

Edition-2



# HANDBOOK FOR POLLING AGENT



भारत निर्वाचन आयोग  
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

*"Greater Participation for a stronger democracy"*

Document No : 324.6.EPS: HB: 003:2023





सत्यमेव जयते

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# CHAPTER - 1

## INTRODUCTION

### 1. INTRODUCTION

- 1.1** As it is not possible for a candidate to be physically present at every polling station on the day of poll in an assembly or a parliamentary constituency, the law allows him to appoint Polling Agents to act as his representative at every polling station to oversee the election process on the day of poll. A democratic election advocates for a poll that is conducted freely and fairly at every single polling station whereby every candidate feels satisfied with the poll process. If the Polling Agents who represent the candidates at the polling stations carry out their duties conscientiously, it will help not only the candidates whom they represent but also the election authorities in the smooth conduct of poll with full cooperation of those agents.
- 1.2** As per Section 46 of the Representation of the People Act, 1951, read with Rule 13 of the Conduct of Elections Rules, 1961, at every election, each candidate or his election agent can appoint one Polling Agent and two relievers at each polling station.
- 1.3** The handbook on Polling Agent comprises of five chapters, the first being an introduction on the concept of Polling Agent. The second chapter discusses the qualification, appointment, revocation, role, and duties of the Polling Agent. The third chapter elaborates on the pre poll activities to be done and also overseen by the polling agent, on the poll day such as the material to be carried inside the booth, early arrival for mock poll, movement sheet, preliminaries for commencement of poll, sealing procedure etc. The fourth chapter involves procedure in detail for conduct of actual poll. It also gives a brief on special cases that may be encountered by the Presiding Officer at the polling booth regarding which the Polling Agent should be well-informed. The last and final chapter consists of activities that are performed during and after close of poll.

### 2. DO'S AND DON'Ts AND CHECKLIST FOR POLLING AGENT.

- 2.1** A list of Do's for Polling Agent is shown in **Appendix –I** For easy reference to ensure error free poll.
- 2.2** A list of Don'ts for Polling Agent is shown in **Appendix –II**
- 2.3** A list of check list for Polling Agent is given in **Appendix – III**

### 3. DOCUMENTS TO BE SIGNED BY THE POLLING AGENT

- 3.1** List of documents to be signed by the Polling Agent is shown as **Appendix - IV.**



# CHAPTER - 2

## Qualifications, Appointment, Role and Duties of Polling Agent

### 1. Eligibility, Restriction on appointment, role and duties of Polling Agent

#### 1.1 ELIGIBILITY:

The law does not prescribe any qualification for a person to be appointed as a polling agent. However, as the Polling Agent is expected to see the interest of the Candidate in the Polling Station on Poll Day, it is expected that a local person who is an elector and ordinary resident of the same or neighbouring polling station is appointed as a polling agent. However, if any contesting candidate is not able to find polling agent in the same or neighbouring polling station, he/she may appoint any elector of the same assembly constituency as his polling agent for polling station. The agent must have EPIC or any other alternative document as prescribed by the ECI.

There is no restriction on appointing Gram panchayat Pradhan/Gram Panchayat Sarpanch/Panchayat members, councilors or members of municipal corporation or municipality and local persons, as polling agents.

#### 1.2 FOLLOWING PERSONS RESTRICTED FOR APPOINTMENT AS POLLING AGENT:

- 1.2.1 No sitting Minister either of Union Government or of a State Government, sitting Member of Parliament, sitting Member of Legislative Assembly/Legislative Council, Chief/Head/Chairperson of Urban Local Bodies, viz., Mayor of a Corporation or Chairperson of Municipality/Zila Parishad/Panchayat Union, Chairperson/vice-Chairperson of District level/Block level/ Mandal Parishad, Panchayat samiti etc., shall be allowed to act as Election agent, Polling Agent, or Counting Agent of any candidate during an election. (Latest instruction to be referred)
- 1.2.2 Chairpersons and members of Central PSUs/State PSUs, Govt. Bodies/Corporation, Cooperatives.
- 1.2.3 Persons receiving any honorarium or aid from Government or Persons working on part time in any Govt./ Govt. Aided Institutions shall not act as Polling Agent.
- 1.2.4 Para Medical/Healthcare staff working in Govt/Govt. Aided institutions, Fair Price Shop dealers, Anganwadi Employees.
- 1.2.5 No person in the service of the Government can act as a Polling Agent. This is an offence and Under Section 134-A of the R.P. Act 1951 and such appointees are punishable with imprisonment for a term which may extend to 3 (three) months, or with fine, or with both.

## 2. NUMBER OF POLLING AGENTS / RELIEVING AGENTS:

- 2.1 Every contesting candidate is entitled to appoint one Polling Agent and two Reliever Agents. The Reliever Agents will act as the reliever to the Polling Agent and will do all the functions of the Polling Agents during his absence from the Polling Station. However, only one of them can be present inside the polling station. They can relieve each other from time to time. Any relieving agent can take the place of the Polling Agent when the letter goes out. Of the three, whoever is inside the polling station is treated as Polling Agent of the candidate for the time being; he has the same rights and responsibilities as given to the Polling Agent by law.
- 2.2 The qualification and disqualifications of Polling Agents apply mutatis mutandis to the Relieving Agents.

## 3. APPOINTMENT OF POLLING AGENT:

- 3.1 Based on the qualifications and disqualifications stated in above paras, the Polling Agents/ Relieving Agents can be appointed by the Candidate or by his Election Agent.
- 3.2 FORM FOR APPOINTMENT: The appointment is to be made in Form 10 (Under Rule 13 of Conduct of Election Rules, 1961) annexed herewith as **Appendix-V**. This form duly signed by the Candidate or his Election Agent containing required details of the Polling Agent/ Relieving Agent is to be handed over to the Presiding Officer at the polling station before whom the declaration is to be signed by the Agent concerned.
- 3.3 The Presiding Officer is to compare the specimen signature of the Candidate / Election Agent received from the Returning Officer in Format Annexed as **Appendix-VI**. The Presiding Officer may not entertain any appointment letter in Form 10 from the Polling Agents if there is suspicion regarding genuineness of the appointment letter due to no specimen signature of the Candidate/ Election Agent and it shall be summarily rejected. In case of any change of the Election Agent of the candidate at the last moment, when the Presiding Officer has already been supplied with the copy of the format containing the specimen signature as originally furnished by the candidate, then it shall be the responsibility of the candidate concerned to supply a copy of revocation of the Election Agent ( in Form-9 of Conduct of Election Rules, 1961) and a copy of the appointment of new election Agent (in Form-8 of Conduct of ElectionRules,1961).
- 3.4 TIME LIMIT FOR APPOINTMENT: It is desirable that the appointment of such agents be done sufficiently in advance and not less than seven days before the poll day to avoid any last-minute changes and revocation by the Candidate.
- 3.5 REVOCATION OF APPOINTMENT AND INTIMATION OF FRESH APPOINTMENT TO PRESIDING OFFICER:
- 3.5.1 The candidate or his election agent can also revoke the appointment of a polling agent. The revocation of appointment is made in Form-11 (**Appendix-VII**).
- 3.5.2 If the appointment of any Polling Agent is revoked or if any Polling Agent dies before the close of the poll, the candidate or his election agent can appoint another Polling Agent at any time before the poll is over.

#### 4. TIME OF ARRIVAL OF POLLING AGENT:

The law does not specify any time limit for the arrival of a Polling Agent and even if he turns up late at a polling station, he will be allowed by the Presiding Officer to participate in the further proceeding at the polling station. **However it is expected that the Polling Agent should make himself available in the polling station one and half hour prior to the commencement of the Poll** to see the proceedings of the Mock Poll because as per the latest instructions of Commission, the preparation for Mock poll starts 90 minutes prior to the actual poll and Polling Agent is required to have his signatures in the declarations as a proof of his satisfaction regarding the functioning of the EVM-VVPATs and sealing before the actual poll by the presiding officer which are to mandatorily go through this process .Hence, the Polling Agent should watch this proceeding. However, the Presiding Officer shall start the mock poll 90 minutes before the commencement of poll in presence of at least two candidates/agents. The Presiding Officer may wait for 15 minutes before conducting the mock poll if minimum two agents are not present. But in case no agent/agents turn up during the extra time of 15 minutes, in such cases he/she will go ahead with the mock poll and make specific mention in the mock poll certificate.

#### 5. ROLE OF POLLING AGENT:

**5.1** The Polling Agents plays a very important role in the actual conduct of the poll, which is the most vital part of the entire election process. Polling Agents are the eyes and ears of the candidate for the conduct of free and fair elections because the witness of conducting whole poll process, starts from time of mock poll on the poll day to deposition of EVMs in strong room. The presence of Polling Agents ensures that polling is conducted in a free and fair manner in the polling stations. The task of the Presiding Officer and the Polling Officers at the polling station is made easy and smooth if the Polling Agents discharge their duties with a spirit of co-operation. For this purpose, they should know their functions clearly and carry them out intelligently under the law.

**5.2** Polling Agent should acquaint himself with the latest rules and procedures prescribed for the conduct of elections using EVMs and VVPATs. He must also familiarize himself with the operation of EVMs and VVPATs. For this purpose, Polling Agent should attend the training/ demonstrations of the EVMs with VVPATs arranged by the Returning Officer where the functioning and operation is explained along with procedures.

**5.3** Polling Agents witnesses/participate in the following processes on poll day:-

1	Mock poll process
2	Clearing the mock poll data from control unit and VVPAT slips from VVPAT.
3	Sealing process after mock poll
4	Identification and Polling by those electors who are enrolled in elector roll.
5	Prevention of impersonation of voters
6	Secrecy of voting
7	Un-authorized person access, if any.
8	Replacement of Ballot unit(s), Control unit(s) and VVPAT(s) during mock poll and during actual poll.
9	Document preparation as per Law and Rules.

10	Webcasting/ Videography/CCTV, if done at that polling station.
11	Micro observer presence, if appointed for that polling station.
12	Rule 49 MA cases.
13	Tendered votes
14	Queue of Electors who are present at end of poll time fixed by ECI.
15	Removal of VVPAT power pack after poll is over.
16	Sealing after closing the poll.
17	Security available at polling stations.
18	Complaint by any other polling agent(s).
19	Vigil on movement of EVM-VVPATs after poll from polling station to EVM-VVPAT strong room and deposit the machines as well as all documents.

**6. MAIN DUTIES OF POLLING AGENTS:**

The main duty of the Polling Agents is to see that the interests of the candidates who have appointed them are safeguarded at the polling stations. Their other duties are:

- 6.1** To take part in the mock poll and satisfy themselves that the EVMs and VVPATs are in proper working order.
- 6.2** To help the Presiding Officer to detect and prevent impersonation of voters by challenging persons whose identity as real elector is doubtful.
- 6.3** To help in having the EVM and VVPAT properly secured and sealed according to the rules, before and after the close of poll,
- 6.4** To see that all election records relating to the poll are secured and sealed properly after the close of poll as required by law.
- 6.5** To see that the serial numbers of Control Unit, the Balloting Unit and VVPAT being used in the polling station are in conformity with the details provided by the Returning Officer.

# CHAPTER - 3

## Pre Poll Activities On The Day of Poll

### 1. Material for polling agents :

#### 1.1 Polling Agent should provide himself/herself with the following items when he/she come to the polling station:

- a) Original Letter of appointment in Form -10;
- b) A copy of the latest integrated electoral roll for the polling station.
- c) EPIC/Alternative photo ID
- d) A small brass seal, which he/she can use for putting seal on the carrying case(s) of the Balloting Units(s), Control Unit and VVPAT before they are transported to the counting/ collection centre;
- e) Pen, paper and pencil;
- f) Details of EVM (Control and Balloting unit) and VVPAT to be used in the polling station as provided by the Returning Officer and/or by the Candidate.

#### 1.2 Out of the polling agents or relieving agents, only one of them can remain present inside the polling station at one time. Whichever of them is inside the polling station will be treated as polling agent of the candidate for that time being and has same rights and responsibilities as given to the polling agent by law. Polling Agent is allowed to carry his/her copy of electoral rolls inside the polling station and make tick marks whenever voters cast their vote. However, it is clarified that under no circumstances, Polling Agent or relieving agent will be permitted to carry the electoral roll available with him/her outside the polling station during the course of the polling and till the polling is closed. Under no circumstances, the polling or relieving agent can be allowed to send slips outside indicating the serial number of the voters who have voted or not voted.

### 2. Polling Agent /Relieving Agent -- Movement Sheet:

#### 2.1 Every contesting candidate is entitled to appoint one Polling Agent and two relieving agents to act as the Polling Agents at each polling station. 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 relieving agent can take the place of the Polling Agent when the latter goes out. Of the three, whoever is inside the polling station is treated as Polling Agent of the candidate for the time being; he has the same rights and responsibilities as given to the Polling Agent by law. Further, the Polling Agents may be allowed to go out of the polling stations even after 3.00 pm to attend to nature's call, etc. and come back inside the polling station. However, it may be ensured that only the Polling Agent or his substitute can be present inside the polling station at a time. The Presiding officer shall brief the Polling Agents to remain present in the polling station till the voting is over to oversee the sealing procedure of EVMs and VVPATs and sign the declaration, etc.

#### 2.2 The movement sheet (**Appendix – VIII**) is provided to each polling station, in which each and every Polling Agent shall be required to sign indicating the time at which he/she came to the polling station and also when left the polling station. The movement sheet shall be handed

over, after poll, at the EVM reception centre along with other documents by the Presiding Officer. The observer, SM, senior officers who visit the polling station during the course of poll shall also ensure that the aforesaid sheet is being properly maintained.

### **3. Production Of Appointment Letter By Polling Agents**

Every Polling Agent is required to produce before the Presiding Officer, his appointment letter duly completed in all respects and signed by the candidate or his election agent who has appointed him and also by the polling agent. The Presiding Officer will then ask him/her to complete the document and sign the declaration there in his presence. The Presiding Officer will then keep the letter of appointment with him and will admit Polling Agent into the polling station.

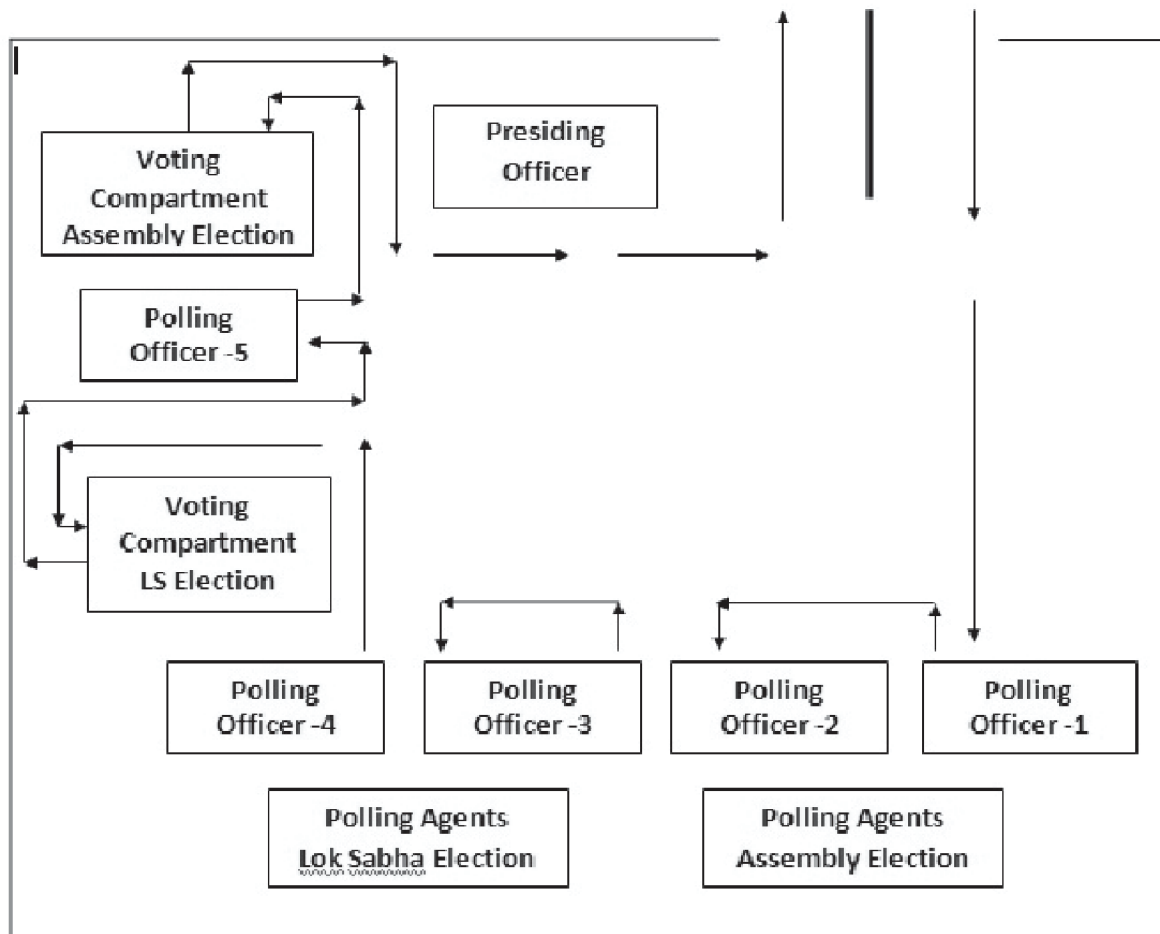
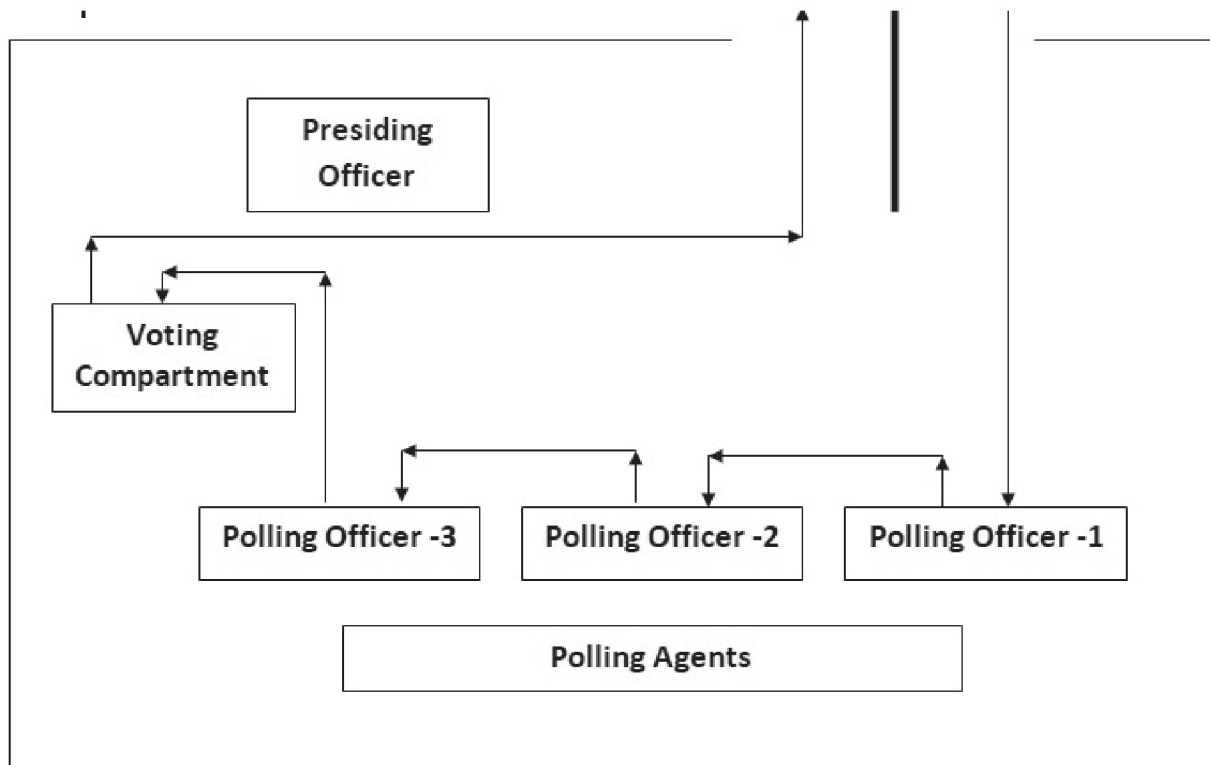
### **4. Passes For Polling Agents**

- 4.1** The Polling Agent who has been admitted into the polling station will be given an Entry Pass of post card size by the Presiding Officer, on the authority of which he can come in and go out of the polling station as and when necessary. The Polling Agent or his/her relieving agent shall display that Entry Pass on his/her body during his/her presence in the polling station.
- 4.2** Within the polling station or 100 meters thereof, Polling Agent should not wear any other badges.
- 4.3** If Polling Agent does so, his/her act might amount to an electoral offence of canvassing or soliciting votes of electors or exhibiting any notice or sign (other than the official notice) relating to the election (Section 130 of RP. Act, 1951). The above offence is cognizable and punishable with fine which may extend to Rupees 250.
- 4.4** Polling Agents are not allowed to either carry or use cellular phones, cordless phones, wireless sets, smart watches, tabs, cameras etc. in the 100-meter perimeter of the Polling Stations described as the “Polling Station Neighbourhood” and within the polling booth. Observers/ Micro Observers, Presiding Officer, Sector Officers, and security personnel will however be allowed to carry their mobile phone kept in silent mode.
- 4.5** All Polling Agents shall display their electors photo identity cards or alternative photo identity document (as prescribed by the Election Commission) prominently on their persons on the day of poll for easy and quick identification.

### **5. Seating Of Polling Agents**

- 5.1** The Presiding Officer will make arrangements to provide seats to the Polling Agents at such place from where they will have adequate opportunity of identifying electors and observing the entire operation particularly of the table where the Control unit of the EVM will be kept, the movement of the elector from the Presiding Officer’s table to the Voting compartment (where the Balloting unit(s) and VVPAT will be kept) and the elector leaving after he has recorded his vote inside the Voting compartment.
- 5.2** Set up of polling station for single election and for simultaneous election

## HANDBOOK FOR POLLING AGENT



**5.3** According to the instructions of the Commission, the seating arrangements for Polling Agents of candidates belonging to various political parties inside in the polling station will be governed by the following priority.

- (i) Candidates of recognized National parties.



- (ii) Candidates of recognized State parties.
- (iii) Candidates of recognized State parties of other States allowed to use their reserved symbols in the constituency.
- (iv) Candidates of registered-unrecognized parties; and.
- (v) Independent candidates.

**5.4** Polling Agent should be in the seats provided and should not unnecessarily move inside the polling station.

## **6. Transparency Measures For Free And Fair Elections**

**6.1** The Election commission of India has introduced the system of appointment of Sector Officers for every 10-12 polling stations for election management from the day of announcement of schedule of election till the completion of poll process. They will be designated as Zonal magistrates 7 days before the poll day and will have powers of special executive magistrate and will be accompanied by Sector Police Officer. The Sector Officers will frequently visit the polling station allotted to them to facilitate smooth polling.

**6.2** There is a legal restriction placed on the persons to be admitted inside a polling station. Those who can be admitted by the Presiding Officer are:

- (i) The electors;
- (ii) Polling officers;
- (iii) Each candidate, his election agent and one Polling Agent of each candidate at a time;
- (iv) Persons authorized by the Commission;
- (v) Public servants on duty;
- (vi) A child in arms accompanying an elector;
- (vii) A person accompanying a blind or an infirm voter who cannot move or vote without help
- (viii) Such other persons as the Presiding Officer may from time to time admit for the purpose of identifying voters or otherwise assisting him in conducting the poll

**6.3** The Commission has drawn up clear guidelines for the management of critical polling stations. Depending on the locations of the polling station, connectivity, availability of CAPF, micro observers, the Commission has directed that one of the following be employed to ensure free and fair elections:

### **6.3.1 Videography at the polling Station**

The Commission has already issued instructions for videography of critical events of the election process and also at critical and vulnerable polling stations to the extent possible. Proper care shall be taken to ensure that while doing the videography, the same does not violate the secrecy of vote. No photography/ videography shall, however, be allowed by the media persons or by any other unauthorized persons inside the polling station, to maintain general order and secrecy of vote. The videography of all other critical events of electoral process shall continue to be done.

### **6.3.2 Central Armed Police Forces**

In the critical and vulnerable polling station deployment of CAPF is one of the alternative arrangements for building confidence among voters.



### 6.3.3 Web casting

Webcasting of the procedure in the polling station is yet another arrangement in the critical polling stations.

### 6.3.4 Appointment of Micro-Observer

Observers have a very crucial role to play in the conduct of an independent, free and fair election. To strengthen the system of observation, the Commission has consciously decided to deploy micro-observers where necessary. These micro-observers would directly work under control and supervision of the general observer.

## 7. Preliminaries Before The Commencement Of Poll-EVM (Control Unit, Ballot Unit And VVPAT Basic Knowledge)

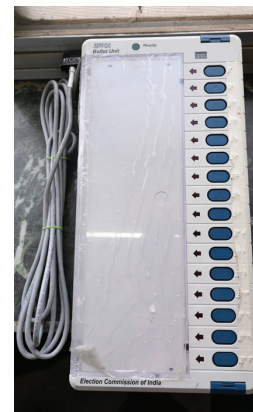
### 7.1 EVM And VVPAT In Elections:



Control Unit



VVPAT



Ballot Unit

- 7.1.1 Elections are conducted with Electronic Voting Machines with VVPATs. These EVMs and VVPATs have been manufactured by two Central Government undertakings, namely, Electronics Corporation of India Limited, Hyderabad and Bharat Electronics Limited, Bangalore under very strict security protocols. EVMs have been so designed as to keep intact all the salient features of the system under which ballot paper and ballot boxes were used.
- 7.1.2 Earlier there were two models of the EVMs - M2 model and M3 model which were used in election processes. At present M2 model EVMs and VVPAT are totally replaced by M3 model EVMs & VVPATs.
- 7.1.3 The machine operates on a 7.5-volt battery and can be used anywhere and under any conditions. It is tamper-proof, error-free and easy to operate. The Electronic Voting machine consists of two units, namely, Control Unit and Balloting unit. Both the units of the machine are supplied in two separate carrying cases. The polling information once recorded in the machine is retained in its memory even when the battery is removed.
- 7.1.4 The machine, especially the Balloting Unit, is so designed as to keep all essential features of the conventional voting system intact. The only change is that the voter is required to press the blue button provided opposite the name, photograph, and symbol of the candidate of his choice as against the use of an arrow cross mark rubber stamp which is affixed on the ballot paper on or near the symbol of his choice under the conventional system of voting. The process of voting by voting machine is very simple, quicker and full proof. Every vote is recorded accurately and there is no invalid vote.

- 7.1.5** As per proviso to Rule 49A of the Conduct of Elections (Amendment) Rules, 2013, a printer with a drop box of such design approved by the Election Commission is attached to a voting machine for printing a paper trail of vote. This printer with a drop box is referred to as the Voter Verifiable Paper Audit Trail System (VVPAT). The Commission has directed to use VVPAT in all elections at every Polling Station. The Presiding Officer keeps the VVPAT along with the Balloting Unit in the voting compartment; the VVPAT shall be connected to the EVM in the manner as directed by Election Commission. For this purpose, the dimension of the voting compartment is increased proportionally. In VVPAT, on pressing the Balloting button on Balloting Unit, the elector shall be able to view the printed paper slip for 7 seconds showing the serial number, name, and the symbol of the candidate for whom he has cast his vote. Such paper slip stays displayed for seven seconds before it gets cut and drop in the drop box attached to the VVPAT.
- 7.1.6** VVPAT operates on 22.5-volt battery. The thermal paper used in the VVPATs for printing of VVPAT paper slips can print paper slips of required quantity. Approximately 100 paper slips get printed during the commissioning of VVPATs and mock poll at polling station on poll day. Rest of the paper slips are sufficient for the electors assigned to any Polling station.

## **7.2 Ballot Units And Control Units**

- 7.2.1** One Balloting Unit caters up to a maximum of 16 candidates. If the number of candidates is 15, the last panel will be 'None Of The Above (NOTA)'; but if there are 16 candidates, there will have to be an additional Balloting Unit for 'NOTA'. The provision for 'None of the Above' [NOTA] option is a facility for expression of the decision not to vote for the contesting candidates. On the right side of BU along with candidate's vote button, digits 1 to 16 are embossed in Braille signage for guidance of visually impaired electors. On the Balloting unit, there is provision for display of the ballot paper containing the particulars of the election, serial numbers, names and photograph of contesting candidates and the symbols respectively allotted to them. Against the name of each candidate and the panel for NOTA, there is a blue button by pressing which the voter can record his vote. Alongside the said button, there is also a lamp for each panel which will glow red when the vote is recorded by pressing the said button.
- 7.2.2** One control unit can record the votes polled by a maximum of 384 candidates (including NOTA) in M3 EVM. For this purpose, multiple Balloting units upto a maximum of Twenty-Four Balloting Units linked together can be connected with one control unit in M3 EVM. On the top most portion of the control unit, there is provision for displaying the information and data recorded in the machine, like the number of contesting candidates, total number of votes polled, votes polled to each candidate, etc. This portion is called, for easy reference, 'Display Section' of the control unit. Below the display section, there is a compartment for fixing the battery, which runs the machine. On the right side of this compartment, there is another compartment in which there is a button for setting the machine for the number of candidates, contesting the election. This button is called the 'Cand. Set' button and the whole section of the control unit containing these two compartments is called the 'Candidate Set Section'. Below the Candidate set section is the 'Result Section' of the control unit. This section contains
- (i) 'Close' button on the left side, used for closing the poll,
  - (ii) Two buttons in the middle - 'Result' & 'Print'. Result button is for ascertaining the result. Print button is for printout of the detailed result (For this purpose a special gadget is to be attached to the Control Unit) and
  - (iii) 'Clear' button on the right side, for clearing the data recorded in the machine,

when the data is no more required.

- (iv) In the bottom portion of the control unit, there are two buttons - one marked 'Ballot' and other marked 'Total'. By pressing the button 'Ballot', the Balloting Unit becomes ready to record the vote and by pressing the button 'Total', the total number of votes recorded up to that stage (but without the candidate-wise break up) can be ascertained. This section is known as the 'Ballot Section' of the control unit.

## **8. Task To Be Completed Before Starting Actual Poll:**

**8.1** About 90 minutes before the hour fixed for the commencement of poll, the Presiding Officer will start going through the preliminary preparations for the conduct of poll.

**8.2** The Presiding Officer will-

- (i) Demonstrate to the Polling Agents and other persons present that the EVM and VVPAT is in perfect working order and that no votes have already been recorded in the machines.
- (ii) Conduct a mock poll to satisfy the Polling Agents that the EVM and VVPAT is functioning properly.
- (iii) Clear the votes recorded at such mock poll from the control unit of the voting machine and remove paper slips from VVPAT so that no data relating to the mock poll remains in EVM and VVPAT.
- (iv) Prepare mock poll certificate and obtain the signatures of the Polling Agents.
- (v) Fix green paper seal in the frame provided for fixing the green paper seal on the inner door of the inner compartment of result section of the control unit. The Polling Agent shall also put his/her signature on the Green paper seal.
- (vi) Close the inner door of the result section of the control unit with thread and seal it with 'Special Tag'.
- (vii) Close the outer cover of the (Result) section of the control unit with thread and seal it with 'Address Tag'; The drop box of VVPAT shall also be sealed by fixing the common Address Tag.
- (viii) Demonstrate to the Polling Agents and other persons present that the marked copy of the electoral roll (copy of the electoral roll to be used for 'marking' the names of electors who are allowed to vote) does not contain any remarks other than those used for issuing postal ballot papers and election duty certificates.
- (ix) Demonstrate to the Polling Agents and other persons present that the 'Register of Voters' (From 17A) does not already contain any entry in respect of any elector.

## **9. Setting the voting machine by the presiding officer before commencement of poll**

**9.1** Before EVM and VVPAT are put to actual use at the polling station, some preparations, in addition to the preparations made at the Returning Officer's level in the presence of the candidates and their agents, are necessary. The Presiding Officer shall start the preparations about 90 minutes before the time fixed for the commencement of the poll. If any Polling Agent is not present, the preparations by the Presiding Officer will not be postponed so as to await his arrival. Nor will the presiding officer start the preparations again if any Polling Agent turns up late.

### **9.2 Setting The Balloting Unit**

**9.2.1** The Balloting Unit is already duly prepared in all respects at the Returning Officer's level and no further preparation of this unit is required at the polling station on the day

of poll, except that its inter-connecting cable must be plugged into the VVPAT unit.

**9.2.2** Where more than one Balloting Unit to be used at a polling station, these Balloting Units must be inter-connected in the correct sequential order. In such a case, only the first Balloting Unit will be connected with the VVPAT unit. The Polling Agents may satisfy themselves that the Presiding Officer has correctly linked the control unit with the VVPAT and Balloting Unit(s). If there is any defect in such interlinking, it will immediately be noticed on the display panels of the control unit.

**9.2.3** The Polling Agents should also check and ensure that

- (i) The ballot paper is properly fixed in the ballot display panel under the ballot paper screen.
- (ii) The two seals fixed by the Returning Officer at the top and bottom portion on the right-hand side of the Balloting Unit are intact.
- (iii) Pink paper seal has been used to secure Balloting Unit.
- (iv) The thumb wheels switch on the Balloting Unit(s) are correctly positioned.

### **9.3 Preparations On the Control Unit**

**9.3.1** Polling Agent will be allowed to check that the seal put by the Returning Officer on the 'Candidate Set Section' on the right side of the control unit is intact.

**9.3.2** The preparations to be made on the control unit by the Presiding Officer are as follows:

- (i) Interlinking the control unit with the VVPAT and interlinking the VVPAT with Balloting Unit(s);
- (ii) Switching the power switch to 'ON' position;
- (iii) Closing the rear compartment after performing the functions at (i) and (ii) above;
- (iv) Conducting the mock poll. Count the VVPAT paper slips by taking out VVPAT paper slips from drop box in the presence of the Polling Agents and confirm that the result of CU and VVPAT paper slip count tally for each candidate;
- (v) Clearing the EVM after the mock poll and setting all counts to ZERO by pressing 'CLEAR' button;
- (vi) Switching the power switch to 'OFF' position;
- (vii) Fixing the green paper seal(s) to secure the inner compartment of the result section (as explained in para 23.2, 23.3 and 23.4)
- (viii) Closing and sealing the inner door of the result compartment by fixing the special tag

**9.3.3** When the power switch in the control unit is set to 'ON' position, there will be beep sound and the 'ON' lamp on the display section of the control unit will glow green.

**9.3.4** The Presiding Officer will then close the rear compartment. To keep it firmly closed, a piece of thin wire or a thick thread may be run through the two holes provided for the purpose and the ends of the wire may be given a few twists or a knot, as the case may be. Presiding Officer should note that the rear compartment is not sealed as it will require to be opened after the close of poll for switching off the power of Control unit and disconnecting the VVPAT and Balloting Unit(s).

### **9.4 PREPARATIONS ON VVPAT**

VVPAT shall be set as per number of contesting candidates set in the control unit by the Returning Officer, duly loading the ballot paper. At the time of taking delivery of the EVM

## HANDBOOK FOR POLLING AGENT

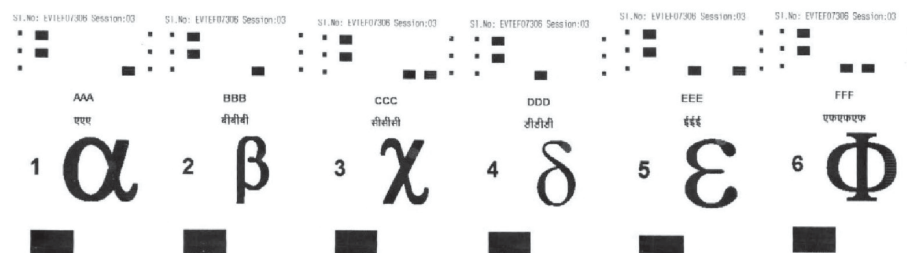
along with the polling material, the presiding officer might have checked the serial number of VVPAT. He should verify the serial numbers and the names of candidates and symbols allotted to them as given in the Balloting Unit and whether sufficient quantity of paper is loaded in the printer. VVPAT shall be kept with the Balloting Unit(s) in the voting compartment and shall be connected to the EVM in the manner as directed by the Election Commission. While casting the vote the elector will be able to view through the transparent window of the printer the paper slip for 7 seconds showing the serial number, name, and the symbol of the candidate for whom he has cast his vote before such slips get cut and drop in the drop box of the printer.

### 9.5 When VVPAT switch is on, a self-test procedure starts and print some test slips as shown below:

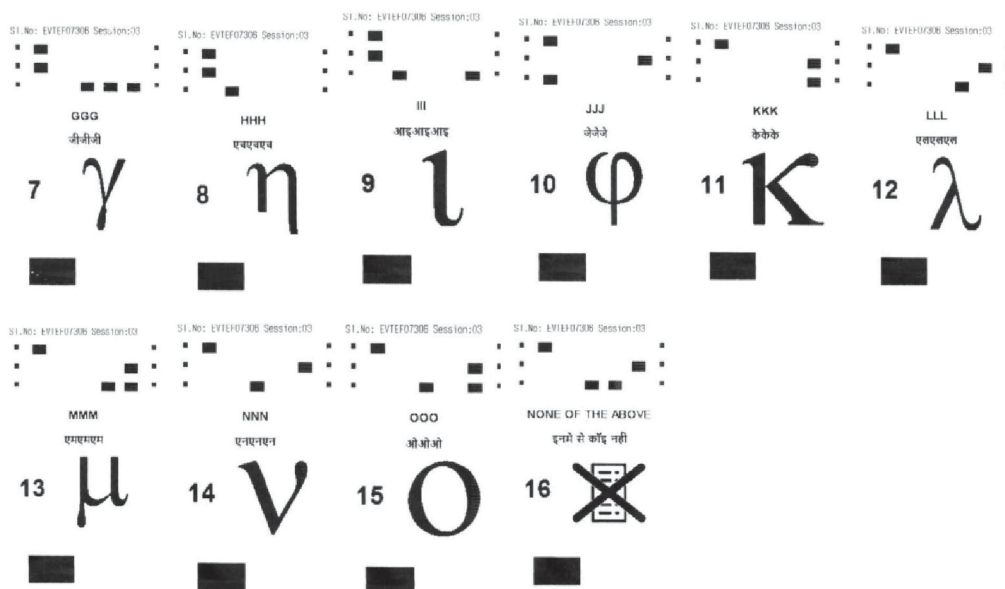


### 9.6 Mock Poll Slips:

When an elector votes, VVPAT prints a paper slip showing serial number, name & symbol of the candidate. Here, dummy mock poll slips are shown below:

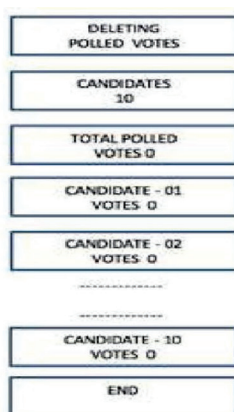






### 10. Conducting The Mock Poll

**10.1** Before commencing the poll, the Presiding Officer has to satisfy not only himself but all Polling Agents present at the polling station that the EVM and VVPAT is in perfect working order and that no votes have already been recorded in the machines. For such satisfaction, he shall first show to all present that all counts have been set to ZERO by pressing the ‘Clear’ button. The ‘Clear’ button is provided in a compartment in the result section of the control unit. This compartment is covered by an inner door and an outer cover. The inner door covers the compartments containing ‘Clear’ button, ‘Result’ button and ‘Print’ button. Adjacent to this ‘CLOSE’ button is available in another chamber. This chamber containing ‘CLOSE’ button is covered when outer cover of result section is closed. The outer cover is provided above the inner door and covers also the compartment containing the ‘Close’ button. For reaching the ‘Clear’ button, he will first open the outer cover by pressing the latch provided on the left side slightly inwards. Thereafter, the inner door can be opened by inserting the thumb and a finger through the two apertures above the ‘Result’ and ‘Print’ buttons and then simultaneously pressing the latches inside slightly inwards. In no case, should this inner door be force opened without releasing the latches in the manner described above, as otherwise this most vital compartment will get damaged. When the ‘Clear’ button is pressed, the Display Panels on the control unit will start displaying the information sequentially (every indication is followed by a beep sound).



NOTE: If on pressing ‘Clear’ button, the display panels do not display the information as indicated above, it means that some of the earlier operations needed for clearing the machine have not been performed. To clear the machine, the Presiding Officer should ensure that

Balloting Units, VVPAT and control unit have been properly linked. He should then press the 'Close' button and there after press the 'Result' button. Now when he presses the 'Clear' button, the display panels will start displaying the information. The display of the information on the display panels shall satisfy the Polling Agents present at the polling station that no votes are already recorded in the machine.

**10.2** After demonstrating as above that no votes are already recorded in the machine; the presiding officer shall conduct a mock poll by recording at least 50 votes at random for the contesting candidates (equal votes for all candidates including NOTA). For that purpose, he will perform the following operations: -

**10.2.1** He will press the 'Ballot' button on the ballot section of the control unit. On pressing the 'Ballot' button, 'Busy' lamp in the display section will glow red. Simultaneously the 'Ready' lamp on the Balloting Units will also start glowing green.

**10.2.2** Then Presiding Officer will ask any Polling Agent to press, according to his choice, any of the candidate's blue buttons on the Balloting Units. It has to be ensured that each of the blue (unmasked) buttons is pressed at least once, so that each button left unmasked is tested and found functioning properly.

**10.2.3** On the candidate's blue button being so pressed, the 'Ready' lamp on the Balloting Unit will go off and the candidate's lamp near the button will start glowing red. The VVPAT will print a small slip of paper that carry the symbol, name and serial number of the candidate voted which will be visible for seven seconds in the VVPAT window, after that it will cut off and get dropped in paper slip drop box of VVPAT. Also, a beep sound will be heard from the control unit. After a few seconds, the red light in the candidate's lamp, red light in the 'Busy' lamp and the beep sound will go off. This will be the indication that the vote for the candidate, whose blue button has been pressed, has been recorded in the control unit and that the machine is now ready to receive the next vote.

**10.2.4** This process as explained in the preceding paras (a), (b) and (c) will be repeated for recording one or more votes for each of the remaining candidates. A careful account of the votes so recorded in respect of each candidate has to be kept. VVPAT paper slips will be printed with each vote.

**10.2.5** When the votes are being so recorded, the presiding officer may press the 'Total' button on the ballot section of the control unit to verify at any time that the total votes recorded in the machine tally with the number of votes which have been polled up to that stage.

**NOTE:** 'Total' button should be pressed only after the vote has been recorded for any candidate and the 'Busy' lamp in the display section is off.

**10.2.6** At the end of the mock poll, when the presiding officer presses the 'Close' button in the result section, the display panels in the display section will show the information sequentially.

**10.2.7** Now on pressing the button marked 'Result' in the Result Section, the Display Panels will start showing the information sequentially. After the mock poll, ascertain the result in Control Unit and count the VVPAT paper slips (after taking out from the VVPAT drop box) in respect of each candidate in the presence of polling agents and confirm that the result tallies with the votes polled in respect of each candidate next, the Presiding Officer will again press the 'Clear' button to clear the account of votes recorded during the mock voting. On the 'Clear' button being so pressed, all counts will show ZERO. Also, the paper slips in VVPAT should be cleared from the drop box and the drop box be sealed.

**10.3** As the presence of Polling Agents helps in preventing impersonation and ensures that the

EVM and VVPAT used at the polling station is in proper working condition and cleared of the votes cast at the time of mock poll, the Commission has introduced a consolidated proforma for presiding officer's report on poll day in which mock poll certificate is included as part 1 of that proforma which is to be prepared by the Presiding Officer which will indicate the names of the polling agents present and the candidates they represent and obtain their signatures on it. A proforma for presiding officer's report on poll day is given in **Appendix –IX**.

### **11. CRC Protocol At The End Of Mock Poll:**

**11.1** The presiding officer, at the end of mock poll at the polling station, will invariably check the following:

**11.1.1** That CRC protocol has been followed and that clear button on the control unit has been pressed to clear the mock poll data.

**11.1.2** That all the mock poll paper slips have been taken out from the VVPAT after mock poll.

**11.1.3** To ensure that there are no printed slips in the VVPAT and shown to Polling Agents before start of actual poll.

**11.1.4** That total button on the control unit has been pressed and to show total vote as 'zero' to the Polling Agents

**11.1.5** That mock poll VVPAT slips are stamped with mock poll slip signed by presiding officers and Polling Agents and sealed in black envelope and then sealed with pink paper seal

**11.1.6** To note the time display on the control unit and check if it is more/less than the Indian standard time (IST) if any.

### **12. Replacement Protocol Of EVMs & VVPATs During Mock Poll:**

**12.1** BU not functioning – replace BU only

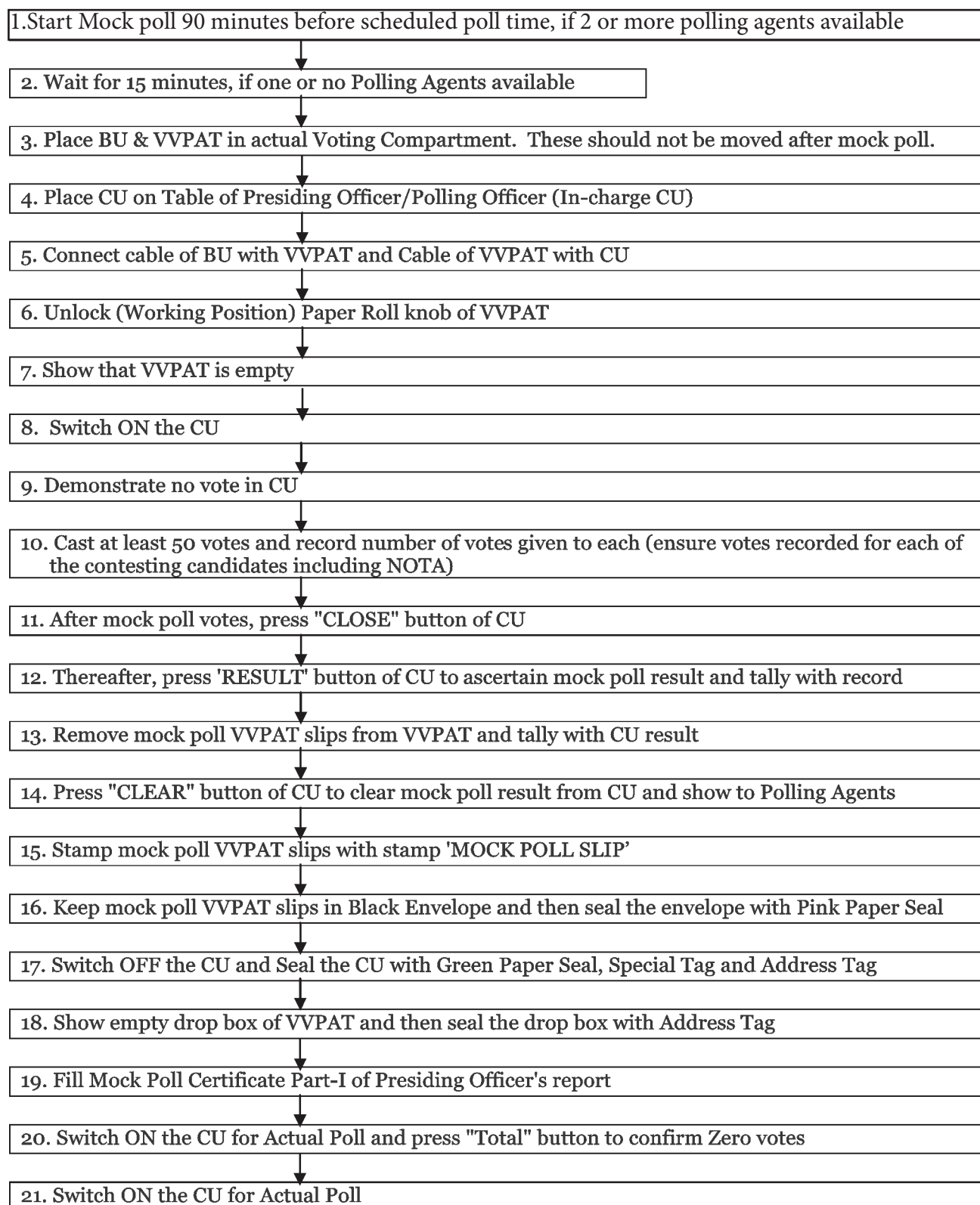
**12.2** CU not functioning – Replace CU only

**12.3** VVPAT not functioning – Replace VVPAT only

**12.4** In case, any EVM/ VVPAT is replaced during mock poll, the Presiding Officer shall prepare a report in part – IV of Presiding Officers report which will indicate the presence of Polling Agents and obtain their signatures on it. This proforma of Presiding Officers report on poll day is given in **Appendix -X**



### 13. Flowchart Of Mock Poll Process



**14. Sealing Process Of EVMs And VVPATs**

**14.1 Various types of seals and tags used for Sealing EVMs & VVPATs**

Common Address Tags for BU/CU/VVPAT  
 Special Tags  
 Green Paper Seals  
 Pink Paper Seals for sealing black envelope containing mock poll VVPAT slips



Pink PAPER Seal ( Two Parts)

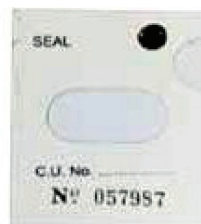


GREEN PAPER

Immediately



Common



Special tag

**14.2 Sealing of EVMs & VVPATs on poll day after mock poll:**

**14.2.1 Sealing of black envelope having mock poll printed ballot slips with Pink Paper Seal**



After the mock poll, Presiding Officer removes all the printed paper (ballot) slips from the drop box in the VVPAT unit, stamps the printed paper slips of the mock poll on their back side with rubber stamp having inscription “MOCK POLL SLIP’ before keeping and sealing these printed paper slips in the thick black envelope supplied for the purpose. The envelope is sealed with the seal of the Presiding Officer and Pink Paper Seals.

**14.2.2 Fixing of Green Paper Seal in Control Unit after Mock poll and before starting actual poll on poll day**



Affix Green paper seal on the inner side of door of Result Section as shown in the above figure and close the door in such a manner that the two ends of the paper seal project outwards from the sides of the inner compartment.

It should be ensured that no damaged paper seal is used in any case and if any paper seal gets damaged in the process of fixing, it should be replaced then and there before the door of the inner compartment is closed.

Before the green paper seal is fixed in the frame provided for the purpose, the Presiding Officer shall affix his signature in full immediately below the serial number of the paper seal on the white surface of the paper seal. It shall also be signed by such of the candidates or their Polling Agents as are present and are desirous of affixing their signature.

**14.2.3 Sealing of inner door compartment (inner Result Section) with Special Tag**

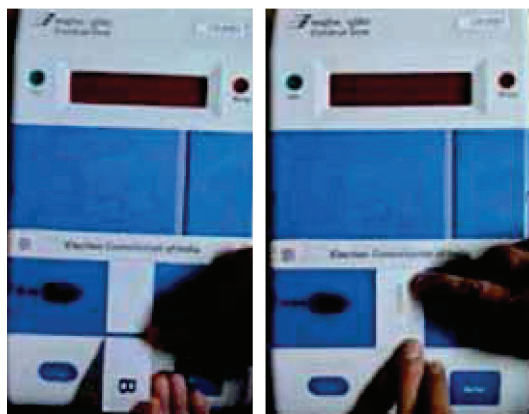


Seal the inner door of the Result Section by passing a thread through hole provided on the left side using 'Special tag' showing the particulars of the election with the seal of the Presiding Officer. Before the Special Tag is used, the Presiding Officer shall write the serial number of the control unit on the special tag. Then put his signature on the BACK of the special tag. He will also ask the candidates/ Polling Agents present in the polling station before the commencement of the poll to sign on the back if they so desire. He will also read out the pre-printed serial number on the special tag and ask the candidates/Polling Agents present to note down that serial number. If, by any chance, the special tag is spoiled or torn, another one will be used.



For this purpose, like 'Green Paper Seals', the Returning Officer supplies 3 or 4 "Special Tags".

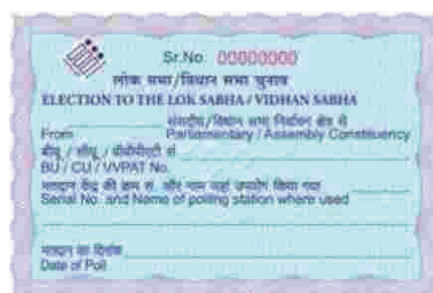
**14.2.4 Sealing of outer door Result Section of CU with thread seal using Address Tag and Green Paper Seal**



After sealing inner door of Result Section of CU with Special Tag, close the outer door of the Result Section ensuring that loose ends of the Green Paper Seal protrude out from both the sides of the closed outer door. Then the Presiding Officer shall seal the outer door by passing a thread through hole provided on the left side using Address Tag showing the particulars of the election with the seal of the Presiding Officer.

Thereafter, remove the wax paper from 'A' side of the Modified Green Paper Seal and paste on the outer door of the Result Section. Then remove the wax paper from 'B' side and paste on top of the underlying 'A' side of the Modified Green Paper seal in such a way that the serial no. of the seal is visible on the top.

The address tag will contain the following particulars:



The candidates or their Polling Agents present should also ideally affix their seals, if they so desire, on the outer covers address tag along with Presiding Officer's seal.

By so closing and sealing the inner compartment and the outer cover, the whole result section gets sealed and secured and the votes which will be recorded by the control unit cannot be deleted or result cannot be seen.

**14.2.5 Sealing of Drop Box Of VVPAT with thread using address tag**



Thereafter, seal the drop box with the thread and Address Tag before actual poll starts.

**NOTE:** All seals used on the poll day for sealing of EVMs & VVPATs shall be signed by the Presiding Officer and Polling Agents.

# CHAPTER - 4

## Conduct of Poll

### 1. Maintenance of Secrecy of Voting

- 1.1 Section 128 of the Representation of the People Act, 1951, requires every Polling Agent to maintain and to aid in maintaining, the secrecy of voting. No Polling Agent should communicate any information calculated to violate such secrecy to any person. Anyone, contravening the above provisions of law, is punishable with imprisonment for a term, which may extend to 3 months or with fine or with both.
- 1.2 Before commencing the poll, the Presiding Officer will bring to the notice of all present, the provisions of aforesaid Section 128 of the R.P. Act, 1951, regarding their duty to maintain the secrecy of the vote and the penalty for any breach thereof.
- 1.3 Every elector who has been allowed to record his vote is required to maintain secrecy of voting within the polling station and to observe the prescribed voting procedure. If any elector refuses to maintain the secrecy of voting even after warning is given to him by the Presiding Officer to observe the voting procedure, he will not be allowed to vote by the Presiding Officer or by a Polling Officer under his direction. The voter's slip, if already issued to such elector by the polling officer shall be taken back from him and cancelled. The Presiding Officer will make a remark to that effect,— “Not allowed to vote — Voting procedure violated” in the register of voters (17 A Register) under his signature. It shall however not be necessary to make any change in the serial number of that elector or of any succeeding electors in column 1 of that 17-A register.
- 1.4 Election commission has permitted videography, webcasting, CCTV cameras as clarified at para no 6.3 with a clear direction that secrecy of voting shall not be violated and the camera shall not zoom inside the voting compartment.

### 2. Keeping Voting Machines Ready For Actual Poll.

- 2.1 The voting compartment should be placed away from the window / door so that secrecy of voting is not violated.
- 2.2 The VVPAT should be placed **to the left side** of the Balloting Unit in the voting compartment to ensure that the voter can see properly that his vote is cast correctly.
- 2.3 The interconnecting cable between VVPAT and the control unit should not obstruct the movement of voters.
- 2.4 High voltage incandescent bulbs/ high illumination bulbs/ tube lights should not be placed over / in front of the VVPAT.

### 3. Account Of Paper Seals.

- 3.1 The Presiding Officer will keep a correct account of the paper seals supplied to him and actually used by him for sealing and securing the control unit. Such account shall be maintained by him in the form specifically prescribed for the purpose, vide Item 9 of Part I of 17C, appended to the Conduct of Elections Rules, 1961.
- 3.2 The Presiding Officer shall allow the candidates or their Polling Agents present to note down the serial numbers of paper seals so supplied for use and actually used.



#### 4. Commencement of Actual Poll

- 4.1 After the Presiding Officer has gone through the preliminaries, he will make a declaration in the prescribed Form (**Appendix XI**) to the effect that he has completed all the required preliminaries. He will read out the declaration aloud to all persons present in the polling station and sign the declaration and will also obtain thereon the signatures of such of the Polling Agents as are present and willing to affix the same. Polling Agents should sign the declaration as it would satisfy all that the poll had commenced in free and fair manner. If any Polling Agent refuses to sign that declaration, the Presiding Officer will make a note of his name in the paragraph provided for that purpose in the form of the said declaration.
- 4.2 The poll will be commenced at the stroke of the hour fixed for the purpose. By that time, the Presiding Officer would have completed the preliminaries. If for any unforeseen reasons, the preliminaries are not over, the Presiding Officer may admit about 3 or 4 voters at the hour fixed for the commencement of the poll and let the polling officers deal with them, to enable them to go through the process of voting.

#### 5. Entry Of Voters into Polling Station.

Normally there will be separate queues for men and women voters. The persons who enforce the queues will allow three or four voters into the polling station at a time or as the Presiding Officer may direct. Other voters waiting to come in will be made to stand in a queue outside. Formation of more than one queue for these voters should not be allowed. The Polling Agents should not object to this. Since women electors coming to vote at polling stations have to attend many household chores, two women voters may be allowed entry into polling station for every male voter.

#### 6. Entry Of PWDs And Senior Citizens Into Polling Stations.

Presiding Officer should ensure that Senior citizens, and physically challenged electors are given top priority for entering the polling station, without having to wait in the queue with the other electors. All such voters must be given an opportunity to immediately cast their vote without any waiting for which necessary assistance, as may be required, should be provided to them at the polling station. For this purpose, if necessary, seating arrangements should be made for such voters. Presiding Officer should ensure that full facility is provided for such electors to take their wheelchair inside the polling station.

#### 7. Identification Of Electors.

- 7.1 The identity of the electors is to be established by the EPIC or any of the alternative photo identity documents shown below which are prescribed by the Election Commission. The alternative identification documents would in normal case be the following:
- (i) Adhaar Card
  - (ii) Driving License
  - (iii) Pan Card
  - (iv) Passbooks with photographs issued by the Bank/Post office.
  - (v) Indian Passport.
  - (vi) Service identity cards with photograph issued to employees by central/state Govt., PSU's/Public Limited Companies.
  - (vii) Smart Card issued by RGI under NPR
  - (viii) MNREGA job card
  - (ix) Health Insurance Smart Card issued under the Scheme of Ministry of Labour.
  - (x) Pension document with photograph.

## HANDBOOK FOR POLLING AGENT

- k. Unique Disability (I.D) Card issued by the Ministry of Social Justice and Empowerment, Government of India.

### Identification of Voters

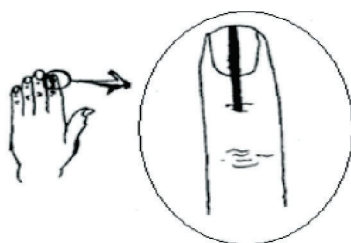


However, it is advised to get the latest list, from the Returning Officer / Presiding Officer about the details of such other alternative photo identity documents as and when prescribed by the Election Commission for the election.

- 7.2 The Election Commission has directed that Voter information Slip shall not be accepted as a stand-alone identification document for voting and the elector be allowed to cast his vote based on the identity of the elector by means of EPIC or any of the alternative prescribed photo identity document produced by him. The Presiding Officer may also allow an elector to cast his vote if he produces an Electors Photo Identity Card, which has been issued by the ERO of another assembly constituency, provided his name appears in the electoral roll pertaining to that particular polling station, where the elector has turned up for voting and further that he has not voted at any other place, by checking his left forefinger.

## 8. Application Of Indelible Ink To Voters

- 8.1 The indelible ink will be applied on voter's left-hand forefinger, as a line with the help of brush from the top end of the nail to the bottom of the first joint of the left forefinger as shown in the diagram below.



- 8.2 The checking of the left forefinger of the voter to ensure that there is a clear indelible ink mark may be entrusted by the Presiding Officer to some other Polling Officer.

If he finds that such mark is not clearly visible or the indelible ink has been wiped off, he shall again mark the voter's left forefinger with indelible ink.

- 8.3 It is clarified that if an elector has no left hand forefinger, then indelible ink should be applied on any such finger which he has on his left hand. Further, if he does not have any fingers on his left hand, the ink should be applied on his right hand forefinger. If he has no right hand forefinger, then indelible ink should be applied on any other finger, which he has on his right hand, starting with his forefinger. If he has no fingers on either hand, indelible ink should be applied on such extremity (stump) of his left or right hand, as he possesses.

## 9. Voting Procedure at The Polling Station.

- 9.1 Polling Agent should be completely familiar with the method of recording of votes on the EVM so that they may not raise unnecessary objections about the procedure followed at the polling station.

- 9.2 When an elector enters a polling station and after his identity has been established and there is no challenge to his identity, the elector's left forefinger will be marked with indelible ink and the serial number of the voter as per the electoral roll will be noted in column (2) of Form 17A. In the case of electors voting on the basis of the EPIC, it is sufficient that the letters 'EP' (denoting EPIC), is mentioned in the column(3) of Form 17A. However, in the case of those, who vote on the basis of any alternative documents, the last four digits of that alternative document should be written. Then the signature or thumb impression of the elector is taken in column (4) and a voter's slip for the elector is prepared by polling staff.
- 9.3 The elector will then go with this voter's slip to the Presiding Officer or the third Polling Officer, whoever is incharge of the control unit of the voting machine. The Presiding Officer/ Third Polling Officer, as the case may be, will inspect the elector's left forefinger for the indelible ink mark thereon and allow him to record his vote in the voting machine on the basis of the aforesaid voter's slip.
- 9.4 The electors will be allowed to record their votes in the voting machine in the same serial number in which they have been registered in the Register of voters (Form 17 –A). If it is not possible to follow such exact serial order, in respect of any elector, due to any exceptional circumstance or unforeseen or unavoidable reason, a suitable entry showing the exact serial number at which he has voted should be recorded in the remarks column of the register of voters against the person concerned. Similar entries should also be made in respect of the subsequent voters whose serial order has been disturbed thereby.
- 9.5 The elector will record his vote in the Voting Compartment by pressing the ' Blue Button' provided on the Balloting Unit against the name, photograph and symbol of the contesting candidate of his choice. When he presses that button, the lamp provided on the Balloting Unit will start glowing red and green light on the Balloting Unit will go off. The VVPAT will print a small slip of paper that carry the symbol, name and serial number of the candidate voted which will be visible for seven seconds in the VVPAT window. Thereafter, the printed paper slip will automatically get cut and fall in sealed drop box of the VVPAT. Also, a beep sound will be heard from the Control Unit. After a few seconds, the beep sound and the red light in the candidate's lamp on the balloting Unit and the red light in the 'Busy' lamp on the Control Unit will also go off. The balloting unit will then get automatically locked till it is prepared again for the next vote by the Presiding Officer / Polling Officer.
- 9.6 If any voter is not properly aware of the method of voting through EVM, the Presiding Officer will demonstrate using the cardboard model of EVM kept in the polling station. Polling Agent should not go inside the voting compartment to assist voters.

### 10. Protocol For Replacement Of EVM/VVPAT Units During Actual Poll.

- 10.1 In case there is any issue of not functioning / mal functioning of EVM/ VVPAT, the following protocol is followed for replacement of EVM / VVPAT.
- 10.1.1 Switch off CU before any sort of replacement.
- 10.1.2 In case display panel of the CU displays "LINK ERROR", then check that all the cable connections are proper by visual inspection (Don't Remove and reconnect the connectors). If "LINK ERROR" still persists, then replace complete set of EVM and VVPAT.
- 10.1.3 If BU or CU not functioning -- Replace full set [BU+CU+VVPAT]. When full set is replaced, then conduct Mock poll by casting one vote to each contesting candidate including NOTA & to follow all other instructions of mock poll process.
- 10.1.4 Continue the poll with the new EVM set, after clearing mock poll data and after removing printed paper slips from the VVPAT drop box.
- 10.1.5 If VVPAT is Not functioning – Replace VVPAT only. No need to replace the BU or CU. If only VVPAT is replaced, then there is no need to conduct mock poll in such cases.



- 10.1.6** If any EVM/VVPAT is replaced during the actual poll, the Presiding Officer shall fill up part –V of the Presiding Officer report duly taking the signatures of the Polling Agents & Sectoral Officer/Zonal Magistrates. (**Appendix – XII**)
- 10.1.7** If CU shows “Replace power pack of CU”, then replace Power Pack of CU only, In such cases there is no need to conduct mock poll.
- 10.1.8** The Presiding Officer shall replace the power pack of CU in the presence of Polling Agents & Sectoral Officers/ Zonal Magistrates & again seal the Battery Section of CU with address tag and obtain their signatures. The Presiding Officer shall submit report in part – II of the Presiding Officers report. (**Appendix – XIII**)
- 10.1.9** If CU shows “Replace power pack of VVPAT”, then replace Power Pack of VVPAT only, in such cases there is no need to conduct mock poll.
- 10.1.10** If CU shows “low Battery” for VVPAT, then replace power pack of VVPAT. No need to conduct mock poll.
- 10.1.11** If VVPAT has not printed the paper slip, or the printed slip remains uncut, then
- (a) Do not try to word remove/cut hanging slip from the paper roll, no effort should be made to make it fall into the drop box. It should be allowed to remain hanging, as it means that the vote has not been recorded in Control Unit as it is not to be counted at the time of counting of the printed-paper slips. The details of such an occurrence should be clearly recorded in the Presiding Officer’s dairy.

## **11. Electoral And Printing Errors In The Electoral Rolls To Be Overlooked.**

The particulars in respect of a voter as entered in the electoral roll are sometimes incorrectly printed or have become out of date, for example, the age of the voter. Polling Agent should overlook mere clerical or printing errors in any entry relating to a voter’s age in the printed roll and should not raise any objection about such voter, if Polling Agent is otherwise satisfied about the identity of that voter. When the electoral roll has been prepared in more than one language and the name of a person has not been included in the marked copy of the electoral roll, the Presiding Officer has been instructed to allow such voter to vote if his name appears in the version of the electoral roll in the other language. Polling Agent is advised not to raise any objection in respect of such an elector.

## **12. Eligibility Of Voter Not To Be Questioned.**

Every person whose name is entered in the marked copy of the electoral roll is entitled to vote at the election. As long as there is no doubt about the identity of such person, no question can be raised by a Polling Agent at the polling station before the Presiding Officer about the eligibility of such a person to be registered as a voter.

## **13. Special Cases During Poll**

### **13.1 Precautions Against Voting by Underage Voters.**

**13.1.1** The eligibility of a person whose name is included in the electoral roll to be a voter cannot be questioned or enquired into by the Presiding Officer at the polling station. However, if the Presiding Officer is prima facie satisfied about the identity of a voter and also about the fact of inclusion of his name in the electoral roll but considers such person to be below the minimum voting age, the Presiding Officer has been instructed by the Commission to obtain a declaration in the prescribed form (**Appendix-XIV**) from the person concerned about his age. Before obtaining the declaration from such elector, the Presiding Officer will inform him of the penal provisions in section 31 of the Representation of the People Act, 1950 for making a false declaration relating to the inclusion of his name in the electoral roll.

**13.1.2** Polling Agent may bring to the notice of the Presiding Officer such cases of voters

whose names are included in the electoral roll, but who seem to be much below the voting age, so that the Presiding Officer may take action in respect of such voters as mentioned above.

### 13.2 List of Dead, Absent And Shifted (ASD) Voters.

- 13.2.1** The Election Commission of India has noticed that on the day of poll, some persons come to the polling station to vote in the name of voters, who are dead or shifted to other places. In the course of canvassing for votes, the workers and agents may find that some of the voters whose names appear in the electoral roll are dead, that some voters may have more or less permanently left the locality. The party workers may be asked to prepare a list of such dead, absentee or shifted and duplicate voters for each polling station separately. If possible, get a list of such voters agreed to by all the contesting candidates and arrange to deliver the agreed list to the Returning Officer at least 7 days, before the first day of the poll in the constituency. Even if the list cannot be agreed to by all the contesting candidates, get as many of them to agree as possible, or, failing even that, supply the Returning Officer with the list.
- 13.2.2** It is expected that a Polling Agent will have with him a copy of the electoral roll and also a list of the names of the dead, absent and shifted voters which have been prepared by the candidate or his party. A copy of this list should be supplied to the Presiding Officer also. If any person claiming to be a voter has his name mentioned in that list, the Polling Agent should draw the Presiding Officer's attention to that fact who shall check that person's identity rigorously with help of his EPIC or one of the alternate documents of identification specially permitted by the Election Commission This will not amount to a formal challenge.
- 13.2.3** In order to prevent impersonation at the time of poll, the Election Commission has issued the following directions:
- (i) A list of ASD voters should be prepared polling station wise, and it should be ensured that each Presiding Officer is provided with a separate list of Absentee, Shifted and Dead electors (ASD List)
  - (ii) On the day of poll in order to cast vote, the elector, who is in such list, shall have to produce EPIC or any one of the alternative photo documents, if any, permitted by the Election Commission. The Presiding Officer shall verify the identification document personally in such cases and the details properly registered by the polling officer concerned in the Register of voters in Form 17A.
  - (iii) In the case of an elector mentioned in ASD list turning up for voting, after thorough verification of identity, the Presiding Officer shall take a declaration from that ASD elector in the format (**Appendix XV**) and thumb impression of such electors shall also be obtained in addition to signature against the column of "signature/thumb impression" of Register of voters (Form 17A). The thumb impression shall be in addition to the signature even in the case of an elector who is literate and can sign.
  - (iv) Presiding Officer shall maintain a record of such cases and give a certificate at the end of the poll (to be kept with Form 17A for scrutiny) that so many electors from the list of absentee and shifted electors were allowed to vote after proper scrutiny.
  - (v) Wherever possible, such electors may be photographed, and records kept.
  - (vi) The Election commission has directed that identification of overseas electors at the time of casting of votes at polling station shall be done only based on original passports produced by them.

#### **14. Special Category Of Voters Permitted To Vote From Home :-**

Those persons who have availed the facility of postal ballot (like senior citizens above the age of 80 years, persons with 40% benchmark disability and covid 19 affected persons) and against whom P.B. is marked in the electoral roll will not be permitted to vote on the poll day in the polling station.

#### **15. Challenges To The Identity Of A Voter.**

**15.1** One of the main duties of the Polling Agent is to help the Presiding Officer to detect and prevent impersonation of voters. Polling Agent is, therefore, entitled to challenge the identity of a person who comes as a voter, if he/she has personal knowledge that the person claiming to be that voter, is not the same person. Polling Agent should not, however, make indiscriminate challenges as this would hamper the smooth progress of the poll leading to delay in which case some voters might get frustrated and leave the queue without voting.

**15.2** If the Presiding Officer disregards the ASD list, Polling Agent may formally challenge the identity of the person provided he/she is satisfied that the person concerned is impersonating a voter.

**15.3** Even if the name of a voter is not mentioned in the above list of dead, absent and shifted, but Polling Agent has personal knowledge that the person claiming to be the voter is not the real voter, he/she may formally challenge that person's identity.

**15.4** Every person whose name is entered in the electoral roll is entitled to vote at the election and a person claiming to be a voter and giving the name and other details correctly and producing EPIC or one of the alternative documents approved by the Commission for this particular election is normally presumed to be that voter. Therefore, Polling Agent is advised to challenge the identity of a voter only when he/she is sure about the identity of the person challenged.

#### **16. Challenge Fee**

The Presiding Officer will not entertain any challenge, until the challenger pays him Rupees 2 in cash under Rule 36 of Conduct of Elections Rules, 1961. After the amount has been paid, the Presiding Officer will furnish a receipt there for the challenger in the form prescribed by the Election Commission. (**Appendix – XVI**)

#### **17. Summary Inquiry Into A Challenge**

**17.1** When the identity of an elector is formally challenged by a polling agent, the Presiding Officer will warn the person challenged, about the penalty for impersonation, read out the relevant entry in the electoral roll in full and ask him whether he is the person referred to in that entry, enter his name and address in the list of challenged votes (**Appendix-XVII**) and ask him to sign or affix his thumb impression thereon. If the person challenged refuses to do so, the Presiding Officer will not allow him to vote.

**17.2** After the Presiding Officer has completed the entries in the list of challenged votes and obtained the signature or thumb impression of the person challenged in the relevant column in the said list, he will ask the challenger to produce evidence to show that the person challenged is not the voter that he claims to be. If the challenger fails to adduce prima facie evidence in support of his challenge, the Presiding Officer will disallow the challenge and allow the person challenged to vote. If the challenger succeeds in making out a prima facie case that the person challenged is not the voter in question, the Presiding Officer will call upon the latter to produce evidence to rebut the challenge, i.e., to prove that he is the voter he claims to be. In the course of the inquiry, the Presiding Officer is free to ascertain the true facts by putting any questions necessary for the purpose of establishing the identity of any person whom he thinks to be helpful in his inquiry, like, the village officer, the neighbours of the voter in question or any other person present. While taking such evidence, he may administer oath to the person

challenged or any other person offering to give evidence.

- 17.3** After the completion of the inquiry, if the Presiding Officer considers that the challenge has not been established, he should allow the person challenged to vote. Where, however, he considers that the challenge has been established, the Presiding Officer shall debar the person challenged from voting. In that case, the Presiding Officer has also been instructed to hand over the person concerned to the police man on duty, together with a complaint addressed to the SHO of Police Station, (**Appendix – XVIII**) in the jurisdiction of which the polling station falls, for prosecution of the person concerned for committing the offence of impersonation.

## **18. Return Or Forfeiture Of Challenge Fee**

- 18.1** After the inquiry is over, if the challenge is established, the Presiding Officer will return the challenge fee of Rupees 2 to the challenger after taking his receipt in the appropriate column (column 10) in the list of challenged votes and on the counterfoil of the relevant receipt in the receipt book.
- 18.2** Where, however, the Presiding Officer is of the opinion that the challenge was frivolous or was not made in good faith, he will forfeit the challenge fee to Government and will not return it to the challenger.

## **19. Voting Through Proxy: Classified Service Voters (CSVs)**

- 19.1** As an alternative to the ETPBS, service voters belonging to the Armed Forces and members belonging to a Force to which provisions of the Army Act, 1950 applies, have been provided the facility to opt to vote either through proxy or through ETPBS. Such service voters, who opt to vote through proxy, have been categorized as “Classified Service Voters” (CSVs). The CSVs are required to appoint a person who is a resident of the area covered by the constituency concerned, as his proxy. The proxy should be of at least 18 years of age and shall not be disqualified for registration as an elector. The appointment will be made in Form 13F. An appointment once made will be valid for all future elections so long as the person making the appointment continues to be a service voter or till the appointment is revoked or the proxy dies. The CSV has the option to revoke the appointment and appoint a new proxy on the death of the earlier proxy or for other reasons. Such revocation of appointment is to be done in Form 13G.
- 19.2** On receipt of intimation of appointment of proxy by a CSV, the Returning Officer will mark the letters ‘CSV’ against the name of the service voter in the last part of the electoral roll to indicate that the elector has appointed a proxy to cast vote on his behalf. For using the facility of proxy voting at the next earliest election, intimation of appointment of proxy should reach the Returning Officer by the last date for filing nomination at that election. The Returning Officer will also maintain a separate list of CSVs and their proxies with their complete addresses in the form and manner specified by the Commission. After the last date for filing nominations, the Returning Officer will prepare polling station-wise sub-lists of all CSVs and their proxies. These sub lists will be added at the end of the part of the electoral roll pertaining to the polling station concerned and the part of the electoral roll along with the sub-list will be the marked copy of the electoral roll for that polling station.
- 19.3** The proxy will record the vote on behalf of the CSVs at the polling station to which the CSV is assigned, in the same manner as any other elector assigned to that polling station. It may be noted that in the case of proxy, marking of the indelible ink under Rule 37 will be done on the middle finger of the left hand of the proxy. The proxy will be entitled to vote on behalf of the CSV in addition to the vote that he may cast in his own name, if he is a registered elector in the constituency, at the polling station to which he has been normally assigned.
- 19.4** A CSV who has appointed a proxy will not be issued a postal ballot paper.

## **20. Voting By Blind Or Infirm Voters**

- 20.1** Infirm voters who are capable of voting by himself by pressing the button of the candidate of



his choice on the Balloting Unit of EVM shall be permitted one authorized companion only up to Voting compartment in the polling station and not inside the voting compartment. This will apply in cases where the nature of physical infirmity is such that the elector needs assistance only for his movement and not for voting. The presiding Officer has to take decision in such cases.

If the Presiding Officer is satisfied that a voter is unable to recognize the symbols on the ballot paper affixed on the Balloting Unit(s) of the EVM or to record his vote on it without assistance on account of being blind or infirmity, he will permit such voter to take an adult companion of not less than 18 years into the voting compartment with him for recording the vote on his behalf and in accordance with his wishes. But the illiteracy of a voter is not a sufficient cause for giving him assistance of a companion to record vote on his behalf. Further, none of the polling staff can act as a companion to record vote on his behalf.

- 20.2** Numeric in Braille signage (1 to 16) has been provided on the Balloting Unit (BU) top cover on the right of the blue button for each contesting candidate for the convenience of the visually challenged (blind) persons.
- 20.3** A person can act as companion of only one elector on poll day. The person acting as companion is required to make a declaration in the prescribed form (**Appendix-XIX**) to the effect that he will keep secret the vote recorded by him on behalf of the elector and that he has not already acted as a companion of any other elector at any polling station on that day.
- 20.4** As per the first proviso to sub-rule (1) of Rule 49N, one person cannot act as the companion of more than one elector. In order to facilitate the polling staff to ensure compliance of these provisions, application of indelible ink shall also apply to the companion. Indelible ink shall be applied on the right index finger of the companion. Marking of ink on the left index finger of the elector in such cases shall continue to apply as per the existing provisions.
- 20.5** Sub-rule (2) of Rule 49N provides that the Presiding Officer shall keep a record of cases where electors record vote with the assistance of the companion in Form 14A. This should cover all cases where the companion is permitted to go into the voting compartment with the elector to assist him in recording the vote. Cases where a companion only comes to assist the elector in his movement and does not go into the voting compartment shall not be included in Form 14A.

### 21. Tendered Votes.

It may happen that a person claiming to be a particular elector comes forward to vote after some other person has already voted as such elector. In that case, if the Presiding Officer is satisfied about the identity of such person to be the real voter after necessary questioning, the Presiding Officer will permit him to vote by means of a tendered ballot paper, but not by means of the voting machine. For that purpose, the Presiding Officer will make necessary entry in the list of tendered votes (Form 17B appended to the Conduct of Elections Rules, 1961) and obtain the signature or thumb impression of the voter therein. The voter will be supplied with a ballot paper which shall be similar to the ballot paper affixed on the Balloting Unit of the voting machine and the words 'Tendered ballot paper' will be stamped or written on its back. The elector will record his vote on the tendered ballot paper by placing a mark by means of the arrow mark rubber stamp, which is used for marking ballot papers under the traditional marking system of voting. Such tendered ballot paper, after it is marked by the voter in the voting compartment and folded, shall be handed over to the Presiding Officer, who will place it separately in a cover specially kept for the purpose.

### 22. Electors Deciding Not To Vote

- 22.1** If an elector, after his electoral roll number has been duly entered in the register of voters (Form 17A) and he has signed/affixed his thumb impression on that register, decides not to record his vote, he shall not be forced or compelled to do so. A remark to the effect that he

has decided not to record his vote — “Refused to Vote” shall be made in the remarks column against the entry relating to him in the register of voters by the Presiding Officer and the signature or thumb impression of the elector shall be obtained against such remark under rule 49-O. It shall not be necessary to make any change in the serial number of the elector or of any succeeding elector in column (1) of the register of voters.

If the “Ballot” button on the control unit has been pressed to release voting on the Balloting Unit by a voter and he refuses to vote, either the Presiding Officer/third Polling Officer, whoever is in-charge of the control unit, should direct the next voter straightaway to proceed to the voting compartment to record his vote or put the ‘Power’ switch in the rear compartment of the control unit to ‘OFF’ position, then to ‘ON’ position, press the ‘Ballot’ button and direct the next voter to proceed to the voting compartment to record his vote.

**22.2** Now the ‘Busy’ lamp will go off and the ‘Close’ button will become functional to close the poll.

**22.3** The electors who do not wish to vote for any of the candidate can exercise their right not to vote for any candidate without violation of the secrecy of their decision. A ballot panel with the words “None of the Above’ written therein and with NOTA symbol is available to cast the vote.

### **23. Procedure In Case Of Complaint About Particulars Printed On Paper Trail.**

**23.1** If any voter alleges about the wrong printing of particulars of a candidate and/or symbol of that candidate on VVPAT paper slip printed by the printer, on pressing of concerned blue (candidate) button on the Balloting Unit to which the printer is connected, the Presiding Officer of the polling station should provide her a ‘Form of Declaration’ (**Appendix-XX**) to lodge a complaint and follow the procedure prescribed under rule 49MA, which is to be as under:

**23.2** Procedure in case of complaint about particulars printed on paper slip-

**23.2.1** Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, PrO will obtain a written declaration from the elector to the allegation, after warning the elector about the consequence of making a false declaration.

**23.2.2** If the elector gives the written declaration referred to above-

Polling Officer will make a second entry related to that elector in form 17A, and permit the elector to record a test vote in the voting machine in voter’s presence and in the presence of the candidates or Polling Agents who may be present in the polling station, and observe the paper slip generated by the printer.

**23.2.3** If the allegation is found true –

report the facts immediately to the RO. PrO will stop further recording of votes in that voting machine and act as per the direction that may be given by the RO.

**23.2.4** If, however, the allegation is found to be false and the paper slip so generated matches with the test vote recorded by the elector, then

- (i) A remark to that effect against the second entry relating to that elector in Form 17A will be made mentioning the serial number and name of the candidate for whom such test vote has been recorded.
- (ii) Signature or thumb impression of that elector will be obtained against such remarks: and make necessary entries made regarding such test vote in item 5 in part-I of Form 17C.

**24. Presiding Officers Entry In The Voting Compartment During Poll.**

- 24.1** Sometimes, the Presiding Officer may have a suspicion or reason to suspect that the Balloting Unit(s) and VVPAT kept in the screened voting compartment is/are not functioning properly or that an elector who has entered the voting compartment is tampering or otherwise interfering with the Balloting Unit(s)/VVPAT or has remained inside the voting compartment for an unduly long period. The Presiding Officer has a right under Rule 49G to enter the voting compartment in such cases and to take such steps as may be considered necessary by him to ensure that the Balloting Unit(s) and VVPAT are not tampered or interfered with in any way and that the poll progresses smoothly and in an orderly manner
- 24.2** Whenever the Presiding Officer enters the voting compartment, he shall permit the Polling Agents present to accompany him, if they so desire.
- 24.3** In case there is doubt that the voter is manhandling the EVM or VVPAT inside the voting compartment and remains in the voting compartment for quite a long time, the Presiding Officer will ask one of the Polling Agents to accompany him while proceeding to the voting compartment for inquiry to avoid any confusion in the mind of Polling Agents.

**25. Voting By Persons Present At Closing Hour.**

The Presiding Officer will close the polling station at the hour fixed for the purpose and will not thereafter admit any elector into the polling station. But all electors present at the polling station before it is closed will be allowed to cast their votes, even if for that purpose the polling is to be continued beyond the specified closing hour. For the above purpose, the Presiding Officer will distribute to all voters, who are standing in the queue and waiting to vote at the specified closing hour, slips ink signed by him in full and serially numbered from 1 onwards. He will not thereafter allow any person to join the queue and for ensuring this he shall start distribution of the above slips to such voters from the tail end of the queue and proceeding backward towards its head.

# CHAPTER - 5

## Close of Poll and movement to reception/collection centre

### 1. Close Of Poll And Movement To Reception /Collection Centre

- 1.1** The Close Time of poll is scheduled by Commission based on inputs from the CEOs. It may differ from state to state and AC to AC in the same state also depending on various factors like terrain and topography of the polling area and extraneous factors like Left Wing Extremism. Accordingly, the Presiding Officer shall announce regarding the close of poll 15 minutes prior to the scheduled time and request all intending electors to queue up by the Close time of poll for voting. He will distribute tokens for voting in such a way that the last elector in the queue gets serial number one of the token and the elector at the door step of the booth gets the last number. It gives an idea to the Presiding Officer as to how many electors are there in line for voting. The poll can continue till the last elector has recorded his vote.
- 1.2** After the last elector has recorded his vote the Presiding Officer shall close the poll by pressing the 'CLOSE' button in the Control Unit of EVM and set it's power switch to 'OFF' position. The display panel of CU will show "Poll Closed". Once the CLOSE button is pressed the voting machine will not accept any further votes. Then he disconnects the Balloting Unit(s) and VVPAT from the Control Unit. The Presiding Officer will take the signature of the Polling Agent in Part –III of the Presiding officer's report (**Appendix-XXI**).

### 2 Accounts of Votes Recorded (Form-17C) and Furnishing Copy to Polling Agent:

- 2.1** After the close of the poll, the Presiding Officer prepares an account of votes in the statutory form 17C. Form 17C contains two parts. The Presiding Officer fills up the details in Part-I of the Form 17C by calculating the total of votes polled. Part-II is used on the day of Counting. The number of votes casted in the voting machine can be known by pressing the TOTAL button of CU. He compares the data with the number of votes entered in Register of voters (Form 17A), those who refused to vote although entering the booth and against whom a TEST VOTE was allowed under Rule 49 MA etc.
- 2.2** Polling Agent is entitled to get a true copy of the Form-17C under Rule 49-S (2) : As provided under the rules the Polling Agent is entitled to get the true copy of votes recorded in the polling station to which he is allotted. Accordingly, he should obtain the attested true copy of the part – I of Form 17C(**Appendix XXII**) from the Presiding Officer and put his signature acknowledging such receipt in the prescribed declaration of Presiding Officer at the end of poll.(**Appendix XXIII**). This copy will be of much help to the candidate on the day of counting to tally the votes. Hence, the Polling Agent should not miss it. If any Polling Agent refuses to accept a copy of above accounts in Form-17C the Presiding Officer will note down the names of such Polling Agents in the above mentioned declaration.

### 3. Sealing Of Voting Machines After the Close Of Poll:

- 3.1** The voting machines are sealed in the following sequence;
- 3.1.1** The CU is switched off first and then BU and VVPAT are disconnected from the CU. The BU and CU are placed in their respective carrying cases.



- 3.1.2** The Power pack (Battery) is removed from the VVPAT power pack. The removed power packs of the VVPATs shall be deposited at the Collection Centre and will not be kept in the strong room. Then the VVPAT is kept in its carrying case.
- 3.1.3** The carrying cases of BU, CU and VVPAT are sealed with thread and proper address tags on both sides duly signed by the Presiding Officer and the Polling Agents on the address tags.
- 3.1.4** The name of the candidates/ Polling Agents who have affixed their seals on the carrying cases of BU, CU and VVPAT will be noted by the Presiding Officer in the declaration form which he makes at the close of poll. (**Appendix-XXIV**).
- 3.2** Sealing of Election Papers- affixing of seal thereon by the polling Agents:
- 3.2.1** After the close of the poll, the Presiding Officer will also seal all the election papers in separate packets in accordance with the rules and instructions of the Election Commission. The Polling Agents present at the polling station are also permitted to affix their seals, in addition to the seal of the Presiding Officer, on the envelopes and packets containing the following documents:
- (i) The marked copy of the electoral roll;
  - (ii) Register of Voters;
  - (iii) Voters slips;
  - (iv) The tendered ballot papers and the list of tendered voters in Form 17B;
  - (v) The unused tendered ballot papers;
  - (vi) The list of challenged votes;
  - (vii) The unused and damaged paper seals, if any;
  - (viii) Appointment letters of Polling Agents; and
  - (ix) Any other papers that the Returning Officer has directed to be kept in a sealed packet.
- 3.2.2** Polling Agent is advised, in the interest of his/her candidate to affix seals on the above packets of election papers. In order to avoid delay and the inconvenience of waiting at the place for depositing sealed voting machine, VVPAT, election papers and all other materials, Presiding Officer is advised to pack the covers and other materials in packets and hand them over at the place appointed for receipt thereof. There are EVM Paper Covers, Scrutiny Cover, Statutory covers and non-statutory covers for sealing election paper. The Details are as follows:
- (i) The first packet (coloured **WHITE**) should contain the EVM Papers as mentioned below and should be superscribed as **“EVM PAPERS COVER”**
    - a) Envelope containing the account of votes recorded (Form-17C),
    - b) Envelope containing the PrO Report I (Mock-Poll Certificate), II & III
    - c) Black color Sealed Envelope containing Printed VVPAT paper slips of Mock Poll
- Note: All the above election papers should be kept in unsealed white coloured master envelope (Envelope No: 1/1) and should be kept in the Polled EVM Strongroom.
- In case of simultaneous election, for assembly election, one additional Master envelope for EVM Papers in pink colour, one additional Envelope for account of votes recorded (17C) in pink colour and one additional envelope for Presiding Officer’s Report-I (Mock Poll Certificate), II & III in pink color and one additional envelope for VVPAT paper slips of

Mock poll in black colour for assembly poll EVM.

(ii) The Second packet (colored **WHITE**) should contain the unsealed/sealed envelopes mentioned below and should be superscribed as “**SCRUTINY COVER**”

- a) Unsealed envelope containing the Presiding Officer’s Diary
- b) Sealed envelope containing the register of voters (17A)
- c) Unsealed envelope containing Visit Sheet
- d) Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declarations of the companions.

Note: All the above election papers should be kept in unsealed white coloured master envelope (Envelop No: 2/1) and Polling station wise scrutiny cover required for **scrutiny should be stored separately in a strong room other than Polled EVM strongroom having polled EVMs and VVPATs.**

(iii) The Third Packet (colored **WHITE**) should contain the sealed envelopes mentioned below and should be superscribed as “**STATUTORY COVER**”

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

Note: In case of simultaneous election, for assembly election, one additional envelope for Voter’s Slips (**Pink** Colour)- 01 Nos

(iv) The Fourth packet (colored **YELLOW**) should contain the following covers and

should be superscribed as “**NON-STATUTORY COVER**”

- a) Envelope containing the copy or copies of electoral roll (other than the marked copy)
- b) Envelope containing the appointment letters of polling agents in Form 10
- c) Envelope containing the election duty certificates in Form 12- B
- d) Envelope containing declarations by Presiding Officer
- e) Envelope containing receipt book and cash if any, in respect of challenged votes
- f) Envelope containing the declarations obtained from electors as to their age and the list of such electors who have refused to make declaration as to their age
- g) Envelope containing unused and damaged paper seals and special tags
- h) Envelope containing unused voter’s slips
- i) Envelope containing Form of Declaration by elector under 49MA (Test Vote)
- j) Envelope containing Form of Declaration by elector whose name is in ASD list

- k) Envelope containing letter of complaint to SHO

Note: In case of simultaneous election, one additional envelope for declarations by the Presiding Officer may be given in pink color for assembly poll.

- (v) The Fifth packet (colored **BROWN**) should contain the following items:
  - a. the Handbook for Presiding Officer, Manual of Electronic Voting Machine and VVPAT, instructions etc.
  - b. Used and remaining Indelible ink set (with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation)
  - c. Used Stamp pad (Brown colour)
- (vi) The Sixth packet (colored **BLUE**) should contain the following items:
  - a) Candidate Information Booklet
  - b) other unused forms
  - c) metal seal of the Presiding Officer
  - d) the arrow cross-mark rubber stamp for marking tendered ballot papers;
  - e) cup for setting the indelible ink.
  - f) All the other items, if any, should be packed into the Fifth packet (colored Blue)

#### **4. Transportation And Storage Of EVM And VVPAT As Per Their Categories:**

- 4.1** After the sealing of EVM-VVPATs and the election papers the polling party moves to the receiving/collection centre of the Returning Officer for depositing the same. The Polling Agent may also see that these machines and papers are deposited properly in the designated centres for which they can travel in their own arrangement and will not be allowed to travel in the vehicle carrying the voting machines and election papers.
- 4.2** Transportation of EVM-VVPATs differ as per their category: It may be noted here that there are four categories of EVM-VVPATs like A, B,C and D depending on their requirement and purpose of use. Election Commission has prescribed strict Standard Operating Procedures for their transportation and storage.
  - 4.2.1** Only the Category 'A' and 'B' that is the Polled and Polled defective voting machines are to be stored in Strong Room meant for Polled EVMs.
  - 4.2.2** The category 'C' i.e. defective Un-Polled machines are stored in the repair strong room.
  - 4.2.3** The Category 'D' i.e. Unused Reserve EVM-VVPATs are stored in the Reserve Strong Room which are not in the vicinity of the AC/AS Strong Room.
  - 4.2.4** As such the Polling Agent should not confuse the Category- 'C' and D' with the Polled EVM-VVPATs.

## 5. Adjournment / Stoppage Of Poll

**5.1** Under section 57(1) of the Representation of People Act, 1951, the Presiding Officer of a polling station is empowered to adjourn the poll on account of-

- (i) A natural calamity like flood, heavy snowfall, a severe storm and the like, or
- (ii) Non – receipt or loss or damage to essential polling materials like voting machine, authentic copy of electoral roll and the like, or
- (iii) Disturbance of peace at the polling station making it impossible to take the poll, or
- (iv) Non – arrival of the polling party at the polling station due to obstruction on the way or any other serious difficulty, or
- (v) Any other sufficient cause

**5.2** The discretion given to the Presiding Officer to adjourn the poll should be exercised most sparingly and only in cases when it has become impossible to conduct the poll. In case of any adjournment of poll, the Presiding Officer must immediately report the full facts to the Returning Officer. Whenever a poll is adjourned, the Presiding Officer will announce formally to all, who are present at the polling station, that the poll will be taken on a day to be noticed subsequently by the Election Commission. Both the Units of the Voting machines, VVPAT and all Election papers should be sealed and secured in the presence of Polling Agents, as if the poll has come to a close in the normal way.

## 6. Completion Of Adjourned Poll.

**6.1** Where the poll has been adjourned at a polling station [under the provisions of sub- section (1) of Section 57 of the R. P. Act 1951,] the adjourned poll will recommence on the date and time fixed by the Election Commission from the stage at which it was left immediately before the adjournment, i.e. the electors, who have not already voted before the poll was adjourned, will alone be permitted to vote at the adjourned poll. The Returning Officer will provide the Presiding Officer of the polling station, where such adjourned poll is taken, with the sealed packets containing the same marked copy of the electoral roll and the register of voters in Form 17A, which were earlier used at that polling station, and a new voting machine and VVPAT.

**6.2** Before the recommencement of the adjourned poll, the sealed packet containing the marked copy of the electoral roll and the register of voters should be reopened by Presiding Officer, in the presence of the contesting candidates or their agents, who may be present at the polling station, and this very same marked copy of the electoral roll and the register of voters should be used for completion of adjourned poll.

## 7. Fresh Poll (RePoll)

**7.1** Under Sections 58 and 58A of the Representation of the People Act, 1951, the Election Commission has been given power to declare the poll at a polling station to be void and direct a fresh poll, if at that polling station -

- (i) Any voting machine has been unlawfully taken away by any unauthorised person, or
- (ii) Any voting machine has been accidentally or intentionally destroyed or lost or damaged or tampered and the result of the poll at that polling station cannot be ascertained for that reason, or
- (iii) Any voting machine develops a mechanical failure during the course of the recording of votes, or

- (iv) Any error or irregularity in procedure, which may vitiate the poll, has been committed or,
- (v) There has been booth capturing (as defined in Section 135A of the said Act.).

7.2 If any such thing happens in the polling station, the Presiding Officer will immediately reports full facts forthwith to the Returning Officer, who , in turn, reports the matter to the Election Commission for its directions.

## **8. Conduct Of Repoll.**

8.1 After considering all material circumstances, if the Election Commission directs fresh poll to be taken at a polling station, then such fresh poll shall be taken up in the SAME MANNER AS THE ORIGINAL POLL. The Returning Officer will give required suitable instructions accordingly to the Polling Staff.

8.2 All electors entitled to vote at the polling station in question will be entitled to vote again at the fresh poll. The marks of the indelible ink made at the original poll should be ignored at the fresh poll. The Commission has directed that the mark of the indelible ink, in case of a fresh poll, should be put on the voter's left hand middle finger to distinguish the marks to be made at the fresh poll from those already made at the original poll.

## **9. Corrupt Practices - Punishments**

It is the primary duty & responsibility of every Citizen to ensure a free & fair poll at every single polling station. The Election Commission has taken several initiatives to strengthen the election machinery for conduct of smooth & peaceful poll. The Representation of the People Act, 1951, enumerates corrupt practices and electoral offences and penal provisions as shown in **Appendix XXV**.

## **10. Liability Of Polling Agents For Misbehaving, Doing Wrong / Violations Of Rules / Sections Of The Representation Of Peoples Act, 1951.**

Polling Agents should not misbehave with polling staff and voters and must not do any wrong acts which violates Rules / Sections of the Representation of the People Act, 1951 or other Acts. If they are found doing such acts, then they will be liable for punishment of imprisonment or fine or both for the following acts :-

- (i) Obstructing a public servant in discharging his official duties for which punishment of imprisonment for 3 months or fine or both under Section 186 of Indian Penal Code(IPC).
- (ii) Threatening a public servant – Punishment of imprisonment for 2 years or fine or both under Section 189 of Indian Penal Code (IPC).
- (iii) Assaulting a public servant – Punishment of imprisonment for 2 years or fine or both under Section 353 of Indian Penal Code (IPC).
- (iv) Misbehaviour / Disorderly conduct in and near Polling Station- Punishment of imprisonment upto three months or fine or both under Section 131 and 132 of Representation of People Act, 1951.
- (v) With Arms at and near a Polling Station - Punishment of imprisonment of upto two years or fine or both under section 134.B of Representation of People Act, 1951.
- (vi) Bribery / undue influence – Punishment of imprisonment which may extend to six months or fine or both under Section 129 of the Representation of People Act, 1951.
- (vii) Violation of secrecy of voting – Punishment of imprisonment which may extend to three months or fine or both under Section 128 of Representation of People Act, 1951.

# Appendix - I

## Chapter-1 (Para 2.1) List of Do's for Polling Agents

### GENERAL

- \* Do bring original letter of appointment as Polling Agent in Form 10 duly completed in all respect and signed by the Candidate/Election agent.
- \* Do acquaint with the latest rules and guidelines for conduct of elections.
- \* Do attend as many polling rehearsals held by Election officers in the locality.
- \* Do attend the demonstrations of the EVM and VVPAT arranged by the Returning Officer.
- \* Do have a copy of the latest electoral roll for that Polling Station.
- \* Do carry stationary items like pen, paper, and pencil.
- \* Do carry a small brass seal, which can be used for putting seal on the carrying cases of the BU/ CU/VVPAT before they are transported to the Reception Centre.
- \* Do reach polling station 90 minutes before start of poll by the Presiding Officer.
- \* Do see that EVM and VVPAT are not positioned near open windows or any direct light/high-illumination source in the polling station.

### DURING MOCK POLL ON POLL DAY

- \* Do always Wear & Display his/her entry pass given by the Presiding officer and must carry his/her EPIC or any alternate identity prescribed by the Commission.
- \* Do see that the serial numbers of CU, BU and VVPAT being used in the polling station are in conformity with the details provided by the Returning Officer.
- \* Do see that BU, CU and VVPAT are not kept on one table for mock poll (Keep BU and VVPAT in voting compartment).
- \* Do see that right connections are established by following proper colour scheme.
- \* Do see that the Ballot paper is fixed properly in display panel.
- \* Do see that pink paper seal has been used to secure BU.
- \* Do see that 2 No. seals fixed on top, and bottom of BU (right hand side) are intact.
- \* Do see that at least 50 votes are cast during Mock poll and at least 1 vote to each contesting candidate including NOTA.
- \* Do tally the VVPAT paper slips count with the EVM count during the mock poll.
- \* Do ensure that mock poll votes are cleared by Presiding Officer by following CRC protocol.
- \* Do ensure that no Mock poll slips are left in the VVPAT.
- \* Do ensure that Mock Poll slips are stamped correctly and kept in black envelope and sealed with pink paper seal.



## HANDBOOK FOR POLLING AGENT

- \* Do sign Mock poll Certificate along with Presiding Officer.
- \* Do see that Result section of CU and Drop Box of VVPAT are sealed properly.
- \* Do note down the serial numbers of paper seals ( green seal, Special tag, CU number, BU number, VVPAT number etc.) so supplied for use and actually used.
- \* Do sign the declaration of the Presiding officer along with Presiding officer, before start of poll and during subsequent replacement of Voting machines, if any.
- \* Do put signature on all seals, address tags, paper seals after the mock poll and after end of poll on CU/BU/VVPAT.
- \* Do see that in case the CU or BU or VVPAT does not work properly during mock poll, only respective unit is replaced.
- \* Do ensure that the Register of Voters (Form 17A) to be used during the poll does not contain any entry in respect of any elector.
- \* Do ensure before starting actual poll, display section of CU is showing “ZERO” while pressing “TOTAL” button of ballot section.

### DURING ACTUAL POLL

- \* Polling Agent or Relieving agent shall be present at any given point of time in the polling station till the close of poll.
- \* Do ensure that the Polling Agent or relieving agent should wear entry pass during his/her presence in the polling station.
- \* Do sign the movement sheet maintained by Presiding officer, whenever they arrive or exit the polling station.
- \* Do maintain decorum in the Polling station.
- \* Do strictly follow directions with regard to Entry passes and movement in polling station.
- \* Do sign the declaration regarding commencement of poll in free and fair manner.
- \* Do sit only at the designated seat provided by the Presiding officer.
- \* Do ensure that the marked copy of the electoral roll to be used at the polling station does not contain any entry or mark other than those as prescribed.
- \* Do ensure that the electoral roll which he/she carries with him/her, has same entries as in marked copy.
- \* Do see list of CSVs who have appointed proxies as per the list annexed to the electoral roll.
- \* Do ensure that no voter is allowed to vote on the basis of Voter Information Slip as this is no more an alternate document for identification of voter.
- \* Do overlook mere clerical or printing errors in any entry relating to a voter’s age, if otherwise satisfied.
- \* Do challenge the identity of a voter only when he/she is sure about the identity of the person being challenged.
- \* Do help the Presiding Officer to detect and prevent impersonation of voters by challenging persons whose identity as real elector is doubtful.
- \* Do maintain secrecy of voting.
- \* Do make oneself aware of the process of replacement of BU, CU and VVPAT.

## HANDBOOK FOR POLLING AGENT

- \* Do accompany the Presiding Officer when he/she enters the voting compartment (under Rule 49G of Conduct of Election Rules, 1961) to ensure that the BU and VVPAT are not tampered or interfered with in any way and that the poll progresses smoothly.

### AT THE END OF POLL

- \* Do ensure that at the close of hour of poll, pre numbered slips are distributed to all the electors standing in queue.
- \* Do see that after polling is closed, a red line is drawn by the Presiding Officer after entry of last voter sign on Register 17A giving date and time.
- \* Do put his/her signature on Register 17A.
- \* Do ensure that the Close button of CU should be pressed by the Presiding Officer, after completion of poll.
- \* Do see that VVPAT Power Pack (Battery) is removed from VVPAT before sealing of VVPAT in its carrying case after completion of poll.
- \* Do sign on the carrying cases, address tags etc.
- \* Do remain present and sign during sealing of EVM and VVPAT and packets containing election papers.
- \* Do obtain a true attested copy of the account of votes recorded as prepared by Presiding Officer in Form 17C.
- \* May accompany separately the vehicle carrying EVMs and VVPATs and Election papers to the Reception centre on his/her own vehicle.

## Appendix - II

### Chapter-1 (Para 2.2) Don'ts for Polling Agents

#### GENERAL

- \* Do not volunteer as a Polling Agent if you are in Government service.
- \* Do not volunteer as a Polling Agent if you are MP/Minister/MLA/Councillor or any person who has been given security cover at State expense.
- \* Do not canvass for any candidate or exhibit any sign soliciting any vote within the polling stations or 100 meters.
- \* Do not wear any badge containing the photograph of leader, party, flag, symbol of a party within the polling station or 100 meters thereof in contravention of Section 130 of R. P. Act, 1951( Ban on canvassing )
- \* Do not carry any arm and do not indulge in any unlawful activity.
- \* Do not object to the screening during the entry and exit to the polling station.
- \* Do not carry or use cellular phones, cordless phones, wireless sets, any electronic recording devices, SPY cameras etc., in the 100-meter perimeter of the Polling Stations.
- \* Do not bring water, snacks, food etc., in the polling station.
- \* Smoking inside polling station is strictly prohibited.
- \* Do not damage any seal of the BU, CU & VVPAT.
- \* Do not try to remove / cut hanging slip from the paper roll of VVPAT.
- \* Do not make any effort to make hanging slip of VVPAT fall into the drop box.

#### DURING MOCK POLL

- \* Do not forget to see that at least one vote is casted to each contesting candidate including NOTA during Mock Poll.
- \* Do not forget to see if any Mock Poll slip is left inside the VVPAT slips compartment after completion of Mock Poll.
- \* Do not forget to alert the Presiding Officer to delete the Mock Poll Data from CU before starting of actual Poll.
- \* Do not keep Mock Poll voter slips without stamp in Black envelope.
- \* Do not forget to see that vote count in EVM tallies with VVPAT slips count during Mock Poll.

#### DURING POLL ACTUAL POLL

- \* Do not argue with polling staff which is punishable under relevant rules/act.
- \* Do not provoke any voter on any issue.
- \* Do not make indiscriminate comments on ASD voter.

## HANDBOOK FOR POLLING AGENT

- \* Do not make any indiscriminate challenge of voters.
- \* Do not raise any suspicion on mere clerical / printing errors in the electoral roll.
- \* Do not move unnecessarily in the polling booth.
- \* Do not enter in the voting compartment to educate illiterate voters regarding casting of vote.
- \* Do not carry the Electoral Roll available with him/her outside the polling station during the course of the polling and till the polling is closed.
- \* Do not send slips outside the polling station indicating the serial number of the voters, who have voted or not voted.
- \* Do not ask to conduct Mock Poll in case of replacement of VVPAT.

### **AFTER POLL**

- \* Do not travel in the vehicle carrying the election staff, voting machine and election papers.

## Appendix - III

### Chapter-1 (Para 2.3) Checklist for Polling Agents

1. Original letter of appointment in Form-10 duly signed by the candidate/election agent.
2. Wear & Display his/her entry pass given by the Presiding officer.
3. Carry Elector Photo Identity Card (EPIC) or any alternate identity prescribed by the Commission.
4. Carry copy of latest Electoral Roll (on which a marked electoral roll is made) for polling station for which he/she has been appointed as Polling Agent.
5. Obtain true attested copy of the account of votes recorded as prepared by Presiding Officer in Part – I Form-17C as required under the Rule 49S Conduct of election rules, 1961 under acknowledgement from Polling Agents.

## Appendix - IV

### Chapter-1 (Para 3.1)

#### List of Documents to be signed by Polling Agent

1. Appointment of Polling Agent (Form - 10)
2. In Part- IV of Presiding Officers report, if any, replacement is made of EVM/ VVPAT, during mock poll.
3. After End Of Mock Poll And Before Start Of Actual Poll.
  - (a) Mock Poll Certificate in Part –I of Presiding Officers Report.
  - (b) On the seal of thick black envelope containing paper slips of the mock poll.
  - (c) On the Green paper seal used for sealing of control unit.
  - (d) On the backside of special tag which is used for sealing the inner door compartment (inner result section).
  - (e) On the outer cover address tags of CU.
  - (f) On the address tag of VVPAT.
  - (g) On the declaration by Presiding Officer before start of poll.
4. REPLACEMENT, IF ANY, DURING POLL OF EVM/VVPAT/ POWER PACK OF CU.
  - (a) In Part- II Presiding Officer report on replacement, if any, of power pack of CU.
  - (b) In Part – V of Presiding Officers Report on replacement, if any, of EVM/VVPAT.
5. Movement register during every entry/ exit of polling station.
6. After End of Poll.
  - (a) In Part- III Presiding Officers Report about pressing of Close button after completion of poll.
  - (b) On the declaration by Presiding Officer after end of poll in Form 17c.
  - (c) On the declaration after sealing of the voting machines.
  - (d) On the seals on the carrying covers of BU, CU and VVPAT.
  - (e) On the sealed envelopes/ packets containing election polled materials.



# Appendix - V

## Chapter-2 (Para 3.2)

### Form 10 - Appointment of Polling Agent

Election to the \*\*.....

I, .....†a candidate/the election agent of .....who  
is a candidate at the above election do hereby appoint ..... of .....who is a  
candidate at the above election do hereby appoint .....(Name and address)  
.....\*registered as voter at Sr. No. .... of Part No. .... having EPIC No.  
..... as a Polling Agent to attend polling station No. ....at/  
place fixed for the poll.....at.....

Place :.....

Signature of †Candidate/Election agent

Date:.....

I agree to act as such Polling Agent. Place :.....

Date :.....

Signature of Polling Agent.

Declaration of Polling Agent to be signed before Presiding Officer

I hereby declare that at the above election. I will not do anything forbidden by section 128# of the Representation of the People Act, 1951, which I have read/has been read over to me.

Date:.....

Signature of Polling Agent Signed before me.

Date :.....

Presiding Officer.

## HANDBOOK FOR POLLING AGENT

\* To be handed over to the Polling Agent for production at the polling station or at the place fixed for the poll

\*\*Here insert one of the following alternatives as may be appropriate: -

- (1) House of the People from the.....constituency.
- (2) Legislative Assembly from the.....constituency.
- (3) Council of States by the elected members of the Legislative Assembly of.....(State).
- (4) Council of States by the members of the electoral college of.....(Union territory)
- (5) Legislative Council by the members of the Assembly.
- (6) Legislative Council from the.....constituency.

†Strike off the inappropriate alternative.

#Section 128 of the Representation of the People Act, 1951: -

“128 Maintenance of secrecy of voting-(1) Every officer, clerk, agent or other person who performs any duty in connection with the recording or counting of votes at an election shall maintain, and aid in maintaining, the secrecy of the voting and shall not (except for some purpose authorised by or under any law) communicate to any person any information calculated to violate such secrecy.

(2)Any person who contravenes the provision of sub-section (1) shall be punishable with imprisonment for a term which may extend to three months or with fine or with both.”

Note: Polling Agent should reach polling station 90 minutes before start of poll to take part in mock poll and satisfy that the EVM and VVPAT are in proper working order.

# Appendix - VI

## Chapter-2 (Para 3.3)

### Format for Specimen Signatures of Candidates and Their Election Agents

\*General/Biennial/Bye-election .....

(Month/Year) No. & Name of \*Assembly Constituency .....

Lok Sabha Constituency .....

Leg.Council .....

(\*Delete whatever is not applicable)

The specimen signatures of Contesting Candidates and their Election Agents are given below for the purpose of verification of their signatures by the Presiding Officer in the letter of appointment of Polling Agents at the time of poll:-

Sr. No.	Name Of Con- Testing Candi- Date	Signature Of Contesting Candidate	Name Of Election Agent, If Any	Specimen Signa- Ture of Election Agent
1				
2				
3				
..				

Place: .....

Date :.....

Signature  
(Seal)  
Returning Officer

## Appendix - VII

### Chapter-2 (Para 3.5.1)

#### Form 11 - Revocation of Appointment of Polling Agent

Election to the\* .....

To

The Presiding Officer,

I,.....(the Election Agent of  
.....) a candidate at the above election, hereby  
revoke the appointment of.....my/his Polling Agent.

Place :.....

Date :.....

Signature of person revoking

\*Here insert one of the following alternatives as may be appropriate: -

- (1) House of the People from the     Constituency.
- (2) Legislative Assembly from the.....Constituency.
- (3) Council of States.....Assembly of State.
- (4) Council of States by the members of the electoral college of.....(Union territory).
- (5) Legislative Council by the members of the Legislative Assembly.
- (6) Legislative Council from the.....(Constituency).

N.B.–Omit the words marked ( ) as necessary.

# Appendix - VIII

## Chapter-3 (Para 2.2)

### Polling Agents / Relieving Agents Movement Sheet

S. No.	No. and Name of Parliamentary Constituency	No. and Name of Assembly Constituency	Name of Candidate	Name of Political Party	Name of Polling / Relieving Agents	Time of Entry	Signature	Time of Exit	Signature

Signature of the Presiding Officer

# Appendix - IX

## Chapter-3 (Para 10.3)

### Part-I: Mock Poll Certificate of Presiding Officer's Report

Name of election:.....(to be pre-printed)

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

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

Polling Station No: .....

(a) Conduct of mock poll and verification of mock poll data

Sr. No.	Name of the Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed paper slips against candidates	Result displayed in CU & Printed paper slips count tallied with each other (YES/NO)	Signature of Polling Agents with party abbreviation/Independent
1						
2						
3						
4						
5						
6						
7						
8						
9						
	NOTA					
	TOTAL					

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

.....  
 .....

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

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

(e) Before actual poll ensure that no printed paper slip is in VVPA T Drop Box and shown to polling agents (Yes/No)

(f) 'TOTAL' button on the Control Unit has been pressed to show total vote '0' to Polling Agents (Yes/ No)



## HANDBOOK FOR POLLING AGENT

- (g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sea led in black envelope/ biodegradable opaque plastic pouch and then sea led in plastic box with Pink Paper Slip (Yes/No)
- (h) Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll:

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

- (i) Time display on the Control Unit is        minutes more/less than Indian Standard Time (IST), if any.
- (j) Signature of Micro-ObsERVER (if posted at the polling station)

Name and Signature of the Presiding Officer

- (I) It is, hereby, certify that before commencement of actual poll, 'TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that 'Total Vote is 0'. Tick the appropriate observation:
- (i) Control Unit shows total vote '0' OR
- (ii) Control Unit shows total vote more than '0' (means mock poll votes not cleared), hence, clear the mock poll data.

Signature of the Presiding Officer

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

S. No	Name of Polling Officer	Signature

# Appendix - X

## Chapter-3 (Para 12.4)

### Part-IV: of presiding officer's report - EVM/VVPAT replacement (to be filled during mock poll, if there is any replacement)

Name of election.....(to be pre-printed)

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

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

Polling Station No: .....

1. (a) Details of Electronic Voting Machine and VVPA T used- (BU- Balloting Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit)

S. No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
1	Unique ID of units given at the time of dispersal				
2	(a) Tick ( <input type="checkbox"/> ) which one found non-functional during mock Doll				
	(b) Reason for non-functioning (mention error/code noticed in CU)				
3	Unique ID of unit(s) given as replacement during mock poll				

- (b) Following Polling Agents witness the replacement process:

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

(Signature of the Presiding Officer)

# Appendix - XI

## Chapter-4 (Para 4.1)

### Part-I- Declaration by the Presiding Officer Before Commencement of Poll

Declaration by the Presiding Officer before the commencement of the poll Election from .....  
..... Parliamentary/Assembly Constituency Serial No. and name of polling  
station..... Date of Poll.....

I hereby declare:

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

Signature .....

Presiding Officer

Signature of Polling Agents:

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

**HANDBOOK FOR POLLING AGENT**

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

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

Date.....

Signature.....

Presiding Officer

## Part II - Declaration by the Presiding Officer at the Time of Use of subsequent Voting Machine, If Any.

Election.....Parliamentary/Assembly Constituency

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

Signature.....

Presiding Officer

Signature of Polling Agents:

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

**HANDBOOK FOR POLLING AGENT**

The following Polling Agent(s) declined to affix their signature(s) on this declaration :

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

Date.....

Signature.....

Presiding Officer



## Appendix - XII

### Chapter-4 (Para 10.1.6) Presiding Officer's Report Part-V: EVM/VVPAT Replacement

(To Be Filled During Poll & After Completion Of Poll Depending On Case/Situation)

Name of election: ..... (to be pre-printed)

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

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

Polling Station No: .....

(a) Replacement of EVM and VVPAT during actual poll process

S. No.	Particulars	BU	CU	VVPAT
1	(a) Unique ID of unit(s) found non-functional during actual poll			
	(b) Time of occurrence of defects			
	(c) No. of votes recorded in the Control Unit by the time the unit(s) got non-functional			
	(d) Reason for non-functioning (mention error/code noticed in CU)			
	(e) Beep Sound is heard	Yes/No		
	(f) Unique ID of new unit(s) provided as Replacement			
	(g) Time of re-starting poll			
2	Remarks. if any			

(b) Following Polling Agents witness the replacement process during actual poll:

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

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

Signature of Presiding Officer

Signature of Sector Officer

## Appendix - XIII

### Chapter-4 (Para 10.1.8) Presiding Officer's Report Part-II: Power Pack Replacement in CU

(To Be Filled During Mock Poll, Poll & After Completion Of Poll Depending On Case/Situation)

Name of election: ..... (to be pre-printed)

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

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

Polling Station No: .....

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

(i) Unique ID of Control Unit: .....

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

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

(iv) Unique ID of new address tag used by the Presiding Officer to seal the Battery Section of the Control Unit: .....

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

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

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

Signature of Presiding Officer

Signature of Sector Officer

## Appendix - XIV

### Chapter-4 (Para 13.1.1) Form of Declaration by Elector

I hereby solemnly declare and affirm that my age was more than 18 years on the first January/\*April/ July/October (year) I am aware of the Penal Provisions of Section 31 of the Representation of the People Act, 1950 for making any false Declaration in connection with the inclusion of any name in the electoral roll or the preparation, revision or correction of the electoral roll.

Signature/Thumb impression of the elector

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

Part Number of Electoral Roll .....

Serial Number of Elector.....

Date:.....

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

.....

Signature of Presiding Officer

Number and name of Polling Station.....

Date:.....

## Appendix - XV

### Chapter-4 (Para 13.2.3 (iii))

#### Form Of Declaration By Elector Whose Name Is In Absentee / Shifted / Dead List

I hereby solemnly declare and affirm that I am the same person whose name appears at Serial No ..... of Part No ..... Of the existing electoral roll of the ..... Constituency which was prepared / revised with respect of first date of January, April, July, October, 20.... as qualifying date. I am aware that impersonation at elections is an electoral offence under the section 171D of the Indian Penal Code.

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

Name .....

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

..... Signature of the Presiding Officer

..... Number and name of polling station

Date .....

# Appendix - XVI

## Chapter-4 (Para 16)

### Receipt Form For Challenged Votes Receipt Book

<p><b>RECEIPTFORCHALLENGE FEE</b></p> <p>Book No..... Page No.....</p> <p>Received a sum of Rs.2 (Rupees Re- ceived back the amount of Rs.2 Ru- pees two only) under rule 36 of the Conduct of Election Rules, two only) in cash from Shri ..... Candidate Election Agent Polling Agent on account of deposit for chal- lenge under rule 36 of the Conduct of Election 1961. Rules, 1961</p> <p>Date ..... P r e s i d i n g Officer for</p> <p>Polling Stations No. ....</p> <p>..... of .....Parliamentary/ Legis- lative Assembly Constituency</p>	<p>Forfeited to Government</p> <p>Presiding Officer</p> <p>Received back the amount of Rs.2 (Rupees two only) under rule 36(5) of the Conduct of Election Rules, 1961.</p> <p>Date ..... Name and Signature</p> <p>of Candidate/Election Agent/ Polling Agent</p>	<p>RECEIPT FOR CHALLENGE FEE</p> <p>Book No..... Page No.....</p> <p>Office of the Presiding Officer for Poling Station No..... of Par- liamentary/Assembly Constituency</p> <p>Received a sum of Rs.2 (Rupees Re- ceived back the amount of Rs.2 Ru- pees two only) under rule 36 of the Conduct of Election Rules, two only) in cash from Shri ..... Candidate Election Agent Polling Agent on account of deposit for challenge under rule 36 of the Con- duct of Election 1961. Rules, 1961</p> <p>Station ..... Date</p> <p>.....</p> <p>Presiding Officer</p>
---	---	--

# Appendix - XVII

## Chapter-1(Para 17.1)

### Form 14 - List Of Challenged Votes

Election to the\* ..... from the .....  
 .....Constituency

Polling Station .....

Sl. No	Name of elector	Part of roll	Electors name in that part	Signature or thump impression of the person challenged	Signature of the person challenged	Address of identifier if any	Name of Challenger	Name of Presiding Officer	Challenger receiving refund of deposit
1	2	3	4	5	6	7	8	9	10

Date:.....

\*appropriate particular of the election to be inserted here

Signature of Presiding Officer

# Appendix - XVIII

## Chapter-4 (Para 17.3) Letter of Complaint to the SHO Police

To

The Station House Officer,

.....

.....

Subject: Election to.....Assembly Constituency comprised within.....Parliamentary Constituency -Impersonation at Polling Station ..... (number and name). Date of poll .....

Sir,

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

Place.....

Date.....

Yours faithfully,

Signature, Presiding Officer

Copy forwarded to the Returning Officer for ..... Assembly Constituency and .....

\*Copy forwarded to the Returning Officer for.....Parliamentary Constituency and.....\*

Signature, Presiding Officer

### RECEIPT

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

Signature

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



## Appendix - XIX

### Chapter-4 (Para 20.3)

#### Declaration by the Companion of Blind or Infirm Elector

..... Assembly Constituency (comprised  
within.....Parliamentary Constituency)

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

I, ..... son of .....  
aged ..... resident of\*.....

hereby declare that -

(a) I have not acted as companion of any other elector at any polling station today, the ..... and

(b) I will keep secret the vote recorded by me on behalf of.....

Signature of companion Date .....

\* Full Address to be given

+ Name, Part No. and Serial Number of Elector.

( ) To be filled in the case of election to the House of the People of simultaneous elections.

## Appendix - XX

### Chapter-4 (Para 23.1)

General / Bye-Election to.....

S. No. and Name of Parliamentary Assembly Constituency.

No. and Name of Polling Station.

#### **Form of Declaration by Elector Under Rule 49MA of Conduct of Elections Rules, 1961**

I hereby solemnly declare and affirm under sub-rule (1) of Rule 49 MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my chance on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bona fide.

I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if a declaration given by me in para-1 above to the Presiding Officer appointed under Section 26 of the R.P. Act, 1951 is found to be incorrect.

Signature Thumb impression of the Elector Name of the Elector.....

Father/ Mother/ Husband's Name..... Part No: of elector roll.....

SI No of elector that Part.....

SI No in Register of Voters (Form 17A)..... Dated.....

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

Dated.....

Signature of the Presiding Officer.....

# Appendix - XXI

## Chapter-5 (Para 1.2) Part-III: Of Presiding Officer's Report

(Pressing Of Close Button After Completion Of Poll)

Name of the Election : ..... ( to be pre-printed)

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

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

Date of Poll : ..... (to be pre-printed)

Number &name of Polling Station: .....

It is certified that I have pressed the “Close Button” of the Control Unit at the end of poll in the presence of the following:

S.No.	Name & Designation of the Polling Officer	Signature

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

Signature of the Presiding Officer

# Appendix - XXII

## Chapter-5 (Para 2.2) (See Rules 49s And 56 C(2)) Part I - Account of Votes Recorded

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

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

Identification Number of voting machine used at the Polling Station..... Control  
Unit.....

BallotingUnit..... VVPAT.....

Total number of electors assigned to the Polling Station

Total number of voters as entered in the Register for Voters (Form 17A) Number of voters deciding not  
to record votes under rule 49-0 Number of voters not allowed to vote under rule 49M

Test votes recorded under rule 49MA (d) required to be deducted- total number of test votes to be  
deducted:

Total No.	Sl. No.(s) of elector(s)	in Form 17A
.....	.....	.....

Candidate(s) for whom test vote(s) cast:

Sl. No. Name of Candidate No. of Votes

..... Total number of votes recorded as per voting machine.

Whether the total number of votes as shown against item 6 tallies with the total number of votes as shown  
against item 2 minus numbers of voters deciding not to record votes as against item 3 minus number of  
voters as against item 4(i.e. 2-3-4) or any discrepancy noticed:.....

Number of voters to whom tendered Ballot papers were issued under rule 49P.....

..... Number of tendered Ballot papers:

Sl. No.	Total	From	To
---------	-------	------	----

received for use ..... issued to electors .....

..... not used and returned .....

Account of papers seals

Signature of Polling Agents

## HANDBOOK FOR POLLING AGENT

Paper seals supplied for use: Total No. ....

Sl.No. from..... To .....

Paper seals used: Total No. ....

Sl.No. from..... To .....

Unused paper seals returned to Returning Officer: Total No. ....

Sl.No. from..... To .....

Damaged paper seal, if any: Total No. ....

Sl.No. from ..... To .....

Signature of Polling Agents

.....  
 .....  
 .....  
 .....  
 .....  
 .....

Date.....

Place.....

Signature of Presiding Officer

Polling Station No.....

### PART II-RESULT OF COUNTING

Sl. No. of Candidate	Name of Candidate	Number of votes as displayed on Control Unit	Number of test votes to be deducted as per item 5 of Part I	Number of Valid votes.
1	2	3	4	5
N.	NOTA			
Total				

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I (YES/NO)

**HANDBOOK FOR POLLING AGENT**

or any discrepancy noticed between the two totals.....

Place .....

Date .....

Signature of Counting Supervisor

Name of Candidate/Election Agent/Counting Agent Full signature

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Place .....

Date .....

Signature of Returning Officer

# Appendix - XXIII

## Chapter-5 (Para 2.2) Declaration at the End of Poll

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

Date.....

Time.....

Signature.....

Presiding Officer

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

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

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

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

Date .....

Time.....

Signature.....

Presiding Officer



## Appendix - XXIV

### Chapter-5 (Para 3.1.4)

#### Declaration After the Sealing of The Voting Machine

I have affixed my seals, and I have allowed the Polling Agents who were present at the polling station at the close of poll to affix their seals, on the carrying cases of the control unit and balloting units of the voting machine.

Date.....

Time.....

Signature.....

Presiding Officer

The following Polling Agents have affixed their seals. Signature of Polling Agents :

1. .... (of candidate.....) 4..... (of candidate. )
2. .... (of candidate.....) 5..... (of candidate. )
3. ....(of candidate.....) 6.....(of candidate. )

The following Polling Agents refused or did not want to affix their seals.

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

Date .....

Signature.....

Presiding Officer

# Appendix - XXV

## Chapter-5 (Para 9) Corrupt Practices – Punishments The Representation of People Act, 1951

Rule of the Act	Gist of Corrupt Practice
Section 123(1)	Bribery, any gift, offer or promise by a candidate or his agent or by any other person with the consent of a candidate or his election agent of any gratification to an elector to vote or refrain from voting at an election, or as a reward.
Section 123(2)	Undue influence, any direct or indirect interference or attempt to interfere on the part of the candidate or his agent, or of any other person [with the consent of the candidate or his election agent], with the free exercise of any electoral right.
Section 123(3)	Appeal by a candidate or his agent or by any other person with the consent of a candidate or his election agent to vote or refrain from voting for any person on the ground of his religion, race caste, community or language or the use of, or appeal to religious symbols or the use of, or appeal to, national symbols.
Section 123(3) (A)	The promotion of, or attempt to promote, feelings of enmity or hatred between different classes of the citizens of India on grounds of religion, race, caste, community, or language, by a candidate or his agent or any other person with the consent of a candidate or his election agent for the furtherance of the prospects of the election of that candidate or for prejudicially affecting the election of any candidate.
Section 123(4)	Publication by a candidate or his agent or by any other person [with the consent of a candidate or his election agent], of any statement of fact which is false, and which he either believes to be false, or does not believe to be true, in relation to the personal character or conduct of any candidate, or in relation to the candidature, or withdrawal, of any candidate.
Section 123(5)	Hiring or procuring of any vehicle or vessel by a candidate or his agent or by any other person with the consent of a candidate or his election agent.
Section 123(7)	The obtaining or procuring or a betting or attempting to obtain or procure by a candidate or his agent or, by any other person [with the consent of a candidate or his election agent] any assistance (other than the giving of vote) for the furtherance of the prospects of that candidate's election, from any person in the service of the government and belonging to certain classes.
Section 123(8)	Booth capturing by a candidate or his agent or other person.
Section 125	Promoting Enmity between classes in connection with election on grounds of religion, race, caste, community or language, feelings of enmity or hatred, between different classes of the citizens of India.  On violation, imprisonment for a term which may extend to three years, or with fine, or with both.

Rule of the Act	Gist of Corrupt Practice
Section 128	<p><b>Maintenance of Secrecy of Voting-</b></p> <p>Officers connected with the recording or counting of votes at an election shall maintain, and aid in maintaining, the secrecy of the voting and shall not (except for some purpose authorized by or under any law) communicate to any person any information calculated to violate such secrecy.</p> <p>On violation, imprisonment for a term which may extend to three months or with fine or with both.</p>
Section 130	<p><b>Prohibition of Canvassing in or near Polling Stations-</b></p> <p>No canvassing for votes or soliciting the vote of any elector, persuading any elector to vote or not to vote, exhibit any notice or sign within the polling station or in any public or private place within a distance of (one hundred meters) of the polling station.</p> <p>On violation, punishable with fine which may extend to two hundred and fifty rupees.</p>
Section 131	<p><b>Penalty for disorderly conduct in or near polling stations like amplifying human voice, use loudspeaker, shout cause annoyance to any person visiting polling stations-</b></p> <p>On violation, imprisonment which may extend to 3 months or with fine or with both.</p> <p>If the presiding officer has reason to believe that any person is committing or has committed an offence punishable under this section, he may direct any police officer to arrest such person, and there upon the police officer shall arrest him</p>
Section 132	<p><b>Penalty form is conduct at the polling station</b></p> <p>Any person who misconducts himself or fails to obey the lawful directions of the presiding officer may be removed from the polling station by the presiding officer or by any police officer on duty or by any person authorized in this behalf by such presiding officer.</p> <p>If any person who has been so removed from a polling station re-enters the polling station without the permission of the presiding officer, he shall be punishable with imprisonment for a term which may extend to three months, or with fine, or with both.</p>
Section 132(A)	<p><b>Penalty for failure to observe to procedure for voting-</b>If any elector to whom a ballot paper has been issued, refuses to observe the procedure prescribed for voting the ballot paper issued to him shall be liable for cancellation.</p>
Section 133	<p><b>Penalty for illegal hiring or procuring of conveyances at elections-</b></p> <p>If any person is guilty of any such corrupt practice as is specified in clause (5) of section 123 at or in connection with an election, he shall be punishable with imprisonment which may extend to three months and with fine.</p>
Section 134 A	<p><b>Penalty for Government Servants for acting as Election Agent, Polling Agent or Counting Agent-</b> imprisonment for a term which may extend to three months, or with fine, or with both.</p>

## HANDBOOK FOR POLLING AGENT

Rule of the Act	Gist of Corrupt Practice
Section 134 (B)	<p>Prohibition of going armed to or near a polling station-</p> <p>No person, other than Election officers appointed to maintain peace and order at a polling station who is on duty at the polling station, shall, on a polling day, go extend with arms, as defined in the Arms Act,1959,of any kind with in the 54 of 1959. Neighborhood of a polling station.</p> <p>On violation, imprisonment for a term which may extend to two years or with fine, or with both.</p>
Section 135	<p>Removal of ballot papers from polling station to be an offence-</p> <p>On violation, imprisonment for at erm which may extend to one year or with fine which may extend to five hundred rupees or with both.</p> <p>If the presiding officer of a polling station arrest or direct a police officer to arrest such person and may search such person or cause him to be searched by a police officer.</p>
Section 135 A	<p>Offence of booth capturing-</p> <p>On violation, imprisonment for at erm which shall not be less than one year but which may extend to three years and with fine, and where such offence is committed by a person in the service of the Government, shall be punishable with imprisonment for a term which shall not be less than three years but which may extend to five years and with fine.</p>
Section 135 C	<p>Liquor not to be sold, given or distributed on polling day-</p> <p>No spirituous, fermented or intoxicating liquors or other substances of a like nature shall be sold, given or distributed at a hotel, catering house, tavern, shop or any other place, public or private, within a polling area during the period of forty-eight hours ending with the hour fixed for the conclusion of the poll for any election in that polling area.</p> <p>On violation, imprisonment for a term which may extend to six months or with fine which may extend to two thousand rupees, or with both.</p>
Section 136( c)	<p>A person shall be guilty of an electoral offence if at any election he fraudulently defaces or fraudulently destroys any ballot paper or the official mark on any Ballot paper or any declaration of identity or official envelop used in connection with voting by postal ballot.</p>
<b>Indian Penal Code</b>	
Section 153 A	Promoting enmity between different groups on grounds of religion race, place of birth, residence, language, etc., and doing acts prejudicial to maintenance of harmony
Section 153 B	Imputations, assertions prejudicial national integration
Section 171 B	Bribery
Section 171 C	Undue influence at Elections
Section 171 D	Personation at Elections
Section 171 E	Punishment for Bribery
Section 171 F	Punishment for undue influence or personation at a Election
Section 505	<p>Statements conducing to public mischief.-</p> <p>Who ever makes, publishes or circulates any statement, rumour or report.</p>





# भारत निर्वाचन आयोग Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

*"Greater Participation for a stronger democracy"*