



POLLING PARTY & POLL DAY ARRANGEMENTS

Prepared By : C.E.O, Odisha

POLL STAFF

1. **Clause (6) Article – 324** – Governor or President of the State shall, when ever requested by ECI, shall make available such staff as necessary for Election
2. Presiding Officer & Staff for each P.S. - Appointed **u/s - 26** of the RP Act 1951
3. For S.G.E.- Every P.S. has - **01** Pr.O. and **05** P.Os (For Single G.E. – 1+3). **Unavoidable absence of Pr. O** – DEO shall authorize one P.O. to perform (Ann-7, R.O.Hand Book, 2023)
4. Presiding Officer should go through **H.B. of Presiding Officer-2023 nad other Reading materials like Check Lists, Dos / DO NOTs, EVM Brochure** for Presiding Officer)
5. **Three – stage Randomization :**
6. **1st Randomization** - 120% of the requirement to assign type of Roles (**By: DEO**)
7. **2nd Randomization – Done after Scrutiny of Nomination**, Constituency is allotted and Team composition is known (**By-DEO in Gen. presence of observer**)
8. **3rd randomization** - Booth is allotted (**DEO and observer- On Mustering day**). ECI allows **3rd Randomization** on P-2 days to facilitate in time P-1 Dispersal

Grouping and formation of Polling Party

- A Data base of all eligible Poll personnel posted in the district in Electronic Format is prepared for computerized Randomization.
- Data to be captured – Name, Sex, Mobile no., Designation, Office/Deptt., Place of Residence, work place, Home A.C No., Part no. EPIC no.
- Pr. Os and P.Os to be classified on the basis of pay, post and rank
- Proper mix up of personnel - Two officials of the same group / category or from same Dept./ Office should not be put together
- Persons not to be deployed in Home A.C or AC wherein he is posted.
- Appointment Letters to Pr.Os and P.Os (in Duplicate) are issued after 2nd Randomization (with Form – 12) So that they can attach one copy of Appt. Ltr. with the filled in Form-12 to obtain P.B. from R.O.
- DEO/R.O.- issue ID cards to all Polling Officers. May collect photos at 1st Round Training

TRAINING OF POLL STAFF

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

Distribution of Duty in Polling Party



Presiding Officer

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



1st Polling Officer

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



2nd Polling Officer

- ❑ I/C of Register of Voters - Form 17 A (Sl. No. / S.N. in E. Roll, ID type / Sign) of allowed Voters
- ❑ Apply Indelible Ink

Distribution of Duty in Polling Party



3rd Polling Officer

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



4th Polling Officer

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



5th Polling Officer

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

SOME CHANGES IN S.G.E.-2024

7

- M3 EVMs and VVPATs – Easy to handle and Robust
- Web Casting in 60% Polling Stations – Captures all Nuisances inside Booth
- Six Master Covers to be Prepared at the end of Poll (Separate Colour code for A.C/P.C. in some) – All pasted with list of contents - makes easier to understand which Document inside which Cover
- P-1 Day Dispersal – To reach Booths by 4.00 p. m. on P-1 day
- Cross-examination of Presiding Officers at Receiving Centre by Observer – In case of Poll Day Complains about booth
- Sector-Wise Counters - at Dispersal Centre
- Sector-Wise Counters - at Receiving Centre
- Sector-wise Parking of Vehicles – Easier to search Vehicles

SOME CHANGES IN S.G.E.-2024.....(Contd.)

8

- **No going out from Dispersal Centre** - For search of Food/Wash room along with EVMs /Polling Materials
- **All Covers in modular Form** - Attached in a Single Album
- **All Sealing Materials** – Inside a Plastic Box
- **All Stationaries** – Inside a Plastic Box
- **Before 1st Voter signs in 17-A, ask 1st P.O. to verify CUs satisfy about “0” vote & write at the beginning of 17-A in ink..... “ Total CU checked and found Zero”**
- **Three Important Reports relating to Use of EVMs (By Pres. Officer) – Mock Poll Certificate-I, CU Battery change report-II & Close Button Pressing Report-III**
- **Two Important Reports relating to Use of EVMs (Pres. Officer through Sector Officer) – EVM Replacement during Mock Poll –Report-IV, EVM Replacement**

DISPERSAL CENTER

9

- **Large Lay Out Map** - displaying Counters, facilities & Flow
- **Three cordon Security** - to prevent unauthorized entry of outsiders
- **Help Desk** – At the Entrance for : Attendance / issue of Appt. Ltr.(as per 3rd Randomization) and other guidance
- **Dry rehearsal** of Staff drafted for Dispersal (two days before)
- Functional **Public Address System**
- Sector-wise Distribution **counters**
- Delivery of Polling Materials in **Packaged / Modular form / Back Packs***
- Space to cross check EVMs & Poll materials as per **Check list-Annexure-3**

- **Training** space, **Medical** Aid Counter
- **Replacement** of Absentee
- Basic **amenities** – Drinking Water, Wash Room, Fan / Cooler
- **Police** Co-ordination Cell
- Tagging with vehicles – **Vehicles to Park Sector-wise**
- Facilitation for **fooding**
- Under **No Circumstance**, **Polling Officers should go out** of the Dispersal Centre with Election Materials on the pretext to fetch Food / Water / Wash room etc.
- Poll materials **must include** – Marked copy of E. Roll, Working copies of E. Roll, Two sets of EVMs & VVPATs (for S.G.E.), List of contesting Candidates, ASD list, Tendered Ballot Papers, photo copy of Specimen signatures of Candidates/Election Agents, Indelible Ink etc.

DISPERSAL OF EVMS AND VVPATS

Advise for Presiding Officer –

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



DISPERSAL DAY



WHAT TO CHECK?

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

DISPERSAL OF EVMS AND VVPATS

Advise for Presiding Officer –

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

Intermediate Strong Room (P-2/P-3 dispatch and P+1 arrival)

(Pl. refer to Para-9.5, EVM Manual,2023)

- Earmark strong room in Govt. building at the cluster points and intimate Candidates; Nodal Officer may be appointed
- Sealing of the strong room by Sector Officer
- 1/2 Section CAPF security
- Log book for opening & Closing + Videography

POLLING DAY ARRANGEMENTS



Advance Planning

Pre-Poll Arrangement :

- Polling Station
- Polling Materials
- Polling Personnel
- Electoral Roll
- EVM & VVPAT
- Disbursal / Receiving Centre
- Law & Order

Eve of Poll Day Arrangement :

- Arrival at P.S.
- Setting up P.S. (inside & outside)
- Checking & Understanding of Polling Materials
- Placing Voting Compartments

Poll Day

Poll Day :

- M.C.C., Law & Order & Regulating Voters
- Micro Observers, Web Cameras
- Sector Officer & Spare Election Materials
- Mock Poll
- Polling Process
- EVM replacement
- Reporting on Poll
- Grievance Handling

On Close of Poll :

- Sealing of EVMs,
- Preparation of Election Papers
- Transportation of Polled Materials
- Reception Centre
- Deposition of Polled EVMs
- Deposition of Election Materials

Legal Provisions (R.P.Act-1951)

1. Every Voter has a **Right to Vote** (U/s 62)
2. **Secrecy** of voting is **not** to be **infringed** (U/s 94)
3. Prohibition of **public meetings** - 48 hours before end of Poll (U/s 126)
4. Maintenance of **Secrecy of voting** (U/s 128)
5. Prohibition of **canvassing** in or near polling station (U/s 130)
6. **Penalty for Government servants** for acting for Election agent, Polling agent or Counting agent. (U/s 134A)
7. Prohibition of going armed near a polling station (U/s 134 B)
8. **Liquor not to be sold** given or distributed on polling day. (U/s 135 C)

POLLING STATIONS

- **Sec-25 of R.P Act - 1950** : DEO with approval of ECI, provides sufficient number of polling stations of an A.C. - the **whole or greater part of which lies** within his jurisdiction
- Max. Voters -**1500** (can exceed in exceptional cases)
- Min. Voters – **300** (in sparsely populated/hilly habitations)
- Set up in a **Govt. building (U/S- 160)**
- Poll held at a place other than Polling Station is **Null and Void**
- **A.M.Fs** at Polling stations should be ensured

POLLING STATIONS

Auxiliary Polling Station

- Before Elections, where the max. no. of electors in a polling area **exceeds beyond** the limit prescribed by ECI
- Provided by **bifurcating / trifurcating** the existing P.S. preferably in the same PS Location.
- The part number of Auxiliary P.S(s) is indicated by adding a suffix to the serial number of the main polling station, like '100', '100A/1', '100A/2', and so on.
- Marked copy of E. Roll shall be made **two Parts**
- **In the 1st half of E. Roll** (to be used in the Main P.S.) the portion of the page containing entries of Voters assigned to the Auxiliary P.S. should be deleted with **(X) mark by hand**.
- **Same way, starting page of 2nd half of the Marked copy of E. Roll** (to be used for Auxiliary P.S.) - the Sl. No. and Voter details of main P.S. shall be deleted with **(X) mark by hand**.

DISPLY OF VOTER FACILITATION POSTERS AT POLLING STATIONS

For facilitation & Awareness of Voters –U/R-31 of C.E. Rules – 1961 :

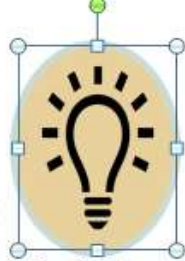
04 Voter Facilitation Posters at Booth –

- Polling Station Details
- List of Contesting Candidates
- Approved Identification Documents
- How to Cast Vote

AMF at Polling Station



Signage



Lighting



Helpdesk



Separate
Entry &
Exit



Mask,
Sanitizer



Waiting
Space



Drinking
Water



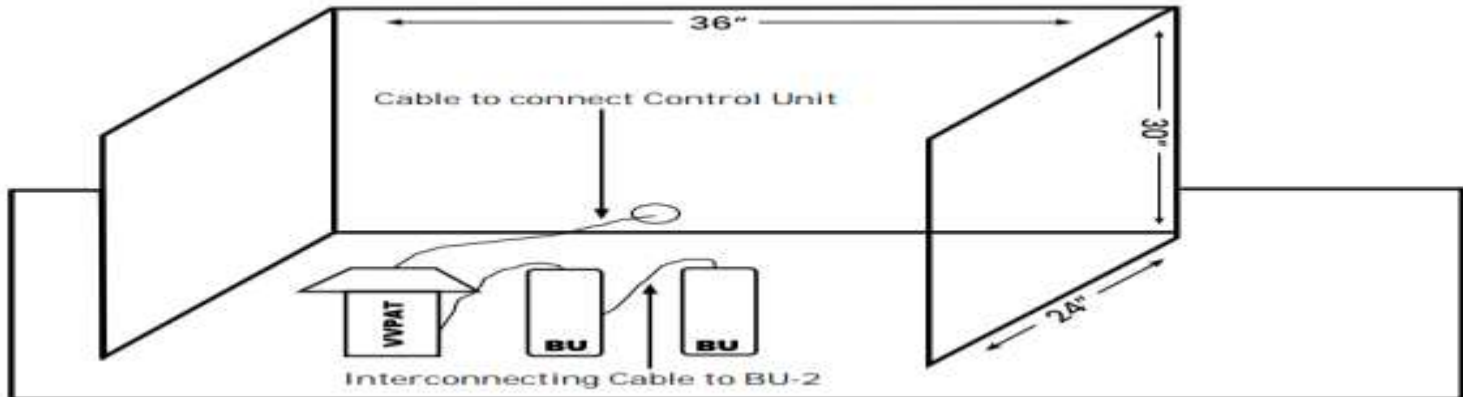
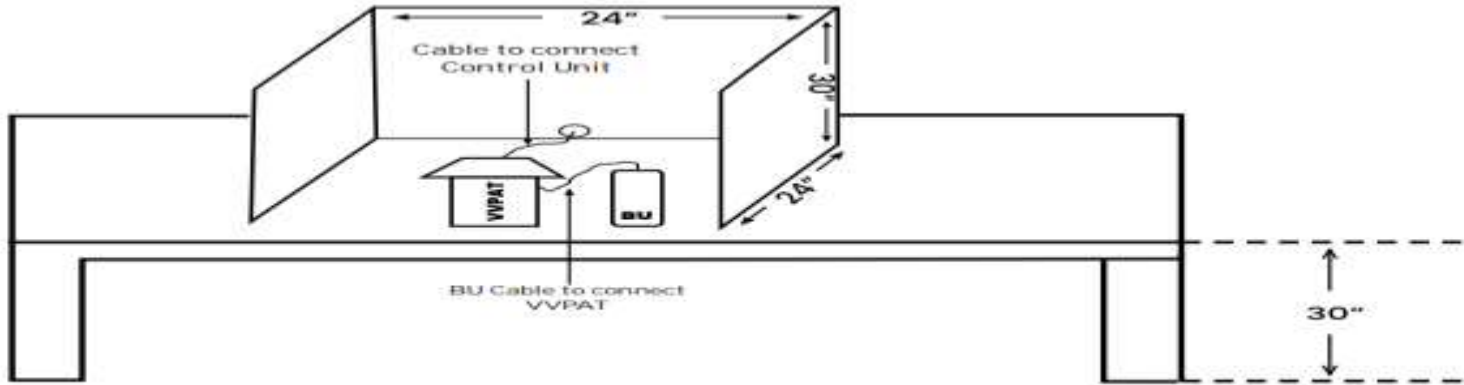
Toilet



Ramp



Setting Up Voting Compartment

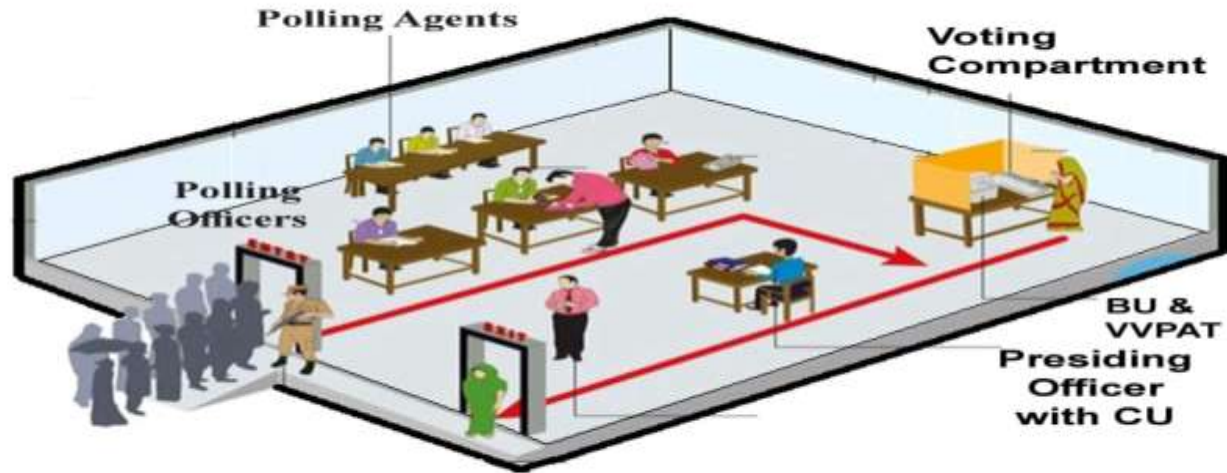


**SELF ADHESIVE STIKERS TO BE PASTED ON ALL 3
FACES OF THE VOTING COMPARTMENT**

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

POLL DAY

11.1. Layout of polling station



11.2. SET UP OF EVM AND VVPAT



DOs AND DON'Ts ON USE OF VVPAT

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



POLL DAY

MOCK POLL 90 MINUTES BEFORE ACTUAL POLL

- Place BU and VVPAT in actual Voting Compartment. VVPAT must be on left side of BU.
- Place CU on Table of Presiding Officer (In-Charge of CU)
- Connect Cable of BU with VVPAT and Cable of VVPAT with CU without pressing switches of the connector.
- Use both (provided provision is a 'vertical position') paper roll knob of VVPAT before Switching ON the Control Unit.
- Cast atleast 50 votes during mock poll because votes are recorded for each of the contesting candidates including NOTA.
- Press CLOSE button of CU to close mock poll and then press RESULT.
- Burden of CU to ascertain mock poll result.
- Remove mock poll VVPAT slips from VVPAT compartment and tally with votes in CU.
- Fill Mock Poll Certificate (Presiding Officer's Report- Part-I) carefully.
- Obtain signatures of all Presiding Officers and Polling Agents on it.
- Press CU/Off button of CU to clear mock poll result from CU and show '0' vote to polling agents.
- Store mock poll VVPAT slips with stamp 'MOCK POLL SLIP' and keep in Stack (Envelope). Seal the envelope with Pink Paper Seal.

SEALING OF CU AND VVPAT AFTER MOCK POLL

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

START OF ACTUAL POLL

- SWITCH ON the CU at 07:00.
- Press TOTAL button of CU to confirm 2 no. vote and show as polling.
- Before the first voter signs on Form 77A (Register for voters), the Presiding Officer should check with the Presiding Officer and In-charge of CU that the CU is connected with the Control Unit (checked and found to be OK).

CLOSING OF POLL PROCEDURE

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

REPLACEMENT PROTOCOL

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

MOCK POLL

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

ACTUAL POLL

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

WHAT NOT TO DO?

MOCK POLL

- Don't start mock poll, if one or no election agent is present. WAIT FOR 15 MINUTES.
- Don't stop mock poll without casting atleast 50 votes.
- Don't start actual poll without clearing mock poll data from CU and without removing mock VVPAT slips from the drop box of VVPAT.
- Don't keep VVPAT mock slips unattended.
- Don't Switch OFF and Switch ON CU while mock poll is going on. Don't disconnect and connect cables while mock poll is going on.

ACTUAL POLL

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

CLOSING OF POLL

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

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

Mobile Phones/ Electioneering

On Poll Day :

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

Right to Vote – u/s-62 (R. P. Act, 1951)

1. **Every person** whose name has been entered in the E. Roll shall be entitled to vote
2. Sec-62 (2) – Persons subjected to **Disqualifications** – u/s – 16 of R.P.Act-1951 **shall not vote**
3. **No Person** shall be allowed to vote **twice** in the same A.C. or different Constituencies together (**Exception : Proxy Voter nominated by a C.S.V.**)
4. No Person shall vote, if he is confined to a **Prison under a sentence / Transportation /** Lawful custody of Police. (**Exception : Persons under Preventive Detention can vote by P.B. on due intimation of details by Govt. to R.O.)**

P w D Voters

□ ECI's No. 509/110/2004-JS-I dt. 26.10.2007

- Should be given **priority for entering**
- Facilitate them with **wheel chairs** inside the PS.
- Pr. Officer should follow Rule 49N- in dealing with **companions**
- They are given **Vahan Pass** to avail facility of Transportation
- Wide **publicity** about the facilities extended
- P w D Voters already opted out as Special Voters (**Absentee voters**) to be **excluded** from direct Polling at Booth

Voter Assistance Booth

- Objective - to facilitate Voters to know their Polling **Station No.** and **Sl. No. in the E. Roll**
- Should be opened **at each Polling Station location** / Building irrespective of the no. of Polling stations situated there in
- Should be provided with **Alphabetical Electoral Roll** (Preferably in English, for easy search of Voters) Alphabetical order is for entire E.Roll, not within Sections.

- No person except those permitted, are allowed to carry / show arms inside or in the Polling Station neighborhood
- **Sec. 134 B** : Security personnel attached to any person not allowed inside Polling Station - Except in case of person covered under Z+ security which is one security person in simple clothes and with concealed weapon.
- Prohibition on Arms (ECI's No. 437/ INST/2008-EPS Dt. 14.10.2008) -
 - (a) Minister / MP / M.L.A/Minister or persons to whom security cover granted, not to be an Election Agent/ Polling Agent / Counting Agent.
 - (b) Any person having security cover will not be allowed to surrender his security cover to act as such agent.

SECURITY ARRANGEMENT-C.A.P.F.

ECI-Lr.no.464/INST/2023/EPS/(Poll Day Management Outside)/Dtd.14thJune-2023.

- All Police Forces / CAPF (As per deployment plan) to take position at the allotted Booths **one day prior** to the Poll Day
- If CAPF does not reach a designated Polling Stn. – **Poll shall not start**
- CAPF : To protect **at the Door** of the P.S. (either static / oscillating mode)
- Coy. Commanders : Move around for **Area domination and C.B. measures** in their allotted Sector
- **No Officer of the local State Police** with / without contingent shall position at the Polling Station or exercise **Supervision / Control over the CAPF** at the Polling Stn.

Role of CAPF at Polling Station

CAPF Jawan stationed at the entrance of the booth to keep a watch over the activities inside booth & ensures that :

- **No unauthorized person** is present inside the polling station at any time during the poll
- The polling party or polling **agents do not attempt to cast** any vote when no voter is present inside the polling booth.
- **No polling officer accompanies** any voter to the voting compartment.
- No polling agent or polling officer **threatens** any voter or makes any gesture to threaten a voter.
- **No arms** are carried inside the polling station.
- **No rigging** of any kind takes place in the polling station.

REGULATION OF VEHICLES ON POLL DAY

[ECI's No. 437/6/96-PLN-III dt. 16.01.1996 & dated 24.3.2007 and No. 437/6/2006 - PLN-III dt. 23.11.2007]

- 01 vehicle for **Candidate**, 01 for **Election Agent** and 01 for **Candidate's Workers / Party workers**
- More than **5 persons** – Not allowed.
- When **Candidate is absent** in A.C - **no one** else is allowed to use his allotted vehicle
- Permits be issued **by DEO** - Permits be displayed on wind screen
- **Carrying of voters** by these vehicles - Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951.

Exceptions –

- **Govt. Servant on duty**, transportation of **patient / old / infirm** persons, voters in their own vehicle, public transport and other genuine bona-fide use other than election.
- **Private vehicles** used by owners for themselves/ family members for going to polling booth to vote, not to be allowed within a radius of **200 meter of PS**.

WHO CAN ENTER POLLING STATION

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

Duties of a Presiding Officer

(On arrival at Polling Station)

- **Set up** Polling station as per **implementable** Lay Out. Place Voting Compartments (for Lok Sabha and Vidhan Sabha)- **Must check that Web Camera is not focussed upon the Ballot Unit/ VVPAT**
- Affix all **levels**, Awareness Posters, in and around the Booth
- **Check that all Polling materials** and EVM & VVPATs have been received as per check list and in order. In case of deficiency / doubt, refer to S.O./R.O
- Remove / cover the **photograph of any** leader / symbol of any Political party
- **Sitting arrangement** for Polling Agents as per priority of National-State-Regd. in other states – Regd. Unrecognised-Independent

(On Poll Day)

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

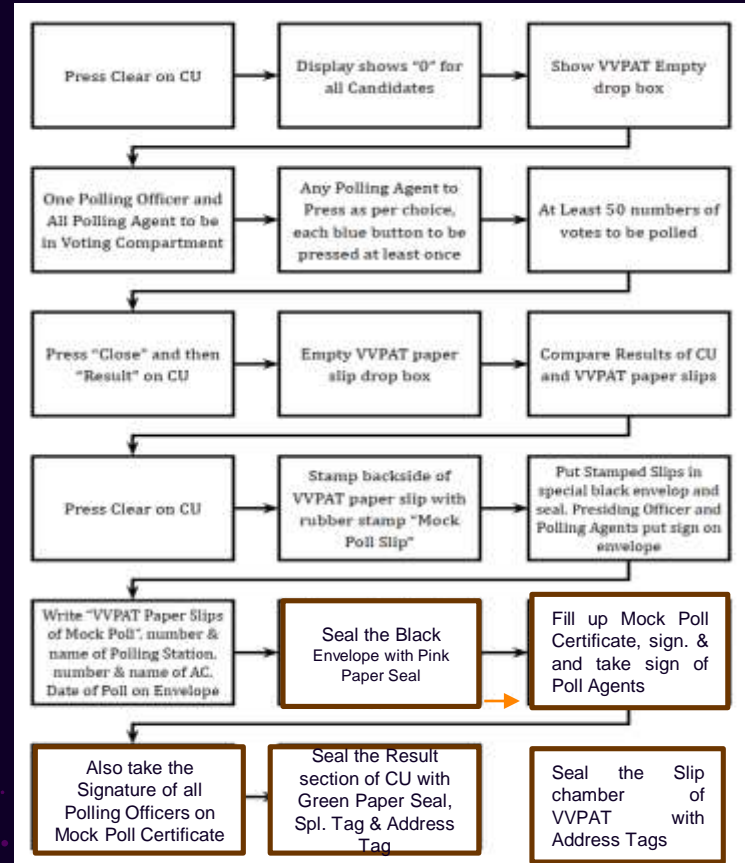
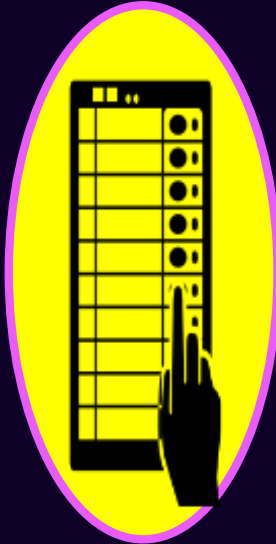
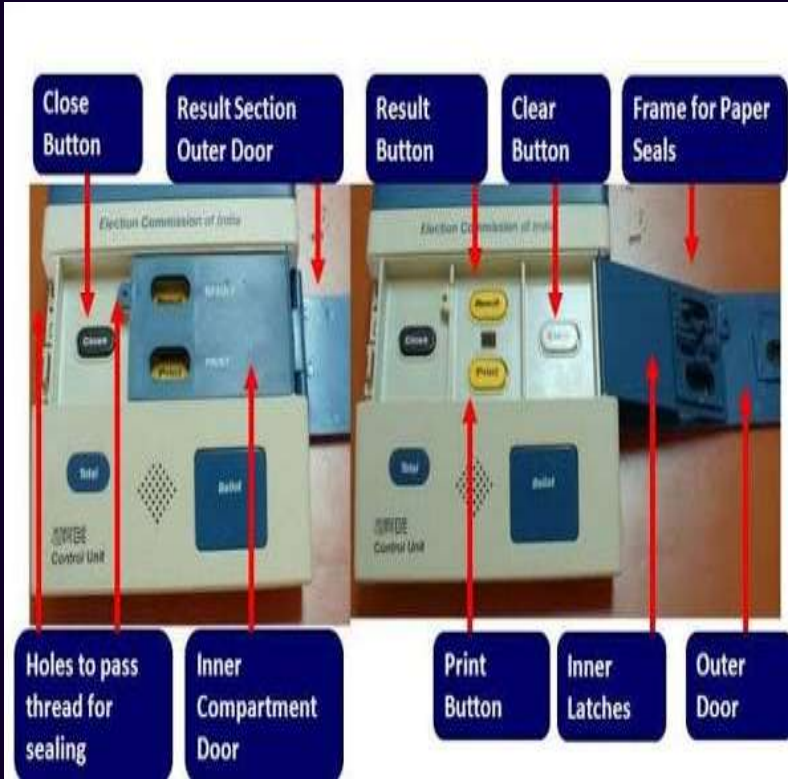
Duties of a Presiding Officer(Poll Day-Mock Poll)

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

Duties of a Presiding Officer (Mock Poll)

- Mock Poll **50 Votes** on each set & show the **similarity** between CU & VVPAT results to Agents
- **Clear** mock poll result from **CUs**. **Verify** the vacant drop box of **VVPAT**
- **Seal all the Mock Poll slips** , keep these inside Black Envelope and then fix with Pink Paper Seal.
- Prepare the **Certificates** of mock poll (new Format) & obtain sign. of all Polling agents and Polling Officers.
- Result section of **CU is sealed** with (new) **Green** Paper seal, **Spl.** Tag, **Address** Tag. **Agents + R.O.** & agents to put **signature on** green paper seal.
- Switch **Off the CUs** after Mock Poll
- If there is **No Mock Poll** at a polling station - **No Poll** at that polling station.

Mock Poll



TYPES OF SEALS AND TAGS



PINK PAPER SEAL (TWO PARTS)

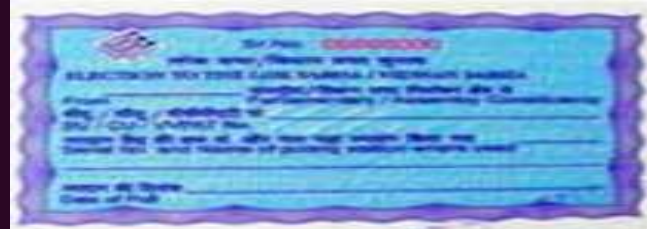


FRON SIDE (GREEN)



BACK SIDE

GREEN PAPER SEAL



COMMON ADDRESS TAG



SPECIAL TAG

Fixing New Green Paper Seal After Mock Poll



Duties of a Presiding Officer (Actual Poll)

- ❑ Read aloud **Declaration** (As per Annexure-6, P.O.H.B-2023), sign in and get the signs of Agents in the Declaration
- ❑ Explain all on provisions u/s **128 of the R.P. Act, 1951** w.r.t. **maintain the secrecy of vote** and warn them of provision of **penalty**
 - Before 1st Voter signs in 17-A, ask 1st P.O. to verify CUs satisfy about “0” vote & write at the beginning of 17-A in ink..... “ **Total CU checked and found Zero**”
 - Prevent any P.O. or any Polling agent from **wandering** here or there
 - Commence the actual **Poll at the strike of the hour** fixed
 - Be alert and deal with **Spl. cases** relating to voters **identification, EVM failure, 49 MA case, challenged voter, Tendered Voter, Companion voters, Proxy voters, Voters from ASD list cases etc.**
 - **In the Absence of a Polling Officer** – Pres. Officer can appoint any one present in the Polling Station as a Polling Officer and intimate the DEO (Provided that such person should not be appt. by/ working for any Candidate.

Duties of a Presiding Officer (Actual Poll)

- 2nd P.O. should apply Indelible ink before obtaining Voter's sign. On Voter Register – 17 A
- Replace non functional EVMs/VVPATs as per set Protocol of ECI - Only VVPAT in case of VVPAT non functional, and entire set in case of either BU or CU going non functional
- Use Braille Dummy Ballots and Dummy Ballot sheet for guiding Blind and voters needing guidance respectively
- Allow Voters against display EPIC or any of the recommended alternative ID doc.. For Overseas Electors allow against Passport.
- During the first hour of the poll no Polling Officer should show **slackness**
- See that 2nd P.O. is applying **indelible ink only after 1st P.O. identifies** the Voter
- **Check the total** votes cast periodically from Control Unit
- At regular **intervals check** BU and VVPAT for any mischievous act or tampering
- Voters **in queue** at the Poll closure time are given tokens to enable them to vote

Application of Indelible Ink

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

Questions & Answers



- The Mock poll exercise begins & ends with pressing of which button in Control unit ?
- The details of Tendered vote polled are entered in which register / Form ?
- On which finger indelible ink is applied in case of proxy voter ?
- How many times can a companion accompany the old or infirm electors ?
- When last Voter denies to Vote, how the Pres. Officer will ensure CLOSE Button ?
- Indelible ink should be applied first or signature of Voter in 17 A ?

Special scenarios inside the Polling Station

Test Vote (Rule 49 MA)

Voting by Blind / Infirm Voters (Rule 49 N)

Electors Decided Not To Vote (Rule 49 O)

Tendered Vote (Rule 49 P)

Vote By Proxy Voters on behalf of Classified Service Voters

Challenged Votes

Special Scenario (Test Vote)

Wrong Print on VVPAT Paper Slip

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

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

Companion of Blind / Infirm Voter

Voting By Blind or Infirm Electors (Rule 49 N)

- Presiding officer is **to be satisfied** about the blindness or other physical infirmities
- A companion is **not less than eighteen** years of age
- Shall be required to give **declaration** that he will keep **secret** the vote recorded by him on behalf of the elector and that he has **not already acted** as the companion of any other elector at any other polling station on that day.
- The presiding officer shall keep a **record in Form 14A** of all cases under this rule.
- A Voter without any Finger will naturally seek help of a Companion

Special Scenario

Tendered Votes (49-P)

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

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

Electors deciding not to vote (49-O)

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

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

Special Scenario

Challenged Vote

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

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

Special Scenario

Defective EVMs

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

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

Voter from ASD List

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

- 1st P.O. shall inform the Polling Agent that a Voter from A.S.D. list has turned up.
- Voter to produce EPIC or permitted photo document, Presiding Officer to verify personally
- Thumb impression in addition to signature to be obtained in Register of Voters (Form 17A)
- Pr. O. shall maintain a record & give a Certificate on such Electors allowed from ASD list

Special Scenario

Declaration about Age

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

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

Refusal to Obey Voting Procedure

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

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

REPLACEMENT OF EVM

During Mock Poll

During Actual Poll

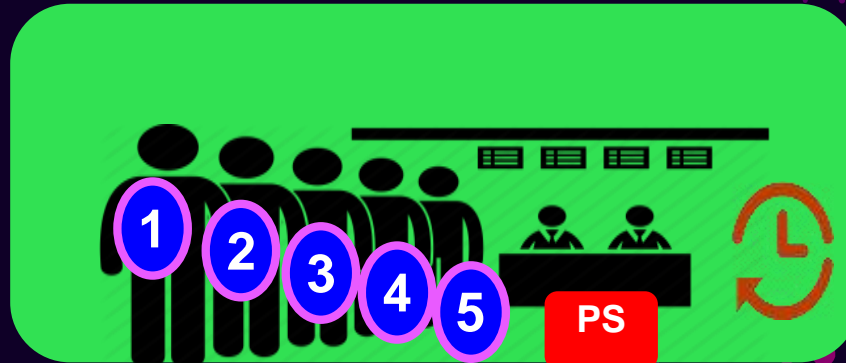
- Presiding Officer Must Carefully Watch the type of Message in CU Monitor
- Must Maintain his Coolness & Handle the Voters waiting due Care
- **Report to Sector Officer** about the **Exact Unit** (i.e. BU/CU/VVPAT) which has gone Non-Functional and also the **Election type** (i.e. A.C Lok Sabha Election)
- Some times there may be connection errors/ Jam of Buttons which can be addressed with due consultation with Engineers (No need of Replacing EVMs)
- **During Mock Poll - Do not replace entire set** which depletes the reserve available for actual Poll
- **During Actual Poll – Replace entire set only when BU or CU goes Non-Functional.**
During Replacement Check that You are replacing the EVMs pertaining the correct Election Type

Voting by persons present at closing hour

Special Scenario

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

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



Close of Poll

- ⊗ Loudly announce the time of Poll Closure before 15 min. of the Poll ending time
- ⊗ After close - press **CLOSE** button in CU. Pr.O to **record in 17 C**, the Total votes polled in EVM by pressing **TOTAL** in CU
- ⊗ Supply attested copies of the form 17 C to the polling agents (**u/r-49 S**)
- ⊗ Prepare **other Important Reports**- e.g.-Pressing of CLOSE Button Report (Annexure-III), Pr.O Diary, 16-Point Report, Pres. Officer Diary etc. (Refer **Check Memo vide Annexure-10, R.O.H.B.- 2023**)
- ⊗ Switch **OFF CU**, Rotate Paper Roll **Knob of VVPAT** to horizontal mode and **disconnect** cables in presence of Agents
- ⊗ **Seal** the voting machine with Address Tags and obtain signature / seals of Agents
- ⊗ Seal Election papers with seals of desiring Agents
- ⊗ Now pack all Election materials in **06 prescribed large Envelopes**
- ⊗ **Transport** the voting machine and election papers to the Receiving Centre
- ⊗ The transport **route to be communicated** to the contesting candidates



Important Reports of RO

- ⊗ Arrival of Polling Parties at Polling Station – By 05:00 PM (day before poll)
- ⊗ Mock Poll conducted at Polling Station
- ⊗ Poll starting report
- ⊗ Two hourly report
- ⊗ 1st Comprehensive Report (RO to ECI) – 01:00 PM
- ⊗ 2nd Comprehensive Report (RO to ECI) – 07:00 PM
- ⊗ 3rd Comprehensive Report (RO to ECI) – 07:00 AM of next day of poll
- ⊗ Report to ECI on Exigency (u/s-57), Poll Vitiating (u/s-58) & Destruction (u/s-58 A) etc.

06 Types of Envelopes

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

Various Forms, Formats / Materials to be inserted in :

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

06 Types of Envelopes

❑ **1ST PACKET : MASTER ENVELOPE FOR EVM PAPERS (White)**

(Paper to be Kept with EVMs in Strong Room)

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

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

: Envelope For VVPAT Paper Slips of Mock Poll

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

06 Types of Envelopes

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

(To be kept Other than EVM Strong Room)

Envelope For Presiding Officer's Diary

Envelope For Register Of Voters (17 A)

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

Envelope For Visit Sheet

06 Types of Envelopes

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

(To be kept Other than EVM Strong Room)

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

Envelope for Voter's Slips

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

Envelope for Unused Tendered Ballot Papers

Envelope for the List Of Challenged Votes in Form 14

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

06 Types of Envelopes

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

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

Envelope For Appointment Letters Of
Polling Agents In Form - 10

Envelope For Election Duty Certificate In
Form 12-B

Envelope For Declarations By The Presiding
Officer

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

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

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

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

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

Envelope for Form Of Declaration By Elector
Envelope For Complaint to SHO

06 Types of Envelopes

□ 5th PACKET : (Brown Colour)

MASTER ENVELOPE FOR HAND BOOKS, INSTRUCTIONS, ETC.

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

06 Types of Envelopes

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

Envelope for other Polling Materials :

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

RECEIVING ARRANGEMENTS



Arrangements at Receiving Centre

- **Without** proper receipt/collection of Polled materials - **Subsequent** Election Processes i.e. Scrutiny of Observer and Counting process etc. are severely **affected**
- Receiving Arrangement should be perfectly done so as to receive the Polled EVMs, Documents, Records and Poll Materials @ **desired shape and form** as per latest guidelines of **ECI vide Ltr. Dtd.28th June, 2023**
- Lighting, drinking water, first aid and other medical facilities - Transport arrangements should be in place so that the tired Polling Officers do get proper **minimum comfort** while returning Polled Materials

Counter system - Sector wise

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

Special Counters

- **Special Counters** for receiving EVMs and VVPATs and Election Papers / Documents from Polling stations about which **complaints** are received
- List of Spl. Counters be prepared **in advance**
- Facility for Observer / R.O. **to discuss with Pres. Officers** of such Polling Stations be made
- **After receipt** of all required items the Polling Parties will be relieved

Adjournment of Poll

ADJOURNMENT OF POLL IN EMERGENCY : U/S 57 (1)

- When Poll proceeding is obstructed due to **EXIGENCIES – RIOT, VIOLENCE, CALAMITY or NON-ARRIVAL OF POLLING PARTIES ETC.** – Pres. Officer shall announce Adjournment of Poll to a date to be notified later. He will intimate to R.O.. Based on report of R.O., ECI may announce Fresh Poll.
- Where ECI takes decision to recommence Adjourned poll, the poll will commence from where it was stopped-Only Voters who have not voted will vote.
- Same sealed marked copy of **E. Roll** and the **Register of Voters** but new set of **EVM** will be used by Pr.O.
- Pr.O to open sealed packet in presence of polling agents.

Adjournment of Poll / Fresh Poll

FRESH POLL / RE-POLL : U/S 58 and U/S 58 A

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

Countermanding / New Election

COUNTERMANDING ELECTION / FRESH POLL IN CASE OF BOOTH CAPTURING : U/S-58 A

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

Sector Management by Sector Officer

(Pl. Ref : Hand Book for Sector Officer – 2023)

- ⊗ Sector officers deployed to manage 10 to 12 polling stations in near by locations-He has to be thoroughly Trained, oriented by R.O./D.E.O.
- ⊗ Ensures that the polling teams and all materials have reached their polling stations.
- ⊗ Ensures that Security / Force has arrived at polling stations as per plan.
- ⊗ Clarify any last-minute doubt on EVM and VVPAT operation or the polling process, amongst the polling personnel.
- ⊗ Gives OK report to control room.
- ⊗ To ascertain the mock poll status before commencement of poll. Remedial action to sort out the problem, if any.
- ⊗ Frequent visit and attention on the polling station where the mock poll had to be conducted in the absence of the polling agents.

Sector Management by Sector Officer

- ⊗ Report on commencement of polls.
- ⊗ To ensure that Forces deployed at the polling stations are in position.
- ⊗ Replacement of EVMs and VVPATs where required (Sector officer to have spare EVMs and VVPATs).
- ⊗ To Affix Stickers on Front Windscreen & Backside of Vehicles – “ ON DUTY- Sector Officer / Zonal Magistrate”
- ⊗ Track and report the presence / absence of polling agents.
- ⊗ To assist polling team inside the polling station with procedures.
- ⊗ To maintain the purity of poll process and check all aspects of polling during their visits to polling stations.
- ⊗ Mock poll status to be reported within 30 minutes to Returning Officer.
- ⊗ Check voting pattern – any segment / section conspicuous by its absence. Inform Returning officer for remedial measures.

Sector Management by Sector Officer

- ⊗ Report voting percentage from time to time to Returning Officer as instructed.
- ⊗ Handling of poll day complaints.
- ⊗ Check the sealing of EVMs, VVPATs and preparation of papers by polling parties.
- ⊗ Escort EVMs and VVPATs with polling teams to receive center after Poll
- ⊗ At the end of poll, he will ensure that: presiding officer's diary is filled up properly, EVMs and VVPATs are properly sealed, Copies of 17C are given to polling agents, Register of Voters 17A is properly filled up and Format for Presiding Officer's additional report to be submitted to Observers filled up properly.
- ⊗ After poll, the sector officer shall submit a report on polling to the Returning Officer.
- ⊗ As per latest Instruction S.O. will now hand over Category-C & Category-D EVMs at Spl. Deposit Counter.

Micro Observers

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

Polling Agents

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

RE-POLLS : What Went Wrong ?

- ⊗ Changing Lok Sabha VVPAT in place of non functional Assembly VVPAT and vice versa – Pres. Officer + Sector Officer, both failed to check Correct stickers on the body of the machines (‘Pink’ for Assembly & ‘White’ for Lok Sabha)
- ⊗ Not changing of entire set of EVMs in place of non functional BU or CU – In case of BU or CU does not work entire set of the same Election EVMs + VVPAT should have been changed
- ⊗ Replacing only BU & VVPAT for non Functional BU & VVPAT – As per replacement protocol CU should also have been changed
- ⊗ Presiding Officer accompanied Voters to Voting Compartment – Over Enthusiasm should be avoided
- ⊗ Booth Capturing – Immediate intervention of Presiding Officer

RE-POLLS : What Went Wrong ?

- ⊗ **Violation of Secrecy by One Polling Officer** – All in the Booth are abide by this norm
- ⊗ **Non Clearance of Mock Poll Data** – Now such cases do not warrant re-poll; still the Presiding Officer needs to take extra care to delete Mock Poll data before Actual poll
- ⊗ **Polling Agents ventured into Voting Compartment & guided Voters to vote** – Presiding Officer has the power to take action against indiscipline behaviour
- ⊗ **Presiding Officers entertained Companion Voters without following due procedure** – Thus committing violation of Secrecy U/S-128 of R.P.Act-1951
- ⊗ **Misplaced CU** – Severest action will follow for such negligence

Questions & Answers



- Can a candidate appoint a person as polling agents from any where ?
- On the day of poll, can any one vote in the name of another person, even with his consent ?
- Can any one vote more than once, even if his name is included (wrongly) at more than one place ?
- Can the Presiding Officer go alone, inside the voting compartment to inspect the EVM during the Poll ?



Questions & Answers

- Who deposits the challenge fee ?
- Register of voters is maintained in which Form ?
- Can a voter refuse to vote, once his/her name is entered in the Register of Votes
- To Tally the figures of voting during poll what is to be done ?
- Can a Presiding Officer adjourn poll due to extraordinary circumstances ?

References :

- ⊗ *Hand Book for Presiding Officer (2023)*
- ⊗ *Checklist for Presiding Officer-2023*
- ⊗ *Manual of EVM/VVPAT - August - 20223*
- ⊗ *Dos/DO NOTs for Presiding Officer-2023*
- ⊗ *Hand book for Sector Officer – 2023*
- ⊗ *Brochure for Presiding Officer on EVM=2023*
- ⊗ *Latest Instruction of ECI – No.464/INST/RPM/2023-EPS; Dated-28-06-2023*



THANK YOU