



# LOK SABHA GENERAL ELECTION, 2024

## TRAINING OF POLLING PERSONNEL



23.03.2024

OFFICE OF CHIEF ELECTORAL OFFICER, WEST BENGAL

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# 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.

**Alternative document: Unique Disability Identity Card (UDID), Ministry of Social Justice & Empowerment, Govt of India**

- 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 blank envelops 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.
- EDC procedure remains same.
- There will be Voter Assistant Booth(VAB) in every Polling station Location – Alphabetical Role & Signage should be there

# 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, EDC, 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	as 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.

# Training Plan

Training	Participants	Activities
<b>1st day training</b> category wise	Pr.O, 1st PO, 2nd PO, 3rd PO  ( if bye election is held together – Additional 2nd PO and 3rd PO)	PPT presentation question answer session Collecting ID card Attendance Collecting Form 12/12A Search engine for confirming electoral details
<b>One day Hands on training</b>	Pr.O and 1 <sup>st</sup> PO	Operation of EVM/VVPATs, Filling up of all types of forms, Report returns Discussion on Pr.O Checklist booklet Session on Do's and Don'ts booklet
<b>3<sup>rd</sup> Training party wise:</b> (minimum 3 hrs)-	All party wise members, reserve	Video clip display, doubt clearance, evaluation with question paper - 50 questions 1hour. PB voting at facilitation centre at training venue. EDC distribution

# **Distribution Centre/ Function at DC**

- 1. Arrangement at DC**
- 2. Police, Camera man, Micro Observer,  
Vehicle Tagging**
- 3. Polling materials collection**
- 4. EVM / VVPAT collection**
- 5. Checking of Electoral Roll**

## Duties/ functions of Polling Personnel after reaching the DC

- Firstly, Identify your Polling Station from the Display Board
- If you are Presiding or 1<sup>st</sup> Polling Officer, register your mobile Number with the specific number provided for this purpose.
- Collection of Polling materials from the designated counter and verify as per the checklist.
- If Micro Observer/Camera man is tagged in your PS then contact them. If there is a facility of Webcasting in your PS, the concerned technician will reach the PS beforehand.
- Report to Vehicle Tagging counter and get the vehicle details tagged for your PS.
- Report to Police Tagging counter and get the concerned Police personnel tagged with you.
- Please ensure that you leave the DC for your Polling station under the security of Sector police.
- On demand training of Polling Personnel is arranged at DC

## **Polling personnel will check the following while collecting the Polling materials from the counter**

1. Check the Electronic Voting Machine (EVM) and Voter Verifiable paper Audit Trail (VVPAT) meant for your Polling Station
2. EDC/PB list
3. Indelible Ink
4. One Marked copy and two working copies of Electoral 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
9. Candidate and his/her Election Agent's specimen signature
10. Form 17A (Register of Voters), 17C, Presiding Officer's Diary, Declaration of PRO, Pro's Report I,II,III, IV, V
11. Arrow Cross Mark, PRO's metal seal, Polling Station Distinguishing Mark
12. ~~প্লাস্টিক বাক্স (মহড়া ভোটের কালো খাম রাখার জন্য)~~
13. Black Envelop(for keeping VVPAT Test Vote paper slip)
14. 'MOCK POLL SLIP' rubber stamp
15. Other Stationeries

# Collection of EVM/VVPAT and other voting materials

- Check whether the EVM/VVPAT belongs to your Polling station (check with address tag and ensure that EVM/VVPAT details are matched in register maintained at counter )
- Candidate Set section of CU should be in a sealed condition.
- Check whether the Ballot paper is affixed properly in BU
- The Thumb Wheel of BU is set at No.1 (If candidate No is 16 including NOTA )
- Number of Blue buttons open in BU= No of candidate + NOTA and masking of other blue buttons

- BU is properly sealed
- Verify with the check list and ensure that you have received all the materials (EVM/ VVPAT, inedible ink, Marked Electoral Roll, Tender ballot paper, Green Paper Seal, Special Tag).
- Check all sections of Marked Copy and get confirmed
- Check that for deletion it is diagonally **DELETED** and for correction # symbol is written.
- Check the total number of EDC/POSTAL BALLOT voters in the marked copy. If there is any marking, then the page should be authenticated.
- VVPAT testing is prohibited at DC. It Cannot be checked before MOCK POLL.
- Carrying of EVM/VVPAT in a vehicle other than designated vehicle is prohibited, it cannot be kept other than designated government buildings
- Never leave EVM/VVPAT unsecured/unattended

## Voter List

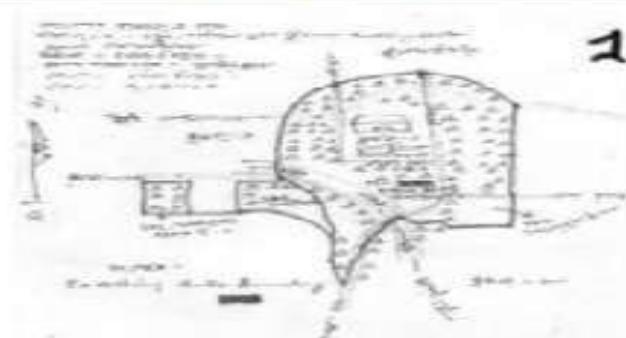
- The voter list will be the integrated one and there will not be three supplements like earlier. However, there will be no bundling and re-serialization with family members for the new names included during SSR, 2024.
- All enrollment (additions) made during continuous updation from the last date of final publication (22.01.2024) till the last date of nomination will be issued serial No in sequence from the last serial of additional roll.
- The published list will be marked Deletion/Correction
- # stands for correction is made during SSR, 24

- The diagonally written **DELETED** means that the deletion is done during SSR .
- The diagonally written **DELETED 2** means during deletion is done continuous updation
- Against each Deletion the reason for such deletion is indicated as E/ S / Q / R / M (**E = Expired, S = Shifted, R = Repeated, Q = Disqualified, M = Missing**).
- **Check CSV, AIS, ASD and ARL list**
- Against the name of Voters for whom the Election Duty Certificate and Postal Ballot is issued, the word ED and PB is written and authenticated with the signature of the ARO.

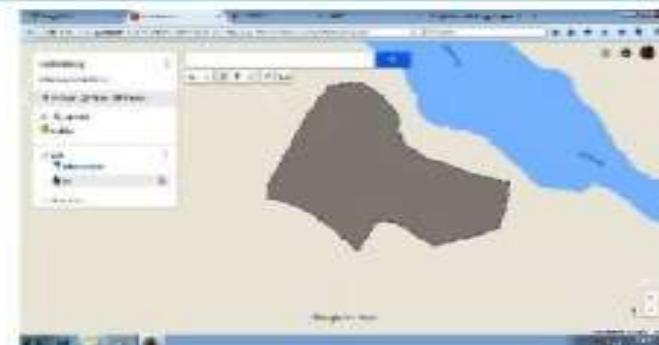
# নির্বাচক তালিকা 2024 S25 পঞ্চমবঙ্গ

বিধানসভা নির্বাচনক্ষেত্রের নং, নাম ও সংরক্ষণের হিতি : 119 - বারাসাত (সাধারণ)		অংশ নং : 17																	
বিধানসভা নির্বাচনক্ষেত্রটি যে লোকসভা নির্বাচনক্ষেত্রের / কেন্দ্রসমূহের অন্তর্ভুক্ত তার নং, নাম ও সংরক্ষণ হিতি : 17 - বারাসাত (সাধারণ)																			
1. সংশোধনের পূর্ণ বিবরণ																			
সংশোধনের বর্ষসংক্রান্ত :	2024	নির্বাচক তালিকার পরিচিতি :																	
ভিত্তি তারিখ :	01-01-2024	বিশেষ সংক্ষিপ্ত সংশোধন 2024:																	
সংশোধনের প্রকৃতি :	বিশেষ সংক্ষিপ্ত সংশোধন 2024																		
গ্রন্থাবলীর তারিখ :	22-01-2024																		
2. অংশে ও নির্বাচনী এলাকার পূর্ণ বিবরণ :																			
অংশের ভাগ নং ও নাম :																			
1-উত্তর পান্ডা(অংশ)																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">জনসন প্রবন্ধকারী</td><td style="width: 50%;">: মুরাদী</td></tr> <tr> <td>গুরু</td><td>:</td></tr> <tr> <td>বাবা</td><td>: মুরাদপুর</td></tr> <tr> <td>পাত প্রবন্ধকারী</td><td>: মোটি বাবলিয়া</td></tr> <tr> <td>জুল</td><td>: বারাসাত-১</td></tr> <tr> <td>মহাবুমা</td><td>: বারাসাত(সমষ্টি)</td></tr> <tr> <td>জেলা</td><td>: ইউন 24 প্রদলা</td></tr> <tr> <td>পিন</td><td>: 743248</td></tr> </table>				জনসন প্রবন্ধকারী	: মুরাদী	গুরু	:	বাবা	: মুরাদপুর	পাত প্রবন্ধকারী	: মোটি বাবলিয়া	জুল	: বারাসাত-১	মহাবুমা	: বারাসাত(সমষ্টি)	জেলা	: ইউন 24 প্রদলা	পিন	: 743248
জনসন প্রবন্ধকারী	: মুরাদী																		
গুরু	:																		
বাবা	: মুরাদপুর																		
পাত প্রবন্ধকারী	: মোটি বাবলিয়া																		
জুল	: বারাসাত-১																		
মহাবুমা	: বারাসাত(সমষ্টি)																		
জেলা	: ইউন 24 প্রদলা																		
পিন	: 743248																		
3. কেটি প্রায়ন কেন্দ্রের পূর্ণ বিবরণ :																			
কেটি প্রায়ন কেন্দ্রের নং, নাম :		কেটি প্রায়ন কেন্দ্রের প্রেসি :	গ্রামীণ																
17 - গোলানাথ এফ.পি, কুল		এই অংশে সরায়ক কেটিপ্রায়ন কেন্দ্রের সংখ্যা	0																
কেটি প্রায়ন কেন্দ্রের ঠিকানা :																			
গোলানাথ এফ.পি, কুল, -ক্ষম-১, বামনগাঁও ত্রাপ্তি প্রান্ত																			
4. নির্বাচকের সংখ্যা :																			
প্রথম ক্রমিক নং:	শেষ ক্রমিক নং:	মোট সংখ্যা																	
		পুরুষ	মহিলা	তৃতীয় লিঙ্গ	মোট														
1	961	469	472	0	941														

**Nazri Naksha**



**Google Map View**



**Polling Station Building Front View**



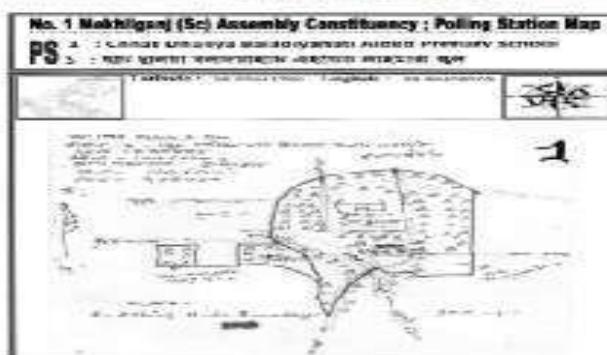
**Polling Station Front View**



**CAD View**



**Key MAP View**



## নির্বাচক সংখ্যার সারসংক্ষেপ

## A) নির্বাচক সংখ্যা

		নির্বাচক আলিঙ্গন প্রকৃতি	নির্বাচক আদিকার পরিস্থিতি	পুরুষ	মহিলা	গৃহিত লিপ	মোট
I	মূল	এশোর্ষ আলিঙ্গন	মূল আলিঙ্গন বিশেষ সংক্ষিপ্ত সংশোধন 2024। ও একাত্তীকৃত সকল সংশোধনী	395	365	০	760
II	সংযোজন তালিকা	সংযোজনী ১	বিশেষ সংক্ষিপ্ত সংশোধন- 2024	11	০	০	20
		সংযোজনী ২	ধারাবাহিক সংশোধন	1	১	০	২
			মোট	12	10	০	22
III	বিয়োজন তালিকা	সংযোজনী ১	বিশেষ সংক্ষিপ্ত সংশোধন- 2024	২	০	০	২
		সংযোজনী ২	ধারাবাহিক সংশোধন	০	১	০	১
			মোট	২	১	০	৩
IV	পিছ ক্ষেত্রে পরিবর্তনের কারণে পর্যবেক্ষণ			০	০	০	০
	নির্বাচকের মোট সংখ্যা (I+II+III)			406	374	০	779

## B) জটি সংশোধনের মোট সংখ্যা

নির্বাচক আলিঙ্গন প্রকৃতি	নির্বাচক আলিঙ্গন পরিস্থিতি	জটি সংশোধনের মোট সংখ্যা
সংযোজনী ১	বিশেষ সংক্ষিপ্ত সংশোধন- 2024	৬
সংযোজনী ২	ধারাবাহিক সংশোধন	০
	মোট :	৬

# E-Roll for Poll

বিধানসভা নির্বাচনক্ষেত্রের নং: নাম: ১১৭-কানাসাক  
জাতি নং: নাম: ১-উত্তর পাহাড় (অঞ্চল)

31	RQL1623586
নাম: সাজ্জাহাত আলি পারাবর নাম: সোতান আলি বাড়ির নং: n0063 বয়স: 35 লিঙ্গ: পুরুষ	ফটো উপলব্ধ

34	RQL1623768
নাম: সামসাদ বেগম পারাবর নাম: আকেল বেগাতুল বাড়ির নং: n0063 বয়স: 43 লিঙ্গ: মহিলা	ফটো উপলব্ধ

37	RQL1000801
নাম: মেল্লুকা বিবি পারাবর নাম: সহিল ইসলাম বাড়ির নং: n0022 বয়স: 41 লিঙ্গ: মহিলা	ফটো উপলব্ধ

E 40	WB/13/090/342668
নাম: ইয়ারব ম্যাজেল পারাবর নাম: ক্রুম ম্যাজেল বাড়ির নং: n0022 বয়স: 74 লিঙ্গ: পুরুষ	ফটো উপলব্ধ

DELETED-  
Deletion in SSR

DELETED-2 :  
Deletion in  
Continuous  
updation

# - correction  
in SSR

(2)# -correction  
in Continuous  
updation

অংশ নং: 17

603	RQL2183612
নাম: রেশমা বিলি পারাবর নাম: মিবাবল ইসলাম বাড়ির নং: N00043 বয়স: 26 লিঙ্গ: মহিলা	ফটো উপলব্ধ

606	RQL0876292
নাম: বিজিতা বিবি পারাবর নাম: মহিলা সরায়েছিল ম্যাজেল বাড়ির নং: এম0145 বয়স: 33 লিঙ্গ: মহিলা	ফটো উপলব্ধ

609	RQL1000918
নাম: অঙ্গীরা বিবি পারাবর নাম: মহিলা রফিক বাড়ির নং: n0186 বয়স: 40 লিঙ্গ: মহিলা	ফটো উপলব্ধ

S 612	CKW4083606
নাম: মৌসুমী বিশাস পারাবর নাম: উৎপন্ন কুমুদী বিশাস বাড়ির নং: এন০১০৫ বয়স: 49 লিঙ্গ: মহিলা	ফটো উপলব্ধ

# 128

TYK1678200

নাম: মোহম্মদ ইরফান  
পিতার নাম: মোহম্মদ সলিম  
বাড়ীর নং: n0532  
বয়স: 26 লিঙ্গ: পুঁৰুষ

Photo is  
Available

(2) # 129

নাম: রেহান সকুর  
পিতার নাম: সেখ সকুর  
বাড়ীর নং: n0534  
বয়স: 24 লিঙ্গ: পুঁৰুষ

TYK1677608

Photo is  
Available

- Voters who have been marked PB against their name will not vote at your booth.
- EDC voters can vote at any Polling Station of that PC (For Assembly election- AC) except their own Polling Station where they are enrolled.
- Check and see that all sections of the marked copy are correct
- In case of Auxiliary booth, match the top sheet, total Electoral details their serial and Part Number
- Match the PB/ED Voter Nos. in the marked copy with the PB/EDC List given to you
- 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	VVPAT	01Nos
4	Marked copy of electoral roll	01Nos
5	Working copies of electoral roll	03 Nos
6	Ballot papers (for tendered votes)	20 Nos
7	ASD List	01Nos
8	CSV List if any	01Nos
9	Braille Ballot Sheet	01Nos
10	Dummy Ballot Unit	01Nos
11	Voting Compartment	01 Nos as per design approved by Commission

(B)	<b>Forms and other formats:</b>	
1	<b>Statutory Booklet-01: White Colour Register</b>	01 Nos
	(i) Register of voters in Form 17A	
2	<b>Statutory Booklet-02: White Colour Booklet</b>	01 Nos
	(i) List of Tendered votes in Form-17 B	02 Nos
	(ii) The account of votes (Form-17C) recorded	10+ Nos,(Depending upon the number of candidates)
	(iii) List of challenged votes in Form-14	02 Nos
	(iv) List of blind and infirm electors in Form 14A	02 Nos
	In case of simultaneous election, for Assembly election, addition accounts of votes (17C) recorded should be given in pink colour	10+ Nos,(Depending upon the number of candidates in the assembly election)
3	<b>Statutory Booklet-03: White Colour Booklet</b>	01 Nos
	(i) Voter's Slip	Number of voter's slip shall be depended upon the number of voters in that booth.
	In case of simultaneous election, for Assembly election, Voter's Slip Pink Booklet should be provided.	Same as above

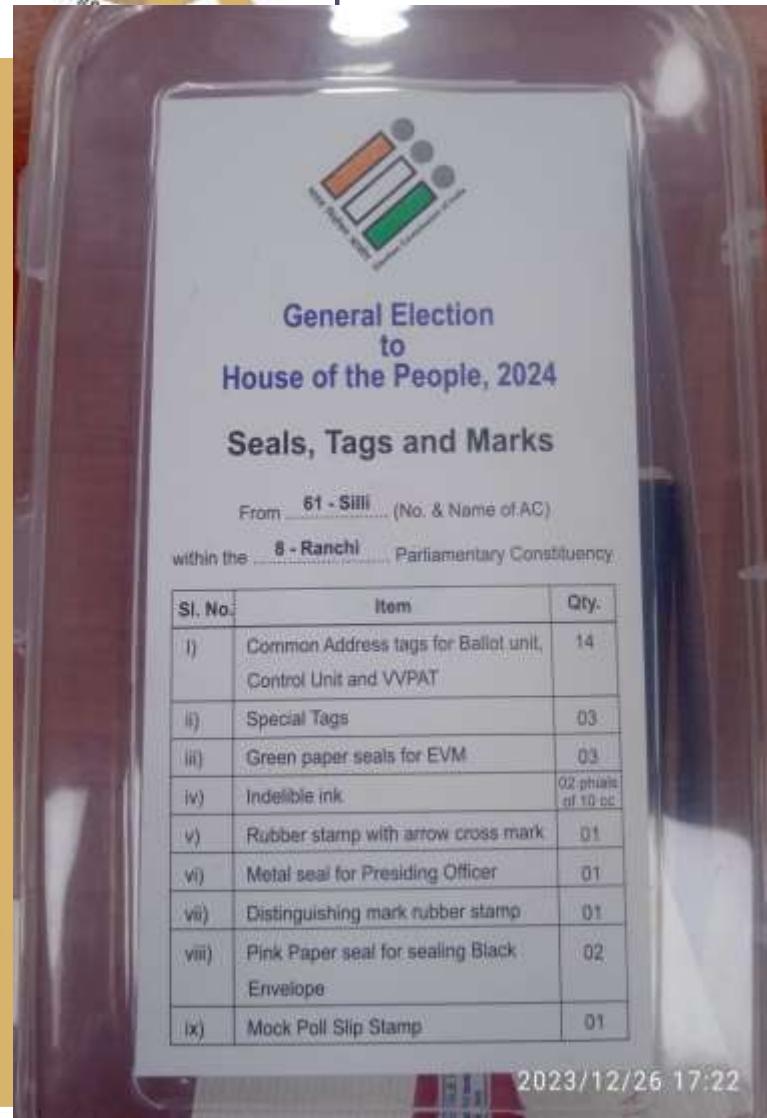
4	<b>Non-statutory Booklet- Part-A: Yellow Colour Booklet</b>	01 Nos
	(i) The declarations by the Presiding Officer before the commencement of poll and at the end of poll (Part-I to IV)	02 Nos
	(ii) The Presiding Officer's Diary	02 Nos
	(iii) Visit Sheet	02 Nos
	(iv) Presiding Officer's Report (I, II, III, IV & V)	01 Nos
	(v) Form M21- Receipts of return of election records and materials after poll	02 Nos
5	<b>Non-statutory Booklet- Part-B: Yellow Colour Booklet</b>	01 Nos
	(i) Polling Agents/ relieving agents movement sheet;	01 Nos
	(ii) Entry Pass of Polling Agents/Relief Agents	(10 + depending upon the number of candidates)
	(iii) Declarations by the companions of blind and infirm voter	10 Nos
	(iv) The receipt book and cash, if any, in respect of challenged votes;	10 Nos
	(v) Form of declaration by elector under Rule 49MA (Test Vote)	05 Nos
	(vi) Form of declaration by elector whose name is in ADS list	10 Nos
	(vii) Letter of complaint to the S.H.O. Police	04 Nos
	(viii) Declarations obtained from electors as to their age	04 Nos
	(ix) List of Electors who voted after giving declaration/refused to give declaration	04 Nos
6	<b>Candidate Information Booklet-06: Blue Colour Booklet</b>	01 Nos
	(i) List of contesting candidates Form-7A	01 Nos
	(ii) Photo copy of signature of Candidates/Agents	01 Nos

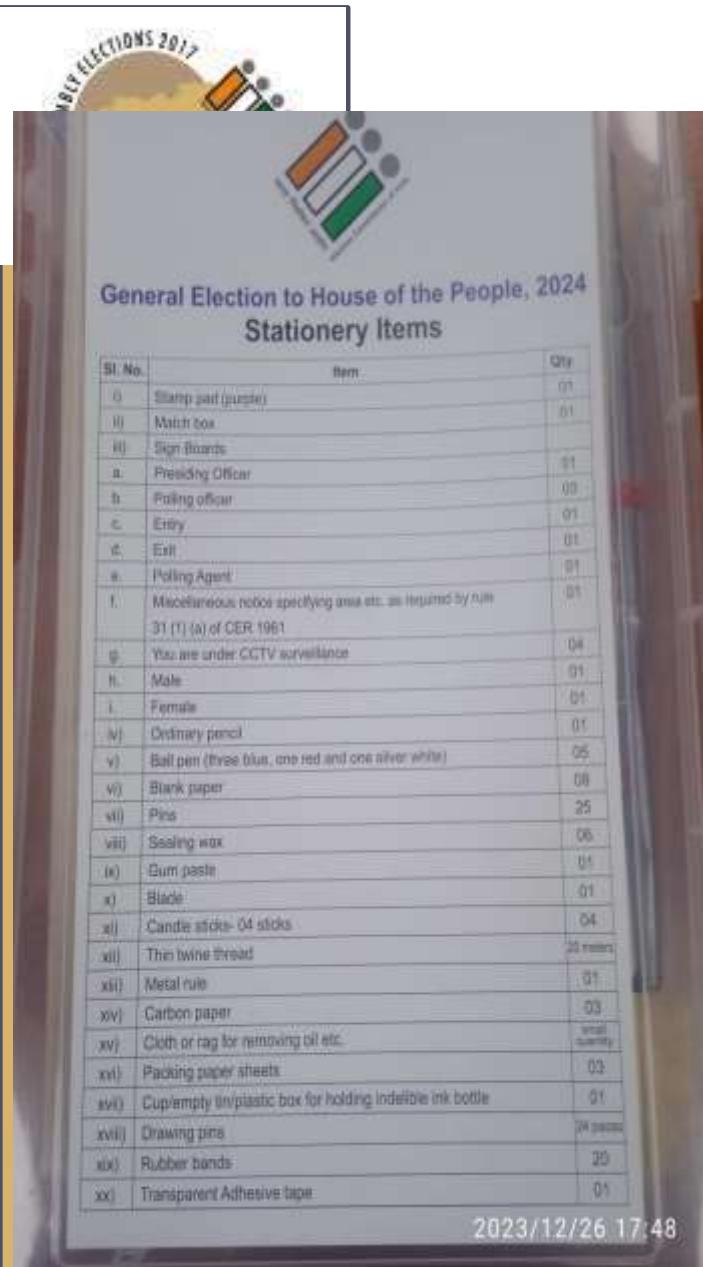
<b>(C)</b>	<b>Envelopes</b>	
<b>1</b>	<b>Envelope Set-01: EVM Papers (White colour)</b>	
	(i) Master envelope for EVM papers (White colour)	01 Nos,
	(ii) Envelope for account of votes (Form-17C) recorded	01 Nos
	(iii) Envelope for Presiding Officers Report- I (Mock Poll Certificate), II & III	01 Nos
	(iv) Envelope for VVPAT paper slip of Mock Poll (Black Colour)	01 Nos
	In case of simultaneous election, for assembly election, one addition Master envelope for EVM Papers in pink colour, one additional Envelope for account of votes recorded (17C) in pink colour and one additional envelope for Presiding Officer's Report-I (Mock Poll Certificate), II & III in pink color and one additional envelope for VVPAT paper slips of Mock poll in black colour for assembly poll EVM.	01 Nos each
<b>2</b>	<b>Envelope Set-02: Scrutiny Documents (White Colour)</b>	
	(i) Master Envelope for Security Documents (White Colour)	01 Nos
	(ii) Envelope for Presiding Officer's Diary (White colour)	01 Nos
	(iii) Envelope for register of voters (17A) (White Colour)	01 Nos
	(vi) Envelope for the list of blind and infirm electors in Form 14-A and the declarations of the companions (Yellow colour)	01 Nos
	(v) Envelope for Visit Sheet (White colour)	01 Nos
<b>3</b>	<b>Envelope Set-03: Statutory Cover (White colour)</b>	
	(i) Master envelope for Statutory Cover (White colour)	01 Nos
	(ii) Envelope for marked copy of the electoral roll and list of CSV (If any) (White colour)	01 Nos
	(iii) Envelope for voter's slips (White colour)	01 Nos
	(iv) Envelope for used tendered ballot papers and the list in Form 17B (White colour)	01 Nos
	(v) Envelope for unused tendered ballot papers (white colour)	01 Nos
	(vi) Envelope for the list of challenged votes in Form 14 (white colour)	01 Nos
	In case of simultaneous election, for assembly election, one additional Envelope for Voter's slip (Pink Colour)	01 Nos

<b>4</b>	<b>Envelope Set-04: Non-Statutory Cover (Yellow colour)</b>	
	(i) Master envelope for non-Statutory Cover (Yellow colour)	01 Nos
	(ii) Envelope for Copy or copies of electoral roll (other than the marked copy) (Yellow colour)	01 Nos
	(iii) Envelope for appointment letters of Polling Agents in Form 10 (Yellow colour)	01 Nos
	(iv) Envelope for election duty certificate in Form 12-B (Yellow colour)	01 Nos
	(v) Envelope for declarations by the Presiding Officer (Yellow Colour)	01 Nos
	(vi) Envelop for the receipt book and cash, if any, in respect of challenged votes (Yellow colour)	01 Nos
	(vii) Envelope for (i) unused and damaged paper seals and (ii) Unused and damaged special tags (Yellow colour)	01 Nos
	(viii) Envelope for Unused Voter's Slip (Yellow Colour)	01 Nos
	(ix) Envelope for the declarations obtained from electors as to their age and the list of such electors and the list of electors who have refused to make declarations as to their age (Yellow Colour)	01 Nos
	x) Envelope for the Form of declaration by elector under 49MA	01 Nos
	xi) Envelope for Form of declaration by elector whose name is in ASD list	01 Nos.
	xii) Envelope containing letter of complaint to SHO	01 Nos
	In case of simultaneous, one additional envelope for declaration by the Presiding Officer in pink colour for assembly poll.	
<b>5</b>	<b>Envelope Set-5: Handbook, Instructions and other (Brown Colour)</b>	
	(i) Master Envelope for Handbooks, Instructions, etc (Brown Colour)	01 Nos
	(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)	<b>Seals, Tags and Marks</b>	
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)	<b>Handbooks and Instructions</b>	
	(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

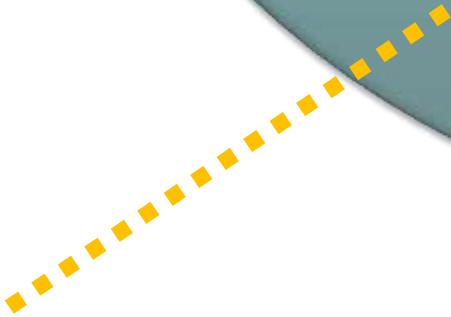
(F)	Stationery items	
1	Stamp pad (purple)	01Nos
2	Match box	01Nos
3	Sign Boards	
	(i) Presiding Officer	01 Nos
	(ii) Polling officer-1	01 Nos
	(iii) Polling Officer-2	01 Nos
	(iv) Polling Officer-2	01 Nos
	(v) Entry	01 Nos
	(vi) Exit	01 Nos
	(vii) Male	01 Nos
	(viii) Female	01 Nos
	(ix) Polling Agent	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





# **P-1 DAY at Polling Station**

- 1. Activities**
- 2. Booth Set up**
- 3. Video Camera**
- 4. Web casting**



## P-1 (the day before Poll) work to be done

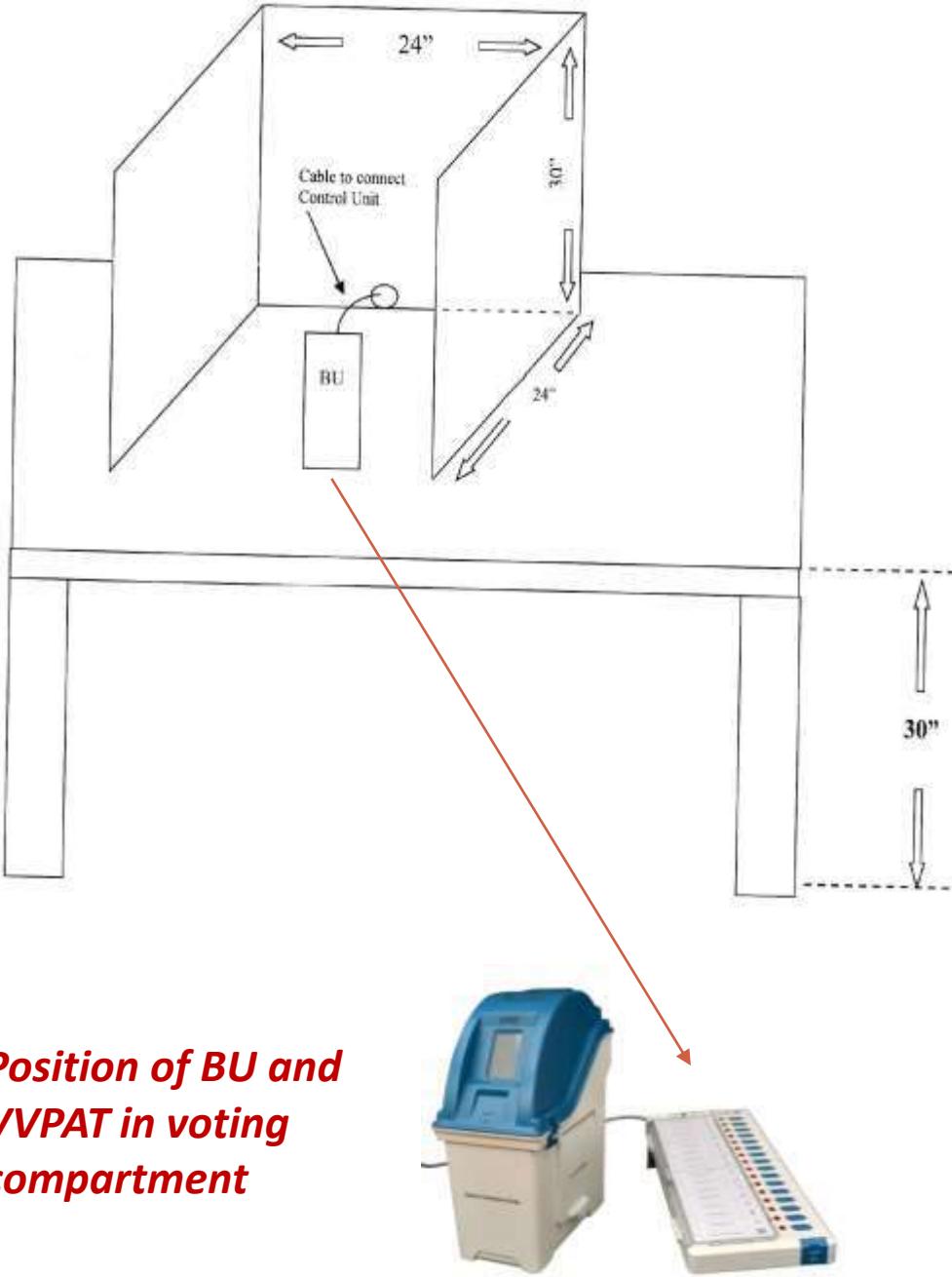
- First inform the Sector Officer of your safe arrival.
- Take a good look at your booth and plan accordingly.
- Ensure that there is enough space for voters to stand outside and separate lines for women, men and PWD voters can be maintained.
- There is separate entry and exit door for voters
- Make sure that the distance between the door of PS and the first voter in queue is five to ten feet.
- Please ensure and sanitize that No slogans, wall writings is within 100 meters of the booth.
- Prepare all the signage to be used in the booth.
- Prepare and fill up various forms envelopes, tally sheets etc. in advance.
- Cooking or lighting of fire inside the booth is prohibited.

## Arrangements of Polling Station

- Install the voting compartment at the farthest end of the room but ensure that there is adequate lighting and in no way it violates the voter's privacy.
- The voting compartment will be prepared by corrugated plastic sheet with dimensions of 24 inch\*24 inch\*30 inch.
- The height of the table on which the voting compartment will be installed must be 30 inches.
- It cannot be installed near a window or door.
- CU, BU, VVPAT should be installed in such a way that their 'cables' do not obstruct the movement of voters. The cables can be taped with the legs of the table so that it does not hang in the air and ensure that the weight of the hanging wire does not affect the connection.
- Accordingly, a transparent tape of half inch width shall be provided to the Presiding Officers for the said purpose. "Transparent Adhesive Tape" shall be taped in such a way that it does not affect the visibility of the connecting cables and can be easily removed if the units need to be replaced.

## Setting up of Polling Booths

- Arrangement of necessary electricity connection is mandatory in every booth
- There shall be no high voltage incandescent bulbs/tube lights hanging above or in front of the voting compartment.
- Voting compartments must be installed in such a way that sufficient light reaches there (but no direct light), privacy is not violated, and voting compartments are not located next to windows or doors.
- The height of the table should be such that a person sitting in a wheel chair can easily press the button of the ballot unit



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

**ON ONE SIDE - FACING THE WEB CAMERA**

<b>Name of State/UT:</b>
<b>AC/PC Name:</b>
<b>AC/PC Number:</b>
<b>Date of Poll:</b>
<b>Polling Station Name:</b>
<b>Polling Station Number:</b>

**ON REMAINING TWO SIDES OF THE VOTING COMPARTMENT**

**भारत निर्वाचन आयोग  
मतदान कम्पार्टमेंट**

**ELECTION COMMISSION OF INDIA  
VOTING COMPARTMENT**



## Video camera

- A videographer will be tagged with a specific booth (from P-1 day in DC). He will depart and report with the assigned polling personnel.
- He will take photographs/videos of the voters as per the sequence of Form 17A and prepare a log sheet which will be countersigned by the Presiding Officer. He will take photographs of all events or things
- The cameraman will cover the Mock polls and presence of polling agents. He will also cover preparation of EVM/VVPAT before polling (at least three photographs)
- He will cover the presence of polling agents before the start of Polls and hourly thereafter
- Taking Photo of the moment when indelible ink is being marked at the fore finger of the right hand of the elector.
- Taking Photo of voting compartment from three different angles (with three background photos)
- Cover the Voter's when appears to Vote having name in ASD List, Challenged Vote, Tender Vote.

- Voters in queue at polling stations - during and after polling.
- Photo of the last voter standing in queue at the end of Poll
- During change of EVM or any untoward incident
- Videography in no way should violate the secrecy of votes.
- After the end of Poll, the PRO will put the completed and signed log sheet submitted by the videographer into the NON STATUTORY envelope and deposit the same at RC.

# WEBCASTING GUIDELINES

- The web camera should be installed high enough from the ground (approximately 7 to 8 feet).
- It should either be installed on a platform or installed on a fixed stand attached to the wall. It should not move i.e. its position should be fixed.
- The location of the camera shall be such that the monitoring and live telecast is possible.
  - » Identification of Voter by the Polling Officer
  - » Application of indelible ink on voter's fingers
  - » After identification of voter when the P3 press the Ballot button of Control unit
  - » Access to voter's at voting compartment, but the top of the ballot unit should not be visible to protect secrecy.
  - » Presence of polling agents
  - » At the end of the Poll, when the slips are distributed to the voters standing in the queue
  - » Sealing of EVM/VVPAT and distribution of copies of 17C to agents after Poll.

- Sector Officer will give certificate to RO certifying that WEBCASTING is done observing all the norms. Accordingly District Election Officer shall inform the Chief Election Officer of the State. This report will be sent to the commission.
- RO will make signage of the dimension 30inch \*18inch size where it will be written in black color on fluorescent yellow background “YOU ARE UNDER WEB CAMERA/CCTV SURVEILLANCE”. This signage will be pasted at several places inside and outside the polling station.
- It should be ensured that the installation of WEBCASTING do not display any advertisement.

# **Maintenance of law and order around Polling Stations**

1. **Setting up of candidate booths**
2. **No canvassing**
3. **Vehicle movement**
4. **Entry of armed personnel**
5. **Arresting Power**

## Setting up of candidates Booths

- No political party shall have party/candidate booths within 200 meters of the polling station.
- A political Party/ candidate booth will have: A table, two chairs, one banner of 4 feet × 8 feet. A 10 ft × 10 ft size umbrella/ tent can be installed to protect them from sun/ rain.
- Only UNOFFICIAL IDENTITY SLIP can be distributed to the voters from the political party booth. This slip will not bear candidate's name, symbol or name of any political party.
- The promoters of these booths must inform the RO in advance in writing about setting up of these booths. Permission from local competent authority is required. If authority wants to see the permission, then those present at the booth must show permission letter to authority concerned.
- The crowding or gathering around the polling station is prohibited.

## Prohibition on Campaigning

- Campaigning in any public/private place within 100 meters of the polling station is prohibited.
- No mobile, cordless phones is allowed within 100 meters of the polling station. The only exception is for the officials engaged in Poll duty.
- Presiding Officers, Micro Observers will keep their phones in silent mode during Poll period and will make phone call from outside when required. He can send SMS to authorized numbers if necessary.
- Sending of bulk sms is prohibited after expiry of candidate's campaign period.
- If any kind of objectionable SMS is circulated, the police will take action based on specific sources.

## Guidelines regarding campaign & Model Code of conduct

- Use of any type of microphone is prohibited within 100 meters of the polling station.
- Shouting or making noise within 100 meters of the polling station is prohibited. Violation of this instruction will result in confiscation of the mic or similar items and legal action against offender.
- The presence of Political functionaries from outside Constituency is prohibited 48 hours before the election.

## Movement of Vehicle regarding

- Within a constituency only One vehicle per candidate, candidate's ELECTION agent and for party workers is permitted.
- Vehicle permit will be issued by DEO or RO. The original copy should be pasted on the windshield of the car
- Conveyance of Voters from their house to PS and vice versa is prohibited. However, government employees, patients, sick, old, disabled people will not fall under this category. Also, vehicles for public transportation will not come under this category.
- Voters can come in their own vehicle up to 200 meters of the booth.

## Prohibition of going armed to or near a Polling Station

- Only authorized or those engaged for election duty may possess arms. No one is allowed to carry arms within 100 meters of the polling station. Display of weapons is prohibited.
- No security guard other than guard of the person having Z+ security may enter the booth with a weapon.
- In the case of a person with Z+ security, his security guards will be in plain clothes and arms in concealed position.
- No Minister, MP, MLA who has a security guard can be an election/polling or counting agent. Even if he gives up his security he can not be an agent.

## **The presiding officer can issue arrest order if he thinks so**

- If the Presiding Officer thinks that any person in the booth is committing or has committed an offense by his conduct or by disobeying any lawful direction given by the Presiding Officer, he may direct any police officer present there to arrest that person and the police officer will arrest the same person.

# Poll Day

- 1. Items to be displayed at the polling station**
- 2. Primary activities**
- 3. Polling Agents**
- 4. Mock Poll or Test vote**
- 5. Presiding Officer's Report-1**
- 6. Sealing after Mock Poll**
- 7. Use of Reserve machine**
- 8. Control unit battery change**

## Items to be displayed in the polling station

1. Notice of Determining Polling Station Area
2. Copy of Form 7A
3. Poster on how to vote in EVM/VVPAT
4. Important telephone numbers
5. Working copy of voter list

## Tasks to be completed at least 1 hour 30 minutes before start of Poll

- Put on your photo ID
- Keep the indelible ink pot in such a way that it will not spill out
- Check whether Other things like EVMs, copies of electoral roll, 17A register, polling agents pass are in order. If you have Micro-observer, Digital Photographers then see to it that they are present at your booth etc.
- **Allow polling agents to enter the Booth.**
- Verify the signature in Appointment letter (Form 10) of Polling Agents with the Specimen supplied with the materials.

# Guidelines regarding Polling Agent

- He will be a voter of that assembly constituency
- He will be appointed by the candidate or his ELECTION AGENT through issuance of Form-10
- The sitting order of the Polling agents in the booth will be as follows- first the nationally recognized political party, then the state recognized political party, then the registered political party and finally the polling agent of the independent candidate.
- Each agent can have two relievers. They can enter and exit by showing the gate pass. While entry and exit they have to sign the Movement Sheet.
- Polling agents cannot take the voter's list outside the booth in which they have been marking.

- Only one polling agent at a time of any candidate can remain present inside the booth.
- If the polling agent has a badge, then it will only have the name of the candidate.
- Polling agent cannot be changed after 3 pm.
- He cannot send a slip outside the booth having Serial No. of any voter (who has voted or yet to vote).
- He cannot send the voter list in his possession outside the booth (where he has marked).
- No Minister, MP, MLA who has a security guard can be a polling agent. Even if he gives up his security he can not be an agent.

(CHAPTER 9, PARA 9.4.3)

# POLLING AGENTS / RELIEVING AGENTS MOVEMENT SHEET

S. No.	No. and Name of Parliamentary Constituency	No. and Name of Assembly segment	Name of Candidate	Name of Political Party	Name of Polling agents / Relieving agents	Time of Entry	Signature	Time of Exit	Signature
1.									
2.									
3.									

Signature of the Presiding Officer

# Mock Poll or Test Vote

- Mock poll shall commence 90 minutes before the schedule hour of commencement of Poll.
- Please check beforehand that that VVPAT and BU are placed inside your voting compartment (VVPAT will be on the left side of BU and the paper roll knob of VVPAT will be in vertical position ). CU will be at the table of 3rd Polling Officer.
- Polling Agents of at least two candidates should be present at the time of mock poll. However, if Polling Agents of at least two candidates are not present, the Presiding Officers may wait for 15 more minutes before starting the mock poll and if the agents still do not come, then the Presiding Officer may go ahead and start the mock poll.
- Connect the VVPAT cable to the CU and the BU cable to the VVPAT. Then turn on the CU switch and by pressing the CLEAR button show that no votes have been casted in favor of any candidate in the machine.

- Now ask the agents present to vote for all the candidates by pressing the BALLOT button on the CU. A total of at least fifty votes must be casted and at least 1 vote must be casted on each candidate's button including NOTA.
- One polling officer accompanied by agents will check the VVPAT printout in the voting compartment. He will keep record on which agents how much vote he has casted on blue button.
- Vote has to be casted against each candidate's button and if no agent is present then polling officers will cast vote.
- After voting, press CLOSE button. Show the results of the Test vote by pressing the RESULT button.

- Count the VVPAT paper slips and show that there is no difference between slip and CU results and for each candidate the result of CU counting and his VVPAT slip count are same.
- Press the **CLEAR** button and show to everyone that there are no votes inside the machine. Show the empty **VVPAT PAPER SLIP COMPARTMENT** to everyone and seal it.
- Now Send the SMS that mock poll is conducted.
- If videographer is tagged at your booth then video graph the entire mock poll process.

- On the back of mock poll vote or Test vote slips stamp the Rubber stamp bearing word 'MOCK POLL SLIP' (provided at DC of the size 3cm\*1.5cm)
- Put the slips inside a special black thick paper envelope. Stamp the Presiding Officer's seal on the outside of the envelope. This envelope shall be signed by the Presiding Officer and Agents.
- ~~The envelope should be kept in a plastic box.~~

The outer cover of the envelope bears the details

The booth where you have come to take vote

Its name and number

– Name and number of Assembly Constituency

– Date of Poll



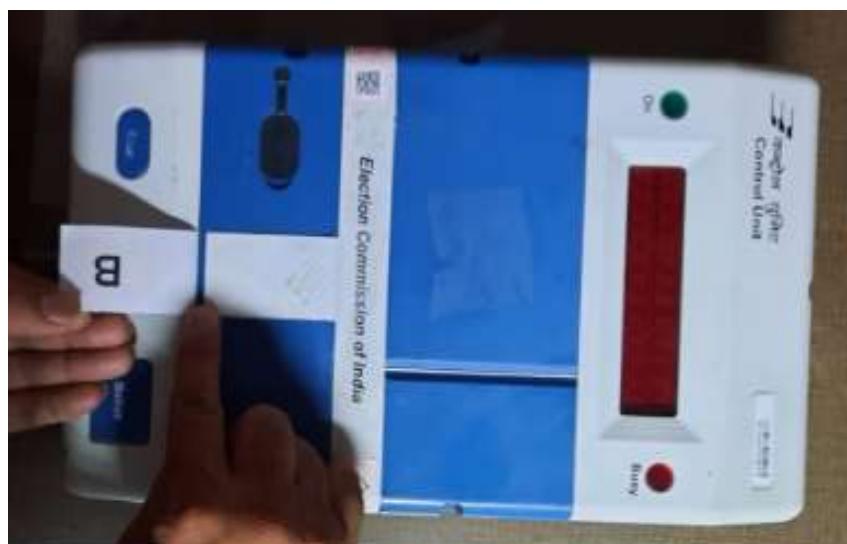
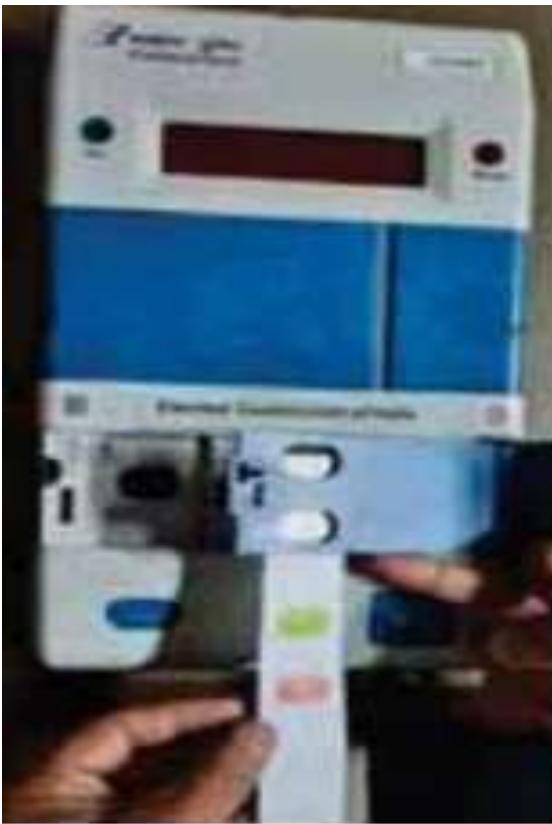
The Presiding Officer and Agents will sign on the envelope.

PINK PAPER SEAL

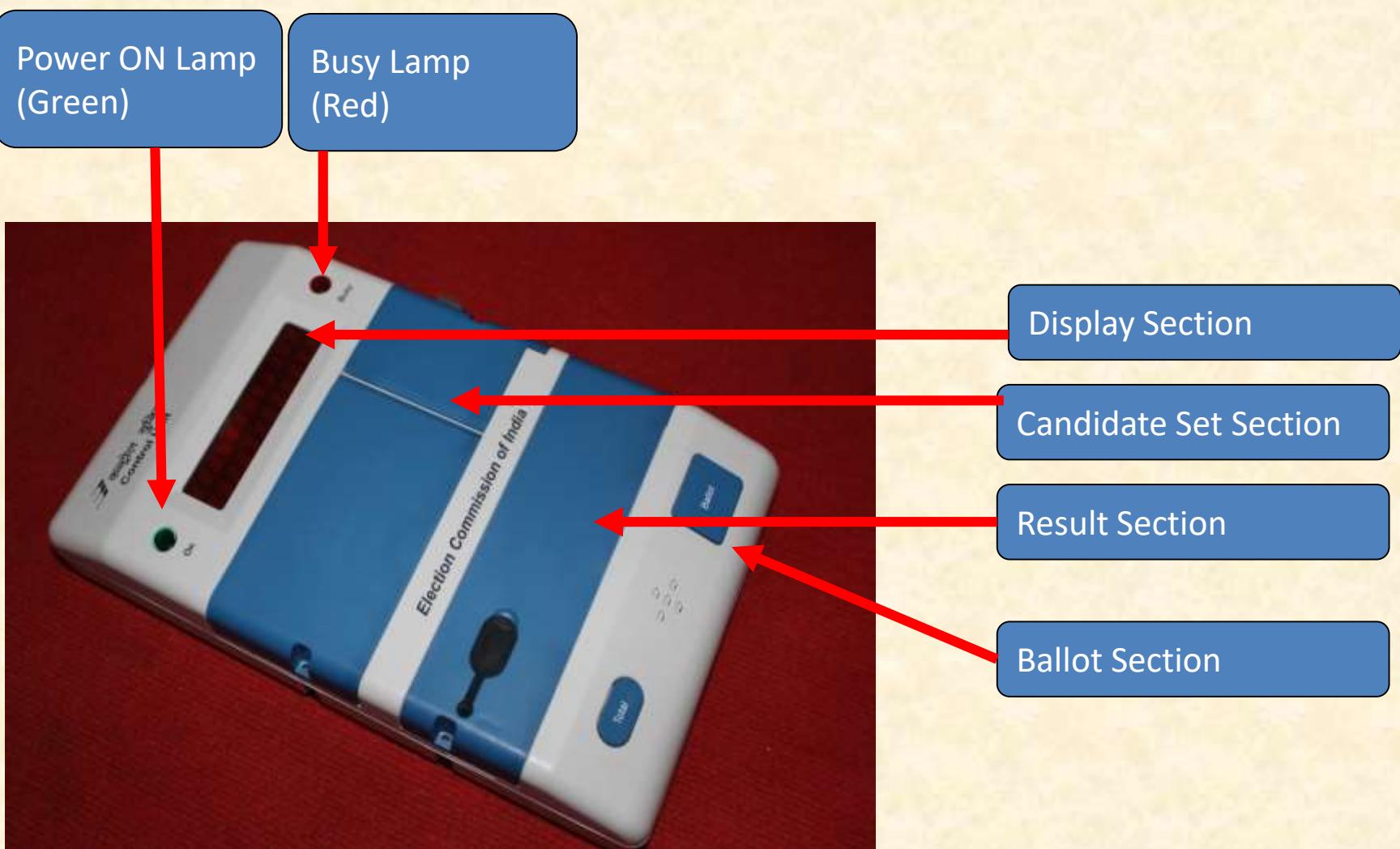
Prepare Pr.O's Report Part 1 (2 copies) and get it signed by the polling agents. Signed the copy and take the signature of the micro-observer, if any. If no polling agent is present, don't forget to mention that too.

# Use of GREEN PAPER SEAL

- Switch off the CU. Disconnect the cable.
- The presiding officer shall put his signature in full below the SI No of the Green Paper Seal.
- Get signature of agents
- Insert the paper seal through the plastic frame of the Inner Door of the RESULT SECTION in such a way that its green side is visible from the outside (as visible from two holes of the Inner Door of the RESULT SECTION).
- Now close the inner compartment door in such a way that the two ends of the seal remains outside compartment.
- Prepare Account of Paper seal as per 17C Part I, item 9. Any unused or damaged paper seal should be returned to the RO. Also keep the account in the PRO diary.



# EVM – Control Unit – Front View



# EVM – Control Unit – Display Section

Power ON Lamp (Green)

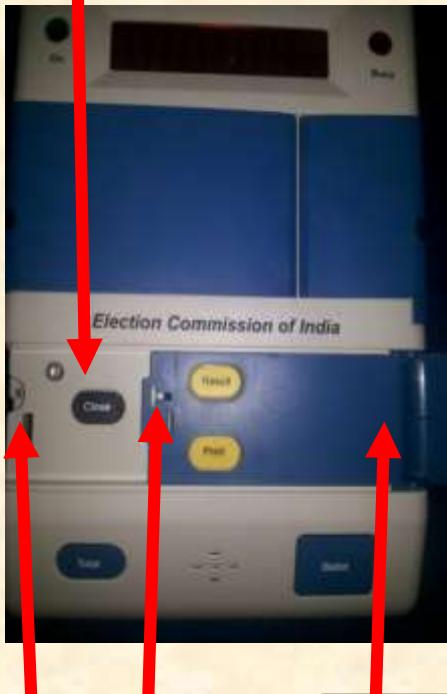
Busy Lamp (Red)



Dual Line Digital Display Panel

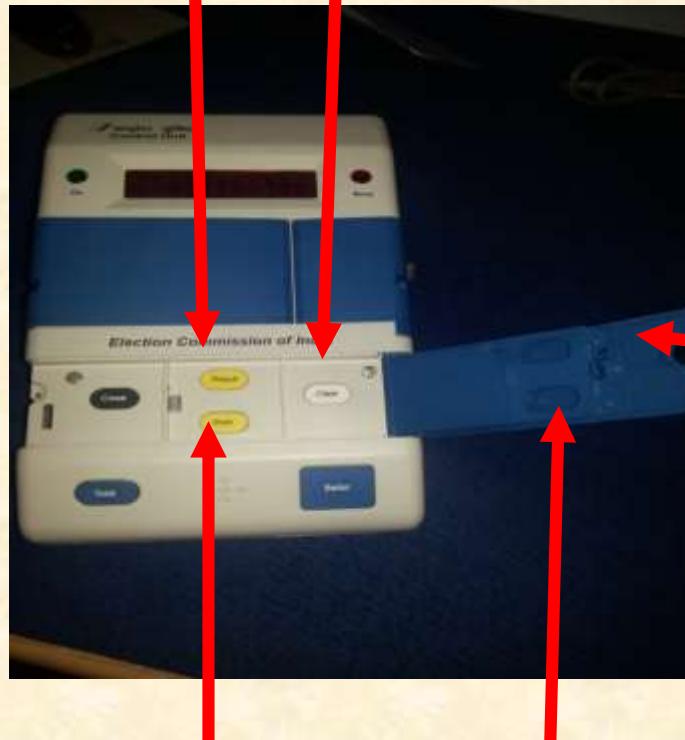
# EVM – Control Unit – Result Section

Close  
Button



Result  
Button

Clear  
Button



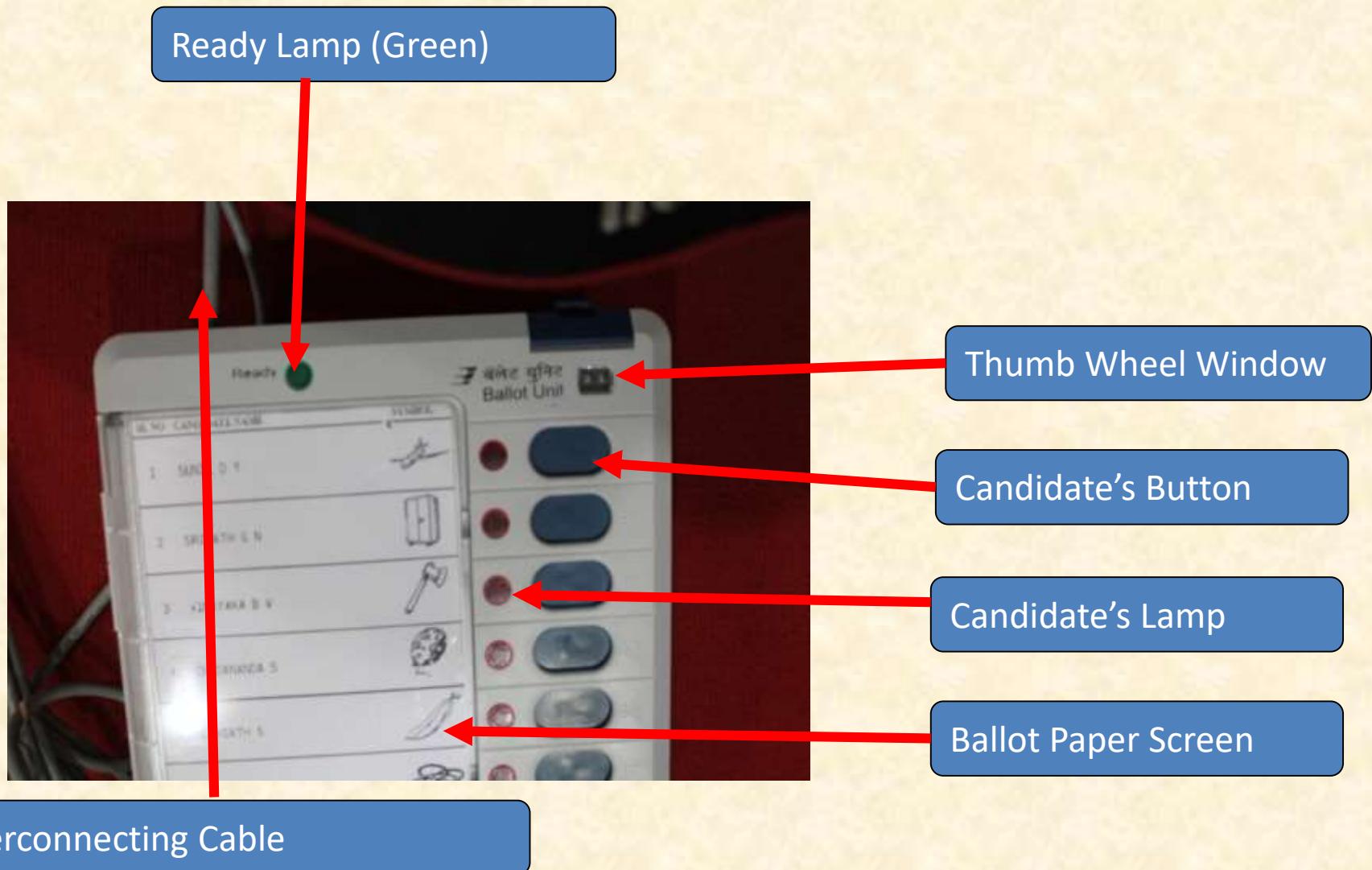
Holes to pass  
thread for  
sealing

Inner  
Compartment  
Door

Print Button

Inner  
Latches

# EVM – Ballot Unit - Details



## Different types of tags, seals used at EVMs and VVPATs



### Special tag

for sealing Result section  
inner compartment



### Pink Paper Seal

### General address tag for BU / CU / VVPAT



## CU CLOSE and SEAL / Sealing of the INNER COVER with SPECIAL TAG

- Write Serial No of CU in Special Tag |
- Sign the back of the tag and also get the signature of the agents.
- Inform the agents to record the SI No of the Special Tag.
- Now insert a twine thread into the two holes of the Inner Door of the CU and into the hole of the Special Address Tag and stick the Special Address Tag and Seal it with gala. Ensure that the twine thread should be of such length that the Special Address Tag can be sealed by gala outside the EVM. (so that there is no mess in the EVM)

- The Special Address Tag should be placed in the Inner Door of the RESULT COMPARTMENT in such a way that the CLOSE button comes out through the middle hole of the Tag.
- Fill up all specific portion of the Presiding Officer's Diary.
- Unused and any damaged tags should be returned to the RO.

## Sealing after close of CU /OUTER COVER sealing

- The outer cover of the result section should be closed in a such a way by small press so that the two ends of the paper seal come out.
- The outer cover of the result section should be sealed by inserting a thread through the two holes present on the left side by tying a knot.
- Now an Address Tag should be tied to that knot and the excess thread of this tag should be sealed by the presiding officer's seal through gala.
- Agents present must be informed that they can put their seal on the address tag if they want.

- এজেন্টদের বলুন Strip Seal এর নথরটি টুকে নিতে।
- এই সিলিটির ভেতরের দিকে আঠা লাগানো A,B,D অংশ থাকে এবং বাইরের দিকে C অংশ থাকে।
- এই সবুজ সিলিটির ক্রমানুসারে প্রথমে A, তারপর B এবং শেষে C অংশটি লাগাতে হবে। তারপর সিলিটির অতিরিক্ত অংশটি CU-র চারপাশে পেঁচিয়ে সরশেষে D অংশটি সামান্য শক্ত করে লাগাতে হবে। খেয়াল রাখতে হবে যেন সিলিটি ছিঁড়ে না যায়।
- Special Address Tag Be careful not to cover the CLOSE button while putting the address tag.
- Unused and any damaged seals should be returned to the RO.
- Now Your EVM is ready for Poll. Place the BU inside the voting compartment and place the CU on the table of the third polling officer.

#### 11.4. MOCK POLL ON THE DAY OF POLL

1. Start Mock Poll 90 minutes before scheduled poll time, if 2 or more polling agents available
2. Wait for 15 minutes, if one or no polling agents available
3. Place BU & VVPAT in actual Voting Compartment. These should not be moved after mock poll.
4. Place CU on Table of Presiding Officer/Polling Officer (In-charge CU)
5. Connect cable of BU with VVPAT and Cable of VVPAT with CU
6. Unlock (Working Position) Paper Roll knob of VVPAT
7. Show that VVPAT is empty
8. Switch ON the CU
9. Demonstrate no vote in CU
10. Cast atleast 50 votes and record number of votes given to each (ensure votes recorded for each of the contesting candidates including NOTA)
11. After mock poll votes, press 'CLOSE' button of CU
12. Thereafter, press 'RESULT' button of CU to ascertain mock poll result and tally with record
13. Remove mock poll VVPAT slips from VVPAT and tally with CU result
14. Press 'CLEAR' button of CU to clear mock poll result from CU and show to polling agents
15. Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP'
16. Keep mock poll VVPAT slips in Black Envelope or biodegradable opaque plastic pouch and then Plastic Box and seal the box with Pink Paper Seal

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

# PRESIDING OFFICER'S REPORT

## PART-I: MOCK POLL CERTIFICATE

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

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

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

**Polling Station No:**.....

(a) Conduct of mock poll and verification of mock poll data

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

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

.....

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

(d) Empty VVPAT shown to all polling agents (Yes/No)

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

(f) 'TOTAL' button on the Control Unit has been pressed to show total vote '0' to polling agents (Yes/No)

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

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

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

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

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

*Name and signature of the Presiding Officer*

(l) It is, hereby, certify that before commencement of actual poll, ' TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that 'Total Vote is 0'. Tick the appropriate observation:

(i) Control Unit shows total vote '0'

OR

(ii) Control Unit shows total vote more than '0' (means mock poll votes not cleared), hence, clear the mock poll data.

*(Signature of Presiding Officer)*

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

S. No.	Name of Polling Officer	Signature

# PRESIDING OFFICER'S REPORT

## PART-IV: EVM/VVPAT REPLACEMENT

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

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

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

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

**Polling Station No:**.....

1. (a) Details of Electronic Voting Machine and VVPAT used-

#### (BU- Balloting Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit)

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

- (b) Following polling agents witness the replacement process:

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

*(Signature of Presiding Officer)*

## 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



## 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.

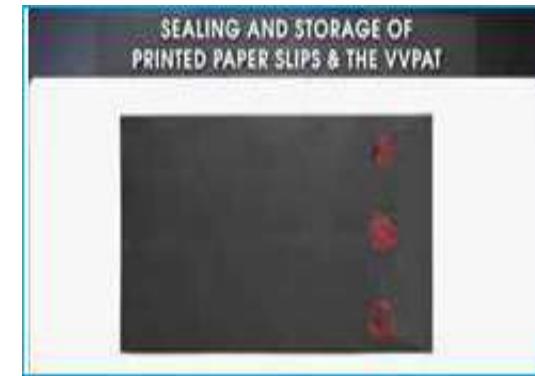


Sealing of Drop Box of VVPAT with Address Tag

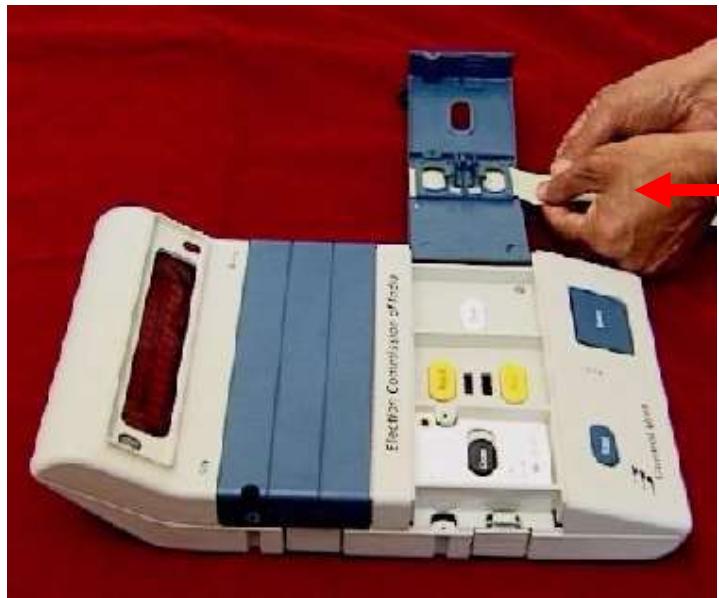
## Seal the envelope containing the Mock Poll slip with a pink paper seal

After the mock poll, the presiding officer will remove all the ballot slips from the drop box of the VVPAT unit and stamp on the reverse side "Mock Poll Slip" by rubber stamps (3 cms x 1.5 cms) and seal them in a black envelope. The presiding officer and polling agents will sign on the top of the envelope. On top of the envelope Polling Station number and name, assembly constituency name and Poll date must be written

Now seal the envelope with a pink paper seal. Presiding officer and polling agents will sign on the top of the paper seal.



# Ceiling of EVM



Insert the green paper seal into the frame

The green paper seal will come out evenly on both sides. Close the results section



# Sealing of EVM - Presiding Officer

Seal the inner section of the result section



Fix the special tag in such a way that the **Close** button is visible, seal it

Please make sure that the CLOSE button is not pressed while applying the special tag.

# EVM - ceiling



Close the door of the result section is such a way so that the green paper seal is left outside and seal the door with the address tag.



# VVPAT Sealing

After conduct of Mock Poll the presiding officer and polling agents will sign the address tag used for sealing of VVPAT drop box



Remove all the ballot slips from the ballot slip compartment and place them in black envelopes and in plastic boxes with sealed PPS.



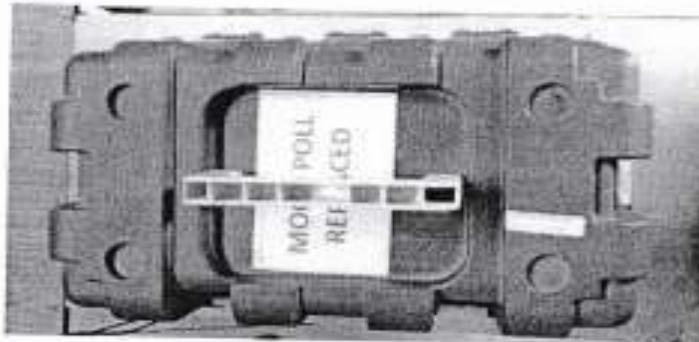
## Identification of Reserve EVMs and VVPATs

- The reserve machine will have a pink sticker mentioning RSERVE pasted on it.
- If the machine malfunctions during the mock poll then the machine will be replaced from the sector officer.
- The Sector Officer will replace the machine from the reserve machine and take the Mock Poll Defective machine and affix the sticker 'MOCK POLL REPLACED' on its carrying case.

Sample



Sample



## 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 Officers 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 votes 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 Form17-C.

## C.U.'s power pack change

If the control unit's power pack (battery) is not working properly or low battery is displayed, the Presiding officer will take the following steps:

- i) The Presiding Officer shall immediately inform the Sector Officer to replace the Power Pack of the Control Unit. For this purpose, additional power packs will be provided.
- ii) The Presiding Officer shall replace the Power Pack of the Control Unit in the presence of Polling Agents and Sector Officer. The presiding officer shall again seal the battery compartment of the control unit with thread and address tag and take the signature of the polling agent on the tag.
- (iii) Next the Presiding Officer will fill up the Part-II of the Presiding Officer's Report for power pack replacement

# PRESIDING OFFICER'S REPORT

## PART-II: POWER PACK REPLACEMENT IN CU

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

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

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

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

**Polling Station No:**.....

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

(i) Unique ID of Control Unit:.....

(ii) Reason for replacement of Power Pack of the Control Unit:.....  
.....

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

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

**(b) Following polling agents witness the replacement of power pack from the Control Unit:**

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

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

**Signature of Presiding Officer**

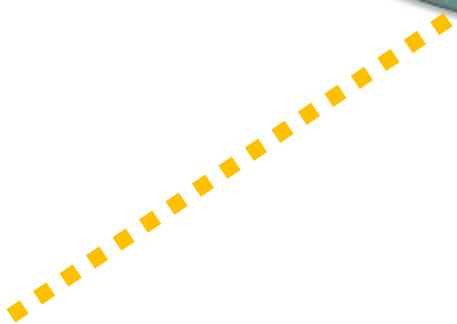
**Signature of Sector Officer**

## Start of Poll

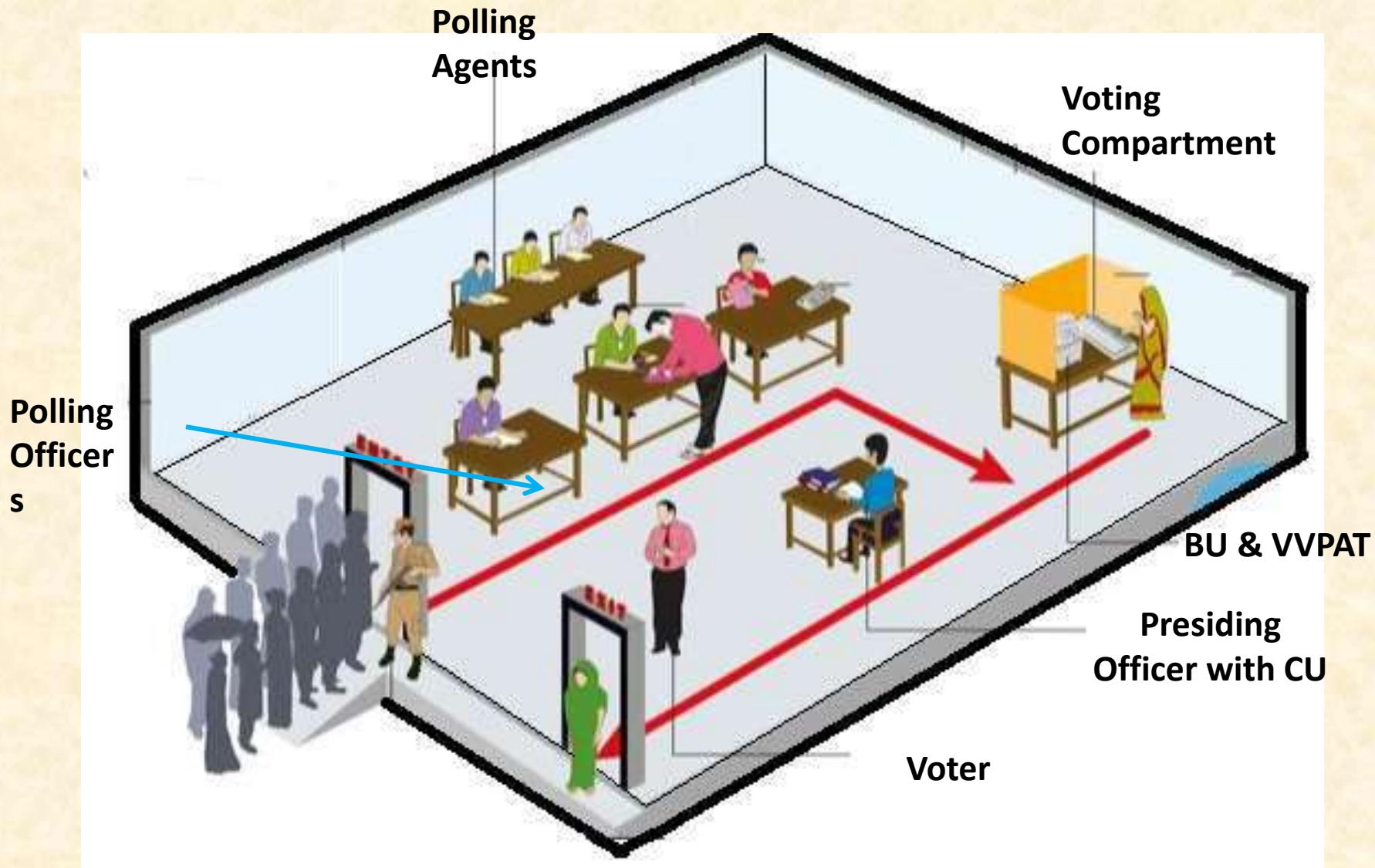
- The Presiding Officer shall read the provisions of 128 of the RP Act 1951 regarding the maintenance of secrecy of voting.
- The Presiding Officer will take the signatures of the Polling Agents present and also sign himself in the Pr.O's Declaration Part 1 regarding commencement of Poll.
- Allow 3 to 4 voters to enter into the booth at the scheduled time for the start of Poll if the preliminary work is not completed
- Send Poll start SMS message
- Please note that if there is any delay for start of Poll for more than two hours, REPOL will be declared by ECI
- Show to the polling agents that there are no markings other than PB/ED in the electoral list;
- Show that there is no entry in Voter's Register (in Form-17)
- Synchronize your time with Polling agents
- Before signing by the first voter in the Voter's Register ( 17A ), the 1<sup>st</sup> Polling Officer will verify with the Presiding Officer and record in 17A in ink that "Total in the Control Unit checked and found to be zero".

# **Voting process**

1. Control of access to the booth
2. Role of CAPF in the Booth
3. Access of Media
4. Duties of Polling Personnel
5. ED Vote



# Layout of Polling Stations on Poll Day



**POLLING  
OFFICER-1**  
In-charge of  
marked copy

**POLLING OFFICER-2**

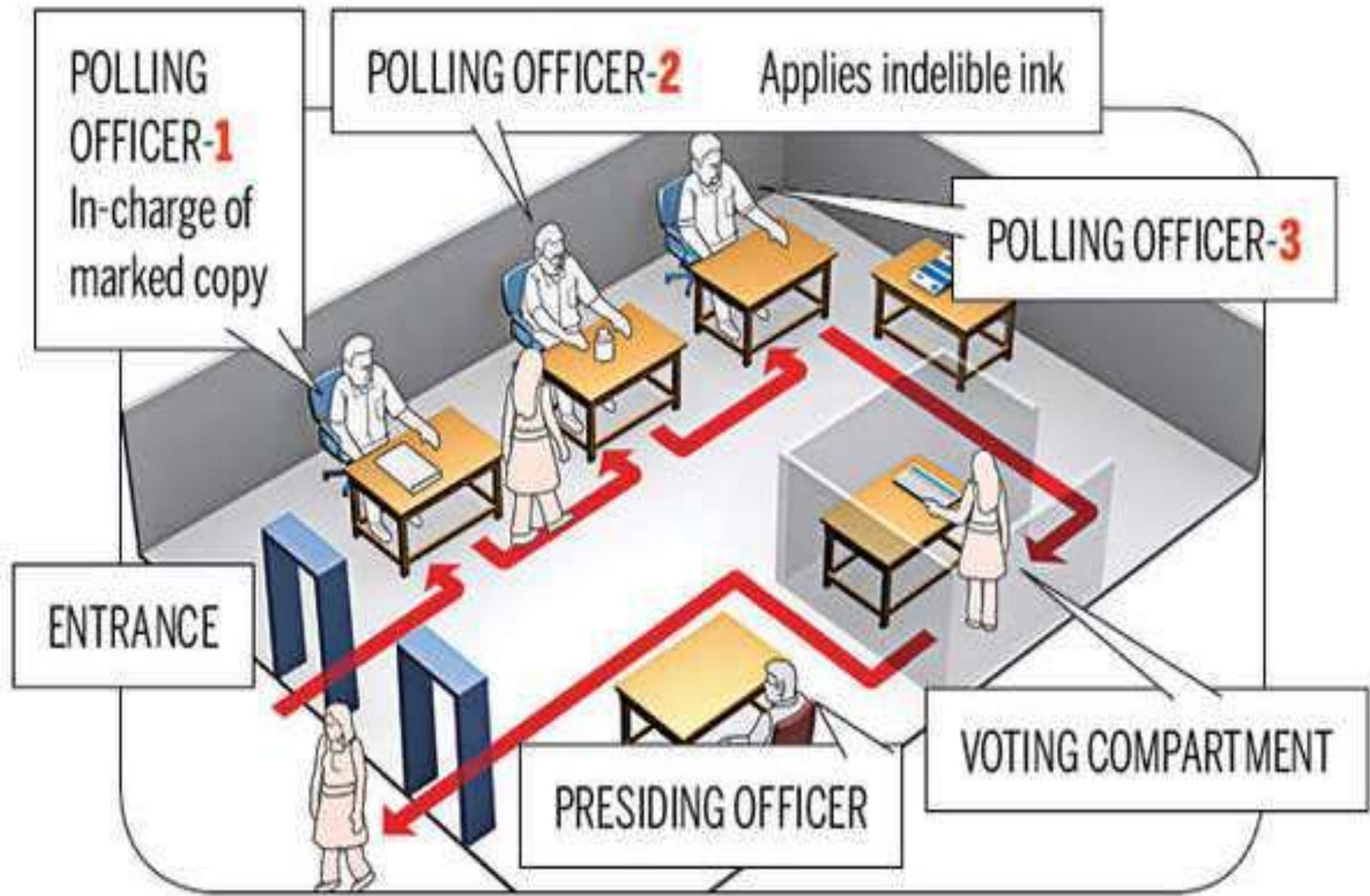
Applies indelible ink

**POLLING OFFICER-3**

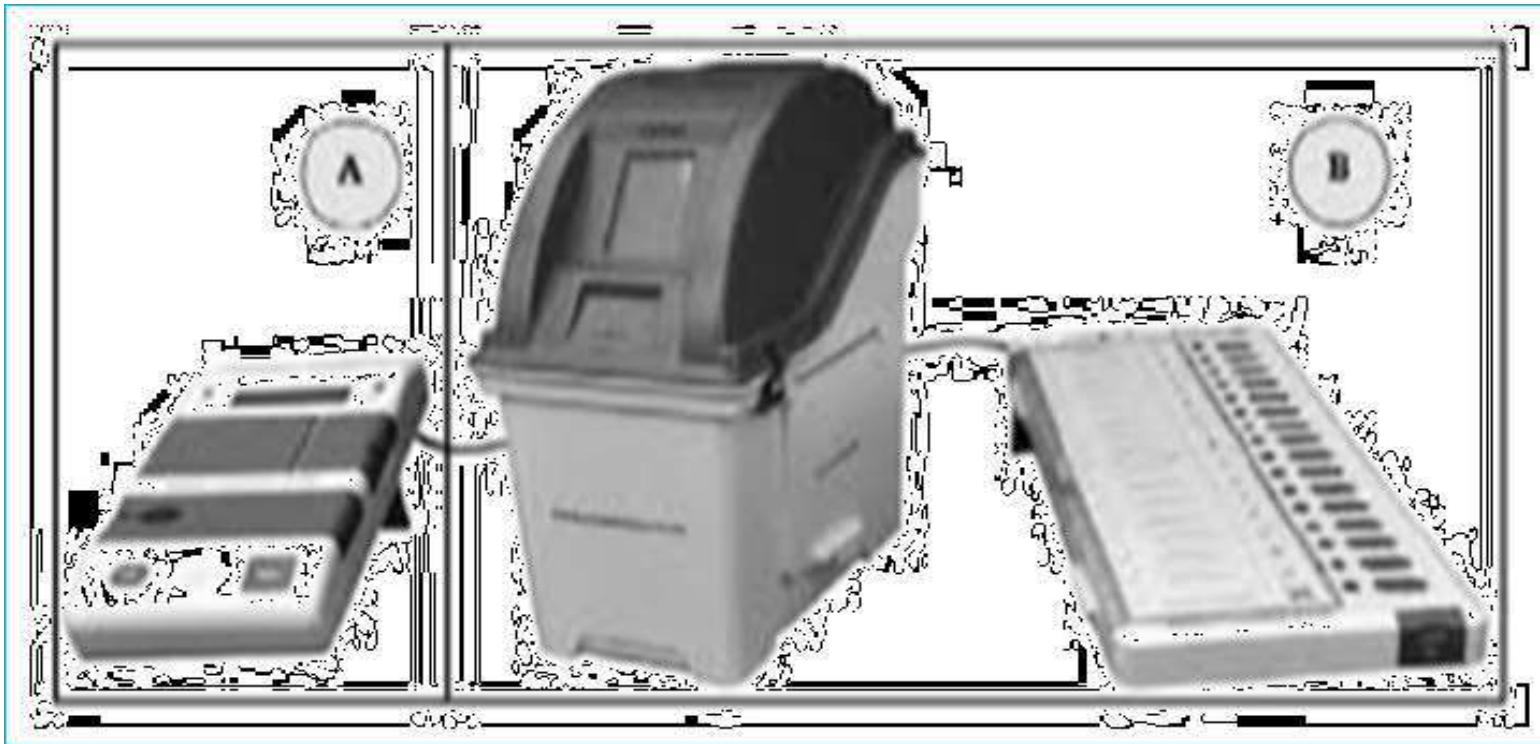
**ENTRANCE**

**PRESIDING OFFICER**

**VOTING COMPARTMENT**



# Setting up EVMs and VVPATs



- A. CU- Polling Officer (PO- 3)**
- B. BU + VVPAT – Voting Compartment**

## Apart from voters, who can come inside the polling station

- Polling Officers
- Candidate or his election agent or his polling agent (but only one person at a time)
- Observer, Micro Observer, officials authorized by Election Commission of India
- A child in the lap of a voter
- Companion of a blind or visually impaired voter
- Government servants on duty (However, police officers and armed security guards of any candidates, their election agents or any polling agents will not come under this category. The only exception is for those who have SPG/ Z+ security.)
- Neither the police nor the central force can enter the booth. They will enter only when the presiding officer asks them to enter.

## Role of CAPF in booth on Poll Day

- Central forces will reach the booths on P-1 Day.
- Their primary responsibility is to secure the booth and control entry and exit. As per Supreme Court order, a jawan will stand at the door of the booth and monitor the inside activities of the booth.
- If there are more than one booth in a premise, then the jawan will visit the door of each booth and monitor the inside activities of each booth.

## Media presence

- Only representatives of those media will be allowed to enter inside the booth who has the identity card issued by the Chief Electoral Officer / District Election Officer.
- They will not disrupt the Poll in any way
- They shall not violate the secrecy of the vote.
- They will enter the booth for a very short time.

## Duties of Polling Officers

- The presiding officer will be overall in charge of conducting the election at that polling station.
- The 1<sup>st</sup> Polling officer will identify the voters. He will have the custody of marked copy of the electoral roll
- The Second Polling Officer will be in charge of indelible ink. Voter's register (or Form 17A) and voter slip will be at his control and disposal.
- The third polling officer will have the custody of control unit. He will collect the voter slip from the voter.

## DUTIES OF THE FIRST POLLING OFFICER

- He will identify the voter. He will be in charge of the marked copy of the voter list.
- He will announce the voter's name loudly so that the polling agents can hear.
- All voters with EPIC card will vote with it.
- Those who do not have EPIC card will vote by showing alternate Documents.

- Minor errors in EPIC (such as misspelling of the voter's own/his/her father's/mother's/husband's name, gender, age or address) shall be ignored and he/she should be allowed to vote.
- If there is any mistake in the serial number of EPIC, it should also be ignored.
- A voter should be allowed to vote if he shows the EPIC issued by the Electoral Registration Officer of another Assembly (AC). In this case the voter's name should be in the electoral roll of the polling station where he has come to vote.

## Approved alternate identity cards apart from EPIC

1. Passport
2. Driving Licence
3. Photo Identity Card issued by the Central or State Government/State Govt./Public Limited Company to its employee
4. Bank or Post Office pass book (with photograph)
5. Pan card
6. National Population Register Smart Card issued by Registrar General of India
7. Job card belonging to Hundred Days Work Scheme
8. HEALTH INSURANCE SMART CARD under Ministry of Labour
9. Pension document (with photograph)
10. Government identity card issued to MPs, MLAs.
11. Aadhaar Card
12. Unique Disability Identity Card (UDID), Ministry of Social Justice & Empowerment, Govt of India

Note: Voter information slip is not an alternative identity card.

# Identification of voters

- The first polling officer shall announce loudly the name of the voter and his serial number in the electoral roll. Also check the photo ID of the voter.
- In the marked copy of the voter list, a line will be drawn, in red ink, diagonally across the box containing particulars of the voter
- If the voter is a woman, the serial number will be rounded off and in case of third gender star will be marked near serial No.
- At regular interval the information about Number of Votes Polled should be given to the Presiding Officer. The usual way to do this is to keep a sheet of paper with numbers written on it, and mark over the numbers when a voter votes.

## Duties of Second Polling Officer

- Ensure that the voter signs his/her full signature on Form 17A or affixes thumb impression of left hand.
- When the thumb impression is given, ask him/her to wipe their fingers with the cloth provided, so that the any mark on the machine while voting is avoided.
- In column three of Form 17A, mention the details and serial number of the photo ID shown by the voter.
- If the voter comes to vote showing EPIC then write EP in column number three and in case of other documents the last four digits of its serial number should be written.
- Now issue the voter slip to the voter.

**FORM-17A**  
**(See Rule 49L)**  
**REGISTER OF VOTERS**

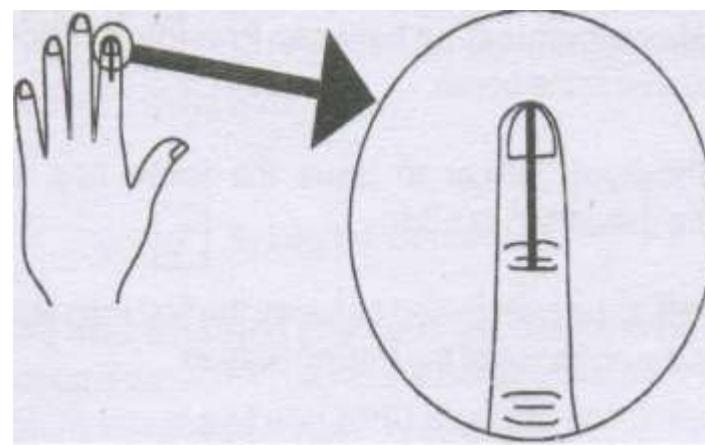
Election to the House of the People/Legislative Assembly of the State/Union Territory ..... from ..... Constituency No. and Name of Polling Station..... Part No. of Electoral Roll.....

Sl.N o	Sl. No. of elector in the 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.				

Signature of the Presiding Officer

# Application of indelible ink

- The second polling officer will check the index finger of the voter's left hand to make sure there is no previous ink mark. If it is oily, wipe it well with a cloth or a duster.
- Then draw a mark from the tip of the nail to the joint of the first bone on the index finger of the left hand by the indelible in his custody.
- If the voter does not have the index finger of the left hand, apply ink to the other fingers of that hand starting from the index finger of the left hand. If the voter does not have a left hand, ink should be applied to any finger of the right hand starting from the index finger of the right hand.
- If there is no hand then on such extremity (stump) of his left or right hand as he possesses should be marked.



## Issuance of voter slips

- A booklet containing sufficient slips will be provided to you from DC. The slip should be torn from there
- After fill up of voter's 17A and indelible ink on the index finger of his left hand, the second polling officer will give him the voter slip.
- The Third polling officer will collect all the voter slips from the voters and keep them in an envelope
- The indelible ink of the voter's left index finger will be re-verified by the Third polling officer

# Voting

- The third polling officer will issue vote by pressing the BALLOT button on the control unit and ask the voter to enter the voting compartment.
- The Voter will enter the voting compartment and cast his/her vote. If he/she is not familiar with the voting procedure, then the presiding officer will explain the procedure to him with the help of a dummy cardboard EVM in presence of the polling agents. However, no one shall enter the voting compartment with the voter.
- If the presiding officer has to go inside the voting compartment for any reason or to check that everything is going well during the Poll, he will ask the agents to accompany him.
- At regular intervals during Poll, tally the total number of voters in Form 17A with the total number of votes casted by pressing the TOTAL button on the CU.

## MICRO OBSERVER'S DUTY

- The Commission appoints micro-observers to see whether the elections are peaceful and free.
- The micro will observe
- **MOCK POLL**
- Presence of polling agents and whether EC guidelines have been followed in this regard.
- **Whether the pass issuance rules for entering and exiting the booth are being followed properly.**
- Whether the process of identification of voters is being done as per the guideline of the Election Commission

- Identification of ASD voters and proper filling of respective registers.
- Whether indelible ink is being applied properly.
- Whether 17A register is being properly filled.
- Whether the secrecy of the vote is observed.
- Conduct of polling agents and their complaints if any.
- He shall submit his report to the General Observer as when asked to do so.

## PB/ED Voter

1. On the first day of training, submit Form 12 and 12A with correct electoral information with the help of search engine [www.voters.eci.gov.in](http://www.voters.eci.gov.in) / Voter Helpline App / [www.electoralsearch.eci.gov.in](http://www.electoralsearch.eci.gov.in) / Help desk

2. After the 2nd randomization, you will be informed with the party wise training appointment, either you vote by postal ballot in the 2nd training or you will be given an Election Duty Certificate (EDC).

By showing EDC you can vote at your assigned polling station

3. PB Facilitation center will be open only on the day of party wise training at training venue (as per Training hours) and also in RO office Facilitation center will be open from P-3 to P-1 days (normal office hours)

4. At PB Facilitation centre –

1<sup>st</sup> PO – will identify by EPIC and will take signature in register

2<sup>nd</sup> PO- will apply indelible ink left hand's forefinger

3<sup>rd</sup> PO – will issue Postal Ballot, 13A, 13B, 13C and 13D

5. You will get your 13A attested at the facilitation center when you show your voter card

6. After receiving the postal ballot, the voter will go to the voting compartment and secretly mark his choice by 'cross' (X) / 'tick'(v) against the name of the candidate on the postal ballot.
7. Write the serial number of the postal ballot paper- in the space provided for declaration in Form 13A and in the inner envelope (Form 13B) in which the postal ballot is kept
8. Put Sealed 13B and 13A Declaration in Form 13C cover. After sealing the Form 13C envelope, it should be deposited in the drop box kept at the Facilitation Centre.
9. Representatives of recognized political parties and representatives of candidates will be present
10. All proceedings will be videographed

## ED voting procedure

- Ask the person who wants to vote by showing the EDC to sign on the EDC (Form 12B). He must show EPIC or any other alternate document for identification purposes.
- Name mentioned in EDC and Part No, SI No should be written at the end of the marked copy.
- As many ED voters will come to vote after the last SI No. a sequential list is to be prepared.
- The EDC will be retained by the Presiding Officer.

- The second polling officer will enter the details of voter in the ‘Register of Voters’(Form 17A) as under:

<SI No>/<Part No>/<Assembly Segment No>;

For example, the name of voter is Mukesh, part number of voter list is 32 and Sr. No is 625 then the entry in second column of ‘Register of Voters’(Form 17A) will be: 625/32/AC number

- In remarks column of 17A write “EDC Voter”
- All EDCs should be put in a packet and submitted at the RC.

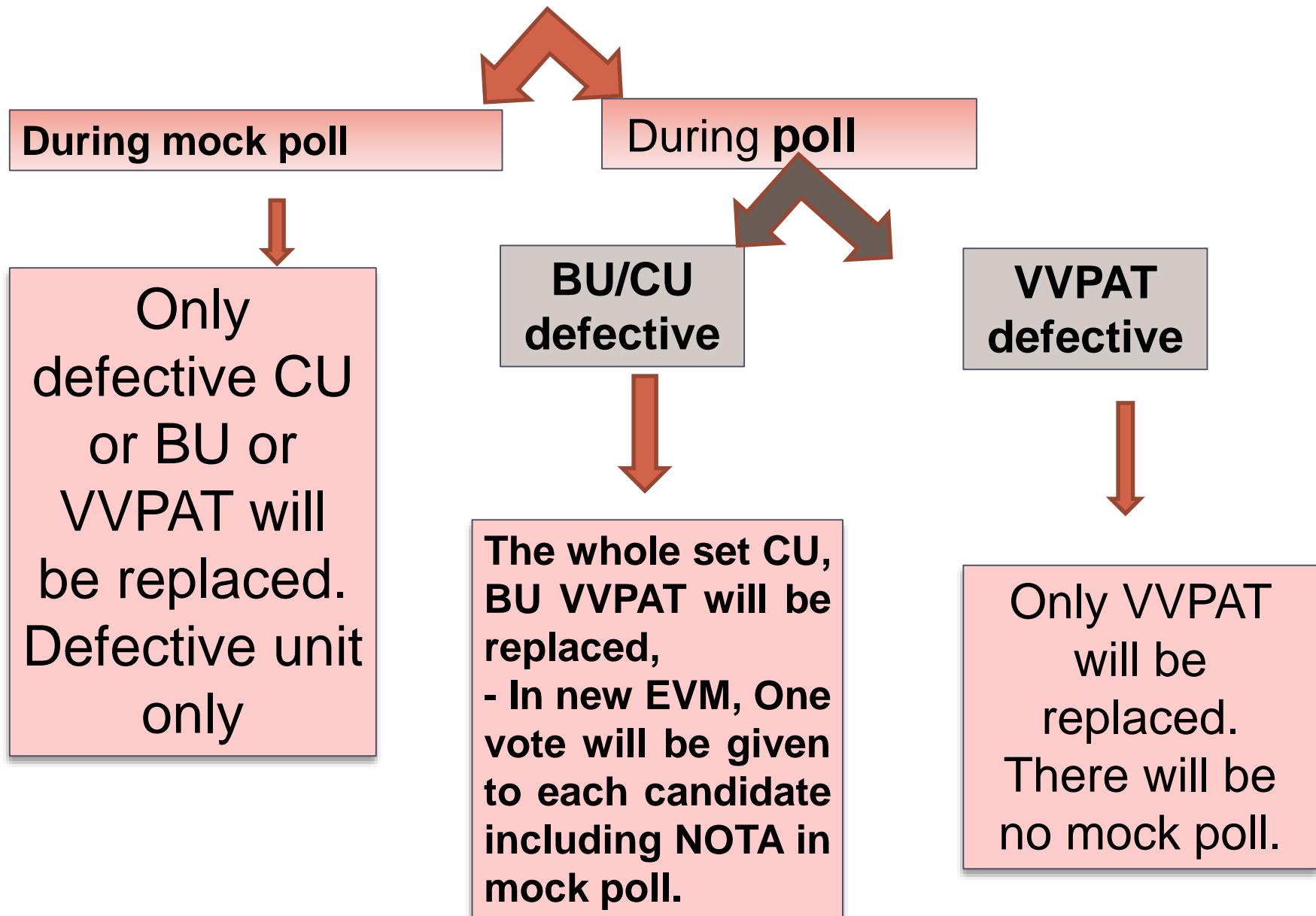
## **Some exceptional / special circumstances**

- 1. Machine replacement**
- 2. Test Vote**
- 3. voting by Blind and infirmed**
- 4. Challenged Vote**
- 5. Tender Vote**
- 6. ASD voting**
- 7. Proxy voting**
- 8. Refuse to vote**
- 9. Violation of voting procedures**

# Replacement of EVM-VVPAT during Poll

- In case of CU or BU not functioning properly during voting process, the entire EVM including CU, BU and VVPAT needs to be replaced. However, in such cases, only one vote must be casted for each candidate contesting with the NOTA in the mock poll
- All mock poll data from CU should be erased through CRC and paper slip from VVPAT should be removed from drop box. The presiding officer will show the empty drop boxes to the polling agents
- Mock Poll VVPAT Paper Slips should be stamped “MOCK POLL SLIPS” on the back with a rubber stamp, then they should be kept in a thick black paper envelope and sealed with a pink paper seal.
- Only in case of replacement of VVPAT during actual Poll, no mock poll is required.

# Replacement of EVM/VVPAT

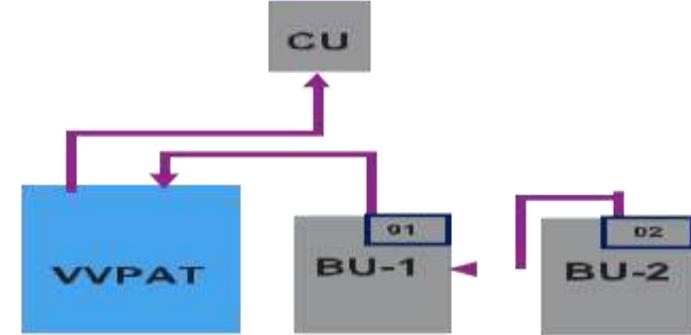
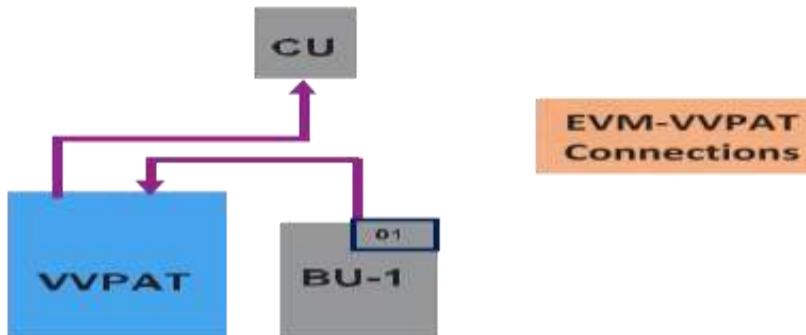


# REPLACEMENT OF EVM-VVPAT

<b>During Actual Poll</b>	<b>BU Defective</b>	<b>Replace Complete Set of BU, CU &amp; VVPAT</b>	<ul style="list-style-type: none"> <li>Mock poll by casting 1 vote to each unmasked button</li> <li>Remove VVPAT battery, Seal defective units in carrying cases</li> <li>Prepare PrO Report Part-I &amp; Part-V</li> </ul>
	<b>CU Defective</b>		<ul style="list-style-type: none"> <li>No mock poll</li> <li>Prepare PrO Report Part-II</li> </ul>
	<b>CU Battery Defective</b>	<b>Replace CU Battery Only</b>	<ul style="list-style-type: none"> <li>No mock poll</li> <li>Remove VVPAT battery, Seal Defective VVPAT in carrying case</li> <li>Prepare PrO Report Part-V</li> </ul>
	<b>VVPAT Defective</b>	<b>Replace VVPAT Only</b>	<ul style="list-style-type: none"> <li>No mock poll</li> <li>Remove VVPAT battery, Seal Defective VVPAT in carrying case</li> <li>Prepare PrO Report Part-V</li> </ul>
	<b>VVPAT Battery Defective</b>	<b>Replace VVPAT Battery Only</b>	<ul style="list-style-type: none"> <li>No Mock Poll</li> </ul>
<b>Before Actual Poll</b>	<b>Any Defect</b>	<b>Replace Defective Unit(s) Only</b>	<ul style="list-style-type: none"> <li>Continue Mock Poll with New Unit(s)</li> <li>Prepare PrO Report Part-I and IV</li> <li>Return defective unit(s) to SO</li> </ul>



- DO NOT OPEN sealed VVPAT drop-box in any case
- Always SWITCH-OFF CU before any connection or disconnection
- Always connect by matching red-black color code
- Put VVPAT switch in UNLOCK position before switching-on CU



# PRESIDING OFFICER'S REPORT

## PART-V: EVM/VVPAT REPLACEMENT

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

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

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

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

**Polling Station No:**.....

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

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

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

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

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

Signature of Presiding Officer

Signature of Sector Officer

## Complaints of voters regarding VVPAT (Rule 49 MA)

- If any voter complains that the VVPAT is displaying wrong paper slip then he/she should report the matter to the Presiding Officer.
- The presiding officer will obtain a declaration from him that if the complaints is found false then disciplinary action shall be taken against him.
- The presiding officer will fill up the details of that voter in 17A and ask the voter to give a Test Vote in presence of the polling agent and the presiding officer.
- If the allegation of the voter is found false then the presiding officer shall record the same in 17A and 17C. This Test Vote will not be counted.
- If the voter's complaint is found correct then the presiding officer will close the poll and bring the matter to the notice of the RO.

## 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 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 elector 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.

Dated.....

Signature of the Presiding Officer

## Voting by Blind and Infirmed Voters

- Apart from Dummy EVM, blind voters can vote with the help of a companion.
- The age of the companion shall not be below 18 years.
- He will accompany only one voter in the same booth on the same day
- A declaration should be taken from the companion that he will keep the voter's vote secret.
- Form 14A will record the details of blind and infirmed voters.
- No Polling Personnel can act as a companion of voter.
- Infirmed voters who are unable to vote by their own efforts, may take a assistance/companion up to the voting compartment. But that associate/companion shall not go inside the voting compartment in any way. However, this directive applies only to those voters who require assistance only for mobility. The presiding officer has to decide on this matter.

- As per sub-section 2 of section 49N the presiding officer shall record in FORM 14A the particulars of the electors who has taken the assistance of a companion up to to the voting compartment for vote. However, if the companion does not enter the voting compartment, his details need not be entered in 14A.
- During scrutiny the above FORM 14A will be scrutinized along with other documents (eg. Form 17A, Presiding Officer Diary). The reason for doing this is that if there is a large number of blind voters with companions, then the question may arise if the election was free at all.
- As per sub-section 1 of section 49N a person can accompany only one voter. Indelible ink should be applied on the index finger of the partner's right hand. Normally the voter's left index finger should be inked.
- If a voter wants to take someone with him as a companion, the right hand index finger of the companion should be examined for ink mark. If there is a mark, the person cannot be taken as a companion by the voter.
- As soon as the voter leaves the polling station, the companion must also leave the polling station.

# **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

## 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 VOTE

- The identity of a person claiming to be a particular elector may be challenged by a polling agent, by depositing Rs 2/- (two rupees) in cash
- You must issue a receipt therefore in the name of the challenger in the prescribed Form (Annexure - 19).
- The person challenged must be warned that impersonating someone else is a punishable offence. Write his name, address in Form 14 (Challenge Vote List) and ask him to sign it. If he refuses to do so, he will not be allowed to vote.
- A summary inquiry must be conducted. The challenger should be asked to provide evidence in support of his claim. If he can then ask the person being challenged to provide evidence to the contrary.
- If the challenge is established, hand over the person challenged to the police and return two rupees to the challenger. Don't forget to take the receipt. This receipt is in column 10 of Form 14. Record the counterfoil.
- If the challenge is not established, the challenger's money will be forfeited. It should be recorded in column 10 of Form 14. It will also be recorded on the counterfoil.

# **TENDERED VOTE**

**(When a voter comes to vote and finds his vote has already been casted he will cast the TENDERED VOTE)**

- 20 (twenty) tendered ballot paper will be issued from DC for each booth.
- In Form 17B, the details of the voters who have voted through tender ballot should be recorded.
- Form 17B column number 5 should be signed / LTI taken for him. Form 17A will not be filled in his case.
- After signing give that voter a tender ballot paper and Arrow Cross mark. He will go inside the voting compartment and vote on that ballot paper. He will hand over that ballot paper to the presiding officer.
- Put all those ballot papers and Form 17B in COVER FOR TENDERED BALLOT PAPER received from DC.
- At the end of Poll, accurately record in column 8 of 17C Part 1, the number of tender ballot papers received, how many given to voters and how many unused tender ballot papers remain.

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

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

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 (Form 17A) elector	Signature/Thumb impression of
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Date :

Signature of the Presiding Office

## Any voter from the ASD list comes to vote

- Every voter in the above list should come to vote with his/her EPIC or alternative ID cards prescribed by the Commission.
- The presiding officer will personally verify the identity card. Mention it in Form 17A. In addition to the voter's signature in the register, he will be asked to give his thumb impression of his left hand.
- The first polling officer will announce the name of the ASD voter loudly for the sake of agents to hear
- A declaration form should be obtained from the ASD voter.

**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

- The Presiding officer will be provided CSV(Classified Service Voters) list who have appointed proxy to vote in their favour. At the end of the marked copy's electors list you will find the CSV list.
- **Proxy voter shall vote with the EVMs.**
- Apply indelible Ink at the middle finger of the proxy's left hand
- **The proxy will vote for himself (if he is a voter of that booth) and for that CSV listed voter, i.e. for both.**
- In case of proxy, CSV voter's CSV list Serial No should be recorded in Form 17A
- **For convenience of understanding PV should be written in Form 17A eg 1(PV)**

## REFUSAL TO OBSERVE VOTING PROCEDURE

- If any voter refuses to follow the prescribed voting procedure despite being warned by the presiding officer, he shall be prohibited from voting.
- If he has been given a voter slip, it should be taken from him and cancelled.
- A comment NOT ALLOWED TO VOTE-VOTING PROCEDURE VIOLATED should be written in remarks column of 17A. The presiding officer will give his signature in full below that remark.

## ELECTORS DECIDING NOT TO VOTE

- A voter cannot be forced to vote if he expresses such desire after filling Form 17A (Register of Voters).
- In that case the words 'Refused to vote' or Left without voting will be written in 17A. The presiding officer will give his full signature below the remark.
- This comment must be signed by the voter.

## Declaration about minor

- If a voter appears to be under age, his identity is otherwise established, take a declaration from him as to his age in the prescribed form;
- Before accepting the declaration inform him of the penal provisions for making false declaration;
- Prepare the list of voters from whom the declaration has been received. Also maintain a list of persons who refused to declare and left without voting;
- Keep all such declarations in a separate cover.

## **FORM OF DECLARATION BY ELECTOR ABOUT AGE**

I hereby solemnly declare and affirm that my age was more than 18 years on the first date of January, 20, i.e. the qualifying date with reference to which the existing electoral roll of the constituency was prepared/revised.

I am aware of the penal provisions of section 31 of the Representation of the People Act, 1950, for making any false declaration in connection with the inclusion of any name in the electoral roll or the preparation, revision or correction of the electoral roll.

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

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

Part number of electoral Roll .....

Serial number of Elector .....

Dated .....

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 .....

(CHAPTER 18, PARA 18.10.3)

**LIST RELATED TO UNDER-AGED ELECTORS**

Election to ..... (name of Constituency)

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

**PART I**

**LIST OF VOTERS FROM WHOM DECLARATION  
AS TO THEIR AGE HAVE BEEN OBTAINED**

Sl. No.	Name of elector	Part No. and Serial No. in electoral roll	Age as entered in electoral roll	Age as assessed by the Presiding Officer
1	2	3	4	5
1.				
2.				
3.				
4.				

**PART II**

**LIST OF ELECTORS WHO HAVE REFUSED  
TO MAKE DECLARATIONS AS TO THEIR  
AGE**

S. No.	Name of Elector	Part No, and Serial No. in Electoral roll	Age as entered in Electoral roll	Age as assessed by the Presiding Officer
1	2	3	4	5
1.				
2.				
3.				

Dated:

Signature of Presiding Officer

**(EC Directive No.4/3/2023/SDR/Vol.X Dated: 5th February. 2024)**  
**Regarding Child Labor**

- The Commission reiterated its earlier directions that it should be ensured by all political parties and election officials that children are not involved in any process or activity related to elections.**

## **Proceedings at the end of Poll**

1. 17 C
2. Signature of polling agents
3. Process
4. Sealing of Papers
5. Sealing of machine
6. Filling Statutory / Statutory / Third  
Packet / Fourth Packet etc

## Presiding Officer's Reports

- **Presiding Officer's Diary**- In this diary, the Presiding Officer will record all the relevant incidents in the booth.
- **Visit Sheet**- Record the visit of various officials during Poll in this sheet. Take the signature of that officer.
- **ADDITIONAL REPORT OF THE PRESIDING OFFICER**- This additional report of sixteen points will be given by the Presiding Officer to the Observer/RO.
- **FORM 17A or REGISTER OF VOTERS**
- Movement sheet of polling agents
- **Pr.O's Report I, II, III, IV, V**

## CLOSE OF POLL

- Five minutes before the end of Poll go outside the booth and announce that those who have come to vote should stand in queue
- If Poll continues beyond the polling time specified by the Commission, make voters stand in a queue outside and distribute the (pre-)filled slips from the end of that line. 1 No slip will be given to the last voter in the queue.
- Continue voting till the person holding slip number 1 votes. Collect all the queue slips you distributed from the voters and tear them up so that they cannot be used again.

- Press the CLOSE button in front of the polling agents and place the black cap or CAP over the button.
- Pr.O. Report – III to be filled
- Write the total number of votes polled in Item 5 of Part 1 of Form 17C.
- Disconnect the BU and CU by switching off the CU.
- Draw a line after the last entry in Form 17A and write 'The serial number of the last entry in Form 17A is \_\_\_\_\_'  
Sign below and also ask polling agents to Sign.

# PRESIDING OFFICER'S REPORT

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

Name of the Election : ..... ( to be pre-printed)  
No. & Name of the AC/AS : ..... (to be pre-printed)  
No. & Name of the PC : ..... (to be pre-printed)  
Date of Poll : ..... (to be pre-printed)  
Number & Name of Polling Station : .....

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

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

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

Signature of the Presiding Officer

## ACCOUNT OF VOTES RECORDED

- Prepare Part 1 of 17C.
- Total number of votes in EVM = Total number of voters in Column 1 of 17A Register – No of voters REFUSED TO VOTE – No of voters not allowed to vote (VIOLATION OF VOTING PROCEDURE / SECRECY) – No of voters given VVPAT TEST VOTE
- Give an attested copy of Form 17C to each polling agent. It should be given even if he doesn't want it and a receipt should be collected from them.
- You have to submit two copies of 17C at RC (Receiving Counter).
- At the end of the poll, the presiding officer and agents must sign the DECLARATION THE CLOSE OF POLL.

**ANNEXURE XIII**  
**(CHAPTER XXX, Para 1.4)**  
**"Form 17C**  
**[See Rules 49S and 56C(2)]**

**PART I. – ACCOUNT OF VOTES RECORDED**

Election to House of the people/Legislative Assembly of the State/Union Territory West Bengal, from  
26, Sikhsari Constituency.

Number and Name of Polling Station : 22, Baghajatin Primary School

Identification Number of Voting Control unit..... G 04101

Machine used at the Polling Station: Balloting unit..... G 18342

Printer (if used)..... 3099

1. Total number of electors assigned to the Polling Station	<u>995</u>
2. Total number of voters as entered in the Register for Voters (Form 17A)	<u>763</u>
3. Number of voters deciding not to record votes/ refused to vote	<u>02</u>
4. Number of voters not allowed to vote under Rule 49M	<u>01</u>
5. Test votes recorded under Rule 49MA(d) required to be deducted-	
(a) Total number of test votes to be deducted : Total No.	<u>02</u>
Sl. No.(s) of elector(s) in Form 17A	<u>17 2 200</u>

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

Sl. No.	Name of Candidate	No. of votes
1	A	0
2	B	01
3	C	0
4	D	0
5	E	0
6	F	0
7	G	01
8	H	0
9	None of the Above	0
	Total	<u>02</u>

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 tendered ballot papers were issued under rule 49P: 03

## 9. Number of tendered ballot papers.

Sl. No.	Total	From	To
Received for use	20	00421	00440
Issued to electors	03	00 421	00 423
Not used and returned	17	00424	00440

## 10. Account of paper seals

(1)	Paper seals supplied for use:	Total No.....(3)..... Sl. No. from AA009788 - AA009790
(2)	Paper seals used	Total No.....(1)..... Sl. No. from AA009787
(3)	Unused paper seals returned to Returning Officer	Total No.....(2)..... Sl. No. from AA009789 to AA009790
(4)	Damaged paper seal, if any, Returning Officer	Total No.....Nil Sl. No.(3) from.....to..... 4..... 5..... 6.....

Date XX.XX.XXXX  
 Place XXXX

Signature of Presiding Officer  
 Polling Station No. 22/26

Braygatin Primary School

Signature of Polling Agents

## PART II-RESULT OF COUNTING

Sl. No. of candidate	Name of candidate	Number of votes as displayed on central unit	Number of cast votes to be deducted as per item 5 of Part I	Number of valid votes (3-4)
(3)	(2)	(5)	(4)	(3)
1.				
2.				
3.				
4.				
5.				
6.				
7. PICTA				

Total

Whether the total number of votes shown above tally with the total number of votes shown against item 8 of Part I or any discrepancy noticed between the two totals.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Counting Supervisor  
Full Signature

Name of candidate/election agent/counting agent

1.	
2.	
3.	
4.	
5.	
6.	
7.	

Place: \_\_\_\_\_

Date: \_\_\_\_\_

"Signature of Returning Officer."

## Items to be signed by polling agents on Poll day

- Pr.O.Report I and at the back of Mock Poll envelopes. (If the EVM is replaced before and after the start of polling)
- Pr.O. Report II (If CU Battery is replaced)
- Pr.O. Report III (To be filled by after press of CLOSE button and completion of poll.)
- Pr.O. Report IV (if EVM/VVPAT replaced during Mock Poll),
- Pr.O. Report V (If EVM/VVPAT replaced during ongoing poll)
- Green Paper Seal, Pink Paper Seal, Special Tag- During CU Sealing after Mock Poll
- **Declaration by Presiding Officer –**
- **Part 1: Before the start of Poll**
- **Part II: If the EVM is replaced during Poll**
- **Third part: After end of Poll**
- **Fourth Part: After sealing of EVM**
- In 17 A– when Test vote is given as per Section 49MA
- In 17 A– After the end of Poll, below the signature of Pr.O
- **17C Part-I (After Poll)**
- Movement sheet ( when required)

**DECLARATION BY PRESIDING OFFICER**  
**PART-I**

**Declaration by the Presiding Officer before the commencement of the poll**

Election from..... Parliamentary/Assembly Constituency

Serial No. and name of polling station.....

Date of Poll.....

I hereby declare:

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

Signature.....

Presiding Officer

Signature of polling agents:

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

Date.....

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

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

Signature.....

Presiding Officer

Date.....

Time.....

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

Signature of polling agents:

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

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

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

Signature.....  
Presiding Officer

Date.....

## 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.....

## **The use of seal by the polling agents**

1. Marked copy of voter list
2. Register of Voters/Form 17 A
3. Voter's slip
4. USED TENDERED BALLOT PAPERS
5. Form 17B
6. UNUSED TENDER BALLOT PAPERS
7. LIST OF CHALLENGED VOTES
8. Unused or any damaged paper seal, if any.
9. Appointment of Polling Agents
10. Any other document as directed by RO

## **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.

# SEALING OF ELECTION PAPERS

Keep aside the covers of the following materials for scrutiny

1. PS-05
2. Form 17C (one copy to be submitted separately outside RC and another copy to be sealed and kept in specified cover)
3. 17A
4. Declaration of the Presiding Officer
5. Presiding Officer's Diary
6. Visit Sheet
7. ADDITIONAL REPORT to be given by the Presiding Officer to the Observer
8. PRO's Report part 1, Part 3,Part 2, 4, 5 (if required)
9. If you have video camera tagged in your booth its log sheet should be sent separately along with polled EVM to RC
10. Envelope containing ballot slips for mock poll.
11. POLLING AGENT MOVEMENT SHEET
12. FORM 14A ( if *Blind/infirm voters voted is more than 1% of total electors in that PS*)

## Sealing of EVMs and other voting materials at the end of Poll

- Switch off the CU and insert it into the carrying case and seal the two ends of the case with the address tag and by the seal of the presiding officer.
- Agents should also be told that they can affix their seals if they wish.
- Write the names of all the candidates or their agents who affixed the seal on the DECLARATION AT THE CLOSE OF POLL.
- After the polling is over, the Presiding Officer will remove the power pack (battery) from the VVPAT in the presence of the polling agents. After removing the power pack (battery) the VVPAT carrying case will be sealed in the presence of polling agents.

# Reception centre

- Facilities :- Proper lighting, proper barricading of reception-counters, control-room, drinking water, toilets, Food plaza, Strong Room for EVMs and other election material, Medical team.
- Proper security, presence of Police personnel.
- Provision for scrutiny of Form 17-A, P.O. Diary and other relevant documents in the presence of Observers.
- Other facilities like telephone, FAX, internet, computer-section for data-feeding, separate room for Observers, DEO/SP, ROs .
- Clear idea about what to receive and how to receive

## **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 Strong room.*

### **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-Aand 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 strong room 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**

Note: In case of simultaneous election, for assembly election, one additional envelope for Voter's Slips (**Pink Colour**)- 01 Nos

## 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**
- i)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**

Note: In case of simultaneous election, one additional envelope for declarations by the Presiding Officer may be given in pink color for assembly poll.

## **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).**

- Each of the four smaller covers/packets to be included in the third packet marked “**STATUTORY COVERS**” should be sealed.
- Envelope containing the register of voters (17A) to be included in the second packet super scribed as “**SCRUTINY COVER**” and should be sealed.
- The other smaller covers/envelopes containing various non-statutory papers and items of election materials to be included in the fourth packets superscribed as “**NON-STATUTROY COVERS**” and may be prepared separately.

It need not to be sealed except the cover containing the list of challenged votes in Form 14 in order to save time.

- All these unsealed covers and the sealed cover, containing list of challenged voters in Form-14,should be simply placed in the respective bigger covers after tick marking at the top page of the bigger covers and signed by you.
- These bigger packets need not be sealed; but may be properly secured by means of pins or thread so that the contents may be checked at the collection centre.
- The third packet superscribed “Statutory Cover” should, however, be sealed by you after checking of the contents at the collection centre.

## Preparation of Presiding Officer's Diary

- The various events that happen in the booth at regular intervals should be recorded in this diary
- If there is any negligence in this work, the commission will view the matter very seriously
- It is one of the most important documents to be verified by the observer during scrutiny on the day after Poll.

## **PRESIDING OFFICER'S DIARY**

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

11. Number of electors who voted –  
 Men.....  
 Women.....  
 Third Gender.....  
 Total.....

12. Challenged vote –  
 Number allowed.....  
 Number rejected.....  
 Amount forfeited Rs.....

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

13A. Number of overseas electors who voted:

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

15. Number of voters cast through proxy:

16. Number of tendered votes:

17. No. of electors –  
 (a) From whom declarations as to their age obtained.....  
 (b) Who refused to give such declaration.....

18. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:

19. Number of votes cast in every two hours –  
 From 7 a.m. to 9 a.m.  
 From 9 a.m. to 11 a.m.  
 From 11 a.m. to 1 p.m.  
 From 1 p.m. to 3 p.m.  
 From 3 p.m. to 5 p.m.

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

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

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

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

(b) Time at which poll finally closed after the last such elector cast his/her vote:

21. Electoral offences with details:  
Number of cases of –

- (a) Canvassing within one hundred meters of the polling station;
- (b) Impersonation of voters;
- (c) Fraudulent defacing, destroying or removal of the list of notice or other documents at the polling station;
- (d) Bribing of voters;
- (e) Intimidation of voters and others persons;
- (f) Booth capturing;

22. Was the poll interrupted or obstructed by –

- (1) Riot;
- (2) Open violence;
- (3) Natural calamity;
- (4) Booth capturing;
- (5) Failure of voting machine;
- (6) Any other cause:

Please give details of the above.

23. Was the poll vitiated by any voting machine used at the polling station having been –

- (a) Unlawfully taken out of the custody of the Presiding Officer;
- (b) Accidentally or intentionally lost or destroyed;
- (c) Damaged or tampered with:

Please give details.

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

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

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

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

Place:

Date:

Presiding Officer

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

## VISIT SHEET

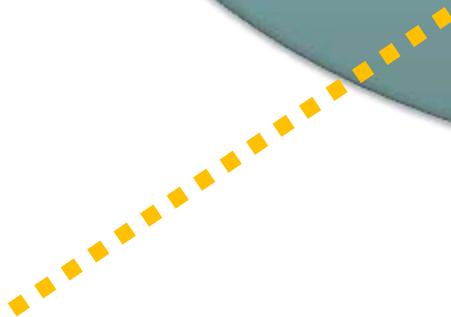
- Visiting Magistrates, Sector Officers, Zonal Magistrates, District Election Officers, ROs, AROs and Observers, when visits any booth, must fill the VISIT SHEET placed there and also sign. This sheet will be kept with the presiding officer and he will submit it along with the presiding officer's diary at the end of the poll.
- This sheet is one of the most important documents that observers will look at on the day of scrutiny after Poll.

**CHECK MEMO FOR PRESIDING OFFICER**

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

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

# Activities at the Receiving Center



## Management of voting materials submission

- There will be provision for separate counter with specific number of polling stations based on AC or Vidhan sabha for depositing voting materials.
- Various items will be deposited as per the checklist.
- The staff who is receiving the materials will take the deposit only after checking it thoroughly.
- Whether materials to be deposited belongs to that counter or not?
- Is BU/CU/VVPAT sealed
- Is BU/CU/VVPAT matching with EVM Receipt Register?
- The EVM Receipt Register bears the signature of the Presiding Officer
- Is Votes No mentioned in 17A matches with votes mentioned in 17C ?.
- Is Presiding Officer's diary is duly filled and VISIT SHEET is attached with it?
- Polling agents are given 17C.
- Mock Poll Ballot Slip Envelope in sealed condition.

- PRESIDING OFFICER ADDITIONAL FORMAT REPORT SUBMITTED.
- Unsealed Presiding Officer's Diary- 1 copy
- Form 17C- 2 copies, 1 sealed and other unsealed
- Declaration of Presiding Officer or DECLARATION-ANNEXURE VII – 1 copy without seal
- VISIT SHEET- 1 copy without seal
- PS-05A- 1copy without seal
- 17A
- 16 PT OBSERVER REPORT
- Pr.O's Report Part I & III must. II, IV, V (If applicable)
- LOG SHEET OF CAMERA
- POLLING AGENT MOVEMENT SHEET
- FORM 14A

## SPECIAL COUNTER AT RC

**The number and name of the particular Polling Station will be written on these counters**

- There will be arrangement for some special counters where the Poll materials of those booths will be received
- **If any complaint has been lodged**
- Some important events like Poll violence, EVM tampering etc. has occurred.
- **EVM/VVPAT has been replaced.**
- A separate register will be prepared by the RO for these booths and the presiding officer will be released only after discussion of the RO with the observer after verifying other documents including EVM/VVPAT.

**SECOND PACKET (WHITE) : SCRUTINY DOCUMENTS**  
**(To be kept in Strong room other than EVM Strong room)**

<b>Envelope Set-02:</b> Scrutiny Documents (Second Packet)	2/1 Master Envelope for Scrutiny Documents Size (16"X12")	<i>Envelope No. 2/2 for Presiding Officer's Diary, Size (10"X4.5")</i>	1
		<i>Envelope No. 2/3 for register of voters (17A), Size (14"X10")</i>	1
		<i>Envelope No. 2/4 for the list of blind and infirm electors in Form 14-A and the declarations of the companions (10"X4.5")</i>	1
		<i>Envelope No. 2/5 for Visit Sheet (10"X4.5")</i>	1

## Receiving Arrangements

### **Note**

Submit PS – 05 to the designated place identified by ROs

PrO's diary, 17C, visit slip, -- should be tied separately and kept in a special trunk

Collect statutory covers. It will contain:

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.**

## Arrangement for submission of EVMs and VVPATs after Poll

Type of machine	Storage	Force	Remarks
<b>A and B category BU, CU, VVPAT of PSs should be kept together in squares made in the strong room according to its polling station</b>	Designated Strong room	One Platoon CAPF	Sealed envelopes with mock poll slips will accompany A & B machines
Not to be kept at the strong room  <b>1. C Category- Un polled Defective (at District Warehouse)</b>  <b>2. D Category - Reserve Unused Machines – Partition assembly wise in the warehouse</b>	District Warehouse	1/2 section	Defective and unused machines must be collected at the same time.

## Common Mistakes other than EVM/VVPAT operation by Presiding Officers

- CRC was not done after mock poll.
- Mock poll slips were not removed
- After poll has ended, forgot to press “CLOSE” button
- Even when only VVPAT is replaced, mock poll was done which was not permitted.
- Did not submit 17C. Some submitted with incomplete details
- Voter turnout report was not properly given. Total electors assigned to the polling station was mentioned instead of total votes polled. Male and Female voters’ figures were not given.
- EVMs, VVPATs were replaced unnecessarily, for e.g. connections were not made properly, but still EVMs were replaced.
- Address tags for carry cases of EVM, VVPAT were not tied and sealed at the end of poll.

# **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: Nos
  - b. Number of sealed BU: Nos
  - c. Number of sealed VVPAT: Nos
- (ii) The unused Electronic Voting Machine(s)
  - a. Number of unused CU: Nos
  - b. Number of unused BU: Nos
  - c. Number of unused VVPAT: Nos

**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 packet: 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 7A

(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 : Nos

D. Acquittance Roll of T.A to Polling Personnel if any : Nos.

Handed Over

Taken charge

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

Name & Signature of the receiving Officer

# Presiding Officers have to send following messages



## 1. Registration

For RO - WB<>EL<>001<>R

For ARO - WB<>EL<>001<>AR

For SO - WB<>EL<>001<>S<>01

For PO/PRO - WB<>EL<>001<>P<>001/001A

## 2. Safe Arrival at Polling Station

WB<>EL<>SAP

## 3. Mock Poll

WB<>EL<>MP<>04(No. of Polling Agents)

## 4. Poll Start

WB<>EL<>PS

## 5. 2 Hourly report : 9 AM

WB EL 245 (where 245 stands for total votes polled at a given time, i.e., 9 AM)

## 6. 2 Hourly report : 11 AM

WB EL 445 (where 445 stands for total votes polled at a given time, i.e., 11 AM)

## 7. 2 Hourly report : 1 PM

WB EL 645 (where 645 stands for total votes polled at a given time, i.e., 1 PM)

## 8. 2 Hourly report : 3 PM

WB EL 845 (where 845 stands for total votes polled at a given time, i.e., 3 PM)

## 9. 2 Hourly report : 5 PM

WB EL 900 (where 900 stands for total votes polled at a given time, i.e., 5 PM)

## 10. Problem of EVM/ VVPAT Non-Functioning

WB<>EL<>EVM

Indicates EVM / VVPAT Problem

## 11. Problem of Law & Order

WB<>EL<>LW

Indicates Law & Order Problem

## 12. Other Problem

WB<>EL<>OTH

OTH – Indicates Other Problem

## 13. Problem of EVM/ VVPAT Resolved & Poll resumed

WB<>EL<>EVM <>PR

## 14. Problem of Law & Order Resolved & Poll resumed

WB<>EL<>LW<>PR

## 15. Other Problem Resolved & Poll resumed

WB<>EL<>OTH<>PR



# Thank you

