



**HANDBOOK
FOR
PRESIDING OFFICER
FOR
PANCHAYAT ELECTIONS IN ODISHA**

**PUBLISHED BY STATE ELECTION COMMISSION, ODISHA
2022**

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FOR
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2022

HANDBOOK
FOR
PRESIDENTIAL ELECTIONS
FOR
NARAYAN ELECTIONS
IN ODISHA

PRINTED BY THE GOVERNMENT OF ODISHA

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A. BROAD OUTLINE OF DUTIES OF PRESIDING OFFICER

1. You, as the Presiding Officer, have an important role to play in the conduct of General Elections to the Panchayat Bodies in Odisha. You enjoy full legal powers to control the proceedings in the Polling Station under your charge. It is your responsibility to ensure free and fair poll at your Polling Station. Thus, it is necessary that you equip yourself fully with the law and procedures in relation to the conduct of elections so that you act strictly in accordance with them and leave no room for any complaint from any quarters. The relevant Acts & Rules that govern conduct of election to the 3 tier Panchayat Bodies in Odisha are the Odisha Grama Panchayat Act, 1964, Odisha Grama Panchayat Election Rules, 1965, Odisha Panchayat Samiti Act, 1959. Odisha Panchayat Samiti Election Rules, 1991, Odisha Zilla Parishad Act, 1991 and Odisha Zilla Parishad Election Rules, 1994.

2. Some salient aspects of your duties are listed below for your guidance:

- (i) You must acquaint yourself with members of your polling party and keep contact with them right from your appointment as Presiding Officer.

- (ii) You must keep in your ready possession all relevant instructions of the Election Officer.
- (iii) You must carry with you the letter of your appointment as Presiding Officer. You will also ensure that Polling Officers of your Polling Party will carry their letters of appointment.
- (iv) You must have a clear idea of the location of your Polling Station and your itinerary to and from the Polling Station.
- (v) You must attend the training classes / rehearsal for Polling Staff without fail.
- (vi) While collecting Election Materials, you should ensure that all items have been handed over to you. The most important items are Ballot Papers, Ballot Box(s), Marked Copy of Electoral Roll and other copies, Cross Mark Seals for voting, Distinguishing Mark Seal, Statutory and Non-statutory forms, Gum, Sealing wax and Indelible Ink. A complete list of Election Materials that will be supplied to you is at **Annexure- I**.

- (vii) On arrival at the polling station, arrangements shall be made for setting up a proper polling compartment so as to ensure secrecy of voting, regulation of queue of voters and protection of poll proceedings free from outside interference etc.
- (viii) You are required to sign and affix your seal on the ballot papers and put serial number before issue. To enable the commencement of poll at the appointed time, you should keep in advance some ballot papers in full bundles of 100/50nos. (approximately 60% of the total number of voters) signed and affixed with your seal and serially numbered. Serial Nos. are to be given both on the ballot paper and it's counterfoil.
- (ix) You are also required to affix on the back of ballot papers signed by you the distinguishing mark seal given to you. You are advised to go through the extract of Commission's Letter No.2905 dtd.21.10.2021 at **Annexure-II** and Order No 4327 dtd.1.11.2001 at **Annexure-III** containing directions regarding handling of ballot papers and follow them scrupulously.

- (x) Since the Commission has changed the colour of the ballot papers, you are required to acquaint yourself and also to educate your polling officers about the changed Ballot Papers who shall guide the voter properly.
- (xi) You have the authority to allow Polling Agents to remain present at the polling station during the voting. You shall examine the letter of authority issued by a candidate in favour of a Polling Agent and satisfy yourself that the same is in the prescribed format and genuine before allowing the person in.
- (xii) The identity of an elector should be properly verified with the documents produced in support of his identity at **Annexure-IV** before issue of the ballot paper(s), In case of challenged identity, you have to decide after holding an enquiry in the manner described at Para-G of this Hand Book.
- (xiii) If an elector to whom a ballot paper is issued, refuses even after you have warned him to observe the procedure relating to the maintenance of secrecy of voting within the Polling Station, the

ballot paper(s) issued to him shall whether he has recorded his vote or not, be taken away from him and thereafter cancelled by you.

- (xiv) You have to regulate the proceedings in the Polling Station for peaceful and smooth conduct of poll. You require much tact but at the same time should be firm and impartial.
- (xv) You should ensure that after the closing hour of poll, nobody is allowed to join the queue and for that purpose, you should distribute slips with your initial to all electors standing in the queue starting from the end of the queue.
- (xvi) You should follow carefully the instructions for sealing election papers in different covers so that no avoidable mistake is committed which cannot be rectified later.
- (xvii) It is your personal responsibility to hand over the Ballot Box and all election papers duly sealed to the Election Officer or any other officer responsible for collection thereof under proper receipt.

- (xviii) To each Polling Party, a Constable or a Home Guard or a Forest Guard or a Grama Rakhi will be attached. His services are meant to be used by you to maintain order at the Polling Station including queues of voters during voting.

B. POLLING PARTY

A Polling Party consisting of one Presiding Officer and two Polling Officers shall be appointed by the Election Officer for each Polling Station. For simultaneous elections to the three-tier Panchayats, the same Polling Party shall exercise all powers and perform all the functions of Presiding Officer and Polling Officers to conduct polls for election of Ward Member, Sarpanch, Panchayat Samiti Member and Zilla Parishad Member. A Polling Party may be called upon to conduct polls at more than one Polling Station on different dates.

C. TRAINING OF POLLING PERSONNEL

The Election Officer shall arrange training and rehearsal for each Polling Party. The Presiding and 1st Polling Officer are compulsorily required to attend the training programme on the date, time and venue fixed by the Election Officer.

D. APPOINTMENT OF POLLING AGENT

1. A contesting candidate is competent to appoint one Polling Agent under the Panchayat Election Rules.

2. The Presiding Officer shall examine the letter of authority of the Polling Agent issued by the candidate and countersigned by Election Officer and admit him to the Polling Station, if he is satisfied that the authority is in the prescribed format and genuine.

E. ASSIGNMENT OF DUTIES TO POLLING PERSONNEL

Presiding Officer—(1) The Presiding Officer is responsible for smooth conduct of poll and he is answerable for every proceeding thereof during poll. The Polling Officers and the Police Constable/Home Guard/Forest Guard/Grama Rakhi attached to the Polling Party shall work under his direction and supervision. His main duties have already been described in Para-A supra.

(2) When a Presiding Officer is unable to remain present in the polling station for reasons beyond his control, he will authorize one of the Polling Officers to act as Presiding Officer during his absence.

First Polling Officer- (1) Under the control and supervision of the Presiding Officer, the 1st Polling Officer shall be in charge of marked copy of Electoral Roll. On entering the Polling Station, the elector will proceed direct to the 1st Polling Officer for identification. At times, a voter may come with an unofficial identity slip. Such slip may contain the name, SI. No. and House No. of the elector as in the electoral roll. The slip should not contain the name or symbol of any candidate. An elector must not be compelled to bring an identity slip. If the voter does not have any such identity slip, the 1st Polling Officer will himself ascertain his name, father's/husband's name, House No. etc. and establish his identity with reference to the entry in the Electoral Roll. Commission's Order No.3032 dtd.26.10.2021 (**Annexure-IV**) for establishing identity of an elector should be followed strictly.

(2) If there is a challenge of the identity of an elector, the 1st Polling Officer will refer the matter to the Presiding Officer for a decision. In case there is no challenge, the 1st Polling Officer shall hand over all the Ballot Papers one by one in the order of Sarpanch, Ward Member, Panchayat Samiti Member and Zilla Parishad Member on obtaining signature/T.I. of the elector on the counterfoil

of each ballot paper to the 2nd Polling Officer and put tick (“) mark against the name of the elector in the working copy the electoral roll to indicate that he has been allowed to vote.

Second Polling Officer—(1) The 2nd Polling Officer will be in charge of Indelible Ink. After receipt of Ballot paper from the 1st Polling Officer, the 2nd Polling Officer will check the left forefinger of the elector with a view to see whether there is any Indelible Ink mark, faint or otherwise and then to put a mark with Indelible Ink on the left forefinger and issue ballot papers one after one (Sarpanch, Ward Member, Panchayat Samiti Member & Zilla Parishad Member) after folding vertically and horizontally as described in Annexure -III and then restoring to the previous position and explaining the marking procedure and the manner of re-folding it after marking.

Any reference to the left fore-finger of voter shall in the case where the voter has left fore-finger missing be construed as a reference to any other finger of his left hand and shall, in the case where all the fingers of his left hand are missing, be construed as a reference to the fore-finger or as the case may be, any other finger of his right hand and

shall, in the case where all his fingers of both the hands are missing be construed as a reference to such extreme of his left or right arms as he possesses

(2) In order to ensure that the Indelible Ink mark put on the voters finger has been properly dried up and developed into a distinct indelible ink mark, it may be necessary that his left forefinger is again checked up by 2nd polling officer before the elector leaves the station. If the ink mark is not distinct or found removed, the elector's forefinger should again be marked with Indelible Ink.

F. CONDUCT OF POLLING

(i) Poll Materials- The Presiding Officer shall receive all the materials that the Polling Party would need at a Polling station to conduct the polls from the Election Officer before leaving for the Polling Station. A list of such materials is given in **Annexure-I**. It shall be the responsibility of the Presiding Officer to verify the polling material during delivery.

Any consumable materials not supplied may be purchased locally by the Presiding Officer out of the Booth Contingency given to him. It shall be the responsibility of the Presiding Officer to verify the polling materials during the delivery and to proceed well in advance to the Polling station as may be directed by the Election Officer.

(ii) The polling party is to reach the Polling Station by the afternoon of the preceding day of the poll, make a

thorough inspection of the premises and decide, upon the seating arrangements, location of voting compartment, entry & exit doors etc. They should stay at the Polling station. They shall cause to be exhibited a notice at the entrance of the Polling Station specifying the area of the Polling Station, the date and time of poll, a copy of the list of contesting candidates arranged in alphabetical order in Odia together with a description of the symbols allotted to them.

(iii) The Presiding Officer shall examine the letter of authority of Polling Agent authorized by a Candidate and admit him to the Polling Station if he is satisfied that the authority is in the prescribed format and genuine.

(iv) The Ballot papers to be issued to the voters must be authenticated by him putting his seal and signature on the front. The distinguishing mark should be affixed on the top right hand corner of the back side of the ballot paper. After assigning a serial number, signing and affixing the distinguishing mark on the back side of the ballot paper containing in a bunch of 100/50 Nos, the Presiding Officer shall hand over the ballot paper bunch after bunch to the 1st polling officer. As has been already mentioned in para-A, ballot papers numbering approximately 60% of the total number of voters at the Polling Station in full bunches of 100/50Nos. should be prepared initially. Further bunches should be taken up and prepared when the first lot of ballot papers as above are about to be exhausted.

(v) Immediately before commencement of poll the Presiding Officer shall demonstrate to the candidate/polling agents that the ballot box(s) is empty and then prepare the box to balloting position. In operating instructions of the ballot box are given in **Annexure-VI.**

(vi) The poll shall commence at the appointed hour notified by the Commission i.e. at 7 A.M. in the morning.

(vii) The following persons can be allowed to enter into the polling station.

- (a) Polling Staff
- (b) Electors
- (c) Polling Agent
- (d) Candidate.
- (e) Companion of a blind and infirm voter.
- (f) Child in arms.
- (g) Any person required by the Presiding Officer for assistance.
- (h) Any person authorised by the State Election Commission/ Election Officer.

(viii) The voter will first approach the 1st polling Officer who will verify the identity of the voter as per the procedure

of identification explained earlier. If the identity of the voter is challenged the 1st Polling Officer shall refer the matter to the Presiding Officer and continue the process of taking the next voter from the queue.

G. PROCEDURE FOR IDENTIFICATION OF VOTER & VOTING.

(i) Each voter is required to produce any one of the documents notified by the Commission in their Order No.3032 dtd.26.10.2021 (**Annexure-IV**) in support of his identity.

(ii) A candidate or his/her Polling Agent can object to the identity of a voter on the only ground that he/she is not the person he/she claims to be as per entry in the voter list.

(iii) For every objection a fee of Rs.2/- shall be deposited with the Presiding Officer.

(iv) No such objection shall be entertained unless the above fee is deposited.

(v) After such deposit, the Presiding Officer shall decide the objection summarily and his decision shall be final.

(vi) If the objection is allowed the deposit shall be refunded to the person who deposited the amount.

(vii) If the objection is disallowed the amount shall be forfeited and receipt shall be issued to the person who has made the deposit.

(viii) After identity of a voter has been established, his left hand forefinger be marked with indelible ink and he handed over the ballot papers by the 2nd Polling Officer one by one (Sarpanch, Ward Member, Panchayat Samiti Member and Zilla Parishad Member). The voter on each occasion will proceed to the Voting Compartment and record his vote, refold the ballot paper, come out of the Voting Compartment and insert the ballot paper into the ballot box. After he has cast the last ballot paper (Zilla Parishad Member) in the ballot box, he shall be asked to leave the polling booth.

(ix) In case the Presiding Officer is satisfied that a voter is physically incapacitated or blind and is in genuine need of assistance, he may, at the request of such voter, allow him to be accompanied by a companion to the voting compartment to assist him in recording his vote

H. MAINTENANCE OF ORDER IN THE POLLING STATION :

(i) The Presiding Officer shall so regulate the entry of the voters into the Polling Station that the polling proceeds in an orderly manner.

(ii) All voters who appear between the hours fixed for the poll within the Polling Station shall be allowed to cast their votes.

(iii) No voter shall be admitted inside the Polling Station after the time fixed for closure of the poll.

I. CLOSURE OF POLL

After the closure of the poll the Presiding Officer shall seal the ballot box(es) with Address Tag and put the Ballot Box(es) inside the cloth bag and seal it with Address Tag along with his seal and signature. The candidate or their agents may affix their seal and signature on the address Tag. The Presiding Officer will personally hand over the sealed ballot Box(es) at receiving centre.

The Presiding Officer shall also prepare separate bundles of paper, reports, unused, surplus ballot paper in respect of Ward Member, Sarpanch, Panchayat Samiti Member and Zilla Parishad Member, seal each packet, note there on the name and number of the Polling Station to which it relates to and forward the same to the Election Officer. It will be open for the candidates or their polling agents to affix their seal and signature on these packets, if they so desire.

Three copies of Ballot Paper Account Forms i.e. three copies of Form No. 7 for Ward Member, three copies of Form No. 7 for Sarpanch, three copies of

Form No. 12 for Panchayat Samiti Member and three copies of Form No. 11 for Zilla Parishad member will be supplied for each polling booth. The Presiding Officer shall put one Form of each category in sealed cover and keep one of each category in open cover and hand over the same to Election Officer and keep one Form of each category with him for future reference.

(ii) The separate sealed packets shall be prepared as follows:-

(a) Unused Ballot Paper

- i) Ward Member
- ii) Sarpanch
- iii) P.S. Member
- iv) Z.P. Member

(b) Surplus Ballot Paper

- i) Ward Member
- ii) Sarpanch
- iii) P.S. Member
- iv) Z.P. Member

(c) Ballot Paper Account

- I) Ward Member
- ii) Sarpanch
- iii) P.S. Member
- iv) Z.P. Member

- (d) Marked copy of electoral roll
- (e) Other copy of electoral roll
- (f) Special report of the Presiding Officer regarding conduct of poll
- (g) Cash Book and Receipt Book on Challenge votes
- (h) Diary of the Presiding Officer
- (i) Other papers / records
- (iii) The Presiding Officer should record important events mentioning time concerning polling at the Polling Station in plain Paper and send it in sealed cover to the Election Officer. Occasion arisen leading to postponement or countermanding of the poll shall also find place in such report.
- (iv) The presiding officer shall return all non consumable materials to the Election Officer.

J. POSTPONEMENT, ADJOURNMENT & COUNTERMANDING OF POLLS:

- (i) If at any time or in any event the proceedings at any polling station are interrupted or obstructed for any reason whatsoever and the Presiding Officer is satisfied that free and fair conduct of election has been affected thereby, he shall direct postponement of the poll and forthwith inform the Election Officer. The Presiding Officer shall assess the nature of interruption or obstruction and its effect on the conduct of free and fair election very carefully before directing such

postponement of the poll. On receipt of such information, the Election Officers shall make such enquiry as he deems fit and report the facts of the case to the Commission. On the basis of receipt of such a report from the Election Officer or otherwise, the State Election Commissioner shall, on being satisfied that conduct of free and fair election has been affected, direct holding of fresh poll at that Polling Station.

(ii) If the proceedings at any Polling Station are interrupted or obstructed by **riot or** open violence or if it is not possible to hold the poll at any Polling Station due to natural calamity or some other grave situation, the Election Officer can, on being satisfied, announce adjournment of the said poll to a date to be notified later. He, shall report the facts forthwith to the -Commission. On being satisfied regarding the genuineness of the facts from the report of the Election Officer or otherwise, the State Election Commissioner shall direct holding of fresh poll at the polling station(s) where the earlier poll had been adjourned and also prescribe date, place and hours for the said poll.

(iii) If at a election, any Ballot Boxes used for the poll is unlawfully taken out of the custody of the Presiding Officer or such Ballot Boxes is destroyed/ damaged/ tampered to such an extent that the result of the poll cannot be ascertained and that such an error or irregularity has been committed which is likely to vitiate the poll, the Presiding Officer shall forthwith report the matter to the Election Officer. The State Election Commissioner, on

receipt of such report from the Election Officer or otherwise, on being satisfied of the accuracy of the facts may, depending upon the gravity of the incident, declare the poll at the affected Polling Station(s) as void and fix fresh date for re-poll or even countermand the election in the entire affected area. Since adjournment, postponement and countermanding of polls are extreme measures affecting the poll process, the Presiding Officers and the Election Officers have to be vigilant while conducting the polls and accurate while reporting the facts.

In the event of postponement and countermand of the poll, the Presiding Officer shall record the number of votes already polled in the marked copy of the electoral roll and this marked copy shall be sealed and handed over to the Election Officer, i.e. Block Development Officer.

ANNEXURE I

LIST OF MATERIALS TO BE SUPPLIED FOR EACH POLLING BOOTH FOR PANCHAYAT ELECTION

Sl. No.	Item	No./Qty.
(1)	(2)	(3)
1	Ballot Box	1 Big/ 2 Medium/ 3 small
2	Metal Trunk	1
3	Indelible Ink	2 Phials
*4	Seals—	
	(a) Distinguishing Mark Seal for polling booth to be stamped on the back of the ballot paper.	1
	(b) Metal Seal for use by Presiding Officer for sealing of ballot box/ envelopes, etc.	1
	(c) Cross mark Rubber Seal for voting	1
	(d) Rubber Seal for Presiding Officer	1
5	Forms for Validly nominated candidate's list—	
	(a) For Sarpanch and Ward Member (Form No. 5).	2 Nos. each
	(b) For Samiti Member (Form Nos. 8 & 9)	2 Nos. each
	(c) For Z. P. Member (Form No. 8)	2 Nos.

(1)	(2)	(3)
6	Electoral Roll of the concerned Ward for use as working copy, display at polling booth and reference of Presiding Officer.	3 Copies
7	Ballot Papers (110 % of the total number of voters—must comprise of at least two bundles of 50 Nos.).	
	(a) For Ward Member	
	(b) For Sarpanch	
	(c) For P. S. Member	
	(d) For Z. P. Member	
8	Forms for Ballot paper account	
	(a) For Sarpanch & Ward Member (Form No. 7).	6
	(b) For P. S. Member (Form No. 12)	3
	(c) For Z. P. Member (Form No. 11)	3
9	Envelopes	
	(a) For marked copy (working copy) of Electoral Roll.	1
	(b) For second copy of Electoral Roll (used by Presiding Officer for reference).	1

(1)	(2)	(3)
(c)	For unused and surplus Ballot Paper (Ward Member—2, Sarpanch—2, P. S. Member—2 & Z. P. Member—2).	8
(d)	For challenged votes (Ward Member—1, Sarpanch—1, P. S. Member—1 & Z. P. Member—1).	4
(e)	For blind and companion vote (Ward Member—1, Sarpanch—1, P. S. Member—1 & Z. P. Member—1).	4
(f)	For appointment letter of Polling Agents.	1
(g)	For Receipt Book of forfeited cash	1
(h)	For Presiding Officer's special report/ diary.	1
(i)	Big cover	2
(j)	For any other paper that the SEC or Election Officer has directed to keep.	1
10	Receipt for deposit of challenged fee	1 Book
11	Lables	
(a)	Prohibited Area	2
(b)	Polling Area	2
(c)	ପ୍ରତୀକ୍ଷା କ୍ଷେତ୍ର (ପୁରୁଷ)	1
(d)	ପ୍ରତୀକ୍ଷା କ୍ଷେତ୍ର (ମହିଳା)	1
(e)	ପ୍ରବେଶ	1
(f)	ପ୍ରସ୍ଥାନ	1

(1)	(2)	(3)
(g)	ଭୋଟଦାନ କକ୍ଷ	1
(h)	ଭୋଟ	1
(i)	Polling Agents	1
(j)	Presiding Officer	1
(k)	Polling Officer	1
12	2 (two) metres of thick & coloured cotton cloth for using as Voting Compartment Screen.	
*13	Copying pencil	2
*14	Self inking pad	1
*15	Ball pen/refill	3
16	Fullscape paper	4 Pieces
17	Pin	1 (Small Packet)
18	Sutuli	2 Bundles
19	Sealing wax	10 Pieces
20	Gum paste	1 Bottle
*21	Pusher	1
22	Match box	1
23	Blade	1
*24	Metal rule for detaching ballot paper	1
*25	Cloth for cleaning finger of voter	1
*26	LED Lamp	1
27	Flexible wire	1 Yard
28	Carbon paper	4 Sheets
29	Candle	2 Pieces

*Items are per Polling Party. The Polling Party will carry these items from one Polling Station to another and to the next and so on.

ANNEXURE II

EXTRACTS FROM COMMISSION'S LETTER No. 2905-SEC., Dt. 21-10-2021

2. The ballot paper containing water mark would be of different colour, i.e. for Ward Member **Blue**, Sarpanch **Yellow**, P.S. Member **Pink** and Z. P. Member **White** (with names of the candidates). As before, ballot papers for Ward Member, Sarpanch and P. S. Member will bear symbols only and the ballot papers for Z. P. member will bear the names of the candidate with the symbol allotted. Each ballot paper will have a counterfoil. There would be space in the counterfoil for assigning a Sl. No. and for signature/ T.I. of the voter. Similarly, there will be space at the top of the ballot paper for assigning Sl. No. (which will naturally be the same as on the counterfoil) and for signature of the Presiding Officer. There will be horizontal lines between one symbol and another for affixing cross mark for voting by the voter. The ballot papers shall be bound in bunches of 100 and 50 Nos. **No ballot paper will be considered valid without bearing both the Sl. No. and signature of the Presiding Officer on its face and the distinguishing mark seal at the back.**

3. Ballot papers shall be supplied to a Presiding Officer at the rate of **110 per cent** of the total number of voters of the polling station. The figure thus arrived at shall be rounded up to the nearest 50/100 as the case may be. This is explained by the following illustration :

The total number of voters of Polling Station 'A' is 520. 110 per cent of this figure works out to 572. The Presiding Officer of Polling Station 'A' shall be supplied with 550 ballot papers. Total number of voters of Polling Station 'B' is 760. 110 per cent of this figure works out to 836. The Presiding Officer of Polling

Station 'B' shall be supplied with 850 ballot papers. **The ballot papers shall be so supplied that each Presiding Officer shall have at least two bunches of 50 Nos.**

4. Going by the past experience, the average voter turn-out at a polling station is around 70 per cent. The Commission therefore directs that each Presiding Officer shall, before commencement of the polls, **assign the Sl. No.** to 60 % of ballot papers (of the total number of voters of the Polling Station) both on the counterfoil and on the body of the ballot paper, put his signature on the body of these ballot papers and affix the distinguishing mark seal on their back to avoid possible pressure on him during the rush hour. Going by the same illustration cited in Para. 3 above, the Presiding Officer of Polling Station 'A' shall assign Sl. Nos., put his signature and affix distinguishing mark seal on 312 (60 % of 520) ballot papers or say 300 ballot papers and Presiding Officer of Polling Station 'B' on 456 (60 % of 760) or say 450 ballot papers before beginning of the poll. As the poll progresses and when the last of the signed bunch of ballot papers is about to be exhausted the Presiding Officer shall take up a fresh bunch of 50/100 ballot papers having regard to the time of voting left and number of voters waiting in the queue, for assigning Sl. Nos. putting his signature and affixing distinguishing mark seal. **The Sl. Nos. on the ballot papers shall be in one continuation, beginning with 1 in the first bunch and continuing up to the number actually issued.**

5. At the end of the counting, there would be 3 types of ballot papers with the Presiding Officer at the Polling Station—

- (1) used ballot papers [inside the ballot box(es)],
- (2) unused ballot papers (those already signed and numbered, but could not be used as there were no voters), and

- (3) surplus ballot papers (unnumbered and without signature of the Presiding Officer ; the difference between 110 % of ballot papers supplied and the total of used and unused ballot papers). The used, unused and surplus ballot papers for Ward Member, Sarpanch, P. S. Member and Z. P. Member shall be put in separate covers and such covers should be properly **superscribed as used ballot papers/unused ballot papers/surplus ballot papers** as the case may be and sealed by the Presiding Officer and handed over to the Election Officer.

ରାଜ୍ୟ ନିର୍ବାଚନ ଆୟୋଗ, ଓଡ଼ିଶା ସମବାୟ ଭବନ, ଜନପଥ ଭୁବନେଶ୍ୱର

No. 4327/

Dt. 1-11-2001

ନିର୍ଦ୍ଦେଶ

ବିଷୟ : ଭୋଟ କାଗଜ (ballot paper) ପ୍ରସ୍ତୁତି ସମ୍ବନ୍ଧେ ।





- ୧ । ଆସନ୍ତା ଦ୍ୱିତୀୟ ପଞ୍ଚାୟତ ନିର୍ବାଚନ ସକାଶେ ଖାର୍ତ୍ତ ମେୟର, ସରପଞ୍ଚ ଏବଂ ପଞ୍ଚାୟତ ସମିତି ସଭ୍ୟଙ୍କ ନିର୍ବାଚନ ପାଇଁ ୧୦ ଗୋଟି ପୃଥକ ପୃଥକ ସଂକେତ ଆଇ ଭିନ ଭିନ ରଙ୍ଗର ଭୋଟ କାଗଜ ଛପା ଯାଉଅଛି ।
- ୨ । କେତେକ ପଦବୀ ପାଇଁ ପ୍ରାର୍ଥୀମାନଙ୍କ ସଂଖ୍ୟା ଭୋଟ କାଗଜରେ ଥିବା ସଂକେତ ସଂଖ୍ୟା (୧୦) ଅପେକ୍ଷା କମ୍ ହେବାର ସମ୍ଭାବନା ରହିଅଛି । ଓଡ଼ିଶା ପଞ୍ଚାୟତ ଆଇନର ବ୍ୟବସ୍ଥା ଅନୁଯାୟୀ କୌଣସି ନିର୍ଦ୍ଦିଷ୍ଟ ପଦବୀ ପାଇଁ ନିର୍ବାଚନରେ ଯେତିକି ଆବଶ୍ୟକ ପ୍ରାର୍ଥୀ ଥିବେ, ଭୋଟ କାଗଜରେ ଥିବା ସଂକେତମାନରୁ ଉପରୁ ତଳକୁ କ୍ରମାନ୍ୱୟରେ ସେତିକି ସଂକେତ ଉକ୍ତ ପ୍ରାର୍ଥୀମାନଙ୍କୁ ପ୍ରଦାନ କରାଯିବ ଓ ଅବଶିଷ୍ଟ ସଂକେତମାନ ଫାଇଲ ରହିଯିବ ।
- ୩ । ଏହି ପରିପ୍ରେକ୍ଷୀରେ ଭାରତୀୟ ସମ୍ବିଧାନର ଧାରା ୨୪୩ (କେ) ଓ ଓଡ଼ିଶା ପଞ୍ଚାୟତ ଆଇନଗୁଡ଼ିକରେ ଅର୍ପିତ କ୍ଷମତା ବଳରେ ରାଜ୍ୟ ନିର୍ବାଚନ ଆୟୋଗ ଏତଦ୍ୱାରା ନିର୍ଦ୍ଦେଶ ଦେଉଛନ୍ତି ଯେ ଖାର୍ତ୍ତ ମେୟର, ସରପଞ୍ଚ ଓ ପଞ୍ଚାୟତ ସମିତି ସଭ୍ୟ ପଦବୀ ପାଇଁ ଭୋଟ କାଗଜରେ ମୁଦ୍ରିତ ସଂକେତଗୁଡ଼ିକ ମଧ୍ୟରୁ ପ୍ରତିଦ୍ୱନ୍ଦ୍ୱୀ ପ୍ରାର୍ଥୀମାନଙ୍କ ପାଇଁ ଉପରୁ ତଳକୁ କ୍ରମାନ୍ୱୟରେ ଉଦ୍ଦିଷ୍ଟ ସଂକେତମାନ ବାଦ ଦେଇ ଫାଇଲ ସଂକେତମାନ ଥିବା ଭୋଟ କାଗଜର ଅବଶିଷ୍ଟ ଅଂଶକୁ ଭୋଟ କାଗଜଟି ଭୋଟ ଦାତାଙ୍କୁ ହସ୍ତାନ୍ତର କରାଯିବା ପୂର୍ବରୁ ସମାବେଶକାଳୀନ ସ୍ଥଳରେ ଭାଙ୍ଗକରି ବନ୍ଦ କରିଦିଆଯିବ । ଉଦାହରଣ ସ୍ୱରୂପ ଯଦି କୌଣସି

୪ । ଭୋଟ ହୁଏତ କେନ୍ଦ୍ରର ଦାୟିତ୍ବରେ ଥିବା ଅଧିକାରୀଙ୍କ ଚୂଷାଧୀନରେ ପ୍ରଥମ ପୋଲିଂ ଅଫିସର ଉପର ବର୍ତ୍ତେ ପ୍ରକାରେ ଭୋଟ କାରଜରେ ଥିବା ଫୀଲ୍ମି ସାଂକେଦଗୁଡ଼ିକୁ ଭିତରପଟୁ ଭାଙ୍ଗି ବନ୍ଦ କରି ଦ୍ବିତୀୟ ପୋଲିଂ ଅଫିସରଙ୍କୁ ହସ୍ତାନ୍ତର କରିବେ ଏବଂ ଦ୍ବିତୀୟ ପୋଲିଙ୍ଗ ଅଫିସର ଏହି ଭୋଟ କାରକଟିକୁ ପୁନର୍ବାର ଉପରୁ ଚଳେନ୍ତୁ ହୁଏତ ଭାଙ୍ଗି କରିବେ ଏବଂ ପୁନଶ୍ଚ ଏପରି ସମାନ୍ତରାଳ ଭାଙ୍ଗି କରିବେ ଯହ୍ନାବା । ଭୋଟ କାରଜର ପଞ୍ଜ ପଟରେ ଲିଭାଯାଇଥିବା ପ୍ରଭେଦ ଚିହ୍ନଟିର ଛାପ ପରିଷ୍କାର ଭାବରେ ଦେଖାଯାଉଥିବ । ତାପରେ ଦ୍ବିତୀୟ ପୋଲିଂ ଅଫିସର ଉକ୍ତ ଭୋଟ କାରଜର ପ୍ରଥମ ଭାଙ୍ଗି ବାହାର ଅନ୍ୟ ହୁଏତ ଭାଙ୍ଗିକୁ ଖୋଲି ଭୋଟଦାତାଙ୍କୁ ହସ୍ତାନ୍ତର କରିବେ ଏବଂ ଭୋଟଦେବା ନିମନ୍ତେ ଉଦ୍ଦିଷ୍ଟ ଖଣ୍ଡରେ ଦେଖିବେ ମୋହର ମାରିସାରି ପୁନର୍ବାର ଶେଷ ହୁଏତ ଭାଙ୍ଗି ପକାଇଲେ ଭୋଟକାରକଟିକୁ ଭୋଟ ବାସ୍ତବରେ ପକାଇବାକୁ ତାଙ୍କୁ ବୁଝାଇଦେବେ ।

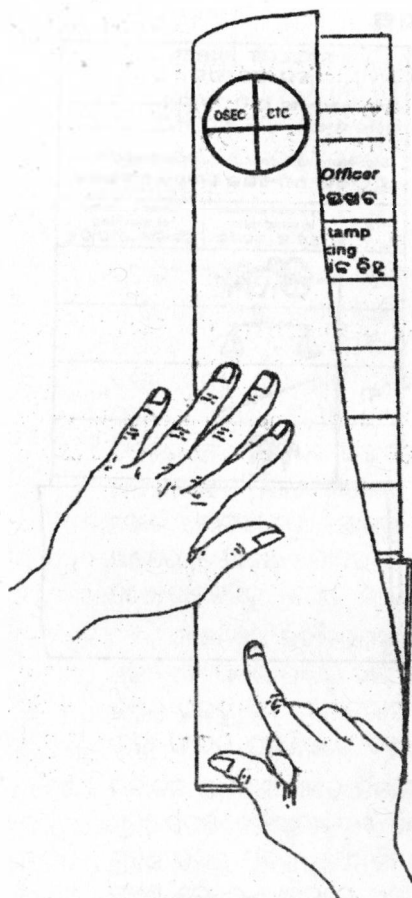
୪ । ନିର୍ବାଚନ ଅଧିକାରୀମାନେ ନିର୍ବାଚନ କେନ୍ଦ୍ରମାନଙ୍କର ଭୋଟ ଗ୍ରହଣ ଦାୟିତ୍ବରେ ଥିବା ସମସ୍ତ କର୍ମଚାରୀଙ୍କୁ ଏ ବିଷୟରେ ଯଥାବିଧି ତାଲିମ ଦେବେ । ଭୋଟ ଗ୍ରହଣ ସମୟ ପୂର୍ବରୁ ପ୍ରାର୍ଥୀ କିମ୍ବା ତାଙ୍କର କ୍ଷମତାପ୍ରାପ୍ତ ଏଜେଣ୍ଟମାନଙ୍କୁ ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରର ଦାୟିତ୍ବରେ ଥିବା ଅଧିକାରୀ ଏ ପ୍ରକାର ବ୍ୟବସ୍ଥା ବିବରଣରେ ଜଣାଇ ଦେବେ ।

ଓଡ଼ିଶା ରାଜ୍ୟ ନିର୍ବାଚନ କମିଶନଙ୍କ
ଆଦେଶମତେ
ସ୍ୱଚ୍ଛଦ

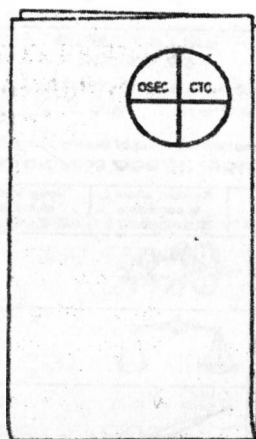
<p>BALLOT PAPER</p> <p>බෝලොත් කඩ</p> <p>Common Parliamentary Elections</p> <p>සාමාන්‍ය පාර්ලිමේන්තු තේරුම්</p>			
<p><i>Signature with seal of the Presiding Officer</i></p> <p>ප්‍රධාන නිලධාරීගේ අත්සන සහ මුද්‍රාව</p>			
Sl. No.	Symbol allotted to candidate	Water stamp of marking	
අ.අ.නං.	ප්‍රතිච්ඡිකා	බෝලොත් කඩ මුද්‍රාව	

2	
9	
6	
2	

ବ୍ରହ୍ମାଣ୍ଡ ସରସୀ
ବ୍ରହ୍ମାଣ୍ଡ (ଅନୁଭୂତି) ପରେ



ବୃତ୍ତୀୟ ଅବସ୍ଥା
ବୃତ୍ତୀୟ ଭାଗ (ସିଧା) ପରେ



ଶେଷ ଅବସ୍ଥା
ବୃତ୍ତୀୟ ଭାଗ (ଅନୁକୁଳିତ) ପରେ

ANNEXURE IV

STATE ELECTION COMMISSION, ODISHA
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYANAGAR
BHUBANESWAR - 751007

E-mail Id : stateelectioncommission.odisha@gmail.com

FAX No. : 0674-2573494

ORDER

The 26th November 2021

No. 3032-SEC.—Whereas the superintendence, direction and control of all election to Panchayati Raj Institution in the State are vest with the State Election Commissioner ;

And whereas, with a view to preventing impersonation at the election and in the interest of purity of elections and conduct of such elections in a fair and efficient manner, it is necessary to produce **Identity Card** by the voters for facilitating their indentification at the time of poll.

Now, therefore, in exercise of the powers conferred under Article 243-K of the Constitution of India read with the relevant provisions of the Odisha Grama Panchayat Election Rules, 1965, Odisha Panchayat Samiti Election Rules, 1991 & Odisha Zilla Parishad Election Rules, 1994 with regard to identification of the voters at the polling stations, the State Election Commission directs that during the General Election or by-election to Panchayati Raj Institutions at all levels, each voter at the time of the polling is required to produce any one of the following documents bearing his/her identity :

1. Electors Photo Identity Card issued by the Election Commission of India.

2. Aadhaar Card
3. Passport
4. Driving License
5. Service Identity Card with Photograph issued to employees by Central/State Government, Public Sector Undertaking, Local Bodies/Public Limited Companies.
6. Pass Book with Photograph issued by Bank Post office.
7. PAN CARD
8. Smart Card issued by RGI under NPR
9. MNRGA job card
10. Pension document with Photograph
11. Official Identity Cards issued to MPs, MLAs
12. Certificate of Disability
13. Freedom Fighter Identity Card
14. Any other documentary evidence establishing the identity of the voters to the satisfaction of the Presiding Officer.

It is clarified that any document as enumerated above, which is available for the head of family can also be considered for the purpose of identification of other member of the family. Similarly, an identification document in the name of one member of the family can also be considered for identification of any other member of the same family provided they are enlisted in the same household of the voters list.

It should be noted that possession of Identity Card as specified above will not confer right to vote unless his/her name finds place in the electoral roll supplied to the polling party.

This order Supersedes all previous orders issued by the Commission in this regard.

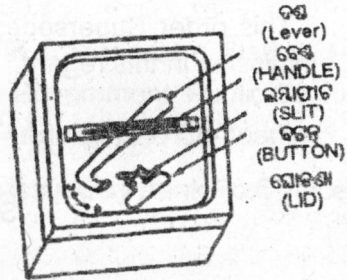
By order and in the name of
State Election Commission, Odisha

R. N. SAHU
Secretary

ଭୋଟ ବାକ୍ସ ପରିଚାଳନା ନିମନ୍ତେ ନିର୍ଦ୍ଦେଶାବଳୀ

ଭୋଟ ବାକ୍ସର ବିଭିନ୍ନ ଅଂଶର ନାମ ଜାଣିବା ।
ନିମନ୍ତେ ଚିତ୍ର (୧) ଦେଖନ୍ତୁ ।

ବାକ୍ସ ଘୋଡଣୀର ଉପର ପାର୍ଶ୍ୱରେ ଦର୍ଶାଯାଇଥିବା
ଧଳା ରଙ୍ଗର ତୀର ଚିହ୍ନଟି ବାକ୍ସ ଖୋଲିବା ଓ
ବନ୍ଦ କରିବା ଦିଗକୁ ଦର୍ଶାଉଅଛି ।
ଯଥା—ଅକ୍ଷର 'O' ଖୋଲିବା ଓ ଅକ୍ଷର 'C' ବନ୍ଦ
କରିବା ।



ଚିତ୍ର - ୧

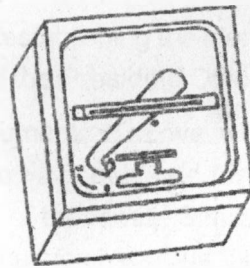
(୧) ଭୋଟ ବାକ୍ସ ଖୋଲିବା ପ୍ରଣାଳୀ :—

ଚିତ୍ର - ୧ରେ ଦର୍ଶାଯାଇଥିବା ଭଳି ଦଣ୍ଡ
(Lever)ଟିକୁ ଦକ୍ଷିଣାବର୍ତ୍ତୀ ଭାବେ ବୁଲାଇ ଏବଂ
ବଟନ (Botton)ଟିକୁ ବାମାବର୍ତ୍ତୀ ଭାବେ ଚିନିଭାଗ
ରୁଲି ଅଟକି ଯିବା ପର୍ଯ୍ୟନ୍ତ ଆସେ କରି ବୁଲାଇ ।
ବର୍ତ୍ତମାନ ବାକ୍ସର ତାଲା ଖୋଲିଗଲା ଏବଂ
ଘୋଡଣୀ (Lid)ଟି ଖୋଲି ବାକ୍ସର ଭିତରଟି
ଦେଖି ପାରିବେ ।

ଯନ୍ତ୍ରରକାର୍ଯ୍ୟ ପ୍ରଣାଳୀକୁ ବିଶ୍ୱାସୀକୃତ ନ କରି
ପ୍ରାର୍ଥୀ କିମ୍ବା ତାଙ୍କର ପ୍ରତିନିଧିଙ୍କୁ ବାକ୍ସଟିକୁ
ତଦାରଖ କରିବା ନିମନ୍ତେ ସୁଯୋଗ ଦିଅନ୍ତୁ ।

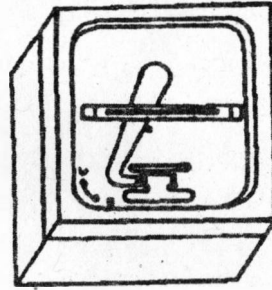
(୨) ଭୋଟ ଦେବା ପାଇଁ ଭୋଟ ବାକ୍ସର
ପ୍ରସ୍ତୁତି ପ୍ରଣାଳୀ :—

ବାକ୍ସର ଘୋଡଣୀ (Lid) ଆସେ କରି ବନ୍ଦ
କରନ୍ତୁ । ଚିତ୍ର - (୨) ରେ ଦର୍ଶାଯାଇଥିବା ଭଳି
ଲମ୍ବାଫାଟ (Slit)ଟି ସଂପୂର୍ଣ୍ଣ ଖୋଲା ହୋଇ



ଚିତ୍ର - ୨

ଉପଯୁକ୍ତ ଭାବେ ଭୋଟ ଦେବା ସ୍ଥଳକୁ ଆସବା ପର୍ଯ୍ୟନ୍ତ ବଟନ୍ (Button) ଟିକୁ ଦକ୍ଷିଣାବର୍ତ୍ତୀ ଭାବେ ଅଳ୍ପ ବୁଲାଇ । ବଟନ୍ (Button) ଟିକୁ ଆଉ ଅଧିକ ବୁଲାଇ ନାହିଁ । ନଚେତ୍ ଲମ୍ବା ଫାଟ (Slit) ଟି ବନ୍ଦ ହୋଇଯିବ । ଚିତ୍ର - ୩ରେ ଦର୍ଶାଉଥିବା ପରି ଦଣ୍ଡ (Lever)ର ରନ୍ଧ୍ର ଏବଂ ବଟନ୍ (Button) ର ଅନୁରୂପ ରନ୍ଧ୍ର ମେଳ ହେବା ପାଇଁ ଦଣ୍ଡ (Lever) ଟିକୁ ବାମବର୍ତ୍ତୀ ଭାବେ ବୁଲାଇ । ଏକ ତାର ଖଣ୍ଡକୁ ଦଣ୍ଡ (Lever) ର ରନ୍ଧ୍ର ଏବଂ ବଟନ୍ (Button)ର ରନ୍ଧ୍ର ମଧ୍ୟ ଦେଇ ନିଅନ୍ତୁ । ତାରର ଦୁଇ ମୁଣ୍ଡକୁ ଏକାଠି କରି କିଛିଥର ଯୋଗ କରି ମୋଡନ୍ତୁ । ଦଣ୍ଡ (Lever)ଟି ବର୍ତ୍ତମାନ ବଟନ୍ (Button) ସହିତ ଫଳପ୍ରସ୍ତ ସୁରକ୍ଷିତ, ଯାହାକୁ ପରେ ଆଉ ବୁଲାଇ ପାରିବ ନାହିଁ । ଏହାପରେ ଏକ ଶକ୍ତ ସୂତାକୁ ଦଣ୍ଡ (Lever) ର ରନ୍ଧ୍ର ଏବଂ ବଟନ୍ (Button)ର ରନ୍ଧ୍ର ଦେଇ ନିଅନ୍ତୁ ଏବଂ ଏହାକୁ ଏକାଧିକ ଗଣ୍ଠି ଦ୍ଵାରା ବାନ୍ଧନ୍ତୁ । ଏବେ ଶକ୍ତ ସୂତାର ଦୁଇ ମୁଣ୍ଡ ମୁଣ୍ଡକୁ ଏକାଠି ଧରନ୍ତୁ ଏବଂ ଏହାକୁ ଏକ ମୋଟା କାଗଜ ଖଣ୍ଡ ଉପରେ ରଖି ଗଣ୍ଠିଗୁଡ଼ିକର ଯଥାସମ୍ଭବ ପାଖା-ପାଖି ଆପଣଙ୍କର ମୋହର ଲଗାନ୍ତୁ । ବର୍ତ୍ତମାନ ବାକ୍ସଟି ଭୋଟ ଦେବା ପାଇଁ ପ୍ରସ୍ତୁତ ଅଟେ ।



ଚିତ୍ର - ୩

(୩) ଭୋଟ ଦାନ ପରେ ଭୋଟବାକ୍ସ ପ୍ରସ୍ତୁତ ପ୍ରଣାଳୀ :—

ଭୋଟଦାନ ଶେଷ ହେବା ପରେ ଭୋଟବାକ୍ସକୁ ଆଡ୍ରେସ୍ ଟ୍ୟାଗ୍ ରଖି ସିଲ୍ କରାଯାଉ, ସିଲ୍ ଉପରେ ପ୍ରିଜାଇଡିଂ ଅଫିସରଙ୍କ ମୋହର ଓ ସ୍ଵାକ୍ଷର ରହିବ । କୌଣସି ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥୀନୀ କିମ୍ବା ତାଙ୍କ ଏଜେଣ୍ଟକୁ ଚାହିଁଲେ ସେଥିରେ ମୋହର ଓ ସ୍ଵାକ୍ଷର କରିପାରିବେ । ତାପରେ ଭୋଟ ବାକ୍ସକୁ କନା ବ୍ୟାଗ୍ ଭିତରେ ରଖି ଆଡ୍ରେସ୍ ଟ୍ୟାଗ୍ ଦ୍ଵାରା ବ୍ୟାଗ୍‌କୁ ସିଲ୍ କରାଯାଉ ସିଲ୍ ଉପରେ ପ୍ରିଜାଇଡିଂ ଅଫିସରଙ୍କ ମୋହର ଓ ସ୍ଵାକ୍ଷର ରହିବ । କୌଣସି ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥୀନୀ କିମ୍ବା ତାଙ୍କ ଏଜେଣ୍ଟ ଚାହିଁଲେ କନା ବ୍ୟାଗ୍ ଉପରେ ଥିବା ଆଡ୍ରେସ୍ ଟ୍ୟାଗ୍‌ର ମୋହର ଓ ସ୍ଵାକ୍ଷର କରିପାରିବେ ।