

SEALING OF ELECTION PAPERS IN PACKETS

You should allow each **Contesting Candidate** or his **Election Agent or his Polling Agent**, who may be **present at the Polling Station, to affix his seals on the envelopes and packets** containing the following documents:

1. The marked copy of electoral roll;
2. The Register of Voters;
3. Voter slips;
4. Used tendered ballot papers and the list of tendered votes in Form 17B;
5. Unused tendered ballot papers;
6. The list of challenged votes;
7. Unused and damaged paper seals, if any;
8. Appointment letters of Polling Agents; and
9. Any other papers that the Returning Officer has directed to be kept in a sealed packet.

(i) In order to avoid delay and the inconvenience of waiting at the place for depositing sealed voting machine, VVPAT, election papers and all other materials, you are advised to pack the covers and other materials in Six separate large packets, as explained below, and hand them over at the place appointed for receipt (Receiving Centre) thereof.

(ii) Even if a statement or record to be mentioned in the statutory form or non-statutory form is 'Nil', such 'Nil' remark should be marked on the concerned statutory form or non-statutory form and placed in the respective envelopes and packed in the large packets provided for packing smaller envelopes as below. Thus, total number of six covers shall be made ready so that no necessity arises for the receiving official at the receiving centre to enquire about the non-production of any of the sealed/unsealed covers to be received by them.

1. THE FIRST PACKET (COLOURED WHITE) SHOULD CONTAIN THE EVM PAPERS AS MENTIONED BELOW AND SHOULD BE SUPERSCRIBED AS "EVM PAPERS COVER"

1. Envelope containing the account of votes recorded (Form-17C),
2. Envelope containing the PrO Report 1 (Mock-Poll Certificate), II & III
3. Black color Sealed Envelope containing Printed VVPAT paper slips of Mock Poll

2. THE SECOND PACKET (COLORED WHITE) SHOULD CONTAIN THE UNSEALED/SEALED ENVELOPES MENTIONED BELOW AND SHOULD BE SUPERSCRIBED AS "SCRUTINY COVER"

1. Unsealed envelope containing the Presiding Officer's Diary
2. Sealed envelope containing the register of voters (17A) b)
3. Unsealed envelope containing Visit Sheet
4. Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declarations of the companions.

3. THE THIRD PACKET (COLORED WHITE) SHOULD CONTAIN THE SEALED ENVELOPES MENTIONED BELOW AND SHOULD BE SUPERSCRIBED AS "STATUTORY COVER"

1. Sealed envelope containing the marked copy of the electoral roll and list of CSVs (if any)

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2. Sealed envelope containing voter's slips.
3. Sealed envelope containing unused tendered ballot papers.
4. Sealed envelope containing the used tendered ballot papers and the list in Form 17-B
5. Sealed envelope containing challenged votes in Form 14

4. THE FOURTH PACKET (COLORED YELLOW) SHOULD CONTAIN THE FOLLOWING COVERS AND SHOULD BE SUPERSCRIBED AS "NON-STATUTORY COVER"

1. Envelope containing the copy or copies of electoral roll (other than the marked copy)
2. Envelope containing the appointment letters of Polling Agents in Form 10
3. Envelope containing the election duty certificates in Form 12-B
4. Envelope containing declarations by Presiding Officer
5. Envelope containing receipt book and cash if any, in respect of challenged votes
6. Envelope containing the declarations obtained from electors as to their age and the list of such electors who have refused to make declaration as to their age
7. Envelope containing unused and damaged paper seals and special tags
8. Envelope containing unused voter's slips
9. Envelope containing Form of Declaration by elector under 49MA (Test Vote)
10. Envelope containing Form of Declaration by elector whose name is in ASD list
11. Envelope containing letter of complaint to SHO

5. THE FIFTH PACKET (COLORED BROWN) SHOULD CONTAIN THE FOLLOWING ITEMS:

1. The Handbook for Presiding Officer, Manual of Electronic Voting Machine and VVPAT, instructions etc.
2. Used and remaining Indelible ink set
3. Used Stamp pad (Brown colour)

6. THE SIXTH PACKET (COLORED BLUE) SHOULD CONTAIN THE FOLLOWING ITEMS:

1. Candidate Information Booklet
2. Other unused forms
3. Metal seal of the Presiding Officer
4. The arrow cross-mark rubber stamp for marking tendered ballot papers;
5. Cup for setting the indelible ink.
6. All the other items, if any, should be packed into the Sixth packet (colored Blue).

SEALING OF COVERS

Each of the four smaller covers/packets to be included in the third packet marked **"STATUTORY COVERS"** should be sealed. Envelope containing the register of voters (17A) to be included in the second packet superscribed as **"SCRUTINY COVER"** and should be sealed. The other smaller covers/envelopes containing various non-statutory papers and items of election materials to be included in the fourth packets superscribed as **"NON-STATUTORY COVERS"** and may be prepared separately. It need not to be sealed except the cover containing the list of challenged votes in Form 14 in order to save time. All these unsealed covers and the sealed cover, containing list of challenged voters in Form-14, should be simply placed in the respective bigger covers after tick marking at the top page of the

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bigger covers and signed by you. These 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 collection centre. The third packet superscribed "Statutory Cover" should, however, be sealed by you after checking of the contents at the collection centre.

You will hand over to the Official-in-charge of the Receiving Centre the following items of election records and materials:

1. Control Unit and, Ballot Unit(s) and VVPAT duly sealed in their respective carrying cases with VVPAT power pack.
2. First packet superscribed "EVM Papers" (containing 3 items)
3. Second packet superscribed "SCRUTINY COVER" (containing 4 items)
4. Third packet superscribed "STATUTORY COVERS" (containing 5 items)
5. Fourth packet superscribed "NON-STATUTORY COVERS" (containing 11 items)
6. Fifth packet superscribed as "HANDBOOK/MANUAL etc." (containing 3+ items)
7. Sixth packet superscribed as "OTHER MATERIALS" (containing 5+ items)
8. All remaining stationery items should be placed back in the respective transparent Cardboard/Carton containers and submitted at the Receipt Centre.