

TRAINING FOR PRESIDING OFFICER & POLLING PARTY



TRAINING OF POLL STAFF

1. Why Training is important :- In the Past instances of Re-Poll has been ordered not because of vitiation of Poll or Malpractices, but due to mishandling of EVMs and lack of knowledge
2. Presiding Officer & 1st P.O. - Two rounds of Trg. Last minute doubt clearing sessions should be arranged at Dispersal Centre.
3. 1st Round Trg. - after 1st Randomization, 2nd Round Trg. - After Scrutiny/ 2nd Randomization
4. Trg. must cover – Demo of EVMs including Connection/disconnection, Sealing, Mock Poll, filling up Mock Poll Certificate, P.O. Diary, Form-17 A / 17-C, Observer's Report, Contents of Statutory / Non-statutory/Other covers etc.
5. A set of Standard Election Materials (including various Forms, Reports & Covers) and a copy of Electoral Roll should also be placed inside Trg. Hall for exposure

Distribution of Duty in Polling Party



Presiding Officer

- ❑ Overall Supervision.
- ❑ Maintain purity of election- Discipline, Flow of Voters, M.C.C., L & O inside 200 mtr.
- ❑ Deal with Spl. Cases- EVM Replacement, 49-MA / Tendered Vote/ Blind /Under age / Challenged / Proxy / Under Age Voters etc.



1st Polling Officer

- ❑ Marked copy of the E. Roll.
- ❑ Identification of Voter
- ❑ Marking line (red ink) for allowed Voters
- ❑ Marking Circle/ (for Female) Star against T.G Voters



2nd Polling Officer

- ❑ In charge of Register of Voters -Form 17 A (Enters Sl. No. of allowed Voters in E.Roll, Type EP/ ID number etc.
- ❑ Apply Indelible Ink

Distribution of Duty in Polling Party



3rd Polling Officer

- ❑ Shall issue two different colour Voter Slips
- ❑ (White - Lok Sabha, Pink Bidhan Sabha)



4th Polling Officer

- ❑ Obtain White Voter Slip from Voter
- ❑ Press Ballot Button on CU of Lok Sabha
- ❑ Showing Voting Compartment of Lok Sabha to Voter



5th Polling Officer

- ❑ Obtain Pink Voter Slip from Voter
- ❑ Press Ballot Button of CU of Vidhan Sabha
- ❑ Showing Voting Compartment of Vidhan Sabha to Voter

DISPERSAL OF EVMS AND VVPATS

Advise for Presiding Officer –

- To Go through Poster on Dispersal Day (at Pg-52, Manual of EVM-Aug, 2023)
- To go through Trouble shooting instructions at Annexure-23 and List of Addl. items at Annexure-24 of the EVM Manual Aug, 2023
- To remove BU / CU / VVPAT from respective carrying cases (provided no Sun light/Bright day light over VVPAT)
- To ensure that there are two sets of EVMs/VVPAT having distinguished Stickers of Lok Sabha (White) and Vidhan Sabha (Pink)
- See that metal plate ID nos. tallying with Address Tags + P.S. no mentioned in Address Tags are pertaining to the assigned P.S.
- Check Pink Paper Seal of BUs & CUs
- BUs – Ballot Papers are placed correctly & buttons up to NOTA are unmasked
- Thumb Wheel of BU is/are properly set
- See that Knob of VVPATs are set Horizontal and having the Battery intact
- Switch ON the CU without connecting BU with VVPAT–Check Candidates/Battery status etc.

DISPERSAL OF EVMS AND VVPATS

Advise for Presiding Officer –

- Ensure -To obtain - Black envelopes, Pink paper seals, Address tags, Newly modified Green Paper seal, Special Tag, Small roll of ½ inch Transparent Cello Tape etc are there before dispatch.



DISPERSAL DAY



WHAT TO CHECK?

Ballot Unit(s)	Control Unit	VVPAT
<ul style="list-style-type: none">• Address Tags of BU to ensure BU(s) is pertaining to your assigned polling station• Pink Paper Seals of BU are intact• Ballot Paper is installed properly• Ballot buttons upto NOTA (Candidate Blue Buttons) are unmasked• Thumb wheel position is 01 for first BU (if more than 01 BU is used, Thumb wheel position for 2nd BU is 02, for 3rd BU is 03 and so on)	<ul style="list-style-type: none">• Address Tags of CU to ensure CU is pertaining to your assigned polling station• Pink Paper Seals of CU are intact• Switch ON the CU (without connecting to BU and/or VVPAT) to check Battery status and number of contesting candidates. Thereafter, Switch OFF the CU	<ul style="list-style-type: none">• Address Tags of VVPAT to ensure that VVPAT is pertaining to your assigned polling station• Power Pack (Battery) is installed• VVPAT knob is horizontal (i.e. Transportation mode). If VVPAT knob is vertical (i.e. Working mode), keep the knob horizontal.

DON'T DO

- Don't connect Ballot Unit, Control Unit and VVPAT during dispersal.
- Don't keep BU, CU and VVPAT outside their respective carrying cases after checking.
- Don't keep VVPAT knob vertical (Working mode) while transporting.
- Don't take away EVM & VVPAT to any unauthorised place like residence, hotel etc.
- Don't remove any seal from BU, CU and VVPAT.
- Don't use vehicle other than vehicle provided for dispersal.
- Don't stay at any place other than designated place.
- Don't set up Voting Compartment near open window or door.
- Don't set up Voting Compartment just below the highly illuminated bulb/light.

Planning at Polling Station

Eve of Poll Day Arrangement :

- Arrival at P.S.
- Setting up at P.S. (inside & outside)
- Checking & Understanding of Polling Materials
- Sanitization of Booths

Poll Day

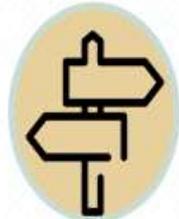
Poll Day :

- Micro Observers, Web Cameras
- Sector Officer & Spare Election Materials
- Mock Poll
- Polling Process
- EVM replacement
- Recording & Reporting on Poll

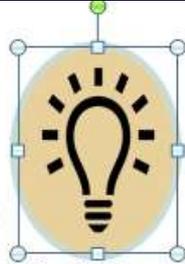
On Close of Poll :

- Sealing of EVMs,
- Documents / Election Papers
- Transportation of Polled Materials
- Reception Centre
- Deposition in Strong Room

AMF at Polling Station



Signage



Lighting



Helpdesk



Separate
Entry &
Exit



Mask,
Sanitizer



Waiting
Space



Drinking
Water



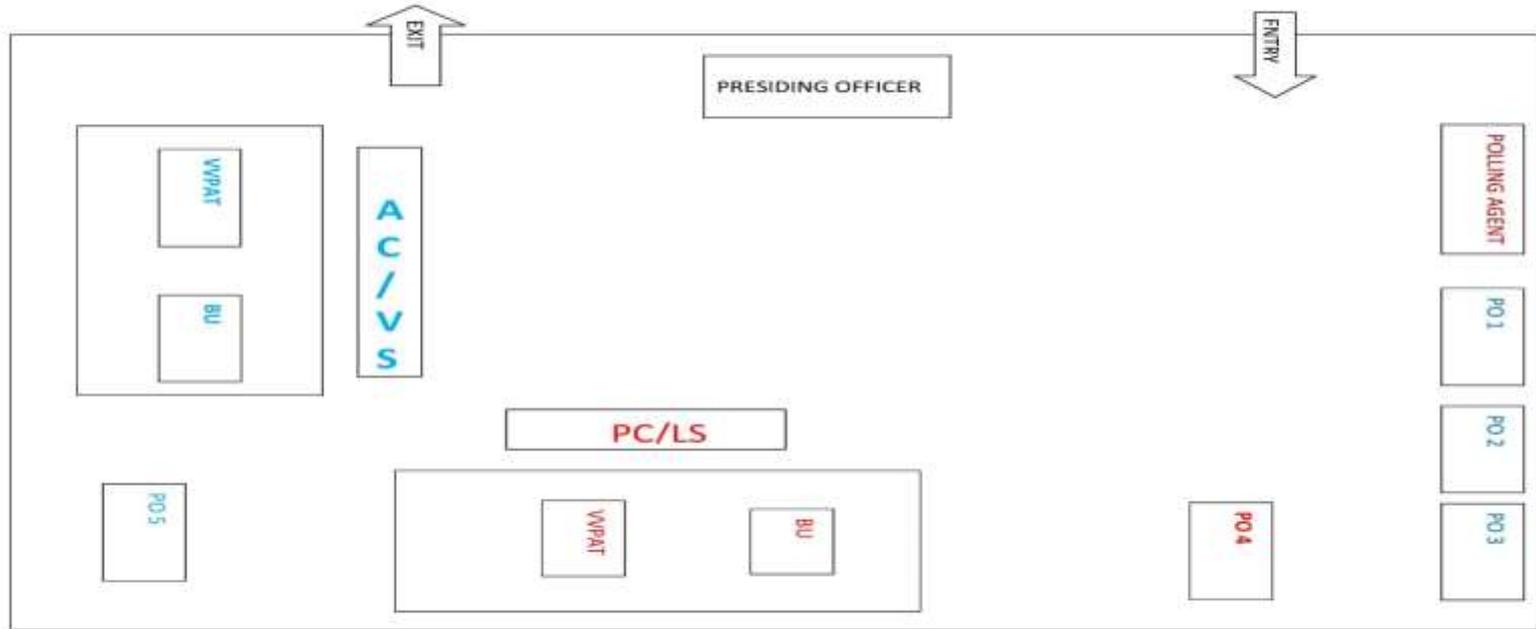
Toilet



Ramp



Setting Up Voting Compartment



**SELF ADHESIVE STIKERS TO BE PASTED ON ALL 3
FACES OF THE VOTING COMPARTMENT**

- a) Name of Election -**
- b) Name of State/UT:**
- c) AC/PC No. & Name:**
- d) Date of Poll:**
- e) Polling Station No. and Name:**

DOs AND DON'Ts ON USE OF VVPAT

DOs	DON'Ts
Ensure paper roll knob is locked (horizontal position) before transportation.	
In Polling Station, unlock the paper roll knob (vertical position), before switching ON the CU.	Don't switch ON CU before VVPAT paper roll knob is inunlocked condition (vertical position).
Position BU and VVPAT in Voting Compartment. Position CU on PO's Table	
Establish right connection by following the color scheme.	Don't allow direct light or high power illumination over VVPAT.
Ensure the connectors are inserted properly.	Don't remove cables without pressing the clips on the connectors.
Switch 'ON' CU, the Power-On Green LED on VVPAT glows and VVPAT prints all 7 slips.	Don't switch OFF CU unless all 7 slips are printed and cut.
Check for any "ERROR" message on CU. Inform Sector Officer (SO) in case of any "ERROR".	Don't start polling in case of "PRINTER ERROR" message on CU.
Always switch OFF CU before making any connection or disconnection including change of battery.	Don't operate the paper roll knob till the end of the poll.
<p style="text-align: center;">NOTE: VVPAT related messages are displayed on the CU's Display.</p>	

Sample
Poster of
Poll Day
for
Displaying
at Polling
Stations
(Pg. 59 EVM
Manual-
2023)

POLL DAY

MOCK POLL 90 MINUTES BEFORE ACTUAL POLL

- Place BU and VVPAT in actual Voting Compartment. VVPAT must be on left side of BU.
- Place CU on Table of Presiding/Polling Officer (in-Charge of CU).
- Connect Cable of BU with VVPAT and Cable of VVPAT with CU without pressing buttons of the connector.
- Un-check (Marking position i.e. Vertical position) paper-roll levels of VVPAT before Switching ON the Control Unit.
- Card officer SD notes during mock poll (ensure notes are recorded for each of the contesting candidates including NOTA).
- Press CLOSE button of CU to close mock poll and then press RESULT button of CU to ascertain mock poll result.
- Remove mock poll VVPAT slips from VVPAT compartment and tally with notes in CU.
- Fill Mock Poll Certificate (Presiding Officer's Report- Part-II) carefully. Obtain signatures of all Polling Officers and Polling Agents as if.
- Press CLEAR button of CU to clear mock poll result from CU and show '0' vote to polling agents.
- Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP' and keep in Black Envelope. Seal the envelope with Pink Paper Seal.

SEALING OF CU AND VVPAT AFTER MOCK POLL

- Switch OFF the CU before sealing.
- Seal Inner and Outer Slips of the CU with Green Paper Seal, Special Tag and Address Tag.
- Seal the Drop Box (VVPAT slip compartment) of VVPAT with Address Tag.

START OF ACTUAL POLL

- Switch ON the Control Unit.
- Read votes shown on CU in candidate card slot and show to polling agents.
- Remove the first vote slip in Form 17A (Register for Voters, the Voting Officer's card check with the Presiding Officer and make an entry in Form 17A, put stamp on the Control Unit (checked) and send to the CU.

CLOSING OF POLL PROCEDURE

- Press CLOSE button of CU.
- Press TOTAL button of CU to vote total polled notes in CU and also Poll Start Time (PST) and Poll End Time (PET).
- Switch OFF the CU before disconnecting the cable of BU from VVPAT and VVPAT cable from CU.
- Remove Power Pack (Battery) from VVPAT.
- Keep BU, CU and VVPAT in their respective carrying cases and seal each carrying case with Address Tag.

REPLACEMENT PROTOCOL

All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.

MOCK POLL
 In case BU or CU or VVPAT not functioning, replace the respective unit only.

ACTUAL POLL

- In case BU or CU not functioning, replace the whole set of BU, CU and VVPAT. In case of replacement of whole set, mock poll shall again be conducted by casting of 01 vote to each contesting candidate including NOTA. Follow mock poll process.
- In case CU shows Error "Replace VVPAT", switch OFF the CU and replace VVPAT. No MOCK POLL is required.
- In case CU shows Error "Replace Power Pack of VVPAT", switch OFF the CU and replace only Power Pack of VVPAT. No MOCK POLL is required.
- In case CU shows Error "Replace Power Pack of CU", switch OFF the CU and replace only Power Pack of CU and seal the power pack compartment of CU. No MOCK POLL is required.

WHAT NOT TO DO?

MOCK POLL

- Don't start mock poll, if one of its election agent is present. WAIT FOR 15 MINUTES.
- Don't stop mock poll without casting atleast 50 votes.
- Don't start actual poll without clearing mock poll data from CU and without removing mock VVPAT slips from the drop box of VVPAT.
- Don't keep VVPAT mock slips unattended.
- Don't Switch OFF and Switch ON CU while mock poll is going on. Don't disconnect and connect cables while mock poll is going on.

ACTUAL POLL

- Don't Switch OFF and Switch ON CU while actual poll is going on.
- Don't disconnect and connect cables while actual poll is going on.
- Don't conduct mock poll when only VVPAT or Power Pack of CU/VVPAT/BU is replaced.

CLOSING OF POLL

- Don't press CLOSE button of CU before notified poll close time or completion of poll.
- Don't disconnect cables without switching OFF the CU.
- Don't leave Power Pack of VVPAT in VVPAT after completion of poll.
- Don't leave carrying cases without sealing and obtaining signatures of Polling Agents after poll.
- Don't use any other vehicle other than assigned vehicle, for depositing polling materials at collection centre.

Mobile Phones/ Electioneering

On Poll Day :

1. Sec-130 : Defines “ Polling Stn. neighbour hood ”
2. No Person **except** ECI Observer and authorized Election Officials / Police Officials - can carry / use mobile phones / wireless device **in the 100 mtr.** Perimeter of / or **within** the Poling Station
3. No Electioneering is allowed **in 200 mtr. perimeter** of Polling Station.

WHO CAN ENTER POLLING COMPARTMENT

- VOTERS
- POLLING OFFICERs
- CANDIDATE or HIS ELECTION AGENT or ONE POLLING AGENT
- PUBLIC SERVANTs ON DUTY (MINISTERS NOT INCLUDED)
- PERSON ACCOMAPNING BLIND OR INFIRM VOTERS
- INFANTS IN ARMS BY WOMAN VOTERS
- PERSONS ALLOWED BY PRESIDING OFFICER TO IDENTIFY A VOTER OR TO ASSIST HER / HIM.
- PERSONs ALLOWED BY COMMISSION
- SECTOR OFFICER
- ECI AUTHORISED MEDIA PERSONs

DOCUMENTS REQUIRED FOR VOTING ON POLL DAY

- EPIC (ELECTOR PHOTO IDENTITY CARD)
- AADHAR CARD
- PAN CARD
- DRIVING LICENSE
- PASSPORT
- SERVICE ID CARD WITH PHOTOGRAPHS ISSUED BY CENTRAL/STATE GOVT/PSU
- MGNREGA JOB CARD
- BANK OR POST OFFICE PASS BOOKS WITH PHOTOGRAPH
- HEALTH INSURANCE SMART CARD ISSUED UNDER THE SCHEME OF MIN. OF LABOUR
- SMART CARD ISSUED BY RGI UNDER NPR
- OFFICIAL ID CARD ISSUED TO MPs/MLAs/MLCs
- UNIQUE DISABILITY ID (UDID) ISSUED BY THE MIN. OF SOCIAL JUSTICE AND EMPOWERMENT
- PENSION DOCUMENTS WITH PHOTOGRAPHS

Duties of a Presiding Officer

(On arrival at Polling Station)

- **Set up** Polling station as per **implementable** Lay Out. Provide two Voting Compartments (**for Lok Sabha and Vidhan Sabha**)
- Affix all **levels**, Awareness Posters, in and around the Booth
- **Check that all Polling materials** and EVM & VVPATs have been received as per check list and in order. In case of deficiency / doubt, refer to S.O./R.O
- Remove / cover the **photograph of any** leader / symbol of any Political party
- **Sitting arrangement** for Polling Agents as per priority of National-State-Regd. in other states – Regd. Unrecognised-Independent

(On Poll Day)

- Cand./Election Agent can appoint **01 Agent and max. 02 Reliever** per Booth
- Agent should **be from same/neighbour** P.S.- in the absence – can be anywhere from the A.C.
- Pres. Officer must check Form-10 Appt. ltr. Of Agents before allowing them and can issue **Entry Passes**

Duties of a Presiding Officer (Poll Day-Mock Poll)

- Place **BUs and VVPATs** in respective Voting Compartments & **CUs** on Table of 4th & 5th P.Os
- Ensure Voting Compartments with **dimension** of 24"x24"x30" affixed with **posters on all 03 sides** (Ht. of Table – 30")
- Ensure that **cables** of EVM are visible to all & **do not hang loose**/Obstruct path of voters
- **START MOCK POLL** 90 min. before of the Actual Poll
- Place the Paper Roll **Knob at Vertical** Position. Switch **on** CU
- **Show Zero** Vote in CU and VVPAT's **empty chamber** to candidates/agents
- Keep Registers / E. Roll / Indelible ink etc. on tables of concerned P.Os

Duties of a Presiding Officer (Mock Poll)

- Mock Poll of minimum **50 Votes** (total) of all candidates including NOTA to be done separately both for PC & AC & show the **similarity** between CU & VVPAT results to Agents
- **Clear** mock poll result from **CUs**. **Verify** the vacant drop box of **VVPAT**
- **Seal all the Mock Poll slips** , keep these inside Black Envelope and then fix with Pink Paper Seal.
- Prepare the **Certificates** of mock poll (new Format) & obtain sign. of all Polling agents and Polling Officers.
- Result section of **CU is sealed** with (new) **Green** Paper seal, **Spl.** Tag, **Address** Tag. **Agents + R.O. & agents to put signature on** green paper seal.
- **Switch Off the CUs** after Mock Poll

Duties of a Presiding Officer (Mock Poll)

- If there is **No Mock Poll** at a polling station - **No Poll** at that polling station.
- During the actual poll , if either BU or CU does not work properly , a new set of EVM (BU+CU+VVPAT) is to be replaced and only one mock poll vote on each candidate including NOTA has to be casted.(sector officer to provide new EVM)
- During the actual poll if VVPAT does not work properly, it has to be replaced with a new VVPAT where no Mock poll is required.(sector officer to provide new VVPAT)
- Every Mock poll done at any point of time has to be put in Black paper envelope followed by pink paper seal
- Fill up presiding officers report part – I (Mock poll certificate) as per format
- If any malfunctionality of EVM detected during Mock poll change the individual machine only (sector officers to provide new and take back with him the defective one)

1. Connecting CU, BU, VVPAT M3



2. Conduct of Mock Poll and Verification

- At least 50 votes should be cast during Mock Poll in the presence of Candidates/Agents.
- After the Mock Poll is completed, Press the CLOSE button on CU.
- Press the RESULT button on CU and manually record the data displayed by CU.
- should be Zero in CU. Switch OFF the CU.
- collect the VVPAT ballot slips
- Segregate these ballot slips as per the party symbol and record the result of the counted slips. Keep aside the POST slips.
- Compare the VVPAT result data with the CU result data. Both must tally candidate wise.
- Fill mock poll certificate carefully and correctly.

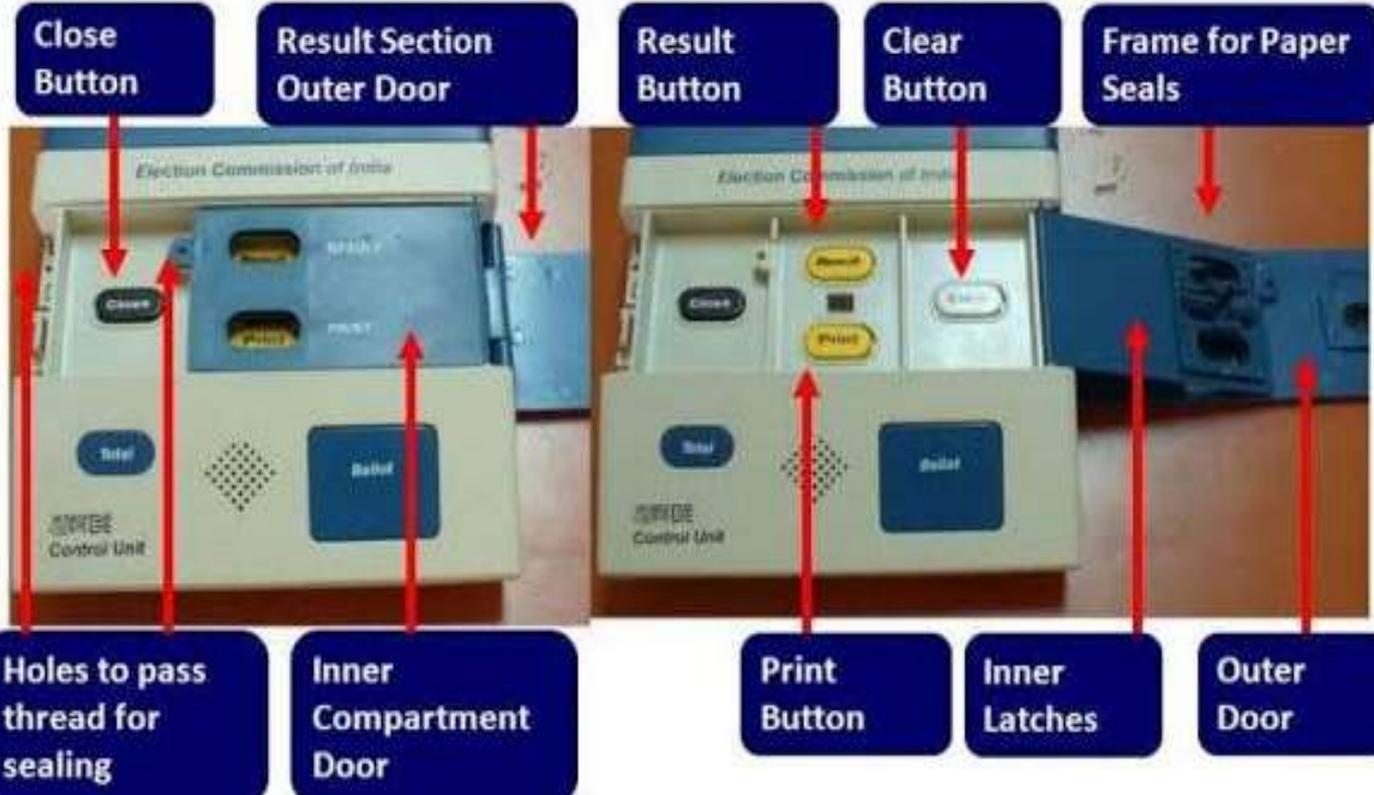
VVPAT after Mock Poll

- stamp having inscription "MOCK POLL SLIP", thereafter these mock poll VVPAT paper slips shall sealed.
- breaking of the seal.
- Fix Green Paper Seal in the inner Result Section on CU, Special Tag in the Close Button on CU.
- Ensure that the ballot compartment of VVPAT is empty
- poll starts.

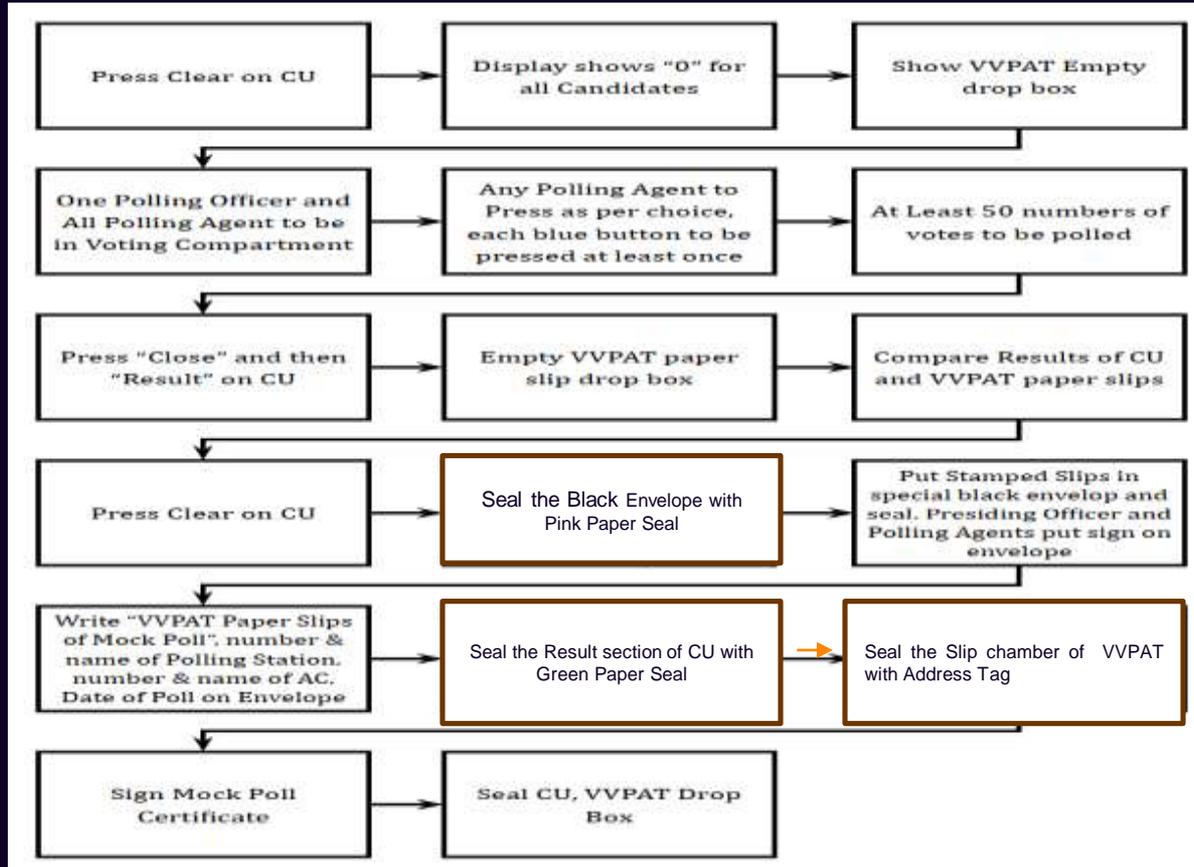
4. Replacement of EVM-VVPAT from Preparation to Mock poll

5. Replacement of EVM-VVPAT during Actual Poll

Mock Poll



Mock Poll







Fixing New Green Paper Seal After Mock Poll



Duties of a Presiding Officer (Actual Poll)

- ❑ Before commencement of Poll–Explain to all present - Provisions u/s 128 of the R.P. Act, 1951 w.r.t. **maintain the secrecy of vote** and warn them of provision of **penalty**
- ❑ And also fill up the declaration by the presiding officer form part – I
 - Before 1st Voter signs in 17-A, ask 1st P.O. to verify & write in INK “ **Total CU checked and found Zero**”
 - Prevent any P.O. or any Polling agent from **wandering** here or there
 - Commence the actual **Poll at the strike of the hour** fixed
 - Be alert and deal with **Spl. cases** relating to voters **identification by presiding and 1st polling officer** , EVM failure(Sector officer) , 49 MA case (Test vote) , challenged voter (Form 14 , Deposit RS. 2/-), Tendered Voter(17 B), Companion voters(Blind/infirm, Form 14 A), Proxy voters(CSV), Voters from ASD list cases etc.

Duties of a Presiding Officer (Actual Poll)

- Use **Braille Dummy** Ballots and **Dummy Ballot sheet** for guiding Blind and voters needing guidance
- During the first hour of the poll no Polling Officer should show **slackness**
- See that 2nd P.O. is applying **indelible ink only after 1st P.O. identifies** the Voter
(Drawing a diagonal red line for all voters in addition to marking of circle and star for female and TG voters respectively in the Marked copy of E Roll)
- **Check the total** votes cast periodically from Control Unit
- At regular **intervals check** BU and VVPAT for any mischievous act or tampering (along with polling agents)

Application of Indelible Ink

- ⊗ In case of General Voters - Left Hand Fore finger (In the absence- Any of the fingers starting from Fore finger. If no finger on Left hand - Fore finger of Right Hand. In the absence - any other finger starting from index finger). If no finger - **Stump of either hand**
- ⊗ **Companion** of Blind / Infirm Voter – Index Finger of **Right Hand**
- ⊗ **Proxy Voter** (in lieu of CSV) – **Middle finger of Left Hand**

Special scenarios inside the Polling Station

Test Vote (Rule 49 MA)

Voting by Blind / Infirm Voters (Rule 49 N)

Electors Decided Not To Vote (Rule 49 O)

Tendered Vote (Rule 49 P)

Vote By Proxy Voters on behalf of Classified Service Voters

Challenged Votes

Voter not allowed to vote (Rule 49 M)

Special Scenario (Test Vote)

Wrong Print on VVPAT Paper Slip

Voter May Complain About Wrong Print on VVPAT Paper Slip against the Button Pressed on BU (49 MA)

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

Companion of Blind / Infirm Voter

Voting By Blind or Infirm Electors (Rule 49 N)

- Presiding officer is **to be satisfied** about the blindness or other physical infirmities
- A companion is **not less than eighteen** years of age
- Shall be required to give **declaration** that he will keep **secret** the vote recorded by him on behalf of the elector and that he has **not already acted** as the companion of any other elector at any other polling station on that day.
- The presiding officer shall keep a **record in Form 14A** of all cases under this rule.

Special Scenario

Tendered Votes

A Voter presents himself & also proves himself to be the genuine voter at a particular time of Poll, but it is established that another person has already voted against his name.

- Presiding Officer to satisfy the identity, then allows the Voter to vote through Tendered Ballot (Not through EVM)
- Voter is issued with a Paper Tendered Ballot and an inked Arrow Cross Seal to mark his Vote by going inside the Voting compartment.
- All such records of Tendered Votes are maintained in Form 17 – B by Pr. O

Electors deciding not to vote

A Voter after entering details in 17-A and put his/her sign./thumb impression decides not to vote.

- Voter not be compelled to give vote
- In 17-A – Pres. Officer will put a remark – “ Refused to Vote” and will sign. Below the Remark
- In 17-C (Part-I) : Pres. Officer against the corresponding row will enter – “Refused to Vote” or “Left without Voting”
- In Case Ballot Button of CU is Pressed – Next Voter should be allowed to cast Vote

Special Scenario

Challenged Vote

POLLING AGENTS MAY CHALLENGE THE IDENTITY OF AN ELECTOR BY DEPOSITING A SUM OF Rs.2/- WITH PRESIDING OFFICER

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

Special Scenario

Defective EVMs

- (1) CU, BU, VVPAT may develop Technical error
- (2) Some Voters from ASD list may come to Vote

- If CU/BU does not work properly (During Actual Poll) - replace whole set of CU, BU & VVPAT, mock poll of 1 vote for each candidate including NOTA and follow all procedure of mock poll
- If VVPAT shows low battery, replace power pack of VVPAT only after switching off CU

Voter from ASD List

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

- Voter to produce EPIC or permitted photo document, **Presiding Officer to verify personally**
- **Thumb impression in addition** to signature to be obtained in **Register of Voters (Form 17A)**
- Pr. O. shall maintain a record & give a Certificate on such Electors allowed from ASD list

Special Scenario

Declaration about Age

If Pres. Officer Considers a Voter, much below the Qualifying Age

- Has to satisfy himself about the Identity of the Voter
- Obtain a Declaration about his age w.r.t. 1st day of Jan/April/July/October of the Election year in Prescribed Format (Ann-15, R.O.H.B.)
- Warn him about the penal provisions U/S-31 of R.P.Act-1951
- Prepare a list of all such Voters who gave declarations in Part-I (Ann-16) / who refused – in Part-II (Ann-16)

Refusal to Obey Voting Procedure

If a Voter refuses to abide by the Voting Procedure and violates secrecy of Voting

- Such Elector shall not be allowed to Vote (U/R-49 M)
- Presiding Officer to withdraw the Voter Slip(s) if already issued.
- In 17-A : Remarks col.- Pres. Officer to write – “ Not allowed to vote” or “ Voting procedure violated”

Special Scenario

Voter with unofficial identity slip

Contesting candidate or agent may give any voter unofficial identity slip

- If unofficial identity slip contains name of contesting **candidate and/or party** and/or symbol, then instruct concerned polling agent to end such **violation**
- In case of illiterate voter, the **1st Polling Officer** should read out serial number of elector and ask elector to tell him/her name to **ascertain genuineness**
- **in case of impersonator, the person should be handed over to the police**

Declaration about age

If presiding officer considers an elector much below the qualifying age

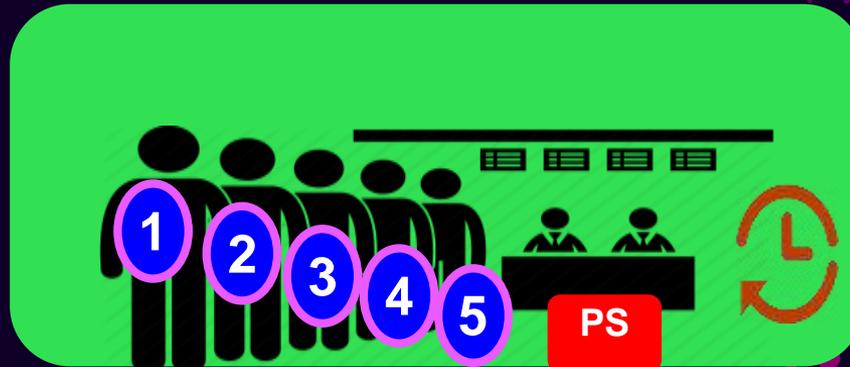
- **Satisfy yourself about identity** of an elector
- **Obtain a declaration** in proper format about his/her age as on 1st January of the year of reference for electoral roll. Inform him/her about penal provision.
- Prepare a list of voters from whom you have **obtained such declarations** in Part I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

Voting by persons present at closing hour

Special Scenario

The Presiding Officer will close the polling station at the hour fixed, but will allow all the Persons standing in queue to cast their votes, even if for that purpose, the polling is to be continued beyond the specified closing hour.

The Presiding Officer **will distribute slips signed** by him to all voters in the queue serially numbered from 1 onwards from the tail end of the queue and proceeding backward towards its head.



Close of Poll

- ⊗ After close of poll press **CLOSE** button in CU. Pr.O to record in 17 C, the Total votes polled in EVM by pressing **TOTAL** in CU
- ⊗ Supply attested copies of the form 17 C to the polling agents (u/r-49 S)
- ⊗ Prepare **other Important Reports-** e.g.-Pressing of CLOSE Button , fill up Presiding officer report part-III , Pres. Officer Diary and fill up form M 21 (Receipt of Return of Election records and material after poll) etc.
- ⊗ Switch **OFF CU**, Rotate Paper Roll **Knob of VVPAT** to horizontal mode (off) and **disconnect** cables in presence of Agents
- ⊗ **Seal** the voting machine with Address Tags and obtain signature / seals of Agents
- ⊗ Seal Election papers with seals of desiring Agents
- ⊗ Now pack all Election materials in **06 prescribed large Envelopes**
- ⊗ **Transport** the voting machines (including defect polled EVM) and election papers to the Receiving Centre
- ⊗ The transport **route to be communicated** to the contesting candidates



Important Reports by Presiding officer

- ⊗ Arrival of Polling Parties at Polling Station – By 05:00 PM (day before poll)
- ⊗ Mock Poll conducted at Polling Station
- ⊗ Poll starting report
- ⊗ Two hourly report

Statutory & Non-Statutory Envelopes

- ❑ ECI has issued Fresh Instructions on Rationalizing and Packaging of Election Documents Statutory and Non-Statutory & other Envelopes recently : [ECI Ltr.no.- 464 / INST -RPM / 2023-EPS / Dtd-28th June, 2023.](#)
- ❑ On close of Poll - Election Papers are to be sealed in separate Packets [u/r- 49 U of C . E. Rules.-1961.](#)
- ❑ To reduce burden on Polling Parties, to reduce confusion, repetitive tasks, and unintentional errors and simplify the process of completing multiple forms and envelopes ECI has issued revised instruction
- ❑ **Statutory Forms for Polling Parties : Now followings have been color coded & incorporated into three Statutory Booklets :**
 - (1) Register of Voters – Form 17-A
 - (2) List of Tendered Votes - Form-17 B,
 - (3) Account of Votes Recorded – Form 17 C
 - (4) Voter Slip
 - (5) List of Challenged Votes – Form 14
 - (6) List of Blind & Infirm Electors – 14 A

06 Types of Envelopes

ECI Ltr.no.- 464 / INST -RPM / 2023-EPS / Dtd-28th June, 2023.

Various Forms, Formats / Materials to be inserted in :

- ❑ 1ST PACKET : EVM Papers (Paper to be Kept with EVM)
- ❑ 2ND PACKET : Scrutiny Documents (To be kept other than EVM Strong Room
- ❑ 3RD PACKET : Statutory Covers
- ❑ 4TH PACKET : Non-Statutory Covers
- ❑ 5th PACKET : Hand Books, ECI Inst., Indelible Ink and Stamp Pad
- ❑ 6TH PACKET : All Other Materials

❑ **1ST PACKET : MASTER ENVELOPE FOR EVM PAPERS (White)**
(Paper to be Kept with EVMs in Strong Room)

: Envelope For Account Of Votes Recorded (Form-17C)

: Envelope for Pres. Officer's Report- I (Mock Poll Certificate), Report-II (CU Battery Replacement) & III (Pressing Close Button)

: Envelope For VVPAT Paper Slips of Mock Poll

In S.G.E. – 01 Addl. Master Envelope for EVM Papers in (Pink) colour to contain above items in Pink colour envelopes except VVPAT Slips in Black cover will be required

□ 2ND PACKET : MASTER ENVELOPE FOR SCRUTINY DOCUMENTS (White)

(To be kept Other than EVM Strong Room)

Envelope For Presiding Officer's Diary

Envelope For Register Of Voters (17 A)

Envelope For The List Of Blind And Infirm Electors In Form 14 A
& Declarations Of The Companions

Envelope For Visit Sheet

□ 3RD PACKET : MASTER ENVELOPE FOR STATUTORY COVER (White)

(To be kept Other than EVM Strong Room)

Envelope for Marked Copy of the Electoral Roll & List of CSVs (If Any)

Envelope for Voter's Slips

Envelope for Used Tendered Ballot Papers & the List In Form 17 B

Envelope for Unused Tendered Ballot Papers

Envelope for the List Of Challenged Votes in Form 14

(In case of S.G.E.- 01 Addl. Envelope of Voter Slips (Pink)

□ 4TH PACKET : MASTER ENVELOPE FOR NON-STATUTORY COVER (Yellow Colour)

Envelope for Copies of Electoral Rolls
(Other Than the Marked Copy)

Envelope For Appointment Letters Of
Polling Agents In Form - 10

Envelope For Election Duty Certificate In
Form 12-B

Envelope For Declarations By The Presiding
Officer

Envelope For Receipt Book and Cash,
if any, in Respect of Challenged Votes

Envelope For Unused Voter's Slip
Whose name in ASD List

Envelope For (i) Unused And Damaged Paper
Seals & (ii) Unused And Damaged Special
Tags

Envelope for Declarations Obtained From
Electors as to their Age & List of Such
Electors and List Of Electors Who refused to
make Declarations as to their age

Envelope For Form Of Declaration By Elector
Under 49 MA(Test Vote)

Envelope for Form Of Declaration By Elector

Envelope For Complaint to SHO

□ 5th PACKET : (Brown Colour)

MASTER ENVELOPE FOR HAND BOOKS, INSTRUCTIONS, ETC.

- (1) Envelope For (i) Used and Remaining Indelible Ink Phials and
- (2) Envelope For (ii) Hand Books, Instructions etc.

□ 6th PACKET : All Other Material (Blue Colour)

Envelope for other Polling Materials :

- (i) Candidate Information Booklet
- (ii) Other unused Forms
- (iii) Metal Seal of the Presiding Officer
- (iv) Arrow Cross marked Rubber Stamp for marking in Tender Ballot
- (v) Cup For setting the indelible ink

Counter system - Sector wise

- **Sector – wise** Counters is to be used for deposit of polled election materials
- **Check-list** is to be prepared and kept in the Counters
- **Receiving Officer** to tick mark each received items and sign in the Check list
- **Special Deposit Counters** for Sector Officers for deposit of Defective Un polled EVMs and VVPATs (C- category) and Unused Reserve EVMs and VVPATs (D- category)
- **Counter within counter** for receiving **sealed EVMs** (A+B Catg., VVPATs with removed Batteries) + 1st Packet (containing EVM Papers) – Which is required to be kept in EVM Strong Room
- Other Documents in Sealed Covers as per Check List (**as per latest guidelines of ECI Dtd.28-06-2023**) may be received separately.

Scrutiny of Form 17A etc.

- Done by Observer on P+1 Day for the P.Ss - where Complaints have been received of Malpractice, Poll % is 15 % more or less than avg., P.S. where significant events incl. EVM prob. have been reported etc.
- Now as per latest instruction of ECI A Special Counter will be opened in the Receiving Centre for facilitating receipt of the required items for Scrutiny
- RO and Observer to scrutinize register of voters (17A) and other documents - like PO diary, visits sheet, complains etc.
- Scrutiny in presence of / under intimation to candidates - advance notice to be given.

Adjournment of Poll / Fresh Poll

ADJOURNMENT OF POLL IN EMERGENCY : U/S 57

- When Poll proceeding is obstructed due to **EXIGENCIES – RIOT, VIOLENCE OR CALAMITY, ETC.** – Pres. Officer shall announce Adjournment of Poll to a date to be notified later. He will intimate to R.O.. Based on report of R.O., ECI may announce Fresh Poll.
- **Where ECI takes decision to recommence Adjourned** poll u/s-57(1), the poll will **commence from where it was stopped**
- Same sealed marked copy of **E. Roll** and the **Register of Voters** but **new set of EVM** will be used by Pr.O.
- Pr.O to open sealed packet in presence of polling agents.

FRESH POLL / RE-POLL : U/S 58

- Occurrence of : **DESTRUCTION OF EVM / UNLAWFUL TAKEN AWAY / MECHANICAL FAILURE ETC.**
- R.O. reports ECI & ECI may decide a **Fresh Poll** or **allow completion of Poll**
- In case of Re-Poll, all provisions of a new Poll applies, **new set of EVMs** are used from Reserve.
- Re-pollled EVMs are put inside same strong room with level – **CANCELLED / NOT TO BE COUNTED** and should be preserved with seals intact.
- Separate polling party for the re-poll will be deployed

Adjournment / Countermanding

Adjournment of Poll / Countermanding Election in case of Booth Capturing : u/s-58 A

- **BOOTH CAPTURING** takes place in such a manner that Result of Counting can not be ascertained
- Pres. Officer should report to R.O. and R.O. to report ECI.
- (U/R-49 X of C.E.Rules-1961) – Pres. Officer should immediately attempt to **Press CLOSE** button of the C.U. (so that No further Vote is cast upon)
- ECI may direct to have a **fresh Poll**
- **When large no. of booths** are involved, ECI may Countermand the Election in that A.C. A **fresh Notification** for Election will follow.

Micro Observers

- ⊗ To be appointed for **vulnerable, critical polling station**, polling station having **low PER/EPIC**, polling station approved by the General Observer.
- ⊗ At **multi Polling station bldg.** - each location will have one Micro Observer.
- ⊗ Nodal officer for Micro Observers to be identified by the DEO to handle logistics and deployment related task.
- ⊗ Micro Observers to be **trained by Observer**
- ⊗ On the day of poll Micro Observers to observe conduct of poll and **submit report** at the end of poll.

Polling Agents

- ⊗ A **person residing in the polling area of a polling station** or from neighbouring polling station (or in the absence – anywhere from the A.C. area) can be appointed as a Polling agent.
- ⊗ Candidate / Election Agent can appoint in Form-10 and he/she **should produce Form-10 with a valid EPIC** to establish his identity before entering a Booth
- ⊗ Has to sign declaration before entering booth.
- ⊗ Pres. Officer shall issue Entry Pass to every Polling Agent/ His reliver maintain record

List of handy Instructions – EVM Manual- Aug, 2023

- *Handling of EVM failures / Errors – Annexure-23*
- *List of Addl. Polling Materials – Annexure – 24*
- *Technical specification for Back Packs for carrying EVMs and Polling Materials in difficult terrains – Pg. 45-49*
- *Poster for Dispersal Day – Pg. 52*
- *Poster for Poll Day – Pg. 59*
- *Flow Chart for Mock Poll - Pg. 60*
- *Various Seals, Tags and their use – Pg. 62– 65*
- *Check list of Critical Mistakes, DOs & DO NOTs – Pg. 87-93*

References :

- ⊗ *The Representation of People Act,1951*
- ⊗ *The Conduct of Election Rules,1961*
- ⊗ *Hand Book for R.O. (2023)*
- ⊗ *Hand Book for Presiding Officer (2023)*
- ⊗ *Checklist for Presiding Officer-2023*
- ⊗ *Manual on Polling Stations - 2020*
- ⊗ *Manual of EVM/VVPAT - August - 20223*
- ⊗ *Checklist for Returning Officer-2023*
- ⊗ *Hand book for Sector Officer - 2023*
- ⊗ *Latest Instruction of ECI – No.464/INST/RPM/2023-EPS; Dated-28-06-2023*



THANK YOU