



# POLLING STATION



**Presented By  
Saritha A K  
NLMT, Kerala**

# POLLING STATIONS

- **Polling stations are set up by DEO with prior approval of ECI – sec 25 of RP Act 1950.**
- **Poll held at any other place is null and void ab initio – invites re-poll.**
- **AMF (Assured Minimum Facilities) should be provided at each polling station.**



# AMF

- **provision of a ramp**
- **drinking water**
- **shade**
- **adequate furniture**
- **proper lighting**
- **proper signage**
- **separate toilets for men and women.....**
- etc**

# POLLING STATIONS

- The **help desk** should also be established
- The polling station and its campus should be **clean**
- There should be **proper road** to reach the PS.
- **First aid** and **medical kit** should be available with the polling party.

# POLLING STATIONS

- Availability of reserved parties.
- Well-organized training for polling staff
- Familiarity with the polling station by polling parties, replacement teams etc.

# FACILITIES AT POLLING STATION DURING THE HOT WEATHER

- Provide **covered shelter** for the electors at every PS.
- Make adequate arrangements at every polling station for storage of **drinking water in earthen pots** and one **employee** shall be deployed at every polling station to continuously **refill** the water pots.
- Every **polling party** shall be supplied with **oral de-hydration medicines**.
- One-page hand bills prepared by **Chief Medical Officers** on **dos and don'ts of heat stroke first aid**.
- Special appeal to **electors** to carry **wet towels** to protect themselves against dehydration.



## **SPECIAL FACILITIES FOR WOMEN ELECTORS**

(ECI ORDER NO 576/11/ESO 24/94-JS II DATED 21/10/1994.)

- **Separate polling stations** may be made for **women** voters.
- **Women polling officer** for identifying women electors specially **Purdanasheen** women.
- **Separate lines** for Males and Females.
- **Wide publicity** is the special arrangement for women voters.

# FACILITIES FOR THE **PHYSICALLY CHALLENGED** ELECTORS

(ECI's No. 509/110/2004-JS-I dt. 26.10.2007)



- Senior citizens/ differently abled electors, women with small children should be given priority for entering PS without having to wait in queue- **GREEN CHANNEL.**
- Full facility including **ramp** to be provided to take wheelchairs inside the PS.
- PRO should follow the provisions of **Rule 49N** - regarding the **companion of blind/infirm voters.**
- Wide publicity about the facilities to be given to such voters e.g.- **PWD APP, POSTAL BALLOT facilities to 80+ senior citizens** etc

# **ELECTORAL ROLLS IN ALPHABETICAL ORDER AND VOTER ASSISTANCE BOOTH**

- To sort out difficulties in locating the name of electors in the electoral rolls.
- For each premises/ building location where **3 or more polling stations** are located a **team of officials** will be appointed to facilitate the **voters to locate** his/her particular **polling station no.** And the serial no. Of that voter in that Electoral Roll.
- Necessary arrangements for sitting of the teams with proper **signage indicating voter assistance booth.**

# SECTOR OFFICER

- Deployed to manage **5 to 10 polling stations** located in vicinity.
- **Before poll** they should **ensure AMF, vulnerability mapping, route chart of the PS.**
- to ensure the **reaching of the polling team and the polling material** at the polling station
- and about **law and order arrangements**

# SECTOR OFFICER

- On the polling day report about the mock poll, the commencement of polling within 1 hour and other reports.
- Ensure the replacement of any defective EVM within  $\frac{1}{2}$  an hour
- keep moving between assigned polling stations for ensuring free and fair elections and for proper reporting of the events
- safely escort and get deposited the polled EVMs , materials and reports on the designated counters at the reception center.

# APPOINTMENT OF MICRO OBSERVERS

- To be appointed for critical, vulnerable , sensitive, low PER / EPIC polling station as approved and randomized by the General Observer.
- At multiple polling stations bldg. Each location will have one Micro-Observer.
- Nodal officer to be identified by the DEO for Micro Observers to handle logistics and deployment-related tasks.

# APPOINTMENT OF MICRO OBSERVERS

- Micro Observers to be trained.
- On the **day of the poll** Micro Observers to observe and note in the **format** that the election process is being carried out in a **free and fair** manner.
- They will reach the **reception center** along with the polling party and will provide their **report to the Observer alone.**

# POLLING PARTIES

- Polling parties consist of **4 Polling Officers**

- **Presiding Officer (PRO):**

- to regulate the voters
- maintain the purity of election - To deal with tendered votes, challenged votes, etc.,
- Overall supervision on the poll process.

- **1st PO: in charge of identification of electors and the marked copy of the electoral roll.**

- **Identification of voters - through EPIC or alternate documents approved by ECI - Minor discrepancies can be overlooked.**

# POLLING PARTIES

- **2nd PO:** application of indelible ink and maintenance of Register of Voters- 17A
- **3rd PO:** in charge of the control unit.

**Supervisory visit - Sector Officers – other Senior Officers- visit sheet at PS.**



# THE POLL DAY ARRANGEMENTS



**Presented By  
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NLMT, Kerala**

# BRINGING DEMOCRACY TO LIFE .. AGAIN



# POLL DAY ARRANGEMENT

IS JUST NOT LIMITED TO

POLLING STATION ACTIVITIES

- **In the constituency –**
  - **law and order –**
  - **model code of conduct.**
- **At control room**
- **Reception centre**
- **Strong room**

# POLL DAY EVENTS

- ❖ To ensure **reaching of Poll Material and Polling Parties.**
- ❖ **Reserve Parties and Replacement of defective EVMs.**
- ❖ **Polling process at the Polling station.**
- ❖ **Monitoring law and order situations.**
- ❖ **Model code of conduct issues.**
- ❖ **Poll-related situations.**

# POLL DAY EVENTS

- ❖ **Reception** of polling material and EVMs.
- ❖ Safe custody of EVMs in the **strong room**.
- ❖ Collecting and **sending reports**.
- ❖ **Communication and coordination**

# FORCE MULTIPLIERS

- Critical booths to be covered by CAPF or force multipliers like micro observers, live webcasting, video cameras or still cameras.
- Cameras shall be placed in such manner that they can record the voters in the queue proceedings in the polling station including positioning of voting compartment, mock poll, sealing of evms, presence of polling agents, visit of sector officers etc should be recorded.

# FORCE MULTIPLIERS

- Any **untoward incident** at the polling station must also be **recorded**.
- It must be ensured that the **secrecy of voting is not violated** by the camera in any manner.
- All **video** photography (with the date and time stamp) remains in the **custody of the DEO**.

# CONTROL ROOM & COMMUNICATION ARRANGEMENTS

Setting up of **District control room** with –

- **telephone, fax, internet**
- List of **contact numbers** of functionaries – **communication plan**
- **Coordination** between the office of CEO, DEO, RO, ARO, Police, Sector- Officers, Health Officials, Reserve Parties, Transport in-charge, Observers, Teams for replacing EVMs.
- Sending all required **reports** related to reaching of polling parties to the PS, mock poll, start of the poll, polling percentage, law and order, EVMs and other poll day matters

# CONTROL ROOM & COMMUNICATION ARRANGEMENTS

- Allocation of duties to **handle** information, and **complaints** on the poll day.
- monitoring the **media reports** and also sending **2 hourly reports** to the Election Media Monitoring Center etc.
- **Coordinating with officials** deputed in fields, block level control rooms **poll percentage collection**, **complaint redressal**, in case of any issue on any PS, **EVM malfunctioning and replacement**, getting information about **voters in the queue** before the end of the poll, **moving of polling party** and **reaching the reception center**.

## GOING ARMED TO / NEAR A POLLING STATION

Sec. 134B and [ECI No. 464/INST/2007 PLN-I dt. 24.2.2007](#))

- **Security personnel** attached to any person **not** to be **allowed** - **Except** in case of person covered under **Z+** **security** which is **one security person** in **simple clothes** and **with concealed weapon**.
- **Prohibition for Minister/MP/MLA** to **be an** election agent, **COUNING AGENT, POLLING AGENT**, etc.,
- **Any person having security cover** will **not** be allowed to **surrender his security cover** to act as such **agent**.

# PREVENTIVE MEASURES NEAR POLLING BOOTH

(ECI LETTER 464/INST/2007/PLN-1 DATED 12/01/2007 AND INSRUCTIONS IN LETTER NO.464/INST/2008/EPS DATED 16/01/2009)

- **No canvassing** within PS or any **public or private place** within a distance of **100 meters** of a PS (s. 130).
- Candidates' can set up Election booth measuring not more than 10\*10 feet with umbrella or a piece of tarpalin or cloth to protect to occupants from weather condition. Such booth shall not be enclosed by tentage
- **No booth** is set up by political parties/candidates **within** a distance of **200 m** from the polling station.
- Only **one table and two chairs** at each booth for two occupants who have to be **voters in the same polling station** area having an EPIC. Persons should not have a **criminal record**.
- **Prior permission** in writing is to be obtained from the **RO**.
- Such booths are to be issued only **unofficial identity slips**.
- **Only one banner** of approved size (upto 3 ft.x 1.5 ft) to display the **candidate's name and party symbol**.

# REGULATION OF PLYING OF VEHICLES ON POLL DAY

[ECI's No. 437/6/96-PLN-III dt. 16.01.1996 & dated 24.3.2007 and No. 437/6/2006 - PLN-III dt. 23.11.2007]

- **One vehicle for candidate, one vehicle for the election agent and one vehicle for the candidate's workers/party workers be allowed - not more than 5 persons including drivers to be allowed.**
- **If a candidate is absent from the constituency no other person is allowed to use the vehicle allotted to him - No other vehicle should be allowed to be used by any leader.**
- **Permits be issued by DEO - Permits be displayed on the windscreen of vehicles**
- **Carrying of voters by these vehicles - Corrupt practice u/s 133 and penal action u/s 123(5) of RP Act, 1951.**

## Exceptions –

- *Govt. Servant on duty, transportation of patient / old / infirm persons, EMERGENCY DUTY VANS AND VEHICLES voters in their own vehicle, public transport and other genuine bona-fide use other than election.*
- *Private vehicles used by owners for themselves/ family members for going to polling booth to vote, not to be allowed within a radius of 200 meter of PS.*

# USE OF CELL PHONES

- Use of **Cellular phones, cordless phone** etc., not to be allowed **except** by the **officers on duty** in the **100 meters** of a PS.

[\[ECI No. 464/INST/2007-PLN-1 dt. 12.1.2007\]](#)

- During polling, the **PRO and other staff** shall keep their **mobile "switch off"** in the PS.

If required they can talk from outside the polling booth.

PROHIBITION OF **LOUDSPEAKERS, MEGA PHONES** ETC  
AND **DISORDERLY CONDUCT**  
WITHIN **100 MTRS** OF A PS (S. 131)

- **Amplifying or reproducing the human voice by any apparatus not allowed. In case of contravention such apparatus be seized.**
- **Shouting or otherwise act in disorderly manner not allowed. Penal action also to be taken.**
- **The expenditure should be booked to the candidate account.**

# ENTRY IN THE POLLING STATION

- ❖ Electors
- ❖ Candidate, his election agent and one polling agent of each candidate at a time.
- ❖ Public servant on duty – ministers not included nor police officers and no Personal Security Officer inside the PS.
- ❖ Person accompanying blind or infirm .
- ❖ Persons allowed by PRO to identify a voter or to assist him.
- ❖ Person allowed by Commission .
- ❖ Only those media persons who are carrying authority letters issued by the election authorities. No photograph of the electors exercising their vote.

# POLLING DAY PREPARATIONS

The beginning : **at the level of RO**

## ■ **Dispatch Center-**

- proper arrangements for **joining of polling parties, police and vehicle tagging.**
- **Distribution** of EVMs, marked copy, green seal, pink paper seal, special tag, tender ballot papers, etc **to the Sector Officers by 5 'o clock.**
- **Ensure reaching of polling parties through sector officers.**
- **Ensure delivery of the right EVMs and right marked copies to the polling party.**

# POLLING DAY PREPARATIONS

CONTD...

- Send the replacement parties for EVMs and reserved parties in the area before the start of the poll in various locations in the assembly so that they can reach within a short time (1/2 an hour )at the place of problem
- Check the law and order arrangements. Actual deployment.
- Special attention on critical polling stations.

# SETTING UP OF POLLING STATION BY POLLING PARTY

- Voting compartment as per the model layout. No direct light above the voting compartment.
- EVM not to be near the window.
- Control unit on the table of the 3<sup>rd</sup> Polling Officer
- Display a list of the contesting candidates and details of polling station areas outside the ps.

EVM-MODEL POLLING STATION

PRESIDING OFFICER

VOTING  
COMPARTMENT

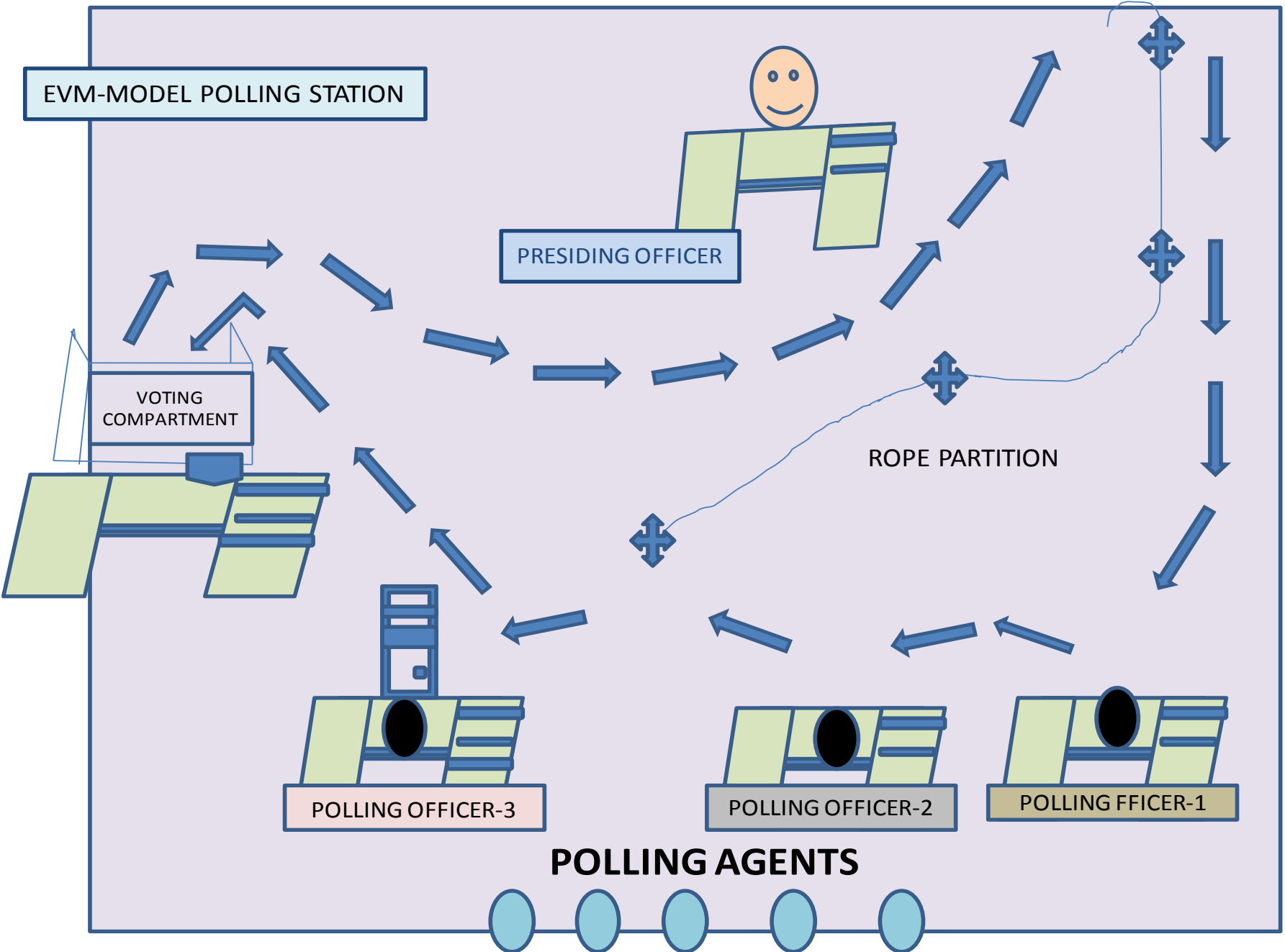
ROPE PARTITION

POLLING OFFICER-3

POLLING OFFICER-2

POLLING OFFICER-1

POLLING AGENTS



# PREPARATION BY PrO

## BEFORE COMENCEMENT OF POLL

- Check the BU , CU and MARKED COPY OF ROLL, REGISTER OF VOTERS.
- Fix Form 7 (Contesting Candidate List).
- Conduct the Mock Poll in the presence of Polling Agent who is voter of that polling station and has an appointment letter issued by the candidate or his election agent.
- Special attention where mock poll had to be conducted in the absence of agents [ECI's No. 464/INST/2008-EPS dt. 18.12.2008]

(RO

- to take confirmation of mock poll and poll commencement through sector officers within 30 minutes.
- keep list of Polling Station where mock poll was conducted in the absence of polling agent or with one polling agent.)
- In case of new EVM, new EVM should be put to use only after conducting mock poll [ECI's No. 576/3/2009/SDR dt. 6.1.2009]
- PrO to prepare Mock Poll Certificate after mock poll recording therein the total number of mock poll and clear the result of mock poll.
- CONTROL UNIT AND VVPAT TO BE SEALED PROPERLY.

# POLLING PROCESS

(ENSURE CLEARING THE RESULT OF MOCK POLL FROM THE CU BEFORE START OF ACTUAL POLL)

- Fixing the **green paper seal** to secure the **inner compartment** of the **result section**.
- **Closing and sealing** of **outer cover** of the **result section**.
- Keeping account of **paper seal**.
- **Declaration** about **commencement of poll** in **part 1** of the declaration.

# SECRECY OF VOTE

- Warning about **secrecy of votes** – **SEC 128 OF RPA 1951**
- **Voters not allowed** to vote on account of non-maintenance of secrecy – **RULE 49 M.**  
**PRO** will disallow the voter to vote, **take back voter slip** is issued, **write 'Not allowed to vote- voting procedure violated'** in 17A

# SITUATIONS AT THE POLLING STATIONS

- Voting by **blind and infirm**:
  - ❑ under rule 49N **companion** not less than **18 years** allowed by the **PRO** after obtaining a **declaration** about the **secrecy of the vote**.
- Allowing **proxy voters** on behalf of **Classified Service Voter (CSV)**. Should not be disqualified to be registered as an elector in the elector roll under Sec 16 of RP Act 1950
- **Electors not deciding to vote** – RULE 49 O.
- In the case of an **ASD voter (Absentee, Shifted and Duplicate/Death)**, PRO will **verify** his/her **identity**, **LTI** has to be taken **in addition to** the **signature** in **Form 17A**
- **Tendered votes** – RULE 49 P. (**Form 17B** to be filled up and signed **by the voter**, **tendered ballot paper** to be issued and **envelop** shall be duly **sealed**)
- **Violation of secrecy of voting.....**

# Reports Of PRO

## 1) PRESIDING OFFICER' S DIARY

The PRO is required to **record the relevant events/proceedings as & when they occur** in a diary as per **annexure-XIV**.

## 2) VISIT SHEET

Fill up the information in the visit sheet as & when **any officers visit the Polling Station** .

## 3) ADDITIONAL REPORT by PrO (16 points) is to be submitted to the observer/RO.

## 4) FILLING UP OF REGISTER OF VOTERS- 17A

The PrO should make required entries in the relevant columns of the above 4 documents **at regular intervals** and complete them **before departure**.

# CLOSE OF POLL

- At the close of the poll
  - the PRO to press the 'Close Button' of CU,
  - record the votes polled in the machine in the PO diary,
  - record the details in Accounts of Votes,
  - tally 17A, 17C and EVM count.
- Complete the declaration and take the signatures of polling agents including on 17A
- Supply one attested copy of Form 17 c (Vote in voting Machine) to the Polling Agents.
- Proper sealing of the voting machine and election papers after the close of the poll.
- Transport the voting machine and election papers to the RO.
- The transport route is to be communicated to the contesting candidate well in advance.

# RECEPTION CENTER

## ■ Proper arrangements for

- ✓ receiving of polling personnel
- ✓ strong room security
- ✓ parking of vehicles
- ✓ shaded area for rest/ filling of incomplete reports if any
- ✓ drinking water, electricity, power backup, computer with internet, telephone connections
- ✓ toilet for males & females
- ✓ medical facilities and stalls for food
- ✓ transport arrangements to go back etc

Has to be ensured.

- Adequate number of **counters** with reception parties be **kept ready before** the **polling party arrives**.
- **Special instruction to check receipt of completely filled PO diary, additional Report , paper seal account and register of voters.**

# RECEPTION CENTER

cntd..

- separate **special counter** for receiving **EVMs** and election **material** from polling stations
  - ✓ where **serious complaints were received**,
  - ✓ where **polling percentage** is **higher** than the **prescribed average**,
  - ✓ where significant events such as **violent incidents** have taken place,
  - ✓ where **EVM replacement** has been done,
  - ✓ where **mock poll** was conducted in the **absence of polling agent/candidate**.

# RECEPTION CENTER

**cntd..**

- **Separate counter** to receive the **reports of Micro Observers**
- **Observer/RO** should be **present at this counter.**
- The **PRO** and **Sector Officers** including **Micro Observers** if any are **relieved only after** proper **verification** of documents, checking of seals of EVMs, and discussion with RO, and Observer.

# SAFE CUSTODY OF VOTING MACHINE AFTER POLL

- Preparation of a **Strong Room**
  - should be done well in advance.
  - should have proper **security**,
  - **24x7 CAPF** (three layered security, 24x7 control room with CCTV cameras etc.)
  - The **floor** of the strong room has **squares** indicating the **PS numbers**.
- The **EVMs** received from polling parties are to be **stacked** in polling station wise squares in the strong room. BU and CU above BU, **VVPAT** with one **copy** of **Form 17C** and **PRO declaration** of each PS.  
(**Duplicate copy** of form **17C** to be provided to **RO**)

# SAFE CUSTODY OF VOTING MACHINE AFTER POLL

- After all EVMs and other materials are safely placed, the **strong room** is to be **sealed** in the **presence of contesting candidates / their election agents and observer**.
- All **contesting candidates** can depute their **representatives** to keep a close watch on the **security arrangements** of the strong room. They are to be allowed to stay **outside the outermost perimeter** in rainproof tents, built officially, with proper shade, drinking water, toilets, CCTV etc.
- RO/DEO to check the strong room **Log Book** every day. (**Inner perimeter only**)
- In case after the **strong room** is sealed, it needs to be **reopened**, the matter is to be informed to the **contesting candidates** and **records** are to be maintained in the prescribed **logbook**.

# DEPOSIT OF ELECTION PAPERS AT THE COLLECTION CENTRE

## The EVMs & the covers containing:-

1. The accounts of votes recorded & paper seal account (Form-17C). Prepare in duplicate (1 for RO for scrutiny & 2<sup>nd</sup> for keeping with EVM)
2. The declarations by the presiding officers before commencement of poll, during poll & after close of poll.(To be kept with EVM)
3. The Presiding Officer's Diary along with visit sheet.
4. PrO's additional report (16 points).
5. VOTER TURNOUT REPORT IN PS05

# **STATUTORY COVERS-GREEN**

- The covers mentioned below should be sealed & kept in a large packet super scribed as “STATUTORY COVERS” :-
  - 1) Marked copy of electoral roll,
  - 2) Register of voters,
  - 3) Voter’ s slip,
  - 4) Used Tendered Ballot Papers & list in Form-17 B,
  - 5) Unused Tendered Ballot Papers.

**N.B. The Statutory Forms & covers will be of GREEN color.**

- The second packet super scribed as “ **NON-STATUTORY COVERS**” :-

- 1) Copies of electoral rolls other than marked copies,
- 2) Appointment letters of polling agents in Form-10,
- 3) Election duty certificate in Form-12 B,
- 4) List of challenged votes in Form-14,
- 5) List of blind & infirm electors in Form-14A & declaration of the companion,
- 6) Declaration obtained from electors as to their age & the list thereof,
- 7) The receipt book & Cash, if any i.r.o. challenged votes,
- 8) Unused & damaged paper seals, special tags, strip seals,
- 9) Unused voter slips.

**N.B. The Non-Statutory Forms & covers will be of YELLOW color.**

# ELECTION MATERIALS

**THIRD PACKET(BROWN)-** H.B. of Presiding Officer, indelible ink, inkpad, metal seal, arrow cross mark, ink holding pot.

**FOURTH PACKET (BLUE)** - Other articles including the Voting Compartment.

- All Video Recordings to be received.

## **REPORTS TO THE COMMISSION ABOUT PROGRESS OF POLLING AND RETURN OF POLLING PARTIES**

- Mock Poll, Commencement of Poll**
- Hourly/ two-hourly reports from Comencement of Poll till return of all polling parties, polling percentage, any other incidents during Poll.**
- EVM replacement reports**
- Media monitoring and expenditure monitoring reports**
- All received complaints have to be resolved and the report sent/uploaded on the poll day itself.**
- Statutory reports by RO- 1 PM, 7PM-(after collection of all poll materials), 7AM-(after 17A Scrutiny).**

# **SCRUTINY AND REPOLL**

- **Scrutiny of Form 17A and after documents RO, Observer, Candidates to remain present.**
- **Cross Checking of entries in 17A, PO diary, Control Room complaint register, Marked copy of roll, form 17C, visit sheet, Micro observer report if any, video/ photo**
- **Scrutiny will be Videographed.**

## **REPOLL (SECTION 58 OF THE R.P. ACT 1951)**

- **Repoll on such Booths where the ECI orders.**
- **EVMs and polling parties be drawn from reserve list.**
- **“Re-poll EVM” sticker pasted on such EVM (BU and CU) to be counted**

# PROVISION REGARDING RE-POLL AND ADJOURNMENT

- On **death of candidate of a Recognized National or State (that State only) Political Party** in the state **before Poll-** Sec 52 of RP act if it is known as **of the elections.**
- Section 57 of RP act 1951 – recommendation by PRO RO due to **natural calamities**, non-receipt or **loss or damage of Polling materials** or disturbance of **peace** at the PS, **non - arrival of Polling Parties** or any other sufficient reason.
- The RO to report the matter to ECI , CEO , appropriate authority. ECI will formally fix the date, hours for recommencement of Poll. Candidates and voters of such PS will be informed and Poll will be completed

# ADJOURNMENT OF POLL

- **Section 58 of RP Act 1951-** any EVM VVPAT unlawfully taken away or accidentally / intentionally destroyed/ lost/ damaged/ tampered with or any error or irregularity in procedure likely to vitiate the Poll.
- **Section 58 A of RP Act 1951-** if **booth capturing** has taken place

**The RO to report the matter to ECI, CEO, appropriate authority and decision taken by ECI.**

A photograph of a rustic 'Thank you!' card. The card is made of light brown, textured paper and has a hole on the left side with a black string. It is placed on a wooden surface. Three white daisies with yellow centers are scattered around the card: one in the foreground to the right, and two in the background, one to the left and one to the right, both slightly out of focus. The background is a soft, blurred wooden texture.

Thank  
you!

*Saritha A.K*

*Whatsapp : 9495186487*

*Saritha A.K*

*Whatsapp : 9495186487*