

List of forms required for Returning Officer (Non-Statutory)

Sl. No.	Name of the form
1.	Form memo of documentary evidence.
2.	Declaration by the Presiding officer before the commencement of poll and at the end of poll.
3.	Form of declaration by elector about age
4.	Appointment of counting Supervisor/Assistant
5.	List of voters from whom declaration as to their age have been obtained
6.	Rejected ballot paper folder
7.	Counting check-slip (for rejected votes)
8.	Working sheet for counting
9.	Proforma for maintenance of accounts of election expenses
10.	Notice of allotment of symbol
11.	Notice to candidates or their election agents regarding the date, time and Place of counting
12.	Report to State Election Commission
13.	Report on the election by the returning officer
14.	Acknowledgement for receipt of certificate of election
15.	Section 26 of the Pondicherry Municipalities Act, 1973(Poster)
16.	Procedure to be adopted by the presiding officer for returning the election Materials after the end of poll.
17.	Special instructions to counting supervisors and counting supervisors and counting Assistance
18.	Special instruction to polling personnel
19.	proforma for submission of information regarding printing of election posters, pamphlets, etc.,
20.	List of materials for a polling Station
21.	List of polling stations
22.	Appointment of presiding Officer(Non-EVM)
23.	Appointment of Presiding Officer(EVM)
24.	Appointment of polling officer
25.	Form of application for issue of permit to ply vehicle on poll day
26.	Letter of complaint to S.H.O(Police)

27. Register for Account of Election Expenses
28. Presiding Officer's Diary
29. Application for refund of deposits(By a candidate)
30. Application for refund of deposits(By a depositor when he is not a candidate)
31. Application for refund of deposits(By the legal representative of the candidate)
32. Paper seal Account
33. Receipt for challenge fee
34. format for specimen signature of candidates and their election Agents.
35. Proceeding of the Returning Officer at the counting centre.

OFFICE OF THE RETURNING OFFICER

Election of Councillor to Ward No..... of..... Municipal Council

Memo No.

Date

To

.....(Name of Candidate)

In your nomination paper, you have mentioned that you are an elector of different ward, namely.....ward, but you have not produced documentary evidence thereof as required by Sub-rule (5) of rule 11 of the Pondicherry Municipal Councils (Conduct of Election of Councillors) Rules, 1974 which reads as follows:

“Where the candidate is an elector of a different ward a copy of the electoral roll of that ward or of the relevant part thereof or a certified copy of the relevant entries in such roll shall unless it has been filed along with the nomination paper be produced before Returning Officer at the time of scrutiny”.

Date:

Returning Officer

Ward No. :

Received Memo No..... dated..... from the Returning Officer
..... Ward, today.

Place.....

Date.....

(Signature of Candidate or Proposer)

**DECLARATION BY THE PRESIDING OFFICER BEFORE THE
COMMENCEMENT OF THE POLL**

Election of { Councillor to Ward No..... of Municipal Council
Chairman ofMunicipal Council

Sl. No. and name of the
Municipal Council :

Date of poll :

I hereby declare-

1. that I have demonstrated to the Polling Agents and other persons present that the ballot box to be used for the poll is empty;
2. that on the paper seal used for securing the ballot box, I have affixed my own signature and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same and I have permitted them to note down the number of the Paper Seal so used;
3. that I have demonstrated to the Polling Agents and others present that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing election duty certificates and postal ballot papers; and
4. that I have allowed the Polling Agents to note the first and the last serial numbers of the ballot papers which will be used at the Polling Station.

Presiding Officer

Signature of Polling Agents:

1. _____ (of candidate _____)
2. _____ (of candidate _____)
3. _____ (of candidate _____)
4. _____ (of candidate _____)
5. _____ (of candidate _____)
6. _____ (of candidate _____)
7. _____ (of candidate _____)
8. _____ (of candidate _____)
9. _____ (of candidate _____)
10. _____ (of candidate _____)
11. _____ (of candidate _____)
12. _____ (of candidate _____)
13. _____ (of candidate _____)
14. _____ (of candidate _____)
15. _____ (of candidate _____)

The following Polling Agent(s) declined to affix his/their signature(s) on this declaration.

1. _____ (of candidate _____)
2. _____ (of candidate _____)
3. _____ (of candidate _____)
4. _____ (of candidate _____)
5. _____ (of candidate _____)

Date:

Presiding Officer

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

Election of { Councillor to Ward No..... of..... Municipal Council
Chairman ofMunicipal Council

Sl.No. Ward No. and Name of the
Municipal Council :

Date of poll :

I hereby declare-

1. that I have demonstrated to the Polling Agents and other persons present that the second ballot box to be used for the poll is empty; and
2. that on the paper seal used for securing the ballot box, I have affixed my own signature and obtained thereon the signatures of such of the polling Agents as are present and desirous of affixing the same and I have permitted them to note down the number of the paper seal so used.

Signature of Polling Agents:

Presiding Officer

1. _____ (of candidate _____)
2. _____ (of candidate _____)
3. _____ (of candidate _____)
4. _____ (of candidate _____)
5. _____ (of candidate _____)
6. _____ (of candidate _____)
7. _____ (of candidate _____)
8. _____ (of candidate _____)
9. _____ (of candidate _____)
10. _____ (of candidate _____)
11. _____ (of candidate _____)
12. _____ (of candidate _____)
13. _____ (of candidate _____)
14. _____ (of candidate _____)
15. _____ (of candidate _____)

The following Polling Agent(s) declined to affix his/their signature(s) on this declaration

1. _____ (of candidate _____)
2. _____ (of candidate _____)
3. _____ (of candidate _____)
4. _____ (of candidate _____)
5. _____ (of candidate _____)

Date:

Presiding Officer

DECLARATION AT THE END OF POLL

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 paper account in Form 22.

Date:

Presiding Officer

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

Signature of Polling Agents:

1. _____ (of candidate _____)
2. _____ (of candidate _____)
3. _____ (of candidate _____)
4. _____ (of candidate _____)
5. _____ (of candidate _____)
6. _____ (of candidate _____)
7. _____ (of candidate _____)
8. _____ (of candidate _____)
9. _____ (of candidate _____)
10. _____ (of candidate _____)
11. _____ (of candidate _____)
12. _____ (of candidate _____)
13. _____ (of candidate _____)
14. _____ (of candidate _____)
15. _____ (of candidate _____)

The following Polling Agent(s) who was/were present at the close of the poll declined to receive an attested copy of the ballot paper account and to give a receipt therefor and so an attested copy of the ballot paper account was not supplied to them

1. _____ (of candidate _____)
2. _____ (of candidate _____)
3. _____ (of candidate _____)
4. _____ (of candidate _____)
5. _____ (of candidate _____)

Date:

Presiding Officer

FORM OF DECLARATION BY ELECTOR ABOUT AGE

I hereby solemnly declare and affirm that my age was more than 18 years on the first day of January 2002, i.e. the qualifying date with reference to which the existing electoral roll of the ward was prepared/revised.

I am aware of the penal provisions of section 31 of the Representation of the People Act, 1950, for making any false declaration in connection with the inclusion of any name in the electoral roll or the preparation, revision or correction of the electoral roll.

Signature /Thumb-impression of the Elector

.....

Father/Mother/Husband's Name

.....

Name and Ward No. of the Municipal

Council.....

Part number of electoral roll.....

Serial Number of elector.....

Dated:

Certified that the above declaration was made and subscribed by the elector above named before me.

Signature of the Presiding Officer

.....

Number and name of Polling Station.

Dated:

.....

**APPOINTMENT OF COUNTING SUPERVISORS/
ASSISTANTS**

Election of { Councillor to Ward No.....of..... Municipal Council
Chairman ofMunicipal Council

I, Returning officer appoint the persons whose names are specified below to act as Counting Supervisors/Assistants and they should be present at the Counting Centre situated at the
(Hall Number) on.....at.....a.m./ p.m. for the purpose of assisting me in the counting of votes at the said election.

Table Number

Counting Supervisor :

Counting Assistants :

Place:

Returning Officer

Date:

N.B.: The training class for the counting personnel will be held on _____ at _____.

Election of { Councillor to Ward No.....of..... Municipal Council
Chairman of.....Municipal Council

No. and Name of Polling Station :

PART – I
List of voters from whom declaration as to their age have been obtained

Sl No.	Name of the Voter	Serial No. in electoral roll	Age as entered in electoral roll	Age as assessed by the Presiding Officer
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

[P.T.O.]

PART –II

List of electors who have refused to make declarations as to their age

Sl. No.	Name of the elector	Serial No. in electoral roll	Age as entered in electoral roll	Age as assessed by the Presiding Officer
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Date:

Signature of Presiding Officer

COUNTING CHECK-SLIP
(For Rejected Votes)

Date of Counting :

Place of counting :

1. Ward No..... of the Municipal
Council of.....

2. Polling Station No. :

3. Table No. :

4. No. of rejected votes :

Date:

Returning Officer

**COUNTING CENTRE
CHECK SLIP**

DOUBTFUL

No. of ballot papers
in the bundle :

Table No. :

**Signature of the
Counting Supervisor**

WORKING SHEET

Election of { Councillor to Ward No..... of..... Municipal Council
Chairman ofMunicipal Council

[illegible]

Returning Officer

PROFORMA FOR THE MAINTENANCE OF ACCOUNTS OF ELECTION EXPENSES

Name of the candidate:

Date of declaration of result:

Contested from Ward No. _____ of the Municipal Council of _____

[illegible]

Signature of the candidate.

Note: 1. It is not necessary to give the particulars (the name and address of payee) in regard to expenditure for which vouchers are not required to be obtained.
2. The account shall be countersigned by the candidate if it is lodged by his Election Agent and should be certified by the Candidate to be a correct copy of the account kept.

(For Official Use Only)
ACKNOWLEDGEMENT

The account of election expenses of _____ (Candidate) from Councillor of Ward No. _____ of the Municipal Council of _____ result of which was declared on _____ filed by him/or on his behalf by _____ has been received by me today the _____ (date) of _____ (month) _____ (Year).

Seal

RETURNING OFFICER

NOTICE FOR THE ALLOTMENT OF SYMBOL

Election of { Councillor to Ward No..... of Municipal
Council
Chairman ofMunicipal
Council

To

Thiru/Tmt/Selvi

Candidate of Ward No...../Chairman of the

Municipal Council of.....

.....

.....(Candidate's address)

Notice is hereby given that the allotment ofsymbols will be made at
.....(hour) on(date) at(place).

Date:

Returning Officer

**NOTICE TO CANDIDATES OR THEIR ELECTION AGENTS
REGARDING THE DATE, TIME AND PLACE OF COUNTING**

Election of $\left\{ \begin{array}{l} \text{Councillor to Ward No..... of.....Municipal} \\ \text{Council} \\ \text{Chairman ofMunicipal} \\ \text{Council} \end{array} \right.$

Election of Councillor to Ward No.of the Municipal Council
of

In pursuance of rule 50 of the Pondicherry Municipal Councils (Conduct
of Election of Councillors) Rules, 1974, I hereby give notice that I have,
in accordance with the said rule, fixed theday of
..... (month) 2002, at..... A.M./P.M. as the date
and time for the counting of votes in the.....Municipal
Councilas the place for
such counting.

Place:

Date:

Signature of Returning Officer

To

All the Candidates

REPORT TO STATE ELECTION COMMISSION, UNION TERRITORY OF PONDICHERRY, LODGING OF ELECTION EXPENSES ACCOUNT

Election of { Councillor of Ward No.....ofMunicipal Council
Chairman ofMunicipal Council

Serial No. and name of Ward :

Date of declaration of result :

Last date for lodging of accounts of election expenses :

Name of the elected candidate :

[illegible]

Place:

Date:

Returning Officer

(See Note overleaf)

Note:

1. The report should cover all contesting candidates, whether they have been elected or defeated at poll.

The name of the Municipal Council shall be spelt exactly in the same manner as in the Delimitation Order. The name of the candidate shall be spelt as in the list of contesting candidate.

2. In determining the last date by which the accounts of election expenses are to be lodged by the contesting candidates, the date on which the returned candidate has been declared elected shall not be taken into account while calculating the period of 30 days.
3. Returns lodged by candidates after the last date should also be examined and material defects, if any noticed therein, recorded in column (7).

REPORT ON THE ELECTION BY THE RETURNING OFFICER

Election of { Councillor to Ward No..... of Municipal
Council
Chairman ofMunicipal
Council

1. Name of the Municipal Council :
2. Date or dates of poll in the Municipal Council :
3. No. of polling parties deployed in the Municipal Council, composition of each party including Police or similar officers employed for maintaining order at the polling station :
4. (a) Total No. of Electors in the Constituency
(i) Men :
(ii) Women :
(b) No. of electors in the part relating to Service Voters :
5. Names of candidates nominated and the choice of symbols expressed by each in the nomination paper first delivered by or on his behalf :
6. No. of nomination papers filed on behalf of each candidate :
7. Names of candidates whose nomination papers were rejected with brief reasons. :
8. Names of candidates who withdrew their nominations :
9. Names of contesting candidates together with the description of the symbol allotted to each and party affiliation :
10. Names of candidates who renounced their party after allotment of symbol :
11. Names of Independent Candidates, subsequent to the last date of withdrawal joined some other party, or some party claims that its candidate is contesting the election as a party candidate :
12. No. of polling Stations located –
(i) in Government and Quasi –Government buildings :
(ii) in Private Buildings :
(iii) in temporary structures :
Total :

13. Number of postal ballot papers -

	Issued	Returned back		
		In time	After prescribed hour	Undelivered
(a) Service voters and their wives :				
(b) Voters on Election Duty :				
(c) Electors subjected to preventive detention :				

14. Date of issue of postal ballot papers to service voters :

15. Names of polling stations, if any, where poll was adjourned and re-poll was ordered and reasons for such adjournment or re-poll :

16. No. of electors who voted-

Men	:
Women	:
Total	:

17. No. of persons who voted on production of election duty certificate :

18. No. of blind or infirm voters who voted with the help of companions

19. percentage of voters polled to total electorate :

20. Date and time of commencement of counting :

21. No. of valid votes polled by each contesting candidate :

22. No. of votes rejected (Postal Ballot Papers) :

23. Challenged votes – Total :

Number allowed :

Number rejected :

Amount forfeited :

24. Tendered votes – Total :

25. Date and time of declaration of result :

26. No. of Polling Officers recruited locally :

27. No. of candidates- (party-wise and also independents)
 - (a) forfeited deposit :
 - (b) amount of deposit forfeited :
28. No. of candidates who were their own election agents :
29. No. of election agents appointed :
30. No. of polling agents appointed :
31. No. of candidates who appointed polling agents :
32. No. of counting agents appointed by candidates :
33. No. of ballot boxes used and types of ballot boxes used. :
34. No. of paper seals used. :
35. No. of indelible ink phials supplied to each polling party :
36. No. of electoral offences with their details –
No. of cases –
 - (a) disorderly conduct at election meetings :
 - (b) convening, holding or attending public meetings within the constituency on a polling date. :
 - (c) illegal hiring or procuring of conveyance for the transport of voters :
 - (d) canvassing within one hundred meters of polling station :
 - (e) impersonation of voters :
 - (f) fraudulent defacing, destroying or removal of a list or notice or other document at a polling station. :
 - (g) bribing of voters :
 - (h) intimidation of voters (and other persons) :
 - (i) booth capturing :
37. Mistakes and irregularities committed by Presiding Officer :

38. Highest and lowest polling (polling station wise) :
39. (a) No. of votes cast-
from 8 A.M. to 10 A.M. :
from 10 A.M. to 12 noon :
from 12 noon to 2 P.M. :
from 2.P.M. to 4. P.M. :
from 4.P.M. to 5.P.M. :
on issue of slips after 5 P.M. :
- (b) No. of slips issued at the closing hour of the poll :
40. Serious complaints, if any made by the candidates :
41. No. of cases of breach of law and order :
42. Recounting of votes :-
- (i) No. of applications received for recounting in part or *in toto* :
- (ii) No. of applications allowed for recounting in part or *in toto* :
- (iii) Result before recounting and after recounting of votes. :
43. Was the poll interrupted or obstructed by -
- (a) Riot :
- (b) Open violence :
- (c) Natural calamity :
- (d) Any other cause (Please give details of the above) :
44. Was the poll vitiated by-
- (i) any ballot box used at the polling station having been unlawfully taken out of the custody of the Presiding Officer :
- a) accidentally or intentionally destroyed or lost :
- b) damaged or tampered with :

(ii) the ballot papers having been unlawfully
marked by any person and deposited in
the ballot box :

45. Whether declarations have been made by all the
Presiding Officers before the commencement
of the poll and at the end of the poll as necessary :

Place:

Date:

Seal

Returning Officer

ACKNOWLEDGMENT

I,acknowledge receipt of the Certificate of Election in Form 27 in respect of my election as a Member/Chairman of..... Municipal Council.

Date:

Signature of the Returned Candidate

Attested and forwarded to the Commissioner of the concerned Municipal Council under intimation to the State Election Commission, Pondicherry.

Place:

Date :

Signature of the Returning Officer

Designation :

SECTION 26 OF THE PONDICHERRY MUNICIPALITIES ACT, 1973

26. 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 an election shall maintain and aid in maintaining, the secrecy of voting and shall not (except for some purposes authorized by or under any law) communicate to any person any information calculated to violate such secrecy.

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

Procedure to be adopted by the Presiding Officer for returning the election materials after the end of poll.

Sealing of election papers:

After the close of poll, seal all the election papers in separate packets as required by rule 48. All the packets so sealed except the covers containing (i) the ballot paper account, (ii) paper seal account, (iii) the declarations by the Presiding Officer, and (iv) the Presiding Officer's diary, should be put in four large packets as explained in paragraph 20.14 of Handbook for Presiding Officer and sent to the Returning Officer. The covers containing (i) the ballot paper account, (ii) paper seal account, (iii) the declaration by Presiding Officer, and (iv) the Presiding Officer's diary should, however, be sent separately to the receiving centre for election papers.

You should allow each candidate or his election agent or his polling agent who may be present at the polling station to affix their seals on the envelopes and packets containing the following documents :-

- (i) the marked copy of the electoral roll;
- (ii) the counterfoils of used ballot papers (At the end of the poll, if the last bundle of ballot papers used for the poll contains some unused ballot papers, the counterfoils of used ballot papers in that bundle should be separated from that bundle and kept in this envelope. The counterfoils so separated should be tagged properly);
- (iii) the signed but unused ballot papers with counterfoils, if any;
- (iv) the other unused ballot papers with counterfoils;
- (v) the ballot papers cancelled for violation of voting procedure;
- (vi) the returned and other cancelled ballot papers;
- (vii) the tendered ballot papers and the list of tendered votes in Form 21;
- (viii) the list of challenged votes;
- (ix) any other papers that the Returning Officer has directed to be kept in a sealed packet.

Packing of 'Statutory Covers' and 'non-statutory covers' and election materials:

In order to avoid delay and inconvenience of waiting at the place for depositing sealed boxes, election papers and all other materials, you are advised to pack the covers and other materials in four separate packets, as explained below, and hand them over at the place appointed for receipt thereof.

The first packet should contain the sealed covers mentioned below and should be superscribed as "STATUTORY COVERS":

- (i) the sealed cover contain the marked copy of the electoral roll;
- (ii) the sealed cover containing counterfoils of used ballot papers including of tendered ballot papers;
- (iii) the sealed cover containing the signed but unused ballot papers, with counterfoils;
- (iv) the sealed cover containing other unused ballot papers with counterfoils;
- (v) the sealed cover containing the tendered ballot papers and the list in Form 21;
- (vi) the sealed cover containing the ballot papers cancelled for violation of voting procedure;
- (vii) the sealed cover(s) containing other cancelled ballot papers, and
- (viii) the sealed cover containing the list of challenged votes in Form 20.

Even if a statement or record to be put in any cover mentioned above is Nil, a slip noting on it that the statement of record is “Nil” may be put in the cover and the total number of seven covers made ready so that no necessity arises for the receiving officials at the receiving centre to enquire about the non-production of any of the sealed covers to be received by him.

The second packet should contain the following covers and should be superscribed as “NON-STATUTORY COVERS”:-

- (i) the cover containing the copy or copies of electoral roll (other than the marked copy);
- (ii) the cover containing the appointment letters of polling agents in Form 10;
- (iii) the covers containing the list of blind and infirm electors in Form 19 and the declarations of the companions, under rule 41(1) in Form 18;
- (iv) the cover containing the declarations obtained from electors as to their age and the list of such electors;
- (v) cover containing the receipt book and cash, if any, in respect of challenged votes; and
- (vi) cover containing unused and damaged paper seals.

The third packet should contain the following items:-

- (i) the Handbook for Presiding Officers;
- (ii) pusher for ballot box and metal strip for detaching the ballot papers from counterfoils;
- (iii) indelible ink set (with stopper having been secured on the phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation);
- (iv) Self-inking pads;
- (v) The metal seal of the Presiding Officer;
- (vi) The rubber stamp bearing the distinguishing mark of the polling station;
- (vii) The arrow cross-mark rubber stamps for marking ballot papers; and
- (viii) Cup for setting the indelible ink.

All the other items, if any, should be packed into the fourth packet.

Each of the eight smaller covers/packets to be included in the first packet marked “Statutory Covers” should be sealed. But the other smaller covers/packets containing various non-statutory papers and items of election materials to be included in the second, third and fourth packets marked “ Non-Statutory Covers “ may be prepared separately but need not be sealed in order to save time. All these unsealed covers should simply be placed in the respective bigger covers along with a check memo signed by the Presiding Officer. These three bigger packets need not be sealed but may be properly secured by means of pins or thread so that the contents may be checked at the receiving centres. The first packet marked “Statutory Covers” should, however, be sealed by the Presiding Officer after checking of the contents at the receiving centre.

SPECIAL INSTRUCTIONS TO POLLING PERSONNEL

1. Contact your Sector Officer.
2. Get yourself thorough about the following aspects of ballot box
 - (i) Opening
 - (ii) Closing at various stages
 - (iii) Insertion of paper seal
 - (iv) Strengthening of paper seal with padding of card-boards
 - (v) Securing of two top corners of the card-board to the paper seal and to the inner side of the lid of the ballot box by sealing wax.
3. Have a free and frank discussion with your Sector Officer.

RECEIVING OF MATERIALS

1. Check-up each and every item with the check list.
2. Operate each ballot box and ensure that they are in good working condition.
3. Compare and ensure that the two copies of electoral rolls relate to your polling station.
4. Ensure that the ballot papers supplied to you relate to your polling station and that the required number has been supplied.
5. Ensure that the indelible ink bottle supplied to you is at least three-fourths full;
6. Ensure that the distinguishing mark relates to your polling station; and
7. Ensure that the stamp pads are properly inked and that the rubber cross marks of the marking stamps for voting have been firmly nailed.

AT THE POLLING STATION ON PRE-POLL DAY

1. Ensure that all the staff have reached the polling station;
2. Inspect the polling station and premises within 100 meters;
3. Ensure that sufficient furniture, lights, drinking water and water for fire extinguishing purposes are there;
4. Giving training to Polling Officers;
5. Enquire with each Polling Officer about food requirements and intimate to the Sector Officer;
6. Impress on each Polling Officer that he/she will not be allowed to leave the polling station on the poll day for taking refreshment/food;
7. Prepare the polling station and materials required for polling;
8. Affix the distinguishing mark of your Polling Station on the back of each ballot paper and its counterfoil at the top right hand corner;
9. Separate all the covers into three bundles as stated in the “Procedure to be adopted by the Presiding Officer for returning election materials after the end of the poll”;

10. Write address on all the covers;
11. Affix the metal seal at the bottom and central points on the covers required to be sealed to minimise the sealing work after the poll is over. Keep only the closing side open;
12. Read out all the instructions in the Hand-book for Presiding Officers and other instructions given by the Returning Officer;
13. Ensure separate entrance and exit for voters at Polling Station; and
14. Display outside your Polling Station:
 - (i) A notice specifying the polling area;
 - (ii) A copy of the List of Contesting Candidates;

On the Poll Day

1. Rise up early morning and check up your watch again and adjust it to Indian Standard Time;
2. Refresh the 'Hand-book for Presiding Officer';
3. Ask the Polling Agent to make the declaration in your presence. Then issue them with admission card and get them seated in the proper places;
4. Prepare the ballot papers. Sign your name in full on the back of each ballot paper and keep two or three bundles ready for issue to voters. Don't sign at the back of counterfoils;
5. Prepare the ballot box at 7.30 A.M.;
6. Put inside the Box an Addressed Tag duly filled;
7. Addressed Tag outside the Box will show the serial number of box and the total number of Ballot Boxes used;
8. Put the distinguishing mark seal on the green background of paper seal. Put a dash and then add the serial number of box;
9. Take signature of polling agents and put your signature on white surface of paper seal;
10. Allow every candidate or his agent to take note of serial numbers of paper seal;
11. Read out aloud the declaration prescribed before commencement of the poll;
12. Show the polling agents and others present that the marked copy of the electoral roll does not contain entries other than the PB/EDC;
13. Announce aloud the first and last serial numbers of the ballot papers supplied to the Polling Station;
14. Start the polling exactly at 8 A.M.;

15. As the ballot papers will be supplied to you in bundles of 50 or less, it will not be possible to shuffle individual ballot papers. It would be enough, if the first three or four bundles of ballot papers are shuffled and bundles used at random and not in consecutive serial number;
16. Follow the procedure in the “Hand-book for Presiding Officers” in respect of each item of work;
17. Prepare statistics regarding number of votes polled (men and women separately) at 10.00 A.M., 12 noon, 2.00 P.M. and 4.00 P.M. to be handed over to the Sector Officer who will be coming to receive the same;
18. Prepare materials to write Presiding Officer’s Diary from the beginning of the poll; and
19. While leaving the polling station, ensure that no election material is left out at the Polling station. Before leaving the polling station sort out all the covers into **three** bundles as directed and tie it firmly with twine. The **fourth** bundle should contain all the unused stationery articles which may be kept in the gunny bag. If you pay your attention correctly in this aspect, you can deliver the items at the reception centre **without any confusion and waiting.**

APPENDIX – A

**PROFORMA FOR DECLARATION TO BE SUBMITTED BY THE PUBLISHER OF
ELECTION POSTERS, PAMPHLETS ETC.**

[See Section 30 of Pondicherry Municipalities Act, 1973]

I,son/daughter/wife of
..... resident of
(village/town) (district)
..... hereby declare that I am the publisher of
..... (give brief particulars of election poster, pamphlet, etc.) being printed by
..... (name of printing press).

Place:

Date :

(Signature of Publisher)

Full Address

.....

Attested by (person personally known to publisher)

1.

Signature
(Name and address)

2.

Signature
(Name and address)

Countersigned by

Signature
(Name and address of Printer)

APPENDIX - B

PROFORMA FOR SUBMISSION OF INFORMATION REGARDING PRINTING OF ELECTION POSTERS, PAMPHLETS etc.

1. Name and address of printer :

2. Name and address of publisher :

3. Date of the printing order of
the publisher :

4. Date of the declaration of the
publisher :

5. Brief particulars of election
poster, pamphlet, etc. :

6. Number of copies of the
above document printed :

7. Date of Printing :

8. Printing charges (including cost
of paper) being charged from
the publisher in respect of the
above document :

Place:

Signature of the Printer

Date :

(Seal of the Printer)

LIST OF MATERIAL REQUIREMENTS PER POLLING STATION

Sl. No.	Material	Purpose	Scale of supply for two simultaneous Municipal Elections
(1)	(2)	(3)	(4)
For setting up the Polling Stations:			
1.	Furniture	For seating polling personnel, polling agents, for setting up 2 voting compartments and for placing ballot boxes.	As required
2.	Voting compartments	To ensure secrecy of voting	2
3.	Lanterns/Candles	For use in case of power failure	
4.	Electoral roll	To note down ballot paper numbers in marked copy and reserve copy is for reference.	<div style="display: flex; align-items: center;"> { <div> Marked copy ..1 Reserved copy..1 Total ..2 </div> </div>
5.	Ball point pen	To mark on the electoral rolls and for signing by voters on the counterfoils of ballot papers	
6.	Ballot boxes	To cast votes in	1
7.	Paper seal	To act as seal to indicate whether the ballot box has been tampered with or not	-do- + Extra 3
8.	Cardboard strip	To be placed below the paper seal to strengthen it	<div style="display: flex; align-items: center;"> { <div> 1 strip of 16.5x20.3cm. + Extra 1. </div> </div>
9.	Gum Paste	For pasting	1 tube
10.	Sealing wax	For sealing ballot boxes and covers	150 gm.
11.	Candles	-do-	1 box
12.	Match box	-do-	1 box
13.	Label	To be pasted inside and outside the ballot box for identification of the elections and polling station	3
14.	Address tag	To indicate polling station particulars, the polled ballot boxes	3

(1)	(2)	(3)	(4)
15.	Thin wire	For securing the ballot boxes before and after poll	2
16.	Polythene cover	To wrap the ballot box to protect it from rain	1
17.	Metal seal	For sealing the ballot box	1
18.	Canvas bag	For placing the ballot box inside	1
19.	Tape or ribbon	For securing the ballot box by passing it on all sides	2
20.	White twine	For tying and stitching	1
21.	Binding needle	For stitching gunny bags and canvas bag	1
22.	Gunny bags	For keeping the sealed ballot boxes and polling materials.	1
23.	Ballot papers	To cast votes	
24.	Rubber stamp bearing the distinguishing mark of the polling station	To stamp the reverse side of the ballot paper to establish the identity of the polling station	1
25.	Metal ruler	For detaching the ballot paper from the counterfoil	1
26.	Self-inking stamp pad (purple)	To ink the arrow cross mark for getting the Thumb-impression of the voter	1
27.	Stamp and ink (purple)	For inking stamp pad	1
28.	Arrow cross mark	For the voters to mark his preference on the ballot paper	3
29.	Pusher	For pushing the ballot paper into the ballot box	1
30.	Indelible Ink Phial	For placing on voters finger tips	1 (5cc)
31.	Cup	For setting the indelible ink phial	1

(1)	(2)	(3)	(4)
32.	Cloth or waste cotton	For removing grease from the finger tips of voters	½ metre
33.	Pencil		1
Stationery for record purposes :			
34.	White paper		10 nos.
35.	Blotting paper		1 sheet
36.	Carbon paper		5 nos.
37.	Posters	(i) To indicate polling area	1 no.
		(ii) To indicate names of contesting candidates and their symbols	1 no.
		(iii) Way to polling booth	1 no.
		(iv) Polling Booth	1 no.
		(v) Way in	1 no.
		(vi) Way out	1 no.
		(vii) Marking Compartment	2 nos.
		(viii) Presiding Officer	1 no.
		(ix) Polling Officers	1 no.
		(x) Polling Agents	1 no.
		(xi) Assistant Presiding Officer	1 no.
38.	Badges	(i) For Presiding Officer	1 no.
		(ii) For Assistant Presiding Officer	1 no.
		(iii) For Polling Officers	3 nos.
		(iv) For Polling Agents	No. of candidates
39.	Passes	For Polling Agents	No. of candidates
40.	Hourly statistical data		1 no.

FORMS AND COVERS

Statutory Forms for Municipal Elections :

41.	Form 10	Appointment of polling agents
42.	Form 11	Revocation of appointment of polling agent

(1)	(2)	(3)	(4)
43.	Form 18	Declaration by the companion of blind or infirm voters	
44.	Form 19	List of blind and infirm voters	1 no.
45.	Form 20	List of challenged votes	1 no.
46.	Form 21	List of tendered votes	1 no.
47.	Form 22	Ballot paper account	10 nos.

Non-Statutory Forms for Municipal Elections :

48.	Declaration by Presiding Officer before the commencement of the poll during the poll and at the end of the poll	}	1 no.
49.	Presiding Officer's Diary		
50.	Paper Seal Account		1 no.
51.	Declaration of voters about their age and the list of such voters		5 nos.

Covers:

52.	Cover for unused ballot papers	1 no.
53.	Cover for counterfoils of used ballot papers	1 no.
54.	Cover for tendered ballot paper and list of tendered votes	1 no.
55.	Cover for unused and damaged paper seals	1 no.
56.	Cover for ballot paper account	1 no.
57.	Cover for paper seal account	1 no.
58.	Cover for marked copy of the electoral roll	1 no.
59.	Cover for reserved copy of the electoral roll	1 no.
60.	Cover for Presiding Officer's Diary	1 no.
61.	Cover for miscellaneous materials	1 no.

(1)	(2)	(3)	(4)
62.	Cover for list of challenged votes and receipt book		1 no.
63.	Cover for Declaration by the companion of blind and infirm voters		1 no.
64.	Cover for signed but unused ballot papers		1 no.
65.	Cover for any other cancelled ballot papers		1 no.
66.	Cover for appointment letters of polling agents		1 no.
67.	Cover for list of blind and infirm voters		1 no.
68.	Cover for declaration by the Presiding Officer before the commencement of the poll and at the end of the poll		1 no.
69.	Cover for declaration by the voters about their age		1 no.
70.	Cover for Ballot papers Cancelled/Voting procedure violated		1 no.
71.	Cover for the list of voters from whom declaration as to their age have been obtained /who have refused to make declaration as to their age	}	1 no.
72.	Cover for any other papers directed by Returning Officer to be kept in a sealed cover.		1 no.
Miscellaneous Polling Materials :			
73.	Gem Clips		
74.	Brown Packing Papers		
75.	Pins		
76.	Blade		
77.	Country twine		
78.	Hand-book for Presiding Officer		1 no.
79.	Waste paper basket		1 no.

**STATE ELECTION COMMISSION
PONDICHERRY**

ORDER OF APPOINTMENT OF PRESIDING OFFICER

Election of Councillor/Chairman of Municipal Council of

P.S. Code

In pursuance of Rule 6 of the Pondicherry Municipal Councils (Conduct of Election of Councillors) Rules 1974, I hereby appoint
as Presiding Officer in one of the Polling Stations in
Municipality of which the undersigned is the Returning Officer.

You should attend the training classes at

on

As per the directions of the State Election Commission of Pondicherry, the number and name of the Polling Station and place of duty will be made known to you only at the Distribution Centre indicated below where you have to report to the undersigned at 1.00 P.M. on the pre-poll day ie., on (.....day) without fail for collecting the ballot box and all other polling materials :

Distribution Centre :

I also enclose the following :

1. Handbook for Presiding Officers
2. Form-13
3. Special Instructions to Polling Personnel

Date:

Returning Officer

**STATE ELECTION COMMISSION
PONDICHERRY**

ORDER OF APPOINTMENT OF POLLING OFFICER

Election of

P.S. CODE

In pursuance of Rule 6 of the Pondicherry Municipal Councils (Conduct of Election of Councillors) Rules 1974, I hereby appoint
.....
as Polling Officer in one of the Polling Stations in theMunicipality of which the undersigned is the Returning Officer.

As per the directions of the State Election Commission of Pondicherry, the number and name of the Polling Station and place of duty assigned to you will be intimated at the Distribution Centre indicated below. You should report at the Distribution Centre by..... A.M. on the pre-poll day ie., on (.....day), to collect your order specifying the Polling station and then report at the Polling station not later than 4.00 P.M. on the pre-poll day without fail. The poll will be taken on..... (..... day)

Distribution Centre :

I also enclose Form-13.

Date:

Returning Officer

**FORM OF APPLICATION FOR THE ISSUE OF PERMIT TO PLY VEHICLE
ON POLL DAY**

From

To

The Returning Officer,
Ward No.....of.....Municipal
Council.

Dear Sir,

Ref.: Motor Vehicle- Application for permit to ply on poll day.
-o0o-

I request you for the grant of permit in respect of the motor vehicle, the particulars of which are given below to ply on poll day, i.e.,from 6.00 a.m. to 6.00 p.m.

I hereby declare that I have carefully examined the direction of the State Election Commission, Pondicherry, regarding the regulations of vehicular traffic and plying of vehicles on poll day and I agree to abide by the said directions and also by any other instructions or orders.

PARTICULARS

- | | |
|---|---|
| 1. Register number of the carriage | : |
| 2. Type of vehicle | : |
| 3. Name of the Registering Authority | : |
| 4. Name of the registered Owner | : |
| 5. Permanent address of the Owner | : |
| 6. Area within which it is proposed to be plied | : |

I request that the permit may kindly be issued in respect of the above motor vehicle to be valid from 6.00 a.m. to 6.00 p.m. on the poll day, ie.,

Yours faithfully,

Signature

Name and address:

P.T.O.

Sl. No.

Permit No.

NOT TRANSFERABLE

**PERMIT FOR PLYING OF MOTOR VEHICLE ON POLL DAY.....
FROM 6.00 a.m. TO 6.00 p.m.**

1. Number and name of the Ward of
Municipal Council :
2. Name of the candidate and workers in
whose favour the permit is issued :
3. Area for which the permit is valid :
4. Registration number of the vehicle :
5. Type of vehicle :

Returning Officer

.....Municipal Council

Letter of Complaint to the S.H.O. (Police)

To
The Station House Officer,

Sub.: Election to
of Impersonation at Polling Station
.....(number and name)
Date of Poll.....

Sir,

I am to report that Thiru, son
of Thiru and resident of
has challenged the identity of the person who is being handed over to
..... This person claimed to be
..... whose name appears at serial No.in Part
Noof the electoral roll ofward. He could not prove himself
to be this elector. In my opinion he is an imposter. I am to request you to take necessary
action as required under section 171-F of Indian Penal Code.

Yours faithfully,

Place:

Date:

Signature of Presiding Officer

Copy forwarded to the Returning Officer * forof

Signature of Presiding Officer

RECEIPT

The above letter and the person referred to therein were handed over to me at
..... (hour) on(date) by the Presiding Officer.

Signature

*Here insert ex-officio designation of the concerned Returning Officer.

APPENDIX – I

REGISTER FOR ACCOUNT OF ELECTION EXPENSES

1. Name of candidate :
2. Ward No. & Name of the Panchayat/Council :
3. Name of political party, if the candidate is a party candidate :
4. Date of filing nomination :
5. Date of declaration of result :

DECLARATION

I, a candidate at the above election do hereby declare that

- 1) I/My election agent kept a separate and correct account of all expenditures in connection with the above election incurred or authorised by me or my election agent between the date of my nomination and the date of declaration of the result thereof, both days inclusive.
- 2) The said account was maintained in the Register furnished by the Returning Officer for the purpose and the said Register itself is annexed hereto with the supporting vouchers/bills mentioned in the said account.
- 3) The account of my election expenditure as annexed hereto includes all items of election expenditure incurred or authorised by me or by my election agent and nothing has been concealed or withheld/suppressed therefrom.

Encl.: Register with vouchers/bills.

Signature of Candidate.

ACKNOWLEDGEMENT

The account of the election expenses in respect of
(name of ward and name of local body) result of which was declared on (date)
has been filed by him/on his behalf on(date) has been received by me
to-day, the(date) of(month).....(year).

Returning Officer

APPENDIX II

REGISTER FOR ACCOUNT OF ELECTION EXPENSES

[illegible]

Total Rs.....

Signature of Candidate

PRESIDING OFFICER'S DIARY

Name :

Number and name of the Ward :

Polling Station No. :

1) Date of Poll :

2) Whether located in-

a. Government or Quasi-Government Building :

b. Private building :

c. Temporary structure :

3) Number of polling officers recruited locally :

4) Appointment of polling officer made in the absence of duly appointed polling officer if any, and the reasons for such appointment :

5) Number of ballot boxes used :

6) Number of paper seals used :

7) Number of polling agents and the number who arrived late :

8) Number of candidates who appointed Polling agents at the polling station :

9) Number of ballot papers issued :

a. According to marked copy of electoral roll :

b. Number of ballot paper actually issued at the polling station :

Signature of Assistant Presiding Officer
and Second Polling Officer.

10) Number of electors – Men Women Total

a. Allotted to the polling station :

b. Actually voted :

c. Percentage of voting :

	Number Allowed	Number Rejected	Amount Forfeited
11) Challenged votes :			
12) Number of voters who voted on production of election duty certificate :			
13) Tendered votes – Total number :			
14) Voting by blind or infirm voters – Total Number :			
15) Whether it was necessary to adjourn poll and if so, reasons for such adjournment :			
16) (a) Actual time of commencement of poll:			
(b) Actual time of close of poll :			
(c) Number of votes cast-			
From commencement of poll :			
Up to 10 A.M. :			
From 10.00 A.M. to 12.00 Noon :			
From 12.00 Noon to 2.00 P.M. :			
From 2.00 P.M. to 4.00 P.M. :			
From 4.00 P.M. to close of poll :			
(d) Number of voters waiting at the closing hour :			
17) Electoral Offence (Details may be given separately in blank sheet) Number of cases of –			
(a) Canvassing within one hundred metres of a polling station :			
(b) Impersonation of voters :			
(c) Fraudulent defacing, destroying or removal of a list or notice or other document at a polling station :			
(d) Bribing of voters :			
(e) Intimidation of voters (and other persons) :			
(f) Disorderly conduct :			
(g) Misconduct :			

- 18) Serious complaints, if any, made by the
Candidate :
- 19) Number of cases of breach of law and order :
- 20) Mistakes and irregularities committed :
- 21) Interesting incidents :

Date:

Signature of Presiding Officer

**APPLICATION FOR REFUND OF DEPOSIT MADE UNDER RULE 12 OF THE
PONDICHERRY MUNICIPAL COUNCILS (CONDUCT OF ELECTION OF
COUNCILLORS) RULES, 1974
(By a candidate)**

From

Name :

Address:

.....

To

The Returning Officer,
Election to Ward No..... of the Municipal Council
of

Sub.: Return of deposit under rule 12 of the Pondicherry Municipal Councils
(Conduct of Election of Councillors) Rules, 1974.

Sir,

- 1) I was a candidate for election of member to Ward No.....of the Municipal Council of
- 2) I made a deposit of Rs.....for that election vide receipt No dated
- 3) My nomination paper was accepted/rejected by the Returning Officer.
- 4) I withdrew/did not withdraw my candidature in time.
- 5) I was/was not elected and secured/did not secure more than one-sixth of the total number of the valid votes polled in the election.
- *6) I did not stand as a candidate at the election from any other wards, in the Municipal Council.
- *7) I stood as a candidate at the election of member to wardof the Municipal Council.
- *8) I have not applied for the return of my deposit in any of these other wards, the deposits made in these wards may be forfeited.
- *9) I request that the deposit referred to in paragraph 2 may be returned to me.
- *10) I hereby declare that all the statements made in this application are true to my knowledge.

Yours faithfully,

Date:

Place:

*Applicable for candidates for election of members.

Signature of candidate

**APPLICATION FOR REFUND OF DEPOSIT MADE UNDER RULE 12 OF THE PONDICHERRY
MUNICIPAL COUNCILS (CONDUCT OF ELECTION OF COUNCILLORS) RULES, 1974**

(By a depositor when he is not the candidate)

From

Name :

Address:

.....

To

The Returning Officer,
Election to Ward No.....of the Municipal Council
of

Sub.: Return of deposit under rule 12 of the Pondicherry Municipal Councils
(Conduct of Election of Councillors) Rules, 1974.

Sir,

- _____
- 1) Thiru/Tmt./Selvi (Name of the Candidate)
was a candidate for election of member to wardof
Municipal Council.
 - 2) On behalf of the said candidate, I made a deposit of Rs.....for that
election in thevide receipt No..... dated
 - 3) His/Her nomination paper was accepted/rejected by the Returning Officer.
 - 4) He/She withdrew/did not withdraw his/her candidature in time.
 - 5) He/She was/was not elected and secured/did not secure more than one-sixth of the
total number of the valid votes polled in the election.
 - *6) He/She did not stand as a candidate at the election from any other ward in the
Municipal Council.
 - *7) He/She stood as a candidate at the election of member to wardof the
.....Municipal Council.
 - *8) No application has been made for the return of the deposits, made in any of these
Wards,may be forfeited.
 - *9) I request that the deposit referred to in paragraph 2 may be returned to me.
 - *10) I hereby declare that I have verified all the statements made in this application, and
they are true to my knowledge.

Yours faithfully,

Place:

Date :

Signature of the applicant

I,the above mentioned candidate at the election of member to ward
.....of.....Municipal Council hereby certify that the
statements contained in paragraph 2 to 8 of this application are true to my knowledge.

Yours faithfully,

Place:

Date:

Signature of the candidate

* Applicable for candidates standing for election of members.

**APPLICATION FOR REFUND OF DEPOSIT MADE UNDER RULE 12 OF THE
PONDICHERRY MUNICIPAL COUNCILS (CONDUCT OF ELECTION OF
COUNCILLORS) RULES, 1974**

(By the Legal Representative of the Candidate)

From

Name :

Address:

.....

To

The Returning Officer,

Election to Ward No.....of the Municipal Council

of

Sub.: Return of deposit under rule 12 of the Pondicherry Municipal Councils
(Conduct of Election of Councillors) Rules, 1974.

Sir,

1. The latewas a candidate for election of member to ward No.....or the Municipal Council of
He/She died on theand I am his/her legal representative.
2. He/She made a deposit of Rs..... for that election vide receipt No.....
dated
3. His/Her nomination paper was accepted/rejected by the Returning Officer.
4. He/She withdraw/did not withdraw his/her candidature in time.
5. He/She was/was not elected and secured/did not secure more than one-sixth of the total number of the valid votes polled in the election.
- *6) He/She did not stand as a candidate at the election from any other wards, in the Municipal Council.
- *7) He/She stood as a candidate at the election of member to Ward No.....of theMunicipal Council.
- *8) No application has been made for the return of the deposits, made in any of these other wards, may be forfeited.
- *9) I request that the deposit referred to in paragraph 2 may be returned to me.
- *10) I hereby declare that all the statements made in this application, are true to my knowledge.

Yours faithfully,

Place:

Date :

Signature of the applicant

* Applicable for candidates standing for election of members.

FORM

Part – I

PAPER SEAL ACCOUNT

Record of paper seals used at Election as Councillors/Chairman.....

Polling Station Number.....

Serial Number of Ballot box used (1)	Serial Number of paper seal used (2)	Remarks (3)
1.		
2.		
3.		

Part – II

Account of Paper Seals

- | | | |
|----|--|--|
| 1. | Serial number of paper seals
supplied from Sl. No.....to
Sl. No..... | Signature of Polling Agents:
1..... |
| 2. | Total numbers supplied.....: | 2..... |
| 3. | Number of paper seals used: | 3..... |
| 4. | Number of unused paper seals returned
to Returning Officer (Deduct item 3 from
item 2) | 4..... |
| 5. | Serial number of damaged paper seals, if
any: | 5..... |

Date:

Signature of Presiding Officer

Place:

N.B.:- Parts I and II are parts of the same form and should be printed on the same sheet of paper. They should not be detached from each other.

RECEIPT

FOR CHALLENGE FEE

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

Office of the Presiding Officer for Polling
Station No.....of.....ward

Received a sum of Rs.2 (Rupees two only)
in cash from Shri.

.....
Candidate/Election Agent/Polling Agent
on account of deposit for challenge under
rule 42 of the Pondicherry Municipal
Councils (Conduct of Election of
Councillors) Rule, 1974.

Date: **Presiding Officer**

Forfeited to Government

Presiding Officer

Received back the amount of Rs.2
(Rupees two only) under rule 42 (5) of the
Pondicherry Municipal Councils (Conduct
of Election of Councillors) Rule, 1974.

Date: **Name and Signature of
Candidate/Election
Agent/Polling Agent**

RECEIPT

FOR CHALLENGE FEE

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

Received a sum of Rs.2 (Rupees two only)
in cash from Shri.....

.....
Candidate/Election Agent/Polling Agent
on account of deposit for challenge under
rule 42 of the Pondicherry Municipal
Councils (Conduct of Election of
Councillors) Rule, 1974.

Date: **Presiding Officer for
Polling Station No.....
of.....**

FORMAT FOR SPECIMEN SIGNATURES OF CANDIDATES AND THEIR ELECTION AGENTS

Election of { Councillor of Ward No.of.....Municipal Council
Chairman ofMunicipal Council

The specimen signatures of contesting candidates and their Election Agents are given below for the purpose of verification of their signatures by the Presiding Officer in the letter of appointment of polling agents at the time of poll:

Name of the Contesting Candidate	Specimen Signature	Name of his/her Election Agent	Specimen Signature
1. Shri/Smt./Ms./ (Candidate No.1)	Shri/Smt./Ms./
2. Shri/Smt./Ms./ (Candidate No.2)	Shri/Smt./Ms./
3. Shri/Smt./Ms./ (Candidate No.3)	Shri/Smt./Ms./
4. Shri/Smt./Ms./ (Candidate No.4)	Shri/Smt./Ms./
5. Shri/Smt./Ms./ (Candidate No.5)	Shri/Smt./Ms./
6. Shri/Smt./Ms./ (Candidate No.6)	Shri/Smt./Ms./
7. Shri/Smt./Ms./ (Candidate No.7)	Shri/Smt./Ms./
8. Shri/Smt./Ms./ (Candidate No.8)	Shri/Smt./Ms./
9. Shri/Smt./Ms./ (Candidate No.9)	Shri/Smt./Ms./
10. Shri/Smt./Ms./ (Candidate No.10)	Shri/Smt./Ms./
11. Shri/Smt./Ms./ (Candidate No.11)	Shri/Smt./Ms./
12. Shri/Smt./Ms./ (Candidate No.12)	Shri/Smt./Ms./
13. Shri/Smt./Ms./ (Candidate No.13)	Shri/Smt./Ms./
14. Shri/Smt./Ms./ (Candidate No.14)	Shri/Smt./Ms./
15. Shri/Smt./Ms./ (Candidate No.15)	Shri/Smt./Ms./

Place:

Date:

(Seal)

Signature
Returning Officer

Register of Postal Ballot Papers issued to persons drafted for election duty

[illegible]

STATE ELECTION COMMISSION
Pondicherry

No.SEC/1-31/Civic Elec/2002

Dated 22.05.2002.

DOs

1. Do familiarize yourself with the constitutional and legal provisions relating to elections.
2. Do check up the latest Delimitation Order relating to your ward.
3. Do make it a point to go through the electoral roll of your ward and have it checked up.
4. Do check up your name and the particulars in the current electoral roll well before deciding to stand for election.
5. Do check up that you are qualified to stand for election.
6. Do check up that you are not disqualified from standing for election.
7. Do check up the nomination form to ensure that it is in the prescribed form.
8. Do present the nomination paper personally or send it through your proposer.
9. Do collect the receipt for the nomination paper.
10. Do make it a point to attend the scrutiny of nominations personally.
11. Do check up that your name appears in the list of valid nominations, if your nomination has been accepted.
12. Do check up that your name is correctly entered in the list of validly nominated candidates.
13. Do check up your name and other particulars in the list of contesting candidates, if you have not withdrawn your candidature.
14. Do find out the hours of poll notified.
15. Do appoint your election agent in the proper form and well in time.
16. Do check up that your election agent is not disqualified for voting at election.
17. Do get a copy of the list of polling stations and check it up.
18. Do appoint polling agents in proper form for each and every polling station well in time.
19. Do provide copies of electoral roll to your polling agents.
20. Do appoint counting agents in proper form for each and every counting table and one extra agent well in time.
21. Do make it a point to attend counting personally.
22. Do get the prior written permission of the owner for the use of his building, compound wall etc., for election propaganda.
23. Do follow the instructions issued from time to time.
24. Do report immediately to the concerned authorities or the Returning officer the instances which have come to your knowledge about the publication of election pamphlets or posters in contravention of laws in force.
25. Do report the instances of violations of the Model Code of Conduct that have come to your notice for necessary remedial or punitive action.
26. Do maintain proper accounts about election expenses from the date of your nomination as a candidate to the date of election.

DON'Ts

1. Don't present the nomination paper through any person other than yourself or your proposer.
2. Don't present nomination paper on a public holiday.
3. Don't present the nomination paper before or after the specified hours fixed for the purpose.
4. Don't present more than four nomination papers.
5. Don't present the nomination paper to any person other than the Returning Officer or the authorized Assistant Returning Officer.
6. Don't forget to make the required deposit in cash with the Returning Officer or to enclose with the nomination paper a receipt showing that the said sum has been deposited on your behalf in the Bank operating Government account.
7. Don't issue identity slips bearing your name or your symbol or containing any extortion to voters to vote you or your party.
8. Don't make any gift or offer or promise of gratification to any person to induce another to stand or not to stand as a candidate or to withdraw or not to withdraw his candidature or to vote or refrain from voting at the election or for having so stood or not having stood for having withdrawn or for not having withdrawn his candidature or for having voted or refrain from voting.
9. Don't interfere directly or indirectly or attempt to interfere with the free exercise of the electoral right of any person.
10. Don't appeal to voters to vote or refrain from voting on grounds of religion, race, caste, or community or language..
11. Don't make use of, or appeal to, religious symbols or National symbols.
12. Don't promote or attempt to promote feelings of enmity or hatred between different classes of citizens on grounds of religion, race, caste, community or language.
13. Don't publish false statements in regard to personal character and conduct of any candidate or in relation to the candidature or withdrawal of any candidate.
14. Don't hire or procure vehicles for the conveyance of voters to and from the polling stations.
15. Don't incur or authorize expenditure in connection with elections beyond the maximum limit prescribed for your election.
16. Don't procure the support of Government Servants.
17. Don't indulge in misconduct at polling stations.
18. Don't induce disorderly conduct in or near the polling station.
19. Don't hold public meetings in the polling area any time during 48 hours before the time fixed for the conclusion of the poll.
20. Don't create disturbances at election meetings.
21. Don't canvass in or near polling stations on the date or dates of poll.
22. Don't print or publish election pamphlets or posters without giving on their face details of the printer and publisher and without declaring the identity of the printer and publisher and sending copies of the declaration to the Additional District Magistrate, if printing is in the Capital of the Union Territory of Pondicherry and to the Sub-Divisional Magistrates concerned in case of printing in Karaikal, Mahe and Yanam regions.
23. Don't destroy fraudulently any nomination paper or any list, notice or document affixed by or under the authority of the Returning Officer.
24. Don't destroy any ballot paper or make any marks on the ballot paper or any declaration of your identity. Don't put into the ballot box anything other than your ballot paper (Applicable to Polling Stations where ballot boxes are used).
25. Don't destroy, take out or otherwise interfere with any ballot box or ballot paper.
26. Don't use loudspeaker, static or mobile, between 10 p.m. and 6 a.m.
27. Don't deface public property.
28. Don't publish any statement or have it published with your consent or the consent of your election agent which is false or you believe to be false or do not believe to be true in relation to the personal character and conduct of any candidate, or in relation to the candidature or withdrawal of any candidate, being a statement reasonably calculated to prejudice the prospects of that candidate in election.
29. Don't threaten any candidate or any elector or any person with any kind of act including social ostracism and ex-communication or expulsion from any caste or community.

30. Don't induce or attempt to induce a candidate or an elector to believe that he or any person in whom he is interested will become or will be rendered the object of divine displeasure or spiritual censure.
31. Don't abet the offence of personation at an election.
32. Don't forget to lodge the election account with the Returning Officer within 30 days of the election, regardless of the fact whether you are elected or not.

(N. Rajasekhar)
State Election Commissioner.

To

The Returning Officers for enforcement.

They are requested to supply a copy of this Dos and Don'ts to the candidates at the time of filing nominations.

Acknowledgement for Municipal Election

Received the following items from Returning Officer, ward No.....of Municipal Council of.....immediately after filing nomination for Councillorship/Chairmanship.

1. Receipt for nomination paper and notice of scrutiny;
2. Notice of allotment of symbol;
3. Form 8 for appointment of Election Agent;
4. Letter to the candidate inviting his attention to the Pondicherry Local Bodies Elections (Supplemental and Incidental Provisions with regard to nomination of candidature) Order, 2001 along with Proforma and Affidavit regarding conviction, if any (Order No. 1-3/SEC/Elections/2001 dated 21-8-2001);
5. The Pondicherry Local Bodies Elections (Fixation of Ceiling on Election Expenses) Order, 2001 along with register for maintaining accounts of daily expenses containingpages serially and consecutively numbered and certified by Returning Officer (Order No. 1-1/SEC/Elections/2001 dated 20-8-2001);
6. Format for specimen signatures of candidates and their election agents;
7. Model Code of Conduct (Order No. SEC/1-2/Election/2001 dated 21-8-2001);
8. Restriction on printing of pamphlets, posters etc. (Order No. SEC/1-1/2001/428 dated 20-9-2001);
9. The Pondicherry Open Places (Prevention of Disfigurement) Act, 2000;
10. Notice to candidates intimating penal provisions in election laws.
11. Dos and Don'ts to the candidates.

Place:
Date :

**Name & Signature of nominated
Candidate**

ELECTION DUTY CERTIFICATE

Certified that
is an elector in the ward No. of
..... Municipal Council, his electoral
roll number being that by reason of being on election duty he is
unable to vote at the polling station where he is entitled to vote and that he is,
therefore, hereby authorised to vote through postal ballot paper.

Place:

Date :

Returning Officer

