

FORM – 1

NOTICE OF ELECTION

[See rule 10(3)]

Notice is hereby given that –

(1) an election is to be held of a councillor to ward No..... of the Municipal Council of

(2) nomination papers may be delivered by a candidate or his proposer to the Returning Officer or to Assistant Returning Officer at between 11-00 a.m. and 3-00 p.m. on any day (other than a public holiday) not later than the.....;

(3) forms of nomination paper may be obtained at the place and times aforesaid.

(4) the nomination papers will be taken up for scrutiny at
..... on at

(5) notice of withdrawal of candidature may be delivered by a candidate or his proposer to either of the officers specified in paragraph (2) above at his office before 3-00 p.m. on the;

(6) in the event of the election being contested the poll will be taken on
between the hours of and

Place :

Date :

Returning Officer

FORM-2
NOMINATION PAPER
[See rule 11]

ELECTION TO THE MUNICIPAL COUNCILS OF THE UNION TERRITORY OF PONDICHERY

I nominate as a candidate for the election of *Councillor to the Ward No.....of the Municipal Council of/Chairman of the Municipal Council of

* strike out whichever is not applicable

Candidate name :

His postal address :

His name is entered at Sl. No..... in Part No..... of the electoral roll for the Ward No.....of the Municipal Council of

My name isand it is entered at Sl. No.....in Part No.....for the electoral roll for Ward No.....of the Municipal Council of

Date :

Signature of Proposer

I, the above mentioned candidate, assent to this nomination and hereby declare:-

(a) that I have completed.....years of age and that I am a citizen of India;

* (b) that I am sponsored at this election by theparty

* (c) that the symbols I have chosen are, in order of preference in respect of election to Chairman of Municipal Councils

(i)..... (ii)..... and (iii).....

* I further declare that I am a member of the.....caste which is a Scheduled Caste of the Union Territory of Pondicherry.

Date:

Signature of the candidate

* Score out this paragraph, if not applicable,

Note: It should be clearly understood under the provisions to section 12A(1)(b) of the Pondicherry Municipalities Act, 1973 that :-

(i) A person who contests for election as a councillor shall not be eligible to contest for election as Chairman.

(ii) No councillor shall be eligible for election as Chairman.

(To be filled by the Returning Officer)

Serial No.....of nomination paper.....

This nomination was delivered to me at my office at (hours) on (dated)
by the * candidate/proposer.

Date :

Returning Officer

Decision of Returning Officer accepting or rejecting the nomination paper.

I have examined his nomination paper in accordance with rule 14 of the Pondicherry Municipal Councils (Conduct of Election of Councillors) Rules, 1974 and decide as follows;

Date:

Returning Officer

*Score out the word not applicable

Receipt for nomination paper and notice of scrutiny
(To be handed over to the person presenting the nomination paper)

Serial No.of nomination paper.....

The nomination paper ofa candidate for election
to the Ward No.....of the Municipal Council ofwas delivered to me at my
office at(hours) on.....(date) * by the candidate/proposer.

All nomination papers will be taken up for scrutiny at(hour) on (date) at
.....(place).

Date:

Returning Officer

* Score out the words not applicable.

FORM – 4
LIST OF VALIDLY NOMINATED CANDIDATES
(See rule 15)

Election to the *

Serial Number (1)	Name of Candidate (2)	Name of ** father/husband (3)	Address of candidate (4)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Place:

Date :

Returning Officer

* Appropriate particulars of the election to be inserted here.

** Strike off the inappropriate alternative.

FORM – 5

NOTICE OF WITHDRAWAL

[See rule 16(1)]

Election to *

To

The Returning Officer,

I,.....a candidate nominated at the above election do hereby give notice that I withdraw my candidature.

Place:

Date :

Signature of candidate

This notice was delivered to me at my office at..... (hours) on.....(date) by.....(name of the ** candidate/proposer)

Date :

Returning Officer

RECEIPT FOR NOTICE OF WITHDRAWAL
(To be handed over to the person delivering the notice)

The notice of withdrawal of candidature bya candidate at the election towas delivered to me by the ** candidate/proposer at my office at(hours) on.....(date).

Date :

Returning Officer

* Appropriate particulars of the election to be inserted here.

** Score out the word not applicable.

FORM - 6

NOTICE OF WITHDRAWAL OF CANDIDATURE
[See rule 16(3)]

Election to

Notice is hereby given that the following ** candidate/candidates at the above election withdrew
 ** his candidature their/candidature today.

Date:

Returning Officer

[illegible]

* Appropriate particulars of the election to be inserted here.

** Strike off the in appropriate alternative.

Date :

Returning Officer

FORM – 7

LIST OF CONTESTING CANDIDATES [See rule 19(1)]

Election to *

Serial No.	Name of candidate	Address of candidate	Symbol allotted
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

* Appropriate particulars of election to be inserted here.

Place:
Date

Returning Officer

FORM – 8

APPOINTMENT OF ELECTION AGENT
[See rule 24 (1)]

Election to the *

To

The Returning Officer,

I,.....of.....
a candidate at the above election do hereby appoint
ofas my election agent from this
day at the above election.

Place:

Date :

Signature of candidate

I accept the above appointment.

Place:

Date :

Signature of Election Agent

* Appropriate particulars of election to be inserted here.

FORM - 9

REVOCATION OF APPOINTMENT OF ELECTION AGENT

[See rule 24 (3)]

Election to the*

To

The Returning Officer,

I,.....a candidate at the
above election, hereby revoke the appointment of.....my
election agent.

Place:

Date :

Signature of candidate

* Appropriate particulars of the election to be inserted here.

FORM – 10

*** APPOINTMENT OF POLLING AGENT**

[See rule 24 (4)]

Election to the ^{**}

I,[†] a candidate/the election agent of
.....who is a candidate at the above election do hereby
appointof..... as a polling agent to attend polling station
No..... at..... (place fixed for the poll)
at.....

Place:

Date : [†]**Signature of candidate/election agent**

I agree to act as such polling agent.

Place:

Date : **Signature of 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 [‡]section
26 of the Pondicherry Municipalities Act, 1973 which [†]I have read/has been read over to me.

Date: **Signature of polling agent**

Signed before me.

Presiding Officer

* To be handed over to the polling agent for production at the polling station or at the place fixed for the poll.

** Appropriate particulars of the election to be inserted here.

[†] Strike off the inappropriate alternative.

[‡] 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.

FORM – 11

REVOCATION OF APPOINTMENT OF POLLING AGENT
[See rule 24 (7)]

Election to the *

To

The Presiding Officer,

I, (the election agent of)
a candidate at the above election, hereby revoke the appointment of
my/his polling agent.

Place:

Date :

Signature of person revoking

* Appropriate particulars of the election to be inserted here.
N.B.-Omit the words marked () as necessary

FORM-13

Letter of intimation to Returning Officer for Postal Ballot
[See rule 33]

To

The Returning Officer for the Ward No.....
of the Municipal Council of.....

Sir,

I intend to cast my vote by post at the ensuing election to the Municipal
Council of from the Ward No.....

My name is entered at Sl. No..... in Part No..... of the electoral roll
for Ward No.....of the Municipal Council of

The ballot paper may be sent to me at the following address:

Yours faithfully,

Place:
Date :

FORM 13-A
(See rule 33(2))

To

The Returning Officer for the Ward No
of the Municipal Council of

Sir,

I intend to cast my vote in person in the ensuing election to the Municipal
Council of from the Ward No.....

My name is entered at Serial Numberin Part No.....of the
electoral roll for Ward No..... of the Municipal Council of
.....

I request that an Election Duty Certificate in Form 13-B may be issued to
enable me to vote at the polling station where I may be on duty on the polling day.
It may be sent to me at the following address :-

Place:

Date :

Yours faithfully,

FORM 13-B
(See rule 28A(1))

ELECTION DUTY CERTIFICATE

Certified that is an elector in
the Ward No.....his electoral roll number beingthat by
reason of his 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 authorized to vote at
any polling station in the said ward where he may be on duty on the date of poll.

Place:
Date:

Signature
Returning Officer

FORM-14
DECLARATION BY ELECTOR
[See rule 36 (1) (a)]

Election to the*

(This side is to be used only when the elector signs the declaration himself)

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number.....has been issued at the above election.

Date:

Signature of elector

Address :

Attestation of signature

The above has been signed in my presence by (elector)
who** is personally known to me/has been identified to my satisfaction by
(identifier) who is personally known to me.

Signature of identifier, if any

Address :

Signature of Attesting Officer

Designation :

Address :

Date :

(This side is to be used when the elector cannot sign himself)

I hereby declare that I am the elector to whom the postal ballot paper bearing serial numberhas been issued at the above election.

Date :

**Signature of Attesting Officer
on behalf of elector**

Address of Elector :

CERTIFICATE

I hereby certify that-

1. the above named elector** is personally known to me/has been identified to my satisfaction by..... (identifier) who is personally known to me;
2. I am satisfied that elector** is illiterate/suffers from (infirmity) and is unable to record his vote himself or sign his declaration;
3. I was requested by him to mark the ballot paper and to sign the above declaration on his behalf; and
4. The ballot paper was marked and the declaration signed by me on his behalf in his presence and in accordance with his wishes.

Signature of identifier, if any,

Address :

Signature of Attesting Officer

Designation :

Address :

Date :

* Appropriate particulars of the election to be inserted here.

** Strike off the inappropriate alternative.

FORM – 15

COVER

[See rule 36 (1) (b)]

A

NOT TO BE OPENED BEFORE COUNTING ELECTION
to the*

POSTAL BALLOT PAPER

Serial Number of ballot paper

* Appropriate particulars of the election to be inserted here.

FORM 16**Cover**

(To be used at an election to the Municipal Councils of the Union Territory of Pondicherry)
(See rule 36 (1) (c))

COVER B	[Every Officer under whose care or through whom a postal ballot paper is sent shall ensure its delivery to the addressee without delay-Rule 36 (3) of the Pondicherry Municipal Councils (Conduct of Election of Councillors) Rules, 1974]	SERVICE UNPAID
<p style="text-align: center;"><u>ELECTION - IMMEDIATE</u> <u>POSTAL BALLOT PAPER</u></p> <p style="text-align: center;">*For the Ward No.....of the Municipal Council of (NOT TO BE OPENED BEFORE COUNTING)</p> <p>Signature^{**} To of sender The Returning Officer</p>		

* Returning Officer to insert here the name of the appropriate
Ward No. of the Municipal Council

** Returning Officer to mention here his full postal address.

FORM – 17

INSTRUCTIONS FOR THE GUIDANCE OF ELECTORS

[See rule 36 (1) (d)]

Election to the*

The persons whose names are printed on the ballot paper sent herewith are candidates at the above election. If you desire to vote, you should record your vote in accordance with the directions given in Part-I below and then follow the instructions detailed in part-II.

PART-I-DIRECTIONS TO ELECTORS

1. The number of members to be elected is one.
2. You have only one vote.
3. You must not vote for more than one candidate. If you do, your ballot paper will be rejected.
4. Record the vote by placing, clearly, a mark opposite the name of the candidate to whom you wish to give that vote.
5. The marks should be so placed as to indicate clearly and beyond doubt to which candidate you have given your vote. If the mark is so placed as to make it doubtful to which candidate you have given the vote, that vote will be invalid.
6. An elector shall obtain the attestation of his signature on the declaration in Form-14 by a stipendiary magistrate or

(a) if he is a member of the armed forces of the Union or of an armed police force of a State but is serving outside that State, by such officer as may be appointed in this behalf by the Commanding Officer of the unit, ship or establishment in which the voter or her husband, as the case may be, is employed or if he is employed under the Government of India in a post outside India, by such officer as may be appointed in this behalf by the diplomatic or consular representative of India in the country in which such voter is resident;

(b) if he is on election duty by any Gazetted Officer or by the Presiding Officer of the Polling Station in which he is on election duty; and

(c) if he is under preventive detention, by the Superintendent of Jail in which he is under detention.

PART-II – INSTRUCTION FOR ELECTORS

(a) After you have recorded your vote on the ballot paper, place the ballot paper in the smaller cover marked 'A' sent herewith. Close the cover and secure it by seal or otherwise.

* Appropriate particulars of the election to be inserted here.

(b) You have then to sign the declaration in Form-14 also sent herewith in the presence of stipendiary magistrate or any other officer competent to attest your signature (see direction 6 above) Take the declaration to any such officer and sign it in his presence after he has been satisfied about your identity. The officer will attest your signature and return the declaration to you. You must not show your ballot paper to the attesting officer nor tell him how you have voted.

c) If you are unable to mark the ballot paper and sign the declaration your self in the manner indicated above by reason of illiteracy, blindness or other infirmity, you are entitled to have your vote marked and the declaration signed on your behalf by any officer referred to in item (b). Such an officer will at your request mark the ballot paper in your presence and in accordance with your wishes. He will also complete the necessary certificate in his behalf.

d) After your declaration has been signed and your signature has been attested in accordance with item(b) or item (c), place the declaration in Form-14 as also the smaller cover marked 'A' containing the ballot paper in the larger cover, marked 'B'. After closing the larger cover, send it to the Returning Officer by post or by the messenger. You have to give your full signature in the space provided on the cover marked 'B' but no postage stamp need be affixed by you.

e) You must ensure that the cover reaches the Returning Officer before p.m. on*

f) Please note that-

(i) If you fail to get your declaration attested or certified in the manner indicated above, your ballot paper will be rejected; and

(ii) If the cover reaches the Returning officer after*p.m. on the your vote will not be counted.

* Here specify the hour and date fixed for the commencement of counting of votes.

FORM -18

**DECLARATION BY THE COMPANION OF BLIND OR INFIRM
ELECTOR**

{ See rule 41 (1) }

Election to the ^{*}

No. and name of Polling Station:

I,son of
.....agedresident of [†]
..... hereby declare that-

(a) I have not acted as companion of any other elector at any
Polling Station today; and

(b) I will keep secret the vote recorded by me on behalf of ^{††}

Signature of Companion

^{*} Appropriate particulars of the election to be inserted here

[†] Full address to be given.

^{††} Name and electoral roll number of elector to be given.

LIST OF BLIND AND INFIRM VOTERS
[See rule 41 (2)]

No. and name of polling station:

[illegible]

Signature of Presiding Officer.

*Appropriate particulars of the election to be inserted here.

{See rule 42(2) (b)}

Election to the

Polling Station :

[illegible]

* Appropriate particulars of the election to be inserted here.

Place:
Date:

Signature of Presiding Officer

LIST OF TENDERED VOTES
{See rule 43 (2)}

Number and name of Polling Station:

[illegible]

Place:
Date:

Signature of Presiding Officer

FORM-22
[See Para 48(5)]

PART-I BALLOT PAPER ACCOUNT

Election to the *

Number and name of Polling Station :

	Serial numbers	Total numbers
1. Ballot papers received	..	
2. Ballot papers not used	..	
3. Ballot papers issued to voters	..	
4. Ballot papers cancelled	..	
5. Ballot papers used as tendered ballot papers	..	

Date:

Signature of Presiding Officer

PART-II RESULT OF COUNTING

Name of candidate	Number of valid votes cast
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Rejected ballot papers

Total No. of ballot papers found in the
Ballot box(es).. .. .

* Appropriate particulars of the election to be inserted here.

Date :

Signature of the Counting Supervisor

Signature of the Returning Officer

FORM-23
APPOINTMENT OF COUNTING AGENTS
[See rule 51 (5)]

Election to the *

To

The Returning Officer,

I, ** candidate/the election agent of
who is a candidate at the above election, do hereby appoint the following persons as my
counting agents to attend the counting of votes at

Name of the counting agent	Address of the counting agent
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

**Signature of ** candidate/
election agent**

** I/We agree to act as such counting agent/s.

Place :
Date :

****Signature(s) of counting agent(s)**

.....
.....
.....
.....

.....
.....
.....
.....
.....
.....

DECLARATION OF COUNTING AGENTS
(To be signed before the Returning Officer)

I/We hereby declare that at the above election I/We will not do anything forbidden by section 26[†] of the Pondicherry Municipalities Act, 1973 which ^{**}I/We have read/has been read over to me/us.

Date:

Signature of counting agent(s)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Signed before me.

Date : **Returning Officer**

^{*} Appropriate particulars of the election to be inserted here.

^{**} Strike off the inappropriate alternative.

[†]**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 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 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”.

FORM-24

REVOCATION OF APPOINTMENT OF COUNTING AGENT

[See rule 51(7)]

Election to the *

To

The Returning Officer,

I, (the election agent of) a candidate at the above election hereby revoke the appointments of my/his counting agent.

Place :

Date :

Signature of person revoking

* Appropriate particulars of election to be inserted here.

Note : Omit the words () as necessary.

FORM-26

RETURN OF ELECTION

[See rule 59 (1)]

Election to the *

Serial No.	Name of candidate	Number of valid votes polled
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Total number of valid votes polled:

Total number of rejected votes :

Total number of tendered votes :

I declare that(name) of
.....(address) has been duly elected to fill the seat.

Place:

Date :

Returning Officer

* Appropriate particulars of the election to be inserted here.

FORM 27

CERTIFICATE OF ELECTION

(See rule 60)

I, Returning Officer for Ward No. of the Municipal Council of
in the Union Territory of Pondicherry hereby certify that I have on theday of
.....200.....,declared Thiru.....
of..... have been duly elected by the said Municipal Ward to be the
Councillor of the Municipal Council and that in token thereof, I have granted to him this Certificate of Election.

Place :

Date :

Returning Officer

for Ward No. of the

Municipal Council of

FORM-27

CERTIFICATE OF ELECTION

(See rule 60)

I, Returning Officer for the Ward No. of the Municipal Council
of in the Union Territory of Pondicherry, hereby certify that I have on the
.....day of200....., declared Thiru/Tmt./Selvi
of..... to have been duly elected to the said Municipal Ward to be a Councillor
of the Municipal Council and that in token thereof I have granted to him/her this Certificate of Election.

Place:

Returning Officer

Date :

for the Ward No..... of the

SEAL

Municipal Council of

