

HAND BOOK FOR COUNTING AGENTS

[At Elections where Electronic Voting Machines are used]

1. INTRODUCTORY

Counting of votes is the last major step towards the culmination of the election process. It is in the correct and proper counting of votes that the true choice of the electorate finds expression and it is on the basis of such ascertainment of their true choice that their chosen representative is declared elected. Therefore, the importance of the process of counting of votes hardly needs to be emphasized.

2. ROLE OF COUNTING AGENTS

2.1. Under the law, counting of votes is to be done by, or under the supervision and direction of, the Returning Officer of the constituency(Ward) in the presence of the candidates and their agents. The law authorises the Assistant Returning Officer also to undertake the counting of votes. The counting of votes may be simultaneously done at places more than one and at tables more than one at the same place. As the candidate or his election agent cannot be expected to be physically present at each of such counting places and tables, the law permits the candidate to appoint his counting agents, who may be present at each of the said counting places and counting tables, and watch his interests. Being the representatives of the candidates, the counting agents have an important role to play and their cooperation in this important task will make the matters easy for the counting supervisors and the counting assistants.

2.2 You are going to be the counting agent in a constituency in which voting machines are going to be used. You should, therefore, acquaint yourself fully with the latest position about the rules and procedures prescribed for the conduct of elections by voting machines. You must also familiarize yourself with the operation of voting machines. For this purpose, you should attend the demonstrations of the voting machines arranged by the Returning Officer where the voting machines will be exhibited and the functioning and operation thereof demonstrated and explained.

3. INTRODUCTION OF VOTING MACHINE SYSTEM IN ELECTIONS

Elections to the Municipalities have hitherto been held under the traditional system of ballot papers and ballot boxes. The State Election Commission has

been trying to bring improvements in the election procedures taking advantage of the scientific and technological advancement. Two Central Government undertakings, namely Electronics Corporation of India Limited (ECIL), Hyderabad and Bharat Electronics Limited (BEL), Bangalore have produced electronic voting machines. The voting machines have been so designed as to keep the essential features of the present system, under which ballot paper and ballot boxes are used, intact as far as possible.

4. BRIEF INTRODUCTION TO VOTING MACHINES

- 4.1 A voting machine consists of two units, namely, control unit and balloting unit. These two units are interconnected when the voting machine is put in operation by means of a cable, one end of which is permanently attached to the balloting unit. The free end is plugged into the control unit when the machine is put to use for recording votes.



Control Unit



Balloting Unit

- 4.2 One balloting unit caters upto a maximum of sixteen candidates. On the balloting unit, there is provision for display of the ballot paper containing the particulars of the election, serial numbers and names of contesting candidates and the symbols respectively allotted to them. Against the name of each candidate, there is a blue button by pressing which the voter can record his vote for him. Alongside the said button, there is also a lamp for each candidate which will glow red when the vote is recorded for him by pressing the said button.
- 4.3 Four balloting units linked together catering upto sixty four candidates can be used with one control unit. On the top most portion of the control unit, there is provision for displaying the various information and data recorded in the machine, like the number of contesting candidate, total number of votes polled, votes polled by each candidate, etc. This portion is called, for easy reference, 'Display Section' of the control unit. Below the display section, there is a compartment for fixing the battery on which the machine runs. By the side of this

compartment, there is another compartment in which there is a button for setting the machine for the number of candidates contesting a particular election. This section of the control unit consisting of these two compartments is called the 'Cand Set Section'. Below the cand set section is the 'Result Section' of the control unit. This section contains (i) 'Close' button used for closing the poll, (ii) two 'Result I' & 'Result II' buttons for ascertaining the results of parliamentary and assembly elections separately and (iii) 'Clear' button for clearing the data recorded in the machine, when not required. In the bottom most portion of the control unit, there are two buttons - one marked 'Ballot' button by pressing which the balloting unit become ready to record the vote and the other marked 'Total' button by pressing which the total number of votes recorded upto that stage can be ascertained. Please note that by pressing the 'Total' button the display indicates only the total votes and not candidate-wise tally. This section is known as the 'Ballot Section' of the control unit.

- 4.4 The machine operates on a battery and can be used anywhere and under any conditions. It is tamper-proof, error-free and easy to operate. Both the units of the machine are supplied in two separate carrying cases. The polling information, once recorded in the machine, is retained in its memory even when the battery is removed.
- 4.5 The machine, especially, 'Balloting Unit', is so designed as to keep intact all essential features of the present voting system and the only change is that the voter is required to press the blue button provided opposite the name and symbol of the candidate of his choice as against the use of arrow cross mark rubber stamp which is put on the ballot paper on or near the symbol of his choice. The process of voting by voting machine is very simple, quicker and foolproof. Every vote is recorded accurately and there is no invalid vote.

5. QUALIFICATION FOR COUNTING AGENTS

- 5.1 The law does not prescribe any specific qualifications for persons to be appointed as counting agents. However, the candidates are advised to appoint mature and major persons as their counting agents so that their interests are properly watched.
- 5.2 Security personnel are not allowed to enter the counting hall.
- 5.3 A Government servant also cannot act as a counting agent of a candidate (Section 13D of the Haryana Municipal Act, 1973).

6. NUMBER OF COUNTING AGENTS THAT MAY BE APPOINTED

- 6.1. Each candidate has been allowed to appoint as many counting agents as there are counting tables and one more to watch the counting at the Returning Officer's table..
- 6.2. Under the law, the Returning Officer will intimate in writing to each candidate or his election agent, at least one week before the date fixed for the poll, the place where the counting of votes will be done and date and time at which the counting will commence. He will also inform them sufficiently in advance about the number of counting tables that will be provided in the counting hall, so that they may appoint their counting agents accordingly.

7. APPOINTMENT OF COUNTING AGENTS

- 7.1 Appointment of a counting agent is to be made either by the candidate himself or by his election agent. Such appointment is made in form 2A (Appendix 1). The name and address of the counting agent will be filled in that form and the candidate or his election agent will personally sign that form. The counting agent will also sign that form in token of his acceptance of the appointment. Two copies of such forms together with the photographs of the agents will be prepared and signed, in all cases. One copy of that form is to be forwarded by the candidate/election agent to the Returning Officer while the second copy is given to the counting agent for production before the Returning Officer/Presiding Officer, as the case may be.
- 7.2 A candidate may appoint all his counting agents by a single letter of appointment in Form 2A. In that case, all the counting agents are required to sign that letter of appointment in token of having accepted the appointment.
- 7.3 The facsimile signature of a candidate in the form of appointment is also accepted if there is no doubt about the signatures.

8. TIME LIMIT FOR MAKING APPOINTMENT OF COUNTING AGENT

- 8.1 The Election Commission has directed that in all constituencies/Wards, irrespective of the number of contesting candidates, the contesting candidates should submit the lists of their counting agents with photographs of such agents to the Returning Officer.

9. REVOCATION OF APPOINTMENT OF COUNTING AGENT

- 9.1 The candidate or his election agent is authorised to revoke the appointment of a counting agent.

9.2 Appointment of such fresh counting is to be made in the same manner as explained in para 7 above.

10. ADMISSION OF COUNTING AGENTS TO THE COUNTING HALL

10.1 On production of his letter of appointment and the identity card before the Returning Officer, the counting agent will be required to sign before the Returning Officer the declaration contained in his letter of appointment regarding maintenance of secrecy of voting. After verification of the letter of appointment, identity card and declaration, the Returning Officer will permit the counting agent to enter the counting hall.

10.2 The Returning Officer is empowered to subject any counting agent to search of his person before entry into the counting hall.

11. BADGES FOR COUNTING AGENTS

Each Counting agent will be given a badge by the Returning Officer indicating whose agent he is and showing the serial number of the table at which he will watch the counting. He should keep sitting at the table allotted to him and will not be allowed to move about all over the hall. However, the candidate, his election agent and in their absence, only his counting agent at the Returning Officer's table will be allowed to go around all counting tables.

12. MAINTENANCE OF DISCIPLINE AND ORDER IN THE COUNTING HALL

12.1 Every one will be required to fully cooperate with the Returning Officer in maintaining strict discipline and order inside the counting hall. They should carry out all directions given by the Returning Officer. They should note that the Returning Officer may send out of the counting hall any person who persists in disobeying his directions.

12.2 No counting agents and others will be allowed to go outside counting hall during counting process. In other words, when once counting agents and others are inside the counting hall, they will ordinarily be allowed to go outside only after the declaration of result.

12.3 All reasonable facilities for drinking water, refreshment, toilet, etc., will be provided near the counting hall.

13. SMOKING INSIDE THE COUNTING HALL IS PROHIBITED

If any person desires to smoke, he should go out of the counting hall (but not outside the premises of the counting centre) for that purpose, with the permission

of the Returning Officer and without causing any dislocation in the counting process.

14. SEATING ARRANGEMENT FOR COUNTING AGENTS

- 14.1 The counting will be done on the tables arranged in rows. The tables in each row will be serially numbered.
- 14.2 On each counting table, the seating arrangement for the counting agents shall be made having regard to the following categories of priority, namely:-
- (i) Candidates of recognised National parties;
 - (ii) Candidates of recognised State parties;
 - (iii) Candidates of recognised State parties of other States who have been permitted to use their reserved symbols in the constituency;
 - (iv) Candidates of registered-unrecognised parties;
 - (v) Independent candidates,

15. ARRANGEMENTS FOR BARRICADING OF COUNTING TABLES

In each counting hall, barricades will be provided for each counting table so that the voting machines are not handled by the counting agents. However, counting agents will be provided all reasonable facilities to see the whole counting process at the counting table. The Returning Officer will ensure that the barricades are transparent or that the space in between or above the bamboos or other material used for purpose of erecting barricades is adequate to permit full viewing of the counting process. The exact manner in which barricades may be erected is left to the discretion of the Returning Officer who has to adopt such approach as he may deem fit for attaining the objective of ensuring that the voting machines are not handled by unauthorised persons or tampered with in any manner in process of counting.

16. MAINTENANCE OF SECRECY

- 16.1 Every person inside the counting hall is required by law to maintain, and aid to maintaining, the secrecy of voting and should not communicate to any person any information calculated to violate such secrecy. They should note that any person contravening the provisions of law in this respect is liable to be punished with imprisonment for a term which may extend to 3 months or with fine or with both (Section 128 of the R.P. Act, 1951)

16.2 Before the commencement of the counting of votes, the Returning Officer will read out and explain the provisions of the above mentioned section 128 for the information of all present and for compliance on their part.

17. COUNTING TO BE CONTINUOUS

The counting of votes will, as far as practicable, be proceeded with continuously till it is over.

18. COUNTING OF POSTAL BALLOT PAPERS FIRST

18.1 The counting of postal ballot papers will be taken up first. This will be done by the Returning Officer himself at the place of counting of votes in the case of election from an Municipality and at the place where the results of the various Municipal segments of a Municipality are consolidated in the case of election to the House of the People.

18.2 Each postal ballot paper received from a voter will be contained in an inner cover in Form 13-B. This cover along with the declaration of the elector in Form 13-A will be contained in a larger cover in Form 13-C addressed to the Returning Officer.

18.3 The Returning Officer will not open any cover in Form 13-C containing a postal ballot paper which he may have received late, that is, after the time fixed for the commencement of counting. He will make a suitable endorsement for this purpose on the outer of the cover in Form 13-C. The votes contained in these covers will not be counted. He will make a packet of all such covers and seal the packet.

18.4 All covers in Form 13-C containing postal ballot papers which were received in time by the Returning Officer will be opened by him, one after another. The declaration by the voter in Form 13-A will be found inside each cover in Form 13-C. Before opening any of the inner covers in form 13-B containing the postal ballot papers proper, the Returning Officer will check the declarations (From 13-A). He will reject a ballot paper without opening its inner cover (Form 13-B) in any of the following cases:—

- (a) if the declaration in Form 13-A is not found in the cover in Form 13-C;
- (b) if the declaration has not been duly signed by the elector or has not been duly attested by an officer competent to do so or is otherwise substantially defective;

- (c) if the serial number of the ballot paper appearing on the declaration is different from the serial number as endorsed on the inner cover in Form 13-B.
- 18.5 All such rejected covers in Form 13-B will be suitably endorsed by the Returning Officer, and will be replaced with the respective declarations in the larger covers in Form 13- C. All such larger covers will be kept in a separate packet which will be sealed by the Returning Officer and full particulars, such as the name of the Constituency, the date of counting, and a brief description of the contents will be noted thereon for identifying the packet.
- 18.6 Thereafter, the Returning Officer will proceed to deal with the remaining covers in Form 13-B, i.e., other than those rejected as aforesaid. In order that there may be no rest of the secrecy of the postal votes being violated, all the declarations in Form 13-A which are found by the Returning Officer on scrutiny to be in order will first be placed in a separate packet and sealed. Identifying particulars will be noted on the packet. It is necessary to put these declarations away in a sealed packet before any ballot papers proper are brought out of their covers in Form 13-B, as the declarations contain the names of the voters along with the respective serial numbers of their postal ballot papers.
- 18.7 After the above procedure has been completed, the Returning Officer will proceed to open the covers in form 13-B, one after another, and the postal ballot papers contained in them will be brought out. The Returning Officer will scrutinize every such ballot paper and decide its validity.
- 18.8 A postal ballot paper will be rejected –
 - (a) if no vote is recorded thereon; or
 - (b) if votes are given on it in favour of more than one candidate; or
 - (c) if it is a spurious ballot paper; or
 - (d) if it has been so damaged or mutilated that its identity as a genuine ballot paper cannot be established; or
 - (e) if it is not returned in the cover sent along with it to the elector by the Returning Officer; or
 - (f) if the mark indicating the vote is made in such a way that it is doubtful to make out the candidate to whom the vote has been given; or
 - (g) if it bears any marks or writing by which the voter can be identified.

- 18.9 There is no particular mark required by law to be made by a voter to indicate his vote on a postal ballot paper. Any mark can be accepted as valid so long as it has been so made and so placed on the ballot paper that the intention of the voter to vote for a particular candidate is clear beyond any reasonable doubt. Thus a mark made anywhere in the space allotted to a candidate will be taken as a valid vote in favour of the candidate concerned. Again, a vote recorded on a postal ballot paper will not be rejected merely on the ground that the mark indicating the vote is indistinct or made more than once for the same candidate, if the intention that the vote should be for a particular candidate clearly appears from the way the paper is marked.
- 18.10 The valid votes will then be counted and each candidate credited with the votes given to him. The total number of postal votes received by each candidate will then be counted, entered in the result sheet in Form 20 and announced for the information of the candidates/election agents/counting agents.
- 18.11 Thereafter, all the valid postal ballot papers and all the rejected postal ballot papers will be separately bundled and kept together in a packet and sealed with the seal of the Returning Officer, and the seals of such of the candidates, their election agents or counting agents (not exceeding two in respect of any one candidate) as may desire to affix their seals thereon.

19. COUNTING OF VOTES POLLED AT POLLING STATIONS

- 19.1 While the postal ballot papers are being counted by the Returning Officer at his table, the counting of votes recorded at polling stations by means of voting machines will also be taken up by the Assistant Returning Officer(s) at the other tables provided in the counting hall. For that purpose, the control units of voting machines received from the polling stations will be distributed to the various counting tables, beginning with the control unit of voting machine of polling station No. 1, being distributed to table No. 1, the control unit of voting machine of polling station No.2 being distributed to table No.2 and so on. At each counting table, votes cast at one polling station shall be taken up at a time. Thus the counting of votes of as many polling stations as there are the number of counting tables will be simultaneously taken up in the first round of counting. The counting will be done and completed in as many rounds as are necessary, having regard to the number of counting tables and number of polling stations. The control units for the next round will not be brought on the counting tables, unless the counting

of the previous round is over. In case of simultaneous elections the total number of counting tables should be divided into two groups of equal number of tables. The first group should be for Municipality election and the other group for the Municipality election. For example, if the total number of counting tables is 14 (fourteen), in the first round of counting, control unit for Municipality election used at polling station number 1 should be given to table number 1 and the control unit used for Municipality election at polling station number 1 should be given to table number 8, i.e., the first table for the counting of votes for Municipality election, and control unit for Municipality election used at polling station number 2 should be given to table number 2 and the control unit used for Municipality election at polling station number 2 should be given to table number 9, i.e., the second table for the counting of votes for Municipality election and so on. Keep an account of such distribution with you for your information. It is to be noted that in the case of counting for simultaneous elections, the next round of counting shall be taken up only after the counting in the previous round, in respect of Municipality elections is completed and control units used in the polling stations covered by the round completed are removed from the counting tables.

- 19.2 At the time of counting, only the control unit of the voting machine is required for ascertaining the result of poll at the polling station at which the control unit has been used. The balloting unit is not required.
- 19.3 Alongwith the control unit used at a polling station the relevant account of votes recorded in form 17C pertaining to that polling station will also be supplied to the counting table.

20. CHECKING SEALS ON CONTROL UNITS

Before the votes recorded in any control unit of a voting machine are counted, the counting agents present at the counting table shall be allowed to inspect the outer strip seal, the special tag, the green paper seals and such other vital seals as may have been affixed on the carrying case and the control unit and to satisfy themselves that the seals are intact and control unit has not been tampered with. If any control unit is found to have been tampered with, the votes recorded in that machine shall not be counted and the matter shall be reported to the Commission for its directions.

21. OPENING OF CARRYING CASES OF CONTROL UNITS

As each carrying case of control unit is brought to the counting table, the seals put thereon by the Presiding Officer at the polling station will be examined. Even if the seal of a carrying case is not intact in any case, the control unit kept therein could not have been tampered with if the seals thereon and particularly the paper seal(s) on that unit are intact. The carrying case will then be opened and the control unit taken out.

22. CHECKING OF SEALS AND IDENTITY MARKS ON THE CONTROL UNIT

As each control unit is taken out of the carrying case, its serial number will be checked so as to ensure that it is the same control unit which was supplied for use at that polling station. Then, the seal on the 'Candidate Set Section' which is put by the Returning Officer before the supply of the machine to the polling station and the seal on the outer cover of 'Result Section' which is put by the Presiding Officer at the polling station will be checked. Even if any of these seals is not intact the control unit could not have been tampered with, if the paper seals put on the inner cover of the Result Section are intact.

23. COMPARISON OF THE SERIAL NUMBER OF THE PAPER SEAL

- 23.1 On opening the outer cover of the Result Section, the inner cover sealed with the seal of the Presiding Officer will be seen. Even if this seal is also not intact, the control unit could not have been tampered with if the paper seal is intact and has not been tampered with. In the inner cover of the Result Section, there will be a green paper seal (two green paper seals in the case of machines manufactured by Bharat Electronics Limited, Bangalore). The green paper seal will have been so fixed that the two open ends of the seal project outwards from the sides of the inner compartment in which the result buttons are located. On one such open end of the paper seal will be the printed serial number of that seal. That serial number on the paper seal will be compared with the serial number as given in the paper seal account prepared by the Presiding Officer in item 9 of Part I of Form 17C. The counting agents present at the counting table will be allowed to compare such serial number of the paper seal and satisfy themselves that the paper seal is the same which had been fixed by the Presiding Officer at the polling station before the commencement of poll.
- 23.2 If the serial number of the paper seal actually used in the control unit does not tally with the serial number as shown by the Presiding Officer in the paper seal account, it may be that the paper seal account contains a mistake or there would

be a prima-facie suspicion that the voting machine has been tampered with. The Returning Officer will decide the question by checking the serial numbers of the unused paper seals returned by the Presiding Officer. If he finds it to be a case of clerical mistake, he will ignore the discrepancy.

24. CONTROL UNITS TO BE KEPT APART IF FOUND TAMPERED WITH

On the other hand, if the Returning Officer is satisfied that the voting machine has been tampered with, or is not the same which was supplied for use at that polling station, the machine will be kept apart and the votes recorded therein shall not be counted. He will report the matter to the Commission for its directions. Under the law, it is not necessary to adjourn the entire counting if any voting machine has been found to have been tampered with. The Returning Officer will proceed with the counting in respect of the other polling stations.

25. ASCERTAINING THE RESULT

25.1 After satisfying that the paper seal is intact, that the control unit is the same as was supplied at the polling station and that there is no tempering with the same, the votes recorded therein shall be counted. For this purpose, the following procedure will be followed by the Counting Supervisor:-

- (i) Power switch provided in the rear compartment of the control unit will be put to 'ON' position. The 'ON' lamp in the display section of the control unit will then glow green.
- (ii) The paper seal over the 'Result I' Button provided beneath the upper aperture of the inner cover of result section will be pierced through.
- (iii) The 'Result I' Button will then be pressed.
- (iv) At the 'Result I' button being so pressed, the total number of votes recorded for each candidate at the polling station shall be displayed automatically in the Display Panels of the control unit. Supposing, there are nine contesting candidates and the total number of votes polled at the polling station is 758, the votes secured by each candidate will be displayed in the display panels in the following sequence:-

B.E.L. Machines E.C.I.L. Machines
11
np 0001
cd
to
01

02
03
04
05
06 07
0009
0758
0109
0059
0077
0263
0002
0001
0038
0051
cd 9
to 758
01 109
02 59
03 77
263
05 38
04
06 2
07
51
08 94

(This is only an example)

[N.B. 'Result II' Button will be used for ascertaining the result of the second poll, only if and when the machine has been used for simultaneous poll. (At present only separate machines are being used for Municipal elections.)]

(v) The above result as displayed sequential candidate-wise shall be noted by the Counting Supervisor in 'Part II-Result of Counting' of Form 18.

25.2 If required, the Result I button can be pressed again to enable the candidates and/or their agents to note down the above result.

25.3 After the result has been noted, the cover of result section will be closed and the control unit switched off.

26. COMPLETION OF 'PART II-RESULT OF COUNTING' OF FORM 18

26.1 As the votes secured by each candidate are displayed on the display panels of the control unit, the counting supervisor shall, as mentioned above, record the number of such votes separately in respect of each candidate in 'Part II – Result of Counting' of Form 18. He shall also note down in the said Part II of Form 18 whether the total number of votes as shown in that part tallies with the total

number of votes shown against item V of Part I of that form or any discrepancy has been noticed between these two totals.

- 26.2 If he notices any such discrepancy, he will bring it to the notice of the Returning Officer for appropriate action in accordance with law. You may also bring it to the notice of the candidate whom you represent or his election agent so that he may if he so likes, pursue the matter, with the Returning Officer.
- 26.3 After completing Part II of Form 18 in all respects, the counting supervisor shall sign it. He shall also get it signed by the candidates or their agents present at the counting table.
- 26.4 A sample Form 18 is given at Appendix III.
- 26.5 After the Counting Supervisor has duly filled in Part II of Form 18, signed it and got it signed by the candidates or their agents, he shall handover that form to the Returning Officer. The Returning Officer shall countersign the Form after satisfying himself that the same has been properly filled and completed in all respects. The form so countersigned by the Returning Officer shall be sent to the officer who is compiling the final result and preparing the Final Result Sheet in Form 20.

27. PREPARATION OF FINAL RESULT SHEET

- 27.1 The officer in-charge of compiling the final result and preparing the Final Result Sheet in Form 20 shall make entries in that form showing the votes polled by each candidate polling stationwise, strictly in accordance with the entries made in 'Part II – Result of Counting' of Form 18 in respect of each polling station. The number of tendered votes polled, if any at a polling station shall also be noted in the appropriate column in Form 20 against the polling station concerned.
- 27.2 The entries so made in Form 20 in respect of each polling station shall be announced so that the candidates and their agents may take note of the result of counting in respect of each polling station. Alternatively, the Returning Officer may cause the entries made in Form 20 to be written on a black-board. This will enable you to proceed uninterruptedly with the counting of votes at other polling stations.

28. RECOUNT

- 28.1 Normally, there will be no question of recount of votes recorded in the voting machines. Every vote recorded by the voting machines is a valid vote and no dispute will arise as to its validity or otherwise. At the most, some candidates or

their agents may not have noted down properly the result of voting at any particular polling station when the control unit displayed that information. If necessity arises for re-verification, the same can be done by pressing the 'Result I' button, whereupon the result of voting at that polling station will again be displayed in the display panels of that control unit.

- 28.2 Despite the necessity for recount being totally eliminated by the use of voting machines, the provisions relating to recount contained in rule 63 of the Conduct of Elections Rules, 1961 still apply in relation to constituencies.
- 28.3 Accordingly, after the entire counting is over, the Returning Officer will announce that result giving the total number of votes polled by each candidate as recorded in the Final Result Sheet (Form 20). After the announcement is made, a candidate, or in his absence his election agent or any of his counting agents, may apply in writing for a recount of votes recorded at all or any of polling stations stating the grounds on which he demands such recount. For this purpose, the Returning Officer will announce the exact hour and minute upto which he will wait for receiving the written application for recount. When such an application for recount is made, the grounds urged for the recount will be considered and a decision taken by the Returning Officer. He may allow the application in whole or in part if it is reasonable, or he may reject it in toto if it appears to be frivolous or unreasonable. The decision of the Returning Officer will be final. If, in any case, an application for recount either wholly or in part is allowed, the Returning Officer will direct counting of the votes over again. The postal ballot papers may also be recounted if a request is made for their recount and such a request is allowed by the Returning Officer. After such recount has been completed, the result sheet will be amended to the extent necessary and the amendments so made announced. After the total number of votes polled by each candidate has been announced, the result sheet will be completed and signed.
- 28.4 It should be noted that a candidate or his election agent or any of his counting agents has no right to demand a recount after the Returning Officer has completed and signed the result sheet. Any demand for a recount of votes made after the result sheet has been completed and signed will be rejected.
- 28.5 If votes of a parliamentary constituency are counted at more places than one, then, according to rule 65 of the Conduct of Elections Rules 1961, demand for

recount of votes can be made only at the end of counting at the last place fixed for the purpose. Such last place would generally be the Headquarters of the Returning Officer where he would be collating and consolidating the results of the various assembly segments comprised within that parliamentary constituency.

29. ADJOURNMENT OF COUNTING IN CASE OF FRESH POLL

29.1 Before taking any of the steps mentioned in the foregoing para, the Returning Officer will wait for the direction of the Election Commission if he has made any report to it about any voting machine having been found tampered with as mentioned earlier in para 23 above. Where the Commission directs a fresh poll to be taken at the affected polling station(s) the counting will be adjourned after the counting process in respect of all other polling stations has been completed. In such case all the voting machines and also all other papers relating to elections will be sealed by the Returning Officer. Every candidate or his agent, if he desires to place his seal on every voting machine and packet, etc., in which the election papers are kept, will be allowed to do so. The counting so adjourned shall be recommenced after the fresh poll has been held, on such date and hour as the Returning Officer may fix in this behalf and completed in accordance with the procedure prescribed above.

29.2 Observers appointed by the Election Commission to watch the conduct of elections have the powers to direct the Returning Officer to stop the counting of votes at any time before the declaration of result or not to declare the result, if in their opinion booth-capturing has taken place at a large number of polling stations or at the counting place or the Election voting machine or postal ballot papers are unlawfully taken out of the custody of Returning Officer or are accidentally or intentionally destroyed or lost or damaged or tampered with. The election proceeding in such cases shall proceed further in accordance with such directions of the Election Commission as it may issue on the report of the Observers and after taking all material circumstances into account.

30. RESEALING OF VOTING MACHINES AFTER COUNTING

30.1 After the result of voting recorded in a control unit has been ascertained candidatewise and entered in 'Part II – Result of Counting' of Form 18 and in the Final Result Sheet in Form 20, the control unit shall be resealed with the seal of the Returning Officer and the secret seal of the Commission.

- 30.2 The resealing will be done in such a manner that the result of voting recorded in the control unit is not obliterated and the unit retains the memory of such result.
- 30.3 The aforesaid resealing of control unit shall be done in the following manner:-
- (i) The battery from the Candidate Set Section of the control unit shall be removed. After the removal of the battery, the cover of the Candidate Set Section shall be resealed.
- N.B. Removal of the battery is necessary so that it does not bloat with the passage of time and damage the machine. Removal of the battery will not, however, obliterate the result of voting recorded in the unit, as the unit will retain its memory even without the battery.
- (ii) The outer cover of the Result Section shall be closed and resealed.
 - (iii) The control unit so resealed shall be kept back in its carrying case.
 - (iv) The carrying case shall be resealed.
 - (v) An address tag shall be firmly attached to the handle of the carrying case containing the particulars of the election, name of the constituency, the particulars of polling station where the control unit was used, serial number of the control unit, date of poll, and date of counting.
- 30.4 The candidates/their election agents or counting agents are also permitted to affix their seals on the voting machines if they so desire. The counting agents are advised in the interest of the candidates whom they represent to ensure that they affix their seals on these machines. It will satisfy their candidates that there is no possibility of the votes recorded therein being tampered with. Where, however, the candidate himself or his election agent has affixed such seal, the counting agents need not affix their separate seals.

A P P E N D I X - I
FORM 2A
[See rule 39A]

APPOINTMENT OF ELECTION AGENT

Election of Member of Municipality _____ from the
_____ * Ward.

To

The Returning Officer

I _____ a candidate at the above election do
hereby appoint Sh. _____ (Name and Address)
as 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 particular of the election to be indicated here.

APPENDIX - II

FORM 18

[See rules 69Q(1), 69R(1)(ii), 69U(2) (a) and (b), 69V(1)]

PART-I – ACCOUNT OF VOTES RECORDED

Election to the Municipality _____
From Ward Number _____

Number and Name of Polling Station _____
Identification Number of Voting Machine used at the Polling Station
Control Unit _____
Balloting Unit _____

1. Total Number of electors assigned to the Polling Station.
2. Total Number of voters entered in the Register of Voters (Form 12)
3. Number of voters deciding not to record votes under rule 69M
4. Number of voters not allowed to vote under rule 69G or 69H
5. Total Number of votes recorded as per voting machine.
6. Whether the total Number of votes as shown against item 5 tallies with the total Number of voters as shown against item 2 minus Numbers of voters deciding not to record votes as against item 3 minus Number of voters as against item 4 (2-3-4) or any discrepancy noticed.
7. Number of voters to whom tendered ballot papers were issued under rule 55
8. Number of tendered ballot papers.

Serial number
From To

- (a) received for use _____
(b) issued to electors _____
(c) not used and returned _____

9. Account of papers seals

Serial numbers

From To

Signature of Polling Agents

- | | |
|--|----------|
| 1. Serial number of paper seals supplied. | 1. _____ |
| From _____ to _____ | 2. _____ |
| 2. Total numbers supplied. | 3. _____ |
| 3. Number of paper seals used. | 4. _____ |
| 4. Number of unused paper seals returned to | 5. _____ |
| Returning Officer (Deduct item 3 from item 2) | 6. _____ |
| 5. Serial number of damaged paper seal, if any | 7. _____ |

Date _____
Place _____

Signature of Presiding Officer _____
Polling Station No. _____

PART-II – RESULT OF COUNTING

S. No. recorded	Name of Candidate	No.	of	votes
1				
2				
3				
4				
5				
6				
.....				
<hr/>				
Total				

Whether the total numbers of votes shown above tallies with the total Number of votes shown against the item No.5 of Part-I or any discrepancy noticed between the two totals.

Place _____
Date _____

Signature of Counting Supervisor

Name of Candidate/election agent/counting agents

Full Signature

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

.....
.....

Signature of Returning Officer/Presiding Officer