

# ELECTION 2011

## (Brief Procedures)

### ON THE PREVIOUS DAY OF POLL AT DISTRIBUTION CENTRE

- Check the polling materials  
(Materials, forms, envelops, stationery, signboard as in Annexure V)

### ON THE PREVIOUS DAY OF POLL ON REACHING POLLING STATION

- Setup the polling station
- Display Notices
- Mask photos and symbols in the polling stations
- Clear off the promotional aids within 200 meters of polling station
- Inform the time of MOCK POLL to the agents

### ON THE DAY OF POLL (BEFORE COMMENCEMENT)

- Start preparations early
- Check for identity of polling agents
- Conduct the mock poll
- Prepare mock poll certificate

### COMMENCEMENT OF THE POLL

- Place the ballot unit in the voting compartment.
- Check for the proper connection
- Warning about secrecy of voting Sec. 128 RP Act (Annexure I)
- Sign the Declaration (Annexure VII)
- Show the marked copy of electoral rolls
- Show the register of voters
- Position the polling party & agents
- Switch on the EVM
- Commence the Poll

### CHALLENGED VOTES

- Agents can challenge the identity of voter by remitting Rs. 2/-
- Issue Receipt
- Conduct Enquiry
- Return / Forfeiture
- Enter in Form 14

### VOTING BY BLIND AND INFIRM VOTERS

- With companion above 18 years
- Companion's declaration in Annexure XII
- Keep separate account in 14 A

- Polling personal should not act as a companion
- No one can companion for more than one

#### VOTING WITH EDC

- Public servants on election duty in FORM 12
- Mark in register of voters as EDC
- Attach the names and details of EDC at end of marked copy

#### TENDERED VOTES

- Issue tendered ballot paper and allow to vote with arrow cross mark
- Maintain account of Tendered Ballots in form 17 B
- Keep in separate envelop

#### ON THE DAY OF POLL (CLOSING OF POLL)

- Issue tokens from back
- Allow all voters with token to vote
- Declare the close of poll
- Press the close button by opening the rubber cap
- Tally total number of votes in EVM with form 17 C
- Switch off the EVM
- Prepare the account of votes recorded – 17 C
- Supply attested copies of 17 C to Polling Agents
- Place both units in carrying cases with signed address tags
- Prepare declaration Annexure VII Part IV
- Prepare election papers
- Sealing of election papers

#### SEALING OF ELECTION PAPERS

(Allow agents to fix their seal in packets containing)

1. Marked copy of electoral rolls
2. Register of voters
3. Voters slip
4. Used tendered ballots and form 17 B
5. Unused and damaged paper seals
6. Appointment letters of Polling agents
7. Any other papers directed by RO

#### IMPORTANT – SEPARATE COVERS

1. Account of votes recorded – 17 C
2. Declaration of presiding officer
3. Presiding officer's diary
4. 16 Point Observer's report
5. Visit Sheet

#### STATUTARY COVERS

1. Marked copy of electoral rolls
2. Register of voters
3. Voters slip
4. Used ballots & Form 17 B
5. Unused tendered ballots

#### NON STATUTORY COVERS

1. Copies of electoral rolls (2 copies. Other than marked copy)
2. Appointment letters of PA's
3. Election duty certificates – form 12 B
4. Sealed List of challenged votes form 14
5. List of blind & infirm voters (Form 14) and declarations of companions
6. Declaration regarding age (Annexure XI)
7. Receipt book and cash (Challenged)
8. Unused and damaged paper seals
9. Unused voter's slip
10. Unused and damaged special tags
11. Unused and damaged strip seals

#### THIRD PACKET

1. Hand Book
2. EVM Manual
3. Indelible ink
4. Self inking pads
5. Metal seal
6. Arrow cross mark
7. Cup for indelible ink

#### FOURTH PACKET

- All other items

#### AFTER THE POLL

1. Move to the Collection center
2. Move only as per route specified & along with route officer concerned
3. Hand over the materials at specified counters

#### VARIOUS FORMS

- Form 12 – EDC form
- Form 14 – List of challenged voter's
- Form 14 A – List of Blind and Infirm voter's
- Form 17 A – Register of Voters
- Form 17 B – List of tendered votes
- Form 17 C - Account of votes recorded