



TRAINING FOR SECTOR OFFICER

LOKSABHA ELECTION 2024

PRESIDING OFFICER'S REPORT

Presiding Officer's Report has to be obtained from the Presiding Officers on poll day (**Annexure 27**). It has five parts.

- a) **Part-I (Mock Poll Certificate):** To be filled after completion of the mock poll on Poll Day. Since, Mock Poll Certificate has been included in Part-1, there is no need to issue separate 'Mock Poll Certificate'.
- b) **Part-II (Replacement of Power Pack of the Control Unit):** To be filled whenever Power Pack of the Control Unit is replaced.
- c) **Part-III (Pressing of Close Button after completion of Poll Certificate):** To be filled after completion of Poll.
- d) **Part-IV (EVM/VVPAT replacement Report, if replaced during Mock Poll) :** To be filled during Mock Poll, if any BU, CU or VVPAT replaced.
- e) **Part-V (EVM/VVPAT replacement Report, if replaced during Actual Poll) :** To be filled during Actual Poll, if EVM/VVPAT replaced.

Collection of Presiding Officer's Report

- (i) Part-I, Part-II and Part-III of the Presiding Officer's Report shall be kept in an envelope. Details to be printed on envelope:

Name of election..... (to be pre-printed)

No. and Name of AC/AS..... (to be pre-printed)

No. and Name of PC (to be pre-printed)

The Presiding Officer shall deposit the said envelope along with EVM, VVPAT and other election material at Collection Centre.

- (ii) Part-IV and Part-V of the Presiding Officer's Report shall be collected by the Sector Officer, whenever any replacement is done. Sector Officers shall submit the said Reports to the Returning Officer.

While filling Part-IV or Part-V of this report, Presiding Officers shall be careful to fill proper error code, like, 2.6 cutter error/2.7- fall error and also to mention beep sound is heard or not, busy lamp of CU keeps glowing etc. Non-compliance of the same shall lead to disciplinary action against them.

After completion of the poll, Returning Officer shall go through the Presiding Officer's Report and identify such polling station(s) where mock poll data was not cleared, well before counting of votes.

ANNEXURE 27

PRESIDING OFFICER'S REPORT

PART-I: MOCK POLL CERTIFICATE

Name of election.....(to be pre-printed)


No. and Name of AC/AS.....(to be pre-printed)

No. and Name of PC.....(to be pre-printed)

Polling Station No:.....

(a) Conduct of mock poll and verification of mock poll data

S. No.	Name of the Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during mock poll	N u m b e r of votes displayed in CU on checking the result	Number of VVPAT printed Paper slips against candidates	Result dis- played in CU & Printed Paper Slips count tallied with each other (YES/NO)	Signature of polling agents with party abbreviation/ Independent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
	NOTA					
	TOTAL					

- 
- (b) 'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/No) If Yes, then write the above sentence in ink.

.....

- (c) All paper slips taken out from VVPAT after mock poll (Yes/No)
- (d) Empty VVPAT shown to all polling agents (Yes/No)
- (e) Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to polling agents (Yes/ No)
- (f) 'TOTAL' button on the Control Unit has been pressed to show total vote '0' to polling agents (Yes/ No)
- (g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope sealed with Pink Paper Slip (Yes/No)
- (h) Following witness Mock Poll and certify that mock votes tallied and that the mockvotes erased from CU after mock poll

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

- (l) Time display on the Control Unit is... minutes more/less than Indian Standard Time (IST),if any.
- (j) Signature of Micro-Observer (if posted at the polling station)
Name and signature of the Presiding Officer
- (l) It is, hereby, certified that before commencement of actual poll, 'TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that 'Total Vote is 0'. Tick the appropriate observation:
- (i) Control Unit shows total vote '0'OR
- (ii) Control Unit shows total vote more than '0' (means mock poll votes not cleared), hence, clear the mock poll data.



(Signature of Presiding Officer)

Following witness the above process and certify that mock votes erased from the Control Unit and mock poll VVPAT slips removed from the VVPAT before start of actual poll:

S.No.	Name of Polling Officer	Signature

**PART-II: POWER PACK REPLACEMENT IN CU
(TO BE FILLED DURING MOCK POLL, POLL & AFTER COMPLETION OF
POLL DEPENDING ON CASE/SITUATION)**

Name of election.....(to be pre-printed)

No. and Name of AC/AS.....(to be pre-printed)

No. and Name of PC.....(to be pre-printed)

Polling Station No:.....

(a) Details of replacement of Power Pack of the Control Unit during mock poll/actual poll (strike out which one is not applicable)

(i) Unique ID of Control Unit:.....

(ii) Reason for replacement of Power Pack of the Control Unit:.....
.....

(iii) Unique ID of old address tag that was cut by the Presiding Officer to replace the Power Pack of the Control Unit:.....

(iv) Unique ID of new address tag used by the Presiding Officer to seal the Battery Section of the Control Unit:.....

(b) Following polling agents witness the replacement of power pack from the Control Unit:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer

PRESIDING OFFICER'S REPORT
PART-III: PRESSING OF CLOSE BUTTON AFTER COMPLETION OF POLL

Name of the Election.....(to be pre-printed)

No. & Name of the AC/AS.....(to be pre-printed)

No. & Name of the PC.....(to be pre-printed)

Date of Poll.....(to be pre-printed)

Number & Name of Polling Station :

It is certified that I have pressed the “Close Button” of the Control Unit at the end of poll in the presence of the following:

S. No.	Name & Designation of the Polling Officer	Signature

S. No.	Name of the Polling Agent	Name of the Party /Independent	Name of the Candidate	Signature of the Polling Agent

Signature of the Presiding Officer

**PART-IV: EVM/VVPAT REPLACEMENT
(TO BE FILLED DURING MOCK POLL, IF THERE IS ANY REPLACEMENT)**

Name of election.....(to be pre-printed)

No. and Name of AC/AS.....(to be pre-printed)

No. and Name of PC.....(to be pre-printed)

Polling Station No:.....

- (a) Details of Electronic Voting Machine and VVPAT used- **(BU- Ballot Unit, CU- Control Unit and VVPAT- Voter Verifiable Paper Audit)**

S.No.	Particulars	BU	CU	VVPAT	Signature of Sector Officers in case of replacement
1	Unique ID of units given at the time of dispersal				
2	(a) Tick (✓) which one found non- functional during mock poll				
	(b) Reason for non- functioning (<i>mention error/ code noticed in CU</i>)				
3	Unique ID of unit(s) given as replacement during mock poll				

- (b) Following polling agents witness the replacement process:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

(Signature of Presiding Officer)

**PART-V: EVM/VVPAT REPLACEMENT
(TO BE FILLED DURING POLL & AFTER COMPLETION OF POLL
DEPENDING ON CASE/SITUATION)**

Name of election.....(to be pre-printed)

No. and Name of AC/AS.....(to be pre-printed)

No. and Name of PC.....(to be pre-printed)

Polling Station No:.....

(a) Replacement of EVM and VVPAT during actual poll process

S.No.	Particulars	BU	CU	VVPAT
1	(a) Unique ID of unit(s) found non- functional during actual poll			
	(b) Time of occurrence of defects			
	(c) No. of votes recorded in the Control Unit by the time the unit(s) got non- functional			
	(d) Reason for non-functioning <i>(mention error/code noticed in CU)</i>			
	(e) Beep Sound is heard	Yes/No		
	(f) Unique ID of new unit(s) provided as replacement			
	(g) Time of re-starting poll			
2	Remarks, if any			

(b) Following polling agents witness the replacement process during actual poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

Repeat the above information in same format, if multiple replacements happen.

Signature of Presiding Officer

Signature of Sector Officer

Sector Officer's Report Format (Poll Day)**Annexure-VI**

Name of Sector Officer: _____

No. & Name of AC _____

Route No. _____

No. of Candidates _____

1	PS No and Name
2	Central Force Deployed Y / N
3	Micro Observer deployed Y / N
4	Video camera deployed Y / N
5	Total voters
6	Whether Mock Poll done (Y / N)
7	No. of Polling Agents present
8	Party candidates not represented by polling agents
9	No. of votes polled at Ist visit (Mention time)
10	No. of votes polled at IInd visit (Mention time)
11	No. of votes polled at IIIrd visit (Mention time)
12	Whether the Vulnerable voters have identified and if so when they have taken for voting
13	Whether poll continued after closure time? (Y / N)
14	No. of voters who have voted after 5 PM by receiving token
15	Total No. of votes polled at close of poll
16	Total % of votes polled
17	Whether machines closed and sealed properly (Y / N)
18	Whether copy of 17C given to polling agents by PrO (Y / N)
19	Whether PrO diary, 17A, 17C checked and tallied? (Y / N)
20	Complaints received on poll day
21	Source of each complaint, its nature and follow up action taken
22	Whether repoll recommended (Y / N)
23	Whether machine & statutory papers deposited in strong room (Y / N)
24	Webcasting being done Y/N

FORMAT OF REPORT OF VARIOUS ROUNDS IN SECTOR BY SECTOR OF FICER(AC)

DO's

1. **Sector officer shall ensure to communicate the following-**
 - i) **Safe arrival report.**
 - ii) **Timing of the starting of mock poll.**
 - iii) **Timing of the starting of actual poll.**
2. **SO shall submit the two hourly format.**

DO's

- 3. SO shall submit 2nd copy of 17C.**
- 4. SO shall submit 2nd copy of mock poll certificate.**
- 5. Shall/can approach apolitical entities for coordination regarding food etc.**
- 6. SO shall collect the contact numbers of presiding officers before hand in the morning for coordination and inform the presiding officer about vehicle and where it is parked.**
- 7. SO shall submit detailed report in case of any issue arise during poll.**

DON'Ts

- 1. SO shall inform presiding officers not to test EVM prior to mock poll.**
- 2. Poll shall not be halted for food etc. at any cost.**

READY RECKONER FOR PRESIDING OFFICERS

1	Election Date	26-04-2024
2	Election time	As per declaration by ECI
3	On previous day of poll	25-04-2024
A	Polling team will reach Mangaldai College before 6 AM and will decode their respective PS from the decoding center.	
B	<p>After decoding the PS, polling team will receive EVM, VVPAT, and all polling materials as per check list along with remuneration. Presiding Officer -</p> <ul style="list-style-type: none"> • Will check Address tag, Pink Paper Seal and will compare with EVM machine no. • Will check BU, CU, and VVPAT and their number as well as ballot paper fixed under the screen of BU. • Will check the Thumbwheel for its correctness. • Will check Mark Copy of the Photo ER, list of contesting candidates and display notices. • Will check that the “Candidate Set Section” duly sealed and the pink paper seal is intact. • Will check the power of the battery by switching “ON” the switch and thereafter switch “OFF”. • Will not try connect CU, BU, and VVPAT and will not test the VVPAT before mock poll. • Will not expose the VVPAT directly under sunlight and not even in the polling station. 	
C	<ul style="list-style-type: none"> • Will contact respective Sector Officer and Security personnel. • Will move to Transport Cell to avail allotted vehicle. • Will move to their allotted PS. 	
D	<ul style="list-style-type: none"> • Will inspect the PS as per instruction given by ECI as well as will prepare necessary papers well ahead required for the day of poll. • Will prepare the layout of the PS for the day of poll 	

4	On the day of Poll	26-04-2024
Activity during Mock Poll		
A	<ul style="list-style-type: none"> • Will set up the polling station as per the guideline of ECI. • Will display notices specifying the PS at outside prominently.along with all other posters/notices. • Will be ready for Mock Poll by connecting EVM and VVPAT (BU → VVPAT → CU / Unlock Paper Roll knob of VVPAT / Switch ON the CU). • Will verify the appoitment letter of polling agents. • Will start Mock Poll as per giudeline 90 minutes before the actual hours of commencement of poll. • At least 50 votes should be cast during Mock Poll pressing all unmasked blue button including NOTA. • Will take out the VVPAT slips from the drop box after completion of Mock Poll, check to the satisfaction of the polling agents, put stamp on the back side of the slips, put the slips in the black envelope provided, put the black envelope in the plastic box, and seal the box with pink paper seal. Do sign as well as obtain signature of polling agents on the envelope. 	
B	<ul style="list-style-type: none"> • Will fill up Part-I (Mock Poll Certificate) of Presiding Officer's Report (Annexure-5) and Presiding Officer's Diary (Annexure-&) along with presiding officer's signature and polling agent's signature. 	

C	<ul style="list-style-type: none">• Will clear the CU by pressing the “CLEAR” button. (CRC)• Will seal the result section of CU by using Green Paper Seal, Address Tag, and Special Tag.(Presiding officer and polling agents to note down the Sl. No. of Green Paper Seal).• Will put signature of presiding officer and polling agents on the Green Paper seal just below the Sl. No. as well as on the back side of Special Tag.• Presiding Officer will note down the sl. No. of CU on the front side of the Special tag before sealing of the CU.• Will seal the VVPAT drop box by using Address Tag after ensuring removal of all mock poll slips.
D	<ul style="list-style-type: none">• Will place BU & VVPAT in the voting compartment (VVPAT on left side of BU), will connect with CU and switch on the CU at the time fixed by ECI.
E	<ul style="list-style-type: none">• Will allow polling agents to note down the Sl. No. of the BU, CU, and VVPAT.
F	<ul style="list-style-type: none">• Will make declaration at the commencement of the poll.• Will read out the provisions of the section 128 of the R. P. Act 1951 to maintain secrecy of voting.• Will read out the declaration by the Presiding Officer before commencement of the poll Part-I(Annexure-6) and will also obtain signature of polling agents along with own signature.

Activity during Actual Poll

G	<ul style="list-style-type: none"> • Will ensure that polling starts sharp at the appointed time. • Just before the first voter signs in Form 17A (Register of voter), 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”,
H	<ul style="list-style-type: none"> • Will keep vigil on the whole polling process, on polling officers as well as on the polling agents for smooth conduct of voting.
I	<ul style="list-style-type: none"> • Will maintain Polling Agents/Releiving Agents movement Sheet (Annexure-11)
J	<ul style="list-style-type: none"> • Will issue Specimen of Entry Pass (Annesure-12)
K	<ul style="list-style-type: none"> • Will maintain records pertaining to Anexxure – 13, 14, 15, 16, 18, 19, and 20 as and when necessary as per guideleine of ECI.
L	<ul style="list-style-type: none"> • Will process as per guideleine of Ministry of Law Justice & CompanyAffairs (Legislative department) Notification pertaining to Identification of Electors (49H), Facilities for Public servants on election duty (49I), Challenging of Identity (49J), Electors not allowed to cast vote (49M), Complain about particulars printed on paper slip (49MA), Voting of Blind or Infirm Elctors (49N), Electors decing not to vote (49O), Tender votes (49P) etc. Clear instructions are given in the Handbook of Presiding Officer for reference.
M	<ul style="list-style-type: none"> • Will maintain 2 hourly report.
N	<ul style="list-style-type: none"> • Will have periodicl checking of register of voters with the votes casted in the CU to avoid mismatching.
O	<ul style="list-style-type: none"> • Will distribute pre-numbered slips to the voters starting from the last person in que at the prescribed time for end of polling to ensure that no one can cast vote who have come after the prescribed time.
P	<ul style="list-style-type: none"> • Will close the poll by pressing Close button of CU and put on the cap after last voter cast his vote or at the precribed closing time.
Q	<ul style="list-style-type: none"> • Will make a declaration in Part III (Annexure-6) at the end of poll by signing and obtaining signature of polling agents.
R	<ul style="list-style-type: none"> • Will prepare “accounts of votes recorded” in Form 17C and copies thereof will be furnished to the Polling Agents present.

S	<ul style="list-style-type: none"> Will switch "OFF" the CU. The BU, CU, and VVPAT will be disconnected. Power pack of the VVPAT will be removed. CU, BU, and VVPAT will be put back in their respective carrying cases.
T	<ul style="list-style-type: none"> Will seal above mentioned carrying cases at both sides with the help of thread of Address Tag sealed properly bearing Presiding Officer's signature, date and seal as well as signature of Polling Agents if they desire to put signature.
U	<ul style="list-style-type: none"> Will note the names of the Polling Agents/Contesting candidate who have put their signature after sealing of voting machine will be noted in Part IV (Annexure-6).
V	<ul style="list-style-type: none"> Will prepare Presiding Officer's Diary (Annexure-7) properly.
W	<ul style="list-style-type: none"> Will fill up remaining part of declarations to be done at the end of poll.
X	<ul style="list-style-type: none"> Will fill up Annexure-22 and seal all election papers by signing and obtaining signature of Polling Agents/Contesting candidate as per guideline.
Y	<ul style="list-style-type: none"> Will ensure that all Six large packets contains all relevants small packets as per guideline before sealing. (Please refer 7.5, page no. 66,67,68 of HOP)
Z	<ul style="list-style-type: none"> Will deposit all items of election records and materials including EVM and VVPAT to Official-in charge of the Receiving Center and will obtain a receipt. After successful submission the Presiding Officer will be releived.

Replacement of EVM/VVPAT

1. If any unit goes wrong before actual poll or mock poll, then only the defective unit will be replaced with a new unit by returning the defective unit to SO. Presiding Officer's Report Part-I and Part-IV (Annexure 5) will be prepared.
2. If BU or CU or both BU & CU goes wrong during actual poll, then complete set of BU, CU, & VVPAT will be replaced with a new set. Mock Poll will be done by casting 1 vote for all contesting candidates including NOTA. Presiding Officer's Report Part-I and Part-V (Annexure 5) will be prepared. Old units will be sealed in carrying cases. Power pack of defective VVPAT will be removed before sealing.
3. If only VVPAT goes wrong during actual poll, then defective VVPAT will be replaced. No Mock Poll. Presiding Officer's Report Part-V (Annexure 5) will be prepared. Power pack of defective VVPAT will be removed before sealing. If only battery of VVPAT goes wrong, then the battery will be replaced. No mock poll.
4. If battery of CU goes wrong during actual poll, then the battery will be replaced. No mock poll. Presiding Officer's Report Part-II (Annexure 5) will be prepared.