



CHECKLIST FOR PRESIDING OFFICER 2023



भारत निर्वाचन आयोग
Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001

“Making Elections Inclusive, Accessible, Participative, Safe and Inducement Free”

CHECK LIST FOR PRESIDING OFFICER

ITEM	ACTION TO BE TAKEN	REFERENCE TO HANDBOOK FOR PRESIDING OFFICER
A) ON APPOINTMENT AS PRESIDING OFFICER		
1	Please read the following training material and instructions a) Handbook for Presiding Officer b) Manual of EVM and VVPAT c) Letter of the Returning Officer to Presiding Officers giving important instructions, if any.	-
2	Ensure that you have received training with regard to the poll processes, procedures, duties and EVM/VVPAT hands on training	1.4, 1.7, 3.1
3	Please read carefully the different forms like statutory and non-statutory forms as given in Handbook for Presiding Officers	-
4	Apply for Postal Ballot / EDC at appropriate time	1.5
5	Please ensure to deposit postal ballot in the “Ballot Box” at facilitation center at the time of dispatch Alternatively, collect your EDC, if applicable and applied earlier	1.5
B) TRAINING AT DISPATCH CENTER.		
1	Please carefully examine the appointment order, the name of Assembly Constituency/Segment (in case of Parliamentary Constituency) name and number of Polling Station and location of Polling Station	-
2	You should become familiar with all members of your polling party including security personnel	-
3	If any member (s) is absent, please ensure replacement from reserve	-
4	Please contact the Sector/Zonal officer for guidance and help in departing for Polling Station in designated GPS enabled vehicle through pre-decided route	-
5	Please ensure that you have collected all polling material as per List provided to you.	1.6
6	(a) Please ensure that you have collected CU, BU and VVPAT pertaining to your Polling Station (b) Match Unit Ids written on address tags with the metallic plate/ barcode on the back side of each unit	1.7
7	Please check that the ‘Candidate Set Section’ and power Pack Section of Control Unit is duly sealed and the address tag is firmly attached thereto	1.7.ii
8	Please ensure that the battery in the Control Unit is fully operational by switching ON CU only. Switch OFF the Control Unit after checking it.	1.7.iii
9	Please ensure that the Ballot unit(s) is duly sealed and address tags are firmly attached, both at the top and bottom right portion	1.7.x
10	Please check that the appropriate ballot paper is duly fixed on each Ballot Unit and is properly aligned under the ballot paper screen	1.7.v

11	Check if the thumb wheel switch is set to the appropriate position in each Ballot Unit. Inform Sector Officer/Returning Officer, if there is any discrepancy.	1.7.vi
12	Check Unmasked buttons on Ballot Unit(s) are equal to the number of candidates (including NOTA option) and all remaining unused buttons are masked.	1.7.ix
13	Please check that the paper roll lock knob in the backside of VVPAT is in lock position (in Transit/Horizontal Position) to lock paper roll, during transit.	3.1.2
14	Instruct the polling party members NOT TO TEST VVPAT at the time of dispersal and before Mock poll at Polling Station under any circumstance.	1.7.iv
15	Check the serial numbers of all type of paper seals received.	1.6
16	Check the electoral roll to ensure that: 1. You have received marked copy of electoral roll. 2. Page numbers in the working copies of the roll are given serially. 3. The printed serial numbers of voters are not corrected, and no new numbers are substituted for them.	1.9
17	Ensure that you have received the list of absentees, shifted and dead (ASD list).	4.3.3
18	Ensure that the tendered ballot papers are available for the same AC.	5.6.2
19	Check if you have received photocopies of specimen signatures of the contesting candidates and their election agents.	1.8.(xii)
C) ON ARRIVAL AT THE POLLING STATION		
1	Ensure that there is enough space for the voters to wait outside the Polling Station and for separate queues for male, female and PwD/Senior citizen voters.	2.3
2	If there are sufficiently large numbers of women electors in a Polling Station, there should be special arrangements for their identification and application of indelible ink in a separate enclosure having due regards to privacy, dignity, and decency.	2.6
3	There should be separate entrance and exit for voters. Even if there is only one door to the room, housing the Polling Station, a separate entrance and exit can be provided with the help of bamboos and ropes dividing the doorway.	2.3
4	If more than one Polling Stations are in the same building, then segregate the voters and ensure that they wait in different parts of the space in front of each Polling Station without any confusion.	2.6
5	Remove or cover fully photograph of any leader or symbols belonging to any political party or slogans having a bearing on election displayed in the Polling Station	2.6
6	Find the periphery of 200 and 100 meters around the Polling Station and ensure safety by the presence of CAPF/State Police Personnel/Home Guard. Take under your control area up to a radius of 100 meters and remove the campaign posters of political parties and candidates. No political party member can be allowed to sit within 200 meters of your Poling Satation.	4.1

7	No cooking or lighting of fire for any purpose should be allowed inside the Polling Station.	2.6
D) ARRANGEMENTS AT POLLING STATION		
1	No high wattage incandescent bulbs/tube-light should be placed directly over or in front of the VVPAT and also no window must be opened behind EVM and VVPAT	2.3
2	BU and VVPAT should be kept on the table in the voting compartment. VVPAT should be in the left side of first BU.	3.2.1
3	Connect the CU, BU and VVPAT with the connecting cables (BU – VVPAT – CU)	3.2.1
4	Place the Ballot Unit(s) and VVPAT in voting compartment in such a way that no one can disturb the interconnecting cable, and the cable is fully visible, and its routing does not obstruct the movement of voters inside the Polling Station	2.3
5	(a) Ensure that the connecting cable is coming out from the back of voting compartment through an aperture cut out at the bottom of the voting compartment (b) Tape the connecting wires of BU and VVPAT to the leg of the table with “Transparent Adhesive Tape” of one and half inch width in such a manner that the wires do not hang in the air so that the load of hanging wire does not impact the connecting switch of the BU and VVPAT	2.3
6	To maintain secrecy of voting, ensure that the voting compartment is not placed near the window or door of the Polling Station or exposed to web camera / video camera.	2.3
7	Put the VVPAT lock-unlock switch for paper roll in working-vertical position before switching ON the Control Unit.	3.2.1
8	Switch ON the power of Control Unit only after proper connections and correct placement of units.	-
9	Ensure that polling officers and agents are seated in such a way that the BU, VVPAT and the voter recording his vote by pressing button on BU, is not visible to them at all.	2.3
10	Ensure that polling agents are seated in such a way that they can see the face of the elector as and when he/she enters the Polling Station, and they can challenge the identity of the elector if required.	2.14
11	The seating order, at the Polling Station, for the polling agents of candidates should be guided by the following categories of priorities, namely: a) Candidates of recognized National Parties. b) Candidates of recognized State Parties. c) Candidates of recognized State Parties of other States who have been permitted to use their reserved symbols in the constituency. d) Candidates of registered unrecognized parties. e) Independent candidates.	2.14

12	Check the appointment letters of polling agents and explain to them the provisions of Section 128 of the R.P. Act, 1951. Issue them with entry passes for their movement.	2.11 2.13
13	Ensure that Polling Agents appointed at the Polling Station have EPIC or any other government approved Identity Card.	2.10
14	Ensure the following: i. A notice specifying the polling area and particulars of electors to be served by Polling Station is displayed. ii. A copy of list of the contesting candidates in Form 7A, should be displayed outside each Polling Station prominently. iii. Voter Facilitation Posters should be displayed on the outer wall, near the entrance of each Polling Station.	2.7
15	A VOTER ASSISTANCE BOOTH should be set up to provide facility to locate elector name in the electoral roll.	1.15
E) MOCK POLL		
1	Voting Compartments have to be properly arranged with pre-pasted sticker so that, showing election details, is clearly visible.	1.12
2	Micro Observer, if appointed, shall have participated in all the proceedings of the mock poll and his signature has to be obtained on Part-I the Presiding Officer's Report (Mock poll certificate).	2.20
3	Mock poll proceedings have to be video graphed, if directed.	2.17
4	For mock poll, the Ballot Unit and VVPAT should be placed in the voting compartment, where a Polling Officer should be present along with polling agents to observe operations on BU and paper slips printed on VVPAT. Manual record of votes cast should be maintained by the Polling Officer.	3.2.1
5	Mock poll should be conducted 90 minutes before starting of actual Poll, if at least 2 polling agents are present, otherwise wait for 15 minutes and start Mock Poll even no or one polling agent is present.	3.3.2
6	At the end of the mock poll, press the 'Close' button in the Result section of the control unit. After that, press the button marked 'Result' in the Result Section of the control unit to ascertain the mock poll result.	3.3.5 (iii)
7	Count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.	3.3.5
8	Press the 'Clear' button of Control Unit to clear the account of votes recorded during the mock voting.	3.3.4
9	The empty drop box must be verified by the polling agents.	3.3.4
10	Stamp the mock poll VVPAT paper slips, on their back side with the rubber stamp having inscription MOCK POLL SLIP .	3.3.5(IV)
11	Take signatures of the polling agents on the black envelope for sealing Mock poll slips and write the number and name of the Polling Station, number and name of the assembly constituency, date of poll and the words "VVPAT paper slips of Mock Poll" on the envelope.	3.3.5(IV)
12	Seal the envelope with a pink paper seal placed in such a manner that opening of the box will require breaking of the seal.	3.3.5(IV)

13	Ensure to put your and polling agent's signatures on the pink paper slip and keep the box along with other documents relating to elections.	3.3.5(IV)
14	Seal the drop box of VVPAT with the thread and an address tag using Presiding Officer's seal before the actual poll starts.	3.4.1
15	Seal the Result section of the control unit with green paper seal, special tag and address tag, and obtain signatures of polling agents	3.4.1
16	Prepare Part-I of the Presiding Officer's Report (Mock poll certificate).	3.3.5
17	Ensure to mention the names of the polling agents and the Candidates and their party affiliations, whom they represent and obtain their signatures on the completion of mock poll on the certificate.	3.3.5
18	Take the witness of other polling officers in the Part-I of Presiding Officer's Report that mock poll votes are erased from the CU and mock poll VVPAT slips are removed from the VVPAT before start of actual poll.	3.3.5
19	At the end of Mock Poll at the Polling Station, check and note the date and time shown in the display of the Control Unit and also the actual date and time as well as any discrepancy between the two, if any, mention it in the Mock Poll certificate and also in Presiding Officer's Diary.	3.3.5
20	Intimate the mock poll status to Returning Officer through your Sector Officer	1.14

F) COMMENCEMENT OF THE POLL

1	Ensure that the polling starts at the scheduled time.	4.2
2	Explain to all present, the provisions of Section 128 of the Representation of the People Act, 1951 regarding maintenance of secrecy of voting and warn them of the penalty for any breach	4.2
3	Read out the declaration as per instruction (Annexure - 6)	4.2
4	Maintain visit sheet as prescribed by the Commission	2.19
5	Intimate the status of commencement of poll to the Returning Officer through your Sector Officer	1.14
6	Before the first voter signs in Form 17A (Register of Voters), the Polling Officer 1 shall check with the Presiding Officer and record in INK in Form 17A that "Total in the Control Unit checked and found to be Zero".	9.27

G) REPLACEMENT OF EVM DURING MOCK POLL/ACTUAL POLL

1	<p>Following protocol shall be followed for replacement of EVM during Mock Poll/ actual Poll:</p> <p>a) Replacement of EVM during Mock Poll – Only respective unit will be replaced.</p> <ul style="list-style-type: none"> • If BU is non-functional – replace BU Only • If CU is non-functional – replace CU Only • If VT is non-functional – replace VT Only <p>b) Replacement of EVM during Actual Poll</p> <ul style="list-style-type: none"> • If BU or CU is non-functional, replace entire set (BU + CU +VT) and ensure that only one vote to each contesting candidate including NOTA is polled in the mock poll. Follow all mock poll procedure. • If VVPAT is non-functional, replace VVPAT Only. In such case no mock poll is required 	4.6.1
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	c) No Mock Poll is needed if only Power pack of any unit is changed. Ensure that all the processes mentioned above on the Mock Poll are followed strictly in case of replacement of complete set during actual poll	
2	In case of replacement of power pack of Control Unit during mock poll/ Actual poll/ after completion of poll, fill up Part-II of Presiding Officer's Report (Annexure – 5)	4.6.1
3	Fill up Part-IV of Annexure - 5, in case of replacement of EVM and VVPAT during mock poll	4.6.2
4	Fill up Part-V of Presiding Officer's Report, Annexure - 5, in case of replacement of EVM and/or VVPAT during actual poll	4.6.2
5	Share important information like EVM replacement etc. with the Returning Officer through Sector Officer. Part-IV and Part-V of Presiding Officer's Report should be handed over to Sector Officer.	4.6.3
H) PRECAUTIONS DURING POLL		
1	No arms should be carried inside the Polling Stations.	2.2.2
2	No one shall be allowed to smoke inside the Polling Stations.	2.15
3	During the progress of poll, keep a close watch on the movement of the voters and ensure that no voter goes away without voting for both or either of the elections.	1.12
4	Check periodically the 'TOTAL' for each Control Unit by pressing TOTAL button on CU to ensure that the voting is going as per the serial order of electors (Total should match with voter register i.e., Form 17A last serial number).	1.12 4.5.4
5	At regular intervals, check the Ballot Unit(s) and VVPAT to ensure that the voter has not tampered with it in any manner.	1.12
6	Ensure proper application of indelible ink after the elector has been identified by the first polling officer (in charge of marked copy of electoral roll).	4.4
7	Ensure that no person other than voter and those authorities allowed by ECI, enter the polling booth.	2.8
8	Ensure that no voter brings mobile phone inside the booth and even the cell phones of polling personnel should remain switched off inside the polling booths.	4.1
9	Instruct Polling Officer to ensure compliance of instructions regarding proper identification of such voter whose name is included in the ASD List.	4.3.1
10	Collect statistical information for compilation of item 19 of Presiding Officer's diary regarding polling at every two hours and sending it to Returning Officer through Sector Officer	1.14
11	If any voter wants to know how to vote on EVM, explain him with the dummy Ballot Sheet.	-
I) UNUSUAL AND COMPLEX CASES		
1.	Rule 49MA – Procedure in case of complaint about the particulars printed on VVPAT Paper Slip (Wrong Printing)	5.9

	i. On the allegation, obtain a written declaration from the elector (Annexure 17). Inform the elector about the consequence of making a false declaration	5.9.2
	ii. Make a second entry related to that elector in form 17A and permit the elector to record a test vote in the voting machine	5.9.3
	iii. If, however, the allegation is found to be false, make necessary entries regarding such test vote in item 5 in part I of Form 17C.	5.9.3
2.	VOTING BY BLIND & INFIRM VOTERS	
	Permit such blind or infirm elector under Rule 49N to take with him/her a companion of not less than 18 years of age. Take declaration from companion in Annexure 18 and also keep record of all such cases in Form 14A. Apply indelible ink on the right index finger of the companion.	5.2
3.	ELECTORS DECIDING NOT TO VOTE	
	Make a remark in the remarks column against the entry relating to the elector in the Register of Voters, and obtain the Signature or thumb impression of the elector under Rule 49O.	5.3
4.	TENDERED VOTES	
	i. Before handing over the tendered ballot paper to the elector, you should write the words “Tendered Ballot Paper” on the back of these ballot paper. Obtain signature of Elector in Form 17B.	5.6
	ii. Keep a correct account of all ballot papers (i) received for use as tendered ballot papers, (ii) issued as such to electors, and (iii) not used and returned, in item 9 of Part I of Form 17C	5.6
	iii. Maintain complete record of the electors who have been issued with tendered Ballot Papers	5.6
	iv. Keep all the polled tendered ballot papers and the list of such tendered ballot papers, in a cover specially provided for the purpose and seal the cover at the close of the poll	5.6.4
J) CLOSING OF POLL		
1	Close the poll at the appointed hour even if it has started late. Give slips with Presiding Officer’s signature only to those people who are in the queue at this hour.	7.1.2
2	Ensure that no additional person joined the queue after the appointed hour.	7.1.2
3	Ensure that after the last voter has voted as per the above procedure, the ‘CLOSE’ button is pressed on the Control Unit and Part-III of Presiding Officer’s Report has been prepared.	7.2
4	Note the total number of votes recorded in the EVM in Item 6 of Part I of Form 17C.	7.2.2
5	At the time of closure of poll, make a note of the Poll end date and time, displayed on the CU in the Presiding Officer’s diary.	7.2.5
6	Switch off the CU and then disconnect the BU(s) from VVPAT and VVPAT from the Control Unit.	7.4

7	Remove VVPAT Power pack before sealing in the carrying case.	7.4
K) ACCOUNTS OF VOTES RECORDED		
1	After the close of poll, prepare under Rule 49S, an account of votes recorded in the EVM (Such account shall be prepared in Part-I of Form-17C. This should be prepared in duplicate.)	7.3.1
2	Under Rule 49S, at the close of poll, furnish to all polling agents present, a true and attested copy of the account of votes recorded as prepared by him in Form-17C, after obtaining a receipt from those polling agents.	7.3.2
3	Make a declaration at the close of poll (Part III, Annexure - 6)	7.3.3
L) SEALING OF EVM AND VVPAT & OTHER DOCUMENTS AFTER THE CLOSE OF POLL		
1	Switch off the power switch in the Control Unit before disconnecting the Ballot Unit(s), the Control Unit and VVPAT.	7.4.2
2	Ensure that the power pack of VVPAT has been removed; paper slips contained in the drop box of the VVPAT are intact, and the Ballot Unit(s), the Control Unit and VVPAT put back in their respective carrying cases.	7.4.2
3	Ensure that each carrying case is sealed at both ends by passing a thread through the two holes provided for the purpose on both sides of the carrying case and putting thread seal with an address tag showing the particulars of the election, the Polling Station and the unit contained therein and carrying the Presiding Officer's dated signatures and seal on it.	7.4.3
4	Ensure that the candidates or their polling agents as are present and desirous of putting their seals shall also be allowed to do so.	7.4.4
5	Ensure that the names of the candidates/polling agents who have affixed their seals on the carrying case of the Ballot Unit(s) and Control Unit are noted in the declaration which he makes at the close of the poll.	7.4.5
6	Ensure that all election papers relating to the poll are sealed in accordance with the provisions of Rule 49U.	7.5.1
7	Ensure that each packet containing election papers is packed as per the latest instructions.	7.5.2
8	Ensure that the candidates or their agents present at the Polling Station are allowed to affix their seals on such packets if they so desire.	7.5.1



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