

POLL DAY ARRANGEMENTS



SECTION 25 OF RP ACT 1951



SECTION 25 OF THE REPRESENTATION OF THE PEOPLE ACT, 1951 ENVISAGES THAT THE DISTRICT ELECTION OFFICER (DEO) IS RESPONSIBLE FOR THE PROVISION OF POLLING STATION AND PUBLICATION OF THE LIST OF POLLING STATIONS. EVERY DEO SHALL PROVIDE THE FOLLOWING ASSURED MINIMUM FACILITIES (AMF) AT EACH POLLING STATION WITHIN THE DISTRICT:-

CONDITION OF POLLING STATIONS

ENTRANCE AND EXIT

RAMP FACILITY

DRINKING WATER

ELECTRICITY ARRANGEMENT

FURNITURE ETC.

HELP DESK

PROPER SIGNAGE

TOILETS

POLLING STATIONS



- POLLING STATION PREPARATION – COORDINATION WITH MUNICIPAL CORPORATION AND PWD .
- POLLING STATIONS ARE SETUP BY DEO WITH PRIOR APPROVAL OF ECI – SEC 25 OF RP ACT 1950.
- POLLING STATIONS ARE TO BE THE SAME AS APPROVED BY ECI AS IN THE FINAL APPROVED LIST.
- **POLL HELD AT ANY OTHER PLACE IS NULL AND VOID AB INITIO – INVITES REPOLL .**
- WELL ORGANIZED TRAINING TO POLLING STAFF
- FAMILIARITY OF THE POLLING STATION BY POLLING PARTIES , RESERVE TEAMS, ETC.



**ASSESSMENT AND INVENTORY OF
ASSURED MINIMUM FACILITIES (AMF)
TO BE PROVIDED AT POLLING
STATIONS**

POLLING STATION VERIFICATION



THE FOLLOWING INSTRUCTIONS ARE TO BE CARRIED OUT STRICTLY AND SCRUPULOUSLY TO ASSESS AND MAKE INVENTORY OF THE POLLING STATION LOCATIONS IN THE STATE

- THE DEO AND THE RETURNING OFFICER (RO) SHALL DO AN ADVANCE EXERCISE WELL BEFORE THE ELECTION TO GET THE CONDITIONS OF THE POLLING STATIONS PHYSICALLY VERIFIED BY THE FIELD OFFICIALS. THE SECTOR OFFICERS SHOULD VISIT EACH POLLING STATION / LOCATION WITHIN HIS / HER JURISDICTION TO ASSESS WHETHER IT IS USE WORTHY. THE RETURNING OFFICER SHOULD PHYSICALLY VERIFY 10% OF THE POLLING STATIONS / LOCATIONS.

POLLING STATION VERIFICATION



- THE FINAL CD / DVD SHOULD BE LABELLED PROPERLY, CLEARLY MENTIONING DISTRICT NAME, AC NAME & NUMBER AND PS LOCATION NUMBER AND NAME, NUMBER AND ADDRESS, SO THAT THE PROBLEM OF IDENTIFICATION DOES NOT ARISE.
- THE DEO SHOULD INITIATE REMEDIAL MEASURES, WHERE REQUIRED, ON THE BASIS OF THE ABOVE PHYSICAL VERIFICATION REPORTS AND SEND AN 'ACTION TAKEN REPORT' TO THE CEO, AT THE EARLIEST. IN THE PROCESS OF ENSURING AMF AT THE POLLING STATIONS, THE DEO SHOULD MAKE OPTIMAL USE OF FUNDS AVAILABLE UNDER THE RELEVANT ELECTION EXPENDITURE BUDGET HEAD AND / OR EXPLORE THE POSSIBILITIES OF SYNERGISING THE OBJECTIVE OF AMF AT POLLING STATION WITH ANY OF THE SUITABLE ONGOING SCHEMES / PROJECTS, PROVIDED THE ACTIVITY IS COVERED UNDER THE PARAMETERS OF SUCH SCHEMES OR DOVETAIL THE REQUIREMENTS OF AMF WITH ONGOING / EXISTING SCHEMES OF THE LOCAL BODIES WITHIN THE DISTRICT AS MOST OF THE POLLING STATIONS ARE NORMALLY LOCATED IN THE GOVERNMENT / LOCAL BODY SCHOOL BUILDING AND OTHER GOVERNMENT BUILDINGS.

POLLING STATION VERIFICATION



- THE CEO SHOULD EXPLORE THE POSSIBILITY OF SETTING UP SOME MODEL POLLING STATIONS AT THE METROPOLITAN CITIES / STATE CAPITALS / MAJOR CITIES/TOWNS OF THE STATE. THE THRUST OF SUCH INITIATIVE SHOULD BE MORE ON VOTER FRIENDLY ENVIRONMENT

POLLING STATION VERIFICATION



- THE DEOS SHOULD FORM TERRITORIAL TEAMS / SQUADS TO VISIT EACH AND EVERY POLLING STATION LOCATION AND PREPARE A VIDEO DOCUMENTATION ON THE CONDITION OF POLLING STATION AND EXISTING AMENITIES AND A FEEDBACK ON ACTION TO BE TAKEN FOR EACH SUCH POLLING STATION. DURING VIDEOGRAPHY, THE FOLLOWING POINTS SHOULD BE COVERED:
 - ACCESS / ENTRY OF THE POLLING STATION LOCATIONS;
 - SURROUNDINGS OF THE POLLING STATION;
 - EXISTENCE OF BOUNDARY WALL; IF ANY.
 - BUILDING AREA, OPEN SPACE, NUMBER OF ROOMS;
 - ACTUAL LOCATION OF POLLING STATION WITHIN THE PREMISES/CAMPUS;
 - AVAILABILITY / LOCATION OF CIVIC AMENITIES LIKE DRINKING WATER, TOILETS, ELECTRICITY, RAMP, FURNITURE, SHADES ETC.

POLLING STATION VERIFICATION



- AT THE BEGINNING OF VIDEOGRAPHY, THE FOLLOWING SHOULD BE DISPLAYED ON A CARD BOARD AND CAPTURED ON CAMERA, AS WELL AS SPELT OUT IN VOICE-OVER:
 - **DISTRICT NAME;**
 - **AC NUMBER & NAME;**
 - **PS LOCATION NUMBER & NAME;**
 - **PS NUMBER AND ADDRESS.**

DISPATCH CENTRE



- SECTOR WISE (5 TO 10 POLLING STATION) COUNTERS WITH DISPATCH PARTIES BE KEPT READY BEFORE POLLING PARTY ARRIVES.
- **SPECIAL INSTRUCTION TO CHECK THE DISTRIBUTION OF PO DIARY ADD. REPORT,PAPER SEAL ACCOUNT, REGISTER OF VOTERS, WORKING COPIES, VARIOUS FORMS AND PACKETS,ADDRESS TAG AND ESSENTIAL STATIONARY.**
- SPECIAL COUNTER FOR DISTRIBUTION OF EVMs AND IMPORTANT ELECTION STATIONARY.
- OBSERVER/RO SHOULD REMAIN PRESENT AT DISPATCH CENTER.
- DISPATCH CENTER SHOULD BE UNDER CCTV VIGILANCE AND ALL THE PROCESS SHOULD BE VIDEOGRAPHED.
- ADEQUATE POLICE PERSONNELS SHOULD BE DEPLOYED AT CENTER.
- ADEQUATE MEASURES OF REFRESHMENTS, DRINKING WATER AND TOILET FACILITY SHOULD BE MADE AVAILABLE AT THIS CENTER.

DISPATCH CENTRE



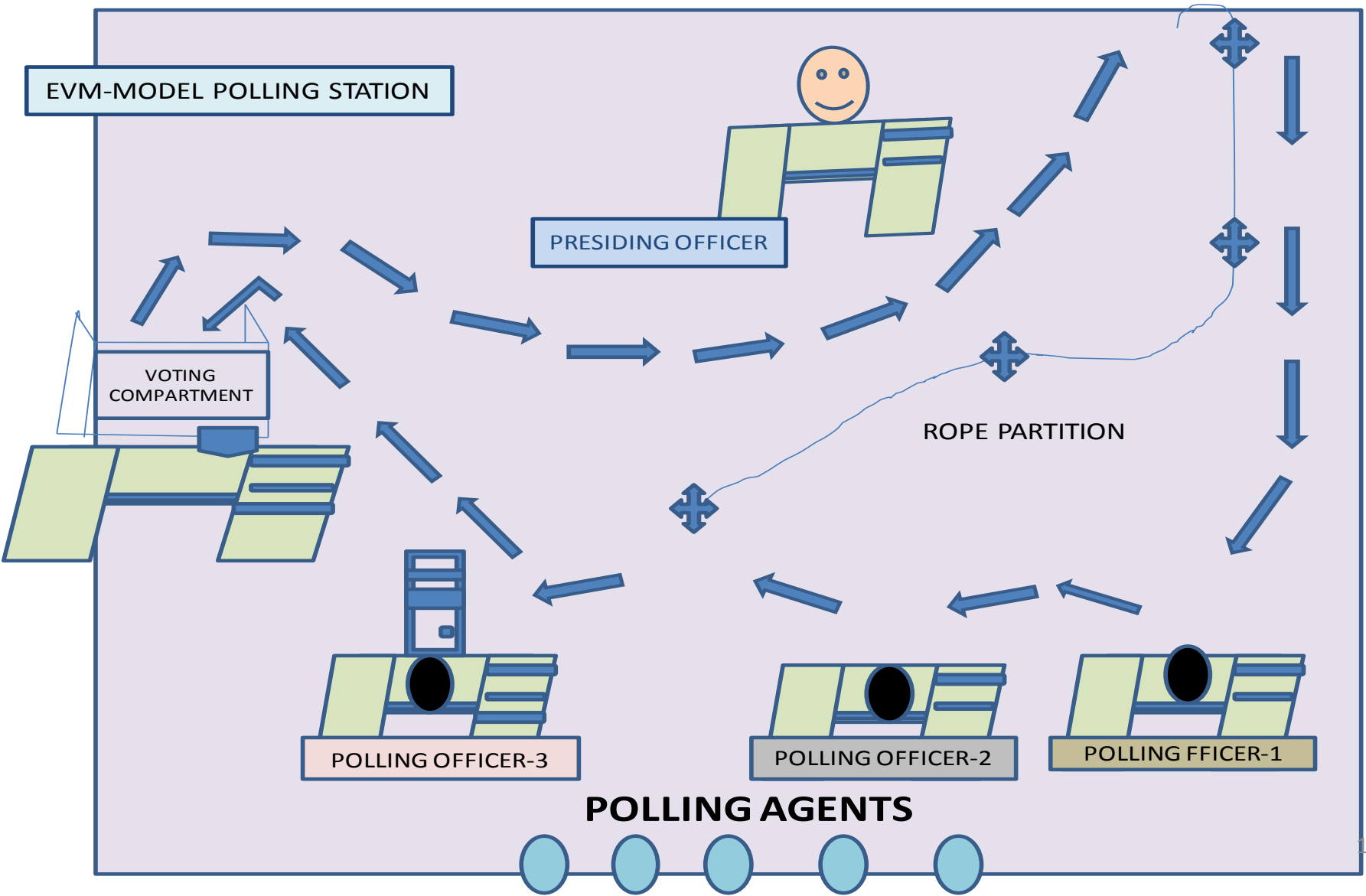
ADEQUATE VEHICLES & SYSTEMATIC TRANSPORT PLAN & ROUTE GUIDE.

COMMUNICATION ARRANGEMENTS



- SETTING UP OF CONTROL ROOM WITH –
- TELEPHONE , FAX , INTERNET
- LIST OF CONTACT NUMBERS OF FUNCTIONARIES –CEO, DEO, POLICE, SECTOR-OFFICES, RESERVE PARTIES, TRANSPORT IN- CHARGE, OBSERVER, TEAMS FOR REPLACING EVMS.
- ALLOCATION OF DUTIES TO HANDLE INFORMATION , COMPLAINTS ON THE POLL DAY.

POLLING STATION



ARRANGEMENTS AT POLLING STATIONS



- OUTSIDE EACH POLLING STATION THESE SHALL BE DISPLAYED PROMINENTLY –
 - a. A NOTICE SPECIFYING THE POLLING AREA THE ELECTORS OF WHICH ARE ENTITLED TO VOTE AT THE POLLING STATION AND WHEN THE POLLING AREA HAS MORE THAN ONE POLLING STATION, THE PARTICULARS OF THE ELECTORS SO ENTITLED.
 - b. A COPY OF THE LIST OF CONTESTING CANDIDATES.

ADMISSION TO POLLING STATIONS



- THE PRESIDING OFFICER SHALL REGULATE THE NUMBER OF ELECTORS, TO BE ADMITTED AT ANY ONE TIME INSIDE THE POLLING STATION AND SHALL EXCLUDE THEREFROM ALL PERSONS OTHER THAN ---
 - a. POLLING OFFICERS,
 - b. PUBLIC SERVANTS ON DUTY IN CONNECTION WITH THE ELECTION,
 - c. PERSONS AUTHORISED BY THE ELECTION COMMISSION,
 - d. CANDIDATES, THEIR ELECTION AGENTS AND SUBJECT TO THE PROVISIONS OF RULE 13, ONE POLLING AGENT OF EACH CANDIDATE,
 - e. A CHILD ACCOMPANYING AN ELECTOR,
 - f. A PERSON ACCOMPANYING A BLIND OR INFIRM ELECTOR WHO CANNOT MOVE WITHOUT HELP, AND
 - g. SUCH OTHER PERSONS AS THE RETURNING OFFICER OR THE PRESIDING OFFICER MAY EMPLOY UNDER SUB-RULE (2) OF RULE 34 OR SUB RULE (1) OF RULE 35.

POLLING DAY



A PRODUCT OF –

- EVENT MANAGEMENT SKILLS .
- LEADERSHIP.
- GOOD TRAINING TO STAFF .
- GREAT COORDINATION.
- SUCCESSFUL IMPLEMENTATION OF CODE OF CONDUCT.
- A FUNCTIONAL CONTROL ROOM WITH SMOOTH AND EFFECTIVE COMMUNICATION .
- KNOWING THE GENERAL INSTRUCTIONS REGARDING CONDUCT OF POLLS

SPECIAL FACILITIES FOR WOMEN ELECTORS



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

- Pr O MAY APOINT A WOMAN TO ASSIST WOMEN ELETORS.
- SEPARATE POLLING STATION MAY BE MADE FOR WOMEN VOTERS.
- WOMEN POLLING OFFICER FOR IDENTIFYING WOMEN ELECTORS
- WIDE PUBLICITY FOR THE SPECIAL ARRANGMENTS FOR WOMEN VOTERS.

FACILITIES AT POLLING STATION



- PROVIDE COVERED SHELTER FOR THE ELECTORS AT EVERY POLLING STATIONS.
- MAKE ADEQUATE ARRANGMENTS AT EVERY POLLING STATION FOR DRINKING WATER
- ONE PAGE HAND BILLS PREPARED BY CHIEF MEDICAL OFFICERS ON DOs AND DON'Ts OF FIRST AID.

Special Points of MCC on P-Day

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 election agent and one vehicle for candidate's workers/party workers be allowed - not more than 5 persons including drivers be allowed. If candidate is absent from constituency no other person 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 wind screen of vehicles

.....Poll day arrangements

.....Regulation of plying of vehicles on poll day

- 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, 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.

.....Poll day arrangements

No canvassing within PS

- **No canvassing within PS** or any public or private place within a distance of 100 meters of a PS (S. 130) -
- Cellular phones, cordless phone etc., not to be allowed except officers on duty in the 100 meters of a PS. [ECI No. 464/INST/2007-PLN-1 dt. 12.1.2007]
- Voter slips to be plain white slips without name of candidate/party markings/ symbol.
- No posters or banners.

Prohibition

- 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.
 - Panel action also to be taken.

.....Poll day arrangements

Candidates' election booths

- Candidates' **election booths** (one table + two chairs) without shamiyana/tentage and with - one banner upto 3 ft.× 1.5 ft. beyond 200 mtrs of a PS allowed. If it have valid permission from local authority

.....Poll day arrangements

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 Plus security who's one security person in simple cloths and with concealed weapon.
- Minister/MP/MLA or persons to whom security cover granted not to be an Election Agent/ Polling Agent.

.....Poll day arrangements

Entry into polling station

- Only persons entitled under rule 49-D be allowed -
- Media person not to capture photograph of the balloting process in any manner that will be reveal the secrecy of ballot - Every one must have a valid pass properly displayed.
- Where the CPF is deployed a Jawan will stand at entrance - Not inside the PS except called by PrO.

.....Poll day arrangements

Voter Assistance Booth

- Separate officials for each premises having three or more PSs be appointed to facilitate voters to locate their particulars.
- Roll in alphabetical order, in English, to locate quickly.
- In case one or two PSs in a premises, this list (in addition to marked copies) be given to PrO for easy identification.

.....Poll day arrangements

➤ **Supervisory visit –**

- Sector officers - Candidates / Election Agents - Visit sheet at PS

➤ **After close of poll -**

- Tally 17A, 17C and EVM count
- Proper sealing of EVM and election papers
- Tally 17A, 17C and EVM count - PO diary to be completed
- Additional report format to be handed over to SO
- Form 17C - Attested copies to be given to polling agents.
- SO to ensure about arrangement.

STRONG ROOM



STRONG ROOM AND OTHER
SECURITY PREP

.....Receipt Arrangements

Strong Rooms

- Two cordoned security for strong rooms.
- Fire fighting requirements to be kept.
- Candidates/Agent be permitted to affix their seals and they may keep a watch from a considerable distance.
- Strong room of EVMs - AC wise - EVMs + one copy of 17C + PrO declaration
- Strong room for election papers - Sealing thereof - To be put up in steel trunks - AC wise
- Separate room or demarked space for storing election paper of PSs whereat polling percentage crossed the certain level.

RECEIVING CENTRE



- SECTOR WISE (5 TO 10 POLLING STATION) COUNTERS WITH RECEPTION PARTIES BE KEPT READY BEFORE POLLING PARTY ARRIVES.
- **SPECIAL INSTRUCTION TO CHECK RECEIPT OF COMPLETELY FILLED PO DIARY ADD. REPORT AND PAPER SEAL ACCOUNT AND REGISTER OF VOTERS.**
- SPECIAL COUNTER FOR RECEIVING EVMs AND ELECTION MATERIAL FROM POLLING STATION WHERE SERIOUS COMPLAINTS WERE RECEIVED AND PS WHERE MOCK POLL WAS CONDUCTED IN THE ABSENCE OF POLLING AGENT/CANDIDATE.
- OBSERVER/RO SHOULD REMAIN PRESENT AT THIS CENTER.
- RECEPTION CENTER SHOULD BE UNDER CCTV VIGILANCE AND ALL THE PROCESS SHOULD BE VIDEOGRAPHED.
- ADEQUATE POLICE PERSONNELS SHOULD BE DEPLOYED AT CENTER
- ADEQUATE MEASURES OF REFRESHMENTS, DRINKING WATER AND TOILET FACILITY SHOULD BE MADE AVAILABLE AT THIS CENTER.

.....Receipt Arrangements

Scrutiny of form 17A etc.,

(ECI No. 464/INST/2007 PLN-I dt. 12.10.2007)

- For PS where a polling has crossed a specific %, the ECI may order to RO and Observer to scrutinize register of voters (17A) and other documents, like PO diary, visits sheet, complains etc.
- Scrutiny in presence of / under intimation to candidates - advance notice.
- Procedure to be followed strictly
- Cross check the entries of Form 17A, marked copy of roll, remarks column of 17A, Form 17C, photography if taken.

.....Receipt Arrangements

.....Scrutiny of forms

- Candidates/Agent not to be allowed with cellular phones.
- Log book to be maintained.
- After scrutiny packets to be re-sealed.
- After scrutiny necessary recommendation for re-poll be made by RO and Observer to ECI with reason.
- Difference in opinion, if any, be reflected with reasons.
- PO diaries, visit sheets, diaries of Magistrates, complaints received in control room, statement of images irrespective of poll percentage be also scrutinized.

.....Receipt Arrangements

Arrangements of re-poll - Adjourned poll

- Re-poll u/s 58 / 58A - Re-poll EVMs be put back in same strong room - old EVM to be prominently marked cancelled / not to be counted - Separate polling party for the re-poll.
- Adjourned poll u/s 57 - Sealed packets containing marked copy of roll and the Register of Voters and new EVM will be provided to PrO. - PrO to open sealed packet in presence of polling agents present.

“NO VOTERS TO BE LEFT BEHIND”



THANK YOU!

“GREATER PARTICIPATION FOR STRONGER DEMOCRACY”