

What you have to Collect?

- One complete set of EVM prepared for your Polling Station.
- ✓ The control unit 'Candidate set section' is duly sealed, address tag is firmly attached and battery is operational.
- ✓ The ballot units is duly sealed and secured at two places
 - at right top and right bottom portions
 - with the seals of the Returning Officer
 - the address tags are firmly attached.
- ✓ Ballot paper is fixed properly and slide switch is correctly aligned.
- List of election materials as provided in **Annexure VIII of RO Hand Book**
- All requisite statutory and non-statutory forms
- Other stationery items such as brass seal, voting compartments, outer paper seals, special tags, address tags, green paper seals, etc. to be arranged for.
- Electoral roll of your polling station

16-10-2020



Collection of Electoral Rolls - 2

- 3 copies (in the case of simultaneous poll 5 copies) of the relevant part of the electoral roll - complete and identical
 - Relevant to the polling station
 - All deletions of names and corrections of clerical or other errors duly incorporated in all the copies
 - Serially numbered from no. 1 onwards
 - The printed serial numbers of the voters are not corrected with ink or otherwise
 - No new numbers are substituted for them
 - The marked copy of the electoral roll does not contain any remarks other than 'PB' and 'CSV'
 - Deletion have been clearly marked with "DELETED" on concerned electors
 - The elector role is duly signed by at least one AERO and one more official
 - A certificate signed by Ro/ARO in following format:

Miscellaneous but Important

- The referral image sheet – Voters issued EPIC but whose images could not be printed properly in photo electoral roll
- List of absentee, shifted voters given to you
- Tendered ballot papers are of your polling station and not defective & Check serial number tally with details
- If you find any voting machine or any polling material defective in any respect, you must immediately bring such defect to the notice of the officer in-charge of distribution of voting machines/polling materials or the Returning Officer for necessary remedial action.
- Check that photocopies of specimen signatures of the contesting candidates and their election agents are given to you

Important Features of EVM

- Unique Serial Number- Each Control Unit (CU) has unique serial number which matches with metal strip number & Bar Code on the rear side of CU
- Real Time Clock (RTC)- The real time clock is used to display current time & date. The current date & time is displayed with 'power on' and on pressing the 'Total' button. Any malfunction of RTC shall be displayed by 'CLOCK ERROR' and all other functions will be working. This clock records time of each vote.



....Continued

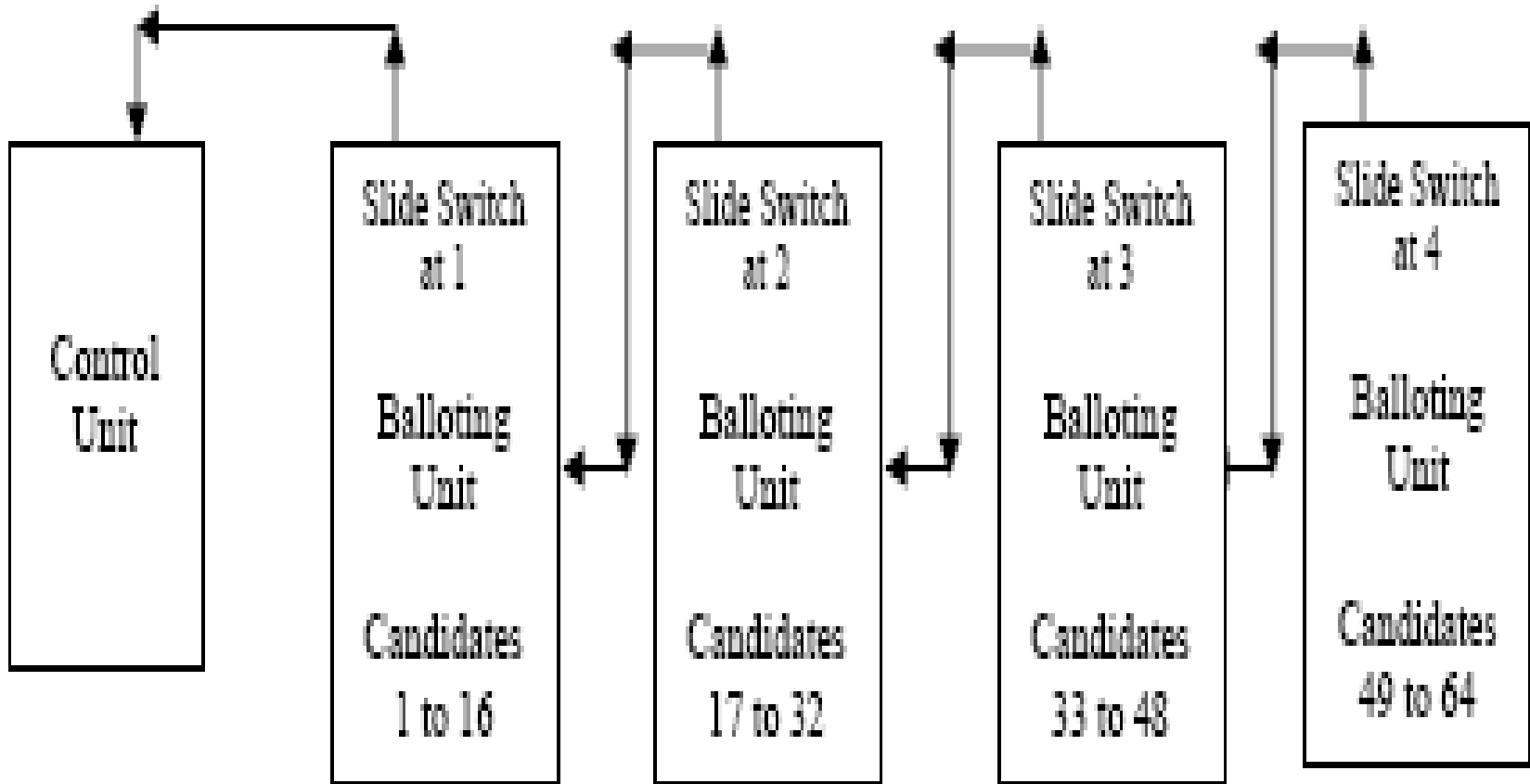
- Status of Battery Power- Battery power status is displayed. If required it also displays 'CHANGE BATTERY' .
- Power Save Mode- The unit goes into power save mode in the idle state, thus enhancing the life of power pack.
- Print- The result of poll data i.e. in which time votes are cast can be printed, if required.
- Braille- Molding of Braille on Ballot Unit for visually challenged voters.




Setting up of Voting Machine before the commencement of Poll

1. Connect BU(s) to CU
2. Conduct Mock poll
3. Seal the CU using the Green paper seal and the strip seal

Diagram showing the interconnection of the four Ballot Units



Trouble Shooting



Any wrong linking of Ballot Unit will render the machine non-functional and on pressing any button on the control unit the letter 'LE (LINK ERROR--: in the upgraded model of voting machine) will appear on the display panel of control unit.

The connector of interconnecting cable attached to Ballot Unit is a multi-pin connector.

The connector of interconnecting cable can be disconnected from the control unit or other Ballot Unit by pressing the spring type clips on both sides.

After interlinking

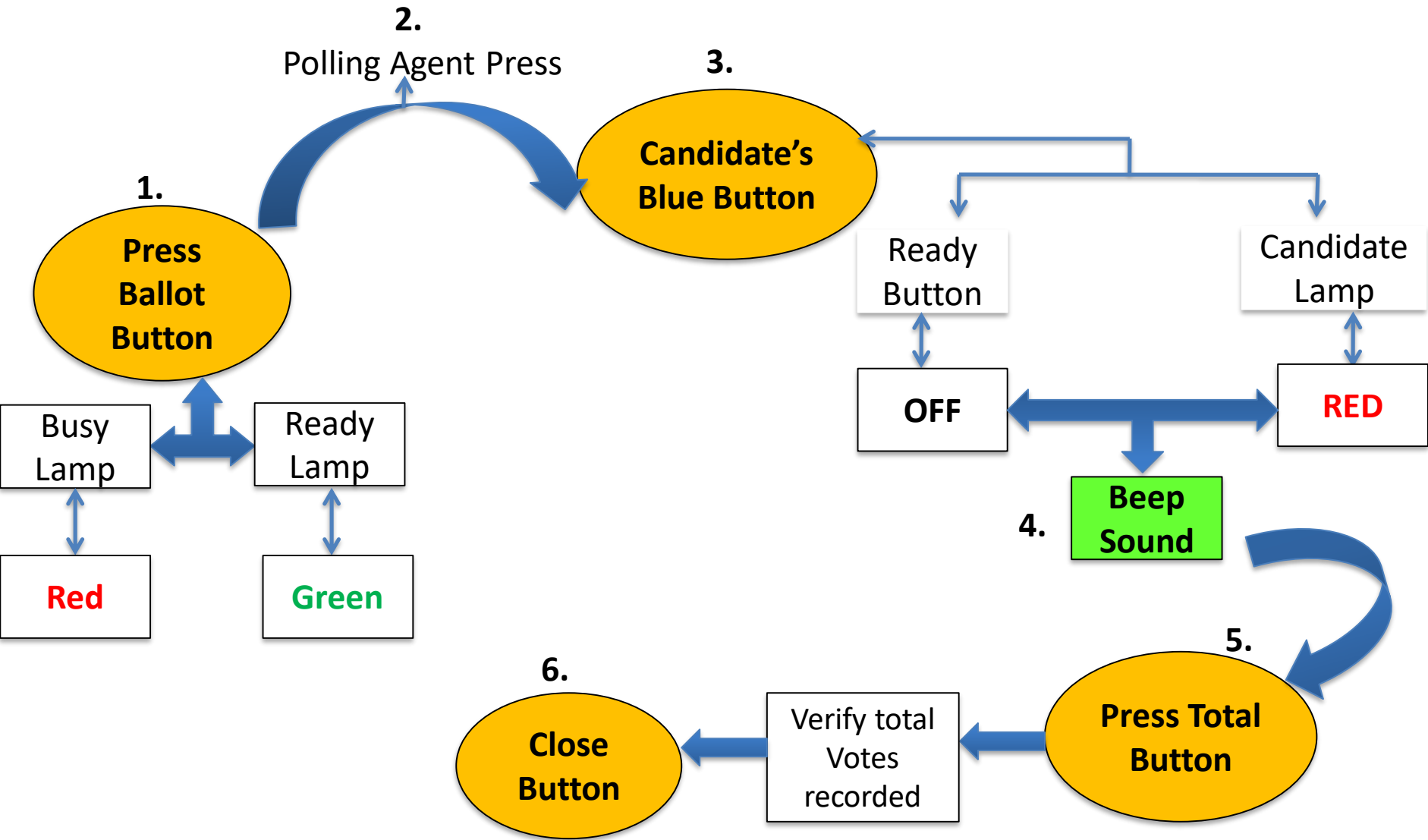
Switching 'ON' the power

After control unit and Ballot unit(s) have been interlinked, you should put the power switch to 'ON' position.

A beep sound emitting from control unit and the 'ON' lamp on the Display Section of control unit will start glowing green.

In upgraded model of EVM, the display will appear turn by turn on Display Panel.

Conducting Mock Poll



Order to be followed

Ensure that equal number of votes are polled for all candidates



Clear

2

Ballot

3

Close

4

Result

5

Clear

6

Switch off

7

Seal



Summary

Method of sealing control unit with strip seal

1. Before the commencement of the actual poll, conduct a mock poll.
2. After conducting mock poll and showing the result, clear the Control unit of the data by operating “Clear” button.
3. After clearing the data switch off the control unit and then insert the green paper seal. Number of the seals must be noted by the PrO and may be noted by polling agents. PrO and polling agents should sign the green paper seals before fixing.
4. After inserting the green paper seals, the inner door above the result buttons shall be closed.
5. Then the inner door of the result section shall be sealed off with the special tag- to be signed by PrO and polling agents and number to be noted by them

...Continued

Method of sealing control unit with strip seal

7. Then seal the outer door with thread and address tag.
8. Fix the strip seal around the control unit to seal the result section from outside completely
9. Before the strip seal is fixed, note down its number and affix your signature in full immediately below the serial number and get signature of polling agent/ contesting candidates
10. The strip seal shall, then, be positioned just below rubber cap covering the “CLOSE” button.

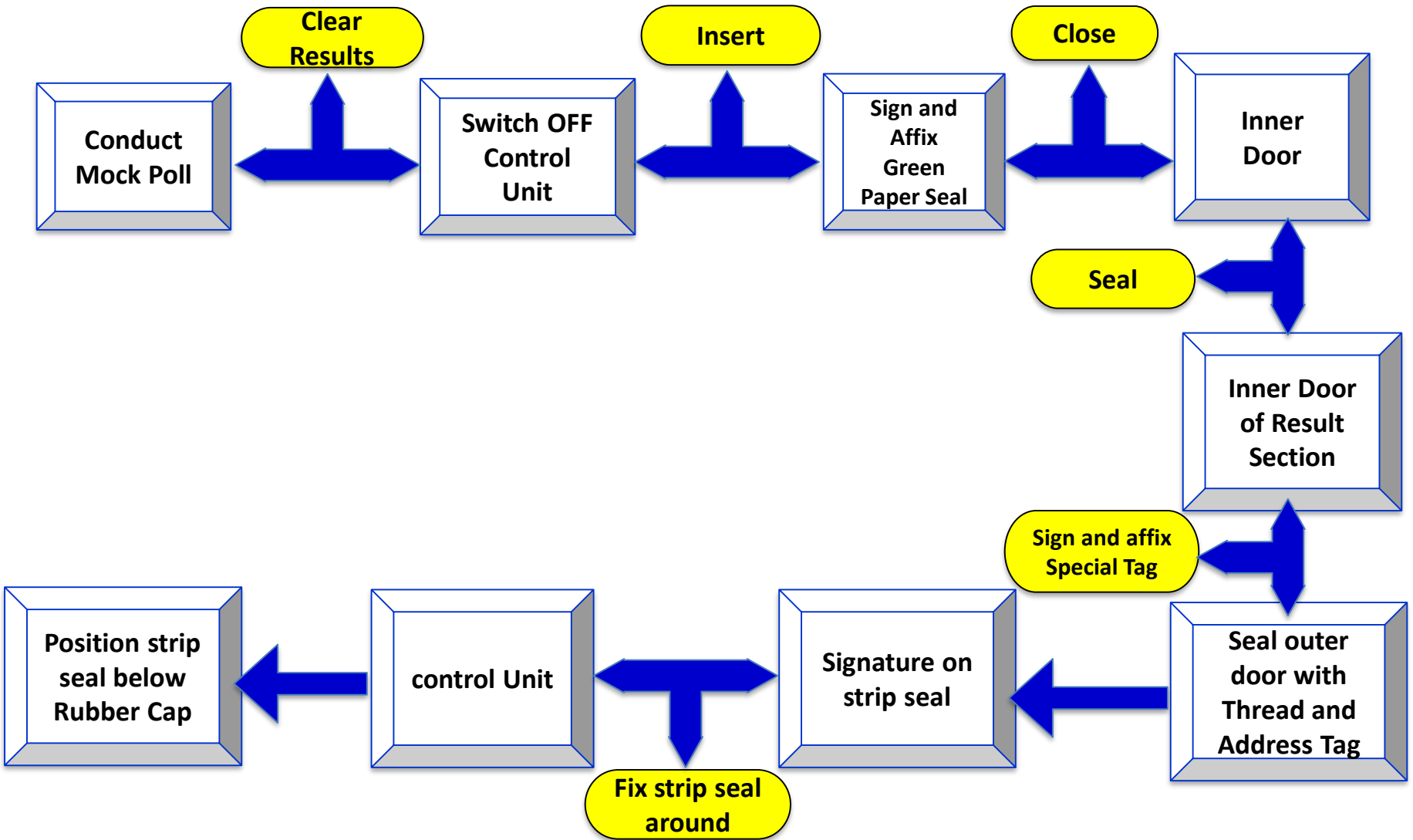
There is a slight difference in the methods of fixing the strip seal for BEL make machines and ECIL make machines.

Precaution in sealing

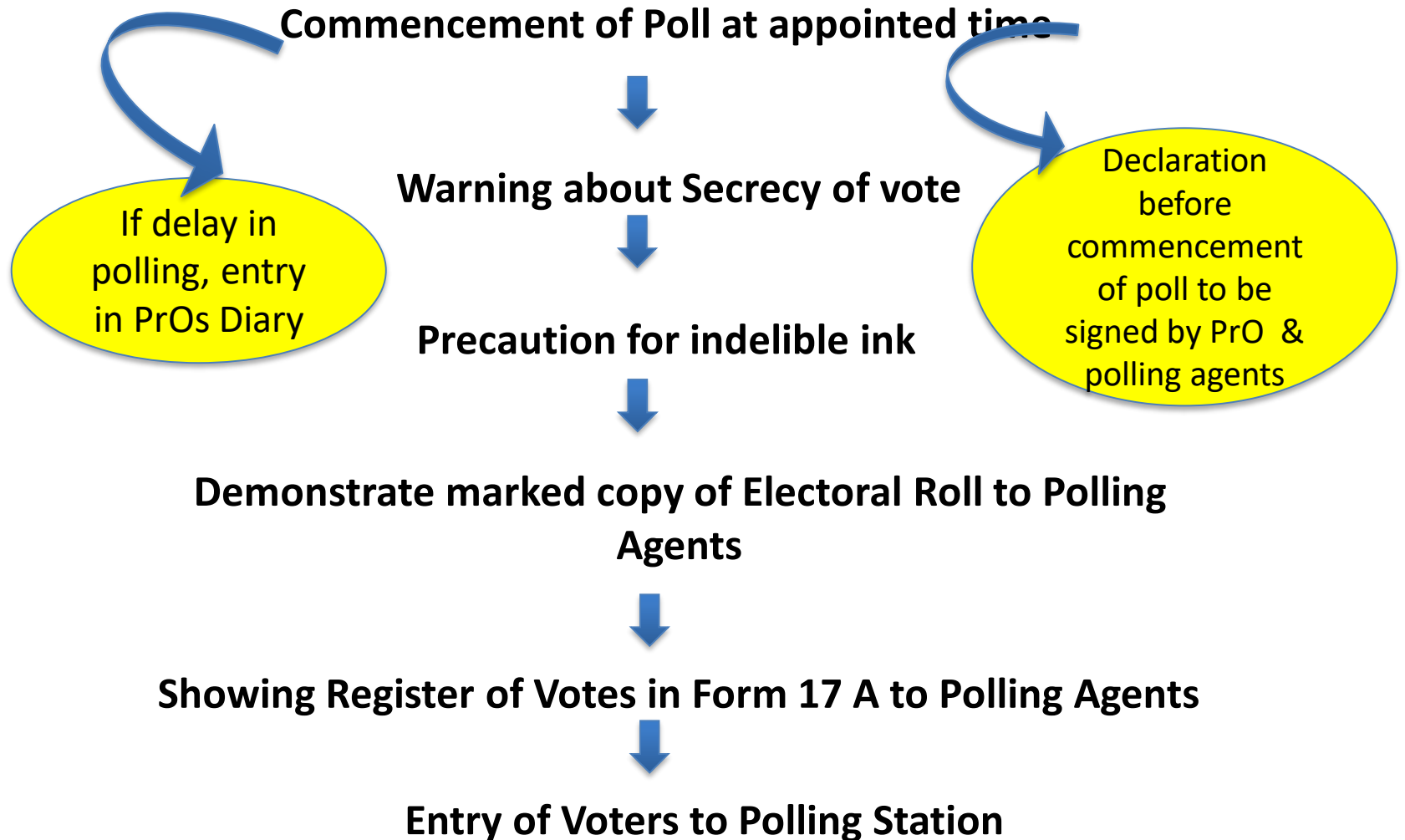
Important precautions while sealing with strip seal:

1. While fixing strip, ensure the rubber cap covering the “CLOSE” button is left clear and there is no difficulty in removing the rubber cap and operating that ‘CLOSE’ button.
2. The strip seal shall be fixed tight and not loose.
3. DAMAGED STRIPS HAVE NOT TO BE USED IN ANY CIRCUMSTANCES.
4. Each polling station will be supplied with three (3) strip seals.
5. Account for each strip seal supplied to the polling station for the conduct of poll in the Presiding Officers’ Diary.
6. Return every strip seal that has not been used (including the strips (or pieces thereof) damaged accidentally)
7. Strip seals are kept in safe custody always

Method of sealing control unit with strip seal



COMMENCEMENT OF THE POLL – AT A GLANCE



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.

1st Polling Officer

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

When one is 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 on voter register.

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

2nd Polling Officer

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

Voter register-Form 17 A

S.No.	Electoral roll No. i.e. S. No. of the elector in the marked copy of the roll*	Signature/ Thumb Impression of elector	Remarks
1			
2			
3			
4			
5			
6	*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.		
7			
8			
9			
10			

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

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

**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**

3rd 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.

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

PrO/ Third Polling Officer will guide the voter to voting compartment and then press ballot button on the Control Unit to activate the EVM.

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.

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).

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

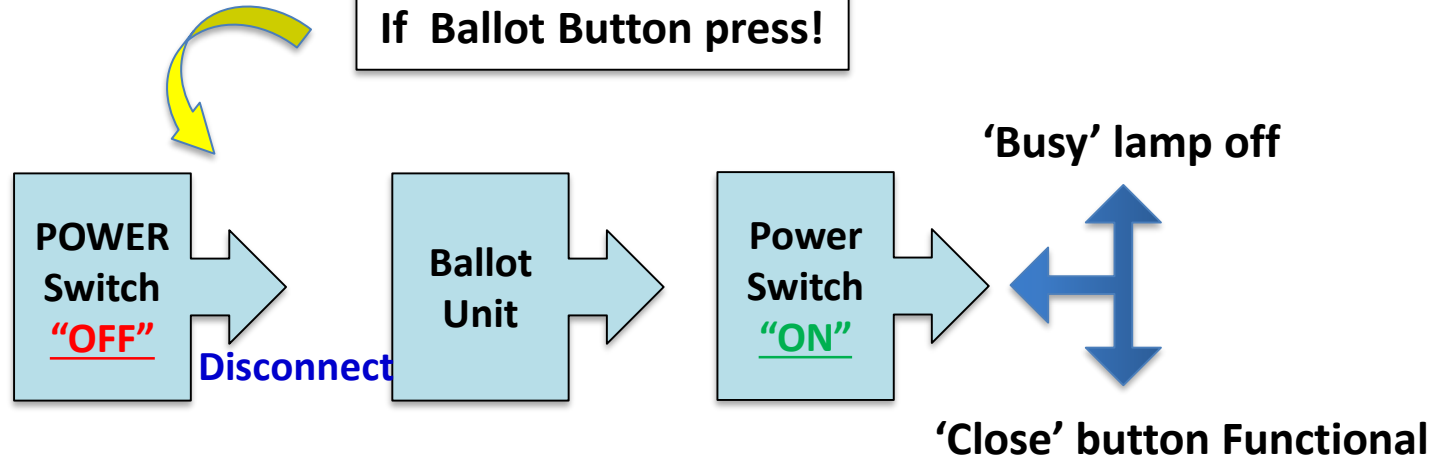
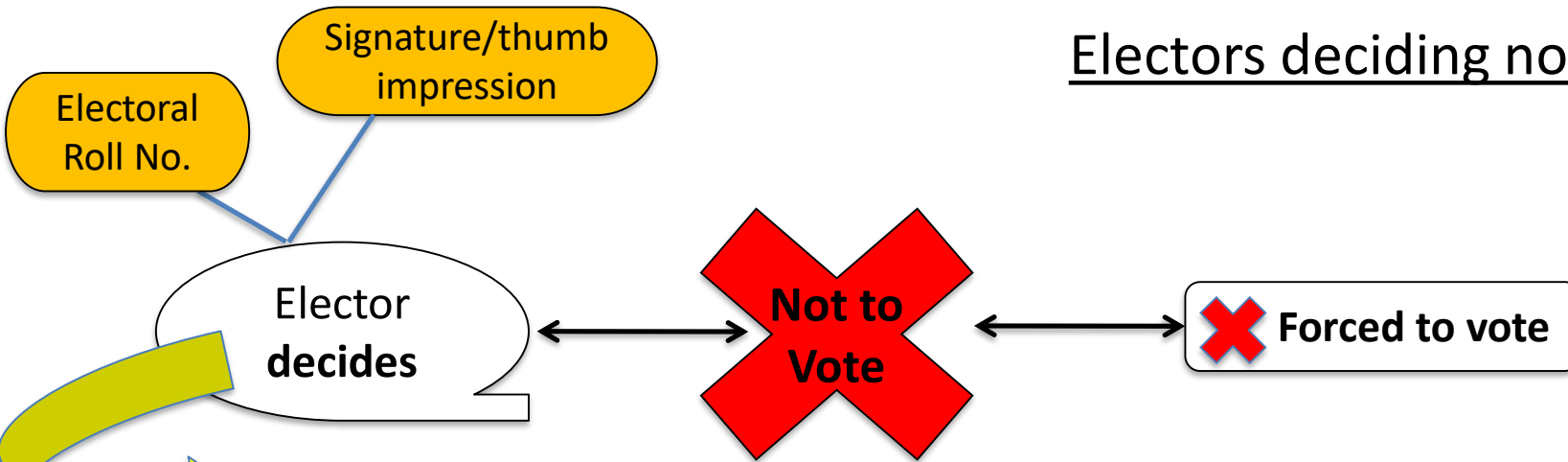
He shall not be forced or compelled to record his vote

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



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.

Slips at the close of poll

(S.No. 1 to be given to the last person in the Q)

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.]

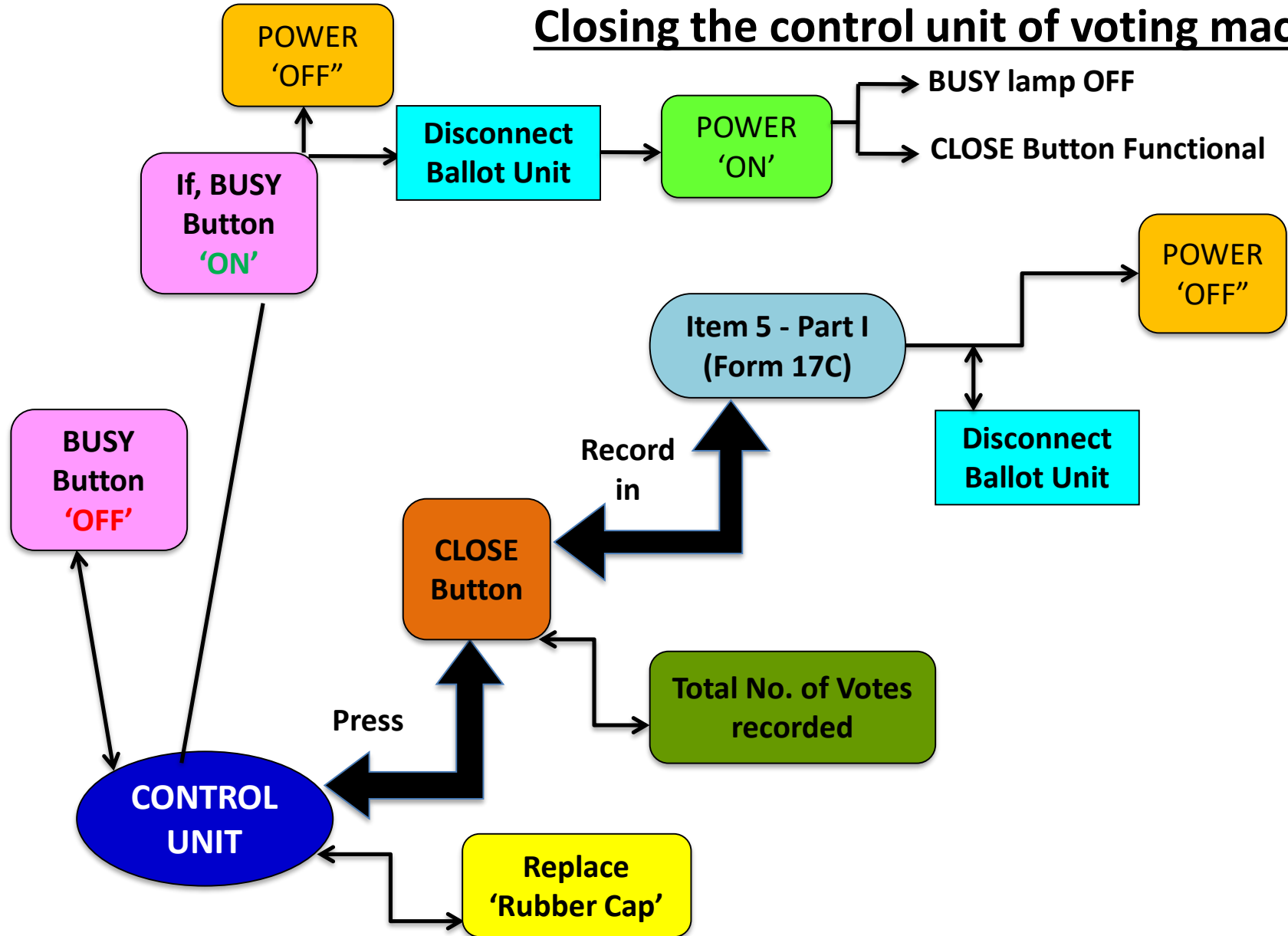
Constituency No. ----- P.S. No. -----

Close the Control Unit of EVM

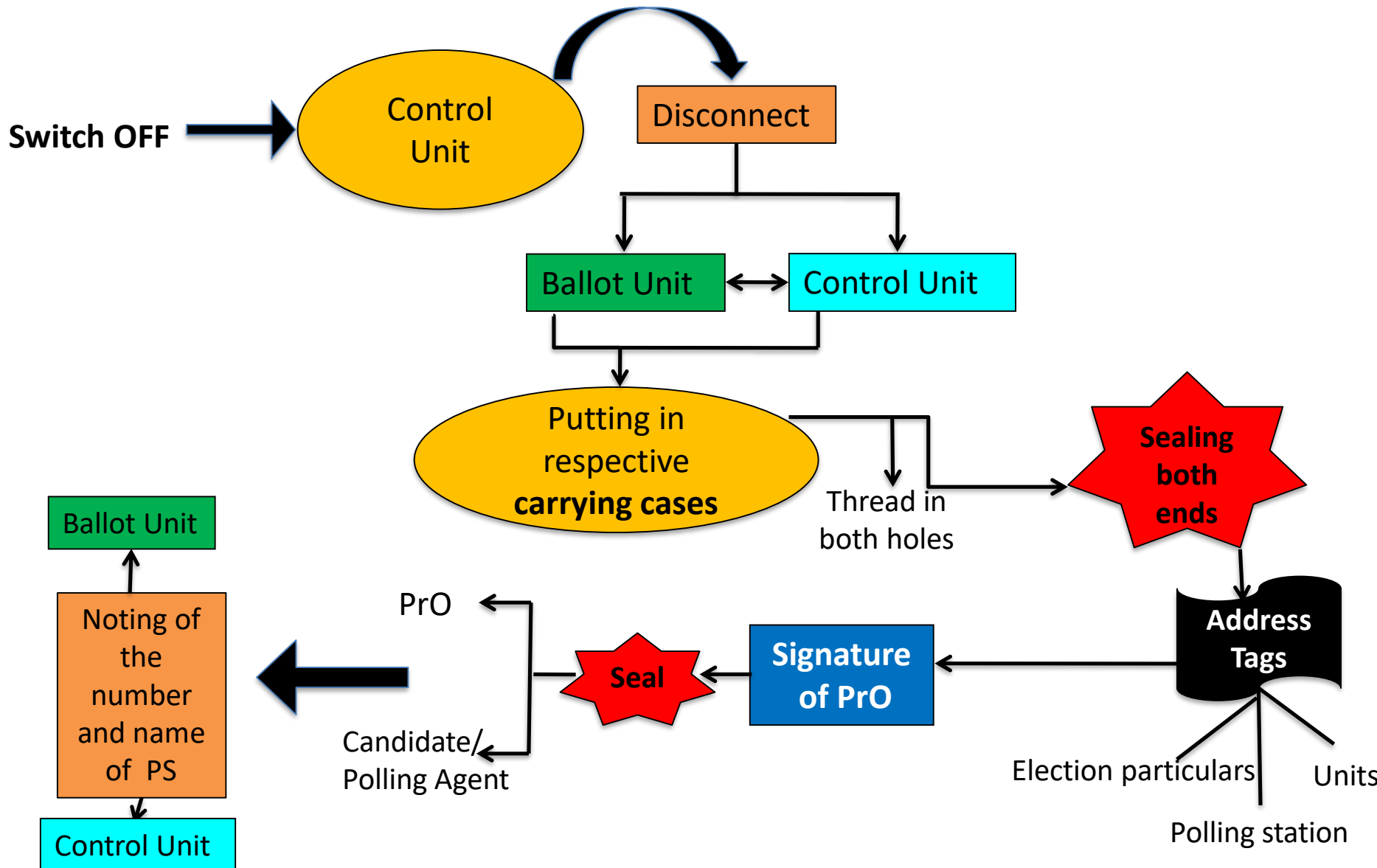
At the end of poll

- 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 the control unit of voting machine



Sealing of the voting machine after close of poll



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 and sent to the Returning Officer.

Seal of PrO and Candidates/their election Agents/Polling Agents

If present and desires to do so

on envelops & 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 voters 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, but not the packet which will be sealed at reception centre after checking.
- 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. (Annx-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.**

- Hand-outs

Meaning of various types of display

CANDIDATES 16

Indicates that the EVM is set for 16 candidates

INVALID

Indicates a button on the Control unit is pressed out of sequence

FULL

Indicates that the maximum number of votes (2000) for which the EVM is designed, has been polled

**-----
.....**

Indicates that the Power Pack is weak

BATTERY HIGH

Indicates that the capacity of the Battery is High

BATTERY MEDIUM

Indicates that the capacity of the Battery is Medium



Meaning of various types of display

BATTERY LOW

Indicates that the capacity of the Battery is Low|

SL NO – E00001

Indicates the internal Serial number of the PCB

**COMPUTING
RESULT**

Indicates that the RESULTS is getting computed

**RESULT PDT 16-
01-06**

Indicates the Result and Date of the Poll

**PST 09-50-20 PET
15-32-10**

Indicates the Poll Starting Time and Poll End Time

**CANDIDATE 06
236**

Indicates that the Candidate No.6 has polled 236 votes



Meaning of various types of display

PRINTING

Indicates the Print operation is under progress|

CLOCK ERROR

Indicates the malfunction of Real Time Clock (RTC)

PRESSED ERROR

One of the candidates button in the Balloting Unit is either kept pressed or jammed

ERROR

The Control Unit cannot be used further

LINK ERROR

The interconnecting cable is not connected to Control Unit properly OR Slide switch position in the Balloting Unit is not set at correct number OR Balloting units have not been inter-linked in correct sequence



Meaning of various types of display

CU ERROR

Indicates the Control Unit is to be changed

BU-1 ERROR

Indicates the Ballot Unit-1 is to be changed

END

Indicates the end of display sequence after pressing of 'Clear ' or 'Result' Button

**TOTAL POLLED
VOTES 1487**

Indicates that total number of votes polled is 1487

LINK ERROR

The interconnecting cable is not connected to Control Unit properly OR Slide switch position in the Balloting Unit is not set at correct number OR Balloting units have not been inter-linked in correct sequence



Meaning of various types of display

DTE 16-01-07
TME 09-43-34

Indicates the date and time

**DELETING POLLED
VOTES**

Indicates the deleting of polled votes from CU



Dos & Don'ts for EVM

Don't

Exert undue pressure on latches, hinges etc.

Don't

Keep EVM near heater or other hot objects

Don't

Allow molten lac/sealing wax to fall on the EVM while sealing

Don't

Force open the covers or doors of various sections

Don't

Remove power pack from the Control Unit used for poll

Don't

Force the connector fixed at the end of the Interconnecting cable into the connector of Control Unit in the reverse direction

Don't

Pull the Interconnecting cable while disconnecting it from the Control Unit without pressing the spring type clips on the hood of the connector



Check the EVM

2. Checking of voting machine:

Check, in particular, the following:

- (1) That the control unit and the ballot unit(s) of the voting machine given to you are the same which are meant for use at your polling station. This shall be checked with reference to the address tags attached to the said units as the number and name of the polling station shall be indicated by the Returning Officer on each of those address tags.

The address tag for control unit will contain the following particulars:

"Election to thefromconstituency
Control Unit No.....
Sl. No. and Name of Polling Station.....
Date of Poll.....

The address tag for ballot unit will contain the following particulars:

"Election to thefromconstituency
Ballot unit
Sl. No. and Name of Polling Station.....
Date of Poll.....

- (2) That the 'Cand Set Section' of control unit is duly sealed and the address tag is firmly attached thereto.
- (3) That the battery installed in the 'Cand Set Section' of the control unit is fully operational. This may be checked by putting the Power Switch provided in the rear compartment to 'ON' position. After the said checking, the power switch must be put to 'OFF' position.
- (4) That you have been supplied with the requisite number of ballot units and the ballot papers are duly fixed under the Ballot Paper Screen in each of them. The number of ballot units to be supplied to you will be dependent upon the number of contesting candidates in your

constituency. If the number of contesting candidates is between 2 and 16, only one ballot unit will be supplied and the slide switch seen through the window at the right side top of the ballot unit will have been set by the Returning Officer at position '1'. If the number of contesting candidates is between 17 and 32, you will be supplied with two ballot units. On the first ballot unit in which the abovementioned slide switch will be set to position '1' the ballot paper will contain the names of the candidates at Sl. Nos., 1 to 16 in the list of contesting candidates. The second ballot unit will display the second sheet of the ballot paper containing the names of contesting candidates from 17 onwards (and upto 32) and the slide switch in that unit will be set to the position '2'. Likewise, three ballot units will be supplied if the number of contesting candidates is between 33 and 48 and there will be four such units if the number of candidates exceeds 48 and is upto 64. In the third ballot unit the ballot paper will contain the names of candidates from Sl. Nos. 33 onwards (upto 48) and its slide switch will be set to the position '3'. The fourth ballot unit will display on the ballot paper fixed therein the names of candidates from serial No. 49 onwards (upto 64) and its slide switch will show the position '4'. **Ensure that the "slide switch(s)" on the ballot unit(s) has/have been secured with the help of transparent cello tape.**

The Slide switch has markings 1, 2, 3 and 4. The switch should be kept in position '1', '2', '3' or '4' as explained above. The position of the switch can be seen through the small window at the right side top of the Ballot unit.

The position of the Slide switch in the upgraded model will be seen as shown below:-



Position 1

Position 2

Position 3

Position 4

If you find any discrepancy in the fixing of the Slide switch, immediately bring it to the notice of Sector Magistrate/Returning Officer. But in any case you or your Polling Officers should not fiddle with the Slide switch.

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.

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

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.

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

	Number and name of polling station
Dated.....

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

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 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

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

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 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)**

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
Presidi
ng
Officer

Manual
of
Electro
nic
Voting
Machin
e

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
Presidi
ng
Officer;

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

Cup for
setting
the
indelibl
e ink.

Packet 4

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

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) to be submitted in duplicate;
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.