

OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA
GENERAL ADMINISTRATION (ELECTIONS) DEPARTMENT
9th Floor, B.R.K.R Bhavan, Adarsh Nagar, Hyderabad -500 063.

Memo. No.2080/Elecs.D/2025-81,

Dated:22.10.2025

Sub:- Elections – Bye Elections to the Telangana State Legislative Assembly
from 61-Jubilee Hills AC, 2025 – **Poll Instructions** - Communicated -Reg.

Ref:- From ECI, Press Note No. ECI/PN/317/2025, dt: 06.10.2025

:-o0o:-

The following instructions issued by the ECI are communicated herewith to the Commissioner, GHMC & DEO, Hyderabad and to the Returning Officer, 61-Jubilee Hills AC, with a requested to follow them scrupulously during Bye Elections to TSLA from 61-Jubilee Hills Assembly Constituency, 2025 :-

Sl. No	Reference No &Date	Subject
1	ECI Lr No.464/INST/PDM/2023-EPS, dt.10.06.2023	Poll Day Monitoring.
2	ECI Lr No.464/INST/2023/EPS (Poll Day Management inside PS), dt.14.06.2023	Management of Activities Inside Polling Stations.
3	ECI Lr No.464/INST/2023/EPS (Poll Day Management Outside), dt. 14.06.2023	Poll Day Management of activities outside Polling Station
4	ECI Press Note No. ECI/PN/218/2025, dt. 23.05.2025	ECI to provide mobile Deposit Facility for voters at Polling Stations Rationalises norms for Canvassing.
5	ECI Lr No.464/INST-17A/ 2023-EPS, dt. 10.06.2023	Scrutiny of Form 17A and other documents
6	ECI Lr No. 464/L&O/2024/EPS, dt. 26.09.2024	Setting up of election booths on day of poll outside the polling station-Clarification
7	ECI Lr No.464/INST/2022-EPS, dt. 16.06.2025	Guidelines on webcasting on Poll Day – revised criteria.
8	ECI Lr No. 464/INST/EPS/2025/L&O, dt. 23.05.2025	Polling Day Arrangement to deposit mobile phones at Polling Station.
9	ECI Lr No.464/INST/2023/EPS (Poll Day Management Outside), dt. 23.05.2025	Setting up of election booth outside 100 meters from the entrance of the Polling Stations

C SUDHARSAN REDDY,
CHIEF ELECTORAL OFFICER &
E.O, SECRETARY TO GOVERNMENT.

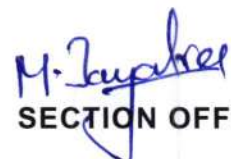
To

The Commissioner GHMC & DEO, Hyderabad (w.e)
The RO, 61-Jubilee Hills AC (w.e.) (through concerned DEO)

Copy to:

SLA (Place in CEO, Telangana web site)
SF/SC

//FORWARDED:BY ORDER//


SECTION OFFICER

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

EPABX 011-23717391-98
Fax 011-23713412/23739944
Website: www.eci.gov.in

निर्वाचनसदन,
अशोकरोड, नई दिल्ली-110001-
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No 464/INST/PDM/2023-EPS

Dated: 10th June, 2023

To,

The Chief Electoral Officers of
all States and Union Territories.

Subject: General Elections and Bye elections to Lok Sabha and State Legislative Assemblies – Poll Day Monitoring - reg.

Reference: -

Sl. No.	Letter No.	Dated
1.	PS/AK/2005	10.09.2005 ✓
2.	464/INST/2009-EPS	08.04.2009
3.	464/INST/2014-EPS	06.05.2014 ✓

Madam/Sir

In reference to the abovementioned instructions issued on the Poll Day Monitoring, I am directed to state that the Commission has been issuing instructions from time to time to ensure that electoral processes on day of poll are effectively monitored and there is no scope for vitiation of poll process. Now, the Commission has reviewed these instructions and issued the following consolidated instructions in supersession of all the existing instructions on the subject for various levels: -

1. CEO LEVEL:

- (i) The CEO shall create a **State Control Room (SCR)** consisting of mainly following three components:

(a) Communication Control Room: This Control Room shall

be set up with adequate communication infrastructure and have adequate number of teams for each district or group of districts, for the purpose of poll day monitoring and communication by drawing effective manpower from different Offices.

(b) Media Monitoring Control Room: A separate control room should be set up to monitor the coverage on National / State media with special emphasis on local media for poll day events.

(c) Webcasting Control Room: A separate control room should also be set up to keep a close watch on webcasting data for the entire polling period.

(ii) Immediate corrective action shall be initiated through Communication Control Room or through any other effective channels. State Control Room shall be supervised by an officer not below the rank of Joint CEO personally.

(iii) CEO may create requisite IT tools for Poll Day Monitoring activities. However, such IT tools shall be vetted and approved by the Technology Division of the Commission.

(iv) Whenever ECI Media and Communication division provides media inputs on poll day events received from Electronic Media Management Center (EMMC) at periodic intervals, as directed, action taken reports shall be promptly furnished.

(v) CEO shall ensure proper training and briefing of the teams for the above-mentioned facilities/ control rooms.

2. DEO LEVEL:

(i) The DEO shall create a **District Control Room** (DCR) consisting of mainly following three components:

(a) Communication Control Room: This Control Room shall be set up with adequate communication infrastructure and have adequate number of teams for each district or

group of districts, for the purpose of poll day monitoring and communication by drawing effective manpower from different Offices.

(b) Media Monitoring Control Room: A separate control room should be set up to monitor the coverage on National /State media with special emphasis on local media for poll day events.

(c) Webcasting Control Room: A separate control room should also be set up to keep a close watch on webcasting data for the entire polling period.

- (ii) Quick Response Teams (QRTs) shall be formed to address the situation promptly and also to ascertain the facts quickly.
- (iii) A senior officer of the district shall supervise functioning of the District Control Room and QRTs.
- (iv) DEO shall ensure proper training and briefing of the teams for the above-mentioned facilities/ control rooms.

3. RETURNING OFFICER LEVEL

- (i) Returning Officer (also ARO in case of Parliamentary Constituency) shall establish **Constituency/Segment Control Room (CCR)** for communication, logistics management and emergency response etc.
- (ii) The movement of the polling personnel/security forces shall be tracked closely and a confirmatory report should be obtained through Sector Officers on the safe arrival of the polling personnel/security forces at the polling station.
- (iii) Voter Turnout Application which captures approximate periodical voter turnout information is to be gathered and reported by Returning Officers for Assembly Constituency and Parliamentary Constituency segment at regular intervals, as specified. Due care shall be taken while collecting and collating

data from the Polling Stations through appropriate communication channels like Sector Officers or any technological tools.

- (iv) Detailed reporting matrix is specified below (*always refer to updated reporting matrix*):

Cumulative approx. Voter turn out	Data entry time by RO
Poll start to 9 AM	9:00 AM to 9:30 AM
Poll start to 11 AM	11:00 AM to 11:30 AM
Poll start to 1 PM	1:00 PM to 1:30 PM
Poll start to 3 PM	3:00 PM to 3:30 PM
Poll start to 5 PM	5:00 PM to 5:30 PM
Poll start to Close of poll	7:00 PM to 12:00 Night
End of Poll	P + 1 day

4. Sector Officer/Magistrate Level:

- (i) Sector Officer shall continuously visit all the Polling Stations assigned at the shortest possible periodic intervals.
- (ii) Sector Officer shall mandatorily report, without any delay, on the following activities to Returning Officer or to the Constituency/ Segment Control Room:
 - (a) Completion of Mock Poll-issuance of Mock Poll Certificates, deletion of Mock Poll data (including removal of mock poll slips from VVPAT)
 - (b) Commencement of poll
 - (c) Replacement of EVM/ VVPATs during Mock poll and Poll
 - (d) Approximate voter turnout data at given intervals through appropriate channel
 - (e) End of poll -pressing of CLOSE button, sealing, departure of polling parties in the designated vehicles on designated routes only to reach the Reception Center etc.
 - (f) Reporting of any unwarranted event and immediate response/ corrective measures taken

- (g) Any other reporting assigned by DEO/RO/ARO
- (iii) Sector Officers/ Magistrates shall make an entry in the 'Visit Sheet' (**Annexure-I**) to be kept with the Presiding Officer on the day of poll.
- (iv) Frequently visit and pay attention to the Polling Station(s) where the mock poll had to be conducted in the absence of any agents.
- (v) The Sector Officers shall move in a pre-determined manner from booth to booth and after inspection at every booth, shall communicate over phone to the designated control room the situation prevailing there before moving to the next Polling Station.

5. Polling Station Level:

- (i) Presiding Officers are permitted to carry their mobile phones in silent mode to contact DEO/RO/ARO Control Room or Sector Officer in case of need. Micro Observers, wherever deployed in a Polling Station, can also carry their mobile phone keeping them in silent mode to contact General Observer in case of need.
- (ii) If a video camera/digital camera/CCTV is deployed in the polling station, before the commencement of the poll apart from recording events like mock poll and commencement of poll, the presence of CAPF/Police personnel should also be recorded by clicking a photograph of the security personnel standing in front of the board of the Polling Station.
- (iii) In order to bring transparency and efficiency in the conduct of elections, webcasting shall be effectively used for poll day monitoring. To view the poll proceedings in real time by the ECI, CEO, DEO, RO and the viewing teams at various Control Rooms to effectively monitor the polling process to ensure response in the quickest possible time.
- (iv) During webcasting in polling stations, the camera should be placed in such a manner that it captures clear visibility of the following:-
 - a) Voters in queue

- b) Process of Identification of voters by Polling Officer
 - c) Application of indelible ink on finger
 - d) Initialization of Control Unit by Presiding Officer after satisfactory identification of voter.
 - e) Voters visit to Ballot Unit for casting vote wherein camera should not cover face of Ballot Unit so that secrecy of vote is preserved under all conditions.
- (v) There should also be a bold display that "YOU ARE UNDER WEB-CAMERA/CCTV SURVEILLANCE" at the polling station wherever webcasting is provided.

6. C-Vigil

Whenever any complaint (either in photo or video) is received for alleged violation of Model Code of Conduct/ Expenditure from anyone in C-Vigil App, effective action shall be taken by authorities and reported on the App within 100 minutes.

The abovesaid instructions shall be brought to the notice of all concerned for strict compliance during General Elections to Lok Sabha, State Legislative Assembly Elections and all Bye Elections.

Yours faithfully,



AJAY KUMAR VERMA
SECRETARY

Annexure-I**VISIT SHEET****Day of Poll:**

Name and Number of Assembly: _____

Name and Number of Polling Station: _____

Number of Electors: _____

Sl. No.	Name & Designation of the officer visiting Observer/DEO/RO/ ERO/Sector Magistrate/Zonal Magistrate/Patrolling Magistrate	Time of Visit	Brief description of polling process (Peaceful/ Incidents, if any)	Number of votes polled till the time of visit	% polled till the time of visit	Remarks, if any	Signature of Officer

Signatures of Presiding Officers**(with date)**

INSTRUCTION SI. No. 5

Election Commission's letter No.PS/AK/2005, dated 10.09.2005 addressed to the Chief Electoral Officers of Bihar, West Bengal, Uttaranchal and Haryana *[Further modification in these instructions have been issued vide Commission's letter No. PS/AK/2005, dated 13.10.2005 (Item No.182)].*

Subject : Movement of Patrolling Magistrates/Sector Magistrates between various polling stations on the day of poll and making an entry in the 'Visit Sheet'

The Commission has desired that various Patrolling Magistrates Sector Magistrates will keep oscillating between various polling stations allotted to them on the day of poll to supervise the conduct of poll and make an entry in the 'Visit Sheet' (as enclosed with this letter) to be kept with the Presiding Officer on the day of poll.

Similarly, Zonal Magistrates, DEOs, ROs, AROs and Observers whenever they visit any polling station, shall also make entry in the aforesaid Visit Sheet. This Visit Sheet shall be sealed by the Presiding Officer in a separate cover and deposited as non-statutory cover after the end of the poll. The cover should superscribe 'Visit Sheet' on the day of poll dated _____. All DEOs shall make necessary arrangements to supply the Visit Sheets & covers to polling parties along with other material. All DEOs, ROs shall also cover these instructions at the time of training of Presiding Officers.

This may kindly be communicated to all DEOs, ROs, Presiding Officers and Observers immediately.

VISIT SHEET

Day of Poll: _____

Name and Number of Assembly : _____

Name and Number of Polling Station : _____

Number of Electors : _____

Sl. No.	Name & Designation of the officer visiting (Observer/DEO/RO/ERO/ Sector Magistrate/ Zonal Magistrate/ Patrolling Magistrate)	Time of Visit	Brief description of polling process (Peaceful/Incidents, if any)	Number of votes polled till the time of visit	% polled till the time of visit	Remarks, if any	Signature of Officer

Signatures of Presiding Officers
(with date)

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110 001.

No 464/INST/2014-EPS

Dated: 6th May, 2014

To

The Chief Electoral Officers of

1. Andhra Pradesh, Hyderabad
2. Bihar, Patna
3. Himachal Pradesh, Shimla
4. Jammu and Kashmir, Jammu
5. Uttar Pradesh, Lucknow
6. Uttarakhand, Dehradun
7. West Bengal, Kolkata

Sub: Dissemination of Commission's latest instructions upto Presiding Officer and the field level - reg.

Sir / Madam,

The Commission has issued a few new instructions recently. The instructions are as follows:-

- A "polling agents/relieving agents movement sheet" should be provided to each polling station, in which each and every polling agent shall be required to sign, indicating the time of arrival at the polling station and time of departure (No. 464/INST/2014-EPS dated 4th May, 2014).
- The Observer, Sector Magistrate, senior officers who visit the polling station during the course of poll shall also ensure that the aforesaid sheet is being properly maintained (No. 464/INST/2014-EPS dated 4th May, 2014).
- The Telephone nos. of ROs/AROs/Key Police Officers/ Sector Officers/ Control Rooms shall be displayed at all the polling stations so that if polling agents have any complaint they can establish contact to register it for immediate intervention (No. 464/INST/2014-EPS dated 4th May, 2014).
- Any complaint received from polling agents at any level shall be inquired immediately. The RO/Observer shall also scrutinize the documents related to such polling stations carefully and record their views specifically (No. 464/INST/2014-EPS dated 4th May, 2014).

- The polling agents may be allowed to go out of the polling stations even after 3.00 p.m. to attend to nature's calls, etc. and come back inside the polling station. However, it may be ensured that only the polling agent of a candidate or his substitute can be present inside the polling station at a time (No. 464/INST/2014-EPS dated 5th May, 2014).
- Presiding Officers shall exercise the power conferred under Section 131 of the R. P. Act, 1951 and use the presence of CAPF/State Police personnel suitably in case of occurrence of any untoward incident affecting the free and fair poll process (No. 464/INST/2014-EPS dated 5th May, 2014).
- The DEO/SP shall brief the CAPF/ State Police about provisions of Section 131 of the R.P. Act, 1951 so that in case of any untoward incident, the CAPF are in a position to act immediately and tackle the situation effectively. For this, there should be proper co-ordination between the Presiding Officer and CAPF/ State Police posted in a polling station (No. 464/INST/2014-EPS dated 5th May, 2014).
- Constitution of district-wise poll day tracking team dedicated for each poll going district by CEO.
- Setting up of control room at the district level with dedicated teams for Tehsil/ Block level.
- Setting up of separate control rooms at CEO/DEO level to monitor local media which generally covers the events occurring at polling station level.
- Micro- Observer be allowed to carry mobile phone in silent mode so that in case of any need he/ she can coordinate with control room.
- Presence of CAPF/ police personnel to be recorded in polling stations where video camera/ digital camera is deployed or using mobile phones.
- Quick response mechanism be established by making proper sector arrangements, control room arrangements, reserve vehicles and reserve officers etc. to ensure that in case of any untoward incident the facts could be got ascertained within 30 minutes.

These instructions shall be brought to the notice of all Presiding officers at the time of dispatching through public address system; by giving one page print out of the salient features of the new instructions.

Apart from this, the Sector officers should be having adequate number of copies of the new instructions and brief the Presiding Officers specifically.

The DEOs will take the confirmation that the details of the new instructions have reached the Presiding officer level and all other concerned.

Yours faithfully,


(Sumit Mukherjee)
Secretary



भारत निर्वाचन आयोग ELECTION COMMISSION OF INDIA

TEL 011-23052144
Fax 011-23713412/23739944
Website: www.eci.gov.in

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001-
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/INST/2023/EPS (Poll Day Management inside PS)

Dated: 14th June, 2023

To

The Chief Electoral Offices of
all States & Union Territories.

Subject: General Election and Bye election to Lok Sabha and State Legislative Assemblies – Management of Activities Inside Polling Stations – reg.

Reference:

(i)	464/INST/2007/PLN-I dated	25.10.2007
(ii)	464/INST/2008/EPS dated	24.10.2008
(iii)	464/INST/2008/EPS dated	18.12.2008
(iv)	464/INST/2008/EPS dated	18.12.2008
(v)	464/INST/2008/EPS dated	19.01.2009
(vi)	464/INST/2008/EPS dated	21.01.2009
(vii)	464/INST/2009/EPS dated	21.01.2009
(viii)	464/INST/2009/EPS dated	21.01.2009
(ix)	464/INST/2012/EPS dated	25.01.2012
(x)	No.464/INST/2016-EPS dated	13.04.2016
(xi)	464/INST/2019/EPS dated	15.04.2019
(xii)	464/INST/EPS/2022 dated	09.09.2022

Madam/Sir,

The Commission has been issuing instructions from time to time on various management activities inside Polling Stations on the poll day, vide letters referred to above. Now, the Commission has reviewed these instructions and issued the following consolidated instructions in supersession of all the existing instructions on the subject matter. The Commission has directed that the following instructions shall be strictly followed inside the Polling Stations:

1. Voting Compartment:

- Inside the polling station, voting compartment(s) shall be placed in such a way that secrecy of voting is not violated and ensure that it is not near a window or the door of the polling station.
- Ballot Unit(s) and VVPAT shall be kept inside the voting compartment and Control Unit shall be kept on the table of Polling Officer-III/Presiding Officer. Interconnecting cable of Ballot Unit(s), Control Unit and VVPAT should be routed in such a way that it does not obstruct the movement of voters inside the polling station. The entire length of the cable should be visible and under no

circumstances be concealed under the cloth or under the table. For this purpose, tape the connecting wires to the legs of the table with transparent adhesive tape.

(c) Self-adhesive stickers having details of elections, as mentioned below, shall be pasted on all the three sides of the voting compartment, in the font and size, which shall be legible and readable from the CCTV/Webcasting cameras:

ELECTION COMMISSION OF INDIA VOTING COMPARTMENT Name of Election: Name of State/UT: AC/PC No. And Name: Date of Poll: Polling Station No. and Name:
--

(d) Proper electricity arrangements at the polling stations. However, no direct lighting should be placed over the voting compartment.

2. Persons to be admitted inside the polling station:

A. Only the following persons shall be admitted (*Rule 49D of Conduct of Election Rules 1961*) into the polling station by the Presiding Officer: -

- a) The electors;
- b) Polling officers;
- c) Each candidate, his election agent and one polling agent of each candidate at a time;
- d) Persons authorized by the Commission;
- e) Public servants on duty in connection with the election;
- f) A child in arms accompanying an elector;
- g) A person accompanying a blind or an infirm voter who cannot move or vote without help;
- h) Such other persons as the Presiding Officer may from time to time admit for the purpose of identifying voters or otherwise assisting him in taking the poll;

B. In case of necessity, the Presiding Officer can demand for photo identity cards of contesting candidates. Similarly, the election agents of the candidates are required to produce their identity cards (the duplicate copy of their appointment letter attested by the Returning Officer).

C. It should be noted that the expression 'Public servants on duty in connection with the election' does not include Ministers, State Ministers and Deputy Ministers of Centre and States. According to the instructions of the Commission, they cannot be allowed to be appointed even as election agents or polling agents, as they have to be escorted by their security guards who cannot be allowed entry

into the polling station. For the same reason, no person having security cover can be appointed Election/Polling /Counting Agent

D. The above expression 'Public servants on duty in connection with the election' also does not normally include police officers. Such officers whether in uniform or in plain clothes should not as a general rule be allowed to enter into a polling station, unless the Presiding Officer decides to call them inside in unavoidable circumstances for the maintenance of law and order or some similar purpose.

E. No security personnel accompanying any candidate, or any agent or any elector should be permitted to enter the polling station. Only security personnel of an SPG protectee and Z+ protectee can enter a polling station in plain clothes and arms kept in concealed manner.

3. Events before Actual Poll:

(a) Conduct of Mock Poll before start of actual Poll in Polling Station

- (i) Before starting mock poll, it shall be ensured that Ballot Unit(s) and VVPAT are kept inside the voting compartment and Control Unit is kept on the table of Polling Officer-III/Presiding Officer.
- (ii) Mock Poll shall be started 90 minutes before the commencement of actual poll time in the presence of at least two candidates/polling agents. The Presiding Officer may wait for 15 minutes before conducting the mock poll, if minimum two candidates/agents are not present. In such cases, Presiding Officer shall make a specific mention in this regard, in the prescribed Mock Poll Certificate.
- (iii) The polling stations not having the presence of agents of the candidates of recognized parties and where the mock poll had to be conducted in the absence of any agent or in the presence of only one polling agent, Presiding Officer shall intimate the same to the Returning Officer/Sector Officer. In such case, interventions such as deployment of micro-observers, deployment of video cameras (if not already done), frequent visits by Sector Officer and other senior officers should be ensured.
- (iv) After the completion of poll on the basis of mock poll certifications received from the Presiding Officers of polling stations mentioned at 3 (a)(iii), the R.O shall prepare a list of such polling stations, and special attention shall be paid to the documents received from such polling stations for proper scrutiny. The observers shall also pay their attention to this aspect.
- (v) In case Ballot Unit or Control Unit or VVPAT does not work properly during mock poll, only respective unit shall be replaced.

(b) Demonstration by Presiding Officer

Presiding Officers shall demonstrate the following before commencement of actual poll to the polling agents present in the polling stations: -

- (i) Marked copy of the electoral roll to be used in the polling station.

- (ii) The list of Classified Services Voters (CSVs) appointed proxies (if any).
- (iii) Register of Voters (Form 17A) to show that the register is blank and no entry in respect of any elector has already been made therein.
- (iv) Before the first voter signs in Form-17 A (Register of Voters), the **Polling Officer-1** shall check with the Presiding Officer and record in ink in Form 17A that "Total in the Control Unit checked and found to be Zero".
- (v) Read out the declaration prescribed by the Commission (*Section 128, Representation of the People Act 1951*).

4. Actual Poll:

(i) Voting Procedure:

(a) First Polling Officer is in-charge of the marked copy of electoral roll and responsible for identification of the voters. A Voter enters the polling station, First Polling Officer identifies the voter and marks his/her presence in marked copy Electoral Roll.

When an elector is allowed to cast vote at the polling station, a line will be drawn, in red ink, diagonally across the box containing the particulars pertaining to that elector in the marked copy of the Electoral Roll. Further, for easy verification and calculation of number of male and female voters, the serial number of the voter will be rounded off in the case of female voters.

(b) Second Polling Officer, who is in-charge of Register of Voters (Form-17A), Indelible Ink and Voter Slips, makes the entries of the voter's name including EPIC/any of the other alternative document prescribed by the Election Commission of India and obtain the signature of the voters or the thumb impression (in the case of illiterate voters) in the Register of Voters (Form 17A). Thereafter, marks the indelible ink as per the existing instruction (*Rule 37/49 K Conduct of Election Rules 1961*) and issues Voter Slip to the voter indicating his/her serial number as mentioned in Form 17A.

(c) Third Polling Officer is the custodian of the CU and activates the BU by pressing BALLOT button of the CU and allows the voter to go inside the voting compartment to cast vote, in the order of the serial number on the voter's slip issued by the Second Polling Officer.

- (ii) The Presiding Officer or other polling staff shall not visit frequently to the voting compartment as that may give scope for complaints.
- (iii) In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/ names / ballot button, the Presiding Officer may from time to time inspect ballot unit (BU) but he should make it a point to do so in the immediate presence of polling agents under Rule 49 Q of Conduct of Election Rules, 1961.

- (iv) Any complaint about the conduct of the polling staff at the polling station shall be taken seriously and shall be properly enquired. Observers are instructed to take serious note of such complaints and conduct or cause enquiry into such allegations and submit reports to the Commission.
- (v) The following shall be followed for replacement of non- functional EVM/VVPAT:
- (a) If the CU or the BU(s) becomes non-functional during actual poll, then the entire set of BU(s), CU and VVPAT shall be replaced by calling Sector Officer. In such case, mock poll shall be conducted by casting of one vote to each contesting candidate including NOTA and other instructions of mock poll be followed.
 - (b) If only VVPAT becomes non-functional during actual poll, then only VVPAT shall be replaced. In such case no MOCK POLL is required to be conducted.
- (vi) (a) The poll shall be closed by pressing 'CLOSE' button on CU at the hour fixed for the purpose, if no elector is in queue at the polling station. If some electors are in queue at the hour appointed for the close of poll, the following procedure shall be followed:
- All electors present at the polling station at the hour appointed for the close of poll should be permitted to cast their votes irrespective of the appointed closing hour.
 - The Presiding Officer shall distribute pre-numbered slips to all electors standing in queue, starting from the last person in queue at the prescribed time for end of poll.
 - After the last voter has recorded his vote, the voting machine has to be closed by pressing 'CLOSE' button on CU, so that no further recording of votes in the machine is possible.
- (b) After all electors have cast their votes, the Presiding Officer shall put a red line after entry of last voter and sign on Register 17A giving date and time. All polling agents may also be allowed to put their signature, if they desire so.
- (c) Under Rule 49S Conduct of Election Rules, 1961, at the close of poll, Presiding Officer shall furnish a true attested copy of the account of votes recorded as prepared by him/her in Form 17C to each polling agent, after obtaining a receipt from them. Copies of the accounts should be furnished to every polling agent present even without his/her asking for it.

5. Various special cases during voting on Poll Day:

(i) Secrecy of Vote

Section 128 of the Representation of the People Act 1951 also prescribes maintenance of secrecy of voting and punishment its contraventions. In the interest of maintaining secrecy of vote, no photography or video recording by any person shall be allowed inside the polling stations, except by the persons authorized by the Commission.

(ii) **Voting by ASD Voters:**

In order to prevent impersonation of Absent, Shifted and Dead (ASD) electors at the time of poll, a list of ASD voters shall be provided to Presiding Officer, who shall adopt the following procedure in the presence of the Polling Agents:

- (a) If any elector of ASD list comes to cast his/her vote, the Presiding Officer shall verify the prescribed identification document personally. If Presiding Officer is satisfied that the elector is genuine after verification, the Presiding Officer shall obtain a declaration (Annexure-1) from such elector and certify therein. Presiding Officer shall maintain a record in this regard.
- (b) The polling officer concerned shall properly register the details in the Register of Voters (Form-17A). Thumb impression of such electors shall also be obtained in addition to signature against the column of 'Signature/thumb impression' of Register of Voters (Form-17A), even if elector is literate and can sign.
- (c) Wherever possible, such electors may be photographed for record.
- (d) At the end of the poll, Annexure-1 shall be kept with Form-17A for scrutiny.

(iii) **Accessibility in polling:**

- (a) Dummy Ballot Sheets in Braille shall be made available in Polling Stations for use of visually impaired voter to cast his/her vote using Braille facility on Ballot Units of EVMs so that he/she can vote without any help from companion.
- (b) A printed sample of dummy Ballot Unit pasted on a cardboard (real size) shall be provided at every polling station. If any illiterate electors/electors want to know how to cast vote in EVM, the Presiding Officer shall explain the elector without going to the voting compartment in the presence of polling agents.
- (c) Infirm voter, who is incapable of voting by himself by pressing the button of the candidate of his choice on the Balloting Unit of EVM shall be permitted one authorized companion only up to Voting compartment in the polling station and not inside the voting compartment. This will apply in cases where the nature of physical infirmity is such that the elector needs assistance only for his movement and not for voting. The presiding Officer has to take decision in such cases.

If the Presiding Officer is satisfied that a voter is unable to recognize the symbols on the ballot paper affixed on the Balloting Unit(s) of the EVM or to record his vote on it without assistance on account of being blind or infirmity, he will permit such voter to take an adult companion of not less than 18 years into the voting compartment with him for recording the vote on his behalf and in accordance with his wishes. However, none of the polling staff can act as a companion to record vote on his behalf. Besides, numeric in Braille signage (1 to 16) has been provided on the Balloting Unit (BU) top cover on the right of the blue button for each contesting candidate for the convenience of the visually challenged (blind) persons (Rule 49N of the Conduct of Elections

Rules, 1961). Before any person is permitted to act as the companion of the elector, he/she shall be required to declare that he/she will keep the vote recorded by him/her on behalf of the elector secret and that he/she has not already acted as the companion of any other elector at any other polling station on that day. The Presiding Officer shall obtain the declaration from the companion in the form prescribed by the Commission for the purpose

(iv) Electoral and Printing Errors in the Electoral Rolls to be overlooked:

Mere clerical or printing errors in respect of a voter as entered in the electoral roll shall be overlooked if satisfied about the identity of that voter and the Presiding Officer is to allow such voter to vote if his name appears in the Electoral Roll.

(v) Tendered Votes:

A person claiming to be a particular elector comes forward to vote after some other person has already voted as such elector. In such case, if the Presiding Officer is satisfied about the identity of such person to be the real voter after necessary questioning, such elector shall be permitted to vote only by means of a "Tendered Ballot Paper" (Not by means of the voting machine). The words 'Tendered Ballot Paper' will be stamped or written on its backside. The Presiding Officer will make necessary entry in the list of tendered votes (Form 17B appended to the Conduct of Elections Rules, 1961) and obtain the signature or thumb impression of the voter therein. The elector will record his vote on the tendered ballot paper by placing an arrow cross mark.

(vi) Challenged Vote:

The polling agents can also challenge the identity of a person claiming to be a particular elector by depositing a sum of Rs.2 in cash with the Presiding Officer for each such challenge. The Presiding Officer shall hold a summary inquiry into the challenge. If after the inquiry the Presiding Officer considers that the challenge has not been established, he shall allow the person challenged to vote. If he considers that the challenge has been established, the Presiding Officer shall debar the person challenged from voting and shall handover such person to the police with a written complaint. All such complaints to the Police should be vigorously pursued and prosecutions launched against the offenders so that they are convicted and suitably punished.

(vii) Refusal to cast a vote by a voter:

Sometimes there is a possibility of some voter not casting vote after signing the Register of Voters (Form 17A) even after option of NOTA is provided in the EVM/Ballot Paper. In such cases, if an elector after signing in Form 17A wishes to leave without voting, a remark can be made in the Register of Voters (Form 17 A) according to the situation/circumstances under which the elector is not voting like "left without voting" or "refused to vote" etc. In Form 17-C (Part-I) the number

of such cases may be shown against Item (3) after scoring out the words "under Rule 49-O therein.

(viii) Complaint about particulars printed on VVPAT paper slips:

If any voter alleges about the wrong printing of particulars of a candidate and/or symbol of that candidate on VVPAT paper slip printed by the VVPAT on pressing of concerned blue (candidate) button the Ballot Unit, the Presiding Officer the polling station should provide him/her a 'Form of Declaration' to lodge a complaint and follow the procedure prescribed under rule 49MA.

(ix) Liability of polling agents for misbehaving or violation of Acts/ Rules: Polling agents/voters should not misbehave with polling staff and voters and must not do any wrong acts which violates Rules / Sections of the Representation of People Act, 1951 or other Acts. For any such violation, they will be liable for punishment of imprisonment or fine or both under the relevant Acts.

(x) Precautions Against Voting by Underage Voters:

The eligibility of a person whose name is included in the electoral roll to be a voter cannot be questioned or enquired into by the Presiding Officer at the polling station. However, if the Presiding Officer is prima facie satisfied, on his own or based on complaint received, that the voter is below the minimum voting age, then the Presiding Officer shall obtain a declaration in the prescribed Form (Annexure-2) from the person concerned about his age. Before obtaining the declaration from such voter, the Presiding Officer will inform him of the penal provisions in Section 31 of the Representation of the People Act 1950 for making a false declaration about his age for the inclusion of his name in the Electoral Roll.

(xi) Webcasting in Polling Station

Webcasting shall be arranged in all critical polling stations and all polling stations in vulnerable areas or at least in 50% of total polling stations including auxiliary polling stations, whichever is higher. However, the secrecy of vote shall be maintained. Detailed instruction on the subject may be referred on modalities of implementation.

(xii) Micro Observers

Micro Observers shall be deployed in all or selected critical polling stations as decided by the General Observer for observing the conduct of proceedings inside the polling station as per the statutory provisions and instructions of the Commission. Micro Observer shall report to the General Observer in the prescribed formats.

6. Sealing of EVMs/VVPATs and Election Papers after completion of Poll:

(i) Sealing of EVMs and VVPATs:

Ballot Unit(s), Control Unit and VVPAT shall be sealed in the respective carrying case using thread and address tags, as per existing instructions.

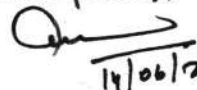
(ii) Sealing of Election Papers - Affixing of Seal thereon by the Polling Agents:

After the close of the poll, the Presiding Officer will also seal all the election papers in separate packets in accordance with the rules and instructions. The Polling Agents present at the polling station are also permitted to affix their seals, in addition to the seal of the Presiding Officer, on the envelopes and packets containing the following documents:

- (a) The marked copy of the electoral roll;
- (b) Register of Voters;
- (c) Voters slips;
- (d) The tendered ballot papers and the list of tendered voters in Form 17B;
- (e) The unused tendered ballot papers;
- (f) The list of challenged votes;
- (g) The unused and damaged paper seals, if any;
- (h) Appointment letters of Polling Agents; and
- (i) Any other papers that the Returning Officer has directed to be kept in a sealed packet.

The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,



(SANJEEV KUMAR PRASAD)
SECRETARY

**FORM OF DECLARATION BY ELECTOR WHOSE NAME IS IN ABSENTEE / SHIFTED /
DEAD LIST**

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

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

Name

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

.....
Signature of the Presiding Officer

.....
Number and name of polling station

Date

FORM OF DECLARATION BY ELECTOR

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

Signature/Thumb impression of the elector

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

Part Number of Electoral Roll

Serial Number of Elector.....

Date:

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

.....
Signature of Presiding Officer

Number and name of Polling Station.....

Date:

भारत निर्वाचन आयोग ELECTION COMMISSION OF INDIA

TEL 011-23052144
Fax 011-23713412/23739944
Website: www.eci.gov.in

निर्वाचन सदन,
अशोक रोड, नई दिल्ली 110001-
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/INST/2023/EPs(Poll Day Management Outside)

Dated: 14th June, 2023

To

The Chief Electoral Offices of
All States & Union Territories.

Subject: General Election and Bye election to Lok Sabha and State Legislative Assemblies – Poll Day Management of activities outside Polling Station reg.

Reference:

- | | |
|------------------------------|------------------|
| (i) 576/3/98-JS-II | dated 03.02.1998 |
| (ii) 464/INST/2006/PLN-I | dated 20.04.2006 |
| (iii) 464/INST/2007/PLN-I | dated 12.01.2007 |
| (iv) 464/UP-LA/2007 | dated 25.10.2007 |
| (v) 437/6/2007(INST)-PLN-III | dated 12.11.2007 |
| (vi) 464/INST/2008/EPs | dated 16.01.2009 |
| (vii) 464/INST/2008/EPs | dated 21.01.2009 |
| (viii) 464/INST./2014/EPs | dated 15.04.2014 |

Madam/Sir,

The Commission has been issuing instructions from time to time on management of activities outside Polling Stations on the day of poll, *vide* letters referred to above. Now, the Commission has reviewed these instructions and issued the following consolidated instructions in supersession of all the existing instructions on the subject:

I. Election Booths:

During the period of General / Bye-Elections to the Lok Sabha and State Legislative Assemblies, the candidates of various parties including independent candidates set up and operate Election Booths (temporary offices) on poll day. In these regards, the following directions are issued for strict compliance:

- (i) No Election Booth shall be set up within a radius of 200 meters from the Polling Station. Even where more than one Polling Station has been set up in the same

Polling Station Location or premises, there shall be only one Election Booth of a candidate for such group of Polling Stations beyond a distance of 200 meters from such premises.

- (ii) Only one table and two chairs shall be provided at each of such Booths with an umbrella or a small tent measuring not more than 10 X 10 ft to protect from weather conditions outside the 200 meters periphery of the polling station premises
- (iii) Each candidate wishing to set up such Booths shall intimate, in writing and in advance, to the Returning Officer, the names and serial numbers of the Polling Stations where such Booths are proposed to be set up by him. He shall also obtain the written permission of the concerned Government authorities or local authorities like Corporations, Municipalities, Zilla Parishads, Town Area Committees, Panchayat Samitis etc., as applicable, under the relevant local laws before setting up of such Booths. Such a written permission must be available with the persons manning the Booth so as to produce the same before the election/ police authorities concerned on demand.
- (iv) Following broad guideline with respect of setting up of such Booths shall be followed:
 - a. No such Booths will be opened by way of any encroachment either on public or private property.
 - b. No such Booths will be opened in any religious places or campus of such religious places.
 - c. No such Booths will be opened contiguous to any educational institutions or hospitals.
 - d. Such Booths can display only one party flag and banner with party symbols/photographs.
 - e. The size of the banner used in such Booths should not exceed 4 X 8 feet subject to the further condition that if the local laws prescribe a lower size for banner / hoarding etc., then the size restriction prescribed by local law shall prevail.
 - f. The expenditure on setting up of such Booths and activities conducted, as prescribed, should be booked to the candidate's election expenditure account
- (v) Such Booths shall be used only for the sole purpose of issuing unofficial identity slips to electors. These unofficial identity slips shall be printed strictly, in accordance with the instructions of the Commission, without the name or symbol of the candidate or the name of the political party.

- (vi) No crowds shall be allowed to collect at such Booths in any circumstances nor shall any person who has already cast his vote at the Polling Station be allowed to come to the Booth. This would be evident from the indelible ink mark on his left forefinger or any other finger as specifically prescribed for that election for the constituency in which the Polling Station is located.
- (vii) The persons manning the booths shall not cause any obstructions whatsoever in the way of electors proceeding to the Polling Stations or prevent them from going to the Booths of other candidates or create any other sort of hurdles whatsoever in the right of voters to exercise their franchise according to their own free will. More specifically, no elector shall be influenced in any way whatsoever to either come and collect the unofficial identity slip from the particular Booth or if he comes to such Booth of his own accord, to vote in favour of or against any party / candidate contesting the election.
- (viii) Any violation of the above directions will be viewed by the Commission with the utmost gravity and most stringent action possible under the law, including but not restricted to the removal of such Booths forthwith will be taken against the candidates and / or their agents / workers responsible for any such violations.
- (ix) No electioneering shall be allowed within the 200-meter area around the Polling Stations on the date of poll.
- (x) No person other than Observers appointed by the Commission and authorized election/police officials shall be allowed to either carry or use mobile phones, wireless sets, etc., in the 100-meter perimeter of the Polling Stations described as the "Polling Station Neighborhood" (*Section 130 Representation of the People Act 1951*) and within the Polling Station.
- (xi) The person who is nominated by the political parties/candidates to man such Booth shall be a voter in the same Polling Station. He shall also have an EPIC and whenever any Sector Magistrate/Observer ask the person to disclose his identity, he shall show the EPIC.
- (xii) The political parties/candidates shall ensure that they do not put any person with criminal antecedents on the job to man such booths.

II. Possession of Arms near the Polling Station:

- (i) The provisions of Section 134 B of the Representation of People Act, 1951 provides that, except those expressly permitted by that section, no one else carries any arms or indulges in show of arms in Polling Stations or Polling Station Neighborhood, so

that the conduct of elections can take place in a free and fair manner without any intimidation of voters, or threat perception to them.

- (ii) It is seen from time to time that during the poll process, candidates and/or supporters of candidates, who have been provided with security cover by the authorities, enter Polling Stations or Polling Station Neighborhood accompanied by their security personnel. This is in clear contravention of the provisions laid down in Section 134B of the Representation of the People Act 1951.
- (iii) No person, even if a recipient of any form of security from any quarter, should enter into any Polling Station or Polling Station Neighborhood, accompanied by such security personnel.
- (iv) The security agencies in charge of extending security must therefore, recast security plans accordingly. It would be the duty of those in charge of the election to ensure that the provisions of the above quoted Section 134B of the Representation of the People Act 1951 are strictly enforced and no security personnel attached to any person (i.e., any candidate, any of his agents, workers, supporters, or even any elector) enter into any Polling Station or Polling Station Neighborhood. Only one security personnel of SPG protectee or Z+ protectee can enter a Polling Station in plain clothes and arms kept in concealed manner.

III. Security Arrangements:

- (i) Commissioner of Police/ Superintendent of Police shall deploy police forces, including CAPF, as per approved District Deployment Plan on static and mobile duties. All police forces, including CAPF, deployed for polling station security shall take positions in and control of the respective Polling Stations on the day prior to the poll day.
- (ii) In case CAPF has not reached the assigned Polling Station, due to any reason, the poll shall not commence in that Polling Station.
- (iii) Manual on Force Deployment in Elections (*Latest Edition*) shall be referred to for detailed guidelines on force deployment.
- (iv) At the polling station where CAPF personnel are deployed according to District Deployment Plan, one personnel of the CAPF deployed for the Polling Station shall be placed at the door of the Polling Station, either in static or oscillating mode, in order to observe the proceedings inside the Polling Station (*Janak Singh V/s Ram Das Rai & Other in CA 9228 of 2003: SC*). Moreover, the Company Commanders of CAPF shall also move for area domination and confidence building measure in the

sectors assigned to them.

- (v) The State Police shall remain solely responsible for maintenance of the general law and order inside and outside of the Polling Station premises (as different from polling stations).
- (vi) State Police Force shall not replace the CAPFs at the Polling Stations, in contravention of District Deployment Plan, under any circumstances. No officer of the local state police, with or without contingent, shall position himself at the Polling Station and exercise any supervision and control over the CAPF at the Polling Station.
- (vii) According to the vulnerability mapping, hamlets/habitations within relevant Polling Station areas those are vulnerable to threat, all necessary confidence building measures shall be taken. The Local State Police shall attach utmost importance to this task and shall also ensure that there is no hinderance to voters of such pockets in exercising their franchise on the day of poll.

The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,



14/06/2023

(SANJEEV KUMAR PRASAD)
SECRETARY

Press Note

**ECI to provide Mobile Deposit Facility for voters at polling stations
Rationalises norms for Canvassing**

In line with various initiatives aimed at enhancing voter convenience and streamlining poll day arrangements, the Election Commission has issued two more comprehensive instructions for providing mobile deposit facility for voters just outside the polling stations and rationalising norms for canvassing. The instructions are in line with the relevant provisions of the Representation of the People Act, 1951 and the Conduct of Elections Rules, 1961.

Recognising the increasing coverage and usage of mobile phones in both urban and rural areas and the challenges faced not only by the voters at large but also by senior citizens, women, and PwD electors in managing mobile phones on the poll day, the Commission has decided to allow a mobile deposit facility just outside the polling stations. Only mobile phones shall be allowed within 100 meters of the polling station and that too in switched-off mode. Very simple pigeonhole boxes or jute bags shall be provided near the entrance door of the polling station where the voters would be required to deposit their mobile phones. Mobile phones shall not be allowed to be carried inside the polling station by the voter. However, certain Polling Stations can be exempted from this provision based on adverse local circumstances by the Returning Officer. Rule 49M of the Conduct of Elections Rules, 1961, which ensures secrecy of voting within the polling station, will continue to be strictly enforced.

Further, in a move aimed at improving election day facilitation, the Commission has rationalised the permissible norms for canvassing in line with the electoral laws to 100 meters from the entrance of the polling station. However, electioneering shall not be allowed within a 100-meter radius around the Polling Station on the day of poll. Therefore, the booths set up by the candidates on poll day for issuing unofficial identity slips to electors, in case the electors are not carrying their official Voter Information Slips (VIS) issued by the Commission, can now be set up just beyond 100 meters of any polling station.

The Election Commission of India, under the Chairmanship of Chief Election Commissioner Shri Gyanesh Kumar along with Election Commissioners Dr. Sukhbir Singh Sandhu and Dr. Vivek Joshi, remains committed to conducting elections strictly in accordance with the legal framework, while continuously innovating to improve the facilities for the voters.



P. Pawan
Deputy Director

By Speed Post/Email

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

EPABX 011-23717391-98
Fax 011-23713412/23739944
Website: www.eci.gov.in

निर्वाचनसदन,
अशोकरोड, नई दिल्ली-110001-
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No 464/INST-17 A/2023-EPS

Dated: 10th June, 2023

To,

The Chief Electoral Officers of
all States and Union Territories

Subject: Scrutiny of Form 17-A and other documents- reg.

Reference:

Sl. No.	Letter No.	Dated
1.	464/INST/2007/PLN-I	12.10.2007
2.	464/INST/2009/EPS	02.03.2009
3.	464/INST/2009/EPS	15.04.2009
4.	464/INST/2009/EPS	16.04.2009
5.	464/INST/2009/EPS	19.04.2009
6.	464/Instruction/2011/EPS	24.09.2011
7.	464/INST/2012-EPS	27.01.2012
8.	464/INST/2012/EPS	08.02.2012
9.	No.464/INST/2014-EPS	04.04.2014
10.	464/INST//EPS-2016	21.04.2016

Sir/Madam,

In reference to the above-mentioned instructions issued on the subject cited, I am directed to state that the Commission has reviewed these instructions and issued the following consolidated instructions in supersession of all the existing instructions on the subject:

1. Purpose of scrutiny of Form 17A and other documents:

Effective and thorough scrutiny of critical documents created during the poll process will be necessary to identify cases of poll vitiation at any polling station. This exercise shall be carried out under close

supervision of Observers and Returning Officers. The Commission desires to ensure that even subtle and concealed electoral malpractices at the polling station shall be detected through this document scrutiny process.

2. Intimation to all the contesting candidates:

All contesting candidates shall be given an advance notice in writing under proper acknowledgement so that they or their election agent/authorized representatives remain present. Candidates can authorize as many representatives as places fixed for scrutiny by the Returning Officer and Observer to watch the proceedings of scrutiny. In such notice, it shall be mentioned that either the candidate himself or his election agent or one representative duly authorized by the candidate in writing may be present to watch, ***repeat only to watch***, the proceedings of scrutiny.

3. Documents to be Scrutinized:

Following documents should be scrutinized by Observer and Returning Officer in the presence of contesting candidates or their election agents:

- (a) Presiding Officers' diary
- (b) Form 17-A (Register of Voters)
- (c) Other related documents which include but not restricted to Micro Observers Reports, visitor sheets, reports of zonal magistrates or sector officers, report of Presiding Officer, still photography, videography recordings, CCTV and Webcasting footages
- (d) If the number of blind/infirm voters voting at a Polling Station (*Rule 40, Conduct of Election Rules 1961*) is more than 1% of the total no. of electors in that polling station, scrutiny of Form 14A (list of blind/infirm voters).

4. Collection of Information at Reception Center:

To facilitate identification of polling stations, where scrutiny of Form 17-A and other documents referred as above, is required, the Returning Officer shall collect the information for each Polling Station in prescribed format (**Annexure-I**) at the time of receipt of polled EVMs & VVPATs and other documents after completion of polls.

Polled EVMs and VVPATs along with envelopes containing original Form-17C and mock poll VVPAT slips shall be kept in the 'Polled Strong Room' as per existing instructions. Polling Station wise documents required for scrutiny should be stored separately in a strong room other than the Polled Strong Room having polled EVMs and VVPATs. For the sake of convenience in taking out the documents for scrutiny, it will be ideal to keep them separate in a clearly demarcated area so there is no confusion at the time of taking out the document.

5. Opening and closing of the strong room(s) having Form 17A and other documents

(i) Strong room(s) having Form 17A and other documents shall be opened, at the time so appointed, in the presence of DEO/RO, Observer and contesting candidates/their election agents/their authorised representatives under videography.

(ii) After taking out the packets containing Forms 17A and other documents required for scrutiny in respect of such polling stations selected for scrutiny, the strong room shall be duly closed and sealed after making entry in the log-book and obtaining the signatures of all candidates or their representatives as may be present.

(iii) In case of more than one strong room in the same premises or in the same town, opening and closing of strong rooms can be coordinated in such a way that one of the Observers remains present at the time of closing of each strong room without any deviation.

(iv) In case strong room locations are distributed in the

constituency, Observers shall decide, in advance in consultation with the Returning Officer(s) or District Election Officer, to ensure presence of one of the Observers at the time of opening and closing of strong room(s). The information should also be made available to the contesting candidates or their election agents in advance.

(v) Even after making these arrangements, if the number of Observers is still less than the number of strong rooms, the Returning Officer/ District Election Officer and Observers concerned shall authorize one of the Micro Observers with due care to remain present as a representative of the Observer. In such cases, the DEO/RO shall ensure that one senior officer along with one of the AROs remain present. In such cases, a joint report along with videography will be submitted by the ARO and Micro Observer jointly to the RO and Observer concerned. After getting joint report from ARO/Micro Observer, the RO and the Observer concerned shall record their satisfaction about the process of opening and closing of strong room(s).

(vi) The whole process of opening and closing of strong room(s), containing Form 17A and other documents, shall be video graphed.

6. Transportation of Documents to be Scrutinized:

Wherever relevant papers required for scrutiny of Form 17-A and other documents are required to be transported, they shall be transported under proper police escort along with Executive Magistrate. Candidates and their representatives shall be allowed to follow the vehicle transporting relevant papers. In this regard, proper information about the travel plan should be given to the candidates/their election agents or their representatives.

7. Criteria for selection of Polling Stations for scrutiny:

Based on the information collected as above, scrutiny of documents shall be done by Observers and Returning officers in the

presence of contesting candidates or their election agents for any of the following categories of the polling stations: -

- (i) In all polling stations, where any complaint of poll rigging, malpractices etc. was received by Observer, DEO or RO during the poll process.
- (ii) In all polling stations, where any significant event (EVM/VVPAT related or otherwise) was reported to the Observer, DEO or RO during poll process.
- (iii) In polling stations, where poll took place in the absence of any polling agent or in the presence of the agent of only one candidate.
- (iv) In polling stations, where the number of electors who cast their votes using documents other than EPIC (i.e., alternative documents specified by the Commission) exceeded 25% of the total votes cast in that polling station.
- (v) In polling stations, where more than 10% of such electors who had been identified as ASD turned up and voted.
- (vi) In polling stations, where polling percentage is plus 15% or minus 15% than the average polling percentage of that AC. Say, for e.g., in a particular AC 60% votes have been cast, then in all polling stations with polling percentage 75% or more and 45% or less shall be taken up for scrutiny.
- (vii) In polling stations, where there are at least 5 (five) tendered votes and challenged votes reported.
- (viii) In Polling Stations, where in 10% or more remarks column of Register of Voters (Form-17A) are blank and does not indicate use of the EPIC/alternate document.
- (ix) In Polling Stations, where Micro Observer has submitted an adverse report.

8. Procedure for Scrutiny of Documents: -

- (i) The scrutiny of Form-17A along with other documents will be

taken up preferably at 11:00 A.M. on the day following the day of poll at the location fixed, in consultation with Observer.

- (ii) An assembly constituency/segment wise schedule for taking up scrutiny shall be prepared and it will be ensured that all documents with regard to assembly constituency/segments, where strong rooms are at the place different from the RO headquarters, are brought by the ARO to RO headquarters in time for the scrutiny to be undertaken.
- (iii) The Returning Officer, in presence of Observer, shall do the scrutiny with utmost care and shall submit a report to the Commission as soon as scrutiny is over. During the process of scrutiny, the candidates / their election agents or their authorized representatives may watch the proceedings so that they can get a clear view of the proceedings but, are not permitted to handle the election papers/material or interfere with the proceedings. The entire process of such scrutiny should be videographed.
- (iv) In case of absence of observer due to his preoccupation in scrutiny work in another AC, the Observer may decide to do the scrutiny at 11:00 AM on the day following the poll day in any one of the allotted AC first and after conduct of scrutiny in the first AC, he may proceed to another AC to do the scrutiny work there.

9. Post-scrutiny procedure:

After scrutiny, the Forms 17A and marked copies of electoral roll for each polling station, other documents and material shall be re-sealed with the seal of the Returning Officer. The candidates or their election agents/representatives present, may also be allowed to affix their seal to signature thereon (sealing cloth/material), if they so desire. These sealed envelopes shall then be kept back in the strong room from which they were taken out. This shall also be done in the presence of the candidates or

their election agents/representatives. The room shall then be sealed with the seal of the Returning Officer. The candidate or their representatives may also affix their seals /signatures thereon if they so desire.

After scrutiny of Forms 17A and other documents, the Returning Officer and Observer shall make necessary recommendations as per **Annexure-II**, to the Commission for repoll, if warranted and wherever considered necessary, giving reasons polling station wise. In case of any difference of opinion, the same shall be reflected indicating the reason for the same in their respective reports.

The aforesaid consolidated instructions shall be brought to the notice of all concerned for compliance during General Elections to Lok Sabha, State Legislative Assembly and all Bye elections.

Yours faithfully,



Ajay Kumar Verma
Secretary

Annexure-I

Polling Station Data for Scrutiny Decision

S.No.	Indicators	Details
1	Total Electors in the P.S.	(i) Male
		(ii) Female
		(iii) TG
		Total
2	Number of persons who voted in the P.S.	(i) Male
		(ii) Female
		(iii) TG
		Total
3	Number of Tendered votes.	
4	Number of challenged votes	
5	Number of Proxy votes by CSVs.	
6	Number of electors who exercised their right of vote on the basis of EPIC	
7	Number of electors who exercised their right of vote on the basis alternative document.	
8	Number of voters who exercised their right under Rule 49 O, who decided not to record vote	
9	Number of polling agents in the polling station.	
10	Number of overseas electors who voted in the poll.	
11	Number of BU, CU, VVPAT used.	
12	Whether the BU, CU or VVPAT was changed or replaced.	Y/N
13	If so, the time when changed and what was the reason for it.	
14	Total ASD voters in the ASD voters list	
15	Total persons who cast their vote from the ASD voters list.	
16	Any incident of violence or poll interruption due to any reason	Y/N
17	Any complaints received with respect to polling station.	Y/N

Annexure-II

Recommendation of Returning Officer for Re-poll after scrutiny of Form 17A and other documents

No. and Name of the Assembly Constituency	Recommendation of RO for Re-poll (Yes / No)	In case of recommendation for Re-poll		Reasons for Re-poll
		Polling Station Number	Name of Polling Station	

Returning Officer
Constituency Name/ Number

Recommendation of Observer

By speed post/Email

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Tel. No. 011-23052246

Fax 011-23052001

Website: www.eci.gov.in

निर्वाचन सदन

अशोक रोड, नई दिल्ली-110001

Nirvachan Sadan

Ashoka Road, New Delhi-110001

Dated: 26th September, 2024

No.464/L&O/2024/EPS

To,

The Chief Electoral Officers of
All States and Union Territories

Subject: Setting up of election booths on day of poll outside the Polling Station - Clarification - regarding.

Madam/Sir,

I am directed to refer to the subject cited and to state that references were received from some CEOs regarding guidelines for setting up election booths outside the polling stations on day of poll. Subsequently, the matter has been perused and the following is hereby clarified:

i. Para no.10.12.1 of RO Handbook, 2023 may be read as;

"Only one table and two chairs shall be provided at each of such booths with an umbrella or a small tent measuring not more than 10x10 ft to protect from weather conditions outside the 200 meters periphery of the polling station premises. Ensure that the candidate's camps shall be simple. They shall not display any posters, flags, symbols or any other propaganda material. No eatable shall be served or crowd allowed at the camps. Setting up such booth is subject to valid permission from local authority."

ii. Point (d) and (e) of para no.1(iv) of Commission's instruction dated 14.06.2023 on poll day arrangements outside PS on day of poll may be read as;

"Ensure that the candidate's camps shall be simple. They shall not display any posters, flags, symbols or any other propaganda material. No eatable shall be served or crowd allowed at the camps."

The above instruction shall be brought to notice of all concerned for strict compliance during conduct of elections.

Yours faithfully,



(BREJESH KUMAR)
UNDER SECRETARY



By Speed Post/ Email

भारत निर्वाचन आयोग ELECTION COMMISSION OF INDIA

Tel. No. 011-23052144
Fax 011-23052001
Website: www.eci.gov.in

निर्वाचन सदन
अशोक रोड, नई दिल्ली-110001
Nirvachan Sadan
Ashoka Road, New Delhi-110001

No.464/INST/2022/EPS

Dated: 16th June, 2025

To

The Chief Electoral Officers of
all States and Union Territories.

Subject: Guidelines on Webcasting on poll day- revised criteria- regarding.

Reference:

- (i) 464/INST/2022/EPS dated 02.11.2022
- (ii) 464/INST/2022/EPS dated 19.06.2023
- (iii) 464/INST/2023/EPS (Poll Day Management Inside PS) dated 14.06.2023
- (iv) 4/2024/SDR/Vol.II dated 06.09.2024
- (v) 4/2024/SDR/Vol.II dated 30.05.2025

Madam/Sir,

The Commission has issued instructions on use of multiple civil (non-force) measures to keep a watch on various stages of election process including, the webcasting on poll day, to monitor the critical activities as internal management tool to prevent any vitiation of poll process.

2. Now, in partial modification of the Commission's instruction referred above, it has been decided that webcasting shall be done in **all Polling Stations i.e.** 100% of Polling Stations having internet connectivity. However, in shadow areas, suitable alternate arrangements of videography, photography etc. may be made.

3. There shall be a webcasting monitoring control room at State level, District Level and AC Level as well, which shall be supervised and monitored by a Nodal Officer appointed at each level.

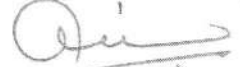
4. Nodal Officers shall be responsible to ensure the following for smooth functioning and monitoring of webcasting on poll day-

- a) Webcasting arrangements are put in place and dry run is conducted, at least 2 days in advance
- b) Monitoring the poll day activities at all polling stations with their team and keeping close coordination with field level officers.
- c) While monitoring the poll day activities, it shall be ensured that all polling stations are watched live multiple times during the day for an

adequate period of time to closely observe the proceedings. For this, adequate staff should be deployed at the control rooms.

- d) Ensure that the monitoring teams are formed and properly trained.
 - e) In case, any violation/suspicious/wrongful activity is observed/noticed at any polling station, the same shall be brought to the notice of Presiding Officer/Sector Officer/Returning Officer/District Election Officer/Observer immediately for necessary action. **An indicative list of such events is enclosed at Annexure-I.**
 - f) Contact details of Nodal Officer of State level, District Level and AC Level shall be shared with Returning Officer/District Election Officer/Observer/ECI.
 - g) Contact details of Presiding Officers/Sector Officers/Returning Officers/District Election Officer/Observer shall be available in webcasting monitoring control room.
 - h) The control room shall work throughout the day of poll starting from mock poll till the close of poll.
 - i) Adequate IT infrastructure, internet, TV displays, Phone/Mobile Phone, technical staff, stationary items etc. shall be made available for smooth functioning of the monitoring process.
5. The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully


16/06/2025

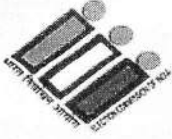
(SANJEEV KUMAR PRASAD)
SECRETARY

Copy to:

- 1. All District Election Officers
- 2. Internal Circulation

GUIDELINES FOR EVENTS TO BE OBSERVED THROUGH WEBCASTING

- i. Webcasting should not cover the face of Ballot Unit and VVPAT so that secrecy of vote is preserved under all conditions under Section 128 of Representation of the People Act, 1951 and Rule 39 of Conduct of Election Rule, 1961;
- ii. Voting Compartment should not be near the window/door or in front of window/door;
- iii. No Entry of any other voter/official inside the Voting compartment if there is already a voter casting his/her vote inside the Voting compartment; however, at regular intervals Presiding Officer, under rule 49Q of the Conduct of Elections Rules, 1961 can enter the Voting Compartment along with one or two or more Polling agents to check the Ballot Unit(s) and VVPAT to ensure that the voters have not tampered with it in any manner and that the poll progresses smoothly and orderly
- iv. No halt or undue delay in the Poll process
- v. No unauthorized person inside the Polling Station at any time
- vi. No arms inside the Polling Station
- vii. No Rigging of poll process
- viii. No entry of security personnel inside the polling station
- ix. No unnecessary crowding inside the polling station – a maximum of 4 voters may be allowed at a time
- x. There should be sufficient light available inside the voting compartment. However, it should not be exposed to direct sunlight & no strong light like high voltage bulbs/tube lights etc. should be placed directly over or in front of the voting compartment.
- xi. If excessively long queues are forming outside the Polling Station, check if voting inside is proceeding smoothly and continuously
- xii. Polling Station should not be found empty at any point of time during the day
- xiii. No use of mobile phone inside the Polling booth by anyone except Presiding Officer/Micro observer to report Voter Turnout / incidents.



By Email/Speed Post

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Tel. No. 011-23052014
Fax 011-23052001
Website: www.eci.gov.in
No.464/INST/EPs/2025/L&O

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan,
Ashoka Road, New Delhi-110001
Dated: 23rd May, 2025

To

The Chief Electoral Officers of All States/UTs.

Subject: Polling Day arrangement to deposit mobile phones at Polling Station- regarding.

Reference: Inst No. 464/INST/2023/EPs (Poll Day Management Outside) dated 14th June, 2023.

Madam/Sir,

Whereas, section 25 of the Representation of the People Act, 1951 makes provision for polling station as under:

“ Provision of polling stations for constituencies.—

The district election officer shall, with the previous approval of the Election Commission, provide a sufficient number of polling stations for every constituency the whole or greater part of which lies within his jurisdiction, and shall publish, in such manner as the Election Commission may direct, a list showing the polling stations so provided and the polling areas or groups of voters for which they have respectively been provided.”

2. Whereas, section 130 of the Representation of the People Act, 1951 prohibits canvassing in or near polling station as under :

“ Prohibition of canvassing in or near polling stations -

(1) No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or in any public or private place within a distance of one hundred metres of the polling station, namely:—

- (a) canvassing for votes; or*
- (b) soliciting the vote of any elector; or*
- (c) persuading any elector not to vote for any particular candidate; or*
- (d) persuading any elector not to vote at the election; or*
- (e) exhibiting any notice or sign (other than an official notice) relating to the election.*

(2) Any person who contravenes the provisions of sub-section (1) shall be punishable with fine which may extend to two hundred and fifty rupees.

Jibhu

(3) An offence punishable under this section shall be cognizable."

3. Whereas, Rule 49M of the Conduct of Elections Rules, 1961 provides for maintenance of secrecy of voting by electors within the polling station.

4. With increasing penetration of mobile phones in the Country, whether in rural or urban areas, the usage of mobile Phone in public life is increasing day by day. During polling day, electors find it difficult to leave their mobile phones at home because of logistical needs or they have to hand over their mobile phones to someone else before entering the polling station. The issue becomes particularly acute in case of senior citizens, PwDs and women electors.

5. In order to mitigate such difficulties being faced by voters, the Commission has considered the matter and directed that para I(x) of the Commission's instruction no. 464/INST/2023/EPS (Poll Day Management Outside) dated 14th June, 2023 shall now read as under:

"(x) No person other than Observers appointed by the Commission and authorized officials shall be allowed to either carry or use mobile phones, wireless sets etc. within the polling station. However, facility may be provided at the polling stations to the voters to deposit their mobile phones as per the following guidelines

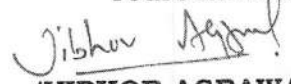
- a) Only mobile phones shall be allowed within 100 meters of a polling station that too in switched off mode only.*
- b) Facility to deposit mobile phones may be provided at the entrance of the polling station for 10 voters as generally a maximum of 4-5 voters are present inside the polling station at any point of time.*
- c) For this, a small pigeon hole box with 10 compartments or a jute bag having small pockets may be kept at the entrance door of the polling station. (Some sample designs are enclosed at Annexure-I);*
- d) In any case, mobile phone shall not be allowed to be carried inside the polling station by any voter;*
- e) Deposit facility shall be provided only for the voters entering into the polling station and shall not be available for any other persons (including polling agents, polling officers etc.).*
- f) As per instruction No.464/INST-AMF/2022/EPS dated 10th June 2023, volunteers are deployed at polling stations to assist the voters. One or two of these volunteers will be assigned the work of managing the deposit*

Jibhan.

facility by the Booth Level Officer.

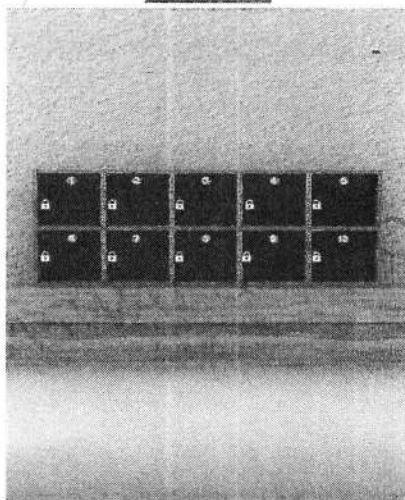
- g) A set of 10(ten) pre-numbered paper/ cardboard tokens of size 2'x2', pre-signed by the BLO, will be provided to the volunteer(s) responsible for managing the collection of mobile phones outside the polling station.
 - h) Before entering the polling station, the voter shall deposit mobile phone at depositing facility and taken a token.
 - i) After casting of vote and coming out of the polling station, mobile phone will be taken back by the voters by return of token.
 - j) In case any voter forgets to take back his/ her mobile phone, the volunteer(s) responsible for managing mobile phone collection shall hand over these mobile phones to the BLO of the respective polling station after the end of poll. The BLO shall return the mobile phone to such voter on production of the token after satisfying himself/ herself.
 - k) In any case, if the Returning Officer is of the opinion that it is not possible to make arrangement to deposit mobile phones at any polling station(s) considering the prevailing law and order situation, criticality, vulnerability or non-availability of volunteer(s) or any other factor, she/he can exempt that polling station(s) from providing this facility."
6. This may be brought to the notice of all District Election Officers, Returning Officers, Sector Officers, Booth Level Officers and all other concerned officers/officials.

Yours faithfully,


(VIBHOR AGRAWAL)
UNDER SECRETARY

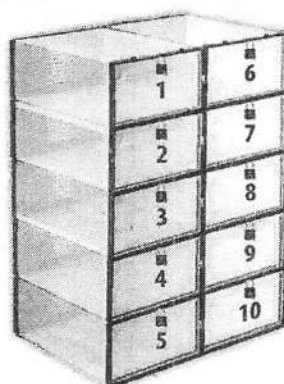
Copy to all DEOs, EROs and BLOs for information.

Option-1



Option-2

Fiber Mobile Locker



Option-3



U. Bhoir

By Email/Speed Post

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

Tel. No. 011-23052014
Fax 011-23052001
Website: www.eci.gov.in

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001.
Nirvachan
Sadana, Ashoka Road,
New Delhi-110001
Dated: 23rd May, 2025

No.464/INST/2023/EPS (Poll Day management outside)

To,
The Chief Electoral Officers
of All States/UTs.

Subject: Setting up of election booth outside 100 meters from the entrance of the Polling Station-reg.

Reference: 1. Inst No. 464/INST/2023/EPS (Poll Day Management Outside) dated 14.06.2023.
2. Inst No. 464/L&O/2024/EPS dated 26.09.2024 ✓

Madam/Sir,

I am directed to refer to the Commission's instructions under reference and provisions given in Handbook for Presiding Officers, 2023 and Handbook for Returning Officers, 2023 on subject cited above.

2. Whereas, section 25 of the Representation of the People Act, 1951 makes provision for polling station as under:

" Provision of polling stations for constituencies.—

The district election officer shall, with the previous approval of the Election Commission, provide a sufficient number of polling stations for every constituency the whole or greater part of which lies within his jurisdiction, and shall publish, in such manner as the Election Commission may direct, a list showing the polling stations so provided and the polling areas or groups of voters for which they have respectively been provided."

3. Whereas, section 130 of the Representation of the People Act, 1951 prohibits canvassing in or near polling station as under:

" Prohibition of canvassing in or near polling stations -

(1) No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or in any public or private place within a distance of one hundred metres of the polling station, namely: —

(a) canvassing for votes; or

(b) soliciting the vote of any elector; or

(c) persuading any elector not to vote for any particular candidate; or

Jibhan.

(d)persuading any elector not to vote at the election; or

(e)exhibiting any notice or sign (other than an official notice) relating to the election.

(2) Any person who contravenes the provisions of sub-section (1) shall be punishable with fine which may extend to two hundred and fifty rupees.

(3) An offence punishable under this section shall be cognizable."

4. Now, in line with the provisions mentioned in section 25 and section 130 of the Representation of the People Act, 1951,

a) the Para I(i) of the Instructions dated 14.06.2023 above may be read as:

"No election booth shall be set up within a distance of 100 meters from the entrance of the polling station. Even where more than one polling station has been set up in the same polling station location or premises, the election booth of a contesting candidate for such group of polling stations/booths shall not be set up within a distance of 100 meters from the entrance of any of these polling stations."

b) the Para I(ii) of the instruction dated 14.06.2023 above may be read as:

"Only one table and two chairs shall be provided at each of such polling station with an umbrella or a small tent measuring not more than 10X10 ft to protect from weather conditions."

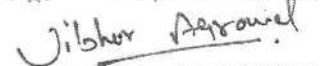
c) the Para I(ix) of the instruction dated 14.06.2023 above may be read as:

"No electioneering shall be allowed within 100-meter area around the Polling Station on the date of poll."

5. All other conditions mentioned in Commission letter no. 464/INST/2023/EPS (Poll Day Management Outside) dated 14.06.2023 and 464/L&O/2024/EPS dated 26.09.2024 shall remain unchanged.

6. This may be brought to the notice of all District Election Officers, Returning Officers, Sector Officers, Booth Level Officers and all other concerned officers/officials.

Yours faithfully,


(VIBHOR AGRAWAL)
UNDER SECRETARY

Copy to all DEOs, EROs and BLOs for information.