / revised with respect to first date of January, 200____ 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 _____

VOTING BY PROXY

There will be a list of CSVs (classified service voters) who have appointed proxies. Such a list will be attached at the end of Marked Copy of Electoral Roll:

- Proxy will record vote on behalf of CSV in usual manner;
- Mark middle finger of left hand of proxy;
- Proxy is entitled to vote of his own in addition to vote as proxy, if he is registered elector of that polling station;
- In case of proxy votes, Sl. No. of CSV as noted in sub-list should be recorded in the voter register;
- For distinction, suffix PV in bracket in the voter register. For example write 1 (PV) in column 2 of the voter register.

REFUSAL TO OBSERVE VOTING PROCEDURE

- If an elector refuses, after necessary warning by Pr.O, to observe voting procedure, do not allow him to vote;
- If the elector is already issued Voter's Slip, that should be withdrawn from him and cancelled;
 - Put a remark "Not allowed to vote – Voting procedure violated" in the remarks column of Voter Register and put full signature of Pr.O below that remark

ELECTORS DECIDING NOT TO VOTE

After recording in voter register, if an elector decides so, he should not be compelled to vote;

- “Refused to vote” OR “**Left without Voting**” shall be noted in 17A Register and Pr.O should sign in full below that remark;
- Signature/LTI of elector shall be obtained against such remark.

REPORTS OF PRESIDING OFFICER

1) PRESIDING OFFICER'S DIARY

-The PO is required to record the relevant events/proceedings as & when they occur in a diary as per annexure-VII.

2) VISIT SHEET

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

3) ADDITIONAL REPORT by PO (16 points) is to be submitted to the observer/RO.

4) FILLING UP OF REGISTER OF VOTERS-

The PO should make required entries in the relevant columns of the above 4 documents at regular intervals.

5) Polling Agent Movement Sheet

Close of Poll

1.17C

2. Signatures of Polling agents

3. Process

4. Sealing of papers

5. Sealing of machines

6. Statutory/ Non

statutory/Third packet/4th

packet etc. covers filling

Close Of Poll

- Before five minutes for the scheduled hour of close of poll, go outside the polling station and announce that the intending persons to vote should come in a queue;
- If poll continues beyond scheduled hour of close, make only one queue and distribute slips serially numbered and signed by Pr.O from the **last** person in the queue;
- Continue poll till the person holding Sl. No. 1 slip. Collect all slips and destroy to prevent reuse;

Close Of Poll

- **Press CLOSE button** of CU in presence of polling agents and replace the cap over it . **Total no of votes recorded in the machine should be noted in item 5 of part-I of form 17C ;**
- Switch off the power and disconnect the BU from CU;
- **51/8/7/2019 -EMS dtd 09.04.2019** - After completion of poll, the Presiding officer shall remove the power pack (battery) from VVPAT in the presence of polling agents. Only after removal of power pack (battery) form VVPAT. The carrying case of VVPAT shall be sealed in the presence of Polling agents.

Draw a line after last entry in Form 17A and certify “The serial number of last entry in Form 17A is” & sign. Obtain signature of polling agents present. Mention time of poll closure.

- The **precise time of close** of poll should be indicated in **PrO's diary (Column 20b)** and **17A**.
- The precise time of closure of poll should be included in PrO's declaration and it **should be same as shown in CU**.
- Account of pink paper seal- no specific col yet given. Pls write separately under Col 7 (Paper Seal account) of PrO Diary eg.

7 i) Number of Paper seal used	Green- 1	Pink- 1
ii) SI No. of paper seal used	AA009758	dsf98729

- Similarly in the address tag, also time of closure of poll shall be mentioned there by PrO. Polling agents of candidates should be allowed to sign on address tags, if willing

ACCOUNT OF VOTE RECORDED

- Prepare form 17C Part-I;
- Total Elector assigned to PS= Total elector + Electors who have casted vote on basis of EDC
- Total no. of votes recorded must be equal to the total no. of votes registered as per col. 1 of the register 17A minus no. of voters decided not to vote (as per remarks col. Of 17A) minus no. of voters not allowed to vote for violation of secrecy (as per remarks col. Of 17A); **(2-3-4=6)**
- Supply attested copies of form 17C to all polling agents present irrespective of asking and take receipt. Better to supply after all sealing works relating to polled EVM and polled materials are over;
- 2 copies of 17C should be submitted in a separate cover at RC;
- Pr. O to make declaration at the close of poll and get signatures of the agents present

ANNEXURE XIII
[CHAPTER XXX, Para 1.4]
***Form 17C**
[See Rules 895 and 902C]

PART I - ACCOUNT OF VOTES RECORDED

Election to House of the Senate/Legislative Assembly of the State/Union Territory Hast Nopal from
26, 114941 Constituency.

Number and Name of Polling Station: 22, Baghajatin Primary School
 Identification Number of Voting Machine used at the Polling Station: Control unit G 09101
 Serialing unit G 17342
 Printer (if used) 3091

1. Total number of electors assigned to the Polling Station 495
2. Total number of voters as entered in the Register for Voters (Form 17A) 763
3. Number of voters deciding not to record votes/refused to vote 02
4. Number of voters not allowed to vote under Rule 895A 01
5. Test votes recorded under Rule 895A(ii) required to be deducted: 02
 - (a) Total number of test votes to be deducted: Total No. 02
 - Sl. No.(s) of elector(s) in Form 17A 17 2 200

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

Sl. No.	Name of Candidate	No. of votes
1	PCD VASUDEVAN	0
2		0
3		0
4		0
5		0
6		1
7		0
8		0
9	None of the Above	0
	Total	02

6. Total number of votes recorded as per voting machine: 760
7. Whether the total number of votes as shown against items 6 tallies with the total number of votes as shown against item 2 minus number of votes deciding not to record votes as against 3 minus number of voters as against item 4 (i.e. 2-3-4) or any discrepancy noticed: Yes, Tallied
8. Number of voters to whom Provisional ballot papers were issued under rule 897: 03

8. Number of rendered ballot papers.

Sl. No.	Total	From	To
Received for use	20	00421	00440
Issued to electors	03	00421	00423
Not used and returned	17	00424	00440

9. Account of paper seals

(1)	Paper seals supplied for use:	Total No. ... (1)
(2)	Paper seals used	Sl. No. from AA009288- AA009290 Total No. ... (2)
(3)	Unused paper seals returned to Returning Officer	Sl. No. from AA009291 Total No. ... (3)
(4)	Defective paper seal, if any, Returned Officer	Sl. No. from ... Total No. ... (4)

Date: 25.12.2020
Place: K.P.S.S.

Signature of Polling Agents

Signature of Returning Officer
Polling Station No. 20/26

Baplayatin Binayak Choudhary

PART B- 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 2 of Part A	Number of valid votes (3-4)
(1)	(2)	(3)	(4)	(5)

I. RETURN

Date: _____

Whether the total number of votes shown above tallies with the total number of votes shown against Item 2 of Part A or not; discrepancy noted between the two totals.

Name: _____
Date: _____

Signature of Counting Supervisor
(Full Signature)

Name of candidate/visionary agent/counting agent:

NOT to BE FILLED IN

Name: _____
Date: _____

Signature of Returning Officer

Name: _____
Date: _____

Signature of Returning Officer

Items to be signed by polling agents on Poll day

- Pr.O's Report I, II, III and Mock Poll slips envelope. (before commencement of poll and on subsequent replacement of EVM if any)
- Green paper seal, Pink paper Seal, Spl. Tag- At the time of sealing CU after mock poll
- Presiding Officer's Declaration
 - Part-I: before commencement of poll
 - Part-II: on subsequent replacement of EVM if any
 - Part-III: At end of poll
 - Part-IV: After sealing of EVM
- 17A- In case of Test Vote is cast u/r 49MA
- 17A- after close of poll, below PrO's signature
- 17C Part-I (after poll)
- Movement sheet as and when applicable

PART II

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

Election Parliamentary/Assembly Constituency

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

Date of poll.....

I hereby declare:

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

Signature.....

Presiding Officer

Signature of polling agents:

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

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.....

Affixing of Seal thereon by the Polling Agents:

The Polling Agents present at the polling station are also permitted to affix their seals, in addition to the seal of the Presiding Officer, on the envelopes and packets containing the following documents:

- (a) The marked copy of the electoral roll;
- (b) Register of Voters;
- (c) Voters slips;
- (d) The tendered ballot papers and the list of tendered voters in Form 17B;
- (e) The unused tendered ballot papers;
- (f) The list of challenged votes;
- (g) The unused and damaged paper seals, if any;
- (h) Appointment letters of Polling Agents; and
- (i) Any other papers that the Returning Officer has directed to be kept in a sealed packet.

SEALING OF EVM and Polled Materials AFTER POLL

- Switch off the CU & put in Carrying case and seal it at both ends with addressed tag with the help of seal of Presiding Officer;
- Agents present should be asked to affix their seals;
- Names of candidates/ polling agents who have affixed their seals on carrying cases of CU should be noted in the declaration at the close of poll;

PREPARATION OF PRO'S DIARY

- Record relevant events as and when they occur at regular intervals;
- Any lapse of writing diary at regular intervals is seriously viewed by ECI;
- One of the important documents verified by the OBSERVER on the day after poll at the time of scrutiny;

Visit Sheet

- Patrolling Magistrate, Sector Officer, Zonal Magistrate, DEO, RO, AROs and Election Observers, whenever they visit any polling station, shall make an entry in the VISIT SHEET_kept with the Presiding Officers. Visit Sheet shall be deposited after end of poll along with Presiding Officer's Diary.
- One of the important documents that will be verified by the OBSERVER on the day after poll at the time of scrutiny

SEALING OF ELECTION PAPERS IN PACKETS

- ❖ The large **White cover** superscribed as “**EVM papers**” comprising
 - (i) the unsealed envelope containing Account of votes recorded (Form 17C),
 - (ii) Unsealed envelope containing the Presiding Officer Report-I (Mock poll certificate), II & III and
 - (iii) Sealed Black envelope containing printed VVPAT paper slips of Mock poll shall be placed along with polled EVMs in the polled EVM Strong Room.

Six separate large packets:

Even if a statement or record to be mentioned in the statutory form or non-statutory form is „Nil“, such „Nil „remark should be marked on the concerned statutory form or non-statutory form and placed in the respective envelopes and packed in the large packets.

First packet (WHITE) - “EVM PAPERS COVER”

a)Envelope containing the account of votes recorded (**Form-17C**),

b)Envelope containing the PrO Report I (**Mock-Poll Certificate**), **II & III**

c)Black color Sealed Envelope containing Printed VVPAT paper slips of Mock Poll

Note: All the above election papers should be kept in unsealed white coloured master envelope (Envelope No: 1/1) and should be kept in the Polled EVM Strongroom.

In case of simultaneous election-

for assembly election,

- ✓ one additional 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.

Second packet (colored WHITE)

-unsealed/sealed envelopes (**“SCRUTINY COVER”**)

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

Note: All the above election papers should be kept in unsealed white coloured master envelope (Envelope No: 2/1) and Polling Station wise scrutiny cover required for scrutiny should be stored separately in a strong room other than Polled EVM strongroom having polled EVMs and VVPATs.

Third Packet (White Color) – Statutory Cover

- a) Sealed envelope containing the marked copy of the Electoral Roll and list of CSVs
- b) Sealed envelope containing voter's slip
- c) Sealed envelope containing unused tendered ballot papers
- d) Sealed envelope containing the used tendered ballot papers and the list in form 17 B
- e) Sealed envelope including challenged vote in form 14

Fourth Packet (Non-Statutory Cover)

- Yellow

- a) Envelope containing the copy or copies of electoral roll (other than the marked copy)
- b) Envelope containing the appointment letters of Polling Agents in Form 10
- c) Envelope containing the election duty certificates in Form 12- B
- d) Envelope containing declarations by Presiding Officer
- e) Envelope containing receipt book and cash if any, in respect of challenged votes
- f) Envelope containing the declarations obtained from electors as to their age and the list of such electors who have refused to make declaration as to their age
- g) Envelope containing unused and damaged paper seals and special tags
- h) Envelope containing unused voter"s slips
- l) Envelope containing Form of Declaration by elector under 49MA (Test Vote)
- j) Envelope containing Form of Declaration by elector whose name is in ASD list
- k) Envelope containing letter of complaint to SHO

Fifth Packet (Brown)

- a.** Handbook for Presiding Officer,
Manual of Electronic Voting Machine and VVPAT,
instructions etc.
- b.** Used and remaining Indelible ink set
- c.** Used Stamp pad (Brown colour)

Sixth Packet (Blue colour)

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

Management of receipt of voting materials

- There will be provision for receiving voting materials by setting up counters for specific number of polling stations.
- **Various items will be received as per the checklist.**
- The staff who is receiving the items will take the items only after checking it carefully.
- **Whether polling materials of that same polling station be deposited at that counter or not?**
- BU/CU/VVPAT is sealed.
- **Match number of BU/CU/VVPAT as per EVM Receipt Register.**
- EVM Receipt Register must bears the signature of the Presiding Officer.
- **Votes mentioned in 17C matches with 17A.**
- Presiding Officer's diary is duly filled and VISIT SHEET is attached.
- Polling agents are given 17C.
- Mock Poll Ballot Slip ~~Plastic Box~~ Envelope I

- Additional Format Report of the Presiding Officer has been submitted
- Diary of the Presiding Officer - 1 copy, without seal.
- Form 17C- 2 copies, one sealed and the other without seal.
- Declaration or Annexure VII of the Presiding Officer - 1 copy, without seal.
- VISIT SHEET- 1 copy, without seal
- **PS-05A- 1 copy, without seal**
- 17A
- **16 PT OBSERVER REPORT**
- Pr.O's Report Part 1 & 3 must. 2, 4, 5 (If applicable)
- **LOG SHEET OF CAMERA**
- POLLING AGENT MOVEMENT SHEET
- **FORM 14A.**

Receiving
Arrangements

PS – 05

PrO's diary, 17C, visit slip, -- Kept at separate trunk

POINTS TO REMEMBER

Statutory covers :

1. Marked copy of E. Roll
2. Voter Register (17A)
3. Voters' slip
4. Unused tendered ballot papers
5. Used tendered ballot papers

Receiving centre

- **17 C and one copy of Mock poll certificates and black envelope sealed in strong room attached to C.U of EVM.**
- **Send BU, CU and VVPAT to strong room with transit slip register**

The complete set of polled CU-BU-VVPATs of the polling station should be kept in the same strong room.

FORM M21-RECEIPT OF RETURN OF ELECTION RECORDS AND MATERIAL AFTER POLL

(TO BE PREPARED IN DUPLICATE)

Statement showing particulars of used Electronic Voting Machine(s) and sealed covers and other articles hand over by the Presiding Officer of Polling Station No. of Assembly constituency comprised in the Parliamentary Constituency.

A. Electronic Voting Machine(s):

(i)	The sealed Electronic Voting Machine(s):	
a.	Number of sealed CU:	Non
b.	Number of sealed BU:	Non
c.	Number of sealed VVPAT:	Non
(ii)	The unused Electronic Voting Machine(s)	
a.	Number of unused CU:	Non
b.	Number of unused BU:	Non
c.	Number of unused VVPAT:	Non

B. Packets:

(I) First packet: EVM Papers

- (i) Unsealed envelope containing the account of votes recorded (Form-17C).
 - (ii) Unsealed envelope containing the Presiding Officer Report I (Mock-Poll Certificate), II & III
 - (iii) Printed VVPAT paper slips of Mock Poll should be kept in Black Coloured Sealed Envelope
- In case of simultaneous election, separate first packet of EVM Papers in pink colour for polled EVM for assembly poll.

(II) Second packet: Scrutiny Cover

- (i) Unsealed envelope containing the Presiding Officer's Diary
- (ii) Sealed envelope containing the register of voters (17A)
- (iii) Unsealed envelope containing Visit Sheet
- (iv) Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declarations of the companions

(III) Third packet: Statutory Cover

- (i) Sealed envelope containing the marked copy of the electoral roll and list of CSVs, if any;
- (ii) Sealed envelope containing voter's slips;
- (iii) Sealed envelope containing unused tendered ballot papers;
- (iv) Sealed envelope containing the used tendered ballot papers and the list in Form 17-B;
- (v) Sealed envelope containing the list of challenged votes in Form 14;

In case of simultaneous election, pink envelope containing the pink voter's slip for assembly poll should be kept in this third packet.

(IV) Fourth packet: Non-Statutory Cover

- (i) Unsealed envelope containing the copy or copies of electoral roll (other than the marked copy);
- (ii) Unsealed envelope containing the appointment letters of Polling Agents in Form 10 and

- accounts of appointment of polling agent;
- (iii) Unsealed envelope containing the election duty certificate in Form 12-B
- (iv) Unsealed envelope containing the declarations by the presiding officer
- (v) Unsealed envelope containing the receipt book and cash, if any, in respect of challenged votes;
- (vi) Unsealed envelope containing (i) unused and damaged paper seals and (ii) unused and damaged special tags;
- (vii) Unsealed envelope of unused voter's slip
- (viii) for the declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age
- (ix) Form of declaration by elector under Rule 49MA (Test Vote);
- (x) Form of declaration by elector whose name is in ASD list;
- (xi) Letter of complaint to the S.H.O. Police;

In case of simultaneous election, pink envelope containing the declaration by the presiding officer should be kept in this fourth pocket.

(V) Fifth pocket: Handbook. Instructions and other

- (i) Hand Book for Presiding Officer;
- (ii) Instructions of Electronic Voting Machine & VVPAT, a) Posters on How to cast vote on EVM and VVPAT, b) Brochure for Presiding Officer on use of EVM and VVPAT and c) Trouble shooting on use of EVM and VVPAT;
- (iii) Sealed envelope containing, a) Indelible ink set with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation and b) used self-inking pads)

(VI) Sixth Packet: Other Materials

- (i) List of contesting candidates Form 7 A
- (ii) Photocopy of signature of candidates
- (iii) Other unused forms.
- (iv) Metal seal of the Presiding Officer;
- (v) Arrow cross-mark rubber stamp for marking tendered ballot papers;
- (vi) Cup for setting the indelible ink

(VII) Two stationery containers containing used and remaining stationery items

C.	Voting Compartments	:	Nil
D.	Acquittance Roll of T.A to Polling Personnel if any	:	Nil.

Handed Over

Taken charge

Signature of Presiding Officer
Polling Station No.....

Name & Signature of the receiving Officer



In Marked Copy of Electoral Roll, PB marking was made against the name of Mr. Somen and he is appearing in the Polling Booth. What will you do?

- (A) Allowed to cast his vote after receiving a declaration from him.
- (B) Presiding Officer to perform an enquiry and if there is no objection from the Polling Agents he will allow Mr. Somen to cast his vote.
- (C) PB is marked against the name of Mr. Somen, so he will not be allowed to cast vote.
- (D) None of the Above

Mr. Bikash is an elector of Gopalpur PC and his polling duty is assigned under Gopalpur PC. How Mr. Bikash will cast his Vote?

- (A) Mr. Bikash will cast his vote at Voter's Facilitation Centre.
- (B) Mr. Bikash will submit his Appointment Letter to the Presiding Officer and Cast his vote at the Polling Station where his duty is assigned.
- (C) Mr. Bikash will cast his vote at the Polling Station where his duty his assigned by showing Form-12B (EDC)
- (D) None of the Above

Who will be allowed to use Mobile Phone inside the Polling Booth?

(A) Any Person

(B) Polling party, Polling Agent along with any other person

(C) Only Observer and Polling Agent

(D) Returning Officer, Observer and Polling Officer

Placement of VVPAT inside the Voting Compartment

- (A) VVPAT to the left side of CU
- (B) VVPAT to the left side of BU
- (C) VVPAT to the right side of BU
- (D) VVPAT to the right side of CU

Who are allowed inside the Polling Booth ?

- (A) Security Personnel of persons having Z+ category with concealed arm.
- (B) CAPF assigned to the concerned Booth
- (C) Security of Hon'ble Observer
- (D) Security Personnel of persons having Z+ category in civil dress.

Which type of Identity document is to be produced by Polling Agent to establish their Identity.

- (A) Form-10 and Photograph of Candidate
- (B) Form-10 and Symbol of Candidate.
- (C) Form-10 and name of Candidate
- (D) Only Form-10

Connectivity of EVM Machine?

- (A) BU Cable to CU and CU cable to VVPAT
- (B) VVPAT CABLE to BU and CU CABLE to VVPAT
- (C) BU CABLE to VVPAT and VVPAT CABLE to CU
- (D) None of the above

Where to use Green Paper Seal ?

- (A) To seal the Black Envelope of Mock Poll.
- (B) To seal the Battery Section of CU.
- (C) To seal the Result Section of CU.
- (D) To seal the VVPAT Slip and Result Section of CU.

How to seal the VVPAT Slips after mock poll?

- (A) VVPAT slips are to be preserved in plastic box after the completion of poll.
- (B) VVPAT slips are to be preserved in plastic box before the start of poll.
- (C) No specific guideline.
- (D) After completion of Mock Poll and preparation of Mock poll certificate, VVPAT slips are to be preserved in a black envelope and seal using pink paper seal.

If CU is Non Functional during Mock Poll, what is the procedure of EVM Replacement?

- (A) To change BU and CU.
- (B) To change BU, CU and VVPAT.
- (C) To change CU only.
- (D) None of the above.

Process for change of CU power pack...

- (A) Only to be replaced during Mock Poll and to fill up PRO's Report Part-II.
- (B) Only to be replaced during Actual Poll and to fill up PRO's Report Part-II.
- (C) Not to be changed any time.
- (D) Replaced any time and fillup PRO's Report Part II

If VVPAT becomes non Functional during Actual Poll, then what to Replace?

- (A) Replace Both BU, CU, VVPAT
- (B) Replace CU and VVPAT
- (C) Replace BU and VVPAT
- (D) Replace only VVPAT

Who will mark Indelible Ink to a voter?

- (A) Presiding Officer
- (B) First Polling Officer
- (C) Second Polling Officer
- (D) Third Polling Officer

**How many covers are to used after completion of Poll
for keeping the materials?**

(A) 4

(B) 3

(C) 5

(D) 6

How to submit Presiding Officer's Report Part IV and V at RC?

- (A) EVM Papers Envelope
- (B) In separate Envelope
- (C) Through Sector Officer in separate Envelope
- (D) None of the above

Which Form are to be given at Receiving Counter during submission of material ?

(A) FORM 19

(B) FORM 21

(C) FORM 17 C

(D) ANNEXURE C

Please Go through
the slides

Thank You
&
All the BEST