**NATIONAL COUNCIL ELECTIONS**

**Check List for Polling Officers**

Please note that this Check List does not elaborate on the tasks to be performed, and cannot be referred to as an exhaustive list of roles and responsibilities of Polling Officers. This Check List should be used as a quick reference point.

|  |  |
| --- | --- |
| **Sl. No** | **ACTION TO BE TAKEN** |
| 1 | All rehearsals and training classes were attended andfamiliarized with various forms, operation of EVMs and functions of various buttons and switches provided therein |
| 2 | Acquaint with the rules and procedures prescribed for the conduct of Poll |
| 3 | Assist the Presiding Officer in regulating the proceedings in the polling station for peaceful and smooth conduct of Poll |
| 4 | Ensure polling representatives to stay at Polling Station |
| 5 | Polling representatives are not allowed to take out their marked copy of Electoral Roll outside the Polling Station |
| 6 | Polling personnel should be sensitized about the special needs of the disabled, for courteous behavior towards them and for providing necessary support to them at Polling Station |
| 7 | Assist the Presiding Officer in conducting the Mock Poll before the commencement of the Poll |
| 8 | Do not leave Polling Station as soon as the close of Poll |
|  | **Specific Roles of Polling Officials 1** |
| 9 | Familiarize with the **Polling Officer Form No. 1** for recording the categories of age for male and female voters. |
| 10 | Verify the Voter Photo Identity Cards (VPIC) of voters with the Voters’ List |
|  | **Specific Roles of Polling Officials 2** |
| 11 | Familiar on which finger should the Indelible Ink be applied |
|  | **Specific Roles of Polling Officials 3** |
| 12 | Familiar with releasing ballot by pressing “Ballot” button on EVM Control Unit for next voter only after hearing the beep sound and Voter exits Voting Compartment. |