



सत्यमेव जयते

# PANCHAYAT ELECTION HANDBOOK FOR RETURNING OFFICER 2025



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## **Contents**

| <b>Chapters</b> | <b>Particulars</b>                                 | <b>Pages</b>   |
|-----------------|----------------------------------------------------|----------------|
| <i>I</i>        | <i>Preliminary</i>                                 | <i>1</i>       |
| <i>II</i>       | <i>Nominations</i>                                 | <i>2</i>       |
| <i>III</i>      | <i>Allotment of Symbols</i>                        | <i>3</i>       |
| <i>IV</i>       | <i>Scrutiny</i>                                    | <i>4</i>       |
| <i>V</i>        | <i>Withdrawal of Candidature</i>                   | <i>5 - 8</i>   |
| <i>VI</i>       | <i>Uncontested Election</i>                        | <i>9 - 10</i>  |
| <i>VII</i>      | <i>Arrangements for Poll</i>                       | <i>9</i>       |
| <i>VIII</i>     | <i>Polling Station Introductory</i>                | <i>10</i>      |
| <i>IX</i>       | <i>Polling Personnel Legal Provisions</i>          | <i>11</i>      |
| <i>X</i>        | <i>Ballot Paper</i>                                | <i>12 - 13</i> |
| <i>XI</i>       | <i>Polling Station</i>                             | <i>13 - 20</i> |
| <i>XII</i>      | <i>Counting of Votes</i>                           | <i>20-29</i>   |
| <i>XIII</i>     | <i>Return or Forfeiture of Candidate's Deposit</i> | <i>29</i>      |
|                 | <i>Forms &amp; Annexures</i>                       | <i>30-74</i>   |

## **CHAPTER - I**

### **PRELIMINARY**

The election of members to Gram Panchayat and Zilla Parishad will be conducted through direct voting by secret ballots. The entire process of election involves certain prescribed procedure from the time of issue of public notice for election to the end of declaration of result and safe custody of election documents. Any mistake or lapse or wrong application of Act and Rules in the course of conduct of election may vitiate the election.

It is therefore imperative that the Returning Officers acquaint themselves thoroughly with the provisions of Arunachal Pradesh Panchayat Raj Act, 1997 (Act No. 5 of 2001) and Arunachal Pradesh Panchayat Raj (Conduct of Election) Rules, 2001.

The broad outlines of the duties and responsibilities of the Returning Officer are mentioned below :-

#### **BROAD OUTLINE OF DUTIES AND RESPONSIBILITIES**

1. As Returning Officer you are entirely responsible for conduct of election of members from the respective constituencies to the Gram Panchayat and Zilla Parishad.
2. To make detailed arrangement for poll which inter alia includes collection of election materials, appointment of polling personnel, training to the polling personnel and arrangement of transport etc.
3. Issue of public notice for election in Form 3 subject to such direction of the State Election Commission.
4. Reception of nomination papers, in Form 2 (A) in case of Gram Panchayat and Form 2 (C) in case of Zilla Parishad.
5. Scrutiny of nomination papers.
6. Recording of reasons in brief for rejection of any nomination paper.
7. Allotment of symbols to contesting candidates, as per latest instruction issued by State Election Commission in this regard.
8. Preparation of list of contesting candidates in Form-7 and affixing same on notice board of his Office and shall supply copies to each contesting candidate or to their election agent.
9. Collection of ballot papers.
10. Dispatch of polling parties to respective polling station as per programme.
11. Effective supervision of poll and sending reports to the District Election Officer, Government and State Election Commissioner.
12. Transport and Storage of ballot boxes after completion of poll under security arrangement.
13. Issue of notice with copy to each candidate or his election agent at least 5 days before the date or first date fixed for the poll appointing the place or places where the counting of votes will be conducted.
14. Issue of certificate of election in Form-25 to elected candidates on proper receipt and despatch of same immediately to the District Election Officer.
15. Sealing of documents after completion of counting with seals of Returning Officer, signature either of candidate or his election agents or his counting agent who may be present during counting.
  - (i) Counting Sheet in Form 21, 21 (A) and 22.
  - (ii) Result Sheet in Forms 23.
  - (iii) The Declaration Sheet in Form 24.
  - (iv) Any other papers directed by the State Election Commission.
  - (v) Despatch of above documents including the following to District Election Officer.
    - (a) Ballot Boxes.
    - (b) All other papers used at the poll.

## **CHAPTER – II**

### **NOMINATIONS**

#### **ISSUE OF PUBLIC NOTICE BY THE RETURNING OFFICER**

1. Immediately after issue of notification by the State Election Commissioner under Rule 3 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules 2001 appointing the date and time of poll for any election or by-election of members to Gram Panchayat and Zilla Parishad.

The Returning Officer will issue public notice of the intended election under Rule-4 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules, 2001 in Form - 1 appended to the said Rules, subject to such direction of the State Election Commission and shall publish the notice in such manner as the Returning Officer thinks fit.

2. The Public notice shall contain, among other thing –
  - (a) The date, time and place for making nomination,
  - (b) The date for the Scrutiny of nomination,
  - (c) The last day for the withdrawal of candidature,
  - (d) The date or dates on which the poll shall be taken,
  - (e) The date before which election shall be completed.

#### **NOMINATION OF CANDIDATES**

3. Nomination papers in Form-2(A) in case of Gram Panchayat and Form-2 (C) in case of Zilla Parishad shall be supplied by the Returning Officer on demand.
4. The Nomination shall be delivered to the Returning Officer on specified date either in person by a candidate or by his proposer during the time and at place specified in the order. The nomination paper should be duly completed and signed by the candidate and by a voter of the concerned constituency as proposer provided that a proposer shall not subscribe as proposer for more than one nomination.
5. Any person if not otherwise disqualified under the provision of the Act or any order made thereunder, may be nominated as a candidate for election to a Gram Panchayat for not more than one seat from any constituency in a Gram Panchayat if his name is included in the electoral roll of that particular Gram Panchayat constituency.
6. Any person, if not otherwise disqualified under the provisions of the Act or any order made thereunder, may be nominated as a candidate for election to Zilla Parishad for not more that one constituency if his name is included in the electoral roll for Panchayat election pertaining to the area comprised in that Zilla Parishad.
7. Every nomination paper shall be accompanied with cash deposit as specified below :-
  - (a) A sum of ₹ 500.00 (Rupees Five hundred) only in case of an election from a constituency of Gram Panchayat.
  - (b) A sum of ₹ 2000.00 (Rupees Two Thousand) only in case of an election from a constituency of Zilla Parishad.
8. Each nomination paper immediately after it is presented must be serially numbered and should also note in the appropriate column the exact time at which it was received by him/her.

The Returning Officer shall on receiving the nomination paper from the person or persons delivering the same shall enter on the nomination paper itself the serial number and also record in appropriate column the date and hour at which the nomination paper has been delivered to him.

The Returning Officer shall also publish in his notice board a notice of nomination in Form 3 under Rule 11 after 3 P.M on each day between the date of notification and the last date for filing of nomination.

9. A candidate is not prevented from being nominated by more than one nomination paper for election to the same constituency provided that the candidate is not required to make any other deposit in respect of subsequent nomination paper which may be presented on his behalf in that particular constituency.

### **CHAPTER – III**

#### **ALLOTMENT OF SYMBOLS**

1. Under Rule 7 (1) of the Arunachal Pradesh Panchayat Raj (Conduct of Election) Rules 2001, the list of symbols which can be allotted during Panchayat election has been prescribed which are appended in Schedule III of the said Rules.

According to the said Rule, two categories of symbols have been prescribed, namely –

#### **(I) Reserved Symbols and (II) Free Symbols :**

The reserved symbols means a symbol reserved for recognized National/State party and free symbols means a symbol other than a reserve symbol. Schedule-III (Table-A indicates Free Symbols for Gram Panchayat Election, Table-C indicates free symbols for Zilla Parishad Election). The list of symbols are appended at Annexure-XIII. The status of the National or State party will be determined by the State Election Commission in consonance with the notification issued by the Election Commission of India on the subject from time to time.

- 1.1 The Reserved Symbols shall be allotted only to the candidates formally sponsored by the respective political parties and that a candidate shall be deemed to have been set up by a political party if-
- (a) He has made a declaration to that effect in the nomination paper.
  - (b) He has communicated in writing in Form 'A' and 'B' as appended at Annexure I & II, to the respective Returning Officer to that effect not later than the time fixed for scrutiny of nomination paper.
  - (c) The said communication is signed by the President, Secretary or any other office bearer so authorized by the party to send such communication in advance to the concerned Returning Officer, the District Election Officer and the State Election Commissioner.
- 1.2 Every nomination paper submitted under the rule shall contain a declaration stating :-
- (a) The particular symbol which the candidate has chosen for his first preference out of the list of symbols prescribed.
  - (b) Two other symbols out of the prescribed list for second and third preference respectively. Provided that the choice to be made by a candidate shall be subject to such restriction as the Returning Officer may think to impose in this regard and –
  - (c) When more nomination paper than one is delivered by or on behalf of a candidate, the declaration to the symbol made in the first nomination paper be accepted and no other declaration as to symbols shall be taken into consideration.
  - (d) The symbols listed under Free Symbol in Table 'A' of Schedule - III may be allotted to candidates for Gram Panchayat election who are not from recognized National Party or recognized State Party in order of preference.
  - (e) The symbols listed under Free Symbol in Schedule - III Table – 'C' may be allotted to candidates for Zilla Parishad election who are not from recognized National Party or recognized State Party in order of preference.

## **CHAPTER - IV**

### **SCRUTINY**

#### **SCRUTINY OF NOMINATIONS BY RETURNING OFFICER**

1. The Scrutiny of nomination papers should be conducted by the Returning Officer only and not by the Assistant Returning Officer. In case the Returning Officer is unavoidably prevented from doing so he shall authorize one of the Assistant Returning Officers to conduct scrutiny on his behalf. But such exceptions should be extremely rare. The Returning Officer should also record the unavoidable circumstances for which he had to delegate his authority to the Assistant Returning Officer.

#### **PERSONS TO BE ADMITTED**

2. On the day and the hour fixed for Scrutiny of nomination, the candidates or their election agents and one proposer may be admitted. The Returning Officer shall take up the nomination paper one after another and scrutinize them. If more than one nomination papers have been presented by or on behalf of one candidate, the Returning Officer should take them together and scrutinize them one after another.

#### **GROUND FOR REJECTION OF NOMINATION PAPER**

The Returning Officer shall decide all objections which may be made to any nomination and may either on such objection or his own motion, after such summary enquiry, if any, as he thinks necessary, reject any nomination on any of the following grounds :-

- (a) That the candidate is disqualified for being chosen to fill the seat by or under the Act.
  - (b) That the proposer is not a voter of the constituency concerned,
  - (c) That there has been a failure to comply with any provision of the Rules 5 and 6 and
  - (d) That the signature of the candidate or of the proposer on the nomination paper is not genuine.
3. The Returning Officer shall not reject any nomination paper on the ground of any defect which is not of substantial nature.
  4. The Returning Officer shall endorse on each nomination paper his decision for accepting or rejecting and shall record in writing brief statement of reasons of such rejection.

#### **ADJOURNMENT OF PROCEEDING**

5. The Returning Officer shall not allow adjournment of the proceeding except when such proceedings are interrupted or obstructed by riot or open violence or due to circumstances beyond his control.

#### **LIST OF VALIDLY OF NOMINATED CANDIDATES**

6. Immediately after completion of Scrutiny of nomination papers, the Returning Officer shall prepare a list of the validly nominated candidates in Form 4 and affix the same on his notice board. There will be only one entry in respect of each validly nominated candidate in the list although more nomination papers than one in respect of a candidate may have been accepted as valid.

The names of validly nominated candidates in Form 4 are to be arranged in three categories viz.,

- (i) Candidates of recognized National or State Political Parties;
- (ii) Candidates of registered Political Parties (other than recognized National and State Political Parties) and;
- (iii) Other candidates (independent candidates). Such names in each category should be arranged alphabetically.

**DISQUALIFICATION FOR MEMBERSHIP OF GRAM PANCHAYAT,  
AND ZILLA PARISHAD**

7. A person shall be disqualified for being chosen as and for being a member of the Gram Panchayat and Zilla Parishad on following grounds :-

- (a) Is not a citizen of India.
- (b) Is not 21 years of age on the date of submission of nomination at an election.
- (c) His or her name is not included as an elector in the electoral roll of concerned constituency of a Gram Panchayat or Zilla Parishad.
- (d) Has been dismissed from the services of Central or any State government or Gram Panchayat and Zilla Parishad or any other local authority for misconduct, unless a period of five years has lapsed from such dismissal;
- (e) If he/she is in the Service of or holds any office of profit under the Central Government or any State Government or Autonomous Body or any Zilla Parishad or Gram Panchayat.
- (f) Has directly or indirectly any share or monetary interest in any work done by or to the Gram Panchayat or Zilla Parishad or in any contract or employment with, under or by or on behalf of the Gram Panchayat and Zilla Parishad.
- (g) Is an undischarged insolvent ;
- (h) Is of unsound mind and stands so declared by a competent court or;
- (i) Has been convicted by a criminal court of any offence involving moral turpitude and sentenced to imprisonment for not less than six months and five years have not elapsed since his release.
- (j) If he/she is so disqualified by or under any law for the time being in force for the purpose of election to the legislature of the state.

Provided that no person shall be disqualified on the ground that he/she is less than twenty five years of age, if he/she has attained the age of twenty one years.

- (k) If he/she is so disqualified by or under any law made by the legislature of the State.
- (l) If arrears of any kind are due by him to the Gram Panchayat and Zilla Parishad and Government.

Provided that the disqualifications specified in clauses (d) and (e) shall not apply to an Ex-officio member.

**CHAPTER – V**

**WITHDRAWAL OF CANDIDATURE**

- 1.1 Any candidate may withdraw his candidature by a notice in Form – 5 signed by him, and delivered before 3 'O' clock in the afternoon on the last date fixed for such withdrawal to the Returning Officer. Every notice of withdrawal must be delivered to the Returning Officer by (i) The Candidate or (ii) by his Election Agent who has been authorized in this behalf in writing by such candidates. Any withdrawal after the hour fixed for such withdrawal is invalid and has no legal effect.
- 1.2 No Candidate who has given a notice of withdrawal of his candidature shall be allowed to cancel the notice.
- 1.3 On receipt of notice of withdrawal, the Returning Officer shall note thereon the place, date and time at which it was delivered, detach the receipt portion from the body of the form and hand it over to that person then and there. Also, other particulars in the notice of withdrawal below the signature of the candidate are to be filled up.
- 1.4 The Returning Officer shall on being satisfied as to the genuineness of notice of withdrawal and the identity of the person delivering it, publish notice thereof in Form - 6 and affix same on his notice board.

### **LIST OF CONTESTING CANDIDATES**

- 1.5 Immediately after 3 PM on the last day fixed for withdrawal of candidature, the Returning Officer shall prepare in Form - 7 a list of contesting candidates, that is to say candidates whose nomination papers have been finally accepted and who have not withdrawn their candidature within the prescribed period.
- 1.6 In the list of contesting candidates, the party affiliation, if any, is to be mentioned for each candidate and the symbol allotted to him.
- 1.7 In case of other candidates, one of the different symbols, subject to the provision of Rule - 9 and to General or Special direction issued in this behalf by the State Election Commission, will be allotted to each candidate in conformity with as far as practicable with his choice.
- 1.8 If more contesting candidates than one have indicated their preference for the same symbol, decided by a lot as to which candidate the symbol will be allotted. The allotment of symbol by the Returning Officer to a candidate shall be final.
- 1.9 Every candidate or his election agent shall forthwith be informed of the symbol allotted to the candidate and be supplied with specimen thereof by the Returning Officer.
- 2.1 The Returning Officer shall immediately after its preparation cause a copy of the list of contesting candidates in Form - 7 to be affixed on the notice board in his office and shall also supply a copy thereof to each of the contesting candidate or his election agent.
- 2.2 A copy of list of contesting candidates is also to be displayed outside the respective polling station on the date of poll.
- 2.3 The Returning Officer also should inform the District Election Officer immediately by FAX/WT or Special Messenger the name of contesting candidates in respect of each Gram Panchayat and Zilla Parishad Constituencies and the Symbol allotted to each of them. The District Election Officer will communicate above details to State Election Commissioner forthwith.

### **SAFE DEPOSIT OF PAPERS RELATING TO NOMINATIONS, SCRUTINY AND WITHDRAWAL OF CANDIDATURE WITH THE DISTRICT ELECTION OFFICER**

- 2.4 All election papers and proceedings relating to nominations, scrutiny and withdrawal of candidatures for an election to Gram Panchayat and Zilla Parishad in respect of each constituency should be put together in a packet which should be sealed with Returning Officer's seal and sent to the District Election Officer for safe custody after the declaration of the result is made. The name of the constituency and a brief description of its contents should be noted on the packet for ready reference.

### **ISSUE OF IDENTITY CARDS TO CONTESTING CANDIDATE**

- 2.5 After finalization of list of contesting candidate an identity card to each contesting candidate may be issued in form furnished below.

#### **CANDIDATES IDENTITY CARD**

(PHOTO)

Shri/Miss/Mrs ..... is a contesting candidate for election to the Gram Panchayat/Zilla Parishad from the..... constituency and is set up by the ..... party.

PLACE .....

SIGNATURE OF THE CANDIDATE

DATE .....

ATTESTED BY

.....  
Returning Officer (SEAL)

N.B. :- If the candidate is set up by a National Party or State Party the name of the party may be entered otherwise the last line in the form may be scored out.

Also the candidates should be instructed by the Returning Officer to furnish two copies of their recent photographs as soon as the list of contesting candidates is finalized on the last date for withdrawal of candidatures.

The Identity Card should be prepared in duplicate so that the duplicate copy may be retained in the office for the purpose of record by the Returning Officer. Photograph should be pasted on the top right portion of the Identity Card.

### **APPOINTMENT OF ELECTION AGENT**

- 2.6 If a candidate desires to appoint an Election Agent such appointment shall be made in Form 8 in duplicate either at the time of delivering nomination paper or at any time before election. The duplicate copy of appointment be forwarded to the Returning Officer by the candidate. The candidates should also be asked to affix photograph of their election agents on the right top portion of both the copies of their appointment letters in Form-8. These photographs should also be attested by Returning Officer in the same manner as in the case of candidate. The letter of appointment of election agent in Form-8 should serve the purpose of Identity Card.

### **REVOCATION OF APPOINTMENT OF ELECTION AGENT**

- 2.7 The appointment of the Election Agent may be revoked by the candidate at any time by a declaration in writing in Form 9 signed by him/her and lodged with the Returning Officer. Such revocation shall take effect from the date on which it is lodged. In the event of such revocation or in the event of death of election agent before or during the period of election, the candidate may appoint another election agent in his place.

### **APPOINTMENT OF POLLING AGENT**

- 2.8 A Contesting Candidate or his Election Agent may also appoint one Polling Agent and one Relief agent to act as polling agent of such candidate at each polling station. Each such appointment shall be made by a letter in writing in duplicate in Form - 10 duly signed by the candidate or his/ her election agents.

However, only one Polling Agent will be allowed at a time inside Polling Station in respect of a candidate.

- 2.9 The Polling Agent, so appointed, shall present it to the Presiding Officer of the concerned polling station on the day of poll. The Presiding Officer, after satisfying himself/herself about the genuineness of signature of candidate or his/her election agent as the case may be, on the appointment letter, should get the declaration therein signed by the polling agent and thereafter allow him/her to seat as per seating arrangement made.
3. The appointment of a Polling Agent may be revoked by the Candidate or his Election Agent at any time by a declaration in writing in Form-11 signed by him/her. Such declaration shall be lodged to the presiding officer at the polling station where the polling agent so appointed for duty.

Provided that where the appointment of polling agent is revoked or where the polling agent dies before the commencement of the poll the candidate or his/her election agent may appoint another polling agent in accordance with the provision of the rule.

### **SPECIMEN SIGNATURE OF CANDIDATE AND HIS ELECTION AGENT**

- 3.1 The Returning Officer should obtain specimen signatures of the candidates and their election agents and circulate the same to each Presiding Officer so as to enable the Presiding Officer to verify the signature of candidates/their election agents on any form or any document presented on their behalf.

The above arrangement is required to prevent any malpractices at polling stations by unscrupulous persons.

### **PASSES FOR POLLING AGENTS BY PRESIDING OFFICER**

- 3.2 Candidate can appoint one polling agent and one relief polling agent at each polling station. However, only one polling agent of a candidate should be allowed inside the polling station at any given time. A permit or pass may be issued to every polling agent who is admitted inside polling station on the authority of which he/she can come in and go out of the polling station as may be necessary.

### **SEATING OF POLLING AGENTS**

- 3.3 The seating arrangement for polling agents should be made in such a manner that they have the opportunity of seeing the faces of the electors and challenging their identity whenever necessary. They should not be allowed to move about in the polling station.

However, the seating arrangement of polling agents at the polling station shall be guided by the following categories of priorities:-

- (i) Candidates of recognized National Parties.
- (ii) Candidates of recognized State Parties.
- (iii) Candidates of unrecognized State Parties who have been permitted to use their reserve symbols in the constituency.
- (iv) Independent candidates.

### **SMOKING, MOBILE PHONES ETC., TO BE PROHIBITED INSIDE POLLING STATION/COUNTING HALL**

- 3.4 Smoking inside the polling station should not be allowed by the presiding officer.
- 3.5 Prohibition of use of Cellular Phones, Cordless Phones, and Wireless sets etc. in the polling station.

No Cellular Phones, Cordless Phones, Wireless Sets etc in any case be allowed inside the polling stations and also in the 100 metres perimeter of the polling stations.

### **DEATH OF CANDIDATE BEFORE POLL**

- 3.6 If a validly nominated candidate who has not withdrawn his candidature dies and a report of his death is received before the publication of the list of contesting candidates under Rule 21 or if a contesting candidate dies and a report of his death is received before the commencement of the poll, the Returning Officer on being satisfied of the fact of the death of candidate, countermand the poll and report the fact to the State Government, the State Election Commission and also to the District Election Office concerned and all proceedings with reference to the election shall be commenced a new in all respects as if for a new election.

Provided that no further nomination shall be necessary in the case of person who was a contesting candidate at the time of the countermanding the poll.

Provided further that no person who has given a notice of withdrawal of his candidature under Rule 14 before the countermanding of the poll shall be ineligible for being nominated as a candidate for election after such countermanding.

## **CHAPTER - VI**

### **UNCONTESTED ELECTION UNOPPOSED RETURNS**

1. If in any constituency there is or remains only one contesting candidate after the last hour fixed for withdrawal of candidature is over, the Returning Officer shall forthwith declare in Form 14 all such candidates to be duly elected to fill those seats. In that event, a poll is not necessary in that particular constituency.

## **REPORT OF RESULT OF UNCONTESTED ELECTION**

2. Report the result of such uncontested election forthwith by sending a signed copy of declaration of Returning Officer in Form 14 to :-
  1. The District Election Officer,
  2. The State Election Commission, and
  3. The State Government.
- 2.1 The date to be given in the declaration should be the date on which the result of the election is declared and not the date on which the declaration is despatched. Even if an occasion arises when the Returning Officer has to rectify some error in the original declaration, there should be no change in that date which should continue to be the date on which the result was declared.

## **CERTIFICATE OF ELECTION**

- 2.2 As soon as may be after a candidate has been declared elected in respect of Gram Panchayat or Zilla Parishad the Returning Officer shall grant to such candidate a certificate of election in Form - 25 and obtain from the candidate an acknowledgement of its receipt duly signed by him and immediately thereafter send the acknowledgement to the District Election Officer.

## **CHAPTER - VII**

### **ARRANGEMENTS FOR POLL**

1. Immediately after the list of contesting candidates has been published the Returning Officer will recheck the requirement of ballot boxes and the other polling materials which was worked out by him earlier is in order and everything is ready for taking the poll.

### **CONTACT WITH CANDIDATES**

2. The contesting candidates may be met as often as possible and keep them informed of the arrangements made.

### **CO-OPERATION FOR LAW AND ORDER**

3. The co-operation of the contesting candidates may be sought for preserving law and order at and before the poll. Their cooperation in that regard may be of great help in overcoming many of the difficulties and problem.

### **PREPARATION OF WORKING COPIES OF ELECTORAL ROLLS**

4. Four copies of the electoral rolls may be prepared against each constituency in respect of Gram Panchayat and Zilla Parishad for distribution as follows :-
  - (a) Polling Officer responsible for identification of electors - 1 Copy
  - (b) Presiding Officer - 1 Copy
  - (c) For circulation among polling agents / Exhibition at Polling Station - 1 Copy
  - (d) Reserve - 1 Copy

### **POLLING REHEARSALS**

5. The Polling rehearsals may be conducted in an effective manner so that any error or lapse may be avoided during and at the end of poll.

### **DUMMY BALLOT PAPERS**

6. There is no objection in printing of dummy ballot papers by the candidates / political parties with the exception that the dummy ballot paper should not resemble in any manner the genuine ballot paper in size and colour.

### **UNOFFICIAL IDENTITY SLIPS**

7. The Political Parties/Candidates may issue the unofficial identity slips as follows in white paper :-

- (1) The Name of the Constituency.
- (2) The Name and Serial number of the voter in electoral roll.
- (3) Part Number.
- (4) The number and name of the Polling Station.

## **CHAPTER - VIII**

### **POLLING STATION INTRODUCTORY :**

Under Rule 48 (e) of the Arunachal Pradesh Panchayat Raj (Conduct of Election) Rule 2001, the District Election Officer, not later than seven days before the date of poll, is required to publish the list of polling stations indicating the polling station and the areas for which they would be set up.

The State Election Commission has devised a form for the purpose which is appended at Annexure– III.

### **SELECTION OF POLLING STATION**

1. As far as practicable the polling stations may be selected keeping in view of the following factors :

- 1.1 The Polling Station should normally have minimum area of 20 Sqm. to avoid congestion inside.
- 1.2 The rooms should be well-lit and have two openings which can be used as entrance or exit.
- 1.3 To the extent practicable the polling Station may be located in permanent or semi permanent buildings.

In case no suitable building is available, The Polling Station can be located in temporary structure but as far as possible this should be avoided as it involves considerable expenditure to the Government.

- 1.4 Where the Polling area for a Polling Station comprises numbers of villages, the polling station may ordinarily be set up in the village which has the largest number of voters.
- 1.5 The location of polling station may be decided in such a manner that the voters may reach the polling station with minimum difficulties for voting.
- 1.6 No Polling Station should be located in Police stations, Hospitals, Temples or places having religious significance.

### **SUPPLY LIST OF POLLING STATION**

2. After publication of list of polling stations one copy of such list shall be supplied free of cost to every recognized political party and one copy to each contesting candidate.

- 2.1. A copy of list of polling stations should also be sent to the State Election Commission.

## **CHAPTER - IX**

### **POLLING PERSONNEL LEGAL PROVISIONS**

As per provision of subsection 4 of Section 105 of the Arunachal Pradesh Panchayat Raj Act 1997, the Returning Officer shall appoint Presiding Officers and Polling Officer for holding the election or by-elections of members to the Gram Panchayat and Zilla Parishad.

### **APPOINTMENT OF POLLING PERSONNEL**

1. The following basic criteria for appointment of polling personnel may be adhered to:
  - (i) Presiding Officer should be the senior-most official in comparison to Polling Officers.
  - (ii) As far as practicable a person should not be assigned polling duties in a polling station at the place of his posting or at his home place.
  - (iii) A Polling Station exclusively set up for women electors must have female Presiding Officer or a female Polling Officer.
  - (iv) Selection of poll personnel of every polling team may be decided on random basis keeping in view of above mentioned criteria.

The form of appointment of Presiding and Polling Officer is appended at Annexure – IV.

### **POLLING TEAMS**

2. During simultaneous election to Gram Panchayat and Zilla Parishad a polling team should normally consist of one Presiding Officer and three Polling Officers and one Polling Attendant. However, the Returning Officer may decide the numbers in a polling team depending on the numbers of voters to cover by a polling station.

During single election the team should consist of minimum two Polling Officers and one Polling Attendant in addition to Presiding Officer.

2.1 The duties of polling officers are detailed in the handbook of presiding officer.

2.2 The layout of polling stations may be worked out in line with the general election.

### **RESERVE POLLING PERSONNEL**

3. A reserve list of polling personnel may be prepared to deal with emergencies at any polling station in a constituency.

### **DEPLOYMENT OF POLICE PERSONNEL**

4. Police personnel should be deployed with each polling party as far as practicable.

### **TRANSPORT FOR POLLING PARTIES**

5. Arrangement of transport for movement of polling parties along with poll materials to respective polling station and return to collection centre along with polled ballot boxes should be made.
6. Arrangement of accommodations etc., for polling parties in respective polling stations may be checked and ensured.

## **CHAPTER - X**

### **BALLOT PAPER**

- 1.1 During simultaneous election to Gram Panchayat and Zilla Parishad constituencies the ballot paper for Gram Panchayat constituencies will be of WHITE colour and the ballot paper for the Zilla Parishad will be of YELLOW colour.

As the election of members from numbers of Gram Panchayat constituencies will be held in single polling station by using single ballot box, it may create considerable difficulties in sorting out the ballot papers Gram Panchayat constituency wise smoothly and expeditiously during counting and hence may cause inordinate delay in the counting process.

The number and name of each Gram Panchayat constituency will also be printed on the backside of each ballot paper of the particular Gram Panchayat constituency only.

- (i) As for instance suppose, of the name of Gram Panchayat Constituency, is '2-Angrin Valley' on the back side of ballot paper be printed "2- Angrin Valley". However, it will not be printed on backside of counterfoil.
  - (ii) Suppose the name of Gram Panchayat Constituency is Bordumsa village Gram Panchayat Constituency. On the backside of the ballot paper will also be printed Bordumsa village.
- 1.2 No such printing will be made on the backside of ballot papers of Zilla Parishad Constituencies.
  - 1.3 Every ballot paper shall in Form -15 for Gram Panchayat and in Form 15 B for Zilla parishad.
  - 1.4 Every ballot paper shall have the counterfoil attached to it for recording the particulars of an elector.
  - 1.5 The front face of the ballot paper will contain only the name and particulars of the constituency and the election, the names of the contesting candidates and the symbols of the candidates.
  - 1.6 The names of the candidates shall be arranged on the ballot paper in the same order in which they appear in the list of contesting candidates.

### **PRINTING OF BALLOT PAPERS**

2. The period between the last date for withdrawal of candidature and the date of poll will be short and the ballot papers will have to be printed and distributed to the Presiding Officers within that period obviously a well planned effort will be required to accomplish this task within the specified time frame. It is therefore, imperative that the printing of ballot papers should commence on the day list of contesting candidates is finalized.

In the event of printing of ballot papers by the State Election Commission the Returning Officer should furnish to the State Election Commissioner the number of ballot papers required and the names of contesting candidates as arranged in Form-7 (immediately after 3 PM) together with the symbols allotted to each of them on the last date for withdrawal of candidature by FAX/WT or through Special Messenger.

The Returning Officer should also make necessary arrangements to collect the printed ballot papers in due course as per direction of the State Election Commission.

During printing of ballot papers it should be ensured that the printing of surplus ballot papers for a constituency is made in most rational manner to avoid wasteful expenditure.

- 2.1 Proper registers should be maintained of the total numbers of ballot papers for each constituency is printed.

### **VERIFICATION OF BALLOT PAPERS AND THEIR ISSUE TO PRESIDING OFFICER**

3. During receipt of ballot papers after printing the same may be checked to ensure that;
  - (a) Each bundle of ballot papers should contain 50 ballot papers each with consecutive serial numbers.
  - (b) The names of all the contesting candidates and symbols allotted to them have been printed properly and correctly.
  - (c) The serial number on the ballot paper corresponds with that on the counterfoil.
  - (d) There is no discrepancy in the number of ballot papers as sent by the press and the number found on actual counting.
  - (e) It should be ensured that no defective ballot paper is issued to the Presiding Officer.
  - (f) Normally the ballot paper should be issued to the Presiding Officer on the day before the poll. But this may be readjusted by the returning officer depending on the distance to be covered by the polling team to reach respective polling station.
  - (g) The ballot papers should be allotted to polling station having regards to the number of electors (rounded off to the next ten) and for this purpose if need arises, the required number of ballot papers may be taken out from the last stitched bundle of 50 intended for that Polling Station and restitch it.

### **ASSESSMENT OF THE REQUIREMENT OF BALLOT PAPERS FOR A CONSTITUENCY**

4. The number of ballot papers with counterfoils in stitched bundles to be supplied to each polling station should be equal to the number of electors allotted to the polling station rounded off to the next ten. The numbers required for supply to each polling station should be ascertained on the basis of this formula.

### **SAFE CUSTODY OF UNDISTRIBUTED BALLOT PAPERS**

5. The surplus undistributed ballot papers should be kept at central place for distribution to any polling station as may be required according to exigencies of the situation. Due care should be taken to ensure that these ballot papers do not fall into unauthorized hands.

## **CHAPTER - XI**

### **POLLING STATION**

1. It should be ensured well in advance of the date of poll all arrangements for setting up of Polling Stations at selected locations have been made. Viz. there shall be a single voting compartments for both the Gram Panchayat election and Zilla Parishad election in a Polling Station.
2. The Returning Officer should ensure that the respective polling parties have received their appointment order and are in readiness to move to their respective polling stations as per programme of movement.

### **POLLING MATERIALS**

3. It should be ensured that the polling parties have been supplied with required polling materials including the ballot boxes and ballot papers and the Presiding Officer is taking utmost care for their safe custody.

### **LAW AND ORDER AND FREE AND FAIR ELECTION**

4. Necessary steps should be taken in consultation with the concerned authorities to maintain law and order in and around the polling stations to ensure conduct of free and fair poll.

### **ARRIVAL OF POLLING PARTIES AT POLLING STATION**

- 5.1 It should be ensured that the polling parties reach their assigned polling stations one day ahead of the day of poll.
- 5.2 On the day of poll the polling parties must take their seats in the polling station at least one hour before the time fixed for the commencement of poll.

### **DUTIES OF PRESIDING AND POLLING OFFICERS**

- 6.1 The Presiding Officer in a polling station should be assisted by four Polling Officers in simultaneous election to Gram Panchayat and Zilla Parishad and by two or more Polling Officers in single election depending on the numbers of voters.

The details of duties to be performed by the Presiding Officer and the Polling Officer are given on the Handbook of Presiding Officer brought out by the State Election Commission.

### **The broad out line of their duties is furnished below : -**

The first Polling Officer will be in-charge of marked copies of electoral rolls for all Gram Panchayat Constituencies in a polling station. The second Polling Officer will be in-charge of ballot papers for all Gram Panchayat Constituencies and indelible ink. The third Polling Officers will be in- charge of marked copy of electoral roll for Zilla Parishad Constituency and the ballot paper of Zilla Parishad Constituency. He will also be in-charge of arrow cross mark of rubber stamp.

### **SEATING ARRANGEMENT FOR PRESIDING OFFICER AND POLLING OFFICERS**

7. The Presiding Officer should seat in such a place from where he can watch all the proceedings in a Polling Station. The Polling Officers should be so seated that an elector after entering the Polling Station straight way proceed to the first Polling Officer and thereafter to second, third and fourth Polling Officer respectively in a systematic manner.

### **ARRIVAL OF POLLING AGENTS**

8.1 Each contesting candidate or his election agent should be asked to direct their Polling Agents to reach polling station at least before half an hour on the day of poll.

The preliminary preparations on the ballot box etc. should not be delayed because of their absence.

### **SEATING ARRANGEMENT FOR POLLING AGENTS**

8.2 The seating arrangements of Polling Agents should be made in such a manner that they have adequate opportunity to identify the electors, see the entire operation in the Polling Station right from the entry of the elector into the Polling Station and till his exit after recording of his vote.

However, their seating arrangement may be regulated on the basis of priorities as indicated in Para 3 of Chapter-V under "*Seating of Polling Agents*".

### **DEMONSTRATION OF MARKED COPY OF ELECTORIAL ROLL, BALLOT PAPERS AND BALLOT BOXES**

8.3 Before the commencement of the poll the Presiding Officer should demonstrate to the candidates and the polling agents that the marked copy of electoral to be used at the polling station does not contain any entry or mark other than the 'VED' in pursuance of Rule-32(1) of the Arunachal Pradesh Panchayat Raj (Conduct of Election) Rules, 2001.

8.4 The Presiding Officer should also demonstrate to them the bundles of ballot papers constituency wise and allow them to note the first and last serial numbers of ballot papers and also any ballot paper cancelled by him due to its defective nature.

8.5 Before preparation of ballot box/boxes for the poll he should demonstrate to the Candidates or Polling Agents, if present, that the ballot box/boxes are empty except address tag inside it.

8.6 In pursuance of Rule-26(3) the State Election Commission has devised the distinguishing mark rubber stamp which will include the code of the district, the number of Gram Panchayat and the Polling Station number. For instance all ballot papers issued in Polling Station number 4 in the Gram Panchayat number 6 of Tawang district shall be stamped as mentioned below.

6

1 —

4

The Presiding Officer also shall sign in full on the back of ballot paper below the distinguishing mark stamps.

### **BALLOT BOX**

8.7 During simultaneous election to Gram Panchayat and Zilla Parishad one ballot box viz; for Gram Panchayat Constituencies and Zilla Parishad Constituencies will be put to use.

### **SEALING OF BALLOT BOX**

8.8 Under Rule -28(4), after demonstrating the ballot boxes to be used in a polling station that they are empty, The Presiding Officer shall secure and seal such ballot box in such a manner that the slit for insertion of ballot papers remain open and shall allow the candidates or their election agents, who may be present, to affix their own seal or signature as well.

The seal used for securing of ballot box shall be fixed in such a manner that it shall not be possible to open the ballot box without breaking the seal.

Every ballot box after secured and sealed shall be placed for receipt of ballot papers in full view of the Presiding Officer, the candidates or their authorized agents.

### **FRESH POLL IN CASE OF DESTRUCTION ETC . OF BALLOT BOXES**

9.1 If at any election :-

- (a) any ballot box used at a polling station is unlawfully taken out of the custody of Presiding Officer or is accidentally or intentionally destroyed or lost or damaged or tampered with to such an extent that the result of the poll at the polling station cannot be ascertained or ;
- (b) any such error or irregularity in procedure as is likely to vitiate the poll is committed at a polling station.

The Presiding Officer under Rule-47 (1) (b) shall forthwith report the matter to the Returning Officer and District Election Officer who after taking all circumstances into account either.

- (i) declare that poll at the polling station to be void or;
- (ii) If satisfied that, the result of a fresh poll will not in any way, after the result of the election or that the error or irregularity in procedure is not material issue such directions to the Returning Officer as he may deem proper for the further conduct and completion of the election.

### **PROCEDURE FOR RECOMMENCEMENT OF POLL**

9.2 Where a poll at a polling station is declared void the District Election Officer shall immediately report the matter to the State Election Commission and also to the State Government. The State Election Commission in consultation with the State Government, shall, by notification, fix a date and time for taking a fresh poll and thereupon the District Election Officer shall fix the polling station at which poll shall be taken.

### **DECLARATION BY THE PRESIDING OFFICER BEFORE THE COMMENCEMENT OF THE POLL**

10. In order to ensure that the Presiding Officer has complied with the Rule-28 (3) and 29 of Arunachal Pradesh Panchayat Raj (Conduct of Election) Rules 2001, the State Election Commission has prescribed a declaration form annexed at Annexure-V. The Presiding Officer should read out the declaration aloud, to the hearing of all persons present, sign the declaration and also obtain there in the signature of the Polling Agents present and are willing to affix the same. If any Polling Agent declines to affix his signature on declaration, the Presiding Officer should record the name of such Polling Agent in that declaration.

In the event of using one ballot box for Gram Panchayat and and Zilla Parishad one declarations may be made.

During subsequent use of ballot boxes during the poll similar declaration will be required as appended in Annexure – V (A).

### **WARNING ABOUT SECRECY OF VOTING**

11. Before commencement of the poll, the Presiding Officer should explain the provision of Section 125, 126 and 127 of the Arunachal Pradesh Panchayat Raj Act, 1997 regarding maintenance of Secrecy and misconduct etc., and the penalty for any breach thereof.

### **COMMENCEMENT OF POLL**

- 12.1 The Presiding Officer should commence the poll exactly at the hour fixed for the purpose. If for any unforeseen reason he could not complete the required formalities relating to preparation of ballot boxes etc; in that case he should allow few voters to come inside the Polling Station in queue and allow them to vote as soon as formalities are completed. The Presiding Officer has no authority to extend the polling hour and the poll must close at the appointment hour except that the voters, who are present at the Polling Station at the closing time, shall be allowed to vote even if the polling continues for some time more. In order to ascertain such voters the Presiding Officer, 5 minutes before closing of poll shall verify their numbers himself and issue slips to those voters serially from last voter in the queue to the first voter, who may vote even after closing hours of the poll.

### **PERSONS TO BE ADMITTED IN POLLING STATION**

- 12.2 The Presiding Officer shall allow following categories of persons to enter in Polling Station.
- (a) The electors.
  - (b) Polling Officers.
  - (c) Each candidate, his Election Agent and Polling Agent at a time.
  - (d) Persons authorised by the State Election Commission.
  - (e) Persons authorized by the District Election Officer or the Returning Officer.
  - (f) Public servants on duty in connection with the election.
  - (g) A child in arms accompanying a voter.
  - (h) A person accompanying a blind and infirm voter who cannot move without being helped.
  - (i) Such other person as the Returning Officer or the Presiding Officer may employ for the purpose of identifying the voter from time to time.
  - (j) The expression public servant only does not normally include police personnel. Such personnel whether in uniform or in plain clothes should not as a general rule be allowed to enter into a Polling Station unless the Presiding Officer calls them inside in connection with maintenance with law and order or some similar purpose.

### **REGULATION OF ENTRY OF VOTERS**

- 12.3. As far as practicable there should be separate queues of voters for men and women voters. There should be three or four voters into the polling station at a time. Men and women voters should be admitted into the Polling Station in alternate batches.

### **FACILITIES TO PRESS REPRESENTATIVES AND PHOTOGRAPHERS**

- 12.4 There is no objection in allowing photographers in taking photographs of crowd of voters lining up outside the Polling Station subject to the maintenance of peace and order. ***In no case taking of photograph of voter recording his vote be allowed.***

### **IDENTIFICATION OF ELECTORS**

- 12.5. After an elector enters the polling station the first polling officer will check the identity of the elector and other particulars with relevant entry in the electoral rolls and then call out the serial number name and other particulars of the voter to the hearing of all present.

The electors normally come to the Polling Station with unofficial identity slip issued by a candidate or political party, but in such cases also the concerned Polling Officer must satisfy himself about the identity of the elector to report to the Presiding Officer who in turn shall conduct further probe about the identity of the elector. The Presiding Officer shall debar such person if the said elector is proved to be an impersonator.

### **CHALLENGED VOTES**

- 13.1 Any Polling Agent may challenge the identity of a person claiming to be a particular elector by depositing a sum of rupees two in cash with the Presiding Officer for each such challenge. If the Presiding Officer after summary enquiry considers that the challenge has not been established he shall not debar the person challenged from voting.
- 13.2 The Presiding Officer shall keep a record of such challenged votes in Form – 17.

### **APPLICATION OF INDELIBLE INK**

- 14.1 Under Rule 34 (1) a voters left forefinger shall marked with indelible ink after the identity of the voter is established and before issue of ballot paper to him. This should be done by the second polling officer who will also be charge of ballot paper of Gram Panchayat Constituencies.
- 14.2 If an elector has no left forefinger, then the indelible ink should be applied on any such finger of his left hand starting with his left forefinger. If he has no finger in his left hand the ink should be applied on his right forefinger and if he has no right forefinger to any other finger in his right hand starting with his right forefinger. If he has no fingers in both hands ink should be applied to such extremity of his left or right arm as he possesses.

### **ISSUE OF BALLOT PAPER**

- 15.1 The ballot papers for Gram Panchayat constituencies will be of WHITE colour and the ballot papers for the Zilla Parishad will be YELLOW colour.

The concerned Polling Officer will record the required particulars of the elector on the counterfoil of the ballot paper before it is delivered to the elector. Also the name of the elector in marked copy of electoral roll will be underlined and put a ( ? ) tick mark also in the left side of name if the elector is a female elector.

### **SIGNATURE OF PRESIDING OFFICER ON BACK OF BALLOT PAPERS**

- 15.2 The Presiding Officer shall also sign his name in full on the back of each ballot paper below the distinguish mark stamp before it is issued to elector.

### **SIGNATURE/THUMB IMPRESSION OF ELECTOR ON THE COUNTERFOIL OF BALLOT PAPER**

- 15.3 The signature or thumb impression of elector must be invariably obtained on the counterfoil of ballot paper before it is issued to him. If, an elector refuses to put his signature or thumb impression on the counterfoil of the ballot paper, he shall not be allowed to vote and no ballot paper shall be issued to him.

### **MAINTENANCE OF SECRECY OF VOTING BY ELECTORS**

- 15.4 Every elector to whom ballot paper has been issued refuses after warning given by the presiding officer to maintain secrecy and to observe the procedure as laid down under sub-rule 2 of Rule- 36, the ballot paper issued to him shall, whether he has recorded his vote or not be taken back from him by the presiding officer or by a polling officer under the direction of Presiding officer and cancelled by the presiding and shall record on its back the words "cancelled' voting procedure violated."
- 15.5 All such cancelled ballot papers shall be kept in a separate cover provided for the purpose. Proper account for such cancelled ballot papers shall be maintained in Ballot paper Account Form - 20

### **VOTING BY BLIND AND INFIRM VOTERS**

16. If the Presiding Officer is satisfied that owing to blindness or other physical infirmity an elector is unable to recognize the symbol on the ballot paper or make a mark there on without assistance, the presiding officer shall permit the elector under Rule-37 (1) to take with him a companion of not less than 18 years of age to the voting compartment for recording the vote on the ballot paper on his behalf and in accordance with his wishes.

- 16.1 No person shall be permitted to act as the companion of more than one elector at any Polling Station on the same date.
- 16.2 Before any person is permitted to act as the companion of an elector he shall be required to declare in Form-18 (A) that he will keep secret the vote recorded by him on behalf of the elector and that he has not already acted as the companion at any polling station on that date.
- 16.3 The Presiding Officer shall keep a brief record of the blind and infirm voter in Form-18.

#### **TENDERED VOTES**

- 17.1 If a person presenting himself at the polling station seeks to vote representing himself to be a particular elector after another person has already voted as such elector, he shall on satisfactorily answering questions relating to his identity as the Presiding Officer may ask, be entitled, to vote by means of tendered ballot paper, which shall be serially the last in the bundles of ballot papers supplied for use against the particular constituency in that polling station.

The word '*Tendered Ballot Paper*' shall be written on the back of the ballot paper and its counterfoil by the presiding officer and signed by him.

- 17.2 The Tendered ballot paper shall not be inserted in the ballot box but handed over to the Presiding Officer who shall place it in a cover provided for the purpose.
- 17.3 The Presiding Officer shall also maintain the record of Tendered Ballot Papers issued to electors in Form-19 and shall also obtain the signature or thumb impression of the elector in column 5 of the Form.

#### **FACILITIES FOR PUBLIC SERVANTS ON ELECTION DUTY**

- 18.1 Under Rule-32(1) a voter on election duty who wished to vote, shall, at least three days before the date of poll, approach the Returning Officer or any officer of the constituency designated by him respect of which he is voter and make an application in Form-16 for the issue of a ballot paper in order to enable him to vote.
- 18.2 The Returning Officer after being satisfied about the identity of the voter or the production of letter of appointment in connection with the election shall issue a ballot paper to such voter and permit him to vote on this spot with the instrument provided for the purpose.
- 18.3 The elector's name in the electoral will be marked and also recorded VED in the left side of the entry of his name.
- 18.4 The Returning Officer, on receipt of application in Form-16 may fix date, time and place when such vote may be cast.
- 18.5 After recording of the vote the elector will make over the ballot paper to the Returning Officer in a sealed cover who in turn will keep it in safe custody to be taken out during counting.

The counterfoil of such ballot paper be kept in a separate sealed cover.

#### **MAINTENANCE OF DIARY BY PRESIDING OFFICER**

19. In order to keep a record of the happenings in the Polling Station the State Election Commission has devised a proforma for Presiding Officer's diary which should be maintained by the Presiding Officer outlining the proceedings connected with the poll in the Polling Station.

The Proforma of diary is appended herewith in Annexure-VI.

#### **CLOSE OF POLL**

20. The poll should be closed at the hour fixed and shall not thereafter allow any voter into the Polling Station.

However, all voters present at the polling station at the hour appointed for the close of poll should be permitted to cast their vote even if the poll has to be continued for some time beyond the appointed closing hour.

### **SEALING OF BALLOT BOXES AFTER POLL**

21. Under Rule-41(1) and (2) as soon as practicable after the closing of poll the Presiding Officer shall satisfy himself in the presence of candidates or their polling agents if any, that the seals affixed to the ballot boxes are intact. He shall then close the slit used for insertion of ballot papers in the ballot box by pasting a piece of paper on the slit and secure in such a manner that it shall not be possible to open the slit without tempering the piece of paper or breaking the seal

The Presiding Officer shall duly sign such paper and shall allow the candidates or their agents to put their signature thereon.

### **PREPARATION OF BALLOT PAPER ACCOUNT**

- 3.1 After the close of the poll the Presiding Officer shall prepare ballot paper account under Rule 42 in Form-20 for the ballot papers used at the Polling Station, in respect of Gram Panchayat Constituency and Zilla Parishad Constituency.
- 3.2 The ballot paper account in Form-20 should be kept by the Presiding Officer in separate cover with the words ballot paper account superscribed thereon.

### **SUPPLY OF ATTESTED COPIES OF BALLOT PAPER ACCOUNT TO POLLING AGENTS**

4. Under Rule-42 the Presiding Officer shall furnish to every polling agent present at the close of poll a true attested copy of ballot paper account as prepared by him in Form-20 after obtaining a receipt from those polling agents.

### **DECLARATION OF PRESIDING OFFICER AT THE END OF POLL**

5. In order to ensure that the requirement under Rule-42 regarding furnishing of ballot paper account to the Polling Agents has been carried out by the Presiding Officer, State Election Commission has devised a declaration (Annexure VII) which should be made by the Presiding Officer at the close of poll.

### **SEALING OF ELECTION PAPERS**

- 6.1 After the close of the poll all election papers relating to the poll constituency wise separately shall be sealed by the Presiding Officer in accordance with the provisions of the Rule-43(1) and (2).
- 6.2 Each packet shall be sealed with the seals of Presiding Officer and with the seals or signature of the candidate or his election agent or his Polling Agent who may be present at the Polling Station and may desire to affix his seal or signature thereon.

### **TRANSMISSION OF BALLOT BOXES, BALLOT PAPERS AND ELECTION PAPERS TO THE RETURNING OFFICER**

7. The Presiding Officer shall deliver to the Returning Officer the following election papers/materials at such place as the Returning Officer may direct :-
  - (a) The Ballot Boxes.
  - (b) The Ballot Paper Accounts.
  - (c) All sealed packet under Rule-43.
  - (d) All other papers used at the poll.

The Returning Officer shall make adequate arrangement for the safe transport of all polled Ballot Boxes, Packets and other papers and for their safe custody until the commencement of the counting of votes.

## **ADJOURNMENT OF POLL**

8. Under Rule 45(1), the Returning Officer or the Presiding Officer is empowered to adjourn the poll on account of;-
- (a) Any natural calamity when it became impossible to conduct the poll.
  - (b) Any riot or open violence when it became impossible to take the poll.
  - (c) Or any other sufficient cause.

Where the poll is so adjourned by the Presiding Officer he shall forthwith report such adjournment to the Returning Officer who in turn shall report the circumstance of adjournment to the District Election officer and the State Election Commission. The State Election Commission in consultation with the State Government shall by notification, fix date and hours of poll on which the poll shall recommence and the District Election Officer shall fix the polling station at which the polls shall be taken.

- 8.1 If the poll at any Polling Station is adjourned under Rule-45 the provision of Rules - 41 to 43 shall as far as practicable apply as if the poll was closed at the hour fixed in that behalf under Rule 3.
- 8.2 At any adjourned poll the voters who have already voted at the poll so adjourned shall not be allowed vote again and the voters who have not voted before the poll was adjourned will alone be permitted to vote.
- 8.3 The Returning Officer shall provide the Presiding Officer of the polling station at which such adjourned poll is taken (1) the sealed packet containing the marked copy of electoral roll (2) other sealed packets (3) the original ballot box containing the polled ballot papers and (4) new ballot box.
- 8.4 The Presiding Officer shall open the sealed packets in the presence of the Polling Agents present and use the marked copy of the electoral rolls of the adjourned poll.

## **CHAPTER - XII**

### **COUNTING OF VOTES**

- 1.1 As per Rule 49 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules 2001, the Returning Officer of the concerned Gram Panchayat and Zilla Parishad Constituencies shall atleast 5 days before the date or first of the dates fixed for the poll, appoint the place or places where the counting of votes will be conducted and also the date and time at which the counting of votes will commence and shall give a notice of the same to each candidate or his election agents.

However the Returning Officer, if for any reason, finds it necessary, he may after the date, time and place so fixed or any of them, after giving notice of the same in writing to each candidate or his Election Agents.

The State Election Commission has devised form for notice of counting (For counting at one place) and also (For more place than one) which are appended herewith in Annexure-VIII and Annexure-IX respectively.

- 1.2 The selection of place/places for counting of votes is left at the discretion of Returning Officer. It may be at the district headquarters or at any other place which is considered to be convenient for the purpose. However, prior approval of the commission must be obtained in regard to the place/ places of counting fixed by the Returning Officer. The prior approval of the commission should also be obtained if any change is considered necessary in the place or places of counting as approved by the Commission.
- 1.3 The room or hall fixed for the counting should be spacious enough to accommodate the Returning Officer, Counting Assistants the Candidates and their Agents, the number of Counting Agents may be more as there will be two sets or more of Counting Agents for the Gram Panchayat, and Zilla Parishad Constituencies during simultaneous election.

The Table of Returning Officer should preferably on or raised platform within the room from where he can easily supervise all the counting tables. The candidates may be provided seats in the same platform.

There should be sufficient space in between the rows to enable a person to move up and down. Care should be taken to provide security guards and the fire brigade against an emergency.

- 2.0 During simultaneous election the counting of votes to the Gram Panchayat and Zilla Parishad Constituencies will be done side by side in separate sets of tables.
- 2.1 Every effort should be made to complete the counting on the same day. Therefore the numbers of counting staff should be decided accordingly.
- 2.2 As per sub-section (3) of Section 105 of the Arunachal Pradesh Panchayat Raj Act, 1997 the Assistant Returning Officer is also competent to count votes at different places on the same day.

#### **PERSONS ALLOWED IN COUNTING HALL**

- 2.3 The Returning Officer shall take appropriate measures for avoiding over crowding in counting hall and shall not allow any persons inside counting hall except following persons: -
  - (a) Counting Supervisors and Counting Assistants.
  - (b) Persons authorized by the State Election Commission.
  - (c) Persons authorized by the District Election Officer.
  - (d) Public Servant on duty in connection with the election.
  - (e) The Candidate or the Election Agent and the Counting Agent.

#### **NUMBER OF COUNTING TABLES**

- 3.1 Counting of votes should be done on tables arranged in rows separately for Gram Panchayat Constituency and the Zilla Parishad Constituencies.
- 3.2 Number of counting tables in a counting hall shall not exceed Ten Tables excluding the Table of the Returning Officer. The Returning Officer has however the discretion to reduce the number of Counting Tables depending on the actual requirement.
- 3.3 In each counting hall barricade should be provided for each counting table so that the Counting Agents are prevented from handling of ballot paper. The barricade may be constructed with the help of Bamboo etc.
- 3.4 Each counting Table should be provided with one Supervisor and two or more Counting Assistants. Also, the Counting Table should be numbered serially.
- 3.5 Each counting Table should be provided with one tray containing separate compartments for each of the candidates set up by recognized National or State Parties, one common compartment for all other candidates and one more compartment for doubtful ballot papers.
- 3.6 Also provide near the Returning Officers table, two shelves with as many compartment. Compartments each as there are Counting Tables, the Compartment should be numbered serially.

#### **STATIONARY REQUIRED AT COUNTING TABLES**

- 3.7 (i) A knife or razor blade.
- (ii) Pencils.
- (iii) Two sheets of papers.
- (iv) Twine or rubber bands.
- (iv) One or two paper weights (even small pieces of stone will do).

#### **NUMBER OF COUNTING AGENTS**

- 4.0 Each contesting candidates or his Election Agents may appoint as many counting agents as there are Counting Tables.

In pursuance of Rule-50(1), the Commission has issued direction to restrict the numbers of Counting Agents by the recognized National or State Parties to avoid over crowding in the counting hall. As per the direction the recognized National party or the State party may appoint only one Counting Agent in a counting table for their Candidates instead of appointing one Counting Agent for each candidate separately.

### **LETTERS OF APPOINTMENT OF COUNTING AGENTS**

- 5.1 The Candidates should be informed about the number of Counting Agents they can appoint. Every such appointment shall be made in Form-12 in duplicate one copy of which shall be forwarded to the Returning Officer while the other copy shall be handed over to the Counting Agent for production before the Returning Officer not later than one hour before the time fixed for counting.
- 5.2 No Counting Agent shall be admitted in counting hall unless he has delivered to the Returning Officer the second copy of his appointment after duly completing and signing the declaration contained therein and receiving from the Returning Officer a valid pass for entry into the place fixed for counting.

### **REVOCATION OF APPOINTMENT OF COUNTING AGENTS**

- 5.3 A candidate may revoke the appointment of his counting agent at any time in Form-13 and communicate same to the Returning Officer.
- 5.4 In the event of such revocation a Candidate or his Election Agent may make a fresh appointment in accordance with sub-rule 2 of Rule-50.

### **SEATING ARRANGEMENT FOR COUNTING AGENTS**

- 6.1 The seating arrangement for the counting agents at counting Tables should be arranged in following order of priority :-
  - (i) Candidates of recognized National Parties.
  - (ii) Candidates of recognized State Parties.
  - (iii) Independent Candidates.

### **BADGES FOR COUNTING AGENTS**

- 6.2 Each Counting Agent should have a Badge indicating whose Agent he is and the serial numbers of the Tables at which he will watch the counting. He should keep seated near his allotted table and should not be allowed to move about all over the hall.
- 6.3 The Candidates and their Election Agents should be allowed to go round any part of the hall.

### **APPOINTMENTS OF COUNTING ASSISTANTS**

- 7.1 The required Counting Supervisors and the Counting Assistants be appointed by the Returning Officer to assist him in the counting.

Form of appointment is appended at Annexure – X.

- 7.2 As far as practicable only the Gazetted Officers may be appointed as Counting Supervisors while the Counting Assistants may be drawn from comparatively senior level.
- 7.3 No person should be appointed as Counting Supervisor or as Counting Assistant who has been employed by or on behalf of or has otherwise been working for a candidate in or about an election.
- 7.4 In addition to one Counting Supervisor and two or more Counting Assistants in each counting table and sufficient numbers of Group 'D' staff may also be appointed as Counting Assistants to carry ballot boxes etc. to and from the counting tables.

### **MAINTENANCE OF DISCIPLINE AND ORDER AT COUNTING HALL**

8. It must be ensured that complete order and discipline prevail in the counting hall and the counting takes place in business like manner. Any person, who during the counting of votes, misconducts himself or disobeys the lawful direction of the Returning Officer may be sent out of the counting hall by the Returning Officer or by any person authorized by him.

### **WARNING ABOUT SECRECY OF BALLOT**

9. Before the commencement of counting the Returning Officer shall read out the provisions of Section-126 of the Arunachal Pradesh Panchayati Raj Act, 1997 and explain the necessity for maintenance of secrecy of voting by such persons as may be present.

### **COUNTING OF VOTES RECEIVED IN SEALED COVER**

- 10.1 Under Rule-53(1) the Returning Officer should first deal with the ballot papers received by him in sealed covers from voters on election duty.
- 10.2 The sealed cover shall be opened one after another in the presence of candidate or their Election Agent or Counting Agent.
- 10.3 The Returning Officer shall count all the valid votes in the sealed cover and record the total number thereof in the counting sheets in Form-21A in respect of Gram Panchayat Constituency, Anchal Samiti and Zilla Parishad Constituency separately and announce the same.
- 10.4 Ballot papers received in sealed cover should be rejected on the following grounds :-
  - (i) If it bears any mark or writing by which the elector can be identified.
  - (ii) If to indicate vote, it bears no mark at all or bears a mark made otherwise than with the instrument supplied for the purpose, or
  - (iii) If votes are given in favour of more candidates than the number of candidates to be elected, or
  - (iv) If it is a spurious ballot paper, or
  - (v) If it is so damaged or mutilated that its identity as a genuine ballot papers cannot be established, or
  - (vi) If the ballot paper is different from the ballot papers authorized for use at the particular Polling Station and bears a different serial number.
  - (vii) If it does not bear the mark and signature it should have contained under the provision of sub rule (1) of Rule-35.
- 10.5 Before rejecting any ballot paper the Returning Officer shall allow the Candidate or his Election Agent or such Counting Agent present a reasonable opportunity to inspect the ballot paper but shall not allow him to handle it or any other ballot paper.

### **CHECKING SEALS IN BALLOT BOX**

- 11.1 Before opening of ballot box the Returning Officer will satisfy himself that the seals on the ballot box are intact and have not been tampered with.
- 11.2 As soon as a ballot box has been placed at the counting table, the Counting Agents for the table be allowed to inspect the seals on the ballot box to satisfy themselves that the seals are intact and have not been tempered with.
- 11.3 After the seals and the identity of the ballot boxes from a polling station have been verified and found to be in order, their contents should be taken out on the respective counting tables.
- 11.4 The Counting Agents be allowed to satisfy themselves that all ballot papers have been taken out from the boxes and that they are empty.
- 11.5 The Counting Assistants should be careful to ensure that no ballot paper goes astray while being handled by them.
- 11.6 At a simultaneous election to Gram Panchayat and Zilla Parishad one (single) ballot box for both Gram Panchayat and Zilla Parishad will be used. The ballot box of Gram Panchayat and Zilla Parishad election will be placed at the Counting Table meant for the Gram Panchayat and the Zilla Parishad election.

The ballot papers from the ballot boxes of Gram Panchayat and Zilla Parishad election should be taken out from the ballot box and sorted out separately in the counting table meant for Gram Panchayat and Zilla Parishad. Thereafter, the Gram Panchayat ballot papers should be retained in the Gram Panchayat counting table and the Zilla Parishad ballot papers be passed in a tray to the table meant for the counting of votes of Zilla Parishad ballot papers. The relevant ballot paper account should also be passed to the concerned Zilla Parishad counting table.

## **PROCEDURE FOR COUNTING**

12. Counting should commence with the distribution of ballot boxes to the counting Table in serial order of the Polling Station. Also the relative ballot paper account in Form-20 should also be supplied to the counting table.
- 13.1 The counting of votes will be done in two stages. In the first stage called initial counting, all the ballot papers contained in a ballot box used at a polling station will be sorted out constituency wise and thereafter the initial counting of ballot papers will be taken up constituency wise to ascertain the numbers of ballot papers used in a particular constituency at the polling station. During the initial counting only the horizontal fold of the ballot paper will be unfolded and the vertical fold will be kept intact.
- 13.2 The numbers of ballot papers so found in the ballot box used at a polling station constituency wise, as ascertained at the initial counting will be entered in Part-II (Result of initial counting) in the Ballot Paper Account Form-20. Discrepancy, if any, found between the total number as shown in Part-I and II of the Ballot Paper Account will be entered in item 2 of Part-II of the Ballot Paper Account and then will be signed by the Counting Supervisor and then will be kept in a tray in the counting table.
- 13.3 At the time of initial counting, the ballot papers will be made up into bundles of 25 or less as the case may be and each bundle will be tied by means of rubber band or piece of string tied at both ends.
- 14.1 Thereafter, the detailed counting will be taken up. During detailed counting, the Supervisor and the Counting Assistant should sort out the ballot papers candidate wise by unfolding the ballot papers and put such validly marked ballot paper for a candidate in the compartment of the tray assigned to the candidate.

Also, all doubtful ballot papers be put in the compartment/place marked 'D'.
- 14.2 The following categories of ballot papers be treated as doubtful ballot papers :
  - (i) When there is no mark of all or the mark is made by an instrument other than that provided for the purpose or;
  - (ii) When the mark is in blank area, that is to say at the back or entirely in the shaded area or;
  - (iii) When there are marks against two or more candidates or;
  - (iv) When it bears any mark or writing by which the voter can be identified or;
  - (v) When it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established;
  - (vi) When it is different from the ballot paper authorized for use at the particular Polling Station or;
  - (vii) When it is found in a ballot box other than the ballot box in which it should have been inserted or;
  - (viii) When it does not bear the mark or the signature under the provision of sub rule (1) of Rule-35 or;
  - (ix) When there is a dispute between the Counting Agents of the candidates as to whether the ballot paper is valid or as to the candidate to whom the vote is given.
- 14.3 If more boxes than one have been used at the polling station the second and subsequent boxes be dealt in the same way after the ballot papers of first box have been sorted.
15. After all the ballot papers for a Constituency in a Polling Station have been so sorted the ballot papers for each candidate of that particular constituency be counted like currency notes in each of the stacks making them up in bundles and each bundle should not contain more than twenty five ballot papers and balance in one lot and tie them up in separate bundles. The Counting Supervisor should then record in the columns regarding the valid votes cast in favour of each candidate according to his count in Form 21 A (Counting Sheet). The numbers of 'Doubtful' ballot papers, if any be recorded in column provided for rejected ballot papers in Form-21 A.

During making the bundles of counted ballot papers, the front side of the ballot papers containing voting marks of the electors and the symbols of the candidates should be kept outwards so that a glance at each such bundle will indicate clearly as to which candidates the ballot papers belong to and no mistake is committed by placing that bundle in the tray of a wrong candidate.

16. Thereafter a check slip indicating the name of the candidate and the numbers of ballot papers in that bundle appended at Annexure-XI will be placed on the top of the bundle of ballot papers of each candidate. The check slip will be signed by the counting supervisor.

Similarly, all the doubtful ballot papers will be put together in a bundle and tied with a rubber band or string. A check slip duly signed by the Counting Supervisor indicating the total numbers of ballot papers in doubtful bundle appended at Annexure –XII be placed on top of the bundle.

Then the bundle of doubtful ballot papers will be placed on Top of the bundles of valid ballot papers of all the candidates and tied together into one bundle along with the relevant Form 20 will then be placed in the compartment of tray near the table of the Returning Officer.

17. As soon as the counting of ballot papers of a Polling Station in a counting table is completed the Returning Officer may allot another polling station to that counting table for counting of votes.
18. The Returning Officer should entrust a counting assistant near him to receive the bundles of ballot papers when the Counting Supervisor bring such bundles and to keep them in the appropriate compartment. The relevant counting sheet in Form 21 A and the Form 20 will also be kept in the same compartment along with the bundles of ballot papers.
19. The Returning Officer should take the bundles one by one, as far as practicable in the serial order of Polling Stations. He shall examine the Part-II of Form -20 to see that the number noted against item 5 of Part-I tallies with the item at 1 of part-II of the Form thereafter scrutinize the ballot papers in 'doubtful' bundle.

There should be atleast three Assistants at Returning Officer table to assist him, one for affixing stamp for rejection of ballot papers in counting sheets in Form -22 and result sheet in Form-23.

20. The Returning Officer shall reject a ballot paper on the following grounds :-
  - (i) When there is no mark at all or the mark is made otherwise than with the instrument provided for the purpose or;
  - (ii) When the mark is in blank area that is to say at the back or entirely in the shaded area or;
  - (iii) When there are marks against two or more candidates or;
  - (iv) When it bears any mark or writing by which the voter can be identified or;
  - (v) When it is so damaged and mutilated that its identity as a genuine ballot paper cannot be established or;
  - (vi) When it is different from the ballot paper authorized for use at the particular Polling Station or ;
  - (vii) When it is found in a ballot box other than the ballot box in which it should have been inserted or;
  - (viii) When it does not bear the mark and the signature under the provision of sub rule (1) of Rule-35 or,
  - (ix) When the ballot paper is not genuine or it is spurious.
21. If the Returning Officer is satisfied that any such defect as mentioned from Sl. i) to ix) under Para 20 has been caused due to mistake or failure on the part of the Presiding Officer or the Polling Officer, the ballot paper shall not be rejected merely on the ground of such defects.
22. The ballot paper also shall not be rejected merely on the ground that the mark indicating the vote is indistinct or made more than once if the intention that the vote shall be for a particular candidate clearly appears from the way the paper is marked.

23. Before rejecting any ballot paper the Returning officer shall give reasonable opportunity to the Candidate or his Agent present to inspect the ballot paper but shall not allow him to handle it or any other ballot paper.
24. The Returning Officer shall endorse on every paper which he rejects the word '*rejected*' and the ground for rejection either in his own hand or by means of a rubber stamp and shall initial such endorsement.

A rubber stamp in the following form indicating the various reasons for rejecting a ballot paper may be used. In that case it will be required to affix the stamp and make a tick mark (✓) against the particular reason for which the ballot paper was rejected and then the initial may be put.

#### **REJECTED**

- (i) No marking.
- (ii) Mark on blank area.
- (iii) Multiple voting.
- (iv) Voter identifiable.
- (v) Mutilated.
- (vi) Not genuine.

#### **RETURNING OFFICER**

25. The Returning Officer should count at least Ten percent of the total number of bundles of ballot papers of the different contesting candidates at his table to ensure further accuracy of the counting of votes. An Assistant Returning Officer or some other suitable officer may be engaged to assist the Returning Officer for the purpose.
- 26.1 After the counting of all ballot boxes used at a polling station has been completed the Returning Officer shall make entries in the result sheet in Form-23 in respect of Gram Panchayat election/ Zilla Parishad election and announce the particulars.
- 26.2 After completion of the counting the Returning Officer shall record on the counting sheet in Form- 22 the total number of votes polled by each candidate and announce the same.

#### **RECOUNTING OF VOTES**

- 27.1 After announcement has been made, a candidate or in his absence his election agent or any of his counting agent may apply in writing to the Returning Officer immediately on the date/spot of announcement to recount the votes either wholly or in part stating the grounds on which he demands such recount.
- 27.2 After receipt of such application the Returning Officer shall decide the matter and may allow the application wholly or in part or may reject it in total if it appears to him to be frivolous or unreasonable.
- 27.3 Every decision of the Returning Officer on such matter shall be in writing containing the reasons thereof and shall be final.
- 27.4 If the recounting of votes is allowed either wholly or in part, the Returning officer shall -
  - (a) do the recounting in accordance with the Rule-59;
  - (b) amend the counting sheet in Form-21 A and 22, as the case may be, to the extent necessary after such recounting and;
  - (c) announce the amendment, so made by him.
- 27.5 After the total number of votes polled by each candidate has been announced after completion of recounting, the Returning Officer shall complete and sign the counting sheet in Form-21 A and 22, as the case may be, and no application for recounting shall be entertained thereafter.

The sub rule (6) of Rule-59 provides that after an announcement is made under sub-rule (3) of Rule-53 or sub-rule (4) of Rule-56, reasonable opportunity shall be given to a candidate and in his absence his election agent or his counting agent who makes an application in writing to the Returning Officer for recounting of vote if any dispute is raised regarding the result of counting.

### **DECLARATION OF RESULTS OF ELECTION**

28. After completion of counting of votes in respect of an election to Gram Panchayat and result sheets in Form 23 is signed and declared in Form 24 the candidate or candidates elected on the basis of number of valid votes secured by him or them, the Returning Officer shall forthwith inform the District Election Officer, The State Election Commission and the Government of the result of the poll.
29. In the case of an election to an Zilla Parishad the Returning Officer immediately after completion of counting and signing of counting sheets in Form-21 A and Form-22 in respect of all the Polling Stations of the concerned constituency, shall compile the results in a result sheet in Form-23 and declare in Form-24 the candidate to whom the largest number of valid votes has been given to be elected and hang up the same in his office and send copies to the District Election Officer, the State Election Commission and the Government.

### **PROCEDURE IN CASE OF CANDIDATES SECURING EQUAL NUMBERS OF VOTES**

30. In the event of two or more candidates securing equal number of votes where the number of candidate to be elected is less than the number of such candidates. Lots shall be drawn in the following manner in presence of the candidate or his election agent or his counting agent.
  - (i) The names of candidates having equal votes shall be written in separate pieces of paper of the same size and these pieces of paper shall be rolled into separate balls and placed together in a single bag and the bag shall be well shaken.
  - (ii) Separate pieces of blank papers of the same size and corresponding to the number of pieces placed in the first bag shall be rolled into separate balls and placed together in the second bag except that one or more of these blank pieces shall be distinctively marked as to whether the choice is to fall on one or more of the candidates with equal votes then the bag shall be well shaken.
  - (iii) Two persons shall then be engaged to bring out simultaneously one sheet of paper so balled from each bag.
  - (iv) The persons holding the bag containing partially blank sheets shall then open his sheet of paper and if this is blank the sheets held by both the persons shall be thrown away. The process will be continued till the marked sheet is opened where upon the person whose name is written on the corresponding sheet from the bag containing the sheet with the candidates name shall be declared to have been elected.

### **ISSUE OF CERTIFICATE OF ELECTION**

31. After a candidate has been declared to be elected in respect of Gram Panchayat / Zilla Parishad, the Returning Officer shall grant to each elected candidate a certificate of election in Form-25 and obtain from the candidate an acknowledgement of its receipt duly signed by him and immediately send same to the District Election Officer.

### **SEALING OF USED BALLOT PAPERS**

32. As per provision of Rule-57(1) of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules, 2001, the following are to be bundled and made into separate packets constituency-wise and should be sealed with the seals of Returning Officer and signature or seal of the Candidates, their Election Agents or Counting Agents.
  - (i) The valid ballot papers of each candidate constituency-wise,
  - (ii) All rejected ballot papers.The following particulars shall also be recorded on such packets so sealed.
  - (i) The name of the Constituency,
  - (ii) The number and name of the polling station where the ballot papers were used,
  - (iii) The date of counting.

### **SEALING OF PACKETS**

- 33.1 The Rule-61(1) also specifies sealing of following papers which are related to conduct of election.
- (i) Counting sheet in Form 21, 21 A and 22,
  - (ii) Result sheet in Form - 23,
  - (iii) The declaration sheet in Form-24 in respect of Gram Panchayat election and
  - (iv) Any other papers directed by the State Election Commission to be kept in sealed packet.
- 33.2 Each such packet shall be sealed with the seals of Returning Officer and with the seals / signature either of the candidate or his election agent or his counting agent present.
- 34.1 In pursuance of Rule-61(1)(d) the State Election Commission hereby directs that the following papers relating to election should also be made into packets and sealed separately constituency wise.
- (i) The packets of un-used ballot papers with counterfoils attached thereto,
  - (ii) The packets of tendered ballot papers and the list in Form 19,
  - (iii) The packets of the counterfoils of used ballot papers.
  - (iv) The packets of marked copy of the Electoral Roll,
  - (v) The list of challenged votes.
- 34.2 All the packets under Para 34.1 above which are received from the Presiding Officer of polling stations in sealed packets under Rule 43(1) should again be sealed with the Returning Officer's seal.
35. The Returning Officer should put a responsible officer for the supervision of sealing of all the packets to avoid any lapse.

### **SAFE CUSTODY OF ALL ELECTION PAPERS & BALLOT BOXES**

- 36.1 The Returning Officer shall deliver all such sealed packets to the District Election Officer for safe custody along with following items :-
- (1) The ballot boxes,
  - (2) The ballot papers account,
  - (3) All other papers used at the poll including :-
    - (a) Ballot Papers cancelled for violation of voting procedure;
    - (b) Any other cancelled ballot papers and
    - (c) The list of challenged votes.
- 36.2 The District Election Officer shall make adequate arrangement for the safe transport of all ballot boxes, packets and other papers and also for their safe custody as per sub rule (2) of Rule-62.

## **CHAPTER - XIII**

### **RETURN OR FORFEITURE OF CANDIDATE'S DEPOSIT**

- 1.1 The deposit made by a candidate under Rule-10 shall be returned as soon as practicable after the result of election is declared to the candidate or his legal representative if the same is not forfeited under sub rule (4) of Rule-64.
- 1.2 According to sub-rule (4) of Rule - 64, the deposit shall be forfeited if the candidate is not elected and the number of valid votes polled by him does not exceed one sixth of the total numbers of valid votes polled by all the candidates.

### **PRODUCTION AND INSPECTION OF ELECTION PAPERS**

2. While in custody of the District Election Officer, the following packets shall not be opened and their contents shall not be inspected by or produced before any person or authority except under orders of a competent court :-
- (i) The packets of unused Ballot Paper with counterfoils attached thereto,
  - (ii) The packets of used Ballot Papers whether valid, tendered or rejected,
  - (iii) The packets of the Counterfoils of used ballot papers and
  - (iv) The packets of the Marked copies of electoral roll.

### **DISPOSAL OF ELECTION PAPERS**

3. As per provision of Rule-66 the disposal of election papers shall be regulated in following manner subject to any direction to the contrary given by the State Election Commission or by a competent Court.
- (i) The packets of unused ballot papers shall be retained for a period of three months and shall thereafter be destroyed.
  - (ii) All the papers relating to election shall be retained for a period of six months and shall thereafter be destroyed.
  - (iii) The other packets referred under Rule-65 and also mentioned under Para 2 above shall be retained for a period of three months and shall thereafter be destroyed.
  - (iv) The packets containing the counterfoils of used ballot papers shall not be destroyed except with the approval of the State Election Commission.

#### **FORM-1**

(See Rule 4) Notice of Election

Notice is hereby given that –

- (1) An election is to be held of a member to ..... Gram Panchayats/  
Zilla Parishad from the ..... Constituency, which is a general  
constituency/constituency reserved for Women.
- (2) Nomination papers may be delivered by a candidate or his proposer to the Returning Officer/  
Assistant Returning Officer (designation) at ..... between  
11.00 a.m. and 3 p.m. on any day (other than a public holiday) not later than  
the.....
- (3) Form of nomination paper may be obtained at the place and time aforesaid ;
- (4) the nomination papers will be taken up for scrutiny at (Place.....on  
at (time) .....
- (5) Notice of withdrawal of candidature may be delivered by a candidate of his election  
agent to either of the officer specified in paragraph (2) above at his office before 3.00 p.m. on  
the (date) .....
- (6) In the event of the election being contested the poll will be taken on .....  
between.....hours of .....  
and .....

Place .....

Date .....

Returning Officer

FORM -2(A)  
[See Rule 6 (3)]

I nominate as a candidate for election to the ..... Gram Panchayat from the ..... seat ..... constituency which is a general seat ..... seat reserved for ..... Women.

Candidate's name ..... His/Her postal address ..... His/Her name is entered at Serial No. .... in part No. .... of the electoral roll for the ..... constituency of the ..... (Gram Panchayat) My name is ..... and it is entered at serial No. .... in Part No. .... of the electoral roll of the ..... constituency of the ..... Gram Panchayat.

Date .....  
Proposer

Signature of

I, the above mentioned candidate, assent to this nomination and hereby declare-

- (a) that I am set up at this election by ..... Party.
- (b) that the symbols I have chosen are, in order of preference.
- (i) .....
- (ii) .....
- (iii) .....
- (c) that accept this nomination, I have not given assent to any other nomination from any other constituency for election as a member of a Gram Panchayat.

Date.....

Signature of Candidate

Strike out the inappr/opriate alternative.

(To be filled by the Returning Officer).

Serial No. of nomination paper.....

This nomination was delivered to me at my office at ..... (Hour)  
on ..... (Date) by the Candidate/ proposer.

Date.....

Returning Officer

Decision of Returning Officer accepting or rejecting the Nomination paper. I have examined this nomination paper in accordance with Rule-12 of the Arunachal Pradesh Panchayat Raj (Conduct of Election) Rules, 2001 and decide as follows :

Date.....

Returning Officer

(Perforation)

Receipt for nomination paper and notice of scrutiny

(To be handed over to the person presenting the nomination paper)

Serial No. of nomination paper .....

The nomination paper of ..... a candidate for election to the Gram Panchayat from the ..... Gram Panchayat constituency was delivered to me at my office at ..... (hour) on ..... (date) by the candidate/ proposer. All nomination papers will be taken up for scrutiny at ..... (hour) on. .... (date) at ..... (place).

Date.....

Returning Officer

FORM - 2(C)

[See Rule 6 (3) ] Nomination Paper

I nominate as a candidate for election to the .....Zilla Parishad from the.....Constituency which is a general Constituency/Constituency reserved for ..... Women.

Candidate's Name..... His/Her postal Address.....His/Her name is entered at serial No..... in part No ..... of the electoral roll for the .....constituency ..... Zilla Parishad.

My name is .....and it is entered at Serial No. .... in part No. .... of the electoral role of the Zilla Parishad.

Date ..... Signature of Proposer .....

I, the above mentioned candidate, assent to this nomination and hereby declare-

- (a) that I am set up at this election by ..... Party.
- (b) that the symbols I have chosen are, in order of preference.
  - (i) .....
  - (ii) .....
  - (iii) .....
- (c) that accept this nomination, I have not given assent to any other nomination from any other constituency for election as a member of Zilla Parishad.

Date ..... Signature of Candidate

Strike out the inappropriate alternative.

(To be filled by the Returning Officer).

Serial No. of nomination paper.....

The nomination was delivered to me at my office at.....(hour) on ..... (date) by the candidate/proposer).

Date ..... Returning Officer .....

\*Score out the word not applicable

Decision of Returning Officer accepting or rejecting Nomination Paper.

I have examined this nomination paper in accordance with Rule 12 of the Arunachal Pradesh Panchayat Raj (Conduct of Election) rules, 2001 and decide as follows :

Date ..... Returning Officer .....

Perforation)

Receipt for nomination paper and notice of scrutiny

(To be handed over to the person presenting the nomination paper ).

Serial No. of nomination paper .....

The nomination paper of ..... a candidate for election to the..... Zilla Parishad from the ..... constituency was delivered to me at my office at .....(hour) on ..... (date) by the candidate/proposer. All nomination papers will be taken up for scrutiny at ..... (hour) on..... (date) at ..... (place).

Date ..... Returning Officer

FORM-3

[See Rule -11]

Notice of nomination

Election to the.....(Gram Panchayat /Zilla Parishad)  
from the general constituency/ constituency reserved for.....women.

Notice is hereby given that the following nominations in respect of the above election have  
been received up to 3 PM today.

| Serial Number<br>of nomination<br>paper | Name of<br>Candidate | Name of<br>Father/<br>Husband | Address | Name of<br>propser | Electoral roll<br>number of<br>proposer |
|-----------------------------------------|----------------------|-------------------------------|---------|--------------------|-----------------------------------------|
| 1                                       | 2                    | 3                             | 4       | 5                  | 6                                       |
|                                         |                      |                               |         |                    |                                         |

Place.....

Date.....

Returning Officer

FORM -4

(See Rule) 13

List of validly Nominated Candidates

Election to the .....(Gram Panchayat/Zilla Parishad)  
from the general constituency/ constituency reserved for.....Schedule  
Castes/Schedule Tribes/women.

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

Place.....

Date .....

Returning Officer

FORM - 5

[See Rule 14 (3)]

Application for withdrawal of Nomination

Election to the..... (Gram Panchayat/Zilla Parishad)  
from the general constituency/ constituency reserved for ..... Women.

To,

The Returning Officer,

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

Place .....

Date .....

Signature of Candidate

Receipt for notice of withdrawal

(To be handed over to the person delivering the Notice)

The notice of withdrawal of candidature by.....a candidate  
for the election to the.....was delivered to me  
by .....at.....(place) at ..... (hour)  
on ..... (date).

Date .....

Returning Officer

FORM – 6

[See Rule 14 (4) ]

Notice of withdrawal of candidatures

Election to the ..... Gram Panchayat/Zilla Parishad  
from the.....general constituency/ constituency  
reserved for ..... Women.

Notice is hereby given that the following candidate/candidates at the above election have withdrawn  
his/their candidature/candidatures today :

| Sl. No. | Name of Candidate | Address of candidate | Remarks. |
|---------|-------------------|----------------------|----------|
| 1       | 2                 | 3                    | 4        |
| 1.      |                   |                      |          |
| 2.      |                   |                      |          |
| 3.      |                   |                      |          |
| 4.      |                   |                      |          |
| 5.      |                   |                      |          |
| 6.      |                   |                      |          |
| Etc.    |                   |                      |          |

Place.....

Date.....

Returning Officer

FORM – 7  
[See Rule 15 (4) ]  
List of Contesting Candidates

Election to the ..... Gram Panchayat/Zilla Parishad  
from the.....general constituency/ constituency  
reserved for ..... Women.

| Sl. No. | Name of Candidate | Address of candidate | Symbol allotted. |
|---------|-------------------|----------------------|------------------|
| 1       | 2                 | 3                    | 4                |
| 1.      |                   |                      |                  |
| 2.      |                   |                      |                  |
| 3.      |                   |                      |                  |
| 4.      |                   |                      |                  |
| Etc.    |                   |                      |                  |

Place.....

Date.....

Signature of Returning Officer

FORM - 8  
[See Rule 17 (1)]  
Appointment of Election Agent

Election to the .....Gram Panchayat/  
Zilla Parishad from the .....Constituency.

To,

The Returning Officer,

I, ..... of ..... a candidate at above  
election, do hereby appoint .....of .....as my election agent  
from this day at the above election.

Place.....

Date .....

Signature of Candidate

I accept the above appointment

Place.....

Date .....

Signature of Election Agent

FORM – 9  
[See Rule 17 (2)]  
Revocation of Appointment of Election Agent

Election to the .....Seat No. of Gram  
Panchayat/Zilla Parishad from the Constituency.

To,

The Returning Officer,

I,.....a candidate at the above election hereby  
revoke the appointment of ..... my Election Agent.

Place.....

Date .....

Signature of Candidate

FORM -10  
[See Rule 18 (1) ]  
Appointment of Polling Agent

Election to the.....Gram Panchayat/  
Zilla Parishad from the.....Constituency.

I, ..... a candidate/ the election  
agent of ..... who is a candidate at the  
above election do hereby appoint .....of ..... as a  
Polling Agent and appoint.....of ..... as a relief Polling Agent to  
attend Polling Station No..... at (Place) fixed for the  
poll .....

Place .....

Date .....

Signature of Candidate/Election Agent

I agree to act as Polling Agent

Place .....

Date .....

Signature of Polling Agent/Relief polling Agent

Declaration of Polling to be signed before Presiding Officer.

I hereby declare that at the above election I will not do anything forbidden by Rule 39 of the  
Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules, 2001, which I have read/has been  
read over to me.

Date .....

Signature of Polling Agent/Relief polling Agent

Signed before me

Signature of Presiding Officer

FORM -11

[See Rule 18 (3)]

Revocation of Appointment of Polling Agent

Election to the.....Gram Panchayat/  
Zilla Parishad from the ..... Constituency.

To,

The Presiding Officer,

I, ..... a candidate/election agent  
of .....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

FORM – 12  
[See Rule 50 (1)]  
Appointment of Counting Agent

Election to the.....Gram Panchayat//  
Zilla Parishad from the .....Constituency.

To,

The Returning Officer,

I, ..... (Name), a candidate/Election  
Agent..... (Name) who is a candidate at the above Election,  
do hereby appoint .....(Name) of  
.....(Address) as Counting Agent to attend  
counting of votes at .....(Place fixed for counting).

Place .....

Date .....

Signature of Candidate/Election Agent

I agree to act as Counting Agent

Signature of Counting Agent

FORM -13

[See Rule 50 (4)]

Revocation of Appointment of Counting Agent

Election to the .....Gram Panchayat/  
Zilla Parishad from the Constituency No. ....  
Seat No.....

To,

The Returning Officer,

I, .....(name), a candidate/election  
Agent..... (Name) who is a candidate at the above Election, hereby  
revoke the appointment of .....(Name) Counting Agent,  
(Place fixed for counting) :

Place.....

Date .....

Signature of Candidate/Election Agent

FORM -14

[See Rules 22 (b) and (c)]

Declaration of Election when seat is uncontested

Election to the.....Gram Panchayat/  
Zilla Parishad from Seat No. .... of .....Constituency.

In pursuance of the provisions contained in sub-rule (b)/(c) of Rule 25 of the Arunachal Pradesh  
Panchayati Raj (Conduct of Election) Rules, 2001, I declare that .....(Name)  
..... (Address) has been duly elected to fill the seat in the  
said Gram Panchayat/Zilla Parishad from the above Constituency.

Place.....

Date .....

Signature of the Returning Officer

COUNTER FOIL NO. .... Sl. No. ....

FORM -15

Ballot Paper  
See Rule 25 (I)

1. Name of Gram Panchayat .....
2. Number and Name of Constituency .....
3. Serial No. of elector .....
4. Electoral Roll No / Part No. ....

Signature/Thumb impression of the Elector

..... Perforation .....

Sl. No.....

Member ..... Gram Panchayat  
from .....Constituency.

| Name of Candidate | Symbol |
|-------------------|--------|
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |

COUNTER FOIL NO.

FORM -15 (B)  
Ballot Paper  
See Rule 25 (I)

1. Name of Zilla Parishad .....
2. Number and Name of Constituency .....
3. Serial No. of elector .....
4. Electoral Roll No / Part No. ....

Signature/Thumb impression of the Elector

..... Perforation .....

Sl. No.....

Member ..... Zilla Parishad  
from .....Constituency.

| Name of Candidate | Symbol |
|-------------------|--------|
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |

FORM - 16

[See Rule 32 (1)]

Application for casting Vote by person on election duty

To,

The Returning Officer,

..... Gram Panchayat  
..... Zilla Parishad.

I intend to cast my vote at the ensuing election to the Gram Panchayat / Zilla Parishad to be taken  
at Polling Station No. .... in  
..... Gram.

My name is entered at Sl. No.....in Part No..... in the  
electoral roll of .....Gram Panchayat Constituency comprised within  
.....

I have been posted on election duty and produce herewith my letter of appointment. I request that  
a ballot paper/papers for election to Gram Panchayat/Zilla Parishad may be issued to me to cast my  
vote.

Yours faithfully,

Place .....

Date .....

FORM -17

List of Challenged Votes

[See Rule 33 (1) (c)]

Election to the .....Gram Panchayat/ Zilla Parishad from the  
.....Constituency. Polling  
Station .....

| Sl. No. of entry | Name of voter | Serial Number of | Signature or thumb<br>impression of the person<br>challenged |
|------------------|---------------|------------------|--------------------------------------------------------------|
|------------------|---------------|------------------|--------------------------------------------------------------|

| Part No. | Voters' name<br>in that part |
|----------|------------------------------|
|----------|------------------------------|

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
|---|---|---|---|---|

| Address of the person challenged | Name or identification if any | Name of Challenger |
|----------------------------------|-------------------------------|--------------------|
| 6                                | 7                             | 8                  |

| Order of Presiding Officer | Signature of Challenger on receiving refund of deposit |
|----------------------------|--------------------------------------------------------|
| 9                          | 10                                                     |

Place.....

Date .....

Signature of Presiding Officer

FORM – 18  
[See Rule 37 (2) ]  
List of Blind and Infirm Voters

Election to the ..... Gram Panchayat/Zilla Parishad  
..... Constituency.

No. and name of Polling Station .....

Polling Booth No .....

| Part No. and Serial<br>No. of voter | Full name of<br>voter | Full name of<br>companion | Address of<br>companion | Signature of<br>companion |
|-------------------------------------|-----------------------|---------------------------|-------------------------|---------------------------|
|-------------------------------------|-----------------------|---------------------------|-------------------------|---------------------------|

Date .....

Signature of Presiding Officer

FORM -18 (A)  
Declaration by the Companion of Blind and Infirm Elector  
[See Rule 37 (1) ]

..... Election to the seat no. of Gram Panchayat/Zilla Parishad  
..... Constituency

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

..... I, .....

son of..... aged ..... resident of .....

.....

(a) have not acted as companion of any other elector at any polling station today, the.....

(b) will keep secret the votes recorded by me on behalf of.....

Signature of the Companion

\* Full Address to be given.

FORM -19  
List of Tendered Votes  
[See Rule 39 (2)]

Election to the .....Gram Panchayat/Zilla Parishad from the  
.....Constituency. No.  
and Name of the Polling Station .....

| Part Number,<br>Serial No. and<br>Name of<br>Voter | Address<br>of Voter | Serial Number<br>of Tendered<br>ballot paper | Serial Number of<br>ballot paper issued<br>to the person who<br>has already voted | Signature or Thumb<br>impression of person<br>tendering vote |
|----------------------------------------------------|---------------------|----------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------|
| 1                                                  | 2                   | 3                                            | 4                                                                                 | 5                                                            |

Place .....

Date .....

Signature of Election Agent

FORM - 20  
Ballot Paper Account  
[See Rule 42 (1)]  
Part-I

Election to the ..... Gram Panchayat/Zilla Parishad from  
the ..... Constituency.

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

| Sl. No. |    | Total No. |
|---------|----|-----------|
| From    | To |           |
|         |    |           |

1. Ballot papers received .....

2. Ballot papers unused .....

(a) With the signature of the presiding officer, if any, and .....

(b) Without the signature of the presiding officer .....

Total (a +b)

3. Ballot papers used at the polling stations (1-2) =

4. Ballot papers issued to the voters for use at the polling stations but not inserted into the ballot box :-

(a) Ballot papers cancelled for violation of voting procedure under Rule 45 and ; .....

(b) For any other reason .....

(c) Ballot papers used as tendered ballot papers .....

---

Total (a +b+c)

5. Ballot papers to be found in the Ballot Box (3 – 4 = 5 )

Date .....

Signature of Presiding Officer

PART – II  
Result of initial Counting

1. Total number of Ballot papers found in the Ballot Box(es) used at the Polling Station.

.....

2. Discrepancy, if any between the total number as shown against item 1 in the part and the total number of Ballot papers to be found in the Ballot Box (es) shown in item 5 of part-I.

Signature of Counting Supervisor

Date .....

Signature of the Returning Officer

FORM - 21  
Counting Sheet  
[See Rule 53 (3)]

Election to the ..... Gram Panchayat /Zilla Parishad from  
the ..... Constituency.

Date of Poll .....

Votes cast by person on election duty

| No. and Name of<br>Polling Station | Total number of<br>sealed covers | Total number of<br>valid ballot papers | Total number of<br>rejected ballot papers |
|------------------------------------|----------------------------------|----------------------------------------|-------------------------------------------|
| 1                                  | 2                                | 3                                      | 4                                         |
|                                    |                                  |                                        |                                           |

| Serial Number         | Name of Candidates | Votes secured by Candidates |
|-----------------------|--------------------|-----------------------------|
| 5                     | 6                  | 7                           |
| A<br>B<br>C<br>D<br>E |                    |                             |

Signature of Counting Supervisor

Place .....

Signature of Returning Officer

Date.....

[See Rule 56 (3)]

Election to the ..... Gram Panchayat/Zilla  
Parishad from the ..... Constituency.

Date of Poll .....

### Votes cast in ballot box at Polling Station

| No. and Name<br>of Polling Station | Ballot Papers.<br>received from<br>Presiding Officer | Number of valid<br>ballot papers | Number of rejected<br>ballot papers |
|------------------------------------|------------------------------------------------------|----------------------------------|-------------------------------------|
| 1                                  | 2                                                    | 3                                | 4                                   |

### Votes secured by candidates

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | Total |
|---|---|---|---|---|---|---|-------|
| A | B | C | D | E | F | G |       |

Signature of Counting Supervisor

Date .....

Place .....

Signature of Returning Officer

FORM - 22  
[See Rule 56 (3)]  
Counting Sheet

Election to the .....(Zilla Parishad)  
from the ..... Constituency.

Date of Poll.....

| Final Counting                   |                                                    |                               |                                 |                          |
|----------------------------------|----------------------------------------------------|-------------------------------|---------------------------------|--------------------------|
| No. & Name of<br>Polling station | No. of Ballot<br>papers found<br>in ballot box(es) | No. of valid<br>ballot papers | No.of rejected<br>ballot papers | No. of tendered<br>votes |
| 1                                | 2                                                  | 3                             | 4                               | 5                        |

Votes secured by the Candidates.

Name of candidates.

| A | B | C | D | E |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |

Table No. 1

Table No. 2

Table No. 3

Grand Total

Date .....

Place .....

Signature of Returning Officer

FORM - 23  
[See Rule 56 (4)]  
Result Sheet

Election to the.....(Gram Panchayat/  
Zilla Parishad) from the.....Constituency.

Date of Poll .....

| No. & Name of<br>Polling station | No. of Ballot<br>papers found<br>in ballot box(es) | No. of valid<br>ballot papers | No. of rejected<br>ballot papers | No. of tendered<br>votes |
|----------------------------------|----------------------------------------------------|-------------------------------|----------------------------------|--------------------------|
| 1                                | 2                                                  | 3                             | 4                                | 5                        |

Votes secured by the Candidates.

Name of candidates.

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Table No. 1

Sheet No.1

Sheet No. 2

Sheet No. 3

Table No. 2

Sheet No. 1

Sheet No. 2

Sheet No. 3

Election duty votes

Grand Total.

Date .....

Place .....

Signature of Returning Officer

FORM - 24

[See Rules 60 (I)]

Declaration of Election when seat is contested

Election to the.....Gram Panchayat/Zilla Parishad from the  
.....Constituency.

In pursuance of the provisions contained in Rule 63 of the Arunachal Pradesh Panchayat Raj  
(Conduct of Election) Rules, 2002.

I declare that.....  
.....Name (a)  
.....Address has/have  
been duly elected to fill the seat in the said Gram Panchayat/ Zilla Parishad from the above  
Constituency.

Place .....

Date .....

Signature of Returning Officer

FORM -25  
[See Rules 60 (4)]  
Certificate of Election

I, Returning Officer ..... Gram Panchayat/Zilla  
Parishad Constituency hereby certify that I have on the .....  
.....day of ..... 20.....declared  
Shri/Srimati ..... of .....to have been duly  
elected to the.....Gram Panchayat/Zilla Parishad  
from the .....Constituency.

Place .....

Date .....

Signature of Returning Officer

(Seal)

**ANNEXURE – I**

**FORM - A**

(See Rule 8)

Communication with regard to authorized persons to intimate name(s) of candidate(s) set up by recognized National or State Political Party or registered unrecognized Political Party.

To,

1. The State Election Commissioner, Arunachal Pradesh, Itanagar.
2. The Returning Officer for the ..... Constituency.

Subject - Election to Gram Panchayat and Zilla Parishad from.....Constituency  
allotment of symbols – Authorization of persons to intimate names of candidates.

Sir,

In pursuance of Rule 8 of Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules, 2001, I hereby communicate that the following person(s) has/have been authorized by the party which is a National Party/State Party in the State of Arunachal Pradesh, (registered unrecognized party to intimate the names of the candidate proposed to be set up by the party at the election cited above).

| NAME OF PERSON(S)<br>AUTHORIZED TO<br>SEND NOTICE | NAME OF OFFICE HELD<br>THE PARTY | IN DISTRICT AREA<br>CONSTITUENCY/<br>CONSTITUENCIES IN<br>RESPECT OF WHICH HE<br>HAS BEEN AUTHORIZED |
|---------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------|
| 1                                                 | 2                                | 3                                                                                                    |
| 1.                                                |                                  |                                                                                                      |
| 2.                                                |                                  |                                                                                                      |
| 3.                                                |                                  |                                                                                                      |

2. The Specimen Signature(s) of the above mentioned person(s) so authorized are given below :-

1. SPECIMEN SIGNATURES OF SHRI/SMTI.....
  - 1.
  - 2.
  - 3.
2. SPECIMEN SIGNATURES OF SHRI/SMTI.....
  - 1.
  - 2.
  - 3.
3. SPECIMEN SIGNATURES OF SHRI/SMTI.....
  - 1.
  - 2.
  - 3.

Yours faithfully  
PRESIDENT/SECRETARY  
NAME & SEAL OF THE PARTY

PLACE : .....

DATE : .....

N.B :-

1. This must be delivered to the Returning Officer and the State Election Commissioner, A.P, Itanagar not later than 3 PM on the last date for making nominations.
2. Form must be signed in ink by the Office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp etc. of any Office bearer shall be accepted.
3. No form transmitted by FAX shall be accepted.

ANNEXURE – II

FORM - B

(See Rule 8)

NOTICE AS TO NAMES OF CANDIDATES SET UP BY THE POLITICAL PARTY

To,

1. State Election Commissioner, Arunachal Pradesh, Itanagar.
2. The Returning Officer for the ..... Constituency.

Sub - Election to Gram Panchayat and Zilla Parishad from .....  
Constituency – setting up of candidates.

Sir,

In pursuance of sub rules (a) (b) & (c) of Rule 8 of Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules, 2001, I hereby give notice that the following person(s) has/have been set up by .....Party as its candidates at the ensuing election of Members to the Gram Panchayat and Zilla Parishad from the constituency mentioned against each.

| NAME OF THE<br>CONSTITUENCY | NAME OF<br>APPROVED<br>CANDIDATE | FATHER'S /<br>HUSBAND'S<br>NAME OF<br>APPROVED<br>CANDIDATE | POSTAL ADDRESS<br>OF THE<br>CANDIDATE | NAME OF THE<br>SUBSTITUTE<br>CANDIDATE<br>(WHO WILL STEP IN<br>ON THE<br>CANDIDATE'S<br>NOMINATION BEING<br>REJECTED ON SCRUTINY |
|-----------------------------|----------------------------------|-------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1                           | 2                                | 3                                                           | 4                                     | 5                                                                                                                                |

| FATHER'S/HUSBAND'S NAME<br>OF SUBSTITUTE CANDIDATE | POSTAL ADDRESS OF<br>SUBSTITUTE CANDIDATE |
|----------------------------------------------------|-------------------------------------------|
| 6                                                  | 7                                         |

Place : .....

Date : .....

Yours faithfully,  
(NAME & SIGNATURE OF  
THE AUTHORISED PERSON  
OF THE PARTY )

(SEAL OF THE PARTY)

N.B.

1. This must be delivered to the Returning Officer and the State Election Commissioner, A.P, Itanagar, not later than 3 PM on the last date for making nominations.
2. Form must be signed in ink by the Office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp etc of any office bearer shall be accepted.
3. No form transmitted by FAX shall be accepted.

ANNEXURE – III  
NOTICE OF PUBLICATION OF LIST OF POLLING STATIONS

In pursuance of the provision of sub-rule (e) of Rule 48 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules 2001, I ..... District Election Officer (PR) of.....District hereby publish the list of polling stations specified below for the polling areas or groups of voters noted against each.

Date : .....

Place : .....

District Election Officer (PR)

.....District.

LIST OF POLLING STATIONS  
FOR GRAM PANCHAYAT AND ZILLA PARISHAD CONSTITUENCIES  
IN ..... DISTRICT

| SL. NO | LOCALITY OF POLLING STATION | BUILDING IN WHICH IT WILL BE LOCATED | POLLING AREA |
|--------|-----------------------------|--------------------------------------|--------------|
|        |                             |                                      |              |

# ANNEXURE - IV

## ORDER OF APPOINTMENT OF PRESIDING AND POLLING OFFICERS (TO BE MADE IN DUPLICATE )

Name of Gram Panchayat/ Zilla Parishad :

Number and Name of Constituency :

In pursuance of Sub-section 4 of Section 105 of the Arunachal Pradesh Panchayat Raj Act 1997 I hereby appoint the Officers specified in column 2 and 3 of the table below as Presiding Officer and Polling Officers respectively for the Polling Station specified here in.

I also authorize the polling officer specified in column 4 of Table to perform the function of presiding officer during the unavoidable absence, if any, of the presiding officer.

TABLE

| POLLING STATION<br>NUMBER AND NAME<br>WITH COMPLETE<br>PARTICULARS OF<br>IT'S LOCATIONS | NAME OF<br>PRESIDING<br>OFFICERS | NAME OF<br>POLLING<br>OFFICERS | NAME OF<br>POLLING<br>ATTENDENT | POLLING<br>OFFICER<br>AUTHORISED<br>TO PER FORM<br>THE FUNCTIONS<br>OF PRESIDING<br>OFFICER IN THE<br>LATTER'S ABSENCE |
|-----------------------------------------------------------------------------------------|----------------------------------|--------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                       | 2                                | 3                              | 4                               | 5                                                                                                                      |

The poll will be taken in ..... during the hours ..... to ..... the  
polling materials from.....(full address of the place)  
and after the poll, these should be returned to collecting centre at .....  
(full address of the place)

Place : .....

SIGNATURE OF RETURNING OFFICER

Date : ..... CONSTITUENCY.

The Presiding Officer should arrange to collect the polling materials from .....  
..... (full address of the place) and after the poll,  
these should be returned to collecting centre at .....  
(full address of the place).

Place : .....

Date : .....

SIGNATURE OF RETURNING OFFICER

.....CONSTITUENCY

ANNEXURE - V  
DECLARATION BY THE PRESIDING OFFICER BEFORE  
THE COMMENCEMENT OF THE POLL

Election to.....Gram  
Panchayat .....Zilla Parishad .....  
From .....Gram Panchayat.  
.....Constituency/Segment.  
Sl. No. & Name of Polling Station .....  
Date of poll .....

I hereby declare :

- (1) that, I have demonstrated to the polling agents and other authorized persons present that the ballot box (es) to be used for the poll are empty and also bears levels referred to in sub rule 2 of Rule 28 of the Arunachal Pradesh Panchayati Raj ( Conduct of Election ) Rules, 2001.
- (2) that, I have demonstrated to the polling agents and others present that the marked copy of electoral roll to be used during the poll does not contain any marks other than those used for issuing ballot papers to public servants on election duty.
- (3) that, I have closed sealed and secured the ballot box and placed it in full view of polling agents.

SIGNATURE .....  
PRESIDING OFFICER

SIGNATURE OF POLLING AGENTS

1. .... (of Candidate.....)
2. .... (of Candidate .....)
3. .... (of Candidate .....)

ANNEXURE - V(A)

DECLARATION BY THE PRESIDING OFFICER AT THE TIME OF USE  
OF SUBSEQUENT BALLOT BOX(ES)

Election to.....Gram  
Panchayat .....Zilla Parishad .....  
From .....Gram Panchayat.  
.....Constituency/Segment.

Sl. No. & Name of Polling Station .....

Date of poll .....

I hereby declare :

- (1) that, I have demonstrated to the polling agents and other authorized persons present that the second/ third ballot box to be used for the poll is empty and also bears levels referred to in sub rule 2 of Rule 28 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules, 2001.
- (2) that, I have closed sealed and secured ballot box and placed it in full view of polling agents.

SIGNATURE OF POLLING AGENTS

SIGNATURE OF PRESIDING OFFICER

1. .... (of Candidate.....)

2. .... (of Candidate .....)

3. .... (of Candidate .....)

Date : .....

Place : .....

PRESIDING OFFICER

ANNEXURE - VI  
PRESIDING OFFICERS DIARY

1. Name of the Constituency :-  
(In block letters)
2. Date of Poll :
3. Name and Number of polling station :
  - (i) Whether Government or Quasi Government building :
  - (ii) Private building :
  - (iii) Temporary structure :
4. Number of ballot boxes used :
5. Number of Polling Agents and the number who arrived late :
6. Number of Candidates who appointed Polling Agents at the polling station :
7. Number of ballot papers issued according to marked copy of electoral roll in respect of each Gram Panchayat Constituency :
8. Number of ballot papers actually issued at the polling station in respect of each Gram Panchayat Constituency :
9. Number of Zilla Parishad ballot papers issued according to marked copy of electoral roll. Number of Ballot Papers actually issued at the polling station.

*Signature of first Polling Officer*

*Signature of Polling Officer in-charge of Gram Panchayat,  
Zilla Parishad Ballot Papers.*

10. Challenged vote -
11. Number allowed -
12. Number rejected -
13. Amount forfeited - ‘
14. Number of electors who voted with the help of companions.
15. Whether it was necessary to adjourn the poll and if so, reasons for such adjournment.
16. Electoral offences if any with details
17. Serious complaints if any made by the candidate.
18. Number of cases of break of law and order.
19. Report of mistake and irregularities committed if any at the Polling Station.
20. Whether the declarations have been made before the commencement of the poll, during the subsequent use of ballot box if used and at the end of poll.

Date : .....

Place : .....

Presiding Officer

ANNEXURE - VII  
DECLARATION AT THE END OF POLL

1. I hereby declare that, 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 the each of the entries in the ballot papers account in Form 20 under Rule 42 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules, 2001.
2. That, I have closed and sealed the slit of the ballot box and secured the ballot box and also allowed the polling agent present to affix his seal or signature under Rule 41(1) of Arunachal Pradesh Panchayat Raj (Conduct of Election) Rules, 2001.

Date : .....

Signature Presiding Officer

Name and number of Polling Station

Received an attested copy of the entries made in the ballot paper account.

SIGNATURE OF POLLING AGENTS

1. .... (of Candidate.....)
2. .... (of Candidate .....)
3. .... (of Candidate .....)

The following polling agents who were present at the close of the poll declined to receive an attested copy of the ballot paper account and an attested copy of ballot paper account was not supplied to them.

1. .... (of Candidate.....)
2. .... (of Candidate .....)
3. .... (of Candidate .....)

Date : .....

SIGNATURE OF PRESIDING OFFICER.

ANNEXURE - VIII

Notice to candidate or their Election Agents regarding the date, time and place for counting  
(When counting takes place at one place)

Election to the .....Gram Panchayat from  
.....Constituency  
.....Zilla Parishad .....Constituency.

In pursuance of Rule 49 of the Arunachal Pradesh Panchayati Raj ( Conduct of Election ) Rules  
2001, I hereby give notice that I have, in accordance with the said rule, fixed the .....day  
of (month) ..... 2003.....AM/PM as the date and time for the  
counting of votes in the constituency and .....  
(Place) in .....as the  
place for such counting.

Place : .....

Date : .....

SIGNATURE .....  
RETURNING OFFICER

To,

All Candidates or their Election Agents.

ANNEXURE - IX

Notice to candidate or their Election Agents regarding the date, time and place for counting  
(When counting takes place at more places than one)

Election to the .....Gram Panchayat from  
.....Constituency  
.....Zilla Parishad .....Constituency.

In pursuance of Rule 49 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules 2001, I hereby give notice that I have fixed the date, time and place of counting for the different Gram Panchayat and Zilla Parishad constituencies as specified below :

NAME OF THE  
CONSTITUENCY

DATE AND TIME

PLACE OF COUNTING

Place : .....

Date : .....

SIGNATURE .....  
RETURNING OFFICER

To,

The Candidates or their Election Agents.

ANNEXURE - X  
APPOINTMENT OF COUNTING SUPERVISORS / ASSISTANTS

Election to the .....Gram Panchayat  
from .....Constituency .....Zilla Parishad  
.....Constituency.

I ..... (Name) ..... (Designation) appoint the  
persons whose names are specified below to act as Counting Supervisors/ Assistants and to attend at  
.....for the purpose of assisting me in the counting of votes  
at the said election.

1. ....

2. ....

Place : .....

Date : .....

SIGNATURE  
RETURNING OFFICER

ANNEXURE - XI

CHECK SLIP

Name of the constituency :- .....

Number of Table :- .....

Name of candidate :- .....

Number of ballot papers in the bundle :- .....

Date : .....

SIGNATURE OF COUNTING  
SUPERVISOR

ANNEXURE - XII

CHECK SLIP FOR DOUBTFUL BALLOT PAPERS

Name of constituency :- .....

Number of Table :- .....

Total nos. of ballot papers in doubtful bundle :- .....

Date : .....

SIGNATURE OF COUNTING  
SUPERVISOR

**SCHEDULE - I (RULE - 7)  
ELECTION SYMBOLS**

**Allotment of Symbols to the Contesting Candidate shall be as per  
latest instructions issued by the State Election Commission**

SCHEDULE - III (RULE - 7)

TABLE - A

FREE SYMBOLS FOR GRAM PANCHYAT ELECTION



1. Aeroplane



2. Axe



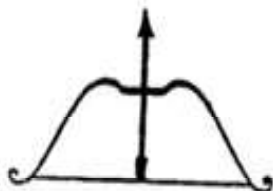
3. Almirah



4. Bicycle



5. Boat



6. Bow & Arrow



7. Coconut tree  
bearing fruit



8. Cultivator  
winnowing grain



9. Conch



10. Ceiling Fan



11. Drum



12. Electric Bulb



13. Flaming Torch



14. Fire Engine



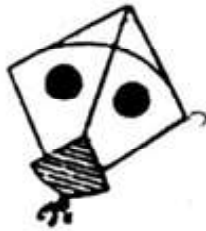
15. Hurricane Lamp



16. Hand Pump



17. Inkpot and Pen



18. Kite



19. Ladder



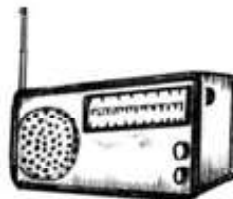
20. Lock & Key



21. Motorcycle



22. Pot



23. Radio



24. Ship



25. Spade



26. Table



27. Umbrella



28. Whistle



29. Hornbill



30. Fish



31. Dao



32. Bundle of corn



33. Spear

SCHEDULE - C

TABLE - A

FREE SYMBOLS FOR ZILLA PARISHAD ELECTION



1. A woman carrying basket on her head



2. Bell



3. Basket containing fruits



4. Cup & Saucer



5. Hat



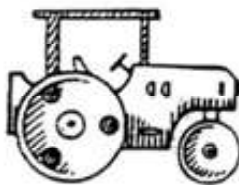
6. Hockey & Ball



7. Pressure Cooker



8. Pineapple



9. Road Roller



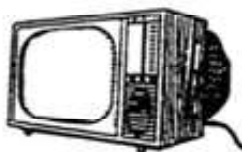
10. Scooter



11. Saw



12. Table Fan



13. Television



14. Telephone



15. Violin