



General Election to WBLA, 2021

TRAINING OF POLLING PERSONNEL

Contents

1. Activities at Distribution Centre (DC)
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3. Maintenance of law & order around polling stations
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Activities at Distribution Centre

1. Arrangement at DC
2. Tagging of police, cameraman, MO, vehicle
3. Collection of poll materials
4. EVM/VVPAT receiving
5. E. Roll checking

Activities at Distribution Centre (DC) on P-1 day

Third Randomization of Polling Personnel in presence of the Observers must be completed in time and PS wise list of Polling Personnel displayed at prominent places at the DC

Checking arrangements at the DC

- Strong Room of EVM-VVPATs and other materials;
- Arrangements of Distribution Counters;
- Space and arrangements for checking of EVMs and Poll materials;
- Provision of Training on Demand;
- Facilitation Centre for Postal Ballots; medical aid and basic amenities;

Checking attendance of Polling Personnel

- Help in grouping of members of Polling Parties;
- Familiarize with other members of Polling Parties;
- Replacement of absentee Polling Personnel;

All polling personnel must come with Photo I Card which issued to them.

Tagging of Polling Party at Distribution Centre

- ❖ The Polling Personnel will come to know their respective Polling Station to which they are assigned only at the Dispersal Centre on P-1 day and not before it.
- ❖ **Single window counters** – Reporting, issuance of order tagging polling station, distribution all materials including EVMs should preferably be done from one single counter to avoid inconvenience of polling personnel from shuttling between counters.
- ❖ **Large display boards:** Decoded list of polling personnel assigning polling stations to be displayed very prominently at multiple places
- ❖ **Reserved personnel** *are to report at enquiry/PP counter and go to Reserve Shed.*

Dispersal Centre to have following arrangements:

- i) Enquiry counter
- ii) EDC distribution centre
- iii) Large display boards for decoded list of polling stations
- iv) SMS registration- facilitation centres
- v) Polling personnel Cell Counter
- iii) Polling station wise Single window counters
- iv) Counter for tagging for camera person/videographer for sensitive polling stations
- v) Reporting and waiting area for Micro-observers
- vi) Waiting area for reserved polling personnel
- vii) Counter for training on demand
- viii) Counter for tagging vehicles
- ix) Counter for supplying (short) materials
- xi) Space for checking of EVMs & materials by polling parties.
- xiii) Strong rooms for EVMs and storage of other material.
- ix) Medical Aid.
- xv) Fire brigade

Activities at DC :

- **Identification of polling station tagged-** From decoding list displayed
- **SMS registration-** The PRO & PO1 will have to register their mobile number to the assigned phone number
- **Collection of materials-** Material to be collected and checked
- **Micro Observer/ Videographer-** Contact with Micro Observer/ videographer, if deployed
- **Tagging of vehicle** - Movement to the polling station to be made in earmarked vehicle
- **Tagging of force** at police tagging counter
- Movement to the polling station with sector force

Collect polling materials as per Check list and verify

- BU, CU and VVPAT
- List of electors in the part who have been issued EDC/ PB (AIS)
- Indelible Ink
- Marked Copy of Photo Electoral Roll -1 marked copy+ 2 working copies
- Tendered Ballot Paper;
- Green Paper Seals, Special Tag, Strip Seal, Pink Paper Seal
- Alphabetical Roll Locator (ARL)
- List of (ASD) Absentee Shifted Dead/Duplicate voters, (CSV)Proxy Voters;
- Specimen Signature of Contesting Candidates/Election Agents;
- Register of Voters in Form 17A, 17 C, Presiding Officers' Diary; Pr O's Declaration, Pr.O's report
- Arrow Cross Mark, Metal Seal and Distinguishing Mark of the Polling Station.
- Plastic box
- Black envelope
- Rubber Stamp-Mock Poll slip
- Other stationery articles

Procurement of EVMs and Polling materials

CHECKING OF EVMs & VVPATs:

- ☐ CU, BU & VVPAT Numbers and Address Tags should match with the Register at DC counters and Polling Station assigned;
- ☐ *Candidate Set* Section of the CU is duly sealed;
- ☐ Ballot paper duly fixed under screen of BU and properly aligned;
- ☐ Right thumbwheel position is zero if number of BU used is one
- ☐ Blue buttons in BU are equal to No. of Contesting Candidates **AND** **NOTA OPTION** and other buttons are masked;
- ☐ BU is properly sealed

NO VVPATs will be checked at the DC and prior to Mock Poll on poll day as they are already tested.

Arrangement of tracking of Movement of Machines through GPS tracking and monitoring

Components of E-Roll for Poll

23/2020-ERS dt. 07th August, 2020

At the time of final publication of SSR, 2021, the final roll will be a single integrated one, in which all the addition entries will come with Sl. No. in continuation after the last entry of the mother roll and all the modifications and deletions during summary revision will be reflected in the mother roll itself, as per the Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

(a.) At the time of preparation of electoral roll on the last date of nominations (in case there is an election), to be given to political parties and for preparation of marked copy/working copy, the electoral roll will be an integrated one, however, there will be no bundling of the family members and re-serialization. All the additions made during continuous updation from last final publication date till the last date of making nominations (in case there is an election), will be put in chronological order giving continuous Sl. No. starting with next Sl. No. of last entry in final roll, with all deletions & modifications be marked in last final roll as per Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

(b.) All the modified entries, correction made during the period of revision/continuous updation, will be reflected in the integrated roll itself with the sign of (# or ##, as the case may be) to indicate that the entry has been modified. Modified entries in place of old entries in case of any modification carried out shall be reflected in integrated roll and the list of Modifications (to be kept with ERO for future reference) shall contain old entries, on which modifications have been carried out, for tracking the changes whenever required.

Working/Marked copy of Electoral Roll

Preparation of marked copy/ working copy-

The integrated Final E-roll shall remain same as was published in draft except in following manners :-

Changes due to Supplement 1:

- The word "D E L E T E D" to be superimposed diagonally (computer generated) on the elector detail box to indicate that the entry has been deleted in the Supplement 1. The alphabets, 'E' 'S' 'Q' 'R' or 'M' shall be pre fixed against Sr. No. of each deleted entry to denote the reason for deletion. . (E = Expired, S = Shifted, R = Repeated, Q = Disqualified, M = Missing).
- A hash (#) sign shall be prefixed before Sr. No. of the entry corrected to indicate that the entry has been corrected in the Supplement 1.

Changes due to Supplement 2:

- The word "D E L E T E D – D E L E T E D" to be superimposed diagonally (computer generated) on the elector detail box to indicate that the entry has been deleted in the Supplement 2. The alphabets, 'EE' 'SS' 'QQ' 'RR' or 'MM' shall be pre fixed against Sr. No. of each deleted entry to denote the reason for deletion.
- A hash (##) sign shall be prefixed before Sr. No. of the entry corrected to indicate that the entry has been corrected in the Supplement 2.

•**Please Note,-**

- Electors marked as PB will not be allowed to cast vote at PS
- Electors marked as EDC will be able to cast vote at any PS within the constituency other than the part where they are enrolled on production of EDC
- Check the Marked Copy of Electoral Roll to ensure that all supplements are attached.
- Tally the number of Postal Ballots/EDCs marked against electors in the marked Copy of the Electoral Roll with the list of PB/ED electors given to you.
- Check if all entries are duly authenticated.
- Tally the serial nos. of all **numbered** items with that noted in register

Maintenance of Law & Order around Polling Stations

1. Setting of candidates' booth
2. No canvassing
3. Plying of vehicles
4. Entry of armed personnel
5. Power to arrest

Setting Up of Candidates' Election Booths:

- 1.No Election Booth within 200 meters of a Polling Station;
- 2.Booths will have one table and two chairs, a banner up to 3 ft X 4.5 ft; to beat summer heat, tent 10x10 ft allowed.
- 3.Booths will have the sole purpose of delivering unofficial identity slips to electors without candidate's name, symbol and name of political party;
4. Advance Intimation in writing to Returning Officers for setting up election booths is necessary, along with permission from local competent authority; permission is to produced by persons manning the booths on demand;
- 5.Persons manning the booths shall be voters of the Polling Stations displaying EPICs on demand to Sector Magistrates/ Police;
- 6.No crowding in the vicinity of Polling Stations;

No Canvassing:

- No Canvassing inside Polling Station or any private/public place within 100 meters periphery of the Polling Station;
- No cellular/cordless phones or wireless sets be allowed except officers on duty within 100 meters of a Polling Station;
- During Poll, Pr. Officer, Micro Observer shall put his mobile on silent mode. He may, however, telephone from outside the Polling Station if required. He may send sms from his mobile registered for the purpose of sending reports at a predefined number;
- Bulk *SMSing* is prohibited after the campaign period is over;
- Objectionable *SMSes* shall be traced and action taken by Police

Prohibition on Campaign and Disorderly conduct:

- Amplifying or reproducing human voice by any apparatus, loudspeakers/megaphones, is not allowed within 100 meters of Polling Station;
- **Shouting or acting in disorderly manner is not allowed within 100 meters of Polling Station;**
- In case of contravention, such apparatus will be seized; Penal action may be taken against concerned persons;
- **Presence of Political functionaries , who have been brought from outside the constituency, is prohibited immediately after campaign period is over, excepting office bearers of political party who happen to be in-charge of the state.**

Plying of Vehicles on Poll Day:



- Vehicles are permitted: one for candidate for the entire AC, one for candidate's election agent for the entire AC and another for workers/party workers for entire AC,
- DEO/ROs will issue permits to be displayed on windscreens of vehicles in original;
- No vehicles will carry voters (transportation of voters is a corrupt practice u/s 133 of RP Act) excepting Govt. servants, patient/old/infirm persons, public transport and genuine bona fide uses;
- Voters may ply on their own vehicles up to 200 meters of PS periphery;

Prohibition on going armed near Polling Stations:

- Excepting persons otherwise authorized and on election duty , no person will carry arms or indulge in show of arms;
- Security persons attached to a person are not allowed, excepting persons on Z+ security;
- In case of persons covered under Z+ security, the security personnel will go in simple clothes and concealed weapons;
- Ministers/ MPs/ MLAs/ persons to whom security cover is given, cannot become election/polling/counting agents: he is not allowed to relinquish security cover to become agents;

Power of Presiding Officer to direct arrest

- If the presiding officer has reason to believe that any person who during the hours fixed for the poll at any polling station is committing or has committed **an offence by misconduct or disobeying the lawful directions of the presiding officer**, he may direct any police officer to arrest such person, and thereupon the police officer shall arrest him.

Polling Station on P-1 day

- 1. Activities**
- 2. Setting up of PS**
- 3. Video Camera**
- 4. Web casting**

Activities on P-1 day

- Send and SMS the safe arrival report first to Sector Officer
- **Inspect the area of 200 mtrs around polling station** and check for any election booth/ camp being set up by political parties within 200mtrs. If yes, inform sector officer
- **All defacements and slogans etc. within 100 meters of polling station** should be removed. If present, inform sector officer

There will be no cooking or lighting of fire inside polling station is allowed

- Inspect the polling station & plan
- Ensure enough space for voters to wait outside and form separate queues for male & female voters
- Make arrangement for separate entry and exit for voters
- Ensure that there will be at least 5ft to 10ft distance between the first voter in queue and the entry point during the poll day
- Display notice specifying polling area and list of Contesting Candidates in Form 7A and dummy EVM
- The headings on all forms/envelopes, tally sheet of voters' attendance to be kept ready in advance.

Setting up of Polling Station

- Set up **voting compartment** at the farthest corner which is **secure & secluded** for **maintenance of secrecy of voting** and ensure it is properly lighted.
- The Voting compartment shall be made of corrugated plastic sheet (flex-board) measuring **24" X 24" X 30" "** and **should not be placed near any window / door;**
- **CU & BU of EVM & VVPAT to be so positioned that Cable of EVM is not placed on the way of voters**

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- After making proper connections of the BU, CU and VVPA T, the connecting wires may be taped to the leg of the table in such a manner that the wire does not hang in the air so that the load of hanging wire does not impact the connecting switch of the BU and VVPAT and the tape is also easy to remove when replacement of units (BU/CU/VVPAT) are required.
- Accordingly, one transparent tape of half inch width has to be provided to the Presiding Officers for the aforementioned purpose. Taping shall only be done using **"TRANSPARENT ADHESIVE TAPE"** in such a way that taping does not affect the visibility of the connecting wires and it shall be removed easily when replacement of units (BU/CU/VVPAT) are required.

Suitable lighting in voting compartment:

(ECI instruction No. 51/8/7/2017-EMS (Vol.-II) dated 03rd August 2017)

- **Proper electricity arrangements** should be made at the polling stations.
- **High voltage** incandescent bulbs/ tube-light should **not** be placed over or front of the voting compartment.
- **Voting Compartment** should be placed in such a way that
 - (a) **sufficient light** is available inside the voting compartment.
 - (b) **no direct lighting** is placed over or in front of the voting compartment.
 - (c) **secrecy of voting** is not violated.
 - (d) voting compartment is not placed near the **window/door**.

VIDEO CAMERA

Check if any camera man is deployed to your specified Polling Station. He will be tagged with the Polling team on P-1 day at the DC and will move with the team;

He will capture images of all electors strictly in accordance with the order of Form 17A and maintain a Log Sheet which is to be duly counter-signed by the Presiding Officer ;



Photographs will also be taken of the following events:

- All major events
- Conduct of Mock Poll in presence of Polling Agents and preparation of EVMs before commencement of Poll (minimum 3 photos).
- Presence of Polling Agents at the time of commencement of Poll and thereafter every hourly.
- At the time of application of indelible ink on the fingers of voters;

VIDEO CAMERA

- Position of Voting Compartment from 3 different angles (minimum 3 photos covering the background also);
- Visit of Sector officers and other officials
- Photos of electors in case of Challenged / Tendered Votes/Missing voter as per ASD list;
- Queue of voters within Polling Premises during peak hours and at closure of Poll;
- The photo of the voter standing as the last person in the queue at the time of closure of Poll.
- Any other important event like replacement of EVM, untoward incident etc

Videography should not be done in any manner that may compromise the secrecy of voting

After the poll is over the Presiding Officer shall keep the duly filled and signed Log Sheet in a separate Non-Statutory Cover and hand it over at Reception Centre.

WEB CASTING PROTOCOL

(ECI Inst. no. 464/INST/2016-EPS dt. 30.04.2016)

➤ Web-camera should be placed at sufficient height, say 7-8 ft. above the ground.

➤ The camera should be placed on a stable and sturdy platform or on a wall mounted stand and kept in a fixed position.

➤ The position of the camera should be such that a broad view of the following aspects of elections (poll) proceeding are clearly captured and transmitted:

- (i) Process of identification of voter by Polling Officer;
- (ii) Application of indelible ink on the finger of voter;
- (iii) Initialization of Control Unit of EVM by Presiding Officer after satisfactory identification of voter

iv) Voter's visit to Voting compartment for casting vote on the balloting unit of EVM, but without showing cover face of Ballot Unit so that voter's secrecy is preserved under all conditions.

v) Presence of Polling Agents to the possible extent.

vi) At the time of closing of poll, distribution of slips to the voters in queue.

vii) Sealing of EVM (BU/CU), VVPAT and giving copies of form 17-C to polling agents.

- The Sector Officer concerned should give polling station-wise certificate to the Returning Officer that webcasting arrangements have been made as specified and are functioning properly.
- District Election Officer shall furnish a consolidated report to the Chief Electoral Officer for onward submission to the Commission.
- The RO shall prepare signage of size "30 inch by 18 inch" with colour scheme of black letters on fluorescent yellow background, having the following text - YOU ARE UNDER WEB CAMERA / CCTV SURVIELLANCE". This signage shall be displayed prominently at multiple locations, inside and outside the polling booth.
- It must be ensured that in the frame work used for webcasting, advertisement of any kind is not displayed.

POLL DAY

1. Display at Polling Stations on Poll day
2. Preliminary activities
3. Polling Agents
4. Mock poll
5. Pr.O's Report
6. Sealing after Mock poll
7. Reserve identification
8. CU powerpack change

Display at Polling Stations on Poll day

1. Notice on area delineating Polling Stations.
2. Copy of Form 7A.
3. Posters on How to Cast Vote with EVM & VVPAT.
4. Important telephone nos.
5. Working copy of Electoral Roll.

Activities On the Day Of Poll: Preliminaries

- Start Preliminary Activities at least 90 minutes prior to the scheduled hours of Commencement of Poll ;
- Display Photo Identity Cards.
- Place the phials of indelible Ink carefully in order to avoid spilling over;
- Also take note that other prerequisites namely EVM, copies of Photo Electoral Rolls, Voters' Register(17 A), pass for Polling Agents etc are firmly in place, along with Micro Observers and Digital Photographers, if so designated;
- Allow Polling Agents enter Polling Stations. Verify signatures of Candidates/ Election Agents in the Appointment letters (Form 10) of the Polling Agents in reference to Specimen Signatures of Candidates/ Election Agents given at the Distribution Centre.

Conditions for polling agent

- Must be a voter of that/**adjacent** polling station.
- Must be appointed by the candidate/election agent through prescribed form (**Form no 10**) only.
- Seating arrangement to follow the sequence of candidates belonging to national recognised /state recognised /registered/independent
- **Two relievers** may also be engaged in like manner, their movement to be controlled through issuance of Gate Passes and due signature on **Movement Sheet**.
- **One polling agent** to remain seated **in the polling station at a time**.
- **Substitution of reliever is not allowed after 3 pm .**

- Ministers/ MPs/ MLAs/ persons to whom security cover is given, cannot become election/polling/ counting agents: he is not allowed to relinquish security cover to become agents;
- **Copy of the electoral roll as marked by the polling agents can not be taken outside the polling station.**
- Under no circumstances, the agents can be allowed to send slips outside indicating the Serial Numbers of the voters who have voted or not voted.
- **Can display a badge showing the name of the candidate only.**

Mock Poll

- Should start **90 minutes** prior to the poll.
- If no polling agent arrives or only one agent is present wait for 15 min. If none else appears even after that, mock poll to be started. In such cases the matter is to be recorded in the mock poll certificate to be prepared after mock poll.
- Connect BU with VVPAT and VVPAT with CU.
- BU, VVPAT and CU to be placed in the same position as will be done during poll.**
- Put paper roll knob of VVPAT in vertical (unlocked) position
- Switch ON the CU.
- Press **TOTAL button** and show that no vote is recorded in EVM
- Press **BALLOT button** and ask any polling agent to press his candidate's button in BU
- At least **50 votes** in total and **1 vote** shall be cast against all buttons including **NOTA** and record maintained.

- **Press CLOSE Button** At the end of casting votes in Mock Poll,
- **Press RESULT button** and show the result of Mock Poll
- **Press CLEAR button** & clear the data of Mock Poll by and show that the EVM has no data recorded in it.

Press “Total” button to ensure that there are no votes recorded in CU before the actual poll.

Send Mock poll completion sms

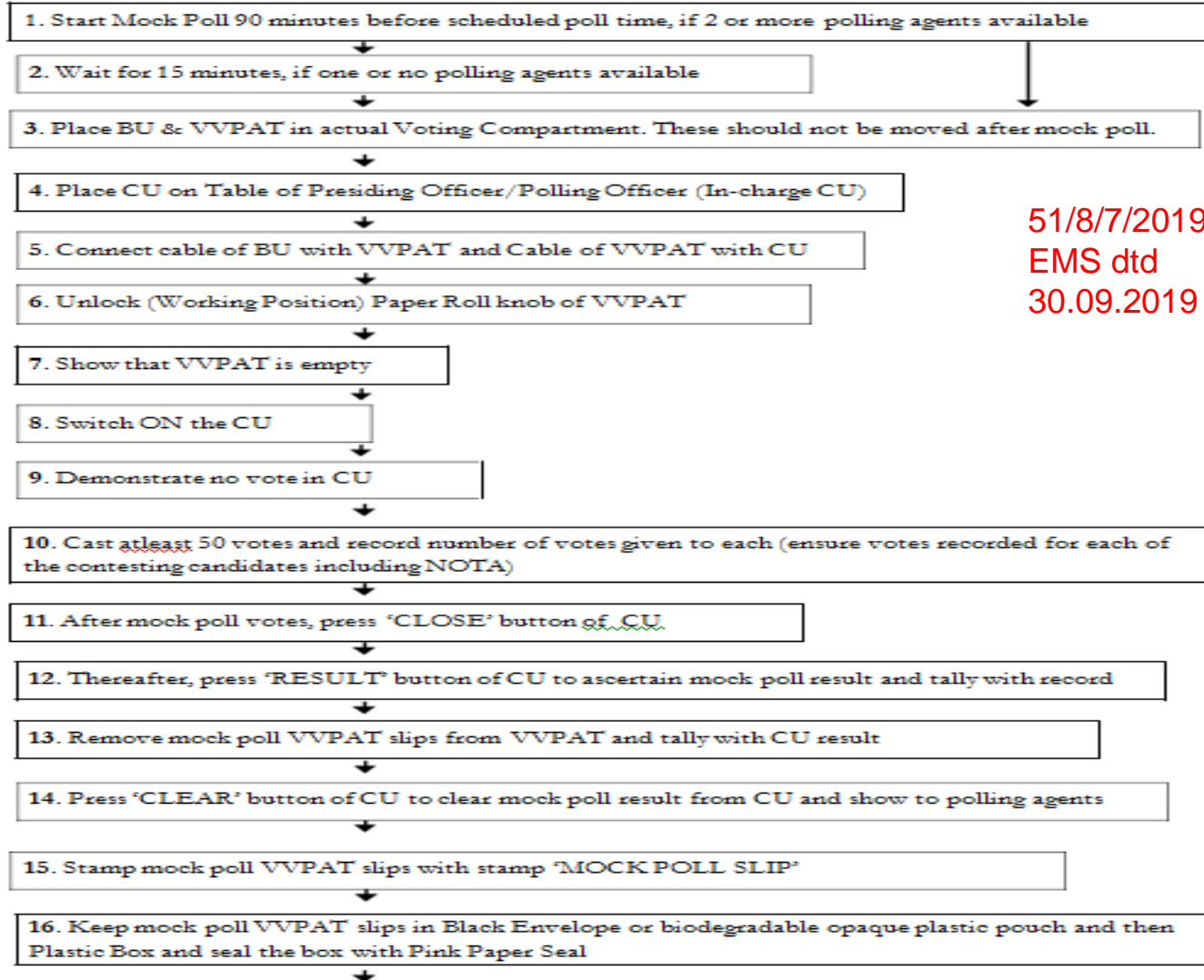
Prepare **Pr.O’s report Part I** in format in **duplicate** and sign. **Obtain signatures of polling agents present, (if absent record the same) and MO** (if deployed). Sector officers to collect one copy, other copy to be submitted at RC.

Entire mock poll process should be videographed where ever vidography arrangement has been made at the polling station

Sealing of Mock poll slips and preparation of VVPAT

- After mock poll, all 'printed paper slips' will be taken out , marked with a stamp on their back as '**MOCK POLL SLIP**' (dimension of the stamp 3cms x 1.5 cms) kept in a black envelope
- PrO and polling agents to sign on the envelope marked as 'VVPAT paper slips of mock poll'
- The envelope will then be put in a plastic box and sealed with Pink Paper Seal.
- No. And name of PS, Name of AC and date of poll to be written on plastic box
- The cover of Drop Box will also be sealed and attached with address tag.
- **51/8/7/2019-EMPS dtd 08.05.2019** - The Commission has further directed that any deviation in compliance of the aforesaid mock poll instructions shall be viewed seriously by the Commission and the District Election Officer shall take **suo-moto disciplinary action** against defaulting Presiding Officers. Sector Officers shall be responsible to ensure these instructions are clearly understood by all Presiding Officers.

11.4. MOCK POLL ON THE DAY OF POLL



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17. Switch OFF the CU and Seal the CU with Green Paper Seal, Special Tag, Address Tag and Outer Paper Strip Seal

↓
Show empty drop box of VVPAT and then seal the drop box with Address Tag

↓
Fill Mock Poll Certificate Part-I of Presiding Officer's report – Annexure - 21 carefully

↓
Switch ON the CU for Actual Poll and press "Total" button to confirm Zero votes.

↓
Switch ON the CU for Actual Poll

11.5. Mock poll in case of replacement of EVM/VVPAT

In case the CU or BU or VVPAT does not work properly during **mock poll**, replace the respective unit only.

In case the CU or the BU does not work properly during **actual poll**, replace entire set of CU, BU and VVPAT. In such case cast only one vote to each contesting candidate including NOTA should be polled in the Mock Poll and follow other instructions of mock poll.

In case the VVPAT does not work properly during actual poll, replace only VVPAT. **NO MOCK POLL** is required in case of replacement of VVPAT only.

11.6. Recording of Poll Start and Poll End Date and Time

The Presiding Officer, at the end of Mock Poll at the Polling Station, shall check and note the date and time shown in the display of the CU and also the actual date and time as well as any discrepancy between the two, if any, in the mock Poll certificate (Annexure-21) and also in the Presiding Officer Diary.

11.7. CRITICAL MISTAKES

Not pressing the CLOSE button of CU after mock-poll

Not matching the mock-poll result of the CU with the VVPAT Paper Slips.

Not removing the mock-poll paper slips from VVPAT

Non-deletion of mock-poll data from the Control Unit.

When setting up the EVMs and VVPATs in the polling station, the VVPAT to be positioned so as to avoid direct light from falling on it.

Do not position the VVPAT near an open window or directly under a bulb or halogen lamp

Conduct of Mock Poll

1. Show VVPAT slips compartment is empty
2. Switch ON the CU
3. Press TOTAL button and show '0' vote in CU
4. Cast atleast 50 votes and record manually on paper/register number of votes given to each candidate (ensure votes are recorded for each of the contesting candidates including NOTA)
5. After mock poll votes, press CLOSE button of CU
6. Thereafter, press RESULT button of CU to ascertain mock poll result and tally with manual record
7. Remove mock poll VVPAT slips from VVPAT compartment and tally with votes in CU.
8. Mock poll tallies ONLY if 6 & 7 above are both satisfied.
9. Press CLEAR button of CU to clear mock poll result from CU and show '0' vote to polling agents
10. Stamp mock poll VVPAT slips with stamp 'MOCK POLL SLIP'
11. Keep mock poll VVPAT slips in Black Envelope and then in Plastic Box and seal the box with Pink Paper Seal
12. Switch OFF the CU
13. Show empty drop box of VVPAT to polling agents and seal it. Ask polling agents to sign address tag.
14. Fill Mock Poll Certificate (Presiding Officer's Report- Part-I) carefully. Obtain signatures of all Polling Officers and Polling Agents on it.

Replacement Protocol for Mock Poll:

1. All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.
2. In case BU or CU or VVPAT not functioning, replace the respective unit only

PRESIDING OFFICER'S REPORT

PART-I : MOCK POLL

(TO BE FILLED BEFORE COMMENCEMENT OF ACTUAL POLL)

Name of the constituency (in block letters):

Date of poll:

Number and Name of the polling station:

(a) Details of Electronic Voting Machine and VVPAT used- *to be pre-printed to be pre-printed*

(BU- Balloting Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit

S.No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
	Unique ID of units given at the time of dispersal				
2	(a) Tick (✓) which one found non-functional during mock poll				
	(b) Reason for non-functioning (mention error/ code noticed in CU)				
	Unique ID of unit(s) given as replacement during mock poll				
Following polling agents witness the replacement process:					

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

(Signature of Presiding Officer)

Mock poll details –

Conduct of mock poll and verification of mock poll data



S. No.	Name of the Candidate	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed Paper slips against candidates	Result displayed in CU & Printed Paper Slips count tallied with each other (YES/ NO)	Signature of polling agents with party abbreviation
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
	NOTA					
	TOTAL					

Repeat the above information in same format, if number of candidates more than 16.

'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/No) If Yes, then write the above sentence in ink.

.....
All paper slips taken out from VVPAT after mock poll (Yes/No)

Empty VVPAT shown to all polling agents (Yes/No)

Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to polling agents (Yes/No)

'TOTAL' button on the Control Unit has been pressed to shown total vote '0' to polling agents (Yes/No)

Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope/ biodegradable opaque plastic pouch and then sealed in plastic box with Pink Paper Slip (Yes/ No)

Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll:

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

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

Name and signature of the Presiding Officer

It is, hereby, certify that before commencement of actual poll, 'TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that 'Total Vote is 0'. Tick the appropriate observation:

Control Unit shows total vote '0'

OR

Control Unit shows total vote more than '0' (means mock poll votes not cleared), hence, clear the mock poll data.

(Signature of Presiding Officer)

Following witness the above process and certify that mock votes erased from the Control Unit and mock poll VVPAT slips removed from the VVPAT before start of actual poll:

S. No.	Name of Polling Officer	Signature

Sealing of CU and VVPAT after Mock Poll

1. Seal the CU with Green Paper Seal, Special Tag, Address Tag and Outer Paper Strip Seal (ABCD seal) and obtain signatures of polling agents on them.



Fixing Green Paper Seal



Sealing inner Result Section with Special Tag



Sealing outer Result Section with Address Tag



Sealing with Outer Paper Strip Seal (ABCD Seal)



2. Seal the drop box of VVPAT with Address Tag and ask polling agents also to sign it.



Sealing of Drop Box of VVPAT with Address Tag

Sealing of plastic box having mock poll printed ballot slips with Pink Paper Seal



After the mock poll, Presiding Officer removes all the printed paper (ballot) slips from the drop box in the VVPAT unit, stamps the printed paper slips of the mock poll on their back side with rubber stamp having inscription **“MOCK POLL SLIP”** before keeping and sealing these printed paper slips in the thick black envelope supplied for the purpose. The envelope is sealed with the seal of the PO.



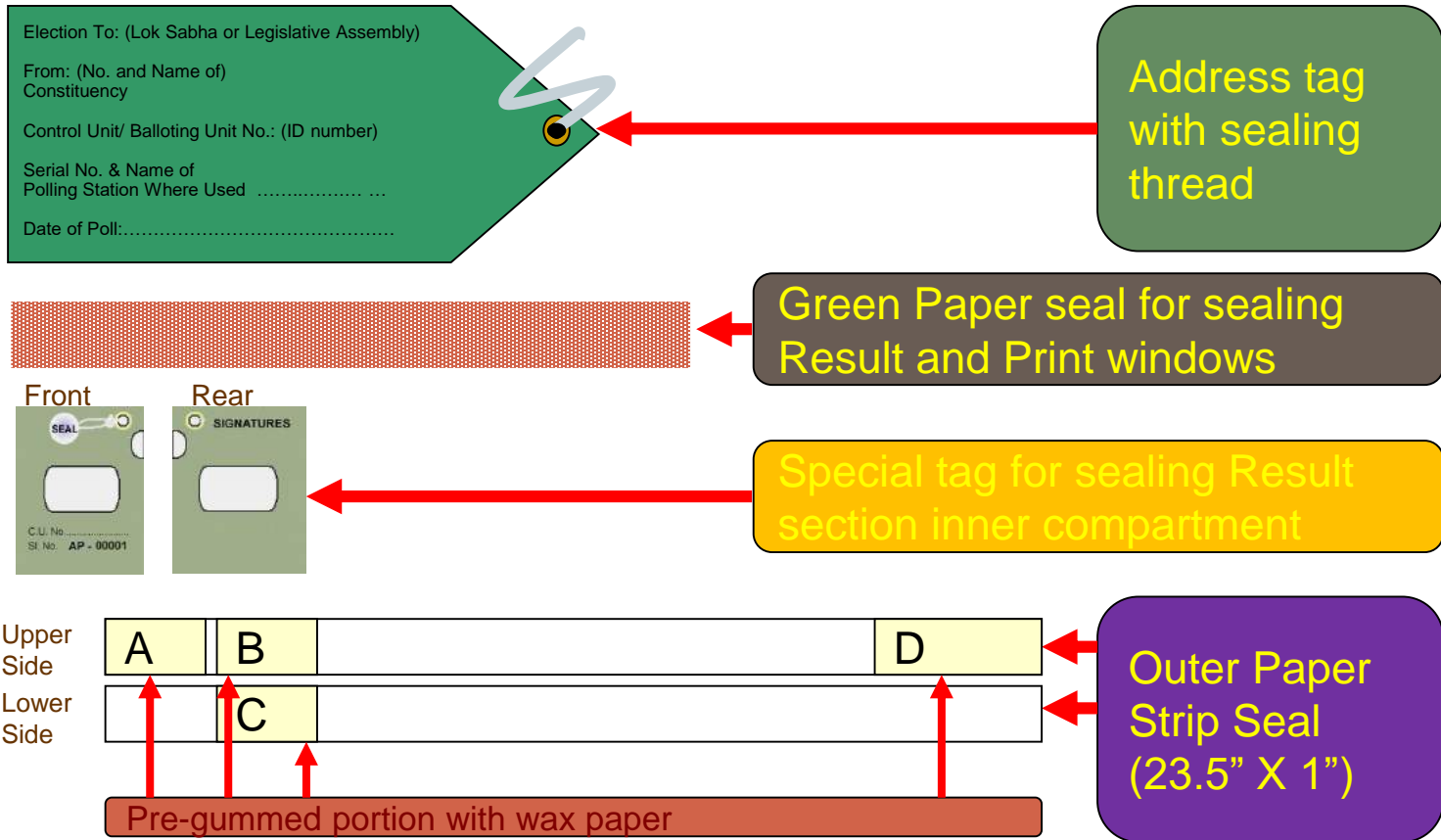
Then, keep the envelope in the special plastic box provided for the purpose. Seal the plastic box with a **Pink Paper Seal** placed all around in such a manner that opening of the box shall not be possible without breaking the seal.

CLOSING AND SEALING C.U.

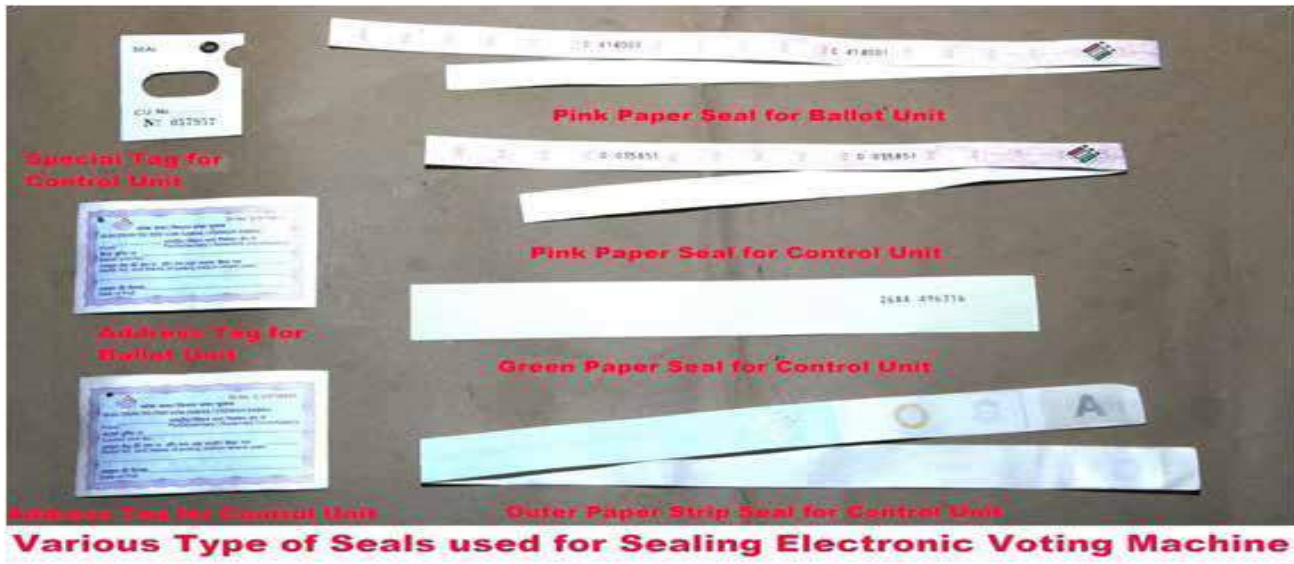
FIXING OF GREEN PAPER SEAL:

- Switch off CU and detach from the cable.
- Pr.O to sign in full on white side of paper seal just below the Sl.No. of paper seal
- Get also signatures of agents present
- Insert paper seal through the frame of inner door of Result Section so that green side is seen through the two apertures
- Door of inner compartment should be closed by pressing so that two open ends of seal project outward
- Prepare A/C of paper seal in 17C Part-I item-9 and return unused & damaged paper seals to RO and relevant part in P.Os Diary

EVM – Seals/Tags used



VARIOUS TYPES OF SEALS USED FOR SEALING EVMs & VVPATs



Common Address Tag for BU/CU/VVPAT

Sr.No. 00000000	
लोक सभा/विधान सभा चुनाव ELECTION TO THE LOK SABHA / VIDHAN SABHA	
संसदीय/विधान सभा निर्वाचन क्षेत्र से Parliamentary / Assembly Constituency	
From बीयू / सीयू / वीवीपीएटी सं. BU / CU / VVPAT No.	
मतदान केंद्र की क्रम सं. और नाम जहां उपयोग किया गया Serial No. and Name of polling station where used	
मतदान का दिनांक Date of Poll	

SPECIAL TAG FOR SEALING INNER COVER

- Write the Sl. No. of CU on Special Tag
- Sign on the back of Special Tag and get signatures of agents present on it
- Ask agents to note down the Sl. No. of Special Tag
- Pass twine thread through 2 holes of inner door and through the hole of Special Tag and seal with wax. Thread should be kept long enough to make the seal outside of EVM for avoiding spilling of molten wax on EVM
- Set the Special Tag properly according to grooves so that CLOSE button is visible properly
- Fill up relevant portion in P.Os Diary
- Return unused and damaged Tags to RO

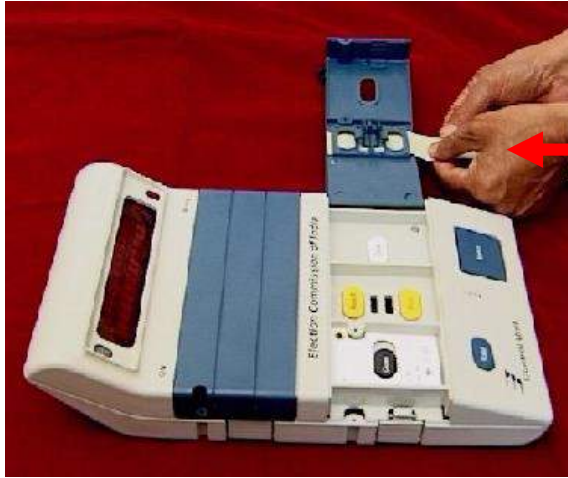
SEALING OF OUTER COVER

- Outer Cover of Result Section should be pressed fit for closure in such a way that two open ends of paper seal project outwards
- Seal the outer cover by
 - passing thread through 2 holes on left side of outer cover and tying a knot
 - attaching an address tag
 - sealing the thread on address tag with wax and seal of Pr.O
- Ask agents present to affix their seals

STRIP SEAL

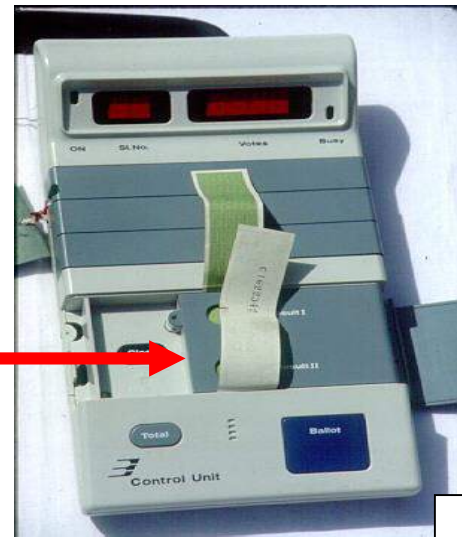
- Ask the agents to note down the No. of Strip Seal used
- Inner side of strip contains pre-gummed portions of A,B & D and outer side contains C portion
- Fix the green paper seal with A,B & C portion of strip in sequence, and then drape it around the CU and seal tightly with D portion
- The strip seal should not cover the cap of CLOSE button
- Return unused & damaged strip seals to RO
- Now the EVM is ready for actual poll and keep the BU inside voting compartment & CU on the table of 3rd PO
- Connect CU with VVPAT again after sealing and switch on.

EVM – Sealing – Presiding Officer



Insert the Green Paper seal in the frames provided for both Result

Close the Result Section inner compartment door with the Green paper seal protruding outside



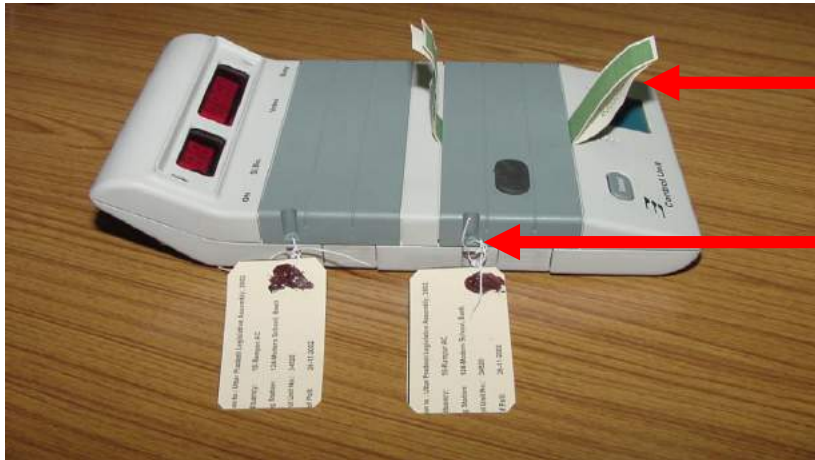
EVM – Sealing – Presiding Officer

Seal the Result Section
inner compartment



Fix the Special tag such
that the button is
visible and seal the tag

EVM – Sealing – Presiding Officer



Close the Result Section door such that the Green paper seal protrudes outside and Seal the door along with the Address tag



EVM – Sealing – Presiding Officer

Fixing the Outer Paper Strip Seal

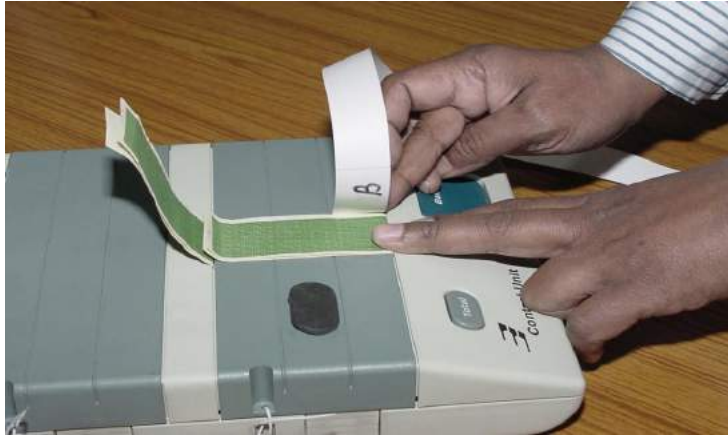
A	B		D
---	---	--	---



Keep the Strip Seal with pre-gummed portion 'A' near the base of the Green Paper Seal protruding from the lower end of the door.

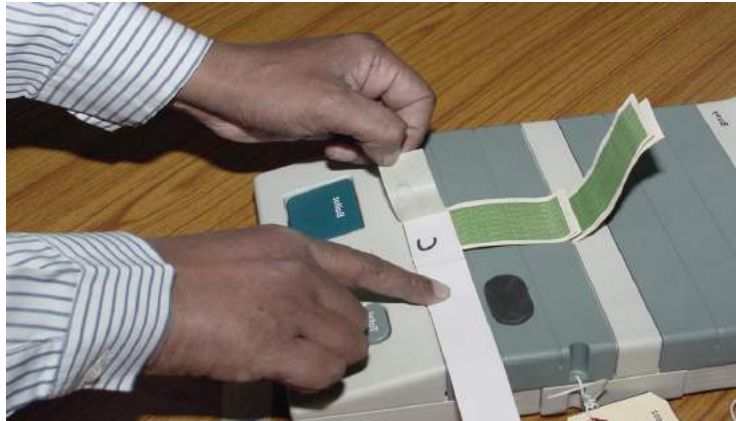
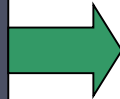
Remove the wax paper covering 'A' and paste the lower layer of Green Paper Seal.

EVM – Sealing – Presiding Officer



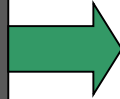
Remove wax paper covering 'B' and paste it above the upper layer of the Green Paper Seal.

After pasting 'B', the pre-gummed portion 'C' will be on top. Remove wax paper over 'C'

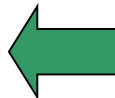


EVM – Sealing – Presiding Officer

Press both the layers of Green Paper Seal protruding from the top and....



Paste the lower layer by pressing it on 'C'.



EVM – Sealing – Presiding Officer



Take the Strip Seal round the Control Unit from left side just below the CLOSE button window

Bring the other end of the Strip Seal from right side to the top. Now the pre-gummed portion 'D' will be on top. Remove the wax paper over 'D' and paste it on top of Green Paper Seal.



EVM – Sealing – Presiding Officer



Now the Strip Seal is finally fixed. Note that the Strip seal does not cover CLOSE button Flap. Control Unit is now ready to take real poll.

VVPAT Sealing

Presiding Officer and polling agents shall put their signatures on the address tag used for Sealing Drop box of the VVPAT after completion of mock poll. 51/8/VVPAT-INST/2019-EMPS dtd 15.11.2019



Remove all Ballot Slips from Ballot Slip compartment and Keep in Black Envelope and Plastic Box. Seal with PPS.



Now Actual Poll may be started.

Identification of reserve EVMs and VVPATs

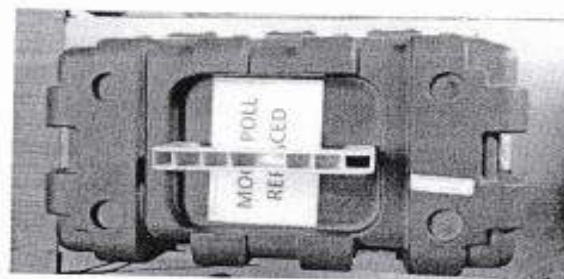
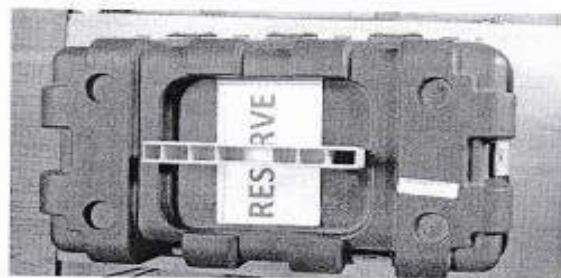
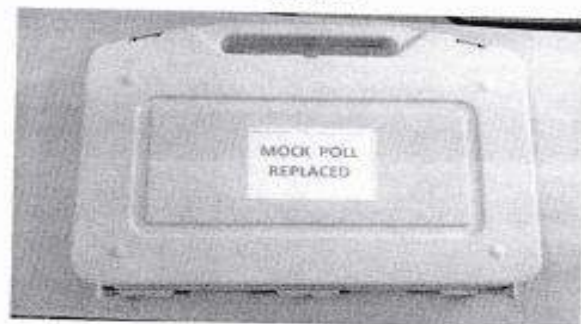
For visual identification of reserve EVMs and VVPATs the following shall be strictly followed:

1. Adhesive Stickers with inscription '**RESERVE**' shall be pasted on the carrying cases of reserve BUs, CUs and VVPATs during commissioning of EVMs and VVPATs.
 2. Apart from the adhesive stickers" the carrying cases of reserve EVMs and VVPAT's shall also be sealed with thread and address tags to avoid doubt on misuse of reserve EVMs and VVPATs while in movement on poll day. The thread and address tag of reserve EVM and VVPAT shall be removed in the presence of polling agents at polling station, if needed to replace any rejected EVM & VVPAT at polling stations.
 - 3, Sector Officers shall also be provided Adhesive Stickers with inscription' **MOCK POLL REPLACED**' for affixing on the carrying case of rejected BU/CU/VVPAT replaced during Mock poll.
 4. **Specification of the Adhesive Stickers:** The color of' such Adhesive Stickers should be 'Pink' for Assembly Constituencies elections and 'White' for Parliamentary Constituencies elections. Dimension of the stickers should be **15 cm x 10 cm**. (Sample attached)
- The above instructions shall be brought to notice of all the concerned for compliance.

Sample



Sample



Setting up of BU, CU & VVPAT at Polling Station

1. Place BU and VVPAT in actual Voting Compartment
2. Place CU on Table of Presiding/Polling Officer (In-Charge CU), so that these are not moved after setting up or after mock poll.



3. Connect Cable of BU with VVPAT and Cable of VVPAT with CU



4. Un-lock (Working position i.e. Vertical position) paper roll knob of VVPAT



Start of Actual Poll

1. Switch ON the Control Unit
2. Press TOTAL button of CU to confirm Zero vote and show to polling agents

Replacement Protocol for Actual Poll:

1. All 'ERROR' messages for BU, CU & VVPAT will be displayed on CU only. Please read message and act accordingly.
2. In case CU shows Error "Replace VVPAT", switch OFF the CU and replace VVPAT. No MOCK POLL is required.
3. 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 cast of 01 vote to each contesting candidates including NOTA

Closing of poll procedure

1. Press CLOSE button of CU
2. Press TOTAL button of CU to note total polled votes in CU
3. Switch OFF the CU
4. Disconnect cable of BU from VVPAT and VVPAT cable from CU
5. Remove Power Pack (Battery) from VVPAT
6. Keep BU, CU and VVPAT in the respective carrying case.
7. Seal each carrying case with Address Tag

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

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

In case the CU or the BU does not work properly: (i) Switch off the CU and don't switch it on again (ii) Replace the complete set of EVM and VVPAT by another set of BU, CU and VVPAT (iii) However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll. (iv) Continue the poll with the new EVM set, after clearing mock poll data and printed paper slips from VVPAT Drop Box.

In case Display Panel of the CU displays "Link Error": (i) Check that the cable connections are proper by visual inspection (don't remove and reconnect the connectors);

(ii) If "Link Error" still persists, replace the complete set of EVM and VVPAT.

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

The date and time of the occurrence.

The name of the voter and his serial number in part in the electoral roll who was allowed to cast his vote after replacement of VVPAT.

Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.

The Total number of votes cast before the occurrence.

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

Obtain a declaration from the complainant in the Declaration Form (Annexure-23) under his/her signature/thumb impression; (ii) Proceed to the voting compartment along with the complainant and polling agents present in the polling station at that moment; (iii) The voter shall be asked to cast a test vote in favour of any candidate and make second entry related to that elector in the Form-17A; (iv) Observe carefully whether the Printer has printed the paper slip correctly; (v) If the complaint of the elector is found genuine, the Presiding Officer shall report the facts immediately to the RO and stop further polling at the station;

If the complaint of the elector is found false, make a remark to that effect against the second entry relating to that elector in Form-17A mentioning the serial number and name of the candidate for whom such test vote has been recorded and obtain the signature or thumb impression against such remark. Further make necessary entries regarding such test vote in item 5 in Part-I of Form 17-C.

General/Bye-Election to.....
Sl.No. and Name of Parliamentary/ Assembly Constituency.....
No. and Name of Polling Station.....

FORM OF DECLARATION BY ELECTOR

UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961

I hereby solemnly declare and affirm under sub-rule (1) of Rule 49 MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and ~~bonafide~~.

I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if the declaration given by me in para above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

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

Father/Mother/Husband's Name

Part No. of elector roll

Sl. No. of elector in that Part

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

Dated

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

Signature of the Presiding Officer

..... Dated.....

Change of Powerpack of CU

(51/8/7/2020-EMS dtd 25.08.2020)

In case the Power Pack (Battery) of the control unit does not function properly or showing Low Battery, Presiding Officers shall take the following action:

- i) Presiding officer shall immediately inform the same to the Sector officer for replacement of Power Pack of the control Unit. For this purpose, additional power Packs of the Control Units shall be provided to the Sector officers.
- ii) Presiding officer shall replace the Power Pack of the control Unit in the presence of the Polling Agents and Sector officer. PO shall again seal the Battery Section of the Control unit with thread and Address Tag and obtain the signature of the polling agent on the tag.
- (iii) Presiding officer shall submit a report in the Format attached with the Commission's letter No 51/8/7/2020-EMS dtd 25.08.2020 (i.e. part-III of the Presiding Officer's Report).

PART-III: POWER PACK REPLACEMENT IN CU(TO BE FILLED DURING MOCK POLL, POLL & AFTER COMPLETION OF
POLL DEPENDING ON CASE/SITUATION)**Name of election:**..... (to be pre-printed)**No. and Name of AC/AS:**..... (to be pre-printed)**No. and Name of PC:**..... (to be pre-printed)**Polling Station No:**.....Details of replacement of Power Pack of the Control Unit during mock poll/actual poll
(stake out which one is not applicable)

Unique ID of Control Unit:.....

Reason for replacement of Power Pack of the Control Unit:.....

Unique ID of old address tag that was cut by the Presiding Officer to replace the
Power Pack of the Control Unit:.....Unique ID of new address tag used by the Presiding Officer to seal the Battery
Section of the Control Unit:.....

Following polling agents witness the replacement of power pack from the Control Unit:

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

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer

COMMENCEMENT OF POLL

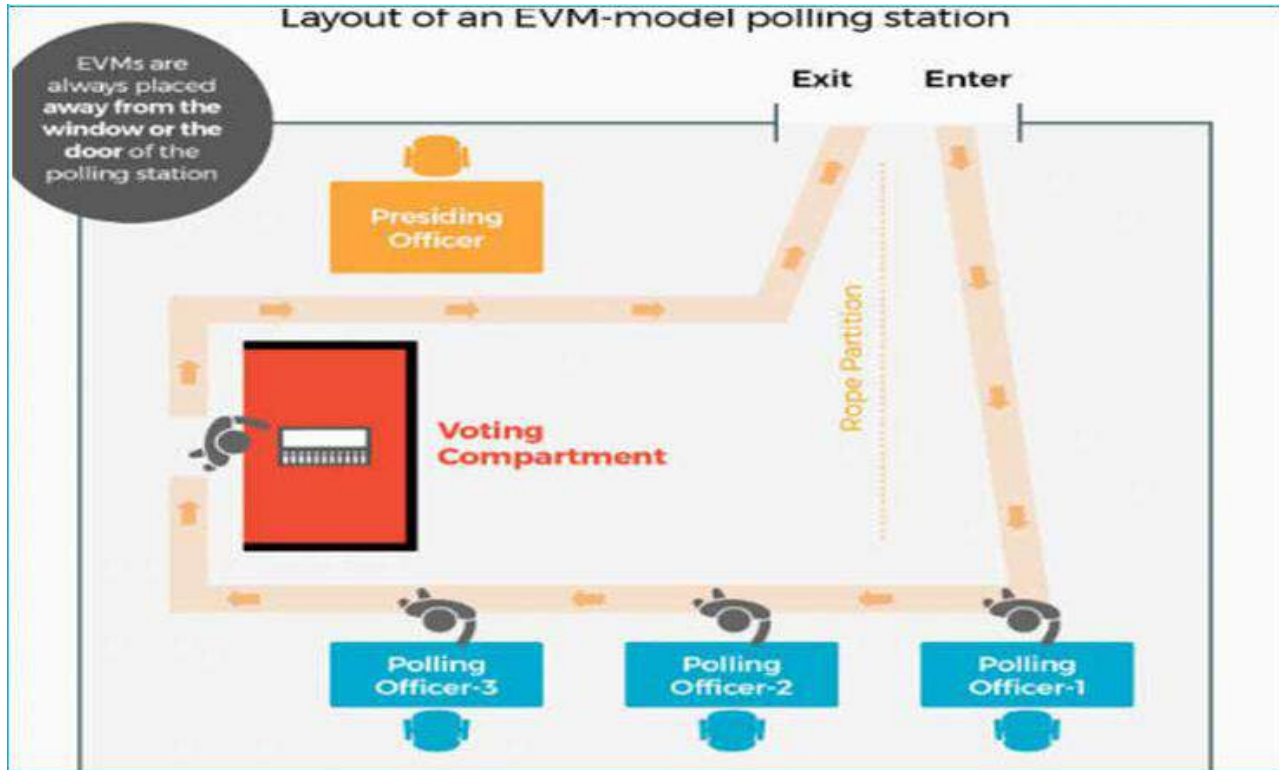
- Pr. O to read out provisions u/s 128 of R.P. Act, 1950 about maintenance of secrecy of voting
- Pr. O to make a declaration in prescribed form about commencement of poll & sign & obtain signatures of polling agents present
- If the preliminaries are not over, admit 3 to 4 voters at the hour fixed for commencement of poll
- Send/sms a report on commencement of poll
- Please remember if commencement of poll gets delayed by more than two hours, re-poll will be announced by the ECI
- Demonstrate to the polling agents that the marked copy of the electoral roll does not contain any entries other than **PB & EDC**;
- Demonstrate also that the register of voters (**Form-17A**) does not contain any entry;
- Tally time with the polling agents.
- 51/8/7/2020-EMS dtd 25.08.2020 - Before the first voter signs in Form-17A (Register of Voters), the Polling Officer-1 shall check with the Presiding Officer and record in ink in Form-17A that "Total in the Control Unit checked and found to be zero".

Poll

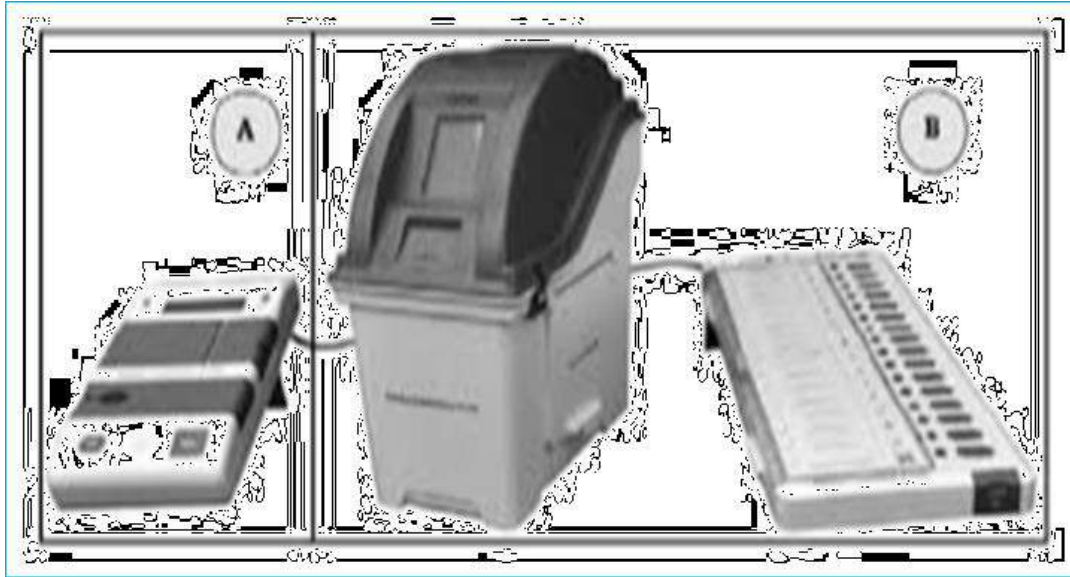
1. Regulation of entries at PS
2. Role of CPF at PS
3. Entry of Media
4. Duties of PP
5. ED vote

POLL DAY

Layout of polling station



SET UP OF EVMs AND VVPATs



A. CU – Polling Officer (PO3)

B. BU + VVPAT – Voting Compartment

Poll Process: Regulation of Entry at Polling Stations

Persons entitled to enter, other than electors, are :

- Polling Officers;
- Candidates/Election Agents/one Polling Agent at a time;
- Observers, Micro-observers, Persons authorized by ECI;
- Child in arms accompanying elector;
- Companion of blind, infirm elector;
- Public Servant on duty;

Public Servant on duty does not normally include police officers. Similarly armed body guards of Candidates/Election Agents/ Polling Agents are not also allowed, except they are covered under Z-plus security.

**POLICE/CPF CANNOT ENTER POLLING STATION
UNLESS DIRECTED TO DO SO BY PRESIDING
OFFICER.**

Role Of CPF at Polling Station on Poll Day

- The CPF shall **take positions** in the assigned polling stations on P-1 day (poll-eve day).
- The CPF shall be primarily responsible for protecting the polling stations and regulating the entry inside the polling stations. In such cases one Jawan of the CPF shall position himself at the door of the polling station (either in static or oscillating mode) in order to observe the proceedings that are going on inside the polling station, as per the directions of Hon'ble Supreme Court.
- 'Static guard duty in an oscillating mode' is a situation when a building has multiple polling stations and CPF deployed is not sufficient to cover every polling station (door). In such a situation, the CPF Jawan on duty at the entrance of the polling station may be asked to oscillate from one polling station door to the other and keep an eye on what is going on inside these polling stations and report to the officer in-charge of the CPF or the Observer, if anything unusual is observed by him.

Presence of Media

- Only those bearing Identity Cards issued by the CEO/ DEO.
- Should not disturb voting process
- Should not compromise secrecy of voting
- Should stay for very short period only

Duties Of Polling Officers

Pr. O will be in overall charge of the Polling Station

1ST PO will be identifying the electors and will be in charge of marked copy of electoral roll

2nd PO will be in charge of indelible ink, Voters Register and, Voter's Slip

3rd PO will be in charge of CU & preservation of voter's slips.

Duties of First Polling Officer

- 1ST PO will be identifying the electors and will be in charge of marked copy of electoral roll
- Identification of Electors:
- **All** Electors who have been issued with EPICs, shall have to produce the EPICs to exercise their franchise;
- ❖ Those who can not produce their EPICs can vote, provided their identity is established by alternative documents as will be allowed by the Election Commission.

Alternative Documents

The Election Commission of India has issued instructions (Inst no. 3/4/ID/2019/SDR/VOL.-I dt 28.02.2019) regarding following alternate documents, other than Electoral Photo Identity Cards to be produced at Polling Station for casting vote:

- Passport
- Driving License
- Service Identity Cards with photograph issued to employees by Central/State Govt/PSUs/Public Limited Companies
- Passbooks with photographs issued by Bank/Post Office
- Pan Card
- Smart Card issued by RGI under NPR
- MNREGA Job Card
- Health Insurance Smart Card issued under the scheme of Ministry of Labour
- Pension Document with photograph
- Official identity cards issued to MPs/MLAs/MLCs, and
- AADHAR Card

Photo Voter Slip will **NOT** be used as alternative document

Duties of First Polling Officer

- 1st PO loudly reads out the Sl. No. & name of elector and verifies the Photo ID of elector;
- **Underline the particulars of elector in the marked copy ;**
- In case of female voter, in addition put a tick mark against the Serial no. of the elector on left side of the corresponding entry;
- **Provide data on No. of votes polled to Pr.O from time to time. For this, usual practice is to keep a sheet containing consecutive numbers and crossing one by one as poll progresses**

IDENTIFICATION OF VOTER

- Minor discrepancies in EPIC relating to elector's name, father's / mother's / husband's name, sex, *age* or address shall be ignored and the elector allowed to cast vote.
- Any discrepancy in the serial number of EPIC *as* mentioned in the electoral roll shall be ignored.
- If an elector produces an EPIC which has been issued by the ERO of another Assembly constituency, such cards shall also be taken into account provided the name of that elector is in the electoral roll pertaining to the polling station where the elector has turned up *for* voting.

Duties of Second Polling Officer

- Ensure that the electors put their full signature or LTI in the Register of Voters (Form 17 A).
- Note the kind of Identification Document produced along with the No. of document produced, if given in the document, on Column 3 of Form 17A.
- In case of EPIC holder, write EP and in case of other documents last four digits mentioned in the Column 3 of Form 17 A.
- Issue voter slip

"FORM 17A

(See rule 49L.)

Register of Voters

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

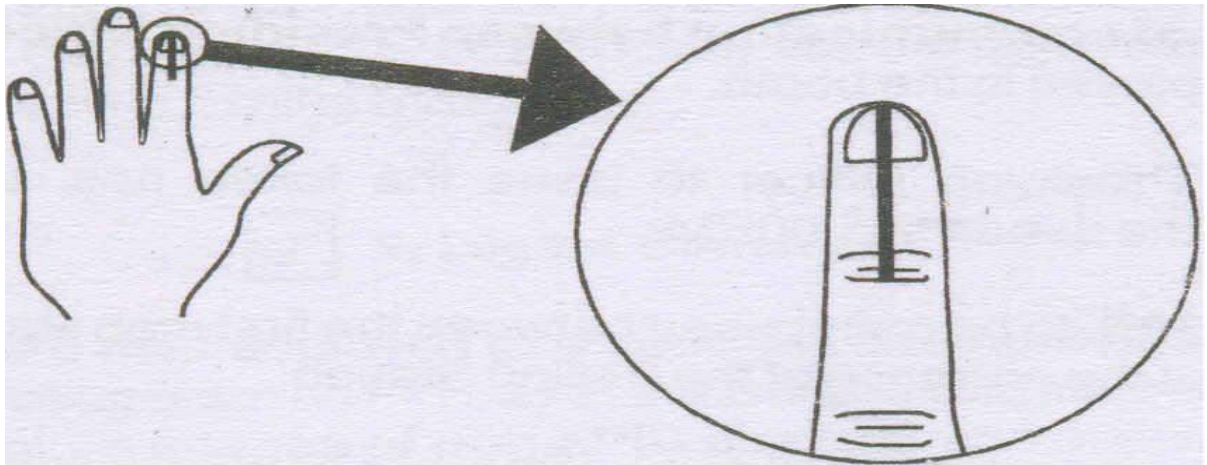
Sl. No.	Sl. No. of elector in the electoral roll	Details of the document produced by the elector in proof of his/her identification	Signature/Thumb impression of elector	Remarks
(1)	(2)	(3)	(4)	(5)
	1.			
	2.			
	3.			
	4.			
	etc.			

Signature of the Presiding Officer".

Duties of Second Polling Officer

Application of Indelible Ink

Inspect the elector's Left Forefinger and put a mark of Indelible Ink from the upper tip of the nail to bottom of the first joint in the form of a line as illustrated:



APPLICATION OF INDELIBLE INK

- 2nd PO will mark left forefinger from the tip up to the first joint with indelible ink;
- **When elector has no left forefinger, put ink on any finger on left hand starting from left forefinger, as applicable;**
- If elector has no left hand, put ink on any finger on right hand starting from right forefinger, as applicable;
- **If elector has no hand, put ink on extreme (stump) of hand as he possesses;**

ISSUE OF VOTER'S SLIPS

It will be supplied in stitched bundles of 50 or 100,

- After an elector's left forefinger is marked with indelible ink and his entries are made in voter register, 2nd PO will issue Voter's Slip;
- **Elector will be allowed to vote by 3rd PO on the basis and order of Voter's Slips issued by 2nd PO;**
- All Voter's Slips should be collected by 3rd PO from electors & preserved carefully and kept in separate cover;
- **Check again left forefinger of the elector,**

RECORDING OF VOTES

3rd PO presses BALLOT button of the CU

- Voter goes inside voting compartment for recording his vote;
- **If Voter is not familiar with voting procedure, he may be explained by the Pr.O the use of dummy cardboard model of the EVM in presence of the polling agents, but none should accompany the voter inside voting compartment;**
- If Pr.O needs to enter inside voting compartment during poll for any checking or so, when no voter is inside, he should ask or allow polling agents to accompany on all such occasions;
- **Tally number of votes polled periodically with CU & Register of Voters (Form- 17A)**

Duties of Micro-observers

The Micro-observers are appointed to observe whether election process is being observed in a free and fair manner.

They will observe specially,

- Mock poll procedure
- Presence of polling agents & observance of ECI instructions with regard to them
- Observance of entry pass system and access to Polling station
- Proper identification of electors as per ECI guidelines
- Identification and recording procedures for the Absentee, Shifted and Duplicate voter's list (ASD list)
- Application of indelible ink
- Noting down particulars of electors as in register 17A
- Secrecy of voting
- Conduct of polling agents, their complaints ,if any.

He will make report to the Observer as will be asked to do so.

PrO not to seek any instruction from MO. If required ask Sector Officer or any Magistrates visiting the polling station

Plz. Note

- Preparation of **Pr.O's report I** in format.
- Use of Dummy Cardboard Model of EVM for explaining the voting process by Pr.O to any voter who asks for help or expresses his inability to vote using EVM
- PRO & other polling officers not to frequent voting compartment that may give scope of complaints
- Time to time inspection of the BU in presence of all polling agents(with no voter)
- Declaration form to be used by voters complaining on use of VVPAT.
- Blind voters may vote by using braille system in the EVM

Procedure for ED vote

- Obtain signature of person producing the EDC on the EDC (Form 12B). He must carry EPIC/Alternative Document for Identification.
- Have the name and electoral roll details as mentioned in the EDC entered at the end of the marked copy along with electoral particular details
- Each such entry should be serially numbered consecutively after the last sl number of entries in the relevant part of the roll (supplement 3).
- EDC to be retained by PrO

Noting in 17A:

-Roll details <Sl No>/<Part No>/<Assembly Constituency No>;
eg.- 487/25/12- Alipurduar

– Remarks- “EDC Voter”

- All EDCs produced to be kept in a packet to be returned at RC

Election Duty Certificate

Who are entitled- All persons enrolled in electoral roll of the Assembly constituency

• **Filling up of Form 12A:** Name - Part and SI No –

- Search engines available at training centre OR
WB<>EC<>EPIC Number and SMS to 51969

Also write the following on 12A carefully

– PIN No -EPIC No - Mobile No

- **Submission of 12A-** To be submitted in the drop box at the Postal Ballot Counter
- 12A with wrong roll details is liable to be rejected
- Collect the ED certificate personally during second training producing identity details
- EDC can also be collected from the DC on P-1 day
- **Once issued EDC is non refundable** i.e the concerned elector cannot cast vote at the polling station where his name is enrolled.

- **Submission of 12A-** To be submitted in the drop box at the Postal Ballot Counter
- 12A with wrong roll details is liable to be rejected
- Collect the ED certificate personally during second training producing identity details
- EDC can also be collected from the DC on P-1 day
- **Once issued EDC is non refundable** i.e the concerned elector cannot cast vote at the polling station where his name is enrolled.

Extra Ordinary Situations

1. Replacement of machines
2. Test Vote
3. Blind & Infirm voting
4. Challenged vote
5. Tender vote
6. ASD voting
7. Voting by Proxy
8. Deciding not to vote
9. Voting procedure violation

Replacement of EVM-VVPAT during Poll

[No. 51/8/VVPAT/2017-EMS dt. 11.01.2018]

- In case the CU or the BU does not work properly during actual poll, replacement of the whole EVM including CU, BU and VVPAT is required. However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll.
- All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.
- The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription "MOCK POLL SLIP", thereafter they shall be kept in an envelope of thick black paper and must be kept in the special plastic box for mock poll and sealed with a pink paper seal.
- In case of replacement of only VVPAT during actual poll, no mock poll will be conducted.

Replacement of EVM/VVPAT

During mock poll

Only the defective unit i.e CU or BU or VVPAT will be changed

During poll

BU/CU is defective

The entire set i.e CU, BU and VVPAT will be changed
-Only **one** vote to each contesting candidate including NOTA should be polled in the mock poll.

VVPAT is defective

Only VVPAT will be changed
-No mock poll will be conducted.

PRESIDING OFFICER'S REPORT**PART-II: EVM/VVPAT REPLACEMENT****(TO BE FILLED DURING POLL & AFTER COMPLETION OF POLL
DEPENDING ON CASE/SITUATION)****Name of election:**..... (to be pre-printed)**No. and Name of AC/AS:**..... (to be pre-printed)**No. and Name of PC:**..... (to be pre-printed)**Polling Station No:**.....**Replacement of EVM and VVPAT during actual poll process**

S. No.	Particulars	BU	CU	VVPAT
1	(a) Unique ID of unit(s) found non-functional during actual poll			
	(b) Time of occurrence of defects			
	(c) No. of votes recorded in the Control Unit by the time the unit(s) got non-functional			
	(d) Reason for non-functioning (mention error/ code noticed in CU)			
	(e) Unique ID of new unit(s) provided as replacement			
	Time of re-starting poll			
2	Remarks, if any			

Following polling agents witness the replacement process during actual poll:

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

Repeat the above information in same format, if multiple replacements happen.**Signature of Presiding Officer****Signature of Sector Officer**

VVPAT Complaint by voter – Rule 49MA

In case a voter complains of wrong printing by VVPAT:

- He will report to Presiding Officer.
- Presiding Officer will take a declaration explaining that if found false he can be penalized.
- PO will then record in 17A and permit him to cast a 'test vote' in presence of PO and Polling Agents.
- If found false PO will record in 17A (against whom the Test Vote has been cast)and 17C(in col 5.) so that test vote is not counted.
- If found true then PO will stop poll and r eport to RO.

VOTING BY BLIND AND INFIRM VOTERS

Blind voters may vote through *Braille* system available in EVM. The procedure may be explained to him by Dummy cardboard EVM by Pr.O if necessary,

- Or else a companion may be allowed of not less than 18 years of age;
- No polling personnel shall act as companion
- No person shall be permitted to act as companion of more than one elector at any polling station on the same day;
- Get a declaration from the companion in this respect and also that he would keep secret the vote recorded by him on behalf of blind/infirm voter;
- Keep a record of all such cases in Form 14A;
- No polling personnel should act as a companion

- As per the first proviso to sub-rule (1) of Rule 49N, one person cannot act as the companion of more than one elector. In order to facilitate the polling staff to ensure compliance of these provisions, application of indelible ink shall also apply to the companion. **Indelible ink shall be applied on the right index finger of the companion.** Marking of ink on the **left index finger of the elector in such cases shall continue to apply** as per the existing provisions.
- Before an elector is permitted to take with him a companion inside the voting compartment, the **right index finger of the companion should be checked** to ensure that it is not already marked with indelible ink. If it is found to be already marked, such person cannot be permitted to be companion for the purpose of Rule 49N.
- Companion shall leave Polling Station Location immediately after assisting an infirm/blind voter.

Voting by Blind and infirm Voters-instructions (*ECI instruction No. 4/MISC/ECI/LET/FUNC/JUD/SDR Dated: 23rd October, 2017*)

- **Infirm voters who are capable of voting** by herself/ himself by pressing the button of the candidate of his choice on the balloting unit of EVM shall be permitted authorized **companion only up to Voting Compartment** in the Polling Station, but **not inside** the Voting Compartment. This will apply in cases where the nature of physical infirmity is such that the **elector needs assistance only for his movement and not for voting**. The Presiding Officer has to take decision in such cases.
- Sub-rule (2) of Rule 49N provides that the Presiding Officer shall keep a record of cases where electors record vote with the assistance of companion in Form 14A. This should cover all cases where the companion is permitted to go into the voting compartment with the elector to assist him in recording the vote. Cases where a **companion only comes to assist the elector in his movement and does not go into the voting compartment shall not be included in Form 14A.**

Voting by Blind and infirm Voters-instructions (*ECI instruction No. 4/MISC/ECI/LET/FUNC/JUD/SDR Dated: 23rd October, 2017*)

- While **Scrutinizing** of various documents such as the **Form 17A**, **Presiding Officers Diaries** etc., by the **Observer and Returning Officer** on the day following the day of poll, **Form 14 A shall also be scrutinized** to see whether there are unusually larger no. of cases of companions accompanying the electors in recording votes in any Polling Station, which may create suspicion about the fairness of poll.

PROFORMA FOR REPORT ON THE VOTING BY THE VISUALLY IMPAIRED VOTERS

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

No. and the Name of Assembly Segment.....

(In case of Parliamentary Constituency)

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

Name of the Presiding Officer.....

S.No.	Number of visually impaired voters turned up for voting	Number of such voters who used dummy ballot sheet in Braille	Number of such voters who did not use dummy ballot sheet and preferred to vote using the provision of Rule 49N	Number of voters who used both the facilities

(Signature of the Presiding Officer)

CHALLENGED VOTES

Entertain a challenge from polling agent only after he deposits Rs. 2 in cash

- Furnish a receipt to challenger;
- Warn the person challenged about penalty for impersonating, enter his name and address in the list of challenged votes (form 14) and ask him to sign. If he refuses to do so, do not allow him to vote;
- Summary inquiry: ask the challenger to adduce *prima facie* evidence. If challenger succeeds, ask the person challenged to produce evidence to rebut the challenge;
- If challenge is established, hand over such person to police with a written complaint and return challenge fee after taking receipt in col. 10 of form 14 and counter foil of receipt;
- If challenge is not established, forfeit the fee and write “forfeited” in col. 10 of form 14 and counter foil of receipt.

DECLARATION OF ELECTOR ABOUT AGE

If an elector appears to be below aged but his identity is otherwise established, take a declaration from him about his age in prescribed form;

- Before taking declaration inform him about penal provisions of law for giving false declaration;
- Prepare a list of such voters from whom the declaration is obtained. Also maintain a list of persons who refused to give declaration and have gone away without casting vote;
- Keep all such declarations in a separate cover.

TENDERED VOTES

- 20 Ballot papers marked as **tendered ballot paper** on their back will be supplied per polling station;
- Maintain complete record of electors issued with tendered ballot papers in form 17B;
 - Obtain signature or LTI of elector in col. 5 of 17B before issuing him a tendered ballot;
 - Elector will mark his vote through arrow cross mark inside voting compartment and fold the ballot paper, come out and hand over the same to the Pr.O;
 - Keep all tendered ballot papers and list in form 17B in separate cover;
 - Keep a correct account of tendered ballot papers (1) received in the polling station (2) issued to electors, and (3) unused and returned in item 8 of 17C part-I

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

Election to the House of the People/Legislative Assembly of the State/Union TerritoryfromConstituency.

No. and Name of Part No. of Electoral Roll Polling station.....

Sl. No.	Name of elector	Sl. No. of elector in electoral roll of the person who has already voted in place of elector	Sl. No. in Register of voters (Form 17A) elector	Signature/Thumb Impression of
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Date :

Signature of the Presiding Office

Voting by voters from ASD list

- Every elector, whose name appears in ASD list, shall have to produce EPIC for his/her identification or any one of the alternative photo identity documents permitted by the Commission.
- The **PrO shall verify the identification document** personally and satisfy himself about identity..
- A declaration shall be obtained from the ASD electors
- ASD elector to be videographed(where videographer is attached.
- the details should be properly registered in the register of voters in Form 17A.

- The First Polling Officer shall inform the Polling Agents about the ASD elector who has come to vote by reading out his/her name loudly.
- Thumb impression of such electors shall also be obtained in addition to signature against the column of "signature/thumb impression" of Register of voters (Form 17A).
- The thumb impression shall be in addition to the signature even in the case of an elector who is a literate and can sign.
- Presiding Officer shall maintain a record and give a certificate at the end of poll about electors allowed from ASD list

**FORM OF DECLARATION BY ELECTOR
WHOSE NAME IS IN ABSENTEE / SHIFTED / DEAD LIST**

I hereby solemnly declare and affirm that I am the same person whose name appears at Serial No..... of Part No..... of the existing electoral roll of the Constituency which was prepared / revised with respect to first date of January, 200..., as qualifying date. I am aware that impersonation at elections is an electoral offence under the Section 171 D of the Indian Penal Code.

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

Name.....

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

.....
Signature of the Presiding Officer

.....
Number and name of polling station

Dated.....

VOTING BY PROXY

There will be a list of CSVs (classified service voters) who have appointed proxies. Such a list will be attached at the end of Marked Copy of Electoral Roll:

- Proxy will record vote on behalf of CSV in usual manner;
- Mark middle finger of left hand of proxy;
- Proxy is entitled to vote of his own in addition to vote as proxy, if he is registered elector of that polling station;
- In case of proxy votes, Sl. No. of CSV as noted in sub-list should be recorded in the voter register;
- For distinction, suffix PV in bracket in the voter register. For example write 1 (PV) in column 2 of the voter register.

REFUSAL TO OBSERVE VOTING PROCEDURE

- If an elector refuses, after necessary warning by Pr.O, to observe voting procedure, do not allow him to vote;
- If the elector is already issued Voter's Slip, that should be withdrawn from him and cancelled;
 - Put a remark "Not allowed to vote – Voting procedure violated" in the remarks column of Voter Register and put full signature of Pr.O below that remark

ELECTORS DECIDING NOT TO VOTE

After recording in voter register, if an elector decides so, he should not be compelled to vote;

- “Refused to vote” OR “**Left without Voting**” shall be noted in 17A Register and Pr.O should sign in full below that remark;
- Signature/LTI of elector shall be obtained against such remark.

REPORTS OF PRESIDING OFFICER

1) PRESIDING OFFICER'S DIARY

–The PO is required to record the relevant events/proceedings as & when they occur in a diary as per annexure-XIV.

2) VISIT SHEET

– Fill up the information in the visit sheet as & when any officers visit the Polling Station .

3) **ADDITIONAL REPORT** by PO (16 points) is to be submitted to the observer/RO.

4) FILLING UP OF REGISTER OF VOTERS-

The PO should make required entries in the relevant columns of the above 4 documents at regular intervals.

5) Polling Agent Movement Sheet

(ECI instruction No. 464/INST/2017-EPS dated 21st February, 2017)

Engagement of **Child Labour** in election related activities

- Commission reiterates its earlier directions that it should be ensured by all political parties and election officials that **children are not involved** in any election-related process or activity.

Close of Poll

1. 17C
2. Signatures of Polling agents
3. Process
4. Sealing of papers
5. Sealing of machines
6. Statutory/Non statutory/Third packet/4th packet etc. covers filling

Close Of Poll

- Before five minutes for the scheduled hour of close of poll, go outside the polling station and announce that the intending persons to vote should come in a queue;
- If poll continues beyond scheduled hour of close, make only one queue and distribute slips serially numbered and signed by Pr.O from the last person in the queue;
- Continue poll till the person holding Sl. No. 1 slip. Collect all slips and destroy to prevent reuse;

Close Of Poll

- **Press CLOSE button** of CU in presence of polling agents and replace the cap over it . **Total no of votes recorded in the machine should be noted in item 5 of part-I of form 17C ;**
- Switch off the power and disconnect the BU from CU;
- **51/8/7/2019 -EMS dtd 09.04.2019** - After completion of poll, the Presiding officer shall remove the power pack (battery) from VVPAT in the presence of polling agents. Only after removal of power pack (battery) form VVPAT. The carrying case of VVPAT shall be sealed in the presence of Polling agents.

Draw a line after last entry in Form 17A and certify “The serial number of last entry in Form 17A is” & sign. Obtain signature of polling agents present. Mention time of poll closure.

- The **precise time of close** of poll should be indicated in **PrO's diary (COL 20b)** and **17A**.
- The precise time of closure of poll should be included in PrO's declaration and it **should be same as shown in CU**.
- Account of pink paper seal- no specific col yet given. Pls write separately under Col 7 (Paper Seal account) of PrO Diary eg.

7 i) Number of
Paper seal used

Green- 1

Pink- 1

ii) Sl No. of paper
seal used

AA009758

dsf98729

- Similarly in the address tag, also time of closure of poll shall be mentioned there by PrO. Polling agents of candidates should be allowed to sign on address tags, if willing

ACCOUNT OF VOTE RECORDED

- Prepare form 17C Part-I;
- Total Elector assigned to PS= Total elector + Electors who have casted vote on basis of EDC
- Total no. of votes recorded must be equal to the total no. of votes registered as per col. 1 of the register 17A minus no. of voters decided not to vote (as per remarks col. Of 17A) minus no. of voters not allowed to vote for violation of secrecy (as per remarks col. Of 17A); **(2-3-4=6)**
- Supply attested copies of form 17C to all polling agents present irrespective of asking and take receipt. Better to supply after all sealing works relating to polled EVM and polled materials are over;
- 2 copies of 17C should be submitted in a separate cover at RC;
- Pr. O to make declaration at the close of poll and get signatures of the agents present

ANNEXURE XIII
(CHAPTER XXX, Para 1.4)
"Form 17C"
[See Rules 49S and 56C(2)]

PART I. – ACCOUNT OF VOTES RECORDED

Election to House of the people/Legislative Assembly of the State/Union Territory West Bengal from 26, Sikpara Constituency.

Number and Name of Polling Station : 22, Baghajatin Primary School

Identification Number of Voting Control unit: G 04101

Machine used at the Polling Station: Balloting unit: G 18342

Printer (if used): 3099

1. Total number of electors assigned to the Polling Station 995
2. Total number of voters as entered in the Register for Voters (Form 17A) 763
3. Number of voters deciding not to record votes/ refused to vote 02
4. Number of voters not allowed to vote under Rule 49M 01
5. Test votes recorded under Rule 49MA(d) required to be deducted- 02
- (a) Total number of test votes to be deducted : Total No. 17
Sl. No.(s) of elector(s) in Form 17A 2 200

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

Sl. No.	Name of Candidate	No. of votes
1	A	0
2	B	01
3	C	0
4	D	0
5	E	0
6	F	0
7	G	01
8	H	0
9	None of the Above	0
	Total	02

6. Total number of votes recorded as per voting machine: 760
7. Whether the total number of votes as shown against items 6 tallies with the total number of votes as shown against item 2 minus number of votes deciding not to record votes as against 3 minus number of voters as against item 4 (i.e. 2-3-4) or any discrepancy noticed: Yes, tallied
8. Number of voters to whom tendered ballot papers were issued under rule 49P: 03

9. Number of tendered ballot papers.

Sl. No.	Total	From	To
Received for use	20	00421	00440
Issued to electors	03	00421	00423
Not used and returned	17	00424	00440

10. Account of paper seals

(1)	Paper seals supplied for use:	Total No.....(3)..... Sl. No. from AA009788- AA009790
(2)	Paper seals used	Total No.....(1) Sl. No. from AA009787
(3)	Unused paper seals returned to Returning Officer	Total No.....(2) Sl. No. from AA009789 to AA009790
(4)	Damaged paper seal, if any, Returning Officer	Total No.....Nil Sl. No. (3) from.....4.....to.....5..... 6.....

Date

Place

Signature of Polling Agents

Signature of Presiding Officer
Polling Station No. 22/26

Bhupajatin Primary School

PART II-RESULT OF COUNTING

SL. No. of candidate	Name of candidate	Number of votes as displayed on control unit	Number of test votes to be deducted as per Item 5 of Part I	Number of valid votes (3-4)
(1)	(2)	(3)	(4)	(5)

1.

2.

3.

4.

5.

6.

7. NOTA

Total

Whether the total number of votes shown above tallies with the total number of votes shown against Item 8 of Part-I or any discrepancy noticed between the two totals.

Place _____

Date _____

Signature of Counting Supervisor
Full Signature

Name of candidate/election agent/counting agent

1.

2.

3.

4.

5.

6.

7.

Place _____

Date _____

"Signature of Returning Officer."

Items to be signed by polling agents on Poll day

- Pr.O's Report I, II, III and Mock Poll slips envelope. (before commencement of poll and on subsequent replacement of EVM if any)
- Green paper seal, Pink paper Seal, Spl. Tag- At the time of sealing CU after mock poll
- Presiding Officer's Declaration
 - Part-I: before commencement of poll
 - Part-II: on subsequent replacement of EVM if any
 - Part-III: At end of poll
 - Part-IV: After sealing of EVM
- 17A- In case of Test Vote is cast u/r 49MA
- 17A- after close of poll, below PrO's signature
- 17C Part-I (after poll)
- Movement sheet as and when applicable

ITEM	17A	17C Pt 1	PrO Diary	PS-05	16 pt Observer's Report by PrO
Total electors assigned in PS	Page of last entry	Col 1	Col 10 (i)	Col 2	
No. of persons who voted in PS		Col 6	Col 10(iv) and 11	Col 3	Col 6
Tendered votes cast		Col 9(b)	Col 16	Col 5	
No. of voters who voted on basis of EPIC	As per 17A			Col 4	
No. of voters who refused to vote/ left without voting		Col 3	Col 10(v)		
Polling agents present			Col 9		Col 9

Points to remember while filling up forms

- **Total votes polled:**
 - Col. 6 of 16 pt. Addl report
 - Col. 6 of 17C pt 1
 - PS05
 - Col 11 of PrO diary
- **EVM nos:**
 - 17C pt-1
 - col 5 of PrO diary

SEALING OF ELECTION PAPERS

Covers containing the following to be kept separately for post poll scrutiny

1. **PS05,**
2. **17C – 2 copies (1 sealed)**
3. **17A,**
4. **PrO DIARY,**
5. **PrO DECLARATION,**
6. **VISIT SHEET,**
7. **16 PT OBSERVER REPORT,**
8. **MOCK POLL CERTIFICATE,**
9. **LOG SHEET OF CAMERA(if tagged),**
10. **POLLING AGENT MOVEMENT SHEET**
11. **Form 14A**

- Log Sheet of Video Camera should be sent separately to the RC along with polled EVM;
- Plastic Box containing Ballot Slips of Mock Poll

Polling agents should affix their seals on envelopes and packets containing, marked copy of roll ; 17A ; voters' slips; used tendered ballots; and list of tendered votes in 17B; unused tendered ballot papers; list of challenged votes ; unused & damaged paper seal if any; appointment letter of polling agents; any other papers that RO has directed to be put in a sealed packet.

SEALING OF EVM and Polled Materials AFTER POLL

- Switch off the CU & put in Carrying case and seal it at both ends with addressed tag with the help of seal of Presiding Officer;
- Agents present should be asked to affix their seals;
- Names of candidates/ polling agents who have affixed their seals on carrying cases of CU should be noted in the declaration at the close of poll;

STATUTORY COVERS

The first packet (**green** in color) should contain sealed covers and superscribed as 'statutory covers'

Marked Copy of Electoral Roll;

Sealed cover containing 17A;

Sealed cover containing Voters' slip;

Sealed cover containing Unused tendered ballot papers

Sealed cover containing Used tendered ballot papers and the list in form 17B

Plastic box containing ballot slips of Mock Poll

NON-STATUTORY COVERS

The Second Packet (**yellow** in color) will contain :

- Copies of electoral roll;
- Appointment letters of polling agents in Form 10;
- EDC in form 12B;
- Sealed cover of list of challenged votes in form 14;
- List of blind and infirm voters in 14A;
- Declarations of age and list of such electors;
- Receipt Book and cash;
- Unused and damaged paper seals;
- Unused voter slips;
- Unused and damaged Special Tags;
- Unused and damaged strip seals;

THIRD PACKET

The cover will be **brown** in colour and contain the following items:

- Hand Book of Pr.O
- Manual of EVM
- Indelible Ink set
- Self inking pad
- Metal Seal of Pr.O
- Arrow Cross mark
- Cup for setting indelible ink

Fourth Packet

- Any other item should be kept in fourth packet which is **blue** in colour

PREPARATION OF PRO'S DIARY

- Record relevant events as and when they occur at regular intervals;
- Any lapse of writing diary at regular intervals is seriously viewed by ECI;
- One of the important documents verified by the OBSERVER on the day after poll at the time of scrutiny;

Visit Sheet

- Patrolling Magistrate, Sector Officer, Zonal Magistrate, DEO, RO, AROs and Election Observers, whenever they visit any polling station, shall make an entry in the VISIT SHEET_kept with the Presiding Officers. Visit Sheet shall be deposited after end of poll along with Presiding Officer's Diary.
- One of the important documents that will be verified by the OBSERVER on the day after poll at the time of scrutiny



RECEIVING CENTRE

Items to be received separately at RC counter

- 1. PS05,**
- 2. 17C – 2 copies (1 sealed)**
- 3. 17A,**
- 4. PrO DIARY,**
- 5. PrO DECLARATION,**
- 6. VISIT SHEET,**
- 7. 16 PT OBSERVER REPORT,**
- 8. MOCK POLL CERTIFICATE,**
- 9. LOG SHEET OF CAMERA(if tagged),**
- 10. POLLING AGENT
MOVEMENT SHEET**
- 11. Form 14A**

Activities at Receiving Centre

Arrangement of Strong Rooms :

- Videography at the time of closing
- Strong Room of EVM-VVPATs : AC wise maintained to preserve sealed EVMs, sealed Form 17 C and PROs Declarations
- Double Lock- one key with ARO (RO for AC) and any officer not below the rank of Tehsilder (ECI order dt 13.11.2018)
- Strong Room of Election Papers : AC wise maintained to preserve sealed election materials in steel trunks;
- Two cordoned security for Strong Room 24 X7- inner by CPF and outer by SAP provision for CCTV
- Candidates/Agents may affix seals and watch from distance.

Receiving Arrangements

- **AC segment wise Counters:** Separate Counters for specified Polling Stations.
- There should be no crowding.
- Documents and materials will be received as per Check list.
- The Receiving Officer will sign it only after due and meticulous receipt.

Ensure while Check:

- Polled materials pertain to specific counters;
- BUs, CUs & VVPATs are sealed;
- BUs, CUs & VVPATs match with numbers mentioned in the EVM Receipt Register;
- Signature of Pr. O obtained in the EVM Receipt Register;
- No of Votes polled in 17 C are compatible with figures in 17 A;
- Pr. Officer's diary is properly filled up and Visit Sheet attached to it;
- 17 C given to Polling Agents;
- Additional Report format of Pr.O given to SO;

There will be arrangements for receiving digital camera in case of identified PS.

Separate Special Counters for Polling Stations

(a notice/hoarding indicating number and details of Polling Stations shall be put up)

- About **W**hich Complaints had been received;
- In **W**hich significant incidents such as violent incidents, break down of EVMs reported;
- In **W**hich replacement of EVM-VVPATs taken place;

RO will maintain a separate Register to identify such Polling Stations

Pr Os of these Polling Stations can be relieved only after obtaining the EVMs and document after proper verification and discussion with RO and the Observer.

Receiving Arrangements

- One copy sealed 17C and Declaration of Presiding Officer to be sent to the strong room tied with the CU of EVM .
- Send BU, CU & VVPAT to the strong room along with the Transit slip register

Complete set of Polled CU-BU-VVPAT of a Polling station to be kept at the same strong room

Receiving Arrangements

Remember

PS – 05 to be sent
to the place as
instructed by RO

PrO's diary, 17C,
visit slip, -- to be
tied up separately
& kept in the
specified trunk

Collect statutory covers
containing :

1. Marked copy of E. Roll
2. Voter Register (17A)
3. Voters' slip
4. Unused tendered
ballot papers
5. Used tendered ballot
papers

Storage of EVM-VVPAT after Poll

[No. 51/8/VVPAT/2017-EMS Dt. 02.11.2017]

- Complete set of BU, CU and VVPAT of a particular polling station shall be kept in the same strong room.
- Unused VVPAT and EVMs shall be stored in separate strong room.
- 51/8/7/2019 -EMS dtd 09.04.2019 - plastic boxes having WPAT paper slips pertaining to Mock Poll conducted on Poll Day shall be stored in the strong room having EVMs and WPATs of category 'A' and 'B' (i.e. polled EVMs/WPATs and Defective polled EVMs/WPATs) with the respective EVM/WPAT.

Storage of Polled and Un-polled EVMs & VVPATs

[No. 51/8/7/2018-EMS Dt0 6.12.2018 & 01.03.2019]

After poll, all available EVMs and VVPATs are divided in four categories, as under:

- **Category A:** Polled EVMs & VVPATs: Those EVMs in which votes polled at polling stations are recorded and which are closed at the end of poll after following due procedure. VVPATs those were used during actual poll and contains printed paper slips (Ballot slips) in its Drop Box (Ballot Compartment).
- **Category B:** Defective Polled EVMs & VVPATs are those which become defective after some votes are recorded in EVM or after printing of some paper slips (Ballot'slips) VVPAT become defective i.e. goes in error.

- **Category C:** Defective Un-polled EVMs & VVPATs are those which become defective before commencement of poll and are replaced.
- **Category D:** Unused EVMs & VVPATs are those which are with Sector / Zonal Area Magistrate, as reserve and are not used in actual poll.
- **EVMs & VVPATs of Category 'A' & 'B' (i.e. Polled and Defective Polled) shall be stored in the Strong Room as per procedure laid down.**
- **EVMs & VVPATs of Category 'C' (i.e. Defective un-polled) shall be stored securely separately in AT DIST WARE HOUSE)**
- **EVMs & VVPATs of Category 'D' (i.e. unused reserve) - AT WAREHOUSE WITH ASSEMBLY WISE PARTITION**

Storage of EVMs and VVPATs after poll

Types of machines	Storage	Force strength	Remarks
A & B CATEGORIES AT STRONG ROOM. In polling station wise squares, BU,CU,VVPAT of a PS to be kept together	Approved strong rooms	One platoon CAPF	Booklets containing photographs of strong rooms of all categories to be sent to Commission. Sealed Plastic box with mock poll slips shall be stored in strong room with A&B machines 51/8/7/2020-EMPS dt. 09.04.20
Not vicinity of Strong room 1. DEFECTIVE UNPOLLED C- CATEGORY AT DIST WAREHOUSE) 2. D category – Reserve unused CATEGORY AT WAREHOUSE WITH ASSEMBLY WISE PARTITION 51/8/7/2020-EMS dt. 28.01.20	District Ware house	1/2 section force	Defective unpollled and unused machines to be collected at same time.

Covid Issues

1. Covid materials
2. PS arrangement
3. Poll process

Covid Materials

- Face shield for PP
- Mask for PP
- Gloves for PP
- Sanitiser for PP
- Disposable gloves for Electors
- PPE kit from SO as per requirement
- Thermal scanner at PS by Health worker
- Dustbin at PS and waste disposal by Health deptt

Arrangement at PS

- Ensuring Physical distancing circle of 6 ft will be marked by SO.
- Arrangement of Frequent sanitisation of hall by SO.
- Checking of Temperature of electors, Sanitising hands of electors and providing disposable gloves to elector by health worker.
- Ensuring of availability of Dustbin and disposal of biomedical waste by SO.

Poll Process

- 1st PO will ask the Elector to lower his mask.
- The token will be distributed to electors having higher temperature.
- Last hour will be fixed for the Covid Suspecs.
- The SO will provide PPE kit to the Pr.O of the PS, if there is any Covid suspect in that PS to cast vote at last hour.
- The Pr.O will complete due process of casting vote by the said electors.

Thank You