**Check List for Election Materials**

**(*To be issued to the Office of the Returning Officer*)**

The Office of the Returning Officer must ensure that you have been issued with the following election materials in enough quantities by the Dzongkhag Election Office and return back accordingly:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Election Materials** | **Quantity Issued** | **Whether Received** | **Remarks** |
| 1 | EVM Machines (set) |  |  | Returnable Items |
| 2 | Returning Officer Iron Seal |  |  |
| 3 | Returning Officer Paper Seal |  |  |
| 4 | Returning Officer Demkhong Seal |  |  |
| 5 | Returning Officer Male Seal |  |  |
| 6 | Returning Officer Female Seal |  |  |
| 7 | Returning Officer Accepted Seal |  |  |
| 8 | Returning Officer Rejected Seal |  |  |
| 9 | Assistant Returning Officer paper seal |  |  |
| 10 | Presiding Officer Paper Seal |  |  |
| 11 | Presiding Officer Iron Seal |  |  |
| 12 | Electoral Roll Search System (Thump Drive) |  |  |
| 13 | Voting Compartment |  |  |
| 14 | Magnifying Equipment |  |  |
| 15 | LED Bulb |  |  |
| 16 | First Aids Kits |  |  |
| 17 | Presiding Officer Name Plate |  |  |  |
| 18 | Polling Officer 1, 2, 3 Name Plate |  |  |
| 19 | Scissors |  |  |
| 20 | Punching Machine |  |  |
| 21 | Stapler Pin |  |  |
| 22 | Presiding Officer carrying bag |  |  |  |
| 23 | Voter List |  |  |  |
| 24 | Envelope "A" |  |  |  |
| 25 | Envelope "B" |  |  |  |
| 26 | Postal Ballot Package |  |  |  |
| 27 | Identity Declaration Certificate (IDC) |  |  |  |
| 28 | Address Tags for BU |  |  |  |
| 29 | Address Tags for CU |  |  |  |
| 30 | Strip Paper Seal |  |  |  |
| 31 | Green Paper Seal |  |  |  |
| 32 | Special Tags |  |  |  |
| 33 | Voter’s slip (Male & Female) |  |  |  |
| 34 | Indelible Ink |  |  |  |
| 35 | Register of Voters |  |  |  |
| 36 | Twin Thread |  |  |  |
| 37 | Candle |  |  |  |
| 38 | Wax/Lac |  |  |  |
| 39 | Stamp pad |  |  |  |
| 40 | Match box |  |  |  |
| 41 | Thumb Pin |  |  |  |
| 42 | Cello tape |  |  |  |
| 43 | Photo copy paper |  |  |  |
| 44 | Ruled Register No.12 |  |  |  |
| 45 | Paper Glue |  |  |  |
| 46 | Card Hanger |  |  |  |
| 47 | Envelopes |  |  |  |
| 48 | Tonner for color printer |  |  |  |
| 49 | Cartridge |  |  |  |
| 50 | Returning Officer Hand Book |  |  | Returnable Items |
| 51 | Presiding Officer Hand Book |  |  |  |
| 52 | Polling Officer Hand Book |  |  |  |
| 53 | Counting Officer Hand Book |  |  |  |
| 54 | Manual for Election Control Room |  |  |  |
| 55 | EVM Manual |  |  |  |
| 56 | Compendium of Electoral Forms |  |  |  |

**Issued by:**

**Signature**

**Name:…………………………**

**Electoral Assistant**

**Signature**

**Dzongkhag Electoral Officer**

**Received by:**

**Seal and Signature**

**Returning Officer**