NATIONAL COUNCIL ELECTIONS

**Check Memo for Presiding Officers**

Kindly note that this check memo does not elaborate on the tasks to be performed, and cannot be referred to as guide in carrying out the roles and responsibilities of Presiding Officers. This check memo should be merely used to confirm the completion of tasks.

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| **Sl. No.** | **ACTION TO BE TAKEN** |  | **Sl. No** | **ACTION TO BE TAKEN** |
| **A. Before Poll Day** | | | | |
| 1 | Ensure Refresher Course was attended andfamiliarized with Election Forms and operation of EVMs. |  | 7 | Organize the layout of the polling station as per standard design provided using in particular that the voting compartments provide secrecy of voting and enough light in the voting compartment |
| 2 | Obtaining and keep in possession all relevant instructions from the Returning Officer (RO) |  | 8 | Make separate entrance and exit for voters at polling station to regulate queue of voters |
| 3 | Ensure to collect all polling materials for use at the polling station. Ensure to collect adequate number of voter slips, for both male and female voters? |  | 9 | Display prominently the copy of the list of contesting candidates |
| 4 | Checking up of Ballot & Control Unit of the EVMs and ensure that correct Voter Lists' has been issued |  | 10 | Remove any photograph, campaign materials belonging to any contesting candidate hung in the polling station or cover them fully. |
| 5 | Collect the contact details of election security deployed in your polling station |  | 11 | Is the Polling Officer 1 familiar with the **Polling Officer Form No. 1** for recording the categories of age for male and female voters? |
| 6 | Get the list of contesting candidates and check whether the names, symbols and photograph tally with the ballot paper on Ballot unit (should be in alphabetical order) |  | 12 | Ensure Polling Officer 2 marked the Voter Slips with serial number and arrange accordingly for the Poll Day. |

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| **A. During the hours of Poll** | | | | |
| 1 | Ensure that the Serial number of BU and CU match |  | 6 | Communicate 4 hourly voter turnout report to Returning Officer (RO) as per the format given by RO |
| 2 | Inter-link Control Unit and Ballot Unit and switch on the EVMs and ensure wires are taped safely to the wall/floor |  | 7 | Allow polling representative to note the serial numbers of Ballot and Control Unit and Green Paper seal |
| 3 | Conduct Mock Poll in presence of Representatives and after Mock Poll clear and seal the Control Unit following the **CLOSE**, **RESULT** and **CLEAR (CRC)** procedure. ***Always seal Control Unit on off mode.*** |  | 8 | Maintain the Presiding Officer's Diary |
| 4 | Ensure that non-attendance by any Candidate/Election Representative/Polling Representatives/Counting Representatives shall not be reason enough to delay the conduct of Mock Poll and Commencement of Poll. |  | 9 | Close of poll at the prescribed hour but if there are voters queued at time of closure, give tokens starting at the end of the queue with token 1 and second last with 2 |
| 5 | Commence the Poll at the prescribed time. |  | 10 | Ensure the secrecy and security of the ballot |

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| **D. Close of Poll** | |
| 1 | Close EVM and initiate counting of votes in presence of Representatives and Voters if any. |
| 2 | Report the polling station results to the respective RO in given format. |
| 3 | Hand over voter turnout with male and female segregation to concerned Returning Officer |
| **E. Counting of Results** | |
| 1 | Do not switch off your mobile phone |
| 2 | Do not leave Polling Station as soon as the close of Poll |
| 3 | Hand over all the hard copy of Result Forms and election materials to RO next day only. |

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| **Procedure for the Start of Poll** | | | | |
| 1 | Ensure Polling Officers and Polling Representatives (if any) are present during the Mock Poll. Do not wait for the Polling Representatives if they are not on time. |  | 7 | To close the Mock Poll, press the “**Total**” button to show that the number of votes recorded corresponds to the number of people who voted. |
| 2 | Connect the cable of the Ballot Unit to the Control Unit. |  | 8 | Press the “**Close” (C) b**utton, then the “**RESULT**” **(R)** button and the “**CLEAR**” **(C)** button while explaining the process of each. Remember that it is always **CLOSE, RESULT and CLEAR (CRC).** |
| 3 | Press the “**Total”** button on the Control Unit. Display panel should show “**0**”. |  | 9 | Switch “**OFF**” the Control Unit to seal it. Insert the “**Green Paper Seal**” in the space provided in the underside of the “**Result Section**” compartment door, ensuring the top portion of the “**Green Paper Seal**” just reaches the lower edge of the outer compartment door. Close the compartment and seal it with the “**Special Tag**” over the “**Close**” button. |
| 4 | ***Ensure the Ballot Paper in Ballot Unit is arranged in alphabetical order.*** |  | 10 | Close the outer compartment and seal it with the Control Unit **“Address Tag”.** Fold the lower portion of the “**Green Paper Seal**” by placing “**A**” of the “**Long Strip Seal**” underneath it from the right side. Place “**B**” over it going to the left side. Then place the upper portion of the “**Green Paper Seal**” on “**C**” and take it all around the Control Unit going from the right side. Finally, place “**D**” to complete the sealing of the Control Unit. |

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| 5 | Ensure the number of candidates displayed on the Ballot Screen corresponds to the number of candidates set in the Control Unit. |  | 11 | Ensure that the marked sides (with serial numbers and security features) of both “**Green Paper Seal**” and “**Long Strip Seal**” are correct side up and the direction of the serial numbers are perpendicular to each other so as to form an “**L**”. |
| 6 | Conduct the Mock Poll by allowing the Polling Representatives to vote. Keep a careful account of the votes so polled and recorded. Ensure that non-attendance by any Candidate/Election Representative/Polling Representatives/Counting Representatives shall not be reason enough to delay the conduct of Mock Poll and Commencement of Poll. |  | 12 | Ensure all the necessary information are filled in and signed by the Polling Representatives and the Presiding Officer on all of the seals. |
| 13 | **Switch “ON” the Control Unit. The EVM is ready for Poll.** |
| If any unit of the EVM is found defective during poll process, the entire set of EVM (both BU & CU) should be replaced by new set of EVM (BU & CU). | | | | |
| Whenever any voter expresses inability to vote using EVM, the Presiding Officer can explain to the voter the voting process using the demo of the BU, supplied by RO in the presence of Candidates/Polling/Counting Representatives but not inside the voting compartment. | | | | |