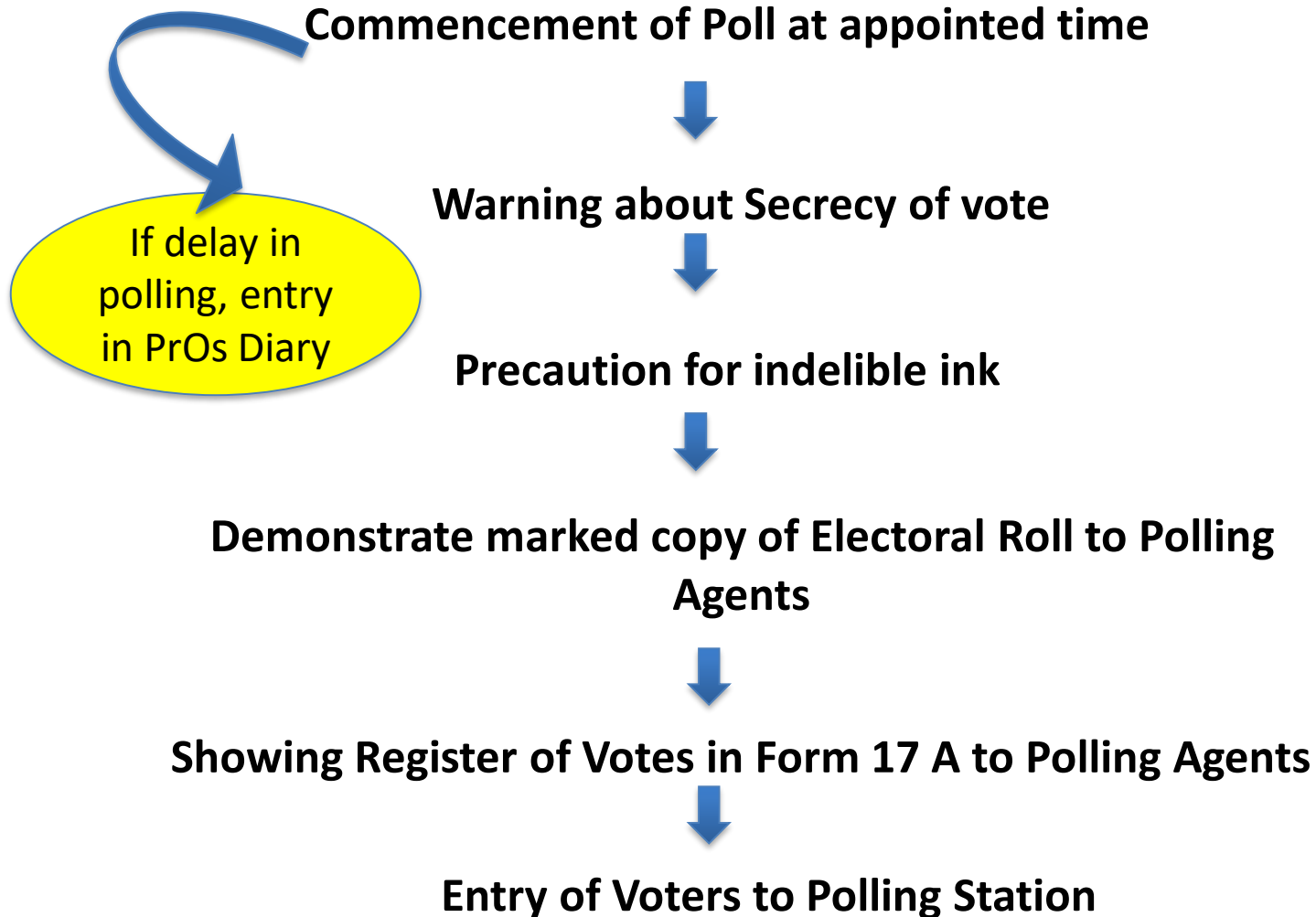


# Commencement of Poll

- The poll should commence at the appointed time.
- If commencement not done at the appointed hour, explain reasons for the delay in your Presiding Officer's Diary.

# COMMENCEMENT OF THE POLL – AT A GLANCE



## Dos and DONTs

- Treat all parties and candidates equally
- Decide fairly and justly every disputed point
- Your tact, firmness and impartiality are the most important safeguards against any breach of the peace.
- Neither you nor any other officer at polling station should do any act or activity, interpreted as furthering the prospects of any candidate at the election.
- You and other officers should maintain decorum and dignity.
- Should not shake hands or get self photographed with a celebrity or VIP visiting polling station for casting his/her vote.

# Read out the Prescribed Declaration

## 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.....

**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.....)

Date.....

Signature.....

Presiding Officer

**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.

*Date*.....  
*Time*.....

*Signature*.....  
*Presiding Officer*

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.....) |                            |

*Date* .....  
*Time*.....

*Signature* .....  
*Presiding Officer*

## **WARNING ABOUT SECRECY OF VOTING:**

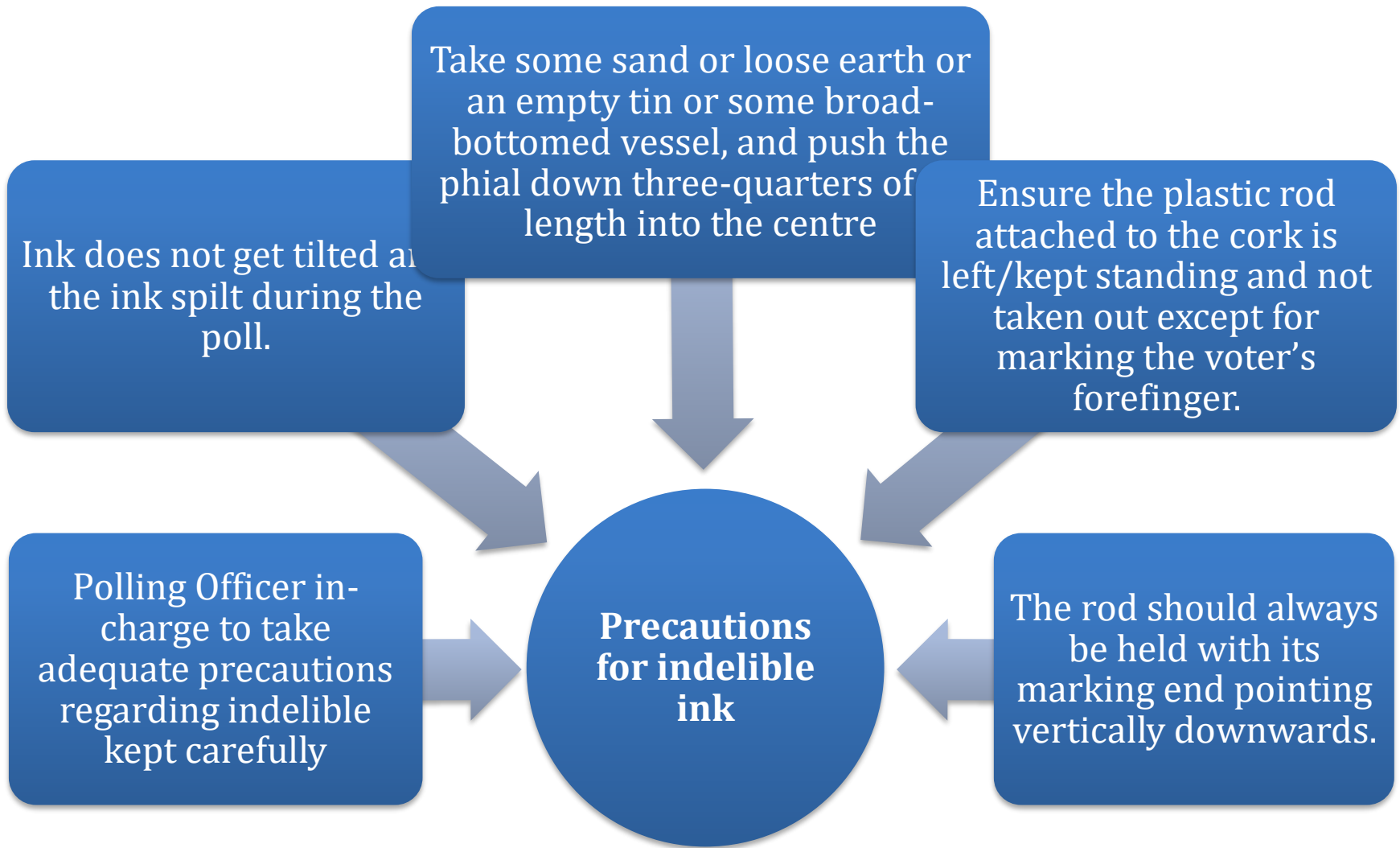
Before commencing poll, explain all the contesting candidates or their polling agents, the provisions of Section 128 of the Act regarding their duty to maintain the secrecy of the vote

### **128. Maintenance of secrecy of voting**

(1) Every officer, clerk, agent or other person who performs any duty in connection with the recording of counting of votes at an election shall maintain and aid in maintaining the secrecy of the voting and shall not (except for some purpose authorised by or under any law) communicate to any person any information calculated to violate such secrecy.

Provided that the provisions of this sub-section shall not apply to such officer, clerk, agent or other person who performs any such duty at an election to fill a seat or seats in the Council of States.

(2) Any person who contravenes the provisions of sub-section (1) shall be punishable with imprisonment for a term which may extend to three months or with fine or with both.



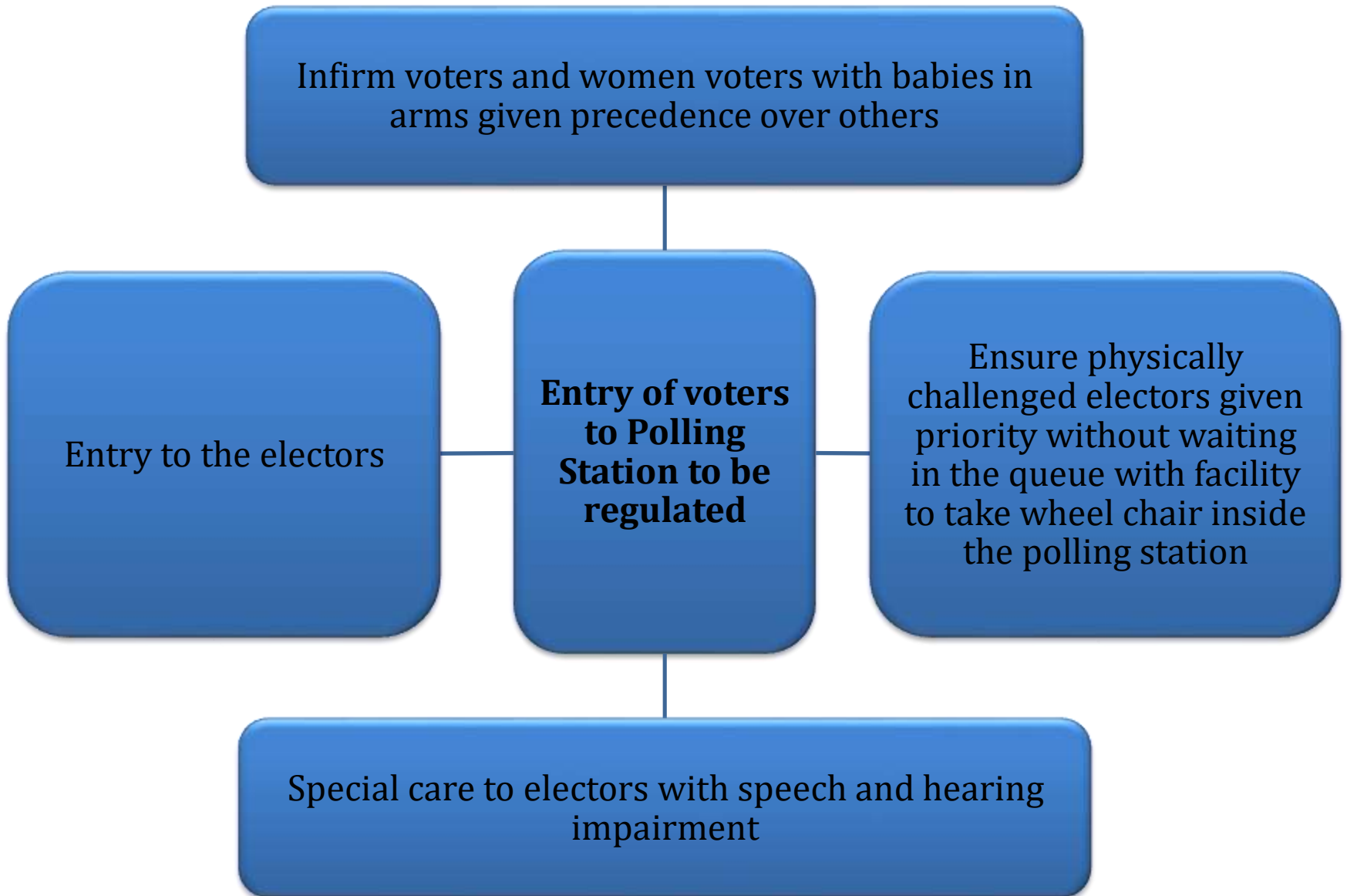


## Marked copy of the electoral roll

- Ensure to demonstrate to the contesting candidates/polling agents that the marked copy of the electoral do not contain any remarks other than issuing postal ballot papers, EDC and CSVs and that the deletions appearing in the supplement are appended to the draft roll and supplements prepared after disposal of claims
- Objections before final publication reflected in the reprinted mother roll by strikethrough method in the electoral roll of eight columns without photograph
- Word 'DELETED' superimposed on elector detail box in case of photo electoral roll
- No other entry is deleted or altered or omitted

## Register of voters in Form 17 A

- Show to the contesting candidates/polling agents the Register of Voters reflecting no other entries other than entries of each elector No. allowed to vote with his signature/thumb impression.



# Ensure implementation of instructions regarding

Demonstration of the voting machine,

Marked copy of the electoral roll and Register of Voters

Obtaining signatures of the contesting candidates/polling agents on the green paper seal

Allowing them to note down their serial numbers

Read out the declaration for all persons present in the polling station

Sign the declaration and obtain signatures of the contesting candidates/polling agents

Any polling agents decline to affix their signatures, their names should be recorded.

# Enforcement of Election Law in and around polling station

Canvassing within 100 meters of the polling station is an offence under the election law.

Ban on canvassing:

Any person doing so will be arrested without warrant by the police and may be prosecuted under section 130 of the Representation of the people Act. 1951

# Enforcement of Election Law in and around polling station

The candidates are provided one table and two chairs for agents and workers for the distribution of unofficial identity slips to voters beyond a distance of 200 meters from the polling station with an umbrella or a piece of tarpaulin.

Contesting candidates can set up election booth beyond 200 meters from the polling station, to help the electors locate their names in the electoral roll.

Candidate's  
election  
booth:

If any violation of instructions, report to the Sector Magistrate or other officials responsible for maintenance of law and order around your polling station.

# Enforcement of Election Law in and around polling station

Police can arrest and prosecute any person behaving disorderly only when persuasion and warning have proved ineffective.

Steps should be taken to stop use of a megaphone or loudspeaker interferes with the work without any prescribed limit of distance under section.

Disorderly conduct in or near the polling station

# Removal of trouble makers

Any person who misconducts may be removed from the polling station on your orders by any police officer or other persons authorized by you.



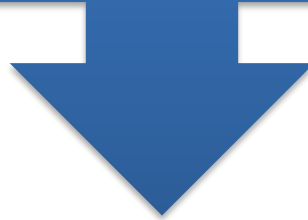
Removal of voting machine from polling station to be an offence if any person, fraudulently or unauthorized takes or attempts willfully to take a voting machine out of a polling station:

Commits a cognizable offence punishable with imprisonment upto one year or

With fine upto five hundred rupees or

With both

## Breach of official duty by election officers



Without reasonable cause, he commits a cognizable offence.

## Who can Enter the Polling Station?

- The polling officers
- Each contesting candidate, his election agent and one polling agent of each candidate
- Persons authorized by the Commission such as media persons issued with authority letters
- Public servants on duty
- A person accompanying or assisting a blind or an infirm voter who cannot move or vote without help

No person other than the Returning Officer, Presiding Officer, any police officer and any other person is appointed to maintain peace and order.

If any person contravenes, the offence is cognizable and liable to imprisonment for a term, which may extend to two year or with fine, or both.

**Prohibition of going armed to or near a polling station**

## **Prohibition of use of cellular phones, cordless phones, wireless sets etc in the polling station.**

As per the standing instructions of the Commission, no cellular phones, cordless phones, wireless sets etc., will be allowed inside the polling stations and not even around 100 meters radius of the polling stations.

# 1<sup>st</sup> Polling Officer

1. In-charge of the marked copy of the roll
2. Identification of voters
3. Challenged voters, if any

# What can be ignored in case of challenge of voter's identity?

Discrepancies such as elector's name, father's/mother's/husband's name, sex, age (only within 2/3 years) or address in the electors photo identity card shall be ignored provided identity is established.

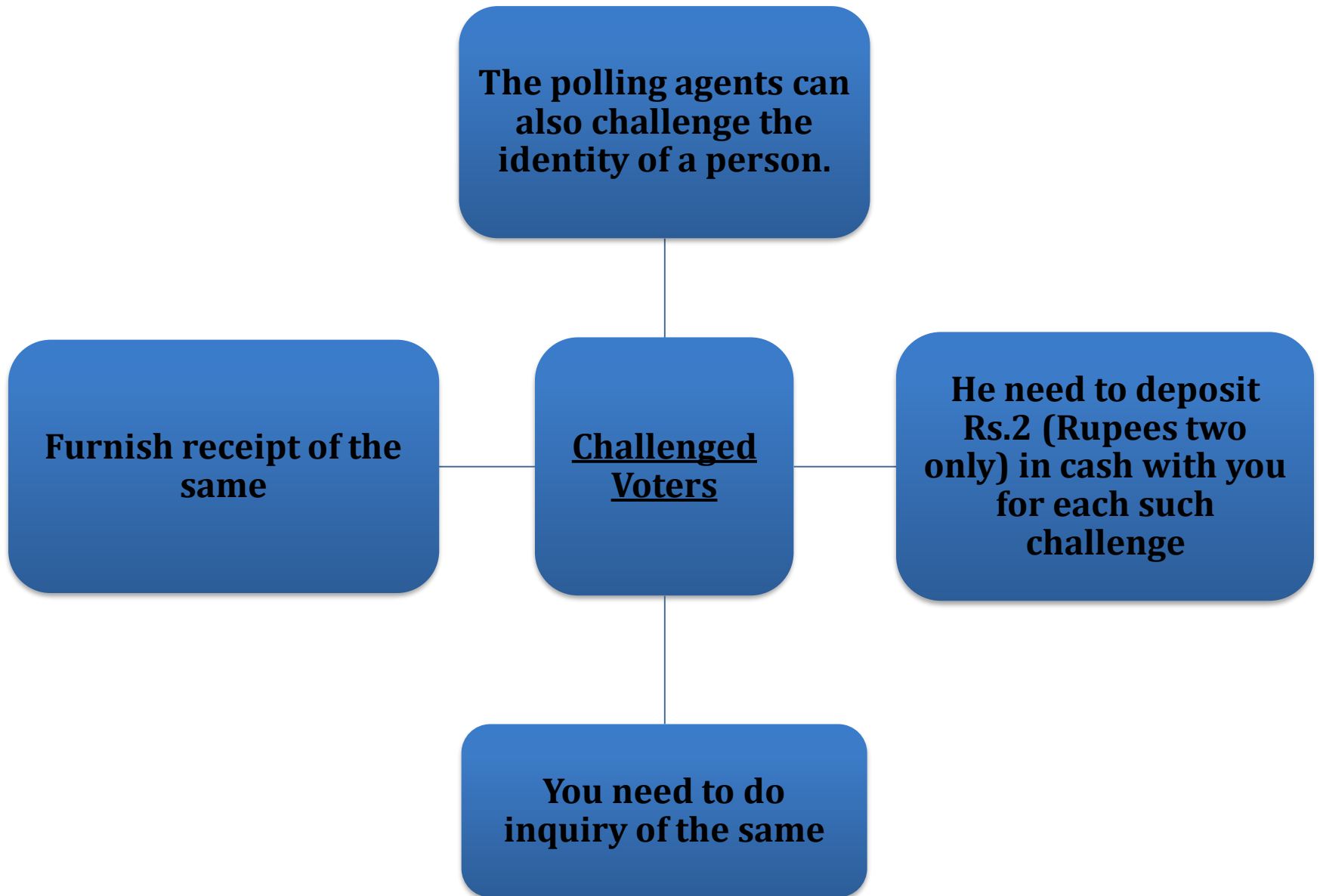
Discrepancy in the serial number of the electors photo Identity card as mentioned in the electoral roll shall be ignored

An elector with photo identity card issued by Election Registration Officer of another assembly constituency shall be allowed provided the name is there in electoral roll

## List of dead, absent and allegedly bogus voters

- If any name is mentioned in one of above categories and the person appear for voting, check the list provided by polling agent or contesting candidate and ensure the existence of person through formal identification procedure as other voters





# Procedure in case of challenge

<p style="text-align: center;"><b>RECEIPT FOR CHALLENGE FEE</b></p> <p>Book No..... Page No.....</p> <p>Received a sum of Rs./-2 (Rupees two only) in cash from Shri..... Candidate/Election Agent/Polling Agent on account of deposit for challenge under rule 36 of the Conduct of Election Rules, 1961.</p> <p>Date ..... Presiding Officer for Polling Stations No. _____ of _____ Parliamentary/ Legislative Assembly Constituency</p>	<p style="text-align: center;"><b>Forfeited to Government</b></p> <p style="text-align: center;">Presiding Officer</p> <p>Received back the amount of Rs.2 (Rupees two only) under rule 36(5) of the Conduct of Election Rules, 1961.</p> <p>Date..... Name and Signature of Candidate/ Election Agent/Polling Agent</p>	<p style="text-align: center;"><b>RECEIPT FOR CHALLENGE FEE</b></p> <p>Book No..... Page No.....</p> <p style="text-align: center;">Office of the Presiding Officer For Polling Station No. ....of Parliamentary/ ..... Legislative Assembly Constituency</p> <p>Received a sum of Rs.2/- (Rupees two only) in cash from Shri ..... Candidate/Election Agent/Polling Agent on account of deposit for challenge under rule 36 of the Conduct of Elections Rules, 1961.</p> <p>Station Date..... Presiding Officer</p>
---	--	--

# Procedure in case of challenge

Warn the person challenged about the penalty for personation

Enter his name and address in the list of Challenged Votes (Form 14)

Ask him to sign/ affix his thumb impression

If he refuses to do so, do not allow him to vote

# Procedure in case of challenge

Ask the challenger to produce evidence that he is not voter

If he does not provide prima facie evidence – disallow challenge

If prima facie evidence provided, ask the voter to produce evidence that he is voter (Rebut the challenge)

If voter proves his point, allow him for voting

If he fails, hold the challenge proved

# Verification of Elector's Identity and procedure in case of challenge

Take support of villagers if you need to ascertain the fact

Administer oath from challengers

Enter the name in LIST OF CHALLENGED VOTES

Immediately return the challenge fee of two rupees to the challenger after inquiry except if you find that the challenge was not done in good faith.

In that case forfeit the challenge fee to Government and do not return it to the challenger and enter the word "forfeited" in Column 10 of Form 14 and the relevant counterfoil in the receipt book

# Procedure in case of challenge

**ANNEXURE IX**  
**(CHAPTER XVIII Para 6)**  
**LETTER OF COMPLAINT TO THE S.H.O. POLICE**

To  
The Station House Officer,  
.....  
.....

Subject : Election to ..... Assembly Constituency comprised  
within ..... Parliamentary Constituency-Impersonation  
at Polling Station ..... (number and name).  
Date of poll .....

Sir,

I am to report that Shri..... son of  
Shri....., and resident of ..... has challenged the  
identity of the person who is being handed over to ..... This person  
claimed to be ..... whose name appears at Serial No..... in  
Part No..... of the electoral roll of ..... constituency. He could not  
prove himself to be this elector. In my opinion he is an imposter. I am to request  
you to take necessary action as required under section 171-F of the Indian Penal  
Code.

Place.....  
Date.....

Yours faithfully,  
  
Signature,  
Presiding Officer

Copy forwarded to the Returning Officer for .....  
Assembly Constituency and .....\*  
Copy forwarded to the Returning Officer for .....  
Parliamentary Constituency and .....\*

Signature,  
Presiding Officer

**RECEIPT**

The above letter and the person referred to therein were handed over to me  
at..... (hour) on ..... (date) by the Presiding Officer.

Signature

\* Here insert ex-officio designation of the concerned Returning Officer.

# Declaration of age

## Minimum voting age

- **Person having identity as voter can not be questioned in any case**
- **In case s/he does not appears below 18 years, as per your view:**
  - **Inform him about penal provision in section 31 of the Representation of the People Act, 1950, for making false declaration.**
  - **Obtain a declaration, as in form, that elector about his age on the 1st day of January of the year**
  - **Prepare a list of such voters.**

## ANNEXURE I

[Chapter-I Para 3]

### EXTRACTS FROM THE REPRESENTATION OF THE PEOPLE ACT, 1950

31. **Making false declaration:—** If any person makes in connection with—
- (a) the preparation, revision or correction of an electoral roll; or
  - (b) the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.



**ANNEXURE X**  
**(CHAPTER XVIII, Para 10.2)**  
**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, 200..., 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
.....	.....
Name.....	Father/Mother/Husband's
.....	.....
	Part number of elector roll. ....
Dated.....	Serial number of elector.....

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

	Signature of the Presiding Officer
-	.....
Dated.....	Number and name of polling station
	.....

# 2<sup>nd</sup> Polling Officer

1. Indelible Ink
2. Form 17A
3. Voter slip

# Application of Indelible ink

## **Inspection of voter's left forefinger and application of indelible ink**

- The second Polling Officer shall mark the elector's left hand forefinger with indelible ink
- Remove oily or greasy substance on forefinger if any

## **Application of indelible ink at fresh poll/ re-poll/ Countermanded poll**

- At the time of fresh poll/ re-poll/countermanded poll, the marking with indelible ink made during original poll should be ignored and fresh marking with indelible ink is done

## **In case of elector with no left forefinger**

- Apply indelible ink on any finger on left hand
- If no finger on left hand apply indelible ink on right hand forefinger
- If no forefinger on right hand then apply ink on any finger on right hand
- If no finger on either hand apply indelible ink on extremity ( Stump) on left or right hand

## **Record of electoral roll number of elector in Register of Voters (Form 17A) and obtain Signature or Thumb impression of voter**

In column (1) of the register of voters, the second Polling Officer will write down the serial numbers of electors in consecutive order, starting with serial number 1

In column (2) of the said register, the second Polling Officer will write down the electoral (serial ?)roll number

A signature may be described as the writing of a person's name on a document with the intention of authenticating that document.

S.No.	Electoral roll No. i.e. S. No. of the elector in the marked copy of the roll*	Signature/ Thumb Impression of elector
1		
2		
3		
4		
5		
6		
7	<p>*For example, if the name of the first elector who comes to vote at the polling station at the commencement of poll is entered at serial number 756 in the marked copy of the electoral roll, the Second Polling Officer will write down serial number 756 in the second column against serial No. 1 in the first column of the register of voters. Likewise, if the second voter's name is entered at serial number 138 in the electoral roll, the second Polling Officer will write serial number 138 in column 2 against serial number 2 in column 1 of the register, and so on.</p>	
8		
9		
10		

# When not allowed to vote

## Literate Voter

The preferable course in the case of a literate voter will be to request him to sign his name, i.e., both his name or names and his surname in full.






Only mark can not be considered as signature in case of literate voter

If literate person refuse to sign in full, his thumb impression should be taken

If he refuse to put sign or thumb impression he should not be allowed to vote

# Record of electoral roll number of elector in Register of Voters (Form 17A)/ Signature or Thumb impression of voter

## Illiterate voter

Unable to sign		impression of left hand thumb
No left hand thumb		impression of right hand thumb
Both hands thumbs missing		impression of one of the finger on left hand starting from the fore finger
No left hand finger		impression of right hand finger starting from the forefinger
No fingers		voters seek assistance of companion (under rule 49 N)*

- **Clear thumb impression is essential. After thumb impression wipe off the ink from thumb**

# Case of differently-abled voters

Thumb impression on the register of voters by blind or infirm or leper electors, who are illiterate but can use their hand

Literate person should be allowed to put signature by writing name

In case of infirm voters, who cannot use either of their hands, the companion should sign or put thumb impression

A note may be made against each such entry



## **Issue of voter's slip to elector**

Serial number of elector as per Col (1) of register of votes.....

Serial no. of elector as entered in the electoral roll.....

Initials of polling officers.....

50 or 100 slips bundle in required number is given to you as part of polling material

# 3<sup>rd</sup> Polling Officer

1. Collect the voter slip
2. Check the finger for indelible ink
3. Authorize the elector to vote
4. Keep the voter slip safely

# Permitting elector to vote

After elector comes with the voter's slip, the Third polling officer in-charge will take the voter's slip from him, check his finger for ink and allow him to vote.

All voter's slips will be preserved and kept after sealing in a separate cover

After the voter slip is collected from the elector, his left forefinger shall be checked by you/third polling officer in-charge and the elector will be directed to record his vote.

# Voting procedure using EVMs


The ballot unit(s) has to be activated by you/third polling officer in-charge by pressing that unit, the 'Busy' lamp will glow red and simultaneously the 'Ready' lamp will start glowing green



The elector will record his vote by pressing the 'Blue Button' on the ballot unit against the name and symbol of the contesting candidate of his choice.

# Voting procedure using EVMs


When he presses that button, the lamp on the ballot unit against the name and symbol of that contesting candidate will start glowing red and green light on the ballot unit will go off.



A beep sound will be heard from the control unit.



After a few seconds, the beep sound and the red light in the candidate's lamp on the ballot unit and the red light in the 'Busy' lamp on the control unit will go off.



Ensured that after an elector records his/her votes, the 'Ballot' button on the control unit is pressed for the next voter only when the earlier voter has come out of the voting compartment.

# Tallying of number of votes polled periodically

Pressing 'Total' button on the control unit will show the total number of votes polled by that time.

Periodically tally should be done with the number of electors allowed to vote reflecting in the register of voters.

Tally the number of votes polled every two hours interval and record in the Presiding Officer's diary.

The 'Total' button should be pressed only when the busy lamp is not on, i.e. only after the elector recorded his vote, and before the next elector is allowed to vote by pressing the Ballot button.

# Presiding Officer's right to enter the voting compartment during poll

If the ballot unit kept in the screened voting compartment is not functioning properly

If an elector entered the voting compartment is tampering with or otherwise interfering with the ballot unit

If elector has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button

If elector has remained inside the voting compartment for unduly long period.

Presiding Officer to enter the voting compartment in presence of the polling agents.

## Complex situations on the poll day

1. Challenge to a voter (Chapter XVIII of the Presiding Officer's Handbook),
2. Voting by minors (Chapter XVIII),
3. Voting by blind or infirm voters (Chapter XXII),
4. Voters deciding not to vote (Chapter XXIII),
5. Tendered votes (Chapter XXVII),
6. Breach of secrecy of voting (Chapter XXI),
7. Disorderly conduct at the booth and removal of disorderly persons (Chapter XVII),
8. Adjournment of poll because of riot or any other cause (Chapter XXVIII).



# Refusal to observe Voting Procedure

If the elector refuses to observe voting procedure after warning by you/polling officer even after issue of voter's slip, slip should be withdrawn from him and cancelled.

A remark that- *“Not allowed to vote – Voting procedure violated”*- in the remarks column in the Register of Voters (Form 17A) against the entry relating to that elector by you.

You shall put your full signature below that entry.

No change to be done in the serial number of that elector or of any succeeding elector in column (1) of the register of voters.

# Voting by blind and infirm voters

## Voting by blind and infirm voters

**If you are satisfied that an elector is unable to recognize the symbol on the ballot paper due to blindness or is unable to record his vote by pressing the appropriate button without assistance due to some physical infirmity, you shall permit that elector with him a companion of not less than 18 years of age to the voting compartment for recording the vote on his behalf and in accordance with his wishes**

**Before helping such person to cast vote, the companion needs to make declaration as given in next slide- secrecy of vote and that he has not accompanied more than one person**

# Voting by blind and infirm voters

**ANNEXURE XII**  
**(CHAPTER XXII, Para 1.3)**  
**DECLARATION BY THE COMPANAION 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.

# Voting by blind and infirm voters

No person shall be permitted to act as a companion of more than one elector at any polling station on the same day

You shall keep a record of all such cases in Form 14A.

This record of blind and infirm voters in Form 14A will be kept in a packet super scribed as “NON-STATUTORY COVERS”

None of your polling staff acts as a companion to the blind elector

# Voting by Public servants on duty

As a policy, no person will be assigned polling duties in his home constituency.

Public servant on election duty have the option of casting their votes through postal ballot system

They will have to apply to the Returning Officer in Form 12

The District Election Officer/Returning Officer will send you sufficient number of Forms 12 to enable you and the Polling Officers to apply for Postal Ballot Papers

The Returning Officer will make arrangement to facilitate their voting and depositing the ballot paper and the connected papers at the training centre itself

# Voting by Public servants on duty

Some female polling officers who are voters may be posted in their home constituency

They may have been granted EDC (Election Duty Certificate).

In their cases they will vote personally at the polling station where they are/would be posted on election duty

If for any reason, their duties is cancelled they should not be deprived of the right to exercise their vote. They can vote on any Polling Station other than the PS where his/her name is registered.

# Voting by Public servants on duty

An election official or any other public servant on election duty, to whom an EDC has been issued, should be allowed to cast his/her vote at any polling station other than the one in for which EDC is obtained including the polling station where he/she was originally posted for duty

Applications from voters on election duty to vote by postal ballot are required by law to be made at least seven days in advance

The Returning Officer may decide before the day of poll or the first day of the poll in the constituency

# Voting by proxy

Some categories of service voters have been given the facility of voting through proxy appointed by them.

Such voters are categorized as “Classified Service Voters” (CSVs).

The Returning Officer will supply you a list of the CSVs

This list of CSVs is to be treated as part of the marked copy of the electoral roll for your polling station



# Voting by proxy

Proxy voter will follow the same procedure as other voters

In the case of proxy, marking of indelible ink will be done on the middle finger of the left hand

The proxy will be entitled to vote on behalf of the CSV in addition to the vote that he may cast in his own name if he is registered elector in the constituency

The serial number of elector to be entered in the second column of the Register of Electors (Form 17A) as given in the sub-list of CSVs for your polling station.

In the main marked copy of the electoral roll, the letters 'PV' (for 'Proxy Voter') should be suffixed in bracket.

# Design of tendered ballot paper

Tender voters means some one whose identity has been established through verification of documents as per rules but some one has already voted in his name.

The Returning Officer will provide to each polling station 20 additional ballot papers to be used as tendered ballot papers

Before giving it to voters, write "Tendered Ballot Paper" on the back of these ballot papers in your own hand, if not already stamped as tendered ballot papers

# A/C of Tendered votes

- Account of tendered ballot paper & Record of tender voters
  - keep a correct account of all ballot papers \* received for use as tendered ballot papers
  - A/C of ballot papers issued as such to electors, and not used and returned, in Item 8 of Part I of Form 17C
- Maintain complete record of the electors who have been issued with tendered ballot papers, in Form 17B.
- Obtain the signature or thumb impression of the elector in Column (5) of that Form before delivering a tendered ballot paper to him

# Recording of votes on tendered ballot paper

Supply an inked arrow cross mark rubber stamp

The elector concerned will mark his vote on the ballot paper by putting the cross mark on or near the symbol of the contesting candidate of his choice by means of the arrow cross mark rubber stamp

The elector will then fold the tendered ballot paper and hand it over to you

Keep all the tendered ballot papers and the list of such tendered ballot papers prepared in Form 17B in a cover provided for the purpose and seal the cover at the close of the poll

In case of blindness or physical infirmity companion shall be permitted

# Electors deciding not to vote

If an elector, after his electoral roll number has been duly entered and put his signature/thumb impression and decides not to record his vote

He shall not be forced or compelled to record his vote

Remark  
Refused to vote in register against his name and put your signature

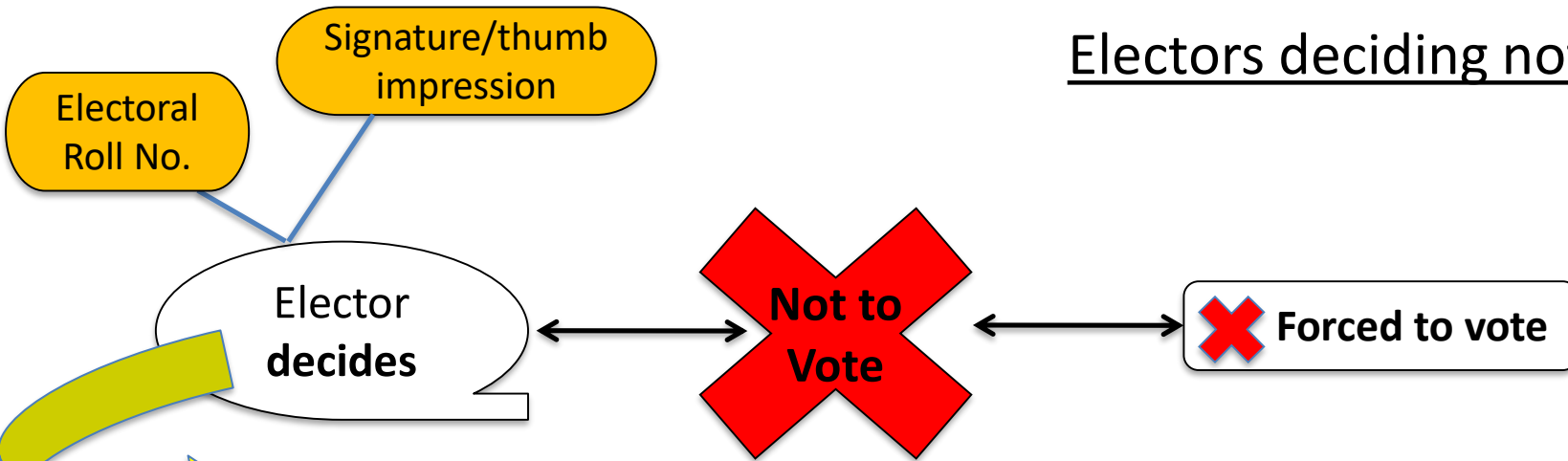
Obtain signature or thumb impression of the elector against such remark under rule 490

If voters decide after ballot button on control unit is pressed, direct the next voter to voting compartment

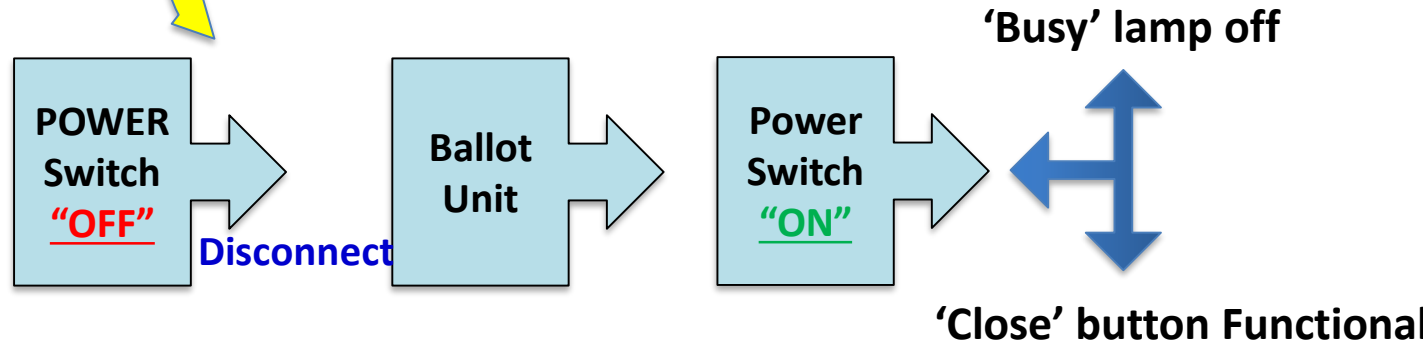
# Electors deciding not to vote

- If the “Ballot” button on the control unit has been pressed to release voting on the ballot unit for the last elector but he refuses to vote then
  - Whoever is in-charge of the control unit shall put the ‘Power’ switch in the rear compartment of the control unit to ‘OFF’ position
  - Disconnect the ballot unit(s) from the control unit.
  - After disconnecting the ballot unit(s) from the control unit the ‘Power’ switch should again be put ‘ON’.
  - Now the ‘Busy’ lamp will go off and the ‘Close’ button will become functional to close the poll.
- Do it care fully and step wise as if this whole process is not followed in such a case, the ‘Close’ button will not be functional and without closing the control unit, it will not give the result, because the ‘Result’ button will also become functional only after the ‘Close’ button is pressed.

# Electors deciding not to vote



If Ballot Button press!



# Adjournment /Stoppage of Poll

**The Presiding Officer is empowered to adjourn the poll**

Under section 57  
(1) of the  
representation  
of The People  
Act 1951

A natural  
calamity like  
flood, heavy  
snowfall, a  
severe storm, or

Non-receipt or  
loss or damage  
to essential  
polling materials  
like voting  
machine,  
authentic copy of  
electoral roll and  
the like

Disturbance of  
peace at the  
polling station  
making it  
impossible to  
take the poll, or



# Adjournment /Stoppage of Poll

**The Presiding Officer is empowered to adjourn the poll**

If there is a riot or any attempt of open violence, police force to be used to control and if cannot be controlled and impossible to continue the poll, you should adjourn the poll.

A passing shower of rain or strong wind would not normally be a sufficient cause for adjournment of poll.

The Commission has decided that an adjourned poll may be ordered at the polling stations where polling fails to start within two hours of the time scheduled for the commencement of poll.

In case of adjournment of poll, you must report immediately the full facts to the Returning Officer

# Adjournment /Stoppage of Poll

**The Presiding Officer is empowered to adjourn the poll**

Wherever a poll is adjourned, formal announcement to all present at the polling station, that the poll will be taken on a day to be notified subsequently by the Election Commission.

Both the units of the voting machine and all election papers should be sealed and secured in the presence of the polling agents as if the poll has come to a close in the normal way.

Non-arrival of the polling party at the polling station due to obstruction on the way or any other serious difficulty

Any other sufficient cause.

# Adjournment /Stoppage of Poll

## Completion of adjourned poll.

The adjourned poll will recommence on the date and time fixed by the Election Commission from the stage at which it was left immediately before the adjournment,

The electors, who have not voted before the poll was adjourned, will alone be permitted to vote at the adjourned poll.

The Returning Officer will provide the Presiding Officer with the sealed packets containing the same marked copy of the electoral roll and the register of voters in Form 17A, which were earlier used at that polling station, and a new voting machine.

# Adjournment /Stoppage of Poll

## Completion of adjourned poll.

The sealed packet containing the marked copy of the electoral roll and the register of voters should be reopened by you in the presence of the contesting candidates or their agents, and this marked copy of the electoral roll and the register of voters should be used for completion of adjourned poll.

The provisions of rules 28 and 49A to 49B will apply to the conduct of an adjourned poll also as they apply to the poll before it was so adjourned.

Where the poll could not be commenced due to non-arrival of the polling party or other reasons, the provisions of abovementioned rules will apply to every such adjourned poll as they apply to the original poll.

# When Election is declared void?

The Election Commission has been given power to declare the poll to be void and direct a fresh poll, if at that polling station

- Any voting machine has been unlawfully taken away by any unauthorised person, or
- Any voting machine has been accidentally or intentionally destroyed or lost or damaged or tampered with and the result of the poll at that polling station cannot be ascertained for that reason, or
- Any voting machine develops a mechanical failure during the course of the recording of votes, or
- Any error or irregularity in procedure, which may vitiate the poll, has been committed, or
- There has been booth capturing

# Fresh Poll

**The Election Commission has been given power to declare the poll to be void and direct a fresh poll, if at that polling station**

- If any such thing happens at your polling station, you should report to the Returning Officer, who will, in turn, report the matter to the Election Commission for its directions.
- After considering all material circumstances, if the Commission directs fresh poll, such fresh poll shall be taken in the same manner as the original poll.
- All electors entitled to vote at the polling station will be entitled to vote again at the fresh poll. The marks of the indelible ink made at the original poll should be ignored at the fresh poll.
- The Commission has directed that the mark of the indelible ink, in case of a fresh poll, should be put on the voter's left hand middle finger to distinguish the marks to be made at the fresh poll.

# Booth Capturing

## **Closing of voting machine in the case of booth capturing**

Where the Presiding Officer is of the opinion that booth capturing is taking place at the polling station, he shall immediately push the close button in the control unit of the voting machine under Rule 49X of the conduct of Elections Rules 1961.

Closing the voting machine should only be done when you are certain that the booth capturing is taking place and not on a mere apprehension or suspicion

Once the control unit is closed, the voting machine will not record any votes and the poll will have to be necessarily adjourned either for the day or temporarily till the new voting machine is provided.

Immediately report the matter to the Returning Officer.

The Returning Officer shall, in turn, report the full facts to the Election Commission through the fastest means of communication available

# Booth Capturing

**The Election Commission, on receipt of the report from the Returning Officer may**

Either decide to have the adjourned poll by providing a new voting machine, if it is satisfied that the poll upto that stage was not vitiated, or

Declare the poll as void, if it is satisfied that the poll was vitiated, and direct a fresh poll at that polling station.



**Ensure implementation of instructions regarding: Procedure to be followed at the time of use of new voting machine.**

Read declaration.

At the end of the poll, record a further declaration

Declaration to be put in separate packet and delivered to Returning Officer with the account of votes recorded and the paper seal account in Form 17C.

# Complaints of Illegal hiring of vehicles for the conveyance of voters

If any complaint received about illegal conveyance of electors from their homes and back, action can be taken to prosecute the offender Or the facts can be used as a ground for filing an election petition against him.

Forward any complaint filed with remarks made from own observation and personal knowledge to

Sub-divisional

Zonal/Sector  
Magistrate

Follow the instructions/directives issued by the Election Commission regulating the plying of vehicles on the day of poll.

**THANKS**