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ELECTION TO MUNICIPALITY

HANDBOOK FOR PRESIDING OFFICERS (At Elections where electronic Voting Machine are used) 2025

2025

Printed at Directorate of Printing and Stationery, Naharlagun-
554/2025-Under Secy. (SEC)-100-10-2025.



Issued by
STATE ELECTION COMMISSION
ARUNACHAL PRADESH

CHAPTER - I

PRELIMINARY

1. Introductory

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 Annexure I.

You have been appointed under the provisions of State of the Arunachal Pradesh Municipal Elections Act, 2009, and under the provisions of Section 14 & 16 thereof, you alongwith other officers designated for the conduct of any election shall be deemed to be on deputation to the State 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 State 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.

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 familiarize 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

The Electronic Voting Machines have been manufactured by two Central Government undertakings, namely, Electronics Corporation of India Limited, Hyderabad and Bharat Electronics Limited, Bangalore. There are two models of the Electronic Voting Machines being used for the conduct of election in the country - existing model (old model i.e. single post single voting) and upgraded model (single post multiple voting). 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.

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.

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

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.

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 topmost 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, **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 C and 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) Button in the middle print 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 Units) 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 rules which have a bearing on your duties as a Presiding Officer are reproduced in Annexure 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 familiarize 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 Annexure-II, (iv) Marked copy of electoral roll (v) Annexure-XI 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 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 therefore and the strip seal. The procedure for this sealing is explained in detail in Chapters-XII and XIII.

- (xi) The poll must commence at the hour fixed for such commencement by the State 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. (Details at Annexure -I)
- (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) All electors to exercise their franchise at all general and bye-elections can be identified by means of EPIC and the photographs on the electoral rolls, where Photo Electoral Rolls have been supplied at the polling station or any other means.
- (xiv) 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.
- (xv) After an elector is identified with reference to his entry in the electoral roll 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 VII).
- (xvi) 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.
- (xvii) The signature or thumb impression of the elector should be obtained on the Register of Voters before he is allowed to record his vote. If an elector refuses to put his signature or thumb impression on the Register of Voter, 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 the Register and has put his signature or thumb impression thereon, decides not to record his vote, a remark to this effect- 'Refused to Vote' shall be made against the said entry in Form 43A 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. 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.
- (xviii) 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.

- (xix) 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.
- (xx) 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.
- (xxi) 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 XIV.
- (xxii) It is your foremost duty to go on recording the relevant events as and when they occur in the Presiding Officer's Diary.
- (xxiii) 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 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 to the compartment alone. You should permit and take one or two or more polling agents present at the polling station to accompany you.
- (xxiv) If any incident takes place at the polling station and is not reported by you, but reported from any other source, the State Election Commission may take a serious view and initiate action against you.
- (xxv) 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.
- (xxvi) You have to periodically verify the total number of votes polled till a particular hour by pressing 'Total' button.
- (xxvii) You must close the poll at the hour fixed for the purpose by the State 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.
- (xxviii) At the close of poll, you are required to prepare an Account of votes recorded in form 43 B and Ballot Papers Account in Form-31. 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.
- (xxix) After the close of poll, the voting machine and all election papers should be sealed and secured in the manner prescribed by the State 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.

(xxx) 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 State 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 Municipality at a time. However, where the number of electors assigned to a Polling Station is very large, say upto 700 in a polling station or more, an additional Polling Officer may be appointed by the District Municipal Election Officer/Municipal Returning Officer to assist you. While appointing the polling party your Municipal Returning Officer will also authorize 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.

2. **Polling trainings :**

The District Municipal Election Officer/Municipal 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 State Election Commission of Arunachal Pradesh 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.

You must take with you the Polling Officer authorized to perform your duties in your unavoidable absence to these rehearsals. It is absolutely necessary that you and such authorized 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 familiarize 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.

You should also prepare Account of votes recorded and paper seal account in Form 43 B and in Form 32 respectively.

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.

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 the Ward No.....
Name of the Ward.....
Name of the Municipality.....
Control Unit No.....
Sl. No. and Name of Polling Station.....
Date of Poll.....

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

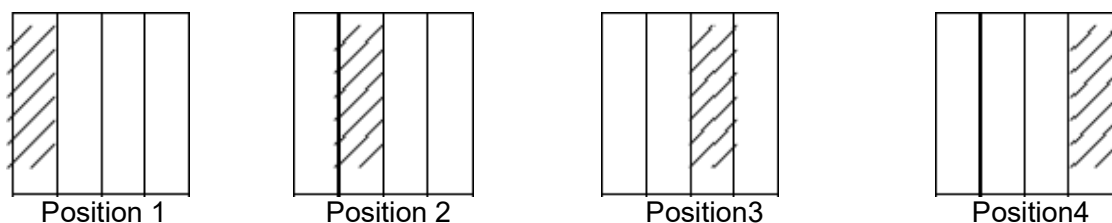
"Election to the Ward No.....
Name of the Ward.....
Name of the Municipality.....
Balloting Unit No.....
Sl.No. and Name of Polling Station.....
Date of Poll.....

- (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 above mentioned 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 there in 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:-



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;
 - (e) 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') 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;
 - (f) the electoral roll is duly signed by one of the MARO and one more official.
 - (g) A certificate signed in ink by the MRO/MARO 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.
of..... ward, reprinted after reflecting the deletions and 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)

Dated:.....

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

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

Dated:

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

- (3) 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.
- (4) 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.
- (5) 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.
- (6) 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

RANDOMIZATION OF ELECTRONIC VOTING MACHINES

With an aim at greater transparency, the State Election Commission has introduced a randomization protocol for the deployment of EVM in various constituencies/ 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 Municipal 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 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 DMEO shall nominate a nodal officer at his level and intimate the name of such officer to the SEC. 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. A sample model of such label is given in below.

District Name :		Pasighat Municipality 2013		
CU.NO		District Running Srl. No.		
Current ID				
First Level Check			CU Randomization	
Date	Rep. Bel	Rep. DMEO	Date	Rep DMEO/RO
Randomization 2	Deployment Status	P.S.No.	RO/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 DMEO, 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 the 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 DMEO 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 constituencies 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 constituency-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 District, name of election and year of election. While randomizing the CUs/BUs the District Municipal Election Officer shall take the number of polling stations in each constituency into account.
7. After constituency-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 constituency.

8. The randomized list of CUs and BUs allotted to each constituency for use at polling stations as well as the training EVMs shall be prepared separately and signed by the DMEOs 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 43 B 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 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-V

SETUP 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 of 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 Municipal Election Officer/Returning Officer in this regard strictly.

2. 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 Municipal 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.

3. Setup of Polling Stations

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 crises-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.

VOTING COMPARTMENT-SAMPLE DRAWING

- (a) 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 votes. 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 card board and is of the dimension 21"X21"X21" and has been placed away from the window/door.

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.

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.

No cooking or lighting of fire for any purpose should be allowed inside the polling station during the day of the poll.

4. Display of notice

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-23 and wherever practicable the facsimile of the symbol of each candidate.

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.

CHAPTER-VI

SECURITY ARRANGEMENTS AT POLLING STATIONS

1. During elections the Commission deploys State Police Forces for the smooth conduct of elections. The Local State Police (including its entire State Police variant) at the time of elections stand deputed to the State Election Commission and they come under its superintendence and control for all purposes.
2. State Police Personnel 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.

The State Police posted at the entrance of the polling station discovers violation of the election process as above or observe 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 State police party at the polling station or to the observer. The Officer-in-Charge of State Police 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 State Police Personnel is deployed, the State Police Jawan selected for duty at the entrance of the polling station maybe asked to oscillate from one polling station to other and look at what is going inside these polling station and report to the officer-in-charge of the State Police Personnel or to the Observer, if any irregularity is observed by him.

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

It is further clarified that the State Police 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 State Police Jawans should not be positioned inside the polling station.

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

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 State Police to the Reception Center. Details in this regard shall be worked out by the DEO and SP in consultation with Observer in advance.

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

CHAPTER-VII

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.

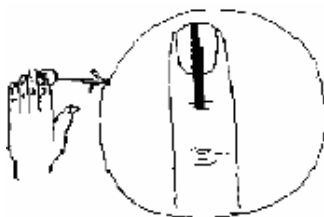
2. **Duties of Polling Officers at an election to the Municipality when polling party consists of one Presiding Officer and three Polling Officers.**

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-XVII.

Second Polling Officer

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



The second Polling Officer will also be in-charge of the register of voters. He will be responsible for maintaining in that register the proper account of electors whose identity has been established and who vote at the polling station. He will obtain the signature or thumb impression of each elector in that register before the elector is allowed to vote. The second Polling Officer will also issue a voter's slip to each elector after he has entered his (elector's) particulars in the register of voters in accordance with the procedure described in Chapter -XVIII. 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.

Third Polling Officer

The third Polling Officer will be in-charge of the control unit of the voting machine. He will be seated on the same table where the Second Polling Officer sits. The third Polling Officer will allow the elector to proceed to the voting compartment only on the basis of the voter's slip issued by the second Polling Officer and strictly in accordance with the serial number indicated in that slip. 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-XIX. Secrecy of vote 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).

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.

3. 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-(XII)).
 - (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 **paper seal** fixed in the **CONTROL UNIT FOR MUNICIPALITY ELECTION** only the candidates or their polling agents, who are present at the polling station at that time, 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 the control units and also to ensure that voters have voted in according to their serial numbers given on the voter's slip;
- (xviii) 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.

4. **CLOSING THE POLL**

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.

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 to the respective carrying cases.

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-VIII

REGULATION OF ENTRY INTO AND SEATING ARRANGEMENTS IN THE POLLING STATION

1. Persons entitled to enter the Polling Stations

In addition to the electors assigned to your polling station, only the following persons can be admitted into the Polling Station:-

- (i) Polling Officers;
- (ii) Each candidate, his election agent and one duly appointed polling agent of each candidate at a time;
- (iii) Persons authorized by the Commission such as media persons, micro-observers;
- (iv) Public servants on duty in connection with election;
- (v) Observers appointed by the Commission;
- (vi) A child in arms accompanying an elector;
- (vii) A person accompanying a blind or an infirm voter who cannot move without help; and
- (viii) 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.

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.

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.

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.

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 along with 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.

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.

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.

In the performance of your duties, you are only bound by the instructions of the 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 Commission.

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. State Police Personnel to keep a watch on the proceedings in the polling station.

The Police personnel 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 State Police Personnel 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 police party at polling station or to the Observer. The Officer-in-Charge of Police 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 building which have more than one polling station and where only half a section of the police personnel is deployed, the police personnel selected for duty at the entrance of the polling station maybe 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 police party or to the observer, if any irregularity is observed by him.

Cases from where adverse reports are received from the police 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 State Police Personnel shall be posted at the entrance of the polling stations. Further, the police personnel 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:**

Every polling agent must produce before you the appointment letter in Form-24(C) by which the candidate or his election agent has appointed him. Check that the appointment is for your polling station. After it is confirmed that 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.

In case of any doubt about the genuineness of the appointment letter in the said Form 24 (c) 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**

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 late comer, the proceedings need not be commenced *denovo* (from the very beginning) to accommodate any late comer.

The law does not specify any time 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. **Appointment of polling agents**

Each candidate can appoint one polling agent and one 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. 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 set etc., in any case inside the polling stations.

6. **Seating Arrangement of polling agents in the polling station.**

The set 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 movements 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 over 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.

In case of a polling station, which is very small & insufficient space or where the respective constituency is having abnormally large number of contesting candidates warranting the presence of a large number of polling agents, in such cases where polling agents cannot be accommodated, Observer(s) shall be consulted for appropriate advice and consent of the Observer(s) shall be obtained.

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**

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 media persons or by any other unauthorized persons inside the polling station, to maintain general order and secrecy of vote.

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.

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

9. **Facilities to Observers appointed by Commission**

The Commission may appoint its observers at elections under sub-section (1) of Section 15. They are statutory authorities appointed by the Commission under Section 20 B of the Representation of the People Act, 1951.

- (a) During the day of poll, an observer might visit your polling station. It is quite possible that he may start his round of the constituency with the visit to your polling station and may be present there when you are going through the preliminaries before the

commencement of poll. You are expected to show him due courtesy and regard when he visits your polling station and should furnish him with such information as he may require from you for the purpose of his report to the Commission. You should also make available to the Observer additional information, which you may be having with you over and above routine information. You are also expected to make available to the Observer/Micro-Observer the list of **Absentee**, **Shifted** and **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.

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.

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 anything of importance that had happened during the day. Observers will go through the report and if any further clarification is required then he should arrange for the micro-observer to be called for ascertaining those further details. These reports along with the scrutiny of the Register will be taken into consideration for taking a decision on repoll or disciplinary action against any delinquent polling staff.

10. Additional Information Report on 15 points to be submitted to the Constituency Observer/ Returning Officer

The Presiding Officer will prepare an additional 15-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 Point report will also have to be deposited by you alongwith other documents at the collection centre. (Prescribed proforma for the 15-Point Report is at Annexure XIII). **Remember that if you fail to deposit this 15-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

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.

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-IX

SETTING UP OF VOTING MACHINE BEFORE COMMENCEMENT OF POLL

1. Preliminaries before poll

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.

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

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.

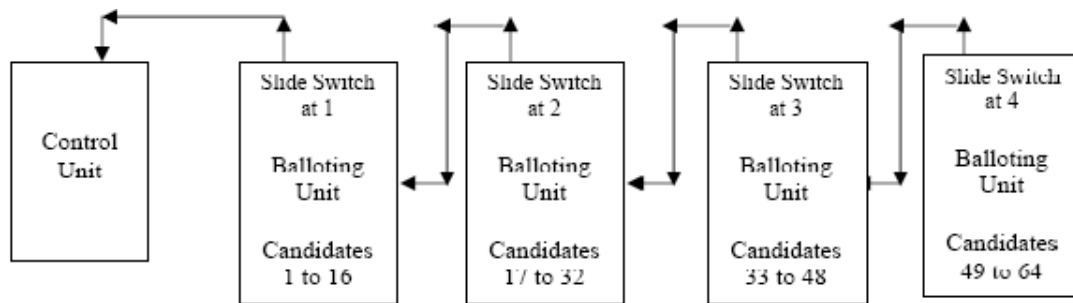
At the time of taking delivery of the voting machine alongwith other polling materials, you must have already carried out the checks mentioned in para 2 of chapter-III. As instructed therein, you must have checked that you have been provided with the requisite number of Ballot Units, the ballot paper 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. Inter linking of Ballot Units and Control Unit

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.

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.



For linking a Ballot Unit with an other, 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 above mentioned socket of the first ballot unit like wise the connector of the third Ballots Units connecting cable into the second unit and that of the fourth unit into the third unit.

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.

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 - X

PREPARATION OF CONTROL UNIT

1. Checking of control unit

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.

You must also check that 'C and 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

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.

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-XI);
- (v) clearing the machine after the mock poll and setting all counts to ZERO (as explained in Chapter -XI);
- (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 - XII);
- (viii) closing and sealing the inner door of the result compartment by fixing the special tag (as explained in Chapter - XIII) and
- (ix) closing and sealing the outer cover of the result section with address tag and strip seal (as explained in Chapter - XII)

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 - IX.

4. Switching 'ON' the power

The voting machine runs on a battery, which is installed in the 'C and 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 up wards to 'ON' position, it will give a 'beep' sound and the 'ON' lampoon 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

DTE 16-01-07
TME 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 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-XI

CONDUCTING MOCK POLL

1. Demonstration of 'Clearing' voting machine

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.

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.

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

(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 units 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 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**

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.

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 XI 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 XI.) 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-XII

FIXING OF GREEN PAPER SEAL IN THE CONTROL UNIT

1. Fixing (green) paper seal

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 safe guard 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.

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.

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.)*

The seal should be so fixed that its green surface is seen through the aperture from outside. When the green paper seal is fixed on the control unit of the voting machine, it will lookas in the picture below:-



BEL Machine



ECIL Machine

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**

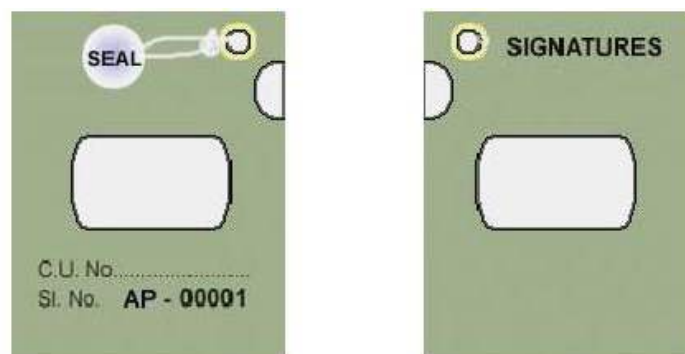
You should keep a correct account of the paper seals supplied for use at the polling station and the paper seals actually used for sealing and securing the control unit. Such account shall be maintained in the form specifically prescribed for the purpose in Form-32 under rule-41 (2) of APMER, 2011.

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-XIII

CLOSING AND SEALING OF CONTROL UNIT

1. Special Tag : It looks as under:-



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 : 7cms.x5.5 cms.
- (b) For **BEL** machine : 7.5cms.x5.5cms.

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:

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

Signature:

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.

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.

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'.

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 thread



Sealing the inner door with Special Tag



BEL Machine
Closing the inner door with thread
ECIL Machine

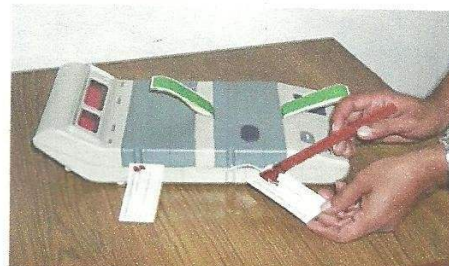


BEL Machine
Sealing the inner door with Special Tag
ECIL Machine

2. Closing the sealing of outer cover of result section.

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.

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:-



The address tag will contain the following particulars:

"Election to the.....from.....constituency
Control Unit No.....
Sl.No. and Name of Polling Station.....
Date of Poll

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.

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 along with your seal.

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:

To further improve the sealing arrangements for Electronic Voting Machines, the State Election Commission 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.

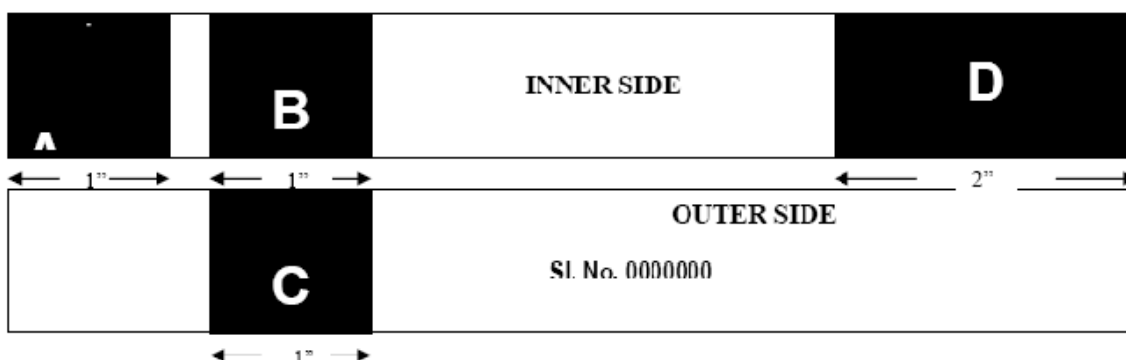
Accordingly at every polling station where the election is held with the use of EVM, the control unit shall be secured and sealed from outside completely with the strip seal so that this section cannot be opened without damaging the strip seal. The strip seal shall be positioned on the outer door of "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 affirm duly approved by the Commission.
- (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.

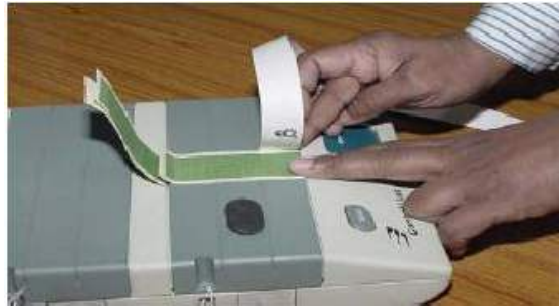
- (iii) After clearing the data you shall switch off the control unit and then insert the green paper seal (two seals in the case of BEL machines and only one in case of ECIL machine) to cover the windows of the inner door of the result section. While inserting the green paper seals, care should be taken 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 seal 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 MAKES 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 keeps 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' gummed portion 'B' and press this pre- gummed portion 'B' over the outer layer of green paper seal preprotruding 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 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 District Municipal 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 District 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

The voting machine is now ready in all respects for use for actual poll.

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 greenside 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 of 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. **Additional features :** (a) Numeric in Braille signage (1to16) 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.

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 voting machine. The sequence is 'Clear' - 'C and. Set' - 'Clear' - 'Ballot' - 'Close' - 'Result'. After the 'C and. 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)	LINKERROR--:	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)	CUERROR	Indicates the Control Unit is to be changed.
(f)	BU-1ERROR	Indicates the Ballot Unit-1 is to be changed
(g)	CLOCKERROR	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)	TOTALPOLLED VOTES1487	Indicates that total number of votes polled is 1487
(l)	CANDIDATES 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)	D TE 16-01-07 TME 09-43-34	Indicates the Date and Time
(s)	SLNO-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:-

EVMISON ECI	
DTE16-01-07 TME09-43-34	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
CANDIDATES 10	Indicates the contesting candidates are ten
BATTERY HIGH	Indicates the status of the battery is 'HIGH'
SET CANDIDATE--	Indicates that the button 'C and. 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

DTE12-01-07 TME10-34-56

SLNO-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	
------------------	--

ROLL RESULT PDT 16-01-07	(PDT-Poll date)
-----------------------------	-----------------

PST09-50-20 PET15-32-10	(PST-Poll start time) (PET-Poll end time)
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SLNO-H00003	(Serial number of Control Unit PCB)
-------------	-------------------------------------

CANDIDATES 9	(The Number of candidtes-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 take non more than one day, the '**RESULT**' display is as follows:-

COMPUTING RESULT

POLL RESULT DAYS OF POLL

PDY01-02-07 TOTAL 50	Indicates the number of votes polled on the date displayed
-------------------------	---

SLNO-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

DTE02-01-07 TME10-34-56

SLNO-H00003	(If serial number of the Control Unit is H00003)
-------------	--

CANDIDATES 16	(If the machine is set for 16 candidates)
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TOTAL POLLED VOTES - 200	(If the total number of votes polled is 200)
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POLL CLOSED

CHAPTER - XIV

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 RP Act 1951 (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 strike through method in the electoral roll of eight columns without photograph and and his signature/thumb impression obtained) does not already contain any entry in respect of any elector.

5. Entry of voters to Polling Station to be regulated

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 preference 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.

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.

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.

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

6. 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) State Election Commissioner or such other persons as may be authorized by him;
 - (e) Public servants on duty in connection with the election;
 - (f) A child in arms accompanying an women voter;
 - (g) A person accompanying a blind or an infirm voter who can not move or vote without help; and
 - (h) Other person as the Presiding Officer may employ under Sub-rule (2) of Rule 42, and Sub-rule (I) of Rule 47 of APME Rule-2010;
- (i) Municipal Returning Officer or such other person as may be authorized by him.

CHAPTER-XV

SAFE GUARDS 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 safe guards 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, it becomes essential to use a new voting machine. In such circumstances, you are again required to readout 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 32.

CHAPTER-XVI

ENFORCEMENT OF ELECTION LAW IN AND AROUND POLLING STATION

1. Impartiality essential and maintenance of decorum and dignity:

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.

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 yourself photographed with him/her, when a celebrity or VIP visits your polling station for casting his/her vote, even though showing normal courtesy to each and every elector is part of your duty.

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 100 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 100 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

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.

Also follow the instructions/directives issued by the State Election Commission regulating the plying of vehicles on the day of poll. 2

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 year or with fine, or with both. The offence is cognizable.

10. Prohibition of use of cellular phones, cordless phones, and 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- XVII

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

1. Verification of elector's identity

The electors are required to produce documents to establish their identity. The following documents can be submitted by the electors to establish their identity.

- (i) EPIC issued by ECI.
- (ii) Passports

- (iii) Driving Licences
- (iv) Income Tax Identity (PAN) Cards
- (v) Service Identity Cards issued to its employees by State/Central Government, Public Sector undertakings.
- (vi) Photo affixed Bank Pass Books/Post Office Pass Books
- (vii) Student Photo Identity Cards issued by Recognized Educational Institutions
- (viii) Ration Cards, Photo ILPs, SC/ST/OBC certificates issued by competent authority
- (ix) Pension Documents such as Ex-Servicemen's Pension Book/Pension Payment Orders, Ex-Service men's widow/Dependent Certificates/Old Age Pension Orders/Widow Pension Orders.
- (x) Arm Licences
- (xi) Certificate of Physical Handicap issued by Competent Authority.

The Polling Officer in-charge of identification must satisfy himself about the identity of the elector after examining the document, 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 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.

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.)

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.

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.

2. Challenged votes

If a candidate or his agent declares and undertakes to prove that any person by applying for ballot paper has committed the offence of impersonation, Presiding Officer, may require such person to state his name and address and shall then enter such name and address in the list of challenged votes in Form 30, and shall require such person to sign such entry or, if he is unable to write, to affix, his thumb impression here to and the Presiding Officer shall sign his name across such impression and may further require such person to produce evidence of identification.

Provided that no action shall be taken by the Presiding Officer under this sub-rule unless a sum of ten rupees has been deposited in cash with the Presiding Officer by the candidate or such agent for each challenge he makes.

If the person, so challenged, refuses to comply with such requisition he shall not be permitted to vote, but if such person complies with and on being questioned in the manner provided under Rule 49 answers the first question in affirmative and the second question in the negative and replies satisfactorily to any other question put to him in pursuance of that rule, and if having been required to produce evidence of identification, he produce evidence, which the Presiding Officer considers satisfactory, shall be allowed to vote after he has been informed of the penalty for impersonation.

If the Presiding Officer after such inquiry on the spot as he thinks necessary, is satisfied that the challenge made by the candidate or his polling agent under sub-rule (1) is frivolous and has not been made in good faith, he shall direct the deposit made under sub-rule (1) to be forfeited to the State Government and his order in this respect shall be final.

If the deposit made under sub-rule (1) is not forfeited under sub-rule (3), it shall be returned to the person by whom it was made after the close of the poll on the day on which it is made.

The Presiding Officer shall in every case, whether or not the person challenged is allowed to vote make a note of the circumstances in the list of challenged votes in Form 30.

3. Clerical and printing errors in the roll to be over looked

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.

4. Fact of enrollment 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.

5. Declaration of elector about his age

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.

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 - XIV 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).

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

CHAPTER-XVIII

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

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

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 fore finger 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 2.2 in Chapter-VII in such a way that a clear mark is left. If any elector refuses to allow his left fore finger 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.

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.

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 43A, 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 fore finger.

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

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' and obtain the signature/thumb-impression of the elector on that register.

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.

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.

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.

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. In that case, the signature or thumb impression of the companion should be taken on the register of voters.

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.

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 elector:

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:

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 the 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.....
--

These Voter's Slip 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.

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-XIX

RECORDING OF VOTES AND VOTING PROCEDURE

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.

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.

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

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.

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 - XXVIII.

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.

The elector shall then be directed to proceed to the voting compartment to record his vote.

3. Voting procedure

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.

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.

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.

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

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.

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

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 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 when ever you enter the voting compartment, you should make it a point to do so in the immediate presence of the polling agents.

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 Municipal Returning Officers have been instructed to supply a printed sample of EVM ballot unit pasted on a cardboard (realsize) 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 enter the voting compartment, frequent as that may give scope for complaints.

CHAPTER-XX

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 XIX.

2. Refusal to observe Voting Procedure

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. If the elector had already been issued the voter's slip, such slip should be withdrawn from him and cancelled.

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 43A) 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-XXI

RECORDING OF VOTES OF BLIND OR INFIRM VOTERS (RULE 50 OF APME RULES 2011)

1. If the Presiding Officer is satisfied that owing to blindness or other physical infirmity, voter is unable to recognize the symbols on the ballot paper or to make mark thereon without assistance, the Presiding Officer shall permit the voter to take with him a companion of not less than eighteen years of age to the voting compartment for recording the vote on the ballot paper/EVM on his behalf in accordance with his wishes, and, if necessary, for folding the ballot paper so as to conceal the vote and insert it into the ballot box/electronic voting machine:

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

Provided further that before any person is permitted to act as the companion of voter on any day under this rule, the person shall be required to declare in Form 27 that he will keep secret the vote recorded by him on behalf of the voter and that he has not already acted as the companion of any other voter at any polling station on that day.

2. The Presiding Officer shall keep in Form 28 record of all cases under this rule.

CHAPTER- XXII

SPOILT AND RETURNED BALLOT PAPERS (RULE 51 of APME RULES 2011)

1. A voter who has in advertently dealt with his ballot paper in such manner that it can not be conveniently used as a ballot paper, may, on returning it to the Presiding Officer and on satisfying himself of the in advertence, be given an other ballot paper and the ballot paper so returned shall be marked "Spoilt Cancelled" by the Presiding Officer.
2. If a voter after obtaining a ballot paper decides not to use it, he shall return it to the Presiding Officer and the ballot paper so returned shall be marked as "Returned Cancelled" by the Presiding Officer.
3. All ballot papers cancelled under sub-rule (1) of sub-rule(2) shall be kept in a separate packet.

CHAPTER- XXIII

TENDERED VOTES (RULE 52 OF APME RULES 2011).

1. If a person representing himself to be a particular voter applies for a ballot paper after another person has already voted as such voter, he shall, on satisfactorily answering such questions relating to his identity as the Presiding Officer may ask, be entitled subject to the following provisions of this rule to mark a ballot paper (hereinafter in these rules referred to as "Tendered Ballot Papers") in the same manner as any other voter.
2. Every such person shall before being supplied with a Tendered ballot paper, sign his name against the entry relating to him in the list in Form 29.
3. A Tendered ballot paper shall be the same as other ballot papers used at the polling except that it shall be : -
 - (a) serially the last in the bundle of ballot papers issued for use at the polling station; and
 - (b) endorsed on the back with the words "Tendered ballot papers" by the Presiding Officer in his own hand and signed by him.
4. The voter, after making Tendered ballot paper in the voting compartment and folding it, shall, instead of putting it into the ballot box/electronic voting machine give it to the Presiding Officer, who shall place it in a cover specially kept for the purpose.

CHAPTER- XXIV

AD JOURNMENT OF POLL OR COUNTER-MANDING OF ELECTION ON GROUND OF BOOTH CAPTURING, ETC. (SEC 63 of APME Act-2009)

1. If at any election.
 - (a) Booth capturing has taken place at a polling station or at a place fixed for the poll in such 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 manner that the result of the counting at that place cannot be ascertained.

The Municipal Returning Officer shall forth with report the matter to the commission.

2. The commission shall, on receipt of the report from the Municipal 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) countermand the election of that constituency, provided the Commission is satisfied that in view of the large number of polling station or place involved in booth- capturing had affected counting of votes in such manner as to affect there sult of the election.

EXPLANATION :- In this section, “booth-capturing” shall have the meaning as in section 135A of the Representation of the People Act 1950.

CHAPTER-XXV

CLOSING OF POLL

(Rule 54 of APME Rules-2011)

1. The Presiding Officer shall close a polling station at the hour fixed in that behalf and shall not admit thereto any voter after that hour

Provided that all voters present within the polling station before it is closed shall be entitled to cast votes.
2. Any question that may arise as to whether voter shall for the purpose of the provision of sub- rule(1)be allowed to be present within the polling station before it is closed, shall be decided by the Presiding Officer, whose decision shall be final.

CHAPTER- XXVI

ACCOUNT OF BALLOT PAPERS

(Rule 56 of APME Rules-2011)

1. The Presiding Officer shall at the close of the poll prepare account in Form31 and enclose it in a separate cover with the words “Account of votes recorded ” subscribed thereon.

CHAPTER- XXVII

SEALING OF BALLOT BOX/ELECTRONIC VOTING MACHINE AFTER POLL

(Rule-55 of APME Rules-2011)

1. As soon as practicable after the closing of the poll the Presiding Officer shall close the slit of the ballot box/electronic voting machine, seal it and allow any desirous polling agent to affix his own seal. The ballot box/electronic voting machine shall there after be sealed and secured properly.
2. Where it becomes necessary to use a second ballot box/electronic voting machine by reason of the first ballot box/electronic voting machine getting full, the first box shall be closed sealed and secured as provided in sub-rule (1) before another ballot box/electronic voting machine is put into use.

CHAPTER-XXVIII
SEALING OF OTHER PACKETS
(Rule 57 of APME Rules-2011)

1. The Presiding Officer shall then make in to separate packet-
 - (a) The counter foils of used ballot papers;
 - (b) The marked copy of electoral roll;
 - (c) The un-used ballot papers;
 - (d) The cancelled ballot papers;
 - (e) The cover containing Tendered ballot papers and the list in Form 29;
 - (f) The list of challenged votes in Form-30
 - (g) Paper seal account in Form-32 ; and
 - (h) Any other papers directed by the Municipal Returning Officer to be kept in a sealed packet.
2. Each such packet shall be sealed with the seal of the Presiding Officer and of those agents present who may desire to affix their seal thereon.

CHAPTER- XXIX
TRANSMISSION OF BALLOT BOX/ELECTRONIC VOTING MACHINES ETC TO THE
MUNICIPAL RETURNING OFFICER
(Rule 58 of APME Rules-2011)

1. The Presiding Officer shall then deliver or cause to be delivered to the Municipal Returning Officer at such place as the Municipal Returning Officer may direct-
 - (a) The ballot box/electronic voting machines as referred to in rule 55;
 - (b) The ballot paper account as referred in rule 56;
 - (c) The sealed packets as referred to in rule 57; and
 - (d) All other papers used at the poll.
2. The Municipal Returning Officer shall make adequate arrangements for their safe custody until the commencement of the counting of votes.

CHAPTER-XXX
BRIEF GUIDE LINES FOR THE PRESIDING OFFICERS/POLLING OFFICERS

1. Maintain close relation with members of your polling party. Unless there is teamwork, your task becomes more difficult.
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.

Ensure that all the polling materials have been given to you.

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.

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.

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.

Arrive at least 2 hours before the hour fixed for the commencement of poll at the Polling Station.

Setup polling station as per model layout as far as practicable.

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.

Inter link ballot units and control unit.

Put the power switch to 'ON' position in the rear compartment of control unit.

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.

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.

Conduct a mock poll with the help of Polling Officers/contesting candidates/polling agents to record a few votes for each of the candidates.

Clear the data in the machine after conducting the mock poll and showing the result of such mock poll to all present.

Fix green paper seal(s) in the frame on the door of the inner compartment of result section of control unit.

Close the door of the inner compartment of result section in such away that the two open ends of the paper seal project outwards from the sides of the inner compartment.

Put your full signature on the white surface of the green paper seal below the printed serial number.

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.

Seal the door of the inner compartment of result section of control unit with special tag.

Close the outer cover of result section of control unit and seal it. Thereafter attach an address tag thereto firmly.

Secure and seal the Control Unit from outside completely with the strip seal.

Allow the polling agents also to affix their seals on the outer cover of result section of control unit.

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.

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.

Demonstrate to the polling agents present that the marked copy of the electoral roll does not contain any entries.

Demonstrate also that the Register of Voters does not contain any entry before hand.

7. Read out the declaration and sign it before the commencement of poll.

Commence the poll at the appointed hour positively.

Warn everyone, 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.

8. Allow only one polling agent of a contesting candidate inside the polling station at any given time.
9. Ensure free and fair poll.
10. 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.
11. Canvassing within one hundred meters of the polling station is an offence.
12. 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.
13. Do not give any special treatment to any VIP or celebrity coming to cast vote.

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 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.

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 30.

If the challenge is established, hand over the person at or to the police with a complaint in writing.

14. 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 27.
15. 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.

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.

Do not change any serial number in column 1 of the register because of any elector who decides not to vote.

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.

Maintain record of such electors to whom tendered ballot papers have been issued. Such record shall be maintained in Form 29. Keep the tendered ballot papers and list in Form 29 in a separate cover.

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.

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.

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.

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.

Formally announce the close of poll after the last such elector has voted.

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.

Prepare the account of votes recorded in Form 31.

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.

After the close of poll, disconnect the ballot unit(s) and control unit.

Put the power switch 'Off' in the rear compartment of control unit.

Keep the control unit and ballot unit(s) in their respective carrying cases.

Seal the carrying cases on both ends, by firmly attaching address tags to each carrying case.

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.

Seal all election papers and materials in separate packets.

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 29, and (5) unused tendered ballot papers.

Allow all contesting candidates/polling agents to affix their seals on these covers also, if they so desire.

Keep all packets of election papers and materials in four bigger packets.

The first sealed packet super scribed "STATUTORY COVERS" should contain five sealed covers.

The second packet of "NON-STATUTORYCOVERS" should contain eleven covers.

The third packet should contain seven items.

All other items should be packed into the fourth packet.

16. Keep the (1) account of votes recorded (Form 31, (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) 15-Point Observer's Report and (5) Visit Sheet. Be careful about the delivery of the 15-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.
17. Deliver the voting machine, the three packets mentioned in item 34, the 15- 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.
18. 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.
19. If open violence or riot takes place at the polling station, adjourn the poll. Report forthwith full facts to the Returning Officer.
20. If there is booth capturing or any voting machine or election materials like Register of Voters, marked copy of the electoral roll, etc., are unauthorizedly 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]

Making false declaration (Section 31 of RP Act, 1950) :- 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.

Appointment of Presiding Officer for Polling Stations (Section 13 of APME Act - 2009)

- (1) The Municipal Returning 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 Municipal Returning Officer accordingly :
- (2) A Polling Officer shall if so directed by the Presiding Officer performs 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 authorized by the Municipal Returning Officer to perform such functions during any such absence.
- (4) Any reference 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 authorized to perform under sub-section (2) or sub-section (3), as the case may be.

(5) General duty of the Presiding Officer (Section 14 of APME Act, 2009):—

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.

(6) Duties of a Polling Officer (Section 14 of APME Act, 2009)

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.

(7) The Municipal Returning Officers, Presiding Officers, etc., deemed to be on deputation to Election Commission (Section 16 of APME Act 2009)

Municipal Election Officer, Municipal Electoral Registration Officer, Assistant Municipal Electoral Officer, Municipal 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 State Election Commission.

(8) Appointment of Polling Agents (Section 51 of APME Act 2009)

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.

(9) Revocation of the appointment or death of a polling agent or counting agents (Section 53 of APME Act 2009)

(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. Such Officer as may be prescribed 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 an other counting agent at any time before the counting of votes is commenced and shall forth with give notice of such appointment in the prescribed manner to such Officer as may be prescribed.

(10) Functions of polling agents and counting agents (Section 54 of APME Act, 2009)

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

(11) 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 (Section 55 of APME Act 2009)

(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.

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

(12) Non-attendance of polling or counting agents (Section 56 of APME Act, 2009)

Where any act or thing is required or authorized 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.

(13) Adjournment of poll in emergencies (Section 61 of APME Act, 2009)

- (1) If at an election the proceedings at any polling station provided under section 12 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 Municipal 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 Municipal Returning Officer concerned.
- (2) Whenever a poll is adjourned under sub-section (1) the Municipal Returning Officer shall immediately, report the circumstances to the appropriate authority and the State Election Commission, and shall, as soon as may be, with the previous approval of the State 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 Municipal Returning Officer shall notify in such manner as the State Election Commission may direct the date, place and hours of polling fixed under sub-section (2).

(14) Fresh poll in the case of destruction, etc., of the ballot boxes (Section 62 of APME Act, 2009)

- (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 Municipal 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
 - (a.a) any voting machine develop same **chanical** failure during the course of giving or recording of votes; or
 - (b) any such error or irregularity as is likely to vitiate the poll is committed at a polling station or at a place fixed for the poll, the Municipal Returning Officer shall forthwith report the matter to the State Election Commission.
- (2) Thereupon, the State Election Commission shall, after taking all material circumstances into account, either—
 - (a) declare the poll at the polling station or place to be void, appoints second or third day and fix the hours, for taking a fresh poll at that polling station or place and notify the date 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 any 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 Municipal 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.

(1) Special procedure for preventing per se nation of electors (Section 65 of APME Act, 2009)

With a view to preventing per se nation of electors, provision may be made by rules made under this Act—

- (a) for the marking with indelible ink 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.

(2) Voting Machines at Elections (Section 61. A of RP Act, 1951)

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

(3) Right to vote (Section 66 of APME Act, 2009)

- (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.
- (4) Maintenance of secrecy of voting (Section 128 of RP Act, 1951)
 - (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.
- (5) Officers, etc. at elections not to act for candidates or to influence voting (Section 129 of RP Act, 1951)**
 1. No person who is a District Municipal 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.

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

An offence punishable under sub-section (3) shall be cognizable.
- (6) Prohibition of canvassing in or near polling station (Section 130 of RP Act 1951)**
 - (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.
- (7) Penalty for disorderly conduct in or near polling stations (Section 131 of RP Act 1951)**
- (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.
- (8) Penalty for conduct at the polling station (Section 132 of RP Act, 1951)**
- (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 authorized 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.

(9) Penalty for failure to observe procedure for voting (Section 132-A of RP Act, 1951)

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.

(10) Penalty for illegal hiring or procuring of conveyance at elections (Section 133 of RP Act, 1951)

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.

(11) Breaches of official duty in connection with elections (Section 134 of RP Act, 1951)

- (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 Municipal Returning 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.

(12) Penalty for Government Servants for acting a selection agent, polling agent or counting agent (Section 134-A of RP Act 1951)

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.

(13) Prohibition of going armed to or near a polling station (Section 134-B of RP Act, 1951)

- (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.

(14) Removal of ballot papers from polling station to be an offence (Section 135 of RP Act, 1951)

- (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 up on 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.

(15) Offence of booth capturing (Section 135-A of RP Act, 1951)

- (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.

(16) Other offences and penalties therefore (Section 136 of RP Act, 1951)

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 authorized 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 - III
(Chapter-I Para-4)

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

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 Municipal 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.

Read the following pamphlets and booklets very carefully:-

- (d) Hand book for Presiding Officers;
- (e) Manual of Electronic Voting Machine;
- (f) Letter of the Returning Officer to Presiding Officers giving important instructions.

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

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.

Read carefully the different forms, statutory and non-statutory, as given in the Annexure.

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, 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

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 'C and 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 units 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) Checkup 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) Checkup 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.
 - (a) If you are not sure that you will be able to reach your polling station in time on the day of poll, reach your polling station latest by 4-00p.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 voter store card 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.

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

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.

Checkup 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 XIV.

Make arrangements to appoint a Polling Officer if one from your party has not turned up.

Start preparing the voting machine including the conduct of mock poll one hour before the time fixed for commencement of poll.

After the mock poll clear the data of mock poll in the voting machine before sealing the control unit.

Fix the green paper sea land close and seal there sult section of the control unit.

Place the phial of indelible ink in such away that the ink does not spilt out.

IV. During the hours of poll

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.

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 - XVII),
- (b) Voting by minors (Chapter - XVII),
- (c) Voting by blind or in firm voters (Chapter - XXI),
- (d) Voters deciding not to vote (Chapter - XXII),

- (e) Tendered votes (Chapter - XXIII),
- (f) Disorderly conduct at the booth and removal of disorderly persons (Chapter - XVI),
- (g) Adjournment of poll because of riot or any other cause (Chapter - XXIV).

Collect statistical information for compilation of item 18 of your diary regarding polling every two hours.

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

Close and seal the voting machine as per the instructions in Para 28.2, given in Chapter- XXX and XXV.

Ascertain the number of female voters who have voted.

Complete Form 31 (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 31 after obtaining from him a receipt for it on the declaration form referred to in Chapter - XXX. Then complete the declaration in other respects.

Complete your Presiding Officer's Diary.

Seal all election papers as per instructions in Chapter - XXVIII.

Prepare first packet of five statutory covers.

Prepare second packet of eleven non-statutory covers.

Prepare third packet of seven items.

Prepare fourth packet of all other items.

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 Diary;
5. Cover containing Visit Sheet,
6. First packets upscribed 'statutory covers' containing five covers;
7. Second packets upscribed '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 TO BE TAKEN	REMARKS
1	2	3
1.	Obtaining and keeping in possession all relevant instructions from the Returning Officer.	Whether obtained and kept?
2.	Familiarization with the other members of the polling Party and maintenance of close relationship with them.	Whether done?
3.	Collection of election material	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 Poll	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 note 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 43)	Whether being properly done?
15.	Declaration from under-aged electors	Whether obtained?

ITEM	ACTION TO BETAKEN	REMARKS
1	2	3
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 31 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	1	Book
4.	Voter's Slip	1600	
5.	Working Copies of Electoral Rolls	3	
6.	Ballot Papers (for tendered votes)	20	
7.	Indelible Ink	2	Phial of 10C. C. each
8.	Address Tag for Control Unit	5	
9.	Address Tag for Balloting Unit	4	
10.	Special Tag	3	
11.	Green Paper Seals for EVM	4	
12.	Strip Seal	3	
13.	Rubber Stamp Arrow Cross Mark	1	
14.	Stamp Pad (Purple)	1	
15.	Metal Seal for Presiding Officer	1	
16.	Match Box	1	
17.	Presiding Officer's Diary	1	
18.	Distinguishing Mark Rubber Stamp	1	

19.	<u>FORMS</u>		
	1.	List of Contesting Candidates (Form-23)	1
	2.	List of Challenged Votes (Form-30)	2
	3.	List of Blind and Infirm Voters (Form-28)	2
	4.	List of Tendered Votes (Form-29)	2
	5.	Account of Votes Recorded (Form-31)	10
	6.	Record of paper seals used (Form-32)	2
	7.	Receipt Book for deposit of challenged votes fee	1 Book
	8.	Declaration by the presiding officer before Commencement of Poll and at the end of poll (Part I to IV)	2
	9.	Declaration by Elector about his age (Annexure-XIV)	2
	10.	List of Electors who voted after giving	4
		Declaration/refused to give declaration (Annexure-XV)	
	11.	Declaration by the companion of blind and	10
		Infirm voter (Form-27)	
	12.	Passes for Polling Agents	10
	13.	Visit Sheet	2
	14.	Format for Presiding Officer's Additional 15-Point Report to be submitted to Constituency Observer/Returning Officer	2

20.	<u>ENVELOPS</u>		
	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 Votes 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 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 (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-5)	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+1Red |
| 3. Blank Paper | 8 Sheets |
| 4. Pin | 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 |

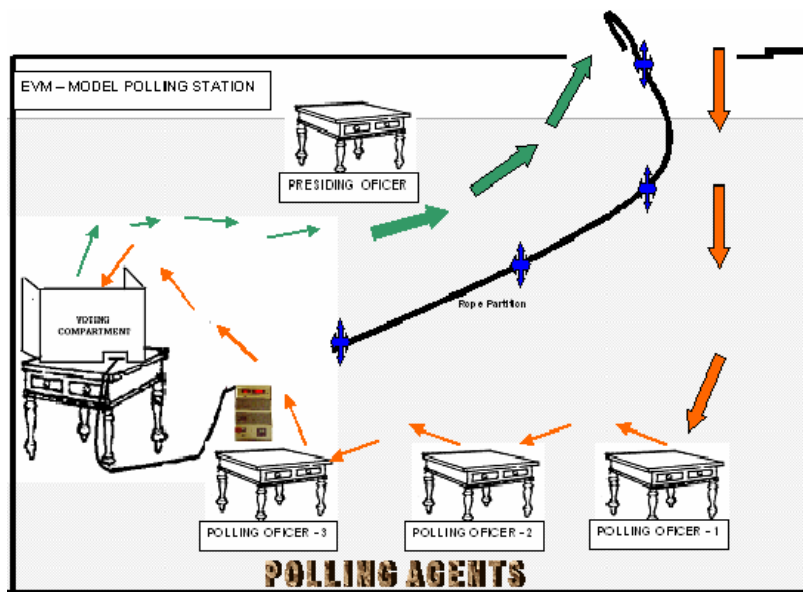
15. Cup/Empty tin/Plastic Box for holding indelible ink bottle	1
16. Drawing pins	24 pieces
17. Check list	2
18. Rubber Bands	20 pieces
19. Cello Tape	1

List 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-VIII,Para5)

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 maybe, 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 - VII

(CHAPTER-XV,Para1&2)

DECLARATION BY THE PRESIDING OFFICER

PART-I

Declaration by the Presiding Officer before the commencement of the poll Election from
..... Municipality 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 (c) that the Register of Voters (Form 43) 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.....)
3.....(of candidate.....)
4.....(of candidate.....)
7.....(of candidate.....)
9.....(of candidate.....)

2.....(of candidate.....)
4.....(of candidate.....)
6.....(of candidate.....)
8.....(of candidate.....)

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

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

2.....(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.....Municipality Constituency Serial No. and Name
of Polling Station..... Date of poll.....

I here by 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 43) 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 31.

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

Signature.....
Presiding Officer

Received an attested copy of the entries in the accounts of votes recorded (Part I of Form 31)

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 31 and to give a receipt therefore 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.....

Signature.....

Time.....

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- XVII Para 2 (4))

RECEIPT FOR CHALLENGE FEE Book No.....Page No..... Received a sum of ₹ 10 (Rupees ten only) in cash from Shri..... Candidate/Election Agent/Polling Agent on account of deposit for challenge under rule 53 of the APME Rules 2011. Date Presiding Officer For Polling Stations No..... of Ward No. Municipality of.....	Received back the amount of ₹ 10 (Rupees Ten only) from the Presiding Officer being the amount of deposit as challenge fee. Date..... Name and Signature of Candidate/ Election Agent/ Polling Agent	RECEIPT FOR CHALLENGE FEE Book No..... Page No..... Office of the Presiding Officer For Polling Station No.....of Ward No.....of Municipality. Received as umof ₹ 10 (Rupees ten only) in cash from Shri..... Candidate/Election Agent/Polling Agent on account of deposit for challenge unde rule 53 of the APME Rules 2011. Station Date..... Presiding Officer
--	--	--

ANNEXURE-IX

**(CHAPTER XVII)
LETTER OF COMPLAINT TO THE POLICE**

To,

The Officer In-Charge,
Police Station.
.....

Subject: **Election to..... Municipality Constituency
comprised within..... Municipality 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 toThis 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.

Yours faithfully,

Place.....

Date.....

Signature,
Presiding Officer

Copy forwarded to the Returning Officer.....Municipality.

Signature,
Presiding Officer

RECEIPT

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

Signature

ANNEXURE-X
(CHAPTER XXI, Para1.3)

DECLARATION BY THE COMPANAION OF BLIND OR INFIRM ELECTOR

.....Municipality Constituency
(comprised within.....Municipality)

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

I..... son/daughter 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.

ANNEXURE-XI

PRESIDING OFFICER'S DIARY

1. Name of the constituency (inblock 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 43).
 - (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 ₹.....
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 1 p.m. to 3 p.m.
From 9 a.m. to 11a.m.	From 3 p.m. to 5 p.m.
From 11 a.m. to 1p.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, 15-Point Presiding Officer Additional Report and other sealed papers.

ANNEXURE-XII
Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No. of.....Municipal Constituency(or the.....Municipal ward conducted the mock poll at.....AM today, the poll day i.e.....following the instructions issued by the State Election Commission.

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 name 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.

(Incase, 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 - XIII
(CHAPTER VIII, Para 10)

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

Polling booth No.	CPF deployed Y/N	Micro Observer deployed Y/N	Video Camera deployed	Total Voters	No. of Votes polled	% of votes polled	Total No. of candidates
1	2	3	4	5	6	7	8

No. of candidates represented by polling agents	Whether Mock poll done in the presence of agent? Y/N	Whether Mock Poll cleared? Y/N	Whether machines closed and sealed properly in the presence of agents?	Whether 31 given to polling agents after obtaining their signature?	No. of voters who have voted after 4 PM by receiving the token at the end of polling hours	Whether any significant incident took place during the poll? Y/N
9	10	11	12	13	14	15

(This is only an example)

ANNEXURE - XIV
FORM OF DECLARATION BY ELECTOR ABOUT AGE

I hereby solemnly declare and affirm that my age was more than 18 years on the first date of January, 20....., i.e. the qualifying date with reference to which the existing electoral roll of the constituency was prepared/revised.

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

Signature/thumb impression of the Elector

.....

Father/Mother/Husband's Name.....Part number of 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 -XV

Election to..... from.....
(Name of Ward) 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.				

Signature of Presiding Officer

Dated.....

FORM-17(A)

(See rule 22.A)

NOTIFICATION

In exercise of power conferred upon under sub-section(3) of section 36 of the Arunachal Pradesh Municipal Election Act 2009 and in pursuance of the provision of Rule 22 (A) of the Arunachal Pradesh Municipal Election Rule 2011, I.....the State Election Commissioner, Itanagar, call up on the municipality of..... to elect members from.....

State Election Commissioner,
Arunachal Pradesh
Itanagar

ANNEXURE - XXXII

FORM-17(B) (See Rule 22B)

NOTICE OF ELECTION

In pursuance of Sub Rule (4) of Rule 22 (B) of the Arunachal Pradesh Municipal (Conduct of Election) Rules, 2011, I hereby notify that Election to fill the vacancies of Councilor/Ward Commissioner from the..... under Municipal area shall be held as per schedule of programme mentioned below.

1. Date of issue of Public Notice by :-
Municipal Returning Officer.
2. Last date of filing Nomination :-
3. Date of Scrutiny :-
4. Last date of Withdrawal :-
5. Date of Poll :-
6. Date of Counting :-

The respective Municipal Returning Officer shall issue Public Notice of intended Election under Rule 23 of the Arunachal Pradesh Municipal (Conduct of Election) Rules 2011 on.....

State Election Commissioner,
Arunachal Pradesh,
Itanagar.

ANNEXURE - XXXIII

FORM-17(C)

(See rule 23)

NOTICE OF ELECTION

Notice is hereby given that:-

1. An election is to be held of a member (s) from ward of.....
of.....Municipal Council/Nagar Panchayat.
2. Nomination paper may be delivered by a candidate or his proposer to the.....
(Authority) at..... Between 11 A.M and 3 P.M from.....to.....(dates).
3. Forms of nomination papers may be obtained at the place and time aforesaid.
4. The nomination papers will be taken up for scrutiny at.....
5. Notice of withdrawal of candidature may be delivered by a candidate or his proposer to the
authority specified in paragraph (2) above at his office before 3 P.M on the.....20.....
6. The symbols to the contesting candidates shall be allotted on.....(date) at.....P.M.
7. In the event of the election being contested, the poll will be taken on
between the hours of..... and.....

Municipal Returning Officer.

ANNEXURE-XXXIV

FORM-18
(See rule 25)

NOMINATION PAPER

Election to the Municipal Council/Nagar Panchayat.....

I hereby nominate.....

(to be filled by the proposer)

as a candidate for election from.....ward of
Municipal Council/Nagar Panchayat.....which is general/ward reserved
for women.

1. Full name of proposer.....
2. Serial number of proposer in the roll of the ward from which the candidate for election has
been nominated.....
3. Name of the candidate's Father/Husband.....
4. Full postal address of candidate
5. Serial number of the candidate in the electoral roll of the ward in which he is registered as
an elector.....

Signature of Proposer

Date:-

(to be filled in by the candidate)

1. I, the above mentioned candidate, as sent to this nomination and here by declare:
 - (a) that I have completed.....years of age; and
 - (b) that I have not been disqualified for contest of elections under any law in force.
 - (c) that the symbols I have chosen are in order of preference.
 - (i)
 - (ii)
 - (iii)

Signature of the Candidate.

Date:-

VERIFICATION BY EXECUTIVE MAGISTRATE

The above declaration is solemnly affirmed before me by.....
who is personally known to me/who has been identified by.....
.....

Date:-

Signature with seal.

Place:-

(Decision of Municipal Returning Officer accepting or rejecting the nomination paper).

I have examined this nomination paper in accordance with rule 29 of the Arunachal Pradesh Municipal Election Rules, 2011, and decided as follow:

Date:-

Municipal Returning Officer.

Place:-

The symbol as signed to the candidate is.....

Municipal Returning Officer.

Date:-

Place:-

RECEIPT OF NOMINATION PAPER AND NOTICE OF SCRUTINY

(To be filled in by the Municipal Returning Officer or specified authority)

Serial No. of nomination paper.....

This nomination papers was delivered to me at my office on.....
(date).....at.....(hours) and shall be taken up
for scrutiny on.....at Place.....of (hours).....

Place:

Date :-

Municipal Returning Officer/Specified Authority.

ANNEXURE-XXXV

FORM-19
(See rule 27)

NOTICE OF NOMINATION

Election to the Municipal Council/Nagar Panchayat.....
from the.....Ward.

Notice is hereby given that the following nominations in respect of the above election have
been received upto 3 P.M. today.....

Sl. No. of Nomination paper	Name of candidate	Name of Father/Husband	Age of Candidate
1	2	3	4

Address	Sl. No. of candidate in the Electoral roll	Name of proposer	Sl. No. of proposer in the Electoral roll
5	6	7	8

Place:

Date :-

Municipal Returning Officer/Specified Authority.

ANNEXURE-XXXVI

FORM-20

[See rule 28 (8)]

LIST OF VALIDLY NOMINATED CANDIDATES

Election to the Municipal Council/Nagar Panchayat
from.....Ward.

Sl. No.	Name of candidate	Name of Father/Husband	Address of candidate
1	2	3	4

Place:

Date :-

Municipal Returning Officer

ANNEXURE-XXXVII

FORM-21

[See rule 29 (1)]

NOTICE OF WITHDRAWAL

Election to the Municipal Council/Nagar Panchayat
from.....Ward.

To,

The Municipal Returning Officer,

.....

.....

I,.....a candidate nominated at the
above election do hereby give notice that I withdraw my candidature.

Place:-

Date:-

Signature of Candidate.

This notice was delivered to me at my office at.....(hours),
on.....(date)by.....(name).

Returning Officer or Specified Authority

RECEIPT FOR NOTICE OF WITHDRAWAL

(To be handed over to the person delivering notice)

The notice of withdrawal of candidature by a candidate at the election to the Municipal
Council/ Nagar Panchayat.....fromward, was delivered to
me by the.....at.....myoffice at.....(hours)
on.....(date).

Here insert one of the following alternatives as may be appropriate:

1. Candidate.
2. Candidate's proposer who has been authorized in writing by the candidate to deliver it.

ANNEXURE-XXXVIII

FORM-22
[See rule 29 (1)]

NOTICE OF WITHDRAWAL

Election to the Municipal Council/Nagar Panchayat.....
from.....Ward.

Notice is hereby given that the following Candidate/Candidates at the above election withdraws/
withdraw his/their candidatures today:-

Name of candidate	Address of candidate	Remarks
1	2	3
1.		
2.		
3.		
4.		
5.		
Etc.		

Date:-

Place:-

Returning Officer or Specified Authority

ANNEXURE-XXXIX

FORM-23
[Seerule30]

LIST OF CONTESTING CANDIDATES

Election to the Municipal Council/Nagar Panchayat
from.....Ward.

Sl. No	Name of candidate	Address of candidate	Symbol allotted

Place:-

Date:-

Municipal Returning Officer.

ANNEXURE-XL

FORM-24(A)
(See rule 32 (A) (1))

APPOINTMENT OF ELECTION AGENT

Election to Municipal Council/Nagar Panchayat.....
from.....ward.

I.....a candidate at the above Election do here by appoint
.....as my election agent from this day at the above election.

Place:

Date:

I accept the above appointment.

Signature of Candidate.

Place:-

Date :-

Signature of Election Agent.

ANNEXURE-XLI

FORM 24(B)
(See Rule 32 (A) (2))

REVOCATION OF APPOINTMENT OF ELECTION AGENT.

Election to the

Election to the Municipal Council/Nagar Panchayat.....

from.....ward.

To,

The Returning Officer,

.....

.....

I.....a candidate at the above Election do hereby revoked the
appointment of.....my election agent.

Place:-

Date :-

Signature of candidate.

ANNEXURE-XLII

FORM-24(c)

[See rule 32 (B) (1)]

APPOINTMENT OF POLLING AGENT

Election to Municipal Council/Nagar Panchayat
from.....Ward.

I, a candidate at the above election do hereby
appoint as polling agent to attend polling
station No..... place fixed for the poll..... at

Place:-

Signature of the Candidate

Date:-

I agree to act as such polling agent

Signature of Polling Agent.

Place:-

Date:-

(Declaration of Polling Agent to be, signed before Presiding Officer).

I hereby declare that at the above election, I will not do anything for bidden by the
Arunachal Pradesh Municipal Elections Act, 2009 which I have read/has been read over to me).

Place:-

Date:-

Signed before me

Signature of Polling Agent.

Place:-

Date:-

Presiding Officer

ANNEXURE-XLIII

FORM 24(D)
(See Rule 32B (4))

REVOCATION OF APPOINTMENT OF POLLING AGENT.

Election to the Municipal Council/Nagar Panchayat.....
from.....ward.

To,

The Returning Officer,

.....

.....

I.....a candidate at the above election hereby revoke the
appointment of.....polling agent/relief polling agent.....
at the polling station No.....at.....(place).

Place:-

Date :-

Signature of Candidate/Election Agent.

ANNEXURE-XLIV

FORM-25
(See rule 35)

FOR USE IN ELECTION WHEN SEAT IS UNCONTESTED

Declaration of the result of election to Municipal Council/Nagar Panchayat.....

From.....(ward).

In pursuance of the provision contained in rule 34 of the Arunachal Pradesh Municipal
Election Rules, 2011, I Declare that:-

..... (Name).

..... (Address)

has been duly elected to fill a seat in Municipal Council/Nagar Panchayat

.....

Place:-

Date :-

Signature.....

Municipal Returning Officer.

ANNEXURE-XLV

FORM-26.
(See rule 43)

BALLOT PAPER

Municipal Council/ Nagar Panchayat.....

Number and Name of Ward

Serial Number of Elector

Roll/Part Number.....

Signature/thumb impression.

Name of Council.....Ward.....	
1	2
Name of Candidate	Symbol

ANNEXURE-XLVI

FORM-27
[See rule 50 (1)]

DECLARATION BY THE COMPANION OF BLIND OR INFIRM VOTER

Election to Municipal Council/Nagar Panchayat.....Ward

Number and name of polling stations.....

I,.....son of.....
aged resident *of..... hereby
declare that.

- (a) I have not acted as companion of any other voter at this or any other polling station today
and
(b) I will not disclose the secrecy of the vote recorded by me on behalf of**
.....

Date:-

Place:-

Signature of Companion.

*Full address to be given.

**Name of voter and his serial No. in the electoral roll to be given.

ANNEXURE-XLVII

FORM-28
[See rule 50(2)]

LIST OF BLIND AND INFIRM VOTERS

Election to Municipal Council/Nagar Panchayat
from.....ward.

Number and name of polling station.....

Sl. No. of voter	Full name of voter	Full name of companion	Address of companion	Signature of companion
1	2	3	4	5

Date:-

Signature of Presiding Officer.

ANNEXURE-XLVIII

FORM-29

[See rule 52 (2) and 57]

LIST OF TENDERED VOTES

Election to Municipal Council/Nagar Panchayat
from.....ward.

No. and name of polling station.....

Sl. No.	Name of voter	Address of voter	Serial No. of tendered ballot paper	Serial No. in the Register of voters of the person who has already voted	Signature of thumb impression of person tendering vote
1	2	3	4	5	6

Date:-

Signature of Presiding Officer.

ANNEXURE-XLIX

FORM-30

(See rules 53 and 57)

LIST OF CHALLENGED VOTES

Election to the municipal council/Nagar Panchayat
from.....ward.

No. and name of polling station.....

Sl.No. of voter in the electoral roll	Name and address	Signature or thumb impression of voter	Name of identifier if any	Order of Presiding Officer in each case

Date:-

Signature of Presiding Officer.

FORM 31

PART - I-ACCOUNT OF VOTES RECORDED

Election to the Municipality of the District.....
From.....Ward No.....

No. and Name of Polling Station Identification No. of Voting Machine

1. Total No. of Vote assigned to the Polling Station
2. Total No. of Voters as entered in the Register of Voters (Form 43)
3. No. of voters deciding not to record votes under rule 51(2).
4. No. of voters not allowed to vote
5. Total No. of voter recorded as per voting machine
6. Whether the total no. of votes as shown against item 5 tallies with the total No. of voters deciding not to record votes as against item 3 minus No. of voters not allowed to vote discrepancy noticed.
7. No. of voters to whom tendered ballot papers were issued under rule 52 (1) (APME Rules, 2011).
8. No. of tendered ballot papers
 - (a) Received for use
 - (b) Issued to electors
 - (c) not used and returned
9. Account of seals
 1. Serial Numbers of paper seals supplied
 2. Total number supplied
 3. Number of paper seal used
 4. Number of unused paper seals returned to Returning Officer (Deduct item 3 from item 2)
 5. Serial number of damaged paper seal if any

Signatures of Polling Agents

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

Date.....

Place.....

Signature of the Presiding Officer
Polling Station No.

ANNEXURE-LI

FORM-32
[See rule 41(2)]

PART-I

RECORD OF PAPER SEAL USED

Election to Municipal Council/Nagar Panchayat
from.....ward.

Number and name of polling station.....

Serial No. of ballot box/ Electronic voting machine used	Serial No. of paper seal used	Remarks
1	2	3

Signature of Polling Agent

PART-II

ACCOUNT OF PAPERSEAL

1. Serial No. of paper seal supplied to..... to.....total.....	1.
2. No. of paper seals used.....to..... total.....	2.
3. No. of unused paper seals..... to.....total.....	3.
4. Serial No. of damaged seals, if any,..... to.....total.....	4.

Place:-

Date :-

Signature of Presiding Officer.

ANNEXURE-LII

FORM-33

[See rule 59 (4)]

APPOINTMENT OF COUNTING AGENTS

Election to the Municipal Council/Nagar Panchayat
From.....ward.

I, a candidate at the above election do hereby appoint the following persons as my Counting Agents to attend the counting of votes at.....

Address of the Counting Agent.

- 1.
- 2.
- 3.

Signature of Candidate.

I agree to act as such Counting Agent.

- 1.
- 2.
- 3.

Signature of Counting Agent.

Declaration of counting agent to be signed before the Municipal Returning Officer.

I hereby declare that at the above election, I shall not do anything for bidden by section 53 and 54 of the Arunachal Pradesh Municipal Elections Act, 2009, which I have read has been read over to me.

- 1.
- 2.
- 3.

Signature of Counting Agent.

Place:-

Date :-

Signed before me.

Municipal Returning Officer

ANNEXURE-LIII

FORM-34
(See rule 62)

RESULT SHEET

Election to Municipal Council/Nagar Panchayat
from.....ward.

Sl. No. and name of polling station	No. of valid votes polled in favour of	Total of valid votes polled	No. of Rejected votes	Total votes polled (Col. 3+4)	Remarks
	A.B.C.D				
1	2	3	4	5	6

Total No. of valid votes polled in all polling stations of the ward.....

Total No. of rejected votes at all polling stations.....of ward.

Total number of votes polled (Valid/rejected) in the ward.....

Place:-

Date:-

Municipal Returning Officer.

N.B.-In Col.2-A,B, C and : D denote the name of contesting candidates.

ANNEXURE-LIV

FORM-35
(See rule 64)

DECLARATION OF RESULT OF ELECTION WHEN SEAT IS CONTESTED

Election to Municipal Council/Nagar Panchayat
from.....ward.

In pursuance of the provisions contained in rules of the Arunachal Pradesh Municipal Election Rules, 2011, I declare that (Name).....
(Address).....had been duly elected to fill the
seat in the..... Municipal Council/Nagar Panchayat from the
above ward.

Place:-

Date:-

Municipal Returning Officer.

ANNEXURE-LV

FORM-36
(See rule 65)

RETURN OF ELECTION

Election to Municipal Council/Nagar Panchayat.....
From.....ward.

Sl. No. of candidate	No. of valid votes polled
1.	
2.	
3.	
4.	
5.	
Etc.	

Total No. of votes polled

Total No. of valid votes polled

Total No. of rejected votes.....

I declare that.....(Name).....(address)
has been duly elected to fill these at in.....Municipal
Council/Nagar Panchayat.

Place:-

Date:-

Municipal Returning Officer

ANNEXURE-LVI

FORM-37

[See rule 71 (3)]

I,.....the petitioner in the accompanying election petition calling in question the election of Shri/Smti..... from.....respondent No..... in the said petition make solemn affirmation/oath and say-

- (a) that the statements made in paragraphs.....of the accompanying election petition about the commission of corrupt practice..... and the particulars of such corrupt practice mentioned in paragraphs.....of the Schedule annexed there to are true to my knowledge;
- (b) that the statement made in paragraphs of the said petition about the commission of the corrupt practice of and the particulars of such corrupt practice given in paragraphs of the of the said petition and in paragraphs of the Schedule annexed thereto are true to my knowledge
- (c)
- (d)
- etc.)

Signature of the Deponent

Solemnly affirmed/sworn by Shri/Shrimati.....at this.....day of.....20.....Before me.

Executive Magistrate

****Here specify the name of the corrupt practice.**

ANNEXURE-LVII

FORM -38

[See rule 71 (3)]

**REGISTER FOR MAINTENANCE OF DAY TO DAY ACCOUNT OF ELECTION EXPENDITURE
BY CONTESTING CANDIDATES FOR ELECTION TO NAGAR PANCHAYAT/
MUNICIPAL COUNCIL**

1. Name of the candidate.....
2. Ward from which contested.....
3. Seat for which contested.....
4. Date of filing nomination.....
5. Date of declaration of result.....

Date of expenditure	Nature of expenditure	Amount of Exp		Date of payment
		Paid	Outstanding	
1	2	3	4	5
Name and Address of payee	No. of vouchers in case of amount paid	No. of bills in case of the amount outstanding	Name and address of person to whom outstanding is payable	Remarks
6	7	8	9	10

Certified that this is a true copy of the account kept by me/my election agent.

Signature of Contesting Candidate.

ANNEXURE-LVIII

FORM-39

**DETAILS OF ELECTION EXPENSES (THE CONTESTING CANDIDATE) FOR THE
ELECTION TO MUNICIPAL COUNCIL/NAGAR PANCHAYAT.**

1. Name of contesting candidate.....
2. Name of Ward.....

Item of expenditure	Sources from where money procured	Amount of Exp.
1	2	3

1. Expenditure on security deposit.
2. Expenditure on purchase of copies of electoral rolls.
3. Expenditure on printing of manifestos and expenditure on printing of posters and hand bills etc.
4. Expenditure on pasting of posters.
5. Expenditure on writing of wall writing and on publication of advertisements.
6. Hiring charges of places for public meetings and hiring charges of pandals etc. for public meetings.
7. Hiring charges of loud speakers for public meetings.
8. Hiring charges on vehicle and POL use by the candidate.
9. Hiring charges and POL on vehicle used by election agent/polling agent.
10. Misc. expenses (other than those listed above).

Date(s) of payment	Mode of payment	Evidence of payment Enclosed with the account	Remarks.
4	5	6	7

Signature of the Contesting Candidate.

FORM -40
[See rule 33-A (11)]

1. Name of the candidate.....
2. Ward from which contested.....
3. Seat for which contested.....
4. Date of filing nomination.....
5. Date of declaration of result.....

Date of expenditure	Nature of expenditure	Amount of Exp.		Date of payment
		Paid	Outstanding	
1	2	3	4	5
Name and Address of payee	No. of vouchers in case of amount paid	No. of bills in case of the amount outstanding	Name and address of person to whom outstanding is payable	Remarks
6	7	8	9	10

Signature of Contesting Candidate.

ANNEXURE-LX

FORM-41

[See rule 33-A (11)]

I,.....son/wife/daughter of.....aged.....
years.....r/o..... do hereby solemnly and sincerely
state and declare as under -

1. That I was a contesting candidate at the general election/bye-election to the ward
of.....the result of which was declared on.....
2. That I/my election agent kept a separate and correct account of all expenditure in
connection with the above election incurred or authorized by me or by my election agent
between (the date on which I was nominated) and the date of
declaration of the result thereof, both days inclusive.
3. That the said account was maintained in Forms 38, 39, and 40 appended to the Arunachal
Pradesh Municipal Election Rules, 2011 and a true copy thereof is annexed hereto with the
supporting vouchers/bills mentioned in the said account.
4. That the account of my election expenditure as annexed hereto includes all items of election
expenditure incurred or authorized by me or by my election agent and nothing has been
concealed or withheld/suppressed there from.
5. That the statements in the foregoing paragraphs 1 to 4 are true to my personal knowledge,
that nothing is false and nothing material has been concealed.

Deponent,

Solemnly affirmed/sworn by.....
atthis day of..... 20
before me.

ANNEXURE-LXI

FORM-42

[See rule 33-A (12)]

ACKNOWLEDGEMENT

The detailed accounts of the election expenses on prescribed form in respect of Shri (Candidate) from (Ward) result of which was declared on (Date) has been filed by him on (Date) has been received by me today the (date) of(Month)..... (Year).

District Municipal Election Officer
District.....
Arunachal Pradesh

FORM – 43

REGISTER OF VOTERS

Election to the Municipality of the..... from.....
Ward No. and Name of Polling Station.....
Remarks No. electoral roll impression of elector.

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