



भारत निर्वाचन आयोग
Election Commission of India



HAND BOOK FOR PRESIDING OFFICERS

For official use only



At Elections to the Andhra Pradesh
Legislative Council from Graduates' ,
Teachers' and Local Authorities' Constituencies.

**Chief Electoral Officer
Andhra Pradesh**

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FOREWORD

The Legislative Council in Andhra Pradesh was initially set up in 1958. It was abolished in 1985. More than two decades have passed between the abolition of first Council and creation of the current one by A.P.Legislative Council Act, 2005 (Act 1 of 2006). Most of the present State level election machinery is not very familiar with the process of election and counting in Legislative Council Constituencies.

Elections to the House of the People / A.P.Legislative Assembly are being held using the Electronic Voting Machines. The elections to the Legislative Council are held in accordance with the system of proportional representation by means of the single transferable vote. The method of voting at these elections is by marking preferences on the ballot paper through figures 1, 2, 3. Ballot boxes will be used during the elections. Though most of the Presiding Officers may have worked during the previous elections to House of People / A.P.Legislative Assembly where the ballot boxes were used, it is very necessary that they should go through the instructions contained in this booklet very carefully, refresh their memory and make themselves familiar with their duties.

The instructions in this booklet are based on the provisions of the Representation of the People Act, 1951, the rules made thereunder and the executive instructions of the Election Commission of India.

The heavy responsibility cast on the Presiding Officers is too well recognised to be stressed. The Presiding Officers, are therefore, requested to study the instructions carefully understand them properly, get their doubts if any fully clarified during election training classes and ensure that these instructions are followed scrupulously.

Hyderabad
Dated: 29.01.2007

V.BHASKAR,
CHIEF ELECTORAL OFFICER &
E.O. PRL.SECRETARY TO GOVERNMENT

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I. Introduction

- 1.1 The voting procedure at the polling stations in respect of conduct of Elections to the House of the People or State Legislative Assembly and the Elections to the Andhra Pradesh Legislative Council from the Graduates', Teachers' and Local Authorities' Constituencies, is more or less the same. However, the marking of preferences on the ballot paper by the voter is unique for elections to the Legislative Council.
- 1.2 The law pertaining to the conduct of poll at the Elections – to the Legislative Council from Graduates', Teachers' and Local Authorities' Constituencies, is contained mainly in sections 26, 27, 28, 46, 48 to 50, 51, 57 to 62, and 128 to 136 of the Representation of the People Act, 1951, and rules 13, 14, 16, 28, 31 to 36, 40 to 43, 45 to 48 and 70 (b), (ii), (i.e., 37-A, 38-A, 39-A, 40-A, 44-B) of the Conduct of Elections Rules, 1961. These provisions of the Act and Rules should, therefore, be thoroughly studied.
- 1.3 According to Section 26 of the Representation of People Act, 1951, the District Election Officer shall appoint a presiding officer for each polling station and such polling officer or officers as he thinks necessary, but he shall not appoint any person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election. A polling officer shall, if so directed by the presiding officer, perform all or any of the functions of a presiding officer under this Act or any rules or orders made thereunder.
- 1.4 If the presiding officer, owing to illness or other unavoidable cause, is obliged to absent himself from the polling station, his functions shall be performed by such polling officer as has been previously authorized by the district election officer to perform such functions during any such absence.

2. Collection of Polling Material

- 2.1 On the day previous to the poll or on the day of departure to the polling station you will be supplied with all the election materials, a list of which is set out in Appendix-I. Before leaving for your polling station, make sure that you have received all the items. Check in particular that each of the ballot boxes is in working order, that there is sufficient quantity of indelible ink in each of the two phials supplied to you (indelible ink is not supplied to Local Authorities' Constituencies) and that the stamp pads are not dry. Compare the three copies of the electoral rolls carefully and see that all the copies are identical in every respect, in particular, the page numbering and that--
- (a) the relevant part given to you pertains to the area for which the polling station has been set up and that it is complete in all respects along with the supplements, in every copy;
 - (b) all deletion of names and correction of clerical or other errors as per the supplement have been incorporated in all the copies;
 - (c) all the pages in each working copy of the roll have been serially numbered from No.1 onwards;
 - (d) the printed serial numbers of the voters are not corrected and no new numbers are substituted for them;
 - (e) Give one copy of the roll to the first Polling Officer and keep two copies either with you or give them to the second Polling Officer, if necessary.
- 2.2 The Returning Officer will supply you two self inking pads of purple colour, for putting the distinguishing mark on the back of the ballot paper and its counterfoil and for taking the thumb impression of the voter on the counterfoil of the ballot paper. Check that the ink on the pads has not dried.
- 2.3 Check also that, the ballot papers supplied to you are for the constituency in which the polling station assigned to you is situated and that they are not defective in any respect. You should also check that the serial numbers tally with the details supplied to you. You must meticulously check each and every ballot paper and its counterfoil in every stitched bundle of ballot papers issued to you to ensure that the same serial number is correctly printed both on the ballot paper and the corresponding counterfoil. The serial numbers on ballot papers for Local Authorities' Constituencies supplied to Presiding Officers will be concealed by a black strip of paper. Ensure that the strip remains in place. If you find that the number on the counterfoil and the ballot paper do not tally, you should cancel that ballot paper and should not issue it to the elector. Defective ballot papers cancelled by you at the polling station may also be kept in the cover containing cancelled ballot papers under rule 41. On the counterfoil of such ballot paper will be endorsed "Cancelled, defective ballot paper". It has to be accounted for in item 4(B) of ballot paper account in Part - I of Form 16.

- 2.4 Also check that the ballot boxes supplied to you have their serial numbers duly engraved on them. Do not accept any ballot box which is not so serially numbered.
- 2.5 Check also that photocopies of specimen signatures of the contesting candidates and their election agents are also given to you. This will help you in verifying genuineness of the signature of the candidate/his election agent in the appointment letter of polling agent(s) at the polling stations.



3. Setting up of Polling Stations

- 3.1 On your arrival at the place where the polling station is to be set up, inspect the building proposed for the purpose. Diagrams of model polling stations showing the layouts when polling party consists of 3 Polling Officers / 5 Polling Officers at a single election / simultaneous election are set out in Appendix-II. It is open to you to make minor modifications in the actual set up of polling station, if considered necessary; but make sure that –
- (a) that there is enough space for the voters to wait outside the polling station;
 - (b) that there is separate waiting space for men and women as far as practicable;
 - (c) that there is separate entrance and exit for voters. This purpose can be achieved by tying a rope to make separate entrance and exit through the same door;
 - (d) that there is easy flow of voters from the time they enter the polling station to the time they leave it and there is no criss-cross movement within the polling station;
 - (e) that the 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 that they can challenge the identity of the elector, if need be. But he should not in any event be seated in a place where he has the chance of seeing voters actually marking preferences on the ballot papers
 - (f) the seating arrangement of all the Polling Officers should be such that they are not in a position to see the voter actually marking the ballot paper;
 - (g) 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. Make sure that the inside of the voting compartments is sufficiently lighted. If necessary, arrange for a suitable light to be provided for each compartment.
- 3.2 If sufficiently large number of pardanashin women electors are assigned to your polling station, you should make special arrangements for their identification and application of indelible ink on their left forefinger by a lady polling officer in a separate enclosure having due regard to privacy, dignity and decency. For such special enclosure you may use locally available but absolutely inexpensive devices and using local ingenuity such a use of charpoys or cloth such as bed spreads.

- 3.3 If more polling stations than one are located in the same building you should satisfy yourself 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.
- 3.4 If the polling station is located in a private building, the building and the area around it up to a radius of 200 meters should be under your control. No watch and ward or other personnel connected with the owner, whether armed or unarmed, should be allowed to remain either at the polling station or within a radius of hundred meters around it. The security arrangements at the polling station and within the above area will be entirely the responsibility of the Police under your control.
- 3.5 No photos of leaders of political parties or candidates or slogans having a bearing on election should be exhibited and if they are already there, you should take steps to remove them till poll is over.
- 3.6 No cooking or lighting of fire for any purpose should be allowed inside the polling station during the day of the poll.

4. Assignment of duties to Polling Officers

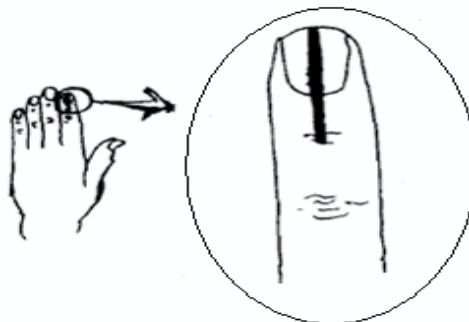
- 4.1 At an election to the Council Constituencies, your party will consist of yourself and three or four Polling Officers. While appointing the Polling Officers in your party one of them is to be designated to perform the duties of Presiding Officer in case you are to be unavoidably absent from the polling station.
- 4.2 At a single election or where the polling station for graduates' / teachers' and local authorities' constituencies is different, polling party will normally consist of one Presiding Officer and three polling officers. At a simultaneous election or where there is a common polling station for both Graduates' and Teachers' constituencies, the polling party will consist of 5 Polling Officers, besides the Presiding Officer.

Duties of polling officers at single election when there are independent polling stations to the Graduates' / teachers'

First Polling Officer

- 4.3. On entering the polling station the elector will proceed direct to the first Polling Officer who will be in charge of the marked copy of the electoral roll, responsible for identification of the electors and application of indelible ink. Usually each voter comes in with an unofficial identity slip which he has received from a candidate. The slip should be on plain white paper and may contain the name of the elector, his serial number in the electoral roll, the number of the electoral roll part and the number and name of the polling station where he is to cast his vote. The slip should not contain the name of the candidate and/or the name of his party. If the voter does not have any such identity slip, the Polling Officer will himself ascertain his name, house number, etc., and will then locate his name from the electoral roll kept by him. The elector should not be compelled to bring an identity slip, nor should he be turned away solely because he has not brought such a slip. Insist on the elector producing any one of the documents notified by the Election Commission of India for identification of the elector.
- 4.4 It should be noted that carrying of such slip by an elector does not guarantee the identity of the voter nor does it absolve the Polling Officer of his duty and responsibility of satisfying himself about the identity of such voter. Polling Officer should insist for producing any of the documents notified by the Election Commission of India for identification of the electors.
- 4.5 The first Polling Officer in charge of the marked copy of the electoral roll and identification of electors should not treat the identity of an elector established by the mere production of an 'unofficial identity slip' which he brings to the polling station. Though such a slip will help in locating the entries relating to an elector in the electoral roll, it cannot be automatically taken for granted that the person producing the slip is that particular voter. Therefore, the first Polling Officer should simply take the slip and read out only the Serial No. of the entry of the elector in the electoral roll and not read out his/her name and other particulars from the slip. Thereafter, the Polling Officer should ask the person to announce his/her name loudly and if necessary other particulars relating to the entry so as to ensure that he/she is the genuine voter producing the identity slip. Insist on the production of any document as notified by the Election Commission of India for identification of the elector. The Presiding Officer should not hesitate to hand over the elector to the police in case he is proved to be an impersonator.
- 4.6 Though normally a voter coming to a polling station is presumed to be the genuine voter, this presumption is not irrefutable. Production of any document as notified by the Election Commission of India is compulsory.

- 4.7 After locating the name of the elector and checking it with the particulars in the relevant entry in the roll, the First Polling Officer will call out loudly the page number, the part number, the serial number and the name of the elector to the hearing of the polling agents and the second Polling Officer. The identity slip, if any, brought by the elector should then be torn into pieces and put in the Waste Paper Basket supplied. Such torn slips should not be thrown on the floor. If there is no challenge as regards the identity of the voter, the Polling Officer will underline in every case the entry relating to the elector in the marked copy of the electoral roll with him and where the elector is a female, put a (v) mark also on the left hand side of the name of the female elector.
- 4.8 He will then inspect the voter's left forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with the indelible ink. The Commission has now changed the manner of application of indelible ink on the elector's finger. Now the indelible ink will be applied on voter's left hand forefinger as a line from the top end of the nail to the bottom of the first joint of the left forefinger as shown in the diagram. Note that the voter need not be touched at the time of applying the indelible ink on his left forefinger. While application, excess ink should not be taken with the whole length of the rod. Only the tip of the rod should be dipped in the ink. This will avoid excess intake of the ink. The glass (plastic) rod after dipping in the ink should be gently pressed on the finger and rotated so that a clear mark is left on the finger. It must be ensured that the voter's forefinger is perfectly in the horizontal position at the time of the application of the ink and for at least thirty seconds immediately after the application of the ink so that the solvent gets evaporated. If the rod is only lightly touched or rubbed against the voter's finger it will merely leave a smudge which is not sufficient. In case it is noticed that an elector has applied any oily or greasy substance on his finger in order to neutralize the indelible ink mark to be put on his finger, such oily or greasy substance should be removed by the polling officer with the help of the piece of cloth or rag supplied before putting indelible ink mark on the finger of the elector. The voter should not be allowed to rub off the mark for at least half a minute after it has been applied on the finger. If an elector has no left forefinger then indelible ink should be applied on any such finger which he has on his left hand. If he does not have any finger on his left hand the ink should be applied on his right forefinger. If he has no finger on either hand, ink should be applied on such extremity (stump) of his left or right hand as he possesses.



- 4.9. The voter will then move to the second Polling Officer.

Second Polling Officer

- 4.10 The second Polling Officer will be in charge of the bundles of ballot papers. As the first Polling Officer reads aloud the part number and serial number of the elector, the second Polling Officer will record on the counterfoil of the ballot paper the electoral roll part number and the serial number of the elector, as entered in the marked copy of the electoral roll. He will then obtain the signature of the voter on the counterfoil of ballot paper. The ballot paper will then be detached from the counterfoil with the help of a flat metal rule having a sharp edge on the lengthwise side. It will thereafter be delivered to the voter and he will be directed to the third Polling Officer sitting near the ballot box. No ballot paper should be delivered to an elector unless he has put his signature or thumb impression on the counterfoil of the ballot paper.

Third Polling Officer

- 4.11. The third Polling officer will be in charge of the articles (sketch pens) to be supplied to elector for marking the ballot paper and also ballot box. He will take the ballot paper from the elector and fold it twice, first vertically and then horizontally, in such a way that the distinguishing mark is clearly visible at the top right hand corner on the back of the ballot paper. He will then unfold the ballot paper and hand it over to the elector. He will also give to the voter the marking article (sketch pen). The voter will then be asked to proceed to a voting compartment. After recording his vote, the elector will refold the ballot paper along the lines on which it was folded before it was issued to him, come out of the voting compartment and insert the ballot paper into the ballot box kept in front of the Polling Officer.
- 4.12. The Polling Officer in charge of the ballot box will keep a strict vigil to see that no elector is inserting anything other than the genuine ballot paper into the ballot box. For this purpose, he may require any elector to show the distinguishing mark and the Presiding Officer's signature on the back of the ballot paper before its insertion into the ballot box.
- 4.13 Before the voter leaves the polling station, the Polling Officer will examine the left forefinger of the elector and satisfy that the indelible ink mark is clearly impressed on the skin, if the voter has removed the mark or the mark is not clear, the voter should be marked again in such a way that the marking is clear and is not immediately removed.

Common Polling Stations for Graduates' and Teachers' Constituencies at Simultaneous Elections.

- 4.14 At a simultaneous election where there is a common polling booth provided for Graduates' and Teachers' Constituencies, there will be a common presiding officer appointed for both the elections. Normally five polling officers should be appointed to assist him. First and second polling officers will look after the roll and ballot papers for the graduates' constituency. Third and fourth polling officers will look after the roll and ballot papers of teachers' constituency. Any voter who is only a graduate or graduate & teacher simultaneously, will approach the first polling officer initially. Any voter who is not found in the graduates' roll, but included in the teachers' roll will approach the third polling officer initially.

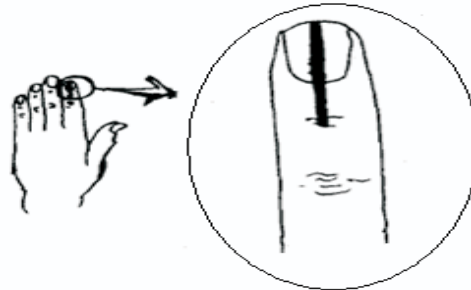
First Polling Officer

- 4.15 The first Polling Officer will be in charge of the marked copy of electoral roll and responsible for identification of the electors of Graduates' Constituency. He will also be responsible for application of indelible ink on the elector's left forefinger. On entering the polling station, the electors for the Graduates' Constituency will be directed to proceed to the first Polling Officer. Usually each voter comes in with an unofficial identity slip which he has received from candidate. The slip should be on plain white paper and may contain the name of the elector, his serial number in the electoral roll, the number of the electoral roll part and the number and name of the polling station where he is to cast his vote. The slip should not contain the name of candidate and/or the name of his party. If the voter does not have any such identity slip, the Polling Officer will himself ascertain his name, house number etc., and will then locate his name from the electoral roll kept by him. The elector should not be compelled to bring an identity slip, nor should he be turned away solely because he has not brought such a slip.
- 4.16 It should be noted that carrying of such slip by an elector does not guarantee the identity of the voter nor does it absolve the Polling Officer of his duty and responsibility of satisfying himself about the identity of such over. Polling Officer should insist on producing any of the documents notified by the Election Commission of India for identification of the electors.
- 4.17 The First Polling Officer will be responsible for identification of electors should not treat the identity of an elector established by the mere production of an 'unofficial identity slip' which he brings to the polling station. Though such a slip will help in locating the entries relating to an elector in the electoral roll, it cannot be automatically taken for granted that the person producing the slip is that particular voter. Therefore, the first Polling Officer should simply take the slip and read out only the Serial No. of the entry of the elector in the electoral roll and not read out his/her name and other particulars from the slip.

Thereafter, the Polling Officer should ask the person to announce his/her name loudly and if necessary other particulars relating to the entry so as to ensure that he/she is the genuine voter producing the identity slip. Inspect the document notified by the Election Commission of India brought by the elector. The Presiding Officer should not hesitate to hand over the elector to the police in case he is proved to be an impersonator.

- 4.18 Though normally a voter coming to a polling station is presumed to be the genuine voter, this presumption is not irrefutable. Production of the documents notified by the Election Commission of India is a must.
- 4.19 After locating the name of the elector and checking it with the particulars in the relevant entry in the roll, the first Polling Officer will call out loudly the page number, the part number, the serial number and the name of the elector to the hearing of the polling agents. The identity slip, if any, brought by the elector should than be torn into pieces and put in the Waste Paper Basket supplied. Such torn slips should not be thrown on the floor. If there is no challenge as regards the identity of the voter, the polling officer will underline in every case the entry relating to the elector in the marked copy of the electoral roll with him and where the elector is a female, put a (v) mark also on the left hand side of the name of the female elector.
- 4.20 He will then inspect the voter's left forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with indelible ink. The Commission has now changed the manner of application of indelible ink on the elector's finger. Now the indelible ink will be applied on voter's left hand forefinger as a line from the top end of the nail to the bottom of the first joint of the left forefinger as shown in the diagram. Note that the voter need not be touched at the time of applying the indelible ink on his left forefinger. While application, excess ink should not be taken with the whole length of the rod. Only the tip of the rod should be dipped in the ink. This will avoid excess in take of the ink. The glass (plastic) rod after dipping in the ink should be gently pressed on the finger and rotated so that a clear mark is left on the finger. It must be ensured that the voter's forefinger is perfectly in the horizontal position at the time of the application of the ink and for at least thirty seconds immediately after the application of the ink so that the solvent gets evaporated. If the rod is only lightly touched or rubbed against the voter's finger it will merely leave a smudge which is not sufficient. In case it is noticed that an elector has applied any oily or greasy substance on his finger in order to neutralize the indelible ink mark to be put on his finger, such oily or greasy-substance should be removed by the Polling Officer with the help of the piece of cloth or rag supplied before putting indelible ink mark on the finger of the elector. The voter should not be allowed to rub off the mark for at least half a minute after it has been applied on the finger. If an elector has no left forefinger then indelible ink should be applied on any such finger which he has on his left hand. If he does not have any finger on his left hand the ink should be applied on his right forefinger. If he has no finger on either hand, ink should

be applied on such extremity (stump) of his left or right hand as he possesses. Then voter moves to second polling officer.



Second Polling Officer

4.21 The Second Polling Officer will be in charge of the ballot papers for the Graduates' Constituency. As the first polling officer reads aloud the part number and serial number of the elector, He will record on the counterfoil of the ballot paper the electoral roll part number and the serial number of the elector, as entered in the marked copy of the electoral roll. He will then obtain the signature of the voter on the counterfoil of ballot paper. The ballot paper will then be detached from the counterfoil with the help of a flat metal rule having a sharp edge on the lengthwise side. It will thereafter be delivered to the voter and he will be directed to the fifth Polling Officer. No ballot paper should be delivered to an elector unless he has put his signature on the counterfoil of the ballot paper. Then voter moves to fifth polling officer.

Third Polling Officer

4.22 The third Polling Officer will be in charge of the marked copy of the electoral roll of Teachers' and responsible for identification of the elector. He will also be responsible for application of indelible ink. Inspect the document notified by the Election Commission of India brought by the elector for identification of the elector. After locating the name of the elector and checking it with the particulars in the relevant entry in the roll, he will call out loudly the page number, the part number, the serial number and the name of the elector to the hearing of the polling agents. The identity slip, if any, brought by the elector should than be torn into pieces and put in the Waste Paper Basket supplied. Such torn slips should not be thrown on the floor. If there is no challenge as regards the identity of the voter, the polling officer will underline in every case the entry relating to the elector in the marked copy of the electoral roll with him and where the elector is a female, put a (v) mark also on the left hand side of the name of the female elector.

4.23 He will then inspect the voter's left forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with the indelible ink. If the

voter is an elector for graduates' & teachers' constituency, his left forefinger was marked with indelible ink treating he has exercised his vote in Graduates' constituency. In such a case, indelible ink should be applied on the middle finger on his left hand. Voter moves to fourth polling officer.

Fourth Polling Officer

4.24 The fourth Polling Officer will be in charge of the ballot papers for the Teachers' constituency. As the third polling officer reads aloud the part number and serial number of the elector, he will record on the counterfoil of the ballot paper the electoral roll part number and the serial number of the elector, as entered in the marked copy of the electoral roll. He will then obtain the signature of the voter on the counterfoil of ballot paper. The ballot paper will then be detached from the counterfoil with the help of a flat metal rule having a sharp edge on the lengthwise side. It will thereafter be delivered to the voter and he will be directed to the fifth Polling Officer. No ballot paper should be delivered to an elector unless he has put his signature on the counterfoil of the ballot paper. The voter be directed to fifth polling officer.

Fifth Polling Officer

4.25 The fifth Polling Officer will be in charge of the ballot box which will be common for both the elections from the Graduates' and Teachers' Constituencies. He will also be in charge of the articles (sketch pens) to be supplied to electors for marking the ballot papers. He will take the ballot paper from the elector. He will first fold the ballot paper of Graduates' or teachers' election twice, first vertically and then horizontally, in such a way that the distinguishing mark is clearly visible at the top right hand corner on the back of the ballot paper. He will then unfold the ballot paper and hand it over to the elector. He will give to the voter marking article (sketch pen). The voter will then be asked to proceed to a voting compartment. After recording his vote, the elector will refold the ballot paper along the lines on which it was folded before issue to him, come out of the voting compartment and insert the ballot paper into the ballot box kept in front of the Polling Officer.

4.26 Where a graduate is also a teacher, the fifth polling officer should direct the voter to the third polling officer for completion of formalities for issue of ballot paper for the teacher constituency. He will take the ballot paper from the elector and fold the Teachers' election ballot paper vertically and horizontally. He will then unfold and hand over this ballot paper to the voter, who will proceed to another voting compartment, record his vote on this ballot paper, bring it back and drop in into the same ballot box.

4.27 The fifth Polling Officer will keep a strict vigil to see that no elector inserts anything other than the genuine ballot paper into the ballot box. For this purpose, he may require any elector to show the distinguishing mark and the Presiding Officer's signature on the back of the ballot paper before its insertion

- into the ballot box.
- 4.28 Before the voter leaves the polling station, the Polling Officer will examine the left forefinger of the elector and satisfy that the indelible ink mark is clearly impressed on the skin. If the voter has removed the mark or the mark is not clear, the voter should be marked again in such a way that the marking is clear and is not immediately removed.
- 4.29 In the following paragraphs, certain important functions and duties of the Presiding Officers have been enumerated for facility of reference and guidance. The instructions are, however, neither exhaustive nor do they take

5. Powers and duties of Presiding Officers

- 5.1 The powers, duties and functions of a Presiding Officer are briefly as follows:
- (1) to check up on the day immediately preceding the polling day that all materials for setting up of the polling station have arrived and the polling station has been duly set up;
 - (2) to see that all articles and equipment required for polling have been provided;
 - (3) to take charge of the ballot boxes and ballot papers and entrust them to polling officers at the time of poll;
 - (4) to affix the following outside the polling station (rule 31)
 - (a) a notice specifying the polling area, the electors of which are entitled to vote at the polling station and, when the polling area has more than one polling station, the particulars of the electors so entitled; and
 - (b) a copy of the list of contesting candidates.
 - (c) The General Instructions for recording vote in elections to the State Legislative Council in English & Telugu (Appendix-III)
 - (5) to receive the orders of appointment or of revocation of the Polling Agents (rules 13 and 14);
 - (6) to place inside the ballot box an Address Tag bearing particulars of the constituency, polling station and the date of poll and also firmly attach to the handle of the ballot box a label containing the above particulars and the serial number of the ballot box [to be filled in at the end of the poll rule 33 (5)];
 - (7) to prepare the ballot box for polling after showing it to the candidates and their agents that it is empty [rule 33 (6)].
 - (8) to have the ballot box placed in the polling station in full view of the Presiding Officer, candidates and their agents (rule 33 (7));

- (9) to demonstrate to the polling agents and others present, the marked copy of the electoral roll that it does not contain any marks other than those made for issue of postal ballot paper before commencement of the poll (rule 33-A) ;
- (10) to commence the poll exactly at the hour fixed.
- (11) to take such steps as may be necessary to ensure smooth and prompt progress of the poll;
- (12) to question the identity of voters in case of doubt;
- (13) to decide challenges (rules 36) and make short notes of each challenge in his diary;
- (14) to ensure that the distinguishing mark is stamped both on the back of the counterfoil and also on the back of each ballot paper before it is issued to an elector [rule 38A(1)];
- (15) to sign his name in full on the back of each ballot paper before it is issued to the voter (rule 70 read with rule 38-A (1));
- (16) to ensure that the signature or thumb-impression, as the case may be, of each elector has been taken on the counterfoil before the ballot paper is detached from the counterfoil. [Rules 38-A (2)(b) read with rule 70 (b) (ii)].
- (17) To allow the polling agents to note the first and the last of the serial numbers of the ballot papers which will be used at the polling station;
- (18) To record and keep tendered ballot papers separately in a cover (rule 42);
- (19) To allow a companion to help the illiterate or blind or infirm electors in recording their votes (rules 70 read with rule 40-A)- Specimen form of Declaration to be signed by a companion is given in Appendix-XI.
- (20) To keep a brief record of the instances mentioned in item (19) above in the prescribed Form (14-A) (rules 70 read with 40-A);
- (21) To keep a record of all the ballot papers cancelled under rule 41;
- (22) To adjourn the poll in emergencies or to report to the Returning Officer for a fresh poll (Sections 57 and 58);
- (23) To report to the police officer on duty any person committing any of the offences under section 136;
- (24) To direct any police officer to arrest a person committing an offence of disorderly conduct in or near the polling station [section 131 (3)];
- (25) To direct the police officer on duty to remove any person who misconducts himself or fails to obey the law-ful directions of the Presiding Officer (section 132);
- (26) To arrest or direct a police officer to arrest any person who fraudulently takes or attempts to take a ballot paper from polling station (section 135);
- (27) To close the polling station at the hour fixed and not to admit therein any elector thereafter except those who are waiting in the line at the time fixed for closure of the poll. (rule 43);

- (28) (i) to close and secure the ballot boxes after the close of the poll (rule 70 read with rule 44-B);
- (ii) to tie each ballot box with a tape, wrap it in new cloth or canvas bag and seal it securely;
- (29) To prepare an account of the ballot papers under rule 45;
- (30) To prepare a diary in the prescribed form specimen form given in Appendix IV;
- (31) To prepare the packets referred to in rule 46; and
- (32) To transmit to the Returning Officer the ballot boxes and all packets and papers used at the polling station (rule 47);
- (33) To furnish to every polling agent present at the close of the poll an attested true copy of the ballot paper account, after obtaining a receipt therefor.

5.2 Sufficient number of marking instruments (violet colour sketch pens) for marking preferences on ballot papers by the electors will be supplied to you. Marking should be done by the voters with those marking instruments only.

6. Tact, firmness and impartiality

The Presiding Officer is required to act with utmost impartiality throughout the polling. His duties require that he should possess administrative capacity and some understanding of law points. His tact, firmness and impartiality, particularly the latter are the most important safeguards against any complaint or trouble. All parties and candidates should be treated equally and all decisions taken in a fair and just manner in every respect. This will keep all parties reasonably satisfied and there will be no reason or scope for any complaint or trouble.

7. Polling Officer

There will be one or more polling officers whose duty will be to assist the Presiding Officer in the performance of his functions (section 28). A polling Officer will, if so directed by the Presiding Officer, perform all or any of the functions of a Presiding Officer under the Act, Rules or Orders made there under [section 26 (2)].

8. Polling materials

The Presiding Officer should obtain a list of the polling materials including ballot boxes, ballot papers, working copies of electoral rolls, stationery, forms, envelopes, placards, etc., which will be supplied to him. The list is at Appendix-I.

9. Working copies of the electoral rolls

The Presiding Officer should see that the working copies of electoral rolls are brought up-to date and made ready for use at the poll. The Returning Officer must have got prepared sufficient number of such copies for each polling station and supplied them to him. Normally, three copies of electoral rolls should suffice, one for the Presiding Officer, one for the Polling Officer in-charge of identification and issue of ballot papers and one as a reserve. For polling stations having small number of voters, two copies will do. The Presiding Officer has to see that the following steps have been taken for making the working copies ready:-

- (i) the rolls for all the areas assigned to the polling station have been received and fastened together in one volume along with supplementary rolls of additions, deletions & corrections, if any, in the same order in every working copy;
- (ii) all the pages in each volume of the working copy of the roll have been serially numbered in manuscript from "1" onwards ;
- (iii) on the top of each page of every copy of the rolls the first and the last serial number of voters appearing on the page have been noted; and
- (iv) all the working copies of the rolls are exactly the same ones in all respects after the above steps are taken. This is important and will save a good deal of trouble later on.

10. Voting Compartments

- 10.1 Where elections are held simultaneously for both Graduates' and Teachers' Constituencies, there should be two voting compartments in each polling-station, one for voters of graduates' constituency and the other for voters of teachers' constituency. For elections to Local Authorities' Constituencies also, which will be held separately, two compartments should be provided in each polling station, but in cases where the number of voters is small, one voting compartment may be provided. Each voting compartment should be provided with a small desk or table. No elaborate arrangements need be made for constructing voting compartments. It is enough if it is ensured that no one can see in favour of which candidate(s) a voter is marking his vote and preferences.
- 10.2 The ballot box will be placed somewhere in the middle of the polling station so as to be visible to every one present therein [rule 33 (7)].
- 10.3 Notices should be displayed separately and prominently outside each polling station specifying:-
 - (i) the polling area to be served by the polling station;
 - (ii) a copy of the list of Contesting Candidates in Form 7-B on a large sheet of paper;

- (iii) The notice containing important instructions on method of voting in Appendix-III.

N.B. :- The notices should be both in English and Telugu.

11. Ballot Boxes

The Election Commission has approved the use of Godrej Steel ballot boxes for the council elections and the required number of ballot boxes in good condition will be supplied to each polling station by the District Election Officers concerned. Each polling station will have only one ballot box in use at a time for each constituency. Labels containing the following information should be pasted on the outside of the ballot box:-

- (i) The name of the constituency ;
- (ii) The serial number and name of the polling station; and
- (iii) The date of poll.

12. Before commencement of poll

The Presiding Officer and his assistants should be at the polling station at least an hour before the commencement of poll. The Presiding Officers should set his watch correctly at the beginning of the day.

13. Polling Agents

The polling agents of the candidates should be asked to attend the polling station half-an-hour in advance. Those who come after that time will lose the advantage of being present for witnessing the preliminaries e.g. inspection of the empty ballot box and marked-copy of the electoral roll, closing the ballot box in the balloting position, etc. If any part of these preliminaries has already been gone over, the proceedings will not be commenced de novo to accommodate any late-comer. In his report to the Returning Officer, however, the Presiding Officer should specifically state in his diary which of the polling agents arrived late.

14. Appointment letters

Every polling agent must produce before the Presiding Officer his appointment letter in Form 10. The Presiding Officer should satisfy himself that the appointment relates to his polling station. It should be noted in this connection that the polling agent can be appointed by the election agent of the candidate also. The polling agent should complete the document and sign the declaration therein in his presence and then deliver it to him before the

agent can be admitted into the polling station. All such appointment letters should be preserved and sent at the end of the poll in a cover to the Returning Officer along with the other election papers.

N.B. :- Forms in manuscript, typewritten, cyclostyled or privately printed versions should be accepted so long as the texts thereof have been correctly copied.

15. Entry into Polling Stations

15.1 Only one polling agent of each candidate can be admitted at a time into the polling station. Every polling agent may be issued a pass on the authority of which he can re-enter the polling station. The polling agents should be given seats inside the polling station at a place from where they can see the entire proceedings and if necessary can also challenge the identity of any voter before any ballot paper is issued to him. Only the following persons referred to in rule 32 can be admitted inside the polling stations:-

- (i) polling officers;
- (ii) candidates, their election agents and subject to the provisions of rule 13, one polling agent of each candidate;
- (iii) persons authorized by the Election Commission;
- (iv) public servants on duty;
- (v) a child in arms accompanying an elector;
- (vi) a person accompanying an illiterate, a blind or inform elector who cannot move without help; and
- (vii) such other persons as the Returning Officer or the Presiding Officer may employ under sub rule (2) of rule 34 or sub-rule (1) of rule 35.

15.2 You should note that the expression 'public servants on duty' does not include Ministers, State Ministers and Deputy Ministers of the Centre or of any State and does not also normally include police officers. Such officers whether in uniform or in plain clothes should not normally be allowed to enter into polling station unless you decide to call them in, in unavoidable circumstances for the maintenance of law and order or some similar purpose.

N.B. No security guards accompanying any elector or any candidate or his election agent or any of his polling agents shall be allowed to enter the polling station in any circumstance.

15.3 The Returning Offices have been asked to issue identity cards to the contesting candidates. In case necessity arises, you may ask for its production. Similarly, the election agents of the candidates can be asked to produce the attested duplicate copy of their appointment letters. The attestation is made by the Returning Officer.

16. Preparation of Ballot Box for Poll

The Presiding Officer may begin preparing the ballot box for the poll 10 or 15 minutes before the hour fixed for the commencement of poll. Allow the ballot box to be inspected by the polling agents, if they are present in time.

(The instructions for operating the Godrej Steel ballot box have been printed as Appendix-IV)



17. Fixing of paper seal

- 17.1 Fix the paper seal, in position in the frame so that the green background shows through the window of the ballot box. The signatures of the polling agents present should be taken and the presiding officer also should affix his own signature on the white surface of the paper seal. It should be verified that the signatures of the polling agents tally with their signatures on their declaration in Form 10. It should be ensured that the paper seal cannot be shifted from the position by softly pulling it at the end. A damaged paper seal should not be used.

- 17.2 Then the Presiding Officer should note in ink the distinguishing mark on the surface of the paper seal where it shows through the window so that these marks are visible from outside. The note should be made legibly. If the polling station has serial No. 15, the distinguishing mark to be written on the paper seal of the first box should be 15-1, for the second box at the same station when the first is full, the marking should be 15-2 and so on.
- 17.3 A record of the paper seals should be kept in the prescribed form.
- 17.4 Every candidate or his agent may be allowed to take note of the serial numbers and to affix their signature in Part II of the Form at the end of the Poll after the other particulars have been filled in by the presiding officer. Thereafter, the completed Form should be forwarded to the Returning Officer in a separate cover along with the ballot paper account in Form 16.

18. Position of the Ballot Box

In securing the ballot box in the balloting position, make sure that the slit is fully open so that the ballot papers can be freely inserted through it.

19. Secrecy of voting

All persons present at the polling station should be explained the provisions of section 128 of the Representation of the People Act, 1951, regarding the duty of every officer, clerk, agent, etc., to strictly maintain the secrecy of the vote and the penalty for any breach of such duty [See Appendix- V for extract of Section 128. (Also see para 51)]

20. Absence of Polling Officer

- 20.1 If any Polling Officer appointed for his polling station is absent, the Presiding Officer has the power to appoint another on the spot in his place. He should, however, formally inform the District Election Officer of such appointment later [Section 26 (1)]

N.B:- No person who is an active supporter or opponent of any of the candidates should be appointed.

- 20.2 He may delegate any of his functions at the polling station to any polling officer working with him at the polling station [Section 26 (2)]

N.B:- Such delegation, however, will not relieve him of his own responsibility as he is in overall charge of the entire polling station in any case.

- 20.3 If he himself has to be absent from the polling station owing to illness or other reasons, one of the polling officers previously authorized in this behalf by the District Election Officer can act in his place and the poll need not be postponed. His substitute will have all his powers and duties [section 26 (3)].

21. Commencement of poll

The poll should be commenced at the hour fixed. The Presiding Officer should complete all the preliminaries by that time.

22. Printed instructions to Voters

Every polling station will be supplied with copies of printed instructions to voters explaining how they should mark their votes. The method of voting should be explained to the voters waiting in the queue, whenever this is necessary. It should be made clear to them that they have to put the figure '1' with the violet colour Sketch pen supplied to them in the polling compartment against the candidate to whom they wish to vote. They can mark their preferences to other candidates by noting the figures 2,3,4 etc., against the names of the respective candidates. This marking of preferences can be done to all the contesting candidates and need not be confined to the number of seats to be filled.

23. Form and design of ballot papers

- 23.1 Every ballot paper will have a counterfoil attached to it. Between the ballot paper and the counterfoil, there will be a perforated or disjointed line. The ballot paper will be detached from the counterfoil along this line by using a metal ruler which will also be supplied. Both the counterfoil and the ballot paper will have an identical serial number. The counterfoil will also have printed items for indicating the part number and the serial number of the elector in the electoral roll and space for taking the signature or the thumb impression of the elector.
- 23.2 Ballot papers will be supplied to each polling station on the basis of the number of electors attached to the polling station rounded off to the next ten, stitched into convenient bundles, with consecutive serial numbers. A careful and correct account of all the ballot papers supplied should be maintained in the prescribed form. No ballot paper which is so defective that it cannot serve its purpose should be issued to a voter. All such defective ballot papers should be cancelled and kept in a separate cover.

24. Colour of the ballot paper

Ballot papers for elections from all Council Constituencies shall be printed on pink colour paper. However, where election to the Graduates' and Teachers' Constituencies are held simultaneously and a common polling station is set up for both the elections, the ballot papers for the Graduates' Constituency election will be printed on paper of white colour and for Teachers' Constituency election on paper of pink colour and the respective ballot papers should alone be issued to voters.

25. Shuffling of ballot papers before issue

- 25.1 After allowing the polling agents to note the first and the last of serial numbers of the ballot papers which will be used at the polling station and before commencement of issued of the ballot papers to voters, the Presiding Officer should shuffle the ballot papers as indicated below :
- 25.2 As ballot papers will be supplied to the Presiding Officer in convenient bundles, it will not be possible to shuffle individual ballot papers as used to be done hitherto. It would be enough if ballot papers are issued from different bundles and not form the same bundle or alternatively the first few bundles may be shuffled before issue. If, however, the number of voters assigned to a polling station is very small, say 25 or 30, in which case not even one full bundle is likely to be used, it is enough if the first few ballot papers are issued at random to the voters i.e., the first voter may be given ballot papers No.3 ; the fourth voter, ballot paper number 1 and so on. It is very important to note that shuffling of ballot papers should not be carried on or repeated frequently in such a way as to create confusion at the time of preparation of ballot paper account.

26. Accuracy of ballot paper Account

- 26.1. The attention of the Presiding Officer is particularly drawn to the necessity for the accuracy of the ballot paper account. He should not forget that in the ballot paper account, the total number of ballot papers received by him must be equal to the sum total of :-
1. Ballot Papers not used :
 2. Ballot papers actually issued to voters for inserting into the ballot boxes ;
 3. Ballot papers cancelled, ; and
 4. Tendered ballot papers.

- 26.2 The account must be accurate, otherwise, it leads to serious difficulties at the time of counting of votes. Any irregularities in the preparation of the ballot paper account will be viewed seriously and disciplinary action will be taken against those responsible for such irregularities. Under the provisions of rule 45 (2) of the Conduct of Elections Rules, 1961 as revised, and as applied under rule 70 of those Rules the Presiding Officer is required to furnish to every polling agent present at the close of the poll a true copy of the entries made in the ballot papers account and attest it as a true copy. It is therefore of the utmost importance that Presiding Officers properly prepare the ballot paper account in Form-16 accurately so that common mistakes committed by them hitherto in filling up the various entries in Part I of Form – 16 are avoided. A model Form 16 duly filled in is given in Appendix-VI .

27. Safeguards for ensuring free and fair elections

- 27.1 In order to ensure that the election is free and fair the Presiding Officer should read out the Declaration Prescribed in Appendix-VII before the commencement of the poll. This should be done immediately after reading out the provisions of section 128 of the Representation of the People Act, 1951 regarding maintenance of secrecy of voting (Para 17). He should read out the declaration aloud to the hearing of all persons present in the Polling Station and sign the declaration and obtain thereon the signature of such of the Polling Agents as are present and are willing to affix the same. He should also record thereon the names of the polling Agents who decline to affix their signatures on the declaration. At the end of the poll., he should record a further declaration in Appendix-VIII in, the same manner. The declarations should be put into a separate packet which will be sealed and delivered to the Returning Officer after the conclusion of the poll along with the ballot paper account and the paper seal account.
- 27.2 During the course of poll, if it becomes necessary to use more than one ballot box the Presiding Officer is again required to read out a further declaration (specimen given on Appendix-IX) every time a new ballot box is taken up for use.

28. Issue of ballot papers to electors

When voters enter the polling station, the polling officer issuing the ballot papers will locate the names of the electors in the electoral roll with reference to the slips brought by them or on the information supplied by the electors themselves. Identity of the elector should be confirmed with the help of any of the documents listed by the Election Commission of India. The signatures or thumb-impressions of the voters should be obtained on the counterfoil attached to the ballot papers before ballot papers are delivered to them. Ballot papers should not be issued if any voter fails to comply.

29. Signature or thumb-impression of electors

- 29.1 The signatures of electors may be taken with a copying pencil or a fountain pen. If it is thumb impression, it may be taken with violet ink pad. As the electoral part number and the serial number of the voter will be noted on the counterfoil, it is not necessary to write the name of the voter on the counterfoil when his signature or thumb-impression is taken.



- 29.2 A signature may be described as the writing of a person's name on a document with the intention of authenticating that document. A literate person, while signing a counterfoil of the ballot paper, will be required to write his name, i.e., both his name or names and his surname in full or in any case his surname in full or names either in full or by means of initials of that name or names. The preferable course in the case of a literate voter will be to request him to sign his name, i.e., both his Christian name or names and his surname in full. If a literate person puts simply a mark and insists that mark should be taken as a signature while claiming to be a literate person, then that mark cannot be taken to be his signature because, as stated, signature means, in the case of a

literate person, the writing of the name of that person by himself in authentication of a document on which he writes his name. In such a case, if he refuses to sign his name in full as indicated above, then his thumb impression should be taken. If he refuses to give his thumb impression also, then no ballot paper should be given to him.

- 29.3 No indelible ink need be used in Council elections by MLAs and from Local Authorities' Constituencies. However, marking of voter's left forefinger with indelible ink apply to the elections from Graduates' and Teachers' Constituencies.

30. Record of serial numbers of ballot papers

As soon as a voter's identity has been accepted, and the voter has signed or affixed his thumb-impression on the counterfoil attached to a ballot paper, detach the ballot paper from the counterfoil and hand over to the voter the ballot papers. It should be noted that serial number of the ballot paper or the last three digits of the serial number should not be noted in the marked copy of the electoral roll against the elector's name.

31. Concealment of serial number in local authorities' constituencies

In the case of local authorities' constituencies (not the teachers' and the graduates' constituency) the serial number of every ballot paper, before delivery of the ballot paper to an elector be effectively concealed by placing a thick black paper of suitable size gummed at the four corners over each such serial number. In order to maintain the secrecy of the ballot, the polling agents should not be allowed to take note of the serial numbers of ballot papers issued to electors. If any polling agent disobeys such direction, the Presiding Officer should hold him guilty of misconduct consisting of an attempt to violate the secrecy of vote. He may then take any reasonable steps to prevent the taking of such notes.

32. Presiding Officer to sign on the back of the ballot paper

The Presiding Officer should sign his name in full on the back of each ballot paper before its issue to the voter. However, the Presiding Officer is not required to sign his name on the front or back of the counterfoil attached to a ballot paper. He should not in advance sign on the ballot paper on the previous day of poll but should sign the ballot papers just before the commencement of the poll, say 10 to 15 minutes before commencement. He may sign 20 or 30 ballot papers (even less number in cases where the number of voters assigned to a polling station is very small) at a time in the beginning and keep them ready for issue that only the exact number of ballot papers

required for issue to electors are signed by him. At the closing stages of the poll, it shall be necessary for him to sign each ballot paper as and when a voter turns up for voting, so that it shall be ensured that as far as possible, no signed ballot paper is kept in the bundle of unused ballot papers after the poll. If, for any reason as few signed ballot papers in a bundle remain unused at the end of the poll, they should be detached with the counterfoils in tact from the bundle and kept in a separate cover and sealed.

33. Distinguishing mark on ballot papers

- 33.1 A rubber stamp containing the distinguishing mark of the polling station will be supplied to each of the polling stations. The distinguishing mark will be the serial number of the polling station placed in a circle. Before any ballot paper is issued to an elector, it should be seen that the distinguishing mark is stamped on it on the right hand top portion on the back side of the ballot paper and on the back side of its counterfoil by the polling officer issuing the ballot paper. No ballot paper should be issued to an elector unless it and its counterfoil have been duly rubber stamped in this manner, and the Presiding Officer will be responsible for ensuring that no such lapse occurs on the part of the polling officer. As the omission is serious the Presiding Officer will do well to get this stamping done for all the ballot papers supplied to the polling station even on the previous day and check them carefully. The unused ballot papers will not in any way be useful at other future elections as they contain the names of contesting candidates.
- 33.2 Where it is not found possible to rubber stamp the serial number of the polling station on the ballot paper on account of any unavoidable reason, e.g., non-availability of rubber stamp, it will suffice if the aforesaid serial number is noted by hand in ink in the above manner on each ballot paper, provided that it will not, in such a case, be necessary to enclose the number within a circle.
- 33.3 Before issuing a ballot paper to any voter, the polling officer concerned should fold it first vertically in the centre and then a second time horizontally in such a manner that the distinguishing mark remains outside the folds and is visible. The ballot paper will then be unfolded and handed over to the voter who should be instructed to mark his vote secretly in one of the polling compartments and thereafter to fold the ballot paper similarly along the same lines. It is expected that if the ballot paper is folded hard in the above manner twice over, it will ensure in almost every case that when the voter again folds the ballot paper after marking his vote, he would fold it in the same manner along the existing lines of fold and that the names and the mark(s) placed by the voter would be effectively concealed and the secrecy of the vote would be maintained.

34. Recording of vote

- 34.1 As soon as the voter receives the ballot paper he will forthwith proceed to the polling compartment and record his vote on his ballot paper by marking figures opposite the names of the candidate(s) in whose favour he wishes to vote or express his "1" opposite the names of the candidate of his choice. He may also express his relative preferences for other candidates by placing the figures 2, 3, 4 etc., against their names in the order of such preference for all the contesting candidates or for only those for whom he wishes to mark preferences.
- 34.2 Under rule 37-A, at any election in a Council constituency, every elector will have one vote only. Each voter will thus have only one vote, irrespective of the number of members to be elected from the constituency; but he can express more than one preference. The voter is, therefore, required to place the figure "1" in the space opposite the name of the candidate of his choice, whether the number of members to be elected is one or more. But he may thereafter indicate his relative preferences for other candidates. He should not, however, place more than one figure opposite the name of the same candidate, nor the same figure opposite the names of more than one candidate.
- 34.3 The Presiding Officer should, when he is so requested by an elector, or his companion explain to him the instructions as to how he should record his vote [rule 40-A (3)].
- 34.4 In order to conceal his vote effectively the voter will then fold his ballot paper in the same manner in which it had been folded before it was issued to him, i.e. he will first fold the ballot paper vertically in the center and then a second time horizontally.
- 34.5 The voter will then come out from the voting compartment with the folded ballot paper, proceed to the ballot box and show to the Presiding Officer the distinguishing mark on the back of the ballot paper without unfolding it. When the Presiding Officer is satisfied from the distinguishing mark, etc., that the ballot paper is genuine one he should ask the voter to insert the folded ballot paper into the ballot box. After the voter has done so in full view of the Presiding Officer and polling agents, he will leave the polling station by the exit.
- 34.6 In case any voter comes to the Presiding Officer with the ballot paper unfolded (or folded the wrong way) so that there is a risk that the mark he has made thereon may be visible, the Presiding Officer should fold it in the proper way taking care, as far as practicable not to give himself or any other person present an opportunity of seeing the mark made by the voter. In other words he should take every practicable precaution to see that the secrecy of the ballot is maintained even if the voter has been careless.

- 34.7 Every elector should vote without undue delay and quit the polling station as soon as he has inserted his ballot paper into the ballot box.
- 34.8 Rules 39 A read with rule 70 has been amended to provide that if an elector to whom a ballot paper has been issued, refuses, after warning given by the Presiding Officer to observe the prescribed voting procedure, the ballot paper issued to him shall, whether he has recorded his vote there on or not, be taken back. Such ballot paper shall be cancelled with the endorsement "Cancelled: Voting procedure violated".

35. Change of Ballot box

- 35.1 The ballot box should be shaken from time to time so that the ballot papers inside it arrange themselves compactly. A "pusher" may be used at a later stage whenever the slit tends to get choked by the ballot papers inside. (It should be particularly noted that the flat metal rule given for detaching the counterfoil of the ballot paper, should NEVER be used as pusher, as one side of that metal rule is sharply edged and it will cut the ballot papers to pieces).
- 35.2 When the ballot box gets filled with ballot papers and no more papers can be inserted in it even after the box is shaken and the papers pressed down by means of a pusher through the slit, it should be removed and its slit closed. Another empty box should be placed in its place for continuing the poll, after preparing the new ballot box for balloting in the same manner as the first.
- 35.3 The used box should be closed immediately, sealed and kept aside at a safe place.

36. Voters identity

- 36.1 Every person whose name is entered in the electoral roll is entitled to vote at the election. The Presiding Officer must, however, be satisfied that a person claiming to be a particular voter whose name has been entered in the roll is in fact that voter. For the purpose of identification, Election Commission will separately notify the list of documents any one of which will provide acceptable proof of identity. The list of these documents normally will include Electors Photo Identity Cards, ration cards, driving licences, property documents, student identity cards, service identity cards issued by employers, passports, income tax PAN card etc. No other documents other than those

notified shall be accepted for the purpose of identification. The identity of the voter should be proved fully to the satisfaction of the First Polling Officer before he is issued a ballot paper.



- 36.2 Please ensure that a copy of this notification is available with you when you proceed to the polling stations.
- 36.3 Unless there is a challenge of the identity of a voter by a candidate or his election or polling agent and provided he provides proof of identity as notified by the Election Commission, it should normally be presumed that a person claiming to be that voter is really the voter himself. If there is a challenge or if the Presiding Officer feels any reasonable doubt about the identity of the person from the attendant circumstances, he will have to hold a summary enquiry in order to come to a decision on the question of the identity of that person.

37. Challenge Fee

- 37.1 No challenge of a voter's identity should be entertained until the challenger pays in cash Rs.2/- in respect of each voter whose identity he challenges. After the amount has been paid, the person challenged should be warned about the penalty for personation and his name and address entered in the list of challenged votes in Form 14. The person challenged should then be required to affix his signature in that list. If he cannot write, his thumb-impression should be taken. If he refuses to affix his signature or thumb-impression he should not be allowed to vote.
- 37.2 As regards the summary enquiry to be held into the challenge the provisions of rule 36 (3) should carefully be observed. The following procedure should be adopted in holding the enquiry :
- 37.3 The Presiding Officer should first require the challenger to produce evidence to show that the person challenged is not the voter that he claims to be, for the initial onus lies on the challenger. If the challenger fails to adduce prima facie evidence in support of his challenge he should disallow the challenge and allow the person challenged to vote. If the challenger succeeds in making out a prima facie case that the person is not the voter in question he should call upon the latter to produce evidence to rebut the challenge, i.e., to prove that his claim to be the voter is correct. If he proves his claim by such evidence, he should be allowed to vote. If he fails to do so, the Presiding Officer should hold that the challenge has been established and should not allow the person to vote. In the course of the summary enquiry, the Presiding Officer is free to and should whenever necessary of his own motion, ascertain the true facts from (a) the village officers or (b) the neighbours of the voter in question, or (c) other persons who are likely to know the voter personally. For the purposes of enquiry he may administer oath to the person challenged and any other person offering to give evidence. In case the challenge has been established, the person should be handed over to the policeman on duty together with the complaint as in Appendix-X addressed to the Station House Officer of Police Station in the jurisdiction of which the Polling Station falls.

38. Return or forfeiture of challenge fee

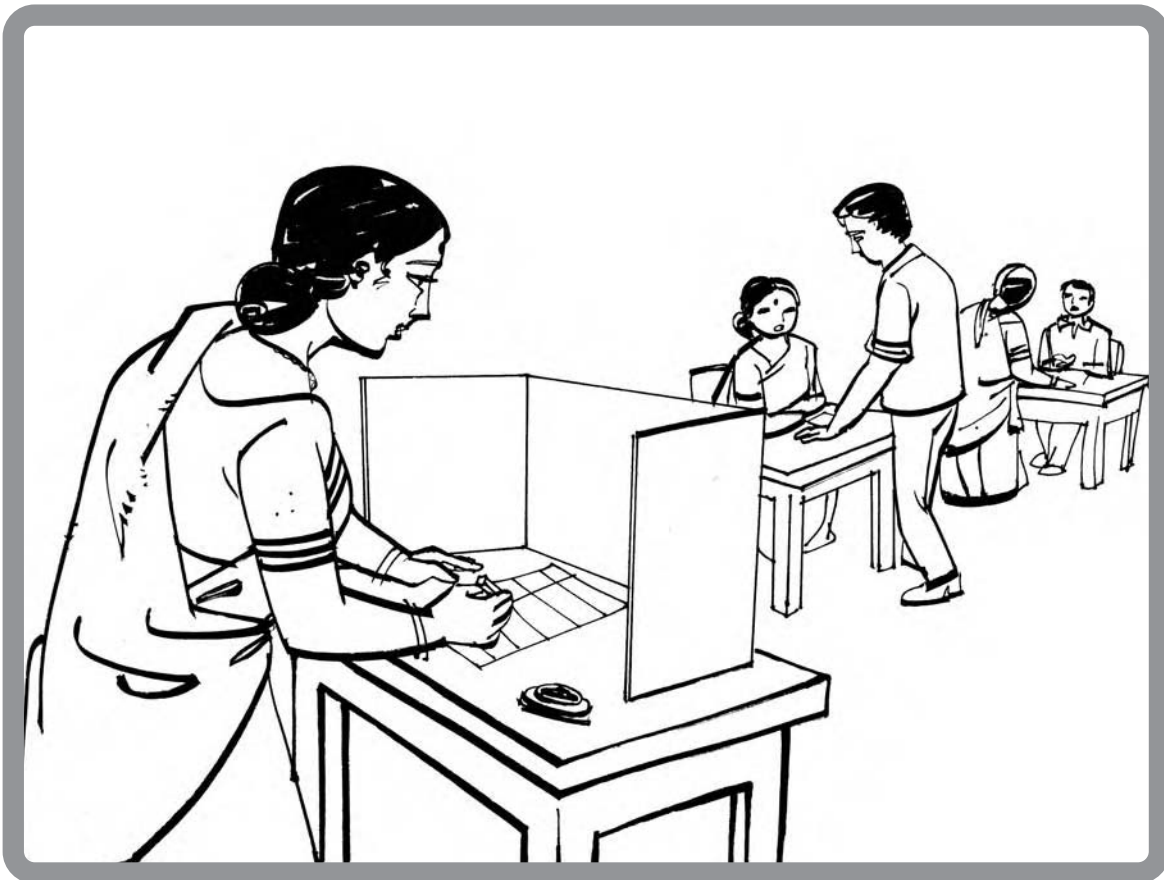
The challenge fee of two rupees should be returned at the conclusion of the enquiry to the person who made the challenge after taking his receipt in Column 10 of Form 14 (list of challenged votes) unless the Presiding Officer is of the opinion that the challenge was frivolous or not made in good faith. In the latter case, the challenge fee should be forfeited to Government and it should not be returned to the challenger and the word "forfeited" entered in column 10 of Form 14 instead of taking the depositor's signature or thumb-impression.

39. Clerical and printing errors

The particulars in respect of the electors as entered in the electoral roll are sometimes incorrectly printed or may become out of date; for example, the exact age of the voter. More clerical or printing errors in any entry relating to a voter in an electoral roll should be over looked provided the Presiding Officer is otherwise satisfied that the person claiming to be that voter is identical with such voter.

40. Right to Vote

So long as the identify of a voter has been established and he has been accepted to be the person referred to in the relevant entry in the electoral roll, the Presiding Officer has no option but to allow him to vote. No question can be raised at the polling station before him about the eligibility of such a person to vote.



41. Tendered votes

- 41.1 It may happen that a wrong person has successfully impersonated a voter by evading detection at any stage and by voting in the name of that voter. The provisions of rule 42 should be followed care fully in such cases.
- 41.2 If the person answers the questions put by the Presiding Officer satisfactorily relating to his identity the Presiding Officer should make necessary entries in the list of tendered votes (Form 15) obtain the signature of the person in column 5, handover the tendered ballot paper to the individual who can then record there on his vote. No separate tendered ballot papers will be supplied. Serially the last in the bundle of ballot papers supplied to the polling station should be used for this purpose, but the Presiding Officer should endorse the words "tendered ballot paper" both on the back on the counterfoil and the ballot paper in his own hand and signature. The elector after marking the tendered ballot paper in the voting compartment should fold it and instead of putting in the ballot box give it to the Presiding Officer who should put the ballot paper into a cover specially kept for the purpose without seeing how the voter has voted, and this cover should be sealed at the close of the poll.
- 41.3 The tendered ballot papers will be issued from the last serial number of the ballot paper supplied to the polling station as before. At the end of poll, the counterfoils of such tendered ballot papers will have to be detached from the bundle and put in the packet containing the counterfoils of the other used ballot papers sealed.
- 41.4 As under the counterfoil system of the ballot paper the serial number of the ballot paper issued to an elector should not be noted in the marked copy of the electoral roll, the serial number of ballot paper issued to the person who has already voted will have to be located by the presiding officers with reference to the counterfoils of the issued ballot papers (which will be normally a few) for noting it in Form 15. No doubt this may take a little time but it cannot be helped.

42. Supply of fresh ballot paper and return of ballot paper already issued

- 42.1 An elector who has inadvertently dealt with his ballot paper in such a manner that it cannot conveniently be used as a ballot paper may on delivering it to the Presiding Officer and on satisfying him of the inadvertence, obtain another ballot paper in place of the ballot paper delivered to him earlier.
- 42.2 The ballot paper so returned by the elector to the Presiding Officer and its counterfoil shall be marked as "Spoilt – cancelled" by the Presiding Officer.
- 42.3 If an elector, after obtaining any ballot paper for the purpose of recording his vote decides not to use it, he must return the ballot paper to the Presiding Officer. The ballot paper so returned and its counterfoil should also be marked "Returned – cancelled".

- 42.4 In the case of ballot papers whose serial numbers on the counterfoil and the ballot paper do not tally, such ballot papers shall be cancelled and an endorsement “defective – cancelled ballot paper” be made on the back of both the counterfoil and ballot paper. In such cases, the serial number on the counterfoil or the ballot paper whichever is within the series of ballot papers assigned to the polling station shall be noted in the ballot paper account (Form – 16) against the item 4 (b).
- 42.5 In case a voter refuses to sign or put his thumb impression on the counterfoil after making entries on it such ballot paper shall be cancelled as ‘spoilt’ and endorsement to the effect made on the back of the counterfoil and ballot paper.
- 42.6 The ballot papers cancelled under sub-paragraphs (2) and (3), (4) and (5) above should be kept by the Presiding Officer in a separate packet set apart for the purpose, while the counterfoils are allowed to remain along with the counterfoils of the other used ballot papers.

43. Illiterate, blind or infirm voters

- 43.1 If, owing to illiteracy or blindness or other physical infirmity, a voter is unable to mark the vote and if the presiding officer is satisfied, he should permit the elector to take with him a companion of not less than 18 years of age to the voting compartment for recording the vote on the ballot paper on his behalf and in accordance with his wishes, and if necessary for folding the ballot paper and inserting it into the ballot box. In every case referred to above, it is necessary that the thumb impression or signature of the voter or his companion is taken before issuing the ballot paper. Necessary declaration from the companion may be obtained in the Form given in Appendix-XI.
- 43.2 If the blind voter can either put his signature or his thumb impression his signature or thumb impression should be taken on the counterfoil before he is permitted to take the companion to the voting compartment. In the case of an illiterate voter. His thumb impression can be taken similarly on the counterfoil. In respect of lepers also their thumb impression should be similarly taken on the counterfoil, if possible. If however, it is not possible to take the thumb impression of a leper due to advanced stage of leprosy, he may be treated as an infirm voter and the signature or thumb impression of the companion can be taken on the counterfoil.
- 43.3 In the case of infirm voters, if the left thumb of voter is missing, then the impression of the right thumb should be taken. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the voter being unable to mark his ballot paper will necessarily have to seek assistance of a companion under rule 40-A of the said rules.

- 43.4 In all cases, where instead of the signature or thumb impression of the voter, the signature or the thumb impression of the companion is taken on the counterfoil, an endorsement may be made on the back of the counterfoil, " Infirm voter, signature/thumb impression of companion obtained" and the endorsement should be duly attested by the presiding officer.

44. Lunch interval

There will be no interval for lunch and the poll will be continuous.. The polling staff may take lunch by turns when the poll is slack.

45. Closing of ballot boxes

- 45.1 Immediately after the last voter leaves the polling station, the slit of the ballot box should be closed and secured in the presence of the polling agents.
- 45.2 After closing and securing the ballot box or boxes of the polling station according to the instructions contained in sub-paragraph (1) run a ribbon or tape on the four sides of the box lengthwise and breadth wise crossing each other on the lid passing under the handle if there is one and tie the knot firmly and seal the knot on a piece of thick paper or cardboard. The polling agents present should also be asked to affix their seals or their signatures if they so desire. After this, the ballot box or boxes should be either-



- (i) Placed in a strong canvas bag with provision for closing it with a strong rope or other locking arrangement and the bag closed and sealed ; or
 - (ii) Wrapped with a new cloth, which shall be sewn and the seams sealed.
- 45.3 In either case, the polling agents present should be asked to affix their seals, if they so desire. Also, attach properly the address tag and the label on the canvas bag or the cloth cover, as the case may be, as in paragraph 9 of the Instructions and also write the particulars of address tag and of label, in ink with bold letters on the canvas bag or the cloth cover. If more than one box is used, the serial number of the ballot box should also be prominently given on the address tag and on the out-side cover as noted below:
- (i) on the first box.. 1/2
 - (ii) on the second .. 2/2
- 45.4 For purpose of identification of ballot box, the address tag should be firmly attached on the handle of ballot box instead of pasting it on the ballot box.

46. Ballot paper and paper seal account

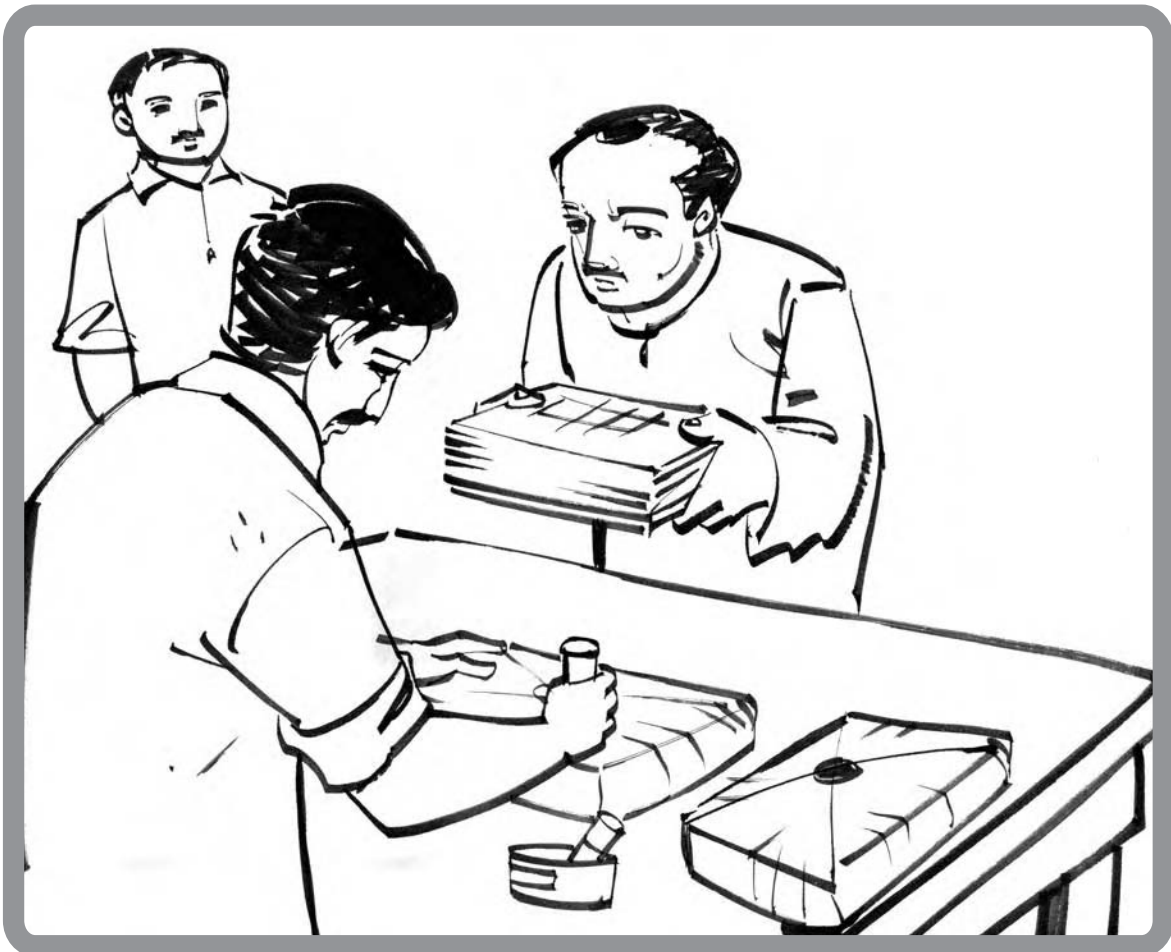
At the close of the poll, the Presiding Officer should draw up the ballot paper account in Form 16 (Part – I only) and also the paper seal account in the prescribed form. The ballot paper account is one of the most important election papers and the Presiding Officer should be very careful in preparing it perfectly. The covers containing the ballot paper account and the paper seal account, need not be sealed and they should not be bundled up with other covers but should be sent separately along with the boxes and other covers. Copies of the ballot paper account should be furnished to polling agents present at the end of the poll and declaration in Appendix-VIII completed and signed by the polling agents.

47. Presiding Officer's Diary

The Presiding officer should draw up the proceedings connected with the taking of the poll in the polling station in the Diary prescribed in Appendix-XII to these instructions. Any out of the ordinary incident should be scrupulously recorded by the Presiding Officer in the diary. Number of ballot papers issued and number of votes cast should be shown separately for graduates' constituency and teachers' constituency in the common polling station. The Presiding Officer's diary of a common polling station should be marked on the cover "Common Polling Booth".

48. Sealing of election papers in packets

- 48.1 After the close of poll, seal all the election papers in separate packets as required by rule 46. All the packets so sealed except the covers containing (i) the ballot paper account, (ii) paper seal account, (iii) the declarations by the Presiding Officer and (iv) the Presiding Officer's diary should be put and sealed in four large packets as explained in the following paragraphs and sent to the Returning Officer. The covers containing (i) the ballot paper account, (ii) paper seal account (iii) the declarations by the Presiding Officer and (iv) the Presiding Officer's diary should, however, be sent separately to the receiving Centre for election papers.
- 48.2 You should allow each candidate or his election agent or his polling agent who may be present at the polling station to affix their seals on the envelopes and packets containing the following documents:
- (i) the marked copy of the electoral roll;



- (ii) the counterfoils of used ballot papers (at the end of the poll, if the last bundle of ballot papers used for the poll contains some unused ballot papers, the counterfoils of used ballot papers in the bundle should be separated from the bundle and kept in this envelope. The counterfoils so separated should be tagged properly);
- (iii) the signed but unused ballot paper with counterfoils, if any;
- (iv) the other unused ballot papers with counterfoils;
- (v) the ballot papers cancelled for violation of voting procedure;
- (vi) the returned and other cancelled ballot papers;
- (vii) the tendered ballot papers and the list of tendered votes in Form 15;
- (viii) the list of challenged votes;
- (ix) the unused and damaged paper seals, if any;
- (x) appointment letters of polling agents; and
- (xi) any other papers that the Returning Officer has directed to be kept in a sealed packet.

Packing of 'Statutory Cover' and 'No statutory Covers and election materials

- 48.3 In order to avoid delay and inconvenience of waiting at the place for returning sealed boxes, election paper and all other materials, you are advised to pack the covers and other materials into four separate packets, as explained below, and hand them over at the place appointed for receipt thereof.
- 48.4. The first packet should contain the sealed covers mentioned below and should be superscribed as "STATUTORY COVERS".
- (i) the sealed cover containing the marked copy of the electoral roll;
 - (ii) the sealed cover containing counterfoils of used ballot papers including tendered ballot papers;
 - (iii) the sealed cover containing the signed but unused ballot papers, with counterfoils;
 - (iv) the sealed cover containing other unused ballot papers with counterfoils;
 - (v) the sealed cover containing the tendered ballot papers and the list in Form 15;
 - (vi) the sealed cover containing the ballot papers cancelled for violation of voting procedure; and
 - (vii) the sealed cover(s) containing other cancelled ballot papers.
- 48.5 Even if a statement or record to be put in any cover mentioned above is nil, a slip noting on it that the statement or record is "Nil" may be put in the cover and the total number of seven covers made ready so that no necessity arises for the receiving officials at the receiving centre to enquire about the non-production of any of the sealed covers to be received by him.

- 48.6 The second packet should contain the following covers and should be super scribed as "NON-STATUTORY COVERS":
- (i) the sealed cover containing the copy or copies of electoral roll (other than the marked copy);
 - (ii) the sealed cover containing the appointment letters of polling agents in Form 10;
 - (iii) the sealed cover containing the list of challenged votes in Form 14;
 - (iv) the sealed covers containing the list of illiterate, blind and infirm electors in Form 14A and the declarations of the companions, under rule 40(1);
 - (v) cover containing the receipt book and cash, if any, in respect of challenged votes; and
 - (vi) cover containing unused and damaged paper seals.
- 48.7 The third packet should contain the following items:
- (i) the Handbook 'Instructions to Presiding Officers'
 - (ii) pusher for ballot box and metal strip for detaching the ballot papers from counterfoils;
 - (iii) self-inking pads;
 - (iv) the metal seal of the Presiding Officer;
 - (v) articles supplied for marking ballot papers;
 - (vi) indelible ink set (with stopper having been secured on each phial effectively with worthen wax to prevent leakage or evaporation in the case of election from Graduates' or Teachers' Constituency.
- 48.8 All the other items if any, should be packed into the fourth packet.
- Delivery and checking of election records and materials at the collecting centre
- 48.9 You will hand over to the official in charge of receiving back the election records and materials at the collecting centre the following 10 items in all:
- (i) the sealed ballot box(es);
 - (ii) the unused ballot box(es);
 - (iii) the unused canvas bag(s) or cloth, as the case may be;
 - (iv) cover containing the ballot paper account;
 - (v) cover containing the paper seal account;
 - (vi) cover containing the declarations of the Presiding Officer;
 - (vii) cover containing the Presiding Officer's diary;
 - (viii) the first packet super scribed 'statutory covers' containing six covers;
 - (ix) the third packet containing seven items of election material, etc.; and
 - (x) the fourth packet containing all other items, if any.

- 48.10 All the above items [excluding the items contained in the fourth packet referred to at (x) above] will be checked by the receiving official(s) at the collecting centre in your presence and thereafter you will be released.

49. The ballot boxes, sealed packets, etc.

These should be returned to the Returning Officer under police escort according to the instructions issued by the Returning Officer.

50. Adjournment of poll for riot, etc.

- 50.1 If there is a riot or any attempt at open violence, the police may be requested to control the violence. If, however, it is impossible to do so and to continue the proceedings at the polling station, the poll should be adjourned (section 57). Similarly, if the taking of the poll is rendered impossible on account of any natural calamity or other sufficient cause the poll should be adjourned. A passing shower of rain or an ordinary strong wind would not be sufficient cause. In every case of adjournment of poll, the full facts must be reported to the Returning Officer.
- 50.2 If the poll is adjourned, formal announcement may be made to all present that the poll will be taken on a date to be notified subsequently [section 57 (1)]. If it is not possible to do so all the boxes, etc., should be securely sealed in the presence of the polling agents as if the poll has come to a close in the normal way.
- 50.3 The discretion given to the Presiding Officer to adjourn the Poll should be exercised very carefully and most sparingly and only in case where it has really become physically impossible, as it upsets the time-table of the whole election and delays its completion (section 57).

51. Breach of secrecy of voting

The secrecy of the ballot must be strictly maintained by the polling staff, the polling staff, the polling agents and all others. Any contravention of this requirements of law is a criminal offence (Also see para 19, Section 128 is extracted in Appendix-V).

52. Officers not to influence voters

No officer is to do any act (except the giving of a vote) for the furtherance of the prospects of the election of a candidate. In particular, no officer is (i) to persuade any person to give his vote at the election, (ii) to dissuade any person from giving his vote at the election, or (iii) to influence the voting of any person at the election in any manner. Any contravention of this is also an offence (section 129).

53. Ban on canvassing

- 53.1 It is an offence to canvass within one hundred meters of the polling station. Any person who does so may be arrested without warrant by the police and may be prosecuted under section 130 of the Representation of the People Act, 1951.
- 53.2 Candidates' election booths : - Candidates often put up their offices or what are called "election booths" near the polling stations. These offices or "booths" should not be set up within a distance of 100 meters of the polling stations. Although there is no direct bar in the Act against this, it would obviously be impossible for the candidates' workers not to canvass at these booths.

54. Penalty for noisy or disorderly behaviour in or near polling station

- 54.1 No one should be permitted in the neighborhood of the polling station : -
- (i) to use any apparatus for amplifying or reproducing the human voice, such as megaphones or loudspeakers, or
 - (ii) shout or otherwise act in a disorderly manner, so as to cause annoyance to any person visiting the polling station, or so as to interfere with the work of the polling officers or other persons on duty at the polling station
 - (iii) Any person , who violates the above provision, commits an offence, for which he may be arrested then and there under the Presiding Officer's directions by a Police Officer and prosecuted. (section 131).
 - (iv) The Police have also been given powers to take such steps or use such force as may reasonably be necessary for preventing such an offence. They have powers also to seize any megaphone, loudspeaker, etc., used for committing such offence [section 131 (4)]. These powers should be exercised whenever necessary after due warning in order be exercised whenever necessary after due warning in order that the poll may proceed in a peaceful and orderly manner.

- N.B: - (1) Law requires that the poll should be conducted in a peaceful and quiet atmosphere. To ensure this, the staff at the polling station and the Police Officer acting under his directions have been given these extra ordinary powers. He should not hesitate to use them whenever necessary. He should, of course use tact and persuasion to start with.
- (2) It is immaterial whether a megaphone or loudspeaker, etc., is used in public or a private place. So long as the use thereof interfaces with the work at the polling station, it should be checked.
- (3) No specific limit of distance is prescribed in this section. In fact, the distance does not matter. Whatever the distance may be, the Presiding Officer may use his powers provided that any of the prohibited acts is done in such a manner as to disturb the proceedings at the polling station.

55. Penalty for misconduct at polling station

The Presiding Officer has also been given powers to check other acts of misconduct on the part of any person at the polling station. Any person who misconducts himself or fails to obey his lawful directions during the poll may be ordered to be removed from the polling station by any Police Officer or any other person authorized in this behalf (section 132).

- N.B. : (1) The word "misconduct" is wide and will embrace any form of misconduct, that is, any objectionable departure from the canons of good conduct as for instance, offensive or indecent remarks or gestures, obstructive tactics, boisterousness, introduction into the polling station of objects which are dangerous or offensive in nature (like objects which are inflammable, explosive, obnoxious or evil smelling or which may be used as a weapon of deadly assault), so on. If an unauthorized person, who is not a voter insists on remaining in the polling station, or if a voter after he has already cast his vote, insists on remaining in the polling station, or behaving in an improper manner or if any person tries to hold or obstruct the proceedings in a manner which is not authorized by law, such conduct would also amount to 'misconduct'.
- (2) These powers should not be so exercised as to prevent a voter from voting at all. A voter should be given every reasonable facility and opportunity to vote and should not be removed from the polling station before he has voted, unless, ever after warnings his conduct continues to make it clear that he does not seriously intend to vote but wants only to obstruct the poll or create disturbance. A record should be kept of every such incident where a voter has to be removed before he has cast his vote.

- (3) If any person who has been removed so from the polling station under this section re-enters the polling station without permission, he commits an offence, for which he may be arrested by the Police without warrant.

56. Illegal hiring or procuring of vehicles for conveyance of voters

Hiring or procuring of vehicles for the conveyance of voters to or from the polling station is a criminal offence and a corrupt practice. The Presiding Officer has no positive power to check it. If a complaint is made, he should be told that he may prosecute the offender or use the fact as a ground for filling an election petition against the offending candidate in due course (section 133). The complainant may also be asked to file a complaint in writing containing all the particulars of the alleged offence. At the end of the poll, all such complaints should be forwarded to the Sub-Divisional or other Magistrate who has jurisdiction to deal with such cases with such remarks which the Presiding Officer can make from his own observation and personal knowledge.

57. Breach of official duty by Election officers

Section 134 applies to the Presiding Officer and his staff as also to his supervisor officers who have any thing to do with the elections. The section provides that if any such officer is without reasonable cause guilty of any act or even any omission in breach of his official duties, he commits a criminal offence.

N.B. It should be observed that even an omission without reasonable cause renders an officer liable to punishment. It is important therefore, that the Presiding Officer should know thoroughly what his official duties are and see that they are performed meticulously, correctly and impartially.

58. Removal of ballot paper from polling station

No voter or other person can under the law remove a ballot paper out of the polling station or even attempt to do so. Such an act is an offence, for which the offender can be arrested without warrant by the Police.

59. Other offences

Any of the following acts constitutes an offences :

- (i) fraudulently defacing or destroying any official list, notice, or other document affixed at the polling station ;
- (ii) fraudulently defacing or destroying any ballot paper;
- (iii) without due authority possessing supplying to, or receiving from any person any ballot paper;
- (iv) fraudulently putting inside the ballot box anything other than the ballot paper which he is authorized by law to put in ;
- (v) without due authority destroying ; taking, opening or otherwise interfering with any ballot box or ballot paper; or
- (vi) fraudulently or without due authority, as the case may be, attempting to do any of the above acts, or willfully aiding or abetting any such act.

60. Arrest without warrant by Police Officer for committing offences

Any person committing any of the above offences can be arrested without warrant by a Police Officer (section 136).

APPENDICES

APPENDIX – I

(See Para –2)

LIST OF POLLING MATERIALS AND COVERS	
Serial number and description of materials	Scale of supply
1	2
1 Ballot boxes	2
2 Ballot papers with counterfoils	Specified number
3 Electoral rolls for use as marked copy and for the use of the Presiding Officer	3
4 Paper Seals	4
5 Metal seal for Presiding Officer	1
6 Rubber stamp bearing distinguishing mark of polling station	1
7 Self-inking purple pad	1
8 (i) Form 14-List of challenged votes (ii) Form 14A-List of illiterate, Blind and Infirm Voters (iii) Form 15-List of tendered votes	One Form
9. Form 16-Ballot paper account	(One + No. of Contesting Candidates)-Forms.
10 (i) Presiding Officer's diary	One form.
(ii) Paper seal account	One form
(iii) Form for declaration by Presiding Officer before commencement of the poll and at the end of poll	1
11 (i) Form for declaration by companion of blind or infirm voters	Five forms
(ii) Form of receipt for challenge fee	One book
(iii) Letter of complaints to Sub- Inspector of Police	Five forms

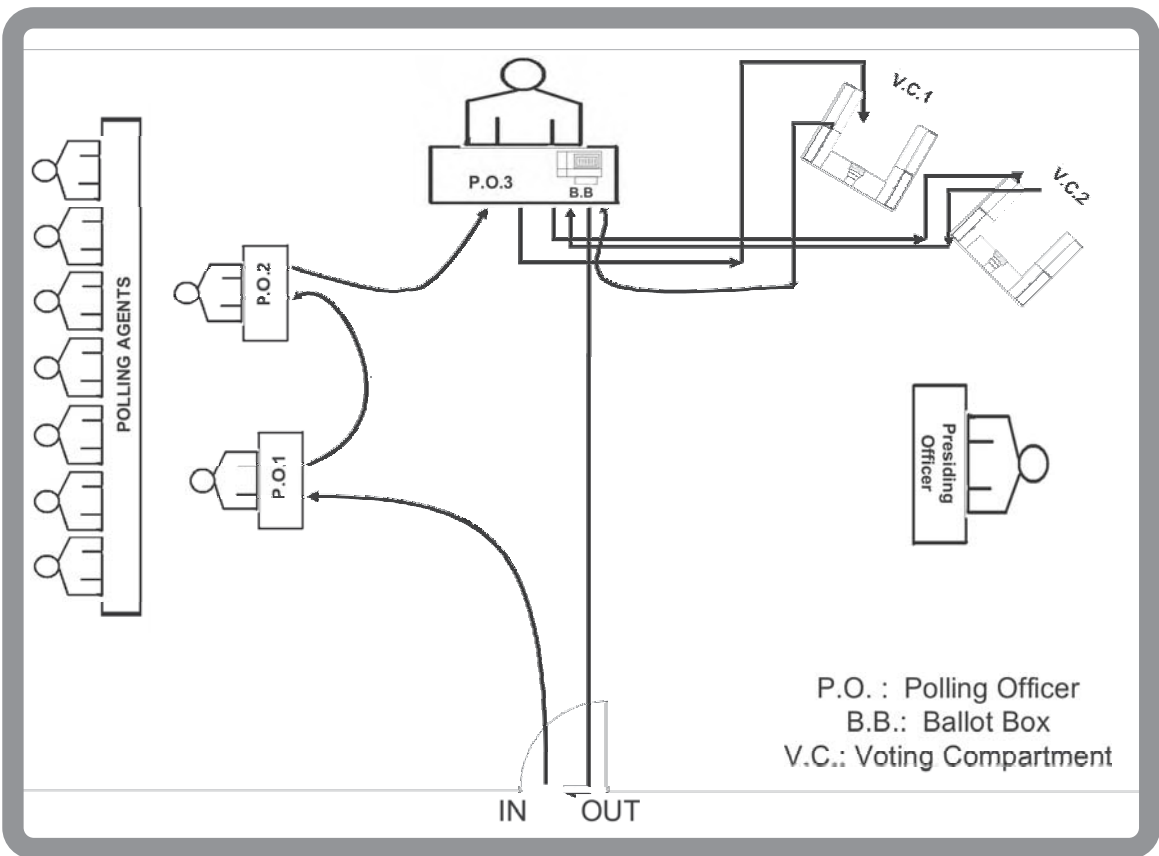
12	Pieces of thin wire	6
13	Furniture	Scale as required and available
14	Posters showing the particulars of voters allotted to each polling station	1
15	Poster showing the list of contesting candidates	1
16	List of contesting candidates with the name of the election agent of each candidate	1
17	Labels for ballot boxes	6
18	Address tags	6
19	Badges with safety pins	One badge for each polling personnel printed appropriately.
20	Foolscape white paper	4
21	Blotting paper	4 bits of 1/4 size
22	(i) Ink bottles, pen-holders and nibs	2 sets or a ball point pen
	(ii) Carbon Papers	4
	(iii) Copying pencils	1
	(iv) Sketch Pens of violet colour ink – for marking preferences by voter	1 Pen for every 50 voters
23	Cardboard for use as padding below paper seal	One big piece
24	Pins	A strip of 10 pins.
25	Gem Clip	Three clips.
26	White Twine	4 meters.
27	Sealing wax	250 grams.

28	Brown sheet for packing	Three sheets.
29	Sets of covers - (i) Cover for unused ballot papers with counterfoils (ii) Cover for tendered ballot papers (iii) Cover for cancelled returned ballot papers (iv) Cover for marked copy of electoral roll (v) Cover for tendered votes list (vi) Cover for list of challenged votes (vii) Cover for record under rule 40 (viii) Cover for record under rule 41 (ix) Cover for ballot paper account (x) Cover for appointment letter of polling agents (xi) Cover for miscellaneous papers. (xii) Blank cover (xiii) Cover for unused and damaged paper seal (xiv) Cover for paper seal account (xv) Cover for receipt for challenge fee. (xvi) Cover for declaration by companion of blind or infirm voters. (xvii) Cover for Presiding Officer's diary (xviii) Cover for counterfoils of used ballot papers (xix) Cover for declaration by the Presiding Officer before commencement of the poll and at the end of poll	One set.
30	Candle	1
31	Match-box	1
32	Gum and paste	Required quantity.
33	Needle	1
34	Country twine (sutli - thread)	2 bundles.
35	Pusher for pushing ballot papers into ballot box	1
36	Gunny bag for transport of polling materials	1
37	Materials for voting compartments	Required materials.
38	Instructions to Presiding Officers	One copy.

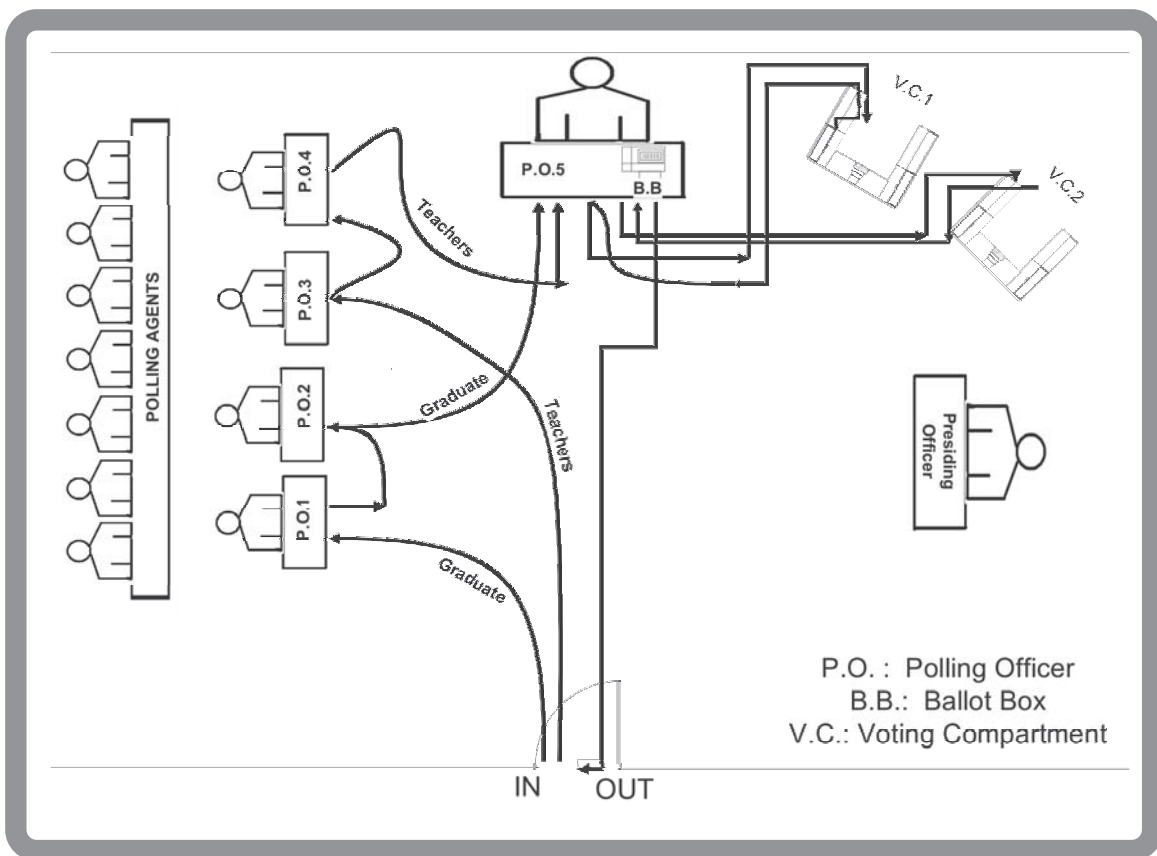
39	Papers for polling agents	At the rate of three per candidate
40	Postage stamp	Service postage stamp to the value of Rs.5 in suitable Denominations
41.	Metal rule for detaching ballot papers from counterfoils	1
42	Canvas bag or new cloth for wrapping ballot-box or boxes.	
43	Sufficient quantity of ribbon or tape for securing the ballot box by passing it on all sides	
44	Instructions for Recording of votes at election to the State Legislative Council	English – 25 Telugu – 50
45	Copy of notification of Election Commission of India listing documents which can be used to prove identity of voters	

APPENDIX – II

Layout of polling station in single election or where separate booths for graduates' / teachers' / local authorities' constituency



Layout of polling station in single election or where separate booths for graduates' / teachers' / local authorities' constituency



APPENDIX – III

[see para 5.1.4]

NOTICE

(to be displayed outside each polling station for Graduates', Teachers' and Local authorities constituencies of Legislative Council on the date of poll).

1. The election shall be held in accordance with the system of proportional representation by means of a single transferable vote.
2. Every elector has only one vote at the election irrespective of the number of seats to be filled but he is entitled to mark as many preferences as there are contesting candidates.
3. An elector in giving his vote shall place on his ballot paper the figure 1 in the space opposite the name of the candidate for whom he wishes to give first preference. In addition, he may place on his ballot paper the figure 2, or the figures 2 and 3, or the figures 2, 3 and 4 so on in the space opposite the names of the other candidates in the order of his preference.
4. A vote without a first preference or with two first preferences will be rejected.

(Explanation. – the figures referred to in item 3 above may be marked in the international form of Indian numerals or in the Roman form or in the form used in any Indian Language but shall not be indicated in words).

GENERAL INSTRUCTIONS FOR RECORDING OF VOTES AT ELECTIONS TO THE STATE LEGISLATIVE COUNCILS

A. Method of Voting:

- 1) The number of members to be elected
- 2) At the polling station you should vote with a violet sketch pen, which will be handed over to you along with the ballot paper. Do not use any other pen, pencil, ballpoint pen or any other marking instrument, as that will invalidate your ballot paper.
- 3) Vote by placing the figure "1" in the column marked 'order of preference' provided opposite the name of the candidate whom you choose as your first preference. This figure "1" shall be placed opposite the name of only one candidate.
- 4) Even if the number of candidates to be elected is more than one, the figure "1" shall be put opposite the name of only candidate.

- 5) You have as many preference as there are contesting candidates irrespective of the number of candidates to be elected. For example, if there are five contesting candidates and only two are to be elected, you can mark preferences from 1 to 5 against the candidates of your choice in order of your preference.
- 6) Indicate your further preferences for the remaining candidates by placing in the column 'mark order of preference' provided opposite the names of such candidates the subsequent figures 2,3,4 etc., in the order of your preference.
- 7) Make sure that you put only one figure opposite the name of any candidate and also make sure that the same figure is not put opposite the names of more than one candidate.
- 8) Preference shall be indicated in figures only, i.e. 1,2,3, etc., and shall not be indicated in words, one, two, three, etc.
- 9) Figures may be marked in the international form of Indian numerals like 1,2,3, etc., or in the Roman form I, II, III, etc., or in the form used in any Indian Language, recognized in the Eighth Schedule to the Constitution. However, voters are encouraged to use the international form 1,2,3..... to avoid confusion at the time of counting.
- 10) DO NOT write your name or any words and do not put your signature or initials on the ballot paper. Also, do not put your thumb impression. These will make your ballot paper invalid.
- 11) It is not sufficient to put a mark "✓" or "✗" against the candidates of your choice to indicate your preferences. Such ballot paper will be rejected. Indicate your preferences only in figures 1,2,3, etc., as explained above.
- 12) To make your ballot paper valid, it is necessary that you should indicate your first preference by placing figure " 1 " against one of the candidates. The other preferences are optional, i.e., you may or may not indicate the second and subsequent preferences.

B. Invalid Ballot Papers

A ballot paper shall be invalid on which-

1. the figure 1 is not marked;
2. the figure 1 is marked to more than one candidate;
3. the figure 1 is so placed as to render it doubtful to which candidate it is intended to apply;
4. the figure 1 and some other figure like 2, 3 etc., are also marked for the same candidate;
5. the preferences are indicated in words instead of in figures;
6. there is any mark or writing by which the elector can be identified; and
7. there is any figure marked otherwise than with the violet sketch pen supplied by the Returning Officer for the purpose of marking such figures.
8. Blank ballot paper without any preference marked.

నోటీసు

(ఎన్నిక జరుగు రోజున పట్టభద్రుల, ఉపాధ్యాయుల, స్థానిక సంస్థల నియోజక వర్గముల పోలింగు కేంద్రముల వెలుపల ప్రకటించవలెను)

- 1) దామాషా ప్రాతినిధ్య పద్ధతిలో బదిలీ చేయదగు ఒకే ఓటు విధానము ద్వారా ఎన్నిక జరుగును.
- 2) ఎన్నుకోవలసిన సీట్ల సంఖ్యతో నిమిత్తము లేకుండా ప్రతి ఓటరు ఒక్క ఓటు మాత్రమే కలిగి యుండును. అయితే, పోటీ చేయుచున్న అభ్యర్థుల సంఖ్యకు సమానంగా తన ప్రాధాన్యతలను వ్రాయవచ్చును.
- 3) ఓటరు తాను మొదటి ప్రాధాన్యత యివ్వదలచుకున్న అభ్యర్థి పేరుకు ఎదురుగా వున్న ఖాళీ గడిలో '1' అంకెను నింపవలెను. దీనితో పాటు అందరు అభ్యర్థుల పేర్లకు ఎదురుగా ఉన్న గడులలో తన ప్రాధాన్యతను అనుసరించి 2, 3, 4.... అని అంకెలు నింపవలెను.
- 4) మొదటి ప్రాధాన్యత నింపని లేదా రెండు మొదటి ప్రాధాన్యతలు నింపిన ఓటు తిరస్కరించబడును.

(మూడవ సూచనలో తెలిపిన అంకెలను అంతర్జాతీయ ప్రామాణిక భారతీయ అంకెలరూపంలో లేదా రోమన్ సంఖ్యలరూపంలో లేదా ఏ భారతీయ భాషలోనైనా వాడబడు అంకెలరూపంలో వ్రాయవచ్చును. అయితే పదములలో వ్రాయరాదు)

విధాన మండలి ఎన్నికలలో ఓటు చేయుటకు సూచనలు

ఎ. ఓటు చేయు విధానము

- 1) ఎన్నుకొనవలసిన సభ్యుల సంఖ్య...
- 2) పోలింగు కేంద్రములో బ్యాలెట్ పత్రంతో పాటు మీకు ఇవ్వబడిన ఊదా రంగు (Violet) స్కెచ్ పెన్ తో మాత్రమే ఓటు వేయవలెను. వేరే యితర పెన్, పెన్సిల్, బాల్ పాయింట్ పెన్ లేదా యితర గుర్తింపు పలికరములను ఉపయోగించరాదు. అవి మీ బ్యాలెట్ పేపర్ చెల్లకుండా చేయును.
- 3) ఒకటి కన్నా ఎక్కువ అభ్యర్థులను ఎన్నుకోవలసినపుడు కూడా '1' అంకెను ఒక్క అభ్యర్థికి ఎదురుగా మాత్రమే సూచించవలెను.
- 4) ఎన్నుకోవలసిన అభ్యర్థుల సంఖ్యతో నిమిత్తము లేకుండా, పోటీలో ఉన్న అభ్యర్థుల సంఖ్యకు సమానంగా మీరు ఎంపిక చేసిన వరుస సంఖ్యలు ("Order of Preference") వ్రాయవచ్చును. ఉదాహరణకు, ఐదుగురు అభ్యర్థులు పోటీలో ఉండి, ఇద్దరిని ఎన్నుకోవలసినపుడు మీరు ఎంపిక చేసిన వరుస సంఖ్యలు 1 నుండి 5 వరకు, మీ ఎంపిక వరుస అభిప్రాయము మేరకు అభ్యర్థులకు గుర్తు చేయవచ్చును.
- 5) మీ యొక్క తదుపరి ఎంపిక వరుసలైన 2, 3, 4....లను ఆయా అభ్యర్థుల పేర్లకు ఎదురుగా ఉన్న ఎంపిక వరుస ("Order of Preference") గడిలో వ్రాయవలెను.

- 6) ఒక్కొక్క అభ్యర్థికి ఒక్కొక్క సంఖ్యను మాత్రమే వ్రాయునట్లు, ఒకే సంఖ్య ఒక అభ్యర్థి కన్నా ఎక్కువ మందికి వ్రాయకుండా వుండునట్లు జాగ్రత్త వహించవలెను.
- 7) ఎంపిక వరుసను అంకెలలో మాత్రమే 1, 2, 3... సూచించవలెను. ఒకటి, రెండు, మూడు అని సూచించరాదు.
- 8) సంఖ్యలను అంతర్జాతీయ ప్రామాణిక భారతీయ అంకెలద్వారా 1, 2, 3... లేదా రోమన్ విధానం ద్వారా I, II, III, లేదా భారత రాజ్యాంగము ఎనిమిదవ షెడ్యూలులో గుర్తించబడిన యితర భారతీయ భాషలలో ఉపయోగించే సంఖ్యా విధానం ద్వారా సూచించవచ్చును.
- 9) బ్యాలెట్ పత్రం పై మీ పేరుగాని, మలియే యితర పదములుగాని వ్రాయరాదు. మీ సంతకము లేదా పాడి అక్షరములు వ్రాయరాదు. మీ వేలిముద్ర కూడా వేయరాదు. ఇవన్నీ మీ బ్యాలెట్ పత్రం చెల్లుబాటు కాకుండా చేయును.
- 10) అభ్యర్థి పేరుకు ఎదురుగా (✓) లేదా (X) గుర్తులు మీ ఎంపిక వరుసను తెలియచేయుటకు సరిపోవు. అట్టి బ్యాలెట్ పత్రములు తిరస్కరించబడును.
- 11) మీ బ్యాలెట్ పత్రము చెల్లుబాటు కావడానికి మీ యొక్క మొదటి ఎంపిక సంఖ్య '1' ఎవరైనా ఒక అభ్యర్థికి ఎదురుగా వ్రాయడం అత్యంత ఆవశ్యకము. మిగిలిన ఎంపిక వరుసలు మీ యిష్టము. అనగా మీరు 2 లేదా తదుపరి ఎంపిక వరుసలను సూచించవచ్చు లేదా వదిలి వేయవచ్చును.

బి. చెల్లుబాటు కాని బ్యాలెట్ పత్రములు

ఒక బ్యాలెట్ పత్రము ఈ క్రింది విధముగా చెల్లుబాటు కాకుండా పోవును.

- 1) '1' సంఖ్యను సూచించకపోవడం వలన.
- 2) '1' సంఖ్య ఒకరి కన్నా ఎక్కువమంది అభ్యర్థులకు సూచించడం వలన.
- 3) మీరు సూచించే '1' సంఖ్య ఏ అభ్యర్థికి చెందునో నిర్ణయించుటకు వీలు కాని విధంగా సూచించడం వలన.
- 4) 1 మరియు ఇతర 2, 3.... సంఖ్యలు ఒకే అభ్యర్థికి సూచించడం వలన.
- 5) ఎంపిక వరుసను అంకెలద్వారా కాకుండా పదములద్వారా సూచించడం వలన.
- 6) ఓటరును గుర్తించుటకు వీలు కలిగించే యితర గుర్తులు, వ్రాతలు వ్రాయడం వలన.
- 7) లిటర్నింగు అధికారి యిచ్చిన ఊదా రంగు స్కెచ్ పెన్ తో కాక, యితర సాధనములతో అంకెలను సూచించడం వలన.
- 8) ఏ విధమైన అంకె వేయకుండా ఖాళీ బ్యాలెట్ పత్రము

APPENDIX – IV

INSTRUCTIONS FOR OPERATING BALLOT BOXES

Godrej Type Ballot Box

Figure 1:

Illustrates the Ballot Box in the balloting position. Study this figure to know names of the various parts. Note that the slit for insertion of ballot papers is open in this position.

2. To open box:

- (i) Undo the wire which SECURES the window cover to the button.
- (ii) Turn window cover clockwise so as to expose the window fully as in Figure 2.
- (iii) Hold your palm upwards and inset a finger through the window and extend it to the middle of the bottom of the lid to contact the BRACKET. (This bracket can be seen in Figure 4).
- (iv) Pull brackets towards the window and turn the button gently ANTICLOCK-WISE until it stops, after less than a quarter turn, as in Figure 3. (The box is now unlocked and the lid can be opened to expose its inside.) (See Figure 4).
- (v) Allow the candidates or their agents to inspect the box without disturbing mechanism.

3. To prepare box for balloting:

Figure 5 shows that frame into which the seal if at all to be used is to be inserted and also illustrates the correct method of inserting and securing it. To do this properly you have to proceed as follows:

- (i) Take the paper seal, either green or pink, have it signed near its wider end on its white face by the candidates or their agents who may desire to sign. Also sign yourself and record the date.
- (ii) Keep a record of the serial number of the paper seal in the form prescribed and allow the candidates or their agents to note the number.
- (iii) Insert the ends of the paper seal through the inner chinks (see Figure 4) on either side of the central part of the frame so that the white side of the paper seals with the signatures should be visible below the lid of the box.
- (iv) Make the narrower end of the seal shorter so that wider end with the signatures thereon is longer, in order to prevent accidental damage to the paper seal. Strengthen it by inserting in the central part of the frame, a padding of card-board of the size 2.1/10"x1.7/16" after applying a little gum on the inner surface of that part of the paper seal only which is enclosed within the frame-Figure 5D. The padding should be thick enough so that the paper seal is held firmly in position. Check this by pulling it gently. The paper seal should not move at all.

- (v) Secure the two top corners of the card-board to the paper seal and to the inner side the lid of the ballot box by sealing wax. (See Figure 5E).
- (vi) If any candidate or his agent arrives late and could not sign on the paper seal before its insertion into the frame, he should be allowed to sign or affix his seal on the longer portion of the paper seal at this stage if he so desires.
- (vii) Then close the lid of the box gently. Take care that the loose ends of the paper seal remain within the ballot box as in Figure 5F. Turn the button slightly clockwise until it stops with a click. The slit should now be fully open in the correct balloting position as in Figure 2. Do not turn the button further or the slot will get closed and no ballot paper can be inserted thereafter. In case this happens through carelessness, the box will have to be reopened after destroying the paper seal and will have to be prepared once again for balloting with a fresh paper seal.
- (viii) Turn the window cover anti-clock wise so that the window is covered by it fully as in Figure 1. Run a piece of wire through the hole in the window cover and the corresponding hole in the button and twist the ends of the wire together tightly a few times so that the window cover is secured effectively to the button which cannot be turned thereafter. Then run a piece of twine through the holes in the window cover and the button and tie it tightly with multiple knots. Hold the free ends of the twine together and put your seal on them as close to knots as practicable after placing the ends on a piece of the thick strong paper.

4. To Close the slit and seal the box after balloting:

- (i) After the last voter has voted remove the wire and cut the twine so as to free the window cover.
- (ii) Move the window cover clock wise and turn the button hard in the clockwise direction until it stops and closes the slit completely (Figure 6.)
- (iii) Turn the window cover anti-clockwise so as to close the window fully. Hold the button and the window cover together, run a piece of wire through the hole in the window cover and corresponding hole in the button and secure them together firmly by twisting the ends of the wire together tightly a few times. (The box will now appear as in Figure 7).
- (iv) After closing and securing the ballot box or boxes of polling station run a ribbon or tape on the four sides of the box lengthwise and breadthwise crossing each other on the lid passing under the handle if there is one and tie the knot firmly and seal the knot on a piece of thick paper or cardboard with your seal. The polling agents should also be asked to affix their seals or their signatures if they so desire. After this, the ballot box should be either:

- (a) placed in strong canvas bag with provision for closing it with a strong rope or other locking arrangement and the bag closed and sealed by you; or
- (b) wrapped with a new cloth which shall be sewn and the seams sealed by you.

In either case, the polling agents present should be asked to affix their seals if they so desire. Also attach properly the address tag and the label on the canvas bag or cloth cover as the case may be or you may write the particulars in ink. The box is now ready for despatch to Returning Officer.

5. At the counting of Votes:

- (i) Remove wire and twine with seal. (Damage to this seal does not by itself prove tampering).
- (ii) Shift window cover to expose window and see that the portion of the paper seal visible through the window is intact.
- (iii) Also check that the slit is closed and that the button cannot be turned in either direction. Allow the candidate and their agents also to satisfy themselves about items (ii) and (iii).
- (iv) Pierce the paper seals and the padding below it with a sharp pen knife and cut it along the edge of the window to make an aperture.
- (v) Insert a finger through the aperture and contact the bracket. Pull back the bracket and turn the button ANTI-CLOCK WISE. As soon as the button has turned a little, let go the bracket, and then continue turning the button till it stops. Pull the bracket back again and turn button further ANTI-CLOCKWISE until it finally stops. (The box is now open and the lid can be lifted.)
- (vi) Open the lid and check that.
 - (a) the paper seal is genuine and intact, i.e., of full length,
 - (b) the signatures and the seals, if any, on the paper seal are in order, and
 - (c) the serial number of the paper seal tallies with the corresponding number noted by the Presiding Officer, in the prescribed form.

(The candidates and their agents should also be allowed to satisfy themselves about this)

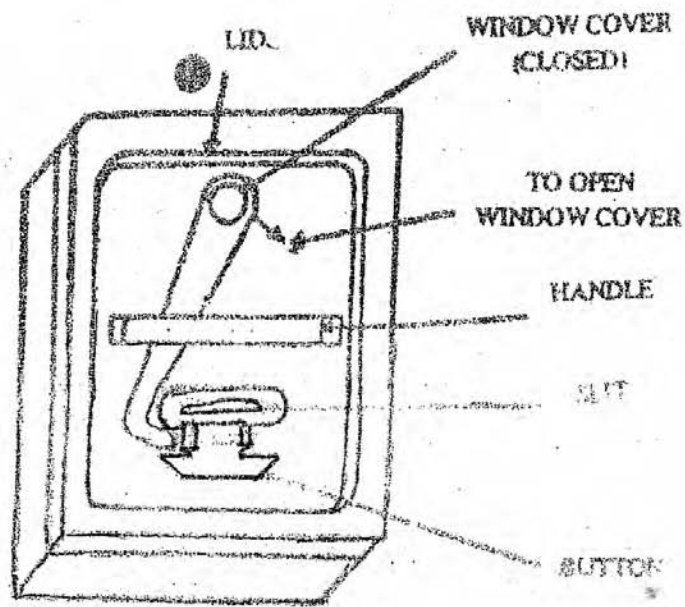


Figure 1

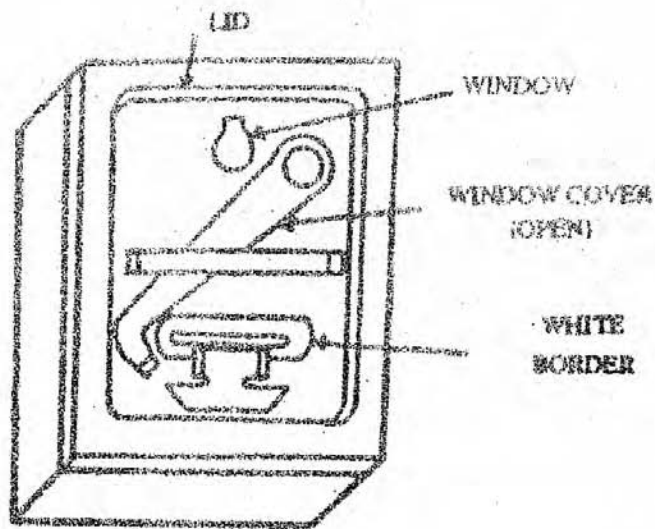


Figure 2

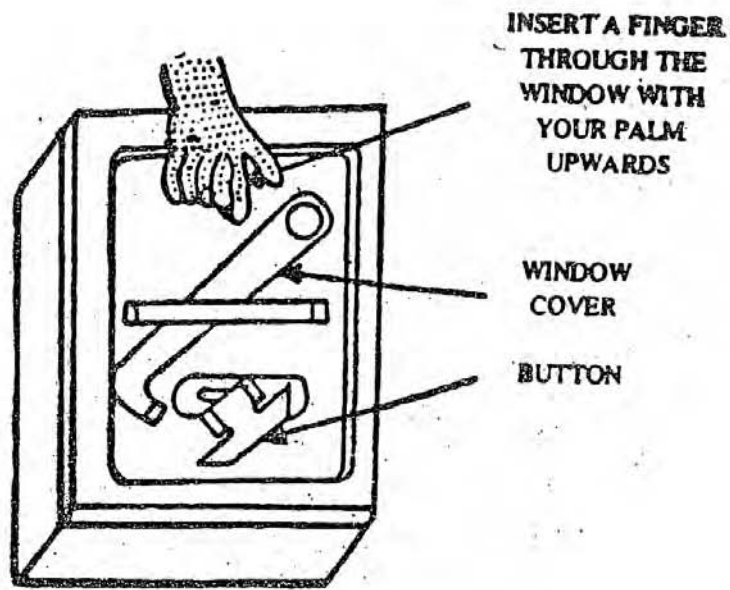


Figure 3

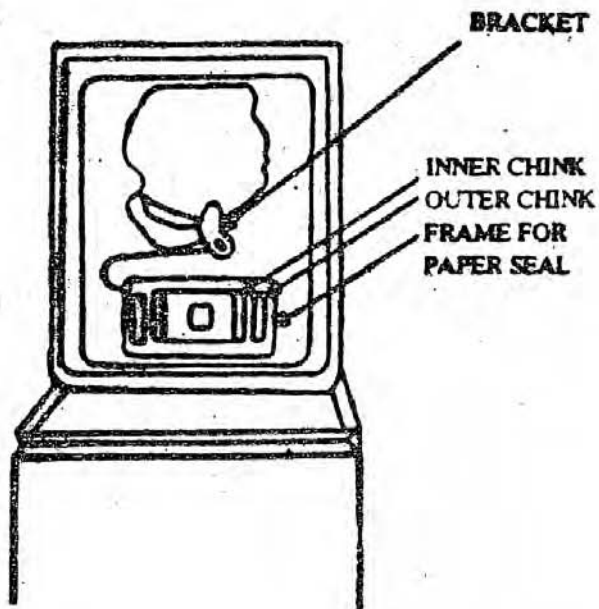


Figure 4

FRAME FOR
PAPER SEAL

WHITE SPACE
OF PAPER

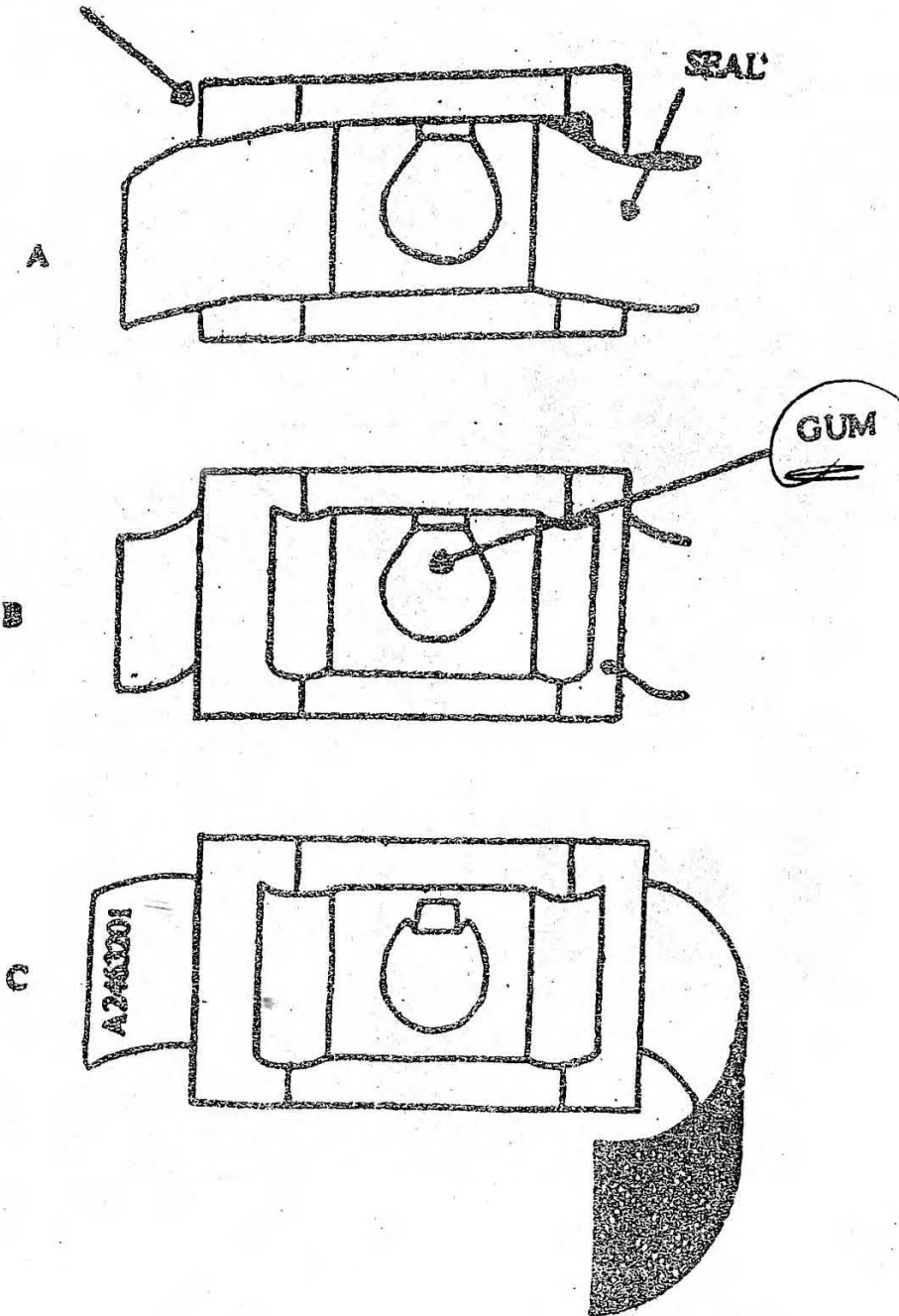


Figure 5

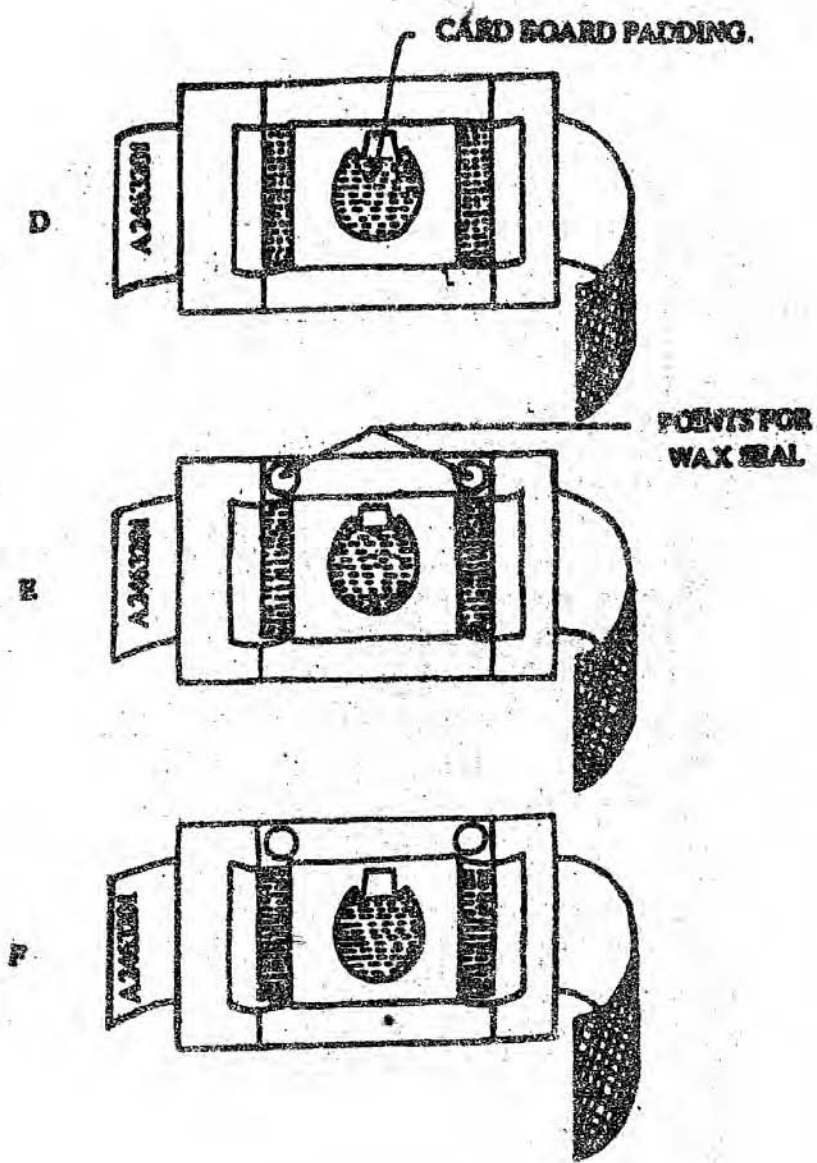


Figure 5

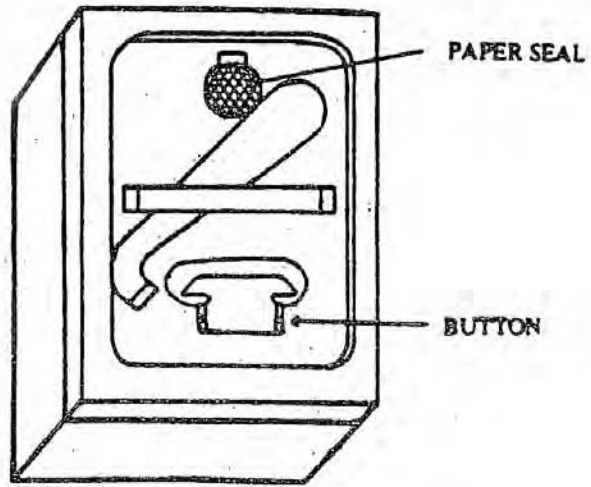
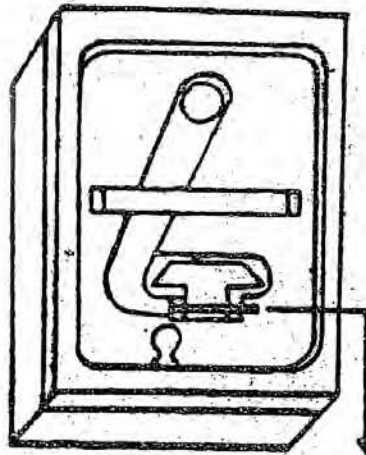


Figure 6



**BUTTON AND WINDOW
COVER SEALED.**

Figure 7

APPENDIX – V

(see para 19 and 51)

EXTRACT OF SECTION 128 OF THE REPRESENTATION OF THE PEOPLE ACT, 1951.

128. Maintenance of Secrecy of voting :-

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

Provided that the provisions of this sub-section shall not apply to such officer, clerk, agent or other person who perform any such duty at an election to fill a seat or seats in the Council of States.

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

APPENDIX – VI

(see para 26.2)

ILLUSTRATION SHOWING HOW TO FILL UP BALLOT PAPER ACCOUNT.

Form 16

[See rule 45 and 55 (1)]

Part I – Ballot Paper Account

Election to the A.P.Legislative Council from the Prakasam-Nellore-Chittoor Graduates' Constituency

Number and name of Polling Station 24 – Govt. High School, Tirupati.

	Serial Numbers. (2)	Total Number (3)
1.	Ballot papers received	000001 to 000139 139 000142 to 000700 559 750001 to 750030 30 <hr style="width: 100%;"/> 728
2.	Ballot papers unused – (a) with the signature of the Presiding Officer if any; and	000539 1
	(b) without the signature of the Presiding Officer.	000540 to 000700 161 750001 to 750022 22 750024 to 750028 5 <hr style="width: 100%;"/> 188
3.	Ballot papers issued to voters	000001 to 000139 139 000142 to 000538 397 750023 1 750029 to 750030 2 <hr style="width: 100%;"/> 539
4.	Ballot papers cancelled – (a) for violation of voting procedure under rule 39, and	000147 1

	(b) for any other reason (S.No. of counterfoil and ballot paper not tallying).	750023	1
5.	Ballot papers used as tendered ballot papers	750029 & 750330	2

Date

Signature of Presiding Officer

Note :-

1. Figures against item 3 should be inclusive of the figures in categories coming against items 4 and 5.
2. The total of the figures against items 2 and 3 should tally with the total against item 1.

EXPLANATORY NOTE

Generally, it will not be possible to give consecutive series (without any break) of ballot papers to any polling station because there may be some missing numbers. Further under the revised design of ballot papers, some ballot papers are banded into 50 papers each and some 10 papers each. Thus every polling station will get ballot papers of 2 or 3 broken series.

In the illustration given above, three broken series of ballot papers are given to the polling station (item 1). To arrive at the total number of each series you have to subtract the opening number from the closing number of the series. While doing this one important point which has to be borne in mind is, the number "1" will have to be added to the remainder as the last ballot paper in the series is also counted (on the analogy of the bundles of currency notes). Thus, $000139 - 000001 = 138 + 1 = 139$ – In this way the total of each series have been worked out for the three different series and the grand total comes to 728. So, 728 ballot papers have been given to the polling station and these will have to be accounted for.

Item (2) (a) :

Of the ballot papers given to the station only one ballot paper bearing No. 000539 was left out unused at the end of the poll with the signature of the Presiding Officer. So, this has been entered in the column against item 2.

Item (2) (b) :

In this column, the serial numbers of all the ballot papers left out unused at the end of poll (except the one of for which account has been rendered) under item (2) (a) will have to be entered. In the above case, 188 ballot paper were not issued to the voters.

The total number of ballot papers not issued to the voters thus comes of (item 2 (a) + 188 item 2 (b) = 189.

Item 3 above. :

The serial numbers of ballot papers issued to voters will have to be entered in this column. Please note that “ ballot papers issued to voters” is inclusive of the ballot papers actually put in the ballot box plus the ballot papers removed from the series but NOT put in the ballot box for one reason or other (i.e., categories covered by items 4 and 5).

Out of 728 ballot papers given to the polling station in the above case vide Item (1), 189 ballot papers were left out at the end of poll [2 (a) + 2 (b)]. Thus 539 ballot papers were issued to voters for which account has to be rendered in the columns against item 3.

You will find that the first series of ballot papers given to you (000001 to 000139) has been completely issued. The total of this comes to 139.

In the second series given to you (000142 to 000700) only ballot papers bearing serial numbers 000142 to 000538 were issued to voters and the total comes to 397. (Please note that one ballot paper within this series, namely 000147 was although issued, was cancelled and so its particulars have noted in item 4 (a).

Of the 30 ballot papers given in the third series (7500001 to 750030 two ballot papers (750029 and 750030) were issued to voters as tendered ballot papers and one (bearing No. 750023) was removed from the series and cancelled for the reason noted under 4 (b). Hence, it is also treated as issued to voters for purposes of accounting.

Item (4) above

In this item, account has to be rendered for the ballot papers cancelled.

Please note that these ballot papers were actually removed from the series but NOT put in the box, and hence they too come within the series of ballot paper numbers noted in item

Ballot papers bearing S. Nos. 000147 and 750023 were cancelled for the reasons noted against them and hence shown in this item.

Item (5) above

In this item, account has to be rendered for the ballot papers issued as tendered ballot papers. Here also, please note that the ballot papers have been removed from the series and issued to voters but they are NOT put in the box, and hence they too come within the series of ballot paper numbers noted in item3. Ballot papers bearing S.Nos. 750029 and 750030 were issued as tendered ballot papers and shown in this item.

According to the note (2) given above, the total figures against item 2 and 3 should tally with the total against item 1. This is achieved in the above illustration as follows :

Item 2 (a)	1
Item 2 (b)	188
	189
Item 3	539
Total	728 (Same as total against item 1)

Please Note :

- (i) that the totals in the last column against item 4 (a) and 4 (b) and 5 should NOT be ADDED to the total against item 3 as the figures indicated against item 3, are inclusive of the figures in item 4 and 5.
- (ii) Before you fill up the figures of ballot papers account in the prescribed form you better work out all details in a separate sheet of paper and check up whether the total tally etc. It is only after you are satisfied that the working is alright enter the form neatly and avoid scoring out the entries.
- (iii) If the entries are too many, and if you cannot exhibit them neatly in the spaces provided in the printed form you may prepare the account on a white paper with adequate spacing etc., but remember it should conform to the printed form in all respects.

APPENDIX – VII

(see para 27)

Declaration by the Presiding Officer before the Commencement of the poll

Election to

Serial No. and Name of Polling Station

Date of Poll

I hereby declare-

1. that I have demonstrated to the polling agents and other persons present that I have been supplied with (Total No.) of ballot boxes bearing Serial Nos..... to be used for the poll that the same are empty and I have allowed them to note down the serial number of the ballot box.
2. that I am using ballot box bearing Serial No..... as the first ballot box for taking the poll and *paper seal bearing Serial No..... has been used for securing the ballot box that I have affixed my own signature and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same;

*[Inapplicable where paper seal is not used.]

3. that I have demonstrated to the polling agents and others present that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates; and
4. that I have allowed the polling agents to note the first and the last of the serial numbers of the ballot papers and showed them bundles of ballot which will be used at the polling station.

Signature (.....)
Presiding Officer

Signature of polling agents:

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

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

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

Date

Signature (.....)
Presiding Officer

APPENDIX – VIII

(see para 27)

Declaration at the end of the poll

I hereby declare that

- i. The poll was closed at the hour specified for the purpose, after allowing all the electors present at the polling station at the hour to vote:
- ii. Out of Total Number ballot papers supplied to me for use at the polling station..... No. ballot papers have been actually used for taking the poll as per the Ballot Paper Account in Form 16 and the remaining ballot papers are being returned as unused.
- iii. I have affixed the distinguishing mark on the back of each ballot paper and its counter-foil before issuing it to the elector concerned:
OR
I have not been able to affix for the reason reason to be given in brief, the distinguishing mark on the back of the ballot papers bearing Sl.Nos..... to and their counterfoils;
- iv. I have also signed in full on the back of each ballot paper before its issue to the elector concerned;
OR
I have not been able to sign for the reason..... reason to be given in brief, the ballot papers bearing Sl.Nos..... to before issue to the electors;
- v. I have furnished to the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in the ballot paper account in Form 16 as required under rule 45(2) of the Conduct of Election Rules, 1961.
- vi. I have used No. of ballot box (es) bearing Sl.No..... and out of Total Nos. ballot boxes supplied to me for use at the polling station.

Date.....

Signature (.....)
Presiding Officer

Received an attested copy of the entries made in the ballot paper account.

Signature of polling agents:

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

The following polling agents who were present at the close of the poll declined to receive an attested copy of the ballot paper account and to give a receipt therefor and so an attested copy of the ballot paper account was not supplied to them:

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

Signature (.....)
Presiding Officer

Date

APPENDIX – IX

(see para 27)

Declaration by the Presiding Officer at the time of use of subsequent Ballot Box(es)

Election to.....

Serial No. and Name of Polling Station

Date of Poll

I hereby declare-

- (1) that I have demonstrated to the polling agents and other persons present that the second/third ballot box bearing Serial No..... to be used for the poll is empty; and
- * (2) that on the paper seal bearing Serial No..... used for the securing the ballot box, I have affixed my own signature and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same;

***[Inapplicable where paper seal is not used.]**

Signature(.....)
Presiding Officer

Signature of polling agents:

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

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

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

Signature(.....).
Presiding Officer

Date

APPENDIX – X

[see para 37.3]

LETTER OF COMPLAINT TO THE S.H.O. (POLICE)

To
The Station House Officer,
.....
.....

Subject : - Election to Constituency
Impersonation at polling station (No.
and Name) – Date of Poll

Sir,

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

Yours faithfully,

Signature
Presiding Officer.

Place.....
Date

Copy forwarded to the Returning Officer* for
..... Constituency.

Signature,
Presiding Officer.

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

Receipt

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

Signature

APPENDIX – XI

(see para 43)

Declaration by the Companion of Illiterate or blind or Infirm Elector

..... Constituency.

Serial No. and name of Polling station

I, son of aged.....

resident of * hereby declare that.

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

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

Signature of companion

* Full address to be given.

** Name and electoral roll number of elector to be given.

APPENDIX – XII

(see para 47)

PRESIDING OFFICER’S DIARY

- | | | | | |
|----|--|---|---|----------|
| 1 | Name of the Council Constituency
(in block letters) | : | | |
| 2 | Date of Poll | : | | |
| 3 | Serial Number of the polling station | : | | |
| | Whether located in | | | |
| | i) Government or quasi-government building | : | | |
| | ii) Private building | : | | |
| | iii) Temporary structure | : | | |
| 4 | Number of Polling Officers recruited locally, if any | : | | |
| 5 | Appointment of Polling Officer made in the
absence of duly appointed Polling Officer, if any,
and the reasons for such appointment | : | | |
| 6 | Number of ballot boxes used | : | | |
| 7 | Number of paper seals used | : | | |
| 8 | Number of polling agents and the number
who arrived late | : | | |
| 9 | Number of candidates who were appointed Polling
Agents at the polling stations | : | | |
| 10 | Number of ballot papers issued according to
marked copy of the electoral roll | : | Graduates | Teachers |
| | * Number of ballot papers actually
issued at the polling station | : | | |
| | | |
Signature of Polling Officer
in charge of ballot papers | |
| |
Signature of First Polling Officer | | | |
| 11 | Number of electors who voted- | | Graduates | Teachers |

	Men	:		
	Women	:		
	Total	:		
12	Challenged vote- Number allowed.....	:	Graduates	Teachers
	Number rejected.....	:		
	Amount forfeited Rs	:		
13	Number of electors who voted with the help of companions	:	Graduates	Teachers
14	Number of tendered votes	:	Graduates	Teachers
15	Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment	:		
16	Number of votes cast- from 8 a.m. to 10 a.m. :	:	Graduates	Teachers
	from 10 a.m. to 12 noon :	:		
	from 12 noon to 2 p.m. :	:		
	from 2 p.m. to 4 p.m. and so on :	:		
17	Number of slips issued at the closing hour of the poll	:		
	* This will include ballot papers cancelled and tendered ballot papers also.			
18	Electoral offences with details: Number of cases of-			
	(a) canvassing within one hundred Metres of a polling station	:		
	(b) impersonation of voters :	:		
	(c) fraudulent defacing, destroying or removal of a list of notice or other document at a polling station	:		
	(d) bribing of voters	:		
	(e) intimidation of voters and other persons	:		
19	Was the poll interrupted or obstructed by-			
	(1) riot	:		
	(2) open violence	:		
	(3) natural calamity	:		
	(4) any other cause	:		
	Please give details of the above.	:		

- 20 Was the poll vitiated by-
- (1) any ballot at the polling station having been unlawfully taken out of the custody of the Presiding Officer-
 - (a) accidentally or internationally lost or destroyed:
 - (b) damaged or tampered with : :
 - (2) the ballot papers having been unlawfully marked by any person and deposited in the ballot box :

Please give details. :

21 Serious complaints, if any, made by the candidate:

22 Number of cases of breach of law and order :

23 Report of mistakes and irregularities committed, if any, at the polling station :

24 Whether the declarations have been made before the commencement of the poll and if necessary during the course of poll when a new ballot box is placed for reception of marked ballot paper and at the end of poll as necessary :

Place:.....

Date:.....

Presiding Officer

This diary should be forwarded to the Returning Officer along with the ballot boxes and other sealed papers.

**Chief Electoral Officer
Andhra Pradesh**