

GENERAL ELECTIONS TO THE LOK SABHA 2024

TRAINING PROGRAMME FOR PRESIDING OFFICERS & POLLING OFFICERS



PREPARED BY
NLMTS AND ALMTS OF PUDUCHERRY



**ON TAKING UP THE ASSIGNMENT
IN CONDUCT OF ELECTION TO THE
18TH LOK SABHA ELECTION, 2024**

18th GENERAL ELECTIONS TO LOKSABHA 2024

THE RACE IS ON TO GET INTO HERE



Sentinels of Democracy

Whatever it Takes!

We walk an extra mile, so you don't have to



General Elections 2024 to Elect 18th Lok Sabha

Term of 17th Lok Sabha Ends on
16th June 2024

Total PCs
543

General – 412
SC - 84
ST - 47



Map for Representational Purpose only



~49.7 Cr.
Male



~47.1 Cr.
Female



~1.8 Cr.
First time voters
(18-19)



~88.4 Lakhs
PWD



~19.1 Lakhs
Service Electors

Diverse Mosaic of Electorates
~96.8 Cr.
Total Electors



~19.74 Cr.
Young voters
(20-29)



~2.18 Lakhs
Centenarians



~82 Lakhs
85+ age voters



~48,000
Transgender

ACTS AND RULES ON ELECTION

THE INDIAN CONSTITUTION

- **The Representation of the People Act, 1950.**
- **The Representation of the People Act, 1951.**
- **The Conduct of Elections Rules, 1961.**
- **The Indian Penal Code, 1860.**
- **The Criminal Procedure Code, 1973.**
- **The Election Symbols (Reservation and Allotment) Order, 1968.**

Schedule

General Election to Lok Sabha 2024 – Phase 1

Poll Events	Phase 1	
	States/UTs- 21	PCs - 102
	Schedule 1A	Schedule 1B (only Bihar)
Announcement & Issue of Press Note	16 Mar 2024 (Saturday)	16 Mar 2024 (Saturday)
Date of Issue of Gazette Notification	20 Mar 2024 (Wednesday)	20 Mar 2024 (Wednesday)
Last Date of Making Nominations	27 Mar 2024 (Wednesday)	28 Mar 2024 (Thursday)
Date for Scrutiny of nominations	28 Mar 2024 (Thursday)	30 Mar 2024 (Saturday)
Last Date for Withdrawal of Candidatures	30 Mar 2024 (Saturday)	02 Apr 2024 (Tuesday)
Date of Poll	19 Apr 2024 (Friday)	
Date of Counting	04 June 2024 (Tuesday)	
Date before which election shall be completed	06 June 2024 (Thursday)	

NOTIFICATION OF ELECTION

FORM - 1

NOTICE OF ELECTION

(See rule 3 of the Conduct of Election Rules, 1961)

Notice is hereby given that -

(1) an election is to be held of a Member to the House of the People in the **Puducherry Parliamentary Constituency**;

(2) nomination papers may be delivered by a candidate or by any of his proposers to the **Returning Officer** or in his absence the **Assistant Returning Officer – cum-Deputy District Election Officer, Puducherry** at his office situated in the **First Floor of District Collectorate Complex, Vazhudhavur Road, Pettaiyanchathiram, Puducherry – 605009** between **11.00 A.M. and 3.00 P.M.** on any day (other than public holiday) not later than the **27th March, 2024**;

(3) forms of nomination paper may be obtained at the place and times aforesaid;

(4) the nomination papers will be taken up for scrutiny at the Conference Hall, Ground Floor, District Collectorate Complex, Vazhudhavur Road, Pettaiyanchathiram, Puducherry – 605 009 on **28-03-2024** at **11.00 A.M.**;

(5) notice of withdrawal of candidature may be delivered either by a candidate or by any of his proposers or by his election agent who has been authorised in writing by the candidate to deliver it to either of the officers specified in paragraph (2) above at his office before **3.00 P.M. on the 30th March, 2024**;

(6) in the event of the election being contested, the poll will be taken on **19-04-2024** between the hours of **7.00 A.M** and **6.00 P.M.**

Place: Puducherry,

Date: 20-03-2024.


KULOTHUNGAN. A, I.A.S.,
Returning Officer,

Puducherry Parliamentary Constituency.



APPOINTMENT OF PRESIDING OFFICER & POLLING OFFICERS

- S.26 of the Representation of People Act, 1951 – Appointment of Presiding & Polling Officers.
- S.28A – Presiding Officer and others deemed to be on deputation to Election Commission.
- From the date of notification till the date of declaration of result you are subject to control, superintendence and discipline of the Election Commission.
- Polling Station and 200 meters radius is under your charge.
- Lead by example. If something goes wrong, don't blame or expose your team mates.



18th GENERAL ELECTIONS TO LOKSABHA 2024

WHAT'S NEW



NEW INITIATIVES IN GELS 2024

EVM machine and its seals:-

- ❑ Pink paper seal modified with QR Code and split seal.
- ❑ Method of fixing changed.
- ❑ **The modified Pink Seal is fixed in the Control Unit (during First Level Checking) and Ballot Unit (during Commissioning) NOT DONE BY THE POLLING TEAM**



PINK PAPER SEAL (TWO PARTS)

NEW INITIATIVES IN GELS 2024

EVM machine and its seals:-

- ❑ Green paper seal modified with pre-gummed edges marked as “A” and “B” to be fixed on the CU
- ❑ **No Strip seal is used this time.**



NEW INITIATIVES IN GELS 2024

- ❑ **ETPBS is introduced – Service voters Electronically Transmitted Postal ballot.**
- ❑ **Counting is going to be for Postal ballot, ETPBS and machine counting.**
- ❑ **Postal Ballot extended to Absentee Voters – Essential Services (like drivers, cleaners, conductors etc.)**



NEW INITIATIVES IN GELS 2024

❑ The Presiding Officer should loudly announce the closing hour of the poll before 15 minutes of the closing hour



❑ After CLOSE of Poll, remove the battery from the VVPAT and then put in the carrying case and seal.



❑ Statutory and non-Statutory covers increased from 4 to 6



WELFARE MEASURES

Assured Minimum Facilities at 10.48 lakh PSs

Toilets



Ramp/
Wheelchair



Voter Facilitation
Centre



Shed



Drinking
Water

Signage

Help Desk

Sufficient
Light



GENERAL ELECTIONS TO LOK SABHA , 2024

NEW INITIATIVES IN GELS 2024

Voters Delight: A Welcoming Experience

A minimum of 4132 booths in each of the below categories
(one for every Assembly Constituency)



Model Polling Station



PwD Managed PS



Women in Command

NEW INITIATIVES IN GELS 2024

FEATURES

M3 EVM

- ❑ 24 No. of BUs
- ❑ 384 of Candidates
- ❑ Self-Diagnostics
- ❑ Battery Status
- ❑ Unauthorised Access Detection Module (UADM)



02-04-2024

SECURED DESIGN & FEATURES OF EVMS



01
**Stand
alone
Machine**

02
**Unautho
rized
Access
Detectio
n Module**

03
**No Radio
Frequency
/ Wireless
Transmissi
on.**

04
**One Time
Programma
ble (OTP)
chip.**

05
**Dynamic
Coding
@ every
Key
Press**

06
**Automa
ted self
diagno
stics at
every
switch
ON**

07
**Time &
date
stampi
ng @
every
key
press**

PRE POLL DAY – 18.4.2024



REPORTING FOR DUTY

1ST, 2ND, 3RD POLLING OFFICERS

- COLLECT ORDERS FROM THE OFFICES OF THE CONCERN AROS ON 18.04.2024**
- FINISHING LUNCH AT HOME AND TAKING PERSONAL ITEMS FOR NIGHT STAY AT THE RESPECTIVE BOOTH.**
- REACH THE RESPECTIVE BOOTHS BY 2.00PM**

REPORTING FOR DUTY

PRESIDING OFFICERS

- PRESIDING OFFICERS ALONG WITH SECTOR OFFICERS TEAM SHALL COLLECT THE POLLING MATERIALS FROM THE STRONG ROOMS IN WOMEN ENGINEERING COLLEGE OR MOTILAL NEHRU GOVERNMENT POLYTECHNIC, LAWSPET, PUDUCHERRY DIRECTLY AS THE CASE MAY BE AND BOARD THE ALLOTTED VEHICLES AND REACH THE BOOTH.
- ORDERS FOR PRESIDING OFFICERS WILL BE ISSUED IN WEC OR MNGP ITSELF BY THE CONCERNED AROS.
- TIME WILL BE INTIMATED LATER.

REPORTING FOR DUTY

HANDING OVER

- DEPOSIT OF EVM, STATUTORY AND NON-STATUTORY COVERS AND OTHER ELECTION MATERIALS SHALL BE MADE BY SECTOR OFFICERS ALONG WITH THE SECTOR OFFICER'S TEAM IN WEC OR MNGP AS THE CASE MAY BE. PRESIDING OFFICERS SHALL ACCOMPANY SECTOR OFFICERS AND WAIT IN THE HALL /ROOM PROVIDED TILL CLEARED BY SECTOR OFFICERS.**

- SECTOR OFFICERS AND HIS TEAM SHALL THOROUGHLY CHECK RECEIPT IN THE BOOTH ITSELF AND THEN PROCEED TO WEC OR MNGP WITH THE PRESIDING OFFICERS.**

REPORTING FOR DUTY

VEHICLE PARKING

- THE PRIVATE VEHICLES OF THE PRESIDING OFFICERS SHALL BE PARKED NEAR WEC AND MNGP ON THE PRE-POLL DAY, SO THAT THEY CAN EASILY LEAVE FROM THE COLLECTION CENTRE ON POLL-DAY AFTER DEPOSITING THE POLLED MATERIALS.



REPORT ON ARRIVAL OF POLLING PERSONNEL



GENERAL ELECTIONS TO LOK SABHA, 2019



Segregate the Polling Materials into the Following categories:

1. Control Unit—1 no
2. Ballot Unit(s)—1 no or 2 nos or more depends upon the number of contesting candidates
3. VVPAT—1 no
4. Electoral Roll Copies—4 nos (including the Marked Electoral Roll copy)
5. Ballot Papers for Tendered Votes— 20 nos
6. Absentee, Shifted & Dead (ASD) List
7. CSV list(if any)- --1 no
8. Braille Ballot Sheet - --1 no
9. Voting Compartment—1 no



Polling Material (Annex 3 P.no:96)



SIGN BOARDS

To establish the Activity Pattern for the Polling Station to Conduct the Elections at ease

1. Presiding Officer---01 no
2. Polling Officer-1 – 01 no
3. Polling Officer-2 – 01 no
4. Polling Officer-3 – 01 no
5. Entry—01 no
6. Exit-01 no
7. Male—01 no
8. Female—01 no
9. Polling Agent—01 no
10. You are under WEBCASTING/CCTV surveillance—04 nos
11. Miscellaneous notice specifying area, etc required by under Rule 31(1) (a) of the conduct of election rules 1961 – 01 no

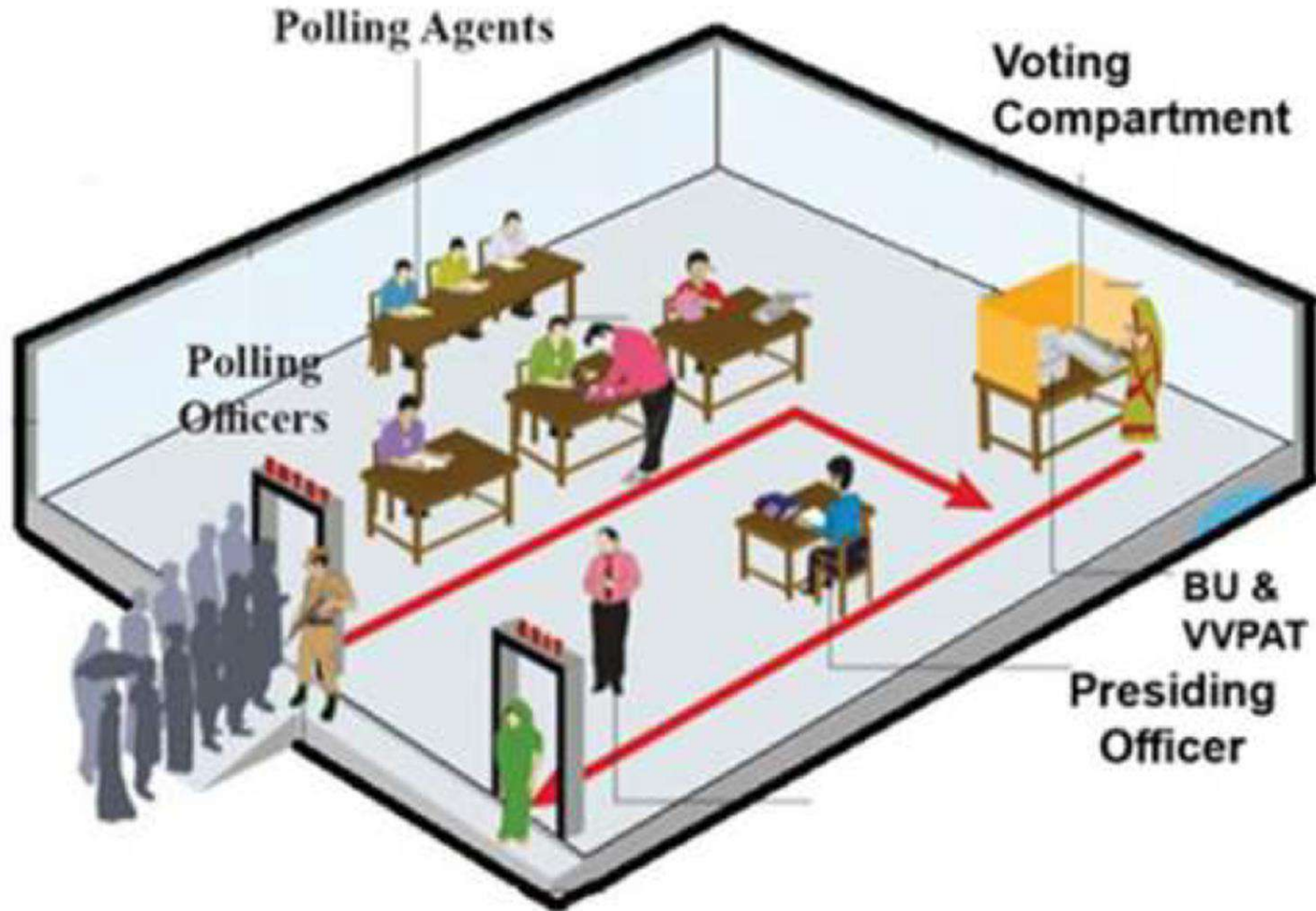




PRE-POLL DAY – SETUP THE POLLING STATION

MODEL LAYOUT OF POLLING BOOTH

POLL DAY: LAYOUT OF POLLING STATION



Working Mode of VVPAT

– Position of the knob

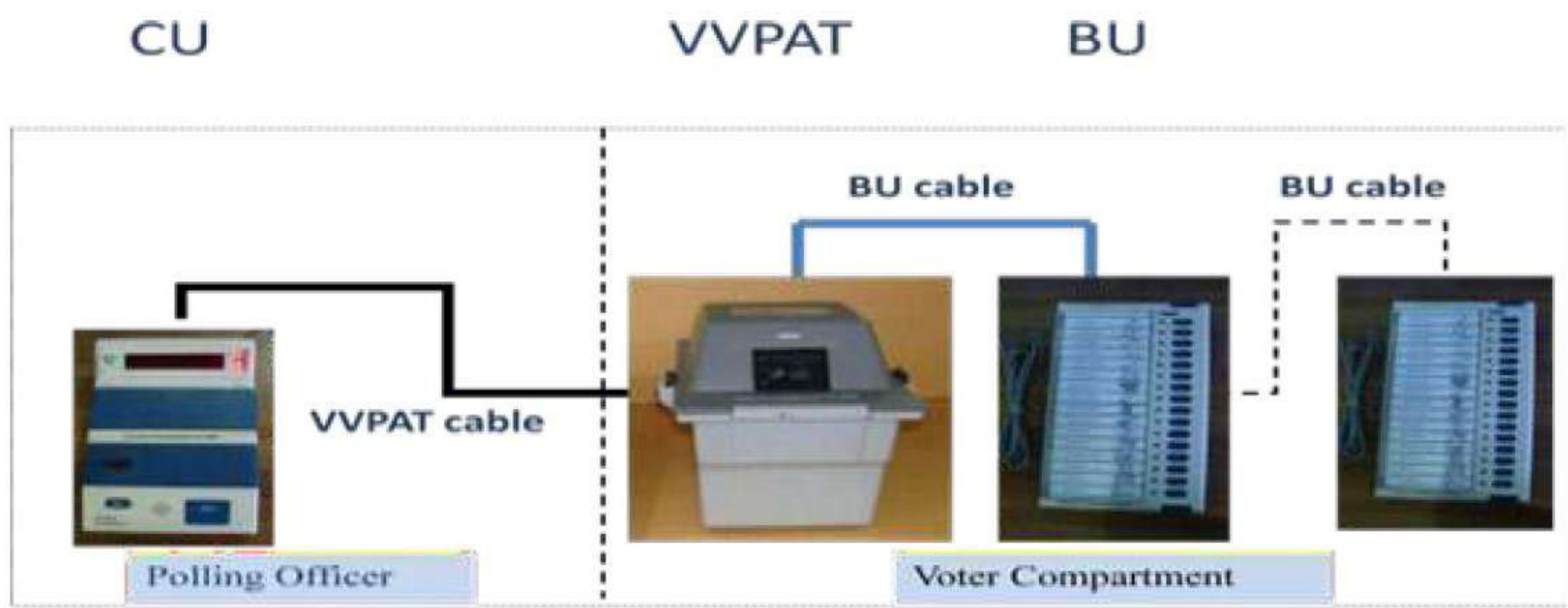


Easy remembering technique –
HT – Horizontal – Transportation mode
VW – Vertical – Working mode



CONNECTION SEQUENCE FOR EVM & VVPAT

1. Connecting CU, BU, VVPAT M3



PO -3

Connecting EVM with VVPAT during mock poll, actual poll



PRE-POLL DAY –

Get acquainted with the Marked Copy of the Electoral Roll

MARKED COPY OF ELECTORAL ROLL

- ✓ Four marked copies of electoral roll will be given to you.
 1. For reference of Presiding Officer.
 2. For 1st Polling Officer for identification of voters.
 3. For circulation among Polling agents /Exhibition at Polling Station.
 4. For reserve.
- ✓ 5. Ensure that all the copies of electoral roll are complete and identical in every respect.



PRE-POLL DAY –

Get acquainted with the Marked Copy of the Electoral Roll

MARKED COPY OF ELECTORAL ROLL

✓ Ensure :

6. The word **DELETED** is superimposed on the concerned elector detail box.
7. The electoral roll is signed by the Assistant Electoral Registration Officer and one more official.
8. A certificate signed in ink by the Returning Officer-cum-Electoral Registration Officer is attached on the top of the copy of the electoral roll to be used as marked copy.
9. Integrated Roll Is being supplied now.



PRE-POLL DAY –

Get acquainted with the Marked Copy of the Electoral Roll

MARKED COPY OF ELECTORAL ROLL

- ❖ Minor discrepancies in elector's name, sex, age or address may be ignored.
- ❖ Discrepancy in the Sl. No. of EPIC as mentioned in electoral roll shall be ignored.
- ❖ EPIC of another Assembly Constituency shall be permitted if the name of elector finds place in your electoral roll.



PRE-POLL DAY –

Get acquainted with the Marked Copy of the Electoral Roll

MARKED COPY OF ELECTORAL ROLL

- Marking “E” indicates “Expired”.
- “S” indicates “Shifted”.
- “R” indicates “Duplicate Voter”.
- “#” indicates “Entry corrected in the supplement”.
- “Q” indicates “Disqualified”.
- “M” Missing after natural disaster/NBW cases.
- Along with marked copy of electoral roll, the list of absentee and shifted voters, if any, will be given to you to facilitate working at the polling station to identify the electors.

THE POLL DAY ARRANGEMENTS

19.04.2024



GENERAL ELECTIONS TO LOK SABHA , 2024

Model Layout of Polling Station Single Election (Assembly Constituency and Parliamentary Constituency)



Polling Officer 1

Identify the electors & will be in charge of marked copy of E-Roll

Polling Officer 2

Indelible ink & voter's signature

Polling Officer 3

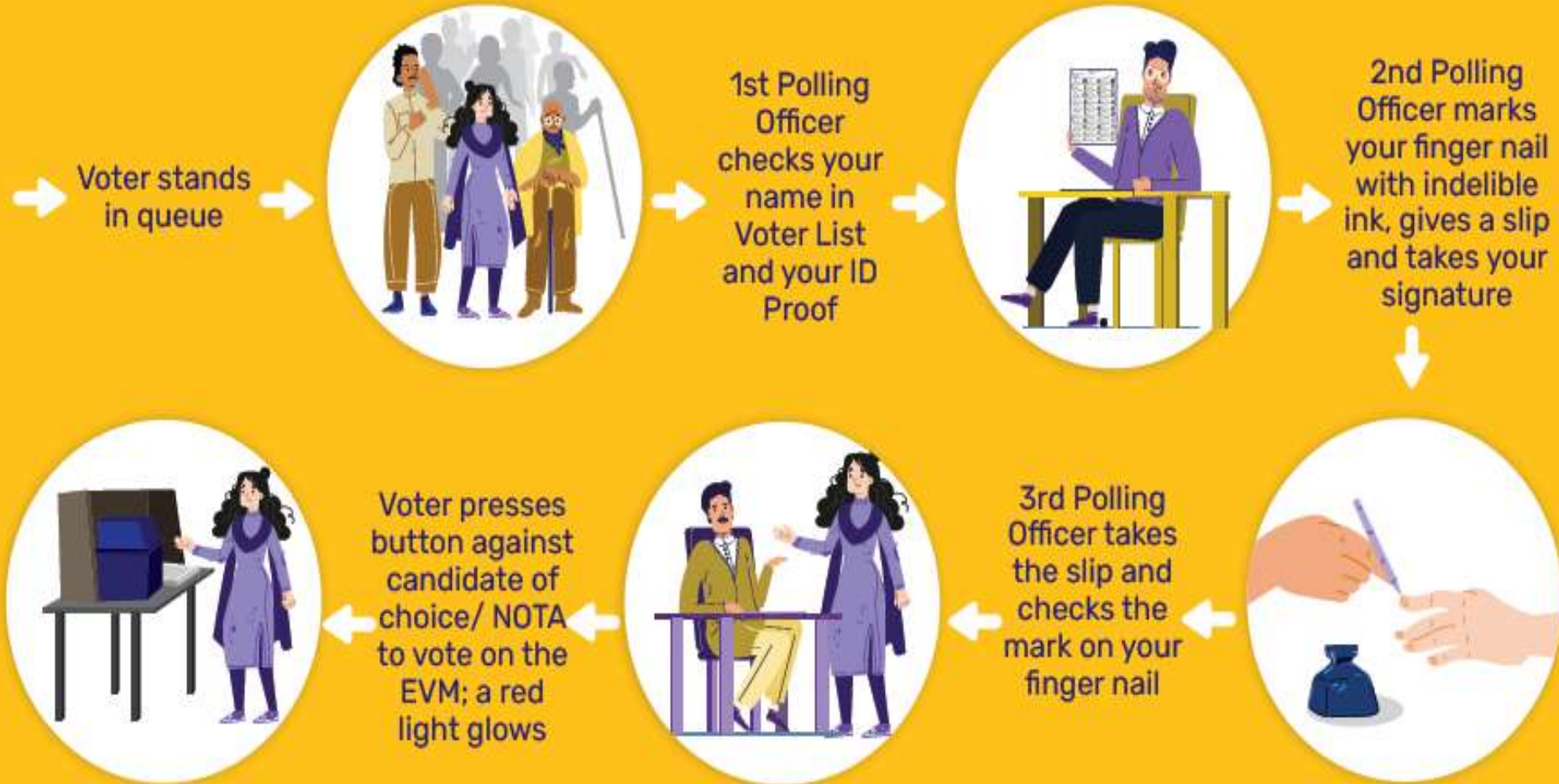
Control Unit Incharge



POLL DAY – 19.04.2024



ASSIGNMENT OF DUTIES TO POLLING OFFICERS



GENERAL ELECTIONS TO LOK SABHA , 2024



POLL DAY – POLLING AGENTS



❖ YOU HAVE TO CARRY OUT THE FOLLOWING TASKS:

- ✓ CHECKING OF APPOINTMENT LETTERS OF POLLING AGENTS – FOR EACH CANDIDATE ONE AGENT AND TWO SUBSTITUTES. AT ANY POINT OF TIME ONLY ONE POLLING AGENT OF A CANDIDATE SHALL BE PRESENT.
- ✓ ASSIGN SEATS AND ISSUE THEM ENTRY PASS.
- ✓ NOT TO ALLOW ANY ONE WITH CAP WITH BADGES, EMBLEMS ETC. (OF POLITICAL LEADERS, CANDIDATES, POLITICAL PARTY) WITHIN THE POLLING STATION AND WITHIN 100 METRES AS IT AMOUNTS TO CAMPAIGNING.
- ✓ PLAIN CAP AND SHAWL ARE NOT PROHIBITED.



POLL DAY – POLLING AGENTS



POLLING AGENTS – SEATING ORDER AT POLLING STATION

CANDIDATES OF

- RECOGNIZED NATIONAL PARTIES;
- RECOGNIZED STATE PARTIES;
- RECOGNIZED STATE PARTIES OF OTHER STATES PERMITTED TO USE THEIR RESERVED SYMBOLS;
- REGISTERED UNRECOGNIZED PARTIES;
- INDEPENDENT CANDIDATES.





POLL DAY

POLLING AGENT / RELIEVING AGENT MOVEMENT SHEET - ANNEX



POLLING AGENTS / RELIEVING AGENTS MOVEMENT SHEET

Sl. No.	No. and Name of Parliamentary Constituency	No. and Name of Assembly Segment	Name of Candidate	Name of Political Party	Name of Polling Agent / Relieving Agents	Time of Entry	Signature	Time of Exit	Signature
1.	1. PUDUCHERRY								
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									

GENERAL ELECTIONS TO LOK SABHA , 2024



POLL DAY

**POLLING AGENT
PASSES ACCOUNT-ANNEX 13
P.NO: 126**



Annexure

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 contesting candidates**
4. **Number of entry passes received with poll material**
5. **Details of entry passes Issued to poling agents**

Name of candidate	Whether entry passes Issued	Signature of the polling agent/relief agent.

6. **Unused entry passes**

**Signature and seal of
Presiding Officer**



POLL DAY

**POLLING AGENT
ENTRY PASS –**



ANNEXURE 10

ENTRY PASS OF POLLING AGENTS

AS Number and Name :

Polling Station No. and Name :

Name of Candidate :

Name of Polling Agent :

Name of Relief Agents, if any :

Signature of the Presiding Officer

GENERAL ELECTIONS TO LOK SABHA , 2024



POLL DAY – POLLING AGENTS



POLLING AGENTS

- POLLING AGENTS **NOT TO TAKE ELECTORAL ROLL COPY OUTSIDE THE POLLING STATION TILL THE POLLING IS CLOSED.**
- POLLING AGENTS NOT TO BE ALLOWED TO SEND SLIPS OUTSIDE INDICATING THE SL. NOS. OF THE VOTERS WHO VOTED OR NOT VOTED.
- **EVEN AFTER 3 P.M. MAY BE ALLOWED TO GO OUT OR LEAVE THE POLLING STATION AND COME INSIDE.**
- POLLING AGENTS **NOT TO CARRY CELL PHONE, CORDLESS PHONE, WIRELESS SETS INSIDE THE POLLING STATION.**
- POLLING AGENTS **TO DISPLAY EPIC AND ENTRY PASS.**

POLL DAY 19.04.2024
MOCK POLL – MIN. 50 VOTES



5 : 30 A.M

IF NO AGENTS THEN WAIT UPTO



5 : 45 A.M

Min. 2 Polling
Agents

POLL DAY – 19.04.2024 – MOCK POLL



CONDUCT OF MOCK POLL

Ensure that equal number of votes are polled for all candidates

ORDER TO BE FOLLOWED



1
Clear

2

Ballot

3

Close

4

Result

5

Clear

6

Switch off

7

Seal



POLL DAY – 19.04.2024 – MOCK POLL

MOCK POLL

KEEP PAPER ROLL **KNOB OF VVPAT TO “VERTICAL”** POSITION AND SWITCH **ON THE CU –**

OBSERVE THAT THERE IS NO ERROR MSG. IN THE CU DISPLAY AND THE TEST SLIPS COMES OUT IN THE VVPAT AS NORMAL

START MOCK POLL **90 MINUTES** BEFORE SCHEDULED POLL TIME, IF 2 OR MORE POLLING AGENTS AVAILABLE. OTHERWISE, WAIT FOR **15 MINUTES**

SHOW THE CU TOTAL **(ZERO) AND EMPTY** CHAMBER OF VVPAT TO AGENTS

GIVE AT LEAST **50 VOTES** (ENSURE VOTES RECORDED FOR EACH OF THE CONTESTING CANDIDATES INCLUDING NOTA) & **PRESS “CLOSE”**

PRESS **RESULT** & NOTE DOWN MOCK POLL VOTES TO EACH CANDIDATES

POLL DAY – 19.04.2024 – MOCK POLL

MOCK POLL :

- REMOVE VVPAT MOCK SLIPS FROM VVPAT AND TALLY WITH CU RESULT.
- SHOW TO AGENTS & GET THEIR SIGNATURES IN PRESCRIBED **MOCK POLL CERTIFICATE (PART-I)**
- STAMP** VVPAT MOCK SLIPS WITH STAMP 'MOCK POLL SLIP'.
- INSERT SLIPS IN A BIO-DEGRADABLE **BLACK ENVELOPE** AND SEAL IT **WITH PINK PAPER SEAL**
- ASK THE POLLING AGENTS & OFFICERS TO SIGN IN THE MOCK POLL CERTIFICATE**
- CLEAR** MOCK POLL RESULT FROM CU & **SWITCH IT OFF**

MOCK POLL
SLIP

POLL DAY – 19.04.2024 – MOCK POLL

SEALING THE RESULT SECTION OF CU

- INSERT THE NEWLY DESIGNED GREEN PAPER SEAL THROUGH THE INNER DOOR OF RESULT SECTION OF CU WITH BOTH ENDS PROTRUDING OUTWARDS SEAL INNER RESULT SECTION WITH SPECIAL TAG.
- SEAL OUTER COVER OF RESULT SECTION WITH ADDRESS TAG
- NO MORE USE OF A B C D (OUTER PAPER STRIP) SEAL

SEALING OF RESULT SECTION OF CU (Special Tag)

Insert a **Twine** through **the hole** provided in the inner door of the Result compartment

Sign PrO, Polling Agents on the Special Tag

Attach **Special tag** to the **Twine** and Seal



POLL DAY – 19.04.2024 – MOCK POLL

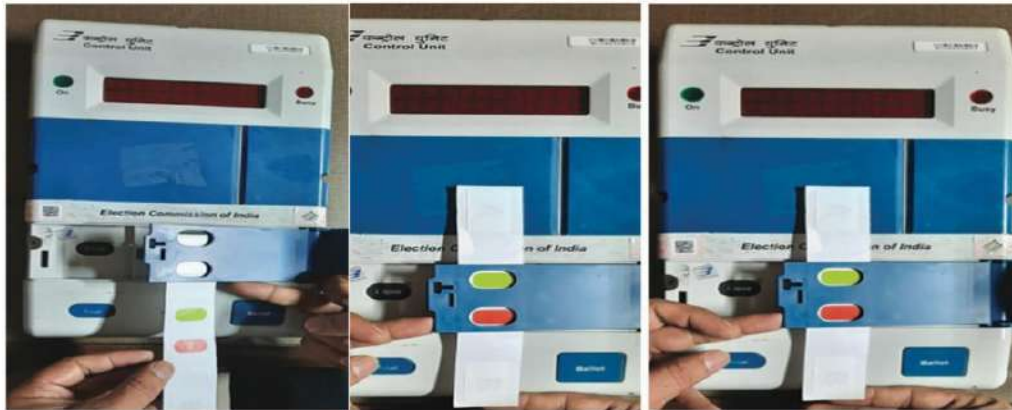
MODIFIED GREEN PAPER SEAL TO BE USED



Strip Seal is not to be used



Mock Poll - Sealing



GREEN PAPER SEALING PROCESS FOR RESULT SECTION



Sealing of VVPAT drop box



**SEALING PROCESS FOR THE DROP BOX DOOR AFTER CLEARING THE
MOCK POLL VOTER SLIPS WITH ADDRESS TAGS AT BOTH ENDS**

POLL DAY – 19.04.2024 – AFTER THE MOCK POLL

MOCK POLL – SEALING :

AFTER FIXING GREEN PAPER SEAL, FIX SPECIAL TAG AND ADDRESS TAG UPON THE RESULT SECTION OF CU

SEAL THE VVPAT DROP BOX.

BEFORE THE FIRST VOTER SIGNS IN FORM 17A (REGISTER OF VOTERS), THE POLLING OFFICER-I SHALL CHECK WITH THE PRESIDING OFFICER AND RECORD IN INK IN FORM 17A THAT **“TOTAL IN THE CONTROL UNIT IS CHECKED AND FOUND TO BE ZERO”**.

DEMONSTRATE TO THE POLLING AGENTS AND OTHER PERSONS PRESENT THAT THE MARKED COPY OF THE ELECTORAL ROLL (COPY OF THE ELECTORAL ROLL TO BE USED FOR ‘MARKING’ THE NAMES OF ELECTORS WHO ARE ALLOWED TO VOTE) DOES NOT CONTAIN ANY REMARKS OTHER THAN THOSE USED FOR ISSUING POSTAL BALLOT PAPERS.

SEE THAT VOTING COMPARTMENTS HAVE BEEN PROPERLY ARRANGED WITH APPROPRIATE POSTERS PASTED OUTSIDE TO INDICATE CLEARLY THE ELECTION PERTAINING TO WHICH THE BALLOT UNIT AND VVPAT IS KEPT INSIDE.

CONDUCT OF MOCK POLL

ஒத்திகை வாக்குப்பதிவு

90

- Minutes before the commencement of poll
- நிமிடங்கள் / வாக்குப்பதிவு தொடங்குவதற்கு முன்

2

- Minimum candidates / Agents present
- வேட்பாளர்களின் முகவர்கள்

15

- Minutes wait for agents turnout
- நிமிடங்கள் காத்திருக்கலாம்.

50

- Votes to be polled
- குறைந்தபட்சம் மொத்தம் 50 வாக்குப்பதிவு

1

- குறைந்தபட்சம் வாக்குகளைப் பதிவு செய்ய வேண்டும்
- Times random the buttons including NOTA to be pressed.

Prepare

- ஒத்திகை வாக்குப்பதிவு சான்றிதழ்
- Mock Poll Certificates

59



PRESIDING OFFICER'S REPORT PART – I - MOCK POLL CERTIFICATE

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

.....

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

(d) Empty VVPAT shown to all Polling Agents (Yes/No)

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

(f) 'TOTAL' button on the Control Unit has been pressed to show total vote ' O ' to polling agent (Yes/No)

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

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

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

(i) Time display on the Control Unit is minutes more/less than Indian standard Time (IST), if any.

(j) Signature of Micro-Observers (if posted at the polling station)

Name and/ signature of the Presiding Officer



PRESIDING OFFICER'S REPORT PART – I - MOCK POLL CERTIFICATE

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

(i) Control Unit shows total vote : 0

OR

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

(Signature of Presiding Officer)

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

S. No.	Name of Polling officer	Signature



POWER PACK REPLACEMENT IN CONTROL UNIT — DURING MOCKPOLL, POLL & AFTER COMPLETION OF POLL

PRESIDING OFFICER'S REPORT

(Chapter – 4, Para 4.6)

PART-II: POWER PACK REPLACEMENT IN CU

(TO BE FILLED DURING DURING MOCK POLL, POLL & AFTER COMPLETION OF POLL
DEPENDING ON CASE/SITUATION)

Name of Election: (to be pre-printed)

No. and Name of AC/AS:(to be pre-printed)

No. and Name of PC: (to be pre-printed)

Polling Station No:

(a) Details of replacement of Power Pack of the Control Unit during mock poll/actual poll (strike out which one is not applicable)

(i) Unique ID of Control Unit:

(ii) Reason for replacement of Power Pack of the Control Unit:

(iii) Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit

(b) Following Polling Agents witness the replacement of power pack from the Control Unit:

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

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

Signature of Presiding Officer

Signature of Sector Officer



EVM / VVPAT REPLACEMENT — DURING MOCK POLL, IF ANY REPLACEMENT

PRESIDING OFFICER'S REPORT

(Chapter – 1, Para 1.14)

PART-IV: EVM/VVPAT REPLACEMENT

(TO BE FILLED DURING MOCK POLL, IF THERE IS ANY REPLACEMENT)

Name of Election: (to be pre-printed)

No. and Name of AC/AS:(to be pre-printed)

No. and Name of PC: (to be pre-printed)

Polling Station No. (to be pre-printed)

1.

a) Details of Electronic Voting Machine and VVPAT used-

{BU- Balloting Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit Trail}

S. No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
1.	Unique ID of units given at the time of dispersal				
2.	(a) Tick (-Y) which one found non-functional during mock poll				
	(b) Reason for nonfunctioning (Mention error/code noticed in CU)				
3.	Unique ID of unit(s) given as replacement during mock poll				

b) Following Polling Agents witness the replacement process

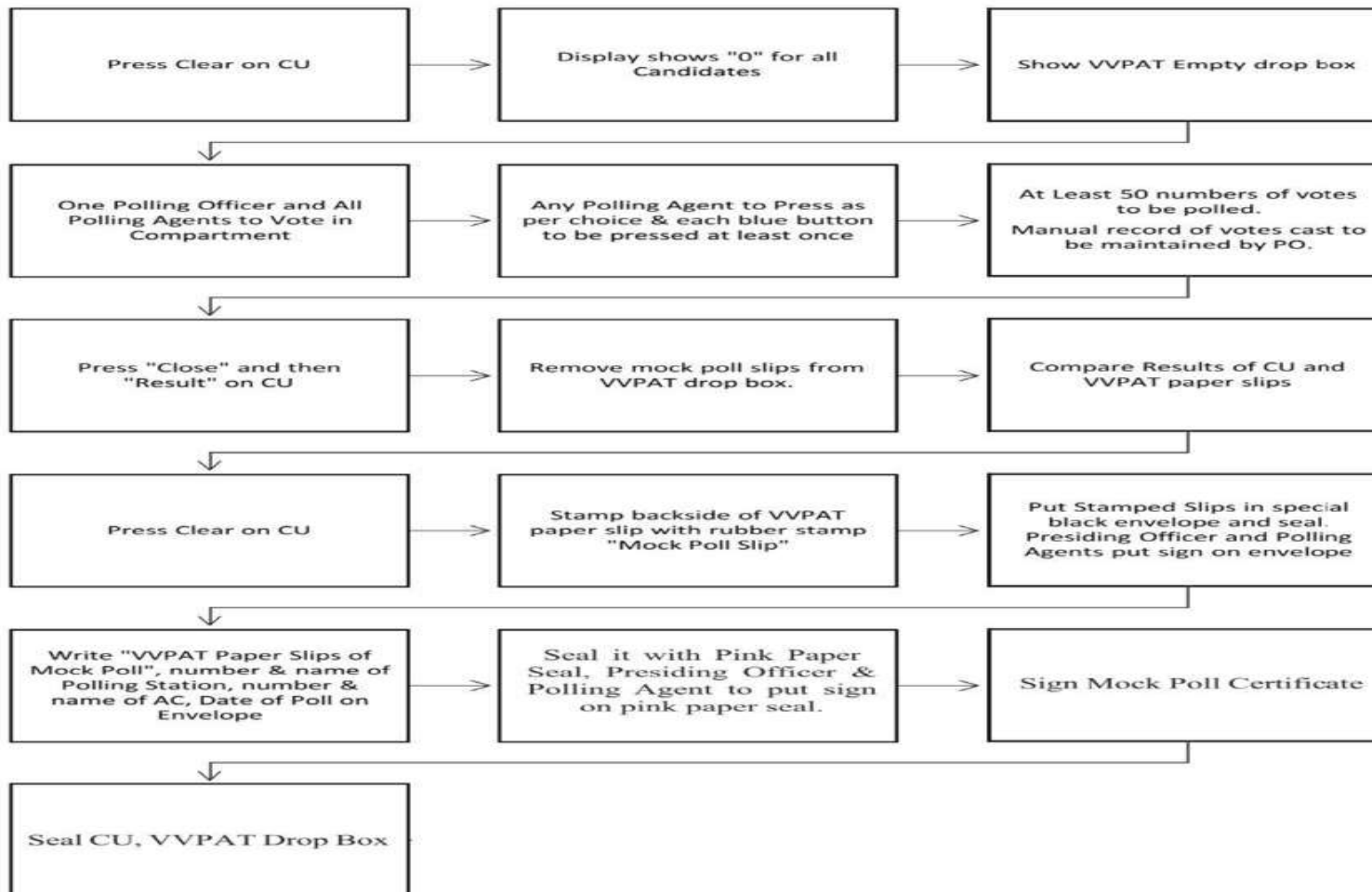
S. No.	Name of Polling Agent	Name of Party / Independent	Name of Candidate	Signature of Polling Agent

(Signature of Presiding Officer)



MOCK POLL FLOW CHART

MOCK POLL FLOW CHART





BEFORE START OF POLL - DECLARATION BEFORE THE COMMENCEMENT OF POLL

DECLARATION BY THE PRESIDING OFFICER

PART-I

Declaration by the Presiding Officer before the commencement of the poll

Election fromParliamentary/Assembly Constituency

Serial No. and name of Polling Station

Date of Poll

I hereby declare:

- (1) that I have demonstrated to the polling agents and other persons present –
 - (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein; After mock poll we have cleared the mock poll data from EVM (CU), and removed the print paper slips from VVPAT drop box.
 - b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;
 - (c) that the Register of Voters (Form 17A) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of Control Unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the Control Unit on the special address tag, and I have affixed my signature on the back side of the special address tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the modified new green paper seal and also obtained thereon the signatures of such candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special address tag and asked the candidates/polling agents present, to note down the serial number.

Signature of Presiding Officer.....

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 agent(s) declined to affix his/her/their signature(s), on this declaration:

- | | |
|---------------------------|---------------------------|
| 1.....(of candidate.....) | 2.....(of candidate.....) |
| 3.....(of candidate.....) | 4.....(of candidate.....) |

Signature.....

Presiding Officer

Date.....

GENERAL ELECTIONS TO LOK SABHA 2024

Commencement of Poll

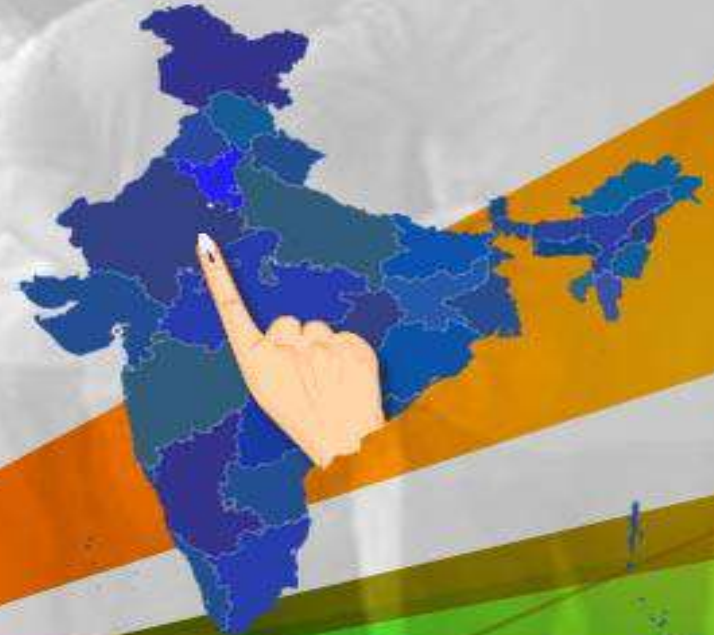
Should
commence

at

The Appointed
time

7.00

am





POLL DAY – Maintenance of Secrecy

- SECTION 128 OF RPA, 1951

- 1) *EVERY OFFICER, CLERK, AGENT OR OTHER PERSON WHO PERFORMS ANY DUTY IN CONNECTION WITH THE RECORDING OR COUNTING OF VOTES AT AN ELECTION SHALL MAINTAIN, AND AID IN MAINTAINING, THE SECRECY OF THE VOTING AND SHALL NOT (EXCEPT FOR SOME PURPOSE AUTHORISED BY OR UNDER ANY LAW) COMMUNICATE TO ANY PERSON ANY INFORMATION CALCULATED TO VIOLATE SUCH SECRECY.*
- 2) *ANY PERSON WHO CONTRAVENES THE PROVISIONS OF SUB SECTION (1) SHALL BE PUNISHABLE WITH IMPRISONMENT FOR A TERM WHICH MAY EXTEND TO THREE MONTHS OR WITH FINE OR WITH BOTH.*

POLL DAY



ENTRY OF VOTERS .. DOS.

- **MEN AND WOMEN TO BE ADMITTED ALTERNATELY.**
- **DON'T FORM MORE THAN ONE QUEUE FOR MEN AND WOMEN VOTERS.**
- **DON'T GIVE ANY SPECIAL TREATMENT TO ANY VIP OR CELEBRITY COMING TO CAST VOTE.**
- **DON'T ALLOW ANY OVERCROWDING ESPECIALLY OF PHOTOGRAPHERS / VIDEOGRAPHERS AT SUCH TIME.**
- **BEFORE THE FIRST VOTER VOTES, PRO AND I-PO SHOULD CHECK 17 A AND RECORD IN INK – TOTAL IN CU CHECKED AND FOUND TO BE ZERO**

PHOTOGRAPHY/VIDEOGRAPHY

- ONLY ECI AUTHORIZED MEDIA PERSONS TO BE ALLOWED INSIDE THE POLLING STATION.
- EXTRA CARE TO BE TAKEN WHEN A VIP VOTES.
- SECRECY OF VOTING SHOULD BE ENSURED.
- PHOTO/VIDEOGRAPHY OF CROWD OF ELECTORS OUTSIDE THE POLLING STATION MAY BE PERMITTED.



POLL DAY



Assignment of Duties to Polling Officers.

1st POLLING OFFICER

2nd POLLING OFFICER




3rd POLLING OFFICER

GENERAL ELECTIONS TO LOK SABHA , 2024

FIRST POLLING OFFICER



- In-charge of marked copy of Electoral Roll and identification of Electors which is done
 - Through EPIC and other IDs as enlisted by ECI
 - Through Passport in case of Overseas Electors
 - Through Concerned BLO or VAO
- Account the No. of voters – male, female and others separately in the sheet provided;
- When voter is allowed to vote, draw -
 - Diagonal line in RED on the entry in the Marked Copy of Electoral Roll – For Male
 - Diagonal line in RED & Round off the SI No- For Female
 - Diagonal line in RED & STAR near the SI No- For Third Gender

<p>4</p> <p>பெயர் : பெத்தோலின் கணவர் பெயர் : மும்பியர் அருள்ராஜ் வீட்டு எண் : 49 வயது : 35 பாலினம் : பெண்</p>  <p>IUM0011320</p>	<p>5</p> <p>பெயர் : இவாண்ஜலின்ஜெனித்தா தந்தை பெயர் : ஸ்டீபன்நித்தியானந்தம் வீட்டு எண் : 51 வயது : 30 பாலினம் : பெண் பாலினம்</p>  <p>IUM0035287</p>	<p>6</p> <p>பெயர் : பாவேஷ்வோரா தந்தை பெயர் : அம்ரதலால் வேரா வீட்டு எண் : 53 வயது : 51 பாலினம் : ஆண்</p>  <p>IUM0078063</p>
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VOTER INFORMATION SLIPS [VIS]

- VIS INCLUDES INFORMATION LIKE POLLING STATION, DATE, TIME, BUT NOT THE PHOTOGRAPH OF THE VOTER.
- VIS WILL BE DISTRIBUTED AT LEAST 5 DAYS BEFORE THE DATE OF POLL TO ALL ENROLLED ELECTORS.
- VIS WILL NOT BE ALLOWED AS PROOF OF IDENTITY OF VOTERS.

➤ MODEL FORM IN THE NEXT SLIDE

VOTER INFORMATION SLIPS [VIS]



ELECTION COMMISSION OF INDIA - இந்திய தேர்தல் ஆணையம்
General Election to the Parliamentary Constituency - நாடாளுமன்ற மக்களவைத்
தொகுதிக்கான பொதுத் தேர்தல்



	மாநிலம் :	State :	புதுச்சேரி	Puducherry
	சட்டமன்றத் தொகுதி	Assembly Constituency :	18 - முதலியார்பேட்டை	18 - MUDALIARPET
	பெயர்	Name	தியானேஷ்வர் பா	THIYANESHWAR B
	பாலினம்	Gender	ஆண்	Male
	வா.பு.அ.அ. எண் :	EPIC No. :	IBI0245381	
	தந்தை பெயர்	Father Name	பாபு	BABU
	பாகம் எண்	Part No.	1	
	பாகத்தின் பெயர் :	Part Name	சமுதாயக்கூடம், (முன்புற வாயில்)	Community Hall (Front Entrance)
	வரிசை எண் :	Serial No. :	1	
	வாக்குச்சாவடி பெயர் :	Polling Station	சமுதாயக்கூடம், தியாகுமுதலியார் நகர் L பிளாக், முதலியார்பேட்டை, புதுச்சேரி - 605004 Community Hall, THIAGUMUDALIAR NAGAR L BLOCK, MUDALIARPET, Puducherry-605004	
	Date of Poll :	Last updated on	06-07-2023	
	வாக்களிக்கும் தேதி :	CEO WEBSITE :	https://ceopuducherry.py.gov.in	
	Timings : நேரம் :	CEO Call Center Toll Free No. :	4132292205	
	Morning 07:00 AM to Evening 06:00 PM காலை 07:00 AM - மாலை 06:00 PM	DISTRICT ELECTION OFFICE :	O/o. District Collector, Valudavur Road, Puducherry	
	DEO Helpline No. :	1950		
	This will not be accepted as an identification document for voting. இது வாக்களிப்பதற்கான அடையாள ஆவணமாக ஏற்றுக்கொள்ளப்படாது.			

VERIFICATION OF ELECTOR'S IDENTITY

- ❑ IF EPIC COULD NOT BE PRODUCED, ALTERNATIVE DOCUMENT PERMITTED BY THE ECI MAY BE ALLOWED.
- ❑ IN CASE OF ANY DOUBT OVER IDENTITY, POLLING OFFICER TO DIRECT THE ELECTOR TO PRESIDING OFFICER.
- ❑ PRESIDING OFFICER TO PROBE THE IDENTITY OF VOTER.
- ❑ IMPERSONATOR TO BE HANDED OVER TO POLICE WITH WRITTEN COMPLAINT.



POLL DAY



Identity proof recognised by ECI

 Voter ID Card (EPIC) 1	 Smart Card Issued under the scheme of Ministry of Labour 7
 Passport 2	 MNREGA Job Card 8
 Driving License 3	 Health Insurance Smart Card Issued under the scheme of Ministry of Labour 9
 Service Identity Card Issued to employees by Central/State Govt./PSUs/ Public Limited Companies 4	 Pension Document With photo 10
 Passbook Issued by Bank/Post Office with photo 5	 Official Identity Card Issued to MPs/MLAs/MLCs 11
 Pan Card 6	 Aadhar Card 12

EPIC



VOTER INFORMATION SLIP

फोटो धारणा पर्ची / PHOTO VOTER SLIP	
राज्य / State	महाराष्ट्र / Maharashtra
विधान सभा निर्वाचन क्षेत्र / Assembly Constituency	120 - TENDUKHEDA
नाम / Name	विनायक सुनील
लिंग / Gender	पुरुष / Male
व्यक्तिगत पहचान संख्या / EPIC No.	1008 / 2006 / 0465094
पिता का नाम / Father's Name	सुनील सुनील
पिता का पता / Post Number	200
पिता का जिला / District	तुळजापूर / Tuljapur
व्यक्तिगत संख्या / Serial No.	255
मतदान की तिथि / Date of Poll	
मतदान केंद्र / Polling Station	
समय / Timings	मतदान की तिथि / Polling Date: 06-मार्च-2019
7:00 AM to 6:00 PM	मतदान सेवाएंदे का समय / Last Updated On: 18-04-2019
निर्वाचन कार्यालय / DISTRICT ELECTION OFFICE :	
DEO Website:	DEO Helpline No.:

1st

POLLING OFFICER



1

1. IDENTIFICATION PROCESS



POLL DAY

BI HOURLY POLL STATISTICS AND EPIC STATISTICS

1st
POLLING
OFFICER



GCPP.—109/161—2,000 Cps. (388)—6-3-2021.

ELECTION TO THE PUDUCHERRY LEGISLATIVE ASSEMBLY

BI-HOURLY POLL STATISTICS AND EPIC STATISTICS

Name of Assembly Constituency :

Polling Station No. :

Timings	Number of votes cast by men				Number of votes cast by women				Number of votes cast by third gender				
	With EPIC	With voter slip	With other documents	Total	With EPIC	With voter slip	With other documents	Total	With EPIC	With voter slip	With other documents	Total	
From 7.00 a.m. to 9.00 a.m.													
From 9.00 a.m. to 11.00 a.m.													
From 11.00 a.m. to 1.00 p.m.													
From 1.00 p.m. to 3.00 p.m.													
From 3.00 p.m. to 5.00 p.m.													
From 5.00 p.m. to 7.00 p.m.													
On issue of slips, after 7.00 p.m.													

- Note :**
1. ⊗ Round with cross mark for voters with EPIC.
 2. ○ Round mark only for voters with voter slip.
 3. ✓ Tick mark only for voters with other documents.
 4. This form should be handed over along with PS05 to the Returning Officer.

MEN										WOMEN										Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56
37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57
38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58
39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59
40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61
42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66
47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69
50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71
52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72
53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73
54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74
55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76
57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77
58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78
59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79
60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81
62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82
63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85
66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86
67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87
68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88
69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89
70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
71	72	73	74	75	76	77	78	7												



POLL DAY



2ND POLLING OFFICER/ வாக்குப்பதிவு அலுவலர்

❖ Apply Indelible Ink

அழியாத மையினைப் பதித்திடல்

❖ Register in Form 17A

வாக்காளர் பதிவேட்டில் பதிவு செய்தல்

❖ Issue Voter slip

வாக்காளர் பெயர் விவர

குறிப்புச்சீட்டு வழங்குதல்



POLL DAY



FINER POINTS OF APPLICATION OF INDELIBLE INK

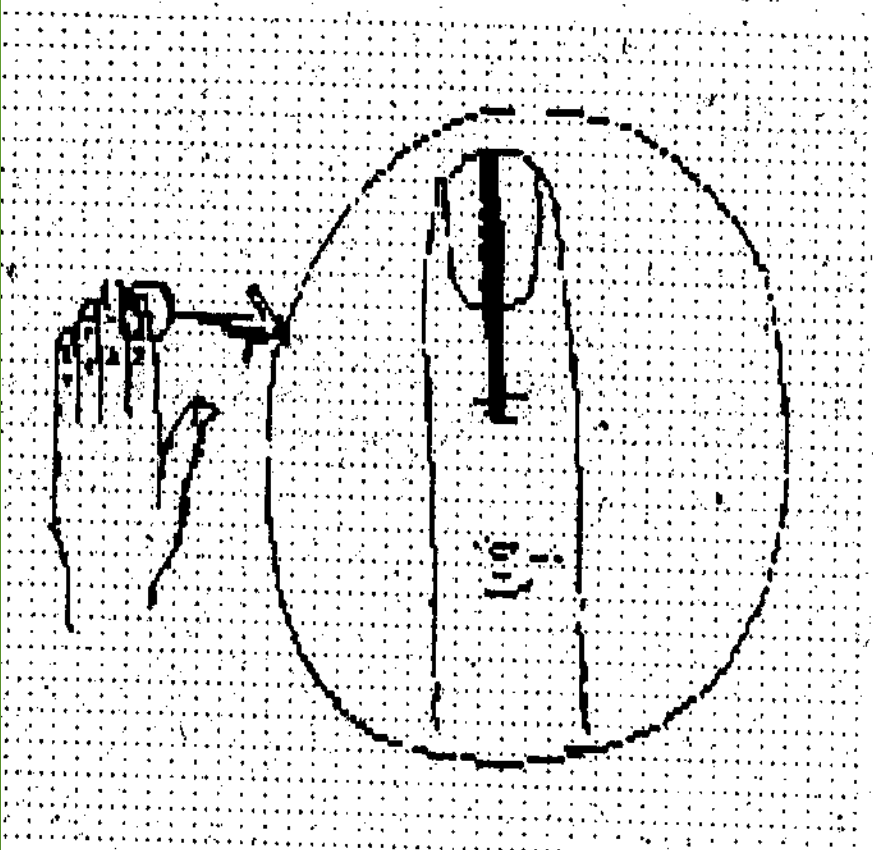


GENERAL ELECTIONS TO LOK SABHA , 2024

POLL DAY



Indelible Ink Application



X

Old Marking

✓

New Marking

GENERAL ELECTIONS TO LOK SABHA , 2024

FINER POINTS OF APPLICATION OF INDELIBLE INK

- ❖ **IF HE HAS NO LEFT HAND FOREFINGER, APPLY INDELIBLE INK ON ANY FINGER OF LEFT HAND.**
- ❖ **IF NO FINGER ON LEFT HAND, APPLY INK ON HIS RIGHT HAND FOREFINGER.**
- ❖ **IF NO RIGHT HAND FOREFINGER, ON ANY FINGER OF RIGHT HAND STARTING WITH HIS FOREFINGER.**
- ❖ **IF HE HAS NO FINGER ON EITHER HAND – APPLY ON SUCH STUMP OF HIS LEFT OR RIGHT HAND.**

FINER POINTS OF APPLICATION OF INDELIBLE INK

- ❖ **A PERSON CANNOT ACT AS A COMPANION OF MORE THAN ONE ELECTOR.**
- ❖ **INDELIBLE INK SHALL BE APPLIED ON THE RIGHT INDEX FINGER OF THE COMPANION ALSO.**



POLL DAY



2. ENTRIES IN REGISTER OF VOTERS (Form 17-A)

- After applying indelible ink
- Get signature/thumb impression
- In col.2 write the Sl. No. of the elector in electoral roll (like 191, 709).
- In col. 3, write details of the documents produced by the elector for proof of identification.
- Just mention “EP” for EPIC .
- For other prescribed documents mention the document with the last four digits.

FORM – 17 A
(See rule 49L)

REGISTER OF VOTERS

Total in the Control unit checked and found to be Zero.

R. Visakh
Polling Officer - I

No. and name of Polling station.....

Part No. of Electoral Roll.....

Sl No	Sl No of Elector in the Electoral Roll	Details of the Document produced by the Elector in Proof of his/her Identification	Signature /Thumb impression of Elector	Remarks
(1)	(2)	(3)	(4)	(5)
1	568	EP	Abcde	
2	43	EP	Xyza	
3	707	DL 5689	pqrst	
4	288	EP	lmno	
5	125	AR 4253	p	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Date: _____ Signature of the Presiding Officer _____








2nd
POLLING OFFICER

Record of electoral roll number of elector in Register of Voters (Form 17A)/ Signature or Thumb impression of voter



Illiterate / infirm voter

Unable to sign		impression of left hand thumb
No left hand thumb		impression of right hand thumb
Both hands thumbs missing		impression of one of the finger on left hand starting from the fore finger
No left hand finger		impression of right hand finger starting from the forefinger
No fingers		voters seek assistance of companion (under rule 49 N)*

19.4.2024














POLL DAY -

- Clear thumb impression is essential. After thumb impression wipe off the ink from thumb
- *Companion will put sign/ thumb impression

GENERAL ELECTIONS TO LOK SABHA , 2024

FILLING UP FORM 17-A



Sl. No.	S. No. of the elector in the Electoral roll	Documents produced by the elector	Signature/ Thumb Impression of elector	Remarks
1	756	EP		
2	14	AR 7960		"Refused to vote"
3	375	EP	 	DL 6012
4	123	EP		
5	78	EP		
6	214	AR 3811		
7	619	EP		
8	95	AR 5286		"Not allowed to vote - Voting procedure violated"
9	112	EP		
10	176	DL 1455		
11	319	EP		
12	319	EP		Test vote cast to candidate No. 6 - Vetrimaran"

ISSUE OF VOTER'S SLIP



**POLL DAY
19.04.2024**

- **2nd Polling Officer shall fill up the printed voters slip containing the following:**
 - a) Sl. No. of elector (as per col.1 of the register of voters – 17A Register)**
 - b) Sl. No. of the elector (as entered in the electoral roll)**
 - c) Initials of Polling Officer.**
- **With the voter's slip, the elector is to go to the 3rd Polling Officer who will be in-charge of control unit.**



POLL DAY



3. ISSUE OF VOTER SLIP

அமஅபு.—109/167—12,000 தொகுதிகள் x 100 தாள்கள் (1926)—14-11-2013.

வாக்காளர் சீட்டு

வாக்காளர் பதிவேட்டின் பிரிவு (1)இல்
அமைந்துள்ளபடி வாக்காளரின் வரிசை எண் **1**

வாக்காளர் பட்டியலில் அமைந்துள்ளபடி
வாக்காளரின் வரிசை எண் **568**

தேர்தல் அலுவலரின் கையொப்பம் *karthik*

2nd

**POLLING
OFFICER**

GENERAL ELECTIONS TO LOK SABHA , 2024



POLL DAY



THIRD POLLING OFFICER

- ❑ IN-CHARGE OF CONTROL UNIT;
- ❑ ALLOW THE ELECTOR ON THE BASIS OF VOTER'S SLIP AND IN ACCORDANCE WITH SERIAL NUMBER INDICATED IN THE SLIP;
- ❑ TO ENSURE THAT THE ELECTOR'S LEFT HAND FOREFINGER BEARS A CLEAR INDELIBLE INK MARK.



**PRESS THE
BALLOT BUTTON**

3rd

**POLLING
OFFICER**

GENERAL ELECTIONS TO LOK SABHA , 2024

Permitting elector to vote

After elector comes with the voter's slip, the Third polling officer will take the voter's slip from him, check his finger for ink and allow him to vote.

All voter's slips will be preserved and kept after sealing in a separate cover .



Casting your Vote through EVM



Ready to Vote

The 3rd Polling Officer enables the Ballot Unit (BU) as you enter the voting compartment. The 'READY' light of BU will glow

1



Cast your Vote

Press the Blue Button on the Ballot Unit against the name/ symbol of candidate of your choice/ NOTA option

2



See the Light

The red light against the name/ symbol of candidate/ NOTA option chosen will glow

3



Verify your Vote

The VVPAT will print & display the paper slip containing Serial Number, Name and Symbol of the chosen candidate/ NOTA

4



Hear the 'BEEP'

The BEEP sound from the Control Unit marks that vote has been cast successfully

5

VISIT SHEET

VISIT SHEET

Day of Poll :

Name and Number of Parliamentary Cosnstituent : Union Territory Puducherry Puducherry Parliamentary Constituency

Name and number of Polling Station :

Number of electors :

S. No.	Name and Designation of the Officer visiting (Observer/DEO/RO/ERO/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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature of the Presiding Officer with date

POLL DAY



PERSONS AUTHORIZED TO ENTER THE POLLING STATION

- ELECTORS ASSIGNED TO THE POLLING STATION.
- POLLING OFFICERS.
- CANDIDATES, HIS ELECTION & POLLING AGENTS.
- PERSONS AUTHORIZED BY THE COMMISSION – MEDIA AND MICRO OBSERVER –
VERIFY THE AUTHORITY LETTERS ISSUED TO MEDIA.
- PUBLIC SERVANTS ON DUTY. E.G....
- RO/ARO/OBSERVERS.

POLL DAY



PERSONS AUTHORIZED TO ENTER THE POLLING STATION

- A CHILD IN ARM ACCOMPANYING AN ELECTOR.
- PERSON ACCOMPANYING A BLIND/INFIRM VOTER.
- PERSON EMPLOYED TO IDENTIFY VOTERS.
- IN CASE OF ELECTOR/CANDIDATE WITH Z+ SECURITY, ONE SECURITY PERSONNEL IN CIVIL CLOTHES WITH CONCEALED SMALL ARM CAN ACCOMPANY THE SECURED PERSON.
- EVERY ONE TO HAVE A VALID PHOTO IDENTITY ISSUED BY ELECTION AUTHORITIES PROPERLY DISPLAYED.

POLL DAY



PERSONS AUTHORIZED TO ENTER THE POLLING STATION

- POLICE OFFICERS ARE NOT PERMITTED INSIDE THE POLLING STATION EXCEPT AS VOTERS.
- POLICE MAY BE CALLED INSIDE THE BOOTH IF NEED ARISES – TO MAINTAIN LAW AND ORDER.
- SECURITY PERSONNEL ACCOMPANYING AN ELECTOR/CANDIDATE SHOULD NOT BE ALLOWED INSIDE THE POLLING STATION.
- MINISTERS ARE NOT PUBLIC SERVANTS ON DUTY.
- SECURITY PERSONNEL ACCOMPANYING MINISTERS ARE NOT ALLOWED INSIDE THE POLLING STATION.
- VAO/WOMAN ATTENDANT TO BE ALLOWED ONLY WHEN IDENTIFICATION IS REQUIRED.

POLL DAY

VOTING BY BLIND & INFIRM VOTERS



GENERAL ELECTIONS TO LOK SABHA, 2024

POLL DAY -49 N



BLIND OR INFIRM

Voting with the help of companions.

Obtain declaration.
Above 18 years.

Should not assist multiple voters.
PA or PO cannot act
as companion.

Imprisonment for one year or fine or both

ANNEXURE-V

DECLARATION BY THE COMPANION OF BLIND OR INFIRM VOTER

General Elections to the Puducherry Legislative Assembly

Number and name of polling station :

I, _____

son of _____ aged _____ years

resident of * _____

hereby declare that —

- (a) I have not acted as companion of any other elector at any Polling Station today the _____, and
- (b) I will keep secret the vote recorded by me on behalf of Thiru / Selvi / Tmt.** _____

Signature of companion

* Full address to be given.

**Name, part number and serial number of elector to be given.

FORM 14-A
LIST OF BLIND AND INFIRM VOTERS
[See rule 40(20) of the Conduct of Elections Rules, 1961]

Number and name of polling station 01 / 02, Govt. Primary School - East, Chettipet, Mannadipet
Assembly Constituency.

Name of the place of poll Chettipet, Mannadipet

Part number and serial number of elector (1)	Full name of elector (2)	Full name of companion (3)	Address of companion (4)	Signature of companion (5)
02/ 254	<u>Tmt. Rajeswari</u>	<u>V. Sundaram</u>	<u>21, Mariamman koil street, Chettipet</u>	<u>V. Sundaram</u>

Sathish Kumar
Signature of Presiding Officer



POLL DAY - 49 O



ELECTOR DECIDING NOT TO VOTE

- If ballot button has been pressed already, allow the next voter to vote.
- If the last elector refuses to vote, switch off the power switch of the Control Unit (rear compartment) and disconnect the VVPAT from the Control Unit.
- Switch on the power switch, after busy lamp goes off, press CLOSE button.
- Remember : RESULT button will function (while counting) only if CLOSE button is pressed.

POLL DAY



A voter violating the voting procedure or secrecy of voting shall not be allowed to vote

your vote is your voice.

Violation of maintenance of secrecy is punishable with imprisonment which may extend to three months or fine or with both as per section 128 of the Representation of People Act, 1951.



GENERAL ELECTIONS TO LOK SABHA, 2024

Refusal to observe voting procedure

**Withdraw
and cancel
voters slip**

**Inscribe the fact
in Register
of Voters**

**Put signature
below the
entry in the
remarks column**

Never change the Sl.No in 17 A

POLL DAY



VOTING BY PROXY (CSV)

Must be a resident of the constituency concerned

Should have at least 18 years of age

Shall not be disqualified for regn. as an elector

Indelible ink – on the middle finger

The letters “PV” should be suffixed in 17 A

POLL DAY Form 17 B



Tendered Vote.

**Vote already done by
A BOGUS VOTER**



**Not allowed
to vote in the
EVM.
Issue
Ballot paper.**

**Entries
made
in the
Voters
register**

**Keep Polled
Ballots
in a
special cover.**

TENDERED VOTES – LISTIN FORM 17 B

[FORM 17B]

(See rule 49P)

LIST OF TENDERED VOTES

Election to the House of the People/Legislative Assembly of the State/Union territory

From Assembly segment.5 of 8

Number and Name of Polling Station

Part No. of Electoral Roll

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

Date

Signature of the Presiding Officer

**YOUR
CHALLENGES**

.....?

● **CHALLENGED
VOTES.**

POLL DAY



Challenging of Identity

- Challenge fee Rs.2/- deposit.
- Warn person challenging of penalty for personation.
- Read relevant entry in ER in full and ask whether he is the person referred to in that entry.
- Enter Name & Address – List of challenged Votes (**Form -14**) and require him to affix his signature.

GENERAL ELECTIONS TO LOK SABHA , 2024

POLL DAY



Challenging of Identity

➤ Summary enquiry.

- Challenger to adduce evidence in proof of challenge.
- Person Challenged to adduce evidence in proof of his identity.
- Questions to person challenged for establishing his identity and answer to be on oath.
- Oath to be administered to the person challenged and any other person offering to give evidence
- Challenge established – debar from voting – written complaint/handover to Police – return deposit
- Challenge not established – allow him to vote – forfeit deposit

GENERAL ELECTIONS TO LOK SABHA , 2024

Challenged *Votes*- Vote or jail..?

**Challenge
Fee Rs 2.**

**Burden of
Proof
Vested upon the
challenger.**

**Summary
enquiry**

**Return/forfeiture
of
challenge fee.**



CHALLENGE FEE - RECEIPT

ANNEXURE-VIII

(CHAPTER XVIII , Para 5)

RECEIPT FOR CHALLENGE FEE

Book No. Page No.

Received a sum of ₹ 2 (Rupees Two only) in cash from Shri
..... Candidate / Election Agent / Polling Agent on account of deposit for challenge under rule 36 of the Conduct of Elections Rules, 1961,

Date Presiding Officer
for Polling Stations
No.
of Parliamentary /
Legislative Assembly Constituency

Forfeited to Government

Presiding Officer

Received back the amount of ₹ 2 (Rupees Two only) under rule 36 (5) of the Conduct of Elections Rules, 1961.

Date Name and Signature of
Candidates / Election
Agent / Polling Agent

RECEIPT FOR CHALLENGE FEE

Book No. Page No.

Office of the Presiding Officer
For Polling Station No.
..... Assembly Segment
comprised within Puducherry
Parliamentary Constituency

Received a sum of ₹ 2 (Rupees Two only) in cash from Shri
..... Candidate / Election Agent / Polling Agent on account of deposit for challenge under rule 36 of the Conduct of Elections Rules, 1961.

Station
Date Presiding Officer

ANNEXURE-6
(CHAPTER 18, PARA 18.6.1)

**LETTER OF COMPLAINT TO THE STATION HOUSE OFFICER
OF POLICE**

To

The Station House Officer,
.....

Subject : General Election to the House of the People 2024 -
.....

Assembly Segment comprised within Puducherry
Parliamentary Constituency - Impersonation at Polling Station
..... (Number and Name).

Date of Poll

Sir,

I am to report that Shri son of Shri
and resident of has challenged the identity of the person who is
being handed over to This person claimed to be whose name
appears at Serial No. in Part No. of the Electoral Roll of Assembly
Segment comprised within Puducherry Parliamentary Constituency. He could not prove himself to
be this elector. In my opinion he is an imposter. I am to request you to take necessary action as required
under section 171-F of the Indian Penal Code.

Yours faithfully,

Place

Date

Signature of Presiding Officer

Copy forwarded to the Assistant Returning Officer for Assembly Segment and
DEO, Puducherry / Karaikal.

Copy forwarded to the Returning Officer for Puducherry Parliamentary Constituency, Puducherry.

Signature of Presiding Officer

RECEIPT

The above letter and the person referred to therein were handed over to me at (hour)
on (date) by the Presiding Officer.

*Here insert *ex-officio* designation of the concerned Returning Officer.

LIST OF CHALLENGED VOTES

FORM 14

[See Rules 36(2)(c)]

LIST OF CHALLENGED VOTES

Election to the House of the People 2024 from the Constituency.

1 [Polling Station Number and Name of Polling Station in Assembly

Constituency/Name of Place of poll]

Serial number of entry	Name of electoral	Part of roll	Elector's name in that part	Signature or thumb impression of the person challenged	Address of the person challenged	Name of identifier, if any	Name of challenger	Order of Presiding Officer	Signature or challenged on receiving refund of deposit
1	2	3	4	5	6	7	8	9	10
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Date :

*Appropriate particulars of the election to be inserted here

.....
Signature of Returning Officer

TEST VOTE – RULE 49 MA

- **ALLEGATION BY THE VOTER :- PAPER SLIP GENERATED BY THE VVPAT HAS SHOWN THE NAME OR SYMBOL OF A CANDIDATE OTHER THAN THE ONE HE VOTED FOR.**
- **WARN :- WARN THE ELECTOR ABOUT THE CONSEQUENCE OF MAKING FALSE DECLARATION.**
- **PRESIDING OFFICER SHALL MAKE A SECOND ENTRY RELATED TO THAT ELECTOR**
- **PERMIT THE ELECTOR TO RECORD A TEST VOTE IN THE VOTING MACHINE IN HIS PRESENCE AND IN THE PRESENCE OF THE CANDIDATES OR POLLING AGENTS WHO MAY BE PRESENT IN THE POLLING STATION AND OBSERVE THE PAPER SLIP GENERATED BY THE VVPAT IN FORM 17A**

- **TRUE / FALSE TEST VOTE – CONSEQUENCIES**

- **TRUE:-** PRESIDING OFFICER SHALL REPORT THE FACTS IMMEDIATELY TO THE RETURNING OFFICER, STOP FURTHER RECORDING OF VOTES IN THAT VOTING MACHINE AND ACT AS PER THE DIRECTION THAT MAY BE GIVEN BY THE RETURNING OFFICER

- **FALSE :-** PRESIDING OFFICER SHALL MAKE A REMARK TO THAT EFFECT AGAINST THE SECOND ENTRY RELATING TO THAT ELECTOR IN FORM 17A MENTIONING THE SERIAL NUMBER AND NAME OF THE CANDIDATE FOR WHOM SUCH TEST VOTE HAS BEEN RECORDED AND OBTAIN THE SIGNATURE OR THUMB IMPRESSION OF THAT ELECTOR AGAINST SUCH REMARKS AND MAKE NECESSARY ENTRIES REGARDING SUCH TEST VOTE IN ITEM 5 IN PART I OF FORM 17C.

- **HAND OVER TO POLICE -**

YOUR CHALLENGES

.....?



● **UNDER AGED VOTERS.**

- Person having identity as voter can not be questioned in any case
- In cases/he does not appears above 18 years, as per your view
- Inform him about penal provision in section 31 of the Representation of the People Act, 1950, for making false declaration.



If he refuses to give a declaration, do not allow him to vote.

ANNEXURE - 15
(CHAPTER – 5, Para 5.8.2)

FORM OF DECLARATION BY ELECTOR ABOUT AGE

I hereby solemnly declare and affirm that my age was more than 18 years on the first date of 20..... i.e. the qualifying date with reference to which the existing electoral roll of the constituency was prepared/revised.

I am aware of the penal provisions of section 31 of the Representation of the People Act, 1950, for making any false declaration in connection with the inclusion of any name in the electoral roll or the preparation, revision or correction of the electoral roll.

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

Father/Mother/Husband's Name.....

Part number of electoral Roll.....

Serial number of Elector

Dated.....

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

Signature of the Presiding Officer.....

Number and name of Polling station

Dated

ANNEXURE - 16
(CHAPTER – 5, Para 5.8.3)

LIST RELATED TO UNDER-AGED ELECTORS

Election to..... (name of Constituency)

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

Part I

LIST OF VOTERS FROM WHOM DECLARATION AS TO THEIR AGE HAVE BEEN OBTAINED

Sl. No.	Name of elector	Part No. and Serial No. in electoral roll	Age as entered in electoral roll	Age as assessed by the Presiding Officer
1	2	3	4	5
1.				
2.				
3.				
4.				

Part II

LIST OF ELECTORS WHO HAVE REFUSED TO MAKE DECLARATIONS AS TO THEIR AGE

S. No.	Name of Elector	Part No, and Serial No. in Electoral roll	Age as entered in Electoral roll	Age as assessed by the Presiding Officer
1	2	3	4	5
1.				
2.				
3.				

Dated:

Signature of Presiding Officer

POLL DAY – Voter from ASD List



- List of ASD [Absentee, Shifted and Dead] voters should be prepared polling station wise and provided to the Presiding Officers.
- If any voter from the list comes to cast vote, he should produce his EPIC or any other document prescribed by the Commission for identification.
- The Presiding Officer shall deal this voter.



POLL DAY – Voter from ASD List

- Such voter's thumb impression should also be obtained, in addition to his signature in Form 17A.
- Even if the elector is literate, his thumb impression should be obtained.
- Wherever possible, such elector may be photographed and record kept.
- Maintain a record of such voters and give a certificate at the end of the poll.



ANNEXURE—16

(CHAPTER 18, PARA 18.1.2.5)

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

I hereby solemnly declare and affirm that I am the same person whose name appears at
Serial No. of Part No. of the existing electoral roll of the
..... Assembly Segment of Puducherry Parliamentary Constituency
which was prepared / revised with respect of first date of January 2024 as qualifying date. I am aware
that impersonation at elections is an electoral offence under the section 171D of the Indian Penal Code.

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

Name

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

.....
Signature of the Presiding Officer

.....
Number and Name of Polling Station

Date

VOTING BY PUBLIC SERVANTS ON ELECTION DUTY – using EDC



- **Form 12-B** Public Servants on Election Duty posted in their own constituency can get EDC (Election Duty Certificate), based on an application in **Form 12A** has to be submitted by the Public Servants to the RO.
- Casting of votes - through the EVM-VVPAT at any PS within the Parliamentary Constituency where Election Duty is discharging.
- The name of such Elector shall be entered after the name of the last regular elector in the marked Electoral Roll
- The PO 2 will enter the details of the voter in the register of voters as **'625/32/13.'** (Sr. No/ Part No/AC No).
- Then he / she can be allowed to exercise the franchise by following the usual procedure by obtaining the voters slip and the allowed to cast the vote in the EVM

Entry of EDC Voters in marked copy of the electoral roll



Sl. No.	Sl. No. in the electoral roll	Part No.	Assembly Constituency & Name	Name of the elector
1.	348	26	13, Muthialpet	Joe

Note : This entry of list is to be maintained by the **First Polling Officer.**

Entry of EDC voters in Form 17 A



Sl. No.	Sl. No. of elector in the marked copy of the electoral roll	Identificati on document used	Signature	Remarks
10.	348/26/13 Muthialpet	EP	Sd.	EDC

Note : This entry of list is to be maintained by the **Second Polling Officer.**

SHARING OF POLL DATA



- PrO shall share '**VOTE CASTING REPORT**' through Mobile App and also inform the Sector Officer after every two hours from the Poll commencement time.
- Provide poll statistics for male, female and other voters separately.
- PrO shall share the information about number of voters from vulnerable habitats/communities from the marked copy of Electoral Roll to the Sector Officer.

POLL DAY – Close at Appointed hour



6 PM - CLOSING HOUR

GENERAL ELECTIONS TO LOK SABHA , 2024

CLOSING HOUR-6 PM

Announce
the fact
15 minutes
before the
hour
appointed

Permit
Electors
present
at the
PS at the
hour
appointed-

Distribute
slip
with
signature
in full.



Serial numbered Pre Printed Slips

ANNEXURE XIX (CHAPTER XIX, Para 1.2) **SAMPLE SLIPS**

Sample of Pre-Printed Serial Numbered Slips

<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 1 [Signature (in full) of P.O.] Constituency No. _____ P.S. No. _____</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 7 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 13 [Signature (in full) of P.O.]</p>
<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 2 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 8 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 14 [Signature (in full) of P.O.]</p>
<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 3 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 9 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 15 [Signature (in full) of P.O.]</p>
<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 4 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 10 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 16 [Signature (in full) of P.O.]</p>
<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 5 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 11 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 17 [Signature (in full) of P.O.]</p>
<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 6 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 12 [Signature (in full) of P.O.]</p>	<p>SLIP (For voters in Q at closing Hr. of poll) S.No.: 18 [Signature (in full) of P.O.]</p>

CLOSING THE CONTROL UNIT

- Note the number of votes in Form 17C.
- Switch OFF power switch.
- Once CLOSE button is pressed no further votes will be accepted by the machine.

CLOSING FORM 17-A AT THE END OF THE POLL

- Draw a line at the end of the poll after the last entry in Form 17A and record the following signed statement:

“The serial number of the last entry in Form 17A is -----”

- ❖ Obtain signature of all the Polling Agents below the statement.
- ❖ Presiding Officer is to sign.

FORM-17 C ACCOUNT OF VOTES RECORDED



(CHAPTER 29, PARA 29.1.4)

FORM 17C

[See Rules 49S and 56C(2)]

PART I - ACCOUNT OF VOTES RECORDED

Election to the House of the People/ Legislative Assembly of the State/ Union Territory

From Assembly segment.

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

FORM-17 C ACCOUNT OF VOTES RECORDED



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 deals

Signature of Polling Agents

1. Paper seals supplied for use: Total No. 1.....
 Sl. No. fromto
 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 the Presiding Officer

Polling Station No.

FORM-17 C ACCOUNT OF VOTES RECORDED



6

Sl. No. of candidate	Name of candidate	Number of votes as displayed on Control Unit	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes (3-4)
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
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

Full signature

Name of candidate/election agent/counting agent

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

Place :

Date :

Signature of Returning Officer

CERTIFICATES/REPORTS/DECLARATIONS BY PrO



ANNEXURE – 5 CERTIFICATES/ REPORTS	PART – I	MOCK POLL CERTIFICATE
	PART - II	POWER PACK REPLACEMENT IN CU
	PART- III	PRESSING OF CLOSE BUTTON AFTER COMPLETION OF POLL
	PART- IV	EVM/VVPAT REPLACEMENT (DURING MOCK POLL)
	PART- V	EVM/VVPAT REPLACEMENT (DURING ACTUAL POLL)
ANNEXURE – 6 DECLARATIONS	PART – I	DECLARATION BEFORE THE COMMENCEMENT OF THE POLL
	PART- II	DECLARATION AT THE TIME OF USE OF SUBSEQUENT VOTING MACHINE
	PART - III	DECLARATION AT THE END OF POLL
	PART - IV	DECLARATION AFTER THE SEALING OF THE VOTING MACHINE

**DECLARATION BY THE PRESIDING OFFICER
PART-I**

**DECLARATION BY THE PRESIDING OFFICER BEFORE
THE COMMENCEMENT OF THE POLL**

Election from 8 - Ranchi Parliamentary/Assembly Constituency

Serial No. and name of polling station.....

Date of Poll.....

I hereby declare:

- (1) that I have demonstrated to the polling agents and other persons present -
 - (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
 - (b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;
 - (c) that the Register of Voters (Form 17A) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of Control Unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the Control Unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature of Presiding Officer.....

Signature of polling agents:

- | | |
|-----------------------------------------|-----------------------------------------|
| 1.(of candidate..... XXX XXX XXX) | 11.(of candidate..... XXX XXX XXX) |
| 2.(of candidate..... XXX XXX XXX) | 12.(of candidate..... XXX XXX XXX) |
| 3.(of candidate..... XXX XXX XXX) | 13.(of candidate..... XXX XXX XXX) |
| 4.(of candidate..... XXX XXX XXX) | 14.(of candidate..... XXX XXX XXX) |
| 5.(of candidate..... XXX XXX XXX) | 15.(of candidate..... XXX XXX XXX) |
| 6.(of candidate..... XXX XXX XXX) | 16.(of candidate..... XXX XXX XXX) |
| 7.(of candidate..... XXX XXX XXX) | 17.(of candidate..... XXX XXX XXX) |
| 8.(of candidate..... XXX XXX XXX) | 18.(of candidate..... XXX XXX XXX) |
| 9.(of candidate..... XXX XXX XXX) | 19.(of candidate..... XXX XXX XXX) |
| 10.(of candidate..... XXX XXX XXX) | 20.(of candidate..... XXX XXX XXX) |

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

- | | |
|----------------------------|----------------------------|
| 1.(of candidate.....) | 3.(of candidate.....) |
| 2.(of candidate.....) | 4.(of candidate.....) |

Signature.....

Presiding Officer

Date..... DD/MM/YYYY

PART II

**DECLARATION BY THE PRESIDING OFFICER AT THE TIME OF USE OF
SUBSEQUENT VOTING MACHINE, IF ANY**

Election 8 - Ranchi Parliamentary/Assembly Constituency

Serial No. and Name of Polling Station.....

Date of poll.....

I hereby declare:

- (1) that I have demonstrated to the polling agents and other persons present -
 - (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
 - (b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;
 - (c) that the Register of Voters (Form 17A) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of Control Unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the Control Unit on the special tag, and I have affixed my signature on the backside of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature.....

Presiding Officer

Signature of polling agents:

- | | |
|----------------------------------------------|----------------------------------------------|
| 1.(of candidate..... XXX XXX XXX | 11.(of candidate..... XXX XXX XXX |
| 2.(of candidate..... XXX XXX XXX | 12.(of candidate..... XXX XXX XXX |
| 3.(of candidate..... XXX XXX XXX | 13.(of candidate..... XXX XXX XXX |
| 4.(of candidate..... XXX XXX XXX | 14.(of candidate..... XXX XXX XXX |
| 5.(of candidate..... XXX XXX XXX | 15.(of candidate..... XXX XXX XXX |
| 6.(of candidate..... XXX XXX XXX | 16.(of candidate..... XXX XXX XXX |
| 7.(of candidate..... XXX XXX XXX | 17.(of candidate..... XXX XXX XXX |
| 8.(of candidate..... XXX XXX XXX | 18.(of candidate..... XXX XXX XXX |
| 9.(of candidate..... XXX XXX XXX | 19.(of candidate..... XXX XXX XXX |
| 10.(of candidate..... XXX XXX XXX | 20.(of candidate..... XXX XXX XXX |

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

- | | |
|----------------------------|----------------------------|
| 1.(of candidate.....) | 3.(of candidate.....) |
| 2.(of candidate.....) | 4.(of candidate.....) |

Signature.....

Presiding Officer

DD/MM/YYYY
Date.....

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..... DD/MM/YYYY

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..... XXX XXX XXX)
- 2.(of candidate..... XXX XXX XXX)
- 3.(of candidate..... XXX XXX XXX)
- 4.(of candidate..... XXX XXX XXX)
- 5.(of candidate..... XXX XXX XXX)
- 6.(of candidate..... XXX XXX XXX)
- 7.(of candidate..... XXX XXX XXX)
- 8.(of candidate..... XXX XXX XXX)
- 9.(of candidate..... XXX XXX XXX)
- 10.(of candidate..... XXX XXX XXX)
- 11.(of candidate..... XXX XXX XXX)
- 12.(of candidate..... XXX XXX XXX)
- 13.(of candidate..... XXX XXX XXX)
- 14.(of candidate..... XXX XXX XXX)
- 15.(of candidate..... XXX XXX XXX)
- 16.(of candidate..... XXX XXX XXX)
- 17.(of candidate..... XXX XXX XXX)
- 18.(of candidate..... XXX XXX XXX)
- 19.(of candidate..... XXX XXX XXX)
- 20.(of candidate..... XXX XXX XXX)

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.....) 3.(of candidate.....)
- 2.(of candidate.....) 4.(of candidate.....)

Signature.....

Presiding Officer

Date..... DD/MM/YYYY

Time.....

EVM/VVPAT Replacement Protocol*

Un-polled

Polled

Prior to Mock Poll

During Mock Poll

After Poll Commencement

Defect In either
CU/BU/VVPAT

Defect in either
CU/BU/VVPAT

Defect in either
BU or CU.

Defect in VVPAT
Only

Replace the defective
Unit Only

Replace the defective
Unit only.

Replace all the 3
Units

Replace the VVPAT
Only.

Mock Poll 1 Vote
Each Candidate

No Mock-Poll

* As on today

13 - CRITICAL MISTAKES

1. DISPERSAL

- SWITCHING ON AND TESTING OF VVPAT IN BROAD DAYLIGHT - VVPAT MAY GO INTO ERROR MODE
- FORGETTING TO SWITCH OFF CU AFTER CHECKING AT DISPERSAL CENTRE

2. MOCK-POLL ON POLL DAY

- NOT PRESSING THE **CLOSE BUTTON** OF CU AFTER MOCK-POLL.
- NOT MATCHING THE MOCK-POLL RESULT OF THE CU WITH THE VVPAT PAPER SLIPS.
- FORGETTING TO FIX PAPER SEALS OVER RESULT SECTION OF CUS
- **NOT REMOVING THE MOCK-POLL PAPER SLIPS** FROM VVPAT
- **NON-DELETION OF MOCK-POLL DATA** FROM THE CONTROL UNIT.
- NOT NOTING DOWN THE SL. NO. OF DEFECTIVE & REPLACED UNIT

13 - CRITICAL MISTAKES

4. DURING POLL

- PLACING BUS AND VVPATS **UNDER DIRECT BRIGHT** LIGHT OR NEAR WINDOW / DIRECTLY UNDER FOCUS OF **WEB CAMERA**
- CONDUCTING MOCK POLL, IN CASE OF REPLACEMENT OF VVPAT ONLY.
- IN CASE OF NON-FUNCTIONING OF CU OR BU - REPLACING ONLY RESPECTIVE CU OR BU AND NOT CONDUCTING MOCK POLL
- **NON-PRESSING OF CLOSE** BUTTON AFTER COMPLETION OF POLL
- DAMAGING ANY SEAL OF BU/CU/VVPAT

6. GENERAL

- REPEATEDLY SWITCHING **ON AND OFF THE VVPAT** RESULTING IN DEPLETION OF THE BATTERY AS WELL AS PAPER ROLL.
- NOT SWITCHING OFF CU, WHEN CONNECTING OR DISCONNECTING THE EVMS/VVPATS
- **PULLING THE CABLES DIRECTLY** FOR DISCONNECTING WITHOUT PRESSING LATCHES

14 -MEANING OF IMP. MSG./ERRORS IN EVMS

FOR ERRORS IN BU/CU/VVPAT - MSG. WILL BE DISPLAYED IN CU ONLY.

- IN CU, AFTER PRESSING BALLOT BUTTON , IT IS SHOWING -

“**PRESSED ERROR BU**” – IT MEANS ANY BUTTON IN THE BU IS JAMMED. IT REQUIRES CLEANING/ REMOVAL OF THE SAME

“**BU NOT CONNECTED**” – CONNECTION WITH BU IS NOT PROPER

“**BU NOT RESPONDING**”- EITHER CONNECTION BETWEEN UNITS IS NOT PROPER OR THERE MAY BE MISTAKE IN THUMB WHEEL POSITIONING OF BU.

“**VVPAT NOT RESPONDING**”- PAPER ROLL KNOB OF VVPAT NOT KEPT IN VERTICAL POSITION / VVPAT BATTERY IS LOW.

“**INVALID**” – CU BUTTON IS PRESSED OUT OF SEQUENCE (C-R-C)

“**CLOCK ERROR**” – MALFUNCTIONING OF REAL TIME CLOCK

“ **ELECTION EXCEEDED** ” – WHEN POLL DATE IS OVER

DEPOSITION OF THE ELECTION PAPERS TO THE SECTOR OFFICER AT POLLING STATION



- TO AVOID DELAY AND INCONVENIENCE AT COLLECTION CENTRE, PACK THE COVERS AND OTHER MATERIALS IN 6 SEPARATE LARGE PACKETS.
- EVEN IF A STATEMENT OR RECORD IS NIL, NIL MUST BE WRITTEN
- **I. FIRST PACKET (WHITE COLOUR) – CONTAINING**
- **EVM PAPERS MUST BE SUPERSCRIBED AS” EVM PAPERS COVER”**
- **(A) ENVELOPE CONTAINING ACCOUNT OF VOTES RECORDED- FORM 17C**
- **(B)ENVELOPE CONTAINING PRO REPORT I (MOCK POLL CERTIFICATE),II&III.**
- **(C) BLACK COLOUR SEALED ENVELOPE CONTAINING PRINTED VVPAT PAPER SLIPS OF MOCK POLL.**
- **NOTE: ABOVE PAPERS MUST BE KEPT IN **UNSEALED** WHITE COLOURED MASTER ENVELOPE (1/1) AND KEPT IN POLLED EVM STRONG ROOM.**

II. THE SECOND PACKET WHITE COLOUR



- **SUPERSCRIBED AS SCRUTINY COVER-**

- 1) **UNSEALED ENVELOPE CONTAINING PO 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 DECLARATIONS OF COMPANIONS.**

NOTE: THE ABOVE PAPERS MUST BE KEPT IN UNSEALED WHITE COLOURED MASTER ENVELOPE(2/1) AND PS WISE SCRUTINY COVERS MUST BE STORED IN A STRONG ROOM OTHER THAN POLLED EVM STRONG ROOM.

III. THIRD PACKET WHITE COLOUR



- SUPERSCRIBED AS “**STATUTORY COVER**”:-
 - 1) **SEALED** ENVELOPE CONTAINING **MARKED COPY AND LIST OF CSVS**
 - 2) **SEALED** ENVELOPE CONTAINING **VOTER SLIPS**
 - 3) **SEALED** ENVELOPE CONTAINING **UNUSED TENDERED BALLOT PAPERS**
 - 4) **SEALED** ENVELOPE CONTAINING **USED TENDERED BALLOT PAPERS AND THE LIST IN FORM 17B**
 - 5) **SEALED** ENVELOPE CONTAINING **CHALLENGED VOTES IN FORM 14.**

IV . FOURTH PACKET- YELLOW COLOUR



SUPER SCRIBED AS “NON-STATUTORY COVER”:-

- 1) ENVELOPE CONTAINING COPIES OF **ELECTORAL ROLLS** OTHER THAN MARKED COPIES,
- 2) ENVELOPE CONTAINING **APPOINTMENT LETTERS** OF POLLING AGENTS IN FORM 10
- 3) ENVELOPE CONTAINING **ELECTION DUTY CERTIFICATE** IN FORM 12 B
- 4) ENVELOPE CONTAINING **DECLARATIONS BY PRO**
- 5) ENVELOPE CONTAINING **THE RECEIPT BOOK & CASH, IF ANY FOR CHALLENGED VOTES,**
- 6) ENVELOPE CONTAINING THE **DECLARATION** OBTAINED FROM ELECTORS AS TO THEIR **AGE** SUCH ELECTORS WHO HAVE REFUSED TO MAKE DECLARATION AS TO THEIR AGE.
- 7) ENVELOPE CONTAINING **UNUSED AND DAMAGED PAPER SEALS AND SPL.TAGS.**
- 8) ENVELOPE CONTAINING **UNUSED VOTER SLIPS**



(SUPER SCRIBED AS “NON-STATUTORY COVER”):-

- 9) ENVELOPE CONTAINING FORM OF DECLARATION BY ELECTORS UNDER 49 MA (TEST VOTE).**
- 10) ENVELOPE CONTAINING FORM OF DECLARATION BY ELECTOR WHOSE NAME IS IN ASD LIST.**
- 11) ENVELOPE CONTAINING LETTER OF COMPLAINT TO SHO.**

V.THE FIFTH PACKET BROWN COLOUR



- 1) HANDBOOK OF PRESIDING OFFICERS,**
- 2) MANUAL OF EVM AND VVPAT,
INSTRUCTIONS ETC...**
- 3) INDELIBLE INK SET**
- 4) USED STAMP PAD (BROWN COLOUR)**

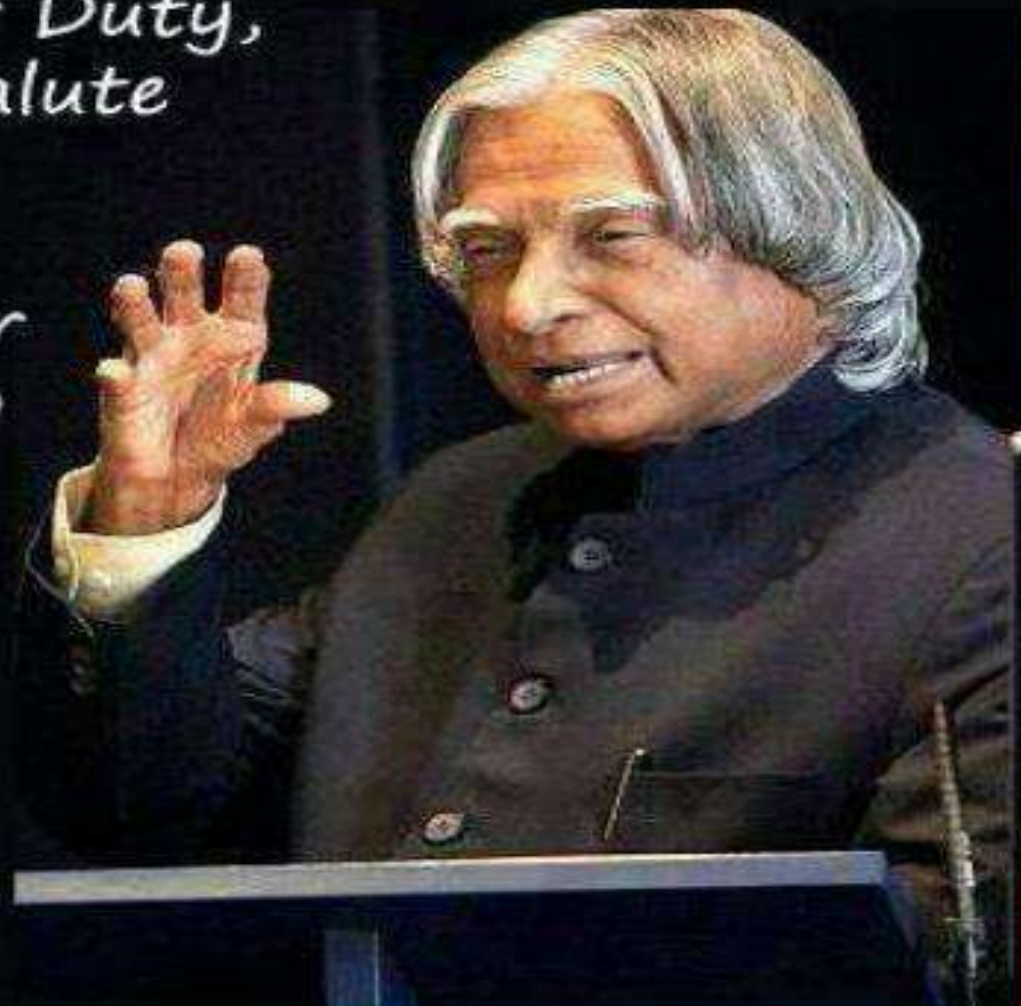
SEALING OF COVERS



- EACH OF THE 4 SMALLER COVERS IN **THIRD PACKET- STATUTORY COVERS** TO BE **SEALED** AND THE COVER CONTAINING THE LIST OF **CHALLENGED VOTES IN FORM 14 TO BE SEALED.**
- ENVELOPE CONTAINING **17 A IN THE SECOND PACKET – SCRUTINY COVER** TO BE **SEALED.**
- ALL THESE COVERS MUST BE SIMPLY PLACED IN THE RESPECTIVE BIGGER COVERS AFTER TICK MARKING AT THE TOP PAGE OF THE BIGGER COVERS AND SIGNED.
- THESE **BIGGER PACKETS** NEED NOT BE SEALED BUT MAY BE PROPERLY SECURED BY MEANS OF **PINS OR THREADS** SO THAT CONTENTS MAY BE CHECKED AT THE COLLECTION CENTRE.
- THE **THIRD PACKET SUPER SCRIBED AS STATUTORY COVER** SHOULD HOWEVER BE **SEALED BY THE PRO AFTER CHECKING OF THE CONTENTS BY THE PERSONNEL AT THE COLLECTION CENTRE**

QUOTE FOR THE THOUGHT

If you Salute your Duty,
You no need to Salute
Anybody,
But
If you pollute your
Duty, You have to
Salute Everybody
-Kalam



Thank  You