**Job Description of Counting staff**

1. **Job Title**: Counting Supervisors & Counting Assistants
2. **Nominated By**: Returning Officer( Annexure XLI of handbook for RO)
3. **Duration of work**: 1-2 days
4. **Reporting to:**  Returning Officer/Assistant Returning Officer
5. **Key Result Area**: To carry out counting of votes to ascertain the resultsof elections as per prescribed procedures and guidelines of the Election Commission of India
6. **Reporting to:**
7. **Returning Officer**
8. **Observer**
9. **Reported by:**
   1. **Counting Assistants**
10. **Key Responsibilities:**
11. To count votes recorded in the EVMs as per ECI guidelines and procedures.
12. To count VVPAT paper slips if entrusted to.
13. To have knowledge of all the legal provisions related to the counting of votes, viz. Rules 50 to 54A, 55C, 57C & 60 to 66 of Conduct of Election Rules, 1961 & sec 64 to 67, 128, 129 & 136 of RP Act 1951.
14. To cooperate with the DEO in case of replacement of officials under an exigency situation. To reach the assigned constituency at the respective table as soon as you receive your posting details.
15. To reach the counting centre at 6 am on the date assigned for counting and the respective table as soon as you receive your posting details.
16. To maintain Secrecy of voting according to Section 128 of The Representation of the People Act by not communicating to any person any information intended to violate such secrecy.
17. To see to it that barricades are erected properly so that candidates don't handle the EVMs.
18. To maintain strict discipline & order inside the counting hall by cooperating with the RO.
19. To follow all orders issued by RO. – RO can send anyone out of the hall if he/she persists on disobeying.
20. To check the control unit and the sealed cover containing the Account of Votes recorded in Form 17C pertaining to a polling station, when doing the counting of votes.
21. To report to RO in case of malfunctioning/deviation of CU/ EVM seals, etc. such as non display of result on CU.
22. The counting Supervisor to note down the details of votes exhibited by the EVMs being counted in each round at that table & hand over the statement to the Observer after each round.
23. To prepare the result of 2 randomly selected EVMs by the Observer in the Format prescribed by ECI (provided in RO’s Handbook) by the Additional Counting Assistant attached with the Observer.
24. To do the Counting of votes continuously, until it’s over completely
25. Mandatory verification of VVPAT Paper Slips of 01 randomly selected Polling Station
26. **Key tasks**
27. To record number of votes in respect of each candidate in Part II- Result of Counting of Form 17C (in Handbook for Returning Officers).
28. To check whether the total number of votes in Part II of Form 17C tallies with the total number of votes shown against Item 5 of Part I of that Form.
29. To sign Form 17C after tallying (by Counting Supervisors)
30. To get Form 17C –“Result of counting”, signed by the candidates or their authorized agents present at the counting table & submit it to the RO
31. To have clear understanding of the layout of the counting hall
32. To read all the rules and procedures prescribed for the counting of votes of elections where EVMs are used
33. To keep the control units apart if found tampered with & report the same to the RO
34. To carry the voting machines to and from the counting tables & also for the sealing of EVMs after counting
35. To have knowledge of the procedure of counting of Votes received through Postal Ballots
36. Mandatory verification of VVPAT Paper Slips of 01 randomly selected Polling Station
37. **Media & Communication**

* Digital videography of the counting /recounting process should be done without compromising the secrecy of vote /ballot by the Media (the display screen of the CU showing the result shall not be videographed. There is an ECI authorized Videography team that has to do this. The Media, i.e. journalists are allowed into the counting hall in batches to be lead by an officer specially authorized for the purpose (normally an officer of I & CA Deptt. is entrusted with the job).

1. **Material for Counting Staff**

* All facilities at the counting hall:
  + Drinking water
  + Refreshment
  + Toilets
* One ball point pen of blue ink
* A paper knife for breaking open the seals,
* Two sheets of paper
* Pre-printed statement to Additional Counting Staff for noting down requisite details of counting such as:
  + CU number
  + Round no.
  + Polling Station no.
  + Names of contesting candidates as they appear on ballot paper

1. **Do’s & Don’ts**

* To carry proper photo identity card duly displayed
* Do not object when security check is done on you by the police personnel before entering the counting center
* Do not smoke inside the Counting hall.
* Do not use mobile phones inside the counting centre (only ECI Observer can use mobile. RO can use it only for getting OTP for pre-counting procedures of ETPBS)
* Do not go outside the counting hall during the counting process.
* Allow the holders of authority letters, while covering the counting process, to leave and enter the counting hall(s) during the counting process as and when required and do not object to this.

**DEVIATIONS**

* If result is not displayed in a CU then it shall be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.
* Result from such Control Unit will not be retrieved using Auxiliary Display Unit or Printer.
* After completion of counting of votes from all the Control Units, the printed paper slips of the respective VVPAT shall be counted as per the counting procedure prescribed by the Commission