

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

Election of { Member to Ward No..... of..... Village Panchayat
President ofVillage Panchayat
Member to Ward No..... of Commune
Panchayat Council

Sl.No., Ward No. and Name of Village Panchayat/Commune Panchayat 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 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 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 Agents declined to affix his/their signatures 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 { Member to Ward No..... of..... Village Panchayat
President ofVillage Panchayat.
Member to Ward No..... ofCommune
Panchayat Council

Sl.No., Ward No. and Name of Village Panchayat/Commune Panchayat 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 signature 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 paper seal so used.

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 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 signature are affixed below, an attested copy of each of the entries in the ballot paper account in Form 15.

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

Signature /Thumb-impression of the elector :

Father's /Mother's/Husband's name :

Name of Village Panchayat/Commune
Panchayat Council :

Part No. of electoral roll :

Serial No. of elector :

Date :

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

Date: **Signature of the Presiding Officer**.....

No. and name of Polling Station.....

.....

**APPOINTMENT OF COUNTING SUPERVISORS/
ASSISTANTS**

Election of { Member to Ward No..... of..... Village Panchayat
President ofVillage Panchayat.
Member to Ward No.....of Commune
Panchayat 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
.....(Hall No.).....on..... ata.m./p.m.
for the purpose of assisting me in the counting of votes at the said election.

Table No.

Counting Supervisor :

Counting Assistants :

1.

2.

Place:

Date:

Returning Officer

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

Election of { Member to Ward No..... of..... Village Panchayat
President ofVillage Panchayat.
Member to Ward No.....of Commune
Panchayat Council

Ward Number..... and Name of Polling Station.....

PART-I

List of voters from whom declarations 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.				

PART - II

List of electors who have refused to make declaration 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 the Presiding Officer

COUNTING CHECK-SLIP
(For Rejected Votes)

Date of Counting:

Place of counting:

1. Ward No..... of the.....Village
Panchayat ofCommune Panchayat
Council.
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 { **Member to Ward No..... of..... Village Panchayat**
President ofVillage Panchayat
Member to Ward No..... ..of..... Commune Panchayat Council

[illegible]

Returning Officer

PROFORMA FOR THE MAINTENANCE OF ACCOUNTS OF ELECTION EXPENSES

Name of the candidate:

Date of declaration of the result :

Contested from { Member to Ward No.....of..... Village Panchayat
President to Village Panchayat
Member to Ward No..... of..... Commune Panchayat Council

Date of expenditure	Nature of expenditure	Amount of Expenditure		Date of Payment	Name and address of payee	Sl. No. of voucher in case of payment made	Sl. No. of bill in case of an amount outstanding	Name and address of person to whom the amount outstanding is payable	Remarks
		Paid	Outstanding						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

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 Member of Ward No. of Village Panchayat/President to..... Village Panchayat/Member to Ward No.....of..... Commune Panchayat Council, result of which was declared onfiled 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 { Member of Ward No..... ofVillage
Panchayat
President ofVillage
Panchayat
Member of.....Commune Panchayat
Council

To

Thiru/Tmt/Selvi _____

_____ (Candidate's address)

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

Date:

Returning Officer

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

Election of { Member to Ward No.....of..... Village Panchayat
President ofVillage Panchayat
Member to Ward No..... of..... Commune Panchayat Council

Serial No. and Name of Village Panchayat/Commune

Panchayat Council

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. A separate report should be sent in respect of Member of Ward No. _____ of _____ Village Panchayat/President to _____ Village Panchayat/Member to Ward No. _____ of _____ Commune Panchayat Council.
2. The report should cover all contesting candidates, whether they have been elected or defeated at poll.
3. The Member to the Ward No. _____ of _____ Village Panchayat/President to _____ Village Panchayat/Member to ward No. _____ of _____ Commune Panchayat Council shall be spelt exactly in the same manner as in the Delimitation order. The names of the candidates shall be spelt as in the list of contesting candidates.
4. 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.
5. Returns lodged by candidates after the last date should also be examined and material defects, noticed therein, recorded in column (7).

REPORT ON THE ELECTION BY THE RETURNING OFFICER

Election of { Member to Ward No.....of..... Village Panchayat
 President ofVillage Panchayat
 Member to Ward No..... ofCommune
 Panchayat Council

1. Name of Village Panchayat/Commune Panchayat Council :
2. Date or dates of poll in the Village Panchayat/Commune Panchayat Council :
3. Number of polling parties deployed in the Village Panchayat/Commune Panchayat Council, composition of each party including Police or similar officers employed for maintaining order at the Polling Station :
4. (a) Total number of electors in the Village Panchayat/Commune Panchayat Council
 - (i) Men :
 - (ii) Women :
- (b) No. of electors in Part relating to Service Voters :
5. Names of candidates nominated :
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 :
10. Number of polling Stations located –
 - (i) in Government and Quasi –Government buildings ..
 - (ii) in Private Buildings ..
 - (iii) in temporary structures ..
 - Total ..

11. 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	:			
12. Date of issue of postal ballot papers to service voters	:			
13. Names of polling stations, if any, where poll was adjourned and re-poll was ordered and reasons for such adjournment or re-poll	:			
		Men	Women	Total
14. Number of electors who voted	:			
15. Number of persons who voted on production of election duty certificate	:			
16. Number of blind or infirm voters who voted with the help of companions	:			
17. Percentage of voters polled to total electorate	:			
18. Date and time of commencement of counting	:			
19. Number of valid votes polled by each contesting candidate	:			
20. No. of votes rejected	:			
21. Challenged votes – Total	:			
Number allowed	:			
Number rejected	:			
Amount forfeited	:			
22. Tendered votes - Total	:			
23. Date and time of declaration of result	:			
24. Number of polling Officers recruited locally	:			

25. Number of candidates-
 - (a) forfeited deposit :
 - (b) amount of deposit forfeited :
26. Number of candidates who were their own election agents :
27. Number of election agents appointed :
28. Number of polling agents appointed :
29. Number of candidates who appointed polling agents :
30. Number of counting agents appointed by candidates :
31. Number of ballot boxes used and types of ballot boxes used. :
32. Number of paper seals used, if any :
33. Number of indelible ink phials supplied to each polling party :
34. Number of electoral offences with their details –
Number of cases –
 - (a) disorderly conduct at election meetings :
 - (b) convening, holding or attending public meetings within the constituency on the polling date. :
 - (c) illegal hiring or procuring of conveyance for the transport of voters :
 - (d) canvassing within one hundred metres 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 :

35. Mistakes and irregularities committed by Presiding Officers :
36. Highest and lowest polling- polling station wise :
37. (a) Number 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) Number of slips issued at the closing hour of the poll :
38. Serious complaints, if any, made by the candidates :
39. Number of cases of breach of law and order :
40. Recounting of votes :-
- (i) Number of application received for recounting in part or *in toto* :
 - (ii) Number of applications allowed for recounting in part or *in toto* :
 - iii) Result before recounting and after recounting of votes. :
41. 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)? :
42. 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 :

43. Whether declarations have been made by all
the Presiding Officers before the commence-
ment of the poll and at the end of the poll as
necessary :

Place:

Date :

Returning Officer

Seal

ACKNOWLEDGMENT

I,acknowledge receipt of the Result
of Election in respect of my election to the Ward No..... of the.....
..... Village Panchayat/Commune Panchayat Council as a Member/President on
.....

Date:

Signature of the Returned Candidate

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

Place:

Date :

Signature of the Returning Officer
Designation:

Procedure to be adopted by the Presiding Officer for returning the election material 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 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 counterfoil 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 14B;
- (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 14B;
- (vi) the sealed cover containing the ballot papers cancelled for violation of voting procedure; and
- (vii) the sealed cover(s) containing other cancelled ballot papers,
- (viii) the sealed cover containing the list of challenged votes in Form 14A.

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 8;
- (iii) the covers containing the list of blind and infirm electors in Form 14 and the declarations of the companions, under rule 30(1);
- (iv) the cover containing the declaration 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; and
- (vii) The arrow cross-mark rubber stamps for marking ballot papers;
- (viii) Cup for setting the indelible ink.

All 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 centers. 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 distinguish 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 metres;
3. Ensure that sufficient furniture, lights, drinking water and water for fire extinguishing purposes are there;
4. Giving training to Polling Officers;
5. Enquire each Polling Officers 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 minimize 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 number 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. 4.00 P.M. and at the end of the poll 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;
19. While leaving the polling station, ensure that no election material is left out all 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 to this aspect, you can deliver the items at the reception centre **without any confusion and waiting**;

LIST OF MATERIAL REQUIREMENTS PER POLLING STATION

Sl. No. (1)	Material (2)	Purpose (3)	Scale of supply (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 style="font-size: 3em; margin-right: 10px;">{</div> <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 style="font-size: 3em; margin-right: 10px;">{</div> <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	6

(1)	(2)	(3)	(4)
14.	Address tag	To indicate polling station particulars, the polled ballot boxes	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 bags	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)

(1)	(2)	(3)	(4)
31.	Cup	For setting the indelible ink phial	1
32.	Cloth or waste cotton	For removing grease from the finger 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 :

41.	Form 8	Appointments of polling agents
42.	Form 13D	Declaration by companion of blind or infirm voters

(1)	(2)	(3)	(4)
43.	Form 14	List of blind and infirm voters	1
44.	Form 14A	List of challenged votes	1 no.
45.	Form 14B	List of tendered votes	1 no.
46.	Form 15	Ballot paper account	10 nos.

Non-Statutory Forms :

47.	Revocation of appointment of Polling Agents	1 no.
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 by 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.
62.	Cover for list of challenged votes and receipt book	1 no.

(1)	(2)	(3)	(4)
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 to

P.S. Code

In pursuance of Rule 8 of the Pondicherry Village and Commune Panchayat (Conduct of Election of Members of Commune Panchayat Councils and Presidents and Members of Village Panchayats) Rules 1978,

I hereby appoint,, as Presiding Officer in one of the Polling Stations inCommune Panchayat 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. Special Instructions to Polling Personnel
3. Form-11

Date:

Returning Officer

**STATE ELECTION COMMISSION
PONDICHERRY**

ORDER OF APPOINTMENT OF POLLING OFFICER

Election to.....

P.S. CODE

In pursuance of Rule 8 of the Pondicherry Village and Commune Panchayat (Conduct of Election of Member of Commune Panchayat Councils and Presidents and Members of Village Panchayats) Rules 1978,

I hereby appoint,, as Polling Officer in one of the Polling Stations in theCommune Panchayat 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 made intimated at the Distribution Centre indicated below. You should report at the Distribution Centre byA.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 same day without fail. The poll will be taken on (.....day)

Distribution Centre :

I also enclose Form-11.

Date:

Returning Officer

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

From

To

The Returning Officer,
Ward No..... ofVillage Panchayat
.....Commune Panchayat Council.

Dear Sir,

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

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 village panchayat/
Commune panchayat council/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

.....Village Panchayat

.....Commune Panchayat 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 bewhose name appears at
Serial No..... in Part No..... of the electoral roll of ward.
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 * for.....
of.....

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. Date of filing nomination :
4. 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 authorized 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 authorized by me or by my election agent and nothing has been concealed or withheld/suppressed therefrom.

Encl.: Register with vouchers/bills.

Signature of Candidate

.....Perforation.....

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 OF 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 persons 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
VILLAGE AND COMMUNE PANCHAYATS (CONDUCT OF ELECTION OF MEMBER OF
COMMUNE PANCHAYAT COUNCILS, PRESIDENT AND MEMBER OF VILLAGE
PANCHAYATS) RULES, 1978**

(By a candidate)

From

Name :

Address:

To

The Returning Officer,

Election of { Member to Ward No.....of..... Village Panchayat
President ofVillage Panchayat
Member ofCommune Panchayat Council
from Village Panchayat of

Sub.: Return of deposit under rule 12 of the Pondicherry Village and
Commune Panchayat (Conduct of Election of Member of Commune
Panchayat Councils, President and Members of Village Panchayats)
Rules, 1978

Sir,

1) I was a candidate for election of member to Ward No.....of the
.....village panchayat/election of president to Village
panchayat/election of member to.....commune panchayat council.

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 Village
panchayat.

**7) I stood as a candidate at the election of member to ward of the Village panchayat.

**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,

Place:

Date :

Signature of candidate

**Applicable for candidates standing for election of members.

Annexure – V
(See paragraph 97)

Application for refund of deposit made under rule 12 of the Pondicherry Village and Commune Panchayats (Conduct of Election of Member of Commune Panchayat Councils, President and Members of Village Panchayats) Rules, 1978

(By a depositor when he is not the candidate)

From

Name :
Address:

To

The Returning Officer,

Election of { Member to Ward No.....of..... Village Panchayat
President ofVillage Panchayat.
Member to Ward No.....of.....Commune
Panchayat Council

Sub.: Return of deposit under rule 12 of the Pondicherry Village and Commune Panchayats (Conduct of Election of Member of Commune Panchayat Council/Presidents and Member of Village Panchayats) Rules, 1978

Sir,

1) I, (Name of the candidate) was a candidate for election of member to ward.....of.....village panchayat/election of president to..... village panchayat/election of member tocommune panchayat council.

2) On behalf of the said candidate, I made a deposit of Rs..... for the 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 wards, in the village panchayat.

**7) He/She stood as a candidate at the election of member to ward
of the village panchayat.

**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 abovementioned candidate at the election of
member to wardof.....village panchayat/election of president to
.....village panchayat / election of member to
.....commune panchayat, hereby certify that the statements contained
in paragraphs 2 to 8 of this application are true to my knowledge.

Yours faithfully,

Place:

Date :

Signature of the applicant

** Applicable for candidates standing for election of members.

Annexure- VI

(See paragraph 97)

Application for refund of deposit made under rule 12 of the Pondicherry Village and Commune Panchayats (Conduct of Election of Member of Commune Panchayat Councils, Presidents and Members of Village Panchayats) Rules, 1978

(By the Legal Representative of the Candidate)

From

Name :

Address:

To

The Returning Officer,

Election of { Member to Ward No.....of..... Village Panchayat
President of.....Village Panchayat.
Member to Ward No.....of.....Commune
Panchayat Council

Sub.: Return of deposit under rule 12 of the Pondicherry Village and Commune Panchayats (Conduct of Election of Member of Commune Panchayat Councils, President and Members of Village Panchayats) Rules, 1978

Sir,

1. The latewas a candidate for election of member to ward No.....of the village panchayat/ election of president to.....village Panchayat/election of member tocommune panchayat council. 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, of the
..... village panchayat.

*7) He/She stood as a candidate at the election of member to ward of the
..... village panchayat.

*8) No application has been made for the return of the deposits, made in any of these
Wards. The deposits made in the 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 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

*Applicable for candidates standing for election of members.

PAPER SEAL ACCOUNT

Election of { Member to Ward No.....of the..... Village Panchayat
President of.....Village Panchayat.
Member to Ward No.....ofCommune
Panchayat Council

PART – I

RECORD OF PAPER SEALS USED AT THE WARD

Polling Station Number.....

Name of Polling Station :

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 Sr. No..... to Sr. No.....	Signature of Polling Agents : 1.....
2.	Total number 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.....
		6.....

Place:

Date :

Signature of Presiding Officer

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
30C of the Pondicherry Village and
Commune Panchayats (Conduct of Election
of Member of Commune Panchayat Councils
and Presidents and Members of Village
Panchayats) Rule, 1978.

Date: **Presiding Officer**

Forfeited to Government

Presiding Officer

Received back the amount of Rs.2
(Rupees two only) Under rule 30C of the
Pondicherry Village and Commune
Panchayats (Conduct of Election of Members
of Commune Panchayat Councils and
Presidents and Members of Village
Panchayats) Rule, 1978.

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
30C of the Pondicherry Village and
Commune Panchayats (Conduct of Election
of Members of Commune Panchayat
Councils and Presidents and Members of
Village Panchayats) Rule, 1978.

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

FORMAT FOR SPECIMEN SIGNATURES OF CANDIDATES AND THEIR ELECTION AGENTS

Election of { Member to Ward No.....of..... Village Panchayat
 President ofVillage Panchayat
 Member to Ward No..... ofCommune
 Panchayat Council
 (*Delete whatever is not applicable)

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

.....WARD

Date:

Present : Thiru.....
Returning Officer/Assistant Returning Officer
for.....Ward.

2. Immediately after the counting was over and on their being asked to affix their signature and seal on the packets of used ballot papers, etc., the following candidates their election agents and their counting agent had signed.

[illegible]

3. Where the others present have refused to do so.

Signature of _____ Returning Officer
Assistant Returning

[illegible]

Returning
Signature of _____ Officer
Assistant Returning

CANDIDATES

ELECTION AGENTS

[illegible]

COUNTING AGENTS

[illegible]

ANNEXURE – II
Counting Table No.

Counting Agents:

Sl. No.	Name	Sl. No.	Name

Counting Table No.

Counting Agents:

Sl. No.	Name	Sl. No.	Name

Counting Table No.

Counting Agents:

Sl. No.	Name	Sl. No.	Name

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

[illegible]

APPENDIX – A

Proforma for declaration to be submitted by the publisher of election posters, pamphlets, etc.

[See section 127A of the Representation of the People Act, 1951]

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)

Acknowledgement for Panchayat Election

Received the following items from Returning Officer, ward No.....of Village Panchayat of/Commune Panchayat Council of..... immediately after filing nomination for Member/President of Village Panchayat/Member, Commune Panchayat Council.

1. Receipt for nomination paper and notice of scrutiny;
2. Notice of allotment of symbol;
3. Form 7 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/1-1/2001/429 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**

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.

CERTIFICATE OF ELECTION

I, Returning Officer for the Ward No. of the
Village Panchayat in the Union Territory of Pondicherry, hereby certify that I have on theday of
.....2002, declared Thiru/Tmt./Selvi
of to have been duly elected to the said Village Panchayat
Ward to be a Member of the Village Panchayat and that in token thereof I have granted to him/her this
Certificate of Election.

Place:

Date :

Returning Officer

**for the Ward No..... of the
.....Village Panchayat.**

SEAL

CERTIFICATE OF ELECTION

I, Returning Officer for the Ward No. of the
Village Panchayat in the Union Territory of Pondicherry, hereby certify that I have on theday of
.....2002, declared Thiru/Tmt./Selvi
of to have been duly elected to the said Village Panchayat
Ward to be a President of the Village Panchayat and that in token thereof I have granted to him/her this
Certificate of Election.

Place:

Date :

Returning Officer

for the Ward No..... of the

SEAL

.....Village Panchayat

CANDIDATE'S IDENTITY CARD

Shri.....
is the contesting candidate for election of Member to
Ward No.....of Village Panchayat of
President of Village Panchayat of
Member to Ward No.....of Commune Panchayat
Council of

PHOTOGRAPH

(Signature of the Candidate)

Attested by

(Seal)

Returning Officer