

HANDBOOK FOR PRESIDING OFFICERS

**ELECTION
TO
LAI AUTONOMOUS
DISTRICT COUNCIL**

2015

**State Election Commission
Mizoram**

HANDBOOK FOR PRESIDING OFFICERS

ELECTION TO LAI AUTONOMOUS DISTRICT COUNCIL

2015



**State Election Commission
Mizoram**

© State Election Commission, Mizoram, 2015

Issued by the State Election Commission, Mizoram
Tuikhuahtlang, Aizawl - 796001

State Election Commissioner

☎ : 0389-2300378 (O), 2300180 (F)

Secretary, State Election Commission

☎ : 0389-2300380 (O), 2300379 (F)

Under Secretary, State Election Commission

☎ : 0389-2300475 (O), 2300379 (F)

CONTENTS

Chapter	Particulars	Page No.
I	Preliminary	1-6
II	Formation of Polling Party and Trainings	7-8
III	Collection of Voting Machine and Polling Materials	9-12
IV	Randomization of Electronic Voting Machines	12-16
V	Setup of Polling Stations	16-18
VI	Security Arrangements at Polling Stations	19
VII	Assignment of Duties to Polling Officers	19-21
VIII	Regulation of Entry into and Seating Arrangements in the Polling Station	22-26
IX	Setting up of Voting Machine before Commencement of Poll	27-28
X	Preparation of Control Unit	29-30
XI	Conducting Mock Poll	31-34
XII	Fixing of Blue Paper Seal in the Control Unit	34-35
XIII	Closing and Sealing of Control Unit	36-49
XIV	Commencement of the Poll	50-51
XV	Safeguards for Free and Fair Election	52
XVI	Enforcement of Election Law in and around Polling Station	53-54
XVII	Verification of Elector's Identity and Procedure in Case of Challenge	55-56
XVIII	Application of indelible Ink and Obtaining Signature/ Thumb impression of elector before permitting him to record his Vote	57-59
XIX	Recording of Votes and Voting Procedure	60-61
XX	Maintenance of Secrecy of Voting by Electors	62
XXI	Voting by Blind and Infirm Voters	62-63
XXII	Electors Deciding Not to Vote	63
XXIII	Voting by Public Servants on Election Duty	64
XXIV	Tendered Votes	64-65
XXV	Adjournment/ Stoppage of Poll Due to Riot, Booth Capturing, etc.	66-68
XXVI	Close of Poll	68-69
XXVII	Account of Votes Recorded	70
XXVIII	Sealing of the Voting Machine after Close of Poll	71
XXIX	Sealing of Election Papers	72-74
XXX	Preparation of the Diary and Delivery of Voting Machines and Election Papers at Collection Centres	74-75
XXXI	Brief Guidelines for the Presiding Officers/ Polling Officers	75-80

Annexures

I	Outlines of Functions to be Performed by Presiding Officers at Various Stages	81-84
II	Check Memo for Presiding Officers	85-86
III	List of Polling Materials for a Polling Station where Electronic Voting Machine is used.	87-89
IV	Model Polling Station for Electronic Voting Machine - Layout	90
V	Declaration by Presiding Officer.	91-94
VI	Receipt for Challenge Fee.	95
VIA	List of Challenged vote.	96
VII	Form of Declaration by elector about age.	97
VIIA	List of Voters from Whom Declaration as to their Age Obtained.	98
VIII	Declaration by the Companion of Blind or Infirm Elector.	99
VIIIA	Records of Votes of Blind and infirm electors	100
IX	Account of Votes Recorded	101-102
X	Presiding Officer's Diary	103-104
XI	Additional report to be submitted to Observer	105
XII	Mock Poll Certificate	106
XIII	Sample Slips	107
XIV	Application form for ballot paper	108
XV	Visit sheet	109
XVI	Register of Voters	110
XVII	Extracts from the Lai Autonomous District Council (Constitution, Conduct of Business, etc) (Second Amendment) Rules, 2014	111-160

CHAPTER I

PRELIMINARY

1. Introductory

- 1.1 The objective of this Handbook is to provide you the information and guidance to perform your duties as a Presiding Officer. However, it may be noted that this Handbook cannot be treated as an exhaustive compendium in all aspects and as a substitute reference for various provisions of election law related to the conduct of poll. You should, wherever necessary, refer to those legal provisions which are provided under the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended.
- 1.2 You have been appointed under the provisions of Rule 160 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended and you alongwith other officers designated for the conduct of any election shall be deemed to be on deputation to the State Election Commission, Mizoram for the period commencing on and from the date of the notification calling for such election and ending with the date of declaration of the results of such election and accordingly, such officers, shall during that period be subject to the control, superintendence and discipline of the State Election Commission. As a Presiding officer, you are the most important officer at the polling station. A very important role has been assigned to you to perform at the polling station in the conduct of poll. You enjoy full legal power to control the proceedings in the polling station under your charge. At the same time, you are fully responsible for all the activities taking place at the polling station. At the polling station, it is your primary duty and responsibility to ensure a free and fair poll at your polling station. For this purpose, it is necessary that you are fully conversant with the law and procedure and the relevant instructions and directions of the Commission in relation to the conduct of elections.
- 1.3 Electronic Voting Machines will be used at each and every polling station. You, as the Presiding Officer at the polling station, should acquaint yourself fully with the latest position about the rules and procedures prescribed for the conduct of poll by voting machines. You should not only familiarise yourself thoroughly with rules and procedures but also with each step to be taken in the conduct of poll at the polling station, and with the operation of voting machine. A slight mistake or lapse or wrong application of the law or rules or inadequate knowledge of various functions of the voting machine may vitiate the poll at your polling station.

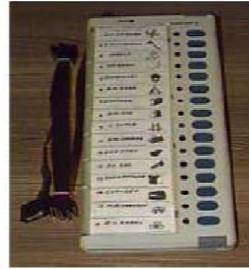
2. Brief introduction to voting machines

- 2.1 The Electronic Voting Machines have been manufactured by two Central Government undertakings, namely, Electronics Corporation of India Limited, Hyderabad and Bharat Electronics Limited, Bangalore. There are two models of the Electronic Voting Machines being used for the conduct of election in the country - existing model and upgraded model. There is only one difference, pertaining to the display on the panels of the machines, in the two models, which has been explained in the subsequent chapters of the handbook.
- 2.2 The Electronic Voting Machine operates on a 6 volts battery and can be used anywhere and under any conditions. **It is tamperproof, error-free and easy to operate.** Both the units of the machine are supplied in two separate carrying cases which are easily portable. The polling information once recorded in the machine is retained in its memory even when the battery is removed.

- 2.3 The Electronic Voting machine consists of two units, namely, Control Unit and Ballot unit. These two units are interconnected, when the voting machine is put in operation, by means of a cable, one end of which is permanently attached to the ballot unit.



Control Unit



Ballot unit

- 2.4 One ballot unit caters **upto sixteen candidates**. On the ballot unit, there is provision for display of the ballot paper containing the particulars of the election, the serial numbers and names of contesting candidates and the symbols respectively allotted to them. There is a blue button against the name of each candidate. By pressing this blue button, the voter can record his vote in favour of the candidate of his choice. Alongside the said button, there is also a lamp for each candidate. This lamp will glow red when the vote is recorded. Simultaneously a beep sound will also be heard.
- 2.5 One control unit can record the votes polled by a maximum of 64 candidates. For this purpose four ballot units linked together are connected with one control unit. On the top most portion of the control unit, there is provision for displaying the various informations and data recorded in the machine, like the number of contesting candidates, total number of votes polled, votes polled by each candidate, etc. This portion is called, for easy reference, '**Display Section**' of the control unit. Below the display section, there is a compartment for fixing the battery, which runs the machine. On the right side of this compartment, there is another compartment in which there is a button for setting the machine for the number of candidates, contesting the particular election. This button is called the '**Cand Set**' button and the whole section of the control unit containing these two compartments is called the '**Cand Set Section**'. Below the cand set section is the '**Result Section**' of the control unit. This section contains (i) '**Close**' button on the left side, used for closing the poll, (ii) two buttons in the middle - '**Result I**' & '**Result II**' for ascertaining separately the result of parliamentary and assembly polls (*at present the machine is used for only one poll*) and (iii) 'Clear' button on the right side, for clearing the data recorded in the machine, when the data is no more required. In the bottom portion of the control unit, there are two buttons - one marked '**Ballot**' and other marked '**Total**'.

By pressing the button 'Ballot', the ballot unit becomes ready to record the vote and by pressing the button 'Total', the total number of votes recorded upto that stage (but without the candidate-wise break up) can be ascertained. This section is known as the '**Ballot Section**' of the control unit. (*In the upgraded model the Result II' button has been replaced with 'Print' button, by pressing which a printout of the detailed result can be obtained. For this purpose a special gadget is to be attached to the Control Unit.*)

3. Legal provisions regarding conduct of poll

The provisions of the law which have a bearing on your duties as a Presiding Officer are reproduced in **Annexure - XVII**.

4. Broad outlines of duties

While detailed directions and instructions are contained in the various Chapters of this Handbook, some of the salient and important aspects of your duties are given below for your guidance:

- (i) You should acquaint yourself fully with the latest position about the rules and procedures prescribed for the conduct of poll by voting machines (referred to above in para 1.1 above).
- (ii) You should familiarise yourself thoroughly with the operation of the voting machine and the functions of various buttons and switches provided therein. (This has been described in details under para 2 titled 'Brief introduction to voting machines' above).
- (iii) You must keep in ready possession all relevant instructions of the Commission.
- (iv) You must have a clear idea of the location of your polling station and your itinerary to and from the polling station, so as to enable yourself to reach your polling station in time without losing any time in finding out the way to the polling station.
- (v) You must not miss any of the training classes, lest you find yourself groping in the dark for various important instructions.
- (vi) While collecting election materials, you should ensure that all items have been handed over to you as per the list supplied alongwith the material. The most important items are (i) Electronic voting machine (ballot unit and control unit), (ii) Tendered ballot papers, (iii) Register of Voters **Annexure - XVI**, (iv) Marked copy of electoral roll (v) **Annexure - IX** Part-1 - Accounts of Votes recorded (vi) Format of the Presiding Officer's diary should be included and (vii) extra copies of the roll, blue paper seals, strip seals, special tags, statutory forms, sealing wax and indelible ink.
- (vii) On arrival at the polling station, you should have a clear idea of the arrangements to be made for setting up of the polling station in a proper way especially to secure secrecy of voting, regulation of queue of voters, protection of poll proceedings free from outside interference, etc. On arrival at the dispersal centre you should also ensure whether your polling station has State Armed Police (SAP) or police arrangement.
- (viii) Before the commencement of poll, the voting machine has to be demonstrated to the polling agents, who are present at the polling station at the time of commencement of the poll, to satisfy them that no votes are already recorded therein and that the machine is in perfect working condition. For these purposes, a mock poll shall be compulsorily held by letting the polling agents record a few votes at random for each of the contesting candidates and tallying the result thereafter.
- (ix) You should be clear that, if there is no mock poll at a polling station, there shall be no poll at that polling station.
- (x) **After holding the mock poll, the votes recorded at such mock poll must be cleared from the control unit of the voting machine so that no data relating to the mock poll remains in the memory of the machine.** The control unit of the voting machine then must be sealed and secured by fixing the blue paper seal(s) and special tag in the space provided therefor and the

strip seal. The procedure for this sealing is explained in detail in **Chapters XII and XIII.**

- (xi) The poll must commence at the hour fixed for such commencement by the State Election Commission. Before commencing the poll, the candidates or their agents, who are present at the polling station and the polling officers should be briefed about the maintenance of secrecy of vote. The provisions of section 128 of the Representation of the people Act, 1951 should be read out and brought to their notice.
- (xii) At the commencement of poll, you have to make a declaration in a prescribed form about the demonstration of the voting machine, marked copy of the electoral roll and the Register of Voters to candidates or their polling agents present and get it signed by them.
- (xiii) According to the directions of the Commission all electors who have been issued with ECI's Electors Photo Identity Cards (EPICs) should produce those cards to exercise their franchise at the elections. Those who fail to bring EPICs or who have not been issued with or who have not obtained their EPICs, can be identified by any of the alternative documents prescribed by the State Election Commission.
- (xiv) The identity of elector should be properly verified by the First Polling Officer with reference to his entry in the electoral roll, the Elector's Photo Identity Card or with reference to any of the other alternative document(s) pre-scribed by the State Election Commission. **The unofficial identity slip carried by an elector cannot be accepted as a proof of his identity.**
- (xv) Last four digits of the EPIC/Identity documents produced by the elector should be entered in the 'Remarks' column of the Register of Voters **Annexure - XVI.**
- (xvi) After an elector has been identified, the entry relating to the elector in the marked copy of the electoral roll should be underlined. In addition, if the elector is a female elector, a tick mark (V) will also be put on the left side of entry.
- (xvii) After an elector is identified with reference to his entry in the electoral roll and with the help of the document(s) prescribed by the State Election Commission, the left forefinger should be marked with the indelible ink by the Second Polling Officer. **(The method of marking the left hand forefinger has been explained in Chapter VII.)**
- (xviii) The serial number (*and not the name*) of the elector as given in the marked copy of the electoral roll should be noted in the Register of Voters **Annexure - XVI.**
- (xix) The signature or thumb impression of the elector should be obtained on the Register of Voters **Annexure - XVI** before he is allowed to record his vote. If an elector refuses to put his signature or thumb impression on the Register of Voters, he shall not be permitted to vote and an entry 'Refused to vote' will be made in the 'Remarks' column of the Register of Voters. You will have to sign below such entry. However, if an elector after his electoral roll number has been duly entered in the register of voters in **Annexure - XVI** and has put his signature or thumb impression thereon decides not to record his vote, a remark to this effect - 'Refused to vote' shall be made against the said entry in **Annexure - XVI** by you and the signature or thumb impression of the elector shall be

obtained against such remark. In such case it shall not be necessary to make any change in the serial number of the elector or of any succeeding elector in column 1 of the register of voters **Annexure - XVI**. If the "Ballot" button on the control unit has already been pressed to release voting on the ballot unit by a voter and he refuses to vote, either the Presiding Officer/second Polling Officer, whoever is in-charge of the control unit, should direct the next voter straightaway to proceed to the voting compartment to record his vote. In the alternative the Officer in-charge of the control unit should put the 'Power' switch in the rear compartment of the control unit to 'OFF' position, and then again to 'ON' position, press the 'Ballot' button and direct the next voter to proceed to the voting compartment to record his vote.

- (xx) In another eventuality, when the "Ballot" button on the control unit has been pressed to release voting on the ballot unit and the **last voter refuses** to vote, the Presiding Officer/second Polling Officer, whoever is in-charge of the control unit shall put the 'Power' switch in the rear compartment of the control unit to 'OFF' position and disconnect the ballot unit(s) from the control unit. After disconnecting the ballot unit(s) from the control unit the 'Power' switch should again be put 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional to close the poll.
- (xxi) After the signature or thumb impression of the elector has been obtained on the Register of Voters and his left hand forefinger has been marked with the indelible ink, he shall be issued a voter's Slip (in the prescribed form) showing the serial number at which the entry relating to him has been made in the Register of Voters.
- (xxii) The electors shall be allowed to record their votes in the voting machine on the basis of the Voters' slips strictly in the same order in which they have been entered in the register of voters.
- (xxiii) If you consider an elector to be much below the minimum age of voting, i.e., 18 years, but are otherwise satisfied about his identity and the fact of inclusion of his name in the electoral roll, you should obtain a declaration from him about his age, in the form of declaration in **Annexure VII & VIIA**.
- (xxiv) It is your foremost duty to go on recording the relevant events as and when they occur in the Presiding Officer's Diary.
- (xxv) It may happen sometimes that you may have a suspicion or reason to suspect that the ballot unit kept in the screened voting compartment is not functioning properly or that an elector who has entered the voting compartment is tampering with or otherwise interfering with the balloting unit by inserting an object or fixing cello-tape or match stick or chewing gum on the blue button or has remained inside the voting compartment for unduly long period. You have a right to enter the voting compartment in such cases and to take such steps as may be considered necessary by you to ensure that the balloting unit is not tampered with or interfered with in any way and that the poll progresses smoothly and orderly. However, be careful that, whenever you enter the voting compartment, do not enter the compartment alone. You should permit and take one or two or more polling agents present at the polling station to accompany you.

- (xxvi) **If any incident takes place at the polling station and is not reported by you, but reported from any other source, the Commission may take a serious view and initiate action against you.**
- (xxvii) You have to regulate the proceedings in the polling station for peaceful and smooth conduct of poll. You require much tact for this purpose, but at the same time you should be firm and impartial.
- (xxviii) You have to periodically verify the total number of votes polled till a particular hour by pressing 'Total' button.
- (xxix) You must close the poll at the hour fixed for the purpose by the State Election Commission, even if the commencement of poll was delayed for any reason. However, all voters present at the polling station at the closing hour of poll shall be allowed to vote even if that means the continuing of poll for some more time. It should also be ensured that after the closing hour of poll nobody joins the queue of voters. For this purpose, you should distribute numbered slips, signed by you, to all voters standing in the queue starting such distribution of slips from the last person standing in the queue.
- (xxx) At the close of poll, you are required to prepare an 'Account of Votes Recorded' in Part I **Annexure - IX** and obtain the signature of the polling agents in the column specified for the purpose in that Form.

Authenticated copies of such account of votes recorded are required to be given to the polling agent of each candidate present at the polling station. You are also required to make a declaration regarding furnishing of such copies to the candidates' agents in the form prescribed by the Commission.
- (xxxi) After the close of poll, the voting machine and all election papers should be sealed and secured in the manner prescribed by the State Election Commission. Candidates or their agents present at the polling station shall also be allowed to affix their seals, if they so desire, on the voting machine and the election papers in addition to your seals. You should follow carefully the relevant instructions about the sealing and securing of voting machines and election papers so that no mistake is committed.
- (xxxii) It is your personal responsibility to hand over the voting machine and all election papers duly sealed and secured to the officer responsible for the collection thereof, under proper receipt.

5. Your duties in brief at various stages are given in **Annexure I** under five different heads for your ready reference and convenience.

6. **Check Memo**

To ensure that you have fulfilled the various statutory requirements in connection with the election, the Election commission has drawn up a CHECK MEMO for you, which is given in Annexure II. The said CHECK MEMO should be properly maintained by you.

CHAPTER II

FORMATION OF POLLING PARTY AND TRAININGS.

1. Polling Party:

Now that the poll to be conducted with the use of Electronic Voting Machines, your party will consist of yourself and two Polling Officers, at an election to the Lai Autonomous District Council at a time. However, where the number of electors assigned to a Polling Station is very large, say, 1500 or and more, or there are specific instructions from the Commission or the DEO, an additional Polling Officer may be appointed by the District Election Officer/Returning Officer to assist you. While appointing the polling party your District Election Officer/Returning Officer will also authorize one of the Polling Officers in your party to perform the duties of Presiding Officer in case you fail to be on duty at the polling station due to some unavoidable reason.

2. Polling trainings

- 2.1 The District Election Officer/ Returning Officer will arrange training classes for you and the First Polling Officer. Attend all such training classes. These classes will help you acquaint yourself with the operation of voting machine and for obtaining a clear idea of the polling procedure to be followed at the polling station and understand the provisions of the law. Ensure that at the training classes you are provided with a copy of the Handbook for Presiding Officers published by the State Election Commission explaining the detailed procedure to be followed at the polling stations, where voting machines are to be used. You will also be given an Identity Card, which should be displayed on your body.
- 2.2 You must take with you the Polling Officer authorized to perform your duties in your unavoidable absence to these rehearsals. It is absolutely necessary that you and such authorized Polling Officer should do the various operations on the voting machine yourself/himself personally and should not be content with simply watching the demonstration. Both of you should also familiarize yourselves with the fixing of the blue paper seals, special tag, strip seal and address tags, etc. Ensure that you and the Polling Officer accompanying you for the training classes do not fiddle with the machine unnecessarily.
- 2.3 You should also prepare a sample Account of Votes Recorded and paper seal account in **Annexure - IX**.
- 2.4 Do not take the training classes/rehearsals lightly. Even if you had worked as Presiding Officer or Polling Officer in some earlier election, where voting machines were used, you must attend all the training classes/rehearsals, as during the training classes/ rehearsals you may come to know some new facts/instructions/ provisions of law. The election law and procedure, are being amended from time to time and it is necessary that you keep yourself abreast about the latest provisions of law, rules, instructions etc. Further, it is always necessary to refresh your memory even if there is no change in the law and procedure. By the last of the training classes you should be thorough in the operation of the Electronic Voting Machines, fixing of blue paper seal, special tag, strip seal and all sealing procedure.

3. **Application for Ballot Paper**

- 3.1 You and your Polling Officer may be electors in the same Constituency in which you are posted on duty or in some other Constituency. The District Election Officer/ Returning Officer will issue the order of appointment appointing you as Presiding Officer in duplicate and alongwith this order the District Election Officer/Returning Officer will send you sufficient number of **Annexure - XIV** to enable you and the Polling Officers to apply for Ballot Papers. For an official, who is an elector from a Constituency other than the one where one is posted on election duty, he will have to apply for a ballot papers in **Annexure - XIV**. In either case you have to send the application form immediately along with the duplicate copy of the order of appointment as otherwise there may not be enough time to receive the Ballot Papers. Instructions have been issued that the procedure of ballot voting should be explained in the training classes. It may be noted that once a ballot paper is issued to you, you can vote only through ballot, even if you are not actually deployed for election duty for any reason.
- 3.2 During rehearsals/training classes, a copy each of the electoral rolls for all the Constituencies will be made available for inspection by the District Election Officer at the centre(s) for rehearsal and training classes, so that you can note down your particulars regarding electoral roll numbers, which you will have to furnish in your applications for Ballot Paper. Spare copies of **Annexure - XIV** will also be available at the said centre(s).
- 3.3 It is advisable to apply for ballot papers immediately after coming to know about your appointment on election duty without waiting for information about place of duty to apply.

CHAPTER III

COLLECTION OF VOTING MACHINE AND POLLING MATERIALS

1 Polling materials

On the day previous to the day of poll or on the day of departure for the polling station you will be supplied with all the election materials, a list of which is set out in **Annexure III**. Before leaving for your polling station, make sure that you have received all the items.

2 Checking of voting machine:

Check, in particular, the following:

- (1) That the control unit and the ballot unit(s) of the voting machine given to you are the same which are meant for use at your polling station. This shall be checked with reference to the address tags attached to the said units as the number and name of the polling station shall be indicated by the Returning Officer on each of those address tags.

The address tag for control unit will contain the following particulars:

"Election to thefrom Constituency Control Unit No. Sl. No. and Name of Polling Station Date of Poll
--

The address tag for ballot unit will contain the following particulars:

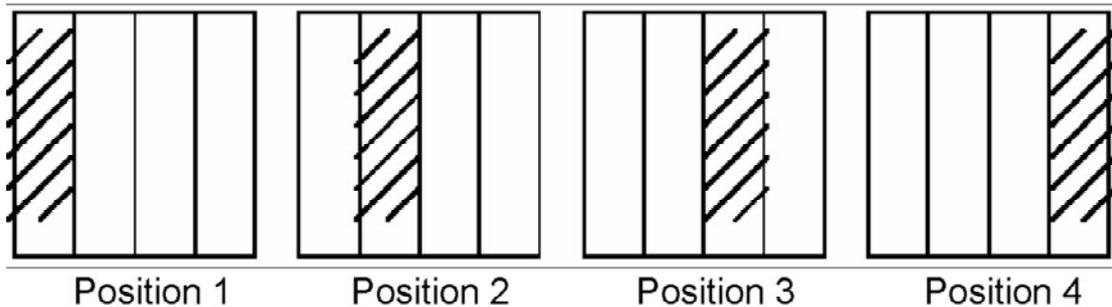
"Election to thefrom Constituency Ballot Unit Sl. No. and Name of Polling Station Date of Poll
--

- (2) That the 'Cand Set Section' of control unit is duly sealed and the address tag is firmly attached thereto.
- (3) That the battery installed in the 'Cand Set Section' of the control unit is fully operational. This may be checked by putting the Power Switch provided in the rear compartment to 'ON' position. **After the said checking, the power switch must be put to 'OFF' position.**
- (4) That you have been supplied with the requisite number of ballot units and the ballot papers are duly fixed under the Ballot Paper Screen in each of them. The number of ballot units to be supplied to you will be dependent upon the number of contesting candidates in your Constituency. If the number of contesting candidates is between 2 and 16, only one ballot unit will be supplied and the slide switch seen through the window at the right side top of the ballot unit will have been set by the Returning Officer at position '1'. If the number of contesting candidates is between 17 and 32, you will be supplied with two ballot units. On the first ballot unit in which the abovementioned slide switch will be set to position '1' the ballot paper will contain the names of the

candidates at Sl. Nos., 1 to 16 in the list of contesting candidates. The second ballot unit will display the second sheet of the ballot paper containing the names of contesting candidates from 17 onwards (and upto 32) and the slide switch in that unit will be set to the position 2'. **Ensure that the “slide switch(s)” on the ballot unit(s) has/ have been secured with the help of transparent cello tape.**

The Slide switch has markings 1, 2, 3 and 4. The switch should be kept in position ‘1’, ‘2’, ‘3’ or ‘4’ as explained above. The position of the switch can be seen through the small window at the right side top of the Ballot unit.

The position of the Slide switch in the upgraded model will be seen as shown below:-



If you find any discrepancy in the fixing of the Slide switch, immediately bring it to the notice of Sectoral Officer / Returning Officer. But in any case you or your Polling Officers should not fiddle with the Slide switch.

- (5) That the ballot papers and slide switches on each of the ballot units have been correctly fixed/set as explained in the preceding item. It must also be ensured that the ballot papers as fixed on the ballot units are properly aligned and that the name and symbol of each candidate is in line with his corresponding lamp and button and the thick lines dividing the panels of the candidates on the ballot paper are in line with the corresponding grooves on the ballot unit.
- (6) That the candidates' blue buttons which have been unmasked and are visible on the ballot units are equal to the number of contesting candidates, and that the remaining buttons, if any, have been masked.
- (7) That each of the ballot units is duly sealed and secured at two places, i.e. at right top and right bottom portions, with the seals of the Returning Officer, and that the address tags are firmly attached thereto.

3. Checking of Polling materials

Check also

- (1) that 2 nos of indelible ink marker have been provided in the kit and there is sufficient quantity of ink in each of the two markers supplied to you since now the ink has to be put on the left hand forefinger as a line from the top of the nail to the bottom of first joint of the finger;
- (2) that all the three copies of the relevant part of the electoral roll are complete and identical in every respect and, in particular, 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 alongwith the supplements, in every copy;

- (b) all deletions of names and corrections of clerical or other errors as per the supplement have been duly 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 with ink or otherwise and no new numbers are substituted for them;
- (e) the marked copy of the electoral roll (copy of the electoral roll to be used for 'marking' the names of electors, who are allowed to vote) does not contain any remarks other than those used for issuing ballot papers (BP) and that the deletions appearing in the supplement, if any, appended to the draft roll as well as the supplement prepared after disposal of claims and objections before final publication, have been reflected in the reprinted mother roll by strikethrough method in the electoral roll;
- (f) the electoral roll is duly signed by one of the AEROs/ Designated Officers and one more official.
- (g) A certificate signed in ink by the RO/ARO in the following format has been attached on the top of one copy of the roll to be used as Marked copy:-

Certificate

(Where the roll is reprinted to reflect deletions and corrections in the Supplement No. 1 & 2)

This is to certify that the electoral roll of Part No..... of LADC Constituency reprinted after reflecting the deletions an corrections shown in Supplements has been thoroughly compared and no discrepancy has been found. There are total _____ numbers of pages (from 1 to _____)

Dated:

Signature & Seal of
the Returning Officer/
Addl. Returning Officer

OR

Certificate

(Where discrepancies are noticed in the reprinted roll on comparison with the finally published roll and the roll finally published is used for preparing working/marked copies instead of the reprinted roll.)

This is to certify that the electoral roll of Part No..... of LADC Constituency is prepared using the finally published roll and the Supplements thereof. There are total _____ numbers of pages (From 1 to _____). This is the authentic copy of the electoral roll and in case of any discrepancy, whatsoever, this roll shall prevail.

Dated:

Signature & Seal of
the Returning Officer/
Addl. Returning Officer

- (3) that alongwith the marked copy of the electoral roll the list of absentee, shifted voters, if any, have been given to you to facilitate the working at the polling station to identify the electors.
- (4) that the tendered ballot papers supplied to you are for the same 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 their serial numbers tally with the details supplied to you.
- (5) If you find any voting machine or any polling material defective in any respect, you must immediately bring such defect to the notice of the officer in-charge of distribution of voting machines/polling materials or the Returning Officer for necessary remedial action.
- (6) 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 station.

CHAPTER IV

RANDOMIZATION OF ELECTRONIC VOTING MACHINES

After the Election Commission of India used the Electronic Voting Machines (EVM) on an experimental basis for the first time in 1982 in an election in Kerala, the use of EVM was gradually increased and finally the universal use of EVM in the country became a reality in the year 2004 when EVM was used in all polling stations in the General Election to the Lok Sabha.

The efficacy of EVM has stood the judicial scrutiny and the independent studies made on the use of EVM have also confirmed the voters' satisfaction about the use of EVM in elections. The Election Commission of India, from time to time, has been issuing instructions on various measures to be taken at the time of preparation of EVM for use in the elections. In the Handbook for Returning Officers (at elections where electronic voting machines are used) published by the media co-ordination & publication division of the Commission provides detailed instructions on the various aspects of the EVM management.

With an aim at greater transparency, the State Election Commission has also introduced a randomization protocol for the deployment of EVM in various Polling Stations, as an additional measure and has issued the following instructions to be followed meticulously and without any deviation:

1. As a general policy, all EVMs available within a district shall be stored at the district headquarters under the direct control of the District Election Officer. It may be possible that due to want of storage space the EVMs may be stored in a decentralized manner in different locations. Even in such cases, for the purpose of first level checking and randomization procedure proposed to be introduced through this instruction, all EVMs available in the district shall be brought to the district headquarters under proper escort.
2. The first level checking as prescribed in the earlier instructions shall from now onwards be carried out by the ECIL engineers, as the case may be, only at the district head quarters. For coordinating all activities connected with the first level checking, the

DEO shall nominate a nodal officer at his level and intimate the name of such officer to the SEC. The first level checking will be done by following the existing instructions and procedures.

3. For the purpose of tracking various steps taken in the process of first level checking, randomization and deployment of EVM, an adhesive label (preprinted sticker) will be prepared and kept ready for use. (This can be organized centrally by the DEO can print at their level). A sample model of such label is given in below.

Name of SEC		State Election Commission, Mizoram			
Name of the Election		General / By-Election to Lai Autonomous District Council			
District Name		Lawngtlai			
Control Unit No.		Running Srl. No.			
Current ID					
First Level Checking				CU Randomization 1	
Date	Rep. of ECIL/BEL	Rep. of D.E.O.	Rep. of Political Parties	Date	Rep. of D.E.O./R.O.
Randomi- zation 2	Deployment Status	Polling Station No.			R.O./A.R.O.
Date					

4. As soon as the first level check is over, the sticker will be pasted on the back side of the CU and the checking-engineer will put his signature indicating the date in the relevant slot provided in the sticker. This would mean that the CU is in order in every respect. The unique machine number of the control unit (CU) will be also indicated in the relevant slot in the sticker; besides, a running serial number will also be allotted to the CU and will be indicated in the relevant slot. Simultaneously, the representative of DEO, duly authorized for this purpose, will also put his signature in the relevant space. After this, the CU shall be stored with due precaution and care. In case of any CU found to be defective during checking, such CUs shall be isolated and kept separately for follow up action for rectification of defect. The above procedure will also be applicable for the Ballot Units which will be verified, signed and numbered in the above manner.
5. A database of the CUs and BUs verified and certified will be prepared separately and kept in readiness for randomization. The data base structure will contain details of CUs and BUs indicating the machine number (original number given by the manufacturer as inscribed on a metallic plate at the back side of the CU/ BU as the case may be.) The CUs/ BUs so verified shall be kept under proper lock and key.
6. The DEO will fix up a schedule, which should in any case be fixed before the start of training of polling personnel, for randomization of CUs/BUs for distribution to LADC Constituencies in the presence of the representatives of recognized political parties.

The randomization will be done in such a way that the CUs/ BUs are randomly selected by grouping them to match the poll day requirement including the reserve required for each Constituency. Again, the surplus CUs/BUs shall also be randomly grouped and distributed Constituency wise for the purpose of training (for the training of the polling staff as well as for the purpose of voter awareness). A sticker of different color shall be affixed at the front side of the CUs/ BUs set aside for training purpose clearly indicating the name of election and year of election, such as “**LADC 2013: Training CU/ BU**”. While randomizing the CUs/BUs the DEO shall take the number of polling stations in each Constituency into account.

7. After LADC Constituency wise grouping of CUs/BUs is done in the above manner, a ‘current ID’ shall be assigned to each of CU/BU in the relevant slot provided in the sticker. The ‘current ID’ would mean ‘the LADC Constituency no followed by a new running serial number for that Constituency’. For example if LADC Constituency No 5 is allotted 28 CUs and BUs (from Sl. No. 01 to 28) the current ID for the CUs would be from ‘5/CU/01’ to ‘5/CU/28’. Similarly the current ID for BU would read ‘5/BU/01 to 5/BU/28’
8. The randomized list of CUs and BUs allotted to each LADC Constituency for use at polling stations as well as the training EVMs shall be prepared separately and signed by the DEO’s representative and the R.O and that list shall be handed over to all representatives of the recognized political parties. Even if a representative is not available at the time of randomization, the list shall still be sent to the party office and a receipt obtained.
9. Thereafter, the R.O of the Constituency, shall take charge of the CUs/BUs randomly allotted to his Constituency. The CUs/BUs meant for use at the election shall be separately taken to R.O’s Strong room under proper escort and will be guarded. The training EVMs shall be distributed to the relevant officers for the training purpose. At the time of sealing the strong room, the representatives of political parties can remain present and they can also affix their seal on the lock.
10. On the day fixed for preparing the CUs/BUs for use in the election, the R.O will ensure that the preparation of CUs/BUs is done invariably in the presence of the candidate or his agent or authorized representative and in the presence of the observer as per the existing instructions of the Commission. Now, the R.O will do the second randomization of the CUs/BUs to allot the CU/ BU to specific polling stations. After that he will write the PS No to which the CU/BU has been randomly allotted in the slot provided for it in the adhesive label. The remaining CUs/BUs (not allotted to any specific PS) shall be kept as ‘Reserve’ for use if needed. Such CUs /BUs shall be marked as ‘R’ - meaning ‘Reserve’ in the slot meant for PS No.
11. At this stage, the CU and BU randomly earmarked PS-wise as above shall be identified by matching the PS no. and kept in pair by tagging them together. Any candidate/ agent present at the preparation hall may choose to get the CU/BU again checked by the master trainers/technical personnel if available through a ‘mock poll cum result verification’ in order to satisfy themselves/himself about the functioning of the EVM. The R.O should also, as a pro-active measure, do a random verification of at least 10% of such CU-BU pairs to test the working status of the EVMs.
12. Then a Polling Station-wise list indicating the Current ID and machine number of the CU/BU allotted to each PS will be prepared and signed by the R.O. The R.O will also prepare a separate list of CUs/BUs marked as ‘R’ indicating the current ID and machine number. Both the above lists will be signed by M.R.O and copies shared with the

candidates/ agents/ representatives and their signature shall be obtained as the token of receipt.

13. As per the existing instructions **two types of address tags - one for use on CU and another on BU have been prescribed**. The tag shall also contain the current ID no (as mentioned in the sticker- read para 7 above). The address tag attached to reserve CU/ BU shall indicate the 'Reserve' status of the unit. The tagging of address tag shall also be done at this stage itself - in the presence of candidates/ agents/ observer. All the CUs/ BUs allotted to Polling Stations as above as well as the reserve machines shall be kept in the strong room in the presence of candidates/ agents. They can also be allowed to affix their seal on the lock of the strong room.
14. When the EVMs are taken out of the strong room for dispatch, the usual precaution of informing the date and time of opening of strong room in writing to the candidates/ agents shall be followed.
15. At the time of dispatch the Presiding Officers shall be advised to compare the machine number inscribed on the metal label and the adhesive sticker and also verify the PS no. indicated on the sticker compared with PS no. mentioned in the address tag before accepting the EVM. Discrepancy if any shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled.
16. The candidates may be advised to share the current ID and machine number of the EVM (both CU/ BU) allotted to the specific PS with their polling agent/agents appointed by them so that they are in a position to inspect the EVM for their satisfaction before the commencement of mock poll on the poll day. The Presiding Officers shall be advised to display the sticker containing the machine number and current ID etc., to the agents present before the commencement of the mock poll. It is relevant to note that as per the existing instructions the Presiding officer is supposed to mention the number of CU/CUs used; serial numbers of CU/CUs used; number of BU/BUs used and serial numbers of BU/BUs used at the polling station in the Presiding Officer's Diary. This instruction shall be scrupulously followed.
17. In case of replacement of CU or BU due to some reason at any polling station, the sector officer or any authorized officer, who effects such replacement, shall prepare a special report indicating the machine number and current ID of the existing CU/BU and new CU /BU separately. The officer shall also mention in the special report, the reason for deployment of the spare CU/BU and the time of such replacement, votes polled in the replaced machine at that point of time and leave one copy of the special report with the Presiding Officer while retaining a copy to be handed over to the RO.
18. The machines shall be escorted back after the poll is over to the reception centers under proper escort. After all formalities are completed, the EVMs shall be kept in strong room and the room sealed in the presence of the candidates/their agents and observer.
19. In case of repoll, the EVM required for repoll shall be drawn from the reserve list and the CU/BU number shall be informed to the candidates/agents in writing. Care shall be taken to ensure that the address tag on the CU and BU clearly mentions it to be the EVM for use in the repoll indicating the date and PS no.
20. After repoll, for the storage of the repolled EVM, the strong room shall be reopened in the presence of the candidates/ their agents and observer. This repoll EVM should be placed together with the old EVM which was used earlier in the original poll. A tag '**Not to be counted**' shall be put prominently on the old EVM and another tag '**Repoll**

EVM - to be counted' shall be put on the new repoll EVM. RO shall put signature on both the tags.

21. The political parties/candidates shall be advised in writing to properly train their counting staff and to bring (for tallying purpose) their copies of **Annexure - IX** which shows the machine numbers used at the polling station and was handed over to them at the close of the polling by the Presiding Officer. The candidates have already been given a consolidated list of polling station wise list of CUs used during the polls (Read Para 12 above). This along with the additional information given by RO in writing to the candidates regarding the machine numbers of CUs used as replacement and the CUs used during repoll will give a complete picture of the all the EVMs used at polling stations. In order to further facilitate, additionally, the RO shall paste the EVM deployment account indicating the CU numbers of EVM used polling station wise in the relevant counting hall itself for everyone to see.
22. All the stages enumerated above shall invariably be fully covered with videography and records kept properly.

CHAPTER V

SET UP OF POLLING STATIONS

1. Arrival at the Polling Station

You should be at the polling station with your party at least 2 hours before the time at which the poll is due to commence. In case you are not in a position to reach the polling station on the day poll in time as mentioned above, you can reach the polling station on the day previous to the day of poll and sleep at the polling station itself. In such case beware that you do not open the Electronic Voting Machine. Further you should not accept the hospitality of the local people. In any case follow the instruction of the District Election Officer/ Returning Officer in this regard strictly.

2. Absence of Polling Officer

If any Polling Officer appointed for your polling station is absent from the polling station, you may appoint any person who is present at the polling station, to be the polling officer to take his place and inform the District Election Officer accordingly. But such person should not be a person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election,

3. Set up of Polling Stations for election

- 3.1 On your arrival at the place where the polling station is to be set up, inspect the building proposed for the purpose and plan the set up. If the polling station has already been set up, inspect the polling station itself. (Diagrams of model polling stations showing the layouts when the polling party consist of 3 Polling Officers is set out in **Annexure IV**) It is open to you to make minor modifications in the actual set up of the polling station, if considered necessary; but make sure that-
 - (a) there is enough space and shade for the voters to wait outside the polling station;

- (b) there is separate waiting space for men and women as far as practicable;
- (c) there is separate entrance and exit for voters;
- (d) 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 compartment is sufficiently lighted. If necessary, arrange for a suitable light to be provided for each compartment.
- (e) there is easy flow of voters from the time they enter the polling station till the time they leave it and there is no criss-cross movement within the polling station;
- (f) the polling agents are 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. They should also be able to see the entire operation at the Presiding Officer's table where the control unit is kept and also see the movement of the elector from the Presiding Officer's table as the case may be, to the voting compartment and his exit from the polling station after recording his vote. But they should not in any event be seated in a place where they have the chance of seeing the ballot unit and the voter actually recording his vote by pressing particular button;
- (g) the seating arrangement of all the Polling Officers should also be such that they are not in a position to see the voter actually recording his vote by pressing particular button;
- (h) the voting compartment should be located at sufficient distance from the table where the control unit shall be kept. The interconnecting cable between the ballot unit and the control unit has a length of approximately five metres. Therefore, the voting compartment should be reasonably distanced. Also, the cable should be so routed that it does not obstruct the movement of voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table. While placing the EVM in the voting compartment, it must be ensured without fail that secrecy of voting is not violated. It must be ensured that the voting compartment has been made only of cardboard and is of the dimension 21"X21"X21" and has not been placed near the window/door. It must be placed away from the window/door.

VOTING COMPARTMENT - SAMPLE DRAWING

- (a) Voters have to vote in secrecy and for this purpose, the ballot units are required to be kept in voting compartments. A sample drawing of the voting compartment may be seen at **Annexure IV**. Voting compartment has three sides covered. The ballot unit is to be placed inside the voting compartment on a table. The ballot unit is to be placed in such a way that voters do not find any difficulty in recording their voters. The voting compartment should be located at sufficient distance from the table where the control unit shall be kept and operated. The interconnecting cable between the ballot unit and the control unit has a length of approximately five metres and is permanently attached to the ballot unit. The cable should be so routed that it does not obstruct the movement of voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table. It has to come out from the back portion of the voting compartment through an aperture cut out at the bottom of back portion of the voting

compartment. This aperture should be wide enough so that the portion of the ballot unit, through which the cable comes out is visible from outside. This is necessary to keep a watch that no voter tries to tamper with or damage the cable while inside the voting compartment. **However, this aperture in the voting compartment should also not be so wide as to violate the secrecy of voting.** While placing the EVM in the voting compartment, it must be ensured without fail that secrecy of voting is not violated. For this purpose, it must be ensured that it is not near the window or the door of the polling station. It must be ensured that the voting compartment has been made only of cardboard and is of the dimension 21"X21"X21" and has been placed away from the window/door.

- 3.2 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.
- 3.3 If the polling station is located in a private building/private institution, the building and the area around it up to a radius of one hundred metres should be under your control. No person (chowkidar/guard or anybody else) connected with the owner, whether armed or unarmed, should be allowed to remain either at the polling station or within a radius of one hundred metres 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.
- 3.4 No photos of leaders or symbols of any political party or slogans having a bearing on elections should be exhibited and if they are already there, you should take steps to remove them and keep them away, till the poll is over.
- 3.5 No cooking or lighting of fire for any purpose should be allowed inside the polling station during the day of the poll.

4. Display of notice

- 4.1 Display prominently outside each polling station
 - (a) a notice specifying the polling area and the particulars of electors to be served by the polling station; and
 - (b) a copy of the list of contesting candidates in and wherever practicable the facsimile of the symbol of each candidate.
- 4.2 The language of the notice should be the same as for the list of contesting candidates and the order of the names should also be the same as in the list of contesting candidate.

CHAPTER - VI

SECURITY ARRANGEMENTS AT POLLING STATIONS

1. During elections the Commission deploys State Police Forces for the smooth conduct of elections.

The Security personnel posted at the entrance of the polling stations shall keep a watch specifically on the following:-

- (i) No unauthorized person is present inside the polling station at any time during the poll.
- (ii) The polling party or the polling agents do not attempt to cast or cast any vote or votes when no voter is present inside the polling booth.
- (iii) No Presiding Officer/polling officer accompanies any voter to the voting compartment.
- (iv) No polling agent or polling officer threatens any voter or makes any gesture to threaten them.
- (v) No arms are carried inside the polling station.
- (vi) No rigging takes place.

CHAPTER VII

ASSIGNMENT OF DUTIES TO POLLING OFFICERS

1. **Voting procedure in polling station and duties of Polling Officers**

It is important that for efficient and smooth conduct of poll at your polling station, you should be thoroughly conversant with the procedure that is to be followed from the time an elector comes into the polling station and till he leaves it after casting his vote. Such voting procedure and the duties which each Polling Officer has to perform are explained in detail in subsequent chapters. However, a broad distribution of duties among the Polling Officers is indicated below.

2. **Duties of Polling Officers at election to the House of the Lai Autonomous District Council when polling party consists of one Presiding Officer and three Polling Officers.**

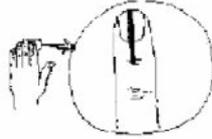
2.1 **First Polling Officer**

The first Polling Officer will be in charge of the marked copy of electoral roll and responsible for identification of electors. On entering the Polling Station, the elector will proceed direct to the first Polling Officer. That Polling Officer will satisfy himself about the identity of the elector by following the procedure prescribed under **chapter XVII**.

2.2 **Second Polling Officer**

The second Polling Officer will be in charge of indelible ink. After the election has

been identified by the first Polling Officer, the second Polling Officer will inspect the elector's left hand forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with the indelible ink on the voter's left hand forefinger. 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 below:



The second Polling Officer will also be in-charge of the register of voters in **Annexure - XVI**. He will be responsible for maintaining in that register the proper account of electors whose identity has been established and who vote at the polling station. He will obtain the signature or thumb impression of each elector in that register before the elector is allowed to vote. The second Polling Officer will also issue a voter's slip to each elector after he has entered his (elector's) particulars in the register of voters in accordance with the procedure described in Sample of voters's slip. It should be ensured that sufficient time has elapsed after the indelible ink mark was put so that the mark dries up by the time he leaves the polling station. For this purpose, only after the mark of indelible ink is applied, signature/thumb impression may be obtained in the register of voters. It should be ensured that the indelible ink mark has dried up before the voter leaves the polling station.

2.3 Third Polling Officer

The third Polling Officer will be in-charge of the control unit of the voting machine. He will be seated on the same table where the Second Polling Officer sits. The third Polling Officer will allow the elector to proceed to the voting compartment only on the basis of the voter's slip issued by the Second Polling Officer and strictly in accordance with the serial number indicated in that slip. He will activate the Ballot Unit(s) kept in the voting compartment by pressing the 'Ballot' button on the control unit as explained in detail in **Chapter - XIX**. Before allowing the elector to proceed to the voting compartment, he will also check and ensure that the elector's left hand forefinger still bears a clear indelible ink mark. (If the indelible ink mark is found removed, the mark may again be made on the forefinger).

3. The Presiding Officer is over all in-charge of the polling station. His duties are, in brief, to
 - (i) Place the Ballot Units in their respective voting compartments. In no case the Ballot Unit or the Control Unit be placed on the floor. It must be kept on a table;
 - (ii) Connect the Ballot Units with their respective control units;
 - (iii) Switch on the power;
 - (iv) Demonstrate before the hour fixed for actual commencement of the poll to the candidates/agents present that the voting machines are **clear** and do not contain any votes;
 - (v) Conduct **mock poll** to ensure and demonstrate to the polling agents that the EVM is in perfect working condition;
 - (vi) Clear the mock poll result;

- (vii) Prepare the Certificate of mock poll; (Certificate of mock poll is at **ANNEXURE - XII**).
- (viii) You should be clear that according to the Commission's instructions, if there is no mock poll at a polling station, there shall be no poll at that polling station.
- (ix) Ensure that on the **blue paper seal** fixed in the **CONTROL UNIT** the candidates or their polling agents alone affix their signatures;
- (x) See that voting compartments have been properly arranged with appropriate posters pasted outside to indicate clearly the election pertaining to which the Ballot Unit is kept inside;
- (xi) Ensure that the cables to connect the Ballot Units with their respective control units are placed in such a way that the cable is visible to everyone while also ensuring that the voters are not required to cross over them during their movements inside the polling station and the entire length of the connecting cable is visible to all and not hidden. It should also be ensured that the cable does not hang loose under the voting compartment;
- (xii) Ensure that all the members of the polling party are in position well before the commencement of the poll and all materials and records are kept handy and ready to commence poll at the appointed hour;
- (xiii) Prevent any member of the polling party or any polling agent from wandering here or there inside the polling station and to keep them seated in their allocated seats;
- (xiv) Commence the actual poll at the stroke of the hour fixed for commencement of poll;
- (xv) Keep, during the progress of poll, a close watch on the movements of the voters and to be alert and watchful so that no voter goes away without voting;
- (xvi) Ensure that during the first hour of the poll when polling is generally brisk, no member of the polling party shows any slackness in the duties allocated to him;
- (xvii) Check the total votes cast periodically on both the control units and also to ensure that voters have voted in according to their serial numbers given on the voter's slip;
- (xviii) At regular intervals check the ballot unit to ensure that the voter has not tampered with it in any manner. The voter already in queue at the time fixed for close of poll will be allowed to vote.

4. CLOSING THE POLL

- 4.1 The Presiding Officer should ensure that the poll is duly closed at the end of the polling hour as per the prescribed voting procedures. After the last voter has voted as per the above procedure, he must press the '**CLOSE**' button on the control units. After prescribed forms have been carefully and duly filled, he must disconnect the Ballot Units from the control units and seal them in their respective carrying cases.
- 4.2 **Presiding Officer should ensure that all the sealed Units and election records are duly handed over to the Returning Officer, at the reception center, as per the prescribed procedure.**

CHAPTER VIII

REGULATION OF ENTRY INTO AND SEATING ARRANGEMENTS IN THE POLLING STATION

1 Persons entitled to enter the Polling Stations

- 1.1 In addition to the electors assigned to your polling station, only the following persons can be admitted into the Polling Station:
- (a) Polling Officers;
 - (b) Each candidate, his election agent and one duly appointed polling agent of each candidate at a time;
 - (c) Persons authorized by the Commission such as media persons;
 - (d) Public servants on duty in connection with election;
 - (e) Observers appointed by the Commission;
 - (f) A child in arms accompanying an elector;
 - (g) A person accompanying a blind or an infirm voter who cannot move without help; and
 - (h) Such other persons as you may from time to time admit for the purpose of identifying voters or otherwise assisting you in taking the poll.
- 1.2 The Returning Officers have been asked to issue identity cards to the contesting candidates bearing their photographs. In case a necessity arises, you may ask for its production when they visit the polling station. Similarly, the election agents of the candidates can be asked to produce the duplicate copy of their appointment letter, which is attested by the Returning Officer and also bears the photograph of the election agent.
- 1.3 You should note that the term "*Public servant on duty in connection with election*" 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 inside the polling booth. You may, however, call them in occasionally for the maintenance of law and order or some similar purpose, whenever the necessity arises. Their presence in the polling booth without any compelling reason has on occasions given rise to complaints by some candidates or parties who have alleged that their agents had been overawed by unnecessary show of force.
- 1.4 Similarly, security personnel, if any, accompanying an elector or candidate or his election agent or polling agent should also not be allowed to enter the polling station.
- 1.5 **You should also note that the above expression, "*Public servant on duty in connection with election*" does not also include the Ministers, Ministers of State, etc.** The Ministers, Ministers of State, who have been given security cover at the State expense are not allowed to function as polling agents, as they can neither be allowed to enter the polling station alongwith their security personnel nor their lives can be put to risk by allowing them to enter the polling station without any security cover. As per standing instructions, the Security personnel accompanying Ministers or political functionaries, who enter the polling station in their capacity as candidates

for elections, shall not be allowed entry inside the polling station. They can wait standing at the door of the polling station, but shall not, in any circumstances do any act amounting to interfere in the conduct of poll.

- 1.6 Entry of persons should be strictly regulated as detailed above, otherwise, the smooth and orderly conduct of poll may be vitiated. **You should allow only three or four electors to enter the polling station at a time.**
- 1.7 If you have a reasonable doubt about the presence of any person, about whose credentials you have a reasonable suspicion, in the polling booth, you can have him searched, if necessary, even though the person concerned may be in possession of a valid authority letter to enter the polling booth.
- 1.8 In the performance of your duties, you are only bound by the instructions of the State Election Commission. You are not to take orders from or show any favour to your official superiors or political leaders including Ministers. Even in the matter of requests for entry into the polling booth from these, you should allow them only if they are in possession of a valid authority letter issued by the State Election Commission.
- 1.9 A village officer or other officer or a woman attendant, who has been employed by you for helping you in the identification of electors or to assist you otherwise in taking the poll, should normally, be seated outside the entrance of the polling station. He/she should be admitted into the polling station only when he/she is required for identification of a particular elector or for assisting you for a particular purpose in connection with the taking of the poll. No one inside the polling station should be allowed to influence or try to influence the electors by words or gestures to vote in a particular way.

2 Security personnel to keep a watch on the proceedings in the polling station

It is brought to your notice that the Security personnel, as per the existing practice, are deployed as static force outside the polling stations. Security Personnel party posted at the polling station will be stationed at the entrance of the polling station so that he can keep a watch on the proceedings that are going on inside the polling station, particularly, to ensure that no unauthorized person enters inside the polling station and/or no irregularity is committed either by the polling staff or outsiders in the poll process. However, it should be ensured that this Security personnel is not located inside the polling station.

The Security personnel posted at the entrance of the polling stations shall keep a watch specifically on the following: -

- (i) No unauthorized person is present inside the polling station at any time during the poll.
- (ii) The polling party or the polling agents do not attempt to cast or cast any vote or votes when no voter is present inside the polling booth.
- (iii) No Presiding Officer/ Polling officer accompanies any voter to the voting compartment.
- (iv) No polling agent or polling officer threatens any voter or makes any gesture to threaten them.
- (v) No arms are carried inside the polling station.
- (vi) No rigging takes place.

If the Security personnel posted at the entrance of the polling station discovers violation of the election process as above or observes something unusual going on inside the polling station, he shall not interfere in the poll process but report the same to the officer in-charge of the Polling Station, the officer in-charge of security personnel party will in turn bring it to the notice of the Returning Officer and also Observer immediately in writing for further necessary action.

Cases from where adverse reports are received from the Security Forces will be reported by the Returning Officer/Observer to the Commission for further instructions of the Commission.

3 Production of appointment letters by polling agents

- 3.1 The polling agents, who are appointed by contesting candidates, **shall be ordinarily resident and electors of the concerned polling areas only.**
- 3.2 Every polling agent must produce before you the appointment letter in **Appendix - VI** of Lai Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2010 as amended by which the candidate or his election agent has appointed him. Check that the appointment is for your polling station. After it confirmed that that polling agent has been appointed for your polling station, the polling agent should complete the document and sign the declaration therein in your presence and then deliver it to you before he can be admitted into the polling station. Preserve all such appointment letters and at the end of the poll send them in a cover to the Returning Officer along with other documents.
- 3.3 In case of any doubt about the genuineness of the appointment letter in the said **Appendix - VI** of any polling agent presented before you, you should compare the specimen signature of the candidate/his election agent with their specimen signatures as provided by the Returning Officer.

4 Attendance of polling agents

- 4.1 The polling agents of the candidates should be asked to reach the polling station at least one hour before commencement of poll, so that they are present when you are going through the preliminaries. If any part of these preliminaries has already been gone through and missed by any late comer, the proceedings need not be commenced *de novo* (from the very beginning) to accommodate any late comer.
- 4.2 The law does not specify any time limit for the appointment of polling agents and even if a polling agent turns up late at a polling station, he should be allowed to participate in the further proceedings at the polling station.

5 Passes for polling agents

Each candidate can appoint one polling agent and two relief polling agents at each polling station. However, only one polling agent of a candidate should be allowed inside the polling station at any given point of time. **Give every polling agent, who is admitted into the polling station, a permit or entry pass on the authority of which he can come in and go out of the polling station as may be necessary.** However it should be ensured that the polling agents do not take the copy of the electoral roll outside the polling station. **Further, during the last one hour of the poll, no polling agent shall be allowed to go outside or leave the polling station.** Polling agents shall not be allowed to take cellular phones, cordless phones, wireless sets etc., in any case inside the polling stations.

6 Seating Arrangement of polling agents in the polling station

- 6.1 The set up of polling station should be made in such a way that the **polling agents are seated inside the polling stations** so that they may see the face of an elector as and when he enters the polling station so that they can challenge the identity of the elector, if needed. **They should also be able to watch entire operation inside the polling station including his/her movement to the voting compartment and his/her exit from the polling station after recording his/her vote.** But they should not, in any event, be seated in a place where they have the chance of seeing voter actually recording his/her vote which would compromise secrecy of voting.

For this purpose it will be preferable if you give the polling agents seats closely behind the Polling Officer in-charge of marked copy of the electoral roll. Wherever this is not practicable because of the situation of the door for entrance, they may be given seat just opposite the polling officers.

- 6.2 In case of a polling station, which has very small & insufficient space or where the respective Constituency is having abnormally large number of contesting candidates warranting the presence of a large number of polling agents, in such cases where polling agents can not be accommodated, Observer(s) shall be consulted for appropriate advice and consent of the Observer(s) shall be obtained.

7 Smoking prohibited inside polling station

No smoking is allowed inside the polling station. You must, therefore, ensure that nobody smokes inside your polling station. If any of the polling agents desires to smoke, he may be asked to go out of the polling station without causing any dislocation to the polling.

8 Facilities to press representatives and photographers and videographer at the polling station

- 8.1 The Commission has already issued instructions for videography of critical events of the election process and also at hypersensitive and sensitive polling stations to the extent possible. In deference to the suggestion of the Hon'ble Supreme Court, the Commission has now instructed that videography of the poll proceedings may be carried out inside the polling station also in consultation with the Observer. However, proper care shall be taken to ensure that while doing the videography, the same does not violate the secrecy of vote, i.e., it should be ensured that a voter recording vote should not be videographed. No photography/videography shall, however, be allowed by the media persons or by any other unauthorized persons inside the polling station, to maintain general order and secrecy of vote.
- 8.2 Similarly, there is no objection to any photographer taking photographs of a crowd of electors lining up outside the polling station subject to the maintenance of peace and order. He should not, however, in any circumstances be allowed to take photographs inside the polling station. At the same time, nobody will be allowed to take a photograph of an elector recording his/ her vote on the Ballot Unit of the voting machine in any circumstances.
- 8.3 Neither the District Election Officer nor the Returning Officer is empowered to authorise any person who is not an elector or who is not required to assist you in taking the poll, to enter a polling station. **Any such person, including publicity officials of the State Government, should not be allowed inside a polling station without a letter of authority from the State Election Commission.**

9 Role of Observers appointed by Commission

- 9.1 During the day of poll, an observer might visit your polling station. It is quite possible that he may start his round of the Constituency with the visit to your polling station and may be present there when you are going through the preliminaries before the commencement of poll. You expected to show him due courtesy and regard when he visits your polling station and should furnish him with such information as he may require from you for the purpose of his report to the Commission. You should also make available to the Observer additional information, which you may be having with you over and above routine information. The Observers have already been briefed and directed that they will only observe the poll being taken at your polling station, but will not give you any direction. If, however, he makes any suggestion with a view to providing more convenience to electors or making the poll process at your polling station smoother, you should give due consideration to such suggestion. At the same time, in case, you are facing any particular problem or feeling any difficulty at your polling station, you are at liberty to bring it to his notice, as he might be of help to you in solving that problem or removing that difficulty by bringing the matter to the notice of the Returning Officer or any other concerned authorities for necessary remedial action.
- 9.2 The Observers will be wearing badges issued by the Commission on their person and will also be carrying appointment letters and authority letters issued by the Commission. The observers should be requested to sign the 'Visit Sheet', which shall be given to you stapled alongwith the Presiding Officer's Diary. You shall deposit the same after the end of the poll alongwith the Presiding Officer's Diary.

10 Additional Information Report on 14 points to be submitted to the Constituency Observer/ Returning Officer

The Presiding Officer will prepare an additional 14-Point report in the prescribed format about the polling and other incidents/happenings at the polling station till the close of poll and will submit this report to the Observer/Returning Officer. This 14-Point report will also have to be deposited by you alongwith other documents at the Collection Centre. (Prescribed proforma for the 14-Point Report is at **Annexure - XI**). **Remember that if you fail to deposit this 14- Point Report alongwith other documents at the collection centre, you will not be relieved of your duties as Presiding Officer at the polling station.**

11 Wearing of badges, etc., inside polling station

- 11.1 No person should be allowed within the polling station or within 100 metres thereof to wear badges, emblems, etc., bearing the names of candidates or political leaders and/or their symbols or pictorial representation thereof, as it may amount to campaigning for a contesting candidate.
- 11.2 The polling agents may, however, display on their person a badge showing the name of the candidate whose agents they are for the purpose of their immediate identification.

CHAPTER IX

SETTING UP OF VOTING MACHINE BEFORE COMMENCEMENT OF POLL

1 Preliminaries before poll

- 1.1 The Returning Officer prepares the voting machine in his office before sending it to your polling station, by setting the Control Unit of the machine for a particular number of candidates contesting the election from that particular Constituency . Before a voting machine is put in actual use at the polling station, some preparations, in addition to the preparations made at the Returning officer's level, are necessary at the polling station. These preparations have to be done by the Presiding Officer in the presence of the contesting candidates/their agents before the commencement of poll.
- 1.2 You should start these preliminary preparations at least about one hour before the time fixed for the commencement of poll, so that the preparations are over by the time fixed for commencement of the poll. If any polling agent is not present, the preparations should not be postponed so as to await the arrival of the polling agent. Nor should you start the preparations again if any polling agent turns up late.

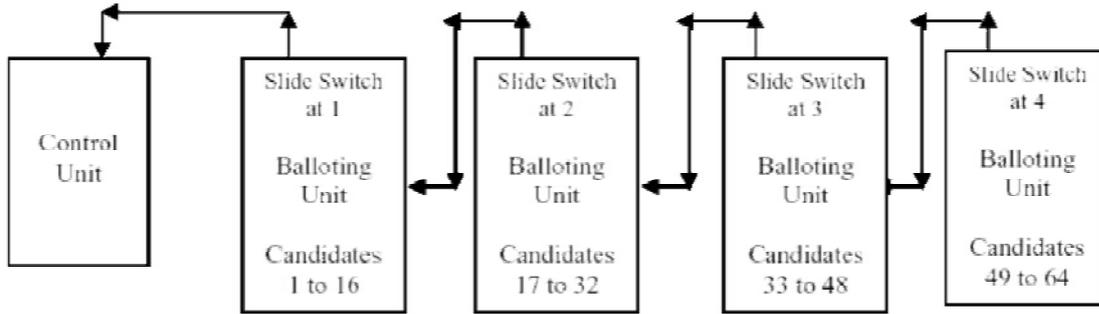
2 Preparations on the Ballot Unit

- 2.1 The Ballot Unit is already duly prepared in all respects at the Returning Officer's level and no further preparation of this unit is required at the polling station on the day of poll, except that its interconnecting cable has to be plugged into the control unit.
- 2.2 At the time of taking delivery of the voting machine alongwith other polling materials, you must have already carried out the checks mentioned in para 2 of **Chapter III**. As instructed therein, you must have checked that you have been provided with the requisite number of Ballot Units, the ballot paper on each such unit has been properly fixed and properly aligned under the ballot paper screen, the slide switch on each unit has been set to the appropriate position and each unit is duly sealed and is carrying the address tag both at the right top portion and the right bottom portion.

3 Interlinking of Ballot Units and control unit

- 3.1 Where the number of contesting candidates exceeds 16, more than one Ballot Unit, depending upon the actual number of contesting candidates, are to be used. All such Ballot Units to be used at a polling station are to be inter-linked and only the first Ballot Unit will be linked with the control unit.
- 3.2 The Ballot Units shall be so inter-linked that the second Ballot Unit, i.e., the Ballot Unit in which the slide switch is set at position 2, is linked with the first Ballot Unit in which the slide switch is set at position 1. Where three Ballot Units are to be used, the third Ballot Unit will be linked with the second Ballot Unit and the second with the first, and where all the four Ballot Units are to be used, the fourth unit will be linked with the third unit, the third with the second and so on.

Diagram showing the interconnection of the four Ballot Units



- 3.3 For linking a Ballot Unit with another, there is a socket provided in a compartment on the back of the Ballot Unit. The connector of the interconnecting cable of the second Ballot Unit will be plugged into the abovementioned socket of the first Ballot Unit. Likewise, the connector of the third Ballot Unit's interconnecting cable will be plugged into the second unit and that of the fourth unit into the third unit.
- 3.4 As mentioned above, the first Ballot Unit alone will be plugged into the control unit. The socket for plugging the interconnecting cable of the Ballot Unit into the control unit is provided in a compartment on the top portion of the back of the control unit.
- 3.5 The compartment on the top portion of the back of the control unit also contains the 'Power' switch and this switch when put to 'ON' position makes the battery of the voting machine operational and supplies the power both to the control unit as well as to all the Ballot Units when linked to the control unit in the manner described above.

- Note:** (1) When more than one Ballot Units are used, the same should be interlinked in the proper sequential order as explained in paragraph 3.2 above. Any wrong linking of the Ballot Units will render the machine non-functional and on pressing any button on the control unit the letters '**LE**' (**LINK ERROR**-: in the upgraded model of the voting machine) indicating linking error will appear on the display panel of the control unit. The linking error should be set right by interlinking the Ballot Units in the proper sequential order.
- (2) The connector of the interconnecting cable, one end of which is attached to the Ballot Unit, is a multi-pin connector. The connector goes into the socket of the other Ballot Unit or of the control unit only one way, which can be found out easily by looking at the orientation of the pins. The pins of the connector are quite delicate and the connector should not be forced into the socket in such way as may damage or bend the pins. The machine will work only when the connection is made properly.
- (3) The connector of the interconnecting cable can be disconnected from the control unit or from the other Ballot Unit only by pressing the spring type clips on both sides of the connector hood and pulling the connector out. These spring type clips, when pressed inward simultaneously, will release the hold of the connector from the socket, and the connector should then be pulled out while keeping the springtype clips so pressed.
- (4) Connecting the Ballot Units and the control unit or disconnecting them properly requires some practice so as to avoid any damage to the machine. This aspect should be clearly borne in mind and you yourself should connect the Ballot Units and the control unit.

CHAPTER X

PREPARATION OF CONTROL UNIT

1 Checking of control unit

- 1.1 At the time of taking delivery of the control unit, you must carry out the checks on the control unit as mentioned in **para 2 of Chapter III**.
- 1.2 You must also check that 'Cand Set Section' of the control unit is duly sealed and the address tag is firmly attached thereto and that the battery installed in that section is fully operational.

2 Preparation of control unit

- 2.1 Before the Electronic Voting Machine is delivered at the polling station certain preparations are made therein at the Returning Officer's level for the installation of the battery and setting the number of contesting candidates in the control unit. Before a control unit is put in use at the polling station, some further preparations, apart from the preparations made at the Returning Officer's level, are necessary to be made by the Presiding Officer at the polling station.
- 2.2 The preparations to be made on the control unit by the Presiding Officer are as follows:
 - (i) Interlinking the control unit with the Ballot Unit or the first Ballot Unit where more Ballot Units than one are used; and linking the other ballot units as explained above.;
 - (ii) switching the power switch to 'ON' position;
 - (iii) closing the rear compartment after performing the functions at (i) and (ii) above;
 - (iv) conducting the mock poll (as explained in **Chapter XI**);
 - (v) clearing the machine after the mock poll and setting all counts to ZERO (as explained in **Chapter XI**);
 - (vi) switching the power switch to 'OFF' position;
 - (vii) fixing the blue paper seal(s) to secure the inner compartment of the result section (as explained in **Chapter XII**);
 - (viii) closing and sealing the inner door of the result compartment by fixing the special tag (as explained in **Chapter XIII**) and
 - (ix) closing and sealing the outer cover of the result section with address tag and strip seal (as explained in **Chapter XIII**)

3 Connecting the control unit and Ballot Unit

You should plug the interconnecting cable of the Ballot Unit or the first Ballot Unit, where more Ballot Units than one are used, into the socket provided for the purpose in the rear compartment of the control unit. While interlinking the control unit with the Ballot Unit, you must take necessary precautions as mentioned in **para 3 of chapter IX**.

4 Switching 'ON' the power

The voting machine runs on a battery, which is installed in the 'Cand Set Section' of the control unit at the Returning Officer's level. For activating the battery, which will supply power both to the control unit and Ballot Unit(s) when the same are interlinked,

there is a power switch provided in the rear compartment of the control unit. After the control unit and the Ballot Unit(s) have been interlinked, you should put the power switch to 'ON' position. Thereupon, there will be a beep sound emitting from the control unit and the 'ON' lamp on the Display Section of the control unit will start glowing green.

In the case of upgraded model of the EVM when the power switch of the Control Unit is pushed upwards to ON' position, it will give a 'beep' sound and the ON' lamp on the Display section of the Control Unit will glow **GREEN** and the following display will appear turn by turn on the Display Panel:-

EVM IS ON ECI	
DTE 16-01-07 TME 09-43-34	Indicates date is in DD-MM-YY and time is in HH-MM-SS Format
SLNO – H00003	Indicates the serial number of the Control Unit PCB
CANDIDATES 10	Indicates the contesting candidates are ten (assuming there are 10 candidates in the constituency)
BATTERY HIGH	Indicates the status of the battery is 'HIGH'

5 Closing the rear compartment

You should then close the rear compartment. To keep it firmly closed, a piece of thin wire or a thick thread may be run through the two holes provided for the purpose and the ends of the wire may be given a few twists or a knot, as the case may be. **You should note that the rear compartment is not to be sealed** as it will require to be opened again after the close of poll for switching 'OFF' the power and disconnecting the Ballot Unit.

CHAPTER XI

CONDUCTING MOCK POLL

1 Demonstration of 'Clearing' voting machine

- 1.1 Before commencing the poll, you have to satisfy not only yourself but also all polling agents, who are present at the polling station, that the voting machine is in perfect working order and that no votes have already been recorded in the machine.
- 1.2 For such satisfaction, you should first show to all present that all counts have been set to ZERO by pressing the 'Clear' button. The 'Clear' button is provided in a compartment in the result section of the control unit. This compartment is covered by an inner door and an outer cover. The inner door covers the compartments containing 'Clear' button, 'Result I' button and 'Result II' button, (in upgraded model of the voting machine the 'Result I and 'Result II' buttons have been replaced by the 'Result' and 'Print' buttons) and the outer cover is provided above the inner door and covers also the compartment containing the 'Close' button. For reaching the 'Clear' button, you should first open the outer cover by pressing slightly inwards the latch provided on the left side. Thereafter, the inner door can be opened by inserting the thumb and a finger through the two apertures above the 'Result I' and 'Result II' ('Print' button in the upgraded model of the machine) buttons and then pressing the latches inside simultaneously slightly inwards and pulling the door up. In no case, this inner door should be forced open without releasing the latches in the manner described above as otherwise this most vital compartment will get damaged.
- 1.3 When the 'Clear' button is pressed, the Display Panels on the control unit will start displaying the following information sequentially:-

Cd	9
to	0
01	0
02	0
03	0
04	0
04	0
05	0
06	0
07	0
08	0
09	0
	End

(if the machine is set for 9 candidates.)

(every indication is followed by a beep sound)

Note: If on pressing 'Clear' button, the display panels do not display the information as indicated above, it means that some of the earlier operations needed for clearing the machine have not been performed. To clear the machine, ensure that Ballot Units and control unit have been properly linked. Press 'Close' button and thereafter press 'Result I' button. Now press the 'Clear' button, the display panels will start displaying the information as indicated above.

(The displays on the Display Panel in the case of upgraded model of the voting machine are different from the displays shown above and have been shown separately in the next Chapter.)

1.4 The display of the above information on the display panels shall satisfy the polling agents present at the polling station that no votes are already recorded in the machine.

2 Mock Poll

2.1 After demonstrating as above that no votes are already recorded in the machine, you should hold a mock poll by votes recorded for each candidate, If any candidate is not represented by polling agent, you should count couple of votes for such candidate. Then the result shown in the machine should be tallied.

2.2 For that purpose, perform the following operations:

- (a) Press the 'Ballot' button on the ballot section of the control unit. On pressing the 'Ballot' button, 'Busy' lamp in the display section will glow red. Simultaneously, the 'Ready' lamp on the Ballot Unit will also start glowing green.
- (b) Ask any polling agent to press, according to his choice, any of the candidate's blue buttons on the Ballot Unit. Ensure that each of the blue (unmasked) buttons is pressed at least once, so that each button left unmasked is tested and found functioning properly.
- (c) On the candidate's button being so pressed, the 'Ready' lamp on the Ballot Unit will go off and the candidate's lamp near the button will start glowing red. Also, a beep sound will be heard emitting out from the control unit. After a few seconds, the red light in the candidate's lamp, red light in the 'Busy' lamp and the beep sound will go off. This will be the indication that the vote for the candidate, whose blue button has been pressed, has been recorded in the control unit and the machine is now ready to receive the next vote.
- (d) Repeat the process explained in the preceding paras (a), (b) and (c) for recording one or more votes for each of the remaining candidates. Keep a careful account of the votes so recorded in respect of each candidate.
- (e) When the votes are being so recorded, press the 'Total' button on the ballot section of the control unit to verify at any time that the total votes recorded in the machine tally with the number of votes which have been polled upto that stage.

Note: 'Total' button should be pressed only after the vote has been recorded for any candidate and the 'Busy' lamp in the Display Section is off.

(f) At the end of the mock poll, press the 'Close' button in the result section. On the 'Close' button being so pressed, the display panels in the display section will show the following information sequentially:-

Np	1
Cd	9
to	54
End	

Note: Subject to availability of time, there is no objection to permit the recording of more votes at mock poll. It is not necessary that the number of votes recorded for each candidate should be the same.

- (g) Now press the button marked 'Result I' in the Result Section. On that button being pressed, the Display Panels will start showing the following information sequentially:-

Cd	9
to	54
01	6
02	6
03	6
04	6
04	6
05	6
06	6
07	6
08	6
09	6
End	

(This is an example only)

- (h) Next, press the 'Clear' button to clear the account of votes recorded during the mock voting. On pressing the 'Clear' button, all counts in the Display Panel will show ZERO as explained in para 1.3 above.
- (i) You have been instructed in **Chapter VII** to conduct **mock poll** to ensure and demonstrate to the polling agents that the EVM is in perfect working condition and then clear the mock poll result before sealing the Control Unit and thereafter prepare the Certificate of mock poll (**Annexure-XII**). If within the first hour of poll it is observed by you or the Observer that the mock poll result has not been cleared from the Control Unit before sealing it and after sealing the Unit actual

poll has been commenced, you must suspend poll, close the Control Unit and resume the poll with a fresh machine. Try also to retrace and recall the voters, who had voted before the suspension of the poll and allow them to vote afresh. Use some method of marking their left hand finger to prevent double/multiple voting by the same voter.

CHAPTER XII

FIXING OF BLUE PAPER SEAL IN THE CONTROL UNIT

1. Fixing blue paper seal

- 1.1 In order to maintain the secrecy of ballot, in the conventional system of voting where ballot papers and ballot boxes were used, the ballot boxes used to be sealed and secured by fixing a blue paper seal specially got printed by the Commission. Once the blue paper seal was fixed in a ballot box and the lid of the box was closed, the box could not be opened and the ballot papers contained therein could not be tampered with or taken out for counting unless the blue paper seal was torn. Similar safeguard has been provided in the voting machine so that once the control unit is sealed and poll commences, nobody should be able to tamper with the voting machine. To achieve and ensure this, provision has been made for fixing the same blue paper seal in the control unit of the voting machine, as was used for securing the ballot box.
- 1.2 There is a frame provided for fixing the paper seal on the inner side of the door of the inner compartment of the result section of the control unit. Before the blue paper seal is fixed in the frame provided for the purpose on the inner side of the door of the inner compartment of the result section of the control unit, you should affix your signature in full immediately below the serial number of the paper seal on the white surface of the paper seal. It shall also be got signed by such of the candidates or their polling agents as are present and are desirous of affixing their signatures. The Presiding Officer should verify that the signatures of the polling agents on the paper seal tally with their signatures on their letters of appointment.
- 1.3 There is provision of two frames in the case of voting machines manufactured by Bharat Electronics Limited, Bangalore, allowing arrangement for fixing two paper seals and accordingly two paper seals are to be used in the control units of the voting machines manufactured by that company, where as in the case of voting machines manufactured by Electronics Corporation of India Limited, Hyderabad, there is only one frame providing arrangement for fixing only one blue paper seal. *(In the upgraded model of the Electronic Voting Machine, whether manufactured by BEL, Bangalore or ECIL, Hyderabad, only one paper seal is used as in the pre-upgraded model of the ECIL machine.)*

- 1.4 The seal should be so fixed that its blue surface is seen through the aperture from outside. When the blue paper seal is fixed on the control unit of the voting machine, it will look as in the picture below:



BEC Machine



ECIL Machine

- 1.5 It should be ensured that damaged paper seal is not used in any case and if any paper seal gets damaged in the process of fixing, it should be replaced then and there before the door of the inner compartment is closed.

2 Signatures of presiding officer and polling agents on paper seal

After fixing the paper seal, the door of the inner compartment should be closed by pressing it fit. It should be closed in such a manner that the two open ends of the paper seal project outwards from the sides of the inner compartment.

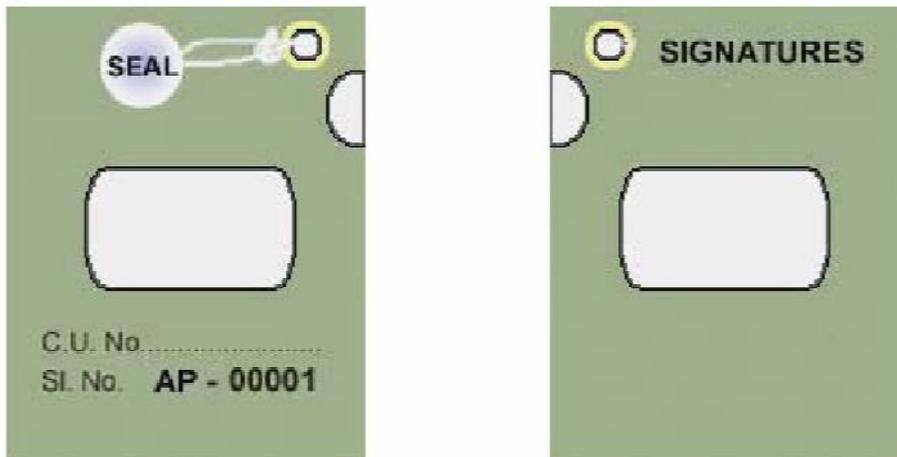
3 Account of paper seals

- 3.1. You should keep a correct account of the paper seals supplied to you for use at the polling station and the paper seals actually used by you for sealing and securing the control unit. Such account shall be maintained by you in the form specifically prescribed for the purpose vide Item 9 of Part I of **Annexure - IX**.
- 3.2. You should allow the candidates or their polling agents present to note down the serial number of paper seals so supplied for use and actually used.

CHAPTER XIII

CLOSING AND SEALING OF CONTROL UNIT

1 Special Tag: It looks as under:-



1.1 The sizes of Special Tag to be used in the Electronic Voting Machines of the two makes are different as under:-

- (a) For **ECIL** machine: 7 cms. x 5.5 cms.
- (b) For **BEL** machine: 7.5 cms. x 5.5 cms.

Its thickness is equal to the thickness of a postcard. There is a hole on the right corner on top of front side with a metal ring, so as to make it easy to pass a thread through it, for sealing. Further, on the right hand side below the hole there is a groove cut on the special tag just enough to fit with the doorknob of result compartment. There is also an opening in the middle of the special tag, so that when the tag is fixed in the "CLOSE" button compartment of the result section, the "CLOSE" button is visible so that the 'Close' button can be reached to operate without disturbing the tag.

Control Unit Number:

- 1.2 Before the special tag is used, you shall write the serial number of the control unit on the special tag.

Signature:

- 1.3 After writing the serial number of the control unit on the special tag, you shall put your signature on the BACK SIDE of the special tag. You should also ask the contesting candidates/polling agents, who are present in the polling station, before the commencement of the poll to put their signatures on the back, if they so desire. You should also read out the pre-printed serial number on the special tag and ask the contesting candidates/polling agents, who are present at the polling station and have put their signatures on the back of the special tag, to note down that serial number.

- 1.4 The special tag is used to seal the inner compartment over the 'Clear' and 'Result' buttons after the process of signing the blue paper seal by you and contesting candidates/polling agents and fixing and securing it in the frame(s) provided for fixing the paper seal on the inner side of the door of the inner compartment of the result section of the control unit is over. The door of the inner compartment over the "Clear" button and "Result" buttons should be pressed fit and closed in such a manner that the two open ends of the paper seal continue projecting outwards from the sides of the inner door. Then this inner door should be sealed with the special tag. For this, you should pass the high quality twine thread specially supplied for this purpose by the Returning Officer through the two holes provided in the inner door and through the hole provided in the special tag.
- 1.5 It should be ensured by you that spoiled or torn special tag is not used in any case. If, by any chance, the special tag is spoiled or torn, you should use another one. For this purpose, like "Blue Paper Seals", the Returning Officer supplies you with 3 or 4 'Special Tags'.
- 1.6 After doing all this, tie the thread into a knot and seal the thread on the special tag with sealing wax. Thereafter without breaking the seal, you should adjust the special tag in the compartment of "CLOSE" button in such a manner that the "CLOSE" button protrudes through the hole cut in the middle of the special Tag for this purpose.



**Closing the inner door
with thread**



**Sealing the inner door with
Special Tag**



**BEL Machine
Closing the inner door with thread
ECIL Machine**



**BEL Machine
Sealing the inner door with Special Tag
ECIL Machine**

2. Closing and sealing of outer cover of result section:

- 2.1 After the inner compartment of result section of the control unit has been closed and sealed, the outer cover of the result section should be pressed fit for closing that section. Before pressing that outer cover, it should be ensured that the two open ends of the paper seal still project outwards from either sides of the outer cover.
- 2.2 After the outer cover of result section has been closed, that cover should be sealed by (i) passing a thread through the two holes provided for the purpose on the left side of the outer cover, (ii) tying the thread into a knot (iii) attaching a label (address tag) similar to the one which is attached to the 'Cand Set Section' at the Returning Officer's level and sealing the thread on the address tag with wax and the seal of the Presiding Officer as shown below:-



- 2.3 The address tag will contain the following particulars:

Election to Lai Autonomous District Council Constituency No. Control Unit No. Sl. No. and Name of Polling Station..... Date of Poll

- 2.4 The Returning Officer will provide sufficient number of blank printed address tags as part of polling materials. Particulars in the address tag should be carefully filled by you. The serial number of each control unit is inscribed on the bottom portion of the control unit.
- 2.5 The contesting candidates or their polling agents, who are present at the polling station, should also be asked to affix their seals, if they so desire, on the address tag along with your seal.
- 2.6 By so closing and sealing the inner compartment and the outer cover, the whole of result section gets sealed and secured and the votes which will be recorded by the control unit cannot be tampered with.

3. Strip Seal:

- 3.1 To further improve the sealing arrangements for Electronic Voting Machines, the Election Commission has introduced an additional outer seal for sealing the "Result Section" of the control unit completely with an Outer Paper Strip Seal (hereafter referred to as "Strip Seal") so that this portion of the control unit cannot be opened once the polling has been started and till the counting is taken up. This will ensure that from the time the first vote is cast in the machine at the polling station and till it is brought to the counting table, no person can open the result section without damaging the strip seal.

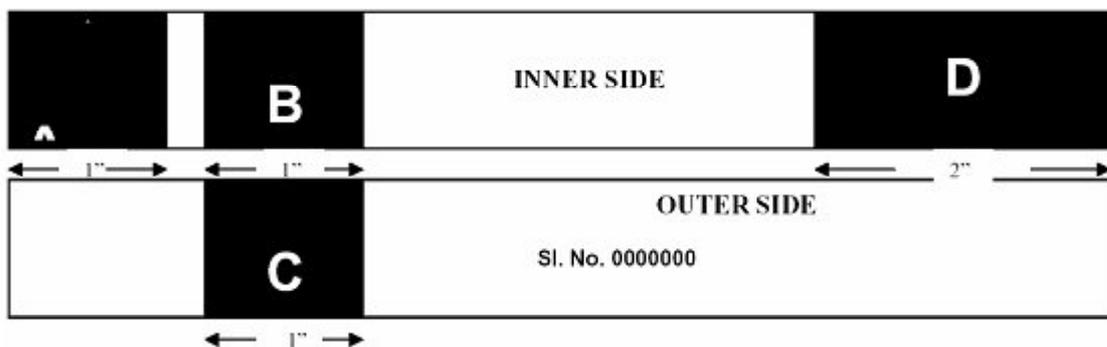
- 3.2 Accordingly at every polling station where the election is held with the use of EVM, the control unit shall be secured and sealed from outside completely with the strip seal so that this section cannot be opened without damaging the strip seal. The strip seal shall be positioned on the outer door of “Result Section” just below the rubber cap covering the “CLOSE” button in such a way that the rubber cap covering the “CLOSE” button is not covered by the strip seal. (This will allow the rubber cap to be removed for pressing the ‘CLOSE’ button in case of emergent situation such as booth capturing.)

Strip Seal – Physical features:

- (i) Strip seal is a paper seal with a measurement of 23.5” (twenty-three point five inches) in length and 1” (one inch) in width. The length of the strip is such that it can easily be wrapped round the breadth of the Control Unit to provide an extra outer seal of the control unit before the commencement of the poll and after the other standard seals have been affixed in the control unit.
- (ii) Each strip seal has a Unique Identity Number.
- (iii) These strip seals will be supplied by a firm duly approved by the Commission, and the Commission will centrally procure them for General / By-Election to Lai Autonomous District Council.
- (iv) At both the ends of the strip seal, there are FOUR (4) pre-gummed portions. Of these three are of about one square inch area (identified by the letters ‘A’, ‘B’ & ‘C’) and the fourth is about of two square inch area (identified by letter ‘D’). Each gummed portion is covered by a strip of wax paper.
- (v) The strip seal has an inner side and an outer side. On the inner side of the strip, at one end there are two adjacent pre-gummed portions marked by letter ‘A’ & ‘B’. At the other end of the inner side of the strip, there is about 2” (two inches) pre-gummed portion marked ‘D’. On the outer side of the strip, there is only one pre-gummed portion marked ‘C’. A drawing of the strip seal showing the outer side and inner side is given below. The dark portions are the gummed portions on inner side and outer side of the strip.

Drawing of Strip Seal

(Pre-gummed portions are shown in dark shade)



4 COMPLETE METHOD OF SEALING CONTROL UNIT INCLUDING USE OF STRIP SEAL

For the sake of easy understanding, the complete sequential order of the steps to be taken by you at the polling station until and including fixing the Strip Seal are given below:

- (i) Before the commencement of the actual poll, you will conduct a mock poll.
- (ii) After conducting mock poll and showing the result, you shall clear the control unit of the data relating to mock poll by operating “Clear” button.
- (iii) After clearing the data you shall switch off the control unit and then insert the blue paper seal (two seals in the case of BEL machines and only one in case of ECIL machine) to cover the windows of the inner door of the result section. While inserting the blue paper seals, care should be taken to ensure that the green portion of the seal is visible from outside through the windows of the inner door after it is closed.
- (iv) After inserting the blue paper seals, the inner door above the result buttons shall be closed.
- (v) Then the inner door of the result section shall be sealed off with the special tag.
- (vi) After fixing the special tag, you will close the outer door of the result section ensuring that the loose ends of the blue paper seal(s) still protrude out from both the sides of the closed outer door.
- (vii) Then you shall seal the outer door with thread and address tag.
- (viii) Next you shall proceed to fix the strip seal around the control unit to seal the result section from outside completely so that this section cannot be opened without damaging the strip seal after the poll commences.
- (ix) Before the strip seal is fixed to seal the result section from outside you should affix your signature in full immediately below the serial number of the paper seal. It shall be got signed by such of the contesting candidates or their polling agents as are present and are desirous of affixing their signatures. You should verify that the signatures of the polling agents on the Strip Seal tally with their signatures on their letters of appointment.
- (x) The strip seal shall, then, be positioned just below rubber cap covering the “CLOSE” button. The detailed procedure to fix the strip seals is given below. There is a slight difference in the methods of fixing the strip seal for BEL make machines and ECIL make machines. Follow the instructions below depending on the make of the EVM available.

5 After fixing the Strip Seal Put the Power Switch on the CU

After sealing the control unit with the strip seal, you shall take care that the seal is not damaged or tampered with during the poll and this seal shall NOT be removed during or after the poll in the polling station.

- 6. At the end of the poll at prescribed hour, you shall remove the rubber cap covering the “CLOSE” button without disturbing the strip seal and press the “Close” button to close the poll and replace the rubber cap. After completing other formalities at the end of the poll, you shall carefully pack the control unit in its carrying case and seal the carrying case with address tag. This sealed carrying case shall be delivered to the strong room (Collection Centre) alongwith other documents required to be deposited at the strong room (Collection Centre).
- 7. On the day of the counting, the control unit with the strip seal intact, shall be allowed to be examined by the contesting candidates/counting agents, who are present at the counting table. Only thereafter, the seal shall be removed taking care that the blue paper seals are not damaged. After examining the blue paper seals protruding outside, the thread seal on the outer door of the control unit shall be opened.

8. Important precautions while sealing with strip seal:

- (i) The strip seal shall be positioned to cover the portion below the rubber cap covering the "CLOSE" button on the outer door of the result section. While fixing this strip, ensure that the rubber cap covering the "CLOSE" button is left clear and not covered even partially by this strip so that there is no difficulty in removing the rubber cap and operating that 'CLOSE' button when required.
- (ii) The strip seal shall be fixed taut and shall not be loose.
- (iii) DAMAGED STRIPS HAVE NOT TO BE USED IN ANY CIRCUMSTANCES.
- (iv) Each polling station will be supplied with four (4) strip seals like blue paper seals.
- (v) You shall account for each strip seal supplied to the polling station for the conduct of poll in the Presiding Officers' Diary.
- (vi) You should return every strip seal that has not been used including the strips (or pieces thereof) damaged accidentally to the Returning Officer, who will be held responsible if any strip seal is found in the hands of any unauthorized person at any time.
- (vii) The Commission and the District Election Officers shall keep a record of the serial numbers of the strip seals supplied to each Returning Officer. Similarly, each Returning Officer shall keep a record of the strip seals supplied to each polling station.
- (viii) Commission will issue samples of strip seals for the purpose of demonstration as well as training. These sample strips seals also shall be kept in safe custody. After using the strip seals for training or demonstration, as the case may be, the used strips should be destroyed by shredding them.
- (ix) You should return every strip seal that has not been used including the strips (or pieces thereof) damaged accidentally to the Returning Officer, who will be held responsible if any strip seal is found in the hands of any unauthorized person at any time.
- (x) The Commission and the District Election Officer shall keep a record of the serial numbers of the strip seals supplied to each Returning Officer. Similarly, each Returning Officer shall keep a record of the strip seals supplied to each polling station.

9. Voting machine ready for actual poll

- 9.1 The voting machine is now ready in all respects for use for actual poll.
- 9.2. Before commencing the poll, you should place the balloting unit(s) inside the voting compartment. As already instructed, the voting compartment should be located at sufficient distance from your table where the control unit shall be kept and operated. The interconnecting cable between the balloting unit and the control unit has a length of approximately five metres. Therefore, the voting compartment should be reasonably distanced. Also, the cable should be so routed that it does not obstruct the movement for voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table. While placing the EVM in the Voting Compartment, it must be ensured without fail that secrecy of voting is not violated.

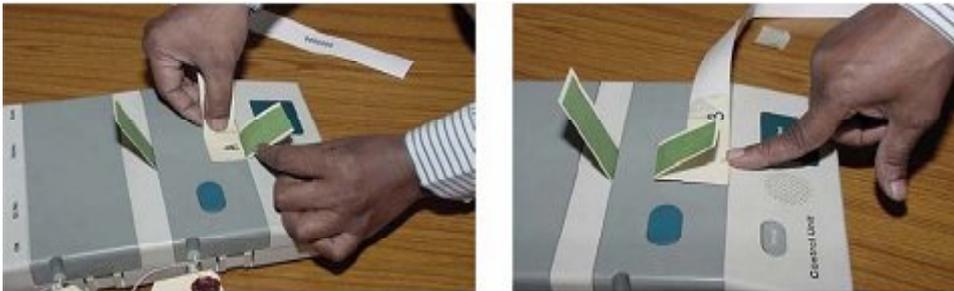
Method of Sealing ECIL MAKE MACHINES with Strip Seal:

In ECIL machine only one blue paper seal is used. Therefore, the loose ends of the same blue paper seal protrudes from either ends of the outer door over result section. (In the upgraded model of the voting machine also, whether manufactured by BEL or ECIL only one blue paper seal is used.) Following are the steps to seal ECIL MAKE MACHINES (and also the upgraded model of the voting machine) with strip seal:-

Step 1: First double fold the blue paper seal, protruding from the lower portion of the outer door of the Result Section, in the middle ensuring that the blue side of the seal remains outside.



Step 2: Then keep the strip seal with the pre-gummed portion 'A' positioned near the base of the blue paper seal protruding from the lower portion of the outer door of the result section. Remove the wax paper over 'A' and press the inner layer (blue side) of the blue paper seal over this gummed portion and press.



Step 3: Now remove the wax paper over the pre-gummed portion 'B' and press this gummed portion over the folded portion (again blue side) of the blue paper seal.



Step 4: After pasting 'B' over the blue paper seal the pre-gummed portion 'C' will come to the top position. Remove the wax paper over 'C', press the blue paper seal protruding from the upper portion of outer door so that the blue paper seal is firmly pasted over 'C'. (Now the white side of the blue paper seal will come on top and will be visible from outside.)



Step 5: Take the remaining portion of the strip seal round the control unit from left side taking care that the strip passes below rubber cap covering the “CLOSE” button. Bring the other end of the strip seal from right side of the control unit on to the top of the outer door where the pre-gummed portions ‘A’, ‘B’ and ‘C’ have been pasted.



Step 6 : Remove the wax paper covering the pre-gummed portion ‘D’ and press it firmly over the blue paper seal, which was protruding from the upper portion of the door and was pasted on the pre-gummed portion ‘C’. The pre-gummed portion ‘D’ spills over the strip seal below the “CLOSE” button. Press this spilled over portion of ‘D’ firmly over the strip seal.



By the above process, both the loose ends of the blue paper seal protruding from both the sides of the outer door get firmly pasted and held by the strip seal. At the same time the outer door over the result section is also sealed with this strip seal from all sides and this section cannot be opened without damaging this seal.

10 Introduction of Upgraded Model of Electronic Voting Machine

In the year 2007 the Election Commission of India introduced the upgraded model of the Electronic Voting Machine and used it for the first time in the General Election to the Legislative Assembly of Manipur held in 2007. The appearance and features of the voting machines manufactured by both BEL, Bangalore and ECIL, Hyderabad are more or less the same except for a few additional features/modifications.

10.1 Additional features –

- (a) 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.

10.2 Modifications –

- (a) In the Display Panel, there is only one window now instead of two windows in the existing model.
- (b) The Display Panel now displays the data on two rows of total twenty four characters (twelve characters in each row).
- (c) The hood of the connector attached to the interconnecting cable, one end of which is permanently fixed to the Balloting Unit, has now been provided with different coloured spring clips on both sides – one BLACK and the other RED. One side of female socket in the rear compartment of the Control Unit is in RED colour for easy identification at the time of insertion of the connector into the female socket. The RED spring clip has to match with the RED side of the socket and the BLACK spring clip has to match with the BLACK side of the socket.
- (d) The 'RESULT I' button in the Result Section has been replaced with a new 'RESULT' button.
- (e) The 'RESULT II' button in the Result Section has been removed and in its place a new button 'PRINT' has been provided. The upgraded model of the voting machine has been provided with the facility to print the result data. A special gadget is to be attached at data interface connector at the rear side of the Control Unit for printing. When the 'PRINT' button is pressed, the Control Unit displays 'PRINTING'. For printing result data, the result has to be seen at least once.
- (f) The inner cover of the Result Section covering the 'RESULT' and 'PRINT' buttons has been provided with a single window for inserting blue paper seal like in the existing model of ECIL make of the machine. Therefore, only one blue paper seal will be used in the upgraded model of the voting machine for sealing the voting machine with blue paper seal.
- (g) The sequence of the buttons on the Control Unit to be pressed has also now been made same as in the ECIL make of the voting machine. The sequence is 'Clear' – 'Cand. Set' – 'Clear' – 'Ballot' – 'Close' – 'Result'. After the 'Cand. Set' button one can press the 'Ballot' button also directly. Pressing of any button out of proper sequence will display the message 'INVALID' on the Display Panel.

11 Various types of display which appear on this display panel and what these mean are indicated below:

- | | | |
|-----|------------------------------|--|
| (a) | LINK ERROR-- : | Indicates 'LINK ERROR' of first BU, i.e., interconnecting cable is missing, snapped or when only one Ballot Unit is used. 'Slide Switch' in that unit has not been set to position '1' or when more than one Ballot Units are used, those units have not been linked in the proper order |
| (b) | PRESSED ERROR-- : | Indicates any of the candidates' button in the first Ballot Unit is kept pressed or jammed. |
| (c) | ERROR | Indicates the Control Unit is not fit for use |
| (d) | INVALID | Indicates a button on the Control Unit has been pressed out of sequence. |
| (e) | CU ERROR | Indicates the Control Unit is to be changed. |
| (f) | BU - 1 ERROR | Indicates the Ballot Unit-1 is to be changed |
| (g) | CLOCK ERROR | Indicates the malfunction of Real Time Clock (RTC) |
| (h) | END | Indicates the end of display sequence after pressing of 'Clear' or 'Result' button |
| (i) | FULL | Indicates that the maximum number of votes (2000) for which the machine is designed, have been polled. The machine is designed to store 2000 votes in its memory. |
| (j) | CANDIDATES
6 | Indicates that the machine is set for 6 candidates |
| (k) | TOTAL POLLED
VOTES 1487 | Indicates that total number of votes polled is 1487 |
| (l) | CANDIDATE
06 235 | Indicates that the Candidate No.6 has polled 235 votes |
| (m) | - - - - - | Indicates that the Power pack is weak |
| (n) | CHANGE
BATTERY | Indication for change of power pack as battery status reached for BATTERY Replacement |
| (o) | BATTERY
HIGH | Indicates that the capacity of the battery is High |
| (p) | BATTERY
MEDIUM | Indicates that the capacity of the battery is medium |
| (q) | BATTERY
LOW | Indicates that the capacity of the battery is low |
| (r) | DTE 16-01-07
TME 09-43-34 | Indicates the Date and Time |
| (s) | SL NO-H00003 | Indicates the serial number of the Control Unit mentioned on back side of CU |
| (t) | COMPUTING
RESULT | Indicates that the RESULT is getting computed |

(u)	PST 09-50-20 PET 15-32-10	Indicates the Poll Starting Time and Poll end Time
(v)	RESULT PDT 16-01-07	Indicates the Result and Date of the Poll Indicates the printing is under progress.
(w)	PRINTING	Indicates the Printing is under progress.
(x)	DELETING POLLED VOTES	Indicates the deleting of polled votes from CU.

When the power switch of the Control Unit is pushed upwards to 'ON' position, it will give a 'beep' sound and the 'ON' lamp on the Display section of the Control Unit will glow **GREEN** and the following display will appear turn by turn on the Display Panel:

EVM IS ON ECI	
DTE 16-01-07 TME 09-43-34	Indicates date is in DD-MM-YY and time is in HH-MM-SS Format
SL NO-H00003	Indicates the serial number of the Control Unit
CANDIDATES 10	Indicates the contesting candidates are ten
BATTERY HIGH	Indicates the status of the battery is 'HIGH'
SET CANDIDATE --	Indicates that the button 'Cand. Set' has been pressed after the 'ON' lamp glowed GREEN . The machine has to be set according to the number of contesting candidates.

Other Displays on the Display Panel are as follows:-

When all counts are set to '0' by pressing the 'Clear' button

DELETING POLLED VOTES	
CANDIDATES 9	(If the machine is set for 9 candidates)
TOTAL POLLED VOTES 0	
CANDIDATE - 01 VOTES 0	
CANDIDATE - 02 VOTES 0	
CANDIDATE - 03 VOTES 0	

CANDIDATE - 04 VOTES 0
CANDIDATE - 05 VOTES 0
CANDIDATE - 06 VOTES 0
CANDIDATE - 07 VOTES 0
CANDIDATE - 08 VOTES 0
CANDIDATE - 09 VOTES 0
END

At the end of the mock poll, when the 'Close' button is pressed the following displays will appear on the Display Panel:-

CLOSING
OTE 12-01-07 TME 10-34-56
SL NO-H00003
CANDIDATES 16
TOTAL POLLED VOTES - 200
POLL CLOSED

(When the total number of contesting candidates is 16)

(If the number of polled votes is 200)

When the button marked '**Result**' in the Result Section is pressed to find out the result of the election, the following displays appear on the Display Panel:-

COMPUTING RESULT	
POLL RESULT PDT 16-01-07	(PDT – Poll date)
PST 09-50-20 PET 15-32-10	(PST – Poll start time) (PET – Poll end time)
SL NO-H00003	(Serial number of Control Unit PCB)
CANDIDARTES 9	(The number of candidates – 9)
TOTAL POLLED VOTES -54	(The number of polled votes – 54)
CANDIDATE - 01 VOTES - 6	
CANDIDATE - 02 VOTES - 6	
CANDIDATE - 03 VOTES - 6	

(If, only fifty four votes have been polled, six for each candidate)

When poll is taken on more than one day, the '**RESULT**' display is as follows:-

COMPUTING RESULT	
POLL RESULT DAYS OF POLL	
PDY 01-02-07 TOTAL 50	

PDY 03-02-07 TOTAL 50	Indicates the number of votes polled on the date displayed.

SL NO-H00003
CANDIDATES 9
TOTAL POLLED VOTES - 2000
CANDIDATE-01 VOTES - 10
----- ----- -----
CANDIDATE-09 VOTES - 10
END

(This is only an example)

When the 'Total' button is pressed to obtain hourly/periodical total votes polled, the following displays will appear on the display Panel :-

BATTERY HIGH
DTE 01-02-07 TME 07-05-50
CANDIDATES 9
TOTAL POLLED VOTES - 200

When the 'close' button is pressed for closing the EVM, after the hour fixed for the close of the poll and the last voter recorded his/her vote, the following display will appear on the display Panel :-

CLOSING
DTE 02-01-07 TME 10-34-56
SL NO-H00003
CANDIDATES 16
TOTAL POLLED VOTES - 200
POLL CLOSED

(If serial number of the Control Unit is H00003)

(If the machine is set for 16 candidates)

(If the total number of votes polled is 200)

CHAPTER XIV COMMENCEMENT OF THE POLL

1. Commencement of the poll

The poll should commence at the appointed time. Your preliminaries should be over by then. Even if for any unforeseen reason you are not in a position to commence the poll at the appointed hour, you should explain the reasons for the delay in your Presiding Officer's Diary.

2. Warning about secrecy of voting

Before commencing the poll, you must explain to all including the contesting candidates or their polling agents, who are present at the polling station, the provisions of Rule 210 of Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended regarding their duty to maintain the secrecy of the vote and the penalty for any breach thereof.

3. Precautions for indelible ink

Ask the Polling Officer in-charge of indelible ink to take adequate precautions to see that the phial containing the indelible ink is kept carefully in such a manner that it does not get tilted and the ink spilt during the poll. For that purpose, take some sand or loose earth in a cup provided for the purpose or an empty tin or some broad-botomed vessel, and push the phial down threequarters of its length into the centre of the vessel so that it is steadily embedded in the sand or earth. Also ensure that the plastic rod attached to the cork is left/kept standing in the phial and not taken out except for the purpose of marking the voter's forefinger. The rod should always be held with its marking end pointing vertically downwards. Otherwise, some of the ink will drip down the rod and spoil the fingers of the person using it.

4. Marked copy of the electoral roll

Before the commencement of poll, you should also demonstrate to the contesting candidates/polling agents and other persons, who are present at the polling station that the marked copy of the electoral roll (copy of the electoral roll to be used for 'marking' the names of electors who are allowed to vote) does not contain any remarks other than those used for issuing postal ballot papers/ ballot papers, if any, and that the deletions appearing in the supplement, if any, appended to the draft roll as well as the supplement prepared after disposal of claims and objections before final publication have been reflected in the reprinted mother roll by strikethrough method in the electoral roll.

5. Register of voters in Annexure - XVI

Also show to the contesting candidates/polling agents and all others, who are present at the polling station that the Register of Voters (in **Annexure - XVI**), (in which entries will be made in respect of each elector who is allowed to vote and his signature/thumb impression obtained) does not already contain any entry in respect of any elector.

6. Entry of voters to Polling Station to be regulated

The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling station and shall exclude therefrom all persons other than -

- (a) Polling Officers;
- (b) public servants on duty in connection with the election;
- (c) persons authorized by the Commission;
- (d) candidates, their election agents and subject to the provisions of the Rule 161 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended, one polling agent of each candidate;
- (e) a child in arms accompanying a blind or infirm elector;
- (f) a person accompanying a blind or infirm elector who cannot move without help; and
- (g) such other persons as the Presiding Officer may employ under sub-rule 1(C) of Rule 161 Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended.

7. You should admit into the polling station only the following persons:

- (a) the electors;
- (b) polling officers;
- (c) each contesting candidate, his election agent and one polling agent of each candidate at a time;
- (d) persons authorized by the Commission, i.e. the persons who have been issued entry passes by the State Election Commission to enter the polling station, such as media persons issued with authority letters;
- (e) public servants on duty;
- (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; and
- (h) such other persons as you may from time to time admit for the purpose of identifying voters or otherwise assisting him in taking the poll.

CHAPTER XV SAFEGUARDS FOR FREE AND FAIR ELECTION

1. Declarations by Presiding Officer as safeguards for ensuring free and fair election:

You are required to read out the declaration, prescribed in **Annexure - V, Part I**, before the commencement of the poll in order to ensure that you have duly carried out the instructions contained in the foregoing chapters regarding the demonstration of the voting machine, marked copy of the electoral roll and Register of Voters and obtaining the signatures of the contesting candidates/ polling agents on the blue paper seal and allowing them to note down their serial numbers, which are necessary safeguards for ensuring free and fair election. This should be done immediately after reading out the provisions of Rule 210 of Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended regarding maintenance of secrecy of voting. You 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 signatures of such of the contesting candidates/polling agents as are present in the polling station. If any polling agents decline to affix their signatures on the declaration, their names should be recorded therein.

2. Procedure to be followed at the time of use of new voting machine.

During the course of poll there may be some compelling circumstances under which, if it becomes essential to use a new voting machine. In such circumstances, you are again required to read out a further declaration, prescribed in **Part II of Annexure - V**. At the end of the poll, you should record a further declaration in **Part III of Annexure - V** in the same manner. The declaration will be put into a separate packet and delivered to the Returning Officer after the conclusion of the poll along with the account of votes recorded and the paper seal account in **Annexure - IX**.

CHAPTER XVI ENFORCEMENT OF ELECTION LAW IN AND AROUND POLLING STATION

1. Impartiality essential and maintenance of decorum and dignity:

- 1.1 Treat all parties and candidates equally and decide fairly and justly every disputed point. Your tact, firmness and impartiality are the most important safeguards against any breach of the peace. Needless to say, neither you nor any other officer at your polling station should do any act, which could be interpreted as furthering the prospects of any candidate at the election.
- 1.2 Further, you and other officers at your polling station should maintain decorum and dignity as is expected of an officer on duty. Neither you nor any other officer at your polling station indulge in any undue activities unbecoming of an officer on duty, such as shaking hands or getting your self photographed with him/her, when a celebrity or VIP visits your polling station for casting his/her vote, even though showing normal courtesy to each and every elector is part of your duty.

2. Ban on canvassing:

Canvassing within one hundred meters of the polling station is an offence under the election law. Any person, who does so, can be arrested without warrant by the police and may be prosecuted under Rule 212 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended.

3. Candidate's election booth:

Contesting candidates are allowed to set up election booths near the polling station, but beyond 200 meters from the polling station, to help the electors locate their names in the electoral roll. The candidates are allowed to provide one table and two chairs for the use of their agents and workers for the distribution of unofficial identity slips to voters beyond a distance of 200 meters from the polling station with an umbrella or a piece of tarpaulin over their head to protect them from the sun/rain. No crowd is allowed to collect around such tables. If any instance of violation of the above instructions of the Commission is brought to your notice, you should report the matter to the Sector Magistrate or other officials responsible for maintenance of law and order around your polling station for necessary remedial action by them.

4. Disorderly conduct in or near the polling station:

Enforce the provisions contained in Rule 213 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended. If any person behaves in a disorderly manner, you can have him arrested then and there by a police officer and have him prosecuted. The police have the power to take such steps, and use such force, as may be reasonably necessary for preventing such behaviour. These powers should, however, be resorted to only when persuasion and warning have proved ineffective. If the use of a megaphone or loudspeaker interferes with the work of the polling station, you should take steps to stop such use. The section does not prescribe any limit of distance. It is left to you to decide whether it is near enough and loud enough to disturb the proceedings at the polling station.

5. Removal of trouble makers:

Any person who misconducts himself or fails to obey your lawful directions during the poll may be removed from the polling station on your orders by any police officer or other persons authorised by you Rule 214 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended.

6. Illegal hiring of vehicles for the conveyance of voters

6.1 If you receive a complaint about illegal conveyance of electors to the polling station from their homes and back, tell the complainant that he may take action to prosecute the offender under Rule 215 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended, or use the fact as a ground for filing an election petition against the offending candidate in due course. Forward any complaint filed before you with such remarks which you can make from your own observation and personal knowledge to the Sub-divisional or other Magistrate who has jurisdiction to deal with such cases. You can also bring this to the notice of the Zonal/Sector Magistrate when he visits your booth.

6.2 Also follow the instructions/directives issued by the State Election Commission regulating the plying of vehicles on the day of poll.

7. Removal of voting machine from polling station to be an offence

Any person, who at any election fraudulently or unauthorisedly takes or attempts to take a voting machine out of a polling station or willfully aids or abets the doing of any such act, commits a cognizable offence punishable with imprisonment upto one year or with fine upto one thousand rupees or with both. In this connection Rule 217 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended.

8. Breach of official duty by election officers

Your attention is also drawn to Rule 219 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended, which provides that if any Presiding or Polling Officer is guilty of any act, or even of any omission, in breach of his official duty without reasonable cause, he commits a cognizable offence.

9. Prohibition of use of cellular phones, cordless phones, wireless sets. Etc in the polling station.

No cellular phones, cordless phones, wireless sets etc., in any case be allowed inside the polling stations and also in the 100 meters perimeter of the polling stations described as the "polling station neighbourhood".

CHAPTER XVII

VERIFICATION OF ELECTOR'S IDENTITY AND PROCEDURE IN CASE OF CHALLENGE

1. Verification of elector's identity

- 1.1 The Presiding Officer may employ at the polling station such persons as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll.
- 1.2 As each elector enters the polling station, the Presiding Officer or the Polling Officer authorized by him in this behalf shall check the elector's name and other particulars with the relevant entry in the electoral roll and then call out the serial number, name and other particulars of the elector.
- 1.3 In deciding the right of a person to obtain a ballot paper the Presiding Officer or the polling officer, as the case may be, shall overlook merely clerical or printing errors in an entry in the electoral roll, if he is satisfied that such person is identical with the elector to whom such entry relates.

2. List of dead, absent and allegedly bogus voters.

It is expected that polling agents may bring with them a copy of the list of the names of dead, absent and allegedly bogus voters. The contesting candidate or his party may supply similar list to you. If any person claims to be an elector, whose name is mentioned in that lists you shall check that person's identity rigorously with the help of his electoral photo identity card (EPIC) or one of the alternative documents of identification specifically permitted by the Commission. This will not amount to a formal challenge.

3. Challenged votes

- 3.1 Any polling agent may challenge the identity of a person claiming to be a particular elector by first depositing a sum of two hundred rupees in cash with the Presiding Officer for each such challenge. **(Annexure VI)**
- 3.2 On such deposit being made, the Presiding Officer shall –
 - (a) warn the person challenged of the penalty for personation;
 - (b) read the relevant entry in the electoral roll in full and ask him whether he is the person referred to in that entry;
 - (c) enter his name and address in the list of challenged votes in Appendix - X of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended; and
 - (d) require him to affix his signature in the said list.
- 3.3 The Presiding Officer shall thereafter hold a summary inquiry into the challenge and may, for that purpose –
 - (a) require the challenger to adduce evidence in proof of the challenge and the person challenged to adduce evidence in proof of his identity;
 - (b) put to the person challenged any questions necessary for the purpose of establishing his identity and require him to answer them on oath; and
 - (c) Administer an oath to the person challenged and any other person offering to give evidence.
- 3.4 If, after the enquiry, the Presiding Officer considers that the challenge has not been established, he shall debar the person challenged to vote; and if he considers that the challenge has been established, he shall debar the person challenged from voting.

- 3.5 If the Presiding Officer is of the opinion that the challenge is frivolous or has not been made in good faith, he shall direct that the deposit made under sub-rule(1) of Rule 171 of the Lai Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2010 as amended be forfeited to Government and in any other case, he shall return it to the challenger at the conclusion of the inquiry.

4. Safeguard against personation:

- 4.1 Every elector about whose identity the Presiding Officer or the Polling Officer, as the case may be, is satisfied, shall allow his left forefinger to be inspected by the Presiding Officer or Polling Officer and in indelible ink mark to be put on it.
- 4.2 If any elector refuses to allow his left forefinger to be inspected or marked, has already such a mark on his left forefinger or does any act with a view to removing the ink mark, he shall not be supplied with any ballot paper or allowed to vote.
- 4.3 Any reference in this rule to the left forefinger of an elector shall, in the case where the elector has his left forefinger missing, be construed as a reference to any other finger of his left hand, and shall, in the case where all the fingers of his left hand are missing, be construed as a reference to the forefinger or any other finger of his right hand, and shall, in the case where all his fingers of both the hands are missing, be construed as a reference to such extremity of his left or right arm as he possesses.

5. Identification of electors:

- 5.1 The Presiding Officer may employ at the polling station such persons as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll.
- 5.2 As each elector enters the polling station, the Presiding Officer or the Polling Officer authorized by him in this behalf shall check the elector's name and then call out the serial number, name and other particulars of the elector.
- 5.3 In the Polling Station where electors have been provided with EPIC, the concerned elector shall produce the Identity Card before the Presiding Officer or the Polling Officer authorized by him in this behalf. If the elector is not provided with EPIC or in case of loss of EPIC, the elector shall produce any of the documents as prescribed by the State Election Commission for proof of his identity.
- 5.4 In deciding the right of a person to cast his vote, the Presiding Officer or the Polling Officer, as the case may be, shall over-look the clerical or printing errors in an entry in the electoral roll if he is satisfied that such person is identical with the elector to whom such entry relates.

CHAPTER XVIII

APPLICATION OF INDELIBLE INK AND OBTAINING SIGNATURE/ THUMB IMPRESSION OF ELECTOR BEFORE PERMITTING HIM TO RECORD HIS VOTE

1. Inspection of voter's left forefinger and application of indelible ink:

- 1.1 As soon as may be, after the identity of an elector has been verified by the first Polling Officer, and if there is no challenge as to the elector's identity, his left hand forefinger will be inspected by the second Polling Officer for any indelible ink mark thereon. If no mark is seen on the finger, the second Polling Officer shall mark the elector's left hand forefinger with indelible ink in the manner described in para 3.1 in Chapter VII in such a way that a clear mark is left. If any elector refuses to allow his left forefinger to be inspected or marked in accordance with the instruction or has already such a mark on his left forefinger or does any act with a view to removing the ink, he shall not be allowed to vote.
- 1.2 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 a piece of cloth or rug before putting indelible ink mark on the finger of that elector. Piece of cloth or rug will be supplied in the Presiding Officer's kit.
- 1.3 Marking of the indelible ink is required to be made before obtaining the signature/thumb impression of the elector in the register of voters in **Annexure - XVI**, so that by the time the elector leaves the polling station after casting his vote, there is sufficient time gap for the indelible ink to dry up and develop a distinct indelible mark on the left hand forefinger.

2. **Application of indelible ink at Fresh Poll (Re-poll)/Countermanded Poll**

It is clarified that at the time of fresh poll (re-poll)/countermanded poll, the marking with indelible ink made during original poll should be ignored and fresh marking with indelible ink should be put on the voter's left hand middle finger in such a way that a clear mark is left.

3. **Application of indelible ink when elector has no left forefinger**

It is clarified that if an elector has no left hand forefinger, then indelible ink should be applied on any such finger which he has on his left hand. Further, if he does not have any fingers on his left hand, the ink should be applied on his right hand forefinger and if he has no right hand forefinger, on any other finger which he has on his right hand starting with his forefinger. If he has no fingers on either hand, ink should be applied on such extremity (stump) of his left or right hand as he possesses.

4. **Record of electoral roll number of elector in Register of voters**

- 4.1 After the left hand forefinger of the elector has been marked first time by the second Polling Officer in the manner explained in the preceding paragraph, he should maintain the record of such elector in the 'Register of Voters' **Annexure - XVI** and obtain the signature/thumb-impression of the elector on that register.

- 4.2 Such record shall be maintained by the second Polling Officer in the Register of Voters in the following manner:-
- (i) In column (1) of the register of voters, the second Polling Officer will write down the serial numbers of electors in consecutive order, starting with serial number 1. (Generally the serial numbers of electors in consecutive order are already printed in the register.) Each page of the register contains 10 serial numbers. If the serial numbers are not already printed in column (1), he can write such serial numbers manually in advance on a few pages at the commencement of poll.
 - (ii) In column (2) of the said register, the second Polling Officer will write down the electoral roll number (i.e., the serial number) of the elector as entered in the marked copy of the electoral roll. For example, if the name of the first elector who comes to vote at the polling station at the commencement of poll is entered at serial number 756 in the marked copy of the electoral roll, the Second Polling Officer will write down serial number 756 in the second column against serial No. 1 in the first column of the register of voters. Likewise, if the second voter's name is entered at serial number 138 in the electoral roll, the second Polling Officer will write serial number 138 in column 2 against serial number 2 in column 1 of the register, and so on.
- 4.3 After columns (1) and (2) of the register have been filled in respect of an elector in the manner described above, his signature/thumb-impression shall be obtained by the second Polling Officer in column (3) of that register.

5. Definition of Signature of elector

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 on the register of voters, will be required to write his name, i.e. both his name or names and his surnames 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 name or names and his surname in full. If a literate person puts simply a mark and insists that, 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 above, 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 he should not be allowed to vote under the foregoing paragraph 4.

6. Thumb impression of elector

- 6.1 If an elector is unable to sign his name, the impression of his left hand thumb should be obtained on the register of voters. It should be noted that it is not necessary for you or any Polling Officer to attest such thumb impression on the register.
- 6.2 Regarding application of indelible ink, if the left hand thumb of the elector is missing, then the impression of right hand thumb should be taken. If thumbs on both hands 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 should be taken. If no fingers are available, the voter will naturally be unable to record his vote himself and will, therefore, necessarily have to seek assistance of a companion under Rule 169 of the Lai Autonomous District Council (Constitution,

Conduct of Business etc.) Rules, 2010 as amended of the said rules. In that case, the signature or thumb impression of the companion should be taken on the register of voters.

- 6.3 It is necessary that the thumb impression on the register of voters should be a clear thumb impression. The thumb of the voter should not be inked so lightly from the stamping pad that it gives only a faint or undecipherable impression. Nor should the thumb be inked so heavily that it gives a smudged impression instead of a clear thumb impression on the register.
- 6.4 After taking the thumb impression, the ink on the elector's thumb should be wiped off with the help of wet piece of cloth.

7. Signature/Thumb impression on the 'Register of Voters' by blind or infirm or leper electors:

Thumb impression of a blind or infirm elector or a voter suffering from leprosy, who are illiterate but can use their hands, should be obtained on the register of voters. In case any such voter is literate, he may be allowed to put his signature in place of thumb impression. In case of infirm voter, who cannot use either of his hands, his companion shall put his signature or thumb impression on the register. A note may be made against such entry in the register that signature or thumb impression is that of the companion.

8. Issue of voter's slip to elector

- 8.1 After an elector's left hand forefinger has been marked with indelible ink, the entry relating to him made in the register of voters and his signature/thumb-impression obtained on that register, the second Polling Officer shall prepare a voter's slip for that elector in the following form:

Voter's Slip

<p>Serial No. of elector as per Col. (1) of the Register of Voters Serial No. of elector as entered in the electoral roll Initials of Polling Officer</p>

- 8.2 These Voter's Slips will be got printed by the Returning Officer in a paper of half the dimension of a post-card and will be supplied to you, as one of the items of polling materials, in stitched bundles of hundred slips and/or fifty slips each, having regard to the number of electors assigned to your polling station. **(Annexure - XIII)**.
- 8.3 The voter's slips prepared by the second Polling Officer in respect of each elector under paragraph 8.1 above shall be delivered by him to that elector and the elector shall be directed to proceed to you or, as the case may be, the third Polling Officer whoever is in-charge of the control unit of the voting machine.

CHAPTER XIX

RECORDING OF VOTES AND VOTING PROCEDURE

- 1.1 After the second Polling Officer has issued the Voter's Slip to the elector the elector will come to you or, as the case may be, the third polling officer in-charge of the control unit of the voting machine with the voter's slip. The elector will be allowed to vote only on the basis of such voter's slip.
 - 1.2 It is absolutely essential that the electors go to the voting compartment to record their votes in the voting machine in exactly the same sequence in which they have been entered in the register of voters. You or the polling officer in-charge of control unit should, therefore, allow a voter to proceed to the voting compartment strictly according to the serial number mentioned in the voter's slip.
 - 1.3 If it has not been possible to follow such exact serial order in respect of any elector, due to any exceptional circumstance or unforeseen or unavoidable reason, a suitable entry showing the exact serial number at which he has voted should be recorded in the remarks column of the register of voters against the person concerned. Similar entries should also be made in respect of the subsequent voters whose serial order has been disturbed thereby.
- 2. Permitting elector to record vote**
- 2.1 When the elector comes with the voter's slip to you or, as the case may be, the Third polling officer in-charge of control unit, the voter's slip will be taken from him and he will be allowed to vote.
 - 2.2 All voter's slips collected from electors shall be carefully preserved and kept in a separate cover at the end of poll. The Returning Officer will provide a special cover for the purpose, which will be sealed and secured in the manner directed in Chapter XXIX.
 - 2.3 Immediately after the voter slip has been collected from the elector, his left forefinger shall be checked by you/third polling officer in-charge of the control unit. If the indelible ink mark made thereon is indistinct or has been removed, the same shall be marked again, so as to leave a clear indelible mark.
 - 2.4 The elector shall then be directed to proceed to the voting compartment to record his vote.
- 3. Voting procedure**
- 3.1 To enable the elector to record his vote, the ballot unit(s) kept in the voting compartment has to be activated. For this purpose the 'Ballot' button on the control unit shall be pressed by you/third polling officer in-charge of that unit. On the 'Ballot' button being pressed, the 'Busy' lamp in the control unit will glow red and simultaneously the 'Ready' lamp on each ballot unit in the voting compartment will start glowing green. This will indicate that the ballot unit of the Electronic Voting Machine is now ready to record the vote according to the choice of the elector.
 - 3.2 The elector will record his vote in the voting compartment by pressing the 'Blue Button' provided on the ballot unit against the name and symbol of the contesting candidate of his choice. When he presses that button, the lamp provided on the ballot unit against the name and symbol of that contesting candidate will start glowing red and green light on the ballot unit will go off. Also, a beep sound will be heard emitting out from the control unit. After a few seconds, the beep sound and the red light in the candidate's lamp on

the ballot unit and the red light in the 'Busy' lamp on the control unit will also go off.

- 3.3 These visual and audio signs are indicative of the fact that the voter inside the voting compartment has recorded his vote. The voter should forthwith come out of the voting compartment and leave the polling station.
- 3.4 The above procedure will be repeated in respect of all electors. It should be ensured that only one voter at a time goes inside the voting compartment to vote. It should also be ensured that after an elector records his/her votes, the 'Ballot' button on the control unit is pressed for the next voter only when the earlier voter has come out of the voting compartment.

4. Tallying of number of votes polled periodically

- 4.1 At any time, if the total number of votes polled upto that time has to be ascertained, the 'Total' button on the control unit should be pressed. The display panel on the control unit will then show the total number of votes polled by that time. This should be periodically done and tallied with the number of electors allowed to vote upto that time as reflected in the register of voters.
- 4.2 In any event, you must ascertain and tally the number of votes polled during every two hours interval and record the number of votes polled in the relevant columns in the Presiding Officer's diary. The 'Total' button should be pressed only when the busy lamp is not on, i.e. only after the elector allowed to vote has recorded his vote, and before the next elector is allowed to vote by pressing the Ballot button. Otherwise the figure showing the total number of votes polled by that time will not appear on the Display Panel.

5. Presiding Officer's right to enter the voting compartment during poll

- 5.1 It may happen sometimes that you may have a suspicion or reason to suspect that the ballot unit kept in the screened voting compartment is not functioning properly or that an elector who has entered the voting compartment is tampering with or otherwise interfering with the ballot unit or has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button or has remained inside the voting compartment for unduly long period. You are allowed to enter the voting compartment for making an inspection of ballot unit (BU) in such cases and to take such steps as may be considered necessary by you to ensure that the ballot unit is not tampered with or interfered with in any way and that the poll progresses smoothly and orderly. But you have to be careful that whenever you enter the voting compartment, you should make it a point to do so in the immediate presence of the polling agents.
- 5.2 However, you must not enter the voting compartment at the time of polling to explain to the illiterate voters about how to use EVM. The District Election Officer have been instructed to supply a printed sample of EVM ballot unit pasted on a cardboard (real size) to all the Presiding Officers alongwith other polling materials at the time of dispatch. While printing such model ballot unit, he will take care to ensure that only dummy name and dummy symbols that are not in use, are used and not any real names or symbols. It will be printed in colour so that "blue button, "green light" and "red light" etc are clearly represented. Whenever any voter asks for help or expressed inability to vote using EVM, you can explain to him the voting process using the cardboard model of the EVM ballot unit in such a manner that the voter is able to understand. This will be done outside the voting compartment only in the present of polling agents and never inside the voting compartment. You or your other polling staff shall not frequent the voting compartment, as that may give scope for complaints.

CHAPTER XX

MAINTENANCE OF SECRECY OF VOTING BY ELECTORS

1. Voting Procedure to be strictly observed

Every elector who is permitted to vote is expected to and shall maintain absolute secrecy of voting within the polling station. He should strictly observe the voting procedure mentioned in **Chapter XIX**.

2. Refusal to observe Voting Procedure

2.1 If any elector refuses to observe the voting procedure, even after a warning given by you, such an elector shall not be allowed to vote by you or a polling officer under your direction. If the elector had already been issued the voter's slip, such slip should be withdrawn from him and cancelled.

2.2 Where an elector is not allowed to vote for violating voting procedure, a remark to the effect that voting procedure has been violated - "Not allowed to vote - Voting procedure violated"- shall be made in the remarks column in the Register of Voters **Annexure - XVI** against the entry relating to that elector in that register by you. You shall also put your full signature below that entry. It shall, however, not be necessary to make any change in the serial number of that elector or of any succeeding elector in column (1) of the register of voters.

CHAPTER XXI

VOTING BY BLIND AND INFIRM VOTERS

1.1 If you are satisfied that an elector is unable to recognise the symbol on the ballot paper affixed on the ballot unit due to blindness or is unable to record his vote by pressing the appropriate button thereon without assistance due to some physical infirmity, you shall permit that elector under Rule 169 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended to take with him a companion of not less than 18 years of age to the voting compartment for recording the vote on his behalf and in accordance with his wishes.

1.2 No person shall be permitted to act as a companion of more than one elector at any polling station on the same day.

1.3 Before any person is permitted to act as a companion of the elector, he shall be required to declare that he will keep the vote recorded by him on behalf of the elector a closely guarded secret and that he has not already acted as the companion of any other elector at any other polling station on that day. The declaration shall be obtained by you from the companion in the form prescribed by the Commission for the purposes vide **Annexure - VIII**.

- 1.4 You shall also keep a record of all such cases in **Annexure - VIII A**. This record of blind and infirm voters in **Annexure - VIII A** will be kept in a packet superscribed as "NON-STATUTORY COVERS" and deposited at the Collection Centre after close of the poll.
- 1.5 You shall also ensure that none of your polling staff acts as a companion to the blind elector to record vote on his behalf.

CHAPTER XXII

ELECTORS DECIDING NOT TO VOTE

- 1.1 If an elector, after his electoral roll number has been duly entered in the Register of Voters **Annexure - XVI** and he has put his signature/thumb impression on that register, decides not to record his vote, he shall not be forced or compelled to record his vote.
- 1.2 A remark to the effect that he has decided not to record his vote - "Refused to Vote"- shall be made by you in the remarks column against the entry relating to him in the register of voters. You shall put your full signature below that remark.
- 1.3 The signature or thumb impression of the elector shall also be obtained against such remark
- 1.4 It shall, however, not be necessary to make any change in the serial number of the elector or of any succeeding electors in column (1) of the Register of Voters.
- 1.5 If the "Ballot" button on the control unit has been pressed to make the ballot unit ready for recording a vote by an elector but he refuses to vote, either you/third Polling Officer, whoever is in-charge of the control unit, should direct the next voter straightaway to proceed to the voting compartment to record his vote. If the "Ballot" button on the control unit has been pressed to release voting on the ballot unit for the last elector but he refuses to vote, in that case as a first step, you/third Polling Officer, whoever is in-charge of the control unit shall put the 'Power' switch in the rear compartment of the control unit to 'OFF' position and disconnect the ballot unit(s) from the control unit. In the second step, after disconnecting the ballot unit(s) from the control unit the 'Power' switch should again be put 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional to close the poll. If this whole process is not followed in such a case, the 'Close' button will not be functional and without closing the control unit, it will not give the result, because the 'Result' button will also become functional only after the 'Close' button is pressed.

CHAPTER XXIII

VOTING BY PUBLIC SERVANTS ON ELECTION DUTY

1. As a policy, the Commission has decided that no person will be assigned polling duties in a Constituency in which he is posted or in which he resides or the Constituency, which is his home Constituency. All public servants appointed on election duty will cast their votes through balloting system. For this purpose, they will have to apply to the Returning Officer in **Annexure - XIV**.
2. The District Election Officer/Returning Officer will issue the order of appointment appointing you as Presiding Officer in duplicate and along with this order the District Election Officer/Returning Officer will send you sufficient number of **Forms** to enable you and the Polling Officers to apply for Ballot Papers.
3. You have to submit the application form **Annexure - XIV** filled up immediately along with the duplicate copy of the order of appointment to the Returning Officer. After receiving application for issuance of ballot paper from the Polling Staff, the Returning Officer will make arrangement to facilitate their voting at the designated place. Necessary instructions will be given at the time of training.

CHAPTER XXIV

TENDERED VOTES

1. It may happen that a person presents himself at the polling station and seeks to vote representing himself to be a particular elector and you find that another person has already voted as such elector. In such a case you shall satisfy yourself about the identity of that person to be the elector concerned. If you are satisfied about the identity of the elector on his satisfactorily answering such questions relating to his identity as you may ask and presenting the documents proving his identity, you shall allow the elector concerned to vote by means of a tendered ballot paper, but not through the voting machine. Such vote is called 'tendered vote'.
2. **Design of tendered ballot paper**
 - 2.1 The Election Commission has specified under that rule that the tendered ballot paper shall be of the same design as the ballot paper, which shall be used for display on the ballot unit of the voting machine at the polling station.
 - 2.2 The Returning Officer will, therefore, provide to each polling station twenty additional ballot papers, which he has got printed for use in the ballot units of voting machines, to be used as tendered ballot papers. In case it becomes necessary to supply any additional ballot papers to any polling station for the above purpose (i.e. if the number of tendered votes exceeds 20), the same will be arranged by the Returning Officer to be supplied to the Presiding Officer of the polling station concerned on demand through the zonal officer in-charge of that polling station.

- 2.3 Before handing over the tendered ballot paper to the elector, who has presented himself as the genuine elector at your polling station, you will write the words "Tendered Ballot Paper" on the back of these ballot papers in your own hand, if these words are not already stamped there, and issue them, if necessary, as tendered ballot papers.

3. **Account of tendered ballot papers**

You shall keep a correct account of all ballot papers (i) received for use as tendered ballot papers, (ii) issued as such to electors, and (iii) not used and returned, in Item 8 of Part I of **Annexure - IX**.

4. **Record of Voters to whom tendered ballot papers issued**

You shall also maintain complete record of the electors who have been issued with tendered ballot papers, in **Appendix VIII** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended . You shall also obtain the signature or thumb impression of the elector in Column (5) of that Form before delivering a tendered ballot paper to him.

5. **Recording of vote on tendered ballot paper**

- 5.1 While delivering a tendered ballot paper to the elector, you shall also supply an inked arrow cross mark rubber stamp to him. This stamp is the same which was used for marking ballot papers in the conventional system of voting using ballot papers and ballot boxes for the purpose. This stamp will be supplied as one of the items of polling materials for use at the polling station.
- 5.2 On receiving the tendered ballot paper, the elector concerned will go into the voting compartment and will mark his vote on the ballot paper by putting the cross mark on or near the symbol of the contesting candidate of his choice by means of the arrow cross mark rubber stamp.
- 5.3 The elector will then fold the tendered ballot paper and after coming out of the voting compartment hand it over to you.
- 5.4 You shall keep all the tendered ballot papers and the list of such tendered ballot papers prepared in **Appendix - IX** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended in a cover specially provided for the purpose and seal the cover at the close of the poll.
- 5.5 If owing to blindness or physical infirmity, such elector is unable to record his vote without assistance, you shall permit him to take with him a companion in accordance with the procedure mentioned in Chapter XXI.

CHAPTER XXV

ADJOURNMENT/STOPPAGE OF POLL DUE TO RIOT, BOOTH CAPTURING, ETC.

1. **Adjournment of Poll due to Riot, etc.**

1. Under sub-rule (4) of Rule 161 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended, the Presiding Officer of a polling station is empowered to adjourn the poll on account of—
- (i) the poll are interrupted or obstructed by any riot or open violence, or
 - (ii) National Calamity any other sufficient cause.

- 2.1 If there is a riot or any attempt of open violence, use the police force to control the same.

If, however, it cannot be controlled and it is impossible to continue the poll, you should adjourn the poll. As stated above, the poll should also be adjourned if the taking of the poll is rendered impossible on account of any natural calamity or other sufficient cause. A passing shower of rain or strong wind would not normally be a sufficient cause for adjournment of poll. The discretion given to you to adjourn the poll should be exercised most sparingly and only in cases where it has become physically impossible to take the poll. The Commission has, however, decided that an adjourned poll may be ordered at all those polling stations where polling fails to start within two hours of the time scheduled for the commencement of poll.

- 2.2 In every case of adjournment of poll, you must report immediately the full facts to the Returning Officer. Wherever a poll is adjourned, announce formally to all, who are present at the polling station, that the poll will be taken on a day to be notified subsequently by the State Election Commission.

- 2.3 Both the units of the voting machine and all election papers should be sealed and secured in the presence of the polling agents as if the poll has come to a close in the normal way.

3. **Completion of adjourned poll.**

- 3.1 Where the poll has been adjourned at a polling station under the provisions of sub-rule (4) of Rule 161, the adjourned poll will recommence on the date and time fixed by the State Election Commission from the stage at which it was left immediately before the adjournment, i.e. the electors, who have not already voted before the poll was adjourned, will alone be permitted to vote at the adjourned poll. The Returning Officer will provide the Presiding Officer of the polling station, at which such adjourned poll is taken, with the sealed packets containing the same marked copy of the electoral roll and the register of voters in **Annexure - XVI**, which were earlier used at that polling station, and a new voting machine.

- 3.2 Before the recommencement of the adjourned poll, the sealed packet containing the marked copy of the electoral roll and the register of voters should be reopened by you in the presence of the contesting candidates or their agents, who may be present at the polling station, and this very marked copy of the electoral roll and the register of voters should be used for completion of adjourned poll.

- 3.3 Where the poll could not be commenced due to non-arrival of the polling party or other reasons, the provisions of abovementioned rules will apply to every such adjourned poll as they apply to the original poll.

4. Stoppage of poll for failure of voting machine booth capturing etc.,

- 4.1 Under Rule 162 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended, the State Election Commission has been given power to declare the poll at a polling station to be void and direct a fresh poll, if at that polling station -
- (i) any voting machine has been unlawfully taken away by any unauthorised person, or
 - (ii) any voting machine has been accidentally or intentionally destroyed or lost or damaged or tampered with and the result of the poll at that polling station cannot be ascertained for that reason, or
 - (iii) any voting machine develops a mechanical failure during the course of the recording of votes, or
 - (iv) any error or irregularity in procedure, which may vitiate the poll, has been committed, or
 - (v) there has been booth capturing (as defined in Section 135A of the Representation of the People Act, 1951).
- 4.2 If any such thing happens at your polling station, you should report full facts forthwith to the Returning Officer, who will, in turn, report the matter to the State Election Commission for its directions.
- 4.3 After considering all material circumstances, if the Commission directs fresh poll to be taken at a polling station, such fresh poll shall be taken in the same manner as the original poll.
- 4.4 All electors entitled to vote at the polling station in question will be entitled to vote again at the fresh poll. The marks of the indelible ink made at the original poll should be ignored at the fresh poll. The Commission has directed that the mark of the indelible ink, in case of a fresh poll, should be put on the voter's left hand middle finger to distinguish the marks to be made at the fresh poll from those already made at the original poll,.

5. Closing of voting machine in the case of booth capturing

- 5.1 If the Presiding Officer of a polling station is of the opinion that booth capturing is taking place at the polling station, he shall immediately close the control unit of the voting machine to ensure that no further votes can be recorded and shall detach the ballot unit(s) from the control unit.
- 5.2 You should resort to closing the voting machine as mentioned above only when you are certain that the booth capturing is taking place and not on a mere apprehension or suspicion about the possibility of booth capturing. This is so because once the control unit is closed by pressing the close button, the voting machine will not record any further votes and the poll will have to be necessarily adjourned either for the day or temporarily till the new voting machine is provided to you for the conduct of further poll at the polling station.

- 5.3 As soon as possible after you have closed the voting machine you should immediately report the matter with full facts to the Returning Officer. The Returning Officer shall, in turn, report the full facts of such case to the State Election Commission through the fastest means of communication available.
- 5.4 The State Election Commission, on receipt of the report from the Returning Officer and after taking into account all material circumstances, may —
- (i) either decide to have the adjourned poll completed from the stage it was adjourned by providing a new voting machine, if it is satisfied that the poll upto that stage was not vitiated, or
 - (ii) declare the poll at the polling station as void, if it is satisfied that the poll was vitiated, and direct a fresh poll at that polling station.
- 5.5 Where the poll is adjourned/stopped for the day by the closure of the voting machine under para 5.1 above, the voting machine and all election paper shall be sealed and secured in the same manner as on the close of poll.
- 5.6 Further steps to complete the adjourned poll or conduct a fresh poll, as the case may be, as directed by the Commission, shall be taken in accordance with the procedure already mentioned above.

CHAPTER XXVI

CLOSE OF POLL

1. Voting by Persons present at Polling Station at Closing Hour

- 1.1 The poll should be closed at the hour fixed for the purpose, even if for certain unavoidable reason it had commenced somewhat later than the hour appointed for the commencement of poll. But this will not mean that after the hour fixed for closing the poll, no elector will be allowed to cast his vote. You have to keep in mind that all electors, who are present at the polling station at the hour appointed for the close of poll, should be permitted to cast their votes even if the poll has to be continued for sometime beyond the appointed closing hour.
- 1.2 A few minutes before the hour appointed for closing the poll, announce to all those within the limits of the polling station who are waiting to vote that they will be allowed to record their votes in turn. Distribute to all such electors, slips signed by you in full, which should be serially numbered from serial No. 1 onwards according to the number of electors standing in the queue at that hour. Continue the poll even beyond the closing hour until all these electors have cast their votes. Depute police or other staff to watch that no one is allowed to join the queue after the appointed closing hour. This can be effectively ensured if the distribution of slips to all such electors is commenced from the last elector standing in the queue and proceeded backwards towards its head. You will be supplied Pre-Printed Serial Numbered Slips (about 200 slips for each polling station) as per sample (**ANNEXURE XIII**) alongwith the other material.

2. Closing of poll

After all the electors, who may be present at the polling station at the appointed hour for closing the poll, have voted as provided in the preceding para, you should formally declare the poll as closed and should not permit any person to vote thereafter in any circumstance.

3. Closing the Control Unit of Voting Machine

- 3.1 For closing the poll after the last voter has recorded his vote, the voting machine has to be closed so that no further recording of votes in the machine is possible. For that purpose, you should press the 'Close' button on the control unit. When the 'Close' button is pressed the display panels on the control unit will show the total number of votes recorded in the voting machine till the end of the poll (but not the candidate-wise tally). The total number of votes recorded in the machine should be immediately noted in Item 5 of Part I of **Annexure - IX**. You should thereafter disconnect the ballot unit from the control unit and put the power switch to 'OFF' position in the rear compartment of the control unit.
- 3.2 The 'Close' button is provided in a compartment in the result section below the blue coloured rubber cap on the left side of its outer cover and can be reached by simply pulling out the rubber cap. The rubber cap should be replaced after the 'Close' button has been pressed and the poll closed.
- 3.3. Once the 'Close' button is pressed, the voting machine will not accept any further votes. Therefore, before pressing the 'Close' button, you should be extremely cautious and absolutely certain that no elector, who was present at the hour fixed for the close of poll, remains to vote.
- 3.4 You should also note that the 'Close' button will function only when the 'Busy' lamp on the control unit is not on, i.e., only after the last elector allowed to vote has recorded his vote (by pressing the blue button on the Ballot unit). If the 'Busy' lamp is on by reason of the 'Ballot' button having been pressed by mistake after the last elector has recorded his vote or such last elector refusing to record his vote after the 'Ballot' button has been pressed for him, the 'Busy' lamp can be put off by switching off the 'Power' switch in the rear compartment of the control unit and disconnecting the ballot unit(s) from the control unit. After disconnecting the ballot unit(s) from the control unit the 'Power' should again be put 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional.

CHAPTER XXVII

ACCOUNT OF VOTES RECORDED

1. Preparation of account of votes recorded

- 1.1 After the close of poll, you are required to prepare, an account of votes recorded in the voting machine. Such account shall be prepared by you in **Annexure - IX**. This should be prepared in duplicate.
- 1.2 As already explained in the preceding chapter, the total number of votes recorded in the voting machine at the close of poll shall be ascertained by pressing the 'Close' button. If necessary, that button can again be pressed to get the required information.
- 1.3 You must not forget that the total number of votes recorded in the voting machine must be equal to the total number of voters registered as per column (I) of the Register of Voters **Annexure - XVI** minus the number of voters who decided not to vote (as per the remarks column of that register) and also minus the number of voters not allowed by you to vote for violating the secrecy of voting/procedure of voting (as per the remarks column of the said Register).
- 1.4 A sample account of votes recorded is given for your guidance at **Annexure - IX**.
- 1.5 The account of votes recorded in **Annexure - IX** should be kept by you in a separate cover with the words 'Account of Votes Recorded' superscribed therein.

2. Supply of attested copies of account of votes recorded to Polling Agents

- 2.1 You are also required to furnish to every polling agent, who is present at the close of the poll, a true attested copy of the account of votes recorded as prepared by you in **Annexure - IX**, after obtaining a receipt from those polling agents. Copies of the accounts should be furnished to every polling agent present even without his asking for it. The original **Annexure - IX** has to be deposited at the Collection Centre (Strong Room) alongwith the voting machine. The duplicate copy of **Annexure - IX** will also be deposited at the Collection Centre.
- 2.2 To enable you to make the required number of copies of the account of votes recorded in **Annexure - IX** you will be supplied with as many copies of the printed form as the number of contesting candidates plus one or two more for the original account. If possible, you should prepare the required number of copies with the help of carbon paper, while filling in the entries in the original account itself, so that all such copies, supplied to polling agents and the original account are identical in every respect.

3. Declaration to be made at the close of poll

- 3.1 In order to ensure that above mentioned requirements regarding furnishing of copies of account of votes recorded to the polling agents are fulfilled by you, the Commission has devised a declaration (**Part III of Annexure - V**) which should be made and completed by you at the close of poll.

CHAPTER XXVIII

SEALING OF THE VOTING MACHINE AFTER CLOSE OF POLL

- 1.1 After the poll has been closed and the 'account of votes recorded' in the voting machine has been prepared in **Annexure - IX** and copies thereof furnished to the polling agents present, the voting machine should be sealed and secured for transportation to the counting/collection centre.
- 1.2 For sealing and securing the voting machine, the power switch in the control unit should first be switched 'OFF' and then the ballot unit(s) and the control unit should be disconnected. The ballot unit(s) and the control unit should now be put back in their respective carrying cases.
- 1.3 Each carrying case should then be sealed at both ends by passing a thread through the two holes provided for the purpose on both sides of the carrying case and putting thread seal with an address tag showing the particulars of the election, the polling station and the unit contained therein and carrying the Presiding Officer's dated signatures and seal on it.
- 1.4 The particulars on the address tag on the control unit and ballot unit shall be the same as mentioned in para 2(1) of chapter III. The contesting candidates or their polling agents, who are present at the polling station and desirous of putting their seals on the address tag, should also be allowed to do so.
- 1.5 The names of the contesting candidates/polling agents who have affixed their seals on the address tags on the carrying cases of the ballot unit(s) and control unit should also be noted by you in the declaration which you have to make at the close of the poll vide **Part IV of Annexure - V**.

CHAPTER XXIX

SEALING OF ELECTION PAPERS

1. Sealing of election papers in packets

- 1.1 After the close of poll, all election papers relating to the poll shall be sealed in separate packets as required by Rule 174.
- 1.2 All the packets so sealed, except the packets containing (1) the account of votes recorded and paper seal (in **Annexure IX**), (ii) the declarations by the Presiding Officer before the commencement of poll, during the poll and after close of poll (Annexure V), (iii) the Presiding Officer's Diary, (iv) Visit Sheet should be put in four large packets as explained in paragraph 3 below and sent to the Returning Officer.
- 1.3 The covers containing
- (i) the account of votes recorded and paper seal account,
 - (ii) the declarations by the Presiding Officer, and (iii) the Presiding Officer's Diary,
 - (iv) Visit Sheet should be sent separately alongwith the voting machine to the receiving centre.

2. You should allow each contesting 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 electoral roll;
- (ii) the register of voters;
- (iii) Voter's slips;
- (iv) the used tendered ballot papers and the list of tendered votes in **Appendix - VIII** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended ;
- (v) the unused tendered ballot papers;
- (vi) the list of challenged votes;
- (vii) the unused and damaged paper seals, if any;
- (viii) appointment letters of polling agents; and
- (ix) any other papers that the Returning Officer has directed to be kept in a sealed packet.

3. Packing of 'statutory covers' and 'non-statutory covers' and election materials:

In order to avoid delay and inconvenience of waiting at the place for depositing sealed voting machine, election papers and all other materials, you are advised to pack the covers and other materials in four separate large packets, as explained below, and hand them over at the place appointed for receipt thereof.

A. 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 the register of voters;
- (iii) the sealed cover containing voter's slips;
- (iv) the sealed cover containing unused tendered ballot papers;
- (v) the sealed cover containing the used tendered ballot papers and the list in

Appendix - VIII of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended .

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 five covers made ready so that no necessity arises for the receiving official at the receiving centre to enquire about the non-production of any of the sealed covers to be received by him.

B. The second packet should contain the following covers and should be superscribed as "NON-STATUTORY COVERS":

- (i) the cover containing the copy or copies of electoral roll (other than the marked copy);
- (ii) the cover containing the appointment letters of polling agents in **Appendix - VI** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended;
- (iii) the sealed cover containing the list of challenged votes in **Appendix - IX** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended;
- (iv) the cover containing the list of blind and infirm electors in **Annexure - VIIIA** and the declarations of the companions;
- (v) the cover containing the declarations obtained from electors as to their age and the list of such electors - (**Annexure-VII**);
- (vi) cover containing the receipt book and cash, if any, in respect of challenged votes;
- (vii) cover containing unused and damaged paper seals;
- (viii) cover containing unused voter's slips ;
- (ix) cover containing unused and damaged special tags; and
- (x) cover containing unused and damaged strip seals.

C. The third packet should contain the following items:

- (i) the Handbook for Presiding Officer;
- (ii) Manual of Electronic Voting Machine;
- (iii) indelible ink set;
- (iv) self-inking pads;
- (v) the metal seal of the Presiding Officer;
- (vi) the arrow cross-mark rubber stamp for marking tendered ballot papers;

D. All the other items, if any, should be packed into the Fourth packet.

Each of the five smaller covers/packets to be included in the first packet marked "STATUTORY COVERS" should be sealed. The other smaller covers/packets containing various non-statutory papers and items of election materials to be included in the second, third and fourth packets marked "NON STATUTORY COVERS" may be prepared separately, but need not be sealed (except the cover containing the list of challenged votes in **Appendix - IX** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) (Second Amendment) Rules, 2014, in order to save time. All these unsealed covers and the sealed cover, containing list of challenged votes in **Appendix - IX** of the Lai Autonomous District Council (Constitution,

Conduct of Business etc.) (Second Amendment) Rules, 2014, should simply be placed in the respective bigger covers along with a check memo signed by you. These three bigger packets need not be sealed; but may be properly secured by means of pins or thread so that the contents may be checked at the collection centres. The first packet marked "Statutory Covers" should, however, be sealed by you after checking of the contents at the collection centre.

CHAPTER XXX

PREPARATION OF THE DIARY AND DELIVERY OF VOTING MACHINES AND ELECTION PAPERS AT COLLECTION CENTRES

1. Preparation of the diary

- 1.1 You should record the proceedings connected with the taking of the poll in the polling station in the diary to be maintained for the purpose. The proforma of diary is reproduced at **Annexure X**. However you will be furnished with a duly serially numbered proforma of the diary and that proforma alone should be used by you.
- 1.2 You must go on recording the relevant events as and when they occur. You should mention all important events therein. You should be careful while recording the events in the diary. If any incident takes place at the polling station, which is not reported by you, but is reported by any other source, the State Election Commission shall certainly take necessary action in the matter. This will create a very embarrassing and serious situation for you. The State Election Commission may even contemplate taking disciplinary action against you.
- 1.3 Keep on making necessary entries in the relevant columns of the diary at regular intervals or from time to time as envisaged. It has been observed in many cases that the Presiding Officers do not make the entries in the relevant columns of the diary at regular intervals or from time to time as envisaged, and fill in all entries and complete the diary at the end of the poll. This is highly objectionable. It should be noted that any lapse on your part in the proper maintenance of diary at all points of time during the process of poll will be very seriously viewed by the Commission.

2. Transmission of Voting machine and election papers to the Returning Officer

- 2.1 After the voting machine and all election papers have been sealed and secured by you after the close of poll in the manner explained in Rule 174 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended, you have to deliver them or cause them to be delivered at such place (collection centres) as the Returning Officer may direct and in accordance with such arrangements as the Returning Officer may make.
- 2.2 The voting machine and the election papers should be delivered or caused to be delivered at the collection centre with Zero delay. Any delay in this behalf will be viewed by the Commission with utmost concern and will invite severe disciplinary action against all concerned.

- 3. You will hand over to the Official-in-charge of the collection centre the following twelve items of election records and materials and obtain a receipt:**
- (i) the control unit and ballot unit(s) of the voting machine duly sealed in their respective carrying cases;
 - (ii) the cover containing the account of votes recorded and paper seal account **Annexure - IX**;
 - (iii) the cover containing the declarations of the Presiding Officer;
 - (iv) the cover containing the Presiding Officer's diary;
 - (v) Visit Sheet
 - (vi) the first packet superscribed "STATUTORY COVERS " (containing 5 covers);
 - (vii) the second packet superscribed "NON-STATUTORY COVERS" (containing 10 covers);
 - (viii) the third packet containing 6 items of election materials;
 - (ix) material for voting compartment;
 - (x) lantern, if supplied;
 - (xi) waste paper basket;
 - (xii) polythene bag/gunny bag to carry polling materials; and
 - (xiii) fourth packet containing all other items, if any. All the above items will be cleared by the receiving official(s) at the collecting centre in your presence and there after you will be relieved.

CHAPTER XXXI

BRIEF GUIDELINES FOR THE PRESIDING OFFICERS/ POLLING OFFICERS

1. Maintain close relation with members of your polling party. Unless there is team work, your task becomes more difficult.
- 2.1 Ensure that —
 - (a) you have been supplied with the control unit and the requisite number of ballot units of the voting machine and the same are allotted to and meant to be used at your polling station;
 - (b) appropriate ballot paper has been duly affixed and properly aligned on each ballot unit;
 - (c) slide switch on each ballot unit has been set to appropriate position;
 - (d) the candidate set section of the control unit and each ballot unit are duly sealed and address tags are firmly attached to each of them.

- 2.2 Ensure that all the polling materials have been given to you.
- 2.3 Check particularly the Register of voters, voter's slips, ballot papers to be used for tendered votes, arrow cross mark rubber stamp for marking tendered Votes, blue paper seals, sealing wax, indelible ink, etc.
- 2.4 Compare marked copies of electoral roll with other copies and see that all copies are identical and that marked copy of electoral roll contains no mark other than 'PB'.
- 2.5 See that
 - (i) deletions of names and corrections as per supplement have been incorporated in all copies of electoral roll;
 - (ii) all pages of working copy of roll are serially numbered in manuscript;
 - (iii) printed serial numbers of voters are not corrected in ink and no new number substituted manually.
- 3.1 Arrive at least 2 hours before the hour fixed for the commencement of poll at the Polling Station.
- 3.2 Set up polling station as per model layout as far as practicable.
- 3.3 Ensure separate entrance and exit for voters at polling station.
4. On the day of Poll, display outside your polling station. A notice specifying the polling area, copy of the list of contesting candidates.
5. Appoint a Polling Officer locally if any Polling Officer is absent.
6. Start preparation of voting machine including conduct of mock poll at least one hour before the hour fixed for the commencement of poll.
- 7.1 Interlink ballot units and control unit
- 7.2 Put the power switch to 'ON' position in the rear compartment of control unit.
- 7.3 Secure the rear compartment of the control unit by tying a thin wire and giving it a few twists or with the help of a twine thread and tying a knot.
- 7.4 Show to all the polling agents, who are present at the polling station that the voting machine is clear and no vote is already recorded therein.
- 7.5 Conduct a mock poll with the help of Polling Officers/contesting candidates/polling agents to record a few votes for each of the candidates.
- 7.6 Clear the data in the machine after conducting the mock poll and showing the result of such mock poll to all present.
- 8.1 Fix blue paper seal(s) in the frame on the door of the inner compartment of result section of control unit.

- 8.2 Close the door of the inner compartment of result section in such a way that the two open ends of the paper seal project outwards from the sides of the inner compartment.
- 8.3 Put your full signature on the white surface of the blue paper seal below the printed serial number.
- 8.4 Obtain the signatures of polling agents, who are present at the polling station and are desirous of putting their signatures on the paper seal. Allow them to note the serial number of paper seal.
- 8.5 Seal the door of the inner compartment of result section of control unit with special tag.
- 9.1 Close the outer cover of result section of control unit and seal it. Thereafter attach an address tag thereto firmly.
- 9.2 Secure and seal the Control Unit from outside completely with the strip seal.
- 9.3 Allow the polling agents also to affix their seals on the outer cover of result section of control unit.
- 10.1 Place the ballot unit(s) in the voting compartment. Place the control unit on your table or on the table of Third Polling Officer, whosoever is given the charge of control unit, as the case may be.
- 10.2 The interconnecting cable should be so routed that it does not obstruct the movement for voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table.
- 11.1 Demonstrate to the polling agents present that the marked copy of the electoral roll does not contain any entries other than PB.
- 11.2 Demonstrate also that the Register of Voters **Annexure - XVI** does not contain any entry before hand.
12. Read out the declaration and sign it before the commencement of poll.
- 13.1 Commence the poll at the appointed hour positively.
- 13.2 Warn every one, who is present at the polling station, to maintain absolute secrecy of voting by reading out aloud Rule 210 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended .
14. Allow only one polling agent of a contesting candidate inside the polling station at any given time.
15. Ensure free and fair poll.
16. Show due courtesy and regard to the Observer appointed by the Commission and furnish all the information required by him.

17. Canvassing within one hundred meters of the polling station is an offence.
18. Smoking inside polling station is prohibited. Be careful that neither you nor your Polling Officers nor anybody else in the polling station including the polling agents smoke inside the polling station.
19. Do not give any special treatment to any VIP or celebrity coming to cast vote.

20.1 The duties of Polling Officers, where there are one Presiding Officer and three Polling Officers, are as under –

The first Polling Officer will have the marked copy of the electoral roll and will be responsible for identifying the electors. The printing and clerical mistakes in the roll will be overlooked by him.

The second Polling Officer will have the indelible ink and the register of voters with him. He will apply indelible ink on the forefinger of the elector, enter the part number and serial number of the elector on the register of voters in Column (2) of the register and write down the name of the identification document like EPIC or the alternate document produced by the elector in the 4th i.e. remarks column of the Register alongwith the last four digits of the serial number of such document. He will then and obtain the signature/thumb impression of the voter before issuing the voter's slip to the elector.

The third Polling Officer will be in-charge of the control unit. He will take the voter's slip from the elector, check the indelible ink mark on his left hand forefinger and finally press the 'Ballot' button on control unit to make the Ballot unit kept inside the voting compartment ready and direct the elector to go inside the voting compartment and cast his vote by pressing the blue button of his choice on the Ballot unit.

- 21.1 Do not entertain any challenge to the identity of an elector unless the challenger pays challenge fee of two hundred rupees in cash. Maintain record of such challenged votes in **Appendix - IX** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended .
- 21.2 If the challenge is established, hand over the personator to the police with a complaint in writing.
22. In the cases of blind and infirm electors, obtain the required declaration from the companion of such blind and infirm electors. Also maintain record of such voters in **Annexure VIIIA**.
23. If you consider an elector to be much below the voting age, i.e., 18 years but are otherwise satisfied about his identity, obtain a declaration from him about his age. Do not question his eligibility.
- 24.1 Do not press or compel an elector to vote if he decides not to vote after his particulars have been noted in the register of voters. Make an entry to that effect in the 'Remarks' column against the entry relating to that elector in the Register
- 24.2 Do not change any serial number in column 1 of the register because of any elector who decides not to vote.

- 25.1 Allow an elector to vote only by means of tendered ballot paper if he turns up at the polling station after some one else has already voted in his name and you are satisfied about his identity. Do not allow him to record his vote in the voting machine.
- 25.2 Maintain record of such electors to whom tendered ballot papers have been issued Such record shall be maintained in **Appendix - VIII** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended . Keep the tendered ballot papers and list in a separate cover.
- 26.1 Do not allow an elector to vote if he refuses to follow the prescribed voting procedure to maintain secrecy of voting after being warned by you.
- 26.2 Make an entry to that effect in the 'Remarks' column against the entry relating to him in the register of voters. Do not change any serial numbers in column 1 of that register because of such elector.
- 27.1 In order to ensure that all the electors, who are standing in queue at the hour appointed for closing the poll, are able to cast their vote, distribute serially numbered slips duly signed by you to all electors standing in queue a few minutes before closing hour of poll, starting the operation from the end of the queue.
- 27.2 Allow all persons, to whom such slips have been issued, to vote even if the poll has to be continued for some time beyond the appointed closing hour.
- 28.1 Formally announce the close of poll after the last such elector has voted.
- 28.2 Close the voting machine by removing the blue rubber cap covering the 'Close' button and pressing the 'Close' button on the control unit. Replace the blue coloured rubber cap over the 'Close' button after it has been so pressed.
- 29.1 Prepare the account of votes recorded in **Annexure - IX**.
- 29.2 Give attested copies of the account of votes recorded to each of the contesting candidates/polling agents. Make declaration to that effect in the prescribed declaration Form.
- 30.1 After the close of poll, disconnect the ballot unit(s) and control unit.
- 30.2 Put the power switch 'Off' in the rear compartment of control unit.
- 31.1 Keep the control unit and ballot unit(s) in their respective carrying cases.
- 31.2 Seal the carrying cases on both ends, by firmly attaching address tags to each carrying case.
- 31.3 Allow all contesting candidates/polling agents, who are present at the polling station and willing to do so, to affix their seals on these carrying cases.
- 32.1 Seal all election papers and materials in separate packets.
- 32.2 Affix your seal on the covers containing (1) marked copy of electoral roll, (2) register of

voters, (3) voter's slips, (4) used tendered ballot papers and list in **Appendix - VIII** of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended, and (5) unused tendered ballot papers.

- 32.3 Allow all contesting candidates/polling agents to affix their seals on these covers also, if they so desire.
- 33.1 Keep all packets of election papers and materials in four bigger packets.
- 33.2 The first sealed packet superscribed "STATUTORY COVERS" should contain five sealed covers.
- 33.3 The second packet of "NON-STATUTORY COVERS" should contain ten covers.
- 33.4 The third packet should contain six items.
- 33.5 All other items should be packed into the fourth packet.
34. Keep the (1) account of votes recorded (**Annexure - IX**), (2) declarations made by you before the commencement of poll and end of poll, and (3) Presiding Officer's diary in three separate packets, which should not be put in any of the four bigger packets mentioned above, (4) 14-Point Observer's Report and (5) Visit Sheet. Be careful about the delivery of the 14-Point Observer's Report at the collection centre. Unless this report is delivered at the collection centre, you will not be relieved of your duties on that day.
35. Deliver the voting machine, the three packets mentioned in item 34 and Visit Sheet and four bigger packets mentioned in item 33 at the collection centre promptly after the poll, without any delay.
36. In order to keep complete and accurate account of events at the polling station, maintain the Presiding Officer's diary properly in all respects. Complete the entries therein as and when any event takes place and not at the end of poll.
37. If open violence or riot takes place at the polling station, adjourn the poll. Report forthwith full facts to the Returning Officer.
38. If there is booth capturing or any voting machine or election materials like Register of Voters, marked copy of the electoral roll, etc., are unauthorisedly taken away from your custody or damaged or tampered with, close the poll. Report full facts to the Returning Officer forthwith.

ANNEXURE I
(Chapter I Para-5)
OUTLINES OF FUNCTIONS TO BE PERFORMED BY PRESIDING
OFFICERS AT VARIOUS STAGES

- I. On Appointment.
- II. On the day previous to the day of Poll.
- III. On arrival at the Polling Station on the day of Poll.
- IV. During the hours of Poll.
- V. After the completion of Poll.

I. On appointment

- 1.1. When you receive your appointment order, please check up carefully and examine:-
 - (a) The name and number of your polling station;
 - (b) The name of the assembly constituency within which the polling station is situated;
 - (c) The exact location of your polling station.

This information will be found in your appointment order. You may also find the names of your Polling Officers in the order. Try to contact them and keep their residential and office addresses with you and give your residential and office address to them.

Attend all the training classes, so that you become fully familiar with the operation of the voting machine. Never rely on your memory and past experience as they may betray you. The instructions are being changed considerably from time to time.

- 1.2. Read the following pamphlets and booklets very carefully:-
 - (a) Handbook for Presiding Officers;
 - (b) Manual of Electronic Voting Machine;
 - (c) Letter of the Returning Officer to Presiding Officers giving important instructions.
- 1.3. Familiarise yourself with the item of polling material given in Annexure III.
- 1.4. Study carefully the manner and the method in which the control unit and balloting units are inter-linked and de-linked and the control unit closed and sealed.
- 1.5. Read carefully the different forms, statutory and non-statutory, as given in the Annexure.
- 1.6. Read very carefully the relevant provisions under the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended . If you have any doubt, approach your Returning Officer and get your doubt clarified. Never be in a confused mind.

II. On the day previous to the day of poll

- 2.1 On the day previous to the day of poll, you will be asked to collect the polling materials for use at the polling station. Please ensure that:-

- (a) The control unit and balloting unit(s) given to you pertain to your polling station.
- (b) The 'Cand Set Section' of control unit is duly sealed and address tag is firmly attached thereto.
- (c) The battery in the control unit is fully operational.
- (d) The balloting unit(s) have been duly sealed and address tags are firmly attached, both at the top and bottom right portion.
- (e) The appropriate ballot paper has been affixed on each balloting unit and is properly aligned under the ballot paper screen.
- (f) The slide switch has been set to the appropriate position in each balloting unit.
- (g) All the items of polling materials mentioned in Annexure III have been supplied in required quantity;
- (h) Check up the serial numbers of paper seals;
- (i) Check up the electoral roll to ensure that:–
 - (i) the copies of the supplements are given,
 - (ii) the part number of the roll and the supplement is correctly given,
 - (iii) page numbers in the working copies of the roll are given serially,
 - (iv) the printed serial numbers of voters are not corrected and no new numbers are substituted for them,
 - (v) all deletions of names and corrections of clerical or other errors as per the supplements have been incorporated.
- (j) Check the copy of the list of contesting candidates given to you. The names and symbols of the candidates given in the list must tally and should be in the same serial order in which they appear in the ballot paper on the balloting unit.
- (k) Check up that the phial of indelible ink supplied to you contains sufficient quantity of indelible ink and that its cap is perfectly sealed; if not re-seal the cap with candle/wax.
- (l) Check up the arrow cross-mark rubber stamp and your brass seals. Ensure that the arrow cross mark rubber stamp has seals affixed on both the sides and that the stamp pad is not dry. If your polling station is proposed to be located in a temporary structure, obtain iron box of sufficient dimensions to store your election papers.
- (m) If you have any doubt about your movement plan, route to be followed to reach the polling station, get them cleared and make sure of the time, the place of departure and mode of transport for reaching the polling station.

- 2.2. (a) Reach your polling station latest by 3-00 p.m. on the day previous to the day of poll and ensure that-
- (i) there is enough space for the voters to wait outside the polling station and for separate queues for male and female voters;
 - (ii) there are separate passages for entry and exit of voters;
 - (iii) the voting compartment for voters to record their votes is well lighted;
 - (iv) a notice showing the polling area and details about voters is prominently displayed;
 - (v) the copy of the list of contesting candidates is prominently displayed.
- (b) Appoint persons whom you will require to assist in identifying the voters including female assistant, if required.
 - (c) Decide the place where you, your Polling Officers and Polling Agents of the candidates will sit and the control unit of the voting machine will be placed.
 - (d) Remove any photograph of any leader belonging to any political party hung in the polling station or cover them fully.

- 2.3 The voting machine and the polling materials entrusted to you should remain in your custody throughout, till the poll is completed and the voting machine and the materials are handed over back by you. Either you or one of the Polling Officers selected by you should remain in the polling station in charge of the voting machine and polling materials from the moment you arrive there. The voting machine and polling materials should not be left in the custody of the Police Guard on duty at the polling station or any person other than yourself or a Polling Officer selected by you.

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

- 3.1 Ensure that you and other members of your polling party reach the polling station 75 minutes before the hour fixed for starting the poll. On receipt, check the voting machine and the polling materials.
- 3.2. Check up the appointment letters of polling agents and explain to them provisions of Rule 210 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended . Assign them seats and issue them entry passes for their movements. Read out the declaration as referred to in **Chapter XV**.
- 3.3. Make arrangements to appoint a Polling Officer if one from your party has not turned up.
- 3.4. Start preparing the voting machine including the conduct of mock poll one hour before the time fixed for commencement of poll.
- 3.5. After the mock poll and clear the data of mock poll in the voting machine before sealing the control unit.
- 3.6. Fix the blue paper seal and close and seal the result section of the control unit.
- 3.7. Place the of indelible ink in such a way that the ink does not spill out.

IV. During the hours of poll

- 4.1. Ensure that the polling starts sharp at the appointed time. Even if all formalities have not been completed, admit some voters in the polling station at the appointed time.
- 4.2. While poll is in progress, unusual complex cases are likely to crop up. Deal with them yourself leaving the Polling Officers' to carry on their normal duties. Such cases will be—
- (a) Challenge to a voter,
 - (b) Voting by minors,
 - (c) Voting by blind or infirm voters,
 - (d) Voters deciding not to vote,
 - (e) Tendered votes,
 - (f) Breach of secrecy of voting,
 - (g) Disorderly conduct at the booth and removal of disorderly persons,
 - (h) Adjournment of poll because of riot or any other cause.
- 4.3. Collect statistical information for compilation of item 18 of your diary regarding polling every two hours.

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

V. After the completion of poll

- 5.1. Close and seal the voting machine as per the instructions given in **Chapter XXVI** and **XXVIII**.
- 5.2. Ascertain the number of female voters who have voted.
- 5.3. Complete **Annexure - IX** (account of votes recorded and paper seal account). Furnish to every polling agent present at the close of the poll, an attested true copy of **Annexure - IX** after obtaining from him a receipt for it on the declaration form referred to in Chapter XXVII. Then complete the declaration in other respects.
- 5.4. Complete your Presiding Officer's Diary.
- 5.5. Seal all election papers as per instructions in **Chapter XXIX**.
- 5.6. Prepare first packet of five statutory covers.
- 5.7. Prepare second packet of eleven non-statutory covers.
- 5.8. Prepare third packet of seven items.
- 5.9. Prepare fourth packet of all other items.
- 5.10. Follow the program of return journey to the Collection Centre for depositing the sealed voting machine and sealed packet of election papers. It is your personal responsibility to deliver the voting machine and other packets at the collection centre intact and obtain a receipt. Note that you have to hand over eight different items, viz,
 1. Voting machines;
 2. Cover containing the account of votes recorded and paper seal account;
 3. Cover containing the declarations of the Presiding Officer;
 4. Cover containing the Presiding Officer's Dairy;
 5. Cover containing Visit Sheet,
 6. First packet super-scribed 'statutory covers' containing five covers;
 7. Second packet super-scribed 'non-statutory covers', containing nine covers;
 8. Third packet containing seven items of election material and
 9. Fourth packet containing all other items, if any.

ANNEXURE II

(CHAPTER I, PARA 6)

CHECK MEMO FOR PRESIDING OFFICERS

ITEM	ACTION TO BE TAKEN	REMARKS
1.	Obtaining and keeping in possession all relevant instructions from the Returning Officer	Whether obtained and kept?
2	Familiarization with the other members of the polling party and maintenance of close relationship	Whether done?
3	Collection of election material	Whether ensured that all the election materials and that too in sufficient quantities and numbers have been collected?
4	Checking up of balloting unit & control unit of the voting machine, marked copies of the electoral roll, arrow cross mark rubber stamp, blue paper seals, register of voters, voters slips, etc.	Whether done?
5	Separate entrance and exit for voters at polling stations.	Whether ensured?
6	Display of notice specifying the polling area and the numbers of electors assigned and also a copy of the list of contesting candidates;	Whether displayed?
7	Inter-linking of control unit and balloting units and switching on the battery.	Whether done?
8	Conducting mock poll	Whether Conducted?
9	Fixing blue paper seal on result compartment of control unit .	Whether done?
10	Sealing the result section of the control unit.	Whether done?
11	Declaration to be made at the commencement of the poll.	Whether made?
12	Reading out the provisions of the Rule 210 of Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended in 2011 with regard to the secrecy of voting by Presiding Officer at the beginning of the poll.	Whether done?

- | | |
|---|---|
| 13 Allowing polling agents to note the serial numbers of balloting unit and control unit and blue paper seal. | Whether allowed? |
| 14 Marking of indelible ink on left fore-finger and obtaining the the signature/thumb impression Registers of Voters
Annexure - XVI | Whether being properly done? |
| 15 Declaration from under-aged electors | Whether obtained? |
| 16 Maintenance of Presiding Officer's Diary | Whether events are recorded from time to time as and when they occur? |
| 17 Maintenance of Visit Sheet | Whether maintained? |
| 18 Close of poll at the appointed hour | Whether Done? |
| 19 Supply of account of votes recorded in Annexure - IX copies given to all the polling agents? | Whether attested |
| 20 Declaration to be made at the close of poll | Whether made? |
| 21 Sealing of voting machine and election papers. | Where done according to instructions? |

ANNEXURE III
(CHAPTER III, Para I)
List of polling materials for a polling station
where Electronic Voting Machine is used.

1.	Control unit	1
2.	Balloting Unit(s)	1 (Depending upon the Nos. of Candidates)
3.	Register of Voters (Annexure - XVI)	1 Book
4.	Voter's Slip	1600
5.	Working copies of Electoral Rolls	3
6.	C.S.V., if any	3
7.	Ballot Papers (for tenderd votes)	20
8.	Indelible ink / Marker	2
9.	Address Tag for Control Unit	5
10.	Address Tag for Balloting unit	4
11.	Special Tag	3
12.	Blue Paper Seals for EVM	4
13.	Strip Seal	3
14.	Rubber Stamp Arrow Cross Mark	1
15.	Stamp pad (purple)	1
16.	Metal Seal for Presiding Officer	1
17.	Match Box	1
18.	Presiding Officer's Diary	1
19.	Distinguishing Mark Rubber Stamp	1

20. **FORMS**

1.	List of Contesting Candidates	1
2.	List of Challenged Votes	2
3.	List of Blind and Infirm Votes	2
4.	List of Tendered Votes	2
5.	Accounts of votes Recorded	10
6.	Record of Paper seals used	2
7.	Receipt Book for deposit of challenged votes fee	1 Book
8.	Declaration by the Presiding Officer before the Commencement of Poll and at the end of poll (Part I to IV)	2
9.	Declaration by Elector about his age	2
10.	List of Electors who voted after giving declaration/ refused to give declaration	4
11.	Declaration by the companion of blind and infirm voter	10
12.	Passes for Polling Agents	10

21. **ENVELOPES**

1.	For smaller envelopes (Statutory Covers)	1
2.	For marked copy of electoral rolls	1
3.	For other copies of electoral rolls	1
4.	For Tendered Ballot Paper and Tendered Voters list	1

5.	For Declaration by the Presiding Officer before commencement of the poll and at the end of the poll.	1
6.	For account of votes recorded	1
7.	For list of challenged votes	1
8.	For unused and spoiled paper seals	1
9.	For appointment letters of Polling Agents	1
10.	For list of blind and infirm voters	1
11.	For Presiding Officer's Diary's report	1
12.	For Receipt Book and Cash forfeited	1
13.	For smaller envelopes (others)	1
14.	For Register of Voters containing signatures of voters	1
15.	For other relevant papers	1
16.	Cover for Presiding Officer's brief record	1
17.	Plain envelopes	5
18.	For any other paper that the R.O. has decided to keep in the sealed cover	1
19.	Cover for unused and damaged special tag	1
20.	Cover for unused and damaged strip seal	1

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

22. **SIGN BOARDS**

- (a) Presiding Officer
- (b) Polling Officer
- (c) Entry
- (d) Exit
- (e) Polling Agent

23. **STATIONERY**

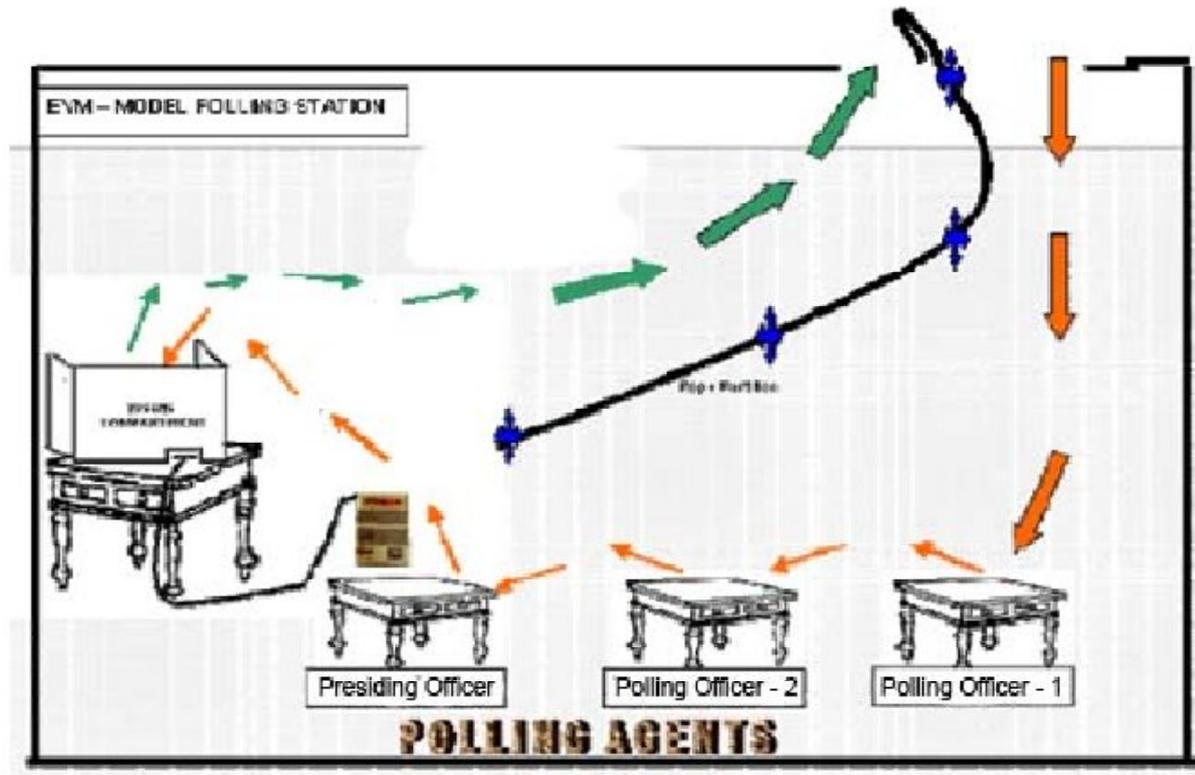
1.	Ordinary pencil	1
2.	Ball Pen	3 Blue + 1 Red
3.	Blank Paper	8 Sheets
4.	Pins	25 Pieces
5.	Sealing Wax	6 Sticks
6.	Material for Voting Compartment	2+2=4
7.	Gum paste	1 bottle
8.	Blade	1
9.	Candles	4 Sticks
10.	Thin Twine Thread	20 mtrs.
11.	Metal rule	1
12.	Carbon Paper	3
13.	Cloth or rag for removing oil etc.	3
14.	Packing paper	2 sheets
15.	Cup/Empty tin/lastic Box for holding indelible ink bottle	1
16.	Drawing pins	24 pieces
17.	Check list	2

18.	Rubber Bands	20 pieces
19.	Cello tape	1
20.	Stand for voter's slip	1

Lists of material to be returned by the Presiding Officer to the office of the District Election Officer –

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

ANNEXURE IV
(CHAPTER V Para 3)
MODEL POLLING STATION FOR ELECTRONIC VOTING MACHINE
LAYOUT OF POLLING STATION



Note :- The cable connected to the balloting unit should come out of the voting compartment through an opening on the back side and through this opening the Presiding Officer or the third Polling Officer, who is in-charge of the control unit, as the case may be, should be able to see the full length of the cable right upto its joint with the balloting unit from his seat so that no elector will be able to tamper with the cable from inside the voting compartment without being detected by the Presiding Officer. However, this opening in the voting compartment should not be so big as to reveal any portion at the top of the balloting unit.

**ANNEXURE V
(CHAPTER XV, Para 1)**

DECLARATION BY THE PRESIDING OFFICER

PART-I

Declaration by the Presiding Officer before the commencement of the poll

Election from Lai Autonomous District Council Constituency No.

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 –
 - (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
 - b) 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 ballot papers.
 - (c) that the Register of Voters (**Annexure - XVI**) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the control unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature of polling agents:

Signature
Presiding Officer

- 1. (of candidate.....)
- 3. (of candidate.....)
- 5. (of candidate.....)
- 7. (of candidate.....)
- 9. (of candidate.....)

- 2.....(of candidate.....)
- 4.....(of candidate.....)
- 6.....(of candidate.....)
- 8.....(of candidate.....)

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

- 1. (of candidate.....)
- 3. (of candidate.....)

- 2.....(of candidate.....)
- 4.....(of candidate.....)

Date.

*Signature of
Presiding Officer*

PART II
DECLARATION BY THE PRESIDING OFFICER AT THE TIME OF USE OF
SUBSEQUENT VOTING MACHINE, IF ANY,

Election from LADC Constituency No.
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 –
 - (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
 - b) 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 ballot papers.
 - (c) that the Register of Voters (**Annexure - XVI**) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the result section of control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the control unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature

Signature of polling agents: Presiding Officer

- | | |
|------------------------------|----------------------------|
| 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 agent(s) declined to affix his/her/their signature(s), on this declaration:

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

Date. *Signature of*
Presiding Officer

**PART III
DECLARATION AT THE END OF POLL**

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 'Part-I-Account of Votes Recorded' of **Annexure - IX**.

Signature of Presiding Officer.

Date

Time

Received an attested copy of the entries in the accounts of votes recorded (**Annexure - IX**)

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 poll declined to receive an attested copy of Part I of **Annexure -IX** and to give a receipt therefor and so an attested copy of that Form 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.....) | |

Date.....

Time

Signature of

Presiding Officer

PART IV

DECLARATION AFTER THE SEALING OF THE VOTING MACHINE

I have affixed my seals, and I have allowed the polling agents who were present at the polling station at the close of poll to affix their seals, on the carrying cases of the control unit and balloting units of the voting machine.

Date.

Signature of

Time

Presiding Officer

The following polling agents have affixed their seals. Signature of polling agents :

- | | |
|---------------------------------|-------------------------------|
| 1. (of candidate.....) | 4.....(of candidate.) |
| 2. (of candidate.....) | 5.....(of candidate.) |
| 3. (of candidate.....) | 6.....(of candidate.....) |

The following polling agents refused or did not want to affix their seals.

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

Date

*Signature of
Presiding Officer*

ANNEXURE VI
(CHAPTER XVIII Para 3)

RECEIPT FOR CHALLENGE FEE	Forfeited to Government	RECEIPT FOR CHALLENGE FEE
<p>Book No..... Page No.</p> <p>Received a sum of Rs. 200/- (Rupees two hundred only) in cash from Shri.</p> <p>Candidate/Election Agent/Polling Agent on account of deposit for challenge under sub rule (1) of Rule 171 of Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended.</p> <p>Date</p> <p style="text-align: right;">Presiding Officer for Polling Stations No. _____ LADC of _____ Constituency.</p>	<p style="text-align: center;">Presiding Officer</p> <p>Received back the amount of Rs. 200/- (Rupees two only) under sub rule (1) of Rule 171 of Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended.</p> <p>Date</p> <p style="text-align: center;">Name and signature of Candidate/Election Agent /Polling Agent</p>	<p>Book No..... Page No.</p> <p style="text-align: center;">Office of the Presiding Officer for Polling Station No. Of LADC ,..... Constituency.</p> <p>Received a sum of Rs. 200/- (Rupees two hundred only) in cash from Shri.</p> <p>Candidate/Election Agent/Polling Agent on account of deposit for challenge under sub rule (1) of Rule 171 of Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as amended.</p> <p>Station Date</p> <p style="text-align: right;">Presiding Officer</p>

ANNEXURE VII
(CHAPTER I, Para 4(xxiii))

FORM OF DECLARATION BY ELECTOR ABOUT AGE

I hereby solemnly declare and affirm that my age was more than 18 years on the first date of January, 20..., i.e. the qualifying date with reference to which the existing electoral roll of the constituency was prepared/ revised.

I am aware of the penal provisions of 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/Mother/Husband's Name
Part number of elector roll

Date.
.....

Serial number of elector.

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

Signature of the Presiding Officer
.....

.
Date.

Number and name of polling station

ANNEXURE VIIA
CHAPTER I, Para 4 (xxiii)

Election to LADC from (name of Constituency)
No. and Name of Polling Station

Part I

**LIST OF VOTERS FROM WHOM DECLARATION AS TO THEIR AGE HAVE
BEEN OBTAINED**

Sl. No.	Name of elector	Part No. and Serial No. in electoral roll	Age as entered in electoral roll	Age as assessed by the Presiding Officer
1	2	3	4	5
(1)				
(2)				
(3)				
(4)				
etc.				

Part II

**LIST OF ELECTORS WHO HAVE REFUSED TO MAKE
DECLARATIONS AS TO THEIR AGE**

Sl. No.	Name of elector	Part No. and Serial No. in electoral roll	Age as entered in electoral roll	Age as assessed by the Presiding Officer
1	2	3	4	5
(1)				
(2)				
(3)				
(4)				
etc.				

Date.

Signature of Presiding Officer

ANNEXURE VIII
(CHAPTER XXI, Para 1.3)

DECLARATION BY THE COMPANION OF BLIND OR INFIRM ELECTOR

Election to Lai Autonomous District Council from Constituency No.....
Sl. 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

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

Signature of companion

* Full address to be given.

*(This is an example)***Annexure - VIII A****[See Rule 169]****RECORD OF VOTES OF BLIND AND INFIRM ELECTORS**

Name of Constituency _____

Electoral Roll Part No. _____

Date of Poll

Sl. No.	Name of Elector	Elector's Sl.No. in E/Roll	Name of Companion	Companion's No. in the Roll	Signature of Presiding Officer

Date :

Presiding Officer

**ANNEXURE IX
(CHAPTER XXVII, Para 1.4)
Appendix - XIA
See Rule 178
PART I-ACCOUNT OF VOTES RECORDED**

Election to the LADC from Constituency No.

From

No. and Name of Polling Station

Identification No. of Voting Machine
used at the Polling Station

Control Unit

Balloting Unit

- | | | |
|----|---|-----------------|
| 1. | Total No. of electors assigned to the Polling Station | 995 |
| 2. | Total No. of Voters as entered in the Register for Voters (Annexure - XVI) | 761 |
| 3. | No. of voters deciding not to record votes | 2 |
| 4. | No. of voters not allowed to vote | 1 |
| 5. | Total No. of voter recorded as per Voting machine | 758 |
| 6. | Whether the total No. of votes shown against item 5 tallies with the total no.of voters as shown against item 2 minus no. of voters deciding not to record votes as against item 3 minus No. of voters as against 4 (2-3) or any discrepancy noticed. | Yes, it tallies |
| 7. | No. of voters to whom tendered ballot papers were issued. | |

8. No. of tendered ballot papers

		Serial nos.	
		From	To
(a)	Received for use	(10)	00981 00990
(b)	issued to electors	(3)	00981 00983
(c)	not used and returned	(7)	00984 00990

9. Account of paper seals

		Serial Nos			
		From	A009758	To	A009760
1.	Serial Numbers of paper seals supplied	From	A009758	To	A009760
2.	Total number supplied	3			
3.	Number of paper seal used	1 (A009758)			
4.	Number of unused paper seals returned to Returning Officer (Deduct item 3 from item 2)	2			
5.	Serial number of damaged paper seal if any	Nil			

Signature of Polling Agents

- 1.
- 2.
- 3.
- 4.
- 5.

Date

Place

Signature of the Presiding Officer

PART - II - RESULT OF COUNTING

Sl. No.	Name of Candidate	No. of votes recorded
1.	A	109
2.	B	59
3.	C	77
4.	D	263
5.	E	38
6.	F	2
7.	G	51
8.	H	65
9.	I	94

Total	758
--------------	------------

Whether the total nos. of votes shown above tallies with the total no. of votes shown against item 5 of Part I or any discrepancy noticed between the two totals—

Yes, it tallies.

Date.

Place

Signature of the Counting Supervisor

Name of Candidate/election agent/counting agent	Full Signature
---	----------------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Date.

Place

Signature of the Returning Officer
(Seal)

ANNEXURE X
(CHAPTER XXX, Para 1.1)
PRESIDING OFFICER'S DIARY

1. Name of the Constituency (in block letters):
2. Date of poll :
3. Number of the polling station :
Whether located in
 - (i) Government or quasi-government building; (ii) Private building;
 - (iii) Temporary structure;
 - (iv) Name of the building;
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. Voting Machine
 - (i) Number of Control Units used :
 - (ii) S. No. (s) of Control Units used :
 - (iii) Number of balloting units used :
 - (iv) S. No. of balloting units used :
7.
 - (i) Number of paper seals used :
 - (ii) Sl. Nos. of paper seals used :
- 7A.
 - (i) Number of special tags supplied:
 - (ii) S.No.(s) of special tags supplied:
 - (iii) Number of special tags used:
 - (iv) S.No.(s) of special tags used:
 - (v) S.No.(s) of special tags returned as unused:
- 7B.
 - (i) Number of Strip Seals supplied:
 - (ii) S.No.(s) of Strip Seals supplied:
 - (iii) Number of Strip Seals used:
 - (iv) S.No.(s) of Strip Seals used:
 - (v) S.No.(s) of Strip Seals returned as unused:
8. Number of polling agents and the number who arrived late:
9. Number of candidates who had appointed polling agents at the polling stations:
10.
 - (i) Total no. of voters assigned to the polling station:
 - (ii) Number of electors allowed to vote according to marked copy of the electoral roll:
 - (iii) Number of electors who actually voted as per the Register of Voters **(Annexure -XV)**.
 - (iv) Number of votes recorded as per the voting machine:

Signature of first Polling Officer

Signature of Polling Officer
in-charge of Register of Voters

11. Number of electors who voted
 - Men.
 - Women
 - Total
12. Challenged vote-
Number allowed

- Number rejected
Amount forfeited Rs.
13. Number of electors who voted with the help of companions :
 14. Number of tendered votes :
 15. No. of electors
 - (a) From whom declarations as to their age obtained
 - (b) Who refused to give such declaration
 16. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment :
 17. Number of votes cast-from 7:00 a.m. to 9 a.m. from 9 a.m. to 11 p.m. from 11 p.m. to 1 p.m. from 1 p.m. to 3 p.m. from 3 p.m. to 5 p.m.
 18. Number of slips issued at the closing hour of the poll :
 19. Electoral offences with details :
 - Number of cases of
 - (a) canvassing within one hundred metres of the polling station :
 - (b) impersonation of voters :
 - (c) fraudulent defacing, destroying or removal of the list of notice or other document at the polling station.
 - (d) bribing of voters :
 - (e) intimidation of voters and other persons : (f)booth capturing
 20. Was the poll interrupted or obstructed by
 - (1) riot :
 - (2) open violence :
 - (3) natural calamity :
 - (4) booth capturing:
 - (5) failure of voting machine:
 - (6) any other cause :
Please give details of the above.
 21. Was the poll vitiated by any voting machine used at the polling station having been-
 - (a) unlawfully taken out of the custody of the Presiding Officer:–
 - (b) accidentally or intentionally lost or destroyed :
 - (c) damaged or tampered with :
Please give details
 22. Serious complaints, if any, made by the candidate/agents :
 23. Number of cases of breach of law and order :
 24. Report of mistakes and irregularities committed, if any, at the polling station:
 25. Whether the declarations have been made before the commencement of the poll and if necessary during the course of poll when a new voting machine is used and at the end of poll as necessary :

Place :

Date :

Presiding Officer

This diary should be forwarded to the Returning Officer along with the voting machine, Visit Sheet, etc. and other sealed papers.

**ANEXURE XI
(CHAPTER VIII, Para 10)**

**FORMAT FOR PRESIDING OFFICER'S ADDITIONAL REPORT TO BE SUBMITTED TO CONSTITUENCY
OBSERVER/RO**

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Polling Booth No.	SAP deployed Y/N	Total voters	No. of votes polled	% of votes polled	Total No. of candidates	No. of candidates represented by polling agents	No. of voters who voted using documents other than EPICS	Whether Mock Poll done in the presence of agent? Y/N	Whether Mock Poll cleared? Y/N	Whether machines closed and sealed properly in the presence of agents?	Whether Annexure IX given to polling agents after obtaining their signature?	No. of voters who have voted after 4PM by receiving the token at the end of polling hours	Whether any significant incident took place during the poll? Y/N

Signature of Presiding Officer

ANNEXURE XII
(Chapter XI, Para 2(i))

Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No. of Constituency No. conducted the mock poll at AM today, the poll day i.e. following the instructions issued by the State Election Commission, Mizoram.

A total of votes were polled in the Mock poll and after the Mock poll I have carefully cleared the memory and the total votes polled showed '0' after clearing the memory.

- A. At the time of mock poll the following of polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.
- B. At the time of mock poll the agent of only one contesting candidate was present. After waiting for ten more minutes I conducted the mock poll along with other polling staff at I have mentioned the name of the agent present at the time of mock poll including the name of the candidate whom he represented.

(In case, no agent was present it shall be mentioned "No Polling agent was present at the time of Mock poll).

Name of the agent	Name of the Candidate	Signature of the agent
1		
2		
3		
4		

Date :

Time :

Signature & Name of the P.O.

**ANNEXURE XIII
(CHAPTER XVIII, Para 8.1)**

SAMPLE SLIPS

Sample of Pre-Printed Serial Numbered Slips

<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 1</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 6</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 11</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>
<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 2</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 7</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 12</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>
<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 3</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 8</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 13</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>
<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 4</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 9</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 14</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>
<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 5</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 10</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>	<p align="center">SLIP</p> <p align="center">For voters in O at closing Hr. of Poll</p> <p>S. No. : 15</p> <p align="center">[Signature (in full) of P.O]</p> <p>Constituency No. ____ P.S. No. ____</p>

**ANNEXURE XIV
(Appendix -XI A)
[See rule 172]**

Application for casting vote by a voter on Election Duty

To,

**The Returning Officer,
Election to Constituency Noof the
Lai Autonomous District Council.**

Sir,

I intend to cast my vote at the ensuing election to the Lai Autonomous District Council in Constituency No. to be taken at polling station No.

My name is entered at Serial No..... in Part No. of the electoral roll of Constituency No. of the Lai Autonomous District Council.

I have been appointed to perform election duty and I produce herewith my letter of appointment.

I request that a ballot paper may be issued to me so that I may cast my vote.

Place

Date

Yours faithfully,

-----Signature.

ANNEXURE - XV**VISIT SHEET**

No& Name of Assembly Segment/Constituency :

No& Name of Polling Station :

Date and Time of visit	Name, designation and address of Visitor	Visit notes with signature

ANNEXURE - XVI

REGISTER OF VOTERS

Election to Lai Autonomous District Council

Constituency No. & Name of Polling Station

Part No. of Electoral Roll

Date :

Signature of the Presiding Officer

.....

ANNEXURE - XVII

Extracts from the Lai Autonomous District Council (Constitution, Conduct of Business, etc) (Second Amendment) Rules, 2014

CHAPTER - XIV

ELECTION-GENERAL PROVISIONS

Holding of General Elections:

- (1) A general election shall be held under these Rules for the constitution of the District Council of Lai Autonomous District on the expiration of the duration of the existing District Council or on its dissolution, as the case may be.
- (2) The Governor shall, by notification in the official Gazette, call upon every constituency to elect a member in accordance with these Rules within such time as may be specified in such notification;

Provided that, if the Governor thinks fit, the said notification may be issued at any time not being more than six months prior to the date on which the duration of the District Council would expire in the ordinary course of events.

- (3) ***State Election Commission :***
- a) ***The State Election Commission duly constituted by the State Government, consisting of a State Election Commissioner appointed by the Governor under the provisions of Part-IX and Part-IX A of the Constitution shall be vested with superintendence, direction and control of the preparation, revision and correction of electoral rolls and the conduct of elections under these rules.***
- b) ***The State Election Commission shall co-ordinate and supervise the works of the District Election Officer in due discharge of his functions and duties under these rules.***
- (4) ***The superintendence, direction and control of the preparation of electoral rolls, for and the conduct of elections to the District Councils shall vest in the State Election Commission.***

Publication of results of the General Elections:

143.

As soon as may be after the expiry of the time fixed for the election of members at any general election the names of the members elected from various constituencies at such election shall be notified in the official Gazette.

- Casual vacancies:** 144. (1) When the seat of an elected member of the District Council becomes vacant, the ***Governor shall, in consultation with the State Election Commission,*** by notification in the official Gazette call upon each Constituency to elect a person to fill the vacancy within six months and these Rules shall apply to the procedure for the election of a member to fill such a vacancy.
- Effect of Disqualification:** 145. (2) If a vacancy occurs in the case of a nominated member, the Governor shall subject to the provisions contained in Rule 6(4) of these Rules, appoint a person having the necessary qualification under these Rules.

If any person having been elected or nominated is found to have been subject, at the time of this election or nomination, to any of the disqualifications prescribed in Rule 11 or lacking in the qualifications prescribed in Rule 9, the ***Governor may in consultation with the State Election Commission,*** if such disqualification has not been removed, declare, by notification in the official Gazette, such member's seat to be vacant.

CHAPTER - XV

ELECTION-ELECTORAL ROLLS etc.

- Qualification for electors:** 146. (1) Every person who is-
- (a) a citizen of India belonging to any Scheduled Tribe,
 - (b) an ordinarily resident in any constituency within the Lai Autonomous District,
 - (c) not below the age of 18 years on the qualifying date,
 - (d) not of unsound mind and does not stand so declared by any competent court, and
 - (e) for the time being, not disqualified from voting under the provisions of any law relating to corrupt or illegal practice or other offences in connection with election, shall be entitled to vote at any election to the District Council of the Lai Autonomous District.
- (2) The expression "an ordinarily resident" used in sub-rule (1) shall have the same meaning as assigned to it by section 20 of the Representation of the People Act, 1950 (XLIII of 1950).
- (3) No person shall be entitled to be registered in the electoral roll for more than one constituency or for any constituency more than once.

- (4) For the purpose of this rule, “the qualifying date,” as used in sub-rule(l) and in relation to the preparation of every electoral roll under this Chapter, means the first day of January of the year it is so prepared or revised.

Electoral roll for every Constituency: 147.

- (1) There shall be an electoral roll for every Constituency for election to the District Council prepared in accordance with the Rules hereinafter provided -
- (a) The electoral roll of constituency of the Mizoram Legislative Assembly prepared in accordance with the provisions of Section 23 of the Representation of the People Act, 1950 (No.43 of 1950) in as much as it relates to the areas comprised within the constituencies of the District Council shall be electoral roll for the purposes of the general elections to the District Council.
- (b) There shall be conducted a summary revision of the electoral rolls for deletion, or correction of names in the electoral roll of the District Council preceding any election to the Council - constituencies/constituency by such time-frame as may be decided and notified by the **State Election Commission**;

Provided that the entire process of revision of electoral rolls should be completed on or before the date fixed for filing of nomination-papers for the general elections to the District Council.

Appointment of Election Observers, District Election Officer, Electoral Registration Officer, etc.: 148 A

148 A – Election Observers:

- 1) ***The State Election Commission may appoint adequate number of officials of the State or Central Government as Observers for observing the elections to the Lai Autonomous District Council.***
- 2) ***The Observer appointed under sub-rule (1) shall assist the State Election Commission to ensure free and fair election and shall discharge such other functions as may be entrusted by the Commission.***

Appointment of District Election Officer 148 B

148 B – District Election Officer :

- 1) ***The State Election Commission shall appoint the concerned Deputy Commissioner as District Election Officer for the preparation of Electoral Rolls and the conduct of elections under these rules.***
- 2) ***The State Election Commission may also appoint officers in the office of Deputy Commissioner concerned or such other Officer of the State Government, as may be necessary, as Assistant***

District Election Officer to assist the District Election Officer and perform all such duties under his direction.

- 3) *The District Election Officer shall also perform such other functions and duties as may be directed by the State Election Commission from time to time.*
- 4) *The District Election Officer, Electoral Registration Officers etc, referred to in this part, and any other officers or staff employed in connection with the preparation, revision and correction of electoral rolls for, and the conduct of, all elections shall be deemed to be on deputation to the State Election Commission for the period during which they are so employed and such officers and staff shall, during that period, be subject to the control, superintendence and discipline of the State Election Commission.*

**Appointment of
Electoral Registration
officer**

148 C

148 C – Electoral Registration Officer :

- 1) *For each Autonomous District Council Constituency to which these rules extend, the State Election Commission shall appoint or designate any officer of the State Government as Electoral Registration Officer for each Autonomous District Council area to perform all necessary functions for the preparation and revision of Electoral Rolls for all constituencies in the said area.*
- 2) *The State Election Commission may, designate one or more officers as Assistant Electoral Registration Officer to assist the Electoral Registration Officer and perform duties under his direction.*
- 3) *The Electoral Registration Officer shall also perform such other functions as may be directed by the State Election Commission.*
- 4) *An Electoral Registration Officer may, subject to any prescribed restrictions, employ such other persons as he thinks fit for the preparation and revision of the electoral roll for the constituency.*

**Appointment of
Returning Officer and
Assistant Returning
Officer:**

149.

149 A – Returning Officer: *For every election to fill a seat or seats in the Lai Autonomous District Council, the State Election Commission shall appoint or nominate a Returning Officer who shall be an officer of the State Government or of a local authority. It shall be the general duty of the Returning Officer at any election to do all such acts and things as may be necessary for effectually conducting the election in the manner provided by this rules or orders made there-under.*

Provided that nothing in this Rule shall prevent the State Election Commission from appointing or nominating the same person to be the Returning Officer for more than one constituency.

149 B – Assistant Returning Officers:

- 1) ***The State Election Commission may appoint one or more persons to assist any Returning Officer in the performance of his functions.***

Provided that every such person shall be an officer of the State Government or of a local authority.

- 2) ***Every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the functions of the Returning Officer.***

Provided that no Assistant Returning Officer shall perform any of the functions of the Returning Officer which relate to the scrutiny of nominations unless the Returning Officer is unavoidably prevented from performing the said function.

**Decision of 150.
District Election Officer
to be final:**

If any difficulty or question arises to the preparation or revision of any electoral rolls, or dispute as to whether a person is ordinarily resident in that locality/constituency under these Rules, the same shall be decided by the District Election Officer who shall function as Appellate Authority and his decision there-upon shall be final

CHAPTER - XVI

ELECTION-NOMINATION etc. OF CANDIDATES

Filing of Nomination 151. (1) ***The State Election Commission*** shall appoint for each constituency-
and steps to be
taken thereunder:

- (a) *a date or dates, not later than three weeks after the date of the notification under Rule 142 calling upon each constituency to elect a member, for filing of nomination papers by candidates for scrutiny of such nomination papers, and*
- (b) *a further date or dates on which a poll shall, if necessary, be taken, and*

the dates so fixed shall be notified in the constituency in such a manner as the Returning Officer may think fit.

- (2) On the date or dates so appointed for the filing of nomination papers by candidates, each candidate shall, either in person or by his proposer or seconder, between the hours of 11:00 O' Clock in the forenoon and 3:00 O' Clock in the afternoon, deliver to the Returning Officer or such other person as may be authorized in this behalf by the Returning Officer, nomination paper completed in the form prescribed in Appendix IV and subscribed by the candidate himself as assenting to the nomination and by two other persons referred to in sub-rule (3) of these Rule as proposer and seconder.
- (3) Any person whose name is included in the electoral roll of the constituency and who is not subject to any disqualification for being so included under these Rules, may subscribe as proposer or seconder but no person shall be a proposer and seconder of more than one candidate.
- (4) Every nomination paper delivered under sub-rule (2) shall contain a declaration in writing subscribed by the candidate that the candidate has appointed or does thereby appoint as his election agent for the election either himself or some other person who is not disqualified under these Rules for such appointment and no candidate shall be deemed to be duly nominated unless such declaration is made on the nomination paper.

Provided that notwithstanding the fact that more than one nomination paper have been presented by or

on behalf of a candidate, only such declaration by a candidate shall be necessary.

- (5) Every nomination paper shall also contain a declaration in writing subscribed by the candidate that he has selected a particular symbol from the list specified in Appendix V of these Rules and no candidate shall be deemed to be duly nominated unless such declaration is made on the nomination paper.
- (6) All nomination paper which is not received before 3:00 O'clock the afternoon on the date fixed by the Governor for the nomination of candidates, shall be rejected.
- (7) The Returning Officer or any other officer authorised by the Returning Officer in writing shall, on receiving a nomination paper under sub-rule (2), sign thereon a certificate stating the date on which and the hour at which nomination paper has been delivered to him, and shall, as soon as may be thereafter, cause to be affixed in some conspicuous place in the office a notice of all the nominations received containing same descriptions as contained in the nomination papers, both of the candidates and of the persons who have subscribed the nomination paper as proposers and seconders.
- (8) Any candidate may withdraw his candidature by notice in writing subscribed by him and delivered by him either in person or by his proposer or seconder to the Returning Officer at any time before the Returning Officer has completed the preparation of the list of valid nomination under sub-rule (4) of rule 153. A candidate who has withdrawn his candidature shall not be allowed to cancel the withdrawal or to re-nominate as a candidate for the same election.
- (9) The Returning Officer or any other person authorised in this behalf shall, on receiving a notice of withdrawal under sub-rule(8), as soon as may be, cause a notice of the withdrawal to be affixed in some conspicuous place in the office.

Filing of nomination:

152.

- (1) At the time of delivery of a nomination paper under sub-rule(2) of rule 151, each candidate shall deposit a sum of Rs.1000/-(Rupees one thousand) in cash to the Returning Officer and no candidate shall be deemed to be duly nominated unless such deposit has been made and the office of the Returning Officer

shall issue a proper receipt in duplicate of such deposit.

- (2) If a candidate by whom or on whose behalf the deposit referred to in sub-rule(1) has been made, withdraw his candidature or if the nomination of any such candidate is refused, the deposit should be returned to the candidate, and if any candidates die before the commencement of the poll, any such deposit shall be returned to his legal representative.
- (3) If in a constituency, a candidate by whom or on whose behalf the deposit referred to in sub-rule (1) has been made is not declared elected and the number of votes polled by him does not exceed one-sixth of the total number of valid votes polled, the deposit shall be forfeited to the Government.
- (4) The deposit made by or on behalf of a candidate who is not elected, shall, if it is not forfeited under sub-rule(3), be returned to the candidate as soon as may be after the publication of result of the election in the official Gazette, and the deposit made by or on behalf of a candidate who is elected shall be so returned as soon as may be after the publication of the result of the election in the official Gazette.

Scrutiny of nomination:

- 153.**
- (1) After 3:00 O'clock in the afternoon on the date fixed by **the State Election Commission** for the nomination of candidates under sub-rule (1) of rule 151, the candidates, their election agents, one proposer and one seconder of each candidate and one person duly authorised in writing by each candidate but no other person may attend at such place as may be notified by the Returning Officer who shall give them all reasonable opportunities for examining the nomination papers of all candidates, which have been delivered within the time and in the manner laid down in Rule 151.
 - (2) (a) The Returning Officers shall then examine the nomination papers and shall decide on all objections which may be made to any nomination and may, either on such objection or in his own motion after such summary inquiry, as he may think necessary, refuse any nomination on any of the following grounds ---
 - (i) that the candidate is not qualified to be elected to fill the seat under these Rules.
 - (ii) that a proposer or seconder is disqualified from subscribing a nomination paper under sub-rule (4) of rule 151.
 - (iii) that there has been a substantial failure to comply with any of the provisions of rule 151 or rule 152.

- (iv) that, the candidate or any proposer or seconder is not substantially identical with the person whose number or name appearing in the electoral roll is given in the nomination paper as the number of name of such candidate, propose or seconder.
- (v) that the signature of the candidate or any proposer or seconder is not genuine or has been obtained by fraud;

Provided that the Returning Officer shall not refuse any nomination paper on the ground of a minor technical defect such as wrong spelling of name, and the like and shall accept any nomination paper in respect of which he is satisfied that the candidate is qualified to be chosen to fill the seat and has been proposed and seconded by persons who are qualified to do so.

- (b) For the purpose of this rule, the publication of a certified copy of an entry made in the electoral roll of any constituency or holding of a voter's identity card issued by the concerned authority shall be the conclusive evidence of the right of any voter named in that, entry to stand for election or to subscribe a nomination paper, as the case may be, unless it is proved that the candidate or the proposer or seconder is otherwise disqualified.
- (3) (a) The Returning Officer shall endorse on each nomination paper his decision on accepting or rejecting the same and, if the nomination paper is rejected, shall record in writing a brief statement of his reason for such rejection.
- (b) The scrutiny shall be completed, if possible, on the day fixed for the nomination of candidate but if it cannot be completed on that day it may be adjourned to the following day, or if the following day is a holiday, to the next working day.
- (4) On completion of the scrutiny of nomination papers, the Returning Officer shall forthwith examine the symbols chosen by the candidates, and if such symbols are found to be in conflict with each other or with any symbols already assigned, he shall allocate the symbols in conformity, as far as possible, with the choices of the candidates, and if necessary, by lot, and his decision in this respect shall be final. Each candidate or his election

agent shall, at the same time, be informed of the symbol assigned to him and shall be given a specimen thereof. The Returning Officer shall then prepare the list of valid nominations indicating therein the symbols assigned to each candidate and shall cause such list to be affixed in some conspicuous place in his office.

**Death of candidate 154.
before poll:**

If a candidate who has been duly nominated under these Rules dies after the date fixed for the scrutiny of nominations and before commencement of poll, the Returning Officer shall, on being satisfied of the fact of such death, countermand the poll in the constituency concerned and report the fact to ***the State Election Commission***, and all proceedings with reference to the election in that constituency shall be commenced afresh in all respects as if for a new election;

Provided that no fresh nomination shall be necessary in the case of a candidate whose nomination has been valid at the time of countermanding of the poll.

**Effect of
nominations:**

- 155.** (1) If the number of candidates who have been duly nominated and who have not withdrawn their candidature exceeds that of the seats to be filled, the Returning Officer shall forthwith publish in the official Gazette, in such manner and in such places in the constituencies as he may consider necessary, the names of the candidates as given in the nomination papers in alphabetical order the symbols assigned to each candidate and the names of sponsoring political parties and in case, not sponsored by any political party, then showing such candidate or candidates as independent, a poll shall then be taken in the manner provided hereafter in the Rules.
- (2) If the number of such candidates is equal to the number of seats to be filled, the Returning Officer shall declare all such candidates, if any, to be elected to fill as many of those seats and the poll shall be conducted in remaining constituency / constituencies in accordance with the notification issued under Rule 151, to elect a person or persons to fill the remaining seat or seats.

CHAPTER - XVII

DISTRICT COUNCIL ELECTION: VOTING

- Method of voting:** 156. (1) Voting at any election to a District Council shall be conducted by the Symbol system and the symbols to be utilized for the purpose shall be those as specified in Appendix-V to these Rules.
- (2) At elections in every constituency where a poll is taken, votes shall be given by means of Electronic Voting Machine.
- (3) ***An Electronic Voting Machine shall be common for all the candidates and there shall be only one Electronic Voting Machine in use at a time and place in such manner to ensure secrecy of voting***
- Right to vote:** 157. (1) Every person who is not disqualified under these Rules and who is, for the time being, included in the electoral roll of the constituency delimited for elections to the District Council shall be entitled to vote in that constituency.
- (2) No person shall vote at any election in any constituency if he is, for the time being, not entitled to vote under the provision of rule 146 of these Rules.
- (3) No person shall vote at any election in more than one constituency and if a person votes in more than one constituency, his vote in all such constituencies shall be void.
- (4) No person shall vote at any election in the same constituency more than once. Notwithstanding that his name may have been included in the electoral roll for that constituency more than once, if he does so, all his votes ' in that constituency shall be void.
- (5) No person shall vote at any election if he is confined in a prison whether under a sentence of imprisonment or transportation or otherwise or is in the lawful custody of the police.
- Hours of commencement and close of poll:** 158. (1) ***The State Election Commission*** shall, by notification in the official Gazette, fix hours at which the poll shall commence and the hour at which it shall close on the date or dates fixed for the poll;

Provided that the hours fixed for the polling shall also be published in the constituencies in such manner as the Returning Officer may consider necessary.

- (2) The Returning Officer may, for sufficient cause and with the previous approval of the Governor, wherever possible, postpone the date or extend the period fixed for polling.

Selection of polling stations:

159.

- (1) The Returning Officer shall select for each constituency such number of polling stations as he may consider necessary and shall allot a distinctive number to each of them.
- (2) Not less than seven days before the date or on the first date of the dates fixed for election the Returning Officer shall post at his office and publish in such manner as he may consider necessary, a list showing the polling station as selected, the polling area for which each such station has been selected and the hours during which each such station shall remain open for the recording of votes.
- (3) No person shall be permitted to record his vote except at the polling station of the area to which, according to the electoral roll, he belongs and within the fixed hours for which the polling station remains open.

Appointment of Presiding Officer and Polling Officer:

160.

- (1) The Returning Officer shall appoint a Presiding Officer for each polling station and such other person (hereafter referred to as Polling Officer) to assist the Presiding Officer as he may consider necessary;

Provided that if a Polling Officer is absent from the polling station, the Presiding Officer may appoint any person who is present at the polling station to be Polling Officer during the absence of the former and inform the Returning Officer accordingly.

- (2) A polling officer may, if so directed by the Presiding Officer, perform all or any duties assigned to a Presiding Officer under these Rules.
- (3) If the Presiding Officer, owing to illness or unavoidable cause is obliged to absent himself from the polling station, his duties shall be performed by such Polling Officer as has been previously authorized by the Returning Officer to perform such duties during any such absence.

Duties of Presiding Officer at polling:

161.

- (1) The Presiding Officer shall keep order at the polling station, shall see that the election is fairly conducted, shall regulate the number of voters to be admitted at one time and shall exclude all other persons, except

- (a) the polling officers, the candidate and one agent of each candidate (hereinafter referred to as the polling agent) appointed in writing by the candidate or his election agent.
 - (b) the Police officials or other public servants on duty and
 - (c) Such other persons as the Presiding Officer may from time to time admit for the purpose of conducting elections under succeeding rule 166.
- (2) A contesting candidate or his election agent may appoint in prescribed form in Appendix VI one polling agent and two relief agents for each polling station and every such appointment shall be made over to the polling agents and other agents for production to the Presiding Officer at the Polling Station;

Provided that in case of revocation of appointment of or death of any polling agent, the candidate or his election agent may make a fresh appointment in the manner specified above.

- (3) The Presiding Officer shall close at the hour fixed in the behalf under sub-rule (1) of the rule 158 so as to prevent the admission thereto of any other voters than those already admitted within the polling station before it was so closed, who shall be entitled to have their votes recorded.
- (4) In emergencies, disturbance of the public peace or occurrences of any natural calamity etc., the Presiding Officer may, with the approval of the Returning Officer, close the poll and announce the adjournment or postponement of the poll to a subsequent day. The Returning Officer shall immediately report the circumstances to ***the State Election Commission*** for his approval.

Fresh poll in case of destruction etc., of Electronic Voting Machine: 162.

- (1) If at any election any Electronic Voting Machine is or are unlawfully taken out of the custody of the Returning Officer or of any Presiding Officer or is or are in any way tampered with, or is or are either accidentally or intentionally destroyed or lost, the election to which such Electronic Voting Machine relates or relate, shall be void, but only in respect of the polling station or stations provided under sub-rule (1) of rule 163, at which such Electronic Voting Machine was used and no further.
- (2) Whenever the polling at any polling station or stations

becomes-void under sub-rule (1), the Returning Officer shall, as soon as practicable after the act or event causing such violence has come to his knowledge, report the matter to **the State Election Commission** and shall, with the previous approval of **State Election Commission**, appoint a day for the taking of a fresh poll in such or every such polling station and fix the hours during which the poll will be taken, and shall not count the votes casted at such election until such fresh poll has been taken.

- (3) In every such case as aforesaid, the Returning Officer shall take a fresh poll in such or every such polling station on the day so appointed by him, and shall notify the day so appointed and the hours of polling so fixed by him in such of these rules or orders, if any, made thereunder shall apply to every such fresh poll as they apply to the original poll.

**Arrangement for
secrecy of Voting:**

163.

- (1) Each polling station shall be provided with necessary Electronic Voting Machines by the Returning Officer.
- (2) Every Electronic Voting Machine used at a polling station shall be packed with its cover and bear labels outside the cover of the Electronic Voting Machine, marked with:
- (a) serial number, if any, and name of the constituency;
 - (b) serial number and name of the polling station;
 - (c) date of the poll.
- (3) The Returning Officer shall provide each polling station with necessary Electronic Voting Machine, copies of the relevant part of the electoral roll. Postal ballot papers, instruments for stamping the official mark on postal ballot papers by the electors.
- (4) Outside and inside each polling station there shall be displayed at a conspicuous place by the Presiding Officer before the commencement of the poll, a notice showing the name of each candidate in English or local language issued by the Returning Officer together with the symbol assigned for him, at the entrance of the polling station.

**Electronic Voting
Machine to be
locked up and sealed
before commencement
of poll:**

164.

- (1) The Presiding Officer in any polling station immediately before the commencement of the poll, shall show to all such polling agents and others as may be present at such station that the Electronic Voting Machine is empty and in good order and place

his seal upon it in such manner as to prevent it being opened without breaking such seal and shall keep it so locked and sealed.

- (2) Where it is necessary to use a paper seal for securing the Electronic Voting Machine, the Presiding Officer shall fix in each paper seal provided for the purpose. He shall also affix on such paper seal his own signature or seal, signatures or seals of such candidates or of such election or polling agents of the candidates, as may be present. He shall then secure and seal each Electronic Voting Machine in their presence.

Precautionary measures before recording of votes **165.**

Before the polling station is opened for recording of votes, the Presiding Officer shall read to such persons as may be present, the provision of rule 212, 213, 214 and shall explain the substance thereof in the language as may be understood by such persons.

Precedure before recording of votes: **166.**

- (1) Every voter, on entering the polling station, shall first approach the Polling Officer in charge of that part of the electoral roll in which the voter's name, address, his or her father's name, or her husband's name and such other particulars as appear on the roll, and having checked those with the roll, the Polling Officer shall call out the number, name and description of the voter as printed, and shall then place against the number of the voter in the roll a short horizontal line. No other mark shall be made on the roll.
- (2) If a voter's name, address or any other particular given in the roll is found incorrect owing to misprint or clerical error, the Presiding Officer may interpret the entry in the roll so as to overlook any such clerical or printing error, but shall record the reasons in writing for so doing in each case.
- (3) On the voter's name being called out, the Polling Officer shall clearly instruct the voter how to use the Electronic Voting Machine for voting and also mark on left forefinger nail of the voter with indelible ink.
- (4) ***The Presiding Officer or any other Officer as may be authorized by him in every Polling Station, shall keep the "Control Unit" on; before casting of every vote to ensure the Electronic Voting Machine is ready to record of every casting vote.***

Persons to be present at the polling station to assist the Polling Officer in identifying voters: 167.

At every polling station, arrangements shall be made for suitable village authorities such as Village Council President and government officials to be present so that when the voters of such village appear to record their votes, such officers shall sit in close proximity to the polling officer in charge of the electoral roll and shall assist him in identifying the voter calling his attention to any case of impersonation or misrepresentation when the matter shall at once be referred to the Presiding Officer.

The manner of recording votes: 168.

A voter shall go inside the voting compartment and record his vote by pressing appropriate button of the Electronic Voting Machine against the symbol of the candidate he or she wishes to vote

Recording of votes by infirm voters: 169.

If owing to any physical infirmity or ignorance, an elector is unable to recognize the symbol on the Electronic Voting Machine without assistance, the Presiding Officer shall permit the elector to take with him a companion.

Tendered votes: 170.

If a person representing himself to be a particular voter named on the electoral roll comes to cast vote after another person has voted as such voter, the applicant shall after satisfactorily answering such questions as the Presiding Officer may ask, be entitled to cast a vote. He shall then be supplied with tendered ballot paper as in Appendix- VII. The person tendering such ballot paper shall sign his name and address thereon or affix his or her thumb impression against relevant entry as in the list in Appendix VIII. Elector shall after casting vote in the voting compartment give the ballot paper to the Presiding Officer who shall place it in a cover envelope specially kept for the purpose.

Challenged votes: 171.

- (1) If any candidate, election agent or polling agent declares and undertakes to prove that any person by applying for a vote has committed the offence of false personation, the Presiding Officer shall require such person to enter in the list of "challenged votes" which shall be in the form in Appendix-IX, his name and address, or if he is unable to write, to affix his thumb impression there-to, and may further require such person to produce evidence of identification.

Provided that no action shall be taken by the Presiding Officer under this rule unless a sum of Two Hundred rupees (Rs.200/-) has been deposited in cash to the Presiding Officer by the candidates or his / her agent for each challenge he or she makes.

- (2) If the person so challenged refuses to comply with such requisition, he shall not be allowed to vote, but if he does so comply and on being questioned whether he is the person enrolled in the electoral roll in force and whether he has already voted at the present election in the constituency, answers the former questions in the affirmative and the latter in the negative, he shall be allowed to vote after he has been warned of the penalty for personation.
- (3) If the presiding Officer, after such inquiry on the spot as he thinks necessary, is of the opinion that the challenge made by the candidate or his agent under sub-rule (1) is frivolous and has been made in good faith, he shall direct the deposit made under sub-rule (1) to be forfeited to government and his order in this respect shall be final.
- (4) If the deposit made under sub-rule (1) is not forfeited under sub-rule (3), it shall be refunded to the person by whom it was made after the close of the poll on the day on which it is made.
- (5) The Presiding Officer shall in every case, whether or not the person challenged is allowed to vote, make note of the circumstances in the list of challenged votes.

Provision for voting by post by persons on duty:

172.

Every Presiding Officer, Polling Officer or polling agent who, is being entitled to vote in the constituency is duly appointed or authorized for duty in connection with any election to the District Council at a polling station at which he is not ordinarily entitled to vote, may apply to the Returning Officer for a certificate entitling him to record his vote by postal ballot and the Returning Officer shall, if satisfied that the applicant is in order, grant a certificate in the form prescribed in Appendix-X.

Method of voting by persons on duty:

173.

A person in possession of a certificate in the form prescribed in rule 172 shall record his vote at the time and place appointed by the Returning Officer in a postal ballot paper issued by the Presiding Officer in a form of Appendix- XI. After casting vote in a voting compartment, the voter shall place the ballot paper in the envelope and close the envelope in a cover and then hand over to the Returning Officer or any other officers authorized in this behalf.

Delivery of Electronic Voting Machine to the Returning Officer after the close of the poll:

174.

The Presiding Officer of each polling station, as soon as practicable after the close of the poll, shall in presence of the candidates or their polling agents who may be present, close the control unit to ensure that no further vote can be recorded and shall dispatch the balloting unit from the control unit, and pack the Electronic Voting Machine and seal with his own seal and the seals of the candidates or their agents who may desire to affix their seals, the following, namely -

- (a) Marked copy of the electoral roll.
- (b) the tendered votes' list.
- (c) the list of challenged votes.
- (d) the envelopes referred to in rule 173

and shall deliver such packets or parcels or causes them to be delivered to the Returning Officer.

Statement by the Presiding Officer after close of the poll: 175.

The packets of parcels as prepared under rule 174 shall be accompanied with a statement in the form given in the Appendix-XII by the Presiding Officer showing the number of votes polled and other related documents as may be directed by the Returning Officer

CHAPTER - XVIII

DISTRICT COUNCIL ELECTIONS: COUNTING OF VOTES

Appointment of time, date for counting of votes:

176. (1) ***The State Election Commission*** shall appoint a time and place and place for the counting of votes, and the Returning Officers shall give notice thereof in writing to all candidate and their election agents.
- (2) If, at the time appointed, all the Electronic Voting Machines have not been received by the Returning Officer or due to any other unavoidable cause he is unable to proceed with the counting of vote, he shall, with the previous approval of the Governor, postpone the counting to some other date and time as may be appointed by the Governor. The Returning Officer shall give notice thereof in writing to all candidates and election agents.

Persons who may be present at the counting of votes: 177.

No person shall be allowed to be present at the counting of votes except the Returning Officer with such other persons as he may appoint to assist him in counting the votes, the candidate, election agents arid counting agents, as may be required, authorized in writing by the candidates who shall have the right to be present at the time of counting.

Procedure to be followed at the counting of votes: 178.

- (1) On the day and the time appointed under rule 176. the Returning Officer shall, before he commences counting of votes, read the provisions of rules 177 and 178 to such persons who may be present.
- (2) The procedure for counting of votes shall be the same as normally followed in the counting of votes in the Assembly election of the State of Mizoram.
- (3) If an equality of votes is found to exist between any two candidates, and the addition of one vote will entitle any of such candidates to be declared elected, the

Returning Officer shall decide by drawing lots.

- (4) The Returning Officer shall declare the candidate to whom the largest number of valid votes has been given, to be elected and grant to such candidate a certificate of election in the form given in Appendix- XII. An acknowledgement receipt shall be offered for sending the same to ***the State Election Commission*** .

Report of the result of election to Government and publication of the result in the Official Gazette: 179.

The Returning Officer shall, without delay, report the result of every election in a constituency of which he is the Returning Officer to the ***State Election Commission, Secretary to the Govt. of Mizoram and to such other Officers as the State Election Commission may direct*** and the name or names of the candidates elected shall be published in the official Gazette under the signature of the Returning Officer.

Verification of Statement by the Presiding Officer: 180.

The Returning Officer shall not immediately open sealed packets of tendered votes, marked copy of the Electoral roll or counterfoil of the ballot papers, he shall first verify the statements submitted by the Presiding Officer under rule 174 and then only after being satisfied, shall open or cause to open the sealed packets of tendered votes etc.

Returned by the Returning Officer: 181.

The Returning Officer shall then prepare 74 and certify a return setting forth :

- (a) Result of the verification referred to in rule 180;
- (b) The Names of the candidates for whom valid votes have been given;
- (c) Number of valid votes given for each candidate;
- (d) Names of candidates declared elected;
- (e) Number of votes declared invalid, and
- (f) Number of tendered votes given, and

shall permit any candidate and his election agent or his authorized representative to take a copy of, or an extract from such return.

Return to be sent to the Government: 182.

The Returning Officer shall, after reporting the result of the election under rule 179 forward the return mentioned in the preceding rule to the ***State Election Commission with a copy to the Secretary to the Government of Mizoram***. Copies of returns by the Returning Officer may be obtained from the ***State Election Commission with a copy to the Secretary to the Government of Mizoram*** on payment of a fee of Rs. 10 (Ten rupees) only.

- (5) The Returning Officer shall report to ***the State Election Commission*** within fifteen days from the date by which the return of election expenses of candidates ought to have been lodged with him whether or not the candidates and their election agents have complied with the requirements of the rule, in the form given in Appendix XV
- (6) On receipt of a report under sub-rule (5), ***the State Election Commission*** shall decide whether the disqualification under Clause(a) & (b) of sub-rule (4) of rule 11 has in fact been incurred in any election to fill a seat, with the result that the seat shall be declared by him as failing vacant.

Inspection and copy of return of election expenses: 187.

When any return and declaration made in respect thereof have been lodged with the Returning Officer, he shall, as soon as may be, cause notice of the date on which the return and the declaration in question have been lodged and of the time and place at which they can be inspected, to be posted in some conspicuous place in his office and to be published in the Gazette, and any person shall, on payment of a fee of Rs.5/- (Rupees Five), be entitled to inspect any such return and declaration and on payment of a fee of Rs.50 (Rupees fifty) only to obtain a copy or copies thereof or of any part thereof.

Maintenance of record regarding such return of election expenses: 188.

The State Election Commission shall cause to be prepared in the manner, and maintained for such time, as he may direct, a record showing the names of all the election agents of each such candidate and the date in which the return of the election expenses of each candidate has been lodged with the Returning Officer.

Maximum of election expenses: 189.

The maximum scale of election expenses (including the personal expenses of a candidate) which may be incurred by a candidate for any election in a constituency of the District Council shall not exceed ***Rs.1,00,000/- (Rupees One Lakh)*** only.

CHAPTER - XX

DISTRICT COUNCIL ELECTION: DECISION ON DOUBTS AND DISPUTES AS TO THE VALIDITY OF AN ELECTION.

- Definitions:** **190.** In this Chapter, unless the context otherwise requires :-
- (a) “agent” includes an election agent and any person who, on the trial of an election petition, is held by the Commissioner to have acted as an agent in connection with the election with the knowledge or consent of the candidate;
 - (b) “candidate” means a person who has been or claims to have been duly nominated as a candidate at an election and includes a candidate who, with the election in prospect, has held himself out as a prospective candidate;
 - (c) “costs” means all costs, charges and expenses incidental to trial of election petition;
 - (d) “electoral right” means the right of a person to stand or not to stand as, or to withdraw from being a candidate, or to voting at an election;
 - (e) “returned candidate” means a candidate whose name has been published under these rules as duly elected.
- Election petition:** **191.** Save as provided in rule 11 or in rule 145 no election shall be called in question except by an election petition presented in accordance with the provisions of the succeeding rules.
- Presentation of election petition:** **192.** (1) An election petition against any returned candidate may be presented to ***the State Election Commission***
-
- (a) by any candidate or elector on any of the grounds specified in sub-rule (2), within sixty days from the date on which result of the election is published in the Official Gazette;
- Explanation :-** In this sub-rule, “elector” means a person who was entitled to vote at the election petition relates, whether he has voted at such election or not.
- (2) The petitioner may, if he so desires, in addition to calling in question the election of the returned candidate, claim for a declaration that he himself has been duly elected, but such declaration shall only be claimed on one or other of the following grounds :-

- (a) that in fact the petitioner received majority of the valid votes ; or
- (b) that, but for votes obtained for the returned candidate by corrupt or illegal practices, the petitioner would have obtained a majority of the valid votes.
- (c) that the returned candidate was disqualified for being elected as such member.
- (3) An election petition shall be deemed to have been presented to ***the State Election Commission*** when it is delivered to the ***Secretary, State Election Commission-***
- (a) by the person making the petition; or
- (b) by the person authorized in writing in this behalf by the person making the petition, or
- (c) by registered post.
- Contention of election petition:** **193.** (1) Every such petition shall contain a statement in materials facts on which the petitioner relies and shall be signed by the petitioner.
- (2) Every such petition shall be accompanied by a list signed by the petitioner setting forth full particulars of any corrupt or illegal practice which the petitioner has alleged, including as full statement as possible of the names and address of parties alleged to have been committed by the Commission of each such practice.
- Deposit of security:** **194.** At the time of presentation of the election petition the petitioner shall enclose with the petition a copy of the Government Treasury Challan showing the deposit of Rs. 100/- (Rupees one hundred) only as security deposit towards the cost of the petition.
- Petition when to be dismissed:** **195.** ***If the provisions of Rules 191,192,193 and 194 are not complied with, the "State Election Commission shall dismiss the petition without further hearing***
- Appointment of Commissioner:** **196.** (1) If an election - petition is not dismissed under rule 195, ***the State Election Commission*** shall appoint a Commissioner for hearing and disposing of the petition, a person who is or has been an Additional District Magistrate or Civil Judge (Senior Division) and thereafter all applications and proceeding in connection therewith shall be dealt with and held by such Commissioner.
- (2) When, in respect of an election in a constituency more petitions than one are presented, ***the State Election***

Commission shall refer all those petitions to the same Commissioner who may at his discretion inquire into the petitions either separately or jointly as he may think fit.

- (3) Where the election petition relate to different constituencies of a District Council, **the State Election Commission** shall refer all those petition to the same Commissioner or may appoint one Commissioner in respect of petition or petitions from each constituency or a group of constituencies and the provision of sub-rule (2) shall apply to the inquiry thereto.

**Hearing by
Commissioner:**

197.

- (1) The Commissioner shall fix the date, time and place of hearing and shall cause a notice thereof to be served on the petitioner and on each respondent.
- (2) As regard the procedure for hearing the petition, the Commissioner shall be guided by the spirit, not by the letters, of the Code of Civil Procedure, 1908 as amended from time to time;

Provided that he shall only be required to make such inquiry and to take so much evidence as may be considered sufficient in his opinion for the purpose of deciding the case, if so demanded by the parties.

**Withdrawal of
petition:**

198.

- (1) An election petition may be withdrawn only with the permission of the Commissioner by filing an application for withdrawal before the Commissioner by the petitioner himself under his verification and signature.
- (2) When an application for withdrawal is made to the Commissioner, notice thereof fixing a date for hearing of the application shall be given to all the parties to the petition.
- (3) No application for withdrawal shall be allowed if in the opinion of the Commissioner, such application has been induced by any bargain on the part of the petitioner.
- (4) If the application is allowed.-
- (a) the petitioner shall, where the application has been made to the Commissioner, be ordered to pay the costs to the respondent incurred therefore or such portion thereof as the Commissioner may direct;
- (b) any person who might himself have been a petitioner, may, within fourteen days of the grant

of such withdrawal, apply to be substitute as petitioner in place of the party withdrawing, and upon compliance of the conditions of rule 194 as to security, shall be entitled to be so substitute and to continue the proceeding upon such term as the Commissioner may direct.

- (5) When an application for withdrawal is granted by the Commissioner and no person has been substituted as petitioner in place of the party withdrawing under clause (b) of sub-rule (4), the Commissioner shall report the fact to ***the State Election Commission*** .

Abatement or Substitution on death of an election petitioner:

199.

- (1) An election-petition shall abate only on the on the death of a sole petitioner or of the survivor of several petitioner, provided that where such sole petitioner was an officer empowered under clause (b) of sub-rule (1) of rule 191, the proceedings may be continued by any other officer empowered in this behalf by ***the State Election Commission*** .

- (2) Any person who might himself have been a petitioner, and upon compliance with the requirement of rule 194 as to security, shall be entitled to be, so substituted to continue the proceedings upon such terms as (he Commissioner may think fit.

Abatement or substitution on the death of respondent such:

200.

If before conclusion of the trail of an election petition, a respondent dies or gives notice mat he does not intend to oppose the petition, the Commissioner shall cause notice of event to be published in the Gazette and thereupon any person may within fourteen days of such application, apply to be substituted for such respondent to oppose the petition and shall be entitled to continue the proceedings upon such terms as the Commissioner may direct.

Recrimintion:

201.

- (1) Where at an enquiry into an election petition any candidate other than the returned candidate, claims the seat as for himself, the returned candidate or any other party may give evidence to prove that the election of such candidate would have been void if he had been the returned candidate complaining of his election.

Provided that the returned candidate or such other party as aforesaid shall not be entitled to give evidence unless he has, within fourteen days from the date of submission of the election petition, given notice of his intention to the Commissioner and make the deposit under rule 194.

- (2) Every notice referred to in sub-rule (1) shall be accompanied with a statement and list of particulars required under rule 193 in the case of an election and shall be signed and verified in the like manner.

**Grounds for
declaring an election
to be void:**

202.

- (1) Subject to the provisions of this rule, if in the opinion of the Commissioner.
- (a) the election of the returned candidate has been procured or induced, or the result of the election has been materially affected by any corrupt or illegal practice or
 - (b) any corrupt or illegal practice has been committed in the interest of a returned candidates; or
 - (c) the result of election has been materially affected by the improper acceptance or rejection of any nomination or by reason of the fact that any person nominated was not qualified or was disqualified for election, or by any non-compliance with the provisions of the rules relating to the election, or by any mistake in the use of any prescribed form, or
 - (d) the election has not been a free election by reason of the large number of cases in which bribery or undue influence has been exercised or committed the election of the returned candidate shall be void.
- (2) if in the opinion of the Commissioner, and agent other than the election-agent of a returned candidate has been guilty of any corrupt or illegal practice but is satisfied -
- (a) that no such corrupt or illegal practice was committed at the election by the candidate or his election agent, and every such corrupt, or illegal practices mentioned in the report were committed contrary to the orders, and without the consent or connivance of the candidate or his election agent.
 - (b) that the candidate and his election agent took all reasonable means for preventing the commission of such corrupt or illegal practices at the election.
 - (c) that the corrupt or illegal practice mentioned in the reports were of a trivial and limited character or took the form of customary hospitality which did not materially affect the result of the election; and

(d) that in all respects the election was free from any corruption or illegal practice on the part of the candidate or his agents, then the Commissioner may decide that the election of the returned candidate should stand valid.

(3) If a person not being entitled to do, votes more than once at the same election, all his votes shall be deemed for the purpose of this rule to be void.

**Report of the
Commissioner and
procedure thereon:**

203.

(1) At the conclusion of the inquiry, the Commissioner shall report whether the returned candidate, or any other party to the petition, who has under the provisions of these Rules claimed the seat, has been duly elected, and so reporting shall have regards to the provisions of the rule 202.

(2) The report shall further include a recommendation by the Commissioner as to the total amount of costs which are payable and the persons by whom such costs should be paid.

(3) The report shall be in writing and shall be signed by the Commissioner. The Commissioner shall forthwith forward his report to ***the State Election Commission*** who, on receipt thereof, shall issue orders in accordance with the report and publish the report in the official Gazette and orders of the Governor shall be final.

(4) *the inquiry into election petition shall be completed within 60 days from the date of appointment of Commissioner by the State Election Commission under sub-rule(1) of Rule 199.*

**Finding as to
corrupt practices:**

204.

Where any charge is made in an election petition of any corrupt or illegal practices, the Commissioner shall record in his report

(a) a finding whether a corrupt or illegal practice has or has not been proved to have been committed by any candidate or his agent, or with the connivance of any candidate or his agent, and the nature of such corrupt or illegal practice, and

(b) the names of the person, if any who have been found on the inquiry to have been guilty of any corrupt or illegal practices, with any such recommendations as the Commissioner may desire to make for exemption of any such persons from any disqualification, under these Rules;

- (c) Provided that no person shall be so named in the report unless he has been given a reasonable opportunity of showing cause as to why his name should not be so recorded.

CHAPTER - XXI

DISTRICT COUNCIL ELECTIONS : CORRUPT AND ILLEGAL PRACTICES

Major corrupt practices:

205.

The following shall be deemed to be major corrupt practices for the purposes of election to the District Council, namely

- (1) Bribery, that is to say,
- (A) any gift, offer or promise by a candidate or his agent or by any other person with the connivance of a candidate or his agent, of any gratification to any person whomsoever, with the object, directly or indirectly, of inducing -
- (i) a person to stand or not to stand as, or to withdraw from, being a candidate at an election , or
- (ii) an elector having voted or refrained from voting;
- (a) a person for having so stood or not stood or for having withdrawn his candidature or
- (b) an elector for having voted or refrained from voting;
- (B) receipt of, or agreement to receive, any gratification, whether as a motive or a reward,
- (i) by a person for standing or not standing as, or for withdrawing or not withdrawing from being a candidate ; or
- (ii) by any person whomsoever for himself or any other person for voting for refraining for voting, or inducing or attempting to induce to elector to vote or refrain from voting, or any candidate to withdraw or not to withdraw his candidature.

Explanation : For the purposes of this rule, the term “gratification” is not restricted to pecuniary gratification or gratifications estimable in money and includes all forms of entertainment for reward, but it does not include the payment of any expenses incurred bonafide at, or for the purpose of any election;

- (2) Undue influence, that is to say, any direct or indirect interference or attempt to interfere on the part of a candidate or his agent, or of any other person with the

connivance of the candidate or his election agent, with the free exercise of any electoral right;

Provided that without prejudice to the generality of the provisions of this clause, any such person as is referred to there-in who -

- (i) threatens any candidate or elector, or any person in whom a candidate or an elector is interested, with any injury of any kind of social ostracism and the like, or
- (ii) induces or attempts to induce a candidate, or an elector to believe that he, or any person in whom he is interested, will become or will be rendered an object of divine pleasure or spiritual censure, shall be deemed to interfere with the free exercise of the electoral right of that candidate or elector within the meaning of this clause;

Provided further that a declaration of public policy, or a promise of public action or the mere exercise of a legal right without any intention to interfere with an electoral right, shall not be deemed to be interference within the meaning of this clause.

- (3) Personating, that is to say, procuring or abetting or attempting to procure by a candidate or his election agent or by any other person with the connivance of a candidate or his election agent the application by a person for a ballot paper in the name of any other person, whether living or dead, or in a fictitious name or by a person for a ballot paper in his own name, in spite of the fact that he has already voted in the same or other constituency and thus he is not entitled to vote;
- (4) Publication of false statement, that is to say, publication by a candidate or his election agent, or by any other person with the connivance of such candidate or his agent, of any statement of fact, which is false and which he neither believes to be True in relation to the personal character or conduct of any other candidate, being a statement reasonably calculated to prejudice the prospect of such other candidate's election.
- (5) Use of vehicle, that is to say, no government vehicle including District Council's vehicles to be used by a candidate or his agents for that electioneering purposes.

Minor corrupt practices:**206.**

The following shall also be deemed to be corrupt practices of minor nature for the purpose of election to the District Council, namely ---

- (1) Any act specified in rule 205, when done by a person who is not a candidate or election agent or a person acting with connivance of a candidate or his election agent;
- (2) Personation, that is to say, application by a person at an election for voting in the name of any other person, whether living or dead, or in fictitious name, or for a ballot paper in his own name, in spite of the fact that he has already voted in the same or other constituency and thus he is not entitled to vote.
- (3) Bribery, that is to say, receipt of or agreement to receive any gratification, whether as a motive or a reward,
 - (a) by a person for standing or not standing as, or for withdrawing from, being a candidate or;
 - (b) by a person who-so-ever for himself or any other person for voting, or for inducing or attempting to induce any elector to vote or refrain from voting, or any candidate to withdraw his candidature.

Explanation : For the purposes of this clause, the term "gratification" has the same meaning as it has for the purposes of sub-rule (1) of rule 205.

- (4) False return, that is to say, making of any return of election expenses, which is false in any material particular, or making of a declaration verifying the truth of any such return;
- (5) Use of or appeal to religious or national symbol, a systematic appeal to vote or refrain from voting on the grounds of caste, race, community or religion or use of or appeal to religious and national symbols such as the national flag and emblem for furtherance of the prospect of a candidate's election.

Illegal practices:**207.**

The following shall be deemed to be illegal practices for the purposes of election to the District Council, namely ---

- (a) Incurring election expenses without authority, that is to say, incurring or authorization by any person other than a candidate or his agent, of expenses on account of holding any public meeting or upon any other way

whatsoever, for the purpose of promoting or procuring the election of the candidate, unless he is authorized in writing to do so by the candidate

- (b) Hiring of liquor shops, that is to say , hiring, using or letting as a Committee-room or for the purpose of any meeting to which electors are admitted or any building, room or other place where intoxicating liquor is served to such electors or sold to the public.
- (c) Issue of circulars etc. without address, that is to say, issuing of any circular, placard or poster having a reference to the election, which does not bear on its face the name and address of the printer and publisher thereof.

CHAPTER - XXII

DISTRICT COUNCIL ELECTION : OTHER ELECTORAL OFFENCES

Prohibition of publicmeeting on the poll day etc. :

208.

- (1) No person shall-
 - (a) convene, hold, attend, join or address any public meeting or procession in connection with an election ; or
 - (b) display to the public any election -matter by means of cinematograph, television or other similar apparatus; or
 - (c) propagate any election-matter to the public by holding , or by arranging the holding of, any musical concert or theatrical performance or any other entertainment or amusement with a view to attracting the members of the public thereto, to any polling area during the forty eight hours ending with the hour fixed for conclusion of the poll for any election in that polling area.
- (2) Any person who contravenes the provisions of sub-rule (1) shall be punishable with imprisonment for a term which may extend to two years, or with fine, or with both.
- (3) In this rule, the expression "election matter" means any matter intended or calculated to influence or effect the result of any election.

Disturbance at election meetings:

209.

- (1) Any person who at a public meeting to which this rule applies, acts or incites others to act in a disorderly manner for the purpose of preventing the transaction of business for which the meeting was called together, shall be punishable with imprisonment for a term which may extend to six months with fine which may extend

to two thousand rupees, or with both;

provided that an offence punishable under this rule shall be cognizable

- (2) This rule applies to any meeting of a political character held in any constituency between the date of issue of a notification under these Rules calling upon the constituency to elect a member or members and the date on which such election is held.
- (3) If any police personnel on duty reasonably suspects any person of committing an offence under sub-rule (1), he may, if required so to do by the Chairman of the meeting, require that person to declare to him immediately his name and address and, if that person refuses or fails so to declare his name and address, the Police Officer may arrest him without warrant.

**Duty to maintain
secrecy of voting:** 210.

- (1) Every Officer, clerk, agent or other person who performs any duty in connection with the recording or counting 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.
- (2) Any person who contravenes the provisions of sub-rule (1) shall be punishable with imprisonment for a term which may extend to three months or with fine or with both.

**Officers etc. at
election, not to act
for candidates, or
to influence voting:** 211.

- (1) No person who is a Returning Officer, or an Additional Returning Officer or an Assistant Returning Officer or a Presiding or Polling Officer at an election or an Officer or clerk appointed by the Returning Officer or the Presiding Officer to perform any duty in connection with an election to the District Council, shall in the conduct or the management of the election do any act, other than the giving of vote, for the furtherance of prospects of the election of a candidate.
- (2) No such person as aforesaid, and no member of any police force shall endeavour :-
 - (a) to persuade any person to give his or her vote at an election, or
 - (b) to dissuade any person from giving his or her vote at an election, or
 - (c) to influence the voting of any person at an election in any manner.

- (3) Any person who contravenes the provisions of sub-rule (1) or sub-rule (2) shall be punishable with imprisonment which may extend to six months or with fine up to one thousand rupees or with both.
- (4) An offence punishable under sub-rule (3) shall be cognizable.

Prohibition of canvassing in or near Polling Station: 212.

- (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 area in any public or private place within a distance of one hundred meters of the polling station, namely,
 - (a) canvassing for votes,
 - (b) soliciting the vote of any elector,
 - (c) persuading any elector not to vote for any particular candidate,
 - (d) persuading any elector not to vote at the election, or
 - (e) exhibition any notice or sign, other than an official notice relating to the election.
- (2) Any person who contravenes the provisions of sub-rule (1) shall be punishable with fine which may extend to two hundred and fifty rupees.
- (3) An offence punishable under this rule shall be cognizable

Penalty for disorderly conduct in or near polling station: 213.

- (1) No person shall, on the date or dates on which a poll is taken at any Polling station,
 - (a) use or operate within or at the entrance of the polling station, or in any public or private place in the neighbourhood thereof, any apparatus for amplifying or reproducing the human voice, such as, a megaphone or a loud speaker, or
 - (b) shout or otherwise act in a disorderly manner, within or at the entrance of the polling station or in any public or private place in the neighbourhood thereof, annoyance so as to cause to any person visiting the polling station for the poll, or so as to interfere with or interrupt the work of the officers and other persons on duty at the polling station.
- (2) Any person who contravenes, or willfully aids or abets the contravention of the provisions of sub-rule (1) shall be punishable with imprisonment which may extend

to three months or with fine up to five hundred rupees or with both.

- (3) If the Presiding Officer of a polling station has sufficient reasons to believe that any person is committing an offence punishable under this rule, he may direct the Police Officer on duty to arrest such person and thereupon the Police Officer shall arrest him.

Any Police Officer may take such steps and use such force as may be reasonably necessary for preventing any contravention of the provision of sub-rule (1) and may seize any apparatus used for such contravention.

Penalty for mis-conduct at polling station:

214.

- (1) Any person who during the hours fixed for the poll at any polling station misconducts himself or fails to obey the lawful directions of the Presiding Officer may be removed from the polling station by the Presiding Officer or by any police officer on duty or by any person authorized in this behalf by such Presiding Officer.
- (2) The powers conferred under sub-rule (1) shall not be exercised so as to prevent any elector who is otherwise entitled to vote at a polling station for having an opportunity of voting at that station.
- (3) If any person who has been so removed from a polling station re-enters the polling station without the permission of the Presiding officer, he shall be punishable with imprisonment for a term which may extend to three months or with a fine up to five hundred Rupees or with both.
- (4) An offence punishable under sub-rule (3) shall be cognizable.

Penalty for illegal hiring or procuring of conveyance at elections:

215.

If any person is guilty of any such corrupt practice as is specified in rule 205 (6) in connection with an election, he shall be punishable with imprisonment which may extend to three months and with a fine.

Breach of official duties in connection with election:

216.

- (1) If any person to whom this rule applies is, without reasonable cause, guilty of any act or omission in breach of his official duty, he shall be punishable with a fine which may extend to five hundred rupees.
- (2) An offence punishable under sub-rule (1) shall be cognizable.

- (3) No suit or other legal proceeding shall lie against any such person for damages in respect of any such act or omission as aforesaid.
- (4) The expression, namely, "persons whom this rule applies" shall mean and include the Returning Officers, Assistant Returning Officers, Presiding Officer, Polling Officer and any other person appointed to perform any duty in connection with the receipt of nominations, withdrawal of candidature, recording or counting of votes at an election, and the expression, namely, "Official duty" shall, for the purposes for this rule, be construed accordingly, but shall not include duties imposed otherwise than by under these Rules.

Removal of election material from polling station to be an offence: 217.

- (1) Any person who at any election unauthorisedly takes or attempt to take election material out of polling station, or willfully aids or abets the doing of any such act shall be punishable with imprisonment for a term which may extend to one year or with fine which may extend to one thousand rupees or with both.
- (2) If the Presiding Officer of a polling station has reason to believe that any person is committing or has committed an offence punishable under sub-rule (1), such Officer may, before such person leaves the polling station, arrest or direct the police officer on duty to arrest such person and may search such person or cause him to be searched by a polling officer;

Provided that when it is necessary to cause a woman to be searched, the search shall be made by another woman or a female police with strict regard to decency.

- (3) An offence punishable under sub-rule (1) shall be cognizable.

Other offence and penalties therefor: 218.

A person shall be guilty of an electoral offence, if, at any election, he -

- (a) fraudulently defaces, or destroys any nomination paper;
- (b) fraudulently defaces, destroys or removes any list, notice or other documents fixed by or under the authority of a Returning Officer;
- (c) fraudulently defaces or destroys any ballot paper or the official mark on any ballot-paper on any

declaration of identity, or of any official envelop used in connection with voting by postal ballot:

- (d) without due authority, supplies any ballot paper to any person, or receives any ballot paper from any person or is in possession of any ballot-paper; or
 - (e) without due authority destroys, takes, opens or otherwise interferes with any Electronic Voting Machine or ballot papers then in use for the purposes of the election;
 - (f) fraudulently or without due authority, as the case may be, attempts to do any of the foregoing acts or willfully aids abets the doing of any such acts;
 - (g) having received a postal ballot paper, refuses to observe the procedure prescribed for voting.
 - (h) being in the services of the Government, acts as an election-agent or a polling agent or a counting agent of a candidate at an election.
- (2) Any person guilty of an electoral offence under this rule shall -
- (a) if he is Returning Officer or an Additional or Assistant Returning Officer, or a Presiding Officer or Polling Officer at a polling station or any other official or clerk employed on official duty in connection with the election, be punishable with imprisonment for a term which may extend to two years or with fine up to two thousand rupees or with both;
 - (b) if he is any other person, be punishable with imprisonment for a term which may extend to six months or with fine up to one thousand rupees or with both;
- (3) For the purposes of this rule, a person shall be deemed to be on official duty, if his duty is to take part in the conduct of an election or part of an election including the counting of votes or documents in connection with such election but the expression "official duty" shall not include any duty imposed otherwise than by or under these rules.
- (4) An offence punishable under clause (b) of sub-rule (2) shall be cognizable.

CHAPTER - XXII**DISTRICT COUNCIL ELECTIONS : MISCELLANEOUS**

Interpretation: **219.** In the foregoing Chapters relating to elections, unless the context otherwise requires --

- (a) “serial number of an elector in an electoral roll” shall include such particulars regarding the name or description of the electoral area with reference to which the said electoral roll has been prepared, as will identify the entry relating to such elector in that electoral roll.
- (b) “Sign” in relation to a person who is unable to write his name shall mean authenticating in the manner prescribed below :

A person who is unable to write his name shall, unless otherwise expressly provided in these Rules, be deemed to have signed an instrument or other paper if he has placed a mark on such instrument or other paper in the presence of the Returning Officer or the Additional or Assistant Returning Officer or the Presiding Officer or such others may be specified under these Rules and such officer on being satisfied as to his identity has attested the mark as being the mark of such person.

Requisitioning of 220.
premises, vehicles,
etc. for election
purposes:

The provisions of sections 160, 161, 163, 164, 165, 166 and 167 of the Representation of the People Act, 1951 (No. XLIII of 1951) and of rules 98 and 99 of the Conduct of Elections Rules, 1961 shall apply mutatis mutandis in respect of elections to the District Council.

Provided that if the circumstances so demand, the Governor may apply other sections and rules of the said Act and Rules, on the recommendation of the Returning Officer.

CHAPTER - XXIV**GENERAL**

- Jurisdiction of Civil courts barred:** 221. No civil court shall have jurisdiction to question the legality of any action taken or of any decision given by the Returning Officer or by any other person appointed under these Rules, in connection with an election.
- Repeal and savings:** 222. (1) The Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2002 with all amendments made up to the date of commencement of these Rules and the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 as notified by the Government notification No. C. 11018/ 2 / 2006- DCA dt. 30.9.2010 and published in Mizoram Gazette to issued No. 373 dt. 4.10.10 are hereby repealed.
- (2) Notwithstanding such repeal, any action taken or proceedings made under the repealed Rules shall be deemed to have been taken or made under these Rules.
- Expression not defined:** 223. Any expression not defined in these Rules but occurring therein shall be deemed to have the same meaning in which they are used in the Constitution of India.
- Overriding effect:** 224. In case of any conflict between the provisions contained in the Sixth Schedule to the Constitution and the provisions of these Rules, the former shall have the overriding effect.
- Special power of the Governor:** 225. The Governor shall have the powers to regulate, by order or orders, official tours of Chairman, Deputy Chairman, Chief Executive Member and Executive Members of the District Council beyond the State and to call for perusal any official records or documents of the District Council as may be found expedient for proper administration of the autonomous district and in due discharge of his discretionary powers under paragraph 20BB of the Sixth Schedule.
- Provided that in normal cases the official tour programmes of Chairman Deputy Chairman, Chief Executive Member and Executive Members outside the State shall be given to the Governor for information.

APPENDIX - I
(See rule 22)

**FORM OF OATH OR AFFIRMATION TO BE MADE BY A CHIEF EXECUTIVE
MEMBER OR AN EXECUTIVE MEMBER OF THE LAI AUTONOMOUS DISTRICT
COUNCIL**

I _____ having been appointed as the Chief Executive Member/ Executive Member of Lai Autonomous District Council, Lawngtlai, do swear in the name of God/ solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will faithfully and conscientiously discharge my duties as the Chief Executive Member or the Executive Member of the Lai Autonomous District Council and that I will do right to all manner of people in accordance with the Constitution and the law without fear or favour, affection or ill- will.

Dated Lawngtlai _____, 20 ____.

**Signature of the Chief Executive Member/
Executive Member,
Lai Autonomous District Council.**

APPENDIX -1 A
(See Rule 30)

**FORM OF NOMINATION PAPER FOR THE ELECTION OF CHAIRMAN / DEPUTY
CHAIRMAN / CHIEF EXECUTIVE MEMBER**

I, _____, propose Pi/Pu _____
for the election of Chairman/Deputy Chairman/Chief Executive Member of the Lai
Autonomous District Council.

I have ascertained that Pi/Pu _____ is willing to
serve as Chairman/Deputy Chairman/Chief Executive Member, if elected, and he/she
does not suffer from any disqualification under the Rules.

Signature of proposer,

I _____, second the above proposal.

Signature of Seconder.

APPENDIX - II
[See Rule 30(8)]

**FORM OF OATH OR AFFIRMATION TO BE MADE
BY THE PROTEM CHAIRMAN.**

I, _____ having been appointed as a Protem Chairman of the Lai Autonomous District Council do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established and that I will faithfully discharge the duty upon which I am about to enter.

Signature of Protem Chairman.

Signed before me

Deputy Commissioner,
Lawngtlai.

APPENDIX - III
(See Rule 36(1))

FORM OF OATH OR AFFIRMATION TO BE MADE BY A MEMBER

I, _____ having been elected or nominated as a member of the Lai Autonomous District Council, do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established and that I will faithfully discharge the duty upon which I am about to enter.

Signature of Member.

Signed before me

Signature of the Protem Chairman.

APPENDIX - IV
(See Rule 151(2))

**NOMINATION PAPER FOR ELECTION TO
THE LAI AUTONOMOUS DISTRICT COUNCIL**

Name of the constituency for which the candidate is nominated. _____

Name of the candidate & postal address _____

Father's or Husband's name _____

Age _____

Name of the constituency on the electoral roll of which the name of the candidates is included, and the Part no. of such electoral roll. _____

Serial number of the proposer in the electoral roll of the constituency. _____

Name of seconder _____

Serial number of the seconder in the Electoral roll of the constituency. _____

Signature of the proposer _____

DECLARATION BY PROPOSER

I, _____ as above-named, propose to nominate _____ as above-described, as a candidate for election to the Lai Autonomous District Council from _____ MDC-constituency. His/Her particulars and address as given above are true to the best of my information and knowledge. He/She does not suffer from any disqualification under the Rules.

Place _____

Date _____

(Signature of the proposer)

DECLARATION BY SECONDER

I, _____ as above named, do hereby second the nomination of Pi/Pu _____ as proposed above.

My name is entered at S.No. _____ in Part No. _____ of the electoral Roll for the _____ MDC constituency.

Place _____

Date _____

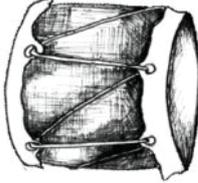
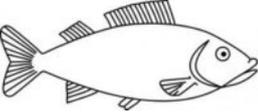
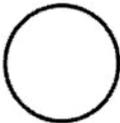
(Signature of Seconder)

APPENDIX - V
(See Rule - 156(1))

LIST OF SYMBOLS.

1. Bicycle
2. Boat
3. Bulb (reserved for Mizoram People Conference Party)
4. Cart
5. Cup
6. Dao
7. Drum
8. Ears of Corn and sickle (reserved for Communist Party of India)
9. Elephant (reserved for Bahujan Samaj Party)
10. Fish
11. Flower
12. Haldhar within wheel (reserved for Janata Party)
13. Hammer, Sickle and Star [Reserved for Communist Party of India (Marxist)]
14. Hand (reserved for Indian National Congress Party)
15. Hat
16. House
17. Hut
18. Lantern
19. Lotus (reserved for Bharatya Janata Party)
20. Pot
21. Sun without ray (reserved for Zoram Nationalist Party)
22. Scale
23. Spade
24. Spectacle
25. Star (reserved for Mizo National Front)
26. Tree
27. Two Leaves.

LIST OF SYMBOLS

		Mizoram People Conference Party 	
Bicycle	Boat	Bulb	Cart
			Communist Party of India 
Cup	Dao	Drum	Ears of Corn and sickle
Bahujan Samaj Party 			Janata Party 
Elephant	Fish	Flower	Haldhar within wheel
Communist Party of India (Marxist) 	Indian National Congress Party 		
Hammer Sickle and Star	Hand	Hat	House
		Bharatya Janata Party 	
Hut	Lantern	Lotus	Pot
Zoram Nationalist Party 			
Sun without ray	Scale	Spade	Spectacle
Mizo National Front 			
Star	Tree	Two Leaves	

**APPENDIX - VI
(See Rule - 161 (2))**

FORM OF APPOINTMENT OF POLLING AGENT

Election to Lai Autonomous District Council

I, _____ a candidate/
election agent in the ensuing election to the Lai Autonomous District Council do hereby appoint
_____ as a Polling agent / Relief agent to attend
Polling Station No. _____ at / place fixed for the Poll
_____ at _____ Village.

Date _____

**Signature of
Candidate/election agent.**

I agree to act as Polling agent / Relief agent.

Date _____

**Signature of
Polling agent / Relief agent.**

Signed before me.

Signature of Presiding Officer.

APPENDIX - VII
(See Rule - 170)

FORM OF TENDERED BALLOT PAPER

Polling Station No _____

Constituency _____

Name of Voter _____

Number of Voter in electoral roll _____

Name of candidate for whom this is tendered _____

Date _____

Signature of Presiding Officer,

**APPENDIX -VIII
(See rule 170)**

TENDER VOTES LIST

Name and number of Polling Station :

.....

Name of Constituency / Name of Voter / Member
In electoral roll.

Signature of thumb
impression of Voter and
his / her address.

.....

.....

APPENDIX -IX
(See rule 171)

LIST OF CHALLENGED VOTES

Sl. No. in the Electoral roll	Name	Signature of Voter, if literate, or thumb impression	Signature & address of identifier, if any	Order of the Presiding Officer	Remarks
-------------------------------	------	--	---	--------------------------------	---------

**APPENDIX -X
(See rule 172)**

CERTIFICATE

Certified that _____ is registered as an election
vide/ no _____ at polling station
_____ in the _____
constituency of the _____ District Council, and as he is
prevented from voting at the said station by reason of his employment at the
_____ polling station in the _____
constituency, I hereby authorize him to vote at the last named polling station.

Date _____

**Signature
Returning Officer.**

APPENDIX - XI
(See rule 173)

FORM OF POSTAL BALLOT PAPER



1. [Lawngtlai] Council Constitution / 03 - General
Electoral Roll Part No
Serial No. of Elector
No. 00001

Signature/
Thumb Impression



Liana



No. 00001
Thanga

Lawngtlai Council Consttution /03 – General



APPENDIX - XII
(See Rule - 175)

FORM OF BALLOT PAPER ACCOUNT

Sl./No.	Particulars	Ordinary Ballot Paper	Tendered Ballot Paper
---------	-------------	-----------------------	-----------------------

1. No. of Ballot papers received by the Presiding Officer.
2. No. of unused ballot papers returned:
3. No. of spoilt ballot paper
4. No. of tendered ballot papers used
5. No. of ballot papers dealt with under rule 173
6. No. of ballot papers issued.

APPENDIX - XII
[See Rule - 178 (4)]

CERTIFICATE OF ELECTION

I, _____ Returning Officer for the _____ MDC Constituency hereby certify that I have on the _____ day of _____ declared Pi/Pu _____ of _____ to have been duly elected by the said constituency to be a Member of the Lai Autonomous District Council and that in taken thereof, I have granted to him this certificate of election.

Place _____
Date _____

Signature of
Returning Officer,

For the _____
MDC Constituency.

**APPENDIX -XIV
(Sec rule 186 (2))**

FORM OF RETURN OF ELECTION EXPENSES

Election to the Lai Autonomous District Council.

Name of candidate : _____
 Name of constituency : _____
 Date of election : _____

SI/No	Date of which expenditure Incurred	Particulars	Amount	Name and address of prayer	Particulars of Vouchers (copies be enclosed)	Remarks if any

Certified that the above statement are true to the best of my Knowledge and belief.

Place : _____

Date : _____

(Signature of the candidate / election agent)

APPENDIX - XV
[See Rule - 186 (5)]

REPORT TO THE SECRETARY TO THE GOVERNMENT OF MIZORAM
LOGGING OF ELECTION EXPENSES ACCOUNTS

_____ District Council.
 Serial Number and Name of Constituency _____
 Date of declaration of result _____
 Last date for lodging of accounts of Election Expenses _____
 Name of elected candidate _____

Sl. No.	Name (Party affiliation of candidate) and address of contesting candidate.	Whether accounts have been Lodged	Date of lodging of accounts	Whether lodged in time	Whether lodged in the manner required by law	If not, a brief statement of defect/lapses noticed	Total expense incurred as per the account filed	Remarks
1	2	3	4	5	6	7	8	9

Place _____
 Date _____

_____ Returning Officer.