

PRESIDING OFFICER'S DIARY

[See rule 6 (5) (a)]

Election of { Councillor of Ward No.ofMunicipality
Chairman ofMunicipality

1. Name of the Municipality (in block letters):
2. Date of poll:
3. Number and Name of the polling station:
Whether located in -
 - (i) Government or quasi-government building:
 - (ii) Private Building;
 - (iii) Temporary structure;
4. Number of Polling Officers recruited locally, if any:
5. Appointment polling officer made in the absence of duly appointed polling officer, if any, and the reasons of such appointment:
6. Electronic Voting Machine -
 - (i) Number of Control Units used:
 - (ii) Sl. No.(s) of Control Units used:
 - (iii) Sl. No. (s) of DMM used:
 - (iv) Number of balloting units used:
 - (v) Sl. No.(s) of balloting units used:
7.
 - (i) Number of paper seals used:
 - (ii) Sl. Nos. of paper seals used:
- 7A.
 - (i) Number of special tags supplied:
 - (iii) Sl. No.(s) of special tags supplied:
 - (iv) Number of special tags used:
 - (v) Sl. No.(s) of special tags used:
 - (vi) Sl. No.(s) of special tags returned as unused:

- 7B. (i) Number of Strip Seals supplied:
(ii) Sl. No.(s) of Strip Seals supplied:
(iii) Number of Strip Seals used:
(iv) Sl. No.(s) of Strip Seals used:
(v) Sl. No.(s) of Strip Seals returned as unused

8. Number of candidates who had appointed polling agents at the polling stations:

9. (i) Number of polling agents present at the commencement of poll:
(ii) Number of polling agents who arrived late:
(iii) Number of polling agents present at the close of the poll:

10. (i) Total number of voters assigned to the polling station:
(ii) Number of electors allowed to vote according to marked copy of the electoral roll:
(iii) Total number of electors as entered in the Register of Voters (Form 15A):
(iv) Number of votes recorded as per the voting machine:
(v) Number of voters deciding not to record vote, if any:

Signature of the first Polling Officer

Signature of Polling Officer
In-charge of Register of Voters

11. Number of electors who voted :—

Men.....

Women.....

Third Gender

Total

12. Challenged vote :—

Number allowed.....

Number rejected.....

Amount forfeited Rs

13. Number of persons who have voted on production of Election Duty Certificate (EDC):

- 13A. Number of overseas electors who voted:
14. Number of electors who voted with the help of companions:
15. Number of voters cast through proxy:
16. Number of tendered votes:
17. No. of electors -
(a) From whom declarations as to their age obtained
(b) Who refused to give such declaration
18. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:
19. Number of votes cast in every two hours –
From 7 a.m. to 9 a.m.
From 9 a.m. to 11 a.m.
From 11 a.m. to 1 p.m.
From 1 p.m. to 3 p.m.
From 3 p.m. to 5 p.m.
(Necessary changes may be made depending on the hours fixed for commencement and close of poll)
20.
(a) Number of slips issued at the closing hour of the poll to electors standing in the queue:
(b) Time at which poll finally closed after the last such elector cast his/her vote:
21. Electoral offences with details:
Number of cases of -
(a) Canvassing within one hundred meters of the polling station:
(b) Impersonation of voters:
(c) Fraudulent defacing, destroying or removal of the list of notice or other documents at the polling station:
(d) Bribing of voters:
(e) Intimidation of voters and others persons:
(f) Booth capturing:

22. Was the poll interrupted or obstructed by -
(1) Riot:
(2) Open violence:
(3) Natural calamity:
(4) Booth capturing:
(5) Failure of voting machine:
(6) Any other cause:
Please give details of the above.
23. Was the poll vitiated by any voting machine used at the polling station having been -
(a) Unlawfully taken out of the custody of the Presiding Officer:
(b) Accidentally or intentionally lost or destroyed:
(c) Damaged or tampered with:
Please give details.
24. Serious complaints, if any, made by the candidate/agents:
25. Number of cases of breach of law and order:
26. Report of mistakes and irregularities committed, if any, at the polling station:
27. Whether the declarations have been made before the commencement of the poll and if necessary during the course of poll when a new voting machine is used and at the end of the poll as necessary:
- Place:
Date:

Presiding Officer

This diary should be forwarded to the Returning Officer with the voting machine, Visit Sheet, 16-Point Observer's Report and other sealed papers.

[See rule 6 (5) (b)]

**FORMAT FOR PRESIDING OFFICER'S ADDITIONAL REPORT TO BE SUBMITTED TO
OBSERVER/RETURNING OFFICER**

1	Polling booth No.
2	CPF deployed Y/N
3	Micro Observer deployed Y/N
4	Video Camera deployed
5	Total Voters
6	No. of Votes polled
7	% #of votes polled
8	Total No. of candidates
9	No. of candidates represented by polling agents
10	No. of voters who voted using documents other than EPIC
11	Whether Mock poll done in the presence of agent? Y/N
12	Whether Mock Poll cleared? Y/N
13	Whether machines closed and seal properly in the presence of agents?
14	Whether 15B given to polling agents after obtaining their signature?
15	No. of voters who have voted after 5PM by receiving the token at the end of polling hours
16	Whether any significant incident took place during the poll? Y/N

[See rule 6 (5) (c)]

DECLARATION BY PRESIDING OFFICER

PART-I

Declaration by the Presiding Officer before the commencement of the poll

Election of { Member to Ward No.....Municipal Council
Chairman ofMunicipal council

Serial No. and name of polling station

Date of Poll.....

I hereby declare:

(1) That I have demonstrated to the polling agents and other persons present –

- (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
- (b) 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 election duty certificates;
- (c) that the Register of Voters (Form 21A) to be used during the poll does not contain any entry in respect of any elector;

(2) that I have affixed my own signature on the paper seal(s) used for securing the result section of Control Unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.

(3) that I have written the serial number of the Control Unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.

- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature.....

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.....) | |

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

- | | |
|----------------------------|-----------------------------|
| 1.....(of candidate) | 2..... (of candidate.) |
| 3.(of candidate.....) | 4.(of candidate.....) |

Signature.....

Presiding Officer

Date.....

PART II
**DECLARATION BY THE PRESIDING OFFICER AT THE TIME OF USE OF SUBSEQUENT
VOTING MACHINE, IF ANY,**

Election of { Member to Ward No.....Municipal Council
 { Chairman ofMunicipal council

Serial No. and Name of Polling Station

Date of poll.....

I hereby declare:

(1) that I have demonstrated to the polling agents and other persons present –

(a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;

(b) 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 election duty certificates;

(c) that the Register of Voters (Form 21A) to be used during the poll does not contain any entry in respect of any elector;

(2) that I have affixed my own signature on the paper seal(s) used for securing the result section of Control Unit of the voting machine and obtained thereon the signatures of such of the polling agents as represent and desirous of affixing the same.

(3) that I have written the serial number of the Control Unit on the special tag, and I have affixed my signature on the backside of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.

(4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.

(5) that I have read out the pre-printed serial number of the special tag and asked the candidates/polling agents present, to note down the serial number.

Signature.....

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.....) | |

The following polling agent(s) declined to affix his/her/their signature(s), on this declaration:

- | | |
|----------------------------|-----------------------------|
| 1.....(of candidate) | 2..... (of candidate.) |
| 3.(of candidate.....) | 4.(of candidate.....) |

Signature.....

Presiding Officer

Date.....

PART III
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 'Part-I- Account of Votes Recorded' of Form 22A as required under rule 49-S of the Puducherry Municipal Councils (Conduct of Election of Councillors) Amendment Rules, 2002.

Signature.....
Presiding Officer

Date

Time.....

Received an attested copy of the entries in the accounts of votes recorded (Part I of Form 15B)

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.....)	

The following polling agents who were present at the close of the poll declined to receive an attested copy of Part I of Form 22A and to give a receipt there for and so an attested copy of that Form was not supplied to them.

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.....)	

Signature.....
Presiding Officer

Date

Time.....

PART IV

DECLARATION AFTER THE SEALING OF THE VOTING MACHINE

I have affixed my seals, and I have allowed the polling agents who were present at the polling station at the close of poll to affix their seals, on the carrying cases of the Control Unit and balloting units of the voting machine.

Signature.....

of Presiding Officer

Date

Time

The following polling agents have affixed their seals. Signature of polling agents:

1..... (of candidate)	4. (of candidate.....)
2..... (of candidate)	5. (of candidate.....)
3..... (of candidate)	6. (of candidate.....)

The following polling agents refused or did not want to affix their seals.

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

Signature.....

Presiding Officer

Date

MOCK POLL CERTIFICATE

[See rule 6 (5) (d)]

This is certified that I Presiding Officer at the Polling Station No of Municipality, Ward region conducted the mock poll at AM today, the poll day i.e. (date), following scrupulously all the instructions issued by the State Election Commission of Puducherry U.T., using -

CU of Serial No. (as printed on back-side of CU)

DMM of Serial Number(as printed over the DMM)

BU of Serial No. (as printed on back-side of BU)

1. A total of..... votes were cast for each candidate and also for NOTA.
2. It was verified that the LED light was getting lit up against the correct candidate/NOTA button, when the button was pressed and beep sound was properly heard.
3. The candidate-wise detail of votes polled during mock poll and result displayed, is as under:

Sl.No	Name of the Candidate	Number of votes cast during mock poll	Number of Votes displayed in CU on checking the result	Votes cast and Result displayed & tallied with each other (YES/ NO)
1.				
2				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

11.				
12.				
13.				
14.				
15.				
16.	NOTA			
	TOTAL			

4. I have cleared the memory of the EVM after mock poll and verified that the memory has been cleared, by pressing the Total button and seeing the Total as shown as '0'.
5. At the time of mock poll, the following polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.
6. Poll Start Date and Time seen on the display of CU at the start of actual poll

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent

OR

At the time scheduled for the mock poll, no polling agent was present/the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff at __ AM.

Signature of Micro-Observers (if posted at the polling station)

Date:

Time:

Name and signature of the Presiding Officer

Polling Station No

Polling Station Name