

HANDBOOK FOR PRESIDING OFFICERS

(At Elections where Electronic Voting Machines are used)



भारत निर्वाचन आयोग
Election Commission of India

2008

Nirvachan Sadan, Ashoka Road
New Delhi-110 001

CONTENTS

Chapter	Particulars	Page No.
I	Preliminary	
II	Formation of Polling Party and Trainings	
III	Collection of voting machine and polling materials	
IV	Photo Electoral Rolls	
V	Randomization of Electronic Voting Machines	
VI	Setup of polling stations	
VII	Security Arrangements at Polling Stations	
VIII	Assignment of duties to polling officers	
IX	Regulation of entry into and seating arrangements in the Polling Station	
X	Setting up of voting machine before commencement of poll	
XI	Preparation of control unit	
XII	Conducting mock poll	
XIII	Fixing of green paper seal in the control unit	
XIV	Closing and sealing of control unit	
XV	Commencement of the poll	
XVI	Safeguards for free and fair election	
XVII	Enforcement of election law in and around Polling Station	
XVIII	Verification of elector's identity and procedure in case of challenge	
XIX	Application of indelible ink and obtaining Signature/thumb impression of elector before permitting him to record his vote	
XX	Recording of votes and voting procedure	
XXI	Maintenance of secrecy of voting by electors	
XXII	Voting by blind and infirm voters	
XXIII	Electors deciding not to vote	
XXIV	Voting by public servants on election duty certificates	
XXV	Issue of Postal Ballot Papers	
XXVI	Voting by Proxy	
XXVII	Tendered votes	
XXVIII	Adjournment/stoppage of poll for riot, booth capturing etc.	

XXIX	Close of poll
XXX	Account of votes recorded
XXXI	Sealing of the voting machine after close of poll
XXXII	Sealing of election papers
XXXIII	Preparation of the diary and delivery of voting machine and election papers at collection centres
XXXIV	Brief guidelines for the Presiding Officers/Polling Officers
Annexure I	Extracts from the Representation of the People Act, 1950 & 1951
Annexure II	Extracts from the Conduct of Elections Rules, 1961 with Form 17A, 17B, 17C
Annexure III	Outlines of Functions to be performed by Presiding Officers
Annexure IV	Check Memo for Presiding Officers
Annexure V	List of Polling Material for a polling station
Annexure VI	Model Polling Station for Electronic Voting Machine - Layout
Annexure VII	Declaration by the Presiding Officer
Annexure VIII	Receipt for Challenge Fee
Annexure IX	Letter of complaint to the S.H.O
Annexure X	Form of declaration by elector about age
Annexure XI	List of voters from whom declaration as to their age obtained
Annexure XII	Declaration by the companion of Blind or Infirm elector
Annexure XIII	Account of votes recorded
Annexure XIV	Presiding Officer's Diary
Annexure XV	Observer Report (Format for 16-Point Report)
Annexure XVI	Sample of Referral Image Sheet
Annexure XVII	Mock Poll Certificate
Annexure XVIII	Sample of Photo Electoral Roll

Handbook for Presiding Officers of polling stations where Electronic Voting Machines are used.

CHAPTER I

PRELIMINARY

1. Introductory

- 1.1 The objective of this Handbook is to provide you the information and guidance to perform your duties as a Presiding Officer. However, it may be noted that this Handbook cannot be treated as an exhaustive compendium in all aspects and as a substitute reference for various provisions of election law related to the conduct of poll. You should, wherever necessary, refer to those legal provisions which are reproduced in Annexures I and II.
- 1.2 You have been appointed under the provisions of Section 26 of the Representation of the People Act, 1951, and under the provisions of Section 28A thereof, you alongwith 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 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. 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. At the polling station, it is your primary duty and responsibility to ensure a free and fair poll at your polling station. For this purpose it is 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.
- 1.3 Electronic Voting Machines are used now at each and every polling station. You as the Presiding Officer at the polling station should acquaint yourself fully with the latest position about the rules and procedures prescribed for the conduct of poll by voting machines. You should not only familiarise yourself thoroughly with rules and procedures but also with each step to be taken in the conduct of poll at the polling station, and with the operation of voting machine. A slight mistake or lapse or wrong application of the law or rules or inadequate knowledge of various functions of the voting machine may vitiate the poll at your polling station.

2. Brief introduction to voting machines

- 2.1 The Electronic Voting Machines have been manufactured by two Central Government undertakings, namely, Electronics Corporation of India Limited, Hyderabad and Bharat Electronics Limited, Bangalore have produced electronic voting machines. There are two models of the Electronic Voting Machines being used for the conduct of election in the country – existing model and upgraded model. There is only one difference, pertaining to the

display on the panels of the machines, in the two models, which has been explained in the subsequent chapters of the handbook.

- 2.2 The Electronic Voting Machine operates on a 6 volts battery and can be used anywhere and under any conditions. It is tamperproof, error-free and easy to operate. 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.
- 2.3 The Electronic Voting machine consists of two units, namely, Control Unit and Ballot unit. These two units are interconnected, when the voting machine is put in operation, by means of a cable, one end of which is permanently attached to the ballot unit.



Control Unit



Ballot unit

- 2.3 One ballot unit caters upto sixteen candidates. On the ballot unit, there is provision for display of the ballot paper containing the particulars of the election, the serial numbers and names 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. Simultaneously a beep sound will also be heard.
- 2.4 One control unit can record the votes polled by a maximum of 64 candidates. For this purpose four ballot units linked together are connected with one control unit. On the top most portion of the control unit, there is provision for displaying the various information and data recorded in the machine, like the number of contesting candidates, total number of votes polled, votes polled by 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 the machine for the 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 '**Cand Set Section**'. Below the cand 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 I**' & '**Result II**' for ascertaining separately the result of parliamentary and assembly polls (*at present the*

machine is used for only one poll – either parliamentary or assembly) and (iii) 'Clear' button on the right side, for clearing the data recorded in the machine, when the data is no more required. In the bottom portion of the control unit, there are two buttons - one marked 'Ballot' and other marked 'Total'. By pressing the button 'Ballot', the ballot unit becomes ready to record the vote and by pressing the button 'Total', the total number of votes recorded upto that stage (but without the candidate-wise break up) can be ascertained. This section is known as the 'Ballot Section' of the control unit. (In the upgraded model the 'Result II' button has been replaced with 'Print' button, by pressing which a printout of the detailed result can be obtained. For this purpose a special gadget is to be attached to the Control Unit.)

Legal provisions regarding conduct of poll

3. The provisions of the law which have a bearing on your duties as a Presiding Officer are reproduced in Annexures I and II.

Broad outlines of duties

- 4 While detailed directions and instructions are contained in the various Chapters of this Handbook, some of the salient and important aspects of your duties are given below for your guidance:
 - (i) You should acquaint yourself fully with the latest position about the rules and procedures prescribed for the conduct of poll by voting machines (referred to above in para 1.1 above).
 - (ii) You should familiarise yourself thoroughly with the operation of the voting machine and the functions of various buttons and switches provided therein. (This has been described in details under para 2 titled 'Brief introduction to voting machines' above).
 - (iii) You must keep in ready possession all relevant instructions of the Commission.
 - (iv) You must have a clear idea of the location of your polling station and your itinerary to and from the polling station, so as to enable yourself to reach your polling station in time without losing any time in finding out the way to the polling station.
 - (v) You must not miss any of the training classes, lest you find yourself groping in the dark for various important instructions.
 - (vi) while collecting election materials, you should ensure that all items have been handed over to you as per the list supplied alongwith the material. The most important items are (i) electronic voting machine (ballot unit and control unit), (ii) tendered ballot papers, (iii) Register of Voters (Form 17A), (iv) marked copy of electoral roll (v) Form 17C Format of the Presiding Officer's Diary and (vi) extra copies of the roll, green paper seals, strip seals, special tags, statutory forms, sealing wax and indelible ink.
 - (vii) 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 queue of voters, 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 Video Camera deployment at the polling station.

- (viii) Before the commencement of poll, the voting machine has to be demonstrated to the polling agents, who are present at the polling station at the time of commencement of the poll, to satisfy them that no votes are already recorded therein and that the machine is in perfect working condition. For these purposes, a mock poll shall be compulsorily held by letting the polling agents record a few votes at random for each of the contesting candidates and tallying the result thereafter.
- (ix) 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
- (x) **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.** 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 therefor and the strip seal. The procedure for this sealing is explained in detail in Chapters XIII and XIV.
- (xi) 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.
- (xii) At the commencement of poll, you have to 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 to candidates or their polling agents present and get it signed by them.
- (xiii) According to the directions of the Commission all electors who have been issued with Electors Photo Identity Cards (EPICs) should produce those cards to exercise their franchise at all general and bye-elections. Those who fail to bring EPICs or who have not been issued with or who have not obtained their EPICs, can be identified by means of the photographs on the electoral rolls, where Photo Electoral Rolls have been supplied at the polling station. In the case of those electors whose identity cannot be established by means of the photograph on the electoral rolls, the identity shall be established by means of any of the alternative documents prescribed by the Commission. Further, if an elector produces an Electoral Identity Card which has been issued by the Electoral Registration Officer of another Assembly Constituency, such cards shall also be taken into account 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.

- (xiv) The identity of elector should be properly verified by the First Polling Officer with reference to his entry in the electoral roll, the Elector's Photo Identity Card, the photograph of the elector on the Photo Electors Rolls (If the polling station is one, where Photo Electors 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 election can be verified. **The unofficial identity slip carried by an elector cannot be accepted as a proof of his identity.**
- (xv) Last four digits of the EPIC/Identity documents produced by the elector should be entered in the 'Remarks' column of the Register of Voters (Form 17-A)
- (xvi) After an elector has been identified, the entry relating to the elector in the marked copy of the electoral roll should be underlined. In addition, if the elector is a female elector, a tick mark (✓) will also be put on the left side of entry.
- (xvii) 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 VIII.)
- (xviii) 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).
- (xix) 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' 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 ballot 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. In the 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.

- (xx) In another eventuality, when the "Ballot" button on the control unit has been pressed to release voting on the ballot 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 ballot unit(s) from the control unit. After disconnecting the ballot unit(s) from the control unit the 'Power' switch should again be put 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional to close the poll.
- (xxi) 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.
- (xxii) 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.
- (xxiii) 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 X.
- (xxiv) It is your foremost duty to go on recording the relevant events as and when they occur in the Presiding Officer's Diary.
- (xxv) It may happen sometimes that you may have a suspicion or reason to suspect that the ballot 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 49 to enter the voting compartment 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. 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.
- (xxvi) 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.
- (xxvii) 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.

- (xxviii) You have to periodically verify the total number of votes polled till a particular hour by pressing 'Total' button.
- (xxix) 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 the 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 voters standing in the queue starting such distribution of slips from the last person standing in the queue.
- (xxx) 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.
- (xxxii) After the close of poll, the voting machine 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 and the election papers in addition to your seals. You should follow carefully the relevant instructions about the sealing and securing of voting machines and election papers so that no mistake is committed.
- (xxxiii) it is your personal responsibility to hand over the voting machine and all election papers duly sealed and secured to the officer responsible for the collection thereof, under proper receipt.

5. Your duties in brief at various stages are given in Annexure III under five different heads for your ready reference and convenience.

6. 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 IV. The said CHECK MEMO should be properly maintained by you.

CHAPTER II

FORMATION OF POLLING PARTY AND TRAININGS

1. Polling Party:

Now that the poll is conducted with the use of Electronic Voting Machines, your party will consist of yourself and two or three Polling Officers, at an election to the House of the People or State Legislative Assembly at a time. However, where the number of electors assigned to a Polling Station is very large, say, 1500 or and more, or there are specific instructions from the Commission or the CEO, an additional Polling Officer may be appointed by the District Election Officer/Returning Officer to assist you. While appointing the polling party your District Election Officer/Returning Officer will also authorise one of the Polling Officers in your party to perform the duties of Presiding Officer in case you fail to be on duty at the polling station due to some unavoidable reason.

For the conduct of poll at simultaneous election, however, your party will consist of yourself and five Polling Officers.

2. Polling trainings

- 2.1 The District Election Officer/Returning Officer will arrange training classes for you and the Polling Officers. Attend all such training classes. These classes will help you acquaint yourself with the operation of voting machine and for obtaining a clear idea of the polling procedure to be followed at the polling station and understand the provisions of the law. Ensure that at the training classes you are provided with a copy of the Handbook for Presiding Officers published by the Election Commission of India explaining the detailed procedure to be followed at the polling stations, where voting machines are to be used. (Returning Officers have separately been directed to do so in the Handbook for Returning Officers.) You will also be given an Identity Card, which should be displayed on your body.
- 2.2 You must take with you the Polling Officer authorised to perform your duties in your unavoidable absence to these rehearsals. It is absolutely necessary that you and such authorised Polling Officer should do the various operations on the voting machine yourself/himself personally and should not be content with simply watching the demonstration. Both of you should also familiarise yourselves with the fixing of the green paper seals, special tag, strip seal and address tags, etc. Ensure that you and the Polling Officer accompanying you for the training classes do not fiddle with the machine unnecessarily.
- 2.3 You should also prepare a sample Account of Votes Recorded and paper seal account in Form 17C.
- 2.4 Do not take the training classes/rehearsals lightly. Even if you had worked as Presiding Officer or Polling Officer in some earlier election, where voting machines were used, you must attend all the training classes/rehearsals, as during the training classes/rehearsals you may come to know some new facts/instructions/provisions of law. The election law and procedure, 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 procedure. By the last of the training classes you should be thorough in the operation of the Electronic Voting Machines, fixing of green paper seal, special tag, strip seal and all sealing procedure.

3. Application for Postal Ballot Paper

- 3.1 You and your Polling Officer 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 of appointment appointing you as Presiding Officer in duplicate and alongwith 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 nay one of you is an elector in the same constituency, 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. In either case you have to send the application form immediately along with the duplicate copy of the order of appointment as otherwise there may not be enough time to receive the Election Duty Certificate/Postal Ballot Paper. Instructions have been issued that the procedure of postal ballot voting should be explained in the training classes. 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.
- 3.2 During rehearsals/training classes, a copy each of the electoral rolls for all the assembly constituencies in the district will be made available for inspection by the District Election Officer at the centre(s) for rehearsal and training classes, 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. Spare copies of Forms 12 will also be available at the said centre(s).
- 3.3 Sub-rule (2) of rule 24 of the Conduct of Elections Rules, 1961, for voters on electini duty the declaration in Form 13A can be attested by any gazetted officer. Under the rules, you can also attest the declarations of Polling Officers working with you.
- 3.4 It is advisable to apply for postal ballot papers immediately after coming to know about your appointment on election duty without waiting for information about place of duty to apply.

CHAPTER III

COLLECTION OF VOTING MACHINE AND POLLING MATERIALS

1. Polling materials

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 materials, a list of which is set out in Annexure V. Before leaving for your polling station, make sure that you have received all the items.

2. Checking of voting machine:

Check, in particular, the following:

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

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

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

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

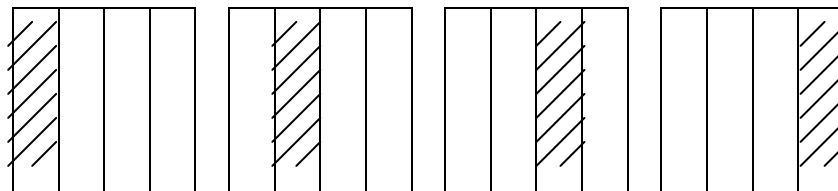
“Election to thefromconstituency Ballot unit Sl. No. and Name of Polling Station..... Date of Poll.....
--

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

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

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

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



Position 1

Position 2

Position 3

Position 4

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

- (5) That the ballot papers and slide switches on each of the ballot units have been correctly fixed/set as explained in the preceding item. It must also be ensured that the ballot papers as fixed on the ballot 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 ballot unit.

- (6) That the candidates' blue buttons which have been unmasked and are visible on the ballot units are equal to the number of contesting candidates, and that the remaining buttons, if any, have been masked.
- (7) That each of the ballot units 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. Checking of Polling materials

Check also-

- (1) that 2 bigger phials of 10 cc of indelible ink 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;
- (2) 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-
 - (a) 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 alongwith the supplements, in every copy;
 - (b) all deletions of names and corrections of clerical or other errors as per the supplement have been duly incorporated in all the copies;
 - (c) all the pages in each working copy of the roll have been serially numbered from No.1 onwards.
 - (d) the printed serial numbers of the voters are not corrected with ink or otherwise and no new numbers are substituted for them;
 - (f) 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' 'CSV' and that the deletions appearing in the supplement, if any, appended to the draft roll as well as the supplement prepared after disposal of claims and objections before final publication, have been reflected in the reprinted mother roll by strikethrough method in the electoral roll of eight columns without photograph, and with the word "D E L E T E D" superimposed on the concerned elector detail box in case of photo electoral roll or carrying out corrections or inserting the unique Nos. of the EPICs issued upto the time of reprinting, and that while doing so no other entry is either deleted or altered or omitted;
 - (g) the electoral roll is duly signed by one of the AEROs and one more official

- (h) A certificate signed in ink by the RO/ARO in the following format has been attached on the top of one copy of the roll to be used as Marked copy:-

Certificate

(Where the roll is reprinted to reflect deletions and corrections in the Supplement No.1 & 2)

This to certify that the electoral roll of Part No. ofAssembly Constituency, reprinted after reflecting the deletions an corrections shown in Supplement Nos. 1 & 2 has been thoroughly compared and no discrepancy has been found. There are total _____ numbers of pages (from 1 to _____)

Signature & Seal of
the Returning Officer/Asstt. Returning Officer

Dated:

OR

Certificate

(Where discrepancies are noticed in the reprinted roll on comparison with the finally published roll and the roll finally published and Supplement No.2 of continuous updating is used for preparing working/marked copies instead of the reprinted roll.)

This to certify that the electoral roll of Part No. ofAssembly Constituency is prepared using the finally published roll and the Supplement No.2 thereof. There are total ____ numbers of pages (From 1 to _____). This is the authentic copy of the electoral roll and in case of any discrepancy, whatsoever, this roll shall prevail.

Signature & Seal of
the Returning Officer/Asstt. Returning Officer

Dated:

- (3) that alongwith the marked copy of the electoral roll the **referral image sheets** of those electors, whose EPICs were prepared during the EPIC campaign conducted to increase the photo coverage in the Photo Electoral Rolls but the images could not be printed in the Photo Electoral Rolls, have been given to you to facilitate the working at the polling station to identify the electors. The referral image sheets would be having Sr. No., name of elector, relation name and stamp size photograph of the elector. In case of any doubt raised by the polling agent, they can also be shown referral image sheet (if asked for by them) so that transparency in the process may be maintained on the day of poll. A sample of the referral image sheet is placed at ANNEXURE-VI.
- (4) that alongwith the marked copy of the electoral roll the list of absentee, shifted voters, if any, have been given to you to facilitate the working at the polling station to identify the electors.
- (5) 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.

- (6) 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.
- (7) Check also 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.

CHAPTER IV

PHOTO ELECTORAL ROLLS

1. Photo Electoral Rolls

- 1.1. Photo Electoral Rolls (PER) are available in all States and Union Territories now. This has been done with a view of prevent impersonation on the day of poll.
- 1.2. The Photo Electoral Roll contains the photographs of the electors in addition to all the information presently incorporated in the existing rolls as per sample format. This simplifies the process of verification of elector's identity at the polling station on the day of poll. A sample of the Photo Electoral Roll apart from the Title page, Part Header, etc., is annexed at ANNEXURE XVIII.
- 1.3. As per the directions of the Commission The EPIC is used for identification of electors at the polling stations. However, if the photograph of the elector is available in the electoral roll, he/she can be identified by means of the photographs on the electoral rolls. In the case of those electors, whose identity cannot be established even by means of the photograph in the electoral rolls or whose photograph is not available in the electoral roll, the identity shall be established by means of any of the alternative documents prescribed by the Commission. Separate order for this purpose will be issued by the Commission for each election.
- 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 electors photo identity card, which has been issued by the Electoral Registration Officer of another assembly constituency, such card shall also be taken into account 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.

CHAPTER V

RANDOMIZATION OF ELECTRONIC VOTING MACHINES

After the Election Commission of India used the Electronic Voting Machines (EVM) on an experimental basis for the first time in 1982 in an election in Kerala, the use of EVM was gradually increased and finally the universal use of EVM in the country became a reality in the year 2004 when EVM was used in all polling stations in the General Election to the Lok Sabha.

The efficacy of EVM has stood the judicial scrutiny and the independent studies made on the use of EVM have also confirmed the voters' satisfaction about the use of EVM in elections. The Election Commission of India, from time to time, has been issuing instructions on various measures to be taken at the time of preparation of EVM for use in the elections (vide no 51/8/7/2007-PLN-IV 12th October, 2007); protocol for first level checking of EVMs before elections (vide 51/8/16/4/2007, dated 12th October, 2007) and on protocol for security measures for EVMs (vide 464/BS/EVM/2007 PLN-IV, 12th October, 2007). In the Handbook for Returning Officers (at elections where electronic voting machines are used) published by the media coordination & publication division of the Commission provides detailed instructions on the various aspects of the EVM management.

With an aim at greater transparency, the Commission has introduced a randomization protocol for the deployment of EVM in various assembly constituencies/ assembly segments, as an additional measure and has issued the following instructions to be followed meticulously and without any deviation:-

1. As a general policy, all EVMs available within a district shall be stored at the district headquarters under the direct control of the District Election Officer. It may be possible that due to want of storage space the EVMs may be stored in a decentralized manner in different locations. Even in such cases, for the purpose of first level checking and randomization procedure proposed to be introduced through this instruction, all EVMs available in the district shall be brought to the district headquarters under proper escort.
2. The first level checking as prescribed in the earlier instructions shall from now onwards be carried out by the BEL/ECIL engineers, as the case may be, only at the district head quarters. For coordinating all activities connected with the first level checking, the DEO shall nominate a nodal officer at his level and intimate the name of such officer to the CEO. The first level checking will be done by following the existing instructions and procedures.
3. For the purpose of tracking various steps taken in the process of first level checking, randomization and deployment of EVM, an adhesive label (pre-printed sticker) will be prepared and kept ready for use. (This can be organized centrally by the CEO or the DEO can print at their level as per the decision of CEO in this regard). A sample model of such label is given in below.

KARNATAKA LA 2008: District Name:				
CU. NO.		District Running Srl. No.		
Current ID				
First Level Check			CU Randomization 1	
Date	Rep. BEL	Rep. D.E.O.	Date	Rep D.E.O./ R.O.
Randomization 2 Date:	Deployment Status	P.S. No.		R.O./ ARO.

4. As soon as the first level check is over, the sticker will be pasted on the back side of the CU and the checking-engineer will put his signature indicating the date in the relevant slot provided in the sticker. This would mean that the CU is in order in every respect. The unique machine number of the control unit (CU) will be also indicated in the relevant slot in the sticker; besides, a running serial number will also be allotted to the CU and will be indicated in the relevant slot. Simultaneously, the representative of DEO, duly authorized for this purpose, will also put his signature in the relevant space. After this, the CU shall be stored with due precaution and care. In case of any CU found to be defective during checking, such CUs shall be isolated and kept separately for follow up action for rectification of defect. The above procedure will also be applicable for the Ballot Units which will be verified, signed and numbered in the above manner.
5. A database of the CUs and BUs verified and certified will be prepared separately and kept in readiness for randomization. The data base structure will contain details of CUs and BUs indicating the machine number (original number given by the manufacturer as inscribed on a metallic plate at the back side of the CU/BU as the case may be.) The CUs/ BUs so verified shall be kept under proper lock and key.
6. The DEO will fix up a schedule, which should in any case be fixed before the start of training of polling personnel, for randomization of CUs/BUs for distribution to ACs in the presence of the representatives of recognized political parties. The randomization will be done in such a way that the CUs/BUs are randomly selected by grouping them to match the poll day requirement including the reserve required for each constituency. Again, the surplus CUs/BUs shall also be randomly grouped and distributed AC wise for the purpose of training (for the training of the polling staff as well as for the purpose of voter awareness). A sticker of different color shall be affixed at the front side of the CUs/ BUs set aside for training purpose clearly indicating the State name of election and year of election, such as **“Karnataka 2008: Training CU/ BU”**. While randomizing the CUs/BUs the DEO shall take the number of polling stations in each constituency into account.

7. After AC wise grouping of CUs/BUs is done in the above manner, a 'current ID' shall be assigned to each of CU/BU in the relevant slot provided in the sticker. The 'current ID' would mean 'the AC no followed by a new running serial number for that AC'. For example if AC No 56 is allotted 280 CUs and BUs (from Sl. No. 001 to 280) the current ID for the CUs would be from '56/CU/001' to '56/CU/280'. Similarly the current ID for BU would read '56/BU/001 to 56/BU/280'
8. The randomized list of CUs and BUs allotted to each AC for use at polling stations as well as the training EVMs shall be prepared separately and signed by the DEOs representative and the R.O and that list shall be handed over to all representatives of the recognized political parties. Even if a representative is not available at the time of randomization, the list shall still be sent to the party office and a receipt obtained.
9. Thereafter, the R.O of the constituency, shall take charge of the CUs/Bus randomly allotted to his constituency. The CUs/BUs meant for use at the election shall be separately taken to R.O's strong room under proper escort and will be guarded. The training EVMs shall be distributed to the relevant officers for the training purpose. At the time of sealing the strong room, the representatives of political parties can remain present and they can also affix their seal on the lock.
10. On the day fixed for preparing the CUs/BUs for use in the election, the R.O will ensure that the preparation of CUs/BUs is done invariably in the presence of the candidate or his agent or authorized representative and in the presence of the observer as per the existing instructions of the Commission. Now, the R.O will do the second randomization of the CUs/BUs to allot the CU/ BU to specific polling stations. After that he will write the PS No to which the CU/BU has been randomly allotted in the slot provided for it in the adhesive label. The remaining CUs/BUs (not allotted to any specific PS) shall be kept as 'Reserve' for use if needed. Such CUs /BUs shall be marked as 'R' – meaning 'Reserve' in the slot meant for PS No.
11. At this stage, the CU and BU randomly earmarked PS-wise as above shall be identified by matching the PS no. and kept in pair by tagging them together. Any candidate/ agent present at the preparation hall may choose to get the CU/BU again checked by the master trainers/technical personnel if available through a 'mock poll cum result verification' in order to satisfy themselves/himself about the functioning of the EVM. The R.O should also, as a pro-active measure, do a random verification of at least 10% of such CU-BU pairs to test the working status of the EVMs.
12. Then a Polling Station-wise list indicating the Current ID and machine number of the CU/BU allotted to each PS will be prepared and signed by the R.O. The R.O will also prepare a separate list of CUs/BUs marked as 'R' indicating the current ID and machine number. Both the above lists will be signed by R.O and copies shared with the candidates/ agents/

representatives and their signature shall be obtained as the token of receipt.

13. As per the existing instructions two types of address tags – one for use on CU and another on BU have been prescribed. From now on wards, the tag shall also contain the current ID no (as mentioned in the sticker- read para 7 above). The address tag attached to reserve CU/ BU shall indicate the 'Reserve' status of the unit. The tagging of address tag shall also be done at this stage itself – in the presence of candidates/ agents/ observer. All the CUs/ BUs allotted to Polling Stations as above as well as the reserve machines shall be kept in the strong room in the presence of candidates/ agents. They can also be allowed to affix their seal on the lock of the strong room.
14. When the EVMs are taken out of the strong room for dispatch, the usual precaution of informing the date and time of opening of strong room in writing to the candidates/ agents shall be followed.
15. At the time of dispatch the Presiding Officers shall be advised to compare the machine number inscribed on the metal label and the adhesive sticker and also verify the PS no. indicated on the sticker compared with PS no. mentioned in the address tag before accepting the EVM. Discrepancy if any shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled.
16. The candidates may be advised to share the current ID and machine number of the EVM (both CU/ BU) allotted to the specific PS with their polling agent/agents appointed by them so that they are in a position to inspect the EVM for their satisfaction before the commencement of mock poll on the poll day. The Presiding Officers shall be advised to display the sticker containing the machine number and current ID etc., to the agents present before the commencement of the mock poll. It is relevant to note that as per the existing instructions the presiding officer is supposed to mention the number of CU/CUs used; serial numbers of CU/CUs used; number of BU/BUs used and serial numbers of BU/BUs used at the polling station in the Presiding Officer's Diary. This instruction shall be scrupulously followed.
17. In case of replacement of CU or BU due to some reason at any polling station, the sector officer or any authorized officer, who effects such replacement, shall prepare a special report indicating the machine number and current ID of the existing CU/BU and new CU /BU separately. The officer shall also mention in the special report, the reason for deployment of the spare CU/BU and the time of such replacement, votes polled in the replaced machine at that point of time and leave one copy of the special report with the Presiding Officer while retaining a copy to be handed over to the R.O.
18. The machines shall be escorted back after the poll is over to the reception centers under proper escort. After all formalities are completed, the EVMs

shall be kept in strong room and the room sealed in the presence of the candidates/their agents and observer.

19. In case of repoll, the EVM required for repoll shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing. Care shall be taken to ensure that the address tag on the CU and BU clearly mentions it to be the EVM for use in the repoll indicating the date and PS no.
20. After repoll, for the storage of the repolled EVM, the strong room shall be reopened in the presence of the candidates/ their agents and observer. This repoll EVM should be placed together with the old EVM which was used earlier in the original poll. A tag '**Not to be counted**' shall be put prominently on the old EVM and another tag '**Repoll EVM – to be counted**' shall be put on the new repoll EVM. RO shall put signature on both the tags.
21. The political parties/candidates shall be advised in writing to properly train their counting staff and to bring (for tallying purpose) their copies of Form 17-C which shows the machine numbers used at the polling station and was handed over to them at the close of the polling by the presiding officer. The candidates have already been given a consolidated list of polling station wise list of CUs used during the polls (Read Para 12 above). This along with the additional information given by RO in writing to the candidates regarding the machine numbers of CUs used as replacement and the CUs used during repoll will give a complete picture of the all the EVMs used at polling stations. In order to further facilitate, additionally, the RO shall paste the EVM deployment account indicating the CU numbers of EVM used polling station wise in the relevant counting hall itself for everyone to see.
22. All the stages enumerated above shall invariably be fully covered with videography and records kept properly.

CHAPTER VI

SET UP OF POLLING STATIONS

1. Arrival at the Polling Station

You should be at the polling station with your party at least 2 hours before the time at which the poll is due to commence. In case you are not in a position to reach the polling station on the day poll 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. 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.

3. Absence of Polling Officer

If any Polling Officer appointed for your polling station is absent from the polling station, you may 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,

5. Set up of Polling Stations for single election

5.1 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. (Diagrams of model polling stations showing the layouts when the polling party consist of 3 Polling Officers at a single election, is set out in Annexure VI.) 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 –

- (a) there is enough space for the voters to wait outside the polling station;
- (b) there is separate waiting space for men and women as far as practicable;
- (c) there is separate entrance and exit for voters;
- (d) 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. Make sure that the inside of the voting compartment is sufficiently lighted. If necessary, arrange for a suitable light to be provided for each compartment.
- (e) there is easy flow of voters from the time they enter the polling station till the time they leave it and there is no criss-cross movement within the polling station;
- (f) the polling agents are 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 ballot unit and the voter actually recording his vote by pressing particular button;

- (g) 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;
- (h) the voting compartment should be located at sufficient distance from the table where the control unit shall be kept. The interconnecting cable between the ballot unit and the control unit has a length of approximately five metres. 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 have not to 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 EVM in the voting compartment, it must be ensured without fail that secrecy of voting is not violated. It must be ensured that the voting compartment has been made only of cardboard and is of the dimension 21"X21"X21" and has not been placed near the window/door. It must be placed away from the window/door.

Set up of Polling Stations for simultaneous election

- (a) A layout plan of the polling station where TWO sets of EVMs are to be used for taking simultaneous poll (i.e. for Lok Sabha and Vidhan Sabha elections together) is given at Annexure VI A. 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.
- (b) It may be noted that there shall be **TWO separate Voting Compartments** – one for keeping the Ballot unit(s) of the Lok Sabha election and the other to keep the Ballot unit(s) of the Vidhan Sabha election.
- (c) 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.

VOTING COMPARTMENT – SAMPLE DRAWING

- (d) Voters have to vote in secrecy and for this purpose, the ballot units are required to be kept in voting compartments. A sample drawing of the voting compartment may be seen at Annexure VI. Voting compartment has three sides covered. The ballot unit is to be placed inside the voting compartment on a table. The ballot unit is to be placed in such a way that voters do not find any difficulty in recording their voters. The voting compartment should be located at sufficient distance from the table where the control unit shall be kept and operated. The interconnecting cable between the ballot unit and the control unit has a

length of approximately five metres and is permanently attached to the ballot unit. The cable should be so routed that it does not obstruct the movement of voters inside the polling station and they have not to 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. It has to come out from the back portion of the voting compartment through an aperture cut out at the bottom of back portion of the voting compartment. This aperture should be wide enough so that the portion of the ballot unit, through which the cable comes out is visible from outside. This is necessary to keep a watch that no voter tries to tamper with or damage the cable while inside 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 EVM 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. It must be ensured that the voting compartment has been made only of cardboard and is of the dimension 21"X21"X21" and has been placed away from the window/door.

- 5.2 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.
 - 5.3 If more polling stations than one are located in the same building, you should satisfy yourself that necessary arrangements have been made for segregating the voters and making them wait in different parts of the space in front of each polling station without causing confusion.
 - 5.4 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 metres 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 metres 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.
 - 5.5 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.
 - 5.6 No cooking or lighting of fire for any purpose should be allowed inside the polling station during the day of the poll.
- 6. Display of notice**
- 6.1 Display prominently outside each polling station-
 - (a) a notice specifying the polling area and the particulars of electors to be served by the polling station; and

- (b) a copy of the list of contesting candidates in Form 7-A and wherever practicable the facsimile of the symbol of each candidate.
- 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. .

7. VOTING PROCEDURE FOR SIMULTANEOUS ELECTIONS

- 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 and make necessary entries in the marked copy of the electoral roll. The method of making necessary entries in the marked copy of the electoral roll has been explained in para 4 (xvi) in Chapter I.
- 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 voters 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.**
- 7.3 When the second Polling Officer is applying the indelible ink mark and taking 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 voters 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 voters slips to the voter and direct him to the fourth Polling Officer.

8. VOTING FOR LOK SABHA

- 8.1 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.
- 8.2 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 ballot unit kept inside.

VOTING FOR VIDHAN SABHA ELECTION

- 9 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.

CHAPTER - VII

SECURITY ARRANGEMENTS AT POLLING STATIONS

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 at the time of elections stand deputed to the Election Commission of India and they come under its superintendence and control for all purposes. The Commission conducts election with the help of all these organs.
2. On the 11th January, 2005 the Hon'ble Supreme Court in its judgement in Civil Appeal No.9228 of 2003 gave certain suggestions/directions in the matter of conduct of free and fair election relating to posting of Central Paramilitary Force personnel.

The Commission took the matter into consideration and issued following detailed instructions on the subject to obviate any discretion and ensure uniformity:-

“The CPF personnel, as per the existing practice, are deployed as static force outside the polling stations. In pursuance to the directions given by the Hon'ble Supreme Court in its order no.9228 of 2003 (Janak Singh Vs. Ram Das Rai and others) dated 11.01.2005, the Commission has directed that 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.

The CPF Jawan posted at the entrance of the polling stations shall keep a watch specifically on the following: -

- (i) No unauthorized person is present inside the polling station at any time during the poll.
- (ii) The polling party or the polling agents do not attempt to cast or cast any vote or votes when no voter is present inside the polling booth.
- (iii) No Presiding Officer/polling officer accompanies any voter to the voting compartment.
- (iv) No polling agent or polling officer threatens any voter or makes any gesture to threaten them.
- (v) No arms are carried inside the polling station.

(vi) No rigging takes place.

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.

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 other and look at what is going inside these polling stations and report to the officer in charge of the CPF part or to the observer, if any irregularity is observed by him.

Returning Officer/Observer will report cases from where adverse reports are received from the CPF parties for further instructions of the Commission.

It is clarified that the CPF Jawans shall be posted at the entrance of only those polling stations, where CPF is deployed.

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.”

According to the Commission’s instructions, the CPF Jawans should not be positioned inside the polling station.

The Commission further elaborated its directions with reference to the role of CPF and State Police in the conduct of polls as under:-

“Wherever the CPF arrives in advance for area domination, it shall take out flag marches, point patrolling and other confidence building activities. On the poll-eve (day prior to the poll) the CPF shall take position in and control of the respective polling stations. On the day of the poll, the CPFs shall be primarily responsible for protecting the polling stations and regulating the entry inside the polling stations. One jawan of the CPF party shall be deployed at the door of the polling station (either in static or oscillating mode) in order to observe the proceedings that are going on inside the polling station, as per the directions of Hon’ble Supreme Court. Besides, the Coy. Commanders of CPFs will also move in their respective polling station areas as an area domination force and confidence building measure in the catchment area of polling stations. **In a polling station, in case CPF has not reached the polling station due to any reason, the poll shall not commence.**

The Local State Police shall remain responsible for maintenance of the general law and order in the catchment area of the polling stations, as

well as the inside and outside of the polling premises (as different from polling stations). In the polling stations covered by CPF, whenever, the Local State Police gets deployed inside the polling premises, they shall station themselves at a reasonable distance from the polling station and the queue of electors. It is advised that one or two unarmed Local State Police persons/Home Guards be posted at each polling premises so that if required, reinforcement could be called for. In any case, Local State Police shall not replace the CPF at the polling stations and no senior officer of the local state police, with or without contingent shall position himself at the polling station and exercise any supervision and control over the CPF at the polling station. The Local State Police, however, in exceptional circumstances can get deployed at polling stations, only if enough CPF is not available, and that too under specific instructions of the Commission through its observer.

Responsibility of maintenance of law and order shall rest solely with the local State Police. The Commission has instructed that hamlets/habitations within a polling station area that are vulnerable to threat, intimidation and undue influence shall be identified and all necessary confidence building and preventive measures shall be taken in advance. The Local State Police shall attach utmost importance to this task and shall also ensure that there is no hindrance to voters of such pockets in exercising their franchise on the day of poll.

After the poll is completed, the polled EVMs and the Presiding Officers shall be escorted by a contingent of CPF to the Reception Center. Details in this regard shall be worked out by the DEO and SP in consultation with Observer in advance.

The CPF shall also be responsible for guarding the Strong Room where the polled EVMs are stored and kept till the day of counting.”

CHAPTER VIII

ASSIGNMENT OF DUTIES TO POLLING OFFICERS

1. Voting procedure in polling station and duties of Polling Officers

It is important that for efficient and smooth conduct of poll at your polling station, you should be thoroughly conversant with the procedure that is to be followed from the time an elector comes into the polling station and till he leaves it after casting his vote. Such voting procedure and the duties which each Polling Officer has to perform are explained in detail in subsequent chapters. However, a broad distribution of duties among the Polling Officers is indicated below.

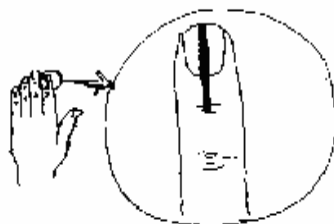
2. Duties of Polling Officers at single election to the House of the People/Legislative Assembly when polling party consists of one Presiding Officer and three Polling Officers.

2.1 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 direct to the first Polling Officer. That Polling Officer will satisfy himself about the identity of the elector by following the procedure prescribed under chapter XVIII.

3.1 Second Polling Officer

The second Polling Officer will be in charge of indelible ink. After the election 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 from the top end of the nail to the bottom of the first joint of the left forefinger as shown in the diagram below:-



3.2 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 XIX. 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.

4. Third Polling Officer

- 4.1 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. He will activate the Ballot Unit(s) kept in the voting compartment by pressing the 'Ballot' button on the control unit as explained in detail in Chapter XX. 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).
- 4.2 *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.*

Duties of Polling Officers at simultaneous election when the polling party consists of one Presiding Officer and five Polling Officers.

First Polling Officer

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

Second Polling Officer

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

Third Polling Officer

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

Fourth Polling Officer

He will be in-charge of the control unit for Lok Sabha election.

Fifth Polling Officer

He will be in-charge of the control unit for State assembly election.

IMPORTANT DUTIES OF 4th & 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 their 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.

5. The Presiding Officer is over all in-charge of the polling station. His duties are, in brief, to -
 - (i) Place the Ballot Units in their respective voting compartments. In no case the Ballot Unit or the Control Unit be placed on the floor. It must be kept on a table;
 - (ii) Connect the Ballot Units with their respective control units;
 - (iii) Switch on the power;
 - (iv) 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;
 - (v) Conduct **mock poll** to ensure and demonstrate to the polling agents that the EVM is in perfect working condition;
 - (vi) Clear the mock poll result;
 - (vii) Prepare the Certificate of mock poll; (Certificate of mock poll is at ANNEXURE XVII)
 - (viii) 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
 - (ix) Ensure that on the **green paper seal** fixed in the **CONTROL UNIT FOR LOK SABHA ELECTION** only the candidates for the Lok Sabha election or their polling agents, who are present at the polling station at that time, affix 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;
 - (x) See that voting compartments have been properly arranged with appropriate posters pasted outside to indicate clearly the election pertaining to which the Ballot Unit is kept inside;
 - (xi) Ensure that the cables to connect the Ballot Units 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;
 - (xii) Ensure that all the members of the polling party are in position well before the commencement of the poll and all materials and records are kept handy and ready to commence poll at the appointed hour;
 - (xiii) 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;

- (xiv) Commence the actual poll at the stroke of the hour fixed for commencement of poll;
- (xv) 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;
- (xvi) 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;
- (xvii) Check the total votes cast periodically on both the control units and also to ensure that voters have voted in according to their serial numbers given on the voter's slip;
- (xviii) 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.
- (xix) At regular intervals check the ballot unit to ensure that the voter has not tampered with it in any manner. The voter already in queue at the time fixed for close of poll will be allowed to vote.

6. CLOSING THE POLL

- 6.1 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 disconnect the Ballot Units from the control units and seal them in their respective carrying cases. In the case of simultaneous election, the papers should be prepared and sealed separately.
- 6.2 **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 Ballot Units and control units 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 of correct colour (White for Lok Sabha Election and Pink for Assembly Election) to the respective carrying cases.**
- 6.3 **Presiding Officer should ensure that all the sealed Units and election records are duly handed over to the Returning Officer, at the reception center, as per the prescribed procedure.**

CHAPTER IX

REGULATION OF ENTRY INTO AND SEATING ARRANGEMENTS IN THE POLLING STATION

1. Persons entitled to enter the Polling Stations

- 1.1 In addition to the electors assigned to your polling station, only the following persons can be admitted into the Polling Station:-
- (a) Polling Officers;
 - (b) Each candidate, his election agent and one duly appointed polling agent of each candidate at a time;
 - (c) Persons authorised by the Commission such as media persons, micro-observers;
 - (d) Public servants on duty in connection with election;
 - (e) Observers appointed by the Commission;
 - (f) A child in arms accompanying an elector;
 - (g) A person accompanying a blind or an infirm voter who cannot move without help; and
 - (h) 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.
- 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.
- 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 overawed by unnecessary show of force.
- 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.
- 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 they can neither be allowed to enter the polling station

alongwith their security personnel nor their lives can be put to risk by allowing them to enter the polling station without any security cover. As per standing instructions, the Security personnel accompanying Ministers or political functionaries, who enter the polling station in their capacity as candidates for elections, 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.

- 1.6 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.
- 1.7 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.
- 1.8 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.
- 1.9 A village officer or other officer or a woman attendant, who has been employed by you for helping you in the identification of electors or to assist you otherwise in taking the poll, 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.

2. CPF personnel to keep a watch on the proceedings in the polling station

It is brought to your notice that the CPF personnel, as per the existing practice, are deployed as static force outside the polling stations. In pursuance to the directions given by the Hon'ble Supreme Court in its order no.9228 of 2003 (Janak Singh Vs. Ram Das Rai and others) dated 11.01.2005, the Commission has directed that 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.

The CPF Jawan posted at the entrance of the polling stations shall keep a watch specifically on the following: -

- (vii) No unauthorized person is present inside the polling station at any time during the poll.

- (viii) The polling party or the polling agents do not attempt to cast or cast any vote or votes when no voter is present inside the polling booth.
- (ix) No Presiding Officer/polling officer accompanies any voter to the voting compartment.
- (x) No polling agent or polling officer threatens any voter or makes any gesture to threaten them.
- (xi) No arms are carried inside the polling station.
- (xii) No rigging takes place.

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.

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 other and look at what is going inside these polling stations and report to the officer in charge of the CPF part or to the observer, if any irregularity is observed by him.

Cases from where adverse reports are received from the CPF parties, will be reported by the Returning Officer/Observer to the Commission for further instructions of the Commission.

According to the Commission's instructions, the CPF Jawans shall be posted at the entrance of only those polling stations where CPF is deployed. Further 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. He should not be positioned inside the polling station.

3. Production of appointment letters by polling agents

- 3.1 The Commission has recently reviewed its earlier instructions/directions in regard to the appointment of polling agents and modified them to be followed scrupulously. The Commission has directed that the polling agents, who are appointed by contesting candidates, **shall be ordinarily resident and electors of the concerned polling areas only.** Such polling agents must have Electors' Photo Identity Cards. In case elector, who has been proposed to be appointed as polling agent by the contesting candidate, does not have his Electors' Photo Identity Card, the Returning Officer shall make necessary arrangements for issue of Electors' 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 Electors' Photo Identity Cards prominently on their persons on the day of poll for easy and quick identification.

3.2 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 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.

3.3 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.

4. Attendance of polling agents

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.

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.

5. Passes for polling agents

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, during the last one hour of the poll, no polling agent shall be allowed to go outside or leave the polling station.** As per the standing instructions of the Commission, polling agents shall not be allowed to take cellular phones, cordless phones, wireless sets etc., in any case inside the polling stations

6. Seating Arrangement of polling agents in the polling station

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.

- 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 can not be accommodated, Observer(s) shall be consulted for appropriate advice and consent of the Observer(s) shall be obtained.
- 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:-
- (i) Candidates of recognised National Parties;
 - (ii) Candidates of recognised State Parties;
 - (iii) Candidates of recognised State Parties of other states who have been permitted to use their reserved symbols in the constituency;
 - (iv) Candidates of Registered Unrecognised Parties; and
 - (v) Independent Candidates

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. If any of the polling agents desires to smoke, he may be asked to go out of the polling station without causing any dislocation to the polling.

8. Facilities to press representatives and photographers and videography at the polling station

- 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 videographed. No photography/videography shall, however, be allowed by the medial persons or by any other unauthorized persons inside the polling station, to maintain general order and secrecy of vote.
- 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. At the same time, nobody will be allowed to take a photograph of an elector

recording his/her vote on the Ballot Unit of the voting machine in any circumstances.

- 8.3 Neither the Chief Electoral Officer nor the Returning Officer is empowered to authorise 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. Facilities to Observers appointed by Commission

- 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.

a) 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 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-Observers the list of **Absentee, Shifted and Duplicate 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.

- 9.3 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 alongwith the Presiding Officer's Diary. You shall deposit the same after the end of the poll alongwith the Presiding Officer's Diary.

- 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 recently 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.

In the process of observation on the day of the poll, the micro-observer should specially observe:-

- b) Mock Poll Procedures
- c) Presence of Polling Agents and observance of ECI instructions with regard to them
- d) The observance of entry pass system and access to Polling Station
- e) Proper identification of electors in accordance with ECI guidelines
- f) Procedure to be followed in the case of Absentee, Shifted and Duplicate voter (ASD list)
- g) Application of indelible ink,
- h) Noting down particulars of electors in register 17-A,
- i) Secrecy of voting,
- j) Conduct of polling agents, their complaints, if any, etc.

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 center and hand over his envelop containing the report for the day personally to the Observer and brief him/her on any thing 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 17-A will be taken into consideration for taking a decision on repoll or disciplinary action against any delinquent polling staff.

10. Additional Information Report on 16 points to be submitted to the Constituency Observer/Returning Officer

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 alongwith other documents at the collection centre. (Prescribed proforma for the 16-Point Report is at Annexure XV). **Remember that if you fail to deposit this 16-Point Report alongwith other documents at the collection centre, you will not be relieved of your duties as Presiding Officer at the polling station.**

11 . Wearing of badges, etc., inside polling station

- 11.1 No person should be allowed within the polling station or within 100 metres 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.
- 11.2 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.

CHAPTER X
SETTING UP OF VOTING MACHINE BEFORE
COMMENCEMENT OF POLL

1. Preliminaries before poll

- 1.1 The Returning Officer prepares the voting machine in his office before sending it to your polling station, by setting the Control Unit of the machine for a particular number of candidates contesting the election from that particular constituency. Before a voting machine is put in 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.
- 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 postponed so as to await the arrival of the polling agent. Nor should you start the preparations again if any polling agent turns up late.

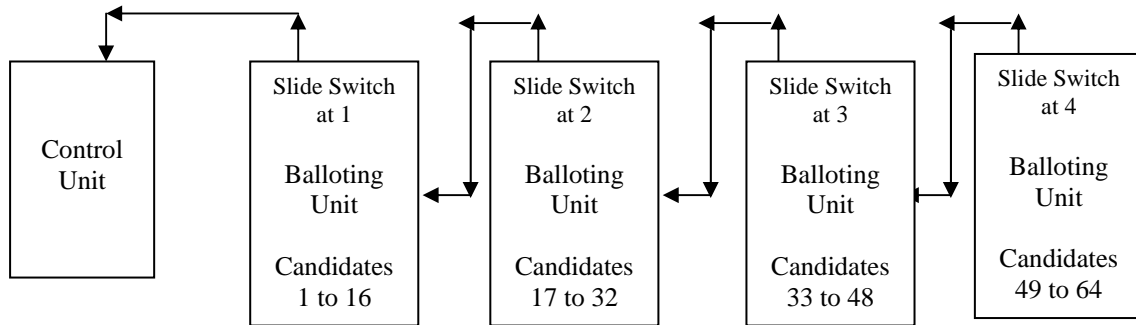
2. Preparations on the Ballot Unit

- 2.1 The Ballot Unit 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 control unit.
- 2.2 At the time of taking delivery of the voting machine alongwith other polling materials, you must have already carried out the checks mentioned in para 2 of chapter III. As instructed therein, you must have checked that you have been provided with the requisite number of Ballot Units, the ballot paper on each such unit has been properly fixed and properly aligned under the ballot paper screen, the slide 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.

3. Interlinking of Ballot Units and control unit

- 3.1 Where the number of contesting candidates exceeds 16, more than one Ballot Unit, depending upon the actual number of contesting candidates, are to be used. All such Ballot Units to be used at a polling station are to be inter-linked and only the first Ballot Unit will be linked with the control unit.
- 3.2 The Ballot Units shall be so inter-linked that the second Ballot Unit, i.e., the Ballot Unit in which the slide switch is set at position 2, is linked with the first Ballot Unit in which the slide switch is set at position 1. Where three Ballot Units are to be used, the third Ballot Unit will be linked with the second Ballot Unit and the second with the first, and where all the four Ballot Units are to be used, the fourth unit will be linked with the third unit, the third with the second and so on.

Diagram showing the interconnection of the four Ballot Units



- 3.3 For linking a Ballot Unit with another, there is a socket provided in a compartment on the back of the Ballot Unit. The connector of the interconnecting cable of the second Ballot Unit will be plugged into the abovementioned socket of the first Ballot Unit. Likewise, the connector of the third Ballot Unit's interconnecting cable will be plugged into the second unit and that of the fourth unit into the third unit.
- 3.4 As mentioned above, the first Ballot Unit alone will be plugged into the control unit. The socket for plugging the interconnecting cable of the Ballot Unit into the control unit is provided in a compartment on the top portion of the back of the control unit.
- 3.5 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 Ballot Units when linked to the control unit in the manner described above.

- Note:** (1) When more than one Ballot Units are used, the same should be interlinked in the proper sequential order as explained in paragraph 3.2 above. Any wrong linking of the Ballot Units will render the machine non-functional and on pressing any button on the control unit the letters 'LE' (LINK ERROR-- : in the upgraded model of the voting machine) indicating linking error will appear on the display panel of the control unit. The linking error should be set right by interlinking the Ballot Units in the proper sequential order.
- (2) The connector of the interconnecting cable, one end of which is attached to the Ballot Unit, is a multi-pin connector. The connector goes into the socket of the other Ballot Unit or of the control 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.
- (3) The connector of the interconnecting cable can be disconnected from the control unit or from the other Ballot 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.

- (4) Connecting the Ballot Units and the control unit 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 Ballot Units and the control unit.

CHAPTER XI

PREPARATION OF CONTROL UNIT

1. Checking of control unit

- 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 III.
- 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.

2. Preparation of control unit

- 2.1 Before the Electronic Voting Machine 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 control unit. 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.
- 2.2 The preparations to be made on the control unit by the Presiding Officer are as follows:-
 - (i) Interlinking the control unit with the Ballot Unit or the first Ballot Unit where more Ballot Units than one are used; and linking the other ballot units as explained above.;
 - (ii) switching the power switch to 'ON' position;
 - (iii) closing the rear compartment after performing the functions at (i) and (ii) above;
 - (iv) conducting the mock poll (as explained in Chapter XII);
 - (v) clearing the machine after the mock poll and setting all counts to ZERO (as explained in Chapter XII);
 - (vi) switching the power switch to 'OFF' position;
 - (vii) fixing the green paper seal(s) to secure the inner compartment of the result section (as explained in Chapter XIII);
 - (viii) closing and sealing the inner door of the result compartment by fixing the special tag (as explained in Chapter XIV) and
 - (ix) closing and sealing the outer cover of the result section with address tag and strip seal (as explained in Chapter XIV)

3. Connecting the control unit and Ballot Unit

You should plug the interconnecting cable of the Ballot Unit or the first Ballot Unit, where more Ballot Units than one are used, into the socket provided for the purpose in the rear compartment of the control unit. While interlinking the control unit with the Ballot Unit, you must take necessary precautions as mentioned in para 3 of chapter X.

4. Switching 'ON' the power

The voting machine runs on a battery, which is installed in the 'Cand Set Section' of the control unit at the Returning Officer's level. For activating the battery, which will supply power both to the control unit and Ballot Unit(s) when the same are interlinked, there is a power switch provided in the rear compartment of the control unit. After the control unit and the Ballot Unit(s) have been interlinked, you should put the power switch to 'ON' position. Thereupon, there will be a beep sound emitting from the control unit and the 'ON' lamp on the Display Section of the control unit will start glowing green.

In the case of upgraded model of the EVM 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** and the following display will appear turn by turn on the Display Panel:-

EVM IS ON
ECI

DATE 16-01-07
TIME 09-43-34

Indicates date is in DD-MM-YY and time is in HH-MM-SS
Format

SLNO-H00003

Indicates the serial number of the Control Unit PCB

CANDIDATES
10

Indicates the contesting candidates are ten (assuming there are 10 candidates in the constituency)

BATTERY
HIGH

Indicates the status of the battery is 'HIGH'

5. Closing the rear compartment

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 and disconnecting the Ballot Unit.

CHAPTER XII
CONDUCTING MOCK POLL

1. Demonstration of 'Clearing' voting machine

- 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 voting machine is in perfect working order and that no votes have already been recorded in the machine.
- 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 I' button and 'Result II' button, (in upgraded model of the voting machine the 'Result I and 'Result II' buttons have been replaced by the 'Result' and 'Print' buttons) 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 I' and 'Result II' ('Print' button in the upgraded model of the machine) 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.
- 1.3 When the 'Clear' button is pressed, the Display Panels on the control unit will start displaying the following information sequentially:—

Cd	9
to	0
01	0
02	0
03	0
04	0
05	0
06	0
07	0
08	0
09	0
	End

(if the machine is set for 9 candidates.)

(every indication is followed by a beep sound)

Note: If on pressing 'Clear' button, the display panels do not display the information as indicated above, it means that some of the earlier operations needed for clearing the machine have not been performed. To clear the machine, ensure that Ballot Units and control unit have been properly linked. Press 'Close' button and thereafter press 'Result I' button. Now press the 'Clear' button, the display panels will start displaying the information as indicated above.

(The displays on the Display Panel in the case of upgraded model of the voting machine are different from the displays shown above and have been shown separately in the next Chapter.)

1.4 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.

2. Mock Poll

2.1 After demonstrating as above that no votes are already recorded in the machine, 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 machine should be tallied.

2.2 For that purpose, perform the following operations:-

- (a) 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 Ballot Unit will also start glowing green.
- (b) Ask any polling agent to press, according to his choice, any of the candidate's blue buttons on the Ballot 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.
- (c) On the candidate's button being so pressed, the 'Ready' lamp on the Ballot Unit will go off and the candidate's lamp near the button will start glowing red. 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.
- (d) 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.
- (e) 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 upto 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.

- (f) At the end of the mock poll, press the 'Close' button in the result section. On the 'Close' button being so pressed, the display panels in the display section will show the following information sequentially:-

Np	1
Cd	9
to	54
	End

(if the no. of votes polled is 54)

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.

- (g) Now press the button marked 'Result I' in the Result Section. On that button being pressed, the Display Panels will start showing the following information sequentially:-

Cd	9
to	54
01	6
02	6
03	6
04	6
05	6
06	6
07	6
08	6
09	6
	End

(This is an example only)

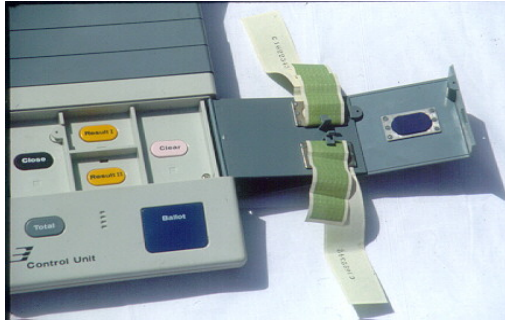
- (h) Next, press the 'Clear' button to clear the account of votes recorded during the mock voting. On pressing the 'Clear' button, all counts in the Display Panel will show ZERO as explained in para 1.3 above.
- (i) You have been instructed in Chapter VIII to conduct **mock poll** to ensure and demonstrate to the polling agents that the EVM is in perfect working condition and then clear the mock poll result before sealing the Control Unit and thereafter prepare the Certificate of mock poll. (Method of conducting mock poll has been explained in Chapter XII.) If within the first hour of poll it is observed by you or the Observer that the mock poll result has not been cleared from the Control Unit before sealing it and after sealing the Unit actual poll has been commenced, you must suspend poll, close the Control Unit and resume the poll with a fresh machine. Try also to retrace and recall the voters, who had voted before the suspension of the poll and allow them to vote afresh. Use some method of marking their left hand finger to prevent double/multiple voting by the same voter.

CHAPTER XIII

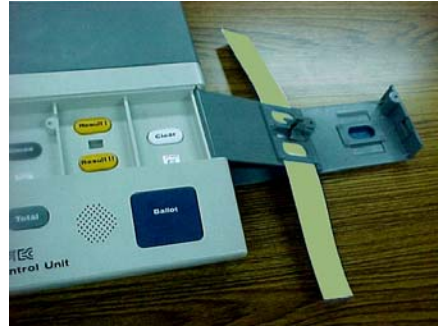
FIXING OF GREEN PAPER SEAL IN THE CONTROL UNIT

1. Fixing green paper seal

- 1.1 In order to maintain the secrecy of ballot, 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 got 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.
- 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.
- 1.3 There is provision of two frames In the case of voting machines manufactured by Bharat Electronics Limited, Bangalore, allowing arrangement for fixing two paper seals and accordingly two paper seals are to be used in the control units of the voting machines manufactured by that company, where as in the case of voting machines manufactured by Electronics Corporation of India Limited, Hyderabad, there is only one frame providing arrangement for fixing only one green paper seal. *(In the upgraded model of the Electronic Voting Machine, whether manufactured by BEL, Bangalore or ECIL, Hyderabad, only one paper seal is used as in the pre-upgraded model of the ECIL machine.)*
- 1.4 The seal should be so fixed that its green surface is seen through the aperture from out side. When the green paper seal is fixed on the control unit of the voting machine, it will look as in the picture below:-



BEL Machine



ECIL Machine

- 1.5 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.

2 Signatures of presiding officer and polling agents on paper seal

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.

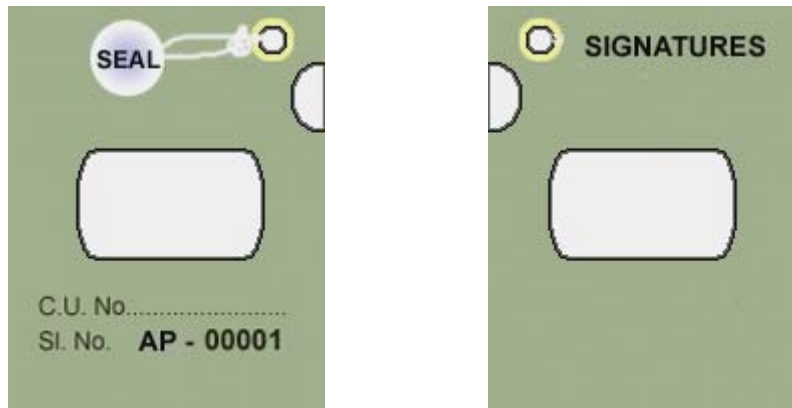
3. Account of paper seals

- 3.1. You should keep a correct account of the paper seals supplied to him for use at the polling station and the paper seals actually used by him for sealing and securing the control unit. Such account shall be maintained by him in the form specifically prescribed for the purpose vide Item 9 of Part I of Form 17C appended to the Conduct of Elections Rules, 1961.
- 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.

CHAPTER XIV

CLOSING AND SEALING OF CONTROL UNIT

1. Special Tag: It looks as under:-



1.1 The sizes of Special Tag to be used in the Electronic Voting Machines of the two makes are different as under:-

(a) For **ECIL** machine: 7 cms. x 5.5 cms.

(b) For **BEL** machine: 7.5 cms. x 5.5 cms.

Its thickness is equal to the thickness of a postcard. There is a hole on the right corner on top of front side with a metal ring, so as to make it easy to pass a thread through it, for sealing. Further, on the right hand side below the hole there is a groove cut on the special tag just enough to fit with the door-knob of result compartment. 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 'Close' button can be reached to operate without disturbing the tag.

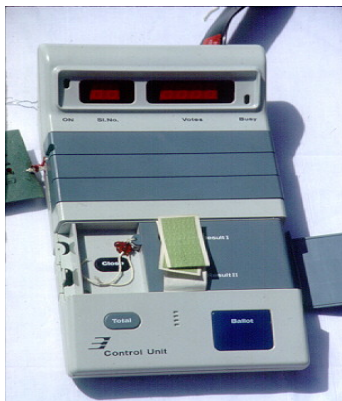
Control Unit Number:

1.2 Before the special tag is used, you shall write the serial number of the control unit on the special tag.

Signature:

1.3 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 and have put their signatures on the back of the special tag, to note down that serial number.

- 1.4 The special tag is used to seal the inner compartment over the 'Clear' and 'Result' buttons 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" buttons 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 two holes provided in the inner door and through the hole provided in the special tag.
- 1.5 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'.
- 1.6 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.



**Closing the inner door with
with thread**



**Sealing the inner door with
Special Tag**



**BEL Machine
Closing the inner door with thread
ECIL Machine**



**BEL Machine
Sealing the inner door with Special Tag
ECIL Machine**

2. Closing and sealing of outer cover of result section:

- 2.1 After the inner compartment of result section of the control unit 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 sides of the outer cover.
- 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 'Cand 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:-



- 2.3 The address tag will contain the following particulars:

<p>“Election to thefromconstituency Control Unit No..... Sl. No. and Name of Polling Station..... Date of Poll</p>
--

- 2.4 The Returning Officer will provide sufficient number of blank printed address tags as part of polling materials. Particulars in the address tag should be

carefully filled by you. The serial number of each control unit is inscribed on the bottom portion of the control unit.

- 2.5 The contesting candidates or their polling agents, who are present at the polling station, should also be asked to affix their seals, if they so desire, on the address tag alongwith your seal.
- 2.6 By so closing and sealing the inner compartment and the outer cover, the whole of result section gets sealed and secured and the votes which will be recorded by the control unit cannot be tampered with.

3. Strip Seal:

- 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.
- 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. (This will allow the rubber cap to be removed for pressing the 'CLOSE' button in case of emergent situation such as booth capturing.)

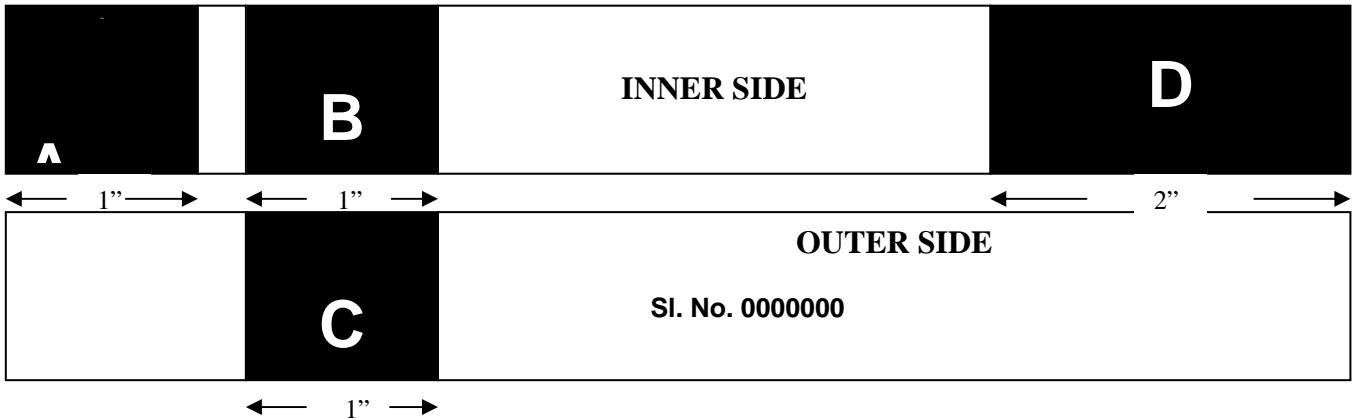
Strip Seal – Physical features:

- (i) 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.
- (ii) Each strip seal has a Unique Identity Number.
- (iii) 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.
- (iv) 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.
- (v) 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'. A drawing of the strip seal showing the outer side and inner side is given below. The dark portions are the gummed portions on inner side and outer side of the strip.

Drawing of Strip Seal

(Pre-gummed portions are shown in dark shade)



4. COMPLETE METHOD OF SEALING CONTROL UNIT INCLUDING USE OF STRIP SEAL

For the sake of easy understanding, the complete sequential order of the steps to be taken by you at the polling station **until and including** fixing the Strip Seal are given below:-

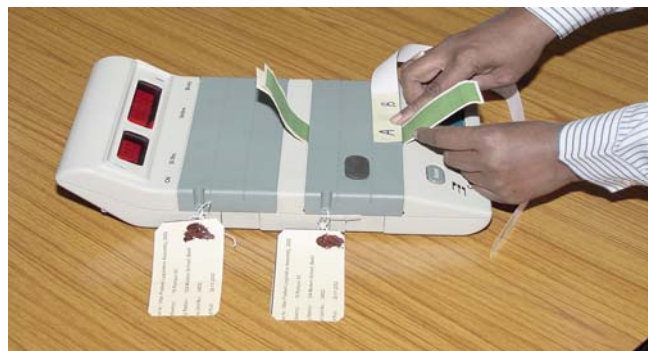
- (i) Before the commencement of the actual poll, you will conduct a mock poll.
- (ii) After conducting mock poll and showing the result, you shall clear the control unit of the data relating to mock poll by operating "Clear" button.
- (iii) After clearing the data you shall switch off the control unit and then insert the green paper seal (two seals in the case of BEL machines and only one in case of ECIL machine) to cover the windows of the inner door of the result section. While inserting the green paper seals, care should be taken to ensure that the green portion of the seal is visible from outside through the windows of the inner door after it is closed.
- (iv) After inserting the green paper seals, the inner door above the result buttons shall be closed.
- (v) Then the inner door of the result section shall be sealed off with the special tag.
- (vi) After fixing the special tag, you will close the outer door of the result section ensuring that the loose ends of the green paper seal(s) still protrude out from both the sides of the closed outer door [**See Photo-1 (BEL Machine) / Photo-2 (ECIL Machine)**].
- (vii) Then you shall seal the outer door with thread and address tag.
- (viii) Next you shall proceed to fix the strip seal around the control unit to seal the result section from outside completely so that this section

cannot be opened without damaging the strip seal after the poll commences.

- (ix) 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 got 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.
- (x) The strip seal shall, then, be positioned just below rubber cap covering the "CLOSE" button. The detailed procedure to fix the strip seals is given below. There is a slight difference in the methods of fixing the strip seal for BEL make machines and ECIL make machines. Follow the instructions below depending on the make of the EVM available in your State.

5. Method of Sealing BEL MAKE MACHINES with Strip Seal:

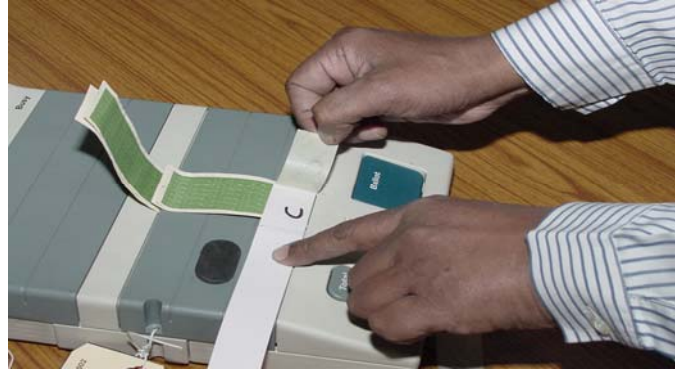
Step-1: Keep the strip seal with the pre-gummed portion 'A' positioned near the base of the green paper seal protruding from the lower portion of the outer door (See Photo-3). Remove the wax paper covering 'A'. Then press the inner layer of the green paper seal over the gummed portion 'A'. Also keep the outer layer of the green paper seal over the inner layer protruding from the lower portion of the outer door.



Step-2: Remove the wax paper over the pre-gummed portion 'B' and press this pre-gummed portion 'B' over the outer layer of green paper seal protruding from the lower portion of the outer door.



After pasting 'B' over the green paper seal, the pre-gummed portion 'C' will come to the top position.



Step-3: Remove the wax paper over the pre-gummed portion 'C' and press both the ends of green paper seal protruding from the upper portion of the outer door so that the inner layer of that green paper seal is firmly gummed to 'C'.



Step-4: Take the remaining portion of the strip seal around the control unit from left side taking care that the strip passes below the rubber cap covering the "CLOSE" button. Bring the other end of the strip seal from right side of the control unit on top of the outer door where the pre-gummed portions 'A', 'B' and 'C' have been pasted.



Step-5: Remove the wax paper covering the pre-gummed portion 'D' and press it firmly over the outer layer of the green paper seal protruding from the upper portion of the outer door (See Photo 9 & 10). 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 all the four loose ends of the green paper seals protruding from both 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.

6. After fixing the Strip Seal Put the Power Switch on the CU

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.

7. 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) alongwith other documents required to be deposited at the strong room (Collection Centre).
8. 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.
9. **Important precautions while sealing with strip seal:**
 - (i) 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.
 - (ii) The strip seal shall be fixed taut and shall not be loose.
 - (iii) DAMAGED STRIPS HAVE NOT TO BE USED IN ANY CIRCUMSTANCES.

- (iv) Each polling station will be supplied with four (4) strip seals like green paper seals.
- (v) You shall account for each strip seal supplied to the polling station for the conduct of poll in the Presiding Officers' Diary.
- (vi) 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.
- (vii) 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.
- (viii) Commission will issue samples of strip seals to your State for the purpose of demonstration as well as training. These sample strips seals 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.

10. Voting machine ready for actual poll

- 10.1 The voting machine is now ready in all respects for use for actual poll.
- 10.2. Before commencing the poll, you should place the balloting unit(s) inside the voting compartment. As already instructed, the voting compartment should be located at sufficient distance from your table where the control unit shall be kept and operated. The interconnecting cable between the balloting unit and the control unit has a length of approximately five metres. Therefore, the voting compartment should be reasonably distanced. Also, the cable should be so routed that it does not obstruct the movement for voters inside the polling station and they have not to 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 EVM in the Voting Compartment, it must be ensured without fail that secrecy of voting is not violated.

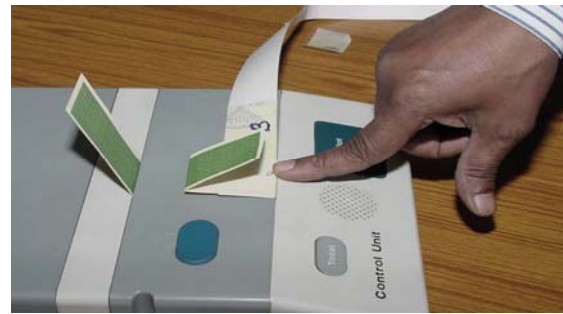
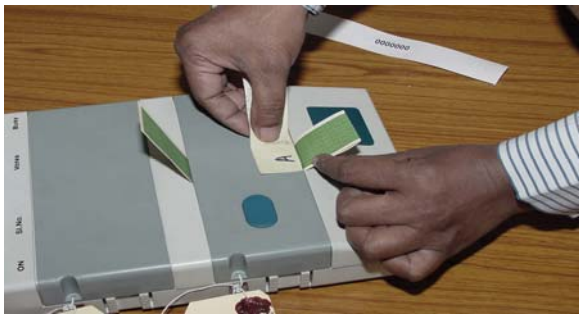
Method of Sealing ECIL MAKE MACHINES with Strip Seal:

In ECIL machine only one green paper seal is used. Therefore, the loose ends of the same green paper seal protrudes from either ends of the outer door over result section. (In the upgraded model of the voting machine also, whether manufactured by BEL or ECIL only one green paper seal is used.) Following are the steps to seal ECIL MAKE MACHINES (*and also the upgraded model of the voting machine*) with strip seal:-

- 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.



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 press.

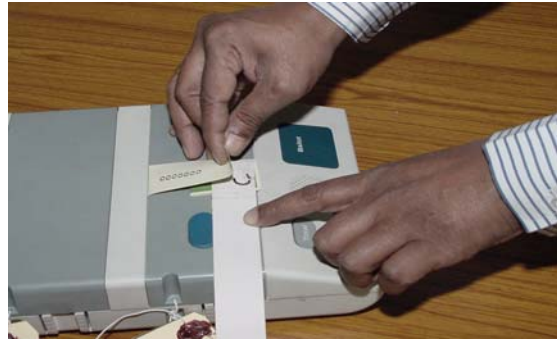
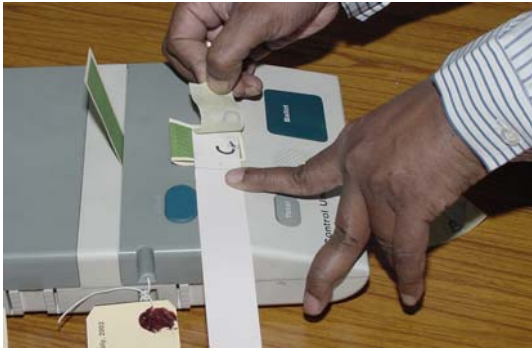


Step 3: Now remove the wax paper over the pre-gummed portion 'B' and press this gummed portion over the folded portion (again green side) of the green paper seal.



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'.(Now the white side of the green paper seal will come on top and will be visible from outside.)



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.



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 deal. 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.

11. Introduction of Upgraded Model of Electronic Voting Machine

In the year 2007 the Election Commission of India introduced the upgraded model of the Electronic Voting Machine and used it for the first time in the General Election to the Legislative Assembly of Manipur held in 2007. The appearance and features of the voting machines manufactured by both BEL, Bangalore and ECIL, Hyderabad are more or less the same except for a few additional features/modifications..

11.1 Additional features -

- (a) 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.

11.2 Modifications –

- (a) In the Display Panel, there is only one window now instead of two windows in the existing model.
- (b) The Display Panel now displays the data on two rows of total twenty four characters (twelve characters in each row).
- (c) The hood of the connector attached to the interconnecting cable, one end of which is permanently fixed to the Balloting Unit, has now been provided with different coloured spring clips on both sides - one BLACK and the other RED. One side of female socket in the rear compartment of the Control Unit is in RED colour for easy identification at the time of insertion of the connector into the female socket. The RED spring clip has to match with the RED side of the socket and the BLACK spring clip has to match with the BLACK side of the socket.
- (d) The 'RESULT I' button in the Result Section has been replaced with a new 'RESULT' button.
- (e) The 'RESULT II' button in the Result Section has been removed and in its place a new button 'PRINT' has been provided. The upgraded model of the voting machine has been provided with the facility to print the result data. A special gadget is to be attached at data interface connector at the rear side of the Control Unit for printing. When the 'PRINT' button is pressed, the Control Unit displays 'PRINTING'. **For printing result data, the result has to be seen at least once.**
- (f) The inner cover of the Result Section covering the 'RESULT' and 'PRINT' buttons has been provided with a single window for inserting green paper seal like in the existing model of ECIL make of the

machine. Therefore, only one green paper seal will be used in the upgraded model of the voting machine for sealing the voting machine with green paper seal.

- (g) The sequence of the buttons on the Control Unit to be pressed has also now been made same as in the ECIL make of the voting machine. The sequence is 'Clear' – 'Cand. Set' – 'Clear' – 'Ballot' – 'Close' – 'Result'. After the 'Cand. Set' button one can press the 'Ballot' button also directly. Pressing of any button out of proper sequence will display the message 'INVALID' on the Display Panel.

12. Various types of display which appear on this display panel and what these mean are indicated below:

- | | | |
|-----|-------------------|--|
| (a) | LINK ERROR-- : | Indicates 'LINK ERROR' of first BU, i.e., interconnecting cable is missing, snapped or when only one Ballot Unit is used. 'Slide Switch' in that unit has not been set to position '1' or when more than one Ballot Units are used, those units have not been linked in the proper order |
| (b) | PRESSED ERROR-- : | Indicates any of the candidates' button in the first Ballot Unit is kept pressed or jammed. |
| (c) | ERROR | Indicates the Control Unit is not fit for use |
| (d) | INVALID | Indicates a button on the Control Unit has been pressed out of sequence. |
| (e) | CU ERROR | Indicates the Control Unit is to be changed. |
| (f) | BU - 1 ERROR | Indicates the Ballot Unit-1 is to be changed |
| (g) | CLOCK ERROR | Indicates the malfunction of Real Time Clock (RTC) |
| (h) | END | Indicates the end of display sequence after pressing of 'Clear' or 'Result' button |
| (i) | 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 its memory. |

(j)	CANDIDATES 6	Indicates that the machine is set for 6 candidates
(k)	TOTAL POLLED VOTES 1487	Indicates that total number of votes polled is 1487
(l)	CANDIDATE 06 235	Indicates that the Candidate No.6 has polled 235 votes
(m)	-- -- -- -- --	Indicates that the Power pack is weak
(n)	CHANGE BATTERY	Indication for change of power pack as battery status reached for BATTERY Replacement
(o)	BATTERY HIGH	Indicates that the capacity of the battery is High
(p)	BATTERY MEDIUM	Indicates that the capacity of the battery is medium
(q)	BATTERY LOW	Indicates that the capacity of the battery is low
(r)	DTE 16-01-07 TME 09-43-34	Indicates the Date and Time
	SL NO-H00003	Indicates the serial number of the Control Unit mentioned on back side of CU
(t)	COMPUTING RESULT	Indicates that the RESULT is getting computed
(u)	PST 09-50-20 PET 15-32-10	Indicates the Poll Starting Time and Poll end Time
(v)	RESULT PDT 16-01-07	Indicates the Result and Date of the Poll
(w)	PRINTING	Indicates the printing is under progress.
(x)	DELETING POLLED VOTES	Indicates the deleting of polled votes from CU

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** and the following display will appear turn by turn on the Display Panel:-

EVM IS ON
ECI

DATE 16-01-07
TIME 09-43-34

Indicates date is in DD-MM-YY and time is in HH-MM-SS Format

SL NO-H00003

Indicates the serial number of the Control Unit

CANDIDATES
10

Indicates the contesting candidates are ten

BATTERY
HIGH

Indicates the status of the battery is 'HIGH'

SET
CANDIDATE ---

Indicates that the button 'Cand. Set' has been pressed after the 'ON' lamp glowed **GREEN**. The machine has to be set according to the number of contesting candidates.

Other Displays on the Display Panel are as follows:-

When all counts are set to '0' by pressing the 'Clear' button

DELETING
POLLED VOTES

CANDIDATES
9

(If the machine is set for 9 candidates)

TOTAL POLLED
VOTES 0

CANDIDATE - 01
VOTES 0

CANDIDATE - 02
VOTES 0

CANDIDATE - 03
VOTES 0

CANDIDATE - 04
VOTES 0

CANDIDATE - 05
VOTES 0

CANDIDATE - 06
VOTES 0

CANDIDATE - 07
VOTES 0

CANDIDATE - 08
VOTES 0

CANDIDATE - 09
VOTES 0

END

At the end of the mock poll, when the 'Close' button is pressed the following displays will appear on the Display Panel:-

CLOSING

DATE 12-01-07
TIME 10-34-56

SL NO-H00003

CANDIDATES
16

(When the total number of contesting candidates is 16)

TOTAL POLLED
VOTES - 200

(If the number of polled votes is 200)

POLL CLOSED

When the button marked '**Result**' in the Result Section is pressed to find out the result of the election, the following displays appear on the Display Panel:-

COMPUTING RESULT	
POLL RESULT PDT 16-01-07	(PDT – Poll date)
PST 09-50-20 PET 15-32-10	(PST – Poll start time) (PET – Poll end time)
SL NO-H00003	(Serial number of Control Unit PCB)
CANDIDATES 9	(The number of candidates – 9)
TOTAL POLLED VOTES -54	(The number of polled votes – 54)
CANDIDATE - 01 VOTES - 6	
CANDIDATE - 02 VOTES - 6	
CANDIDATE - 03 VOTES - 6	

(If, only fifty four votes have been polled, six for each candidate)

When poll is taken on more than one day, the '**RESULT**' display is as follows:-

COMPUTING RESULT
POLL RESULT DAYS OF POLL
PDY 01-02-07 TOTAL 50
----- ----- -----
PDY 03-02-07 TOTAL 50

Indicates the number of votes polled on the date displayed.

SL NO=H00003

CANDIDATES
9

TOTAL POLLED
VOTES - 2000

CANDIDATE-01
VOTES - 10

CANDIDATE-09
VOTES - 10

END

(This is only an example)

When the 'Total' button is pressed to obtain hourly/periodical total votes polled, the following displays will appear on the Display Panel:-

BATTERY
HIGH

DTE 01-02-07
TME 07-05-50

CANDIDATES
9

TOTAL POLLED
VOTES - 200

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:-

CLOSING

DTE 02-01-07
TME 10-34-56

SL NO-H00003

(If serial number of the Control Unit is H00003)

CANDIDATES
16

(If the machine is set for 16 candidates)

TOTAL POLLED
VOTES - 200

(If the total number of votes polled is 200)

POLL CLOSED

CHAPTER XV

COMMENCEMENT OF THE POLL

1. Commencement of the poll

The poll should commence at the appointed time. Your preliminaries should be over by then. Even 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.

2. Warning about secrecy of voting

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 I), regarding their duty to maintain the secrecy of the vote and the penalty for any breach thereof.

3. Precautions for indelible ink

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 rod 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.

4. Marked copy of the electoral roll

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, EDC and CSVs, if any, and that the deletions appearing in the supplement, if any, appended to the draft roll as well as the supplement prepared after disposal of claims and objections before final publication have been reflected in the reprinted mother roll by strikethrough method in the electoral roll of eight columns without photograph and with the word "D E L E T E D" superimposed on the concerned elector detail box in the case of photo electoral roll and that while doing so no other entry is either deleted or altered or omitted;

5. Register of voters in Form 17A

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 each elector who is allowed to vote

and his signature/thumb impression obtained) does not already contain any entry in respect of any elector.

6. Entry of voters to Polling Station to be regulated

6.1 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. Men and women voters should be admitted into the polling station in alternate batches. The formation of more than one queue for men voters or for women voters should not be allowed.

6.2 You should ensure that physically challenged electors are given priority for entering the polling station, without having to wait in the queue for other electors and 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.

6.3 You should ensure that full facility is provided for such electors to take their wheel-chair inside the polling station. In your polling station, if permanent ramp has not been provided, arrange for a temporary wooden ramp to be provided.

6.4 You should give special care to electors with speck and hearing impairment as in the case of other disabled persons.

7. You should admit into the polling station only the following persons:-

- (a) the electors;
- (b) polling officers;
- (c) each contesting candidate, his election agent and one polling agent of each candidate at a time;
- (d) persons authorised 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;
- (e) public servants on duty;
- (f) a child in arms accompanying an elector;
- (g) a person accompanying a blind or an infirm voter who cannot move or vote without help; and
- (h) such other persons as you may from time to time admit for the purpose of identifying voters or otherwise assisting him in taking the poll.

CHAPTER XVI

SAFEGUARDS FOR FREE AND FAIR ELECTION

1. Declarations by Presiding Officer as safeguards for ensuring free and fair election:

You are required to read out the declaration, prescribed in Annexure VII, 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.

2. Procedure to be followed at the time of use of new voting machine.

During the course of poll there may be some compelling circumstances under which, if it becomes essential to use a new voting machine. In such circumstances, you are again required to read out a further declaration, prescribed in Part II of Annexure VII. At the end of the poll, you should record a further declaration in Part III of Annexure VII 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.

CHAPTER XVII
ENFORCEMENT OF ELECTION LAW IN AND AROUND
POLLING STATION

1. Impartiality essential and maintenance of decorum and dignity:

- 1.1 Treat all parties and candidates equally and decide fairly and justly every disputed point. Your tact, firmness and impartiality are the most important safeguards against any breach of the 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.
- 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 unbecoming of an officer on duty, such as shaking hands or getting your self 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.

2. Ban on canvassing:

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 I).

3. Candidate's election booth:

Contesting candidates are allowed to set up election booths near the polling station, but beyond 200 meters from the polling station, to help the electors locate their names in the electoral roll. 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.

4. Disorderly conduct in or near the polling station:

Enforce the provisions contained in section 131 of the Representation of the People Act, 1951 (See Annexure I). 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.

5. Removal of trouble makers:

Any person who misconducts 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 authorised by you (see section 132 of the Representation of the People Act, 1951 - Annexure I).

6. Illegal hiring of vehicles for the conveyance of voters

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 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.

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

7. Removal of voting machine from polling station to be an offence

Any person, who at any election fraudulently or unauthorisedly takes or attempts to take a voting machine out of a polling station or willfully aids or abets the doing of any such act, commits a cognizable offence punishable with imprisonment upto one year or with fine upto 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 seen.

8. Breach of official duty by election officers

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.

9. Prohibition of going armed to or near a polling station

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.

10. Prohibition of use of cellular phones, cordless phones, wireless sets. Etc in the polling station.

As per the standing instructions of the Commission, no cellular phones, cordless phones, wireless sets etc., in any case be allowed inside the polling

stations and also in the 100 meters perimeter of the polling stations described as the “polling station neighbourhood”.

CHAPTER XVIII

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

1. Verification of elector's identity

1.1 The Commission has now made documentary identification of electors as mandatory. The electors are required to produce the electoral photo identity card (EPIC) to establish their identity. Those electors, who have not been issued with the identity card, or those who are unable to produce the identity card for reasons beyond their control, should produce one of the alternative documents of identification specifically permitted by the Commission. In the constituencies, where Photo Elector Roll has been published, the photograph in the electoral roll will also be taken into account for identification. 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. It may be noted that -

- a) minor discrepancies in the entries relating to elector's name, father's/mother's/husband's name, sex, age (only within 2/3 years) or address in the electors photo identity card shall be ignored and the elector allowed to cast his vote so long as the identity of the elector can be established by means of that card,
- b) any discrepancy in the serial number of the electors photo Identity card as mentioned in the electoral roll shall be ignored, and
- c) if an elector produces an electors photo identity card, which has been issued by the Electoral Registration Officer of another assembly constituency, such card shall also be taken into account 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.

1.2 As has already been explained in Chapter VIII, 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.)

- 1.3. Usually, each voter brings with him an unofficial identity slip, which might have been issued to him by a contesting candidate or his agents. This slip will 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 ordinarily 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.
- 1.4 The 'unofficial identity slip' which an elector brings to the polling station, only serves the purpose of locating the entries relating to an elector in the electoral roll, it cannot be automatically taken for granted that the person producing the slip is that particular voter. Further, an illiterate voter cannot read the entries in the unofficial identity slip and satisfy himself that the slip held by him/her actually relates to him/her. Therefore, the first Polling Officer should simply take the slip and read out only the Serial Number of the entry of the elector in the electoral roll and *not* read out his/her name and other particulars from the slip. Thereafter, the Polling Officer should ask the person to tell his/her name and if necessary other particulars relating to the entry so as to ensure that he/she is the genuine voter producing the identity slip. If any person is found to be impersonator, the Presiding Officer should hand him over to the police.
- 1.5 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 VI.

2. List of dead, absent and allegedly bogus voters.

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. If any person claims to be an elector, whose name is mentioned in that 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.

3. Challenged votes

The polling agents can also challenge the identity of a person claiming to be a particular elector by depositing a sum of Rs.2 (Rupees two only) in cash with you for each such challenge. You shall hold a summary inquiry into the challenge. If after the inquiry 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.

4. **Challenging a voter's identity**

Every person, whose name is entered in the electoral Roll and is able to proof of his identity, is entitled to vote at the election. Unless, there is a challenge by a candidate or his election or polling agents, or unless you are clearly satisfied that he is a bogus voter, it should normally be presumed that the person claiming to be a voter and giving out the name and other details correctly and proving his identity with the help of identification documents is that 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.

5. **Challenge fee**

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 therefor to the challenger in the Form prescribed in Annexure VIII. 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 thereof. If he refuses to do so, do not allow him to vote.

6. **Summary inquiry**

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 adduce *prima facie* evidence 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, together with your complaint, as in Annexure IX, addressed to the Station House Officer of Police Station in the jurisdiction of which your polling station falls.

7. **Return or forfeiture of challenge fee**

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.

8. Clerical and printing errors in the roll to be overlooked

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.

9. Fact of enrolment of a voter not to be questioned

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.

10. Declaration of elector about his age

- 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.
- 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 X 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 I).
- 10.3 You should also prepare a list of voters from whom you have obtained such declarations in Part I of Annexure XI. You should also maintain a list in Part II of the said Annexure XI 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.

CHAPTER XIX

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

1. Inspection of voter's left forefinger and application of indelible ink:

- 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 VIII 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, he shall not be allowed to vote.
- 1.2 In case it is noticed that an elector has applied any oily or greasy substance on his finger in order to neutralise 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.
- 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.

2. Application of indelible ink at Fresh Poll (Re-poll)/Countermanded Poll

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.

3. Application of indelible ink when elector has no left forefinger

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.

4. Record of electoral roll number of elector in Register of voters

- 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.
- 4.2 Such record shall be maintained by the second Polling Officer in the Register of Voters in the following manner:-
- (i) 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.
 - (ii) 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.
- 4.3 After columns (1) and (2) 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 (3) of that register.

5. Definition of Signature of elector

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. The preferable course in the case of a literate voter will be to request him to sign his name, i.e., both his name or names and his surname in full. 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 under the foregoing paragraph 4.

6. Thumb impression of elector

- 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.
- 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.
- 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.
- 6.4 After taking the thumb impression, the ink on the elector's thumb should be wiped off with the help of wet piece of cloth.

7. Signature/Thumb impression on the 'Register of Voters' by blind or infirm or leper electors:

Thumb impression of a blind or infirm elector or a voter suffering from leprosy, who 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.

8. Issue of voter's slip to elector

- 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:

Voter's Slip

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

- 8.2 These Voter's Slips will be got 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.

- 8.3 The voter's slips prepared by the second Polling Officer in respect of each elector under paragraph 8.1 above shall be delivered by him to that elector and the elector shall be directed to proceed to you or, as the case may be, the third Polling Officer whoever is in-charge of the control unit of the voting machine.

CHAPTER XX

RECORDING OF VOTES AND VOTING PROCEDURE

- 1.1 After the second Polling Officer has issued the Voter's Slip to the elector the elector will come to you or, as the case may be, the third 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.
- 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.
- 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 remarks 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.

2. Permitting elector to record vote

- 2.1 When the elector comes with the voter's slip to you or, as the case may be, the Third polling officer in-charge of control unit, the voter's slip will be taken from him and he will be allowed to vote.
- 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 directed in Chapter XXXII.
- 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.
- 2.4 The elector shall then be directed to proceed to the voting compartment to record his vote.

3. Voting procedure

- 3.1 To enable the elector to record his vote, the ballot 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 ballot unit in the voting compartment will start glowing green. This will indicate that the ballot unit of the Electronic Voting Machine is now ready to record the vote according to the choice of the elector.
- 3.2 The elector will record his vote in the voting compartment by pressing the 'Blue Button' provided on the ballot unit against the name and symbol of the

contesting candidate of his choice. When he presses that button, the lamp provided on the ballot unit against the name and symbol of that contesting candidate will start glowing red and green light on the ballot unit will go off. Also, a beep sound will be heard emitting out from the control unit. After a few seconds, the beep sound and the red light in the candidate's lamp on the ballot unit and the red light in the 'Busy' lamp on the control unit will also go off.

3.3 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.

3.4 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 votes, the 'Ballot' button on the control unit is pressed for the next voter only when the earlier voter has come out of the voting compartment.

4. Tallying of number of votes polled periodically

4.1 At any time, if the total number of votes polled upto 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 periodically done and tallied with the number of electors allowed to vote upto that time as reflected in the register of voters.

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.

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

5.1 It may happen sometimes that you may have a suspicion or reason to suspect that the ballot 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 ballot 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 49 to enter the voting compartment for making an inspection of ballot unit (BU) in such cases and to take such steps as may be considered necessary by you to ensure that the ballot 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.

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 ballot unit pasted on a cardboard (real size) to all the Presiding Officers alongwith other

polling materials at the time of dispatch. While printing such model ballot 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 expressed inability to vote using EVM, you can explain to him the voting process using the cardboard model of the EVM ballot unit in such a manner that the voter is able to understand. This will be done outside the voting compartment only in the present of polling agents and never inside the voting compartment. You or your other polling staff shall not frequent the voting compartment, as that may give scope for complaints.

CHAPTER XXI
MAINTENANCE OF SECRECY OF VOTING BY ELECTORS

1. Voting Procedure to be strictly observed

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 XX.

2. Refusal to observe Voting Procedure

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.

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 remarks 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.

CHAPTER XXII
VOTING BY BLIND AND INFIRM VOTERS

- 1.1 If you are satisfied that an elector is unable to recognise the symbol on the ballot paper affixed on the ballot 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.
- 1.2 No person shall be permitted to act as a companion of more than one elector at any polling station on the same day.
- 1.3 Before any person is permitted to act as a companion of the 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 XII.
- 1.4 You shall also 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 superscribed as "NON-STATUTORY COVERS" and deposited at the Collection Centre after close of the poll.
- 1.5 You shall also ensure that none of your polling staff acts as a companion to the blind elector to record vote on his behalf.

CHAPTER XXIII
ELECTORS DECIDING NOT TO VOTE

- 1.1 If an elector, after his electoral roll number has been duly entered in the Register of Voters (Form 17A) and he 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.
- 1.2 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.
- 1.3 The signature or thumb impression of the elector shall also be obtained against such remark under rule 49Q.
- 1.4 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.
- 1.5 If the “Ballot” button on the control unit has been pressed to make the ballot 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. If the “Ballot” button on the control unit has been pressed to release voting on the ballot unit for the last elector but he refuses to vote, 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 ballot unit(s) from the control unit. In the second step, after disconnecting the ballot unit(s) from the control unit the ‘Power’ switch should again be put ‘ON’. Now the ‘Busy’ lamp will go off and the ‘Close’ button will become functional to close the poll. 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.

CHAPTER XXIV

VOTING BY PUBLIC SERVANTS ON ELECTION DUTY

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.
2. The District Election Officer/Returning Officer will Issue the order of appointment appointing you as Presiding Officer in duplicate and alongwith 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.
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/should have been entitled to vote, including the polling station where he/she was originally posted for duty.
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.

CHAPTER XXV
ISSUE OF POSTAL BALLOT PAPERS

SERVICE VOTERS

1.1 As soon as the list of contesting candidates is drawn up after the period for withdrawal of candidature is over, postal ballot papers will be printed at the level of D.E.Os under proper security cover and under direct supervision of a responsible officer. As soon as the postal ballot papers are ready, the postal ballot papers for the service electors will be centrally dispatched from the District Head Quarters itself. For this purpose each Returning Officer shall depute a team of officers including an ARO with details of Service Electors along with envelopes already prepared for this purpose on the basis of the last part of the electoral roll.

1.2 The District Electoral Officer will appoint a suitable officer as the nodal officer to supervise the entire process of dispatching postal ballots to service electors. The DEO will co-ordinate with the senior officials of the Postal Department and shall ensure that a team of postal department officials receive covers containing the postal ballot papers and in turn will ensure the ballots are sent to the right address without any delay. The details of postal ballots sent AC wise shall be maintained in the form of a register giving the details and the signature of the postal authorities shall be obtained in the register.

1.3 One of the observers available in the district head quarters shall personally monitor the entire process of dispatch and send a detailed report to the Commission as soon as the dispatch of postal ballots meant for service voters. The process indicated above shall be video graphed. When the Returning Officers start receiving the polled ballot papers from the service voters, he shall give a daily report to the observer concerned indicating the number of such polled ballots received during the day and also indicating the cumulative figure. When the observers leave the constituency after the poll is over they shall indicate the number of postal ballots received till the date of departure in their report to the Commission.

POLLING OFFICIALS

1.4 The ROs shall follow the following procedures for receiving of applications, issue of postal ballot papers and receiving back the polled postal ballot papers from government officials other than police and security personnel appointed on polling duty.

Polling officials –

1.4.1. The data base on the government staff to be used as polling personnel shall contain the AC No and Name, Part No and Serial No details of each staff where he or she is registered as an elector. This information can be collected through the sponsoring authorities of such staff or through any other method convenient to the DEO. Enough scope shall be provided to the government staff/ sponsoring authorities to locate such electoral registration details through various measures such as helpline, availability of electoral roll data in pdf format in various government

offices etc., The letter of appointment sent to the polling personnel asking them to attend the training shall contain AC/Part/Serial No detail of each staff.

1.4.2. All the polling officials shall, without exception, be provided Form 12 for applying for postal ballot paper along with their appointment letter. They should be asked to submit duly filled Form 12 on the first day of training. Adequate number of Form 12 shall also be kept at the training venue so that any polling personnel who are in need of Form 12 can access it. It should be clarified to the appointed polling officials that in view of the fact that the postal ballot paper will be issued to them personally at the training venue itself they need not mention any address in Form 12 for sending the ballot papers for that would be infructuous. At the training center there will be a separate arrangement to receive the Form 12 from the persons drafted for polling duty. At the time of submitting Form 12 the person concerned along with his appointment letter shall also produce the EPIC issued to him or a copy of any ID including service ID if any issued to him. The applications (Form 12) received from the polling officials shall be processed immediately by the concerned Returning Officer/Assistant Returning Officer before the second round of training. Hence, it is imperative that the second round of training is held after the postal ballot papers are printed and ready for issue.

1.4.3 On the day of second round of training there shall be separate and proper arrangements for issuing the postal ballot to the persons concerned. As the trainees on election duty may belong to different ACs it becomes imperative that all R.Os/A.R.Os along with their staff will remain present at the training venue for the above purpose. The cover containing the postal ballot paper should be handed over to the respective polling officials only after verifying their identification through EPIC or any other photo ID as well as appointment order. Simultaneous entry (PB) shall be made using red ink in the marked copy of the electoral roll which shall be used in the polling station by the presiding officer on the poll day. The record of issuance of PBs should be separately maintained in Format XXIVB of Hand Book for Returning Officer with one more column indicating place of posting (in which Assembly Constituency the person is serving). Concerned RO/ARO should sign the above Register. Once a PB is issued to a polling personnel called for training he shall after that cast his vote only through postal ballot even if he is exempted from election duty subsequently or kept on reserve.

1.4.4 Considering the postal delays and inconvenience caused to the electors in dispatching the PB, the Commission has decided to encourage the system in which the voters on receiving the PB from R.O/A.R.O record their preference on the PB paper then and there. Necessary arrangements for attestation of Form 13 A and collection of polled postal ballots shall be made in the form of a 'postal ballot facilitation center.' The polling officials should be advised to cast their vote on postal ballot paper and polled ballot paper should be dropped personally in a sealed box to be kept there for the purpose under direct supervision of the concerned Returning Officer / Assistant Returning Officer. ECI observers will be present and supervise the entire process. The D.E.O / SP / SDM shall personally inspect the training venue cum postal ballot facilitation center in advance in order to ensure adequate security measures are in place. As the electors will be casting their vote at the training venue proper arrangements shall be ensured to restrict entry to the venue only to the appointed polling staff and other authorized government

servants and no other person. When the voters mark the ballot with their preference the secrecy of ballot shall be enforced without compromise. The entire process including the arrangements made for this purpose shall be recorded in video.

1.4.5 If the authorized representatives of contesting candidates remain present at the facilitation center proper seating arrangement shall be made for them. The presence of such representatives shall be registered by obtaining their signature in a register.

1.4.6 The above system of issuing PB and enabling the polling personnel to mark their preference at the facilitation center shall be equally applicable to other civil staff to be engaged in election duty on the poll day as micro observers, sector or zonal officers, liaison officers of observers and so on.

Security persons

1.4.7 It is relevant to note that the police personnel who will be engaged in election related duties on the day of poll shall only be eligible for obtaining PB. Hence, it becomes imperative to obtain the list of such police personnel well in advance. District wise nodal officers shall be identified by the SPs for preparing data on such police personnel. The data shall indicate the names of each such police personnel, service ID no, details of AC No, Part No, serial no etc. Similar nodal officers shall be identified for State Armed Police Forces, Battalion HQ wise.

1.4.8 While preparing such list care shall be taken to ensure that names of police personnel who are not connected with the election related duties and names of such persons who will be in a position to exercise their voting right by going to their respective polling stations as a general voter are not included in the list. SPs shall take proper care about this aspect and the list of such persons shall be ultimately submitted by the SP to the DEO concerned and on being accepted by the DEO that list will become an approved list of police personnel on election duty.

1.4.9 As the police personnel are posted in various locations and bringing all of them to one or two locations in the district on the same day will not be feasible it has been decided to enable the police personnel to exercise their voting right by issuing their PB using postal services and receive back the same by Post or through drop box kept in the office of R.O For this purpose an efficient coordination shall be ensured between the election authorities and postal authorities. Unlike in the past, it has been decided to send the PB by Registered Post and the police personnel will also send their marked PB through registered post and the stamp will be paid by the addressee i.e the Returning Officer and necessary arrangement in this regard shall be worked out for the whole state by the CEO in coordination with the senior postal authorities. In order to cut down on the delay in this process, identification of police personnel who would be on election related duty and who will not be able to get their polling station and their AC No/ Part No/ Serial No details, making Form 12 available to them easily; receipt of duly filled in Form 12 from them etc shall be efficiently ensured in advance through a network of nodal officer arrangements. The initial task of the nodal officer is to arrange to disburse blank applications in Form 12 for issue of postal ballot papers to the security personnel to be deployed on election duty. Along with Form 12 a guideline for filling up the said Form shall also be given to the

relevant electors. The electors shall be informed that while filling up the Form 12, in the space provided for indicating the address for the dispatch of they should invariably mention only the full postal address of their present place of posting. In addition to this they should also mention the address where they are registered as an elector in the vacant space available in the Form. The elector shall mention the serial no and part no as well as the name of the constituency where he is registered as an elector. In case he is not in a position to mention the serial no Part no etc he shall mention the complete address where he is registered as stated above so that attempt will be made to locate his name and fill up the details. The said Nodal Officers shall also arrange to collect duly filled Form 12 from the security personnel without any delay.

1.4.10 All the applications received in Form 12 shall be sorted out district wise as there is possibility of a polling personnel having been registered in a district to be posted in another district. Hence, these Form 12 applications shall be sorted AC wise/ district wise. The 12 A applications pertaining to the ACs within the same district shall be dealt with at the district HQrs itself without physically sending the same to the R.O's HQrs located outside the district HQrs. For this purpose an authorized A.R.O of each AC shall come to the district HQrs and dispatch the PB to the respective voter (police personnel) on election duty by Registered Post with A.D while simultaneously marking 'PB' in red ink in the marked copy of the relevant Part and maintaining a register indicating such names with serial number, Part wise. Postal authorities may be clearly instructed that the PB sent by Registered Post shall not be handed over only to the person concerned and under no circumstances to any other person.

1.4.11 While dealing with the 12A applications pertaining to the home district in the above manner the nodal officer shall without any delay make a district wise parcel containing AC wise envelopes having 12 A applications and send the parcel to the other districts through special messengers. The special messenger shall meet the nodal officer of the relevant district and obtain acknowledgement in token of such receipt. On receiving such envelopes from various districts the nodal officer shall take the follow up action in the same manner in which he dealt with the 12A applications received from within the district as mentioned earlier.

1.4.12 The elector on receiving the PB may mark his preference and send the same to the Returning Officer by Registered Post or he may put the marked PB in the 'drop-box' kept in the office of the Returning Officer. The voter while recording his vote has to follow the instructions contained in Form 13D.

Drivers, Cleaners and Helpers

1.4.13 The system of receiving applications for the issue of postal ballot papers to the voters on election duty (other than the polling personnel or security personnel) like drivers, cleaners and helpers, who will be performing duties in connection with the election, needs to be streamlined and closely tracked. There has to be a time limit up to which the dully filled in Form 12 can be received from such voters. For this purpose the D.E.O shall make an advance plan to assess the requirements for vehicles to be requisitioned. At the time of requisitioning the vehicles all relevant details about the drivers and cleaners shall be collected in a proforma to be approved for this purpose by the C.E.O and to be followed uniformly through out the state. The Returning officer shall prepare a document indicating the details of such persons and give a copy to the observer. The C.E.O shall fix up a time table for appointment of such drivers and cleaners and fix up a clear deadline up to which the applications for PB can be received. It shall be made clear to such voters that the address to be mentioned in Form 12 for dispatch of postal ballot shall be the address at which he is registered as an elector and not any other address. The postal ballot paper will be issued to them by the R.O only by the registered post with A/D. In case, any such voter instead of opting to receive his PB by post and chooses to collect the PB personally he may do so within the deadline to be specified by R.O (CEO shall ensure uniformity in this matter throughout the state). After that he may follow the procedure contained in Form 13D and exercise his voting right within stipulated time.

1.4.14 For the benefit of such voters who may belong to any of the category of voters to whom PB has been issued each R.O shall have a special box with secured lock duly sealed so that any such voters can come and drop their marked PB in the sealed cover (provided to each voter along with PB). Necessary arrangements for attestation of Form 13A of such persons who wish to record their votes after collecting their PB personally shall be made.

1.4.15 Apart from marking 'PB' against the name of each and every elector in whose favor postal ballot had been issued in the relevant part of the electoral roll an **additional information sheet** (AIS) polling station wise shall be prepared indicating the serial number, name, relation name, age and sex. This part wise additional information sheet shall be signed by R.O or by an authorized ARO and a copy of such information sheet shall be handed over to the presiding officer of the relevant polling station at the time of dispatch. Apart from one ink -signed copy adequate number of photo copies of the AIS shall also be handed over to the presiding officer. On the poll day, before starting the mock poll in the presence of the polling agents, the presiding officers shall verify the marked copy of the electoral roll in comparison with the additional information sheet on 'PB' voters and confirm whether the entry 'PB' has been made against each and every name that is mentioned in the additional information sheet. No elector whose name has been marked as 'PB' can be permitted to vote in person at the polling station under any circumstances.

CHAPTER XXVI
VOTING BY PROXY

1. Some categories of service voters have been given the facility of voting through proxy 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.
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 other ordinary election. **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.** 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.
3. In the case of proxy voters, the serial number of 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.

CHAPTER XXVII

TENDERED VOTES

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'.*
2. **Design of tendered ballot paper**
 - 2.1 The Election Commission has specified under that rule that the tendered ballot paper shall be of the same design as the ballot paper, which shall be used for display on the ballot unit of the voting machine at the polling station.
 - 2.2 The Returning Officer will, therefore, provide to each polling station twenty additional ballot papers, which he has got printed for use in the ballot 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.
 - 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 hand, if these words are not already stamped there, and issue them, if necessary, as tendered ballot papers.
3. **Account of tendered ballot papers**

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 8 of Part I of Form 17C.
4. **Record of Voters to whom tendered ballot papers issued**

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.
5. **Recording of vote on tendered ballot paper**
 - 5.1 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.

- 5.2 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.
- 5.3 The elector will then fold the tendered ballot paper and after coming out of the voting compartment hand it over to you.
- 5.4 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.
- 5.5 If owing to blindness or physical infirmity, such 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 XXII.

CHAPTER XXVIII

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

1. Adjournment of Poll due to Riot, etc.

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—
 - (i) a natural calamity like flood, heavy snowfall, a severe storm and the like, or
 - (ii) non-receipt or loss or damage to essential polling materials like voting machine, authentic copy of electoral roll and the like, or
 - (iii) disturbance of peace at the polling station making it impossible to take the poll, or
 - (iv) non-arrival of the polling party at the polling station due to obstruction on the way or any other serious difficulty, or
 - (v) any other sufficient cause.

2.1 If there is a riot or any attempt of open violence, use the 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 taking 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 take 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.

2.2 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.

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

3. Completion of adjourned poll.

3.1 Where the poll has been adjourned at a polling station [under the provisions of sub-section (1) of section 57], 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, at which 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.

- 3.2 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 marked copy of the electoral roll and the register of voters should be used for completion of adjourned poll.
- 3.3 The provisions of rules 28 and 49A to 49B will apply to the conduct of an adjourned poll also as they apply to the poll before it was so adjourned.
- 3.4 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.

4. Stoppage of poll for failure of voting machine booth capturing etc.,

- 4.1 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 -
 - (i) any voting machine has been unlawfully taken away by any unauthorised person, or
 - (ii) any voting machine has been accidentally or intentionally destroyed or lost or damaged or tampered with and the result of the poll at that polling station cannot be ascertained for that reason, or
 - (iii) any voting machine develops a mechanical failure during the course of the recording of votes, or
 - (iv) any error or irregularity in procedure, which may vitiate the poll, has been committed, or
 - (v) there has been booth capturing (as defined in Section 135A of the said Act.).
- 4.2 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.
- 4.3 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.
- 4.4 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,.

5. Closing of voting machine in the case of booth capturing

- 5.1 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 ballot unit(s) from the control unit.

- 5.2 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.
- 5.3 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.
- 5.4 The Election Commission, on receipt of the report from the Returning Officer and after taking into account all material circumstances, may —
 - (i) 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
 - (ii) 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.
- 5.5 Where the poll is adjourned/stopped for the day by the closure of the voting machine under para 5.1 above, the voting machine and all election paper shall be sealed and secured in the same manner as on the close of poll.
- 5.6 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.

CHAPTER XXIX

CLOSE OF POLL

1. Voting by Persons present at Polling Station at Closing Hour

- 1.1 The poll should be closed at the hour fixed for the purpose, even if for certain unavoidable reason it had commenced somewhat later than the hour appointed for the commencement of poll. But this will not 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 even if the poll has to be continued for sometime beyond the appointed closing hour.
- 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 proceeded backwards towards its head. You will be supplied Pre-Printed Serial Numbered Slips (about 200 slips for each polling station) as per sample (ANNEXURE XIX) alongwith the other material.

2. Closing of poll

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 in any circumstance.

3. Closing the Control Unit of Voting Machine

- 3.1 For closing the poll after the last voter has recorded his vote, the voting machine has to be closed so that no further recording of votes in the machine is possible. For that purpose, you should press the 'Close' button on the control unit. When the 'Close' button is pressed the display panels on the control unit will show the total number of votes recorded in the voting machine till the end of the poll (but not the candidate-wise tally). The total number of votes recorded in the machine should be immediately noted in Item 5 of Part I of Form 17C. You should thereafter disconnect the ballot unit from the control unit and put the power switch to 'OFF' position in the rear compartment of the control unit.
- 3.2 The 'Close' button is provided in a compartment in the result section below the blue coloured 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.

- 3.3. 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.
- 3.4. 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 Ballot 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 ballot unit(s) from the control unit. After disconnecting the ballot unit(s) from the control unit the 'Power' should again be put 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional.

CHAPTER XXX
ACCOUNT OF VOTES RECORDED

1. Preparation of account of votes recorded

- 1.1 After the close of poll, you are required to prepare, 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. This should be prepared in duplicate.
- 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.
- 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).
- 1.4 A sample account of votes recorded as prepared in Part I of Form 17C is given for your guidance at Annexure XIII.
- 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.

2. Supply of attested copies of account of votes recorded to Polling Agents

- 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) alongwith the voting machine. The duplicate copy of Form 17C will also be deposited at the Collection Centre.
- 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.
- 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.

3. Declaration to be made at the close of poll

- 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 by you, the Commission has devised a declaration (Part III, Annexure VII) which should be made and completed by you at the close of poll.

CHAPTER XXXI

SEALING OF THE VOTING MACHINE AFTER CLOSE OF POLL

- 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 should be sealed and secured for transportation to the counting/collection centre.
- 1.2 For sealing and securing the voting machine, the power switch in the control unit should first be switched 'OFF' and then the ballot unit(s) and the control unit should be disconnected. The ballot unit(s) and the control unit should now be put back in their respective carrying cases.
- 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 dated signatures and seal on it.
- 1.4 The particulars on the address tag on the control unit and ballot unit shall be the same as mentioned in para 2(1) of chapter III. 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.
- 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 ballot unit(s) and control 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 VII.

CHAPTER XXXII

SEALING OF ELECTION PAPERS

1. Sealing of election papers in packets

- 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-II).
 - 1.2 All the packets so sealed, except the packets containing (1) the account of votes recorded and paper seal (in Form 17C), (ii) the declarations by the Presiding Officer before the commencement of poll, during the poll and after close of poll (Annexure VII), (iii) the Presiding Officer's Diary, (iv) Visit Sheet and the 16-Point Observer's Report should be put in four large packets as explained in paragraph 3 below and sent to the Returning Officer.
 - 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 alongwith the voting machine to the receiving centre.
2. You should allow each contesting candidate or his election agent or his polling agent, who may be present at the polling station, to affix their seals on the envelopes and packets containing the following documents:-
- (i) the marked copy of electoral roll;
 - (ii) the register of voters;
 - (iii) Voter's slips;
 - (iv) the used tendered ballot papers and the list of tendered votes in Form 17B;
 - (v) the unused tendered ballot papers;
 - (vi) the list of challenged votes;
 - (vii) the unused and damaged paper seals, if any;
 - (viii) appointment letters of polling agents; and
 - (ix) any other papers that the Returning Officer has directed to be kept in a sealed packet.

3. Packing of 'statutory covers' and 'non-statutory covers' and election materials:

In order to avoid delay and inconvenience of waiting at the place for depositing sealed voting machine, 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.

- A. The first packet should contain the sealed covers mentioned below and should be superscribed as "STATUTORY COVERS":
- (i) the sealed cover containing the marked copy of the electoral roll;
 - (ii) the sealed cover containing the register of voters;

- (iii) the sealed cover containing voter's slips;
- (iv) the sealed cover containing unused tendered ballot papers;
- (v) the sealed cover containing the used tendered ballot papers and the list in Form 17B.

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.

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

- (i) the cover containing the copy or copies of electoral roll (other than the marked copy);
- (ii) the cover containing the appointment letters of polling agents in Form 10;
- (iii) the cover containing the election duty certificate in Form 12- B;
- (iv) the sealed cover containing the list of challenged votes in Form 14;
- (v) the cover containing the list of blind and infirm electors in Form 14-A and the declarations of the companions;
- (vi) the cover containing the declarations obtained from electors as to their age and the list of such electors - (Annexure-XI);
- (vii) cover containing the receipt book and cash, if any, in respect of challenged votes;
- (ix) cover containing unused and damaged paper seals;
- (x) cover containing unused voter's slips ;
- (xi) cover containing unused and damaged special tags; and
- (xii) cover containing unused and damaged strip seals.

C. The third packet should contain the following items:

- (i) the Handbook for Presiding Officer;
- (ii) Manual of Electronic Voting Machine;
- (iii) indelible ink set (with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation);
- (iv) self-inking pads;
- (v) the metal seal of the Presiding Officer;
- (vi) the arrow cross-mark rubber stamp for marking tendered ballot papers;
- (vii) Cup for setting the indelible ink.

D. All the other items, if any, should be packed into the Fourth packet.

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.

CHAPTER XXXIII

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

1. Preparation of the diary

- 1.1 You should record the proceedings connected with the taking of the poll in the polling station in the diary to be maintained for the purpose. The proforma of diary is reproduced at Annexure XIV. However you will be furnished with a duly serially numbered proforma of the diary and that proforma alone should be used by you.
- 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.
- 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 very seriously viewed by the Commission.

2. Transmission of Voting machine and election papers to the Returning Officer

- 2.1 After the voting machine and all election papers have been sealed and secured by you after the close of poll in the manner explained in Chapters XXXI and XXXIII, 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.
 - 2.2 The voting machine and the election papers should be delivered or caused to be delivered at the collection centre with Zero delay. Any delay in this behalf will be viewed by the Commission with utmost concern and will invite severe disciplinary action against all concerned.
3. You will hand over to the Official-in-charge of the collection centre the following twelve items of election records and materials and obtain a receipt:-
- (i) the control unit and ballot unit(s) of the voting machine duly sealed in their respective carrying cases;
 - (ii) the cover containing the account of votes recorded and paper seal account (Form 17C);
 - (iii) the cover containing the declarations of the Presiding Officer;
 - (iv) the cover containing the Presiding Officer's diary;

- (v) Visit Sheet
- (vi) 16-Point Observer's Report
- (vii) the first packet superscribed "STATUTORY COVERS " (containing 5 covers);
- (viii) the second packet superscribed "NON-STATUTORY COVERS" (containing 11 covers);
- (ix) the third packet containing 7 items of election materials;
- (x) material for voting compartment;
- (xi) lantern, if supplied;
- (xii) waste paper basket;
- (xiii) polythene bag/gunny bag to carry polling materials; and
- (xiv) fourth packet containing all other items, if any. All the above items will be cleared by the receiving official(s) at the collecting centre in your presence and there after you will be relieved.

CHAPTER XXXIV

BRIEF GUIDELINES FOR THE PRESIDING OFFICERS/ POLLING OFFICERS

1. Maintain close relation with members of your polling party. Unless there is team work, your task becomes more difficult.
- 2.1 Ensure that —
 - (a) you have been supplied with the control unit and the requisite number of ballot units of the voting machine and the same are allotted to and meant to be used at your polling station;
 - (b) appropriate ballot paper has been duly affixed and properly aligned on each ballot unit;
 - (c) slide switch on each ballot unit has been set to appropriate position;
 - (d) the candidate set section of the control unit and each ballot unit are duly sealed and address tags are firmly attached to each of them.
- 2.2 Ensure that all the polling materials have been given to you.
- 2.3 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, etc.
- 2.4 Compare marked copies 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'.
- 2.5 See that
 - (i) deletions of names and corrections as per supplement have been incorporated in all copies of electoral roll;
 - (ii) all pages of working copy of roll are serially numbered in manuscript;
 - (iii) printed serial numbers of voters are not corrected in ink and no new number substituted manually.
- 3.1 Arrive at least 2 hours before the hour fixed for the commencement of poll at the Polling Station.
- 3.2 Set up polling station as per model lay out as far as practicable.
- 3.3 Ensure separate entrance and exit for voters at polling station.
4. On the day of Poll, display outside your polling station—

A notice specifying the polling area, copy of the list of contesting candidates.
5. Appoint a Polling Officer locally if any Polling Officer is absent.
6. Start preparation of voting machine including conduct of mock poll at least one hour before the hour fixed for the commencement of poll.
- 7.1 Interlink ballot units and control unit
- 7.2 Put the power switch to 'ON' position in the rear compartment of control unit.

- 7.3 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.
- 7.4 Show to all the polling agents, who are present at the polling station that the voting machine is clear and no vote is already recorded therein.
- 7.5 Conduct a mock poll with the help of Polling Officers/contesting candidates/polling agents to record a few votes for each of the candidates.
- 7.6 Clear the data in the machine after conducting the mock poll and showing the result of such mock poll to all present.
- 8.1 Fix green paper seal(s) in the frame on the door of the inner compartment of result section of control unit.
- 8.2 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.
- 8.3 Put your full signature on the white surface of the green paper seal below the printed serial number.
- 8.4 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.
- 8.5 Seal the door of the inner compartment of result section of control unit with special tag.
- 9.1 Close the outer cover of result section of control unit and seal it. Thereafter attach an address tag thereto firmly.
- 9.2 Secure and seal the Control Unit from outside completely with the strip seal.
- 9.3 Allow the polling agents also to affix their seals on the outer cover of result section of control unit.
- 10.1 Place the ballot unit(s) in the voting compartment. Place the control unit on your table or on the table of Third Polling Officer, whosoever is given the charge of control unit, as the case may be.
- 10.2 The interconnecting cable should be so routed that it does not obstruct the movement for voters inside the polling station and they have not to 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.
- 11.1 Demonstrate to the polling agents present that the marked copy of the electoral roll does not contain any entries other than PB.
- 11.2 Demonstrate also that the Register of Voters (Form 17A) does not contain any entry before hand.
12. Read out the declaration and sign it before the commencement of poll.
- 13.1 Commence the poll at the appointed hour positively.
- 13.2 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.

14. Allow only one polling agent of a contesting candidate inside the polling station at any given time.
15. Ensure free and fair poll.
16. Show due courtesy and regard to the observer appointed by the Commission and furnish all the information required by him. Show same courtesy and regard to the micro-observer present at your polling station.
17. Canvassing within one hundred meters of the polling station is an offence.
18. Smoking inside polling station is prohibited. Be careful that neither you nor your Polling Officers nor anybody else in the polling station including the polling agents smoke inside the polling station.
19. Do not give any special treatment to any VIP or celebrity coming to cast vote.

20.1 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 like EPIC or the alternate document produced by the elector in the 4th i.e. remarks column of the Register alongwith the last four digits of the serial number of such 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 Ballot 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 Ballot unit.

20.3 Duties of Polling Officers at simultaneous election, 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.

- 20.3 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 put their signature/thumb impression on the register of voters.
- 21.1 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.
- 21.2 If the challenge is established, hand over the personator to the police with a complaint in writing.
- 22. In the cases of blind and infirm electors, obtain the required declaration from the companion of such blind and infirm electors. Also maintain record of such voters in Form 14A.
- 23. 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.
- 24.1 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
- 24.2 Do not change any serial number in column 1 of the register because of any elector who decides not to vote.
- 25.1 Allow an elector to vote only by means of tendered ballot paper if he turns up at the polling station after some one 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.
- 25.2 Maintain 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.
- 26.1 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.
- 26.2 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.
- 27.1 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.
- 27.2 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.
- 28.1 Formally announce the close of poll after the last such elector has voted.

- 28.2 Close the voting machine by removing the blue rubber cap covering the 'Close' button and pressing the 'Close' button on the control unit. Replace the blue coloured rubber cap over the 'Close' button after it has been so pressed.
- 29.1 Prepare the account of votes recorded in Form 17C.
- 29.2 Give 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.
- 30.1 After the close of poll, disconnect the ballot unit(s) and control unit.
- 30.2 Put the power switch 'Off' in the rear compartment of control unit.
- 31.1 Keep the control unit and ballot unit(s) in their respective carrying cases.
- 31.2 Seal the carrying cases on both ends, by firmly attaching address tags to each carrying case.
- 31.3 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.
- 32.1 Seal all election papers and materials in separate packets.
- 32.2 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.
- 32.3 Allow all contesting candidates/polling agents to affix their seals on these covers also, if they so desire.
- 33.1 Keep all packets of election papers and materials in four bigger packets.
- 33.2 The first sealed packet superscribed "STATUTORY COVERS" should contain five sealed covers.
- 33.3 The second packet of "NON-STATUTORY COVERS" should contain eleven covers.
- 33.4 The third packet should contain seven items.
- 33.5 All other items should be packed into the fourth packet.
34. 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.
35. Deliver the voting machine, the three packets mentioned in item 34, the 16-Point Observer's Report and Visit Sheet and four bigger packets mentioned in item 33 at the collection centre promptly after the poll, without any delay.
36. 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.

37. If open violence or riot takes place at the polling station, adjourn the poll. Report forthwith full facts to the Returning Officer.
38. If there is booth capturing or any voting machine or election materials like Register of Voters, marked copy of the electoral roll, etc., are unauthorisedly taken away from your custody or damaged or tampered with, close the poll. Report full facts to the Returning Officer forthwith.

ANNEXURE I

[Chapter-I Para 3]

EXTRACTS FROM THE REPRESENTATION OF THE PEOPLE ACT, 1950

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

EXTRACTS FROM THE REPRESENTATION OF THE PEOPLE ACT, 1951

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 the 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 order 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.
- (5) Any reference to a District Election Officer in section 25 and in this section shall, in relation to a constituency in a Union Territory, be construed as a reference to the Returning Officer for that constituency.

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 function.

28-A. 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 agents

(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 station 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 authorised 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 of 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).

58. Fresh poll in the case of destruction, etc., of the ballot boxes

- (1) If at any election—
- (a) any ballot box used at a polling station or at a place fixed for the poll, is unlawfully taken out of the custody of the Presiding Officer or the Returning Officer, or is accidentally or intentionally destroyed or lost or is damaged or tampered with, to such an extent, that the result of the poll at that polling station or place cannot be ascertained; or
 - (aa) any voting machine develops a mechanical failure during the course of the recording of votes; or
 - (b) any such error or irregularity in procedure as is likely to vitiate the poll is committed at a polling station or at a place fixed for the poll, the Returning Officer shall forthwith report the matter to the Election Commission.
- (2) Thereupon, the Election Commission shall, after taking all material circumstances into account, either—
- (a) declare the poll at the polling station or place to be void, appoint a day and fix the hours, for taking a fresh poll at that polling station or place and notify the day so appointed and the hours so fixed in such manner as it may deem fit; or
 - (b) if satisfied that the result of a fresh poll at that polling station or place will not, in way, affect the result of the election or that the mechanical failure of voting machine or the error or irregularity in procedure is not material; issue such directions to the Returning Officer as it may deem proper for the further conduct and completion of the election.
- (3) The provisions of this Act and of any rules or orders made thereunder shall apply to every such fresh poll as they apply to the original poll.

58-A. Adjournment of poll or countermanding of election on the ground of booth capturing.— (1) If at any election,—

- (a) booth capturing has taken place at a polling station or at a place fixed for the poll (hereafter in this section referred to as a place) in such a manner that the result of the poll at that polling station or place cannot be ascertained, or
 - (b) booth capturing takes place in any place for counting of votes in such a manner that the result of the counting at that place cannot be ascertained, the Returning Officer shall forthwith report the matter to the Election Commission.
- (2) The Election Commission shall, on the receipt of a report from the Returning Officer under sub-section (1) and after taking all material circumstances into account, either —

- (a) declare that the poll at that polling station or place be void, appoint a day and fix the hours, for taking fresh poll at that polling station or place and notify the date so appointed and hours so fixed in such manner as it may deem fit; or
- (b) if satisfied that in view of the large number of polling stations or place involved in booth capturing the result of the election is likely to be affected, or that booth capturing had affected counting of votes in such a manner as to affect the result of the election, countermand the election in that constituency.

Explanation:– In this section, “booth capturing” shall have the same meaning as in section 135-A]

59. Manner of voting at election

At every election where a poll is taken votes shall be given by ballot in such manner as may be prescribed, and no votes shall be received by proxy.

60. Special procedure for voting by certain classes of persons

Without prejudice to the generality of the provisions contained in section 59, provision may be made by rules made under this Act for enabling –

- (a) any of the persons as referred to in clause (b) of the sub-section (8) of section 20 of the Representation of the People Act, 1950 (43 of 1950), (hereafter in this section referred to as the 1950-Act) to give his vote either in person or by postal ballot or by proxy, and not in any other manner, at an election in a constituency where poll is taken;
- (b) any of the following persons to give his vote either in person or by postal ballot, and not in any other manner, at an election in a constituency where a poll is taken, namely:-
 - (i) any person as is referred to in clause (c) or clause (d) of sub-section (8) of section 20 of the 1950-Act;
 - (ii) the wife of any such person to whom the provisions of subsection (3) of section 20 of the 1950-Act apply and such wife being ordinarily residing with that person in terms of sub-section (6) of the that section;
- (c) any person belonging to a class of persons notified by the Election Commission in consultation with the Government to give his vote by postal ballot, and not in any other manner, at an election in a constituency where a poll is taken subject to fulfillment of such requirement as may be specified in those rules.
- (d) any person subjected to preventive detention under any law for the time being in force to give his vote by postal ballot, and not in any other manner, at an election in a constituency, where a poll is taken, subject to the fulfillment of such requirements as may be specified in those rules.

61. Special procedure for preventing personation of electors

With a view to preventing personation of electors provision may be made by rules made under this Act—

- (a) for the marking with indelible ink or the thumb or any other finger of every elector who applies for a ballot paper or ballot papers for the purpose of voting at a polling station before delivery of such paper or papers to him ;
- (b) for the production before the Presiding Officer or a Polling Officer of a polling station by every such elector as aforesaid of his identity card before the delivery of a ballot paper or ballot papers to him if under rules made in the behalf under the Representation of the People Act, 1950 (43 of 1950), electors of the constituency in which the polling station is situated have been supplied with identity cards with or without their respective photographs attached thereto; and
- (c) for prohibiting the delivery of any ballot paper to any person for voting at a polling station if at the time such person applies for such paper he has already such a mark on his thumb or any other finger or does not produce on demand his identity card before the Presiding Officer or a Polling Officer of the polling station.

61-A. 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.

- (6) Nothing contained in sub-sections (3) and (4) shall apply to a person who has been authorized 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 of counting of votes at an election shall maintain and aid in maintaining the secrecy of the voting and shall not (except for some purpose authorised by or under any law) communicate to any person any information calculated to violate such secrecy.

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

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

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;
- (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 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 person on duty at the polling station.

(2) Any person who contravenes or willfully 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.

132-A. 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 or 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.

134-A. 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.

134-B. 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 fraudulently takes, or attempts to take, a ballot paper out of a polling station, or willfully 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 police officer, shall be kept by such officer in safe custody.
- (4) An offence punishable under sub-section (1) shall be cognizable.

135-A. 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 year but which may extend to five years and with fine.

Explanation—For the purposes of this sub-section and section 20-B “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 acts 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 person 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 prospect 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 willfully 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 or 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 II

(CHAPTER I Para 3)

EXTRACTS FROM THE CONDUCT OF ELECTIONS RULES, 1961

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 hereinafter 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. Defintions:— 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 (43 of 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. Person entitled to vote by post

The following person 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 12-A 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 12-B;
 - (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.

23. Issue of Ballot Paper

- (1) A postal ballot paper shall be sent by post under certificate of posting to the elector together with ---
 - (a) a declaration in Form 13A;
 - (b) a cover in Form 13B;
 - (c) a large cover addressed to the returning officer in Form 13C; and

(d) instructions for the guidance of the elector in Form 13D;

Provided that the returning officer may, in case of a special voter or a voter on election duty, deliver the ballot paper and Forms, or cause them to be delivered, to such voter personally.

- (2) The Returning Officer shall at the same time—
- (a) record on the counterfoil of the ballot paper the electoral roll number of the elector as entered in the marked copy of the electoral roll;
 - (b) mark the name of the elector in the marked copy of the electoral roll to indicate that a ballot paper has been issued to him, without however recording therein the serial number of the ballot paper issued to that elector; and
- (c) ensure that the elector is not allowed to vote at a polling station.

24. Recording of vote

- (1) An elector who has received a postal ballot paper and desires to vote shall record his vote on the ballot paper in accordance with the directions contained in Part I of Form 13-D and then enclose it in the cover in Form 13-B.
- (2) The elector shall sign the declaration in Form 13-A in the presence of and have the signature attested by, a Stipendiary Magistrate or such other officer specified below, as may be appropriate, to whom he is personally known or to whose satisfaction he has been identified—
- (a) in the case of a service voter, such officer as may be appointed in this behalf by the Commanding Officer of the unit, ship or establishment in which the voter or her husband, as the case may be, is employed or such officer as may be appointed in this behalf by the diplomatic or consular representative of India in the country in which such voter is resident;
 - (b) in the case of a special voter an officer not below the rank of a Deputy Secretary to Government.

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. (l) 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 (hereinafter 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:–

Chapter II

Voting by Electronic Voting Machines

49A. Design of Electronic Voting Machines

Every electronic voting machine (hereinafter referred to as the voting machine) shall have a control unit and a balloting unit and shall be of such designs as may be approved by the Election Commission.

49B. Preparation of voting machine by the Returning Officer :–

- (1) The balloting unit of the voting machine shall contain such particulars and in such language or languages as the Election Commission may specify.
- (2) The names of the candidates shall be arranged on the balloting unit in the same order in which they appear in the list of the contesting candidates.
- (3) If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner.
- (4) Subject to the foregoing provisions of this rule, the returning officer shall–
 - (a) fix the label containing the names and symbol of the contesting candidates in the balloting unit and secure that unit with his seal and the seals of such of the contesting candidates or their Election Agents present as are desirous of affixing the same.
 - (b) set the number of contesting candidates and close the candidate set section in the control unit and secure it with his seal and the seals of

such of the contesting candidates or their election agents present as are desirous of affixing the same.

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 station located in the same premises.

49D. Admission to polling station

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 as elector;
- (f) a person accompanying a blind or infirm elector who cannot move without help; and
- (g) such other persons as the Returning Officer of the Presiding Officer may employ under sub-rule (2) of rule 49G or sub-rule (1) of rule 49-H.

49E. Preparation of voting machine for poll

The control unit and balloting unit of every voting machine used at polling station 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).
 - (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 therefore in the control unit of the voting machine and shall secure and seal the same.
- (5) The seal use 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.

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 of the Presiding Officer may appoint a women 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 electors 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 electors.
- (3) Where the polling station is situated in a constituency electors of which have been supplied with identify cards under the provision of the Registration of Electors Rules 1960 the elector shall produce his identify card before the presiding officer of 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 provisions of rule 49-H 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 to that polling station.

49J. Challenging of Identity

- (1) Any Polling Agent may challenge the identify of a person claiming to be a particular elector by first depositing a sum of two rupees in cash with the Presiding Officer for each such challenge.
- (2) On such deposit being made the Presiding Officer shall–
 - (a) warn 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 vote in Form 14; and
 - (d) require him of 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 identify and require him to answer them on oath; and
- (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 identify 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 cards as required by sub-rule (3) of rule 49-H 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 at one 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 of 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 17-A.
 - (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.
- Provided that no elector shall be allowed to vote unless he has put his signature or thumb impression on the register to voters.
- (2) Notwithstanding anything contained in sub-rule (2) of it shall 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 49-L 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.

- (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 49-L or rule 49-P 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-17-A by the presiding officer under his signature.

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 in 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-17-C 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.
- (2) The control unit and the balloting unit 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 packets.—
 - (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 recommenced 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.

(d) after rule 66, the following shall be inserted, namely:—

66A. Counting of votes where electronic voting machines have been used.—In relation to the counting of votes cast at a polling station where voting machine has been used.

(i) the provisions of rules 50 to 54 and in lieu of rules 55, 56 and 57, the following rules shall respectively apply, namely:—

“55C. Scrutiny and inspection of voting machines”

- (1) The Returning Officer may have the control units of the voting machines used at more than one polling station taken up for scrutiny and inspection and votes recorded in such units counted simultaneously.
- (2) Before the votes recorded in any control unit of a voting machine are counted under sub-rule (1), the candidate or his Election Agent or his Counting Agent present at the counting table shall be allowed to inspect the paper seal and such other vital seals as might have been affixed on the unit and to satisfy themselves that the seals are intact.
- (3) The Returning Officer shall satisfy himself that none of the voting machines has in fact been tampered with.
- (4) If the Returning Officer is satisfied that any voting machine has in fact been tampered with he shall not count the votes recorded in that machine and shall follow the procedure laid down in section 58, or section 58A or section 64A as may be applicable in respect of the polling or stations where that machine was used.

56C. Counting of votes

- (1) After the Returning Officer is satisfied that a voting machine has in fact not been tampered with he shall have the votes recorded therein counted by pressing the appropriate button marked “Result I” provided in the control unit whereby the total votes polled and votes polled by each candidate shall be displayed in respect of each such candidate on the display panel provided for the purpose in the unit.
- (2) As the votes polled by each candidate are displayed on the control unit, the Returning Officer shall have:—

- (a) the number of such votes recorded separately in respect of each candidate in Part-II of Form-17C.
- (b) Part-II of Form-17C completed in other respects and signed by the counting supervisor and also by the candidates or their election agents or their counting agents present; and
- (c) corresponding entries made in a result sheet in Form-20 and the particulars so entered in the result sheet announced.

57C. Sealing of voting machines

- (1) After the result of voting recorded in a control unit has been ascertained candidate-wise and entered in Part II of Form 17C and Form 20 under rule 56C, the Returning Officer shall reseal the unit with his seal and the seals of such of the candidates or their election agents present who may desire to affix their seals thereon so however that the result of voting recorded in the unit is not obliterated and the unit retains the memory of such result.
- (2) The control unit so sealed shall be kept in specially prepared boxes on which the Returning Officer shall record the following particulars, namely—
 - (a) the name of the constituency;
 - (b) the particulars of polling station or stations where the control unit has been used;
 - (c) serial number of the control unit;
 - (d) date of poll; and
 - (e) date of counting;
 - (ii) the provisions of rules 60 to 66 shall, so far as may be apply in relation to voting by voting machines and any reference in those rules to,—
 - (a) ballot paper shall be construed as including a reference to such voting machine;
 - (b) any rule shall be construed as a reference to the corresponding rule in Chapter II of Part IV or, as the case may be to rule 55C or 56C or 57C.
 - (c) in rule 92 of the principal rules—
 - (i) after sub-rule (1) the following sub-rule shall be inserted namely:—
 - “(1A) All voting machines used at an election shall be kept in the custody of the concerned District Election Officer”;
 - (ii) in sub-rule (2) after clause (d) the following clause shall be inserted namely:—
 - “(dd) the packets containing registers of voters in Form-17A”;
 - (f) in rule 93 of the principal rules.—
 - (i) in sub-rule (1), after clause (d) the following clause shall be inserted namely:—
 - “(dd) the packets containing registers of voters in Form 17-A”.
 - (ii) after sub-rule (1), the following sub-rule shall be inserted namely:—
 - “(1A) The control units sealed under the provisions of rule 57C and kept in the custody of the District Election Officer shall not be opened and shall not be

inspected by or produced before any person or authority except under the orders of a competent court.”

(g) in rule 94 of the principal rules, after clause (a) the following clause shall be inserted, namely:–

“(aa) the voting machines kept in the custody of the District Election Officer under sub-rule (1A) of rule 92 shall be retained intact for such period as the Election Commission may direct and shall not be used at any subsequent election without the previous approval of the Election Commission”;

(h) after rule 94A, the following rule shall be inserted, namely:–

Power of the Election Commission to issue directions.–

“95. Subject to the other provisions of these rules, the Election Commission may issue such directions as it may consider necessary to facilitate the proper use and operation of the voting machines.”

(i) after Form 17, the following Forms shall be inserted, namely:–

FORM-17A
(See Rule 49L)
REGISTER OF VOTERS

Election to the House of the People/Legislative Assembly of the State/Union Territory from Constituency No. and Name of Polling Station..... Part No. of Electoral Roll

Sl. No.	Sl. No. of elector in the electoral roll	Signature/Thumb impression of elector	Remarks
1.			
2.			
3.			
4. etc.			

Signature of the Presiding Officer

FORM-17B
(See Rule 49P)
LIST OF TENDERED VOTES

Election to the House of the People/Legislative Assembly of the State/Union TerritoryfromConstituency. No. and Name of Part No. of Electoral Roll Polling station.....

Sl. No.	Name of elector	Sl.No. of elector in electoral roll	Sl.No. in Register of voters (Form 17A) of the person who has already voted	Signature/Thumb impression of elector

in place of elector

-
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
-

Date :

Signature of the Presiding Officer

FORM-17C
[See Rule 49S and 56C (2)]
PART I-ACCOUNT OF VOTES RECORDED

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

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

“Identification No. of VotingMachine used at the Polling Station :
balloting unit
control unit

1. Total No. of electors assigned to the polling station.
2. Total No. of voters as entered in the Register for Voters (Form 17A)
3. No. of voters deciding not to record votes under rule 49-O
4. No. of voters not allowed to vote under rule 49M.
5. Total No. of votes recorded as per voting machine.
6. Whether the total No. of votes as shown against item 5 tallies with the total No. of voters as shown against item 2 minus Nos. of voters deciding not to record votes as against item 3 minus No. of Voters as against item 4 (2-3-4) or any discrepancy noticed.
7. No. of voters to whom tendered ballot papers were issued under rule 49P.
8. No. of tendered ballot papers.

Sl. No.

From to

- (a) received for use
- (b) issued to electors
- (c) not used and returned

9. Account of papers seals

Sl. Nos.

From To
1. Serial Numbers of paper seals supplied

Signature of Polling Agents
1.

- From..... to..... 2.....
2. Total numbers supplied..... 3.....
3. Number of papers seals used..... 4.....
4. Number of unused paper seals returned
to Returning Officer (Deduct item 3
from item 2) 5.....
5. Serial number of damaged paper seals if any 6.....

Date :
Place :

Signature of Presiding Officer
Polling Station No.

PART II - RESULT OF COUNTING

Sl. No.	Name of Candidate	No of Votes recorded
1.		
2.		
3.		
4.		
5.		
6.		

Total

Whether the total Nos. of votes shown above tallies with the total No. of votes shown against item 5 of Part 1 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.	
8.	

Place :.....
Date :.....

“Signature of Returning Officer”

ANNEXURE III
(Chapter I Para-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 voting machine. 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 Electronic Voting Machine;
- (c) Letter of the Returning Officer to Presiding Officers giving important instructions.

- 1.3. Familiarise yourself with the item of polling material given in Annexure V.

- 1.4. Study carefully the manner and the method in which the control unit and balloting units are inter-linked and de-linked and the control unit closed and sealed.

- 1.5. Read carefully the different forms, statutory and non-statutory, as given in the Annexure.
- 1.6. Read very carefully the relevant sections of the Representation of the People Act, 1950 and 1951, given in Annexure I and relevant rules under the Conduct of Elections Rules, 1961, given in Annexure II. 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) given to you pertain to your polling station.
 - (b) The 'Cand 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) have 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 switch has been set to the appropriate position in each balloting unit.
 - (g) All the items of polling materials mentioned in Annexure V have been supplied in required quantity;
 - (h) Check up the serial numbers of paper seals;
 - (i) Check up the electoral roll to ensure that:-
 - (i) the copies of the supplements are given,
 - (ii) the part number of the roll and the supplement is correctly given,
 - (iii) page numbers in the working copies of the roll are given serially,
 - (iv) the printed serial numbers of voters are not corrected and no new numbers are substituted for them,
 - (v) 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 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.
 - (k) Check up 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 up 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) If you are not sure that you will be able to reach you polling station in time on the day of poll, 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) the voting compartment for voters to record their votes is well lighted;
 - (iv) a notice showing the polling area and details about voters is prominently displayed;
 - (v) 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 and the polling materials entrusted to you should remain in your custody throughout, till the poll is completed and the voting machine 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 and polling materials from the moment you arrive there. The voting machine 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 75 minutes before the hour fixed for starting the 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 XVI.
- 3.3. Make arrangements to appoint a Polling Officer if one 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 and clear the data of mock poll in the voting machine before sealing the control unit.

- 3.6. Fix the green paper seal and close and seal the result section of the control unit.
- 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 XVIII),
 - (b) Voting by minors (Chapter XVIII),
 - (c) Voting by blind or infirm voters (Chapter XXII),
 - (d) Voters deciding not to vote (Chapter XXIII),
 - (e) Tendered votes (Chapter XXVII),
 - (f) Breach of secrecy of voting (Chapter XXI),
 - (g) Disorderly conduct at the booth and removal of disorderly persons (Chapter XVII),
 - (h) Adjournment of poll because of riot or any other cause (Chapter XXVIII).
- 4.3. Collect statistical information for compilation of item 18 of your diary regarding polling every two hours.
- 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 as per the instructions given in Chapter XXIX and XXXI.
- 5.2. Ascertain the number of female voters who have voted.
- 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 XXX. 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 XXXII.
- 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 and sealed packet of election papers. It is your

personal responsibility to deliver the voting machine and other packets at the collection centre intact and obtain a receipt. Note that you have to hand over eight different items, viz,

1. Voting machines;
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 Dairy;
5. Cover containing Visit Sheet,
6. First packet superscribed 'statutory covers' containing five covers;
7. Second packet superscribed 'non-statutory covers', containing nine covers;
8. Third packet containing seven items of election material and
9. Fourth packet containing all other items, if any.

ANNEXURE IV
(CHAPTER I, PARA 6)
CHECK MEMO FOR PRESIDING OFFICERS

ITEM	ACTION OF BE TAKEN	REMARKS
1.	Obtaining and keeping in possession all relevant instructions from the Returning Officer.	Whether obtained and kept?
2.	Familiarisation with the other members of the polling party and maintenance of close relationship with them.	Whether done?
3.	Collection of election material	Whether ensured that all the election materials and that too in sufficient quantities and numbers have been collected?
4.	Checking up of balloting unit & control unit of the voting machine, marked copies of the electoral roll, arrow cross mark rubber stamp, green paper seals, register of voter's, voter's 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 numbers of electors assigned and also a copy of the list of contesting candidates;	Whether displayed?
7.	Inter-linking of control unit and balloting units and switching on the battery.	Whether done?
8.	Conducting mock control	Whether Conducted?
9.	Fixing green paper seal on result compartment of control unit	Whether done?
10.	Sealing the result section of the control unit.	Whether done?
11.	Declaration to be made at the commencement of the poll.	Whether made?
12.	Reading out the provisions of the Sec. 128 of 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 not the serial numbers of balloting unit and control unit and green paper seal.	Whether allowed?
14.	Marking of indelible ink on left fore-finger and obtaining the signature/thumb impression on the Registers of Voters (Form 17A)	Whether being 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 hour | Whether Done? |
| 19. | Supply of account of votes recorded in Form 17C copies given to all the polling agents? | Whether attested |
| 20. | Declaration to be made at the close of poll | Whether made? |
| 21. | Sealing of voting machine and election papers | Where done according to instructions? |

ANNEXURE V

(CHAPTER III, Para I)

List of polling materials for a polling station where Electronic Voting Machine is used.

1	Control Unit	1
2	Balloting Unit(s)	1 (Depending upon the Nos. of Candidates)
3	Register of voters (Form 17A)	1 Book
4	Voter's Slip	1600
5	Working Copies of Electoral Rolls	3
6	C.S.V., if any	3
7	Ballot Papers (for tendered votes)	20
8	Indelible Ink	2 Phial of 10 C.C. each
9	Address Tag for Control Unit	5
10	Address Tag for Balloting Unit	4
11	Special Tag	3
12	Green Paper Seals for EVM	4
13	Strip Seal	3
14	Rubber Stamp Arrow Cross Mark	1
15	Stamp Pad (Purple)	1
16	Metal Seal for Presiding Officer	1
17	Match Box	1
18	Presiding Officer's Diary	1
19	Distinguishing Mark Rubber Stamp	1

20	FORMS	
	1. List of Contesting Candidates	1
	2. List of Challenged Votes (Form-14)	2
	3. List of Blind and Infirm Voters (Form-14A)	2
	4. List of Tendered Votes (Form-17B)	2
	5. Accounts of votes Recorded (Form-17C)	10
	6. Record of paper seals used	2
	7. Receipt Book for deposit of challenged votes fee	1 Book
	8. Letter to S.SH.O.	4
	9. Declaration by the Presiding Officer before the Commencement of Poll and at the end of poll (Part I to IV)	2
	10. Declaration by Elector about his age	2
	11. List of Electors who voted after giving	4

declaration/refused to give declaration	
12. Declaration by the companion of blind and inform voter	10
13. Passes for Polling Agents	10
14. Visit Sheet	2
15. Format for Presiding Officer's Additional 16-Point Report to be submitted to Constituency Observer/Returning Officer	2

21 **ENVELOPS**

1. For smaller envelopes (Statutory Covers)(SE-8)	1
2. For marked copy of electoral rolls (SE-8)	1
3. For other copies of electoral rolls (SE-8)	1
4. For Tendered Ballot Paper and Tendered Voters List	1
5. For Declaration by the Presiding Officer before commencement of the poll and at the end of the poll (SE-7)	1
6. For account of votes recorded (Form 17C) (SE-5)	1
7. For list of challenged votes (SE-5)	1
8. For unused and spoiled paper seals (SE-5)	1
9. For appointment letters of Polling Agents (SE-6}	1
10. For list of blind and infirm voters (SE-5)	1
11. For Presiding Officer's Diary's report (SE-6)	1
12. For Election Duty Certificate (SE-5)	1
13. For Receipt Book and Cash forfeited (SE-6)	1
14. For declaration of comparisons (SE-5)	1
15. For smaller envelopes (others) (SE-7)	1
16. For Register of Voters containing signatures of voters (Form 17A) (SE-8)	1
17. For other relevant papers (SE-5)	1
18. For smaller envelopes (SE-8)	1
19. Cover for Presiding Officer's brief record under rule 40 (SE-6)	1
20. Plain envelopes (SE-7)-2 (SE-8)-3	5
21. For unused ballot papers (SE-7)	5
22. For any other paper that the R.O. has decided to keep in the sealed cover	1
23. Cover for unused and damaged special tag (SE-7)	1
24. Cover for unused and damaged strip seal (SE-7)	1

(Wherever the envelopes are smaller in size the packing paper may be used and where the relevant printed envelope is not available plain envelope can be used and purpose may be indicated with red ink)

21 **SIGN BOARDS**

- (a) Presiding Officer
- (b) Polling Officer
- (c) Entry
- (d) Exit
- (e) Polling Agent
- (f) Miscellaneous Notice specifying area etc. as required by Rule 30(1)(a)

22 **STATIONERY**

1. Ordinary pencil	1
2. Ball Pen	3 Blue + 1 Red
3. Blank Paper	8 sheets
4. Pins	25 pieces
5. Sealing Wax	6 Sticks
6. Material for Voting Compartment	2 + 2 = 4
7. Gum paste	1 bottle
8. Blade	1
9. Candles	4 sticks
10. Thin Twine Thread	20 mtrs.
11. Metal rule	1
12. Carbon Paper	3
13. Cloth or Rag for removing oil etc.	3
14. Packing paper	2 sheets
15. Cup/Empty tin/Plastic Box for holding indelible ink bottle	1
16. Drawing pins	24 pieces
17. Check list	2
18. Rubber Bands	20 pieces
19. Cello Tape	1

Lists of material to be returned by the Presiding Officer to the Sector Officer separately who in turn will deposit them in store at the office of the Chief Electoral Officer/District Election Officer –

- 1. Arrow Cross Mark Rubber Stamp
- 2. Metal Seal of Presiding Officer'
- 3. Stationery bag containing
 - (i) Self inking pad

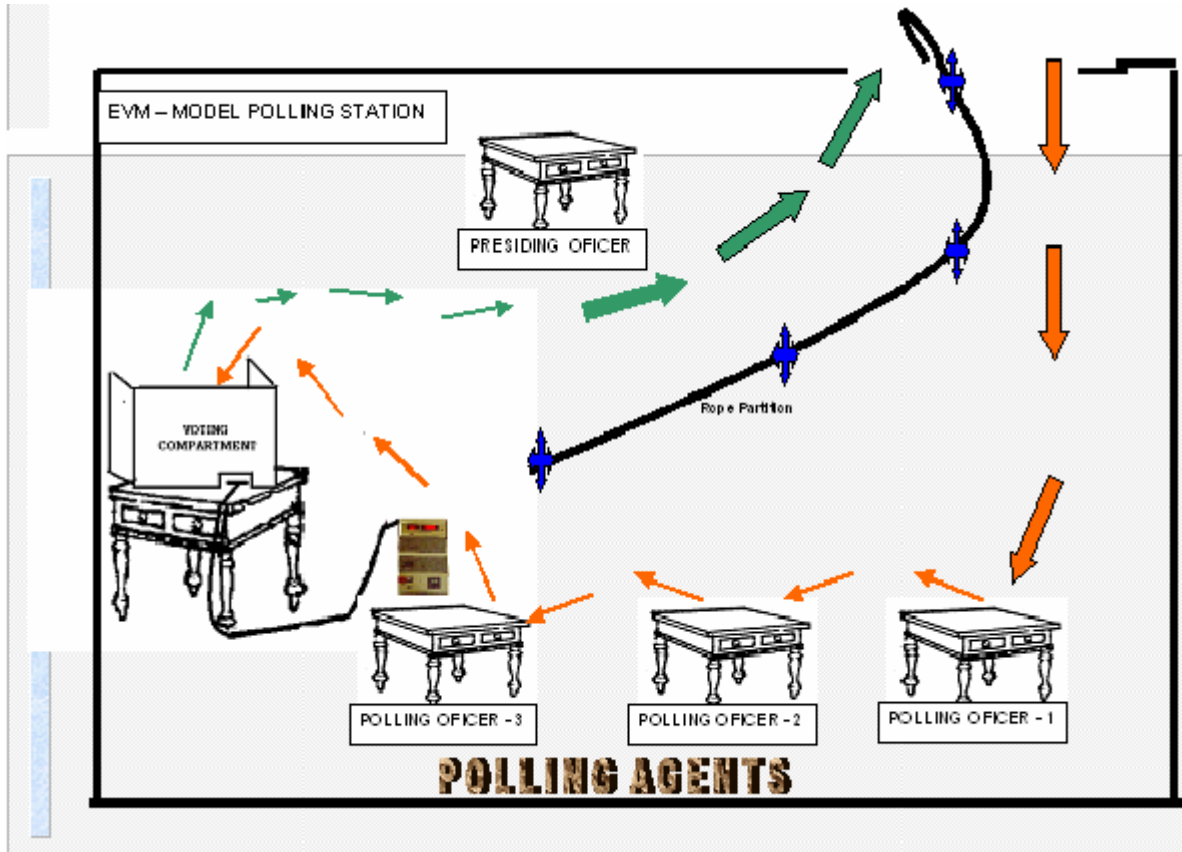
- (ii) Material for voting compartment
 - (iii) Metal Rule
 - (iv) Plastic box for holding indelible ink
 - (v) All other unused items.
-

ANNEXURE VI

(CHAPTER VI, Para 5)

MODEL POLLING STATION FOR ELECTRONIC VOTING MACHINE

LAYOUT OF POLLING STATION FOR SINGLE ELECTION

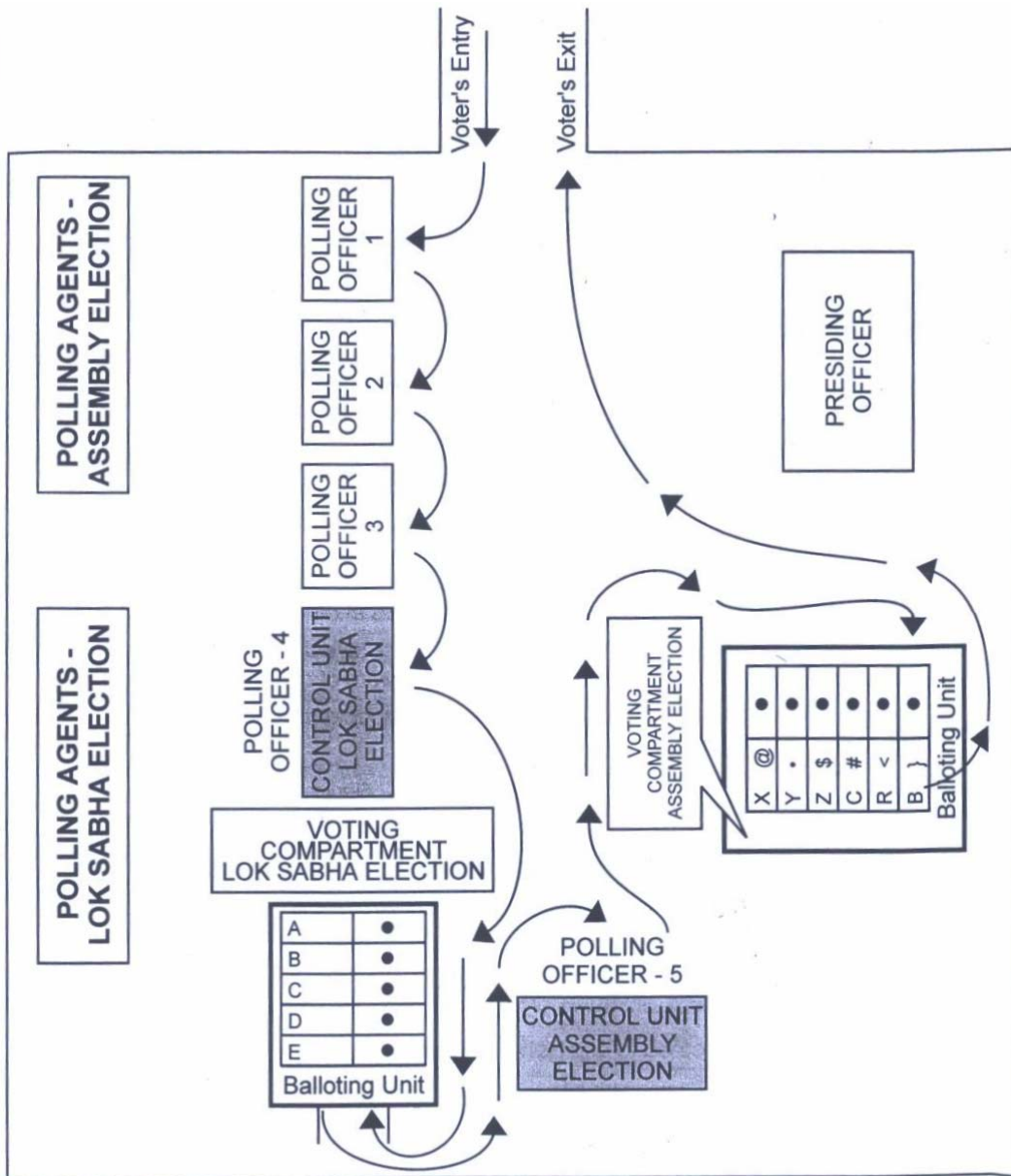


Note :- The cable connected to the balloting unit should come out of the voting compartment through an opening on the back side and through this opening the Presiding Officer or the third Polling Officer, who is in-charge of the control unit, as the case may be, should be able to see the full length of the cable right upto its joint with the balloting unit from his seat so that no elector will be able to tamper with the cable from inside the voting compartment without being detected by the Presiding Officer or the third Polling Officer, as the case may be,. However, this opening in the voting compartment should not be so big as to reveal any portion at the top of the balloting unit.

ANNEXURE VIA
(CHAPTER VI, Para 5)

MODEL POLLING STATION FOR ELECTRONIC VOTING MACHINE

LAYOUT OF POLLING STATION FOR SIMULTANEOUS ELECTION



ANNEXURE VII

(CHAPTER XVI, Para 1 & 2)

DECLARATION BY THE PRESIDING OFFICER

PART-I

Declaration by the Presiding Officer before the commencement of the poll
Election from Parliamentary/Assembly Constituency
Serial No. and name of polling station.....
Date of Poll.....

I hereby declare :

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

Signature

Signature of polling agents:

Presiding Officer

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

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

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

Signature.....

Date.....

Presiding Officer

PART II

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

Election Parliamentary/Assembly Constituency

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

Date of poll

I hereby declare :

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

Signature

Signature of polling agents:

Presiding Officer

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

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

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

Signature.....

Date.....

Presiding Officer

PART III
DECLARATION AT THE END OF POLL

I have furnished to the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in 'Part-I-Account of Votes Recorded' of Form 17C as required under rule 49-S (2) of the Conduct of Elections Rules, 1961.

Date.....
Time.....

Signature.....
Presiding Officer

Received an attested copy of the entries in the accounts of votes recorded (Part I of Form 17C)

Signature of polling agents :

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

The following polling agents who were present at the close of the poll declined to receive an attested copy of Part I of Form 17C and to give a receipt therefor and so an attested copy of that Form was not supplied to them.

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

Date
Time.....

Signature
Presiding Officer

PART IV
DECLARATION AFTER THE SEALING OF THE VOTING MACHINE

I have affixed my seals, and I have allowed the polling agents who were present at the polling station at the close of poll to affix their seals, on the carrying cases of the control unit and balloting units of the voting machine.

Date.....

Time.....

Signature.....*T*
Presiding Officer

The following polling agents have affixed their seals.

Signature of polling agents :

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

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

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

Date

Signature

Presiding Officer

ANNEXURE VIII
(CHAPTER XVIII Para 4)

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

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

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

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

Sir,

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

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

Yours faithfully,

Signature,
Presiding Officer

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

Signature,
Presiding Officer

RECEIPT

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

Signature

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

ANNEXURE X

(CHAPTER XVIII, Para 10.2)

FORM OF DECLARATION BY ELECTOR ABOUT AGE

I hereby solemnly declare and affirm that my age was more than 18 years on the first date of January, 200..., i.e. the qualifying date with reference to which the existing electoral roll of the constituency was prepared/revised.

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

Signature/Thumb impression of the Elector

.....

.....

Father/Mother/Husband's

Name.....

.....

.....

Part number of elector roll.

Dated.....

Serial number of elector.....

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

Signature of the Presiding Officer

.....

.

Number and name of polling station

Dated.....

.....

ANNEXURE XI
(CHAPTER XVIII, Para 10.3)

Election to form..... (name of Constituency)
No. and Name of Polling Station

Part I

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

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

Part II

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

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

Dated.....
Officer

Signature of Presiding

ANNEXURE XII
(CHAPTER XXII, Para 1.3)
**DECLARATION BY THE COMPANAION OF
BLIND OR INFIRM ELECTOR**

.....Assembly
Constituency (comprised within..... Parliamentary
Constituency)

Sl. No. and Name of Polling Station

I, son ofaged.....
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.

(This is an example)

**ANNEXURE XIII
(CHAPTER XXX, Para 1.4)
Form 17C**

[See Rules 19S and 56C (2)]

PART I-ACCOUNT OF VOTES RECORDED

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

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

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

Serial Nos.

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

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

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

Signatures of Polling Agents

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

Date.....

Place

Signature of the Presiding Officer
Polling Station No.

PART II-RESULT OF COUNTING

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

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

Date.....

Place

Signature of the Counting Supervisor
Full Signature

Name of Candidate/election agent/counting agent

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

Date.....

Place

Signature of the Returning Officer

ANNEXURE XIV
(CHAPTER XXXIII, Para 1)
PRESIDING OFFICER'S DIARY

1. Name of the constituency (in block letters):
2. Date of poll :
3. Number 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 for such appointment :
6. 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. of balloting units used :
7.
 - (i) Number of paper seals used :
 - (ii) Sl. 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:
8. Number of polling agents and the number who arrived late :
9. Number of candidates who had appointed polling agents at the polling stations:
10.
 - (i) Total no. of voters assigned to the polling station:
 - (ii) Number of electors allowed to vote according to marked copy of the electoral roll:

- (iii) Number of electors who actually voted as per the Register of Voters (Form 17-C).
(iv) Number of votes recorded as per the voting machine:

Signature of first Polling Officer

Signature of Polling Officer
in-charge of Register of Voters

11. Number of electors who voted-
Men.....
Women
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) :
14. Number of electors who voted with the help of companions :
15. Number of votes 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-
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.
20. Number of slips issued at the closing hour of the poll :
21. Electoral offences with details :
Number of cases of-
(a) canvassing within one hundred metres of the polling station :
(b) impersonation of voters :
(c) fraudulent defacing, destroying or removal of the list of notice or other document at the polling station.

- (d) bribing of voters :
- (e) intimidation of voters and other 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 poll as necessary :

Place :

Date :

Presiding Officer

This diary should be forwarded to the Returning Officer along with the voting machine,. Visit Sheet, 14-Point Observer's Report and other sealed papers.

ANNEXURE XV
(CHAPTER IX, Para 10)

FORMAT FOR PRESIDING OFFICER'S ADDITIONAL REPORT TO BE SUBMITTED TO CONSTITUENCY OBSERVER/R.O

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 sealed 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 5 PM by receiving the token at the end of polling hours
16	Whether any significant incident took place during the poll? Y/N

(This is only an example)

ANNEXURE XVII

Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No of -- Assembly Constituency (or the ---Assembly segment under ----- Parliamentary Constituency) conducted the mock poll at ---- AM today, the poll day i.e ----- following the instructions issued by the Election Commission of India.

A total of ----- votes were polled in the mock poll and after the mock poll I have carefully cleared the memory and the total votes polled showed '0' after clearing the memory.

- A. At the time of mock poll the following of polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.
- B. At the time of mock poll the agent of only one contesting candidate was present. After waiting for ten more minutes I conducted the mock poll along with other polling staff at ----- I have mentioned the name of the agent present at the time of mock poll including the name of the candidate whom he represented.

(In case, no agent was present it shall be mentioned “ No Polling agent was present at the time of mock poll)

Name of the agent

Name of the Candidate

Signature of the agent

Date:

Time:























Signature
Name & of the P.O

ANNEXURE XVIII
Sample of Photo Electoral Roll

ELECTORAL ROLL, 2006
State - Mizoram

No., Name and Reservation Status of Assembly Constituency: 25 - LOKICHERRA(ST)		Paart No...:1		
No., Name and Reservation Status of Parliamentary Constituency in which the Assembly Constituency is located : 1 - MIZORAM(ST)				
1. DETAILS OF REVISION				
Year of Revision : 2006 Qualifying Date : 01.01.2006 Type of Revision : Special Summary Date of Publication : 20.10.2005		Roll Identification: Basic Roll of Intensive Revision, 2005 integrated with all supplements preceding Special Summary Revision, 2006		
2. DETAILS OF PART AND POLLING AREA				
No. & name of sections in the part :				
1 KANHMUN 2 LUIMAWI 3 KANHMUN-KASKAU (BRUS TRANSIT CAMP) 4 KANHMUN-NAISINGPARA (BRUS TRANSIT CAMP)				
Main Village/Town : KANHMUN RD BLOCK : ZAWLNUAM Police Police Station : KANHMUN Sub-Division : KAWRTHAH District : MAMIT PIN Code : 796471				
3. POLLING STATION DETAILS				
No. and Name of polling station : 1 - KANHMUN		Type of Polling Station (Male/Female/General)	GENERAL	
Address of polling station : GOVT. PRIMARY SCHOOL KANHMUN		Number of Auxiliary Polling Stations in this Part:	1	
4. NUMBER OF ELECTORS				
Starting Sl. No.	Ending Sl. No.	Net Electors		
		Male	Female	Total
1	1030	502	528	1030





















1 EPIC No: HJC0023143 Name: RAMZAUVA Father's Name: NEIHALHA (L) House No: 1 Age: 52 Sex: Male 	2 EPIC No: HJC0022582 Name: L.RINMAWII Husband's Name: RAMZAUVA House No: 1 Age: 49 Sex: Female 	3 EPIC No: HJC0001305 Name: REBEKI Father's Name: RAMZAUVA House No: 1 Age: 25 Sex: Female 
4 EPIC No: HJC0003145 Name: LALSANGZUALI Father's Name: RAMZAUVA House No: 1 Age: 23 Sex: Female 	5 EPIC No: HJC0003210 Name: VANLALFAKA Father's Name: RAMZAUVA House No: 1 Age: 20 Sex: Male 	6 EPIC No: HJC0001743 Name: LALTHANNGURI Husband's Name: LALAWTA(L) House No: 2 Age: 69 Sex: Female 
7 EPIC No: HJC0023226 Name: LALCHHINGPUII Father's Name: LALAWTA(L) House No: 2 Age: 49 Sex: Female 	8 EPIC No: HJC0002998 Name: HMINGCHUNGUNGA Father's Name: LALLAWTA (L) House No: 2 Age: 43 Sex: Male 	9 EPIC No: HJC0023234 Name: Darthanmawii Father's Name: Lallawta (L) House No: 2 Age: 39 Sex: Female 
10 EPIC No: HJC0023671 Name: Lalrotlinga Father's Name: Lallawta (L) House No: 2 Age: 24 Sex: Male 	11 EPIC No: Lallawthanga Mother's Name: Velchhingi House No: 2 Age: 29 Sex: Male 	12 EPIC No: HJC0019422 Name: Thangluri Husband's Name: Zosanglura (L) House No: 3 Age: 46 Sex: Female 
13 EPIC No: Zonunkimi Chhange Name: Zosanglura (L) House No: 3 Age: 19 Sex: Female 	14 EPIC No: HJC0001727 Name: Banthanga Father's Name: Chawla (L) House No: 4 Age: 86 Sex: Male 	15 EPIC No: HJC0001735 Name: Lalzami Husband's Name: Banthanga House No: 4 Age: 76 Sex: Female 
16 EPIC No: HJC0001933 Name: Lalduhawma Father's Name: Banthanga House No: 4 Age: 45 Sex: Male 	17 EPIC No: HJC0023564 Name: Daniiala Father's Name: Banthanga House No: 4 Age: 30 Sex: Male 	18 EPIC No: HJC0022673 Name: Lalnunmawia Father's Name: Huama House No: 5 Age: 39 Sex: Male 
19 EPIC No: HJC0022574 Name: Hmangaihpari Husband's Name: Lalnunmawia House No: 5 Age: 35 Sex: Female 	#20 EPIC No: HJC0003228 Name: Ramzauva Father's Name: Banthanga House No: 6 Age: 39 Sex: Male 	#21 EPIC No: HJC0003129 Name: Fakzuali Husband's Name: Ramzauva House No: 6 Age: 37 Sex: Female 
22 EPIC No: HJC0019471 Name: Lalsangluaia Father's Name: Khupnata (L) House No: 7 Age: 86 Sex: Male 	23 EPIC No: HJC0022632 Name: Sapmawia Father's Name: Lalsangluaia House No: 7 Age: 46 Sex: Male 	24 EPIC No: HJC0024042 Name: Ramhmingthangi Husband's Name: Sapmawia House No: 7 Age: 41 Sex: Female 
25 EPIC No: HJC0004119 Name: Chuauthanpari Husband's Name: Laltanpuia Ralte House No: 7 Age: 23 Sex: Female 	26 EPIC No: Laltiakiiki Name: Sapmawia Father's Name: Sapmawia House No: 7 Age: 19 Sex: Female 	27 EPIC No: Laltanpuia Ralte Name: Lallianthanga Father's Name: Lallianthanga House No: 7 Age: 31 Sex: Male 
28 EPIC No: HJC0000182 Name: Panawra Father's Name: Thata (L) House No: 8 Age: 74 Sex: Male 	#29 EPIC No: HJC0003657 Name: Zothanpuii Husband's Name: L.Rama House No: 8 Age: 31 Sex: Female 	30 EPIC No: HJC0019364 Name: Lalnunna Pachuau Father's Name: L.Sangluaia House No: 9 Age: 44 Sex: Male 








31	EPIC No: HJC0019356 Name: Romawii Jongte Husband's Name: Lahnuna House No: 9 Age: 43 Sex: Female		32	EPIC No: HJC0045518 Name: Lalhminghanga Father's Name: Lalnema (L) House No: 10 Age: 56 Sex: Male		33	EPIC No: Name: Ngurtinchhing Husband's Name: Lalhminghanga House No: 10 Age: 52 Sex: Female	
34	EPIC No: HJC0022566 Name: Hrangthanzami Father's Name: Lalhminghanga House No: 10 Age: 24 Sex: Female		35	EPIC No: HJC0022731 Name: Lalrothuami Father's Name: Lalhminghang House No: 10 Age: 22 Sex: Female		36	EPIC No: Name: Lalfakmawia Father's Name: Lalhminghanga House No: 10 Age: 20 Sex: Male	
#37	EPIC No: HJC0001180 Name: Thuampuii Husband's Name: Kapthianga (L) House No: 11 Age: 55 Sex: Female		38	EPIC No: HJC0023275 Name: Laltandiki Father's Name: Kapthianga (L) House No: 11 Age: 34 Sex: Female		39	EPIC No: HJC0004234 Name: Lalzikpuii Father's Name: Kapthianga (L) House No: 11 Age: 31 Sex: Female	
40	EPIC No: HJC0001206 Name: Lalnunchhungi Father's Name: Kapthianga (L) House No: 11 Age: 29 Sex: Female		41	EPIC No: HJC0004358 Name: Lalremmawia Father's Name: Kapthianga (L) House No: 11 Age: 27 Sex: Male		42	EPIC No: HJC0024026 Name: Lalthakima Father's Name: Kapthianga (L) House No: 11 Age: 21 Sex: Male	
43	EPIC No: HJC0026666 Name: Lalrinsanga Father's Name: Kapthianga (L) House No: 11 Age: 23 Sex: Male		44	EPIC No: HJC0022913 Name: Lalthanmawia Father's Name: Kapthianga (L) House No: 11 Age: 25 Sex: Male		45	EPIC No: HJC0004242 Name: Vanlalchhuangi Husband's Name: Lalremmawia House No: 11 Age: 22 Sex: Female	
46	EPIC No: HJC0000067 Name: R.Lalnunthanga Father's Name: Tlanchnuaha House No: 12 Age: 43 Sex: Male		47	EPIC No: HJC0002253 Name: Rothangpuii Husband's Name: R.Lalnunthanga House No: 12 Age: 39 Sex: Female		48	EPIC No: HJC0024182 Name: Zonunthanga Father's Name: Rova House No: 13 Age: 37 Sex: Male	
#49	EPIC No: HJC0000729 Name: Sairengpuii Husband's Name: Zonunthanga House No: 13 Age: 38 Sex: Female		50	EPIC No: Name: Lalnunpua Father's Name: Zonunthanga House No: 13 Age: 19 Sex: Male		51	EPIC No: HJC0022939 Name: Biakchungnunga Father's Name: L.Rohnuna House No: 14 Age: 34 Sex: Male	
52	EPIC No: HJC0000984 Name: Lalremliani Husband's Name: Biakchungnunga House No: 14 Age: 29 Sex: Female		53	EPIC No: HJC0023259 Name: Lalhuaki Husband's Name: Chawngghunga (L) House No: 15 Age: 67 Sex: Female		54	EPIC No: HJC0023986 Name: L.Nunsanga Father's Name: Chawngghunga (L) House No: 15 Age: 45 Sex: Male	
55	EPIC No: HJC0023416 Name: Zolawmi Husband's Name: L.Nunsanga House No: 15 Age: 33 Sex: Female		56	EPIC No: HJC0023499 Name: Lalnunhlimi Father's Name: Chawngghunga (L) House No: 15 Age: 31 Sex: Female		57	EPIC No: Name: Laltanpari Father's Name: Chawngghunga (L) House No: 15 Age: 34 Sex: Female	
58	EPIC No: HJC0045583 Name: Zodinthari Husband's Name: Zosiama House No: 16 Age: 38 Sex: Female		59	EPIC No: Name: Rokungi Husband's Name: Lalbuka (L) House No: 17 Age: 79 Sex: Female		60	EPIC No: HJC0004341 Name: Lalmuchhuaka Father's Name: Lalbuka (L) House No: 17 Age: 40 Sex: Male	





















N.B. :- Age as on 01.01.2006

- Corrected as per Supplement

Page No. 3 of 44

61 EPIC No: HJC0001248 Name: Lalhmingmawii Husband's Name: Lalmuchhuaka House No: 17 Age: 40 Sex: Female 	62 EPIC No: Name: Zonuntlinga Father's Name: Lalmuchhuaka House No: 17 Age: 19 Sex: Male	63 EPIC No: HJC0023622 Name: Lalnunpari Husband's Name: Lalchhandama (L) House No: 18 Age: 37 Sex: Female 
64 EPIC No: HJC0000604 Name: C.Lallandawla Father's Name: Biakliana House No: 19 Age: 57 Sex: Male 	65 EPIC No: HJC0000612 Name: Vanthuami Husband's Name: C.Lallandawla House No: 19 Age: 51 Sex: Female 	66 EPIC No: Name: Chawngthansangi Father's Name: C.Lallandawla House No: 19 Age: 28 Sex: Female
67 EPIC No: HJC0000596 Name: Ngurthangpuii Father's Name: C.Lallandawla House No: 19 Age: 27 Sex: Female 	68 EPIC No: HJC0023085 Name: Siamhlupuii Father's Name: C.Lallandawla House No: 19 Age: 25 Sex: Female 	69 EPIC No: HJC0001362 Name: Roluahpuii Father's Name: C.Lallandawla House No: 19 Age: 23 Sex: Female 
70 EPIC No: HJC0022640 Name: Lalrodinga Father's Name: C.Lallandawla House No: 19 Age: 21 Sex: Male 	71 EPIC No: HJC0002121 Name: H.Johana Father's Name: H.Hmingliana (L) House No: 20 Age: 41 Sex: Male 	72 EPIC No: HJC0001339 Name: Lalchawliiani Husband's Name: H.Johana House No: 20 Age: 35 Sex: Female 
73 EPIC No: HJC0001503 Name: Thanzauvi Husband's Name: Zothansanga (L) House No: 21 Age: 51 Sex: Female 	74 EPIC No: HJC0001511 Name: Lalremruati Husband's Name: B.Lalkima House No: 21 Age: 25 Sex: Female 	75 EPIC No: Name: B.Lalkima Father's Name: Lalhnuaia (L) House No: 21 Age: 41 Sex: Male
76 EPIC No: Name: Laldusangi Father's Name: Zothansanga (L) House No: 21 Age: 22 Sex: Female	77 EPIC No: HJC0003160 Name: Lali Husband's Name: Neihalha (L) House No: 22 Age: 71 Sex: Female 	78 EPIC No: HJC0003178 Name: Ngurhmingthangi Father's Name: Neihalha (L) House No: 22 Age: 31 Sex: Female 
79 EPIC No: HJC0003194 Name: Lalnuntluanga Father's Name: Neihalha (L) House No: 22 Age: 40 Sex: Male 	80 EPIC No: HJC0003202 Name: Laltawmpuii Husband's Name: Lalnuntluanga House No: 22 Age: 32 Sex: Female 	81 EPIC No: HJC0000463 Name: Samuela Father's Name: Lalsuliana (L) House No: 23 Age: 36 Sex: Male 
82 EPIC No: HJC0002097 Name: Lalthansangi Father's Name: Lalsuliana (L) House No: 23 Age: 33 Sex: Female 	83 EPIC No: HJC0000489 Name: Lalrinpuii Husband's Name: Samuela House No: 23 Age: 29 Sex: Female 	84 EPIC No: HJC0000364 Name: Lalrokunga Father's Name: S.Hminga House No: 24 Age: 49 Sex: Male 
85 EPIC No: Name: Hmingtharvuli Husband's Name: Lalrokunga House No: 24 Age: 44 Sex: Female	86 EPIC No: Name: Lalfamkima Father's Name: Lalrokunga House No: 24 Age: 26 Sex: Male	87 EPIC No: Name: Lalthanzuali Father's Name: Lalrokunga House No: 24 Age: 23 Sex: Female
88 EPIC No: Name: Lalbiaktluanga Father's Name: Lalrokunga House No: 24 Age: 21 Sex: Male	89 EPIC No: Name: Lalthankimi Father's Name: Lalrokunga House No: 24 Age: 19 Sex: Female	90 EPIC No: Name: Lalnuanpuii Husband's Name: Lalfamkima House No: 24 Age: 30 Sex: Female

91 EPIC No: HJC0023176 Name: Biakkhumi Husband's Name: Zalawta (L) House No: 25 Age: 65 Sex: Female 	92 EPIC No: HJC0022749 Name: Buatsaiha Father's Name: Zalawta (L) House No: 25 Age: 33 Sex: Male 	93 EPIC No: Name: Lalbiaksiami Husband's Name: Biakchungnunga House No: 25 Age: 29 Sex: Female
94 EPIC No: HJC0024083 Name: Sangpuii Husband's Name: Buatsaiha House No: 25 Age: 23 Sex: Female 	95 EPIC No: HJC0026690 Name: Lalchhanhlimi Father's Name: Zalawta (L) House No: 25 Age: 21 Sex: Female	96 EPIC No: Name: Biakchungnunga Father's Name: Vanthanga House No: 25 Age: 31 Sex: Male
97 EPIC No: HJC0000562 Name: Zaiionghaka Father's Name: Rongenga House No: 26 Age: 38 Sex: Male 	98 EPIC No: HJC0019497 Name: Hmangaihzuali Husband's Name: Zaiionghaka House No: 26 Age: 34 Sex: Female 	99 EPIC No: HJC0000125 Name: Tlangthanzama Father's Name: Chawngdailova (L) House No: 27 Age: 61 Sex: Male 
100 EPIC No: HJC0000117 Name: L.Fakzuali Husband's Name: Tlangthanzama House No: 27 Age: 59 Sex: Female 	101 EPIC No: HJC0000059 Name: Biakthianghlima Father's Name: Tlangthanzama House No: 27 Age: 32 Sex: Male 	102 EPIC No: HJC0023010 Name: Chawngthanmawia Father's Name: Tlangthanzama House No: 27 Age: 30 Sex: Male 
103 EPIC No: HJC0022681 Name: Benzamina Father's Name: Tlangthanzama House No: 27 Age: 28 Sex: Male 	104 EPIC No: HJC0019331 Name: Lalzahawma Father's Name: Tlangthanzama House No: 27 Age: 25 Sex: Male 	105 EPIC No: HJC0045575 Name: C.Rohnuna Father's Name: Darchhunga (L) House No: 28 Age: 51 Sex: Male
106 EPIC No: HJC0026609 Name: Lalnginehi Husband's Name: C.Rohnuna House No: 28 Age: 49 Sex: Female	107 EPIC No: HJC0023168 Name: Lalhmuaka Father's Name: C.Rohnuna House No: 28 Age: 26 Sex: Male 	108 EPIC No: Name: Lalrintluangi Husband's Name: Lalhmuaka House No: 28 Age: 20 Sex: Female
109 EPIC No: HJC0004028 Name: Hranghnawla Father's Name: Kapthianga (L) House No: 29 Age: 63 Sex: Male 	110 EPIC No: HJC0026799 Name: Hmingchungnunga Father's Name: Hranghnawla House No: 29 Age: 33 Sex: Male	111 EPIC No: Name: Lalchungnunga Father's Name: Hranghnawla House No: 29 Age: 26 Sex: Male
112 EPIC No: HJC0000422 Name: Thasangpuii Father's Name: Hranghnawla House No: 29 Age: 20 Sex: Female 	113 EPIC No: HJC0003061 Name: R.Zoramthanga Father's Name: V.L.Muana (L) House No: 30 Age: 57 Sex: Male 	114 EPIC No: HJC0001545 Name: Sangzuali Husband's Name: R.Zoramthanga House No: 30 Age: 56 Sex: Female 
115 EPIC No: HJC0003186 Name: Lallianbuanga Father's Name: R.Zoramthanga House No: 30 Age: 24 Sex: Male 	116 EPIC No: HJC0022897 Name: R.Zomuansanga Father's Name: R.Zoramthanga House No: 30 Age: 22 Sex: Male 	117 EPIC No: HJC0000414 Name: Vanlalsiami Husband's Name: Lalthlamuana (L) House No: 31 Age: 42 Sex: Female 
118 EPIC No: HJC0022699 Name: Ramthanpuii Father's Name: Lalthlamuana (L) House No: 31 Age: 23 Sex: Female 	119 EPIC No: Name: Lalrinkimi Father's Name: Lalthlamuana (L) House No: 31 Age: 20 Sex: Female	120 EPIC No: HJC0045831 Name: Thangzingi Husband's Name: Seia (L) House No: 32 Age: 68 Sex: Female

121 EPIC No: HJC0002360 Name: Tanpui Mother's Name: Thangzingi House No: 32 Age: 37 Sex: Female 	122 EPIC No: HJC0023242 Name: Laldangliani Husband's Name: Lawmawma (L) House No: 33 Age: 51 Sex: Female 	123 EPIC No: HJC0022798 Name: Lalchhuanawma Father's Name: Lawmawma (L) House No: 33 Age: 27 Sex: Male 
124 EPIC No: Name: Lalrokimi Husband's Name: Lalchhuanawma House No: 33 Age: 27 Sex: Female	125 EPIC No: HJC0023093 Name: C.Lalnuntluanga Father's Name: Lawmawma (L) House No: 33 Age: 22 Sex: Male 	126 EPIC No: HJC0023077 Name: Lalnunkimi Father's Name: Lawmawma (L) House No: 33 Age: 20 Sex: Female 
127 EPIC No: Name: Zothanpui Husband's Name: C.Lalnuntluanga House No: 33 Age: 20 Sex: Female	128 EPIC No: HJC0003723 Name: Lalrinliana Father's Name: Chhawna (L) House No: 34 Age: 69 Sex: Male 	129 EPIC No: HJC0003731 Name: Thangghuani Husband's Name: Lalrinliana House No: 34 Age: 66 Sex: Female 
130 EPIC No: HJC0002667 Name: Malsawma Father's Name: Lalrinliana House No: 34 Age: 31 Sex: Male 	131 EPIC No: Name: Lalliansanga Father's Name: Lalrinliana House No: 34 Age: 26 Sex: Male	132 EPIC No: HJC0003442 Name: Zothanpari Husband's Name: Malsawma House No: 34 Age: 23 Sex: Female 
133 EPIC No: HJC0000968 Name: V.L.Malsawma Father's Name: Thanga (L) House No: 35 Age: 61 Sex: Male 	134 EPIC No: HJC0022541 Name: Lalthlamuani Husband's Name: V.L.Malsawma House No: 35 Age: 49 Sex: Female 	135 EPIC No: Name: Vanlalzapi Father's Name: V.L.Malsawma House No: 35 Age: 19 Sex: Female
136 EPIC No: Name: Lalrinkimi Husband's Name: Lalremliana (L) House No: 36 Age: 34 Sex: Female	137 EPIC No: Name: Lalsangliana Father's Name: L.T.Sawikunga House No: 37 Age: 44 Sex: Male	138 EPIC No: Name: Lahmingliani Husband's Name: Lalsangliana House No: 37 Age: 41 Sex: Female
139 EPIC No: Name: Lalrinchhani Father's Name: Lalsangliana House No: 37 Age: 19 Sex: Female	140 EPIC No: HJC0003384 Name: Thanglawta Father's Name: Thanzama (L) House No: 38 Age: 63 Sex: Male 	141 EPIC No: HJC0002303 Name: M.S.Dawngliana Father's Name: Thanglawta House No: 38 Age: 36 Sex: Male 
142 EPIC No: HJC0001776 Name: Lalthapui Father's Name: Thanglawta House No: 38 Age: 33 Sex: Female 	143 EPIC No: HJC0003038 Name: Lalthanpui Father's Name: Thanglawta House No: 38 Age: 30 Sex: Male 	144 EPIC No: HJC0001396 Name: Sangkhuma Father's Name: Thanseia (L) House No: 39 Age: 56 Sex: Male 
145 EPIC No: HJC0001495 Name: Thangpui Husband's Name: Sangkhuma House No: 39 Age: 47 Sex: Female 	146 EPIC No: Name: Lalremruata Father's Name: Sangkhuma House No: 39 Age: 26 Sex: Male	147 EPIC No: HJC0003053 Name: Melody Husband's Name: C.Siamliana House No: 39 Age: 29 Sex: Female 
148 EPIC No: HJC0022715 Name: Zodinpui Father's Name: Sangkhuma House No: 39 Age: 24 Sex: Female 	149 EPIC No: HJC0022657 Name: Lalchhandama Father's Name: Sangkhuma House No: 39 Age: 22 Sex: Male 	150 EPIC No: Name: M.S.Dawngkimi Father's Name: Sangkhuma House No: 39 Age: 19 Sex: Female

ANNEXURE XIX
(CHAPTER XIX, Para 1.2)

SAMPLE SLIPS

Sample of Pre-Printed Serial Numbered Slips

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 1</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 7</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 13</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 2</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 8</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 14</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 3</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 9</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 15</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 4</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 10</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 16</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 5</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 11</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 17</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 6</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
--

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 12</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>

<p align="center">SLIP (For voters in Q at closing Hr. of poll)</p> <p>S.No.: 18</p> <p align="center">[Signature (in full) of P.O.]</p> <p>Constituency No.____ P.S. No. ____</p>
