

For Official use only

ELECTION COMMISSION OF INDIA

**MODEL CHECK LIST
FOR
PRESIDING OFFICERS**

2009

Nirvachan Sadan, Ashoka Road, New Delhi-110 001

**Model Check list for Presiding Officers in connection with
Conduct of Elections for House of People/Legislative Assembly**

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PRESIDING OFFICERS

1. On appointment

- 1.1 On receipt of call letter for election duty you ensure your presence in the training classes on the dates fixed by DEO/RO.
- 1.2 Read the following pamphlets & booklets very carefully.
 - (a) Handbook for Presiding Officers;
 - (b) Manual of Electronic Voting Machine;
 - (c) Letter of the Returning Officer to Presiding Officers giving important instructions.
- 1.3 Ensure enrolment in Electoral Roll of AC concern.
- 1.4 Become fully familiar with the operation of the voting machine. Hands on training is must.
- 1.5 On receiving the appointment letter which will be issued by the DEO after formation of polling party, familiarization with the other members of the polling parties and maintenance the close relation with them. Ensure replacement for absent polling party member from reserve.
- 1.6 Read carefully the different forms statutory and non statutory as given in the PRO Hand Book.
- 1.7 Take the training attentively there should be no confusion about the functions, forms and envelops. If any doubt get clarified from RO/ARO.
- 1.8 Apply for postal ballot paper/EDC at appropriate time.
- 1.9 Deposition of postal ballot in to "drop box" at facilitating centers at the time of training.
- 1.10 Careful examination of appointment order for checking name of assembly constituency, name and number of polling station and location of polling station.
- 1.11 Finding names of polling officers for that polling station as member of polling party. If any body is absent then ensuring appointment of other out of reserve polling personnel. Contact with members of polling party for that polling station. Attending training session is also ensuring last minute EVM hands on skill.
- 1.12 Contact with Zonal Magistrate for guidance and help in departing for polling station in designated vehicle through pre decided route and check post.

2. Polling party trainings —

- 2.1 PrO should procure latest copy of PrO Hand book from RO/DEO and read thoroughly.
- 2.2 PrO is the leader of the Polling party. He should ensure that all the members of the Polling party are fully trained including hands on training on EVMs.

3. On the day previous to the day of poll

- 3.1 On the day of dispatch of polling party ensure to collect the polling materials for use at the polling station. Ensure that-
 - (a) The control unit and balloting unit(s) given to you pertain to your polling station. Compare the machine number inscribed on the metal label and the adhesive sticker and also verify the PS no indicated on the sticker compared with PSno mentioned in the address tag before accepting the EVM. Discrepancy if any shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled.
 - (b) The 'Cand Set Section' of control unit is duly sealed and address tag is firmly attached thereto.
 - (c) The battery in the control unit is fully operational. Remember to switch off the battery after checking the Control Unit.
 - (d) The balloting unit(s) have been duly sealed and address tags are firmly attached, both at the top and bottom right portion.
 - (e) The appropriate ballot paper has been affixed on each balloting unit and is properly aligned under the ballot paper screen.
 - (f) The slide switch has been set to the appropriate position in each balloting unit.
 - (g) All the items of polling materials mentioned in Annexure 1 of the Hand Book of Presiding Officers have been supplied in required quantity;
 - (h) Check up the serial numbers of paper seals;
 - (i) Check up the electoral roll to ensure that:-
 - (i) the copies of the supplements are given,
 - (ii) the part number of the roll and the supplement is correctly given,
 - (iii) page numbers in the working copies of the roll are given serially,

- (iv) the printed serial numbers of voters are not corrected and no new numbers are substituted for them,
 - (v) all deletions of names and corrections of clerical or other errors as per the supplements have been incorporated.
 - (vi) Tendered votes should be available for the same AC.
 - (vii) Photo copies of specimen signatures of the contesting candidates and their election agents. This will be helpful in verifying genuineness of signature of the candidates in the appointment letter of the Polling Agent at the polling station.
 - (viii) Other important polling material like dummy card board EVM, stamp pad, green paper seal, strip seal, statutory forms, register of voters (Form 17A), Form 17C etc.,.
- (j) Check the copy of the list of contesting candidates given to you. The names and symbols of the candidates given in the list must tally and should be in the same serial order in which they appear in the ballot paper on the balloting unit.
 - (k) Check up that the phial of indelible ink supplied to you contains sufficient quantity of indelible ink and that its cap is perfectly sealed; if not re-seal the cap with candle/wax.
 - (l) Check up the arrow cross-mark rubber stamp and your brass seals. Ensure that the arrow cross mark rubber stamp has seals affixed on both the sides and that the stamp pad is not dry. If your polling station is proposed to be located in a temporary structure, obtain iron box of sufficient dimensions to store your election papers.
 - (m) If you have any doubt about your movement program, route to be followed to reach the polling station, get them cleared and make sure of the time, the place of departure and mode of transport for reaching the polling station.
 - (n) In case the number of voters exceeds 1200 in your polling station, an additional polling officer would be appointed. Don't forget to take him while collecting election materials.
- 3.2 (a) Reach your polling station on the day prescribed by RO and ensure that-
- (i) there is enough space for the voters to wait outside the polling station and for separate queues for male and female voters;
 - (ii) there are separate passages for entry and exit of voters;

- (iii) the voting compartment for voters to record their votes is well lighted;
 - (iv) a notice showing the polling area and details about voters is prominently displayed;
 - (v) the copy of the list of contesting candidates is prominently displayed.
- (b) In case, women voters are large in numbers, woman assistant can be appointed by RO. Receive and verify the availability of order of the same and take her services to identify women voters. If any polling officer appointed for your PS is absent, you may appoint such polling officer and inform DEO accordingly, including woman assistant.
- (c) Decide the place where you, your Polling Officers and Polling Agents of the candidates will sit and the control unit of the voting machine will be placed.
- (d) Remove any photograph of any leader belonging to any political party hung in the polling station or cover them fully.
- 3.3 The voting machine and the polling materials entrusted to you should remain in your custody throughout, till the poll is completed and the voting machine and the materials are handed over back by you. Either you or one of the Polling Officers selected by you should remain in the polling station in charge of the voting machine and polling materials from the moment you arrive there. The voting machine and polling materials should not be left in the custody of the Police Guard on duty at the polling station or any person other than yourself or a Polling Officer selected by you.
- 3.4 If you are the Presiding Officer for a polling booth situated in a building having upto two polling booths you will be provided an alphabetical list of electors of your part.
- 3.5 List of absentee/missing voters, communication plan & vulnerable polling station/hamlets will also be provided to you.
- 3.6 On the arrival at polling booth ensure display of notice specifying the polling area and the number of electors assigned and also a copy of the list of contesting candidates.
- 3.7 Referral image sheet will be provided to facilitate identification of voters.

4. On the arrival at the Polling Station on the day of poll

- 4.1 On the arrival at the polling station PrO should take a round and know periphery of 200 meters.
 - 4.1.1 Make arrangements to appoint a Polling Officer if some one from your party has not turned up.
 - 4.1.2 Start preparing the voting machine including the conduct of mock poll half an hour before the time fixed for commencement of poll in the presence of polling agents. You wait for 10 minutes if two or more polling agents are not present.
 - 4.1.3 After the mock poll clear the data of mock poll in the voting machine before sealing the control unit.
 - 4.1.4 Fix the green paper seal, close and seal the result section of the control unit.
 - 4.1.5 Place the phial of indelible ink in such a way that the ink does not spill out.
 - 4.1.6 Ballot unit shall be kept on the table in voting compartment. The voting compartment should be located at sufficient distance from the table where the control unit shall be kept.
 - 4.1.7 The interconnecting cable between the ballot unit and control unit has a reasonable length so it should be routed that it does not obstruct the movement of voter inside the polling station.
 - 4.1.8 The connecting cable has to come out from the back of voting compartment through an aperture cut out at the bottom or back portion of the voting compartment. However, this aperture in the voting compartment should also not be so wide as to violate the secrecy of voting.
 - 4.1.9 While placing the EVM in voting compartment, it should be ensured that nobody can disturb the cable. Voting compartment should not be near the window or door of polling station, to ensure secrecy of voting.
- 4.2 PO should ensure safety of PS within this periphery through checking deployment of CPF/State Police Personnel/Home Guard.
 - 4.2.1 There should be separate entrance and exit for voters. Even if there is only one door to the room housing the polling station separate

- entrance and exit can be provided with the help of bamboos and ropes in the middle of the doorway.
- 4.2.2 Polling officers and agents should be seated in such a way that they can't have chance of seeing the ballot unit and the voter actually recording his vote by pressing particular button.
 - 4.2.3 There should be proper arrangement of light in the room of polling station.
 - 4.2.4 There should be enough space for the voters to wait outside the polling station.
 - 4.2.5 There is separate waiting space for men and women as far as practicable.
 - 4.2.6 Polling Agents should be seated in such a way that they can see the face of an elector as and when he enters the polling station and is identified by the first polling officer so they can challenge the identity of the elector. They should also be able to see the entire operation at the PrOs table or table of third polling officer where the control unit is kept and also see the movement of elector from entry to exit.
 - 4.2.7 If there are sufficiently large numbers of women electors in a polling station, there should be special arrangements for their identification and application of indelible ink in a separate enclosure having due regards to privacy, dignity and decency. For ensuring this PrO can appoint locally available women to help their identification.
 - 4.2.8 If more than one polling stations are located in the same building, then PO should satisfy himself that necessary arrangements have been made for segregating the voters and making them wait in different parts of the space in front of each polling station without causing confusion.
 - 4.2.9 PrO must know that polling station and the area around it upto a radius of 200 meters should be under his control.
- 4.3 Ensure removal of posters of political parties and candidates for campaign.
- 4.3.1 No photos of leaders or symbols of any political parties or slogans having a bearing on elections should be exhibited and if they are

- already there, those should immediately be removed till the poll is over.
- 4.3.2 No cooking or lighting of fire for any purpose should be allowed inside the polling station.
 - 4.3.3 A notice specifying the polling area and particular of electors to be served by polling station and a copy of list of the contesting candidates in Form 7-A, should be displayed outside the polling station on a prominently outside each polling station.
 - 4.3.4 Wherever practicable the facsimile of the symbol of each candidate should also be displayed in the Form 7-A.
 - 4.3.5 According to the latest instructions of ECI, the seating order at the polling station for the polling agents of candidates shall be guided by the following categories of priorities, namely:
 - 1. Candidates of recognised National Parties.
 - 2. Candidates of recognised State Parties.
 - 3. Candidates of recognised State Parties of other States who have been permitted to use their reserved symbols in the constituency.
 - 4. Candidates of registered unrecognized parties.
 - 5. Independent candidates.
 - 4.4 PrO will not allow any representative of political parties to sit in the periphery of 200 meters for helping the voters. PrO should get the tents and chairs removed in that boundary.
 - 4.5 No arms are carried inside the PSs.
 - 4.6 If any polling officer appointed for polling station is absent from polling station, then PrO may appoint any person who is present at the PS to take place of absentee and inform the DEO accordingly.
 - 4.7 Ensure that you and other members of your polling party reach the polling station 75 minutes before the hour fixed for starting the poll. On receipt, check the voting machine and the polling materials.
 - 4.8 Check up the appointment letters of polling agents and explain to them provisions of section 128 of the R.P. Act, 1951. Assign them seats and issue them entry passes for their movements. Read out the declaration as referred to in Chapter XVI.

- 4.9 Ensure that Polling Agents appointed at your polling station are enrolled in the voter list of the polling station and he has EPIC.

5. During the hours of poll

- 5.1 Ensure that the polling starts sharp at the appointed time. Even if all formalities have not been completed, admit voters in the polling station at the appointed time.
- 5.1.1 Visit sheet will be maintained as prescribed by the Commission.
- 5.1.2 During the courses of poll there may be some compelling circumstances under which, if it becomes essential to use a new voting machine. In such circumstance PrO shall again required to read out declaration of secrecy for ensuring free and fair election.
- 5.1.3 He shall ensure proper application of indelible ink.
- 5.1.4 He shall ensure the performance of duties of polling officers as under -
Identification of elector and locating his or her name in roll with the help of EPIC or the documents if prescribed by ECI.
- 5.1.5 Proper marking in roll for the purpose of statistics Form PSO5.
- 5.1.6 Proper entries in voter register i.e. Form 17A and then issue of voter slips.
- 5.1.7 If should be ensured that sufficient time has elapsed after the indelible ink mark was put so that the mark dries up by the time voter leaves the polling station.
- 5.1.8 PO shall keep a close watch on the movements of the voters and to be alert and watchful so that no voter goes away without voting.
- 5.1.9 The voter already in queue at the time fixed for close of poll will be allowed to vote by issuing slips from list voter at the scheduled close time of poll with in 100 meters radius of polling station.
- 5.2 While poll is in progress, unusual complex cases are likely to crop up. Deal with them yourself leaving the Polling Officers' to carry on their normal duties. Such cases will be–
- (a) Challenge to a voter (Chapter XVIII),
- (b) Voting by minors (Chapter XVIII),
- (c) Voting by blind or infirm voters (Chapter XXII),

- (d) Voters deciding not to vote (Chapter XXIII),
- (e) Tendered votes (Chapter XXVII),
- (f) Breach of secrecy of voting (Chapter XXI),
- (g) Disorderly conduct at the booth and removal of disorderly persons (Chapter XVII),
- (h) Adjournment of poll because of riot or any other cause (Chapter XXVIII).

5.2.1 PO shall ensure dealing of unusual complex cases which are likely to crop up such cases are -

- Challenge to a voter by polling agent.
- Voting by minors
- Voting by blinds or infirm voters
- Voters deciding not to vote.
- Tendered votes
- Breach of secrecy of voting
- Disorderly conduct at the booth and removal of disorderly persons.
- Adjournment of poll because of riot or any other cause.

5.2.2 PrO should ensure that no unaccounted person other than voter and those authorities allowed by ECI, enter the polling booth.

5.2.3 PrO should ensure that no voter brings mobile phone inside the booth. Even the cell phones of polling personnel should remain switched off inside the polling booths

5.3 Instruct your polling officer I to ensure about the proper identification of such voter whose name is included in the ASD List.

5.4 Instruct Video Camera Supervisor to take the photos of electors in the same serial as entered in register 17-A.

5.5 Don't go inside the voting compartment, if in unavoidable circumstances you have to go, accompany with Polling Agents.

5.6 Collect statistical information for compilation of item 18 of your diary regarding polling every two hours.

5.7 Close the poll at the appointed hour even if it has started late. Give slips with your signature to those persons who are in the queue at this hour. Ensure that no additional person joins the queue after the appointed hour.

- 5.8 Ensure different queues for male & female voters. Priority to be given physically challenged voters.
- 5.9 If any voter wants to know how to vote on EVM, explain him at dummy ballot unit.

6. After the completion of poll

- 6.1 Close and seal the voting machine as per the instructions given in Chapter XXIX and XXXI. Remember to switch off the battery of the Control Unit before sealing the EVM.
- 6.2 Ascertain the number of female voters who have voted.
- 6.3 Complete Form 17C (account of votes recorded and paper seal account). Furnish to every Polling Agent present at the close of the poll, an attested true copy of Form 17C after obtaining from him a receipt for it on the declaration form referred to in Chapter XXX. Then complete the declaration in other respects. If there is difference in number of votes cast displayed by EVM and received in voters register, inform sector/ zonal officer and RO necessarily.
- 6.4 Complete your Presiding Officer's Diary. All items should be filled. If any incident occurs at polling booth it should be reported in diary. Fill format 15 given in the Handbook of Presiding Officer i.e. PrO's additional report to be submitted to the observer.
- 6.5 Seal all election papers as per instructions in Chapter XXXII.
- 6.6 Prepare first packet of five statutory covers.
- 6.7 Prepare second packet of eleven non-statutory covers.
- 6.8 Prepare third packet of seven items.
- 6.9 Prepare fourth packet of all other items.
- 6.10 Follow the programme of return journey to the collection centre for depositing the sealed voting machine and sealed packet of election papers. It is your personal responsibility to deliver the voting machine and other packets at the collection centre intact and obtain a receipt. Note that you have to hand over eight different items, viz,
 1. Voting machines;
 2. Cover containing the account of votes recorded and paper seal account;
 3. Cover containing the declarations of the Presiding Officer;

4. Cover containing the Presiding Officer's Dairy;
 5. Cover containing Visit Sheet,
 6. First packet super scribed 'statutory covers' containing five covers;
 7. Second packet super scribed 'non-statutory covers', containing nine covers;
 8. Third packet containing seven items of election material and
 9. Fourth packet containing all other items, if any.
- 6.11 The PO diary, Ballot paper account format 17-C and Voter Register 17-A are separately handed over to the concerned officer as directed by RO while returning the election materials. Also, ensure that these formats are not sealed in improper envelopes.
- 6.12 On depositing all the materials you get formal reliving order from Returning Officer.
- 6.13 Prepare information on voters who voted through EPIC, and voting by voters in the list of Absentee voters provided.
- 6.14 Refer Annexure 1 & Annexure 2 of the Hand Book of Presiding Officer for list of polling materials required at PS and check memo.

Presiding Officers - Checklist
List of polling materials for a polling station
where Electronic Voting Machine is used.

1	Control Unit	1
2	Balloting Unit(s)	1 (Depending upon the Nos. of Candidates
3	Register of voters (Form 17A)	1 Book
4	Voter's Slip	1600
5	Working Copies of Electoral Rolls	3
6	C.S.V., if any	3
7	Ballot Papers (for tendered votes)	20
8	Indelible Ink	2 Phial of 10 C.C. each
9	Address Tag for Control Unit	5
10	Address Tag for Balloting Unit	4
11	Special Tag	3
12	Green Paper Seals for EVM	4
13	Strip Seal	3
14	Rubber Stamp Arrow Cross Mark	1
15	Stamp Pad (Purple)	1
16	Metal Seal for Presiding Officer	1
17	Match Box	1
18	Presiding Officer's Diary	1
19	Distinguishing Mark Rubber Stamp	1
20	Dummy Ballot Unit	
21	ID Cards of all members of Polling Party	
22	FORMS	
	1. List of Contesting Candidates	1
	2. List of Challenged Votes (Form-14)	2
	3. List of Blind and Infirm Voters (Form-14A)	2
	4. List of Tendered Votes (Form-17B)	2

5. Accounts of votes Recorded (Form-17C)	10
6. Record of paper seals used	2
7. Receipt Book for deposit of challenged votes fee	1 Book
8. Letter to S.SH.O.	4
9. Declaration by the Presiding Officer before the Commencement of Poll and at the end of poll (Part I to IV)	2
10. Declaration by Elector about his age	2
11. List of Electors who voted after giving declaration/refused to give declaration	4
12. Declaration by the companion of blind and infirm voter	10
13. Passes for Polling Agents	10
14. Visit Sheet	2
15. Format for Presiding Officer's Additional 16-Point Report to be submitted to Constituency Observer/Returning Officer	2
16. Dummy ballot unit	
17. ID cards of all members of party.	

23 **ENVELOPS**

1. For smaller envelopes (Statutory Covers)(SE-8)	1
2. For marked copy of electoral rolls (SE-8)	1
3. For other copies of electoral rolls (SE-8)	1
4. For Tendered Ballot Paper and Tendered Voters List	1
5. For Declaration by the Presiding Officer before commencement of the poll and at the end of the poll (SE-7)	1
6. For account of votes recorded (Form 17C) (SE-5)	1
7. For list of challenged votes (SE-5)	1
8. For unused and spoiled paper seals (SE-5)	1
9. For appointment letters of Polling Agents (SE-6)	1
10. For list of blind and infirm voters (SE-5)	1
11. For Presiding Officer's Diary's report (SE-6)	1
12. For Election Duty Certificate (SE-5)	1
13. For Receipt Book and Cash forfeited (SE-6)	1
14. For declaration of comparisons (SE-5)	1

15. For smaller envelopes (others) (SE-7)	1
16. For Register of Voters containing signatures of voters (Form 17A) (SE-8)	1
17. For other relevant papers (SE-5)	1
18. For smaller envelopes (SE-8)	1
19. Cover for Presiding Officer's brief record under rule 40 (SE-6)	1
20. Plain envelopes (SE-7)-2 (SE-8)-3	5
21. For unused ballot papers (SE-7)	5
22. For any other paper that the R.O. has decided to keep in the sealed cover	1
23. Cover for unused and damaged special tag (SE-7)	1
24. Cover for unused and damaged strip seal (SE-7)	1

(Wherever the envelopes are smaller in size the packing paper may be used and where the relevant printed envelope is not available plain envelope can be used and purpose may be indicated with red ink)

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SIGN BOARDS

- (a) Presiding Officer
- (b) Polling Officer
- (c) Entry
- (d) Exit
- (e) Polling Agent
- (f) Miscellaneous Notice specifying area etc. as required by Rule 30(1)(a)

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STATIONERY

1. Ordinary pencil	1
2. Ball Pen	3 Blue + 1 Red
3. Blank Paper	8 sheets
4. Pins	25 pieces
5. Sealing Wax	6 Sticks
6. Material for Voting Compartment	2 + 2 = 4
7. Gum paste	1 bottle

8. Blade	1
9. Candles	4 sticks
10. Thin Twine Thread	20 mtrs.
11. Metal rule	1
12. Carbon Paper	3
13. Cloth or Rag for removing oil etc.	3
14. Packing paper	2 sheets
15. Cup/Empty tin/Plastic Box for holding indelible ink bottle	1
16. Drawing pins	24 pieces
17. Check list	2
18. Rubber Bands	20 pieces
19. Cello Tape	1

Lists of material to be returned by the Presiding Officer to the Sector Officer separately who in turn will deposit them in store at the office of the Chief Electoral Officer/District Election Officer –

1. Arrow Cross Mark Rubber Stamp
2. Metal Seal of Presiding Officer'
3. Stationery bag containing
 - (i) Self inking pad
 - (ii) Material for voting compartment
 - (iii) Metal Rule
 - (iv) Plastic box for holding indelible ink
 - (v) All other unused items.

CHECK MEMO FOR PRESIDING OFFICERS

ITEM	ACTION OF BE TAKEN	REMARKS
1	Obtaining and keeping in possession all relevant instructions from the Returning Officer.	Whether obtained and kept?
2	Familiarisation with the other members of the polling party and maintenance of close relationship with them.	Whether done?
3	Collection of election material, List of ASD Voter, Alphabetical list of Electors	Whether ensured that all the election materials and that too in sufficient quantities and numbers have been collected?
4	Checking up of balloting unit & control unit of the voting machine, marked copies of the electoral roll, arrow cross mark rubber stamp, green paper seals, register of voter's, voter's slips, etc.	Whether done?
5	Separate entrance and exit for voters at polling stations.	Whether ensured?
6	Display of notice specifying the polling area and the numbers of electors assigned and also a copy of the list of contesting candidates;	Whether displayed?
7	Inter-linking of control unit and balloting units and switching on the battery.	Whether done?
8	Conducting mock control	Whether Conducted?
9	Fixing green paper seal on result compartment of control unit	Whether done?
10	Sealing the result section of the control unit.	Whether done?
11	Declaration to be made at the commencement of the poll.	Whether made?

12	Reading out the provisions of the Sec. 128 of R.P. Act, 1951 with regard to the secrecy of voting by Presiding Officer at the beginning of the poll.	Whether done?
13	Allowing polling agents to not the serial numbers of balloting unit and control unit and green paper seal.	Whether allowed?
14	Marking of indelible ink on left fore-finger and Whether being obtaining the signature/thumb impression on the Registers of Voters (Form 17A)	properly done?
15	Declaration from under-aged electors	Whether obtained?
16	Maintenance of Presiding Officer's Diary	Whether events are recorded from time to time as and when they occur?
17	Maintenance of Visit Sheet	Whether maintained?
18	Close of poll at the appointed hour	Whether Done?
19	Supply of account of votes recorded in Form 17C copies given to all the polling agents?	Whether attested
20	Declaration to be made at the close of poll	Whether made?
21	Sealing of voting machine and election papers	Where done according to instructions?

--- END ----