

WEL COME



Training of Presiding Officers

**Simultaneous General Election
2019**

Election Duty



- You have been appointed as Presiding Officer or 1st Polling Officer.
- Your Group and AC No. will be known to you **6/7 days** before the poll.
- Your **Polling Station No.** for election duty will be intimated on the date of dispersal.
- As per ECI's direction, you will be facilitated to cast your vote through **POSTAL BALLOT PAPER.**
- You must fill in the **Form No. 12** enclosed with your appointment letter and submit the same through your Office or in the first training class to the concerned DEO or Officer so designated.

Contd.



- The other Polling Officers who are **not called for training** may submit the Form No. 12 duly filled in through his sponsoring office to DEO.
- Correct **Part No. and Serial No. and AC No.** of the elector (Person on Election Duty) should be mentioned.
- You may check the above details from the website (<http://www.ceoorissa.nic.in>), Electoral Roll available at the Training Centres or office of the RO.
- You will receive the **Postal Ballot Paper** for both Parliament and Assembly Elections either at the dispersal centre or by POST.

Contd.



- Read the **instructions** given in Form 13 D carefully, sign the declaration in Form 13 A and mark (✓) Postal Ballot Paper (to be sealed in Cover 13B).
- Don't forget **to sign** the declaration in form 13A before the designated officer (Presiding Officer or any Gazetted Officer etc.)
- Then keep the declaration in Form 13A and cover 13 B containing marked postal ballot paper **in a sealed cover 13C**. Address of the RO is pre-written on the covers. Same process may be adopted for Assembly postal ballot paper.



- Send the sealed covers (13 C) to the Returning Officer **separately** for Parliament (Green cover) and Assembly elections (Pink cover) or put them in drop boxes kept at the training venue, dispersal or receipt centre.
- Assist other Polling Officers to vote through postal ballot papers as per instructions above.

DISPERSAL CENTRE



- Report at the **dispersal centre** at the appointed time without fail.
- Ascertain your **Booth no. and AC No.** to which you have been posted from enquiry counter.
- Try to locate other **Group members** of your Polling Station and acquaint yourselves with them. You must exchange your contact numbers.
- Receive the **Polling materials** and verify the same with other group members. A check list of materials will be available in the box containing materials.
- Receive the **EVMs** thereafter.

POLLING MATERIALS

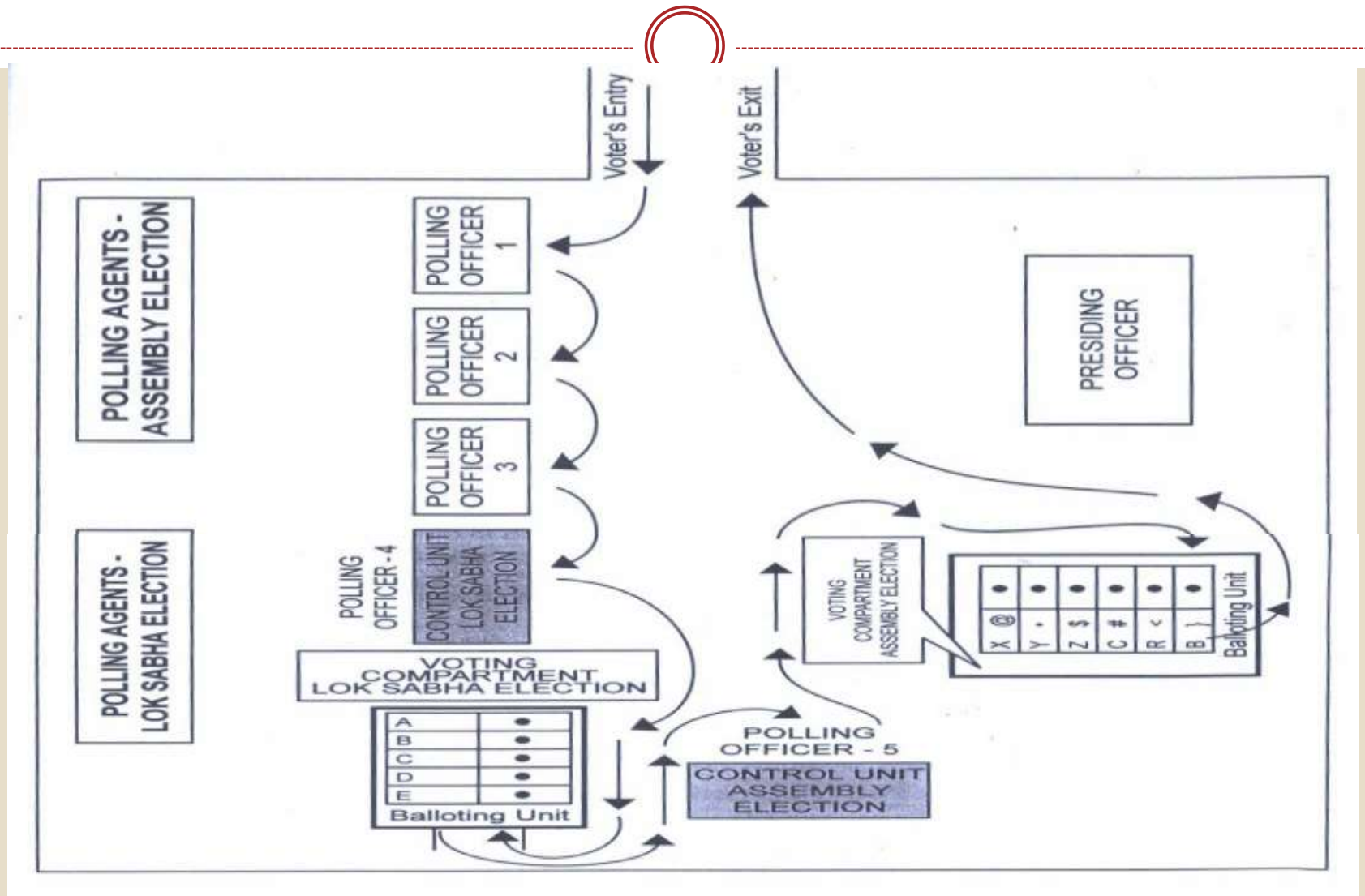
- The most **important items** of materials are:
 - ✦ Electronic Voting Machine (Ballot Unit & Control Unit)
 - ✦ Register of Voters (Form 17A)
 - ✦ Marked Copy of Electoral Roll
 - ✦ Account of Votes (Form 17C)
 - ✦ Form of Presiding Officers Diary and Declaration
 - ✦ Tendered Ballot Papers (20 nos.)



- ✦ Extra Copies of Electoral Roll
- ✦ Green paper Seals
- ✦ Strip Seals
- ✦ Special Tags
- ✦ Indelible Ink , Sealing Wax & PO's Metal Seal

NB: Check the machine no of both CU & BU tally with the no. in the respective address tag and booth no & name mentioned therein. In case of discrepancies, bring it to the notice of RO/ ARO immediately.

LAY OUT OF POLLING STATION



POLLING STATION



- **Set up** the Polling Station.
- Ensure the **Police arrangement** at the booth.
- Ascertain whether there is any **Micro-Observer** and **Video Camera** Deployment at your Polling Station.
- Check the **EVM** for its proper functioning.
- Read PO's Handbook thoroughly.
- Intimate Sector Officer of your '**Safe Arrival**' when he visits to your booth.

POLLING OFFICERS



- **Duties of Polling Officers:**

- 1st Polling Officer- **Marked copy of Electoral Roll & Identification of Elector**
- 2nd Polling Officer- **Indelible Ink & Voter's Register**
- 3rd Polling Officer- **Voter's Slip**
- 4th Polling Officer- **CU for LOK SABHA**
- 5th Polling Officer- **CU for VIDHAN SABHA**

NB: In a Polling Station where there are 1500 or more electors an additional **2nd Polling Officer** is provided. This additional Polling Officer will be in-charge of **Voter's Register**.

ENTRY INTO POLLING STATION



- **Entry** to the Polling Station allowed only for
 - ✦ Electors
 - ✦ **Candidates, their Election Agent** and Polling Agents
 - ✦ Persons authorised by ECI (Media Persons, Micro-Observers)
 - ✦ Public Servants on Election Duty
 - ✦ **Observers**
 - ✦ **A child in arms** accompanying an elector
 - ✦ **A person** accompanying a blind or Infirm Voter
 - ✦ Such Other persons you may allow for **identifying an elector**

NB: 1. No **Minister** is allowed unless he is an elector in that booth

2. Security Personnel accompanying electors or Ministers are also **NOT** allowed.

PREPARATION OF EVM FOR POLL



- Start preparation **'ONE HOUR'** before poll in presence of polling agents present.
- **BU** has been prepared by RO.
- **INTERLINK** the BU with CU.
- Switch the power switch to **'ON'** position.
- **CLOSE** the rear compartment of CU containing the power switch.
- Conduct the **'MOCK POLL'**.

MOCK POLL



- **Mock Poll** is compulsory before commencement of actual poll.
- **Demonstrate** the Voting Machine to the polling agents present at the hour.
- Show them that **no pre-recorded data** (votes) are there in the EVM and Machine is in perfect working condition.
- Hold a **mock poll** in the EVM and allow the polling agents to record few equal no. of votes at random to **each of the contesting candidates**. Press **Close** button.
- Complete the MOCK POLL. Press **Result I** button to show the result.
- Prepare & sign the **mock poll certificate** in the format provided and obtain the signatures of the polling agents present on the same.
- Press **Clear** button positively to clear the votes recorded.

PREPARATION OF EVM FOR POLL



- **'CLEAR'** the machine for votes recorded.
- See all counts are set to **'ZERO'**.
- Switch **'OFF'** the power.
- Fix the Green **Paper Seal** in the inner compartment of Result Section.
- **Two** Paper Seals are to be used for BEL EVMs.
- Fix **'SPECIAL TAG'** over the 'CLOSE' button to close and seal the inner door of the Result compartment.
- Close and Seal the outer cover of Result Section with **'Address Tag'** and **'STRIP SEAL'**.
- Sign Special Tag & Paper Seal and **ALLOW** polling agents to put their signature and seal over those.

FIXING OF GREEN PAPER SEAL



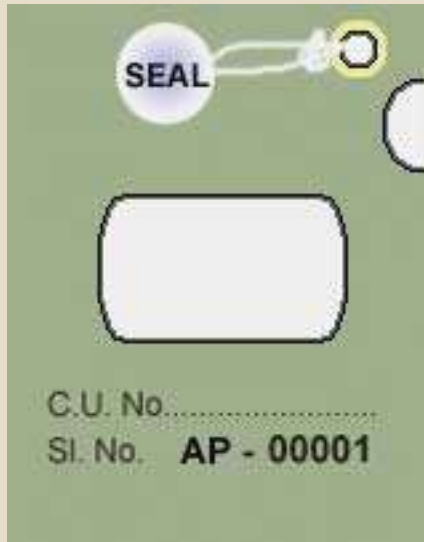
Two Paper Seals for BEL EVMs



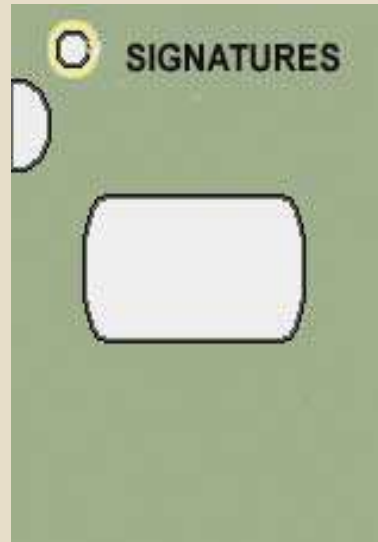
- Use **two paper seals** for each EVM
- Ensure **White surface** of the Paper Seal is seen through the aperture from outside.
- Affix your **signature** on **white surface** below the serial no.
- Allow **polling agents** to put their signatures & note down the sl. No. of paper seal.
- Prepare the account of paper Seal in **Form 17 C**

FIXING SPECIAL TAG

Both Sides of Special Tag



Front side



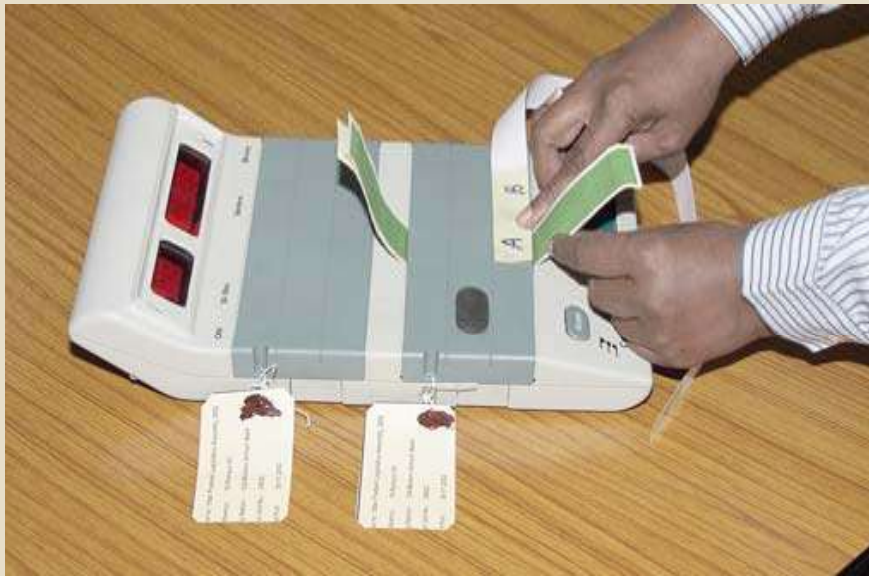
Back side

Fix the Special Tag over Close button with Sl. No. on the top & Seal the inner compartment of Result section.

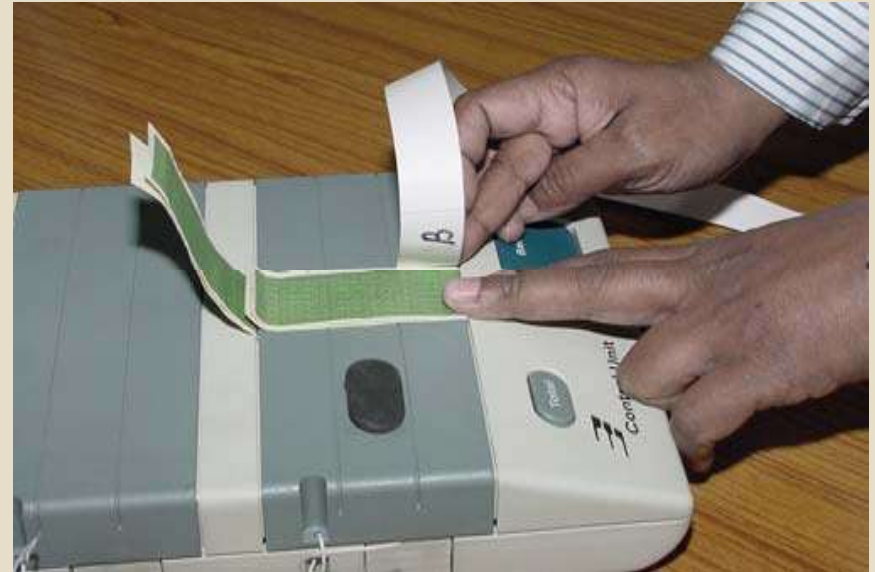


FIXING STRIP SEAL

Fix the protruding green surface of Paper Seal over pre-gummed portion "A" of Strip Seal as shown:



Then paste pre-gummed portion of 'B' over the Paper Seal

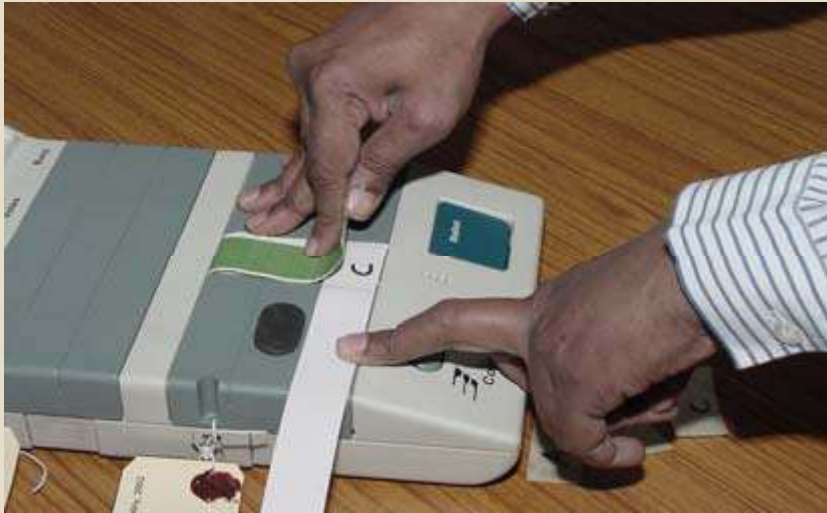


FIXING STRIP SEAL

Contd.

Pressing both ends of paper seal protruding from upper portion over pre-gummed portion ' C '

Take remaining portion of the strip seal around the control unit from the left side.



FIXING STRIP SEAL

Contd.

Ensure the strip passes below the 'CLOSE' button and bring it to the top from right side.



Press the pre-gummed portion 'D' over the outer layer of Paper Seal.



IMPORTANT TIPS



Sealing of EVMs

- Do all Sealings by **'Switching Off'** the battery.
- Operating **Button Sequence** of Mock Poll
- **C → B → T → C → R → C**
- **Clear → Ballot → Total → Close → Result → Clear**

Conduct of Poll

- Please check the total by pressing **'Total Button'** **after first vote** is cast.
- It can ensure that EVM is **working properly**.
- You must **'switch off'** the battery before sealing the CU after close of the Poll.

COMMENCEMENT OF POLL



- Make a '**Declaration**' in the form prescribed and get it signed by polling agents.
- **Commence the Poll** at the hour fixed by the Commission.
- Read out the provisions of **section 128** of R.P. Act, 1951 regarding maintenance of secrecy of vote and bring to their (Polling Agents') notice.
- Show the '**Marked Copy of Electoral Roll**' and '**Voter's Register**' to Polling Agents.

CONDUCT OF POLL



- 1st Polling Officer will **verify** the Elector's Identity.
- Examine the EPIC or alternative documents like passport, driving license, and pan card etc as prescribed by the Commission.
- **Read aloud** the name and Serial No. of the elector.
- In case of Photo Electoral Roll (PER), when an elector is allowed to cast vote at the polling station, **a line will be drawn in red ink diagonally** across the box containing the particulars pertaining to that elector in the marked copy of PER. Further, for easy counting the **serial number will be rounded off in case of the female voter** .
- The number of **male and female voters hour-wise** in two separate plain paper sheets may be prepared. This information would be required by Sector Officers as well as at the end of the poll to be handed over to RO.
- 2nd PO will write the **electoral roll serial no.** in column 2 of the Voters Register. He/she will inspect the Voter's left forefinger and if no mark is there, will apply **indelible ink** in the manner specified.
- Then, 2nd PO will obtain the **signature** of the voter in the Voter's Register.
- Last four digit of EPIC No. or other identification to be entered in the Remarks Column of the Voter's Register .

CONDUCT OF POLL

contd.



- Then 3rd Polling Officer will issue two voter slips **white** for 'LOK SABHA' and **pink** for 'VIDHAN SABHA' Election.
- The Voter will proceed to 4th Polling Officer. He will **collect** the white voter slip for LOK SABHA and press the '**Ballot**' button in the CU for 'LOK SABHA'. Busy lamp in CU will glow **red**. Ready lamp in BU will glow **green**.
- Then voter will be allowed to enter into Voting Compartment for LOK SABHA to cast his vote by pressing the **blue button** of the BU against the desired candidate.

CONDUCT OF POLL

contd.



- Voter will be informed that after LOK SABHA he should go to **5th Polling Officer** to vote for Assembly Election. It should be ensured.
- Then Voter will go to **5th PO** in charge of CU for VIDHAN SABHA and **pink** voter slip will be collected from him.
- He will press '**Ballot**' button of CU for assembly poll and allow the voter to go to the voting compartment of VIDHAN SABHA to cast his vote.
- After every hour they (4th & 5th PO) will tally the **total votes** polled in the CU with that of voter' Register.

TENDERED VOTES

Special Case-I



- A voter presents and finds another person has voted as such elector
- Be satisfied about the identity. Allow him to vote not through EVMs but through ‘**TENDERED BALLOT PAPERS**’ supplied.
- Write “Tendered Ballot Paper” on the back of such paper.
- Prepare a list in **Form 17 B** and obtain the signature of such voter in Column (5) of the Form.
- Issue an inked ‘Arrow Cross Mark’ and collect the same folded after marking by the elector.
- Keep the ballot paper and form 17 B in the **Cover provided.**

VOTING BY BLIND & INFIRM

Special Case II



- Blind and Infirm voters can use **Companion**.
- Person **below 18 years** of age cannot be a Companion.
- No person can be companion for **more than one elector** at any Polling Station.
- Obtain **Declaration** from the Companion in the prescribed form.
- Maintain a list of Companion in **Form 14 A**
- **Polling Agents** cannot act as Companion.

REFUSED TO VOTE

Special Cases III



- If a voter after signing Voter's Register **decides not to vote**, he shall not be compelled to so.
- Mention '**Refused to Vote**' in the Remark Column of the Voter's Register and put your signature below it.
- Also obtain the **signature of the elector** against such remark.
- If a person refuses to vote, after the **Ballot button** is pressed in the CU; then immediately allow the next voter to vote.
- If the **last voter** refuses to vote in such a situation, **switch off** the power of the CU and disconnect the cable. Then **Switch ON** the power and now you can operate 'CLOSE' button.

CHALLENGE VOTE

Special Case IV



- A **Polling Agent** can challenge the identity of a voter.
- He can do so only after depositing **challenge fee** of Rs. 2/-
- Issue him the receipt and proceed to make **an enquiry**.
- Challenger has to show evidence.
- If he fails to produce, ask the **voter to vote** and **forfeit the deposit**.
- If challenge is established, **return the amount** and hand over the person to Police for **impersonation**.

AGE OF ELECTOR

Special Case V



- If a voter appears to be **below the qualifying age**, satisfy yourselves about the correct identity.
- Inform him about the **penal provision** under section 31 of RP Act, 1951.
- Obtain **declaration** from him in the specified form supplied.
- Prepare **a list** of such voters.
- Allow him **to vote**.
- Put the declaration and the list in a **separate cover** specified.

SECRECY OF VOTING

Special Case VI



- Every voter shall maintain absolute **secrecy of voting**.
- If he violates, he will **not be allowed** to vote.
- **Voter's Slip** if issued, may be withdrawn.
- Mention '**Not allowed to vote- Voting Procedure Violated**' in the remark column of Voter's Register.
- Put your **Signature** below it.
- **Don't change** the Serial No. in the Register.

VOTING BY PROXY

Special Case VII



- Service voters who have appointed proxy are classified as **'Classified Service Voters'** (CSVs).
- **Returning Officer** will supply you a list of Such Voters.
- The Proxy Voter will be allowed to vote in the **same manner** as a normal elector.
- But put Indelible ink in the **middle finger**.
- Serial No. in the Voter's Register will be the **Serial No of the Proxy** in the Sub-list.
- **Mark (PV)** against the serial No in the Voter's Register.

PENAL PROVISIONS



- **Ban on Canvassing** within 100 meters of the booth.-Section 130 of RP Act, 1951.
- **Election Booths** by Candidates beyond 200 meters of the booth.
- **Disorderly Conduct**- Section 131 of RP Act, 1951.
- Disobedience of Lawful directions, **removal of trouble maker**- Section 132 of RP Act, 1951.
- **Illegal Hiring of Vehicles** for conveyance of electors.- Section 133 of RP Act, 1951.
- **Removal of Voting Machine**- Section 135 of RP Act, 1951.
- **Breach of Official duty** by Election Officers- Section 134 of RP Act, 1951.
- **Prohibition of going armed** to or near a Polling Station- Section 134B of RP Act, 1951.
- **No Mobile, wireless sets or cordless phone** inside the polling station or within 100 meters.

CLOSE OF POLL



- Poll will be **closed** at the hour fixed for the purpose.
- Few minutes before the close if you find still some voters are waiting to vote, then **distribute slips** to these voters starting from the end of the queue so that no person can join the queue later.
- Open the Rubber Cap and press the '**Close**' button in the CU after last voter has recorded his vote.
- Now, Display panel of CU will show the **total votes polled**. Note it down in item 5 of Part I of Form 17 C.
- Replace the Rubber Cap.

PREPARATION OF PAPERS



- Prepare Account of Votes recorded in **Form 17 C**.
- The Total votes recorded in the machine **must tally** with total voters registered in 17 A Register (of course deducting the no. of electors decided not to vote if any.)
- For simultaneous election **two sets of Form 17 C** must be prepared **separately** for LOK SABHA & VIDHAN SABHA elections.
- Copies of Form 17 C must be **provided to concerned polling agents** of elections without they asking for it.
- Sign the **declaration** on the closure of poll.
- Prepare **Presiding Officer's Diary**, 16 Point Report and Male-Female votes polled.

SEALING OF EVM



- **Switch off** the Power in CU.
- **Disconnect** the BU & CU
- Put them into their respective **Carry Cases**.
- Each Carrying Cases should be **sealed** at both ends by thread seal and Address Tags.
- You have to prepare four such boxes for simultaneous elections.
- Put Particulars of **Election, Polling Station No.** correctly on the Address Tag with your signature.
- Polling Agents may put **their Seals** on the Address Tags.
- Their Names may be **entered** in the Declaration.

SEALING OF ELECTION PAPERS



- You have to prepare **Four Big Packets** excluding EVMs and few other individual packets to be returned with polled EVMs.
- The following sealed covers are to be returned separately with polled EVMS at the Receipt Centre.
 - 1) Cover Containing **Form 17C**
 - 2) Cover Containing **Presiding Officer's Diary**
 - 3) Cover Containing **Declaration**
 - 4) Cover Containing **Visit Sheet**
 - 5) Cover Containing **16-Point Report**
 - 6) Cover Containing **Voter Turn Out (with Male/Female breakup)**
- The EVM for LOK SABHA election will be accompanied with the above packets. The EVM for VIDHAN SABHA will only be accompanied with separate 17C as they are kept in different rooms. The 16-point report should be handed over to the Observer by the RO.

SEALING OF ELECTION PAPERS

Contd.



- 1st Packet - **STATUTORY COVERS (Green colour covers)**

- ✦ Containing following 6 Sealed packets as described in Chapter XXXII of PO's Hand Book:

1. Sealed cover containing marked copy of electoral roll
2. Sealer cover containing register of voters
3. Sealed cover containing voters slips for Parliamentary elections
4. Sealed cover containing voters slips for Assembly elections
5. Sealed cover containing unused tendered ballot papers
6. Sealed cover containing used tendered ballot papers and list in Form 17 B



- **2nd Packet - NON-STATUTORY COVERS**
(Yellow colour covers)
 - ✦ Containing 12 Sealed packets as described in Chapter XXXII of PO's Hand Book.
- **3rd Packet - OTHER ELECTION MATERIALS**
(Brown colour covers)
 - ✦ Containing 7 items as described in Chapter XXXII of PO's Hand Book.
- **4th Packet - ANY OTHER MATERIALS (Blue colour cover)** These bigger packets need not be sealed as the contents are to be checked at the receiving centre.

DELIVERY AT RECEIVING CENTRES



- You have been intimated where **to deliver** the EVM & other election papers after the poll.
- At the receiving centre first hand over **the EVMs** and other six packets like 17C, Diary, Declaration etc.
- Then return **Statutory Packet** - Packet No. 1
- Then **Non- Statutory Packet-** Packet No. 2
- Then **3rd & 4th packet-** Containing other materials
- Then getting clearance from the respective counters at the receiving centre for correct return of election papers get yourself **relieved** along with other group members of your booth.

A photograph of a toucan perched on a wooden branch in a lush, green forest. The toucan has a large, colorful beak with yellow, orange, and black sections. Its body is primarily black with a white patch on its chest. The background is filled with out-of-focus green leaves and branches. The text "THANK YOU" is overlaid in the center in a bold, red, sans-serif font.

THANK YOU