

TRAINING OF PrO and POs Team FOR PAPER WORK MANGEMENT





PAPER WORK MANGEMENT BY THE POLLING PARTY



IMPORTANT FORMS AND ANNEXURES

FORM 7A

FORM 7A [See Rule 10(1)]

LIST OF CONTESTING CANDIDATES

Elections to the House of People / Legislative Assembly from the Constituency

S.N.	Name of Candidate	Address of Candidate	* Party Affiliation	Symbol Allotted	Photograph of Candidate
1	2	3	4	5	6
(I) Candidates of Recognized National and State Political Parties					
1					
2					
3					
(II) Candidates of registered Political Parties (Other than recognized National & State Political Parties)					
1					
2					
3					
(III) Other Candidates					
1					
2					
3					

Place: _____

Date : _____

Signature
RETURNING OFFICER

SPECIMEN SIGN OF CONTESTING CANDIDATES

ANNEXURE – I(A)

(See Para 7.2 to 7.4)

FORMAT FOR SPECIMEN SIGNATURES OF CANDIDATES AND THEIR ELECTION AGENTS

General/Biennial/Bye Election (Month/Year) No. & Name of AC:

.....

The specimen signatures of contesting candidates and their Election Agents are given below for the purpose of verification of their signatures by the Presiding Officer in the letters of appointment of Polling Agents at the time of poll.

Sr. No.	Name of Candidate	Signature of the Candidate	Name of Election Agent	Signature of Election Agent
1	2	3	4	5
1				
2				
3				
4				
5				

Place: _____

Date : _____

Signature
RETURNING OFFICER

REGISTER OF VOTERS

Form 17 A

(See Rule 49 L)

REGISTER OF VOTERS

Elections to the House of the People / Legislative Assembly of the State / Union Territory
..... from Constituency No. and Name of the Polling
Station Part No. of Electoral Roll

Sr. No.	Sl. No. of Elector in the Electoral Roll	Details of the document produced by the elector in proof of his / her identification	Signature/Thumb impression of Elector	Remarks
1	2	3	4	5
1				
2				
3				
4				
5				

Signature of Presiding Officer

PRESIDING OFFICER'S DIARY

PRESIDING OFFICER'S DIARY

1. Name of the constituency (in block letters):
2. Date of poll:
3. Number and Name of the polling station:
Whether located in –
 - (i) Government or quasi-government building;
 - (ii) Private Building;
 - (iii) Temporary structure;
4. Number of Polling Officers recruited locally, if any:
5. Appointment of Polling Officer made in the absence of duly appointed Polling Officer, if any, and the reasons of such appointment:
6. Electronic 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.(s) of Balloting Units used:
7.
 - (i) Number of paper seals used:
 - (ii) S. Nos. of paper seals used:
- 7A.
 - (i) Number of special tags supplied:
 - (ii) S. No.(s) of special tags supplied:

PRESIDING OFFICER'S DIARY contd..

(iv) S. No.(s) of special tags used:

(v) S. No.(s) of special tags returned as unused:

7B. Applicable in the polling stations where VVPAT system is used

(i) No. of Printers used:

(ii) S. No.(s) of printer(s):

8. Number of candidates who had appointed polling agents at the polling stations:

9.

(i) Number of polling agents present at the commencement of poll:

(ii) Number of polling agents who arrived late:

(iii) Number of polling agents present at the close of the poll:

10.

(i) Total number of voters assigned to the polling station:

(ii) Number of electors allowed to vote according to marked copy of the electoral roll:

(iii) Total number of electors as entered in the Register of Voters (Form 17-A):

(iv) Number of votes recorded as per the voting machine:

(v) Number of voters deciding not to record vote, if any:

PRESIDING OFFICER'S DIARY contd..

Signature of the first Polling Officer

Signature of Polling Officer

In-charge of Register of Voters

11. Number of electors who voted –

Men.....

Women.....

Third Gender.....

Total.....

12. Challenged vote –

Number allowed.....

Number rejected.....

Amount forfeited Rs.....

13. Number of persons who have voted on production of Election Duty Certificate (EDC):

13A. Number of overseas electors who voted:

14. Number of electors who voted with the help of companions:

15. Number of voters cast through proxy:

16. Number of tendered votes:

17. No. of electors –

(a) From whom declarations as to their age obtained.....

(b) Who refused to give such declaration.....

18. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:

PRESIDING OFFICER'S DIARY contd..

19. Number of votes cast in every two hours –

From 7 a.m. to 9 a.m.

From 9 a.m. to 11 a.m.

From 11 a.m. to 1 p.m.

From 1 p.m. to 3 p.m.

From 3 p.m. to 5 p.m.

(Necessary changes may be made depending on the hours fixed for commencement and close of poll)

19B. Details of visitors at polling stations as per Visit Sheet

S. No.	Name & Designation of the officer visiting (Observer/DEO/RO/ARO/Sector Magistrate/Zonal Magistrate/Patrolling Magistrate)	Time of Visit	Brief description of polling process (Peaceful/Incident, If any)	Number of votes polled till the time of visit	
				As per Form 17	As per the EVM

20. (a) Number of slips issued at the closing hour of the poll to electors standing in the queue:

PRESIDING OFFICER'S DIARY contd..

- (b) Time at which poll finally closed after the last such elector cast his/her vote:
21. Electoral offences with details:
Number of cases of –
- (a) Canvassing within one hundred meters of the polling station:
 - (b) Impersonation of voters:
 - (c) Fraudulent defacing, destroying or removal of the list of notice or other documents at the polling station:
 - (d) Bribing of voters:
 - (e) Intimidation of voters and others persons:
 - (f) Booth capturing:
22. 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.
23. 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:

PRESIDING OFFICER'S DIARY contd..

(c) Damaged or tampered with:

Please give details.

24. Serious complaints, if any, made by the candidate/agents:
25. Number of cases of breach of law and order:
26. Report of mistakes and irregularities committed, if any, at the polling station:
27. 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 the poll as necessary:

Place:

Date:

Presiding Officer

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

ACCOUNT OF VOTES & PAPER SEALS – FORM 17-C

FORM 17 – C

[See Rules 49S and 56C(2)]

PART – I – ACCOUNT OF VOTES RECORDED

Election to the House of the People / Legislative Assembly of the State / Union Territory
from Constituency.Number and Name of Polling
Station:

Identification Number of Voting	Control Unit
Machine used at the Polling Station:	Balloting Unit
	VVPAT Unit :

1. Total number of electors assigned to the Polling Station:
2. Total number of voters as entered in the Register of Voters (Form 17A):
3. Number of voters deciding not to record votes under Rule 49-O:
4. Number of voters not allowed to vote under Rule 49-M:
5. Test votes recorded under Rule 49MA (d) required to be deducted

1.Total number of test votes to be deducted:	Total No.	Sl.No.(s) of elector(s) in Form 17A	

1.Candidate(s) for whom test vote(s) casted:	Sl.No.	Name of Candidate	No. of Votes

6. Total number of votes recorded as per voting machine:.....

FORM 17-C

7. Whether the total number of votes as shown against item No. 6 tallies with the total number of votes as shown against item No. 2 minus number of voters deciding not to record votes as against item No. 3 minus number of voters as against item 4 (i.e. 2-3-4) or any discrepancy noticed

8. Number of voters to whom Tendered Ballot Papers were issued under Rule 49P:

	Sl. No.		
	Total	From	To
1. Received for use:
2. Issued to electors:
3. Not used and returned:

10. Account of paper seals	Signatures of Polling Agents	
1. Paper seals supplied for use:	Total No.:.....	1.
	Sl. Nos. from	
2. Paper seals used:	Total No.:.....	2.
	Sl. No.(s):	
3. Unused paper seals returned to Returning Officer:	Total No.:.....	3.
	Sl. No.(s):.....	
4. Damaged paper seals, if any	Total No.	4.
	Sl. No.(s):	
		5.....

Date:

Place:

Signature of Presiding Officer

Polling Station No.:

PRESIDING OFFICER'S REPORT

PART-I: MOCK POLL CERTIFICATE

Name of election: (to be pre-printed)

No. and Name of AC/AS:(to be pre-printed)

No. and Name of PC:(to be pre-printed)

Polling Station No:

(a) Conduct of mock poll and verification of mock poll data

S. No.	Name of Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during the mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed Paper slips against Candidates	Result displayed in CU & Printed Paper Slips count tallied with each other (Yes/No)	Signature of Polling agents with party abbreviation / Independent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
	NOTA					
	TOTAL					

PRESIDING OFFICER'S REPORT contd..

- (b) 'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/No). If yes, then write the above sentence in ink.

.....

- (c) All paper slips taken out from VVPAT after mock poll (Yes/No)
- (d) Empty VVPAT shown to all Polling Agents (Yes/No)
- (e) Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to Polling Agents (Yes/No)
- (f) 'TOTAL' button on the Control Unit has been pressed to show total vote '0' to polling agent (Yes/No)
- (g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope and then sealed with Pink Paper Slip (Yes/No)
- (h) Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll:

PRESIDING OFFICER'S REPORT contd..

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

- (i) Time display on the Control Unit is minutes more/less than Indian standard Time (IST), if any.
- (j) Signature of Micro-Observer (if posted at the polling station)

Name and/ signature of the Presiding Officer

PRESIDING OFFICER'S REPORT contd..

(l) It is, hereby, certify that before commencement of actual poll, 'TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that 'Total Vote is O'. Tick the appropriate observation:

(i) Control Unit shows total vote : 0

OR

(i) *Control Unit shows total vote more than 'O' (means mock poll votes not cleared), hence, clear the mock poll data.*

(Signature of Presiding Officer)

Following witness the above process and certify that mock votes erased from the Control Unit and mock poll VVPAT slips removed from the VVPAT before start of actual poll:

S. No.	Name of Polling officer	Signature

PRESIDING OFFICER'S REPORT contd..

PART-II: POWER PACK REPLACEMENT IN CU

(TO BE FILLED DURING MOCK POLL, POLL & AFTER COMPLETION OF POLL
DEPENDING ON CASE/SITUATION)

Name of Election: (to be pre-printed)

No. and Name of AC/AS: (to be pre-printed)

No. and Name of PC: (to be pre-printed)

Polling Station No:

(a) Details of replacement of Power Pack of the Control Unit during mock poll/actual poll (strike out which one is not applicable)

(i) Unique ID of Control Unit:

(ii) Reason for replacement of Power Pack of the Control Unit:

(iii) Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit

(b) Following Polling Agents witness the replacement of power pack from the Control Unit:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

1

Signature of Presiding Officer

Signature of Sector Officer

PRESIDING OFFICER'S REPORT contd..

PART-III: PRESSING OF CLOSE BUTTON AFTER COMPLETION OF POLL

Name of Election: (to be pre-printed)

No. and Name of AC/AS:(to be pre-printed)

No. and Name of PC:(to be pre-printed)

Date of Poll.....(to be pre-printed)

No. and Name of Polling Station:(to be pre-printed)

It is certified that I have pressed the "Close Button" of the Control Unit at the end of poll in the presence of the following:

S. No.	Name & Designation of the Polling Officer	Signature



S. No.	Name of Polling Agent	Name of Party / Independent	Name of Candidate	Signature of Polling Agent

Signature of Presiding Officer

PRESIDING OFFICER'S REPORT contd..

PART-IV: EVM/VVPAT REPLACEMENT

(TO BE FILLED DURING MOCK POLL, IF THERE IS ANY REPLACEMENT)

Name of Election: (to be pre-printed)

No. and Name of AC/AS:(to be pre-printed)

No. and Name of PC: (to be pre-printed)

Polling Station No. (to be pre-printed)

1.

- a) Details of Electronic Voting Machine and VVPAT used-
{BU- Balloting Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit Trail}

S. No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
1.	Unique units given at the time of dispersal				
2.	(a) Tick (-Y) which one found non-functional during mock poll				
	(b) nonfunctioning (Mention error/code noticed in CU)				
3.	Unique of unit(s) given as replacement during mock poll				

- b) Following Polling Agents witness the replacement process



S. No.	Name of Polling Agent	Name of Party / Independent	Name of Candidate	Signature of Polling Agent

(Signature of Presiding Officer)

PRESIDING OFFICER'S REPORT contd..

PART-V: EVM/VVPAT REPLACEMENT

(TO BE FILLED DURING POLL & AFTER COMPLETION OF POLL DEPENDING ON CASE/SITUATION)

Name of Election: (to be pre-printed)

No. and Name of AC/AS: (to be pre-printed)

No. and Name of PC: (to be pre-printed)

Polling Station No. (to be pre-printed)

(a) Replacement of EVM and VVPAT during actual poll process

S. No.	Particulars	BU	CU	VVPAT
1.	(a) Unique ID of unit(s) found non-functional during actual poll			
	(b) Time of occurrence of defects			
	(c) No. of votes recorded in the Control Unit by the time the unit(s) got nonfunctional			
	(d) Reason for non-functioning tamation error/code noticed in CU)			
	(e) Beep Sound is heard			
	(f) Unique ID of new unit(s) provided as replacement			
	(g) Time of re-starting poll			
2.	Remarks, if any			

(b) Following Polling Agents witness the replacement process during actual poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer

16 POINT OBSERVER REPORT Presently Not Demanded By ECI

PRESIDING OFFICER'S ADDITIONAL REPORT FORMAT

Format for Presiding Officer's Additional Report to be submitted to Constituency Observer/RO

	Polling Booth Number														
	CPF deployed Y/N														
	Micro Observer deployed Y/N														
	Video Camera deployed														
	Total Voters														
	No. of Votes Polled														
	% of Votes Polled														
	Total Number of Candidates														
	No. of candidates represented by Polling Agents														
	No. of Voters who voted using documents other than EPIC														
	Whether Mock Poll done in the presence of Agents Y/N														
	Whether Mock Poll Cleared Y/N														
	Whether machines closed & sealed properly in the presence of Agents														
	Whether 17 C given to Polling Agents after obtaining their signatures														
	Number of voters who have voted after 6.00 pm 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

SCRUTINY OF FORM - 17A

SCRUTINY OF FORM - 17A

Name & No. of Polling Station:

1	Total Electors in the Polling Station	MALE	FEMALE	OTHERS	TOTAL	
2	Number of Persons who voted in Polling Station	MALE	FEMALE	OTHERS	TOTAL	
3	Number of tendered votes					
4	Number of Challenged votes					
5	Number of proxy votes by CSV's					
6	Number of voters who exercised their right of vote on the basis of	EPIC		ALTER. DOCUM.		
7	Number of voters who exercised their right under Rule 49 O					
8	Number of Polling Agents in the polling station					
9	Number of OVERSEAS electors voted.					
10	Number of EVM's Used.					
11	Whether EVM was Changed or Replaced					
12	Time when EVM was Changed and reason for it					
13	TOTAL ASD voters in the list					
14	Total persons who cast their vote from ASD voters list					
15	Violence or poll interruption due to any reason					
16	Complaints received with respect to that polling station.					

Signature of Presiding Officer

ADDITIONAL INFORMATION REPORT

Additional Information from Presiding Officer at the receiving centre

Name of the State : _____

Name of the District : _____

No. & Name of A.C. : _____

No. & Name of P.S. : _____

S.N.	Item	Sex	Nos.
1.	Total Electors in the Polling Station	Male	
		Female	
		Others	
		Total	
2.	Number of persons who voted in the Polling Station	Male	
		Female	
		Others	
		Total	

ADDITIONAL INFORMATION REPORT

S.N.	Item	Reply
3.	Number of Tendered votes	
4.	Number of challenged votes	
5.	Number of proxy votes by CSVS	
6.	No. of voters who exercised their franchise on the basis of EPIC	
7.	No. of voters who exercised their franchise on basis of alternate document	
8	No. of voters who exercised their franchise on the basis of Rule 49 – O	
9.	Number of polling agents in the Polling Station	
10.	Number of polling stations where no Polling Agents were present	
11.	Number of overseas voters who voted in the Poll	
12.	Number of EVM's used.	
13A	Whether the EVM was changed or replaced	
13B	If so, the time when changed and the reason for such change.	

Signature of Presiding Officer

VOTER TURNOUT REPORT

VOTER TURNOUT REPORT FOR POLLING STATION

(As per Item 5 of Form 17C*)

A) Parliamentary Constituency No. & Name :	B) State Code & Code :
C) Assembly Segment Number and Name:	D) PS No. & Name :

1.	Date of Poll:	2. No. of EVM's (Control Units) used:			
3.	Voter turnout, that is Votes to be found in the EVM as per Item 5 of Form 17C Conduct of Election Rules, 1961	Male	Female	Others	Total
4.	No. of Tendered Ballot Papers				

For State where use of EPIC is mandatory

5.	No. of Voters who were identified with the help of EPIC's	
6.	No. of voters who were identified using other Identification documents	

I authenticate the data given above and certify that copies of filled Form 17C have been handed over to Polling Agents after close of Poll.

Signature of Presiding Officer

For use in Collection Centre

Date & Time of receipt at the Collection Centre:


Signature of Officer-in-Charge Collection Centre:

Signature of Presiding Officer

MARKING MARKED COPY – PO 1


25 TKZ0424911

Name : Vidya Kamble
 Husbands Name : Parsu Kamble
 House Number : 1/170/ALL
 Age : 33 Gender : Female




26 CPQ5065925

Name : Parmindar Harcharam
 Fathers Name : Harcharam Chadha
 House Number : 1/223/A
 Age : 48 Gender : Male




27 TKZ0324756

Name : Emma Fernandes
 Fathers Name : Raymond Fernandes
 House Number : F-9
 Age : 27 Gender : Female



28 TKZ0397968


Name : Joaquina Florinda Fernandes
 Husbands Name : Roque Fernandes
 House Number : 140
 Age : 56 Gender : Female



S 29 TKZ0397927


Name : Eileen Clarinha Lobo
 Fathers Name : Olavo Evlges Lobo
 House Number : F-1
 Age : 31 Gender : Female

DELETED



30 TKZ0283218

Name : Suresh Gore
 Fathers Name : Anand Gore
 House Number : B-202
 Age : 40 Gender : Male



MALE				
1	11	21	31	41
2	12	22	32	42
3	13	23	33	43
4	14	24	34	44
5	15	25	35	45
6	16	26	36	46
7	17	27	37	47
8	18	28	38	48
9	19	29	39	49
10	20	30	40	50

FEMALE				
1	11	21	31	41
2	12	22	32	42
3	13	23	33	43
4	14	24	34	44
5	15	25	35	45
6	16	26	36	46
7	17	27	37	47
8	18	28	38	48
9	19	29	39	49
10	20	30	40	50

OTHERS				
1	11	21	31	41
2	12	22	32	42
3	13	23	33	43
4	14	24	34	44
5	15	25	35	45
6	16	26	36	46
7	17	27	37	47
8	18	28	38	48
9	19	29	39	49
10	20	30	40	50

FILLING VOTERS REGISTER – PO 2

Form 17 A

(See Rule 49 L)

REGISTER OF VOTERS

..... / Legislative Assembly of the State /

..... Constituency No. and Name

..... Part No. of Electoral Roll



Serial Number of Elector as per Col. (1) of the Register of Voters **141**

Serial Number of Elector as entered in the Electoral Roll **528**

Initials of the Polling Officer **EP**

Sr. No.	Sl. No. of Elector in the Electoral Roll	Details of the document produced by the elector in proof of his / her identification	Signature/Thumb impression of Elector	Remarks
1	2	3	4	5
141	528	EP		
142				
143				
144				
145				

APPLY INDELIBLE INK



PREPRINTED RUNNING SERIAL NUMBER

Signature of Presiding Officer

MANAGING CONTROL UNIT – PO 3

Serial Number of Elector as per
Col. (1) of the Register of Voters

141

Serial Number of Elector as
entered in the Electoral Roll

528

Initials of the Polling Officer

शुभ




1. Voter Slip taken back & Place in same order
2. Indelible ink mark verified
3. Checked for excess ink mark
4. Asks voter to go to VC
5. Release ballot by pressing CU ballot button
6. Voters to VC in same order as of Voter slips
7. Watch the CU Display.
8. Replaces VVPAT/VCU battery in case of 'Low Battery' error message on CU.'

MARKINGS ON MARKED COPY

#28 CDM5405931


Name : Xavier D'Souza
 Father's Name : Alex D'Souza
 House Number : 20
 Age : 39 Gender : MALE



Hash Mark

119 TRW0413211


Name : Wilfred Alben Pereira
 Father's Name : Santamanuel Pereira
 House Number : 92
 Age : 46 Gender : MALE



PB
 Postal Ballot

S136 TRW0228478


Name : Cyril Mingel D'Souza
 Father's Name : Mingel D'Souza
 House Number : 21
 Age : 34 Gender : MALE



DELETED
 DELETED

49 TRW0273706

Name : Margarete Fernandes
 Husband's Name : Ignatius Francis Fernandes
 House Number : 54
 Age : 54 Gender : FEMALE



EDC
 EDC

Marking for Deletion

Marking for Modification

For Summary Revision

Continuous Updation

For Summary Revision

Continuous Updation

DELETED

DELETED 2

#

2#

E – Expired

Q – Disqualified

R – Repeat

M – Missing

EDC VOTER

FORM 12B

[See Rule 20(2) and 35A]

No.: 0012

ELECTION DUTY CERTIFICATE

SIGNATURE OF EDC ELECTOR

Certified that SHANTANU GAUNS is an elector in 02-South Goa Parliamentary Constituency, his/~~her~~ electoral roll number being 05 Part No. 11 of the electoral rolls for 38 - Sanvordem

That by reason of his/~~her~~ being on election duty he/~~she~~ is unable to vote at the Polling Station where he/~~she~~ is entitled to vote and that he/~~she~~ is not allowed to vote at any Polling Station in the said constituency where he/~~she~~ may be on duty on the date of poll.

05 / 11 / 38 - SANVORDEM






Place:

Date:

SEAL

Signature
Returning Officer

ENTRY OF EDC VOTER ON MARKED COPY

<p>745 3 TKZ0347088</p> <p>Name : Omkar Kamble Fathers Name : Mahadev Kamble House Number : 163 Age : 21 Gender : Male</p> 	<p>746 1 TKZ0451435</p> <p>Name : Dipesh Shivaji Zarpkar Fathers Name : Shivaji Zarpkar House Number : Nil Age : 24 Gender : Male</p> 	<p>747 3 TKZ0211748</p> <p>Name : Bona Sandra Trinidad Husbands Name : John Trinidad House Number : 195 Age : 47 Gender : Female</p> 
<p>748 3 TKZ0344366</p> <p>Name : Archana Kamble Fathers Name : ...ush Kamble House Number : .../LL Age : ... Gender : female</p> 	<p>749 1 TKZ0362350</p> <p>Name : POOJA ZARAPKAR Husbands Name : Ganpat Zarpkar House Number : 194/1 Age : 34 Gender : Female</p> 	

749+ 1

750	Shantanu Gauns	05 / 11 / 38 - SANVORDEM
751		
:		

- Serially Number the entry of EDC consecutively after the **last serial number** on the MARKED COPY mentioning the Name and Electoral Roll details (Serial Number, Part Number & AC) as per EDC.

FORM 17A FOR EDC VOTER


Form 17 A (See Rule 49 L)



REGISTER OF VOTERS

..... Constituency No. and Name of the Polling
 STATION Part No. of Electoral Roll

Serial Number of Elector as per Col. (1) of the Register of Voters **162**

Serial Number of Elector as entered in the Electoral Roll **750**

Initials of the Polling Officer 

Sr. No.	Sl. No. of Elector in the Electoral Roll	Details of the document produced for identification		Signature /	
		3	Shantanu Gauns	05 / 11 / 38 - SANVORDEM	
1	2	3	4	5	
161	132	AADHAR 3782			
162	750 (05 / 11 / 38 - SANVORDEM)	EDC 0012		EDC VOTER	
163					

FORM 12B [See Rule 20(2) and 35A] No.: **0012**

ELECTION DUTY CERTIFICATE


Certified that SHANTANU GAUNS is an elector in 02-South Goa Parliamentary Constituency, his/her electoral roll number being **05** Part No. **11** of the electoral rolls for **38 - Sanvordem**

Signature of Presiding Officer


MARKED COPY & CSVs

- PO-1 identifies the **Proxy** with their ID document.
- Confirm the identity of proxy by comparing with the **List of CSVs** assigned to their PS
- PO-1 marks diagonal line in the elector box of CSV
- Suffixes letters [**PV**] in the elector box of the **Proxy**

CLASSIFIED SERVICE VOTER

166	TRW0312256
Name : Joseph Anthony Lobo	
Father's Name : Francis Xavier Lobo	
House Number : 140	
Age : 43 Gender : MALE	
	



PROXY

167	TRW0378398
Name : Brendan Damiao Lobo	
Father's Name : Joseph Anthony Lobo	
House Number : 117	
Age : 20 Gender : MALE	
	

FORM 17 A FOR CSVs

Form 17 A (See Rule 49 L) REGISTER OF VOTERS

Elections to the House of the People / Legislative Assembly of the State / Union Territory
..... from Constituency No. and Name of the Polling
Station Part No. of Electoral Roll

Sr. No.	Sl. No. of Elector in the Electoral Roll	Details of the document produced by the elector in proof of his / her identification	Signature / Thumb impression of Elector	Remarks
1	2	3	4	
381	651	DL 2707		SIGN OF PROXY
382	01	EP		CSV ELECTOR
383				
384				

ID DOCUMENT DETAILS OF **PROXY**

Serial Number as given in the SUB-LIST of CSV's for Polling Station

Signature of Presiding Officer

FORM 10:

FORM 10
APPOINTMENT OF POLLING AGENT
[See Rule 13(6)]

Election to the Parliamentary Constituency

I,, a candidate/election agent of who is a candidate at the above election do hereby appoint of as polling agent to attend Polling Station No. at/place fixed for the poll

Place :
Date :

Signature of Candidate / Election Agent

I agree to act as such polling agent.

Place :
Date :

Signature of Polling Agent

Declaration of Polling Agent to be signed before Presiding Officer

I hereby declare that at the above election, I will not do anything forbidden by Section 168 of the Representation of Peoples Act, 1951, which I have read/has been read over to me.

Date:

Signature of Polling Agent

Signed before me

Date:

Signature of Presiding Officer

ENTRY PASS FOR POLLING AGENT

Sl. No. _____

ENTRY PASS

AC No. & Name : _____

P.S. No. & Name : _____

Name of Candidate : _____

Name of Polling Agent: _____

Name of Relief Agents, if any: _____

Signature of Presiding Officer

ACCOUNT OF ENTRY PASSES ISSUED TO POLLING AGENTS

Account of Entry Passes issued to Polling Agents

1. Number & Name of Parliamentary/Assembly Constituency
2. Number & Name of Polling Station
3. Total number of contesting candidates
4. Number of entry passes received with poll material
5. Number of entry passes issued to Polling Agents

Name of Candidate	Whether entry passes issued	Signature of the Polling Agent / Relief Polling Agent

6. Unused Entry Passes

Signature & Seal of Presiding Officer

MOVEMENT SHEET OF POLLING AGENTS

Polling Agents/Relieving Agents Movement Sheet

1. Number & Name of Parliamentary/ Assembly Constituency
2. Number & Name of Polling Station

SN	Name of the Candidate	Name of the Political party	Name of Polling Agent / Relieving Agent	Time of Entry	Sign	Time of Exit	Sign
1	2	3	4	5	6	7	8
1.							
2.							
3.							
4.							
5.							
6.							

Signature of the Presiding Officer

VISIT SHEET

- Maintained by the Presiding Officer.
- Should be given to all **authorized visitors** visiting the Polling Station for entering their observations.
- The visit sheet should be used from the **pre poll day and on the day of poll.**

VISIT SHEET

Day of Poll: _____

Name & Number of P/ A Constituency: _____

Name & Number of Polling Station: _____

Number of Electors: _____

Sr. No.	Name & Designation of Officer Visiting (Observer / DEO / RO / ERO / Sector Magistrate / Patrolling Magistrate)	Time of Visit	Brief Description of Polling Process (Peaceful / Incidents, if any)	No. of votes polled till the time of visit	% polled till the time of visit	Remarks, if any	Signature of Officer
1	2	3	4	5	6	7	8
1.							
2.							

Date:

Signature of the Presiding Officer

FORM 17B for Tendered Vote

Form 17 B

(See Rule 49 P)

LIST OF VOTES

Elections to the House of the People / Legislative Assembly of the State / Union Territory .
..... from Constituency No. and Name of the Polling Station

Part No. of Electoral Roll

Sl. No.	Name of the Elector	Sl. No. of Elector in Electoral Roll	Sl. No. in Register of Voters (Form 17A) of persons who has already voted in place of Elector	Signature / Thumb impression of Elector
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				

Date

Signature of Presiding Officer

FORM 14A

Form 14 A

LIST OF ILLITERATE, BLIND AND INFIRM VOTERS

Elections to the House of the People / Legislative Assembly of the State / Union Territory

..... from Constituency No. and Name of the Polling Station

Part No. of Electoral Roll

Part No. & Sl. No. of the Elector	Full Name of the Elector	Full name of Companion	Address of Companion	Signature of Companion
(1)	(2)	(3)	(4)	(5)

Date

Signature of Presiding Officer`

IDENTITY CHALLENGED

CHALLENGED VOTES

**COLLECT CHALLENGE
FEE OF Rs. 2/- IN CASH**

CHALLENGED FAILED

- 1. ALLOW TO VOTE**
- 2. FOREFEIT Rs. 2/=**

CHALLENGED PROVED

- 1. DO NOT ALLOW TO VOTE**
- 2. RETURN Rs. 2/=**

- 1. FILE COMPLAINT TO SHO**
- 2. HAND OVER ELECTOR TO POLICE**

RECEIPT OF CHALLENGE FEE

Annexure -VIII

(Chapter- XVIII Para -5)

RECEIPT FOR CHALLENGE FEE

Book No.....Page No.....

Received a sum of Rs./-2(Rupees two only) in cash from Shri.....

.....Candidate/
Election Agent/ Polling Agent on account of deposit for challenge under rule36 of the Conduct of Election Rules, 1961.

Date

Presiding Officer for Polling Stations No
Of Parliamentary/ Legislative Assembly Constituency

Annexure -VIII

(Chapter- XVIII Para -5)

Forfeited to Government

Presiding Officer

Received back the amount of Rs.2 (Rupees two only) under rule 36(5) of the Conduct of Election Rules, 1961.

Date.....

Name and Signature of Candidate/
Election Agent/Polling Agent

RECEIPT FOR CHALLENGE FEE

Book No..... Page No.....

Office of the
Presiding Officer
For Polling Station No.of
Parliamentary/
.....Legislative Assembly
Constituency

Received a sum ofRs.2/- (Rupees two only) in cash from Shri
.....Candidate/
Election Agent/Polling Agent on account of deposit for challenge under rule 36 of the Conduct of Elections Rules, 1961.

Place -
Date.....

Presiding Officer

FORM 14A

FORM 14 LIST OF CHALLENGED VOTES

Election to the House of the People / Legislative Assembly of the State / Union Territory
from Constituency.

Number and Name of Polling Station:

S. N.	Details of Elector details being challenged					Name of the identifier, if any	Name of Challenger	Order of PrO	Sign of one challenger receiving refund of deposit
	Name	Part No.	Sr. No.	Signature /Thumb impression	Address				
1	2	3	4	5	6	7	8	9	10
1									
2									
3									

Date:


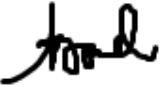
Signature of Presiding Officer

REFUSED TO VOTE – RULE 49 O

Form 17 A
(See Rule 49 L)

REGISTER OF VOTERS

Elections to the House of the People/Legislative Assembly of the State/Union Territory _____
from Constituency No. and Name of PS _____ Part No. of Electoral Roll _____

Sl. No.	Sl. No. of Elector in the Electoral Roll	Details of the document produced by the elector in proof of his/her identification	Signature/Thumb impression of Elector	Remarks
(1)	(2)	(3)	(4)	(5)
381.	504	EP		REFUSED TO VOTE 
382				

LAST VOTER REFUSES TO VOTE

- If the Last Elector refuses to vote after releasing the Ballot by pressing “Ballot” button on the CU by PO-3.
- Such a situation can arise due to situations due to Rule 49-0 / Rule 49-M.
- Now the Close button will NOT be functional as BUSY lamp in ON
 - **The Control Unit will have to be switched “OFF”**
 - **Disconnect the Control Unit from VVPAT**
 - **Switch ON the Control Unit.**
- Now the ‘Busy’ lamp will go off and the ‘Close’ button will become functional to close the poll.
- The above steps are to be carefully done because, if this whole process is not followed in this case, the ‘Close’ button will never be functional and the Control Unit will not give the Result later during Result of Poll.


NB: This information is as per HB of PO section 5.3.6 at Page No.56 . Kindly clarify the correct position with EVM-VVPAT Training.

NOT ALLOWED TO VOTE – RULE 49 M

Form 17 A
(See Rule 49 L)

REGISTER OF VOTERS

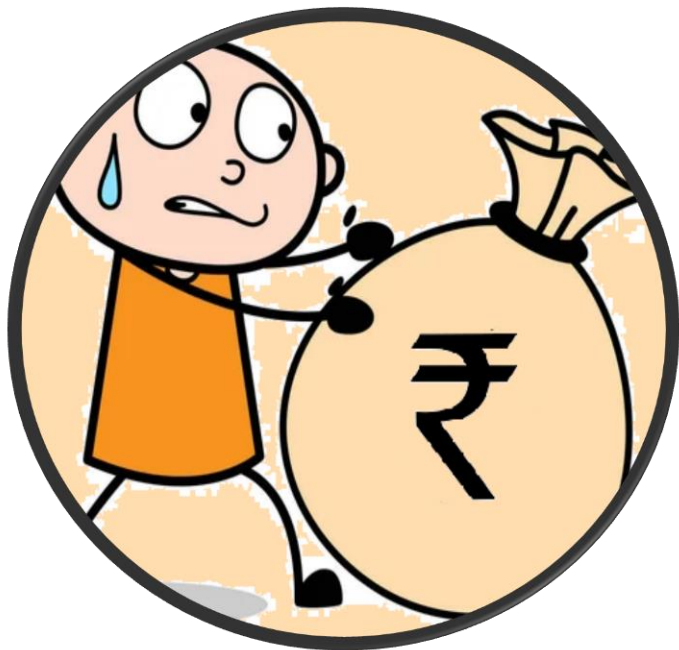
Elections to the House of the People/Legislative Assembly of the State/Union Territory _____
from Constituency No. and Name of PS _____ Part No. of Electoral Roll _____

Sl. No.	Sl. No. of Elector in the Electoral Roll	Details of the document produced by the elector in proof of his/her identification	Signature/Thumb impression of Elector	Remarks
(1)	(2)	(3)	(4)	(5)
405	7 4 1	DL 4897	शरद	NOT ALLOWED TO VOTE POLL PROCEDURE VIOLATED 

SIGNATURE
OF PrO 49

INCORRECT BALLOT SLIP PRINTING 49-MA

- An elector complains about wrong print on VVPAT paper slip against the button pressed on BU, the PrO will:
 - Take written Declaration from elector in prescribed format.
 - Informs elector the consequences of making false declaration



Upto Rs. 1,000/-



Upto 6 Months

DECLARATION BY ELECTOR : 49MA CASE

ANNEXURE-II

General/Bye-Election to

Sl. No. and Name of PC / AC No. and Name of Polling Station.....

FORM OF DECLARATION BY ELECTOR UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961

1. I hereby solemnly declare and affirm under sub-rule (1) of Rule 49 MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bonafide.
2. I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may **extend to six months**, or with fine which may extend **to one thousand rupees**, or with both, if the declaration given by me in para 1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector

Name of the Elector.....

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

Part No.: Sl No. of elector:.....

Dated.....

Sl. No. in Register of Voters (Form 17A).....

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

Date:




Signature of the Presiding Officer

WRITING FORM 17A FOR 49MA CASE

- PrO enters **Sr. No. & Name of candidate** in Remarks column of 17-A in whose favour this test vote was cast.
- Elector to sign/put thumb impression below this remark.

Form 17 A (See Rule 49 L)

REGISTER OF VOTERS

Sl. No.	Sl. No. of Elector in the Electoral Roll	Details of the document produced by the elector in proof of his/her identification	Signature/Thumb impression of Elector	Remarks
(1)	(2)	(3)	(4)	(5)
192	504	EP		
193	504	EP		TEST VOTE CASTED IN FAVOUR OF 3. SUKANT BHOLA 

RECORDING OF TEST VOTE ON 17 C

- Item No. 5 of **Form 17C** showing one test vote at **Sr. No. 193** in Form 17A to **candidate No. 3 - Sukant Bhola.**

FORM 17 - C

[See Rules 49S and 56C(2)]

PART - I - ACCOUNT OF VOTES RECORDED

Election to the House of the People / Legislative Assembly of the State / Union Territory
..... from Constituency.

Number and Name of Polling Station:

5. Test votes recorded under Rule 49MA (d) required to be deducted

(a) No. of test votes to be deducted: **Total No. Sl.No.(s) of elector(s) in Form 17A**

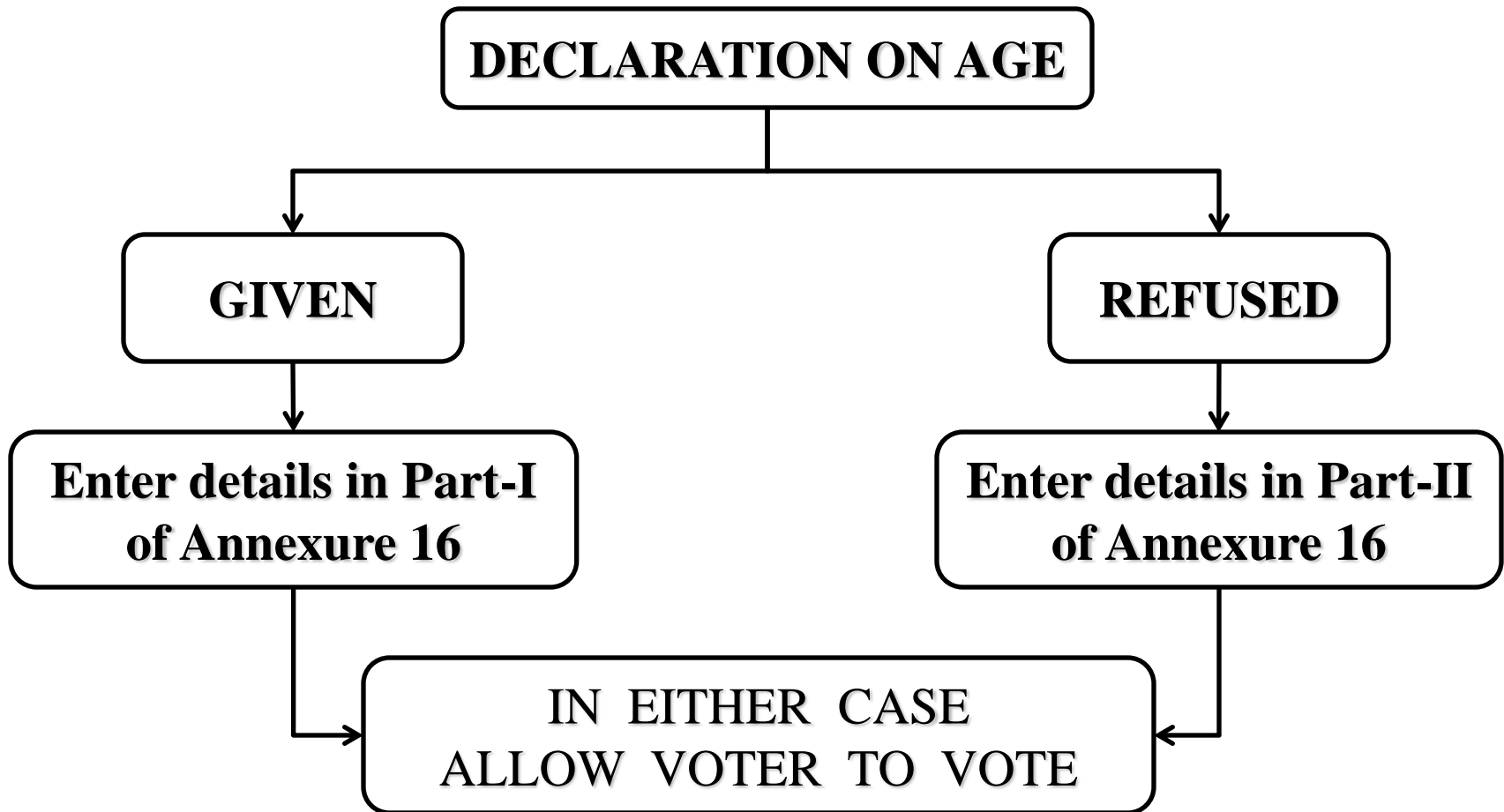
..... **1** **193**

(b) Candidate(s) for whom test vote(s) casted: **Sl.No. Name of Candidate No. of Votes**

3..... **SUKANT BHOLA** **1**

CHALLENGE ON AGE

- Presiding Officer to consider any Voter below qualifying Age.
- Get satisfied about his identity.
- Obtain Declaration about Age from the Voter.



DECLARATION BY ELECTOR FOR CHALLENGE ON AGE

(CHAPTER XVIII, Para 10.2)

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 2014, 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 Section 31 of the Representation of Peoples Act, 1950, for making any false declaration in connection with the inclusion of any name in the electoral roll or the preparation, revision or correction of the electoral roll.

Dated: _____

Signature/Thumb impression of the Elector

Father / Mother / Husband's Name:

Part Number of Electoral Roll :

Serial Number of the Elector :

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

Officer

Signature of Presiding

Dated: _____

Number & Name of Polling Station: _____

DECLARATION AS TO AGE OF ELECTOR

[See Rules 40(2) and 40A(2)]

REPORT ON DECLARATION AS TO AGE OF THE ELECTOR

Election to Assembly Constituency from

Number and Name of Polling Station:

PART – I

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

Sl. No.	Name of the 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

PART – II

LIST OF ELECTORS WHO HAVE REFUSED TO MAKE DECLARATION AS TO THEIR AGE

Sl. No.	Name of the 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

Date:

Place:

Signature of the Presiding Officer

ITEMS TO BE KEPT IN STRONG ROOMS (EVM and PAPERS)

- EVM (BU, CU, VVPAT).
- Account of Votes (Form 17C).
- PrO Report I (Mock-Poll Certificate), II & III
- Black Coloured Sealed Envelope containing Printed VVPAT paper slips of Mock Poll
- Declaration by the Presiding Officer before commencement and at the end of poll

ITEMS **NOT TO BE KEPT** IN STRONG ROOM

Important:-

- The Presiding Officer Diary shall be handed over separately to the ARO at the reception.

PACKING OF EVM PAPERS

EVM COVERS

(First Packet WHITE Colour)

1. Unsealed envelope containing the account of votes recorded (Form-17C)
2. Unsealed envelope containing the PrO Report I (Mock-Poll Certificate), II & III
3. Black Coloured Sealed Envelope containing Printed VVPAT paper slips of Mock Poll

SEALING AND PACKING OF SECRUTINY PAPERS

SECRUTINY COVERS

(Second Packet WHITE Colour)

- 1) Sealed envelope containing the Register of Voters (17A)
- 2) Unsealed envelope containing the PrO Diary
- 3) Unsealed envelope containing Visit Sheet
- 4) Unsealed envelope containing list of blind & infirm voters in Form 14-A & declarations of their companions.

SEALING AND PACKING OF STATUTORY COVERS

STATUTORY COVERS Third Packet (WHITE COLOR)

1. Sealed cover containing the marked copy of electoral rolls and list of CSV (if any).
2. Sealed cover containing the voter slips.
3. Sealed cover containing the unused tendered ballot papers.
4. Sealed cover containing the used tendered ballot papers and the list in Form 17B.
5. Sealed cover containing the declaration under rule 49M for Challenged Votes in Form 14

SEALING AND PACKING OF NON-STATUTORY COVERS

Non-Statutory Covers **Fourth Packet (Yellow color)**

1. The cover containing the copies of electoral rolls (other than Marked Copy).
2. The cover containing the appointment letters of polling agents in Form 10.
3. The cover containing the Election Duty Certificate in Form 12B.
4. The cover containing the declaration by the Presiding Officer.
5. The cover containing the receipt book and cash, if any in respect of challenged votes.

SEALING AND PACKING OF NON-STATUTORY COVERS – Contd.

6. The cover containing the declaration obtained from electors as to their age and list of such voters who refused.
7. The cover containing the unused and damaged paper seal and special tags.
8. The cover containing the unused voter slips.
9. Envelope containing Form of Declaration by elector under 49MA(Test Vote)
10. Envelope containing form of Declaration by elector whose name is in ASD list
11. Envelope containing letter of complaint to SHO

SEALING AND PACKING OF NON-STATUTORY COVERS – Contd.

Fifth Packet (Brown color)

- Handbook for PRO and Manual of EVM and VVPAT.
- Used and Remaining Indelible ink set with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation.
- Used Stamp Pad (Brown colour)

SEALING AND PACKING OF NON-STATUTORY COVERS – Contd.

Sixth Packet (Blue color)

1. Used list of contesting candidates Form 7A,
2. Used photocopy of signature of candidates and Other unused forms.
3. Metal seal of the Presiding Officer;
4. Arrow cross-mark rubber stamp for marking tendered ballot papers;
5. Cup for setting the indelible ink
6. Remaining stationery items too be placed back in the respective transparent Card Board/Carton containers and submitted at the Receipt Center.

WISHING YOU

ALL THE

BEST!!!



PAPER WORK MANGEMENT BY THE POLLING PARTY



BRINGING DEMOCRACY TO LIFE .. AGAIN



“NO VOTERS TO BE LEFT BEHIND”

THANK YOU!



“GREATER PARTICIPATION FOR STRONGER DEMOCRACY”

“ACCESSIBLE ELECTIONS”