



DOs & DON'Ts

FOR **RETURNING OFFICERS**

Edition 1, July 2023



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POLLING STATIONS



DOs

1. Do conduct physical verification of PS for conduct of poll during pre-revision exercise as well as from time to time, so as to avoid any last-minute changes.
2. Do discuss proposals for changes in PS, with political parties, in the meeting of standing committee.
3. Do intimate CEO in case of change in nomenclature of building of PS
Do publicize and inform the contesting candidates and political parties and public at large, in case of any change in PS.



DON'Ts

1. Don't let the maximum voters in a Polling Station (PS) exceed the prescribed limit (as per latest instruction)
2. Don't shift/change PS without obtaining approval of ECI through CEO
3. Don't forget to prepare a list of phone numbers available in the PS locations and nearest phone number and incorporate the same in communication plan also.
4. Don't forget to upload the updated list of polling stations on CEO website
5. Don't forget to ensure provision of Assured Minimum Facilities for electors, as per ECI's latest instruction
6. Don't forget to ensure provision of facilities to Persons with Disabilities, as per ECI's latest instruction

ELECTRONIC VOTING MACHINES AND VVPATS



DOs


1. Complete 2nd randomization of EVMs and VVPATs in the presence of candidates after finalization of candidates ensuring due reflection of updated polling stations in EMS.
2. Do draw up a schedule for commissioning of EVMs/VVPATs as per timelines given by CEO.
3. Do intimate all the candidates, in writing, about the schedule, for their presence to oversee the commissioning and actively participate in the mock poll process.
4. Do arrange for a large Preparation Hall to accommodate EVMs/VVPATs, officers nominated by the DEO, engineers of concerned manufacturers and candidates or their representatives for commissioning.
5. Do have a single entry and exit point to the hall, with full security by armed police forces, round the clock, with DFMD and 24X7 CCTV coverage.
6. Do hand over two copies of trouble shooting instructions and a list of additional items of Polling material to the Presiding Officer, at the time of dispersal of Polling parties.
7. Do put a 'Not to be counted' tag prominently on the old EVM and another 'Re-pollled EVM - to be counted' tag on the new re-pollled EVM, in case of repoll.
8. Do sign on both 'Not to be counted' and 'Re-pollled EVM - to be counted' tags
9. Do ensure that strong rooms have double lock system with RO having one key, the other key with the ARO of AC segment.
10. Do ensure that EVM and VVPAT strong rooms are secured by 2-tier security cordon and 24x7 CCTV coverage.
11. Do warn the sector officers and polling parties to not carry the EVM and VVPAT in any private vehicle or other than designated vehicles and not to stay at any private place, hotel etc.
12. Do ensure that EVMs, VVPATs are always kept under proper security cover whether in store room, intermediate strong room, in transit or at polling station.
13. Do visit the strong room daily and submit daily status report to DEO.
14. Do mark alighting point for vehicles at storage centre.
15. Do keep the EVMs and VVPATs safely in demarcated space or the racks for safe storage as per ECI guidelines with prior intimation to the candidate & under proper Videography.
16. Do earmark specified parts of the floor space in the form of squares in advance for stacking the EVMs categories A and B (Polled + Non-functional Polled EVMs) received from particular polling stations with their serial numbers in one square in the strong room.

17. Do inform the Presiding Officers to verify from the record, the poll start date and time and poll end date and time displayed on the CU and show the same to the polling agents.
18. Do inform the Presiding Officers to include in the Presiding Officer's report, any discrepancy in the time of start and end of poll, displayed in the Control Unit, with Indian Standard Time of start and end of poll, and compare the difference with the time noted by Presiding Officer in the mock poll certificate.
19. Do keep aside the CU of EVM and refer to the Commission for their decision through CEO, if the date and time difference at the time of mock poll does not match with the date and time difference at start and end of poll.
20. Do remove the power pack (Battery) of the Control Units after counting of votes, before keeping them inside their respective carrying cases.
21. Do record in writing the reasons to allow the counting of the VVPAT paper slips of any or all polling stations
22. Do the mandatory verification of VVPAT paper slips of randomly selected 5 polling stations, for each AC / segment, only after the completion of the last round of counting of votes recorded in the EVMs





DON'Ts

1. Don't forget to involve (meetings/ presence) recognized political parties/ candidates as specified by EVM Manual.
2. Don't forget to catalogue and index records of meetings and presence for future reference and retrieval.
3. Don't forget to conduct commissioning of EVMs/VVPATs, of all the assembly constituencies/segments, in separate halls.
4. Don't forget to consult with BEL/ECIL authorized engineers and install a TV Monitor for each Symbol Loading Unit (SLU) under use in commissioning hall for simultaneous viewing by candidates/their representatives.
5. Don't forget to fully sanitize the hall such that it is free from any electronic components or devices.
6. Don't forget the following during commissioning of EVMs and VVPATs:
 - i. Commissioning for the AS of PC falling in RO headquarters may be done at ARO level, under direct supervision of RO, in the presence of candidates/their representatives.
 - ii. Commissioning of EVMs and VVPATs of remaining AS may be done by the respective ARO in the presence of candidates/their representatives.
 - iii. Shredding of VVPAT slips every day generated during commissioning.

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7. Don't forget to update the data of replaced machines during commissioning in EMS.
 8. Don't forget to preserve the SLU till P+1 day as specified.
 9. Don't forget to provide reserve EVMs to Sector Officers / Zonal Magistrates before Poll day and ensure that they are kept at pre-designated government building with proper security.
 10. Don't move the reserve machines or machines used for training, from their place of storage to counting centre or to polled storage places, after conclusion of poll, as it may give unnecessary doubts in minds of some persons as if polled EVMs or VVPATs are being shifted.
 11. Don't forget to check the seals put on the 'Candidate Set section' on CU and at the right top and bottom latch covers of BU and affixed Pink Paper Seal on CU & BU.
 12. Don't forget to procure and provide to the polling parties, adequate number of black paper envelopes for storing the Mock Poll paper ballot slips removed from the VVPAT.
 13. Don't permit Sector Officers or Polling parties to remove the EVMs and VVPATs from the authorized vehicles except where required for election purpose or for safe storage at designated places.
 14. Don't forget to ascertain the mock poll status and commencement of poll report through the Sector Officers using the communication link with the polling station/ mobile teams

15. Don't forget to divide all the available EVMs and VVPATs into the following 4 categories, after poll:
 - Category A - Polled EVMs and VVPATs
 - Category B - Non-functional Polled EVMs and VVPATs
 - Category C - Non-functional Unpolled EVMs and VVPATs
 - Category D - Unused reserve EVMs and VVPATs
16. Don't forget to keep the EVMs and VVPATs in the following three categories of Strong Rooms, after all the formalities are completed:
 - Polled EVM Strong Room (Store Category 'A' & 'B' EVMs)
 - Repair Strong Room (Store Category 'C' EVMs). Not to be in the vicinity of Polled EVM Strong Room.
 - Reserve Strong Room (Storage Category 'D' EVMs). Not to be in the vicinity of Polled EVM Strong Room.
17. Don't forget to have CCTV coverage on Strong Room doors.
18. Don't forget to keep fire extinguishers inside and outside of Strong Room. Fire alarm inside.
19. Don't forget to have uninterrupted power supply and contingency standby generators.
20. Don't forget to install exhaust fans on the wall of Strong Rooms for circulation of air.

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21. Don't open the Strong Room, on the day of counting, without the presence of candidates/representatives, Observer, RO and videography.
 22. Don't store the EVMs of 2 or more than 2 ACs/ASs, in the same strong room, after completion of poll and counting of votes, till the completion of the Election Petition period.
 23. Don't keep the BUs, CUs and VVPATs separately, under any situation
 24. Don't start the counting in the EVM, without verifying from the record, the unique ID number of the CU, the Unique ID number of the Pink Paper Seal and the unique ID number of Green paper seal and showing the same to the polling agents.
 25. Don't forget to follow the procedure, in case the close button is not pressed at the end of the poll
 26. Don't forget to follow Commission's instruction in case of non-deletion of mock poll data from the Control Unit or non-removal of mock poll slips from VVPAT
 27. Don't include those polling stations, in the random selection of 5 (five) Polling Stations, for Mandatory Verification of VVPAT paper slips count, where the Control Unit(s) has been discarded/not used for counting of votes

POLLING PERSONNEL



DOs

1. Do consider a person to be on election duty, as soon as he leaves his residence /office to report for any election related duty, including training and until he reaches back his residence/office after performance of his election duty, for the purpose of payment of ex-Gratia Compensation in case polling personnel dies or gets injured.



DON'Ts

1. Don't deploy the exempted personnel in election duties
2. Don't deploy ineligible officers as Presiding Officers
3. Don't mix two officials of the same group/category or from same department /office together while forming polling parties.
4. Don't forget hierarchy of seniority while forming polling parties.
5. Don't deploy personnel in home AC or AC wherein he is posted or AC in which he resides.
6. Don't disclose the details of AC in the appointment letter to the Polling Personnel during the first stage of the randomization of polling personnel.
7. Don't disclose the actual PS to the polling parties, though the AC may be known during the second stage of the randomization of polling personnel.
8. Don't allow the polling parties to stay at any place except at polling stations itself.
9. Don't allow any female polling personnel to stay at polling station during night. They may be allowed to reach on the morning of poll day.
10. Don't suspend/initiate any disciplinary proceeding against officer/official, connected with conduct of election, during the period of election, without prior written permission of the ECI

ELECTION MATERIALS



DOs

1. Do obtain Green paper seals, Pink Paper seals, Special address Tags for CU close section, Common Address Tags, indelible ink from stores of CEO/DEO.
2. Do ensure to prepare bags of training materials at least a week before dispatch of polling parties.
3. Do supply pre-printed serial numbered slips (about 200 per PS) to polling parties for distribution to electors standing in queue at the hour fixed for close of poll.
4. Do ensure timely preparation of working copies of rolls inclusive of supplements carrying modifications up to the last date of nomination.
5. Do prepare PS wise list of absentee voters in roll, both, with family and without family linkage.
6. Do prepare and give list of Absentee/Shifted/Dead voters to polling party.
7. Do ensure that polling materials are prepared Polling Station wise as per list given in the latest PO Handbook.



DON'Ts

1. Don't use any old stock of Indelible Ink
2. Don't generate final result sheet in Form No. 20 and Part-II of Form No. 17C (bearing names of contesting candidates) except through computer.
3. Don't forget to print proforma for recording of votes by additional counting staff.
4. Don't forget to procure updated list of disqualified persons u/s 8A, 9, 10A of RP Act 1951 from CEO.
5. Don't forget to serial number the register of accounts of election expenses by candidates and get it authenticated by DEO.
6. Don't forget to personally inspect a few bags of election materials at random.
7. Don't forget to keep a material counter at Dispatch Center for supplementing any items missed during bagging.

TRAININGS



DOs

1. Do train the the different categories of personnel on their specific roles and responsibilities.
2. Do personally attend all trainings and brief the participants about the key points use audio-visual tools and standard power point presentations, videos etc. for trainings wherever available.
3. Ensure provision of basic amenities, search engine facility and attestation facility at training venues.
4. Do call 120% trainees, for training, after 1st randomization on database
5. Do attach pre-filled Form No. 12 and 12A with appointment letters of polling personnel.
6. Do limit first training to PrOs and PO-1st.
7. Do keep a model kit having polling material for the use of polling party in training hall.
8. Do call PrO, PO-1st and PO-2nd for second training.
9. Do organize separate 'Hands on' training to PO-3rd.
10. Do organize last moment EVM training and briefing on the departure day.
11. Do arrange for advance TA/DA and remuneration.

12. Do Organize videography of training process.

13. Do conduct test for PrO and PO-1st in second training classes and obtain a certificate that they have been properly trained in the working of EVMs and VVPATs and other election processes and they are confident of using them at the time of poll and that they understand fully that in case there is any lapse on their part at the time of poll, they would be held responsible for the same.

14. Do include mockdrill of VVPAT slips count in the training of counting staff.



DON'Ts

1. Don't train more than 50 persons together.
2. Don't forget to call the entire polling team during the last training before dispersal.
3. Don't forget to have a doubt clearance counter at the time of dispatch to clear any last-minute doubts of polling parties.
4. Don't do mockdrill of VVPAT slips count on previous day of counting of votes.

TRANSPORTATION



DOs

1. Do provide adequate transport arrangements for officials involved in election duty
2. Do prepare separate Route Charts for-
 - a) Polling parties
 - b) Sector Officers/Zonal Magistrates
 - c) Micro Observers
 - d) Police Parties
3. Do fit GPS on vehicles (both of private and government) to be used for transportation of EVMs and VVPATs and ensure tracking the movement of vehicles used for transportation of EVMs through adequate viewing and recording facilities and deployment of staff.
4. Do make a movement programme and ad-hoc ear-marking of vehicles.
5. Do check if any boats or such other means (such as helicopter) are to be deployed and whether any special preparations/precautions would be required in eventuality of rains or other such events.
6. Do take a look and get updated the district 'Disaster/Flood Contingency/ Management Plans' and undertake due preparations accordingly.
7. Do ensure that polling parties and Sector Officers travel only in designated transport.
8. Do ensure that all transport vehicles have proper label pasted on windcreens.



DON'Ts

1. Don't forget to prepare Route Chart for every PS and give the same to polling party and Sector Officer.
2. Don't forget to update the route chart and movement plan as per latest changes in road infrastructure.
3. Don't forget to plot the routes on constituency map also.
4. Don't place requisition for the vehicles of exempted organizations/institutions/agencies.
5. Don't forget to ask all vehicle owners to furnish data on drivers/conductors/cleaners including their enrolment details in electoral rolls and prepare a database in advance.
6. Don't allow polling parties and Sector Officers to use any other transport than the designated labelled transport provided.

NOMINATIONS




DOs

1. Do ensure that nomination papers are presented by candidate personally or by any of his proposers and no one else at the place and time specified in the election notice and at no other place and time.
2. Do ensure that when nomination paper is presented before specified ARO, he signs as "Assistant Returning Officer" and not "for Returning Officer".
3. Do issue a written reminder in Form C-3, to the Candidates having criminal antecedents, regarding publishing declaration in Newspapers and TV Channels for wide publicity.
4. Do accept nominations between the presentation time of 11:00 A.M. to 3:00 P.M only. If some intending candidates or proposers are physically present in the office at 3:00 PM along with their papers, their nominations should be treated as presented at 3:00 P.M.
5. Do give a notice asking the candidate to submit the photograph latest by the date of scrutiny of nomination, if the photograph of the candidate is not submitted. If the candidate fails to give photograph, the photo available in the Nomination Paper may be scanned and used for Ballot Paper.
6. Do examine then and there, the nomination paper during filing, from technical point of view only. However, no formal scrutiny be made at this stage.
7. Do compare the entries in electoral rolls as mentioned in nomination form.
8. Do check whether all the columns of affidavit are filled up, if not, give a reminder in the checklist and ask the candidate to submit a fresh affidavit with all the columns duly filled up.
9. Do maintain a Check List of documents required to be filed and other requirements to be fulfilled by candidates at the time of filing of nominations.
10. Do issue the Check List in duplicate and give one copy to candidate and retain the other.
11. Do clearly mention any defects, while checking the documents filed with nomination and filling up the Check List.
12. Do ensure that the proposer should be an elector from the same constituency.
13. Do write the name of candidate in the register in the language in which ballot paper is to be provided.
14. Do ensure that every candidate furnishes an affidavit in Form No. 26, with all columns filled, duly signed and sworn before a Magistrate of 1st Class or before an Oath Commissioner or before a Notary Public.
15. Do ensure a notice to the candidate to furnish information against blank columns and to submit a fresh affidavit with all columns duly filled up (complete in all respect) before commencement of scrutiny.

16. Do check whether all columns are filled up and no column is left blank. If not, give a notice to furnish information against blank columns and to submit a fresh affidavit with all columns duly filled up (complete in all respect) before commencement of scrutiny failing which the nomination paper will liable to be rejected.
17. Do ensure the identity of the overseas Electors, contesting as candidate, is verified through his/her Passport, if he/she appears to take the oath.
18. Do handover to the candidate, the register for maintaining accounts of election expenditure by candidates, along with copy of forms relating to filing of account of election expenses and obtain acknowledgement of receipt.
19. Do keep in safe custody, nomination papers along with connected papers.
20. Do ensure that if ARO has received nomination papers at a different location, he should forward it to RO for safe custody of all the nomination papers received by him, if any, on daily basis.
21. Do display a copy of nomination paper affidavit (Form 26) at a conspicuous place at the office of RO and also at the notice board of ARO, if his office is at a different place.
22. Do display abstract Part of the affidavit (Part B) at specified additional public offices.
23. Arrange nomination fees depositing counter near place of nomination with proper signage.

DON'Ts

1. Don't forget the following while issuing Public Notice as per Section 31 of RP Act 1951 and Rule 3 of CE Rules 1961:
 - i. Don't forget to publish Public Notice in Form-1 on the day of notification of election (u/s 14/15 and 30), well before 11:00 AM (time for commencement of filing of nominations)
 - ii. Don't forget to publish in English and in the languages used for the official purposes of the State.
 - iii. Don't let any other authority to issue this public notice. The notice to be signed by RO only.
 - iv. Don't forget to publish on the notice boards of RO, ARO and other prominent public offices, PSs etc.
 - v. Don't forget to specify one ARO in Form-1 and ensure that as far as possible, he is stationed at RO's headquarters.
2. Don't forget to ensure that the candidates are given the latest revised forms
3. Don't accept more than 4 nomination papers from intending candidates and only one original accompanying document
4. Don't forget to assign serial numbers to each nomination paper filed.
5. Don't allow more than 4 persons to enter the chamber of RO/specified ARO other than the candidate.
6. Don't allow more than 3 vehicles to come within periphery of 100 meters of RO/ARO's office on behalf of one candidate, during filing of nominations.

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7. Don't forget to display one copy of Nomination Paper and affidavit on the notice board of RO office.
 8. Don't forget to point out defects, if any, to the candidate, in the part relating to electoral roll particulars
 9. Don't forget to give in writing to the candidate a copy of the instruction containing the checklist of documents required to be filed by the candidate along with the nomination paper
 10. Don't forget to get both the copies of Check List with all requirements indicated therein signed by RO/ARO as well as the candidate.
 11. Don't forget to hand over the duplicate copy of the Check List to candidate/ proposer and retain the original copy with RO/ARO.
 12. Don't forget to give receipt mentioning the date and time of filing of documents, filed subsequent to filing of nomination,
 13. Don't forget that a proposer can propose more than one nomination papers of the same candidate or different candidates.
 14. Don't forget to enter nomination paper in one register along with specimen signatures of candidate and election agent.
 15. Don't forget to take Oath of affirmation by candidate in prescribed form before authorized person
 16. Don't forget to give to the nominated candidate the list of rates of various items as notified by DEO after obtaining acknowledgement.

17. Don't forget to ensure that the time on the wall clock and video camera/CCTV should be same.
18. Don't forget to publish on RO's notice board, after 3.00 PM on each day, a notice of the nomination papers presented on that day in form 3A and give a daily intimation to CEO and DEO.
19. Don't forget to prepare a complete list of all nomination papers to be prepared in the format prescribed in RO Handbook, immediately after 3 PM on the last date of nominations
20. Don't accept facsimile signatures or signatures by means of rubber stamp in forms A and B and transmitted by fax/e-mail
21. Don't forget to put on website, the affidavit filed by all candidates, whether set up by the recognized political parties or unrecognized political parties or independents soon after the candidates file the same and within 24 hours in any event.
22. Don't remove the affidavit already uploaded on website, even if the candidate withdraws his candidature
23. Don't conduct enquiry into correctness of statements in the affidavit.
24. Don't forget to publish for public viewing the affidavit using the application stipulated by ECI i.e. KYC App.

SCRUTINY OF NOMINATION PAPERS



DOs

1. Do conduct scrutiny of nomination papers yourself, except when unavoidably prevented from performing the said function. In that case, do record reasons and authorize ARO in writing.
2. Do videography of the whole process of scrutiny of nomination papers in all cases.
3. Do obtain latest list of disqualified persons notified by ECI from CEO office immediately after notification of election but in any case, before the date fixed for scrutiny of nominations. Also obtain list of offices exempted from disqualification for holding office of profit from CEO office immediately after notification.
4. Do record the reason in case of every decisions taken on objections raised and rejection
5. Do ensure that candidate from a reserved constituency belongs to SC or ST. In case of doubt, insist on production of SC/ST certificate. In case of any allegation/suspicion about the genuineness of the certificate, get the position cross checked with the authority which issued the certificate.
6. Do arrange the names of the candidates in alphabetical order category wise, in the list of validly nominated candidates, based on first letter of the name as given in nomination paper, irrespective of the surname. However, initials (viz - T.K., S.R.) prefixed to the name should be ignored for this purpose.
7. Do allow corrections in the names of candidates before the preparation of list of contesting candidates in Form 7A.
8. Do scrutinize the nomination paper of the substitute candidate, if he has filed another nomination paper, if subscribed by ten proposers and treat him as an independent candidate.



DON'Ts

1. Don't allow anyone, into the place fixed for scrutiny, but for the following persons, on the date and hours fixed for scrutiny: candidate himself
 - a. his election agent
 - b. one proposer for each candidate, and
 - c. one another person duly authorized by the candidate in writing.
 2. Don't leave any nomination papers go without scrutiny
 3. Don't forget to inform about crucial date for qualifications and disqualification for scrutiny.
 4. Don't reject any nomination on the ground of any defect which is not of a substantial nature.
 5. Don't forget to record reasons for rejecting a nomination paper on the spot
 6. Don't forget to prepare a list of validly nominated candidates in Form 4 with photograph of candidate and affix on notice board. Names shall be classified into three categories i.e.
 - a. Candidates of Recognized National/State Political Parties of the State concerned.
 - b. Candidates of registered unrecognized political parties.
 - c. Other (Independent) candidates.
 7. Don't include NOTA in Form-4 and in Form-7A.
 8. Don't accept the nomination paper of substitute candidate with one proposer, if the nomination paper of main candidate of party is accepted.
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WITHDRAWAL OF CANDIDATURE



DOs

1. Do give receipt for withdrawal submitted in Form 5 immediately.
2. Do verify the genuineness of a notice of withdrawal and identity of the person delivering it.
3. Do affix notice of valid withdrawal in Form - 6 on RO's notice board on every day of withdrawal of candidature.
4. Do prepare list in Form 7A (with photograph of candidates), immediately after 3.00 PM on the last date of withdrawal and after allotment of symbols
5. Do send the list for Lok Sabha election, to the Commission, in English for publishing in Gazette of India.
6. Do send immediately copies of the list (along-with English translation) to the Govt. Press, CEO and ECI.
7. Do ensure that names of candidates shall appear on ballot papers in same order as in Form 7A, however, without the headings of 3 categories on the ballot papers.
8. Do issue 3 copies of list of PSs, free of cost, to each contesting candidate.
9. Do give a notice to each contesting candidate inviting attention towards penal provisions of corrupt practices and electoral offences
10. Do declare result of uncontested election in Form 21 after affixation of list (Form-7A) on the notice board of RO
11. Do retain the papers/proceedings relating to nominations, scrutiny, and withdrawals, put together in a cover, with description



DON'Ts

1. Don't accept Form 5 if it is not duly signed by candidate and not delivered by (a) candidate in person, or (b) his proposer, or (c) his election agent, who has been authorised in this behalf in writing by the candidate.
2. Don't accept candidature withdrawal after 3:00 P.M. of the last date of withdrawal.
3. Don't forget to prepare list in Form - 7A, even in case of uncontested election
4. Don't forget to amend the list, if symbol order has been revised by order of ECI
5. Don't forget the following during publication of list in Form-7A
 - i. It shall be affixed on the notice board even in uncontested election.
 - ii. Copy shall be given to each contesting candidate.
 - iii. It shall be published in Official Gazette of State.
 - iv. It shall be displayed outside the PS through Presiding Officers on poll day.
 - v. The ballot papers will be printed as per Form 7A.
6. Don't forget to attest the Identity cards to contesting candidates with the seal of RO
7. Don't forget the following regarding supply of copy of electoral roll
 - i. Supply one copy of roll, free of cost to the candidate of every recognized political party.
 - ii. Supply within 3 days after last date of withdrawal.
 - ii. List of Classified Service Voters (CSVs) for the constituency should also be given along with roll.
8. Don't allow ministers, MPs/MLAs/MLCs/Mayor of Corporation/ Chairman of Municipality/Zila Parishad and others having security cover provided by State as election agent.
9. Don't allow a person who is disqualified for being member of Parliament or Legislative Assembly or for voting at an election as election agent.
10. Don't appoint a person disqualified for being chosen as, and for being a MP/MLA or voting at an election should to be appointed as an Additional Agent for Expenditure Matters

ALLOTMENT OF SYMBOLS



DOs

1. Do refer to latest notification containing the names of National/State recognized political parties with symbols reserved thereto, names of registered unrecognized political parties and list of free symbols approved by the Commission.
2. Do allot symbols only from and as per the list approved by the Commission.
3. Do allot the reserved symbol only to the candidate setup by that recognized party.
4. Do give preference to candidate of registered un-recognized party over independent, if same free symbol is chosen by both the candidates.
5. Do give preference to an elected member who has got previously elected on the same symbol, if same free symbol is chosen by more than one independent candidates.
6. Do allot Free Symbol as per 'The Election Symbols Order, 1968' and Common Symbols as per ECI's instructions



DON'Ts

1. Don't consider a candidate to be deemed to be set up by a political party:
 - i. If the candidate has not made a declaration in any of his nomination paper that he/she is set up by that Party.
 - ii. If Form B signed by authorized person has reached the RO later than 3:00 PM of the last date of nomination.
 - iii. If name and specimen signatures of such authorized person in Form A are communicated to the RO and CEO later than 3:00 PM of last date of nominations.
 - iv. If Forms A and B are not signed in original
2. Don't allot Common symbol for candidates' setup by unrecognized parties without permission of ECI.

POSTAL-BALLOT (PB) PAPERS


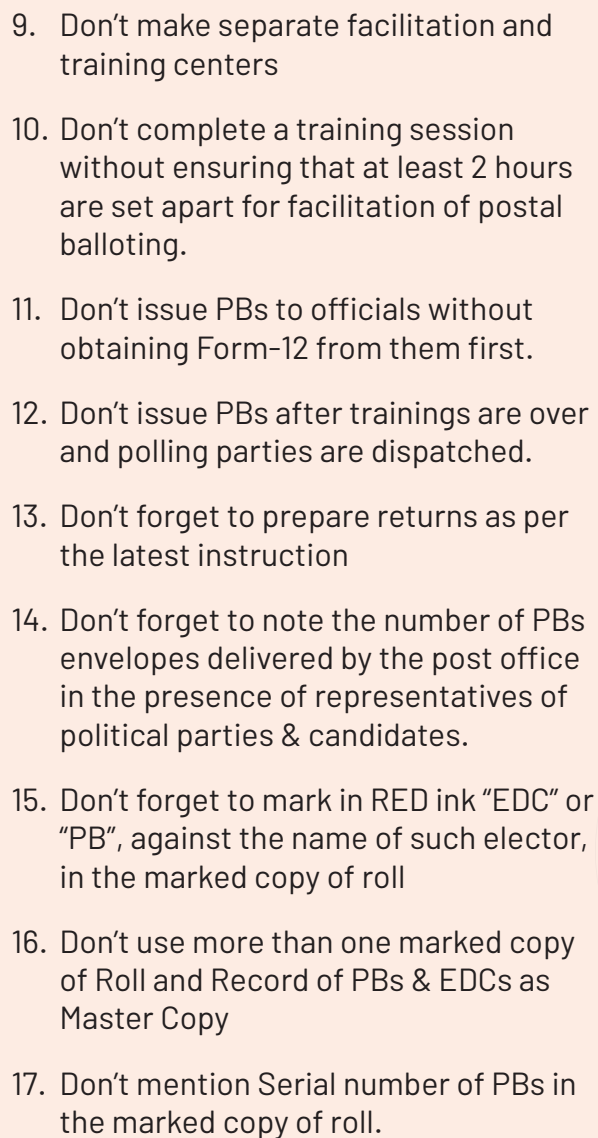
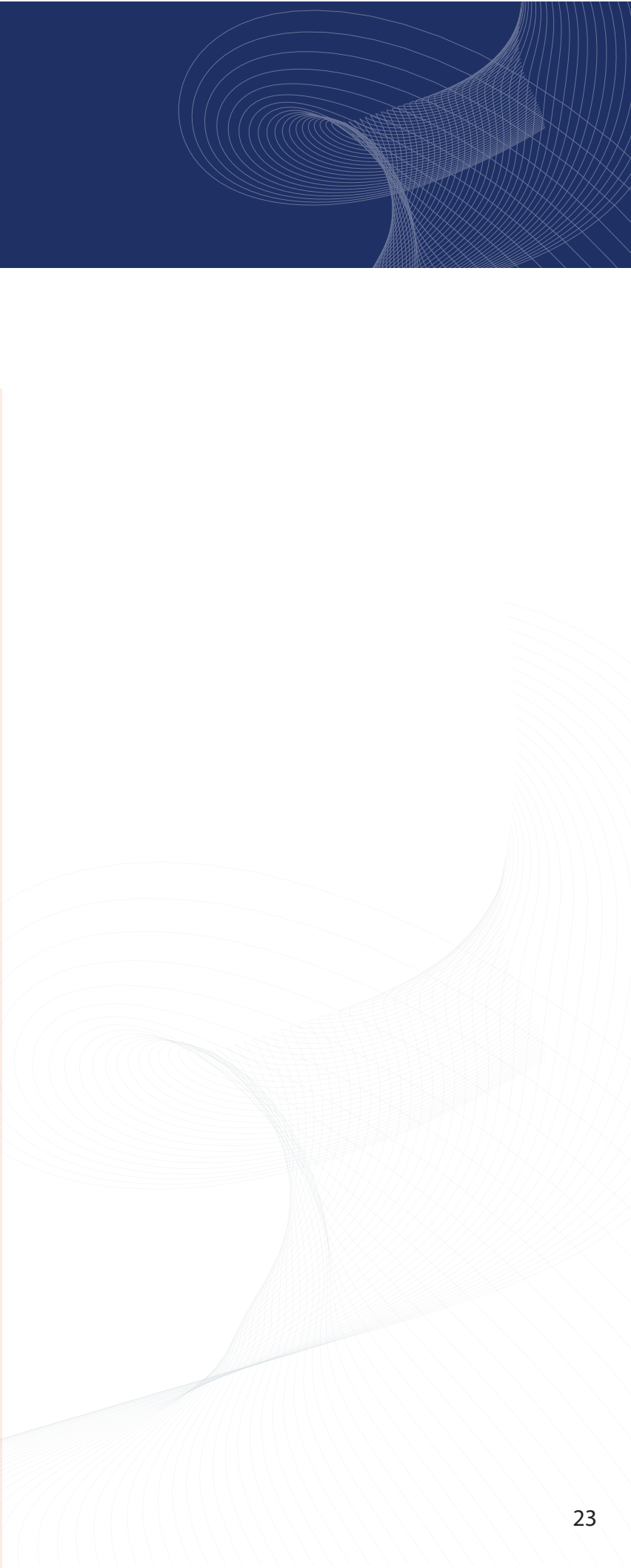
DOs

1. Do transmit the following documents electronically for ETPBs within 24 hours after withdrawal of candidature:
 - a. Postal Ballot Paper
 - b. Form 13-A (Declaration by Elector)
 - c. Label for Form 13-B- Cover A (Inner Envelope)
 - d. Label for Form 13-C-CoverB (Outer Envelope)
 - e. Form 13-D (Instructions for the Guidance of Elector)
2. Do stamp the PBs before issuing, with the facsimile signature on the reverse of PB in two places – one on the reverse side of the ballot paper and the other on the reverse side itself in such a way that part of it falls on the counterfoil portion and part on the ballot paper portion.
3. Do ensure that the PB envelopes, containing the following, are sent by registered post (if not delivered personally) to the electors concerned: -
 - a. A declaration in Form - 13A
 - b. A cover in Form 13B (containing postal ballot paper)
 - c. A cover addressed to the RO in Form 13C (without postage stamp)
 - d. Instructions for the guidance of the elector in Form 13-D. (Date and time of commencement of counting to be filled up).
4. Do send the envelopes within 72 hours after last date of withdrawal of candidature.
5. Do fix the time of delivery, for receiving back PBs by post, as 3 PM every day, at the office of the RO, except for the counting day, when the time for delivery will be 8 AM, at the counting centre for that AC.
6. Do prepare a database of all persons likely to be on election duty well in advance
7. Do impart training to all employees, including police personnel and drivers etc. for the purpose of facilitation of postal balloting.
8. Do set up Facilitation Centre for postal ballot at the Training Centers and facilitate the polling personnel and other staff to cast their postal ballots at the time of trainings/dispatch itself.
9. Do give EDC to polling personnel deployed on duty and PB to Police officials and officials other than polling personnel, if all Assembly Segments of a district fall within a Parliamentary Constituency.
10. Do keep in a sealed cover, with proper record, all un-issued PBs, after trainings are over and polling parties are dispatched. Thereafter PBs should not be issued.
11. Do inform all Recognized Political Parties in writing, the schedule of facilitation of postal balloting at Facilitation Centre. They shall be allowed to send their representatives to witness the facilitation process.



DON'Ts

12. Do ensure that the OIC of FC prepares a return in Format-2 every day, when facilitation of PBs is done and sends it to the RO daily till the facilitation is over.
 13. Do appoint a special messenger, not below the rank of Naib Tahsildar, for the purpose of bringing all PB envelopes of an AC to RO.
 14. Do ask the Postal Department to nominate one post office which will deliver PBs every day to the RO.
 15. Do keep all PBs received from the post office every day in a separate envelope for that day in the 'strong room for PBs', every day after the post has been received.
 16. Do open the strong room on the day of counting and bring all PBs and copies of the relevant pages of registers received from the FC to the table where the PBs will be counted.
 17. Do tally the number of PBs received from facilitation centers with the numbers mentioned in the copies of relevant pages of the registers received from the facilitation centres.
1. Don't have same Postal Ballots design for service voters and for other categories of electors entitled to vote by postal ballot.
 2. Don't print Postal Ballot Paper related to Service Elector. It will be generated and transmitted through ETPBS. (Postal Ballot Paper for categories other than Service Elector shall be printed at district level at private or government printing press).
 3. Don't print headings of categories in PBs. Names of candidates shall be arranged in the same order under 3 categories in which they appear in the list (Form 7A).
 4. Don't issue PB to service voters, who opted for proxy voting. Mark "CSV" against such voters in the last part of electoral roll.
 5. Don't send the PB, without ensuring that the name entered in the roll and the name of the person held under 'preventive detention' is identical and same.
 6. Don't issue Election Duty Certificate (EDC) on application in Form 12A without duty order
 7. Don't issue PB to EDC holders
 8. Don't restrict the database of all persons likely to be on election duty to employees of State Govt, but include all employees of Central Govt. and Central & State PSUs.

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9. Don't make separate facilitation and training centers
 10. Don't complete a training session without ensuring that at least 2 hours are set apart for facilitation of postal balloting.
 11. Don't issue PBs to officials without obtaining Form-12 from them first.
 12. Don't issue PBs after trainings are over and polling parties are dispatched.
 13. Don't forget to prepare returns as per the latest instruction
 14. Don't forget to note the number of PBs envelopes delivered by the post office in the presence of representatives of political parties & candidates.
 15. Don't forget to mark in RED ink "EDC" or "PB", against the name of such elector, in the marked copy of roll
 16. Don't use more than one marked copy of Roll and Record of PBs & EDCs as Master Copy
 17. Don't mention Serial number of PBs in the marked copy of roll.

POSTAL BALLOT FOR ABSENTEE VOTERS

A) IN CASE OF ABSENTEE VOTERS ON ESSENTIAL SERVICE (AVES)



DOs

1. Do ensure the BLO to visit the houses of voters eligible for voting in absentee voter categories and deliver Form-12 D to them and obtain acknowledgements from them.
2. Do ensure that application made by Absentee Voter in Form-12D seeking postal ballot facility is collected and deposited by the BLOs with the RO during the period from date of announcement of election to within five days following the date of notification of the election concerned.
3. Do draw up a list of all AVES on receipt of application in Form-12D as per format
4. Do verify and ensure that the electoral roll particulars of the applicants for postal ballot mentioned in Form-12D match with the particulars in the electoral roll and they are registered as elector.
5. Do ensure that after finalization of list of Absentee Voters voting through postal ballot paper, the entry 'PB' is entered in the marked copy of the electoral roll against the names of such electors.
6. Do assign one ARO to handle all work related to postal ballot voting by Absentee Voters.
7. Do identify a suitable venue and room to be used as the place for issuing of postal ballot paper to Absentee Voters and for facilitating their voting and thereafter for collection of the postal ballot paper, in the constituencies where there are Absentee Voters found eligible for postal ballot facility
8. Do identify a suitable location to be the Postal Voting Centre (PVC) for the absentee voters.
9. Do ensure that all the persons who have applied for postal ballot paper in AVES category are duly intimated about the following:
 - a. The full address of the Postal Voting Centre venue where postal ballot voting is to be arranged
 - b. Dates on which the postal ballot voting facility will remain open
 - c. The hours fixed for postal ballot voting.
 - d. Do give prior intimation to the contesting candidates in the constituency to appoint agents for watching the proceedings in the PVC, if they desire so, by applying through Form-10
 - e. Do ensure that the counterfoil of the list of AVES, with a tick mark against the name of the elector who has voted has been sent by the PVC along with envelopes containing polled postal ballots.



DON'Ts

1. Don't forget to give adequate publicity to the facility being provided to Absentee Voter categories of electors.
2. Don't forget to ensure that all the electors whose particulars with reference to the electoral roll have been found to be correct are issued postal ballot paper as per ECI instructions
3. Don't forget to ensure that the postal ballot paper for Absentee Voters is of the same form and language as the postal ballot paper for the voters on election duty.
4. Don't forget to ensure that the venue of the PVC is within the territory of the Constituency, and should be located, as far as possible, towards the central part of the constituency area so that the travelling distance for the voters to get to the PVC is not unduly long.
5. Don't forget to intimate the AVES through SMS on the mobile phone number wherever the same has been mentioned in the application in Form-12D. In other cases, the intimation may be given by post and/or through the BLO.
6. Don't forget to disseminate this information regarding PVC venue and timing through the Nodal Officer of the organization concerned and advertisements in local newspapers

and also through the website of the District Election Officer.

7. Don't forget to explain that the absentee voters who have applied for postal ballot voting may come for casting vote on any of the three days during the hours fixed for the purpose and that they should produce their service identity card.
8. Don't forget to explain that those who have been approved for voting through this facility can only vote at such PVCs and not in any other manner.

B) IN CASE OF ABSENTEE VOTERS OF SENIOR CITIZEN CATEGORY (AVSC), ABSENTEE VOTERS BELONGING TO PWD CATEGORY (AVPD) AND ABSENTEE VOTERS BELONGING TO COVID-19 CATEGORY (AVCO)



DOs

1. Do follow the procedure/guidelines laid down by the Commission for facilitating voting through postal ballot by AVSC, AVPD and AVCO
2. Do make arrangement to deliver Postal Ballot and to get the same collected back from the AVCO before the date fixed for poll in the Constituency, in coordination with the Nodal Officer for COVID-19, designated.
3. Do ensure that application for postal ballot paper from AVCO electors (Form 12D) is accompanied by copy of certificate/ instructions from competent health authorities which show that the applicant is hospitalized in the State or is in quarantine within the State (Home or Institutional) on account of COVID-19.
4. Do verify and ensure that the applicants for postal ballots are registered as elector and their electoral particulars given in Form 12-D are correct with reference to the existing electoral roll.
5. Do indicate entry 'PB' in the marked copy of the electoral roll against the names of such electors, to show that a postal ballot paper has been issued to them, without however recording therein the sl. no. of the ballot papers issued to them.
6. Do ensure that the Absentee Voter who has been issued postal ballot is not allowed to vote at a polling station.
7. Do divide the list of AVSCs, AVPDs and AVCOs for distribution among the different teams of Polling Officials in such manner that each team gets a list of persons in geographically compact area.
8. Do ensure that visits by teams of poll officers to the address of AVSC, AVPD and AVCO electors should be planned in such a way that the same is completed one day prior to the date fixed for poll in the constituency.
9. Do ensure that the ARO sends the envelopes in Form-12C containing postal ballot paper etc. and the counterfoils of ballot papers containing the signature/thumb impression of electors and other particulars, to the RO, at the end of each day of visit by poll officers to the address of AVSC/AVPD/AVCO electors,



DON'Ts

1. Don't forget to ensure that application made by Absentee Voter in Form-12D seeking postal ballot facility reaches the RO during the period from date of announcement of election to five days following the date of notification of the election concerned.
2. Don't forget to provide postal ballot to an elector, only if satisfied about the genuineness of his application, if he is hospitalized on account of COVID-19 in a hospital within the State or is in Home/Institutional Quarantine on account of COVID-19 and hence not be in a position to cast vote personally.
3. Don't forget to draw a list, after receipt of application in Form-12D, of all Absentee Voters in the 3 categories, AVSC, AVPD and AVCO, whose applications have been received in time and are in order.
4. Don't forget to check in of AVCO that the certificate of competent authority, duly appointed by the State Government / UT administration that the elector is under home quarantine or institutional quarantine due to COVID-19.
5. Don't forget to appoint separate teams of poll officers, comprising two officials for briefing of electors and collection of marked ballot papers
6. Don't forget to provide Police Security cover to the poll officers for their visits with arrangement for videography of the proceedings at the address of AVSC / AVPD / AVCO
7. Don't forget to provide appropriate protection equipment including PPE kit for the poll officers deputed to AVCO electors, in consultation with the Nodal Health Officer for AVCOs.
8. Don't forget to ensure daily storage of polled ballots as per ECI protocol.

BALLOT PAPERS FOR EVMs



DOs

1. Do arrange the names of candidates in same order as they appear in list of contesting candidates (Form 7A) under 3 categories.
2. Do print 10% more than the number of Ballot Papers required to meet the contingencies, like mutilation at the time of fixing the BPs in the B.U., defective BPs etc.
3. Do ensure that the Ballot papers have consecutive serial numbers.
4. Do ensure exact alignment between Ballot Paper and BU. For this purpose, a BU should be kept in the press.
5. Do ensure that ballot papers have been printed on white color paper in case of parliamentary elections and on pink color paper in case of assembly election.
6. Do send two undistributed ballot papers, duly cancelled with words "Cancelled for the record in Election Commission" and one ballot paper duly cancelled with the words "Cancelled for the record of Chief Electoral Officer", written on the back of ballot paper, under the signature of the RO, to the CEO.
7. Do ensure that tendered ballot papers are in same design and form as the ballot papers to be used in balloting unit of EVM.



DON'Ts

1. Don't print headings of categories in ballot papers.
2. Don't keep more than 20 ballot papers per Polling Station for tendered ballot papers.
3. Don't forget to verify that the names, photograph and symbols have been printed properly on the Ballot Paper correctly and in correct order.
4. Don't let any discrepancy happen in the numbers of ballot papers dispatched by the press and received by RO.
5. Don't keep any surplus ballot papers after completion of the election. It should be disposed of in the manner prescribed in the latest edition of the RO Handbook.
6. Don't forget to stamp the words "Tendered ballot paper" on the back of ballot paper to be used as tendered ballot paper.

GENERAL ARRANGEMENTS FOR POLL

DOs

1. Do provide the requisite information to DEO in time to prepare the District Election Plan comprising district profile, elector information, polling stations' details, polling personnel assessment, communication plan and movement plan
2. Do list all contact numbers and details related to election officials and polling stations and upload on DEO/CEO website along with polling station-wise vulnerability/ criticality status.
3. Do ensure that sectors for sectors officers and police sector officers are co-terminus and Sector Officers/Zonal Magistrates and police mobile are in the same area.
4. Do create/update users' profile in the ECI applications.
5. Do ensure that all local applications used during elections are to be security audited by CERT-In empaneled auditors, hosted under nic.in/ gov. in domain and SSL certificate installed.
6. Do ensure that all computer systems and applications used in the election process are updated with latest security patches and only licensed version of the software is used.
7. Do use the single window system, SUVIDHA to grant permission to political parties and candidates for usage of non-commercial/remote/un-controlled airports/ helipads; organizing public meetings/ rallies/ processions, use of loudspeaker, use of vehicles for electioneering.
8. Do deploy Booth Level Awareness Groups (BAGs), electoral literacy clubs for ethical voting campaign
9. Do send proposal to the Law department through CEO for vesting powers of special executive Magistrates under the relevant provisions of Cr.PC
10. Do issue requisition orders regarding Polling Station, Counting Centre, Training Halls, Dispatch Centre, Receipt Centers and other building meant for Polling Station welfare.



DON'Ts

1. Don't keep sectors (cluster of PSs) on different roads. One sector should fall on one common road.
2. Don't forget to map the different public spaces available for usage of non-commercial/remote/un-controlled airports/ helipads; organizing public meetings/ rallies/ processions on SUVIDHA app before announcement of elections.
3. Don't forget to report all suspicious activities/events related to cyber security to Cyber Security Nodal Officer at CEO office.
4. Don't fail to provide the following facilities for the Observers:
 - a. Boarding, lodging, transport and security (to be arranged by DEO)
 - b. Stationary, wireless communication, guide and secretarial assistance.
 - c. Reimbursement of contingency expenditure, if any, incurred by observer
 - d. Priority-based and confidentiality-assured usage of Fax machine of district administration
 - e. One telephone line at the place of housing
 - f. STD telephone with fax facility at counting centers.
 - g. Constituency maps, list of PSs, table of contents of electoral rolls, telephone numbers, booklet containing plan of election and counting of votes.
 - h. Proper transport from nearest railway station/airport to constituency.
 - i. Food arrangements
 - j. Video camera and a videographer
5. Don't forget to publicize the place of stay, phone number and dates of visits of Observer
6. Don't forget to keep ready sufficient teams and infrastructure, good internet connectivity for sending various reports and statistical information to CEO.

LAW AND ORDER–PREVENTIVE ACTIONS FOR PEACEFUL, FREE AND FAIR ELECTIONS



DOs

1. Do undertake special drive to compile the list of persons who are reported to have indulged in the offences under SC & ST (Prevention of Atrocities) Act, 1989 during the election period.
2. Do ensure that police patrolling parties track vulnerable locations and are keeping the Control Room informed
3. Do provide list of vulnerable locations to CAPF.
4. Do initiate action against persons violating election laws by filing complaints before competent court in case of non- cognizable offences and by getting FIR registered in case of cognizable offences.
5. Do set up three tier security cordoning system in Counting Centers.
6. Do deploy the forces at the PSs based on order of sensitivity, with CAPF followed by SAP followed by DAP.
7. Do inform candidates to prepare Candidates' "Worry List" when candidates are finalized and observers have arrived
8. Do designate a specific officer at Thana level for tracking the individual trouble mongers.
9. Do brief the Presiding Officer about the vulnerable locations. In the electoral roll, the Section within the part should also be marked for proper monitoring.
10. Do ensure that in case SO finds that some section of voters is conspicuously absent then he should inform the RO about this immediately so as to send a special squad to ascertain that there is no hindrance.
11. Do ensure that at the end of poll, SO submits special report to RO that voters from vulnerable habitats were able to vote or not.



DON'Ts

1. Don't allow any illicit liquor making factories. Unearth and seize all illicit liquor making factories.
2. Don't allow any illegal arms. Undertake search & seizure of illegal arms and places of indigenous manufacturer of arms & ammunitions.
3. Don't allow carrying of licensed arms, including display of arms in support of a candidate
4. Don't break section of CAPF without certification from SP
5. Don't deviate from the district deployment plan without express prior approval of Observer.
6. Don't deploy any force (other than State Police and CAPF) i.e. Home Guards etc. without prior permission of ECI.
7. Don't provide security cover to contesting candidates without assessment of threat
8. Don't forget to provide adequate security cover to Observers and Assistant Election Observers
9. Don't keep CAPF as strike reserve or to look after law and order, but put them on active duty.
10. Don't assign any other duty to CAPF apart from guarding PSs, poll material, poll personnel and the poll process, for the poll day
11. Don't forget to finalize the list of critical Polling Stations as per criteria of ECI and inform Observers.

MODEL CODE OF CONDUCT



DOs

1. Do conduct regular meetings with political parties, candidates and their representatives along with government officials to explain in detail the provisions of MCC and the penal consequences in cases of violation of different provisions.
2. Do allow the release of payments for completed work(s), subject to the full satisfaction of the concerned officials.
3. Do allow schemes like providing relief to people suffering from drought, floods, only with prior approval of Commission.
4. Do permit implementation of transfer orders, issued prior to the date of announcement, but not implemented till the announcement, only with specific permission from ECI
5. Do permit recruitments through non-statutory bodies only with prior clearance of the Commission
6. Do permit use of loudspeakers on vehicles or for meetings only from 6.00 AM to 10:00 PM
7. Do allow loudspeaker on vehicles, only with permit issued by Govt. authority, indicating registration Number/identification Number of vehicles.
8. Do make arrangement for videography


of critical events during election campaign, day of poll, counting etc

9. Do view the video films immediately and undertake corrective actions. In cases of serious infringement of MCC & seizure of money etc. copy of video tape accompanied by a brief note must be sent to ECI.




DON'Ts

1. Don't allow any announcement of new projects or programmes or concessions or financial grants in any form or promises thereof or laying of foundation stones, etc. These restrictions apply equally to new schemes and also ongoing schemes.
2. Don't allow any announcement/inauguration, even if a budget provision has been made or the scheme has been sanctioned earlier or a reference to the scheme was made in the address of the Governor/ budget speech
3. Don't permit fresh sanctions for governmental schemes
4. Don't allow review by political executives and processing of beneficiary-oriented schemes, even if they are on-going.

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5. Don't allow fresh release of funds for welfare schemes and works, award contract for works, without prior permission of the Commission. This includes works under the MP/MLA Local Area Development Fund.
 6. Don't allow transfer of any officer/official connected with election work or likely to be deputed for election work, subsequent to announcement of election programme
 7. Don't allow officers connected directly with elections to continue in the present district (Revenue District) of posting if She/he is posted in Her/his home district or if She/he has completed 3 years in that district during last 4 years.
 8. Don't permit Government servant to act as election agent, polling agent or counting agent.
 9. Don't permit Government servant to be present in public meeting during election campaign, except for those officers engaged in law & order and security arrangements.
 10. Don't allow use of official vehicles such as helicopters, aircraft (except PM), cars, jeeps, etc, for campaigning
 11. Don't permit combining official visits and political activities/electioneering by Ministers
 12. Don't allow any Minister to undertake an official visit to a place where MCC is in force.

13. Don't allow Election related officers to be summoned by Minister.
14. Don't permit use of beacons by minister, whether on a private or official visit, on pilot car(s) or car(s) even if he has been granted security cover. This is applicable whether vehicle is government owned or private owned.
15. Don't allow official staff of Minister to accompany the minister during electioneering. But one member of non-gazetted personal staff of the Chief Minister/Union Cabinet Ministers of States or Union Territories may be allowed to accompany him on personal/private tour.
16. Don't permit political functionaries of other states (other than Z+ and SPG protectees for whom approved guidelines exist) to come with private security vehicles or security guards. They will be permitted to come with their PSOs as per X, Y and Z category entitlement.
17. Don't release any vehicles, found involved in mischief or criminal activities like carrying of illegal arms, illicit liquor, and anti-social elements, till elections are over.
18. Don't allow convoys of more than 10 vehicles (excluding security vehicles in view of security gradation) from the date of announcement of Election till completion of election

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19. Don't permit State Road Transport Corporation Buses and Buses owned by Municipal Corporation etc. and other Government owned vehicles to be used for display of political advertisements during period of MCC.
 20. Don't permit sale/ distribution of liquor on polling day and period of 48 hours ending with close of poll. Don't forget to declare Dry day.
 21. Don't allow use of religious institutions or funds of religious institutions for the promotion or propagation of any political idea or political activity or for benefit of any political party
 22. Don't permit bulk SMSs of political nature during the period of 48 hours ending with the hours fixed for conclusion of poll.
 23. Don't permit public rally if the candidate does not produce his accounts for inspection.
 24. Don't permit any persons, other than political party or a candidate to give advertisement on TV Channel, Cable Network or Radio against a candidate or a party
 25. Don't telecast films (other than commercial advertisement) involving film actors who are contesting elections on Doordarshan during MCC period
 26. Don't allow any political functionary, who is not a voter, to remain in the constituency, after the campaign

- period is over. However, don't ask the elected MP or elected MLA of poll going PC/AC to leave their Constituency, but don't allow them to carry out any campaign in the Constituency.
27. Don't allow any advertisements, at the cost of the public exchequer, regarding achievements of the party/Government in power.
28. Don't allow any Minister to enter any PS or the place of counting, unless he or she is a candidate or as a voter only for voting.
29. Don't permit criticism of any aspect of the private life of the leaders or workers of other parties, not connected with the public activities,
30. Don't allow demonstrations or picketing before the houses of individuals by way of protesting against their opinion or activities
31. Don't allow procession along places at which another party is holding meetings.
32. Don't allow processionists to carry any articles, which are capable of being misused as missiles or weapons.
33. Don't allow appointment of any person having official security or private security guards for himself, as an election agent or polling agent or counting agent.

MONITORING OF ELECTION EXPENDITURE AND ACCOUNTS OF CANDIDATES

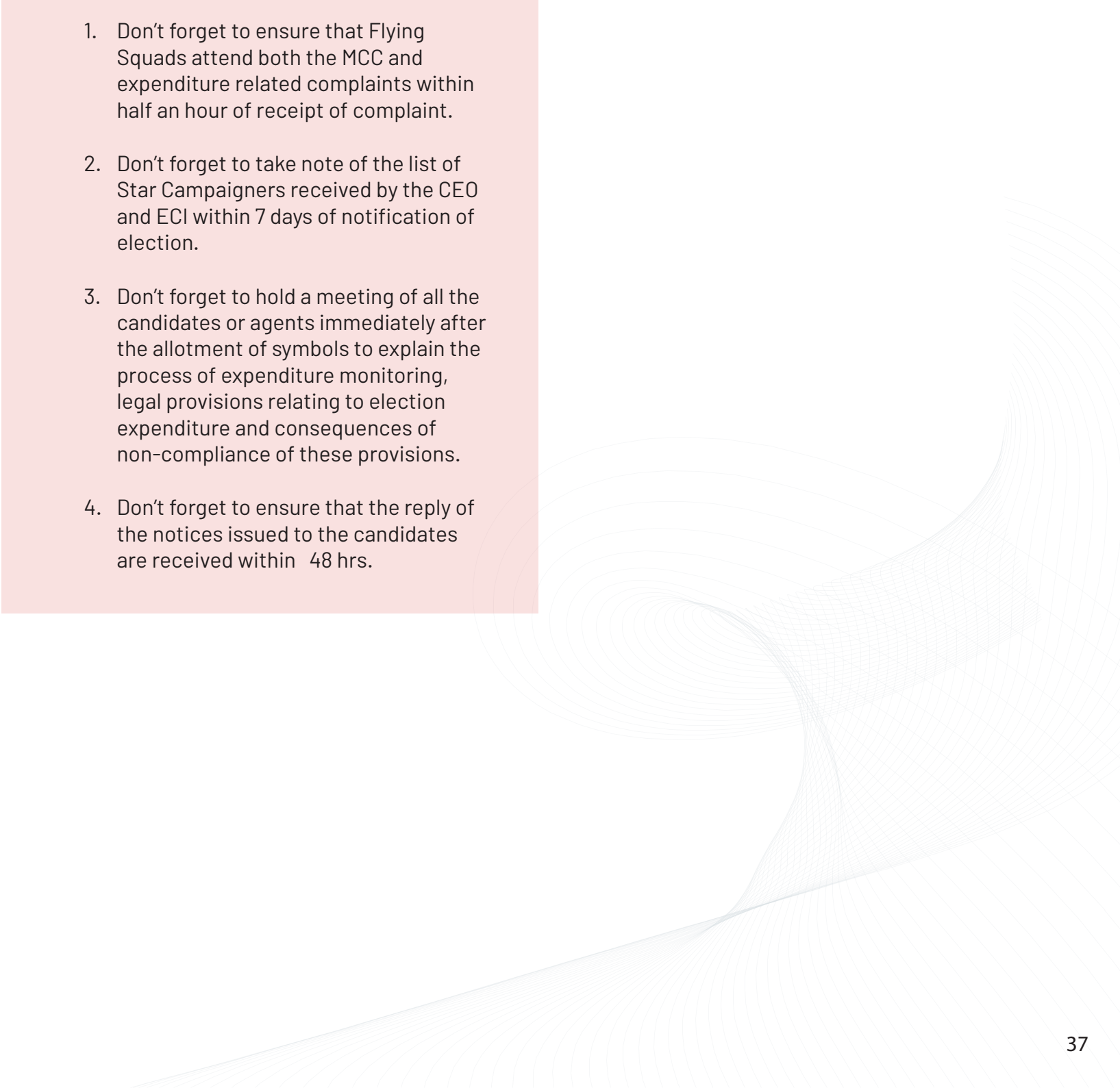


DOs

1. Do identify Expenditure Sensitive Constituencies (ESC)/ Expenditure Sensitive Pockets (ESPs) in the Constituency and report to Commission.
2. Do utilize the identified Master Trainers of State Police and State Excise Department of the district for Expenditure Monitoring Team.
3. Do identify officers who will be notified as Executive Magistrate for the Flying Squad (FS)/ Static Surveillance Team (SST)
4. Do fit GPS in all FS/SST vehicles or use mobile GPS tracking.
5. Do observe the expenses incurred by the political parties from the date of announcement of election till completion of election and report to CEO party wise, after declaration of result.
6. Do scan the affidavit of assets and liabilities submitted by the candidates and upload on to the CEO's website within 24 hours of its receipt.
7. Do notify dates for inspection of accounts by the Expenditure Observer at least 3 times during the campaign period and issue notices to the defaulting candidates as directed by the Expenditure Observer.
8. Do supervise complaint monitoring system and ensure that every complaint is enquired within 24 hours of its receipt.
9. Do issue notice to the candidate, preferably within 24 hrs. of the date of receipt of information about suppression/omission of the expenditure incurred by the candidate or if the candidate has not produced his account of election expenses for inspection on scheduled date or if the expenses incurred in election campaign are not correctly shown by the candidate.



DON'Ts

1. Don't forget to ensure that Flying Squads attend both the MCC and expenditure related complaints within half an hour of receipt of complaint.
 2. Don't forget to take note of the list of Star Campaigners received by the CEO and ECI within 7 days of notification of election.
 3. Don't forget to hold a meeting of all the candidates or agents immediately after the allotment of symbols to explain the process of expenditure monitoring, legal provisions relating to election expenditure and consequences of non-compliance of these provisions.
 4. Don't forget to ensure that the reply of the notices issued to the candidates are received within 48 hrs.
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DISPATCH ARRANGEMENTS OF POLLING PARTIES

DOs

1. Do ensure proper counter wise arrangements for handing out election material to the polling parties at Dispatch Centre.
2. Do ensure prominent display of polling station wise allocation of polling parties to prevent chaos.
3. Do ensure provision of PA systems at the Dispatch Centre
4. Do ensure that vehicles for dispatch are clearly displaying their routes, list of polling stations covered by that vehicle.
5. Do ensure proper deployment and briefing of staff for distribution of material to the polling parties.
6. Do ensure display of proper signages at Dispatch Centre for guidance of polling parties
7. Do ensure timely dispatch of polling parties to the polling stations as per the scheduled movement plan.
8. Do ensure proper arrangements for parking of vehicles nearby the Dispatch Centre so that the polling parties have to walk minimum distance to board them.
9. Do personally check all arrangements at Dispatch Centre are in place at least one day before the dispatch.

10. Do check attendance of polling parties and zonal magistrates, sector officers and micro-observers.
11. Do provide replacement of absentee and unfit polling personnel from reserved list.
12. Do arrange for all basic amenities for polling personnel, including first aid/other medical facilities, drinking water, toilets, food, lighting arrangements etc..
13. Do give Absentee, Shifted and Dead (ASD) list of voters to polling parties.

DON'Ts

1. Don't forget to ensure that non-CAPF force, deployed at PS, accompany the parties, at the time of their movement.
2. Don't forget to include additional list of EPICs in dispatch material.
3. Don't forget to obtain 'OK report' of all polling parties reaching their PSs.

POLL DAY ARRANGEMENTS





DOs

1. Do make arrangement for mobile phones deposit facility with the Help Desk/ Voter Assistance Booths (VAB) near the entry point of PS Location
2. Do ensure placement of camera used for webcasting such that a broad view of main aspects of poll proceedings are clearly captured and transmitted
3. Do ensure grant of paid holiday to the employees in all establishments on the day of poll under Section 135 B of RP Act 1951.
4. Do track the conduct of mock poll and ascertain the mock poll status within 30 minutes.
5. Do track the 2 hourly voter turnout and send reports to the DEO
6. Do make arrangements for viewing of webcasting provided at polling stations and taking remedial action to prevent any mis happening.
7. Do send three comprehensive reports on poll day; first up to 13:00 hrs, second by 19:00 hrs. and third by 07:00 hrs. on next day in the prescribed formats to the Commission with a copy to CEO.
8. Do send recommendation for fresh poll/completion of adjourned poll in prescribed formats
9. Do state specifically the result of Form 17A scrutiny while sending report for re-poll



DON'Ts

1. Don't allow more than 5 persons in a vehicle including drivers
2. Don't allow more than one vehicle for candidate, one vehicle for election agent and one vehicle for candidate's workers/party workers.
3. Don't allow private vehicles used by owners for themselves/ family members for going to polling booth to vote, within a radius of 200 meter of PS.
4. Don't allow canvassing within PS or any public or private place within a distance of 100 meters of a PS arrangement.
5. Don't allow cellular phones, cordless phone, wireless sets etc., not to be allowed, except officers on duty in the 100 meters of a PS.
6. Don't permit use of loudspeakers, mega phones etc and disorderly conduct within 100 meters of a PS.
7. Don't allow candidates' election booths to be set up inside 200 mtrs of PS.
8. Don't allow any arrangements other than one table with two chairs and an umbrella or a small tent measuring 10 ft. x 10 ft. for candidates' election booths.
9. Don't allow CAPF personnel inside the PS, but ensure that he is deployed at the entrance

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10. Don't allow any security personnel attached to any person, except in case of person covered under Z Plus/SPG security. Only security personnel of the Z plus/SPG security, in plain cloths and with concealed weapon, can be allowed.
 11. Don't allow media person to capture photograph of the balloting process in any manner that will reveal the secrecy of ballot.
 12. Don't allow Observers, Micro Observers to keep their mobile/cellular phones in ring mode inside the P.S.
 13. Don't adjourn the poll, in case of death of candidate, set up by a State party recognized in other state, even if that party has been granted concession under para 10 of Symbol Order to use its symbol.

RECEIPT ARRANGEMENTS



DOs

1. Do ensure proper counter wise arrangements for collection of election material from the polling parties at the Receipt Centre.
2. Do ensure provision of PA systems at the Receipt Centre
3. Do ensure proper deployment and briefing of staff for collection of different material from the polling parties.
4. Do ensure display of proper signages at Receipt Centre for guidance of polling parties
5. Do ensure proper arrangements for parking of vehicles nearby the Receipt Centre so that the polling parties have to walk minimum distance
6. Do ensure timely collection of materials from the polling parties and avoid delays.
7. Do personally check all arrangements at Receipt Centre are in place at least one day before the dispatch.
8. Do conduct scrutiny of PO diaries, 17-A, MO reports, Video reports, still photography, visitors' sheets, ZM reports, Pr. O reports etc., along with the Observer, in the presence of candidates/agents for such categories of polling stations as described in ECI's instructions dt. 08.02.2012.

9. Do adjourn the poll if polling fails to start for two hours.
10. Do keep duplicate copy of the account of votes recorded and the paper seal account under safe custody, along with the Presiding Officer's Diary and other records like register of voters (17A), reports of Sector/ Zonal magistrates and additional inputs provided by the Presiding Officer



DON'Ts


1. Don't forget to form separate polling party for the re-poll.

COUNTING OF VOTES AND DECLARATION OF RESULT



DOs

1. Do give notice about time, date and place of counting to each candidate or his election agent in the prescribed form
2. Do ensure that Counting Centre and Receipt Centers are same.
3. Do ensure that strong rooms and Counting Centers are within same campus.
4. Do ensure that each Counting Centre and each hall within a Counting Centre has a distinct number
5. Do install telephone for Observers 15 days ahead of counting and communicate it to ECI.
6. Do provide separate one or more telephone lines with STD and fax for RO/DEO to keep in touch with CEO and ECI.
7. Do prepare a counting plan during pre-allotment of PSs.
8. Do ensure that counting halls are ready at least 3 clear days before counting; and send a report in this regard to CEO
9. Do set up a three-tier security cordoning system to prevent unauthorized entry inside the Counting Centers.
10. Do issue appointment letters to the officials, assigning them allotted ACs, after the second stage of randomization
11. Do ensure proper training of counting staff on counting procedures including checking of result from EVM, recording in Form 17 c, obtaining signatures of counting agents etc.
12. Do conduct randomization (3rd Stage) of tables in counting hall allotted to counting supervisors/assistant/MOs in presence of Observers at 5.00 AM on the day of counting.
13. Do allow only that mobile phone of the RO/ ARO/ Counting Supervisor (s), linked to ETPBS, to be used to receive 'OTP' to log into ETPBS to start counting thereof, to be brought inside the counting hall
14. Do switch on the mobile handset only to receive 'OTP' and switch off once the system is logged on to ETPBS
15. Do keep the Mobile handset used for ETPBS counting in the custody of ARO/ RO/ Observer, whosoever is the senior most officer in the Counting Hall, in switch off mode till the counting is over.
16. Do conduct mandatory verification of VVPAT Paper Slips of five randomly selected polling stations in each AC/Assembly segment.

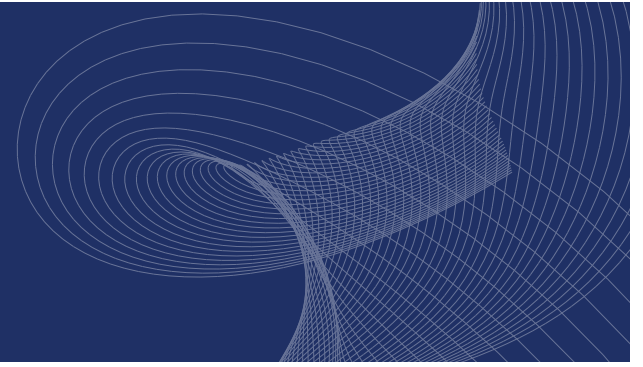
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17. Do personally verify carefully all PBs rejected as invalid to satisfy that decision to reject PBs was correct, in cases where margin of victory is less than the no. of PBs rejected as invalid at the time of counting
 18. Do declare the result after completing final result sheet in Form 20 and receiving approval of the Observer. The result shall also be updated on the application stipulated by ECI.
 19. Do apply RO's seal and secret seal of the Commission on the Control Units and packets of election papers specified under rule 93(1), immediately after counting is over
 20. Do return the secret seal to ECI, within 24 hours of counting of votes, by registered insured post.
 21. Do send the duly signed forms (20, 21C and 21E) immediately to ECI through the CEO
 22. Do send the duly signed Form 21C to the Union Ministry of Law & Justice (Legislative Department), and Secretary General of the Lok Sabha, in case of Lok Sabha election; and to State Government/UT and to the Secretary of the Legislative Assembly of the State/UT in case of election to State/UT Legislative Assembly
 23. Do ensure the following while preparing the Form-21C:

- a. Name of constituency as per Delimitation Order,
 - b. Name and address of candidates as per 7A.
 - c. Name of Party as per latest notification of ECI.
 - d. Form-21C should be ink-signed with seal of RO along with certificate that the above have been adhered to.
24. After counting, VVPAT slips to be taken out and preserved as per extant guidelines so that VVPAT is free to be used thereafter.
 25. Do ensure to obtain the list of counting agents in form-18 in duplicate from the candidates by 1700 hrs on the day three days prior to the date fixed for counting of votes. Don't accept any application on plain paper and without photograph.



DON'Ts

1. Don't finalize Counting Centers/ halls, Counting Plans, number of counting tables etc., without approval of ECI through DEO and CEO, in prescribed format immediately after last date of withdrawal of nominations.
2. Don't forget to have only one Assembly segment in one hall.
3. Don't forget to give drawings of Counting Centre to Observer.
4. Don't forget to post a Magistrate at entrance to control crowd and regulate the entry.
5. Don't locate the Media room near the counting hall but at some distance from counting hall
6. Don't issue media passes counting hall wise but for Counting Centre
7. Don't allow static camera or video inside counting hall except official videographer.
8. Don't appoint any person who is affiliated with any candidate or party as counting staff /supervisor
9. Don't appoint staff of local bodies as counting staff /supervisor
10. Don't allow Ministers/ MPs/ MLAs/ MLCs/ Mayor/ Municipal Chairman/ Zila Pramukh/Pradhan as Election Agent or counting agent
11. Don't forget double verification of round wise statement by RO and Observer,
12. Don't start next round without finishing previous round at all tables.
13. Don't declare result after counting, before fully reconciling data and checking thoroughly
14. Don't declare the result without receiving the authorization from the observer in the prescribed format-
15. Don't forget the following while Counting of votes received by post-make sub-bullets of related points.:
 - a. Don't start EVM Counting first. Start first with the PBs. After a gap of 30 minutes the EVM counting can also start.
 - b. Don't wait for completion of PB counting before completion of last round of counting of EVMs
 - c. Don't have single table/arrangement. Provide separate tables and separate arrangements including AROs for counting of PBs
 - d. Don't open covers in Form 13C received after hour fixed for commencement. They may be rejected and be kept separately into a larger cover and sealed.



- e. Don't reject a Postal Ballot merely on the ground that the attesting officer has not put his seal on Form-13A, if the attesting officer has given all relevant details with regard to his name and designation
 - f. Don't reject a Postal Ballot on the ground that the elector has not put his signature on Cover-B, if the identity of the elector is identifiable on the basis of Form- 13A
16. Don't allow more than 4 persons to accompany the candidate when he comes for receiving certificate of election,
 17. Don't dispose election record where election petition is pending
 18. Don't clear EVM but keep it intact where election petition is pending

SENDING VARIOUS STATISTICAL INFORMATION AND REPORTS TO THE CEO

DOs

1. Do send two copies of report in Format to Commission through CEO one copy for CEO also.
2. Do ensure in advance that required information from Presiding Officers is available and mentioned in P.O. diaries.
3. Do send other information related to nomination, Polling Personnel, Counting Centre, Poll Day, Counting day, etc.

DON'Ts

1. Don't forget to observe the following precautions while filling Index Cards
 - a. Name of the candidate must be exactly as it appears in Form 7A.
 - b. Political Party's name must be written in full, and not in abbreviation.
 - c. RO's seal and sign must be there in original and ink [No Photocopy etc].
 - d. Hard copy Index card tallies with soft copy Index card in Encore portal
2. Don't forget to send it through CEO to the Commission within 15 days of poll.



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