

Counting & Declaration of Results

IIIDEM

Election Commission of India

Guidance Plan

1. Counting of votes is the most important stage of election process - result of entire election may be nullified by wrong, irregular or careless counting.
2. With the use of EVM, the counting process has become simple, easier, accurate, transparent and fast. All votes cast by means of voting machines are valid votes and as such there is no invalid or rejected vote. However, perfection in every step of counting process is required so that no doubts remain in the minds of candidates or their agents with regards to result of counting.
3. Planning for the counting day is conducted in parallel with the other poll preparations and involves identification of counting location/counting halls, no. of counting tables and other related norms for physical infrastructure and layout; approval of the Commission, information to candidates; issuing ID cards to counting agents; appointment and training of counting staff, security plan for the counting day and for the strong room operationalized post-poll and upto the counting day. This advance planning and steps involved is covered in detail in the thematic of election planning.
4. Have a clear idea on entering of data in ENCORE Portal and generating the various reports/documents

Guidance Plan

5. Therefore, this thematic focuses on actual counting day. The PPT for ease of reference has been divided into:
 - i. Legal provisions
 - ii. Infrastructure, layout and access control in counting hall
 - iii. Counting staff – appointment – duties
 - iv. The counting of Postal Ballots
 - v. EVM counting – layout of counting table
 - vi. EVM counting – initial steps of unsealing, checking of EVMs
 - vii. EVM counting – Counting of votes, ascertaining the result, filling of **Form 17C**
 - viii. EVM counting – special circumstances (CU not displaying result, close button of CU not pressed, etc.)
 - ix. VVPAT –VCB, counting of VVPAT Slips, request for VVPAT counting, sequential counting of five, more than one VVPAT in a PS
 - x. Recounting of votes
 - xi. Role of Micro-observers
 - xii. Declaration of results and sealing of EVM and other papers and reports to be sent by the RO

Part – A

Major Legal Provisions

Major legal provisions related to counting & election results

R.P. ACT 1951

S 64: Counting of Votes

- Counting under supervision and direction of the Returning Officer
- Contesting candidate /election agent/counting agents have a right to be present.

S 64A: Destruction, loss etc. of ballot papers at the time of counting

- RO shall immediately report the matter to ECI who may direct the counting to be stopped.
- ECI may further declare poll to be void, order re-poll for that polling station.
- Or if satisfied the result of election will not get materially affected, may allow counting to be completed.

Contd...

Major legal provisions related to counting & election results

RPA 1951 (Contd)

S 65: Equality of Votes

- Result to be decided by draw of lot by RO.

S 66: Declaration of Results

- In the absence of any direction to the contrary from ECI, RO to declare the result on completion of counting.

S 67: Report of the Result

- RO to report result to ECI & to Appropriate Authority (i.e. Secretary State Legislature/ Parliament, who shall get it published in official Gazette immediately.

Contd...

Major legal provisions related to counting & election results

S 128: **Maintenance of secrecy of voting**

- Applicable to officer/clerk/agent/person performing duty in connection to Election (during poll or counting).
- RO/ARO should take an oath to maintain secrecy of counting & read it out aloud before the commencement of counting of votes.
- Violation punishable with 3 months imprisonment or fine or with both.

S 129: Officers, etc. at elections not to act for candidates or to influence voting

- Applicable to DEO/RO/AROs/Polling staff.
- Imprisonment up to 6 months /fine/both .

S 136: Other offences and penalties thereof **[Sub sections to (1)-(4)]**

- Guilty of electoral offence: tampering with EVM/ballot box or ballot paper /nomination paper etc fraudulently
- Imprisonment up to 6 months or 2 years /fine /both

Contd...

Major legal provisions related to counting & election results

COER 1961

R 66A: In relation to counting of votes where EVMs used, the provisions of **R 50-54** have been made applicable. And in lieu of **R 55, 56 and 57, R 55C, 56C and 57C** have been made applicable.

Contd...

Major legal provisions related to counting & election results

COER, 1961

R 51: Time and place for counting

- To be fixed by RO at least one week before date of counting
- Notice to be given in writing to each candidate/his election agent

R 52 : Appointment of Counting Agents

- Subject to ECI directions, a candidate may appoint counting agents which shall not exceed 16 for each place of counting
- Appointment to be made **in FORM 18**, in duplicate. One copy for RO for record and other copy to agent for production before RO, not later than one hour before the time fixed for counting
- No entry in counting hall unless second copy of **FORM 18** is given to RO after signing the declaration
- Revocation in **FORM 19**

Contd...

Major legal provisions related to counting & election results

COER, 1961

R 53: Admission to the place of counting

- No body else except RO/ARO, counting staff, candidates, their election agents and counting agents public servants on duty, persons authorized by ECI
- Whosoever misconducts himself or fail to obey lawful direction of RO shall be removed from counting hall.

R 54: Secrecy of voting

- RO to read out provision of **S 128** aloud before commencement of counting.

Contd...

Major legal provisions related to counting & election results

COER, 1961

R 55C: Scrutiny and inspection of EVMs before counting

Counting staff and counting agents to inspect and ensure that the CU is not tampered and all seals are intact. In case not, report matter to ECI

R 56C: Actual counting

1. Press the result button and see the display of votes count.
2. Note down the same in part-II of **Form 17C**. Counting supervisor to sign on it along with candidates or their election agents or counting agents
3. Corresponding entries to be made in **Form-20**

R 57C: EVMs after counting.

After, result is recorded in part-II of **Form 17C**, the CU to be sealed with the seals of the RO and candidates/ counting agents.

Contd...

Major legal provisions related to counting & election results

COER, 1961

R 60 provides for continuous counting

R 61 provides for re-commencement of counting after fresh poll

R 63 provides for recount of votes

R 64 provides for declaration of result of election

R 65 provides for counting at 2 or more places for one constituency

R 66 provides for grant of certificate of election to returned candidate

Contd...

Major legal provisions related to counting & election results

- Everyone present in the counting hall should be instructed to maintain secrecy of vote.
- Read aloud the provisions of **S 128 RPA 1951**.

128. Maintenance of secrecy of voting

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

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

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

Part – B

Infrastructural and Security
Arrangements at Counting
Centers

Infrastructural and Security Arrangements at Counting Centers

Counting of votes for entire AC to be preferably done at one hall/ place

If more than two halls or places are required, ECI's written prior approval is required

In case 2 halls are approved, allot in advance the PS to be counted in each hall. Intimate candidates accordingly

For Each AC or assembly segment there should be a strong room and a spacious counting hall with separate entry and exit.

Each counting centre to have distinct number and each hall to be distinctly numbered

Infrastructural and Security Arrangements at Counting Centers

Infrastructure at Counting Centre

Should be spacious enough to accommodate infrastructure and officials and agents

Should have adequate lighting with proper standby arrangements (generator, etc.)

Adequate fire extinguishing equipment

Should be a permanent structure. If unavoidably temporary, take ECI approval

Contd...

Infrastructural and Security Arrangements at Counting Centers

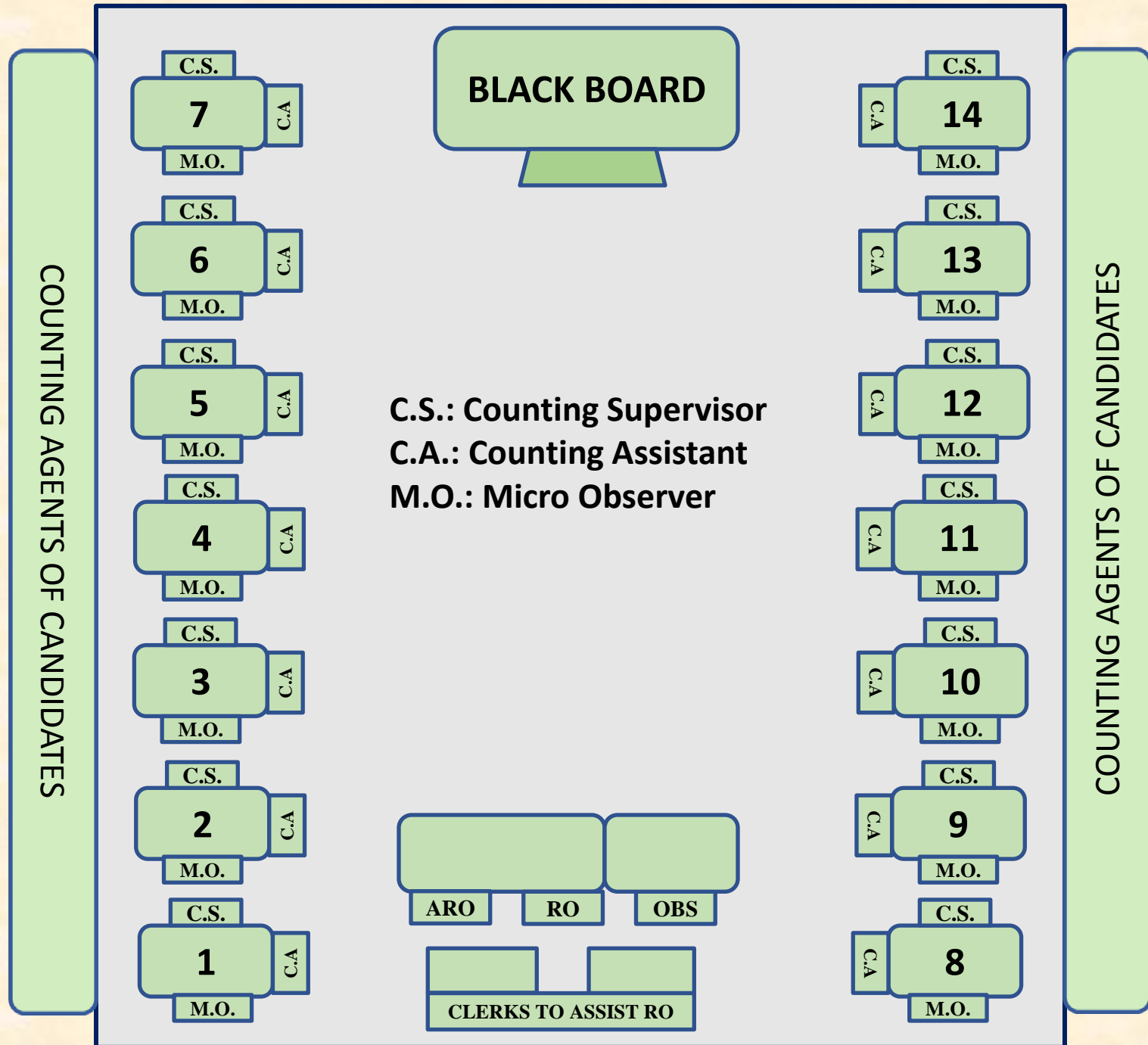
- No. of tables in counting hall depends upon
 - No. of polling stations to be counted.
 - Space available
 - No. of counting agents
 - No. of counting staff including micro-observers
 - Security concerns
- In one hall, counting tables should not exceed 14 (for more tables in a hall, ECI's prior approval should be obtained).
- In addition to this one table each for RO and observer.

Infrastructural and Security Arrangements at Counting Centers

- The candidates or their election agents will be allowed to sit on ROs Table to watch the counting process.
- A table with computer on which computation and compilation of data from each table after each round shall be done, should be alongside of ROs table.
- If the tabulation is done at the table other than ROs table then one additional counting agent besides micro observer will be allowed to sit in on the tabulation table.
- Adequate barricades using woodblock and wire-mesh for each counting table to prevent agents/candidates/representatives from handling polled EVMs, but agents should be able to view entire process

Layout

Infrastructural and Security Arrangements at Counting Centers



Contd...

Infrastructural and Security Arrangements at Counting Centers

- Provide at every counting table:-
 - **A blue ballpoint pen**
 - **Paper knife for breaking open seals**
 - **Part II of [Form 17-C](#)**
 - **Proforma for recording of votes secured by each candidate and NOTA by additional counting staff/ Micro observer**
- Make arrangement of loud speaker and a black board for disseminating information regarding trends in counting and results to public and media.
- Adequate teams for sealing EVMs and other Envelops

Infrastructural and Security Arrangements at Counting Centers

- Only official video camera for overall videography in the counting hall.
- No camera still or video of journalist or media person is allowed inside the counting hall.
- Hand held cameras of press/media persons having valid passes can be allowed to take a general view. They should not be allowed beyond a certain demarcated line or a string put for this purpose.
- Under no circumstance votes recorded in EVM should be captured by any camera including the official camera.

Infrastructural and Security Arrangements at Counting Centers

Arrangements for Observer and Micro-Observer:

- At counting centre- Observer should be provided with :
 - Separate Room/Cubicle with tables and chairs.
 - Telephone with STD and fax attached exclusively for use of Observer to communicate in strict confidentiality.
 - Number for this telephone to be obtained from phone company 15 days before counting date.

In addition, necessary arrangements for Micro observer at each table may be made

Infrastructural and Security Arrangements at Counting Centers

- Arrangements at counting centre :
 - A hotline with CEO
 - One more STD telephone to keep in touch with CEO & ECI
 - Fax and photocopier machines at each counting centre
 - Computer centre with power backup with facility for online transmission through ENCORE

NB:- Only ECI observer/RO are allowed to use mobile phone inside the counting hall apart from the ARO/official handling ETPBS counting (for OTP purpose)

Infrastructural and Security Arrangements at Counting Centers

Persons allowed into counting hall

- Counting supervisors and assistants
- Persons authorized by ECI
- Public servants on duty in connection with election
- Candidates, their election agents and counting agents
- Every body inside the counting hall shall have to display his I-card on his/her person.

Infrastructural and Security Arrangements at Counting Centers

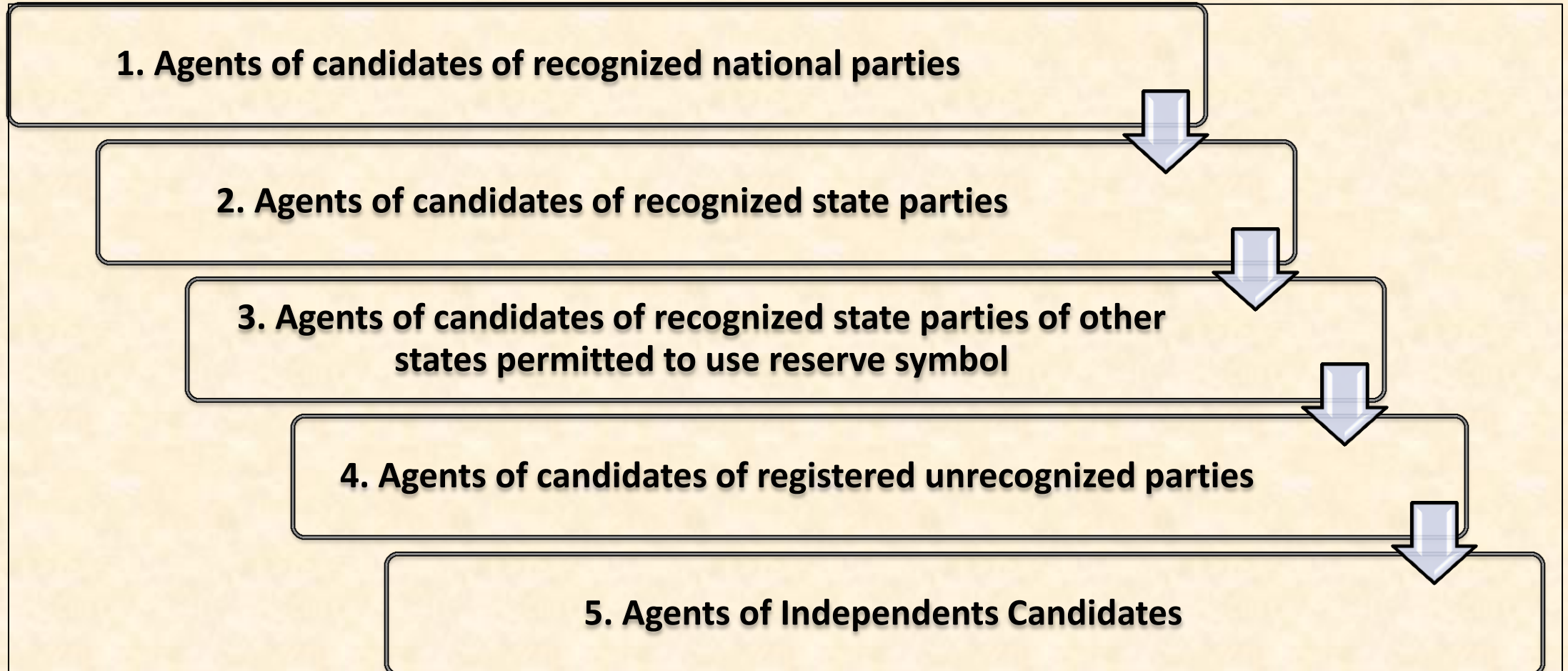
Persons not allowed into counting hall

- Police personnel, whether in uniform or plain clothed, NOT allowed. Must remain outside and can enter only when called by RO to come to control
- Ministers, State Ministers, Dy. Ministers of Union & state unless they are candidates
- The above dignitaries can not be appointed as election or counting agent of candidate as they require security
- Counting agents cannot enter unless she/he has submitted 2nd copy of appointment letter after completing and signing declaration

Contd...

Infrastructural and Security Arrangements at Counting Centers

Priority in seating of counting agents in counting hall
(subject to seating capacity)



Contd...

Infrastructural and Security Arrangements at Counting Centers

Discipline & decorum in counting hall

- Agents to keep seated at allotted table. No one is allowed to carry mobile phones except RO/ Observer.
- Agents shouldn't be allowed to move around the hall. However, Candidates/ Election Agents can move around hall.
- Only one person – either candidate or agent to be present at a table on behalf of contesting candidate.
- If RO doubts any person he can have him/her searched, even if they possess valid authorization letter.
- CPF officials posted at doors of counting hall.
- No one can enter or leave hall without RO's permission.
- RO can send anyone out of hall if he/she disobeys RO's orders.

Part – C

**Counting Officials
and Counting Agents**

Appointment of COUNTING STAFF

- RO to appoint required no. of counting officials
- Per counting table - Counting Supervisor – one; Counting Assistant – one; Micro-Observer – one
- Sufficient no. of Group-D officials for carrying EVMs to tables and back.
- Additional counting staff/ Micro-observer to assist Observer and to watch data-entry in the computer
- Appoint Reserve Officials to meet any additional requirement
- Counting Supervisor should preferably be gazetted officer or of comparable level in Central Govt./State Govt./PSUs
- All officials to be given intensive training

Counting staff – General instructions before entering the Counting Hall

- Carry Photo Identity card issued by District Election Officer/RO.
- Reach designated counter at the counting centre sharp at 6.00 am on counting day.
- Collect Appointment Order of counting hall and table.
- Take position at allotted table.
- Display Photo Identity card on their body.
- Not to carry mobile/camera, since these devices are not allowed beyond frisking gate.

Contd...

Counting staff – General instructions before entering the Counting Hall

- Electronic Devices such as Mobile phones, Laptops, i-pads, etc. are not allowed in the counting hall. (apart from the mobile of ARO/official handling ETPBS counting (for OTP purpose)
- Strictly follow discipline and to obey directions of RO/ARO, including maintaining secrecy of voting.
- Shall not leave the counting hall until the result is declared, without the permission of RO/ARO.
- Ensure zero error in entering counting results in the records/ENCORE

Duties of staff on Counting Table

Points to noted before opening sealed carrying case:

- On every Counting table, there shall be one Counting Supervisor, one Counting Assistant & Micro-observer.
- Distribution officer shall issue sealed carrying cases containing Control Unit/s to each table.
- Before opening the sealed carrying case, ensure that:
 1. Carrying case has corresponding **Form 17C**
 2. Seals of carrying case are intact. Report to RO/ARO, in case seals are not intact.
 3. Ensure that the Control Unit Number on Address tag and **Form 17C** are the same.
 4. Remove the Address Tags from carrying case and take out CU and place it on counting table.

Appointment - Counting agents

Appointment of Counting Agents – **Form 18**:

- RO to inform each contesting candidate that he is entitled to as many counting agents as there are counting tables plus one for RO table and one for tabulation table.
- Any application on plain paper to be rejected. **Form 18** to be submitted in duplicate. The RO will keep one copy and return the 2nd copy. On counting day, the agents will sign the declaration part of the **Form 18** and give it to the RO.
- Issue photo identity cards to such counting agents under RO seal and sign
- No entry into counting hall without I-card
- Revocation in **Form 19**.
- Finalize list of counting agents appointed through **Form 18** by 1700 hours 3 days prior to date of counting

Contd.

Form 18:
Appointment of
Counting
Agents

Conduct of Elections Rules, 1961
(Statutory Rules and Order)

FORM 18
[See rule 52(2)]

Appointment of Counting Agents

Election to the.....from the.....constituency.

To
The Returning Officer,

I,.....*a candidate/the election agent of.....who is a candidate at the above election, do hereby appoint the following persons as my counting agents to attend the counting of votes at.....:

Name of the Counting agent agent.	Address of the counting
--------------------------------------	-------------------------

- 1.
- 2.
- 3.
- etc.

We agree to act as such counting agents

Signature of *candidate/election agent.

- 1.
- 2.
- 3.
- etc.

Place.....

Signature of counting agents.

Contd...

**Form 18:
Appointment
of Counting
Agents –
contd.**

Date.....

DECLARATION OF COUNTING AGENTS
(To be signed before the Returning Officer)

We hereby declare that at the above election we will not do anything forbidden by section 128 of the Representation of the People Act, 1951 (43 of 1951), which *we have read/has been read over to us.

1.....
2.....
3.....
etc.

Date.....

Signature of counting agents.

Signed before me.

Date.....
Officer.

Returning

*Strike off the inappropriate alternative.

§Section 128 of the Representation of the People Act, 1951:-

"128. *Maintenance of secrecy of voting.*—(1) Every Officer, clerk, agent or other persons who performs any duty in connection with the recording or counting of votes at an election shall maintain and aid in maintaining, the secrecy of the voting and shall not (except for some purpose authorised 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-section (1) shall be punishable with imprisonment for a term which may extend to ~~three~~ 32 months or with fine or with both."

Part – D

Postal Ballot – Counting

Postal Ballots – Counting

Commencement of counting – counting officials at the counting tables:

- The Returning Officer shall give directions to AROs to commence the counting of PB & ETPBS at the hour fixed for commencement of counting at specified counting tables.
- The counting of Postal Ballots will be taken up prior to taking up counting of votes from EVM
- Additional counting tables shall be provided to expedite the process of counting of PBs
- On each Table for counting of postal ballot there will be an ARO, one Counting Supervisor and two Counting Assistants.
- There shall also be an additional **micro-observer** for each table for postal ballot counting.

Contd...

Postal Ballots – Counting – contd.

- Entire counting procedure shall be *video graphed*.
- The counting of Electronically transmitted Postal Ballots (ETPBS) shall be done along with other PB counting.
- The counting of votes in EVM can commence 30 minutes after starting the counting of PB's.
- Note that Candidates/Election Agents/Counting Agents have right to be present at the time of counting of PBs.

Postal Ballots – Counting – contd.

PBs received after commencement of counting:

- PBs received after the time fixed for commencement of counting shall NOT be opened & shall be separately sealed with suitable endorsement.
- Note that the number of such PBs is not to counted be included in the total number of rejected votes.
- PBs received in time shall be considered for counting one by one

BIG ENVELOPE	FORM 13 C	COVER B
DECLARATION	FORM 13 A	
SMALL ENVELOPE	FORM 13 B	COVER A

Contd...

Postal Ballots – Counting – contd.

Start of PB counting – opening of envelopes:

- Open the Bigger Envelope [**Cover B**]
- This shall contain declaration in **Form 13A** and Small envelope [**Cover A**] containing PB.
- PB to be rejected without opening the inner cover in the following cases:
 - If declaration in **Form 13A** is not found on opening outer envelope (Cover B)
 - Declaration is not signed by the elector
 - Declaration is not attested by competent officer
 - Sl. No. of BP mentioned in the declaration is different from the Sl. No. of BP mentioned on the inner cover (Cover A)

Contd...

Postal Ballots – Counting – contd.

Rejection of PB on account of defect in declaration:

- If declaration is either not found or is defective, the PB is to be rejected without any further scrutiny of the contents inside the inner envelope
- In case of rejection of PB on this ground, the unopened smaller envelope and defective declaration are to be placed back in their respective bigger envelope and kept aside in a tray meant for such rejected envelopes
- All cases of rejection of PBs due to defects in Declaration in **Form 13A** shall be re-verified by the RO before they are actually put in the rejected category.
- All such rejected PB's in the bigger envelopes are to be kept together in a separate sealed packet mentioning the PC/AC, date of counting and superscripted as **“REJECTED POSTAL BALLOTS”**

Declarations & Ballot Papers

Opening inner cover after scrutinizing **Form 13A and 13B**:

- All the valid declarations are to be kept together in separate sealed envelope mentioning the PC/AC, date of counting and superscribed as **“VALID DECLARATIONS”**
- This should be done before smaller envelopes (**Form 13 B**) containing the ballot papers are opened.
- Thereafter the smaller envelopes will be mixed and should be opened one after another and the validity of ballot papers scrutinized and decisions arrived.
- Valid Ballot papers will be assigned to the candidates concerned
- Invalid Ballot papers to be kept in a separate tray/envelope

Rejection of Postal Ballots

Insufficient grounds for rejecting PB:

- A postal ballot paper shall not be rejected:
 - merely on the ground that the attesting officer has not put his seal on the declaration of the elector in **Form 13-A**, if the attesting officer has given all relevant details with regard to his name and designation on that Form.
 - on the ground that the sender (elector) has not put his signature on the outer cover “B” (**Form 13C**) in which he has returned the postal ballot paper, if the identity of the sender is verifiable on the basis of his declaration in **Form 13-A**.

Rejection of Postal Ballots – contd.

Grounds for rejection of PB:

- A postal ballot paper shall be rejected in the following cases:
 - If vote is not marked on the PB
 - If vote is given in favour of more than one candidate
 - If the marking is not clear as to for which candidate it is intended
 - The PB is a spurious one
 - If the PB is so mutilated that its genuineness cannot be confirmed
 - If it is returned in a different cover (not **in Form 13C** provided)
 - If there is any writing by which the elector can be identified

Counting of Postal Votes

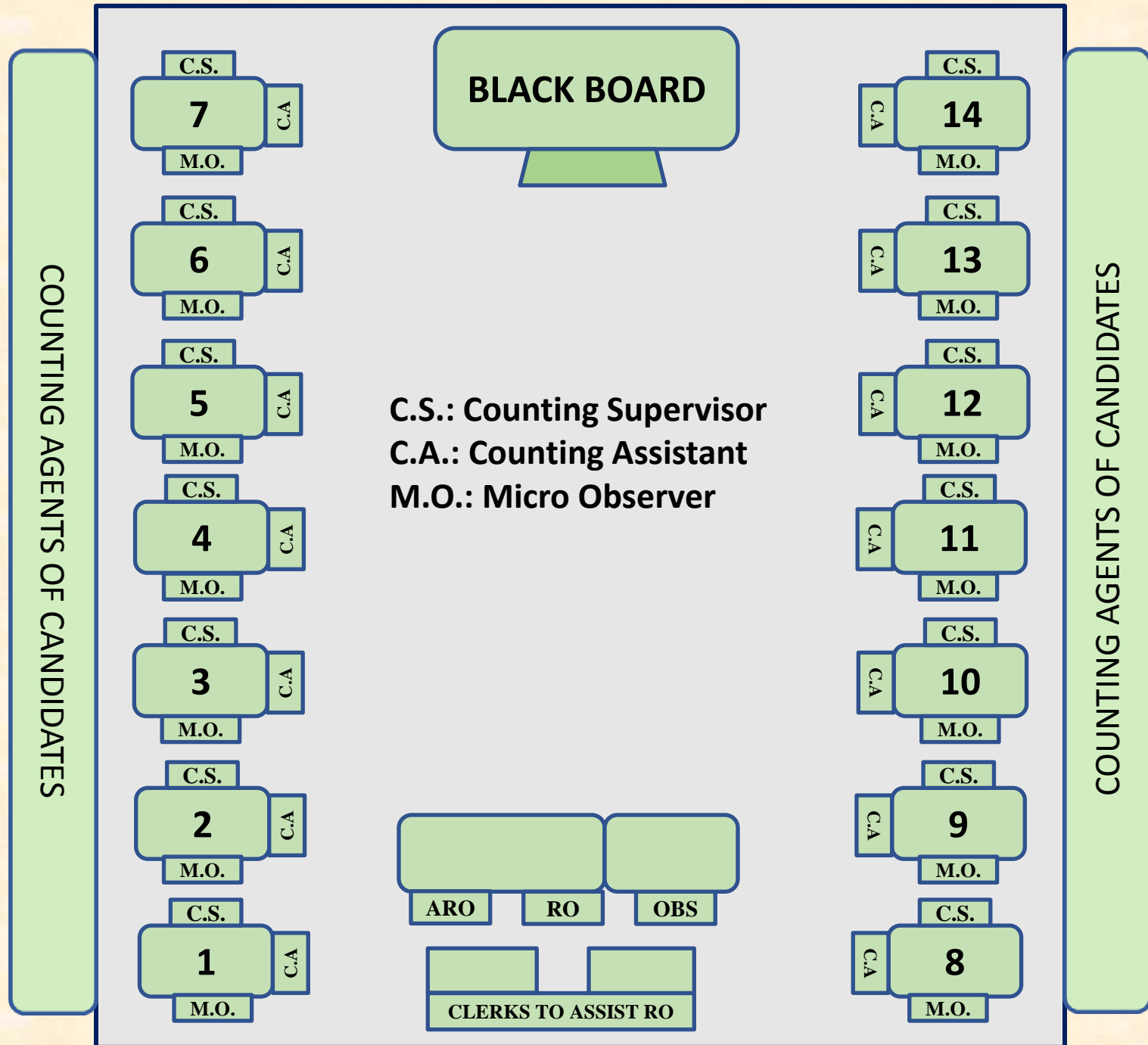
Candidate-wise distribution of valid PBs:

- The valid votes should then be counted and each candidate credited with the votes received by them.
- The total number of postal votes received by each candidate should then be calculated and entered in the Result Sheet in **Form 20**
- An announcement in this respect has to be done by RO for information of the candidates.

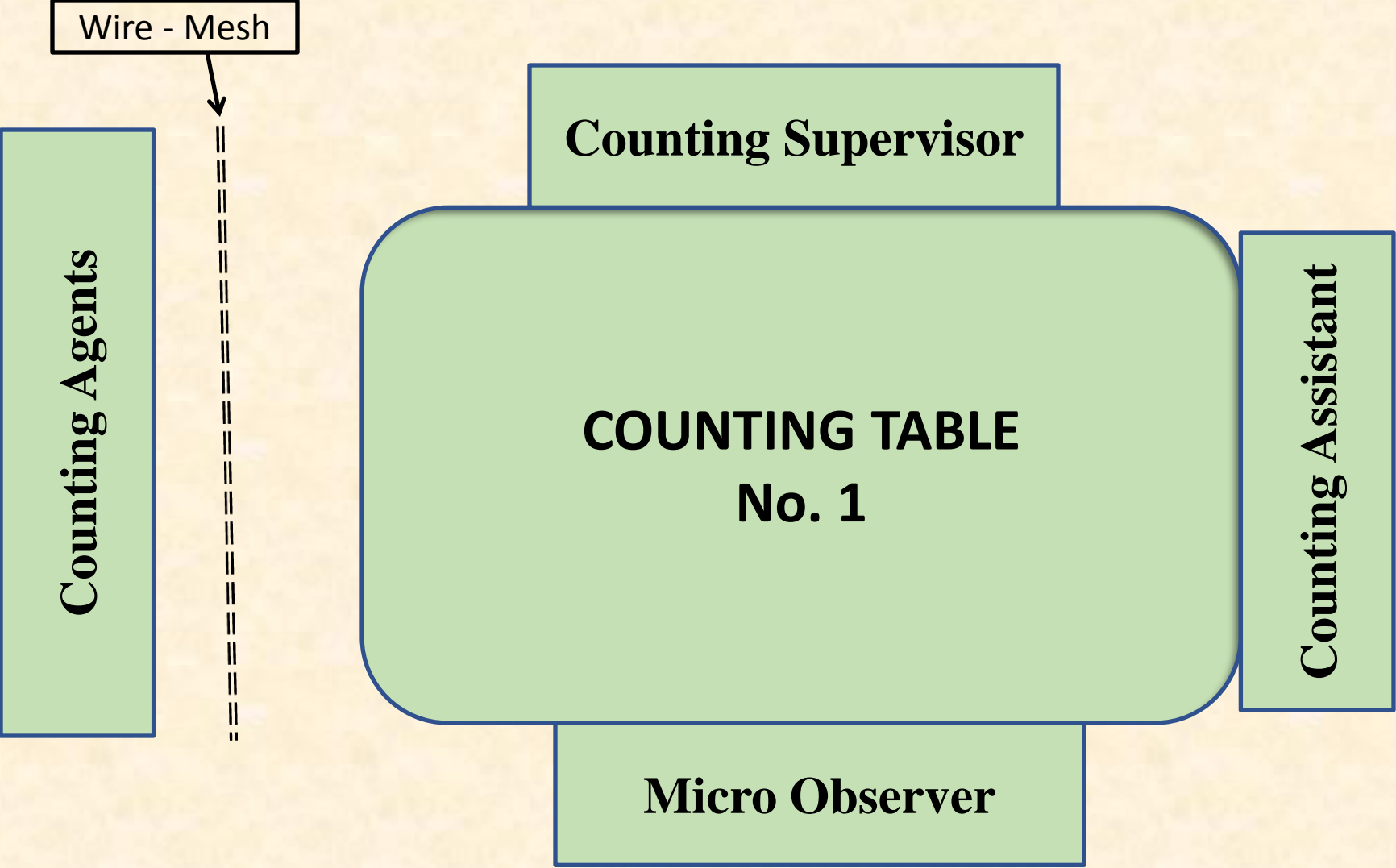
Part – E

Layout of Counting Hall

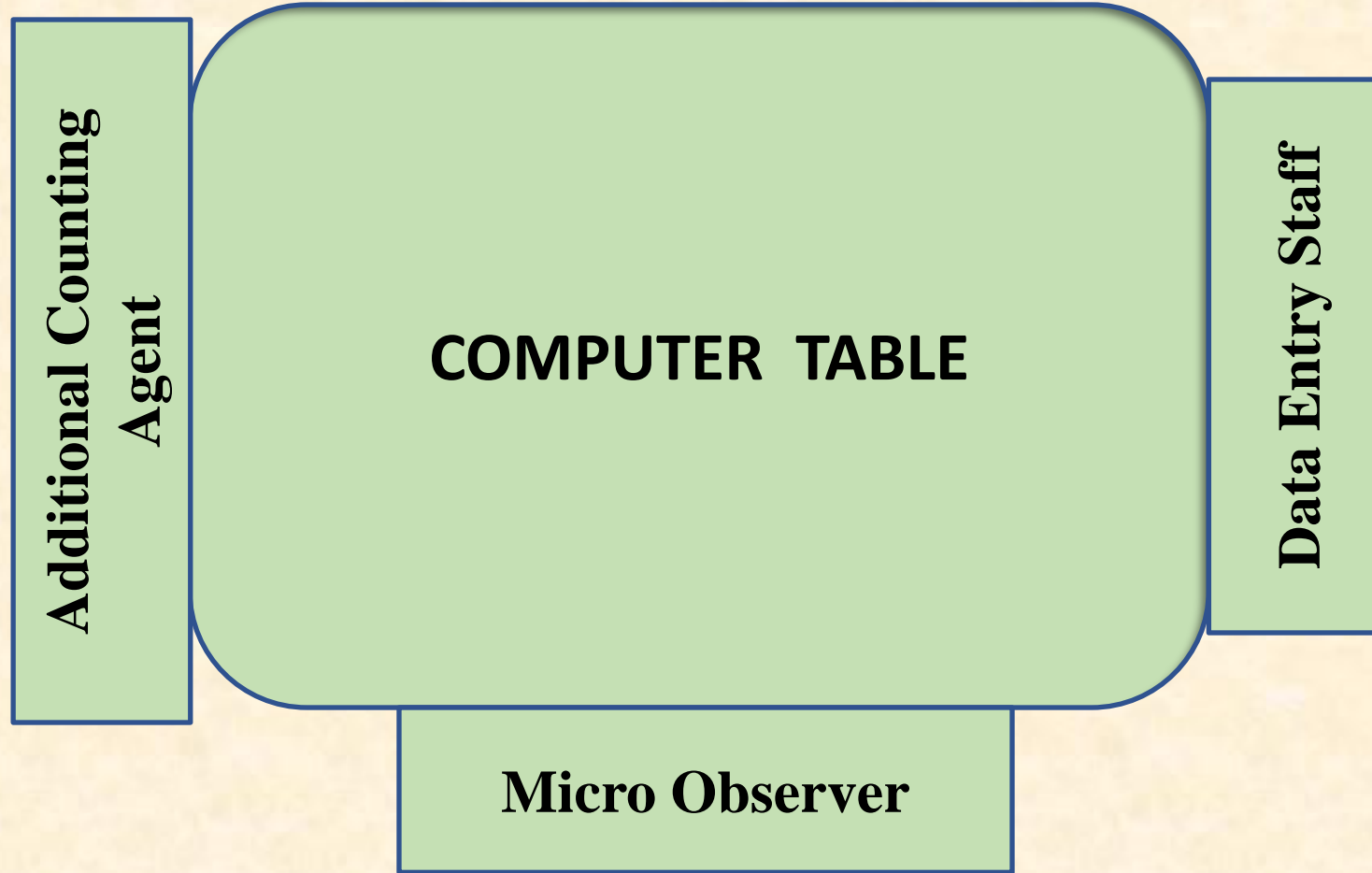
Layout



Counting Table



Computer Table



Part – F

**Unsealing of CU before
counting**

Unsealing of CU from Carrying Case



Inspection/Checking of CU

Inspection/verification of seals on CU before ascertaining results :

- Inspect both Pink Paper Seal and Green Paper Seals. Both these seals MUST be intact.
- Immediately report to RO/ARO even if there slightest doubt that these seals are tampered with.
- Any doubts raised by Election agents as regards to seals must be addressed to RO/ARO
- Ensure that Candidates/Election agents verify the unique ID of Pink paper seal on the Control Unit.
- Verify the unique ID number of Green paper seal with **Form 17C** and show to the Candidates/Election agents.

Steps for opening Seals of CU

Special Tag – action in case of suspicion of tampering:

- Only when it is ensured that this special tag seal is intact, proceed further.
- Report immediately to RO/ARO in case of any doubts of any of these seals.
- Allow the candidates/election agents to compare the serial number of the Special Tag.
- The EVM now is ready for proceeding to the next step of result.

Contd...

Steps for opening Seals of CU – contd.

Opening/breaking seals – inner cover - Result Section:

- Break open Green Paper Seal
- Take care to retain the portion of Green paper seal showing its unique ID as far as possible.
- Break open the seal on outer cover of result section secured to the Address tag and open the outer cover.
- The inner cover of result section sealed with special tag will now be visible.

**EVMs to be distributed sequentially, i.e. PS no. 1 to Table 1 and so on.
Nodal officer to ensure.**

Along with CU, sealed cover containing Form 17C (Account of Votes) to be brought to counting table.

Keep account of such distribution with RO

When taken out of carrying case, check:

- That it is the same CU supplied to the PS
- Seal on Cand set Section is intact.
- Special Tag' in Result Section.
- Check S No of Pink paper seal on CU

Remove the seals from carrying case, take out CU. Place on table for inspection of seals by Candidates/ agents .

**Only CU required for Counting .
BU to be brought into hall only if inspection required.**

Unsealing CU before counting – inspection of seals

CHECK that green paper seal is intact and its S. No. tally with paper seal account prepared by PrO in Form 17C : Part I: Item 9

Decide if clerical errors or actually tampered with. If tampered with, keep aside and inform ECI immediately

**If seal is properly intact and there is no tampering, votes will be counted.
Proceed further**

Unsealing EVM



Part – G

Ascertaining Result

Ascertaining Result

Breaking Green Paper Seal to access Result Button:

- Switch ON the Control Unit by lifting the power switch provided in the rear compartment ON position.
- Care must be taken to enable the Candidates/Election Agents to view the display section of the CU at all times.
- Follow the display sequence on the Control Unit.
- Pierce the Green paper seal over the Result button provided below the upper aperture.
- Press the Result Button.
- Follow the display sequence on the CU.

Filling Part – II of Form 17C

Entering result in Part II of **Form 17C**:

- Counting Supervisor will note down, carefully, the above result as displayed sequentially candidate-wise in 'Part-II – Result of Counting' of **Form 17C**.
- Calculate the Total votes in CU from Col. 3 of this table and compare the same with Item No. 6 in Part-I of **Form 17C**.
- Check whether these two figures tally or there is any discrepancy between them.
- Accordingly write remark in the space provided and complete the Form in all respects.
- Counting supervisor will have to sign this form.

Contd...

Filling Part – II of Form 17C – contd.

Preparing part II in duplicate - one copy to Counting Agents:

- Note that Part II of **Form 17C** has to be prepared in duplicate using carbon paper.
- And both these copies should be got signed from the candidates/their agents present.
- One copy of this form will be handed over to RO/ARO for computing round wise tally of votes.
- The other copy will be handed over to official designated for the purpose, who will prepare xerox copies of the same and give the same back to counting supervisor.
- These Xerox copies are to be distributed amongst the counting agents present at counting table.

Filling Part – II of Form 17C – contd.

Carbon copy of Part II to be retained by Counting Supervisor:

- The carbon copy of every counting round will be retained by the Counting Supervisor till end of counting.
- At the end of counting, the Counting Supervisor will keep all these copies in an envelope superscribed “**Duplicate copy of result of counting in Form 17C-Part-II**”
- Counting Supervisor will personally hand over this envelope to RO/ARO.
- Counting Staff shall not leave the hall till the results are declared without prior permission of RO/ARO.

Repeating the result sequence

Repeating result sequence – switch off CU - return CU:

- If required, repeat the result sequence to enable the Candidates/ Election agents to note down the results.
- After the result has been noted, close the outer cover of the Result Section.
- SWITCH OFF THE CONTROL UNIT.
- Keep the CU in Carrying case and hand over the same to the Officer designated for the purpose.

Recounting of votes

Decision on application for recount of votes:

- Every vote in EVM is a valid vote and no dispute should arise as to its validity.
- If Candidates/Agents ask for display of Result of a particular PS; ‘RESULT” button of that CU can be pressed to again display the Panels of that control unit.
- After completion of counting and preparation of result sheet in **Form 20**, any candidate or election agent (in the absence of candidate) may apply in writing for recounting the votes either in part or for all PS.
- RO shall decide the matter and allow recount either in part or in full or reject the request.
- RO’s decision shall contain the reason(s) therefor.
- In the event of recount, RO shall amend result sheet in **Form 20** if required and announce the amendments.

Contd...

Recounting of votes – reverification of Postal Ballots - contd.

Re-verification of rejected Postal Ballots in special case:

- When the margin of votes between the top 2 candidates is less than the no. of rejected Postal Ballot, before declaration of result, RO shall personally re-verify all the rejected Postal Ballots to confirm that there is no case of wrong rejection of valid Postal Ballots. If there is any change in the position on such reverification, the entries related to Postal Ballots shall be corrected accordingly.

Special Cases related to CU

Non-functioning of CU – non-display of result - close button not pressed – doubts regarding seals – objection by candidates/agents:

Report to RO/ARO immediately in case of:

- Non-functioning of CU during counting of votes.
- CLOSE button of CU was not pressed by the Presiding Officer at the end of poll.
- Any Doubts related to seals, counting process, etc. raised by Candidates/their Agents.

Contd...

NB: If non-functioning of CU is on account of 'low battery', replace battery and proceed

Special Cases related to CU– Non-display of result – contd.

Non-display of result on CU – VVPAT Slips to be counted:

- If a particular CU used at a PS does not display the results, such CU will be kept inside its carrying case and is to be kept in custody of RO; while continuing with counting of other EVMs.
- Result from such CU(s) **will not be retrieved** using Auxiliary Display Unit or Printer.
- After completion of counting of votes from all the CUs, the printed paper slips of the respective VVPAT shall be taken up for counting as per the counting procedure prescribed by the Commission.
- Thereafter, counting of printed paper slips of VVPAT(s) under **R 56D COER 1961** shall be taken up.

Date/time stamping on CU not in sync with actual date/time

Procedure in case of discrepancy in the date and time of start and end of poll:

1. In case of above, the difference will be compared with the date and time noted by Presiding Officer in the mock poll certificate.
2. If the date and time difference at the time of mock poll does not match with the date and time difference of start and end of poll at the time of counting, the EVM will be kept aside and the matter to be referred to the commission for decision.
3. On the other hand if it matches, the discrepancy will be explained to the candidates and their representatives and the votes polled in the EVMs will be counted in the usual manner.

Special Cases related to CU– Close button not pressed

Close button not pressed – INVALID message on CU - action by RO

- If close button of the CU was not pressed by the Presiding Officer, the message on CU will be “INVALID” when Result button is pressed.
- The RO/Counting Supervisor shall press the “Total” button of the CU to see whether the total votes polled in that CU and that mentioned in **Form - 17 C** are the same. If the total matches, the RO/counting supervisor will press the close button & count the votes.
- Proceedings of the such activity has to be recorded explaining the facts to the candidates/counting agents and their signatures taken thereon
- If total does not match, such CU will be kept inside its carrying case and is to be kept in custody of RO; while continuing with counting of other CUs.
- Only when counting of all the CUs is over, the RO and Observer to check the margin of votes between top 2 candidates and compare same with total votes in this CU.

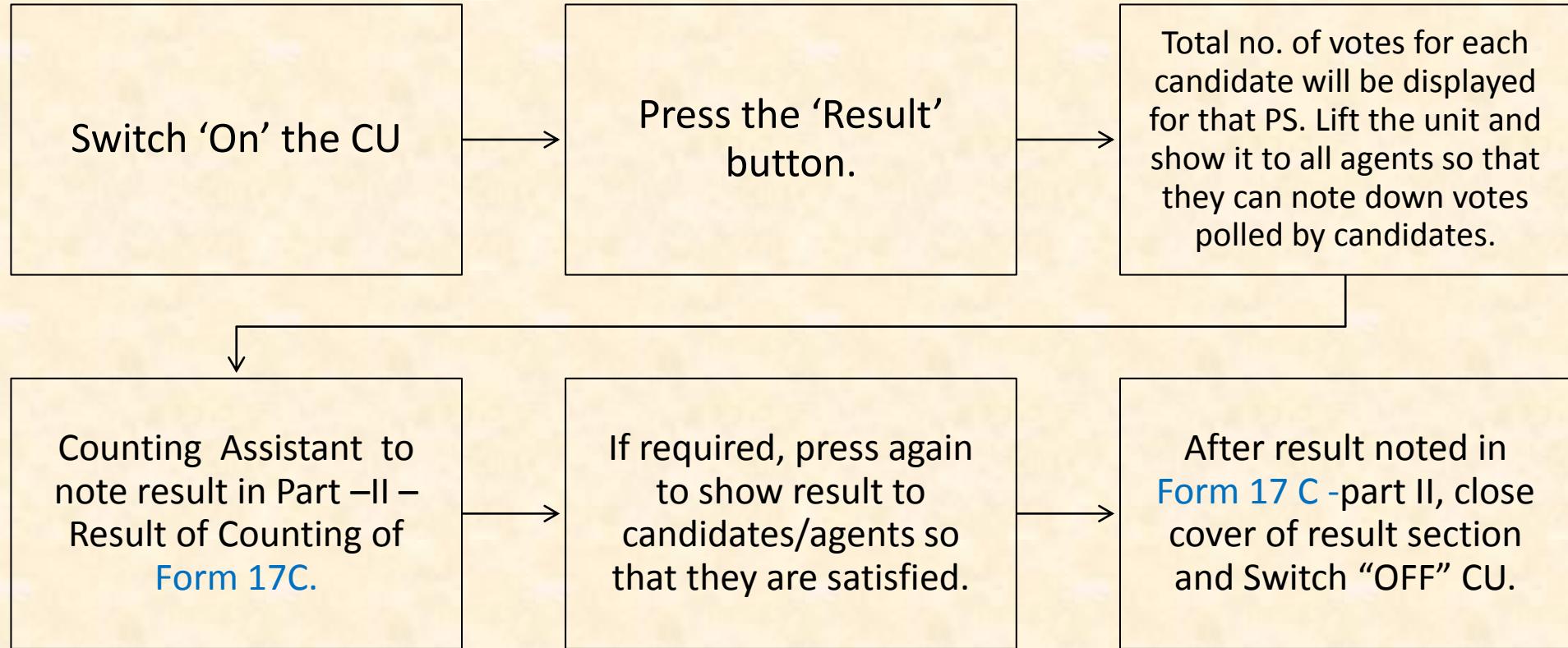
Contd

Sealing and storage of EVMs after counting

Safe custody of EVMs after counting – not to be opened/inspected without court orders:

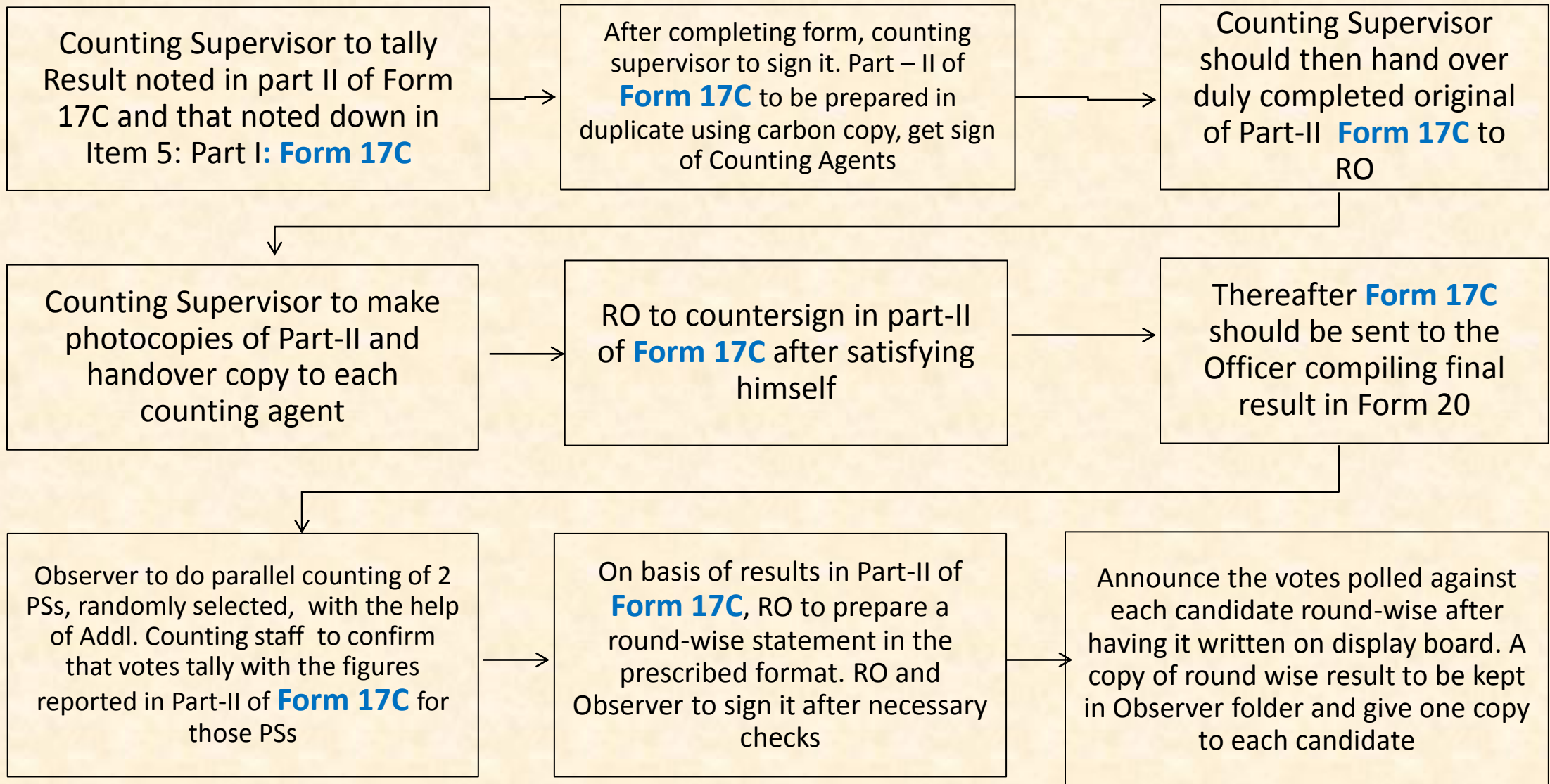
- After completion of counting, all the CUs whether result has been retrieved from it or not should be kept back inside their respective carrying cases after removing the power pack.
- The carrying cases should then be sealed by RO and Observer should put their signatures on the seal.
- Candidates/Election Agents should also be allowed to put their signature on the seal.
- All EVMs should be then kept in the strong room(s).
- EVMs stored in Strong Rooms after counting shall be under the custody of DEO and shall not be opened/inspected by any person/authority without orders of a competent court **(R 92(1-A), R 93(1-A), COER 1961)**

Counting of votes recorded in EVMs



Contd...

Counting of votes recorded in EVMs – contd.



Contd...

Counting of votes recorded in EVMs – contd.

Round wise statement proforma

Annexure for tabulating Trends/Results

Number & Name of Constituency _____ Round Number ____ Date _____

Table No.	1.	2.	3.	4.	5.	6.	Total	Brought from Previous Round	Cumulative Total
Polling Booth No.									
Sl No.	Name of Candidate								
Rejected Vote									
Total Vote									
	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO		
	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer		

Important:

1. All Over writings/cutting should be certified by observer.
2. Polling station Number whose votes are counted should be indicated below the table Number.
3. A copy of this is to be kept by observer in a separate folder for cross checking later.

Contd...

Counting of votes recorded in EVMs – contd.

Proforma for recording of Votes by Additional Counting Staff

PROFORMA FOR RECORDING OF VOTES BY ADDITIONAL COUNTING STAFF

No and Name of A.C. –

Round No.-

Table No.-

C U Number:

Polling Station Number:

SN.	Name of Candidate (Pre-Printed)	No. of votes recorded

Date:

Signature of Addl. Counting staff (With full name)

*** To be handed over to the Observer only.**

Contd...

Counting of votes recorded in EVMs – contd.

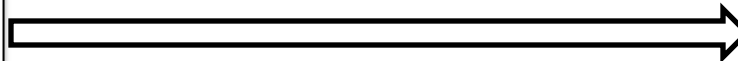
Officer compiling result in Result Sheet in **Form 20** will do so strictly as per entries in Part II of Form 17 C.



He will note down no. of tendered votes polled, if any, in **Form 20**. Take note that these are not be counted.



For AC, Final Result Sheet, You need to prepare only Part I of **Form 20** where you mention no. of postal votes received by each candidate also. In LS election Part II also to be filled up.



Grand total should be struck accurately as discrepancy in the form will affect the result of election and declaration of result. This will invite severe disciplinary action



Carefully check entire **Form 20** if all entries have been made for every PS and it is not incomplete



After all details have been entered in **Form 20**, strike the grand total credited to each candidate - grand total of postal votes and votes polled at PS

Contd...

ANNEXURE – 45

(CHAPTER XV, PARA 15.27.9)

FORM 20

FINAL RESULT SHEET

[SEE RULE 56C(2)(C)]

**ELECTION TO THE HOUSE OF THE PEOPLE FROM THE 56 PARLIAMENTARY
CONSTITUENCY PART I**

(To be used both for Parliamentary and Assembly Election)

Total No. of Electors in Assembly Constituency/Segment87,725

Name of the Assembly/Segment... 275AB..... (in the case of election from a Parliamentary Constituency)

Serial No. Of Polling Station	No. of valid votes cast in favour of			D	Total of valid votes	No. of reject ed votes	NOTA	Total	No. of tendered votes
	A	B	C						
1	2	3	4	5	6	7		8	9
1.	5	135	205	403	5	748	NIL	748	1
2.	6	170	145	340	118	765	NIL	765	—
3.	6A	405	70	105	230	810	NIL	810	—
4.	7	240	120	215	362	937	NIL	937	2
5.	8	72	269	142	319	802	NIL	802	—
6.	9	72	142	347	92	653	NIL	653	—
7.	10	240	267	142	115	764	NIL	764	—

.....And so on.....

.....

.....

Contd...

PART II

(To be used for Parliamentary Election only)

Name of Assembly Segment	No. of valid votes cast in favour of				Total of valid votes	No. rejecte vote s	NOT A	Total	No. of tendered votes
	A	B	C	D					
	2	3	4	5					
275 AB	18,697	15,353	10,974	8,458	53,482		Nil	53,482	3
276 CD	21,059	19,170	12,358	18,753	71,340		Nil	71,340	9
277 EF	21,610	13,448	23,117	9,321	67,496		Nil	67,496	—
278 GH	11,822	23,731	13,728	6,540	55,821		Nil	55,821	1
280 IJ	17,523	17,399	16,055	18,835	69,812		Nil	69,812	2
281 KL	21,937	16,756	17,080	11,921	67,694		Nil	67,694	—
Grand Total	112,648	105,857	93,312	73,828	385,645	8,770	385,645	15	
No. of votes recorded on postal ballot papers	47	13	22	5	87	17	104	15	

Place

Date : 28th July, 1992

(Signed) QRS

Returning Officer

The portion under highlight is only for sake of illustration only.

Contd...

(LAST PAGE)

Serial No. of Polling Station	No. of valid votes cast in favour of				Total of valid votes	No. of votes	NOTA	Total	No. of tendered votes
	A	B	C	D					
1	2	3	4	5	6	7		8	9
.....									
.....									
.....									
78	93	127	347	349	916	N		916	—
79	368	40	197	215	820	N		820	—
Total No. of votes recorded	21,059	19,178	12,358	18,753	71,340	N		71,340	3

at Polling Stations

No. of votes recorded on postal ballot papers Not applicable

(To be filled in the case of election from an assembly Constituency)

Total votes polled	21,059	19,178	12,358	18,753	71,340	Nil	71,340	3
--------------------	--------	--------	--------	--------	--------	-----	--------	---

Place : Sub-Division Office AB

Assistant Returning Officer

Date : 27th July, 1992

The portion under highlight is only for sake of illustration only.

Contd...

Counting of votes recorded in EVMs – contd.

After all rounds are completed and final result sheet in **FORM-20** is ready, RO SHOULD NOT immediately sign it.

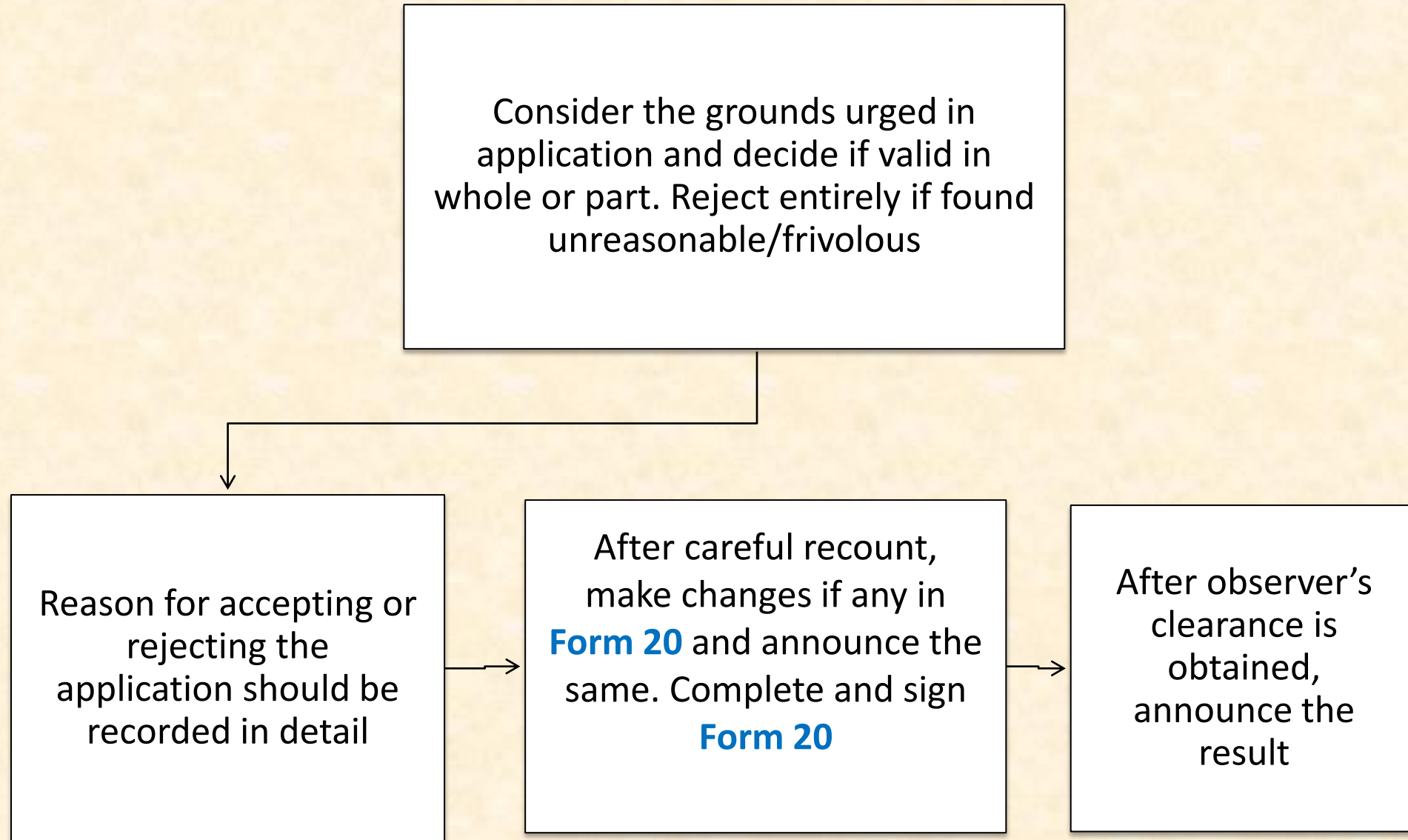
Before announcing, pause for 2 min during which candidate/agent can ask for recount for PB or for all rounds or for some round/s.

Ascertain how long he will take to make an application for recount in writing

If time requested is reasonable, announce exact hour and minute till which you will be waiting

Contd...

Counting of votes recorded in EVMs – contd.



Part - H

**Counting of Printed
VVPAT Slips**

Counting of printed VVPAT Slips (R 56D COER 1961):

Application for counting VVPAT Slips:

- After the entries made in the result sheet of election are announced, any candidate, or in his absence, his election agent or any of his counting agents may apply in writing to the RO to count the printed paper slips of VVPAT unit in respect of any polling station or all polling stations.
- Once such application is made, the RO shall pass a speaking order on whether the counting of paper slips shall be done or not.

Contd...

Counting of printed VVPAT Slips (R 56D COER 1961) – contd.:

Factors to be considered for deciding application for counting VVPAT Slips:

- While deciding the matter the RO shall consider the following:
 - Whether the total number of votes polled in that polling station are more or less than the margin of votes between winning candidate and candidate making the application
 - Whether there was any complaint about VVPAT not printing the paper slips or complaints under R 49MA (test vote) by any voter, in that polling station during the poll
 - Whether EVM met with any defect and was replaced at that polling station during poll

Contd...

Counting of printed VVPAT Slips (R 56D COER 1961) – contd.:

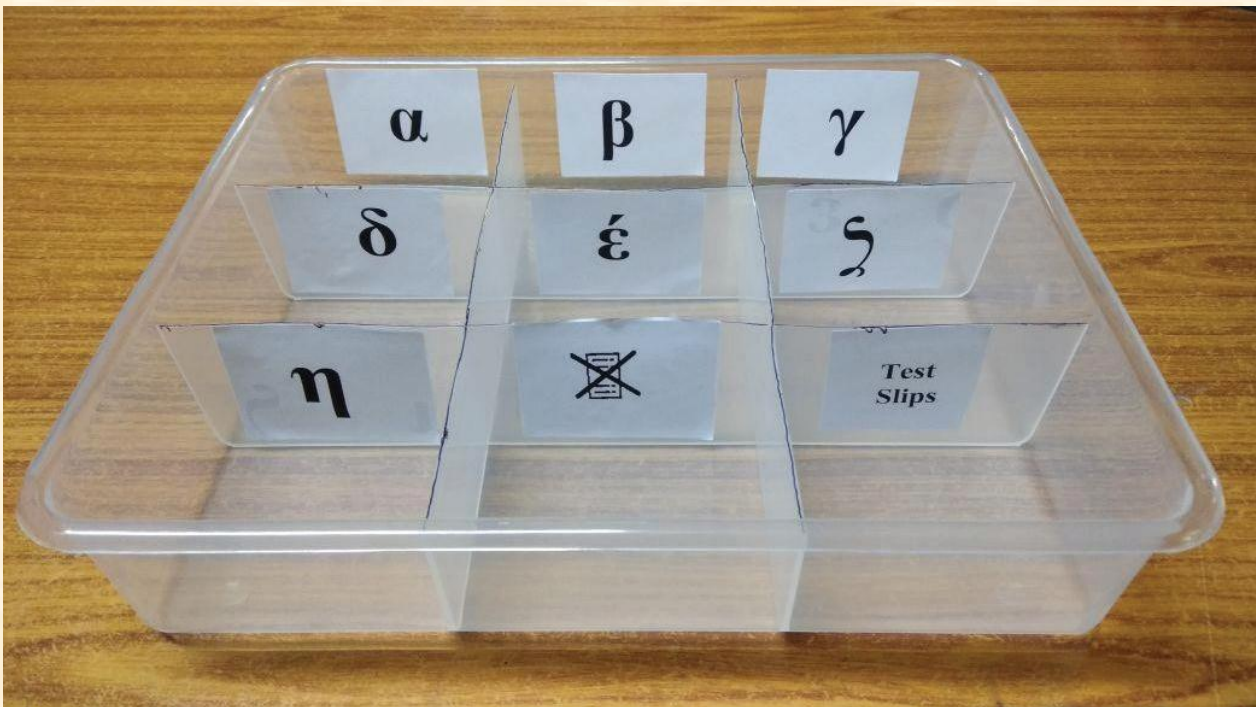
Decision on counting VVPAT Slips – procedure for counting – VCB:

- If the RO decides to allow counting of VVPAT paper slips of single or all polling stations; such decision shall be recorded in writing and shall contain the reasons therefor.
- Procedures for counting of ballot slips from VVPAT shall then be followed at the VVPAT Counting Booth (VCB).

Counting of printed VVPAT Slips - VVPAT Counting Booth (VCB) – arrangements

Arrangements to be put in place in VCB:

- The VCB table shall carry an transparent container which can accommodate 1400 printed ballot slips to keep the paper slips taken out from the drop box of the VVPAT.
- There shall also be an pigeon hole framework having number of pigeon holes equal to **No. of candidates + 2**.
- The additional pigeon holes are kept for keeping the self-test slips of the VVPAT and Ballot slips of NOTA respectively.
- The symbol of each contesting candidate as per the Ballot Paper are affixed on the wall of the pigeonhole allotted to the particular candidates.



Counting of VVPAT Slips – procedure

Verifying Address Tag – unsealing Ballot Slip Compartment:

- The VVPAT unit(s) of the respective polling station(s) shall be brought to the VCB one by one.
- In case a VVPAT unit was replaced during poll at that polling station, all the VVPAT units used at that polling station shall be brought to the VCB.
- Counting team to check the VVPAT address tag and confirm that the VVPAT pertains to the same Polling station.
- Allow the candidates/election agents to compare the serial number of these Address Tag.
- Unseal the Ballot slip compartment of VVPAT by removing both the address tags.

Contd...

Counting of VVPAT Slips – procedure – contd.

Removing Paper Slips for counting – Uncut VVPAT Slips:

- Remove all the Printed Ballot Slips from the drop box of VVPAT and keep them in the container with lid.
- Counting Supervisor to ensure that no VVPAT paper slips are left inside the VVPAT drop box.
- Show the empty drop box to the counting agents.
- In case a VVPAT unit was replaced, it may so happen that an uncut VVPAT paper slip or partially cut Slip is hanging and has not got cut and dropped in the drop box and still connected to the paper roll.
- Such uncut VVPAT paper slip should not be torn and should not be counted because the vote is not recorded electronically in the CU unless the VVPAT paper slip is cut.

Contd...

Counting of VVPAT Slips – procedure – contd.

Paper Slip of self-test report:

- In the drop box of the VVPAT will also have VVPAT slips of self-test report.
- These are easily identified, as they do not have either the name or the symbol of any candidate.
- These self-test report slips are to be preserved along with the VVPAT paper slips as part of the record but they are not to be counted.

Counting of VVPAT Slips – procedure – contd.

Candidate-wise segregation of Printed slips – result of Paper Slip count:

- The ballot paper slips shall be segregated one by one and put in the pigeon holes of the respective candidates after showing **each slip** to the Counting Agents.
- The paper slips bearing self-tests report shall also be segregated and put in a separate pigeonhole provided for the purpose.
- Bundles of 25 Ballot slips of respective candidates will then be prepared for counting purpose.
- VVPAT Paper Slips shall then be counted by the counting staff.
- Result of the VVPAT paper slips count shall be prepared in the specified format & attached to Part-II of [Form 17-C](#).

Contd...

Counting of VVPAT Slips – procedure – contd.

Announcing result of Paper Slip count – action to be taken in case of variation between CU count and VVPAT Slip count:

- The result of the count of VVPAT paper slips shall be announced loudly in the counting hall and shown to the counting agents
- If there is discrepancy between the count of votes displayed on the control unit and the count of printed-paper slips in respect of any Polling Station, **the result sheet will be amended as per the printed-paper slips count.**

Counting of VVPAT Slips – PS using more than one VVPAT – contd.

Procedure in respect of those PS where more than one VVPAT were used:

- VVPAT paper slips of each VVPAT will be counted separately, one by one.
- Result of each VVPAT will be entered separately in annexure attached to [Form 17C](#).
- Thereafter, a Final Result sheet shall be prepared by combining all results of that particular polling station and the same shall also to be attached to [Form 17C](#).

Counting of VVPAT Slips – sealing of Printed Slips

Sealing of Printed Slips in the Drop Box of VVPAT:

- After completion of counting of VVPAT paper slips, the bundles of all the VVPAT Paper Slips shall be kept in an envelope and sealed. Similarly, paper slips of all other VVPATs (though not counted) will also be taken out and sealed separately in envelopes (please see detailed instructions in Manual on EVM & VVPAT 2023)
- The candidate(s)/their agents may also be allowed to affix their signature with party abbreviation on the Address Tags
- After declaration of result, VVPAT slips from all VVPATs to be taken out & kept in black envelope AC wise & sealed with secret seal.
- Candidates/Agents allowed to witness the process and get their sign on each envelope.
- Enveloped to be kept in big trunk AC wise & sealed. Kept with statutory docs

Sequential counting of VVPATs of 5 PSs

Mandatory Counting of VVPAT Slips of 5 PS - randomly selected:

- Mandatory verification of VVPAT paper slips of randomly selected 05 (five) polling stations shall be conducted after the completion of the last round of counting of votes recorded in the EVM's as under:
- The Ballot slips from these VVPATs shall be counted sequentially one after the other.
- This shall be taken up after counting of VVPAT Slips under **R 56D COER 1961**, is completed (if any).

Contd...

Sequential counting of VVPATs of 5 PSs – contd.

Random selection of 5 PS by draw of lots:

- The Verification of VVPAT paper slips of randomly selected 05 (five) polling stations for each Assembly Constituency/Segment shall be taken up after the completion of the last round of counting of votes recorded in the EVMs and VVPAT paper slips count due to non-display of result from the Control Unit(s) or under **R 56D COER 1961** or whatsoever the reason.
- The random selection of 05(five) shall be done by draw of lots by the Returning Officer concerned, in the presence of candidates/their agents and the General Observer appointed by the Commission for that Constituency.

Sequential counting of VVPATs of 5 PSs – contd.

Advance intimation to candidates for random selection of 5 PS:

- The draw of lots must be conducted immediately after the completion of the last round of counting of votes mentioned, in the designated Counting Hall for the particular Assembly Constituency/Assembly Segment.
- A written intimation shall be given by the RO to the candidates/ their election agents well in advance.

Sequential counting of VVPATs of 5 PSs – contd.

Procedure to be followed for draw of lots to select 5 PS for sequential counting:

- White color paper cards of postcard size for conducting the draw of lots.
- Total number of such paper cards should be equal to total number of PS in the AC.
- The paper cards shall have pre-printed AC/AS number, name and date of polling on the top, and the PS number in the centre.
- Each digit of the polling station number shall be at least 1 inch X 1 inch size and printed in black.
- Paper cards to be used for draw of lots should be 4 folded in such a way that PS number is not visible.
- Each paper card shall be shown to the candidates/their agents before folding and dropping in the container.
- The paper cards shall be kept in the big container and must be shaken before picking up 05 slips by RO.

NB: PS of which VVPAT paper slips have been counted due to non-display of result from CUs or under R 56(D) COER 1961 or whatsoever the reason, shall not be included in the draw of lots for mandatory verification of VVPAT slips count.

Sequential counting of VVPATs of 5 PSs – contd.

Setting up VVPAT Counting booth (VCB):

- Counting of VVPAT paper slips shall be done in VCB specifically prepared for this purpose inside the Counting Hall.
- Booth shall be enclosed in a wire mesh just like a bank cashier's cabin so that no VVPAT Paper Slip can be accessed by any unauthorized person.
- One of the Counting Table in the Counting hall can be converted into VCB and can be used for normal counting of round-wise EVM votes before the count of VVPAT Slips as per random selection after the completion of round-wise EVM votes counting.

Sequential counting of VVPATs of 5 PSs – contd.

Mismatch between CU count and VVPAT count:

- In case of any mismatch between electronic count on CU and VVPAT slips manual count, recounting of the VVPAT slips of that PS shall be conducted till the recount tallies:
 - either with the EVM count
 - OR
 - with one of the previous VVPAT slips count

- If there is any discrepancy between EVM count and VVPAT paper slips count, the VVPAT paper slips count shall prevail as per **R 56D(4)(b) COER 1961**. The result sheet shall be amended accordingly as per the printed paper slips count.

Contd...

Sequential counting of VVPATs of 5 PSs – contd.

Videography, certificate and reports for VVPAT Slips counting:

- Process of VVPAT count shall be fully video-graphed.
- After completion of VVPAT count, RO to give certificate in the prescribed format separately for each PS to the CEO.
- CEO shall compile reports for entire State/UT and submit a consolidated summarized report to ECI within 7 days after counting.
- The Observers appointed by ECI will also submit their report to ECI

Contd...

Part - I

Role of Micro Observer

Role of Micro Observer

Duties/responsibilities of Micro Observer:

- Each counting table shall have one micro observer.
- The MO shall be responsible for the purity of counting process on his/her respective table.
- Since every step in counting is crucial, the role of MO becomes very important as to ensure that the counting supervisor & counting agent perform their duty correctly.
- Micro Observer has to watch the proceedings on the table, being the representative of the observer.
- MO will note down the details of votes exhibited by the EVMs being counted in each round in that Table.

Role of Micro Observer – contd.

Procedure to be observed by Micro Observer:

- MO would be provided with a pre-printed statement on which they would note down the CU No., Round No., Table No., Polling Station Number and thereafter the names of all the contesting candidates as they appear in the ballot paper.
- MO shall be filling the vote details of every round of his table in the **proforma** provided for the purpose.
- They will put their signature at the end of the statement and shall hand over the statement to the Observer after each round.

Two Additional Micro Observers

- Two additional MOs shall be deployed in each Counting Hall of every Assembly Segment.

MO-1

1. Keep watch over data entry in the computer placed in the Counting Hall for round-wise compilation of the votes recorded for each candidate.
2. Should ensure that the entries in the Part II of the **Form 17C** are correctly entered in this computer by the data entry operator.

MO-2

1. Assist the Observer and re-check on the printout (of the data entered at MO-1) that all data which has been entered is fully correct and complete and in accordance with the original Part II of **Form 17C** received from each counting table recorded for each candidate.

Additional Table/staff for Observer

Two additional staff to assist Observer in random counting in each round:

- This table will have 2 Counting Staffs who would assist the Observer to cross check correctness of counting.
- After completion of every round, the Observer will randomly select 2 CUs counted in that round.
- These CUs will be brought on this table and provided to the Additional Counting Staff .
- The result of the poll will be checked by these staff from the selected CUs by pressing Result Button.
- This Candidate-wise result of votes will be entered in the **Proforma** provided.
- This report shall be handed over to OBSERVER ONLY.

Part - J

Declaration of result

Declaration of result

Completion of **Form 20** – Observer's clearance – disposal of recount request – announcement of result:

- Result declaration after:
 - Completing and Signing **Form 20**
 - Obtaining necessary approval from ECI, wherever needed.
 - Obtaining No Objection from ECI's Observer
 - Any request for recount , if received, has been duly disposed of by a speaking order of the RO.
- Declare the result by loud announcement

Contd..

Declaration of result – contd.

Form for Observer's No Objection

" _____ Observer Code _____, For
_____ Assembly Constituency /Assembly Segment of -
-----Parliamentary constituency after having satisfied myself about the
fairness of counting of votes and complete accuracy of compilation of
result in Form-20 hereby authorize the Returning Officer for
_____ Assembly Constituency to declare the result."

Signature of the Observer _____

Name of the Observer _____

Code of the Observer _____

Assembly Constituency No. & Name _____"

Declaration of result – contd.

Listing of Forms regarding declaration of result:

- Formal declaration of result should be made by RO in either **Form 21C** or **Form 21D** :-
 - **Form 21 C** for General Election
 - **Form 21 D** for bye election
- Name and address of elected candidate to be as per list of contesting candidates [**FORM-7A**]
- Date of declaration is date on which result is declared and not date of dispatch of declaration to appropriate authorities.
- Complete and certify return of election in **Form 21E**.
- Forward signed copies of **Form 21E** to ECI & CEO
- You can supply copy of the **Form 21E** to an applicant on payment of Rs. 2/- fee [**R 93(3) COER 1961**]

Contd..

Form 21 C

FORM 21C

(See rule 64)

(For use in General Election when seat is contested)

Declaration of the result of Election under section 66 of the Representation of the People Act, 1951.

*Election to the House of the People from the.....Parliamentary constituency in.....(State/Union territory).

— *Election to the Legislative Assembly of.....(State/Union territory) from.....Assembly constituency.

— *Election to the Metropolitan Council of Delhi from.....Metropolitan Council constituency.

In pursuance of the provisions contained in section 66 of the Representation of the People Act, 1951, read with rule 64 of the Conduct of Elections Rules, 1961, I declare that—

.....(Name)

.....(Address) ¹[sponsored by.....(name of the recognised/registered political party)] has been duly elected to fill the seat in that House from the above constituency.

Place.....

Date.....

Signature

Returning Officer.

¹Score out, if inappropriate.

Declaration of result –contd.

Authorities to whom **Form 21C** Certificate to be sent :

ECI

**CEO of
state**

(for both LS & LA election)

**Union
Ministry of
Law &
Justice
(Legislative
Department)**

(for LS election)

**Secretary
General,
Lok Sabha**

**State
Government**

(for LA election)

**Secretary to
State
Legislative
Assembly**

Contd..

FORM 21E

(See rule 64)

Return of Election

Election to the.....from the.....constituency

Return of Election

Serial	Name of candidate	Party affiliation	Number of votes polled
--------	-------------------	-------------------	------------------------

No.

Total number of electors.....

Total number of valid votes polled.....

Total number of votes for 'None of the Above'.....

Total number of rejected votes.....

Total number of tendered votes.....

I declare that—

.....(Name)

of..... (address)

has been duly elected to fill the seat.

Place

Date

Returning Officer.

Declaration of result – contd.

Grant of certificate to elected candidate – Form 22 - acknowledgement of receipt – authorities to whom Form 22 Certificate to be sent:

- As soon as candidate is declared elected, you should grant to such candidate, a certificate of election in **Form 22**.
- Only candidate or in his absence to a person duly authorized by the candidate and who is personally known to the RO, can receive the certificate of election from RO.
- Obtain acknowledgement of its receipt duly signed (in any language) by the candidate from the candidate or the person authorized by the candidate.
- Only 4 persons can be present at this occasion excluding the candidate or duly authorized person by the candidate for receiving the certificate of election from RO.
- Signature has to be attested by RO only before dispatch to the Secretary of state LA/ the Secretary General of the Parliament

Form 22: Certificate of Election



FORM 22

(See rule 66)

Certificate of Election

I, Returning Officer for the.....Parliamentary/Assembly constituency in the State of.....hereby certify that I have on the.....day of 20..... declared Shri..... of.....¹[sponsored by.....(name of the recognised/registered political party)] to have been duly elected by the said constituency ²[in the General Election/Bye-election] to be a member of the House of the People/Legislative Assembly and that in token thereof I have granted to him this certificate of election.

Place

Date

.....

Returning Officer,
for the.....Parliamentary
Assembly constituency.

SEAI

Declaration of result – contd.

Format of Acknowledgement from returned candidate

I acknowledge receipt of
the certificate of election in Form 22 in respect of my election to
..... fromconstituency, declared on

.....
..Date

Candidate

Signature of the returned

Attested and forwarded to the Secretary

.....

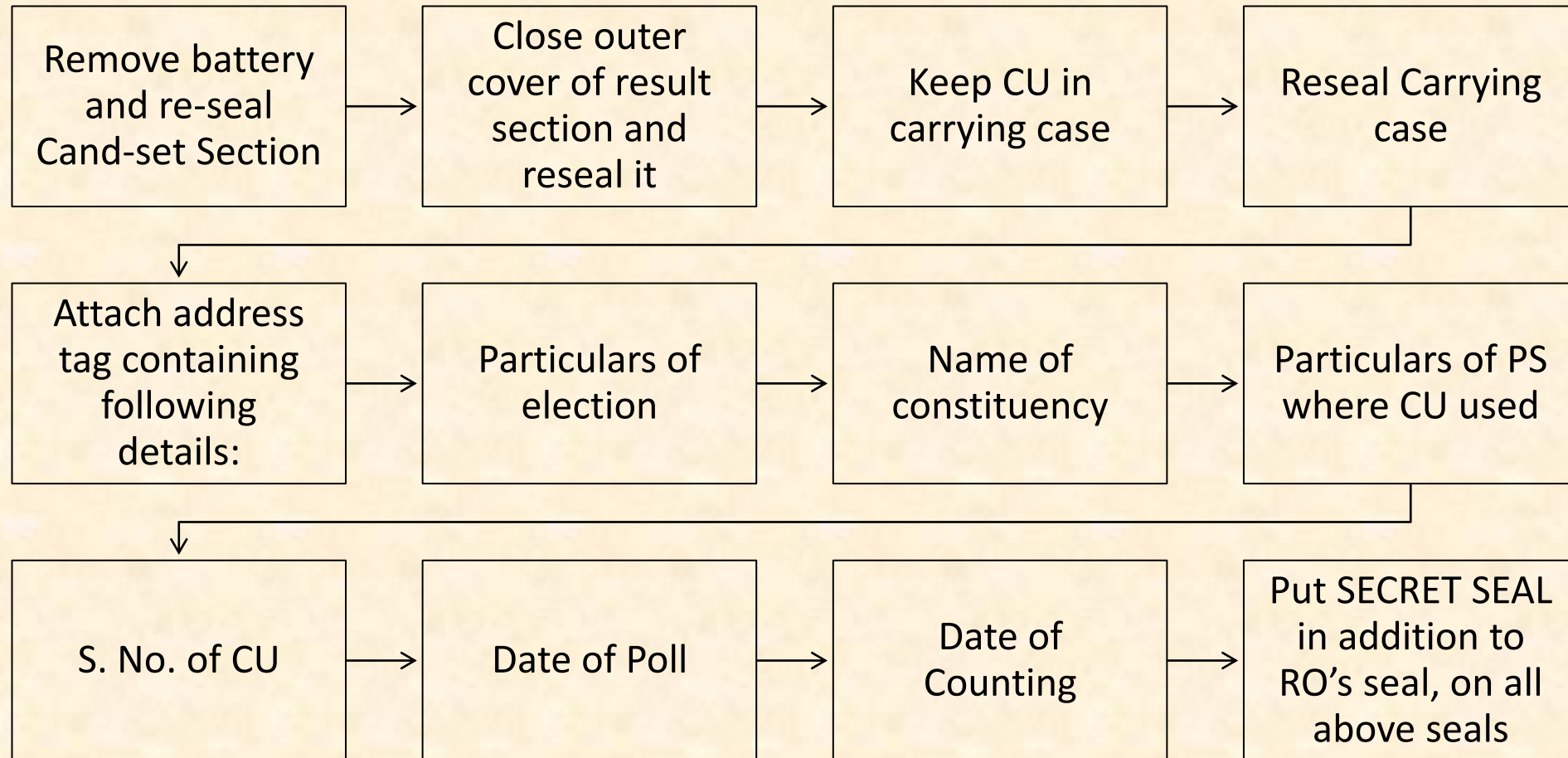
Returning Officer

Part - K

Sealing of EVMs and other papers

Sealing of EVMs and other papers

- After counting of one round is over, the EVMs have to be re-sealed .
- Resealing to follow procedure as given:



Election Papers that require to be sealed [R 93 (1) COER 1961]

List of documents to be sealed:

- Packets of registers of **Form 17 A** including voters' slips
- Packets of unused postal ballot papers with counterfoils attached thereto.
- Packets of used PBs- valid or rejected- including the packets in which covers containing PSs received late are kept.
- Packets of used and unused tendered ballot papers.
- Packets of unused (surplus) ballot papers meant for display in BU and for use as tendered ballot Papers.
- Packets of counterfoils of used PBs.
- Packets of marked copies of electoral roll
- Packets of declarations by electors and attestation of their signs
- Printed VVPAT Paper Slips sealed under **R 57C COER 1961**

Contd...

Election Papers that require to be sealed [R 93 (1) COER 1961] – contd.

- Appoint an senior officer to supervise sealing of packets.
- These papers to be sealed with
- All to be put in steel trunk
- Each steel trunk locked with two locks and each lock be sealed.
- EVMs and election papers thus sealed shall be deposited under safe custody of DEO without delay
- DEO should ensure that these are deposited in treasury/sub-treasury under double lock, key of one will be kept with DEO himself.
- The envelopes sealed under **R 93(1) COER 1961** shall not be opened and their contents inspected by any person/authority except under the order of a competent court under Secret Seal NOT to be put on locks.

Part - L

**Proceedings of counting
and return of secret seal**

RO to draw up proceedings of counting

Proceedings of counting to record all relevant/important steps and events:

After sealing election papers, RO should draw up proceedings of counting process mentioning, inter alia, the following points:

- Full particulars of candidates/agents present in counting hall
- Fact that they were asked to affix seals on voting machines and packets of election papers, if they wished
- Particulars of persons who had affixed such seal and those persons who refused to do so
- Sign the proceedings and obtain signs of the candidates/agents as present and willing to sign.
- The proceeding should be kept in a sealed cover along with other election papers.

After all packets are sealed, Secret Seal should be put in separate packet

Affix seals of candidates/agents if they wish

Return of Secret Seal of ECI

The secret Seal should be returned IMMEDIATELY after such sealing to ECI

Send through registered insured post

To be returned to Commission within 24 hours after counting is completed.

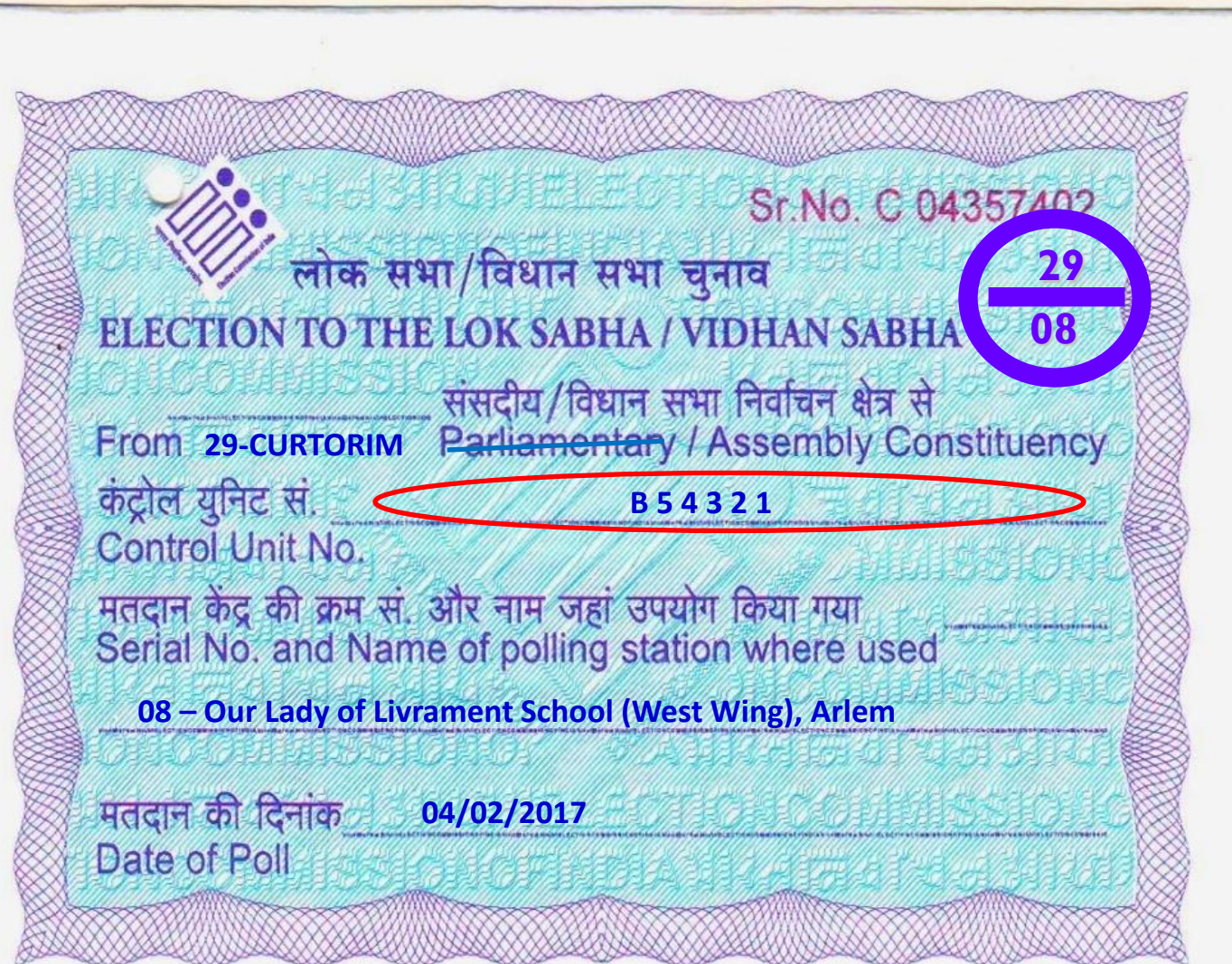
Part – M

Graphics – visuals - Forms


Sealed CU Carrying Case



Common Address Tag



The image shows a Common Address Tag for the Lok Sabha/Parliamentary Constituency. It features a green background with a purple wavy border. The text is in both Hindi and English. A purple circle highlights the number 29/08, and a red oval highlights the number B54321.

 Sr.No. C 04357402

लोक सभा/विधान सभा चुनाव
ELECTION TO THE LOK SABHA / VIDHAN SABHA

संसदीय/विधान सभा निर्वाचन क्षेत्र से
From 29-CURTORIM Parliamentary / Assembly Constituency

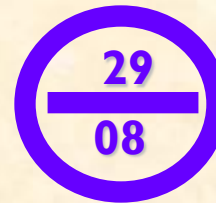
कंट्रोल युनिट सं.
Control Unit No. **B 5 4 3 2 1**

मतदान केंद्र की क्रम सं. और नाम जहां उपयोग किया गया
Serial No. and Name of polling station where used

08 – Our Lady of Livrament School (West Wing), Arlem

मतदान की दिनांक
Date of Poll **04/02/2017**

FORM 17C



FORM 17 – C

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

PART – I – ACCOUNT OF VOTES RECORDED

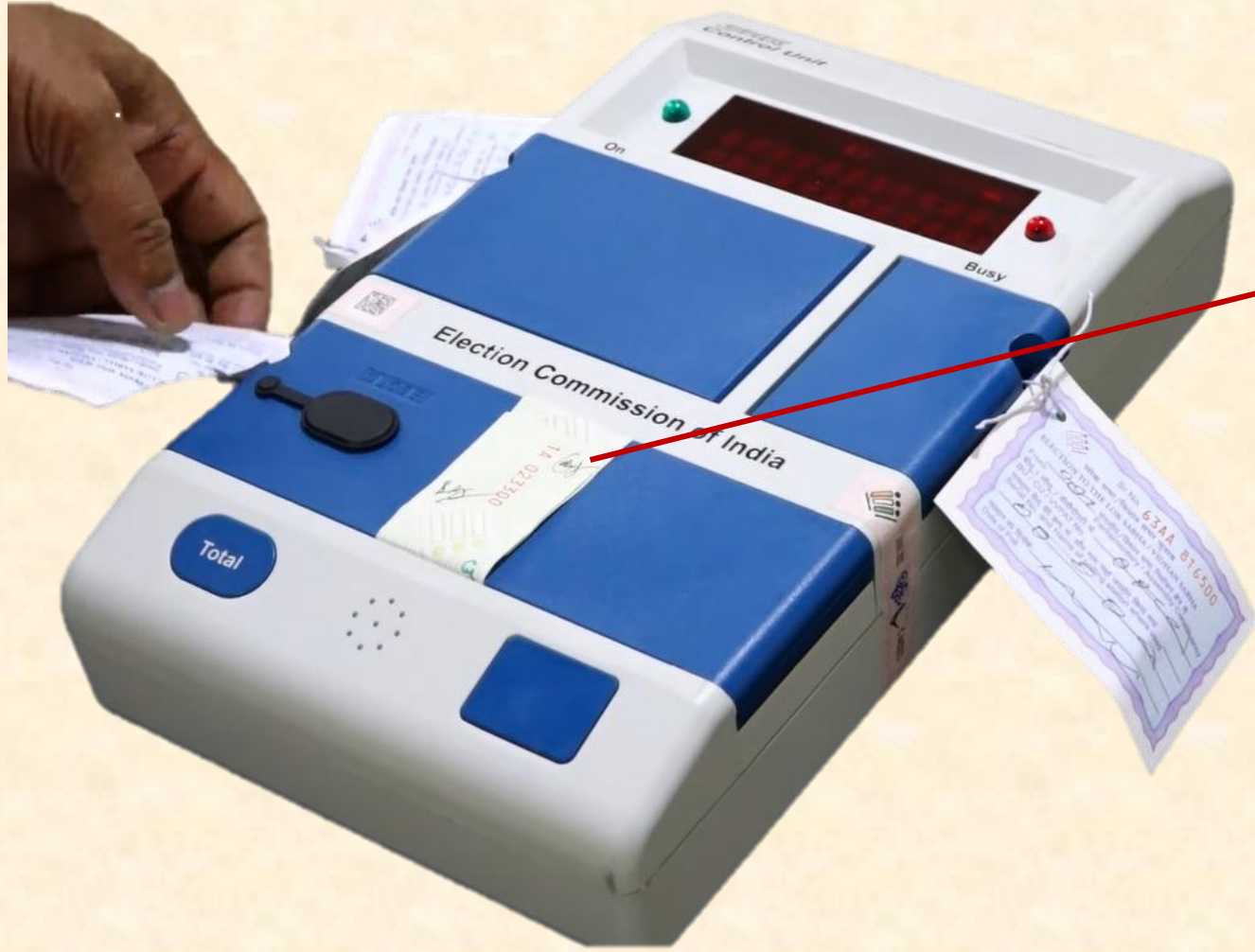
Election to the ~~House of the People~~ / Legislative Assembly of the State / Union TerritoryGOA.....
from.....29 - CURTORIM..... Constituency.

Number and Name of Polling Station:Our Lady of Livrament School (West Wing), Arlem.....

Identification Number of Voting Control Unit : B 5 4 3 2 1
Machine used at the Polling Station: Balloting Unit : D 6 7 8 5 2
Printer (if used) :EVAA 0557.....

1. Total number of electors assigned to the Polling Station: 1 1 1 7
2. Total number of voters as entered in the Register of Voters (Form 17A): 9 0 8
3. Number of voters deciding not to record votes under Rule 49-O: 0 2
4. Number of voters not allowed to vote under Rule 49-M: 0 1
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
0 NIL
 - 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: 9 0 5

Green Paper Seal



FORM 17C

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
YES, IT TALLIES.....

8. Number of voters to whom Tendered Ballot Papers were issued under Rule 49P: 01.....

9. Number of Tendered Ballot Papers.

	Total	Sl. No. From	To
1. Received for use:	<u>20</u>	<u>0021</u>	<u>0040</u>
2. Issued to electors:	<u>01</u>	<u>0021</u>	<u>0021</u>
3. Not used and returned:	<u>19</u>	<u>0022</u>	<u>0040</u>

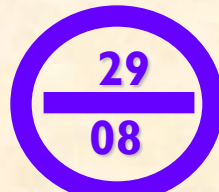
10. Account of paper seals

Signatures of Polling Agents

1. Paper seals supplied for use:	Total No.: <u>03</u>	1.
	Sl. Nos. from <u>1A 23300 - 1A 23302</u>	
2. Paper seals used:	Total No.: <u>01</u>	2.
	Sl. No.(s): <u>1A 23300</u>	
3. Unused paper seals returned to Returning Officer:	Total No.: <u>02</u>	3.
	Sl. No.(s): <u>1A 23301 - 1A 23302</u>	
4. Damaged paper seals, if any	Total No. <u>NIL</u>	4.
	Sl. No.(s):	
		5.

Date: 16/05/2023.....

Place: Arlem.....



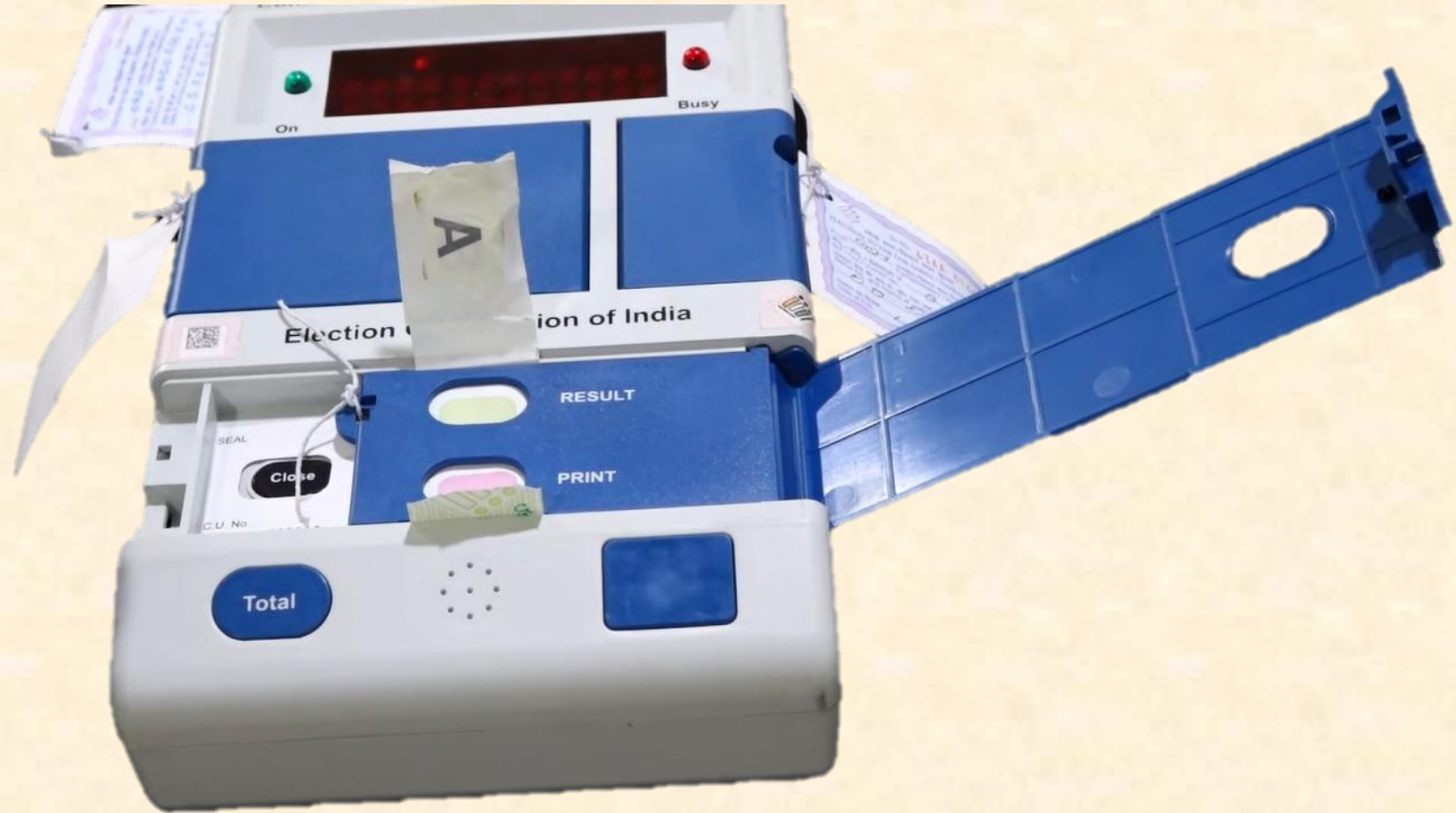
Signature of Presiding Officer

Polling Station No.:

PRIOR TO RESULT



PRIOR TO RESULT



Blackboard/Whiteboard

S. No.	NAME OF CANDIDATE	ROUND 1	ROUND 2	ROUND 3	ROUND 4	TOTAL
1	AAAAA					
2	BBBBBB					
3	CCCCCC					
4	DDDDDD					
N	NOTA					

PROFORMA

PROFORMA FOR RECORDING OF VOTES BY ADDITIONAL COUNTING STAFF

No. and Name of A.C:- _____

Round No:- _____

Table No:- _____

CU Number: _____ Polling Station Number: _____

Sr. No.	Name of Candidate (Pre-Printed)	No. of votes recorded
1	AAAAA	
2	BBBBB	
3	CCCCC	
4	DDDDD	
5	NOTA	

Date: **16/05/2023**

***To be handed over to the Observer only.**

Signature of Addl. Counting staff (with full name)

PROFORMA

PROFORMA FOR RECORDING OF VOTES BY MICRO OBSERVER

No. and Name of A.C:- _____

Round No:- _____

Table No:- _____

CU Number: _____ Polling Station Number: _____

Sr. No.	Name of Candidate (Pre-Printed)	No. of votes recorded
1	AAAAA	
2	BBBBB	
3	CCCCC	
4	DDDDD	
5	NOTA	

Date: **16/05/2023**

***To be handed over to the Observer only.**

Signature of Micro observer (with full name)

Declaration by Elector in Form 13A

FORM 13A

{See rule 23(1)(a)}

Declaration by Elector

Election to the ... **29 – Curtorim AC**

(This side is to be used only when the elector signs the declaration himself)

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number. **239**
has been issued at the above election.

Date: **15/02/2017**



Signature of elector.

Address **Farmagudi Ponda Goa**

Attestation of Signature

The above has been signed in my presence by **Manohar L. Naik** (elector) who** is personally known to me/has been identified to my satisfaction by **Pradip Gaonkar** (identifier) who is personally known to me.



Signature of Identifier, if any

Address **Ponda Goa**

Date **15/02/2017**



Signature of Attesting Officer

Designation **S.D.P.O.**

Address **Police Station, Ponda Goa**

(This side is to be used when the elector cannot sign himself)

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number.....has been issued at the above election.

Date

Signature of Attesting Officer on behalf of elector.

Address of Elector

Declaration by Elector in Form 13A

CERTIFICATE

I hereby certify that-

(1) the above named elector** is personally known to me/has been identified to my satisfaction by.....(identifier) who is personally known to me;

(2) I am satisfied that the elector** is illiterate/suffers from.....(infirmity) and is unable to record his vote himself or sign his declaration;

(3) I was requested by him to mark the ballot paper and to sign the above declaration on his behalf; and

(4) the ballot paper was marked and the declaration signed by me on his behalf in his presence and in accordance with his wishes.

Signature of identifier, if any

Address

Date

Signature of Attesting Officer

Designation

Address

*Here insert one of the following alternatives as may be appropriate:-

(1) House of the People from the..... Constituency.

(2) Legislative Assembly from the..... Constituency.

(3) Council of States by the elected members of the Legislative Assembly of.....(State).

(4) Council of States by the members of the electoral college of..... (Union territory).

(5) Legislative Council by the members of the Legislative Assembly.

(6) Legislative Council from the..... Constituency.

**Strike off the inappropriate alternative.

Postal Ballot in Form 13B

COVER A

[FORM 13B]

[NOT TO BE OPENED BEFORE COUNTING]

Elections to the**29 - Curtorim AC**.....

POSTAL BALLOT PAPER

Serial Number of Ballot Paper:**239**.....

Address Cover in **Form 13C**

COVER B

["Every officer under whose care or through whom a postal ballot paper is sent shall ensure its delivery to the addressee without delay---Rule 23(4) of the Conduct of Elections Rules, 1961"]

**FORM
13C**

POSTAL BALLOT PAPER

For**29 - Curtorim AC**..... Constituency

[**NOT TO BE OPENED BEFORE COUNTING**]

To

The Returning Officer

29 - Curtorim AC

Room No. 316, 3rd Floor

Matanhy Saldanha Adm Complex

Margao Goa


Signature of sender.....

Serial No. on Declaration and Small Envelope

FORM 13A
{See rule 23(1)(a)}
Declaration by Elector
Election to the **29 – Curtorim AC**
(This side is to be used only when the elector signs the declaration himself)

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number. **239**
has been issued at the above election.


Date: **15/02/2017**


Signature of elector.
Address **Farmagudi Ponda Goa**

Attestation of Signature

The above
me/has be

() who** is personally known to
who is personally known to me.


Signature of Attesting Officer
Designation **S.D.P.O.**

[FORM 13B]
[NOT TO BE OPENED BEFORE COUNTING]
Elections to the **29 - Curtorim AC**

COVER A

POSTAL BALLOT PAPER

Serial Number of Ballot Paper: **239**

PART – II : RESULT OF COUNTING

PART - II

RESULT OF COUNTING

Sr. No. of candidate	Name of Candidate	No. of votes displayed on Control Unit	No. of test votes to be deducted as per item 5 of Part I	No. of valid votes (3-4)
(1)	(2)	(3)	(4)	(5)
1	AAAAA			
2	BBBBB			
3	CCCCC			
4	DDDDD			
5	NOTA			
TOTAL				

Whether the total no. of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two _____ totals:

Place:

Date:

Signature of Counting Supervisor

EVM IS ON
ECI

DTE 11-03-17
TME 07-40-10

SL NO-715492

CANDIDATES
05

BATTERY
HIGH

COMPUTING
RESULT

POLL RESULT
PDT 04-02-17

PST 07-04-00
PET 17-41-00

SL NO-715492

CANDIDATES
05

TOTAL POLLED
VOTES - 905

CANDIDATE-01
VOTES -204

CANDIDATE-02
VOTES -349

CANDIDATE-03
VOTES -149

CANDIDATE-04
VOTES -164

CANDIDATE-05
VOTES -039

END

CANDIDATE	VOTES
1	204
2	349
3	149
4	164
5	39
TOTAL	905

THANKS