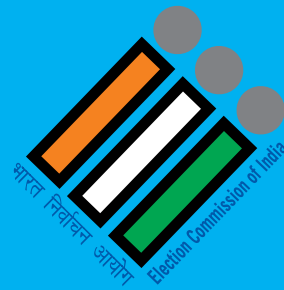




Handbook for Presiding Officer

October 2018
Document 19 - Edition 1



भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

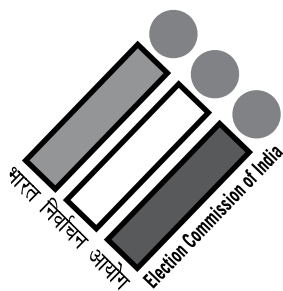
“No voter to be left behind”

HANDBOOK

for

PRESIDING OFFICER

October 2018



भारत निर्वाचन आयोग
Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"

ओ. पी. रावत

भारत के मुख्य निर्वाचन आयुक्त

O. P. RAWAT

Chief Election Commissioner of India



सत्यमेव जयते



भारत निर्वाचन आयोग
Election Commission of India



MESSAGE

Success of Indian elections demonstrates the effectiveness and the efficiency of working of the lowest units, i.e, Booth Level Officer and the polling station. In this context, the significance of Presiding Officer, who heads the polling parties and manages the processes at the polling station, cannot be over emphasised. Presiding Officer with his/her team not only ensures the functioning of electoral democracy, where it matters most, but also they display courage, character and integrity in providing a conducive environment within the polling station for a free, fair and credible election.

Since the Presiding Officer performs the pivotal task in the field it is important that they know the rules, regulations, guidelines, instructions and other related materials concerning the electoral process. The Commission gives utmost value to the capacity building of the polling team and for this purpose a series of cascading training programmes is organised for them. For this purpose this handbook for Presiding Officer is going to be a vital document for them to refer while conducting elections. I am hopeful that this is going to be extremely useful to all the Presiding Officers in the country in the upcoming elections.


(O.P. Rawat)

सुनील अरोड़ा

भारत के निर्वाचन आयुक्त

SUNIL ARORA

Election Commissioner of India



सत्यमेव जयते

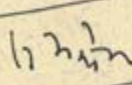


भारत निर्वाचन आयोग
Election Commission of India



Polling station is the cornerstone of our electoral process where our electors cast their vote in every nook and corner of the country. This stipulates that the electoral machinery on the ground is fully geared up to discharge their roles and responsibilities, so that the voters can participate in the electoral process in a free, fair and transparent manner without any hassle. Commission is acutely sensitive to the need of training of polling teams and has designed its training programmes for the Presiding Officer and his/ her team in such a manner, that they gain hands-on experience in conducting elections in an impartial manner.

I am sure that this handbook for Presiding Officer will be a useful guide to the polling teams, who perform in one million locations, throughout the country in highly diverse and at times very difficult conditions including snowbound and desert areas. I wish all the best to our brave and dedicated soldiers of elections viz the Presiding Officers and Polling teams.


(Sunil Arora)

अशोक लवासा
भारत के निर्वाचन आयुक्त
ASHOK LAVASA
Election Commissioner of India



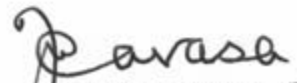
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Election Commission of India



MESSAGE

In the context of conduct of Indian elections, the role and responsibility of Presiding Officer is of paramount importance. Presiding Officer and her team of polling officers translate the Constitutional writ and Commission's instructions in reality in a polling booth to ensure free, fair, transparent and robust elections. It has been Commission's endeavour to build the capacity of each of the members of the polling team through a structured training programme so that they perform their tasks as mandated.

I am happy to note that all statutory provisions and instructions of the Commission concerning electoral activities and processes within a polling station have been compiled in the form of this Handbook for Presiding Officer. I am hopeful that this will be a useful asset to all polling teams on ground and will help them discharge their duty in a manner that earns the trust of the voters and the confidence of the Commission.


(ASHOK LAVASA)

चन्द्र भूषण कुमार, भा.प्र.से.

उप निर्वाचन आयुक्त

Chandra Bhushan Kumar, IAS

Deputy Election Commissioner



सत्यमेव जयते



भारत निर्वाचन आयोग
Election Commission of India



Preface

Handbook for Presiding Officer is an important document to assist our Presiding Officers and Polling Officers. This new edition includes updated information on the electoral regulations and processes concerning polling stations as in August, 2018. It has been endeavour of the Commission to arm the polling officials with knowledge, training, and implementable skills. Polling teams on the ground are the representatives of the Commission and as Hon'ble CEC puts in his foreword that they need to display courage, character and integrity in discharging their constitutional duty.

This Handbook has been prepared under the supervision of Shri Kunal, Chief Electoral Officer, Goa, who received valuable input from other Chief Electoral Officers and their teams. In the ECI, all the senior officers contributed by vetting the content. Our Documentation Section co-ordinated this exercise. My kudos to all. Any such exercise does leave scope for further improvement. We welcome suggestion/comments from all its users.

As hoped by Hon'ble Commission in its forewords, we earnestly believe that the Presiding Officers will find it useful and essential for the conduct of elections. However, in case of any doubt, they must refer to the original instructions or contact their district election officials including Returning Officer at once.

Chandra Bhushan Kumar
(Chandra Bhushan Kumar)

Abbreviations and Acronyms

AC	Assembly Constituency
ASD	Absentee, Shifted and Dead
BEL	Bharat Electronics Limited
BLO	Booth Level Officer
BU	Ballot Unit
ECI	Election Commission of India
CPF	Central Police Force
CSV	Classified Service Voter
CU	Control Unit
DEO	District Election Officer
ECIL	Electronics Corporation of India Limited
EPIC	Elector's Photo Identity Card
EVM	Electronic Voting Machine
M2	Model 2
M3	Model 3
NOTA	None of the Above
PC	Parliamentary Constituency
PER	Photo Electoral Roll
PPS	Pink Paper Seal
PS	Polling Station
PV	Proxy Voter
RO	Returning Officer
VAB	Voter Assistance Booth
VVPAT	Voter Verifiable Paper Audit Trail
VSDU	VVPAT Status Display Unit

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BRIEF OUTLINE OF DUTIES

During Training

- Full understanding of laws, provisions & latest instructions of Election Commission of India
- Proper understanding of EVM/VVPAT functioning
- Casting of Postal Ballot
- How to fill up various statutory and non-statutory forms

At Despatch Centre

- Collection of materials & EVM/VVPAT machines as per list
- Special Focus on Items: Tendered Ballot Paper, Braille Ballot, Register of Voters (Form 17A), Marked Copy of Electoral Roll, Form 17C, Presiding Officer Diary, Tags, Seals, ASD, CSV lists.

Before Poll

- Setting up polling station
- Conduct of Mock Poll on EVM & VVPAT
- Tallying result of EVM result and VVPAT paper slips during mock poll
- Clearing of EVM/VVPAT mock poll results
- Sealing of VVPAT paper slips after stamping backside in black envelope
- Sealing of EVM/VVPAT machines

During Poll

- Briefing of Candidates/ Polling Agents on secrecy of votes
- Reading out Declaration of Poll loudly and obtaining signatures of Candidate/ Polling Agent
- Recording of entries in Form 17A, proper operation of EVM/VVPAT Machines
- Periodic tallying of total with Form 17A & communicating of polling status to RO
- Recording of events in Presiding Officer Diary

Closure Time of Poll

- Give numbered slips to persons standing in queue at time of closure of poll
- Press Close Button after all voters in queue cast their votes
- Sealing of EVM/VVPAT machines in proper carrying cases
- Sealing of Statutory, Non-Statutory Papers
- Taking Signature of all Polling Agents on Part I of Form 17C and to give authenticated copy of the same to all Polling Agents
- Move with security convoy to deposit all election materials at Receipt Centre

CONDUCT OF MOCK POLL

Setting up Polling Station

- Seating Arrangement of Presiding Officer, Polling Officers, Polling Agents
- No violation of secrecy of voting, interior of Voting Compartment not visible to anyone.

Voting Compartment

- No direct light above the compartment
- No direct light from window
- Adequate light to ensure visibility of BU
- No violation of secrecy, inside the Voting Compartment not visible to anyone in room or from window

Setting up EVM/VVPAT

- BU, VVPAT to be inside Voting Compartment. VVPAT to be placed to the left side of 1st BU
- Cables not to be hidden but should not entangle with voter
- CU to be with 3rd Polling Officer, VSDU to be with 4th Polling Officer (in case of M2 VVPAT)
- Connecting of the connectors with proper pin and color codes

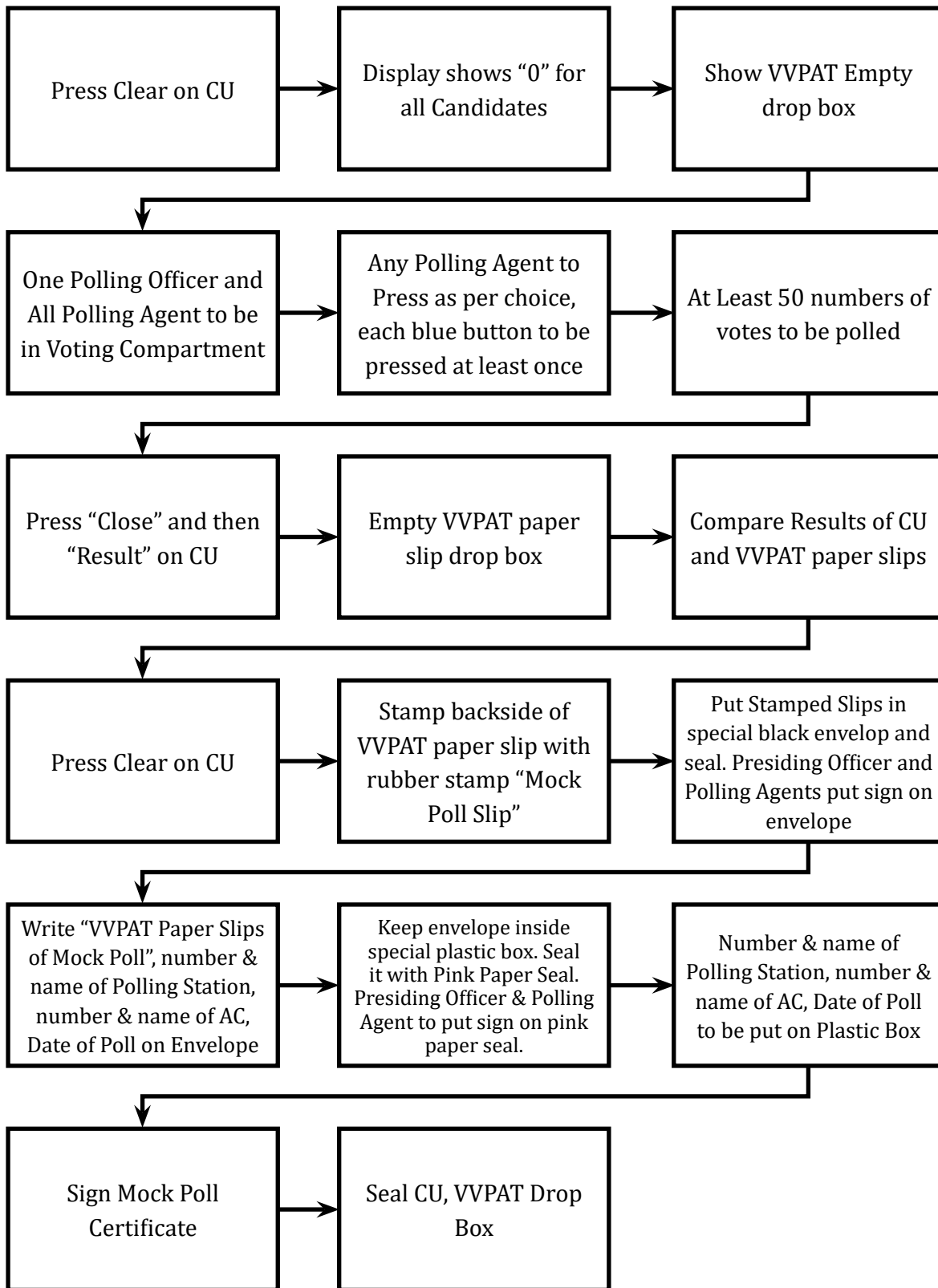
Mock Poll

- Press Clear on CU, it will show 0 for all candidates
- Show VVPAT drop box that it is empty
- One Polling Officer with Polling agent to be present in Voting Compartment
- At Least 50 numbers of votes must be cast with one vote for every unmasked button
- Press Close, then Result Button.
- Empty VVPAT paper slip compartment
- Compare CU Result and VVPAT paper slips
- Press Clear Button on CU
- Sign Mock Poll Certificate

Sealing of Machines

- Green Paper Seal in CU, take signatures of Presiding Officers and polling agents on paper seal
- Keep Account of Paper Seal
- Sealing inner cover of CU with special Tag
- Sealing Outer Cover of CU with address Tag
- Strip Seal for Outer Cover of CU
- Seal Paper slip drop box of VVPAT with address Tags

MOCK POLL



SPECIAL CIRCUMSTANCES & RESPONSE

Wrong Print on VVPAT Paper Slip

VOTER MAY COMPLAIN ABOUT WRONG PRINT ON VVPAT PAPER SLIP AGAINST THE BUTTON PRESSED ON BU

- Rule 49MA provides for response in such cases
- Get written declaration signed by Elector
- Presiding Officer to make second entry related to that elector in Form 17A
- Permit Elector to record test vote in presence of Presiding Officer & Polling Agents & Observe Paper slip
- If allegation found true, stop polling and inform RO
- If allegation is false, then mention in Form 17A, serial no. and name of candidate for whom such test vote has been recorded
- Obtain Signature/Thumb Impression of Elector on remarks
- Make entries of such test vote in Part I of Form 17C

Defective EVM/VVPAT

CU, BU, VVPAT MAY BECOME DEFECTIVE REQUIRE CORRECTIVE STEP

- IF CU/BU does not work properly, replace whole set of CU, BU & VVPAT, mock poll of 1 vote for each candidate including NOTA and follow all procedure of mock poll
- If VSDU show low battery, replace power pack of VVPAT after switching off CU. Switch on CU after installing powerpack
- For other errors showing in VSDU only, VVPAT needs to be changed. In that case no mock poll is required.

Voter from ASD List

ABSENTEE, SHIFTED & DEAD VOTER LIST IS PREPARED BY ERO/RO FROM FIELD INFORMATION

- Voter to produce EPIC or permitted photo document, Presiding Officer to verify personally
- Thumb impression in addition to signature to be obtained in Register of Voters (Form 17A)
- Presiding Officer shall maintain a record and give a certificate at the end of poll about electors allowed from ASD list

Voter with unofficial identity slip

CONTESTING CANDIDATE OR AGENT MAY GIVE ANY VOTER UNOFFICIAL IDENTITY SLIP.

- If unofficial identity slip contain name of contesting candidate and/or party and/or symbol, then instruct concerned polling agent to end such violation
- In case of illiterate voter, the 1st Polling Officer should read out serial number of elector and ask elector to tell him/her name to ascertain genuineness
- in case of impersonator, the person should be handed over to the police
- In case of large number of women electors especially 'pardanashin' (burqa clad), a woman Polling Officer will carry out the above duties in a separate enclosure

Challenged Vote

POLLING AGENTS MAY CHALLENGE IDENTITY OF AN ELECTOR BY DEPOSITING A SUM OF RS 2 WITH PRESIDING OFFICER

- Presiding Officer to hold a summary inquiry into the challenge
- If after summary enquiry, the challenge is not established, the elector should be allowed to vote
- If challenge is established, the elector shall be debarred from voting and shall be handed over to police with a written complaint

Declaration of Elector about his age

IF PRESIDING OFFICER CONSIDERS AN ELECTOR MUCH BELOW THE QUALIFYING AGE

- Satisfy yourself about identity of an elector
- Obtain a declaration in proper format about his/her age as on 1st January of the year of reference for electoral roll. Inform him/her about penal provision.
- Prepare a list of voters from whom you have obtained such declarations in Part I & Part II of Annexure 9

Electors deciding not to vote

AN ELECTOR AFTER HIS DETAILS ARE RECORDED IN FORM 17A AND HE HAS PUT HIS SIGNATURE/THUMB IMPRESSION DECIDES NOT TO RECORD HIS/HER VOTE, HE/SHE SHALL NOT BE FORCED OR COMPELLED TO RECORD THE VOTE

- In Register of Voters, put a remark "Refused to Vote" and Presiding Officer to sign below that remark.
- In Part I of Form 17C, in place under Rule 49-0 in item 3 "Left without voting" or "Refused to vote" will be inserted
- If Ballot button on CU is pressed then next voter to be directed straight away to cast his vote

Tendered Votes

IT MAY HAPPEN THAT A PERSON PRESENTS HIMSELF AT THE POLLING STATION AND SEEKS TO VOTE REPRESENTING HIMSELF TO BE A PARTICULAR ELECTOR AND IT IS FOUND THAT ANOTHER PERSON HAS ALREADY VOTED AS SUCH ELECTOR

- Satisfy about identity of that person to be elector concerned
- If satisfied, allow such person to vote by means of a tendered ballot paper not by EVM
- Keep account of Tendered Ballot Papers
- Record such electors in Form 17B



1. PRELIMINARY

1.1. INTRODUCTION

- 1.1.1. The objective of this Handbook is to provide information and guidance to perform your duties as a Presiding Officer in the best manner possible. However, this Handbook is neither as an exhaustive compendium in all aspects nor a substitute reference for the various provisions of election law related to the conduct of poll. You should, therefore, wherever necessary, refer to those legal provisions which are reproduced in **Annexures 1 and 2**.
- 1.1.2. You have been appointed as a Presiding Officer under the provisions of Section 26 of the Representation of the People Act, 1951, and under the provisions of Section 28A thereof. You, along with other officers designated for the conduct of any election, shall be deemed to be on deputation to the Election Commission for the period commencing on and from the date of the notification calling for such election and ending the with the date of declaration of the results of such election. Accordingly, such officers shall during that period be subject to the control, superintendence and discipline of the Election Commission. As a Presiding Officer, you are the most important officer at the polling station. A very important role has been assigned to you to perform at the polling station in the conduct of poll. You enjoy full legal power to control the proceedings in the polling station under your charge. At the same time, you are fully responsible for all the activities taking place at the polling station. It is your primary duty and responsibility to ensure a free and fair poll at your polling station. It is therefore, necessary that you are fully conversant with the law and procedure and the relevant instructions and directions of the Commission in relation to the conduct of elections.
- 1.1.3. Electronic Voting Machines (EVM) and Voter Verifiable Paper Audit Trail (VVPAT) are now used at each and every polling station. You, as the Presiding Officer at the polling station should acquaint yourself fully with the latest position on the rules and procedures prescribed for the conduct of poll by voting machines and VVPAT. You should also thoroughly familiarize yourself with each of the steps to be taken in the conduct of poll at the polling station, and with the operation of EVM with VVPAT. You should understand the process of recording the vote using VVPAT. Hands-on-training must be done on use of EVMs with VVPATs. A slight mistake or lapse or wrong application of the law or rules or inadequate knowledge of various functions of the EVM with VVPAT may vitiate the poll at your polling station.

1.2. BRIEF INTRODUCTION TO EVM AND VVPAT

- 1.2.1. The EVM and VVPAT are being manufactured by two Public Sector undertakings,

namely, Electronics Corporation of India Limited, Hyderabad and Bharat Electronics Limited, Bangalore. Presently, there are two models of the EVMs – M2 model and M3 model. The difference in the two models has been explained in the subsequent chapters of the handbook. There are two models of the VVPATs- one with VVPAT Status Display Unit (VSDU) used with M2 model EVMs and another without VSDU. VVPAT without VSDU is used with M3 model EVMs.

- 1.2.2. The Electronic Voting Machine (EVM) operates on a 7.5 volts battery and can be used anywhere and under any conditions. It is tamperproof, error-free and easy to operate. The Electronic Voting Machine consists of two units, namely, Control Unit and Balloting Unit. Both the units of the machine are supplied in two separate carrying cases which are easily portable. The polling information once recorded in the machine is retained in its memory even when the battery is removed.
- 1.2.3. VVPAT operates on 22.5-volt battery and is now being used in all elections at every polling station. The thermal paper used in the VVPATs for printing of VVPAT paper slips can print approximately 1500 paper slips only, out of which approximately 100 paper slips are got printed during the commissioning of VVPATs and mock poll at polling station on poll day. So, the maximum number of electors assigned to any Polling station is 1400. (51/8/VVPAT/2017-EMS dated 17.10.2017)
- 1.2.4. As amended in the Conduct of Elections (Amendment) Rules, 2013, after rule 49A the proviso is added that a printer with a drop box of such design as approved by the ECI, may be attached to a voting machine for printing a paper trail of the vote, in such constituency or Constituencies or part thereof as the ECI may direct.
- 1.2.5. After the panel containing the name and particulars of the last candidate on the ballot paper for Postal Ballot, EVM Ballot as well as Tender and Braille ballot, there shall be a panel below the last panel with the words ‘None of the Above’ written therein, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. Those words shall be written in the same language or languages as used in case of names of candidates. The size of the panel shall be the same as in the case of the candidates.
- 1.2.6. On the Balloting Unit, there is provision for display of the ballot paper containing the particulars of the election, the serial numbers, names and photographs of contesting candidates and the symbols respectively allotted to them. There is a blue button against the name of each candidate. By pressing this blue button, the voter can record his vote in favour of the candidate of his choice. Alongside the said button, there is also a lamp for each candidate. This lamp will glow red when the vote is recorded. The VVPAT prints the choice of the voter on a paper slip containing serial number, name of the candidate and the corresponding symbol, which displays through transparent window for 7 seconds and cuts automatically. There after, a beep sound will also be

heard. One Balloting Unit caters up to sixteen buttons. If there are 15 candidates, the last panel will be for NOTA. In M2 EVM, maximum four Balloting Units can be connected whereas in M3 EVM, twenty-four Balloting Units can be connected.

- 1.2.7. One Control Unit can record the votes polled by a maximum of 64 candidates including NOTA in M2 EVM and of 384 candidates including NOTA in M3 EVM. For this purpose, four Balloting Units linked together are connected with one Control Unit in M2 EVM and Twenty-Four Balloting Units linked together are connected with one Control Unit in M3 EVM. On the top most portion of the Control Unit, there is provision for displaying the information and data recorded in the machine, like the number of contesting candidates, total number of votes polled, votes polled to each candidate, etc. This portion is called, for easy reference, 'Display Section' of the Control Unit. Below the display section, there is a compartment for fixing the battery, which runs the machine. On the right side of this compartment, there is another compartment in which there is a button for setting number of candidates contesting the particular election. This button is called the 'Cand Set' button and the whole section of the Control Unit containing these two compartments is called the 'Candidate Set Section'. Below the Candidate set section is the 'Result Section' of the Control Unit. This section contains (i) 'Close' button on the left side, used for closing the poll, (ii) two buttons in the middle - 'Result' & 'Print'. Result button is for ascertaining the result. Print button is for printout of the detailed result (For this purpose a special gadget is to be attached to the Control Unit) and (iii) 'Clear' button on the right side, for clearing the data recorded in the machine, when the data is no more required. At the bottom portion of the Control Unit, there are two buttons - one marked 'Ballot' and other marked 'Total'. By pressing the button 'Ballot', the Balloting Unit becomes ready to record the vote and by pressing the button 'Total', the total number of votes recorded up to that stage (but without the candidate-wise break up) can be ascertained. This section is known as the 'Ballot Section' of the Control Unit.

1.3. LEGAL PROVISIONS

- 1.3.1. The provisions of the law which have a bearing on your duties as a Presiding Officer is reproduced in **Annexures 1 and 2**.

1.4. BROAD OUTLINES OF DUTIES

- 1.4.1. While detailed directions and instructions are covered in the various Chapters of this Handbook, some of the salient and important aspects of your duties are given below for your guidance.
- 1.4.2. You should fully acquaint yourself with the latest rules and procedures prescribed for the conduct of poll by EVM with VVPAT.
- 1.4.3. You should familiarize yourself thoroughly with the operation of the EVM with VVPAT

and the functions of various buttons and switches provided therein. (This has been described in details under Para 2 above).

- 1.4.4. You must keep in ready possession all relevant instructions of the Commission.
- 1.4.5. You must not miss any of the training classes, lest you should find yourself groping in the dark for the various important instructions.
- 1.4.6. While collecting election materials, you should ensure that all items have been handed over to you as per the list supplied along with the material. The most important items are (1) EVM with VVPAT, (2) tendered ballot papers, (3) Braille Ballot (4) Register of Voters (Form 17A), (5) marked copy of electoral roll (6) Form 17C and (7) extra copies of the roll, green paper seals, strip seals, special tags, Address Tags, statutory forms, sealing wax and indelible ink, ASD, AIS and CSV list, black envelopes, plastic box.
- 1.4.7. On arrival at the polling station, you should have a clear idea of the arrangements to be made for setting up of the polling station in a proper way especially to secure secrecy of voting, regulation of voters' queue, protection of poll proceedings free from outside interference, etc. On arrival at the dispersal centre you should also ensure whether your polling station has CPF or police arrangement. Also, whether there is Micro-Observer and Digital Camera/Web casting Video Camera deployment at the polling station.
- 1.4.8. Before the commencement of poll, the EVM with VVPAT has to be demonstrated to the polling agents, who are present at the polling station to satisfy them that no vote has already been recorded therein and that the machine is in perfect working condition. For these purposes, a mock poll shall be compulsorily conducted by letting the polling agents record a few votes randomly for each of the contesting candidate and tallying the result thereafter. The Commission's latest guideline stipulates that at least 50 votes will be cast in mock poll and at least one vote will be cast against each candidate.
- 1.4.9. According to the Commission's instructions, if there is no mock poll at a polling station, there shall be no poll at that polling station.
- 1.4.10. After holding the mock poll, the votes recorded at such mock poll must be cleared from the Control Unit of the voting machine so that no data relating to the mock poll remains in the memory of the machine and also paper slips must be taken out from the VVPAT drop box, so that drop box of VVPAT be empty after the mock poll. The Control Unit of the voting machine then must be sealed and secured by fixing the green paper seal(s) and special tag in the space provided thereof and the strip seal. The drop box of VVPAT must also be sealed with an address tag before the actual poll starts. The procedure for this sealing is explained in detail in Chapters 13 and 14.
- 1.4.11. The poll must commence at the hour fixed for such commencement by the Election Commission. Before commencing the poll, the candidates or their agents, who are

present at the polling station and the Polling Officers, should be briefed about the maintenance of secrecy of vote. The provisions of Section 128 of the Representation of the People Act, 1951 should be read out and brought to their notice.

- 1.4.12. At the commencement of poll, you have to read out the declaration aloud to the hearing of all persons present in Polling Station and sign on the declaration and obtain signature of such Polling Agents as are present and willing to affix the same. If any Polling Agent declines to affix his signature the Presiding Officer should record the names of such Polling Agent without declaration and make a declaration in a prescribed form about the demonstration of the voting machine, marked copy of the electoral roll and the Register of Voters and obtain signature of candidates or their polling agents.
- 1.4.13. According to the directions of the Commission all electors who have been issued with Elector Photo Identity Cards (EPICs) should produce those cards to exercise their franchise at all general and bye-elections. In absence of EPIC of the elector, the identity shall be established by means of any of the alternative documents prescribed by the Commission, including the voter's slips issued by the Electoral Registration Officer. Further, if an elector produces an Elector Photo Identity Card which has been issued by the Electoral Registration Officer of another Assembly Constituency, such cards shall also be considered provided the name of that elector finds place in the electoral roll pertaining to the polling station, where the elector has turned up for voting.
- 1.4.14. The identity of an elector should be properly verified by the First Polling Officer with reference to his entry in the electoral roll, the Elector Photo Identity Card, the photograph of the elector on the Photo Electoral Rolls (If the polling station is one, where Photo Electoral Rolls have been supplied) or with reference to any of the other alternative document(s) prescribed by the Election Commission of India. The Election Commission issues directions from time to time prescribing various other documents with reference to which the identity of an elector can be verified. The unofficial identity slip carried by an elector cannot be accepted as a proof of his identity.
- 1.4.15. After an elector is identified with reference to his entry in the electoral roll and with the help of the document(s) prescribed by the Election Commission of India, the left forefinger should be marked with the indelible ink by the Second Polling Officer. (The method of marking the left-hand forefinger has been explained in Chapter 8.)
- 1.4.16. The serial number (and not the name) of the elector as given in the marked copy of the electoral roll should be noted in the Register of Voters (Form 17A).
- 1.4.17. The signature or thumb impression of the elector should be obtained on the Register of Voters (Form 17A) before he is allowed to record his vote. If an elector refuses to put his signature or thumb impression on the Register of Voters, he shall not be permitted to vote and an entry 'Refused to vote' will be made in the 'Remarks' column of the

Register of Voters. You will have to sign below such entry. However, if an elector after his electoral roll number has been duly entered in the Register of Voters in Form 17A and has put his signature or thumb impression thereon as required under sub-rule (1) of rule 49L, decides not to record his vote, a remark to this effect – ‘Refused to vote/ Left without voting’ shall be made against the said entry in Form 17A by you and the signature or thumb impression of the elector shall be obtained against such remark. In such case it shall not be necessary to make any change in the serial number of the elector or of any succeeding elector in column 1 of the Register of Voters (Form 17A). If the “Ballot” button on the Control Unit has already been pressed to release voting on the Balloting Unit by a voter and he refuses to vote, either the Presiding Officer/ third Polling Officer, whoever is in-charge of the Control Unit, should direct the next voter straightaway to proceed to the Voting Compartment to record his vote. As an alternative, the Officer in-charge of the Control Unit should put the ‘Power’ switch in the rear compartment of the Control Unit to ‘OFF’ position, and then again to ‘ON’ position, press the ‘Ballot’ button and direct the next voter to proceed to the Voting Compartment to record his vote.

- 1.4.18. In another eventuality, when the “Ballot” button on the Control Unit has been pressed to release voting on the Balloting Unit and the last voter refuses to vote, the Presiding Officer/third Polling Officer, whoever is in-charge of the Control Unit shall put the ‘Power’ switch in the rear compartment of the Control Unit to ‘OFF’ position and disconnect the VVPAT from the Control Unit. After disconnecting the Balloting Unit and VVPAT 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.
- 1.4.19. After the signature or thumb impression of the elector has been obtained on the Register of Voters and his left-hand forefinger has been marked with the indelible ink, he shall be issued a voter’s Slip (in the prescribed form) showing the serial number at which the entry relating to him has been made in the Register of Voters.
- 1.4.20. The electors shall be allowed to record their votes in the voting machine on the basis of the Voters’ slips strictly in the same order in which they have been entered in the Register of Voters.
- 1.4.21. The elector shall be able to view the printed paper slip showing the serial number, name and the symbol of the candidate to whom he has cast his vote, for 7 seconds through the transparent window of the VVPAT, before such slip gets cut and drops in drop box of the VVPAT.
- 1.4.22. If you consider an elector to be much below the minimum age of voting, i.e., 18 years, but are otherwise satisfied about his identity and the fact of inclusion of his name in the electoral roll, you should obtain a declaration from him about his age, in the form of declaration in **Annexure 7**.

- 1.4.23. It is your foremost duty to go on recording the relevant events as and when they occur in the Presiding Officer's Diary.
- 1.4.24. It may happen sometimes that you may have a suspicion or reason to suspect that the Balloting Unit kept in the screened Voting Compartment is not functioning properly or that an elector who has entered the Voting Compartment is tampering with or otherwise interfering with the Balloting Unit by inserting an object or fixing cello-tape or match stick or chewing gum on the blue button or has remained inside the Voting Compartment for unduly long period. You have a right under rule 49Q to enter the Voting Compartment in such cases and to take such steps as you may consider necessary ensure that the Balloting Unit is not tampered with or interfered with in any way and that the poll progresses smoothly and orderly. However, be careful that, whenever you enter the Voting Compartment, do not enter the compartment alone. You should permit and take one or two or more polling agents present at the polling station to accompany you.
- 1.4.25. If any incident takes place at the polling station and is not reported by you, but reported from any other source, the Commission may take a serious view and initiate action against you.
- 1.4.26. You have to regulate the proceedings in the polling station for peaceful and smooth conduct of poll. You require much tact for this purpose, but at the same time you should be firm and impartial.
- 1.4.27. You have to periodically verify the total number of votes polled till a particular hour by pressing 'Total' button.
- 1.4.28. You must close the poll at the hour fixed for the purpose by the Election Commission, even if the commencement of poll was delayed for any reason. However, all voters present at the polling station at the closing hour of poll shall be allowed to vote even if that means continuing of poll for some more time. It should also be ensured that after the closing hour of poll nobody joins the queue of voters. For this purpose, you should distribute numbered slips, signed by you, to all the voters standing in the queue starting such distribution of slips from the last person standing in the queue. After all electors have cast their votes and no one is left, then the Polling Officer shall put a red line after entry of last sign there giving date and time. Press 'Close' button of the Control Unit after all voters in queue cast their votes.
- 1.4.29. At the close of poll, you are required to prepare an 'Account of Votes Recorded' in Part I of Form 17C and obtain the signature of the polling agents in the column specified for the purpose in that Form. Authenticated copies of such account of votes recorded are required to be given to the polling agent of each candidate present at the polling station. You are also required to make a declaration regarding furnishing of such copies to the candidates' agents in the form prescribed by the Commission.

- 1.4.30. After the close of poll, the voting machine with VVPAT and all election papers should be sealed and secured in the manner prescribed by the Election Commission. Candidates or their agents present at the polling station shall also be allowed to affix their seals, if they so desire, on the voting machine & VVPAT and the election papers in addition to your seals. You should follow carefully the relevant instructions about the sealing and securing of voting machines & VVPAT and election papers so that no mistake is committed.
- 1.4.31. It is your personal responsibility to hand over the duly sealed and secured voting machine & VVPAT and all election papers to the officer responsible for the collection thereof, under proper receipt.
- 1.4.32. Your duties in brief at various stages are given in **Annexure 3** under five different heads for your ready reference and convenience.
- 1.4.33. Check Memo: To ensure that you have fulfilled the various statutory requirements in connection with the election, the Election Commission has drawn up a Check Memo for you, which is given in **Annexure 20**. The said check memo should be properly maintained by you.

2. FORMATION OF POLLING PARTY AND TRAININGS

2.1. POLLING PARTY

- 2.1.1. Typically, Polling team will consist of Presiding Officer and three Polling Officers. One additional Polling Officer will be provided if M2 VVPAT with VVPAT Status Display Unit (VSDU) is provided. While appointing the polling party, your District Election Officer/Returning Officer will also authorize one of the Polling Officers to perform the duties of Presiding Officer in case Presiding Officer is not able to be on duty at the polling station due to some unavoidable reason.
- 2.1.2. For the conduct of poll at simultaneous election, however, the team will consist of Presiding Officer and five Polling Officers.

2.2. POLLING TRAININGS

- 2.2.1. The District Election Officer/Returning Officer will arrange training classes for you and the Polling Officers. You and the Polling Officers should clear all doubts about the duties and responsibilities of the Presiding Officer and Polling Officers.
- 2.2.2. Do not take the training classes/rehearsals lightly. Even if you have worked as Presiding Officer or Polling Officer in some earlier election, where EVM with VVPAT was used, you must attend all the training classes/rehearsals, as during the training classes/rehearsals you may come to know about VVPAT and some new facts/instructions/provisions of law. The election law and procedures are being amended from time to time and it is necessary that you keep yourself abreast about the latest provisions of law, rules, instructions etc. Further, it is always necessary to refresh your memory even if there is no change in the law and procedures. By the last of the training classes you should be thorough in the operation of the EVM with VVPAT, fixing of green paper seal, special tag, strip seal, all sealing procedure and about the various statutory and non-statutory forms used at polling station.

2.3. APPLICATION FOR POSTAL BALLOT PAPER

- 2.3.1. You and your Polling Officers may be electors in the same constituency in which you are posted on duty or in some other constituency. The District Election Officer / Returning Officer will issue the order appointing you as Presiding Officer in duplicate and along with this order the District Election Officer/Returning Officer will send you sufficient number of Forms 12 and 12A to enable you and the Polling Officers to apply for Postal Ballot Papers and Election Duty Certificates. If any one of you is an

elector in the same constituency in which you are appointed for election duties, you can apply for an Election Duty Certificate in Form 12A to the Returning Officer. For an official, who is an elector from a constituency other than the one where one is posted on election duty, he will have to apply for a postal ballot paper in Form 12. Arrangements in this regard will be made in the training sessions. It may be noted that once a postal ballot is issued to you, you can vote only through postal ballot, even if you are not actually deployed for election duty for any reason.

- 2.3.2. During the training classes, a copy each of the electoral rolls for all the assembly constituencies in the district will be made available by the District Election Officer for inspection at the centre(s), so that you can note down your particulars regarding electoral roll numbers, which you will have to furnish in your applications for Postal Ballot Paper.

3. COLLECTIONS OF VOTING MACHINE AND POLLING MATERIALS

3.1. POLLING MATERIALS

- 3.1.1. On the day previous to the day of poll or on the day of departure for the polling station, you will be supplied with all the election material, a list of which is set out in **Annexure 19**. Before leaving for your polling station, make sure that you have received all the items.

3.2. CHECKING OF EVM AND VVPAT

- 3.2.1. Check that the Control Unit (CU), the Balloting Unit (BU) and VVPAT 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.
- 3.2.2. Check that the 'Candidate Set Section' of Control Unit is duly sealed and the address tag is firmly attached thereto.
- 3.2.3. Check that the battery installed in the Control Unit (CU) is fully operational. This may be checked by setting the Power Switch provided in the rear compartment to 'ON' position. **After the said checking, the power switch must be set to 'OFF' position.**
- 3.2.4. Check that Polling party is instructed **NOT TO TEST VVPAT** at the time of dispersal and before mock poll at polling station under any circumstance, as VVPAT issued to them are already checked & tested. (51/8/VVPAT/2017-EMS dated 16th October, 2017)
- 3.2.5. Check that you have been supplied with the requisite number of Balloting Units (BUs) and the ballot papers are duly fixed under the Ballot Paper Screen in each of them. The number of Balloting Units to be supplied to you will depend upon the number of contesting candidates in your constituency.
- 3.2.6. **Check the Slide Switch position in M2 EVM's Balloting Unit:** If the number of contesting candidates is between 3 and 16 (including NOTA), only one Balloting Unit will be supplied and the slide switch seen through the window at the right-side top of the Balloting Unit will have been set by the Returning Officer at position '1'. If the number of contesting candidates is between 17 and 32 (including NOTA), you will be supplied with two Balloting Units. On the first Balloting 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 Balloting Unit will display the second sheet of the ballot paper containing the names of contesting candidates from 17 onwards (and up to 32 including NOTA) and the slide switch in that unit will be set to the position `2'. Likewise, three Balloting Units will be supplied if the number of contesting candidates is between 33 and 48 (including NOTA) and there will be four such units if the number of candidates exceeds 47 and is up to 64 (including NOTA). In the third Balloting Unit, the ballot paper will contain the names of candidates from Sl. Nos. 33 onwards (up to 48 including NOTA) and its slide switch will be set to the position `3'. The fourth Balloting Unit will display on the ballot paper fixed therein the names of candidates from serial No. 49 onwards (up to 64 including NOTA) and its slide switch will show the position `4'. 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 Balloting Unit.

- 3.2.7. **Check the Thumbwheel switch setting in M3 EVM's Balloting Unit:** The thumbwheel switch window is on the top right side of the Balloting Unit and it consists of two thumbwheels. The right thumbwheel inside the Balloting Unit can be operated to reveal through the window, the number '0', '1', '2', '3' up to '9'. The left thumbwheel can be operated to reveal through the window, the number '0', '1' and '2' only. When only one Balloting Unit is to be used, the right thumbwheel is operated to show the number '1' and the left thumbwheel is operated to show the number '0'. When second Balloting Unit is to be used, the right thumbwheel is operated to show the number '2' and the left thumbwheel is operated to show the number '0'. When twenty-four Balloting Units are to be used, the right thumbwheel is operated to show the number '4' and the left thumbwheel is operated to show the number '2'. If the number of contesting candidates is between 3 and 16(including NOTA), only one Balloting Unit will be supplied and the thumbwheels seen through the window at the right-side top of the Balloting Unit will have been set by the Returning Officer at position '01'. If the number of contesting candidates is between 16 and 32 including NOTA, you will be supplied with two Balloting Units. On the first Balloting Unit in which the above mentioned thumbwheels will be set to position `01' the ballot paper will contain the names of the candidates at Sl. Nos., 1 to 16 in the list of contesting candidates. The second Balloting Unit will display the second sheet of the ballot paper containing the names of contesting candidates from 17 onwards (and up to 32 including NOTA) and the thumbwheels in that unit will be set to the position `02'. Likewise, three Balloting Units will be supplied if the number of contesting candidates is between 33 and 48 including NOTA. In the third Balloting Unit, the ballot paper will contain the names of candidates from Sl. Nos. 33 onwards (up to 48 including NOTA) and its thumbwheels will be set to the position `03'. There will be four Balloting Units, if the number of candidates exceeds 47 and is up to 64 (including NOTA). The fourth Balloting Unit will display on the ballot paper fixed therein the names of candidates from serial No. 49 onwards (up to 64 including NOTA) and its thumbwheels will show the position `04'.

If there are will five Balloting Units, the fifth Balloting Unit will display on the ballot paper fixed therein the names of candidates from serial No. 65 onwards (up to 80 including NOTA) and its thumbwheels will show the position `05'. In this way, when using 24 BUs, the twenty-fourth BU will display on the ballot paper fixed therein the names of candidates from serial No. 368 onwards (up to 384 including NOTA) and its thumbwheels will show the position `24'. Note that in M3 EVM, 24 Balloting Units can be connected to Control Unit.

- 3.2.8. If you find any discrepancy in the fixing of the Slide switch or thumbwheels 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/Thumbwheels switch.
- 3.2.9. It must also be ensured that the ballot papers as fixed on the Balloting Units are properly aligned and that the name and symbol of each candidate is in line with his corresponding lamp and button and the thick lines dividing the panels of the candidates on the ballot paper are in line with the corresponding grooves on the Balloting Unit.
- 3.2.10. Check that the candidates' blue buttons which have been unmasked and are visible on the Balloting Units are equal to the number of contesting candidates, and that the remaining buttons, if any, have been masked.
- 3.2.11. Check that each of the Balloting Unit is duly sealed and secured at two places, i.e. at right top and right bottom portions, with the seals of the Returning Officer, and that the address tags are firmly attached thereto.

3.3. CHECKING OF POLLING MATERIALS

- 3.3.1. Check that two big phials of 10 cc of indelible ink with brush have been provided in the kit and there is sufficient quantity of ink in each of the two phials supplied to you since now the ink has to be put on the left-hand forefinger as a line from the top of the nail to the bottom of first joint of the finger and that the stamp pads are not dry.
- 3.3.2. Check that all the three copies (in the case of simultaneous poll five copies) of the relevant part of the electoral roll are complete and identical in every respect and, in particular, that-
- 3.3.3. The relevant part given to you pertains to the area for which the polling station has been set up and that it is complete in all respects along with the supplements, in every copy;
- 3.3.4. All deletions of names and corrections of clerical or other errors as per the supplement have been duly incorporated in all the copies;
- 3.3.5. All the pages in each working copy of the roll have been serially numbered from No.1

onwards.

- 3.3.6. The printed serial numbers of the voters are not corrected with ink or otherwise and no new numbers are substituted for them;
- 3.3.7. The marked copy of the electoral roll (copy of the electoral roll to be used for 'marking' the names of electors, who are allowed to vote) does not contain any remarks other than those used for issuing postal ballot papers (such as 'PB' 'EDC'). The deletions appearing in the supplements, if any, to the roll would be reflected in the reprinted mother roll with the word "D E L E T E D" superimposed on the concerned elector detail box.
- 3.3.8. The electoral roll is duly signed by one of the AEROs and one more official.
- 3.3.9. A certificate signed in ink by the RO/ARO has been attached on the top of one copy of the roll to be used as marked copy.
- 3.3.10. Check that along with the marked copy of the electoral roll the list of absentees, shifted voters, if any, have been given to you to facilitate the working at the polling station to identify the electors.
- 3.3.11. Check that the tendered ballot papers supplied to you are for the same constituency in which the polling station assigned to you is situated and that they are not defective in any respect. You should also check that their serial numbers tally with the details supplied to you.
- 3.3.12. 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.
- 3.3.13. Also check that photocopies of specimen signatures of the contesting candidates and their election agents are also given to you. This will help you in verifying genuineness of the signature of the candidate/his election agent in the appointment letter of polling agent(s) at the polling station.

4. PHOTO ELECTORAL ROLLS

4.1. PHOTO ELECTORAL ROLLS

- 4.1.1. Photo Electoral Rolls (PER) are available in all States and Union Territories now. This has been done with a view to prevent impersonation on the day of poll.
- 4.1.2. The Photo Electoral Roll contains the photographs of the electors in addition to all the information incorporated in the existing rolls. This simplifies the process of verification of elector's identity at the polling station on the poll day.
- 4.1.3. As per the directions of the Commission the EPIC is used for identification of electors at the polling stations. However, in the absence of the EPIC, the identity shall be established by means of any of the alternative document including Photo Voter Slip prescribed by the Commission. Separate order for this purpose will be issued by the Commission for each election.
- 4.1.4. In so far as the production of EPIC for verification of the elector's identity is concerned, it may be clarified that if an elector produces an Elector Photo Identity Card, which has been issued by the Electoral Registration Officer of another assembly constituency, such card shall also be considered provided the name of that elector finds place in the electoral roll pertaining to the polling station where the elector has turned up for voting. But in such cases, it should be ensured that the elector does not vote at more than one place by thoroughly checking the left-hand forefinger of the elector to see that there is no indelible ink mark thereon, and by applying the indelible ink on the left forefinger properly while allowing him to vote.
- 4.1.5. The Election Commission has directed that identification of overseas electors at the time of casting of votes at polling station shall be done only on the basis of original passports produced by them.

5. INTRODUCTION TO EVM AND VVPAT

5.1. INTRODUCTION TO EVM



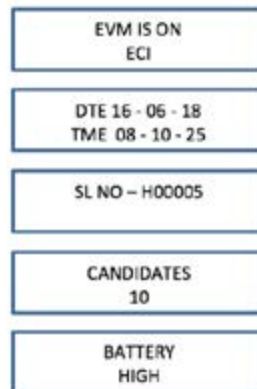
- 5.1.1. An EVM consists of two units, namely, Control Unit (CU) and Balloting Unit (BU) with a cable (5 meter long) for connecting the both. A Balloting Unit caters up to 16 candidates (including NOTA).
- 5.1.2. **M2 EVM:** Post 2006 EVMs are called as M2 EVM. In M2 EVM, 4 (Four) Balloting Units can be cascaded together to accommodate up to a maximum of 64 candidates (including NOTA), which can be used with one Control Unit.
- 5.1.3. **M3 EVM:** Post 2013 EVMs are called as M3 EVM. In M3 EVM, 24 (Twenty-Four) Balloting Units can be cascaded together to accommodate up to a maximum of 384 candidates (including NOTA). Provision for insertion of Battery in 5th, 9th, 13th, 17th and 21st Balloting Unit, if more than four BUs are used. There are two thumbwheels on the top right side of BUs to set the BU number from 01 to 24. Display panel displays the data on two rows each having 12 characters. In M3 EVM, the candidate set section has been separated from Battery section and have a separate outer door, which opens from right to left.
- 5.1.4. The appearance and features of EVM manufactured by both BEL, Bangalore and ECIL, Hyderabad are more or less the same. Numeric in Braille signage (1 to 16) has been provided on the Balloting Unit (BU) top cover on the right of the blue button for each contesting candidate for the convenience of the visually challenged (blind) persons.
- 5.1.5. Top cover of the Result section has an elliptical aperture covered by a flap on the left-hand side under which the 'Close' button is located. The door of the inner compartment has two elliptical apertures through which two yellow coloured buttons marked 'Result' and 'Print' are seen; i.e. the inner door of Control Unit of M2 EVM can be opened by inserting the thumb and a finger through the two apertures above

the 'Result' and 'Print' buttons and then pressing the inner latches simultaneously slightly inwards, in no case this inner door should be forced open without releasing the latches in the manner described above, to avoid any damage to this most vital compartment. In case of M3 EVM, it can be opened from outside.

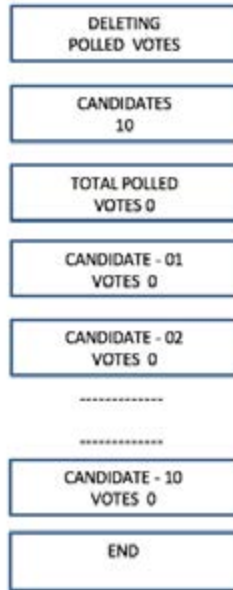
5.2. M2 EVM DISPLAYS

- 5.2.1. M2 EVM Display panel displays the data on two rows each having 12 characters. Various types of display which appear on M2 EVM display panel and their meanings are as below:
- 5.2.2. "LINK ERROR-1" indicates 'LINK ERROR' of first BU, i.e., interconnecting cable is missing, snapped or when only one Balloting Unit is used, 'Slide Switch' in that unit has not been set to position 1 or when more than one Balloting Units are used, those units have not been linked in the proper order.
- 5.2.3. "PRESS ERROR-1" Indicates any of the candidates' button in the first Balloting Unit is kept pressed or jammed.
- 5.2.4. "ERROR" Indicates the Control Unit is not fit for use.
- 5.2.5. "INVALID" Indicates a button on the Control Unit has been pressed out of sequence.
- 5.2.6. "CU ERROR" Indicates the Control Unit is to be changed.
- 5.2.7. "BU-1 ERROR" Indicates the Balloting Unit-1 is to be changed.
- 5.2.8. "CLOCK ERROR" Indicates the malfunction of Real Time Clock (RTC).
- 5.2.9. "END" Indicates the end of display sequence after pressing of 'Clear' or 'Result' button.
- 5.2.10. "FULL" Indicates that the maximum number of votes (2000) for which the machine is designed, have been polled. The machine is designed to store 2000 votes in the memory.
- 5.2.11. "CANDIDATES 64" Indicates that the machine is set for 64 candidates(including NOTA).The candidates can vary from 03 to 64 (including NOTA).
- 5.2.12. "TOTAL POLLED VOTES 1150" Indicates that total number of votes polled is 1150.
- 5.2.13. "CANDIDATE-05 VOTES 512" Indicates that the candidate No. 5 has polled 512 votes.
- 5.2.14. "-----" Indicates that power pack is weak.
- 5.2.15. "CHANGE BATTERY" Indicates for change of power pack as battery status reached for replacement.
- 5.2.16. "BATTERY HIGH" Indicates that the capacity of the battery is high.

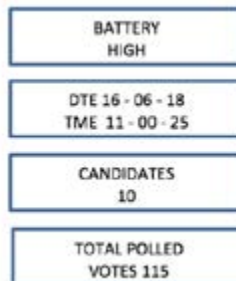
- 5.2.17. "BATTERY MEDIUM" Indicates that the capacity of the battery is Medium.
- 5.2.18. "BATTERY LOW" Indicates that the capacity of the battery is Low.
- 5.2.19. "DTE 16-07-2018 TME 09-10-25" Indicates the Date and Time.
- 5.2.20. "SL NO – H00005" Indicates the internal serial number of the Control Unit mentioned on the back side of CU.
- 5.2.21. "COMPUTING RESULT" Indicates that the RESULT is getting computed.
- 5.2.22. "PST 07-00-00 PET 18-50-10" Indicates the Poll Starting Time (PST) and Poll End Time (PET).
- 5.2.23. "POLL RESULT PDT 16-07-18" Indicates the Result and Date of the Poll.
- 5.2.24. "PRINTING" Indicates the printing is under progress.
- 5.2.25. "DELETING POLLED VOTES" Indicates the deleting of the Polled vote from CU.
- 5.2.26. When the power switch of the Control Unit is pushed upwards in 'ON' position, it will give a beep sound and the 'ON' lamp on the Display section of the Control Unit will glow GREEN and the following display will appear turn by turn of the display panel.



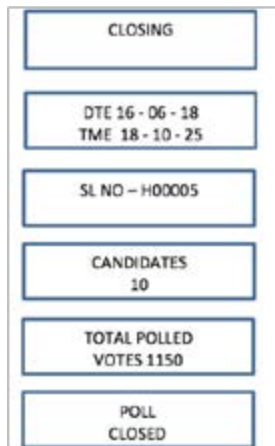
- 5.2.27. When all counts are set to '0' by pressing the 'Clear' button, the Display Panel will start displaying the following information sequentially.



5.2.28. When the 'TOTAL' button is pressed to obtain the hourly/periodically total votes polled, the following displays will appear on the Display Panel:



5.2.29. When the 'CLOSE' button is pressed for closing the EVM, after the hour fixed for the close of the poll and the last voter has recorded his/her vote, the following display will appear on the Display Panel:

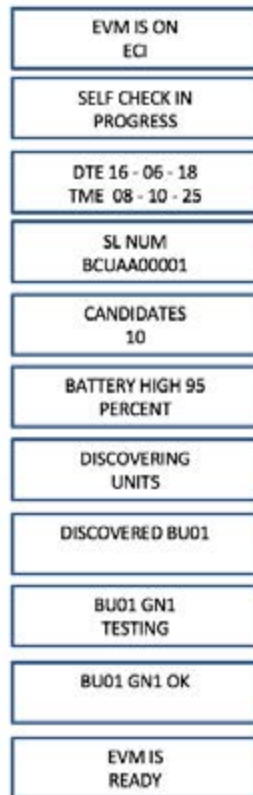


5.3. M3 EVM DISPLAYS

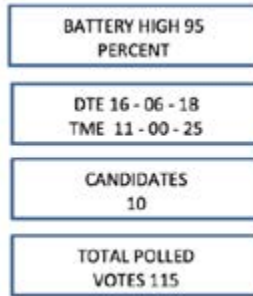
- 5.3.1. Various types of display which appear on M3 EVM display panel and their meanings are as below:
- 5.3.2. "POWER ON LED NOT OK" Indicates CU POWER ON LED self-diagnostics is not ok.
- 5.3.3. "BUZZER NOT OK" indicates that CU BUZZER self-diagnostics is not OK.
- 5.3.4. "BUSY LED NOT OK" Indicates that CU BUSY LED self-diagnostics is not OK.
- 5.3.5. "DIGIT 02 NOT OK" Indicates the Control Unit display self-diagnostics is not OK.
- 5.3.6. "CHANGE BATTERY" Indicates CU battery is not within the threshold set.
- 5.3.7. "BU01 KEY06 NOT OK" Indicates BU 1 Candidate key 6 is not ok.
- 5.3.8. "BU01 READY LED NOT OK" Indicates that BU 1 READY LED is not OK.
- 5.3.9. "BU05 WITHOUT BATTERY" Indicates BU 05 has no battery. If 5th, 9th, 13th, 17th, 21st BU is without battery, above display will appear on Display Panel.
- 5.3.10. "BU05 CHANGE BATTERY" Indicates if BU05battery is not ok.
- 5.3.11. "SELF CHECK IN PROGRESS" Indicates CU self-check status. It will display before self-diagnostics and after completion of self-diagnostics.
- 5.3.12. "DTE 16-07-18 TME 09-10-25" Indicates the current date in DD-MM-YY and time in HH-MM-SS format.
- 5.3.13. "SL NUM BCUAA00001" Indicates the internal serial number of the Control Unit mentioned on the back side of CU.
- 5.3.14. "CANDIDATES 10" Indicates that the machine is set for 10 candidates. The candidates can vary from 03to 384 (including NOTA).
- 5.3.15. "BATTERY HIGH 95 PERCENT" Indicates the status of the Battery 'HIGH' depending on the battery current consumption.
- 5.3.16. "BATTERY MEDIUM 73 PERCENT" Indicates the status of the Battery is 'MEDIUM'.
- 5.3.17. "BATTERY LOW 45 PERCENT" Indicates the status of the Battery is 'LOW'.
- 5.3.18. "BATTERY MARG 26 PERCENT" Indicates the status of the Battery is 'MARGINAL'.
- 5.3.19. "CHANGE BATTERY" Indicates the status of Battery is below Marginal.
- 5.3.20. "DISCOVERING UNITS" Indicates that units connected are discovering.
- 5.3.21. "DISCOVERED BU 01" Indicates after discovering units. If one BU is connected, the above display will appear on Display Panel.

- 5.3.22. "DISCOVERED BU01 BU02" Indicates after discovering connected units. If two BUs are connected, the above display will appear on Display Panel.
- 5.3.23. "BU01 GN1 TESTING" indicates CU is authenticating with the BU.
- 5.3.24. "BU01 GN1 OK" indicates CU authenticated the BU.
- 5.3.25. "BU01 GN1 NOT OK" indicates authentication of the BU 01 failed (message BLINK on when any key press on CU).
- 5.3.26. "BU01 NOT RESPONDING" indicates when communication time out occurs during communication with the BU or BU position (thumbwheel switch) not set properly.
- 5.3.27. "BU NOT CONNECTED" indicates that CU not detected BU when CU is in CLEAR state or BALLOT state.
- 5.3.28. "NO UNITS CONNECTED" indicates that no units are connected with CU.
- 5.3.29. When CU is in Clear state or Ballot state, if the number of BUs connected are not matching with the number of candidates set, the CU display the following messages "INCORRECT NUMBER OF BU" and "PRESS BALLOT KEY".
- 5.3.30. If user presses the BALLOT key or when the correct number of BUs are connected, CU displays "EVM IS READY".
- 5.3.31. If a key is stuck on the BU, then this message will display "PRESSED ERROR BU01".
- 5.3.32. If the number of candidates configured is 5 and number of BUs connected is two, then the CU flashes the message "DISCONNECT BU02".
- 5.3.33. If the number of candidates configured is 26 and number of BUs connected is 1, then the CU flashes the message "BU02 NOT CONNECTED".
- 5.3.34. After the result operation, if PRINT key or BALLOT key is pressed without connecting the PADU, the CU will display the message "PADU NOT CONNECTED".
- 5.3.35. "INVALID" Indicates a button on the Control Unit has been pressed out of sequence.
- 5.3.36. "FULL" Indicates that the maximum number of votes (2000) for which the machine is designed has been polled.
- 5.3.37. "PRINTING" Indicates the Print operation is under progress.
- 5.3.38. "CLOCK ERROR" Indicates that the RTC time and date is not OK.
- 5.3.39. "INOPERATIVE" Indicates that the Control Unit cannot be further used.
- 5.3.40. "ELECTION EXCEEDED" Indicates that date has changed since the first vote recorded in the EVM(when time crosses midnight 12 PM).

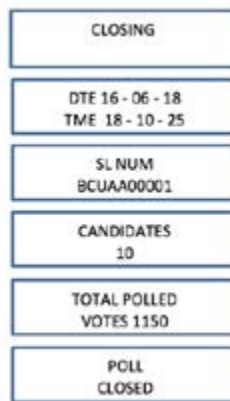
- 5.3.41. "TOTAL POLLED VOTES 50" Indicates that total number of votes polled is 50.
- 5.3.42. "CANDIDATE 05 VOTES 512" Indicates that the candidate No. 5 has polled 512 votes.
- 5.3.43. On pressing the RESULT key if any one of the slave unit is not connected the message displayed is "CONNECT ANY SLVE UNIT".
- 5.3.44. "COMPUTING RESULT" Indicates that the RESULT is getting computed.
- 5.3.45. "PTE 07-13-59 PET 18-30-52" Indicates the Poll Starting Time and Poll End Time.
- 5.3.46. "POLL RESULT PDT 16-06-18" Indicates the Result and Date of the Poll.
- 5.3.47. "DELETING POLLED VOTES" indicating the deleting of the Polled vote from CU.
- 5.3.48. When the power switch of the Control Unit is pushed upwards in 'ON' position, it will give a beep sound and the 'ON' lamp on the Display section of the Control Unit will glow GREEN and the following display will appear turn by turn of the display panel.



- 5.3.49. When the 'TOTAL' button is pressed to obtain the hourly/periodically total votes polled, the following displays will appear on the Display Panel:



5.3.50. When the 'CLOSE' button is pressed for closing the EVM, after the hour fixed for the close of the poll and the last voter has recorded his/her vote, the following display will appear on the Display Panel:



5.4. INTRODUCTION TO VVPAT

- 5.4.1. Voter Verifiable Paper Audit Trail (VVPAT) is an independent printer system attached with the Electronic Voting Machines (EVM) that allows the voters to verify that their votes are cast as intended. When a vote is cast by pressing the button on Balloting Unit (BU), a ballot slip is printed by the VVPAT printer containing the serial number, name and symbol of the candidate and remains exposed through a transparent window for 7 seconds. Thereafter, this printed slip automatically gets cut and falls in sealed drop box of the VVPAT.
- 5.4.2. There are two types of VVPAT - VVPAT with VVPAT Status Display Unit (VSDU) used with M2 EVM and VVPAT without VVPAT Status Display Unit (VSDU) used with M3 EVM. The errors related to VVPAT without VSDU (**known as M3 VVPAT**) display on Control Unit (CU) of M3 EVM.
- 5.4.3. VVPAT runs on a power pack (Battery) of 22.5 volts. Control Unit and VSDU (in M2 VVPAT) are kept with the **Presiding Officer/Polling Officer** and Balloting Unit and VVPAT are kept in the Voting Compartment.



5.4.4. The M2 VVPAT system with carrying case consists of following list of items:

5.4.4.1. VVPAT unit with connecting cable to CU

5.4.4.2. VSDU with connecting cable

5.4.4.3. Battery Pack (The battery is placed inside the battery compartment within the VVPAT unit by Returning Officer)

5.4.4.4. Paper Roll (The paper roll is loaded in the paper roll compartment within the VVPAT unit by Returning Officer)

5.4.5. **VSDU:** VSDU is a separate unit that indicates the error messages to the Presiding Officer/Polling Officer in case of M2 VVPAT errors. It provides a 5-meter cable with a 9-pin D connector at one end for connection to the M2 VVPAT unit. This cable is connected to the “**VSDU INTERFACE**” provided in the back side of M2 VVPAT unit in the connector compartment. The VSDU provides an LED display to indicate the VVPAT status and error messages in the form of error codes and corresponding textual messages along with corrective actions to be taken. The picture of VSDU is given below:



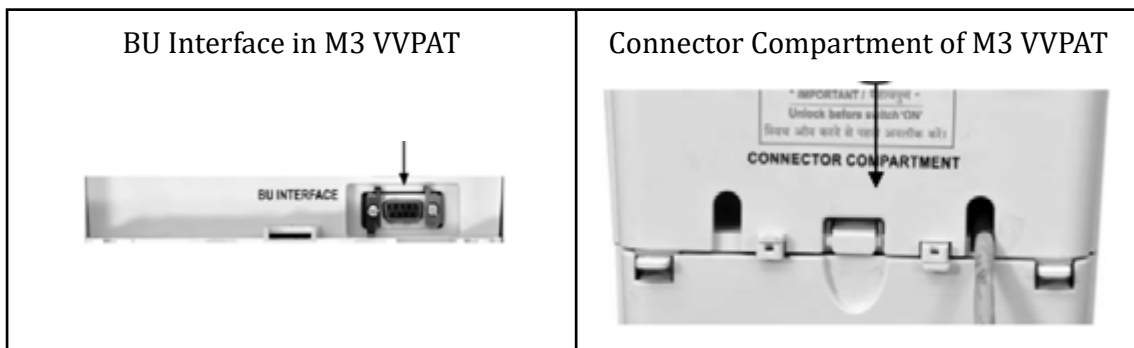
5.4.6. **M2 VVPAT connection:** Connect cable from VSDU to VSDU interface with Green and

Blue latches inside connector compartment of M2 VVPAT. Connect cable from BU to BU interface with Red and Black latches inside connector compartment of M2 VVPATs in Figure below:



The permanent cable connected with M2 VVPAT is to be connected to Control Unit (CU) of M2 EVM.

- 5.4.7. The paper roll lock at the backside of M2 VVPAT is used to lock paper roll during transit. The paper roll should be unlocked before use of M2 VVPAT.
- 5.4.8. The paper roll knob can be set in unlock position by turning knob in anti-clockwise direction from lock position to unlock position. The paper roll has to be unlocked before the use of M2 VVPAT.
- 5.4.9. **M3 VVPAT:** The M3 VVPAT system with carrying case consists of following list of items:
 - 5.4.9.1. M3 VVPAT unit with connecting cable to CU
 - 5.4.9.2. Battery Pack (The battery is already placed inside the battery compartment within the VVPAT unit by Returning Officer)
 - 5.4.9.3. Paper Roll (The paper roll is already loaded in the paper roll compartment within the VVPAT unit by Returning Officer)
 - 5.4.10. **M3 VVPAT connection:** Connect permanent cable from first Balloting Unit to BU interface with Red and Black latches inside connector compartment of M3 VVPAT as in Figure below:



- 5.4.11. The permanent cable connected with M3 VVPAT is to be connected to Control Unit (CU) of M3 EVM as shown below:



- 5.4.12. The paper roll lock in the backside of M3 VVPAT is used to lock paper roll during transit. When the paper roll is locked, the M3 VVPAT is in OFF state. The paper roll should be unlocked to switch ON the M3 VVPAT. Note that the paper roll lock is used for locking the paper roll during transit after sealing of VVPAT. Do not use it as an ON/OFF switch and the CU has to be switched ON and switched OFF to switch ON & OFF the VVPAT.
- 5.4.13. The paper roll knob can be set in unlock position by turning knob in anti-clockwise direction from lock position to unlock position. The paper roll has to be unlocked before the use of M3 VVPAT. For this, the paper roll lock knob has to be in the unlock position as shown below:



- 5.4.14. The Presiding Officer should ensure that the M3 VVPAT should be in ON condition by checking the Power-ON LED on VVPAT (when CU is ON).

6. SET UP OF POLLING STATIONS

6.1. ARRIVAL AT THE POLLING STATION

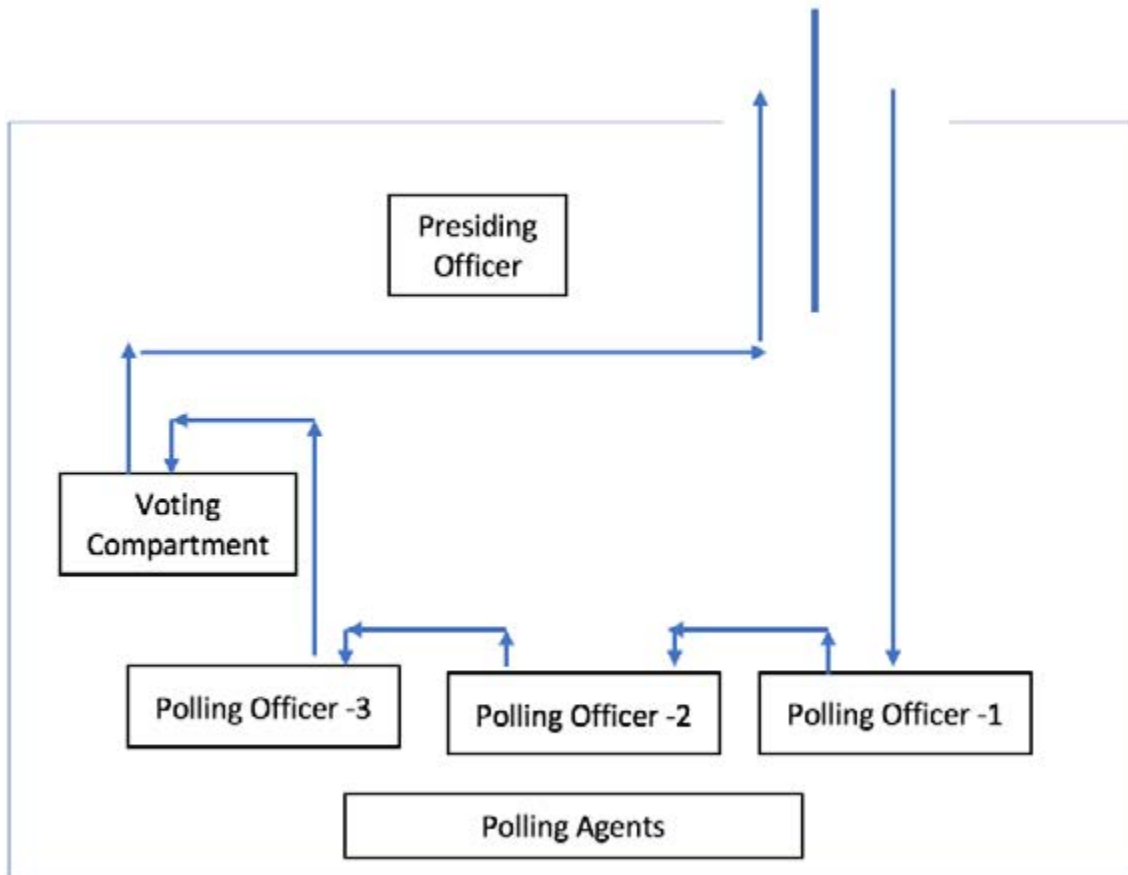
- 6.1.1. You should be at the polling station with your party as per instructions of RO or the Sector Officers. In case you are not in a position to reach the polling station on the poll day in time as mentioned above, you can reach the polling station on the day previous to the day of poll and sleep at the polling station itself. In such case beware that you do not open the Electronic Voting Machine and VVPAT. Further you should not accept the hospitality of the local people. In any case follow the instruction of the District Election Officer/Returning Officer in this regard strictly.

6.2. ABSENCE OF POLLING OFFICER

- 6.2.1. Due to some unforeseen circumstances, if any Polling Officer appointed for your polling station is absent or not able to perform his/her duty, the Presiding Officer is empowered to appoint any person who is present at the polling station, to be the Polling Officer to take his place and inform the District Election Officer accordingly. But such person should not be a person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election.

6.3. SET UP OF POLLING STATION FOR SINGLE ELECTION

- 6.3.1. On your arrival at the place where the polling station is to be set up, inspect the building proposed for the purpose and plan the set up. If the polling station has already been set up, inspect the polling station itself. (Diagram of Model Polling Station Showing the layout when the polling party consist of 3 Polling Officers at a single election, is given below) It is open to you to make minor modifications in the actual set up of the polling station, if considered necessary; but make sure that
- 6.3.1.1. There is enough space for the voters to wait outside the polling station;
 - 6.3.1.2. There is separate waiting space for men and women as far as practicable;
 - 6.3.1.3. There is separate entrance and exit for voters;
 - 6.3.1.4. Even if there is only one door to the room housing the polling station, separate entrance and exit can be provided with the help of bamboos and ropes in the middle of the doorway.



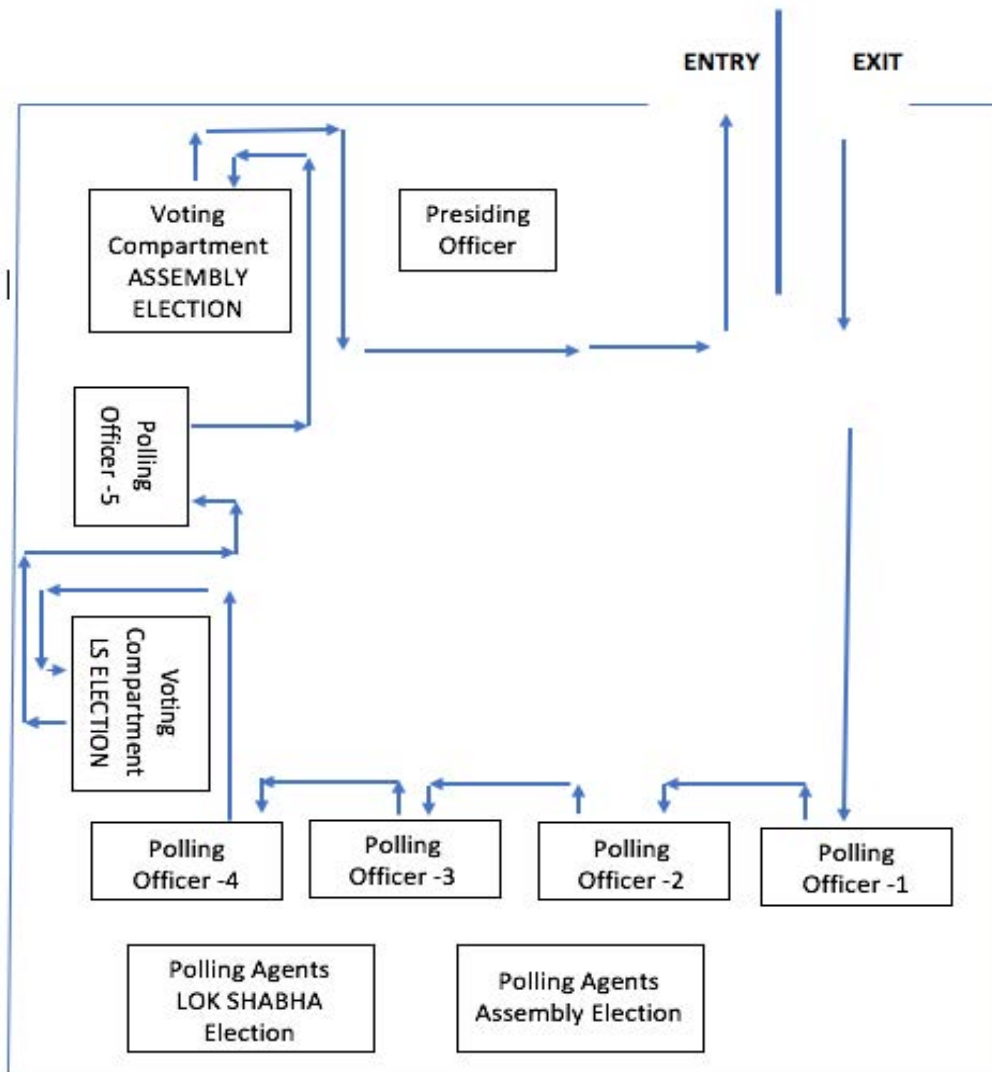
- 6.3.2. Make sure that High voltage incandescent bulbs/tube-light should not be placed over or in front of Voting Compartment (as VVPAT may go into error mode in excess light). Voting Compartment should be placed in such a way that
 - 6.3.2.1. sufficient light is available inside the Voting Compartment,
 - 6.3.2.2. no direct lighting is placed over or in front of the Voting Compartment,
 - 6.3.2.3. secrecy of voting is not violated and
 - 6.3.2.4. Voting Compartment is not placed near the window/door.
- 6.3.3. There should be easy flow of voters from the time they enter the polling station till the time they leave it and there is no crisscross movement within the polling station;
- 6.3.4. The polling agents should be seated in such a way that they can see the face of an elector as and when he enters the polling station and is identified by the first Polling Officer so that they can challenge the identity of the elector, if need be. They should also be able to see the entire operation at the Presiding Officer's table/the table of third Polling Officer, where the Control Unit is kept and also see the movement of the elector from the Presiding Officer's table/the table of third Polling Officer, as the

case may be, to the Voting Compartment and his exit from the polling station after recording his vote. But they should not in any event be seated in a place where they have the chance of seeing the Balloting Unit and the voter actually recording his vote by pressing particular button;

- 6.3.5. The seating arrangement of all the Polling Officers should also be such that they are not in a position to see the voter actually recording his vote by pressing particular button;
- 6.3.6. The Voting Compartment should be located at a sufficient distance from the table where the Control Unit shall be kept. The interconnecting cable between the VVPAT and the Control Unit has a length of approximately five meters. Therefore, the Voting Compartment should be reasonably distanced. Also, the cable should be so routed that it does not obstruct the movement of voters inside the polling station and they do not tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table. While placing the Balloting Unit(s) and VVPAT in the Voting Compartment, it must be ensured without fail that secrecy of voting is not violated. VVPAT should be placed to the left side of the 1st Balloting Unit.
- 6.3.7. It must be ensured that the Voting Compartment has been made of corrugated plastic sheet (flex-board) of steel grey colour (which is opaque and reusable). The Voting Compartment has three folds and each fold is of the dimension 24"X24"X30" (Length X Width X Height) if one Balloting Unit is used. If more than one BU is used in Poll, the Width of the Voting Compartment may be increased 12" for each additional Balloting Unit. It must be placed away from the window/door.

6.4. SET UP OF POLLING STATIONS FOR SIMULTANEOUS ELECTION

- 6.4.1. A layout plan of the polling station where TWO sets of EVM and VVPAT are to be used for simultaneous poll (i.e. for Lok Sabha and Vidhan Sabha elections together) is given below. In the layout, only one door for entry and exit of voters has been shown. However, if the room where the polling station has been set up has two doors, the entry and exit may be arranged from different doors.



- 6.4.2. There shall be TWO separate Voting Compartments – one for keeping the BU(s) and VVPAT of the Lok Sabha election and the other to keep the BU(s) and VVPAT of the Vidhan Sabha election. A Notice with bold letters on each of the “Voting Compartments” with the words ‘VOTING COMPARTMENT – LOK SABHA ELECTION’ and “VOTING COMPARTMENT – VIDHAN SABHA ELECTION’ shall be pasted on each of the Voting Compartments.
- 6.4.3. Voters have to vote in secrecy and for this purpose, the BU(s) and VVPATs are required to be kept in Voting Compartments. Voting Compartment has three sides covered. The BU and VVPAT is to be placed inside the Voting Compartment on a table in such a way that voters do not have any difficulty in recording their votes. The Voting Compartment should be located at sufficient distance from the table where the CU shall be kept and operated. The interconnecting cable between the VVPAT and the CU should be so routed that it does not obstruct the movement of voters inside the polling station and

they do not tread or trip over it, but the entire length of the cable should be visible and under no circumstance be concealed under the cloth or under the table. It has to come out from the back portion of the Voting Compartment through an aperture cut out at the bottom of the back portion of the Voting Compartment. However, this aperture in the Voting Compartment should also not be so wide as to violate the secrecy of voting. While placing the BU(s) and VVPAT in the Voting Compartment, it must be ensured without fail that secrecy of voting is not violated. For this purpose, it must be ensured that it is not near the window or the door of the polling station. VVPAT should be placed to the left side of the 1st Balloting Unit. It must be ensured that the Voting Compartment has been made of corrugated plastic sheet (flex-board) of steel grey colour (which is opaque and reusable). The Voting Compartment has three folds and each fold is of the dimension 24"X24"X30" (Length X Width X Height) if one Balloting Unit is used. If more than one BU is used in Poll, the Width of the Voting Compartment may be increased 12" for each additional Balloting Unit. It should be placed away from the window/door but there should be enough light to enable voters to read the ballot on BU(s). It should be ensured that VVPAT is not placed under direct light.

6.5. OTHER PRECAUTIONS

- 6.5.1. If sufficiently large number of 'pardanashin' (burqa-clad) women electors are assigned to your polling station, you should make special arrangements for their identification and application of indelible ink on the left forefinger by a lady Polling Officer in a separate enclosure having due regard to privacy, dignity and decency. For such special enclosure you may use locally available but absolutely inexpensive devices and using local ingenuity, such as use of charpoys or cloth such as bed spreads.
- 6.5.2. If more than one polling station is located in the same building, you should satisfy yourself that necessary arrangements are made for segregating the voters and making them wait in different parts of the space in front of each polling station without causing confusion.
- 6.5.3. If the polling station is located in a private building/private institution, the building and the area around it up to a radius of one hundred meters should be under your control. No person (chowkidar/guard or anybody else) connected with the owner, whether armed or unarmed, should be allowed to remain either at the polling station or within a radius of two hundred meters around it. The security arrangements at the polling station and within the above area will be entirely the responsibility of the police under your control.
- 6.5.4. No photos of leaders or symbols of any political party or slogans having a bearing on elections should be exhibited and if they are already there, you should take steps to remove them and keep them away, till the poll is over.
- 6.5.5. No cooking or lighting of fire for any purpose should be allowed inside the polling

station during the day of the poll.

6.6. DISPLAY OF NOTICE

- 6.6.1. Display prominently outside each polling station-
 - 6.6.1.1. A notice specifying the polling area and the particulars of electors to be served by the polling station; and
 - 6.6.1.2. A copy of the list of contesting candidates in Form 7A.
- 6.6.2. The language of the notice should be the same as for the list of contesting candidates and the order of the names should also be the same as in the list of contesting candidate.
- 6.6.3. Voter Facilitation Posters should be displayed on the outside wall, near the entrance of each polling station.

6.7. VOTING PROCEDURE FOR SIMULTANEOUS ELECTIONS

- 6.7.1. The voters when they enter the polling station will proceed to the first Polling Officer. The first Polling Officer will identify the electors by verifying his EPIC or other documents as prescribed by the Election Commission.
- 6.7.2. The voter will then move to second Polling Officer. The second Polling Officer will first apply the indelible ink mark on his left-hand forefinger and ask him to sign or put thumb impression in the voter's register. If the voter puts his thumb impression, the Polling Officer should ask the voter to wipe off the residuary stamp pad ink from his thumb with a piece of wet cloth kept on the table for this purpose.
- 6.7.3. When the second Polling Officer will apply the indelible ink mark and take the signature or thumb impression of the voter in the register, the third Polling Officer who will be sharing the Table with the second Polling Officer, will prepare two identical voter slips – one on white paper and the other on pink paper and after examining the finger of the voter to ensure that the indelible ink mark is duly applied and not erased will hand over both the voter slips to the voter and direct him to the fourth Polling Officer.
- 6.7.4. **VOTING FOR LOK SABHA:** After receiving the two voter slips, enabling him to vote for Lok Sabha and Vidhan Sabha elections respectively, the voter will go to the fourth Polling Officer who is in-charge of the CONTROL UNIT FOR LOK SABHA ELECTION. He will hand over the white voter slip to the fourth Polling Officer. After satisfying that it is the turn of that voter to vote, the fourth Polling Officer shall press the 'Ballot' button on the Control Unit for the Lok Sabha election kept on his table and direct the voter to go into the Voting Compartment for Lok Sabha election. While doing so, the fourth Polling Officer should inform the voter that after voting for Lok Sabha, he should go with the pink voter slip to the fifth Polling Officer to vote for assembly election.

- 6.7.5. The voter will then enter the Voting Compartment for Lok Sabha election and vote for Lok Sabha election by pressing the blue button of the candidate of his choice on the Balloting Unit kept inside.
- 6.7.6. **VOTING FOR VIDHAN SABHA ELECTION:** After he has voted for Lok Sabha election, it shall be ensured that the voter goes to the fifth Polling Officer in-charge of Control Unit for Vidhan Sabha election. After taking the pink voter slip from the voter and ensuring that now it is his turn to vote, the fifth Polling Officer shall activate the machine by pressing the ‘Ballot’ button on the Control Unit for assembly election and direct the voter to go inside the Voting Compartment for assembly election to vote. The fifth Polling Officer will also inspect the indelible ink mark to ensure that the same is intact.

6.8. HELP DESK

- 6.8.1. It should be ensured that the BLO appointed for ‘Help Desk’ duty at each polling station by the DEO is provided with sufficient separate seating arrangements outside of Polling station at a place convenient for the voters and so as to provide necessary assistance to the electors. It is recommended to arrange their seats very close to the main entrance of the polling station as far as possible so as to catch the attention of the electors on their arrival at polling station. A display board as “HELP DESK-Booth Level Officer, PS No.....” should be displayed near his seat.

6.9. SECTOR OFFICERS

- 6.9.1. The Election Commission of India has introduced the system of appointment of Sector Officers for every 10-12 polling stations for election management. The Sector Officer designated for your Polling Station will be available for your assistance and his contact number will be provided to you by the Returning Officer at the time of distribution of polling materials.

7. SECURITY ARRANGEMENTS AT POLLING STATIONS

- 7.1. During elections, the Commission deploys Central Police Forces for the smooth conduct of elections. The Local State Police (including all its variants) and Central Paramilitary Forces stand deputed to the Election Commission of India at the time of elections and they come under its superintendence and control for all purposes. The Commission uses the services of personnel of these forces for smooth conduct of elections.
- 7.2. As per the Commission's instructions where CPF personnel are deployed at the Polling station, they are used as static force outside the Polling station.
- 7.3. As per the directions of the Hon'ble Supreme Court in CA No.9228 of 2003 (Janak Singh Vs. Ram Das Rai and others) in the polling stations with CPF coverage, one CPF Jawan from the CPF party posted at the polling station will be stationed at the entrance of the polling station so that he can keep a watch on the proceedings that are going on inside the polling station, particularly, to ensure that no unauthorized person enters inside the polling station and/or no irregularity is committed either by the polling staff or outsiders in the poll process. However, it should be ensured that this CPF personnel is not located inside the polling station.
- 7.4. The CPF Jawan posted at the entrance of the polling stations shall keep a watch specifically on the following: -
 - 7.4.1. No unauthorized person is present inside the polling station at any time during the poll.
 - 7.4.2. The polling party or the polling agents do not attempt to cast any vote or votes when no voter is present inside the polling booth.
 - 7.4.3. No Presiding Officer/Polling Officer accompanies any voter to the Voting Compartment.
 - 7.4.4. No polling agent or Polling Officer threatens any voter or makes any gesture to threaten them.
 - 7.4.5. No arms are carried inside the polling station.
 - 7.4.6. No rigging takes place.
- 7.5. If the CPF Jawan posted at the entrance of the polling station discovers violation of the election process as above or observes something unusual going on inside the polling station, he shall not interfere in the poll process but report the same to the officer in-charge of the CPF party at polling station or to the observer. The officer in-charge of CPF party will in turn bring it to the notice of the Returning Officer and also Observer immediately in writing for further necessary action.

- 7.6. In the buildings which have more than one polling station and where only half a section of the CPF personnel is deployed, the CPF Jawan selected for duty at the entrance of the polling station may be asked to oscillate from one polling station to another and look at what is going inside these polling stations and report to the officer in charge of the CPF party or to the observer, if any irregularity is observed by him.
- 7.7. Returning Officer/Observer will report cases from where adverse reports are received from the CPF parties for further instructions of the Commission.
- 7.8. It is clarified that the CPF Jawan shall be posted at the entrance of only those polling stations, where CPF is deployed.
- 7.9. It is further clarified that the CPF Jawan posted at the entrance of the polling station shall not verify the identity of electors coming into the polling stations to cast their votes as such verification is the duty of the polling personnel.
- 7.10. According to the Commission's instructions, the CPF Jawans should not be positioned inside the polling station.
- 7.11. After the poll is completed, the polled EVMs, VVPATs and the Presiding Officers shall be escorted by a contingent of CPF to the Reception Centre. Details in this regard shall be worked out by the DEO and SP in consultation with Observer in advance.

8. ASSIGNMENT OF DUTIES TO POLLING OFFICERS

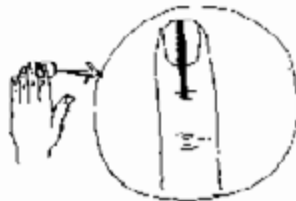
8.1. DUTIES OF POLLING OFFICERS AT SINGLE ELECTION

8.1.1. **First Polling Officer**

The first Polling Officer will be in charge of the marked copy of electoral roll and responsible for identification of electors. On entering the Polling Station, the elector will proceed directly to the first Polling Officer. That Polling Officer will satisfy himself about the identity of the elector. At every election, the Commission issues order regarding identification of electors. Presiding Officer should go through the order carefully. The electors are required to produce EPIC or any of the other identification document as may be specified in the Commission's Order.

8.1.2. **Second Polling Officer**

The second Polling Officer will be in charge of indelible ink. After the elector has been identified by the first Polling Officer, the second Polling Officer will inspect the elector's left-hand forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with the indelible ink on the voter's left-hand forefinger. The indelible ink will be applied on voter's left-hand forefinger as a line with the help of brush (to be supplied) from the top end of the nail to the bottom of the first joint of the left forefinger as shown in the diagram below:



8.1.3. The second Polling Officer will also be in-charge of the Register of Voters in Form 17A. He will be responsible for maintaining in that register the proper account of electors whose identity has been established and who vote at the polling station. He will obtain the signature or thumb impression of each elector in that register before the elector is allowed to vote. The second Polling Officer will also issue a voter's slip to each elector after he has entered his (elector's) particulars in the Register of Voters in accordance with the procedure described in Chapter 19. It should be ensured that sufficient time has elapsed after the indelible ink mark was put so that the mark dries up by the time he leaves the polling station. For this purpose, only after the mark of

indelible ink is applied, signature/thumb impression may be obtained in the Register of Voters. It should be ensured that the indelible ink mark has dried up before the voter leaves the polling station.

8.1.4. Third Polling Officer

The third Polling Officer will be in-charge of the Control Unit of the voting machine. He will be seated on the same table where the Second Polling Officer sits. The third Polling Officer will allow the elector to proceed to the Voting Compartment only on the basis of the voter's slip issued by the second Polling Officer and strictly in accordance with the serial number indicated in that slip. The Polling Officer in-charge of the Control Unit shall ensure that mark of the Indelible Ink is intact on the finger of electors, before pressing the ballot button of Control Unit. He will activate the Balloting Unit(s) kept in the Voting Compartment by pressing the 'Ballot' button on the Control Unit as explained in detail in Chapter 20. Before allowing the elector to proceed to the Voting Compartment, he will also check and ensure that the elector's left-hand forefinger still bears a clear indelible ink mark. (If the indelible ink mark is found removed, the mark may again be made on the forefinger).

8.1.5. Where the number of electors assigned to a polling station is small, the duties of the third Polling Officer can be performed by the Presiding Officer himself, thus making a further economy in the formation of Polling Parties.

8.1.6. In the event of shortage of polling staff in any particular District/constituency, then in such places, the Polling party may consist of a Presiding Officer and two Polling Officers as against the three Polling Officers which is the standard form. In that case, the duty of the First Polling Officer will also include to application of indelible ink on the finger of the voter, after identification of the voter. The second Polling Officer will be the custodian of the 'CU' also in such cases, in addition to his normal duties of making the entries in Form 17A (Register of Voters) and taking the signature/Thumb impression of electors therein. It is clarified that in such cases where only two Polling Officers are used, it is not necessary to prepare the voter slip serial numbers. Instead, the second Polling Officer will activate the 'CU' and then send the voters inside the Voting Compartment exactly in the same sequence in which they sign in the Register of Voters (Form 17A). There will be no need to prepare the voters slip at the polling station in such cases. Further in the cases where numbers of Polling Officers are restricted to two, the contesting candidate should be informed in writing in advance about this. The duties to be performed by the two Polling Officers should be explained to the candidates.

8.1.7. Fourth Polling Officer (In charge of VSDU if M2 VVPAT is used)

One extra Polling Officer must be provided to handle the M2 VVPAT (VVPAT with VSDU) while constituting polling parties. This polling official should handle M2 VVPAT unit

and also watch VSDU continuously during poll process to note the error messages, if any, displayed in VSDU. The official shall immediately inform the Presiding Officer of any error noticed in VSDU. (51/8/VVPAT/2017-EMS dated 16th October, 2017)

In case of M3 VVPAT, no extra Polling Officer is required to handle the M3 VVPAT as there is no VSDU with M3 VVPAT and errors related to VVPAT displays on CU itself.

8.2. DUTIES OF POLLING OFFICERS AT SIMULTANEOUS ELECTION

8.2.1. First Polling Officer

He will be identifying the electors and will be in-charge of marked copy of the electoral roll.

8.2.2. Second Polling Officer

He will be in-charge of the indelible ink and voters register.

8.2.3. Third Polling Officer

He will be in-charge of the voter's slip.

8.2.4. Fourth Polling Officer

He will be in-charge of the Control Unit for Lok Sabha election.

8.2.5. Fifth Polling Officer

He will be in-charge of the Control Unit for State assembly election.

8.2.6. IMPORTANT DUTIES OF 4TH AND 5TH POLLING OFFICERS

It may appear that the 4th and 5th Polling Officers have been given a very easy job. On the contrary, the success of simultaneous election depends on their alertness. Their job is not only to simply press the 'Ballot' button to activate the voting machine, but they have also to ensure that each elector votes in his/her turn exactly in the same serial order as has been given in the voters' slip. They have also to keep a constant watch to ensure that when they direct any elector to go and vote, the elector goes into the correct Voting Compartment and votes accordingly. Due to ignorance or otherwise, if any elector seems to be not sure as to where to go and what to do after he has been allowed to vote, it is the duty of these two Polling Officers to ensure that the elector follows the correct procedure. Specially, during the first hour of poll, when there is usually a lot of rush, they must keep themselves cool and see that the voting proceeds smoothly. Whenever there is a respite and in any case after every one hour of poll, they should also tally the total votes polled with the total number of voters as shown in the voters register and as displayed in the two Control Units.

8.3. PRESIDING OFFICER'S DUTY IN BRIEF

The Presiding Officer is over all in-charge of the polling station. His duties are, in brief, to:

- 8.3.1. Set up the Polling station as per specification. Place the BU and VVPAT in the respective Voting Compartments. In no case the Balloting Units or the Control Units or VVPATs be placed on the floor. It must be kept on a table;
- 8.3.2. Connect the Balloting Units and VVPATs with their respective Control Units;
- 8.3.3. Switch on the power button on CU;
- 8.3.4. Demonstrate before the hour fixed for actual commencement of the poll to the candidates/agents present that the voting machines are clear and do not contain any votes;
- 8.3.5. Conduct mock poll to ensure and demonstrate to the polling agents that the EVM with VVPAT is in perfect working condition; tally the CU result and VVPAT paper slips count.
- 8.3.6. Clear the mock poll result from CU and verify the vacant drop box.
- 8.3.7. Prepare the Certificate of mock poll. (**ANNEXURE 14**)
- 8.3.8. You should be clear that according to the Commission's instructions, if there is no mock poll at a polling station, there shall be no poll at that polling station.
- 8.3.9. Ensure that on the **green paper seal** fixed in the **Control Unit for Lok Sabha election** only the candidates for Lok Sabha election or their polling agents, who are present at the polling station at that time, affixed their signatures, and similarly, on the **green paper seal** fixed in the **Control Unit for assembly election**, the candidates for assembly election or their polling agents alone affix their signatures.
- 8.3.10. See that Voting Compartments have been properly arranged with appropriate posters pasted outside to indicate clearly the election pertaining to which the Balloting Unit and VVPAT is kept inside.
- 8.3.11. Ensure that the cables to connect the Balloting Units and VVPATs with their respective Control Units are placed in such a way that the cable is visible to everyone while also ensuring that the voters are not required to cross over them during their movements inside the polling station and the entire length of the connecting cable is visible to all and not hidden. It should also be ensured that the cable does not hang loose under the Voting Compartment.
- 8.3.12. Ensure that all the members of the polling party are in position well before the commencement of the poll and all the material and records are kept handy and ready to commence poll at the appointed hour.

- 8.3.13. Prevent any member of the polling party or any polling agent from wandering here or there inside the polling station and to keep them seated in their allocated seats.
- 8.3.14. Commence the actual poll at the stroke of the hour fixed for commencement of poll.
- 8.3.15. Keep, during the progress of poll, a close watch on the movements of the voters and to be alert and watchful so that no voter goes away without voting.
- 8.3.16. Ensure that during the first hour of the poll when polling is generally brisk, no member of the polling party shows any slackness in the duties allocated to him.
- 8.3.17. Check the total votes cast periodically on both the Control Units and also to ensure that voters have voted according to their serial numbers given on the voter's slip.
- 8.3.18. Ensure that in simultaneous election, copies of Form 17C for parliamentary election are supplied to polling agents of the candidates in parliamentary constituency only and copies of Form 17C for the assembly election are given only to the agents of candidates of assembly constituency.
- 8.3.19. At regular intervals check the Balloting Unit(s) and VVPAT to ensure that the voters have not tampered with it in any manner. The voters already in queue at the time fixed for close of poll will be allowed to vote.

8.4. CLOSING THE POLL

- 8.4.1. The Presiding Officer should ensure that the poll is duly closed at the end of the polling hour as per the prescribed voting procedures. After the last voter has voted as per the above procedure, he must press the '**CLOSE**' button on the Control Units. After prescribed forms have been carefully and duly filled, he must switch off the Control Unit and disconnect the VVPAT from Balloting Unit(s) and Control Unit and seal them in their respective carrying cases.
- 8.4.2. In the case of simultaneous election, the papers should be prepared and sealed separately.
- 8.4.3. At simultaneous election the Presiding Officer should ensure that the CARRYING CASES of all the units have Identity Stickers of the concerned elections prominently pasted on the outside. He should also ensure that the Balloting Units, Control Units and VVPATs are placed **ONLY IN THEIR RESPECTIVE CARRYING CASES WITH THE ELECTION IDENTITY LABEL FIRMLY PASTED**. Further, he should also fix the duly filled in address tags to the respective carrying cases.
- 8.4.4. Presiding Officer should ensure that all the sealed Units and election records are duly handed over to the Returning Officer, at the reception centre, as per the prescribed procedure.

8.5. MICRO-OBSERVER

- 8.5.1. Micro Observer is a special job profile created under the guidelines of ECI. The responsibilities and tasks assigned to micro-observer revolve around reporting deviations in the polling process from the assigned polling station to the General Observer of the constituency. MOs are appointed in the sensitive polling areas identified in vulnerability mapping.

8.6. VOTER ASSISTANCE BOOTH

- 8.6.1. For each Polling station premise/building location, irrespective of the number of polling booths, a Voter Assistance Booth shall be setup. Objective is to facilitate the voter to locate his/her polling station number & serial number of voters in the electoral roll. For this Part wise electoral roll is generated in alphabetical order. Alphabetical arrangement of names within a part is not further divided section wise.
- 8.6.2. The alphabetical list should preferably be printed in English. For single/double polling stations buildings, no separate team or Voter Assistance Booth is required. In such cases the alphabetical roll locator will be provided to the Presiding Officer for easy identification of electors in the polling station (in addition to the marked copy).
- 8.6.3. A team of officials will be appointed by the RO for each VAB. Appointment is to be made for poll day only. Necessary arrangement is to be made for sitting of the VAB personnel.
- 8.6.4. Signage indicating "VOTER ASSISTANCE BOOTH" is to be put up in such a manner that the same is conspicuous to voters as they approach the premise/building. VAB personnel will locate the booth number and serial number of every elector seeking such information.

8.7. DIGITAL CAMERA PERSON

- 8.7.1. Use of digital photography in the polling station was initiated on the suggestion of the Hon. Supreme Court (Judgment dated 11.01.2005 in Civil Appeal No. 9228 of 2003- Janak Singh vs Ram Das Rai & others). There shall be no compromise on secrecy of voting in this process.
- 8.7.2. It is to be engaged at only polling stations where Commission has specifically directed.
- 8.7.3. A digital camera person has to capture the following: In such polling stations, all electors coming to cast votes not having EPIC /other ECI approved photo identity card to be captured in the same sequence as they are entered in Form 17 A, photographs are to be taken immediately after entry. Presiding Officer has to ensure that there shall be no photography in the Voting Compartment area.

- 8.7.4. Other critical events to be captured in photo are:
 - 8.7.4.1. Mock poll and sealing of EVM and VVPAT before start of poll
 - 8.7.4.2. Positioning of Voting Compartment (minimum 3 photos covering the background also). This should be taken before commencement of poll.
 - 8.7.4.3. Photo showing presence of polling agents.
 - 8.7.4.4. Photos of electors in case of Challenged / Tendered Votes/Missing voter as per ASD list;
 - 8.7.4.5. Voters waiting outside at the close of scheduled hours of poll and last voter in the queue.
 - 8.7.4.6. Visits of sector officers, observers and other electoral functionaries.
- 8.7.5. At the end of poll, the photographer will sign a declaration as follows:

"I have captured photographs of all electors who voted at polling station number -----on date-----and total number of photographs in the camera are-----"

9. REGULATION OF ENTRY INTO AND SEATING ARRANGEMENTS IN THE POLLING STATION

9.1. PERSONS ENTITLED TO ENTER THE POLLING STATIONS

- 9.1.1. In addition to the electors assigned to your polling station, only the following persons can be admitted into the Polling Station:
- 9.1.1.1. Polling Officers;
 - 9.1.1.2. Each candidate, his election agent and one duly appointed polling agent of each candidate at a time;
 - 9.1.1.3. Media persons authorized by the Commission;
 - 9.1.1.4. Public servants on duty in connection with election; (e) Observers appointed by the Commission;
 - 9.1.1.5. Micro observers, Videographers/ photographers/ staff for webcasting in the case of a critical/sensitive Polling Station;
 - 9.1.1.6. A child in arms accompanying an elector;
 - 9.1.1.7. A person accompanying a blind or an infirm voter who cannot move without help; and
 - 9.1.1.8. Such other persons as you may from time to time admit for the purpose of identifying voters or otherwise assisting you in taking the poll.
- 9.1.2. The Returning Officers have been asked to issue identity cards to the contesting candidates bearing their photographs. In case a necessity arises, you may ask for its production when they visit the polling station. Similarly, the election agents of the candidates can be asked to produce the duplicate copy of their appointment letter, which is attested by the Returning Officer and also bears the photograph of the election agent.
- 9.1.3. You should note that the term "Public servant on duty in connection with election" does not normally include police officers. Such officers (whether in uniform or in plain clothes) should not (as a general rule) be allowed to enter inside the polling booth. You may, however, call them in occasionally for the maintenance of law and order or some similar purpose, whenever the necessity arises. Their presence in the polling booth without any compelling reason has on occasions given rise to complaints by some candidates or parties who have alleged that their agents had been over awed by unnecessary show of force.

- 9.1.4. Similarly, security personnel, if any, accompanying an elector or candidate or his election agent or polling agent should also not be allowed to enter the polling station except the security personnel for the Z+ protected, that too only a single plain clothed security personnel with concealed arms.
- 9.1.5. You should also note that the above expression, “Public servant on duty in connection with election” does not also include the Ministers, State Ministers and Deputy Ministers of the Union and the States. The Ministers, State Ministers and Deputy Ministers of the Union and the States, who have been given security cover at the State expense are not allowed to function as polling agents as per Commission’s directions.
- 9.1.6. As per standing instructions, the Security personnel accompanying Ministers or political functionaries, who enter the polling station in their capacity as candidates for elections or as electors, shall not be allowed entry inside the polling station. They can wait standing at the door of the polling station but shall not; in any circumstances do any act amounting to interfere in the conduct of poll.
- 9.1.7. Entry of persons should be strictly regulated as detailed above; otherwise, the smooth and orderly conduct of poll may be vitiated. You should allow only three or four electors to enter the polling station at a time.
- 9.1.8. If you have a reasonable doubt about the presence of any person, about whose credentials you have a reasonable suspicion, in the polling booth, you can have him searched, if necessary, even though the person concerned may be in possession of a valid authority letter to enter the polling booth.
- 9.1.9. In the performance of your duties, you are only bound by the instructions of the Election Commission. You are not to take orders from or show any favour to your official superiors or political leaders including Ministers. Even in the matter of requests for entry into the polling booth from these, you should allow them only if they are in possession of a valid authority letter issued by the Election Commission.
- 9.1.10. If you have engaged any local officer or a woman attendant for helping you in the identification of electors or to assist you otherwise in taking the poll, they should normally, be seated outside the entrance of the polling station. He/she should be admitted into the polling station only when he/she is required for identification of a particular elector or for assisting you for a particular purpose in connection with the taking of the poll. No one inside the polling station should be allowed to influence or try to influence the electors by words or gestures to vote in a particular way.

9.2. CPF PERSONNEL

- 9.2.1. CPF personnel to keep a watch on the proceedings in the polling station as described in Chapter 7.

9.3. PRODUCTION OF APPOINTMENT LETTERS BY POLLING AGENTS

- 9.3.1. The polling agents, who are appointed by contesting candidates, shall be ordinarily resident and electors in the same polling booth or in the alternate from the neighbour polling station falling in the same constituency. Such polling agents must have Elector Photo Identity Cards or any other recognized identification device issued by the Govt or any Govt agency which bears his/her identity.
- 9.3.2. In case elector, who has been proposed to be appointed as polling agent by the contesting candidate, does not have his Elector Photo Identity Card, the Returning Officer shall make necessary arrangements for issuing of Elector Photo Identity Card to such elector on written request from the concerned contesting candidate or his election agent. You must ensure that all the polling agents display their Elector Photo Identity Cards prominently on their persons on the day of poll for easy and quick identification.
- 9.3.3. Every polling agent must produce before you the appointment letter in Form-10 by which the candidate or his election agent has appointed him. Check that the appointment is for your polling station. After it is confirmed that that polling agent has been appointed for your polling station, the polling agent should complete the document and sign the declaration therein in your presence and then deliver it to you before he can be admitted into the polling station. Preserve all such appointment letters and at the end of the poll send them in a cover to the Returning Officer along with other documents.
- 9.3.4. In case of any doubt about the genuineness of the appointment letter in the said Form 10 of any polling agent presented before you, you should compare the specimen signature of the candidate/his election agent with their specimen signatures as provided by the Returning Officer.

9.4. ATTENDANCE OF POLLING AGENTS

- 9.4.1. The polling agents of the candidates should be asked to reach the polling station at least one hour before commencement of poll, so that they are present when you are going through the preliminaries. If any part of these preliminaries has already been gone through and missed by any latecomer, the proceedings need not be commenced de novo (from the very beginning) to accommodate any latecomer.
- 9.4.2. The law does not specify any time limit for the appointment of polling agents and even if a polling agent turns up late at a polling station, he should be allowed to participate in the further proceedings at the polling station.
- 9.4.3. A 'polling agents/ relieving agents movement sheet' should be maintained at each polling station, in which each and every polling agent shall be required to sign

indicating the time at which he/she came to polling station and also when left the polling station. Presiding Officer should handover this sheet after poll at the EVM reception centre along with other documents. A sample of 'polling agent/relieving agent's movement sheet' is available at **ANNEXURE 17**.

- 9.4.4. The telephone nos. of RO/AROs/Key Police Officers/Sector Officers/Control room shall be displayed at the polling stations so that if polling agents have any complaint they can call them for immediate intervention.

9.5. PASSES FOR POLLING AGENTS

- 9.5.1. Each candidate can appoint one polling agent and two relief polling agents at each polling station. However, only one polling agent of a candidate should be allowed inside the polling station at any given point of time. Give every polling agent, who is admitted into the polling station, a permit or entry pass on the authority of which he can come in and go out of the polling station as may be necessary. However, it should be ensured that the polling agents do not take the copy of the electoral roll outside the polling station. Further, the polling agents may be allowed to go out of the polling stations even after 3.00 pm to attend the nature's call, etc. and come back inside the polling station. However, it may be ensured that only the polling agent or his substitute can be present inside the polling station at a time. The Presiding Officer shall brief the polling agents to remain present in the polling station till the voting is over to oversee the sealing procedure of EVMs and sign the declaration, etc. As per the standing instructions of the Commission, polling agents shall not be allowed to take cellular phones, cordless phones, wireless set etc., in any case inside the polling stations. Under no circumstances the agent can be allowed to send slips outside indicating the sl.no of the voters have voted or not voted. (464/INST/2014/EPS dated 5th May, 2014)

9.6. SEATING ARRANGEMENT OF POLLING AGENTS IN THE POLLING STATION

- 9.6.1. The set-up of polling station should be made in such a way that the polling agents are seated inside the polling stations so that they may see the face of an elector as and when he enters the polling station so that they can challenge the identity of the elector, if needed. They should also be able to watch entire operation inside the polling station including his/her movement to the Voting Compartment and his/her exit from the polling station after recording his/her vote. But they should not, in any event, be seated in a place where they have the chance of seeing voter actually recording his/her vote which would compromise secrecy of voting. For this purpose, it will be preferable if you give the polling agents seats closely behind the Polling Officer in-charge of marked copy of the electoral roll. Wherever this is not practicable because of the situation of the door for entrance, they may be given seat just opposite the Polling Officers.

- 9.6.2. In case of a polling station, which has very small & insufficient space or where the respective constituency is having abnormally large number of contesting candidates warranting the presence of a large number of polling agents, in such cases where polling agents cannot be accommodated, Observer(s) shall be consulted for appropriate advice and consent of the Observer(s) shall be obtained.
- 9.6.3. According to the latest instructions of the Commission, the seating order at the polling station for the polling agents of candidates shall be guided by the following categories of priorities, namely: -
- 9.6.3.1. Candidates of recognized National Parties;
 - 9.6.3.2. Candidates of recognized State Parties;
 - 9.6.3.3. Candidates of recognized State Parties of other States who have been permitted to use their reserved symbols in the constituency;
 - 9.6.3.4. Candidates of Registered Unrecognized Parties; and
 - 9.6.3.5. Independent Candidates

9.7. SMOKING PROHIBITED INSIDE POLLING STATION

No smoking is allowed inside the polling station. You must, therefore, ensure that nobody smokes inside your polling station.

9.8. FACILITIES TO PRESS REPRESENTATIVES AND PHOTOGRAPHERS AND VIDEOGRAPHY AT THE POLLING STATION

- 9.8.1. The Commission has already issued instructions for videography of critical events of the election process and also at hypersensitive and sensitive polling stations to the extent possible. In deference to the suggestion of the Hon'ble Supreme Court, the Commission has now instructed that videography of the poll proceedings may be carried out inside the polling station also in consultation with the Observer. However, proper care shall be taken to ensure that while doing the videography, the same does not violate the secrecy of vote, i.e., it should be ensured that a voter recording vote should not be video graphed. No photography/videography shall, however, be allowed by the media persons or by any other unauthorized persons inside the polling station, to maintain general order and secrecy of vote.
- 9.8.2. Similarly, there is no objection to any photographer taking photographs of a crowd of electors lining up outside the polling station subject to the maintenance of peace and order. He should not, however, in any circumstances be allowed to take photographs inside the polling station of the actual process of a person casting his/her vote in the Voting Compartment. At the same time, nobody will be allowed to take a photograph of an elector recording his/her vote on the Balloting Unit of the voting

machine in any circumstances.

- 9.8.3. Neither the Chief Electoral Officer nor the Returning Officer is empowered to authorize any person who is not an elector or who is not required to assist you in taking the poll, to enter a polling station. **Any such person, including publicity officials of the State Government, should not be allowed inside a polling station without a letter of authority from the Commission.**

9.9. FACILITIES TO OBSERVERS APPOINTED BY THE COMMISSION

- 9.9.1. The Commission is now generally appointing its observers at elections. They are statutory authorities appointed by the Commission under Section 20 B of the Representation of the People Act, 1951.
- 9.9.2. During the day of poll, an observer might visit your polling station. It is quite possible that he may start his round of the constituency with the visit to your polling station and may be present there when you are going through the preliminaries before the commencement of poll. You are expected to show him due courtesy and regard when he visits your polling station and should furnish him with such information as he may require from you for the purpose of his report to the Commission. You should also make available to the Observer additional information, which you may be having with you over and above routine information. You are also expected to make available to the Observer/Micro-Observer the list of Absentee, Shifted and Dead voter (ASD list) at the polling station. The Observers have already been briefed and directed that they will only observe the poll being taken at your polling station but will not give you any direction. If, however, he makes any suggestion with a view to providing more convenience to electors or making the poll process at your polling station smoother, you should give due consideration to such suggestion. At the same time, in case, you are facing any particular problem or feeling any difficulty at your polling station, you are at liberty to bring it to his notice, as he might be of help to you in solving that problem or removing that difficulty by bringing the matter to the notice of the Returning Officer or any other concerned authorities for necessary remedial action.
- 9.9.3. The Observers will be wearing badges issued by the Commission on their person and will also be carrying appointment letters and authority letters issued by the Commission. The observers should be requested to sign the 'Visit Sheet', which shall be given to you, stapled along with the Presiding Officer's Diary. You shall deposit the same after the end of the poll along with the Presiding Officer's Diary.
- 9.9.4. As it is sometimes not possible for the general observer to visit each and every polling station in the constituency allotted to him or to be present at a polling station for full time, the Commission has consciously decided to manage the elections at the polling stations with the help of micro- management by deploying micro-observers wherever necessary to strengthen the system of observation. These micro-observers

would directly be working under the control and supervision of the general observer. The micro-observers are expected to reach the polling station one hour before the commencement of the poll, i.e., at 7 O'clock in the morning and remain deployed at the polling station throughout the day. He has to assess the preparedness for the poll and during the poll day he would regularly note down the important points on the pre-printed Proforma, but in no case the micro-observer will act as Presiding Officer or the Polling Officer or give any directions to them. His task is to observe that election process is being carried out in a free and fair manner and there is no vitiation of any kind. In multi-polling station buildings each location will have one micro-observer instead of one micro-observer per polling station. The micro-observer can oscillate between and visit the polling stations within the same campus at frequent intervals. General Observers will be in close touch with them for their requirements of micro-observers relating to their constituencies. Each micro-observer shall have a photo-pass and identity card issued by the DEO to ensure his access to the polling stations.

- 9.9.5. In the process of observation on the day of the poll, the micro-observer should specially observe: -
- 9.9.5.1. Mock Poll Procedures
 - 9.9.5.2. Presence of Polling Agents and observance of ECI instructions with regard to them
 - 9.9.5.3. The observance of entry passes system and access to Polling Station
 - 9.9.5.4. Proper identification of electors in accordance with ECI guidelines
 - 9.9.5.5. Procedure to be followed in case of Absentee, Shifted and Dead(ASD) electors
 - 9.9.5.6. Application of indelible ink,
 - 9.9.5.7. Noting down particulars of electors in Register of Voters 17-A,
 - 9.9.5.8. Secrecy of voting
 - 9.9.5.9. Conduct of polling agents, their complaints, if any, etc.
- 9.9.6. During the poll, if the micro-observer feels that the poll is being vitiated for any reason, he will immediately bring it to the notice of General Observer through whatever means of communication is available, for example, phone or wireless or any other means. After the poll process is over, the micro-observer will report to the Observer at the collection centre and hand over his envelope containing the report for the day personally to the Observer and brief him/her on anything of importance that had happened during the day. Observers will go through the report and if any further clarification is required then he should arrange for the micro-observer to be called for ascertaining those further details. These reports along with the scrutiny of the

Register of Voters 17-A will be taken into consideration for taking a decision on repoll or disciplinary action against any delinquent polling staff.

9.10. ADDITIONAL INFORMATION REPORT ON 16 POINTS TO BE SUBMITTED TO THE CONSTITUENCY OBSERVER/RETURNING OFFICER

9.10.1. The Presiding Officer will prepare an additional 16-Point report in the prescribed format about the polling and other incidents/happenings at the polling station till the close of poll and will submit this report to the Constituency Observer/Returning Officer. This 16-Point report will also have to be deposited by you along with other documents at the collection centre. (Prescribed proforma for the 16-Point Report is at **Annexure 13**). Remember that if you fail to deposit this 16-Point Report along with other documents at the collection centre, you will not be relieved of your duties as Presiding Officer at the polling station.

9.11. WEARING OF BADGES ETC INSIDE THE POLLING STATION

- 9.11.1. No person should be allowed within the polling station or within 100 meters thereof to wear badges, emblems, etc., bearing the names of candidates or political leaders and/or their symbols or pictorial representation thereof, as it may amount to campaigning for a contesting candidate. (464/INST/2014-EPS dated 9th April, 2014)
- 9.11.2. Wearable like caps, shawl etc. with political party's name, symbol or slogan is not allowed inside the polling stations on the poll day.
- 9.11.3. The polling agents may, however, display on their person a badge showing the name of the candidate whose agents they are for the purpose of their immediate identification.

10. SETTING UP OF EVM AND VVPAT BEFORE COMMENCEMENT OF POLL

10.1. PRELIMINARIES BEFORE POLL

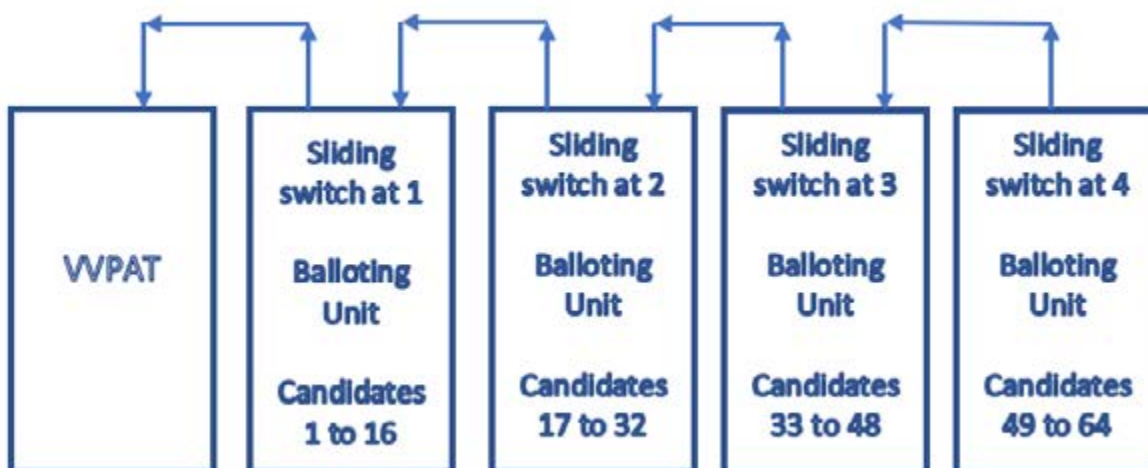
- 10.1.1. The Returning Officer prepares the EVM and VVPAT in his office before sending it to your polling station, by setting the Control Unit and VVPAT for a particular number of candidates contesting the election including NOTA from that particular constituency and sealing the BU and CU with the Pink Paper Seal (PPS). Before EVM and VVPAT are put into actual use at the polling station, some preparations, in addition to the preparations made at the Returning Officer's level, are necessary at the polling station. These preparations have to be done by the Presiding Officer in the presence of the contesting candidates/their agents before the commencement of poll.
- 10.1.2. You should start these preliminary preparations at least about one hour before the time fixed for the commencement of poll, so that the preparations are over by the time fixed for commencement of the poll. If any polling agent is not present, the preparations should not be delayed. If none of the Polling Agents are present or only one is present, you can wait for 15 minutes before starting the Mock Poll. You should not start the preparations again if any polling agent turns up late. Remember, Non-confirmation of mock poll could be indicative of some problem on the part of Presiding Officer or the EVM with VVPAT needing immediate intervention of the RO.

10.2. PREPARATION OF THE BALLOTING UNIT

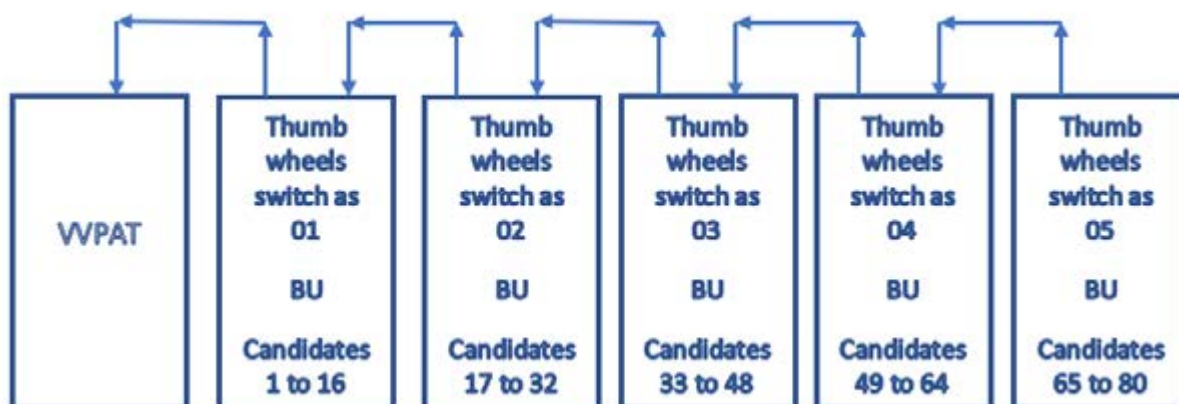
- 10.2.1. The Balloting Unit(s) is already duly prepared in all respects at the Returning Officer's level and no further preparation of this unit is required at the polling station on the day of poll, except that its interconnecting cable has to be plugged into the VVPAT. Please see to it that the Pink Paper seal is not damaged in any manner at any time under your custody.
- 10.2.2. At the time of taking delivery of the EVM and VVPAT along with other polling materials, you must have already carried out the checks mentioned in para 2 of chapter 3. As instructed therein, you must have checked that you have been provided with the requisite number of Balloting Units, the ballot paper on each such unit has been properly fixed and properly aligned under the ballot paper screen, the slide switch/Thumb wheels switch on each unit has been set to the appropriate position and each unit is duly sealed and is carrying the address tag both at the right top portion and the right bottom portion.

10.3. INTERLINKING OF BALLOTING UNIT AND VVPAT

- 10.3.1. Where the number of contesting candidates exceeds 16 (including NOTA), more than one Balloting Unit, depending upon the actual number of contesting candidates, are to be used. All such Balloting Units to be used at a polling station are to be inter-linked and only the first Balloting Unit will be linked with the VVPAT unit.
- 10.3.2. In M2 EVMs, The Balloting Units shall be so inter-linked that the second Balloting Unit, i.e., the Balloting Unit in which the slide switch is set at position 2, is linked with the first Balloting Unit in which the slide switch is set at position 1. Where three Balloting Units are to be used, the third Balloting Unit will be linked with the second Balloting Unit and the second with the first, and where all the four Balloting Units are to be used, the fourth unit will be linked with the third unit, the third with the second and the second with the first. Diagram showing the interconnection of four M2 Balloting Units is as below:



- 10.3.3. In M3 EVMs, The Balloting Units shall be so inter-linked that the second Balloting Unit, i.e., the Balloting Unit in which the thumb wheels switch is set as 02, is linked with the first Balloting Unit in which the thumb wheels switch is set as 01. Where three Balloting Units are to be used, the third Balloting Unit will be linked with the second Balloting Unit and the second with the first, and where all the twenty-four Balloting Units are to be used, the twenty-fourth Balloting Unit will be linked with the twenty-third Balloting Unit, the twenty-third with the twenty-second and so on. Diagram showing the interconnection of five M3 Balloting Units is as below:



10.3.4. For linking a Balloting Unit with another, there is a socket provided in a compartment on the back of the Balloting Unit. The connector of the interconnecting cable of the second Balloting Unit will be plugged into the above-mentioned socket of the first Balloting Unit. Likewise, the connector of the third Balloting Unit's interconnecting cable will be plugged into the second unit and that of the fourth unit into the third unit.

10.3.5. As mentioned above, the first Balloting Unit alone will be plugged into the VVPAT unit. The socket for plugging the interconnecting cable of the Balloting Unit into the VVPAT unit is provided in a compartment on the top portion of the back of the VVPAT unit.

10.3.6. The compartment on the top portion of the back of the Control Unit also contains the 'Power' switch and this switch when put to 'ON' position makes the battery of the voting machine operational and supplies the power both to the Control Unit as well as to all the Balloting Units when linked to the Control Unit in the manner described above.

10.3.7. Note:

10.3.7.1. In M2 EVM, when more than one Balloting Units are used, the same should be interlinked in the proper sequential order as explained above. Any wrong linking of the Balloting Units will render the machine non-functional and on pressing any button on the Control Unit the letters 'LE' (Link Error) indicating linking error will appear on the display panel of the Control Unit. The linking error should be set right by interlinking the Balloting Units in the proper sequential order.

10.3.7.2. The connector of the interconnecting cable, one end of which is attached to the Balloting Unit, is a multi-pin connector. The connector goes into the socket of the other Balloting Unit or of the VVPAT unit only one way, which can be found out easily by looking at the orientation of the pins. The pins of

the connector are quite delicate and the connector should not be forced into the socket in such way as may damage or bend the pins. The machine will work only when the connection is made properly.

- 10.3.8. The connector of the interconnecting cable can be disconnected from the VVPAT unit or from the other Balloting Unit only by pressing the spring type clips on both sides of the connector hood and pulling the connector out. These spring type clips, when pressed inward simultaneously, will release the hold of the connector from the socket, and the connector should then be pulled out while keeping the spring type clips so pressed.
- 10.3.9. Connecting the Balloting Units and the VVPAT or disconnecting them properly requires some practice so as to avoid any damage to the machine. This aspect should be clearly borne in mind and you yourself should connect the Balloting Units with the VVPAT and Control Unit with VVPAT.

10.4. PREPARATION OF VVPAT

- 10.4.1. VVPAT shall be set as per number of contesting candidates (including NOTA) set in the Control Unit by the Returning Officer duly loading the data. VVPAT shall be kept with the Balloting Unit in the Voting Compartment. Connect VSDU (in case of M2 VVPAT) and first Balloting Unit's interconnecting cables on the connectors available on the back side of VVPAT. VVPAT interconnecting cable should be connected to Control Unit. VVPAT should be placed to the left side of the 1st Balloting Unit.

11. PREPARATION OF CONTROL UNIT

11.1. CHECKING OF CONTROL UNIT

- 11.1.1. At the time of taking delivery of the Control Unit, you must carry out the checks on the Control Unit as mentioned in para 2 of Chapter 3.
- 11.1.2. You must also check that 'Cand. Set Section' of the Control Unit is duly sealed and the address tag is firmly attached thereto and that the battery installed in that section is fully operational.

11.2. PREPARATION OF CONTROL UNIT

- 11.2.1. Before the EVM and VVPAT is delivered at the polling station certain preparations are made therein at the Returning Officer's level for the installation of the battery and setting the number of contesting candidates in the CU and VVPAT. Before a Control Unit is put in use at the polling station, some further preparations, apart from the preparations made at the Returning Officer's level, are necessary to be made by the Presiding Officer at the polling station.
- 11.2.2. The preparation of CU for actual poll has been explained in Chapters-12 to 14.

11.3. CONNECTING BU, CU AND VVPAT

- 11.3.1. You should plug the interconnecting cable of the VVPAT into the socket provided for the purpose in the rear compartment of the Control Unit. Then, you should plug the interconnecting cable of the first BU into the socket provided for the purpose in the rear compartment of the VVPAT.

11.4. SWITCHING ON CONTROL UNIT

- 11.4.1. After the Control Unit, VVPAT unit and the Balloting Unit(s) have been interlinked, you should put the power switch to 'ON' position. When the power switch of the Control Unit is pushed upwards to 'ON' position, it will give a 'beep' sound and the 'ON' lamp on the Display section of the Control Unit will glow GREEN.

11.5. CLOSING THE REAR COMPARTMENT OF CONTROL UNIT

- 11.5.1. You should then close the rear compartment. To keep it firmly closed, a piece of thin wire or a thick thread may be run through the two holes provided for the purpose and the ends of the wire may be given a few twists or a knot, as the case may be. You should note that the rear compartment is not to be sealed as it will require to be opened again after the close of poll for switching 'OFF' the power of Control Unit and

disconnecting the VVPAT Unit.

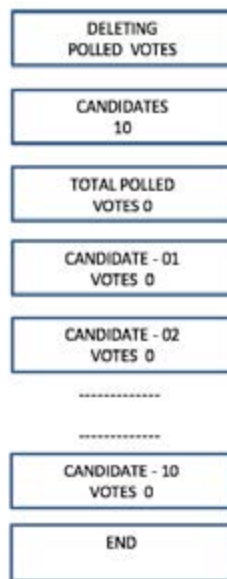
Note:

1. Any connection or disconnection of BU, CU and VVPAT shall be done only in SWITCH OFF condition.
2. Before switching ON the CU, ensured that all connections are proper and VVPAT lock (back side of VVPAT) is in working/unlock mode.

12. CONDUCTING MOCK POLL

12.1. DEMONSTRATION OF 'CLEARING' OF EVM AND VVPAT

- 12.1.1. Before commencing the poll, you have to satisfy not only yourself but also all polling agents, who are present at the polling station, that the EVM and VVPAT are in perfect working order and that no votes have already been recorded in the machine.
- 12.1.2. For such satisfaction, you should first show to all present that all counts have been set to ZERO by pressing the 'Clear' button. The 'Clear' button is provided in a compartment in the Result section of the Control Unit. This compartment is covered by an inner door and an outer cover. The inner door covers the compartments containing 'Clear' button, 'Result' button and 'Print' button and the outer cover is provided above the inner door and covers also the compartment containing the 'Close' button. For reaching the 'Clear' button, you should first open the outer cover by pressing slightly inwards the latch provided on the left side. Thereafter, the inner door can be opened by inserting the thumb and a finger through the two apertures above the 'Result' and 'Print' buttons and then pressing the latches inside simultaneously slightly inwards and pulling the door up. In no case, this inner door should be forced open without releasing the latches in the manner described above as otherwise this most vital compartment will get damaged.
- 12.1.3. When the 'Clear' button is pressed, the Display Panels on the Control Unit will start displaying the following information sequentially:



- 12.1.4. Note: If on pressing 'Clear' button, the display panels display INVALID, it means that some of the earlier operations needed for clearing the machine have not been

performed. To clear the machine, ensure that Balloting Units, VVPAT and Control Unit have been properly linked. Press 'Close' button and thereafter press 'Result' button. Now press the 'Clear' button, the display panels will start displaying the information as indicated above.

- 12.1.5. The display of the above information on the display panels shall satisfy the polling agents present at the polling station that no votes are already recorded in the machine.
- 12.1.6. Polling agents shall also be allowed to verify that the drop box of VVPAT unit is empty.

12.2. MOCK POLL

- 12.2.1. After demonstrating as above that no votes are already recorded in the EVM, you should hold a mock poll by votes recorded for each candidate. If any candidate is not represented by polling agent, you should count couple of votes for such candidate. Then the result shown in the Control Unit should be tallied with VVPAT paper slips.
- 12.2.2. Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll. All contesting candidates should be informed in writing by Returning Officer well in advance that mock poll would start one hour before the commencement of poll and they should be advised to instruct their polling agents to be present on time for the mock poll. Polling agents of at least two candidates should be present at the time of Mock Poll. However, if polling agents of at least two candidates are not present, the Presiding Officer may wait for 15 more minutes before conducting the mock poll and if the agents still do not come, then the Presiding Officer may go ahead and start the mock poll. It is further clarified that after waiting for 15 minutes, there is a possibility that only one Polling agent may be present, in that situation also, the Presiding Officer should go ahead and start mock poll. In such case, there should be specific mention in the mock poll certificate on this aspect.
- 12.2.3. For Mock Poll, the Balloting Unit(s) and VVPAT should be placed in the Voting Compartment and Control Unit and VSDU (in case of M2 VVPAT) on the table of the Presiding Officer/Polling Officer who will operate the Control Unit after being properly connected.
- 12.2.4. One Polling Officer should be present in the Voting Compartment along with the polling agents to watch operations on the Balloting Unit(s) and the ballot slips printed by the VVPAT. This Polling Officer will keep a record of the votes cast.
- 12.2.5. The mock poll should be conducted with the polling agents voting at random for each of the contesting candidates. A total of at least 50 votes should be polled in the mock poll. In the case of absence of polling agents of any of the candidates, one of the Polling Officers or other polling agents may record the votes for such candidates. The Polling Officers present in the Voting Compartment should ensure that votes are recorded for each of the contesting candidates. After the mock poll, Presiding Officer will ascertain

the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.

- 12.2.6. For Mock Poll perform the following operations:
- 12.2.7. Press the 'Ballot' button on the ballot section of the Control Unit. On pressing the 'Ballot' button, 'Busy' lamp in the display section will glow red. Simultaneously, the 'Ready' lamp on the Balloting Unit(s) will also start glowing green.
- 12.2.8. Ask any polling agent to press, according to his choice, any of the candidate's blue buttons on the Balloting Unit. Ensure that each of the blue (unmasked) buttons is pressed at least once, so that each button left unmasked is tested and found functioning properly.
- 12.2.9. On the candidate's button being so pressed, the 'Ready' lamp on the Balloting Unit will go off and the candidate's lamp near the button will start glowing red. The VVPAT will print a small slip of paper that carry the symbol, name and serial number of the candidate voted which will be visible for seven seconds in the VVPAT window. There after, the paper slip will get automatically cut and drop in the drop box of VVPAT. Also, a beep sound will be heard emitting out from the Control Unit. After a few seconds, the red light in the candidate's lamp, red light in the 'Busy' lamp and the beep sound will go off. This will be the indication that the vote for the candidate, whose blue button has been pressed, has been recorded in the Control Unit and the machine is now ready to receive the next vote.
- 12.2.10. Repeat the process explained in the preceding paras (a), (b) and (c) for recording one or more votes for each of the remaining candidates. Keep a careful account of the votes so recorded in respect of each candidate.
- 12.2.11. When the votes are being so recorded, press the 'Total' button on the ballot section of the Control Unit to verify at any time that the total votes recorded in the machine tally with the number of votes which have been polled up to that stage.

Note: 'Total' button should be pressed only after the vote has been recorded for any candidate and the 'Busy' lamp in the Display Section is off.

- 12.2.12. At the end of the mock poll, press the 'Close' button in the result section.

Note: Subject to availability of time, there is no objection to permit the recording of more votes at mock poll. It is not necessary that the number of votes recorded for each candidate should be the same but at least 50 numbers of votes must be cast with one vote for every unmasked button.

- 12.2.13. Now press the button marked 'Result' in the Result Section. On that button being pressed, the Display Panel will start showing the Result.

- 12.2.14. After the mock poll, ascertain the result in Control Unit and count the VVPAT paper slips (after taking out from the VVPAT drop box) in respect of each candidate in the presence of polling agents and confirm that the result tallies with the votes polled in respect of each candidate.
- 12.2.15. Next, press the 'Clear' button of Control Unit to clear the account of votes recorded during the mock voting. On pressing the 'Clear' button, all counts in the Display Panel will show ZERO. Also, the paper slips in VVPAT should be cleared from the drop box and the drop box be sealed.
- 12.2.16. Prepare the Certificate of mock poll. (Annexure 14)
- 12.2.17. All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.
- 12.2.18. The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription "MOCK POLL SLIP", thereafter these mock poll VVPAT paper slips shall be kept in an envelope made of thick black paper and sealed with the seal of the Presiding Officer.
- 12.2.19. The Presiding Officer and polling agents must put their signatures on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words "VVPAT paper slips of Mock Poll" shall be written on the envelope.
- 12.2.20. This envelope must be kept in the special plastic box for mock poll and sealed with a pink paper seal placed all around in such a manner that opening of the box will require breaking of the seal.
- 12.2.21. The number and name of the polling station and number and name of assembly constituency along with the date of poll shall be written on the plastic box.
- 12.2.22. The Presiding Officer and Polling Agents must put their signatures on the pink paper seal and keep the box along with other documents relating to elections.
- 12.2.23. Thereafter, Presiding Officer will sign the Mock Poll Certificate and seal the CU. SWITCH OFF the Control Unit, before sealing of the Control Unit of EVM and Drop Box of VVPAT.
- 12.2.24. The drop box of VVPAT should be sealed with an address tag using Presiding Officer's seal before the actual poll starts.
- 12.2.25. The Presiding Officers shall ensure that the data of the mock poll is deleted from Control Unit (CU), without fail, before the official poll starts. This is a**
- 12.2.26. very critical step.**

- 12.2.27. The Presiding Officers shall mention the names of the Polling agents and the candidates (and their party affiliations), whom they represent and also obtain their signatures on the completion of mock poll on the certificate.

(51/8/VVPAT/2017-EMS dated 16th October 2017 and 05th December 2017)

12.3. MOCK POLL IN CASE OF REPLACEMENT OF EVM

- 12.3.1. In case the CU or the BU does not work properly during actual poll, replacement of the whole EVM including CU, BU and VVPAT is required. However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll. (51/8/VVPAT/2017-EMS dated 11-01-2018)
- 12.3.2. After the mock poll, Presiding Officer will ascertain the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.
- 12.3.3. **All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.**
- 12.3.4. The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription "MOCK POLL SLIP", thereafter these mock poll VVPAT paper slips shall be kept in an envelope made of thick black paper and sealed with the seal of the Presiding Officer.
- 12.3.5. The Presiding Officer and polling agents must put their signatures on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words "VVPAT paper slips pertaining to Mock Poll conducted in case of replacement of whole set of EVM and VVPAT" shall be written on the envelope.
- 12.3.6. This envelope must be kept in the special plastic box for mock poll and sealed with a pink paper seal placed all around in such a manner that opening of the box will require breaking of the seal. The number and name of the polling station, number and name of Assembly Constituency and the date of poll shall be written on the plastic box.
- 12.3.7. The Presiding Officer and Polling Agents must put their signatures on the pink paper seal and keep the box along with other documents relating to elections. Thereafter, Presiding Officer will sign another Mock Poll Certificate and seal the CU and VVPAT.
- 12.3.8. The drop box of VVPAT should be sealed with an address tag before the actual poll starts.

12.4. MOCK POLL IN CASE OF REPLACEMENT OF VVPAT

- 12.4.1. In case VVPAT does not work properly during actual poll, replacement of only VVPAT

is required. In case of replacement of only VVPAT during actual poll, no mock poll will be conducted.

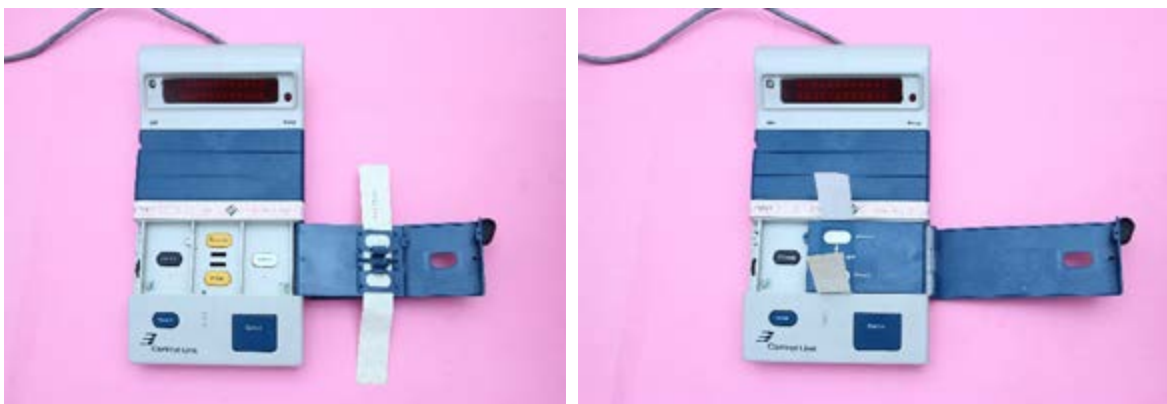
12.5. RECORDING POLL START AND POLL END DATE AND TIME

- 12.5.1. The Presiding Officer, at the end of Mock Poll at the polling station, shall invariably check and note the date and time shown in the display of the Control Unit and also the actual date and time at that point of time as well as any discrepancy between the two, if any, in the Mock Poll certificate and also in Presiding Officer's Diary.

13. FIXING OF GREEN PAPER SEAL IN THE CONTROL UNIT

13.1. FIXING GREEN PAPER SEAL

- 13.1.1. In the conventional system of voting where ballot papers and ballot boxes were used, the ballot boxes used to be sealed and secured by fixing a green paper seal specially printed by the Commission. Once the green paper seal was fixed in a ballot box and the lid of the box was closed, the box could not be opened and the ballot papers contained therein could not be tampered with or taken out for counting unless the green paper seal was torn. Similar safeguard has been provided in the voting machine so that once the Control Unit is sealed and poll commences, nobody should be able to tamper with the voting machine. To achieve and ensure this, provision has been made for fixing the same green paper seal in the Control Unit of the voting machine, as was used for securing the ballot box.
- 13.1.2. There is a frame provided for fixing the paper seal on the inner side of the door of the inner compartment of the result section of the Control Unit. Before the green paper seal is fixed in the frame provided for the purpose on the inner side of the door of the inner compartment of the result section of the Control Unit, you should affix your signature in full immediately below the serial number of the paper seal on the white surface of the paper seal. It shall also be got signed by such of the candidates or their polling agents as are present and are desirous of affixing their signatures. The Presiding Officer should verify that the signatures of the polling agents on the paper seal tally with their signatures on their letters of appointment.
- 13.1.3. The seal should be so fixed that it is seen through the aperture from outside and serial number of the Green Paper seal is visible outside. When the green paper seal is fixed on the Control Unit of the voting machine, it will look as in the picture below:



- 13.1.4. It should be ensured that damaged paper seal is not used in any case and if any paper

seal gets damaged in the process of fixing, it should be replaced then and there before the door of the inner compartment is closed.

- 13.1.5. After fixing the paper seal, the door of the inner compartment should be closed by pressing it fit. It should be closed in such a manner that the two open ends of the paper seal project outwards from the sides of the inner compartment.

13.2. SIGNATURE OF PRESIDING OFFICER AND POLLING OFFICER ON PAPER SEAL

- 13.2.1. Before the green paper seal is fixed in the frame provided for the purpose on the inner side of the door of the inner compartment of the result section of the Control Unit, you should affix your signature in full on the white surface immediately below the serial number of the paper seal. It shall also be signed by such of the candidates or their polling agents as are present and are desirous of affixing their signatures.

13.3. ACCOUNT OF PAPER SEALS

- 13.3.1. You should keep a correct account of the paper seals supplied to you for use at the polling station and the paper seals actually used by you for sealing and securing the Control Unit. Such account shall be maintained by you in the form specifically prescribed for the purpose vide Item 10 of Part I of Form 17C appended to the Conduct of Elections Rules, 1961.
- 13.3.2. You should allow the candidates or their polling agents present to note down the serial number of paper seals so supplied for use and actually used.

14. CLOSING AND SEALING OF CU AND VVPAT

14.1. SPECIAL ADDRESS TAG

- 14.1.1. Special Address Tag is of size 5 cm X 5 cm. It has a round corner rectangular window of 3 cm X 1.5 cm and its length is 1 cm from left and right edge, 1.5 cm from top edge and 2 cm from bottom edge. This Special Address Tag is used for Control Unit of M2 and M3 EVM.
- 14.1.2. Its thickness is equal to the thickness of a postcard. There is a hole with metallic ring near right side of upper edge with minimum distance of 0.6 cm from both edges, so as to make it easy to pass a thread through it, for sealing. There is also an opening in the middle of the Special Tag, so that when the tag is fixed in the "CLOSE" button compartment of the result section, the "CLOSE" button is visible so that the button can be reached to operate without disturbing the Special Tag.
- 14.1.3. Before the Special Tag is used, you shall write the serial number of the Control Unit on the Special Tag.
- 14.1.4. After writing the serial number of the Control Unit on the Special Tag, you shall put your signature on the BACK SIDE of the Special Tag. You should also ask the contesting candidates/polling agents, who are present in the polling station, before the commencement of the poll to put their signatures on the back, if they so desire. You should also read out the pre-printed serial number on the Special Tag and ask the contesting candidates/polling agents, who are present at the polling station, to note down that serial number.
- 14.1.5. The Special Tag is used to seal the inner compartment over the 'Clear' button and 'Result' button after the process of signing the green paper seal by you and contesting candidates/polling agents and fixing and securing it in the frame(s) provided for fixing the paper seal on the inner side of the door of the inner compartment of the result section of the Control Unit is over. The door of the inner compartment over the "Clear" button and "Result" button should be pressed fit and closed in such a manner that the two open ends of the paper seal continue projecting outwards from the sides of the inner door. Then this inner door should be sealed with the special tag. For this, you should pass the high-quality twine thread (specially supplied for this purpose by the Returning Officer) through the holes provided in the inner door and through the hole provided in the Special Tag.
- 14.1.6. It should be ensured by you that spoiled or torn Special Tag is not used in any case. If, by any chance, the Special Tag is spoiled or torn, you should use another one. For this purpose, like "Green Paper Seals", the Returning Officer supplies you with 3 or 4

'Special Tags':

- 14.1.7. After doing all this, tie the thread into a knot and seal the thread on the Special Tag with sealing wax. Thereafter without breaking the seal, you should adjust the Special Tag in the compartment of "CLOSE" button in such a manner that the "CLOSE" button protrudes through the hole cut in the middle of the Special Tag for this purpose.



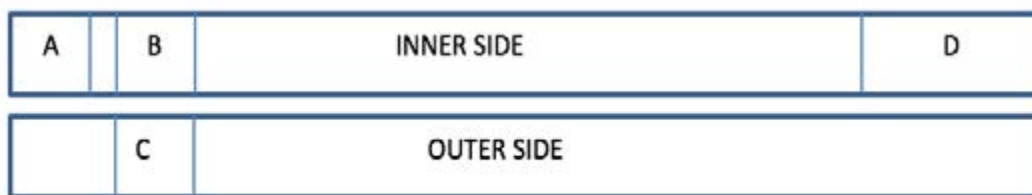
14.2. CLOSING AND SEALING OF OUTER COVER OF RESULT SECTION OF CONTROL UNIT

- 14.2.1. After the inner compartment of Result Section of the CU has been closed and sealed, the outer cover of the Result Section should be pressed fit for closing that section. Before pressing that outer cover, it should be ensured that the two open ends of the paper seal still project outwards from either side of the outer cover.
- 14.2.2. After the outer cover of result section has been closed, that cover should be sealed by (i) passing a thread through the two holes provided for the purpose on the left side of the outer cover, (ii) tying the thread into a knot (iii) attaching a label (address tag) similar to the one which is attached to the 'Candidate Set Section' at the Returning Officer's level and sealing the thread on the address tag with wax and the seal of the Presiding Officer as shown below:



14.3. STRIP SEAL

- 14.3.1. To further improve the sealing arrangements for Electronic Voting Machines, the Election Commission of India has introduced an additional outer seal for sealing the "Result Section" of the Control Unit completely with an Outer Paper Strip Seal (hereafter referred to as "Strip Seal) so that this portion of the Control Unit cannot be opened once the polling has been started and till the counting is taken up. This will ensure that from the time the first vote is cast in the machine at the polling station and till it is brought to the counting table, no person can open the result section without damaging the strip seal.
- 14.3.2. Accordingly, at every polling station where the election is held with the use of EVM, the Control Unit shall be secured and sealed from outside completely with the strip seal so that this section cannot be opened without damaging the strip seal. The strip seal shall be positioned on the outer door of "Result Section" just below the rubber cap covering the "CLOSE" button in such a way that the rubber cap covering the "CLOSE" button is not covered by the strip seal.
- 14.3.3. Strip seal is a paper seal with a measurement of 23.5" (twenty-three point five inches) in length and 1" (one inch) in width. The length of the strip is such that it can easily be wrapped round the breadth of the Control Unit to provide an extra outer seal of the Control Unit before the commencement of the poll and after the other standard seals have been affixed in the Control Unit. Each strip seal has a Unique Identity Number. These strip seals will be supplied by a firm duly approved by the Commission, and the Chief Electoral Officers will centrally procure them for each State. At both the ends of the strip seal, there are FOUR (4) pre-gummed portions. Of these three are of about one square inch area (identified by the letters 'A', 'B' & 'C') and the fourth is about of two square inch area (identified by letter 'D'). Each gummed portion is covered by a strip of wax paper. The strip seal has an inner side and an outer side. On the inner side of the strip, at one end there are two adjacent pre-gummed portions marked by letter 'A' & 'B'. At the other end of the inner side of the strip, there is about 2" (two inches) pre-gummed portion marked 'D'. On the outer side of the strip, there is only one pre-gummed portion marked 'C'.
- 14.3.4. A drawing of the strip seal showing the outer side and inner side is given below. The A, B, C and D are the gummed portions on inner side and outer side of the strip.



- 14.3.5. Before the strip seal is fixed to seal the result section from outside you should affix your signature in full immediately below the serial number of the paper seal. It shall be signed by such of the contesting candidates or their polling agents as are present and are desirous of affixing their signatures. You should verify that the signatures of the polling agents on the Strip Seal tally with their signatures on their letters of appointment. The strip seal shall, then, be positioned just below rubber cap covering the “CLOSE” button.

14.4. METHOD OF SEALING EVM WITH STRIP SEAL

- 14.4.1. The method of sealing EVM with Strip seal is as mentioned below.
- 14.4.2. Step 1: First double fold the green paper seal, protruding from the lower portion of the outer door of the Result Section, in the middle ensuring that the green side of the seal remains outside.
- 14.4.3. Step 2: Then keep the strip seal with the pre-gummed portion ‘A’ positioned near the base of the green paper seal protruding from the lower portion of the outer door of the result section. Remove the wax paper over ‘A’ and press the inner layer (green side) of the green paper seal over this gummed portion and paste.



- 14.4.4. Step 3: Now remove the wax paper over the pre-gummed portion ‘B’ and press this gummed portion over the folded portion (again green side) of the green paper seal.



- 14.4.5. Step 4: After pasting 'B' over the green paper seal the pre-gummed portion 'C' will come to the top position. Remove the wax paper over 'C', press the green paper seal protruding from the upper portion of outer door so that the green paper seal is firmly pasted over 'C'.



- 14.4.6. Step 5: Take the remaining portion of the strip seal round the Control Unit from left side taking care that the strip passes below rubber cap covering the "CLOSE" button. Bring the other end of the strip seal from right side of the Control Unit on to the top of the outer door where the pre-gummed portions 'A', 'B' and 'C' have been pasted.



- 14.4.7. Step 6: Remove the wax paper covering the pre-gummed portion 'D' and press it firmly over the green paper seal, which was protruding from the upper portion of the door and was pasted on the pre-gummed portion 'C'. The pre-gummed portion 'D' spills over the strip seal below the "CLOSE" button. Press this spilled over portion of 'D' firmly over the strip seal. By the above process, both the loose ends of the green paper seal protruding from both the sides of the outer door get firmly pasted and held by the strip seal. At the same time the outer door over the result section is also sealed with this strip seal from all sides and this section cannot be opened without damaging this seal.



- 14.4.8. After sealing the Control Unit with the strip seal, you shall take care that the seal is not damaged or tampered with during the poll and this seal shall NOT be removed during or after the poll in the polling station.
- 14.4.9. At the end of the poll at prescribed hour, you shall remove the rubber cap covering the "CLOSE" button without disturbing the strip seal and press the "Close" button to close the poll and replace the rubber cap. After completing other formalities at the end of the poll, you shall carefully pack the Control Unit in its carrying case and seal the carrying case with address tag. This sealed carrying case shall be delivered to the strong room (Collection Centre) along with other documents required to be deposited at the strong room (Collection Centre).
- 14.4.10. On the day of the counting, the Control Unit with the strip seal intact shall be allowed to be examined by the contesting candidates/counting agents, who are present at the counting table. Only thereafter, the seal shall be removed taking care that the green paper seals are not damaged. After examining the green paper seals protruding outside, the thread seal on the outer door of the Control Unit shall be opened.

14.5. PRECAUTION WHILE SEALING WITH STRIP SEAL

- 14.5.1. The strip seal shall be positioned to cover the portion below the rubber cap covering the "CLOSE" button on the outer door of the result section. While fixing this strip, ensure that the rubber cap covering the "CLOSE" button is left clear and not covered even partially by this strip so that there is no difficulty in removing the rubber cap and operating that 'CLOSE' button when required.
- 14.5.2. The strip seal shall be fixed taut and shall not be loose.
- 14.5.3. Damaged strips have not to be used in any circumstances.
- 14.5.4. Each polling station will be supplied with four (4) strip seals like green paper seals.
- 14.5.5. You shall account for each strip seal supplied to the polling station for the conduct of poll in the Presiding Officer's Diary.

- 14.5.6. You should return every strip seal that has not been used [including the strips (or pieces thereof) damaged accidentally] to the Returning Officer, who will be held responsible if any strip seal is found in the hands of any unauthorized person at any time.
- 14.5.7. The Chief Electoral Officer and the District Election Officers shall keep a record of the serial numbers of the strip seals supplied to each Returning Officer. Similarly, each Returning Officer shall keep a record of the strip seals supplied to each polling station.
- 14.5.8. The Commission will issue samples of strip seals to your State for the purpose of demonstration as well as training. These sample strips seal also shall be kept in safe custody. After using the strip seals for training or demonstration, as the case may be, the used strips should be destroyed by shredding them.

14.6. SEALING OF DROP BOX OF VVPAT WITH THREAD USING ADDRESS TAG BEFORE ACTUAL POLL

- 14.6.1. The lower part of the VVPAT unit, i.e. drop box, is sealed with the thread and Address Tag before actual poll starts.



14.7. EVM AND VVPAT READY FOR ACTUAL POLL

- 14.7.1. The EVM and VVPAT are now ready in all respects for use for actual poll.

15. COMMENCEMENT OF THE POLL

15.1. COMMENCEMENT OF THE POLL

15.1.1. The poll should commence at the appointed time. All the preliminary activities should be over by then. If for any unforeseen reason you are not in a position to commence the poll at the appointed hour, you should explain the reasons for the delay in your Presiding Officer's Diary. Ensure that mock poll result is cleared from the EVM and all paper slips of mock polled are removed from the VVPAT.

15.2. WARNING ABOUT SECRECY OF VOTING

15.2.1. Before commencing the poll, you must explain to all including the contesting candidates or their polling agents, who are present at the polling station, the provisions of Section 128 of the Act (Annexure 1), regarding their duty to maintain the secrecy of the vote and the penalty for any breach thereof.

15.3. PRECAUTION FOR INDELIBLE INK

15.3.1. Ask the Polling Officer in-charge of indelible ink to take adequate precautions to see that the phial containing the indelible ink is kept carefully in such a manner that it does not get tilted and the ink spilt during the poll. For that purpose, take some sand or loose earth in a cup provided for the purpose or an empty tin or some broad-bottomed vessel, and push the phial down three-quarters of its length into the centre of the vessel so that it is steadily embedded in the sand or earth. Also ensure that the plastic brush attached to the cork is left/kept standing in the phial and not taken out except for the purpose of marking the voter's forefinger. The rod should always be held with its marking end pointing vertically downwards. Otherwise, some of the ink will drip down the rod and spoil the fingers of the person using it.

15.4. MARKED COPY OF THE ELECTORAL ROLL

15.4.1. Before the commencement of poll, you should also demonstrate to the contesting candidates/polling agents and other persons, who are present at the polling station that the marked copy of the electoral roll (copy of the electoral roll to be used for 'marking' the names of electors who are allowed to vote) does not contain any remarks other than those used for issuing postal ballot papers and EDC. The deletions appearing in the supplements, if any, to the roll would be reflected in the reprinted mother roll with the word "D E L E T E D" superimposed on the concerned elector detail box.

15.4.2. Also show to the contesting candidates/polling agents and all others, who are present

at the polling station that the Register of Voters (in form 17A), (in which entries will be made in respect of the voters) does not already contain any entry in respect of any elector.

15.5. REGULATION OF ENTRY OF VOTERS TO POLLING STATION

- 15.5.1. There should be separate queues for men and women electors. The persons who enforce the queues will allow three or four voters into the polling station at a time or as you direct. Other electors waiting to come in should be made to stand in queue outside. Infirm voters and women voters with babies in arms may be given precedence over other voters in the queue. Two women voters may be allowed entry in to the polling station for entry of one male voter. The formation of more than one queue for men voters or for women voters should not be allowed.
- 15.5.2. You should ensure that Senior citizens and physically challenged electors are given priority for entering the polling station, without having to wait in the queue with the other electors. All necessary assistance as may be required should be provided to them at the polling station. For this purpose, if necessary, arrangements should be made for such persons to form a separate queue.
- 15.5.3. You should ensure that full facility is provided for such electors to take their wheelchair inside the polling station. In your polling station, if permanent ramp has not been provided, arrangement for a temporary wooden ramp is to be provided.
- 15.5.4. You should give special care to electors with speech and hearing impairment as in the case of other disabled persons.

15.6. PERSONS TO BE ADMITTED INSIDE THE POLLING STATION

- 15.6.1. You should admit into the polling station only the following persons:
 - 15.6.1.1. the electors;
 - 15.6.1.2. polling officers;
 - 15.6.1.3. each contesting candidate, his election agent and one polling agent of each candidate at a time;
 - 15.6.1.4. persons authorized by the Commission, i.e. the persons who have been issued entry passes by the Election Commission to enter the polling station, such as media persons issued with authority letters;
 - 15.6.1.5. public servants on duty;
 - 15.6.1.6. a child in arms accompanying an elector;
 - 15.6.1.7. a person accompanying a blind or an infirm voter who cannot move or vote

without help; and

15.6.1.8. BLO's or such other persons as you may from time to time admit for the purpose of identifying voters or otherwise assisting you in taking the poll.

16. SAFEGUARDS FOR FREE AND FAIR ELECTION

16.1. DECLARATIONS BY PRESIDING OFFICER AS SAFEGUARDS FOR ENSURING FREE AND FAIR ELECTION

16.1.1. You are required to read out the declaration, prescribed in Annexure 5, Part I, before the commencement of the poll in order to ensure that you have duly carried out the instructions contained in the foregoing chapters regarding the demonstration of the voting machine, marked copy of the electoral roll and Register of Voters and obtaining the signatures of the contesting candidates/polling agents on the green paper seal and allowing them to note down their serial numbers, which are necessary safeguards for ensuring free and fair election. This should be done immediately after reading out the provisions of section 128 of the Representation of the People Act, 1951, regarding maintenance of secrecy of voting. You should read out the declaration aloud to the hearing of all persons present in the polling station and sign the declaration and obtain thereon the signatures of such of the contesting candidates/polling agents as are present in the polling station. If any polling agents decline to affix their signatures on the declaration, their names should be recorded therein.

16.2. PROCEDURE TO BE FOLLOWED AT THE TIME OF USE OF NEW VOTING MACHINE

16.2.1. During the course of poll there may be some compelling circumstances under which, if it becomes essential to use new EVM and VVPAT. In such circumstances, you are again required to read out a further declaration prescribed in Part II of **Annexure 5**.

16.2.2. In case the Balloting Unit (BU) or Control Unit (CU) does not work properly during actual poll, replacement of the whole EVM including CU, BU and VVPAT is required. However, in such cases only one vote to each contesting candidate including NOTA should be polled in the mock poll. After the mock poll, Presiding Officer should ascertain the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate. Presiding Officer should remove all mock poll data in CU and VVPAT paper slips from VVPAT and the empty drop box of VVPAT should be verified by the Polling Agents. The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription "MOCK POLL SLIP", thereafter these mock poll VVPAT paper slips shall be kept in an envelope made of thick black paper and sealed with the seal of the Presiding Officer. The Presiding Officer and Polling agents must put their signature on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words "VVPAT paper slips pertaining to

Mock Poll conducted in case of replacement of whole set of EVM and VVPAT" shall be written on the envelope. The envelope must be kept in the special plastic box for mock poll and sealed with a pink paper seal placed around in such a manner that box cannot be opened without breaking the seal. The number and name of the polling station, number and name of the Assembly constituency and date of poll shall be written on the plastic box. The Presiding Officer and Polling agents must put their signatures on the pink paper seal and keep the box along with other documents relating to elections. Thereafter Presiding Officer should sign another Mock Poll Certificate and seal the CU and VVPAT. Ensure that the drop box of VVPAT should be sealed with an address tag using Presiding Officer's seal before the actual poll starts.

- 16.2.3. In case of replacement of only VVPAT during actual poll, no Mock poll will be conducted. (51/8/VVPAT/2017-EMS dated 11-01-2018)
- 16.2.4. At the end of the poll, you should record a further declaration in Part III of **Annexure 5** in the same manner. The declaration will be put into a separate packet and delivered to the Returning Officer after the conclusion of the poll along with the account of votes recorded and the paper seal account in Form 17C.

17. ENFORCEMENT OF ELECTION LAW IN AND AROUND POLLING STATION

17.1. IMPARTIALITY AND MAINTENANCE OF DECORUM

- 17.1.1. Treat all parties and candidates equally and decide every disputed point fairly and justly. Your tact, firmness and impartiality are the most important safeguards against any breach of peace. Needless to say, neither you nor any other officer at your polling station should do any act, which could be interpreted as furthering the prospects of any candidate at the election.
- 17.1.2. Further, you and other officers at your polling station should maintain decorum and dignity as is expected of an officer on duty. Neither you nor any other officer at your polling station indulge in any undue activities which are unbecoming of an officer on duty, such as shaking hands or getting yourself photographed with him/her, when a celebrity or VIP visits your polling station for casting his/her vote, even though showing normal courtesy to each and every elector is part of your duty.

17.2. BAN ON CANVASSING

- 17.2.1. Canvassing within one hundred meters of the polling station is an offence under the election law. Any person, who does so, can be arrested without warrant by the police and may be prosecuted under section 130 of the Representation of the People Act, 1951 (See Annexure 1).

17.3. CANDIDATE'S ELECTION BOOTH

- 17.3.1. Contesting candidate's election booths, if any, cannot be within 200 meters from the polling station. The candidates are allowed to provide one table and two chairs for the use of their 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 over their head to protect them from the sun/rain. No crowd is allowed to collect around such tables. If any instance of violation of the above instructions of the Commission is brought to your notice, you should report the matter to the Sector Magistrate or other officials responsible for maintenance of law and order around your polling station for necessary remedial action by them.

17.4. DISORDERLY CONDUCT IN OR NEAR THE POLLING STATION

- 17.4.1. Under the provisions in Section 131 of the Representation of the People Act, 1951 (See Annexure 1), if any person behaves in a disorderly manner, you can have him arrested then and there by a police officer and have him prosecuted. The police have

the power to take such steps, and use such force, as may be reasonably necessary for preventing such behaviour. These powers should, however, be resorted to only when persuasion and warning have proved ineffective. If the use of a megaphone or loudspeaker interferes with the work of the polling station, you should take steps to stop such use. The section does not prescribe any limit of distance. It is left to you to decide whether it is near enough and loud enough to disturb the proceedings at the polling station.

17.5. REMOVAL OF TROUBLE MAKERS

- 17.5.1. Any person who misbehaves himself or fails to obey your lawful directions during the poll may be removed from the polling station on your orders by any police officer or other persons authorized by you (see Section 132 of the Representation of the People Act, 1951 - Annexure 1).

17.6. ILLEGAL HIRING OF VEHICLES FOR THE CONVEYANCE OF VOTERS

- 17.6.1. If you receive a complaint about illegal conveyance of electors to the polling station from their homes and back, tell the complainant that he may take action to prosecute the offender under Section 133 of the Representation of the People Act, 1951 or use the fact as a ground for filing an election petition against the offending candidate in due course. Forward any complaint filed before you with such remarks which you can make from your own observation and personal knowledge to the Sub-divisional magistrate or other magistrate, who has jurisdiction to deal with such cases. You can also bring this to the notice of the Zonal/Sector Magistrate, when he visits your booth.

17.7. REMOVAL OF VOTING MACHINE FROM POLLING STATION TO BE AN OFFENCE

- 17.7.1. Any person, who at any election fraudulently or in an unauthorized way takes or attempts to take a voting machine out of a polling station or wilfully aids or abets the doing of any such act, commits a cognizable offence punishable with imprisonment up to one year or with fine up to five hundred rupees or with both. In this connection Section 135 of the Representation of the People Act, 1951 read with Explanation to Section 61A of the said Act may be referred to.

17.8. BREACH OF OFFICIAL DUTY BY ELECTION OFFICERS

- 17.8.1. Your attention is also drawn to Section 134 of the Representation of the People Act, 1951, which provides that if any Presiding or Polling Officer is guilty of any act, or even of any omission, in breach of his official duty without reasonable cause, he commits a cognizable offence.

17.9. PROHIBITION OF GOING ARMED TO OR NEAR A POLLING STATION

17.9.1. As per the provisions of Section 134B of the Representation of the People Act, 1951, no person (other than the Returning Officer, the Presiding Officer, any police officer and any other person appointed to maintain peace and order at a polling station who is on duty at the polling station) can, on a polling day, go armed with arms, as defined in the Arms Act, 1959, of any kind within the neighbourhood of a polling station. If any person contravenes these provisions, he is liable to imprisonment for a term, which may extend to two years or with fine, or with both. The offence is cognizable.

17.10. PROHIBITION OF USE OF CELLULAR PHONES, CORDLESS PHONES, WIRELESS SETS ETC

17.10.1. As per the standing instructions of the Commission, no cellular phones, cordless phones, wireless sets etc., in any case are allowed inside the polling stations and also in the 100 meters perimeter of the polling stations described as the "polling station neighbourhood".

18. VERIFICATION OF ELECTOR'S IDENTITY AND PROCEDURE IN CASE OF CHALLENGE

18.1. VERIFICATION OF ELECTOR'S IDENTITY

- 18.1.1. The Commission has made documentary identification of electors as mandatory. The electors are required to produce the Electoral Photo Identity Card (EPIC) or other alternative document if any, permitted by the Commission. The Commission will issue orders in this behalf at the time of every election. You must refer to the order issued by the Commission and enforce its compliance. The Polling Officer in-charge of identification must satisfy himself about the identity of the elector after examining the EPIC or the alternative documents, as the case may be, and in case of any doubt the elector should be directed to present himself before you. You should make a further probe to satisfy yourself about the identity of the elector. You should hand over the person to the police with a written complaint in case he is proved to be an impersonator.
- 18.1.2. In order to prevent impersonation at the time of poll, the Commission has directed the following procedure
- 18.1.2.1. List of ASD voters should be prepared polling station wise and it should be ensured that each Presiding Officer should be provided with a separate list of Absentee, Shifted and Dead electors (ASD List).
- 18.1.2.2. On the day of poll, in order to cast one's vote, the elector, who is in such list, shall have to produce EPIC for his identification or any one of the alternative photo documents, if permitted by the Commission. The Presiding Officer shall verify the identification document personally and the details properly registered by the polling officer concerned in the Register of Voters in Form 17A.
- 18.1.2.3. The First Polling Officer shall inform the Polling Agents about the ASD elector who has come to vote by reading out his/her name loudly.
- 18.1.2.4. Thumb impression of such electors shall also be obtained in addition to signature against the column of "signature/thumb impression" of Register of Voters (Form 17A). The thumb impression shall be in addition to the signature even in the case of an elector who is a literate and can sign.
- 18.1.2.5. A declaration shall also be obtained from the ASD electors in the format at **Annexure 16**.
- 18.1.2.6. Presiding Officer shall maintain a record and give a certificate at the end of

the poll (to be kept with Form 17A for scrutiny) that so many electors from the list of absentee and shifted electors were allowed to vote after proper scrutiny.

18.1.2.7. If videography / photography is being done in the polling station, such electors shall be photographed and their record kept.

18.1.2.8. Micro-Observers, who are present, should ensure that these instructions with regard to Absentee, Shifted and Dead electors are meticulously followed and make a mention about this in their report.

18.1.2.9. The Presiding Officer shall be briefed specially about these procedures to be followed in polling stations for electors who are in the list of Absentee, Shifted and Dead electors.

18.1.2.10. The Election Commission has directed that identification of overseas electors at the time of casting of votes at polling station shall be done only on the basis of original passports produced by them. (464/INST/2014/EPS dated 4th April, 2014)

18.1.3. As has already been explained in Chapter 8, an elector on entering the polling station will proceed direct to the first Polling Officer, who will be in- charge of the marked copy of the electoral roll and responsible for identification of electors. The Polling Officer should properly verify his identity as explained above. It should be noted that carrying of unofficial identity slip by an elector does not guarantee the identity of the voter nor does it absolve the Polling Officer of his duty and responsibility of satisfying himself about the identity of such voter.

18.1.4. Further, even if a person comes with EPIC, but if his/her name is not included in the Electoral Roll, he/she cannot vote.

18.1.5. Political parties /candidates may also have given identity slips to the electors. As per Commission's instructions, such slip should be on a plain white paper and may contain the name of the elector, his serial number in the electoral roll, part number of the electoral roll and the number and name of the polling station where he is to cast his vote. The slip should not contain the name of the contesting candidate and/or the name of the party and/or the facsimile of symbol allotted to him (as that would amount to campaigning). If you come across any such slip, which has been issued by a contesting candidate or his party in violation of these instructions of the Commission and has been brought to the polling station by any elector, you should bring it to the notice of the polling agent of the candidate concerned forthwith for putting an immediate end to such violation. Note that the slip supplied by the political parties/candidates is not an approved document of identity of elector.

18.1.6. In case there are large number of women electors especially 'pardanashin' (burqa

clad) women, a woman Polling Officer may be appointed to carry out the above duties in a separate enclosure as instructed in Chapter 6.

18.2. LIST OF DEAD, ABSENT AND ALLEGED BOGUS VOTERS

18.2.1. It is expected that polling agents may bring with them a copy of the list of the names of dead, absent and allegedly bogus voters. The contesting candidate or his party may supply similar list to you. Also, you have received among the other polling material the ASD list supplied by the Returning Officer. If any person claims to be an elector, whose name is mentioned in those lists you shall check that person's identity rigorously with the help of his Electoral Photo Identity Card (EPIC) or one of the alternative documents of identification specifically permitted by the Commission. This will not amount to a formal challenge.

18.3. CHALLENGED VOTES

18.3.1. The polling agent can also challenge the identity of a person claiming to be a particular elector by depositing a sum of Rupees 2 in cash with you for each such challenge. You shall hold a summary inquiry into the challenge. If after the enquiry you consider that the challenge has not been established, you shall allow the person challenged to vote. If you consider that the challenge has been established, you shall debar the person challenged from voting and shall handover such person to the police with a written complaint.

18.4. CHALLENGING A VOTER'S IDENTITY

18.4.1. Every person, whose name is entered in the electoral Roll and produces a proof of his identity as per the Commission Order, is entitled to vote at the election. Unless, there is a challenge by a candidate or his election or polling agents, or unless you or polling officer is clearly satisfied that he is a bogus voter, it should normally be presumed that the person is genuine voter. If there is a challenge or if you feel any reasonable doubt about the identity of the person from the surrounding circumstances, you should hold a summary inquiry and decide the question.

18.5. CHALLENGE FEE

18.5.1. You should not entertain any challenge to a voter's identity by a candidate or his election/polling agent until the challenger pays two rupees in cash. After the amount has been paid, furnish a receipt there for to the challenger in the Form prescribed in **Annexure 8**. Warn the person challenged about the penalty for personation, read out the relevant entry in the electoral roll in full and ask him whether he is the person referred to in that entry, enter his name and address in the list of Challenged Votes (Form 14) and ask him to sign or affix his thumb impression thereon. If he refuses to do so, do not allow him to vote.

18.6. SUMMARY INQUIRY

18.6.1. First ask the challenger to produce evidence to show that the person challenged is not the elector that he claims to be. If the challenger fails to make a prima facie case in support of his challenge, disallow the challenge and allow the person challenged to vote. If the challenger succeeds in making out a prima-facie case that the person is not the voter in question, you should call upon the latter to produce evidence to rebut the challenge i.e. to prove that he is the voter he claims to be. If he proves his claim by such evidence, allow him to vote. If he fails to do so, hold that the challenge has been established. In the course of the inquiry, you are free to ascertain the true fact from the village officer, the neighbours of the elector in question and any other person present at the polling station. While taking evidence, you may administer an oath to the person challenged or any other person offering to give evidence. In case the challenge has been established, you should hand over the person to the policeman on duty, along with your complaint, as in **Annexure 6**, addressed to the Station House Officer of Police Station in the jurisdiction of which your polling station falls.

18.7. RETURN OR FORFEITURE OF CHALLENGE FEE

18.7.1. Immediately after the inquiry is over, return the challenge fee of two rupees to the person, who made the challenge, after taking his receipt in Column 10 of Form 14 – “LIST OF CHALLENGED VOTES” and on the counterfoil of the relevant receipt in the receipt book, in every case, except where you are of the opinion that the challenge was frivolous or was not made in good faith. In the latter 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, instead of taking the depositor’s signature or thumb impression.

18.8. CLERICAL AND PRINTING ERRORS IN THE ROLL TO BE OVERLOOKED

18.8.1. The particulars in respect of an elector as entered in the electoral roll are sometimes incorrectly printed or have become out of date e.g., regarding the exact age of the voter. You should overlook mere clerical and printing errors in any entry relating to an elector in the poll, provided that you are otherwise satisfied about the identity of the person claiming to be the elector, according to other particulars entered in electoral roll. When the electoral roll has been prepared in more than one language and the name of a person has not been included in the marked copy of the electoral roll, such a person should be allowed to vote if his name appears in the version of the electoral roll in the other language for the same area. An entry in respect of every such elector should be noted by you in ink on the marked copy of the electoral roll.

18.9. FACT OF ENROLMENT OF A VOTER NOT TO BE QUESTIONED

18.9.1. So long as the identity of a voter is established to your satisfaction, he has the right to vote. No question can be raised at the polling station about the eligibility of such a person to be a voter. For instance, you are not entitled to hold any inquiry into the question whether he is over 18 years of age or ordinarily resides in the constituency.

18.10. DECLARATION OF ELECTOR ABOUT HIS AGE

18.10.1. But in the case of a person whom you consider much below the qualifying age, you must be clearly satisfied about his claim of being an elector with reference to the entry in the electoral roll relating to him.

18.10.2. If you are prima facie satisfied about his identity and the fact of inclusion of his name in the electoral roll but consider him to be below the minimum voting age, you should obtain a declaration as in **Annexure 7** from that elector about his age on the 1st day of January of the year with reference to which the existing electoral roll of the constituency has been prepared/revised. Before obtaining the declaration from such elector, you should inform him of the penal provision in Section 31 of the Representation of the People Act, 1950, for making false declaration (Extract of Section 31 has been given in Annexure 1).

18.10.3. You should also prepare a list of voters from whom you have obtained such declarations in Part I of **Annexure 9**. You should also maintain a list in Part II of the said **Annexure 9** of those voters who refuse to give the aforesaid declaration and go away without casting their votes. After the close of the poll, the abovementioned list and the declarations should be kept together in a separate cover.

19. APPLICATION OF INDELIBLE INK AND OBTAINING SIGNATURE/ THUMB IMPRESSION OF ELECTOR BEFORE PERMITTING HIM TO RECORD HIS VOTE

19.1. INSPECTION OF VOTER'S LEFT FOREFINGER AND APPLICATION OF INDELIBLE INK

- 19.1.1. As soon as may be, after the identity of an elector has been verified by the first Polling Officer, and if there is no challenge as to the elector's identity, his left-hand forefinger will be inspected by the second Polling Officer for any indelible ink mark thereon. If no mark is seen on the finger, the second Polling Officer shall mark the elector's left-hand forefinger with indelible ink in the manner described in para 3.1 in Chapter 8 in such a way that a clear mark is left. If any elector refuses to allow his left forefinger to be inspected or marked in accordance with the instruction or has already such a mark on his left forefinger or does any act with a view to removing the ink mark, he shall not be allowed to vote.
- 19.1.2. In case it is noticed that an elector has applied any oily or greasy substance on his finger in order to neutralize the indelible ink mark to be put on his finger, such oily or greasy substance should be removed by the Polling Officer with the help of a piece of cloth or rug before putting indelible ink mark on the finger of that elector. Piece of cloth or rug will be supplied in the Presiding Officer's kit.
- 19.1.3. Marking of the indelible ink is required to be made before obtaining the signature/thumb impression of the elector in the Register of Voters in Form 17A, so that by the time the elector leaves the polling station after casting his vote, there is sufficient time gap for the indelible ink to dry up and develop a distinct indelible mark on the left-hand forefinger.

19.2. APPLICATION OF INDELIBLE INK AT FRESH POLL (RE-POLL)/COUNTERMANDED POLL

- 19.2.1. It is clarified that 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 should be put on the voter's left-hand middle finger in such a way that a clear mark is left.

19.3. APPLICATION OF INDELIBLE INK WHEN ELECTOR HAS NO LEFT FOREFINGER

19.3.1. It is clarified that if an elector has no left-hand forefinger, then indelible ink should be applied on any such finger which he has on his left hand. Further, if he does not have any fingers on his left hand, the ink should be applied on his right-hand forefinger and if he has no right-hand forefinger, on any other finger which he has on his right hand starting with his forefinger. If he has no fingers on either hand, ink should be applied on such extremity (stump) of his left or right hand as he possesses.

19.4. RECORD OF ELECTORAL ROLL NUMBER OF ELECTOR IN REGISTER OF VOTERS

19.4.1. After the left-hand forefinger of the elector has been marked first time by the second Polling Officer in the manner explained in the preceding paragraph, he should maintain the record of such elector in the 'Register of Voters' (Form 17A) and obtain the signature/thumb-impression of the elector on that register.

19.4.2. Such record shall be maintained by the second Polling Officer in the Register of Voters in the following manner:

19.4.2.1. 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. (Generally, the serial numbers of electors in consecutive order are already printed in the register.) Each page of the register contains 10 serial numbers. If the serial numbers are not already printed in column (1), he can write such serial numbers manually in advance on a few pages at the commencement of poll.

19.4.2.2. In column (2) of the said register, the second Polling Officer will write down the electoral roll number (i.e., the serial number) of the elector as entered in the marked copy of the electoral roll. 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.

19.4.2.3. In column (3) of Form 17A (Register of Voters), the last four digits of the identification document should be mentioned. In the case of electors voting on the basis of the EPIC or authenticated Photo Voter Slip, it is sufficient that the letters 'EP' (denoting EPIC) and 'VS' (denoting photo voter slip), respectively, is mentioned in the relevant column, and it is not necessary to write down the number of the EPIC or the Photo Voter Slip. However, in the case of those

who vote on the basis of any alternative documents, the instructions to note down the last four digits of the document shall continue to apply. The type of the document produced should also be mentioned therein. (ECI No. 3/4/ID/2014/SDR Vol 2 dated 2nd April, 2014)

- 19.4.3. After columns (1), (2) and (3) of the register have been filled in respect of an elector in the manner described above, his signature/thumb-impression shall be obtained by the second Polling Officer in column (4) of that register.

19.5. DEFINITION OF SIGNATURE OF ELECTOR

- 19.5.1. A signature may be described as the writing of a person's name on a document with the intention of authenticating that document. A literate person, while signing on the Register of Voters, will be required to write his name, i.e. both his name or names and his surnames in full or in any case his surname in full or names either in full or by means of initials of that name or names. If a literate person puts simply a mark and insists that, that mark should be taken as a signature, while claiming to be a literate person, then, that mark cannot be taken to be his signature because as stated above, signature means, in the case of a literate person, the writing of the name of that person by himself in authentication of a document on which he writes his name. In such a case, if he refuses to sign his name in full as indicated above, then his thumb impression should be taken. If he refuses to give his thumb impression also, then he should not be allowed to vote.

19.6. THUMB IMPRESSION OF ELECTOR

- 19.6.1. If an elector is unable to sign his name, the impression of his left-hand thumb should be obtained on the Register of Voters. It should be noted that it is not necessary for you or any Polling Officer to attest such thumb impression on the register.
- 19.6.2. In conformity with Rule 37(4) of the Conduct of Elections Rules, 1961 regarding application of indelible ink, if the left-hand thumb of the elector is missing, then the impression of right-hand thumb should be taken. If thumbs on both hands are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of the fingers of the right hand should be taken. If no fingers are available, the voter will naturally be unable to record his vote himself and will, therefore, necessarily have to seek assistance of a companion under rule 49N of the said rules. In that case, the signature or thumb impression of the companion should be taken on the Register of Voters and remark to that effect should be made in column (5) of the Register of Voters.
- 19.6.3. It is necessary that the thumb impression on the Register of Voters should be a clear thumb impression. The thumb of the voter should not be inked so lightly from the stamping pad that it gives only a faint or undecipherable impression. Nor should the

thumb be inked so heavily that it gives a smudged impression instead of a clear thumb impression on the register.

19.7. SIGNATURE/THUMB IMPRESSION ON THE 'REGISTER OF VOTERS' BY BLIND OR INFIRM OR LEPER ELECTORS

19.7.1. Thumb impression of a blind or infirm elector or a voter suffering from leprosy, which are illiterate but can use their hands, should be obtained on the Register of Voters. In case any such voter is literate, he may be allowed to put his signature in place of thumb impression. In case of infirm voter, who cannot use either of his hands, his companion shall put his signature or thumb impression on the register. A note may be made against such entry in the register that signature or thumb impression is that of the companion. After taking the thumb impression, the ink on the elector's thumb should be wiped off with the help of wet piece of cloth.

19.8. ISSUE OF VOTER'S SLIP TO ELECTOR

19.8.1. After an elector's left-hand forefinger has been marked with indelible ink, the entry relating to him made in the Register of Voters and his signature/thumb- impression obtained on that register, the second Polling Officer shall prepare a voter's slip for that elector in the following form:

Serial No. of elector as per Col. (1) of the Register of Voters

Serial No. of elector as entered in the electoral roll

Initials of Polling Officer.....

19.8.2. These Voter's Slips will be printed by the Returning Officer in a paper of half the dimension of a post-card and will be supplied to you, as one of the items of polling materials, in stitched bundles of hundred slips and/or fifty slips each, having regard to the number of electors assigned to your polling station.

19.8.3. The voter's slips prepared by the second Polling Officer in respect of each elector under paragraph 19.8.1 above shall be delivered by him to that elector and the elector shall be directed to proceed to the third Polling Officer who is in-charge of the Control Unit of the voting machine.

19.8.4. These voter's slips collected from the voters should be tagged serially and after the completion of the poll, the same should be kept in a separate envelope provided for the purpose.

20. RECORDING OF VOTES AND VOTING PROCEDURE

20.1. RECORDING OF VOTE

- 20.1.1. After the second Polling Officer has issued the Voter's Slip to the elector, the elector will come to the polling officer in charge of the Control Unit of the voting machine with the voter's slip. The elector will be allowed to vote only on the basis of such voter's slip.
- 20.1.2. It is absolutely essential that the electors go to the Voting Compartment to record their votes in the voting machine in exactly the same sequence in which they have been entered in the Register of Voters. You or the polling officer in-charge of Control Unit should, therefore, allow a voter to proceed to the Voting Compartment strictly according to the serial number mentioned in the voter's slip.
- 20.1.3. If it has not been possible to follow such exact serial order in respect of any elector, due to any exceptional circumstance or unforeseen or unavoidable reason, a suitable entry showing the exact serial number at which he has voted should be recorded in the remark's column of the Register of Voters against the person concerned. Similar entries should also be made in respect of the subsequent voters whose serial order has been disturbed thereby.

20.2. PERMITTING ELECTOR TO RECORD VOTE

- 20.2.1. When the elector comes with the voter's slip to the polling officer in-charge of Control Unit, the voter's slip will be taken from him and he will be allowed to vote.
- 20.2.2. All voter's slips collected from electors shall be carefully preserved and kept in a separate cover at the end of poll. The Returning Officer will provide a special cover for the purpose, which will be sealed and secured in the manner as directed in Chapter 32.
- 20.2.3. Immediately after the voter slip has been collected from the elector, his left forefinger shall be checked by you/third polling officer in-charge of the Control Unit. If the indelible ink mark made thereon is indistinct or has been removed, the same shall be marked again, so as to leave a clear indelible mark.
- 20.2.4. The elector shall then be directed to proceed to the Voting Compartment to record his vote.

20.3. VOTING PROCEDURE

- 20.3.1. To enable the elector to record his vote, the Balloting Unit(s) kept in the Voting Compartment has to be activated. For this purpose, the 'Ballot' button on the Control Unit shall be pressed by you/third polling officer in-charge of that unit. On the 'Ballot' button being pressed, the 'Busy' lamp in the Control Unit will glow red and simultaneously the 'Ready' lamp on each Balloting Unit in the Voting Compartment will start glowing green. This will indicate that the Balloting Unit of the Electronic Voting Machine is now ready to record the vote according to the choice of the elector.
- 20.3.2. The elector will record his vote in the Voting Compartment by pressing the 'Blue Button' provided on the Balloting Unit against the name, photograph and symbol of the contesting candidate of his choice. When he presses that button, the lamp provided on the Balloting Unit against the name, photograph and symbol of that contesting candidate will start glowing red and green light on the Balloting Unit will go off. The VVPAT will print a small slip of paper that carry the symbol, name and serial number of the candidate voted which will be visible for seven seconds in the VVPAT window. Thereafter, the printed paper slip will automatically get cut and fall in sealed drop box of the VVPAT. Also, 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 Balloting Unit and the red light in the 'Busy' lamp on the Control Unit will also go off.
- 20.3.3. If there is a complaint with respect to candidate lamp of the Balloting Unit at the time of voting, the EVM with VVPAT should be replaced immediately and the matter reported to the Commission.
- 20.3.4. These visual and audio signs are indicative of the fact that the voter inside the Voting Compartment has recorded his vote. The voter should forthwith come out of the Voting Compartment and leave the polling station.
- 20.3.5. The above procedure will be repeated in respect of all electors. It should be ensured that only one voter at a time goes inside the Voting Compartment to vote. It should also be ensured that after an elector records his/her vote, 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.
- 20.3.6. If an elector after having recorded his vote under Rule 49MA alleges that the paper slip generated by the VVPAT has shown the name or symbol of a candidate other than the one he voted for, the Presiding Officer shall obtain a written declaration (**Annexure 15**) from the elector as to the allegation, after warning the elector about the consequence of making false declaration. If the elector gives the written declaration referred to in sub -rule (1), the Presiding Officer shall make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be

present in the polling station and observe the paper slip generated by the VVPAT. If the allegation found true, the Presiding Officer shall report the facts immediately to the Returning Officer, stop further recording of votes in that voting machine and act as per the direction that may be given by the Returning Officer.

- 20.3.7. If, however, the allegation is found to be false and the paper slip so generated under sub rule (1) matches with the test vote recorded by the elector under sub rule(2),then, the Presiding Officer shall make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test vote has been recorded; and obtain the signature or thumb impression of that elector against such remarks; and make necessary entries regarding such test vote in item 5 in part I of Form 17C.

20.4. TALLYING OF NUMBER OF VOTES POLLED PERIODICALLY

- 20.4.1. At any time, if the total number of votes polled up to that time has to be ascertained, the 'Total' button on the Control Unit should be pressed. The display panel on the Control Unit will then show the total number of votes polled by that time. This should be done periodically and tallied with the number of electors allowed to vote up to that time as reflected in the Register of Voters.
- 20.4.2. In any event, you must ascertain and tally the number of votes polled during every two hours interval and record the number of votes polled in the relevant columns 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 allowed to vote has recorded his vote, and before the next elector is allowed to vote by pressing the Ballot button. Otherwise the figure showing the total number of votes polled by that time will not appear on the Display Panel.

20.5. PRESIDING OFFICER'S RIGHT TO ENTER THE VOTING COMPARTMENT DURING POLL

- 20.5.1. It may happen sometimes that you may have a suspicion or reason to suspect that the Balloting Unit kept in the screened Voting Compartment is not functioning properly or that an elector who has entered the Voting Compartment is tampering with or otherwise interfering with the Balloting Unit or has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button or has remained inside the Voting Compartment for unduly long period. You have a right under rule 49Q to enter the Voting Compartment for inspecting Balloting Unit (BU) in such cases and to take such steps as may be considered necessary by you to ensure that the Balloting Unit is not tampered with or interfered with in any way and that the poll progresses smoothly and orderly. But you have to be careful that whenever you enter the Voting Compartment, you should make it a point to do so in the immediate presence of the

polling agents.

- 20.5.2. However, you must not enter the Voting Compartment at the time of polling to explain to the illiterate voters about how to use EVM. The District Election Officers have been instructed to supply a printed sample of EVM Balloting Unit pasted on a cardboard (real size) to all the Presiding Officers along with other polling materials at the time of dispatch. While printing such model Balloting Unit, he will take care to ensure that only dummy name and dummy symbols that are not in use, are used and not any real names or symbols. It will be printed in colour so that “blue button”, “green light” and “red light” etc. are clearly represented. Whenever any voter asks for help or expresses inability to vote using EVM, you can explain to him the voting process using the cardboard model of the EVM Balloting Unit in such a manner that the voter is able to understand. This will be done outside the Voting Compartment only in the presence of polling agents and never inside the Voting Compartment. You or your other polling staff shall not go frequently in the Voting Compartment, as that may give scope for complaints.

21. MAINTENANCE OF SECRECY OF VOTING BY ELECTORS

21.1. VOTING PROCEDURE TO BE STRICTLY OBSERVED

21.1.1. Every elector who is permitted to vote is expected to and shall maintain absolute secrecy of voting within the polling station. He should strictly observe the voting procedure mentioned in Chapter 20.

21.2. REFUSAL TO OBSERVE VOTING PROCEDURE

21.2.1. If any elector refuses to observe the voting procedure, even after a warning given by you, such an elector shall not be allowed to vote by you or a polling officer under your direction under Rule 49M of the Conduct of Elections Rules, 1961. If the elector had already been issued the voter's slip, such slip should be withdrawn from him and cancelled.

21.2.2. Where an elector is not allowed to vote for violating voting procedure, a remark to the effect that voting procedure has been violated – "Not allowed to vote – Voting procedure violated"- shall be made in the remark's column in the Register of Voters (Form 17A) against the entry relating to that elector in that register by you. You shall also put your full signature below that entry. It shall, however, not be necessary to make any change in the serial number of that elector or of any succeeding elector in column (1) of the Register of Voters.

22. VOTING BY BLIND AND INFIRM VOTERS

- 22.1. If you are satisfied that an elector is unable to recognize the symbol on the ballot paper affixed on the Balloting Unit due to blindness or is unable to record his vote by pressing the appropriate button thereon without assistance due to some physical infirmity, you shall permit that elector under Rule 49N to take 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.
- 22.2. Infirm voters who are capable of voting themselves by pressing the button of the candidate of his choice on the Balloting Unit of EVM shall be permitted authorized companion only up to Voting Compartment in the polling station, not inside the Voting Compartment. This will apply in cases where the nature of physical infirmity is such that the elector needs assistance only for his movement and not for voting. The Presiding Officer has to take decision in such cases.
- 22.3. No person shall be permitted to act as a companion of more than one elector at any polling station on the same day.
- 22.4. As per the first proviso to sub-rule (1) of Rule 49N, one person cannot act as the companion of more than one elector. In order to facilitate the polling staff to ensure compliance of these provisions, application of indelible ink shall also be applied to the companion. Indelible ink shall be applied on the right index finger of the companion. Marking of ink on the left index finger of the elector in such cases shall continue to apply as per the existing provisions.
- 22.5. Before an elector is permitted to take with him a companion inside the Voting Compartment, the right index finger of the companion should be checked to ensure that it is not already marked with indelible ink. If it is found to be already marked, such person cannot be permitted to be companion for the purpose of Rule 49N.
- 22.6. Before any person is permitted to act as a companion of an elector, he shall be required to declare that he will keep the vote recorded by him on behalf of the elector a closely guarded secret and that he has not already acted as the companion of any other elector at any other polling station on that day. The declaration shall be obtained by you from the companion in the form prescribed by the Commission for the purposes vide **Annexure 10**.
- 22.7. Sub-rule (2) of Rule 49N provides that the Presiding Officer shall keep a record of cases where electors record vote with the assistance of the companion in Form 14A. This should cover all cases where the companion is permitted to go into the Voting Compartment with the elector to assist him in recording the vote. Cases where a companion only comes to assist the elector in his movement and does not go into the Voting Compartment shall not be included in Form 14A.
- 22.8. Presiding Officer 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" and deposited at the Collection Centre after close of the poll.

- 22.9. You shall also ensure that none of your polling staff acts as a companion to the blind elector to record vote on his behalf.
- 22.10. Ensure that Companion shall leave Polling station immediately after assisting an infirm/blind voter.

23. ELECTORS DECIDING NOT TO VOTE

- 23.1. If an elector, after his electoral roll number has been duly entered in the Register of Voters (Form 17A) and has put his signature/thumb impression on that register, decides not to record his vote, he shall not be forced or compelled to record his vote.
- 23.2. A remark to the effect that he has decided not to record his vote – “Refused to Vote”- shall be made by you in the remarks column against the entry relating to him in the Register of Voters. You shall put your full signature below that remark. In part I of the Form 17C, in place of Under Rule 490 in item 3, Left without voting or Refused to vote will be inserted for those electors who after signing in form 17A wish to leave without voting.
- 23.3. The signature or thumb impression of the elector shall also be obtained against such remark.
- 23.4. It shall, however, not be necessary to make any change in the serial number of the elector or of any succeeding electors in column (1) of the Register of Voters.
- 23.5. If the “Ballot” button on the Control Unit has been pressed to make the Balloting Unit ready for recording a vote by an elector but he refuses to vote, either you/third Polling Officer, whoever is in-charge of the Control Unit, should direct the next voter straightaway to proceed to the Voting Compartment to record his vote after entering necessary remark in 17A as per 23.2 above.
- 23.6. If the “Ballot” button on the Control Unit has been pressed to release voting on the Balloting Unit for the last elector but he refuses to vote, in that case as a first step, you/third Polling Officer, whoever is in-charge of the Control Unit shall put the ‘Power’ switch in the rear compartment of the Control Unit to ‘OFF’ position and disconnect the VVPAT from the Control Unit. In the second step, after disconnecting the VVPAT 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. 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.

24. VOTING BY PUBLIC SERVANTS ON ELECTION DUTY

- 24.1. As a policy, the Commission has decided that no person will be assigned polling duties in an assembly constituency in which he is posted or in which he resides or the constituency, which is his home constituency. All other public servants appointed on election duty have the option of casting their votes through postal ballot system. For this purpose, they will have to apply to the Returning Officer in Form 12.
- 24.2. The District Election Officer/Returning Officer will issue the order of appointment appointing you as Presiding Officer in duplicate and along with this order; 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.
- 24.3. You have to send the application form (Form 12) filled up immediately along with the duplicate copy of the order of appointment and submit it to the Returning Officer. Form 12 can also be submitted at the training classes for Polling Staff. After postal ballot is issued to the Polling Staff, the Returning Officer will make arrangement to facilitate their voting and depositing the ballot paper and the connected papers at the training centres itself, so that you do not have to post the ballot paper in post offices. Necessary instructions for voting at the facilitation centre at the training classes will be given at the time of training. However, there may be a few cases of female polling officials posted in their home constituencies (i.e. where they are enrolled as electors). In that event 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 posting on election duty/reserve duty is cancelled/not made after the entry EDC is made against their names in the marked copy of electoral roll, they should not be deprived of the right to exercise their vote. Such persons whether 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 which but for the issue of such election duty certificate he/she should have been entitled to vote, including the polling station where he/she was originally posted for duty.
- 24.4. Similarly, there may not be sufficient time left for you to record your vote and return it to the Returning Office well in time before counting. Applications from voters on election duty to vote by postal ballot are required by law to be made at least seven days or such shorter period as the Returning Officer may allow before the day of poll or the first day of the poll in the constituency.

25. VOTING BY PROXY

- 25.1. Some categories of service voters have been given the facility of voting through proxies appointed by them. The service voters who have appointed proxy are categorized as "Classified Service Voters" (CSVs). The Returning Officer will supply you with a list of the CSVs, if any, for your polling station for whom the proxies appointed by them will vote in your polling station. This list of CSVs is to be treated as part of the marked copy of the electoral roll for your polling station.
- 25.2. The proxy will record the vote on behalf of the CSV at the polling in the same manner as any other elector assigned to the polling station. The procedure of identification, etc. will be applicable in the case of proxy also just as in the case of another ordinary elector. However, it may be noted that in the case of proxy, marking of indelible ink will be done on the middle finger of the left hand of the Proxy. 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, at the polling station to which he has been normally assigned.
- 25.3. In the case of proxy voters, the serial number of an elector to be entered in the second column of the Register of Electors (Form 17A) will be the serial number relating to the proxy voter as given in the sub-list of CSVs for your polling station. However, for distinguishing the serial number from the serial numbers of electors in the main marked copy of the electoral roll, the letters 'PV' (for 'Proxy Voter') should be suffixed in bracket. For example, in the case of the proxy voter shown against serial number 1 of the sub-list of CSVs, the serial number to be entered in column 2 of Form 17A will be '1 (PV)', for the proxy voter at Sl. No.5 of the sub-list of CSVs, it will be '5 (PV)' and so on.

26. TENDERED VOTES

26.1. TENDERED VOTE

26.1.1. It may happen that a person presents himself at the polling station and seeks to vote representing himself to be a particular elector and you find that another person has already voted as such elector. In such a case you shall satisfy yourself about the identity of that person to be the elector concerned. If you are satisfied about the identity of the elector on his satisfactorily answering such questions relating to his identity as you may ask and presenting the documents proving his identity, you shall allow the elector concerned to vote by means of a tendered ballot paper, but not through the voting machine. Such vote is called 'tendered vote'.

26.2. DESIGN OF TENDERED BALLOT PAPER

26.2.1. The Election Commission has specified under rule 49P that the tendered ballot paper shall be of the same design as the ballot paper, which shall be used for display on the Balloting Unit of the voting machine at the polling station.

26.2.2. The Returning Officer will, therefore, provide to each polling station twenty additional ballot papers, which he has been printed for use in the Balloting Units of voting machines, to be used as tendered ballot papers. In case it becomes necessary to supply any additional ballot papers to any polling station for the above purpose (i.e. if the number of tendered votes exceeds 20), the same will be arranged by the Returning Officer to be supplied to the Presiding Officer of the polling station concerned on demand through the zonal officer in-charge of that polling station.

26.2.3. Before handing over the tendered ballot paper to the elector, who has presented himself as the genuine elector at your polling station, you will write the words "Tendered Ballot Paper" on the back of these ballot papers in your own handwriting, if these words are not already stamped there, and issue them, if necessary, as tendered ballot papers.

26.3. ACCOUNT OF TENDERED BALLOT PAPERS

26.3.1. You shall keep a correct account of all ballot papers (i) received for use as tendered ballot papers, (ii) issued as such to electors, and (iii) not used and returned, in Item 9 of Part I of Form 17C.

26.4. RECORD OF VOTERS TO WHOM TENDERED BALLOT PAPERS ISSUED

26.4.1. You shall also maintain complete record of the electors who have been issued with tendered ballot papers, in Form 17B. You shall also obtain the signature or thumb

impression of the elector in Column (5) of that Form before delivering a tendered ballot paper to him.

- 26.4.2. While delivering a tendered ballot paper to the elector, you shall also supply an inked arrow cross mark rubber stamp to him. This stamp is the same which was used for marking ballot papers in the conventional system of voting using ballot papers and ballot boxes for the purpose. This stamp will be supplied as one of the items of polling materials for use at the polling station.
- 26.4.3. On receiving the tendered ballot paper, the elector concerned will go into the Voting Compartment and 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.
- 26.4.4. The elector will then fold the tendered ballot paper and after coming out of the Voting Compartment hand it over to you.
- 26.4.5. You shall keep all the tendered ballot papers and the list of such tendered ballot papers (prepared in Form 17B) in a cover specially provided for the purpose and seal the cover at the close of the poll.
- 26.4.6. If a blind or an infirm elector is unable to record his vote without assistance, you shall permit him to take with him a companion in accordance with the procedure mentioned in Chapter 22.

27. ADJOURNMENT/STOPPAGE OF POLL DUE TO RIOT, BOOTH CAPTURING, ETC

27.1. ADJOURNMENT OF POLL DUE TO RIOT ETC

- 27.1.1. Under section 57(1) of the Representation of People Act, 1951, the Presiding Officer of a polling station is empowered to adjourn the poll on account of
- 27.1.1.1. a natural calamity like flood, heavy snowfall, a severe storm and the like, or
 - 27.1.1.2. non-receipt or loss or damage to essential polling materials like voting machine, authentic copy of electoral roll and the like, or
 - 27.1.1.3. disturbance of peace at the polling station making it impossible to take the poll, or
 - 27.1.1.4. non-arrival of the polling party at the polling station due to obstruction on the way or any other serious difficulty, or
 - 27.1.1.5. any other sufficient cause.
- 27.1.2. If there is a riot or any attempt of open violence, use police force to control the same. If, however, it cannot be controlled and it is impossible to continue the poll, you should adjourn the poll. As stated above, the poll should also be adjourned if the conduct of the poll is rendered impossible on account of any natural calamity or other sufficient cause. A passing shower of rain or strong wind would not normally be a sufficient cause for adjournment of poll. The discretion given to you to adjourn the poll should be exercised most sparingly and only in cases where it has become physically impossible to conduct the poll. The Commission has, however, decided that an adjourned poll may be ordered at all those polling stations where polling fails to start within two hours of the time scheduled for the commencement of poll.
- 27.1.3. In every case of adjournment of poll, you must report immediately the full facts to the Returning Officer. Wherever a poll is adjourned, announce formally to all, who are present at the polling station that the poll will be taken on a day to be notified subsequently by the Election Commission.
- 27.1.4. Both the units of the voting machine, VVPAT and all election papers should be sealed and secured in the presence of the polling agents as if the poll has come to close in the normal way.

27.2. COMPLETION OF ADJOURNED POLL

- 27.2.1. Where the poll has been adjourned at a polling station, under the provisions of sub-

section (1) of Section 57 of the R.P. Act 1951, 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, i.e. the electors, who have not already voted before the poll was adjourned, will alone be permitted to vote at the adjourned poll. The Returning Officer will provide the Presiding Officer of the polling station, where such adjourned poll is taken, 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 and VVPAT.

- 27.2.2. Before the recommencement of the 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, who may be present at the polling station, and this very same marked copy of the electoral roll and the Register of Voters should be used for completion of adjourned poll.
- 27.2.3. The provisions of Rules 28 and 49A to 49V will apply to the conduct of an adjourned poll also as they apply to the poll before it was so adjourned.
- 27.2.4. 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.

27.3. STOPPAGE OF POLL FOR FAILURE OF EVM, BOOTH CAPTURING ETC

- 27.3.1. Under Sections 58 and 58A of the Representation of the People Act, 1951, the Election Commission has been given power to declare the poll at a polling station to be void and direct a fresh poll, if at that polling station:
 - 27.3.1.1. any voting machine has been unlawfully taken away by any unauthorized person, or
 - 27.3.1.2. any voting machine has been accidentally or intentionally destroyed or lost or damaged or tampered and the result of the poll at that polling station cannot be ascertained for that reason, or
 - 27.3.1.3. any voting machine develops a mechanical failure during the course of the recording of votes, or
 - 27.3.1.4. any error or irregularity in procedure, which may vitiate the poll, has been committed, or
 - 27.3.1.5. there has been booth capturing (as defined in Section 135A of the said Act).
- 27.3.2. If any such thing happens at your polling station, you should report full facts forthwith to the Returning Officer, who will, in turn, report the matter to the Election Commission

for its directions.

- 27.3.3. After considering all material circumstances, if the Commission directs fresh poll to be taken at a polling station, such fresh poll shall be taken in the same manner as the original poll. You will get instructions in this regard from RO.
- 27.3.4. All electors entitled to vote at the polling station in question 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 from those already made at the original poll.

27.4. CLOSING OF VOTING MACHINE IN CASE OF BOOTH CAPTURING

- 27.4.1. Rule 49X of the Conduct of Elections Rules, 1961 provides that where the Presiding Officer of a polling station is of the opinion that booth capturing is taking place at the polling station, he shall immediately close the Control Unit of the voting machine to ensure that no further votes can be recorded and shall detach the Balloting Unit(s) from the Control Unit.
- 27.4.2. You should resort to closing the voting machine as mentioned above only when you are certain that the booth capturing is taking place and not on a mere apprehension or suspicion about the possibility of booth capturing. This is so because once the Control Unit is closed by pressing the close button, the voting machine will not record any further votes and the poll will have to be necessarily adjourned either for the day or temporarily till the new voting machine is provided to you for the conduct of further poll at the polling station.
- 27.4.3. As soon as possible after you have closed the voting machine under Rule 49X of the Conduct of Elections Rules, 1961, you should immediately report the matter with full facts to the Returning Officer. The Returning Officer shall, in turn, report the full facts of such case to the Election Commission through the fastest means of communication available.
- 27.4.4. The Election Commission, on receipt of the report from the Returning Officer and after taking into account all material circumstances, may —
 - 27.4.4.1. either decide to have the adjourned poll completed from the stage it was adjourned by providing a new voting machine, if it is satisfied that the poll upto that stage was not vitiated, or
 - 27.4.4.2. declare the poll at the polling station as void, if it is satisfied that the poll was vitiated, and direct a fresh poll at that polling station.

- 27.4.5. Where the poll is adjourned/stopped for the day by the closure of the voting machine under para 27.4.1 above, the voting machine and all election paper shall be sealed and secured in the same manner as on the close of poll.
- 27.4.6. Further steps to complete the adjourned poll or conduct a fresh poll, as the case may be, as directed by the Commission, shall be taken in accordance with the procedure already mentioned above.

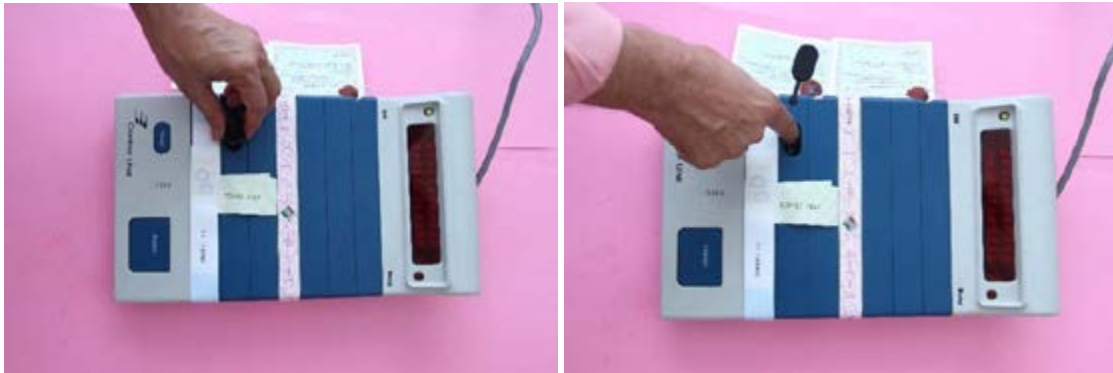
28. CLOSE OF POLL

28.1. VOTING BY PERSONS PRESENT AT THE POLLING STATION AT THE CLOSING HOUR

- 28.1.1. The poll should be closed at the hour fixed for the purpose, even if it had commenced somewhat later than the hour appointed for the commencement of poll owing to some unavoidable reason. This will not however, mean that after the hour fixed for closing the poll, no elector will be allowed to cast his vote. You have to keep in mind that all electors, who are present at the polling station at the hour appointed for the close of poll, should be permitted to cast their votes. In such case, poll has to be continued beyond the appointed closing hour till everyone has voted.
- 28.1.2. A few minutes before the hour appointed for closing the poll, announce to all those within the limits of the polling station who are waiting to vote that they will be allowed to record their votes in turn. Distribute to all such electors, slips signed by you in full, which should be serially numbered from serial No. 1 onwards according to the number of electors standing in the queue at that hour. Continue the poll even beyond the closing hour until all these electors have cast their votes. Depute police or other staff to watch that no one is allowed to join the queue after the appointed closing hour. This can be effectively ensured if the distribution of slips to all such electors is commenced from the last elector standing in the queue and preceded backwards towards its head.

28.2. CLOSING OF POLL

- 28.2.1. After all the electors who may be present at the polling station at the appointed hour for closing the poll have voted as provided in the preceding para, you should formally declare the poll as closed and should not permit any person to vote thereafter under any circumstances.
- 28.2.2. **All Presiding Officers shall close the EVM by pressing 'CLOSE' button at the end of poll in the presence of polling agents as may be present.** 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 (but not the candidate-wise tally). The total number of votes recorded in the machine should be immediately noted in Item 6 of Part I of Form 17C. The 'Close' button is provided in a compartment in the result section below the rubber cap on the left side of its outer cover and can be reached by simply pulling out the rubber cap. The rubber cap should be replaced after the 'Close' button has been pressed and the poll closed.



28.2.3. Once the 'Close' button is pressed, the voting machine will not accept any further votes. Therefore, before pressing the 'Close' button, you should be extremely cautious and absolutely certain that no elector, who was present at the hour fixed for the close of poll, remains to vote.

28.2.4. You should also note that the 'Close' button will function only when the 'Busy' lamp on the Control Unit is not on, i.e., only after the last elector allowed to vote has recorded his vote (by pressing the blue button on the Balloting Unit). If the 'Busy' lamp is on by reason of the 'Ballot' button having been pressed by mistake after the last elector has recorded his vote or such last elector refusing to record his vote after the 'Ballot' button has been pressed for him, the 'Busy' lamp can be put off by switching off the 'Power' switch in the rear compartment of the Control Unit and disconnecting the VVPAT from the Control Unit. After disconnecting the VVPAT from the Control Unit, the 'Power' should again be set to 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional.

28.2.5. At the time of closure of poll, the Presiding Officer shall make a note of the Poll end date and time displayed on the CU in the Presiding Officer's diary.

28.2.6. You should thereafter put the power switch on Control Unit to 'OFF' position and disconnect the VVPAT from the Control Unit.



28.2.7. Disconnect also Balloting Unit(s) and VSDU (if attached with VVPAT) from the VVPAT.

28.2.8. The Presiding Officer shall draw a line at the end of Poll after the last entry in Form 17A and shall record the signed statement thereafter 'the serial number of last entry in form 17A is'"and obtain the signatures of all polling agents as may be present, below this statement.

29. ACCOUNT OF VOTES RECORDED

29.1. PREPARATION OF ACCOUNT OF VOTES RECORDED

- 29.1.1. After the close of poll, you are required to prepare in duplicate, under Rule 49S of the Conduct of Elections Rules, 1961, an account of votes recorded in the voting machine. Such account shall be prepared by you in Part I of Form 17C.
- 29.1.2. As already explained in the preceding chapter, the total number of votes recorded in the voting machine at the close of poll shall be ascertained by pressing the 'Close' button. If necessary, that button can again be pressed to get the required information.
- 29.1.3. You must not forget that the total number of votes recorded in the voting machine must be equal to the total number of voters registered as per column (I) of the Register of Voters (Form 17A) minus the number of voters who decided not to vote (as per the remarks column of that register) and also minus the number of voters not allowed by you to vote for violating the secrecy of voting/procedure of voting (as per the remarks column of the said Register). The test votes recorded, if any, under rule 49MA(D) are required to be mentioned at serial No. 5 of part-I of form 17-C.
- 29.1.4. Form 17C is given for your guidance at **Annexure 11**.
- 29.1.5. The account of votes recorded in Form 17C should be kept by you in a separate cover with the words 'Account of Votes Recorded' superscribed therein.

29.2. SUPPLY OF ATTESTED COPIES OF ACCOUNT OF VOTES RECORDED TO POLLING AGENTS

- 29.2.1. Under the said Rule 49S, you are also required to furnish to every polling agent, who is present at the close of the poll, a true attested copy of the account of votes recorded as prepared by you in Form 17C, after obtaining a receipt from those polling agents. Copies of the accounts should be furnished to every polling agent present even without his asking for it. The original Form 17C has to be deposited at the Collection Centre (Strong Room) along with the voting machine. The duplicate copy of Form 17C will also be deposited at the collection centre.
- 29.2.2. To enable you to make the required number of copies of the account of votes recorded in Form 17C you will be supplied with as many copies of the printed form (Form 17C) as the number of contesting candidates plus one or two more for the original account. If possible, you should prepare the required number of copies with the help of carbon paper, while filling in the entries in the original account itself, so that all such copies, supplied to polling agents and the original account are identical in every respect.
- 29.2.3. In simultaneous elections to the Parliament (Lok Sabha) and State Legislative Assembly

(Vidhan Sabha), it should be noted that account of votes recorded in Form 17C should be prepared separately for the Parliamentary (Lok Sabha) and State Assembly (Vidhan Sabha) elections. Copies of Form 17C for the assembly election should be given only to the agents of the contesting candidates contesting the assembly election and copies of Form 17C for the parliamentary election should be given only to the agents of contesting candidates for parliamentary election.

29.3. DECLARATION TO BE MADE AT THE CLOSE OF THE POLL

29.3.1. In order to ensure that above mentioned requirements of Rule 49S regarding furnishing of copies of account of votes recorded to the polling agents are fulfilled, a declaration in Part III (Annexure 5) should be made and completed by you at the close of poll.

30. SEALING OF THE EVM AND VVPAT AFTER CLOSE OF POLL

30.1. SEALING OF EVM AND VVPAT

- 30.1.1. After the poll has been closed and the 'account of votes recorded' in the voting machine has been prepared in Form 17C and copies thereof furnished to the polling agents present, the voting machine and VVPAT should be sealed and secured for transportation to the counting/collection centre.
- 30.1.2. For sealing and securing the voting machine and VVPAT, the power switch in the Control Unit should first be switched 'OFF' and then the Balloting Unit(s), the Control Unit and VVPAT should be disconnected. It should be ensured that the paper slip contained in the drop box of the VVPAT shall be intact. The Balloting Unit(s), the Control Unit and VVPAT should now be put back in their respective carrying cases.
- 30.1.3. Each carrying case should then be sealed at both ends by passing a thread through the two holes provided for the purpose on both sides of the carrying case and putting thread seal with an address tag showing the particulars of the election, the polling station and the unit contained therein and carrying the Presiding Officer's signatures with date and seal on it.



- 30.1.4. The particulars on the address tag on the Control Unit, Balloting Unit and VVPAT shall be the same as mentioned in para 3.2.1 of chapter 3. The contesting candidates or their polling agents, who are present at the polling station and desirous of putting their seals on the address tag, should also be allowed to do so.
- 30.1.5. The names of the contesting candidates/polling agents who have affixed their seals on the address tags on the carrying cases of the Balloting Unit(s), Control Unit and VVPAT unit should also be noted by you in the declaration which you have to make at the close of the poll vide Part IV of **Annexure 5**.

31. SEALING OF ELECTION PAPERS

31.1. SEALING OF ELECTION PAPERS IN PACKETS

- 31.1.1. After the close of poll, all election papers relating to the poll shall be sealed in separate packets as required by Rule 49U of the Conduct of Elections Rules, 1961 (See Annexure-2).
- 31.1.2. All the packets so sealed, except the packets containing (i) the account of votes recorded and paper seal account (in Form 17C), (ii) the declarations by the Presiding Officer before the commencement of poll, during the poll and after close of poll (Annexure 5), (iii) the Presiding Officer's Diary, (iv) Visit Sheet and the 16-Point Observer's Report should be put in four large packets as explained in paragraph 31.1.3 below and sent to the Returning Officer.
- 31.1.3. The covers containing (i) the account of votes recorded and paper seal account, (ii) the declarations by the Presiding Officer, and (iii) the Presiding Officer's Diary, (iv) Visit Sheet and the 16-Point Observer's Report should be sent separately along with the voting machine to the receiving centre.
- 31.1.4. You should allow each contesting candidate or his election agent or his polling agent, who may be present at the polling station, to affix his seals on the envelopes and packets containing the following documents:
 - 31.1.4.1. the marked copy of electoral roll;
 - 31.1.4.2. the Register of Voters;
 - 31.1.4.3. Voter's slips;
 - 31.1.4.4. the used tendered ballot papers and the list of tendered votes in Form 17B;
 - 31.1.4.5. the unused tendered ballot papers;
 - 31.1.4.6. the list of challenged votes;
 - 31.1.4.7. the unused and damaged paper seals, if any;
 - 31.1.4.8. appointment letters of polling agents; and
 - 31.1.4.9. any other papers that the Returning Officer has directed to be kept in a sealed packet.

31.2. PACKING OF STATUTORY, NON-STATUTORY COVERS AND ELECTION MATERIALS

- 31.2.1. In order to avoid delay and the inconvenience of waiting at the place for depositing

sealed voting machine, VVPAT, election papers and all other materials, you are advised to pack the covers and other materials in four separate large packets, as explained below, and hand them over at the place appointed for receipt thereof.

31.2.2. The first packet (coloured GREEN) should contain the sealed covers mentioned below and should be super-scribed as "STATUTORY COVERS":

31.2.2.1. the sealed cover containing the marked copy of the electoral roll;

31.2.2.2. the sealed cover containing the Register of Voters;

31.2.2.3. the sealed cover containing voter's slips;

31.2.2.4. the sealed cover containing unused tendered ballot papers;

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

31.2.3. 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 non- production of any of the sealed covers to be received by him.

31.2.4. The second packet (coloured YELLOW) should contain the following covers and should be superscribed as "NON-STATUTORY COVERS":

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

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

31.2.4.3. the cover containing the election duty certificates in Form 12- B;

31.2.4.4. the sealed cover containing the list of challenged votes in Form14;

31.2.4.5. the cover containing the list of blind and infirm electors in Form14-A and the declarations of the companions;

31.2.4.6. the cover containing the declarations obtained from electors as to their age and the list of such electors;

31.2.4.7. cover containing the receipt book and cash, if any, in respect of challenged votes;

31.2.4.8. cover containing unused and damaged paper seals;

31.2.4.9. cover containing unused voter's slips;

- 31.2.4.10. cover containing unused and damaged special tags; and
- 31.2.4.11. cover containing unused and damaged strip seals.
- 31.2.5. The third packet (coloured BROWN) should contain the following items:
 - 31.2.5.1. the Handbook for Presiding Officer;
 - 31.2.5.2. Manual of Electronic Voting Machine and VVPAT;
 - 31.2.5.3. Indelible ink set (with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation);
 - 31.2.5.4. self-inking pads;
 - 31.2.5.5. the metal seal of the Presiding Officer;
 - 31.2.5.6. the arrow cross-mark rubber stamp for marking tendered ballot papers;
 - 31.2.5.7. Cup for setting the indelible ink.
- 31.2.6. All the other items, if any, should be packed into the Fourth packet (coloured Blue).

31.3. SEALING OF COVERS

- 31.3.1. Each of the five smaller covers/packets to be included in the first packet marked "STATUTORY COVERS" should be sealed. The other smaller covers/packets containing various non-statutory papers and items of election materials to be included in the second, third and fourth packets marked "NON- STATUTORY 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 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.

32. PREPARATION OF THE DIARY AND DELIVERY OF VOTING MACHINES AND ELECTION PAPERS AT THE COLLECTION CENTRES

32.1. PREPARATION OF THE DIARY

- 32.1.1. You should record the proceedings connected with the conduct of poll in the polling station in the diary to be maintained for the purpose. The proforma of the diary is reproduced at **Annexure 12**. However, you will be furnished with a duly serially numbered proforma of the diary and should use only that proforma.
- 32.1.2. You must go on recording the relevant events as and when they occur. You should mention all important events therein. You should be careful while recording the events in the diary. If any incident takes place at the polling station, which is not reported by you, but is reported by any other source, the Election Commission shall certainly take necessary action in the matter. This will create a very embarrassing and serious situation for you. The Election Commission may even contemplate taking disciplinary action against you.
- 32.1.3. Keep on making necessary entries in the relevant columns of the diary at regular intervals or from time to time as envisaged. It has been observed in many cases that the Presiding Officers do not make the entries in the relevant columns of the diary at regular intervals or from time to time as envisaged and fill in all entries and complete the diary at the end of the poll. This is highly objectionable. It should be noted that any lapse on your part in the proper maintenance of diary at all points of time during the process of poll will be viewed very seriously by the Commission.

32.2. TRANSMISSION OF EVM, VVPAT AND ELECTION PAPERS TO THE RETURNING OFFICER

- 32.2.1. After the EVM and VVPAT and all election papers have been sealed and secured by you after the close of poll in the manner explained in Chapters 30 and 31, you have to deliver them or cause them to be delivered at such place (collection centres) as the Returning Officer may direct and in accordance with such arrangements as the Returning Officer may make.
- 32.2.2. The voting machine, VVPAT and the election papers should be delivered or caused to be delivered at the collection centre with zero delay. Any delay in this behalf will be viewed by the Commission with utmost concern and will invite severe disciplinary

action against all concerned.

- 32.3. You will hand over to the Official-in-charge of the collection centre the following items of election records and materials and obtain a receipt:
- 32.3.1. the Control Unit and, Balloting Unit(s) and VVPAT duly sealed in their respective carrying cases;
 - 32.3.2. the cover containing the account of votes recorded and paper seal account;
 - 32.3.3. the cover containing the declarations of the Presiding Officer;
 - 32.3.4. the cover containing the Presiding Officer's diary;
 - 32.3.5. Visit Sheet;
 - 32.3.6. 16-Point Observer's Report;
 - 32.3.7. the first packet superscribed "STATUTORY COVERS" (containing 5 covers);
 - 32.3.8. the second packet superscribed "NON-STATUTORY COVERS" (containing 11 covers);
 - 32.3.9. the third packet containing 7 items of election materials;
 - 32.3.10. material for Voting Compartment;
 - 32.3.11. lantern, if supplied;
 - 32.3.12. waste paper basket;
 - 32.3.13. polythene bag/gunny bag to carry polling materials; and
 - 32.3.14. fourth packet containing all other items, if any
- 32.4. Items mentioned in Para 32.3.2, 32.3.3 and 32.3.4 should be handed over along with item in Para 32.3.1 at the counter arranged specifically for collecting these items.
- 32.5. All the above items will be cleared by the receiving official(s) at the collecting Centre in your presence and thereafter you will be relieved.

33. BRIEF GUIDELINES FOR THE PRESIDING OFFICERS/ POLLING OFFICERS

- 33.1. This chapter gives a summary of the handbook, which enables you to recapitulate your duty as a Presiding Officer. Maintain close relation with members of your polling party. Team work makes your task easier and enjoyable.
- 33.2. Ensure that:
 - 33.2.1. you have been supplied with the Control Unit and the requisite number of Balloting Units of the voting machine with VVPAT and the same are allotted to and meant to be used at your polling station;
 - 33.2.2. appropriate ballot paper has been duly affixed and properly aligned on each Balloting Unit;
 - 33.2.3. Slide switch/Thumb wheels switch on each Balloting Unit has been set to appropriate position;
 - 33.2.4. the 'Candidate set section' of the Control Unit and each Balloting Unit are duly sealed and address tags are firmly attached to each of them;
 - 33.2.5. paper roll compartment of VVPAT is properly sealed with RO's seal;
 - 33.2.6. Both the Control Unit and the Balloting Unit are duly sealed with the Pink Paper Seal (PPS) having the signature of representatives of political parties/candidates and engineers of manufacturing units;
 - 33.2.7. All the polling materials have been given to you.
- 33.3. Check particularly the Register of Voters, voter's slips, ballot papers to be used for tendered votes, arrow cross mark rubber stamp for marking tendered Votes, green paper seals, sealing wax, indelible ink, black envelope etc.
- 33.4. Compare marked copy of electoral roll with other copies and see that all copies are identical and that marked copy of electoral roll contains no mark other than 'PB' and 'EDC'.
- 33.5. See that
 - 33.5.1. deletions of names and corrections as per supplement have been incorporated in all copies of electoral roll;
 - 33.5.2. all pages of working copy of electoral roll are serially numbered;
 - 33.5.3. printed serial numbers of voters are not corrected in ink and no new number substituted manually.

- 33.6. Set up polling station as per model lay out as far as practicable.
- 33.7. Ensure separate entrance and exit for voters at polling station.
- 33.8. On the day of Poll, display outside your polling station-
- 33.9. All the posters including a notice specifying the polling area, copy of the list of contesting candidates.
- 33.10. Appoint a Polling Officer locally if any Polling Officer is absent.
- 33.11. Start preparation of EVM and VVPAT including conduct of mock poll at least one hour before the hour fixed for the commencement of poll.
- 33.12. Before Mock Poll, place the Balloting Unit(s) and VVPAT in the Voting Compartment. Place the Control Unit and VSDU (in case of M2 VVPAT) on your table or on the table of Third Polling Officer, whosoever is given the charge of Control Unit, as the case may be.
- 33.13. Interlink Balloting Units, VVPAT, VSDU and Control Unit.
- 33.14. Put the power switch to 'ON' position in the rear compartment of Control Unit.
- 33.15. Secure the rear compartment of the Control Unit by tying a thin wire and giving it a few twists or with the help of a twine thread and tying a knot.
- 33.16. Show to all the polling agents, who are present at the polling station, that the voting machine and VVPAT is clear and no vote is already recorded therein.
- 33.17. Conduct a mock poll with the help of Polling Officers/contesting candidates/polling agents to record a few votes for each of the candidates. After Mock poll, ascertain the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.
- 33.18. Remove the mock poll data in CU by pressing '**CLEAR**' button and VVPAT paper slips from VVPAT drop box and show the empty drop box of VVPAT to the Polling agents. Seal the mock poll VVPAT paper slips in the black envelope after stamping 'mock poll slip' on its backside. Seal the envelope with the seal and put your signature and of Polling agents on envelope. Write the number and name of the polling station, number and name of Assembly Constituency, date of poll and the words 'VVPAT paper slips of Mock Poll' on the envelope. Keep the envelope in plastic box and seal it with pink paper slip in such manner that opening of box will require breaking of seal. Write the number and name of the polling station, number and name of AC and the date of poll on the plastic box. Put your signature and of polling agents on the pink paper seal on the plastic box and keep the box along with other documents relating to election.
- 33.19. Fix green paper seal in the frame on the door of the inner compartment of result section of Control Unit.
- 33.20. Close the door of the inner compartment of result section in such a way that the two open ends

of the paper seal project outwards from the sides of the inner compartment.

- 33.21. Put your full signature on the white surface of the green paper seal below the printed serial number.
- 33.22. Obtain the signatures of polling agents, who are present at the polling station and are desirous of putting their signatures on the paper seal. Allow them to note the serial number of paper seal.
- 33.23. Seal the door of the inner compartment of result section of the Control Unit with special tag.
- 33.24. Close the outer cover of result section of the Control Unit and seal it. Thereafter attach an address tag thereto firmly.
- 33.25. Secure and seal the Control Unit from outside completely with the strip seal.
- 33.26. Allow the polling agents also to affix their seals on the outer cover of result section of Control Unit. Secure and seal the drop box of VVPAT with Address Tags.
- 33.27. The interconnecting cable should be so routed that it does not obstruct the movement for voters inside the polling station and they don't tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table.
- 33.28. Demonstrate to the polling agents present that the marked copy of the electoral roll does not contain any entries other than PB and EDC.
- 33.29. Demonstrate also that the Register of Voters (Form 17A) does not contain any entry beforehand.
- 33.30. Read out the declaration and sign it before the commencement of poll.
- 33.31. Commence the poll at the appointed hour positively.
- 33.32. Warn every one, who is present at the polling station, to maintain absolute secrecy of voting by reading out aloud section 128 of the Representation of the People Act, 1951.
- 33.33. Allow only one polling agent of a contesting candidate inside the polling station at any given time.
- 33.34. Ensure free and fair poll.
- 33.35. Show due courtesy and regard to the observer appointed by the Commission and furnish all the information required by him. Show the same courtesy and regard to the micro-observer present at your polling station.
- 33.36. Canvassing within one hundred meters of the polling station is an offence. Use of mobile phone within the polling station is prohibited. You, as Presiding Officer or your first polling officer can use it only for sending reports through SMS/ WhatsApp.

- 33.37. Smoking inside polling station is prohibited. See that neither you nor your Polling Officers nor anybody else in the polling station including the polling agents, smoke inside the polling station.
- 33.38. Do not give any special treatment to any VIP or celebrity coming to cast vote.
- 33.39. The duties of Polling Officers, where there are one Presiding Officer and three Polling Officers, are as under: The first Polling Officer will have the marked copy of the electoral roll and will be responsible for identifying the electors. The printing and clerical mistakes in the roll will be overlooked by him. The second Polling Officer will have the indelible ink and the Register of Voters with him. He will apply indelible ink on the forefinger of the elector, enter the part number and serial number of the elector on the Register of Voters in Column (2) of the register and write down the name of the identification document. He will then and obtain the signature/thumb impression of the voter before issuing the voter's slip to the elector. The third Polling Officer will be in-charge of the Control Unit. He will take the voter's slip from the elector, check the indelible ink mark on his left-hand forefinger and finally press the 'Ballot' button on Control Unit to make the Balloting Unit kept inside the Voting Compartment ready and direct the elector to go inside the Voting Compartment and cast his vote by pressing the blue button of his choice on the Balloting Unit.
- 33.40. Duties of Polling Officers at simultaneous elections, when the polling party consists of one Presiding Officer and five Polling Officers, are as under: The first Polling Officer will be responsible for identifying the electors and will be in-charge of marked copy of the electoral roll. The second Polling Officer will be in-charge of the indelible ink and Register of Voters. The third Polling Officer will be in-charge of the Voter's Slip. The fourth Polling Officer will be in-charge of the Control Unit for Lok Sabha Election. The fifth Polling Officer will be in-charge of the Control Unit for State Assembly election.
- 33.41. Allow the electors to record their votes exactly in the same order in which they have been entered in the Register of Voters. Do not allow them to vote unless they have signed/affixed their thumb impression on the Register of Voters.
- 33.42. Do not entertain any challenge to the identity of an elector unless the challenger pays challenge fee of two rupees in cash. Maintain record of such challenged votes in Form 14. If the challenge is established, hand over the personator to the police with a complaint in writing.
- 33.43. In the cases of blind and infirm electors, obtain the required declaration from the companion of such blind and infirm electors. Also maintain a record of such voters in Form 14A.
- 33.44. If you consider an elector to be much below the voting age, i.e., 18 years but are otherwise satisfied about his identity, obtain a declaration from him about his age. Do not question his eligibility.
- 33.45. Do not press or compel an elector to vote if he decides not to vote after his particulars have been noted in the Register of Voters. Make an entry to that effect in the 'Remarks' column

against the entry relating to that elector in the Register.

- 33.46. Do not change any serial number in column 1 of the register because of any elector who decides not to vote.
- 33.47. Allow an elector to vote only by means of tendered ballot paper if he turns up at the polling station after someone else has already voted in his name and you are satisfied about his identity. Do not allow him to record his vote in the voting machine.
- 33.48. Maintain a record of such electors to whom tendered ballot papers have been issued. Such record shall be maintained in Form 17B. Keep the tendered ballot papers and list in Form 17B in a separate cover.
- 33.49. Do not allow an elector to vote if he refuses to follow the prescribed voting procedure to maintain secrecy of voting after being warned by you.
- 33.50. Make an entry to that effect in the 'Remarks' column against the entry relating to him in the Register of Voters. Do not change any serial numbers in column 1 of that register because of such elector.
- 33.51. In order to ensure that all the electors, who are standing in queue at the hour appointed for closing the poll, are able to cast their vote, distribute serially numbered slips duly signed by you to all electors standing in queue a few minutes before closing hour of poll, starting the operation from the end of the queue.
- 33.52. Allow all persons, to whom such slips have been issued, to vote even if the poll has to be continued for some time beyond the appointed closing hour.
- 33.53. Press TOTAL button to tally with number of votes in Form 17A (Register of Voters) and note down the number of votes recorded in Control Unit.
- 33.54. Formally announce the close of poll after the last such elector has voted.
- 33.55. Close the voting machine by removing the rubber cap covering the 'CLOSE' button and pressing the 'Close' button on the Control Unit. Replace the rubber cap over the 'Close' button after it has been so pressed.
- 33.56. Prepare the account of votes recorded in Form 17C.
- 33.57. Give the attested copies of the account of votes recorded to each of the contesting candidates/ polling agents. Make declaration to that effect in the prescribed declaration Form.
- 33.58. After the close of poll, put the power switch 'Off' in the rear compartment of Control Unit and disconnect the Balloting Unit(s), VVPAT and Control Unit.
- 33.59. Keep the Control Unit, VVPAT and Balloting Unit(s) in their respective carrying cases.
- 33.60. Seal the carrying cases on both ends, by firmly attaching address tags to each carrying case.

- 33.61. Allow all contesting candidates/polling agents, who are present at the polling station and willing to do so, to affix their seals on these carrying cases.
- 33.62. Seal all election papers and materials in separate packets.
- 33.63. Affix your seal on the covers containing (1) marked copy of electoral roll, (2) Register of Voters, (3) voter's slips, (4) used tendered ballot papers and list in Form 17B, and (5) unused tendered ballot papers.
- 33.64. Allow all contesting candidates/polling agents to affix their seals on these covers also, if they so desire.
- 33.65. Keep all packets of election papers and materials in four bigger packets. The first sealed packet superscripted "STATUTORY COVERS"(Coloured Green) should contain five sealed covers. The second packet of "NON-STATUTORY COVERS" (coloured yellow) should contain eleven covers. The third packet (coloured brown) should contain seven items. All other items should be packed into the fourth packet (coloured blue).
- 33.66. Keep the (1) account of votes recorded (Form 17C), (2) declarations made by you before the commencement of poll and end of poll, and (3) Presiding Officer's diary in three separate packets, which should not be put in any of the four bigger packets mentioned above, (4) 16-Point Observer's Report and (5) Visit Sheet. Be careful about the delivery of the 16-Point Observer's Report at the collection centre. Unless this report is delivered at the collection centre, you will not be relieved of your duties on that day.
- 33.67. Deliver the voting machine with VVPAT, the three packets mentioned in Para 33.66, the 16-Point Observer's Report and Visit Sheet and four bigger packets mentioned in Para 33.65 at the collection centre promptly after the poll, without any delay.
- 33.68. In order to keep complete and accurate account of events at the polling station, maintain the Presiding Officer's diary properly in all respects. Complete the entries therein as and when any event takes place and not at the end of poll.
- 33.69. If open violence or riot takes place at the polling station, adjourn the poll. Report the full facts to the Returning Officer forthwith.
- 33.70. If there is booth capturing or any voting machine or election materials like Register of Voters, marked copy of the electoral roll, etc., are taken away in unauthorized way from your custody or damaged or tampered with, close the poll. Report the full facts to the Returning Officer forthwith.

ANNEXURE 1

EXTRACTS FROM THE REPRESENTATION OF THE PEOPLE ACT, 1951 [CHAPTER 1, PARA 1.1]

26. **Appointment of Presiding Officer for Polling Stations**

- (1) The District Election Officer shall appoint a Presiding Officer for each polling station and such Polling Officer or Officers as he thinks necessary, but he shall not appoint any person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election:

Provided that if a Polling Officer is absent from the polling station, the Presiding Officer may appoint any person who is present at the polling station other than a person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election, to be the Polling Officer during the absence of the former officer, and inform the District Election Officer accordingly:

Provided further that nothing in this sub-section shall prevent that District Election Officer from appointing the same person to be the Presiding Officer for more than one polling station in the same premises.

- (2) A Polling Officer shall, if so directed by the Presiding Officer, perform all or any of the functions of a Presiding Officer under this Act or any rules or orders made thereunder.
- (3) If the Presiding Officer, owing to illness or other unavoidable cause, is obliged to absent himself from the polling station, his functions shall be performed by such Polling Officer as has been previously authorised by the District Election Officer to perform such functions during any such absence.
- (4) References in this Act to the Presiding Officer shall, unless the context otherwise requires, be deemed to include any person performing any function which he is authorised to perform under sub-section (2) or sub-section (3), as the case may be.

27. **General duty of the Presiding Officer:** –It shall be the general duty of the Presiding Officer at a polling station to keep order thereat and to see that the poll is fairly taken.

28. **Duties of a Polling Officer**

It shall be the duty of the Polling Officers at a polling station to assist the Presiding Officer for such station in the performance of his functions.

28A. **The Returning Officers, Presiding Officers, etc., deemed to be on deputation to Election Commission**

The Returning Officer, Assistant Returning Officer, Presiding Officer, Polling Officer and any

other Officer appointed under this Part and any police officer designated for the time being by the State Government, for the conduct of any election shall be deemed to be on deputation to the Election Commission for the period commencing on and from the date of the Notification calling for such election and ending with the date of declaration of the results of such election and accordingly, such officers shall, during that period, be subject to the control, superintendence and discipline of the Election Commission.

46. Appointment of Polling Agents

A contesting candidate or his election agent may appoint in the prescribed manner such number of agents and relief agents as may be prescribed to act as polling agents of such candidate at each polling station provided under section 25 or at the place fixed under sub-section (1) of section 29 for the poll.

48. Revocation of the appointment or death of a polling agent or counting agent

(1) Any revocation of the appointment of a polling agent shall be signed by the candidate or his election agent and shall operate from the date on which it is lodged with such officer as may be prescribed, and in the event of such a revocation or of the death of a polling agent before the close of the poll, the candidate or his election agent may appoint in the prescribed manner another polling agent at any time before the poll is closed and shall forthwith give notice of such appointment in the prescribed manner to such officer as may be prescribed.

(2) Any revocation of the appointment of a counting agent shall be signed by the candidate or his election agent and shall operate from the date on which it is lodged with the Returning Officer, and in the event of such a revocation or of the death of a counting agent before the commencement of the counting of votes, the candidate or his election agent may appoint in the prescribed manner another counting agent at any time before the counting of votes is commenced and shall forthwith give notice of such appointment in the prescribed manner to the Returning Officer.

49. Functions of polling agents and counting agents

(1) A polling agent may perform such functions in connection with the poll as are authorised by or under this Act, to be performed by a polling agent.

(2) A counting agent may perform such functions in connection with the counting of votes as are authorised by or under this Act to be performed by a counting agent.

50. Attendance of a contesting candidate or his election agent at polling stations and performance by him of the functions of a polling agent or counting agent

(1) At every election where a poll is taken, each contesting candidate at such election and his election agent shall have a right to be present at any polling station provided under section 25 for the taking of the poll or at the place fixed under sub-section (1) of section

29 for the poll.

- (2) A contesting candidate or his election agent may himself do any act or thing which any polling agent or the counting agent of such contesting candidate, if appointed, would have been authorized by or under this Act to do, or may assist any polling agent or the counting agent of such contesting candidate in doing any such act or thing.

51. Non-attendance of polling or counting agents

Where any act or thing is required or authorised by or under this Act to be done in the presence of the polling or counting agents, the non-attendance of any such agent or agents at the time and place appointed for the purpose shall not, if the act or thing is otherwise duly done, invalidate the act or thing done.

57. Adjournment of poll in emergencies

- (1) If at an election the proceedings at any polling station provided under section 25 or at the place fixed under sub-section (1) of section 29 for the poll are interrupted or obstructed by any riot or open violence, or if at an election it is not possible to take the poll at any polling station or such place on account of any natural calamity, or any other sufficient cause, the Presiding Officer for such polling station or the Returning Officer presiding over such place, as the case may be, shall announce an adjournment of the poll to a date to be notified later, and where the poll is so adjourned by a Presiding Officer, he shall forthwith inform the Returning Officer concerned.
- (2) Whenever a poll is adjourned under sub-section(1), the Returning Officer shall immediately report the circumstances to the appropriate authority and the Election Commission, and shall, as soon as may be, with the previous approval of the Election Commission, appoint the day on which the poll shall recommence, and fix the polling station or place at which and the hours during which the poll will be taken and shall not count the votes cast at such election until such adjourned poll shall have been completed.
- (3) In every such case as aforesaid; the Returning Officer shall notify in such manner as the Election Commission may direct the date, place and hours of polling fixed under sub-section (2).

61A. Voting Machines at Elections

Notwithstanding anything contained in this Act or the rules made thereunder, the giving and recording of votes by voting machines in such manner as may be prescribed, may be adopted in such constituency or constituencies as the Election Commission may, having regard to the circumstances of each case, specify.

Explanation. –For the purpose of this section, "Voting Machine" means any machine or apparatus whether operated electronically or otherwise used for giving or recording of votes and any reference to a ballot box or ballot paper in this Act or the rules made thereunder

shall, save as otherwise provided, be construed as including a reference to such voting machine wherever such voting machine is used at any election.

62. Right to vote

- (1) No person who is not, and except as expressly provided by this Act, every person who is, for the time being entered in the electoral roll of any constituency shall be entitled to vote in that constituency.
- (2) No person shall vote at an election in any constituency if he is subject to any of the disqualifications referred to in section 16 of the Representation of the People Act, 1950 (43 of 1950).
- (3) No person shall vote at a general election in more than one constituency of the same class, and if a person votes in more than one such constituency, his votes in all such constituencies shall be void.
- (4) No person shall at any election vote in the same constituency more than once, notwithstanding that his name may have been registered in the electoral roll for that constituency more than once, and if he does so vote, all his votes in that constituency shall be void.
- (5) No person shall vote at any election if he is confined in a prison, whether under a sentence of imprisonment or transportation or otherwise, or is in the lawful custody of the police:

Provided that nothing in this sub-section shall apply to a person subjected to preventive detention under any law for the time being in force.

Provided further that by reason of the prohibition to vote under this sub-section, a person whose name has been entered in the electoral roll shall not cease to be an elector.
- (6) Nothing contained in sub-sections (3) and (4) shall apply to a person who has been authorised to vote as proxy for an elector under this Act in so far as he votes as a proxy for such elector.

128. Maintenance of secrecy of voting

- (1) Every officer, clerk, agent or other person who performs any duty in connection with the recording or 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.

129. Officers, etc., at elections not to act for candidates or to influence voting

- (1) No person who is a District Election Officer or a Returning Officer, or an Assistant Returning Officer, or a Presiding or Polling Officer at an election, or an officer or clerk appointed by the Returning Officer or the Presiding Officer to perform any duty in connection with an election shall in the conduct or the management of the election do any act (other than the giving of vote) for the furtherance of the prospects of the election of a candidate.
- (2) No such person as aforesaid, and no member of a police force, shall endeavour—
 - (a) to persuade any person to give his vote at an election, or
 - (b) to dissuade any person from giving his vote at an election, or
 - (c) to influence the voting of any person at an election in any manner.
- (3) Any person who contravenes the provisions of sub-section (1) or sub-section (2) shall be punishable with imprisonment which may extend to six months or with fine or with both.
- (4) An offence punishable under sub-section (3) shall be cognizable.

130. Prohibition of canvassing in or near polling station

- (1) No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or in any public or private place within a distance of one hundred metres of the polling station, namely: —
 - (a) canvassing for votes; or
 - (b) soliciting the vote of any elector; or
 - (c) persuading any elector not to vote for any particular candidate; or
 - (d) persuading any elector not to vote at the election; or
 - (e) exhibiting any notice or sign (other than an official notice) relating to the election.
- (2) Any person who contravenes the provisions of sub-section (1) shall be punishable with fine which may extend to two hundred and fifty rupees.
- (3) An offence punishable under this section shall be cognizable.

131. Penalty for disorderly conduct in or near polling stations

- (1) No person shall, on the date or dates on which a poll is taken at any polling station, —
 - (a) use or operate within or at the entrance of the polling station, or in any public or private place in the neighbourhood thereof, any apparatus for amplifying or

reproducing the human voice, such as a megaphone or a loud-speaker, or

- (b) shout, or otherwise act in a disorderly manner, within or at the entrance of the polling station or in any public or private place in the neighbourhood thereof, so as to cause annoyance to any person visiting the polling station for the poll, or so as to interfere with the work of the officers and other persons on duty at the polling station.
- (2) Any person who contravenes, or wilfully aids or abets the contravention of the provisions of sub-section (1) shall be punishable with imprisonment which may extend to three months or with fine or with both.
- (3) If the Presiding Officer of a polling station has reason to believe that any person is committing or has committed an offence punishable under this section, he may direct any police officer to arrest such person, and thereupon the police officer shall arrest him.
- (4) Any police officer may take such steps, and use such force as may be reasonably necessary for preventing any contravention of the provisions of sub-section (1), and may seize any apparatus used for such contravention.

132. Penalty for misconduct at the polling station

- (1) Any person who during the hours fixed for the poll at any polling station misconducts himself or fails to obey the lawful directions of the Presiding Officer may be removed from the polling station by the Presiding Officer or by any police officer on duty or by any person authorised in this behalf by such Presiding Officer.
- (2) The powers conferred by sub-section (1) shall not be exercised so as to prevent any elector who is otherwise entitled to vote at a polling station from having an opportunity of voting at that station.
- (3) If any person who has been so removed from a polling station re-enters the polling station without the permission of the Presiding Officer, he shall be punishable with imprisonment for a term which may extend to three months, or with fine, or with both.
- (4) An offence punishable under sub-section (3) shall be cognizable.

132A. Penalty for failure to observe procedure for voting

If any elector to whom a ballot paper has been issued, refuses to observe the procedure prescribed for voting the ballot paper issued to him shall be liable for cancellation.

133. Penalty for illegal hiring or procuring of conveyance at elections

If any person is guilty of any such corrupt practice as is specified in clause (5) of section 123 at or in connection with an election, he shall be punishable with imprisonment which may extend to three months and with fine.

134. Breaches of official duty in connection with elections

- (1) If any person to whom this section applies is without reasonable cause guilty of any act or commission in breach of his official duty, he shall be punishable with fine which may extend to five hundred rupees.
- (1A) An offence punishable under sub-section (1) shall be cognizable.
- (2) No suit or other legal proceedings shall lie against any such person for damages in respect of any such act or omission as aforesaid.
- (3) The person to whom this section applies are the District Election Officers, Returning Officers, Assistant Returning Officers, Presiding Officers, Polling Officers and any other person appointed to perform any duty in connection with the receipt of nominations or withdrawal of candidatures, or the recording or counting of votes at an election; and the expression "official duty" shall for the purpose of this section be construed accordingly, but shall not include duties imposed otherwise than by or under this Act.

134A. Penalty for Government Servants for acting as election agent, polling agent or counting agent

If any person in the service of the Government acts as an Election Agent or a Polling Agent or a Counting Agent of a candidate at an election, he shall be punishable with imprisonment for a term which may extend to three months, or with fine, or with both.

134B. Prohibition of going armed to or near a polling station

- (1) No person, other than the Returning Officer, the Presiding Officer, any police officer and any other person appointed to maintain peace and order at a polling station who is on duty at the polling station, shall, on a polling day, go armed with arms, as defined in the Arms Act, 1959 (54 of 1959), of any kind within the neighbourhood of a polling station.
- (2) If any person contravenes the provisions of sub-section (1), he shall be punishable with imprisonment for a term which may extend to two years, or with fine, or with both.
- (3) Notwithstanding anything contained in the Arms Act, 1959 (54 of 1959), where a person is convicted of an offence under this section, the arms as defined in the said Act found in his possession shall be liable to confiscation and the license granted in relation to such arms shall be deemed to have been revoked under section 17 of that Act.
- (4) An offence punishable under sub-section (2) shall be cognizable.

135. Removal of ballot papers from polling station to be an offence

- (1) Any person who at any election unauthorisedly takes, or attempts to take, a ballot paper out of a polling station, or wilfully aids or abets the doing of any such act, shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to five hundred rupees or with both.

- (2) If the Presiding Officer of a polling station has reason to believe that any person is committing or has committed an offence punishable under sub-section (1), such officer may, before such person leaves the polling station, arrest or direct a police officer to arrest such person and may search such person or cause him to be searched by a police officer:

Provided that when it is necessary to cause a woman to be searched, the search shall be made by another woman with strict regard to decency.

- (3) Any ballot paper found upon the person arrested on search shall be made over for safe custody to a police officer by the Presiding Officer, or when the search is made by a police officer, shall be kept by such officer in safe custody.
- (4) An offence punishable under sub-section (1) shall be cognizable.

135A. Offence of booth capturing

- (1) Whoever commits an offence of booth capturing shall be punishable with imprisonment for a term which shall not be less than one year but which may extend to three years and with fine, and where such offence is committed by a person in the service of the Government, he shall be punishable with imprisonment for a term which shall not be less than three years but which may extend to five years and with fine.

Explanation—For the purposes of this sub-section and section 20B, “booth capturing” includes, among other things, all or any of the following activities, namely: –

- (a) seizure of a polling station or a place fixed for the poll by any person or persons, making polling authorities surrender the ballot papers or voting machines and doing of any other act which affects the orderly conduct of elections;
- (b) taking possession of a polling station or a place fixed for the poll by any person or persons and allowing only his or their own supporters to exercise their right to vote and prevent others from free exercise of their right to vote;
- (c) coercing or intimidating or threatening directly or indirectly any elector and preventing him from going to the polling station or a place fixed for the poll to cast his vote;
- (d) seizure of a place for counting of votes by any person or persons, making the counting authorities surrender the ballot papers or voting machine and doing of anything which affects the orderly counting of votes;
- (e) doing by any persons in the service of Government, of all or any of the aforesaid activities or aiding or conniving at any such activity in the furtherance of the prospects of the election of a candidate.
- (2) An offence punishable under sub-section (1) shall be cognizable.

136. Other offences and penalties therefor

- (1) A person shall be guilty of an electoral offence if at any election he—
 - (a) fraudulently defaces or fraudulently destroys any nomination paper; or
 - (b) fraudulently defaces, destroys or removes any list, notice or other document affixed by or under the authority of a Returning Officer; or
 - (c) fraudulently defaces or fraudulently destroys any ballot paper or the official mark on any ballot paper or any declaration of identity or official envelope used in connection with voting by postal ballot; or
 - (d) without due authority supplies any ballot paper to any person, or receives any ballot paper from any person or is in possession of any ballot paper; or
 - (e) fraudulently puts into any ballot box anything other than the ballot paper which he is authorised by law to put in; or
 - (f) without due authority destroys, takes, opens or otherwise interferes with any ballot box or ballot papers then in use for the purpose of the election; or
 - (g) fraudulently or without due authority, as the case may be, attempts to do any of the foregoing acts or wilfully aids or abets the doing of any such acts.
- (2) Any person guilty of an electoral offence under this section shall, –
 - (a) if he is a Returning Officer or an Assistant Returning Officer or a Presiding Officer at a polling station or any other officer or clerk employed on official duty in connection with the election, be punishable with imprisonment for a term which may extend to two years or with fine or with both;
 - (b) if he is any other person, be punishable with imprisonment for a term which may extend to six months or with fine or with both.
- (3) For the purposes of this section, a person shall be deemed to be on official duty if his duty is to take part in the conduct of an election or part of an election including the counting of votes or to be responsible after an election for the used ballot papers and other documents in connection with such election, but the expression "official duty" shall not include any duty imposed otherwise than by or under this Act.
- (4) An offence punishable under sub-section (2) shall be cognizable.

ANNEXURE 2

EXTRACTS FROM THE CONDUCT OF ELECTIONS RULES, 1961

(CHAPTER 1, PARA1.1)

13. Appointments of polling agents

- (1) The number of polling agents that may be appointed under section 46 shall be one agent and two relief agents.
- (2) Every such appointment shall be made in Form 10 and shall be made over to the Polling Agent for production at the polling station or the place fixed for the poll, as the case may be.
- (3) No polling agent shall be admitted into the polling station or the place fixed for the poll unless he has delivered to the Presiding Officer the instrument of his appointment under sub-rule (2) after duly completing and signing before the Presiding Officer the declaration contained therein.

14. Revocation of the appointment of polling agent

- (1) The revocation of the appointment of a Polling Agent under sub-section (1) of section 48 shall be made in Form 11 and lodged with the Presiding Officer.
- (2) In the event of any such revocation the candidate or his Election Agent may, at any time before the poll is closed, make a fresh appointment in the manner specified in rule 13 and the provisions of that rule shall apply to every such agent.

16. **Voting normally to be in person:** —Save as herein after provided, all electors voting at an election shall do so in person at the polling station provided for them under section 25 or, as the case may be, at the place of polling fixed under section 29.

POSTAL BALLOT

17. Definitions: - In this part-

- (a) "service voter" means any person specified in clause (a) or clause (b) of section 60, but does not include "classified service voter" defined in rule 27M;
- (b) "special voter" means any person holding an office to which the provisions of sub-section (4) of section 20 of the Representation of the People Act, 1950 are declared to apply or the wife of such person, if he or she has been registered as an elector by virtue of a statement made under sub-section (5) of the said section;
- (c) "voter on election duty" means any Polling Agent, any Polling Officer, Presiding Officer or other public servant, who is an elector in the constituency and is by reason of his being

on election duty unable to vote at the polling station where he is entitled to vote.

18. Persons entitled to vote by post

The following persons shall, subject to their fulfilling the requirements hereinafter specified, be entitled to vote by post, namely–

- (a) at an election in a Parliamentary or Assembly constituency–
 - (i) special voters;
 - (ii) service voters;
 - (iii) voters on election duty; and
 - (iv) electors subjected to preventive detention;
- (b) at an election in a Council constituency –
 - (i) voters on election duty;
 - (ii) electors subjected to preventive detention; and
 - (iii) electors in the whole or any specified parts of the constituency if directed by the Election Commission in this behalf under clause (b) of rule 68;
- (c) at an election by assembly members –
 - (i) electors subjected to preventive detention; and
 - (ii) all electors if directed by the Election Commission in this behalf under clause (a) of rule 68.

20. Intimation by voters on election duty

- (1) A voter on election duty who wishes to vote by post at an election shall send an application in Form 12 to the Returning Officer so as to reach him at least seven days or such shorter period as the Returning Officer may allow before the date of poll; and if the Returning Officer is satisfied that the applicant is a voter on election duty, he shall issue a postal ballot paper to him.
- (2) Where such voter, being a Polling Officer, Presiding Officer or other public servant on election duty in the constituency of which he is an elector, wishes to vote in person at an election in a Parliamentary or Assembly constituency and not by post, he shall send an application in Form 12A to the Returning Officer so as to reach him at least four days, or such shorter period as the Returning Officer may allow, before the date of poll; and if the Returning Officer is satisfied that the applicant is such public servant and voter on election duty in the constituency, he shall–
 - (a) issue to the applicant an election duty certificate in Form 12B;
 - (b) mark 'EDC' against his name in the marked copy of the electoral roll to indicate that

an election duty certificate has been issued to him; and

- (c) ensure that he is not allowed to vote at the polling station where he would otherwise have been entitled to vote.

MINISTRY OF LAW JUSTICE & COMPANY AFFAIRS (LEGISLATIVE DEPARTMENT) NOTIFICATION

NEW DELHI, THE 24TH MARCH, 1992

S.O. 230(E)- In exercise of the powers conferred by section 169 of the Representation of the People Act, 1951 (43 of 1951), the Central Government after consulting the Election Commission, hereby makes the following rules further to amend the Conduct of Election Rules, 1961 namely: -

1. 1. These rules may be called the Conduct of Elections (Amendment) Rules, 1992.
2. They shall come into force on the date of their publication in the Official Gazette.
2. In the Conduct of Election Rules, 1961 (herein after referred to as the principal rules)
 - (a) after the heading to Part IV, the following shall be inserted, namely: -
"Chapter I Voting by ballot";
 - (b) in rule 28, for the words "In this Part", the words "In this Chapter and Chapter II" shall be substituted;
 - (c) after rule 49, the following shall be inserted namely: -

49C. Arrangements at the Polling Stations

- (1) Outside each polling station there shall be displayed prominently-
 - (a) a notice specifying the polling area, the electors of which are entitled to vote at the polling station and, when the polling area has more than one polling station, the particulars of the electors so entitled; and
 - (b) a copy of the list of the contesting candidates.
- (2) At each polling station shall be set up one or more Voting Compartments in which the electors can record their votes free from observation.
- (3) The Returning Officer shall provide at each polling station one voting machine and copies of relevant part of the electoral roll and such other election material as may be necessary for taking the poll.
- (4) Without prejudice to the provisions of sub-rule (3), the Returning Officer may with the previous approval of the Election Commission, provide one common voting machine for two or more polling stations located in the same premises.

49D. Admission to polling stations

The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling station and shall exclude there from all persons other than

- (a) Polling Officers;

- (b) public servants on duty in connection with the election;
- (c) persons authorised by the Election Commission;
- (d) candidates, their Election Agents and subject to the provisions of rule 13, one Polling Agent of each candidate;
- (e) a child in arms accompanying an elector;
- (f) a person accompanying a blind or infirm elector who cannot move without help; and
- (g) such other person as the Returning Officer or the Presiding Officer may employ under sub-rule (2) of rule 49G or sub-rule (1) of rule 49H.

49E. Preparation of voting machine for poll

The Control Unit and balloting unit of every voting machine used at polling station and the printer for paper trail where used, shall bear a label marked with-

- (a) the serial number, if any, and the name of the constituency;
 - (b) the serial number and name of the polling station or stations, as the case may be;
 - (c) the serial number of the unit; and
 - (d) the date of poll.
- (2) Immediately before the commencement of the poll, the Presiding Officer shall demonstrate to the Polling Agents and other person present that no vote has been already recorded in the voting machine and if bears the label referred to in sub-rule (1), and where the printer for paper trail is used that the drop box of the printer is empty.
- (3) A paper seal shall be used for securing the Control Unit of the voting machine, and the Presiding Officer shall affix his own signature on the paper seal and obtain thereon the signature of such of the Polling Agents present as are desirous of affixing the same.
- (4) The Presiding Officer shall thereafter fix the paper seal so signed in the space meant therefor in the Control Unit of the voting machine and shall secure and seal the same.
- (5) The seal used for securing the Control Unit shall be fixed in such manner that after the unit has been sealed, it is not possible to press the "result button" without breaking the seal.
- (6) The control unit shall be closed and secured and placed in full view of the Presiding Officer and the Polling Agents and the balloting unit placed in the Voting Compartment.
- (7) Where the printer for the paper trail is used, the printer shall also be kept along with the balloting unit in the Voting Compartment and shall be connected to the electronic voting machine in the manner as directed by the Election Commission.

49F. Marked copy of electoral roll

Immediately before the commencement of the poll, the Presiding Officer shall also demonstrate to the Polling Agents and others present that the marked copy of the electoral roll to be used during the poll does not contain–

- (a) any entry other than that made in pursuance of clause (b) sub-rule (2) of rule 20; and (EDC – Election Duty Certificate)
- (b) any mark other than the mark made in pursuance of the clause (b) of sub-rule (2) of rule 23. (PB – Postal Ballot)

49G. Facilities for women electors

- (1) Where a polling station is for both men and women electors, the Presiding Officer may direct that they shall be admitted into the polling station alternately in separate batches.
- (2) The Returning Officer or the Presiding Officer may appoint a woman to serve as an attendant at any polling station to assist women electors and also to assist the Presiding Officer generally in taking the poll in respect of women electors, and in particular, to help the frisking any women elector in case it becomes necessary.

49H. Identification of electors

- (1) The Presiding Officer may employ at the polling station such persons as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll.
- (2) As each elector enters the polling station, the Presiding Officer or the Polling Officer authorised by him in this behalf shall check the elector's name and other particulars with the relevant entry in the electoral roll and then call out the serial number, name and other particulars of the elector.
- (3) Where the polling station is situated in a constituency, electors of which have been supplied with identify cards under the provisions of the Registration of Electors Rules, 1960, the elector shall produce his identify card before the Presiding Officer or the Polling Officer authorised by him in this behalf.
- (4) In deciding the right of a person to cast his vote the Presiding Officer or the Polling Officer, as the case may be, shall over-look the clerical or printing errors in an entry in the electoral roll if he is satisfied that such person is identical with the elector to whom such entry relates.

49I. Facilities for public servants on election duty

- (1) The provision of rule 49H shall not apply to any person who produces at the polling station an election duty certificate in Form 12B and seeks permission to cast his vote at that polling station although it is different from the one where he is entitled to vote.

- (2) On production of such certificate, the Presiding Officer shall
 - (a) obtain thereon, the signature of the person producing it;
 - (b) have the person's name and electoral roll number as mentioned in the certificate entered at the end of the marked copy of the electoral roll; and
 - (c) permit him to cast his vote in the same manner as for an elector entitled to vote at that polling station.

49J. Challenging of Identity

- (1) Any Polling Agent may challenge the identity of a person claiming to be a particular elector by first depositing a sum of two rupees in cash with Presiding Officer for each such challenge.
- (2) On such deposit being made, the Presiding Officer shall
 - (a) warns the person challenged of the penalty for personation;
 - (b) read the relevant entry in the electoral roll in full and ask him whether he is the person referred to in that entry;
 - (c) enter his name and address in the list of challenged votes in Form 14;
 - (d) require him to affix his signature in the said list.
- (3) The Presiding Officer shall thereafter hold a summary inquiry into the challenge and may for that purpose -
 - (a) require the challenger to adduce evidence in proof of the challenge and the person challenged to adduce evidence in proof of his identity;
 - (b) put to the person challenged any questions necessary for the purpose of establishing his identity and require him to answer them on oath; and
 - (c) administer an oath to the person challenged and any other person offering to give evidence.
- (4) If, after the inquiry, the Presiding Officer considers that the challenge has not been established he shall allow the person challenged to vote; and if he considers that the challenge has been established, he shall debar the person challenged from voting.
- (5) If the Presiding Officer is of the opinion that the challenge is frivolous or has not been made in good faith, he shall direct that the deposit made under sub-rule (1) be forfeited to Government and in any other case, returned to the challenger at the conclusion of the inquiry.

49K. Safeguards against personation

- (1) Every elector about whose identity the Presiding Officer or the Polling Officer, as the case

may be, is satisfied, shall allow his left forefinger to be inspected by the Presiding Officer or Polling Officer and an indelible ink mark to be put on it.

- (2) If any elector—
 - (a) refuses to allow his left forefinger to be inspected or marked in accordance with sub-rule (1) or has already such a mark on his left forefinger or does any act with a view to removing the ink mark, or
 - (b) fails or refuses to produce his identify card as required by sub-rule (3) of rule 49H he shall not be allowed to vote.
- (3) Where a poll is taken simultaneously in a Parliamentary Constituency and an assembly constituency, an elector whose left forefinger has been marked with indelible ink or who has produced his identity card atone such election, shall notwithstanding anything contained in sub-rules (1) and (2) be permitted to cast his vote for the other election.
- (4) Any reference in this rule to the left forefinger of an elector shall, in the case where the elector has his left forefinger missing, be construed as a reference to any other finger to his left hand, and shall, in the case where all the fingers of his left hand are missing, be construed as a reference to the forefinger or any other finger of his right hand, and shall in the case where all his fingers of both the hands are missing be construed as a reference to such extremity of his left or right arm as he possesses.

49L. Procedure for voting by voting machines

- (1) Before permitting an elector to vote, the Polling Officer shall –
 - (a) record the electoral roll number of the elector as entered in the marked copy of the electoral roll in a Register of Voters in Form 17A;
 - (b) obtain the signature or the thumb impression of the elector on the said Register of Voters; and
 - (c) mark the name of the elector in the marked copy of the electoral roll to indicate that he has been allowed to vote;
 - (d) give details of the document produced by the elector in proof of his/her identification;
Provided that no elector shall be allowed to vote unless he has put his signature or thumb impression on the register of voters.
- (2) Notwithstanding anything contained in sub-rule (2) of Rule 2, it shall not be necessary for any Presiding Officer or Polling Officer or any other officer to attest the thumb impression of the elector on the Register of Voters.

49M. Maintenance of secrecy of voting by electors within the polling station and voting procedures

- (1) Every elector who has been permitted to vote under rule 49L shall maintain secrecy of voting within the polling station and for that purpose observe the voting procedure hereinafter laid down.
- (2) Immediately on being permitted to vote the elector shall proceed to the Presiding Officer or the Polling Officer in charge of the Control Unit of the voting machine who shall, by pressing the appropriate button on the Control Unit, activate the balloting unit; for recording of elector's vote.
- (3) The elector shall thereafter forthwith
 - (a) proceed to the Voting Compartment;
 - (b) record his vote by pressing the button on the balloting unit against the name and symbol of the candidate for whom he intends to vote; and
 - (c) come out of the Voting Compartment and leave the polling station.

Provided that where printer for paper trail is used, upon casting the vote by pressing the Button as referred to in clause (b), the elector shall be able to view through the transparent window of the printer, kept along with the balloting unit inside the Voting Compartment, the printed paper slip showing the serial number, name and the symbol of the candidate for whom he has cast his vote before such paper slip gets cut and drops in the drop box of the printer.

- (4) Every elector shall vote without undue delay.
- (5) No elector shall be allowed to enter the Voting Compartment when another elector is inside it.
- (6) If an elector who has been permitted to vote under rule 49L or rule 49P refuses after warning given by the Presiding Officer to observe the procedure laid down in sub-rule (3) of the said rules, the Presiding Officer or a Polling Officer under the direction of the Presiding Officer shall not allow such elector to vote.
- (7) Where an elector is not allowed to vote under sub-rule (6), a remark to the effect that voting procedure has been violated shall be made against the elector's name in the Register of Voters in Form 17A by the Presiding Officer under his signature.

49MA. Procedure in case of complaint about particulars printed on paper slip. -

- (1) Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, the Presiding Officer shall obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.
- (2) If the elector gives the written declaration referred to in sub-rule (1), the Presiding

Officer shall make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.

- (3) If the allegation is found true, the Presiding Officer shall report the facts immediately to the Returning Officer, stop further recording of votes in that voting machine and act as per the direction that may be given by the Returning Officer.
- (4) If, however, the allegation is found to be false and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then, the Presiding Officer shall-
 - (I) make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test vote has been recorded;
 - (ii) obtain the signature or thumb impression of that elector against such remarks; and
 - (iii) make necessary entries regarding such test vote in item 5 in Part I of Form 17C.

49N. Recording of votes of blind or infirm electors

- (1) If the Presiding Officer is satisfied that owing to blindness or other physical infirmities an elector is unable to recognise the symbol on the balloting unit of the voting machine or unable to record his vote by pressing the appropriate button thereon without assistance the Presiding Officer shall permit the elector to take with him a companion of not less than eighteen years of age to the Voting Compartment for recording the vote on his behalf and in accordance with his wishes;

Provided that no person shall be permitted to act as the companion of more than one elector at any polling station on the same day;

Provided further that before any person is permitted to act as the companion of an elector on any day under this rule that person shall be required to declare that he will keep secret the vote recorded by him on behalf of the elector and that he has not already acted as the companion of any other elector at any other polling station on that day.

- (2) The Presiding Officer shall keep a record in Form 14A of all cases under this rule.

49O. Elector deciding not to vote

If an elector, after his electoral roll number has been duly entered in the Register of Voters in Form 17A and has put his signature or thumb impression thereon as required under sub-rule (1) of rule 49L, decides not to record his vote, a remark to this effect shall be made against the said entry in Form 17A by the Presiding Officer and the signature or thumb impression of the elector shall be obtained against such remark.

49P. Tendered Votes

- (1) If a person representing himself to be a particular elector seeks to vote after another person has already voted as such elector, he shall, on satisfactorily answering such questions relating to his identity as the Presiding Officer may ask, be, instead of being allowed to vote through the balloting unit, supplied with a tendered ballot paper which shall be of such design, and the particulars of which shall be in such language or languages as the Election Commission may specify.
- (2) Every such elector shall before being supplied with tendered ballot paper write his name against the entry relating to him in Form 17B.
- (3) On receiving the ballot paper, he shall forthwith—
 - (a) proceed to the Voting Compartment;
 - (b) record there his vote on the ballot paper by placing a cross mark 'X' with the instrument or article supplied for the purpose on or near the symbol of the candidate for whom he intends to vote;
 - (c) fold the ballot so as to conceal his vote;
 - (d) show to the Presiding Officer, if required, the distinguishing mark on the ballot paper;
 - (e) give it to the Presiding Officer who shall place it in a cover specially kept for the purpose; and
 - (f) leave the polling station.
- (4) If owing blindness or physical infirmities, such elector is unable to record his vote without assistance; the Presiding Officer shall permit him to take with him a companion, subject to the same conditions and after following the same procedure as laid down in rule 49N for recording the vote in accordance with his wishes.

49Q. Presiding Officer's entry in the Voting Compartment during poll

- (1) The Presiding Officer may whenever he considers it necessary so to do, enter the Voting Compartment during poll and take such steps as may be necessary to ensure that the balloting unit is not tampered or interfered with in any way.
- (2) If the Presiding Officer has reason to suspect that an elector who has entered the Voting Compartment is tampering or otherwise interfering with the balloting unit or has remained inside the Voting Compartment for unduly long period, he shall enter the Voting Compartment and take such steps as may be necessary to ensure the smooth and orderly progress of the poll.
- (3) Whenever the Presiding Officer enters the Voting Compartment under this rule, he shall permit the polling agents present to accompany him if they so desire.

49R. Closing of Poll

- (1) The Presiding Officer shall close a polling station at the hour fixed in that behalf under section 56 and shall not thereafter admit any elector into the polling station:

Provided that all electors present at the polling station before it is closed shall be allowed to cast their votes.

- (2) If any question arises whether an elector was present at the polling station before it was closed it shall be decided by the Presiding Officer and his decision shall be final.

49S. Account of votes recorded

- (1) The Presiding Officer shall at the close of the poll prepare an account of votes recorded in Form 17C and enclose it in a separate cover with the words 'Account of Votes Recorded' superscribed thereon.
- (2) The Presiding Officer shall furnish to every polling agent present at the close of the poll a true copy of the entries made in Form-17C after obtaining a receipt from the said Polling Agent therefor and shall attest it as a true copy.

49T. Sealing of voting machine after poll

- (1) As soon as practicable after the closing of the poll, the Presiding Officer shall close the Control Unit to ensure that no further votes can be recorded and shall detach the balloting unit from the Control Unit and from the printer, where printer is also used, so however, that the paper slips contained in the drop box of the printer shall remain intact.
- (2) The Control Unit, the balloting unit and the printer, where it is used, shall thereafter be sealed, and secured separately in such manner as the Election Commission may direct and the seal used for securing them shall be so affixed that it will not be possible to open the units without breaking the seals.
- (3) The Polling Agents present at the polling station, who desire to affix their seals, shall also be permitted to do so.

49U. Sealing of other packets

- (1) The Presiding Officer shall then make into separate packet –
 - (a) the marked copy of the electoral roll;
 - (b) the Register of Voters in Form 17A;
 - (c) the cover containing the tendered ballot papers and the list in Form 17B;
 - (d) the list of challenged votes; and
 - (e) any other papers directed by the Election Commission to be kept in a sealed packet.

- (2) Each packet shall be sealed with the seal of the Presiding Officer and with the seal either of the candidate or of his Election Agent or of his Polling Agent who may be present at the polling station and may desire to affix his seal thereon.

49V. Transmission of voting machines, etc., to the Returning Officer

- (1) The Presiding Officer shall then deliver or cause to be delivered to the Returning Officer at such place as the Returning Officer may direct, –
 - (a) the voting machine;
 - (b) the account of votes recorded in Form 17C;
 - (c) the sealed packets referred to in rule 49U; and
 - (d) all other papers used at the poll.
- (2) The Returning Officer shall make adequate arrangements for the safe transport of the voting machine, packets and other papers for their safe custody until the commencement of the counting of votes.

49W. Procedure on adjournment of poll

- (1) If the poll at any polling station is adjourned under sub-section (1) of section 57, the provision of rules 49S to 49V shall, as far as practicable, apply as if the poll was closed at the hour fixed in that behalf under section 56.
- (2) When an adjourned poll is recommended under sub-section (2) of section 57, the electors who have already voted at the poll so adjourned shall not be allowed to vote again.
- (3) The Returning Officer shall provide the Presiding Officer of the polling station at which such adjourned poll is held, with the sealed packet containing the marked copy of the electoral roll, Register of Voters in Form 17A and a new voting machine.
- (4) The Presiding Officer shall open the sealed packet in the presence of the Polling Agents present and use the marked copy of the electoral roll for marking the names of the electors who are allowed to vote at the adjourned poll.
- (5) The provisions of rule 28 and rules 49A to 49V shall apply in relation to the conduct of an adjourned poll before it was so adjourned.

49X. Closing of voting machine in case of booth capturing

Where the Presiding Officer is of opinion that booth capturing is taking place at a polling station or at a place fixed for the poll, he shall immediately close the Control Unit of the voting machine to ensure that no further votes can be recorded and shall detach the balloting unit from the Control Unit.

ANNEXURE 3

(CHAPTER 1, PARA 1.5)

OUTLINES OF FUNCTIONS TO BE PERFORMED BY PRESIDING OFFICERS AT VARIOUS STAGES

- I. On Appointment.
- II. On the day previous to the day of Poll.
- III. On arrival at the Polling Station on the day of Poll.
- IV. During the hours of Poll.
- V. After the completion of Poll.

I. ON APPOINTMENT

- 1.1. When you receive your appointment order, please check up carefully and examine: -
 - (a) The name and number of your polling station;
 - (b) The name of the assembly constituency within which the polling station is situated;
 - (c) The exact location of your polling station.

This information will be found in your appointment order. You may also find the names of your Polling Officers in the order. Try to contact them and keep their residential and office addresses with you and give your residential and office address to them.

Attend as many training classes as you can, so that you become fully familiar with the operation of the EVM and VVPAT. Never rely on your memory and past experience as they may betray you. The instructions are being changed considerably from time to time.

- 1.2. Read the following pamphlets and booklets very carefully:
 - (a) Handbook for Presiding Officers;
 - (b) Manual of EVM and VVPAT;
 - (c) Letter of the Returning Officer to Presiding Officers giving important instructions.
- 1.3. Familiarize yourself with the item of polling material.
- 1.4. Study carefully the manner and the method in which the Control Unit, balloting units, VSDU and VVPAT are inter-linked and de-linked, the Control Unit closed and sealed and VVPAT drop box sealed.

- 1.5. Read carefully the different forms, statutory and non-statutory.
- 1.6 Read very carefully the relevant sections of the Representation of the People Act, 1950 and 1951, given in Annexure 1 and relevant rules under the Conduct of Elections Rules, 1961, given in Annexure 2. If you have any doubt, approach your Returning Officer and get your doubt clarified. Never be in a confused mind.

II. ON THE DAY PREVIOUS TO THE DAY OF POLL

- 2.1 On the day previous to the day of poll, you will be asked to collect the polling materials for use at the polling station. Please ensure that:
 - (a) The Control Unit and balloting unit(s) and VVPAT, given to you pertain to your polling station.
 - (b) The 'Candidate Set Section' of Control Unit is duly sealed and address tag is firmly attached thereto.
 - (c) The battery in the Control Unit is fully operational.
 - (d) The balloting unit(s) has been duly sealed and address tags are firmly attached, both at the top and bottom right portion.
 - (e) The appropriate ballot paper has been affixed on each balloting unit and is properly aligned under the ballot paper screen.
 - (f) The slide/thumb wheels switch has been set to the appropriate position in each balloting unit.
 - (g) All the items of polling materials mentioned in Annexure 19 have been supplied in required quantity;
 - (h) check the serial numbers of paper seals;
 - (i) check the electoral roll to ensure that:
 - (1) the copies of the supplements are given,
 - (2) the part number of the roll and the supplement is correctly given,
 - (3) page numbers in the working copies of the roll are given serially,
 - (4) the printed serial numbers of voters are not corrected and no new numbers are substituted for them,
 - (5) all deletions of names and corrections of clerical or other errors as per the supplements have been incorporated.
 - (j) Check the copy of the list of contesting candidates given to you. The names, Photos and symbols of the candidates given in the list must tally and should be in the same serial

order in which they appear in the ballot paper on the balloting unit. Also check if you have received the following list:

1. Notice on area delineating polling station
2. ASD, AIS and CSV list

- (k) Check that the phial of indelible ink supplied to you contains sufficient quantity of indelible ink and that its cap is perfectly sealed; if not re-seal the cap with candle/wax.
- (l) Check the arrow cross-mark rubber stamp and your brass seals. Ensure that the arrow cross-mark rubber stamp has seals affixed on both the sides and that the stamp pad is not dry. If your polling station is proposed to be located in a temporary structure, obtain iron box of sufficient dimensions to store your election papers.
- (m) If you have any doubt about your movement program, route to be followed to reach the polling station, get them cleared and make sure of the time, the place of departure and mode of transport for reaching the polling station.

- 2.2. (a) Reach your polling station latest by 4-00 p.m. on the day previous to the day of poll and ensure that-
 - (i) there is enough space for the voters to wait outside the polling station and for separate queues for male and female voters;
 - (ii) there are separate passages for entry and exit of voters;
 - (iii) a notice showing the polling area and details about voters is prominently displayed;
 - (iv) the copy of the list of contesting candidates is prominently displayed.
- (b) Appoint persons whom you will require to assist in identifying the voters including female assistant.
- (c) Decide the place where you, your Polling Officers and Polling Agents of the candidates will sit and the Control Unit of the voting machine will be placed.
- (d) Remove any photograph of any leader belonging to any political party hung in the polling station or cover them fully.

- 2.3 The voting machine, VVPAT and the polling materials entrusted to you should remain in your custody throughout, till the poll is completed and the voting machine, VVPAT and the materials are handed over back by you. Either you or one of the Polling Officers selected by you should remain in the polling station in charge of the voting machine, VVPAT and polling materials from the moment you arrive there. The voting machine, VVPAT and polling materials should not be left in the custody of the Police Guard on duty at the polling station or any person other than yourself or a Polling Officer selected by you.

III. ON ARRIVAL AT THE POLLING STATION ON THE DAY OF POLL

- 3.1 Ensure that you and other members of your polling party reach the polling station on the day previous to the date of poll. On receipt, check the voting machine and the polling materials.
- 3.2 Check up the appointment letters of polling agents and explain to them provisions of section 128 of the R.P. Act, 1951. Assign them seats and issue them entry passes for their movements. Read out the declaration as referred to in Chapter 16.
- 3.3 Make arrangements to appoint a Polling Officer if anyone from your party has not turned up.
- 3.4 Start preparing the voting machine including the conduct of mock poll one hour before the time fixed for commencement of poll.
- 3.5 After the mock poll, clear the data of mock poll in the voting machine and paper slips in VVPAT before sealing the Control Unit and VVPAT. Prepare the Mock Poll certificate after taking signatures of the polling agents present at the polling station. Also report the absence of all polling agents or presence of only one polling agent during mock poll to the RO.
- 3.6 Fix the green paper seal and close and seal the result section of the Control Unit. Seal VVPAT drop box.
- 3.7 Place the phial of indelible ink in such a way that the ink does not spill out.

IV. DURING THE HOURS OF POLL

- 4.1 Ensure that the polling starts sharp at the appointed time. Even if all formalities have not been completed, admit some voters in the polling station at the appointed time.
- 4.2 While poll is in progress, unusual complex cases are likely to crop up. Deal with them yourself leaving the Polling Officers' to carry on their normal duties. Such cases will be
 - (a) Challenge to a voter (Chapter 18)
 - (b) Voting by minors (Chapter 18)
 - (c) Voting by blind or infirm voters (Chapter 22)
 - (d) Voters deciding not to vote (Chapter 23)
 - (e) Tendered votes (Chapter 26)
 - (f) Breach of secrecy of voting (Chapter 21)
 - (g) Disorderly conduct at the booth and removal of disorderly persons (Chapter 17)
 - (h) Adjournment of poll because of riot or any other cause (Chapter 27)
 - (i) Complaint about particulars printed on VVPAT paper slip. (Chapter 20)

- 4.3. Collect statistical information for compilation of item 19 of your diary regarding polling every two hours. Also collect information about the electors who have voted using Braille ballot.
- 4.4. Close the poll at the appointed hour even if it has started late. Give slips with your signature to those persons who are in the queue at this hour. Ensure that no additional person joins the queue after the appointed hour.

V. AFTER THE COMPLETION OF POLL

- 5.1. Close and seal the voting machine and the VVPAT, as per the instructions given in Chapter 28 and 30.
- 5.2. Ascertain the number of female voters who have voted along with persons who have voted without EPIC and with alternate document and who have voted with Braille and electors who have turned up to vote from the ASD list.
- 5.3. Complete Form 17C (account of votes recorded and paper seal account). Furnish to every polling agent present at the close of the poll, an attested true copy of Form 17C after obtaining from him a receipt for it on the declaration form referred to in Chapter 29. Then complete the declaration in other respects.
- 5.4. Complete your Presiding Officer's Diary.
- 5.5. Seal all election papers as per instructions in Chapter 31.
- 5.6. Prepare first packet of five statutory covers.
- 5.7. Prepare second packet of eleven non-statutory covers.
- 5.8. Prepare third packet of seven items.
- 5.9. Prepare fourth packet of all other items.
- 5.10. Follow the program of return journey to the collection centre for depositing the sealed voting machine, VVPAT and sealed packet of election papers. It is your personal responsibility to deliver the voting machine, VVPAT and other packets at the collection centre intact and obtain a receipt. Note that you have to hand over eight different items, viz,
 1. EVM and VVPAT;
 2. Cover containing the account of votes recorded and paper seal account;
 3. Cover containing the declarations of the Presiding Officer;
 4. Cover containing the Presiding Officer's Diary;
 5. Cover containing Visit Sheet,
 6. First packet super scribed 'statutory covers' containing five covers;

7. Second packet super scribed 'non-statutory covers', containing eleven covers;
8. Third packet containing seven items of election material and
9. Fourth packet containing all other items, if any.

ANNEXURE 4

FORM M21- RECEIPT OF RETURN OF ELECTION RECORDS AND MATERIAL AFTER POLL

(TO BE PREPARED IN DUPLICATE)

Statement showing particulars of used Electronic Voting Machine(s) and sealed covers and other articles handed over by the Presiding Officer of Polling station No..... of.....Assembly constituency comprised in theParliamentary Constituency.

- I. Electronic Voting Machine(s)
- (i) The sealed Electronic Voting Machine(s) : Nos
 - (ii) The unused Electronic Voting Machine(s) : Nos
- II. Cover Containing the Paper seal account : Nos
- III. Cover containing the declaration of the Presiding Officer : Nos
- IV. Cover Containing the Presiding Officer dairy : Nos
- V. Acquittance Roll of T.A to Polling personnel : Nos.
- VI. Packets:-
- (a) Packet No I- STATUTORY COVERS
 - (1) The sealed cover containing the marked copy of the electoral roll
 - (2) The sealed cover containing Register of Voters (FORM 17A)
 - (3) The sealed cover containing voters' slips
 - (4) The sealed cover containing the unused tendered Ballot papers
 - (5) The sealed cover containing used tendered ballot papers and list in 17B
 - (b) Packet No II – NON-STATUTORY COVERS
 - (1) The sealed cover containing the copy or copies of electoral roll (other than the marked copy)
 - (2) The sealed cover containing the appointment letters of polling Agents in Form 10.
 - (3) The sealed cover containing the election duty certificates in Form 12B
 - (4) The sealed cover containing the list of challenged Votes in Form 14
 - (5) The sealed cover containing the list of blind and infirm Electors in Form 14 A and the declarations of the companions

- (6) The sealed cover containing the declarations obtained from the Electors as to their age and the list of such electors
- (7) The cover containing the receipt book and cash, if any, in respect of challenged votes.
- (8) The cover containing unused and damaged paper seals
- (9) The cover containing unused voters' slips
- (10) The cover containing with unused and damaged special tags
- (11) The cover containing unused and damaged strip seals.

(c) Packet No. III –containing the following items

- (1) Handbook for Presiding Officer 2018
- (2) Manual on EVM and VVPAT
- (3) Indelible Ink set
- (4) Stamp pad
- (5) Brass seal for Presiding Officer
- (6) Arrow cross mark rubber stamps for marking tendered ballot papers
- (7) Cup for setting the indelible Ink

(d) Packet No IV- Containing the following items

- (1) Unused canvas bags/cloth
- (2) Cover containing any other papers directed to be kept by the Returning Officer in a sealed packet
- (3) All other items, if any, should be packed in to the fourth packet.

VII. Voting Compartments : Nos

Handed Over taken charge

Signature of Presiding Officer Name & Signature of the receiving Officer

Polling station No.....

ANNEXURE 5

(CHAPTER 16, PARA 16.2)

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 of 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.....

PART II
DECLARATION BY THE PRESIDING OFFICER AT THE TIME OF USE OF
SUBSEQUENT VOTING MACHINE, IF ANY

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

Signature.....

Presiding Officer

Signature of polling agents:

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

7.....(of candidate)

8. (of candidate.....)

9.....(of candidate.....)

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.....

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.

.....

Signature of Presiding Officer

Date.....

Time.....

The following polling agents have affixed their seals.

Signature of polling agents:

1..... (of candidate.....) 4.....(of candidate.....)

2..... (of candidate.....) 5.....(of candidate.....)

3.....(of candidate.....) 6.....(of candidate.....)

The following polling agents refused or did not want to affix their seals.

1.....(of candidate.....) 3.....(of candidate.....)

2..... (of candidate) 4.....(of candidate.....)

Signature.....

Presiding Officer

Date.....

ANNEXURE 6

(CHAPTER 18, PARA 18.6.1)

LETTER OF COMPLAINT TO THE SHO 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.....

Yours faithfully,

Signature, Presiding Officer

Date.....

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.

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

ANNEXURE 7

(CHAPTER 18, PARA 18.10.2)

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, 20__, i.e. the qualifying date with reference to which the existing electoral roll of the constituency was prepared/revised.

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

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

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

Part number of electoral Roll.....

Serial number of Elector

Dated.....

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

Signature of the Presiding Officer.....

Number and name of Polling station

Dated

ANNEXURE 8

(CHAPTER 18, PARA 18.5.1)

RECEIPT BOOK

ANNEXURE VIII
(CHAPTER XVIII Para 5)

<p style="text-align: center;">RECEIPT FOR CHALLENGE FEE</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>DatePresiding Officer for Polling Stations No. Of Parliamentary/ Legislative Assembly Constituency</p>	<p>Forfeited to Government</p> <p>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;">RECEIPT FOR CHALLENGE FEE</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 ofRs.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>
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ANNEXURE 9

(CHAPTER 18, PARA 18.10.3)

LIST RELATED TO UNDER-AGED ELECTORS

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

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

PART I

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

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

PART II

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

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

Dated:

Signature of Presiding Officer

ANNEXURE 10

(CHAPTER 22, PARA 22.6)
**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

ANNEXURE 11

(CHAPTER 29, PARA 29.1.4)

FORM 17C

[SEE RULES 49S AND 56C (2)]

PART I – ACCOUNT OF VOTES RECORDED

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

Number and Name of Polling Station:

Identification Number of voting Machine used at the Polling Station:

Control Unit.....

Balloting Unit.....

VVPAT

1. Total number of electors assigned to the Polling Station
2. Total number of voters as entered in the Register for Voters (Form 17A)
3. Number of voters deciding not to record votes under rule 49-0
4. Number of voters not allowed to vote under rule 49M
5. Test votes recorded under rule 49MA (d) required to be deducted-

(a) total number of test votes to be deducted:

Total No.	Sl. No.(s) of elector(s) in Form 17A
-----------	--------------------------------------

.....
-------	-------

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

Sl. No.	Name of candidate	No. of votes
---------	-------------------	--------------

.....
-------	-------	-------

.....
-------	-------	-------

6. Total number of votes recorded as per voting machine.....
7. Whether the total number of votes as shown against item 6 tallies with the total number of votes as shown against item 2 minus numbers of voters deciding not to record votes as

against item 3 minus number of voters as against item 4(i.e. 2-3-4) or any discrepancy noticed.....

8. Number of voters to whom tendered Ballot papers were issued under rule 49P.....

9. Number of tendered Ballot papers:

	Sl. No.		
	Total	From	To
(a) received for use		
(b) issued to electors		
(c) not used and returned		

10. Account of papers seals

Signature of polling agents

1. Paper seals supplied for use: Total No..... 1.....

Sl.No. from..... To

2. Paper seals used: Total No..... 2.....

Sl.No. from..... To

3. Unused paper seals returned to

Returning Officer: Total No..... 3.....

Sl.No. from..... To

4. Damaged paper seal, if any: Total No..... 4.....

Sl.No. from..... To

5.....

6.....

Date.....

Place.....

Signature of Presiding Officer

Polling Station No.....

PART II- RESULT OF COUNTING

Sl. No. of candidate	Name of candidate	Number of votes as displayed on Control Unit	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes. (3-4)
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
N.	NOTA			
Total				

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.

Place.....

Date.....

Signature of Counting Supervisor

Name of candidate/election agent/counting agent

Full signature

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

Place.....

Date.....

Signature of Returning Officer

ANNEXURE 12

(CHAPTER 32, PARA 32.1.1) PRESIDING OFFICER'S DIARY

1. Name of the constituency (in block letters):
2. Date of poll:
3. Number and Name of the polling station:
Whether located in –
 - (i) Government or quasi-government building;
 - (ii) Private Building;
 - (iii) Temporary structure;
4. Number of Polling Officers recruited locally, if any:
5. Appointment of Polling Officer made in the absence of duly appointed Polling Officer, if any, and the reasons of such appointment:
6. Electronic Voting Machine –
 - (i) Number of Control Units used:
 - (ii) S. No.(s) of Control Units used:
 - (iii) Number of balloting units used:
 - (iv) S. No.(s) of balloting units used:
7.
 - (i) Number of paper seals used:
 - (ii) S. Nos. of paper seals used:
- 7A.
 - (i) Number of special tags supplied:
 - (ii) S. No.(s) of special tags supplied:
 - (iii) Number of special tags used:
 - (iv) S. No.(s) of special tags used:
 - (v) S. No.(s) of special tags returned as unused:
- 7B.
 - (i) Number of Strip Seals supplied:
 - (ii) S. No.(s) of Strip Seals supplied:

- (iii) Number of Strip Seals used:
- (iv) S. No.(s) of Strip Seals used:
- (v) S. No.(s) of Strip Seals returned as unused:

7C. Applicable in the polling stations where VVPAT system is used

- (i) No. of Printers used:
- (ii) S. No.(s) of printer(s):

8. Number of candidates who had appointed polling agents at the polling stations:

9.

- (i) Number of polling agents present at the commencement of poll:
- (ii) Number of polling agents who arrived late:
- (iii) Number of polling agents present at the close of the poll:

10.

- (i) Total number of voters assigned to the polling station:
- (ii) Number of electors allowed to vote according to marked copy of the electoral roll:
- (iii) Total number of electors as entered in the Register of Voters (Form 17-A):
- (iv) Number of votes recorded as per the voting machine:
- (v) Number of voters deciding not to record vote, if any:

Signature of the first Polling Officer

Signature of Polling Officer

In-charge of Register of Voters

11. Number of electors who voted –

Men.....

Women.....

Third Gender.....

Total.....

12. Challenged vote –

Number allowed.....

Number rejected.....

Amount forfeited Rs.....

13. Number of persons who have voted on production of Election Duty Certificate (EDC):
- 13A. Number of overseas electors who voted:
14. Number of electors who voted with the help of companions:
15. Number of voters cast through proxy:
16. Number of tendered votes:
17. No. of electors –
 - (a) From whom declarations as to their age obtained.....
 - (b) Who refused to give such declaration.....
18. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:
19. Number of votes cast in every two hours –
 - From 7 a.m. to 9 a.m.
 - From 9 a.m. to 11 a.m.
 - From 11 a.m. to 1 p.m.
 - From 1 p.m. to 3 p.m.
 - From 3 p.m. to 5 p.m.

(Necessary changes may be made depending on the hours fixed for commencement and close of poll)
20.
 - (a) Number of slips issued at the closing hour of the poll to electors standing in the queue:
 - (b) Time at which poll finally closed after the last such elector cast his/her vote:
21. Electoral offences with details:
 - Number of cases of –
 - (a) Canvassing within one hundred meters of the polling station:
 - (b) Impersonation of voters:
 - (c) Fraudulent defacing, destroying or removal of the list of notice or other documents at the polling station:
 - (d) Bribing of voters:

(e) Intimidation of voters and others persons:

(f) Booth capturing:

22. Was the poll interrupted or obstructed by –

(1) Riot:

(2) Open violence:

(3) Natural calamity:

(4) Booth capturing:

(5) Failure of voting machine:

(6) Any other cause:

Please give details of the above.

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

(a) Unlawfully taken out of the custody of the Presiding Officer:

(b) Accidentally or intentionally lost or destroyed:

(c) Damaged or tampered with:

Please give details.

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

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

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

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

Place:

Date:

Presiding Officer

This diary should be forwarded to the Returning Officer with the voting machine, Visit Sheet, 16-Point Observer's Report and other sealed papers.

ANNEXURE 13

(CHAPTER 9, PARA 9.10.1)

FORMAT FOR PRESIDING OFFICER'S ADDITIONAL REPORT TO BE SUBMITTED TO CONSITUENCY OBSERVER/RO

1	Polling booth No.
2	CPF deployed Y/N
3	Micro Observer deployed Y/N
4	Video Camera deployed
5	Total Voters
6	No. of Votes polled
7	%of votes polled
8	Total No. of candidates
9	No. of candidates represented by polling agents
10	No. of voters who voted using documents other than EPIC
11	Whether Mock poll done in the presence of agent? Y/N
12	Whether Mock Poll cleared? Y/N
13	Whether machines closed and seal properly in the presence of agents?
14	Whether 17C given to polling agents after obtaining their signature?
15	No. of voters who have voted after 5PM by receiving the token at the end of polling hours
16	Whether any significant incident took place during the poll? Y/N

ANNEXURE 14

(CHAPTER 12, PARA 12.2) **MOCK POLL CERTIFICATE**

This is certified that I Presiding Officer at the Polling Station Noof
Assembly Constituency (or theAssembly segment underParliamentary
Constituency) conducted the mock poll atAM today, the poll day i.e.(date), following
scrupulously all the instructions issued by the Election Commission of India, using –

CU of Serial No. (as printed on back-side of CU)

BU of Serial No. (as printed on back-side of BU)

VVPAT of Serial No. (as printed on VVPAT)

1. A total of votes were cast for each candidate and also for NOTA.
2. It was verified that the LED light was getting lit up against the correct candidate/NOTA button, when the button was pressed and beep sound was properly heard.
3. The candidate-wise detail of votes polled during mock poll and result displayed, is as under:

S. No.	Name of the Candidate	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of Printed Paper slips, as per counting on checking mock poll result (if VVPAT used)	Votes cast and Result displayed & Printed Paper Slips (if VVPAT used) count tallied with each other (YES/NO)
1.					
2.					
	NOTA				
	TOTAL				

4. I have cleared the memory of the EVM and also removed the printed paper slips of VVPAT after mock poll and verified that the memory has been cleared, by pressing the Total button and seeing the Total as shown as '0'.
5. At the time of mock poll, the following polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.

6. Poll Start Date and Time seen on the display of CU at the start of actual poll

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

OR

At the time scheduled for the mock poll, no polling agent was present/the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff at AM.

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

Date:

Time:

Name and signature of the Presiding Officer

Polling Station No.....

Polling Station Name

ANNEXURE 15

(CHAPTER 20, PARA 20.3.6) **DECLARATION UNDER RULE 49MA**

General/Bye-Election to.....

Sl. No. and Name of Parliamentary/Assembly Constituency.....

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

FORM OF DECLARATION BY ELECTOR UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961

1. I hereby solemnly declare and affirm under sub-rule (1) of Rule 49 MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bonafide.
- (2). I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if the declaration given by me in para 1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector

Name of the Elector.....

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

Part No. of electoral roll.....

Sl. No. of elector in that Part.....

Sl. No. in Register of Voters (Form 17A)

Dated.....

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

Signature of the Presiding Officer

Dated.....

ANNEXURE 16

(CHAPTER 18, PARA 18.1.2.5)
**FORM OF DECLARATION BY ELECTOR WHOSE NAME IS IN
ABSENTEE / SHIFTED / DEAD LIST**

I hereby solemnly declare and affirm that I am the same person whose name appears at Serial No of Part No Of the existing electoral roll of the Constituency which was prepared / revised with respect of first date of January 201... as qualifying date. I am aware that impersonation at elections is an electoral offence under the section 171D of the Indian Penal Code.

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

Name

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

.....
Signature of the Presiding Officer

.....
Number and name of polling station

Date

ANNEXURE 17

(CHAPTER 9, PARA 9.4.3)

POLLING AGENTS / RELIEVING AGENTS MOVEMENT SHEET

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

Signature of the Presiding Officer

ANNEXURE 18

HANDLING OF CU-BU-VVPAT FAILURES/ERRORS DURING POLL PREPARATION OF POLLING OFFICIALS FOR FAULT HANDLING- SUGGESTIONS

Certain contingencies may arise during the polling process which may require certain actions. These are as follows: -

- a. In case the CU or the BU does not work properly: (i) Switch off the CU and don't switch it on again (ii) Replace the complete set of EVM and VVPAT by another set of BUs, CU and VVPAT (iii) However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll. (iv) Continue the poll with the new EVM set, after clearing mock poll data and printed paper slips from VVPAT Drop Box.
- b. In case Display Panel of the CU displays "Link Error": (i) Check that the cable connections are proper by visual inspection (don't remove and reconnect the connectors); (ii) If "Link Error" still persists, replace the complete set of EVM and VVPAT.
- c. In case the VVPAT Status Display Unit (VSDU) displays "Error Code-1 Replace Battery": Switch off the CU and replace the Power Pack of VVPAT printer. It should be ensured that in no case replacement of power pack is done without switching off the CU.
- d. In case the VSDU displays "Error Code – 2 Replace Printer" and the Presiding Officer has not pressed the BU enable button: Switch off the CU and replace the defective VVPAT unit with the new VVPAT unit. It shall be ensured that in no case replacement of VVPAT unit is done without switching off the Control Unit.
- e. In case the Presiding Officer has pressed BU enable Button and the Voter has pressed the Candidate Button of the Balloting Unit and complains that 'Paper Slip' has not been printed or the Paper Slip printed by the VVPAT unit has not been cut and hanging against the display window then: (i) If the busy lamp of the CU is not glowing and no Message/Error is displayed on VSDU, the complaint should be considered as baseless and rejected; (ii) If busy lamp is glowing on the CU and no Message/Error is displayed on VSDU, the Voter shall be requested to go into the Voting Compartment once again and press the Candidate Button on BU of his choice; (iii) If busy lamp of the CU and VSDU are glowing and VSDU has no display message, please switch OFF the CU and replace the VVPAT unit. (iv) The last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced.

Please keep in mind that the vote is not recorded in the CU electronically unless the paper slip has been printed and cut by VVPAT. If VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or

has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced.

f. In case the printed paper slip has not been cut and is hanging from the paper roll: Replace the Printer, but no effort should be made to make it fall into the drop box. It should be allowed to remain hanging, as it is not to be counted at the time of counting of the ballot slips. The details of such an occurrence should be clearly recorded in the Presiding Officers diary in the following format:

- i. The date and time of the occurrence.
- ii. The name of the voter and his serial number in part in the electoral roll who was allowed to cast his vote after replacement of VVPAT.
- iii. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
- iv. The Total number of votes cast before the occurrence.

g. In case a voter alleges after recording his vote that the printed paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for: Action should be taken as per provisions of Rule 49MA of the Conduct of Elections (Amendment) Rules, 2013:

(i) Obtain a declaration from the complainant in the Declaration Form under his/her signature/ thumb impression; (ii) Proceed to the Voting Compartment along with the complainant and polling agents present in the polling station at that moment; (iii) The voter shall be asked to cast a test vote in favour of any candidate and make second entry related to that elector in the Form-17A; (iv) Observe carefully whether the Printer has printed the paper slip correctly; (v) If the complaint of the elector is found genuine, the Presiding Officer shall report the facts immediately to the RO and stop further polling at the station; (vi) If the complaint of the elector is found false, make a remark to that effect against the second entry relating to that elector in Form-17A mentioning the serial number and name of the candidate for whom such test vote has been recorded and obtain the signature or thumb impression against such remark. Further make necessary entries regarding such test vote in item 5 in Part-I of Form 17-C.

ANNEXURE 19

LIST OF POLLING MATERIALS FOR A POLLING STATION WHERE EVM AND VVPAT IS USED

S. No	Items	Quantity
1	Control Unit	1
2	Balloting Units	1 or more depending on number of candidates (including NOTA)
3	VVPAT	1
4	Register of Voters (Form 17A)	1/as per actual requirement
5	Voter's slips	As per requirement
6	Marked copy of electoral roll	1
7	Working copies of electoral roll	3
8	Copy of list of contesting candidates (Form 7A)	1
9	Ballot papers (for tendered votes)	20
10	List of CSV, if any	1
11	Photo copy of signature of Candidates/agents	1
12	Indelible ink	2 phials of 10 cc
13	Common Address tags for Balloting Unit, Control Unit and VVPAT	14
14	Special tag	3
15	Green paper seals for EVM	3
16	Strip seal	3
17	Rubber stamp with arrow cross mark	1
18	Stamp pad (purple)	1
19	Metal seal for Presiding Officer	1
20	Match box	1
21	Presiding Officer diary	1
22	Distinguishing mark rubber stamp	1
23	Commission order of identification of electors through alternate documents	1
24	Forms	
i.	List of contesting candidates	1

ii.	List of challenged votes (Form 14)	2
iii.	List of blind and infirm voters (Form 14A)	2
iv.	List of tendered votes (Form 17B)	2
v.	Account of votes recorded	10
vi.	Record of paper seals used	2
vii.	Receipt book for deposit of challenged votes fee	1
viii.	Letter to SHO	4
ix.	Declaration by the Presiding Officer before the commencement of poll and at the end of the poll (Part I to IV)	2
x.	Declaration by elector about age	2
xi.	List of electors who voted after giving declaration / refused to give declaration	4 / 4
xii.	Declaration by the companion of blind and infirm voter	10
xiii.	Entry passes for polling agents	As per requirement
xiv.	Format for Presiding Officer's additional 16-point report to be submitted to constituency observer/ Returning Officer	2
xv.	Visit sheet	2
xvi.	Receipts of return of election records and materials after poll	2
25	ENVELOPES	
i.	For smaller envelopes (statutory covers) (SE-8)	1
ii.	For marked copy of electoral rolls (SE-8)	1
iii.	For other copies of electoral rolls (SE-8)	1
iv.	For tendered ballot paper and tendered voters list	1
v.	For declaration by the Presiding Officer before and after the poll	1
vi.	For account of votes recorded (Form 17C) (SE-5)	1
vii.	For list of challenged votes (SE-5)	1
viii.	For unused and spoiled paper seals (SE-5)	1
ix.	For appointment letters of polling agents (SE-6)	1
x.	For list of blind and infirm voters (SE-5)	1
xi.	For Presiding Officer's diary report (SE-6)	1
xii.	For election duty certificate (SE-5)	1
xiii.	For receipt book and cash forfeited (SE-6)	1
xiv.	For declaration of companions (SE-5)	1
xv.	For smaller envelopes (others) (SE-7)	1
xvi.	For Register of Voters having signatures of voters (17A) (SE-8)	1

xvii.	For other relevant papers (SE-5)	1
xviii.	For smaller envelopes (SE-8)	1
xix.	Cover for Presiding Officer's brief record under rule 40 (SE-6)	1
xx.	Plain envelopes (SE-7)	2
xxi.	Plain envelopes (SE-8)	3
xxii.	For unused ballot papers (SE-7)	1
xxiii.	For any other paper that the RO has decided to keep in the sealed cover	1
xxiv.	Cover for unused and damaged special tags (SE-7)	1
xxv.	Cover for unused and damaged strip seal (SE-7)	1
26	SIGN BOARDS	
	Presiding Officer	
	Polling Officer	
	Entry	
	Exit	
	Polling agent	
	Miscellaneous notice specifying area etc. as required by rule 30 (1) (a)	
27	STATIONARY	
i.	Ordinary pencil	1
ii.	Ball pen	3 blue + 1 red
iii.	Blank paper	8 sheets
iv.	Pins	25 pieces
v.	Sealing wax	6 sticks
vi.	Voting Compartment	As per requirement
vii.	Gum paste	1
viii.	Blade	1
ix.	Candle sticks	4
x.	Thin twine thread	20 meters
xi.	Metal rule	1
xii.	Carbon paper	3
xiii.	Cloth or rag for removing oil etc.	3
xiv.	Packing paper sheets	3
xv.	Cup/empty tin/plastic box for holding indelible ink bottle	1
xvi.	Drawing pins	24 pieces

xvii.	Check lists	2
xviii.	Rubber bands	20
xix.	Cello tape	1

LIST OF POLLING MATERIALS TO BE RETURNED BY THE PRESIDING OFFICER TO THE SECTOR OFFICER SEPARATELY WHO IN TURN WILL DEPOSIT THEM IN STORE AT THE OFFICER OF THE CEO/DEO.

S. No.	Items
1	Arrow cross mark rubber stamp
2	Metal seal of Presiding Officer
3	Stationary bag containing
(i)	Self-inking pad
(ii)	Material for Voting Compartment
(iii)	Metal rule
(iv)	Container for holding indelible ink bottle
(v)	All other unused items

Additional Items of Polling Materials to be Provided to the Polling Party with VVPAT.

S. No.	Item	Quantity
1	Envelope made of thick black paper (for sealing printed paper slips of Mock Poll)	2
2	Plastic Box for Black paper envelope sealing	1
3	Pink Paper seal for sealing Plastic Box	2
4	Forms for declaration by elector under rule 49MA	10
5	Operational manual of VVPAT	1
6	Mock Poll Slip Stamp	1
7	Poster on How to cast vote on EVM & VVPAT	1
8	Brochure for Presiding Officer on use of EVM & VVPAT	1
9	Trouble shooting on use of EVM & VVPAT	1

ANNEXURE 20

CHECK MEMO FOR PRESIDING OFFICER

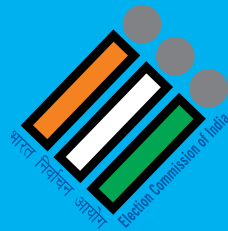
ITEM	ACTION TO BE TAKN	REMARKS
1	Obtaining and keeping in possession all relevant instructions from the Returning Officer.	Whether obtained and kept?
2	Familiarization with the other members of the polling party and maintenance of close relationship with them.	Whether done?
3	Collection of election material, List of ASD voters, Alphabetical list of Electors.	Whether ensured that all the election materials and that too in sufficient quantities and numbers have been collected?
4	Checking up of Balloting unit(s), Control Unit, VVPAT, marked copies of the electoral roll, arrow cross mark rubber stamp, green paper seals, Register of Voters, voters slips etc.	Whether done?
5	Separate entrance and exit for voters at polling stations.	Whether ensured?
6	Display of Notice specifying the polling area and the number of electors assigned and also a copy of the list of contesting candidates.	Whether done?
7	Inter-linking of Control Unit, Balloting unit(s), VSDU (provided with M2 VVPAT only) and VVPAT after placing Balloting unit(s) and VVPAT in Voting Compartment. Switching on Control Unit and VVPAT.	Whether done?
8	Conducting Mock poll and Result of Control Unit tallied with VVPAT paper slips. Clearing Control Unit by pressing 'CLEAR' button. Putting VVPAT paper slips in black envelope and plastic box after stamping 'mock poll slip'. Prepare Mock Poll certificate.	Whether done?
9	Fixing green paper seal on result compartment of Control Unit. Allowing polling agents to note the serial number of the green paper seal.	Whether done?
10	Sealing the result section of the Control Unit by using address tag, special tag and strip seal. Sealing of VVPAT drop box using address tag.	Whether done?
11	Declaration to be made at the commencement of the poll.	Whether made?
12	Reading out the provisions of the section 128 of the R.P. Act, 1951 with regard to the secrecy of voting by Presiding Officer at the beginning of the poll.	Whether done?

13	Allowing polling agents to note the serial numbers of Balloting Unit(s), Control Unit and VVPAT.	Whether allowed?
14	Marking of indelible ink on left fore-finger and obtaining the signature / thumb impression on the Register of Voters (17A).	Whether properly done?
15	Declaration from under-aged electors.	Whether obtained?
16	Maintenance of Presiding Officer's diary	Whether events are recorded from time to time as and when they occur?
17	Maintenance of Visit sheet.	Whether maintained?
18	Close of poll at the appointed time.	Whether done?
19	Supply of copies of account of votes recorded in Form 17C to all the polling agents.	Whether done?
20	Declaration to be made at the close of poll.	Whether made?
21	Sealing of EVM and VVPAT and election papers.	Whether done according to instructions?



“No voter to be left behind”

October 2018 - Edition 1



भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

www.eci.nic.in <https://www.facebook.com/ECI/>

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