

CLOSING OF POLL

1. Distribute slips at the time fixed for close of poll to enable elector present at that time get chance to vote
2. Close the Control Unit and seal the machine
3. Accounts of votes recorded
4. Seal the election papers
5. Prepare diary and deliver the EVMs and sealed election papers at the collection centre

Distribute Serial Numbered Slips

Voting by persons present at polling station at closing hour

The poll should be closed at the hour fixed for the purpose, even if it had commenced later than the hour appointed.

This will not mean that after the hour fixed for closing the poll, no elector will be allowed to cast his vote

A few minutes before the hour appointed for closing the poll, announce to all those within the limits of the polling station and waiting to vote that they will be allowed to record their votes in turn

You will be supplied about 200 Pre-Printed Serial Numbered Slips (as per sample in next slide)

Sample Slips

SLIP

(For voters in Q at closing Hr of poll)

S.No. 1

[Signature (in full) of P.O.]

Constituency No. ----- P.S. No. -----

SLIP

(For voters in Q at closing Hr of poll)

S.No. 2

[Signature (in full) of P.O.]

Constituency No. ----- P.S. No. -----

SLIP

(For voters in Q at closing Hr of poll)

S.No. 3

[Signature (in full) of P.O.]

Constituency No. ----- P.S. No. -----

SLIP

(For voters in Q at closing Hr of poll)

S.No. 4

Signature (in full) of P.O.]

Constituency No. ----- P.S. No. -----

Declare close of poll

Voting by persons present at polling station at closing hour

Distribute to all such electors, slips signed by you in full, and serially numbered from serial No. 1 (start from the last elector in the queue) onwards according to the number of electors standing in the queue.

Continue the poll until all these electors have cast their votes

Depute police or other staff to watch that no one is allowed to join the queue after the appointed closing hour

Formally declare the close of poll

Close the Control Unit of EVM

- Press the 'Close' button on the control unit
- When the 'Close' button is pressed the display panels on the control unit will show the total number of votes recorded in the voting machine till the end of the poll
- Immediately record it in Item 5 of Part I of Form 17C
- The rubber cap should be replaced after the 'Close' button has been pressed and the poll closed
- Put the power switch to 'OFF' position in the rear compartment of the control unit.
- Disconnect the ballot unit from the control unit
- **Trouble shooting** - 'Close' button will function only when the 'Busy' lamp on the control unit is not on
- If the 'Busy' lamp is on by mistake or otherwise, switch off the 'Power' switch in the rear compartment of the control unit and disconnecting the ballot unit(s) from the control unit
- After disconnecting the ballot unit(s) from the control unit, the 'Power' should again be put 'ON'. The 'Busy' lamp will go off and the 'Close' button will become functional

Closing and Sealing of Control Unit



**After the Close of POLL,
remove the cap on Close
button in the Control Unit.**



Closing and Sealing of Control Unit



**Press the
button as shown.**

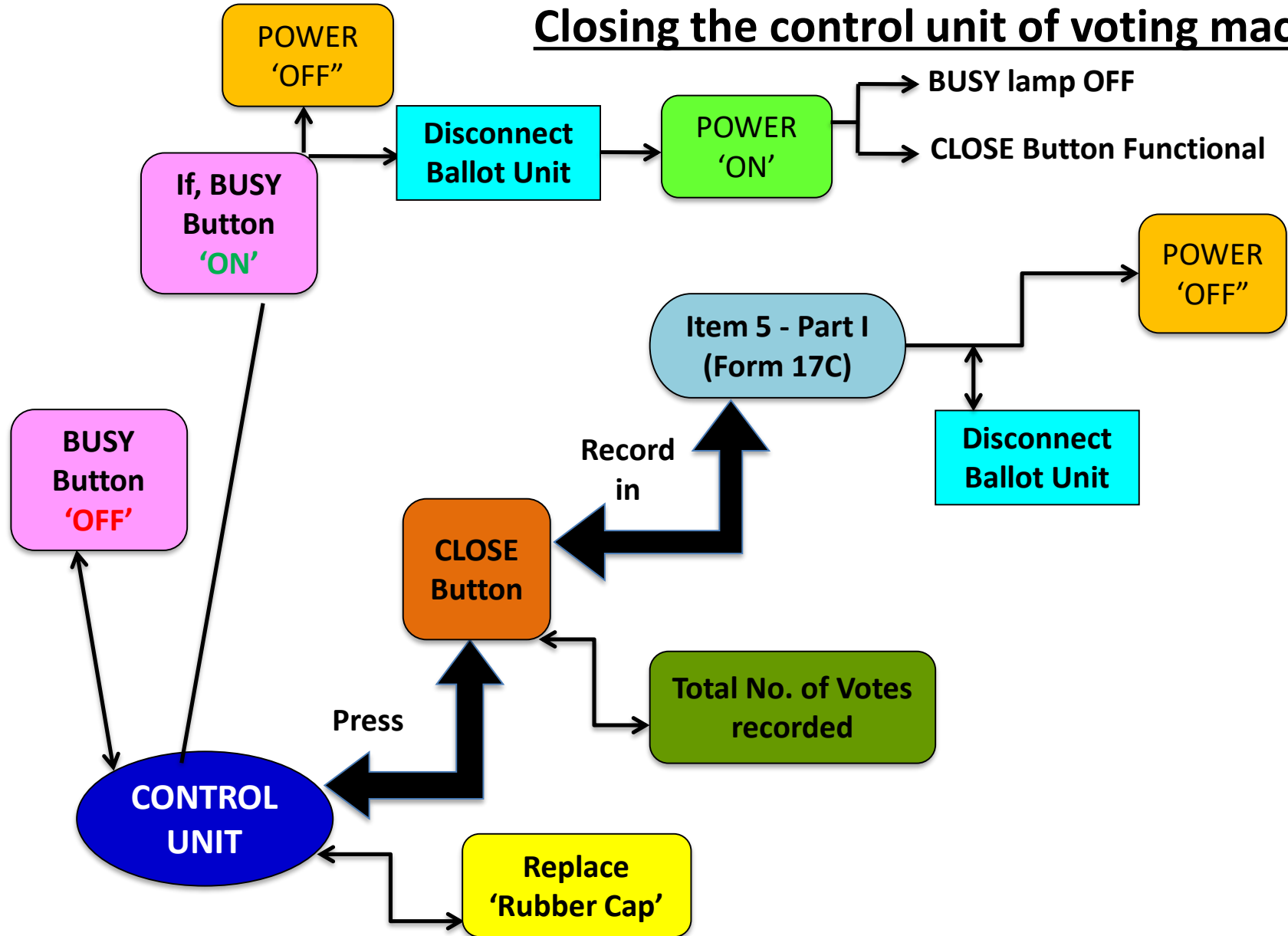
Poll is closed

Fix the cap back in its

**The Control unit
displays total no. of
votes recorded.**



Closing the control unit of voting machine



Sealing of the EVM after close of poll

For sealing and securing the voting machine, the power switch in the control unit should first be switched 'OFF'

Then the ballot unit(s) and the control unit should be disconnected.

The ballot unit(s) and the control unit should now be put back in their respective carrying cases

Each carrying case should then be sealed at both ends by passing a thread through the two holes provided for the purpose on both sides of the carrying case

Putting thread, seal with an address tag showing the particulars of the election, the polling station and the unit contained therein

....Continued

Signature of Presiding officer and seal it

Ask putting seal by the contesting candidates or their polling agents, who are present at the polling station

Note the name of those who affix their seal on carrying cases of ballot units and control unit as above in declaration (Given in next slide)

Closing and Sealing of Control Unit



Open the bottom compartment of the Control Unit and Switch OFF Power and disconnect the interconnecting cable



Pack the Control unit (with the Strip seal) and Balloting Unit in their carrying cases



Closing and Sealing of Control Unit



Seal the carrying cases and fix address tags.



Declaration of sealing EVM

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.

Date.....

Time.....

Signature.....*T*
Presiding Officer

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.

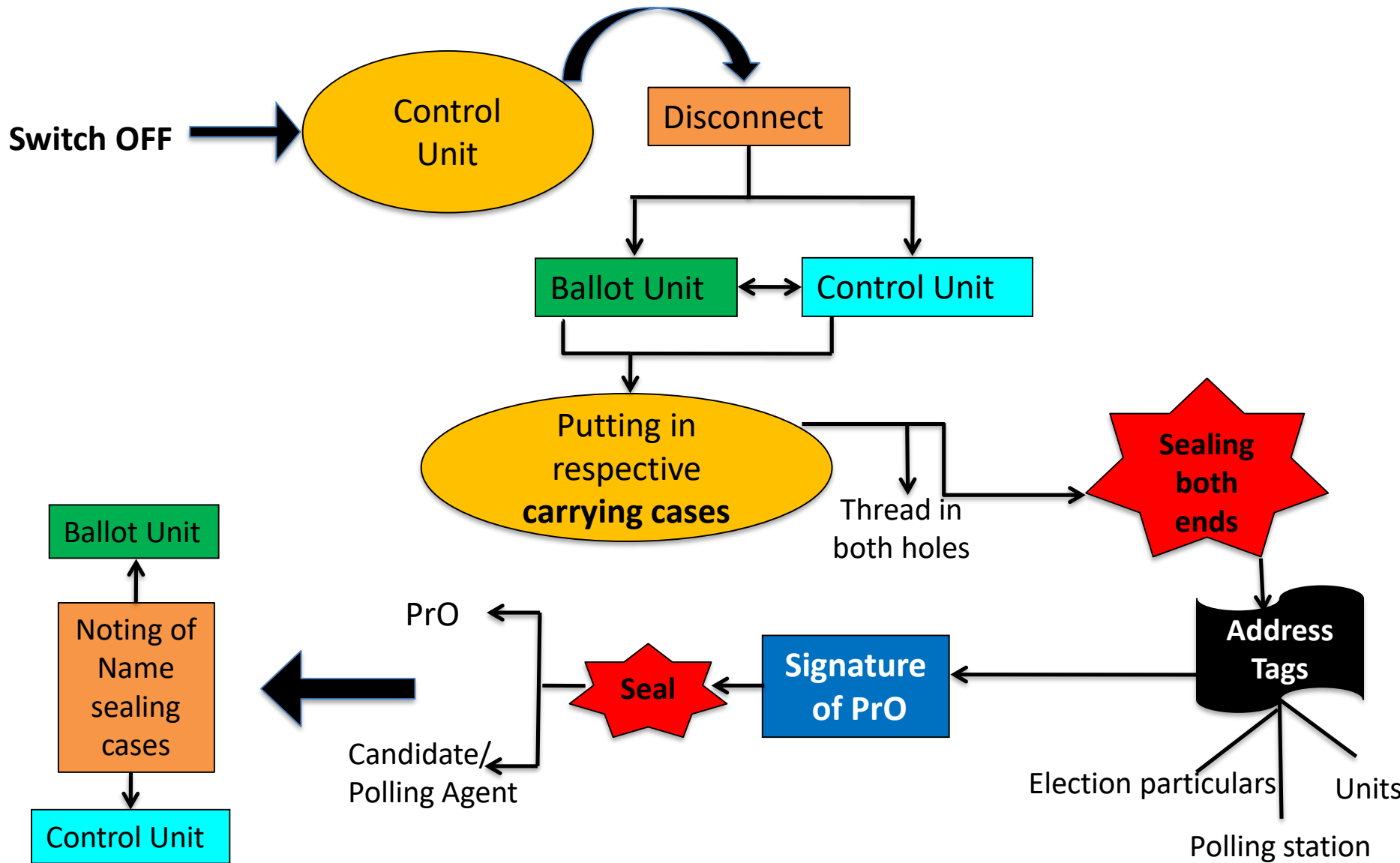
- | | |
|-----------------------------|---------------------------|
| 1.(of candidate.....) | 3.....(of candidate |
| 2. (of candidate | 4.....(of candidate |

Date

Signature

Presiding Officer

Sealing of the voting machine after close of poll



Account of votes recorded

Preparation of account of votes recorded

Under rule 49S of the Conduct of Elections Rules, 1961, an account of votes recorded in the voting machine shall be prepared by you in Part I of Form 17C in duplicate

Total number of votes recorded in voting machine = total number of voters registered as per column (I) of the Register of Voters (Form 17A) – (the number of voters who decided not to vote+ the number of voters not allowed by you to vote)

In the following slide Part I of Form 17C is given for your guidance at (Annexure XIII) as sample

The account of votes recorded in Form 17C should be kept by you in a separate cover with the words 'Account of Votes Recorded' super scribed therein

Account of votes recorded

ANNEXURE XIII
(CHAPTER XXX, Para 1.4)
Form 17C
 [See Rules 19S and 56C (2)]
PART I-ACCOUNT OF VOTES RECORDED

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

From	XYZ Parliamentary
No. and Name of Polling Station	75-ABC
Identification No. of Voting Machine used at the Polling Station	Control Unit..... Balloting Unit.....

- | | |
|--|-----------------|
| 1. Total No. of electors assigned to the Polling Station | 995 |
| 2. Total No. of Voters as entered in the Register for Voters (Form 17A) | 761 |
| 3. No. of voters deciding not to record votes under rule 49-O | 2 |
| 4. No. of voters <i>not allowed to vote</i> under rule 49-M | 1 |
| 5. Total No. of voter recorded as per voting machine | 758 |
| 6. Whether the total No. of votes as shown against item 5 tallies with the total no. of voters as shown against item 2 minus no. of voters deciding not to record votes as against item 3 minus No. of voters not allowed to vote discrepancy noticed. | Yes, it tallies |
| 7. No. of voters to whom tendered ballot papers were issued under rule 49-P. | |
| 8. No. of tendered ballot papers | |

Serial Nos.

- | | | | |
|---------------------------|------|------------|----------|
| (a) received for use | (10) | From 00981 | To 00990 |
| (b) issued to electors | (3) | 00981 | 00983 |
| (c) not used and returned | (7) | 00984 | 00990 |

9. Account of paper seals

- | | | | |
|---|--------------|-------------|--|
| | | Serial Nos. | |
| 1. Serial Numbers of paper seals supplied | From A009758 | To A009760 | |
| 2. Total number supplied. | From A009758 | To A009760 | |
| | 3 | | |
| 3. Number of paper seal used | 1 (A009758) | | |

...Continued

4. Number of unused paper seals returned to Returned Officer (Deduct item 3 from item 2) 2
5. Serial number of damaged paper seal if any Nil

Signatures of Polling Agents

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Date.....
Place

Signature of the Presiding Officer
Polling Station No.

PART II-RESULT OF COUNTING

Sl. No.	Name of Candidate	No. of votes recorded
1.	A	109
2.	B	59
3.	C	77
4.	D	263
5.	E	38
6.	F	2
7.	G	51
8.	H	65
9.	I	94
Total		758

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Whether the total nos. of votes shown above tallies with the total no. of votes shown against item 5 of Part I or any discrepancy noticed between the two totals—
Yes, it tallies.

Date.....
Place

Date.....
Place

Signature of the Counting Supervisor
Full Signature

Signature of the Returning Officer

Name of Candidate/election agent/counting agent

Supply copies to the polling agents

Supply of attested copies of account of votes recorded to polling agents & Declaration at the close of poll

As per Rule 49S, you are also required to furnish to every polling agent, who is present at the close of the poll, a true attested copy of the account of votes recorded as prepared by you in Form 17C, after obtaining a receipt from those polling agents.

Copies of the accounts should be furnished to every polling agent present even without his asking for it.

The original Form 17C has to be deposited at the Collection Centre (Strong Room) along with the voting machine.

The duplicate copy of Form 17C will also be deposited at the Collection Centre

Supply to the polling agents

Supply of attested copies of account of votes recorded to polling agents & Declaration at the close of poll

If possible, you should prepare the required number of copies with the help of carbon paper, while filling in the entries in the original account so that all polling agents and the original account are identical in every respect

For simultaneous election separate copies should be prepared and given respectively following above procedure

To ensure following of rule 49S Commission has devised a declaration **(Given in next slide)** which should be made and completed by you at the close of poll

Supply to the polling agents

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

Date

Time.....

Presiding Officer

Sealing of election papers

All the packets sealed, except the packets containing. These have to be kept in a separate cover

- I. The account of votes recorded and paper seal (in Form 17C),
- II. The declarations by the Presiding Officer before the commencement of poll, during the poll and after close of poll (Given in next to next slide)
- III. The Presiding Officer's Diary,
- IV. Visit Sheet and the 16-Point Observer's Report should be put in four large packets as explained in paragraph 3 below and sent to the Returning Officer.

Sealing of election papers

This Cover contains

The
account
of votes
recorded
and
paper
seal
account

The
declarati
ons by
the
Presiding
Officer

The
Presiding
Officer's
Diary

Visit
Sheet and
the 16-
Point
Observer'
s

Report should
be sent
separately
along with
the voting
machine to
the receiving
centre

Declaration of Sealing of election papers

ANNEXURE VII

(CHAPTER XVI, Para 1 & 2)

DECLARATION BY THE PRESIDING OFFICER

PART-I

Declaration by the Presiding Officer before the commencement of the poll

Election from Parliamentary/Assembly Constituency

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

Date of Poll.....

I hereby declare :

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

Signature

Presiding Officer

Signature of polling agents:

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

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

- | | |
|-----------------------------|---------------------------|
| 1. (of candidate.....) | 2.....(of candidate.....) |
| 3. (of candidate.....) | 4.....(of candidate.....) |

Signature.....

Date.....

Presiding Officer

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 are present and desirous of affixing the same.
- (3) that I have written the serial number of the control unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature

Presiding Officer

Signature of polling agents:

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

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

- | | |
|-----------------------------|---------------------------|
| 1. (of candidate.....) | 2.....(of candidate.....) |
| 3. (of candidate.....) | 4.....(of candidate.....) |

Signature.....

Presiding Officer

Date.....

Declaration of Sealing of election papers

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

Time.....

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.

Date.....

ime.....

Signature.....T

Presiding Officer

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

Packet 1 – Statutory Covers

The first packet should contain the sealed covers mentioned below and should be super scribed as "STATUTORY COVERS":

The sealed cover containing the marked copy of the electoral roll;

The sealed cover containing the register of voters;

The sealed cover containing voter's slips;

The sealed cover containing unused tendered ballot papers;

The sealed cover containing the used tendered ballot papers and the list in Form 17B.

Please note!!

- Even if a statement or record to be put in any cover mentioned above is nil, a slip noting on it that the statement or record is "Nil" may be put in the cover and the total number of five covers made ready so that no necessity arises for the receiving official at the receiving centre to enquire about the nonproduction of any of the seal

Packet 2 – Non-statutory Covers 1/2

The second packet should contain the following covers and should be superscribed as "NON-STATUTORY COVERS":

The cover containing the copy or copies of electoral roll (other than the marked copy);

The cover containing the appointment letters of polling agents in Form 10;

The cover containing the election duty certificate in Form 12- B;

The sealed cover containing the list of challenged votes in Form 14;

The cover containing the list of blind and infirm electors in Form 14-A and the declarations of the companions;

The cover containing the declarations obtained from electors as to their age and the list of such electors – **(Given in next slide)**

Declaration of age by voters

ANNEXURE XI
(CHAPTER XVIII, Para 10.3)

Election to form..... (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)				
etc.				

Part II

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

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)				
etc.				

Dated.....
Officer

Signature of Presiding

Packet 2 – Non-statutory Covers 2/2

The second packet should contain the following covers and should be super scribed as "NON-STATUROTY COVERS

Cover containing the receipt book and cash, if any, in respect of challenged votes;

Cover containing unused and damaged paper seals;

Cover containing unused voter's slips

Cover containing unused and damaged special tags; and

Cover containing unused and damaged strip seals

Packet 3 – Miscellaneous

The third packet should contain the following items

The
Handbo
ok for
Presidin
g Officer

Manual
of
Electron
ic Voting
Machine

Indelible ink set
(with stopper
having been
secured on each
phial effectively
with molten
candle or wax
applied thereon
to prevent
leakage or
evaporation)

Self-
inking
pads;

The
metal
seal of
the
Presidin
g
Officer;

The
arrow
cross-
mark
rubber
stamp
for
marking
tendere
d ballot
papers

Cup for
setting
the
indelibl
e ink.

Packet 4

The fourth Packet should contain all the other items, if any.

Seal of Candidates/their election Agents/Polling Agents

on envelopes & packets containing:

1. Marked copy of electoral roll;
2. The register of voters;
3. Voter's slips;
4. The used tendered ballot papers and the list of tendered votes in Form 17B;
5. The unused tendered ballot papers;
6. The list of challenged votes;
7. The unused and damaged paper seals, if any;
8. Appointment letters of polling agents; and
9. Any other papers that the Returning Officer has directed to be kept in a sealed packet.

Sealing of election papers - Summary

- Each of the five smaller covers/packets to be included in the first packet marked “STATUTORY COVERS” should be sealed.
- The other smaller covers/packets containing various non-statutory papers and items of election materials to be included in the second, third and fourth packets marked "NONSTATUTORY COVERS" may be prepared separately, but need not 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 votes in Form 14, should simply be placed in the respective bigger covers along with a check memo signed by you.
 - These three bigger packets i.e 2nd, 3rd and the 4th 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 centres.
- The first packet marked "Statutory Covers" should, however, be sealed by you after checking of the contents at the collection centre

Preparation of the PrO's diary

- **The Presiding Officer should record the proceedings connected with the poll in the diary with serially numbered proforma. (Annex-XIV)**
- **You must go on recording the relevant events as and when they occur.**
- **You should mention all important events carefully while recording as if any incident at the polling station, which is not reported by you, but is reported by any other source, the Election Commission shall take necessary action in the matter. The Election Commission may even contemplate taking disciplinary action against you.**
- **Keep on making necessary entries in the relevant columns of the diary at regular intervals and not do all entries and complete the diary at the end of the poll as it is highly objectionable.**

To the Collection Centres

Transmission of Voting machine and election papers to the returning officers

- The voting machine and the election papers should be delivered or caused to be delivered at the collection centre with Zero delay.
- Any delay in this behalf will be viewed by the Commission with utmost concern and will invite severe disciplinary action against all concerned

Items to be handed over 1/2

You will hand over to the Official-in-charge of the collection centre the following **13 items** of election records and materials and obtain a receipt

1. The control unit and ballot unit(s) of the voting machine duly sealed in their respective carrying cases;
2. The cover containing the account of votes recorded and paper seal account (Form 17C);
3. The cover containing the declarations of the Presiding Officer;
4. The cover containing the Presiding Officer's diary;
5. Visit Sheet
6. 16-Point Observer's Report

Items to be handed over 2/2

7. The first packet super scribed “STATUTORY COVERS “ (containing 5 covers)
8. The second and third packets containing other election materials;
9. Material for voting compartment;
10. Lantern, if supplied;
11. Waste paper basket;
12. Polythene bag/gunny bag to carry polling materials; and
13. Fourth packet containing all other items, if any.

THANKS