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CHECKLIST FOR PRESIDING OFFICER

September, 2022

DOCUMENT 19 – EDITION 1



ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 01

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

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CHECK LIST FOR PRESIDING OFFICER

ITEM	ACTION TO BE TAKEN	REFERENCE
1) 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 deposition of postal ballot in the "drop box" at facilitation center at the time of dispatch or collect your EDC, if applied earlier	1.5
2) AT DISPATCH CENTER.		
1	Please carefully examine the appointment order , the name of assembly constituency, name and number of PS and location of PS	-
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 PS in designated GPS enabled vehicle through pre-decided route	-
5	Please ensure that you have collected all polling material as per Annexure - 3	1.6.1
6	(a) Please ensure that you have collected CU, BU and VVPAT pertaining to your PS (b) Match Unit Ids written on address tags with the metallic plate/barcode on the back side of each unit	1.7.1
7	Please check that the 'Candidate Set Section' of Control Unit is duly sealed and the address tag is firmly attached thereto	1.7.2
8	Please ensure that the battery in the Control Unit is fully operational. Switch off the Control Unit after checking it.	1.7.3
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	1.7.10
10	Please check that the appropriate ballot paper is duly fixed on each Ballot Unit and is properly aligned under the ballot paper screen	1.7.5
11	Check if the thumbwheel switch is set to the appropriate position in each Ballot Unit. Inform Sector Officer/Returning Officer, if there is any discrepancy.	1.7.6
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.	1.7.9
13	Please check that the paper roll lock knob in the backside of VVPAT should be 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 PS under any circumstance.	1.7.4
15	Check the serial numbers of all type of paper seals received.	1.6.1
16	Check the electoral roll to ensure that: 1. You have received marked copy of electoral roll.	1.9

	<p>2. Page numbers in the working copies of the roll are given serially.</p> <p>3. The printed serial numbers of voters are not corrected, and no new numbers are substituted for them.</p>	
17	Ensure that you have received the list of absentees, shifted and dead (ASD list).	4.3.3.1
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.	1.8.12
3) ON ARRIVAL AT THE PS.		
1	Ensure that there is enough space for the voters to wait outside the PS and for separate queues for male and female voters.	2.3.1.1
2	If there are sufficiently large numbers of women electors in a PS, 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. For ensuring this, you can appoint locally available women employee to help their identification.	2.6.1
3	There should be separate entrance and exit for voters. Even if there is only one door to the room, housing the PS, a separate entrance and exit can be provided with the help of bamboos and ropes dividing the doorway.	2.3.1.3 and 2.3.1.4
4	If more than one PSs is in the same building, then segregate the voters and ensure that they wait in different parts of the space in front of each PS without any confusion.	2.6.2
5	Remove photograph of any leader or symbols belonging to any political party or slogans having a bearing on election displayed in the PS or cover them fully.	2.6.5
6	Find the periphery of 200 and 100 meters around the PS and ensure safety by the presence of CPF/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 in that area.	4.1.3
7	No cooking or lighting of fire for any purpose should be allowed inside the PS.	2.6.6
4) ARRANGEMENTS AT PS		
1	Ask all polling agents of the candidates to reach the PS at least 90 minutes before the polling starts , so that they are present when you are going through the preliminaries.	2.13.1
2	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
3	BU and VVPAT should be kept on the table in the voting compartment. VVPAT should be in the left side of BU.	3.2.1(b)
4	Connect the CU, BU and VVPAT with the connecting cables	3.2.1(d), (e)
5	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 PS	2.3.5
6	<p>(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</p> <p>(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</p>	2.3.5

7	To maintain secrecy of voting , ensure that the voting compartment is not placed near the window or door of the PS or exposed to web camera / video camera.	2.3.6
8	Put the VVPAT lock-unlock switch for paper roll in working-vertical position before switching on the Control Unit.	3.2.1
9	Switch ON the power of Control Unit.	-
10	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.	2.3.4
11	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 PS, and they can challenge the identity of the elector if required.	2.15.1
12	The seating order, at the PS, 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.	2.15.3
13	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 movements.	2.12.1 2.14.1
14	Ensure that Polling Agents appointed at the PS are enrolled in the voter list of that PS or of the neighboring PS and have EPIC or any other government approved Identity Card.	2.11.1
15	Ensured the following: 1- A notice specifying the polling area and particulars of electors to be served by PS is displayed. 2- A copy of list of the contesting candidates in Form 7A, should be displayed outside each PS prominently. 3- Voter Facilitation Posters should be displayed on the outer wall, near the entrance of each PS.	2.7.1.1 2.7.1.2 2.7.3
17	A HELP DESK has to be set up by BLO to provide necessary assistance to the electors.	2.8
18	A VOTER ASSISTANCE BOOTH should be set up to provide facility to locate elector name in the electoral roll.	1.15
5) MOCK POLL		
1	Voting Compartments have to be properly arranged with appropriate sticker pasted outside to indicate clearly the Election pertaining to which the Ballot Unit(s) and VVPAT are kept inside.	1.12.17
2	Micro Observer , if appointed, must have participated in all the proceeding of the mock poll and his signature has to be obtained on Part-I the Presiding Officer's Report (Mock poll certificate).	2.21.3
3	Mock poll proceedings have to be video graphed , if directed.	2.18
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 casted should be maintained by the Polling officer.	3.2.1
5	Mock poll should be conducted with the polling agents voting at random for each of the contesting candidates including NOTA.	3.2.1
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	3.3.4 (i)

	Result Section of the control unit to ascertain the mock poll result.	
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.	3.3.5(IV)
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 PS, 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	Keep this envelope in the special plastic box for mock poll and seal 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	Write the number and name of the PS, number and name of the assembly constituency and the date of poll on the plastic box.	3.3.5(IV)
14	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)
15	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
16	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
17	Prepare Part-I of the Presiding Officer's Report (Mock poll certificate) .	3.3.5
18	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
19	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
20	At the end of Mock Poll at the PS, 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
21	Intimate the mock poll status to returning officer through your sector officer	1.14
6) COMMENCEMENT OF THE POLL		
1	Ensure that the polling starts at the scheduled time .	4.2.1
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	4.2.2
3	Read out the declaration as per instruction (Annexure - 6)	4.2.3
4	Maintain visit sheet as prescribed by the Commission	2.20.3
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
7) REPLACEMENT OF EVM DURING MOCK POLL / ACTUAL POLL		
1	In case of replacement of EVM Full Set during actual Poll, ensure that only one vote to each contesting candidate including NOTA is polled in the mock poll. No mock poll is needed if only power pack has been changed.	4.6.1.2
2	Ensure that all the processes mentioned in Section- 5 above on the Mock	4.6.12

	Poll are followed strictly in case of replacement of complete set during actual poll	
3	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)	4.6.1.4
4	Fill up Part-IV of Annexure - 5 , in case of replacement of EVM and VVPAT during mock poll	4.6.2.1
5	Fill up Part-V of Presiding Officer's Report, Annexure - 5 , in case of replacement of EVM and/or VVPAT during actual poll	4.6.2.1
6	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.	4.6.3.2
8) PRECAUTIONS DURING POLL		
1	No arms should be carried inside the PSs.	2.24.3.5
2	No one shall be allowed to smoke inside the PS.	2.16
3	During the progress of poll, keep a close watch on the movements of the voters and ensure that no voter goes away without voting for both or either of the elections.	1.12.23
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).	1.12.25 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.	1.12.27
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.	2.9
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.	4.1.10
9	Instruct Polling Officer to ensure compliance of instructions regarding proper identification of such voter whose name is included in the ASD List.	4.3.1.2.1
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.	-
9) UNUSUAL AND COMPLEX CASES		
A	RULE 49MA - Procedure in case of complaint about the particulars printed on VVPAT Paper Slip. (Test vote)	5.9
1	On the allegation, obtain a written declaration from the elector (Annexure 16). Inform the elector about the consequence of making a false declaration	5.9.2
2	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
3	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
B	VOTING BY BLIND & INFIRM VOTERS	
1	Permit such blind or infirm elector under rule 49N to take with him a companion of not less than 18 years of age. Take declaration from companion in Annexure 17 and also keep record of all such cases in Form 14A. Apply indelible ink on the right index finger of the companion.	5.2
C	ELECTORS DECIDING NOT TO VOTE	

1	Make a remark in the remarks column against the entry relating to him in the Register of Voters, and obtain the Signature or thumb impression of the elector under rule 49O .	5.3
D	TENDERED VOTES	
1	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
2	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
3	Maintain complete record of the electors who have been issued with tendered ballot papers	5.6
4	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
10) 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.	7.2.2
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 from CU and then disconnect the BU(s) from VVPAT and VVPAT from the Control Unit.	7.4.2
7	Remove VVPAT Power pack.	7.4.2
11) 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.)	7.3.1.1
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)	7.3.3.1
12) 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 have 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 PS 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	7.4.5

	noted in the declaration which he makes at the close of the poll.	
6	Ensure that all election papers relating to the poll are sealed in accordance with the provisions of rule 49U.	7.5.1.1
7	Ensure that each packet containing election papers is sealed with the seal of the Presiding Officer.	7.5.2
8	Ensure that the candidates or their agents present at the PS are allowed to affix their seals on such packets if they so desire.	7.5.1.4
13) AFTER THE COMPLETION OF POLL		
1	Seal all election papers as per instructions in Chapter 7	7.5.2
2	<p>Prepare following items</p> <p>1) STRONG and STORE ROOM COVER FIRST PACKET (WHITE ENVELOPE):</p> <p>a) The cover containing the account of votes recorded (17C) and paper seal account.</p> <p>b) The cover containing the declarations of the Presiding Officer.</p> <p>c) The cover containing the Presiding Officer's diary</p> <p>d) The cover containing Presiding officer's Report.</p> <p>e) Visit Sheet.</p> <p>f) 16-Point Observer's Report.</p> <p>2) STATUTORY COVERS (GREEN ENVELOPE):</p> <p>a) The sealed cover containing the marked copy of the electoral roll;</p> <p>b) The sealed cover containing the Register of Voters;</p> <p>c) The sealed cover containing voter's slips;</p> <p>d) The sealed cover containing unused tendered ballot papers;</p> <p>e) The sealed cover containing the used tendered ballot papers and the list in Form 17B.</p>	7.5.2.2
	<p>3) NON-STATUTORY COVERS (YELLOW ENVELOPE): -</p> <p>a) The cover containing the copy or copies of electoral roll (other than the marked copy);</p> <p>b) Cover containing the appointment letters of polling agents in Form 10;</p> <p>c) The cover containing the Election Duty Certificates (EDC) in Form 12- B;</p> <p>d) The sealed cover containing the list of challenged votes in Form14;</p> <p>e) The cover containing the list of blind and infirm electors in Form14- A and the declarations of the companions;</p> <p>f) The cover containing the declarations obtained from electors as to their age and the list of such electors;</p> <p>g) Cover containing the receipt book and cash, if any, in respect of challenged votes;</p> <p>h) Cover containing unused and damaged paper seals;</p> <p>i) Cover containing unused voter's slips;</p> <p>j) Cover containing unused and damaged special tags; and</p>	7.5.2.5
	<p>4) FOURTH PACKET (BROWN COLOR)</p> <p>a) The Handbook for Presiding Officer;</p> <p>b) Manual of Electronic Voting Machine and VVPAT;</p> <p>c) Indelible ink set (with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation);</p> <p>d) Self-inking pads;</p> <p>e) The metal seal of the Presiding Officer;</p> <p>f) The arrow cross-mark rubber stamp for marking tendered ballot papers;</p> <p>g) Container for setting the indelible ink.</p>	7.5.2.6
	<p>5) FIFTH PACKET (BLUE COLOR)</p> <p>All the other items, if any, should be packed.</p>	7.5.2.6.h

3	Ascertain the number of female voters, who have voted.	-
4	Prepare information on voters who voted through EPIC and voting by voters in the list of absentee voters provided.	7.6.1.3
5	If there is difference in number of votes cast displayed by EVM and received in voters register, inform your sector/ zonal officer and RO necessarily.	-
6	Ensure completion of Presiding Officer's Diary. All the items should be filled. If any incident occurs at polling booth it should be reported in diary. Fill Presiding Officer's additional report to be submitted to the observer given as Annexure - 12.	7.6.1
7	After completion of poll, when you are returning back to the collection center, you must take the designated vehicle and designated route. Under any circumstances you should not make any deviation.	-
14) AT THE COLLECTION CENTRE		
You have to hand over to the Official-in-charge of the collection center the following items of election records and materials and obtain a receipt:		
1	The first packet superscribed "STRONG AND STORE ROOM COVERS."	-
2	The second packet superscribed "STATUTORY COVERS" (containing 5 covers).	-
3	The third packet superscribed "NON- STATUTORY COVERS" (Containing 11 covers).	-
4	The Fourth packet - the packet containing 7 items of election materials.	-
5	Material for Voting Compartment.	-
6	Lantern, if supplied.	-
7	Waste paper basket.	-
8	Polythene bag/ gunny bag to carry polling materials.	-
9	Fifth packet containing all other items, if any.	-
10	Presiding Officer should ensure that EVM is not left at any point of time unattended till deposition at the collection Centre	-
15) IN CASE OF SIMULTANEOUS ELECTIONS		
1	In case of simultaneous election, ensure that on the green paper seal fixed in the Control Unit for Lok Sabha election, only the candidates for the Lok Sabha election or their polling agents as are present affix their signatures and similarly, on the green paper seal fixed in the Control Unit for Legislative Assembly election, the candidates for Assembly election or their polling agents alone affix their signatures.	-
2	Ensure that electors have casted their votes in both the EVMs.	-
3	Ensure that, in simultaneous election, copies of Form 17C for parliamentary election are supplied to polling agents of the candidates in parliamentary constituency only and copies of Form 17C for the assembly election are given only to the agents of candidates of assembly constituency	-
4	In case of simultaneous election, disconnect the BUs and VVPATs from the Control Units and sealed them in their respective carrying cases. The papers should be prepared and sealed separately.	-
5	At simultaneous election, ensure that the carrying cases of all the units have identity stickers of the concerned elections, prominently pasted on the outside. Also ensure that the Ballot Units, VVPATs and Control Units are placed only in their respective carrying cases with the election identity label firmly pasted and fix the duly filled address tags to the respective carrying cases.	-