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PANCHAYAT ELECTION

HANDBOOK
FOR
PRESIDING OFFICER
2025

2025
Printed at Directorate of Printing & Stationery, Naharlagun-
550/2025-Under Secy. (SEC)-20-10-2025

STATE ELECTION COMMISSION
ARUNACHAL PRADESH

Issued by

STATE ELECTION COMMISSION
ARUNACHAL PRADESH
ITANAGAR

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CHAPTER – I

BROAD OUTLINE OF DUTIES

1. The Presiding Officers and Polling Officers for holding the Panchayat election and bye elections are appointed by the Returning Officer under sub section (4) of Section 105 of the Arunachal Pradesh Panchayat Raj Act, 1997. By virtue of their appointment under the Act, it becomes imperative for the Presiding Officers to discharge their duties and responsibilities within the framework of the relevant Act and Rules to ensure a free and fair poll at their respective Polling Stations.

   It is therefore, essential for the Presiding Officers to acquaint themselves thoroughly with the law and procedure and the relevant instructions of the State Election Commission to avoid any lapse during conduct of Election.

2. Salient features of duties and responsibilities of Presiding Officer :

   (i) To acquaint with members of concerned polling party and to maintain constant contact with them.

   (ii) To keep in possession relevant instructions of Returning Officer.

   (iii) To have idea of concerned polling station, its location and itinerary to and from the polling station.

   (iv) To attend all rehearsals and training classes.

   (v) To collect all election materials accurately including the most important items namely, ballot papers, ballot boxes, marked copy of electoral roll and other copies, arrow cross mark rubber stamp for voting, distinguishing mark rubber stamp, statutory forms, Presiding Officers metal seal, sealing wax and indelible ink.

   (vi) After arrival at polling station required arrangements are to be made for seating arrangements, voting compartments to ensure secrecy of voting, regulation of queue of voters and protection of poll proceedings free from outside interference etc.

   (vii) Signing of full name on the back of each ballot paper before issue (but not on the counterfoil of ballot paper). Some ballot papers may be signed in advance and kept ready for commencement of the poll at the appointed time.

   (viii) Affixing of distinguishing mark on the back of the each ballot paper and its counter foil.

   (ix) Verification of identity of an elector by the first Polling Officer.

   (x) After identification of an elector with reference to his entry with particulars in the electoral roll his left fore-finger should be marked with indelible ink. His signature or thumb impression should also be obtained on the counter foil of ballot paper before issue of ballot to him.

   (xi) Checking of indelible ink mark by the last Polling Officer to ensure that the mark is intact before the elector leaves the polling station.

   (xii) After identification of elector, in the marked copy of Elector Roll the entry relating to elector should be underline and a tick mark (✓) will also be put in the case of a female elector in the left side of her name. The serial number of ballot paper should not be noted at all.

   (xiii) The ballot paper need not be issued in serial order in the beginning. After issue of some ballot papers at random to the electors the consecutive serial order may be maintained to avoid difficulty in preparation of ballot paper account.

(xiv) If an elector to whom a ballot paper issued refuses even after warning given to him to observe secrecy of voting, the ballot paper issued to him shall whether he has recorded his vote thereon or not be taken back from him either by the Presiding Officer or by a Polling Officer under the direction of Presiding Officer.

(xv) Signing of declaration at the commencement of poll, during subsequent use of ballot box and at the end of poll by Presiding Officer and the Polling agents present.

(xvi) Maintenance of Presiding Officers' Diary.

(xvii) Supply of true copy of attested ballot paper accounts to polling agents present.

(xviii) To regulate the number of voters to be admitted at any time inside the polling station.

(xix) To ensure that after the closing hour of poll nobody is allowed to join the queue and to forestall such possibility slips are to be distributed to all electors standing in the queue starting from the end of the queue.

(xx) Sealing of election papers in different appropriate covers.

(xxi) Sealing and securing of ballot boxes to be used at the poll before the commencement of poll and at the end of poll.

(xxii) To handover polled ballot boxes including empty ballot boxes and other election materials after poll to the Returning Officer.

3. The duties of Presiding Officer and Polling Officers in brief are furnished separately in this book.

CHAPTER-II

FORMATION OF POLLING PARTY AND POLLING REHEARSALS

1.1 At a simultaneous election to the Gram Panchayat and Zilla Parishad the polling party will consist of one Presiding Officer and four or more Polling Officers depending on the number of voters and one Polling Attendant.

1.2 At a single election the polling party will consist of one Presiding Officer and two or more Polling Officers depending on the number of voters and one Polling Attendant.

CONTACT WITH OTHER MEMBERS OF POLLING PARTY

2. After ascertaining the members of polling party the Presiding Officer should maintain regular contact with them and to brief them about their duties and responsibilities.

POLLING REHEARSALS

3.1 The Presiding Officer along with the Polling Officer authorized to perform the duties of Presiding Officer in latter's absence due to unavoidable circumstances, should attend all election trainings/ rehearsals positively.

3.2 The procedure for preparation of Ballot Paper Account should also be learnt properly.

3.3 The Presiding Officer or the Polling Officers of the team may be posted outside their respective constituencies on election duty.

In the event of such posting they may submit application in Form 16 under Rule 32 (1) of the Arunachal Pradesh Panchayat Raj (Conduct of Election) Rules, 2001, at least three days before the date of poll to the concerned Returning Officer for the issue of ballot paper. (Form 16 is appended at Annexure-I)

CHAPTER-III

COLLECTION OF POLLING MATERIALS

1.1 On a specified date/day before the date of poll, the required polling materials will be supplied by the Returning Officer to the Presiding Officer as per list appended at Annexure-A. All the materials so supplied should be checked thoroughly to ensure that all the required materials have been received correctly.

The particular attention should be given to indelible ink and stamp pads to ascertain that they are not dried up inside.

1.2 In a simultaneous election six working copies of electoral rolls against each constituency namely Gram Panchayat Constituency and Zilla Parishad Constituency will be supplied for a polling station for distribution as follows :-

(a) First Polling Officer	-	One copy each for all Gram Panchayat constituencies.
(b) Third Polling Officer	-	One copy for Zilla Parishad constituency.
(c) Presiding Officer	-	One copy for all Gram Panchayat constituency and Zilla Parishad constituency.
(d) For exhibition at Polling Station.	-	One copy each constituency wise.
(e) Reserve	-	One copy each constituency wise.

All these electoral rolls should be verified to ascertain that they are in order.

1.3 During single election the numbers of copies of electoral rolls will be regulated by the Returning Officer depending on the number of constituencies in a polling station.

2. The Returning Officers will supply two self inking pad of Purple colour one for putting of distinguishing mark on the back of ballot paper and for taking the thumb impression of the elector on the counter foil of the ballot paper and another for marking the ballot paper by arrow cross mark rubber stamp.

3. The ballot papers supplied should be checked to ensure that they belong to the concerned constituency in which the polling station is assigned.

4. Also the photocopies of specimen signature of Candidates/Election Agent should be collected to verify the genuineness of the signature of the Candidate/his Election Agent on the appointment letter of Polling Agent.

CHAPTER-IV

POLLING STATION

1. The Presiding Officer along with the Polling Officers should reach at the Polling Station atleast 45 minutes before the poll is due to commence.

DELEGATION OF DUTIES OF PRESIDING OFFICER

2.1 If the Presiding Officer is absent from polling station due to serious illness or other unavoidable reasons, the Polling Officer authorized in this behalf by Returning Officer will perform the duties of Presiding Officer.

2.2 The Presiding Officer may also delegate any of his functions to any Polling Officer at the polling station subject to the condition that the responsibility will rest on the Presiding Officer being overall in-charge of polling station.

SET UP OF POLLING STATION

3.1 The polling station should be set up taking into view of the following objectives:

(i) At a simultaneous election to Gram Panchayat and Zilla Parishad there should be a single voting compartment for both the Gram Panchayat and Zilla Parishad election.

(ii) There should be separate entrance and exit for voters.

(iii) There should be separate waiting space for men and women as far as practicable.

(iv) The seating arrangement for Presiding Officer should be at a location from where he is able to watch the entire proceedings.

(v) The seating arrangement of polling officers should be such that they are not in a position to see the voter actually marking the ballot paper.

(vi) The seating arrangement of polling agents should be made on the basis of priority of the recognized National Party, State Party and others. They should be seated in such a way that they are able to see the face of the elector after he enters the polling station.

3.2 An area within a distance of one hundred metre around the polling station should be determined inside which canvassing of voters etc. will not be permitted.

3.3 No photos of political leaders or candidates having bearing on election should be exhibited.

3.4 No cooking or lighting of fire for any purpose should be allowed inside the polling station on the day of poll.

3.5 Prohibition of use of Cellular Phones, Cordless Phones and Wireless sets etc. in the polling station. No Cellular Phones, Cordless Phones, Wireless Sets etc in any case be allowed inside the polling stations and also in the 100 metres perimeter of the polling stations.

CHAPTER - V

POLL AND VOTING IN GRAM PANCHAYATS AND ZILLA PARISHAD ELECTION

4.1 At every election vote shall be taken by ballot and the voters will cast their votes in person.

4.2 Required ballot box(es) will be provided for the purpose.

4.3 At a simultaneous election to Gram Panchayat and Zilla Parishad the poll shall be taken simultaneously to particular Gram Panchayat and Zilla Parishad Constituencies in a polling station.

BALLOT PAPERS

5.1 The ballot papers for Gram Panchayat will be of White colour and the ballot paper for Zilla Parishad will be of Yellow colour.

5.2 The ballot papers for Gram Panchayat shall be in Form 15 and for Zilla Parishad shall be in Form 15 (B).

5.3 Every ballot paper shall have a counterfoil attached to it

DISPLAY OF NOTICE ETC

6.1 Following should be displayed prominently outside each polling station:

(a) A notice specifying the polling area and the particulars of voters who are entitled to vote at the polling station.

(b) A copy of the list of contesting candidates in Form 7 (Appended at Annexure-II) and wherever practicable the facsimile of the symbol of each candidate.

REGULATION OF ENTRY INTO POLLING STATIONS

6.2 Apart from the electors assigned to the polling station, the following persons can be admitted into the polling station:-

(a) Polling Officers.

(b) Public servants on duty in connection with the election.

(c) Persons authorized by the District Election Officers or the Returning Officer.

(d) Candidate, their election agents and one polling agent of each candidate at a time.

(e) A child in arms accompanying a voter.

(f) A person accompanying a blind or infirm voter who cannot move without being helped and;

(g) Such other persons as the Returning Officer or the Presiding Officer may employ for the purpose of identifying the voter.

ATTENDANCE OF POLLING AGENTS

7.1 The Polling Agents of the Candidates should be asked to reach polling station at least 15 minutes before commencement of poll so that they may remain present during completion of preliminaries.

7.2 However, if any polling agent turns up late he/she also be allowed entry in the polling station to participate in further proceedings.

PRODUCTION OF APPOINTMENT LETTERS BY POLLING AGENTS

8.1 The Polling Agents on arrival at the station must produce the appointment letter in Form 10 signed by the candidates or their election agents. After the polling agent completes the document and sign the declaration therein in the presence of Presiding Officer and deliver it to him the polling agent should be admitted into the polling station and allowed to seat according to seating arrangement made. Form 10 is appended at Annexure -XV.

8.2 In the event of any doubt regarding genuineness of appointment letter the specimen signature of the concerned candidate/election agent as provided by the Returning Officer may be compared to ascertain the genuineness.

PASSES FOR POLLING AGENTS

9. Under Rule 18(1) each candidate can appoint one polling agent and one relief agent at each Polling Station. However, only one polling agent of a candidate should be allowed inside the polling station at a given time. A pass should be issued to each polling agent who is admitted in the polling station by which he can come in and go out of the polling station as may be necessary.

SEATING OF POLLING AGENTS

10. The polling agents should be seated in such a way that they are able to see the face of the elector after he enters the polling station for challenging their identity whenever necessary.

The seating arrangement of polling agents may also be guided as per following priorities:-

(a) Candidates of recognized National Parties.

(b) Candidates of recognized State Parties.

(c) Candidates of unrecognized State Parties who have been permitted to use their reserved symbol in the constituency.

(d) Independent candidates.

SMOKING IS PROHIBITED INSIDE POLLING STATION

11. It should be ensured that no person is allowed to smoke inside polling station.

FACILITIES TO PRESS REPRESENTATIVES AND PHOTOGRAPHERS

12. Subject to the maintenance of peace and order there is no objection to any photographer taking photographs of crowd of voters lining up outside the polling station.

WEARING OF BADGES ETC, INSIDE POLLING STATION

13.1 No person should be allowed within the polling station or within 100 metres there of wearing badges, emblem etc. bearing the names of candidates or political leaders and or their symbols or picture representations thereof-

13.2 The polling agents may, however, display on their person a badge showing the name of the candidate whose agents they are.

CHAPTER – VI

PREPARATION OF BALLOT PAPERS FOR ISSUE PRELIMINARIES BEFORE POLL

1. The Presiding Officers should ensure that the poll is commenced exactly at the hour fixed for the poll. He should therefore start preparation of ballot boxes and preparation of ballot papers at least 15 minutes before the time fixed for poll.

PREPARATION OF BALLOT PAPERS FOR ISSUE AND AFFIXING OF DISTINGUISHING MARK

2.1 The ballot papers will be supplied with counterfoils equal to the number of voters allotted to the polling station rounded off to next ten. The ballot papers will be normally in bundles of 50 each and one or more bundles paper containing less than 50 ballot papers. In the back side of every ballot paper pertaining to a Gram Panchayat constituency will be printed the name of the Gram Panchayat constituency in abbreviated form. For instance, if the name of the Gram Panchayat constituency is “Abali” in that case the printing will be done as “Abali” GPC. Also every ballot paper before issue to a voter must be affixed with distinguishing mark stamp provided for the purpose and also should be signed in full name by the Presiding Officer. The distinguishing mark stamp should be affixed on the back side of each ballot paper and on the counterfoil of a ballot paper. The distinguishing mark will indicate the district code number, the serial number of Gram Panchayat in which the polling station is situated and the serial number of polling station. Suppose the district code is 4, the serial number of Gram Panchayat is 6 and the serial number of the polling station is 8 the distinguishing mark will be 4 if the distinguishing mark stamp is lost or damaged the distinguishing mark should be recorded in writing by the Presiding Officer on the back side of each ballot paper.

In the case of ballot paper for Zilla Parishad, the name of the constituency will not be printed on the back side of ballot paper as in the case of Gram Panchayat constituency. But distinguishing mark stamp will have to be affixed and also the Presiding Officer will have to put his signature in full as is done in the case of ballot paper for Gram Panchayat constituency.

In all cases the distinguishing mark should be affixed on the Top right hand side of the back side of ballot paper and on the backside of counterfoil and the Presiding Officer should put his signature below it.

DISPLAY OF BALLOT PAPER

2.2 Before commencement of poll the ballot papers which will be used in the polling station should be shown to the polling agents and also allow them to vote the first and last serial number of ballot paper constituencies wise.

2.3 The ballot paper to voters should be issued at random in the beginning instead of in consecutive serial order. After the issue of some ballot papers the consecutive serial may be maintained to avoid confusion during preparation of ballot paper account.

CHAPTER – VII

PREPARATION OF BALLOT BOX AND OTHER IMPORTANT ASPECTS

PREPARATION OF BALLOT BOX

1.1 At a simultaneous election to Gram Panchayat and Zilla Parishad in a polling station single ballot box for both the Gram Panchayat and Zilla Parishad will be put to use at a time. The work for preparation of ballot boxes should be taken up minimum 15 minutes before commencement of poll.

DEMONSTRATION OF BALLOT BOX WHICH WILL BE USED AT THE POLLING STATION

1.2 The Presiding Officer shall demonstrate to the polling agents and other authorized persons present that it is empty and bears the labels (Address tag) only.

IDENTIFICATION OF BALLOT BOX

1.3 The label (Address tag) will indicate the following :-

(a) The serial number if any and the name of the constituency.

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

(c) The serial number of the ballot box.

(d) The date of poll.

1.4 The Address tag will be in the following form:

From Presiding Officer Polling Station number & name..... Serial number of ballot box :-	To The Returning Officer ..... Constituency Address..... .....

1.5 One addressed tag should be put inside the ballot box and another address tag outside the box.

1.6 The addressed tag inside the box will not contain the serial number of ballot box except other particulars.

1.7 The addressed tag outside the box will contain all the particulars including the serial number of ballot box.

1.8 The serial number of ballot box shall be decided in following manner by the Presiding Officer:

(a) In case of use of one ballot box only- 1/1

(b) In case of use of two ballot boxes- 2/2

(c) In case of use of three ballot boxes- 3/3

Such serial number should be given at the close of poll.

SEALING OF BALLOT BOXES BEFORE THE COMMENCEMENT OF POLL

2.1 After demonstrating the ballot box(es) that they are empty, the Presiding Officer shall, thereafter secure and seal such ballot box in such a manner that the slit for insertion of ballot papers remain open and shall allow the candidates or their appointed agents, who may be present, to affix, if they so desire, their own seal or put their signature as well.

2.2 The seal used for securing a ballot box shall be fixed in such a manner that it shall not be possible to open the ballot box without breaking the seal.

2.3 Every such ballot box having been secured and sealed shall be placed for receipt of ballot paper in full view of the Presiding Officer, the candidates and their Polling Agents.

DEMONSTRATION OF MARKED COPY OF ELECTORAL ROLL

3. Immediately before commencement of poll the Presiding Officer shall also demonstrate to the polling agents and other authorized person that the marked copy of the electoral roll does not contain any other entry against any voter except VED mark (Voters who are on election duty outside their own constituencies).

FACILITIES FOR WOMEN VOTERS

4. Where a polling station is meant for both men and women voters the Presiding Officer may direct entry of such voters for voting in separate queue.

IDENTIFICATION OF VOTERS

5. The Presiding Officer may employ at the Polling Station such suitable person to help in the identification of voter wherever necessary.

FACILITIES FOR PUBLIC SERVANTS ON ELECTION DUTY

A public servant on election duty who is posted in a polling station outside his own constituency, if he wishes to vote, shall make an application in Form 16, to the Returning Officer at least three days before the date of poll, along with a true copy of his appointment for the issue of a ballot paper in order to enable him to cast vote.

(Form 16 appended at Annexure-1)

CHAPTER VIII

COMMENCEMENT OF POLL AND DUTIES OF PRESIDING OFFICER AND POLLING OFFICERS

DUTIES OF PRESIDING OFFICER

1.1 The Presiding officer being the overall incharge of polling station should ensure that the poll is conducted in a free and fair manner. He should also ensure that the secrecy of voting is maintained at all cost. He will also regulate the number of voters to be admitted in the polling station at any time.

1.2 Exactly at the stroke of the hour fixed for the poll, the poll shall be commenced. If for any unavoidable reasons the preliminaries could not be completed by that time then also the Presiding Officer shall allow few voters inside the polling station and their identification etc. can be taken up so that poll is commenced in scheduled time.

WARNING ABOUT SECRECY OF VOTING

1.3 Before commencement of the poll the Presiding Officer should read out and explain the provision of sub section (1) & (2) of the Section 126 of the Arunachal Pradesh Panchayat Raj Act, 1997 regarding their duty to maintain secrecy of voting. Extract of the Act is appended at Annexure-III

PRECAUTION FOR INDELIBLE INK

1.4 The polling officer in charge of indelible ink should be asked to ensure that the phial containing the indelible ink is kept properly so that it does not get tilted and the ink split during the poll.

MARKED COPY OF ELECTORAL ROLL

1.5 Before commencement of the poll, after demonstrating ballot boxes, ballot papers, the Presiding Officer also should show to the polling agents and authorized persons present in the polling station the marked copies of electoral roll to be used in the polling station that it does not bear any mark other than the VED, in case voters on election duty.

DECLARATION BY PRESIDING OFFICER AT THE COMMENCEMENT OF THE POLL

1.6 The presiding officer is required to read out & sign the declaration at the commencement of poll in order to ensure that he has carried out the obligations under the relevant provisions of the Act and Rules.

Form of declaration is appended at Annexure-IV.

This should be done immediately after reading out the provisions under sub section (1) & (2) of Section 126 of the Arunachal Pradesh Panchayat Raj Act. 1997.

After signing the declaration the presiding officer shall also obtain thereon the signatures of such polling agents as are present and willing to affix the same. He should also record thereon the names of the polling agents who decline to affix their signatures on the declaration.

At a simultaneous election to Gram Panchayat and Zilla Parishad in a polling station, a single declaration will suffice.

PROCEDURE WHEN ADDITIONAL BALLOT BOXES ARE USED

2. During the course of poll if additional ballot boxes are required to be used, further declaration in the similar manner as in the case of use of first ballot box will be required. Form of subsequent declaration is appended at Annexure-V.

ASSIGNMENT OF DUTIES OF POLLING OFFICERS

2.1 At a simultaneous election to Gram Panchayat and Zilla Parishad in a polling station, the polling team will consist of Presiding Officer and four or more Polling Officers depending on the number of electors and one polling attendant.

The Retuning Officer may either increase or reduce the numbers of polling officers depending on the circumstances accordingly. At a single election to a Gram Panchayat or Zilla Parishad there may be three Polling Officers and one polling attendant in addition to a Presiding Officer.

DUTIES OF FIRST POLLING OFFICER

2.2 The first Polling Officer will be in charge of marked copies of electoral rolls for all Gram Panchayat constituencies of a particular Gram Panchayat in a polling station. Immediately after an elector enters in the polling station his identity will be verified with reference to entry in the electoral roll of concerned Gram Panchayat constituency and will call out loudly serial number and name of the elector, name of Gram Panchayat, name of Gram Panchayat constituency and electoral roll number/ part number to the hearing of other Polling Officers and the polling agents.

If there is no challenge regarding the identity of voter, the polling Officer will underline the entry relating to the voter and where the voter is a female put a tick mark (✓) also on left hand side of the female voter. Such tick mark (✓) will not be necessary of a polling station set up exclusively for women voters.

In the event of a voter bringing unofficial identity slip on a plain white paper indicating name of elector, his serial number in the electoral roll, the number & name of constituency and the name of the polling station where he is to cast his vote, in such case also the first Polling Officer will himself verify the relevant entry in the electoral roll to ascertain genuineness of the elector, identity as prescribed in above para.

However, all such slips brought by the voter should be torn into pieces and thrown into waste paper basket provided for the purpose.

DUTIES OF SECOND POLLING OFFICER

3.1 The second polling officer will be in charge of indelible ink and bundles of ballot papers for relevant Gram Panchayat constituencies. As the first Polling Officer reads aloud the relevant particulars of the voter, as mentioned in para 2.2 above, he will record on the counterfoil of the relevant ballot paper the (i) Serial number of elector (ii) Electoral Roll number/part number.

3.2 He will then inspect the voters left forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with the indelible ink above the root of the nail in such a way that it spreads on the ridge between the skin and root of the nail and clear mark is left to the forefinger. During applying of indelible a voter should not be touched. If a voter does not have left forefinger then indelible ink should be applied on any such finger which he has in his left hand starting with his left forefinger. If he does not have any finger on his left hand the ink should be applied on his right forefinger and if he has no right forefinger the ink should be applied on any other finger starting with his right forefinger. If he has no finger on either hand ink should be applied such extremity (stump) of his left or right hand as he possesses.

3.3 If any voter refuses to allow his left forefinger to be inspected as prescribed, he shall not be supplied with any ballot paper or allowed to vote.

3.4 Thereafter the second polling officer will obtain signature/thumb impression of the voter on the counter foil of the ballot paper. For the purpose of obtaining thumb impression the stamp pad of purple colour, provided for the purpose, should be used and for obtaining signature, copying pencil/ ball point pen should be used. For the use of voters whose thumb impression has been taken on the counterfoil of ballot paper a wet piece of cloth may be kept on the table of the polling officers for removing the ink. He will then detach the ballot paper from the counterfoil, fold it first vertically and then horizontally and thereafter hand over it to third polling officer with the direction, to the voter to proceed to the third polling officer.

DUTIES OF THIRD POLLING OFFICER

4.1 The Third polling officer will be in charge of marked copy of electoral roll for Zilla Parishad and the bundles of ballot papers of Zilla Parishad constituency. Besides he will be in charge of arrow cross mark rubber stamp.

As the first Polling Officer reads aloud the particulars of voter he will record on the counterfoil of the ballot paper the serial number of elector and electoral roll number/ part number.

As the voter approaches him he will, in the relevant marked copy of electoral roll, underline the entry relating to elector and also will put a tick mark (✓) on the left hand side in the case of a female elector.

He will then obtain the signature/thumb impression of elector on the counterfoil of the ballot paper, detach the ballot paper from the counterfoil then fold it first vertically and then horizontally.

Thereafter he will take the following action :-

(i) He will first unfold the ballot paper of Gram Panchayat constituency as received from the third polling officer, hand over it to the concerned elector and direct him to proceed to the voting compartment of Gram Panchayat to cast his vote and to insert ballot paper in ballot box of Gram Panchayat . He will also handover the inked arrow cross mark rubber stamp to the elector for the purpose.

(ii) As soon as the voter returns after inserting his vote in the ballot box of Gram Panchayat, he will unfold the ballot papers of Zilla Parishad and hand it over to him with the direction to proceed to the voting compartment of Zilla Parishad to cast his vote with the help of inked arrow cross rubber stamp, refold the ballot papers, insert the ballot papers in the ballot box of Zilla Parishad and deposit the arrow cross mark rubber stamp and then to leave the polling station.However arrow cross mark rubber stamp may be inked separately on each occasion.

CHALLENGED VOTES

4.3 Every person whose name is entered in the electoral roll is entitled to vote at the election, unless there is a challenge by a candidate or his election agent or polling agent about the genuine identity of a particular voter. If there is a challenge, the presiding officer should hold a summary enquiry to decide the issue.

CHALLENGE FEE

4.4 The presiding officer shall not entertain any challenge by a candidate or his election agent or polling agent until the challenger deposits two rupees in cash.

After deposit of two rupees in cash by the challenger the presiding officer shall proceed with the proceedings as mentioned below:-

(i) Warn the person challenged of the penalty of impersonation.

(ii) Read the relevant entry in the electoral roll in full and ask him whether he is the person referred to in the entry.

(iii) Enter his name and address in the list of challenged votes in Form 17 (appended at Annexure VI)

(iv) Require him to affix his signature or thumb impression on the said Form in appropriate column. If he refuses to do so, do not allow him to vote.

4.5 Thereafter, the Presiding Officer shall hold a summary enquiry into the challenge in the following manner:-

(a) First ask the challenger to produce evidence to show that the person challenged is not the voter that he claims to be.

(b) If the challenger fails to adduce prima facie evidence in support challenge should be disallowed and the person challenged be allowed to vote.

(c) If the challenger succeeds in making out a prima facie case that the person is not the voter in question in that case put to the person challenged any question necessary for the purpose of establishing his identity and require him to answer them on oath.

(d) Administer an oath to the person challenged and any other person offering to give evidence.

(e) If after such enquiry the presiding officer considers that the challenge has not been establish he shall allow the person challenged, to vote, and if he considers that the challenge has been established, he shall debar the person challenged from voting.

(f) If the presiding officer is of the opinion that the challenge made is frivolous or has not been made in good faith he shall forfeit the deposit to the government and put it in appropriate cover provided for the purpose. In any other case he shall return it to the challenger after conclusion of enquiry.

RECORDING OF VOTE BY BLIND AND INFIRM VOTERS

4.6 If the presiding officer is satisfied that owing to blindness or other physical infirmity, a voter is unable to recognize the symbols on the ballot paper or to make a mark thereon, without assistance, the presiding officer shall permit the voter to take with him a companion of not less than 18 years age to the voting compartment for recording the vote on the ballot papers on his behalf and in accordance with his wishes and if necessary for folding of ballot paper so as to conceal the vote and insert it into the ballot box.

4.7 No person shall be permitted to act as the companion of more than one elector at any polling station on the same date.

4.8 Before any person is permitted to act as the companion of an elector he shall be require to declare in Form 18A (appended at Annexure-VII) that he will keep secret the vote recorded by him on behalf of the elector and that he has not already acted as the companion at any other polling station on that date.

4.9 The presiding officer shall keep a brief record of the blind and infirm voter in Form 18 (appended at Annexure-VIII)

TENDERED VOTES

5.1 If a person presenting himself at the polling station seeks to vote representing himself to be a particular elector after another person has already voted as such elector, he shall on satisfactorily answering questions relating to his identity as the Presiding Officer may ask, be entitled, to vote by means of tendered ballot paper, which shall serially be, the last in the bundle of ballot papers supplied for use against the particular constituency in that polling station.

The word *"tendered ballot paper"* shall be written on the back of the ballot paper and its counterfoil by the Presiding Officer himself and signed by him.

5.2 The tendered ballot paper shall not be inserted in the ballot box but handed over to the Presiding Officer who shall place it in a cover provided for the purpose.

5.3 The Presiding Officer shall also maintain the record of tendered ballot papers issued to an elector in Form 19 and shall also obtain the signature or thumb impression of the elector in column 5 of the Form (Annexure-IX).

This should be done before issue of tendered ballot paper to the elector.

SPOILT AND RETURNED BALLOT PAPERS

6.1 A voter who has inadvertently dealt with his ballot paper in such a manner that it cannot be conveniently used as a ballot paper may return it to the Presiding Officer with request to issue a ballot paper afresh. The Presiding Officer on being satisfied of the inadvertence of the voter shall issue a fresh ballot paper to the voter. The ballot paper so returned shall be marked "spoilt cancelled" by the Presiding Officer and kept in appropriate cover.

6.2 If a voter, after obtaining a ballot paper decides not to use it he shall return it to the Presiding Officer and the ballot paper so returned shall be marked as "returned cancelled" by the Presiding Officer & kept in appropriate cover provided for the purpose.

CANCELLATION OF BALLOT PAPER WHEN VOTING PROCEDURE IS VIOLATED

7.1 If an elector to whom a ballot paper has been issued refuses, after warning given by the Presiding Officer to observe the required secrecy as laid down in the rule, the ballot paper issued him shall, whether he has recorded his vote or not be taken back from him by the presiding officer or by a Polling Officer under the direction of the Presiding Officer.

7.2 After the ballot paper has been taken back, the Presiding Officer shall record on it the word "cancelled, voting procedure violated" and put his signature below those words.

7.3 All those ballot paper on which the word "cancelled, voting procedure violated" are recorded shall be kept in a separate cover which shall bear on its face the words "ballot papers voting procedure violated".

7.4 Without prejudice to any other penalty to which a voter from whom a ballot has been taken back, may be liable, the vote, if any, recorded on such ballot papers shall not be counted.

CLOSE OF POLL

8. The Presiding Officer shall close the poll exactly at the hour fixed and shall not thereafter allow any voter into the polling station.

However all voters present at the polling station at the hour appointed for the close of poll should be permitted to cast their votes even if the poll has to be continued for some time beyond the appointed closing hours.

SEALING OF BALLOT BOXES AFTER POLL

9.1 Under rule 41(1) & (2), as soon as practicable, after the closing of poll, the Presiding Officer, shall satisfy himself, in the presence of candidates or their election agents or polling agents if any, that the seals affixed to the ballot boxes are intact. He shall then close the slit used for insertion of ballot papers in the ballot box by pasting a piece of paper on the slit and tying up the ballot box with a string to the slit and secure it in such a manner that it shall not be possible to open the slit without tempering the piece of paper or breaking the seal. The Presiding Officer shall duly sign such a paper and shall allow the candidate or their agents to put their signature thereon.

9.2 After closing the slit of each ballot box used for the poll the Presiding Officer shall wrap it up with a thick paper and then put it inside canvass bag/gunny bag provided for the purpose and secure it by binding with a rope and then seal it again. Thereafter he shall paste another address tag/box label outside the canvass/gunny bag.

PREPARATION OF BALLOT PAPER ACCOUNT

10.1 After the close of the poll, the Presiding Officer shall prepare ballot paper account separately for each relevant Gram panchayat constituency, Anchal Samiti constituency and Zilla Parishad constituency in Form 20 for the ballot papers used at the polling station.

10.2 A sample ballot paper account is prepared in Part-1 of Form 20 and is appended at Annexure-X.

10.3 All the ballot paper accounts in Form 20 prepared separately for each constituency should be kept in separate cover with the words ballot paper account for ..... Constituency super scribed thereon.

SUPPLY OF ATTESTED COPIES OF BALLOT PAPER ACCOUNTS

10.4 The Presiding Officer shall furnish to every polling agent of candidates of relevant constituencies present at the close of poll a true attested copy of ballot paper accounts as prepared by him in Form 20 and shall obtain a receipt from those polling agents.

DECLARATION OF PRESIDING OFFICER AT THE END OF POLL

11. In order to ensure that the requirement under Rule 42 regarding furnishing of ballot paper account to the polling agents has been fulfilled, the Presiding Officer shall make a declaration to that effect and sign it. The form of declaration is appended at Annexure-XI.

MAINTENANCE OF DIARY BY PRESIDING OFFICER

12. The Presiding Officer shall also maintain a diary recording the happenings in the polling station and shall keep it in a separate cover. Form of diary is appended at Annexure-XII.

SEALING OF ELECTION PAPERS

13. After the close of the poll election papers relating to the poll in respect of each Constituencies shall be put into separate packets and sealed separately in respect of each constituencies:-

(i) With the seals of Presiding Officer and;

(ii) With the seals or signature of the candidate or of his election agent who may be present at the polling station and may desire to affix his seal or signature thereon.

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

14. The Presiding Officer shall deliver to the Returning Officer the following papers/materials at such place as the Returning Officer may direct:-

(i) The polled ballot boxes.

(ii) The ballot paper accounts.

(iii) Marked copy of electoral roll.

(iv) The counterfoils of used ballot papers.

(v) The ballot papers signed in full by the Presiding Officer but not issued to the voters

(vi) Any other ballot papers not issued to the voters.

(vii) The ballot papers cancelled for violation of voting procedures.

(viii) Any other cancelled ballot papers.

(ix) The cover containing the tendered ballot papers and the list in Form 19.

(x) The list of challenged votes.

(xi) Presiding Officers' declaration at the commencement, subsequent use of ballot box and at the end of poll.

(xii) Presiding Officer's diary

(xiii) List of blind and infirm voter in Form 18

(xiv) Declaration of companion in Form 18A

(xv) All other papers used at the poll.

The Presiding Officer shall also deliver all unused ballot boxes along with other materials if any.

FURNISHING OF RECEIPT

15.1 On receiving the ballot boxes and other sealed packets the Returning Officer or any officer authorized by him in this behalf shall endorse his receipt on the duplicate of the list after due verification and return it to the Presiding Officer.

ADJOURNMENT OF POLL

16.1 Under Rule 45(1) the Returning Officer or the Presiding Officer is empowered to adjourn the poll on account of :-

(i) Any natural calamity when it became impossible to conduct the poll ;

(ii) Any riot or open violence when it became impossible to conduct the poll ;

(iii) or any other sufficient cause.

Where the poll is so adjourned by the Presiding Officer shall forthwith report such adjournment to the Returning Officer who in turn shall report the circumstances of adjournment to the District Election Officer and the State Election Commission. The State Election Commission, in consultation with the State Government shall by notification, fix date and hour of poll on which the poll shall recommence and the District Election Officer shall fix polling Station at which the poll shall be taken.

16.2 If the poll at any polling station is adjourned under Rule 45 the provision of Rules 41 and 43 shall as far as practicable shall apply as if the poll was closed at the hour fixed in that behalf under Rule 3.

Rule 3. The State Election Commission shall after consulting the State Government by Notification appoint the date and time to poll for any election or by-election of Panchayats in the language or languages as may be considered necessary.

Rule 41. (1) As soon as practicable after the closing of the Poll, the Presiding Officer shall close the slit of the ballot box and where the box does not contain any practical device for closing their slit he shall seal up slit and also allow any polling agent present to affix his seal or signature.

(2) The Ballot box shall thereafter be sealed and secured.

(3) Where it becomes necessary to use a second ballot box by reason of the first box getting filled, the first box shall be closed, sealed and secured as provided in sub-rule (1) and sub rule (2) before another ballot box is put into use.

Rule 43. (1) The Presiding Officer shall then make into separate packets-

(a) A marked copy of the electoral roll;

(b) The counterfoil of the use ballot paper;

(c) The ballot papers signed in full by the Presiding Officer but not issued to the voters;

(d) Any other ballot papers not issued of the voters.

(e) The ballot papers cancelled for violation of voting procedure.

(f) Any other cancelled ballot papers;

(g) The cover containing the tendered ballot papers and the list in Form 19;

(h) The list of challenged votes; and

(i) Any other papers directed by the State Election Commission to be kept in sealed packet.

(2) Each such packet shall be sealed with the seals of the Presiding Officer and with the seals or signature of the candidates or of his election agent or his polling agent who may be sent at the polling station and may desire to affix his seal or signature thereon.

16.3 At any adjourned poll the voters who have already voted at the poll so adjourned shall not be allowed to vote again and voters who have not voted before the poll was adjourned will alone be permitted to vote.

16.4 The Returning Officer shall provide the Presiding Officer of the polling station at which such adjourned poll was taken (i) the sealed packet containing the marked copy of electoral roll (ii) other sealed packets (iii) the original ballot box containing the polled ballot papers and new ballot box.

16.5 The Presiding Officer shall open the sealed packets in the polling agents' presence and use the marked copy of the electoral rolls of the adjourned poll.

CHAPTER – IX

FUNCTION OF PRESIDING OFFICER AT VARIOUS STAGES

1.1 At an election the Presiding Officer is required to perform different functions at different stages, the brief of which is furnished below:-

(a) On appointment.

(b) On the day previous to the day of poll.

(c) On arrival at the polling station on the day of poll.

(d) During the hours of poll.

(e) After the completion of poll.

1.2 On appointment :-

(a) After receipt of appointment check-up carefully the name and number of your polling station.

(b) The name of the constituencies for which the polling station has been set up.

(c) The exact location of polling station.

(d) The mode of Transport to reach polling station.

(e) Familiarize with your polling officers as given in appointment order.

(f) Attend all the training classes as arranged.

1.3 Read the following carefully :-

(a) Hand book for Presiding Officer.

(b) Letter of Returning Officer/District Election Officer giving important instruction.

1.4 Familiarize yourself with the item of polling material given in Annexure.

1.5 Study carefully the manner and the method in which the ballot boxes can be closed and opened. And also the sealing of ballot boxes before the commencement of poll and after the close of poll.

1.6 Read carefully the different forms and covers etc. as given in Annexure.

ON THE DAY PREVIOUS TO THE DAY OF POLL

2.1 On the day previous to the day of poll you will be asked to collect the material for use at the polling station. You are to ensure that :-

(a) Ballot boxes given to you can be operated smoothly.

(b) All the listed items have been given to you.

(c) Count the ballot papers given to you very carefully and ensure that they are of the constituencies in which your polling station is included and their serial numbers are in order. Also compare that the number on the counterfoil of the ballot paper is identical. You will be given ballot papers normally in bundles of 50 each and one or more bundles containing less than 50 ballot papers.

(d) Check the copy of list of contesting candidates given to you. The names and symbols given in the list must tally and should be in the same serial order in which they appear on the ballot papers.

(e) Check that the phial of indelible ink supplied to you contains sufficient quantity of indelible ink and that its cap is perfectly sealed.

(f) Check up the distinguishing mark rubber stamp, all two arrow cross mark rubber stamps and your metal seal. Also check that stamp pads are not dry.

2.2 Reach your polling station latest by 4 PM on the day preceding the day of poll and ensure that –

(i) There is enough space for voters to wait outside the polling station.

(ii) There are separate passages for entry and exit of voters.

(iii) There is single voting compartment for voters to mark the ballot papers and is properly lighted.

(iv) A notice specifying the polling area and the details about voters is prominently kept.

(v) A copy of list of contesting candidates is prominently displayed.

(vi) Stamp the distinguishing mark rubber stamp on the back of the counterfoil and also at the top right hand corner on the back of the ballot paper.

(vii) Appoint persons whom you will require to assist in identifying the voters including female assistant.

(viii) Decide the place where you, your polling officer and polling agents will sit and the ballot box would be placed.

(ix) Remove any photograph of any leader belonging to any political party hung in the polling station or cover them fully.

2.3 The ballot papers and the polling materials delivered to you should remain in your custody throughout till the poll is completed and the materials are handed over by you.

ON ARRIVAL AT THE POLLING STATION ON THE DAY OF POLL

3.1 Ensure that you and your polling team reach the polling station at least 45 minutes before the hour fixed for the commencement of poll.

3.2 Check the appointment letters of polling agents and allow them to seat at their respective allotted seats.

3.3 Start preparing the ballot box in presence of the polling agents present. Take their signature on sealing of ballot box.

3.4 Place the phial of indelible ink in such a way that the ink does not spill out.

3.5 Sign in full one or two bundle of ballot papers below the distinguishing mark stamp on the back of each ballot paper. You must not sign on the back of counterfoil of ballot paper.

DURING THE HOURS OF POLL

4.1 Ensure that the polling starts positively at the appointed time.

4.2 Deal yourself all complex cases leaving the Polling Officers to carry on their normal duties. The complex cases will be:-

(a) Voting by blind and infirm voter.

(b) Challenged vote.

(c) Tendered vote.

(d) Breach in secrecy of voting.

(e) Disorderly conduct at the booth and removal of disorderly persons.

(f) Adjournment of poll because of riot or any other cause.

4.3 Close the poll at the appointed hour fixed.

Give slips with your signature to those persons who are in the queue at such hour starting from the last person in the queue. Ensure that no person joins the queue after the appointed hour.

AFTER THE COMPLETION OF POLL

5.1 Close and seal the ballot box as per procedure laid down.

5.2 Ascertain the number of male and female voters who voted.

5.3 Complete ballot paper account in Form 20 and hand over true copy duly attested by you to polling agents after obtaining from him a receipt in declaration form.

5.4 Complete your dairy.

5.5 All packets of election papers.

5.6 Follow the programme of return journey to collection centre and handover all polled ballot boxes with ballot paper accounts, other sealed packets and all other items and obtain a receipt.

ANNEXURE-A

LIST OF POLLING MATERIALS

1. Address tags
2. Ballot papers (for tendered votes)
3. Working copy of the Electoral Roll
4. Indelible Ink
5. Cup for setting the indelible ink
6. Cloth or rag for removing oil or any other substance from the finger
7. Arrow Cross Mark Rubber stamp for making tendered ballot papers
8. Green paper Seals
9. Card Board for strengthening the paper seals.
10. Materials for voting compartment
11. Receipt for deposit of fee for challenged votes
12. Metal seal for Presiding Officer
13. Presiding Officer's diary
14. Self inking pad (purple)
15. Copying pencil
16. Ordinary pencil
17. Ball point pen
18. Foolscap paper
19. Pins
20. Sutli (Thread)
21. Sealing wax
22. Candles
23. Gum Paste
24. Match box
25. Blade
26. Flexible wire
27. Carbon paper
28. Waste paper basket
29. Lanterns, if necessary
30. List of contesting candidates
31. List of challenged votes (Form 14)
32. Arms bands for polling officers
33. Passes for polling agents
34. Notice specifying polling area
35. Form for list of tendered votes (Form-19)
36. Form for list of blind or infirm voters (Form-18)

37. Form for companions of blind or infirm voters
38. Form for declaration by Presiding Officer before commencement of the poll, and at the end of poll
39. Covers for unused ballot papers
40. Cover for tendered ballot papers (duly marked) and list of tendered votes.
41. Cover for unused paper seals.
42. Cover for account of votes recorded and paper seal account
43. Cover for marked copy of electoral roll
44. Cover for other copies of electoral roll
45. Cover for letters of appointments of polling agents
46. Cover for receipt book and cash forfeited
47. Cover for declaration of companions
48. Cover for election duty certificate
49. Cover for list of challenged vote
50. Cover for Presiding Officer’s Diary
51. Cover for list of blind or infirm voters
52. Cover for any other paper that the Returning Officer has directed to be kept in a sealed packet.
53. Polythene bag/Gunny bag to contain polling materials.

ANNEXURE - I

FORM -16

APPLICATION FOR CASTING VOTE BY PERSON ON ELECTION DUTY

To,

The Returning Officer,

..... Gram Panchayat Constituency

..... Zilla Parishad Constituency

I intend to cast my vote at the ensuing election to the Gram Panchayat /Zilla Parishad to be taken at Polling Station No……in Village/ Gram.....My name is entered at Sl.No..... in Part No. ……..in the Electoral Roll of Gram Panchayat Constituency comprised within Gram Panchayat……and .....Zilla Parishad.

I have been posted on election duty at a polling station outside my constituency and produce herewith my letter of appointment. I request that a ballot paper/papers for election to Gram Panchayat/Zilla Parishad may be issued to me to cast my vote.

Yours faithfully,

Place :

Date :

Signature
Name :

ANNEXURE - II

FORM-7
(See Rule 15 (1))
List of Contesting Candidates

Election to the ....Gram Panchayat/Zilla Parishad from the.....General Constituency /Constituency reserved for.....Women.

Serial Number	Name of Candidate	Address of Candidate	Symbol Allotted
1	2	3	4
1.			

2.

3.

4.

etc.

Place.....

Date.....

Signature of Returning Officer

ANNEXURE –III

Maintenance of Secrecy of voting :

(1) Every Officer, Clerk, Agent or other person who performs any duty in connection with the recording or counting of votes at any election shall maintain and aid in maintaining, the secrecy of the voting and shall not (except for some purpose authorized by or under any law) communicate to any person any information that may violate secrecy.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to three months or with fine or with both.

ANNEXURE-IV

DECLARATION BY THE PRESIDING OFFICER BEFORE THE COMMENCEMENT OF THE POLL

Election to.....Gram Panchayat.....Zilla Parishad ..... from.....Gram Panchayat.....Constituency/Segment Sl. No. & Name of Polling Station.....Date of Poll.....

I hereby declare -

(1) That I have demonstrated to the Polling Agents and other authorized persons present that the ballot box(es) to be used for the poll are empty and also bears labels referred to in sub rule 2 of Rule 28 of Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules 2001.

(2) That I have demonstrated to the Polling Agents and other present that the marked copy of electoral roll to be used during the poll does not contain any marks other than those used for issuing ballot papers to public servants on election duty.

(3) That I have closed, sealed and secured the ballot box and placed it in full view of Polling Agents.

SIGNATURE.....
PRESIDING OFFICER

SIGNATURE OF POLLING AGENTS

1. .....(of candidate .....)

2. .....(of candidate .....)

3. .....(of candidate .....)

ANNEXURE - V

DECLARATION BY THE PRESIDING OFFICER AT THE TIME OF USE OF SUBSEQUENT BALLOT BOX(ES)

Election to.....Gram Panchayat.....Zilla Parishad .....

from .....Gram Panchayat.....Constituency/Segment

Sl. No. & Name of Polling Station ....Date of

Poll.....

I hereby declare :-

(1) That I have demonstrated to the polling agents and other authorized persons present that the second/ third ballot box to be used for the poll are empty and also bears labels referred to in sub rule 2 of Rule 28 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules 2001.

(2) That I have closed, sealed and secured the ballot box and placed it in full view of polling agents.

SIGNATURE.....
PRESIDING OFFICER

SIGNATURE OF POLLING AGENTS

1.....(of candidate.....)

2.....(of candidate.....)

3.....(of candidate.....)

ANNEXURE-VI

FORM-17
List of Challenged Votes
(See Rule 33 (I) (c)

Election to the .....Gram Panchayat/Zilla Parishad from the .....Constituency.

Polling Station .....

Sl. No. of entry	Name of Voter	Serial Number of Part No. Voters name in that part		Signature or thumb impression of the person challenged
1	2	3	4	5

Address of the person challenged	Name or identification, if any	Name of challenger	Order of Presiding Officer	Signature of Challenger on receiving refund of deposit
6	7	8	9	10

Place.....

Date.....

Signature of Presiding Officer

ANNEXURE-VII

FORM-18 (A)

Declaration by the Companion of Blind and Infirm Elector

(See rule 37 (i)

.....Election to the seat no. of Gram Panchayat/ Zilla Parishad.....Constituency ..... No. and Name of the Polling Station.....son of .....aged.....resident of.....
.....

(a) have not acted as companion of any other elector at any polling station today, the .....

(b) will keep secret the voter recorded by me on behalf of.....

Signature of the Companion

* Full Address to be given.

ANNEXURE –VIII

FORM-18
(See Rule 37(2))
List of Blind and Infirm Voters

Election to the .....Gram Panchayat/Zilla Parishad.....Constituency No. and Name of the Polling Station.....Polling Booth No.....

Part No. and Serial No. of voter	Full Name of voter	Full Name of companion	Address of companion	Signature of companion

Date..... Signature of Presiding Officer

ANNEXURE-IX

FORM-19
List of Tendered Votes
(See Rule 39 (2))

Election to the.....Gram Panchayat/Zilla Parishad from the .....Constituency No. and Name of the Polling Station.....

Part No. and Serial No. and name of voter	Address of voter	Serial number of Tendered ballot paper	Serial Number of ballot paper issued to the person who has already voted	Signature or and Thumb impression of person tendering voted
1	2	3	4	5

Place .....

Date .....

Signature of Presiding Officer

ANNEXURE-X

FORM-20
BALLOT PAPERS ACCOUNT
PART-I

Election to the .....Gram Panchayat/Zilla Parishad from the ..... Constituency.

Serial Numbers		Total Numbers
From	To	
00151	00240	0090

1. Ballot papers received - 90
2. Ballot papers unused-
   (a) With the signature of the Presiding Officer- 5
   (b) Without the signature of the Presiding Officer- 9
   Total (a + b) 14
3. Ballot papers used at the polling station (1-2) = 76
4. Ballot papers issued to the voters for use at the polling stations but not inserted into the ballot box-
   (a) Ballot papers cancelled for violation of voting procedure under rule 45 and - 1
   (b) for any other reason- 2
   (c) ballot papers used as tendered ballot papers- 1
   Total (a + b + c) 4
5. Ballot papers to be bound in the Ballot Box (3-4=5) 72

Date..... Signature of Presiding Officer

PART-II

Result of initial counting

1. Total number of Ballot Papers found in the Ballot Box(es) used at the Polling Station.
   ……
2. Discrepancy, if any between the total number as shown against item 1 in the part and the total number of Ballot Papers to be found in the Ballot Box(es) shown in item 5 of Part-I.

Date……

Signature of the Counting Supervisor

Signature of Returning Officer

ANNEXURE-XI

DECLARATION AT THE END OF POLL

1. I hereby declare that I have furnished to the Polling Agents, who were present at the Polling Station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in the ballot papers account in Form - 20 under Rule 42 of the Arunachal Pradesh Panchayati Raj (Conduct of Election Rules), 2001.
2. That I have closed and sealed the slit of the ballot box and secured the ballot box and also allowed the polling agent present to affix his seal or signature under rule 41(1) of Arunachal Pradesh Panchayat Raj (Conducted of Election) Rules, 2001.

Date : Signature of Presiding Officer

Name and number of Polling Station

Received an attested copy of the entries made in the ballot paper account

SIGNATURE OF POLLING AGENTS

1.....(of candidate .....)

2.....(of candidate .....)

3.....(of candidate .....)

The following Polling agents who were present at the close of the Poll refused to receive an attested copy of the ballot paper account and an attested copy of ballot paper account was not supplied to them.

1.....(of candidate .....)

2.....(of candidate .....)

3.....(of candidate .....)

Date :

Signature of Presiding Officer

ANNEXURE-XII

PRESIDING OFFICERS DIARY

1. Name of the constituency:- (In block letters)
2. Date of Poll -
3. Name and Number of Polling Station :
   (i) Whether Govt. or quasi Govt. building :
   (ii) Private building :
   (iii) Temporary structure :
4. Number of ballot boxes used :
5. Number of polling agents and the number who arrived late :
6. Number of candidates who appointed Polling Agents at the polling station :
7. Number of Ballot papers issued according to marked copy of electoral roll in respect of each Gram Panchayat Constituency :

   *Number of ballot papers actually issued at the polling station in respect of each Gram Panchayat Constituency :
8. Number of Zilla Parishad ballot papers issued according to marked copy of electoral roll :

   *Number of ballot papers actually issued at the polling station :

Signature of First Polling Officer

Signature of Polling Officer in-charge of GP/ZP Ballot Papers

9. Challenged vote :
   Number allowed :
   Number rejected :
   Amount forfeited :

10. Number of electors who voted with the help of companions :
11. Whether it was necessary to adjourn the poll and if so reasons for such adjournments :
12. Electoral Offences if any with details :
13. Serious complaints if any made by the candidate :
14. Number of cases of breach of law and order :
15. Report of mistake and irregularities committed if any at the Polling Station :
16. Whether the declarations have been made before the commencement of the Poll, during the subsequent use of ballot box if used and at the end of Poll :

Place:

Date:

Presiding Officer

ANNUEXURE - XIII

RECEIPT FOR CHALLENGE FEE

Book No.....Page No .....

Received a sum of ₹ 2.00 (Rupees Two only) in cash from .....

.....Candidate/Election Agent/Polling agent on account of deposit for a challenge under rule 33 (1) of Arunachal Pradesh Panchayat Raj (Conduct of Election) Rules, 2001.

Date.....

Signature of Presiding Officer
No. & Name of Polling Station.....
No. & Name of Constituency-

ANNEXURE-XIV

INSTRUCTIONS TO ELECTORS

1.1 Every voter to whom ballot paper has been issued for voting at an election must maintain secrecy of voting within the Polling Station.

1.2 The Voter on receiving ballot papers shall forthwith proceed to the relevant voting compartment, and

1.3 He should mark the ballot paper with the instrument supplied for the purpose on or near the symbol of the candidate for whom he intends to vote.

1.4 He will refold the ballot paper so as to conceal his vote, and

1.5 He will come out of the voting compartment and insert the refolded ballot paper into the concerned ballot box and

1.6 Thereafter shall quit the Polling Station.

1.7 Every voter shall complete his voting without delay.

1.8 Every voter shall have only one vote in respect of a constituency.

1.9 No voter shall be allowed to enter a voting compartment when another voter is inside it.

ANNEXURE -XV

FORM -10

[See Rule 18 (1)]

Appointment of Polling Agent

Election to the.....Gram Panchayat/ Zilla Parishad from the ..... Constituency.

I,.....a candidate/the election agent of …….. who is a candidate at the above election do hereby appoint.....of as a Polling.....Agent and appoint of.....…….....relief Polling Agent to attend Polling Station No…….....at (Place) fixed for the poll……...……

Place ……

Date ……..…… Signature of Candidate/Election Agent

I agree to act as Polling Agent

Place ……..……

Date ……..…….

Signature of Polling Agent /
Relief Polling Agent

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 Rule 39 of the Arunachal Pradesh Panchayati Raj (Conduct of Election) Rules, 2001, which I have read/ has been read over to me.

Date …….

Signature of Polling Agent/Relief polling Agent

Signed before me.
Signature of Presiding Officer