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FOR OFFICIAL USE ONLY

ELECTION TO MUNICIPALITY

HANDBOOK
FOR
RETURNING OFFICER

(At Elections where Electionic Voting Machines are used)

2025

STATE ELECTION COMMISSION
ARUNACHAL PRADESH

Issued by

STATE ELECTION COMMISSION
ARUNACHAL PRADESH
ITANAGAR

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CHAPTER-1

PRELIMINARY

The Election of members to Municipalities will be conducted through direct voting by secret ballots/EVM. The process of election begins with the issue of Notification by the State Election Commissioner under Rule 22 of the Arunachal Pradesh Municipal (Conduct of Election) Rules, 2011 and ends with the declaration of results and ensuring safe custody of election documents. Returning Officer must note that election is a zero tolerance exercise and therefore it is enjoined upon them to discharge their functions strictly in accordance with the relevant provisions of Act and Rules and established procedure.

It is therefore imperative that the Returning Officers acquaint themselves thoroughly with the provisions of Arunachal Pradesh Municipal Act, 2007 and Arunachal Pradesh Municipal (conduct of election) Rules, 2011 and instructions of the State Election Commission issued from time to time.

The broad outline of the duties and responsibilities of the Returning Officer are mentioned below:-

1. As Municipal Returning Officer, you are entirely responsible for conduct of election of members from the respective ward to the Municipality.
2. To make detailed arrangement for poll which *inter alia* collection of election materials appointment of polling personnel, training to the Polling personnel and arrangement of transport etc.
3. Issue of public notice for election in form -17 C subject to such direction to the State Election Commission.
4. Reception of nomination papers in form18.
5. Scrutiny of nomination papers.
6. Recording of reasons in brief for rejection of any nomination paper.
7. Allotment of symbols to contesting candidates as prescribed in Schedules of the Arunachal Pradesh Municipal election Rules, 2011.
8. Preparation of list of contesting candidates in form 23 and affixing same on notice board of his office and shall supply copies to each contesting candidates or to his election agent on demand.
9. Collection of ballot papers/EVM.
10. Dispatch of polling parties to respective polling station as per programme.
11. Effective Supervision of poll and sending reports to the Municipal Election Officer and the State Election Commissioner.
12. Transport and Storage of ballot boxes after completion of poll under security arrangement.

13. Issue of notice with a copy to each candidate or his election agent at least 5 days before the date or first of the date fixed for the poll appointing the place or places where the counting of votes will be conducted.

14. Issue of certificate of Return of election in Form 36 to the elected candidates after obtaining proper acknowledgement from those candidates and dispatch of same immediately to the concerned Municipal Election Officer.

15. Sealing of the below mentioned documents after completion of counting with seals of returning Officer, Signature either of candidate or his election agents or his counting agent who may be present during counting.

    i. Counting/Result sheet in form 34

    ii. The declaration sheet in form 35.

    iii. Any other papers as directed by the State Election Commission.

    iv. Dispatch of above documents along with the below mentioned items/papers to Municipal Election Officer.

        (a) Ballot Boxes/EVMs

        (b) All other papers used at the poll.

CHAPTER–II

NOMINATIONS

ISSUE OF PUBLIC NOTICE BY THE RETURNING OFFICER

1. Immediately after issue of notifications by the State Election Commissioner under Sub-Rule 4 of Rule -22 of the Arunachal Pradesh Municipal Election Rules, 2011 in Form- 17B appointing the date and time of poll for any election or by –election of members to Municipality. The Returning Officer will issue public notice of the intended election under rule 23 of the Arunachal Pradesh Municipal Election Rule 2011 in form 17-C appended to the said Rules.
2. The Public notice shall contain, among other things,
   (a) The date, time and place for making nomination
   (b) The date for the scrutiny of nomination.
   (c) The last day for the withdrawal of candidature
   (d) The date or dates on which the poll shall be taken.
   (e) The date before which election shall be completed.

NOMINATION OF CANDIDATES :

3. Nomination papers in Form 18 shall be supplied by the Returning Officer on demand.
4. The nomination shall be delivered to the Returning Officer on specified date either in person by a candidate or by his proposer during the time and at place specified in the order. The nomination paper should be duly Completed and signed by the candidate and by a voter of the concerned constituency as proposer provided that a proposer shall not subscribe for more than one nomination.
5. Any person if not otherwise disqualified under the provision of the Act or any order made there under, may be nominated as a candidate for election to any one ward of a municipality, if his name is included in the electoral roll of any ward of that particular Municipality.
6. Every nomination paper shall be accompanied with cash deposit of ₹ 550 (Rupees Five hundred fifty) only under Section 41 of the said Act and Rule-26.
7. Each nomination paper immediately after it is presented must be serially numbered and R.O. should also note in the appropriate column the exact time at which it was received by him.
8. A Candidate is not prevented from being nominated by more than one nomination paper for election to the same constituency provided that the candidate is not required to make any other deposit in respect of subsequent nomination paper which may be presented on his behalf in that particular constituency.

CHAPTER – III

ALLOTMENT OF SYMBOLS

1. Under Rule 31 of the Arunachal Pradesh Municipal Election Rules 2011, the list of symbols which can be allotted during Municipal election has been prescribed which are appended in schedule I, II and III of the said Rules.

2. According to the said Rule two categories of symbols have been prescribed, namely

   (i) Reserved symbols and (i) Free Symbols

   The reserved symbol means a symbols reserved for recognized national or State party and free symbol means a symbol other than a reserve symbol. Schedule I of the Rule lists Reserved symbol for recognized national party. Schedule II indicates symbol for recognized State Party and Schedule III indicates free symbols for others.

The Reserved symbols shall be allotted only to the candidates formally sponsored by the respective political parties and that a candidate shall be deemed to have been setup by a political party if,

(a) He/she has made a declaration to that effect in the nomination paper.

(b) He/she communicates in writing in Form 'A' and 'B' which is appended herewith, to the respective Returning Officer to that effect not later than the time fixed for scrutiny of nomination paper.

(c) The said communication is signed by the President, Secretary or any other office bearer so authorized by the party to send such communication in advance to the concerned returning officer and to the State Election Commissioner.

Every nomination paper submitted under the rule contains a declaration stating:-

(a) The particular symbol which the candidate has chosen for his first preference out of the list of symbols prescribed.

(b) Two other symbols out of the prescribed list for second and third preference respectively.

Provided that the choice to be made by a candidate shall be subject to such restriction as the Returning Officer may think to impose in this regard.

(c) When more nomination paper than one delivered by or on behalf of a candidate, the declaration to the symbol made in the first nomination paper be accepted. No other declaration as to symbols shall be taken into consideration.

(d) The Symbols listed under free symbol in schedule – III may be allotted to candidate who are not from recognized State party in order of preference.

CHAPTER - IV

SCRUTINY OF NOMINATIONS BY RETURNING OFFICER

1. The Scrutiny of nomination papers should be conducted by the returning Officer only and not by the Assistant Returning Officer. In case there turning officers unavoidably prevented from doing so he shall authorize one of the Assistant Returning Officers to conduct scrutiny on his behalf. But such exceptions should be extremely rare. The Returning Officer should also record the unavoidable circumstances for which he had to delegate his authority to Assistant Returning Officer.

PERSON TO BE ADMITTED

2. On the day and the hour fixed for scrutiny of nomination, the candidates or their election agents and one proposer may be admitted. The Returning Officer shall take up the nomination paper one after another and scrutinize them. If more than one nomination paper have been presented by or on behalf of a candidate, the Returning Officer should take them together and scrutinize them one after another. Videography of the whole process will be done as per the order of the Municipal Election Officer.

SCRUTINY OF NOMINATION

1. On the date fixed for the scrutiny of nomination under Section 37, the candidates, their election agents, one proposer of each candidate, and one other person duly authorized in writing by each candidate, but no other person, may attend at such time and place as the Municipal Returning Officer may appoint, and the Municipal Returning Officer shall give them all reasonable facilities for examining the nomination papers of all candidates which have been delivered within the time and in the manner laid down in Section 40 of the said Act.

2. The Municipal Returning Officer shall then examine the nomination papers and shall decide all objections which may be made to any nomination and may, either on such objection or on his own motion, after such summary inquiry, if any, as he thinks necessary, reject any nomination on any of the following grounds:

   (a) that on the date fixed for the scrutiny of nominations the candidate either is not qualified or is disqualified for being chosen to fill the seat under this Act :

   (b) that there has been a failure to comply with any of the provisions of Section 40 or Section 41 ; or.

   (c) That the signature of the candidate or the proposer on the nomination papers is not genuine.

3. Nothing contained in clause (b) or clause (c) of sub-section (2) shall be deemed to authorize the rejection of the nomination of any candidate on the ground of any irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.

4. The Municipal Returning Officer shall not reject any nomination paper on the ground of any defect which is not of a substantial character.

5. The Municipal Returning Officer shall hold the scrutiny on the date appointed in this behalf under clause (b) of section 37 of the said Act and shall not allow any adjournment of the proceedings except when such proceedings are interrupted or obstructed by rioter open violence or by causes beyond his control;

   Provided that in case an objection is raised by the Municipal Returning Officer or is made by any other person, the candidate concerned may be allowed time to rebut it not later than the next day but one following the date fixed for scrutiny and the Municipal Returning Officer shall record his decision on the date to which the proceedings have been adjourned.

6. The Municipal Returning Office shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, shall recording in writing a brief statement or his reason for such rejection.

7. For the purposes of this section, a certified copy of an entry in the electoral roll for the time being in force of a Municipality shall be conclusive evidence of the fact that the person referred to in that entry is an elector for that Municipality, unless it is proved that he is subject to a disqualification mentioned in this Act or the rules made thereunder.

8. Immediately after all the nomination papers have been scrutinized and decision accepting or rejecting the same have been recorded, the Municipal Returning Officer shall prepare a list of validly nominated candidates, that is to say, candidates whose nominations have been found valid, and affix it to the notice board.

ADJOURNMENT OF PROCEEDING

6. The Returning Officer shall not allow adjournment of the proceeding except when such proceedings are interrupted or obstructed by riot or open violence or due to circumstances beyond his control as per provision of Sub-section (5) of Section 43 of the Act.

LIST OF CONTESTING CANDIDATES

7. Immediately after completion of scrutiny of nomination papers, the Returning Officer shall prepare a list of the validly nominated candidates in Form 23 and affix the same on his notice board. There will be only one entry in respect of each validly nominated candidate in the list although more nomination papers than one in respect of a candidate may have been accepted as valid. The names of validly nominated candidates in Form 23 are to be arranged in three categories viz.,

   (i) Candidates of recognized national or state political parties.

   (ii) Candidates of registered political parties (other than recognized National and State Political parties) and

   (iii) Other candidates (independent candidates) such names in each category should be arranged alphabetically.

DISQUALIFICATION FOR MEMBERSHIP

A person shall not be eligible for election as a member if such person-

(a) Has been adjudged by a competent court to be of unsound mind ; or

(b) Is under twenty-one years of age on the day of filing of nomination ; or

(c) Is an undischarged insolvent; or

(d) Being a discharged insolvent, has not obtained from the court a certificate that his insolvency was caused by misfortune without any misconduct on his part; or

(e) Holds any office of profit under the Municipality ; or

(f) Has, directly or indirectly by himself or by his partner or employer or any employee, any share or interest in any contract or employment with, by, or on behalf of the Municipality; or

(g) Is in the service of, or receives remuneration from, the Central or the State Government or the Municipality; or Panchayat or any Government aided society or organization as a regular or *ad hoc* or contractual or contingency employee.

(h) Has been elected to, or appointed as a member under, any other Municipality or Panchayat : or village authority as Gaon Bura, Gaon Buri or Head Gaon Bura by whatever name called.

Provided that notwithstanding anything contained in clause (f), no person shall be deemed to be disqualified thereunder by reason only of his having a share or interest in-

(i) any lease, sale or purchase of land or any agreement for the same ; or

(ii) any agreement for the loan of money or any security for the payment of money only ; or

(iii) any newspaper in which any advertisement relating to the affairs of the Municipality is inserted; or

(iv) any incorporate or registered company which contracts with, or is employed by, the Municipality.

(2) A person shall be disqualified for being chosen as and for being, a member of a Municipality if he is so disqualified by or under any law for the time being in force for the purposes of election to the State Legislature.

(3) If any question arises as to whether any person or any member has become subject to any of the disqualifications mentioned in sub-section (1) or sub-section (2), the question shall be referred for decision to such authority and in such manner as the State Government may notify from time to time.

CHAPTER–V

WITHDRAWAL OF CANDIDATURE

(1) Any candidate may withdraw his/her candidature by notice in writing in Form-21 subscribed by him/ her and delivered to the Municipal Returning Officer or the Authority specified in this behalf under clause (e) of Rule 23 and Rule 29, before 3 P.M. on the date specified under Rule 23 in this behalf and no person who has thus withdrawn his/ her candidature shall be allowed to cancel the notice of withdrawal.

(2) Upon receiving such a notice of withdrawal of candidature, the Municipal Returning Officer or the specified authority shall cause a notice in Form-22 to this effect to be affixed in some conspicuous place in his/her office and at the offices of the Municipal Committee and Municipal Electoral Registration Officer concerned.

LIST OF CONTESTING CANDIDATES

On completion of the scrutiny of the nomination papers and after the expiry of the period within which candidature may be withdrawn under Rule 29, the Municipal Returning Officer shall forthwith prepare a list of contesting candidates as specified under Section 46 of the Act, in English in Form 23 and cause it to be affixed at some conspicuous place in his/her office and at the office of the Municipal Committees and Municipal Electoral Registration Officer concerned and shall also supply a copy thereof, to each of the contesting candidates and on demand to his election agent.

Safe Deposit of Papers relating to nomination Scrutiny and withdrawal of candidates with the Municipal Election Officer.

All election papers and proceeding relating to nominations, scrutiny and withdrawal of candidatures for an election to Municipal in respect of each constituency should be put together in a packet which should be sealed with returning Officer's seal and sent to the District Municipal Election Officer for safe custody after the declaration of the Result. The name of the constituency and a brief description of its contents should be noted on the packet for ready reference.

ISSUE OF IDENTITY CARDS TO CONTESTING CANDIDATE

After finalization of list of contesting candidate an identity card to each contesting candidate may be issued in form furnished below.

CANDIDATE IDENTITY CARD

Photo

Shri……..is a contesting candidate for election to the Municipality from the ……Ward and is set up by the…….. Party.

Signature of the Candidate
Attested by

……
Returning Officer (Seal)

Place…….

Date……..

N.B :- If the candidate is set up by a national party or State party the name of the party may be entered otherwise the last line in the form may be scored out.

Also the candidates should be instructed by the Returning officer to furnish two copies of their recent photographs as soon as the list of contesting candidates is finalized on the last date for withdrawal of candidatures.

The Identity card should be prepared in duplicate so that the duplicate copy may be retained in the office for the purpose of record by the Returning Officer. Photograph should be pasted on the top right of the identity card.

APPOINTMENT OF ELECTION AGENT

(1) If a candidate desires to appoint an election agent such appointment shall be made in Form 24-(A) either at the time of delivering nomination paper or at any time before election.

REVOCATION OF APPOINTMENT OF ELECTION AGENT

Appointment of the election agent maybe revoked by the candidate at any time by a declaration in writing in Form-24(B) signed by him/her and lodged with the Returning officer such revocation shall take effect from the date on which it is lodged. In the event of such revocation or in the event of election agent dying before or during the period of election, the candidate may appoint a new election agent in accordance with provision of Sub Rule-(1) of Rule 32A.

APPOINTMENT OF POLLING AGENT

(1) The contesting candidate or his/her election agent may appoint one polling agent and one relief agent for each polling station.

(2) Every such appointment shall be made in Form 24(C) and shall be made over to the polling agent for production at the polling station.

(3) No polling agent shall be admitted into the polling station unless he/she has delivered to the Presiding Officer the instruments of his/her appointment under sub-rule(2) after duly completing and signing the declaration contained therein before the Presiding Officer.

(4) The appointment of a polling agent may be revoked by a candidate or his/her election agent at any time before the commencement of the poll by a declaration in writing in Form 24 (D) signed by him. Such declaration shall be lodged to the presiding officer at the polling station where the agent is so appointed for duty.

Provided that where the appointment of a polling agent is revoked or where the polling agent dies before the commencement of the poll, the candidate or his election agent may at the time before the poll is closed, appoint a new polling agent in accordance with the provision of rule.

PASSES FOR POLLING AGENTS BY PRESIDING OFFICER

Candidate can appoint one Polling agent and one relief polling agent at each polling station. However only one polling agent of a candidate should be allowed inside the polling station at any given time. A permit or pass may be issued to every polling agent who is admitted inside polling station on the authority of which he can come in and go out of the polling station as may be necessary.

SEATING OF POLLING AGENTS.

The seating arrangement for polling agents should be made in such a manner that they have the opportunity of seeing the faces of the electors and challenging their identity whenever necessary. They should not be allowed to move about in the polling station.

However the seating arrangement of polling agents at the polling station shall be guided by the following categories of priorities:-

(i) Candidates of recognized national parties

(ii) Candidates of recognized State parties.

(iii) Independent candidates.

SMOKING TO BE PROHIBITED INSIDE POLLING STATION.

Smoking in side the polling station should not be allowed by the Presiding officer.

DEATH OF CANDIDATE BEFORE POLL

If a candidate whose nomination has been found valid on scrutiny under section 43 and who has not withdrawn his candidature under section 44 dies and a report of his death is received before the publication of the list of contesting candidates under Section 46 or if a contesting candidate dies and report of his death his received before the commencement of poll, the Municipal Returning Officer shall, upon being satisfied of the fact of death of the candidate, countermand the poll and report the fact to the Commission and also the appropriate authority and all proceedings with reference to the election shall be commenced a new in all respects as if for a new election:

Provided that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll:

Provided further that no person who has given a notice of withdrawal of his candidature under sub-section (1) of section 44 before the countermanding of the poll shall be ineligible for being nominated as a candidate for the election after such countermanding.

CHAPTER–VI

CONTESTED AND UNCONTESTED ELECTION

(1) Subject to the provisions of Rule 34, if there is only one contesting candidate in any ward, the Municipal Returning Officer shall forthwith declare such candidate duly elected to fill the seat and issue a declaration in Form 25. If there is no contesting candidate in a Ward the Municipal Returning Officer shall report the matter to the State Election Commission with a view to take further action as specified under sub-section (3) of Section 58 of the Act.

(2) If the number of contesting candidates in any ward is more than one, a poll shall be taken on the date specified under Rule 23.

CHAPTER–VII

ARRANGEMENTS FOR POLL

1. Immediately after the list of contesting candidates has been published the returning officers will recheck the requirement of ballot boxes and other polling materials which was worked out by him earlier is in order and everything is ready for taking the poll.

CONTRACT WITH CANDIDATES

2. The contesting candidates may be met as often as possible and keep them informed of the arrangements made.

3. The Cooperation of the contesting candidates may be sought for preserving law and order before the poll. Their cooperation in this regard may be of great help in overcoming many of the difficulties and problem.

PREPARATION OF WORKING COPIES OF ELECTORAL ROLLS.

4. Four copies of the electoral rolls may be prepared again st each ward in respect of Municipality for distribution.

(a)	Polling Officer responsible for identification of electors-	-	1 Copy
(b)	Presiding Officer	-	1Copy
(c)	For circulation among polling agents at polling station	-	1 Copy
(d)	Reserve	-	1Copy.

POLLING REHEARSALS

5. The Polling rehearsals may be conducted in an effective manner so that any error or lapse may be avoided during and at the end of poll.

DUMMY BALLOT PAPERS

6. There is no objection in printing of dummy ballot papers by the candidates/ political parties with the exception that the dummy ballot paper should not resemble in any manner the genuine ballot paper in size and colour. However, it maybe noted that EVMs will be used for casting votes.

UNOFFICIAL IDENTITY SLIPS

7. The Political parties/ candidates may issue the unofficial identity slips in white paper as per the details given below:-

   1. The Name of the Constituency
   2. The name and serial number of the voter in electoral roll
   3. Part number
   4. The number and name of the Polling station.

CHAPTER–VIII

ARRANGEMENT OF POLLING STATION

(1). Outside each polling station there shall be displayed prominently-

(a) a notice specifying the polling area the voters of which are entitled to vote at the polling station or where polling station has more than one polling booths, at each one of such booths or the description of the voter allotted to any such booth ; and

(b) another notice in English containing the list of contesting candidates prepared under rule 30, along with the symbols allotted under rule 31.

CHAPTER-IX

APPOINTMENT OF POLLING PERSONNEL

1. The Following basic criteria for appointment of Polling personnel may be adhered to:

(i) Presiding Officer should be the senior most official in comparison to polling officers.

(ii) As far as practicable a person should not be assigned polling duties in a polling station at the place of his posting or at his home place.

(iii) A polling station exclusively setup for women electors must have female Presiding Officer or a female Polling Officer.

(iv) Selection of Poll personnel of every polling team may be decided on random basis keeping in view of above mentioned criteria.

The Form of appointment of Presiding and Polling Officer is appended herewith.

POLLING TEAMS

2. During election to Municipal a polling team should normally consists of one presiding officer and four polling officer and one polling attendant. However the Returning Officer may decide the numbers in a polling team depending on the numbers of voters to be covered by the Polling Station.

During single election the team should consist of minimum two polling officers and one polling attendant in addition to Presiding officer.

The duties of polling officers are detailed in the handbook of Presiding Officer.

The layout of Polling stations may be worked out in line with the general election.

RESERVE POLLING PERSONNEL

3. A reserve list of polling personnel may be prepared to deal with emergencies at any polling station in a constituency.

DEPLOYMENT OF POLICE PERSONNEL

Police personnel should be deployed with each polling party as practicable.

TRANSPORT FOR POLLING PARTIES.

5. Arrangement of Transport for movement of polling parties along with poll materials to respective polling station and return to collection centre along with polled ballot boxes should be made.
6. Arrangement of accommodation etc. for Polling Parties may be checked and ensured.

CHAPTER–X

BALLOT PAPER

1. Every ballot paper along with its counterfoil shall be in Form 26 and the particulars there in shall be in English.
1. The names of the candidates shall be arranged on the ballot paper in the same order in which they appear in the list of contesting candidates. The ballot papers shall be printed in white colour and the design as specified by the State Election Commission.

CHAPTER–XI

THE POLLING STATION.

1. It should be ensured well in advances of the date of poll that all arrangements for setting up of polling stations at selected locations have been made.
2. The Returning Officer should ensure that the respective polling parties have received their appointments order and are in readiness to move to their respective polling stations as per programme of movement.

POLLING MATERIALS.

3. It should be ensured that the polling parties have been supplied with required polling materials including the ballot boxes and ballot papers and the Presiding officer is taking utmost care for their safe custody.

LAW AND ORDER AND FREE AND FAIR ELECTION

4. Necessary steps should be taken in consultation with the concerned authorities to maintain law and order in and around the polling stations to ensure conduct of free and fair poll.

ARRIVAL OF POLLING PARTIES AT POLLING STATION

It should been sured that the polling parties reach their assigned polling stations one day ahead of the day of poll.

On the day of poll the polling parties must take their seats in the polling station at least one hour before the time fixed for the commencement of poll.

DUTIES OF PRESIDING AND POLLING OFFICERS.

The Presiding officer in a polling station should be assisted by four polling officers in simultaneous election to Municipality and by two or more polling officers in single election depending on the numbers of voters.

The details of duties to be performed by the Presiding officer and the polling officer are given on the handbook of Presiding Officer brought out by the State Election Commission.

The first polling officer will be in charge of marked copies of electoral rolls for all Municipal Wards in a polling station. The second polling officer will be in-charge of ballot papers and indelible ink for all Municipal ward. The third Polling Officer will be in-charge of Control Unit of EVM and will be seated on the same table beside the second Polling Officer.

ARRIVAL OF POLLING AGENTS

Each contesting candidate or his election agent should be asked to direct their polling agents to reach polling station at least before half an hour on the day of poll.

The preliminary preparations on the EVM/ballot box etc. should not be delayed because of their absence.

SEATING ARRANGEMENT FOR POLLING AGENTS

The seating arrangements of polling agents should be made in such a manner that they have adequate opportunity to identify the electors, see the entire operation in the polling station right from the entry of the elector into the polling station and till his exit after recording of his vote.

BALLOT BOX/EVM

(1) Every Ballot box/ EVM shall be of such design as may be used at any election to the Legislative Assembly of Arunachal Pradesh/ approved by the State Election Commission

(2) A paper seal shall be used for securing a ballot box/ EVM and the Presiding Officer shall affix his own signature and obtain thereon the signatures of the candidates or of such of the polling agents as are present and desirous of affixing the same. The paper seal shall be of such design as may be prescribed by the State Election Commission.

(3) The Presiding Officer shall there after fix the paper seal in the space meant the refore in the ballot box/ electronic voting machine and shall then secure and seal the box in such manner that the slit for insertion of ballot paper therein remains open

(4) Every ballot box/ electronic voting machine used at a polling station shall bear labels, both inside and outside and marked with :-

(a) The serial number and the name of the ward;

(b) The serial number and the name of polling station;

(c) The serial number of the ballot box/electronic voting machine (to be filled in at the end of the label on the outside of the ballot box/ electronic voting machine only) ; and

(d) The date of poll.

(5) Immediately before the commencement of the poll, the Presiding Officer shall demonstrate to the candidates and polling agents and other persons present that the ballot box/ electronic voting machine is empty and bears the labels referred to in sub-rule (4) of Rule 41.

(6) The ballot box/ electronic voting machine shall then be closed, sealed and secured and placed in full view of the Presiding Officer, the candidates and the polling agents

SEALING OF BALLOT BOX/EVM

(1) As soon as practicable after the closing of the poll the Presiding Officer shall close the slit of the ballot box/ electronic voting machine, seal it and allow any desirous polling agent to affix his own seal. The ballot box/ electronic voting machine shall thereafter be sealed and secured properly.

(2) Where it becomes necessary to use a second ballot box/ electronic voting machine by reason of the first ballot box/ electronic voting machine getting full or develop some defects, the first box/EVM shall be closed sealed and secured as provided in Sub-rule (1) before another ballot box/ electronic voting machine is put into use.

FRESH POLLING CASE OF DESTRUCTION ETC, OF BALLOT BOXES/EVM

(1) (a) any ballot box/EVM used at a polling station or at a place fixed for the poll is unlawfully taken out of the custody of the Presiding Officer or the Municipal Returning Officer or is accidentally or intentionally destroyed or lost, or is damaged or tampere with to such extent that the result of the poll at that polling station or place cannot be ascertained, or

(b) any voting machine develops a mechanical failure during the course of giving, or recording of vote; or

(c) any such error or irregularity as is likely to vitiate the poll is committed at a polling station or at a place fixed for the poll, the Municipal Returning Officer shall forthwith report the matter to the Commission.

(2) Thereupon, the Commissioner shall, after taking all material Circumstances into account either-

(a) declare the poll at that polling station or place to be void, appoint second or third day and fix the hours, for taking a fresh poll at that polling station or place and notify the date so appointed and the hours so fixed in such manner as it may deem fit, or

(b) issue such directions to the Municipal Returning Officer as it may deem proper the further conduct and completion of the election, provided the Commission is satisfied hat there sult of a fresh poll at that polling station or place will not, in anyway, affect the result of the election or that the error or irregularities in procedure is not material.

(3) The provisions of this Act and the Rules and the orders made there under shall apply to every such fresh poll as they apply to the original poll.

PROCEDURE FOR RE COMMENCEMENT OF POLL

9.2.Where a poll at a polling station is declared void the Municipal Election officer shall immediately report the matter to the State Election Commission and also to the State Government. The State Election Commission in consultation with the State Government, shall, by notification, fix a date and time for taking a fresh poll and there upon the Municipal Election Officer shall fix the polling station at which poll shall be taken.

REGULATION OF ENTRY OF VOTERS

12.3.As far as practicable there should be separate queues for men and women voters. There should be three or four voters into the polling station at a time. Men and women voters should be admitted into the polling station in alternate batches.

FACILITIES TO PRESS REPRESENTATIVES AND PHOTOGRAPHERS

12.4 There is no objection in allowing photographers in taking photographs of crowd of voters lining up outside the polling station subject to the maintenance of peace and order. In no case taking of photograph of voter recording his vote be allowed.

IDENTIFICATION OF ELECTORS

(1) The Presiding Officer may employ at the polling station such number of persons as he/she thinks fit to help him in the identification of voters and to assist him in taking the poll.

(2) As each voter enters the polling station, the Presiding Officer or the Polling Officer authorized by him in this behalf shall check the voter's name and the other particulars with the relevant entries in the electoral roll and then call out the serial number, name and other particulars of the voter.

(3) In deciding the right of a person to obtain a ballot paper, the Presiding Officer or the Polling Officer, as the case maybe, shall over look merely clerical or printing errors in an entry in the electoral roll if he is satisfied that such person is identical with the voter to whom such entry relates.

APPLICATION OF INDELIBLE INK

Under Rule 49(1) a voters left forefinger shall marked with indelible ink after the identity of the voter is established and before issue of ballot paper to him. This should be done by the second polling officer who will also be charge of ballot paper of Municipal Ward.

If an elector has no left forefinger, then the indelible ink should be applied on any such finger of his left hand starting with his left forefinger. If he has no finger in his left hand the ink should be applied on his right forefinger and if he has no right finger in any other finger in his right hand starting with his right forefinger. If he has no fingers in both hands ink should be applied to such extremely of his left or right areas as he possesses.

ISSUE OF BALLOT PAPER, IF USED

The ballot papers for Municipal Ward will be of white colour.

The concerned polling officer will record the required particulars of the elector on the counterfoil of the ballot paper before it is delivered to the elector. Also the name of the elector in marked copy of electoral roll will be underlined and put a (√) tick mark also in the left side of name if the elector is a female elector.

SIGNATURE OF PRESIDING OFFICER ON BACK OF BALLOT PAPERS.

The presiding officer shall also sign his name in full on theback of each ballot paper below the distinguish mark stamp before it is issued to elector.

SIGNATURE THUMB IMPRESSION OF ELECTOR ON THE COUNTERFOIL OF BALLOT PAPER

The signature or thumb impression of elector must be invariably obtained on the counterfoil of ballot paper before it is issued to him. If, an elector refuses to put his signature or thumb impression on the counterfoil of the ballot paper, he shall not be allowed to vote and no ballot paper shall be issued to him

VOTING BY BLIND AND INFIRM VOTES

(1) If the Presiding Officer is satisfied that owing to blindness or other physical infirmity, voter is unable to recognize the symbols on the ballot paper or to make mark there on without assistance, the Presiding Officer shall permit the voter to take with him/her a companion of not less than eighteen years of age to the voting compartment for recording the vote on the ballot paper on his/her behalf in accordance with his/her wishes, and, if necessary, for folding the ballot paper so as to conceal the vote and insert it into the ballot box/pressing the button against the symbol in the electronic voting machine:

(2) Provided that no person shall be permitted to act as a companion of more than one voter at any polling station on the same day :

Provided further that before any person is permitted to act as the companion of voter on any day under this rule, the person shall be required to declare in Form 27 that he will keep secret the vote recorded by him/her on behalf of the voter and that he/she has not already acted as the companion of any other voter at any polling station on that day.

(1) The Presiding Officer shall keep in Form 28 record of all cases under this Rule.

TENDERED VOTES

(1) If a person representing himself/herself to be a particular voter applies for a ballot paper after another person has already voted as such voter, he/she shall, on satisfactorily answering such questions relating to his/her identity as the Presiding Officer may ask, be entitled subject to the following provisions of this rule to mark a ballot paper (hereinafter in these rules referred to as“ Tendered Ballot Papers”) in the same manner as any other voter.

(2) Every such person shall before being supplied with a Tendered ballot paper, sign his/her name against the entry relating to him/her in the list in Form 29.

(3) A tendered ballot paper shall be the same as other ballot papers used at the polling except that is shall be-

(a) Serially the last in the bundle of ballot papers issued for use at the polling station; and

(b) Endorsed on the back with the words “Tendered ballot papers” by the Presiding Officer in his own hand and signed by him.

(4) The voter, after making Tendered ballot paper in the voting compartment and folding it, shall, instead of putting it into the ballot box/ electronic voting machine give it to the Presiding Officer, who shall place it in a cover specially kept for the purpose.

SEALING OF EVM

After the close of the poll all the EVMs shall be sealed by the Presiding Officer in accordance with the provisions of the Rule 55.

SEALING OF ELECTION PAPERS

(1) The Presiding Officer shall then make into separate packet-

(a) The counterfoils of used ballot papers;

(b) The marked copy of the electoral roll ;

(c) The un-used ballot papers;

(d) The cancelled ballot papers;

(e) The cover containing the Tendered ballot papers and the list in Form 29;

(f) The list of challenged votes in Form-30;

(g) Paper seal account in Form 32; and

(h) Any other papers directed by the Municipal Returning Officer to be kept in a sealed packet.

(2) Each such packet shall be sealed with the seal of the Presiding Officer and of those agents present who may desire to affix their seal thereon.

TRANSMISSION OF EVM, BALLOT PAPERS AND ELECTION PAPERS TO THE RETURNING OFFICER

(1) The Presiding Officer shall then deliver or cause to be delivered to the Municipal Returning Officer at such place as the Municipal Returning Officer may direct-

(a) The ballot box/electronic voting machines as referred to in Rule 55;

(b) The ballot paper account as referred to in Rule 56;

(c) The sealed packets as referred to in Rule 57;and

(d) All other papers used at the poll.

(2) The Municipal Returning Officer shall make adequate arrangements for their safe custody until the commencement of the counting of votes

SCRUTINY AND REJECTION OF BALLOT PAPER WHEN USED.

(1) The ballot papers taken out of each ballot box/electronic voting machine shall be arranged in convenient bundles and scrutinized.

(2) The Municipal Returning Officer shall reject a ballot paper-

(a) If votes are given on it in favour of more than one candidate; or

(b) If it bears any mark or writing by which the voter can be identified; or

(c) If no vote is recorded there on; or

(d) If he/she mark indicating the vote there on is placed in such manner as to make it doubtful to which candidate, the vote has been given ; or

(e) If it is spurious ballot paper; or

(f) If it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established ;or

(g) If it bears a different serial number, or is different from design of the ballot paper authorized for use at the polling station ; or

(h) If it does not bear the mark which it should have borne under the provisions of sub-rule (2)of rule 49 :

Provided that where the Municipal Returning Officer is satisfied that any such defect as is monitored in clauses (g) and (h) has been caused by any mistake or failure on the part of a Presiding Officer or Polling Officer, the ballot paper shall not be rejected merely on the ground of such defect:

Provided further that a ballot paper shall not be rejected merely on the ground that the mark indicating the vote is distinct or made more than once, if the intention that the vote shall be for a particular candidate clearly appears from the way the ballot paper is marked.

(3) Before rejecting any ballot paper under sub-rule (2) the Municipal Returning Officer shall allow each counting agent present reasonable opportunity to inspect the ballot paper but shall not allow him/her to handle it or any other ballot papers.

(4) The Municipal Returning Officer shall record on every ballot paper to which rejects, the letter “R” and the ground of rejection in abbreviated form either in his own hand or by means of rubber stamp.

(5) All ballot papers rejected under this Rule shall be bundled together.

CHAPTER–XII

COUNTING OF VOTES

(1) Every ballot paper, which is not rejected under rule 61 shall be deemed to be valid and shall be counted after being sorted out candidate-wise :

Provided that no packet containing Tendered ballot paper shall be opened out and no such paper shall be counted.

(2) After the counting of all valid votes of a polling station has been completed, the Municipal Returning Officer shall make the entries in a result sheet in Form 34 and announce the particulars.

(3) All valid ballot papers shall thereafter be bundled candidate-wise together and kept along with the bundle of rejected ballot papers in a separate packet, which shall be sealed and on which shall be recorded the following particulars, namely :-

(a) The name of the ward ;

(b) The particulars of the polling station where the ballot papers have been used ; and (c) the date of counting.

ADMISSION TO THE PLACE OF COUNTING

(1) The Returning Officer shall exclude from the place fixed for the counting of votes a person except-

(a) Such Government servants a she may appoint to assist him in the counting;

(b) every candidate and his/her counting agents;

(c) public servants on duty; and

(d) member of the State Election Commission or any other person authorized by it.

(2) Any person, who during the counting of votes misconducts himself/herself or fails to obey the lawful directions of the Municipal Returning Officer may be removed from that place where the votes are being counted.

(3) The number of counting agents of candidates shall not exceed the number of counting tables, fixed for the counting of votes of the ward plus one more for the table of the Municipal Returning Officer.

(4) Every appointment of counting agent(s) shall be made in Form 33 in duplicate, one copy of which shall be forwarded to the Municipal Returning Officer while the other copy shall be made over to the counting agent for production before the Municipal Returning Officer at the time of counting.

NUMBER OF COUNTING TABLES

Counting of votes should be done on tables arranged in rows separately for Municipal Ward.

Number of counting tables in accounting hall shall not exceed Ten Tables excluding the Tables of the Returning Officer. The Returning Officer has however the discretion to reduce the number of counting Tables depending on the actual requirement.

In each counting hall barricade should be provided for each counting table so that the counting agents are prevented from handling of ballot paper. The barricade may be constructed with the help of Bamboo etc.

Each counting Table should be provided with one supervisor and two or more counting assistants. Also the counting Table should be numbered serially.

Provide each counting Table with one tray containing separate compartments for each of the candidates set up by recognized National or State Parties one common compartment for all other candidates and one more compartment for doubtful ballot papers.

Also provide near Returning Officer table, two shelves with as many pigeon holes in each compartment as there are counting tables, the Compartment should be numbered serially.

STATIONARY REQUIRED AT COUNTING TABLES

(i) A knife or razor blade.

(ii) Pencils.

(ii) Two sheets of papers.

(iv) Twine or rubber bands.

(v) One or two paper weights (even small pieces of stone will do).

NUMBER OF COUNTING AGENTS

4. Each contesting candidates or his election agents may appoint as many counting agents as there are counting Tables.

In pursuance of Rule 59(1) (b) the Commission has issued direction to restrict the numbers of counting agents by the recognized National or State Parties to avoid over crowding in the counting hall. As per the direction the recognized National party or the State party may appoint only one counting agent in a counting table for their candidates instead of appointing one counting agent for each candidate separately.

APPOINTMENT OF COUNTING AGENTS

The candidates should be informed about the number of counting agents they can appoint. Every such appointment shall be made in Form 33 in duplicate one copy of which shall be forwarded to the returning Officer while the other copy shall be handed over to the counting agent for production before the Returning Officer not later than one hour before the time fixed for counting.

No counting agent shall be admitted in counting hall unless he has delivered to the Returning Officer the second copy of his appointment after duly completing and signing the declaration contained there in and receiving from the Returning Officer a valid pass for entry into the place fixed for counting

REVOCATION OF APPOINTMENT OF COUNTING AGENT

In the event of any revocation a candidate or his election agent may make a fresh appointment in accordance with Section 53 (2) of Arunachal Pradesh Municipal Election Act, 2009.

CODE OF CONDUCTS FOR COUNTING AGENTS/ CANDIDATES/ ELECTION AGENTS

Each counting agent should have a badge indicating whose agent he is and the serial numbers of the Tables at which he will watch the counting. He should keep seated near his allotted table and should not be allowed to move about all over the hall.

The candidates and their election agents should be allowed to go round any part of the hall.

APPOINTMENT OF COUNTING SUPERVISORS

As far as practicable only the Gazette Officers may be appointed as counting supervisors while the counting assistants maybe drawn from comparatively senior level.

No person should be appointed as counting supervisor or as counting assistant who has been employed by or on behalf of or has other wise been working for a candidate in or about an election.

MAINTENANCE OF DISCIPLINE AND ORDER AT COUNTING

8. It must been sured that complete order and discipline prevailing the counting hall and the counting takes place in business like manner. Any person, who during the counting of votes, misconducts himself or disobeys the lawful direction of the Returning Officer may be sent out of the counting hall by the Returning Officer or by any person authorised by him.

COUNTING OF VOTES AND DECLARATION OF RESULT

(1) The Returning Officer shall exclude from the place fixed for the counting of votes under rule 22 a person except:

   (a) Such Government servants as he may appoint to assist him in the counting;

   (b) Every candidate and his/her counting agents;

   (c) Public servants on duty; and

   (d) Member of the State Election Commission or any other person authorized by it.

(2) Any person, who during the counting of votes misconducts himself/herself or fails to obey the lawful directions of the Municipal Returning Officer may be removed from that place where the votes are being counted.

(3) The number of counting agents of candidates shall not exceed the number of counting tables, fixed for the counting of votes of the ward plus one more for the table of the Municipal Returning Officer.

DECLARATION OF RESULTS AND PROCEDURE IN CASE OF TIE.

1. When the counting of vote has been completed for all the polling station in award, the Municipal Returning Officer shall forthwith declare the result in Form 35 in the following manner :-

   (a) The candidate who is found to have obtained the largest number of valid votes shall be declared to have been elected.

   (b) If after the counting of votes tie is found to exist between any two candidates, and the addition of one vote entitles any of those candidates to be declared elected that shall forthwith be decided between those candidates by lot and the candidate on whom the lot falls shall be considered to have received an additional vote and shall be declared to be duly elected.

2 When the result has been declared under Rule 64, the Returning Officer shall forthwith prepare a return showing the names of the candidates, the number of votes recorded for each and the names of the candidates declared to have been elected in Form 36 and shall forthwith post a copy of the return in a conspicuous place at his/her office and send a copy thereof to the Municipal Election Officer. The Municipal Election Officer shall immediately forward the names of the candidates elected to the State Election Commissioner, Arunachal Pradesh who shall notify the same in the Official Gazette.

SAFE CUSTODY OF ALL ELECTION PAPERS RELATING TO ELECTION

The Municipal Returning Officer shall retain the packets of the counter foils of used ballot papers, the packets of unused ballot papers, the packets of used ballot papers whether valid, tendered or rejected and all other papers relating to the elections in safe custody either in his/her own office or at such other place as he/she may specify in writing until the expiry of one year from the date of publication of the result of election.

PRODUCTION AND INSPECTION OF ELECTION PAPERS

(1) While in the custody of the Municipal Returning Officer-

   (a) The packets of counter foils of used ballot papers;

   (b) The packets of unused ballot papers;

   (c) The packets of used ballot papers; and

   (d) The packets of marked copies of the electoral roll shall not be opened and their contents shall not be inspected by, or produced before, any person or authority except under the orders of the Election Tribunal of that District under Section 78 of the Act.

(2) All other papers relating to the election shall be opened to public inspection and any person may apply for such an inspection or supply of certified copies thereof on payment of a fee of ₹ 3 (three) per page.

DISPOSAL OF ELECTION PAPERS

Subject to any directions to the contrary given by a election tribunal of that district under Section 78 of the Act, the packets and other papers referred to in rule 66 shall be disposed of after the expiry of the period referred to in the rule aforesaid in such manner as the Municipal Returning Officer may deem fit :

Provided that if an election petition is pending, the packets and other papers referred to in the said rule shall not be disposed of unless the petition is finally decided.

Form–A

See (Rule 31)

COMMUNICATION WITH REGARD TO AUTHORIZED PERSONS TO INTIMATE NAME(S) OF CANDIDATE(S) SETUP BY RECOGNIZED NATIONAL OR STATE POLITICAL PARTY OR REGISTERED UNRECOGNIZED POLITICAL PARTY.

To,

The State Election Commissioner, Arunachal Pradesh
The Returning Officer for the……Municipality

Sub:- Authorization of persons to intimate names of candidates for Municipality Election.

Sir,

In pursuance of Rule 31 of Arunachal Pradesh Municipal (Election) Rules 2011, I hereby communicate that the following person(s) has/have been authorized by the party which is a National Party /State Party/registered unrecognized party in the State of Arunachal Pradesh to intimate the names of the candidate proposed to be setup by the party at the election cited above.

Name of Person(s) authorized to send Notice	Name of Office held In the Party	Municipal wards in respect of Which he/she has been authorised
1	2	3

1. The Specimen Signature(s) of the above mentioned person(s) so authorized is are given below:-
   1. Specimen Signature of Smti/Shri……..…
      1 2 3
   2. Specimen Signature of Smti/Shri…….
      1 2 3
   3. Specimen Signature of Smti/Shri…….

Yours faithfully
President/Secretary
Name & seal of the party

Place :
Date :
N.B :

1. This must be delivered to the Municipal Returning Officer and not later than 3 PM on the last date for making nominations.
2. Form must be signed in ink by the Office bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp etc of any office bearer shall be accepted.
3. No form transmitted by Fax shall be accepted.

Form 'B'
See (Rule 31)

NOTICE AS TO NAMES OF CANDIDATES SETUP BY THE POLITICAL PARTY

To,

1. The State Election Commissioner, Arunachal Pradesh
2. The Municipal Returning Officer for the Ward No……of……Municipality.

Sub:- Election to Councillor from Ward No……..…of ……...Municipality.

Sir,

In pursuance sub rule 3 of Rule 31 of Arunachal Pradesh Municipal (Election) Rules 2011,

I hereby give notice that the following person(s) has/have been setup by Party as its Candidates at the ensuing election of council or from the ward number mentioned against each.

Name of the Ward	Name of Approved candidate	Fathers/ Husbands Name of Approved Candidate	Postal Address of Candidate	Name of the Substitute Candidate who will step in on the approved candidates nomination being rejected on scrutiny.	Fathers/ Husbands Name of Substitute Candidate	Postal address of substitute Candidate
1	2	3	4	5	6	7

PLACE:-

DATE:-

Yours faithfully

(Name & Signature of the
Authorised Person of the Party
(Seal of the Party)

N.B

1. This must be delivered to the Municipal Returning Officer not later than 3 PM on the last date for making nominations.
2. Form must be signed in Ink by the Officer bearer(s) mentioned above. No facsimile signature or signature by means of rubber stamp etc of any office bearer shall be accepted.
3. No Form transmitted by Fax shall be accepted.

FORM -17(A)

(See rule 22 A)

NOTIFICATION

In exercise of power conferred upon under sub-section(3) of Section 36 of the Arunachal Pradesh Municipal Election Act, 2009 and in pursuance of the provision of Rule 22(A) of the Arunachal Pradesh Municipal Election Rule 2011, I.....the State Election Commissioner, Itanagar, call upon the Municipality of..... to elect members from.....

State Election Commissioner,
Arunachal Pradesh,
Itanagar

FORM-17(B)

(See Rule 22 B)

NOTICE OF ELECTION

In pursuance of Sub Rule (4) of Rule 22(B) of the Arunachal Pradesh Municipal (Conduct of Election) Rules, 2011, I……..hereby notify that Election of fill the vacancies of Council or/ Ward Commissioner from the…… ……...……..under……..…… Municipal area shall be held as per schedule of programme mentioned below.

1. Date of issue of Public Notice by Municipal Returning Officer. :
2. Last date of filing Nomination :
3. Date of Scrutiny :
4. Last date of Withdrawal :
5. Date of Poll :
6. Date of Counting :

The respective Municipal Returning Officer shall issue Public Notice of intended Election under Rule 23 of the Arunachal Pradesh Municipal (Conduct of Election) Rules 2011 on……

State Election Commissioner,
Arunachal Pradesh,
Itanagar.

FORM-17(C)

(See rule 23)

NOTICE OF ELECTION

Notice is hereby given that:-

1. An election is to be held of a member(s) from ward of……...of ……...Municipal Council/Nagar Panchayat.
2. Nomination paper may be delivered by a candidate or his Proposer to the…….. (Authority) at …….. Between 11 A.M and 3 P.M from……..…to…… (dates).
3. Forms of nomination papers may be obtained at the place and time aforesaid.
4. The nomination papers will be taken up for scrutiny at…….....
5. Notice of withdrawal of candidature may be delivered by a candidate or his proposer to the authority specified in paragraph (2) above at his office before 3 P.M on the …….20……..
6. The symbols to the contesting candidates shall be allotted on (date) at……. ……..P.M.
7. In the event of the election being contested, the poll will be taken on between the Hours of……..and……...

Municipal Returning Officer.

FORM-18

(See rule 25)

NOMINATION PAPER

Election to the Municipal Council/Nagar Panchayat…….

I hereby nominate……..……

(To be filled by the proposer)

as a candidate for election from…….ward of Municipal Council/Nagar Panchayat……..which is general/ward reserved for women.

1. Full name of proposer……
2. Serial number of proposer in the roll of the ward from which the candidate for election has been nominated…….
3. Name of the candidate's Father/Husband……..
4. Full postal address of candidate…….
5. Serial number of the candidate in the electoral roll of the ward in which he is registered as an elector……..……

Signature of Proposer

Date:-

(To be filled in by the candidate)

1. I, the above mentioned candidate, assent to this nomination and hereby declare:
   (a) That I have completed…….years of age; and
   (b) That I have not been disqualified for contest of elections under any law in force.

(c) That the symbols I have chosen are in order of preference.

(i) ……..

(ii) ……..

(iii) ……..

Signature of the Candidate

Date:-

VERIFICATION BY EXECUTIVE MAGISTRATE

The above declaration is solemnly affirmed before me by……
who is personally known to me/who has been identified by……...……
……..

Date:-

Place:-

Signature with seal.

(Decision of Municipal Returning Officer accepting or rejecting the nomination paper).

I have examined this nomination paper in accordance with rule 29 of the Arunachal Pradesh Municipal Election Rules, 2011 and decided as follow:

Date:- Municipal Returning Officer.

Place:-

The symbol assigned to the candidate is…….

Date:-

Place:-

Municipal Returning Officer.

RECEIPT OF NOMINATION PAPER AND NOTICE OF SCRUTINY

(To he filled in by the Municipal Returning Officer or specified authority)

Serial No. of nomination paper……

This nomination papers was delivered to me at…….my office on……..…… (date)……..…at……(hours) and shall be taken up for scrutiny on ……..at Place……..……of (hours)……..……

Place:

Date:-

Municipal Returning Officer/
Specified Authority.

FORM-19

(See rule 27)

NOTICE OF NOMINATION

Election to the Municipal Council/Nagar Panchayat…….....from

The…….Ward.

Notice is hereby given that the following nominations in respect of the above election have been received upto 3 P.M. today …….

Sl.No. of Nomination paper	Name of candidate	Name of Father/Husband	Age of Candidate	Address
1	2	3	4	5
Sl.No. of candidate in the Electoral roll		Name of proposer	Sl.No. of proposer in the electoral roll	
6		7	8	

Place:-

Date:-

Municipal Returning Officer
or Specified Authority.

FORM-20

[See Section-43(8) of the Act]

LIST OF VALIDLY NOMINATED CANDIDATES

Election to the Municipal Council/Nagar Panchayat……from …....Ward.

Sl. No.	Name of candidate	Name of Father/Husband	Address of candidate
1	2	3	4

Municipal Returning Officer.

Place:-

Date:-

FORM-21

[See rule 29 (1)]

NOTICE OF WITHDRAWAL

Election to the Municipal Council/Nagar Panchayat ……..……

from……..Ward.

To

The Municipal Returning Officer,

……..

……

I,……..…a candidate nominated at the above election do hereby give notice that I withdraw my candidature.

Place:-

Date:-

Signature of Candidate.

This notice was delivered to me at my office at…… (hours),on……

……..……(date) by……..….... (name).

Returning Officer or Specified Authority

RECEIPT FOR NOTICE OF WITHDRAWAL

(To be handed over to the person delivering notice)

The notice of withdrawal of candidature by a candidate at the election to the Municipal Council/Nagar Panchayat .....……...from

……ward, was delivered to me by the…...……..…at…….……my

……office at……(hours)on .....(date).

Here insert one of the following alternatives as may be appropriate:

1. Candidate.
2. Candidate's proposer who has been authorized in writing by the candidate to deliver it.

FORM-22

[See rule 29 (1)]

NOTICE OF WITHDRAWAL

Election to the Municipal Council/Nagar Panchayat……...from ….....Ward.

Notice is hereby given that the following Candidate/Candidates at the above election withdraws/withdraw his/their candidatures today:-

Name of candidate	Address of candidate	Remarks
1	2	3
1.		
2.		
3.		
4.		
5.		
etc		

Date:-

Place:-

Returning Officer or Specified Authority

FORM-23

[See rule 30]

LIST OF CONTESTING CANDIDATES

Election to the Municipal Council/Nagar Panchayat ……..... from……..Ward.

Sl. No.	Name of candidate	Address of candidate	Symbol allotted
1	2	3	4

Place:-

Date:-

Municipal Returning Officer.

FORM-24(A)

(See rule 32(A)(1)

APPOINTMENT OF ELECTION AGENT

Election to Municipal Council/Nagar Panchayat……from ……Ward.

I……...a candidate at the above Election do hereby appoint …..... ……..…….as my election agent from this day at the above election.

Place:

Date:

Signature of Candidate.

I accept the above appointment.

Place:-

Date:-

Signature of Election Agent.

FORM24 (B)

(See Rule 32(A)(2))

REVOCATION OF APPOINTMENT OF ELECTION AGENT.

Election to the…….

Election to the Municipal Council/Nagar Panchayat from……
……Ward.

To,

The Returning Officer,
……
……

I…….....…….a candidate at the above Election do hereby revoked the appointment of..... my election agent.

Place:-

Date:-

Signature of candidate

FORM-24(c)
[See rule 32 (B) (1)]
APPOINTMENT OF POLLING AGENT

Election to Municipal Council/Nagar Panchayat…….
From……..Ward.

I,…….a candidate at the above election do hereby appoint ……...…….as polling agent to attend polling station No……. place fixed for the poll…… at……...

Place:- Signature of the Candidate

Date:-

I agree to act as such polling agent

Signature of Polling Agent.

Place:-

Date:-

(Declaration of Polling Agent to be, signed before Presiding Officer).

I hereby declare that at the above election, I will not do anything forbidden by the Arunachal Pradesh Municipal Elections Act, 2009 which I have read/has been read over to me).

Place:-

Date:-

Signature of Polling Agent.

Signed before me

Place:-

Date:-

Presiding Officer

FORM 24(D)
(See Rule 32 B(4))

REVOCATION OF APPOINTMENT OF POLLING AGENT.

Election to the Municipal Council/Nagar Panchayat…… From…….…… ward.

To,

The Returning Officer,
……
……

I…….a candidate at the above election hereby revoke the appointment of…….polling agent/relief polling agent……. at the polling station No…….at……. (place).

Place:-
Date:-

Signature of Candidate/Election Agent.

FORM-25
(See rule 35)

FOR USE IN ELECTION WHEN SEAT IS UNCONTESTED

Declaration of the result of election to Municipal Council/Nagar Panchayat……. from…….. (Ward).

In pursuance of the provision contained in rule-35 of the Arunachal Pradesh Municipal Election Rules, 2011, 1 Declare that:-
…….(Name).
……. (Address)

has been duly elected to fill a seat in Municipal Council/Nagar Panchayat…….…….…
……

Place:-
Date:-

Signature……..
Municipal Returning Officer.

FORM-26
(See rule 43)

BALLOT PAPER

Municipal Council/ Nagar Panchayat……..
Number and Name of Ward ……
Serial Number of Elector ……..……
Roll/Part Number……..……..

Signature/thumb impression.

Name of Council……..…	Ward……..…….……..
1	**2**
Name of Candidate	Symbol

FORM-27
[See rule 50(1)]

DECLARATION BY THE COMPANION OF BLIND ORINFIRM VOTER

Election to Municipal Council/Nagar Panchayat…….……Ward

Number and name of polling stations……...

I, …….… son of……...……

aged……...resident*of…….....
hereby declare that.

(a) I have not acted as companion of any other voter at this or any other polling station today and

(b) I will not disclose the secrecy of the vote recorded by me on behalf of**
…….....

Date:-

Place:-

Signature of Companion.

*Full address to be given.

**Name of voter and his serial No. in the electoral roll to be given.

FORM-28
[See rule 50(2)]

LIST OF BLIND AND INFIRM VOTERS

Election to Municipal Council/Nagar Panchayat
……from……Ward.

Number and name of polling
station……..

Sl.No. of voter	Full name of voter	Full name of companion	Address of companion	Signature of companion
1	2	3	4	5

Date:-

Signature of Presiding Officer.

FORM-29
[See rule 52(2) and 57]

LIST OF TENDERED VOTES

Election to Municipal Council/Nagar Panchayat …….. from……..Ward.

No.and name of polling station……

Sl. No.	Name of voter	Address of voter	Serial No. of Tendered ballot paper	Serial No. in the Register of voters of the person who has already voted	Signature or thumb impression of person tendering vote
1	2	3	4	5	6

Date:-

Signature of Presiding Officer.

FORM-30
(See rules 53 and 57)
LIST OF CHALLENGED VOTES

Election to the municipal council/ Nagar Panchayat……..…….……
from……..Ward.

No. and name of polling station…….……

Sl. No. of voter in the electoral roll	Name and address	Signature or thumb Impression of voter	Name of identifier if any	Order of Presiding Officer in each case

Date:

Signature of Presiding Officer.

FORM-31
PART-I-ACCOUNT OF VOTES RECORDED

Election to the Municipality of the District…… From Ward No……

No. and Name of Polling Station Identification No. of Voting Machine

1. Total No. of Vote assigned to the Polling Station
2. Total No. of Voters as entered in the Register of Voters(Form 43)
3. No. of voters deciding not to record votes under rule 51(2).
4. No. of voters not allowed to vote
5. Total No. of voter recorded as per voting machine
6. Whether the total no. of votes as shown against item 5 tallies with the total No. of voters deciding not to record votes as against item 3 minus No. of voters not allowed to vote discrepancy noticed.
7. No. of voters to whom tendered ballot papers were issued under rule 52 (1) (APME Rules, 2011).
8. No. of tendered ballot papers
   (a) Received for use
   (b) Issued to electors
   (c) not used and returned
9. Account of seals
   1. Serial Numbers of paper seals supplied
   2. Total number supplied
   3. Number of paper seal used
   4. Number of unused paper seals returned to Returning Officer (Deduct item 3 from item 2)
   5. Serial number of damaged paper seal if any

Signatures of Polling Agents

1.
2.
3.
4.
5.

Date.....
Place.....

Signature of the Presiding Officer
Polling Station No……..……

FORM-32
[See rule 41(2)] PART-I
RECORD OF PAPER SEAL USED

Election to Municipal Council/Nagar Panchayat…….
From……Ward.

Number and name of polling station……

Serial No. of ballot box/electronic voting machine used	Serial No. of paper seal used	Remarks
1	2	3

Signature of Polling Agent

PART-II
ACCOUNT OF PAPER SEAL

1. Serial No.of paper seal supplied to……to…… total……	1. ……
2. No.of paper seals used…… to…….... total…….……	2. ……
3. No.of unused paper seals…… to……..total……..……	3. ……
4. Serial No. of damaged seals, if any, ……..…… to……total…….……	4. ……

Place:-

Date:-

Signature of Presiding Officer.

FORM-33
[See rule 59 (4)]
APPOINTMENT OF COUNTING AGENTS

Election to the Municipal Council/Nagar Panchayat ……
From…….Ward.

I, a candidate at the above election do hereby appoint the following persons as my Counting Agents to attend the counting of votes at……

Address of the Counting Agent.

1.

2.

3.

Signature of Candidate.

I agree to act as such Counting Agent.

1.

2.

3.

Signature of Counting Agent.

Declaration of counting agent to be signed before the Municipal Returning Officer.

I hereby declare that at the above election, I shall not do anything for bidden by Section 53 and 54 of the Arunachal Pradesh Municipal Elections Act, 2009, which I have read has been read over to me.

1.

2.

3.

Place:-

Date:-

Signature of Counting Agent.

Signed before me.

Municipal Returning Officer

FORM-34
(See rule 62)

RESULT SHEET

Election to Municipal Council/Nagar Panchayat……..
from……Ward

Sl. No. and name of polling station	No. of valid votes Polled in favour of A.B.C.D	Total of valid votes polled	No. of Rejected votes	Total votes polled (Col. 3+4)	Remarks
1	**2**	**3**	**4**	**5**	**6**

Total No. of valid votes polled in all polling stations of the ward……

Total No. of rejected votes at all polling stations…….of ward.

Total number of votes polled (Valid/rejected) in the ward..…….

Place:-.

Date:-

Municipal Returning Officer.

N.B.-InCol.2-A,B,C and : D denote the name of contesting candidates.

FORM-35
(See rule 64**)**

DECLARATION OF RESULT OF ELECTION WHEN SEAT IS CONTESTED

Election to Municipal Council/Nagar Panchayat…….
From……..Ward.

In pursuance of the provisions contained in rules of the Arunachal Pradesh Municipal Election Rules, 2011, 1 declare that (Name)……

(Address)…….…….had been duly elected to fill the seat in the……..Municipal Council/Nagar Panchayat from the above Ward.

Place:-

Date:-

Municipal Returning Officer.

FORM-36
(See rule 65)

RETURN OF ELECTION

Election to Municipal Council/Nagar Panchayat……..…
from……Ward.

Sl. No. of Candidates	No. of valid vote spolled
1. 2. 3. 4. 5. Etc.	

Total No. of votes polled …….

Total No. of valid votes polled……

Total No. of rejected votes……...

I declare that……....(Name)……(address) has been duly elected to fill the seat in…… Municipal Council/Nagar Panchayat.

Place:-
Date:-

Municipal Returning Officer

FORM-37
[See rule 71(3)]

I,……..……...the petitioner in the accompanying election petition calling in question the election of Shri/Shrimati……..… from……..…respondent No…….……in the said petition

Make solemn affirmation/oath and say-

(a) that the statements made in paragraphs…….……of the accompanying election petition about the commission of corrupt practice…….and the particulars of such corrupt practice mentioned In paragraphs……...of the Schedule annexed there to are true to My knowledge;

(b) that the statement made in paragraphs…… of the said petition about the commission of the corrupt practice……. of and the particulars of such corrupt practice given in paragraphs……..…. of the…….of the said petition and in paragraphs…….of the Schedule annexed thereto are true to my knowledge

(c)

(d)

etc.)

Signature of the Deponent

Solemnly affirmed/sworn by Shri/Shrimati……..
at this…….day of…….20……

Before me.

Executive Magistrate

**Here specify the name of the corrupt practice.

FORM.38
[See rule-33A(2)]

REGISTER FOR MAINTENANCE OF DAY TO DAY ACCOUNT OF ELECTION EXPENDITURE BY CONTESTING CANDIDATES FOR ELECTION TO NAGAR PANCHAYAT/MUNICIPAL COUNCIL

1. Name of the candidate…….
2. Ward from which contested…….
3. Seat for which contested……..
4. Date of filing nomination……..
5. Date of declaration of result……..

Date of expenditure	Nature of expenditure	Amount of Exp.		Date of payment
		Paid	Outstanding	
1	**2**	**3**	**4**	**5**

Name and Address of payee	No.of vouchers in case of amount paid	No. of bills in case of amount outstanding	Name and Address of person to whom the amount outstanding is payable	Remark
6	7	8	9	10

Certified that this is a true copy of the account kept by me/my election agent.

Signature of Contesting Candidate.

FORM-39
DETAILS OF ELECTION EXPENSES
(THE CONTESTING CANDIDATE) FOR THE ELECTION TO MUNICIPAL COUNCIL/NAGAR PANCHAYAT.

1. Name of contesting candidate……
2. Name of Ward……

Item of expenditure	Sources from where money procured	Amount of Exp.
1	**2**	**3**

1. Expenditure on security deposit.
2. Expenditure on purchase of copies of electoral rolls.
3. Expenditure on printing of manifestos and expenditure on printing of posters and hand bills etc.
4. Expenditure on pasting of posters.
5. Expenditure on writing of wall writing and on publication of advertisements.
6. Hiring charges of places for public meetings and hiring charges of pandals etc. for public meetings.
7. Hiring charges of loud speakers for public meetings.
8. Hiring charges on vehicle and POL use by the candidate.
9. Hiring charges and POL on vehicle used by election agent/polling agent.
10. Misc. expenses (other than those listed above).

Date(s) of payment	Mode of payment	Evidence of payment enclosed with the account	Remarks.
4	**5**	**6**	**7**

Signature of the Contesting Candidate.

FORM-40

[See rule 33-A(11)]

PROFORMA FOR THE SUBMISSION OF ELECTION EXPENDITURE BY CONTESTING CANDIDATES FOR ELECTION TO MUNICIPAL COUNCIL/NAGAR PANCHAYATS

1. Name of the candidate……
2. Ward from which contested……
3. Seat for which contested……
4. Date of filing nomination……
5. Date of declaration of result……

Date of expenditure	Nature of expenditure	Amount of Exp.		Date of payment
		Paid	Outstanding	
1	**2**	**3**	**4**	**5**
Name and address of payee	No. of vouchers in case of amount paid	No. of bills in case of the amount outstanding	Name and address of person to whom outstanding is payable	Remarks
6	**7**	**8**	**9**	**10**

Certified that this is a true copy of the account kept by me/my election agent.

Signature of Contesting Candidate.

FORM-41
[See rule33-A(11)]
AFFIDAVIT

I, ……..……..……son/wife/daughter of……..…… aged ……..……. years …….. r/o……..do hereby solemnly and sincerely state and declare as under -

1. That I was a contesting candidate at the general election/bye-election to the ward of ……the result of which was declared on ……..

2. That I/my election agent kept a separate and correct account of all expenditure in connection with the above election incurred or authorized by me or by my election agent between…….(the date on which I was nominated) and the date of declaration of the result thereof, both days inclusive.

3. That the said account was maintained in Forms 38,39, and 40 appended to the Arunachal Pradesh Municipal Election Rules, 2011 and a true copy thereof is annexed hereto with the supporting vouchers/bills mentioned in the said account.

4. That the account of my election expenditure as annexed hereto includes all items of election expenditure incurred or authorized by me or by my election agent and nothing has been concealed or withheld/suppressed therefrom.

5. That the statements in the foregoing paragraphs 1 to 4 are true to my personal knowledge, that nothing is false and nothing material has been concealed.

Deponent,

Solemnly affirmed/sworn by…….
at ……..this day of ……20
……..before me.

FORM-42
[See rule 33-A (12)]

ACKNOWLEDGEMENT

The detailed accounts of the election expenses on prescribed form are in respect of Shri…….(Candidate)from……..……(Ward) result of which was declared on…….……(Date) has been filed by him on…….……..…..(Date) has been received by me today the (date) of……..……(Month)…….. (Year).

District Municipal Election Officer
District……
Arunachal Pradesh

FORM-43
REGISTER OF VOTERS

Election to the Municipality of the…… from.....
Ward No. and Name of Polling Station.....

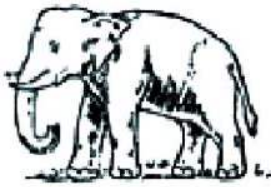
Remarks No. electoral roll impression of elector.

SL. No.	No. of elector in the electoral No. roll	Signature/Thumb impression of elector	Remarks
1.			
2.			
3.			
4. etc			

Signature of the Presiding Officer

SCHEDULE-I (RULE - 24)
ELECTION SYMBOLS

RESERVED SYMBOLS (NATIONAL PARTIES)



ELEPHANT
1. Bahujan Samaj Party

LOTUS
2. Bharatiya Janata Party

EARS OF CORN & SICKLE
3. Communist Party of India

HAMMER SICKLE & STAR
4. Communist Party of India (Marxist)

HAND
5. Indian National Congress

CLOCK
6. Nationalist Congress Party

SCHEDULE-II
(RULE - 24)
ELECTION SYMBOLS (STATE PARTIES)

FLOWERS & GRASS
1. All India Trinamool Congress

MAIZE
2. People's Party of Arunachal

SCHEDULE – III
(RULE-24)

FREE SYMBOLS

1. FISH

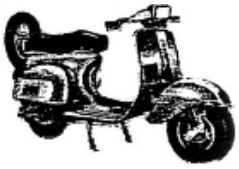
2. HORNBILL

3. ELECTRIC BULB

4. SPADE

5. UMBRELLA

6. JEEP



7. SCOOTER

8. HUT

9. PINEAPPLE

10. TELEPHONE

11. JUG

12. KETTLE

13. APPLE

14. POT

15. CUP & SAUCER