

# **ELECTION COMMISSION OF INDIA**

**Nirvachan Sadan, Ashoka Road, New Delhi-110001**

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No. 464/INST/2009-EPS

Dated: 23<sup>rd</sup> February, 2009

To,

The Chief Electoral Officers of  
All States and Union Territories

**Sub: Colour of packing of Statutory Covers, Non- Statutory Covers and Election Material to be submitted by the Presiding Officers – regarding.**

Sir/Madam,

I am directed to say that after the close of poll, all election papers relating to poll are required to be sealed by the Presiding Officer in separate packets as per the provisions of Rule 49U of the Conduct of Election Rules 1961. In the past, it has been observed that while keeping the various Forms and other materials used in the polling station in respective covers, the Polling Parties inadvertently put them in wrong covers and it becomes difficult afterwards to locate those documents in case of some Court Cases or such other requirements. In order to streamline this process and to ensure that no such mistakes are repeated either intentionally or unintentionally, the Commission has decided that the following procedure should be adopted with regard to the preparation of various 'Statutory Covers' and 'Non-statutory Covers: -

- I. The first packet should contain the sealed covers mentioned below and should be superscribed as "STATUTORY COVER":

- (I) The sealed cover containing the marked copy of the electoral roll;
- (ii) The sealed cover containing the register of voters;
- (iii) The sealed cover containing voter's slips;
- (iv) The sealed cover containing unused tendered ballot papers;
- (v) The sealed cover containing the used tendered ballot papers and the list in Form 17-B

A format of each of these five sealed covers is enclosed herewith. The colour of Statutory Forms and covers should be **Green**.

Even if a statement or record to be put in any cover mentioned above is nil, a slip noting on it that the statement or record is "Nil" may be put in the cover and the total number of five covers made ready so that no necessity arises for the receiving official at the receiving centre to enquire about the non-production of any of the sealed covers to be received by him.

- (xi) The second packet should contain the following covers and should be superscribed as "NON-STATUTORY COVER":
  - (xi) The cover containing the copy or copies of electoral roll (other than the marked copy);
  - (xi) The cover containing the appointment letters of polling agents in Form 10;
  - (xi) The cover containing the election duty certificate in Form 12-B
  - (xi) The sealed cover containing the list of challenged votes in Form 14;
  - (xi) The cover containing the list of blind and infirm electors in Form 14-A and the declarations of the companions;

- (xi) The cover containing the declarations obtained from electors as to their age and the list of such electors;
- (xi) Cover containing the receipt book and cash, if any, in respect of challenged votes;
- (xi) Cover containing unused and damaged paper seals;
- (ix) Cover containing unused voter's slips;
- (x) Cover containing unused and damaged special tags; and
  
- (xi) Cover containing unused and damaged strip seals.

A format of each of eleven covers is enclosed herewith. The colour of Statutory Forms and covers should be **Yellow**.

III. The third packet should contain the following items:

- (I) The Hand Book for Presiding Officer;
- (ii) Manual of Electronic Voting Machine
- (iii) indelible ink set (with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation);
- (iv) Self-inking pads;
- (v) The metal seal of the Presiding Officer;
- (vi) The arrow cross-mark rubber stamp for marking tendered ballot papers;
- (vii) Cup for setting the indelible ink;

A Performa of each of seven covers is enclosed herewith. The colour of these packets should be **Brown**.

IV All the other items, if any, should be kept in the Fourth Packet. The Colour of this packet should be **Blue**.

Each of the five smaller covers/packets to be included in the first packet marked Statutory Covers should be sealed. The other smaller covers/packets containing various non-statutory papers and items of election materials to be included in the second, third and fourth packets marked “Non-Statutory Covers” may be prepared separately, but not be sealed (except the cover containing list of challenged votes in Form 14).

Where the election to House of the people and legislative assembly are held simultaneously, the Voters’ slip for use in the polling station (which is handed over to the electors by the second/third polling officers) may be prepared in two different colours viz. White for Lok Sabha poll and Pink for Assembly poll. After the poll is over the slips used for different poll should be kept in separate covers. Similarly, Form – 17C (Account of Votes Recorded) may also be prepared in different colour viz. White for Lok Sabha poll and Pink for Assembly poll. As regard the Register of Voters (Form – 17A), it may be noted that only one register is required even in the case of simultaneous poll.

It may be noted that the packets containing (i) the account of votes recorded and paper seal (in Form - 17C), (ii) the declarations by the Presiding Officer before the commencement of poll, during the poll and after close of poll, (iii) the Presiding Officer’s Diary, (iv) form PS05 (Check Memo for Presiding Officers) and (v) Visit Sheet, should be put in separate packets.

Apart from the above, the Commission has also directed that different Forms and other papers may be pre-printed and stitched in two bundles, duly perforated, at the end viz. one for Statutory and another for Non-statutory.

The matter contained in this instruction should invariably be brought to the notice of the Polling Personnel during their training so that there is no confusion when it comes to the actual use of this facility.

Kindly acknowledge receipt of the letter.

# STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200

from.....Parliamentary Constituency / Assembly Constituency

Number of Polling Station.....Name of Polling Station.....

(1) Sealed Cover containing marked copy of Electoral Roll and List of CSVS

Marked Copy of Electoral Rolls

## MARKED COPY

General Election to ..... from .....Constituency

1. No. of Polling Station:.....
2. Name of the Polling Station:.....
3. Location of Polling Station:.....

# STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200

from.....Parliamentary Constituency / Assembly Constituency

Number of Polling Station.....Name of Polling Station.....

(2) Sealed Cover containing Register of Voters

**FORM 17-A**  
(See Rule 49-L)

## Register of Voters

General Election to ..... from .....Constituency

1. No. of Polling Station:.....
2. Name of the Polling Station:.....
3. Part No. Electoral Roll of:.....

# STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200

from.....Parliamentary Constituency / Assembly Constituency

Number of Polling Station.....Name of Polling Station.....

(3) Sealed Cover containing Voter's Slips

## Slip of Voters

General Election to ..... from .....Constituency

1. Serial No. of Elector shown in Column-1 of Register of Voters : .....
2. Serial No. of Elector as entered in the Electoral Roll : .....
3. Signature of Polling Officer : .....

**STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(4) Sealed Cover containing unused Tendered Ballot Papers**

STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

Number of Polling Station.....Name of Polling Station.....

**(5) Sealed Cover containing used Tendered Ballot Papers and List in 17-B**

# STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200

from.....Parliamentary Constituency / Assembly Constituency

Number of Polling Station.....Name of Polling Station.....

(1) Sealed Cover containing marked copy of Electoral Roll and List of CSVS

Marked Copy of Electoral Rolls

## MARKED COPY

General Election to ..... from .....Constituency

1. No. of Polling Station:.....
2. Name of the Polling Station:.....
3. Location of Polling Station:.....

# STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200

from.....Parliamentary Constituency / Assembly Constituency

Number of Polling Station.....Name of Polling Station.....

(2) Sealed Cover containing Register of Voters

**FORM 17-A**  
(See Rule 49-L)

## Register of Voters

General Election to ..... from .....Constituency

1. No. of Polling Station:.....
2. Name of the Polling Station:.....
3. Part No. Electoral Roll of:.....

# STATUTORY COVER

General Election to House of the People, 200 / State Legislative Assembly, 200

from.....Parliamentary Constituency / Assembly Constituency

Number of Polling Station.....Name of Polling Station.....

(3) Sealed Cover containing Voter's Slips

## Slip of Voters

General Election to ..... from .....Constituency

1. Serial No. of Elector shown in Column-1 of Register of Voters : .....
2. Serial No. of Elector as entered in the Electoral Roll : .....
3. Signature of Polling Officer : .....

## **STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

Number of Polling Station.....Name of Polling Station.....

**(4) Sealed Cover containing unused Tendered Ballot Papers**

# **STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

Number of Polling Station.....Name of Polling Station.....

**(5) Sealed Cover containing used Tendered Ballot Papers and List in 17-B**

**NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(1) COVER CONTAINING THE COPY OR COPIES OF ELECTORAL ROLLS  
(OTHER THAN THE MARKED COPY)**

1. No. of the Polling Station:.....
2. Name of the Polling Station:.....
3. Location of the Polling Station:.....

# **NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(2) COVER CONTAINING THE APPOINTMENT LETTERS OF  
POLLING AGENTS IN FORM - 10**

# **NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(3) COVER CONTAINING THE ELECTION DUTY CERTIFICATE IN FORM – 12-B**

# NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

## **(4) LIST OF CHALLENGED VOTES IN FORM 14**

# **NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(5) COVER CONTAINING THE LIST OF BLIND AND INFIRM ELECTORS IN  
FORM 14-A AND THE DECLARATIONS OF THE COMPANIONS**

# NON - STATUTORY COVER

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(6) LIST OF VOTERS FROM WHOM DECLARATIONS AS TO  
THEIR AGE HAVE BEEN OBTAINED**

**ANNEXURE - XI**

# **NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(7) COVER CONTAINING THE RECEIPT BOOK & CASH IF ANY,  
IN RESPECT OF CHALLENGED VOTES**

# **NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(8) COVER CONTAINING THE UNUSED AND DAMAGED PAPER SEALS**

# **NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(9) COVER CONTAINING UNUSED VOTERS SLIPS**

# **NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(10) COVER CONTAINING WITH UNUSED & DAMAGED SPECIAL TAGS**

# **NON - STATUTORY COVER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(11) COVER CONTAINING UNUSED & DAMAGED STRIP SEALS**

**THIRD PACKET**

**General Election to House of the People, 200 / State Legislative Assembly, 200**  
**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**(1) HANDBOOK FOR PRESIDING OFFICERS**

**General Election to House of the People, 200 / State Legislative Assembly, 200**  
**from.....Parliamentary Constituency / Assembly Constituency**  
Number of Polling Station.....Name of Polling Station.....

**(2) MANUAL OF INSTRUCTIONS FOR USE OF  
ELECTRONIC VOTING MACHINE**

**General Election to House of the People, 200 / State Legislative Assembly, 200**  
**from.....Parliamentary Constituency / Assembly Constituency**  
Number of Polling Station.....Name of Polling Station.....

**(3) INDELIBLE INK SET**

**General Election to House of the People, 200 / State Legislative Assembly, 200**  
**from.....Parliamentary Constituency / Assembly Constituency**  
Number of Polling Station.....Name of Polling Station.....

**(4) STAMP PAD**

**General Election to House of the People, 200 / State Legislative Assembly, 200**  
**from.....Parliamentary Constituency / Assembly Constituency**  
Number of Polling Station.....Name of Polling Station.....

**(5) BRASS SEAL OF PRESIDING OFFICER**

**General Election to House of the People, 200 / State Legislative Assembly, 200**  
**from.....Parliamentary Constituency / Assembly Constituency**  
Number of Polling Station.....Name of Polling Station.....

**(6) ARROW CROSS-MARK RUBBER STAMP FOR MAKING**  
**TENDERED BALLOT PAPERS**

**General Election to House of the People, 200 / State Legislative Assembly, 200**  
**from.....Parliamentary Constituency / Assembly Constituency**  
Number of Polling Station.....Name of Polling Station.....

**(7) CUP FOR SETTING THE INDELIBLE INK**

**FOURTH PACKET**

**General Election to House of the People, 200 / State Legislative Assembly, 200**

**from.....Parliamentary Constituency / Assembly Constituency**

**Number of Polling Station.....Name of Polling Station.....**

**OTHER MISCELLANEOUS MATERIAL**