

List of polling materials for a polling station where Electronic Voting Machine is used.

1	Control Unit	1 PS
2	Battery/Power Pack	1 PS
3	Balloting Unit(s) (Depending upon the Nos. of Candidates)	1 PS or as per requirement
4	Register of voters(Form 12)	Big _____ Small _____
5	Voter.s Slip	As per No. of Electors
6	Working Copies of Electoral Rolls	3 PS
7	Ballot Papers (for tendered votes)	5 PS
8	Indelible Ink	1 Phial of 5 C.C. each
9	Address Tag for Control Unit	5 PS
10	Address Tag for Balloting Unit	4 PS
11	Special Tag (From Sr. No. _____ to _____)	2 PS
12	Paper Seals for EVM (From Sr. No. _____ to _____)	4 PS
13	Strip Seal (From Sr. No. _____ to _____)	3 PS
14	Rubber Stamp Arrow Cross Mark	1 PS
15	Stamp Pad (Purple)	1 PS
16	Metal Seal for Presiding Officer	1 PS
17	Metal Seal for RO	1 PC
18	Presiding Officer's Diary (Form)	2 PS
19	Distinguishing Mark Rubber Stamp	1 PS
20	FORMS/BOOKS	
	(i) Hand Book of Presiding Officer	1 PS
	(ii) List of Challenged Votes (Form-3)	2 PS
	(iii) List of Blind and Infirm Voters (Form-4)	2 PS
	(iv) List of Tendered Votes (Form-5)	2 PS
	(v) Accounts of votes Recorded] (Form-18)	5 PS
	(vi) Record of paper seals used]	
	(vii) Receipt Book for deposit of challenged votes fee	1 Book PS
	(viii) Letter to S.H.O.	5 PS
	(ix) Declaration by the Presiding Officer before the Commencement of Poll and at the end of poll (Part I to IV)	2 PS
	(x) Passes for Polling Agents	5 PS
	(xi) Appointment of Polling Agents (Form-2)	10 PW
	(xii) Appointment of Election Agents (Form-2A)	10 PW
	(xiii) Appointment of Counting Agents (Form-2B)	10 PS

(xiv)	Letter of Intimation to RO (Form-10)	5 PS
(xv)	Maintenance and submission of Accounts, day today account Expenditure acknowledgement, statement of election Expenditure, form of affidavit.	15 PW
(xvi)	Model Code of conduct	10 PC
(xvi)	Application of Election Duty Certificate (Form-11)	5 PW
(xvii)	Election Duty Certificate (Form-13)	5 PW
(xviii)	Declaration by Electors for use of Postal Ballot paper (Form-14)	5 PW
(xix)	Instruction for Use of Postal Ballot Paper (Form-17)	5 PW
(xx)	Step-by-Step operations during sealing of EVM by the RO	2 PS
(xxi)	List of Polling Material	2 PS
(xxii)	Performa for submission of the Report to the Commission on the day of Polling.	2PS
(xxiii)	Notice regarding Date, Time and Place for Counting.	5 PW
(xxiv)	Consolidation of Accounts of the Counted Ballot Paper (Form-8)	5 PW
(xxv)	Certificate of Election	2 PW
(xxvi)	Form for declaration by the companion of blind and infirm voter	5 PS

21 **ENVELOPES**

(i)	For smaller envelopes (Statutory Covers)	Small size	1
(ii)	For marked copy of electoral rolls	Big size	1
(iii)	For other copies of electoral rolls	Big size	1
(iv)	For Tendered Ballot Paper	Medium size	1
(v)	For Declaration by the Presiding Officer before commencement of the poll and at the end of the poll	Medium size	1
(vi)	For account of votes recorded (Form-18)	Medium size	1
(vii)	For list of challenged votes	Small size	2
(viii)	For unused and spoiled paper seals	Medium size	1
(ix)	For appointment letters of Polling Agents	Medium size	1
(x)	For list of blind and infirm voters	Small size	1
(xi)	For Presiding Officer's Diary's report	Medium size	1
(xii)	For Election Duty Certificate	Medium size	1
(xiii)	For Receipt Book and Cash forfeited	Medium size	1
(xiv)	For smaller envelopes (others)	Medium size	1
(xv)	For Register of Voters containing signatures of voters (Form-12)	Big size	1
(xvi)	For unused ballot papers	Medium size	1
(xvii)	For any other paper that the R.O. has		1

decided to keep in the sealed cover

(xviii)	Cover for unused and damaged special tag	Small size	1
(xix)	Cover for unused and damaged strip seal	Small size	1
(xx)	Cover for Tendered Votes Lists	Small size	1
(xxi)	Cover for Counter Foil of Ballot Paper		1

(Wherever the envelopes are smaller in size the packing paper may be used and where the relevant printed envelope is not available plain envelope can be used and purpose may be indicated with red ink)

22 SIGN BOARDS

(a)	Layout of Polling Station	1
(b)	Polling Station (Display Card)	1

23 STATIONERY

(i)	Ball Pen	3 Blue + 1 Red
(ii)	Blank Paper	8 sheets
(iii)	Pins	25 pieces
(iv)	Sealing Wax	6 sticks
(v)	Tags	25 Nos.
(vi)	Gum paste	1 bottle
(vii)	Blade	1
(viii)	Candles	2 sticks
(ix)	Thin Twine Thread	10 mtrs.
(x)	Metal rule	1
(xi)	Carbon Paper	2
(xii)	Duster/Cloth	1
(xiii)	Rubber Bands	20 pieces
(xiv)	Cello Tape	1
(xv)	Kit Bag	1
(xvi)	Material for Voting Compartment (Screen)	1
(xvii)	Card Board Piece	1
(xviii)	Match Box	1

Lists of material to be returned by the Presiding Officer to the Authorised Officer separately who is turn will deposit them in store at the office of the Deputy Commissioner.

1. Arrow Cross Mark Rubber Stamp
2. Metal Seal of Presiding Officer.
3. Stationery bag containing
 - (i) Self inking pad
 - (ii) Material for voting compartment
 - (iii) Metal Rule
 - (iv) All other unused items