

**STATE ELECTION COMMISSION, ODISHA,  
TOSHALI BHAWAN, B-2, 1<sup>ST</sup> FLOOR, SATYANAGAR,  
BHUBANEWAR-751007**

E-mail ID – [stateelectioncommission.odisha@gmail.com](mailto:stateelectioncommission.odisha@gmail.com)

Fax No. 0674-2573494

No. 2043 /SEC.,  
Ele (Ml) 16/2018

Date: 18.5.2018

From

Shri U.N. Das, OAS (SAG)  
Secretary.

To

All District Magistrates.

Sub: **Arrangement for Counting of Vote for election to Urban Local Bodies.**

Madam/Sir,

I am directed to say that vote shall be counted under the supervision of the Election Officer in the presence of the candidate and their counting Agents. Prior to the counting, the Election Officer shall make following arrangements for smooth and in time completion of counting.

**A. Counting Hall**

- i. The Election Officer shall make physical verification of the Counting Hall.
- ii. The Counting Hall should be spacious enough to accommodate the Election Officer and other officials required to assist him as well as the candidates or their agents.
- iii. Besides, availability of furniture and drinking water facilities shall be taken into account.
- iv. Counting of votes in temporary structures must be avoided at all costs.

**B. Date, Place & Time for Counting**

Under Rule 24(i) of Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 and 23(i) Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003 the Election Officer have to notify the date, place and time for commencing of counting of votes. He shall intimate the Commission regarding the relevant information on counting center.

**C. Counting Table**

- i. The Commission has fixed the maximum number of counting tables for different ULBs as follows:

Sl. No.	ULB	No. of Counting Table
1.	NAC	Maximum 2
2.	Municipality	Maximum 5
3.	Corporation	Maximum 12



- ii. Depending upon the numbers of Wards, Polling Station and place of counting, the number of tables required for counting of votes for a particular ULB may be determined. In case of Corporation, the contesting candidates may be informed the approximate time of commencement of counting of their Ward so that their Counting Agents will report before the approximate time. This may be done to avoid rush at the Counting Hall & Centre.

**D. Appointment of Counting Personnel**

- i) Following no. of Counting Personnel shall be appointed for each Counting Table.

Sl. No.	Particulars	No. of Counting Personnel
1.	Counting Supervisor	1
2.	Counting Assistant	1

- ii) Some Group 'D' employees may be deployed in the Counting Hall for transporting EVMs to the Counting table from storage space of the counting centre and for sealing of the EVMs after counting.
- iii) The polling personnel who have been posted to the Polling Stations and performed poll duty should not ordinarily be engaged for counting.
- iv) The counting personnel will be paid remuneration at the rate prescribed by the Commission.
- v) Every counting supervisor and assistant may be issued with a Pass in the following format. They will be seated in their respective tables allotted till the completion of the counting and not roam inside the Hall or go to another table.

Election to .....NAC/Municipality/Corporation <b>Pass for Counting Supervisors/Counting Assistant.</b> Name of the Counting Centre: Name & Designation: Table No. allotted: Signature of the Election Officer.
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- vi. For other officials engaged in Counting Hall or Centre for various election or other related duties may be issued with a Duty Pass.

Election to .....NAC/Municipality/Corporation <b>DUTY PASS</b> Name of the Counting Centre: Name & Designation: Nature of Duty: Signature of the Election Officer.
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- vii. 10% of the total counting personnel may be kept reserve for emergency.
- viii. A table should be numbered and a chart should be prepared showing the sequence of distribution of EVMs Ward wise and Polling Station wise.

**E. Training of Counting Personnel**

All Counting Personnel shall be given hands-on intensive training in counting of votes through EVMs. They will be also explained each items in Form No. XVII-C (for NAC/Municipality) and Form No. XXIV (for Corporation) Accounts of Votes Recorded and as well as filling of the said Form in Part-II.

**F. Appointment of Counting Agent**

- i) The Commission has prescribed the form for appointment of Counting Agent (copy enclosed). As many Counting Agents as the number of Tables may be appointed by the Contesting candidates at the time of counting with the approval of Election Officer.

**G. Security arrangements during counting**

- i) Security arrangements may be made outside the Counting Hall as well as outside the Counting Centre.
- ii) The security personnel will allow the Candidates or their Counting Agents/Counting Personnel having ID card issued by the Election Officer to the counting centre.
- iii) Entry of the unauthorized persons into the Counting Center should be strictly prohibited.
- iv) No mobile phones are allowed in the counting hall. Proper arrangement should be made at the Counting Centre for safe keeping of the mobiles of Counting Staff/Candidates/Counting Agents, if any.
- v) Under any circumstances, no one shall be allowed to smoke inside the counting hall. The person may go out, if they so desire to smoke without causing any dislocation in the counting place.
- vi) No person should leave the Counting Hall or enter the Counting Hall without prior permission of the Election Officer.
- vii) The Counting Agents in no case will be allowed to handle EVMs. For this purpose a **Separator/Barricade** may be provided/erected between the counting table and sitting of the election agents.

**H. Transportation of EVM**

If polled EVMs are stored in a location other than the Counting Centers itself then proper security arrangement should be made while transporting EVMs from the Strong Room to the Counting Centre.



**I. Persons allowed in the Counting Hall.**

Only the following persons may be allowed inside a counting hall.

- i) Counting Supervisor & Counting Assistants.
- ii) Persons authorized by the Election Commission.
- iii) Public servants on duty in connection with the election (with Duty Pass).
- iv) Candidates and their Counting Agents.
- v) Observers

**J. Counting Materials**

Generally, the following stationery would be required for one counting table

- i) Knife for cutting and opening the seals, etc.
- ii) Pencil
- iii) Four sheets of plain paper
- iv) Paper Weight
- v) One tray

All these above materials should have been provided in the tray kept on the individual Counting table before starting of the actual counting.

**K. Preparation for counting**

- i) All necessary preparatory arrangement shall be completed beforehand so that Ward-wise counting will start as per the time fixed by the Commission.
- ii) All the counting supervisor and assistants and Counting Agents may be asked to take their respective seats 15 minutes before the commencement of counting. Before counting, they will receive the CUs and other paper at their counting table by the supporting Staff.

**L. Sealing of EVMs after counting**

- i) After the counting is over the Control Units as well as Ballot Units of the voting machines shall be sealed with the seal of Election Officer.
- ii) The Polling Station wise 'Account of votes recorded' forms may also be sealed Ward-wise.
- iii) A space inside the counting hall or a room adjacent to the Counting Hall shall be earmarked for sealing of the EVMs (both BU & CU) and other election papers with the seal of Election Officer.

**M. Communication Room**

As per instruction of the Commission a Communication Room having computer with internet facility may be set up in the counting centre for transmission of counting results/trends to the Commission's Office.

- i) On the day of Counting, compilation of result ULB wise is made at the Commission's level.
- ii) For transmission of result to the Commission's office the following arrangement shall be made at the counting centre.
  - a) An Officer shall exclusively be earmarked for transmitting the result to the Commission.
  - b) He shall be suitably instructed to transmit the Ward-wise result one after another as soon as the same is completed through telephone/Fax/e-mail to the Commission.
  - c) To transmit the result through above mode necessary arrangement shall be made by the Election Officer.

The fax message may be sent to 0671-2573494 and e-mail to [stateelectioncommission.odisha@gmail.com](mailto:stateelectioncommission.odisha@gmail.com) and [sec.odisha@govt.in](mailto:sec.odisha@govt.in)

This instruction should be followed scrupulously.

Yours faithfully,

  
Secretary

Memo. No. <sup>2044</sup> /SEC, dated 18.5.18

Copy forwarded to Commissioner-cum- Secretary, Housing & Urban Development Department for information and necessary action.

Memo. No. <sup>2045</sup> /SEC, dated 18.5.18

Copy forwarded to All Election Officers/Executive Officers of NAC/Municipality/ Municipal Commissioners for information and necessary action.

Memo No <sup>2046</sup> /SEC., Dated 18.5.18

Copy forwarded to OSD to State Election Commissioner for kind information of Commissioner/All Officers for information and necessary action.

  
Secretary

**FORM OF APPOINTMENT OF POLLING AGENT/COUNTING AGENT**

(Prescribed by State Election commission, Odisha)

Election to the Municipality/NAC.....

From Ward no.....

To

The Election Officer ..... Municipality/NAC.

I ..... (Name of the candidate) a  
contesting candidate for Ward No. .... do hereby give notice that I  
have appointed ..... (Name of the Agent) as Polling  
Agent/Counting Agent to attend the polling booth No..... of Ward  
No..... located at ..... during poll/counting.

Full Signature of candidate

Date:

I agree to act as such Polling Agent/Counting Agent.

Full signature of Polling Agent/Counting Agent.

Declaration of Polling Agent/Counting Agent to be Signed before the Election Officer.

I hereby declare that I will not at this election/counting for Ward No..... do anything forbidden by Orissa Municipal Act, 1950 and Orissa Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Elections) Rules, 1994.

Full signature of Polling  
Agent/  
Counting Agent

Signed before me

Approved.

Date:

Seal & signature of Election Officer  
..... Municipality

N.B.:(1) The form is to be submitted in duplicate to the Election Officer by 5 P.M. of the date preceding the date of Poll/Counting.

(2) Strike out which ever is not applicable.

(3) The Polling Agent is required to be present at the polling station one hour before the commencement of poll in order to attend the mock polling through E.V.M.

(4) The Counting Agent will report at the Counting Centre half an hour before the time fixed for counting.

**FORM OF APPOINTMENT OF POLLING AGENT/COUNTING AGENT**  
(Prescribed by State Election commission, Odisha)

Election to the Municipal Corporation.....

From Ward no.....

To

The Election Officer ..... Municipal Corporation

I ..... (Name of the candidate) a  
contesting candidate for Ward No. .... do hereby give notice that I  
have appointed ..... (Name of the Agent) as Polling  
Agent/Counting Agent to attend the polling booth No..... of Ward  
No..... located at ..... during poll/counting.

Full Signature of candidate  
Date:

I agree to act as such Polling Agent/Counting Agent.

Full signature of Polling Agent/Counting Agent.

Declaration of Polling Agent/Counting Agent to be Signed before the Election  
Officer.

I hereby declare that I will not at this election/counting for Ward  
No..... do anything forbidden by Orissa Municipal Corporation Act, 2003  
and Orissa Municipal (Division of City into Wards, Reservation of Seats and  
Conduct of Elections) Rules, 2003.

Full signature of Polling  
Agent/  
Counting Agent

Signed before me

Approved.

Date: -

Seal & signature of Election Officer  
..... Municipal Corporation

N.B.:(1) The form is to be submitted in duplicate to the Election Officer by 5 P.M.  
of the date preceding the date of Poll/Counting.

(2) Strike out which ever is not applicable.

(3) The Polling Agent is required to be present at the Polling Station one  
hour before the commencement of poll in order to attend the mock  
polling through E.V.M.

(4) The Counting Agent will report at the Counting Centre half an hour  
before the time fixed for counting.