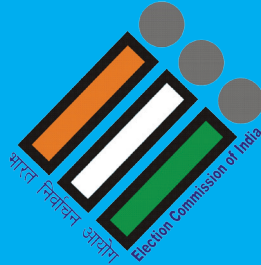




STANDARD OPERATING PROCEDURE (SOP) FOR LAST 72 HOURS TILL COUNTING

December 2016
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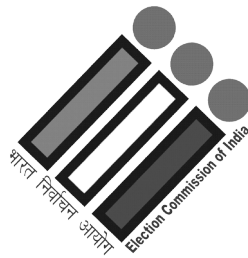
भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

“No voter to be left behind”

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FOREWORD

A 'Standard Operating Procedure (SOP) for the Last 72 Hours till Counting' has been brought out by the Election Commission of India in an attempt to encapsulate and enumerate the major activities and actions required to be initiated and implemented by the District Election Officers (DEOs) and Returning Officers (ROs) during the most critical and crucial period of 72 hours before the poll day. The SOP is divided into separate chapters encompassing the vital activities at critical junctures like Last 72 Hours, Last 48 Hours, Last 24 Hours, Poll Day, Post-poll Day Scrutiny, Re-poll and Counting for ease of grasp and convenience of reference. Besides organising and arranging the action points under specific subject heads, the basic source of the action is also indicated by citing the reference of the Commission's Instruction/guideline on the subject in parentheses, which can be studied for greater clarity and elucidation.

While all efforts and due diligence has been undertaken to ensure the factual correctness and accuracy of the contents in the SOP, there may be an infrequent inadvertent error or unintended ambiguity, which would necessarily warrant prompt reference and thorough reconciliation with the extant instructions and guidelines of the Commission on the subject. It is amply clarified here that the foundational aim and underlying objective of this SOP is to primarily serve as a ready reckoner and handy reference for use by the DEO/RO during the most sensitive period prior to the poll day, so as to provide a quick snapshot of the various critical actions which are required to be completed for smooth conduct of elections. It must be emphasized that the current election laws, rules, guidelines and instructions of the Commission retain their pre-eminence in the management and conduct of elections and in case of any variance or dissonance with the contents of this SOP, the former shall unquestionably prevail.

I sincerely hope that this SOP will prove to be highly beneficial, helpful and handy for the DEOs and ROs and assist them in the effective and efficient discharge of their onerous statutory mandate of delivering a free, fair, participative, peaceful and credible elections.

(NIKHIL KUMAR)
Director

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LAST 72 HOURS (P-3)

LAST 72 HOURS (P-3)

The last 72 hours prior to elections, which includes the last day of campaign period, non-campaign period (last 48 hours) and poll period, are very critical in election management. Timely and meticulous advance planning, rigorous implementation and close supervision under competent authority is essential to ensure the conduct of free and fair elections. It is imperative that the senior election functionaries at the state, district and constituency level are fully aware of the multifarious important activities and steps required to be undertaken during this crucial period and are thoroughly prepared to execute them as per the directions of the Commission.

Considering the multitudinous actions required to be taken on different functional dimensions by the District Election Officer (DEO) and the Returning Officer (RO) during this period, the present SOP is designed to enumerate the major action points at critical junctures like last 72 hours, last 48 hours, last 24 hours, poll day, P+1 day and counting day in a crisp and lucid manner. The Commission has decided that an email and SMS alert shall be sent by the concerned division at ECI level to the Chief Electoral Officer (CEO) of the poll-going State/UT at these critical junctures directing the activation of necessary actions, who in turn, shall alert all the DEOs and ROs in the respective State/UT. Further, it is also directed that after each specific period, a COMPLIANCE REPORT shall be sent by the CEO after compilation from DEOs in tight schedule to the Commission indicating the action taken towards the completion of activities highlighted in the SOP during the specific period.

Important activities and steps to be ensured during the LAST 72 HOURS prior to the poll day are outlined as follows:

1. POLLING PERSONNEL MANAGEMENT

1.1. Third Randomization of polling personnel: (Letter No. 464/INST/2014-EPS dated 12.3.2014. letter 464/INST/2009-EPS dated 22.9.2009)

1.1.1. The third randomization of polling personnel can be done on P-2 day in presence of the Observer.

1.1.2. However, in areas with difficult topography such as North-east, hilly areas etc, relaxation in respect of third randomization is required as far as doing the same on P-2 day is concerned. It may be done from P-3 to P-6 days, instead of P-2 day.

- 1.1.3. The result of randomization shall be printed and sealed in presence and under signature of the Observer.
- 1.1.4. The sealed covers shall only be opened on P-1 day (or any other day scheduled for dispatch) at the dispatch center.
- 1.2. Randomization of female polling personnel: (Letter No 464/INST/2009/EPS dated 22.9.2009)**
 - 1.2.1. The female polling personnel should not be put on duty on the basis of computer randomization process.
 - 1.2.2. They should be put on duty by manual randomization by the observers in the neighboring polling stations so that they are able to go to the polling stations in the morning of the poll day.
- 1.3. Deployment of physically handicapped persons: (Letter No.464/INST/2008/ EPS Date: 23rd December 2008)**
 - 1.3.1. The DEO and the RO shall make personal efforts to ensure that the **special needs and requirements of the physically challenged persons are taken into account while choosing the polling station for deployment.** It shall be ensured that they are posted at the polling stations located in the headquarters. In case any such physically challenged person even inadvertently deputed to any difficult location, the RO should be in a position to make necessary change manually in consultation with the Observer.
- 1.4. Certificate of DEO on formation of polling parties: (Letter No 464/INST /2008-EPS DATED 19.9.2008)**
 - 1.4.1. District Election Officer shall furnish to the Election Commission through the Observers and separately to the Chief Electoral Officer of the State/UT, a certificate immediately after the polling parties have been formed for an election.
- 1.5. General instructions regarding polling personnel: (Letter No. 464/INST/ 2008/EPS Dated:12.09.2008)**

- 1.5.1. A senior officer as the nodal officer be identified by DEO to coordinate and supervise polling personnel welfare measures.
 - 1.5.2. The name and designation, office and residential address, telephone numbers including mobile number and e-mail ID, if any, of the nodal officer shall be mentioned in the district/constituency election management plan and district website.
 - 1.5.3. The contact numbers should also be brought to the notice of the polling personnel drafted for election duty.
 - 1.5.4. Enough care shall be taken to ensure that the information regarding dispatch and reception centre arrangement etc. is conveyed to the polling personnel latest by P-3 day through the sponsoring authorities and district website.
 - 1.5.5. At the dispatch centers where dispersal of polling parties for more than one Assembly Constituency is arranged, multiple colour coded infrastructural arrangements like tents, stationeries, signage are to be made to mitigate confusion and harassment of the polling personnel in finding out his AC where he has been posted .
 - 1.5.6. Similarly, colour coded stickers are to be used for boxes of EVM and vehicle.
 - 1.5.7. Help desk should be at every AC level dispersal center to meet up the queries of the polling personnel on receipt of election allowances through bank account.
 - 1.5.8. Similarly, the same desk should provide information on dispatch of postal ballots and EDC as well.
- 1.6. Accommodation and food for polling parties –**
- 1.6.1. Suitable arrangements for accommodation, furniture, food, drinking water, toilet facilities along with electricity for the polling personnel have to be made.
 - 1.6.2. Special arrangements for female polling personnel with due regard to their privacy.

- 1.6.3. If poll is conducted during summer, arrangement should be made for providing shelter for polling personnel and voters.
- 1.6.4. The Returning Officers shall depute Sector Officers, well in advance, to oversee that adequate arrangements for shade, food, water, etc, have been made.
- 1.6.5. The Polling Personnel, should also be provided with basic medical kit, water treatment tablets, mosquito repellent.
- 1.6.6. Local Self Help Groups (SHG) be mobilized to provide food to the polling personnel as per requirement on payment basis.
- 1.6.7. Arrangements for bedroll etc may also be provided through local SHGs on rental. The rates of food, bed rolls etc. may be pre-determined and standardized by the District Election Officer.
- 1.6.8. The DEO shall review the situation and ensure that proper arrangements are made depending on the local condition and limitations

2. DEPLOYMENT OF MICRO-OBSERVERS, VIDEO CAMERA, STILL CAMERA, WEB CASTING etc.

- 2.1. **Micro Observer: (Letter No.464/ INST/2014-EPS Dated 21 March, 2014)**
Critical Polling Stations shall at least be covered by one or more of the following measures to keep a watch on the polling process, as force multipliers: i. Micro-observer ii. Video camera iii. Still camera iv. Web casting v. CCTV.
- 2.2. **Logistics for Micro-observers –(464/OBS/Misc/2008/PLN-1 dated 27.05.2008 and 464/INST/2014-EPS dated 21.03.2014.)**
 - 2.2.1. One Nodal Officer for Micro-observers shall be appointed for each district by the DEO.
 - 2.2.2. From the dispatch centers they will be sent with the polling team to the Polling Station. They will return to the receipt center with the polling teams.
 - 2.2.3. Each Micro-observer shall be given a photo identity card by the DEO to ensure his/ her access to the Polling Stations.

2.2.4. The payment of honorarium of the Micro Observer through ECS may be explored.

2.3. Identification of locations for webcasting - (464/INST/2014-EPS dated 21.03.2014) Commission desires that web casting should be done from as many Polling Stations as possible. Efforts should be made for webcasting from all Polling Stations where Internet connection is possible.

2.4. Preparation for live streaming - (464/INST/2014-EPS dated 21.03.2014)

2.4.1. Training - All Sector Officers, Presiding Officers and polling officers of the Polling Stations where webcasting is planned must be briefed about webcasting.

2.4.2. Webcasting from the polling station is not to be available in Public Domain. (464/INST/2014-EPS dated 21.03.2014)

2.4.3. Special focus on Sector Officers Training- All Sector Officers must be thoroughly trained in webcasting system and procedures. They should be fully involved in the preparations for webcasting and live checking of webcasting, **two days before the poll.**

2.4.4. A trouble shooting team may be constituted for the purpose of webcasting for each constituency.

2.4.4.1. Every AC should have two or more members of the trouble shooting team for the purpose of deployment of computers, installation of webcasting software and training of the polling officers.

2.4.4.2. The trouble shooting team should report and remain under direct control of the District Nodal Officer of the IT till P-3 day during which time they will assess the infrastructural availability at the polling station, take necessary action regarding actual installation process and conduct a dry run of the entire system.

2.4.4.3. From P-3 day the team will report to the Returning Officer of the concerned constituency and will remain in direct control and touch with the RO while setting up control room at the RO HQ. till the end of the poll and receipt of the recording done from the webcasting(if any) at the Receiving Centre.

3. EVM MANAGEMENT:

3.1. Deployment plan of ECIL/BEL engineers should also be made on P-3 day for cluster of sectors.

3.2. Instructions to Zonal/Sector/Area Officers regarding EVMs –

3.2.1. Following category of EVMs move on poll day with either poll party or Sector/Zonal/Area Magistrate:-

3.2.1.1. **Category “A”** -Polled EVMs –These are to be stored in the strong room as per procedure.

3.2.1.2. **Category “B”** - Defective polled EVMs – which become defective after some votes are recorded in it. These are to be stored in the strong room as per procedure.

3.2.1.3. **Category “C”** - Defective un-polled EVMs – which become defective before commencement of poll and are replaced. Should be stored separately in a room other than strong room.

3.2.1.4. **Category – “D”** - Unused EVMs – EVMs which are with Sector Officer and are not used in actual poll. Should be stored separately in a room other than strong room.

3.2.2. The store where the EVMs of category ‘C’ and ‘D’ will be kept is to be decided in advance and intimated to the political parties/candidates. It should not be in the vicinity of the collection and the counting center so as to arouse any suspicion. This category of EVMs should also not be collected on the day of poll rather it should be collected on the next day of poll from the concerned Sector Officers.

3.2.3. Sector Officers who are given EVMs from reserve stock will maintain a register and keep record of EVMs.

3.2.4. Sector Officers should visit every polling station in their jurisdiction as many times as possible on the poll day and check working of EVMs and other things.

4. EXPENDITURE MONITORING ARRANGEMENTS: (No. 76/Instructions /2015/EEPS/ Vol.XV dated 12.01.2016, checklist of Expenditure Monitoring and File no. /Instructions/EEPS/2015/Vol-II dated 29.05.2015)

- 4.1. Schedule of Inspection of Expenditure Registers of Candidates: It should be planned in such a manner that the last inspection of register maintained by candidate is fixed on P-3 day.
- 4.2. All the Election Expenditure Monitoring Teams like FS, SST, VST, VVT, EMC, Excise Team, MCMC, DEMC, Accounting Team, 24X7 District EEM Control room etc. are to be strengthened during the last 72 hrs. of poll and CPFs to be provided to the FS, SST where-ever required, which are deployed near the polling stations.
- 4.3. **Advance Police deployment plan for the last 72 hours must be prepared** factoring in the requirement of deploying police personnel for poll-day duty. Under no circumstance, the FSs, SSTs should be disbanded during last 72 hours for want of sufficient police/security personnel.

5. INTENSIFIED MONITORING AND SURVEILLANCE BY THE FLYING SQUADS (FS) AND STATIC SURVEILLANCE TEAMS (SSTs):

5.1. Flying Squads (FS):

- 5.1.1. There shall be **three or more Flying Squads (FSs) in 3 shifts of eight hours each in each Assembly Constituency/Segment.** The Flying Squads shall continue till completion of poll.
- 5.1.2. During the last 72 hours, the contact numbers of Magistrate as head of the FS and other officials in FS shall be provided to the Complaint Monitoring Control Room, Call Centre, RO, DEO, General Observer, Police Observer, Expenditure Observer and Assistant Expenditure Observer.
- 5.1.3. Whenever a complaint regarding distribution of cash or liquor or any other item of bribe or regarding movement of antisocial elements or arms and ammunition, is received, the FS shall reach the spot immediately.
- 5.1.4. In case of suspicion of commission, of any crime, the in-charge Police Officer of FS shall seize cash or items of bribe or other such items, and gather evidence and record statement of the witnesses and the persons from whom

the items are seized and **issue proper Panchnama for seizure** as per the provisions of CrPC to the person from whom such items are seized. He shall ensure that case is submitted in the Court of competent jurisdiction within 24 hrs.

- 5.1.5. The Magistrate of the FS will ensure that proper procedure is followed and there is no law and order problem. **The entire proceeding shall be video recorded. The In-charge Officer of FS shall also file complaints/ F.I.R.** immediately against the persons, receiving and giving bribe; and any other person from whom contraband items are seized, or any other anti-social elements found engaged in illegal activity.
- 5.1.6. The copy of the complaint/FIR shall be displayed on the notice board of the Returning Officer for public information and be sent to the DEO, General Observer, Expenditure Observer and Police Observer. The Expenditure Observer shall mention it in the Shadow Observation Register, if it has links with any candidate's election expenditure.
- 5.1.7. In case, a complaint is received about distribution of cash, gift items, liquor or free food; or about threat/ intimidation of electors; or of movement of arms/ammunitions/ antisocial elements and it is not possible for the FS to reach the spot immediately, then the information shall be passed on to the Static Surveillance Team, nearest to the spot or to the police station of that area, who shall rush a team to the spot for taking necessary action on the complaint
- 5.1.8. The **Booth Level Awareness Groups (BAGs)** may also provide information on any such malpractices to the Flying Squad .
- 5.1.9. The DEO shall also repeat the exercise of distributing pamphlets through flying squad again on P-3 day to P-1 day stating that 'as the campaigning period for this election has ended/about to end, the vigilance through FS and SST has been increased hence anybody carrying **cash exceeding Rs. 50,000/-** should also carry all supporting documents along with it and that it is again reiterated that bribing or cases of threat/intimidation of electors are not only electoral offence but also punishable under Indian Penal Code and hence everybody should refrain from such activities and knowledge of any such incidence should be reported forthwith. All the vehicles used by the Flying Squads shall be fitted with the video cameras with GPS locator for recording the interception made by the Flying Squads.

5.2. Static Surveillance Teams (SSTs):

- 5.2.1. There shall be three or more Static Surveillance Teams in each Assembly Constituency/Segment with one executive magistrate and three or four police personnel in each team who shall be manning the check post. Checking by SSTs on the major roads or arterial roads shall commence from the date of notification of election. The SSTs shall be controlled by the DEO and SP in consultation with General Observer and Expenditure Observers and the mechanist shall be strengthened in last 72 Hrs. before the poll, particularly in vulnerable areas or in Expenditure Sensitive Pockets and during such period, the SST shall not be dismantled under any circumstances.
- 5.2.2. Depending on the sensitivity of the area, the CPF members will be mixed in the SSTs. On and from P-3 day till completion of the Poll Process the number of teams may be increased to two per police station/Chowki. This team shall put check posts at Expenditure Sensitive pockets/hamlets, and shall keep watch on movement of illicit liquor, items of bribe, or large amount of cash, arms and ammunition and also movement of antisocial elements in their area. The entire process of checking shall be captured in video or CCTV a daily report be sent in due manner.
- 5.2.3. The checking by the SSTs shall be done in the presence of an Executive Magistrate. During checking, if any cash exceeding Rs. 50,000/- is found in a vehicle carrying a candidate, his agent, or party worker or carrying posters or election materials or any drugs, liquor, arms or gift items which are valued at more than Rs. 10,000/-, likely to be used for inducement of electors or any other illicit articles are found in a vehicle, shall be subject to seizure. **The Whole event of checking and seizure is to be captured in a video/ CCTV, which will be submitted to the Returning Officer everyday.** If any star campaigner is carrying cash up to Rs. 1 (One) lakh, exclusively for his/her personal use, or any party functionary is carrying cash with certificate from the treasurer of the party mentioning the amount and its end use, then the authorities in SST shall retain a copy of the certificate and will not seize the cash. If cash of more than 10 lakh is found in a vehicle and there is no suspicion of commission of any crime or linkage to any candidate or agent or party functionary, then the SST shall not seize the cash. and pass on the information to the Income-Tax authority, for necessary action under Income - Tax Laws.

- 5.2.4. During checking, if there is any suspicion of commission of crime, the seizure of cash or any item shall be done by the in charge Police Officer of the SST as per provision of CrPC in presence of the Executive Magistrate. The purse held by the ladies shall not be checked, unless there is a lady officer. The FS shall also supervise the functioning and proper conduct of SSTs during checking in their areas.
- 5.2.5. The checking of vehicles and persons ,particularly those coming from outside the constituency should be stressed upon through NAKAs, spread conspicuously at entry points of the constituency area. Care should be taken to move these NAKAs around so that the element of surprise is not lost. The DEO shall issue necessary instructions to the treasury units to receive the seized cash beyond office hours and on holidays also, in case it is required.
- 5.2.6. Wherever the FS or SST or police authorities receive information about any suspicious items in their area, including movement of huge amount of cash, they shall keep the respective Law enforcement agencies informed about such issues.

6. AREAS OF SPECIAL FOCUS FOR EXPENDITURE MONITORING:

- 6.1. Disbursement of funds to SHGs and NGOs: No payment from public exchequer should be released to the SHGs and NGOs in cash or by cheque from P-3 day till the end of poll and repoll, if any.
- 6.2. **Checking distribution of gift items/free serving of food in Marriage/ Community Halls** etc to influence the electors:
 - 6.2.1. The use of Marriage Halls/ Community Halls and similar places should be kept under watch by the District electoral machinery.
 - 6.2.2. The DEOs shall intensify such checking during last 72 hours and see that no fake party is being organized for influencing the voters.
 - 6.2.3. The DEO, through RO, should obtain a **list of all such bookings of Marriage/community halls, falling on P-3 to P day**, scrutinize the lists and should ensure that in case of any suspicion about feeding on a large scale by political parties/candidates , necessary steps are taken to prevent it.

6.3. Organization of Community Kitchen/Langar by candidates: (Instruction No. 76/Instruction/2011/EEM dated 05.12.2011).

6.3.1. No community kitchen to entertain the electors should be arranged by the Candidates or any other person from P-3 day till the end of poll or re-poll if any.

6.3.2. Likewise, **gatherings at guest houses and dharam-shalas should be kept under vigil** during the last 72 hours to ensure that these are not used by political parties or candidates to influence voters in any manner.

6.4. It will be the responsibility of DEOs to ensure that no wages and other benefits is disbursed under government scheme within 72 hours of the day of poll.

7. VEHICLE PERMISSIONS:

7.1. During campaign by candidates on P-3 and P-2 day (ECI No. 464/INST/ 2014/EPS dated 10.04.2014):

7.1.1. The Commission directs that, subject to exceptions mentioned on the instruction mentioned above, there shall be a total and absolute ban on the use of official vehicles for campaigning, electioneering or election related travel during elections.

7.1.2. On receipt of a request from a recognized political party, the DEO would issue permit for one vehicle to be used by the district level office bearer of a recognized party (other than the star campaigner) for their visit to multiple ACs within the district for electioneering purposes. The expenditure in this regard shall be booked against the political party and not the candidates.

7.1.3. The CEO may issue permits for vehicles that can move throughout the state for use of office bearers of recognized political parties for electioneering purposes only. For the states having more than 100 Assembly Constituencies, the CEO may issue permits for a maximum of five vehicles to a recognized political party. The expenditure on these vehicles shall be incurred by the political party and not by the candidate.

- 7.1.4. In case of **Video - Vans** etc. to be used by a political party for campaign across the states, before any permission to use Video-Vans for campaign is given, it should be ensured by Chief Electoral Officer that such use of vehicle is in accordance with the Motor Vehicle Act.
- 7.1.5. A cycle rickshaw is also a vehicle as defined in Section 160 of Representation of People Act, 1951, which may be used for election campaign. If it is being used, then a candidate has to account for its expenditure in his account of election expenses. while using that rickshaw for campaign purposes.
- 7.1.6. District Administration shall keep a close watch on the vehicles used by persons accompanying the contesting candidates and their party's leaders for any possible mischief, including criminal activities like carrying of illegal arms and weapons.
- 7.1.7. In respect of persons covered by security, the use of State owned one bullet proof vehicle for the particular person (PP) will be permitted in all cases where the security agencies have prescribed such use.
- 7.1.8. The use of multiple cars in the name of stand-by should not be permitted unless so specifically prescribed by security authorities.
- 7.1.9. Under the directives of the Government of India in the Ministry of Home Affairs, the persons provided with Z+ security cover are permitted the use of State owned one Bullet proof vehicle. (Instruction Sl. No. 92, CoI- 2011EC Letter No. 437/6/2007/PLN.III, Dated 24th October 2007).
- 7.2. During the campaign period, whether on a private or official visit all political functionaries should not use-
- o **Pilot car(s)**
 - o **Car(s) with beacon lights of any color**
 - o **Car(s) affixed with sirens of any kind**
 - o The restriction will apply even if the State administration has granted him a security cover. Also whether the vehicle is government owned or private.

7.3. **Convoys:** The Commission has directed that cars/vehicles shall, under no circumstances, be allowed to move in convoys of more than ten vehicles, excluding the security vehicles. Separate permissions will be given for campaign purpose for up to 48 hours from the close of polls and for poll day.

7.4. **Bikers' Rally:** The Commission had further directed that during election time, no biker's rally should be permitted at any place in West Bengal. (ECI No. 464/ WB-LA /2015(i) NSTB dated 17th March, 2016)

8. **MODEL CODE OF CONDUCT FOR POLITICAL PARTIES AND CANDIDATES: (ECI No.437/INST/2015-CCS dated 09.10.2015)**

8.1. Since campaign by candidates amplifies during P-3 and P-2 day upto 48 hours from the close of poll, it should be ensured no party or candidate shall include any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic.

8.2. Criticism of other political parties, when made, shall be confined to their policies and programme, past record and work.

8.3. There shall be no appeal to caste or communal feelings for securing votes. Mosques, Churches, Temples or other places of worship shall not be used as forum for election propaganda.

9. **LAW AND ORDER/SECURITY ARRANGEMENTS/CAPF:**

9.1. The Commission has issued various instructions for the free, fair and peaceful conduct of polls, especially regarding the systematic and comprehensive security and law and order arrangements in the poll-bound states/areas **(464/L&O/2007/ PLN-Inst dated 08.01.2007)**

9.1.1. Nodal Officers should be appointed at all functional level like state, district who will be responsible for keeping contacts and coordinating with the election administration, police officials, home department and CAPF . The contact numbers of these officers should be available in public domain as well.

9.1.2. A reference material should also be prepared indicating the relevant Sections of Indian Penal Code, the R.P Act and Model Code of Conduct (MCC) that are relevant during the course of elections.

- 9.1.3. This reference material book should indicate the nature of offence and the relevant Sections whether cognizable or non-cognizable and the action to be taken in case of any violation.
- 9.1.4. This reference material should be made available to all field officials as well.
- 9.1.5. At District level, the DEO-cum-District Collector/DM will hold a special meeting with SP/Commissioner and senior police officials in presence of the General & Expenditure Observers for handling the law and order situation for the most critical 72 hrs to the close of poll and chalk out strategies to ensure free and fair elections.

9.2. Special efforts to curb misuse of money power:

- 9.2.1. During the last 72 hours, a close tracking should be made by each and every Thana officer of payments and other forms of inducement to voter. The field level election machinery/police administration should work as a team to track such types of malpractices.
- 9.2.2. Proper checking at the inter-State border and commercial tax check post will be helpful in tracking such transportation of liquor. Whenever a consignment of such liquor is intercepted, proper investigation should follow to trace the origin of such supply and the destination.
- 9.2.3. A proper investigation is essential to establish linkage between the election process and the supply of such inducements.
- 9.2.4. Media should be briefed whenever such consignments are seized.

9.3. Additional Instructions regarding optimal use of CAPF and other Security (464/UP-LA /2007 dated 25.10.2007).

- 9.4. **Worry List** of polling station/locations should be obtained from candidates and their agents (ECI No. 464/INST/2014-EPS dated 4.5.2014).

9.5. Arms and Explosives: (464/INST/2009/EPS – 01.09.2009) (Instruction Sl. No. 66 & 79. ECI order No.464/96(L&O) dt. 17.1.1996. ECI letter No.464/L&O/2007/PLN-I Dt.8.1.2007)

- 9.5.1. Drives should be launched to unearth and seize unlicensed arms and ammunition.

- 9.5.2. A very thorough search and seizure by the State Police of unlicensed arms and places of indigenous manufacture of arms and ammunition shall be carried out and persons involved shall be arrested.
- 9.5.3. Intra -state and inter- State movements of trucks and commercial vehicles shall be strictly checked with a view to preventing smuggling of arms and ammunition and anti-social elements. Raids should be carried out regularly and intensively on underground arms factories.
- 9.5.4. Strict vigil and thorough checking of lorries, light vehicles and all other vehicles from 3 days before the poll till counting of votes to ensure that no undesirable elements or arms and ammunitions are being transported from outside.
- 9.5.5. Inter-state supply of Arms and ammunitions only on the basis of valid papers including "No Objection Certificate" from the DM. Care should be taken that supply reaches the actual consigning and not into the hand of unauthorized.

9.6. Checking of Inter-state and International Border and placement of Nakas:

- 9.6.1. Extensive patrolling duty on assigned routes covering the State/International Border.
- 9.6.2. In case of inter- state border falling within the AC boundary, co- ordination meeting with the neighboring district & in case of Int. border, co- ordination meeting with the BSF will have to be completed by P-2 Day.
- 9.6.3. Placement of NAKA at Strategic Points with element of surprise checking to start immediately with the announcement of election by the Election Commission of India.
- 9.6.4. Strict vigil shall be maintained by thorough checking of lorries, light vehicles and all other vehicles from P-3 Day to ensure that no undesirable elements or arms and ammunition are being transported into the constituency from outside and to apprehend them if they are doing so. Such checking of vehicles shall continue till the completion of the counting of votes and the declaration of results.

- 9.6.5. **Sealing of inter-state borders/ inter-district borders from P-3** to prevent infiltration of anti-social and disruptive elements.
- 9.6.6. **Sealing of International Border from P-3 day** to weed out possibilities of infiltration of undesired elements from across the border.
- 9.7. **Communication Shadow Areas: Advance planning for shadow areas/ communication infrastructure:** Special alternative measures to be put on place to cover missing links in mobile shadow zones. Fleet of cycle/motor cycle messengers may be put on service where no contacts through any kind of phones could be made.
- 10. ASSURED MINIMUM FACILITIES: (ECI No. 464 INST-BMF/2013 –EPS dated: 27.1.2014)**
- 10.1. The Commission has identified the list of Assured Minimum Facilities (AMFs) which every DEO shall provide at each polling station within his district. These include provision for ramp, provision for drinking water, adequate furniture, proper lighting, Help Desk, proper signage, separate toilet for men and women etc.
- 10.2. The DEO and the Returning Officer should ensure the availability of such facilities at the polling station through the Sector Officer.
- 10.3. General Observer is also required to undertake the following activities vis-à-vis AMF:
- 10.3.1. Review the ‘Assessment and Inventory of Polling Station’ exercise undertaken by the District Election Officer.
- 10.3.2. Make random visits to verify the availability of basic minimum facilities at the polling stations, as per the parameters mentioned in the letters under reference.
- 10.3.3. Send special report to the Commission five days before the poll.
- 11. VOTERS’ EDUCATION:**
- 11.1. During the last 72 hours, DEO/RO must undertake a focused approach to voters’ education and awareness about the following:
- 1.1..1. Date of polls.

- 1.1..2. Start and closing time of polling.
- 1.1..3. Polling station locations.
- 1.1..4. List of documents as valid proof of identity.
- 1.1..5. Ethical and informed voting.
- 1.1..6. Imperative of orderly and peaceful conduct at polling stations.
- 1.1..7. Polling Day offences/ mal-practices.

LAST 48 HOURS (P-2)

LAST 48 HOURS (P-2)

The last 48 hours before the polls are extremely crucial for the election machinery, not only from the poll day planning perspective, but more crucially, from the law and order and creation of conducive environment for free and fair polling. Under Section 126 of the Representation of the People Act, 1951, in the period of 48 hours ending with the hour fixed for the close of poll, the campaign will come to an end. Hence, this period essentially constitutes the period when all election campaigning through public meetings etc is brought to a halt. However, strict vigil needs to be maintained in the poll-bound areas to ensure that no unscrupulous elements are able to engage in nefarious activities like illicit distribution of cash, gifts, liquor etc to unduly induce and influence the electors for extracting political mileage. A brief summary of the major actions required on P-2 Day are as follows:

1. ISSUANCE OF ORDERS UNDER 144 CrPC:

- 1.1. Generally, orders under section 144 of the Criminal Procedure Code, 1973 (CrPC) are issued regarding ban on unlawful assemblies and prohibition on holding of public meetings during the period of 48 hours ending with the hour fixed for the close of the poll, applicable for the areas/constituencies bound for polls.
- 1.2. This order is issued by the District Magistrate or any other competent authority effective from P-2 day to P+1 day within the Constituency.
- 1.3. The restrictions under 144 CrPC Order do not permit more than 5 persons to assemble/move together in the area. However, the Commission has clarified that this does not restrict house-to-house visits during 48 hours in connection with door-to-door campaigning. However, this should be specifically spelt out in the orders under Section 144 to avoid any confusion.

2. RESTRICTION ON PRESENCE OF POLITICAL FUNCTIONARIES IN A CONSTITUENCY AFTER THE CAMPAIGN PERIOD IS OVER: (ECI No. 464/INST/2009/ EPS dated 11.10.2009)

- 2.1. During the course of campaign in General Election to Legislative Assemblies, the political parties mobilize their supporters, including from outside the constituency of poll, in order to bolster that campaign. In view of the fact that after the closure of campaign period, no campaign can take place within the constituency, presence of

political functionaries/party workers/procession-functionaries/ campaign-functionaries etc., **who have been brought from outside the constituency and who are not voters of the constituency**, should not continue to remain present in the constituency as their continued presence after campaign ends may undermine the atmosphere for free and fair poll.

- 2.2. The Commission has directed that after the campaign period is over, the district election administration/police administration shall ensure that all such **functionaries leave the constituency immediately after the campaign period is over.**
- 2.3. However, the said restriction may not be insisted upon during the General Elections to State Legislative Assemblies in respect of the office bearer of Political party who is in-charge of the State. Such office bearer of the political party shall declare his place of stay in the State Headquarters and his movement during the period in question shall remaining confined normally between his party office and place of his stay.
- 2.4. The Commission further directs that in order to ensure that the above instruction is carried out, the election administration/police administration may take all necessary measures which may include:
 - 2.4.1. Checking of kalyan mandapams / community halls etc., where such people are kept housed and find out whether the outsiders have been accommodated in these premises.
 - 2.4.2. Verification of lodges and guesthouses to keep a track of the list of occupants.
 - 2.4.3. Set up check-posts in the constituency borders and track the vehicular movement from outside the constituency.
 - 2.4.4. Verify the identity of the people / group of people in order to find out whether they are voters or not and establish their identity.
 - 2.4.5. This shall be brought to the notice of all political parties, candidates and their agents, District Election Officers/Returning Officers/ Assistant Returning Officers in order to enable them to comply.

3. EXCISE ENFORCEMENT:

- 3.1. All restrictions provided in excise law on the storage of liquor in unlicensed premises shall be vigorously enforced from P-2 day.
- 3.2. **Special drives** should be launched to unearth illicit liquor making factories and information about seizures should be made available to the concerned District Election Officer and Returning Officer.

- 3.3. **'Dry Day'** shall be declared and notified under relevant state laws for the stipulated period for the poll. (No.576/14/99-PLN-1 dt.21.8.1999 & ECI letter No.464/L&O/2007/PLN-I dated 08.12.2007 & ECI letter No. 576 /14 / 2007 / PLN -I dated 28.12.2007).

4. USE OF LOUDSPEAKER:

- 4.1. No loudspeaker shall be permitted to be used during the period of 48 hours ending with the poll closing time. (ECI Sl. No. 73, of Col-2011, EC Letter No. 437/6/2006-PLN-Vol-II)

5. ARRANGEMENTS AT DISPATCH CENTER:

- 5.1. There should be adequate provision of drinking water, toilet, first aid etc. at the dispatch location. The process of dispatch shall be closely monitored by the senior officers.
- 5.2. The coordination between the sector police personnel deputed to accompany the polling personnel should be perfect so that there is no communication gap in this matter. It will be the duty of the Sector Officers to ensure that the polling personnel deputed to perform their duty at the polling stations assigned to the Sector Officer are taken care of and they are not unduly held up at the dispatch center.
- 5.3. A senior officer should track the transport to be provided to polling personnel. There should be proper coordination with CAPF.
- 5.4. Advance measures should be taken to ensure that transport facilities for pickup and dropping the polling personnel are made using the same resources, requisitioned for election purpose.

6. ELECTRONIC VOTING MACHINES (EVMs):

- 6.1. By P-2 day, all EVMs, duly prepared are stored in the strong room under 24x7 security, the list of which has already been given to candidates under acknowledgement.
- 6.2. In cases, where the EVMs are required to be shifted to the Dispersal Centres, the movement of EVMs should be done after maintaining the security protocol.

- 6.3. The candidates should also be informed about the movement of the EVMs to the Dispersal Centres. (No. 51/8/7/2012-EMS dated 19.01.2012)

7. MICRO-OBSERVERS:

- 7.1. **Randomization of Micro-observers:** (464/INST/2008/EPS dated 21.01.2009)
Micro observers to be randomized for deployment in pre-identified polling booths in the presence of the Observer on P-2 day.

- 7.2. However, they shall be informed about the exact Polling Booth where they will be on duty only on the day of departure i.e. P-1 Day.

- 7.3. **Supervision of the work of Micro-observers –(464/INST/2008-EPS dated 24.10.2008)** General Observers will supervise the work of Micro-observers and shall be in close touch with them. Micro-observers shall report to the Observer alone and not to any other election functionary.

8. CAPF/SECURITY FORCE DEPLOYMENT PLAN: (ECI No. No 464/L&O/2014-EPS dated 7.4.2014)

- 8.1. Whenever, area domination by CAPFs is needed, CAPF will undertake area domination etc. till 2 days before the polling day (P-2).

- 8.2. In naxal and other insurgency affected areas, CAPFs may be deployed for active election related duty other than static duty at polling booths such as mobile patrols with magistrates, area pickets, check gates and quick reaction teams located in specific areas etc.

- 8.3. The Commission had directed that Civic Voluntary Force shall not be used directly or indirectly, under any circumstances, for election related works during West Bengal LA Elections-2016.

9. MEDIA MATTERS:

9.1. Exit Polls: (No. 576/Exit/2014/SDR-Vol.I, Dated: 3rd April, 2014)

- 9.1.1. Exit Poll is prohibited under the Law from the period from the start of poll in first poll day and 30 minutes after the end of poll on the last poll date in a state/country.

9.2. Opinion Polls: (No. ECI/MCS/98/01 dated 20.01.1998)

- 9.2.1. No result of any opinion poll conducted at any time shall, be published, publicized or disseminated, in any manner whatsoever, in or by any print or electronic media, 48 hours ending with the hours fixed for conclusion of poll .
- 9.2.2. All print and electronic media should formally adhere to the Commission's instruction regarding EXIT POLL and OPINION POLL and should not mix up the one with the other.

9.3. Issuance of Authority Letters to Media-persons:

- 9.3.1. Authority letter will be issued only to the eligible persons, as sponsored by the competent authority, the list of which containing the detailed particulars and image of the media persons should have to be approved by the Commission well in advance and the distribution of the Authority letters should have to be completed by P-2 day.

9.4. Election Media Monitoring Center (EMMC):

- 9.4.1. The Commission has entrusted the Election Media Monitoring Centre (EMMC) with the task of media monitoring of all election management related news (important events/MCC violation/search and seizure etc.). The monitoring is to be done on the day of polling and a day prior to that submission of reports to the Commission on each phase of elections to be done on two hourly basis. EMMC will also send the reports to the CEO office simultaneously.
- 9.4.2. CEO office will ascertain status on the items of the reports and file ATR/ Status report within two hours/before the generation of next reports to the Commission. (Commissions letter no. 491/MM/2016/Communication dated 5th April, 2016 and 491/MM/2015/Communication dated 06.01.21016).

10. INTER-DEPARTMENTAL COORDINATION TO BE COMPLETED:

- 10.1. On the P-1 day, Health department is to make camp at the Dispersal Centre with emergency medicines and medical team to meet up medical requirements of the election personnel.

- 10.2. If elections are held in peak summer season, ORS and halogen tablets may be given to the polling personnel, advance tie-ups are to be made with the Health Department for the supply of the same.
- 10.3. Mobile medical vans/ambulances may also be put on service on the poll day to provide emergency medical assistance to the persons, fallen sick on the poll day.
- 10.4. In like manner, coordination is to be done with mobile/tele phone service providers, electricity departments, public works department for providing uninterrupted services during poll days.
- 10.5. Railways, postal department, fire- brigade are also to be apprised for providing services during polls, as and when approached for elections work.
- 10.6. Liaison is to be maintained with print media, Doordarshan, All India Radio etc. as well for dissemination of election related information for the general public.
- 10.7. In order to deal with any event of natural calamity or for any unforeseen situation, disaster management department is to be apprised of the election plan well in advance, so that their services can be easily obtained in hours of crisis.

11. PREPAREDNESS CHECK OF MANPOWER/MATERIAL/VEHICLE AVAILABILITY:

- 11.1. Apart from polling personnel, various other category of personnel are deployed for poll duty like micro-observers and camera-persons, Voters Assistance Booth personnel, BLOs for polling station 'help desk' etc.
- 11.2. On P-2 day, it is to be checked and ensured that these personnel are in a position to attend at respective polling stations on the poll day.
- 11.3. On P-2 day, it is also to be confirmed that bagging of polling materials is complete with adequate reserve materials given to the Sector Officers.
- 11.4. Preparation and authentication of marked and working copies of electoral roll is a very important activity, which is to be done very meticulously along with the polling station wise list of ASD, AIS & CSV.

- 11.5. On P-2 day, the reporting of vehicles for elections is to be monitored and the vehicles are to be readied with fuelling, labeling etc.
- 11.6. A last minute check may also be made for picking up and dropping of polling personnel through the requisitioned vehicles.

LAST 24 HOURS (P-1)

LAST 24 HOURS (P-1)

1. DISPERSAL CENTRE ARRANGEMENTS:

1.1. Selection of Dispersal Centre Location:

- 1.1.1. The venue for Dispersal Centre should be carefully selected in advance to cater to the multifarious requirements and arrangements on P-1 day. It should be located in a premise with spacious area, having good connectivity and preferably, within the constituency area.
- 1.1.2. The safety and security of the venue is paramount must be planned meticulously.
- 1.1.3. The should be free from any possible political or religious association/identity.
- 1.1.4. Efforts must be made to use the existing structures of offices/ school/college buildings.
- 1.1.5. Ideally, the dispersal, reception and counting centre should be co terminus for ease of functioning.

1.2. Arrangements in a Dispersal centre, the following to be included :

- 1.2.1. Enquiry counter
- 1.2.2. Space for displaying decoded list of polling stations
- 1.2.3. Material and EVM distribution counters
- 1.2.4. Counter for tagging of Micro Observers
- 1.2.5. Counter for tagging for camera person
- 1.2.6. Space for tagging of reserved polling personnel
- 1.2.7. Counter for 'training on demand
- 1.2.8. Counter for tagging vehicles for movement to polling stations

- 1.2.9. Counter for police/force tagging
- 1.2.10. Counter for supplying reserve materials
- 1.2.11. Space for checking of EVMs & materials by polling parties
- 1.2.12. Facilitation centre for postal ballots
- 1.2.13. Strong rooms for EVMs and storage of other material.
- 1.2.14. Medical Aid
- 1.2.15. SMS registration- facilitation
- 1.2.16. For the convenience of the personnel coming for election duty, emphasis needs to be given on single window service so that all information and materials are collected from one place and polling personnel do not get puzzled in shuttling from one counter to another.
- 1.2.17. Prominent signage should be made for every counter/facility to guide the polling personnel.
- 1.2.18. Training of the DC staff and equipping them with check list is to be done in advance .
- 1.2.19. Display of numbers of Help line, Sector Officers, SMS registration will also have to be made.
- 1.2.20. Public Address system should be in place both within & outside DC premise. Reserve polling personnel & EVM technicians may be dispersed at control rooms of Blocks/AROs on P-1 day afternoon for enabling ready availability on the Poll day

1.3. Training-on-demand Counter:

- 1.3.1. At the dispersal center, a special counter should operate for 'Training-on-Demand' must be established to provide assistance and address queries of the Presiding Officers/Polling Officers on usage and functionality of the EVMs.

- 1.3.2. Senior Officers having expertise in EVM related matters should only be placed at the counters and all necessary stationeries like Address tags/Special Address Tags/Green Paper Seal/ Strip Seal should be made available at this counter.

1.4. Presence and involvement of Sector Officers:

- 1.4.1. The **Sector Officers** should be asked to remain present at each Dispersal Centre in the morning and assist the polling personnel to find the polling station assigned to them from the decoded list.
- 1.4.2. Sector Officers must be aware about the engagement of Micro-observers, Camera-persons, Web-casting team, VAB at the polling stations etc and must make contact with all members of the polling team, micro observer and camera person (if deployed) and arrange for tagging of polling personnel against absentees.
- 1.4.3. They will help the presiding officer and one of the polling officer to make SMS registration as per the given syntax in the Poll-day monitoring software.
- 1.4.4. Sector Officers should monitor collection of polling materials by the polling parties of the sector and remind the polling personnel to check the following items:
 - 1.4.4.1. Marked copy (1set) and working copy of electoral roll (2sets) with 4 supplements and due authentication of the ARO in the 2nd supplement against #, Deleted, EDC or PB.
 - 1.4.4.2. Additional Information Sheet (AIS) containing the names of electors who have been issued with postal ballot.
 - 1.4.4.3. ASD list
 - 1.4.4.4. CSV list
 - 1.4.4.5. Ballot Unit and Control Unit of the EVM- particularly to check no and name of polling station in the address tags, current ID no in Green stickers, pink paper seals, placing of ballot paper, position of sliding switch, identification slips and functioning of the EVM.

- 1.4.4.6. Green paper seal, Address tags, Special tag, strip seal.
 - 1.4.4.7. Presiding Officers Diary, Declaration of Presiding Officer.
 - 1.4.4.8. Tender ballot papers.
 - 1.4.4.9. Braille ballot paper
 - 1.4.4.10. Register of Voters (Form 17A)
 - 1.4.4.11. Indelible Inks
 - 1.4.4.12. Arrow Cross Mark
 - 1.4.4.13. Distinguishing Mark
 - 1.4.4.14. List of contesting candidates in Form 7A
 - 1.4.4.15. Specimen signature of the candidate and election agents
 - 1.4.4.16. Electoral Roll in alphabetical order (in single/double booth premises)
 - 1.4.4.17. Other materials as per the specified list.
 - 1.4.5. Reserve EVMs should be allocated to the Sector Officers under due record .
 - 1.4.6. The Sector Officers will enquire about the category and scale of deployment of security force at the polling stations whether it is CAPF/SAP/District Police.
 - 1.4.7. The Sector Officer should be asked to start for polling stations with police escort in earmarked vehicle and all efforts should be taken to reach polling stations by daylight.
- 2. POSTAL BALLOT FACILITATION CENTRE: (No.52/2014-SDR/ dated 07.03.2014; No. 52/2102/SDR/216-250 dated 13.08.2012; No. 52/2012/SDR/181-215 dated 13.08.2012; No. 2/2012/SDR/251-285 dated 13.08.2012; No.52/2013/SDR dt. 18.06.2013)**

2.1. Issue of Postal Ballots to persons on election duty:

- 2.1.1. RO should prepare PB for all employees who are called for training and for all police personnel in anticipation of receiving filled-in Form-12 duly signed.
- 2.1.2. RO should also prepare PBs for all such drivers/ conductors/ cleaners whose Form-12 duly signed are received through OIC, transportation.
- 2.1.3. All employees including police personnel and drivers etc., will be called at least once for training for the purpose of facilitation of postal balloting.
- 2.1.4. For drivers etc. facilitation of casting of PBs can be done one day before the dispatch of polling parties.
- 2.1.5. For police personnel facilitation for casting of PBs will be done during the special facilitation camp organized by DCP/SP and all trainings.
- 2.1.6. If more than one training session is organized for employees facilitation of postal balloting should be done in each session.
- 2.1.7. RO will depute one Officer for each facilitation centre for delivering PBs to persons on poll duty.
- 2.1.8. Prepared PBs should be given to these Officers, in advance, so that PBs can be delivered as soon as duly signed and filled-in Form-12 received from persons on poll duty.
- 2.1.9. The Officer shall maintain a register to keep account of PBs received by him and issued by him.
- 2.1.10. The Officer will issue PBs after verifying identity of the Voter concerned based on EPIC or any other photo ID.
- 2.1.11. Signature of persons to whom PBs are issued shall be obtained in the register in the same format as Form-17A.
- 2.1.12. All un-issued PBs, after trainings are over, shall be kept in a sealed cover with proper record by RO.

- 2.1.13. Employees are generally not sent for election duty outside their district. If however it becomes necessary to send a PB to a Facilitation Center outside the district the DEO will co-ordinate with the DEO of the other

2.2. Procedure at the Facilitation Center (FC):

- 2.2.1. DEO shall appoint one senior officer as OIC of PB at each FC.
- 2.2.2. All Recognized **Political Parties will be informed in writing the schedule** of facilitation of postal balloting at FC. They shall be allowed to send their representatives to witness the facilitation process.
- 2.2.3. In each training session, after training is over, at least 2 hours shall be set apart for facilitation of postal balloting.
- 2.2.4. Arrangement shall be made for candidates to sit and watch the process of facilitation without interfering with the process. If any person interferes with the process of facilitation, the OIC of facilitation can order such a person to leave the premises immediately.
- 2.2.5. **Voting compartments** (as in a PS) shall be made in each FC for marking the PBs by employees in complete secrecy. Arrangement of glue/gum also be made to seal the envelopes.
- 2.2.6. At least one **gazetted officer** shall be put on duty by the DEO at each FC to attest the declaration in Form 13A based on the identification of the voter by his identity documents.

2.3. Process of Postal Balloting:

- 2.3.1. After receiving his PB, the voter shall go into the voting compartment and mark the PB in secrecy. He shall then keep the marked PB in the inner envelope (Form 13B) and seal it properly.
- 2.3.2. The voter shall then sign the declaration in Form- 13A and get it attested by a gazetted officer. He shall write the serial number of the PB paper if not already filled up in Form 13A.

- 2.3.3. He shall then keep the inner envelope (Form 13B) and the signed & attested declaration in Form 13A in the outer envelope (Form 13C) and seal this as well. The voter will then cast his PB in the Facilitation Ballot Box.
- 2.3.4. A large steel trunk with one opening at the top for casting of PBs shall be used as a facilitation ballot box. Before the casting of PBs is started the empty facilitation ballot box will be shown to all present. The facilitation ballot box will then be sealed by the OIC of FC. Every voter shall cast his PB in the Facilitation Ballot Box after marking it and sealing it in the envelopes.

2.4. Sorting of PBs –

- 2.4.1. After all PBs for the day have been cast, the box will be opened by the OIC of FC in the presence of the representatives of political parties. All the PBs will be taken out of the box and the empty box will be shown. The PB envelopes will be sorted AC wise and the number of PB envelopes received for each AC will be entered in a register in prescribed Format.
- 2.4.2. Representatives of political parties present will be asked to put their signature on the register. A copy of the relevant pages be given to them.
- 2.4.3. All PB envelopes for one AC shall be kept in one large envelope. The name of the Facilitation Centre, the date of Facilitation, the number of PBs contained therein and no. & name of AC will be clearly written on this envelope.
- 2.4.4. This envelope will then be sent to the concerned RO along with a copy of the relevant pages of register through special messenger appointed by RO for this purpose not below the rank of Naib Tahsildar.

2.5. Videography - The entire process of postal balloting will be videographed.

2.6. Monitoring of the process at Facilitation Center–

- 2.6.1. The OIC of FC will prepare a return in Format-2 on every day when facilitation of PBs is done and will send it to the DEO daily till the facilitation is over.

- 2.6.2. The compiled daily return will be sent by DEO to the CEO who will send compiled return of the entire state in the Format to ECI every day till the facilitation of PBs is over in the State.
 - 2.6.3. CEO will also send a copy of return in the Format every day to all recognized political parties.
- 2.7. Storage of PBs received from facilitation center-** RO shall keep the envelope containing PBs along with the copy of the relevant pages of the register in a special strong room made especially for this purpose.

3. POLLING STATION ARRANGEMENTS:

- 3.1. The role of the Sector Officers is immensely important on P-1 day to ensure that all arrangements are tied up at the polling stations for smooth conduct of polling. The RO must ensure that the Sector Officer performs the following activities and checks and gives his report in a timely manner:
- 3.1.1. Ensure that the security force has reached polling stations according to the force deployment plan.
 - 3.1.2. Check that the Presiding Officer has sent report on arrival of polling teams at the polling stations to the RO control room.
 - 3.1.3. Confirm availability of assured minimum facilities at the polling stations like drinking water, lighting arrangement, furniture, toilet, signage of the polling station, shed for voters queue, ramp etc.
 - 3.1.4. Observe that the voting compartment is made in such a way that secrecy of voting can be ensured by all means.
 - 3.1.5. Ascertain that the polling team is well conversant in the use of the EVM, provide support, wherever required and ensure that the EVM is properly switched off.
 - 3.1.6. Check and ensure that no wall writing, graffiti or any vestige of political campaign is visible within 100 m of polling station.

- 3.1.7. Since quick communication is an essence of good management on the poll day to nip any trouble in its bud, the Sector Officers are to collect the mobile numbers of presiding and polling officers, sector police officers, control room, Zonal Magistrate, RO/ ARO s, EVM technicians which may come into use in times of crisis.

POLL DAY (P-0)

POLL DAY (P-0)

Poll day is the touchstone of the quality and professionalism of the entire election management exercise conducted by the field election machinery under the leadership and guidance of the DEO/RO. The flurry of activities on myriad fronts can leave the RO/DEO flustered if the preparatory actions and advance planning is not in order. The following is a synopsis of the major issues/points to be borne in mind while traversing the challenges on the poll day:

1. GENERAL RESTRICTIONS ON POLL DAY:

1.1. Regulation on of plying 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]

- 1.1.1. One vehicle for candidate, one vehicle for election agent and one vehicle for candidate's workers/party workers be allowed.
- 1.1.2. Not more that 5 persons including drivers be allowed.
- 1.1.3. If candidate is absent from constituency, no other person allowed to use the vehicle allotted to him
- 1.1.4. No other vehicle should be allowed to be used by any leader.
- 1.1.5. Permits be issued by DEO - Permits be displayed on wind screen of vehicles.
- 1.1.6. Carrying of voters by these vehicles - Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951.
- 1.1.7. **Providing free conveyance to voters to and from the polling stations by a candidate/his agent is a corrupt practice** and strictly forbidden.
 - 1.1.7.1. The aforementioned restrictions shall apply to all vehicles propelled by mechanical power or otherwise, including but not restricted to taxis, private cars, trucks, tractors with or without trailers, auto-rickshaws, e-rickshaws, scooters, motorbikes mini buses, station wagons etc., also, and shall be made applicable for a period of 24 hours before the time fixed for closure of poll and till the completion of poll.

- 1.1.7.2. Penal action, both under the provisions of the R.P. Act, 1951 and the Indian Penal Code shall be taken against anyone offending the above directions, in addition to action under the Motor Vehicles Act. All vehicles being used in violation of these directions shall be confiscated.
- 1.1.7.3. Private vehicles being used by the owners for their private use, not connected with elections;
- 1.1.7.4. Private vehicles being used by owners either for themselves or for members of their own family for going to the polling booth to exercise their franchise, but not going anywhere within a radius of 200 meters of a polling station;
- 1.1.7.5. Vehicles used for essential services namely hospital vans, ambulance, milk vans, water tankers, electricity emergency duty vans, police on duty, officers on election duty;
- 1.1.7.6. Public transport carriages like buses plying between fixed termini and on fixed routes
- 1.1.7.7. Taxis, three wheeler scooters, rickshaws etc. for going to airports, railway stations, interstate bus stands, hospitals for journeys which cannot be avoided;
- 1.1.7.8. Private vehicles used by sick or disabled persons for their own use;
- 1.1.7.9. Vehicles being used by the Govt. officers on duty to reach their duty point.
- 1.1.8. 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.
- 1.1.9. No leader of a political party shall use private fixed-wing aircraft and helicopters for the purposes of supervising and monitoring the polling and counting process on the days of poll and counting. (Instruction SL. No. 64, EC Letter No. 4/2001/JS-II, dated 08/05/2001).
- 1.2. **No canvassing within PS or any public or private place within a distance of 100 meters of a PS (Section 130 of Representation of the People Act, 1951)**
- 1.3. Cellular phones, cordless phone etc., not to be allowed except officers on duty in the 100 meters of a PS. [ECI No. 464/INST/2007-PLN-1 dt. 12.1.2007.

- 1.4. Voter slips to be plain white slips without name of candidate/party markings/ symbol.
- 1.5. No campaign related posters or banners within 100 meters of the Polling Booth.
- 1.6. During polling, PrO and other staff shall keep their mobile "switch off" in the PS. If required they can talk from outside the polling booth.
- 1.7. Booth Level Officer to be stationed outside the polling booth at the Voter Assistance Booth (VAB). He should keep with mobile phone switched on, along with the Alphabetical roll locator for the PS, one set of voter slips, along with undistributed voters slips near the polling stations.
- 1.8. Prohibition of loudspeakers, mega phones etc and disorderly conduct - within 100 mtrs of a PS:**
 - 1.8.1. Amplifying or reproducing the human voice by any apparatus not allowed.
 - 1.8.2. In case of contravention such apparatus be seized.
 - 1.8.3. Shouting or otherwise act in disorderly manner not allowed.
 - 1.8.4. Penal action also to be taken.
- 1.9. Candidates' election booths:**
 - 1.9.1. One table + two chairs, without shamiyana/tentage.
 - 1.9.2. With-one banner upto 3 ft.× 1.5 ft.
 - 1.9.3. Only beyond 200 mtrs of a PS.
 - 1.9.4. Persons manning these booths must carry EPICs.
 - 1.9.5. No distribution of any slips or materials containing any political content.
 - 1.9.6. Valid permission from local authority mandatory (**ECI No. 464/INST/2007 PLN-I dt. 12.1.2007**).

1.10. Going armed to/near a polling station (Sec. 134B and ECI No. 464/INST/2007 PLN-I dt. 24.2.2007)

- 1.10.1. None except authorized security personnel can enter within 100 meters of any polling station.
- 1.10.2. Security personnel attached to any person not to be allowed inside the polling booth..
- 1.10.3. Exception to the above only in case of person covered under Z+ security which is one security person in simple clothes and with concealed weapon.

1.11. Prohibition for Minister/MP/MLA to be an election agent etc., (ECI's No. 437/ INST/2008-EPS dt. 14.10.2008):

- 1.11.1. Minister/MP/MLA or persons to whom security cover granted not to be an Election Agent/ Polling Agent/Counting Agent.
- 1.11.2. Any person having security cover will not be allowed to surrender his security cover to act as such agent.

1.12. Entry into polling station:

- 1.12.1. Only persons entitled under rule 49-D of Conduct of Election Rules, 1961 be allowed.
- 1.12.2. Media person not to capture photograph of the balloting process in any manner that will be reveal the secrecy of ballot.
- 1.12.3. Everyone must have a valid pass properly displaye before entering the polling booth.
- 1.12.4. Where the CPF is deployed, a Jawan will stand at entrance - Not inside the PS and shall not enter the polling booth, except when called by PrO.

1.13. Grant of paid holiday to employees on date of poll : (78/2014/EPS dated 18.03.2014) Order on grant of holiday to employees to be issued by the state Government in terms of Sec. 135(b) of the R.P Act 1951.

2. POLLING STATION FACILITIES:

2.1. Voter Assistance Booth:

- 2.1.1. Officials for each premises having three or more PSs to be appointed to facilitate voters in locating their particulars.
- 2.1.2. Roll in alphabetical order, in English, to locate quickly.
- 2.1.3. In case one or two PSs in a premises, this list (in addition to marked copies) be given to PrO for easy identification.

2.2. Facilities for the physically challenged electors {ECI's No. 509/110/2004-JS-I dt. 26.10.2007}

- 2.2.1. They should be given priority for entering PS without having to wait in queue.
- 2.2.2. Full facility be provided to take their wheel chairs inside the PS.
- 2.2.3. PrO should follow the provisions of Rule 49N - regarding companion of blind/infirm voter.
- 2.2.4. Wide publicity about the facilities to be given to such voters.

3. ROLE OF CAPF/POLICE:

3.1. Role of CAPF:

- 3.1.1. Guarding the polling stations, poll materials, poll personnel and the poll.
- 3.1.2. Static guarding of trouble spots.
- 3.1.3. Patrolling duty on assigned routes covering a fixed cluster of polling stations.
- 3.1.4. Patrolling duty as 'flying squads' in a defined area with surprise element.
- 3.1.5. Escorting duty of polled EVM.
- 3.1.6. Guard duty of Polled EVMs until counting.

3.2. Role of state police:

- 3.2.1. Maintenance of the general law and order in the catchment area of the polling stations and inside and outside of the polling premises (as different from polling stations).
- 3.2.2. Ensure safety of Voters, polling personnel and polling material.

4. MICRO-OBSERVER ISSUES:

4.1. Micro-observers in multi-polling station locations: (464/INST2014-EPS dated 21.03.2014)

- 4.1.1. In case the location at which a Micro-observer is put on duty has more than one Polling Station, the Micro-observer shall be responsible for all the Polling Stations at that location.

4.2. Work to be done by Micro-observers - 464/INST/2008-EPS dated 28.10.2008. Micro observers will do the following at the polling station -

- 4.2.1. Assess the preparedness at the Polling Station.
- 4.2.2. Check the availability of Assured Minimum Facilities (AMF) at the Polling Station and certify, before the start of Polling.
- 4.2.3. Watch the mock poll and see that it is carried out as per the instructions of the Commission.
- 4.2.4. See that the votes in the CU are cleared after the mock poll and before the start of actual poll and that mock poll certificate is signed by the Presiding Officer.
- 4.2.5. During the poll day he should regularly note down the important points for his report in the format.
- 4.2.6. It is made absolutely clear that in no case the Micro observer will act as Presiding Officer or the polling officer. His task is to observe that the election process is being carried out in a free and fair manner and there is no vitiation of poll.

- 4.3. During the process of observation on the day of the poll, the Micro-observer shall specially observe and note:
 - 4.3.1. Mock Poll Procedures
 - 4.3.2. Presence of Polling Agents and observance of ECI instructions with regards to them
 - 4.3.3. The observance of entry pass system and access to Polling Station
 - 4.3.4. Proper identification of electors in accordance with ECI guidelines
 - 4.3.5. Identification and recording procedures for the Absentee, Shifted and Dead voter's list (ASD list)
 - 4.3.6. Application of indelible ink
 - 4.3.7. Noting down particulars of electors in register Form 17-A including the noting down of the alternate identity documents used for identifying the voter
 - 4.3.8. Secrecy of voting
 - 4.3.9. Conduct of polling agents, their complaints, if any, etc.
- 4.4. If the micro-observer feels that the poll is being vitiated for any reason, he will immediately bring it to the notice of General observer through any means of communication available to him, including mobile phone, police wireless etc.
- 4.5. **Report to be submitted by Micro-observer (464/INST/2008-EPS dated 28.10.2008)**

After the poll process is over, the Micro-observer will submit a report to the General Observer in the prescribed format.

5. VIDEOGRAPHY, STILL-PHOTOGRAPHY/WEB-CASTING:

- 5.1. **Use of Video Cameras and Still Cameras on the Poll day at Polling Stations- (464/INST/2008/EPS dated 21.01.2009)**

- 5.1.1. Video cameras shall be used at as many Polling Stations as possible to keep a watch on the proceedings.
 - 5.1.2. Still cameras shall be used at all those polling stations, where Micro-observers, video cameras or web casting is not being used. In this manner, all critical Polling Stations shall be at least covered by some method to keep a watch on the proceedings.
- 5.2. Method of placing cameras: (464/INST/2008/EPS dated 21.01.2009)**
- 5.2.1. Cameras shall be placed in such a manner that they can record the voters in the queue, and the proceedings in the Polling Station, including the process of identification of voters, application of indelible ink, end of poll sealing processes etc.
 - 5.2.2. It must be ensured that secrecy of voting is not violated by the camera in any manner.
- 5.3. Food for videographers/photographers - (No. 447/2007-PLN-)**
- 5.3.1. Food shall be provided to videographers and it shall be ensured that the videographers/ photographers DO NOT accept the hospitality of any contesting candidate or political party or their workers.
 - 5.3.2. All video teams should be under the personal supervision and guidance of a senior election officer.
- 5.4. What should be recorded by the camera - 447/2007-PLN-IV dated 17.01.2007)**
The videographer/ photographer shall make sure that all important events such as mock poll, sealing of EVMs, signing by polling agents on the seals of EVMs, etc. are properly recorded. Any untoward incident at the Polling Station must also be recorded. Specially the following must be recorded :-
- 5.4.1. Attempts of intimidation of voters.
 - 5.4.2. Attempts of inducement / bribing of voters.
 - 5.4.3. Canvassing within 100 metres of Polling Stations.

- 5.4.4. Positioning of voting compartment
 - 5.4.5. Basic Minimum Facilities (BMF) at the Polling station vi. Presence of polling agents
 - 5.4.6. Mock Poll.
 - 5.4.7. Clearing of Mock Poll.
 - 5.4.8. Sealing of EVMs (Pre-poll and Post-poll)
 - 5.4.9. Process of identification of voters.
 - 5.4.10. Voters in queues.
 - 5.4.11. The length of queue at the time fixed for close of poll.
 - 5.4.12. Any dispute of any nature at the Polling Station.
 - 5.4.13. Visit by Sector Officers, Observers and other electoral functionaries or any important person including the candidates.
 - 5.4.14. Replacement of EVM, if any.
 - 5.4.15. Any incident at the Polling Stations.
 - 5.4.16. All video and photography should be done with date and time recording so that the real time and date can be verified.
- 5.5. Webcasting - (464/INST/2014-EPS dated 21.03.2014) :** Web casting simply means live streaming of video on the Internet. It does not involve use of complicated technology.
- 5.5.1. All that is needed is a video camera connected to the Internet.
 - 5.5.2. Any video camera including a webcam/android mobile phone capable of being connected to the Internet can be used for web casting.
 - 5.5.3. Camera can be connected to the Internet through a computer, either desktop or laptop.

- 5.5.4. IP cameras with direct connection to the Internet are also available, these days, which may be used.
 - 5.5.5. **Recording in case of webcasting : (464/INST/2014-EPS dated 21.03.2014):**
 - 5.5.5.1. In all cases where webcasting is done, the video of the entire day's proceedings must be recorded, especially Mock Poll, sealing of EVM, application of indelible ink, sealing of EVMs after close of poll etc.
 - 5.5.5.2. The camera should be placed in such a way that inside of the polling station particularly the voting compartment is seen and at the same time secrecy of voting is not compromised.
 - 5.5.5.3. In case of malfunctioning of any unit of EVM (either BU or CU) ,the EVM has to be checked by the ECIL/BEL expert, as the case may be.
 - 5.6. **CCTV Coverage:** (Manual On Force Multipliers and Non-CAPF Measures, Document No. 7 Edition-1, June 2016, Chapter II (1) (1.3) Pg-12)
 - 5.6.1. CCTV coverage as a Non-CAPF measure may be used sparingly for poll day monitoring as it is comparatively cost intensive, but it can be used as a very effective tool, particularly in the vulnerable areas, where threat perception or rate of breach of election laws is historically very high.
 - 5.6.2. While using the CCTV as a Non-CAPF measure, it must be ensured that all the instructions/parameters mentioned above for the use of Video and Still cameras and Webcasting are to be, ad seriatum, scrupulously followed in the case of CCTV coverage also.
- 6. POLL PROCESS:**
- 6.1. **General Arrangements:**
 - 6.1.1. Control room arrangements:
 - 6.1.2. Additional staff / Equipment's
 - 6.1.3. Communication arrangements - To be in touch with CEO also - Mobile to be switched on all the time.

- 6.1.4. Complaint handling arrangements.
- 6.1.5. Arrangement for deploying reserve staff.
- 6.1.6. Arrangement for EVM replacement.
- 6.1.7. Arrangement for deployment of technical personal alongwith laptop & web cameras to the polling stations for live-web casting with polling parties
- 6.1.8. Arrangement of videographers to polling stations
- 6.1.9. Arrangements be made to collect sealed polled EVMs and other election material.
- 6.1.10. Arrangement for **escorting of the poll EVMs and election material** - Observers to be intimated.

6.2. Before Commencement of Poll:

- 6.2.1. PRO to demonstrate the EVM.
- 6.2.2. Marked copy of roll and Register of Voters also to be demonstrated before the polling agents present and their signatures be taken.
- 6.2.3. Mock poll by PrO - A prescribed certificate shall be given by PrO. (ECI No. 51/8/7/2008) – (EMS dt. 15.7.2008 and No. 464/INST/2008-EPS dt. 12.2008).
 - 6.2.3.1. Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll.
 - 6.2.3.2. All contesting candidates should be informed in writing well in advance in this regard.
- 6.2.4. Control unit to be sealed properly.
- 6.2.5. RO through SO and using other links shall track the conduct or otherwise of mock poll and ascertain the mock poll status within 30 minutes.

6.3. During Poll Process:

- 6.3.1. **Presiding Officer:**

- 6.3.1.1. PrO to regulate the voters, and maintain purity of election
- 6.3.1.2. To deal with tendered votes, challenged votes, etc.,
- 6.3.1.3. Overall supervision on poll process.
- 6.3.1.4. Keep track of the voter turn-out and send report/SMS every 2 hours.
- 6.3.1.5. Maintain movement sheet of polling agents.
- 6.3.1.6. In case of ASD Voters, PrO will verify his/her identity, LTI has to taken in addition to signature in Form 17A, photograph to be taken and record maintained.
- 6.3.2. Special attention where mock poll had to be conducted in the absence of agents [ECI's No. 464/INST/2008-EPS dt. 18.12.2008]
- 6.3.3. **Identification of voters** - through EPIC or alternate documents approved by ECI - Minor discrepancies can be overlooked.
- 6.3.4. **First Polling Officer:** PO- 1st - Marked copy of roll - Responsible for identification- read aloud the name of elector- check the ID document- underline the entry relating to his/her name- put a tick mark in case of female elector- maintain tally sheet.
- 6.3.5. **Second Polling Officer:** PO- 2nd -Apply Indelible Ink - Register of voters - Take signature/LTI of elector in Col 4- write the No of Id document in last column- issue voter slips.
- 6.3.6. **Third Polling Officer: PO-** 3rd -Check indelible ink- collect voter slip- custodian of Control unit- release ballot by pressing BALLOT button in BU- guide voter to voting compartment - He will sit near PrO - Same table for PrO + PO-3rd.
- 6.3.7. **Special circumstances:**
 - 6.3.7.1. **Tendered Vote-** Form 17 B to be filled up and signature of the voter is to be taken(serial no of the voter at which he signed at the voters' register has to be found out and noted) ,tendered ballot paper has to be issued to the voter and the envelop shall be duly sealed.

- 6.3.7.2. Violation of secrecy of voting by the elector -Presiding Officer will disallow the voter to vote, take back the voters slip (if already issued), write "Not allowed to vote-voting procedure violated" in Form 17A. All Other Provisions regarding procedure of voting shall be followed as mentioned in the Presiding Officer Handbook.
- 6.3.8. In case of new EVM, new EVM should be put to use only after conducting mock poll, clearing the data of mock poll and recording the certificate of mock poll [ECI's No. 576/3/2009/SDR dt. 6.1.2009]
- 6.3.9. On poll day, if EVMs are replaced, both BU & CU should be replaced as a set.
- 6.3.10. Adequate reserve EVMs to be available with sector officers EVM to be replaced within half an hour wherever necessary.
- 6.3.11. In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button, the Presiding Officer may from time to time make an inspection of ballot unit (BU)- but he should make it a point to do so in the immediate presence of polling agents when there is no voter inside the voting compartment.
- 6.3.12. All supervisory visits to the polling booths by sector officers, candidates, election agents etc must be recorded in the Visit Sheet.
- 6.3.13. At the time of closure of poll the Presiding Officer shall press the 'Close' button and make a note of the Poll end date and time displayed on the CU in the presiding officer's diary.

6.4. After close of poll:

- 6.4.1. PrO will issue serially numbered slips/token only to the voters standing in the queue (from the last person in the queue to the first one), to enable them to cast their vote after the scheduled time of closure of voting.
- 6.4.2. Press CLOSE button of the CU of the EVM after the voting is complete.
- 6.4.3. SMS/report to be sent on close of poll.
- 6.4.4. Check the number of votes recorded in the EVM by pressing TOTAL button and Tally 17A, 17C and EVM count.

- 6.4.5. Proper sealing of EVM and election papers.
- 6.4.6. PrO will sign and take signatures of polling agents in Form-17A after the last entry, draw line and write- "The Serial Number of the last entry in Form 17A is_____".
- 6.4.7. Preparation of Form 17C (Account of Votes)
 - 6.4.7.1. Part-I of Form 17C will have to be prepared in multiple copies (2+ no of polling agents) and will be handed over to the polling agents under due receipt.
- 6.4.8. Declaration of Presiding Officer (part III) will have to be filled up with signatures of polling agents.
- 6.4.9. After sealing the EVMs, Declaration of Presiding Officer (part IV) will have to be filled up with signature of polling agents.
- 6.4.10. Also to complete the Presiding Officers Diary and 16 point report of the Presiding Officer.

6.5. Supervisory Visits by Sector Officers etc:

- 6.5.1. Sector Officer shall visit all the polling stations during the first two hours of poll and give the poll commencement report to the RO for polling stations under his jurisdiction.
- 6.5.2. Sector Officer shall ensure replacement of any EVM that would not operate for whatsoever reason at the start and during the poll hours:
- 6.5.3. Sector Officer shall oscillate between his/her polling stations and make himself/herself available/contactable to every Presiding Officer under his/her jurisdiction and ensure that the poll is conducted in a free and fair manner and without interruptions.
- 6.5.4. He shall ensure that all the vulnerable electors have been participated in voting.
- 6.5.5. Sector Officer will safely escort and get deposited the polled EVMs at designated counters.

7. RECEPTION CENTRE ARRANGEMENTS:

- 7.1. Proper arrangements at Reception Centre must be ensured for lighting, drinking water, first aid and other medical facilities, refreshments, transport arrangements etc.
- 7.2. Strong Rooms should have proper security.
- 7.3. Telephone, Fax, Internet, Computer section, Room for Observers, Generators/power back-ups etc.
- 7.4. Observers to verify the arrangements.
- 7.5. There should be no crowding - If required set up separate AC-wise counters for specific numbers of PSs.

7.6. Storage of polled EVMs:

- 7.6.1. Ensure that all the Presiding Officers should deposit voting machines and election papers and other materials at the storage centres without any avoidable delay.
 - 7.6.2. Earmarked inside the storage room or building, specified parts of the floor space in the form of squares in advance for stacking the voting machines received from particular polling stations. The arrangement for this should follow the serial number of polling stations.
 - 7.6.3. All ballot unit(s) and control unit received from one polling station must invariably be kept together at one place on the same square. The control unit should be kept on top of the ballot unit(s). One copy of the account of votes recorded and the paper seal account of each polling station should be kept on top of the control unit pertaining to the polling station. The duplicate copy of the account of votes recorded and the paper seal account should be kept under RO safe custody along with the Presiding Officers Diary and other records like register of voters (17A) reports of Sector/ Zonal magistrates, Additional inputs provided by the Presiding Officer (refer ECI instruction in this regard) etc.
- 7.7. **Separate receipts** should be done for the following category of items:
- 7.7.1. For sealed CUs & BUs + Form 17C + PrO Declaration.

- 7.7.2. PO diary + Mock Poll certificate + Form 17C + SOs report + Addl. report of PrO (16 Point Report)+ Visit sheet + Voter Turn-out report (PSO5).
- 7.7.3. For other election papers - statutory + non statutory.
 - 7.7.3.1. **Statutory packets (green)**-1. Marked copy of Electoral. Roll, 2. Register of Voter (Form 17A), 3. Voter slips, 4. Unused Tendered Ballots, 5. Used Tendered Ballot and Form 17B.
 - 7.7.3.2. **Non- statutory packet (yellow)**-1. List of challenged votes (Form 14) 2. Fee Receipt Book, 3.Appointment letter of polling agents (Form 10), 4. List of blind/infirm voters (Form 14A) and declaration of companion, 5. Declaration on age 6.Working copy of Electoral Roll, 7. Unused/damaged paper seal, 8. Unused voter slips, unused/damaged special tags, Unused/damaged strip seal, 9. Election Duty Certificate, 10 Dummy ballot Sheet.
 - 7.7.3.3. **Third packet (Brown)**-1. Handbook of Presiding Officer, 2. Indelible ink, 3. Pad ink, 4. Metal seal of Presiding officer, 5. Arrow cross mark, 6. Ink holding pot.
 - 7.7.3.4. **Fourth packet (Blue)**-other articles.
- 7.7.4. For depositing digital camera along with certificate in case of identified PSs.
- 7.8. **Separate Special Counter for election papers of following Polling Booths:**
 - 7.8.1. Where at polling percentage crossed the prescribed percentage, about which complaints had been received
 - 7.8.2. In which significant events such as violent incidents, break down of EVMs reported.
 - 7.8.3. EVMs replacement had taken place etc.
 - 7.8.4. Proper Signage indicating such PSs at reception centre - PrO can be relieved only after obtaining the EVMs and document after proper verification and discussion with RO/Observer.
- 7.9. **Special Check** before receipt:

- 7.9.1. PO diary is properly filled up and visit sheet attached thereto.
- 7.9.2. EVM is sealed
- 7.9.3. 17C is given to Polling Agents
- 7.9.4. Additional report format by Pr.O given to SO
- 7.9.5. All documents/material as per checklist is available.
- 7.9.6. Receipt of documents and polling material as per printed checklist- Receiving Officer should sign it.

8. SAFE CUSTODY OF ELECTION RECORDS/EVMS AFTER RESULT: (R. 92, 93 and 94 of CE Rules 1961 and Ch. XIV of RO Handbook)

- 8.1. Under double lock – one key with DEO and one with Treasury Officer.
- 8.2. Inspection / Attested copies of record which are not prohibited.
- 8.3. **Disposal of record** – After expiry of prescribed period.
- 8.4. EVMs also to be cleared after expiry of prescribed period and be kept in DEO's Godown / Store at safe place and as per prescribed norms / ECI guidelines.
- 8.5. Where election petition is pending election record not be disposed off and EVMs not to be cleared and to be kept in tact.

9. VARIOUS STATISTICAL INFORMATION AND REPORTS TO THE CEO BY DEO/RO:

9.1. PRE-POLL PERIOD:.

- 9.1.1. Polling Station wise elector information (Gender Ratio) – Current Electoral Rolls.
- 9.1.2. AC wise elector information (Gender Ratio).

- 9.1.3. Polling Station wise elector information (Elector Population Ratio) – Current Electoral Rolls.
- 9.1.4. AC wise elector information (Elector Population Ratio).
- 9.1.5. District Age Cohort wise Elector Information.
- 9.1.6. Polling Station wise information on inclusion and deletions in Current Electoral Rolls.
- 9.1.7. AC wise information on inclusion and deletions in Current Electoral Rolls.
- 9.1.8. Polling Station wise information on EPIC and Photo Coverage in Current Electoral Rolls.
- 9.1.9. AC wise information on EPIC and Photo Coverage in Current Electoral Rolls.
- 9.1.10. Photo Coverage in Current Electoral Rolls.
- 9.1.11. EPIC Coverage in Current Electoral Rolls.
- 9.1.12. Polling Station Location (PLS) Details.
- 9.1.13. Constituency wise Information on migrated Electors.
- 9.1.14. Information on Service Voters.
- 9.1.15. Link Table on newly Delimited ACs (and Polling Station) with Pre – Delimited ACs (and Polling Stations)
- 9.1.16. Related to Electoral Rolls.
- 9.1.17. Report regarding publication of draft electoral roll.
- 9.1.18. Report of final publication of Electoral Roll.
- 9.1.19. Statistical information related to Electoral Roll.

- 9.1.20. Information related to Addition, Deletion, Modification.
- 9.1.21. Details of applications of Addition / Deletion.
- 9.1.22. Information relating to Addition and Deletion.
- 9.1.23. Information relating to service voters and general voters in the final published electoral roll.
- 9.1.24. Information related to Polling Stations.
- 9.1.25. Information related to publication of draft list of Polling Stations. (After Delimitation and as per direction of Commission.)
- 9.1.26. Information related to publication of final list of Polling Stations. (After Delimitation and as per direction of Commission.)
- 9.1.27. Proposal relating to modification of the Polling Stations....

9.2. POLL DAY:

- 9.2.1. OK report of the reaching of Polling parties of the AC / District to the Polling Stations.
- 9.2.2. OK report of the returning Polling parties of the AC / District to reception center.
- 9.2.3. Three comprehensive reports: First upto 1300 hrs, Second by 1900 hrs and third by 0700 hrs on next day to CEO/ECI on time.
- 9.2.4. Information related to conduct of mock Poll at all the Polling Stations of AC / District.
- 9.2.5. Issuance of certificate of Mock Poll by the P.O. and collection of these certificate by Zonal / Sector Officers.
- 9.2.6. Information related to commencement of Poll.

- 9.2.7. Information relating to % of poll at 9 AM, 11AM, 1PM and 5 PM on Poll Day.
- 9.2.8. Information relating to EPIC Voter on 7PM of Poll Day.
- 9.2.9. During the course of polling, the RO will maintain a separate register to identify such polling stations and even before the arrival of the polling party at the reception center and a hoarding or a notice board at reception centre indicating number and details of the polling stations that would be handled at the special counter should be put up.

10. ACTIVITIES OF POLLING AGENTS: (ECI No. 464/INST /2007-PLN-I dated 12.10.2007)

- 10.1. At every election, each candidate or his election agent can appoint one polling agent and two relief polling agents at each polling station through Form-10.
- 10.2. Only one of them can, however, remain present inside the polling station at a time. They can relieve each other from time to time. Any relief agent can take the place of the polling agent whenever he goes out. Whichever of them is inside the polling station is treated as polling agent of the candidate for the time being and has the same rights and responsibilities as given to the polling agent by law.
- 10.3. Polling agents to be voter of the same polling station or adjacent polling station.
- 10.4. Must carry EPIC or any of the alternative documents allowed by the Commission.
- 10.5. No polling agent shall be allowed to leave the polling station or allowed substituting themselves by their relieving agents after 3.00 p.m. The polling agents may be allowed to go out of the polling stations even after 3.00 p.m. to attend to nature's calls, etc. and come back inside the polling station. However, it may be ensured that only the polling agent of a candidate or his substitute can be present inside the polling station at a time
- 10.6. Working copy of Electoral roll, used by the polling agent for marking turn out of voters can never be allowed to be taken outside the polling station.
- 10.7. A "polling agents/relieving agents movement sheet" should be provided to each

polling station, in which each and every polling agent shall be required to sign, indicating the time of arrival at the polling station and time of departure **(No. 464/INST/2014 -EPS dated 4th May, 2014)**.

- 10.8. The Observer, Sector Magistrate, senior officers who visit the polling station during the course of poll shall also ensure that the aforesaid sheet is being properly maintained.
- 10.9. The Telephone nos. of ROs/ AROs/Key Police Officers/ Sector Officers/ Control Rooms shall be displayed at all the polling stations so that if polling agents have any complaint they can establish contact to register it for immediate intervention .
- 10.10. It is reiterated that the Presiding Officer shall brief the polling agents to remain present in the polling station till the voting is over to oversee the ceiling procedure of EVMs and sign the declaration.

11. COMMUNICATION PLANNING:

- 11.1. The CEO will form a dedicated team for each poll going district at the State level to monitor the smooth flow of communication and complaint redressal.
- 11.2. At the district level, the DEOs will have a control room with dedicated teams for the administrative unit-wise tracking at Tehsil/Block level, whichever is convenient.
- 11.3. Similarly, Tehsil/Block level dedicated officer will be tracking each and every polling station. In this process, from CEO offices up to the polling station there should be effective communication.
- 11.4. At each and every stage, the dedicated groups will track the events and keep the District control room and CEO control room informed.
- 11.5. As per the Commission's instructions, the Presiding Officers are permitted to carry their mobile phones in switch off mode.
- 11.6. The Micro Observers wherever posted in a polling station can also carry their mobile phone keeping them in silent mode.
- 11.7. The contact number of the control room should be duly registered in their mobile phones so that in case of any need the Micro Observers can contact the control room after coming out of the polling station so that their conversation does not affect the proceedings of the polling station.

- 11.8. Besides, the district control room will have the phone number of each Micro Observer so that they can directly contact them.
- 11.9. The presence of CAPF /Police personnel should be recorded by clicking a photograph of the security personnel standing in front of the Board of the polling station by the sector officer.
- 11.10. The Commission has, further, directed that in case of any untoward incident or complaint, quick response shall be ensured. The response should take place within 30 minutes and facts may be quickly ascertained.
- 11.11. Sector arrangements, control room arrangements, reserve vehicles and reserve officers shall be arranged in such a way that this aspect of the Commission's instructions is compiled without any deviation **(ECI No. 464/INST/2014/EPS dated 6.5.2014)**

12. ROBUST MECHANISM FOR COMPLAINT HANDLING ON POLL DAY:

- 12.1. A well-organized complaint handling mechanism should be put on place at the level of Block/Tehsil, so that all complaints and queries can be addressed within 30 minutes.
- 12.2. Returning Officers /Assistant Returning Officers should remain personally involved in disposal of complaints.
- 12.3. Deployment of competent personnel, capable of taking appropriate decisions should be made at the control rooms on the poll day.
- 12.4. The control room should be equipped with telephone/internet connection and the telephone number of the control room along with the numbers of DEO/Returning Officers, Observers and Zonal Magistrates should be well publicized and put up in the district election website so that general public can contact the election administration.
- 12.5. District-wise poll day tracking team dedicated for each poll going district should be constituted by CEO.
- 12.6. Setting up of separate control rooms at CEO/DEO level will also have to be considered to monitor local media which generally covers the events occurring at polling station level.
- 12.7. Complaint handling: Any complaint received from polling agents at any level shall be inquired immediately. The RO/Observer shall also scrutinize the documents related to such polling stations carefully and record their views specifically.

- 12.8. Quick response mechanism be established by making proper sector arrangements, control room arrangements., reserve vehicles and reserve officers etc. to ensure that in case of any untoward incident the facts could be got ascertained within 30 minutes.
- 12.9. The DEO/SP shall brief the CAPF/ State Police about provisions of Section 131 of the R.P. Act, 1951. For this, there should be proper co-ordination between the Presiding Officer and CAPF/ State Police posted in a polling station.
- 12.10. During trainings, the Presiding Officers shall be apprised of the powers conferred on them under Section 131 of the R. P. Act, 1951 and use the presence of CAPF /State Police personnel suitably in case of occurrence of any untoward incident affecting the free and fair poll process **(No. 464/INST/2014-EPS dated 5th May, 2014)**.

13. ALLEGATIONS AGAINST POLLING STAFF:

- 13.1. Whenever specific allegations of a serious nature are made in writing against the Presiding Officer or the polling staff about his/her conduct during polling at an election, RO should inquire into the matter as soon as practicable and send the papers, along with DEO report, to the Chief Electoral Officer and the Commission.

14. SECURITY MEASURES FOR POLLED EVMs STORED IN STRONG ROOMS: (No. 464/L&O/EPS/2014 dated 05.04.2014 and 10.04.2016)

14.1. Security of Strong Room:

- 14.1.1. Strong Room shall have only one door and not other door or opening. In case there are other doors or opening, they shall be closed using brick masonry.
- 14.1.2. Strong room shall have a double lock system, with one key to be kept with strong room in charge and the other key with an officer not below the rank of ADM.
- 14.1.3. Arrangements should be made for fire and flood safety.
- 14.1.4. Strong room shall be under 24X7 CAPF guard either out of existing deployment available in the State or using the CAPF ordered to be retained out of Central pool.
- 14.1.5. Strong room shall be under 24X7 CCTV coverage.
- 14.1.6. One control room adjacent to the strong room should be operative round the clock.

- 14.1.7. A Gazetted officer along with a police officer should be put on duty round the clock for monitoring the security arrangements of strong room.
- 14.1.8. It should be ensured that there is uninterrupted power supply at the strong room locations during the entire period wherein EVMs are stored. CEO may address the Chairman of Electricity Board concerned separately regarding this. Local Electricity Board officials should be asked to ensure the same. Contingency arrangement of stand by generators should be made to ensure uninterrupted power supply.

14.2. Transportation and storing of polled EVMs:

- 14.2.1. Polled EVMs shall be transported from the polling station to the Receipt Centre under guard of CAPF.
 - 14.2.2. Candidates and their representatives shall be allowed to follow the vehicle transporting polled EVMs.
 - 14.2.3. Polled EVMs can be stored in a strong room guarded by CAPF at the receipt center if the receipt centre is not located at the headquarters of the RO. However, these strong rooms will be made by following all instructions of the commission with respect to permanent strong rooms. These strong room shall be guarded by CAPF. These strong rooms shall be sealed after all the EVMs for that receipt center have been received and kept in the strong room. The sealing shall be done in the presence of candidates and their representatives and their signatures shall be obtained on the seal. The entire process shall be videographed. The candidates and their representatives shall be informed in writing about the date and time when the EVMs stored in the strong rooms shall be shifted to the permanent strong room at RO headquarter. These temporary strong rooms shall be opened at the time so appointed in the presence of candidates and their representatives after verifying the intactness of the seal. The whole process shall be videographed. The EVMs shall then be taken out of the strong room and transported to the permanent strong room at the RO headquarter under protection of CAPF. Candidates and their representatives shall be allowed to follow the vehicle transporting EVMs.
- 14.3. **Guarding of strong rooms:** There shall be a three tier guarding system for strong rooms:-
- 14.3.1. First tier, which is the innermost perimeter, shall be CAPF guard. This shall

be a 24x7 CAPF armed guard. Minimum one section of CAPF armed guard shall be on duty 24X7. For this purpose, minimum one platoon of CAPF shall be provided to guard the Strong Room round the clock.

14.3.2. Second tier shall be a guard of State armed Police.

14.3.3. Third tier shall be a guard of District Executive Force.

14.4. **Deployment of CAPF:** The commission has mandated the guarding of EVMs by CAPF.

14.5. **Facilities to candidates to keep a watch on the strong rooms:**

14.5.1. All contesting candidates should be intimated in writing to depute their representatives to keep a close watch on security arrangement of strong room.

14.5.2. They should be allowed to stay outside the outermost perimeter in a rain-proof tent erected officially for this purpose, which enables them to view the entry points of the strong room.

14.5.3. Facilities such as proper shade, drinking water, toilets, etc. should be provided to them.

14.5.4. If there is no direct view to the strong room, CCTV should be arranged at the location, so that they can see the strong room door on CCTV. In such a case, they may be taken periodically to the inner perimeter in batches to see for themselves and verify the strong room security.

14.5.5. The phone nos. of CEO, Addl. CEOs, DEC in charge in the ECI and the DEO/SP/COP/ROs concerned should be given to the candidates, who may provide the same to their people keeping vigil at the strong room location. They may be advised by the candidate to contact the officials in case of any need.

14.6. **Protocol to be followed to enter the inner perimeter: No one should be allowed to enter the inner perimeter without following the protocol, as under:**

14.6.1. The log book shall be maintained by the CAPF in which entry should be made about date, time, duration and name(s) of any one crossing the second security ring i.e. the middle perimeter. This includes visits by the Observers or DEOs or SPs or candidates or their agents or any other persons.

14.6.2. Video cameras should be provided to the CAPF contingent to record all visits made by such visitors.

14.6.3. No vehicle, including that of any official or ministers or any other political functionary should be allowed inside the secured campus where the EVMs are stored. Alighting point for the vehicles should be marked clearly ahead of the outer security perimeter itself; beyond it should be a pedestrian zone only.

14.7. Supervision by Returning Officers and DEOs:

14.7.1. Returning Officers should visit the storage campus (upto the inner perimeter only) every day in the morning and evening and check the log book and videography and send a report to the DEO on the status every day.

14.7.2. In case of strong rooms located in the district headquarters, the DEO should do the same.

14.7.3. Where the strong rooms are situated outside the district Headquarters, DEO should visit the same as frequently as possible and at least once in 3 to 4 days.

14.7.4. DCs and SPs shall be personally responsible for security of strong room within the district and meticulous implementation of the protocol.

14.8. Certification by DEO:

14.8.1. The Commission has desired that DEO shall certify that the instructions of the Commission regarding the security of polled EVMs have been complied with. The CEO of the State shall obtain the certificate from DEOs and forward a consolidated report in this regard to the Commission.

14.8.2. The Observers shall also be informed by the CEO to inspect and confirm that these instructions are scrupulously followed.

P+1

SCRUTINY OF FORM-17A AND OTHER DOCUMENTS

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1. **SCRUTINY OF FORM-17A AND OTHER DOCUMENTS: (ECI No. 464/INST/2007 PLN-I dt. 12.10.2007)**

- 1.1. Scrutiny of Form-17A and other documents to be carried out for those polling booth which fulfill the criteria specified in the ECI Instructions.
- 1.2. Scrutiny in presence of/under intimation to candidates-advance notice mandatory.
- 1.3. Scrutiny to be conducted in the presence of the Observer.
- 1.4. Laid down procedure to be strictly followed.
- 1.5. Cross check the entries of Form 17A, PO diary, visit sheet, complaint register of control room, diaries of Magistrates, marked copy of roll, remarks column of 17A, Form 17C, photography if taken.
- 1.6. **Micro-observers to remain present at the time of scrutiny of Form-17A :**
(464/INST-2012-EPS dated 08.02.2012)
 - 1.6.1. Micro observers reports shall also be taken into consideration at the time of scrutiny after poll for taking a decision on re-poll or disciplinary action against any delinquent polling staff.
 - 1.6.2. Micro- observers should remain available at the time of scrutiny, for the General Observer to seek any clarifications, if required..
- 1.7. **Video recording/ photographs to be seen and videographers/ photographers to be available at the time of scrutiny- (464/INST/2012-EPS dated 08.02.2012)**
 - 1.7.1. If videography/ photography has been done at a Polling Station, it shall be viewed by the RO and Observer at the time of scrutiny, in case of any complaint with respect to that Polling Station.
 - 1.7.2. Videographers/ photographers shall remain available at the time of scrutiny so that the RO and Observer can seek any clarification, if they feel it necessary.
- 1.8. The entire proceedings of the Scrutiny exercise shall be videographed.

REPOLL/ADJOURNEMENT OF POLL

REPOLL/ADJOURNEMENT OF POLL

1.1. Recommendation for Re-poll/completion of adjourned poll:

1.1.1. Where necessary such recommendations should be submitted in prescribed formats given in RO Hand book 2012.

1.2. Adjournment of poll after death of a candidate -[Sec 52 of RP ACT 51].

1.2.1. RO on being satisfied about the fact should order such adjournment.

1.2.2. State party recognized in other state, not to be treated as recognized political party within scope of section 52, even if that party has been granted concession under para 10 of Symbol Order to use its symbol.

1.3. Arrangements in case of Re-poll - Adjourned poll

1.3.1. The EVMs required for re-poll shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing and also to be entered in the EVM Tracking Software.

1.3.2. Re-poll u/s 58 / 58A - Re-poll EVMs be put back in same strong room.

1.3.3. Old EVM to be prominently marked cancelled / not to be counted and should be preserved unopened and with seals intact.

1.3.4. Separate polling party for the re-poll.

1.3.5. Adjourned poll u/s 57 - Sealed packets containing marked copy of roll and the Register of Voters and new EVM will be provided to PrO. The PrO to open sealed packet in presence of polling agents present.

1.4. Re-poll EVM: (ECI No. 51/8/7/2016- EMS dated 16.11.2016)

1.4.1. In case of re-poll, a pre-printed self-adhesive sticker "Re-poll EVM" shall be pasted on the EVM (BU & CU), as well as carrying cases of the EVM to be used for re-poll.

- 1.4.2. After re-poll, the strong room shall be re-opened in the presence of the candidates/their agents and observer for storage of re-poll EVM. This re-poll EVM should be placed together with the old EVM which was used earlier in the original poll.
- 1.4.3. At the time of placing the "Re-Poll EVM" after re-poll in the strong room, pre-printed sticker with **bold print "TO BE COUNTED"** shall be pasted on the re-poll EVM. Another pre-printed sticker **"NOT TO BE COUNTED"** shall be put on the old EVM, to remove any confusion at the time of counting.
- 1.4.4. The unique ID number of the CU and BU used in re-poll should be entered in the EVM Tracking Software.

COUNTING DAY

COUNTING DAY

1. COUNTING VENUE:

- 1.1. Prior approval for the counting venue must be taken from the Commission by submission of details in the required formats. No change in the Counting Venue or Halls must be made without written authorization from the Commission.
- 1.2. Adequate security and other logistics must be ensured as per the prevailing ECI Instructions.

2. IMPORTANT INSTRUCTIONS FOR COUNTING:

- 2.1. Before starting the counting, the unique ID number of the CU, the Unique ID number of the Pink Paper Seal and the unique ID number of Green paper seal should be verified from the record and shown to the polling agents.
- 2.2. Poll start- date and time and poll end- date and time displayed on the CU should be verified from the record and shown to the polling agents.
 - 2.2.1. In case of any discrepancy in the date and time of start and end of poll displayed in the Control Unit with Indian Standard Time of start and end of poll, the difference will be compared with the date and time noted by Presiding Officer in the mock poll certificate.
 - 2.2.2. If the date and time difference at the time of mock poll does not match with the date and time difference of start and end of poll, the EVM will be kept aside and the matter will be referred to the Commission for its decision.

3. SPECIAL CASES/ISSUES WHILE COUNTING:

- 3.1. In case any **CU does not display result due to not-pressing of "Close" button** by the PO in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall.
 - 3.1.1. Counting of votes in other machines should continue as usual.
 - 3.1.2. When counting of votes in other machines is completed, the Returning

Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine (s)

- 3.1.3. In both the cases where the margin of votes is more or less than the total votes polled in that machine (s), the RO/Counting Supervisor shall press the "Total" button of the CU to see the total votes polled in that machine (s).
- 3.1.4. In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form-17 C, the RO/Counting Supervisor shall press the "Close" button of the CU (s) so that "Result" button can be pressed for getting result data explaining the entire issue to the candidates/ their authorised agents and recording a proceeding in this behalf with their signatures.
 - 3.1.4.1. In such a case, the RO and Observer should send a detailed report to the Commission in the format mentioned at Annexure-9 (dt. 19.01.2012).
- 3.1.5. In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the RO to the Commission for its decision.
 - 3.1.5.1. In such a case, the RO and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-10, where the winning margin is more than the votes polled in the CU in question, and in Annexure-11 (dt. 19.01.2012), where such margin is less.
- 3.2. In case any **Control Unit does not display result**, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall.
 - 3.2.1. Counting of votes in other machines should continue as usual.
 - 3.2.2. When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in the malfunctioned machine (s).
 - 3.2.3. In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioning machine (s), the RO should try to retrieve

the result from this machine, with the help of engineers of BEL/ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents.

- 3.2.4. If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-12 (dt. 19.01.2012).
- 3.2.5. In case it is not possible to retrieve the result from the malfunctioning machine even by using ADU, then the Returning Officer should try to retrieve the result from the machine by taking a print out of the result with the help of engineers of BEL/ECIL.
 - 3.2.5.1. If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case, also the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-12.
 - 3.2.5.2. If the result from the malfunctioned machine can not be retrieved even by using printer, the matter should be referred by the RO to the Commission for its decision.
 - 3.2.5.3. In such a case, the RO and Observer should also send a detailed report to the Commission in the format mentioned at Ann.13 (Dt. 19.1.12), where the winning margin of vote is more than the votes polled in the malfunctioned EVM, and in Ann.14 (Dt. 19.1.12), where such margin is less.
- 3.2.6. In no case the machine should be opened, or its outer or inner seals disturbed in any manner. There should be no attempt to repair the machine as it is strictly forbidden.

4. COMPLETION OF COUNTING:

- 4.1. After completion of counting, all the CUs whether result has been retrieved from it or not should be kept back inside their respective carrying cases. The carrying cases should then be sealed once again.

- 4.2. The RO & Observer should put their signatures on the seal.
- 4.3. All candidates and their election agents should also be allowed to put their signature on the seal.
- 4.4. The Control Unit should be then kept in the strong room(s).

5. REPORTS TO BE SUBMITTED BY RO REGARDING COUNTING:

- 5.1. Information relating to round wise report of result. (Annexure for tabulating trend/ result).
- 5.2. Information relating to online generation report.
- 5.3. Information relating to result in the following formats:

| | | |
|--|-----------|---|
| Declaration of result of election form 21 C / D | 4 Copies. | Immediately after the declaration of result |
| Return of Election Form 21 E | 4 Copies. | Immediately after the declaration of result. |
| Index Card | 3 Copies. | Within 3 Days. |
| Form 20 (Final Result Sheet) | 4 Copies. | Within 3 Days. |
| RO Report | 4 Copies. | Immediately After Election |
| Check list | 4 Copies. | Immediately After Election |
| Cancelled ballot paper | 2 Copies. | Immediately After Election |
| Check Memo | 2 Copies. | Within 8 Days. |
| Receipt of Certificate from winning candidate. | 2 Copies | After issuing certificate (Form 22) to winning candidate. |
| Information relating to executive summary of election. | | |

5.4. Precautions while filling Index Cards :

- 5.4.1. Name of the candidate must be exactly as it appears in Form 7A.
- 5.4.2. Political Party's name must be written in full, and not in abbreviation.
- 5.4.3. RO's seal and sign must be there in original and ink [No Photocopy etc].

5.5. After Counting :

- 5.5.1. Sealing and storage of polled EVMs as per ECI guidelines.
- 5.5.2. Returning secret seal as per ECI guidelines.

NOTE

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NOTE

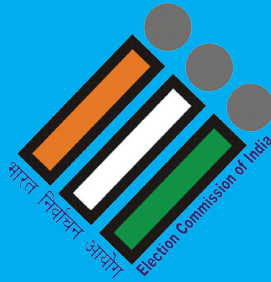
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NOTE

A series of 25 horizontal dotted lines for writing notes.



“ No voter to be left behind”



भारत निर्वाचन आयोग
Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001