

**TRAINING PRESENTATION FOR PRESIDING AND FIRST
POLLING OFFICER
ASSEMBLY ELECTION 2026, CHARAIDEO**





Primary Duties and Responsibilities of a Presiding Officer

1. Overall, in charge of the Polling Station.
2. Custodian of **Electronic Voting Machines (EVMs)** and **Voter Verifiable Paper Audit Trail (VVPAT)**.

The Presiding Officers must be instructed to take utmost care of the safety and security of the EVMs and VVPATs. It should be made clear to them that they will be held personally responsible for any damage to the machines caused on account of their negligence.

3. Custodian and signatory of all Polling papers.
4. Special executive magistrate for the Polling Station.
5. To ensure a free and fair election.

LEGAL PROVISIONS

- Under Section 26 of the Representation of People Act, 1951, the District Election Officer appoints the Presiding Officer and staff for each polling station in respect of all Assembly constituencies comprised within that district.
- Section 26 of the Representation of the People Act, 1951 confers not only the power to the DEO to appoint unilaterally the Presiding and Polling Officers but also to impose on them all the obligations of such office irrespective of their consent, at the peril of prosecution under Section 134 of the said Act in default.
- This principle equally applies to any case of refusal to attend training classes, as it is part of the obligation of such appointment as polling personnel.



Composition of Polling Party

1. Polling Officer 1

- (a) Shall **identify the Voter** with identity documents and the Electoral Roll.
- (b) Shall **mark the voter** in the working copy of the Electoral Roll.
- (c) Shall mark **the gender** of voters (Male/Female/Others)

2. Polling Officer 2

- (a) Shall enter the details of voters in the **Register of Voters** (Form 17 A).
- (b) Shall **issue Voter Slips** to voters.
- (c) Shall apply **indelible ink** on voters.

3. Polling Officer 3

- (a) Shall **receive the Voter Slip** from the voter.
- (b) Shall **issue ballot** in the Control Unit of the EVM.

4. Security Personnel

- (a) Shall be responsible for the safety of the Polling Party.



Image 1:

Components of Electronic Voting Machine



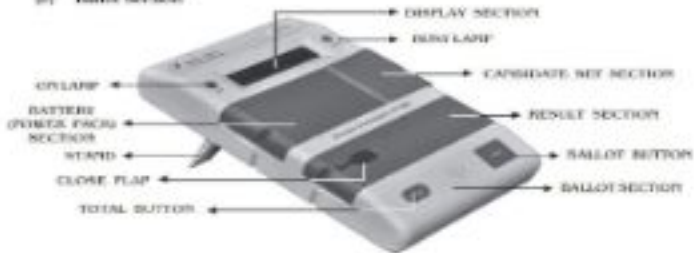
- **Control Unit:** Is used to issue ballot.
- **Ballot Unit:** Is used to cast Vote by the Voter
- **VVPAT:** Is used to print slips containing the Polled candidate's detail after the vote is cast.



Image 2:

Different Parts of a Control Unit

- (A) Display Section
- (B) Battery Pack Section
- (C) Candidate list Section
- (D) Result Section
- (E) Ballot Section



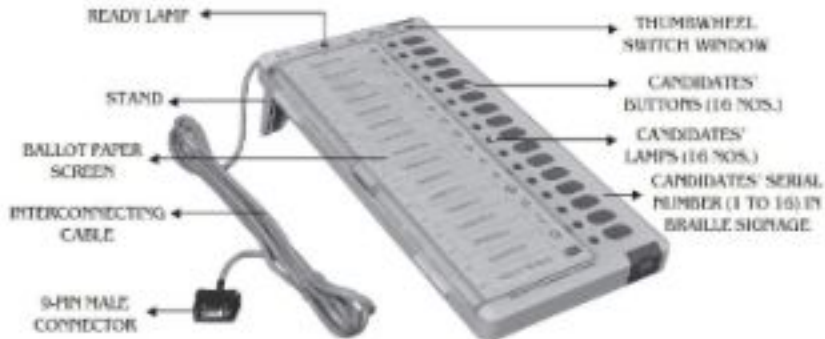
Control Unit





Image 3:

Different Parts of a Ballot Unit





Poll-Eve Day (P-1)

Duties and Responsibilities





Meeting the Polling Party at Dispatch Centre before Collection of Polling Material

1. **Reporting:** Report to Dispatch Centre at the designated time.
2. **Presence of All Members:** Prior to material collection, verify the presence of all Polling Party members.
3. **Collection of Material:** **Do not collect EVM/Polling Materials alone**; await arrival of at least one member of the Polling Party.
4. **Sector Officer Contact:** Meet Sector Officer. Acquire contact details (phone numbers, etc.) of Sector Officer.



Issues to be Confirmed by Presiding Officer before Collection of Materials

1. **Polling Station Details:** Confirm the assigned Polling Station by **name, number, and location**.
2. **Identity Papers:** Ensure all Polling Party members possess identity cards and appointment orders.
3. **Personnel Replacement:** Inform Sector Officer and ensure immediate **replacement from reserve pool** if any Polling Party member(s) is **absent or unavailable**.
4. **Clarification:** Raise any queries or doubts with Sector Officer or Master Trainers.



Collecting the EVM and VVPAT

On Poll-Eve (P-1)





Checking VVPAT

1. **Serial Number:** Confirm number on VVPAT unit is for the polling station, and the address tags are intact.
2. **Transportation Mode:** Ensure VVPAT knob remains in **horizontal (transportation) position**. Avoid vertical (operational) position until Mock Poll.
3. **Do not Connect:** **Do not connect or activate VVPAT.**
4. **Environmental Protection:** Prevent exposure of VVPAT to direct sunlight or excessive light sources.



Image 4: VVPAT knob must be kept in horizontal position during transportation



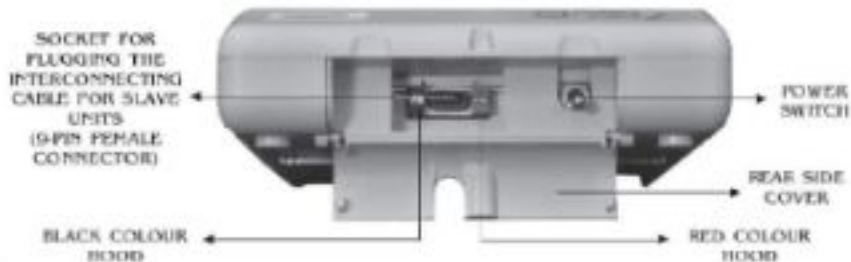


Checking Control Unit (CU)

1. **Serial No:** Confirm CU number matches designated polling station and the address tags are intact.
2. **Seal integrity:** Ensure that the pink paper seal on the CU seal is intact.
3. **Candidate Set Section Sealed:** Verify "Candidate Set" section on CU is sealed with address tags.
4. **Do not connect:** While switching on the CU for verification, **do not connect to VVPAT** under any circumstances
5. **Environmental Protection:** Prevent exposure of CU to direct sunlight or excessive light sources.



Image 5:
Power Button and Connecting Socket of the Control Unit
(must remain switched off while not being in use)







Checking Ballot Unit

1. **Serial No:** Confirm BU number is for designated polling station and the address tags are intact.
2. **Seal integrity:** Ensure that the pink paper seal is intact.
3. **Ballot Paper Integrity:** Ensure **ballot papers are properly affixed** and candidate names are aligned.
4. **Thumbwheel Setting:** Verify **BU thumbwheel switch is set to '01'** for 16 or less candidates including NOTA, and so on. Report any deviation.
5. **Switch Tampering Prohibition:** **Do not touch the thumbwheel switch.** Report any observed irregularities without tampering.
6. **Masked Button Verification:** Confirm unmasked blue buttons on BU match the total number of candidates (including NOTA); ensure remaining buttons are masked.
7. **Environmental Protection:** Prevent exposure of BU to direct sunlight or excessive light sources.

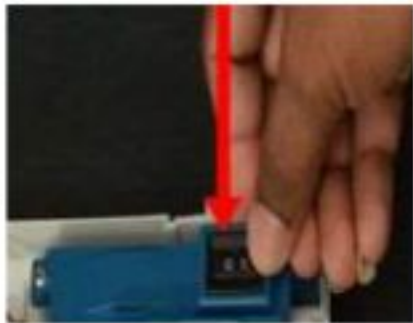
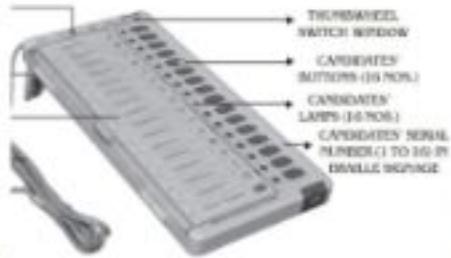


Image 6: Unused Buttons are Masked and Ballot Papers Properly Aligned





Image 7:
**Ensure BU thumbwheel is '01' (16 candidate limit).
Report any discrepancies, don't touch.**





Collecting the Polling Materials

On Poll-Eve (P-1)





Particular Focus on the Following Items While Collecting Polling Materials

1. **Tendered Ballot paper**
2. Braille Ballot Sheet
3. Voting Compartments
4. **Register of Voters (Form 17A)**
5. **Marked Copy of Electoral Roll**
6. **Account of Voters (Form 17C)**
7. Presiding Officer's Diary
8. All Tags (Address, Special)
9. All Paper Seals (Green, Pink)
10. ASD and CSV Voter Lists
11. Black Envelop for Mock Poll
12. Indelible Ink vials.
13. Arrow Cross Mark
14. Metal Seal
15. **Distinguishing Mark**
16. Specimen signatures of Candidates
17. Mock Poll Certificate

ANNEXURE – 3

(CHAPTER – 1, Para 16)

LIST OF POLLING MATERIALS FOR A POLLING STATION

S. No.	Items	Quantity
(A)	EVM, Electoral Rolls and others	
1	Control Unit	01 Nos
2	Ballot Sheet	01 or more depending upon the number of candidates plus NOTA
3	VVT	01 Nos
4	Marked copy of electoral roll	01 Nos
5	Working copies of electoral roll	01 Nos
6	Ballot papers for reserved votes	20 Nos
7	ADD slip	01 Nos
8	ESV/roll if any	01 Nos
9	Ballot roll of sheet	01 Nos
10	Summary Ballot Unit	01 Nos
11	Voting Compartment	01 Nos as per design approved by Commission

(B)	Forms and other forms etc.	of p. 2019/2020
1	Statutory Booklet 11: White Colour Booklet (i) Register of voters in Form 17A	01 Nos
2	Statutory Booklet 11: White Colour Booklet (ii) List of Enrolled voters in Form-17B	01 Nos
	(iii) The amount of votes (Form- 7C) recorded (iv) List of challenged names in Form-14	02 Nos [10- Nos, (depending upon the number of candidates)]
2	(v) List of Invalid and Ineligible voters in Form 14A in case of simultaneous election, for Assembly election, additional accounts of votes (17C) recorded should be given in plural form Statutory Booklet 03: White Colour Booklet	02 Nos 02 Nos [11- Nos, (depending upon the number of candidates in the assembly election)]
	(vi) Voter's Slip	Number of voter's slip will be depended upon the number of voters in the booth.
4	In case of simultaneous election, for Assembly election, voter's slip-ink Booklet should be provided. Non statutory Booklet: Part A: In low Colour Booklet (i) The declaration by the Presiding Officer before the commencement of poll and at the end of poll (Part-I to IV)	Same as above 01 Nos 02 Nos
	(ii) The Presiding Officer's Diary	02 Nos
	(iii) V's Slipet	02 Nos
	(iv) Presiding Officer's Report (I, II, III & IV)	01 Nos
	(v) Form M21- Receipts of return of election records and voter's slip etc.	02 Nos

5	Non-statutory Booklet- Part-B: Yellow Colour Booklet	01 Nos
	(i) Polling Agents' relieving agents/movement sheet;	01 Nos
	(ii) Entry Pass of Polling Agents/Relief Agents	(10 + depending upon the number of candidates)
	(iii) Declarations by the companions of blind and infirm voter	30 Nos
	(iv) The receipt book and cash, if any, in respect of challenged votes;	30 Nos
	(v) Form of declaration by elector under Rule 49MA (Test vote)	05 Nos
	(vi) Form of declaration by elector whose name is in ADS list.	30 Nos
	(vii) Letter of complaint to the S.H.O. Police	04 Nos

	(viii) Declaration obtained from electors as to their age	01 Nos
	(ix) List of Electors who voted after giving declaration as to their age	01 Nos
6	Candidate Information Booklet-36: Blue Colour Booklet	01 Nos
	(i) List of contesting candidates Form-7A	01 Nos
	(ii) Photo copy of signature of Candidates/Agents	01 Nos
(C)	Envelopes	
1	Envelope No-44: EVM Papers (White colour)	
	(i) Master envelope for EVM papers (white colour)	C. Nos.
	(ii) Envelope for account of votes (Form-17C) recorded	01 Nos
	(iii) Envelope for Presiding Officers Report - I (Mock Poll Certificate) II B II	01 Nos
	(iv) Envelope for 'VVPAT' papers viz. of Mock Poll (Black Colour)	01 Nos
	Master envelope for all the above i.e. -44 (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) envelope for GVP Papers in pink colour, one additional envelope for account of votes recorded (17C) in pink colour and one additional envelope for Presiding officer's report (Mock Poll Certificate), II B II in pink colour and one additional envelope for VVPAT paper slips of Mock poll in black colour for assembly cell EVM.	01 Nos each

2	Envelope Set-02: Scratching Documents (White Colour)	
	(i) Master Envelope for Security Documents (White Colour)	01 Nos
	(ii) Envelope for Presiding Officer's Diary (White colour)	01 Nos
	(iii) Envelope for register of voters (17A) (White Colour)	01 Nos
	(iv) Envelope for the list of blind and infirm electors in Form 14-A and the declarations of the concerned (Yellow colour)	01 Nos
	(v) Envelope for Vot Sheet (White colour)	01 Nos
3	Envelope Set-03: Stationery Cover (White colour)	
	(i) Master envelope for State Inmate Cover (White colour)	01 Nos
	(ii) Envelope for marked copy of the electoral roll and list of CPY (If any) (White colour)	01 Nos
	(iii) Envelope for voter's slips (White colour)	01 Nos
	(iv) Envelope for used standard ballot papers and the list in Form 17B (white colour)	01 Nos
	(v) Envelope for unused standard ballot papers (white colour)	01 Nos
	(vi) Envelope for the list of challenged votes in Form 14 (white colour)	01 Nos
	In case of simultaneous election, for assembly election, one additional Envelope for voter's slip (White Colour)	01 Nos

4	Envelope Set-4: Non-Statutory Cover (Yellow colour)	
	(i) Master envelope for non-statutory cover (Yellow colour)	01 Nos
	(ii) One set for copy or copies of electoral roll (other than the marked copy) (Yellow colour)	01 Nos
	(iii) Envelope for appointment letters of Polling Agents in Form 10 (Yellow colour)	01 Nos
	(iv) Envelope for election duty certificate in Form 12-B (Yellow colour)	01 Nos
	(v) Envelope for declaration by the Presiding Officer (Yellow Colour)	01 Nos
	(vi) Envelope for the receipt book and cash, if any, in respect of challenged votes (Yellow colour)	01 Nos
	(vii) Envelopes for (i) unused and damaged paper balls and (ii) unused and damaged ballot tags (Yellow colour)	01 Nos
	(viii) Envelope for Unused Voter's Slip (Yellow Colour)	01 Nos
	(ix) Envelope for the declarations obtained from electors as to their age and the list of such electors and the list of electors who have refused to make declaration as to their age (Yellow Colour)	01 Nos
	x) Envelope for the form of declaration by elector under 18/A	01 Nos
	xi) Envelope for form of declaration by elector whose name is in FSC list	01 Nos
xii) Envelope containing letter of compliance to SHO	01 Nos	
	In case of simultaneous, one additional envelope for declaration by the Presiding Officer in poll station for assembly poll.	
5	Envelope Set 5: Handbooks, Instructions and other (Brown Colour)	
	(i) Master Envelope for handbooks, instructions etc. (Brown Colour)	01 Nos

	(c) Envelope for (i) Used and remaining, Labellic Lok Flush) and (ii) Used Stain Pen (10-see CD-10)	
B	Envelope for other sealing materials (like cables)	01 Nos
(D)	Seals, Tags and Marks	
1	Carman Address tags for His Int. Unit, Central Unit and VVPAT	18 Nos
2	Special Ties	03 Nos
3	Green paper seals for EVM	05 Nos
4	Sealable ink	L/2 Phas of EICs
5	Ball pen markers with green, yellow & blue	01 Nos
6	Instructions for Presiding Officer	01 Nos
7	Distinguishing mark rubber stamp	01 Nos
8	Pink Paper seal for marking sealed envelope	02 Nos
9	Mask Foli Bag Stickers	01 Nos
(E)	Handbooks and Instructions	
	(a) The Basic Book for Presiding Officer	01 Nos
	(b) Instructions of Election, Voting Machine & VVPAT	
	(c) Poster on How to cast vote on EVM & VVPAT	01 Nos
	(d) Brochure for Presiding Officer on use of EVM & VVPAT	01 Nos
	(e) Manual showing details of EVM & VVPAT	01 Nos
	(f) Mask Foli Baglet	01 Nos
	(g) Commission order of identification of voters through alternative documents	01 Nos
	(h) Facts Book/Concise Book for Polling parties	01 Nos
	(i) Checklist of Presiding Officer	01 Nos

(B)	Stationery items	
1	Stamp pad (purple)	C/Yes
2	Water box	C/Yes
3	Sgt Bands	
	(i) Presiding Officer	J/ Yes
	(ii) Polling officer-1	J/ Yes
	(iii) Polling Officer-2	J/ No
	(iv) Polling Officer-2	J/ Yes
	(v) Entry	J/ Yes
	(vi) Exit	J/ Yes
	(vii) Male	J/ Yes
	(viii) Female	J/ Yes
	(ix) Polling Agent	J/ Yes
	(x) You are under WEB/CSTB/GACCV surveillance	J/ Yes
	(xi) Miscellaneous notice specifying area, etc as required by under Rule 31(1)(a) of The Conduct of Elections Rules 1961	J/ Yes

4	Or Shiny pencil	C1 Nos
5	Ruler (one blue, one red and one silver white)	C5 Nos
6	Glue paper	08 sheets
7	HB	25 Nos
8	Sealing wax	C6 sticks
9	Gum paste	C1 Nos
10	Blade	C1 Nos
11	Card sticks	C4 sticks
12	Thin white thread	20 meters
13	Metal rule	C1 Nos
14	Carbon paper	C5 Nos
15	Cloth or rag for removing oil etc.	small quantity
16	Padding paper sheets	C5 Nos
17	Cup/empty tin/plate for for mixing red/40% at home	C1 Nos
18	Drawing pins	24 pieces
19	Ruler (wood)	20 Nos
20	Transparent adhesive tape	C1 Nos

Please Note that if any envelop of a particular colour missing

What will you do



Image 8: Specimen of Paper Seals



PINK PAPER SEAL (TWO PARTS)



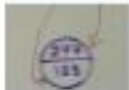
GREEN PAPER SEAL



Image 10: Specimen of Seals and Marks



Arrow Mark



Distinguishing Mark



Metal Seal



Mock Poll Stamp



Checking Electoral Rolls

1. Consistency: Confirm **all copies of the roll provided are identical**.
2. Serial Integrity: Verify all pages are serially numbered.
3. Markings in the Roll: Ensure **only authorized markings** (PB, EDC, DELETED) are present.
4. Official Signatures: Validate that the roll is signed by the Assistant Electoral Registration Officer (AERO) and an additional official.
5. Attached Certificate: Confirm the **"Marked Copy" includes a certificate** by the Returning Officer/Assistant Returning Officer.



Image 11:
No markings (other than
PB, EDC, DELETED) should
 be in the Electoral Roll

Classroom Method Copy of Electoral Roll

IN. No. 00	PHOTO/STATUS	IN. No. 00	PHOTO/STATUS
Serial: 01 Sachin Kumar House No. 123 Age: 42 - Sex: M	 DELETED	Serial: 02 Rohit Kumar - IT House No. 345 Age: 35 - Sex: M	
Serial: 03 Sudhakar Kumar House No. 456 Age: 55 - Sex: M		Serial: 04 Neha Kumar - F House No. 789 Age: 30 - Sex: F	

Serial: 05		Serial: 06		Serial: 07	
Serial: 08		Serial: 09		Serial: 10	
Serial: 11		Serial: 12		Serial: 13	
Serial: 14		Serial: 15		Serial: 16	
Serial: 17		Serial: 18		Serial: 19	
Serial: 20		Serial: 21		Serial: 22	
Serial: 23		Serial: 24		Serial: 25	
Serial: 26		Serial: 27		Serial: 28	
Serial: 29		Serial: 30		Serial: 31	
Serial: 32		Serial: 33		Serial: 34	





Moving to the Polling Station

On Poll-Eve (P-1)





Movement to the Polling Station

1. **Assemble Personnel:** All Polling Party members and security personnel shall congregate prior to boarding the assigned vehicle.
2. **Designated Vehicle:** **Board only the GPS-tracking enabled authorized vehicle.** Utmost caution while transporting EVM, VVPAT, and polling materials.
3. **Adherence to Route:** Strictly adhere to the designated route communicated by the Sector Officer.
4. **Sector Officer Notification:** Prior to departure, Presiding Officer shall inform Sector Officer.
5. **Booth Level Officer Liaison:** Presiding Officer should notify Booth Level Officer (BLO) of assigned polling station before departure.



After Reaching the Polling Station

1. **Sector Officer Notification:** Inform the Sector Officer regarding arrival.
2. **Polling Agent Invitation:** Instruct BLO to invite Polling Agents.
3. **Informing Polling Agents:** Urge Polling Agents to arrive on designated time for Mock Poll.
4. **100-metre Perimeter:** **Secure a 100-meter radius around polling station and ensure removal of campaign/canvassing materials.**



Certain Set-Ups in the Polling Stations can be Completed on Poll-Eve (P-1)

1. **Entry and Exit:** Separate entry and exit points. If the building has only one door, use partition for separate Entry and Exit points.
2. **Waiting Area:** Ensure sufficient space outside for voters to queue.
3. **Inclusive Accessibility:** Separate queues for male, female, and senior citizens/persons with disabilities.
4. **Voting Secrecy:** Privacy and secrecy within voting compartments, free from direct light exposure and away from windows and doors.
5. **Compartment Provision:** Erect two dedicated voting compartments, one for EVM and one for tender ballots.
6. **Material Security:** **Do not leave EVM, VVPAT, and polling materials unattended.**



Image 13:

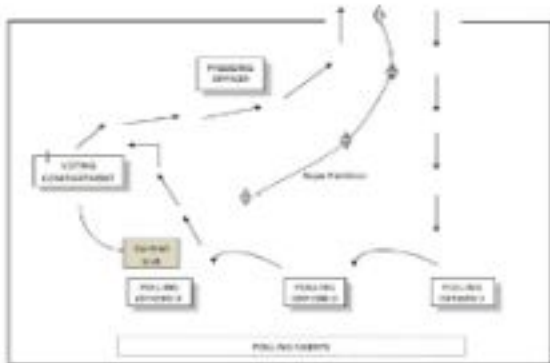
Polling Stations Layout with Different Exit and Entry Points





Image 14:

Polling Station Layout with Partitioned Entry and Exit





Signs/Posters at Polling Station


1. **No Canvassing Materials:** Remove or cover any image/symbol within the polling station that are (or can be construed as) campaign material.
 2. **Directional Signage:** Display clear "Entry" and "Exit" signs.
 3. **Voter Assistance:** Position a "Voter Assistance Booth" sign.
 4. **Polling Area Details:** Post a notice specifying the polling area.
 5. **Candidate List:** Display the official list of candidates (Form 7A).
 6. **Voter Guidance:** Display Voter Facilitation Posters with voting instructions.
 7. **Electronic Device Restriction:** Clearly indicate the prohibition of mobile phones/electronic devices within the polling station with a notice.
- 



Image 15: Specimen of List of Contesting Candidates

ANNEXURE 17
FORMAT FOR PUBLICATION OF LIST OF CONTESTING CANDIDATES IN JARNS
(FOR USE AT GENERAL ELECTIONS)
SCHEDULE 1 (B) PART 1 (A)

To be printed in an Appendix to the Journal of the State Election Commission, immediately after the following:-

SCHEDULE 1 (B)

No. _____ Department of Public Relations, Government of India, New Delhi, to be printed in printed form for circulation.

FORM 17

LIST OF CONTESTING CANDIDATES (SEE 17 (1))
Containing the Names of the Contesting Candidates to be elected to _____ constituencies

Serial No.	Name of Candidate	Address of Candidate	Party to which he belongs	Symbol of Party	Photograph of Candidate
1	2	3	4	5	6
(i)	Candidates of recognised political parties (with full name)				
(ii)	Candidates of recognised political parties (other than recognised political parties) (with full name)				
(iii)	Others (with full name)				
Name _____					
Signature _____					
Secretary (JRN)					

Applicable to cases of contesting candidates of recognised political parties

(i) Indicates name in English.

(ii) Indicates Address in English.

(iii) Indicates full name in Hindi or in any other language of all the five categories shall be given consistently and harmoniously for each category.



Things to be done in Advance to Expedite the Polling Process

- 1. Prepare Documents:** Prepare documents that are permissible to be prepared in advance (do not touch important documents such as Register of Voters & Electoral Rolls).
- 2. Mock Poll Materials:** Assemble all items needed for the Mock Poll together in advance.
- 3. Use Designated Envelopes:** Organize documents in their assigned envelopes and keep them there until required.



Materials to be Kept Aside for Mock Poll on the Previous Day to Expedite the Process

1. Mock Poll Certificate
2. Green Paper Seal
3. Address Tags
4. Pink Paper Seal
5. Thread
6. Special Tag
8. Distinguishing Mark
9. Metal Seal
10. Lac/Wax
11. Lighter/Matches and candles
12. Polling Agents' Passes



Polling Party Conduct

1. **Professionalism:** Maintain objectivity, neutrality, and professionalism in all interactions with voters and other stakeholders.
2. **Approachability:** Be approachable and courteous towards everyone, while consistently adhering to established directives and procedures.
3. **Crisis Management:** In the event of an emergency or critical situation, maintain composure and act with reason. Seek aid from Sector Officer or any other designated authorities as deemed necessary.



Miscellaneous Issues

- 1. Prohibition of Hospitality:** Refrain from accepting hospitality in any form from local residents, particularly individuals affiliated and associated with candidates or political parties.
- 2. Model Code Adherence:** Strictly abide by the Model Code of Conduct, ensuring impartiality and ethical conduct.
- 3. Fire Safety:** Prohibit the use of open flames or any form of fire ignition within the polling station premises.
- 4. Adequate Rest:** Ensure all Polling Party members receive sufficient rest on the night preceding the election.




Poll Day

Duties and Responsibilities





Preparing the Polling Station

1. **Seating Arrangements:** Position Presiding Officer's Seat strategically to enable observation of all activities within the Polling Station.
 2. **Polling Officers' Seating:** Arrange in a sequential manner for voter flow.
Progression: 1st Polling Officer → 2nd Polling Officer → 3rd Polling Officer.
 3. **Voting Compartment Location:** Ensure voter secrecy, away from windows and direct sunlight. Maintain visible and audible distance from Polling personnel and Polling Agents.
 4. **Polling Agents' Seating:** Arrange according to directions. The seating arrangement at the polling station for the polling agents are as the following order of priorities, namely, (i) candidates of recognized **National parties** (ii) candidates of recognized **State parties** (iii) candidates of recognized State parties of other States who have been permitted to use their reserved symbols in the constituency, (iv) candidate of registered unrecognized parties, and (v) independent candidates.
 5. **Polling Agents' Passes:** Once the Agents arrive, issue their passes by following requisite procedure.
- 



Issuing of Entry Passes

1. Verification of Appointment Letter:

- Polling agents must present appointment letter.
- Compare candidate's specimen signature with letter.
- Agent completes and signs declaration in Presiding Officer's presence.

2. Issuance of Entry Pass:

- Issues Entry Pass to each candidate's polling agent.
- Records Entry Passes in format.

3. Agent Limitations:

- Each candidate appoints one polling agent and two relieving agents at each Polling Station.
- Only one polling agent allowed inside at a time.

4. Movement Sheet Maintenance:

- Polling Agents/Relieving Agents Movement Sheet' maintained.
- Agents sign in/out indicating time



Image 17: Specimen of Entry Pass for Polling Agents and Account of Entry Passes issued to Polling Agents

Specimen of Entry Pass
(To be issued by Presiding Officer to poll staff)

Sl. No.
ENTRY PASS
AC No. & Name:
Polling Station No. & Name:
Name of Candidate:
Name of Polling Agent:
Name of Polling Agent, if any:
Signature of Presiding Officer

Account of Entry Passes issued to Polling Agents

1. Number and Name of Assembly Constituency
2. Number and Name of Polling Station
3. Total Number of remaining candidates
4. Number of entry passes issued with poll receipt
5. Details of entry passes issued to Polling Agents

Name of Candidate	Whether entry passes issued	Signature of the Polling Agent/with Polling Agent

6. General Entry Passes

Signature and seal of
Presiding Officer



Image 18: Specimen of Polling Agent's Movement Sheet

ANNEXURE - 11

(Chapter - 2, Para 2.12)

POLLING AGENTS / RELIEVING AGENTS MOVEMENT SHEET

S. No.	No. and Name of Parliamentary Constituency	No. and Name of Assembly segment	Name of Candidate	Name of Political Party	Name of Polling agents / Relieving agents	Time of Entry	Signature	Time of Exit	Signature
1.									
2.									
3.									

Signature of the Presiding Officer



Initiating the Mock Poll (90 Minutes Prior to Actual Poll)

1. Polling Agent Arrival

- Wait for at least two polling agents.
- **If less than two agents (of different candidates) arrive, wait for 15 minutes.**
- After that, proceed with the Mock Poll.

2. Prepare Voting Machines

- Carefully prepare the Ballot Unit (BU), Control Unit (CU), and VVPAT.
- Show the serial numbers of the BU, CU, and VVPAT to all Polling Agents.

3. Powering the Control Unit (CU)

- Power on the Control Unit, after connecting BU, CU and VVPAT.
- Before switching on, move the VVPAT knob to vertical (working) positions.
- Record the system time displayed on the CU.

4. Demonstrating Zero Votes

- Press the following buttons in order: CLOSE → RESULT → CLEAR
- Show the Polling Agents that the CU displays zero votes.



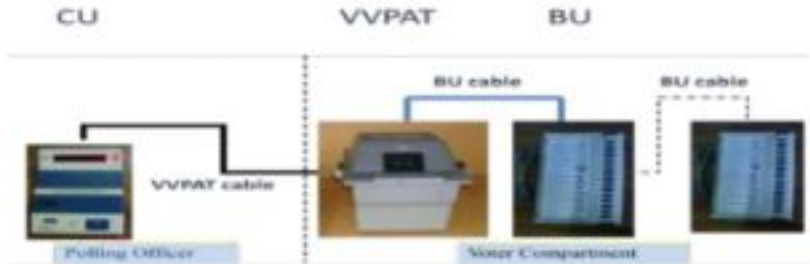
Image 19: Connecting BU, CU and VVPAT

1. Connection Sequence:
BU → VVPAT → CU.
2. Voting Compartment Setup: BU and VVPAT shall be positioned within the voting compartment.
3. Control Unit Placement: The CU shall be placed on the table assigned to the 3rd Polling Officer.
4. **VVPAT**: Before switching on, the VVPAT knob should be moved to vertical position.





Image 20: Connecting BU, CU and VVPAT





Conducting the Mock Poll

1. Casting Votes

- o Minimum 60 votes: **Cast a minimum of 60 votes** during the Mock Poll.
- o One Vote Each: At least **one vote is cast for each candidate**, including NOTA.
- o Only Polling personnel and Polling Agents shall cast votes, in random order.

2. Closing the Mock Poll

- o Press CLOSE: Press the CLOSE button on the CU.
- o Note system time: Record the closing time displayed.

3. Displaying Mock Poll Results

- o Press RESULT: Press the RESULT button to display the Mock Poll results.
- o Show results: Present the results to the Polling Agents.
- o Record Results: Note the number of votes received by each candidate.

4. Clearing Mock Poll Data

- o Press CLEAR: Press the CLEAR button to erase all Mock Poll data from the CU.
- o Press TOTAL: Press the TOTAL button to confirm that Mock Poll votes have been removed.



Important Details for Mock Poll Certificate

1. Polling Agent and Candidate Details:

- Include names of Polling Agents and represented candidates (with party affiliations).
- Obtain their signatures.

2. Mock Poll Process Certification:

- Other Polling Officers witness mock poll.
- Will certify that mock poll votes erased from CU and VVPAT slips removed before actual poll.

3. Verification of Date and Time:

- Displayed date and time on Control Unit.
- Actual date and time.
- Any discrepancies.



EVM Replacement During Mock Poll

1. **Replace Only Non-functional Units:** If any part of the EVM stops functioning during the Mock Poll, **only the non-functional part must be replaced.**
2. **Ballot Unit (BU) malfunction:** Replace the BU only.
3. **Control Unit (CU) malfunction:** Replace the CU only.
4. **VVPAT Malfunction:** Replace the VVPAT only.
5. **Repeat Mock Poll:** If the Mock Poll was not complete before the replacement, repeat the Mock Poll.
6. **Sector Officer Involvement:** Replacement should be done via the Sector Officer, who shall take the non-functional BU, CU, or VVPAT for safe custody.
7. **Documentation:** The relevant form (Presiding Officer's Report- Part IV) must be filled up.
8. **Adhesive stickers with inscription "MOCK POLL REPLACED" shall be affixed on carrying case of replaced BU/CU/VVPAT**
9. **Switch off CU before any sort of replacement.**

PRESIDING OFFICER'S REPORT

Part-I (Mock Poll Certificate): To be filled after completion of the mock poll on Poll Day. Since, Mock Poll Certificate has been included in Part-1, there is no need to issue separate 'Mock Poll Certificate'.

Part-II (Replacement of Power Pack of the Control Unit): To be filled whenever Power Pack of the Control Unit is replaced.

Part-III (Pressing of Close Button after completion of Poll Certificate): To be filled after completion of Poll.

Part-IV (EVM/VVPAT replacement Report, if replaced during Mock Poll) : To be filled during Mock Poll, if any BU, CU or VVPAT replaced.

Part-V (EVM/VVPAT replacement Report, if replaced during Actual Poll) : To be filled during Actual Poll, if EVM/VVPAT replaced.

Collection of Presiding Officer's Report

- (i) **Part-I, Part-II and Part-III** of the Presiding Officer's Report shall be kept in an envelope. Details to be printed on envelope:

Name of station.....	It to be prepared
No. and Name of P/T.....	It to be prepared
No. and Name of P.....	It to be prepared

The Presiding Officer shall deposit the said envelope along with EVM, VVPAT and other election material at Collection Centre.

- (ii) **Part-IV and Part-V** of the Presiding Officer's Report shall be collected by the Sector Officer, whenever any replacement is done. Sector Officers shall submit the said Reports to the Returning Officer.

While filling Part-IV or Part-V of this report, Presiding Officers shall be careful to fill proper error code, like, 2.6 cutter error/2.7- fall error and also to mention beep sound is heard or not, busy lamp of CU keeps glowing etc. Non-compliance of the same shall lead to disciplinary action against them.



**Image 22:
EVM/VVPAT Replacement
Report During Mock Poll
(P-104)**

PREVAILING OFFICER'S REPORT
(Model - 1, Part - B)
PART - IV: EVM/VVPAT REPLACEMENT
 (To be filled in whenever a total or partial replacement is required)

Name of Officer: _____
 To what State/UT: _____
 To what District: _____
 Polling Station No: _____

1. _____
 a. Details of requests for replacement of EVM/VVPAT
 (to be filled in whenever a total or partial replacement is required)

S. No.	Description	EE	SE	VVPAT	Signature of Officer in Charge of Polling Station
1.	Request for replacement of EVM/VVPAT				
2.	Request for replacement of EVM/VVPAT				
3.	Request for replacement of EVM/VVPAT				

b. Following is the report received for replacement of EVM/VVPAT

S. No.	Name of Polling Station	Name of State/UT	Name of Candidate	Signature of Polling Agent



Sealing the VVPAT Slips

1. **Test Slips:** Each time a VVPAT is switched on, it prints 7 "Test Slips".
2. **Mock Poll Slips:** Each time a vote is cast in the VVPAT, it prints a slip containing the details of the candidate.
3. **Total Slips:** If 50 votes are cast during the Mock Poll, the slips found in the VVPAT shall be $50 + 7 = 57$.
4. **Slip Stamping:** All slips will be stamped on their back with a rubber stamp inscribed with "Mock Poll Slip".
5. **Slip Storage in Envelope:** These slips would then be kept in a Black Envelope. The Presiding Officer and Polling Agents will sign on the envelope and the paper seal.



Image 23:

What to Write on the Mock Poll Envelope?

VVPAT MOCK POLL SLIPs

Name of Election:

No. and Name of AC/PC:

No. and Name of Polling Station:

VVPAT ID:

Date of Poll:



Sealing EVM and VVPAT

After Mock Poll

- Thing keeping in mind by Pro:
- If any seal gets damaged in the process, do not use it.
- Replace by another.
- Do not throw the damaged paper seal as it is required to be kept in an envelope, sealed and returned to RO after poll.
- Another important point is that the polling agents should be asked to note down the Serial No. of paper seal for



Sealing the CU (1)



1. Green Paper Seal Application:

- Stickers "A" and "B" are at both ends on the white side of the Green Paper Seal.
- The seal is self-adhesive.

2. Signature Affixation:

- Affix signature below its serial number.
- Signatures by candidates or their polling agents.

3. Placement of Green Paper Seal:

- Insert the Green Paper Seal into the frame on the inner side of the door in the Result Section.
- **Ensure the Green Color Mark aligns with the Result button, and the Red Color Mark aligns with the Print button.**

4. Closure of Inner Door:

- Close the inner door above the result buttons after inserting the Green Paper Seal.
- Both Green and Red Colors should remain visible through the inner door's windows.




Image 24: Affixing Green Paper Seal





Sealing the CU (2)

5. Inner Compartment Sealing

a) **Special Tag:** Seal the inner compartment door of the result section using the special tag with wax/lac. write the serial number of the Control Unit on the Special Tag and put his signature on the **BACK SIDE** of the Special Tag and also ask the candidates/polling agents

6. Outer Cover Sealing

a) **Close Cover:** Close the result section outer cover, ensuring the loose ends of the Green Paper Seal protrude outwards from both sides.

b) **Thread and Address Tag:** Pass a thread through the hole on the left side of the outer door. Secure using an Address Tag.

c) **Green Paper Seal Adhesion:**

- Remove wax paper from "A" side of the Green Paper Seal, pasting it onto the outer door of the Result Section.
- Remove wax paper from "B" side. Paste it on top of the underlying "A" side, **ensuring the serial number remains visible.**





Image 25: Final Sealing by Special Tag and Green Paper Seal





Image 26: Sealing the VVPAT



1. The lower part of the VVPAT unit, the Drop Box, is sealed with thread and an Address Tag.
2. Before sealing the Drop Box, ensure that all mock poll slips are removed from it.



Things to Keep in Mind Before the Actual Poll Begins

1. **Double-check CU data:** Ensure the CU is clear of all Mock Poll data.
2. **Empty VVPAT:** Verify no slips remaining in the VVPAT.
3. **Obtain signatures:** Confirm Polling Agents have signed all necessary forms.
4. **Track seals and tags:** Maintain a detailed log of all seals and tags used.
5. **Damaged items:** Do not use any torn or damaged seals or tags.
6. **Complete Mock Poll Certificate:** Complete filling up the certificate before starting the actual poll.
7. While placing the Ballot Unit(s) and VVPAT in the voting compartment, it must be ensured without fail that **secrecy of voting is not violated.**
8. The Presiding Officer should keep correct account of the green paper seals supplied to him for use at the polling station and the paper seals actually used by him for sealing and securing the control unit.



Initiating the Actual Poll

1. **Starting at Scheduled Time:** Ensure the poll starts at the scheduled time.
2. **Recording Delays:** Record the reasons for any delay in the Presiding Officer's Diary.
3. **Secrecy:** Inform Polling Agents about their legal duty to maintain voting secrecy.
4. **Declaration Reading:** Read the 'Declaration by the Presiding Officer' aloud before the poll starts.
5. **Signing the Declaration:** Sign the declaration and obtain signatures from Polling Agents present.
6. **Demonstration of Register of Voters:** Display Register of Voters to be without any marks.
7. **Demonstration of Electoral Roll:** Before the actual poll, show the marked copy of the Electoral Roll to contesting candidates/Polling Agents.



Image 27: Declaration by Presiding Officer before the Actual Poll (P-106)

FORM P-106
2016

DECLARATION BY PRESIDING OFFICER

PART I

Declaration by Presiding Officer before commencement of Poll

Name of the Presiding Officer: _____
 Name of the Polling Station: _____
 Date: _____

Declaration

- I, the undersigned, being a duly qualified person, do hereby declare that:
 - to the best of my knowledge and belief, all the persons who are entitled to vote at this polling station are duly registered in the voters list for this polling station;
 - no person who is not entitled to vote at this polling station has been included in the voters list for this polling station;
 - no person who is entitled to vote at this polling station has been excluded from the voters list for this polling station;
 - no person who is not entitled to vote at this polling station has been included in the voters list for this polling station;
 - no person who is entitled to vote at this polling station has been excluded from the voters list for this polling station;
 - no person who is not entitled to vote at this polling station has been included in the voters list for this polling station;

Signature of Presiding Officer: _____

Declaration by Presiding Officer

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

The undersigned hereby certifies that the above declaration is true and correct.

1. _____ 2. _____

3. _____ 4. _____

Name: _____

Signature: _____

Date: _____



Polling Begins

**Duties and Responsibilities During the
Actual Polling Process**





Vote

Start on time: Begin the polling process precisely at the designated morning hour.

- 2. One voter at a time:** **Admit only one voter into the polling station at a time.** Do not allow the next voter to enter until the previous one has finished voting and exited.
- 3. Presiding officer supervision:** The presiding officer will move around throughout the station to monitor operations and ensure everything runs smoothly.
- 4. Queue management:** After the first voter, maintain a "first come, first served" queue for subsequent voters.
- 5. Visit Sheet:** Sector Officers/ Magistrates shall make an entry in the 'Visit Sheet' to be kept with the Presiding Officer on the day of poll.



Duties of First Polling Officer

1. **Signing in Register of Voters:** Note in ink in Register of Voters (Form 17A) that the **"Total in the Control Unit has been verified and found to be Zero"**, before the polling begins.
2. **Initial Voter Interaction:** The 1st Polling Officer is the voter's first point of contact.
3. **Identify Voter:** Identify the voter using their EPIC or an approved document listed by the ECI.
4. **Read Out Name:** Read the voter's name aloud for Polling Agents.
5. **Electoral Roll Marking:** Mark the voter's name in the working copy of the Electoral Roll.
6. **Gender Tally:** Keep a count of male, female, and transgender voters for record-keeping. Draw diagonal line with red ink in the mark copy for male voter. Additionally round off the serial number for female / star near serial number for third gender.

- Electors voting on the basis of the EPIC, just write 'EP' (denoting EPIC).
- Those who vote on the basis of any alternative documents, the last four digits of the document shall have to be written and the type of document produced should also be mentioned therein.



Accepted Identity Documents

- EPIC or any of the other identification document as may be specified in the Commission's order

A. Aadhar Card

B. MDRGA Job Card

ii. Photo card with photograph issued by Bank Post Office

iv. Health Insurance Smart Card issued under the scheme of Ministry of Labour/ Ayushman Bharat Health Card

A. Divya, Limited

A. BANCARD

ii. Smart Card issued by BGL under NPS

iii. Voter ID Card

x. Pension document with photograph

x. Senior Identity Card with photograph issued in recognition by Central/State Govt./PSUs/Public Limited Companies

ii. Other identity card issued to MP/MLA/MLA's staff

iii. Casto Disability ID (CDD) Card issued by the Min Social Justice & Empowerment, Government of India



Duties of Second Polling Officer

1. **Ink Marking:** Apply indelible ink to the voter's left hand index finger as a line from top end of the nail to the bottom of the first joint of the left index finger
2. **Register Entry:** He will listen carefully the serial number read out loudly by the First polling officer and enter the serial number of the elector in column-2 of Register of Voters (Form 17A).
3. **Voter's Signature:** Obtain Signature and thumb impression of each voter next to their name in the Register.
4. **Slip Issuance:** Provide the voter with a Voter's Slip.
5. Signature/Thumb impression should be obtained after indelible ink is applied so that mark of indelible ink dries up



Image 29: Specimen of Register of Voters (Form 17A) and Voter's Slip (P-)

General Election to House of the People, 2024
Voter Slip

From _____ (No. & Name of AC)
within the _____ Parliamentary Constituency

Serial number of elector as per
column 1 of the Register of Voters _____

Serial number of elector as
entered in the electoral roll _____

Initials of Polling Officer _____

WOMEN RESERVE LIST

Electors to be included in the Women Reserve List

Serial number of elector as per column 1 of the Register of Voters

S. No.	Serial no. of elector as per column 1 of the Register of Voters	Full name of elector as entered in the Register of Voters	Age	Sex
1				
2				
3				
4				

Signature of the Polling Officer _____

Form 27A
Register of Voters
(See rule 72(1))






General Election to the Legislative Assembly of the State of Karnataka
 Name and Home Address of Elector: _____
 Name and Number of Polling Station: _____
 Part (a) of Electoral Roll: _____

Sl No	Sl No. of voter in Electoral Roll	Details of documents produced by electors in proof of his/her identification	Signature/ LTI of elector	Remarks
1	2	3	4	5

Total in CU checked and found to be zero

Signature of 1st Polling Officer

Signature of Presiding Officer
Polling Station No. _____

1	102	EP		
2	65	AD 3421		
-	231	EP 5498		
-	34	DL5742		Companion
654	781	EP		Decided not to vote

Entry of last serial No of electors in 17A is 654

Signature of 2nd Polling Officer

Signature of Presiding Officer



Duties of Third Polling Officer

1. **Voter Slip Collection:** Collects voter slips from voters, and keep them in a serial manner.
2. **Indelible Ink Verification:** Immediately verifies the elector's left index finger for a clear indelible ink mark.
3. **Voting Compartment Guidance:** Directs electors to the Voting Compartment after the verification.
4. **Ballot Issuance:** Issues the ballot by pressing the required button on the Control Unit.



Voting Procedure

1. Activation of Ballot Unit:

- Press the 'BALLOT' button on the CU to activate the BU in the Voting Compartment.
- The 'Busy' lamp on CU turns red, and the 'Ready' lamp on Ballot Unit glows green.

2. Voting Process:

- Electors press the 'Blue Button' on the Ballot Unit against their chosen candidate.
- The chosen candidate's lamp turns red, and the Ballot Unit's green light goes off.
- VVPAT prints a paper slip displaying the candidate's details for seven seconds before cutting and dropping into the sealed VVPAT box.
- A beep sound from the Control Unit signals successful voting, and lights on the Ballot Unit and Control Unit turn off.

3. Sequential Voting:

- Repeat the process for each elector.
- **Ensure one voter at a time in the Voting Compartment.**
- Press the 'Ballot' button for the next voter only after the previous voter exits.



EVM Replacement During Actual Poll

1. **BU Malfunction:** Replace BU, CU and VVPAT. Conduct Mock Poll with one vote to each candidate (including NOTA).
2. **CU Malfunction:** Replace BU, CU and VVPAT. Conduct Mock Poll with one vote to each candidate (including NOTA).
3. **VVPAT Malfunction:** Replace the VVPAT only. **No Mock Poll needed.**
4. **Low Battery of CU:** Replace the power pack. Seal the Battery Section of the CU with an Address Tag.
5. **Documentation:** The relevant forms must be filled up.
6. Keep the non functional EVM with the Presiding Officer.
7. Fill up part V of Presiding Officer's report





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IN ALL
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**BAG TO KEEP MOBILE
PHONES OUTSIDE THE
POLLING STATION**





**COLOURED PHOTOGRAPH
OF CANDIDATES
IN BALLOTING UNIT**





EVM/VVPAT NON-FUNCTIONING DURING ACTUAL POLL

- > If CU shows "**Low Battery**" for VVPAT, then replace power pack of VVPAT.
- > If CU shows "**Low Battery**" for CU, then replace power pack of CU.
- > For this purpose, Presiding Officer shall replace the Power pack of CU in presence of polling agents and Sector Officer
- > Then the PrO will again seal the Battery Section of CU with Address Tag and obtain their signatures.
- > Presiding Officer shall submit a report in Format prescribed format
- > **Part II of Presiding Officer's Report.**



Image 30: Specimen of Report to be Filled in During Power Pack replacement

TRAINING OFFICER'S REPORT
(Regn. - A, Para 10)

EMERGENCY POWER PACK REPLACEMENT IN CD
(FORM NO. 100 (EMERGENCY POWER PACK) AND A) AFTER COMPLETION OF WORK
(DEPENDENT UNIT AND NOT A UNIT)

Name of Station _____ (to be printed)

No. and Name of AC/WH _____ (to be printed)

No. and Name of PW _____ (to be printed)

Drawing Station No. _____

(A) Details of replacement of the Power Pack of the station contributing work performed with the following information as applicable:

(i) Contact of the Control Unit _____

(ii) Name of the replacement of the Power Pack of the Control Unit _____

(iii) Contact of the address to be reached by the Training Officer to replace the Power Pack of the Control Unit _____

(B) Following table reports details of replacement of power pack done by Control Unit

S. No.	Name of Training Officer	Name of Party	Name of Control Unit	Department of Training Agency

Report the above information to your Station, if multiple replacement happens.

Signature of Training Officer

Signature of Station Officer



Issues to be Monitored by Presiding Officer outside the Polling Station

1. **Canvassing Check:** No canvassing occurs within 100 meters of the polling area.
2. **Symbol Display:** Confirm no election symbols are being displayed.
3. **Proximity to Election Booths:** Confirm no election booth is within 200 meters of the polling station.
4. **Illegal Voter Conveyance:** Monitor and report the illegal conveyance of voters.
5. **Gender Balance:** Ensure two women voters enter for every one male.
6. **Priority:** Give precedence to women with babies in arms, senior citizens and voters with disabilities .



Issues to be Monitored by Presiding Officer inside the Polling Station

1. **Gender Tally:** Ensure Polling Officer 1 is maintaining records of male, female, and transgender voters.
2. **CU Talled with Form 17A:** Periodically check if the Control Unit (CU) total aligns with Register of Voters.
3. **Sequential Voting Slip storage:** Ensure Polling Officer 3 organizes voting slips in serial order.
4. **Beep Monitoring:** Verify that Polling Officer 3 and Polling Agents are listens attentively to the beep signals.
5. **Movement Sheet:** Ensure Polling Agents diligently sign the Movement Sheet.
6. **Visit Sheet:** Verify that authorized visitors sign the Visit Sheet with diligence.



Image 32: Specimen of Visit Sheet

VISIT SHEET

Day of Poll:

Name and Number of Assembly:

Name and number of Polling station:

Number of electors:

S. No.	Name and Designation of the Officer visiting (Observer/ DDC/ BO/ ERC) (Sector Magistrate/ Zonal Magistrate/ Patrolling Magistrate)	Time of visit	Brief description of polling process (peaceful/ incidents, if any)	Number of votes polled till the time of visit	% polled till the time of visit	Remarks, if any	Signature of Officer

Signature of the Presiding Officer with date



Preparing for Closing the Poll

1. **Closure Timing:** Close the poll at the designated hour, even if it had started late.
2. **All Eligible Voters:** All present eligible electors at closing time must be allowed to vote, even if it extends beyond the closing hour.
3. **Pre-Closure Announcement** Minutes before closing, inform waiting voters they'll vote sequentially. **Issue signed numbered queue slips starting from the last in the queue towards the front.**
4. **Sequential Voting:** Continue the poll beyond closing time until all queued voters cast their votes.
5. **Queue Monitoring:** Ensure no one joins the queue after closing time.



Closing the Poll

1. **Formal Declaration:** After all voters have cast their votes, declare the poll closed.
2. **EVM Closure:** Close the EVM by pressing the 'CLOSE' button in the presence of Polling Agents. Record the total votes displayed on the Control Unit in Part I of Form 17C.
3. **Poll Closure Record:** Record the poll end time on the CU the Presiding Officer's diary.
4. **Presiding Officer's Report:** Prepare Part-III of the Presiding Officer's Report (Annexure-5) after closing the poll.
5. **Drawing a Line:** Draw a line in Form 17A at the end of the poll, write **"The Serial Number of Last Entry in Form 17A is...."**, sign underneath it and also obtain Polling Agents' signatures.
6. **Remove VVPAT Power Pack:** Remove the Power Pack from VVPAT in the presence of Polling Agents and seal the carrying case.

Image 33: Specimen of Report and Declaration to be Filled in at the Close of Poll

POLLING OFFICER'S REPORT

(Form No. 1-A/2013)

POLLS TO BE HELD AT CLOSE OF POLL AFTER COMPLETION OF POLL

Name of the candidate.....

No. of votes of which.....

No. of votes of which.....

Name of the candidate.....

No. of votes of which.....

No. of votes of which.....

I have verified the returns presented in "This Form" of the Candidate and found it to be correct and in conformity with the following:

S. No.	Name of the Candidate of the Polling Station	Signature

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

Signature of Polling Officer

NOTE

FOR POLLING OFFICER'S SIGNATURE

I have verified the returns presented in "This Form" of the Candidate and found it to be correct and in conformity with the following:

Signature.....
Name.....

Name.....

Name.....

FOR POLLING AGENT'S SIGNATURE

Signature of Polling Agent

1.....

2.....

3.....

4.....

5.....

I have verified the returns presented in "This Form" of the Candidate and found it to be correct and in conformity with the following:

1.....

2.....

3.....

4.....

5.....

Signature.....
Name.....

Name.....

Name.....



Preparing Account of Voters (Form 17C)

Account of Votes Recorded:

- **Preparation:** After poll closure, prepare an account of votes recorded in Part I of Form 17C, ensuring accuracy.
- **Documentation:** Keep one copy of the Form 17C in a separate cover labeled 'Account of Votes Recorded.'

Supply of Copies to Polling Agents:

- **Attested Copies:** Furnish true attested copies of the account to Polling Agents present.
- **Document Original:** Deposit the original Form 17C at the Collection Centre along with the EVM.



Preparing Presiding Officer's Diary

- 1. Mock Poll Details:** Check and record Control Unit's displayed date and time alongside the actual time. Any discrepancies must be noted in Presiding Officer's Diary.
- 2. Mention All Events:** Document all relevant events promptly in the Presiding Officer's Diary.
- 3. Recording Poll Times:** Note start and end times of the poll. Document any delays and reasons in the Presiding Officer's Diary.
- 4. Vote Tallying:** Regularly tally votes every two hours. Record the count in the Presiding Officer's Diary.
- 5. Poll Closure:** Document the poll's end date and time as displayed on the Control Unit in the Presiding Officer's Diary.
- 6. Diary Completion:** Ensure all sections of the Presiding Officer's Diary are filled. Any incidents during polling must be documented.



Sealing EVM

1. Power switch in the Control Unit turned 'OFF.'
2. Disconnect BU, CU and VVPAT.
3. Seal VVPAT carrying case after removing the Power Pack.
4. Place BU, CU, and VVPAT back in respective carrying cases.
5. Seal each carrying case at both ends using thread through provided holes.
6. Attach thread seal with an address tag.
7. Contesting candidates or Polling Agents can affix signatures on the address tag.
8. Note names of contesting candidates/Polling Agents affixing seals on carrying cases in the declaration at close of the poll.



Image 34: Specimen of Declaration to be Filled in After Sealing of EVM

Form 10

DECLARATION OF THE POLLING AGENTS AND THE POLLING OFFICER

I have affixed my seals, and I have allowed the Polling Agents who have presented to the Polling Officer at the close of poll to affix their seals, on the following count of the EVMs used and the following count of the voting materials:

.....
Signature of Polling Officer

Name:

Time:

The following polling agents have affixed their seals:

Signature of polling agent:

1. of	4. of
2. of	5. of
3. of	6. of

The following polling agent refused to affix their seals:

1. of	2. of
3. of	4. of

.....
Signature
Polling Officer

Name:



Sealing of Election Papers

In six (6) Packets





First packet: EVM Papers

1. Unsealed envelope containing the account of votes recorded (Form-17C),
2. Unsealed envelope containing the Presiding Officer Report I (Mock-Poll Certificate), II & III
3. Printed VVPAT paper slips of Mock Poll should be kept in Black Coloured Sealed Envelope



Second packet: Scrutiny Cover

1. Unsealed envelope containing the Presiding Officer's Diary
2. Sealed envelope containing the Register of Voters (17A)
3. Unsealed envelope containing Visit Sheet.
4. Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declarations of the companions



Third packet: Statutory Cover

1. Sealed envelope containing the marked copy of the electoral roll and list of CSVs, if any;
2. Sealed envelope containing voter's slips;
3. Sealed envelope containing unused tendered ballot papers;
4. Sealed envelope containing the used tendered ballot papers and the list in Form 17-B;
5. Sealed envelope containing the list of challenged votes in Form 14.



Fourth packet: Non-Statutory Cover

1. Unsealed envelope containing the copy or copies of electoral roll (other than the marked copy);
2. Unsealed envelope containing the appointment letters of Polling Agents in Form 10 and accounts of appointment of polling agent;
3. Unsealed envelope containing the election duty certificate in Form 12-B
4. Unsealed envelope containing the declarations by the presiding officer
5. Unsealed envelope containing the receipt book and cash, if any, in respect of challenged votes;
6. (Unsealed envelope containing (i) unused and damaged paper seals and (ii) unused and damaged special tags;
7. Unsealed envelope of unused voter's slip
8. Form of declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age
9. Form of declaration by elector under Rule 49MA (Test Vote);
10. Form of declaration by elector whose name is in ASD list;
11. Letter of complaint to the S.H.O. Police;



Fifth packet: Handbook. Instructions and other

1. Hand Book for Presiding Officer;
2. Instructions of Electronic Voting Machine & VVPAT,
 - a) Posters on How to cast vote on EVM and VVPAT,
 - b) Brochure for Presiding Officer on use of EVM and VVPAT and
 - c) Trouble shooting on use of EVM and VVPAT;
3. Sealed envelope containing:
 - a) Indelible ink set with stopper having been secured on each phial effectively with molten candle or wax
 - b) used self-inking pads)



Sixth Packet: Other Materials

1. List of contesting candidates Form 7A
2. Photocopy of signature of candidates
3. Other unused forms.
4. Metal seal of the Presiding Officer;
5. Arrow cross-mark rubber stamp for marking tendered ballot papers;
6. Cup for setting the indelible ink



Additional Sealing Procedure

1. Also Pack Up:
 - Two stationery containers containing used and remaining stationery item
 - Voting Compartments
 - Acquittance Roll of T.A. to Polling Personnel if any.
2. **Fill up the Form M21 with due dilligence before moving.**



Appendix

Unusual Situations





Absentee, Shifted, and Dead (ASD) Voters

1. Presiding Officer receives list of ASD voters.
2. Electors from this list must present EPIC or alternative photo ID approved by the Commission to vote.
3. **Presiding Officer verifies identity personally.**
4. First Polling Officer announces ASD electors to Polling Agents.
5. **Both Thumb impression and signature obtained.**
6. Declaration obtained from ASD electors.
7. Maintain record and prepare a certificate for ASD voters allowed to vote from these lists.

Refusal to Obey Voting Procedure

1. **Secrecy and Procedure:** Ensure electors maintain secrecy and follow the voting procedure strictly.
2. **Refusal to Follow Procedure:** If an elector refuses to follow procedure despite warning, don't allow voting. Withdraw and cancel issued voter slip.
3. **Record in Register:** Note in the 'Register of Voters' with remarks **"Not allowed to vote – voting procedure violated,"** signing below. No changes in serial numbers



Deciding not To Vote

1. **Voluntary Abstention:** Voters can choose not to vote.
2. **Register Remark:** Record "Refused to Vote" alongside the voter's entry in the Register of Voters (Form 17A) with your full signature.
3. **Voter Confirmation:** Obtain the voter's signature or thumb impression next to the remark.
4. **Serial Number Integrity:** No need to alter the serial number sequence in the Register of Voters.
5. **Next Voter:** If a voter refuses to vote after the Ballot allocation in CU, direct the next voter to the Voting Compartment.
6. **Final Voter Protocol:** If the last voter refuses to vote after Ballot allocation, switch off the CU disconnect VVPAT, then switch on again.



Blind or Infirm Voters

- 1. Companion Accompaniment:** If a blind or physically infirm elector can't recognize symbols or press buttons, allow a companion aged 18+ (with valid ID) to assist in the Voting Compartment.
- 2. Physically Infirm Protocol:** Electors capable of pressing buttons but needing assistance to the compartment should be accompanied by a companion only to the outside of the voting compartment.
- 3. Companion Limitation:** Each companion can assist only one elector per day at a Station.
- 4. Ink Protocol:** Apply indelible ink to the companion's right index finger. No marked fingers allowed.
- 5. Declaration Requirement:** Companions must declare in writing their confidentiality and single-companion status.
- 6. Record Keeping:** Maintain Form 14A for electors assisted by companions, excluding cases where companions only led to the compartment.
- 7. Document Submission:** Submit filled Form 14A in a "SCRUTINYCOVER" envelope after the poll closes.
- 8. Immediate Departures:** Ensure companions leave the Polling Station promptly after assisting.



Image 37: Specimen Declaration by Companion

ANNEXURE - 1B
(CHAPTER - 5, PART II)

DECLARATION BY THE COMPANION OF BLIND OR EMERLECTOR

..... (Name)
..... (Address)

(I) The name of the Blind Person

..... (Name)
..... (Address)

(ii) The name and address of the person who is getting married to

(iii) I will keep secret the name of the person who is

..... (Signature of Companion)

Full address with pin


Classified Service Voters (CSV)



1. **CSVs:** Some Service Voters can authorize proxies for voting. CSVs list will be provided for your Polling Station, along with marked copy of the electoral roll.
2. **Proxy:** Treat proxies as if the actual Service Voter is present.
3. **Register of Voters:** For proxy voters, their serial number from the CSV List should be entered in the second column of the 'Register of Voters' (Form 17A). To differentiate it from regular electors, add 'PV' inside brackets after the serial number. For example, a proxy voter at Serial No. 5 of the CSV List should be entered as '5 (PV)'.
4. **Ink Protocol:** Ink will be applied on middle finger of the left hand.



4. Tendered Votes

1. **Identification:** Ensure the person's identity matches the marked name on the electoral roll by thorough questioning and verifying supporting documents.
 2. **Tender Ballot:** If confident about the elector's identity, provide a tender ballot, not through the EVM-VVPAT machine.
 3. **Marking:** Before handing the ballot, write "Tender Ballot Paper" on it, if not already marked.
 4. **Record Keeping:** Maintain accurate records of issued and unused tender ballots in Form 17C.
 5. **Record of Voters:** Keep a record of electors issued with tender ballots in Form 17B, including their signatures or thumb impressions.
 6. **Voting Process:** Electors mark their choice on the ballot with an arrow-cross seal in a separate Voting Compartment.
 7. **Collection:** After voting, electors hand the folded tender ballot to you.
 8. **Envelope Sealing:** Place all tender ballots and Form 17B in a designated envelope and seal it after the poll.
 9. **Voter Register:** Do not make any entry in 17A regarding Tendered Votes.
- 

5. Challenged Votes



1. Challenging Voter's Identity:

- Polling agents can challenge a voter's identity by depositing Rs 2
- A quick inquiry decides the challenge's validity.
- Unless compelling evidence suggests otherwise, assume the person is genuine.

2. Challenge Fee:

- Rs 2 fee required for a challenge; receipt issued.
- Warn the person about impersonation penalties.

3. Summary Inquiry:

- Challenger must prove their case; if not, person can vote.
- Person can rebut challenge; if successful, they vote.
- Otherwise, challenge stands; involve local police authority if needed.

4. Return or Forfeiture of Fee:

- If challenge fails, fee forfeited; noted in form.
- If challenge stands, fee returned upon acknowledgment.



Voters Who Appear to be Below 18

1. Ensure person's age matches electoral roll entry.
2. If identity matches but age seems below voting age, obtain Annexure - 15 declaration.
3. Inform them of penalties for false declaration.
4. Maintain a list (Part I of Annexure - 16) of voters providing age declarations.
5. Keep a separate list (Part II of Annexure - 16) for those who refuse to declare age and leave without voting.
6. After polling, store lists and declarations together in a separate cover.

Image 39: Specimen of Declaration about Voter's Age and List of Such Voters



ANNEXURE - 11
(PARTIAL - A, PARTIAL)

PURNON DECLARATION BY ELECTORAL UNIT OFFICE

I hereby solemnly declare and affirm that my age was more than 18 years on the 1st day of _____ 20____ for the poll process in accordance with the voting stated in all of the enclosed enclosed forms.

I am one of the past members of section 21 of the Karnataka (5th People Act, 1995) providing that no person is eligible for inclusion of any name in the electoral roll unless he/she is one of the persons of the electoral roll.

Signature: _____

Name: _____

For electoral roll office: _____

Headquarters of Office: _____

Date: _____

I certify that the above information is true and correct and I hereby declare under oath of following:

Signature of the Returning Officer: _____

Name: _____

Date: _____

ANNEXURE - 12
(PARTIAL - B, PARTIAL)

LIST RELATED TO OTHER AGE ELECTORS

Name: _____

No. of voters of the age group: _____

Part

For all voters of the age group who are not eligible for inclusion in the electoral roll of the electoral unit office

S. No.	Name of Voter	Age on the date of the declaration	Age on the date of the declaration	Age on the date of the declaration
1	2	3	4	5

Part

For all voters of the age group who are not eligible for inclusion in the electoral roll of the electoral unit office

S. No.	Name of Voter	Age on the date of the declaration	Age on the date of the declaration	Age on the date of the declaration
1	2	3	4	5

Date: _____

Signature of the Returning Officer: _____



Test Vote

1. If an elector claims VVPAT showed a different candidate:
 - Obtain written declaration (Annexure - 17) after warning of false declaration consequences.
 - If declaration given, make a second entry in Form 17A.
 - Allow elector to record a test vote, observe VVPAT paper slip with candidates/polling agents.
2. If allegation true:
 - Report to Returning Officer.
 - Stop further votes, follow their direction.
3. If allegation false:
 - Record remark in Form 17A mentioning matching test vote.
 - Obtain elector's signature/thumb impression.
 - Record test vote details in Form 17C.



VVPAT Paper Slip Not Printed or Remains Uncut

1. Don't attempt to remove or cut hanging slip from the paper roll.
2. **Leave it hanging as it indicates the vote wasn't recorded in the Control Unit and won't be counted.**
3. Record occurrence details in Presiding Officer's diary:
 - Date and time.
 - Voter's name and serial number in electoral roll if vote cast after VVPAT replacement.
 - Total votes cast before occurrence.
4. Last voter can cast vote after VVPAT replacement.

Voters' Pledge

"We, the citizens of India, having abiding faith in democracy, hereby pledge to uphold the democratic traditions of our country and the dignity of free, fair and peaceful elections, and to vote in every election fearlessly and without being influenced by considerations of religion, race, caste, community, language or any inducement."



Register online or
verify your details at
voters.eci.gov.in

Apps to install



eci.gov.in



1950 | I VOTE FOR SURE





NEW INSTRUCTION FROM ECI

1. Mock drill of EVM is to be conducted for all presiding officer and first polling officers during training.
2. They have to furnish a certificate that they have personally attended the training and clearly understood the process
3. Photograph of candidate in ballot paper will be colored with bold serial number of font size 30.
4. In case of non-deletion of mock poll data, non removal of paper slip from VVPAT or result shown in CU does not tally with voters recorded 17c there will be mandatory VVPAT paper slip counting
5. If presiding officer commit such mistake disciplinary action shall be initiated against him
6. In CASE THE POLL CONTINUES IN A POLLING STATION(ps) AFTER MIDNIGHT (12am) , The entire set of the EVM used is to be replaced.



Thank you

