

**TRAINING**

**FOR**

**POLLING PARTIES**

**(Duties & Responsibilities of a Presiding Officer &  
Polling Officers)**

**[General Election To State Legislative Assembly-2026](#)**



# **HOLY BOOKS OF ELECTION.**

**a. Constitution of India**

**b. Representation of Peoples Act, 1950**

**c. Representation of Peoples Act, 1951**

**d. Conduct of Election Rules, 1961**

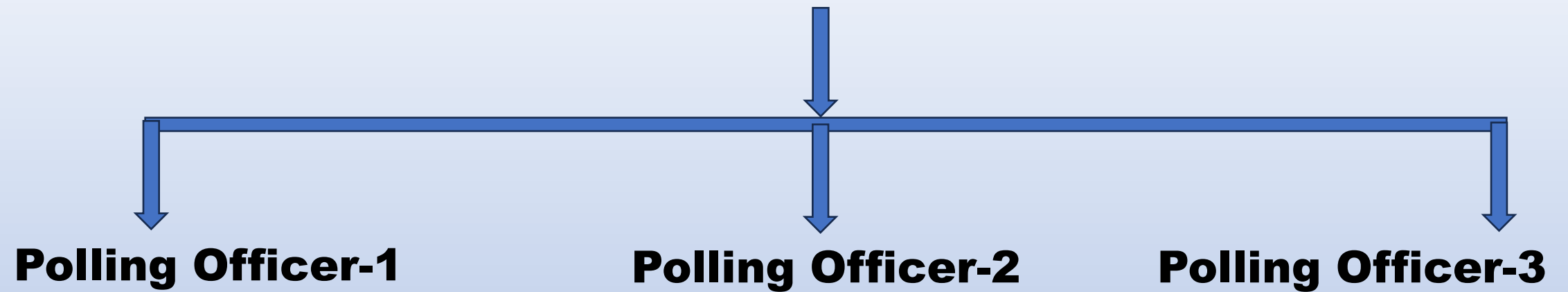
**e. Election Symbols (Reservation and allotment) order 1968**

**f. Delimitation of Parliamentary and Assembly Constituencies  
Order**

**g. BNS**

# POLLING PARTY

**Presiding Officer**



## **POLL EVE RESPONSIBILITIES**

- ✓ Identification of polling station
- ✓ Familiarizing the Polling Team
- ✓ Exchange numbers and be in touch
- ✓ EARLY Arrival at the Distribution Centre
- ✓ Collect and check Polling materials. (list will be provided as per Annexure-3, HfPrO, pp 96-98)

## At the Despatch Centre

➤ **Collection of materials & EVM/VVPAT as per list (Annexure 3)**

### Special focus on items:

- **Tendered Ballot Paper**
- **Braille Ballot Sheet (for visually impaired voters)**
- **Register of Voters (Form-17A)**
- **Marked Copy of Electoral Roll**
- **Account of Voters Recorded (Form-17C)**
- **Presiding Officer's Diary**
- **Seals, Tags, ASD (Absentee, Shifted and Death), CSV (Classified Service Voter) lists.**
- **Specimen Signature of Candidates, Green paper Seals, Pink Paper seals, Black Envelope, Cello Tape**

## After receipt of the Materials from Issue Counter:

1. Ensure that the EVM and VVPAT pertains to your polling station.
2. The Candidate Set Section of CU is duly sealed and address tag attached.
3. The BU has been duly sealed and address tags are attached both at top and bottom.
4. The correct ballot paper is fixed in BU.
5. Correct Electoral Roll is received.
6. The VVPAT is locked while transportation



# EVM – Carrying Cases

Carrying Case - VVPAT



Carrying Case - Ballot Unit



Carrying Case – Control Unit

The Control Unit and Ballot Unit and VVPAT are packed separately in special carrying cases

# Dispersal of Polling Parties



- **DO NOT TEST THE VVPAT OR OPEN IT IN DIRECT SUNLIGHT.** You can only use the EVM and VVPAT on the day of Poll for conducting Mock Poll.
- **Have your Brunch and ensure the vehicle number from Transport Cell and Proceed to your Polling Station**
- **Take the phone number of the Pilot of the vehicle you are travelling including the Security Personnel.**
- **Proceed to the Polling Station as early as possible from the Issue Counter.**

# PRESIDING OFFICER

- **Appointed by DEO**
- **Over all in-charge of the Polling Station**
- **Leader of the Polling Team**
- **Custodian of the election materials and the machines**
- **Signatory of the papers and forms**
- **In charge of the poll for conduct of free, fair & credible elections**

## PRESIDING OFFICER

- **Presiding Officer is the overall in-charge of the Polling Team.**
- **To ensure that the start of poll is not delayed for unduly long hours for any reasons.**
- **May swap duties of Polling Officers as per need of hour.**
- **To avoid frequent visit to Voting Compartment.**
- **Can inspect the Balloting Unit strictly in presence of Polling Agents.**
- **Ensure Free and Fair poll.**
- **Leave no chance for allegation against polling staff.**
- **Any voter seeking help/express inability to vote using EVM, PrO to explain the voter the voting process by using **cardboard EVM** outside Voting Compartment in presence of Polling Agents**
- **Will give cumulative report to the RO/ARO through Sector Magistrate or representative of RO every two hours.**
- **Often verify figures taken from EVM using its TOTAL button with the Register of voters(Form 17A).**

## **At the Polling Station.**

- 1. Set up the PS and ensure separate entry exit for voters**
- 2. Ensure that the Copy of the **List of Contesting Candidates** is prominently displayed.**
- 3. Decide your sitting arrangement and the place where Polling agents will sit. Also identify the place where BU and VVPAT will be placed.**
- 4. Know Your Polling Area.**

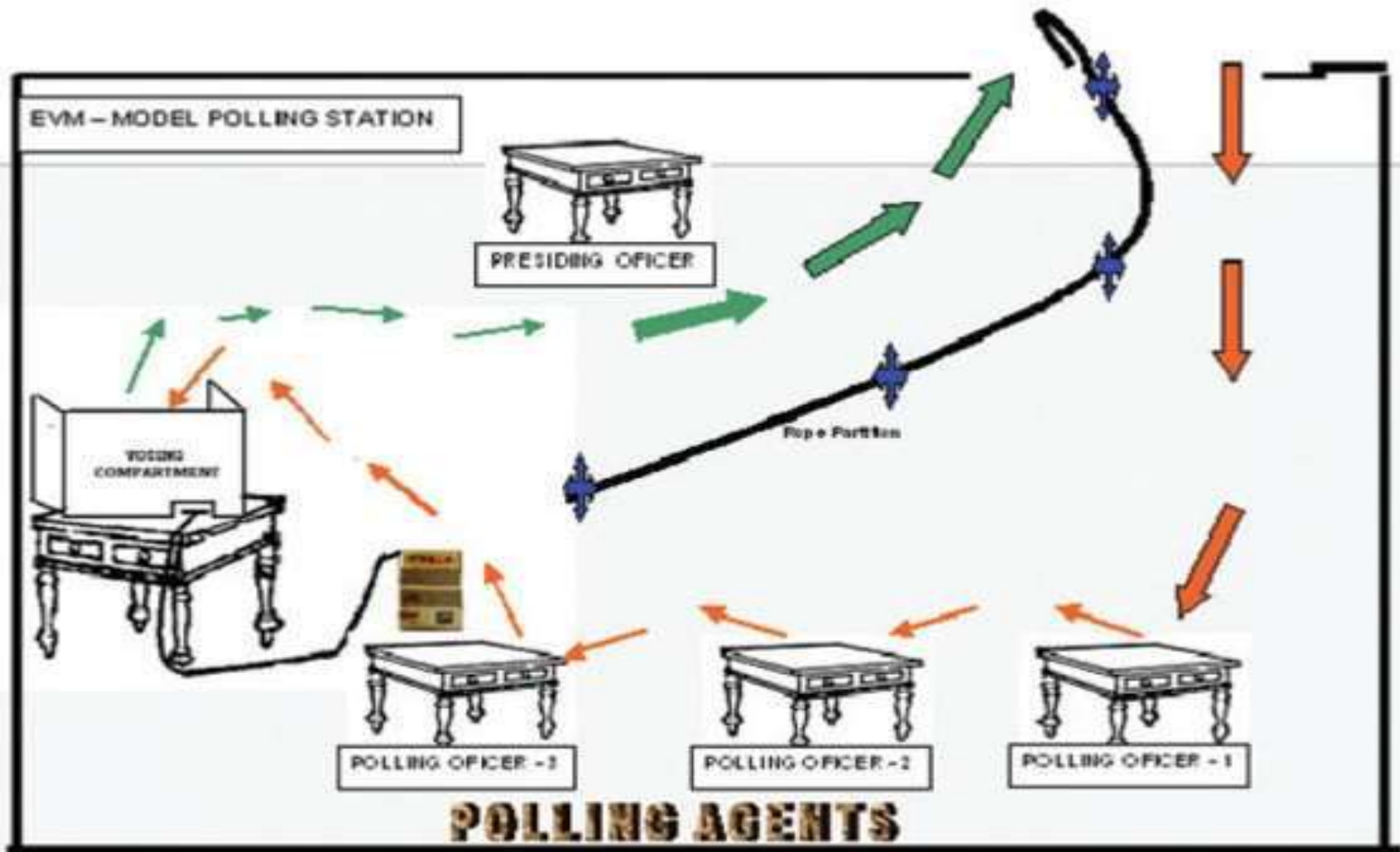
# Before Poll

## Setting up Polling Station

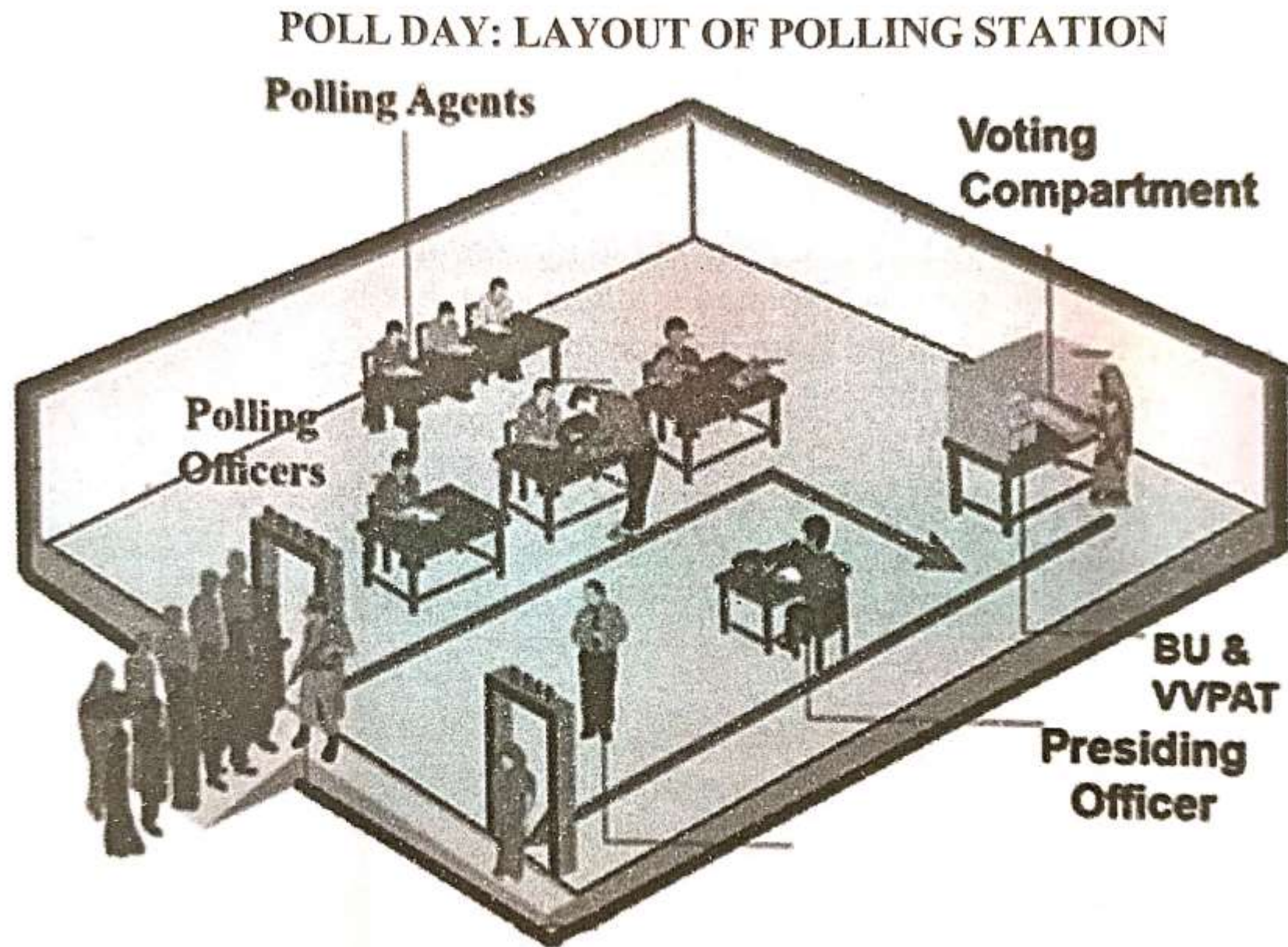
- ▶ **Seating arrangement of Pr.O, POs, PAs.**
- ▶ **No violation of secrecy of voting, inside the Voting Compartment nothing should be visible to anyone in the room or from window.**
- ▶ **Adequate light to ensure visibility of BU (No direct light to the Display on VVPAT)**
- ▶ **No direct light from the window.**
- ▶ **BU, VVPAT to be placed inside the voting compartment. VVPAT to be placed to the left side of BU.**
- ▶ **CU to be with the 3<sup>rd</sup> polling Officer.**

# Model Layout of Polling Station

## LAYOUT OF POLLING STATION



# Model Layout of Polling Station



# **EVM (Ballot Unit + VVPAT + Control Unit)**



**Ballot Unit**

**VVPAT**

**Control Unit**



# No Mobiles inside Polling Station

- 1 No mobiles inside PS: Except for the Presiding Officer**, no polling official or voter present inside the polling station building shall be permitted to carry or use mobile phones or any other electronic or digital devices.
- 2 Depositing Phones:** Voters entering the **polling their mobile phones in the designated pouches** in a counter outside.
- 3 Social Media Prohibition:** The Presiding Officer shall **NOT** post/share **any image** or any detail of the polling process on any forms of social media.

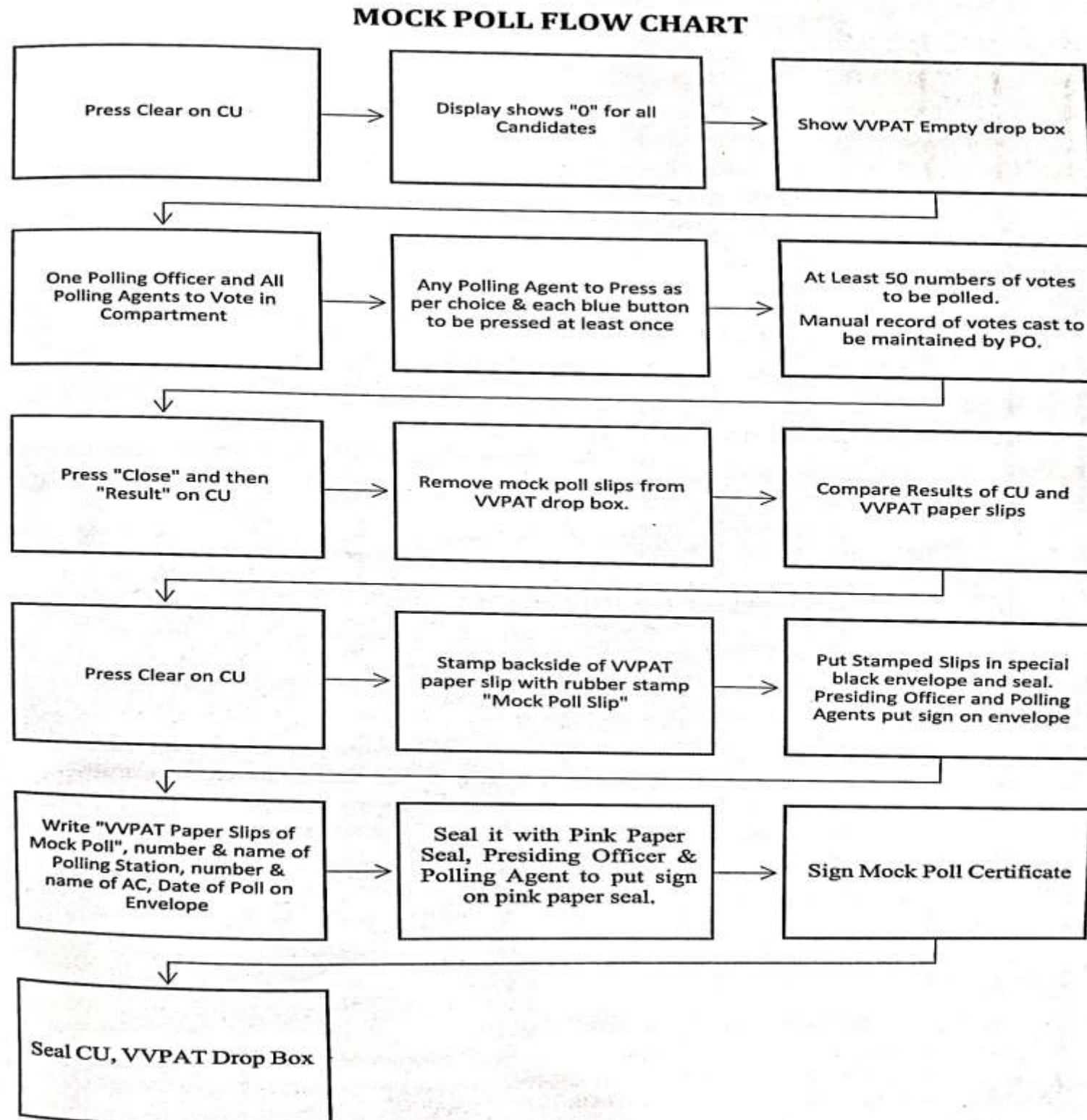


## Mock Poll procedure:

- **Start the Mock Poll 90 minutes** before the actual poll.
- **If the polling agents are not present, wait for 15 minutes.** PrO will inform the Returning Officer through the Sector Officer about the condition that “they are waiting for 20 minutes” due to non-arrival of polling agents. After that, the PrO will cast votes for each candidate in presence of **Micro-Observer or Sector Officer** and the others present at the polling station
- **In case polling agents turn up in between, PrO shall not stop the ongoing mock poll or re-start it afresh.**
- **Before starting the Mock poll press the “Clear” Button and the “Total” Button to show to the polling agents that there are no votes polled in the EVM since before.**
- **During the Mock Poll carefully note down the casting of votes against each candidate in a register.**
- **Minimum of 50 votes** must be casted during Mock Poll with at least **1 vote in NOTA.**
- **After successful completion of the Mock poll and satisfying the polling Agents, follow C-R-C procedure. Than prepare the Mock Poll certificate and get it signed by the polling agents and observers.**
- **After clearing the Mock poll, show to the Polling Agents by pressing the “Total” button that Votes against each candidate is Zero. Also show that the VVPAT drop box is empty after clearing the same.**

- **Empty the VVPAT paper slips and stamp back of it with rubber stamp “Mock Poll Slip”.**
- **Put stamped slip in Special Black Envelop and seal. **Presiding Officer and Polling Agents** need to put sign on the envelope. Write “VVPAT paper slips of Mock Poll”, **Number & Name of Polling Station, Number and Name of AC, Date of Poll on Envelope.****
- **Keep envelope inside the special plastic box. Seal it with pink paper Seal. **Presiding Officer and Polling Agents need to put sign on the pink paper seal.** Number & Name of Polling Station, Number and Name of AC, Date of Poll to be put on plastic box.**
- **Initiate sealing process, Ballot Unit is already sealed at RO’s level. Seal the Control Unit using the prescribed seals and tags. Allow agents to note down the serial number of outer paper strip seal and put their signature or distinguishing mark and also put your own signature on it.**

Conduct of Mock Poll on EVM & VVPAT (At least 50 numbers of votes must be cast with one vote for every unmasked button including NOTA)



**Page No. III  
(Handbook)**

# C-R-C

## Action during Mock Poll

C-R-C

Press the **Close** button and wait till **POLL CLOSED** is displayed

Thereafter, press **Result** button and wait till **END** is displayed

Thereafter, press **Clear** button and wait till **END** is displayed

# Sealing of Machines

- **Green Paper Seal having A&B written on it in CU, (take signature of Presiding Officers and Polling Agents on paper seal.)**
- **Keep Account of paper seal.**
- **Seal inner cover of CU with **special Tag**.**
- **Seal outer cover of CU with address Tag and Green paper Seal.**
- **Seal paper slip drop Box of VVPAT with address Tags.**

During Poll  
Duty of the Presiding Officer

- ▶ **To set up position of EVM.**
- ▶ **To conduct Mock Poll and to clear it.**
- ▶ **To fix Green Paper Seal in Control Unit.**
- ▶ **Arrangement of Voting Compartment to ensure secrecy of Voting.**
- ▶ **To ensure that Connecting Cables do not hamper Voter's movements.**
- ▶ **To make sitting arrangement for Polling Agents.**
- ▶ **To instruct Polling & Election Agents accordingly.**
- ▶ **Ensure Commencement of Poll at 7:00 am.**

# Duty of the Presiding Officer

- **Periodic tallying of total with Form-17A (Register of Voters) and communicating of polling status to RO.**
- **Send reports of Poll Commencement to Sector Office.**
- **Send Periodical Reports on Votes Cast.**
- **To instruct the Police Force as the Situation demands.**
- **Recording of events in Presiding Officer Diary.**
- **To declare Close of Poll.**
- **To supervise proper sealing.**
- **To hand over Sealed & Open Materials to R.C. & to release Team Members.**
- **To act as Team Leader.**

### **Declarations by Presiding officer**

- **Presiding officer must read out the ‘Declarations by the PrO’ (prescribed in the Part I of Annexure-6) {Page No. 106} prior to the commencement of the Poll to the persons present inside the Polling Station.**
- **PrO than sign the declarations and obtain the signatures of the Contesting Candidates/ **Polling Agents present**. Polling Agents declining to sign on the declaration must be noted down.**
- **This is to ensure that the PrO have carried out the instructions regarding the demonstrations of the EVM VVPAT, marked copy of the electoral roll, Register of Voters and obtained the signatures of the contesting candidates/ polling Agents on necessary papers.**

### **Regulation of Entry of Voters to PS**

- **Ensure three separate queues for **PwD/Senior Citizen**, male and female Voters.**
- **Permit **3 to 4** electors inside the polling station at a time.**
- **Entry method should **be 1 male against 2 female****
- **PwD electors, physically infirm electors, pregnant women electors, women electors bearing babies in their arms and Senior citizens should be given priority in voting ahead of others. They should not be made to wait.**

# Duty of the 1<sup>st</sup> Polling Officer

- **To Identify Elector.**
- **To Mark Marked Copy of Electoral Roll. (Underline Names of All Who Come To Vote & Put Tick Mark against Female Voters)**
- **To Read out Loudly Name & Serial No. of Elector before Directing him to the 2<sup>nd</sup> Polling Officer.**

## POLLING OFFICER 1 : MARKING OF ELECTORAL ROLL

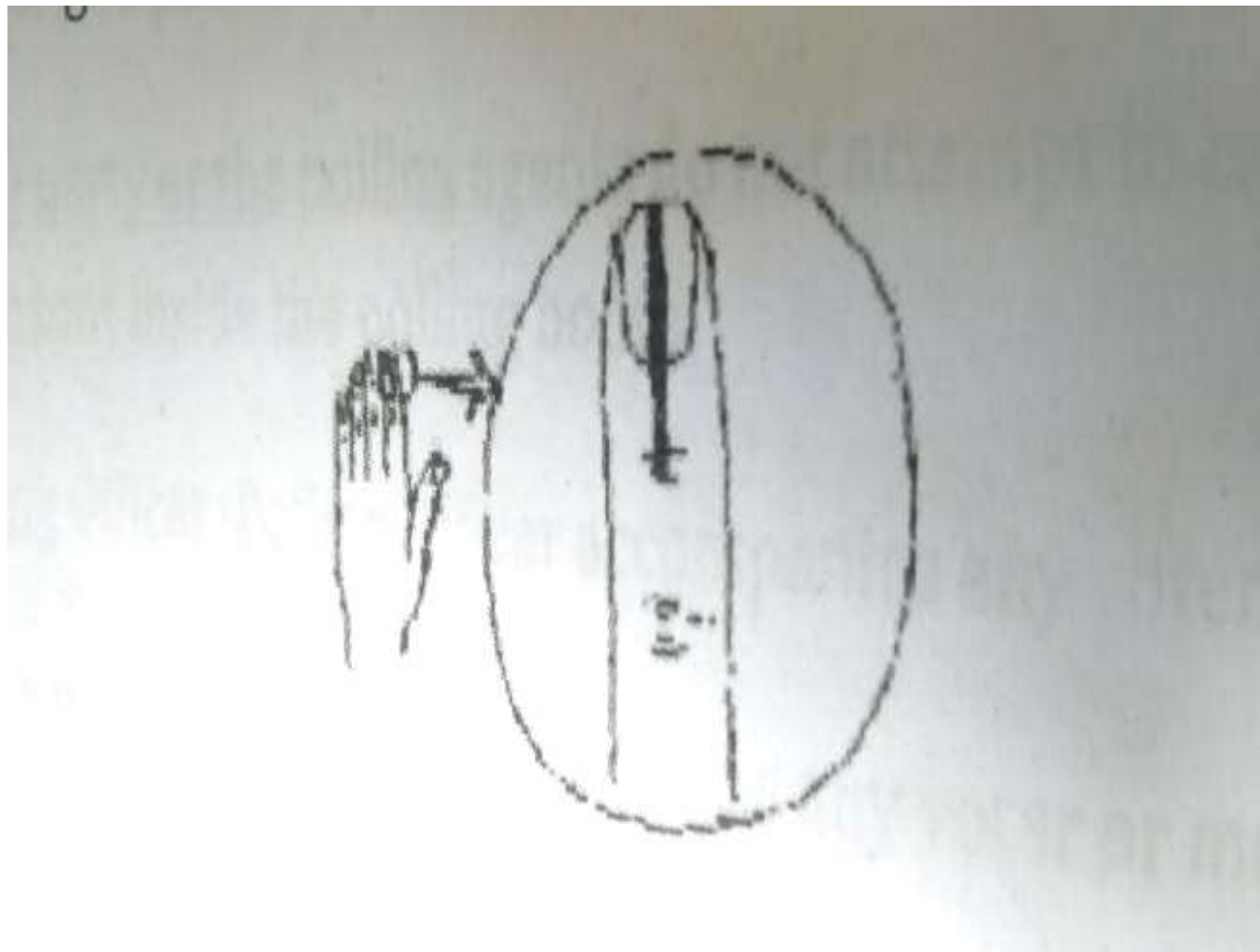
Red line across voter box

Red circle for woman voters in addition

1 Name: RAJAN Father's Name: RAJAN House No: 1 Age: 25 Sex: Male	2 Name: LADHAN Father's Name: RAJAN House No: 1 Age: 25 Sex: Female	3 Name: RAJAN Father's Name: RAJAN House No: 1 Age: 25 Sex: Female
4 Name: RAJAN Father's Name: RAJAN House No: 1 Age: 25 Sex: Female	5 Name: RAJAN Father's Name: RAJAN House No: 1 Age: 25 Sex: Male	6 Name: RAJAN Father's Name: RAJAN House No: 2 Age: 25 Sex: Female
7 Name: RAJAN Father's Name: RAJAN House No: 2 Age: 25 Sex: Female	8 Name: RAJAN Father's Name: RAJAN House No: 2 Age: 25 Sex: Male	9 Name: RAJAN Father's Name: RAJAN House No: 2 Age: 25 Sex: Female
10 Name: RAJAN Father's Name: RAJAN House No: 2 Age: 25 Sex: Male	11 Name: RAJAN Father's Name: RAJAN House No: 2 Age: 25 Sex: Male	12 Name: RAJAN Father's Name: RAJAN House No: 2 Age: 25 Sex: Female
13 Name: RAJAN Father's Name: RAJAN House No: 3 Age: 25 Sex: Female	14 Name: RAJAN Father's Name: RAJAN House No: 4 Age: 25 Sex: Male	15 Name: RAJAN Father's Name: RAJAN House No: 4 Age: 25 Sex: Female
16 Name: RAJAN Father's Name: RAJAN House No: 4 Age: 25 Sex: Male	17 Name: RAJAN Father's Name: RAJAN House No: 4 Age: 25 Sex: Male	18 Name: RAJAN Father's Name: RAJAN House No: 5 Age: 25 Sex: Male
19 Name: RAJAN Father's Name: RAJAN House No: 5 Age: 25 Sex: Female	20 Name: RAJAN Father's Name: RAJAN House No: 5 Age: 25 Sex: Male	21 Name: RAJAN Father's Name: RAJAN House No: 5 Age: 25 Sex: Female

# Duty of the 2<sup>nd</sup> Polling Officer

- **Inspect Voter's Left Forefinger.**
- **Put A Long Mark with Indelible Ink On Left Forefinger At The Root Of Nail.**



❖ Enter Particulars of Elector in Register of Voters in Form- 17A.

❖ Obtain Signature Or Thumb Impression of Elector on the Register before he is allowed to vote.

( **Last Four Digit of Alternative Documents**” to be Written at the Last Column of **Form-17A.**)

Voters register(17A)

Serial No.	Serial Number of the Elector in the Electoral Roll	Signature/Thumb impression of Elector	Remarks @
620	111	H. K. Nath.	5253
621	432		3631
622	351		3913
623	116		Driving Licence.
624	96		2112
625	97	S. K. Nandy	3612
626	12		5913
627	353		Pan Card.
628	438	P. K. Pal.	6612
" LAST SERIAL NO OF FORM- 17 is 628 "			
Signature of Polling Agents		Signature of Presiding officer	

LAST FOUR DIGIT OF EPIC/  
 ALTERNATIVE DOCUMENT  
 STAMP

❖ Issue **Voter Slip to** each Elector after entering his particulars in the Register of Voter.

**Annexure-I) to be notified on 20.03.2024, 28.03.2024, 12.04.2024, 18.04.2024, 26.04.2024, 29.04.2024, 07.05.2024** all electors who have been issued EPIC are expected to produce the EPIC for their identification at the polling stations before casting their votes. Those electors who are not able to produce the EPIC shall produce one of the following alternative photo identity documents for establishing their identity: -

- (i) Aadhaar Card,
- (ii) MNREGA Job Card,
- (iii) Passbooks with photograph issued by Bank/Post Office,
- (iv) Health Insurance Smart Card issued under the scheme of Ministry of Labour,
- (v) Driving License,
- (vi) PAN Card,
- (vii) Smart Card issued by RGI under NPR,
- (viii) Indian Passport,
- (ix) Pension document with photograph,
- (x) Service Identity Cards with photograph issued to employees by Central/State Govt./PSUs/Public Limited Companies,
- (xi) Official identity cards issued to MPs/MLAs/MLCs, and
- (xii) Unique Disability ID (UDID) Card, M/o Social Justice & Empowerment, Government of India

## DUTY OF 3<sup>RD</sup> POLLING OFFICER

- ▶ Remain in charge of Control Unit kept on his table.
- ▶ **Take Voter's Slip** from Elector & Preserve in Separate Cover.
- ▶ Allow Elector to Proceed To Voting Compartment On The Basis Of Voter Slip Exactly In Same Order in Which They Have Been Entered In “Register of Voters”
- ▶ Activate Balloting Unit By Pressing “Ballot” Button On Control Unit.

## Closure Time of Poll

- **Poll should be closed at the hour fixed for the purpose even if it had commenced somewhat later owing to unavoidable circumstances. (*Details at Handbook for PO, Chapter 7, P.63*)**
- **Few minutes before the closing time of poll, PO should make an announcement outside that all those who are waiting to vote will be allowed to record their vote in turn.**
- **Distribute to all such electors, numbered slips signed by you in full, to persons standing in queue if any, at time of closure of poll. The last elector should be given slip with **Sl. No. 1 and the next voter in front of him slip no. 2 and so on.****
- **Depute Police or other staff to watch that no one is allowed to join the queue after the appointed closing hour.**

## Action after the end of Poll

- **Close the voting machine by pressing the ‘close’ button of control unit in the presence of polling Agents as may be present.**
- **After pressing the ‘Close’ button, the display panel will show the number of votes recorded in the voting machine till the end of poll.**
- **Total no. of votes recorded in the machine should be immediately noted in Item 6 of **Part I of Form 17C (annexure-8, page no. 115)****
- **Place blue coloured cap on the button.**
- **Prepare the Account of Votes in form-17C and Supply it to all **Polling Agents.****

## **Action after the end of Poll**

- **'Close' button will function only when the 'Busy' lamp on the Control Unit is not ON.**
- **Busy lamp may remain ON for two reasons; one, by reason of the 'Ballot' button having been pressed by mistake after the last voter have recorded his vote. Second, such last voter refusing to record his vote after the 'Ballot' button has been pressed for him.**
- **In such case, the 'Busy' lamp can be put off by switching off the 'Power' switch in the rear compartment of the Control Unit and disconnecting the VVPAT from the Control Unit. After disconnecting VVPAT from CU, the 'Power' should again be set to 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional. (HBfPO, 2023, PP.63-64)**
- **Put the power switch 'off'. Disconnect the ballot Unit and Control Unit.**
- **At the Closure time of poll, the PO shall make a note of the Poll end date and time displayed on the CU in the Presiding Officer's diary.**

# Preparations of Accounts of Votes recorded

- After the close of poll, an account of votes recorded in the Voting machine should be prepared (duplicate) in **Part I of Form 17C**.
- The total no. of votes recorded in the voting machine at the close of poll shall be ascertained by pressing the 'Close' button.
- Total no. of votes recorded in the voting machine must be equal to the total no. of voters registered as per column (I) of the Register of Voters (Form 17A) minus the number of voters who decided not to vote (as per the remarks column of that Register) and also minus the number of voters not allowed by you to vote for violating the secrecy of voting/procedure of voting (as per the remarks column of the said Register). The test votes recorded, if any, under rule 49MA(2) are required to be mentioned at serial **No.5 of Part-I of Form 17-C**.
- **Polling Agents need to be supplied a true attested copy of the account of votes recorded in Form 17C after obtaining a receipt from those Polling Agents. Copies of the accounts should be furnished to every polling agent even if they do not ask for it.**
- The original Form 17C has to be deposited at the Collection Centre (**Polled EVM Strong Room**) along with the voting machine. Duplicate copy of Form 17C will also be deposited at the collection Centre.

# Declaration to be made at the End of Poll

- Declaration in **Part III (annexure-6, page no. 110)** should be made and completed at the close of poll, so that the above mentioned requirements of Rule 49S regarding furnishing of copies of account of votes recorded to the Polling Agents are fulfilled.

## Declaration after the Sealing of the Voting Machine

**PART III**  
**DECLARATION AT THE END OF POLL**

I have furnished to the Polling Agents, who were present at the Polling Station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in Part-I- Account of Votes Recorded of Form 17C as required under rule 49-S(2) of the Conduct of Elections Rules, 1961.

Signature.....  
Presiding Officer

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

Received an attested copy of the entries in the accounts of votes recorded (Part I of Form 17C)

Signature of polling agents :

1.....(of candidate.....)	2.....(of candidate.....)
3.....(of candidate.....)	4.....(of candidate.....)
5.....(of candidate.....)	6.....(of candidate.....)
7.....(of candidate.....)	8.....(of candidate.....)
9.....(of candidate.....)	

The following polling agents who were present at the close of the poll declined to receive an attested copy of Part I of Form 17C and to give a receipt therefor and so an attested copy of that Form was not supplied to them.

1.....(of candidate.....)	2.....(of candidate.....)
3.....(of candidate.....)	4.....(of candidate.....)
5.....(of candidate.....)	6.....(of candidate.....)
7.....(of candidate.....)	8.....(of candidate.....)
9.....(of candidate.....)	

Signature.....  
Presiding Officer

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

110 / Handbook for Presiding Officer

**PART IV**  
**DECLARATION AFTER THE SEALING OF THE VOTING MACHINE**

I have affixed my seals, and I have allowed the Polling Agents who were present at the Polling Station at the close of poll to affix their seals, on the carrying cases of the Control Unit and Balloting Units of the voting machine.

Signature of Presiding Officer

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

## SEALING OF THE EVM AND VVPAT AFTER CLOSE OF POLL

- For sealing and securing the voting machine and VVPAT, **first the power of CU to be switched 'OFF' and then the Balloting Unit(s), the Control Unit and VVPAT should be disconnected.** It should be ensured that the paper slip contained in the drop box of the VVPAT shall be intact.
- **Presiding Officer will remove Power Pack (battery) from VVPAT in the presence of polling Agents. Only after removing the battery, seal the carrying case of VVPAT in the presence of Polling Agents.**

## Contd..

- The Ballot Unit(s), the Control Unit and VVPAT should now be put back in their respective **carrying cases**.
- Each carrying case should be sealed in both sides with an **address tag** showing the particulars of the election. place Presiding Officer's and PAs signature with date and seal on it.



Contd..



# Packing of Statutory, Non-Statutory Covers and Election Materials:

- **First Packet**(coloured White) superscribed as **“EVM PAPERS COVER”**
- **The Second Packet**(coloured White) superscribed as **“SCRUTINY COVER”**
- **The Third packet**(coloured White) superscribed as **“STATUTORY COVER”**
- **The Fourth packet** (coloured **YELLOW**) superscribed as **“NON-STATUTORY COVERS”**
- **The Fifth packet** (coloured- **BROWN**)
- **The Sixth packet** (coloured-**Blue**)

**The First Packet (coloured White) should contain the EVM Papers as mentioned below and should be superscribed as “EVM PAPERS COVER”**

**a) Envelope containing the account of votes recorded (**Form-17C**)**

**b) Envelope containing the PrO Report I (Mock Poll Certificate), II & III**

**c) Black colour Sealed Enveloped containing Printed VVPAT paper slips of Mock Poll**

**All the above election papers will be kept in the Polled EVM strongroom.**

**The Second Packet** (coloured White) should contain the unsealed/sealed envelopes mentioned below and should be Superscribed as **“SCRUTINY COVER”**

- a) **Unsealed** envelope containing the Presiding Officer's Diary
- b) **Sealed** envelope containing the Register of Voters (17A)
- c) **Unsealed** envelope containing Visit Sheet
- d) **Unsealed** envelope containing the list of blind and infirm electors in Form 14-A and the declaration of the Companions.

**The Third packet** (coloured White) should contain the sealed envelopes mentioned below and should be superscribed as  
**“STATUTORY COVER”**

- a) Sealed envelope containing the marked copy of electoral roll and list of CSVs (if any).**
- b) Sealed envelope containing Voter’s slips.**
- c) Sealed envelope containing the unused tendered ballot papers.**
- d) Sealed envelope containing the used tendered ballot papers and the list in Form 17-B**
- e) Sealed envelope containing challenged votes in Form 14**

**The Fourth packet** (coloured **YELLOW**) should be superscripted as “**NON-STATUTORY** COVERS”:

- 1. Envelope containing the copy or copies of electoral roll (other than the marked copy);**
- 2. Envelope containing the appointment letters of polling agents in Form 10;**
- 3. Envelope containing the election duty certificates in Form 12- B;**
- 4. Envelope containing declarations by Presiding Officer.**
- 5. Envelope containing the receipt book and cash if any, in respect of challenged votes.**

Contd...

**6. Envelope containing the declarations obtained from electors as to their age and the list of such electors who have refused to make declarations as to their age.**

**7. Envelope containing unused and damaged paper seals and special tags.**

**9. Envelope containing unused voter's slips.**

**10. Envelope containing Form of Declaration by elector under 49MA (Test Vote)**

**11. Envelope containing Form of Declaration by elector whose name is in ASD list.**

**12. Envelope containing letter of complaints to SHO.**

**The Fifth packet** (coloured- **BROWN**) should contain the following items:

- 1. The Handbook for Presiding Officer.**
- 2. Manual of Electronic Voting Machine and VVPAT, instructions etc.**
- 3. Used and remaining Indelible ink set (with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation).**
- 4. Used stamp pad (Brown Colour).**

**The Sixth packet** (coloured-**Blue**) should contain the following items;

**a) Candidate Information Booklet**

**b) Other unused forms**

**c) The arrow cross-mark rubber stamp for making tendered ballot papers.**

**d) Cup for setting the indelible ink**

**e) All the other items, if any, should be packed in to the Fifth packet (Colored Blue)**

**1.10. Various types of seals and tags used for Sealing EVMs**

- a. Common Address Tags for BU/CU/VVPAT
- b. Special Tags
- c. Green Paper Seals
- d. Pink Paper Seals for sealing black envelope containing mock poll VVPAT slips
- e. Thread and sealing wax etc.



**PINK PAPER SEAL (TWO PARTS)**



**GREEN PAPER SEAL**



**COMMON ADDRESS TAG**



**SPECIAL TAG**

**ANNEXURE - 7**  
**(CHAPTER – 1, Para 1.12)**

**PRESIDING OFFICER'S DIARY**

1. Name of the constituency (in block letters):
2. Date of poll:
3. Number and Name of the polling station:  
Whether located in –
  - (i) Government or quasi-government building;
  - (ii) Private Building;
  - (iii) Temporary structure;
4. Number of Polling Officers recruited locally, if any:
5. Appointment of Polling Officer made in the absence of duly appointed Polling Officer, if any, and the reasons of such appointment:
6. Electronic Voting Machine
  - (i) Number of Control Units used:
  - (ii) S. No.(s) of Control Units used:
  - (iii) Number of Balloting Units used:
  - (iv) S. No.(s) of Balloting Units used:
7.
  - (i) Number of paper seals used:
  - (ii) S. Nos. of paper seals used:
- 7A.
  - (i) Number of special tags supplied:
  - (ii) S. No.(s) of special tags supplied:
  - (iii) Number of special tags used:
  - (iv) S. No.(s) of special tags used:
  - (v) S. No.(s) of special tags returned as unused:
- 7B. Applicable in the polling stations where VVPAT system is used
  - (i) No. of Printers used:
  - (ii) S. No.(s) of printer(s):
8. Number of candidates who had appointed polling agents at the polling stations:
9.
  - (i) Number of polling agents present at the commencement of poll:
  - (ii) Number of polling agents who arrived late:
  - (iii) Number of polling agents present at the close of the poll:
10.
  - (i) Total number of voters assigned to the polling station:
  - (ii) Number of electors allowed to vote according to marked copy of the electoral roll:
  - (iii) Total number of electors as entered in the Register of Voters (Form 17-A):
  - (iv) Number of votes recorded as per the voting machine:
  - (v) Number of voters deciding not to record vote, if any:

Signature of the first Polling Officer

Signature of Polling Officer

In-charge of Register of Voters

11. Number of electors who voted –  
Men.....  
Women.....  
Third Gender.....  
Total.....
12. Challenged vote –  
Number allowed.....  
Number rejected.....  
Amount forfeited Rs.....
13. Number of persons who have voted on production of Election Duty Certificate (EDC):
- 13A. Number of overseas electors who voted:
14. Number of electors who voted with the help of companions:
15. Number of voters cast through proxy:
16. Number of tendered votes:
17. No. of electors –  
(a) From whom declarations as to their age obtained.....  
(b) Who refused to give such declaration.....
18. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:
19. Number of votes cast in every two hours –  
From 7 a.m. to 9 a.m.  
From 9 a.m. to 11 a.m.  
From 11 a.m. to 1 p.m.  
From 1 p.m. to 3 p.m.  
From 3 p.m. to 5 p.m.

(Necessary changes may be made depending on the hours fixed for commencement and close of poll)

19B. Details of visitors at polling stations as per Visit Sheet

S. No.	Name & Designation of the officer visiting (Observer/DEO/RO/ARO/Sector Magistrate/Zonal Magistrate/Patrolling Magistrate)	Time of Visit	Brief description of polling process (Peaceful/Incident, If any)	Number of votes polled till the time of visit	
				As per Form 17	As per the EVM

20. (a) Number of slips issued at the closing hour of the poll to electors standing in the queue:

- (b) Time at which poll finally closed after the last such elector cast his/her vote:
21. Electoral offences with details:  
Number of cases of –
- (a) Canvassing within one hundred meters of the polling station:
  - (b) Impersonation of voters:
  - (c) Fraudulent defacing, destroying or removal of the list of notice or other documents at the polling station:
  - (d) Bribing of voters:
  - (e) Intimidation of voters and others persons:
  - (f) Booth capturing:
22. Was the poll interrupted or obstructed by –
- (1) Riot:
  - (2) Open violence:
  - (3) Natural calamity:
  - (4) Booth capturing:
  - (5) Failure of voting machine:
  - (6) Any other cause:
- Please give details of the above.
23. Was the poll vitiated by any voting machine used at the polling station having been –
- (a) Unlawfully taken out of the custody of the Presiding Officer:
  - (b) Accidentally or intentionally lost or destroyed:
  - (c) Damaged or tampered with:
- Please give details.
24. Serious complaints, if any, made by the candidate/agents:
25. Number of cases of breach of law and order:
26. Report of mistakes and irregularities committed, if any, at the polling station:
27. Whether the declarations have been made before the commencement of the poll and if necessary, during the course of poll when a new voting machine is used and at the end of the poll as necessary:

Place:

Date:

Presiding Officer

This diary should be forwarded to the Returning Officer with the voting machine, Visit Sheet, and other sealed papers.

**ANNEXURE - 8**  
**(CHAPTER – 1, Para 1.12)**

**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 .....  
from..... constituency.

Number and Name of Polling Station: .....

Identification Number of voting Machine used at the Polling Station:

Control Unit.....

Balloting Unit.....

VVPAT .....

1. Total number of electors assigned to the Polling Station
2. Total number of voters as entered in the Register for Voters (Form 17A)
3. Number of voters deciding not to record votes under rule 49-O
4. Number of voters not allowed to vote under rule 49M
5. Test votes recorded under rule 49MA (d) required to be deducted-
  - (a) Total number of test votes to be deducted:
 

Total No.	Sl. No.(s) of elector(s) in Form 17A
.....	.....
  - (b) Candidate(s) for whom test vote(s) cast:
 

Sl. No.	Name of candidate	No. of votes
.....	.....	.....
.....	.....	.....
6. Total number of votes recorded as per voting machine.....
7. Whether the total number of votes as shown against item 6 tallies with the total number of votes as shown against item 2 minus numbers of voters deciding not to record votes as against item 3 minus number of voters as against item 4(i.e. 2-3-4) or any discrepancy noticed.....
8. Number of voters to whom tendered Ballot papers were issued under rule 49P.....
9. Number of tendered Ballot papers:
 

	Sl. No.		
	Total	From	To
(a) received for use	.....	.....	.....
(b) issued to electors	.....	.....	.....
(c) not used and returned	.....	.....	.....
10. Account of papers seals

Signature of polling agents

1. Paper seals supplied for use: Total No..... 1.....  
Sl.No. from..... To .....
  2. Paper seals used: Total No..... 2.....  
Sl.No. from..... To .....
  3. Unused paper seals returned to  
Returning Officer: Total No..... 3.....  
Sl.No. from..... To .....
  4. Damaged paper seal, if any: Total No..... 4.....  
Sl.No. from..... To .....
- 5.....  
6.....

Date.....

Place.....

Signature of Presiding Officer

Polling Station No.....

**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. <b>(3-4)</b>
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
N.	NOTA			
Total				

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.

Place.....

Date.....

Signature of Counting Supervisor

Name of candidate/election agent/counting agent

Full signature

1.

2.

3.

4.

5.

6.

7.

---

Place.....

Date.....

Signature of Returning Officer

## ERROR

1. Lamp does not glow when the EVM is switched ON.

2. No beep sound and display indication when the EVM is ON.

3. Display shows **INVALID** and a beep sound heard.

## REASON

Battery (power pack) is not fitted properly or it maybe drained.

The Control Unit is defective and not fit for use.

The button not pressed in proper sequence

## REMEDY

Insert the battery (power pack) properly. If the problem persists replace battery.

Replace the Control Unit with the good one and report to BEL.

Press the button in proper sequence only.

## ERROR

3.1) **INVALID** When **CANDIDATE SET** button is pressed.

3.2) **INVALID** When **CLEAR** button is pressed.

3.3 **INVALID** When **BALLOT** is pressed

3.4 **INVALID** When **RESULT** is pressed

## REASON

Ballot or Close button is already pressed

Previous result not seen.

Machine Closed

Machine NOT CLOSED

## REMEDY

EVM accepts Candidate only when it is cleared.

Press the result button.

Follow complete sequence

Press the close Button.

## ERROR

4. No response to TOTAL button in the Control Unit.

5. Ballot button is pressed, Busy lamp does not glow. Instead *BU01 NOT RESPONDING* appears on the Display Panel and short interrupted beep sound is heard.

## REASON

Busy lamp is ON

Interconnecting cable of BU1 not Connected

## REMEDY

Allow the voter to record his/her vote.

Fix the cable properly.

## ERROR

6.Display showing **ERROR** and a beep sound is heard.

**7.“Pressed Error”**

**8.INOPERATIVE.**

9.All candidate LED of BU are blinking.

## REASON

Control Unit is defective

BU Button is struck.

Dysfunctional CU.

BU is dysfunctional.

## REMEDY

Replace the Control Unit

Switch of the CU, gently check the BU Buttons or replace.

Replace CU.

Replace BU

THANK YOU

